



Executive Services Department

Dwight Dively, Chief Financial Officer

Mission Statement

The mission of the Executive Services Department (ESD) is to provide resources, systems, and services to the City's departments, workforce, and the public, so that Seattle takes care of business efficiently, effectively, and fairly.

Goals

- Improve ESD products and services to customers.
- Increase the efficiency of our processes and procedures and keep costs competitive.
- Support our diverse workforce and enhance employee competencies, involvement, partnerships, performance, and work environment.
- Increase customer satisfaction and public perception that ESD provides value and responds effectively.

Appropriations

Fund/Line of Business (in thousands of dollars)	Summit Code	1999 Actual	2000 Adopted	2001 Adopted	2002 Endorsed
Executive Services Fund					
Administration	A10	1,817	1,792	2,217	2,357
Finance	A80	23,966	23,377	28,883	29,932
General Services	A20	55,184	57,486	65,230	66,020
Personnel	A60	8,577	9,573	10,769	11,199
Revenue & Consumer Affairs	A85	5,484	5,576	6,319	6,441
Sustainability & Environmental Management	A17	489	566	612	636
Department Total		95,518	98,369	114,030	116,586
Positions (in Full Time Equivalents)		1,012.77	806.27	795.27	795.27

Executive Services

Administration

Purpose Statement

The purpose of the Administration Line of Business is to provide executive direction and leadership, public information, strategic financial and operational planning, and administrative support, so that department managers, staff, and other decision-makers can make informed decisions on how to best serve our customers.

Key Performance Targets

- Generate annual customer surveys in each service area with the goal of meeting or exceeding customer expectations at least 80% of the time.
- Budget department overhead costs as a percentage of total operating budget, with the goal of having overhead be no more than 5% of the total operating budget.
- Generate annual profit and loss statements by division, with the goal of having unplanned profits or losses be no more than 5% of the total operating budget by division.

Resources

Program (in thousands of dollars)	1999 Actual	2000 Adopted	2001 Adopted	2002 Endorsed
Executive Management	1,817	1,792	2,217	2,357
Line of Business Total	1,817	1,792	2,217	2,357
Positions (in Full Time Equivalents)	24.25	19.50	20.50	20.50

Administration: Executive Management

Program Highlights

Refine departmental goals and provide financial and policy management and direction for the department.

Produce an annual, user friendly financial report for Citywide financial information.

Conduct informal surveys of customer departments to better assess the quality of and customer satisfaction with current and potential services.

Coordinate internal and external communications within the department to ensure that information is presented in a clear, consistent, and timely manner.

Add one Environmental Specialist to this program with funding generated from cuts in other areas of the Executive Management Program. This position will address the significant environmental issues at various ESD facilities and associated with several ESD programs.

Creating a separate internal services fund for the Department of Information technology (DoIT) has resulted in increases to ESD budget for each program. However, this change has no effect on actual costs or charges.

Funding for an Environmental Coordinator has been placed in Finance General until the legal issues surrounding Initiative 722 have been resolved. At that time, \$21,000 of funding for the position may be restored to the department through separate Council action.

Funding for the Debt Management Policy Advisory Committee has been placed in Finance General until the legal issues surrounding Initiative 722 have been resolved. At that time, \$50,000 of funding may be restored to the department through separate Council action.

Resources

Funding Source (in thousands of dollars)	1999 Actual	2000 Adopted	2001 Adopted	2002 Endorsed
Other	1,817	1,792	753	926
General Subfund		0	1,464	1,431
Program Total	1,817	1,792	2,217	2,357
Positions (in Full Time Equivalents)	24.25	19.50	20.50	20.50

Executive Services

Finance

Purpose Statement

The purpose of the Finance Line of Business is to provide contracting and warehousing services, implement and maintain business technologies, receipt and disburse City funds, and provide financial planning and reporting services, so that customers can meet their business needs in an affordable and timely manner.

Key Performance Targets

- Increase or maintain savings in total dollars or percentage on vendor contracts.
- Provide automated systems (Summit and HRIS) functionality to users during standard business hours, with a target of 95% or greater availability.
- Meet or exceed appropriate investment benchmarks.

Resources

Program (in thousands of dollars)	1999 Actual	2000 Adopted	2001 Adopted	2002 Endorsed
Contracting	4,962	4,392	5,264	5,428
ESD Business Technology	8,242	8,709	11,654	12,218
Financial Planning	10,761	10,276	11,965	12,287
Line of Business Total	23,966	23,377	28,883	29,932
Positions (in Full Time Equivalents)	473.35	246.85	237.10	237.10

Finance: Contracting

Purpose Statement

The purpose of the Contracting Program is to anticipate and meet the unique contracting and warehousing needs of customers; provide education throughout the contracting process; administer policy and law; implement the City's various social objectives in contracting; and provide fair, thorough, and responsive service to customers, so they can meet their business needs in an affordable and timely manner.

Program Highlights

Work with other departments to continue to refine the procurement process. Additional effort will be given to implementing the revisions to the public works contracting function that are currently under way.

Support and refine the Public Works Apprenticeship and related programs that provide training opportunities for women and minorities.

Continue to refine programs and approaches that further the City's adopted "social goals" consistent with State and federal laws and requirements.

Develop and pursue, as funds are available, an expanded use of electronic commerce (e-procurement) in various aspects of City operations.

Adjust the management structure to reduce the number of managers, assignments, and classifications and decrease staff costs. As a result of these adjustments, a net reduction of 2.5 FTE will be realized.

Creating a separate internal services fund for the Department of Information Technology has resulted in increases to ESD's budget in each program. However, this change has no effect on actual costs or charges.

