

General Government

**Link to General Government Pie
Chart, 15 KB .pdf**

P R O G R A M E X P L A N A T I O N S

INTRODUCTION

The General Government Program area comprises the major administrative and central services support for King County Government. Although there are a wide variety of agencies represented in this program area, they can be divided into four main categories:

- Elected Officials (for example, the County Council, County Executive, and Assessor);
- Central Service Agencies that provide a service to other County agencies;
- Direct public service agencies; and
- Miscellaneous agencies and central reserves.

Approximately 70% of the General Government budget is located within internal service funds, which bill other County departments for their services. A sizeable portion of the total General Government budget (approximately 27%) is located in the Current Expense Fund, and lesser amounts are budgeted in special revenue funds and enterprise funds.

In total, the General Government budget is increasing by \$15 million or about 1.4% above the level of the 2001 Adopted Budget. A significant increase, \$9 million, occurs in the Employee Benefits budget, which is driven by the cost of medical benefits to County employees. The upward trend in the cost of medical services that began in mid-1997 is expected to continue through 2002. Actuarial estimates of self-funded claims and renewal rates of the County's managed care contracts coupled with the need to replenish the Benefit fund reserves required an annual percentage increase in the Flex rate charged to other County agencies of 20%.

Another significant contributor to increases seen in the General Government budgets is salary and wage adjustments. Salary and wage adjustments are funded from COLA and merit budgets within agency budgets, as well as from a salary and wage contingency budget which provides funding for mid-year labor settlements. The implementation of the classification and compensation process has resulted in sizeable salary increases in many County agencies. This process will be concluded in 2002.

Other areas of growth are attributable primarily to program expansion in non-Current Expense funds that receive their funding from a variety of internal and external sources. These agencies include Risk Management, Facilities Management, I-NET, and Grants.

Highlights of the General Government program area such as Significant Program Additions, Significant Program Reductions, and Central Rate Changes are described below.

Investment in Technology

In 2002, the County will develop a common information technology vision through the on-going operations of the technology governance structure led by the Office of Information Resource Management.

GENERAL GOVERNMENT PROGRAM PLAN

In addition the County will be making additional investments in technology during 2002. These initiatives are related to various hardware and software upgrades and planning in the following areas:

- Enterprise-Wide Licensing - This initiative will ensure that the County remains in compliance with personal computer licensing requirements to allow agencies to perform their work.
- I-NET Operations Unit – This initiative will establish an operations division for the implementation phase of the King County Institutional Network (I-NET). The I-NET uses high-bandwidth fiber optic technology to link over 300 public facilities in King County, including school districts, King County libraries, community colleges, city governments, institutions of art and science, and County agencies for mutual benefit and data sharing. I-NET will support applications that benefit education and government, such as distance learning, video conferencing for meetings and assemblies, voice transmission, data sharing, and internet access. When completed, it will allow schools to share classes and meetings among buildings, and enable schools to develop education-on-demand services. This initiative is revenue-backed by monthly client user fees.
- Endangered Species Act (ESA) Data Management Systems - This initiative will continue a program to ensure compliance with the ESA. To accomplish the goals of salmon conservation and recovery, and comply with Sections 4(d), 7 and 10 of the ESA, basic, accurate, comprehensive geographic data is required relating to hydrography, vegetation, roadways, and development. The ESA Data Management System will enhance the County's ability to identify and monitor endangered species and their habitat, in order to regulate and evaluate activities which impact them.
- Electronic Court Records Phase III - Electronic Filing Development - Phase III will develop the electronic filing component of this on-going project in order to provide for electronic filing of court documents to increase data transfer speed and decrease waiting time for records. Recorder's O&M Fund provides a partial one-time funding for 2002.
- E-Commerce - This initiative will develop the infrastructure and pilot program sites to use technology to allow the public to gain easier access to County agencies. Several pilot projects anticipated for 2002 are bus pass sales, e-procurement, e-filing, pet licensing, and property tax payment acceptance.
- Financial Systems Replacement – During 2002 a plan for replacing County financial systems will be developed and presented to the Council for their consideration.
- ITS Infrastructure Equipment Replacement – During 2002 ITS will implement an equipment replacement plan which begins the process of replacing wide area network, local area network and other data network equipment that is reaching the end of its useful life.
- Telecommunications Voice Mail System Replacement – ITS -Telecommunications will acquire a new voice mail system to replace one of three systems currently in use. A capital project will be established in the ITS Capital Fund to track expenses associated with this project.

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- PERS III Retirement System – During 2002 the county will continue the effort begun in 2001 to design and implement new retirement reporting systems to support the new PERS III retirement plan option that will be available to employees in September 2002.
- PeopleSoft Upgrade – This proposal will support operations and maintenance of the PeopleSoft Payroll and Human Resources system and upgrade of the system from Version 7.0 to Version 8.0. This will complete the project begun in 2001.
- IBIS Maintenance - This initiative will fund work necessary for maintenance of the current system. The projects include IBIS server replacement, IBIS interface with PeopleSoft, and data archiving and purging. This will be funded by Transit.

Significant Program Additions

Although funding is very limited for new programs, some high priority and mandatory programs are being funded in 2002.

- Premium Rates and Enrollment Changes – The cost for the County’s self-funded medical plans are projected to rise 11.5% in 2002 and the renewal rate increases for the managed care plans range from 10% to 35%. The increase to the services and other charges component of the Employee Benefits budget to accommodate these rates is \$8.2 million over the 2001 Adopted level.
- Special Elections Costs - This expenditure supports statutory Special Elections conducted on dates as provided by state law. This add assumes approximately the same number and scope of special elections as in 2000. This expenditure is 100% revenue backed by the jurisdictions holding the elections.
- Absentee Ballot Volume Adjustments – The popularity of the absentee ballot program has increased the number of on-going absentee ballot participants and subsequently increased the cost to administer this program.
- Voter Registration Support and Enhancement – Records and Elections will perform maintenance and enhancement of the existing voter registration system so that it will be up to date with new law and other changes.
- Benefits Business Process Documentation Project – In 2002 Employee Benefits will complete an effort to review, analyze, streamline, and document the existing two payroll processes. This project will build the foundation for the County to move to one payroll system.
- Benefit Contract Renegotiations and Enrollment – During 2002 Employee Benefits will renegotiate benefit contracts and prepare for open enrollment for entirely new employee benefit plans in 2003.
- The ESA Policy Coordination Office is consolidated within the Office of Regional Policy and Planning (ORPP) in 2002. The office will continue its dual roles to lead the Tri-County ESA response effort jointly with Snohomish and Pierce Counties and to convene interdepartmental coordination to implement programs and resolve policy issues.

Significant Program Reductions

During 2001 the County enacted the most significant reorganization of county government since the Metro-County merger. The reorganization will become effective January 1, 2002.

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In order to address the projected shortfall in the Current Expense Fund in 2002 and subsequent years the Executive has reduced on-going management and administrative costs within General Government through the creation of the Department of Executive Services (DES). The DES department encompasses all of the administrative and internal support functions from the former Department of Information and Administrative Services, Department of Finance, Department of Construction and Facilities Management, and the Office of Human Resources Management. General Government agencies contributed to the overall balancing of the budget by making reductions in their budgets in excess of \$10.6 million while minimizing the impact to direct services. Some of the more significant reductions include the following:

- Office of Regional Policy and Planning (ORPP) Administrative and Service Reductions – These reductions represent the elimination of 3 FTEs and reductions in programs such as Jobs Initiative Program, Economic Development Special Program, and Children and Family Commission Program. ORPP is approaching the cities to incorporate these programs into their human service funding.
- Office of Human Resources Management (OHRM) Administrative and Service Reductions – These reductions represent the elimination of 15 FTEs and 3 TLPs, which will be achieved through the creation of DES, internal realignment, and several program reductions. Some central coordination functions will be eliminated and decentralized.
- Finance Administrative Reductions – These reductions represent the elimination of 20 FTEs achieved through the reorganization and transfer of functions. The Business Development and Contract Compliance section and the Capacity Charge section will be transferred to the other departments. These transfers result in efficiencies which enable further reductions in administrative staff.
- Safety & Claims Management Staffing Reductions – These reductions represent the elimination of the Safety and Claims Manager, Programmer Analyst III, and Administrative Specialist I.
- Licensing and Regulatory Services (LARS) Interoffice Mail Service Changes – This proposal will reduce the frequency of mail service delivery to once per day service in the downtown area and possibility of every two days for most outlying sites. The division will work closely with agencies to assess and respond to the agencies needs.
- LARS Eastside Animal Control Reallocation – This initiative consolidates the functions with other animal shelters in the same area and enhances efficiency.
- Records and Elections Elimination of Phone Bank – This proposal will eliminate the telephone response team. Enhanced information on the internet, as well as the establishment of an automated telephone response system will replace the functions.
- Records & Elections and Licensing Division merger and staff reductions – The merger of the two divisions will eliminate a total of 6.0 FTEs. The Recorder's office reduction will eliminate an additional 3.0 FTEs.
- The 2002 Risk Management Division budget reflects the elimination of 4 FTE positions reflecting efficiencies associated with implementation of a new claims system and a reduction in claim filings.

GENERAL GOVERNMENT PROGRAM PLAN

- The retirement rate charged to all county agencies to fund contributions to the state Public Employee Retirement System (PERS) and Law Enforcement Officers and Fire Fighters (LEOFF) retirement plans has declined by \$16.8 million or 55.6% compared to the 2001 Adopted level. The contribution rates are set by the State Legislature and are effective through June of 2003.
- The Facilities Management Division is implementing program reductions totaling over \$1 million. They are reducing management, administrative and fiscal support staff by 13.5 FTE.
- ITS – Technology Services is implementing program reductions which include reducing their administrative support staff by 4 FTE and 1 TLP. In addition, ITS will de-install two of their older computer applications with no impact to customers.

Central Rate Changes

Several of the General Government agencies are Internal Service Funds that recover the costs of their operations by charging other County funds. A concerted effort to hold down the costs of these central services was made in the development of the 2002 Proposed Budget. In part this was achieved through savings in administrative costs resulting from the County reorganization plan. In some cases, though, such as with Employee Benefits and the Division of Facilities Management, the costs are driven by outside market forces that are unavoidable.

The following is a brief summary of the major internal service rates.

- Facilities Management (formerly DCFM) - Facilities Management's Operations and Maintenance cost per square foot charges are charges to all agencies occupying space in buildings maintained by Facilities Management. The 2002 rates are affected by significant increases in energy costs. The impact of these energy costs has been partly offset by the various administrative program reductions that Facilities will implement in 2002. In 2002 Facilities Management operations and maintenance charges increase by \$2.19 million or 10% compared to the 2001 Adopted level.
- Long-term leases - In the area of long-term leases rates are driven by market lease rates. Long-term lease rates increased \$2.7 million or 16.2% over the 2001 Adopted level.
- Flex Benefits - The County has a flexible benefit package, which offers employees several options for coverage and providers. All of the benefit costs are accounted for in the Employee Benefits Fund, which then recovers its costs through a single standard monthly rate charged to agencies for each eligible employee. The standard rate charged in 2001 was \$654 per employee per month. The standard rate for the 2002 Proposed budget is \$784 per employee per month, a 20% increase. The increase is the result of significantly higher costs in the self-funded program and managed care contracts, as well as the need to replenish mandatory Benefit fund reserves.
- Current Expense Overhead – The costs of several Current Expense Fund agencies that provide services or support Countywide are recovered through a Current Expense Overhead Plan. The Current Expense agencies or services included in this plan are the Council agencies, Executive Offices, Budget Office, Planning, OHRM, Emergency Management, Department of Executive Services (DES), State Auditor, bus pass subsidy, building occupancy charges, mail services, asset management services, and records

GENERAL GOVERNMENT PROGRAM PLAN

management services. Charges for Current Expense services has increased by a total of \$626 thousand or 2% over the 2001 adopted level.

- ITS – Technology Services – The Information and Telecommunications Services (ITS) Division charges for the data processing and technology services it provides to every County agency. This includes maintaining the County’s wide area network, system development assistance and systems operations. For the 2002 Budget, the methodology used to determine the ITS-Technology Services rates is fundamentally similar to the methodology used in the development of the 2001 Adopted Budget. Rates are the result of allocating sets of costs associated with discrete services to the users of those services. Some rate buckets are allocated on the basis of service level agreements negotiated with each client agency. As in the 2001 Adopted Budget, O & M analyst hour rates have been derived from work estimates negotiated with customer agencies. In the 2002 Proposed Budget, however, overhead and administrative costs have been shifted from the O & M analyst rate to the FTE and mailbox rate buckets. This will allocate those costs more appropriately to a broader base of county users. The 2002 ITS technology O&M and infrastructure rates have declined by \$925 thousand or 4.4% from the 2001 Adopted level.
- ITS – Telecommunications – For the 2002 Budget, ITS – Telecommunications is using the same rate methodology as the one used for the 2001 Adopted Budget. This is consistent with recommendations submitted to Council as part of a response to a 2001 Budget proviso regarding telecom rates. The 2002 Proposed Telecommunications rate increase by \$1 million, or 12.4% from the 2001 Adopted level.
- Risk Management – The cost of insurance services, both premiums on insurance policies and actual claims costs, are billed back to the affected agencies. For the 2002 Budget, this rate has declined by \$5.4 million, or 24.8% compared to the 2001 Adopted rate level. This significant decline is largely attributable to the revision of the actuarial projection of claims costs in 2002 and ensuing years. In addition Risk Management has achieved administrative efficiencies as a result of the implementation of a new claims system.
- Radio Services – The Radio Communications Section (RCS) within the Office of Emergency Management operates the County’s 800 MHz radio system. RCS bills other County agencies for costs associated with servicing and replacing the radios used by agencies. The 2002 radio rates increase by \$62 thousand, or 3.2%.
- Financial Services – The Department of Finance became an internal service fund in 1998 and began billing for its services directly to County agencies. Prior to 1998, Finance service costs were recovered through the Current Expense Overhead Plan. Financial services cover a broad array of activities including accounts payable, accounts receivable, payroll processing, financial system operations, financial reporting, procurement, treasury functions, contracts, and construction support. For the 2002 Adopted Budget, the Department of Finance has implemented a new rate methodology that more equitably allocates charges for services. The new rate methodology includes eighteen separate direct service cost pools, compared to three cost pools included in the previous model. The result of this more detailed methodology is to tie the cost of providing a particular service more directly to the users of the service. The Treasury Division passes on its costs to Finance-CX and other County agencies that levy property taxes. For the 2002 budget Finance charges have decreased by \$1.6 million, or 7.45% compared to the 2001 Adopted level.

Assessments

ASSESSMENTS

Mission

Assessments

We are fully committed to serving the citizens of King County by providing fair, equitable and understandable property valuations, forming the basis for the funding of public services.

ISSUES AND PRIORITIES

The primary focus of the Assessor's budget is to continue the commitment to taxpayer fairness and equity, and ensure continued compliance with State legislation passed in 1997.

GENERAL GOVERNMENT PROGRAM PLAN

Assessments 0010/0670

Code/Item #	Description	0670	Expenditures	FTEs*	TLPs
Program Area		2001 Adopted	15,964,732	242.70	0.0
GG		Status Quo **	885,854	0.00	0.0
		Status Quo Budget	16,850,586	242.70	0.0
		Contra	600,000		
<i>Detail below shows crosswalk from 2001 adopted to 2002 adopted.</i>					
Administrative Service Reductions					
AS01	Administrative Reductions		(731,494)	0.00	0.00
			(731,494)	0.00	0.00
Central Rate Adjustments					
CR14	DCFm Space Charge		(19,094)	0.00	0.00
CR25	Finance Rates		15,257	0.00	0.00
CR26	Retirement Rate Adj.		(4,185)	0.00	0.00
CR35	1% Underexpenditure		(168,506)	0.00	0.00
CR08	ITS Infrastructure		(8,226)	0.00	0.00
CR11	Telecommunications Services		(36)	0.00	0.00
CR07	ITS O&M		(203,219)	0.00	0.00
CR39	COLA Adjustment		(50,398)	0.00	0.00
CR13	Motor Pool Rate Adj.		(4,824)	0.00	0.00
CR10	Information Resource Management		21,770	0.00	0.00
CR09	ITS GIS		(3,936)	0.00	0.00
			(425,397)	0.00	0.00
Council Changes					
CC01	Additional 0.25% underexpenditure		(42,267)	0.00	0.00
			(42,267)	0.00	0.00
		2002 Adopted Budget	16,251,428	242.70	0.00

* FTEs do not include temporaries and overtime.

** This includes revised 2001 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

Proviso(s):

PROVIDED THAT:

By March 31, 2002 the assessor's office shall provide the council with a proposal to make area report residential sales information available to the public on-line and at community service centers for research purposes.

PROVIDED FURTHER THAT:

The assessor's office shall, by April 15, 2002 report to the council about progress made in providing better service to taxpayers who telephone requests to his office for information. The report shall also include information about the volume of phone calls and in-person requests, the number of calls or requests processed, and the redeployment of appropriate personnel including an appraiser in the public information section to answer questions about appraisal of residential property.

The report must be filed with the council clerk. The original and 15 copies must be delivered to the clerk, who will retain the original and will forward copies to each councilmember and to the lead staff for the management, labor and customer services committee or its successor.

GENERAL GOVERNMENT PROGRAM PLAN

PROGRAM HIGHLIGHTS

Significant Program Reductions

Administrative Service Reductions – (\$731,494). The Department of Assessments Proposed Budget includes administrative service reductions totaling \$731,494.

Technical Adjustments

Central Rate Adjustments – (\$256,891). These include central rate changes in ITS O&M, ITS Infrastructure, ITS GIS, Information Resource Management, Telecommunications Services, Motor Pool rate adjustments, DCFM space charge, Finance rates, retirement rate adjustment and a COLA adjustment.

1% Partial Underexpenditure Requirement – (\$168,506). The 2002 Proposed Budget includes a 1% underexpenditure contra in each CX operating and CX transfer budget to directly budget for assumed underexpenditure levels. A remaining central contra of 0.75% is being held in the CX Financial Plan for a total assumption of 1.75% underexpenditure for all CX operating and CX transfer budgets. CX departments are asked to manage a total underexpenditure requirement of 1.75%.

COUNCIL ADOPTED BUDGET

Additional 0.25% underexpenditure – (\$42,267). *The Council adopted budget includes an additional 0.25% underexpenditure requirement. For this agency's budget, this represents an additional underexpenditure amount of \$42,267.*

Council Agencies

COUNCIL AGENCIES

Mission

Council Agencies

The thirteen-member elected Metropolitan County Council is the policy determining body of the County and exercises all legislative powers authorized under the King County Charter, including adoption and enactment of ordinances, levy of taxes, appropriation of funds, establishment of compensation levels for County employees, and organization of administrative offices and executive departments.

ISSUES AND PRIORITIES

In addition to its legislative duties, the Metropolitan King County Council has six separate sections that perform daily functions.

The Council Administrator provides general support to the Council through administration of the legislative branch budget and general oversight of legislative offices. Within this section, the Chief of Staff supervises the Council's central staff which analyzes proposed legislation, handles legal and policy issues, and conducts long-term special studies. The Clerk of the Council is responsible for processing legislation and other official County

records, including preparation of Council agendas.

The Hearing Examiner conducts quasi-judicial public hearings on land use applications and on appeals of administrative orders and decisions, prepares reports of all hearings, and makes recommendations and decisions on the matters heard.

The Council Auditor conducts management and financial audits and special studies of County departments, agencies and programs to assist the Metropolitan King County Council in its oversight of the effectiveness and efficiency of County government operations.

The Ombudsman-Tax Advisor's Office investigates complaints against King County administrative agencies, makes recommendations for improvements based on these investigations, and provides information and referral assistance to the public. The Tax Advisor provides advice to the public on property tax law and the appropriate procedures to appeal property tax re-evaluations.

The Board of Appeals provides a fair and impartial hearing process for appeals of personal and real property valuations for tax assessment purposes and of various business license decisions and animal control orders.

King County Civic Television provides citizens accessibility to view Council proceedings from their homes.

