

Fleets and Facilities Department

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Department Description

The Fleets & Facilities Department was created on January 1, 2001, as part of a reorganization of City government. The Fleets & Facilities Department has five major operating functions, including the Real Estate Services division; Architecture, Engineering, and Space Planning division; Facilities Operations division; Fleet Services division; and Design, Print, and Copy division.

The Real Estate Services division manages the City's non-utility real estate portfolio, addressing short and long-term property interests. Staff handles sales, purchases, interdepartmental transfers, appraisals, leases, and maintains a database of all City property.

The Architecture, Engineering, and Space Planning division oversees the design, construction, commission, and initial departmental occupancy of many City facilities. Staff plans and coordinates office remodeling projects and space changes. Staff from this division also work with the consultants that manage the Civic Center redevelopment program.

The Facility Operations division maintains many of the City's buildings, including high-rise office buildings, parking facilities, and police and fire stations. The division also operates the City's central warehousing function and City mail room.

The Fleet Services division purchases, maintains, and repairs the City's vehicles, which include cars, light trucks, fire apparatus, and heavy equipment. The division also provides fuel for the City's fleet.

The Design, Print, and Copy division provides graphic design, photography, duplicating, offset printing, and digital technology services to City departments and manages a print shop and a photocopy center.

Policy and Program Changes

As part of the City's continuing effort to improve the efficiency and effectiveness of internal service delivery, the City's Warehousing Services function performed by the Department of Executive Administration (DEA) is transferred into the Fleets and Facilities Department's (FFD) Facility Operations Program. In addition, the Mail Messenger Services function of the City Design, Print, and Copy Program is transferred into the Facilities Operations Program and is merged with the Warehousing Services operations. This reorganization consolidates services and staffing for Citywide mail and Citywide delivery operations in an effort to expand services in response to new United States Post Office mail delivery regulations regarding City facilities while minimizing overall City costs. No new positions are created and associated increased expenditures are offset by expenditure reductions within the Facility Operations Program.

In an effort to improve financial performance, strengthen operational procedures, and realign production capacity with more accurate forecasts of customer demand for service, the City Design, Print, and Copy unit has been reorganized and reduced in size. Five full-time positions are abrogated, one part-time position is converted

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to full-time for a net reduction of 4.5 FTE, and both staffing costs and equipment leases are substantially reduced.

Various line items and miscellaneous cuts are made to FFD's programs, but these do not result in substantive program changes from the 2004 Endorsed Budget.

Subsequent to the passage of the 2004 Adopted Budget, Council approved Ordinance 121380, relating to the 2003 Fire Facilities and Emergency Response Levy Program. This ordinance increases appropriations to the 2004 Fleets and Facilities Department budget by \$190,050, reclassifies three existing positions, and creates two new positions in the Department. These dollars and positions are not reflected in the tables that follow, because the ordinance takes effect after January 1, 2004.

City Council Budget Changes and Provisos

Council also adopted a number of operating budget provisos, as follows:

The Council has placed certain restrictions on opinion-gathering activities and has limited the use of appropriated funds for polls and surveys to \$2,500 unless authorized by ordinance. See Appendix C for full proviso text.

Of the appropriations for 2004 for the Photographic Services Unit of the Fleets and Facilities Department, the top priority for resource allocation is the visual documentation of in-progress capital improvement projects and other public works.

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Appropriations	Summit Code	2002 Actual	2003 Adopted	2004 Endorsed	2004 Adopted
Administration Budget Control Level	A1000	2,275,538	3,011,437	3,084,624	2,987,031
Facility Operations Budget Control Level	A3000	23,608,658	25,168,340	26,440,056	27,806,515
Fleet Services Budget Control Level					
Vehicle Fueling		2,995,535	4,015,669	4,304,832	4,299,832
Vehicle Leasing		11,590,986	14,224,527	14,358,242	14,358,242
Vehicle Maintenance		13,711,881	14,880,361	15,288,042	14,629,244
Fleet Services Budget Control Level	A2000	28,298,402	33,120,557	33,951,116	33,287,318
Technical Services Budget Control Level					
Architecture, Engineering, and Space Planning		2,479,633	2,118,327	2,180,691	2,115,976
City Design, Print, and Copy		3,714,016	4,043,395	4,172,709	3,527,296
Real Estate Services		1,970,975	1,721,567	1,770,421	1,733,426
Technical Services Budget Control Level	A3100	8,164,624	7,883,289	8,123,821	7,376,698
Department Total		62,347,222	69,183,623	71,599,617	71,457,562
Department Full-time Equivalents Total*		334.00	313.00	313.00	321.50
<i>*FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.</i>					
Resources					
General Subfund		2,874,399	2,806,515	2,944,527	2,036,071
Other Funds		59,472,823	66,377,108	68,655,090	69,421,491
Total		62,347,222	69,183,623	71,599,617	71,457,562

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Selected Midyear Performance Measures

The Fleets and Facilities Department is dedicated to effectively and efficiently managing and maintaining approximately one hundred buildings, including all fire stations, police precincts, shops, and downtown office buildings.

