



Fleets & Facilities Department

John Franklin, Director

Mission Statement

The mission of the Fleets & Facilities Department (F&FD) 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.

Ordinance #120181, passed in the fall of 2000, created a new Fleets and Facilities Department as part of the reorganization of the Executive Services Department. However, due to time constraints involving the City's budget and the complexities of creating new funds, the 2001 Adopted and 2002 Endorsed Budget of the Fleets and Facilities Department remained consolidated within the Executive Services Department Budget. The 2002 Adopted Budget now finalizes the budget/financial side of the reorganization by creating a separate budget for the Fleets and Facilities Department, consistent with the new organizational structure. No additional General Subfund resources are required to implement this final step in the reorganization.

Goals

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

Appropriations

Fund/Line of Business	Summit Code	2000 Actual	2001 Adopted	2002 Endorsed	2002 Proposed	2002 Adopted
Fleets & Facilities Fund						
Administration	A10	0	0	0	2,739,550	2,726,500
Facility Services	A33	0	0	0	34,428,367	34,331,804
Fleet Services	A22	0	0	0	33,999,823	33,991,823
Department Total		0	0	0	71,167,740	71,050,127
Positions (In Full Time Equivalent)		0.00	0.00	0.00	334.00	334.00

Fleets & Facilities

Administration

Purpose Statement

The purpose of the Administration line of business is to provide executive leadership, budget, financial and operational analyses, special studies, human resources services, and accounting services for the Fleets and Facilities Department. These efforts aim to strategically allocate resources and maintain productive, professional work environments in compliance with City financial and personnel policies.

Key Performance Targets

- Hold Administration Line of Business expenditures to no more than 5% of total Department expenditures.
- Assure customer satisfaction with the value and responsiveness of human resource services. The goal is to attain an 80% approval rating from clients surveyed at year-end.
- Assure customer satisfaction with the accuracy and completeness of Department budget preparation. Goal is to attain an 80% approval rating from clients surveyed at year-end.

Programs

Program	2000 Actual	2001 Adopted	2002 Endorsed	2002 Proposed	2002 Adopted
Administration	0	0	0	2,739,550	2,726,500
Line of Business Total	0	0	0	2,739,550	2,726,500
Positions (in Full Time Equivalents)	0.00	0.00	0.00	28.50	28.50

Administration: Administration

Purpose Statement

The purpose of the Administration program is to provide executive leadership, budget, financial and operational analyses, special studies, human resource services, and accounting services for the Fleets and Facilities Department. These efforts aim to strategically allocate resources and maintain productive, professional work environments in compliance with City financial and personnel policies.

2002 Proposed Program Changes

Transfer \$944,000 in 2002 to the Fleets & Facilities Administration program from the Department of Finance, add \$109,000 of expenditure authority in 2002 to the Administration program budget, and transfer 15.0 FTE accounting positions to the Administration program from the Department of Finance as a result of the reorganization of the Executive Services Department. These funds pay for the staffing costs of accounting support for the Fleets & Facilities Department and do not increase the City's overall expenditure on accounting services for the departments that formerly made up the Executive Services Department.

2002 Adopted Program Changes

Due to the combined impact of the region's economic downturn and the passage of I-747, reduce program expenditures on training and environmental studies by \$13,050.

Resources

Funding Source	2000 Actual	2001 Adopted	2002 Endorsed	2002 Proposed	2002 Adopted
Rates and Other	0	0	0	1,510,878	1,510,878
Internal Charges	0	0	0	128,295	128,295
General Subfund	0	0	0	944,000	944,000
Fund Balance	0	0	0	156,377	143,327
Program Total	0	0	0	2,739,550	2,726,500
Positions (in Full Time Equivalents)	0.00	0.00	0.00	28.50	28.50

Fleets & Facilities

Facility Services

Purpose Statement

The purpose of the Facility Services line of business is to strategically manage the City's real estate assets and built environments so that City staff and citizens can productively work in and use facilities that engender civic trust. This responsibility includes operating the City's buildings and providing in-house graphic, print, and copy services.