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County Council 0010/0010

Code/Item #	Description	0010	Expenditures	FTEs*	TLPs
Program Area					
		2001 Adopted	5,356,925	64.00	0.00
		Status Quo **	146,688	0.00	0.00
GG					
		Status Quo Budget	5,503,613	64.00	0.00
		Contra	0		
<i>Detail below shows crosswalk from 2001 adopted to 2002 adopted.</i>					
Central Rate Adjustments					
CR26	Retirement Rate Adj.		(1,420)	0.00	0.00
CR39	COLA Adjustment		(16,502)	0.00	0.00
CR08	ITS Infrastructure		(2,516)	0.00	0.00
CR10	Information Resource Management		5,741	0.00	0.00
CR13	Motor Pool Rate Adj.		(2,414)	0.00	0.00
CR09	ITS GIS		7,008	0.00	0.00
CR15	Insurance Charges		(4,410)	0.00	0.00
CR25	Finance Rates		7,531	0.00	0.00
CR35	1% Underexpenditure Adjustment		626	0.00	0.00
			(6,356)	0.00	0.00
Council Changes					
CC04	Restore COLA and front desk support		40,910	0.00	0.00
CC01	Reallocate council agency cuts		(57,979)	0.00	0.00
CC02	Restore COLA deferment		1,000	0.00	0.00
CC03	Additional 0.25% underexpenditure		(13,787)	0.00	0.00
			(29,856)	0.00	0.00
		2002 Adopted Budget	5,467,401	64.00	0.00

* FTEs do not include temporaries and overtime.

** This includes revised 2001 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

GENERAL GOVERNMENT PROGRAM PLAN

Council Administration 0010/0020

Code/Item #	Description	0020	Expenditures	FTEs*	TLPs
Program Area		2001 Adopted	7,127,497	62.00	1.0
GG		Status Quo **	(138,478)	0.00	0.0
		Status Quo Budget	6,989,019	62.00	1.0
		Contra	0		
<i>Detail below shows crosswalk from 2001 adopted to 2002 adopted.</i>					
Administrative Service Reductions					
AS01	Contra in lieu of program reduction		(507,978)	0.00	0.00
			(507,978)	0.00	0.00
Central Rate Adjustments					
CR11	Telecommunications Services		(5,886)	0.00	0.00
CR25	Finance Rates		11,840	0.00	0.00
CR13	Motor Pool Rate Adj.		2,766	0.00	0.00
CR14	DCFM Space Charge		(3,399)	0.00	0.00
CR08	ITS Infrastructure		(1,698)	0.00	0.00
CR35	1% Underexpenditure Adjustment		5,890	0.00	0.00
CR07	ITS O&M		1,134	0.00	0.00
CR26	Retirement Rate Adj.		(1,636)	0.00	0.00
CR10	Information Resource Management		5,561	0.00	0.00
CR39	COLA Adjustment		(19,124)	0.00	0.00
			(4,552)	0.00	0.00
Council Changes					
CC06	Additional 0.25% underexpenditure		(16,230)	0.00	0.00
CC08	Carryover AT&T grant		46,000	0.00	0.00
CC01	Restore cut		561,441	0.00	0.00
CC02	Restore COLA deferment and cut		77,000	0.00	0.00
CC07	Restore cut		70,000	0.00	0.00
			738,211	0.00	0.00
2002 Adopted Budget			7,214,700	62.00	1.00

* FTEs do not include temporaries and overtime.

** This includes revised 2001 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

Proviso(s):

PROVIDED THAT:

Of this appropriation, \$475 shall only be expended on membership dues for the Urban Land Institute and \$22,249 shall only be expended for support of the Apartment Association of Seattle-King County in its efforts to promote an adequate supply of affordable housing choices for rental housing consumers.

PROVIDED FURTHER THAT:

This appropriation includes the remaining \$46,000 provided by AT&T in 1999 and 2000, pursuant to Ordinances 13409 and 13855, as part of the transfer of control of the TCI cable franchise to AT&T. This \$46,000 shall only be used to support other education and technology initiatives of the county and county council as consistent with the transfer agreement.

GENERAL GOVERNMENT PROGRAM PLAN

Hearing Examiner 0010/0030

Code/Item #	Description	0030	Expenditures	FTEs*	TLPs
Program Area		2001 Adopted	573,734	5.00	0.00
GG		Status Quo **	86,891	0.00	0.00
Status Quo Budget			660,625	5.00	0.00
Contra			0		
<i>Detail below shows crosswalk from 2001 adopted to 2002 adopted.</i>					
Administrative Service Reductions					
AS01	Contra in lieu of program reduction		(40,866)	0.00	0.00
			(40,866)	0.00	0.00
Central Rate Adjustments					
CR26	Retirement Rate Adj.		(134)	0.00	0.00
CR25	Finance Rates		1,032	0.00	0.00
CR35	1% Underexpenditure Adjustment		565	0.00	0.00
CR22	Long Term Lease		(2,814)	0.00	0.00
CR36	Lease Admin Fee		(56)	0.00	0.00
CR08	ITS Infrastructure		(155)	0.00	0.00
CR07	ITS O&M		(5,742)	0.00	0.00
CR10	Information Resource Management		448	0.00	0.00
CR39	COLA Adjustment		(1,539)	0.00	0.00
			(8,395)	0.00	0.00
Council Changes					
CC02	Restore COLA deferment		2,000	0.00	0.00
CC01	Reallocate council agency cuts		(22,140)	0.00	0.00
CC04	Restore cut		5,900	0.00	0.00
CC03	Additional 0.25% underexpenditure		(1,532)	0.00	0.00
			(15,772)	0.00	0.00
2002 Adopted Budget			595,592	5.00	0.00

* FTEs do not include temporaries and overtime.

** This includes revised 2001 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

Council Auditor 0010/0040

Code/Item #	Description	0040	Expenditures	FTEs*	TLPs
Program Area		2001 Adopted	1,618,907	11.00	0.00
GG		Status Quo **	(235,784)	0.00	0.00
		Status Quo Budget	1,383,123	11.00	0.00
		Contra	0		
<i>Detail below shows crosswalk from 2001 adopted to 2002 adopted.</i>					
Administrative Service Reductions					
AS01	Contra in lieu of program reduction		(115,409)	0.00	0.00
			(115,409)	0.00	0.00
Central Rate Adjustments					
CR26	Retirement Rate Adj.		(288)	0.00	0.00
CR10	Information Resource Management		987	0.00	0.00
CR25	Finance Rates		1,127	0.00	0.00
CR08	ITS Infrastructure		(354)	0.00	0.00
CR07	ITS O&M		(9,906)	0.00	0.00
CR39	COLA Adjustment		(3,369)	0.00	0.00
CR35	1% Underexpenditure Adjustment		1,412	0.00	0.00
			(10,391)	0.00	0.00
Council Changes					
CC01	Conduct I-Net feasibility studies		75,000	0.00	0.00
CC03	Restore COLA deferment and cut		8,900	0.00	0.00
CC05	Additional 0.25% underexpenditure		(3,150)	0.00	0.00
CC04	Brightwater studies		150,000	0.00	0.00
CC02	Reallocate council agency cuts		88,100	0.00	0.00
CC06	Eliminate two 1997 studies (RJC, HMC)		(250,000)	0.00	0.00
			68,850	0.00	0.00
2002 Adopted Budget			1,326,173	11.00	0.00

* FTEs do not include temporaries and overtime.

** This includes revised 2001 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

Proviso(s):

PROVIDED THAT:

Of this appropriation, \$75,000 shall be spent only for independent technical assistance for an evaluation of the viability of the I-Net project, subject to inclusion of this evaluation in the auditor's 2002 work program.

PROVIDED FURTHER THAT:

Of this appropriation, \$150,000 shall only be expended for studies evaluating the financial and programmatic management of the Brightwater Treatment Plant and Conveyance System Improvement projects, subject to inclusion of these studies in the auditor's 2002 work program.

GENERAL GOVERNMENT PROGRAM PLAN

Ombudsman/Tax Advisor 0010/0050

Code/Item #	Description	0050	Expenditures	FTEs*	TLPs
Program Area		2001 Adopted	757,635	9.00	0.00
GG		Status Quo **	69,469	0.00	0.00
Status Quo Budget			827,104	9.00	0.00
Contra			0		
<i>Detail below shows crosswalk from 2001 adopted to 2002 adopted.</i>					
Administrative Service Reductions					
AS01	Contra in lieu of program reduction		(54,023)	0.00	0.00
			(54,023)	0.00	0.00
Central Rate Adjustments					
CR39	COLA Adjustment		(2,313)	0.00	0.00
CR14	DCFM Space Charge		(212)	0.00	0.00
CR10	Information Resource Management		807	0.00	0.00
CR25	Finance Rates		2,940	0.00	0.00
CR08	ITS Infrastructure		(275)	0.00	0.00
CR26	Retirement Rate Adj.		88	0.00	0.00
CR07	ITS O&M		(3,661)	0.00	0.00
CR35	1% Underexpenditure Adjustment		650	0.00	0.00
			(1,976)	0.00	0.00
Council Changes					
CC01	Reallocate council agency cuts		(13,308)	0.00	0.00
CC03	Additional 0.25% underexpenditure		(1,932)	0.00	0.00
CC04	Restore funding for outside counsel		8,000	0.00	0.00
CC02	Restore COLA deferment and cut		6,000	0.00	0.00
			(1,240)	0.00	0.00
2002 Adopted Budget			769,865	9.00	0.00

* FTEs do not include temporaries and overtime.

** This includes revised 2001 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

GENERAL GOVERNMENT PROGRAM PLAN

King County Civic Television 0010/0060

Code/Item #	Description	0060	Expenditures	FTEs*	TLPs
Program Area					
		2001 Adopted	495,297	7.00	0.00
		Status Quo **	84,820	0.00	0.00
GG					
		Status Quo Budget	580,117	7.00	0.00
		Contra	0		
<i>Detail below shows crosswalk from 2001 adopted to 2002 adopted.</i>					
Administrative Service Reductions					
AS01	Contra in lieu of program reduction		(35,300)	0.00	0.00
			(35,300)	0.00	0.00
Central Rate Adjustments					
CR10	Information Resource Management		628	0.00	0.00
CR26	Retirement Rate Adj.		(107)	0.00	0.00
CR35	1% Underexpenditure Adjustment		398	0.00	0.00
CR25	Finance Rates		2,444	0.00	0.00
CR08	ITS Infrastructure		(238)	0.00	0.00
CR39	COLA Adjustment		(1,322)	0.00	0.00
			1,803	0.00	0.00
Council Changes					
CC04	Restore cut		4,000	0.00	0.00
CC03	Additional 0.25% underexpenditure		(1,370)	0.00	0.00
CC01	Reallocate council agency cuts		(11,914)	0.00	0.00
CC02	Restore COLA deferment and cut		5,100	0.00	0.00
			(4,184)	0.00	0.00
2002 Adopted Budget			542,436	7.00	0.00

* FTEs do not include temporaries and overtime.

** This includes revised 2001 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

Board of Appeals 0010/0070

Code/Item #	Description	0070	Expenditures	FTEs*	TLPs
Program Area		2001 Adopted	508,535	4.00	0.00
GG		Status Quo **	104,481	0.00	0.00
Status Quo Budget			613,016	4.00	0.00
Contra			0		
<i>Detail below shows crosswalk from 2001 adopted to 2002 adopted.</i>					
Administrative Service Reductions					
AS01	Contra in lieu of program reduction		(36,245)	0.00	0.00
			(36,245)	0.00	0.00
Central Rate Adjustments					
CR25	Finance Rates		1,537	0.00	0.00
CR08	ITS Infrastructure		(130)	0.00	0.00
CR39	COLA Adjustment		(1,028)	0.00	0.00
CR26	Retirement Rate Adj.		(90)	0.00	0.00
CR07	ITS O&M		(431)	0.00	0.00
CR10	Information Resource Management		359	0.00	0.00
CR14	DCFM Space Charge		(306)	0.00	0.00
CR35	1% Underexpenditure Adjustment		425	0.00	0.00
			336	0.00	0.00
Council Changes					
CC03	Restore cut		2,994	0.00	0.00
CC01	Reallocate council agency cuts		(56,291)	0.00	0.00
CC02	Additional 0.25% underexpenditure		(1,447)	0.00	0.00
			(54,744)	0.00	0.00
2002 Adopted Budget			522,363	4.00	0.00

* FTEs do not include temporaries and overtime.

** This includes revised 2001 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

GENERAL GOVERNMENT PROGRAM PLAN

PROGRAM HIGHLIGHTS

The Legislative Branch agencies' funding, as included in the 2002 Proposed Budget, totals \$15,737,265. There are 162.00 full-time equivalent and 1 term-limited positions proposed for the Legislative Branch.

The 2002 Proposed Budget for the Council agencies represents the 2001 adopted appropriation level adjusted for salary and benefit changes, central rate adjustments and administrative service reductions.

Significant Program Reductions

Administrative Service Reductions - (\$789,821). The Legislative Branch Proposed Budget includes administrative service reductions in the amount of \$789,821.

Technical Adjustments

Central Rate Adjustments – (\$39,497). These adjustments include central rate changes in finance rates, retirement, insurance, ITS Infrastructure, ITS GIS, Information Resource Management, telecommunications services, cost-of-living adjustments, motor pool, long term leases, lease administration fee and DCFM space charges for all Council agencies.

1% Partial Underexpenditure Requirement – \$9,966. The 2002 Proposed Budget includes a 1% underexpenditure contra in each CX operating and CX transfer budget to directly budget for assumed underexpenditure levels. A remaining central contra of 0.75% is being held in the CX Financial Plan for a total assumption of 1.75% underexpenditure for all CX operating and CX transfer budgets. CX departments are asked to manage to a total underexpenditure requirement of 1.75%.

COUNCIL ADOPTED BUDGET

Additional 0.25% underexpenditure – (\$39,448). *The Council adopted budget includes an additional 0.25% underexpenditure requirement. For Council agencies this represents an additional underexpenditure in the amount of \$39,448*

Miscellaneous Adjustments - \$740,713. *The Council adopted budget includes miscellaneous adjustments totaling \$740,713 for all Council agencies.*

County Executive

COUNTY EXECUTIVE

Mission
County Executive

To provide strategic direction of all governmental affairs; to ensure prudent management of all County resources and stewardship of all funds; to protect the public trust and strive to deliver necessary services and approved activities; to execute and enforce all ordinances and State statutes within the County and to prepare and present comprehensive plans for the present and future development of the County.

ISSUES AND PRIORITIES

The Executive provides regional leadership on critically important issues facing our region, ranging from public health and safety and growth management to transportation, vital records, affordable housing, elections, the environment and many others. In 2002, the Executive and county departments will continue to focus on maximizing the efficiency and effectiveness of King County's programs. With declining revenues and a major reorganization of county government planned for 2002, the goal continues to be providing the most cost effective service delivery while continuing and expanding key efficiencies in all

areas of government. Overall, the leadership of the Executive and his staff is aimed at keeping King County the best place in the world in which to live, work and play for all of its 1.7 million residents.

GENERAL GOVERNMENT PROGRAM PLAN

County Executive 0010/0110

Code/Item #	Description	0110	Expenditures	FTEs*	TLPs
Program Area					
		2001 Adopted	248,895	2.00	0.00
		Status Quo **	7,058	0.00	0.00
GG					
		Status Quo Budget	255,953	2.00	0.00
		Contra	0		
<i>Detail below shows crosswalk from 2001 adopted to 2002 adopted.</i>					
Central Rate Adjustments					
CR26	Retirement Rate Adj.		(83)	0.00	0.00
CR35	1% Underexpenditure Adjustment		2,585	0.00	0.00
CR25	Finance Rates		507	0.00	0.00
CR10	Information Resource Management		179	0.00	0.00
CR39	COLA Adjustment		(943)	0.00	0.00
CR08	ITS Infrastructure		(63)	0.00	0.00
			2,182	0.00	0.00
		2002 Adopted Budget	258,135	2.00	0.00

* FTEs do not include temporaries and overtime.

** This includes revised 2001 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

GENERAL GOVERNMENT PROGRAM PLAN

PROGRAM HIGHLIGHTS

County Executive

Technical Adjustments

Central Rate Adjustments – \$2,182. Included within the central rate adjustments are ITS Infrastructure, Information Resource Management, finance rates, retirement rate adjustment, and cost-of-living adjustment.

COUNCIL ADOPTED BUDGET

Council made no changes to the 2002 Executive Proposed Budget.

GENERAL GOVERNMENT PROGRAM PLAN

Office of the Executive 0010/0120

Code/Item #	Description	0120	Expenditures	FTEs*	TLPs
Program Area					
		2001 Adopted	2,685,563	25.00	0.0
		Status Quo **	(83,335)	0.00	1.0
GG					
		Status Quo Budget	2,602,228	25.00	1.0
		Contra	300,000		
<i>Detail below shows crosswalk from 2001 adopted to 2002 adopted.</i>					
Administrative Service Reductions					
AS01	Deputy County Executive		(141,954)	(1.00)	0.00
AS02	Other Contract/Professional Services		(74,559)	0.00	0.00
AS03	Misc operating accounts		(4,128)	0.00	0.00
AS04	Loan Out Labor		(79,359)	0.00	0.00
			(300,000)	(1.00)	0.00
Central Rate Adjustments					
CR11	Telecommunications Services		(2,551)	0.00	0.00
CR08	ITS Infrastructure		(768)	0.00	0.00
CR14	DCFM Space Charge		(5,875)	0.00	0.00
CR10	Information Resource Management		2,242	0.00	0.00
CR35	1% Underexpenditure Adjustment		(2,156)	0.00	0.00
CR39	COLA Adjustment		(10,802)	0.00	0.00
CR26	Retirement Rate Adj.		(676)	0.00	0.00
CR07	ITS O&M		(1,014)	0.00	0.00
CR25	Finance Rates		5,723	0.00	0.00
			(15,877)	0.00	0.00
Council Changes					
CC01	Additional 0.25% underexpenditure		(7,134)	0.00	0.00
			(7,134)	0.00	0.00
2002 Adopted Budget			2,579,217	24.00	1.00

* FTEs do not include temporaries and overtime.

** This includes revised 2001 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

Office of the Executive

Significant Program Reductions

Elimination of Deputy County Executive – (\$141,954)/(1.00 FTE). In early September the County Council adopted the Executive's proposed reorganization of the Executive branch. A major component of the reorganization is the creation of a new Department of Executive Services (DES). The County Administrative Officer (CAO) became the administrative head of this new agency. The Executive nominated the incumbent Deputy County Executive to serve as the County Administrative Officer. As a result of this realignment of responsibilities within the Executive branch, the position of Deputy County Executive has been eliminated.

Other Contract/Professional Services – (\$74,559). This reduction represents the total budgeted amount for the educational liaison contract with the Highline School District. The Executive Office is proposing to terminate this contract at year-end 2001.

Miscellaneous Operating Accounts – (\$4,128). The Executive has identified reductions in miscellaneous operating accounts in the amount of \$4,128.

Loan Out Labor – (\$79,359). In 2002, the Executive will loan-out to the Harborview Medical Center capital project a full-time equivalent position to act as Manager of the project. The loan out labor account in the amount of \$79,359 represents the salary and benefits for this position.

Central Rate Adjustments – (\$13,721). These adjustments include central rate changes in ITS O&M, ITS Infrastructure, Information Resource Management, telecommunications services, DCFM space charge, finance, retirement and cost-of-living adjustments.

1% Partial Underexpenditure Requirement – (\$2,156). The 2002 Proposed Budget includes a 1% underexpenditure contra in each CX operating and CX transfer budget to directly budget for assumed underexpenditure levels. A remaining central contra of 0.75% is being held in the CX Financial Plan for a total assumption of 1.75% underexpenditure for all CX operating and CX transfer budgets. CX departments are asked to manage to a total underexpenditure requirement of 1.75%.

