



KING COUNTY

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

Signature Report

February 24, 2004

Motion 11878

Proposed No. 2004-0074.2

Sponsors Patterson

1 A MOTION related to King County council's adoption of
2 the 2004 work program for the King County auditor's
3 office.

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6 WHEREAS, K.C.C.2.20.045 states that the council shall review and approve
7 annually by motion a work program prepared by the auditor for the auditor's office, and

8 WHEREAS, the work program shall include the various types of audits and
9 recommended special studies to be conducted and managed by the auditor's office, and

10 WHEREAS, the work program shall also include any analytical staff work directed
11 by the council which would fall outside of the regular definition of an audit or special study,
12 and

13 WHEREAS, the 2004 proposed auditor's work program has been developed and
14 is attached to this motion;

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

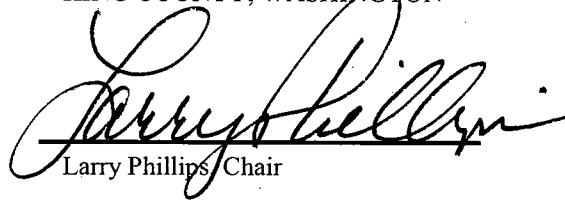
16 The attached 2004 auditor's work program is hereby adopted.

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Motion 11878 was introduced on 2/9/2004 and passed as amended by the Metropolitan King County Council on 2/23/2004, by the following vote:

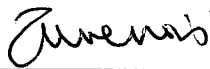
Yes: 13 - Mr. Phillips, Ms. Edmonds, Mr. von Reichbauer, Ms. Lambert, Mr. Pelz, Mr. McKenna, Mr. Ferguson, Mr. Hammond, Mr. Gossett, Ms. Hague, Mr. Irons, Ms. Patterson and Mr. Constantine
No: 0
Excused: 0

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON



Larry Phillips, Chair

ATTEST:



Anne Noris, Clerk of the Council

Attachments A. 2004 Auditor's Office Work Program, as amended by Council February 23, 2004

Attachment A Motion 11878
2004 AUDITOR'S OFFICE WORK PROGRAM

Project	Tentative Scope Summary
AUDITS/REVIEWS	
King County Sheriff's Office Performance Audit	This audit will analyze the Sheriff's staff allocation, overtime, and cost-recovery models to determine if they are appropriately designed and managed, and assess opportunities for improvements and cost savings. The audit will also analyze the costs of the Sheriff's Office's primary functions, their distribution across geographic service delivery areas, and the relationship of these costs to applicable workload drivers, performance goals, and the Sheriff's law enforcement responsibilities. It may be conducted in two phases depending on the final study objectives.
King County Department of Transportation, Road Services Division Capital Planning Audit	This audit will evaluate capital project management processes for road projects managed by the Road Services Division in the Department of Transportation. This will include a review of planning and cost analysis activities, and how the possibility of annexation and incorporation is taken into consideration when assessing capital investments.
Safety and Workers' Compensation Performance & Financial Audit	The audit will review the methodology for establishing industrial insurance rates and the process for determining the adequacy of the program's reserves and estimated claims settlements. It will assess program performance, including efficiency, and how this compares to any industry or best practice standards. The audit will also determine the adequacy of internal controls. It may be conducted in two phases depending on the final study objectives.
Financial Systems Replacement Project Oversight	Oversight monitoring of the development of the Financial Systems Replacement Project (FSRP) business case will be conducted including a review of the approach for assessing the costs, benefits and, opportunities for a business-operating model. The office needs to procure outside expertise to assist in this oversight review.
DDES Workload and Staffing Audit	This audit will review the methodology that DDES uses to forecast workload staffing levels to determine if the department is providing services efficiently and economically.
Fleet Management & Procurement Practices Performance Audit	Evaluate the bus fleet management practices of the Department of Transportation Transit Division, including vehicle procurement and lifecycle cost evaluation. The audit will compare the county's practices to industry best practices in each area. Note: This audit may be started in 2004, but completed in 2005.
King County Major Capital Brightwater Procurement Practices Performance Audit	Evaluate the County's procedures for procurement practices of Brightwater contracts valued at \$1 million or greater. Specifically, how contracts are originally procured and how major amendment changes are determined and evaluated by the Wastewater Division. This project will be undertaken only if sufficient resources are available during 2004.
FOLLOW-UP ON IMPLEMENTING RECOMMENDATIONS	
Follow-up Review on Jail Health Services Strategic Business Plan*	Jail Health Services (JHS) has begun to implement recommendations from the auditor's 2002 King County Jails Study. Throughout 2004, the auditor's office will continue to monitor the implementation of the JHS Strategic Business Plan developed in the fall of 2003.
Follow-up Review on Wastewater Treatment Division Capital Planning	Follow-up on implementation of recommendations for improving the planning, analysis, review, and information reporting activities for wastewater capital projects is planned. This includes a review of planning and economic analysis activities for

Attachment A Motion 11878
2004 AUDITOR'S OFFICE WORK PROGRAM

Project	Tentative Scope Summary
Program	an ongoing wastewater capital project.
ONGOING PROJECTS	
Jails Operational Master Plan (OMP) & Integrated Security Project (ISP)*	The auditor's office will continue its mandated quality assurance and oversight role of the Jail OMP and ISP that was begun in 2003. The auditor is a co-convenor of the OMP Advisory Group. Audit staff provides technical and quality assurance which may include program and fiscal analysis on any aspect of the OMP and the ISP. The auditor reports quarterly to the council on this project. The OMP report is scheduled to be completed in 2004. The ISP, which involves upgrading and enhancing the electronic security system of King County Correctional Facility, begins construction in 2004 and continues through most of 2005.
Countywide Performance Measures*	Pursuant to council motion in 2003, the auditor's office engaged a consultant to assist in the development of guidelines for reviewing agency business plans and performance measures. Building on that foundation, there will be reviews of four agency plans and measures in the first part of 2004. The Office of Management and Budget and executive departments will participate with the auditor's office and council staff in an advisory group to review the business plans. A report to the council is scheduled for July.
State Auditor's Report	Pending the receipt of the State Auditor's Office's 2003 accountability audit report and report on financial statements, the auditor will advise the council of any significant findings and recommendations and the county's response to them.

Note: Excludes current projects to be completed early this year.

*Mandated by ordinance or motion.