Key Performance Targets

- Maximize the percent of City-owned buildings that exceed 5,000 gross square feet of occupied space that receive LEED "silver" rating by the U.S. Green Building Council within the second year of building commissioning.
- Assure customer satisfaction on timeliness, quality, and pricing for City Design, Print and Copy services, with a target of 90% of survey respondents to provide "good" or "excellent" ratings in each of these dimensions.
- Reduce kilowatt-hours consumed at downtown core buildings relative to multi-year historical averages. During the first half of 2001, reductions were 13%, 15%, and 5%, respectively, at the Municipal Building, Arctic Building, and Key Tower.
- Maximize the percent of property acquisitions and dispositions that are accomplished within last agreed-upon schedule, as determined with clients. During the first six months of 2001, 88% of combined acquisitions and dispositions met this target.

Programs

Program	2000 Actual	2001 Adopted	2002 Endorsed	2002 Proposed	2002 Adopted
Real Estate Services	0	0	0	2,530,076	2,530,076
Facility Operations	0	0	0	24,953,808	24,899,867
City Design, Print, and Copy	0	0	0	4,461,430	4,447,698
Architecture, Engineering, and Space Planning	0	0	0	2,483,053	2,454,163
Line of Business Total	0	0	0	34,428,367	34,331,804
Positions (in Full Time Equivalents)	0.00	0.00	0.00	160.50	160.50

Facility Services: Architecture, Engineering, and Space Planning

Purpose Statement

The purpose of the Architecture, Engineering, and Space Planning program is to provide great built environments in which City staff can work and citizens can conduct business.

2002 Proposed Program Changes

There are no program changes from the 2002 Endorsed Budget to the 2002 Proposed Budget.

2002 Adopted Program Changes

Due to the combined impact of the region's economic downturn and the passage of I-747, delay the installation of new carpet on two floors in the Alaska Building and reduce the program budget by \$28,890.

Resources

Funding Source	2000 Actual	2001 Adopted	2002 Endorsed	2002 Proposed	2002 Adopted
Rates and Other	0	0	0	2,389,975	2,389,975
Internal Charges	0	0	0	7,884	7,884
Fund Balance	0	0	0	85,194	56,304
Program Total	0	0	0	2,483,053	2,454,163
Positions (in Full Time Equivalents)	0.00	0.00	0.00	17.00	17.00

Fleets & Facilities

Facility Services: City Design, Print, and Copy

Purpose Statement

The purpose of the City Design, Print, and Copy program is to provide graphic design, photocopy services, and digital and offset printing services to other City departments so that departments can communicate effectively with their customers.

2002 Proposed Program Changes

There are no program changes from the 2002 Endorsed Budget to the 2002 Proposed Budget.

2002 Adopted Program Changes

Due to the combined impact of the region's economic downturn and the passage of I-747, hold vacant ("freeze") a 0.5 FTE Accounting Support Assistant position for the duration of 2002 and reduce the program budget by \$13,732.

Resources

Funding Source	2000 Actual	2001 Adopted	2002 Endorsed	2002 Proposed	2002 Adopted
Rates and Other	0	0	0	4,312,117	4,312,117
Internal Charges	0	0	0	133,589	133,589
Fund Balance	0	0	0	15,724	1,992
Program Total	0	0	0	4,461,430	4,447,698
Positions (in Full Time Equivalents)	0.00	0.00	0.00	37.50	37.50

Facility Services: Facility Operations

Purpose Statement

The purpose of the Facility Operations program is to manage municipal property used by city staff and/or furnished by the City of Seattle to benefit its citizens; to provide cost-effective maintenance, operations, inspections and repair of city-owned facilities; to provide a clean, safe, and environmentally sound work environment for all City employees working in buildings and offices managed and maintained by the Fleets & Facilities Department; and, to manage city-owned parking facilities that provide short-term and long-term parking for the public and employee populations housed by city-owned buildings.

2002 Proposed Program Changes

Add \$220,397 in expenditure authority in 2002 to the Facility Operations program budget to reflect the increased cost of electricity for customers of the Department. These expenditures are supported through a rate surcharge based upon "Schedule 1" space usage factors for those departments in non-Key Tower downtown space. The Key Tower Operating Subfund bills Key Tower municipal tenants directly for energy through a separate electricity surcharge that does not flow through the Department operating budget. Conservation targets of 10% over 2000 usage levels are incorporated into departmental electricity usage estimates.

Add \$15,000 in General Fund expenditure authority in 2002 to the Facility Operations program budget to subsidize the cost of electricity for small department customers of the Fleets and Facilities Department. Small departments are defined as those departments that are not currently billed directly for space rent. The Key Tower Operating Subfund does not bill small departments residing in Key Tower for additional electricity costs.

