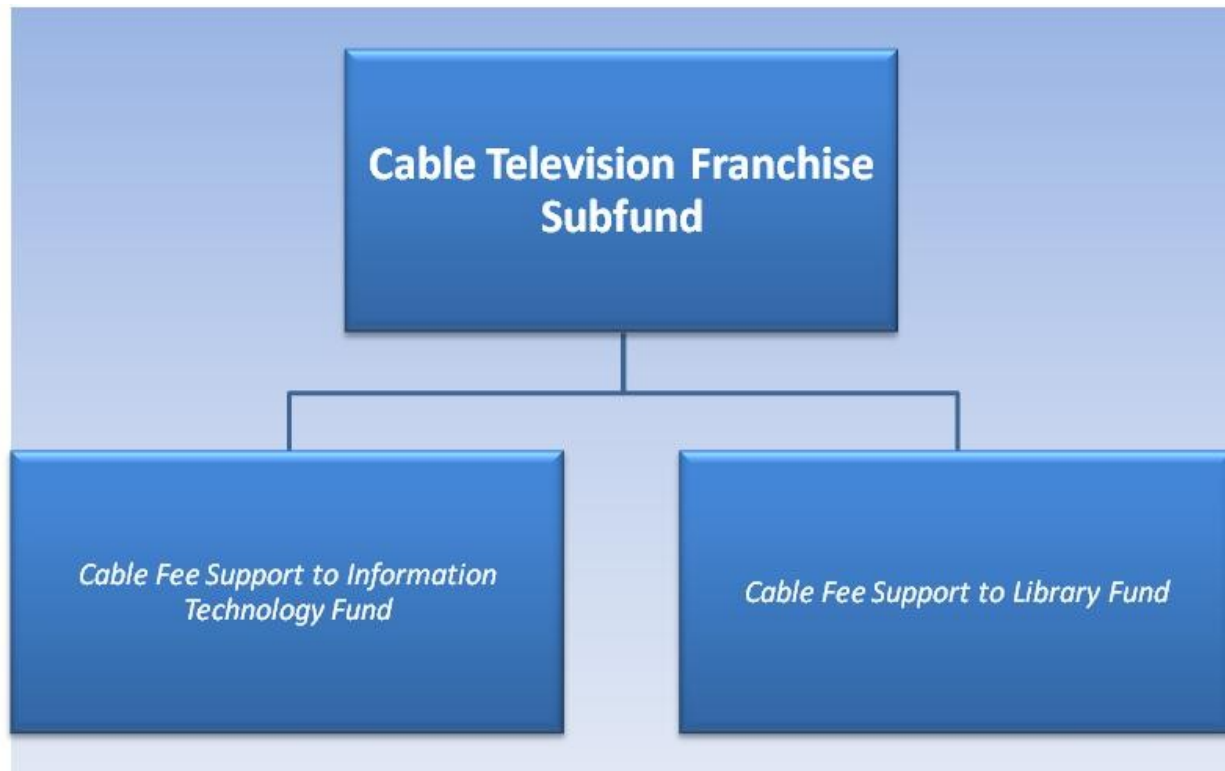


Administration

Cable Television Franchise Fund

Cable Television Franchise Subfund by Budget Control Level



Cable Television Franchise Subfund Overview

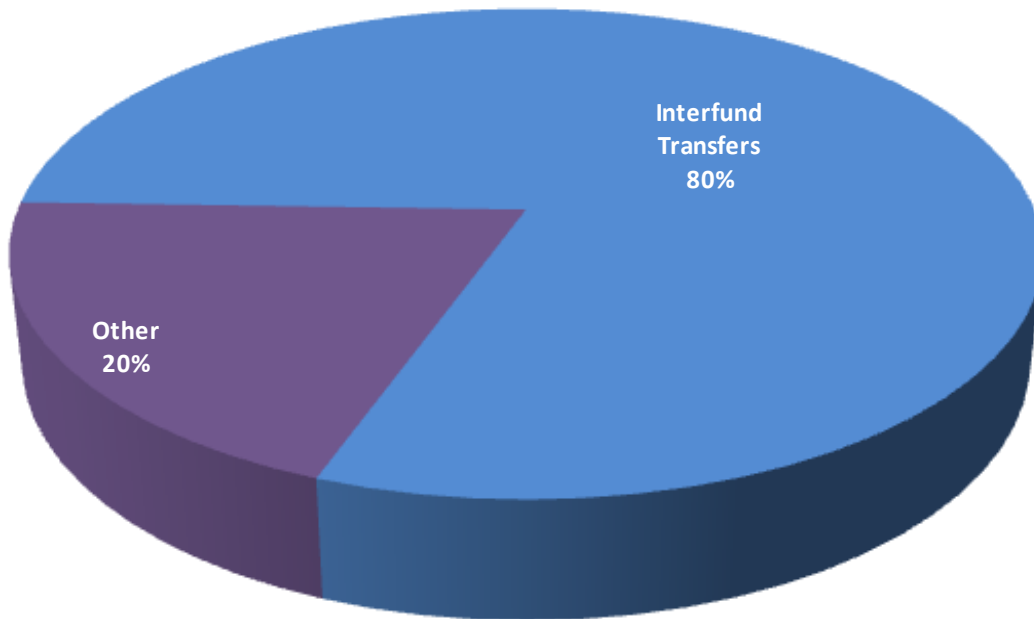
The City of Seattle first entered into cable franchise agreements with TCI beginning in 1996. This agreement included a new franchise fee payable to the City as compensation for cable television providers locating in the public right-of-way. A new franchise with Comcast (formerly TCI) was approved in 2006, and a renewed franchise for Broadstripe (formerly Millennium Digital Media) was approved in 2007. Revenues from the cable franchise fees are deposited into the Cable Television Franchise Subfund (created by Ordinance 118196). Revenues from this fund are transferred to the Department of Information Technology (DoIT) to cover the expenditures supported by this revenue source. Allowable expenditures for cable franchise fee revenues are established in Resolution 30379. Allowable expenditures include costs associated with the administration of the Cable Customer Bill of Rights. In addition, the funds may be used to support the public, education, and government access costs the City is obligated to fund under the terms of its cable franchise agreements; support of the Seattle Channel, including both operations and capital equipment; programs and projects promoting citizen technology literacy and access, including related research, analysis, and evaluation; and use of innovative and interactive technology, including television and the Web, to provide means for citizens to access City services.

Cable Television Franchise Subfund

Budget Snapshot

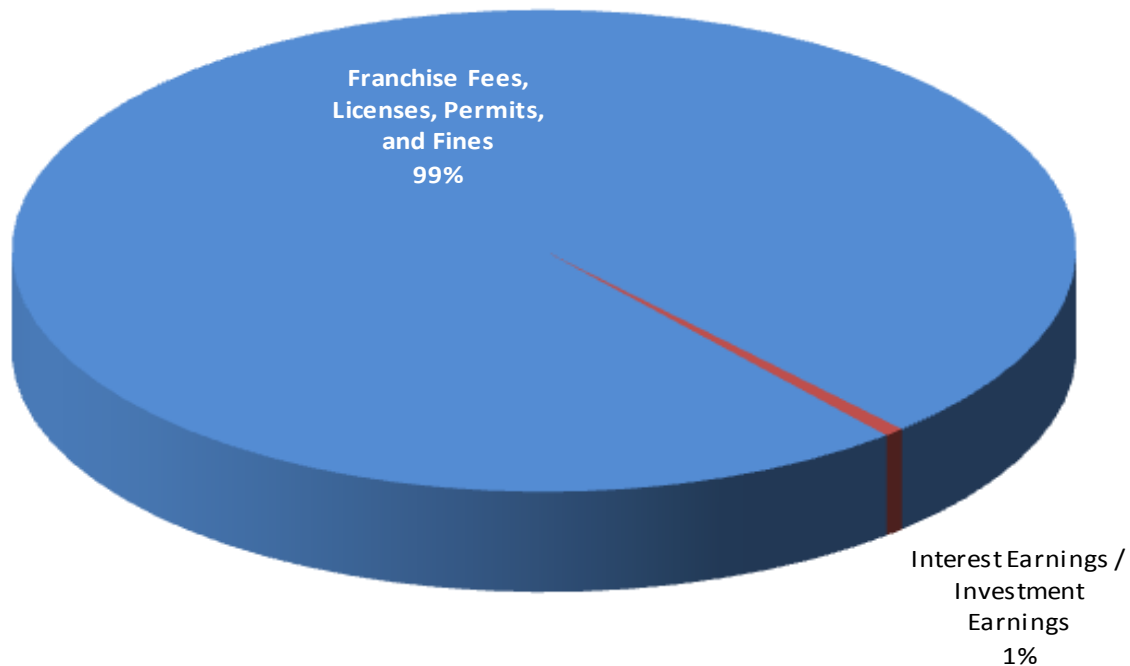
Cable Television Franchise Fund	2010 Actuals	2011 Adopted	2012 Endorsed	2012 Adopted
General Fund	\$0	\$0	\$0	\$0
Other Revenues	\$6,938,292	\$7,047,559	\$7,104,795	\$7,477,719
Total Revenues	\$6,938,292	\$7,047,559	\$7,104,795	\$7,477,719
Use of (Contribution to) Fund Balance	\$1,005,348	\$503,670	\$565,453	\$702,944
Total Resources	\$7,943,640	\$7,551,229	\$7,670,248	\$8,180,663
Total Expenditures	\$7,943,642	\$7,551,228	\$7,670,248	\$8,180,663

2012 Adopted Budget - Expenditure by Category



Cable Television Franchise Subfund

2012 Adopted Budget - Revenues By Category



Budget Overview

Cable Television Franchise Fund (Cable Fund) revenues are generated by franchise fees from cable television providers and these funds support limited activities provided by DoIT. Over the last several years, the Department has used Cable Fund revenues to support additional, qualified technology access programs such as the portion of email support previously funded by the General Fund. The 2012 Adopted Budget continues previous uses of the Cable Fund as well as supporting additional activities such as project management for the Web Team, web application support service to City departments, administrative support for Community Outreach and staffing in the Seattle Fire Department and Seattle Police Department for public safety department web pages.

The Cable Fund recently received a small bump in revenues as Comcast raised its rates on home television service. Aside from this one-time bump, the Fund is only projected to grow minimally in the near future. The Department expects that the Fund will begin to see expenditure pressures as it is called upon to fund major technology overhauls like the upgrade of the Seattle Channel to High Definition. Therefore, the SPD and SFD web positions are not included in the Department's long-term financial plan for this fund. In the future, DoIT may have to propose cuts to existing programming paid for by the Cable Fund in order to keep the fund in balance.

For further details regarding the use of Cable Television Franchise Subfund, please refer to the Department of Information Technology (DoIT) budget.

Cable Television Franchise Subfund

City Council Changes

During the City Council’s review process, funding was added from the Cable Fund to the DoIT budget for increasing the Technology Matching Fund grants and funding was restored for the proposed centralization of the City’s community grant award programs in the Neighborhood Matching Fund. As such, the transfer of the Technology Fund Manager (1.0 FTE Strategic Advisor 1) from DoIT will not occur and the associated saving will be appropriated to pay for the position.

Incremental Budget Changes

Cable Television Franchise Subfund

	2012 Dollar Amount	2012 FTE
2012 Endorsed Budget	\$7,670,248	0.00
2012 Proposed Changes		
Technical Adjustments	\$398,065	0.00
Total Changes	\$398,065	0.00
2012 Proposed Budget	\$8,068,313	0.00
Council Adjustments to Proposed Budget		
Technical Adjustments	\$112,350	0.00
Total Adjustments	\$112,350	0.00
2012 Adopted Budget	\$8,180,663	0.00

Technical Adjustments - \$398,065. The technical adjustments in the 2012 Proposed Budget for the Cable Fund include changes that are part of the Department of Information Technology (DoIT) budget changes. Please refer to the DoIT budget pages for more detailed information.

City Council Changes to the 2012 Proposed Budget

Technical Adjustments - \$112,350. The technical adjustments in the 2012 Adopted Budget for the Cable Fund include changes that are part of the DoIT budget changes. Please refer to the DoIT budget pages for more detailed information.

Cable Television Franchise Subfund

City Council Provisos

There are no Council provisos.

Expenditure Overview

Appropriations	Summit Code	2010 Actuals	2011 Adopted	2012 Endorsed	2012 Adopted
Cable Fee Support to Information Technology Fund Budget Control Level					
Cable Communications		1,170,900	629,221	654,262	723,260
Community Technology		1,342,188	1,200,253	1,234,204	1,317,207
Finance and Administration		285,636	290,198	310,173	299,689
Seattle Channel/Democracy Portal		2,899,036	2,755,454	2,738,135	2,747,014
Technology Infrastructure		915,702	1,426,432	1,446,555	1,412,146
Technology Leadership		304,956	276,054	294,145	264,980
Web Site Support		835,224	783,615	802,773	1,226,366
Cable Fee Support to Information Technology Fund Budget Control Level	D160B	7,753,642	7,361,228	7,480,248	7,990,663
Cable Fee Support to Library Fund Budget Control Level	D160C	190,000	190,000	190,000	190,000
Department Total		7,943,642	7,551,228	7,670,248	8,180,663

Cable Television Franchise Subfund

Revenue Overview

2012 Estimated Revenues for the Cable Television Franchise Subfund (00160)

Summit Code	Source	2010 Actuals	2011 Adopted	2012 Endorsed	2012 Adopted
421911	Franchise Fee Revenues, Licenses, Permits, and Fines	6,902,320	6,986,901	7,053,570	7,431,544
	Total Franchise Fees, Licenses, Permits, and Fines	6,902,320	6,986,901	7,053,570	7,431,544
461110	Arts Programming Interest Earnings	16,211	29,002	22,072	19,620
461110	Interest Earnings	19,761	31,656	29,153	26,554
	Total Interest Earnings/Investment Earnings	35,972	60,658	51,225	46,174
	Total Revenues	6,938,292	7,047,559	7,104,795	7,477,718
379100	Use of (Contribution To) Fund Balance	1,005,348	503,670	565,453	702,944
	Total Resources	7,943,640	7,551,229	7,670,248	8,180,662

Appropriations by Budget Control Level (BCL)

Cable Fee Support to Information Technology Fund Budget Control Level

The purpose of the Cable Fee Support to Information Technology Fund Budget Control Level is to authorize the transfer of resources from the Cable Television Franchise Subfund to the Department of Information Technology's Information Technology Fund. These resources are used by the Department for a variety of programs consistent with Resolution 30379.

Program Expenditures	2010 Actuals	2011 Adopted	2012 Endorsed	2012 Adopted
Cable Communications	1,170,900	629,221	654,262	723,260
Community Technology	1,342,188	1,200,253	1,234,204	1,317,207
Finance and Administration	285,636	290,198	310,173	299,689
Seattle Channel/Democracy Portal	2,899,036	2,755,454	2,738,135	2,747,014
Technology Infrastructure	915,702	1,426,432	1,446,555	1,412,146
Technology Leadership	304,956	276,054	294,145	264,980
Web Site Support	835,224	783,615	802,773	1,226,366
Total	7,753,642	7,361,228	7,480,248	7,990,663

Cable Television Franchise Subfund

Cable Fee Support to Library Fund Budget Control Level

The purpose of the Cable Fee Support to Library Fund Budget Control Level is to authorize the transfer of resources from the Cable Television Franchise Subfund to the Seattle Public Library's Operating Fund. The Library uses these resources to pay for and maintain computers available to the public.

	2010	2011	2012	2012
Expenditures	Actuals	Adopted	Endorsed	Adopted
Citizen Literacy/Access	190,000	190,000	190,000	190,000

Cable Television Franchise Subfund Fund Table

Cable Television Franchise Subfund (00160)

	2010	2011	2011	2012	2012
	Actuals	Adopted	Revised	Endorsed	Adopted
Beginning Fund Balance	6,078,612	4,779,553	5,068,335	4,275,884	4,697,061
Accounting and Technical Adjustments	(4,927)	0	0	0	0
Plus: Actual and Estimated Revenue	6,938,292	7,047,559	7,361,954	7,104,795	7,477,718
Less: Actual and Budgeted Expenditures	7,943,642	7,551,228	7,733,228	7,670,248	8,180,663
Ending Fund Balance	5,068,335	4,275,884	4,697,061	3,710,430	3,994,116
Designation for Cable Programs	2,994,706	2,318,401	2,310,502	1,621,623	1,613,605
Reserves Against Fund Balance	1,791,546	1,732,684	1,759,984	1,750,537	1,827,099
Total Reserves	4,786,252	4,051,085	4,070,486	3,372,160	3,440,704
Ending Unreserved Fund Balance	282,083	224,799	626,575	338,270	553,412

Office of City Auditor

David G. Jones, City Auditor

Information Line: (206) 233-3801

<http://www.seattle.gov/audit/>

Department by Budget Control Level



Department Overview

The City Auditor is Seattle's independent auditor established by the City Charter. The City Auditor is appointed by a majority of the City Council to a four-year term of office.

The Office of City Auditor seeks to promote honest, efficient management, and full accountability throughout City government. It serves the public interest by providing the Mayor, the City Council, and City executive and management staff with accurate information, unbiased analyses, and objective recommendations on how best to use public resources in support of Seattle's citizens.

The Office of City Auditor conducts audits of City programs, departments, grantees, and contracts. Most of the Office's audits are performed in response to specific concerns or requests from City Councilmembers. The City Auditor also independently initiates audits to fulfill the Office's mission. If resources are available, the City Auditor responds to requests from the Mayor, City departments, and citizens.

Office of City Auditor

Through its work, the Office of City Auditor answers the following types of questions:

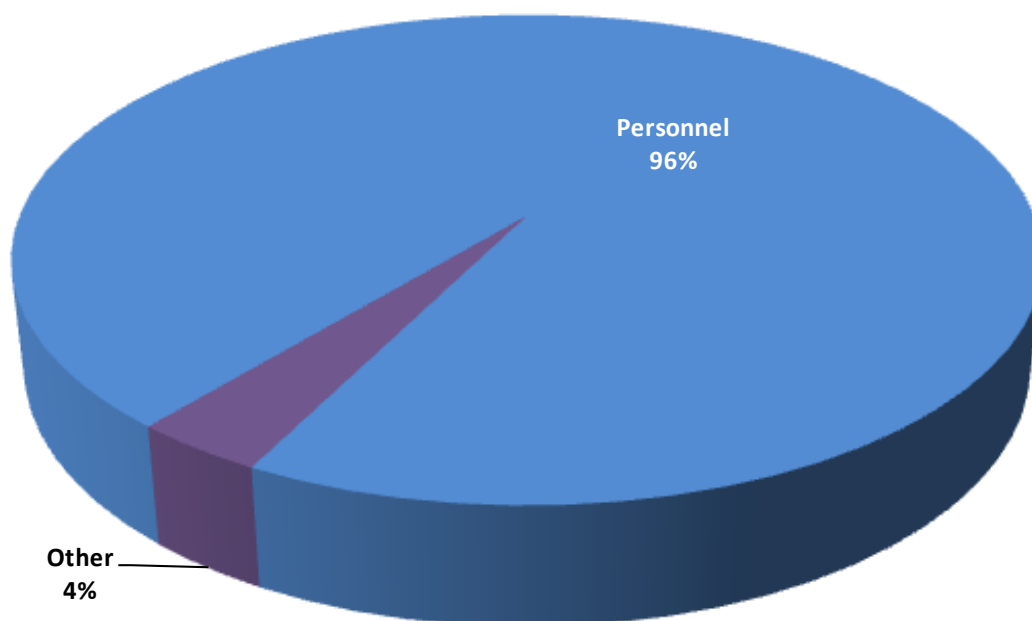
- Are City of Seattle programs being carried out in compliance with applicable laws and regulations, and is accurate data furnished to the City Council and Mayor on these programs?
- Do opportunities exist to eliminate inefficient use of public funds and waste?
- Are programs achieving desired results?
- Are there better ways to achieve program objectives at lower costs?
- Are there ways to improve the quality of service without increasing costs?
- What emerging or key issues should the City Council and Mayor consider?

Budget Snapshot

Office of City Auditor	2010 Actuals	2011 Adopted	2012 Endorsed	2012 Adopted
General Fund	\$945,110	\$1,071,896	\$1,098,022	\$1,250,544
Other Revenues	\$0	\$0	\$0	\$0
Total Revenues	\$945,110	\$1,071,896	\$1,098,022	\$1,250,544
Use of (Contribution to) Fund Balance	\$0	\$0	\$0	\$0
Total Resources	\$945,110	\$1,071,896	\$1,098,022	\$1,250,544
Total Expenditures	\$945,110	\$1,071,896	\$1,098,022	\$1,250,544
Full-Time Equivalent * Total	8.00	8.00	8.00	9.00

**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..*

2012 Adopted Budget - Expenditure by Category



Budget Overview

The Office of City Auditor provides information to the public, Mayor, City Council, and City executive and management staff on City programs and activities. Because over 95% of the Office's budget pays for staff, the available budget reduction options would reduce the level of auditing services that it currently provides.

The Office offers a way for City leaders to assess various public programs objectively to ensure the most efficient and effective service delivery options are being employed. It also offers the public a way to hold the City accountable for how public resources are used. The Office would need to reduce staff to achieve budget savings in 2012, and the value of the services it provides outweighs the relatively small budget savings gained by such a reduction. Therefore, the 2012 Adopted Budget does not reduce the City Auditor's budget.

City Council Changes

During the City Council budget review process, funding was added for a new auditor position. The Office is currently working on six projects. Five other pending projects on topics including Seattle City Light/ Seattle Public Utilities (SPU) Combined Billing Processes and the SPU Residential Solid Waste Revenue Cycle have been delayed because of staffing limitations. The Office also has an additional 15 potential projects in the queue, some of which require specialized expertise on the utilities. This position will create capacity within the Office to take on this work.

Office of City Auditor

Council also adjusted the employer contribution rate to the Seattle City Employees' Retirement System (SCERS). This adjustment reduced appropriations across departments, including the Office of City Auditor.

Incremental Budget Changes

Office of City Auditor

		2012 Dollar Amount	2012 FTE
2012 Endorsed Budget		\$1,098,022	8.00
2012 Proposed Changes			
	Technical Adjustments	\$17,691	0.00
Total Changes		\$17,691	0.00
2012 Proposed Budget		\$1,115,713	8.00
Council Adjustments to Proposed Budget			
	New Auditor Position	\$137,000	1.00
	Retirement Adjustment	(\$2,169)	0.00
Total Adjustments		\$134,831	1.00
2012 Adopted Budget		\$1,250,544	9.00

Technical Adjustments - \$17,691. Technical adjustments in the 2012 Adopted Budget include departmental and citywide non-programmatic adjustments that do not represent fundamental changes in the City Auditor's service delivery. Citywide technical adjustments reflect changes in central cost allocations, retirement, health care, workers' compensation, and unemployment costs.

City Council Changes to the 2012 Proposed Budget

New Auditor Position - \$137,000/1.0 FTE. A new full time Strategic Advisor - Audit position is added in 2012, increasing the Office from 8 to 9 positions. The position will be funded with \$89,050 from City Light and \$47,950 from SPU.

Adjust Employer Contribution Rate to SCERS – (\$2,169). The Council made an adjustment to the employer contribution rate for the Seattle City Employees' Retirement System (SCERS), lowering it from 11.27% of regular payroll in the 2012 Proposed Budget to the updated rate of 11.01%. This change is driven by action taken in October 2011 by the SCERS Board of Administration to adjust the interest rate paid on new contributions after January 1, 2012.

City Council Provisos

There are no Council provisos.

Expenditure Overview

	Summit Code	2010 Actuals	2011 Adopted	2012 Endorsed	2012 Adopted
Appropriations					
Office of City Auditor Budget Control Level	VG000	945,110	1,071,896	1,098,022	1,250,544
Department Total		945,110	1,071,896	1,098,022	1,250,544
Department Full-time Equivalents Total*		8.00	8.00	8.00	9.00

* 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.

Appropriations by Budget Control Level (BCL)

Office of City Auditor Budget Control Level

The purpose of the Office of City Auditor is to provide unbiased analyses, accurate information, and objective recommendations to assist the City in using public resources equitably, efficiently, and effectively in delivering services to Seattle residents.

	2010 Actuals	2011 Adopted	2012 Endorsed	2012 Adopted
Expenditures/FTE				
Office of City Auditor	945,110	1,071,896	1,098,022	1,250,544
Full-time Equivalents Total*	8.00	8.00	8.00	9.00

* 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.

City Budget Office

Beth Goldberg, Director

Information Line: (206) 615-1962

<http://www.seattle.gov/budgetoffice>

Department by Budget Control Level



Department Overview

The City Budget Office (CBO) is responsible for developing and monitoring the City's annual budget, carrying out budget-related functions, and overseeing fiscal policy and financial planning activities. CBO provides strategic analysis relating to the use of revenues, debt, long-term issues, and special events. The department also provides technical assistance, training, and support to City departments in performing financial functions.

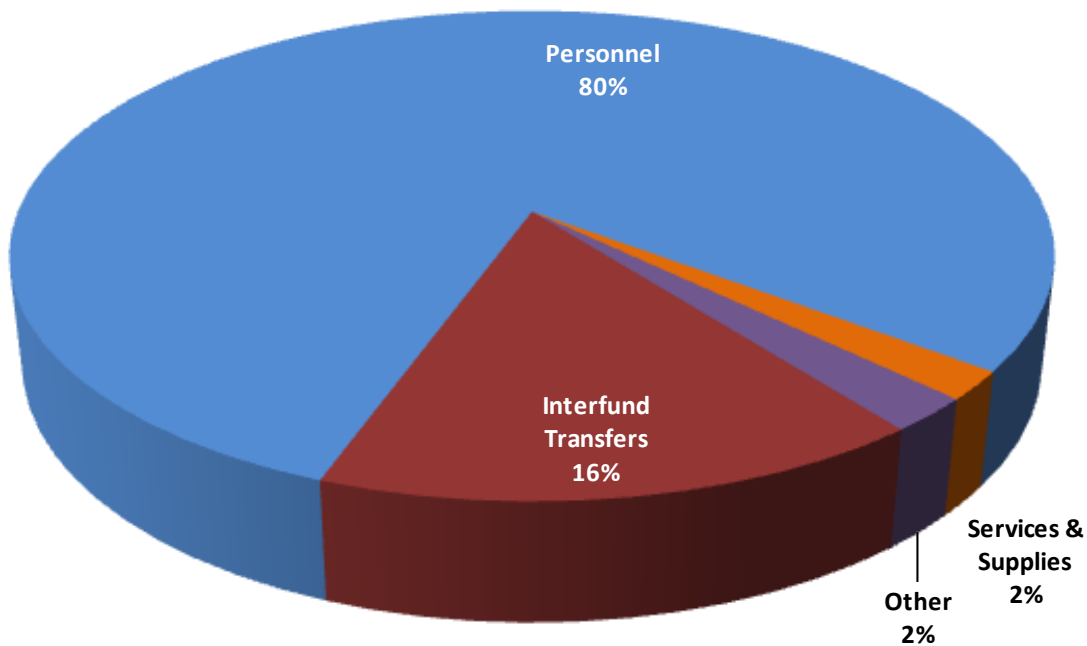
City Budget Office

Budget Snapshot

City Budget Office	2010 Actuals	2011 Adopted	2012 Endorsed	2012 Adopted
General Fund	\$4,928,175	\$4,011,539	\$4,131,913	\$4,030,780
Other Revenues	\$0	\$0	\$0	\$0
Total Revenues	\$4,928,175	\$4,011,539	\$4,131,913	\$4,030,780
Use of (Contribution to) Fund Balance	\$0	\$0	\$0	\$0
Total Resources	\$4,928,175	\$4,011,539	\$4,131,913	\$4,030,780
Total Expenditures	\$4,928,175	\$4,011,539	\$4,131,913	\$4,030,780
Full-Time Equivalent * Total	36.00	28.50	28.50	27.50

**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.*

2012 Adopted Budget - Expenditure by Category



Budget Overview

General Fund budget pressures in 2012 and future years require that the City Budget Office (CBO) make budget reductions. The 2012 Adopted Budget for CBO reflects the results of prioritizing functions and services as well as the identification of efficiencies in the provision of those services. CBO is responsible for a variety of core functions, and provision of those core services will be sustained. In particular, a focus on increasing budget transparency and accessibility remains, existing capabilities for fiscal oversight and monitoring are retained, and resources needed to execute the annual budget process and related tasks throughout the year are preserved.