Percentage of maintenance staff time spent on customer requests and routine building maintenance

2002 Year End Actuals: 73%, compared to a target of 72%

2003 Midyear Actuals: 73%, compared to a target of 72%

2003 Year End Projection: 72%, compared to a target of 72%

Average maintenance cost per square foot, annualized, for facilities operated 24-hours a day

2002 Year End Actuals: \$6.57, compared to a target of \$6.60

2003 Midyear Actuals: \$6.60, compared to a target of \$6.60

2003 Year End Projection: \$6.60, compared to a target of \$6.60

The Fleets and Facilities Department is committed to effectively implementing its Capital Improvement Program (CIP), which includes completing the Civic Center project, developing new public safety and support facilities, renovating buildings damaged by the February 2001 earthquake, and performing major maintenance on existing facilities.

Total annualized CIP expenditures as percentage of planned spending.

2002 Year End Actuals: 85%, compared to a target range of 90% to 110%

2003 Midyear Actuals: 61%, compared to a target range of 90% to 110%

2003 Year End Projection: 100%, compared to a target range of 90% to 110%

The Fleets and Facilities Department is committed to effectively and efficiently managing the City's vehicle and equipment operations in full compliance with environmental and safety regulations to maintain a safe and healthy environment for citizens and employees.

Ratio of preventive maintenance costs to unscheduled maintenance costs for leased vehicles

2002 Year End Actuals: 39:61, compared to a target of 50:50

2003 Midyear Actuals: 45:55, compared to a target of 50:50

2003 Year End Projection: 50:50, compared to a target of 50:50

Percent of City Fleet that are alternative fuel and advanced technology vehicles

2002 Year End Actuals: 5.2%, compared to a target of 5.6%

2003 Midyear Actuals: 5.4%, compared to a target of 5.6%

2003 Year End Projection: 5.6%, compared to a target of 5.6%

Administration Budget Control Level

Purpose Statement

The purpose of the Administration Budget Control Level is to provide executive leadership, budget, financial and operational analyses, special studies, human resource services, legislative liaison functions, 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.

Program Summary

Reduce Temporary Employee Service (TES) usage, departmentwide training, and database programming costs by \$92,000.

Increase staffing by 1.0 FTE Administrative Support Assistant-BU pursuant to Ordinance 121197, converting a temporary position to regular status.

Citywide adjustments to inflation assumptions reduce the budget by \$6,000, for a total reduction from the 2004 Endorsed Budget to the 2004 Adopted Budget of approximately \$98,000.

Subsequent to the passage of the 2004 Adopted Budget, Council approved Ordinance 121380, related to the 2003 Fire Facilities and Emergency Response Levy Program. This ordinance increases appropriations to the 2004 Administration Budget Control Level by \$31,550, and reclassifies two existing positions in the budget control level. These dollars and position changes are not reflected in the tables that follow, because the ordinance takes effect after January 1, 2004.

Expenditures/FTE	2002 Actual	2003 Adopted	2004 Endorsed	2004 Adopted
Administration	2,275,538	3,011,437	3,084,624	2,987,031
Full-time Equivalents Total*	28.50	30.50	30.50	31.50

**FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.*

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Facility Operations Budget Control Level

Purpose Statement

The purpose of the Facility Operations Budget Control Level is to manage municipal property used by City staff and/or furnished by the City of Seattle to benefit its residents; 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 and Facilities Department; 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; and provide centralized warehousing and mail services so that the City's investments and internal services are optimally utilized by departments and City residents.

Program Summary

Add 1.0 FTE Electrical Crew Chief and 2.0 FTE Janitor positions and increase program funding by \$191,000. These positions were abrogated through the 2003 budget, but are now viewed as necessary to operate the department effectively due to labor/shop practices and the increase in workload due to the new City Hall and Justice Center. The cost of these adds have been offset by other budget reductions within the program.