COUNCIL ADOPTED BUDGET

Additional 0.25% underexpenditure – (\$7,134). *The Council adopted budget includes an additional 0.25% underexpenditure requirement. For this agency's budget, this represents an additional underexpenditure amount of \$7,134.*

GENERAL GOVERNMENT PROGRAM PLAN

Office of Cultural Resources 0010/0305

Code/Item #	Description	0305	Expenditures	FTEs*	TLPs
Program Area					
		2001 Adopted	2,317,392	11.50	2.00
		Status Quo **	(1,616,632)	0.00	0.00
GG					
		Status Quo Budget	700,760	11.50	2.00
		Contra	1,215,708		
<i>Detail below shows crosswalk from 2001 adopted to 2002 adopted.</i>					
Administrative Service Reductions					
AS01	FTE Reduction & Transfer, Community Museum and Landmarks		(51,268)	(1.00)	0.00
AS03	Transfer FTEs from CX to H/M		(258,219)	(2.50)	0.00
AS04	Technical Correction of CX Contra for COLA/Merit Omitted in PSQ		(156,658)	0.00	0.00
AS02	Move Sustained Support to Hotel/Motel (0301)		(748,323)	(1.00)	0.00
			(1,214,468)	(4.50)	0.00
Technical Adjustment					
TA02	Technical Adjustment of CX appropriation: Revenue Estimate Updated		128,319	0.00	0.00
TA01	Technical Adjustment of CX appropriation: COLA, merit, re-estimated		32,364	0.00	0.00
			160,683	0.00	0.00
Central Rate Adjustments					
CR26	Retirement Rate Adj.		(246)	0.00	0.00
CR25	Finance Rates		25,062	0.00	0.00
CR36	Lease Admin Fee		(215)	0.00	0.00
CR22	Long Term Lease		(12,084)	0.00	0.00
CR08	ITS Infrastructure		(310)	0.00	0.00
CR10	Information Resource Management		1,032	0.00	0.00
CR39	COLA Adjustment		(8,887)	0.00	0.00
CR13	Motor Pool Rate Adj.		(2,546)	0.00	0.00
			1,806	0.00	0.00
Council Changes					
CC02	Pacific Science Center		78,500	0.00	0.00
CC01	Arts funding		300,000	0.00	0.00
CC03	Council Initiatives		43,998	0.00	0.00
			422,498	0.00	0.00
2002 Adopted Budget			1,286,987	7.00	2.00

* FTEs do not include temporaries and overtime.

** This includes revised 2001 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

Proviso(s):

PROVIDED THAT:

\$43,998 is appropriated to contract with the following agencies:

- Belleuve Historical Society \$1,500
- Black Arts West Theatre \$5,000
- Central Area Motivation Program \$9,000
- Everyone Has a Song \$5,000
- Federal Way Chorale \$1,500
- Federal Way Philharmonic \$2,499
- Historical Society of Federal Way \$2,499
- Jet Cities Chorus \$1,000
- NW Symphony Orchestra \$1,000
- Vashon Allied Arts \$10,000
- Vashon-Maury Island Heritage Association \$5,000

Office of Cultural Resources 0010/0305

Code/Item #	Description	0305	Expenditures	FTEs*	TLPs
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PROVIDED FURTHER THAT:

It is the intent of the council that effective January 1, 2002, no portion of the \$43,998 above shall be expended or encumbered to contract with a private organization designated for an appropriation under this section until the department has received verification that the private organization is qualified for tax-exempt status under section 501(c)(3) or 501(c)(4) of the Internal Revenue Code.

PROVIDED FURTHER THAT:

\$78,500 is appropriated for a contract with Pacific Science Center.

PROVIDED FURTHER THAT:

The council supports the regional capital project needs of the Museum of History and Industry, the Opera House, Bellevue Philharmonic Orchestra and the Museum of Flight. Should additional current expense revenues become available in 2002, the council will reexamine its ability to participate in these projects with its financial support.

GENERAL GOVERNMENT PROGRAM PLAN

Office of Cultural Resources

Significant Program Reductions

Administrative Reduction - (\$258,219)/(2.5 FTEs). This proposed change would transfer three positions (a total of 2.5 FTEs) from the CX-supported Cultural Resources section of OCR to the Hotel/Motel Tax (H/M) supported Cultural Development section. The positions include the Cultural Resources Manager, an Administrative Services Officer, and a LAN Administrator. Other reductions have been made to a total of nearly \$440,000.

FTE Reduction and Transfer, Programmatic Corrections - (\$51,268)/(1.00 FTE). This proposed change would entail moving the Community Museum Advisor position from CX support to H/M.

Other Program Reductions - (\$748,323)/(1.00 FTE). This proposed change will eliminate one Program Analyst position in the Arts Commission section. The Support Program will be reduced by approximately \$700,000. (The program will be continued at a reduced level under H/M support.) Other minor expenditure reductions bring this change to a total of \$748,000.

Technical Adjustments

Central Rate Adjustments - \$1,806. These adjustments include central rate changes in ITS infrastructure, OIRM, motor pool, leases, finance rates, retirement rates, and COLA.

Performance Indicators – Cultural Resources			
	2000 actual	2001 Adopted	2002 Proposed
1. Contracts for cultural services	500	500	300
2. Interlocal cultural agreements	11	13	14
3. Historic sites inventoried	150	125	100
4. Public artworks developed or restored	100	100	75

COUNCIL ADOPTED BUDGET

The Council Adopted Budget for Cultural Resources is \$1,286,987, with 7.00 FTEs. The increase over the requested budget (\$864,489) comprised Council allocations for the following programs: Sustained Support, \$44,000; Arts Cultural Education, \$240,000; Arts Special Support, \$78,500; Arts Commission Programs, \$362,500; and Historic Preservation Services, \$60,000.

GENERAL GOVERNMENT PROGRAM PLAN

Cultural Development 1170/0301

Code/Item #	Description	0301	Expenditures	FTEs*	TLPs
Program Area		2001 Adopted	6,664,679	10.50	0.00
GG		Status Quo **	116,423	0.50	0.00
		Status Quo Budget	6,781,102	11.00	0.00
		Contra	0		
<i>Detail below shows crosswalk from 2001 adopted to 2002 adopted.</i>					
Administrative Service Reductions					
AS01	Reductions in Administrative Services		(108,735)	(2.00)	0.00
			(108,735)	(2.00)	0.00
Program Change					
PC01	Program Reductions - Transfer to Cultural Endowment		(1,812,848)	0.00	0.00
			(1,812,848)	0.00	0.00
Revenue Backed					
RB01	Transfer of positions from 0305		237,603	3.50	0.00
			237,603	3.50	0.00
Technical Adjustment					
TA01	Transfer to Cultural Endowment		2,297,192	0.00	0.00
			2,297,192	0.00	0.00
Central Rate Adjustments					
CR39	COLA Adjustment		278	0.00	0.00
CR08	ITS Infrastructure		(760)	0.00	0.00
CR26	Retirement Rate Adj.		(192)	0.00	0.00
CR25	Finance Rates		2,040	0.00	0.00
CR21	Debt Service Adj.		2,529	0.00	0.00
CR10	Information Resource Management		942	0.00	0.00
CR05	CX Overhead Adj.		(840)	0.00	0.00
			3,997	0.00	0.00
2002 Adopted Budget			7,398,311	12.50	0.00

* FTEs do not include temporaries and overtime.

** This includes revised 2001 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

Cultural Development

Significant Program Changes

FTE Transfer from Cultural Resources - \$237,603/3.50 FTEs. This proposed change would transfer four positions (a total of 3.5 FTEs) from the CX-supported Cultural Resources section of OCR to the Hotel/Motel Tax (H/M) supported Cultural Development section. The positions include the Cultural Resources Manager, an Administrative Services Officer, a Community Museum Advisor, and a LAN Administrator. The total addition to the H/M-supported Cultural Development section is \$237,600.

Program Restructure – All Cultural Programs - (\$1,812,848). This proposed change restructures cultural programming within the Cultural Development section in order to continue reduced allocations for cultural facilities, cultural education, and special projects. In particular, the Sustained Support program is being transferred to this funding source in order to continue this regionally important source of support for arts and heritage organizations, and local arts agencies.

Other Administrative Reductions - (\$108,735)/(2.00 FTEs). This proposed change will eliminate two FTE positions: one Heritage Program Coordinator and one Confidential Secretary position, both in the administrative section.

Capitalization of Cultural Resources Endowment - \$2,297,192. This proposal begins capitalization of the endowment fund that will support cultural programs after 2012, after which time the Cultural Resources agency will no longer receive Hotel/Motel Tax revenues. While this plan will enable the agency to continue a broad range of cultural and heritage programming, it will reduce the resources available for annual grants by about 40% in the short term.

Technical Adjustments

Central Rate Adjustments - \$3,997. These adjustments include central rate changes in CX overhead, ITS infrastructure, OIRM, debt service, finance rates, retirement rates, and COLA.

Performance Indicators – Cultural Development			
	2000 actual	2001 Adopted	2002 Proposed
1. Cultural Education awards	77	82	35
2. Cultural Facilities awards	68	71	50
3. Special Projects awards	162	142	75
4. Sustained Support awards	168	170	170
5. Performance Network performances	26	32	30

[Link to Cultural Development Financial Plan, 8 KB .pdf](#)

COUNCIL ADOPTED BUDGET

There were no changes in the Council Adopted Budget for Cultural Development. The Adopted Budget for 2002 is \$7,398,311, with 12.50 FTEs, 3.50 of which have been moved from the CX-supported section of this agency (Cultural Resources) to the section supported primarily by Hotel/Motel Tax revenues.

Budget Office 0010/0140

Code/Item #	Description	0140	Expenditures	FTEs*	TLPs
Program Area					
		2001 Adopted	3,317,083	36.00	1.5
		Status Quo **	(56,537)	0.00	0.0
GG					
		Status Quo Budget	3,260,546	36.00	1.5
		Contra	250,000		
<i>Detail below shows crosswalk from 2001 adopted to 2002 adopted.</i>					
Administrative Service Reductions					
AS01	Reduce consulting and contracts.		(125,059)	0.00	0.00
			(125,059)	0.00	0.00
Technical Adjustment					
TA01	Salary adjustments.		33,734	0.00	0.00
TA03	Adjust Loan-in labor, JJOMP		87,904	0.00	0.00
TA02	Eliminate position, JJOMP		(77,004)	0.00	(1.00)
			44,634	0.00	(1.00)
Central Rate Adjustments					
CR07	ITS O&M		(68,010)	0.00	0.00
CR14	DCFM Space Charge		(431)	0.00	0.00
CR35	1% Underexpenditure Adjustment		(1,563)	0.00	0.00
CR25	Finance Rates		15,597	0.00	0.00
CR39	COLA Adjustment		(11,747)	0.00	0.00
CR09	ITS GIS		7,500	0.00	0.00
CR10	Information Resource Management		3,229	0.00	0.00
CR13	Motor Pool Rate Adj.		(1,248)	0.00	0.00
CR26	Retirement Rate Adj.		(915)	0.00	0.00
CR08	ITS Infrastructure		(1,006)	0.00	0.00
			(58,594)	0.00	0.00
Council Changes					
CC01	Additional 0.25% underexpenditure		(8,461)	0.00	0.00
			(8,461)	0.00	0.00
2002 Adopted Budget			3,363,066	36.00	0.50

* FTEs do not include temporaries and overtime.

** This includes revised 2001 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

Proviso(s):

PROVIDED THAT:

The budget office shall develop a long-term strategy for the current expense fund (CX) financial plan, and submit it on or before July 1, 2002. The plan shall include an outline of the options and strategies to address out-year CX financial deficits. The report shall include proposals to control growth in total employment costs. The report shall also identify any other recommendations to reduce out-year deficits for council consideration.

The report required by this proviso must be filed with the council clerk. The original and 15 copies must be delivered to the clerk, who will retain the original and will forward copies to each councilmember and to the lead staff for the budget and fiscal management committee, or its successor.

Budget Office 0010/0140

Code/Item # Description 0140 Expenditures FTEs* TLPs

PROVIDED FURTHER THAT:

The \$646,257 Youth Sports reserve identified in the third quarter 2001 Stadium financial plan shall be transferred to the Youth Sports Facilities Grant program and be used to establish an endowment. This \$646,257 initial transfer from the stadium fund shall not be expended or encumbered. However, investment income generated by the \$646,257 shall be used to support the ongoing grants program. Proceeds from the sale of the Johnson building and any other stadium property which remains after accounting for the set-aside to support subsidized housing provided for in Ordinance 13262 and for any negative fund balance remaining after final termination of the stadium fund shall be used exclusively to supplement the endowment in the Youth Sports Facilities Grant fund for the acquisition and operation of outdoor sports fields for youth.

Office of Budget

Significant Program Reductions

Administrative Reduction – (\$125,059). This reduction represents a decrease in the budget for contracts and consulting for Budget operations as well as for on-going Criminal Justice studies. In addition the Budget Office has re-structured the Juvenile Justice Operational Master Plan effort within the Budget Office Criminal Justice fund budget and eliminated the need for a current expense transfer to the CJ fund in the amount of \$124,941.

Technical Adjustments

Reduce Salaries and Positions in AJOMP – \$10,900/(1 TLP) This adjustment removes one TLP and corrects salaries, benefits and loan out labor for the Adult Justice Operational Master (AJOMP) plan effort in 2002.

Salary Adjustments - \$33,734. This represents corrections to budgeted salaries.

Central Rate Adjustments – (\$57,031). These adjustments include central rate changes in benefits, ITS, Telecommunications, OIRM, DCFM, Radio and Finance rates, as well as COLA and Merit adjustments.

1% Partial Underexpenditure Requirement – (\$1,563). The 2002 Proposed Budget includes a 1% underexpenditure contra in each CX operating and CX transfer budget to directly budget for assumed underexpenditure levels. A remaining central contra of 0.75% is being held in the CX Financial Plan for a total assumption of 1.75% underexpenditure for all CX operating and CX transfer budgets. CX departments are asked to manage to a total underexpenditure requirement of 1.75%.

COUNCIL ADOPTED BUDGET

Additional 0.25% underexpenditure – (\$8,461). *The Council adopted budget includes an additional 0.25% underexpenditure requirement. For this agency's budget, this represents an additional underexpenditure amount of \$8,461.*

Office of Regional Policy & Planning 0010/0180

Code/Item #	Description	0180	Expenditures	FTEs*	TLPs
Program Area		2001 Adopted	6,700,951	27.50	1.00
GG		Status Quo **	(1,424,202)	0.00	0.00
		Status Quo Budget	5,276,749	27.50	1.00
		Contra	1,235,708		
<i>Detail below shows crosswalk from 2001 adopted to 2002 adopted.</i>					
Administrative Service Reductions					
AS01	Administrative Reductions		(407,314)	(5.00)	(1.00)
			(407,314)	(5.00)	(1.00)
Direct Service Reductions					
DS01	Direct Service Reductions		(829,904)	0.00	0.00
			(829,904)	0.00	0.00
Program Change					
PC02	BDCC Transfer from Finance to ORPP		834,242	8.00	1.00
PC01	Transfer One CX Funded FTE from DNR to ORPP		56,566	1.00	0.00
			890,808	9.00	1.00
Revenue Backed					
RB01	Transfer of ESA Budget from DNR to ORPP		415,537	0.50	1.00
			415,537	0.50	1.00
Technical Adjustment					
TA02	Salary Adjustments		26,812	0.00	0.00
TA01	Restore Growth Management Planner		0	1.00	0.00
			26,812	1.00	0.00
Central Rate Adjustments					
CR09	ITS GIS		(8,989)	0.00	0.00
CR22	Long Term Lease		59,030	0.00	0.00
CR36	Lease Admin Fee		481	0.00	0.00
CR10	Information Resource Management		2,467	0.00	0.00
CR12	Telecommunications Overhead		59	0.00	0.00
CR08	ITS Infrastructure		(992)	0.00	0.00
CR13	Motor Pool Rate Adj.		(6,096)	0.00	0.00
CR39	COLA Adjustment		1,489	0.00	0.00
CR07	ITS O&M		(1,014)	0.00	0.00
CR14	DCFM Space Charge		(431)	0.00	0.00
CR35	1% Underexpenditure Adjustment		(13,910)	0.00	0.00
CR11	Telecommunications Services		508	0.00	0.00
CR26	Retirement Rate Adj.		(691)	0.00	0.00
CR25	Finance Rates		17,165	0.00	0.00
			49,076	0.00	0.00
Council Changes					
CC01	Port Jobs		15,000	0.00	0.00
CC02	Additional 0.25% underexpenditure		(11,417)	0.00	0.00
			3,583	0.00	0.00
2002 Adopted Budget			6,661,055	33.00	2.00

Office of Regional Policy & Planning 0010/0180

Code/Item #	Description	0180	Expenditures	FTEs*	TLPs
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* FTEs do not include temporaries and overtime.

** This includes revised 2001 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

Proviso(s):

PROVIDED THAT:

\$15,000 is appropriated to contract with the following agencies:
Port Jobs \$15,000

PROVIDED FURTHER THAT:

It is the intent of the council that effective January 1, 2002, no portion of the \$15,000 above shall be expended or encumbered to contract with a private organization designated for an appropriation under this section until the department has received verification that the private organization is qualified for tax-exempt status under section 501(c)(3) or 501(c)(4) of the Internal Revenue Code.

PROVIDED FURTHER THAT:

Of this appropriation, \$70,835 is to be used to contract for services with the Trade Development Alliance; \$50,000 is to be used to contract for services with the East King County Convention and Visitors Bureau; \$20,000 is to be used to contract for services with the Southwest King County Chamber of Commerce, and \$35,000 is to be used to contract for services with the Seattle King County Convention and Visitors Bureau Cultural Tourism Project.

GENERAL GOVERNMENT PROGRAM PLAN

Office of Regional Policy and Planning

Significant Program Reductions

Administrative Reductions – (\$407,314)/(5.00 FTEs)/(1.00 TLP). As part of the Executive reorganization effort, 3.00 FTEs will be reduced and 2.00 FTEs and 1.00 TLP will be transferred to other departments. The workload will be absorbed by the existing positions within the division or performed by other departments.

Direct Service Reductions – (\$829,904). As part of the Executive Reorganization effort, the division proposed program reductions in the Jobs Initiative Program, Economic Development Special Program, and Children and Family Commission Program. ORPP is approaching the cities to incorporate these projects into their human service funding.

Significant Program Additions

Business Development and Contract Compliance Transfer - \$834,242/8.00 FTEs/1.00 TLP. As part of the Executive reorganization effort, this will transfer 9.00 positions from Department of Finance to ORPP. This section will be responsible for programs such as Apprenticeship, Boost, and monitoring of Federal contracts for compliance with Disadvantaged Business Enterprise requirements.

Transfer of ESA Budget from Department of Natural Resources to ORPP - \$415,537/0.50 FTE/1.00 TLP. All staff and contracts associated with Endangered Species Acts Office in Department of Natural Resources are proposed to be transferred to ORPP.

Technical Adjustments

Other Adjustments - \$83,378/2.00 FTE. These adjustments include salary adjustments and 2.00 FTE transferred from Department of Natural Resources.

Central Rate Adjustments - \$62,986. These adjustments include central rate changes in benefits, ITS, Telecommunications, OIRM, Motor Pool, DCFM, Long-term Lease, Retirement and Finance rates, as well as COLA and Merit adjustments.

1% Partial Underexpenditure Requirement – (\$13,910). The 2002 Proposed Budget includes a 1% underexpenditure contra in each CX operating and CX transfer budget to directly budget for assumed underexpenditure levels. A remaining central contra of 0.75% is being held in the CX Financial Plan for a total assumption of 1.75% underexpenditure for all CX operating and CX transfer budgets. CX departments are asked to manage to a total underexpenditure requirement of 1.75%.

COUNCIL ADOPTED BUDGET

Port Jobs - \$15,000. Council appropriated \$15,000 for Port Jobs.

Additional 0.25% underexpenditure – (\$11,417). The Council adopted budget includes an additional 0.25% underexpenditure requirement. For this agency's budget, this represents an additional underexpenditure amount of \$11,417.

Executive Services

[Link to Department of Executive Services Organizational Chart, 9 KB .pdf](#)

EXECUTIVE SERVICES

Mission
Executive Services
To serve the public and to
enable others to serve.

ISSUES AND PRIORITIES

The Department of Executive Services (DES) provides nearly all internal services to King County government and a variety of public services to its citizens. This newly formed department has approximately 1,100 employees, with an overall operating budget in excess of \$280 million. The department's functions include:

Information and Telecommunications Services; Records, Elections, and Licensing Services; Human Resources; Facilities Management and Finance. It also includes the Offices of Risk Management, Civil Rights, and Emergency Management. In addition, the Office of Information Resource Management is associated administratively with the Department of Executive Services.