The office's ability to respond to lower priority requests for analysis will be somewhat reduced, although CBO will continue to prioritize work as the situation may require.

As part of the Mayor's initiative to deliver better services with limited resources, CBO will be working with HSD, OFE, and DON to pilot an outcome-based program focused on youth education in 2012. This pilot will evaluate how the City can transition from 'funder of programs' to 'investor for results.' The pilot will utilize measurable metrics and will verify the success of an investment. The project began in 2011 and focuses initially on at least some clear rise in achievement in the 2011-2012 school-year. Its focus is third grade reading, a key indicator of high school graduation. This work is intended to help the City transition to more outcome based decision-making, resulting in more effective use of public funds in the long term.

City Budget Office

Incremental Budget Changes

City Budget Office

	2012 Dollar Amount	2012 FTE
2012 Endorsed Budget	\$4,131,913	28.50
2012 Proposed Changes		
Prioritization of services and efficiency savings	(\$89,994)	(1.00)
Outcome-Based Consulting	\$30,000	0.00
Technical Adjustments	(\$35,531)	0.00
Total Changes	(\$95,526)	(1.00)
2012 Proposed Budget	\$4,036,387	27.50
Council Adjustments to Proposed Budget		
Adjust Employer Contribution Rate to SCERS	(\$5,607)	0.00
Total Adjustments	(\$5,607)	0.00
2012 Adopted Budget	\$4,030,780	27.50

Prioritization of Services and Efficiency Savings - (\$89,994) / (1.0) FTE. The City Budget Office (CBO) has reprioritized services and identified efficiencies allowing for the elimination of an executive position. In order to accommodate redistributed workloads, CBO will increase funding available to support additional hours for part-time staff, temporary support, or other resources that may be required.

Outcome-Based Consulting - \$30,000: CBO will support development of an outcome-based pilot project in the Human Services Department. The project is intended to allow the City to develop practices and procedures to more effectively direct its dollars and create better outcomes for the community.

Technical Adjustments - (\$35,531). Technical adjustments in the 2012 Proposed Budget include departmental and citywide non-programmatic adjustments that do not represent fundamental changes in service delivery. Citywide technical adjustments reflect changes in central cost allocations, retirement, health care, workers' compensation, and unemployment costs.

City Council Changes to the 2012 Proposed Budget

Adjust Employer Contribution Rate to SCERS – (\$5,607). The Council made an adjustment to the employer contribution rate for the Seattle City Employees' Retirement System (SCERS), lowering it from 11.27% of regular payroll in the 2012 Proposed Budget to the updated rate of 11.01%. This change is driven by action taken in October 2011 by the SCERS Board of Administration to adjust the interest rate paid on new contributions after January 1, 2012.

City Council Provisos

There are no Council provisos.

Expenditure Overview

Appropriations	Summit Code	2010 Actuals	2011 Adopted	2012 Endorsed	2012 Adopted
City Budget Office Budget Control Level	CZ000	4,928,175	4,011,539	4,131,913	4,030,780
Department Total		4,928,175	4,011,539	4,131,913	4,030,780
Department Full-time Equivalents Total*		36.00	28.50	28.50	27.50

* 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.

Appropriations by Budget Control Level (BCL)

City Budget Office Budget Control Level

The purpose of the City Budget Office Budget Control Level is to develop and monitor the budget, carry out budget-related functions, and oversee fiscal policy and financial planning activities.

Expenditures/FTE	2010 Actuals	2011 Adopted	2012 Endorsed	2012 Adopted
City Budget Office	4,928,175	4,011,539	4,131,913	4,030,780
Full-time Equivalents Total*	36.00	28.50	28.50	27.50

* 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.

Seattle Office for Civil Rights

Julie Nelson, Director

Information Line: (206) 684-4500

<http://www.seattle.gov/civilrights/>

Department by Budget Control Level



Department Overview

The Seattle Office for Civil Rights (SOCR) works to ensure that everyone in Seattle has equal access to housing, employment, public accommodations, contracting, and lending. SOCR investigates and enforces City, state, and federal anti-discrimination laws, and provides public policy recommendations to the Mayor, the City Council, and other City departments. The Office develops and implements policies and programs promoting justice, fairness, and equity. It also administers the Title VI program of the 1964 Civil Rights Act and Title II of the Americans with Disabilities Act, which relates to physical access to governmental facilities, projects, and programs.

Since 2004, the Office has led the City's Race and Social Justice Initiative (RSJI). The Initiative envisions a city where racial disparities have been eliminated and racial equity achieved. RSJI's mission is to end institutionalized racism in City government and to promote multiculturalism and full participation by all city residents.

Seattle Office for Civil Rights

The goals are to:

- end racial disparities internal to the City;
- strengthen the way the City engages the community and provides services; and,
- eliminate race-based disparities in our communities.

SOCR also develops anti-discrimination programs and policies, and enhances awareness through free education and outreach to businesses, community groups, and the general public. The Office works closely with immigrants, people of color, women, lesbian, gay, bisexual, transgender, and queer communities, and people with disabilities and their advocates, to inform them of their rights under the law.

The Office publishes a wide array of printed materials, many of which are translated into other languages.

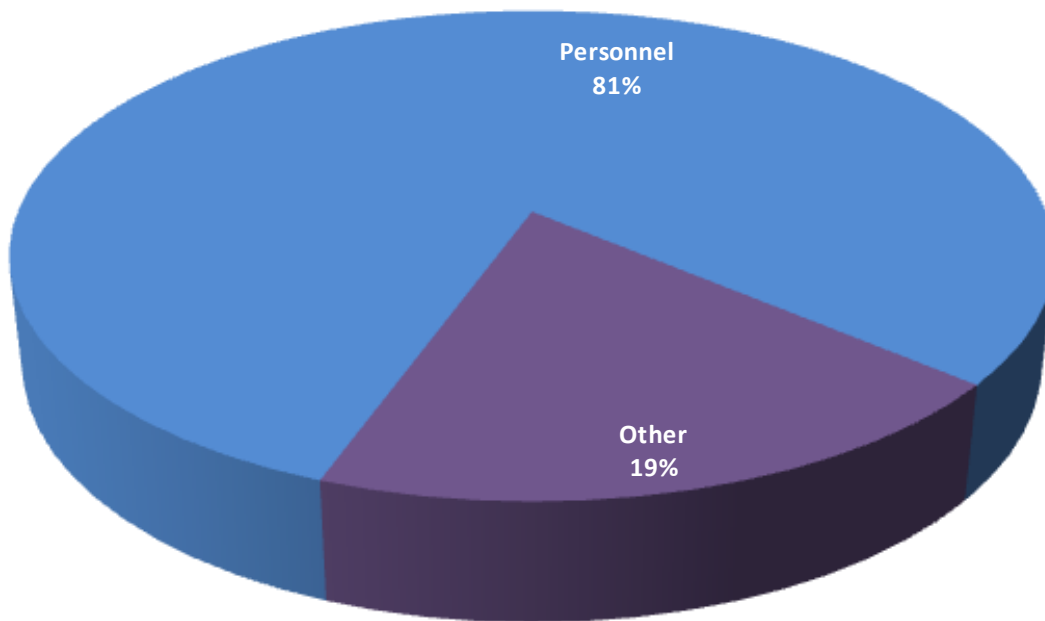
SOCR keeps civil rights issues before the public through articles in the local media and sponsorship of events such as Seattle Human Rights Day. As part of a broad race and social justice movement, SOCR challenges Seattle to eliminate discrimination in all its forms.

SOCR staffs four volunteer commissions - the Human Rights, Women's, the Lesbian, Gay, Bisexual, and Transgender, and People with Disabilities Commissions - which advise the Mayor and the City Council on relevant issues.

Budget Snapshot

Seattle Office for Civil Rights	2010 Actuals	2011 Adopted	2012 Endorsed	2012 Adopted
General Fund	\$2,321,394	\$2,226,035	\$2,248,477	\$2,566,277
Other Revenues	\$0	\$0	\$0	\$0
Total Revenues	\$2,321,394	\$2,226,035	\$2,248,477	\$2,566,277
Use of (Contribution to) Fund Balance	\$0	\$0	\$0	\$0
Total Resources	\$2,321,394	\$2,226,035	\$2,248,477	\$2,566,277
Total Expenditures	\$2,321,394	\$2,226,035	\$2,248,477	\$2,566,277
Full-Time Equivalent * Total	22.50	21.50	21.50	22.50

2012 Adopted Budget - Expenditure by Category



Budget Overview

General Fund budget pressures in 2012 and future years require that the Seattle Office for Civil Rights (SOCR) make budget reductions. SOCR reviewed all program areas and in doing so, was able to preserve direct services to the greatest extent possible. The 2012 Adopted Budget provides resources for SOCR's RSJI enforcement and outreach functions, prioritizes staffing to fit division workloads, and enhances funding for RSJI related sponsorship and professional services expenditures.

SOCR's mission to implement and enforce policies promoting the City of Seattle's values of justice, fairness, and equity remains a priority. The 2012 Adopted Budget reflects this commitment by providing additional funding and staff support for implementation and enforcement of the recently passed Paid Sick Leave legislation. Applying criteria defined in the Racial Equity Toolkit to this issue, SOCR, the Women's Commission, and City Council Central Staff identified a clear alignment between enforcing paid sick leave policies and increasing social equity. SOCR staff will create the administrative rules that will guide the processing of potential cases of violation of the Paid Sick Leave legislation.

SOCR works in conjunction with the Equal Employment Opportunity Commission (EEOC) and Housing and Urban Development (HUD) to investigate discrimination in housing and employment cases as well as enforce anti-discrimination laws for the City of Seattle. In order to maintain these partnerships, SOCR has monthly case processing related performance measures that must be met for both EEOC and HUD. As department workloads and case processing schedules were reviewed, the Department prioritized staff reductions to ensure that its ability to meet these performance criteria would be preserved.

Seattle Office for Civil Rights

SOCR will continue to prioritize the Department's work with existing staff resources to account for work plan commitments and high case processing periods, while still maintaining federal performance measures for case resolution timeframes.

Continued support for City's Race and Social Justice Initiative (RSJI) is a priority for the Mayor and the City Council. In addition to working to end institutionalized racism and race-based disparities in City government, the next planned phase of the RSJI is to work with community organizations to promote the Initiative externally. In 2011, SOCR expanded the RSJI focus by providing educational materials and technical support for community partners such as the Race and Social Justice Community Roundtable. The 2012 Proposed Budget reduced this external support, but still would have maintained the City's ability to participate as convener of the Roundtable. Funding for this external support of RSJI was restored during the Council review process.

City Council Changes

The Proposed Budget had reduced the level of staff support from 0.5 FTE to 0.3 FTE for each of the volunteer commissions supported by SOCR. During the City Council's review process, SOCR's General Fund support was increased to restore staff support for the volunteer commissions back to 0.5 FTE per commission. Additional funding was also provided to enhance the City's RSJI related efforts. Finally, staff support for the Immigrant and Refugee Commission is transferred from SOCR to the newly created Office of Immigrant and Refugee Affairs.

Incremental Budget Changes

Office of Civil Rights

	2012 Dollar Amount	2012 FTE
2012 Endorsed Budget	\$2,248,477	21.50
2012 Proposed Changes		
Paid Sick Leave Implementation	\$186,000	1.00
Commission Staffing	(\$100,141)	(1.20)
Consultant Contract Reductions	(\$28,000)	0.00
Technical Adjustments	\$9,030	0.00
Total Changes	\$66,889	(0.20)
2012 Proposed Budget	\$2,315,366	21.30
Council Adjustments to Proposed Budget		
Restore Funding for Commission Staffing	\$52,000	1.20
Restore Consultant Contract Reductions	\$33,000	0.00
Adjust Employer Contribution Rate to SCERS	(\$3,089)	0.00
Technical Corrections	\$169,000	0.00
Total Adjustments	\$250,911	1.20
2012 Adopted Budget	\$2,566,277	22.50

Paid Sick Leave Implementation – \$186,000 / 1.0 FTE. In response to recently passed legislation establishing minimum standards for the provision of paid sick leave and safe time, this change will add sufficient funding and ongoing staff resources for implementation, outreach, and enforcement of the Paid Sick Leave legislation. In addition, these resources will provide for outreach efforts such as a strategic media outreach plan.

Commission Staffing – (\$100,141) / (1.2) FTE. This proposed reduction in Department staffing resources would have resulted in decreased SOCR staff support to the five volunteer commissions, including the Immigrant and Refugee Commission. The five commissions, previously supported with 2.5 FTE of planning and policy support, would have been supported with 1.5 FTE. In addition, less staff resources would have been available for citywide outreach, as well as internal administrative support. This reduction is restored by Council changes, as described below.

Consultant Contract Reductions – (\$28,000). This change would reduce external support for sponsoring and convening community training and events and may delay progress towards moving the RSJI externally. The remaining professional services budget of \$17,000 would be prioritized for key training and events in 2012. This reduction is restored and increased by Council changes, as described below.

Seattle Office for Civil Rights

Technical Adjustments - \$9,030. Technical adjustments in the 2012 Adopted Budget include departmental and citywide non-programmatic adjustments that do not represent fundamental changes in SOCR's service delivery. Citywide technical changes reflect changes in central cost allocations, retirement, health care, workers' compensation, and unemployment costs.

City Council Changes to the 2012 Proposed Budget

Restore Funding for Commission Staffing - \$52,000 / 1.2 FTE. Funding is provided to SOCR to increase staff support from 0.3 FTE to 0.5 FTE for each of the four commissions. In addition, unfunded position authority for the position that previously supported the Immigrant and Refugee Commission is restored. Restoration of this position authority will provide SOCR with options in how to best allocate work in support of the four remaining volunteer commissions. Finally, staff support for the Immigrant and Refugee Commission is transferred from SOCR to the newly created Office of Immigrant and Refugee Affairs.

Restore Consultant Contract Reductions - \$33,000. Funding is added to restore \$28,000 for consultant and professional services that were proposed to be reduced in the 2012 Proposed Budget. In addition, \$5,000 is added to allow the City to partner with other organizations and to continue to sponsor Dr. Martin Luther King Jr. Day celebrations.

Adjust Employer Contribution Rate to SCERS - (\$3,089). The Council made an adjustment to the employer contribution rate for the Seattle City Employees' Retirement System (SCERS), lowering it from 11.27% of regular payroll in the 2012 Proposed Budget to the updated rate of 11.01%. This change is driven by action taken in October 2011 by the SCERS Board of Administration to adjust the interest rate paid on new contributions after January 1, 2012.

Technical Correction - \$169,000. Budget for a federal contract for enforcing fair housing and equal opportunity employment was inadvertently omitted from the SOCR budget. SOCR previously accounted for this contract each year in the supplemental budget. For 2012, both the expenditures and grant revenue are added to the SOCR budget as a technical adjustment.

City Council Provisos

There are no Council provisos.

Expenditure Overview

Appropriations	Summit Code	2010 Actuals	2011 Adopted	2012 Endorsed	2012 Adopted
Civil Rights Budget Control Level	X1R00	2,321,394	2,226,035	2,248,477	2,566,277
Department Total		2,321,394	2,226,035	2,248,477	2,566,277
Department Full-time Equivalents Total*		22.50	21.50	21.50	22.50

** 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.*

Appropriations by Budget Control Level (BCL)

Civil Rights Budget Control Level

The purpose of the Civil Rights Budget Control Level is to work toward eliminating discrimination in employment, housing, public accommodations, contracting, and lending in Seattle through enforcement and policy and outreach activities. The Office seeks to encourage and promote equal access and opportunity, diverse participation, and social and economic equity. In addition, the Office is responsible for directing the Race and Social Justice Initiative, leading other City departments to design and implement programs which eliminate institutionalized racism.

Expenditures/FTE	2010 Actuals	2011 Adopted	2012 Endorsed	2012 Adopted
Civil Rights	2,321,394	2,226,035	2,248,477	2,566,277
Full-time Equivalents Total*	22.50	21.50	21.50	22.50

** 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.*

Civil Service Commission

Steven Jewell, Chair of the Commission

Information Line: (206) 386-1301

<http://www.seattle.gov/csc>

Civil Service Commission Overview

The Civil Service Commission serves as a quasi-judicial body providing fair and impartial hearings of alleged violations of the City's personnel system. Employees may file appeals with the Commission regarding all final disciplinary actions and alleged violations of the Personnel Ordinance, as well as related rules and policies. The Commission may issue orders to remedy violations and may also make recommendations to the Mayor and City Council regarding the administration of the personnel system.

In addition, the Commission investigates allegations of political patronage to ensure the City's hiring practices are established and carried out in accordance with the merit principles set forth in the City Charter. The Commission conducts public hearings on personnel related issues and may propose changes to Personnel rules, policies, and laws to the Mayor and City Council.

Budget Snapshot

Civil Service Commission	2010 Actuals	2011 Adopted	2012 Endorsed	2012 Adopted
General Fund	\$224,768	\$233,080	\$238,421	\$0
Other Revenues	\$0	\$0	\$0	\$0
Total Revenues	\$224,768	\$233,080	\$238,421	\$0
Use of (Contribution to) Fund Balance	\$0	\$0	\$0	\$0
Total Resources	\$224,768	\$233,080	\$238,421	\$0
Total Expenditures	\$224,768	\$233,080	\$238,421	\$0
Full-Time Equivalent * Total	1.80	1.80	1.80	-

**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.*

Civil Service Commission

Budget Overview

The 2012 Adopted Budget consolidates the administrative functions of the Civil Service Commission and the Public Safety Civil Service Commission under a new administrative unit – the Civil Service Commissions – in order to achieve operational efficiencies and cost savings. The workload of the two bodies makes this consolidation a viable option, and results in a net savings of \$51,018.

Incremental Budget Changes

Civil Service Commission

	2012 Dollar Amount	2012 FTE
2012 Endorsed Budget	\$238,421	1.80
2012 Proposed Changes		
CSC and PSCSC Commission staffing consolidation	(\$238,421)	(1.80)
Total Changes	(\$238,421)	(1.80)
2012 Proposed Budget	\$0	0.00
Council Adjustments to Proposed Budget	\$0	0.00
2012 Adopted Budget	\$0	0.00

CSC and PSCSC Commission Staffing Consolidation - (\$238,421) / (1.80) FTE. This program is reorganized in the 2012 Adopted Budget. Administrative staffing and budget are transferred to the new Civil Service Commissions.

City Council Changes to the 2012 Proposed Budget

There are no City Council changes to the 2012 Proposed Budget.

City Council Provisos

There are no Council provisos.

Expenditure Overview

	Summit	2010	2011	2012	2012
Appropriations	Code	Actuals	Adopted	Endorsed	Adopted
Civil Service Commission Budget Control Level	V1C00	224,768	233,080	238,421	0
Department Total		224,768	233,080	238,421	0
Department Full-time Equivalents Total*		1.80	1.80	1.80	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.

Appropriations by Budget Control Level (BCL)

Civil Service Commission Budget Control Level

The purpose of the Civil Service Commission Budget Control Level is threefold: 1) to provide employees and departments with a quasi-judicial process wherein they can appeal disciplinary actions and alleged violations of the City Charter, personnel code, or other personnel rules; 2) to submit legislation and recommendations to the Mayor and City Council intended to improve the City's personnel system; and 3) to investigate allegations of political patronage so the City's hiring process conforms to the merit system set forth in the City Charter.

	2010	2011	2012	2012
Expenditures/FTE	Actuals	Adopted	Endorsed	Adopted
Civil Service Commission	224,768	233,080	238,421	0
Full-time Equivalents Total*	1.80	1.80	1.80	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.

Civil Service Commissions

Executive Director - To Be Determined

Information Line: (206) 386-1301

<http://www.seattle.gov/csc>

Civil Service Commissions by Budget Control Level



Civil Service Commissions Overview

The Civil Service Commissions (CIV) is the administrative entity serving both the Civil Service Commission (CSC) and the Public Safety Civil Service Commission (PSCSC), quasi-judicial bodies charged with providing fair and impartial hearings of alleged violations of the City's personnel rules. Each Commission is governed by a three-member board, with one member appointed by the Mayor, one appointed by the City Council, and one elected by and representing employees. The term of each Commissioner is three years. Previously each Commission was supported by separate administrative units. The 2012 Adopted Budget presents a new administrative structure, overseen by an Executive Director, selected jointly by the CSC and the PSCSC, and two staff assistant positions. The governance structure of the two Commissions would remain intact.

The **Civil Service Commission** provides fair and impartial hearings of alleged violations of the City's personnel rules. Employees may file appeals with the Commission regarding all final disciplinary actions

Civil Service Commissions

and alleged violations of the Personnel Ordinance, as well as related rules and policies. The Commission may issue orders to remedy violations and may also make recommendations to the Mayor and City Council regarding the administration of the personnel system.

In addition, the Commission investigates allegations of political patronage to ensure the City’s hiring practices are established and carried out in accordance with the merit principles set forth in the City Charter. The Commission conducts public hearings on personnel related issues and may propose changes to Personnel rules, policies, and laws to the Mayor and City Council.

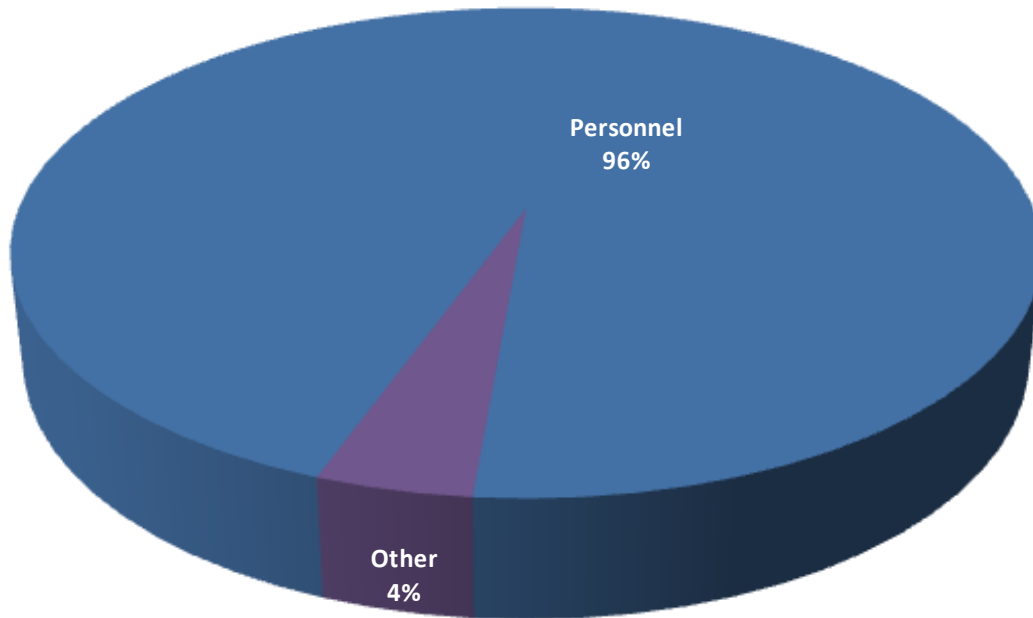
The mission and purpose of the **Public Safety Civil Service Commission** is to implement, administer, and direct a civil service system for sworn personnel of the Seattle Police Department and uniformed personnel of the Seattle Fire Department. The Commission provides sworn police and uniformed fire employees with a quasi-judicial process for hearings on appeals concerning disciplinary actions, examination and testing, and other related issues.

Budget Snapshot

Civil Service Commissions	2010 Actuals	2011 Adopted	2012 Endorsed	2012 Adopted
General Fund	\$0	\$0	\$0	\$344,266
Other Revenues	\$0	\$0	\$0	\$0
Total Revenues	\$0	\$0	\$0	\$344,266
Use of (Contribution to) Fund Balance	\$0	\$0	\$0	\$0
Total Resources	\$0	\$0	\$0	\$344,266
Total Expenditures	\$0	\$0	\$0	\$344,266
Full-Time Equivalent * Total	-	-	-	2.60

**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.*

2012 Adopted Budget - Expenditure by Category



Budget Overview

General Fund budget pressures in 2012 and future years have required all departments to identify efficiencies, new ways of doing business, and creative savings. Up to now, the Civil Service Commission (CSC) and the Public Safety Civil Service Commission (PSCSC) had separate administrative offices charged with administering their programs. Each office was staffed with an Executive Director. The CSC also employed an administrative staff assistant.

Based on input from the Chairs of both the CSC and PSCSC it became clear that the workloads of these two bodies could be handled with less staff if the administrative structures were consolidated into a single unit. The new unit will be overseen by an Executive Director and will be supported by 1.6 FTE staff assistants. This results in the reduction of .20 FTE and saves \$51,018.

While this reorganization will reduce total staffing levels, services to the Commissions and City employees will not be compromised. This reorganization in no way alters the responsibilities, duties, make-up, or scope of the two Commissions. Rather, this is streamlining the administrative support services the Commissions rely on.

As Executive Director for both Commissions, the incumbent in this position will be jointly appointed by the CSC and the PSCSC, and subject to removal, by both Commissions. The Executive Director's appointment is subject to Council approval. The Proposed Budget suggested that if there were a tied vote regarding appointment or removal, the Mayor be tasked with casting the deciding vote.

Civil Service Commissions

City Council Changes

Council passed legislation to create the Civil Services Commissions with one change by removing the Mayor from casting the deciding vote in the case of a tie in the appointment of the Executive Director.