Resources

Funding Source (in thousands of dollars)	1999 Actual	2000 Adopted	2001 Adopted	2002 Endorsed
Transportation Fund	251	257	655	676
Seattle Public Utilities Funds	915	937	1,091	1,125
Retirement System Fund	2	2	1	1
Rates & Other	1,270	613	1,215	1,256
General Subfund	1,477	1,512	1,352	1,391
Design, Construction and Land Use Fund	62	64	52	53
City Light Fund	984	1,008	899	926
Program Total	4,962	4,392	5,264	5,428
Positions (in Full Time Equivalents)	51.50	52.50	50.00	50.00

Executive Services

Finance: ESD Business Technology

Purpose Statement

The purpose of the ESD Business Technology Program is to plan, strategize, design, develop, implement, and maintain business technologies, so that ESD and the City of Seattle's business activities are supported.

Program Highlights

Consolidate existing staff and functions from three divisions into a new program that includes technical support for the Human Resources Information System (formerly in the Personnel Division), Summit (formerly in the Finance Division), and the Technology Applications Section (formerly in the Executive Management Division).

Install a major upgrade of the PeopleSoft software for Summit, the City's automated financial system. By moving to Version 7.5, the City will have the improved and current version.

Install an upgrade on the City's Human Resources Information System (HRIS) to significantly improve the capabilities of the system.

Increase the use of interactive voice response (automated telephone systems) technology for multiple lines of business in several City departments.

Eliminate two Seattle Financial Management System Project Specialist positions from this program.

Creating a separate internal services fund for the Department of Information Technology has resulted in increases to ESD's budget for each program. However, this change has no effect on actual costs or charges.

Funding for system and software upgrades for Summit and Human Resources Information System (HRIS) has been placed in Finance General until the legal issues surrounding Initiative 722 have been resolved. At that time, \$128,000 of funding for upgrades may be restored to the department through separate Council action.

Resources

Funding Source (in thousands of dollars)	1999 Actual	2000 Adopted	2001 Adopted	2002 Endorsed
Transportation Fund	310	644	725	750
Seattle Public Utilities Funds	1,107	1,859	2,249	2,330
Retirement System Fund	268	287	250	251
Rates & Other	2,165	(83)	1,958	2,080
General Subfund	2,988	3,834	3,886	4,131
Design, Construction and Land Use Fund	75	91	225	232
City Light Fund	1,330	2,078	2,361	2,444
Program Total	8,242	8,709	11,654	12,218
Positions (in Full Time Equivalents)	168.00	58.50	56.50	56.50

Finance: Financial Planning

Purpose Statement

The purpose of the Financial Planning program is to receipt and disburse City funds, and provide financial planning and reporting, so that the City remains fiscally solvent.

Program Highlights

Increase funds for banking costs by \$230,000 in both 2001 and 2002 to reflect actual increases in the fees charged by the commercial bank for processing City business.

Reduce staff by 2.0 FTE in the remittance processing area of the Treasury Section and refine the use of new remittance processing equipment and related staff support to maintain and improve service. This cost savings was possible due to efficiencies realized by restructuring work assignments and adjusting internal procedures.

Transfer two FTE to other Programs within the Department and two additional FTE from the ESD internal accounting section to the Department of Information Technology.

Refine and improve the Managing for Results approach to budgeting and measuring results in the City.

Add a net 0.75 FTE in Accounting Section to clean up existing position problems and match staffing to actual operations.

Increase funding due to the transfer of items formerly budgeted in Finance General, including insurance costs associated with the City-wide Risk Management Program (\$920,000), for the City's Financial Advisor (45,000), and the Debt Management Policy Advisory Committee (\$100,000).

Creating a separate internal services fund for the Department of Information Technology has resulted in increases to ESD's budget for each Program. However, this change has no effect on actual costs or charges.

Resources

Funding Source (in thousands of dollars)	1999 Actual	2000 Adopted	2001 Adopted	2002 Endorsed
Transportation Fund	615	444	489	520
Seattle Public Utilities Funds	2,324	1,847	2,046	2,109
Retirement System Fund	36	20	47	49
Rates & Other	15	1,189	800	729
General Subfund	4,880	4,276	6,239	6,477
Design, Construction and Land Use Fund	127	120	204	212
City Light Fund	2,763	2,379	2,140	2,190
Program Total	10,761	10,276	11,965	12,287
Positions (in Full Time Equivalents)	253.85	135.85	130.60	130.60

Executive Services

General Services

Purpose Statement

The purpose of the General Services Line of Business is to manage and operate the City's buildings and vehicle and equipment fleets, so that City business can be performed safely and efficiently.

Key Performance Targets

- Decrease strategically excess property management areas.
- Increase or maintain customer satisfaction at or above 90%.
- Increase the number of alternative fuel vehicles in the City's fleet.

Resources

Program (in thousands of dollars)	1999 Actual	2000 Adopted	2001 Adopted	2002 Endorsed
Facilities	23,881	26,207	32,248	33,388
Fleets	31,303	31,279	32,982	32,631
Line of Business Total	55,184	57,486	65,230	66,020
Positions (in Full Time Equivalents)	302.50	300.50	305.50	305.50

General Services: Facilities

Purpose Statement

The purpose of the Facilities Program is to provide strategic planning and management of the City's real estate assets, their built environments, and competitive graphic and print services, so that City staff and citizens can work in and use facilities that engender civic trust.

Program Highlights

Continue the overall project management of the Civic Center Project, including development of a new Justice Center and City Hall and significant modifications to Key Tower and the Park 90/5 buildings as they evolve from largely private tenant buildings to public sector buildings.

Continue to improve security services in existing downtown buildings and plan to implement new systems and approaches in the new downtown buildings. Add one security manager position to address City Employees' concerns about building security issues.

Continue to implement City-wide property acquisition and disposition policies, manage acquisition and disposition projects, and work with departments and the neighborhood planning process on the most appropriate use for City properties. One existing position will be reclassified to a Sr. Real Property Agent, funded by Cumulative Reserve Subfund resources, and committed to working on General Fund property matters.

Continue to support the use of recycled content materials in City construction and renovations.

Transfer in two Supported Employment Positions from Personnel's citywide allocation.

Creating a separate internal services fund for the Department of Information Technology has resulted in increases to ESD's budget for each Program. However, this change has no effect on actual costs or charges.

