

**Link to General Government Pie  
Chart, 73 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 67% 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 21%) is located in the Current Expense Fund, and lesser amounts are budgeted in special revenue funds and enterprise funds.

In total, the 2003 Budget for General Government is increasing by \$30 million or about 8.5% above the level of the 2002 Adopted Budget. The areas of growth are primarily in non-Current Expense funds that receive their funding from a variety of internal and external sources and a one-time expenditure related to transfer of existing fund balance in the creation of the Cultural Development Authority. The agencies with significant increases include Risk Management, Employee Benefits, Safety and Workers' Compensation, Grants and the Arts and Cultural Development Fund.

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

**Significant Program Changes**

Effective January 1, 2002 the County enacted the most significant reorganization of county government since the Metro-County merger. The reorganization of four departments (Finance, Construction and Facilities Management, Information and Administrative Services, and Human Resources Management) into the Department of Executive Services (DES) resulted in savings to the County of nearly \$8 million and Current Expense fund savings of over \$4 million. In June of 2002 the Executive further reorganized Executive Offices, eliminating the Office of Regional Policy and Planning and realigning Executive personnel along four functional lines: Policy and Strategy; Management and Budget; Operations; and Business Relations and Economic Development. This reorganization contributes to the overall balancing of the 2003 Budget by achieving net Current Expense Fund savings of over \$950 thousand, and a net reduction of 7 FTE positions, while strengthening both management and leadership.

In order to address the projected shortfall in the Current Expense Fund in 2003 and subsequent years the Executive has continued to reduce on-going management and administrative costs within General Government internal service and direct service agencies. The Adopted Budget takes advantage of opportunities to maximize the use of current resources through the rebate of accumulated excess fund balances from Internal Service funds

## ***GENERAL GOVERNMENT PROGRAM PLAN***

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when appropriate. The 2003 Adopted Budget includes net current expense fund reductions from Council agencies of \$820 thousand and a reduction of \$433 thousand from Assessments. In total General Government agencies contributed to the overall balancing of the budget by making net current expense fund reductions in their budgets in excess of \$2.8 million and savings of over \$10 million in central rate charges when compared to the preliminary budget forecast level. Some of the more significant program changes include the following:

- The Department of Assessments has identified reductions to staffing and operating expenditures totaling over \$400 thousand, and 13.7 FTE positions. In addition new revenues are included in the 2003 Adopted budget for net current expense fund savings of \$433 thousand.
- The 2003 Adopted Budget for Council agencies includes reductions totaling \$968 thousand and 5 FTE positions, achieving net current expense fund savings of \$820 thousand.
- As an element of the Executive reorganization effort the Office of Regional Policy and Planning is disbanded. The reorganization reassigns personnel to the Office of Business Relations and Economic Development, DDES, the Office of the Executive, the Department of Natural Resources, the Human Resources Management Division and the Office of Management and Budget. A total of 7 FTE positions are eliminated, resulting in a net current expense fund savings of over \$950 thousand.
- The Office of Management and Budget will lead the implementation of a new Performance Management Program. This initiative will provide a performance measurement system including regular central reporting, benchmarking, and performance targets to Executive management. The outcome of this program will be to strengthen management and improve operations by quantifying accomplishments and efficiencies with measurable results as well as highlight emerging issues resulting in implementation of solutions.
- In order to create a more stable and dependable financial base for King County's arts and heritage programs, the Cultural Development Authority (CDA) is being created that will continue most of the programs formerly managed by the Office of Cultural Resources. The goal of this action is to make the provision of cultural programming more effective and entrepreneurial without sacrificing the level of service expected by the people of the county and the arts and culture community. The 2003 budget will not, therefore, include any appropriation or FTEs for the Office of Cultural Resources or the Department of Cultural Development. An appropriation of \$7.7 million will be made to the Arts and Cultural Development Fund that will support the following program areas: stewardship of the County's public art collection; selected administrative costs of the newly created Cultural Development Authority; the public art program funded by contributions from eligible capital projects; and the range of arts and heritage programs which have been funded by Hotel-Motel Tax revenue. In addition an appropriation of \$13 million is provided to transfer existing fund balances to the CDA, which will enable it to carry on the programs and projects formerly managed by the Office of Cultural Resources.
- The Facilities Management Division is affected by a number of facilities closures and has reduced its maintenance and operations budget accordingly: Cedar Hills Alcohol Treatment (CHAT) Facility, the North Rehabilitative Facility (NRF) and the Federal Way and Renton District Courts. In addition, Facilities is reducing the number of Capital

## ***GENERAL GOVERNMENT PROGRAM PLAN***

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Improvement Program project management positions because of lower levels of Parks and General Government capital project activity in 2003.

- The new Regional Communications and Emergency Coordination Center (RCECC) will begin operations in early 2003 as units of the King County Sheriff's Office shift communications activities to the new facility. Later in the year, the Emergency Management Division will also move, providing a new setting for disaster and emergency response coordination.
- Employee Benefits Premium Rates – As a result of the implementation of a new benefits package that increases co-payment levels and establishes a managed prescription drug plan, the cost for the County's self-funded and insured benefits package is projected to rise by 5.8% over the 2002 Adopted level. This is significantly less than the healthcare market inflation rates that range from 7% to 13%. The total budget for claims and insurance payments is increased by \$6.7 million. This modest increase is further moderated by reductions in the Employee Benefits administration budget, for a total increase in the Employee Benefits budget of less than 4%. The combination of a modest increase in the Benefits budget and a downward revision to the required incurred but not reported reserve level allows for an increase in the flex rate charged to County agencies of less than 2%.
- The Risk Management Division will implement a plan to handle Transit claims in-house with County staff. Risk Management has demonstrated that Transit claims can be handled more efficiently and provide savings to the County if managed and adjusted by County claims staff rather than by a third party administrator. After one-time costs for implementation Risk Management projects savings of over \$100 thousand per year.
- Administration of benefits and retirement operations is consolidated in the Finance and Business Operations Division in 2003. This consolidation combines the staff responsible for the administration of the County's benefit programs including deferred compensation and retirement systems, the implementation of PERS 3 and new employee orientation, providing for increased efficiency and accountability.
- The Human Resources Division continues to design and implement a Human Resources Unification Service Delivery model, revising human resource systems to ensure County-wide uniformity and compliance with respect to human resource practices. The department has undertaken this effort within existing budgetary resources. The proposed budget includes a .5 FTE position to provide additional resources for EEO investigations.

### **Investment in Technology**

In 2003, the County will continue to develop a common information technology vision through the on-going operations of the technology governance structure led by the Office of Information Resource Management and guided by the Strategic Technology guiding principles.

In addition the County will be making additional investments in technology during 2003 in the following areas:

- Law, Safety and Justice Strategic Integration Plan (LSJIP) - The Office of Information Resource Management (OIRM) will launch a three-year implementation of the LSJIP. This program will build an integrated approach to sharing criminal justice information

***GENERAL GOVERNMENT PROGRAM PLAN***

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among criminal justice agencies.

## ***GENERAL GOVERNMENT PROGRAM PLAN***

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- E-Commerce – OIRM will manage the 2003 pilot program and coordinate deployment planning, working through business and technology issues of e-commerce, and will establish a standard utility for agency use in deploying e-commerce services to the public.
- IT Privacy/Security, Business Continuity and Disaster Recovery - capital projects funded by Technology Bond funds will be created in 2003 to:
  - Develop a disaster recovery plan for the IT infrastructure, systems and applications as well as data and voice networks needed to support high priority functions;
  - Identify and address various issues regarding the security vulnerability of the County's IT applications and infrastructure to identify and describe privacy and security weaknesses and propose remedies.
- ITS Infrastructure Equipment Replacement – The Information and Telecommunications Services Division (ITS) will continue its work to refine equipment replacement needs for wide area network, local area network and other data network equipment that is reaching the end of its useful life. The project is funded from ITS operating budget fund balance.
- Institutional Network (I-NET) Operations - ITS will utilize the performance metrics and reporting tools developed by the County Auditor's Office in late 2002 for I-NET key services in order to enhance accountability and performance measurement.
- Network Infrastructure Optimization – OIRM, in collaboration with ITS, will develop a strategic plan to optimize the existing network infrastructure (KC-WAN, Telecommunications, and I-NET) with a phased implementation plan for immediate opportunities, operational efficiencies and convergence.
- Enterprise-Wide Licensing - This initiative will continue to ensure that the County remains in compliance with personal computer licensing requirements to allow agencies to perform their work.
- PeopleSoft E-Apps Implementation – This project will provide employees access to on-line data for benefits/payroll and employee-initiated changes to personal data. It is funded through the Finance central rate.
- Records, Elections and Licensing Services (REALS) Equipment Replacement – This project provides for replacement of scanners and peripheral equipment and is funded from Recorder's O & M.
- REALS E-Recording Initiative – This project provides funding for Phase IV, part two of a four phase electronic, automated recording system and is funded from Recorder's O & M.
- E-911 Wireless Phase II PSAP Equipment – This project will enable wireless phone users to be covered by enhanced 911 services which show exact location of caller to the PSAP (Public Safety Answering Point) answering the call. The project is funded from E-911 excise taxes.

### **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 2003 Budget. This was

## ***GENERAL GOVERNMENT PROGRAM PLAN***

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achieved through savings in administrative costs resulting from the County reorganization plan and through one-time rebates of fund balance.

The following is a brief summary of the major internal service rates and other centrally charged overhead rates.

- Facilities Management Operations and Maintenance (O&M) – this charge reflects the costs of County general government buildings operated by the Division. The charges are assessed on a per square foot basis (through account 55160), and each building has a unique rate. The 2003 rates have been lowered due to several factors, chief among which is a reduction in utility expenditure authority. Utility cost increases have not materialized as earlier anticipated. In addition, Facilities Management has revised its rate setting model to include improved cost accounting procedures and in accord with suggestions made in 2002 by the King County Auditor. Finally, Division costs will be affected in 2003 by the impending closure of several facilities, including Cedar Hills Alcohol Treatment (CHAT), the North Rehab. Facility (NRF), and the Federal Way and Renton District Courts. In all, 2003 Facilities Management operations and maintenance charges have decreased by \$2.1 million or 7% compared to the 2002 Adopted level.
- Long-term leases - In the area of long-term leases rates are driven by market lease rates. Long-term lease rates increased \$1 million or 5.3% over the 2002 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 2002 was \$784 per employee per month. The standard rate for the 2003 Budget is \$798 per employee per month, less than a 2% increase. The modest increase is the result of the implementation of a new benefits package in 2003, reductions in Employee Benefits administrative expenditures, and a downward revision in the required incurred but not reported fund reserve.
- 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, Human Resources, Emergency Management, Department of Executive Services Administration (DES), State Auditor, bus pass subsidy, building occupancy charges, mail services, asset management services, and records management services. Charges for Current Expense services have increased by a total of \$1.2 million or 4.6% from the 2002 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 2003 Budget, the methodology used to determine the ITS-Technology Services rates is fundamentally similar to the methodology used in the development of the 2002 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 2002 Adopted Budget, O & M analyst hour rates have been derived from work estimates negotiated with customer agencies and documented with

## ***GENERAL GOVERNMENT PROGRAM PLAN***

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service level agreements. Most overhead and administrative costs are applied to the FTE and mailbox rate buckets.

- The 2003 ITS technology O&M and infrastructure combined rates have changed by \$4,204 or less than one-half of one percent from the 2002 Adopted level.
- ITS – Telecommunications – For the 2003 Budget, ITS – Telecommunications is using the same rate methodology as used for the 2002 Adopted Budget. The 2003 Telecommunications overhead rate declined by \$133 thousand, or 7.87% from the 2002 Adopted level. The 2003 Telecommunications Services rate for direct services declined by \$591 thousand or 7.74% from the 2002 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 2003 Budget, this rate has increased by \$4 million, or 24.8% compared to the 2002 Adopted rate level. This significant increase is largely attributable increases in premiums for excess liability coverage, which have been driven up by the great uncertainty and upheaval in the insurance market as a result of recent catastrophic events. The increase for current expense agencies is 20% and increases in excess of 25% are budgeted for DDES, Solid Waste, Public Health, Roads, Airport, Transit and Safety and Claims Management.
- Radio Services – The Radio Communications Section (RCS) within the Information and Telecommunications Services Division 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 2003 radio combined rates increased by \$128 thousand or 6.67% from the 2002 Adopted level.
- Financial Services – The Finance and Business Operations Division (FBOD) became an internal service fund in 1998 and began billing for its services directly to County agencies. 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. The Treasury Division passes on its costs to Finance-CX and other County agencies that levy property taxes. FBOD implemented a new rate methodology which includes eighteen separate direct service cost pools in 2002. For the 2003 Budget, the Department of Finance has slightly modified their rate model to more equitably allocate costs for the accounts receivable and contract services cost pools. In total, Finance rate charges decreased by \$280 thousand, or 1.25% compared to the 2002 Adopted level, in spite of absorbing an additional \$1 million in expenditures related to the retirement and benefit operations consolidation. A component of the rate decrease is a one-time rebate of fund balance of \$1.4 million.
- LTGO Debt Insurance - King County issues limited tax general obligation (LTGO) bonds on behalf of many of the non-current expense funds. The full faith and credit of the county secures these bonds, which means that the county pledges to levy property taxes sufficient to provide the revenue necessary for the repayment of bonds. This assurance to bond holders combined with the county’s high bond rating results in lower interest rates charged to the non-current expense funds. This benefit is made possible by the Current Expense (CX) fund acceptance of a certain level of risk that the non-CX fund revenue stream, whether or not specifically pledged, will be inadequate. The 2003 Budget implements a policy in which the CX fund shall be compensated for the benefit it provides



## ***GENERAL GOVERNMENT PROGRAM PLAN***

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to non-CX funds and the risk it assumes in providing the full faith and credit of the county. The benefiting funds will pay the CX Fund a portion of the interest cost savings achieved due to CX fund support. The estimated interest rate benefit is 0.25%. The charge calculated on remaining principal balance of new and existing debt is 0.125%, or half of the benefit, provided that the resulting charge is greater than \$10,000. The total charge assessed to the following agencies is \$715,000: Wastewater, \$563 thousand; Transit, \$85 thousand; Solid Waste, \$44 thousand; and Surface Water Management, \$23 thousand.

- PERS and LEOFF Retirement Rate – The State Legislature will enact new retirement rates that will become effective in July 2003. The Adopted includes an assumption that the employer contribution rate for PERS will increase from 1.34% to 2.10% and that the LEOFF 2 rate will increase from 2.07% to 4.5%, with the higher rates in effect for the second half of the year. This results in a negligible increase in employer contributions from the 2002 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.

**WORKLOAD / PERFORMANCE INDICATORS**

	<b>2002 Adopted</b>	<b>2003 Proposed</b>
1) Reduce assessor cost per parcel by 10%	<b>\$24.71</b>	<b>\$23.50</b>
2) Reduce assessor expenditures as % of total property tax revenues	<b>0.69%</b>	<b>0.67%</b>
3) Maintain average assessment ratio above 90%	<b>0.91</b>	<b>0.92</b>
4) Increase assessed value per FTE	<b>\$780 million</b>	<b>\$800 million</b>
5) Reduce frequency of taxpayer information inquiries	<b>118,823</b>	<b>112,000</b>

**GENERAL GOVERNMENT PROGRAM PLAN**

**Assessments 0010/0670**

<i>Code/Item #/</i>	<i>Description</i>	<i>Expenditures</i>	<i>FTEs*</i>	<i>TLPs</i>
<b>Program Area</b>				
	<i>2002 Adopted</i>	16,251,428	242.70	0.00
<b>GG</b>	<i>Status Quo **</i>	(950,111)	(2.70)	0.00
	<b>Status Quo Budget</b>	<b>15,301,317</b>	<b>240.00</b>	<b>0.00</b>
	<b>Contra</b>	969,396		
Detail below shows crosswalk from 2002 adopted to 2003 adopted.				
<b>Administrative Service Reductions</b>				
AS01	Administrative Services Reduction	(969,396)	0.00	0.00
AS02	Fee Revenue in Lieu of Reduction	0	0.00	0.00
		<b>(969,396)</b>	<b>0.00</b>	<b>0.00</b>
<b>Program Change</b>				
PC01	New Construction Overtime	284,606	0.00	0.00
		<b>284,606</b>	<b>0.00</b>	<b>0.00</b>
<b>Technical Adjustment</b>				
TA01	Misc Operating Accts	114,418	0.00	0.00
TA02	Expenditure Contra Adjustment	0	0.00	0.00
TA03	Labor settlement	0	0.00	0.00
		<b>114,418</b>	<b>0.00</b>	<b>0.00</b>
<b>Central Rate Adjustments</b>				
CR01	Flex Benefits	(229,200)	0.00	0.00
CR07	ITS O&M	16,589	0.00	0.00
CR08	ITS Infrastructure	(5,828)	0.00	0.00
CR09	Geographic Information System (GIS)	180,957	0.00	0.00
CR10	OIRM	29	0.00	0.00
CR11	Telecommunications Services	19,127	0.00	0.00
CR12	Telecommunications Overhead	14,944	0.00	0.00
CR13	Motor Pool Rate Adj.	(868)	0.00	0.00
CR14	Facilities Mgmt Space Charge	(61,736)	0.00	0.00
CR25	Finance Rates	24,524	0.00	0.00
CR26	Retirement Rate Adjustment	40,094	0.00	0.00
CR32	GIS Client Services	(169,630)	0.00	0.00
CR35	1.25% Underexpenditure	6,609	0.00	0.00
CR39	COLA Adjustment	(25,275)	0.00	0.00
CR45	Class Comp Reserve	37,154	0.00	0.00
		<b>(152,510)</b>	<b>0.00</b>	<b>0.00</b>
<b>Council Changes</b>				
CC01	Budgeting Pilot	541,950	(11.00)	0.00
		<b>541,950</b>	<b>(11.00)</b>	<b>0.00</b>
<b>2003 Adopted Budget</b>		<b>16,089,781</b>	<b>229.00</b>	<b>0.00</b>

\* FTEs do not include temporaries and overtime.

\*\* Status Quo includes revised 2002 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

Proviso(s):

PROVIDED THAT:

It is the intent of the council to pilot an approach to the budget for the department of assessments by removing all underexpenditures and establishing an FTE level that can be supported by the budget.

Of this appropriation, \$160,000 shall be expended and encumbered only in four increments of \$40,000 after the council

receives each of three quarterly reports and a new construction report required herein. The quarterly reports shall include, but

not be limited to: (1) the type and number of filled and vacant positions; (2) a schedule for filling any vacant positions; (3) an analysis of the department's workload and productivity levels in comparison to similar jurisdictions; and (4) documentation of

**Assessments 0010/0670**

<b>Code/Item #/</b>	<b>Description</b>	<b>Expenditures</b>	<b>FTEs*</b>	<b>TLPs</b>
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*the use or planned use of the county's "Permit Plus" information system to identify new construction in unincorporated areas, the use of similar systems in incorporated areas throughout King County, and the use of the county's geographical information system to the extent that it can be beneficial and cost-effective for identifying new construction. A separate report shall be prepared that estimates the value of new construction and the percent capture rate of new construction. The quarterly reports*

*must be filed by the twentieth day after the end of each quarter; the separate report on the value and capture rate of new construction shall be due by November 7, 2003. The quarterly and new construction reports must be filed in the form of 16 copies with the clerk of the council, who will retain the original and will forward copies to each councilmember and to the lead staff of the budget and fiscal management committee and the labor, operations and technology committee or their successors.*

## ***GENERAL GOVERNMENT PROGRAM PLAN***

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### ***PROGRAM HIGHLIGHTS***

#### **Significant Program Reductions**

**Administrative Service Reductions – (\$969,396).** The Department of Assessments Proposed Budget includes administrative service reductions totaling \$969,396. Specific reductions to staffing and accounts totaling \$487,760 and 2.70 FTEs were identified during preliminary budget preparation. In addition new revenue sources were identified for net reductions and revenue enhancements of \$1,000,000.

#### **Significant Program Additions**

**New Construction Overtime - \$284,606.** Additional funding is provided to augment appraiser overtime for new construction assessment. Under Initiative 747, property tax revenues are limited to one percent growth plus the increase proportionate to new construction valuation. Additional spent appraiser time will enable the more timely assessment of new construction, boosting revenues for 2004 and subsequent years.

#### **Technical Adjustments**

**Miscellaneous Operating Account Adjustments – \$114,418.** Includes corrections to salary and other operating accounts.

**Central Rate Adjustments – (\$159,119).** These include central rate changes in ITS O&M, ITS Infrastructure, GIS, Information Resource Management, Telecommunications Services, Motor Pool rate adjustments, Facilities space charge, Finance rates, retirement rate adjustment, Merit, Class and Comp., and a COLA adjustment.

**1.25% Partial Underexpenditure Requirement – \$6,609.** The 2003 Proposed Budget includes a 1.25% 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 2.00% underexpenditure for all CX operating and CX transfer budgets. CX departments are asked to manage a total underexpenditure requirement of 2.00%.

### ***COUNCIL ADOPTED BUDGET***

***Budgeting Pilot – \$541,950/(11.00 FTE).*** Council increased the expenditure level for Assessments to reflect the removal of underexpenditure contra accounts and reduced the FTE level to the number of FTEs that can actually be supported by the budgeted expenditure level.

# **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 five 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 is the Council’s central staff who analyze proposed legislation, handle legal and policy issues, and conduct 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 performance 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.



**GENERAL GOVERNMENT PROGRAM PLAN**

**County Council 0010/0010**

<i>Code/Item #/</i>	<i>Description</i>	<i>Expenditures</i>	<i>FTEs*</i>	<i>TLPs</i>	
<b>Program Area</b>		<i>2002 Adopted</i>	5,467,401	64.00	0.00
<b>GG</b>		<i>Status Quo **</i>	37,863	0.00	0.00
<b>Status Quo Budget</b>		<b>5,505,264</b>	<b>64.00</b>	<b>0.00</b>	
<b>Contra</b>		0			
Detail below shows crosswalk from 2002 adopted to 2003 adopted.					
<b>Central Rate Adjustments</b>					
CR01	Flex Benefits	(61,843)	0.00	0.00	
CR08	ITS Infrastructure	9,765	0.00	0.00	
CR09	Geographic Information System (GIS)	22,620	0.00	0.00	
CR10	OIRM	138	0.00	0.00	
CR11	Telecommunications Services	(7,619)	0.00	0.00	
CR12	Telecommunications Overhead	(1,198)	0.00	0.00	
CR13	Motor Pool Rate Adj.	(2,713)	0.00	0.00	
CR15	Insurance Charges	(14,325)	0.00	0.00	
CR25	Finance Rates	5,604	0.00	0.00	
CR26	Retirement Rate Adjustment	14,241	0.00	0.00	
CR32	GIS Client Services	(22,454)	0.00	0.00	
CR35	1.25% Underexpenditure	816	0.00	0.00	
CR39	COLA Adjustment	(7,485)	0.00	0.00	
		<b>(64,453)</b>	<b>0.00</b>	<b>0.00</b>	
<b>Council Changes</b>					
CC01	Technical correction	20,482	0.00	0.00	
		<b>20,482</b>	<b>0.00</b>	<b>0.00</b>	
<b>2003 Adopted Budget</b>		<b>5,461,293</b>	<b>64.00</b>	<b>0.00</b>	

\* FTEs do not include temporaries and overtime.

\*\* Status Quo includes revised 2002 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

**GENERAL GOVERNMENT PROGRAM PLAN**

**Council Administration 0010/0020**

<i>Code/Item #/</i>	<i>Description</i>	<i>Expenditures</i>	<i>FTEs*</i>	<i>TLPs</i>
<b>Program Area</b>				
	<i>2002 Adopted</i>	7,214,700	62.00	1.00
<b>GG</b>	<i>Status Quo **</i>	121,575	0.00	1.00
	<b>Status Quo Budget</b>	<b>7,336,275</b>	<b>62.00</b>	<b>2.00</b>
	<b>Contra</b>	0		
Detail below shows crosswalk from 2002 adopted to 2003 adopted.				
<b>Administrative Service Reductions</b>				
AS01	<i>Administrative Service Reduction</i>	(1,270,000)	0.00	0.00
		<b>(1,270,000)</b>	<b>0.00</b>	<b>0.00</b>
<b>Central Rate Adjustments</b>				
CR01	<i>Flex Benefits</i>	(62,075)	0.00	0.00
CR07	<i>ITS O&amp;M</i>	(6,342)	0.00	0.00
CR08	<i>ITS Infrastructure</i>	(8,898)	0.00	0.00
CR10	<i>OIRM</i>	228	0.00	0.00
CR11	<i>Telecommunications Services</i>	31,901	0.00	0.00
CR12	<i>Telecommunications Overhead</i>	(3,914)	0.00	0.00
CR13	<i>Motor Pool Rate Adj.</i>	(3,725)	0.00	0.00
CR14	<i>Facilities Mgmt Space Charge</i>	(39,772)	0.00	0.00
CR25	<i>Finance Rates</i>	7,749	0.00	0.00
CR26	<i>Retirement Rate Adjustment</i>	16,729	0.00	0.00
CR35	<i>1.25% Underexpenditure</i>	8,844	0.00	0.00
CR39	<i>COLA Adjustment</i>	(14,490)	0.00	0.00
CR45	<i>Class Comp Reserve</i>	86	0.00	0.00
		<b>(73,679)</b>	<b>0.00</b>	<b>0.00</b>
<b>Council Changes</b>				
CC01	<i>Technical correction</i>	415,026	(5.00)	0.00
CC02	<i>AT&amp;T revenue-backed add</i>	50,000	0.00	0.00
		<b>465,026</b>	<b>(5.00)</b>	<b>0.00</b>
	<b>2003 Adopted Budget</b>	<b>6,457,622</b>	<b>57.00</b>	<b>2.00</b>

\* FTEs do not include temporaries and overtime.

