A RESOLUTION endorsing financial policies for the Asset Preservation Subaccount - Fleets and Facilities of the Cumulative Reserve Subfund's Capital Projects Account

Introduced:	By:
OCT 2 4 2005	To:
Referred:	BUDGET
Referred: 3CT 2 4 2005	То:
Reported:	
11-28-05	
Passed:	Signed:
11-28-05	11.28-05
Filed: 12/05	Published: Title approved
US5171	

11/28/05 Adopted 9-0

Law Department





Del Mercure/Miriam Roskin/Ben Noble FFD Asset Preserve Policies RES October 26, 2005 version #5

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RESOLUTION 30812

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3	A RESOLUTION endorsing financial policies for the Asset Preservation Subaccount - Fleets an Facilities of the Cumulative Reserve Subfund's Capital Projects Account.
5 6	WHEREAS, the City of Seattle Asset Preservation Study: Final Report and Recommendations, transmitted to the City Council on April 14, 2003, reported that the Fleets and Facilities Department manages assets valued at over \$920,000,000; and
7 8	WHEREAS, that report and subsequent analysis determined that the preferred practice for establishing asset preservation funding targets for Fleets and Facilities-operated facilities is to base annual funding levels on a percentage of estimated replacement costs; and
9 10 11	WHEREAS, that report and subsequent analysis indicated the desirability and appropriateness o using space rent charges to City departments to generate revenues for asset preservation to more closely align the total cost of occupancy with departmental program expenses; and
12 13 14	WHEREAS, Resolution 30392 adopted updated financial policies for the Fleets and Facilities Fund, including policies governing the determination of space rent rates and collection o resulting revenues, and is expected to be reviewed and updated in 2006; and
15 16	WHEREAS, Ordinance 121642 established the Asset Preservation Subaccount - Fleets and Facilities within the Cumulative Reserve Subfund's Capital Projects Account; NOW, THEREFORE,
17 18	BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SEATTLE, THE MAYOR CONCURRING, THAT:
19	Section 1. The Council and Mayor endorse the attached policies for the Asset
20 21	Preservation Subaccount – Fleets and Facilities of the Cumulative Reserve Subfund's Capital
22	Projects Account (Exhibit A).
23	Section 2. No changes to the attached policies will be made until the proposed changes
24	are endorsed by a future resolution.
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Section 3. By July 31, 2007, the Fleets and Facilities Department will provide a written report to the Council reviewing the accomplishments to date of the Asset Preservation Program. This will be followed by a comprehensive review of the Asset Preservation Program, evaluating the adequacy of the funding available for the program and proposing any necessary changes in the governing policies, to be provided by July 31, 2009.

Adopted by the City Council the 28th day of November, 2005, and signed by me in open session in authentication of its adoption this 28th day of November, 2005.

President ______of the City Council

THE MAYOR CONCURRING:

Gregory J. Nickels, Mayor

Filed by me this 200 day of December 2005.

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City Clerk

(Seal)

EXHIBIT A: Financial Policies of the Asset Preservation Subaccount - Fleets and Facilities of the Cumulative Reserve Subfund's Capital Projects Account

CITY CLERK

EXHIBIT A

FINANCIAL POLICIES OF THE ASSET PRESERVATION SUBACCOUNT - FLEETS AND FACILITIES OF THE CUMULATIVE RESERVE SUBFUND'S CAPITAL PROJECTS ACCOUNT

Introduction

Concurrent with adoption and endorsement respectively of the 2005 and 2006 Budgets, the City Council passed and the Mayor signed legislation to create the Asset Preservation Subaccount - Fleets and Facilities of the Cumulative Reserve Subfund's Capital Projects Account. This Subaccount will be used to account for certain revenues and expenditures for capital projects that will extend the useful life and maintain the functionality of existing capital assets under the control of the Fleets and Facilities Department.