Incremental Budget Changes

Civil Service Commissions

	2012 Dollar Amount	2012 FTE
2012 Endorsed Budget	\$0	0.00
2012 Proposed Changes		
2012 Endorsed Budget of former CSC and PSCSC	\$390,760	2.80
Reorganization/Operational Efficiencies	(\$66,618)	(0.20)
Technical Adjustments	\$5,085	0.00
Total Changes	\$329,227	2.60
2012 Proposed Budget	\$329,227	2.60
Council Adjustments to Proposed Budget		
Stipend Adjustment	\$15,600	0.00
Adjust Employer Contribution Rate to SCERS	(\$561)	0.00
Total Adjustments	\$15,039	0.00
2012 Adopted Budget	\$344,266	2.60

Consolidation of the Former CSC and PSCSC – \$390,760 / 2.8 FTE. This change represents the combination of the 2012 Endorsed Budget for CSC and PSCSC and serves as a starting point to make the staffing and funding adjustments creating the Civil Service Commissions (CIV).

Reorganization/Operational Efficiencies – (\$66,618) / (0.20 FTE). The 1.0 FTE strategic advisor position in PSCSC and 0.80 FTE strategic advisor position in CSC are abrogated. A new 1.0 FTE Strategic Advisor position is created to perform the program and financial management as well as serve as Executive Director for both Commissions. The administrative staff assistant position from CSC is transferred in and a new 0.60 FTE administrative staff assistant position is added to address the administrative duties related to PSCSC. The net result of this reorganization is an FTE decrease of 0.20 and a dollar savings of \$66,618. The savings are generated not only by a decrease in total FTE, but also paying an Administrative Staff Assistant to perform the administrative work previously performed by a Strategic Advisor.

Civil Service Commissions

Technical Adjustments – \$5,085. Technical adjustments in the 2012 Adopted Budget include departmental and citywide non-programmatic adjustments that do not represent fundamental changes in the Department’s service delivery. Citywide technical adjustments reflect changes in central cost allocations, retirement, health care, workers’ compensation, and unemployment costs.

City Council Changes to the 2012 Proposed Budget

Stipend Adjustment – \$15,600. The 2012 Proposed Budget inadvertently omitted the stipend costs for the PSCSC Commissioners. This change adds those funds to the new department and changes the savings of the reorganization from \$66,618 to \$51,018.

Adjust Employer Contribution Rate to SCERS – (\$561). The Council made an adjustment to the employer contribution rate for the Seattle City Employees’ Retirement System (SCERS), lowering it from 11.27% of regular payroll in the 2012 Proposed Budget to the updated rate of 11.01%. This change is driven by action taken in October 2011 by the SCERS Board of Administration to adjust the interest rate paid on new contributions after January 1, 2012.

City Council Provisos

There are no Council provisos.

Expenditure Overview

	Summit	2010	2011	2012	2012
Appropriations	Code	Actuals	Adopted	Endorsed	Adopted
Civil Service Commissions Budget Control Level	V1CIV	0	0	0	344,266
Department Total		0	0	0	344,266
Department Full-time Equivalents Total*		0.00	0.00	0.00	2.60

** 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.*

Civil Service Commissions

Appropriations by Budget Control Level (BCL)

Civil Service Commissions Budget Control Level

The purpose of the Civil Service Commissions Budget Control Level is to provide administrative support to the Public Safety Civil Service Commission (PSCSC) and the Civil Service Commission (CSC). The PSCSC provides sworn police and uniformed fire employees with a quasi-judicial process for hearings on appeals concerning disciplinary actions, examination and testing, and other related issues. The CSC directs the civil service system for all other employees of the City. It investigates allegations of political patronage so the City's hiring process conforms to the merit system set forth in the City Charter. These commissions will at times improve the City personnel system by developing legislation for the Mayor and City Council.

	2010	2011	2012	2012
Expenditures/FTE	Actuals	Adopted	Endorsed	Adopted
Civil Service Commissions	0	0	0	344,266
Full-time Equivalents Total*	0.00	0.00	0.00	2.60

** 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.*

Employees' Retirement System

Cecelia M. Carter, Executive Director

Information Line: (206) 386-1293
<http://www.seattle.gov/retirement>

Employees' Retirement System by Budget Control Level



Employees' Retirement Overview

The Employees' Retirement System has two major functions: administration of retirement benefits and management of the assets of the Retirement Fund. Employee and employer contributions, as well as investment earnings, provide funding for the System. Approximately 8,600 active employee members and 5,400 retired employee members participate in the plan. The provisions of the plan are set forth in Chapter 4.36 of the Seattle Municipal Code. The plan is a "defined benefit plan," which means an employee's salary, years of service, and age at the time of retirement are used to determine the amount of retirement benefits. At retirement, members are given a choice of several payment options from which to collect their retirement benefit. The Retirement System is led by a seven-member Board of Administration. The Board is chaired by the chair of the Seattle City Council's Budget Committee. Other members include the City's Director of Finance and Director of Personnel, two elected active employee members, one elected retired member, and one selected by the other board members. The day-to-day operations of the Retirement System are run by an Executive Director who is appointed by the Board.

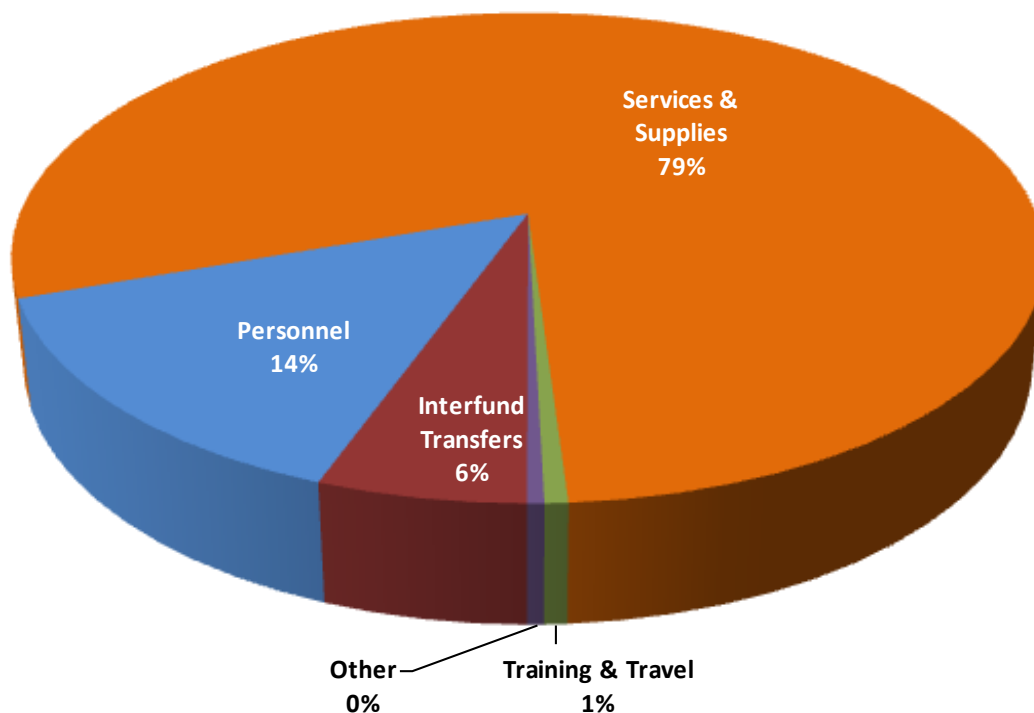
Employees' Retirement System

Budget Snapshot

Employees' Retirement System	2010 Actual	2011 Adopted	2012 Endorsed	2012 Adopted
General Fund	\$0	\$0	\$0	\$0
Other Revenues	\$7,822,702	\$11,759,692	\$11,893,814	\$12,257,008
Total Revenues	\$7,822,702	\$11,759,692	\$11,893,814	\$12,257,008
Use of (Contribution to) Fund Balance	\$0	\$0	\$0	\$0
Total Resources	\$7,822,702	\$11,759,692	\$11,893,814	\$12,257,008
Total Expenditures	\$7,822,703	\$11,759,692	\$11,893,813	\$12,257,008
Full-Time Equivalent * Total	15.50	15.50	15.50	18.00

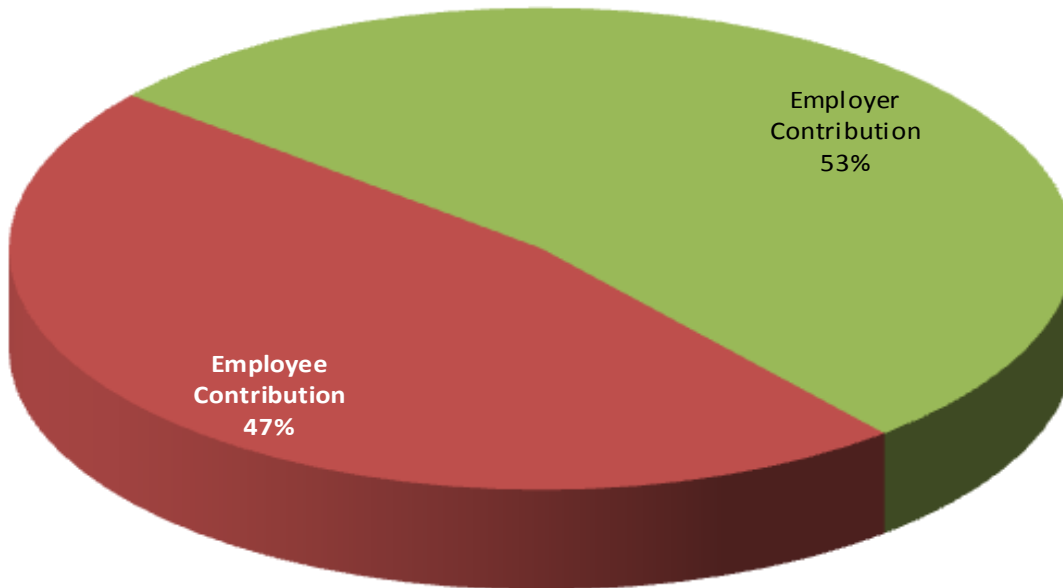
**FTE totals are provided for informational purposes only. Changes in FTEs resulting from City Council or Personnel Director actions outside of the budget process may not be detailed here.*

2012 Adopted Budget - Expenditure by Category



Employees' Retirement System

2012 Adopted Budget - Revenues By Category



Budget Overview

Like many other state and local pension funds, the Seattle City Employees' Retirement System (SCERS) faces significant financial challenges. Each year, SCERS receives contributions from the City and active members, and distributes benefits to retirees. For example, in 2010 SCERS received contributions from the City and covered City employees totaling \$92 million, while paying out \$128 million in benefits and refunds. The difference between contributions coming into the System and benefits and refunds paid out of the System must be covered by investment earnings or existing asset balances.

In years when the economy falters, investment earnings may not meet anticipated levels. During severe downturns the SCERS asset portfolio, as with most other retirement portfolios, may experience investment losses instead of gains. This was experienced in 2008. At the beginning of 2008, SCERS held net assets worth \$2.1 billion, which amounted to 92% of the reserves needed to pay all promised retirement benefits. This is considered to be a relatively healthy funding level. In 2010, following sharp, worldwide financial market losses, SCERS net assets fell to \$1.6 billion which amounted to only 62% of the reserves necessary to pay promised future benefits.

Given the total size of the SCERS portfolio, the System has ample resources on hand, in addition to future contributions, needed to pay all near-term obligations to retirees. However, the decline in asset value described above must be made up over time in order to ensure full funding of retiree benefits in the long-term.

Employees' Retirement System

This shortfall can be made up in different ways. The easiest way to make up the gap is to have better-than-anticipated investment returns on the SCERS portfolio. This was the case experienced in 2009 and 2010. However, the better performance experienced here was not sufficient to address the shortfall driven by the 2008 losses. Additionally, SCERS cannot rely on better-than-anticipated investment returns every year, as some future years will again yield a lower return.

Therefore, in order to proactively address the system shortfall, the Mayor, City Council, and Retirement Board, working with the City's labor unions, took important steps to increase the volume of contributions paid into the Retirement System.

One: Beginning in 2011, the combined contribution rate paid by the City and by City employees enrolled in the retirement system increased from 16.06% (of covered salaries) to 18.06%, which increased total contributions to the Retirement System by \$12 million.

Two: Under the same legislation, passed in 2010, both the City and City employee contribution rates were scheduled to increase from 9.03% to 10.03% in 2012. However, after further actuarial analysis, the Mayor and City Council decided to increase the City's contribution rate from 9.03% to 11.01%, while raising the City employee contribution rate from 9.03% to 10.03% as originally planned. Thus, the 2012 Adopted Budget increases the total contribution rate from 18.06% in 2011 to 21.04% in 2012, which will add about \$18 million per year to the Retirement Fund.

Taken together, these contribution rate increases will generate an additional \$30 million per year for the Retirement Fund beginning in 2012 relative to 2010 levels. The combined rate of 21.04% is the full actuarially determined contribution rate recommended to meet Retirement System obligations for 2012 and is designed to fully fund the System over 30 years.

In addition to improving the Retirement System's financial strength, the System now employs a common five-year asset smoothing policy under which portfolio gains or losses occurring in each year are recognized evenly over a five-year period, thereby smoothing out volatile year-to-year swings in asset values. This policy results in gradual changes in actuarially recommended contribution rates each year. Current projections indicate that contribution rates will likely increase in 2013, and the City's six-year financial planning practices incorporate these changes into financial projections of future years. An interdepartmental team is currently reviewing possible changes to the Retirement System to ensure its sustainability over the long run.

The 2012 Adopted Budget includes additional staff resources for SCERS in order to assist the principal investment manager in adjusting the Retirement System's portfolio in accordance with the Retirement Board's preferred asset allocation, in the ongoing monitoring of 35-40 private investment managers, and in providing investment analysis for the Board. The System will also undertake the replacement of a crucial, but outmoded database system. As a result, the Retirement System will become less reliant on contracted labor, while safeguarding the System's records, enhancing the Department's ability to provide timely customer service, and improving the flow of information to senior management and the Board of Administration.

Employees' Retirement System

Incremental Budget Changes

Employees' Retirement System

	2012 Dollar Amount	2012 FTE
2012 Endorsed Budget	\$11,893,813	15.50
2012 Proposed Changes		
Update Systems and Improve Accountability	\$314,375	2.20
Professional Services	\$220,088	0.00
Miscellaneous Reductions	(\$168,069)	0.00
Changes Total	\$366,394	2.20
2012 Proposed Budget	\$12,260,207	17.70
Council Adjustments to Proposed Budget		
Technical Adjustments	(\$3,199)	0.30
Total Adjustments	(\$3,199)	0.30
2012 Adopted Budget	\$12,257,008	18.00

Update Systems and Improve Accountability – \$314,375 / 2.20 FTE. The Seattle City Employees' Retirement System (SCERS) will add personnel to assist in the management of 35-40 investment funds and to increase the ability to perform analysis of investment performance and prospects. SCERS will replace an obsolete data system with a new system that will safeguard vital records and facilitate more accurate and timely reporting. Additional staff is also added to help reduce the backlog of employee requests for retirement estimates.

Professional Services - \$220,088. Investment fees paid to private investment managers are anticipated to rise due to a projected increase in the market value of SCERS portfolio.

Miscellaneous Reductions – (\$168,069). These include reductions in training and travel, interfund charges and central rates, capital expenditure, and other minor items.

City Council Changes to the 2012 Proposed Budget

Technical Changes – (\$3,199)/ 0.3 FTE. The Council made an adjustment to the employer contribution rate for the Seattle City Employees' Retirement System (SCERS), lowering it from 11.27% of regular payroll in the 2012 Proposed Budget to the updated rate of 11.01%. This change is driven by action taken in October 2011 by the SCERS Board of Administration to adjust the interest rate paid on new contributions after January 1, 2012. The increased savings in employer retirement contributions is offset by an equal reduction in the internal revenues collected. In addition, a technical adjustment increased SCERS FTE total by 0.3 FTE.

Employees' Retirement System

City Council Provisos

There are no Council provisos.

Expenditure Overview

	Summit	2010	2011	2012	2012
	Code	Actuals	Adopted	Endorsed	Adopted
Appropriations					
Employees' Retirement Budget	R1E10	7,822,703	11,759,692	11,893,813	12,257,008
Control Level					
Department Total		7,822,703	11,759,692	11,893,813	12,257,008
Department Full-time Equivalents Total*		15.50	15.50	15.50	18.00

** 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.*

Revenue Overview

2012 Estimated Revenues for the Employees' Retirement System Fund

Summit		2010	2011	2012	2012
Code	Source	Actuals	Adopted	Endorsed	Adopted
469610	Employee Contribution	3,911,351	5,879,846	5,946,907	5,773,234
569510	Employer Contribution	3,911,351	5,879,846	5,946,907	6,483,774
Total Revenues		7,822,702	11,759,692	11,893,814	12,257,008

Appropriations by Budget Control Level (BCL)

Employees' Retirement Budget Control Level

The purpose of the Employees' Retirement Budget Control Level is to manage and administer retirement assets and benefits.

	2010	2011	2012	2012
	Actuals	Adopted	Endorsed	Adopted
Expenditures/FTE				
Employees' Retirement	7,822,703	11,759,692	11,893,813	12,257,008
Full-time Equivalents Total*	15.50	15.50	15.50	18.00

** 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.*

Ethics and Elections Commission

Wayne Barnett, Executive Director

Information Line: (206) 684-8500

<http://www.seattle.gov/ethics/>

Ethics and Elections Commission by Budget Control Level



Ethics and Elections Commission Overview

The Seattle Ethics and Elections Commission (SEEC) helps foster public confidence in the integrity of Seattle City government by providing education, training, and enforcement of the City's Ethics Code, Whistleblower Code, and lobbying regulations. The SEEC also promotes informed elections through education, training, and enforcement of the City's Elections Code and Election Pamphlet Code.

In 2011, the SEEC entered into a contract with the Seattle Public Schools to provide an independent and comprehensive ethics and whistleblower protection program to the district. The SEEC's Executive Director is now also serving as the Seattle Public School District's Ethics Officer.

The SEEC conducts ethics training for all City employees on request and through the City's New Employee and New Supervisor Orientation programs. It also provides ethics training information for City employees via the City's intranet site.

Ethics and Election Commission

The SEEC issues advisory opinions regarding interpretations of the Code of Ethics and also investigates and rules upon alleged violations of the Code. Thirty years of formal advisory opinions, organized and searchable by topic, are available on the SEEC’s website.

Through the Whistleblower Code, the SEEC helps to protect an employee’s right to report improper governmental action and to be free from possible retaliation as a result of such reporting. The SEEC either investigates allegations of improper governmental actions itself or refers allegations to the appropriate agency.

The SEEC fulfills the public’s mandate of full campaign disclosure by training every organization required to report contributions and expenditures in proper reporting procedures, auditing every organization that reports, working with those organizations to correct errors, and making all campaign finance information available to the public. Since 1993, the SEEC has made summary reports of campaign financing information available to the public. And since 1995, the SEEC has published campaign financing information on its website.

The SEEC is charged with administering the City's lobbying regulations. The SEEC collects and posts information so that citizens know who is lobbying and how much they are being paid to lobby. The SEEC also enforces compliance with the lobbying regulations.

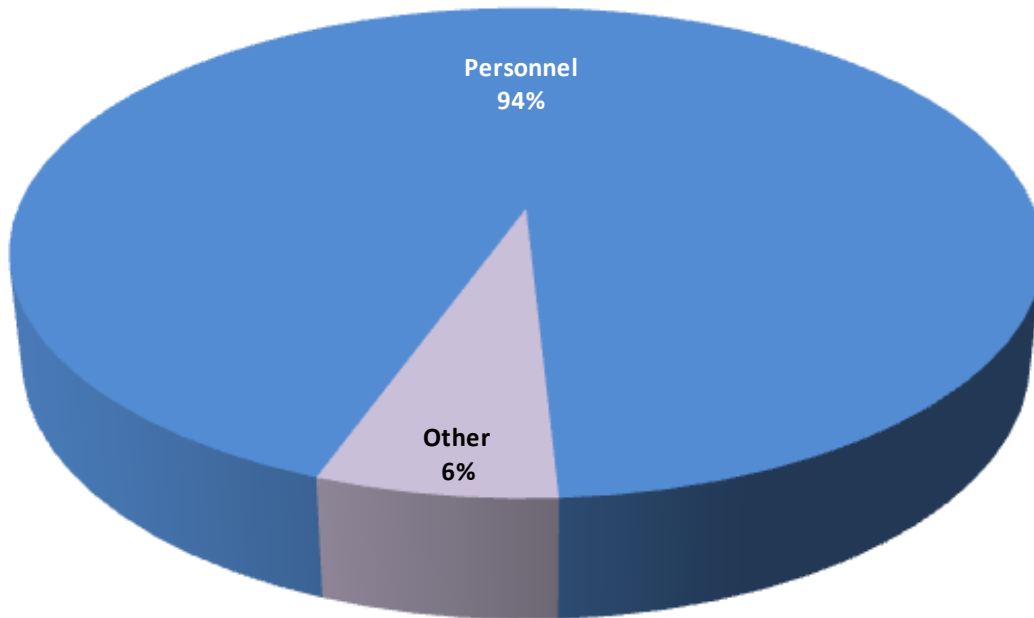
The SEEC produces voters’ pamphlets for City elections and ballot measures. It makes these pamphlets available in several languages and produces a video voters' guide with King County in odd-numbered years. The video voters' guide is funded with cable franchise fee revenue.

Budget Snapshot

Ethics & Election Commission	2010 Actuals	2011 Adopted	2012 Endorsed	2012 Adopted
General Fund	\$591,362	\$686,573	\$654,946	\$759,952
Other Revenues	\$0	\$0	\$0	\$0
Total Revenues	\$591,362	\$686,573	\$654,946	\$759,952
Use of (Contribution to) Fund Balance	\$0	\$0	\$0	\$0
Total Resources	\$591,362	\$686,573	\$654,946	\$759,952
Total Expenditures	\$591,362	\$686,573	\$654,946	\$759,952
Full-Time Equivalent * Total	5.20	5.20	5.20	5.20

**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.*

2012 Adopted Budget - Expenditure by Category



Budget Overview

General Fund budget pressures in 2012 and future years require that the Ethics and Elections Commission make budget reductions. The 2012 Adopted Budget for the Ethics and Election Commission reflects administrative reductions in order to close the gap. This agency has historically run a very efficient organization, yet found reductions they can sustain during this economically challenging period while still providing essential services.

The Commission’s budget also reflects the additional responsibility of providing ethics and whistleblower training and investigations to the Seattle Public Schools. This three-year, revenue-backed, interlocal agreement began mid-year 2011 and will expire mid-year 2014.

The 2012 Adopted Budget also includes a series of technical adjustments including inflation, COLA, retirement, health care, workers’ compensation, and unemployment.

Ethics and Election Commission

Incremental Budget Changes

Ethics and Elections Commission

	2012 Dollar Amount	2012 FTE
2012 Endorsed Budget	\$654,946	5.20
2012 Proposed Changes		
Technical Adjustments	\$7,158	0.00
Administrative Savings	(\$6,419)	0.00
Operational Savings	(\$15,779)	0.00
Seattle School District Contract Servicing	\$121,000	1.00
Total Changes	\$105,960	1.00
2012 Proposed Budget	\$760,906	6.20
Council Adjustments to Proposed Budget		
Seattle School District Contract Position	\$0	(1.00)
Adjust Employer Contribution Rate to SCERS	(\$954)	0.00
Total Adjustments	(\$954)	(1.00)
2012 Adopted Budget	\$759,952	5.20

Technical Adjustments - \$7,158. Technical adjustments in the 2012 Adopted Budget include departmental and citywide non-programmatic adjustments that do not represent fundamental changes in the Ethics and Elections Commission's service delivery. Citywide technical adjustments reflect changes in central cost allocations, retirement, health care, workers' compensation, and unemployment costs.

Administrative Savings - (\$6,419). These changes reduce the overtime and the professional services accounts. The Ethics and Elections staff have not needed to use overtime funding since 2007. They will continue to closely manage personnel costs. The Commission will also realize savings by deferring redesigns and updates to brochures and websites without compromising effective constituent communication.

Operations Savings - (\$15,779). The 2012 Adopted Budget provides a one-time reduction to funding for the publication of the voter's pamphlet. No City of Seattle positions are scheduled for the election ballots in 2012. It is assumed there will be one levy on the primary and the general election ballots. With five City positions on the ballot in 2013, this funding will need to be restored at that time.

Seattle School District Contract Servicing - \$121,000 / 1.0 FTE. In 2011, the Ethics and Elections Commission and the Seattle Public Schools (SPS) entered into a three-year agreement where City staff

Ethics and Election Commission

will provide ethics and whistleblower training and investigation services to SPS. A new investigator position was added in 2011 and a current Senior Training and Education Coordinator increased their hours. Further, existing administrative and overhead expenditures will be allocated to the SPS agreement.

City Council Changes to the 2012 Proposed Budget

Seattle School District Contract Position – (1.0 FTE). The position mentioned above was added mid-year 2011 in a supplemental ordinance and as a result, did not need to be added again in the 2012 budget. This technical correction backs out the duplicate position.

Adjust Employer Contribution Rate to SCERS – (\$954). The Council made an adjustment to the employer contribution rate for the Seattle City Employees' Retirement System (SCERS), lowering it from 11.27% of regular payroll in the 2012 Proposed Budget to the updated rate of 11.01%. This change is driven by action taken in October 2011 by the SCERS Board of Administration to adjust the interest rate paid on new contributions after January 1, 2012.

City Council Provisos

There are no Council provisos.

Expenditure Overview

	Summit	2010	2011	2012	2012
Appropriations	Code	Actuals	Adopted	Endorsed	Adopted
Ethics and Elections Budget	V1T00	591,362	686,573	654,946	759,952
Control Level					
Department Total		591,362	686,573	654,946	759,952
Department Full-time Equivalents Total*		5.20	5.20	5.20	5.20

** 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.*

Ethics and Election Commission

Appropriations by Budget Control Level (BCL)

Ethics and Elections Budget Control Level

The purpose of the Ethics and Elections Budget Control Level is threefold: 1) to audit, investigate, and conduct hearings regarding non-compliance with, or violations of, Commission-administered ordinances; 2) to advise all City officials and employees of their obligations under Commission-administered ordinances; and 3) to publish and broadly distribute information about the City's ethical standards, City election campaigns, campaign financial disclosure statements, and lobbyist disclosure statements.

	2010	2011	2012	2012
Expenditures/FTE	Actuals	Adopted	Endorsed	Adopted
Ethics and Elections	591,362	686,573	654,946	759,952
Full-time Equivalents Total*	5.20	5.20	5.20	5.20

** 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.*

Department of Finance and Administrative Services

Fred Podesta, Director

Information Line: (206) 684-0415

<http://www.seattle.gov/>

Department by Budget Control Level



Department of Finance and Administrative Services

Department Overview

The Department of Finance and Administrative Services (FAS) was created on August 30, 2010, as part of the Mayor's reorganization of City government. FAS combines the functions from the former Fleets and Facilities Department; the former Department of Executive Administration; and the revenue forecasting, debt management, and tax policy functions that were previously performed by the former Department of Finance. It also transfers the Department of Neighborhood's Customer Service Bureau to the newly created "Office of Constituent Services," which is housed within FAS. Among other things, the creation of FAS will allow for greater utilization of resources; better integration of the City's financial and accounting policies, management, procedures, and systems; and improved efficiencies in the provision of customer service.