\*\* Status Quo includes revised 2002 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

**GENERAL GOVERNMENT PROGRAM PLAN**

**Hearing Examiner 0010/0030**

<i>Code/Item #/</i>	<i>Description</i>	<i>Expenditures</i>	<i>FTEs*</i>	<i>TLPs</i>
<b>Program Area</b>	<i>2002 Adopted</i>	<i>595,592</i>	<i>5.00</i>	<i>0.00</i>
<b>GG</b>	<i>Status Quo **</i>	<i>(6,623)</i>	<i>0.00</i>	<i>0.00</i>
	<b>Status Quo Budget</b>	<b>588,969</b>	<b>5.00</b>	<b>0.00</b>
	<b>Contra</b>	<b>0</b>		
Detail below shows crosswalk from 2002 adopted to 2003 adopted.				
<b>Central Rate Adjustments</b>				
CR01	<i>Flex Benefits</i>	<i>(4,775)</i>	<i>0.00</i>	<i>0.00</i>
CR07	<i>ITS O&amp;M</i>	<i>6,553</i>	<i>0.00</i>	<i>0.00</i>
CR08	<i>ITS Infrastructure</i>	<i>(246)</i>	<i>0.00</i>	<i>0.00</i>
CR10	<i>OIRM</i>	<i>11</i>	<i>0.00</i>	<i>0.00</i>
CR13	<i>Motor Pool Rate Adj.</i>	<i>18</i>	<i>0.00</i>	<i>0.00</i>
CR22	<i>Long Term Leases</i>	<i>2,678</i>	<i>0.00</i>	<i>0.00</i>
CR25	<i>Finance Rates</i>	<i>146</i>	<i>0.00</i>	<i>0.00</i>
CR26	<i>Retirement Rate Adjustment</i>	<i>1,308</i>	<i>0.00</i>	<i>0.00</i>
CR35	<i>1.25% Underexpenditure</i>	<i>(59)</i>	<i>0.00</i>	<i>0.00</i>
CR36	<i>Property Services-Lease Admin Fee</i>	<i>133</i>	<i>0.00</i>	<i>0.00</i>
CR39	<i>COLA Adjustment</i>	<i>(1,102)</i>	<i>0.00</i>	<i>0.00</i>
		<b>4,665</b>	<b>0.00</b>	<b>0.00</b>
<b>Council Changes</b>				
CC01	<i>Technical correction</i>	<i>(57,082)</i>	<i>0.00</i>	<i>0.00</i>
		<b>(57,082)</b>	<b>0.00</b>	<b>0.00</b>
	<b>2003 Adopted Budget</b>	<b>536,552</b>	<b>5.00</b>	<b>0.00</b>

\* FTEs do not include temporaries and overtime.

\*\* Status Quo includes revised 2002 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

**GENERAL GOVERNMENT PROGRAM PLAN**

**Council Auditor 0010/0040**

<i>Code/Item #/ Description</i>	<i>Expenditures</i>	<i>FTEs*</i>	<i>TLPs</i>
<b>Program Area</b>			
<b>GG</b>			
2002 Adopted	1,326,173	11.00	0.00
Status Quo **	(228,530)	0.00	0.00
<b>Status Quo Budget</b>	<b>1,097,643</b>	<b>11.00</b>	<b>0.00</b>
<b>Contra</b>	<b>0</b>		
Detail below shows crosswalk from 2002 adopted to 2003 adopted.			
<b>Central Rate Adjustments</b>			
CR01 Flex Benefits	(10,505)	0.00	0.00
CR07 ITS O&M	229	0.00	0.00
CR08 ITS Infrastructure	(507)	0.00	0.00
CR10 OIRM	24	0.00	0.00
CR11 Telecommunications Services	(2,046)	0.00	0.00
CR12 Telecommunications Overhead	(502)	0.00	0.00
CR25 Finance Rates	1,447	0.00	0.00
CR26 Retirement Rate Adjustment	2,869	0.00	0.00
CR35 1.25% Underexpenditure	143	0.00	0.00
CR39 COLA Adjustment	(2,472)	0.00	0.00
	<b>(11,320)</b>	<b>0.00</b>	<b>0.00</b>
<b>Council Changes</b>			
CC01 Technical correction	(40,149)	0.00	0.00
	<b>(40,149)</b>	<b>0.00</b>	<b>0.00</b>
<b>2003 Adopted Budget</b>	<b>1,046,174</b>	<b>11.00</b>	<b>0.00</b>

\* FTEs do not include temporaries and overtime.

\*\* Status Quo includes revised 2002 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

**Ombudsman/Tax Advisor 0010/0050**

<i>Code/Item #/</i>	<i>Description</i>	<i>Expenditures</i>	<i>FTEs*</i>	<i>TLPs</i>
<b>Program Area</b>				
	<i>2002 Adopted</i>	<i>769,865</i>	<i>9.00</i>	<i>0.00</i>
<b>GG</b>	<i>Status Quo **</i>	<i>8,898</i>	<i>0.00</i>	<i>0.00</i>
	<b>Status Quo Budget</b>	<b>778,763</b>	<b>9.00</b>	<b>0.00</b>
	<b>Contra</b>	<b>0</b>		
Detail below shows crosswalk from 2002 adopted to 2003 adopted.				
<b>Central Rate Adjustments</b>				
CR01	<i>Flex Benefits</i>	<i>(8,595)</i>	<i>0.00</i>	<i>0.00</i>
CR07	<i>ITS O&amp;M</i>	<i>710</i>	<i>0.00</i>	<i>0.00</i>
CR08	<i>ITS Infrastructure</i>	<i>(491)</i>	<i>0.00</i>	<i>0.00</i>
CR10	<i>OIRM</i>	<i>20</i>	<i>0.00</i>	<i>0.00</i>
CR11	<i>Telecommunications Services</i>	<i>3,634</i>	<i>0.00</i>	<i>0.00</i>
CR12	<i>Telecommunications Overhead</i>	<i>460</i>	<i>0.00</i>	<i>0.00</i>
CR14	<i>Facilities Mgmt Space Charge</i>	<i>(2,479)</i>	<i>0.00</i>	<i>0.00</i>
CR25	<i>Finance Rates</i>	<i>147</i>	<i>0.00</i>	<i>0.00</i>
CR26	<i>Retirement Rate Adjustment</i>	<i>2,033</i>	<i>0.00</i>	<i>0.00</i>
CR35	<i>1.25% Underexpenditure</i>	<i>79</i>	<i>0.00</i>	<i>0.00</i>
CR39	<i>COLA Adjustment</i>	<i>(1,743)</i>	<i>0.00</i>	<i>0.00</i>
		<b>(6,225)</b>	<b>0.00</b>	<b>0.00</b>
<b>Council Changes</b>				
CC01	<i>Technical correction</i>	<i>(58,206)</i>	<i>0.00</i>	<i>0.00</i>
		<b>(58,206)</b>	<b>0.00</b>	<b>0.00</b>
<b>2003 Adopted Budget</b>		<b>714,332</b>	<b>9.00</b>	<b>0.00</b>

\* FTEs do not include temporaries and overtime.

\*\* Status Quo includes revised 2002 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

Proviso(s):

PROVIDED THAT:

The office of citizen complaints/ombudsman and tax advisor shall submit for council review and approval by motion a report evaluating the resources that would be needed to investigate and resolve citizen complaints against employees of the King County sheriff's office. The report shall be submitted to the council by March 1, 2003. The report should include historical information on the number of citizen complaints against the sheriff that the ombudsman has received and closed and should show the types of complaints and the types of resolution.

The report required by this proviso must be filed in the form of 15 copies with the clerk of the council, who will retain the original and will forward copies to each councilmember and to the lead staff of the law, justice and human services committee or its successor.

**King County Civic Television 0010/0060**

<i>Code/Item #/</i>	<i>Description</i>	<i>Expenditures</i>	<i>FTEs*</i>	<i>TLPs</i>
<b>Program Area</b>	<i>2002 Adopted</i>	<i>542,436</i>	<i>7.00</i>	<i>0.00</i>
<b>GG</b>	<i>Status Quo **</i>	<i>33,940</i>	<i>0.00</i>	<i>0.00</i>
	<b>Status Quo Budget</b>	<b>576,376</b>	<b>7.00</b>	<b>0.00</b>
	<b>Contra</b>	<b>0</b>		
Detail below shows crosswalk from 2002 adopted to 2003 adopted.				
	<b>Administrative Service Reductions</b>			
AS01	<i>Admin Service Reduction</i>	<i>(568,759)</i>	<i>(7.00)</i>	<i>0.00</i>
		<b>(568,759)</b>	<b>(7.00)</b>	<b>0.00</b>
	<b>Central Rate Adjustments</b>			
CR08	<i>ITS Infrastructure</i>	<i>(112)</i>	<i>0.00</i>	<i>0.00</i>
CR10	<i>OIRM</i>	<i>15</i>	<i>0.00</i>	<i>0.00</i>
CR25	<i>Finance Rates</i>	<i>530</i>	<i>0.00</i>	<i>0.00</i>
CR39	<i>COLA Adjustment</i>	<i>(8,050)</i>	<i>0.00</i>	<i>0.00</i>
		<b>(7,617)</b>	<b>0.00</b>	<b>0.00</b>
	<b>Council Changes</b>			
CC01	<i>Restore appropriation unit</i>	<i>562,899</i>	<i>7.00</i>	<i>0.00</i>
		<b>562,899</b>	<b>7.00</b>	<b>0.00</b>
	<b>2003 Adopted Budget</b>	<b>562,899</b>	<b>7.00</b>	<b>0.00</b>

\* FTEs do not include temporaries and overtime.

\*\* Status Quo includes revised 2002 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

**Board of Appeals 0010/0070**

<i>Code/Item #/</i>	<i>Description</i>	<i>Expenditures</i>	<i>FTEs*</i>	<i>TLPs</i>
<b>Program Area</b>	<i>2002 Adopted</i>	<i>522,363</i>	<i>4.00</i>	<i>0.00</i>
<b>GG</b>	<i>Status Quo **</i>	<i>5,164</i>	<i>0.00</i>	<i>0.00</i>
	<b>Status Quo Budget</b>	<b>527,527</b>	<b>4.00</b>	<b>0.00</b>
	<b>Contra</b>	<b>0</b>		
Detail below shows crosswalk from 2002 adopted to 2003 adopted.				
<b>Central Rate Adjustments</b>				
CR01	<i>Flex Benefits</i>	<i>(3,820)</i>	<i>0.00</i>	<i>0.00</i>
CR07	<i>ITS O&amp;M</i>	<i>882</i>	<i>0.00</i>	<i>0.00</i>
CR08	<i>ITS Infrastructure</i>	<i>(260)</i>	<i>0.00</i>	<i>0.00</i>
CR10	<i>OIRM</i>	<i>8</i>	<i>0.00</i>	<i>0.00</i>
CR11	<i>Telecommunications Services</i>	<i>629</i>	<i>0.00</i>	<i>0.00</i>
CR12	<i>Telecommunications Overhead</i>	<i>190</i>	<i>0.00</i>	<i>0.00</i>
CR14	<i>Facilities Mgmt Space Charge</i>	<i>(3,579)</i>	<i>0.00</i>	<i>0.00</i>
CR25	<i>Finance Rates</i>	<i>(295)</i>	<i>0.00</i>	<i>0.00</i>
CR26	<i>Retirement Rate Adjustment</i>	<i>894</i>	<i>0.00</i>	<i>0.00</i>
CR35	<i>1.25% Underexpenditure</i>	<i>77</i>	<i>0.00</i>	<i>0.00</i>
CR39	<i>COLA Adjustment</i>	<i>(765)</i>	<i>0.00</i>	<i>0.00</i>
		<b>(6,039)</b>	<b>0.00</b>	<b>0.00</b>
<b>Council Changes</b>				
CC01	<i>Technical correction</i>	<i>(10,071)</i>	<i>0.00</i>	<i>0.00</i>
		<b>(10,071)</b>	<b>0.00</b>	<b>0.00</b>
	<b>2003 Adopted Budget</b>	<b>511,417</b>	<b>4.00</b>	<b>0.00</b>

\* FTEs do not include temporaries and overtime.

\*\* Status Quo includes revised 2002 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

## ***GENERAL GOVERNMENT PROGRAM PLAN***

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### ***PROGRAM HIGHLIGHTS***

The Legislative Branch agencies' funding, as included in the 2003 Adopted Budget, totals \$15,290,289. There are 157.00 full-time equivalent and 2 term-limited positions in the Legislative Branch budget.

#### **Significant Program Reductions**

**Administrative Service Reductions - (\$1,838,759)/(7.0) FTEs.** The Legislative Branch Proposed Budget includes administrative service reductions in the amount of \$1,838,759, and 7 FTEs, which equates to a net CX reduction of \$1,000,000.

#### **Technical Adjustments**

**Central Rate Adjustments – (\$155,054).** These adjustments include central rate changes in finance rates, retirement, insurance, ITS Infrastructure, GIS, Information Resource Management, telecommunications services, cost-of-living adjustments, motor pool, long term leases, lease administration fee and Facilities space charges for all Council agencies.

**1.25% Partial Underexpenditure Requirement – \$9,614.** The 2003 Proposed Budget includes a 1.25% 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 2.00% underexpenditure for all CX operating and CX transfer budgets. CX departments are asked to manage a total underexpenditure requirement of 2.00%.

### ***COUNCIL ADOPTED BUDGET***

**Technical Corrections - \$320,000.** *Technical corrections were made increasing council agency budget expenditures by a net of \$320 thousand.*

**King County Civic Television - \$562,899/7.00 FTE.** *The Council Adopted Budget restores funding for King County Civic Television in order to provide citizens accessibility to view Council proceedings from their homes.*



# **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 2003, 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 implemented during 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**

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**County Executive 0010/0110**

<i>Code/Item #/</i>	<i>Description</i>	<i>Expenditures</i>	<i>FTEs*</i>	<i>TLPs</i>
<b>Program Area</b>	<i>2002 Adopted</i>	<i>258,135</i>	<i>2.00</i>	<i>0.00</i>
<b>GG</b>	<i>Status Quo **</i>	<i>6,962</i>	<i>0.00</i>	<i>0.00</i>
	<b>Status Quo Budget</b>	<b>265,097</b>	<b>2.00</b>	<b>0.00</b>
	<b>Contra</b>	<i>0</i>		
Detail below shows crosswalk from 2002 adopted to 2003 adopted.				
	<b>Central Rate Adjustments</b>			
CR01	<i>Flex Benefits</i>	<i>(1,910)</i>	<i>0.00</i>	<i>0.00</i>
CR08	<i>ITS Infrastructure</i>	<i>(47)</i>	<i>0.00</i>	<i>0.00</i>
CR10	<i>OIRM</i>	<i>4</i>	<i>0.00</i>	<i>0.00</i>
CR25	<i>Finance Rates</i>	<i>(124)</i>	<i>0.00</i>	<i>0.00</i>
CR26	<i>Retirement Rate Adjustment</i>	<i>846</i>	<i>0.00</i>	<i>0.00</i>
CR39	<i>COLA Adjustment</i>	<i>(206)</i>	<i>0.00</i>	<i>0.00</i>
		<b>(1,437)</b>	<b>0.00</b>	<b>0.00</b>
	<b>2003 Adopted Budget</b>	<b>263,660</b>	<b>2.00</b>	<b>0.00</b>

\* FTEs do not include temporaries and overtime.

\*\* Status Quo includes revised 2002 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

***GENERAL GOVERNMENT PROGRAM PLAN***

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***PROGRAM HIGHLIGHTS***

**County Executive**

**Technical Adjustments**

**Central Rate Adjustments – (\$1,437).** 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 2003 Executive Proposed Budget.*

**GENERAL GOVERNMENT PROGRAM PLAN**

**Office of the Executive 0010/0120**

<i>Code/Item #/</i>	<i>Description</i>	<i>Expenditures</i>	<i>FTEs*</i>	<i>TLPs</i>	
<b>Program Area</b>		<i>2002 Adopted</i>	2,579,217	24.00	1.00
<b>GG</b>		<i>Status Quo **</i>	90,516	0.00	(1.00)
<b>Status Quo Budget</b>		<b>2,669,733</b>	<b>24.00</b>	<b>0.00</b>	
<b>Contra</b>		131,246			
Detail below shows crosswalk from 2002 adopted to 2003 adopted.					
<b>Administrative Service Reductions</b>					
AS01	Admin Services Reduction	(131,246)	0.00	0.00	
		<b>(131,246)</b>	<b>0.00</b>	<b>0.00</b>	
<b>Program Change</b>					
PC40	Reorg Transfer from ORPP	73,116	1.00	0.00	
		<b>73,116</b>	<b>1.00</b>	<b>0.00</b>	
<b>Central Rate Adjustments</b>					
CR01	Flex Benefits	(23,875)	0.00	0.00	
CR07	ITS O&M	16,756	0.00	0.00	
CR08	ITS Infrastructure	(33)	0.00	0.00	
CR10	OIRM	145	0.00	0.00	
CR11	Telecommunications Services	(6,308)	0.00	0.00	
CR12	Telecommunications Overhead	(3,294)	0.00	0.00	
CR13	Motor Pool Rate Adj.	4,385	0.00	0.00	
CR14	Facilities Mgmt Space Charge	(29,199)	0.00	0.00	
CR25	Finance Rates	(378)	0.00	0.00	
CR26	Retirement Rate Adjustpnt	6,561	0.00	0.00	
CR35	1.25% Underexpenditure	2,559	0.00	0.00	
CR39	COLA Adjustment	(1,505)	0.00	0.00	
CR45	Class Comp Reserve	24,054	0.00	0.00	
		<b>(10,132)</b>	<b>0.00</b>	<b>0.00</b>	
<b>2003 Adopted Budget</b>		<b>2,732,717</b>	<b>25.00</b>	<b>0.00</b>	

\* FTEs do not include temporaries and overtime.

\*\* Status Quo includes revised 2002 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

***GENERAL GOVERNMENT PROGRAM PLAN***

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**Office of the Executive**

**Significant Program Reductions**

**Administrative Service Reduction –(\$131,246).** One term-limited temporary position was eliminated during preliminary budget preparation.

**Program Changes**

**Reorganization Transfer from ORPP - \$73,116/ 1 FTE.** One communication specialist position is transferred from the former Office of Regional Policy and Planning to the Office of the Executive.

**Central Rate Adjustments – (\$12,691).** These adjustments include central rate changes in ITS O&M, ITS Infrastructure, Information Resource Management, telecommunications services, Facilities space charge, finance, retirement and cost-of-living adjustments.

**1.25% Partial Underexpenditure Requirement – \$2,559.** The 2003 Proposed Budget includes a 1.25% 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 2.00% underexpenditure for all CX operating and CX transfer budgets. CX departments are asked to manage a total underexpenditure requirement of 2.00%.

***COUNCIL ADOPTED BUDGET***

*Council made no changes to the 2003 Executive Proposed Budget.*

**Office of Management and Budget 0010/0140**

<i>Code/Item #/</i>	<i>Description</i>	<i>Expenditures</i>	<i>FTEs*</i>	<i>TLPs</i>
<b>Program Area</b>				
	<i>2002 Adopted</i>	<i>3,363,066</i>	<i>36.00</i>	<i>0.50</i>
<b>GG</b>	<i>Status Quo **</i>	<i>95,148</i>	<i>0.00</i>	<i>0.00</i>
	<b>Status Quo Budget</b>	<b>3,458,214</b>	<b>36.00</b>	<b>0.50</b>
	<b>Contra</b>	<b>0</b>		
Detail below shows crosswalk from 2002 adopted to 2003 adopted.				
<b>Program Change</b>				
PC01	Performance Management Program	81,629	0.00	1.00
PC40	Reorg transfer from ORPP	473,028	5.00	0.00
		<b>554,657</b>	<b>5.00</b>	<b>1.00</b>
<b>Central Rate Adjustments</b>				
CR01	Flex Benefits	(40,587)	0.00	0.00
CR07	ITS O&M	19,640	0.00	0.00
CR08	ITS Infrastructure	(467)	0.00	0.00
CR09	Geographic Information System (GIS)	22,620	0.00	0.00
CR10	OIRM	537	0.00	0.00
CR11	Telecommunications Services	6,583	0.00	0.00
CR12	Telecommunications Overhead	614	0.00	0.00
CR13	Motor Pool Rate Adj.	271	0.00	0.00
CR14	Facilities Mgmt Space Charge	(5,258)	0.00	0.00
CR25	Finance Rates	24,120	0.00	0.00
CR26	Retirement Rate Adjustment	10,618	0.00	0.00
CR32	GIS Client Services	25,000	0.00	0.00
CR35	1.25% Underexpenditure	(9,866)	0.00	0.00
CR39	COLA Adjustment	378	0.00	0.00
CR45	Class Comp Reserve	138,555	0.00	0.00
		<b>192,758</b>	<b>0.00</b>	<b>0.00</b>
<b>2003 Adopted Budget</b>		<b>4,205,629</b>	<b>41.00</b>	<b>1.50</b>

\* FTEs do not include temporaries and overtime.

\*\* Status Quo includes revised 2002 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

Proviso(s):

PROVIDED THAT:

Of this appropriation, \$25,000 shall be expended or encumbered only after the council approves by motion a report detailing

how the budget office, or its successor, will meet the provisions of Motion 11491 for the following executive departments:

- A. Department of adult and juvenile detention;
- B. Department of community and human services;
- C. Department of judicial administration; and
- D. Office of the public defender.

The budget office should submit its report by May 1, 2003. The report should, at minimum, contain a detailed and quantified

analysis of each of agency's budget projections for 2004 through 2006, the quantified estimates of how each will reduce or otherwise contain expenditures, and identify options for reducing other law and justice agency expenditures. In addition, the budget office should identify potential alternative sources of revenues for the law and justice agencies. Finally, the budget office should provide its projected expenditure/revenue plans for all law and justice agencies. The projections should identify how the county will meet its law and justice responsibilities with declining resources.

The report required by this proviso must be filed in the form of 16 copies with the clerk of the council, who will retain the original and will forward copies to each councilmember and to the lead staff of the law, justice and human services committee and the budget and fiscal management committee or their successors.

**Office of Management and Budget 0010/0140**

**PROVIDED FURTHER THAT:**

Of this appropriation, \$1,100,000 shall be expended or encumbered only in monthly increments of \$100,000 each after the council receives a monthly letter as required below. The letter shall detail the budget office's, or its successor's, review and comments on the letters reviewing the department of adult and juvenile detention's monthly report showing the actual versus projected utilization of adult and juvenile secure/non-secure custodial programs (variance report) from the district court, office of the prosecuting attorney, office of the public defender, and superior court. To be acceptable, the letter should, at a minimum, summarize the findings and comments of the department of adult and juvenile detention and other criminal justice agencies reviewing the variance report, summarize and evaluate the explanations of the variances, and develop from the various proposals for corrective action a single consolidated corrective action plan that identifies the agency or agencies responsible for implementing any needed changes or agency or agencies that need to modify practices or other processes. If any resources are needed to implement the budget office's proposed corrective action plan, the budget office should detail the needed resources and identify how criminal justice agency resources can be reallocated. In addition, the budget office, or its successor, should inform the council of any agency failing to submit its review letters in a timely manner and ensure that restricted funds are not released. The budget office should submit its first letter reviewing the variance report for January 2003 by February 28, 2003 and on the last day of every month thereafter. Upon receipt of each monthly report, \$100,000 of the appropriation is released for expenditure or encumbrance.

The monthly letter required by this proviso must be filed in the form of 16 copies with the clerk of the council, who will retain the original and will forward copies to each councilmember and to the lead staff of the law, justice and human services and the budget and fiscal management committees or their successors.