Add \$16,363 in expenditure authority in 2002 to the Facility Operations program budget to reflect the increased cost of electricity for the Fleets & Facilities Department users of electricity, excluding the Fleets Line of Business, which is reflected within the Vehicle Maintenance program section of the Department's budget.

Add \$110,703 in expenditure authority in 2002 to the Facility Operations program budget for temporarily increased costs associated with the simultaneous operation of both the new Justice Center and the Public Safety Building. These funds pay for security services, utility costs, and janitorial services. The simultaneous operations of the two facilities is expected to occur between 10/1/02 and 4/1/03.

2002 Adopted Program Changes

Due to the combined impact of the region's economic downturn and the passage of I-747, use existing furniture for two Key Tower conference rooms and reduce the program budget by \$21,506.

To reflect lower interest rates on 1992 bonds, reduce program budget by \$32,435.

Resources

Funding Source	2000 Actual	2001 Adopted	2002 Endorsed	2002 Proposed	2002 Adopted
Transportation Fund	0	0	0	165,300	165,300
Seattle Public Utilities	0	0	0	431,382	431,382

Fleets & Facilities

Rates and Other	0	0	0	22,641,369	22,641,369
Internal Charges	0	0	0	162,727	162,727
General Subfund	0	0	0	1,172,416	1,172,416
Fund Balance	0	0	0	185,492	131,551
DCLU Fund	0	0	0	195,122	195,122
Program Total	0	0	0	24,953,808	24,899,867
Positions (in Full Time Equivalents)	0.00	0.00	0.00	88.00	88.00

Facility Services: Real Estate Services

Purpose Statement

The purpose of the Real Estate Services program is to provide a centralized source of information and application of policies in the acquisition, disposition, and strategic management of the City's real estate so that assets are managed in the long-term interests of the City and its citizens as a whole.

2002 Proposed Program Changes

Reduce the Real Estate Services program budget by \$50,000 in 2002. This reduction affects the General Fund support of a Senior Real Property Agent and is expected to have minimal impact on the Department's Real Estate Services staffing or services.

2002 Adopted Program Changes

There are no program changes from the 2002 Proposed Budget to the 2002 Adopted Budget.

Resources

Funding Source	2000 Actual	2001 Adopted	2002 Endorsed	2002 Proposed	2002 Adopted
Transportation Fund	0	0	0	137,800	137,800
Seattle Public Utilities	0	0	0	137,800	137,800
Rates and Other	0	0	0	835,930	835,930
Internal Charges	0	0	0	217,051	217,051
General Subfund	0	0	0	888,200	888,200
Fund Balance	0	0	0	46,995	46,995
City Light Fund	0	0	0	266,300	266,300
Program Total	0	0	0	2,530,076	2,530,076
Positions (in Full Time Equivalents)	0.00	0.00	0.00	18.00	18.00

Fleet Services

Purpose Statement

The purpose of the Fleet Services line of business 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, efficiently, and in an environmentally sensitive way.

Key Performance Targets

- Minimize the average time required for new vehicles to be brought into service. For the first six months of 2001, new vehicles were brought into service within an average of 19 weeks.
- Assure customer satisfaction with vehicle maintenance services. Ninety-nine percent of respondents to a January 2001 survey rated vehicle maintenance service as good or excellent. The next survey is scheduled for January 2002.
- Keep mark-up per gallon costs in line with comparable jurisdictions, after accounting for inter-jurisdictional differences in funding sources.

Programs

Program	2000 Actual	2001 Adopted	2002 Endorsed	2002 Proposed	2002 Adopted
Vehicle Maintenance	0	0	0	15,072,080	15,072,080
Vehicle Leasing	0	0	0	15,030,241	15,022,241
Fueling Services	0	0	0	3,897,502	3,897,502
Line of Business Total	0	0	0	33,999,823	33,991,823
Positions (in Full Time Equivalents)	0.00	0.00	0.00	145.00	145.00

Fleets & Facilities

Fleet Services: Fueling Services

Purpose Statement

The purpose of the Fueling Services program is to procure, store, distribute, and manage various types of liquid fuels and alternative fuels (such as compressed natural gas) for local government agencies at prices well below the private sector, at convenient, easy-to-use fueling facilities in alignment with the promotion environmental stewardship.

2002 Proposed Program Changes

Add \$395,000 in 2002 in expenditure authority to the Fueling Services program to reflect the increased cost of purchasing fuel for the City's vehicles. These funds pay for increased commodity costs of fuel delivery to the City and are supported through increased unit charges to user departments.