FAS is one of the most functionally diverse departments within City government. Examples of the Department's responsibilities include: maintaining the database of employee information; building or renovating fire stations; negotiating contracts for items City departments need to purchase; making sure everyone has a chance to compete for City-funded construction projects; operating more than one-hundred City facilities; helping sell property the City no longer needs; managing the City's investments; overseeing the central accounting system; maintaining police patrol cars and fire engines; making sure gas pumps accurately measure out a gallon of gas; regulating the taxicab industry; issuing business licenses, collecting taxes; advocating for animal welfare; finding adoptive homes for animals; and assisting constituents who call (206) 684-CITY (which is the City's Customer Service Bureau hotline where callers can get help solving problems, obtaining information, and resolving complaints).

FAS' budget is split into the following nine functional areas:

- Business Technology, which builds and maintains computer applications that support internal business functions, such as financial management, payroll, and personnel records management.
- Capital Development and Construction Management, which manages the design and construction of City facilities (including upgrading, renovating, or replacing 32 of the City's 33 neighborhood fire stations), as well as renovations, asset preservation projects, tenant improvements, and sustainability/environmental stewardship related to facility design and construction.
- Purchasing and Contracting, which manages rules, bids and contracts for products, supplies, equipment and services; maintains guidelines and procedures for consultant contracting; and administers public works contracting to ensure that all City departments adhere to the City's policy goals related to social equity and environmental stewardship.
- Facility Operations, which manages more than one-hundred facilities, or 2.5 million square feet of public buildings and facilities, including office space, parking garages, police and fire stations, community facilities and maintenance shops; procures leased space for City tenants when needed; plans and acquires new and expanded City facilities; and disposes of surplus City property.

Department of Finance and Administrative Services

- Financial Services, which receives City revenue and provides Citywide financial services, including debt management, treasury, central accounting (includes producing the Comprehensive Annual Financial Report), City investments, payroll (includes producing paychecks for more than 10,000 current and retired employees), business licensing, tax administration, and risk management (which includes claims settlements).
- Fleets Services, which buys and provides maintenance, motor pool, and fueling services for more than 4,000 vehicles and heavy equipment while supporting environmentally sustainable fleets goals and practices.
- Revenue and Consumer Protection provides a variety of regulatory services (such as overseeing Seattle's taxicab industry) and consumer protection services (such as FAS' Weights and Measures Unit, which tests gas pumps, and supermarket checkout scanners to ensure consumers get what they pay for).
- Seattle Animal Shelter, which promotes public safety, animal welfare, enforces Seattle's laws regarding animals, runs animal sheltering and adoption programs, and manages a spay and neuter clinic, working with more than 4,000 animals a year, from dogs and cats to peacocks and goats.
- Office of Constituent Services, which advocates for service excellence throughout City government, answering more than 50,000 requests from constituents each year.

Internal service operations in FAS are primarily supported through charges to City departments and, in some cases, such as when the City leases space, by private businesses or individuals. FAS also collects certain fees specifically to pay for some of its services, such as the Seattle Animal Shelter Spay and Neuter Clinic, animal licensing, the Weights and Measures program, and for-hire driver licenses. Finally, FAS receives General Fund support from the City to pay for several financial services as well as administration of the City's taxes and business licensing services. This transfer funds the following:

- The smaller General Fund departments' portion of the rate charges (which are paid directly out of Finance General rather than loaded into the small departments' budgets).
- Specific functions that are not part of the rate pool, such as parking meter collection, economics and forecasting, nightlife coordination, and Mutually Offsetting Benefit property maintenance.
- The portion of non-rate pool functions - such as the Seattle Animal Shelter, for-hire driver licenses, or the Weights and Measures program - where revenues fall short of covering operating costs.

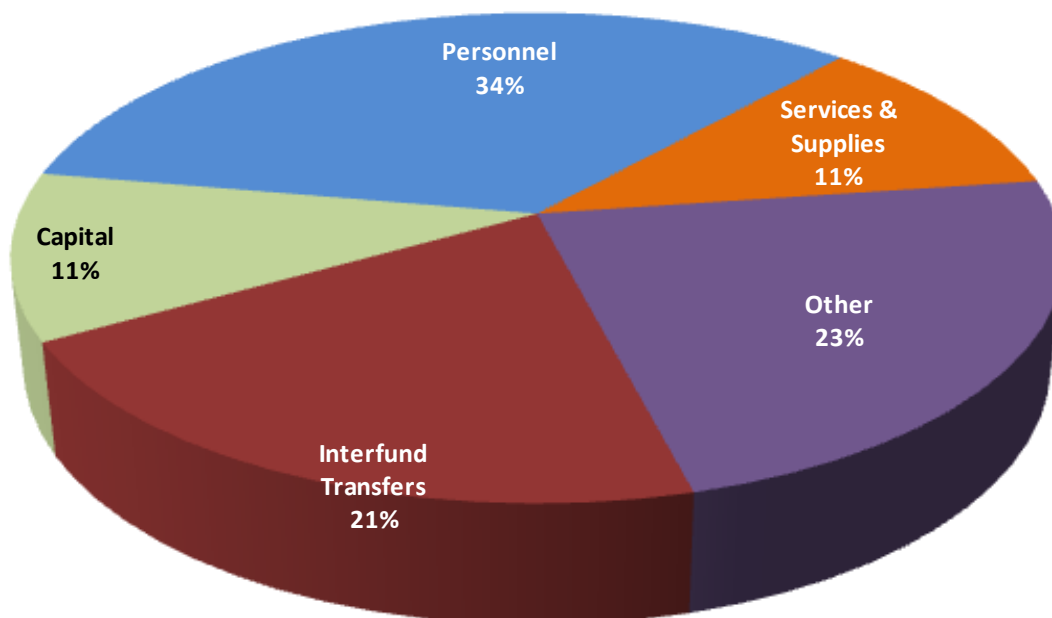
Department of Finance and Administrative Services

Budget Snapshot

Finance & Administrative Services	2010 Actuals	2011 Adopted	2012 Endorsed	2012 Adopted
General Fund	\$0	\$20,865,695	\$21,112,332	\$21,332,015
Other Revenues	\$0	\$124,329,313	\$126,674,932	\$126,938,602
Total Revenues	\$0	\$145,195,008	\$147,787,264	\$148,270,617
Use of (Contribution to) Fund Balance	\$0	(\$1,192,289)	\$2,951,805	\$5,233,266
Total Resources	\$0	\$144,002,719	\$150,739,069	153,503,883
Total Expenditures	\$0	\$144,002,719	\$150,739,071	\$153,503,883
Full-Time Equivalent * Total	-	523.75	523.75	521.75

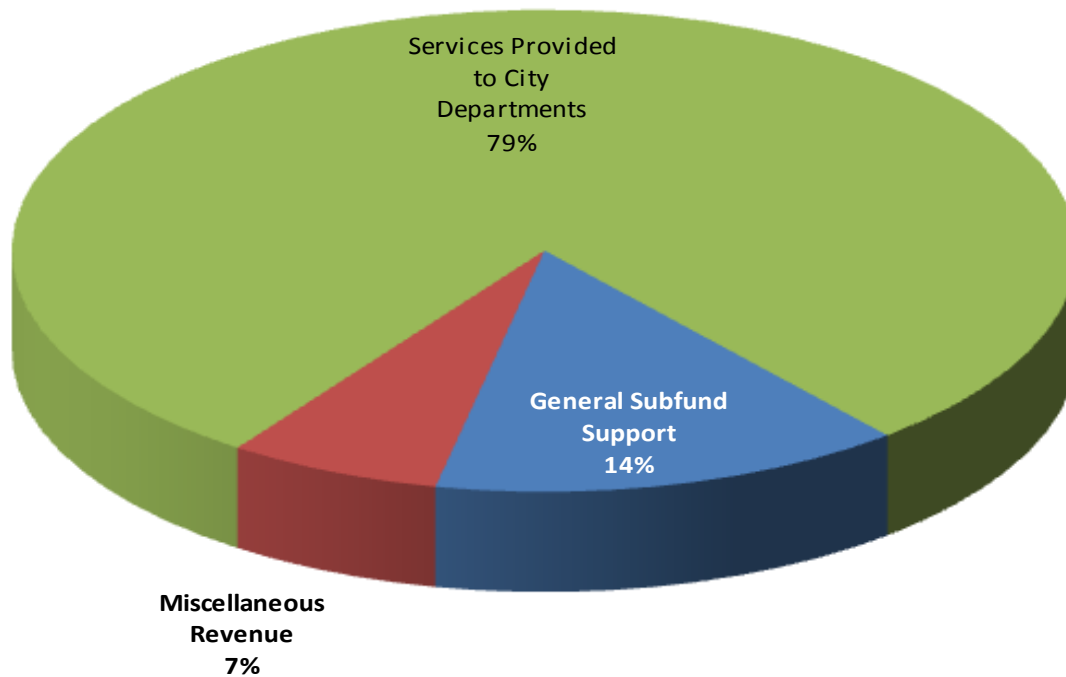
**FTE totals are provided for informational purposes only. Changes in FTEs resulting from City Council or Personnel Director actions outside of the budget process may not be detailed here.*

2012 Adopted Budget - Expenditure by Category



Department of Finance and Administrative Services

2012 Adopted Budget - Revenues By Category



Budget Overview

The 2012 Adopted Budget includes reductions for all General Fund-dependent functions. FAS receives a General Fund transfer to support the general government portions of its operations, which include functions such as constituent affairs, purchasing, contracting, financial services and the City Animal Shelter. In order to address the General Fund shortfall, FAS' 2012 Adopted Budget includes operating reductions that will reduce its reliance on the General Fund and decrease the rates and allocations it charges to General Fund departments. In addition, savings from these changes will also accrue to non-General Government users of FAS services.

After the 2010 consolidation of the Department of Executive Administration and Fleets and Facilities Department into FAS there are opportunities for the new Department to find efficiencies as roles and responsibilities are better defined. The 2012 Adopted Budget reflects the Department's emphasis on core services. The 2012 Adopted Budget preserves those resources necessary for the day-to-day operations of City government, while streamlining all operations to provide funding for a program establishing common financial policies and procedures for the City. Finally, the Department prioritized use of available financial resources, including the use of fund balances, to help meet operational priorities and to offset the City's General Fund shortfall.

Department of Finance and Administrative Services

Management Efficiencies

As part of the 2011 Adopted Budget process, FAS was directed to identify management efficiencies that create \$500,000 in savings for the 2012 Adopted Budget. The Department meets this requirement by eliminating a total of four management positions. Efficiencies created in the 2010 consolidation will allow FAS to eliminate two of these positions. In addition, the Vehicle Maintenance program increased span of control by eliminating two management positions and will still provide the same level of service to their customers.

Facility Services & Maintenance

FAS is responsible for the maintenance and asset preservation of many general government facilities, including police precincts, fire stations, office buildings, maintenance shops, and yards. The Department has identified several cost saving measures and efficiencies that can be realized without a direct impact on services. In one such measure, a vacant building engineer position will be eliminated in Facility Operations that will cause some delay in preventive maintenance activities, but will not impact direct services. The Department will also defer some non-essential building maintenance such as window washing at the Seattle Municipal Tower (SMT). Finally, FAS reviewed janitorial staffing levels at the Seattle City Hall and Seattle Justice Center and identified efficiencies that could be accommodated with modest impacts to the building occupants and visiting public.

Right-Sizing Fleets

The City has aggressively reduced its fleet size since the onset of the recession in 2008. Starting in 2009, the City has reduced the size of its fleet by 419 vehicles, which is roughly 10% of the overall size of the fleet. Along with downsizing, FAS has implemented new technologies to make its fleet operation more efficient. For example, implementation of software to better manage the maintenance and repair of its fleet has allowed FAS to save money by closing the South Service Center Warehouse during the night shift and rely on the Charles Street Warehouse for parts. Also, an automated motor pool management system at the SMT and SeaPark garages allows FAS to operate an unstaffed motor pool in a more efficient and cost-effective manner and has resulted in the reduction of 20 passenger vehicles. Vehicle reductions in the fleet allows surplus funds in the fleet capital fund to help meet the FAS' budget reductions and reduces annual lease rates for City departments.

Additionally, the increasing price of fuel continues to be a cost driver for the City, and FAS is introducing electric vehicles in the SMT motor pool to help offset those costs. The introduction of 26 Nissan Leafs will significantly reduce the motor pool's operating costs through the reduction in fuel consumption. Replacing 26 Toyota Prii with electric vehicles is expected to reduce the City's motor pool operating costs from fuel alone by \$160,000 over the 10-year lifecycle of the electric vehicles.

New Regulatory Revenues

In 2011, the State of Washington passed legislation allowing the City to enforce regulation of the limousine industry. FAS will include this as part of the responsibilities of the Consumer Protection Division and the additional revenues from the State will fund existing staff for this new body of work.

Department of Finance and Administrative Services

Transforming How the City Does Business

The increase in use of electronic payments and better pay station technology for paid street parking has led to a decreased need for parking meter collectors. An evaluation of the staffing needs resulted in lower staffing requirements as less cash is used at the parking pay stations and coin-operated parking meters around the city.

The Business Technology Division examined its staffing support for the financial management and human resources information systems and proposed a staffing reduction.

The Seattle Animal Shelter will reduce costs by eliminating a half-time position in the Shelter. The remaining workload will be spread out among the rest of the staff, but will maintain the existing level of animal care and public access to the Shelter five days per week and should not result in any direct service impacts to customers.

Long Term Financial Stability

Over the past two years, FAS has embarked on a series of projects to help address the City's overall financial management requirements. FAS will receive funding in 2012 to facilitate a Citywide Financial Management and Accountability Program (FinMAP) that will establish financial management policies and procedures to standardize the use of the City's Financial System (Summit) and balance the needs of individual departments with Citywide requirements for regulatory reporting, central financial oversight, and fiscal accountability. This program will allow for better financial management and accountability Citywide. Examples of standardized policies and procedures to be provided by FinMAP include, but are not limited to, establishing an approach to monitor and control capital spending within each department as well as for cross-departmental projects; standardizing the process of tracking funding sources; and, creating standards to provide effective monitoring of multi-department capital improvement projects.

Investing in Asset Preservation

For more than 30 years, a program to lease City-owned facilities to not-for-profit service providers has been in existence. This program allows service providers to occupy City-owned properties at low or no cash rent with the services they provide to the community accepted by the City as a major portion of rent. As there are virtually no rent revenues collected, the cost of maintaining these facilities has been funded by General Fund and real estate excise tax revenues. Some of these buildings are more than 100 years old with the newest built in 1959. The lack of dedicated funds for maintenance has led the facilities to fall into disrepair. The poor condition of the roofs is a source of particular concern, as water infiltration rapidly leads to structural problems. An insurance settlement from a fire at the largely unoccupied City-owned Sunny Jim warehouse in 2010 allows FAS to fund new roofs at six of the facilities. The groups using these buildings provide much needed services to the community and include senior centers in Ballard, Greenwood, and the Central area; a home for teen parents; food bank and meal programs; and youth programs. This investment in maintenance work will extend the lives of these buildings and allow the not-for-profit service providers to continue to occupy the buildings and serve the community.

Department of Finance and Administrative Services

Aligning Neighborhood Service Centers with the Office of Constituent Services

As part of a number of efficiency changes associated with the Department of Neighborhoods (DON), the Neighborhood Payment and Information Service (NPIS) centers are moved from DON to FAS. This move centralizes customer service delivery within FAS and will create a streamlined system of contact with the City. In 2011, DON consolidated the West Seattle Neighborhood Service Center (NSC) into the Delridge NSC to deliver the same service more efficiently and achieve budget savings. In 2012, the Delridge NSC is proposed to relocate to the Department of Parks & Recreation's Southwest Community Center. The implementation of the original consolidation in 2011 reduced the number of Customer Service Representatives which is now recognized in the Adopted Budget as a 1.0 FTE abrogation.

City Council Changes

During the City Council's review process, a proviso was placed on a portion of the funding that FAS had designated for roof replacements at City-owned facilities that are leased to not-for-profit service providers. The proviso restricts the full authority needed for the repairs until the conditions of SLI 58-1-A-2 are met. This SLI requires the Department to provide more detailed estimates for repairs needed for major maintenance of the buildings.

Department of Finance and Administrative Services

Incremental Budget Changes

Department of Finance and Administrative Services

	2012 Dollar Amount	2012 FTE
2012 Endorsed Budget	\$150,739,071	523.75
2012 Proposed Changes		
Management Efficiency	\$0	(3.50)
Facility Services and Maintenance Reductions	(\$2,043,997)	(5.00)
Financial Services Funding Swaps and Reductions	(\$141,799)	0.00
Fleet Services Efficiencies and Fund Balance Savings	(\$451,206)	(2.00)
Regulatory Services Efficiencies and Revenue Enhancement	(\$53,392)	(0.50)
Accounting and Business Licensing Efficiencies	(\$534,328)	(6.00)
Reduce Parking Meter Collections Staff	(\$68,994)	(1.00)
Reduce Business Technology Staffing	(\$147,088)	(1.00)
Reduce Animal Shelter Staffing	(\$43,912)	(0.50)
Equipment Replacement	\$80,000	0.00
Financial Management and Accountability Program Implementation	\$740,000	0.00
Facility Upgrades	\$1,900,000	0.00
Neighborhood Service Centers Transfer from DON	\$1,802,883	17.50
Technical Adjustments	\$1,824,237	0.00
Total Changes	\$2,862,404	(2.00)
2012 Proposed Budget	\$153,601,475	521.75
Council Adjustments to Proposed Budget		
Adjust Employer Contribution to SCERS	(\$97,592)	0.00
Total Adjustments	(\$97,592)	0.00
2012 Adopted Budget	\$153,503,883	521.75

Management Efficiency - \$0 / (3.5) FTE. As part of the 2011 Adopted Budget process, FAS was directed to identify management efficiencies for implementation in 2012. In response, FAS is eliminating four management positions, a total of 3.5 FTE, for a \$500,000 budget reduction already accounted for in the 2012 Endorsed Budget. A restructuring in the Vehicle Maintenance program allows for the elimination of a manager and a supervisor, increasing span of control efficiencies and allowing the unit to continue providing the same level of service to its customers. In addition, a part-time manager in the Regulatory Enforcement program and an executive are also eliminated due to efficiencies created by the 2010 consolidation of the Department of Executive Administration and Fleets and Facilities Department.

Department of Finance and Administrative Services

Facility Services and Maintenance Reductions – (\$2,043,997) / (5.0) FTE. This proposal reduces staffing and budget for maintenance and service to existing facilities. The elimination of a vacant building engineer position will cause some delay in preventive maintenance activities. A reduction in the professional services budget will delay a planned software upgrade to a system that tracks vacant City space and the information will continue to be tracked in the current system. Additionally, FAS examined janitorial staffing levels for Seattle City Hall and Seattle Justice Center and will achieve efficiencies by reducing staff. This will impact the frequency of cleaning in the facilities, but will have minimal impact on visiting public and internal staff. Also, an administrative staff position has been eliminated and the work will be absorbed by existing staff. Due to favorable market conditions there is a cost savings for contracted janitorial staffing and elevator maintenance at the Seattle Municipal Tower (SMT). Further savings will be achieved with reductions in maintenance and engineering services at SMT that should have minimal impact on the operations of the facility and its occupants.

Financial Services Funding Swaps and Reductions – (\$141,799). This proposal eliminates funding for the \$100,000 contract with the Urban League's Contractor Development and Competitiveness Center due to its closure in 2011. Additionally, the City's banking provider offers a Commercial Credit Program that provides rebates to the City with the use of credit cards, and due to an increased use of credit cards for vendor payments and other charges, the City will receive a rebate resulting in \$240,000. This funding will displace an equal amount of General Fund that would otherwise be appropriated to FAS for general government functions. The Financial Services Division is reducing funding for professional services and other non-labor budget items for a \$41,799 budget reduction. The 2012 Proposed Budget recommended that City staff that work directly with the Public Development Authorities for the Pike Place Market Levy would have been funded by the Levy for a General Fund savings of \$42,240. During the City Council review process it was determined that the Levy proceeds could not be used for this purpose and was removed from the FAS revenue table.

Fleet Services Efficiencies and Fleet Fund Balance Savings – (\$451,206) / (2.0) FTE. FAS manages and maintains most City-owned vehicles and equipment. FAS worked with departments to identify and eliminate under-utilized or redundant City owned vehicles. This resulted in a \$475,000 rebate of the capital fleet fund balance that was for replacement of the eliminated vehicles. The reduction in the annual lease rates for the reduced vehicles will be captured in department budgets. In another cost saving measure, FAS will close the South Service Center Warehouse at night and rely on the Charles Street Warehouse resulting in a staff reduction. A staff reduction will be made in Fleet Services' administration. The workload will be absorbed by existing Fleets staff. Additionally, non-labor reductions will be made in office and operating supplies, training and travel, dues and memberships, and small equipment purchases.

Regulatory Services Efficiencies and Revenue Enhancement – (\$53,392) / (0.50) FTE. This action uses new revenue from the State of Washington for the regulation of the limousine industry, and specifically, for an existing position that will staff this new body of work. A reduction of a License and Standards Inspector from full-time to part-time will have a minimal impact on the division's ability to respond to customer inquiries. Further efficiencies in the division include relinquishing three leased vehicles and instead relying on the City's motor pool for their transportation needs.

Department of Finance and Administrative Services

Accounting and Business Licensing Efficiencies – (\$534,328) / (6.0) FTE. This proposal eliminates an accountant in the Central Accounting division due, in part, to instituting paperless payroll Citywide. Other non-payroll duties of the accountant will be reassigned to existing staff. An accountant who works primarily with the seven Business Improvement Areas will be eliminated and the existing workload will be absorbed by other staff. This may result in an increase in response time to customer inquiries. An additional accountant will be eliminated in Central Accounting and the duties will be absorbed by existing staff.

Efficiencies created in the FAS consolidation resulted in the elimination of a Strategic Advisor and an Accountant position as well as reductions in non-labor accounts in Accounting & Budget. An administrative position will be eliminated in the Business Licensing division. In order to preserve direct customer services, existing customer service representatives will cover the front reception desk.

Reduce Parking Meter Collections Staff – (\$68,994) / (1.0) FTE. This proposal eliminates a parking meter collector due to the decreased need for collecting cash proceeds at parking meters around the city. There is a reduced need for this service as more of the coin operated parking meters are being replaced with parking pay stations that take credit and debit cards. The remaining collectors can manage the existing meters and current paid parking collection schedule.

Reduce Business Technology Staffing – (\$147,088) / (1.0) FTE. This proposal reduces a position in the Business Technology Division that provides support for the City's internal financial management system and human resources system. This reduction will require the remaining team to cover some tasks and may result in delays in service to internal customers.

Reduce Animal Shelter Staffing – (\$43,912) / (0.50) FTE. This proposal will reduce a vacant part-time Animal Control Officer I (ACO) at the Seattle Animal Shelter and the remaining workload will be spread out to the remaining five ACOs who care for animals in the shelter. This will not result in any direct service impacts to customers or animal care and the Shelter hours for public access will not change due to this reduction.

Equipment Replacement – \$80,000. This proposal provides funding, through internal rates, to lease a new payment processing unit that processes 11,000 paper payments per day for several City departments. The current unit is at the end of its useful lifecycle and outdated as the vendor will no longer provide support starting in 2012.

Financial Management and Accountability Program Implementation – \$740,000. This proposal will provide funding for a Citywide Financial Management and Accountability Program (FinMAP) to establish financial management policies, which standardize the use of the City's Financial System (Summit). This will allow for better financial management and accountability Citywide. The new system will balance the needs of individual departments with Citywide requirements for regulatory reporting, central financial oversight, and fiscal accountability. Some examples of standardized policies and procedures to be provided by FinMAP include: establishing an approach to monitor and control capital spending within each department as well as for cross-departmental projects; standardizing the process of tracking funding sources; and, creating standards to provide effective monitoring of multi-department capital improvement projects.

Department of Finance and Administrative Services

Facility Upgrades – \$1,900,000. This proposal adds funding for roof repairs on six separate facilities currently owned by the City and used by not-for-profit service providers. The tenants are: the Central Area Motivation Program, Central Area Senior Center, Northwest Senior Center in Ballard, Southeast Health Clinic, South Park Community Service Center, and the Teen Parent Center. These repairs will be funded by the insurance settlement resulting from the 2010 fire at the City-owned warehouse known as the Sunny Jim site, located near the corner of Airport Way South and South Adams Street.

Neighborhood Service Centers Transfer from DON – \$1,802,883 / 17.5 FTE. As part of a number of efficiency changes associated with the Department of Neighborhoods, the Neighborhood Payment and Information Service Centers (NPIS) and positions will be moved from DON to FAS in 2012. This move centralizes customer service delivery within FAS. Prior to this program transfer to FAS a reduction in the number of Service Centers is made within DON's budget. In 2011, DON consolidated the West Seattle Neighborhood Service Center (NSC) into the Delridge NSC to deliver the same service more efficiently and achieve budget savings. In 2012, the Delridge NSC is proposed to relocate to the Department of Parks & Recreation's Southwest Community Center. The implementation of the original consolidation in 2011 reduced the number of Customer Service Representatives which is now recognized in the DON Adopted Budget as a 1.0 FTE abrogation, or the abrogation of two 0.5 FTE.

Accounting Support for VLF - \$0. This proposal funds part-time accounting support for existing FAS staff for the collection of the Vehicle License Fee. The position will be funded by the Seattle Department of Transportation with a \$54,000 cost savings for the General Fund.

Technical Adjustments – \$1,824,237. Technical adjustments in the 2012 Adopted Budget include departmental and citywide non-programmatic adjustments that do not represent fundamental changes in FAS' service delivery. Citywide technical adjustments reflect changes in central cost allocations, retirement, health care, workers' compensation, and unemployment costs. Additionally, baseline adjustments were made for an increase in the Oracle software license, funding for tax/legal counsel from the Law Department and aligning appropriation to match revenues.

City Council Changes to the 2012 Proposed Budget

Change Funding Source for Staffing on the Pike Place Levy – \$0. It was determined that Pike Place Levy funds cannot be used to pay for staff associated with the project. The Department will use unreserved fund balance to cover these costs.

Adjust Employer Contribution Rate to SCERS – (\$97,592). The Council made an adjustment to the employer contribution rate for the Seattle City Employees' Retirement System (SCERS), lowering it from 11.27% of regular payroll in the 2012 Proposed Budget to the updated rate of 11.01%. This change is driven by action taken in October 2011 by the SCERS Board of Administration to adjust the interest rate paid on new contributions after January 1, 2012.