Revenues

Policy 1. Asset Preservation Revenue Requirement. The annual amount of revenue to be collected for asset preservation projects (the Asset Preservation Revenue Requirement) will be based on a percentage of the estimated replacement value of certain City-owned facilities that are managed, operated, and/or maintained by the Fleets and Facilities Department. Each facility shall be classified as a Schedule 1 or Schedule 2 facility. Schedule 1 facilities comprise existing and future office buildings located in downtown Seattle, including but not limited to City Hall, the Seattle Municipal Tower, and the Seattle Justice Center. Schedule 2 facilities comprise existing and future structures, shops and yards located throughout Seattle, including but not limited to City vehicle maintenance facilities at Haller Lake and Charles Street, Fleets and Facilities Shops located at Airport Way S., fire stations, police precincts, and other FFD-managed facilities used for City services.

For the 2005-06 biennium, the Asset Preservation Revenue Requirement was set at 1 percent of replacement value for certain Schedule 1 and Schedule 2 buildings and shops and at ½ percent for Schedule 2 yards. In future years the asset base used to establish the Revenue Requirement may be expanded during development of Fleets and Facilities Department's budget and subject to Council adoption of the budget. Also, the percentage factor applied to a defined set of facilities may vary and further study may result in establishing alternative bases. The current percentages of replacement value used to set the size of the program are viewed as the minimum viable levels to sustain on ongoing program.

Policy 2. Recalculation of Revenue Requirement. Each biennium, during development of its budget submittal, the Fleets and Facilities Department may adjust the Schedule 1 and Schedule 2 replacement values upon which the proposed Asset Preservation Revenue Requirement is calculated by factors including: (a) escalation of the prior biennium's replacement values at the capital planning inflation rate established by the Department of Finance, (b) addition of replacement values for existing facilities, expanded facilities, and new facilities; and (c) removal of replacement values for any facilities no longer owned by the City.



FFD Asset Preservation Policies September 28, 2005 Version 2

Policy 3. Collection Mechanism. The Fleets and Facilities Department shall collect revenue to fund the asset preservation program through the space rent charges it levies on City occupants of the facilities that it manages, operates, and/or maintains. Cash from other funds or subfunds may also be credited to the Asset Preservation Subaccount by ordinance from time to time.

Policy 4. Mitigation of Rate Impacts in 2005 and 2006. For the 2005-06 biennium, a portion of the Asset Preservation Revenue Requirement was satisfied by the redirection of fund balances in other City funds in lieu of higher space rent charges to provide a temporary transition period for City departments to adjust their space budgets accordingly. In 2007 and beyond, the entire Asset Preservation Revenue Requirement, adjusted as described in Policy 2, is expected to be fully recovered through space rent charges to City departments.

Expenditures

Policy 5. Eligible Projects and Facilities. To be eligible for asset preservation funding, a project must be capital in nature (involving assessment, design, construction, and/or major maintenance of a capital asset) and must be intended to preserve or extend the useful life or operational capability of an existing facility. Construction of new or expanded facilities is not the intent of the program, although incidental expansion of facilities is permitted when costs associated with the expansion do not exceed 15% of the overall cost of the project. Eligibility for asset preservation funding is also limited to projects that are owned by the City and managed, operated, and/or maintained by the Fleets and Facilities Department.

A facility's eligibility for funding does not automatically entitle it to receive funding except as provided by allocation through development or amendment of the Fleets and Facilities Department's Capital Improvement Program and Adopted Budget.

Policy 6. Limitations on Schedule 1 and Schedule 2 Facility Expenditures. In general, asset preservation funds deriving from rent allocations generated from Schedule 1 and Schedule 2 facilities shall be spent on Schedule 1 and Schedule 2 facilities, respectively. However, in any given year it is possible for up to 25 percent of the collections from one class of facilities to be spent on projects located in facilities of the other class, as long as the redirected funds are restored to the source facilities within the following three years.

Policy 7. Limitations on Expenditure of Funds Generated by Utility Departments. In general, asset preservation funds deriving from rent allocations generated by utility departments (Seattle Public Utilities and Seattle City Light) and the Department of Planning and Development shall be spent only on those facilities they occupy. However, in any given year it is possible for such funds to be spent on projects located in facilities serving general government functions, as long as the redirected funds are restored to facilities occupied by those source departments within the following three years.