Increase budget authority to reflect two transfers from Finance General to cover the city's operating costs associated with two city facilities: (a) \$374,131 in 2001 and \$383,485 in 2002 for the Concert Hall and (b) \$64,137 in 2001 and \$65,740 in 2002 for Garden of Remembrance.

Funding for a Senior Real Property Agent has been placed in Finance General until the legal issues surrounding Initiative 722 have been resolved. At that time, \$39,000 of funding for the position may be restored to the department through separate Council action.

Executive Services

Resources

Funding Source (in thousands of dollars)	1999 Actual	2000 Adopted	2001 Adopted	2002 Endorsed
Transportation Fund	246	252	350	303
Seattle Public Utilities Funds	204	207	699	569
Rates & Other	22,367	24,671	28,531	29,959
General Subfund	777	785	2,155	2,096
Design, Construction and Land Use Fund	0	0	256	195
City Light Fund	287	292	257	266
Program Total	23,881	26,207	32,248	33,388
Positions (in Full Time Equivalents)	160.50	157.50	160.50	160.50

General Services: Fleets

Purpose Statement

The purpose of the Fleets Program is to centrally manage the City's vehicle and equipment operations in order to ensure timely, cost effective, high quality replacement of vehicles, maintenance, fueling, and short-term transportation, so that City employees can do their jobs safely and efficiently.

Program Highlights

Continue to reduce the time between delivery of vehicles to the City and full "in service" status. Add one Automotive Engineer to address the backlog of technical reviews and evaluations associated with departments' requests for specialized vehicles.

Increase the number of alternative fuel vehicles used in the City Fleet. Add one position to be the Clean Cities Coordinator for the City.

Add five vehicles to the central motor pool -- four hybrid (electric/gasoline) cars and a van.

Creating a separate internal services fund for the Department of Information Technology has resulted in increases to ESD's budget for each program. However, this change has no effect on actual costs or charges.

Funding for a Clean Cities Coordinator has been placed in Finance General until the legal issues surrounding Initiative 722 have been resolved. At that time, \$33,000 of funding for the position may be restored to the department through separate Council action.

Resources

Funding Source (in thousands of dollars)	1999 Actual	2000 Adopted	2001 Adopted	2002 Endorsed
Rates & Other	31,303	31,279	32,983	32,609
General Subfund	0	0	(1)	22
Program Total	31,303	31,279	32,982	32,631
Positions (in Full Time Equivalents)	142.00	143.00	145.00	145.00

Executive Services

Personnel

Purpose Statement

The purpose of the Personnel Line of Business is to provide human resource services, tools, and expert assistance to departments, policy-makers, employees, and the public, so that the City's diverse workforce is managed fairly, well-trained, supported, and deployed to accomplish the City's business goals in a cost-effective and safe manner.

Key Performance Targets

- Evaluate overall workplace safety and risk management through monitoring and benchmarking the number of multiple claimants.
- Evaluate overall workplace safety and risk management through monitoring and benchmarking positive random drug test rates for employees with commercial driver's licenses.
- Evaluate overall workplace safety and risk management through monitoring and benchmarking the number of reported vehicle collisions.
- Achieve settlement, within established parameters, for 75% of the collective bargaining agreements that expire in the prior budget year.
- Achieve a commonly accepted definition and set of expectations regarding the relationship between the City (management) and Labor, as measured by explicit endorsement by the Executive, City Council, and at least twelve Union Business Representatives.

Resources

Program (in thousands of dollars)	1999 Actual	2000 Adopted	2001 Adopted	2002 Endorsed
Human Resources	8,577	9,573	10,769	11,199
Line of Business Total	8,577	9,573	10,769	11,199
Positions (in Full Time Equivalents)	179.67	156.67	146.17	146.17

Personnel: Human Resources

Program Highlights

Perform required salary market surveys for professional employees who are covered by the requirements of the Administrator, Executive, Strategic Advisor, Manager, and Information Technology Professional Programs.

Enhance the City's major training programs and focus resources in those areas where the most significant impact can be gained.

Add a half time position to support a special drug program in the Fire Department. The Fire Department will fund this special program.

Add a position to coordinate the Service Excellence Program.

Transfer out one position from the internal Personnel Section of ESD to the Department of Information Technology and transfer in one position from Financial Planning to Personnel.

Transfer four Supported Employment Positions from the citywide allocation to Facilities and Financial Planning. Also transfer eight supported employment positions to Seattle Public Utilities and two supported employment positions to the Parks Department from the citywide allocation.

Creating a separate internal services fund for the Department of Information Technology has resulted in increases to ESD's budget for each program. However, this change has no effect on actual costs or charges.

Increase the budget authority by \$350,000 in both 2001 and 2002 to reflect the transfer of the Service and Excellence Training Fund from Finance General. This Fund supports Employee Involvement Committees, provides resources for responding to employees' suggestions on how to create efficiencies, and supports the development of increased training opportunities.

Funding for Career Quest and department operating costs have been placed in Finance General until the legal issues surrounding Initiative 722 have been resolved. At that time, \$70,000 of funding may be restored to the department through separate Council action.

Resources

Funding Source (in thousands of dollars)	1999 Actual	2000 Adopted	2001 Adopted	2002 Endorsed
Transportation Fund	446	450	501	519
Seattle Public Utilities Funds	1,022	942	1,164	1,204
Retirement System Fund	9	(10)	17	18
Rates & Other	2,411	4,016	3,763	3,874
General Subfund	3,148	2,760	3,511	3,709
Design, Construction and Land Use Fund	224	207	291	301
City Light Fund	1,318	1,209	1,522	1,575
Program Total	8,577	9,573	10,769	11,199
Positions (in Full Time Equivalents)	179.67	156.67	146.17	146.17

Executive Services

Revenue & Consumer Affairs

Purpose Statement

The purpose of the Consumer Affairs Line of Business is to provide administration and enforcement of the City's different license, tax and animal control codes for Seattle residents, so that budget needs may be met and public safety is maintained.