Transfer in 1.0 FTE Warehouse Supervisor, 1.0 FTE Supply & Inventory Technician, 1.0 FTE Delivery Worker, 1.0 FTE General Government Manager I, 1.0 FTE Warehouse - BU, and 2.0 FTE Senior Warehouse positions; transfer in funding for salaries and support costs in the amount of \$1,359,000; and transfer in responsibility for the City's Central Warehousing functions from the Department of Executive Administration's Purchasing Program to the Facility Operations Program.

Transfer in 1.0 FTE Lead Mail Courier and 2.0 FTE Mail Courier positions; transfer in funding for salaries and support costs in the amount of \$229,000; and transfer in responsibility for Citywide Mail Services from the City Design, Print, and Copy Program to the Facility Operations Program.

Increase staffing by 1.0 FTE Janitor-DAS/CL pursuant to Ordinance 121197, converting a temporary position to regular status.

Combine newly transferred functions of Central Warehousing and Mail Services into single unit; expand Citywide Mail Services function in response to new United States Post Office mail delivery regulations regarding City facilities; and add funding for support costs in the amount of \$106,000. The cost of these adds have been offset by other budget reductions within the program.

Reduce private lease expenditures for Dexter Horton Building lease due to early departure of City tenants to Key Tower by \$284,000 and reduce expenditures for Park 90/5 shop project by \$200,000 through the use of other departmental capital funding sources.

Citywide adjustments to inflation assumptions reduce the budget by \$34,000, for a net increase from the 2004 Endorsed Budget to the 2004 Adopted Budget of approximately \$1.37 million.

Expenditures/FTE	2002 Actual	2003 Adopted	2004 Endorsed	2004 Adopted
Facility Operations	23,608,658	25,168,340	26,440,056	27,806,515
Full-time Equivalents Total*	88.00	77.00	77.00	91.00

**FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.*

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Fleet Services Budget Control Level

Purpose Statement

The purpose of the Fleets Services Budget Control Level is to centrally manage the City's vehicle and equipment operations in order to ensure timely, cost-effective, and high quality replacement of vehicles, maintenance, fueling, and short-term transportation.

Program Expenditures	2002 Actual	2003 Adopted	2004 Endorsed	2004 Adopted
Vehicle Fueling	2,995,535	4,015,669	4,304,832	4,299,832
Vehicle Leasing	11,590,986	14,224,527	14,358,242	14,358,242
Vehicle Maintenance	13,711,881	14,880,361	15,288,042	14,629,244
TOTAL	28,298,402	33,120,557	33,951,116	33,287,318
Full-time Equivalents Total*	145.00	143.00	143.00	143.00

*FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.

Fleet Services: Vehicle Fueling

Purpose Statement

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

Program Summary

Reduce miscellaneous line items by \$5,000. The total reduction from the 2004 Endorsed Budget to the 2004 Adopted Budget is \$5,000.

Expenditures/FTE	2002 Actual	2003 Adopted	2004 Endorsed	2004 Adopted
Vehicle Fueling	2,995,535	4,015,669	4,304,832	4,299,832
Full-time Equivalents Total*	3.49	3.00	3.00	3.00

*FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.

Fleet Services: Vehicle Leasing

Purpose Statement

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

Program Summary

There are no substantive program changes from the 2004 Endorsed Budget.

Expenditures/FTE	2002 Actual	2003 Adopted	2004 Endorsed	2004 Adopted
Vehicle Leasing	11,590,986	14,224,527	14,358,242	14,358,242
Full-time Equivalents Total*	10.47	11.00	11.00	11.00

*FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.

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Fleet Services: Vehicle Maintenance

Purpose Statement

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

Program Summary

Reduce automotive parts inventory and vehicle maintenance work by outside vendors and associated expenditures by \$327,000, resulting in an acceptable service impact to City customers. Reduce expenditures for low-sulfur diesel particulate fuel traps to recognize savings in overall installation costs without reducing program scope or planned achievements by \$323,000. Citywide adjustments to inflation assumptions reduce the budget by \$9,000, for a total reduction from the 2004 Endorsed Budget to the 2004 Adopted Budget of approximately \$659,000.

Expenditures/FTE	2002 Actual	2003 Adopted	2004 Endorsed	2004 Adopted
Vehicle Maintenance	13,711,881	14,880,361	15,288,042	14,629,244
Full-time Equivalents Total*	131.04	129.00	129.00	129.00

**FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.*

Technical Services Budget Control Level

Purpose Statement

The purpose of the Technical Services Budget Control Level is to provide great built environments to City employees and the people of Seattle, to develop and implement policies for the acquisition, disposition, and strategic management of City real estate, and to manage the City Design, Print, and Copy Program. Services range from architecture, engineering, space planning, project planning and development, acquisition and disposition of property rights, technical real estate services, and centralized property database management, to graphic design and digital document technology.