Policy 8. Large Expense Project Reserve. As part of the Fleets and Facilities budget development process, and subject to Council adoption of the budget, no less than 10 percent of



FFD Asset Preservation Policies September 28, 2005 Version 2

the annual receipts attributable to the Schedule 1 share of the Asset Preservation Revenue Requirement will be set aside to be held as large expense project reserve to fund future large-expense asset preservation projects. Funds may also be set aside from the Schedule 2 share of the Asset Preservation Revenue Requirement in a similar reserve, although no minimum set aside is established. Funds held within the reserves are to be appropriated for specific large-expense projects in future years.

The combined balance of the Large Expense Project Reserves should not exceed the lesser of: (i) twice the most recent annual amount deposited into the total Asset Preservation Subaccount or (ii) eight million dollars (\$8,000,000), escalated annually for construction cost inflation, without specific approval by a Council resolution identifying the justification for building a larger reserve.

Policy 9. Appropriations. Asset preservation funding shall be allocated to individual projects through development or amendment of the Fleets and Facilities Department's Capital Improvement Program and Adopted Budget. Unexpended appropriations remaining in the Asset Preservation Subaccount are reserved for capital uses. All appropriations shall not lapse at yearend, but instead shall carry over to the following year unless abandoned by ordinance. All unappropriated balances shall remain in the Subaccount and be reserved for capital uses, as well.

Subaccount Management

Policy 10. Crediting Revenues to the Asset Preservation Subaccount. As FFD collects revenues intended to satisfy the Asset Preservation Revenue Requirement, FFD will periodically credit them via transfer to the Asset Preservation Subaccount. Those portions of the Asset Preservation Revenue Requirement attributable to Schedule 1 and Schedule 2 facilities, as described above under Policy 2, shall be tracked separately to ensure compliance with Policy 6; those portions attributable to utility departments shall also be tracked to ensure compliance with Policy 7.

Policy 11. All interest earned on the Asset Preservation Subaccount balance shall remain within the subaccount. No funds properly credited to the Asset Preservation Subaccount, including interest earnings, may be transferred to any other fund, subfund, account, or subaccount of the City absent an ordinance authorizing such action, except for normal investment practices of the City where pooled investments are made to support the financial objectives of the City.



Form revised June 3, 2004

2006 BUDGET LEGISLATION FISCAL NOTE

Department:	Contact Person/Phone:	DOF Analyst/Phone:
Fleets and Facilities	Miriam Roskin/684-0593	Candice Chin/233-7014

Legislation Title:

A RESOLUTION endorsing financial policies for the Asset Preservation Subaccount – Fleets and Facilities of the Cumulative Reserve Subfund's Capital Projects Account.

• Summary of the Legislation:

This Resolution sets forth policies to govern the new Asset Preservation Program that will be funded through the "Asset Preservation Subaccount - Fleets and Facilities" within the Cumulative Reserve Subfund's Capital Projects Account. The Asset Preservation Policies that will be adopted by this Resolution are consistent with the financial policies that were adopted by Resolution 30392 in 2001.

The Asset Preservation Policies are divided into sections dealing with the Asset Preservation Subacccount's structure, eligible projects and facilities, determination of the annual revenue requirement, the process for selecting projects and appropriating funds, the process by which revenues will be credited to the subaccount, and treatment of fund balances. Some of the key policies specify that:

- the annual amount of funding to be dedicated to asset preservation (also known as the "Asset Preservation Revenue Requirement") shall be calculated on the basis of a percentage of the replacement value of City-owned facilities that the Fleets and Facilities Department (FFD) manages, operates, and/or maintains, or a subset thereof;
- facilities considered in calculating the Asset Preservation Revenue Requirement shall be categorized as Schedule 1 (essentially downtown office buildings) or Schedule 2 (shops, yards, police precincts, and fire stations outside the downtown core) facilities, and the annual revenue requirement shall be calculated on the basis of the replacement value of these two schedules of facilities;
- the funds that are dedicated to asset preservation and deposited in this subaccount shall be raised through space rent charged to City tenants of the facilities eligible to benefit from the asset preservation program, although other funds may be contributed as well;