Key Performance Targets

- No increase in cost to issue and record business licenses.
- Increase number of animals placed with an owner.

Resources

Program (in thousands of dollars)	1999 Actual	2000 Adopted	2001 Adopted	2002 Endorsed
Animal Control	2,084	2,118	2,344	2,428
Revenue and Licensing	2,701	2,772	3,075	3,083
Weights and Measures	699	686	900	930
Line of Business Total	5,484	5,576	6,319	6,441
Positions (in Full Time Equivalents)	33.00	79.00	81.00	81.00

Revenue & Consumer Affairs: Animal Control

Purpose Statement

The purpose of Seattle Animal Control is to provide enforcement, animal care and spay/neuter services for Seattle residents, so that pet overpopulation is decreased and controlled and public safety is maintained.

Program Highlights

Continue to expand public information and knowledge of responsible pet ownership and care.

Increase the level of adoption for animals that come to animal control and reduce the need for euthanasia of animals.

Maintain a high level of volunteer program participation.

Creating a separate internal services fund for the Department of Information Technology has resulted in increases to ESD's budget for each program. However, this change has no effect on actual costs or charges.

Add 1.00 FTE and funding of \$60,000 in 2001 and \$62,000 in 2002 to the Animal Control Volunteer Programs. This new position will manage over 400 active volunteers participating in over 20 programs.

Resources

Funding Source (in thousands of dollars)	1999 Actual	2000 Adopted	2001 Adopted	2002 Endorsed
General Subfund	2,084	2,118	2,344	2,428
Program Total	2,084	2,118	2,344	2,428
Positions (in Full Time Equivalents)	33.00	33.00	34.00	34.00

Executive Services

Revenue & Consumer Affairs: Revenue and Licensing

Purpose Statement

The purpose of the Revenue and Licensing Program is to provide administration and enforcement of the City's license and tax codes, so that budget needs may be met.

Program Highlights

Continue to aggressively collect delinquent tax payments and identify previously unlicensed businesses.

Be a key participant in developing a model ordinance for Washington cities that have a gross receipts business and occupation tax.

Add funding of \$120,000 to reimburse City customers for interest due on the overpayment of various tax payments in prior years.

Creating a separate internal services fund for the DoIT has resulted in increases to ESD's budget for each program. However, this change has no effect on actual costs or charges.

Funding for the Driving With License Suspended program has been placed in Finance General until the legal issues surrounding Initiative 722 have been resolved. At that time, \$10,000 of funding may be restored to the department through separate Council action.

Resources

Funding Source (in thousands of dollars)	1999 Actual	2000 Adopted	2001 Adopted	2002 Endorsed
Other	0	0	10	10
General Subfund	2,701	2,772	3,065	3,073
Program Total	2,701	2,772	3,075	3,083
Positions (in Full Time Equivalents)	0.00	38.50	37.50	37.50

Revenue & Consumer Affairs: Weights and Measures

Purpose Statement

The purpose of the Weights and Measures Program is to provide regulation of businesses for the public, so that there are accurate weights and measures and safe taxicabs.

Program Highlights

Participate in developing national standards for e-commerce grocery stores.

Regulate taxi cabs and inspect weighting devices and scanning systems in stores.

Administer the impound tow contract.

Transfer in two Supported Employment Positions from Personnel's Citywide allocation to this program.

Continue the funding that was initially directed in Ordinance 120020, providing for the "Safe Ride" program, thus increasing the budget by \$25,000 in each year. This provides a taxi ride to a safe destination for people whose vehicle is impounded due to driving with a suspended license but who do not have taxi fare or an alternative means of transportation.

Creating a separate internal services fund for the Department of Information Technology has resulted in increases to ESD's budget for each program. However, this change has no effect on actual costs or charges.

Resources

Funding Source (in thousands of dollars)	1999 Actual	2000 Adopted	2001 Adopted	2002 Endorsed
General Subfund	699	686	900	930
Program Total	699	686	900	930
Positions (in Full Time Equivalents)	0.00	7.50	9.50	9.50

Executive Services

Sustainability & Environmental Management

Purpose Statement

The purpose of the Sustainability & Environmental Management Line of Business is to reduce the ecological impact of City government operations and services and to promote environmental stewardship and sustainability principles and practices in the community at large.

Key Performance Targets

- Comply with environmental regulations by achieving zero regulatory violations.
- Reduce City consumption of resources by using more "green" products.
- Reduce the City's overall pesticide use by 30%.

Resources

Program (in thousands of dollars)	1999 Actual	2000 Adopted	2001 Adopted	2002 Endorsed
OSEM	489	566	612	636
Line of Business Total	489	566	612	636
Positions (in Full Time Equivalents)	0.00	3.75	5.00	5.00

Sustainability & Environmental Management: OSEM

Program Highlights

Manage a Municipal Conservation Fund to pay for the design, engineering, and construction costs associated with improving energy and water efficiency in City facilities.

Coordinate the City's Pesticide Reduction Strategy to promote integrated pest management techniques, reduce overall pesticide use, and phase out the use of the most-hazardous herbicides and insecticides.

Increase a 0.75 FTE Administrative Staff Analyst to a full time position in order to better support this program.

Transfer in a position from the Strategic Planning Office to work on sustainability and environmental stewardship issues.

