



KING COUNTY

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

Signature Report

September 26, 2006

Motion 12351

Proposed No. 2006-0345.2

Sponsors Constantine

1 A MOTION approving the first and second quarter
2 financial reports for the printing and graphic arts fund as
3 meeting the requirements of a budget proviso presented in
4 Section 14 of Ordinance 15333.

5
6

7 WHEREAS, the 2006 Budget Ordinance, Ordinance 15333, Section 14, declared
8 that \$150,000 of the office and management and budget 2006 appropriation shall be
9 expended or encumbered only in increments of \$50,000 after council approval by motion
10 of each of the three quarterly reports on actual revenues and expenditures in the printing
11 the graphic arts funds, and

12 WHEREAS, the quarterly reports shall be submitted using a format developed by
13 the office of management and budget in collaboration with staff of the council and the
14 information and telecommunications services ("ITS") division, and

15 WHEREAS, the office of management and budget in collaboration with staff of
16 the council and the ITS division has developed a quarterly reporting format and has

17 produced the reports on the actual expenditures and revenues of the printing and graphic
18 arts fund for the first and second quarters of 2006;

19 NOW, THEREFORE, BE IT MOVED by the Council of King County:

20 The report on actual expenditures and revenues in the printing and graphic arts
21 fund for the first and second quarters of 2006, Attachments A, B and C to this motion, is
22 hereby approved.

23

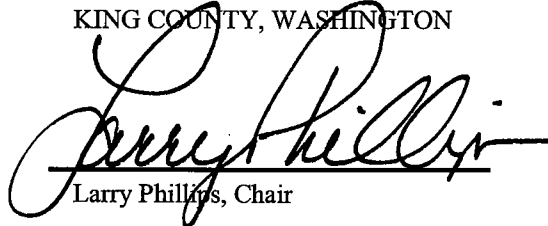
Motion 12351 was introduced on 8/21/2006 and passed by the Metropolitan King County Council on 9/25/2006, by the following vote:

Yes: 8 - Mr. Phillips, Mr. von Reichbauer, Ms. Lambert, Mr. Dunn, Mr. Ferguson, Mr. Gossett, Mr. Constantine and Ms. Patterson

No: 0

Excused: 1 - Ms. Hague

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON



Larry Phillips, Chair

ATTEST:



Anne Noris, Clerk of the Council

Attachments A. 2006 Estimated Financial Plan--ITS Printing and Graphic Arts/Fund 5600, B. ITS Printing and Graphics Arts 1st Quarter Utilization Ratio, C. ITS Printing and Graphic Arts Projected Financial Performance 2006 Base Case Scenario with 6/30/2006 Actual

2006 Estimated Financial Plan
ITS Printing and Graphic Arts / Fund 5600

	2004 Actual ¹	2005 Adopted	2005 Actual ²	2006 Adopted	YTD June 2006 Actual ³	2006 Estimate - Base Case revised with YTD June Actuals
Beginning Fund Balance	289,289	209,029	(343,747)	(343,747)	(531,521)	(531,521)
Revenues						
* Charges for Services to County Agencies	2,769,784	3,644,312	3,266,465	3,193,459	1,350,865	3,186,329
* Revenue from SMT copy center			175,119	288,702	89,199	220,539
Total Revenues	2,769,784	3,644,312	3,441,584	3,482,161	1,440,063	3,406,867
Expenditures						
* Operating Expenditures	(3,402,820)	(3,644,711)	(3,594,358)	(3,384,871)	(1,857,488)	(3,969,618)
* Equipment Replacement			(35,000)			
* Encumbrance Carryover						
Total Expenditures	(3,402,820)	(3,644,711)	(3,629,358)	(3,384,871)	(1,857,488)	(3,969,618)
Estimated Underexpenditures ⁵				67,697		
Other Fund Transactions						
* Total Other Fund Transactions	0	0	0	0	0	0
Ending Fund Balance	(343,747)	208,630	(531,521)	(178,760)	(948,945)	(1,094,271)
Reserves & Designations						
* Encumbrance Carryover	(13,441)	(10,025)				
* Reserve for Equipment Replacement						
Total Reserves & Designations	(13,441)	(10,025)	0	0	0	0
Ending Undesignated Fund Balance	(357,188)	198,605	(531,521)	(178,760)	(948,945)	(1,094,271)
Target Fund Balance ⁴	170,141	182,236	181,468	169,244	92,874	198,481
Net Operating result	(633,036)	(399)	(187,774)	97,290	(417,424)	(562,751)

Financial Plan Notes:

- 2004 Actuals are from the 2004 CAFR.
- 2005 Actual is based on the Final 13th month ARMS/IBIS financial reports.
- Revenues and expenditure reflected YTD June actual, also including past due outstanding invoices that will be cleared in July.
- Target fund balance is based on 5% of operating expenditure.
- Expected underexpenditure is based on 2% of the revised operating expenditure.