- for the 2005-06 biennium, the revenue requirement's impact on space rent allocations has been mitigated by satisfying a portion of the revenue requirement through a cash transfer from the Fleets and Facilities Fund to the Asset Preservation Subaccount Fleets and Facilities (note that this action does not reduce the revenue requirement itself, but simply reduces the share that must be raised from rates, and thus mitigates the impacts on FFD's customers);
- no funds properly transferred into the Asset Preservation Subaccount may be transferred out absent an ordinance;
- annual receipts attributable to rent paid from Schedule 1 and Schedule 2 facilities shall be expended on projects in Schedule 1 and Schedule 2 facilities, respectively, although a cross-schedule transfer of up to 25 percent is permissible as long as the transferred funds are restored to the source within the three following years;
- similarly, annual rent payments generated by utility departments (Seattle Public Utilities and Seattle City Light) and the Department of Planning and Development shall be expended on facilities they occupy, although they may be temporarily expended on projects in facilities occupied by general government as long as the transferred funds are restored to facilities occupied by these rate-based departments within the three following years;
- a portion of the annual contribution to the asset preservation account shall be set aside as a capital reserve for future major projects as the facilities age; and
- the planning, prioritization, and funding process for asset preservation projects be made through the standard budgeting and Capital Improvement Program allocation process.
- Background: (Include brief description of the purpose and context of legislation and include record of previous legislation and funding history, if applicable):

Ordinance 121642 created the "Asset Preservation Subaccount - Fleets and Facilities" of the Cumulative Reserve Subfund's Capital Projects Account. The policies included in this Resolution would govern the operations and budgetary treatment of this account and also set forth guidelines that govern eligible uses of the funds deposited in the account.

X This legislation has financial implications. (Please complete all relevant sections that follow.)

This Resolution, in and of itself, does not have significant financial implications beyond those of the Asset Preservation Program and creation of the Asset Preservation Subaccount (approved, respectively, through the 2005 Budget Ordinance and Ordinance



121642). The program's financial implications are further discussed in the Fleets and Facilities Department's response to a 2005 Statement of Legislative Intent (transmitted to Council in July, 2005) and follow-up questions and answers.

Because this resolution formalizes the policies governing the asset preservation program, following is a recap of the program's major financial impacts for the 2005-06 biennium. The program's financial impacts in future biennia will vary depending on the level of funding approved during future budget cycles.

Impact on Overall Asset Preservation Expenditures

The asset preservation program focuses on projects intended to extend the useful life and functionality of City assets managed, operated, or maintained by FFD. Its existence does not preclude use of the Cumulative Reserve Subfund for major maintenance projects approved in the FFD CIP. The total level of resources devoted to development, expansion, and major maintenance/asset preservation projects in the FFD CIP is subject to the annual CIP development and approval process. At present we anticipate that overall City investment in projects intended to preserve City buildings will increase from past levels due to the asset preservation program.

Impact on Space Rent Rates

In 2005-06, inclusion of a portion of the Asset Preservation (AP) program in the space rent calculations increased per-square-foot rates as shown on the following table. The amounts shown average the annual rates for the combined two years of the biennium.

,	Actual Rate	Percent of	Adjusted Rate	Percent of
		Total Rate 1	(Hypothetical)	Total Rate 1
Sched 1	\$1.82	15%	\$2.73	23%
Sched 2	\$0.79	16%	\$1.18	24%
Total AP Amount Collected	\$5,506,536		\$8,260,000 ²	2 (10 (1)))) (1) (1) (1) (1) (1)
from Rates, 2005-06		<u> </u>		

¹The percent of total is calculated on melded 2005-06 rates per square foot of \$11.80 (Schedule 1) and \$4.94 (Schedule 2).