Program Expenditures	2002 Actual	2003 Adopted	2004 Endorsed	2004 Adopted
Architecture, Engineering, and Space Planning	2,479,633	2,118,327	2,180,691	2,115,976
City Design, Print, and Copy	3,714,016	4,043,395	4,172,709	3,527,296
Real Estate Services	1,970,975	1,721,567	1,770,421	1,733,426
TOTAL	8,164,624	7,883,289	8,123,821	7,376,698
Full-time Equivalents Total*	72.50	62.50	62.50	56.00

**FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.*

Technical Services: Architecture, Engineering, and Space Planning

Purpose Statement

The purpose of the Architecture, Engineering, and Space Planning program is to provide great built environments so that City staff can work and citizens can conduct business in a productive and pleasing environment.

Program Summary

Reduce various line item expenditures and consultant services by \$61,000. Add 1.0 FTE position (not yet classified) resulting from Temporary Employee Services (TES) position conversion for an ongoing body of work not previously identified by the City's Scannell TES review process. The position add is budget neutral, as funding that previously paid for the TES position is sufficient to pay a permanent employee's salary and benefits. Citywide adjustments to inflation assumptions reduce the budget by \$4,000, for a total reduction from the 2004 Endorsed Budget to the 2004 Adopted Budget of approximately \$65,000.

Subsequent to the passage of the 2004 Adopted Budget, Council approved Ordinance 121380, related to the 2003 Fire Facilities and Emergency Response Levy Program. This ordinance increases appropriations to the 2004 Budget for the Architecture, Engineering, and Space Planning Program by \$158,500, reclassifies one existing position, and creates two new positions in this program. These dollars and positions are not reflected in the tables that follow, because the ordinance takes effect after January 1, 2004.

Expenditures/FTE	2002 Actual	2003 Adopted	2004 Endorsed	2004 Adopted
Architecture, Engineering, and Space Planning	2,479,633	2,118,327	2,180,691	2,115,976
Full-time Equivalents Total*	17.00	17.00	17.00	18.00

**FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.*

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Technical Services: City Design, Print, and Copy

Purpose Statement

The purpose of the City Design, Print, and Copy (CDPC) program is to provide graphic design, photocopy, digital and offset printing to other City departments so that departments can communicate effectively with their customers and manage their documents efficiently. The program supports internal communication across divisions and between departments, communication with public officials, and communication with the general public.

Program Summary

Transfer out 1.0 FTE Lead Mail Courier and 2.0 FTE Mail Courier positions; transfer out funding for salaries and support costs in the amount of \$229,000; and transfer out responsibility for Citywide Mail Services from the City Design, Print, and Copy Program to the Facility Operations Program.

Reduce expenditures for photocopy equipment leasing by \$105,000 through more cost-effective vendor contract management.

Abrogate 1.0 FTE Civil Engineering Special Assistant I, 1.0 FTE Senior Duplicating Equipment Operator, 1.0 FTE Graphics Arts Designer, 1.0 FTE Photographic Services Supervisor, and 1.0 FTE Public Relations Specialist; reclass 1.0 FTE Printing Equipment Operator to 1.0 FTE Senior Printing Equipment Operator; increase 0.5 FTE Graphics Art Designer to 1.0 FTE Graphics Art Designer; and reduce salary and support costs by \$307,000. These actions reflect the recommendations of an independent consultant hired to improve CDPC financial performance, strengthen operational procedures, and realign production capacity with more accurate forecasts of customer demand for service.

Citywide adjustments to inflation assumptions reduce the budget by \$4,000, for a total reduction from the 2004 Endorsed Budget to the 2004 Adopted Budget of approximately \$645,000.

Expenditures/FTE	2002 Actual	2003 Adopted	2004 Endorsed	2004 Adopted
City Design, Print, and Copy	3,714,016	4,043,395	4,172,709	3,527,296
Full-time Equivalents Total*	37.50	32.50	32.50	25.00

**FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.*

Technical 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 residents as a whole.

Program Summary

Reduce miscellaneous line items by \$34,000. Citywide adjustments to inflation assumptions reduce the budget by \$3,000, for a total reduction from the 2004 Endorsed Budget to the 2004 Adopted Budget of approximately \$37,000.

