

# Department of Executive Administration

## Department Description

The 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

As part of a reorganization of City government, the Department of Finance and Administrative Services (FAS) was created on August 30, 2010. The new department includes the entirety of the Department of Executive Administration (DEA). This section shows DEA budget information for 2009 and 2010 as reference; budget information for 2011 and 2012 is included in the FAS budget chapter.

## City Council Provisos

There are no Council provisos.

## Executive Administration

<b>Appropriations</b>	<b>Summit Code</b>	<b>2009 Actual</b>	<b>2010 Adopted</b>	<b>2011 Adopted</b>	<b>2012 Endorsed</b>
Business Technology Budget Control Level	C8400	9,907,698	9,998,664	0	0
Contracting and Purchasing Services Budget Control Level	C8700	3,426,667	3,377,226	0	0
Executive Management Budget Control Level	C8100	2,437,844	2,576,293	0	0
Financial Services Budget Control Level	C8200	8,152,292	8,434,576	0	0
Revenue and Consumer Affairs Budget Control Level	C8500	5,394,219	5,281,344	0	0
Seattle Animal Shelter Budget Control Level	C8600	3,321,333	3,423,443	0	0
<b>Department Total</b>		<b>32,640,052</b>	<b>33,091,545</b>	<b>0</b>	<b>0</b>
<b>Department Full-time Equivalents Total*</b>		<b>247.50</b>	<b>247.50</b>	<b>0.00</b>	<b>0.00</b>

*\* FTE totals are provided for informational purposes only. Changes in FTEs resulting from City Council or Personnel Director actions outside of the budget process may not be detailed here.*

<b>Resources</b>	<b>2009 Actual</b>	<b>2010 Adopted</b>	<b>2011 Adopted</b>	<b>2012 Endorsed</b>
General Subfund	32,640,052	33,091,545	0	0
<b>Department Total</b>	<b>32,640,052</b>	<b>33,091,545</b>	<b>0</b>	<b>0</b>

# 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.

### Summary

This Budget Control Level is included in the Department of Finance and Administrative Services for the 2011 Adopted and 2012 Endorsed Budget.

	2009	2010	2011	2012
Expenditures/FTE	Actual	Adopted	Adopted	Endorsed
Business Technology	9,907,698	9,998,664	0	0
Full-time Equivalents Total*	45.50	45.50	0.00	0.00

*\* FTE totals are provided for informational purposes only. Changes in FTEs resulting from City Council or Personnel Director actions outside of the budget process may not be detailed here.*

# Executive Administration

## Contracting and Purchasing Services Budget Control Level

### Purpose Statement

The purpose of the Contracting and Purchasing Services Budget Control Level (BCL) 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. This BCL also supports the efforts and services provided by the Urban League's Contractor Development and Competitiveness Center (CDCC) for the development of small, economically-disadvantaged businesses, including women and minority firms, as authorized by Ordinance 120888.

### Summary

This Budget Control Level is included in the Department of Finance and Administrative Services for the 2011 Adopted and 2012 Endorsed Budget.

<b>Expenditures/FTE</b>	<b>2009 Actual</b>	<b>2010 Adopted</b>	<b>2011 Adopted</b>	<b>2012 Endorsed</b>
Contracting and Purchasing	3,426,667	3,377,226	0	0
Full-time Equivalents Total*	28.00	28.00	0.00	0.00

*\* FTE totals are provided for informational purposes only. Changes in FTEs resulting from City Council or Personnel Director actions outside of the budget process may not be detailed here.*

# 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 and human resource services; and administrative support so that Department managers, staff, and other decision-makers can make informed decisions on how to best serve City customers.

### Summary

This Budget Control Level is included in the Department of Finance and Administrative Services for the 2011 Adopted and 2012 Endorsed Budget.

<b>Expenditures/FTE</b>	<b>2009 Actual</b>	<b>2010 Adopted</b>	<b>2011 Adopted</b>	<b>2012 Endorsed</b>
Executive Management	2,437,844	2,576,293	0	0
Full-time Equivalents Total*	19.00	19.00	0.00	0.00

*\* FTE totals are provided for informational purposes only. Changes in FTEs resulting from City Council or Personnel Director actions outside of the budget process may not be detailed here.*

# Executive Administration

## Financial Services Budget Control Level

### Purpose Statement

The purpose of the Financial Services Budget Control Level is to oversee and provide technical support to the financial affairs of the City. This BCL performs a wide range of technical and operating functions, such as economic and fiscal forecasting, debt issuance and management, Citywide payroll processing, investments management, and revenue and payment processing services. In addition, this BCL develops and implements a variety of City financial policies including policies for City revenues, accounting procedures, and risk mitigation. Finally, the CBL provides oversight and guidance to financial reporting, City retirement programs, and public corporation established by the City.

### Summary

This Budget Control Level is included in the Department of Finance and Administrative Services for the 2011 Adopted and 2012 Endorsed Budget.

<b>Expenditures/FTE</b>	<b>2009 Actual</b>	<b>2010 Adopted</b>	<b>2011 Adopted</b>	<b>2012 Endorsed</b>
Financial Services	8,152,292	8,434,576	0	0
Full-time Equivalents Total*	67.50	67.50	0.00	0.00

*\* FTE totals are provided for informational purposes only. Changes in FTEs resulting from City Council or Personnel Director actions outside of the budget process may not be detailed here.*

# 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 with the goal that budget expectations are met and consumer protection standards are upheld.

### Summary

This Budget Control Level is included in the Department of Finance and Administrative Services for the 2011 Adopted and 2012 Endorsed Budget.

<b>Expenditures/FTE</b>	<b>2009 Actual</b>	<b>2010 Adopted</b>	<b>2011 Adopted</b>	<b>2012 Endorsed</b>
Revenue and Consumer Affairs	5,394,219	5,281,344	0	0
Full-time Equivalents Total*	50.50	50.50	0.00	0.00

*\* FTE totals are provided for informational purposes only. Changes in FTEs resulting from City Council or Personnel Director actions outside of the budget process may not be detailed here.*

# Executive Administration

## Seattle Animal Shelter Budget Control Level

### Purpose Statement

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

### Summary

This Budget Control Level is included in the Department of Finance and Administrative Services for the 2011 Adopted and 2012 Endorsed Budget.

	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
<b>Expenditures/FTE</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adopted</b>	<b>Endorsed</b>
Seattle Animal Shelter	3,321,333	3,423,443	0	0
Full-time Equivalents Total*	37.00	37.00	0.00	0.00

*\* FTE totals are provided for informational purposes only. Changes in FTEs resulting from City Council or Personnel Director actions outside of the budget process may not be detailed here.*