Add \$124,005 in 2002 in expenditure authority to the Fueling Services program to reflect the increased cost of purchasing ultra-low sulfur diesel for use in City vehicles. These funds pay for the increased commodity cost of the fuel and are supported through increased unit charges to user departments.

2002 Adopted Program Changes

There are no program changes from the 2002 Proposed Budget to the 2002 Adopted Budget.

Resources

Funding Source	2000 Actual	2001 Adopted	2002 Endorsed	2002 Proposed	2002 Adopted
Rates and Other	0	0	0	3,895,809	3,895,809
Internal Charges	0	0	0	668	668
Fund Balance	0	0	0	1,025	1,025
Program Total	0	0	0	3,897,502	3,897,502
Positions (in Full Time Equivalents)	0.00	0.00	0.00	3.49	3.49

Fleet Services: Vehicle Leasing

Purpose Statement

The purpose of the Vehicle Leasing program is to procure, lease and dispose of vehicles and equipment for local government agencies so that they have special equipment necessary to support public services.

2002 Proposed Program Changes

Reduce the Vehicle Leasing program budget by \$22,000 in 2002. This reduction affects the General Fund support for a Clean Cities Coordinator position and reduces the overall effort of the Department for Clean Cities coordination.

Replace \$72,000 of revenues generated from the sale of surplus City vehicles in the Vehicle Leasing program with \$72,000 of General Fund in 2002 to reflect the implementation of the Working Wheels program. The Working Wheels program provides vehicles to individuals enrolled in job training programs through PortJobs and the Strategic Jobs Initiative. The General Fund replaces revenue that would have been generated if the fully depreciated vehicles were sold rather than provided to the Working Wheels program.

2002 Adopted Program Changes

Due to the combined impact of the region's economic downturn and the passage of I-747, reduce expenditures within the program by \$8,000.

Resources

Funding Source	2000 Actual	2001 Adopted	2002 Endorsed	2002 Proposed	2002 Adopted
Rates and Other	0	0	0	14,915,671	14,915,671
Internal Charges	0	0	0	10,000	10,000
General Subfund	0	0	0	72,000	72,000
Fund Balance	0	0	0	32,570	24,570
Program Total	0	0	0	15,030,241	15,022,241
Positions (in Full Time Equivalents)	0.00	0.00	0.00	10.47	10.47

Fleets & Facilities

Fleet Services: Vehicle Maintenance

Purpose Statement

The purpose of the Vehicle Maintenance program is to provide vehicle and equipment outfitting, repairs, parts delivery, and related services in a safe, rapid and prioritized manner for local government agencies so that they can effectively complete their tasks.

2002 Proposed Program Changes

Add \$39,295 in expenditure authority in 2002 to the Vehicle Maintenance program to reflect the increased internal cost of electricity for the Fleets Line of Business.

Add \$250,000 in General Fund supported expenditure authority and \$427,500 in rate-based expenditure authority in 2002 to the Vehicle Maintenance program to reflect the cost of ultra-low sulfur diesel particulate traps and emissions reduction equipment for use on City vehicles. These funds pay for the cost of purchase, installation, and monitoring of particulate traps and emissions reduction kits on diesel powered vehicles within the City fleet. Rate-based expenditure authority is supported by charges to Seattle Public Utilities and Seattle City Light for vehicles that serve their fleets.

2002 Adopted Program Changes

There are no program changes from the 2002 Proposed Budget to the 2002 Adopted Budget.

Resources

Funding Source	2000 Actual	2001 Adopted	2002 Endorsed	2002 Proposed	2002 Adopted
Rates and Other	0	0	0	14,672,486	14,672,486
Internal Charges	0	0	0	33,980	33,980
General Subfund	0	0	0	250,000	250,000
Fund Balance	0	0	0	115,614	115,614
Program Total	0	0	0	15,072,080	15,072,080
Positions (in Full Time Equivalents)	0.00	0.00	0.00	131.04	131.04

Position Changes

2002 Proposed FTE Total	334.00
Program/Position Changes (in Full Time Equivalents)	
<u>Administration</u>	
Add Fin Anlyst (Transfer to Fleets & Facilities Department)	1.00
Delete Fin Anlyst (Transfer back to Finance from Fleets & Facilities Department)	(1.00)
Subtotal 2001 Mid-year and 2002 Changes	0.00
2002 Adopted FTE Total	334.00

