

Department of Executive Administration

Ken Nakatsu, Director

Contact Information

Department Information Line: (206) 684-0987

City of Seattle General Information: (206) 684-2489 TTY: (206) 615-0476

On the Web at: <http://www.cityofseattle.net/executiveadministration/>

Department Description

In 2002, the Department of Finance was reorganized into two separate agencies, one to focus closely on financial management (retaining the name Department of Finance) and the other (Department of Executive Administration) to handle operational and administrative tasks performed by the previous Department of Finance. The new Department of Executive Administration (DEA) provides a variety of services to City departments and the public, including citywide operational responsibilities for accounting, payroll, licensing, revenue collection and processing, animal services, weights and measures, treasury activities, purchasing, construction and consultant contracting, risk management, and the City's financial management and personnel data systems.

Policy and Program Changes

The 2004 Adopted Budget centralizes budgets, consolidates functions with the Fleets and Facilities Department to more efficiently address emerging issues, and adjusts expenditures while maintaining DEA's essential services to its customers. Specifically, DEA is centralizing the Information Technology budgets without any budget impacts to the Business Technology Budget Control Level to improve its ability to consistently and efficiently manage technology replacements and purchases. In addition, DEA is extending the replacement cycles of technology hardware, such as workstations and servers, as a result of budget reductions. Other Business Technology reductions will result in information specialist services being performed during regular business hours while reserving overtime and specialist pay for critical issues.

In response to security concerns and new United States Postal Service regulations, the Warehousing Division is transferred from the Contracting Budget Control Level to the Fleets and Facilities Department (FFD). This transfer is consistent with the City's consolidation of departments in the new City campus. In addition, positions from Contracting Services are eliminated and ongoing work absorbed by remaining staff.

Adjustments to expenditures align the budget more closely with costs and services. The budget and the number of positions for the remittance processing unit are increased to provide more timely processing of tax and utility payments. Other increases include fees for the City's property/casualty insurance broker, the addition of a position to enforce the new license fee for monitored alarms, and the addition of personnel and equipment to support the Department of Transportation's new pay station program. Also, miscellaneous administrative expenditures, such as training, consultant services, and overtime in the Contracting, Executive Management, Financial Services and Revenue and Consumer Affairs Budget Control Levels are reduced.

City Council Budget Changes and Provisos

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.

Executive Administration

	Summit Code	2002 Actual	2003 Adopted	2004 Endorsed	2004 Adopted
Appropriations					
Animal Control Budget Control Level	C8600	2,471,823	2,437,719	2,520,901	2,485,206
Business Technology Budget Control Level	C8400	10,836,815	9,048,393	9,108,542	9,180,202
Contracting Budget Control Level	C8700	4,666,447	5,086,322	5,237,806	3,615,832
Executive Management Budget Control Level	C8100	4,792,765	1,960,935	2,020,280	2,074,502
Financial Services Budget Control Level	C8200	6,351,188	7,151,431	7,409,350	7,386,965
Revenue and Consumer Affairs Budget Control Level	C8500	4,171,078	3,804,698	3,937,060	3,884,913
Department Total		33,290,116	29,489,498	30,233,939	28,627,620
Department Full-time Equivalents Total*		290.60	245.35	245.35	238.95
<i>*FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.</i>					
Resources					
General Subfund		33,290,116	29,489,498	30,233,939	28,627,620
Total		33,290,116	29,489,498	30,233,939	28,627,620

Selected Midyear Performance Measures

Dedicated to providing efficient, effective services to Seattle residents and City departments

Number of utility bills paid through electronic debit or internet transactions

2002 Year End Actuals: 351,569

2003 Midyear Actuals: 184,000

2003 Year End Projection: 400,000

Amount of money saved via commodity purchases through the Copernicus program, which utilizes employee teams to institute efficient and effective procurement strategies

2002 Year End Actuals: \$3,300,000

2003 Midyear Actuals: [Savings are calculated on an annual basis]

2003 Year End Projection: \$2,300,000

Executive Administration

In the provision of City services, the Department will promote equity in opportunities for participation by small, economically disadvantaged businesses.

Number of small businesses, and women- and minority-owned businesses served by the Contracting Development and Competitiveness Center (CDCC)

2002 Year End Actuals: 15

2003 Midyear Actuals: 72

2003 Year End Projection: 125

Number of construction contracts let through the Small Construction Projects Roster Program

2002 Year End Actuals: 19

2003 Midyear Actuals: 15

2003 Year End Projection: 20

Provide animal care services to decrease pet overpopulation and maintain public safety

Number of volunteer hours

2002 Year End Actuals: 80,259 (volunteer hours at the Seattle Animal Shelter and through the foster care program)

2003 Midyear Actuals: 44,682 (volunteer hours at the Seattle Animal Shelter and through the foster care program)

2003 Year End Projection: 89,000

Number of animals placed

2002 Year End Actuals: 4,550

2003 Midyear Actuals: 1,705

2003 Year End Projection: 3,800

Executive Administration

Animal Control Budget Control Level

Purpose Statement

The purpose of the Animal Control Budget Control Level is to provide enforcement, animal care, and spay/neuter services in Seattle to control pet overpopulation, and maintain public safety.