Information and Telecommunications Services Division (ITS):

The Information and Telecommunications Services (ITS) division 1) operates and maintains King County's information and technology infrastructure, 2) develops and maintains business applications for customers, 3) operates and maintains the county's wireless communications systems, 4) manages the county's cable franchises, 5) manages telecommunications service and equipment contracts and, 6) provides graphic design and production services. In 2002, ITS will:

- Provide first-rate customer services at competitive rates.
- Ensure stable, reliable and available information and technology resources to provide a strong production environment.
- Partner with agencies to ensure that King County's information and technology infrastructure and services effectively support King County's businesses and services.
- Modify and improve ITS business processes to improve efficiency and effectiveness.
- Support and champion the on-line delivery of services to the public.

Records, Elections and Licensing Services Division :

Licensing serves several functions:

- Manages a regional interjurisdictional animal control program;
- Promotes responsible pet ownership;
- Facilitates public access to County Services including staffing the County "InfoLine" and operating customer service centers throughout the County;
- Provides for-hire driver, animal, marriage, and vehicle and vessel licensing.

While continuing to provide high-quality animal care services, including examination of alternative service models, in 2002 the Division will further its efforts to increase the number of pets licensed within King County to a level sufficient to and exceeding the number necessary for full cost recovery for the regional animal control program. The Division will also continue to increase the level of public education regarding responsible pet ownership and will continue to administer the statewide vehicle license plate replacement program. Finally, the division will continually assess its service delivery and attempt to identify cross-departmental efficiencies and opportunities to enhance County services provided to the public such as the use of technological advancements including the web for electronic commerce applications.

The Records Section will continue to implement the final stages of the Open Access Recording System (OARS) project. In Phase II, persons will be able to record marriage licenses at the time of application at selected Community Service Centers, and be able to get copies of recorded documents dating from

GENERAL GOVERNMENT PROGRAM PLAN

1976 at these same locations, saving them a trip downtown. Also, title companies will be able to submit documents for recording electronically, saving time and travel expenses to and from downtown to the Records Section.

The Elections Section will conclude the redistricting mapping of the revised Congressional, Legislative, and Council Districts, and submit for Council approval, a revision of the county's precincts to conform with the new districts. In order to reduce the costs of maintaining precincts and staffing polling places, precincts will be resized eliminating the need to serve those voters who regularly vote by mail, thus reducing the number of polling places required to service them. The primary will be mainly for partisan offices, both Federal and State. The section can expect to have a new partisan primary process enacted by the State Legislature that may change the voting procedures for the primary. The general election is not expected to change.

The Archives and Records Management Section will continue to emphasize the use of electronic record keeping which will result in a reduction of records storage space and improved access to public records. The section is planning to complete instruction classes in records management for each of the county's agencies. This will reduce the amount of effort required on the part of both Records Management and customer agencies.

Office of Risk Management:

The Risk Management Division will continue to administer the County's insured and self-insured property/casualty program, provide quality risk management services to County agencies and adjust citizen claims in a fair and timely manner. The proactive loss prevention and loss control program will continue to support agency-specific and county-wide efforts to reduce and prevent exposures to losses and will introduce at least two web-based supervisory employment law training modules.

In 2002 Risk management will complete a work process design and space plan to bring Transit claims in house in 2003. The plan will demonstrate that Transit claims can be handled more efficiently with savings to the County if managed and adjusted by County claims staff.

Office of Civil Rights:

The Office of Civil Rights (OCR) enforces County ordinances prohibiting discrimination in housing, employment and public accommodations and contracting in unincorporated King County. The office also works to ensure that King County government programs, services and facilities are accessible to persons with disabilities. The past year was a year of transitions as the office moved into new space and began implementing the new Fair Contracting Ordinance. The office has worked on major updating of the anti-discrimination ordinances, which will be considered in 2002. Partnerships continue to be fruitful, including those with other enforcement agencies and those within County government. They have resulted in an extremely successful education program for attorneys and enforcement agency staff and other planned events. OCR has continued to develop its outreach through the web-outreach to the public and to internal customers. Its staff working on disability access has used the web and personal training sessions to continue gains in that area which will continue in 2002.

The Office of Cable Communications:

The Office of Cable Communications (OCC) grants operating franchises to telecommunications providers requesting use of the County's rights of way. The OCC follows policies and procedures set forth by King County and the Federal Communications Commission to ensure that customers are fairly served, that companies meet specific compliance standards, and that King County receives equitable reimbursement for allowing the use of its rights of way.

GENERAL GOVERNMENT PROGRAM PLAN

Finance and Business Operations Division:

The Finance and Business Operations Division comprises the Finance Internal Service Fund (ISF). The ISF is funded through central rates charged to other county agencies and direct revenues.

- In 2002, the Finance and Business Operations Division will continue its work to stabilize and enhance the County's existing payroll and financial systems. A new HR Payroll Systems Services Section is being formed to provide production services for both County Payroll systems and maintenance for the new PeopleSoft Payroll System. One of the new Section's priorities is the first upgrade of the PeopleSoft system. This upgrade began in 2001 and is expected to be completed and implemented in 2002. In addition, the Financial Operation Section will resume its efforts to improve the legacy financial systems. The Division is also working on a third system project that would prepare the County to implement and comply with the new Public Employees Retirement System, PERS Plan III. The new system introduces significant changes to the PERS reporting requirements and new options for new and current PERS II employees. These changes must be implemented by September 2002.
- The Finance and Business Operations Division is also working with the Office of Information Resource Management (OIRM) to develop a strategy for restarting the Financial Systems Replacement Program (FSRP). The Division and OIRM are currently evaluating a consultant's recommendations for restarting the FSRP.
- The Financial Operations Section will continue preparing for the implementation of Governmental Accounting Standards Board Pronouncement 34 (GASB 34). This pronouncement requires significant changes to the County's financial reporting structure. The new reports will require entity wide reporting that reflects a more comprehensive view of the County's infrastructure investment. GASB 34 is required to be implemented with the 2002 financial reports that will be prepared in 2003.
- Under the approved reorganization plan functions performed by the Business Development and Contract Compliance Division, previously part of the Department of Finance, are transferred to the Office of Regional Policy Planning and Office of Civil Rights Enforcement.
- The Treasury Operations Section will continue to work to maintain the County's excellent bond rating; maximize investment income by using effective investment techniques, and respond to an increasing number of requests for property tax information.

Human Resources Management Division:

The Office of Human Resources Management (OHRM) consists of the following:

- The Human Resources Management/CX section administers various programs in the employment area, which include employee recruitment and termination, training, labor consulting, employment arbitration, collective bargaining, and other employment related programs.
- Employee Benefits section oversees various programs related to employee benefits provided by the County such as medical, dental, long-term disability, life insurance, retirement, deferred compensation, COBRA, and other benefits as negotiated with the Joint Labor Management Insurance Committee and approved by the Council.
- Safety and Claims section develops and administers workplace safety programs, including inspection of work sites and dissemination of safety information to employees to promote workplace safety, and administration of the County's self-funded industrial insurance/workers' compensation program, as authorized by Title 51 RCW.

GENERAL GOVERNMENT PROGRAM PLAN

The following are OHRM's key Objectives and milestone issues for 2002:

Champion Employee Success in the Workplace.

- Design, develop and implement fundamental skill training in human resources administrative skills, manager/supervisor training and interpersonal skills.
- Increase awareness and usage of employee support systems and eliminate any gaps between customer needs and services delivered.

Provide integrated Human Resources Strategic Services to support County Departments in achieving their goals.

- Build OHRM capacity to do human resources strategic planning.
- Develop and implement proactive processes to address financial losses related to human resources management, including legal and risk management losses.

Lead and support organizational change initiatives.

- Facilitate the development of and consensus on overall labor and human resources policies and philosophy.

Deliver innovative and responsive human resources expertise, systems, and programs.

- Human resources/pay-related business processes are documented.
- OHRM and line department human resources staff are trained to support these processes.
- Partner with departments to restructure human resources roles and responsibilities for maximum effectiveness.

Facilities Management Division:

As a part of the Executive branch reorganization approved by the Council in early September 2001, the former Department of Construction and Facility Management has undergone several changes. These include the transfer of the King County International Airport to the Department of Transportation, and the downsizing of the remainder of the department into a Division of Facilities Management. The new division will be composed of a Building Services Section (formerly the Facilities Maintenance Division) and an Asset Development and Management Section (a combination of the former Divisions of Property Services and of Capital Planning and Development.) The Asset Development and Management Section will be responsible for real property management functions, as well as the county's General Government and Parks capital improvement programs. The Building Services Section will be responsible for building maintenance and security.

The Facilities Management Division will face many challenges in implementing these changes within the constraints of an austere 2002 budget, while still providing a safe and clean working environment, a well-managed capital improvement program, and a businesslike approach to real property acquisition, leasing, and permitting. Service quality and attention to customer needs will continue to be a focus of the agency as it downsizes to the new division.

Office of Information Resource Management

The Chief Information Officer reports directly to the King County Executive. The OIRM Office is associated administratively with the Department of Executive Services. OIRM priorities for 2002 include the following:

- Develop a common information technology vision for the county through the ongoing operations of the governance structure.

GENERAL GOVERNMENT PROGRAM PLAN

- Governance reports – a strategic technology plan will be delivered to the county council for their consideration before the end of the first quarter of 2002. A technology annual report will be delivered to the county council for their information in the second quarter of 2002.
- Analysis of Efficiencies and Effectiveness – the office will gather technology spending information as part of the strategic planning effort and will provide leadership to produce a countywide inventory of technology by 3rd quarter, 2002. The inventory will be the foundation for developing performance criteria and efficiency initiatives.
- E-commerce pilot programs – several pilot projects are being considered for 2002: Bus pass sales, e-procurement, e-filing, pet licensing and property tax payment.
- Monitoring of information technology projects – the technology governance structure will determine the criteria for project reviews and project funding release milestones for all new information technology projects approved for 2002 as well as all information technology projects in progress.
- Budget process for funding technology projects -- A process for considering funding requests for 2003 for new and continuing projects will be developed in cooperation with the budget office and technology governance committees.
- Dye Implementation Plan report for the financial systems replacement effort – the technology governance review and validation of the Dye report will begin in 2001 and continue into 2002. During 2002, a King County plan for replacing financial systems will be developed and transmitted to the county council for their consideration.

Two predominantly volunteer organizations exist with the DES organization:

Board of Ethics (BOE) is a five-member citizen board with both advisory and quasi-judicial functions. The primary responsibilities of the BOE are to interpret the Code of Ethics through advisory opinions, administer financial and consultant disclosure requirements, and increase awareness of ethics issues through an education and training program. The BOE also hears appeals on findings by the Office of Citizen Complaints—Ombudsman.

Civil Right Commission (CRC), composed of 16 citizen volunteers, serves in an advisory capacity to the County Executive and County Council on civil rights issues in the areas of contract compliance, disability access, employment, housing, minority/women business, and public accommodations.

Finance and Business Operations 5450/0130

Code/Item #	Description	0130	Expenditures	FTEs*	TLPs
Program Area		2001 Adopted	26,502,443	215.50	2.0
GG		Status Quo **	(2,138,750)	0.00	0.0
Status Quo Budget			24,363,693	215.50	2.0
Contra			3,032,448		
<i>Detail below shows crosswalk from 2001 adopted to 2002 adopted.</i>					
Administrative Service Reductions					
AS01	Reorganization - BDCC and Capacity Charge Transfer		(2,961,316)	(35.00)	(1.00)
			(2,961,316)	(35.00)	(1.00)
Program Change					
PC01	Peoplesoft Payroll O&M Reserve Allocation		(42,742)	5.00	0.00
			(42,742)	5.00	0.00
Revenue Backed					
RB01	New Payroll Operations FTE		51,844	3.00	0.00
RB02	Prompt Payment Discount Program		93,201	0.00	2.00
			145,045	3.00	2.00
Technical Adjustment					
TA04	Correction of Benefits on PONS files		8,618	0.00	0.00
TA01	Correction of Accounts Payable Staffing Position		6,651	1.00	(1.00)
			15,269	1.00	(1.00)
Central Rate Adjustments					
CR07	ITS O&M		(91,254)	0.00	0.00
CR36	Lease Admin Fee		(2,537)	0.00	0.00
CR05	CX Overhead Adj.		(103,861)	0.00	0.00
CR35	1% Underexpenditure		6	0.00	0.00
CR14	DCFM Space Charge		(4,682)	0.00	0.00
CR12	Telecommunications Overhead		(79)	0.00	0.00
CR11	Telecommunications Services		(777)	0.00	0.00
CR26	Retirement Rate Adj.		(4,426)	0.00	0.00
CR22	Long Term Lease		(31,143)	0.00	0.00
CR08	ITS Infrastructure		(16,087)	0.00	0.00
CR27	Industrial Insurance Rate Adj.		(63,699)	0.00	0.00
CR15	Insurance Charges		(877)	0.00	0.00
CR39	COLA Adjustment		(89,581)	0.00	0.00
CR10	Information Resource Management		19,330	0.00	0.00
CR20	PAO Rates		(121,573)	0.00	0.00
			(511,240)	0.00	0.00
2002 Adopted Budget			24,041,157	189.50	2.00

* FTEs do not include temporaries and overtime.

** This includes revised 2001 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

PROGRAM HIGHLIGHTS

**Finance and Business Operations Division
Finance – Internal Service Fund**

Significant Program Reductions

Administrative Reductions – (\$2,961,316)/(35.00 FTEs)/(1.00 TLP). As part of the Executive Reorganization effort the Business Development and Contract Compliance functions will be transferred to the Office of Regional Policy and Planning and the Office of Civil Rights and Ethics. The Capacity Charge function will be transferred to the Department of Natural Resources. These consolidations of responsibilities result in efficiencies, which enable further reductions in administrative staff. These savings will be passed on to the department’s customers through lower Finance rates.

Significant Program Additions

PeopleSoft Payroll O&M Reserve Allocation – (\$42,742)/5.00 FTEs. Finance proposed to convert 5.00 FTEs currently on loan from other departments to Finance positions for Operations and Maintenance of PeopleSoft Payroll and Human Resource System. The cost of \$360,457 will be allocated from Contingency Reserve, which was reserved in 2001 budget. In 2001, the department proposed to add \$2,249,095 and 14.00 FTEs but received approval of 5.00 FTEs. Even though Council did not approve 9.00 FTEs, the salary budget of \$703,028 was reserved in the department’s budget. Finance proposed to add 5 new FTEs from this reserve.

Prompt Payment Discount Program - \$93,201/2.00 TLPs. This proposal is to develop a pilot program to take advantage of discounts offered by vendors for prompt payment of invoices. This pilot program will involve the Wastewater Treatment Division and the Transit Division exclusively and is funded by the two divisions.

Technical Adjustments

Redistribution of FTEs and Salary Adjustments - \$67,113/4.00 FTEs/(1.00 TLP). This represents corrections to salaries as a result of the conversion of TLPs to FTEs and other salary adjustments.

Central Rate Adjustments – (\$511,240). These adjustments include central rate changes in CX Overhead, ITS, OIRM, Telecommunications, DCFM, Insurance, PAO, Long-term Lease, Retirement, Industrial Insurance, and Finance rates, as well as COLA and Merit adjustments.

WORKLOAD / PERFORMANCE INDICATORS			
	2000 Actual	2001 Adopted	2002 Proposed
1 Accounts Receivable Invoices and Notices Issued	291,202	260,000	300,000
2 Accounts Payable Warrants Issued	321,764	340,000	320,000
3 Collections Enforcement \$ Collected	2,882,367	3,800,000	3,200,000
4 Accounting System Transactions	8,407,534	8,100,000	8,100,000
5. Percent of Payments Distributed on Day of Receipt	91.10%	92.00%	92.50%
6. Average Point Yield Above Standard Market Return	0.51	0.50	0.50
7. Percent of Payments Deposited Day of Receipt	90.90%	91.00%	91.10%

**[Link to Financial Management Services Financial Plan, 8 KB](#)
.pdf**

GENERAL GOVERNMENT PROGRAM PLAN

COUNCIL ADOPTED BUDGET

Council made no changes to the 2002 Executive Proposed Budget.

GENERAL GOVERNMENT PROGRAM PLAN

Finance - CX 0010/0150

Code/Item #	Description	0150	Expenditures	FTEs*	TLPs
Program Area					
		2001 Adopted	2,659,843	0.00	0.00
		Status Quo **	139,641	0.00	0.00
GG		Status Quo Budget	2,799,484	0.00	0.00
		Contra	0		
<i>Detail below shows crosswalk from 2001 adopted to 2002 adopted.</i>					
Central Rate Adjustments					
CR35	1% Underexpenditure Adjustment		3,401	0.00	0.00
CR25	Finance Rates		(311,737)	0.00	0.00
			(308,336)	0.00	0.00
Council Changes					
CC01	Additional 0.25% underexpenditure		(6,240)	0.00	0.00
			(6,240)	0.00	0.00
		2002 Adopted Budget	2,484,908	0.00	0.00

* FTEs do not include temporaries and overtime.

** This includes revised 2001 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

Finance – CX

Technical Adjustments

Central Rate Adjustments – (\$311,737). This represents a reduction in Finance Treasury Division expenditures that are recovered from CX.

1% Partial Underexpenditure Requirement – \$3,401. The 2002 Proposed Budget includes a 1% underexpenditure contra in each CX operating and CX transfer budget to directly budget for assumed underexpenditure levels. A remaining central contra of 0.75% is being held in the CX Financial Plan for a total assumption of 1.75% underexpenditure for all CX operating and CX transfer budgets. CX departments are asked to manage to a total underexpenditure requirement of 1.75%.

COUNCIL ADOPTED BUDGET

Additional 0.25% underexpenditure – (\$6,240). *Council adopted budget includes an additional 0.25% underexpenditure requirement. For this agency's budget, this represents and additional underexpenditure amount of \$6,240.*

Facilities Management

The total year 2002 Executive Proposed budget for the Facilities Management Division is \$35,749,007 and 319.75 FTEs. Of these amounts, \$33,219,646 and 289.75 FTEs are found within the Facilities Internal Service Fund 5511. \$2,529,361 and 30.0 FTEs are part of the CX appropriation unit 0440.

Significant Changes

This agency is part of the Department of Executive Services reorganization. The old Department of Construction and Facility Management (DCFM) consisted of the Office of the Director and four divisions: Facilities Maintenance Division, Capital Planning Division, Property Services Division and Airport Division. Of these, only the Office of the Director, Facilities Maintenance and Capital Planning were inside the DCFM Internal Service Fund.

In 2002, the new Facilities Management Division within the Department of Executive Services will be a mix of both Internal Service Fund and CX. It will consist of the division manager's office and two sections:

Building Maintenance (formerly the Facilities Maintenance Division). This section is funded entirely by the Internal Service Fund.

Asset Management (a combination of the former Divisions of Property Services and Capital Planning.) This section is funded partly by the Internal Service Fund and partly by CX as Property Services was a CX agency prior to the reorganization.

Facilities Management - Internal Service 5511/0601

Code/Item #	Description	0601	Expenditures	FTEs*	TLPs
Program Area		2001 Adopted	32,211,505	304.75	0.0
GG		Status Quo **	1,483,351	(2.00)	0.0
Status Quo Budget			33,694,856	302.75	0.0
Contra			1,046,087		
<i>Detail below shows crosswalk from 2001 adopted to 2002 adopted.</i>					
Administrative Service Reductions					
AS01	Administrative Reductions DCFM Director's Office		(391,052)	(6.00)	0.00
AS04	Administrative Reductions - Facilities Maintenance		(260,876)	(3.50)	0.00
AS02	Administrative Reductions - Capital Planning		(351,432)	(3.00)	0.00
			(1,003,360)	(12.50)	0.00
Direct Service Reductions					
DS01	Direct Service Reduction - Facilities Maintenance		(47,230)	(1.00)	0.00
			(47,230)	(1.00)	0.00
Program Change					
PC01	Conversion of Contract Service to Custodian FTE		0	0.50	0.00
			0	0.50	0.00
Technical Adjustment					
TA29	Industrial Insurance Code Adjustment		(14)	0.00	0.00
TA21	New Division Manager Position Salary Adjustment		41,874	0.00	0.00
			41,860	0.00	0.00
Central Rate Adjustments					
CR08	ITS Infrastructure		(22,281)	0.00	0.00
CR13	Motor Pool Rate Adj.		(20,771)	0.00	0.00
CR26	Retirement Rate Adj.		(5,265)	0.00	0.00
CR11	Telecommunications Services		(9,779)	0.00	0.00
CR15	Insurance Charges		(4,354)	0.00	0.00
CR07	ITS O&M		(11,484)	0.00	0.00
CR25	Finance Rates		(218,460)	0.00	0.00
CR10	Information Resource Management		27,336	0.00	0.00
CR20	PAO Rates		1,355	0.00	0.00
CR05	CX Overhead Adj.		(144,596)	0.00	0.00
CR39	COLA Adjustment		(79,188)	0.00	0.00
CR21	Debt Service Adj.		(25,190)	0.00	0.00
			(512,677)	0.00	0.00
Council Changes					
CC01	Administration Building Homeless Shelter		24,015	0.00	0.00
			24,015	0.00	0.00
2002 Adopted Budget			33,243,551	289.75	0.00

* FTEs do not include temporaries and overtime.