Fleets and Facilities

2002 Adopted Revenues for the Fleets & Facilities Operating Fund

SUMMIT CODE	SOURCE	2001 ADOPTED	2002 PROPOSED	2002 ADOPTED
A11	Administration Line of Business			
587001	Transfer from Finance General (GF - Accounting Transfer)	0	944,000	944,000
	Use of Fund Balance	0	156,377	143,327
	Change in Working Capital	0	1,639,173	1,639,173
	Subfund Total for Administration Line of Business	\$0	\$2,739,550	\$2,726,500
A22	Fleet Services Line of Business			
	Vehicle Leasing Program			
437010	Grant - Clean Cities Coord.	0	45,013	45,013
462190	Motor Pool - External Source	0	19,895	19,895
462250	Vehicle Lease - External Source	0	919,495	919,495
562150	Motor Pool - InterFund Source	0	360,931	360,931
562250	Vehicle Lease - InterFund Source	0	22,101,227	22,101,227
587001	Transfer from Finance General (GF - Working Wheels)	0	72,000	72,000
662150	Motor Pool - IntraFund Source	0	141,622	141,622
662250	Vehicle Lease - IntraFund Source	0	857,740	857,740
	Use of Fund Balance	0	32,570	24,570
	Change in Working Capital	0	-9,520,252	-9,520,252
	Vehicle Leasing Program Total	\$0	\$15,030,241	\$15,022,241
	Vehicle Maintenance Program			
444300	Vehicle Maintenance & Repair - External Source	0	414,069	414,069
544300	Vehicle Maintenance & Repair - InterFund Source	0	3,745,157	3,745,157
544300	Veh Maint & Repair - Low Sulfur Traps (SPU)	0	127,500	127,500
544300	Veh Maint & Repair - Low Sulfur Traps (SCL)	0	300,000	300,000
544400	Vehicle Warehousing - InterFund Source	0	2,657,564	2,657,564
587001	Transfer from Finance General (GF - Low Sulfur Traps)	0	250,000	250,000
644300	Vehicle Maintenance & Repair - IntraFund Source	0	5,797,644	5,797,644
644400	Vehicle Warehousing - IntraFund Source	0	3,704,440	3,704,440
	Use of Fund Balance	0	115,614	115,614
	Change in Working Capital	0	-2,039,908	-2,039,908
	Vehicle Maintenance Program Total	\$0	\$15,072,080	\$15,072,080
	Fueling Program			
444500	Fuel Sales - External Source	0	268,538	268,538
544500	Fuel Sales - InterFund Source	0	3,522,133	3,522,133
644500	Fuel Sales - IntraFund Source	0	274,284	274,284
	Use of Fund Balance	0	1,025	1,025
	Change in Working Capital	0	-168,478	-168,478
	Fueling Program Total	\$0	\$3,897,502	\$3,897,502
	Subfund Total for Fleet Services Line of Business	\$0	\$33,999,823	\$33,991,823