**PROVIDED FURTHER THAT:**

Of this appropriation, \$100,000 shall not be expended or encumbered until the executive submits and the council approves by motion a work plan and schedule for implementing a performance measurement system for executive departments. The work plan should be accompanied by a report identifying the departments selected for early emphasis and identifying the criteria that were used to select the departments. The report should identify criteria for evaluating department mission and goal statements and rate each department's mission and goal statement in accordance with these criteria. The motion, work plan and report shall be transmitted to the council by April 30, 2003. If these materials are not transmitted by that date, appropriation authority for \$100,000 shall lapse.

The motion, work plan and evaluation report required by this proviso must be filed in the form of 16 copies with the clerk of the council, 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 labor, operations technology committee or their successors.

**PROVIDED FURTHER THAT:**

Of this appropriation, \$5,000 shall be expended or encumbered only after the council approves by motion a report detailing how the budget office plans to address declining current expense fund revenues by reducing internal service fund charges to all county agencies. The budget office should submit its report by May 1, 2003. The report should, at minimum: contain a detailed and quantified analysis of each of internal service fund agency's budget projections for 2004 through 2006; identify long-term cost-saving measures and efficiencies; and estimate the impact of those measures and efficiencies on CX and non-CX agencies.

The report required by this proviso must be filed in the form of 16 copies with the clerk of the council, who will retain the original and will forward copies to each councilmember and to the lead staff of the labor, operations and technology committee and the budget and fiscal management committee or their successors.

**PROVIDED FURTHER THAT:**

Of this appropriation, \$50,000 shall only be expended or encumbered after the review and approval by motion by the council of a plan from the budget office, or its successor, identifying, at a minimum, the following: (1) a description and the schedule for how the budget office or its successor will monitor the resources needed during each stage of the Green river homicide investigation and the State v. Ridgway case for 2003, 2004 and thereafter, including a description of how each year's budgets will be prepared, presented and funded; (2) the budget office's, or its successor's plans for identifying staff and resources associated with the Green River Homicide Investigation and the State v. Ridgway case that can be phased out as each stage of the case and investigation is completed and how any unused resources shall be reported; (3) detail on potential revenue sources to support these expenditures, including a description of any limitations on how such revenues can be used; and (4) a format for a unified quarterly report to the council on actual expenditures and revenues for the case and the investigation.

The executive shall submit this plan to the council by March 14, 2003, with an ordinance for supplemental appropriation authority for expenditures related to either the case or the investigation, or both.

**PROVIDED FURTHER THAT:**

Upon approval by the council of the format for quarterly reporting of actual expenditures and revenues associated with the Green river homicide investigation and the State v. Ridgway case, the budget office, or its successor, will coordinate with the office of the prosecuting attorney, the office of the public defender and the sheriff's office in preparing a report to be submitted by the executive to the council no later than June 13, 2003. Thereafter, the budget office, or its successor, will prepare and the executive will submit to the council quarterly reports no later than 30 days after the end of each quarter.

The reports and plans required to be submitted by these provisos must be filed in the form of 15 copies with the clerk



## ***GENERAL GOVERNMENT PROGRAM PLAN***

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of the

*council, 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.*

*PROVIDED FURTHER THAT:*

*The budget office, or its successor, will coordinate with the office of the prosecuting attorney, the office of the public defender, the sheriff's office and the superior court such that the transmittal of the executive's annual King County proposed budget will include a report identifying: (1) proposed staffing models and line item budgets for each agency for the expenditures associated with the case and the investigation for 2004, detailing how the resources are projected to be used throughout the year, against which actual expenditures can be compared; and (2) details on any projected revenues proposed*

*to support the 2004 expenditures, including a description of any limitations on how the revenues can be used.*

*PROVIDED FURTHER THAT:*

*The budget office, or its successor, shall show a State v. Ridgway reserve of \$5,000,000 in the 2003 adopted CX financial plan which can be supplemented with additional revenues or used to fund supplemental appropriations associated with the State v. Ridgway case or the Green river homicide investigation throughout 2003.*

**Office of Management and Budget 0010/0140**

*PROVIDED FURTHER THAT:*

*Of this appropriation \$25,000 shall not be expended until the council by motion approves the department of adult and juvenile detention operational master plan, project 395214. The budget office, or its successor, shall provide management and oversight for development of the work plan and the implementation of the operational master plan.*

**Office of Management and Budget**

**Program Changes**

**Performance Management Program – \$81,629/1 TLP.** This initiative will provide a performance measurement system including regular central reporting, benchmarking, and performance targets to executive management. The addition of one term-limited position is required for development, implementation, and on-going management of the program.

**Reorganization Transfer from ORPP - \$473,028/ 5 FTEs.** Five positions and associated operating account budgets are transferred from the former Office of Regional Policy and Planning to the Office of Management and Budget.

**Technical Adjustments**

**Central Rate Adjustments – \$202,624.** These adjustments include central rate changes in benefits, ITS, GIS, Telecommunications, OIRM, Facilities, Radio and Finance rates, as well as COLA and Merit adjustments.

**1.25% Partial Underexpenditure Requirement – (\$9,866).** The 2003 Proposed Budget includes a 1.25% 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 2.00% underexpenditure for all CX operating and CX transfer budgets. CX departments are asked to manage a total underexpenditure requirement of 2.00%.

***COUNCIL ADOPTED BUDGET***

*Council made no changes to the 2003 Executive Proposed Budget.*

**GENERAL GOVERNMENT PROGRAM PLAN**

**Business Relations & Economic Development 0010/0180**

<b>Code/Item #/ Description</b>	<b>Expenditures</b>	<b>FTEs*</b>	<b>TLPs</b>	
<b>Program Area</b>	<i>2002 Adopted</i>	6,661,055	33.00	2.00
<b>GG</b>	<i>Status Quo **</i>	(1,322,434)	(0.50)	(1.00)
<b>Status Quo Budget</b>	<b>5,338,621</b>	<b>32.50</b>	<b>1.00</b>	
<b>Contra</b>	<b>1,000,000</b>			
Detail below shows crosswalk from 2002 adopted to 2003 adopted.				
<b>Program Change</b>				
PC01 CFC Transfers to DPH	(2,156,035)	(2.00)	0.00	
PC02 O & M Budget Reduction	(625,301)	0.00	0.00	
PC03 FTE Transfers from OCR	246,724	2.00	0.00	
PC40 FTE Transfers	(1,444,029)	(18.00)	0.00	
	<b>(3,978,641)</b>	<b>(18.00)</b>	<b>0.00</b>	
<b>Central Rate Adjustments</b>				
CR01 Flex Benefits	(15,280)	0.00	0.00	
CR07 ITS O&M	(64,890)	0.00	0.00	
CR08 ITS Infrastructure	(6,400)	0.00	0.00	
CR10 OIRM	(1,619)	0.00	0.00	
CR11 Telecommunications Services	5,860	0.00	0.00	
CR12 Telecommunications Overhead	623	0.00	0.00	
CR13 Motor Pool Rate Adj.	(1,676)	0.00	0.00	
CR14 Facilities Mgmt Space Charge	(5,258)	0.00	0.00	
CR22 Long Term Leases	(59,030)	0.00	0.00	
CR25 Finance Rates	1,377	0.00	0.00	
CR26 Retirement Rate Adjustment	3,734	0.00	0.00	
CR32 GIS Client Services	(47,454)	0.00	0.00	
CR34 Merit Adjustment	(23,910)	0.00	0.00	
CR35 1.25% Underexpenditure	19,232	0.00	0.00	
CR36 Property Services-Lease Admin Fee	(590)	0.00	0.00	
CR39 COLA Adjustment	(31,829)	0.00	0.00	
CR45 Class Comp Reserve	127,463	0.00	0.00	
	<b>(99,647)</b>	<b>0.00</b>	<b>0.00</b>	
<b>Council Changes</b>				
CC01 Restore Landmarks coordinator	70,000	1.00	0.00	
	<b>70,000</b>	<b>1.00</b>	<b>0.00</b>	
<b>2003 Adopted Budget</b>	<b>2,330,333</b>	<b>15.50</b>	<b>1.00</b>	

\* FTEs do not include temporaries and overtime.

\*\* Status Quo includes revised 2002 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

Proviso(s):

PROVIDED THAT:

Of this appropriation, \$25,000 may be expended only after the executive has certified on or before April 15, 2003, that funds

appropriated for contracts with: (1) the Central Area Motivation Project for relicensing activities; and (2) LELO for relicensing and family wage job initiatives in Section 40--Department of Adult and Juvenile Detention of this ordinance have been fully expended or encumbered for such contracts. On April 16, 2003, if such certification has not been filed with the clerk of the council, \$25,000 of this appropriation for business relations and economic development shall lapse and return to fund

PROVIDED FURTHER THAT:

Of this appropriation, \$25,000 may be expended only after the executive has certified on or before April 15, 2003, that funds

appropriated to maintain existing contracted services in critical areas identified by the regional policy committee as specified in Section 41 – Community Services of this ordinance have been fully expended or encumbered for such contracts. On April 16, 2003, if such certification has not been filed with the clerk of the council, \$25,000 of this appropriation for business relations and economic development shall lapse and return to fund balance.

**Business Relations & Economic Development 0010/0180**

<b>Code/Item #/</b>	<b>Description</b>	<b>Expenditures</b>	<b>FTEs*</b>	<b>TLPs</b>
	<p>PROVIDED FURTHER THAT: Of this appropriation, \$25,000 may be expended only after the executive has certified on or before April 15, 2003, that funds appropriated to provide treatment services associated with drug, mental health or other courts in 75 – MHCADS-Alcoholism and Substance Abuse of this ordinance have been fully expended or encumbered for such contracts. On April 16, 2003, if such certification has not been filed with the clerk of the council, \$25,000 of this appropriation for business relations and economic development shall lapse and return to fund balance.</p>			
	<p>PROVIDED FURTHER THAT: Of this appropriation, \$25,000 may be expended only after the executive has certified on or before April 15, 2003 that funds appropriated to implement the recommendations of the juvenile justice operational master plan oversight committee in Section 41 – Community Services of this ordinance have been fully expended or encumbered for such contracts. On April 16, 2003, if such certification has not been filed with the clerk of the council, \$25,000 of this appropriation for business relations and economic development shall lapse and return to fund balance.</p>			
	<p>PROVIDED FURTHER THAT: Of this appropriation, \$50,000 may be expended only after the executive has certified on or before April 15, 2003, that funds appropriated for contracts with community health centers in Section 82 – Public Health of this ordinance have been fully expended or encumbered for such contracts. On April 16, 2003, if such certification has not been filed with the clerk of the council, \$50,000 of this appropriation for business relations and economic development shall lapse and return to fund balance.</p>			

**Office of Business Relations and Economic Development**

**Program Changes**

**Children and Family Commission Transfer – (\$2,156,035)/(2.00 FTEs).** As part of the Executive reorganization effort, 2.00 FTEs and the associated budget for the Children and Family Commission are transferred from the former Office of Regional Policy and Planning to Public Health.

**Reorganization Personnel Transfers and Reductions (\$1,444,029)/(18 FTEs).** As part of the Executive Reorganization effort, a total of eighteen positions are transferred or eliminated from the former Office of Regional Policy and Planning. Three positions are transferred to DDES, one position is transferred to the Office of the Executive, five positions are transferred to the Office of Management and Budget, one position is transfer to the Department of Natural Resources, one position is transferred to the Human Resources Management Division, and seven positions are eliminated.

**Reorganization Operations Account Reductions - (\$625,301).** As part of the Executive Reorganization effort contracts and operating accounts were reduced by \$625,301.

**Landmarks Commission Transfer - \$246,724/2 FTEs.** As a part of the creation of the Cultural Resources Public Development Authority, the Landmarks Commission is transferred from the former Office of Cultural Resources to the Office of Business Relations and Economic Development. This transfer included the reduction of one FTE position and a savings of \$69,307.

**Technical Adjustments**

**Central Rate Adjustments - \$80,415.** These adjustments include central rate changes in benefits, ITS, Telecommunications, OIRM, Motor Pool, Facilities space charge, Long-term Lease, Retirement and Finance rates, as well as COLA, Merit, and Class Comp. adjustments.

**1.25% Partial Underexpenditure Requirement – \$19,232.** The 2003 Proposed Budget includes a 1.25% 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 2.00% underexpenditure for all CX operating and CX transfer budgets. CX departments are asked to manage a total underexpenditure requirement of 2.00%.

***COUNCIL ADOPTED BUDGET***

***Restore Landmarks Coordinator - \$70,000.*** *The Council-adopted budget restores funding for a 1.0 FTE Landmarks Coordinator position responsible for direct services to county departments related to CIP compliance review, technical and planning assistance, and SEPA review regarding cultural resources.*

# **Executive Services**

**[Link to Department of Executive Services Organizational Chart, 33 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 just under 1,000 employees, with an overall operating budget in excess of \$290 million. The department's functions include: Information and Telecommunications Services; Records, Elections, and Licensing Services; Human Resources; Facilities Management and Finance and Business Operations. 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 (ITS) Division:**

1) Operates and maintains King County's information and technology infrastructure, 2) operates King County's data center for agency use, 3) develops and maintains business applications for customers, 4) operates and maintains the County's wireless communications systems, 5) manages the County's cable franchises, 6) manages telecommunications service and equipment contracts and, 7) provides graphic design and production services.

The division's goals are focused on providing excellent customer service at competitive rates; partnering with other County agencies to support a wide range of business needs; acting as a steward for our computing infrastructure, helping to support a robust, reliable, cost-effective computing environment; and modifying and improving ITS business processes to improve our own efficiency and effectiveness.

ITS has identified the following major programs for 2003:

- **Increased customer education and communication** will be a major theme for 2003. The division will publish its first annual report early in the first quarter to inform customers of 2002's major accomplishments and major work program items for 2003. The division will produce a tutorial on how its rates are developed. This responds directly to feedback from stakeholder focus groups held in late 2002. This material will be published both in hard copy as well as on-line and be followed up by one-on-one discussions between the division manager and key stakeholders to help ensure common expectations at the managerial level.

Significant development and infrastructure projects will include post implementation evaluations and reviews with customers to help ensure that their expectations have been met at this level. Feedback from those evaluations will be incorporated into future activities as part of our continuous improvement program.

- **Service level agreements** have been used in the past with some customers with considerable success. The use of this tool will be expanded in 2003 to encompass more services and more customers. The goal is to develop bilateral agreements so that all parties' resources and expectations can be more clearly articulated and agreed to.
- **The county's voice and data communications environment** is very complex. Annual expenditures through external service providers alone totals more than \$8 million for our voice and data communications network. On the voice side, more than 15,000 stations are supported. The data communications network supports over 11,000 work stations. Short-term activities in 2003 will focus on driving down the complexity and cost of the communications environment, leveraging the county's I-Net resources where possible for voice and data communications, and working in collaboration with the Office of Information Resource Management (OIRM) on a longer-term strategy for this portion of our infrastructure.

## ***GENERAL GOVERNMENT PROGRAM PLAN***

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- **I-NET Operations** - In late 2002, the County Auditor's Office developed performance metrics for I-Net. By the end of 2003, ITS will leverage that work and develop performance metrics and reporting tools for all of the division's key services. The goal is to produce and report this information on a quarterly basis in an effort to promote better internal and external accountability. As a complementary activity, ITS will explore the use of benchmarking (both internal and external) in combination with industry best practices to help drive its continuous improvement initiatives.
- **IT Security, Continuity and Disaster Recovery** - In the last year, there has been increased awareness of the importance surrounding information technology security, business continuity, and disaster recovery activities. In partnership with the Office of Information Resource Management and the Office of Emergency Management, ITS will be working with county and external agencies to strengthen our capabilities in these areas.
- **Technology Infrastructure** - The recently completed Strategic Technology Plan (STP) provides some excellent recommendations on actions the county should take to improve the manageability, cost effectiveness, and reliability of our technology infrastructure. ITS will actively work with OIRM and customer agencies on the action plan and follow through to help turn the STP into reality.
- **Equipment Replacement Needs** - One of the issues highlighted in the STP and one that many other agencies struggle with is hardware and software replacement planning and budgeting. ITS will continue the work started in 2001 to refine equipment replacement needs and include appropriate funding mechanisms in proposed 2004 rates.
- **The Office of Cable Communications** began work in late 2002 to develop recommendations for modifications to the King County code to strengthen privacy and consumer protection provisions as they relate to cable TV and broadband modem subscribers. Recommendations will proceed through Executive review with anticipated delivery for Council consideration in early 2003.

### **Records, Elections and Licensing Services Division:**

The Records, Elections and Licensing Services Division will continue to focus on its core business functions with an emphasis on increasing public access of Division services, promoting and facilitating compliance with laws and regulations to ensure voter enfranchisement, public safety and animal welfare, and using technology and other means to help provide high-quality, responsive customer service at reasonable costs throughout the Division.

The primary and general election in 2003, as an odd-year cycle, will involve elections for approximately 450 local offices, from County Council positions to small special purpose districts. The Elections budget anticipates one County-wide spring election. There may be some change in the partisan primary process, possibly in 2003, but more likely for 2004, as the lawsuit by the major political parties challenging the validity of the open blanket primary for partisan races winds its way through the federal court system. The voter registration system, a mainframe program supported by ITS, will be reviewed for recommendations for future enhancements or changes.

In addition to the enhanced revenues generated by increasing the numbers of pets licensed, the proposed pet license fee increase will raise revenues so that the animal control program's CX subsidy is further reduced. While continuing to provide high-quality animal care services, the section will participate in an e-commerce pilot to allow on-line purchase and renewal of pet licenses and will explore code changes to clarify regulations and expand enforcement alternatives.

The Recorder's Office will implement Phase IV of the Open Access Recorder's System (OARS) that will allow business customers (e.g., title companies, banks, government agencies) to record documents electronically, skipping a trip downtown. Other "smart technologies" will automate the indexing process thus reducing and/or eliminating a long-time backlog. The Recorder's Office will also be involved with other County agencies in reviewing privacy issues relating to public documents.

## ***GENERAL GOVERNMENT PROGRAM PLAN***

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The Archives, Records Management and Mail Services section will continue to explore space issues relating to the Records Center. They plan to implement bar code technology to provide efficiencies in records tracking and retrieval. The Archives will focus their efforts on documenting the legislative actions of King County by acquiring and processing the records that have passed their retention period and have been determined to have archival value. This will result in increased public awareness of how the Council operates and will facilitate public access to historical public records. The service delivery model for Mail Services will be reviewed to provide economical and efficient inter-office mail service.

Licensing will continue to participate in several task forces looking into regionalization and assessable service issues for taxicabs. In addition, a realignment of community service center schedules and services will occur.

### **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 has completed 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 office has worked on major updating of the anti-discrimination ordinances. 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.

### **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 addition, the division receives a Current Expense Fund allocation to support the costs of the County's treasury functions.

- In 2003, a primary focus of the Finance and Business Operations Division will be the stabilization of Version 8 of the PeopleSoft human resources management/payroll system and implementation of a self-service e-Applications program. The e-Applications program will allow employees paid through the PeopleSoft system the opportunity to self-service benefits open enrollment, revisions to IRS Form W4, and make personal data changes. The division will also beta test time entry which would allow employees to enter their own time for payroll purposes.
- A new section – Benefits and Retirement Operations – will be created in 2003, combining the staff responsible for the administration of the County's benefits programs, including deferred compensation, and staff responsible for administration of the County's participation in six retirement systems (LEOFF 1 and 2; PERS 1, 2 and 3; and City of Seattle Retirement System) into a single unit. The new unit will continue to administer all benefit programs, monitor the implementation of PERS 3 and run the County's new employee orientation program. The section will also participate in the development and implementation of the e-Applications program, particularly as it relates to benefits open enrollment, and serve as part of the beta test of self-

## ***GENERAL GOVERNMENT PROGRAM PLAN***

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service time entry.

- The 2003 Proposed Budget includes additional resources to perform catch-up maintenance and enhance the County's existing legacy financial systems pending the development of a strategy, plan for developing replacement systems. During the pendency of the County's Financial Systems Replacement Project, a moratorium on maintenance and enhancements to the systems was in place. A new Grant Accounting function will be established in the Financial Management Section to develop and implement uniform policies and procedures for accounting for the Federal and State grants received by the County. The Grant Accounting function will provide an assistance resource for all County agencies which receive and implement grants.
- The Division will participate in the implementation of the first upgrade of the County's IBIS (Oracle Financial Systems), the legacy financial system used by the Department of Natural Resources and Parks, Department of Transportation and Department of Executive Services.
- The Finance and Business Operations Division will work with the Office of Information Resource Management (OIRM) to implement direction from the Strategic Advisory Council, County Council and King County Executive for a potential restart of the Financial Systems Replacement Program (FSRP).
- The Financial Management Section will complete the implementation of Governmental Accounting Standards Board Pronouncement 34 (GASB 34) with the publication of the first Comprehensive Annual Financial Report (CAFR) which conforms to the requirements of 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.
- 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. The Section will also manage the triennial County banking services bids and the development of a County-wide credit card services request for proposals.

### **Human Resources Management Division:**

The Human Resources Division (HRD) consists of the following:

- The Human Resources/CX section administers various programs in the employment area, which include employee recruitment and termination, training, labor consulting, employment arbitration, collective bargaining, diversity management, 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 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.

The following are HRD's key objectives and milestone issues for 2003:

- Design and implement HR Unification Service Delivery model and revise human resource systems to ensure county-wide compliance.
- Negotiate successor agreements for 46 collective bargaining agreements expiring in 2002/2003.
- Coordinate county-wide reductions in force and administer recall program for employees displaced by 2002/2003 budget reductions; ensure adequate systems are in place for future layoffs and recall efforts for 2003 and beyond.

**Facilities Management Division:**

The Facilities Management Division will experience several important events in 2003 that will affect its operations, expenditure levels, and management efforts. The Regional Communications and Emergency Coordination Center (RCECC) will begin operations in May, as units of the King County Sheriff's Office shift communications activities to the new facility. Later in the year, the Emergency Management Division will occupy additional parts of the building, providing a new setting for disaster and emergency response coordination. A significant portion of the RCECC will be in use 24 hours a day, 7 days a week; Facilities Management will be responsible for operating and maintaining this building.

Also in 2003, two facilities that the Division has long operated and maintained will shut down: the Cedar Hills Alcohol Treatment (CHAT) facility, and the North Rehab Center (NRF). Cessation of services in these facilities will mean that the Facilities Management Division will be affected. In the case of the CHAT, the building will be "mothballed", and there will be some continuing security and low level operating and maintenance activities. In the case of the NRF, all Facilities activities and responsibilities will entirely cease.

In the same manner as the CHAT closure, planned 2003 closures for the Renton District Court and the Federal Way District Court will entail a reduction of Facilities operation and maintenance costs, with some mothball costs remaining for each facility.

Facilities Management will be lowering its operations and maintenance charge for tenant agencies in County buildings, due to a planned reduction in utility expenditure authority, as expected utility cost increases have not materialized.

Facilities Management will also reduce the number of CIP Project Manager positions because of lower levels of Parks and General Government capital project activity in 2003. The positions targeted for reduction are currently vacant.

Finally, the Division will be transferring the responsibility for the Work Crew to the Department of Adult and Juvenile Detention, with a consequent reduction in expenditure authority in the capital planning group within the Division.

**Office of Information Resource Management:**

The Chief Information Officer reports directly to the King County Executive. OIRM priorities for 2003 include the following:

- Network infrastructure optimization - Develop a strategic plan to optimize the existing network infrastructure (KC-WAN, Telecommunications, and Institutional Network) with a phased implementation plan as follows: immediate opportunities, operational efficiencies and convergence. The approach to this work program will be to identify immediate cost savings opportunities, conduct pilots (unified messaging and other proof of concept efforts), conduct operational assessment, develop business case, and plan and design for converging existing voice, data and video networks.
- Law, Safety and Justice Integration Program - OIRM will continue to work with the LSJ stakeholders on the development of a multi-agency technology program designed to deliver operational and financial benefits for the County and improved public safety for County residents.
- E-Commerce Program - OIRM will manage the pilot program and coordinate deployment planning in 2003, working through business and technology issues of e-commerce, and will establish a standard utility for agency use in deploying e-commerce services to the public.
- Countywide information technology business continuity plan - Develop and implement a countywide business continuity plan addressing critical information technology areas first, coordinating the information technology plan with the Emergency Management Center's plans.