	DEC-05	JAN-06	FEB-06	MAR-06	APR-06	MAY-06	JUN-06	Total
Revenues	111,808	111,808	67,503	440,381	238,349	357,041	224,982	1,440,063
Expenditures	(192,289)	(192,289)	(184,535)	(518,576)	(262,195)	(457,729)	(242,164)	(1,857,488)
Net Income	(80,481)	(80,481)	(117,032)	(78,196)	(23,846)	(100,687)	(17,182)	(417,424)
Actual Ending Cash Balance	(280,133)	(448,685)	(511,397)	(776,032)	(698,862)	(858,896)	(810,048)	

**ITS Printing and Graphics Arts
1st Quarter Utilization Ratio**

**ATTACHMENT B
12351**

Utilization Calculation:	Jan	Feb	Mar	April	May	June	2nd Quarter Total
Photo - Edwin Ahrens							
Revenue from Photo	2,309	17,520	14,975	7,756	148	11,895	54,604
hourly rate	75	75	75	75	75	75	75
Hours Billed	31	234	200	103	2	159	728
Regular work hours	183	160	184	168	187	176	1,057
Vacation/leave/holiday	21	16	8	8	27	57	137
Net work hours	162	144	176	160	160	119	921
Breaks/Clean-up (1 hr per work day)	20	18	22	20	20	15	115
Potential Billable Hours	142	126	154	140	140	104	805
Utilization	22%	185%	130%	74%	1%	152%	90%
Video -Robert Hamilton							
Revenue from Video	8,275	4,314	5,545	2,905	5,642	11,251	37,933
hourly rate	75	75	75	75	75	75	75
Hours Billed	110	58	74	39	75	150	506
Regular work hours	176	160	184	160	184	176	1,040
Vacation/leave/holiday	18	8	-	48	32	-	106
Net work hours	158	152	184	112	152	176	934
Breaks/Clean-up (1 hr per work day)	20	19	23	14	19	22	117
Potential Billable Hours	138	133	161	98	133	154	817
Utilization	80%	43%	46%	40%	57%	97%	62%
Graphics							
Revenue from Graphics	26,343	36,172	3,000	45,960	61,218	21,170	193,862
hourly rate	75	75	75	75	75	75	75
Hours Billed	351	482	40	613	816	282	2,585
Regular work hours	704	640	736	669	736	716	4,201
Vacation/leave/holiday	136	140	145	70	85	92	668
Net work hours	568	500	591	599	651	624	3,533
Breaks/Clean-up (1 hr per work day)	71	63	74	75	81	78	442
Potential Billable Hours	497	438	517	524	570	546	3,091
Utilization	71%	110%	8%	117%	143%	52%	84%
Target Utilization							
Paid Hours	2,080						
Holidays	(96)						
Vacations	(160)						
Sick Leave	(96)						
Breaks	(112)						
Clean Up	(112)						
Potential Billable Hours	<u>1,504</u>						
Billability Ratio	85%						
Billable Hours	<u>1278.4</u>						