Fleets and Facilities

SUMMIT CODE	SOURCE	2001 ADOPTED	2002 PROPOSED	2002 ADOPTED
A33	Facility Services Line of Business			
	Architecture, Engineering, and Space Planning Program			
441990	Other General Gov't Service Fees	0	14,174	14,174
543210	Arch & Engineering Services - InterFund Source	0	1,183,487	1,183,487
543210	Space Planning Services - InterFund Source	0	1,083,196	1,083,196
643210	Arch & Engineering Services - IntraFund Source	0	54,767	54,767
643210	Space Planning Services - IntraFund Source	0	311,163	311,163
	Use of Fund Balance	0	85,194	56,304
	Change in Working Capital	0	-248,928	-248,928
	Architecture, Engineering, and Space Planning Program Total	\$0	\$2,483,053	\$2,454,163
	Real Estate Services Program			
541490	Admin Fees & Charges - InterFund Source (SCL)	0	266,300	266,300
541490	Admin Fees & Charges - InterFund Source (SPU)	0	137,800	137,800
541490	Admin Fees & Charges - InterFund Source (SEATRAN)	0	137,800	137,800
541490	Admin Fees & Charges - RES Allocation - Bonds/CIP	0	178,500	178,500
541921	Prop Mgmt Svc Chrg - InterFund Source - Resale Charges	0	243,750	243,750
587001	Transfer from Finance General (GF)	0	888,200	888,200
	Use of Fund Balance	0	46,995	46,995
	Change in Working Capital	0	630,731	630,731
	Real Estate Services Program Total	\$0	\$2,530,076	\$2,530,076
	Facility Operations Program			
441930	Custodial/Janitorial/Security	0	4,995	4,995
462500	Bldg/Space Rent - Non-Municipal	0	185,800	185,800
462500	Bldg/Space Rent - Parking Rental	0	12,199	12,199
541490	Admin Fees & Chgs - Debt Service Allocation - SPU	0	431,382	431,382
541490	Admin Fees & Chgs - Debt Service Allocation - SeaTran	0	165,300	165,300
541490	Admin Fees & Chgs - Debt Service Allocation - DCLU	0	195,122	195,122
541490	Admin Fees & Chgs - Pacific Place Garage Mngmnt	0	70,220	70,220
541930	Custodial/Janitorial/Security - InterFund Source	0	618,036	618,036
562500	Bldg/Space Rent - InterFund Source - SeaTran	0	25,240	25,240
562500	Bldg/Space Rent - Municipal (pass through & other)	0	4,637,153	4,637,153
562500	Bldg/Space Rent - InterFund Source - Parking Rental	0	148,776	148,776
562500	Bldg/Space Rent - Parking Rental - SeaPark	0	1,232,836	1,232,836
587001	Transfer from Finance General (GF)	0	1,157,416	1,157,416
587001	Transfer from Finance General (GF - Small Department Utilities)	0	15,000	15,000
641490	Admin Fees & Chgs - Space Rent - Municipal (Internal)	0	2,833,900	2,833,900
662500	Bldg/Space Rent - IntraFund Source - Core Parking Mgmt	0	25,240	25,240
541490	Admin Fees & Chgs - Dept Allocation - Space Rent	0	15,326,383	15,326,383
641930	Custodial/Janitorial/Security - IntraFund Source	0	4,818,579	4,818,579
	Use of Fund Balance	0	185,492	131,551
	Change in Working Capital	0	-7,135,261	-7,135,261
	Facility Operations Program Total	\$0	\$24,953,808	\$24,899,867
	City Design, Print & Copy Program			
441630	Photocopy Services	0	109,769	109,769
442830	Mail Messenger	0	2,700	2,700
541630	Photocopy Services - InterFund Sources	0	1,985,602	1,985,602
542830	Mail Messenger - InterFund Source	0	80,546	80,546
642830	Mail Messenger - IntraFund Source	0	53,800	53,800
441610	Printing/Graphics	0	291,985	291,985
541610	Printing/Graphics - InterFund Source	0	2,201,809	2,201,809
641630	Photocopy Services - IntraFund Sources	0	148,526	148,526
	Use of Fund Balance	0	15,724	1,992
	Change in Working Capital	0	-429,031	-429,031
	City Design, Print & Copy Program Total	\$0	\$4,461,430	\$4,447,698
	Subfund Total for Facility Services Line of Business	\$0	\$34,428,367	\$34,331,804
	FLEETS & FACILITIES DEPARTMENT TOTAL	\$0	\$71,167,740	\$71,050,127

Fleets and Facilities

Capital Improvement Program

Highlights

- ◆ **Civic Center Projects:** Central to the 2002-2007 CIP are the projects connected with the new Civic Center. These include the construction of a new Justice Center on the site across the street from the existing Municipal Building. This building, scheduled for completion in the fourth quarter of 2002, is to house the Seattle Municipal Court, as well as Seattle Police Department administration functions. The second component of the project is the construction of a new City Hall and adjacent open space. The new City Hall, scheduled for completion in early 2003, is being constructed on space adjacent to the current Municipal Building, which is to be demolished after the new City Hall is complete. The Public Safety Building is to be demolished at approximately the same time as the Municipal Building, clearing the way for the development of open space, a central aspect of the entire Civic Center Project. The open space portion of the project is scheduled for completion at the beginning of 2004.

Another aspect of the overall Civic Center Project involves moving City staff into 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 Key Tower. The Dexter Horton Building was sold in June 2000, and the Alaska Building will be sold at a future time. The City is maintaining ownership of the Arctic Building.