** This includes revised 2001 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

Proviso(s):

PROVIDED THAT:

Of this appropriation, \$24,015 shall be spent only on the King County administration building homeless shelter.

Facilities Management Internal Service Fund

Significant Program Reductions

DCFM Director's Office - (\$391,052)/(6.0 FTEs). The former DCFM Director's Office provided department oversight as well as administrative support to the various agencies in the department. As part of the reorganization, the Director's position will be eliminated. In addition, this agency will eliminate the following administrative support positions: a LAN Administrator, two Fiscal Specialist IIIs, an Administrative Specialist II (payroll) position and an Office Services Supervisor (contract administration) position.

Capital Planning Support - (\$351,432)/(3.0 FTEs). Facilities will eliminate its Division Manager position, a Support Services (Space Planning) Manager and an Administrative Assistant.

Facilities Maintenance - (\$260,876)/(3.5 FTEs). Facilities will eliminate the positions of Youth Services Maintenance Manager, a Building Security Chief, an Operating Engineer III and a half-time Office Coordinator.

Parking Attendant - (\$47,230)/(1.0 FTE). Facilities will eliminate the 1.0 FTE Parking Attendant position. The services provided by the Parking Attendant will be contracted out in 2002.

Significant Program Additions

Custodial Support at Federal Way District Court - .5 FTE. Facilities will increase its FTE by a .5 custodian. They are redirecting contract services budget to pay for this FTE, which will provide housekeeping services at the Federal Way District Court.

Technical Adjustments

Division Manager Salary Adjustment - \$41,874. With the creation of the Facilities Management Division, a vacant Program Analyst III FTE will be reclassified as the Division Manager, with the resultant necessary salary and benefits adjustment of \$41,874.

Central Rate Adjustments - (\$512,677). These include central rate adjustments from the following sources: CX Overhead, ITS Operations & Maintenance, ITS Infrastructure, OIRM, Telecommunications, Motor Pool, Insurance, PAO, Debt Service, Finance, COLA and PERS Retirement Rate adjustments.

**[Link to Facilities Management Internal Service Fund
Financial Plan, 10 KB .pdf](#)**

COUNCIL ADOPTED BUDGET

Homeless Shelter Program \$24,015 – Council adopted budget includes funding for the security support provided by Facilities for the downtown winter Homeless Shelter program

Property Services 0010/0440

Code/Item #	Description	0440	Expenditures	FTEs*	TLPs
Program Area		2001 Adopted	2,772,848	36.00	1.00
GG		Status Quo **	(100,577)	0.00	0.00
Status Quo Budget			2,672,271	36.00	1.00
Contra			291,022		
<i>Detail below shows crosswalk from 2001 adopted to 2002 adopted.</i>					
Administrative Service Reductions					
AS01	Administrative Reduction - Confidential Secretary		(53,333)	(1.00)	0.00
AS02	Administrative Reduction FTE Shift to Dept. of Transportation - Fleet		(238,993)	(4.00)	(1.00)
			(292,326)	(5.00)	(1.00)
Direct Service Reductions					
DS01	Direct Service Reduction - Leasing Agent		(70,534)	(1.00)	0.00
			(70,534)	(1.00)	0.00
Technical Adjustment					
TA01	Adjustment to Program Reduction Benefit Accounts		(7,731)	0.00	0.00
			(7,731)	0.00	0.00
Central Rate Adjustments					
CR26	Retirement Rate Adj.		(764)	0.00	0.00
CR13	Motor Pool Rate Adj.		(958)	0.00	0.00
CR09	GIS		4,508	0.00	0.00
CR11	Telecommunications Services		(21)	0.00	0.00
CR08	ITS Infrastructure		(1,238)	0.00	0.00
CR25	Finance Rates		12,115	0.00	0.00
CR14	DCFM Space Charge		(577)	0.00	0.00
CR10	Information Resource Management		3,229	0.00	0.00
CR07	ITS O&M		(5,481)	0.00	0.00
CR39	COLA Adjustment		(15,765)	0.00	0.00
CR35	1% Underexpenditure Adjustment		1,717	0.00	0.00
CR22	Long Term Lease		(60,106)	0.00	0.00
			(63,341)	0.00	0.00
Council Changes					
CC01	Additional 0.25% underexpenditure		(6,340)	0.00	0.00
			(6,340)	0.00	0.00
2002 Adopted Budget			2,523,021	30.00	0.00

* FTEs do not include temporaries and overtime.

** This includes revised 2001 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

Property Services - CX

Significant Program Reductions

Confidential Secretary - (\$53,333)/(1.0 FTE). As part of the reorganization of this former Division, the Division-level Confidential Secretary position will be eliminated.

Personal Property Program Shift - (\$238,993)/(4.0 FTEs)/(1.0 TLP). As part of the reorganization, the Personal Property Inventory and Sales Program will shift to the Department of Transportation – Fleet Administration.

Leasing Agent - (\$70,534)/(1.0 FTE). One Leasing Agent position will be eliminated as part of this agency's program reduction. In order to provide specialty leasing services, the agency plans to establish a blanket contract instead of providing these services in-house.

Technical Adjustments

Central Rate Adjustments - (\$63,341). These include central rate adjustments from the following sources: ITS Operations & Maintenance, ITS Infrastructure, GIS, OIRM, Telecommunications, Motor Pool, DCFM space charge, Long-term lease, Finance, COLA and PERS Retirement Rate adjustments and an adjustment to the agency's 1% under-expenditure amount.

Other Adjustments - (\$7,731). The agency made a technical adjustment to their benefits accounts as part of their program reduction.

COUNCIL ADOPTED BUDGET

Underexpenditure Requirement (\$6,340) – *The Council adopted budget includes an additional 0.25% underexpenditure requirement. For this agency's budget, this represents an additional underexpenditure amount of \$6,340.*

GENERAL GOVERNMENT PROGRAM PLAN

Facilities Management - KCCF

Adjust budget to reflect elimination of transfer - (\$697,388). Reflects elimination of transfer from the Criminal Justice fund for capital and maintenance projects at the adult detention facilities.

COUNCIL ADOPTED BUDGET

Council made no changes to the 2002 Executive Proposed Budget.

GENERAL GOVERNMENT PROGRAM PLAN

Human Resources Management 0010/0420

Code/Item #	Description	0420	Expenditures	FTEs*	TLPs
Program Area		2001 Adopted	7,248,372	71.00	6.5
GG		Status Quo **	(1,005,910)	0.00	0.0
Status Quo Budget			6,242,462	71.00	6.5
Contra			1,234,416		
<i>Detail below shows crosswalk from 2001 adopted to 2002 adopted.</i>					
Administrative Service Reductions					
AS01	Eliminate Director, Deputy Director, Confidential Secretary		(289,260)	(3.00)	0.00
AS03	Eliminate Confidential Secretary, PSD		(52,301)	(1.00)	0.00
AS02	Eliminate Management Analyst, Director's Office		(56,204)	(1.00)	0.00
			(397,765)	(5.00)	0.00
Direct Service Reductions					
DS01	Eliminate Central Personnel History Files		(52,586)	(1.00)	0.00
DS03	Eliminate EEO Complaint Coordination		(135,039)	(2.00)	0.00
DS02	Reduce Internal Support, Personnel Services		(81,979)	(2.00)	0.00
DS04	Eliminate Outreach Recruitint and Central Work Study Program		(66,690)	(1.00)	0.00
DS05	Combine CLARK Implementation Work with Regualr Staff		(181,250)	0.00	(3.00)
DS07	Collapse 2 Payroll Maintenance Positions into 1 in Labor Relations		(67,829)	(1.00)	0.00
DS06	Eliminate Organizational Development Program		(339,955)	(4.00)	0.00
			(925,328)	(11.00)	(3.00)
Program Change					
PC01	Regularize Two TLTs Assigned to Alternative Dispute Resolution		0	2.00	(2.00)
PC02	Non-rep Class/Comp Implementation		197,771	0.00	5.00
			197,771	2.00	3.00
Technical Adjustment					
TA04	Reinstate Admin. Office Assistant and Eliminate Program Analyst II in		(33,445)	0.00	0.00
TA02	Eliminate Director's Office Communications Specialist		(89,335)	(1.00)	0.00
TA03	Restore Deputy Director FTE; Reallocate to New Assistant Manager		100,317	1.00	0.00
TA01	Salary Adjustments for Labor Negotiator/Analyst		122,571	0.00	0.00
			100,108	0.00	0.00
Central Rate Adjustments					
CR07	ITS O&M		(69,296)	0.00	0.00
CR11	Telecommunications Services		(142)	0.00	0.00
CR13	Motor Pool Rate Adj.		(508)	0.00	0.00
CR36	Lease Admin Fee		(526)	0.00	0.00
CR25	Finance Rates		(231,800)	0.00	0.00
CR08	ITS Infrastructure		(2,324)	0.00	0.00
CR39	COLA Adjustment		(41,956)	0.00	0.00
CR26	Retirement Rate Adj.		(1,780)	0.00	0.00
CR14	DCFm Space Charge		(1,325)	0.00	0.00
CR22	Long Term Lease		(52,620)	0.00	0.00
CR35	1% Underexpenditure Adjustment		2,496	0.00	0.00
CR10	Information Resource Management		6,369	0.00	0.00
			(393,412)	0.00	0.00
Council Changes					

Human Resources Management 0010/0420

Code/Item #	Description	0420	Expenditures	FTEs*	TLPs
CC02	Additional 0.25% underexpenditure		(15,190)	0.00	0.00
CC01	Non-represented class comp implementation		(65,831)	0.00	(2.00)
			(81,021)	0.00	(2.00)
		2002 Adopted Budget	5,977,231	57.00	4.50

* FTEs do not include temporaries and overtime.

** This includes revised 2001 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

Proviso(s):

PROVIDED THAT:

The executive shall transmit along with the 2003 proposed budget an analysis of medical benefit costs that documents the savings achieved by the Joint Labor Management Insurance Committee in negotiating the medical benefit package for 2003 through 2005.

Human Resources Management - CX

Significant Program Reductions

Administrative Reductions – (\$397,765)/(5.00 FTEs). As part of the Executive reorganization effort, efficiencies are found from consolidation with other departments. These reductions include elimination of Director, Deputy Director, Confidential Secretaries, and Management Analyst positions. The Director's Office will be eliminated and the Personnel Services Division will be merged with other sections within new Human Resources division.

Elimination of Central Personnel History Files – (\$52,586)/(1.00 FTE). This proposal is to eliminate the central filing of personnel history as well as a position for maintaining this function. Transit and Waste Water have agreed to assume the space charge.

Reduction of Internal Support, Personnel Services – (\$81,979)/(2.00 FTEs). Two administrative support positions will be eliminated. Efficiencies are found, as the Personnel Services Division will be merged with other sections in the division.

Elimination of EEO Complaint Coordination – (\$135,029)/(2.00 FTEs). The centralized EEO complaint coordination function will be eliminated and agencies will assume this responsibility internally.

Elimination of Work-Study Program Central Outreach and Recruiting – (\$66,690)/(1.00 FTE). This proposal will eliminate the central coordination of the work study program. The agencies wishing to participate will be responsible for recruiting and screening applicants.

Combine Clark Implementation Project with Logan Knox Project – (\$181,250)/(3.00 TLPs). This proposal will eliminate the TLPs approved in 2001 budget for implementation of the Clark lawsuit settlement and combine the work with the current Logan Knox workload.

Elimination of Organizational Development Program – (\$339,955)/(4.00 FTEs). This proposal will eliminate support to the Executive's organizational change planning and implementation, and assistance to departments with business planning, performance measurements, conflict resolution, retreat design and facilitation.

Eliminate Payroll Maintenance Position – (\$67,829)/(1.00 FTE). This proposal reduces one payroll maintenance position in the Labor Relations section by consolidating two positions into one.

Significant Program Additions

Non-Representative Classification and Compensation Implementation – \$197,771/5.00 TLPs. This proposal is to support implementation of the new classification/compensation system for non-represented employees. It will allow the final implementation of the new classification/compensation system necessitated by the 1996 Metro/King County consolidation.

Technical Adjustments

Salary Adjustments - \$122,571/2.00 FTEs/(2.00 TLPs). This item reflects salary adjustments to reflect new salary ranges approved for Labor Negotiator and Labor Analyst/Negotiator classifications. In addition, two TLPs assigned to Alternative Dispute Resolution program will be converted to regular positions, following the recommendation of 2000 Body of Work review.

Elimination of Director's Office Communication Specialist – (\$89,335)/(1.00 FTE). A position responsible for design and maintenance of OHRM's employee website will be eliminated. The existing positions will assume some of the function.

Other Adjustments - \$66,872/(1.00 FTE). Adjustments are made to reallocate the Deputy Director position to the new HR Assistant Manager and to exclude a developmentally disabled individual from the reorganization related reduction.

GENERAL GOVERNMENT PROGRAM PLAN

Central Rates Adjustments – (\$395,908). These include central rate changes in ITS, Telecommunications, OIRM, Motor Pool, DCFM, Finance, Retirement rates and COLA and Merit adjustments.

1% Partial Underexpenditure Requirement – \$2,496. The 2002 Proposed Budget includes a 1% underexpenditure contra in each CX operating and CX transfer budget to directly budget for assumed underexpenditure levels. A remaining central contra of 0.75% is being held in the CX Financial Plan for a total assumption of 1.75% underexpenditure for all CX operating and CX transfer budgets. CX departments are asked to manage to a total underexpenditure requirement of 1.75%.

COUNCIL ADOPTED BUDGET

Non-represented class comp implementation – (\$65,831)/(2.00) TLPs. Cost of Non-represented classification compensation implementation project was re-examined and 2.00 TLPs were reduced.

Additional 0.25% underexpenditure – (\$15,190). The Council adopted budget includes an additional 0.25% underexpenditure requirement. For this agency's budget, this represents an additional underexpenditure amount of \$15,190.

Safety & Claims Management 5420/0666

Code/Item #	Description	0666	Expenditures	FTEs*	TLPs
Program Area					
		2001 Adopted	17,762,205	30.00	0.00
		Status Quo **	2,388,115	0.00	1.00
GG					
		Status Quo Budget	20,150,320	30.00	1.00
		Contra	215,146		
<i>Detail below shows crosswalk from 2001 adopted to 2002 adopted.</i>					
Administrative Service Reductions					
AS02	Eliminate Programmer Analyst II Position		(79,516)	(1.00)	0.00
AS01	Eliminate Safety & Claims Manager Position		(98,809)	(1.00)	0.00
AS03	Eliminate Administration Specialist I Position		(37,091)	(1.00)	0.00
			(215,416)	(3.00)	0.00
Central Rate Adjustments					
CR20	PAO Rates		(24,869)	0.00	0.00
CR22	Long Term Lease		(13,156)	0.00	0.00
CR05	CX Overhead Adj.		(11,725)	0.00	0.00
CR08	ITS Infrastructure		(2,213)	0.00	0.00
CR10	Information Resource Management		2,691	0.00	0.00
CR26	Retirement Rate Adj.		(652)	0.00	0.00
CR25	Finance Rates		(13,457)	0.00	0.00
CR39	COLA Adjustment		(11,764)	0.00	0.00
CR13	Motor Pool Rate Adj.		(2,257)	0.00	0.00
CR21	Debt Service Adj.		(1,699)	0.00	0.00
CR14	DCFM Space Charge		401	0.00	0.00
CR07	ITS O&M		5	0.00	0.00
CR36	Lease Admin Fee		(131)	0.00	0.00
CR11	Telecommunications Services		(225)	0.00	0.00
CR15	Insurance Charges		2,596	0.00	0.00
			(76,455)	0.00	0.00
2002 Adopted Budget			20,073,595	27.00	1.00

* FTEs do not include temporaries and overtime.

** This includes revised 2001 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

Safety & Claims Management

Significant Program Reductions

Administrative Reductions – (\$215,416)/(3.00 FTE). As part of the Executive reorganization effort, efficiencies are found from consolidation with other departments. These reductions comprise the elimination of the Safety and Claims Manager, Programmer Analyst II, and Administrative Specialist I.

Central Rates Adjustment – (\$76,455). These adjustments include central rate changes in CX Overhead, ITS O&M, ITS Infrastructure, OIRM, telecommunications services, motor pool, DCFM space charge, insurance, prosecuting attorney rates, debt service adjustment, long term lease and lease administration fee, finance, retirement and cost-of-living adjustments.

WORKLOAD / PERFORMANCE INDICATORS			
	2000 Actual	2001 Adopted	2002 Proposed
1. Claims in progress	1,285	1,300	1,250
2. Claims Received	1,649	1,650	1,600
3. Claims Closed	1,641	1,700	1,650
4. % of Training Satisfactory or Above	98%	98%	98%

[Link to Safety & Claims Management Financial Plan, 7 KB .pdf](#)

COUNCIL ADOPTED BUDGET

Council made no changes to the 2002 Executive Proposed Budget.

Employee Benefits 5500/0429

Code/Item #	Description	0429	Expenditures	FTEs*	TLPs
Program Area		2001 Adopted	111,229,538	21.00	7.00
GG		Status Quo **	8,346,226	0.00	2.00
Status Quo Budget			119,575,764	21.00	9.00
Contra			107,004		
<i>Detail below shows crosswalk from 2001 adopted to 2002 adopted.</i>					
Administrative Service Reductions					
AS01	Elimination of Division Manager Position		(104,596)	(1.00)	0.00
			(104,596)	(1.00)	0.00
Revenue Backed					
RB02	PERS 3 Implementation		428,418	0.00	7.00
RB03	Rebid Benefit Contracts		103,007	0.00	2.00
RB01	Business Process Documentation Project		138,192	0.00	2.00
			669,617	0.00	11.00
Technical Adjustment					
TA02	Salary Adjustment		5,267	0.00	0.00
TA03	Retirement Excess Compensation Payout		21,000	0.00	0.00
TA01	Convert Business Systems Analyst TLT to FTE		0	1.00	(1.00)
			26,267	1.00	(1.00)
Central Rate Adjustments					
CR25	Finance Rates		7,161	0.00	0.00
CR22	Long Term Lease		(65,776)	0.00	0.00
CR26	Retirement Rate Adj.		(604)	0.00	0.00
CR05	CX Overhead Adj.		483	0.00	0.00
CR36	Lease Admin Fee		(658)	0.00	0.00
CR08	ITS Infrastructure		(1,563)	0.00	0.00
CR21	Debt Service Adj.		(29,733)	0.00	0.00
CR15	Insurance Charges		(672)	0.00	0.00
CR10	Information Resource Management		1,884	0.00	0.00
CR14	DCFM Space Charge		2,725	0.00	0.00
CR39	COLA Adjustment		1,137	0.00	0.00
			(85,616)	0.00	0.00
Council Changes					
CC01	Business Documentation Project		(138,192)	0.00	(2.00)
			(138,192)	0.00	(2.00)
2002 Adopted Budget			120,050,248	21.00	17.00

* FTEs do not include temporaries and overtime.

** This includes revised 2001 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

Proviso(s):

PROVIDED THAT:

Of this appropriation, \$122,000 shall be expended only for educating county employees about the PERS III retirement option after the council reviews and approves by motion a report containing a budget, schedule and justification for the expenditure of the funds for this purpose. The report must also contain an analysis of whether the state of Washington can conduct this training rather than the county. The report must be filed with the council clerk. The original and 15 copies must be delivered to the clerk, who will retain the original and will forward copies to each councilmember and to the lead staff of the budget and fiscal management committee.

