

# Internal Service Funds

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Internal Service Funds have been established for those operations which provide services to the operating departments and funds of the County. Pierce County has seven such operations. They are Equipment Rental & Revolving, Fleet, Facilities Management, General Services, Information Services, Radio Communications, Self-Insurance, and Workers Compensation Funds.

## **Major Accomplishments in 2002**

**Facilities Management** continued management oversight of the construction of the new jail facility to 98% completion. Phase II of the County-City Building exterior resurfacing/repainting project was completed and installation of the County-City Building campus signs were scheduled for installation in December. Supplemental cooling was installed in the Information Services department Data Center. Roofs were replaced on the "C wing" of the County-City Building and the old jail facility. Ultraviolet lighting was installed in the jail HVAC systems and the jail exercise yard grills were repainted. Carpeting was installed in the law library and the Public Services Building common areas. Restrooms were remodeled at the Public Services Building and the shower room tile was repaired. The Medical Examiner's building exterior was resealed and installation of a cooling system at the Remann Hall School was underway in December. Seismic surveys were completed on the County-City and 950 Fawcett buildings as well as the PSBH campus buildings and the old jail. Several remodels were completed including the Assessor/Treasurer front counter revision and an average of 1800 maintenance work orders were completed each month by the maintenance division. Seven leases were negotiated and/or amended and twenty one tax title properties were disposed of and the County-City Building reconfiguration study was completed.

**Risk Management** - Pierce County did not experience any single loss payment in excess of \$125,000 in 2002. Of the 40 civil cases set for trial in 2002, Pierce County was dismissed as defendant in 19 cases, obtained a defense verdict in a wrongful death case within our Correctional Facility, and settled eight cases for reasonable amounts. The remaining cases have been continued for trial in 2003.

Due to the 9-11-01 catastrophic loss suffered in the insurance industry, insurance premiums were increased to a level which resulted in a decision to eliminate purchasing excess general liability insurance. The decision to not purchase liability insurance has resulted in a substantial savings.

The Washington State Department of Labor & Industries has imposed an unfunded mandate in the form of new ergonomics regulations. The Risk Management Department has been able to save thousands of dollars by conducting training and preparing written materials in-house, versus hiring outside consultants to comply with the new laws.

**Fleet Rental** successfully implemented new fleet management software moving off the mainframe system and on to a state-of-the-industry client-server based system. In conjunction with the new software, Fleet also implemented a universal fuel card program that interfaces with the software eliminating much of the manual input formerly required. In addition to these major changes, Fleet vehicles continued to operate at less than \$0.17 per mile (excluding depreciation) and the mechanics maintained a ratio of 300 vehicles per mechanic.

**General Services** completed the Mail and Printing electronic database applications as part of their on-going automation process. In addition, they began a County-wide training program for supervisors and support staff to familiarize them with services, policies, and procedures.

The **Radio Communications** Fund completed the Mineral Hill Site communications system project. The site provides enhanced communications coverage for the Pierce County Sheriff Department and Pierce County Fire District 23 in the Ashford / Elbe area. The Public Safety Equipment installs completed

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includes the installation of 501 pieces of emergency equipment, 44 laptops and 348 radios throughout Pierce County and contracted agencies. Installation of a communications system in the new Corrections Facility was also completed providing full communications coverage throughout the complete facility including the County-City building and the Annex Jail. The Preventive Maintenance Program completed over 577 pieces of radio equipment and the entire communications infrastructure, ensuring they meet all Federal Communications Commission (FCC) tolerances and manufactures specifications. The Communications Division also deployed its Tactical Area Communications (TAC) vehicle to over 60 missions including search and rescue, community activities and special events for the Pierce County, City of Lakewood and Tacoma. Communications training was provided to all newly hired Corrections and Sheriff personnel. Work continues with the City of University Place on the new public safety and emergency operations building.

**Information Services (I/S)** continued its Quality Customer Service agenda by implementing a “know ourselves” theme, the major focus of which was an all staff breakfast meeting and enrichment of inter-divisional cooperation. Information Services staff implemented the new ITA Program (Information Technology Acquisition); completed a 5 year long migration from Token Ring to Ethernet; installed the new IBM 7060 H30 processor and disk drives; completed Netware 5.1 migration in record time; adopted support of Windows XP in September 2002; installed Linux server on IBM Mainframe for research and evaluation; upgraded the County to a new Gigabit backbone; began research into expanding our infrastructure to include mobile wireless access; began using ZENworks to efficiently deploy application software, templates, and drivers; updated the County Council SITP; installed Teleworks Automated Citizen Information System; implemented Spam Assassin product significantly reducing the spam E-Mail; reduced Internet site promotion time from 9 hours to 5 minutes or less; implemented effective anti-virus initiatives which resulted in no major impact from viruses in 2002; upgraded the IBM OS/390 System to a Model H30, evaluated, tested and acquired new POPS Deskside Scanners; upgraded the Data Center HVAC (Air Conditioning) System; initiated an update of the Public Safety/Justice Services SITP; upgraded Fire Suppression System in Data Center; hosted the first Pierce County Digital Government Summit; implemented Caller ID service from the public telephone network; established 14-day retention schedule policy for E-Mail backups, reduced telephone expenses with installation of Qwest OC3 fiber; and satisfied national media requests through LINX for Court Documents on the DC Sniper Suspect.

Major Software Development projects include: began the implementation of CATS for the Assessor/Treasurer; completed the Utility Local Improvement District system for Public Works & Utilities; implemented the new FASTER system for Public Works; implemented Maintenance & Management System (MNM) for Facilities Management; developed and implemented ICE system for Internet content management; completed the feasibility study for the new PALS Permitting System; implemented HART and DIMS systems for the Auditor; completed major enhancements to RAMS for Personnel; and initiated the electronic filing feature with the LINX system.

Major support service projects included: the new Pierce County Jail; the new Utilities Environmental Services Building; the Gig Harbor Sheriff's Office move; and numerous other facility changes and moves.

*Internal Service Funds*

**DEPARTMENT BUDGETS**

<b>Department Name</b>	<b>2002 Budget</b>	<b>2003 Budget</b>	<b>Absolute Change</b>	<b>Percent Change</b>
Equipment Rental & Revolving	\$ 11,026,990	\$ 12,371,040	\$ 1,344,050	12.2 %
Facilities Management	8,837,410	9,621,070	783,660	8.9
Fleet Rental	3,435,860	3,838,980	403,120	11.7
General Services	2,598,990	2,729,610	130,620	5.0
Information Services Fund	17,381,110	15,518,900	(1,862,210)	(10.7)
Radio Communications Fund	1,809,831	1,715,860	(93,971)	(5.2)
Self Insurance Fund	7,642,260	8,367,590	725,330	9.5
Workers Compensation	2,097,300	2,350,700	253,400	12.1
<b>Total Internal Service Funds</b>	<b>\$ 54,829,751</b>	<b>\$ 56,513,750</b>	<b>\$ 1,683,999</b>	<b>3.1 %</b>

***Internal Services Funds***

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## Equipment Rental and Revolving

### Internal Service Fund

**The mission of the Equipment Services Division is to provide professional and competitive procurement, maintenance and disposal of transportation and construction equipment; to ensure safe operating equipment; and to meet the equipment services needs of County Roads, Sewer Utility, Parks and Recreation Services and Surface Water Management.**

#### Departmental Summary:

The Equipment Services Division of the Public Works and Utilities Department is responsible for the purchase, maintenance, and repair of County Road, Utility, River Improvement, and Parks Department equipment. Repairs and preventive maintenance work is performed at the Central Maintenance Shop garage and at five outlying shops located at Puyallup, Elk Plain, Chambers Creek, Purdy and River Improvement.

The Central Maintenance Shop maintains the primary inventory of vehicle supplies and parts, and utilizes an automated system to track the parts inventory. The faster fleet management system, which compiles data to analyze performance, downtime, backlog, and frequency of repair data, has been implemented at all Equipment Service Division shops.

The ER&R Fund also provides material (rocks, paint, traffic signals, etc.) for County Road operations.

#### Budget Highlights:

The 2003 Equipment Rental and Revolving Fund reflects an 12.2% budget increase over 2002. This budget includes:

- a) Normal inflationary increases; and
- b) An increased allocation for Vehicle Replacements and New Vehicle purchases.

Approximately \$940,000 of fund balance capital replacement reserves will be used to finance the Equipment Replacement purchases.