Expenditures/FTE	2002 Actual	2003 Adopted	2004 Endorsed	2004 Adopted
Real Estate Services	1,970,975	1,721,567	1,770,421	1,733,426
Full-time Equivalents Total*	18.00	13.00	13.00	13.00

**FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.*

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2004 Estimated Revenues for the Fleets & Facilities Operating Fund

Summit Code	Source	2002 Actual	2003 Adopted	2004 Endorsed	2004 Adopted
A1000	Administration Budget Control Level				
587001	Oper Tr In - GF	\$ 944,004	\$ -	\$ -	\$ -
587001	Oper Tr In - Key Tower	-	-	-	248,612
587460	Oper Tr In - Parking Garage	-	-	-	101,159
	Other Miscellaneous Revenue	58,651	-	-	-
	Use of Fund Balance	-	-	-	(5,593)
	Operating Fund Transfer to City Light	-	-	-	(23,190)
	Operating Fund Transfer to DCLU	-	-	-	(6,092)
	Operating Fund Transfer to General Subfund	-	-	-	-
	Operating Fund Transfer to Retirement	-	-	-	(247)
	Operating Fund Transfer to SDOT	-	-	-	(24,879)
	Operating Fund Transfer to SPU	-	-	-	(37,593)
	Change in Working Capital	1,272,883	3,011,437	3,084,624	2,734,853
	Subfund Total for A11	\$ 2,275,538	\$ 3,011,437	\$ 3,084,624	\$ 2,987,031
A2000	Fleet Services Budget Control Level				
437010	Interlocal Grants - Clean Cities	\$ -	\$ 45,013	\$ 45,013	\$ 45,013
444300	Vehicle & Equip Repair Charges - Non-City	274,381	483,037	496,078	496,078
444500	Fuel Sales - Non-City	162,002	210,050	225,050	225,050
462190	Other Equip/Vehicle Rentals - Non-City	11,919	20,159	21,292	21,292
462250	Vehicle Equipment Leases - Non-City	810,636	772,344	799,376	799,376
544300	IF Vehicle & Equipment Repair Charges	5,045,052	5,138,896	5,274,645	5,274,645
544400	IF Sale of Parts	-	3,051,538	3,122,530	-
544500	Fuel Traps - City Light	-	300,000	300,000	300,000
544500	Fuel Traps - GF	249,996	450,000	442,500	120,000
544500	Fuel Traps - SPU	-	127,500	112,500	112,500
544500	IF Fuel Sales	3,016,612	3,834,590	4,104,240	4,104,240
562150	IF Motor Pool Rental Charges	284,791	482,237	509,345	509,345
562250	IF Vehicle Equipment Leases	21,662,537	21,124,375	21,632,358	21,632,358
587001	Oper Tr In - GF	72,000	-	-	-
644300	INTRAF Vehicle & Equip Repair Charges	10,055,247	3,000,256	3,187,179	3,187,179
644400	INTRAF Sale of Parts	4,812,390	4,214,029	4,312,065	7,434,595
644500	INTRAF Fuel Sales	72,247	93,698	100,383	100,383
662150	INTRAF Motor Pool Rental Charges	81,382	51,184	54,061	54,061
662250	INTRAF Vehicle Equipment Leases	712,064	720,480	745,697	745,697
	Other Miscellaneous Revenue	11,728	-	-	-
	Use of Fund Balance	-	-	-	(9,298)
	Operating Fund Transfer to City Light	-	-	-	(25,962)
	Operating Fund Transfer to DCLU	-	-	-	(6,820)
	Operating Fund Transfer to General Subfund	-	-	-	(229,000)
	Operating Fund Transfer to Retirement	-	-	-	(276)
	Operating Fund Transfer to SDOT	-	-	-	(27,853)
	Operating Fund Transfer to SPU	-	-	-	(42,088)
	Change in Working Capital	(19,036,582)	(10,998,829)	(11,533,196)	(11,533,196)
	Subfund Total for A22	\$ 28,298,402	\$ 33,120,557	\$ 33,951,116	\$ 33,287,318

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2004 Estimated Revenues for the Fleets & Facilities Operating Fund (cont.)

