

Overview of Facilities and Programs

The Fleets & Facilities Department is responsible for general government facilities, e.g. the City's core public safety facilities, which include fire stations and police stations; maintenance shops and other support facilities; and the City's downtown office buildings. In addition, FFD is responsible for the management and upkeep of several community-based facilities owned by the City.

The Department's Capital Improvement Program (CIP) outlines the Department's plan for maintaining, renovating, replacing, and adding to this extensive inventory of buildings. FFD's CIP is financed by a variety of revenue sources, including the City's General Subfund, Cumulative Reserve Subfund, 2003 Fire and Emergency Facilities Levy, Limited Tax General Obligation Bonds, the Neighborhood Matching Fund, and insurance proceeds. In 2005 FFD's CIP includes a new initiative to enhance the City's efforts to preserve general government facility assets. New funding, collected primarily through facility space rent charges levied on City departments, provides for projects intended to preserve or extend the useful life and operational capacity of FFD-managed facilities.

Highlights

- ◆ Fire Facilities and Emergency Response Levy Program: Approved by voters on November 4, 2003, proceeds from this levy, as well as approximately \$30 million in other funding sources, fund more than 40 projects to upgrade, renovate, or replace most of the City's fire stations; construct new support facilities for the Fire Department (including a new joint training facility); construct a new Emergency Operations Center and Fire Alarm Center and carry out various emergency preparedness initiatives (for example, upgrading the City's water supply system for firefighting purposes); and procure two new fireboats and rehabilitate an existing one. In most cases, Levy projects are fully appropriated in their first active year to allow the Department to undertake multi-year contracts.
- ◆ Asset Preservation Program: A new initiative in 2005 to enhance the City's efforts to preserve general government assets funds several categories of projects in the 2005-2006 biennium, organized by facility type – shops and yards, City Hall, fire stations, Seattle Justice Center, and the Seattle Municipal Tower. Planned work ranges from the replacement of floor slabs and drainage at the Charles Street Maintenance Facility to the renovation of elevators at Seattle Municipal Tower. For the 2005-2006 biennium, \$5.8 million is appropriated for asset preservation projects. No funding has been incorporated into later years of the CIP, as program planning has not yet determined appropriate projects. Future CIPs are anticipated to include more than two years of projects' funding as asset preservation planning matures.
- ◆ Capital Contributions to New Community and Cultural Facilities: The FFD CIP includes three new projects that provide City funding intended to supplement other sources of capital for new or redeveloped facilities for the Asian Counseling and Referral Service, the African American Heritage Museum at the former Colman School, and the Wing Luke Asian Museum. All three projects are proposed to receive City funding during the 2005-06 biennium contingent upon agreements between the City and the respective non-profit agencies. The CIP also includes \$2.3 million toward the construction of a new hygiene and homeless services center in conjunction with the Fire Station 10 replacement project.

Project Selection Process

The following process is used to identify and prioritize potential CIP projects:

Project Identification: For asset preservation and major maintenance projects, FFD maintains and annually updates a six-year plan based on its maintenance and planning efforts, balanced with input from various sources, ranging from customer departments, to neighborhood planning, to elected officials. Crew chiefs, property agents, architects, engineers, and space planners provide technical guidance in anticipation of major and minor

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maintenance, and rehabilitation of buildings. Other projects, including new facilities, are typically identified through special analyses or major citywide initiatives.

Project Selection: FFD's six-year CIP comprises planning, development, and asset preservation projects. Regardless of their category, federal- and state-mandated projects are automatically placed in the six-year plan. Asset preservation projects are selected based on urgency and available funds. The Executive prioritizes new development and planning projects based on demand and responsiveness to the public's well-being.

Project Funding and Schedule: Each project listed in the six-year plan is reviewed to determine viable funding sources: Asset Preservation Subaccount, Community Development Block Grant, other grants, bond funds, or other Cumulative Reserve Subfund funds. Fleets and Facilities establishes the timeframe and estimates the cost of each planned project prior to review and approval by the Department of Finance, Mayor, and City Council.

Anticipated Operating Expenses Associated with Capital Facilities Projects

Operating and maintenance costs for new facilities coming on line after 2005 are expected to increase existing budget levels due to both increases in square footage managed by the Department and inflationary increases in the cost of utilities, labor, and security. However, for its downtown facilities, FFD plans to maintain the added new space with only a minor increase in staff or net costs. This is possible through a combination of lower, but acceptable, standards of maintenance for these facilities, as well as a projected reduction in utility use, measured in units of consumption. The lower consumption of electricity and water, even with larger buildings, is made possible through the City's incorporation of sustainable building technologies in the new downtown buildings. For other new facilities that entail a substantial increase in occupied space, operating and maintenance costs are expected to increase consistent with average current costs for similar space, plus inflation, and as additional facilities are added to FFD's inventory. Asset preservation projects are generally anticipated to have minimal impact on operating and maintenance costs, although in some instances they may lower or increase operating costs.

City Council Changes to the CIP

In the 2005 budget process, the Seattle City Council adopted two budget provisos relating to the South Downtown Hygiene and Homeless Service Center (project A10TH01). The first proviso states that no more than \$150,000 of the 2005 appropriated amount for this project can be spent until authorized by future ordinance. The second proviso states that of the 2005 appropriation for FFD's South Downtown Hygiene and Homeless Service Center Budget Control Level, \$150,000 is appropriated solely for design work on the South Downtown Hygiene and Homeless Services Center and may be spent for no other purpose until authorized by a future ordinance. The 2005 appropriation and authorized spending under these two provisos, combined with previously authorized appropriations, brings total authorized project spending for design to \$360,000.

Although Community Development Block Grant (CDBG) funds are appropriated in the Human Services Department's budget, the Asian Counseling and Referral Service – New Facility (project A1GM2) in FFD's CIP has a placeholder for use of CDBG funds in 2005. Seattle City Council adopted a budget proviso restricting expenditure of CDBG funds for the project until authorized by future ordinance.

Seattle City Council has also requested FFD, through a Statement of Legislative Intent (SLI), to develop an Asset Preservation Program Plan that includes a comprehensive property management strategy and associated performance measures.