

Executive Administration

Department of Executive Administration

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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 the more 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

Staffing levels and consultant contracting dollars across the organization are significantly reduced. As a result, there is some reduction in enforcement programs and utilization of contractors, limited upgrades and improvements to the City's financial systems, and increased response times to both internal and external customers. Resources are directed to respond to customer calls for assistance and with regard to public safety issues in animal control; maintain existing business technology systems and support; oversee high risk contracts; assist small economically disadvantaged businesses including women- and minority-owned firms; and focus on critical programs in financial services, revenue and consumer affairs, and risk management.

City Council Budget Changes and Provisos

The Council adds staff, equipment, and training for increased parking meter collection capacity in the Financial Services line of business. Council also increases funds for tax auditing in the Revenue and Licensing line of business.

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Resources	Summit Code	2001 Actual	2002 Adopted	2003 Adopted	2004 Endorsed
Animal Control Budget Control Level	C8600	2,227,740	2,501,992	2,437,719	2,520,901
Business Technology Budget Control Level	C8400	11,010,721	11,725,975	9,048,393	9,108,542
Contracting Budget Control Level	C8700	4,702,761	5,306,314	5,086,322	5,237,806
Executive Management Budget Control Level	C8100	2,300,682	3,174,199	1,960,935	2,020,280
Financial Services Budget Control Level	C8200	8,243,513	7,597,541	7,151,431	7,409,350
Revenue & Consumer Affairs Budget Control Level	C8500	4,084,744	4,240,287	3,804,698	3,937,060
Department Total		32,570,161	34,546,308	29,489,498	30,233,939
Department Full-time Equivalents Total*		297.60	290.60	245.35	245.35

*The department FTE total is provided for information only. All authorized positions are listed in Appendix A.

Selected Mid-year 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

2001 Year End Actuals: 227,351

2002 Midyear Actuals: 142,719

2002 Year End Projection: 320,000 (DEA's Treasury Division processes all funds remitted to City government.)

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

2001 Year End Actuals: \$2,280,872

2002 Midyear Actuals: [Savings are calculated on an annual basis]

2002 Year End Projection: \$2,300,000

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)

2001 Year End Actuals: This is a new initiative

2002 Midyear Actuals: This is a new initiative

2002 Year End Projection: Complete Mobilization of CDCC

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

2001 Year End Actuals: 3 contracts

2002 Midyear Actuals: 8 contracts

2002 Year End Projection: 30 contracts

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

Number of volunteer hours

2001 Year End Actuals: 25,000 volunteer hours at the Seattle Animal Shelter. 50,000 volunteer hours through the foster care program

2002 Midyear Actuals: 12,500 volunteer hours at the Seattle Animal Shelter. 25,000 volunteer hours through the foster care program

2002 Year End Projection: 25,000 volunteer hours at the Seattle Animal Shelter. 50,000 volunteer hours through the foster care program

Number of animals placed

2001 Year End Actuals: 4,330

2002 Midyear Actuals: 2,034

2002 Year End Projection: 4,550

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Animal Control

Purpose Statement

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

Program Summary

Reduce staffing and overtime levels. This may result in longer waits for late night or holiday animal control service and will reduce the enforcement of leash and scoop laws in City parks and off-leash areas. Animal Shelter positions are preserved in order to maximize animal adoptions, as are positions that respond to customer calls for assistance.

Resources	2001 Actual	2002 Adopted	2003 Adopted	2004 Endorsed
General Subfund	2,227,740	2,501,992	2,437,719	2,520,901
Total	2,227,740	2,501,992	2,437,719	2,520,901
Full-time Equivalents Total*	34.00	34.00	31.00	31.00

**The program FTE total is provided for information only. All authorized positions are listed in Appendix A.*

Business Technology

Purpose Statement

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

Program Summary

Reduce staffing in project management, database administration, systems analysis, and help desk operations, concentrating on activities related to existing systems instead of new systems or enhancements. With this reduction there is an increased risk that systems may not be available for short periods of time. Reduce hardware, software, and consultant services funding, which may delay certain upgrades and improvements to the City's business system. Consultant services are available for emergency support only.