## ***GENERAL GOVERNMENT PROGRAM PLAN***

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- Information technology security - Develop plans and incrementally implement security solutions for critical deficiencies in information technology. Identify employees' security roles and duties and train staff and improve awareness on security issues.
- The information technology governance work plan will include finding ways to use existing resources to develop plans and implement solutions that address deficiencies identified in the Strategic Technology plan such as:
  - Lack of standardized infrastructure, hardware, applications software
  - Lack of uniform approach to integration and data management
  - Heavily customized applications that are difficult to maintain
  - Lack of performance measurement, designs, plans, and project management capabilities
  - Lack of service agreements, help desk coordination, and asset management
- Project monitoring and oversight, under the Project Review Board, will focus the responsibilities for delivering stated project outcomes on project managers and agency management.
- The annual update to the Strategic Technology Plan, the Annual Technology Report and the Technology Business Plan will be completed.

### **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 5450/0138**

<b>Code/Item #/</b>	<b>Description</b>	<b>Expenditures</b>	<b>FTEs*</b>	<b>TLPs</b>	
<b>Program Area</b>		2002 Adopted	24,041,157	189.50	2.00
<b>GG</b>		Status Quo **	1,137,653	11.00	0.00
		<b>Status Quo Budget</b>	<b>25,178,810</b>	<b>200.50</b>	<b>2.00</b>
		<b>Contra</b>	<b>0</b>		
Detail below shows crosswalk from 2002 adopted to 2003 adopted.					
<b>Administrative Service Reductions</b>					
AS01	Contingency Reduction	(100,000)	0.00	0.00	
AS02	Reduction of Banking Service Costs	(85,000)	0.00	0.00	
AS03	Postage Cost Reduction	(9,000)	0.00	0.00	
AS04	Reduction to PSQ	(48,480)	0.00	0.00	
AS05	O&M Administrative Reduction	(502,170)	0.00	0.00	
AS06	EDP Supplies - Contracts Management	(28,000)	0.00	0.00	
		<b>(772,650)</b>	<b>0.00</b>	<b>0.00</b>	
<b>Direct Service Reductions</b>					
DS01	Web Services Reductions	(35,224)	0.00	0.00	
		<b>(35,224)</b>	<b>0.00</b>	<b>0.00</b>	
<b>Program Change</b>					
PC01	Transfer Deferred Comp from Benefits	193,446	1.00	0.00	
PC03	Transfer LEOFF Disability Board from Benefits	97,307	1.00	0.00	
		<b>290,753</b>	<b>2.00</b>	<b>0.00</b>	
<b>Revenue Backed</b>					
RB01	Postage Rate Increase	12,500	0.00	0.00	
RB02	Repair and Maintenance - Mail/Record	4,500	0.00	0.00	
RB03	Increase Part time Help Funding	5,523	0.00	0.00	
RB04	Repair and Maintenance - Cash Mgmt	19,695	0.00	0.00	
RB05	Mail Cost Adjustments	25,000	0.00	0.00	
RB07	Grant Accountant	91,547	1.00	0.00	
RB09	Open Enrollment Temporary Help	25,122	0.00	0.00	
RB10	New Retirement Group	99,537	1.00	0.50	
		<b>283,424</b>	<b>2.00</b>	<b>0.50</b>	
<b>Technical Adjustment</b>					
TA01	Revenue Adjustment	0	0.00	0.00	
		<b>0</b>	<b>0.00</b>	<b>0.00</b>	
<b>Technology Requests</b>					
IT01	PeopleSoft E-Apps Implementation	0	0.00	0.50	
IT02	Internet Property Tax Payment Deployment	34,152	0.00	0.00	
IT03	Financial Systems Analyst Support	215,624	0.00	0.00	
		<b>249,776</b>	<b>0.00</b>	<b>0.50</b>	
<b>Central Rate Adjustments</b>					
CR01	Flex Benefits	(196,729)	0.00	0.00	
CR05	CX Overhead Adj.	(89,830)	0.00	0.00	
CR07	ITS O&M	(114,884)	0.00	0.00	
CR08	ITS Infrastructure	(16,287)	0.00	0.00	
CR10	OIRM	1,695	0.00	0.00	
CR11	Telecommunications Services	63,685	0.00	0.00	
CR12	Telecommunications Overhead	50,528	0.00	0.00	
CR13	Motor Pool Rate Adj.	2,581	0.00	0.00	

**GENERAL GOVERNMENT PROGRAM PLAN**

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**Finance and Business Operations 5450/0138**

<b>Code/Item #/</b>	<b>Description</b>	<b>Expenditures</b>	<b>FTEs*</b>	<b>TLPs</b>
CR14	Facilities Mgmt Space Charge	(37,424)	0.00	0.00
CR15	Insurance Charges	(2,360)	0.00	0.00
CR20	PAO Rates	(36,787)	0.00	0.00
CR26	Retirement Rate Adjustment	41,669	0.00	0.00
CR39	COLA Adjustment	(26,181)	0.00	0.00
CR45	Class Comp Reserve	198,000	0.00	0.00
		<b>(162,324)</b>	<b>0.00</b>	<b>0.00</b>
<b>Council Changes</b>				
CC01	Retirement/Benefit FTE	(70,190)	(1.00)	0.00
CC02	Manager's contingency reduction	(25,000)	0.00	0.00
		<b>(95,190)</b>	<b>(1.00)</b>	<b>0.00</b>
<b>2003 Adopted Budget</b>		<b>24,937,375</b>	<b>203.50</b>	<b>3.00</b>

\* FTEs do not include temporaries and overtime.

\*\* Status Quo includes revised 2002 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

Proviso(s):

*PROVIDED THAT:*

*By June 1, 2003, the executive shall submit for council approval by motion an equipment replacement plan. The plan shall include, at a minimum: an inventory of existing equipment; a description of the function the equipment performs; the age and useful life of the equipment; equipment replacement standards; a prioritization list, schedule and budget for replacement of the equipment; and a proposal for establishing an equipment replacement reserve.*

*The plan must be filed with the council clerk. The original and 16 copies of the plan must be filed with the clerk of the council, 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 lead staff of the labor, operations and technology committee or their successors.*



**PROGRAM HIGHLIGHTS**

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

**Significant Program Reductions**

**Director's Office Contingency Reduction – (\$100,000).** Contingency originally implemented for the Financial Systems Replacement Project (FSRP) will be removed in order to reduce rates for other County agencies without impacting services.

**Reduction of Banking Service Costs – (\$85,000).** This proposed reduction eliminates the County paying for additional banking services on behalf of special districts. While not affecting any statutory duties, the reduction will add costs for special districts.

**Postage Costs Reduction – (\$9,000).** This proposal changes the way in which property owners are notified that the name and address on their property files has been changed. A letter with a return envelope for corrections will be replaced with a postcard.

**Reductions to Proposed Status Quo (PSQ) Budget – (\$48,480).** Finance will eliminate copy machine rental costs of \$18,480 since the section is using centralized copy machines in lieu of adding additional units. A maintenance contract of \$30,000 on financial software will be eliminated, with Information Technology Services staff to be used instead. This will present no changes or impacts for the County.

**Operations & Maintenance Administrative Reductions – (\$530,170).** The major part of this reduction, \$456,470, will be achieved by eliminating excess funds for the planned upgrade for Peoplesoft. The remaining \$45,700 will consist of supplies and services. The upgrade would not affect Payroll and Benefit's ability to produce paychecks on time. \$28,000 will be reduced from an EDP rent and supplies adjustment

**Web Services Reduction – (\$35,224).** This reduction will affect continuing, ongoing development for the ARMS, IBIS, and Peoplesoft web-enabled reporting. There may be an impact on users, whose requests for web reports may not be implemented.

**Significant Program Additions**

**Transfer Deferred Compensation from Office of Human Resource Management – \$193,446/1.00 FTE.** The program will combine all retirement administration into one section, aiding in FBOD's core business of total compensation. The program will be 100% supported by participant fees.

**Transfer LEOFF Disability Board from Benefits –\$97,307/1.00 FTE.** The program will transfer the LEOFF Disability function from OHRM/CX to FBOD in the newly formed Benefits Operation Section and will aid in meeting FBOD's core business of total compensation. The program will become part of the financial services rate model and will be billed 100% to CX.

**Mail Cost Adjustments – \$37,500.** In order to adjust to the increase in United States Postal rates, Finance will need to cover the added expense of \$12,500 to continue billing and collection of property taxes. In addition, an increase of \$5,508 will be needed for increased postal rates for warrants, W-9 requests for taxpayer ID's, and year-end 1099's mailed from Accounts Payable on behalf of all King County agencies. Finally, an increase of \$19,492 is needed to cover the changes in how postage rates are set.

**Repair and Maintenance Costs – \$24,195.** Costs of maintaining remittance processors, mail inserting machines, and other postal machines will increase to \$4,500. The capacity to continue tax payment processing is dependent on operating conditions of equipment. Increased costs will also be incurred due to upgrades that have increased complexity in banking and invest systems, debt management system, and cashiering system. The total of systems maintenance and repair costs is an increase of \$19,695 over the 2003 PSQ budget.

**GENERAL GOVERNMENT PROGRAM PLAN**

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**Increase in Part Time Help Funding – \$5,523.** In order to meet increased, cyclical demand in taxpayer information in the peak periods of February, April, and October, Finance will increase funding for part-time positions.

**Grant Accountant – \$91,547/1.00 FTE.** The new program will be initiated to address the audit findings from the State Auditor’s Office. The program would eliminate audit findings and enable FMS to provide more effective customer service to County agencies and departments in the form of increased assistance and training, as well as ensure that the County’s financial records and reports are accurate and timely issued. The costs will be allocated to King County grant recipient agencies through internal service fund rates.

**Open Enrollment Temporary Help – \$25,122.** Temporary help will be utilized to support the annual open enrollment period to ensure timely enrollment to facilitate accurate paychecks.

**Establish New Retirement Group -- \$99,537/1.00 FTE/0.50 TLP.** A Retirement Administration Section will be created to ensure timely reporting of retirement transactions to DRS. The program will help mitigate excess financial liability of the County, especially with the advent of PERS 3.

**Technology Requests**

**Peoplesoft E-Apps Implementation – \$0/0.50 TLP.** The implementation of this program will enable employees to utilize self-service capabilities available in Peoplesoft but currently not used. The 0.50 TLP position will be funded by a reduction in Professional Services.

**Internet Property Tax Payment Deployment – \$34,152.** This project will be the final work effort in providing the public with an option to pay property taxes online and consists of \$29,412 in loan-in labor from OIRM and \$4,740 in bank fees.

**Financial Systems Analyst Support – \$215,624.** This project is a result of the moratoriums on enhancements to the General Ledger, Accounts Payable, Accounts Receivable, and Warrant Reconciliation systems. The various systems will need additional analyst time to support and conduct daily operations to ensure legal mandates are met. The costs will be allocated out to King County agencies through internal service fund rates.

**Technical Adjustments**

**Central Rate Adjustments – (\$162, 324).** These adjustments include central rate changes in Flex Benefits, CX overhead, ITS O&M, ITS Infrastructure, OIRM, Telecommunication Services and Overhead, Motor Pool, Facilities Management Space, Insurance, PAO, and Retirement rates, as well as COLA and Class Comp Reserve adjustments.

<b>WORKLOAD / PERFORMANCE INDICATORS</b>			
	<b>2001</b>	<b>2002</b>	<b>2003</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
<b>1. Percent of revenue distributed on day of receipt</b>	92%	92.5%	92%
<b>2. Percent of revenue deposited on day of receipt</b>	91%	91.1%	91%
<b>3. Average point yield above market return</b>	0.5%	0.5%	0.5%
<b>4. Manual checks issued/total checks issued</b>	0.65%	TBD	TBD

**Link to Financial Management Services  
Financial Plan, 81 KB .pdf**

***COUNCIL ADOPTED BUDGET***

***New Retirement Group – (\$70,190)/(1.00 FTE).*** Cost of the new Retirement Group in Finance was re-examined and 1.00 FTE was reduced.

***Director's Office Contingency – (\$25,000).*** Cost and size of the Finance Director's Contingency was re-examined and further reduced by \$25,000.

**GENERAL GOVERNMENT PROGRAM PLAN**

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**Finance - CX 0010/0150**

<i>Code/Item #/ Description</i>	<i>Expenditures</i>	<i>FTEs*</i>	<i>TLPs</i>
<b>Program Area</b>			
<i>2002 Adopted</i>	<i>2,484,908</i>	<i>0.00</i>	<i>0.00</i>
<b>GG</b>			
<i>Status Quo **</i>	<i>106,598</i>	<i>0.00</i>	<i>0.00</i>
<b>Status Quo Budget</b>	<b><i>2,591,506</i></b>	<b><i>0.00</i></b>	<b><i>0.00</i></b>
<b>Contra</b>	<i>0</i>		
Detail below shows crosswalk from 2002 adopted to 2003 adopted.			
<b>Central Rate Adjustments</b>			
CR25 Finance Rates	<i>(304,423)</i>	<i>0.00</i>	<i>0.00</i>
	<b><i>(304,423)</i></b>	<b><i>0.00</i></b>	<b><i>0.00</i></b>
<b>2003 Adopted Budget</b>	<b><i>2,287,083</i></b>	<b><i>0.00</i></b>	<b><i>0.00</i></b>

\* FTEs do not include temporaries and overtime.

\*\* Status Quo includes revised 2002 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

***GENERAL GOVERNMENT PROGRAM PLAN***

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**Finance – CX**

**Technical Adjustments**

**Central Rate Adjustments – (\$304,423).** This represents a reduction in Finance rates.

***COUNCIL ADOPTED BUDGET***

*Council made no changes to the 2003 Executive Proposed Budget.*

**Facilities Management**

The 2003 Executive Proposed budget for the Facilities Management Division is presented by appropriation unit for the Facilities Internal Service Fund and Property Services –CX. This Division within the Department of Executive Services consists of the division manager’s office and two sections:

Building Maintenance - funded entirely by the Internal Service Fund.

Asset Management - a combination of Property Services (funded by CX) and Capital Planning (funded by the Internal Service Fund.)

**Facilities Management Internal Service Fund 5511/0601**

<i>Code/Item #/ Description</i>	<i>Expenditures</i>	<i>FTEs*</i>	<i>TLPs</i>	
<b>Program Area</b>	<i>2002 Adopted</i>	33,243,551	289.75	0.00
<b>GG</b>	<i>Status Quo **</i>	446,702	0.00	0.00
	<b>Status Quo Budget</b>	<b>33,690,253</b>	<b>289.75</b>	<b>0.00</b>
	<b>Contra</b>	0		
Detail below shows crosswalk from 2002 adopted to 2003 adopted.				
<b>Administrative Service Reductions</b>				
AS01	Utility Reductions	(753,420)	0.00	0.00
AS02	Cedar Hills Treatment Center - Facility Mothballing	(163,291)	(1.00)	0.00
AS03	North Rehab Facility (NRF) Facility Closure	(78,389)	(1.00)	0.00
AS04	District Court Closures	(54,667)	0.00	0.00
		<b>(1,049,767)</b>	<b>(2.00)</b>	<b>0.00</b>
<b>Revenue Backed</b>				
RB01	RCECC - Open and Maintain New Facility	183,413	1.00	0.00
		<b>183,413</b>	<b>1.00</b>	<b>0.00</b>
<b>Technical Adjustment</b>				
TA01	Security Temporary Positions - Conversion to FTE	0	6.00	0.00
TA02	Work Crew Transfer to DAJD	(49,184)	(2.00)	0.00
TA03	Capital Project Staff Reduction	(387,629)	(7.00)	0.00
TA40	Salary and Wage Contingency	(83,968)	0.00	0.00
TA50	Revenue	0	0.00	0.00
		<b>(520,781)</b>	<b>(3.00)</b>	<b>0.00</b>
<b>Central Rate Adjustments</b>				
CR01	Flex Benefits	(281,328)	0.00	0.00
CR05	CX Overhead Adj.	159,754	0.00	0.00
CR08	ITS Infrastructure	(5,256)	0.00	0.00
CR10	OIRM	258	0.00	0.00
CR11	Telecommunications Services	9,614	0.00	0.00
CR12	Telecommunications Overhead	(86,863)	0.00	0.00
CR13	Motor Pool Rate Adj.	7,564	0.00	0.00
CR15	Insurance Charges	(39,658)	0.00	0.00
CR20	PAO Rates	(19,708)	0.00	0.00
CR21	Debt Service Adj.	129,152	0.00	0.00
CR25	Finance Rates	275,599	0.00	0.00
CR26	Retirement Rate Adjustment	48,847	0.00	0.00
CR39	COLA Adjustment	(49,782)	0.00	0.00
CR45	Class and Comp Reserve	369,111	0.00	0.00
		<b>517,304</b>	<b>0.00</b>	<b>0.00</b>
<b>Council Changes</b>				
CC01	Landmarks Program transfer to CX - share of cost	9,842	0.00	0.00
CC02	new building security FTE reduction	(292,566)	(6.00)	0.00
CC03	Transfer 2001 fund balance to CX	854,000	0.00	0.00
CC04	Winter Shelter	71,500	0.00	0.00
		<b>642,776</b>	<b>(6.00)</b>	<b>0.00</b>
	<b>2003 Adopted Budget</b>	<b>33,463,198</b>	<b>279.75</b>	<b>0.00</b>

- FTEs do not include temporaries and overtime.

\*\* Status Quo includes revised 2002 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

**Facilities Management Internal Service Fund 5511/0601**

<b>Code/Item #/ Description</b>	<b>Expenditures</b>	<b>FTEs*</b>	<b>TLPs</b>
<p><u>Proviso(s):</u> PROVIDED THAT: Of this appropriation, \$500,000 shall not be expended or encumbered until after the executive submits to the council and the council approves by motion a report evaluating the potential reorganization of the facilities management division of the department of executive services. If the report is not submitted by February 3, 2003, \$500,000 of this appropriation shall lapse and be returned to fund balance. The report shall identify different organizational structures including, but not limited to, splitting the building services section from the asset management and development sections, creating two separate divisions, and integrating other like functions into the asset management and development section. Criteria for evaluation of proposed models shall include, but not be limited to: cost efficiencies; management oversight; and development of decision-making models for policy. The report shall also include: (1) an evaluation of the efficacy of the team cleaning concept; and (2) a staffing plan showing the deployment of building security guards in county buildings, including any assignments to parking facilities, and a workload analysis justifying the number of FTEs in the plan. The report must be filed in the form of 15 copies with the clerk of the council, 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.</p> <p>PROVIDED FURTHER THAT: Of this appropriation, \$9,842 shall only be spent on the facilities management division's share of the cost of the landmarks program and shall be transferred to the current expense fund.</p> <p>PROVIDED FURTHER THAT: Of this appropriation, \$532,500 shall not be expended or encumbered until the executive submits and the council adopts an ordinance to transfer parking expenditures and revenues from the facilities management internal service fund to property services if such legislation is deemed necessary by the prosecuting attorney's office. The legislation should be submitted by February 3, 2003, if necessary.</p> <p>PROVIDED FURTHER THAT: Of this appropriation, \$100,000 shall be spent or encumbered only in four increments of \$25,000 after the council receives the 2002 report and each of the three quarterly reports required herein. The executive must submit to the council a report documenting the amount of funds budgeted for and the amount actually spent on inside and outside maintenance of the county courthouse and the administration building for 2002. The executive must also submit to the council quarterly reports for 2003 detailing: (1) the amount of funds budgeted for and the amount actually spent on inside and outside maintenance of the county courthouse and the administration building; and (2) the target and actual level of maintenance service for the county courthouse and administration building separately. The 2002 report must be filed by January 31, 2003, and the quarterly reports must be filed by the twenty-fifth day after the end of each quarter in the form of 16 copies with the clerk of the council, 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 labor, operations and technology committee or their successors.</p> <p>PROVIDED FURTHER THAT: Of this appropriation, \$854,000 shall be spent only as a transfer to the current expense fund.</p> <p>PROVIDED FURTHER THAT: Of this appropriation, \$71,500 shall be spent solely on the King County winter shelter to be located on the fourth floor of the Yesler building in vacant temporary courtroom spaces constructed for the CSP or the administration building first floor space adjacent to the lobby currently used for CSP material storage, or equivalent county-owned space. Funds shall be expended for a contract with a private nonprofit agency and costs of county security. Of this amount, \$39,000 shall be expended only on the winter shelter from January 1, 2003, through March 31, 2003. Of this amount, \$32,500 shall be expended only on the winter shelter from October 15, 2003, through December 31, 2003.</p>			



**Facilities Management Internal Service Fund**

The total year 2003 Adopted budget for the Facilities Internal Service Fund appropriation unit is \$33,463,198 and 279.75 FTE.

**Significant Program Reductions**

**Utility Reductions – (\$753,420).** Facilities is adjusting its utility budgets to reflect the most current rate and usage assumptions. This reduction is reflected in the 2003 cost per square foot charges and results in savings to both CX and to non-CX tenant agencies.

**Building Closures:**

**Cedar Hills Treatment Center – (\$163,291) and (1.0) FTE.** Facilities has reduced its maintenance budget for this CHAT facility which is being closed in 2002. A “mothball” budget of \$134,675 remains to enable Facilities to provide minimal services including utilities, security and basic maintenance to this closed facility.

**North Rehabilitative Facility – (\$78,389) and (1.0) FTE.** Facilities has eliminated its 2003 maintenance budget for this leased facility since the NRF program is closing.

**District Courts – (\$54,667).** Facilities has reduced its maintenance budget to reflect closure of the Federal Way and Renton District Courts. A “mothball” budget of \$52,105 remains to enable Facilities to provide minimal services including utilities, security and basic maintenance to these closed facilities

**Significant Program Additions**

**RCECC New Facility - \$183,413 and 1.0 FTE.** Facilities has increased its expenditure authority to accommodate the opening and maintenance of the new RCECC facility in 2003.

**Technical Adjustments**

**Security Temporary Positions – Conversion to FTE – 6.0 FTEs.** The 2001 BOW review identified a number of temporary help security guards who were performing ongoing duties. These are being converted to FTE, the costs of which are supported by existing expenditure authority.

**Work Crew Transfer to DAJD – (\$49,184) and (2.0) FTEs.** The Work Crew Program is transferring to DAJD. Facilities is transferring out to DAJD 2.0 FTE with a corresponding expenditure authority decrease of \$139,385. Facilities is hiring a work crew from DAJD to provide grounds maintenance service at the downtown general government buildings, with a corresponding expenditure authority increase of \$90,201. This results in a net decrease of (\$49,184) to the Facilities 2003 budget.

**Capital Project Staff Reduction – (\$387,629) and (7.0) FTEs.** Vacant capital project management FTE positions are being eliminated to reflect lowered workload expectations: (4.0) Project Managers and (3.0) Project Technicians.

**Salary and Wage Contingency – (\$83,968).** Adjustment to salary and wage contingency account.

**Central Rate Adjustments - \$517,304.** *These include central rate adjustments from the following sources: Flex Benefits, CX Overhead, ITS Infrastructure, OIRM, Telecommunications Services and Overhead, Motor Pool, Insurance, Prosecutor, Debt Service, Finance, Class and Comp Reserve, COLA and PERS Retirement Rate adjustments.*

**Link to Facilities Management Internal  
Service Fund Financial Plan, 69 KB .pdf**

**COUNCIL ADOPTED BUDGET**

**Landmarks Program: \$9,842.** Appropriation authority is provided for the Facilities Management Division share of the cost of the landmarks program.

**Winter Homeless Shelter: \$71,500.** Appropriation authority is provided for the King County Winter Shelter located in the Yesler Building for both a contract with a private nonprofit agency and costs of County security.

**Fund Balance Rebate: \$854,000.** Appropriation authority is provided to enable Facilities Management to transfer to the CX fund a fund balance rebate.

**Security Guard Program: (\$292,566) and (6.0 FTEs).** Council adopted budget does not include 6.0 FTE Security Guards requested in the Executive Proposed Budget.