### FUNDING SOURCES

	2000 Actual	2001 Actual	2002 Budget	2003 Budget	Absolute Change	Percent Change
Est Use Of Begin Fund Balance	\$ —	\$ —	\$ 241,540	\$ 941,040	\$ 699,500	289.6 %
Charges For Services	7,651,535	3,187,423	3,544,000	3,480,000	(64,000)	(1.8)
Miscellaneous Revenue	46,040	6,111,238	6,600,050	6,610,000	9,950	0.2
Other Financing Sources	735,274	689,308	641,400	1,340,000	698,600	108.9
<b>Total</b>	<b>\$ 8,432,849</b>	<b>\$ 9,987,969</b>	<b>\$11,026,990</b>	<b>\$12,371,040</b>	<b>\$ 1,344,050</b>	<b>12.2 %</b>

**Equipment Rental and Revolving**

**PROGRAM EXPENDITURES**

	2002 FTE	2003 FTE	2002 Budget	2003 Budget	Absolute Change	Percent Change
Equipment Rental Services	24.43	24.43	\$ 3,573,590	\$ 3,463,090	\$ (110,500)	(3.1) %
Capital Expenses	—	—	3,988,400	5,462,950	1,474,550	37.0
Revolving Account Expenses	—	—	3,465,000	3,445,000	(20,000)	(0.6)
<b>Total</b>	<b>24.43</b>	<b>24.43</b>	<b>\$11,026,990</b>	<b>\$12,371,040</b>	<b>\$ 1,344,050</b>	<b>12.2 %</b>

**STAFFING SUMMARY**

	1998 FTE	1999 FTE	2000 FTE	2001 FTE	2002 FTE	2003 FTE
Dir – Public Works & Util	0.06	0.05	0.05	0.05	0.05	0.05
Deputy PW & Utilities Dir	0.06	0.05	0.05	0.05	0.05	0.05
Administrative Svcs Mgr	—	—	—	—	0.13	0.13
Equipment Svc Manager	1.00	1.00	1.00	1.00	1.00	1.00
Mechanic , Heavy DT LD-ASE	—	—	—	—	1.00	1.00
Mechanic, Heavy Duty-ASE	—	—	—	—	5.00	5.00
Equipment Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Mechanic Heavy Duty	7.00	7.00	7.00	7.00	2.00	2.00
Mechanic-ASE	—	—	—	—	4.00	4.00
Mechanic	7.00	8.00	8.00	8.00	4.00	4.00
Equipment Oper Instructor	—	—	1.00	1.00	1.00	1.00
Equipment Svc Attendant	2.00	1.00	1.00	1.00	1.00	1.00
Parts Specialist Lead	1.00	1.00	1.00	1.00	1.00	1.00
Accounting Assistant	1.00	1.00	1.00	1.00	1.20	1.20
Parts Specialist	2.00	2.00	2.00	2.00	2.00	2.00
Mechanic, Heavy Duty Lead	1.00	1.00	1.00	1.00	—	—
Office Assistant	1.00	1.00	—	—	—	—
<b>Total</b>	<b>24.12</b>	<b>24.10</b>	<b>24.10</b>	<b>24.10</b>	<b>24.43</b>	<b>24.43</b>

**WORKLOAD SERVICE DATA**

	Unit of Measure	1998 Actual	1999 Actual	2000 Actual	2001 Actual	2002 Estimate	2003 Estimate
Active vehicles in fleet	Vehicles	441	434	432	448	438	440
Work orders processed per year	Work Order	7,109	6,072	5,392	5,318	5,440	5,400
Total vehicle operating hours	Hours	382,326	368,122	378,545	376,911	380,000	380,000

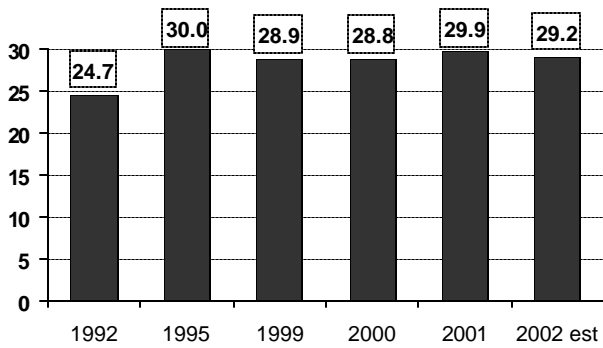
**Equipment Rental and Revolving**

**EQUIPMENT PURCHASES**

Department	Qty	Equipment Description	2003 Budget
<b>Replacement Equipment (funded by replacement reserve)</b>			
Road Fund	2	Oil Distributor Truck	\$ 300,000
	4	10 yard Dump Truck with Plow	620,000
	3	4x4 Backhoe/Loader	321,750
	2	Brush Chipper	80,000
	2	3/4 ton 4x4 Extended Cab Pickup Truck	56,000
	2	1500 gallon Water Tanker Truck	170,000
	2	Small 4x4 SUV	50,000
	1	3/4 ton Cargo Van with Interior Cabs	28,000
	1	1/4 ton 4x4 Extended Cab Pickup w/Canopy	23,000
	3	5 yard Dump Truck with Plow	343,200
	2	Mower/Broom Combo	300,000
	2	2-3 yard Dump Truck	312,000
	1	Street Sweeper	170,000
Sewer Utilities	1	Sewer Cleaner Combo Truck	265,000
	1	Sewer Pump Truck	150,000
	1	4x4 Small SUV	25,000
	1	1 ton Cargo Van with Interior Cabs	25,000
Traffic	3	3/4 ton 4x4 Pickup	75,000
	1	40' Aerial Truck	152,500
Parks & Recreation Services	1	20 ton Tilt Trailer	24,000
	2	Wide Area Rotary Mower	80,000
	2	1/4 ton Extended Cab Pickup	32,000
	1	All Terrain Vehicle with Dump	10,000
	1	Utility Vehicle with Dumo	16,000
	2	1 ton Dump Pickup with Flatbed & Rack	54,000
Facilities Maintenance	1	3/4 Ton Pickup with Liftgate & Rack	27,000
	<b>45</b>	<b>Subtotal</b>	<b>3,709,450</b>
<b>New Equipment (funded by department listed)</b>			
Road Fund	2	1 ton Flatbed Crewcab Pickup	38,000
	2	2-3 yard Dump Truck	160,000
	1	Combo Sewer Cleaner Truck	272,000
	2	Tack with Spreader Bar Tank	20,000
	1	Street Sweeper	170,000
	1	Self Propelled Asphalt Planer	315,500
	1	Button Apply Upgrade Truck	18,000
	1	Mini Cargo Van	22,500
River Improvement	1	Tractor/Boom Mover	200,000
Sewer Utilities	1	3/4 ton 4x4 Extended Cab Pickup Truck	29,500
	<b>13</b>	<b>Subtotal</b>	<b>1,245,500</b>
<b>Other</b>			
	1	Misc Equip Unscheduled Replacements	450,000
	1	Drivability Diagnostic Hardware	20,000
	1	Portable Hoist System	38,000
	<b>3</b>	<b>Subtotal</b>	<b>508,000</b>
	<b>61</b>	<b>Total</b>	<b>\$ 5,462,950</b>

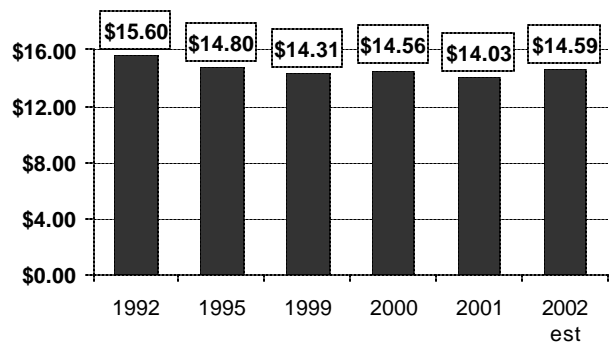
**BUDGET RATIOS**

**Active Vehicles per Mechanic**



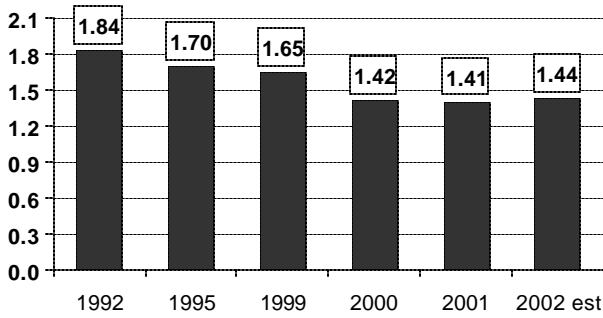
❖ From 1992 to 2002 the number of active vehicles per mechanic increased 18%.

**Operating Cost per Hour**



❖ From 1992 to 2002 the operating cost per hour of vehicle usage decreased 6% after adjusting for inflation.

**Work Orders per 100 Hours of Operation**



❖ From 1990 to 2002 the number of work orders per 100 hours of vehicle operation decreased 22%.



## **Facilities Management** *Internal Service Fund*

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**The mission of the Facilities Management department is twofold: 1) cost effective provision of safe, clean, and pleasant facilities for citizens and staff, 2) preservation of value of County real property assets.**

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### **Departmental Summary:**

The Facilities Management Department manages County-owned facilities and real property, and is responsible for providing a safe, clean and well-maintained atmosphere in which to conduct public business. County-owned facilities include the County-City Building, Public Services Building, East, West and Peninsula Sheriff's Precincts, LESA 911 Communications Building, Medical Examiner Building, New Jail, Main Jail, Jail Annex, 950 Building, District Court No. One at 96th & Hosmer, the Remann Hall Juvenile Detention facility, the Puget Sound Behavioral Health facility, the Fleet Garage and Public Parking Garage. In addition to routine repairs, the department manages a preventive maintenance program for major equipment and building components; completes remodels on a limited basis; provides assistance and consulting services to building tenants for electrical, plumbing, carpentry, HVAC, remodeling and other tasks; and ensures buildings meet safety, fire and disability code requirements.

The department also oversees planning and construction or renovation of County facilities; negotiates and oversees agreements for the majority of facilities leased by Pierce County; oversees site-related property acquisition; and manages contracts for timber management, parking lot management, food services, and security services.

Construction management activities include planning and oversight of construction projects, and management of related contracts with architects, engineers, and construction companies. Construction management activities are charged directly to construction projects and therefore are not reflected in this fund.

### **Budget Highlights:**

The 2003 Facilities Management Fund budget is 8.9% above the 2002 budget. The main reason for this large increase is the fact that this budget reflects a full year's impact of the New Jail operation.