A final aspect of the Civic Center Project involves the move of some City staff and functions into the Park 90/5 complex. Some police functions, such as evidence storage and parking enforcement, are being moved to Park 90/5. Fleets & Facilities building maintenance shops are also moving to the complex. Fleets & Facilities completed design for this project in 2001 and construction is to be complete by the end of 2002. Because many of these functions are currently located in the Public Safety Building, completion of the project in 2002 enables demolition of the Public Safety Building in 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, Fleets & Facilities developed a phased approach to revitalize these facilities to ensure optimal use of the site. The first phase includes the renovation and expansion of the office building at 714 Charles Street. Design for this project was largely accomplished in 2001 and construction is to be staged over the next three years. 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 phases include renovation of the existing shop buildings and creation of covered storage space for equipment and materials.
- ◆ **Training Facility:** The City of Seattle's Strategic Training Plan recommended improved training facilities and resources for departments that are legally required to train their employees or that have other specialized training requirements. The training facility is to serve the Fire Department, Seattle Public Utilities, and other departments. Fleets & Facilities selected the location for this facility in 2001 and design takes place in 2002.
- ◆ **Southwest Precinct:** This project provides for the construction of a new 28,000 square foot precinct police station in southwest Seattle. The new station improves the Police Department's service to southwest Seattle communities. In 2001, Fleets & Facilities completed design for this project and began construction. The project is to be complete in early 2003, at which time the Police Department is scheduled to begin operations.

Fleets and Facilities

Anticipated Operating Expenses Associated with Capital Facilities Projects

Operations and maintenance costs for new facilities that come on line after 2002 are expected to parallel or slightly exceed existing costs for two reasons: increases in square footage of space and increased electricity costs. The Department intends to maintain the extra space with no increase in staff or costs. The new space is likely to cost less to maintain, particularly in the early years. Less energy is also used in the new, energy-efficient buildings, but savings are likely to be offset by increased electricity costs. The Department's 2002 operating budget includes \$110,000 for temporarily increased costs associated with the simultaneous operation of the new Justice Center and Public Safety Building. These funds pay for security services, utility costs, and janitorial services. Simultaneous operation of the two facilities is expected to occur between October 1, 2002 and April 1, 2003.

2002 Capital Improvement Program Appropriation (in '000s)

Summit Fund Code	Project/Program	LTD	2001 Revised	2002 Endorsed	2002 Proposed	2002 Adopted
Cumulative Reserve Subfund-REET I						
A16172	Vehicle Fueling Plan	2,161	232	100	0	0
A51542	Fire Station Renovations	819	1,056	650	650	650
A51544	Fire Station #10/Headquarters	516	1,284	0	0	0
A51637	Fleets Buildings Improvements	48	378	350	0	0
A51638	Police Buildings Renovations	257	1,056	600	600	600
A51638	North Precinct Expansion	0	126	0	0	0
A51640	Haller Lake Improvements	240	1,209	300	300	300
A51676	Fleets and Facilities Shops Relocation	0	200	200	200	200
A51679	Charles Street Improvements – Phase I	0	1,150	1,500	1,850	1,850
A51704	Lake City Civic Center	0	350	0	0	0
A51921	Regulatory Projects	0	0	0	500	500
Cumulative Reserve Subfund-REET I Total		\$4,041	\$7,041	\$3,700	\$4,100	\$4,100
Cumulative Reserve Subfund-Unrestricted						
A16173	Emergency Generators	1,230	745	200	200	200
A16251	Georgetown Historic City Hall Renovation	0	50	600	600	600
A17071	Preliminary Studies and Engineering	327	373	0	0	0
A51546	Historic Buildings Renovations	629	612	0	0	0
A51647	Garden of Remembrance	34	17	18	18	18
A51677	Animal Control Shelter Expansion Study	0	45	0	0	0
A51705	Ballard Municipal Center	110	240	0	0	0
A51921	Regulatory Projects	0	0	400	0	0
Cumulative Reserve Subfund-Unrestricted Total		\$2,330	\$2,082	\$1,218	\$818	\$818
Executive Services Fund						
A51676	Fleets and Facilities Shops Relocation	0	1,000	0	0	0
Executive Services Fund Total		\$0	\$1,000	\$0	\$0	\$0

Fleets and Facilities

Summit Fund Code	Project/Program	LTD	2001 Revised	2002 Endorsed	2002 Proposed	2002 Adopted
General Subfund						
A133403	Police Training Facility	0	524	0	0	0
	Law, Safety & Justice Information					
LSJIT	Technology Projects	500	3,138	0	0	0
General Subfund Total		\$500	\$3,662	\$0	\$0	\$0
Limited Tax General Obligation Bonds						
A133403	Police Training Facility	0	2,800	0	200	200
A51544	Fire Station 10/Headquarters	0	0	3,000	3,000	0
A51645	Southwest Precinct	4,000	9,442	0	2,398	2,398
A51648	Training Facilities	0	6,340	0	0	0
A51705	Ballard Municipal Center	0	5,200	0	0	0
	Law, Safety & Justice Information					
LSJIT	Technology Projects	5,500	3,541	0	4,500	4,500
Limited Tax General Obligation Bonds		\$9,500	\$27,323	\$3,000	\$10,098	\$7,098
Total Appropriation		\$16,371	\$41,108	\$7,918	\$15,016	\$12,016

Fleets and Facilities

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.