**GENERAL GOVERNMENT PROGRAM PLAN**

**Property Services 0010/0440**

<b>Code/Item #/ Description</b>	<b>Expenditures</b>	<b>FTEs*</b>	<b>TLPs</b>	
<b>Program Area</b>	2002 Adopted	2,523,021	30.00	0.00
<b>GG</b>	Status Quo **	(472,867)	0.00	0.00
	<b>Status Quo Budget</b>	<b>2,050,154</b>	<b>30.00</b>	<b>0.00</b>
	<b>Contra</b>	492,766		
Detail below shows crosswalk from 2002 adopted to 2003 adopted.				
<b>Administrative Service Reductions</b>				
AS01	Loan Out Labor Adjust for Leasing	(59,332)	0.00	0.00
AS02	Facilities Management Charge	44,386	0.00	0.00
AS03	Wireless Management Revenue	0	0.00	0.00
AS04	Real Estate Sales Revenue	0	0.00	0.00
AS05	Roads Property Agency Support	0	0.00	0.00
		<b>(14,946)</b>	<b>0.00</b>	<b>0.00</b>
<b>Central Rate Adjustments</b>				
CR01	Flex Benefits	(28,650)	0.00	0.00
CR07	ITS O&M	(1,577)	0.00	0.00
CR08	ITS Infrastructure	(4,619)	0.00	0.00
CR09	Geographic Information System (GIS)	22,620	0.00	0.00
CR10	OIRM	65	0.00	0.00
CR11	Telecommunications Services	3,433	0.00	0.00
CR12	Telecommunications Overhead	827	0.00	0.00
CR13	Motor Pool Rate Adj.	(67)	0.00	0.00
CR14	Facilities Mgmt Space Charge	(70,830)	0.00	0.00
CR25	Finance Rates	363	0.00	0.00
CR26	Retirement Rate Adjustment	6,609	0.00	0.00
CR32	GIS Client Services	(22,454)	0.00	0.00
CR35	1.25% Underexpenditure	(4,767)	0.00	0.00
CR39	COLA Adjustment	(5,776)	0.00	0.00
CR45	Class Comp Reserve	3,547	0.00	0.00
		<b>(101,276)</b>	<b>0.00</b>	<b>0.00</b>
<b>Council Changes</b>				
CC01	Smith Tower lease	48,500	0.00	0.00
		<b>48,500</b>	<b>0.00</b>	<b>0.00</b>
	<b>2003 Adopted Budget</b>	<b>2,475,198</b>	<b>30.00</b>	<b>0.00</b>

\* FTEs do not include temporaries and overtime.

\*\* Status Quo includes revised 2002 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

Proviso(s):

PROVIDED THAT:

Of this appropriation, \$48,500 shall only be spent until March 31, 2003 on the lease for the Smith Tower office space presently occupied by the cultural development authority.

**Property Services - CX**

The total year 2003 Executive Proposed budget for the Property Services CX appropriation unit is \$2,426,698 and 30.00 FTE.

**Significant Program Changes**

**Leasing Agent Loan-Out Labor – (\$59,332).** This adjustment reflects the fully reimbursed nature of this position, which is charged to Airport to handle leasing activity.

**Facilities Management Charge - \$44,386.** As a section of the Facilities Management Division, the Property Services appropriation unit pays overhead to the Division for management and administrative support services. This charge replaces the cost per square foot charge that Property Services used to pay when it had Division status

**Revenue Enhancements**

Property Services has the following revenue enhancements which ensure full cost recovery and recognize earnings from increased workload:

**Wireless Management Administrative Charge** from lease of County property to wireless companies - \$139,671.

**Real Estate Charge** on sales of all non-CX properties - \$105,000.

**Property Agent Support** to Roads - \$157,000.

**Technical Adjustments**

**Central Rate Adjustments - (\$96,509).** These include central rate adjustments from the following sources: Flex Benefits, ITS Operations & Maintenance, ITS Infrastructure, GIS, OIRM, Telecommunications Services and Overhead, Motor Pool, Facilities space charge, Finance, Class and Comp Reserve, COLA and PERS Retirement Rate adjustments.

**1.25% Underexpenditure Adjustment - (\$4,767).** The 2003 Executive Proposed Budget includes a 1.25% 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 2.00% underexpenditure for all CX operating and CX transfer budgets. CX departments are asked to manage to a total underexpenditure request of 2.00%.

***COUNCIL ADOPTED BUDGET***

***Smith Tower Lease: \$48,500.*** Funding is provided for three months' worth of lease payments for space occupied by the Cultural Development authority in the Smith Tower.

**Human Resources Management 0010/0420**

<b>Code/Item #/ Description</b>	<b>Expenditures</b>	<b>FTEs*</b>	<b>TLPs</b>	
<b>Program Area</b>	2002 Adopted	5,977,231	57.00	4.50
<b>GG</b>	Status Quo **	(3,694)	0.00	(3.00)
<b>Status Quo Budget</b>		<b>5,973,537</b>	<b>57.00</b>	<b>1.50</b>
<b>Contra</b>		0		

Detail below shows crosswalk from 2002 adopted to 2003 adopted.

<b>Program Change</b>				
PC01	HR Unification Project	0	0.50	0.00
PC02	ADR Convert 1 TLT to 2 FTEs	0	2.00	(1.00)
PC03	Transfer LEOFF Disability Board to Finance	(97,307)	(1.00)	0.00
PC40	FTE Transfer from ORPP	79,392	1.00	0.00
		<b>(17,915)</b>	<b>2.50</b>	<b>(1.00)</b>
<b>Central Rate Adjustments</b>				
CR01	Flex Benefits	(58,255)	0.00	0.00
CR07	ITS O&M	35,564	0.00	0.00
CR08	ITS Infrastructure	(9,476)	0.00	0.00
CR10	OIRM	(5)	0.00	0.00
CR11	Telecommunications Services	(4,469)	0.00	0.00
CR12	Telecommunications Overhead	1,980	0.00	0.00
CR13	Motor Pool Rate Adj.	(2,574)	0.00	0.00
CR14	Facilities Mgmt Space Charge	(45,103)	0.00	0.00
CR25	Finance Rates	(13,447)	0.00	0.00
CR26	Retirement Rate Adjustment	14,633	0.00	0.00
CR34	Merit Adjustment	8,035	0.00	0.00
CR35	1.25% Underexpenditure	42	0.00	0.00
CR39	COLA Adjustment	(9,942)	0.00	0.00
CR45	Class Comp Reserve	97,475	0.00	0.00
		<b>14,458</b>	<b>0.00</b>	<b>0.00</b>
	<b>2003 Adopted Budget</b>	<b>5,970,080</b>	<b>59.50</b>	<b>0.50</b>

\* FTEs do not include temporaries and overtime.

\*\* Status Quo includes revised 2002 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

Proviso(s):

**PROVIDED THAT:**

The executive shall prepare and transmit to the council two separate reports outlining the progress in implementing the human resources unification project and the projected efficiencies resulting from the project.

The first report shall be transmitted no later than June 15, 2003. The report shall be a progress report providing a detailed timeline for the complete implementation of the project and an evaluation of both the costs and benefits associated with the project. The evaluation shall include: (1) an accounting for the fiscal, FTE and TLT resources used to complete the entire project; and (2) a description of the process efficiencies and service improvements that will result from the project.

The second report shall be transmitted concurrent with the 2004 executive proposed budget. The second report shall be a final report providing a detailed timeline for the complete implementation of the project and an evaluation of both the costs and benefits associated with the project. The evaluation shall include: (1) an accounting for the fiscal, FTE and TLT resources used to complete the entire project; (2) a description of the process efficiencies and service improvements that will result from the project; and (3) an analysis of any projected fiscal, FTE or TLT savings that will result from the project and an explanation for how those savings will be recognized in the 2004 executive proposed budget.

Each report must be filed with the council clerk. The original and 16 copies must be filed with the clerk, who will retain the original and will forward copies to each councilmember and to the lead staff for the labor, operations and technology committee, and the budget and fiscal management committee or their successors.

**Human Resources Management - CX**

**Significant Program Reductions**

**Transfer LEOFF Disability Board to Finance – (\$97,307)/(1.00 FTEs).** The LEOFF Disability Board Program will be moved, staff (LEOFF Disability Coordinator) and operating funds, from OHRM to the Finance Division.

**Significant Program Additions**

**Human Resources Unification Project -- \$0/0.50 FTE.** The program change will be part of the current HR Redesign and Unification Project. A 0.50 FTE, Senior Human Resource Analyst, will be added to provide support in the area of EEO investigations. The funding for the project will be funded from reallocations within the agency.

**ADR Convert 1 TLT to 2 FTEs – \$0/2.00 FTEs/(1.00) TLPs.** The Alternative Dispute Resolution (ADR) Program has outgrown the initial pilot-stage staffing and will be adding FTEs to keep up with increased demand. OHRM will move two half-time Program Analyst II TLTs to full-time FTE Administrative Assistant II.

**FTE Transfer from ORPP – \$79,392/1.00 FTE.** The 1.00 FTE (Lead/Special Duty) will be transferred into OHRM to continue work on the layoff-recall program.

**Technical Adjustments**

**Merit Adjustment -- \$8,035.** The merit adjustment will add \$8,035 for employees that transferred agencies after initial PSQ calculations were determined.

**Central Rate Adjustments -- \$6,381.** These include central rate adjustments from the following sources: Flex Benefits, ITS O&M, ITS Infrastructure, OIRM, Telecommunications Services & Overhead, Motor Pool, Facilities Management Space, Finance, Retirement, Underexpenditure, COLA, and Class Comp adjustments.

**1.25% Underexpenditure – \$42.** The 2003 Executive Proposed Budget includes a 1.25% 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 2.00% underexpenditure for all CX operating and CX transfer budgets. CX departments are asked to manage to a total underexpenditure request of 2.00%

**GENERAL GOVERNMENT PROGRAM PLAN**

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<b>WORKLOAD / PERFORMANCE INDICATORS</b>			
	<b>2001</b>	<b>2002</b>	<b>2003</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
<b>Workload Indicators</b>			
1 Number of compensation analyses conducted	TBD	TBD	TBD
2 Number of personnel board hearings per 100 employees	4	20	50
3 Job postings, internal	305	450	375
4 Job postings, external	507	560	525
5 Internally filed EEO complaints by employees	TBD	TBD	TBD
6 EEO complaints filed with human rights agencies	TBD	TBD	TBD
7 Successor collective bargaining agreements to be negotiated and implemented	19	31	15
8 Number of employees attending non-mandatory training courses	703	820	820
9 Number of management/supervisory employees attending mandatory training	2,356	3,200	3,200
10 Percentage of eligible employees who utilized the Employee Assistance Program	12.40%	15.38%	15.00%
<b>Performance measures</b>			
1 Percent of employees appealing classification determinations	TBD	TBD	TBD
2 Percent of grievances (at HRD level or above) resolved in favor of county	50%	45%	50%
3 Bargaining units consolidated	1	2	3
4 Percent of successor collective bargaining agreements negotiated within 6 months of precursor expiration	11%	23%	20%
5 Percent of eligible, laid off employees recalled	n/a	99%	80%

**COUNCIL ADOPTED BUDGET**

*Council made no changes to the 2003 Executive Proposed Budget.*

**GENERAL GOVERNMENT PROGRAM PLAN**

**Safety & Claims Management 5420/0666**

<i>Code/Item #/</i>	<i>Description</i>	<i>Expenditures</i>	<i>FTEs*</i>	<i>TLPs</i>	
<b>Program Area</b>		<i>2002 Adopted</i>	20,073,595	27.00	1.00
<b>GG</b>		<i>Status Quo **</i>	1,441,660	0.00	(1.00)
<b>Status Quo Budget</b>		<b>21,515,255</b>	<b>27.00</b>	<b>0.00</b>	
<b>Contra</b>		0			
Detail below shows crosswalk from 2002 adopted to 2003 adopted.					
<b>Revenue Backed</b>					
RB01	<i>Excess Workers Compensation Insurance</i>	266,000	0.00	0.00	
		<b>266,000</b>	<b>0.00</b>	<b>0.00</b>	
<b>Technical Adjustment</b>					
TA01	<i>Revenue Adjustment</i>	0	0.00	0.00	
		<b>0</b>	<b>0.00</b>	<b>0.00</b>	
<b>Central Rate Adjustments</b>					
CR01	<i>Flex Benefits</i>	(25,785)	0.00	0.00	
CR05	<i>CX Overhead Adj.</i>	(23,243)	0.00	0.00	
CR07	<i>ITS O&amp;M</i>	(5)	0.00	0.00	
CR08	<i>ITS Infrastructure</i>	(1,498)	0.00	0.00	
CR10	<i>OIRM</i>	(31)	0.00	0.00	
CR11	<i>Telecommunications Services</i>	1,394	0.00	0.00	
CR12	<i>Telecommunications Overhead</i>	(1,015)	0.00	0.00	
CR13	<i>Motor Pool Rate Adj.</i>	646	0.00	0.00	
CR14	<i>Facilities Mgmt Space Charge</i>	17,807	0.00	0.00	
CR15	<i>Insurance Charges</i>	9,756	0.00	0.00	
CR20	<i>PAO Rates</i>	57,424	0.00	0.00	
CR21	<i>Debt Service Adj.</i>	6,407	0.00	0.00	
CR25	<i>Finance Rates</i>	(23,842)	0.00	0.00	
CR26	<i>Retirement Rate Adjustment</i>	6,084	0.00	0.00	
CR39	<i>COLA Adjustment</i>	(5,217)	0.00	0.00	
		<b>18,882</b>	<b>0.00</b>	<b>0.00</b>	
<b>2003 Adopted Budget</b>		<b>21,800,137</b>	<b>27.00</b>	<b>0.00</b>	

\* FTEs do not include temporaries and overtime.

\*\* Status Quo includes revised 2002 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.



**Safety & Claims Management**

**Significant Program Additions**

**Excess Workers Compensation Insurance – \$266,000.** In order to meet the increase in the excess workers compensation policy premium, an increase of \$266,000 will be necessary.

**Technical Adjustments**

**Central Rate Adjustments -- \$18,882.** These include central rate adjustments from the following: Flex Benefits, CX Overhead, ITS O&M, ITS Infrastructure, OIRM, Telecommunications Services & Overhead, Motor Pool, Facilities Management Space Charge, Insurance, PAO, Debt Service, Finance, Retirement Rate, and COLA adjustments.

<b>WORKLOAD / PERFORMANCE INDICATORS</b>			
	<b>2001</b>	<b>2002</b>	<b>2003</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
1. Failure to Accommodate Claims Filed with Risk Management	0	5	4
2. Disabled employees placed in other permanent positions	11	13	15
3. Average ultimate cost per Worker Compensation Claim - Transit	9,280	12,161	10,767
Average ultimate cost per Worker Compensation Claim - KC	7,500	8,599	8,684
4. OSHA recordable workplace cases per 100 employees	10.3	10.2	10.1

**[Link to Safety and Claims Management Financial Plan, 75 KB .pdf](#)**

***COUNCIL ADOPTED BUDGET***

*Council made no changes to the 2003 Executive Proposed Budget.*

**GENERAL GOVERNMENT PROGRAM PLAN**

**Employee Benefits 5500/0429**

<i>Code/Item #/</i>	<i>Description</i>	<i>Expenditures</i>	<i>FTEs*</i>	<i>TLPs</i>	
<b>Program Area</b>		<i>2002 Adopted</i>	120,050,248	21.00	17.00
<b>GG</b>		<i>Status Quo **</i>	(2,117,862)	(11.00)	(17.00)
<b>Status Quo Budget</b>		<b>117,932,386</b>	<b>10.00</b>	<b>0.00</b>	
<b>Contra</b>		0			
Detail below shows crosswalk from 2002 adopted to 2003 adopted.					
<b>Program Change</b>					
PC01	Transfer Deferred Comp to Finance	(193,446)	(1.00)	0.00	
		<b>(193,446)</b>	<b>(1.00)</b>	<b>0.00</b>	
<b>Revenue Backed</b>					
RB01	Printing of Summary Plan Docs	25,000	0.00	0.00	
RB02	Audit Newly Implemented Benefits Plans	150,000	0.00	0.00	
RB03	Rebid for Outside Consultant	30,000	0.00	0.00	
RB04	Increased Insurance Premiums	6,700,926	0.00	0.00	
RB05	Lease Copier	@	0.00	0.00	
RB06	Contingency for Premium Cost Fluctuations	0	0.00	0.00	
		<b>6,905,926</b>	<b>0.00</b>	<b>0.00</b>	
<b>Technical Adjustment</b>					
TA01	Revenue Adjustment	0	0.00	0.00	
		<b>0</b>	<b>0.00</b>	<b>0.00</b>	
<b>Central Rate Adjustments</b>					
CR01	Flex Benefits	(8,595)	0.00	0.00	
CR05	CX Overhead Adj.	(71,602)	0.00	0.00	
CR08	ITS Infrastructure	(7,100)	0.00	0.00	
CR10	OIRM	(2,484)	0.00	0.00	
CR11	Telecommunications Services	4,367	0.00	0.00	
CR12	Telecommunications Overhead	1,915	0.00	0.00	
CR14	Facilities Mgmt Space Charge	(15,400)	0.00	0.00	
CR15	Insurance Charges	(327)	0.00	0.00	
CR25	Finance Rates	8,051	0.00	0.00	
CR26	Retirement Rate Adjustment	1,998	0.00	0.00	
CR39	COLA Adjustment	(3,063)	0.00	0.00	
CR45	Class Comp Reserve	10,000	0.00	0.00	
		<b>(82,240)</b>	<b>0.00</b>	<b>0.00</b>	
<b>2003 Adopted Budget</b>		<b>124,562,626</b>	<b>9.00</b>	<b>0.00</b>	

\* FTEs do not include temporaries and overtime.

\*\* Status Quo includes revised 2002 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

**Employee Benefits**

**Significant Program Reductions**

**Transfer Deferred Compensation to Finance – (\$193,446)/(1.00 FTE).** In order to combine all retirement administration into one section, the County’s Deferred Compensation program will be moved to Finance.

**Significant Program Additions**

**Provide Summary Plan Documents – \$25,000.** In order to meet a legal requirement to provide summary plan documents to each enrolled employee, additional booklets will be printed.

**Audit Newly Implemented Benefit Plans – \$150,000.** As required by law, benefits will audit new insured benefit plans to ensure that the plan rules have been implemented correctly.

**Rebid for Outside Consultant – \$30,000.** The current benefit consultant contract is due for rebid in 2003. The funds will be used to engage a consultant to provide technical analysis of the bids and support development of revisions in the retiree medical plan and wellness initiatives as agreed to in the Joint Labor-Management Insurance Committee in the MOA for the 2003-2005 benefits package.

**Increased Insurance Premiums – \$6,700,926.** This item adjusts the benefits budget to the actuarially projected expenditures for 2003. Since benefits are a negotiated item, they cannot be changed without renegotiating labor agreements.

**Technical Adjustments**

**Central Rate Adjustments – (\$82,240).** These include central rate adjustments from the following sources: Flex Benefits, CX Overhead, ITS Infrastructure, OIRM, Telecommunications Services & Overhead, Facilities Management Space, Insurance, Finances, Retirement, COLA, and Class Comp Reserve adjustments.

<b>WORKLOAD / PERFORMANCE INDICATORS</b>			
	<b>2001 Actual</b>	<b>2002 Adopted</b>	<b>2003 Proposed</b>
<b>Percentage of eligible employees who utilized the Employee Assistance Program</b>	12.40%	15.38%	15.00%

**[Link to Employee Benefits Financial Plan, 64 KB .pdf](#)**

**COUNCIL ADOPTED BUDGET**

*Council made no changes to the 2003 Executive Proposed Budget.*

**GENERAL GOVERNMENT PROGRAM PLAN**

**Executive Services - Administration 0010/0417**

<i>Code/Item #/ Description</i>	<i>Expenditures</i>	<i>FTEs*</i>	<i>TLPs</i>	
<b>Program Area</b>	<i>2002 Adopted</i>	1,625,251	16.00	0.00
<b>GG</b>	<i>Status Quo **</i>	71,574	0.00	0.00
	<b>Status Quo Budget</b>	<b>1,696,825</b>	<b>16.00</b>	<b>0.00</b>
	<b>Contra</b>	0		

Detail below shows crosswalk from 2002 adopted to 2003 adopted.

<b>Central Rate Adjustments</b>				
CR01	Flex Benefits	(15,280)	0.00	0.00
CR07	ITS O&M	(46,276)	0.00	0.00
CR08	ITS Infrastructure	1,001	0.00	0.00
CR10	OIRM	35	0.00	0.00
CR11	Telecommunications Services	2,297	0.00	0.00
CR12	Telecommunications Overhead	675	0.00	0.00
CR13	Motor Pool Rate Adj.	720	0.00	0.00
CR14	Facilities Mgmt Space Charge	(7,585)	0.00	0.00
CR20	PAO Rates	(18,600)	0.00	0.00
CR22	Long Term Leases	(4,222)	0.00	0.00
CR25	Finance Rates	2,641	0.00	0.00
CR26	Retirement Rate Adjustment	3,857	0.00	0.00
CR35	1.25% Underexpenditure	484	0.00	0.00
CR36	Property Services-Lease Admin Fee	18	0.00	0.00
CR39	COLA Adjustment	(3,309)	0.00	0.00
CR45	Class Comp Reserve	56,849	0.00	0.00
		<b>(26,695)</b>	<b>0.00</b>	<b>0.00</b>
	<b>2003 Adopted Budget</b>	<b>1,670,130</b>	<b>16.00</b>	<b>0.00</b>

\* FTEs do not include temporaries and overtime.

\*\* Status Quo includes revised 2002 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

**GENERAL GOVERNMENT PROGRAM PLAN**

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**DES Administration**

The total year 2003 Adopted budget for DES Administration is \$1,670,130 and 16.00 FTEs. This agency includes the Department of Executive Services Administrative Office, the Board of Ethics, the Office of Civil Rights and the Civil Rights Commission.

**Significant Program Changes**

None

**Technical Adjustments**

**Central Rate Adjustments (\$27,179).** These include central rate adjustments from the following sources: Flex benefits, ITS Operations & Maintenance, ITS Infrastructure, OIRM, Telecommunications Services and Overhead, Motor Pool, Facilities Space Charge, Prosecutor, Long Term Lease and Property Services Lease Admin. Fee, Finance, Class and Comp Reserve, COLA and PERS Retirement adjustments.

**1.25% Underexpenditure Adjustment - \$484.** The 2003 Executive Proposed Budget includes a 1.25% 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 2.00% underexpenditure for all CX operating and CX transfer budgets. CX departments are asked to manage to a total underexpenditure request of 2.00%

<b>WORKLOAD / PERFORMANCE INDICATORS</b>			
	<b>2001</b>	<b>2002</b>	<b>2003</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
<b>1</b> Discrimination complaints filed	28	30	30
<b>2</b> Discrimination complaints resolved	47	30	30
<b>3</b> ADA/Title VI Grievances received	8		
<b>4</b> ADA/Title VI Grievances resolved	5		

**COUNCIL ADOPTED BUDGET**

*Council made no changes to the 2003 Executive Proposed Budget.*

**Office of Information Resources Management 5471/1550M**

<i>Code/Item #/</i>	<i>Description</i>	<i>Expenditures</i>	<i>FTEs*</i>	<i>TLPs</i>
<b>Program Area</b>				
	<i>2002 Adopted</i>	1,196,722	6.00	2.00
<b>GG</b>	<i>Status Quo **</i>	29,158	0.00	0.00
	<b>Status Quo Budget</b>	<b>1,225,880</b>	<b>6.00</b>	<b>2.00</b>
	<b>Contra</b>	0		
Detail below shows crosswalk from 2002 adopted to 2003 adopted.				
<b>Technical Adjustment</b>				
TA01	<i>System Services Charges</i>	(33,762)	0.00	0.00
TA02	<i>Salary and Wage Contingency Adjustment</i>	(3,500)	0.00	0.00
TA50	<i>Revenue</i>	0	0.00	0.00
		<b>(37,262)</b>	<b>0.00</b>	<b>0.00</b>
<b>Central Rate Adjustments</b>				
CR01	<i>Flex Benefits</i>	(7,640)	0.00	0.00
CR05	<i>CX Overhead Adj.</i>	746	0.00	0.00
CR07	<i>ITS O&amp;M</i>	27,277	0.00	0.00
CR08	<i>ITS Infrastructure</i>	1,584	0.00	0.00
CR10	<i>OIRM</i>	17	0.00	0.00
CR11	<i>Telecommunications Services</i>	(2,996)	0.00	0.00
CR12	<i>Telecommunications Overhead</i>	(1,655)	0.00	0.00
CR25	<i>Finance Rates</i>	2,559	0.00	0.00
CR26	<i>Retirement Rate Adjustment</i>	7,230	0.00	0.00
CR39	<i>COLA Adjustment</i>	(2,416)	0.00	0.00
CR45	<i>Class and Comp Reserve</i>	12,453	0.00	0.00
		<b>37,159</b>	<b>0.00</b>	<b>0.00</b>
<b>Council Changes</b>				
CC01	<i>Law Justice Implementation Plan - first year</i>	2,500,000	2.50	0.00
		<b>2,500,000</b>	<b>2.50</b>	<b>0.00</b>
	<b>2003 Adopted Budget</b>	<b>3,725,777</b>	<b>8.50</b>	<b>2.00</b>

\* FTEs do not include temporaries and overtime.

\*\* Status Quo includes revised 2002 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

Proviso(s):

PROVIDED THAT:

The executive shall conduct a countywide operational assessment of leased communication services contracts by July 1,

2003. This assessment shall contain cost-savings opportunities achieved by reducing redundant leased services (maintenance, circuits and administrative operations) for telephone, wide area network and institutional network lines. The assessment shall also identify opportunities for rate reductions for current expense and non-current expense agencies. The assessment shall also include an assessment of using the institutional network or other options for data, voice or video communication for the law, safety and justice agencies. The chief information officer shall be responsible for overseeing completion of this report with cooperation of all county agencies.