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### **Performance Measure**

- 1) Complete the jail construction project by finishing the old jail facility remodel by June 30, 2003. (Goal K)
- 2) Reduce inventory of deferred maintenance on County buildings by completing the prioritized list of capital repair projects included in the 2003 Budget. (Goal K)
- 3) Implement phase three of the County-City Building parking transition plan, which will provide additional spaces for employees (100), ADA (12), and public parking (40). This is based upon removal of the temporary jail facility. (Goal K)
- 4) Complete the third phase of the County-City Building repainting and grounds improvements projects by year end. (Goal K)

**Facilities Management**

**FUNDING SOURCES**

	<b>2000</b>	<b>2001</b>	<b>2002</b>	<b>2003</b>	<b>Absolute</b>	<b>Percent</b>
	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Change</b>	<b>Change</b>
Est Use Of Begin Fund Balance	\$ —	\$ —	\$ 84,760	\$ 243,430	\$ 158,670	187.2 %
Intergovernmental Revenue	28	2,464	—	—	—	—
Charges For Services	—	2,032	—	—	—	—
Miscellaneous Revenue	6,816,413	8,125,245	8,752,650	9,377,640	624,990	7.1
Other Financing Sources	2,523	75,307	—	—	—	—
<b>Total</b>	<b>\$ 6,818,964</b>	<b>\$ 8,205,048</b>	<b>\$ 8,837,410</b>	<b>\$ 9,621,070</b>	<b>\$ 783,660</b>	<b>8.9 %</b>

**PROGRAM EXPENDITURES**

	<b>2002</b>	<b>2003</b>	<b>2002</b>	<b>2003</b>	<b>Absolute</b>	<b>Percent</b>
	<b>FTE</b>	<b>FTE</b>	<b>Budget</b>	<b>Budget</b>	<b>Change</b>	<b>Change</b>
County City Building	13.10	13.10	\$ 3,140,440	\$ 3,038,860	\$ (101,580)	(3.2) %
Medical Examiner Bldg Maint	0.54	0.54	136,660	152,640	15,980	11.7
Hess Building Maint	—	—	5,800	11,090	5,290	91.2
LESA Building Maint	0.40	0.40	146,250	74,510	(71,740)	(49.1)
Health Building Maint	—	—	22,400	25,050	2,650	11.8
County Annex Building Maint	3.84	3.84	657,260	751,050	93,790	14.3
Other Precincts Building Maint	0.58	0.58	202,350	242,590	40,240	19.9
West Precinct Building Maint	0.31	0.31	123,730	140,230	16,500	13.3
Adult Correction Fac Maint	9.07	9.07	1,706,120	2,495,080	788,960	46.2
District Court 96th & Hosmer	0.55	0.55	95,670	122,270	26,600	27.8
Remann Hall	6.85	6.85	1,172,990	1,105,470	(67,520)	(5.8)
County Garage - Fleet	0.45	0.45	30,070	31,700	1,630	5.4
PS Behavioral Health Maint	8.76	8.76	1,253,610	1,281,510	27,900	2.2
950 Building	0.17	0.17	144,060	149,020	4,960	3.4
<b>Total</b>	<b>44.62</b>	<b>44.62</b>	<b>\$ 8,837,410</b>	<b>\$ 9,621,070</b>	<b>\$ 783,660</b>	<b>8.9 %</b>

**Facilities Management**

**STAFFING SUMMARY**

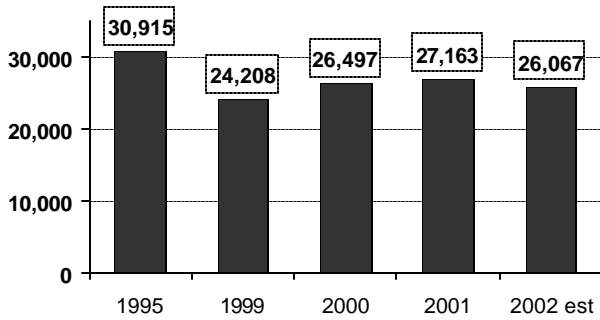
	1998 FTE	1999 FTE	2000 FTE	2001 FTE	2002 FTE	2003 FTE
Dir – Facilities Mgt	0.55	0.55	0.38	0.33	0.33	0.33
Construction Project Mgr	0.30	0.30	0.25	0.10	0.10	0.10
Admin Program Mgr	0.48	0.48	0.48	0.40	0.40	0.40
Building Maint Supt	1.00	1.00	2.00	2.00	2.00	2.00
Facilities Maint Mechanic	10.00	10.00	10.00	11.00	12.00	12.00
Facilities Maint Supv	2.00	2.00	2.00	3.00	4.00	4.00
Construction Proj Coord	0.75	0.65	0.40	0.99	0.99	0.99
Facilities Engineer	—	—	—	5.60	5.60	5.60
Custodian Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Real Property Mgt Spec	0.37	0.37	0.37	0.37	0.37	0.37
Administrative Aide	1.00	1.00	2.00	1.00	1.00	1.00
Accounting Assistant	0.58	0.58	0.58	0.33	0.33	0.33
Facilities Maint Tech	6.00	6.00	11.00	6.00	6.00	6.00
Custodian	8.00	8.00	8.00	8.00	8.00	8.00
Office Assistant	1.97	2.44	2.25	2.70	2.50	2.50
Contracts/Projects Coord	0.45	0.40	0.15	—	—	—
Facilities Maint Tech Lead	—	—	1.00	—	—	—
Maintenance Worker	2.00	2.00	—	—	—	—
<b>Total</b>	<b>36.45</b>	<b>36.77</b>	<b>41.86</b>	<b>42.82</b>	<b>44.62</b>	<b>44.62</b>

**WORKLOAD SERVICE DATA**

	Unit of Measure	1998 Actual	1999 Actual	2000 Actual	2001 Actual	2002 Estimate	2003 Estimate
Public Service Building	Service call	1,097	1,273	1,342	1,238	1,228	1,228
LESA	Service call	119	179	185	133	134	134
Health Building	Service call	1,105	618	—	—	—	—
Medical Examiner	Service call	231	203	190	185	186	186
County - City Building	Service call	4,502	4,263	5,249	5,258	5,342	5,342
Correction Facility	Service call	2,839	2,750	3,792	3,571	3,584	3,584
Correction - Annex	Service call	2,042	974	1,063	1,243	1,104	1,104
Remann Hall	Service call	1,814	1,715	2,053	2,049	2,162	2,162
Sheriff's East Prec. (incl range)	Service call	204	216	234	253	254	254
Sheriff's West Precinct	Service call	128	111	128	204	160	160
District Court #1	Service call	116	72	131	144	212	212
Parking Garage	Service call	—	—	8	38	42	42
950 Building	Service call	—	4	183	265	312	312
955 Building	Service call	—	—	11	—	—	—
Puget Sound Beh. Health Bldg.	Service call	—	—	2,200	1,302	6,734	6,734
Fleet Garage	Service call	—	—	57	54	50	50
<b>Total service calls</b>		<b>14,197</b>	<b>12,378</b>	<b>16,826</b>	<b>15,937</b>	<b>21,504</b>	<b>21,504</b>
Space maintained <sup>1</sup>	Square feet	913,855	890,114	1,094,798	1,266,124	1,266,124	1,450,898
Construction projects managed	Value	4,341,275	8,491,118	10,991,179	25,643,534	18,668,920	8,000,000

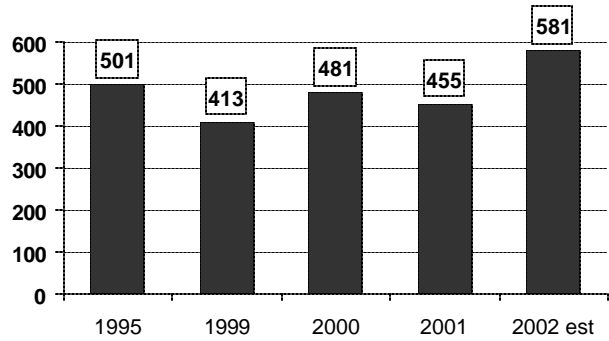
**BUDGET RATIOS**

**Square Feet Maintained per Staff**



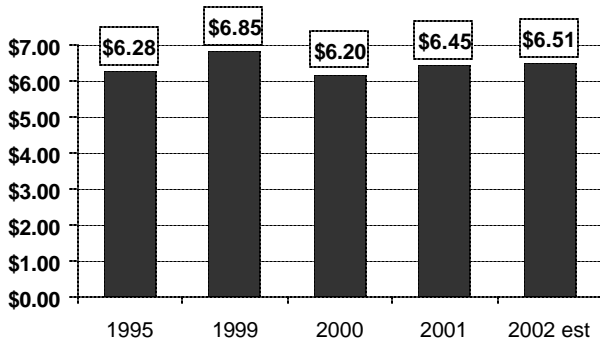
❖ From 1995 to 2002 the number of square feet maintained per Facilities Management staff, not including the CCB parking garage, decreased 16%.

**Service Calls per Staff**



❖ From 1995 to 2002 the number of service calls per custodial/maintenance staff in Facilities Management increased 16%.

**Maintenance Cost per Square Foot**



❖ From 1995 to 2002 the maintenance cost per square foot for buildings maintained by Facilities Management, excluding the CCB garage, increased 4% after adjusting for inflation.

## Fleet Rental

### Internal Service Fund

**Provide safe, cost effective and accessible vehicular transportation for Pierce County employees in the performance of their job.**

#### Departmental Summary:

The Fleet Rental Fund finances the operation, repair, and replacement of all County automobiles. Revenues are generated through user fees paid by departments utilizing fleet services. Fleet Rental also leases a small number of vehicles to the Tacoma/ Pierce County Health Department.

Fleet rental staff oversees the acquisition and preparation of all new fleet vehicles as well as disposes of surplus vehicles through public auction.