Summit Fund Code	Project/Program	LTD	2001 Revised	2002 Endorsed	2002 Proposed	2002 Adopted
Earthquake Insurance						
A12930E	Earthquake Repairs: Park 90/5	0	4,900	0	0	0
	Earthquake Repairs: East Precinct Police					
A16246E	Station	0	538	0	0	0
A16249E	Earthquake Repairs: Charles Street	0	626	0	0	0
A17069E	Earthquake Repairs: Arctic Building	0	225	0	0	0
Earthquake Insurance Total		\$0	\$6,289	\$0	\$0	\$0
Earthquake Local Match						
A12930E	Earthquake Repairs: Park 90/5	0	42	0	0	0
	Earthquake Repairs: East Precinct Police					
A16246E	Station	0	42	0	0	0
A16247E	Earthquake Repairs: Fire Station 13	0	33	0	0	0
A16249E	Earthquake Repairs: Charles Street	0	42	0	0	0
A17069E	Earthquake Repairs: Arctic Building	0	42	0	0	0
Earthquake Local Match Total		\$0	\$201	\$0	\$0	\$0
Federal Emergency Management Agency						
A12930E	Earthquake Repairs: Park 90/5	0	50	0	0	0
	Earthquake Repairs: East Precinct Police					
A16246E	Station	0	50	0	0	0
A16247E	Earthquake Repairs: Fire Station 13	0	40	0	0	0
A16249E	Earthquake Repairs: Charles Street	0	50	0	0	0
A17069E	Earthquake Repairs: Arctic Building	0	50	0	0	0
Federal Emergency Management Agency Total		\$0	\$240	\$0	\$0	\$0
Federal Technology Grants						
	Law, Safety & Justice Information					
LSJIT	Technology Projects	0	1,815	0	0	0
Federal Technology Grants Total		\$0	\$1,815	\$0	\$0	\$0
General Subfund – Reserved						
A51704	Lake City Civic Center	0	0	0	200	0
General Subfund – Reserved Total		\$0	\$0	\$0	\$200	\$0

Fleets and Facilities

Summit		2001	2002	2002	2002	
Fund Code	Project/Program	LTD	Revised	Endorsed	Proposed	Adopted
Municipal Civic Center Fund						
ESDNP4	Arctic Building Seismic	0	9,000	0	0	0
A34200	Justice Center	3,000	59,000	0	0	0
A34200-1	City Hall – Phase I	3,000	59,000	0	0	0
A34200-2	Civic Center Plan - Key Tower, Park 90/5, and Other Projects	5,453	60,352	0	0	0
Municipal Civic Center Fund Total		\$71,453	\$187,352	\$0	\$0	\$0
Neighborhood Matching Fund						
A51704	Lake City Neighborhood Center	0	190	0	0	0
Neighborhood Matching Fund Total		\$0	\$190	\$0	\$0	\$0
Private Funding						
A51704	Lake City Neighborhood Center	0	150	0	0	0
Private Funding Total		\$0	\$150	\$0	\$0	\$0
State Government Transfers						
A12930E	Earthquake Repairs: Park 90/5	0	8	0	0	0
A16246E	Earthquake Repairs: East Precinct Police Station	0	8	0	0	0
A16247E	Earthquake Repairs: Fire Station 13	0	7	0	0	0
A16249E	Earthquake Repairs: Charles Street	0	8	0	0	0
A17069E	Earthquake Repairs: Arctic Building	0	8	0	0	0
State Government Transfers Total		\$0	\$39	\$0	\$0	\$0
To Be Determined						
A51638	North Precinct	0	0	126	0	0
To Be Determined Total		\$0	\$0	\$126	\$0	\$0
Total Other Spending		\$71,453	\$196,276	\$126	\$200	\$0
Total CIP Spending		\$87,824	\$237,384	\$8,044	\$15,216	\$12,016