Employee Benefits

Significant Program Reductions

Elimination of Division Manager Position – (\$104,596)/(1.00 FTE). As a result of the Executive Reorganization Ordinance, Division Manager position will be eliminated. The Benefits function will be merged into the Personnel Services section and managed by the section supervisor.

Significant Program Additions

Business Process Documentation Project - \$138,192/2.00 TLPs. This proposal is to review, analyze, streamline, and document the two payroll processes. The cost is reflected in 2002 Proposed Flex benefits rate.

PERS III Implementation - \$428,418/7.00 TLPs. This is to design and install a new pension reporting system and adjust business practices to implement PERS III, a new retirement plan option that will be available to employees in September 2002.

Benefits Contracts Renegotiation and Enrollment - \$103,007/2.00 TLPs. This proposal is to support the renegotiation of all benefits carrier contracts. These contracts include medical, dental vision, life, long-term disability, accident & disability, and Making Life Easier plans. Five temporaries will be hired to conduct the request for proposals, negotiate the terms of new contracts, create communication packages, conduct the formal open enrollment project, and process new enrollment transactions. The cost is reflected in the Proposed Flex rate.

Technical Adjustments

Retirement Excess Compensation - \$21,000. This is to enable the section to meet the need for PERS 1 retiree vacation and sick leave compensation payment.

Salary Adjustments - \$5,267/1.00 FTE/(1.00 TLP). This is to correct an erroneous salary record and adjust the benefit costs accordingly. In addition, a Business Systems Analyst position will be converted from TLP to FTE status.

Central Rates Adjustments – (\$85,616). These include central rate changes in CX Overhead, ITS, Telecommunications, OIRM, DCFM, Finance, Insurance, Debt Services, Retirement rates and COLA and Merit adjustments.

[Link to Employee Benefits Financial Plan, 7 KB .pdf](#)

COUNCIL ADOPTED BUDGET

Business Documentation Project – (\$138,192) / (2.00 TLPs). Council reduced the budget for Business Documentation Project to reduce the flex rate impact to current expense fund.

Executive Services - Administration 0010/0417

Code/Item #	Description	0417	Expenditures	FTEs*	TLPs
Program Area		2001 Adopted	0	0.00	0.00
GG		Status Quo **	0	0.00	0.00
Status Quo Budget			0	0.00	0.00
Contra			0		
<i>Detail below shows crosswalk from 2001 adopted to 2002 adopted.</i>					
Direct Service Reductions					
DS01	Reduction of Support Staff and Transfer of Title VI Staff		86,125	0.25	0.00
			86,125	0.25	0.00
Program Change					
PC01	Change in Appropriation Unit for Dept. of Executive Svcs.		1,379,929	13.75	0.00
			1,379,929	13.75	0.00
Revenue Backed					
RB01	Fair Housing Assistance (HUD Funded 2001-2002 Grant)		75,000	1.00	0.00
			75,000	1.00	0.00
Technical Adjustment					
TA02	CAO Reorganization		16,931	0.00	0.00
TA25	Removal of Contra		(37,297)	0.00	0.00
TA01	Staff Support for Dept. of Executive Svcs. Director's Office		119,567	1.00	0.00
			99,201	1.00	0.00
Central Rate Adjustments					
CR11	Telecommunications Services		150	0.00	0.00
CR08	ITS Infrastructure		(425)	0.00	0.00
CR14	DCFM Space Charge		105	0.00	0.00
CR12	Telecommunications Overhead		20	0.00	0.00
CR25	Finance Rates		4,609	0.00	0.00
CR10	Information Resource Management		1,233	0.00	0.00
CR39	COLA Adjustment		811	0.00	0.00
CR35	1% Underexpenditure Adjustment		(16,458)	0.00	0.00
CR07	ITS O&M		(921)	0.00	0.00
			(10,876)	0.00	0.00
Council Changes					
CC01	Additional 0.25% underexpenditure		(4,128)	0.00	0.00
			(4,128)	0.00	0.00
2002 Adopted Budget			1,625,251	16.00	0.00

* FTEs do not include temporaries and overtime.

** This includes revised 2001 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

GENERAL GOVERNMENT PROGRAM PLAN

DES Administration

The total year 2002 Executive Proposed budget for DES Administration is \$1,629,379 and 16.00 FTE. This agency includes the Department of Executive Services Administrative Office, the Board of Ethics, the Office of Civil Rights and the Civil Rights Commission. A new appropriation unit is being established in 2002 to reflect the creation of the new DES Administration Office and elimination of the former Department of Information and Administrative Services Administration Office.

Significant Program Changes

Administrative Services Manager - \$119,567/1.0 FTE. The existing 4.0 FTE from the former Department of Information and Administrative Services Director's Office will transfer to this new appropriation unit. In addition, this agency will add a 1.0 FTE Administrative Services Manager position

Reduction of Civil Rights Support Staff and Transfer of Title VI/Fair Contracting FTE - \$86,125/.25 FTE. As part of the reorganization and program reduction effort, the Office of Civil Rights will eliminate 2.75 FTEs (Civil Rights Specialists and Office Technician) and will transfer in 3.0 FTEs staff from Finance. These 3.0 FTE support the Title VI and Fair Contracting Practices function. The combined net change to the Office of Civil Rights Budget is an increase of \$86,125 and .25 FTE.

Significant Program Additions

Fair Housing Assistance Program - \$75,000/1.0 FTE. The Office of Civil Rights will add 1.0 FTE to perform Fair Housing outreach and mandatory training. This addition is revenue-backed by a HUD grant.

Technical Adjustments

CAO Reorganization - \$16,931. The 2002 Executive Proposed Budget reflects the transfer in to the Department of Executive Services of the County administrative Officer position, the deletion of the DIAS Director position and the resultant salary and benefits adjustments.

Removal of Positive Contra Budget (\$37,297). With the above adjustment to this agency's salary and benefits budget due to the transfer in of the CAO position and deletion of the DIAS Director position, the remainder of this estimated placeholder is not needed in 2002.

Central Rate Adjustments (\$10,876). These include central rate adjustments from the following sources: ITS Operations & Maintenance, ITS Infrastructure, OIRM, Telecommunications, DCFM Space Charge, Finance, COLA and an adjustment to the agency's 1% under-expenditure amount.

WORKLOAD / PERFORMANCE INDICATORS				
	1998	2000	2001	2002
	Actual	Actual	Adopted	Proposed
1. Discrimination complaints filed		30	38	35
2. Discrimination complaints resolved		32	44	35
3. ADA Grievances received		2	4	3
4. ADA Grievances resolved		1	4	3

COUNCIL ADOPTED BUDGET

Underexpenditure Requirement (\$4,128) – The Council adopted budget includes an additional 0.25% underexpenditure requirement. For this agency's budget, this represents an additional underexpenditure amount of \$4,128.

Office of Information Resources Management 5471/1550M

Code/Item #	Description	1550M	Expenditures	FTEs*	TLPs
Program Area					
		2001 Adopted	681,000	6.00	1.00
		Status Quo **	518,337	2.00	(1.00)
GG		Status Quo Budget	1,199,337	8.00	0.00
		Contra	0		
<i>Detail below shows crosswalk from 2001 adopted to 2002 adopted.</i>					
Technical Adjustment					
TA02	Correction to FTE Count		0	(2.00)	2.00
			0	(2.00)	2.00
Central Rate Adjustments					
CR10	Information Resource Management		538	0.00	0.00
CR05	CX Overhead Adj.		352	0.00	0.00
CR39	COLA Adjustment		(2,766)	0.00	0.00
CR26	Retirement Rate Adj.		(293)	0.00	0.00
CR08	ITS Infrastructure		(446)	0.00	0.00
			(2,615)	0.00	0.00
2002 Adopted Budget			1,196,722	6.00	2.00

* FTEs do not include temporaries and overtime.

** This includes revised 2001 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

Proviso(s):

PROVIDED THAT:

No later than February 15, 2002, the executive shall submit for council review a draft plan for using existing county infrastructure for voice communication. The draft voice communication plan shall be part of the IT strategic plan that will be completed in final form by March 2002. The draft voice communication plan and 15 copies must be delivered to the clerk, who will retain the original and will forward copies to each councilmember and to the lead staff of the utilities and technology committee, or its successor.

GENERAL GOVERNMENT PROGRAM PLAN

Office of Information Resource Management

The total year 2002 Executive Proposed budget for the Office of Information Resource Management is \$1,196,722, 6.0 FTE and 2.0 TLP positions.

Significant Program Reductions

None

Significant Program Additions

None

Technical Adjustments

Central Rate Adjustments (\$2,615). These include central rate adjustments from the following sources: CX Overhead, ITS Infrastructure, COLA and PERS Retirement Rate adjustments.

[Link to OIRM Financial Plan, 7 KB .pdf](#)

COUNCIL ADOPTED BUDGET

Council made no changes to the 2002 Executive Proposed Budget.

GENERAL GOVERNMENT PROGRAM PLAN

Information & Telecommunications Services

The 2002 Executive Proposed budget for Information and Telecommunications Services (ITS) is presented by appropriation unit for Technology Services, Telecommunications, Printing and Graphic Arts, I-NET Operations, Cable Communications and Radio Communications.

WORKLOAD / PERFORMANCE INDICATORS			
	2000 Actual	2001 Adopted	2002 Proposed
Technology Services			
1 Operations Center - work sched on time	99.65%	99.99%	99.99%
2 Operations Center - avg. jobs per day	377	400	400
3 WAN uptime	99.99%	99.99%	99.99%
4 Two hr. response time to reported WAN incidents	100%	100%	100%
5 Avg # of help desk calls per month	2,125	2,800	3,000
Telecommunication Services			
1 Repair calls processed	2,750	2,900	2,220
2 Work Orders Processed	3,940	4,175	3,714
Print Shop & Graphic Arts			
1. Print Shop Hours Billed		10,161	
2. Print Shop Hours Billable	10,140	10,696	10696
3. Print Shop Percent Utilization		95%	
4. One-Sided Copies	2,450,000	2,500,000	2,725,000
5. Two-Sided Copies	4,500,000	5,275,000	5,500,000
6. Graphics Hours Billed		9,986	
7. Graphics Hours Billable	9,295	10,512	10,512
8. Graphics Percent Utilization		95%	
Cable			
1. Cable T.V. Franchise Fee Revenue	2,085,403	2,105,360	2,200,000

GENERAL GOVERNMENT PROGRAM PLAN

ITS--Technology Services 5531/0432

Code/Item #	Description	0432	Expenditures	FTEs*	TLPs
Program Area		2001 Adopted	25,395,337	149.50	10.0
GG		Status Quo **	(1,456,051)	0.00	7.0
Status Quo Budget			23,939,286	149.50	17.0
Contra			807,202		
<i>Detail below shows crosswalk from 2001 adopted to 2002 adopted.</i>					
Administrative Service Reductions					
AS08	Contra Offset - Help Desk Systems Analyst I (2nd Position)		(49,273)	(1.00)	0.00
AS05	Contra Offset - Deinstall SNA Network		(48,984)	0.00	0.00
AS06	Contra Offset - Deinstall RS 6000 System		(95,233)	0.00	0.00
AS07	Contra Offset - Help Desk Systems Analyst I		(53,352)	(1.00)	0.00
AS09	Contra Offset - Cut Excess Budget for Debt Service		(128,283)	0.00	0.00
AS04	Contra Offset - TLT Position Funding		(77,835)	0.00	(1.00)
AS02	Contra Offset - Fiscal Specialist III; Admin. Specialist II		(92,470)	(2.00)	0.00
			(545,430)	(4.00)	(1.00)
Program Change					
PC01	Various Position Changes		(32,730)	0.00	0.00
			(32,730)	0.00	0.00
Technical Adjustment					
TA03	Transfer LAN Administrator from Radio to ITS LAN		61,312	1.00	0.00
TA05	Reduce Overhead Costs due to GIS Transfer to DNR		(41,478)	0.00	0.00
TA01	Transfer of GIS Operations to DNR		(1,364,888)	(11.00)	(5.00)
			(1,345,054)	(10.00)	(5.00)
Technology Requests					
IT01	Transfer to ITS Capital Fund for Billing Project		450,000	0.00	0.00
IT02	Transfer to ITS Capital Fund for Infrastructure FTE Equipment		591,566	0.00	0.00
			1,041,566	0.00	0.00
Central Rate Adjustments					
CR05	CX Overhead Adj.		(28,382)	0.00	0.00
CR39	COLA Adjustment		(72,884)	0.00	0.00
CR26	Retirement Rate Adj.		(3,869)	0.00	0.00
CR21	Debt Service Adj.		(514,805)	0.00	0.00
CR11	Telecommunications Services		24,691	0.00	0.00
CR36	Lease Admin Fee		656	0.00	0.00
CR20	PAO Rates		2,460	0.00	0.00
CR08	ITS Infrastructure		(41,588)	0.00	0.00
CR25	Finance Rates		73,423	0.00	0.00
CR22	Long Term Lease		168,962	0.00	0.00
CR14	DCFm Space Charge		(311)	0.00	0.00
CR10	Information Resource Management		13,410	0.00	0.00
CR07	ITS O&M		174,259	0.00	0.00
CR13	Motor Pool Rate Adj.		(1,365)	0.00	0.00
			(205,343)	0.00	0.00
Council Changes					
CC02	Reduce billing procurement		(300,000)	0.00	0.00

ITS--Technology Services 5531/0432

Code/Item #	Description	0432	Expenditures	FTEs*	TLPs
CC03	Reduce contingency		(500,000)	0.00	0.00
CC04	Technical adjustment (OIRM O&M transfer - double count)		(144,717)	0.00	0.00
CC01	Reduce billing analysis (\$50K from FSRP CIP)		(100,000)	0.00	0.00
			(1,044,717)	0.00	0.00
			22,614,780	135.50	11.00

2002 Adopted Budget

* FTEs do not include temporaries and overtime.

** This includes revised 2001 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

Proviso(s):

PROVIDED THAT:

Of this appropriation, \$710,819 shall be spent only to appoint regular employees to fill long-term vacant positions that are listed as vacant on the October 15, 2001 ITS Monthly Vacancy Report as submitted to the council. No funds from this appropriation may be spent on any of such positions that has not been filled by March 31, 2002. Long-term vacant positions are defined as having been vacant for ten months or more as of the October 15, 2001 ITS Monthly Vacancy Report. An ITS Monthly Vacancy Report for March 2002 must be filed with the council clerk by April 15, 2002. The original and 16 copies must be delivered to the clerk, who will retain the original and will forward copies to each councilmember and to the lead staff for the budget and fiscal management committee and the utilities and technology committee, or their successors.

PROVIDED FURTHER THAT:

Of this appropriation, \$500,000 for the ITS contingency account shall only be expended for non-I-Net projects where a customer agency has expenditure authority and revenue-backing to pay ITS. None of this appropriation authority from the ITS contingency account may be used to fund ongoing operations, including, but not limited to, any I-Net operations. The executive shall send quarterly reports detailing contingency account project activities. The quarterly reports must be filed with the council clerk. The original and 16 copies must be delivered to the clerk, who will retain the original and will forward copies to each councilmember and to the lead staff for the budget and fiscal management committee and the utilities and technology committee, or their successors.

PROVIDED FURTHER THAT:

Of this appropriation, \$591,566 for equipment replacement shall be spent only on equipment listed in the ITS equipment replacement plan after the council has approved the plan by motion.

GENERAL GOVERNMENT PROGRAM PLAN

ITS – Technology Services

The total year 2002 Executive Proposed budget for ITS – Technology Services is \$23,659,497, 135.5 FTEs and 11.0 TLPs.

Significant Program Reductions

Administrative and Fiscal Position Reductions - (\$92,470)/(2.0) FTE. ITS will eliminate these two vacant positions. Remaining staff will continue to cover the duties formerly assigned to these two positions.

Term Limited Position Funding - (\$77,835)/(1.0) TLP. ITS will eliminate one term limited position that provided administrative support to ITS management.

De-install SNA Network - (\$48,984). ITS will no longer use the Systems Network Architecture (SNA) application which includes equipment such as dumb terminals, printers and leased telephone circuits. Other existing software is available to be installed on existing personal computers that will provide the same data access to users.

De-Install the RS6000 System - (\$95,233). ITS will de-install the IBM RS6000 platform which currently runs only one application. The application, which supports Superior Court, will be moved to another platform, with no service impact to the customer.

Help Desk Systems Analyst Reduction - (\$102,625)/(2.0) FTEs. The ITS Help Desk will be changed to a Call Center model with the reduction of these two FTEs. Call Center staff will no longer assist in problem resolution and instead will log calls and route issues to appropriate support sections in ITS or to department LAN support personnel.

Debt Service Reduction - (\$128,283). This reduction removes excess expenditure authority for debt service. Actual debt service requirements for GO Bond debt have declined as bonds are retired.

Significant Program Additions

Billing System Project - \$450,000. As an internal service fund, ITS fully charges out all costs through customer service fees. The two existing mainframe billing systems and various manual systems no longer meet current or future needs. This funding will enable ITS to document, analyze and evaluate ITS billing business processes, complete an alternatives analysis and develop a solution with detailed analysis of the cost and benefits of each alternative. It will also enable ITS to proceed with an RFP to procure the new billing system.

Equipment Replacement - \$591,566. This will establish an equipment replacement mechanism for ITS Infrastructure related equipment such as WAN, LAN and other data network equipment. ITS Technology Services will transfer these funds to the Equipment Replacement CIP; no expenditures will be made directly from the Technology Services Fund.

Technical Adjustments

Realignment of Positions - (\$32,730). This agency is realigning its positions to better support the division organization structure and to improve service delivery. There is no net impact to the FTE total as a result of these position changes and reclassifications.

Transfer of GIS Operations - (\$1,364,888)/(11.0 FTEs)/(5.0 TLPs). The entire GIS program within ITS Technology Services will be transferred to the Department of Natural Resources (DNR) including all FTEs and TLPs. All expenses and revenues associated with the GIS Enterprise Services and GID Client Service rate buckets have been removed from ITS Technology Services 2002 budget. ITS is absorbing the rent that would have been charged to GIS.

GENERAL GOVERNMENT PROGRAM PLAN

Transfer of LAN Administrator - \$61,312/1.0 FTE. A 1.0 FTE LAN Administrator position will be transferred from Radio Communications to ITS Technology Services. This transfer is in alignment with ITS core businesses.

Reduction of Overhead Costs - (\$41,478). Due to the transfer of the GIS program to DNR, ITS overhead costs will be reduced in an amount equal to the cost of providing overhead support to the GIS Section.

Central Rate Adjustments - (\$205,343). These include central rate adjustments from the following sources: CX Overhead, ITS Operations & Maintenance, ITS Infrastructure, OIRM, Telecommunications, Motor Pool, DCFM space charges, PAO, Debt Service, Long-term lease, Lease administrative fee, Finance, COLA and PERS Retirement Rate.

[Link to ITS Technology Financial Plan, 8 KB .pdf](#)

COUNCIL ADOPTED BUDGET

Expenditure Authority Adjustment (\$144,717) – *The 2002 adopted budget has been adjusted to reflect a decrease in expenditure authority related to the transfer of operating funds from ITS to OIRM.*

Contingency Account Reduction (\$500,000) – *The contingency account, used as expenditure authority for revenue-backed projects, has been reduced from \$1.0 million to \$500,000.*

ITS Billing System (\$400,000) – *The 2002 Adopted budget was reduced from \$450,000 to \$50,000.*

ITS--Telecommunications 5532/0433

Code/Item #	Description	0433	Expenditures	FTEs*	TLPs
Program Area		2001 Adopted	1,826,617	8.00	0.0
GG		Status Quo **	(199,437)	0.00	1.0
		Status Quo Budget	1,627,180	8.00	1.0
		Contra	0		
<i>Detail below shows crosswalk from 2001 adopted to 2002 adopted.</i>					
Revenue Backed					
RB01	Acquisition of a Telemangement Information System		50,000	0.00	0.00
			50,000	0.00	0.00
Technical Adjustment					
TA30	Adjustment to Industrial Insurance Codes		1,003	0.00	0.00
TA01	ITS Telecommunications Overhead Charge Adjustment		67,059	0.00	0.00
			68,062	0.00	0.00
Technology Requests					
IT01	Voice Mail Replacement System		890,000	0.00	0.00
			890,000	0.00	0.00
Central Rate Adjustments					
CR21	Debt Service Adj.		(2,000)	0.00	0.00
CR25	Finance Rates		(15,277)	0.00	0.00
CR08	ITS Infrastructure		(2,267)	0.00	0.00
CR26	Retirement Rate Adj.		(184)	0.00	0.00
CR05	CX Overhead Adj.		(1,172)	0.00	0.00
CR11	Telecommunications Services		(2,152)	0.00	0.00
CR07	ITS O&M		53,494	0.00	0.00
CR20	PAO Rates		2,333	0.00	0.00
CR39	COLA Adjustment		(2,173)	0.00	0.00
CR10	Information Resource Management		718	0.00	0.00
			31,320	0.00	0.00
2002 Adopted Budget			2,666,562	8.00	1.00

* FTEs do not include temporaries and overtime.