Summit Code	Source	2002 Actual	2003 Adopted	2004 Endorsed	2004 Adopted
A3000	Facility Services Budget Control Level				
441490	Warehousing Charges - Non-City	\$ -	\$ -	\$ -	68,318
441930	Custodial/Janitorial/Security	-	5,000	5,000	5,000
442830	Mail Messenger Charges - Non-City	-	-	-	2,134
462300	Parking Fees	855,541	1,307,568	1,346,568	1,346,568
462500	Bldg/Other Space Rental Charges	510,491	269,474	269,474	269,474
541490	IF Warehousing Charges - City Light	-	-	-	162,792
541490	IF Warehousing Charges - DCLU	-	-	-	41,772
541490	IF Warehousing Charges - GF	-	-	-	14,322
541490	IF Warehousing Charges - Retirement	-	-	-	2,245
541490	IF Warehousing Charges - SDOT	-	-	-	28,010
541490	IF Warehousing Charges - SPU	-	-	-	134,392
541490	IF Warehousing Charges - Departments	-	-	-	663,656
542830	IF Mail Messenger Charges - City Light	-	-	-	17,100
542830	IF Mail Messenger Charges - DCLU	-	-	-	10,800
542830	IF Mail Messenger Charges - GF	-	-	-	74,464
542830	IF Mail Messenger Charges - Retirement	-	-	-	1,900
542830	IF Mail Messenger Charges - SDOT	-	-	-	22,500
542830	IF Mail Messenger Charges - SPU	-	-	-	31,900
541490	Dept Allocation - Space Rent	-	17,848,985	18,937,041	-
541930	IF Custodial/Janitor/Security	861,669	595,000	595,000	595,000
562300	IF Parking Fees	549,167	486,068	469,280	469,280
562500	IF Bldg/Other Space Rental Charges	20,670,536	3,929,290	4,045,673	22,940,741
562500	IF Bldg/Other Space Rental Charges (SDOT)	-	15,000	15,000	15,000
587001	Mob/SymphHall/HsingProj/Small Dept - GF	708,199	1,298,832	1,391,413	940,117
587001	Oper Tr In - GF	464,225	-	-	430,915
641490	INTRAF Warehousing Charges	-	-	-	243,400
641930	INTRAF Custodial/Janitorial/Security	6,541,498	4,389,126	4,474,177	4,474,177
662300	INTRAF Parking Fees	115,540	-	-	-
662500	INTRAF Bldg/Other Space Rental	1,461,585	1,224,320	1,256,667	1,256,667
	Other Miscellaneous Revenue	228,325	-	-	-
	Use of Fund Balance	-	-	-	-
	Operating Fund Transfer from City Light	-	-	-	22,011
	Operating Fund Transfer from DCLU	-	-	-	5,782
	Operating Fund Transfer to General Subfund	-	-	-	(220,187)
	Operating Fund Transfer from Retirement	-	-	-	234
	Operating Fund Transfer from SDOT	-	-	-	23,614
	Operating Fund Transfer from SPU	-	-	-	35,682
	Change in Working Capital	(9,358,118)	(6,200,323)	(6,365,237)	(6,323,264)
	Subtotal for Facility Services A33	\$ 23,608,658	\$ 25,168,340	\$ 26,440,056	\$ 27,806,515

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2004 Estimated Revenues for the Fleets & Facilities Operating Fund (cont.)