Department of Finance and Administrative Services

City Council Provisos

The City Council adopted the following budget provisos:

- *No more than \$500,000 appropriated in the 2012 budget for the Department of Finance and Administrative Services' Facility Services BCL may be spent for replacing roofs of mutual and offsetting benefit properties until authorized by future ordinance. Council anticipates that such authority will not be granted until the first report requested in Statement of Legislative Intent 58-1-A is provided to Council.*

Expenditure Overview

	Summit	2010	2011	2012	2012
	Code	Actuals	Adopted	Endorsed	Adopted
Appropriations					
Budget and Central Services	A1000	0	5,571,564	5,727,137	3,930,628
Budget Control Level					
Business Technology Budget	A4520	0	8,106,289	8,262,971	10,270,274
Control Level					
City Purchasing and Contracting Services Budget Control Level					
Contracting Services		0	1,501,304	1,537,379	1,437,935
Purchasing Services		0	1,516,622	1,554,318	1,566,788
City Purchasing and Contracting Services Budget Control Level	A4540	0	3,017,925	3,091,697	3,004,722
Facility Services Budget Control Level	A3000	0	65,355,413	65,696,767	65,818,736
Financial Services Budget Control Level					
Accounting		0	3,900,673	3,993,210	4,002,900
Business Licensing and Tax Administration		0	0	0	2,717,005
City Economics and Financial Management		0	1,214,568	1,228,057	1,723,823
Risk Management		0	1,207,270	1,240,689	1,247,371
Treasury		0	3,535,974	3,613,447	3,548,220
Financial Services Budget Control Level	A4510	0	9,858,485	10,075,403	13,239,319
Fleet Services Budget Control Level					
Vehicle Fueling		0	8,222,523	8,388,436	9,125,684
Vehicle Leasing		0	12,817,874	17,991,601	17,889,586
Vehicle Maintenance		0	18,682,788	18,855,496	18,689,282
Fleet Services Budget Control Level	A2000	0	39,723,184	45,235,533	45,704,553

Department of Finance and Administrative Services

	Summit Code	2010 Actuals	2011 Adopted	2012 Endorsed	2012 Adopted
Appropriations					
Judgment and Claims Budget Control Level	A4000	0	361,975	361,975	361,975
Office of Constituent Services Budget Control Level					
Neighborhood Payment and Information Services		0	0	0	1,800,344
Office of Constituent Services		0	1,149,727	1,177,340	1,041,859
Office of Constituent Services Budget Control Level	A6510	0	1,149,727	1,177,340	2,842,203
Revenue and Consumer Protection Budget Control Level					
Consumer Protection		0	781,819	801,987	2,348,202
Revenue and Licensing		0	4,216,499	4,317,622	0
Revenue and Consumer Protection Budget Control Level	A4530	0	4,998,318	5,119,609	2,348,201
Seattle Animal Shelter Budget Control Level	A5510	0	3,004,881	3,068,445	3,037,926
Technical Services Budget Control Level					
Capital Development and Construction Management		0	2,854,957	2,922,193	2,945,346
Technical Services Budget Control Level	A3100	0	2,854,957	2,922,193	2,945,346
Department Total		0	144,002,719	150,739,071	153,503,883
Department Full-time Equivalent Total*		0.00	523.75	523.75	521.75

* 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.

Department of Finance and Administrative Services

Revenue Overview

2012 Estimated Revenues for the Finance and Administrative Services Fund (50300)

Summit Code	Source	2010 Actuals	2011 Adopted	2012 Endorsed	2012 Adopted
587001	IF Administrative Fees and Charges - Revenue and Licensing	0	3,760,858	3,804,181	0
587001	IF ALLOC Mail Messenger - GF	0	329,510	338,819	344,710
587001	IF ALLOC Real Estate Svc Chrgs - GF	0	413,499	423,980	423,980
587001	IF ALLOC Rent - Bldg/Other Space - GF for Small Departments	0	1,402,630	1,414,469	1,368,136
587001	IF ALLOC Warehousing Charges - GF	0	23,782	24,072	23,465
587001	IF Other Misc Revenue - ADA Coordinator	0	0	0	148,750
587001	IF Other Misc Revenue - Benaroya Passthrough	0	493,435	493,435	0
587001	IF Other Misc Revenue - City Hall Shelter	0	0	0	34,687
587001	IF Other Misc Revenue - Events Management	0	0	0	162,055
587001	IF Other Misc Revenue - GF	0	765,593	500,490	0
587001	IF Other Misc Revenue - MOB	0	0	0	350,000
587001	OPER TR IN-FR GENERAL FUND - Benaroya Concert Hall Passthrough	0	0	0	344,930
587001	OPER TR IN-FR GENERAL FUND - Business Licensing	0	0	0	1,382,743
587001	OPER TR IN-FR GENERAL FUND - Central Accounting	0	2,432,241	2,502,407	2,413,978
587001	OPER TR IN-FR GENERAL FUND - Claims Processing	0	0	0	172,449
587001	OPER TR IN-FR GENERAL FUND - Constituent Services	0	241,595	246,883	186,049
587001	OPER TR IN-FR GENERAL FUND - Consumer Protection	0	647,408	676,345	624,151
587001	OPER TR IN-FR GENERAL FUND - Customer Service Bureau	0	260,322	272,492	239,288
587001	OPER TR IN-FR GENERAL FUND - Debt Management	0	139,007	142,068	112,776
587001	OPER TR IN-FR GENERAL FUND - Economics & Forecasting	0	987,885	1,017,661	461,219
587001	OPER TR IN-FR GENERAL FUND - FAS Applications	0	1,163,402	1,206,888	1,139,858
587001	OPER TR IN-FR GENERAL FUND - Fiscal Policy & Mgmt	0	0	0	778,412
587001	OPER TR IN-FR GENERAL FUND - Garden of Remembrance Passthrough	0	0	0	165,566
587001	OPER TR IN-FR GENERAL FUND - HRIS	0	1,074,538	1,101,012	931,900
587001	OPER TR IN-FR GENERAL FUND - Investments	0	216,834	222,812	218,179
587001	OPER TR IN-FR GENERAL FUND - Neighborhood Service Centers	0	0	0	91,277
587001	OPER TR IN-FR GENERAL FUND - Parking Meter Collections	0	527,889	545,397	525,395

Department of Finance and Administrative Services

2012 Estimated Revenues for the Finance and Administrative Services Fund (50300) - continued

Summit Code	Source	2010 Actuals	2011 Adopted	2012 Endorsed	2012 Adopted
587001	OPER TR IN-FR GENERAL FUND - Purchasing Services	0	452,033	465,981	503,623
587001	OPER TR IN-FR GENERAL FUND - Regulatory Enforcement	0	0	0	632,871
587001	OPER TR IN-FR GENERAL FUND - Remittance Processing	0	128,167	131,653	132,506
587001	OPER TR IN-FR GENERAL FUND - Risk Management	0	414,854	426,745	256,458
587001	OPER TR IN-FR GENERAL FUND - Seattle Animal Shelter	0	2,020,217	2,098,352	2,033,788
587001	OPER TR IN-FR GENERAL FUND - Spay & Neuter Clinic	0	107,144	124,617	230,965
587001	OPER TR IN-FR GENERAL FUND - SUMMIT	0	1,903,264	1,946,888	1,801,699
587001	OPER TR IN-FR GENERAL FUND - Tax Administration	0	0	0	2,199,487
587001	OPER TR IN-FR GENERAL FUND - Technology Capital	0	84,631	86,070	0
587001	OPER TR IN-FR GENERAL FUND - Treasury Operations	0	874,957	898,615	896,665
Total General Subfund Support		0	20,865,695	21,112,332	21,332,015
421600	Professional and Occupational Licenses	0	1,065,800	1,065,800	1,065,800
441930	Cable Reimbursement	0	0	0	86,439
441960	Weights and Measures Fees	0	212,978	212,978	212,978
442300	Animal Licenses	0	950,000	950,000	950,000
442490	Other Protective Inspection Fees	0	36,626	36,626	36,626
443930	Animal Control Fees and Forfeits	0	129,000	129,000	129,000
443936	Spay and Neuter Fees	0	200,000	200,000	200,000
444300	Vehicle and Equipment Repair Charges	0	93,040	95,831	81,578
444500	Fuel Sales	0	53,624	54,696	64,875
444590	Other Protective Inspection Fees	0	0	0	93,275
447800	Training	0	41,000	41,000	41,000
461110	Interest Earnings - Residual Cash	0	280,000	280,000	280,000
462190	Motor Pool	0	1,296	1,335	1,296
462250	Vehicle and Equipment Leases	0	812,510	834,569	808,388
462300	Parking Fees - Private at SeaPark Garage	0	980,257	982,607	982,607
462300	Parking Fees - Private at SMT Garage	0	1,106,066	1,108,716	1,108,716
462500	Bldg/Other Space Rent Charge - Private at AWC	0	884,006	879,872	879,874
462500	Bldg/Other Space Rent Charge - Private at City Hall	0	90,727	92,541	92,541
462500	Bldg/Other Space Rent Charge - Private at SMT	0	1,050,000	1,050,000	1,050,000
462500	Bldg/Other Space Rent Charge - Private Misc	0	166,049	169,370	169,370
469990	Co-locator revenues	0	0	0	3,312

Department of Finance and Administrative Services

2012 Estimated Revenues for the Finance and Administrative Services Fund (50300) - continued

Summit Code	Source	2010 Actuals	2011 Adopted	2012 Endorsed	2012 Adopted
469990	Other Miscellaneous Revenues	0	230,191	221,191	212,191
469990	Passport Revenues	0	0	0	370,000
473010	Interlocal Grant	0	0	0	0
562300	IF Parking Fees - SeaPark Garage	0	425,000	425,000	425,000
562300	IF Parking Fees - SMT Garage	0	272,620	272,620	272,620
Total Miscellaneous Revenue		0	9,080,790	9,103,752	9,617,486
541490	CUPS	0	0	0	1,251,855
541490	IF Administrative Fees and Charges - Central Accounting	0	2,027,313	2,085,798	2,011,553
541490	IF Administrative Fees and Charges - Contracting	0	1,392,124	1,434,290	1,420,243
541490	IF Administrative Fees and Charges - Debt Management	0	250,260	255,770	203,035
541490	IF Administrative Fees and Charges - Investments	0	215,537	221,479	216,874
541490	IF Administrative Fees and Charges - Misc. Facility	0	260,000	260,000	260,000
541490	IF Administrative Fees and Charges - Office of Constituent Services	0	920,749	952,778	780,266
541490	IF Administrative Fees and Charges - Purchasing Services	0	1,176,329	1,212,624	1,310,581
541490	IF Administrative Fees and Charges - Remittance Processing	0	774,416	795,479	800,632
541490	IF Administrative Fees and Charges - Revenue and Licensing	0	0	100,000	0
541490	IF Administrative Fees and Charges - Risk Management	0	938,378	965,465	967,845
541490	IF Administrative Fees and Charges - Treasury	0	1,271,651	1,306,033	1,303,199
541830	IF DP - Applications Development - Applications	0	479,431	497,352	469,730
541830	IF DP - Applications Development - HRIS	0	1,025,399	1,050,662	889,285
541830	IF DP - Applications Development - SUMMIT	0	3,360,186	3,437,206	3,180,873
541830	IF DP - Applications Development - Technology Capital	0	70,970	72,176	0
541921	IF Property Management Service Charges	0	100,504	100,504	100,504
541930	IF Custodial/Janitorial/Security	0	46,608	47,684	47,684
542830	IF Mail Messenger Charges	0	134,700	137,000	137,259
542831	IF ALLOC Mail Messenger - Departments	0	244,609	251,547	255,005
543210	IF Architect/Engineering Services - Capital Programs	0	3,311,579	3,414,994	3,486,410
544300	IF Vehicle and Equipment Repair	0	10,858,317	11,184,067	10,925,542
544500	IF Fuel Sales	0	7,909,352	8,067,538	9,316,013
548921	IF ALLOC Warehousing Charges - Departments	0	1,307,496	1,320,535	1,295,511

Department of Finance and Administrative Services

2012 Estimated Revenues for the Finance and Administrative Services Fund (50300) - continued

Summit Code	Source	2010 Actuals	2011 Adopted	2012 Endorsed	2012 Adopted
548922	IF ALLOC Real Estate Svc Chrgs - Departments	0	430,377	441,285	441,285
562150	IF Motor Pool Rental Charges	0	503,092	512,429	512,429
562250	IF Vehicle and Equipment Leases	0	23,056,362	23,617,788	23,516,987
562500	IF Building/Other Space Rental	0	5,551,561	5,674,329	5,497,635
562510	IF ALLOC Rent - Bldg/Other Space	0	47,063,054	47,580,571	46,121,118
569990	IF Other Misc Revenue - Accounting	0	50,169	51,796	25,182
569990	IF Other Misc Revenue - Facilities	0	380,000	380,000	380,000
569990	IF Other Misc Revenue - HCF	0	138,000	142,000	142,000
569990	IF Other Misc Revenue - Transportation Benefits District	0	0	0	54,583
Total Services Provided to City Departments		0	115,248,523	117,571,180	117,321,118
Total Revenues		0	145,195,008	147,787,264	148,270,619
379100	Use of (Contribution To) Fund Balance	0	(1,192,289)	2,951,805	5,233,266
Total Use of (Contribution To) Fund Balance		0	(1,192,289)	2,951,805	5,233,266
Total Resources		0	144,002,719	150,739,069	153,503,885

Department of Finance and Administrative Services

Appropriations by Budget Control Level (BCL) and Program

Budget and Central Services Budget Control Level

The purpose of the Budget and Central Services Budget Control Level is to provide executive leadership and a range of planning and support functions, including policy and strategic analysis, budget development and monitoring, financial analysis and reporting, accounting services, information technology services, human resource services, office administration, and central departmental services such as contract review and legislative coordination. These functions promote solid business systems, optimal resource allocation, and compliance with Citywide financial, technology, and personnel policies.

Expenditures/FTE	2010	2011	2012	2012
	Actuals	Adopted	Endorsed	Adopted
Budget and Central Services	0	5,571,564	5,727,137	3,930,628
Full-time Equivalents Total*	0.00	35.50	35.50	34.50

** 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.*

Business Technology Budget Control Level

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

Expenditures/FTE	2010	2011	2012	2012
	Actuals	Adopted	Endorsed	Adopted
Business Technology	0	8,106,289	8,262,971	10,270,274
Full-time Equivalents Total*	0.00	42.50	42.50	44.50

** 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.*

City Purchasing and Contracting Services Budget Control Level

The purpose of the City Purchasing and Contracting Services Budget Control Level is to conduct and administer all bids and contracts for Public Works and purchases (products, supplies, equipment, and services) on behalf of City departments.

Additional Information: These work groups conduct the bid process, execute and manage resultant contracts, develop and administer City policy and guidelines, and implement State law and City code. Consultant contract rules, policies and guidelines are also centrally established by these work groups. These work groups develop and implement the City social responsibility policies, and requirements, including women and minority business, environmental purchasing, and prevailing wages. The work groups provide fair, thorough, and responsive service to customers to ensure acquisitions are competitively acquired, timely, and compliant to all law.

Program Expenditures	2010	2011	2012	2012
	Actuals	Adopted	Endorsed	Adopted
Contracting Services	0	1,501,304	1,537,379	1,437,935
Purchasing Services	0	1,516,622	1,554,318	1,566,788
Total	0	3,017,925	3,091,697	3,004,722
Full-time Equivalents Total *	0.00	28.00	28.00	27.00

**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.*

Department of Finance and Administrative Services

Appropriations by Budget Control Level (BCL) and Program

Contracting Services Program

The purpose of the Contracting Services Program is to administer the bid, award, execution, and close-out of public works projects for City departments. Staff anticipate and meet customers' contracting needs and provide education throughout the contracting process. This program also maintains the City's guidelines and procedures for consultant contracting.

	2010	2011	2012	2012
Expenditures/FTE	Actuals	Adopted	Endorsed	Adopted
Contracting Services	0	1,501,304	1,537,379	1,437,935
Full-time Equivalents Total	0.00	13.00	13.00	13.00

Purchasing Services Program

The purpose of the Purchasing Services Program is to provide central oversight for the purchase of goods, products, materials, and routine services obtained by City departments. All purchases for any department that total more than \$44,000 per year are centrally managed by Purchasing Services. City Purchasing conducts the bid and acquisition process, executes and manages the contracts, and establishes centralized volume-discount blanket contracts for City department use. This program also develops and manages City guidelines and policies for purchases.

	2010	2011	2012	2012
Expenditures/FTE	Actuals	Adopted	Endorsed	Adopted
Purchasing Services	0	1,516,622	1,554,318	1,566,788
Full-time Equivalents Total	0.00	15.00	15.00	14.00

Facility Services Budget Control Level

The purpose of the Facility Services Budget Control Level is to manage most of the City's general government facilities, including the downtown civic campus, police precincts, fire stations, shops and yards, and several parking facilities. Functions include property management, environmental analysis, implementation of environmentally sustainable facility investments, facility maintenance and repair, janitorial services, security services, and event scheduling. The Facility Operations team is also responsible for warehouse, real estate, and mail services throughout the City. These functions promote well-managed, clean, safe, and highly efficient buildings and grounds that house City employees and serve the public.

	2010	2011	2012	2012
Expenditures/FTE	Actuals	Adopted	Endorsed	Adopted
Facility Services	0	65,355,413	65,696,767	65,818,736
Full-time Equivalents Total*	0.00	92.50	92.50	87.50

* 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.

Department of Finance and Administrative Services

Appropriations by Budget Control Level (BCL) and Program

Financial Services Budget Control Level

The purpose of the Financial Services Budget Control Level (BCL) 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, risk management tax administration, and revenue and payment processing services. In addition, this BCL develops and implements a variety of City financial policies related to the City's revenues, accounting procedures, and risk mitigation. Finally, the BCL provides oversight and guidance to financial reporting, City retirement programs, and public corporations established by the City.

Program Expenditures	2010	2011	2012	2012
	Actuals	Adopted	Endorsed	Adopted
Accounting	0	3,900,673	3,993,210	4,002,900
Business Licensing and Tax Administration	0	0	0	2,717,005
City Economics and Financial Management	0	1,214,568	1,228,057	1,723,823
Risk Management	0	1,207,270	1,240,689	1,247,371
Treasury	0	3,535,974	3,613,447	3,548,220
Total	0	9,858,485	10,075,403	13,239,319
Full-time Equivalents Total *	0.00	79.50	79.50	97.50

**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.*

Accounting Program

The purpose of the Accounting Program is to establish and enforce Citywide accounting policies and procedures, perform certain financial transactions, process the City's payroll, and provide financial reporting, including preparation of the City's Comprehensive Annual Financial Report.

Expenditures/FTE	2010	2011	2012	2012
	Actuals	Adopted	Endorsed	Adopted
Accounting	0	3,900,673	3,993,210	4,002,900
Full-time Equivalents Total	0.00	33.50	33.50	25.50

Business Licensing and Tax Administration Program

The purpose of the Business Licensing and Tax Administration Program is to license businesses, collect business-related taxes, and administer the Business and Occupation (B&O) Tax, utility taxes, and other taxes levied by the City.

Expenditures/FTE	2010	2011	2012	2012
	Actuals	Adopted	Endorsed	Adopted
Business Licensing and Tax Administration	0	0	0	2,717,005
Full-time Equivalents Total	0.00	0.00	0.00	25.00

Department of Finance and Administrative Services

Appropriations by Budget Control Level (BCL) and Program

City Economics and Financial Management Program

The purpose of the City Economics and Financial Management Program is to ensure that the City's financial affairs are consistent with State and Federal laws and policies, City Code, and the City's Adopted Budget. This includes establishing policy for and overseeing City accounting, treasury, risk management, and tax administration functions on behalf of the Director of Finance and Administrative Services. In addition, the Program provides financial oversight of City retirement programs and public corporations established by the City. The Program provides economic and revenue forecasts to City policy makers and administers the City's debt portfolio. Program staff members provide expert financial analysis to elected officials and the City Budget Office to help inform and shape the City's budget.

	2010	2011	2012	2012
Expenditures/FTE	Actuals	Adopted	Endorsed	Adopted
City Economics and Financial Management	0	1,214,568	1,228,057	1,723,823
Full-time Equivalents Total	0.00	8.00	8.00	11.00

Risk Management Program

The purpose of the Risk Management Program is to advise City departments on ways to avoid or reduce losses, provide expert advice on appropriate insurance and indemnification language in contracts, investigate and adjust claims against the City, and to administer all of the City's liability, property insurance policies, and its self-insurance program.

	2010	2011	2012	2012
Expenditures/FTE	Actuals	Adopted	Endorsed	Adopted
Risk Management	0	1,207,270	1,240,689	1,247,371
Full-time Equivalents Total	0.00	9.00	9.00	9.00

Treasury Program

The purpose of the Treasury Program is to collect and record monies owed to the City and pay the City's expenses. This program also invests temporarily idle City money, administers the Business Improvement Area and Local Improvement District program, and collects and processes parking meter revenues.

	2010	2011	2012	2012
Expenditures/FTE	Actuals	Adopted	Endorsed	Adopted
Treasury	0	3,535,974	3,613,447	3,548,220
Full-time Equivalents Total	0.00	29.00	29.00	27.00

Department of Finance and Administrative Services

Appropriations by Budget Control Level (BCL) and Program

Fleet Services Budget Control Level

The purpose of the Fleet Services Budget Control Level is to provide fleet vehicles to City departments; assess and implement environmental initiatives related to both the composition of the City's fleet and the fuels that power it; actively manage and maintain the fleet; procure and distribute fuel; and operate a centralized motor pool. The goal of these functions is to create and support an environmentally responsible and cost-effective Citywide fleet that helps all City departments carry out their work as efficiently as possible.

Program Expenditures	2010	2011	2012	2012
	Actuals	Adopted	Endorsed	Adopted
Vehicle Fueling	0	8,222,523	8,388,436	9,125,684
Vehicle Leasing	0	12,817,874	17,991,601	17,889,586
Vehicle Maintenance	0	18,682,788	18,855,496	18,689,282
Total	0	39,723,184	45,235,533	45,704,553
Full-time Equivalents Total *	0.00	131.00	131.00	127.00

**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.*

Vehicle Fueling Program

The purpose of the Vehicle Fueling Program is to procure, store, distribute, and manage various types of fuels, including alternative fuels, for City departments and Seattle and King County Public Health.

Expenditures/FTE	2010	2011	2012	2012
	Actuals	Adopted	Endorsed	Adopted
Vehicle Fueling	0	8,222,523	8,388,436	9,125,684
Full-time Equivalents Total	0.00	1.00	1.00	1.00

Vehicle Leasing Program

The purpose of the Vehicle Leasing Program is to specify, engineer, purchase, and dispose of vehicles and equipment on behalf of other City departments and local agencies. This program administers the lease program by which these FAS-procured vehicles are provided to City departments and Seattle and King County Public Health. The program also provides motor pool services, and houses fleet administration and environmental stewardship functions.

Expenditures/FTE	2010	2011	2012	2012
	Actuals	Adopted	Endorsed	Adopted
Vehicle Leasing	0	12,817,874	17,991,601	17,889,586
Full-time Equivalents Total	0.00	11.00	11.00	10.00

Vehicle Maintenance Program

The purpose of the Vehicle Maintenance Program is to provide vehicle and equipment outfitting, preventive maintenance, repairs, parts delivery, and related services in a safe, rapid, and prioritized manner.

Expenditures/FTE	2010	2011	2012	2012
	Actuals	Adopted	Endorsed	Adopted
Vehicle Maintenance	0	18,682,788	18,855,496	18,689,282
Full-time Equivalents Total	0.00	119.00	119.00	116.00

Department of Finance and Administrative Services

Appropriations by Budget Control Level (BCL) and Program

Judgment and Claims Budget Control Level

The Judgment and Claims Budget Control Level pays for judgments, settlements, claims, and other eligible expenses associated with legal claims and suits against the City. Premiums are based on average percentage of Judgment/Claims expenses incurred by the Department over the previous five years.

	2010	2011	2012	2012
Expenditures	Actuals	Adopted	Endorsed	Adopted
Judgment and Claims	0	361,975	361,975	361,975

Office of Constituent Services Budget Control Level

The purpose of the Office of Constituent Services Budget Control Level (BCL) is to lead City departments to consistently provide services that are easily accessible, responsive, and fair. This includes assistance with a broad range of City services, such as transactions, information requests, and complaint investigations. This BCL includes the City's Customer Service Bureau, the Neighborhood Payment and Information Service Centers, Citywide public disclosure responsibilities, and service-delivery analysts.

	2010	2011	2012	2012
Expenditures/FTE	Actuals	Adopted	Endorsed	Adopted
Neighborhood Payment and Information Services	0	0	0	1,800,344
Office of Constituent Services	0	1,149,727	1,177,340	1,041,859
Total	0	1,149,727	1,177,340	2,842,203
Full-time Equivalents Total *	0.00	11.25	11.25	27.75

**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.*

Neighborhood Payment and Information Services Program

The purpose of the Neighborhood Payment and Information Services Program is to accept payment for public services and to provide information and referral services so that customers can access City services where they live and work, and do business with the City more easily.

	2010	2011	2012	2012
Expenditures/FTE	Actuals	Adopted	Endorsed	Adopted
Neighborhood Payment and Information Services	0	0	0	1,800,344
Full-time Equivalents Total	0.00	0.00	0.00	17.50

Department of Finance and Administrative Services

Appropriations by Budget Control Level (BCL) and Program

Office of Constituent Services Program

The purpose of the Office of Constituent Services Budget Control Level (BCL) is to lead City departments to consistently provide services that are easily accessible, responsive, and fair. This includes assistance with a broad range of City services, such as transactions, information requests, and complaint investigations. This BCL includes the City's Customer Service Bureau, Citywide public disclosure responsibilities, and service-delivery analysts.

	2010	2011	2012	2012
Expenditures/FTE	Actuals	Adopted	Endorsed	Adopted
Office of Constituent Services	0	1,149,727	1,177,340	1,041,859
Full-time Equivalents Total	0.00	11.25	11.25	10.25

Revenue and Consumer Protection Budget Control Level

The purpose of the Revenue and Consumer Protection Budget Control Level is to provide regulatory and consumer protection services.

	2010	2011	2012	2012
Expenditures/FTE	Actuals	Adopted	Endorsed	Adopted
Consumer Protection	0	781,819	801,987	2,348,202
Revenue and Licensing	0	4,216,499	4,317,622	0
Total	0	4,998,318	5,119,609	2,348,201
Full-time Equivalents Total *	0.00	50.00	50.00	23.00

**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.*

Consumer Protection Program

The purpose of the Consumer Protection Program is to provide Seattle consumers with a fair and well-regulated marketplace. This program includes taxicab inspections and licensing, the weights and measures inspection program, vehicle impound, and consumer complaint investigation.

	2010	2011	2012	2012
Expenditures/FTE	Actuals	Adopted	Endorsed	Adopted
Consumer Protection	0	781,819	801,987	2,348,202
Full-time Equivalents Total	0.00	8.50	8.50	23.00

Revenue and Licensing Program

The purpose of the Regulatory Enforcement Program is to license and regulate businesses in compliance with applicable law.