The assessment must be filed in the form of 15 copies with the clerk of the council, who will retain the original and will forward copies to each councilmember and to the lead staff for the labor, operations and technology committee or its

PROVIDED FURTHER THAT:

Of this appropriation, \$2,500,000 and 2.50 FTEs shall solely be used for the initiation of the projects associated with implementing the Law and Justice Integration Plan.

**Office of Information Resource Management**

The total year 2003 Adopted budget for the Office of Information Resource Management is \$3,725,777, 8.5 FTE and 2.0 TLP positions.

**Significant Program Changes**

None

**Technical Adjustments**

**System Services (\$33,762).** This adjustment reflects the 2003 level of service that ITS will be providing to OIRM.

**Salary and Wage Contingency (\$3,500).** Adjustment to contingency account.

**Central Rate Adjustments - \$37,159.** These include central rate adjustments from the following sources: Flex benefits, CX Overhead, ITS Operations & Maintenance, ITS Infrastructure, OIRM, Telecommunications Services and Overhead, Finance, Class and Comp Reserve, COLA and PERS Retirement rate adjustment.

**[Link to Office of Information Resource Management  
Financial Plan, 65 KB .pdf](#)**

***COUNCIL ADOPTED BUDGET***

***Law Safety Justice Integration Project (LSJ-I): \$2,500,000 and 2.5 FTE.*** *Appropriation authority was given for initial funding of the LSJ-I Project.*

**Information & Telecommunications Services**

The 2003 budget for Information and Telecommunications Services (ITS) is presented by appropriation unit for Cable Communications, I-NET Operations, Printing and Graphic Arts, Technology Services, Telecommunications. (Refer to the Law, Safety, Justice section of this book for Radio Communications.)



**ITS--Technology Services 5531/0432**

<b>Code/Item #/ Description</b>	<b>Expenditures</b>	<b>FTEs*</b>	<b>TLPs</b>	
<b>Program Area</b>	2002 Adopted	22,614,780	135.50	11.00
<b>GG</b>	Status Quo **	(92,037)	(1.00)	(1.00)
<b>Status Quo Budget</b>	<b>22,522,743</b>	<b>134.50</b>	<b>10.00</b>	
<b>Contra</b>	<b>0</b>			
Detail below shows crosswalk from 2002 adopted to 2003 adopted.				
<b>Revenue Backed</b>				
RB01 FTE Increase for DSS Customer Support	28,302	0.50	0.00	
RB02 Equipment Replacement (non-KCWAN) Transfer to Capital	367,253	0.00	0.00	
	<b>395,555</b>	<b>0.50</b>	<b>0.00</b>	
<b>Technical Adjustment</b>				
TA01 TLT to FTE Conversion for Data Entry and Finance	0	3.00	(3.00)	
TA40 Salary and Wage Contingency	(204,407)	0.00	0.00	
TA49 Industrial Insurance Adjustment	(569)	0.00	0.00	
TA50 Revenue	0	0.00	0.00	
	<b>(204,976)</b>	<b>3.00</b>	<b>(3.00)</b>	
<b>Central Rate Adjustments</b>				
CR01 Flex Benefits	(138,475)	0.00	0.00	
CR05 CX Overhead Adj.	(82,034)	0.00	0.00	
CR07 ITS O&M	(178,863)	0.00	0.00	
CR08 ITS Infrastructure	22,147	0.00	0.00	
CR10 OIRM	361	0.00	0.00	
CR11 Telecommunications Services	(46,740)	0.00	0.00	
CR12 Telecommunications Overhead	(8,008)	0.00	0.00	
CR14 Facilities Mgmt Space Charge	(1,369)	0.00	0.00	
CR20 PAO Rates	(13,332)	0.00	0.00	
CR21 Debt Service Adj.	152,878	0.00	0.00	
CR25 Finance Rates	22,813	0.00	0.00	
CR26 Retirement Rate Adjustment	34,424	0.00	0.00	
CR39 COLA Adjustment	(29,286)	0.00	0.00	
CR45 Class and Comp Reserve	677,000	0.00	0.00	
	<b>411,516</b>	<b>0.00</b>	<b>0.00</b>	
<b>Council Changes</b>				
CC01 Reduce contingency account	(250,000)	0.00	0.00	
	<b>(250,000)</b>	<b>0.00</b>	<b>0.00</b>	
<b>2003 Adopted Budget</b>	<b>22,874,838</b>	<b>138.00</b>	<b>7.00</b>	

\* FTEs do not include temporaries and overtime.

\*\* Status Quo includes revised 2002 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

Proviso(s):

PROVIDED THAT:

Of this appropriation, \$367,253 shall be expended only for a transfer to Fund 3781, for CIP project 378206, ITS

Equipment Replacement.

PROVIDED FURTHER THAT:

Of this appropriation, \$22,507,585 shall be spent only on operating the ITS technology services division, and may not be expended or encumbered on equipment covered by the equipment replacement plan.

***ITS--Technology Services 5531/0432***

<b><i>Code/Item #/</i></b>	<b><i>Description</i></b>	<b><i>Expenditures</i></b>	<b><i>FTEs*</i></b>	<b><i>TLPs</i></b>
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*PROVIDED FURTHER THAT:*

*Of this appropriation, \$87,452 may be expended only on data entry staff listed on the staffing plan approved pursuant to the terms of this proviso. The executive shall submit to the council for approval by motion a budget and staffing plan for the data entry section of this appropriation unit. If the plan and budget are not submitted by March 1, 2003, authority for 2.0 FTEs and \$72,877 of this appropriation shall lapse on that date and that amount shall be returned to fund balance.*

*The staffing plan must be filed in the form of 16 copies with the clerk of the council, 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 labor, operations and technology committee or their successors.*

*PROVIDED FURTHER THAT:*

*Of this appropriation, \$77,125 may be expended only on finance staff listed on the staffing plan approved pursuant to the terms of this proviso. The executive shall submit to the council for approval by motion a budget and staffing plan for the finance and administration section of this appropriation unit. If the plan and budget are not submitted by March 1, 2003, authority for 1.0 FTE and \$64,271 of this appropriation shall lapse on that date and that amount shall be returned to fund balance.*

*The staffing plan must be filed in the form of 16 copies with the clerk of the council, 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 labor, operations and technology committee or their successors.*

**GENERAL GOVERNMENT PROGRAM PLAN**

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**ITS – Technology Services**

The total year 2003 Adopted budget for ITS – Technology Services is \$22,874,838, 138 FTE and 7.0 TLP.

**Significant Program Changes:**

**Distributed Systems (DSS) Customer Support - \$28,032 and .5 FTE.** The addition of this .5 FTE will enable the agency to achieve the service levels as outlined in the customers' Service Level Agreements.

**Equipment Replacement - \$367,253.** This transfer to capital will support the 2003 replacement needs for non-KCWAN equipment. This amount is revenue-backed by the ITS operating fund balance.

**Technical Adjustments**

**Conversion of TLP to FTE.** 3.0 TLPs were identified in the 2001 BOW review as performing ongoing data entry and financial support duties. These are being converted to FTEs.

**Salary and Wage Contingency - (\$204,407).** Adjustment to contingency account.

**Industrial Insurance - (\$569).** Adjustment to reflect correction of industrial insurance categories.

**Central Rate Adjustments - \$411,516.** These include central rate adjustments from the following sources: Flex Benefits, CX Overhead, ITS Operations & Maintenance, ITS Infrastructure, OIRM, Telecommunications Services and Overhead, Facilities space charge, Prosecutor, Debt Service, Finance, Class and Comp Reserve, COLA and PERS Retirement Rate adjustment.

<b>WORKLOAD / PERFORMANCE INDICATORS</b>			
	<b>2001 Actual</b>	<b>2002 Adopted</b>	<b>2003 Proposed</b>
<b>1 Percentage of bilateral service level agreements with customers (new)</b>	N/A	N/A	TBD
<b>2 Production system uptime (not including planned maintenance)</b>	N/A	N/A	TBD
<b>3 Wide Area Network uptime</b>	N/A	N/A	99.99%
<b>4 Mainframe system availability (new)</b>	N/A	N/A	99.99%
<b>5 Percentage of help desk calls resolved at point of contact (new)</b>	N/A	N/A	TBD
<b>6 Ratio of desktop support staff to end users supported (new)</b>	N/A	N/A	TBD

**[Link to ITS Technology Services Financial Plan, 69 KB .pdf](#)**

**COUNCIL ADOPTED BUDGET**

**Contingency Account Reduction: (\$250,000).** Expenditure authority for the ITS Technology Services project contingency account is reduced from \$500,000 to \$250,000.

**ITS--Telecommunications 5532/0433**

<i>Code/Item #/</i>	<i>Description</i>	<i>Expenditures</i>	<i>FTEs*</i>	<i>TLPs</i>
<b>Program Area</b>				
	<i>2002 Adopted</i>	<i>2,666,562</i>	<i>8.00</i>	<i>1.00</i>
<b>GG</b>	<i>Status Quo **</i>	<i>(993,082)</i>	<i>0.00</i>	<i>(1.00)</i>
	<b>Status Quo Budget</b>	<b>1,673,480</b>	<b>8.00</b>	<b>0.00</b>
	<b>Contra</b>	<b>0</b>		
Detail below shows crosswalk from 2002 adopted to 2003 adopted.				
<b>Technical Adjustment</b>				
TA40	Salary and Wage Contingency	(20,000)	0.00	0.00
TA50	Revenue	0	0.00	0.00
		<b>(20,000)</b>	<b>0.00</b>	<b>0.00</b>
<b>Central Rate Adjustments</b>				
CR01	Flex Benefits	(7,640)	0.00	0.00
CR05	CX Overhead Adj.	(7,560)	0.00	0.00
CR07	ITS O&M	(56,383)	0.00	0.00
CR08	ITS Infrastructure	1,711	0.00	0.00
CR10	OIRM	(72)	0.00	0.00
CR11	Telecommunications Services	15,376	0.00	0.00
CR12	Telecommunications Overhead	24,469	0.00	0.00
CR20	PAO Rates	(1,456)	0.00	0.00
CR21	Debt Service Adj.	(1,375)	0.00	0.00
CR25	Finance Rates	1,694	0.00	0.00
CR26	Retirement Rate Adjustment	1,585	0.00	0.00
CR39	COLA Adjustment	(1,382)	0.00	0.00
CR45	Class and Comp Reserve	64,000	0.00	0.00
		<b>32,967</b>	<b>0.00</b>	<b>0.00</b>
<b>Council Changes</b>				
CC01	Network Infrastructure Optimization Study transfer	300,000	0.00	0.00
		<b>300,000</b>	<b>0.00</b>	<b>0.00</b>
	<b>2003 Adopted Budget</b>	<b>1,986,447</b>	<b>8.00</b>	<b>0.00</b>

\* FTEs do not include temporaries and overtime.

\*\* Status Quo includes revised 2002 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

Proviso(s):

PROVIDED THAT:  
\$890,000 shall be retained in fund balance and shall not be expended or encumbered until the final network infrastructure optimization plan is completed.

**ITS – Telecommunications**

The total year 2003 Adopted budget for ITS – Telecommunications is \$1,986,447 and 8.0 FTEs.

**Significant Program Additions**

None

**Technical Adjustments**

**Salary and Wage Contingency – (\$20,000).** Adjustment to salary and wage contingency account.

**Central Rate Adjustments - \$32,967.** These include central rate adjustments from the following sources: Flex Benefits, CX Overhead, ITS Operations & Maintenance, ITS Infrastructure, OIRM, Telecommunications, Prosecutor, Debt Service, Finance, Class and Comp Reserve, COLA and PERS Retirement Rate adjustment.

<b>WORKLOAD / PERFORMANCE INDICATORS</b>			
	<b>2001</b>	<b>2002</b>	<b>2003</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
<b>1 Repair calls processed</b>		<b>2,220</b>	
<b>2 Work Orders Processed</b>		<b>3,714</b>	

**[Link to ITS Telecommunications Financial Plan, 78 KB .pdf](#)**

**COUNCIL ADOPTED BUDGET**

**Network Optimization Implementation: \$300,000.** Appropriation authority is provided for a transfer of funds which provides revenue to support the Network Optimization Implementation Capital Project.

**GENERAL GOVERNMENT PROGRAM PLAN**

**ITS-Printing & Graphic Arts 5600/0415**

<b>Code/Item #/ Description</b>	<b>Expenditures</b>	<b>FTEs*</b>	<b>TLPs</b>	
<b>Program Area</b>	<i>2002 Adopted</i>	3,161,933	18.50	2.00
<b>GG</b>	<i>Status Quo **</i>	315,306	0.00	0.00
	<b>Status Quo Budget</b>	<b>3,477,239</b>	<b>18.50</b>	<b>2.00</b>
	<b>Contra</b>	<b>0</b>		
Detail below shows crosswalk from 2002 adopted to 2003 adopted.				
<b>Direct Service Reductions</b>				
DS01	Video Production TLT Elimination	(79,890)	0.00	(1.00)
DS02	Printing and Graphic Arts Photo Lab Closure	(57,765)	(0.50)	0.00
		<b>(137,655)</b>	<b>(0.50)</b>	<b>(1.00)</b>
<b>Technical Adjustment</b>				
TA01	Printing and Binding Pass Through Appropriation	250,000	0.00	0.00
TA50	Revenue	0	0.00	0.00
		<b>250,000</b>	<b>0.00</b>	<b>0.00</b>
<b>Central Rate Adjustments</b>				
CR01	Flex Benefits	(18,145)	0.00	0.00
CR05	CX Overhead Adj.	(6,930)	0.00	0.00
CR07	ITS O&M	(19,797)	0.00	0.00
CR08	ITS Infrastructure	341	0.00	0.00
CR10	OIRM	(92)	0.00	0.00
CR11	Telecommunications Services	(7,239)	0.00	0.00
CR12	Telecommunications Overhead	(573)	0.00	0.00
CR22	Long Term Leases	49,857	0.00	0.00
CR25	Finance Rates	10,063	0.00	0.00
CR26	Retirement Rate Adjustment	3,851	0.00	0.00
CR36	Property Services-Lease Admin Fee	221	0.00	0.00
CR39	COLA Adjustment	(5,879)	0.00	0.00
CR45	Class and Comp Reserve	7,000	0.00	0.00
		<b>12,678</b>	<b>0.00</b>	<b>0.00</b>
	<b>2003 Adopted Budget</b>	<b>3,602,262</b>	<b>18.00</b>	<b>1.00</b>

\* FTEs do not include temporaries and overtime.

\*\* Status Quo includes revised 2002 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

Proviso(s):

PROVIDED THAT:

Of this appropriation, \$250,000 shall be spent only on paying for outside copying, printing and graphic services on behalf of county agencies and shall not be expended or encumbered until after the executive submits a report on the ITS printing and graphic arts operations, including detailed revenue and expenditure information; policies and practices for sending county work to outside vendors; documentation about how rates are established; and a comparison of county and outside vendor rates.

The report must be filed in the form of 15 copies with the clerk of the council, who will retain the original and will forward

PROVIDED FURTHER THAT:

Of this appropriation, \$150,000 shall not be expended or encumbered until after the executive submits and the council

approves by motion an equipment replacement plan. The plan shall include, at a minimum: an inventory of existing equipment; a description of the function the equipment performs; the age and useful life of the equipment; equipment replacement standards; a prioritization list, schedule and budget for replacement of the equipment; the failure cost of equipment failing or at risk for failure; and a proposal for establishing an equipment replacement reserve.

The plan must be filed with the council clerk of the council. The original and 16 copies of the plan should be filed with the clerk of the council by June 1, 2003. The clerk of the council 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 lead staff of the labor, operations and technology committee or their successors.

**GENERAL GOVERNMENT PROGRAM PLAN**

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***ITS-Printing & Graphic Arts 5600/0415***

***Code/Item #/ Description Expenditures FTEs\* TLPs***

*PROVIDED FURTHER THAT:*

*Of this appropriation, \$121,321 shall be funded solely from fund balance. Rates charged to county agencies for copying, printing and graphics services shall not be increased over rates in effect on October 15, 2002. In the event rates are raised, this appropriation authority of \$121,321 shall lapse and be returned to fund balance.*

**GENERAL GOVERNMENT PROGRAM PLAN**

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**ITS - Printing and Graphic Arts**

The total year 2003 Adopted budget for ITS – Printing and Graphic Arts is \$3,602,262, 18.0 FTE and 1.0 TLP.

**Significant Program Changes**

**Video Production TLP Elimination – (\$79,890) and (1.0 TLP).** With the completion of the engineering work to set up the video production service, this TLP is no longer needed.

**Photo Lab Closure – (\$57,765) and (.5 FTE).** The photo lab transferred from Roads to ITS in 2002. The function does not generate sufficient revenue to be a self-supporting program and is being eliminated in 2003. A remaining .5 FTE is being re-assigned to other Print Shop work supported by existing revenue sources.

**Technical Adjustments**

**Printing and Binding Pass Through Appropriation - \$250,000.** When the Print Shop determines it is unable to provide a particular specialty service request, that request is met by forwarding the job to external vendors from whom Print-Graphics obtains significant volume discounts. This increase in expenditure authority is revenue-backed from the customers who are paying for the job.

**Central Rate Adjustments - \$12,678.** These include central rate adjustments from the following sources: Flex Benefits, CX Overhead, ITS Operations & Maintenance, ITS Infrastructure, OIRM, Telecommunications Services and Overhead, Long-term lease and Lease administrative fee, Finance, Class and Comp Reserve, COLA and PERS Retirement Rate adjustment

<b>WORKLOAD / PERFORMANCE INDICATORS</b>			
	<b>2001</b>	<b>2002</b>	<b>2003</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
<b>1 Percentage of billable hours collected (new)</b>	93%	95%	97.50%
<b>2 Percentage change in work orders (new)</b>	<b>6% increase</b>	<b>12% increase</b>	<b>18% increase</b>
<b>3 Market basket comparison with private sector (new)</b>	NA	NA	TBD

**[Link to Printing and Graphic Arts Financial Plan, 63 KB .pdf](#)**

**COUNCIL ADOPTED BUDGET**

*Council made no changes to the 2003 Executive Proposed Budget.*



**Cable Communications 0010/0437**

<i>Code/Item #/</i>	<i>Description</i>	<i>Expenditures</i>	<i>FTEs*</i>	<i>TLPs</i>
<b>Program Area</b>				
	<i>2002 Adopted</i>	<i>173,208</i>	<i>2.00</i>	<i>0.00</i>
<b>GG</b>	<i>Status Quo **</i>	<i>39,086</i>	<i>0.00</i>	<i>0.00</i>
	<b>Status Quo Budget</b>	<b>212,294</b>	<b>2.00</b>	<b>0.00</b>
	<b>Contra</b>	<b>0</b>		
Detail below shows crosswalk from 2002 adopted to 2003 adopted.				
<b>Central Rate Adjustments</b>				
CR01	<i>Flex Benefits</i>	<i>(1,910)</i>	<i>0.00</i>	<i>0.00</i>
CR07	<i>ITS O&amp;M</i>	<i>(15,429)</i>	<i>0.00</i>	<i>0.00</i>
CR08	<i>ITS Infrastructure</i>	<i>(6,404)</i>	<i>0.00</i>	<i>0.00</i>
CR10	<i>OIRM</i>	<i>4</i>	<i>0.00</i>	<i>0.00</i>
CR11	<i>Telecommunications Services</i>	<i>(271)</i>	<i>0.00</i>	<i>0.00</i>
CR12	<i>Telecommunications Overhead</i>	<i>(41)</i>	<i>0.00</i>	<i>0.00</i>
CR13	<i>Motor Pool Rate Adj.</i>	<i>(7,678)</i>	<i>0.00</i>	<i>0.00</i>
CR25	<i>Finance Rates</i>	<i>(530)</i>	<i>0.00</i>	<i>0.00</i>
CR26	<i>Retirement Rate Adjustment</i>	<i>384</i>	<i>0.00</i>	<i>0.00</i>
CR35	<i>1.25% Underexpenditure</i>	<i>250</i>	<i>0.00</i>	<i>0.00</i>
CR39	<i>COLA Adjustment</i>	<i>(335)</i>	<i>0.00</i>	<i>0.00</i>
CR45	<i>Class Comp Reserve</i>	<i>12,197</i>	<i>0.00</i>	<i>0.00</i>
		<b>(19,763)</b>	<b>0.00</b>	<b>0.00</b>
	<b>2003 Adopted Budget</b>	<b>192,531</b>	<b>2.00</b>	<b>0.00</b>

\* FTEs do not include temporaries and overtime.

\*\* Status Quo includes revised 2002 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

**GENERAL GOVERNMENT PROGRAM PLAN**

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**Cable Communications**

The total year 2003 Adopted budget for ITS –Cable Communications is \$192,531 and 2.0 FTEs.

**Significant Program Additions**

None

**Technical Adjustments**

**Central Rate Adjustments - (\$20,013).** Includes adjustments to the following central rate accounts: Flex Benefits, ITS Operations & Maintenance, ITS Infrastructure, OIRM, Telecommunications Services and Overhead, Finance, Motor Pool, Class and Comp Reserve, COLA and PERS Retirement Rate adjustments.

**1.25% Underexpenditure Adjustment - \$250.** The 2003 Executive Proposed Budget includes a 1.25% 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 2.00% underexpenditure for all CX operating and CX transfer budgets. CX departments are asked to manage to a total underexpenditure request of 2.00%

<b>WORKLOAD / PERFORMANCE INDICATORS</b>			
	<b>2001</b>	<b>2002</b>	<b>2003</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
<b>1 Average monthly complaints (needing resolut</b>	35	28	28
<b>2 % of Complaints resolved within 10 business</b>	98%	98%	98%

***Council Adopted Budget***

*Council made no changes to the 2003 Executive Proposed Budget.*

**GENERAL GOVERNMENT PROGRAM PLAN**

**I-NET Operations 4531/0490**

<i>Code/Item #/</i>	<i>Description</i>	<i>Expenditures</i>	<i>FTEs*</i>	<i>TLPs</i>
<b>Program Area</b>				
	<i>2002 Adopted</i>	744,750	7.00	1.00
<b>GG</b>	<i>Status Quo **</i>	269,928	0.00	0.00
	<b>Status Quo Budget</b>	<b>1,014,678</b>	<b>7.00</b>	<b>1.00</b>
	<b>Contra</b>	0		
Detail below shows crosswalk from 2002 adopted to 2003 adopted.				
<b>Technical Adjustment</b>				
TA01	<i>Annualize Maintenance and Repair Costs</i>	248,251	0.00	0.00
TA50	<i>Revenue</i>	0	0.00	0.00
		<b>248,251</b>	<b>0.00</b>	<b>0.00</b>
<b>Central Rate Adjustments</b>				
CR01	<i>Flex Benefits</i>	(7,640)	0.00	0.00
CR05	<i>CX Overhead Adj.</i>	5,333	0.00	0.00
CR07	<i>ITS O&amp;M</i>	58,503	0.00	0.00
CR08	<i>ITS Infrastructure</i>	(142,800)	0.00	0.00
CR10	<i>OIRM</i>	17	0.00	0.00
CR11	<i>Telecommunications Services</i>	(5,573)	0.00	0.00
CR12	<i>Telecommunications Overhead</i>	(1,715)	0.00	0.00
CR25	<i>Finance Rates</i>	1,255	0.00	0.00
CR26	<i>Retirement Rate Adjustment</i>	2,272	0.00	0.00
CR39	<i>COLA Adjustment</i>	(1,971)	0.00	0.00
CR45	<i>Class and Comp Reserve</i>	72,000	0.00	0.00
		<b>(20,319)</b>	<b>0.00</b>	<b>0.00</b>
<b>Council Changes</b>				
CC01	<i>Reduction equal to three months of operations</i>	(310,652)	0.00	0.00
		<b>(310,652)</b>	<b>0.00</b>	<b>0.00</b>
	<b>2003 Adopted Budget</b>	<b>931,958</b>	<b>7.00</b>	<b>1.00</b>

\* FTEs do not include temporaries and overtime.

\*\* Status Quo includes revised 2002 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

Proviso(s):

**PROVIDED THAT:**

Twenty-five days following the close of each quarter, the executive shall submit to the council I-Net performance measurement reports in the format developed by the I-Net task force.

The reports must be filed in the form of 15 copies with the clerk of the council, who will retain the original and will forward copies to each councilmember and to the lead staff for the labor, operations and technology committee or its successor.