** This includes revised 2001 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

Proviso(s):

PROVIDED THAT:

Of this appropriation, \$50,000 may only be spent on planning or acquisition of a telemangement system after the executive certifies by letter that the executive has initiated a competitive bidding process or has begun an alternative process for acquisition of wireless devices (cellular telephones and pagers) and related vendor services. The results of such a competitive bidding process shall also be transmitted. The certification and results required to be submitted by this proviso must be filed with the council clerk. The original and 15 copies must be delivered to the clerk, who will retain the original and will forward copies to each councilmember and to the lead staff for the utilities and technology committee, or its successor.

PROVIDED FURTHER THAT:

Of this appropriation, \$890,000 shall be spent only on a voicemail replacement system following council review and approval by motion of a business case analysis.

ITS – Telecommunications

The total year 2002 Executive Proposed budget for ITS – Telecommunications is \$2,666,562, 8.0 FTE and 1.0 TLPs.

Significant Program Additions

Voice Mail Replacement System - \$890,000. Telecommunications will be replacing one of the County's voice mail systems in 2002. The funding source is Telecommunications fund balance.

Telemanagement System - \$50,000. Telecommunications will prepare an alternatives analysis regarding acquisition of a telemanagement information system which would enable them to gather user data and provide a base of information to more accurately set rates for user agencies. The funding source is Telecommunications fund balance.

Technical Adjustments

Central Rate Adjustments - \$31,320. These include central rate adjustments from the following sources: CX Overhead, ITS Operations & Maintenance, ITS Infrastructure, OIRM, Telecommunications, PAO, Debt Service, Finance, COLA and PERS Retirement Rate.

ITS Overhead Charge Adjustment - \$67,059. This technical adjustment provides adequate expenditure authority for ITS division overhead charges.

[Link to ITS Telecom Financial Plan, 7 KB .pdf](#)

COUNCIL ADOPTED BUDGET

Council made no changes to the 2002 Executive Proposed Budget.

GENERAL GOVERNMENT PROGRAM PLAN

ITS-Printing & Graphic Arts 5600/0415

Code/Item #	Description	0415	Expenditures	FTEs*	TLPs
Program Area		2001 Adopted	3,014,884	17.50	0.00
GG		Status Quo **	21,538	0.00	2.00
		Status Quo Budget	3,036,422	17.50	2.00
		Contra	0		
<i>Detail below shows crosswalk from 2001 adopted to 2002 adopted.</i>					
Program Change					
PC02	Tenant Improvement Costs		66,286	0.00	0.00
PC01	Photography Services		111,790	1.00	0.00
			178,076	1.00	0.00
Revenue Backed					
RB01	Equipment Replacement		100,000	0.00	0.00
			100,000	0.00	0.00
Central Rate Adjustments					
CR07	ITS O&M		(1,357)	0.00	0.00
CR10	Information Resource Management		1,566	0.00	0.00
CR36	Lease Admin Fee		462	0.00	0.00
CR05	CX Overhead Adj.		(1,640)	0.00	0.00
CR08	ITS Infrastructure		(1,297)	0.00	0.00
CR39	COLA Adjustment		(3,287)	0.00	0.00
CR25	Finance Rates		11,357	0.00	0.00
CR22	Long Term Lease		(157,988)	0.00	0.00
CR26	Retirement Rate Adj.		(381)	0.00	0.00
			(152,565)	0.00	0.00
2002 Adopted Budget			3,161,933	18.50	2.00

* FTEs do not include temporaries and overtime.

** This includes revised 2001 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

GENERAL GOVERNMENT PROGRAM PLAN

ITS - Printing and Graphic Arts

The total year 2002 Executive Proposed budget for ITS – Printing and Graphic Arts is \$3,161,933, 18.5 FTEs and 2.0 TLPs.

Significant Program Additions

Equipment Replacement - \$100,000. This agency will replace one of their inefficient old presses, for which repair parts and materials are obsolete.

Photography Services - \$111,790/1.0 FTE. Department of Transportation – Roads will transfer to Printing and Graphic Arts the Photography Services program. Of the above amount, \$40,358 is for lease costs.

Tenant Improvements - \$66,286. Printing and Graphic Arts will pay their 2002 share of tenant improvement costs at the Graybar Building.

Technical Adjustments

Central Rate Adjustments - (\$152,565). These include central rate adjustments from the following sources: CX Overhead, ITS Operations & Maintenance, ITS Infrastructure, OIRM, Long-term lease, Lease administrative fee, Finance, COLA and PERS Retirement Rate.

[Link to ITS Printing & Graphic Arts Financial Plan, 8 KB .pdf](#)

COUNCIL ADOPTED BUDGET

Council made no changes to the 2002 Executive Proposed Budget.

GENERAL GOVERNMENT PROGRAM PLAN

Cable Communications 0010/0437

Code/Item #	Description	0437	Expenditures	FTEs*	TLPs
Program Area		2001 Adopted	167,270	8.00	3.0
GG		Status Quo **	7,978	0.00	1.0
Status Quo Budget			175,248	8.00	4.0
Contra			0		
<i>Detail below shows crosswalk from 2001 adopted to 2002 adopted.</i>					
Technical Adjustment					
TA01	I-NET Transfer		0	(6.00)	(4.00)
			0	(6.00)	(4.00)
Central Rate Adjustments					
CR35	1% Underexpenditure Adjustment		(150)	0.00	0.00
CR10	Information Resource Management		718	0.00	0.00
CR26	Retirement Rate Adj.		(32)	0.00	0.00
CR39	COLA Adjustment		(369)	0.00	0.00
CR07	ITS O&M		819	0.00	0.00
CR13	Motor Pool Rate Adj.		(3,615)	0.00	0.00
CR25	Finance Rates		1,230	0.00	0.00
CR08	ITS Infrastructure		(205)	0.00	0.00
			(1,604)	0.00	0.00
Council Changes					
CC01	Additional 0.25% underexpenditure		(436)	0.00	0.00
			(436)	0.00	0.00
2002 Adopted Budget			173,208	2.00	0.00

* FTEs do not include temporaries and overtime.

** This includes revised 2001 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

GENERAL GOVERNMENT PROGRAM PLAN

Cable Communications

Central Rate Adjustments - (\$1,454). Includes adjustments to ITS O&M, ITS infrastructure, OIRM, Motor Pool, Finance rates, retirement rates, and OCLA.

1% Underexpenditure Adjustment - (\$150). The 2002 Executive Proposed Budget includes a 1% underexpenditure contra in each CX operating budget to directly budget for assumed underexpenditure levels. A remaining central contra of 0.75% is being held in the CX Financial Plan for a total assumption of 1.75% underexpenditure for all CX operating and CX transfer budgets. CX departments are asked to manage to a total underexpenditure request of 1.75%

COUNCIL ADOPTED BUDGET

Additional 0.25% underexpenditure - (\$436). *The Council adopted budget includes an additional 0.25% underexpenditure requirement. For this agency's budget, this represents an additional underexpenditure amount of \$436.*

I-NET Operations 4531/0490

Code/Item #	Description	0490	Expenditures	FTEs*	TLPs
Program Area					
		2001 Adopted	0	0.00	0.00
		Status Quo **	0	0.00	0.00
GG					
		Status Quo Budget	0	0.00	0.00
		Contra	0		
<i>Detail below shows crosswalk from 2001 adopted to 2002 adopted.</i>					
Revenue Backed					
RB01	Establishment of I-NET Operations Unit		975,972	7.00	1.00
			975,972	7.00	1.00
Central Rate Adjustments					
CR09	GIS		2,500	0.00	0.00
CR39	COLA Adjustment		14,792	0.00	0.00
			17,292	0.00	0.00
Council Changes					
CC01	Cut operating only through 3rd quarter		(248,514)	0.00	0.00
			(248,514)	0.00	0.00
2002 Adopted Budget			744,750	7.00	1.00

* FTEs do not include temporaries and overtime.

** This includes revised 2001 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

Proviso(s):

PROVIDED THAT:

\$744,750 shall be spent only on I-Net operations for the first three quarters of 2002, through September 30, 2002.

PROVIDED FURTHER THAT:

The executive shall submit to the council twenty-five days following the close of a quarter reports on I-Net revenues and expenditures, including an identification of revenues by source. The executive is requested to transmit with the second quarter report a supplemental appropriation request for fourth quarter I-Net operating funds. The quarterly reports must be filed with the council clerk. The original and 16 copies must be delivered to the clerk, who will retain the original and will forward copies to each councilmember and to the lead staff for the budget and fiscal management committee and the utilities and technology committee, or their successors.

ITS – I-NET Operations

The total year 2002 Executive Proposed budget for I-NET (Institutional Network) Operations is \$993,264, 7.0 FTEs and 1.0 TLP. I-NET Operations is being created as a first-tier enterprise fund in the 3rd Quarter 2001 Omnibus Ordinance. The purpose of this operating fund is to account for the assets, liabilities, revenues and expenditures pertaining to the operations and maintenance of the I-NET. The fund will receive all revenues resulting from service fees charged to I-NET users for the operation of the network.

Technical Adjustments

Central Rate Adjustments - \$17,292. These include central rate adjustments from the following sources: GIS and COLA.

[Link to I-NET Financial Plan, 7 KB .pdf](#)

COUNCIL ADOPTED BUDGET

Fourth Quarter Funding (\$248,514) – Council adopted budget appropriates funds for only the first three quarters of 2002.

Records & Elections 0010/0470

Code/Item #	Description	0470	Expenditures	FTEs*	TLPs
Program Area		2001 Adopted	9,065,638	80.38	4.0
GG		Status Quo **	150,613	0.00	(2.0)
Status Quo Budget			9,216,251	80.38	2.0
Contra			584,879		
<i>Detail below shows crosswalk from 2001 adopted to 2002 adopted.</i>					
Administrative Service Reductions					
AS01	Reorganization Reductions		(162,899)	(2.00)	0.00
			(162,899)	(2.00)	0.00
Direct Service Reductions					
DS03	Elimination of Phone Bank		(95,024)	0.00	0.00
DS02	Recorder's Office Reductions		(126,197)	(3.00)	0.00
DS01	Expand the size of precinct to reduce pollworker and polling place costs		(200,000)	0.00	0.00
			(421,221)	(3.00)	0.00
Revenue Backed					
RB04	Records Operating Supplies funded by Condo Name Registration Fee		6,250	0.00	0.00
RB01	Special Elections		1,500,000	0.00	0.00
RB03	King County Code Printing		12,010	0.00	0.00
			1,518,260	0.00	0.00
Technical Adjustment					
TA01	Increase in Absentee Volume		216,840	0.00	0.00
			216,840	0.00	0.00
Central Rate Adjustments					
CR10	Information Resource Management		7,210	0.00	0.00
CR14	DCFM Space Charge		(1,992)	0.00	0.00
CR25	Finance Rates		29,383	0.00	0.00
CR26	Retirement Rate Adj.		(1,485)	0.00	0.00
CR22	Long Term Lease		5,668	0.00	0.00
CR07	ITS O&M		229,465	0.00	0.00
CR09	ITS GIS		(985)	0.00	0.00
CR36	Lease Admin Fee		(950)	0.00	0.00
CR11	Telecommunications Services		(1,408)	0.00	0.00
CR08	ITS Infrastructure		(2,793)	0.00	0.00
CR35	1% Underexpenditure Adjustment		(19,008)	0.00	0.00
CR39	COLA Adjustment		(20,406)	0.00	0.00
CR13	Motor Pool Rate Adj.		16,578	0.00	0.00
			239,277	0.00	0.00
Council Changes					
CC01	Restore number of precincts		200,000	0.00	0.00
CC02	Additional 0.25% underexpenditure		(28,120)	0.00	0.00
			171,880	0.00	0.00
2002 Adopted Budget			11,363,267	75.38	2.00

* FTEs do not include temporaries and overtime.

** This includes revised 2001 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

Licensing & Regulatory Services 0010/0410

Code/Item #	Description	0410	Expenditures	FTEs*	TLPs
Program Area		2001 Adopted	6,550,897	85.10	4.0
GG		Status Quo **	(508,074)	0.00	(3.0)
Status Quo Budget			6,042,823	85.10	1.0
Contra			501,238		
<i>Detail below shows crosswalk from 2001 adopted to 2002 adopted.</i>					
Administrative Service Reductions					
AS01	Administrative Services Reductions		(251,159)	(4.00)	0.00
			(251,159)	(4.00)	0.00
Direct Service Reductions					
DS02	Business Licensing Reduction		(12,154)	(0.25)	0.00
DS03	Animal Control Eastside Service Model		(70,000)	(1.00)	0.00
DS01	Intermail Services Reductions		(168,928)	(4.00)	0.00
			(251,082)	(5.25)	0.00
Technical Adjustment					
TA01	Correct Industrial Insurance Amount		11,319	0.00	0.00
			11,319	0.00	0.00
Central Rate Adjustments					
CR13	Motor Pool Rate Adj.		2,719	0.00	0.00
CR11	Telecommunications Services		(1,021)	0.00	0.00
CR36	Lease Admin Fee		(334)	0.00	0.00
CR14	DCFm Space Charge		(12,070)	0.00	0.00
CR26	Retirement Rate Adj.		(1,364)	0.00	0.00
CR08	ITS Infrastructure		803	0.00	0.00
CR10	Information Resource Management		7,633	0.00	0.00
CR25	Finance Rates		17,838	0.00	0.00
CR07	ITS O&M		(11,584)	0.00	0.00
CR39	COLA Adjustment		(24,755)	0.00	0.00
CR35	1% Underexpenditure Adjustment		573	0.00	0.00
CR22	Long Term Lease		15,692	0.00	0.00
			(5,870)	0.00	0.00
Council Changes					
CC01	Additional 0.25% underexpenditure		(15,167)	0.00	0.00
			(15,167)	0.00	0.00
2002 Adopted Budget			6,032,102	75.85	1.00

* FTEs do not include temporaries and overtime.

** This includes revised 2001 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

Proviso(s):

PROVIDED THAT:

In the event the executive decides to close the Eastside Animal Shelter during 2002 and colocate with another agency, the executive shall submit to the council, prior to the actual closure, a report outlining the steps that will be taken to ensure continuity of services, including shelter for stray animals. The report required by this proviso must be filed with the council clerk. The original and 15 copies must be delivered to the clerk, who will retain the original and will forward copies to each councilmember and to the lead staff for the management, labor and customer services committee, or its successor.

Records, Elections & Licensing Services

Significant Program Reductions

Licensing Administrative Services Reductions - (\$251,159)/(4.00) FTEs; Record and Elections Administrative Services Reductions – (\$162,899)/(2.00) FTEs. This represents administrative support staff reductions as a result of the merger of Licensing and Regulatory Services division and records and Elections division.

Interoffice Mail Service Changes - (\$168,928)/(4.00) FTEs. The division continues to work toward efficiencies by reducing the frequency of mail pickup and delivery services from twice a day to once a day in the downtown core area and possibly every two days for most outlying areas.

Business Licensing Reductions - (\$12,154)/(0.25) FTE. This reduction is a result of the transfer of the business licensing function to the Department of Development and Environmental Services (DDES). DDES staff are frequently in the field to inspect and licensed regulated activities. This transfer will increase efficiencies in licensing activity.

Animal Control Eastside Service Model – (\$70,000)/(1.00) FTE. This initiative includes a consolidation effort with another animal service agency in the same area. This will result in the elimination of 1.0 animal control officer and reduction in building rent cost. The current eastside facility provides 14% to 15% of the capacity of total animal shelters provided by King County.

Expand the size of precincts to reduce polling operating costs – (\$200,000). This proposal will adjust the number of polling sites to reflect the continuing increase in popularity of absentee ballots. These absentee voters do not utilize polling sites. The number of precincts can be reduced by consolidating and establishing vote by mail precincts for those that have minimal number of voters. This initiative will require a change in King County Code.

Recorder's Office Reduction – (\$126,197)/(3.00) FTEs. This reduction was based on the expected decrease in the recording volume in the coming year. This proposal will reduce 2.00 FTEs in the recording area and 1.00 FTE in the customer services area.

Elimination of Phone Bank – (\$95,024). This proposal will eliminate the telephone response team, which is in operation during the primary and general election cycle. Information available on the internet and an automated telephone response system will replace the functions.

Significant Program Additions

Records and Election Absentee Ballot Volume - \$216,840. Due to the increasing popularity of the absentee ballot program, the costs to administer this program increase as the volume of absentee voters increases. This amount will provide additional appropriation for this mandated program.

Special Elections - \$1,500,000. This request represents the projected additional costs to conduct special elections in even years. This expenditure will be 100% revenue backed by the jurisdictions holding the elections.

Voter Registration Support/Enhancement - \$248,560. This request is to fund maintenance and enhancement of the existing mainframe voter registration program. This effort will bring the current system up to date. The funding will be 100% revenue backed. This amount is included in ITS central rates.

Other Adjustments - \$18,260. This represents the amount to cover a cost increase in producing the King County Code Book and to fund recorder's office operating supplies. This amount will be covered by revenue from King County Code Book fee increase and condo reservation fee. Both revenues are new initiatives.

Technical Correction - \$11,319. This amount is needed to correct the industrial insurance amount in the Licensing section.

GENERAL GOVERNMENT PROGRAM PLAN

Technical Adjustments

Central Rate Adjustments Licensing - (\$5,780); Central Rate Adjustments Records & Elections (\$9,283). This represents adjustments made to various central rates.

COUNCIL ADOPTED BUDGET

Restore number of precincts - \$200,000. The Council adopted budget restored funding to maintain the current number of precincts, as well as, funding for poll workers and polling place costs.

Additional 0.25% underexpenditure – (\$43,287). The Council adopted budget includes an additional 0.25% underexpenditure requirement. For this agency's budget, this represents an additional underexpenditure of \$43,287.

Recorder's O&M 1090/0471

Code/Item #	Description	0471	Expenditures	FTEs*	TLPs
Program Area					
		2001 Adopted	892,621	4.50	0.00
		Status Quo **	(69,591)	0.00	0.00
GG		Status Quo Budget	823,030	4.50	0.00
		Contra	0		
<i>Detail below shows crosswalk from 2001 adopted to 2002 adopted.</i>					
Technical Adjustment					
TA02	One time contribution to Electronic Court Record / DJA		310,760	0.00	0.00
TA01	Accommodate Increase in Archival Activity		86,170	0.00	0.68
			396,930	0.00	0.68
Central Rate Adjustments					
CR25	Finance Rates		(797)	0.00	0.00
CR21	Debt Service Adj.		600	0.00	0.00
CR05	CX Overhead Adj.		(715)	0.00	0.00
CR39	COLA Adjustment		(457)	0.00	0.00
CR08	ITS Infrastructure		(326)	0.00	0.00
CR10	Information Resource Management		404	0.00	0.00
CR26	Retirement Rate Adj.		(84)	0.00	0.00
			(1,375)	0.00	0.00
		2002 Adopted Budget	1,218,585	4.50	0.68

* FTEs do not include temporaries and overtime.

** This includes revised 2001 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

GENERAL GOVERNMENT PROGRAM PLAN

Recorder's O&M

Significant Program Additions

Increase in Archival Activities - \$86,170. This amount is needed to cover the increase in archival activities of County historical records preservation.

One-time contribution to the Electronic Court Record Project - \$310,760. This project is managed by the Department of Judicial Administration. The amount represents one-time contribution for the continuation of phase III of the ECR project, which will include Electronic Filing of court records.