	2010	2011	2012	2012
Expenditures/FTE	Actuals	Adopted	Endorsed	Adopted
Revenue and Licensing	0	4,216,499	4,317,622	0
Full-time Equivalents Total	0.00	41.50	41.50	0.00

Department of Finance and Administrative Services

Appropriations by Budget Control Level (BCL) and Program

Seattle Animal Shelter Budget Control Level

The purpose of the Seattle Animal Shelter Budget Control Level is to provide animal care, enforcement, and spay and neuter services in Seattle to control pet overpopulation and foster public safety. The Shelter also provides volunteer and foster care programs which enable the citizens of Seattle to donate both time and resources and engage in activities which promote animal welfare in Seattle.

Expenditures/FTE	2010	2011	2012	2012
	Actuals	Adopted	Endorsed	Adopted
Seattle Animal Shelter	0	3,004,881	3,068,445	3,037,926
Full-time Equivalents Total*	0.00	32.50	32.50	32.00

* 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.

Technical Services Budget Control Level

The purpose of the Technical Services Budget Control Level is to plan and administer FAS' Capital Improvement Program. This division attempts to ensure that the City develops high-quality and environmentally sustainable capital facilities for City staff and functions.

Expenditures/FTE	2010	2011	2012	2012
	Actuals	Adopted	Endorsed	Adopted
Capital Development and Construction Management	0	2,854,957	2,922,193	2,945,346
Total	0	2,854,957	2,922,193	2,945,346
Full-time Equivalents Total *	0.00	21.00	21.00	21.00

*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.

Department of Finance and Administrative Services

Fund Table

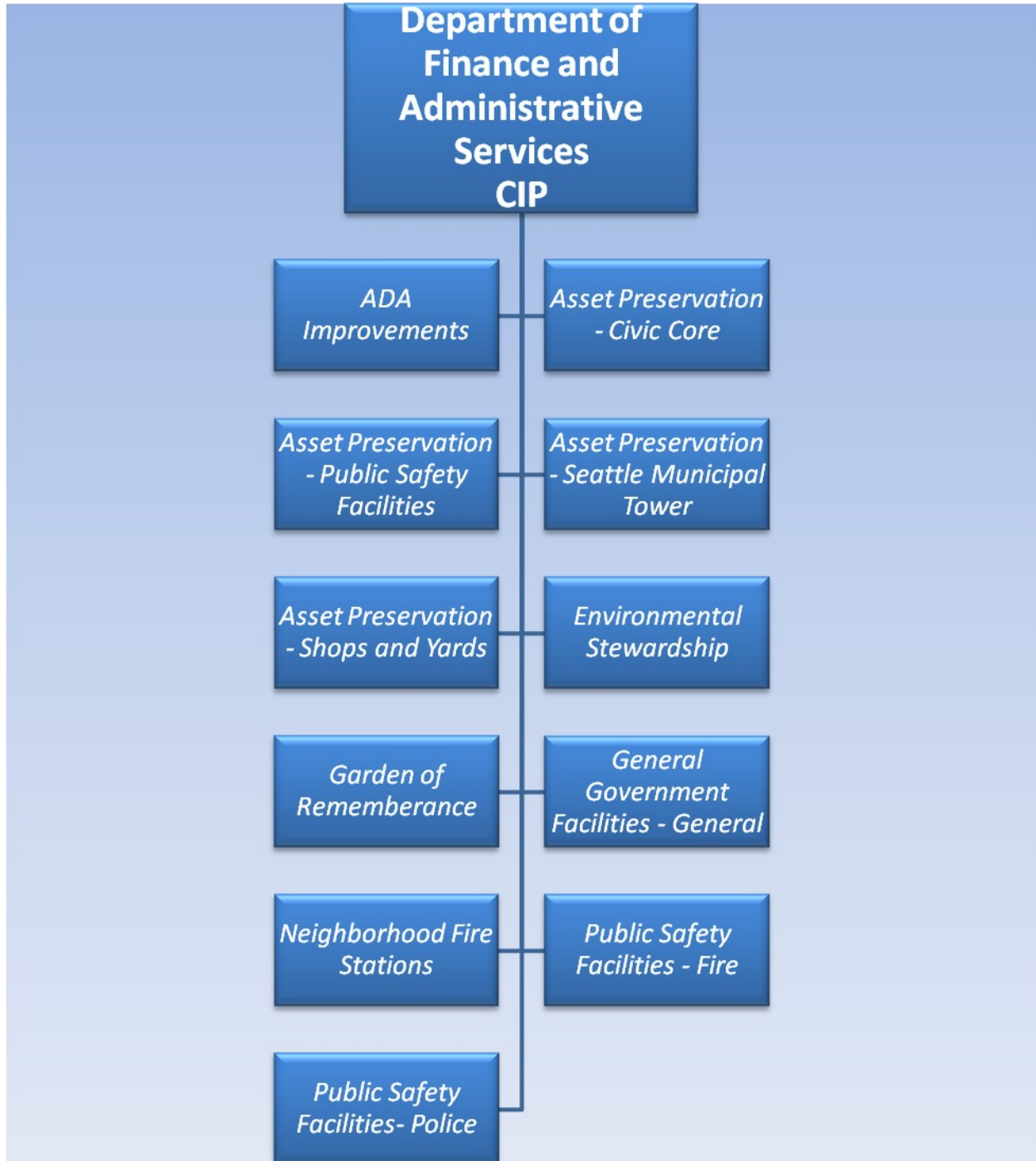
Finance and Administrative Services Fund (50300)

	2010 Actuals	2011 Adopted	2011 Revised	2012 Endorsed	2012 Adopted
Beginning Fund Balance		20,162,145	20,182,549	21,354,434	22,522,076
Accounting and Technical Adjustments		0	0	0	0
Plus: Actual and Estimated Revenue		145,195,008	147,841,009	147,787,264	148,270,619
Plus: Inter-fund Transfer		3,500,000	3,500,000	3,500,000	3,500,000
Less: Actual and Budgeted Expenditures		144,002,719	145,501,482	150,739,071	153,503,883
Less: Capital Improvements		3,500,000	3,500,000	3,500,000	3,500,000
Ending Fund Balance		21,354,434	22,522,076	18,402,627	17,288,812
Working Capital - Fleets			712,000		475,000
Total Reserves		0	712,000	0	475,000
Ending Unreserved Fund Balance		21,354,434	21,810,076	18,402,627	16,813,812

Department of Finance and Administrative Services

Capital Improvement Program

Capital Improvement Program (CIP) by Budget Control Level



Department of Finance and Administrative Services

Capital Improvement Program Highlights

The Finance & Administrative Services Department (FAS) is responsible for building, operating, and maintaining general government facilities and City-wide information systems. The general government facility portfolio encompasses the City's core public safety facilities, including 33 fire stations and waterfront marine operations, 5 police precincts, the police mounted patrol facility, the Harbor Patrol, Seattle Emergency Operations and Fire Alarm Centers, the City's vehicle maintenance shops and other support facilities, and the City's downtown office building portfolio. In addition, FAS maintains core building systems for some of the community-based facilities owned by the City, such as senior centers and community service centers. City-wide information technology systems include the City's financial management system (Summit) and payroll/ human resources information system (HRIS).

The Department's 2012-2017 Adopted Capital Improvement Program (CIP) is FAS' plan for maintaining, renovating, expanding, and replacing its extensive inventory of buildings and technology systems. The Department's CIP is financed by a variety of revenue sources, including the City's General Subfund, the Cumulative Reserve Subfund (including the Unrestricted, REET I, and FAS Asset Preservation subaccounts), voter-approved levy proceeds, general obligation bonds, proceeds from property sales, and grants.

2003 Fire Facilities and Emergency Response Levy Program (FFERP) is a 9-year \$167 million property tax levy that voters approved in November 2003. In 2012 FAS will continue to execute the Fire Facilities Levy Program with construction of five neighborhood fire stations plus the Chief Seattle fireboat renovation, and begin or continue design on 13 stations.

The Asset Preservation Program preserves and extends the useful life and operational capacity of existing FAS-managed facilities, and is funded by facility space rent paid by City departments. Examples of 2012-2017 projects planned include replacing aged and leaking roofs and envelope improvements in FAS shops and yards and at public safety facilities. The City's downtown campus buildings projects will include beginning the Seattle Municipal Tower 5-year weatherization program and include exterior roof replacements of 16 separate roofs and sealant work which will use the asset management subfund large project reserve, replacement of the garage sprinkler system at the Municipal Tower, and roof and envelope repairs at the East Precinct and the Haller Lake Campus shops and yard facility.

Work continues with City departments on facility improvements related to improving accessibility, as is consistent with the Americans with Disabilities Act (ADA) and the execution of approved ADA improvement projects in City Hall moves forward. The 2012 Proposed Budget included \$2 million in a reserve in the FAS CIP budget for ADA improvements. FAS then conducted a Citywide prioritization process to allocate the funds among the four implementing departments: Parks and Recreation, Seattle Center, Seattle Public Library, and FAS. Among other criteria, the process aimed to identify the highest-use facilities and those where ADA work could be done at the same time as other planned remodeling.

Using the results of the citywide prioritization process, the Council Adopted Budget reallocates the \$2 million of funding to the four departments based on the prioritization process. Funding of \$491,000 is appropriated in the CIP to the ADA Improvements – FAS Budget Control Level in order to update or modify various facilities for compliance with the standards contained in ADA with an emphasis on priority projects that focus on public access at FAS buildings such as the Seattle Justice Center, City Hall and Seattle Municipal Tower.

Department of Finance and Administrative Services

FAS continues to execute projects identified by the Municipal Energy Efficiency audits conducted in 2010 which target facility efficiency improvements in several buildings including the Haller Lake Operations Center, Charles Street Operations Center, Airport Way Center, and the Animal Shelter. The upgrade work includes lighting and building controls upgrades, test and balancing, and HVAC improvements.

FAS will address the use, operational planning, test-to-fit and preliminary engineering of two critical facilities, the North Precinct and the City's largest vehicle maintenance and storage yard campus with an update of the Charles Street Master Plan. Regulatory compliance in City fire stations will be addressed through the new capital project correcting one-hour separation violations in fire stations. Critical roof projects will replace failing roofing systems at three fire stations.

Additional information on FAS's CIP can be found in the 2012-2017 Adopted CIP online here:
<http://www.seattle.gov/financedepartment/1217adoptedcip/default.htm>

Department of Finance and Administrative Services

Capital Improvement Program Appropriations

Budget Control Level	2012 Endorsed	2012 Adopted
ADA Improvements - FAS: A1GM19		
Cumulative Reserve Subfund - REET I Subaccount (00163)	0	491,000
Subtotal	0	491,000
Asset Preservation - Civic Core: A1AP1		
Cumulative Reserve Subfund, Asset Preservation Subaccount - Fleets and Facilities (00168)	370,000	370,000
Subtotal	370,000	370,000
Asset Preservation - Public Safety Facilities: A1AP6		
Cumulative Reserve Subfund, Asset Preservation Subaccount - Fleets and Facilities (00168)	550,000	550,000
Subtotal	550,000	550,000
Asset Preservation - Seattle Municipal Tower: A1AP2		
Cumulative Reserve Subfund, Asset Preservation Subaccount - Fleets and Facilities (00168)	2,150,000	3,650,000
Subtotal	2,150,000	3,650,000
Asset Preservation - Shops and Yards: A1AP4		
Cumulative Reserve Subfund, Asset Preservation Subaccount - Fleets and Facilities (00168)	650,000	650,000
Subtotal	650,000	650,000
Environmental Stewardship: A1GM3		
Cumulative Reserve Subfund - REET I Subaccount (00163)	100,000	100,000
Subtotal	100,000	100,000
Garden of Remembrance: A51647		
Cumulative Reserve Subfund - Unrestricted Subaccount (00164)	24,000	23,000
Subtotal	24,000	23,000
General Government Facilities - General: A1GM1		
2012 Multipurpose LTGO Bond Fund	4,200,000	0
Cumulative Reserve Subfund - REET I Subaccount (00163)	1,000,000	200,000
Finance and Administrative Services Fund (50300)	3,500,000	3,500,000
General Subfund	0	419,000
Subtotal	8,700,000	4,119,000

Department of Finance and Administrative Services

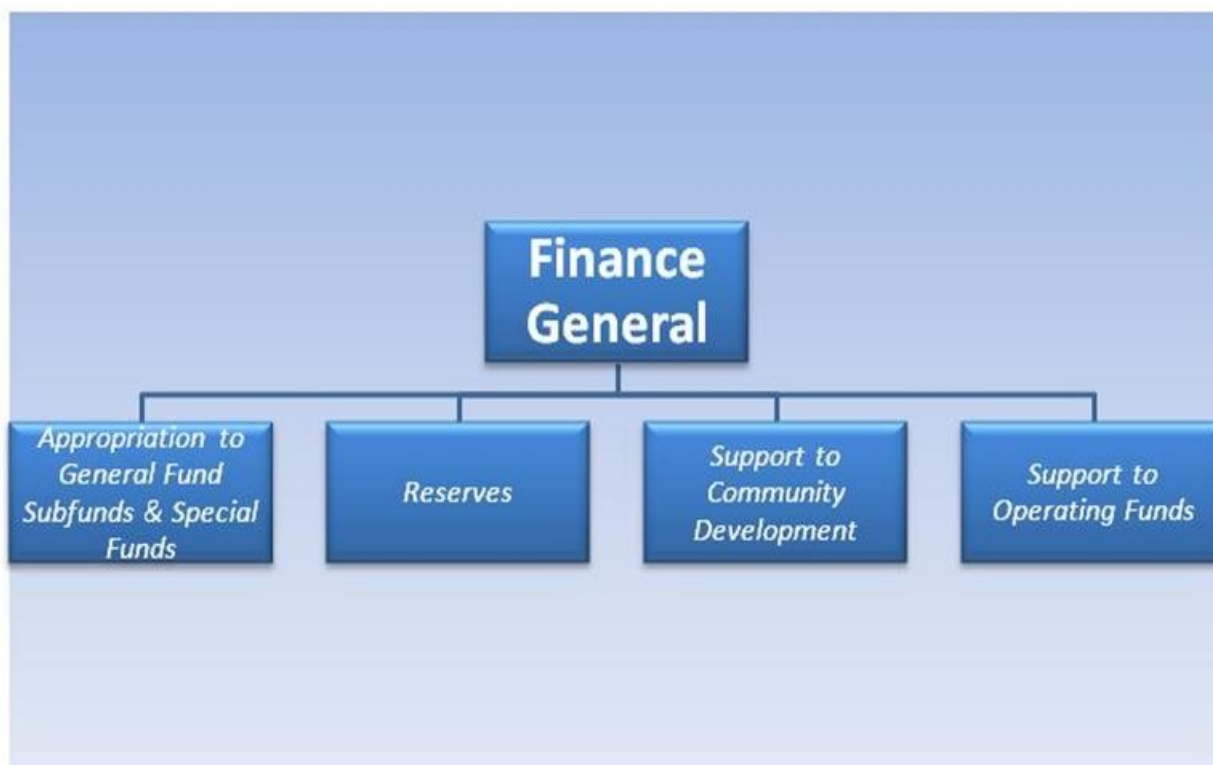
Budget Control Level	2012 Endorsed	2012 Adopted
Neighborhood Fire Stations: A1FL1		
2003 Fire Facilities Subfund (34440)	9,232,000	9,232,001
2013 Multipurpose LTGO Bond Fund	4,054,000	0
2014 Multipurpose LTGO Bond Fund	10,161,000	0
Cumulative Reserve Subfund - REET I Subaccount (00163)	8,302,000	8,302,000
Subtotal	31,749,000	17,534,001
Public Safety Facilities - Fire: A1PS2		
Cumulative Reserve Subfund - REET I Subaccount (00163)	0	1,022,000
Subtotal	0	1,022,000
Public Safety Facilities - Police: A1PS1		
Cumulative Reserve Subfund - REET I Subaccount (00163)	0	100,000
Subtotal	0	100,000
Total Capital Improvement Program Appropriation	44,293,000	28,609,001

Finance General

Beth Goldberg, Director

Information Line: (206) 615-1962

Finance General by Budget Control Level



Finance General Overview

The mission of Finance General is to allocate General Subfund resources in the form of appropriations to reserve and bond redemption funds, City department operating funds, and certain programs for which there is desire for Council, Mayor, or City Budget Office oversight.

Budget Overview

Finance General is organized into three sections to pay for ongoing City costs, subsidize the operations of City departments, and provide contributions to outside organizations. It is also an area to hold appropriations temporarily until the appropriate managing department is determined, or act as a contingency reserve to respond to unpredictable situations or cover costs that vary with economic conditions.

Finance General

The 2012 Adopted Budget modifies existing programs and adds new programs to reflect a reorganized structure, system improvements, comply with policy changes, provide one-time or term-limited support, and adjust recurring appropriations with updated cost information.

Enhancement to Revenue Stabilization Account Policy

The Mayor's proposed policy changes received City Council concurrence to strengthen the City's Rainy Day Fund (RDF) in order to provide a cushion in the event of unanticipated revenue shortfalls. Specifically, new policy terms promote the ongoing maintenance of the RDF by requiring annual deposits of a portion of anticipated tax revenues. As adopted by the City Council, 0.25% of general tax revenue, or \$1.9 million, will be deposited beginning in 2012, followed by deposits of 0.5% each year thereafter, or approximately \$4 million. A healthy Rainy Day Fund and Rainy Day Fund policies reinforce the City's commitment to strong financial management and are key to securing the lowest cost of borrowing from bond rating agencies and promoting long term savings. As a result of proactive steps to improve the City's financial position since 2010, Moody's Investor Service has retained Seattle's Aaa/Aa1 bond rating. The policies also contemplate controls to suspend the funding mechanism when tax revenue growth is negative, allowing the City to adapt practices to a variety of economic conditions. More detail on the proposed policy terms can be found in the fiscal reserves section in this document.

Strengthening Relations with Outside Organizations

Two new reserves have been established to provide short-term support to the Seattle Indian Services Commission and to the University of Washington transit pass program.

The Seattle Indian Services Commission (SISC), which is a City-Charter Public Development Authority, provides services to disadvantaged Native American communities. In order to support these public services, \$50,000 is appropriated to defray the costs associated with carrying out two planned audits in 2012.

As part of the effort to promote transit programs in the city, a 3-year \$1.5 million grant program is initiated in 2012 with a \$500,000 contribution to the University of Washington to subsidize student UPASS transit passes. During this three-year period, the University will have the opportunity to move towards a different funding model for the UPASS program. The City's support is not expected to continue beyond 2014.

System Improvements – License and Tax Portal

Planning has begun to build a common license and tax portal which will enable members of the business community to register their businesses, apply for and renew licenses, and file and pay taxes across multiple cities. The portal will be an integral part of licensing and tax simplification in our region, and will be more efficient for cities to administer and for businesses to file taxes across multiple jurisdictions. A reserve of \$1.2 million has been proposed to cover the following costs: establishment of a governance structure; comprehensive project planning for the portal implementation including design, development and testing; request for proposal development; and, solicitation and selection for the necessary technology and consulting resources. Part of this cost will be shared with four other Washington cities and reimbursement will be deposited into the General Fund.

Implementation of City's Sick Leave Policy

A new chapter has been added to the Seattle Municipal Code establishing minimum standards for the provision of paid sick and paid safe time, prescribing penalties, remedies, and enforcement procedures, and requesting a post-implementation assessment from the Seattle Office of Civil Rights. A new reserve has been added to cover anticipated fiscal impacts to the City of this ordinance, including direct costs of enforcement and the indirect costs associated with extending paid sick and safe time to certain temporary employees of the City, and to provide for an evaluation of the new provisions. A reserve of \$250,000 is anticipated in 2013 to cover these costs and to complete analysis of the study begun in 2012.

Funding Changes Associated with Reorganization of City Departments

The 2012 Proposed Budget recommended that two new programs be established and one eliminated to carry out the funding changes associated with the consolidation of the Office of Housing and the Office of Economic Development. As part of this proposal, the Housing Operating Fund program was eliminated to denote redirection of the General Fund transfer to activities performed by the Office of Housing. Under the consolidation, these activities would have been funded via the operating transfer to the newly created Department of Housing and Economic Development program in the Support to Operating Funds Budget Control Level (BCL). Additionally, this General Fund transfer would have provided for the functions performed in the Office of Economic Development. A second program was added to provide support to the Low Income Housing Fund to fund development and preservation of low income housing. City Council did not adopt this merger and the previous organizational structure was restored. More information on this can be found in the Office of Housing and Economic Development chapter in this document.

City Council Changes

City Council rejected the Office of Housing and Economic Development merger, made cuts and redirected resources to provide funding for capital improvements and for program adds in the departments of Human Services and Parks and Recreation, and set up a reserve for transportation improvements. In addition, Council made technical adjustments to reflect a lower contribution rate to the Seattle Retirement Fund.

Finance General

Incremental Budget Changes

Finance General

	2012 Dollar Amount	2012 FTE
2012 Endorsed Budget	\$375,626,762	0.00
2012 Proposed Changes		
Support to Operating Funds	\$68,505	0.00
Support to Community Organizations	\$550,000	0.00
One Time or Limited Term Program Support	\$3,700,000	0.00
Technical-Cost Adjustments to Recurring Appropriations	(\$1,176,206)	0.00
Total Changes	\$3,142,299	0.00
2012 Proposed Budget	\$378,769,061	0.00
Council Adjustments to Proposed Budget		
Technical Adjustments	(\$6,243,720)	0.00
One-Time or Limited Term Program Support	\$7,750,000	0.00
Support to Operating Funds	\$465,781	0.00
Council Adjustments to Proposed Budget Total	\$1,972,061	0.00
2012 Adopted Budget	\$380,741,122	0.00

Support to Operating Funds – \$68,505. This adjustment reflected the net change in transfers from the General Fund to other City operating funds. In addition to program changes, cost adjustments included revisions for COLA, healthcare, retirement contribution, workers compensation, and unemployment. Two new programs were established in the Support to Operating Funds BCL and one program was eliminated in the Appropriations to General Fund Subfunds and Special Funds BCL to reflect funding changes driven by the proposed consolidation of the Offices of Housing and Economic Development. This proposal is reversed in the Adopted Budget.

Support to Community Organizations – \$550,000. \$50,000 was added to defray the costs associated with two planned audits of the Seattle Indian Services Commission (SISC) in 2012, thereby preserving SISC funds to continue to support public services in disadvantaged Native American communities. \$500,000 was appropriated to provide support to the University of Washington Pass transit program.

One-Time or Limited-Term Program Support – \$3,700,000. Two new programs have been created to support the development of the City's License and Tax Portal (\$1.2 million) and to assist in the enforcement and analysis of the City's enhanced sick leave policies (\$150,000). Additionally, in accordance with the Executive's proposed financial policies, \$1.95 million will be transferred to the Rainy Day Fund and \$400,000 has been set aside to provide for potential Seattle ballot issues in the primary election. Resources that support food policy work are transferred to the Office of Sustainability and Environment, and resources for the Immigrant and Refugee Youth Program are transferred to the Human Services Department.

Finance General

Technical-Cost Adjustments to Recurring Appropriations – (\$1,176,206). The release of contingency reserves, moving appropriations to the Office of Sustainability and Environment and to the Human Services Department, and updated cost adjustments account for a reduction to Finance General’s reserves.

City Council Changes to the 2012 Proposed Budget

Technical Adjustments – (\$6,243,720). Retaining the Office of Housing and Office of Economic Development as separate entities removes the need to provide \$5,791,650 of General Fund support via a Finance General operating transfer; instead, direct General Fund support is restored to the Office of Economic Development. Technical corrections and cost changes account for a reduction of \$452,070.

One-Time or Limited Term Program Support - \$7,750,000. \$8.1 million of the proceeds from the sale of the property commonly known as “Rubble Yard Property” was placed in Finance General as a reserve for future transportation infrastructure and maintenance programs. This creates the reserve within Finance General rather than in the Transportation Operating Fund and will be used for transportation purposes consistent with Ordinance 123637. A \$350,000 reserve was added to fund capital improvements for the 3rd Avenue downtown corridor. This action is taken to address on-going transportation challenges and quality-of-life issues in the corridor; and to plan for and mitigate the potential impacts of Metro’s decision to end the downtown Free Ride Area. The recurring reserve to pay for Seattle election expenses was reduced by \$700,000 to reflect expectations of only one City election in 2012, rather than two provided for in the Proposed Budget.

Support to Operating Funds - \$465,781. Support was increased by nearly \$1.2 million to Human Services Department programs covering shelter and transitional housing, medical and dental services for uninsured Seattle residents, and emergency services for families in need. In addition, community center enhancements totaling \$305,000 were included for the Department of Parks and Recreation. Offsetting these increases were over \$1 million in cuts to the Department of Transportation and to Police Pension, and a reduction in the employer retirement contribution rate from 11.27% to 11.01%.

City Council Provisos

There are no Council provisos.