Resources	2001 Actual	2002 Adopted	2003 Adopted	2004 Endorsed
General Subfund	11,010,721	11,725,975	9,048,393	9,108,542
Total	11,010,721	11,725,975	9,048,393	9,108,542
Full-time Equivalents Total*	56.50	56.50	44.00	44.00

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Contracting

Purpose Statement

The purpose of the Contracting program is to anticipate and meet contracting, purchasing, 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 Summary

Reduce contracting staff, eliminating the ability to undertake additional programs. The City will continue to oversee current programs such as Boost, Women and Minority Business Enterprises (WMBE), and Equal Benefits.

Continue funding the Contracting Development and Competitiveness Center (CDCC), a business assistance program established in 2002 to improve the competitiveness of small, economically disadvantaged businesses. The CDCC will assist contractors by offering programs and services that help them successfully respond to bids for public- and private-sector construction projects.

Reduce purchasing staff, decreasing buyer participation on Citywide commodity teams and concentrating efforts on large, high dollar contracts. Departments will assume responsibility for negotiating smaller, non-citywide contracts. Focus resources on high-risk contracts and areas where the City can achieve the most savings.

Resources	2001 Actual	2002 Adopted	2003 Adopted	2004 Endorsed
General Subfund	4,702,761	5,306,314	5,086,322	5,237,806
Total	4,702,761	5,306,314	5,086,322	5,237,806
Full-time Equivalents Total*	50.00	50.00	40.00	40.00

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Executive Management

Purpose Statement

The purpose of the Executive Management program 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 decision makers can make informed decisions on how to best serve our customers.

Program Summary

Reduce Risk Management staff. This reduction could result in increased backlog of unsettled claims against the City. Work is prioritized to minimize the impact of the staffing reduction, with functions such as collecting for damages to City property being abandoned.

Resources	2001 Actual	2002 Adopted	2003 Adopted	2004 Endorsed
General Subfund	2,300,682	3,174,199	1,960,935	2,020,280
Total	2,300,682	3,174,199	1,960,935	2,020,280
Full-time Equivalents Total*	10.10	17.10	16.60	16.60

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Financial Services

Purpose Statement

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

Program Summary

Reduce payroll, accounting, and treasury staffing levels. Due to staffing cuts, citizens may experience delayed remittance processing during peak times of the year, and City departments may have to wait longer for central treasury and accounting assistance.

Eliminate the Municipal Building payment center, centralizing over-the-counter payments in Key Tower. Although this results in a slight inconvenience to citizens who pay in person, this consolidation was part of the development plan of the new City Hall.

Add staff, equipment, and training in order to increase parking meter collection capacity.

Resources	2001 Actual	2002 Adopted	2003 Adopted	2004 Endorsed
General Subfund	8,243,513	7,597,541	7,151,431	7,409,350
Total	8,243,513	7,597,541	7,151,431	7,409,350
Full-time Equivalents Total*	101.00	87.00	71.25	71.25

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Revenue & Consumer Affairs

Purpose Statement

The purpose of the Revenue & Consumer Affairs program 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

Reduce staffing, which slows processing of regulatory and business licenses, as well as processing of tax returns. Cuts in overtime eliminate the Revenue & Consumer Affairs enforcement of parking lot and street vendor regulations at evening and weekend stadium events.

Provide funding for a contract auditor to audit Business and Occupation tax returns.

Resources	2001 Actual	2002 Adopted	2003 Adopted	2004 Endorsed
General Subfund	4,084,744	4,240,287	3,804,698	3,937,060
Total	4,084,744	4,240,287	3,804,698	3,937,060
Full-time Equivalent Total*	46.00	46.00	42.50	42.50

**The program FTE total is provided for information only. All authorized positions are listed in Appendix A.*