**GENERAL GOVERNMENT PROGRAM PLAN**

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**ITS – I-NET Operations**

The total year 2003 Adopted budget for I-NET (Institutional Network) Operations is \$931,958, 7.0 FTEs and 1.0 TLP. This operating fund accounts for the assets, liabilities, revenues and expenditures pertaining to the operations and maintenance of the I-NET. The fund receives all revenues resulting from service fees charged to I-NET users for the operation of the network.

**Technical Adjustments**

**Annualization of Maintenance and Repair Costs - \$248,251.** This increase in expenditure authority funds ongoing maintenance of equipment, the costs of which are being transitioned from the I-NET capital project in anticipation of capital project completion in 2003. It will pay for costs of vendor maintenance of switch and router equipment as well as anticipated fiber repair costs.

**Central Rate Adjustments – (\$20,319).** These include central rate adjustments from the following sources: Flex Benefits, CX Overhead, ITS O & M, ITS Infrastructure, OIRM, Telecommunications Services and Overhead, Finance, Class and Comp Reserve, COLA and PERS Retirement rate adjustment.

<b>WORKLOAD / PERFORMANCE INDICATORS</b>			
	<b>2001</b>	<b>2002</b>	<b>2003</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
<b>1 I-Net Uptime</b>		99.99%	99.99%

Note: Additional performance measures are being developed in conjunction with the Auditor's office. Those will be placed in production and reported next year.

**[Link to I-NET Operations Financial Plan, 64 KB .pdf](#)**

**COUNCIL ADOPTED BUDGET**

**Appropriation Authority Reduction: (\$310,652).** Appropriation authority for the I-NET operating budget was reduced. The program is funded through the end of the Third Quarter, 2003.

**Records, Elections & Licensing Services 0010/0470**

<i>Code/Item #/</i>	<i>Description</i>	<i>Expenditures</i>	<i>FTEs*</i>	<i>TLPs</i>
<b>Program Area</b>	<i>2002 Adopted</i>	11,363,267	75.38	2.00
<b>GG</b>	<i>Status Quo **</i>	6,618,975	75.85	(1.00)
	<b>Status Quo Budget</b>	<b>17,982,242</b>	<b>151.23</b>	<b>1.00</b>
	<b>Contra</b>	<b>350,000</b>		
Detail below shows crosswalk from 2002 adopted to 2003 adopted.				
<b>Administrative Service Reductions</b>				
AS01	Animal License Fee Increase	0	0.00	0.00
AS02	Passport fees	0	0.00	0.00
AS03	Low Income Housing Admin Fee	0	0.00	0.00
AS04	Map & Publication fee	0	0.00	0.00
		<b>0</b>	<b>0.00</b>	<b>0.00</b>
<b>Revenue Backed</b>				
RB01	Budget Reduction Contra Funding	0	0.00	0.00
RB02	eGov't for REALS	40,402	0.00	0.28
		<b>40,402</b>	<b>0.00</b>	<b>0.28</b>
<b>Central Rate Adjustments</b>				
CR01	Flex Benefits	(149,934)	0.00	0.00
CR07	ITS O&M	98,307	0.00	0.00
CR08	ITS Infrastructure	(9,898)	0.00	0.00
CR09	Geographic Information System (GIS)	45,239	0.00	0.00
CR10	OIRM	175	0.00	0.00
CR11	Telecommunications Services	(24,121)	0.00	0.00
CR12	Telecommunications Overhead	(413)	0.00	0.00
CR13	Motor Pool Rate Adj.	(27,800)	0.00	0.00
CR14	Facilities Mgmt Space Charge	(52,470)	0.00	0.00
CR22	Long Term Leases	30,419	0.00	0.00
CR25	Finance Rates	5,574	0.00	0.00
CR26	Retirement Rate Adjustment	26,635	0.00	0.00
CR32	GIS Client Services	(44,907)	0.00	0.00
CR35	1.25% Underexpenditure	(2,586)	0.00	0.00
CR36	Property Services-Lease Admin Fee	911	0.00	0.00
CR39	COLA Adjustment	(20,882)	0.00	0.00
CR45	Class Comp Reserve	247,072	0.00	0.00
		<b>121,321</b>	<b>0.00</b>	<b>0.00</b>
<b>2003 Adopted Budget</b>		<b>18,493,965</b>	<b>151.23</b>	<b>1.28</b>

\* FTEs do not include temporaries and overtime.

\*\* Status Quo includes revised 2002 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

Proviso(s):

PROVIDED THAT:

Of this appropriation, \$159,000 shall not be expended or encumbered until the executive has submitted and the council has

approved by motion a report identifying ways in which he intends to improve animal control customer service. At a minimum, the report should include: a description of the policies and procedures in place for handling customer complaints; a description of the policies and procedures that are followed to protect against invasion of privacy and damage to private property by animal control staff; the measures used or to be used to clearly identify both personnel and vehicles as being official King County animal control equipment or employees; a description of the geographical areas that have previously been canvassed by animal control staff and the areas to be covered in the future and the schedule; a proposal for collecting license fees in the rural unincorporated area in a more efficient manner; and the projected actual revenues and expenditures of

the canvassing program for 2002 and a projection of canvassing revenues and expenditures for 2003. The report should be filed with the council clerk no later than February 15, 2003. The original and 15 copies of the report must be filed with the clerk, who will retain the original and will forward copies to each councilmember and to the lead staff for the labor, operations and technology committee.

***Records, Elections & Licensing Services 0010/0470***

*PROVIDED FURTHER THAT:*

*Of this appropriation, \$10,000 shall not be expended or encumbered until after either:*

- (1) The prosecuting attorney's office advises the executive and the council in writing that, with respect to the allowable number of cats or dogs, the specific provisions of K.C.C. 21A.30.020 control over the provisions of K.C.C. chapter 11.04; or*
- (2) The executive submits a proposed ordinance resolving any conflicts between the zoning code and animal control code cited in subsection (1) of this proviso, and the ordinance is enacted.*

**GENERAL GOVERNMENT PROGRAM PLAN**

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**Records, Elections & Licensing Services**

**Significant Program Reductions**

**Revenues in Lieu of Reductions** – The department has initiated fee increases to Animal Licenses and Services, Passports, and miscellaneous fees totaling \$533,153.

**Significant Program Additions**

**Online Pet License Initiative - \$40,402.** This represents funding to complete implementation of web-based pet license requests, fee collection and integration with the pet license mainframe database.

**Technical Adjustments**

**Central Rate Adjustments – \$123,907.** These adjustments include central rate changes in benefits, ITS, GIS, Telecommunications, OIRM, Facilities, Radio and Finance rates, as well as COLA, Merit and Class Comp. adjustments.

**1.25% Partial Underexpenditure Requirement – (\$2,586).** The 2003 Proposed Budget includes a 1.25% 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 2.00% underexpenditure for all CX operating and CX transfer budgets. CX departments are asked to manage a total underexpenditure requirement of 2.00%.

<b>WORKLOAD / PERFORMANCE INDICATORS</b>			
	<b>2001 Actual</b>	<b>2002 Adopted</b>	<b>2003 Proposed</b>
1. Documents Recorded	584,781	450,000	528,000
2. Excise Tax Payments Processed	65,695	60,000	65,000
3. Voter Registration Transactions	441,928	580,000	500,000
4. On-going Absentees	433,089	600,000	450,000
5. New Boxes Stored	8,491	8,900	10,189
6. Requests/ Retrievals Files	12,778	17,200	14,700
7. Boxes Destroyed	12,021	14,889	21,088
8. Pet Licenses Issued	150,264	175,000	170,000
9. Total Paid Licenses	126,264	145,728	141,440
10. Number of animals handled	14,105	15,331	15,250
11. Vehicle licensing transactions	2,212,690	2,244,000	2,288,880

**COUNCIL ADOPTED BUDGET**

*Council made no changes to the 2003 Executive Proposed Budget.*

**Recorder's O&M 1090/0471**

<i>Code/Item #/</i>	<i>Description</i>	<i>Expenditures</i>	<i>FTEs*</i>	<i>TLPs</i>
<b>Program Area</b>	<i>2002 Adopted</i>	<i>1,218,585</i>	<i>4.50</i>	<i>0.68</i>
<b>GG</b>	<i>Status Quo **</i>	<i>(328,448)</i>	<i>0.00</i>	<i>(0.68)</i>
	<b>Status Quo Budget</b>	<b>890,137</b>	<b>4.50</b>	<b>0.00</b>
	<b>Contra</b>	<b>0</b>		
Detail below shows crosswalk from 2002 adopted to 2003 adopted.				
	<b>Revenue Backed</b>			
RB01	<i>Increase in Historical Preservation Activity</i>	<i>91,446</i>	<i>1.00</i>	<i>0.00</i>
RB02	<i>e-Recording Initiative</i>	<i>381,449</i>	<i>0.00</i>	<i>0.00</i>
RB03	<i>Equipment Replacement</i>	<i>130,712</i>	<i>0.00</i>	<i>0.00</i>
		<b>603,607</b>	<b>1.00</b>	<b>0.00</b>
	<b>Technical Adjustment</b>			
TA01	<i>Misc Operating Accounts</i>	<i>190,000</i>	<i>0.00</i>	<i>0.00</i>
TA02	<i>Revenue Adjustment</i>	<i>0</i>	<i>0.00</i>	<i>0.00</i>
		<b>190,000</b>	<b>0.00</b>	<b>0.00</b>
	<b>Central Rate Adjustments</b>			
CR01	<i>Flex Benefits</i>	<i>(5,730)</i>	<i>0.00</i>	<i>0.00</i>
CR05	<i>CX Overhead Adj.</i>	<i>(5,655)</i>	<i>0.00</i>	<i>0.00</i>
CR08	<i>ITS Infrastructure</i>	<i>732</i>	<i>0.00</i>	<i>0.00</i>
CR10	<i>OIRM</i>	<i>40</i>	<i>0.00</i>	<i>0.00</i>
CR21	<i>Debt Service Adj.</i>	<i>(367,500)</i>	<i>0.00</i>	<i>0.00</i>
CR25	<i>Finance Rates</i>	<i>1,018</i>	<i>0.00</i>	<i>0.00</i>
CR26	<i>Retirement Rate Adjustment</i>	<i>1,031</i>	<i>0.00</i>	<i>0.00</i>
CR39	<i>COLA Adjustment</i>	<i>(19)</i>	<i>0.00</i>	<i>0.00</i>
		<b>(376,083)</b>	<b>0.00</b>	<b>0.00</b>
	<b>2003 Adopted Budget</b>	<b>1,307,661</b>	<b>5.50</b>	<b>0.00</b>

\* FTEs do not include temporaries and overtime.

\*\* Status Quo includes revised 2002 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.



**Recorder's O&M**

**Significant Program Additions**

**Increase in Archival Activities - \$91,466/1 FTE.** This amount is needed to cover the increase in archival activities of County historical records preservation.

**Open Access Recording System Phase IV - \$381,449.** Implementation of phase IV of the Open Access Recording System will provide full electronic recording capabilities to the County's business partners. This is an efficiency and cost saving measure that will allow the department to cope with increasing workload and consumer demand and eliminate the present backlog.

**Equipment Replacement - \$130,712.** This request funds replacement of equipment necessary to record and access public documents.

**Technical Adjustments**

**Central Rate Adjustments – (\$376,083).** This represents adjustments made to CX Overhead, debt service, Finance Rates, Information resource Management, ITS Infrastructure, Retirement Rate, and COLA.

<b>WORKLOAD / PERFORMANCE INDICATORS</b>			
	<b>2001</b>	<b>2002</b>	<b>2003</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
<b>1 Recordings</b>	584,781	450,000	510,000
<b>2 Affidavits</b>	<b>65,841</b>	<b>60,000</b>	<b>60,000</b>

**[Link to Recorders O & M Financial Plan, 64 KB .pdf](#)**

***COUNCIL ADOPTED BUDGET***

*Council made no changes to the 2003 Executive Proposed Budget.*

**Risk Management 5520/0154**

<i>Code/Item #/</i>	<i>Description</i>	<i>Expenditures</i>	<i>FTEs*</i>	<i>TLPs</i>
<b>Program Area</b>				
	<i>2002 Adopted</i>	<i>21,873,366</i>	<i>14.00</i>	<i>0.00</i>
<b>GG</b>	<i>Status Quo **</i>	<i>(314,793)</i>	<i>0.00</i>	<i>0.00</i>
	<b>Status Quo Budget</b>	<b>21,558,573</b>	<b>14.00</b>	<b>0.00</b>
	<b>Contra</b>	<b>0</b>		
Detail below shows crosswalk from 2002 adopted to 2003 adopted.				
<b>Revenue Backed</b>				
<i>RB01</i>	<i>Transit Claims In-House</i>	<i>258,799</i>	<i>6.50</i>	<i>0.00</i>
		<b>258,799</b>	<b>6.50</b>	<b>0.00</b>
<b>Technical Adjustment</b>				
<i>TA01</i>	<i>Liability Premium Adjustment</i>	<i>2,497,052</i>	<i>0.00</i>	<i>0.00</i>
<i>TA02</i>	<i>Revenue Adjustment</i>	<i>0</i>	<i>0.00</i>	<i>0.00</i>
		<b>2,497,052</b>	<b>0.00</b>	<b>0.00</b>
<b>Central Rate Adjustments</b>				
<i>CR01</i>	<i>Flex Benefits</i>	<i>(19,100)</i>	<i>0.00</i>	<i>0.00</i>
<i>CR05</i>	<i>CX Overhead Adj.</i>	<i>(26,770)</i>	<i>0.00</i>	<i>0.00</i>
<i>CR07</i>	<i>ITS O&amp;M</i>	<i>(16,529)</i>	<i>0.00</i>	<i>0.00</i>
<i>CR08</i>	<i>ITS Infrastructure</i>	<i>1,984</i>	<i>0.00</i>	<i>0.00</i>
<i>CR10</i>	<i>OIRM</i>	<i>625</i>	<i>0.00</i>	<i>0.00</i>
<i>CR11</i>	<i>Telecommunications Services</i>	<i>4,514</i>	<i>0.00</i>	<i>0.00</i>
<i>CR12</i>	<i>Telecommunications Overhead</i>	<i>794</i>	<i>0.00</i>	<i>0.00</i>
<i>CR13</i>	<i>Motor Pool Rate Adj.</i>	<i>453</i>	<i>0.00</i>	<i>0.00</i>
<i>CR20</i>	<i>PAO Rates</i>	<i>(221,163)</i>	<i>0.00</i>	<i>0.00</i>
<i>CR21</i>	<i>Debt Service Adj.</i>	<i>(37)</i>	<i>0.00</i>	<i>0.00</i>
<i>CR22</i>	<i>Long-Term Lease</i>	<i>13,603</i>	<i>0.00</i>	<i>0.00</i>
<i>CR25</i>	<i>Finance Rates</i>	<i>(8,178)</i>	<i>0.00</i>	<i>0.00</i>
<i>CR26</i>	<i>Retirement Rate Adjustment</i>	<i>3,949</i>	<i>0.00</i>	<i>0.00</i>
<i>CR36</i>	<i>Property Services -- Lease Admin Fee</i>	<i>738</i>	<i>0.00</i>	<i>0.00</i>
<i>CR39</i>	<i>COLA Adjustment</i>	<i>3,472</i>	<i>0.00</i>	<i>0.00</i>
<i>CR45</i>	<i>Class Comp Reserve</i>	<i>70,000</i>	<i>0.00</i>	<i>0.00</i>
		<b>(191,645)</b>	<b>0.00</b>	<b>0.00</b>
	<b>2003 Adopted Budget</b>	<b>24,122,779</b>	<b>20.50</b>	<b>0.00</b>

\* FTEs do not include temporaries and overtime.

\*\* Status Quo includes revised 2002 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

**Risk Management**

**Significant Program Additions**

**Transit Claims In-House -- \$258,799/6.50 FTEs.** Risk Management will be responsible for handling all tort claims in-house for Transit and Wastewater Treatment Divisions, ceasing to use a third-party claims administrator. A 4.0 FTE Claims Adjuster/Tort Investigators, a 1.0 FTE Receptionist, a 1.0 FTE Data Entry Operator III, and a 0.5 FTE Systems/LAN Administrator will be added. Much of the funding will come from the elimination of a third-party contract, with \$218,799 being the remaining balance.

**Technical Adjustments**

**Insurance Rate Adjustments – \$2,497,052.** Increase in premiums for excess liability coverage will necessitate this adjustment. Renewal of excess liability policy will assure adequate coverage for catastrophic losses.

**Central Rates Adjustments – (\$191,645).** These include central rate adjustments from the following sources: Flex Benefits, CX Overhead, ITS O&M, ITS Infrastructure, OIRM, Telecommunications Services, Telecommunications Overhead, Motor Pool Rate, PAO, Debt Service, Long-Term Lease, Finance, Retirement, Property Services – Lease Admin, COLA, and Class Comp adjustments.

<b>WORKLOAD / PERFORMANCE INDICATORS</b>			
	<b>2001</b>	<b>2002</b>	<b>2003</b>
	<b>Actual</b>	<b>Projected</b>	<b>Proposed</b>
<b>1 Transit System claims/incidents</b>	3,052	2,376	2,300
<b>2 All Other Agency Claims/incidents</b>	793	730	730
<b>3 Subrogation Collection</b>	\$ 567,684	\$ 518,000	\$ 500,000

**[Link to Risk Management Financial Plan, 74 KB .pdf](#)**

***COUNCIL ADOPTED BUDGET***

*Council made no changes to the 2003 Executive Proposed Budget.*

# **Other Agencies**

**GENERAL GOVERNMENT PROGRAM PLAN**

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**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, the Grant Funds and the Cultural Development Authority. Listed below are the 2003 Budgets for these agencies.

**State Auditor – Total budget of \$563,659.** The State Auditor's budget increased by \$738 to accommodate increasing audit costs.

**Boundary Review Board – Total budget of \$250,077/2.00 FTEs.** The Boundary Review Board's 2003 budget increased by \$7,919 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 and cost-of-living adjustment).

<b>WORKLOAD / PERFORMANCE INDICATORS</b>			
	<b>2001</b>	<b>2002</b>	<b>2003</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
<b>1. New Files</b>	<b>21</b>	<b>30</b>	<b>30</b>
<b>2. Board Meetings</b>	<b>12</b>	<b>14</b>	<b>14</b>
<b>3. Public Hearings</b>	<b>2</b>	<b>5</b>	<b>5</b>
<b>4. Incorporations</b>	<b>0</b>	<b>1</b>	<b>1</b>
<b>5. Appeals</b>	<b>1</b>	<b>2</b>	<b>3</b>
<b>6. Association Meetings/Training</b>	<b>5</b>	<b>5</b>	<b>5</b>
<b>7. Appointment of Board Members</b>	<b>5</b>	<b>3</b>	<b>5</b>
<b>8. Updating of Regulatory Guidelines</b>	<b>3</b>	<b>5</b>	<b>5</b>

**Fund Transfers – \$30,160,062.** Fund Transfers provide Current Expense funding for programs budgeted in other funds. In 2003, CX transfer increases will help fund projects in Mental Health, Building Repair and Replacement, Parks, and DASAS. CX Transfer decreases will occur in Housing, DDES, Public Health, and Major Maintenance.

**Salary and Wage Contingency - \$9,849,000.** 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 and provides a reserve for funding costs associated with backfilling positions held for military reservists called to active duty and the completion of class comp.

**Executive Contingency - \$2,000,000.** The 2003 appropriation remains at the historical level.

**Internal Support - \$7,750,570.** The internal support budget includes charges that are paid centrally on behalf of current expense agencies. This budget increased by \$3,970,501 over the 2002 Adopted level primarily due to an increase in the appropriation for Unemployment Compensation of \$1.5 million, and adjustment to central rate and miscellaneous accounts totaling \$1.9 million. The large central rate adjustments to Facilities and Risk Management rates and other accounts reflect the elimination of one-time adjustments included in the 2002 Adopted Budget. Additionally the Proposed Budget for Internal Support includes a \$401 thousand transfer to the Cultural Development PDA to fund the cost of leasing space in the Smith Tower.

**GENERAL GOVERNMENT PROGRAM PLAN**

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**State Auditor 0010/0610**

<i>Code/Item #/ Description</i>	<i>Expenditures</i>	<i>FTEs*</i>	<i>TLPs</i>
<b>Program Area</b>			
<b>GG</b>			
<i>2002 Adopted</i>	<i>562,912</i>	<i>0.00</i>	<i>0.00</i>
<i>Status Quo **</i>	<i>9</i>	<i>0.00</i>	<i>0.00</i>
<b>Status Quo Budget</b>	<b>562,921</b>	<b>0.00</b>	<b>0.00</b>
<b>Contra</b>	<b>0</b>		
Detail below shows crosswalk from 2002 adopted to 2003 adopted.			
<b>Central Rate Adjustments</b>			
<i>CR11 Telecommunications Services</i>	<i>574</i>	<i>0.00</i>	<i>0.00</i>
<i>CR12 Telecommunications Overhead</i>	<i>200</i>	<i>0.00</i>	<i>0.00</i>
<i>CR25 Finance Rates</i>	<i>(36)</i>	<i>0.00</i>	<i>0.00</i>
	<b>738</b>	<b>0.00</b>	<b>0.00</b>
<b>2003 Adopted Budget</b>	<b>563,659</b>	<b>0.00</b>	<b>0.00</b>

\* FTEs do not include temporaries and overtime.

\*\* Status Quo includes revised 2002 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

**Boundary Review Board 0010/0630**

<i>Code/Item #/</i>	<i>Description</i>	<i>Expenditures</i>	<i>FTEs*</i>	<i>TLPs</i>
<b>Program Area</b>	<i>2002 Adopted</i>	<i>242,158</i>	<i>2.00</i>	<i>0.00</i>
<b>GG</b>	<i>Status Quo **</i>	<i>7,974</i>	<i>0.00</i>	<i>0.00</i>
	<b>Status Quo Budget</b>	<b>250,132</b>	<b>2.00</b>	<b>0.00</b>
	<b>Contra</b>	<b>0</b>		
Detail below shows crosswalk from 2002 adopted to 2003 adopted.				
	<b>Central Rate Adjustments</b>			
CR01	<i>Flex Benefits</i>	<i>(1,910)</i>	<i>0.00</i>	<i>0.00</i>
CR08	<i>ITS Infrastructure</i>	<i>302</i>	<i>0.00</i>	<i>0.00</i>
CR10	<i>OIRM</i>	<i>4</i>	<i>0.00</i>	<i>0.00</i>
CR11	<i>Telecommunications Services</i>	<i>704</i>	<i>0.00</i>	<i>0.00</i>
CR12	<i>Telecommunications Overhead</i>	<i>131</i>	<i>0.00</i>	<i>0.00</i>
CR13	<i>Motor Pool Rate Adj.</i>	<i>(189)</i>	<i>0.00</i>	<i>0.00</i>
CR22	<i>Long Term Leases</i>	<i>1,100</i>	<i>0.00</i>	<i>0.00</i>
CR25	<i>Finance Rates</i>	<i>(377)</i>	<i>0.00</i>	<i>0.00</i>
CR26	<i>Retirement Rate Adjustment</i>	<i>426</i>	<i>0.00</i>	<i>0.00</i>
CR36	<i>Property Services-Lease Admin Fee</i>	<i>127</i>	<i>0.00</i>	<i>0.00</i>
CR39	<i>COLA Adjustment</i>	<i>(373)</i>	<i>0.00</i>	<i>0.00</i>
		<b>(55)</b>	<b>0.00</b>	<b>0.00</b>
	<b>2003 Adopted Budget</b>	<b>250,077</b>	<b>2.00</b>	<b>0.00</b>

\* FTEs do not include temporaries and overtime.