Most maintenance services and repairs for county-owned automobiles are completed at the garage located at 2406 Pacific Avenue in Tacoma. To maximize efficiency, certain routine maintenance procedures for vehicles assigned to outlying locations (such as Sheriff precincts) are provided by outside vendors under contract with the County.

#### Budget Highlights:

The 2003 Fleet Rental Fund budget is 11.7% above the 2002 budget Highlights include:

- a) Capital improvements at the Fleet Garage (+\$125,000); and
- b) An increase in the number of vehicle purchases due to the addition of new staff in Sheriff and Planning and Land Services (+\$250,800).

#### Performance Measures

- 1) Maintain an average vehicle operating cost (excluding depreciation) at or below \$.19 per mile for Fleet Rental Fund vehicles. (Goal H)

### FUNDING SOURCES

	2000 Actual	2001 Actual	2002 Budget	2003 Budget	Absolute Change	Percent Change
Est Use Of Begin Fund Balance	\$ —	\$ —	\$ —	\$ 125,000	\$ 125,000	∞ %
Charges For Services	7,998	20,363	5,500	14,830	9,330	169.6
Miscellaneous Revenue	2,875,780	3,077,057	3,142,130	3,298,350	156,220	5.0
Other Financing Sources	541,901	633,852	288,230	400,800	112,570	39.1
<b>Total</b>	<b>\$ 3,425,679</b>	<b>\$ 3,731,272</b>	<b>\$ 3,435,860</b>	<b>\$ 3,838,980</b>	<b>\$ 403,120</b>	<b>11.7 %</b>

### PROGRAM EXPENDITURES

	2002 FTE	2003 FTE	2002 Budget	2003 Budget	Absolute Change	Percent Change
Operations and Maintenance	3.15	3.15	1,512,500	1,531,680	19,180	1.3 %
Capital Expenses	—	—	1,923,360	2,307,300	383,940	20.0
<b>Total</b>	<b>3.15</b>	<b>3.15</b>	<b>\$ 3,435,860</b>	<b>\$ 3,838,980</b>	<b>\$ 403,120</b>	<b>11.7 %</b>

**Fleet Rental**

**STAFFING SUMMARY**

	1998 FTE	1999 FTE	2000 FTE	2001 FTE	2002 FTE	2003 FTE
Asst to Director of B&F	0.15	0.15	0.15	0.15	0.15	0.15
Mechanic, Lead	1.00	1.00	1.00	1.00	1.00	1.00
Mechanic	1.00	1.00	1.00	1.00	1.00	1.00
Accounting Assistant	1.00	1.00	1.00	1.00	1.00	1.00
<b>Total</b>	<b>3.15</b>	<b>3.15</b>	<b>3.15</b>	<b>3.15</b>	<b>3.15</b>	<b>3.15</b>

**WORKLOAD SERVICE DATA**

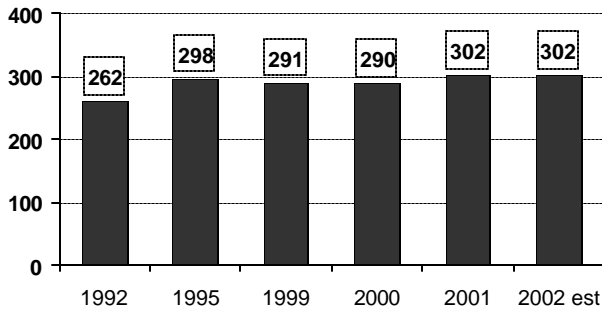
	Unit of Measure	1998 Actual	1999 Actual	2000 Actual	2001 Actual	2002 Estimate	2003 Estimate
Avg billable hours per mechanic	Hours/Day	6.5	5.7	6.1	6.8	6.5	6.5
Repairs/work orders received	Number	4,909	4,924	4,588	5,395	5,575	5,575
Sheriff vehicles in fleet	Vehicles	339	366	365	386	385	390
Other vehicles in fleet	Vehicles	247	216	214	218	219	220
Total vehicle miles driven	Miles	6,650,274	6,633,758	6,732,949	7,224,182	7,250,000	7,250,000

**EQUIPMENT PURCHASES & CAPITAL IMPROVEMENTS**

Department	Qty	Equipment Description	2003 Budget
<b>Replacement Equipment (funded by replacement reserve)</b>			
Assessor-Treasurer	7	Mid-size Sedan	\$ 122,500
Assigned Council	1	Mid-size Sedan	17,500
Corrections	2	Mid-size Sedan	35,000
County Executive	1	Full-size Sedan	25,000
District Court Probation	1	12 Passenger Van	26,000
Fire Prevention Bureau - DEM	2	Full-size Sedan	55,000
Juvenile Court	3	Mid-size Sedan	52,500
Planning and Land Services	4	Mid-size Sedan	70,000
Sewer Utilities	1	Mid-size Sport Utility Vehicle	25,000
Sheriff	13	Mid-size Sedan	227,500
	27	Full-size Pursuit	675,000
	1	Full-size Van	26,000
	1	Mini-van (cargo)	22,000
	6	Full-size Sport Utility Vehicle	210,000
Surface Water Management	1	Mid-size Sedan	17,500
	<b>71</b>	<b>Subtotal</b>	<b>1,606,500</b>
<b>New Vehicles (funded by the department listed)</b>			
Sheriff	1	Mid-size Sedan	18,000
	8	Full-size Pursuit	192,800
Planning and Land Services	2	Mid-size Sedan	40,000
	<b>11</b>	<b>Subtotal</b>	<b>250,800</b>
<b>Other</b>			
		Unplanned Replacements/Wrecked Vehicles	250,000
		Re-roof Fleet Garage	100,000
		Re-pave Fleet Garage Parking Lot	25,000
		<b>Subtotal</b>	<b>375,000</b>
	<b>82</b>	<b>Total</b>	<b>\$ 2,232,300</b>

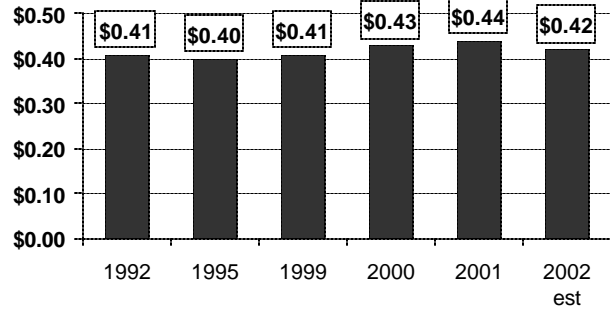
**BUDGET RATIOS**

**Vehicles per Mechanic**



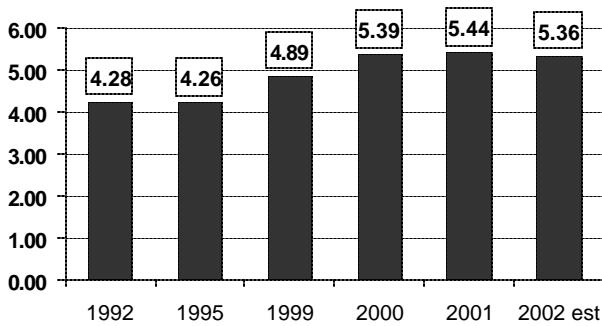
❖ From 1992 to 2002 the number of vehicles maintained by each mechanic increased 15%.

**Operating Cost per Mile**



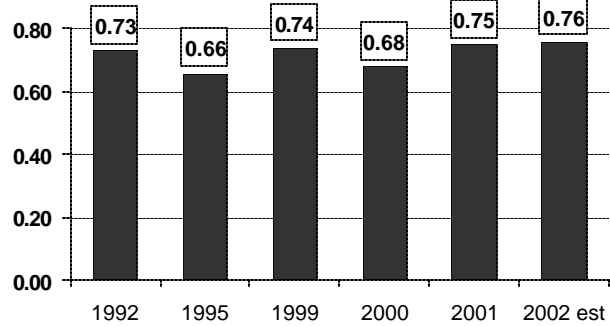
❖ From 1992 to 2002 the inflation adjusted operating cost per mile, including depreciation, increased 2%.

**County Employees per Vehicle**



❖ From 1992 to 2002 the number of County employees per vehicle increased 25%.

**In-house Jobs per 1,000 Miles**



❖ From 1992 to 2002 the number of in-house repairs and maintenance per 1,000 miles driven increased 4%.

***Fleet Rental***

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## General Services

### Internal Service Fund

**The mission of General Services is to provide cost effective printing, mailroom, courier, and records retention services for County departments and for other governmental entities.**

**Departmental Summary:**

General Services provides mail and routing services and coordinates printing and records retention services for all County departments and for numerous other governmental entities.

The Mail Processing division handles all mail for the County, including presort, business reply, bulk mail, overnight, UPS and fax services.

The Printing Division maintains a central order desk to oversee printing orders for all departments and to manage contracts with outside vendors for high speed quick copy and offset printing services. Contractors provide graphic design, photo typesetting, desktop publishing, camera, printing, quick copy, and bindery services.

The Records Management program was established to insure that Pierce County's records are maintained, accessed, stored and destroyed in accordance with State law. A large center houses inactive records.

The Routing and Delivery system provides daily delivery services of interoffice routing, outgoing mail, supplies, printing and records to all County departments.

**Budget Highlights:**

The 2003 budget for the General Services Fund is 5.0% above the current year. This budget provides for normal inflationary increases, projects service levels to be the same as in fiscal 2002, and reflects a full year's impact of the recent hike in postal rates.