Program Summary

Transfer Animal Control's capital budget of \$20,000 for data processing equipment into the Business Technology Program to allow the Business Technology Division to manage departmentwide information technology assets more efficiently. This is a budget neutral impact.

Citywide adjustments to inflation assumptions reduce the budget by \$16,000, for a total reduction from the 2004 Endorsed Budget to the 2004 Adopted Budget of approximately \$36,000.

Expenditures/FTE	2002 Actual	2003 Adopted	2004 Endorsed	2004 Adopted
Animal Control	2,471,823	2,437,719	2,520,901	2,485,206
Full-time Equivalents Total*	34.00	31.00	31.00	31.00

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

Executive Administration

Business Technology Budget Control Level

Purpose Statement

The purpose of the Business Technology Budget Control Level is to plan, strategize, develop, implement, and maintain business technologies to support the City's business activities.

Program Summary

Transfer Information Technology hardware budgets from the other budget control levels to centralize the budget. Total transfer amount is \$293,000, with a budget neutral impact.

Extend replacement cycles for workstations and NT servers to four and five years, respectively, with a reduction to the hardware budget of \$70,000.

Reduce overtime and special pay by \$43,000, training budget by \$35,000, and consultant budgets by \$50,000. These reductions will result in the use of overtime and stand-by support for Summit only at month-end and critical year-end processing dates. Technical problems will be addressed during regular working hours. This will also reduce the amount of continuing education for Information Technology Specialists. Consultants will be used only in emergency situations. Reductions total \$128,000.

Correct a discrepancy in the 2004 Endorsed Budget related to the Department of Information Technology's cost allocations to DEA for Oracle software licensing costs for an increase of \$40,000.

Citywide adjustments to inflation assumptions reduce the budget by \$63,000, for a net increase from the 2004 Endorsed Budget to the 2004 Adopted Budget of approximately \$72,000.

Expenditures/FTE	2002 Actual	2003 Adopted	2004 Endorsed	2004 Adopted
Business Technology	10,836,815	9,048,393	9,108,542	9,180,202
Full-time Equivalent Total*	56.50	44.00	44.00	44.00

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

Executive Administration

Contracting Budget Control Level

Purpose Statement

The purpose of the Contracting Budget Control Level is to anticipate and meet customer contracting and purchasing needs; 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 Summary

Transfer Contracting's capital budget of \$33,000 for data processing equipment into the Business Technology Program to allow the Business Technology Division to manage department-wide information technology assets more efficiently. This is a budget neutral impact.

Reduce Purchasing Services Division's consultant, training, copying and overtime budget by \$25,000. Reduce the Warehousing Services budget for copy paper and janitorial paper by \$29,000.

Eliminate 1.0 FTE Assistant Management Systems Analyst and 1.0 FTE Civil Rights Analyst in the Contracting Services division. Both positions are currently vacant. Four remaining Civil Rights analysts may experience a strain on their contract monitoring resources and have difficulty responding to emergent issues. The position savings are \$89,000 and \$71,000 respectively.

Transfer the Warehousing Services from the Contracting Division to the Fleets and Facilities Department. This will increase efficiency in responding to new United States Postal Service postal regulations, address increased security concerns, and respond to the consolidation of City departments in the new City campus. Transfer 1.0 FTE Supply & Inventory Tech at \$56,000, 2.0 FTE Warehouse, Sr. at \$60,000 each, 1.0 FTE Warehouse Supv. at \$75,000, 1.0 FTE Manager 1, General Govt at \$88,000, 1.0 FTE Warehouse-BU at \$55,000, and 1.0 FTE Delivery Wkr at \$48,000. The non-labor budget savings associated with the transfer is \$918,000 for a total reduction of \$1,359,000 to DEA's budget.

Citywide adjustments to inflation assumptions reduce the budget by \$16,000, for a total reduction from the 2004 Endorsed Budget to the 2004 Adopted Budget of approximately \$1,622,000.

Expenditures/FTE	2002 Actual	2003 Adopted	2004 Endorsed	2004 Adopted
Contracting	4,666,447	5,086,322	5,237,806	3,615,832
Full-time Equivalents Total*	50.00	40.00	40.00	31.00

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

Executive Administration

Executive Management Budget Control Level

Purpose Statement

The purpose of the Executive Management Budget Control Level is to provide executive direction and leadership, strategic financial and operational planning, risk management, human resources services, and administrative support so that Department managers, staff, and other decisionmakers can make informed decisions on how to best serve City customers.