Resources

Funding Source (in thousands of dollars)	1999 Actual	2000 Adopted	2001 Adopted	2002 Endorsed
Seattle Public Utilities Funds	154	204	185	193
Rates & Other	0	(12)	0	0
General Subfund	283	272	332	344
City Light Fund	51	101	95	99
Program Total	489	566	612	636
Positions (in Full Time Equivalents)	0.00	3.75	5.00	5.00

Executive Services

Position Changes

Program/Position Change (in Full Time Equivalentents)	2001 Adopted	2002 Endorsed
Prior Year FTE Total	806.27	795.27
<u>Contracting</u>		
Delete MSA, Sr.	-1.00	
Delete Human Services Analyst	-1.00	
Delete Manager III	-1.00	
Delete Manager I	-1.00	
Delete Human Services Analyst	-1.00	
Delete Research & Evaluation Asst 1	-1.00	
Delete Accountant, Principal	-1.00	
Delete Civil Rights Analyst	-1.00	
Add Plan & Develop Spec, Sr (Pending Classification Review)	1.00	
Add Plan & Develop Spec, Sr. (Pending Classification Review)	1.00	
Add Plan & Develop Spec, Sr (Pending Classification Review)	1.00	
Add Manager 2 (Pending Classification Review)	1.00	
Delete Admin Spec I	-0.50	
Add Plan & Develop Spec, Sr. (Pending Classification Review)	1.00	
<u>ESD Business Technology</u>		
Delete SFMS Project Specialist	-2.00	
<u>Executive Management</u>		
Add Environmental Specialist (Pending Classification Review)	1.00	
<u>Facilities</u>		
Add Building Security Manager (Pending Classification Review)	1.00	
<u>Financial Planning</u>		
Delete Remittance Processing Technician	-1.00	
Add Account Tech 1 (Pending Classification Review)	0.25	
Delete Remittance Processing Technician	-1.00	
Add Accounting Tech III (Pending Classification Review)	0.50	
Delete Accounting Tech II-BU	-1.00	
Delete Accounting Tech II-BU	-1.00	
<u>Fleets</u>		
Add Clean City Coordinator (Pending Classification Review)	1.00	
Add Auto Engineer (Pending Classification Review)	1.00	
<u>Human Resources</u>		
Add To be determined	1.00	
Delete office/maintenance aides	-8.00	
Add Safety & Health Specialist (Pending Classification Review)	0.50	
Delete Manager II	-1.00	

Executive Services

OSEM

Add	1.00	
Strategic Advisor 2		
Add Admin Staff Analyst	0.25	
New FTE Subtotal	-11.00	0.00
FTE Total	795.27	795.27

Executive Services

2001-2002 Estimated Revenues for the Executive Services Fund

SUMMIT CODE	SOURCE	1999 ACTUAL	2000 REVISED	2001 ADOPTED	2002 ENDORSED
A11 Executive Management Prog.					
371000	Exec Mngt: Reserve tsf to DoIT	0	-117,077	0	0
	Change in Working Capital: Exec Mngmt	1,816,625	1,908,736	2,217,466	2,356,592
	Subfund Totals for A11	\$1,816,625	\$1,791,659	\$2,217,466	\$2,356,592
A22 Fleets Program					
437010	Grant - Clean Cities Coord.	0	0	32,686	45,013
462250	Vehicle Lease	934,918	855,913	892,714	919,495
462190	Motor Pool	21,420	18,753	19,315	19,895
444300	Vehicle Maintenance & Repair	210,665	390,300	402,008	414,069
444500	Fuel	129,632	200,551	206,568	268,538
662250	Vehicle Leasing (ESD)	567,831	835,710	832,757	857,740
662150	Motor Pool (ESD)	128,259	133,492	137,497	141,622
644300	Vehicle Maintenance & Repair (ESD)	0	4,369,412	5,612,093	5,797,644
644400	Vehicle Warehousing (ESD)	10,316,039	5,903,622	3,611,051	3,704,440
644500	Vehicle Fueling (ESD)	85,887	258,539	266,295	274,284
562250	Vehicle Lease	20,616,381	22,532,376	22,744,495	22,173,227
569100	Sale - Fixed Assets	828,580	10,340	0	0
562150	Motor Pool	218,716	229,198	343,683	360,931
544300	Vehicle Maint. & Repair	4,059,841	4,309,929	3,602,693	3,745,157
544400	Vehicle Warehousing	0	0	2,576,788	2,657,564
544500	Fuel	2,520,067	2,615,900	2,829,766	3,003,128
587001	Clean Cities Coord. - GF	0	0	32,000	22,000
587001	Clean Cities Coord. - GF (722 contingent)	0	0	-33,000	0
371000	Fleets Subfund Decrease Fund Bal	0	9,252	0	0
	Change in Working Capital: Fleets	-9,335,413	-11,393,942	-11,127,313	-11,773,286
	Subfund Totals for A22	\$31,302,823	\$31,279,345	\$32,982,096	\$32,631,461

Executive Services

SUMMIT CODE	SOURCE	1999 ACTUAL	2000 REVISED	2001 ADOPTED	2002 ENDORSED
A33	Facilities Program				
462500	Non-Muni/Parking Rental/Other Revenue	318,022	768,610	197,643	197,999
441630	Photocopy	146,702	103,468	106,572	109,769
441990	Arch & Engineering	0	10,527	10,843	11,168
441990	Space Planning	1,883	2,833	2,918	3,006
441930	Facilities Maintenance	7,542	4,709	4,850	4,995
442830	Mail Messenger	2,953	1,207	2,600	2,700
441610	Printing/Graphics	202,040	275,223	283,480	291,985
643210	Arch & Engineer/Space Plan (ESD)	352,111	344,924	355,272	365,930
641490	Internal Charges (ESD)	4,491,439	3,668,438	2,837,500	2,887,700
641930	Facilities Maintenance (ESD)	3,610,543	4,392,390	4,497,317	4,818,579
641630	Photocopying (ESD)	185,758	140,000	144,200	148,526
662500	Core Parking Mngmnt (ESD)	62,773	0	24,504	25,240
543210	Arch & Engineering/Space Planning	2,536,988	2,358,639	2,180,741	2,266,683
562500	Rents-Muni (pass through & other)	0	1,412,000	3,972,186	4,416,756
541930	Facilities Maintenance	776,332	608,036	602,249	618,036
562500	Parking Rental/SeaPark	285,296	166,728	1,161,894	1,381,612
541630	Photocopy	1,440,031	516,815	1,888,814	1,985,602
562190	Other Equipment - Rental	843	30,432	0	0
541300	Record Management	0	27,166	0	0
542830	Mail Messenger	76,243	105,644	77,255	80,546
541610	Printing/Graphics	1,904,171	2,554,263	2,111,901	2,201,809
587116	CRF - property disposition	0	0	78,027	80,644
541490	RES Allocation: Other Funds	869,237	886,116	694,600	720,400
541490	Debt Service Allocation: Other Funds	0	0	1,038,626	791,804
541921	RES resale/Prop Mngt-Ct Security	77,488	77,488	240,000	243,750
541490	Dept Allocation - Space Rent	12,500,185	14,154,881	14,478,636	15,326,383
562500	SEATRAN property management	0	0	24,504	25,240
TBD	Pacific Place Garage Mngmnt	0	36,615	68,174	70,220
587001	RES Allocation - GF	625,511	636,925	815,400	845,700
587001	RES Allocation - GF (722 contingent)	0	0	-39,000	0
514190	Debt Service Allocation - GF	0	0	630,894	480,967
TBD	Civic Center CIP	0	290,468	0	0
587001	Garages/City Hall Subfund	0	29,052	0	0
587001	MOB/SymphHall/HsingProj/Small Dept - GF	151,874	147,691	748,036	768,949
371000	Facilities Subfund Decr in Fund Bal	0	28,248	0	0
	Change in Working Capital: Facilities	-6,744,640	-7,572,950	-6,993,060	-7,784,384
	Subfund Totals for A33	\$23,881,325	\$26,206,586	\$32,247,576	\$33,388,314