Finance General

Expenditure Overview

	Summit	2010	2011	2012	2012
Appropriations	Code	Actuals	Adopted	Endorsed	Adopted
Appropriation to General Fund Subfunds and Special Funds Budget Control Level					
Arts Account - Admission Tax for Art Programs		3,761,449	4,176,143	4,769,464	4,967,327
Cumulative Reserve Subfund - Capital Projects Account		0	0	500,000	500,000
Cumulative Reserve Subfund - Revenue Stabilization Account		5,225,353	750,000	100,000	1,950,000
Emergency Subfund		0	0	0	385,000
Finance and Administrative Services Fund		0	20,865,694	21,112,332	21,332,015
Fleets and Facilities Fund		2,396,223	0	0	0
General Bond Interest/Redemption Fund		10,138,686	11,151,647	13,677,210	13,091,563
Housing Operating Fund		560,097	520,490	629,422	39,472
Information Technology Fund		3,012,591	4,273,882	4,337,911	4,149,718
Insurance		3,968,698	4,725,000	4,961,250	4,961,250
Judgment/Claims Subfund		1,318,643	1,191,062	1,191,062	1,191,062
Appropriation to General Fund Subfunds and Special Funds Budget Control Level	2QA00	30,381,739	47,653,918	51,278,651	52,567,407
Reserves Budget Control Level					
3rd Ave Initiative Capital Improvements		0	0	0	350,000
ARRA Grant		373,061	0	0	0
Census Awareness and Participation Reserve		58,144	0	0	0
Food Policy Work Coordination		0	65,000	68,000	0
Get Engaged: City Boards and Commissions		30,720	31,334	31,961	31,961
License and Tax Portal Reserve		0	0	0	1,200,000
Paid Sick Leave Reserve		0	0	0	150,000
Personnel Services Study		0	200,000	0	0
Recurring Reserve for Portable Art Rental and Maintenance		209,535	256,743	263,582	264,186
Recurring Reserve-Dues/Memberships		13,824	14,100	14,382	0
Recurring Reserve-Election Expense		775,737	1,000,000	1,000,000	700,000
Recurring Reserve-Fire Hydrants		5,847,359	6,605,784	7,329,089	7,000,089
Recurring Reserve-Health Care Reserve		0	0	1,000,000	0
Recurring Reserve-Industrial Insurance		1,385,076	2,500,000	2,500,000	2,500,000
Pensions Payout					

Finance General

Appropriations	Summit Code	2010 Actuals	2011 Adopted	2012 Endorsed	2012 Adopted
Recurring Reserve-Legal Advertisements		425,836	0	0	0
Recurring Reserve-Office of Professional Accountability Auditor		102,102	143,000	145,800	145,800
Recurring Reserve-Pacific Science Center Lease Reserve		120,000	120,000	120,000	120,000
Recurring Reserve-Puget Sound Clean Air Agency		394,306	400,000	400,000	408,493
Recurring Reserve-Shooting Review Board Civilian		0	5,000	5,000	5,000
Recurring Reserve-State Examiner		728,269	693,109	706,971	746,971
Recurring Reserve-Street Lighting		9,452,132	11,796,471	12,250,273	12,250,273
Recurring Reserve-Transit Pass Subsidy		2,953,445	3,135,000	3,135,000	3,100,000
Recurring Reserve-Voter Registration		872,549	969,000	988,380	988,380
Refugee and Immigrant Youth Program		0	0	150,000	0
Retirement Benefit Study		0	250,000	0	0
Seattle Arts and Culture Capital Award		0	300,000	0	0
Seattle Indian Services Commission		0	0	0	50,000
Tax Refund Interest Reserve		295,558	365,000	365,000	497,000
Transportation Reserve from Rubble Yard Proceeds		0	0	0	8,100,000
University of Washington Reserve		0	0	0	500,000
Reserves Budget Control Level	2QD00	24,037,652	28,849,542	30,473,438	39,108,153
Support to Community Development Budget Control Level					
African Chamber of Commerce		50,000	0	0	0
Chinese Garden Reserve		317,500	0	0	0
Rainier Vista Boys and Girls Club		250,000	0	0	0
School District Site Reserve		1,000,000	0	0	0
Sound Transit Local Contribution - Sales Tax Offset		850,446	0	0	0
Wing Luke Asian Museum		100,000	50,000	0	0
Support to Community Development Budget Control Level	2QF00	2,567,946	50,000	0	0

Finance General

Appropriations	Summit Code	2010 Actuals	2011 Adopted	2012 Endorsed	2012 Adopted
Support to Operating Funds Budget Control Level					
Drainage and Wastewater Fund		1,113,601	1,117,612	1,145,698	1,205,361
Firefighters Pension Fund		17,530,786	17,758,533	19,918,668	18,874,972
Housing and Economic Development Fund		0	0	0	0
Human Services Operating Fund		52,273,866	51,962,950	52,121,676	54,352,239
Library Fund		48,032,188	47,299,078	48,630,097	49,324,620
Low Income Housing Fund		3,567,911	0	0	46,462
Neighborhood Matching Subfund		3,253,265	2,939,396	2,995,194	2,779,022
Parks and Recreation Fund		82,574,576	80,056,503	84,135,812	81,463,580
Planning and Development Fund		9,727,579	9,120,445	9,300,870	9,195,693
Police Relief and Pension Fund		22,302,034	22,255,382	22,190,500	21,312,128
Seattle Center Fund		12,883,065	13,229,236	13,305,083	12,875,760
Solid Waste Fund		51,383	52,411	53,459	0
Transportation Fund		37,723,452	38,913,576	40,022,537	37,635,726
Water Fund		52,940	53,999	55,079	0
Support to Operating Funds Budget Control Level	2QE00	291,086,646	284,759,124	293,874,674	289,065,562
Department Total		348,073,984	361,312,583	375,626,762	380,741,122

Appropriations by Budget Control Level (BCL)

Appropriation to General Fund Subfunds and Special Funds Budget Control Level

The purpose of the Appropriation to General Fund Subfunds and Special Funds Budget Control Level is to appropriate General Subfund resources, several of which are based upon the performance of certain City revenues, to bond redemption or special purpose funds. These appropriations are implemented as operating transfers to the funds, subfunds, or accounts they support.

Program Expenditures	2010 Actuals	2011 Adopted	2012 Endorsed	2012 Adopted
Arts Account - Admission Tax for Art Programs	3,761,449	4,176,143	4,769,464	4,967,327
Cumulative Reserve Subfund - Capital Projects Account	0	0	500,000	500,000
Cumulative Reserve Subfund - Revenue Stabilization Account	5,225,353	750,000	100,000	1,950,000
Emergency Subfund	0	0	0	385,000
Finance and Administrative Services Fund	0	20,865,694	21,112,332	21,332,015
Fleets and Facilities Fund	2,396,223	0	0	0
General Bond Interest/Redemption Fund	10,138,686	11,151,647	13,677,210	13,091,563
Housing Operating Fund	560,097	520,490	629,422	39,472
Information Technology Fund	3,012,591	4,273,882	4,337,911	4,149,718
Insurance	3,968,698	4,725,000	4,961,250	4,961,250
Judgment/Claims Subfund	1,318,643	1,191,062	1,191,062	1,191,062
Total	30,381,739	47,653,918	51,278,651	52,567,407

Finance General

Appropriations by Budget Control Level (BCL)

Reserves Budget Control Level

The purpose of the Reserves Budget Control Level is to provide appropriation authority to those programs for which there is no single appropriate managing department, or for which there is Council and/or Mayor desire for additional budget oversight.

Program Expenditures	2010 Actuals	2011 Adopted	2012 Endorsed	2012 Adopted
3rd Ave Initiative Capital Improvements	0	0	0	350,000
ARRA Grant	373,061	0	0	0
Census Awareness and Participation Reserve	58,144	0	0	0
Food Policy Work Coordination	0	65,000	68,000	0
Get Engaged: City Boards and Commissions	30,720	31,334	31,961	31,961
License and Tax Portal Reserve	0	0	0	1,200,000
Paid Sick Leave Reserve	0	0	0	150,000
Personnel Services Study	0	200,000	0	0
Recurring Reserve for Portable Art Rental and Maintenance	209,535	256,743	263,582	264,186
Recurring Reserve-Dues/Memberships	13,824	14,100	14,382	0
Recurring Reserve-Election Expense	775,737	1,000,000	1,000,000	700,000
Recurring Reserve-Fire Hydrants	5,847,359	6,605,784	7,329,089	7,000,089
Recurring Reserve-Health Care Reserve	0	0	1,000,000	0
Recurring Reserve-Industrial Insurance Pensions Payout	1,385,076	2,500,000	2,500,000	2,500,000
Recurring Reserve-Legal Advertisements	425,836	0	0	0
Recurring Reserve-Office of Professional Accountability Auditor	102,102	143,000	145,800	145,800
Recurring Reserve-Pacific Science Center Lease Reserve	120,000	120,000	120,000	120,000
Recurring Reserve-Puget Sound Clean Air Agency	394,306	400,000	400,000	408,493
Recurring Reserve-Shooting Review Board Civilian	0	5,000	5,000	5,000
Recurring Reserve-State Examiner	728,269	693,109	706,971	746,971
Recurring Reserve-Street Lighting	9,452,132	11,796,471	12,250,273	12,250,273
Recurring Reserve-Transit Pass Subsidy	2,953,445	3,135,000	3,135,000	3,100,000
Recurring Reserve-Voter Registration	872,549	969,000	988,380	988,380
Refugee and Immigrant Youth Program	0	0	150,000	0
Retirement Benefit Study	0	250,000	0	0
Seattle Arts and Culture Capital Award	0	300,000	0	0
Seattle Indian Services Commission	0	0	0	50,000
Tax Refund Interest Reserve	295,558	365,000	365,000	497,000
Transportation Reserve from Rubble Yard Proceeds ¹	0	0	0	8,100,000
University of Washington Reserve	0	0	0	500,000
Total	24,037,652	28,849,542	30,473,438	39,108,153

¹ Unspent funds from the \$8.1 million in the "Transportation Reserve" program for the Finance General Reserves Budget Control Level shall carry forward to subsequent fiscal years until they are exhausted or abandoned by ordinance.

Appropriations by Budget Control Level (BCL)

Support to Community Development Budget Control Level

The purpose of the Support to Community Development Budget Control Level is to appropriate General Subfund resources for services or capital projects that are not directly administered by a City department.

Program Expenditures	2010	2011	2012	2012
	Actuals	Adopted	Endorsed	Adopted
African Chamber of Commerce	50,000	0	0	0
Chinese Garden Reserve	317,500	0	0	0
Rainier Vista Boys and Girls Club	250,000	0	0	0
School District Site Reserve	1,000,000	0	0	0
Sound Transit Local Contribution - Sales Tax Offset	850,446	0	0	0
Wing Luke Asian Museum	100,000	50,000	0	0
Total	2,567,946	50,000	0	0

Support to Operating Funds Budget Control Level

The purpose of the Support to Operating Funds Budget Control Level is to appropriate General Subfund resources to support the operating costs of line departments that have their own operating funds. These appropriations are implemented as operating transfers to the funds or subfunds they support.

Program Expenditures	2010	2011	2012	2012
	Actuals	Adopted	Endorsed	Adopted
Drainage and Wastewater Fund	1,113,601	1,117,612	1,145,698	1,205,361
Firefighters Pension Fund	17,530,786	17,758,533	19,918,668	18,874,972
Housing and Economic Development Fund	0	0	0	0
Human Services Operating Fund	52,273,866	51,962,950	52,121,676	54,352,239
Library Fund	48,032,188	47,299,078	48,630,097	49,324,620
Low Income Housing Fund	3,567,911	0	0	46,462
Neighborhood Matching Subfund	3,253,265	2,939,396	2,995,194	2,779,022
Parks and Recreation Fund	82,574,576	80,056,503	84,135,812	81,463,580
Planning and Development Fund	9,727,579	9,120,445	9,300,870	9,195,693
Police Relief and Pension Fund	22,302,034	22,255,382	22,190,500	21,312,128
Seattle Center Fund	12,883,065	13,229,236	13,305,083	12,875,760
Solid Waste Fund	51,383	52,411	53,459	0
Transportation Fund	37,723,452	38,913,576	40,022,537	37,635,726
Water Fund	52,940	53,999	55,079	0
Total	291,086,646	284,759,124	293,874,674	289,065,562

Office of Hearing Examiner

Sue Tanner, Hearing Examiner

Information Line: (206) 684-0521

<http://www.seattle.gov/examiner/>

Department by Budget Control Level



Department Overview

The Office of Hearing Examiner is Seattle's quasi-judicial forum for reviewing factual and legal issues raised by the application of City Code requirements to specific people or property. As authorized by the Seattle Municipal Code, the Office conducts hearings and decides appeals in cases where citizens disagree with a decision made by a City agency. Many of the matters appealed to the Hearing Examiner relate to land use and environmental permit decisions and interpretations made by the Department of Planning and Development. The Hearing Examiner also hears appeals in many other subject areas and makes recommendations to the City Council on rezone petitions, major institution master plans, and other Council land-use actions. Pursuant to authority granted in 2004, the Hearing Examiner provides contract hearing examiner services to other local governments as well.

The Hearing Examiner, and Deputy Hearing Examiners appointed by the Hearing Examiner, handle all pre-hearing matters, regulate the conduct of hearings, and prepare decisions and recommendations based upon the hearing record and applicable law. The Code requires all examiners to be attorneys

Office of Hearing Examiner

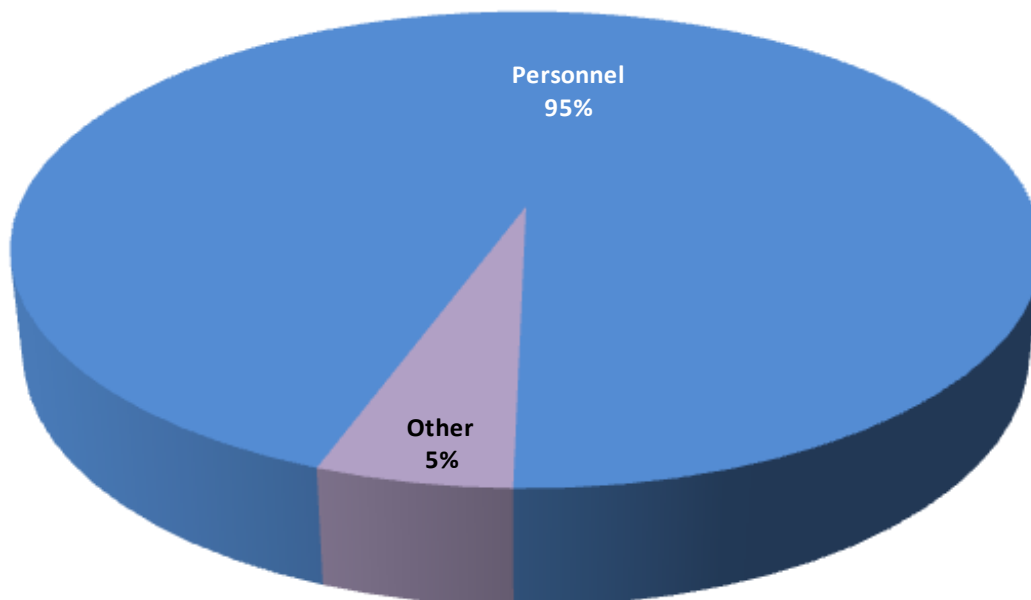
with training and experience in administrative hearings. The Hearing Examiner also appoints an administrative analyst to oversee the administrative areas of the office, a paralegal to assist with hearings and decision preparation, and an administrative specialist to support all other office positions and provide information to the public.

Budget Snapshot

Office of Hearing Examiner	2010 Actuals	2011 Adopted	2012 Endorsed	2012 Adopted
General Fund	\$529,726	\$570,567	\$585,036	\$607,710
Other Revenues	\$0	\$0	\$0	\$0
Total Revenues	\$529,726	\$570,567	\$585,036	\$607,710
Use of (Contribution to) Fund Balance	\$0	\$0	\$0	\$0
Total Resources	\$529,726	\$570,567	\$585,036	\$607,710
Total Expenditures	\$529,726	\$570,567	\$585,036	\$607,710
Full-Time Equivalent * Total	4.63	4.63	4.63	4.63

**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.*

2012 Adopted Budget - Expenditure by Category



Budget Overview

Because of its small size and essential nature, the 2012 Adopted Budget does not recommend any reductions to the Hearing Examiner's budget.

Incremental Changes

Office of Hearing Examiner

		2012 Dollar Amount	2012 FTE
2012 Endorsed Budget		\$585,036	4.63
2012 Proposed Changes			
	Technical Adjustments	\$23,724	0.00
Total Changes		\$23,724	0.00
2012 Proposed Budget		\$608,760	4.63
Council Adjustments to Proposed Budget			
	Adjust Employer Contribution Rate to SCERS	(\$1,050)	0.00
Total Adjustments		(\$1,050)	0.00
2012 Adopted Budget		\$607,710	4.63

Technical Adjustments – \$23,724. Technical adjustments in the 2012 Adopted Budget include departmental and citywide non-programmatic adjustments that do not represent fundamental changes in the Hearing Examiner's service delivery. Citywide technical adjustments reflect changes in central cost allocations, retirement, health care, workers' compensation, and unemployment costs. A one-time increase of \$15,000 is included to fund the retirement payout of an employee planning to retire in late 2012.

City Council Changes to the 2012 Proposed Budget

Adjust Employer Contribution Rate to SCERS – (\$1,050). The Council made an adjustment to the employer contribution rate for the Seattle City Employees' Retirement System (SCERS), lowering it from 11.27% of regular payroll in the 2012 Proposed Budget to the updated rate of 11.01%. This change is driven by action taken in October 2011 by the SCERS Board of Administration to adjust the interest rate paid on new contributions after January 1, 2012.

Office of Hearing Examiner

City Council Provisos

There are no Council provisos.

Expenditure Overview

	Summit	2010	2011	2012	2012
Appropriations	Code	Actuals	Adopted	Endorsed	Adopted
Office of Hearing Examiner Budget Control Level	V1X00	529,726	570,567	585,036	607,710
Department Total		529,726	570,567	585,036	607,710
Department Full-time Equivalents Total*		4.63	4.63	4.63	4.63

* 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.

Appropriations by Budget Control Level (BCL)

Office of Hearing Examiner Budget Control Level

The purpose of the Office of Hearing Examiner Budget Control Level is to conduct fair and impartial hearings in all subject areas where the Seattle Municipal Code grants authority to do so (there are currently more than 50 subject areas) and to issue decisions and recommendations consistent with applicable ordinances.

	2010	2011	2012	2012
Expenditures/FTE	Actuals	Adopted	Endorsed	Adopted
Office of Hearing Examiner	529,726	570,567	585,036	607,710
Full-time Equivalents Total*	4.63	4.63	4.63	4.63

* 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.

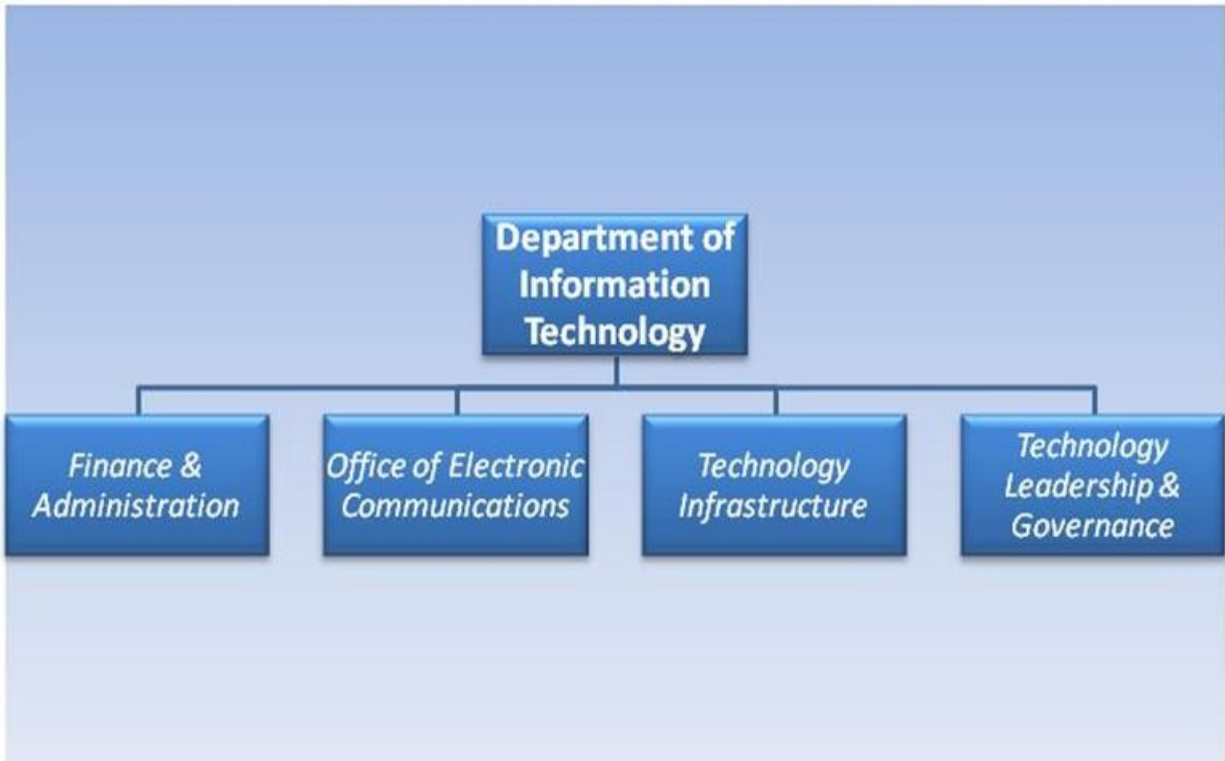
Department of Information Technology

Bill Schrier, Director & Chief Technology Officer

Information Line: (206) 684-0600

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Department by Budget Control Level



Department Overview

The Department of Information Technology (DoIT) manages the City's information technology infrastructure and performs strategic information technology (IT) planning to help City government serve Seattle's residents and businesses. DoIT is organized into four major divisions: Technology Infrastructure; Technology Leadership and Governance; Office of Electronic Communications; and Finance and Administration.

The Technology Infrastructure Division builds and operates the City's communications and computing assets, which include the City's telephone, radio, and e-mail systems, and the networks and servers. The City's technology and network infrastructure, as operated by DoIT, is used by every department to deliver power, water, recreation, public safety, and human services to the people of Seattle. DoIT builds and operates a wide variety of technology tools and systems supporting the missions of every department in City government. DoIT also develops, supports, and oversees systems and policies that increase the convenience and security of the City's technology systems.

Department of Information Technology

The Technology Leadership and Governance Division provides strategic direction and coordination on technology for the City, including development of a multi-year strategic plan for Information Technology, development of common standards and architectures to deliver City services more efficiently and effectively, and IT project oversight and monitoring.

The Office of Electronic Communications Division oversees and operates the City's government-access television station (the Seattle Channel) and websites (seattlechannel.org and seattle.gov). Services provided include: new television and on-line programming, live Web streaming, indexed videos on demand, web-based applications, and other interactive services aimed at improving access to government services, information, and decision makers. It also oversees the City's cable television franchises with Comcast and Broadstripe (formerly known as Millennium Digital Media), and it manages the Department's community outreach programs which supports community efforts to close the digital divide and encourage a technology-healthy city. The Technology Matching Fund (TMF) is now a part of the Department of Neighborhood's Community Granting Division.

The Finance and Administrative Services Division provides finance, budget, accounting, human resources, administrative, and contracting services for DoIT.

DoIT provides services to other City Departments, who, in turn, pay DoIT for those services they purchase. As such, DoIT receives revenue from most of the major fund sources within the City, including the General Fund, Seattle City Light, Seattle Public Utilities, Seattle Department of Transportation, Seattle Department of Planning and Development, and the Retirement Fund. DoIT also receives funds from the City's Cable Television Subfund, as well as from grants, and from other government agencies external to the City (e.g., the Seattle School District, the Port of Seattle, etc.) who buy DoIT services for special projects.

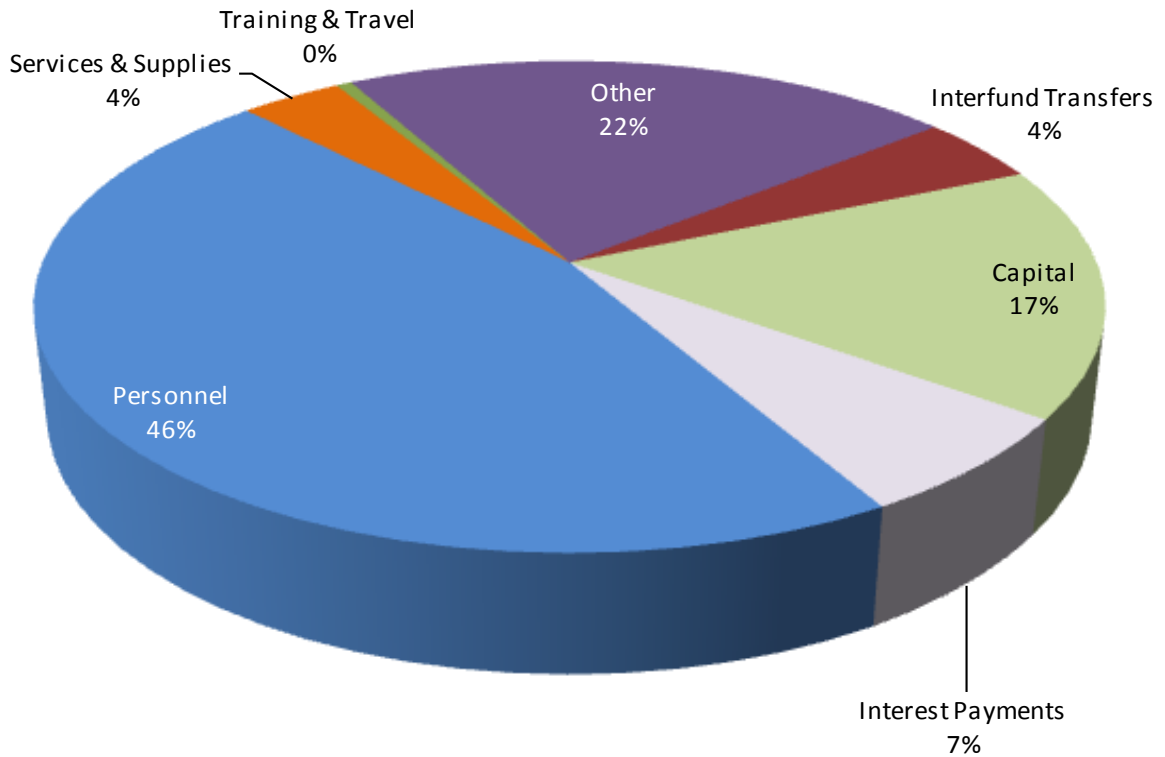
Budget Snapshot

Information Technology	2010 Actuals	2011 Adopted	2012 Endorsed	2012 Adopted
General Fund	\$3,021,034	\$4,273,882	\$4,337,911	\$4,149,718
Other Revenues	\$44,948,515	\$43,990,435	\$45,864,691	\$45,905,993
Total Revenues	\$47,969,549	\$48,264,318	\$50,202,602	\$50,055,711
Use of (Contribution to) Fund Balance	\$2,825,428	\$653,412	(\$1,264,386)	(\$904,390)
Total Resources	\$50,794,977	\$48,917,730	\$48,938,216	\$49,151,321
Total Expenditures	\$50,794,978	\$48,917,731	\$48,938,216	\$49,151,321
Full-Time Equivalent * Total	205.00	195.00	195.00	190.25

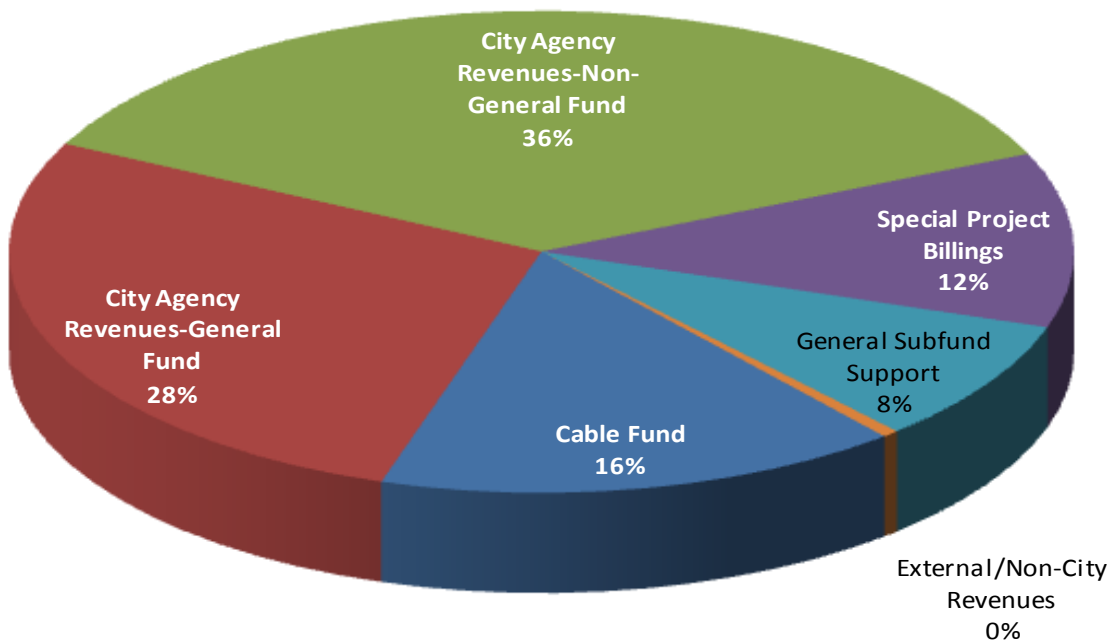
*FTE totals are provided for informational purposes only. Changes in FTEs resulting from City Council or Personnel Director actions outside of the budget process may not be detailed here.