### FUNDING SOURCES

	2000 Actual	2001 Actual	2002 Budget	2003 Budget	Absolute Change	Percent Change
Charges For Services	\$ 2,364,473	\$ 2,458,861	\$ 2,598,990	\$ 2,729,610	\$ 130,620	5.0 %
<b>Total</b>	<b>\$ 2,364,473</b>	<b>\$ 2,458,861</b>	<b>\$ 2,598,990</b>	<b>\$ 2,729,610</b>	<b>\$ 130,620</b>	<b>5.0 %</b>

### PROGRAM EXPENDITURES

	2002 FTE	2003 FTE	2002 Budget	2003 Budget	Absolute Change	Percent Change
Records Management	2.35	2.35	301,200	331,340	30,140	10.0 %
Printing/Copy Services	1.15	1.15	1,129,060	1,141,680	12,620	1.1
Routing & Delivery Services	3.35	3.35	209,410	209,560	150	0.1
Mail Processing Services	1.35	1.35	959,320	1,047,030	87,710	9.1
<b>Total</b>	<b>8.20</b>	<b>8.20</b>	<b>\$ 2,598,990</b>	<b>\$ 2,729,610</b>	<b>\$ 130,620</b>	<b>5.0 %</b>

**General Services**

**STAFFING SUMMARY**

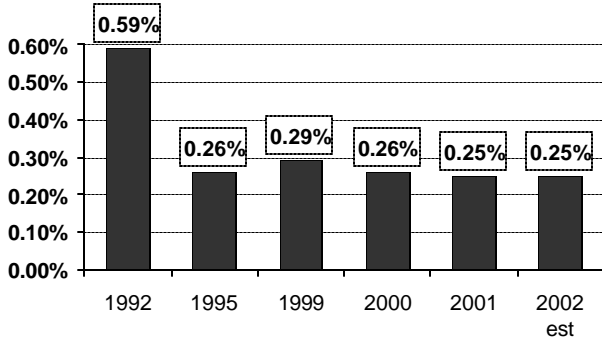
	<b>1998 FTE</b>	<b>1999 FTE</b>	<b>2000 FTE</b>	<b>2001 FTE</b>	<b>2002 FTE</b>	<b>2003 FTE</b>
Purchasing Agent	0.20	0.20	0.20	0.20	0.20	0.20
General Services Supervisor	—	—	1.00	1.00	1.00	1.00
Administrative Aide	1.00	1.00	1.00	1.00	1.00	1.00
Mail Services Clerk	2.00	2.00	1.00	1.00	1.00	1.00
Office Assistant	2.00	2.00	1.00	1.00	1.00	1.00
Records Center Assistant	—	—	1.00	1.00	1.00	1.00
Courier	1.00	2.00	3.00	3.00	3.00	3.00
Print Shop Supervisor	1.00	1.00	—	—	—	—
<b>Total</b>	<b>7.20</b>	<b>8.20</b>	<b>8.20</b>	<b>8.20</b>	<b>8.20</b>	<b>8.20</b>

**WORKLOAD SERVICE DATA**

	<b>Unit of Measure</b>	<b>1998 Actual</b>	<b>1999 Actual</b>	<b>2000 Actual</b>	<b>2001 Actual</b>	<b>2002 Estimate</b>	<b>2003 Estimate</b>
<b>Print Shop</b>							
Quick Copy production	Impression	7,028,653	5,453,695	5,657,363	5,807,530	6,200,000	6,200,000
Offset printing production	Impression	12,664,159	10,068,030	12,130,984	8,853,732	9,000,000	10,000,000
<b>Mail Processing</b>							
Mail handled per year	Pieces	2,333,628	1,874,557	2,191,145	1,972,178	1,950,000	2,100,000
<b>Records Management</b>							
Number of boxes stored	Boxes	24,036	26,182	26,567	28,725	29,167	32,205
Number of files retrieved	Retrievals	9,511	10,135	9,016	12,357	13,000	14,000

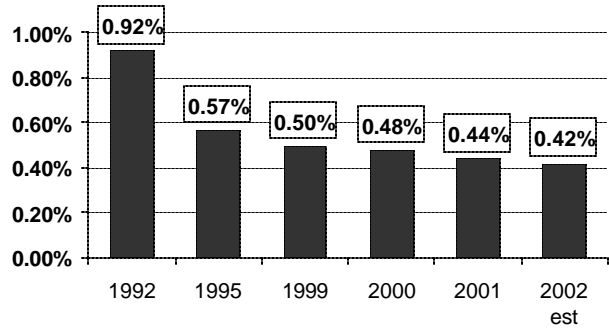
**BUDGET RATIOS**

**Percent of Total County Employees**



❖ From 1992 to 2002 General Services employees as a percent of all County employees decreased 58%.

**Percent of Total County Expenditures**



❖ From 1992 to 2002 General Services expenditures as a percent of total County expenditures decreased 54%.

**General Services**

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# Information Services Fund

## Internal Service Fund

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**The Information Services Department delivers solution-oriented information technology services that empower and support our customers in the accomplishment of their missions.**

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### Departmental Summary:

The Information Services Department provides automation services to all County departments. There are four primary support functions:

Production Services supports mainframe operations, and manages the “help” desk and the telecommunications network.

Software Development writes, modifies, tests, and implements new or modified application systems.

Administration & Strategic Planning develops information system plans and performs special projects.

PC and Network Services supports personal computer workstations, local area networks, training, and communication links. This includes support for county-wide PC, software, hardware, and maintenance infrastructure.

### Budget Highlights:

The Information Services Fund budget for fiscal 2003 is 10.7% below the prior year’s level. This budget reflects the following items:

- a) The deletion of six positions (September 1, 2003) due to the efficiency savings resulting from the installation of the new computerized assessment and tax administration system;
- b) Infrastructure software and hardware expenses necessary to support the operations of all county departments; and
- c) The remaining expenses (2003 share) of the original \$3,368,000 CAMA project referenced in (a) above.

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### Performance Measures

- 1) Information Services will implement the 2003 Information Technology Acquisition (ITA) equipment replacement program by November 28th, 2003, continuing development of a consolidated, fault tolerant, computing and communications infrastructure. (Goals E, H)
- 2) Information Services will coordinate the acquisition and implementation of major elements of the Assessment Taxation System for the Assessor-Treasurer with successful implementation in a production environment by October 1st, 2003. (Goals E, H)
- 3) Information Services will establish a shared central batch scanning resource and service for scanning departmental archive documents by June 1st, 2003. (Goals E, H)

**Information Service Fund**

**FUNDING SOURCES**

	2000 Actual	2001 Actual	2002 Budget	2003 Budget	Absolute Change	Percent Change
Est Use Of Begin Fund Balance	\$ —	\$ —	\$ 795,740	\$ 2,002,070	\$ 1,206,330	151.6 %
Charges For Services	11,871,575	12,471,528	13,196,670	13,516,830	320,160	2.4
Miscellaneous Revenue	7,275	1,692	1,500	—	(1,500)	(100.0)
Other Financing Sources	145,021	2,679	3,387,200	—	(3,387,200)	(100.0)
<b>Total</b>	<b>\$12,023,871</b>	<b>\$12,475,899</b>	<b>\$17,381,110</b>	<b>\$15,518,900</b>	<b>\$ (1,862,210)</b>	<b>(10.7) %</b>

**PROGRAM EXPENDITURES**

	2002 FTE	2003 FTE	2002 Budget	2003 Budget	Absolute Change	Percent Change
Information Tech Acq Pgm	—	—	\$ 423,880	\$ 380,120	\$ (43,760)	(10.3) %
Admin/Special Projects	11.46	11.46	1,147,240	1,325,230	177,990	15.5
Telecommunications	6.65	6.65	1,406,900	1,394,620	(12,280)	(0.9)
PC Maintenance	0.29	0.29	271,470	286,250	14,780	5.4
PC & Network Services	26.85	26.85	2,586,850	2,722,910	136,060	5.3
Production Services	24.75	24.75	3,488,230	3,440,900	(47,330)	(1.4)
Software Development	38.00	38.00	3,998,730	3,976,480	(22,250)	(0.6)
Enterprise Infrastructure	—	—	689,810	591,430	(98,380)	(14.3)
Computerized Appraisal Tax Sys	—	—	3,368,000	1,400,960	(1,967,040)	(58.4)
CATS Staff Reduction	—	(6.00)	—	—	—	—
<b>Total</b>	<b>108.00</b>	<b>102.00</b>	<b>\$17,381,110</b>	<b>\$15,518,900</b>	<b>\$ (1,862,210)</b>	<b>(10.7) %</b>

**WORKLOAD SERVICE DATA**

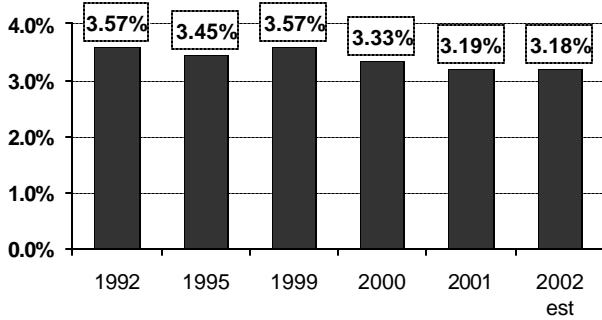
	Unit of Measure	1998 Actual	1999 Actual	2000 Actual	2001 Actual	2002 Estimate	2003 Estimate
Jobs Run	Number	251,876	259,312	163,051	164,689	170,000	160,000
Software Development Time	Hours	55,470	57,600	53,099	58,388	59,300	56,900
PC & Network Services Time	Hours	32,086	30,773	32,550	35,086	33,000	33,000
Users of Pierce County Systems	Number	2,286	3,003	3,414	3,417	3,500	3,525
Personal Computers Supported	Number	3,051	3,346	4,046	4,552	3,800	3,800
Personal Computers Purchased	Number	804	820	1,076	1,082	800	600
DASD Storage	Gigabytes	1,033	1,275	2,470	2,738	5,600	6,600
Helpdesk Calls	Number	8,700	8,063	7,208	8,063	8,200	8,200
Telecommunications Wrk Orders	Number	712	580	464	392	276	300