Executive Services

SUMMIT CODE	SOURCE	1999 ACTUAL	2000 REVISED	2001 ADOPTED	2002 ENDORSED
A44	Business Technology Program				
587001	Applications	2,054,847	0	431,680	455,940
641810	Applications - ESD	979,961	2,042,588	2,309,229	2,415,620
541810	DP Programming	-25,639	993,275	0	0
587001	Summit/HRIS Allocations - GF	2,987,971	3,833,500	3,252,200	3,318,100
587001	Summit/HRIS Allocations - GF (722 contingent)	0	0	-128,000	0
541960	Summit/HRIS Allocations - Other Funds	3,089,845	4,958,500	4,409,000	4,511,300
587001	Pass-through DoIT Charges - GF	0	0	761,600	813,000
541960	Pass-through DoIT Charges - Other Funds	0	0	1,401,300	1,496,100
	Change in Working Capital: Bus. Tech.	-844,535	-3,118,421	-782,917	-792,054
	Subfund Totals for A44	\$8,242,450	\$8,709,442	\$11,654,092	\$12,218,006
A66	Personnel Program				
541490	Personnel Allocation: Other Funds	3,018,700	2,797,655	3,495,089	3,616,697
541960	SEP Admin Fee	476,064	483,057	549,247	567,072
541960	Personnel - Safety (Industrial Ins. Fund)	678,135	0	779,209	808,599
541960	Fire Dept. - Safety	0	0	95,000	95,000
441960	Deferred Comp/COBRA/SHA Health Care	91,300	92,000	122,500	122,500
541960	Unempl Comp	104,158	63,000	64,700	58,467
541960	Health Care	632,489	687,800	741,847	0
TBD	Use of Cash Bal. - Health Care	0	0	0	778,415
541960	DCAP	55,000	55,000	52,500	52,500
541960	Industrial Ins. Fund	1,930,436	1,951,914	1,429,117	1,477,539
541960	Empl Retirement (Training Fees)	9,000	9,000	9,000	9,000
541810	Fees/Srvc Agree (Perf Resource)	180,997	181,025	181,025	181,025
441990	Comb Charities	61,085	35,000	35,000	35,000
587001	Serv. Excel./Career Quest - GF	0	0	350,000	350,000
587001	Career Quest - GF (722 Contingent)	0	0	-70,000	0
587001	Personnel Allocation - GF	3,147,500	2,760,176	3,243,664	3,358,596
587001	GF (722 Contingent)	0	0	-13,000	0
371000	Personnel Subfund - Decrease Fund Bal	0	652,071	0	0
	Change in Working Capital: Personnel	-1,807,421	-194,286	-296,157	-311,152
	Subfund Totals for A66	\$8,577,443	\$9,573,412	\$10,768,741	\$11,199,258
A77	Contracting Program				
441490	Contracting Warehousing/Boost	98,922	13,700	130,000	130,000
541490	Contracting Allocation: Other Funds	2,215,100	2,267,500	2,697,200	2,781,600
541490	Allocation - Contracting Warehousing	753,536	773,666	953,000	981,300
641490	Internal Charges (ESD)	456,660	477,489	503,900	514,100
541490	Direct Billing to SCL (Purch)	70,200	72,065	76,600	79,200
541490	Allocation: Public Works CIP	371,700	380,600	289,800	300,600
541490	Copernicus Funding	660,800	0	0	0
541490	Contracting Allocation - GF	1,476,878	1,511,776	1,351,900	1,390,400
371000	Rev tsf from Finance Subfund	0	65,919	0	0
371000	Contracting Subfund - Decr in Fund Balance	0	16,988	0	0
587001	Small Dept Charges - GF	0	0	8,100	8,300
	Change in Working Capital: Contracting	-1,141,578	-1,187,857	-746,718	-757,558
	Subfund Totals For A77	\$4,962,218	\$4,391,846	\$5,263,782	\$5,427,942