The actual figure recognizes that over the 2005-06 biennium, use of FFD fund balance reduced the AP Revenue Requirement by about \$2.75 million. The adjusted figure, included for illustrative purposes only, shows what the rate impact would have been had the revenue requirement been recovered fully through space rent. It is expected that the full revenue requirement will be generated from space rent allocations in the 2007-08 biennium.



²The two-year total of \$8.26 million represents the 2005-06 Asset Preservation Revenue Requirement. Council action on the 2005 Budget reduced the amount dedicated to asset preservation by \$800,000, leaving that amount deposited in the General Subfund for unspecified uses.

Impact on Departments' Space Rent Allocations

Departments will contribute to the asset preservation program in proportion to the square footage they occupy, as with their contributions to all other functions (e.g., property management, janitorial service, routine maintenance, etc.,) supported by space rent.

Over the 2005-06 biennium, Schedule 1 and 2 total space rent allocations will generate almost \$35 million. The majority of this revenue will fund property management, routine and preventive maintenance, janitorial service, and other facility operating expense. A \$5.5 million portion of the total will be credited to the Asset Preservation Subaccount. The following table displays the breakdown by department.

Seattle City Light does not appear in the table as it has a previously approved rent arrangement with FFD; this arrangement expires at the end of 2006.

Approved asset preservation funding over the biennium totals \$7.46 million. The difference between this figure and the \$5.5 million generated from space rent allocations represents the one-time "ramp-up" funds provided from the Fleets and Facilities fund balance. It is anticipated that the full asset preservation revenue requirement will be generated through space rent allocations in future biennia.



Department	2005	-06 Combined
* City Auditor	\$	14,931
* Civil Service Commission		9,789
Dept of Executive Administration		215,531
Dept of Finance		48,198
Dept of Neighborhoods		61,409
Dept of Planning & Development		376,968
Dept of Transportation		405,454
Dept of Information Technology		204,529
* Ethics and Elections		9,006
Fire Dept		455,006
Fleets and Facilities Dept		340,045
Human Services Dept		279,937
* Offc of Intergovernmental Relations		23,505
Law Dept		194,558
Legislative Dept		174,848
* Mayor's Offc		59,451
Municipal Courts		541,010
* Offc for Civil Rights		25,941
* Offc of Arts and Cultural Affairs		20,031
Offc of Economic Development		24,274
* Offc of Hearing Examiner		14,029
Offc of Housing		47,879
Offc of Planning & Mgt		20,335
* Offc of Sustainability and Environmen	t	8,242
Personnel Dept		137,887
Police Dept		1,091,843
* Police Pension		· 4,447
* Pub Sfty Civil Serv Commission		6,314
Seattle Public Utilities		683,802
State Auditor's Offc		7,336
Grand Total	\$	5,506,536

^{*} Starred items are classified as "small departments" for purposes of space rent allocations. These departments' allocations are paid by the General Subfund.



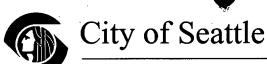
Del Mercure/Miriam Roskin FFD Asset Preserve Policies RES September 28, 2005 version #3a
RESOLUTION 30812
A RESOLUTION endorsing financial policies for the Asset Preservation Subaccount - Fleets and Facilities of the Cumulative Reserve Subfund's Capital Projects Account.
WHEREAS, the City of Seattle Asset Preservation Study: Final Report and Recommendations, transmitted to the City Council on April 14, 2003, reported that the Fleets and Facilities Department manages assets valued at over \$920,000,000; and
WHEREAS, that report and subsequent analysis determined that the preferred practice for establishing asset preservation funding targets for Fleets and Facilities-operated facilities is to base annual funding levels on a percentage of estimated replacement costs; and
WHEREAS, that report and subsequent analysis indicated the desirability and appropriateness of using space rent charges to City departments to generate revenues for asset preservation to more closely align the total cost of occupancy with departmental program expenses; and
WHEREAS, Resolution 30392 adopted updated financial policies for the Fleets and Facilities Fund, including policies governing the determination of space rent rates and collection of resulting revenues, and is expected to be reviewed and updated in 2006; and
WHEREAS, Ordinance 121642 established the Asset Preservation Subaccount - Fleets and Facilities within the Cumulative Reserve Subfund's Capital Projects Account; NOW, THEREFORE,
BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SEATTLE, THE MAYOR CONCURRING, THAT:
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Del Mercure/Miriam Roskin FFD Asset Preserve Policies RES September 28, 2005 version #3a