Technical Adjustments

Central Rate Adjustments – (\$1,375). This represents adjustments made to CX Overhead, debt service, Finance Rates, Information resource Management, ITS Infrastructure, Retirement Rate, and COLA.

WORKLOAD / PERFORMANCE INDICATORS			
	2001 Adopted	2001 Revised	2002 Proposed
Records & Elections Section			
1. Documents Recorded	450,000	500,000	450,000
2. Excise Tax Payments Processed	60,000	60,000	60,000
3. Voter Registration Transactions	500,000	510,000	580,000
4. On-going Absentees	425,000	550,000	600,000
5. New Boxes Stored	13,276	8,914	8,900
6. Requests/Retrievals Files	23,472	19,500	17,200
7. Boxes Destroyed	13,536	13,536	14,889
8. KC Code Supplements Mailed and Billed	404	404	399
9. Archival Records Processed	200	200	250
10. Archival References	300	300	400
Recorder's O & M			
1. Recordings	456,401	450,000	450,000
2. Tax Affidavits	64,695	60,000	60,000
Licensing & Regulatory Services			
1. Pet licenses issued	135,906	155,000	175,000
2. Total paid licenses	113,173	129,073	145,728
3. Number of animals handled	14,736	15,031	15,331
4. Vehicle licensing transactions	2,311,400	2,200,000	2,244,000

[Link to Recorder's O & M Financial Plan, 7 KB .pdf](#)

COUNCIL ADOPTED BUDGET

Council made no changes to the 2002 Executive Proposed Budget.

Risk Management 5520/0154

Code/Item #	Description	0154	Expenditures	FTEs*	TLPs
Program Area		2001 Adopted	20,066,590	18.00	0.00
GG		Status Quo **	1,150,576	0.00	0.00
Status Quo Budget			21,217,166	18.00	0.00
Contra			219,508		
<i>Detail below shows crosswalk from 2001 adopted to 2002 adopted.</i>					
Administrative Service Reductions					
AS01	Administrative Reductions		(217,346)	(4.00)	0.00
			(217,346)	(4.00)	0.00
Technical Adjustment					
TA01	Insurance Premium Change		938,768	0.00	0.00
			938,768	0.00	0.00
Central Rate Adjustments					
CR21	Debt Service Adj.		(1,279)	0.00	0.00
CR05	CX Overhead Adj.		(7,047)	0.00	0.00
CR07	ITS O&M		4,595	0.00	0.00
CR20	PAO Rates		(261,270)	0.00	0.00
CR10	Information Resource Management		1,615	0.00	0.00
CR26	Retirement Rate Adj.		(378)	0.00	0.00
CR08	ITS Infrastructure		(1,334)	0.00	0.00
CR22	Long Term Lease		(11,410)	0.00	0.00
CR39	COLA Adjustment		(8,581)	0.00	0.00
CR36	Lease Admin Fee		(198)	0.00	0.00
CR25	Finance Rates		545	0.00	0.00
CR13	Motor Pool Rate Adj.		12	0.00	0.00
			(284,730)	0.00	0.00
2002 Adopted Budget			21,873,366	14.00	0.00

* FTEs do not include temporaries and overtime.

** This includes revised 2001 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

Risk Management

Significant Program Reductions

Administrative Reductions – (\$217,346)/(4.00 FTEs). As a result of the implementation of the new claims system and reduction in claim filings, efficiencies are found in the financial and administrative functions of the program.

Technical Adjustments

Insurance Rate Adjustments - \$938,768. This reflects the adjustment of insurance premiums for excess liability to provide adequate coverage in excess liability; claims payment requirements and service contract requirements.

Central Rates Adjustments – (\$284,730). These include central rate changes in CX Overhead, ITS, OIRM, Motor Pool, PAO, Long Term Lease, Finance, Debt Services, Retirement rates, and COLA and Merit adjustments.

WORKLOAD / PERFORMANCE INDICATORS			
	2000	2001	2002
	Actual	Projected	Proposed
1 Transit System claims/incidents	3,052	2,376	2,300
2 All Other Agency Claims/incidents	793	730	730
3 Subrogation Collection	\$ 441,985	\$ 518,000	\$ 500,000

[Link to Risk Management Financial Plan, 10 KB .pdf](#)

COUNCIL ADOPTED BUDGET

Council made no changes to the 2002 Executive Proposed Budget.

Other Agencies

GENERAL GOVERNMENT PROGRAM PLAN

OTHER AGENCIES

This section covers a group of miscellaneous, cost centers that do not belong to any one particular department. Budgets in this category include the State Auditor, the Boundary Review Board, Fund Transfers, Salary and Wage Contingency, Executive Contingency, Internal Support, Sales Tax Reserve Contingency, and the Miscellaneous Grants Fund. Listed below are the 2002 Proposed budgets for these agencies.

State Auditor – Total budget of \$562,912. The State Auditor's budget increased by \$12,301 to accommodate increasing audit costs.

Boundary Review Board – Total budget of \$242,767/2.00 FTEs. The Boundary Review Board's 2002 budget decreased by \$8,843 through implementation of central rate adjustments (ITS Infrastructure, ITS GIS, Information Resource Management, Motor Pool rate adjustment, long-term leases, finance, retirement rate adjustment, Property Services lease administration fee, 1% underexpenditure and cost-of-living adjustment).

Fund Transfers - \$33,497,865. Fund Transfers provide Current Expense funding for programs budgeted in other funds. In 2002, CX transfer increases will help fund projects in Major Maintenance, Parks & Open Space Acquisition & Development, Criminal Justice, and Water and Land Resources. CX Transfer decreases will occur in Airport, Work Training Program, Housing Opportunity, Facilities Management, Budget Office/CJ, Public Health, ITS, ITS – IRC Funded Projects and Building Repair and Replacement.

Salary and Wage Contingency - \$5,235,000. The Salary and Wage Contingency budget provides funding for mid-year labor settlements to accommodate the cost of labor agreements and the negotiated wage adjustments resulting from the implementation of new classifications and pay ranges as part of the Classification/Compensation Project.

Executive Contingency - \$2,000,000. The 2002 Proposed appropriation remains at the historical level.

Internal Support - \$5,818,188. The internal support budget includes charges that are paid centrally on behalf of current expense agencies. This budget increased by \$432,000 over the 2001 Adopted level due to an increase in the appropriation for PERS 1 retiree excess compensation liability payments to the Department of Retirement Systems of \$1.2 million. Offsetting this increase are decreases in the appropriation for the employee bus pass subsidy and Risk Management insurance charges.

Sales Tax Reserve Contingency - \$4,193,736. This budget is required to keep a reserve balance of \$15,000,000. This proposed appropriation accommodates the required reserve level.

Miscellaneous Grants - \$14,568,743/70.01 FTEs/3.0 TLPs. King County will receive an estimated total of nearly \$13.5 million in new grants from Federal and State sources. In order to comply with a 1999 State audit of the Grants Fund, a new operational procedure was set up and implemented which established a contingency fund for anticipated grants. Existing grants which funds remaining in 2001 will be carried over into 2002 through a carryover ordinance.

Grants Tier One - \$1,018,778/0.0 FTEs/0.0 TLPs. To comply with a recent audit of the Miscellaneous Grants fund, a new Grants Tier One fund was created in 2001 which allows grants that require interest earnings to accrue back to the grant. Existing grants in the Miscellaneous Grants fund that meet this requirement were transferred to the Grants Tier One fund last year. In anticipation of future grants that meet this same criteria, a contingency fund for \$1 million was set up in the Grants Tier One fund in the 2002 budget.

GENERAL GOVERNMENT PROGRAM PLAN

State Auditor 0010/0610

Code/Item #	Description	0610	Expenditures	FTEs*	TLPs
Program Area					
		2001 Adopted	550,611	0.00	0.00
		Status Quo **	29	0.00	0.00
GG					
		Status Quo Budget	550,640	0.00	0.00
		Contra	0		
<i>Detail below shows crosswalk from 2001 adopted to 2002 adopted.</i>					
Technical Adjustment					
TA01	Audit and Accounting Services		14,000	0.00	0.00
			14,000	0.00	0.00
Central Rate Adjustments					
CR07	ITS O&M		(1,814)	0.00	0.00
CR25	Finance Rates		86	0.00	0.00
			(1,728)	0.00	0.00
		2002 Adopted Budget	562,912	0.00	0.00

* FTEs do not include temporaries and overtime.

** This includes revised 2001 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

Boundary Review Board 0010/0630

Code/Item #	Description	0630	Expenditures	FTEs*	TLPs
Program Area					
		2001 Adopted	240,062	2.00	0.00
		Status Quo **	11,548	0.00	0.00
GG					
		Status Quo Budget	251,610	2.00	0.00
		Contra	0		
<i>Detail below shows crosswalk from 2001 adopted to 2002 adopted.</i>					
Central Rate Adjustments					
CR09	ITS GIS		7,500	0.00	0.00
CR25	Finance Rates		1,850	0.00	0.00
CR10	Information Resource Management		179	0.00	0.00
CR39	COLA Adjustment		(497)	0.00	0.00
CR22	Long Term Lease		(17,590)	0.00	0.00
CR26	Retirement Rate Adj.		(41)	0.00	0.00
CR36	Lease Admin Fee		(207)	0.00	0.00
CR35	1% Underexpenditure Adjustment		115	0.00	0.00
CR08	ITS Infrastructure		(79)	0.00	0.00
CR13	Motor Pool Rate Adj.		(73)	0.00	0.00
			(8,843)	0.00	0.00
Council Changes					
CC01	Additional 0.25% underexpenditure		(609)	0.00	0.00
			(609)	0.00	0.00
		2002 Adopted Budget	242,158	2.00	0.00

* FTEs do not include temporaries and overtime.

** This includes revised 2001 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

GENERAL GOVERNMENT PROGRAM PLAN

CX Transfers 0010/0690

Code/Item #	Description	0690	Expenditures	FTEs*	TLPs
Program Area		2001 Adopted	30,896,406	0.00	0.00
GG		Status Quo **	5,388,720	0.00	0.00
		Status Quo Budget	36,285,126	0.00	0.00
		Contra	1,000,000		
<i>Detail below shows crosswalk from 2001 adopted to 2002 adopted.</i>					
Administrative Service Reductions					
AS01	Administrative Service Reductions		(124,941)	0.00	0.00
			(124,941)	0.00	0.00
Direct Service Reductions					
DS01	Direct Service Reductions		(1,000,000)	0.00	0.00
			(1,000,000)	0.00	0.00
Program Change					
PC01	Program Changes		667,000	0.00	0.00
			667,000	0.00	0.00
Technical Adjustment					
TA01	Technical Adjustments		(3,335,661)	0.00	0.00
			(3,335,661)	0.00	0.00
Central Rate Adjustments					
CR25	Finance Rates		(592)	0.00	0.00
CR35	1% Underexpenditure Adjustment		6,933	0.00	0.00
			6,341	0.00	0.00
Council Changes					
CC07	Additional 0.25% underexpenditure		(65,705)	0.00	0.00
CC06	Special Program Transfer to WLRD		29,500	0.00	0.00
CC01	Community Clinics - 50% of CX cut for transition		368,258	0.00	0.00
CC03	I-747 unallocated cut - transfer from motor pool		(291,000)	0.00	0.00
CC08	I-747 DDES CX transfer		(150,000)	0.00	0.00
CC05	Administration Building Homeless Shelter - to DCFM		24,015	0.00	0.00
CC04	I-747 unallocated cut - transfer from SWM		(660,000)	0.00	0.00
CC02	HOF transfer		304,376	0.00	0.00
			(440,556)	0.00	0.00
2002 Adopted Budget			33,057,309	0.00	0.00

* FTEs do not include temporaries and overtime.

** This includes revised 2001 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

GENERAL GOVERNMENT PROGRAM PLAN

Transfer to Other Funds/CJ 1020/0693

Code/Item #	Description	0693	Expenditures	FTEs*	TLPs
Program Area					
		2001 Adopted	382,354	0.00	0.00
		Status Quo **	(32,699)	0.00	0.00
GG					
		Status Quo Budget	349,655	0.00	0.00
		Contra	0		
<i>Detail below shows crosswalk from 2001 adopted to 2002 adopted.</i>					
Central Rate Adjustments					
CR25	Finance Rates		16,525	0.00	0.00
CR05	CX Overhead Adj.		(27,659)	0.00	0.00
CR21	Debt Service Adj.		(8,015)	0.00	0.00
			(19,149)	0.00	0.00
		2002 Adopted Budget	330,506	0.00	0.00

* FTEs do not include temporaries and overtime.

** This includes revised 2001 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

Salary & Wage Contingency 0010/0654

Code/Item #	Description	0654	Expenditures	FTEs*	TLPs
 Program Area					
		2001 Adopted	11,178,830	0.00	0.00
		Status Quo **	(4,564,555)	0.00	0.00
GG					
		Status Quo Budget	6,614,275	0.00	0.00
		Contra	0		
<i>Detail below shows crosswalk from 2001 adopted to 2002 adopted.</i>					
Technical Adjustment					
TA01	Reduce SW Contingency		(1,379,275)	0.00	0.00
	Increase SW contingency		(1,379,275)	0.00	0.00
Council Changes					
CC01	Technical adjustment		(63,000)	0.00	0.00
			(63,000)	0.00	0.00
2002 Adopted Budget			5,172,000	0.00	0.00

* FTEs do not include temporaries and overtime.

** This includes revised 2001 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

Proviso(s):

PROVIDED THAT:

Of this appropriation, \$553,000 shall be expended solely for the actual costs of paying the differential costs of salary for military reservists called to active duty during 2002 pursuant to K.C.C. 3.12.260 and the executive order of September 25, 2001, or the actual costs related to back-filling the positions of military reservists on active duty. The executive shall transmit as part of the 2002 quarterly financial reports to the council, the amounts expended for these purposes and the amount remaining.

Executive Contingency 0010/0655

Code/Item #	Description	0655	Expenditures	FTEs*	TLPs
 Program Area					
		2001 Adopted	2,000,000	0.00	0.00
		Status Quo **	0	0.00	0.00
GG					
		Status Quo Budget	2,000,000	0.00	0.00
		Contra	0		
<i>Detail below shows crosswalk from 2001 adopted to 2002 adopted.</i>					
No Change Items Proposed					
NC01	No Change Items Requested for this Budget.		0	0.00	0.00
			0	0.00	0.00
2002 Adopted Budget			2,000,000	0.00	0.00

* FTEs do not include temporaries and overtime.

** This includes revised 2001 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

GENERAL GOVERNMENT PROGRAM PLAN

Internal Support 0010/0656

Code/Item #	Description	0656	Expenditures	FTEs*	TLPs
Program Area		2001 Adopted	5,385,688	0.00	0.00
GG		Status Quo **	706,771	0.00	0.00
		Status Quo Budget	6,092,459	0.00	0.00
		Contra	0		
<i>Detail below shows crosswalk from 2001 adopted to 2002 adopted.</i>					
Technical Adjustment					
TA02	Work Study OASI/FICA		3,825	0.00	0.00
			3,825	0.00	0.00
Central Rate Adjustments					
CR15	Insurance Charges		(274,346)	0.00	0.00
CR25	Finance Rates		2,429	0.00	0.00
CR14	DCFM Space Charge		(6,179)	0.00	0.00
			(278,096)	0.00	0.00
Council Changes					
CC05	Technical adjustment (ITS tech - OIRM)		(54,168)	0.00	0.00
CC06	Reduce bus pass subsidy		(441,000)	0.00	0.00
CC07	Reduce CX transfer to BCIP		(129,000)	0.00	0.00
CC04	Billing System evaluation		(55,500)	0.00	0.00
CC03	Building O&M		(852,000)	0.00	0.00
CC02	PERS III (use reserves0		(122,757)	0.00	0.00
CC01	Business documentation project		(38,694)	0.00	0.00
CC08	Reduce CX payment to risk management		(345,000)	0.00	0.00
			(2,038,119)	0.00	0.00
2002 Adopted Budget			3,780,069	0.00	0.00

* FTEs do not include temporaries and overtime.

** This includes revised 2001 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

Sales Tax Reserve Contingency 0014/0651

Code/Item #	Description	0651	Expenditures	FTEs*	TLPs
 Program Area					
		2001 Adopted	5,231,011	0.00	0.00
		Status Quo **	0	0.00	0.00
 GG					
		Status Quo Budget	5,231,011	0.00	0.00
		Contra	0		
 <i>Detail below shows crosswalk from 2001 adopted to 2002 adopted.</i>					
Technical Adjustment					
TA01	Adjustment to reflect changes in sales tax revenue		(1,037,275)	0.00	0.00
			(1,037,275)	0.00	0.00
 No Change Items Proposed					
NC01	No Change Items Requested for this Budget.		0	0.00	0.00
			0	0.00	0.00
 2002 Adopted Budget			4,193,736	0.00	0.00

* FTEs do not include temporaries and overtime.

** This includes revised 2001 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

[Link to Sales Tax Reserve Contingency Financial Plan, 7 KB](#)
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GENERAL GOVERNMENT PROGRAM PLAN

Grants Fund 2140/2140

Code/Item #	Description	2140	Expenditures	FTEs*	TLPs
Program Area		2001 Adopted	20,781,552	70.01	3.0
GG		Status Quo **	670,581	0.00	5.0
		Status Quo Budget	21,452,133	70.01	8.0
		Contra	0		
<i>Detail below shows crosswalk from 2001 adopted to 2002 adopted.</i>					
Revenue Backed					
RB01	Grants Contingency Fund		8,752,874	0.00	0.00
			8,752,874	0.00	0.00
Technical Adjustment					
TA01	Removal of 2001 Contingency		(15,738,532)	0.00	3.90
			(15,738,532)	0.00	3.90
Central Rate Adjustments					
CR25	Finance Rates		73,089	0.00	0.00
CR26	Retirement Rate Adj.		(1,291)	0.00	0.00
CR11	Telecommunications Services		3,210	0.00	0.00
CR36	Lease Admin Fee		360	0.00	0.00
CR22	Long Term Lease		45,688	0.00	0.00
CR39	COLA Adjustment		(16,094)	0.00	0.00
CR08	ITS Infrastructure		(8,795)	0.00	0.00
CR10	Information Resource Management		6,101	0.00	0.00
			102,268	0.00	0.00
2002 Adopted Budget			14,568,743	70.01	11.90

* FTEs do not include temporaries and overtime.

** This includes revised 2001 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

GENERAL GOVERNMENT PROGRAM PLAN

Grants 2, Tier 1 2150/2150

Code/Item #	Description	2150	Expenditures	FTEs*	TLPs
Program Area					
		2001 Adopted	0	0.00	0.00
		Status Quo **	0	0.00	0.00
	GG				
		Status Quo Budget	0	0.00	0.00
		Contra	0		
<i>Detail below shows crosswalk from 2001 adopted to 2002 adopted.</i>					
	Revenue Backed				
RB01	Grants Contingency Fund		1,018,778	0.00	0.00
			1,018,778	0.00	0.00
		2002 Adopted Budget	1,018,778	0.00	0.00

* FTEs do not include temporaries and overtime.

** This includes revised 2001 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

GENERAL GOVERNMENT PROGRAM PLAN

COUNCIL ADOPTED BUDGET

Boundary Review Board – Additional 0.25% underexpenditure – (\$609). *The Council adopted budget includes an additional 0.25% underexpenditure requirement. For this agency's budget, this represents an additional underexpenditure amount of \$609.*

Fund Transfers – Miscellaneous Reductions – (\$440,556). *Council reduced CX Transfer budget by (\$440,556). Council increased funding for Water and Land Resources, Public Health, and Facilities Management, and decreased funding for Motor Pool, Development & Environmental Services, and Surface Water Management.*

Internal Support – Miscellaneous Reductions – (\$2,038,119). *The Council adopted budget reflects miscellaneous reductions in the amount of \$2,038,119. Examples of reductions are reducing CX transfers to BCIP (\$129,000), PERS III (\$122,757), Billing System Evaluation (\$55,500), Bus Pass subsidy (\$441,000), and Internal Service Fund rate and fund balance reductions (\$1,289,862).*

Salary and Wage Contingency – Technical Adjustment (\$63,000) *The Council adopted budget reflects a technical adjustment in the amount of (\$63,000).*

[Link to General Government Program Plan Table, 12 KB .pdf](#)