Summit Code	Source	2002 Actual	2003 Adopted	2004 Endorsed	2004 Adopted
A3100	Technical Services Budget Control Level				
441610	Word Proc/Printing/Duplicating - Non-City	\$ 191,235	\$ -	\$ -	-
441630	Photocopy Services - Non-City	135,813	-	-	-
441990	Other General Govtl Svc Fees	-	-	-	-
442830	Mail Messenger Charges - Non-City	3,329	1,806	2,134	-
541610	IF Word Proc/Printing/Duplicating	784,089	1,048,464	1,069,335	1,069,335
541630	IF Photocopy Services	1,221,147	1,932,357	1,990,889	1,990,889
541921	IF Property Mgmt Svc Charge	748,598	247,980	247,689	247,689
541921	IF Property Mgmt Svc Charge - CIP	-	172,000	160,000	160,000
541921	IF Property Mgmt Svc Charge - City Light	-	234,116	246,641	246,641
541921	IF Property Mgmt Svc Charge - SDOT	-	123,561	130,172	130,172
541921	IF Property Mgmt Svc Charge - SPU	-	123,561	130,172	130,172
542830	IF Mail Messenger Charges	119,989	-	-	-
542830	IF Mail Messenger Charges - City Light	-	16,600	17,100	-
542830	IF Mail Messenger Charges - DCLU	-	10,500	10,800	-
542830	IF Mail Messenger Charges - GF	-	65,900	68,100	-
542830	IF Mail Messenger Charges - Retirement	-	1,900	1,900	-
542830	IF Mail Messenger Charges - SDOT	-	21,800	22,500	-
542830	IF Mail Messenger Charges - SPU	-	30,900	31,900	-
543210	IF Architect/Engineering Svc Charge	2,736,848	2,599,486	2,668,983	2,668,983
569990	IF Other Miscellaneous Revenue	865,588	1,261,259	1,302,956	1,302,956
587001	Oper Tr In / Property Mgmt Svcs - GF	1,048,192	83,585	86,928	1,039,899
587001	RES - Neigh'd Pln - GF	-	88,790	92,342	-
587001	RES Allocation - GF	-	819,408	863,244	-
641610	INTRAF Word Proc/Printing/Duplicating	9,984	30,309	30,861	30,861
641630	INTRAF Photocopy Services	59,700	14,410	14,900	14,900
642830	INTRAF Mail Messenger Charges	9,802	-	-	-
669990	INTRAF Graphic Services	-	19,890	20,549	20,549
	Other Miscellaneous Revenue	829	-	-	-
	Use of Fund Balance	-	-	-	(8,105)
	Operating Fund Transfer to City Light	-	-	-	(111,293)
	Operating Fund Transfer to DCLU	-	-	-	(29,235)
	Operating Fund Transfer to General Subfund	-	-	-	(134,459)
	Operating Fund Transfer to Retirement	-	-	-	(1,184)
	Operating Fund Transfer to SDOT	-	-	-	(119,399)
	Operating Fund Transfer to SPU	-	-	-	(180,419)
	Change in Working Capital	229,481	(1,065,293)	(1,086,274)	(1,092,255)
	Subtotal for Technical Services A33	\$ 8,164,624	\$ 7,883,289	\$ 8,123,821	\$ 7,376,698
	Fleets and Facilities Department Total	\$ 62,347,222	\$ 69,183,623	\$ 71,599,617	\$ 71,457,562

Capital Improvement Program Highlights

The Fleets & Facilities Department's (FFD) primary CIP mission is to provide great built environments for City employees and visitors. FFD is responsible for general government facilities, e.g., the City's core public safety facilities, which include fire stations and police precincts, maintenance shop facilities, and the City's downtown office buildings. In addition, FFD is responsible for the management and upkeep of several community-based facilities that are owned by the Department. Many of the projects listed within the CIP are asset preservation projects designed to ensure not only that the City's investment in its buildings is protected but also that the City's work force has quality work space. One of the Department's most significant initiatives is the ongoing Civic Center project, which involves relocation of City offices to Key Tower, new Justice Center and new City Hall, and demolition of the Municipal Building and Public Safety Building and redevelopment of those sites to include open space and public plazas. The other major initiative, the Fire Facilities and Emergency Response Levy Program, which was approved by Seattle voters in November, 2003. The Levy provides \$167.2 million in property tax revenues, which will be combined with \$30 million in other City funding to pay for improvements to almost all neighborhood fire stations, the construction of several key support facilities (e.g., a joint training facility to serve three departments, including the Seattle Fire Department), certain emergency preparedness initiatives (including construction of a new Emergency Operations Center), and the procurement of two new fireboats and rehabilitation of an existing fireboat.

During the 2004 budget process, the City Council changed the proposed project funding mix for the "FFERP - Land for Station Projects" (A1FL101) to shift \$1.8 million in funds from the Cumulative Reserve Subfund, Unrestricted Subaccount to the Cumulative Reserve Subfund, REET I Subaccount. Overall project scope, schedule, and funding levels are unchanged.

Capital Improvement Program Appropriation

Budget Control Level	2003 Revised	2004 Endorsed	2004 Adopted
Animal Control Shelter Expansion: A51677			
Cumulative Reserve Subfund-Unrestricted	15,000	0	0
Subtotal	15,000	0	0
Charles St. Improvements: A51679			
2002 LTGO Project Fund	1,822,000	0	0
Cumulative Reserve Subfund-REET I	811,000	0	0
Subtotal	2,633,000	0	0
Civic Center Plan - Key Tower, Park 90/5, and Other Projects: A34200-2			
2002 LTGO Project Fund	3,295,000	0	0
Subtotal	3,295,000	0	0
Community-Based Facilities: A1630201			
Cumulative Reserve Subfund-REET I	131,000	134,000	134,000
Subtotal	131,000	134,000	134,000
Earthquake Repair - Park 90/5: A12930E			
2003 LTGO Project Fund	12,700,000	0	0
Subtotal	12,700,000	0	0