Program Summary

Transfer Executive Management's capital budget of \$16,000 for data processing equipment into the Business Technology Program to allow the Business Technology Division to manage departmentwide information technology assets more efficiently. This is a budget neutral impact.

Reduce miscellaneous administrative costs by conducting an actuarial study of the City's self-insured liability and workers' compensation funds on a biennial, rather than annual, basis. This is a reduction of \$25,000.
Reduce miscellaneous personnel and consultant services budget by \$19,000.

Increase 0.6 FTE Admin Spec III to 0.95 FTE in the Risk Management Division for an increase of \$18,000. This is a budget neutral impact by reducing the temporary/intern budget by \$18,000.

Increase expenditure for the City's fees for property/casualty insurance broker due to increasing costs in excess of amount budgeted. This is an increase of \$123,000.

Citywide adjustments to inflation assumptions reduce the budget by \$9,000 for a total net increase from the 2004 Endorsed Budget to the 2004 Adopted Budget of approximately \$54,000.

Expenditures/FTE	2002 Actual	2003 Adopted	2004 Endorsed	2004 Adopted
Executive Management	4,792,765	1,960,935	2,020,280	2,074,502
Full-time Equivalents Total*	17.10	16.60	16.60	16.95

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

Executive Administration

Financial Services Budget Control Level

Purpose Statement

The purpose of the Financial Services Budget Control Level is to perform financial transactions, provide financial reporting, and receive and disburse funds so that the City remains fiscally solvent.

Program Summary

Transfer Financial Service's capital budget of \$152,000 for data processing equipment into the Business Technology Program to allow the Business Technology Division to manage department-wide information technology assets more efficiently. This is a budget neutral impact.

Reduce training budget in Financial Services program by \$7,000 as part of miscellaneous administrative reductions.

Eliminate a vacant 0.5 FTE Sr. Accountant and increase a 0.5 FTE Accountant position to full time. One full-time position meets the needs of the Accounting Services Division more efficiently than two half-time accountant positions. This results in a net decrease of \$9,000.

Add 1.0 FTE Remittance Processing Technician to assist with Business and Occupation tax and utility payment remittance processing. The cost is \$50,000 for the full-time position. Also increase the TES budget by \$25,000 to provide quarterly/year-end peak load remittance processing. These increases will allow the Remittance Processing Unit to process utility and Business and Occupation tax payments in a more timely manner.

Increase part-time Parking Meter Collector by 0.25 FTE and provide additional equipment to support the implementation of SDOT's new pay station technology for a total of \$130,000.

Citywide adjustments to inflation assumptions reduce the budget by \$59,000, for a total reduction from the 2004 Endorsed Budget to the 2004 Adopted Budget of approximately \$22,000.

Expenditures/FTE	2002 Actual	2003 Adopted	2004 Endorsed	2004 Adopted
Financial Services	6,351,188	7,151,431	7,409,350	7,386,965
Full-time Equivalents Total*	87.00	71.25	71.25	72.50

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

Executive Administration

Revenue and Consumer Affairs Budget Control Level

Purpose Statement

The purpose of the Revenue and Consumer Affairs Budget Control Level is to administer and enforce the City's license and tax codes for Seattle residents, so that budget expectations are met, and consumer protection standards are upheld.

Program Summary

Transfer Revenue and Consumer Affairs' capital budget of \$72,000 for data processing equipment into the Business Technology Program to allow the Business Technology Division to manage department-wide information technology assets more efficiently. This is a budget neutral impact.

Reclass the Supervising Licenses & Standards Inspector position to a Paralegal to accomplish code revision work and anticipated legislation. Managerial duties were reassigned from the vacant Inspector position in anticipation of the reclass to Paralegal. This will result in a savings of \$16,000.

Add 0.5 FTE Admin Spec II to assist with Business and Occupation tax processing. The cost is \$24,000 for the half-time position. Reduce vehicle rental/fuel budget by \$7,000.

Add 0.5 FTE Licenses & Standards Inspector to enforce the new regulatory \$40 license fee for each burglar alarm installed in the City. This is a cost of \$39,000.

Citywide adjustments to inflation assumptions reduce the budget by \$20,000, for a total reduction from the 2004 Endorsed Budget to the 2004 Adopted Budget of approximately \$52,000.

Expenditures/FTE	2002 Actual	2003 Adopted	2004 Endorsed	2004 Adopted
Revenue and Consumer Affairs	4,171,078	3,804,698	3,937,060	3,884,913
Full-time Equivalents Total*	46.00	42.50	42.50	43.50

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