Executive Services

SUMMIT CODE	SOURCE	1999 ACTUAL	2000 REVISED	2001 ADOPTED	2002 ENDORSED
A5/A8	Financial Planning Program				
541810	Block Grant (CBO)	0	53,401	53,401	53,401
541490	CBO Allocation: Other Funds	575,000	590,497	624,570	719,736
587001	CBO Allocation - GF	1,514,413	1,594,575	1,850,763	1,845,744
587001	CBO Allocation - GF (722 Contingent)	0	0	-12,000	0
587001	APEX/SAM & IT Adjustments - GF	0	0	50,000	50,000
587001	VPP [A1101]; Sr. Env. Anal. [A1108] - GF (722 Contingent)	0	0	-83,000	-62,000
371000	CBO Subfund - Decrease Fund Balance	0	155,925	0	0
	Change in Working Capital: CBO	-171,710	-174,394	0	0
	City Budget Office Subfund Subtotal	\$1,917,703	\$2,220,004	\$2,483,734	\$2,606,881
541490	Finance Allocation: Other Funds	5,290,548	4,220,584	4,301,295	4,360,718
541960	Health Care, Indust. Insur., Special Employ Subfu	0	480,340	486,748	505,057
541490	Reimburse of depr/int for Remittance	0	-255,775	0	0
541810	Payroll Charge to DOIT	0	N/A	26,780	27,790
541430	Finance: Acctng Charge to CIP - CRF	0	N/A	289,396	302,345
541490	Finance Allocation - GF	2,338,255	2,175,431	2,456,115	2,527,110
587001	Subfund Support - Finance - GF	1,027,436	505,640	1,001,709	1,051,567
587001	Risk Mngmnt./DMPAC Expenses - GF	0	0	1,065,000	1,065,000
587001	Finance Gen. Tsf for DMPAC Expenses (722 contingent)	0	0	-50,000	0
587001	Accounting Tech. I (722 contingent)	0	0	-15,000	0
587001	Postage (722 contingent)	0	0	-25,000	0
371000	Finance Subfund - Rev tsf to DOIT	0	-124,915	0	0
371000	Finance Subfund - Decrease Fund Balance	0	977,897	0	0
	Change in Working Capital: Finance	187,188	76,411	-55,515	-159,915
	Finance Subfund Subtotal	\$8,843,427	\$8,055,613	\$9,481,528	\$9,679,672
A85	Revenue & Consumer Affairs Line of Business				
587001	Revenue & Licensing - GF	3,769,815	3,853,958	3,917,404	3,902,937
587001	Consumer Affairs - GF	907,136	925,360	1,116,543	1,151,430
587001	Animal Control - GF	2,173,397	2,209,053	2,413,745	2,460,715
587001	Spay & Neuter Clinic - GF	310,415	315,711	311,561	322,429
587001	Safe-Ride Program - GF	0	0	25,000	25,000
587001	Fin. Gen. - tsf for DWLS taxi ride home (722 contingent)	0	0	-10,000	0
	Change in Working Capital: Rev & Consumer	-1,676,319	-1,728,270	-1,455,367	-1,421,110
	Subfund Totals for A85	\$5,484,444	\$5,575,812	\$6,318,886	\$6,441,401
A9	Office of Sustain & Enviro Mngmt Program				
541490	Environmental Mgt Allocation: SCL & SPU	205,952	305,952	280,500	292,000
587001	Environmental Mgt Allocation: GF	283,317	271,555	331,686	344,491
	Change in Working Capital: OSEM	0	-11,911	0	0
	Subfund Totals for A9	\$489,269	\$565,596	\$612,186	\$636,491
	Program Revenues	\$95,517,727	\$98,369,315	\$114,030,087	\$116,586,018

Executive Services

Capital Improvement Program

Highlights

ESD provides support services to many Citywide capital endeavors. The following highlights reflect the variety of those services:

- ◆ **Civic Center Projects:** Central to the 2001-2006 CIP are the projects connected with the new Civic Center. These include the construction of a new Seattle Justice Center on the site across the street from the existing Municipal Building. This building houses the Seattle Municipal Court as well as the Seattle Police Department administration functions, and is scheduled for completion in the spring of 2002. The second component of the project is the construction of a new City Hall and adjacent open space. The new City Hall is to be constructed on the space adjacent to the current Municipal Building, which is to be demolished after the new City Hall is complete. Completion of the new City Hall is scheduled for 4th quarter 2002, with move in planned for early 2003. At approximately the same time as the demolition of the Municipal Building, the Public Safety Building is to be demolished. With these two buildings removed, space is cleared for the development of open space, a central aspect of the entire Civic Center Project. The open space portion of the plan is scheduled for completion at the end of 2003.

Another aspect of the overall Civic Center Project involves the move of City staff into the Key Tower. Over the life of this project, City staff from the Dexter Horton Building, the Alaska Building, and the Municipal Building are moving into the Key Tower. In addition, in mid 2002, staff currently in the Public Safety Building are moving to Park 90/5. The Dexter Horton Building was sold in spring 2000, and the Alaska Building is being sold. The City is maintaining ownership of the Arctic Building.

- ◆ **Neighborhood Civic Centers:** Emerging as a major priority from the Ballard/Crown Hill and Lake City neighborhood planning processes, the centers provide a civic focal point for these neighborhoods while addressing open space and community service issues. The Ballard project includes mixed income housing, a re-located and expanded branch library with a co-located Neighborhood Service Center, and park space. The Lake City project includes an expanded branch library with a co-located Neighborhood Service Center, park space, and expanded public parking. The park component of these projects is dependent upon voter approval of the Parks levy lid lift in November 2000. In support of the Georgetown neighborhood plan, the City will prepare a master plan and feasibility analysis for the renovation of the historic Old City Hall which the neighborhood would like to develop into a self-sustaining center for civic activities, including offering classroom and meeting spaces. Should the feasibility analysis indicate that the building can be fully rehabilitated for \$1.2 million, the City plans to provide funding for rehabilitation in 2002-2003.
- ◆ **Charles Street Shop Improvements:** Over the years, the facilities at Charles Street have received only minimal repairs, and have gradually become outmoded and unable to fulfill their original purpose. Based on a study conducted in 2000, Executive Services has developed a phased approach to revitalize these facilities to ensure the optimal use of the site. The first phase, undertaken in this biennium, includes the renovation and expansion of the office building at 714 Charles Street. This project enables Fleets Administration to move to the site, and provides a location for the Materials Testing Lab, which has outlived its useful life. Later projects may include renovation of the existing shop buildings and creation of covered storage space for equipment and materials.