**ITS Printing and Graphics Arts
Projected Financial Performance
2006 Base Case Scenario with 06/30/2006 Actual**

I. Fund Financial Measures	2006												Total	OH Allocation *	Total plus OH Allocation
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
Revenue	111,908	67,503	440,381	238,349	357,041	224,982	235,797	265,353	311,036	256,092	404,634	495,892	3,406,867		3,406,867
Expense	(192,289)	(184,535)	(518,576)	(262,195)	(457,229)	(242,164)	(236,943)	(236,943)	(236,943)	(236,943)	(236,943)	(236,943)	(3,969,618)		(3,969,618)
Net Income	(80,481)	(117,032)	(78,195)	(23,846)	(100,887)	(17,182)	(1,145)	28,410	74,093	19,149	167,691	(41,051)	(562,751)		(562,751)
End-of-period cash balance	88,071	33,751	220,150	119,175	178,521	117,899	131,676	155,518	128,046	202,317	247,946	(1,090,830)	(1,090,830)		(1,090,830)
Fund balance	(448,685)	(511,397)	(776,032)	(698,862)	(858,996)	(810,048)	(816,601)	(753,717)	(707,956)	(615,676)	(707,956)	(662,747)	(1,094,271)		(1,094,271)
II. Line-of-Business Measures	(512,002)	(729,033)	(807,229)	(831,075)	(931,743)	(948,945)	(950,090)	(923,680)	(849,587)	(830,438)	(662,747)	(1,094,271)			(1,094,271)
For County Agencies															
Print Shop/Copy Center	37,190	3,398	319,502	77,330	224,173	84,538	119,489	139,224	179,281	134,670	249,798	322,985	1,892,477		1,892,477
Revenue from agencies	(65,383)	(53,439)	(261,040)	(173,994)	(270,724)	(117,748)	(117,748)	(117,748)	(117,748)	(117,748)	(117,748)	(117,748)	(1,913,782)		(1,913,782)
Expense	(28,193)	(90,041)	58,861	(96,664)	(46,551)	(31,185)	1,741	21,976	61,533	16,922	132,050	(21,775)	(21,305)		(21,305)
Net Income															
Graphics	26,343	36,172	3,000	45,960	61,218	21,170	38,777	40,720	56,457	38,575	61,509	84,378	514,278		514,278
Revenue from agencies	(77,994)	(28,960)	(51,145)	(31,109)	(40,139)	(34,151)	(34,994)	(34,994)	(34,994)	(34,994)	(34,994)	(34,994)	(549,140)		(549,140)
Expense	(51,651)	7,211	(48,145)	14,851	21,079	(12,981)	3,763	5,726	21,463	3,881	26,515	(26,297)	(34,862)		(34,862)
Net Income															
Videography	2,309	17,520	14,975	7,756	148	11,895	2,804	9,499	2,142	5,109	13,501	9,690	97,349		97,349
Revenue from agencies	(6,956)	(6,956)	(7,342)	(6,956)	(6,956)	(6,956)	(7,571)	(7,571)	(7,571)	(7,571)	(7,571)	(7,571)	(87,547)		(87,547)
Expense	(4,647)	10,564	7,633	800	(6,808)	4,939	(4,767)	1,959	(5,429)	(2,462)	5,930	2,120	9,802		9,802
Net Income															
Pass-Through	8,275	4,314	5,545	2,905	5,642	11,251	4,343	3,025	2,772	7,355	9,442	8,454	73,323		73,323
Revenue from agencies	(8,013)	(8,013)	(2,469)	(5,107)	(2,370)	3,239	(3,669)	(4,988)	(5,241)	(6,591)	1,429	441	(96,153)		(96,153)
Expense	262	(3,699)	(2,469)	(5,107)	(2,370)	3,239	(3,669)	(4,988)	(5,241)	(6,591)	1,429	441	(22,830)		(22,830)
Net Income															
Overhead	36,650	7,743	64,883	89,757	57,893	71,334	48,494	48,494	48,494	48,494	48,494	48,494	615,226		615,226
Revenue from agencies	(18,162)	(30,711)	(167,773)	(19,591)	(83,040)	(60,954)	(42,169)	(42,169)	(42,169)	(42,169)	(42,169)	(42,169)	(532,245)		(532,245)
Expense	18,488	(22,968)	(102,890)	70,167	(25,148)	10,380	6,325	6,325	6,325	6,325	6,325	6,325	(14,019)		(14,019)
Net Income															
For City of Seattle Agencies (Org 3219)	1,041	0	33,969	16,718	7,967	29,504	21,890	21,890	21,890	21,890	21,890	21,890	220,539		220,539
Revenue	(4,490)	(4,490)	(4,490)	(4,490)	(4,490)	(4,490)	(4,490)	(4,490)	(4,490)	(4,490)	(4,490)	(4,490)	(206,889)		(206,889)
Expense	(3,449)	(4,490)	29,479	12,228	3,477	25,014	17,400	17,400	17,400	17,400	17,400	17,400	(13,650)		(13,650)

1 Jan - June revenues were based on monthly actual. The remaining forecast was based on the historical average (2002-2005), except for Photography and Videography.
 2 Revenue forecast for Photography and Videography assume 100% direct cost (Labor, supplies) recovery.
 3 Pass-through revenue forecast was derived by the monthly 06 allotment * 115%.
 4 Including outstanding payment corrections could result in additional revenue as much as 109,000.
 5 Admin OH costs were allocated only to Graphics, Printshop, and SHT based on OH expenditure amount after subtracting 15% fee from Pass-through (Pass-through admin charges are used to reduce the admin OH).
 6 Expenditure was based on Jan - June monthly actual, and also any past due outstanding invoices that should have been cleared. They are expected to be paid in July. The remaining forecast was based on average Estimated Past Due Outstanding Invoices that will be cleared in July.

Month	Revenue	Expense	Net Income
January	14,299	14,299	0
February	40,392	40,392	0
March	46,473	46,473	0
April	154,494	154,494	0
May	38,879	38,879	0
June	368,975	368,975	0
Total	675,979	675,979	0

The following expenses are deferred until December:
 Finance Central Rates 38,004
 ITS administrative charges 196,766
 Graybar Lease through FID 288,199
 SHT space and equipment lease 153,010
Total Deferred 675,979

The deferred expenditure was adjusted based on the YTD 2005 actual.
 There were recording delays in January and February due to the accounting system conversion. The problems were resolved in March.
 ** The transfer to DES ER (\$14,495) will be made in December 2006 (original schedule 04/05).