**Information Service Fund**

<b>STAFFING SUMMARY</b>						
	<b>1998 FTE</b>	<b>1999 FTE</b>	<b>2000 FTE</b>	<b>2001 FTE</b>	<b>2002 FTE</b>	<b>2003 FTE</b>
Dir – Information Services	1.00	1.00	1.00	1.00	1.00	1.00
PC & Network Services Mgr	1.00	1.00	1.00	1.00	1.00	1.00
Production Services Mgr	1.00	1.00	1.00	1.00	1.00	1.00
Software Development Mgr	1.00	1.00	1.00	1.00	1.00	1.00
Admin/Strategic Plng Mgr	—	—	—	1.00	1.00	1.00
Communication Supv - IS	1.00	1.00	1.00	1.00	1.00	1.00
Information Tech Spec	57.64	57.64	62.00	70.00	72.00	72.00
Operations Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Telecomm Network Spec	—	1.00	1.00	1.00	1.00	1.00
Fiscal Services Manager	—	—	—	—	1.00	1.00
Help Desk Specialist	2.00	2.00	2.00	2.00	2.00	2.00
Operator/Network Tech	9.00	10.00	9.00	9.00	9.00	9.00
Telecommunications Coord	2.00	2.00	2.00	2.00	2.00	2.00
Telecommunications Tech	—	—	1.00	1.00	1.00	1.00
Information Tech Trainee	1.00	2.00	1.00	2.00	2.00	2.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00	1.00
Data Entry Tech	5.00	5.00	4.00	4.00	3.00	3.00
Administrative Aide	2.00	2.00	2.00	2.00	2.00	2.00
Accounting Assistant	1.00	1.00	1.00	1.00	3.00	3.00
Office Assistant	2.00	2.00	2.00	2.00	2.00	2.00
Admin Program Mgr	1.00	1.00	1.00	1.00	—	—
Sys Software Progrmr	6.00	7.00	7.00	—	—	—
Sys Development Mgr	1.00	1.00	1.00	—	—	—
Sys Software Technician	1.00	1.00	1.00	—	—	—
Information Analyst	1.00	—	—	—	—	—
Sys Software Supervisor	1.00	—	—	—	—	—
CATS Staff Reduction	—	—	—	—	—	(6.00)
<b>Total</b>	<b>99.64</b>	<b>101.64</b>	<b>104.00</b>	<b>105.00</b>	<b>108.00</b>	<b>102.00</b>

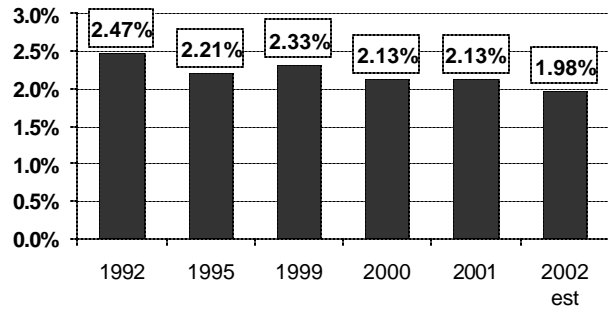
**BUDGET RATIOS**

**Percent of Total County Employees**  
Information Services Department



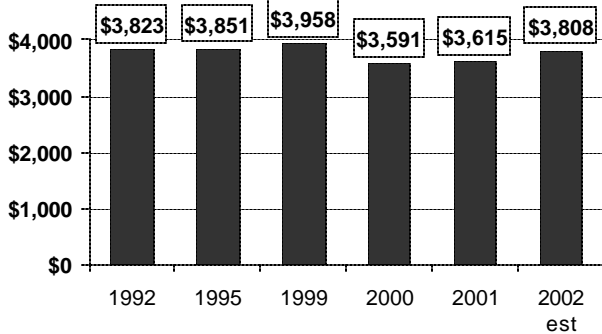
❖ From 1992 to 2002 Information Services Department employees as a percent of all County employees decreased 11%.

**Percent of Total County Expenditures**  
ISD excluding Telecommunications



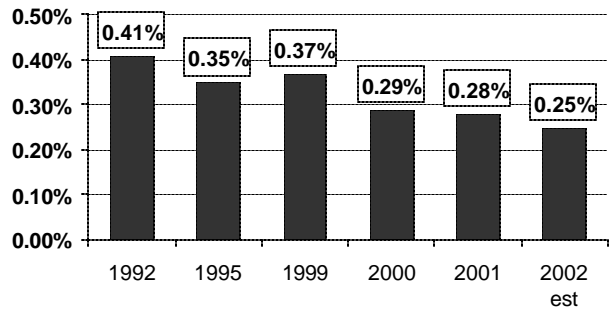
❖ From 1992 to 2002 Information Services Department expenditures (excluding Telecommunications) as a percent of total County expenditures decreased 20%.

**Expenditure per County Employee**  
ISD excluding Telecommunications



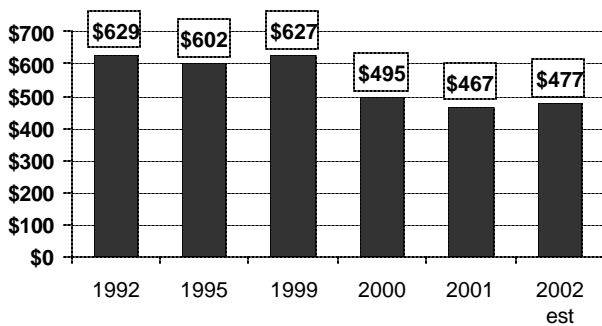
❖ From 1992 to 2002 Information Services Department expenditures (excluding Telecommunications) per County employee decreased less than 1% after adjusting for inflation.

**Percent of Total County Expenditures**  
Telecommunications Only



❖ From 1992 to 2002 Telecommunications expenditures as a percent of total County expenditures decreased 40%.

**Expenditure per County Employee**  
Telecommunications Only



❖ From 1992 to 2002 Telecommunications expenditures per County employee decreased 24% after adjusting for inflation.



## Radio Communications Fund

*Internal Service Fund*

**The mission of the Department of Emergency Management is the preparation of Pierce County for disaster through public education, training, and planning; the support of a system of emergency medical and trauma care; the prevention of fires through inspection, plan review, education, and investigation; and the administration of radio communication needs and the Enhanced 9-1-1 program.**

**Departmental Summary:**

The Communications Division of Emergency Management Services maintains the radio communications system, electronic emergency equipment, traffic radar, closed circuit video cameras and monitors and associated equipment. Responsibilities include the acquisition, installation, repair and preventative maintenance of all radio equipment and systems. The department acts as liaison with other government and private entities to ensure coordination and to protect against radio frequency interference in Communications systems. In addition, the department maintains appropriate licenses and insures the system meets Federal and State requirements.

**Budget Highlights:**

The Radio Communications Fund budget for 2003 includes:

- a) Normal inflationary increases for staff, supplies, etc;
- b) New and replacement purchases of radios and Sheriff laptops;
- c) Laptops and accessories for the Sheriff's Department (BJA federal grant funding);
- d) Site improvements to reduce the systems "dead areas" and enhance the communication system(s) capabilities; and

The deletion of a grant funded position with the expiration of the grant.

**Performance Measures**

- 1) The Radio Communication Division's enhancement program will continue strengthening radio coverage in the Puyallup Valley area, Southeastern and Southwestern Pierce County by adding additional equipment at three of our public safety radio sites. *(Goal C)*

FUNDING SOURCES							
	2000 Actual	2001 Actual	2002 Budget	2003 Budget	Absolute Change	Percent Change	
Est Use Of Begin Fund Balance	\$ —	\$ —	\$ 222,330	\$ —	\$ (222,330)	(100.0)	%
Intergovernmental Revenue	583,344	522,928	56,651	207,510	150,859	266.3	
Charges For Services	1,201,693	1,321,284	1,345,450	1,440,510	95,060	7.1	
Miscellaneous Revenue	14,197	9,350	8,400	8,400	—	—	
Other Financing Sources	323,211	216,694	177,000	59,440	(117,560)	(66.4)	
<b>Total</b>	<b>\$ 2,122,445</b>	<b>\$ 2,070,256</b>	<b>\$ 1,809,831</b>	<b>\$ 1,715,860</b>	<b>\$ (93,971)</b>	<b>(5.2)</b>	<b>%</b>

**Radio Communications Fund**

**PROGRAM EXPENDITURES**

	2002 FTE	2003 FTE	2002 Budget	2003 Budget	Absolute Change	Percent Change
Major Capital Projects	—	—	245,000	110,000	(135,000)	(55.1) %
BJAGrants	—	—	41,051	189,330	148,279	361.2
Capital Equipment Purchases	—	—	545,050	391,850	(153,200)	(28.1)
Operations/Maintenance	9.10	8.05	978,730	1,024,680	45,950	4.7
<b>Total</b>	<b>9.10</b>	<b>8.05</b>	<b>\$ 1,809,831</b>	<b>\$ 1,715,860</b>	<b>\$ (93,971)</b>	<b>(5.2) %</b>