Section 1. The Council and Mayor endorse the attached policies for the Asset Preservation Subaccount – Fleets and Facilities of the Cumulative Reserve Subfund's Capital Projects Account (Exhibit A). Adopted by the City Council the day of , 2005, and signed by me in open session in authentication of its adoption this _____ day of _____, 2005. President of the City Council THE MAYOR CONCURRING: Gregory J. Nickels, Mayor Filed by me this day of 2005. City Clerk (Seal) EXHIBIT A: Financial Policies of the Asset Preservation Subaccount - Fleets and Facilities of the Cumulative Reserve Subfund's Capital Projects Account





Gregory J. Nickels, Mayor

Office of the Mayor

October 11, 2005

Honorable Jan Drago President Seattle City Council City Hall, 2nd Floor

Dear Council President Drago:

I am pleased to transmit the attached proposed Resolution that endorses a series of financial policies for the new "Asset Preservation Subaccount - Fleets and Facilities" of the Cumulative Reserve Subfund's Capital Projects Account. The new subaccount, which was created in November 2004 by Ordinance 121642, will help staff to better manage new revenues generated by rent surcharges on certain Fleets and Facilities Department (FFD) facilities. The rent surcharges will be applied to asset preservation expenditures that are funded through FFD's Capital Improvement Program.

The policies set forth in the attached Resolution specify eligible uses of the new Asset Preservation Subaccount, and set up a program and corresponding subaccount structure that will allow separate tracking of revenues from, and investments in, two classes of existing FFD facilities: downtown office buildings (e.g., City Hall and Seattle Municipal Tower), and various FFD shops and yards located outside of the downtown core (e.g., the Charles Street vehicle maintenance facility and FFD shops located at Park 90/5). Other key policies resolve that:

- the amount of funding to be dedicated to asset preservation each year shall be calculated on the basis of a percentage of the replacement value of eligible facilities or a subset thereof;
- a portion of the annual contribution to the asset preservation account shall be set aside as a capital reserve for future major projects as the facilities age;
- the planning, prioritization, and funding process for asset preservation projects be made through the standard Capital Improvement Program budgeting process; and
- the funds dedicated to asset preservation and deposited in this account shall be raised through space rent charged to City tenants of the facilities eligible to benefit from the asset preservation program, although other sources of funds may also be deposited in the new subaccount.

Thank you for your consideration of this resolution. Should you have questions, please contact Del Mercure at 684-5339.

GREG NCKELS Mayor of Seattle

STATE OF WASHINGTON – KING COUNTY

--ss.

192509

No. TITLE ONLY

CITY OF SEATTLE, CLERKS OFFICE

Affidavit of Publication

The undersigned, on oath states that he is an authorized representative of The Daily Journal of Commerce, a daily newspaper, which newspaper is a legal newspaper of general circulation and it is now and has been for more than six months prior to the date of publication hereinafter referred to, published in the English language continuously as a daily newspaper in Seattle, King County, Washington, and it is now and during all of said time was printed in an office maintained at the aforesaid place of publication of this newspaper. The Daily Journal of Commerce was on the 12th day of June, 1941, approved as a legal newspaper by the Superior Court of King County.

The notice in the exact form annexed, was published in regular issues of The Daily Journal of Commerce, which was regularly distributed to its subscribers during the below stated period. The annexed notice, a

CT:30812,30816-30817

was published on

12/07/05

The amount of the fee charged for the foregoing publication is the sum of \$ 46.38, which amount

has been paid in full.

12/07/05 MML

Notary public for the State of Washington, residing in Seattle

Affidavit of Publication

State of Washington, King County