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- ◆ **Police Training Facility:** The Seattle Police Department (SPD) training unit offices and advanced training operations are currently located at Sand Point, and must vacate the site no later than May 2001. Over this biennium, SPD is relocating their training operations to the Police Support Facility Complex at Park 90/5. The relocation project includes the construction of an additional floor in Building C of the complex. Councilmanic debt in 2001 will be issued to cover capital costs, and SPD is providing funding for debt service through their operating budget.
- ◆ **Training Facility:** The City of Seattle Strategic Training Plan recommended improved training facilities and resources for departments that may be legally required to train their employees or that have other specialized training requirements. The training facility will serve the Fire Department and Seattle Public Utilities. As noted above, the Police Department will fulfill their specific training requirements, as designated by the State Law Enforcement Training Commission, at the Park 90/5 complex.
- ◆ **Fire Station 10:** Fire Station 10, located in Pioneer Square, houses the Fire Department Headquarters. Because the station is not seismically secure, especially in cases of widespread emergency, the Fire Department has listed the replacement of the station as its highest priority. The site relocation alternatives, site selection and preliminary design will be reviewed and evaluated using existing appropriations in 2001. In 2002, proceeds from councilmanic debt will fund the completion of design, construction documents and early construction work. The City's intent is to utilize City-owned property for this project. Possible sites include the current site as well as the Charles Street yard and the Sunny Jim site.

Anticipated Operating Expenses Associated with Capital Facilities Projects

Total Operations and Maintenance costs of approximately \$1,327,000 are included in the Department's 2001-2002 budget. ESD cost allocates the O&M charges to customer departments. In some projects, the Department has identified Operations and Maintenance costs of zero, or has not calculated a number. In these cases, the cost impacts of the project are either insignificant or are offset by cost savings realized by other projects.

2001-2002 Capital Improvement Program Appropriation (in '000s)

Fund Summit Code	Project/Program	LTD	2000 Revised	2001 Adopted	2002 Endorsed
Seattle Center/CC Levy Fund II					
A51704	Lake City Neighborhood Center	0	1,010	0	0
A51705	Ballard Neighborhood Center	0	1,010	0	0
Seattle Center/CC Levy Fund II Total		0	2,020	0	0
Cumulative Reserve Subfund-REET I					
A16172	Vehicle Fueling Plan	2,674	0	0	100
A51542	Fire Station Renovations	949	476	450	650
A51544	Fire Station #10	0	1,800	0	0
A51637	Fleets Buildings Improvements	48	100	373	350
A51638	Police Buildings Renovations	227	636	450	600
A51640	Haller Lake Improvements	17	1,100	332	300
A51676	ESD Shops Relocation	0	0	200	200
A51679	Charles Street Improvements	0	0	900	1,500
A51704	Lake City Neighborhood Center	0	300	50	0
Cumulative Reserve Subfund-REET I Total		3,915	4,412	2,755	3,700

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2001-2002 Capital Improvement Program Appropriation (in '000s)

Fund Summit Code	Project/Program	LTD	2000 Revised	2001 Adopted	2002 Endorsed
Cumulative Reserve Subfund-Unrestricted					
A16173	Emergency Generators	1,196	529	250	200
A17071	Preliminary Studies and Engineering	100	400	0	0
A51546	Historic Buildings Renovations	256	985	0	0
A51647	Garden of Remembrance	0	34	17	18
A51677	Animal Control Shelter Expansion Study	0	0	45	0
A51705	Ballard Neighborhood Center	7	343	0	0
ESDNEWA	Georgetown Old City Hall	0	0	50	600
ESDNP5	Other Projects	0	0	0	0
ESDNP6	Regulatory Projects	0	0	0	400
Cumulative Reserve Subfund-Unrestricted Total		1,559	2,291	362	1,218
General Subfund					
LSJIT	Law, Safety & Justice Information Technology Projects	0	500	3,138	0
SPDTRAIN	Police Training Facility	0	274	250	0
General Subfund Total		0	774	3,388	0
Limited Tax General Obligation Bonds					
A51645	Southwest Precinct	143	3,857	8,200	0
A51705	Ballard Neighborhood Center	0	0	3,570	0
A51544	Fire Station #10	0	0	0	3,000
LSJIT	Law, Safety & Justice Information Technology Projects	0	5,500	7,951	0
A51648	Training Facilities	0	0	6,340	0
SPDTRAIN	Police Training Facility	0	0	2,800	0
Limited Tax General Obligation Bonds		143	9,357	28,861	3,000
Total Appropriation		\$5,617	\$18,854	\$35,366	\$7,918

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2001-2002 Capital Improvement Program Other Spending (in '000s)

The Capital Improvement Program Other Spending table is shown for informational purposes only as appropriations for these fund sources are made through separate legislation, in another section of the budget, or are not appropriated by the City.

Fund Summit Code	Project/Program	LTD	2000 Revised	2001 Adopted	2002 Endorsed
ESD Operating Fund					
A51676	ESD Shops Relocation	0	0	1,000	0
ESD Operating Fund Total		0	0	1,000	0
Federal Technology Grants					
LSJIT	Law, Safety & Justice Information Technology Projects		0	1,815	0
Federal Technology Grants Total		0	0	1,815	0
Municipal Civic Center Fund					
ESDNP4	Arctic Building Seismic	0	0	9,000	0
A34200-1	City Hall	1,230	11,770	59,000	0
A34200-2	Civic Center Plan - Key Tower, Park 90/5, and other projects	0	32,546	53,954	0
A34200	Justice Center	4,990	28,010	59,000	0
Municipal Civic Center Fund Total		6,220	72,326	180,954	0
Neighborhood Matching Fund					
A51704	Lake City Neighborhood Center	0	150	0	0
Neighborhood Matching Fund Total		0	150	0	0
Private Funding					
A51704	Lake City Neighborhood Center	0	150	0	0
Private Funding Total		0	150	0	0
To Be Determined					
ESDNP3	North Precinct Expansion	0	0	0	126
To Be Determined Total		0	0	0	126
Total Other Spending		\$6,220	\$72,626	\$182,769	\$126
Total CIP Spending		\$11,837	\$91,480	\$219,135	\$8,044