**STAFFING SUMMARY**

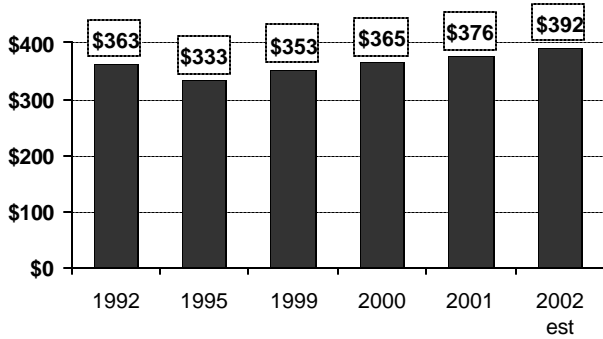
	1998 FTE	1999 FTE	2000 FTE	2001 FTE	2002 FTE	2003 FTE
Dir – Emergency Mgt	0.20	0.25	0.25	0.25	0.25	0.25
Fiscal Services Manager	—	—	—	—	0.65	0.60
Communications Tech	4.00	4.00	4.00	4.00	4.00	4.00
Administrative Assistant	0.15	0.15	0.15	0.15	0.20	0.20
Office Assistant	1.00	1.00	1.00	1.00	2.00	1.00
Communications Eqp Instrl	—	—	1.00	1.00	2.00	2.00
Admin Prog Manager	1.00	0.85	0.70	0.70	—	—
<b>Total</b>	<b>6.35</b>	<b>6.25</b>	<b>7.10</b>	<b>7.10</b>	<b>9.10</b>	<b>8.05</b>

**WORKLOAD SERVICE DATA**

	Unit of Measure	1998 Actual	1999 Actual	2000 Actual	2001 Actual	2002 Estimate	2003 Estimate
Number of radios	Units	1,751	1,935	2,059	2,206	2,275	2,300
Visit to remote sites	Visits	50	45	65	210	90	65
Radio units installed	Units	286	234	744	400	400	450
Radio units repaired	Units	842	343	242	149	150	200
Radio units for prevent. maint.	Units	1,271	469	1,252	1,015	1,250	1,400
Traffic radar/emerg eq. repaired	Units	255	72	297	453	350	400
Traffic radar/emerg. eq. installed	Units	535	296	778	474	500	500
Radio/Emergency eq. removed	Units	536	154	143	84	100	60

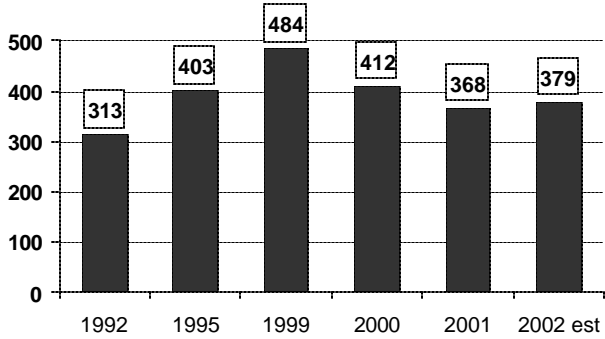
**BUDGET RATIOS**

**Operating Cost per Radio**



❖ From 1992 to 2002 the operating cost per radio increased 8% after adjusting for inflation. The count of radios excludes mobile data terminals and laptop computers.

**Radios per Technician**



❖ From 1992 to 2002 the number of radios per Communication Technician increased 21%. The count of radios excludes mobile data terminals and laptop computers.

**Radio Communications Fund**

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## Self Insurance Fund

### Internal Service Fund

**The mission of the Risk Management & Insurance Department is to protect the assets of Pierce County through the identification, transfer, assumption and reduction of risk exposures.**

**Departmental Summary:**

The Self-Insurance Fund provides funding for the payment of all premiums for policies purchased on behalf of the County, as well as for the payment of all costs involved in the defense and/or settlement of all claims and lawsuits filed against the County.

The Risk Management & Insurance Department manages this fund, and in conjunction with the Prosecuting Attorney's Office, is responsible for the investigation and settlement or denial of all claims and lawsuits filed against Pierce County. The Department also initiates claims against parties responsible for the loss of or damage to County-owned property.

The Risk Manager reviews all contracts entered into by the County; determines whether it is more prudent to purchase insurance coverage or to self-insure; assists the County's broker of record with respect to employee benefits; serves in an advisory capacity as the Clerk of the Pierce County Law Enforcement Officers & Fire Fighters Disability Board and on the County's Accident Review Committee; and serves as coordinator of the Courthouse Security Standing Committee.

**Budget Highlights:**

The proposed Self-Insurance Fund budget for 2003 is 9.5% above the 2002 level. The major cost increases are due to:

- a) Property Insurance premium increases;
- b) A recent spurt in potential lawsuit expenses; and
- c) Significant increases in General Liability premiums; which resulted in our declining to renew our insurance, but which also necessitates budgeting large amounts for actual losses.

We will be utilizing \$337,000 in prior fund balance to support the proposed budget.

**Performance Measures**

- 1) Close seventy-five percent of all claims for damages within two months of receipt. (Goal G)
- 2) In conjunction with the property insurance carrier, inspect all Pierce County facilities for issues pertinent to public and employee safety. (Goal K)

FUNDING SOURCES						
	2000	2001	2002	2003	Absolute	Percent
	Actual	Actual	Budget	Budget	Change	Change
Est Use Of Begin Fund Balance	\$ —	\$ —	\$ 630,180	\$ 336,950	\$ (293,230)	(46.5) %
Miscellaneous Revenue	6,230,264	6,612,209	7,012,080	8,030,640	1,018,560	14.5
Other Financing Sources	(526)	—	—	—	—	—
<b>Total</b>	<b>\$ 6,229,738</b>	<b>\$ 6,612,209</b>	<b>\$ 7,642,260</b>	<b>\$ 8,367,590</b>	<b>\$ 725,330</b>	<b>9.5 %</b>

**Self Insurance Fund**

**PROGRAM EXPENDITURES**

	2002 FTE	2003 FTE	2002 Budget	2003 Budget	Absolute Change	Percent Change
Administration	6.30	6.30	2,562,130	2,606,320	44,190	1.7 %
Insurance Premiums	—	—	1,039,730	1,066,820	27,090	2.6
Claims Paymnts/Reserves	—	—	3,330,400	3,959,450	629,050	18.9
Outside Professional Svcs	—	—	710,000	735,000	25,000	3.5
<b>Total</b>	<b>6.30</b>	<b>6.30</b>	<b>\$ 7,642,260</b>	<b>\$ 8,367,590</b>	<b>\$ 725,330</b>	<b>9.5 %</b>

**STAFFING SUMMARY**

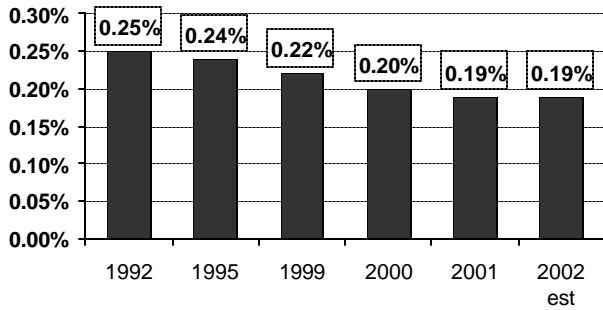
	1998 FTE	1999 FTE	2000 FTE	2001 FTE	2002 FTE	2003 FTE
Risk Manager	0.90	0.90	0.90	0.90	0.90	0.90
Asst Risk Manager	1.00	1.00	1.00	1.00	1.00	1.00
Safety Officer	0.20	0.20	0.20	0.20	0.20	0.20
Risk Investigator	1.00	1.00	1.00	1.00	1.00	1.00
Claims and Safety Tech	0.50	0.50	0.50	0.50	0.50	0.50
Administrative Assistant	—	—	—	—	0.90	0.90
Office Assistant	1.80	1.80	1.80	1.80	1.80	1.80
Confidential Secretary	0.90	0.90	0.90	0.90	—	—
<b>Total</b>	<b>6.30</b>	<b>6.30</b>	<b>6.30</b>	<b>6.30</b>	<b>6.30</b>	<b>6.30</b>

**WORKLOAD SERVICE DATA**

	Unit of Measure	1998 Actual	1999 Actual	2000 Actual	2001 Actual	2002 Estimate	2003 Estimate
Claims - Automobile	Number	366	355	350	379	350	350
Claims - Non-automobile	Number	357	377	402	327	400	360
Lawsuits filed	Number	35	32	40	40	40	40
Lawsuits pending current/prior yr	Number	129	133	123	113	115	120
Subrogation collected	Dollars	\$ 29,919	\$ 67,662	\$ 37,623	\$ 70,716	\$ 80,000	\$ 75,000
Contracts and agrmts reviewed	Documents	1,393	1,645	1,685	2,167	2,000	2,200
Accident Review Board cases	Number	64	59	54	56	45	46
Incident Reports filed	Documents	492	372	473	323	360	375
Damage to Non-auto property	Cases	33	35	18	40	35	38

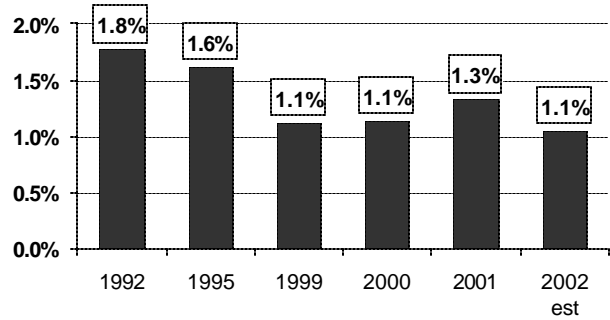
**BUDGET RATIOS**

**Percent of Total County Employees**



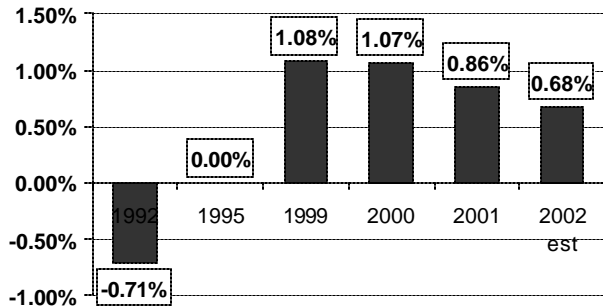
❖ From 1992 to 2002 Self Insurance employees as a percent of all County employees decreased 24%.