Fleets & Facilities

Budget Control Level	2003 Revised	2004 Endorsed	2004 Adopted
Emergency Generators: A16173			
Cumulative Reserve Subfund-REET I	8,000	0	0
Cumulative Reserve Subfund-Unrestricted	432,000	268,000	268,000
Subtotal	440,000	268,000	268,000
FFERP - Joint Training Facility Project: A1FL202			
Limited Tax General Obligation Bonds	3,134,000	0	0
2003 LTGO Project Fund	2,300,000	0	0
Cumulative Reserve Subfund-Unrestricted	10,480,000	0	0
Subtotal	15,914,000	0	0
FFERP - Land for Station Projects: A1FL101			
Cumulative Reserve Subfund-REET I	0	0	1,800,000
Cumulative Reserve Subfund-Unrestricted	0	0	4,000
2002 LTGO Project Fund	0	0	696,000
Subtotal	0	0	2,500,000
FFERP - Large-Platform Firefighting Marine Apparatus Project: A1FL401			
Cumulative Reserve Subfund-Unrestricted	539,000	0	0
Subtotal	539,000	0	0
Fire and Emergency Facilities Preliminary Planning Project: A51544			
Cumulative Reserve Subfund-REET I	978,000	0	0
Cumulative Reserve Subfund-Unrestricted	33,000	0	0
Subtotal	1,011,000	0	0
Fire Station Renovations: A51542			
Cumulative Reserve Subfund-REET I	1,343,000	0	0
Cumulative Reserve Subfund-Unrestricted	63,000	0	0
2002 LTGO Project Fund	1,116,000	696,000	(50,000)
Subtotal	2,522,000	696,000	(50,000)
Fleets Buildings Renovations: A51637			
Cumulative Reserve Subfund-REET I	920,000	364,000	364,000
2002 LTGO Project Fund	0	233,000	233,000
Subtotal	920,000	597,000	597,000
Garden of Remembrance: A51647			
Cumulative Reserve Subfund-Unrestricted	19,000	19,000	19,000
Subtotal	19,000	19,000	19,000

Fleets & Facilities

Budget Control Level	2003 Revised	2004 Endorsed	2004 Adopted
Haller Lake - Improvements: A51640			
Cumulative Reserve Subfund-REET I	692,000	100,000	100,000
Subtotal	692,000	100,000	100,000
Historic Buildings Renovations: A51546			
Cumulative Reserve Subfund-Unrestricted	242,000	0	0
Subtotal	242,000	0	0
Lake City Civic Center: A51704			
Cumulative Reserve Subfund-REET I	700,000	0	0
Cumulative Reserve Subfund-Unrestricted	298,000	0	0
Subtotal	998,000	0	0
Market Hillclimb Elevator: A116401			
Cumulative Reserve Subfund-Unrestricted	100,000	0	0
Subtotal	100,000	0	0
Police Buildings Renovations: A51638			
Cumulative Reserve Subfund-REET I	379,000	0	0
2002 LTGO Project Fund	775,000	412,000	412,000
Subtotal	1,154,000	412,000	412,000
Police Department Marine Patrol Boat: A116301			
Cumulative Reserve Subfund-REET I	450,000	0	(450,000)
Subtotal	450,000	0	(450,000)
Police Training Facility: A133403			
Limited Tax General Obligation Bonds	2,770,000	0	0
Subtotal	2,770,000	0	0
Preliminary Studies and Engineering: A17071			
Cumulative Reserve Subfund-Unrestricted	295,000	0	(70,000)
Subtotal	295,000	0	(70,000)
Project "Implement": A166302			
Cumulative Reserve Subfund-Unrestricted	150,000	0	0
Limited Tax General Obligation Bonds	197,000	0	0
Subtotal	347,000	0	0
Regulatory Projects: A51921			
Cumulative Reserve Subfund-REET I	423,000	251,000	251,000
Subtotal	423,000	251,000	251,000

Fleets & Facilities

Budget Control Level	2003 Revised	2004 Endorsed	2004 Adopted
Soundway and Orchard Corner Property Reuse: A116402			
Cumulative Reserve Subfund-Unrestricted	235,000	0	0
Subtotal	235,000	0	0
South Downtown Hygiene & Homeless Services Center: A10TH01			
Cumulative Reserve Subfund-Unrestricted	0	0	70,000
2002 LTGO Project Fund	0	0	50,000
Subtotal	0	0	120,000
Southwest Precinct: A51645			
Limited Tax General Obligation Bonds	1,885,000	0	0
Subtotal	1,885,000	0	0
Total Capital Improvement Program Funds Appropriation	49,730,000	2,477,000	3,831,000