\*\* Status Quo includes revised 2002 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

**GENERAL GOVERNMENT PROGRAM PLAN**

**CX Transfers 0010/0690**

<b>Code/Item #/</b>	<b>Description</b>	<b>Expenditures</b>	<b>FTEs*</b>	<b>TLPs</b>	
<b>Program Area</b>		<i>2002 Adopted</i>	33,057,309	0.00	0.00
<b>GG</b>		<i>Status Quo **</i>	(6,791,196)	0.00	0.00
<b>Status Quo Budget</b>		<b>26,266,113</b>	<b>0.00</b>	<b>0.00</b>	
<b>Contra</b>		7,724,080			
Detail below shows crosswalk from 2002 adopted to 2003 adopted.					
<b>Administrative Service Reductions</b>					
AS01	Administrative Service Reductions	(1,595,474)	0.00	0.00	
		<b>(1,595,474)</b>	<b>0.00</b>	<b>0.00</b>	
<b>Direct Service Reductions</b>					
DS01	Direct Service Reductions	(6,739,167)	0.00	0.00	
		<b>(6,739,167)</b>	<b>0.00</b>	<b>0.00</b>	
<b>Program Change</b>					
PC01	Program Changes	3,301,341	0.00	0.00	
		<b>3,301,341</b>	<b>0.00</b>	<b>0.00</b>	
<b>Revenue Backed</b>					
RB01	Revenue Backed Changes	1,513,899	0.00	0.00	
RB02	Parks Share of MMRF Projects	500,000	0.00	0.00	
		<b>2,013,899</b>	<b>0.00</b>	<b>0.00</b>	
<b>Technical Adjustment</b>					
TA01	Technical Adjustments	(2,697,934)	0.00	0.00	
TA02	Reappropriation of CX Carryover	1,931,314	0.00	0.00	
		<b>(766,620)</b>	<b>0.00</b>	<b>0.00</b>	
<b>Central Rate Adjustments</b>					
CR35	Underexpenditure Adjustment	(44,110)	0.00	0.00	
		<b>(44,110)</b>	<b>0.00</b>	<b>0.00</b>	
<b>Council Changes</b>					
CC01	HOF transfer reduction	(1,161,584)	0.00	0.00	
CC02	Capital project cancellations support	(358,930)	0.00	0.00	
CC03	Public Health - restoration of community health clinics	736,510	0.00	0.00	
CC04	MhCADS/Alcoholism & Substance Abuse - drug & mental courts	1,000,000	0.00	0.00	
CC05	Reduce Parks transfer for Northshore Soccer Project	(222,953)	0.00	0.00	
CC06	Homeless healthcare for Public Health	281,532	0.00	0.00	
CC07	Jail Health reduction - Public Health	(281,532)	0.00	0.00	
CC08	Reduce Building Capital Improvement transfer for RJC paging	(161,857)	0.00	0.00	
CC09	Reduce Building Capital Improvement transfer for Remodel	(50,000)	0.00	0.00	
CC10	Transfer to Public Health for food establishment fee subsidy	68,935	0.00	0.00	
CC11	Transfer to WLRD for Fund 3292 - Hylebos Wetlands	81,000	0.00	0.00	
CC12	Law Justice Integrated Technology Plan transfer to OIRM	2,500,000	0.00	0.00	
CC13	Transfer to DDES for Fire Marshal	75,000	0.00	0.00	
CC14	Transfer to DDES for code enforcement	700,000	0.00	0.00	
CC15	Reduce transfer for Ultra Security Courtroom	(30,000)	0.00	0.00	
CC16	Transfer to Facilities Management for winter shelter	71,500	0.00	0.00	
CC17	Reduce transfer for Law Justice Integrated Technology Plan	(537,042)	0.00	0.00	
		<b>2,710,579</b>	<b>0.00</b>	<b>0.00</b>	
<b>2003 Adopted Budget</b>		<b>32,870,641</b>	<b>0.00</b>	<b>0.00</b>	

\* FTEs do not include temporaries and overtime.

\*\* Status Quo includes revised 2002 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.



**GENERAL GOVERNMENT PROGRAM PLAN**

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**Transfer to Other Funds/CJ 1020/0693**

<i>Code/Item #/ Description</i>	<i>Expenditures</i>	<i>FTEs*</i>	<i>TLPs</i>
<b>Program Area</b>			
<b>GG</b>			
2002 Adopted	330,506	0.00	0.00
Status Quo **	(2,722)	0.00	0.00
<b>Status Quo Budget</b>	<b>327,784</b>	<b>0.00</b>	<b>0.00</b>
<b>Contra</b>	<b>0</b>		
Detail below shows crosswalk from 2002 adopted to 2003 adopted.			
<b>Central Rate Adjustments</b>			
CR05 CX Overhead Adj.	(88,020)	0.00	0.00
CR21 Debt Service Adj.	(182)	0.00	0.00
CR25 Finance Rates	15,077	0.00	0.00
CR35 1.25% Underexpenditure	4,149	0.00	0.00
	<b>(68,976)</b>	<b>0.00</b>	<b>0.00</b>
<b>2003 Adopted Budget</b>	<b>258,808</b>	<b>0.00</b>	<b>0.00</b>

\* FTEs do not include temporaries and overtime.

\*\* Status Quo includes revised 2002 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

**Salary & Wage Contingency 0010/0654**

<i>Code/Item #/</i>	<i>Description</i>	<i>Expenditures</i>	<i>FTEs*</i>	<i>TLPs</i>
<b>Program Area</b>	<i>2002 Adopted</i>	<i>5,172,000</i>	<i>0.00</i>	<i>0.00</i>
<b>GG</b>	<i>Status Quo **</i>	<i>0</i>	<i>0.00</i>	<i>0.00</i>
	<b>Status Quo Budget</b>	<b>5,172,000</b>	<b>0.00</b>	<b>0.00</b>
	<b>Contra</b>	<i>0</i>		
Detail below shows crosswalk from 2002 adopted to 2003 adopted.				
	<b>Technical Adjustment</b>			
<i>TA01</i>	<i>Adjust SW contingency</i>	<i>4,677,000</i>	<i>0.00</i>	<i>0.00</i>
		<b>4,677,000</b>	<b>0.00</b>	<b>0.00</b>
	<b>2003 Adopted Budget</b>	<b>9,849,000</b>	<b>0.00</b>	<b>0.00</b>

\* FTEs do not include temporaries and overtime.

\*\* Status Quo includes revised 2002 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

**Salary & Wage Contingency/CJ 1020/0652**

<i>Code/Item #/</i>	<i>Description</i>	<i>Expenditures</i>	<i>FTEs*</i>	<i>TLPs</i>
<b>Program Area</b>	<i>2002 Adopted</i>	476,216	0.00	0.00
<b>GG</b>	<i>Status Quo **</i>	(5,953)	0.00	0.00
	<b>Status Quo Budget</b>	<b>470,263</b>	<b>0.00</b>	<b>0.00</b>
	<b>Contra</b>	0		
Detail below shows crosswalk from 2002 adopted to 2003 adopted.				
	<b>Central Rate Adjustments</b>			
CR35	1.25% Underexpenditure	5,953	0.00	0.00
CR45	Class Comp adj	(40,742)	0.00	0.00
		<b>(34,789)</b>	<b>0.00</b>	<b>0.00</b>
	<b>2003 Adopted Budget</b>	<b>435,474</b>	<b>0.00</b>	<b>0.00</b>

\* FTEs do not include temporaries and overtime.

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**Executive Contingency 0010/0655**

<i>Code/Item #/</i>	<i>Description</i>	<i>Expenditures</i>	<i>FTEs*</i>	<i>TLPs</i>
<b>Program Area</b>	<i>2002 Adopted</i>	<i>2,000,000</i>	<i>0.00</i>	<i>0.00</i>
<b>GG</b>	<i>Status Quo **</i>	<i>0</i>	<i>0.00</i>	<i>0.00</i>
	<b>Status Quo Budget</b>	<b>2,000,000</b>	<b>0.00</b>	<b>0.00</b>
	<b>Contra</b>	<i>0</i>		
Detail below shows crosswalk from 2002 adopted to 2003 adopted.				
	<b>No Change Items Proposed</b>			
<i>NC01</i>	<i>No Change Items Requested</i>	<i>0</i>	<i>0.00</i>	<i>0.00</i>
		<b>0</b>	<b>0.00</b>	<b>0.00</b>
	<b>2003 Adopted Budget</b>	<b>2,000,000</b>	<b>0.00</b>	<b>0.00</b>

\* FTEs do not include temporaries and overtime.

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**GENERAL GOVERNMENT PROGRAM PLAN**

**Internal Support 0010/0656**

<i>Code/Item #/</i>	<i>Description</i>	<i>Expenditures</i>	<i>FTEs*</i>	<i>TLPs</i>
<b>Program Area</b>				
	<i>2002 Adopted</i>	<i>3,780,069</i>	<i>0.00</i>	<i>0.00</i>
<b>GG</b>	<i>Status Quo **</i>	<i>3,302,458</i>	<i>0.00</i>	<i>0.00</i>
	<b>Status Quo Budget</b>	<b>7,082,527</b>	<b>0.00</b>	<b>0.00</b>
	<b>Contra</b>	<b>0</b>		
Detail below shows crosswalk from 2002 adopted to 2003 adopted.				
<b>Program Change</b>				
<i>PC01</i>	<i>Cultural Development Authority</i>	<i>401,216</i>	<i>0.00</i>	<i>0.00</i>
		<b>401,216</b>	<b>0.00</b>	<b>0.00</b>
<b>Technical Adjustment</b>				
<i>TA01</i>	<i>CHAT/Dist Court</i>	<i>134,675</i>	<i>0.00</i>	<i>0.00</i>
		<b>134,675</b>	<b>0.00</b>	<b>0.00</b>
<b>Central Rate Adjustments</b>				
<i>CR14</i>	<i>Facilities Mgmt Space Charge</i>	<i>(18,617)</i>	<i>0.00</i>	<i>0.00</i>
<i>CR15</i>	<i>Insurance Charges</i>	<i>119,466</i>	<i>0.00</i>	<i>0.00</i>
<i>CR25</i>	<i>Finance Rates</i>	<i>(2,226)</i>	<i>0.00</i>	<i>0.00</i>
<i>CR45</i>	<i>Class Comp Reserve</i>	<i>33,529</i>	<i>0.00</i>	<i>0.00</i>
		<b>132,152</b>	<b>0.00</b>	<b>0.00</b>
<b>Council Changes</b>				
<i>CC01</i>	<i>CX savings - Finance FTE reduction</i>	<i>(23,373)</i>	<i>0.00</i>	<i>0.00</i>
<i>CC02</i>	<i>CX savings - Finance Manager contingency reduction</i>	<i>(8,325)</i>	<i>0.00</i>	<i>0.00</i>
<i>CC03</i>	<i>CX savings - copy, print, graphic arts rate increase</i>	<i>(40,400)</i>	<i>0.00</i>	<i>0.00</i>
<i>CC04</i>	<i>Remove CX for Smith Tower lease payment</i>	<i>(194,000)</i>	<i>0.00</i>	<i>0.00</i>
<i>CC05</i>	<i>CX savings - security guards</i>	<i>(292,566)</i>	<i>0.00</i>	<i>0.00</i>
		<b>(558,664)</b>	<b>0.00</b>	<b>0.00</b>
	<b>2003 Adopted Budget</b>	<b>7,191,906</b>	<b>0.00</b>	<b>0.00</b>

\* FTEs do not include temporaries and overtime.

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**Sales Tax Reserve Contingency 0014/0651**

<i>Code/Item #/</i>	<i>Description</i>	<i>Expenditures</i>	<i>FTEs*</i>	<i>TLPs</i>
<b>Program Area</b>	<i>2002 Adopted</i>	<i>4,193,736</i>	<i>0.00</i>	<i>0.00</i>
<b>GG</b>	<i>Status Quo **</i>	<i>(52,422)</i>	<i>0.00</i>	<i>0.00</i>
	<b>Status Quo Budget</b>	<b>4,141,314</b>	<b>0.00</b>	<b>0.00</b>
	<b>Contra</b>	<i>0</i>		
Detail below shows crosswalk from 2002 adopted to 2003 adopted.				
	<b>Technical Adjustment</b>			
<i>TA01</i>	<i>Adjustment to reflect changes in sales tax revenue</i>	<i>(121,001)</i>	<i>0.00</i>	<i>0.00</i>
		<b>(121,001)</b>	<b>0.00</b>	<b>0.00</b>
	<b>2003 Adopted Budget</b>	<b>4,020,313</b>	<b>0.00</b>	<b>0.00</b>

\* FTEs do not include temporaries and overtime.

\*\* Status Quo includes revised 2002 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

**Grants Fund 2140/2140**

<i>Code/Item #/</i>	<i>Description</i>	<i>Expenditures</i>	<i>FTEs*</i>	<i>TLPs</i>	
<b>Program Area</b>		<i>2002 Adopted</i>	14,568,743	70.01	11.90
<b>GG</b>		<i>Status Quo **</i>	(14,568,743)	10.45	3.30
<b>Status Quo Budget</b>		<b>0</b>	<b>80.46</b>	<b>15.20</b>	
<b>Contra</b>		<b>0</b>			
Detail below shows crosswalk from 2002 adopted to 2003 adopted.					
<b>Revenue Backed</b>					
RB01	0183 BRED: Budget Authority for New Grants	492,500	0.00	(1.00)	
RB02	0513 Superior Court: Budget Authority for New Grants	1,477,209	4.50	0.50	
RB03	0543 DJA: Budget Authority for New Grants	385,949	1.25	0.00	
RB04	0574 Superior Court: Budget Authority for New Grants	337,121	0.50	1.00	
RB06	0933 DCHS: Budget Authority for New Grants	650,000	0.00	0.00	
RB07	0953 OPD: Budget Authority for New Grants	5,088,407	0.00	0.00	
RB10	0993 Grants Contingency	2,000,000	0.00	0.00	
		<b>10,431,186</b>	<b>6.25</b>	<b>0.50</b>	
<b>Technical Adjustment</b>					
TA01	0183 BRED: Technical	1,339	0.00	(1.00)	
TA02	0513 Superior Court: Technical	(20,750)	(1.00)	0.00	
TA03	0543 DJA: Technical	1,361	(2.75)	0.00	
TA04	0574 SC: Technical	65,333	(0.50)	0.00	
TA05	0823 EMS: Transfer of EMS grants to Public Health	20,267	(2.00)	(3.90)	
TA06	0933 DHCS: Technical	(19,671)	(1.00)	(1.00)	
TA07	0953 OPD: Technical	(5,687)	0.00	0.00	
TA08	0403 Exec Admin: Technical	(312)	0.00	0.00	
TA10	0993 Grants Contingency: Technical	72,411	0.00	0.00	
		<b>114,291</b>	<b>(7.25)</b>	<b>(5.90)</b>	
<b>Central Rate Adjustments</b>					
CR01	Flex Benefits	(92,635)	0.00	0.00	
CR08	ITS Infrastructure	(64,643)	0.00	0.00	
CR10	OIRM	1,216	0.00	0.00	
CR12	Telecommunications Overhead	(38)	0.00	0.00	
CR13	Motor Pool Rate Adj.	(8,188)	0.00	0.00	
CR22	Long Term Leases	(5,644)	0.00	0.00	
CR25	Finance Rates	(3,721)	0.00	0.00	
CR26	Retirement Rate Adjustment	15,132	0.00	0.00	
CR36	Property Services-Lease Admin Fee	31	0.00	0.00	
CR39	COLA Adjustment	(17,276)	0.00	0.00	
CR45	Class Comp Reserve	61,475	0.00	0.00	
		<b>(114,291)</b>	<b>0.00</b>	<b>0.00</b>	
<b>2003 Adopted Budget</b>		<b>10,431,186</b>	<b>79.46</b>	<b>9.80</b>	

\* FTEs do not include temporaries and overtime.

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**Grants 2, Tier 1 2151/2151**

<i>Code/Item #/</i>	<i>Description</i>	<i>Expenditures</i>	<i>FTEs*</i>	<i>TLPs</i>
<b>Program Area</b>				
	<i>2002 Adopted</i>	<i>1,018,778</i>	<i>0.00</i>	<i>0.00</i>
	<i>Status Quo **</i>	<i>0</i>	<i>0.00</i>	<i>0.00</i>
	<b>Status Quo Budget</b>	<b>1,018,778</b>	<b>0.00</b>	<b>0.00</b>
	<b>Contra</b>	<i>0</i>		
Detail below shows crosswalk from 2002 adopted to 2003 adopted.				
	<b>Revenue Backed</b>			
<i>RB01</i>	<i>2003 LLEBG Grant</i>	<i>524,663</i>	<i>0.00</i>	<i>0.00</i>
		<b>524,663</b>	<b>0.00</b>	<b>0.00</b>
	<b>Technical Adjustment</b>			
<i>TA01</i>	<i>Zero out 2002 Grant Appropriation</i>	<i>(1,018,778)</i>	<i>0.00</i>	<i>0.00</i>
		<b>(1,018,778)</b>	<b>0.00</b>	<b>0.00</b>
	<b>2003 Adopted Budget</b>	<b>524,663</b>	<b>0.00</b>	<b>0.00</b>

\* FTEs do not include temporaries and overtime.

\*\* Status Quo includes revised 2002 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.



**Cultural Development Authority 1170/0301**

<i>Code/Item #/</i>	<i>Description</i>	<i>Expenditures</i>	<i>FTEs*</i>	<i>TLPs</i>
<b>Program Area</b>	<i>2002 Adopted</i>	<i>7,398,311</i>	<i>12.50</i>	<i>0.00</i>
<b>GG</b>	<i>Status Quo **</i>	<i>(63,608)</i>	<i>0.00</i>	<i>0.00</i>
	<b>Status Quo Budget</b>	<b>7,334,703</b>	<b>12.50</b>	<b>0.00</b>
	<b>Contra</b>	<b>0</b>		
Detail below shows crosswalk from 2002 adopted to 2003 adopted.				
<b>Revenue Backed</b>				
RB01	<i>CX for PDA Lease and Public Art Stewardship</i>	<i>401,216</i>	<i>0.00</i>	<i>0.00</i>
RB02	<i>2003 Estimated Hotel-Motel Tax revenue for PDA</i>	<i>5,558,473</i>	<i>0.00</i>	<i>0.00</i>
RB03	<i>Public Art Program (CIP contributions)</i>	<i>1,707,537</i>	<i>0.00</i>	<i>0.00</i>
		<b>7,667,226</b>	<b>0.00</b>	<b>0.00</b>
<b>Technical Adjustment</b>				
TA01	<i>PSQ Correction: Office of Cultural Resources to PDA</i>	<i>(6,625,403)</i>	<i>(12.50)</i>	<i>0.00</i>
TA02	<i>Transfer of Cultural Endowment Fund 6030 Year-end Balance</i>	<i>2,174,245</i>	<i>0.00</i>	<i>0.00</i>
TA03	<i>Transfer of Public Art Subfund 3201 Year-end Balance</i>	<i>3,743,133</i>	<i>0.00</i>	<i>0.00</i>
TA04	<i>Transfer of Cultural Development Fund 1170 Year-end Balance</i>	<i>7,080,159</i>	<i>0.00</i>	<i>0.00</i>
		<b>6,372,134</b>	<b>(12.50)</b>	<b>0.00</b>
<b>Central Rate Adjustments</b>				
CR05	<i>CX Overhead Adj.</i>	<i>(15,880)</i>	<i>0.00</i>	<i>0.00</i>
CR08	<i>ITS Infrastructure</i>	<i>4,226</i>	<i>0.00</i>	<i>0.00</i>
CR10	<i>OIRM</i>	<i>27</i>	<i>0.00</i>	<i>0.00</i>
CR11	<i>Telecommunications Services</i>	<i>680</i>	<i>0.00</i>	<i>0.00</i>
CR12	<i>Telecommunications Overhead</i>	<i>108</i>	<i>0.00</i>	<i>0.00</i>
CR21	<i>Debt Service Adj.</i>	<i>(682,867)</i>	<i>0.00</i>	<i>0.00</i>
CR39	<i>COLA Adjustment</i>	<i>(15,594)</i>	<i>0.00</i>	<i>0.00</i>
		<b>(709,300)</b>	<b>0.00</b>	<b>0.00</b>
<b>Council Changes</b>				
CC01	<i>Reduce appropriation of Current Expense</i>	<i>(194,000)</i>	<i>0.00</i>	<i>0.00</i>
CC02	<i>Reduce appropriation of Public Art revenues in subfund 3201</i>	<i>(348,400)</i>	<i>0.00</i>	<i>0.00</i>
CC03	<i>Reduce appropriation of Hotel/Motel revenues</i>	<i>(45,600)</i>	<i>0.00</i>	<i>0.00</i>
CC04	<i>Increase Public Art revenue in subfunds 3202, 3203, 3204 &amp;</i>	<i>348,400</i>	<i>0.00</i>	<i>0.00</i>
CC05	<i>Increase Hotel/Motel revenues in subfund 3345</i>	<i>79,337</i>	<i>0.00</i>	<i>0.00</i>
CC06	<i>Increase Hotel/Motel revenue in subfund 3661, 3662 &amp; 3412</i>	<i>386,761</i>	<i>0.00</i>	<i>0.00</i>
CC07	<i>Smith Tower lease payment - CDA assumes 4/1/03</i>	<i>345,500</i>	<i>0.00</i>	<i>0.00</i>
		<b>571,998</b>	<b>0.00</b>	<b>0.00</b>
	<b>2003 Adopted Budget</b>	<b>21,236,761</b>	<b>0.00</b>	<b>0.00</b>

\* FTEs do not include temporaries and overtime.

\*\* Status Quo includes revised 2002 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

Proviso(s):

PROVIDED THAT:

\$345,500 of this appropriation shall only be expended, encumbered or transferred to the cultural development authority if the

lease for the Smith Tower is assigned to the cultural development authority and the landlord has approved the assignment of the lease in writing. The effective date of the assignment shall be March 31, 2003. The cultural development authority must certify to the council in writing by March 31, 2003, that such assignment has been executed and attach a copy of the assignment.

The certification required to be submitted by this proviso must be filed in the form of 15 copies with the clerk of the council,

who will retain the original and will forward copies to each councilmember and to the lead staff for the natural resources, parks and open space committee or its successor.

## **GENERAL GOVERNMENT PROGRAM PLAN**

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**Sales Tax Reserve Contingency - \$4,020,313.** This budget is required to keep a reserve balance of \$15,000,000. This 2003 appropriation accommodates the required reserve level.

### **Link to Sales Tax Reserve Financial Plan, 72 KB .pdf**

**Grants Fund - \$10,431,186/79.46 FTEs/9.8 TLPs.** King County will receive an estimated total of over \$10 million in new grants from Federal and State sources in 2003. Existing grants with funds remaining in 2002 will be carried over into 2003 through a carryover ordinance.

**LLEBG Grants - \$524,663.** Represents appropriation authority for the 2003 Local Law Enforcement Block Grant.

**Cultural Development Authority - \$20,664,763.** The appropriation includes both the Cultural Development Authority (CDA) 2003 operating budget of \$7.6 million and \$13 million budget authority for the transfer of fund balances that will be used by the CDA to continue programs formerly managed by the Office of Cultural Resources. The three-part operating request includes \$400 thousand of CX revenue to support the CDA's lease costs in its Smith Tower office space and the cost of managing the County's 1,300-piece public art collection. It also includes budget authority of \$5.5 million for the transfer of the estimated cultural programming portion of the County's allocation of Hotel-Motel Tax revenues. The final component of the operating request is for \$1.7 million for the public art program, supported by contributions from all eligible CIP projects.

### **COUNCIL ADOPTED BUDGET**

**CX Transfers - \$2,710,579.** The Council Adopted Budget includes adjustments to CX transfers totaling \$2,710,579:

<i>HOF Transfer Reduction</i>	<i>(\$1,161,584)</i>
<i>Capital Projects Cancellations Support</i>	<i>(\$358,930)</i>
<i>Public Health - Restoration of Community Health Clinics</i>	<i>\$736,510</i>
<i>MhCADS/Alcoholism &amp; Substance Abuse - Drug &amp; Mental Court</i>	<i>\$1,000,000</i>
<i>Reduce Parks Transfer for Northshore Soccer Project</i>	<i>(\$222,953)</i>
<i>Reduce Building Capital Improvement for RJC Paging</i>	<i>(\$161,857)</i>
<i>Reduce Building Capital Improvement for Remodel Contingency</i>	<i>(\$50,000)</i>
<i>Transfer to Public Health for Food Establishment Fee Subsidy</i>	<i>\$68,935</i>
<i>Transfer to WLRD for Fund 3292 - Hybelos Wetlands</i>	<i>\$81,000</i>
<i>Law Justice Integrated Technology Plan Transfer to OIRM</i>	<i>\$2,500,000</i>
<i>Transfer to DDES for Fire Marshal</i>	<i>\$75,000</i>
<i>Transfer to DDES for Code Enforcement</i>	<i>\$700,000</i>
<i>Reduce Transfer for Ultra Security Courtroom</i>	<i>(\$30,000)</i>
<i>Transfer to Facilities Management for Winter Shelter</i>	<i>\$71,500</i>
<i>Reduce Transfer for Law Justice Integrated Technology Plan</i>	<i>(\$537,042)</i>

**Internal Support – (\$558,664).** The Council Adopted Budget includes a \$31,698 reduction to Finance rates, a \$40,400 reduction to Printing and Graphic Arts rates, a \$292,566 reduction to Facilities Management O & M rates, and a \$194,000 reduction in the CDA Smith Tower Lease payment.

**Cultural Development Authority - \$571,998.** The Council Adopted Budget includes increases to the Arts and Heritage programs and the Public Art Appropriation.

**[Link to General Government Program Plan Table, 48 KB .pdf](#)**