**Percent of Total County Expenditures**



❖ From 1992 to 2002 Self Insurance expenditures as a percent of total County expenditures decreased 39%.

**Unreserved Retained Earning to Total County Expenditures**



❖ From 1992 to 2002 the unreserved retained earnings balance of the fund as a percent of total County expenditures increased significantly.

***Self Insurance Fund***

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## Workers Compensation Internal Service Fund

**The mission of the Workers Compensation Division of the Risk Management Department is to provide a safe and healthy work environment for County employees in accordance with the State of Washington Industrial Safety & Health Act.**

**Departmental Summary:**

The Workers Compensation Fund is administered by the Risk Manager to maintain an efficient self-insured workers compensation and industrial insurance program in accordance with the State of Washington Industrial Insurance Act. To achieve control over losses and to insure a safe work environment for employees, this division provides safety training such as Defensive Driving, First Aid, Traffic Control, Safety Program Orientation, Right-to-Know program, and other specialty areas. Other responsibilities of the division include interpretation of safety codes; investigation of accidents involving employee injury and/or county vehicles or equipment; inspections of facilities and equipment.

**Budget Highlights:**

The Workers Compensation Fund budget for 2003 is 12.1% above the 2002 level. This major increase reflects our recent claims experience, which has increased considerably over earlier years. Our internally generated workers compensation rates will be increased, and we will also be allocating \$244,000 in cash reserves to support this proposed budget.

**Performance Measures**

- 1) Keep the percentage of lost workdays below .2% of the days worked. (Goal H)
- 2) Provide department directors with quarterly reports of on-the-job injuries and the dollar amounts associated with those injuries for employees working within their respective departments. (Goal H)

FUNDING SOURCES						
	2000 Actual	2001 Actual	2002 Budget	2003 Budget	Absolute Change	Percent Change
Est Use Of Begin Fund Balance	\$ —	\$ —	\$ —	\$ 244,400	\$ 244,400	∞ %
Intergovernmental Revenue	—	13	300	300	—	—
Miscellaneous Revenue	1,782,422	1,873,673	2,097,000	2,106,000	9,000	0.4
Other Financing Sources	—	275,000	—	—	—	—
<b>Total</b>	<b>\$ 1,782,422</b>	<b>\$ 2,148,686</b>	<b>\$ 2,097,300</b>	<b>\$ 2,350,700</b>	<b>\$ 253,400</b>	<b>12.1 %</b>

**Workers Compensation**

**PROGRAM EXPENDITURES**

	<b>2002</b>	<b>2003</b>	<b>2002</b>	<b>2003</b>	<b>Absolute</b>	<b>Percent</b>
	<b>FTE</b>	<b>FTE</b>	<b>Budget</b>	<b>Budget</b>	<b>Change</b>	<b>Change</b>
Administration	2.70	2.70	277,920	274,430	(3,490)	(1.3) %
Claims Payments/Reserves	—	—	1,493,000	1,714,000	221,000	14.8
State Assessments	—	—	150,000	160,000	10,000	6.7
Insurance Premiums	—	—	79,010	102,460	23,450	29.7
Outside Professional Svcs	—	—	97,370	99,810	2,440	2.5
<b>Total</b>	<b>2.70</b>	<b>2.70</b>	<b>\$ 2,097,300</b>	<b>\$ 2,350,700</b>	<b>\$ 253,400</b>	<b>12.1 %</b>

**STAFFING SUMMARY**

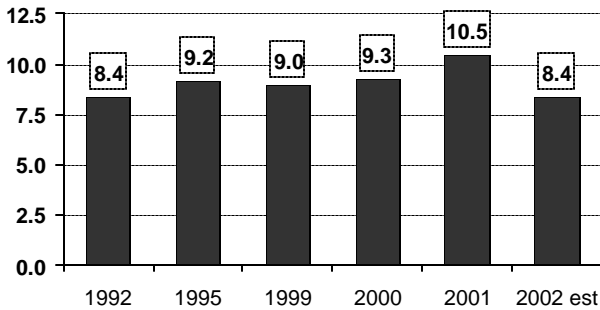
	<b>1998</b>	<b>1999</b>	<b>2000</b>	<b>2001</b>	<b>2002</b>	<b>2003</b>
	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>
Risk Manager	0.10	0.10	0.10	0.10	0.10	0.10
Safety Officer	0.80	0.80	0.80	0.80	0.80	0.80
Claims & Safety Tech	0.50	0.50	0.50	0.50	0.50	0.50
Administrative Assistant	—	—	—	—	0.10	0.10
Office Assistant	1.20	1.20	1.20	1.20	1.20	1.20
Confidential Secretary	0.10	0.10	0.10	0.10	—	—
<b>Total</b>	<b>2.70</b>	<b>2.70</b>	<b>2.70</b>	<b>2.70</b>	<b>2.70</b>	<b>2.70</b>

**WORKLOAD SERVICE DATA**

	<b>Unit of</b>	<b>1998</b>	<b>1999</b>	<b>2000</b>	<b>2001</b>	<b>2002</b>	<b>2003</b>
	<b>Measure</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimate</b>	<b>Estimate</b>
Employee safety meetings	Meetings	165	173	166	148	150	150
Safety Advisory Committee mtgs	Meetings	6	6	6	6	6	6
County-wide safety meetings	Meetings	12	12	12	12	12	12
Safety insp. of County facilities	Inspections	78	74	76	77	70	70
Workers Compensation claims	Claims	260	253	291	347	280	280
Employee days lost	Days	1,379	1,227	1,788	1,869	1,500	1,500

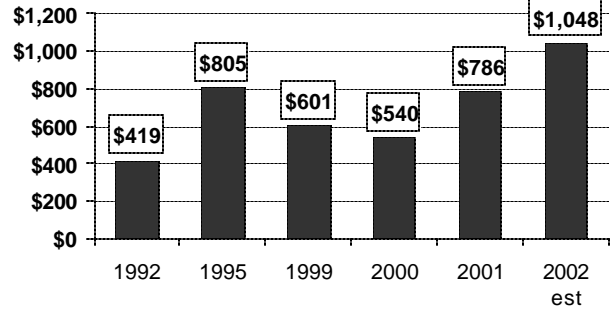
**BUDGET RATIOS**

**Claims per 100 Employees**



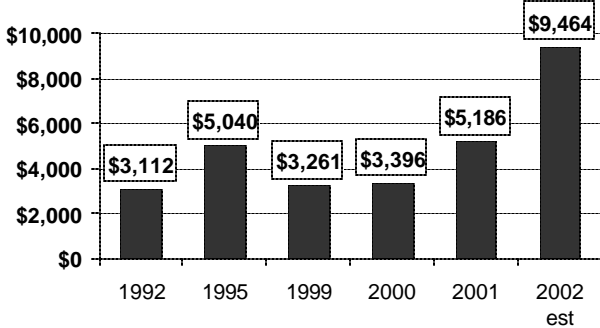
❖ From 1992 to 2002 the number of claims per 100 County employees did not change.

**Expenditures per Employee**



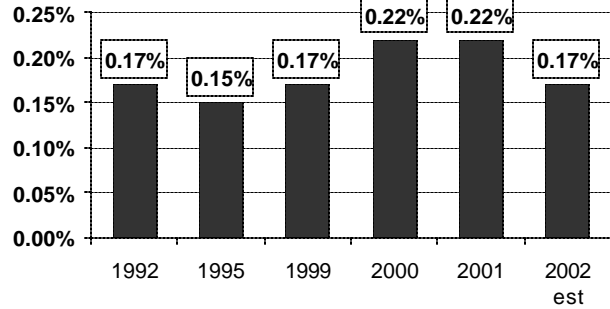
❖ From 1992 to 2002 the Workers Compensation Division expenditures per County employee, including reserve adjustments, increased 150% after adjusting for inflation.

**Average Payment per Claim**



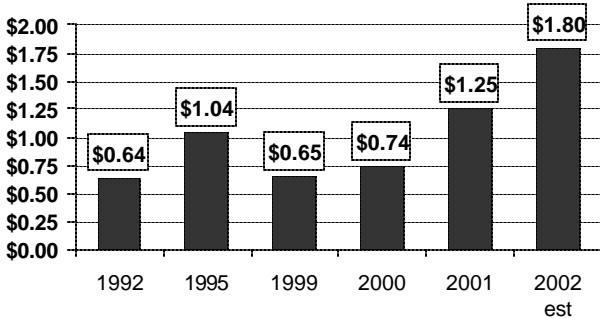
❖ From 1992 to 2002 the average payment per claim, including reserve adjustments, increased 204% after adjusting for inflation.

**Percent of Working Days Lost**



❖ From 1992 to 2002 the percent of working days lost due to workers compensation cases did not change.

**Claim Payments per \$100 of Payroll**



❖ From 1992 to 2002 the ratio of claim payments, including reserve adjustments, to payroll expense increased 181%.

**Workers Compensation**

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