Department of Information Technology

2012 Adopted Budget - Expenditure by Category



2012 Adopted Budget - Revenues By Category



Department of Information Technology

Budget Overview

General Fund budget pressures in 2012 and future years have required DoIT to make budget reductions. As an internal service department, other City departments pay DoIT for the services provided. As a result, all of DoIT's operating costs are billed to customer departments. In order to help close the General Fund gap, DoIT's 2012 Adopted Budget includes operating reductions that lead to decreased charges to the General Fund and to General Fund departments. In addition, savings will also accrue to non-General Fund-supported departments.

The Department's highest priority continues to be placed on direct support for public safety services, including the ability for City government to maintain and operate core communication and computing functions during and after emergencies. Next in priority are those functions that on an ongoing basis ensure the telecommunications environment is reliable and secure. The 2012 Adopted Budget protects these key services while making reductions to internal support functions that are not by themselves part of the Department's defined mission.

Transforming How the City Does Business to Protect Funding for Core Services

DoIT continues to examine ways it can reduce expenditures while preserving its core public safety, communication, and computing services functions. As part of this effort, the Department last year eliminated its warehouse space and moved remaining equipment to a smaller space in the Seattle Municipal Tower. After further examining its inventory systems, DoIT this year worked with vendors to develop a just-in-time delivery system that eliminates the need to keep on-hand a large stock of equipment. The Department continues to review its 24-hour maintenance contracts. Therefore, the Department will reduce the 24-7 maintenance plans to 40 hour workweek options for servers which are primarily used during Monday to Friday business hours. The Department has a back-up plan for coverage in case there is a major issue in the off-hours. In a further effort to save money, DoIT in mid-year 2011 engineered a solution for upgrading the phone network through lower cost technology. This solution will move a portion of the City phone lines to Voice Over IP technology and will thereby reduce the number of phones lines the City is leasing from an outside provider.

Management Efficiencies

As part of the 2011 Adopted Budget process, DoIT was directed to identify management efficiencies that create \$200,000 in savings for 2012. The department meets this target by eliminating two management positions. A manager in the Communications Technology Division will be eliminated and the spans of control for the remaining managers will increase. This change will streamline the security and network operations functions and better align the existing workload. The Major Projects Division will eliminate an executive position as the number of projects to manage has decreased due to a decline in funding from external partners.

Additional Staff Efficiencies

Over the last few years, DoIT has gradually downsized staffing through a series of efficiency initiatives. It now finds that less administrative support is necessary to manage the needs of the Human Resource division. The department will reduce one Senior Personnel Specialist and eliminate one Office Aide in this unit. The Department has also found that there are fewer funds available to spend on new technologies. In an effort to realign resources in the Technology Planning and Oversight division, a vacant part-time governance position is eliminated.

Department of Information Technology

Managing Technology

In 2009, DoIT initiated a process to work with departments to identify unused or underutilized cell phones and other mobile devices. This effort was successful in producing savings by eliminating costs in department budgets. DoIT staff has noticed another uptick in the use of cellular phones and wireless air cards. Therefore, the Department will initiate another process to work with departments to again reduce the number of unused or underutilized devices. DoIT estimates that it can achieve \$143,000 in savings. In an effort to control and contain device proliferation, the Department will also change its billing procedures and provide additional information and tools for Departments to use in managing their cell phone costs. In addition, DoIT is conducting a pilot on exempt employees using their personal cell phones for work-related phone calls which may further reduce ongoing costs to the departments.

Radio Reserve

The Seattle Fire Department and Police Department have over 3,000 radios that are used for daily communication. A number of years ago, a Radio Reserve Fund was established for replacement of the radios that reach end-of-life. During the last three years, the Department used this fund to replace all public safety handheld radios. A favorable vendor contract allowed DoIT to replace these radios at a lower cost than had been anticipated in the plan. The department will retain savings in the fund to help offset funding “vacations” that were taken in the 2009, 2010, and 2011 budgets. Even with this small boost, the Radio Reserve allocations will need to increase in 2013 to a total of \$1.65 million annually to reach in 2020 the amounts needed for another mass replacement of public safety handhelds as the radios reach the end of their useful lifecycle. Additionally, in 2010 the Radio Reserve funds were used to replace the radios used by Parks and Seattle Center with the General Fund scheduled to repay this amount over five years. Consequently there were fewer radios to replace than forecast and the General Fund payment has been reduced by \$48,000.

Transparency / Open Government

Seattle residents are more than ever using mobile devices (smart phones, tablets, notebooks, etc.) to access information and services. Consequently, the City is experiencing increasing demands to provide its information and services in mobile-friendly formats. To address this issue, DoIT is investing in technology that will allow the Seattle.gov website content to be accessible on mobile devices. This will allow citizens to easily access a variety of information including crime data, listings of City services, library hours, and park locations to name a few. The City has recently launched data.seattle.gov to offer machine-readable datasets generated by various City of Seattle departments. This technology will allow users to import data for use in many different mobile applications.

Consolidating Community Grant Award Functions

As part of an effort to streamline Citywide community grant award processes, preserve the amount of grant award dollars going out the door, and to improve community access to award programs, the 2012 Proposed Budget recommended to centralize a variety of disparate community award functions in the City into the Department of Neighborhoods’ Community Granting Division. The administration of the Technology Matching Fund award process that is currently managed by DoIT was intended to be transferred to the Community Granting Division along with DoIT’s Technology Fund Manager.

Department of Information Technology

Under this model, the position would have been supported by cable franchise fees and by other funding sources. The primary focus would have been on providing expertise on technology-related awards and on staffing the City's Citizen Telecommunication and Technology Advisory Board's award-making process. However, under the new administrative structure within DON, the position was to also help to support various citywide grant award opportunities, including community and neighborhood grant awards, and waste management and recycling awards. The Cable Fund support for this work was to be reduced by \$17,000 and the savings redirected into the Cable Fund. The transfers and fund savings from these changes was removed during the City Council review process.

Cable Television Franchise Fee

Cable Television Franchise Fund (Cable Fund) revenues are generated by franchise fees from cable television providers. Over the last several years, the Department has used Cable Fund revenues to support technology access programs previously funded by the General Fund. The 2012 Adopted Budget continues this effort by supplanting General Fund that currently supports web page design positions in the Police and Fire Departments.

The Cable Fund recently received a small bump in revenues as Comcast raised its rates on home television service. Aside from this one-time bump, the Fund is only projected to grow minimally in the near future. The Department expects that the Fund will begin to see expenditure pressures as it is called upon to fund major technology overhauls like the upgrade of the Seattle Channel to High Definition. Therefore, the SPD and SFD web positions are not included in the Department's long term financial plan for this fund. In the future, DoIT may have to propose cuts to existing programming in order to keep the fund in balance.

City Council Changes

During the City Council's review process, funding from the Cable Fund was added to the DoIT budget to increase Technology Matching Fund grants. Fund balance from the DoIT Fund was used to fund consultant services related to a Citywide review of IT systems and protocols. Finally, the proposed merger of the departmental granting units was reversed in the Adopted Budget.

Department of Information Technology

Incremental Budget Changes

	2012 Dollar Amount	2012 FTE
2012 Endorsed Budget	\$48,938,216	195.00
2012 Proposed Changes		
Management Efficiency	(\$3,430)	(2.00)
Technology Efficiency	(\$50,000)	0.00
Cellular Phone, Wireless Air Card and Printer Efficiencies	(\$250,986)	0.00
Reduce Maintenance, Training, and Customer Support for Server Storage	(\$251,054)	(1.00)
Reduce Citywide IT Strategy Support	(\$38,382)	(0.25)
Reduce Human Resource Support	(\$111,460)	(1.50)
Reduce Supplies and Equipment	(\$300,000)	0.00
Shift Public Safety Web Staff Funding	\$216,594	0.00
Implement Mobile Device Interface	\$200,000	0.00
Budget Neutral Funding Shifts	\$0	0.00
Grant Consolidation	(\$17,350)	(1.00)
Technical Adjustments	\$601,760	0.00
Total Changes	(\$4,309)	(5.75)
2012 Proposed Budget	\$48,933,907	189.25
Technology Matching Fund Increase	\$95,000	0.00
Funding for Citywide Review of IT Systems and Protocols	\$150,000	0.00
Reverse Centralization of Community Granting Administration	\$17,350	1.00
Adjust Employer Contribution to SCERS	(\$44,936)	0.00
Total Adjustments	\$217,414	1.00
2012 Adopted Budget	\$49,151,321	190.25

Management Efficiency - (\$3,430) / (2.0) FTE. As part of the 2011 Adopted Budget process, DoIT was directed to identify management efficiencies for implementation in 2012. In response, DoIT is eliminating two management positions for a \$200,000 budget reduction already accounted for in the 2012 Endorsed Budget. An additional \$3,000 reduction is reflected due to final adjustments. This action eliminates a manager position in the communication technologies team that supports the wireless and data/telephone network, and an executive position in charge of major projects and the fiber program.

Technology Efficiency - (\$50,000). A portion of the City telephone lines will be moved to Voice Over IP technology. This will allow the City to reduce the number of leased external telephone lines from an outside provider and reduces costs.

Department of Information Technology

Cellular Phone, Wireless Air Card and Printer Efficiencies - (\$250,986). DoIT manages the distribution and billing for City owned cell/smart phones and wireless air cards. This proposal reduces the number of cellular phones and wireless air cards in City departments with no active usage and reflects savings from a more cost effective cellular contracting approach for low-usage equipment. Additionally, DoIT will reduce the total number of internal printers by eliminating redundant local and network printers that are no longer necessary. This will reduce costs for paper, toner cartridges, and leases. These reductions will not impact the services provided by DoIT or other departments.

Reduce Maintenance, Training, and Customer Support for Server Storage - (\$251,054) / (1.0) FTE. This proposal reduces service levels for lower-priority server hardware from 24 hours a day/7 days a week to 9am-5pm/5 days a week as the service was rarely used in the after-hours. This action is part of an ongoing effort to examine support levels for non-critical systems. As various 24-7 support contracts expire, the department is examining the risk associated with potential temporary outages of associated systems. In many cases, there is minimal risk if a system is down over the weekend as primary users may only work on weekdays and may not be working on core City issues. Additionally, some 24-7 support is discontinued entirely if the technology has evolved to a safer/ stable state. The Chief Technology Officer is reviewing these decisions on a case-by-case basis in order to minimize risks. There will also be a reduction in support for the primary storage and backup systems in the City's Data Center that is managed by the Enterprise Computing Services Team. This workload will be redistributed among the other members of the storage team and may affect response time to customer requests. Additionally, less will be spent on staff training, professional services, and research support.

Reduce Citywide IT Strategy Support - (\$38,382) / (0.25) FTE. This proposal reduces staff in the Technology Planning and Oversight team, as the Department has found that there are fewer funds available to spend on new technologies. If project spending returns to historic levels, this could impact DoIT's ability to help establish Citywide strategic directions on technology and capacity to identify and lead implementation of new initiatives.

Reduce Human Resources Support - (\$111,460) / (1.50) FTE. This proposal reduces internal human resources support to align with the decrease in the total number of DoIT employees in the last few years. Additionally an office aide position is transferred to the Personnel department.

Reduce Supplies and Equipment - (\$300,000). This proposal aligns current practices by reducing the budget for items purchased and stocked in DoIT's supply room and the small equipment within the Data Networks Services program. There is no service impact expected from these reductions.

Shift Public Safety Web Staff Funding - \$216,594. Currently, both the Seattle Fire Department and the Seattle Police Department have staff that manage and develop the content for the public safety websites that are used by the public. This proposal shifts the funding for the staff from the General Fund to the Cable Franchise Fee Subfund. This will not impact the services provided by any of the involved departments.

Implement Mobile Device Interface - \$200,000. There is continued rapid growth in the use of mobile devices (smart phones, tablets, notebooks, etc.) to access information and services. The City is experiencing increasing demands to provide to the public its information and services in mobile-friendly formats. This proposal will allow DoIT to purchase and implement software that will allow the Seattle.gov website content to be accessible on mobile devices and standardize City-developed mobile applications across departments.

Department of Information Technology

Radio Reserve Savings - \$0. In 2010, DoIT used funds from the Radio Reserve to replace the radio handsets owned by Parks and Seattle Center with the General Fund scheduled to repay this money over a five-year period. Due to the reduced costs to the City as a result of contract changes and fewer radios replaced than originally anticipated, the annual repayment to the Radio Reserve has been reduced. This does not impact DoIT's Adopted Budget, but will provide \$48,000 of savings annually to the General Fund through 2015.

Budget Neutral Funding Shifts - \$0. DoIT proposed several budget neutral funding shifts from the General Fund (GF) to the Cable Franchise Fee Subfund (Cable Fund) that will not impact the services currently provided by DoIT. The first aligns current practice with the budget for a Project Manager position that has been spending 50% of their time providing project management support to DoIT's Web Team. Given the increasing importance of web-based applications and services, there are a large number of Web Team projects continuing into the foreseeable future which will require project management services. This changes the duties (half-time) of the Project Manager to the Citywide Web team and shifts the \$14,000 GF portion to the Cable Fund. The second reassigns an existing Public Information Officer to provide part-time administrative support for DoIT's community outreach efforts including CTTAB support, Community Technology, and Seattle Channel outreach. This will provide needed administrative support for the outreach staff and shift the \$17,000 GF portion to the Cable Fund. Lastly, DoIT currently provides a web application support service to 14 City departments with 150 applications supported that are used by the public. This will shift the \$25,000 GF portion to the Cable Fund.

Grant Consolidation - (\$17,350) / (1.0) FTE. As part of an effort to streamline community grant award processes, create efficiencies and provide greater access to community members, the 2012 Proposed Budget would have centralized the administration of community award functions Citywide into the Department of Neighborhood's Community Granting Division within the Neighborhood Matching Fund (NMF). DoIT's Technology Fund Manager position would have been transferred to the new Community Granting Division as part of the consolidation effort. The position would have been supported by cable franchise fees and other sources of funding in 2012. Through efficiencies gained during the consolidation process there would have been a savings of \$17,000 to the Cable Fund.

Technical Adjustments - \$601,760. Technical adjustments in the 2012 Adopted Budget include departmental and citywide non-programmatic adjustments that do not represent fundamental changes in DoIT's service delivery. Citywide technical adjustments reflect changes in central cost allocations, retirement, health care, workers' compensation, and unemployment costs.

City Council Changes to the 2012 Proposed

Technology Matching Fund Increase – \$95,000. Funding was added from the Cable Subfund unreserved fund balance to increase the 2012 Technology Matching Fund grant program, bringing the total funding level to \$320,000.

Funding for Citywide Review of IT Systems and Protocols – \$150,000. Funding was added from unreserved fund balance in the DoIT operating fund for consultant services for a Citywide review of IT systems and protocols to identify efficiency, effectiveness, and security improvements. The review should result in specific actionable recommendations to improve service to users, standardize systems and protocols, and achieve cost efficiencies.

Department of Information Technology

Reverse Centralization of Community Granting Administration – \$17,350 / 1.0 FTE. City Council did not include the changes proposed by the Mayor for the centralization of the City’s Community Granting Program Administration. As such, the transfer of the Technology Fund Manager (1.0 FTE Strategic Advisor 1) will not occur and the associated saving will be appropriated to pay for the position.

Adjust Employer Contribution Rate to SCERS – (\$44,936). The Council made an adjustment to the employer contribution rate for the Seattle City Employees’ Retirement System (SCERS), lowering it from 11.27% of regular payroll in the 2012 Proposed Budget to the updated rate of 11.01%. This change is driven by action taken in October 2011 by the SCERS Board of Administration to adjust the interest rate paid on new contributions after January 1, 2012.

City Council Provisos

The City Council adopted the following budget provisos:

- *Of the appropriation in the 2012 budget for the Department of Information Technology’s Finance and Administration BCL, \$150,000 is appropriated solely for consultant services to assist with the review of information technology (IT) systems and protocols Citywide and may be spent for no other purpose.*

Department of Information Technology

Expenditure Overview

Appropriations	Summit Code	2010 Actuals	2011 Adopted	2012 Endorsed	2012 Adopted
Finance and Administration Budget Control Level					
Finance and Administration		1,819,395	2,117,502	2,176,221	2,143,359
General and Administration		465,791	3,902,766	3,809,060	4,155,674
Finance and Administration Budget Control Level	D1100	2,285,186	6,020,268	5,985,281	6,299,033
Office of Electronic Communications Budget Control Level					
Citywide Web Team		1,828,132	1,903,621	1,937,194	2,444,798
Community Technology		1,084,628	1,166,760	1,193,579	1,294,156
Office of Cable Communications		1,305,451	612,258	633,554	712,171
Seattle Channel		2,847,546	2,764,176	2,724,616	2,797,221
Office of Electronic Communications Budget Control Level	D4400	7,065,758	6,446,815	6,488,944	7,248,347
Technology Infrastructure Budget Control Level					
Communications Shop		1,565,471	1,632,413	1,666,643	1,682,100
Data Network Services		3,268,317	3,839,879	3,923,832	3,581,936
Enterprise Computing Services		7,399,143	7,852,225	7,244,401	7,076,057
Messaging, Collaboration and Directory Services		1,832,955	1,846,305	1,884,152	1,862,663
Mid-Range Computing Services		0	0	0	0
Radio Network		1,217,248	1,043,343	1,074,089	1,076,316
Service Desk		1,496,259	1,280,944	1,315,011	1,329,159
Technical Support Services		2,054,793	1,797,276	1,833,735	1,852,196
Technology Engineering and Project Management		8,028,278	4,309,397	4,423,817	4,705,933
Technology Infrastructure Grants		1,786,014	0	0	0
Telephone Services		9,654,274	9,344,829	9,528,059	9,279,955
Warehouse		943,484	1,359,693	1,383,194	1,185,848
Technology Infrastructure Budget Control Level	D3300	39,246,235	34,306,304	34,276,933	33,632,163
Technology Leadership and Governance Budget Control Level					
Citywide Technology Leadership and Governance		2,197,799	2,144,344	2,187,059	1,971,778
Technology Leadership and Governance Budget Control Level	D2200	2,197,799	2,144,344	2,187,059	1,971,778
Department Total		50,794,978	48,917,731	48,938,216	49,151,321
Department Full-time Equivalents Total*		205.00	195.00	195.00	190.25

* 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.

Department of Information Technology

Revenue Overview

2012 Estimated Revenues for the Information Technology Fund (50410)

Summit Code	Source	2010 Actuals	2011 Adopted	2012 Endorsed	2012 Adopted
542810	Cable Fund Allocation	7,603,642	7,361,228	7,480,247	7,990,663
Total Cable Fund		7,603,642	7,361,228	7,480,247	7,990,663
541490	Technology Allocation (GF Depts)	7,378,320	6,619,876	7,572,875	7,341,800
562210	Rates (GF Depts)	6,512,998	6,642,860	6,818,815	6,440,484
Total City Agency Revenues-General Fund		13,891,318	13,262,736	14,391,690	13,782,283
442850	Rates	185,607	373,445	377,842	377,229
541490	Customer Rebates	0	(824,386)	(807,832)	(44,936)
541490	Technology Allocation	11,457,986	13,449,709	13,766,792	13,263,760
562210	Rates	4,240,881	4,540,848	4,657,080	4,403,929
Total City Agency Revenues-Non-General Fund		15,884,473	17,539,617	17,993,882	17,999,982
462210	Rates	571,002	247,886	254,779	251,374
Total External/Non-City Revenues		571,002	247,886	254,779	251,374
587001	Rates (pure GF)	658,526	0	0	0
587001	Technology Allocation (pure GF)	2,362,508	4,273,882	4,337,911	4,149,718
Total General Subfund Support		3,021,034	4,273,882	4,337,911	4,149,718
431010	Federal Grants - Direct	(40,144)	0	0	0
433010	Federal Grants - Indirect	1,766,422	0	0	0
439090	Private Contributions & Donations	630,334	0	0	0
461110	Finance - External	201,725	0	0	0
542810	Other Miscellaneous Revenues	33,492	0	0	0
Total Other		2,591,830	0	0	0
542810	Special Project Billings	4,294,802	5,578,969	5,744,093	5,881,692
542810	Special Project Billings (GF Depts)	111,448	0	0	0
Total Special Project Billings		4,406,250	5,578,969	5,744,093	5,881,692
Total Revenues		47,969,549	48,264,318	50,202,602	50,055,711
379100	Use of (Contributions to) Fund Balance	2,825,428	653,412	(1,264,386)	(904,390)
Total Use of (Contributions to) Fund Balance		2,825,428	653,412	(1,264,386)	(904,390)
Total Resources		50,794,977	48,917,730	48,938,216	49,151,321

Department of Information Technology

Appropriations by Budget Control Level (BCL) and Program

Finance and Administration Budget Control Level

The purpose of the Finance and Administration Budget Control Level is to provide human resources, contracting, finance, budget, and accounting services (planning, control, analysis, and consulting) to the Department.

	2010	2011	2012	2012
Expenditures	Actuals	Adopted	Endorsed	Adopted
Finance and Administration	1,819,395	2,117,502	2,176,221	2,143,359
General and Administration	465,791	3,902,766	3,809,060	4,155,674
Total	2,285,186	6,020,268	5,985,281	6,299,033
Full-time Equivalents Total *	16.50	19.50	19.50	19.00

**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.*

Finance and Administration Program

The purpose of the Finance and Administration Program is to provide human resources, contracting, finance, budget, and accounting services (planning, control, analysis, and consulting) to the Department.

	2010	2011	2012	2012
Expenditures/FTE	Actuals	Adopted	Endorsed	Adopted
Finance and Administration	1,819,395	2,117,502	2,176,221	2,143,359
Full-time Equivalents Total	16.50	19.50	19.50	19.00

General and Administration Program

The purpose of the General and Administration Program is to provide general administrative services and supplies to the Department's internal programs.

	2010	2011	2012	2012
Expenditures	Actuals	Adopted	Endorsed	Adopted
General and Administration	465,791	3,902,766	3,809,060	4,155,674

Office of Electronic Communications Budget Control Level

The purpose of the Office of Electronic Communications Budget Control Level is to operate the Seattle Channel, Cable Office, Web sites, and related programs so that technology delivers services and information to residents, businesses, visitors, and employees in an effective way.

	2010	2011	2012	2012
Expenditures/FTE	Actuals	Adopted	Endorsed	Adopted
Citywide Web Team	1,828,132	1,903,621	1,937,194	2,444,798
Community Technology	1,084,628	1,166,760	1,193,579	1,294,156
Office of Cable Communications	1,305,451	612,258	633,554	712,171
Seattle Channel	2,847,546	2,764,176	2,724,616	2,797,221
Total	7,065,758	6,446,815	6,488,944	7,248,347
Full-time Equivalents Total *	35.00	34.00	34.00	35.00

**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.*

Department of Information Technology

Appropriations by Budget Control Level (BCL) and Program

Citywide Web Team Program

The purpose of the Citywide Web Team Program is to provide leadership in using Web technology and a Web presence for residents, businesses, visitors, and employees so that they have 24-hour access to relevant information and City services.

	2010	2011	2012	2012
Expenditures/FTE	Actuals	Adopted	Endorsed	Adopted
Citywide Web Team	1,828,132	1,903,621	1,937,194	2,444,798
Full-time Equivalents Total	12.25	12.25	12.25	12.75

Community Technology Program

The purpose of the Community Technology Program is to provide leadership, education, and funding so that all residents have access to computer technology and online information.

	2010	2011	2012	2012
Expenditures/FTE	Actuals	Adopted	Endorsed	Adopted
Community Technology	1,084,628	1,166,760	1,193,579	1,294,156
Full-time Equivalents Total	4.25	4.25	4.25	4.25

Office of Cable Communications Program

The purpose of the Office of Cable Communications Program is to negotiate with and regulate private cable communications providers so that residents receive high-quality and reasonably priced services.

	2010	2011	2012	2012
Expenditures/FTE	Actuals	Adopted	Endorsed	Adopted
Office of Cable Communications	1,305,451	612,258	633,554	712,171
Full-time Equivalents Total	2.75	2.75	2.75	2.75

Seattle Channel Program

The purpose of the Seattle Channel Program is to inform and engage residents in Seattle's governmental, civic, and cultural affairs by using television, the Web, and other media in compelling ways.

	2010	2011	2012	2012
Expenditures/FTE	Actuals	Adopted	Endorsed	Adopted
Seattle Channel	2,847,546	2,764,176	2,724,616	2,797,221
Full-time Equivalents Total	15.75	14.75	14.75	15.25

Department of Information Technology

Appropriations by Budget Control Level (BCL) and Program

Technology Infrastructure Budget Control Level

The purpose of the Technology Infrastructure Budget Control Level is to build and operate the City's corporate communications and computing assets so that the City can manage information more effectively, deliver services more efficiently, and make well-informed decisions.

Expenditures/FTE	2010	2011	2012	2012
	Actuals	Adopted	Endorsed	Adopted
Communications Shop	1,565,471	1,632,413	1,666,643	1,682,100
Data Network Services	3,268,317	3,839,879	3,923,832	3,581,936
Enterprise Computing Services	7,399,143	7,852,225	7,244,401	7,076,057
Messaging, Collaboration, and Directory Services	1,832,955	1,846,305	1,884,152	1,862,663
Radio Network	1,217,248	1,043,343	1,074,089	1,076,316
Service Desk	1,496,259	1,280,944	1,315,011	1,329,159
Technical Support Services	2,054,793	1,797,276	1,833,735	1,852,196
Technology Engineering and Project Management	8,028,278	4,309,397	4,423,817	4,705,933
Technology Infrastructure Grants	1,786,014	0	0	0
Telephone Services	9,654,274	9,344,829	9,528,059	9,279,955
Warehouse	943,484	1,359,693	1,383,194	1,185,848
Total	39,246,235	34,306,304	34,276,933	33,632,163
Full-time Equivalents Total *	135.50	126.50	126.50	123.50

**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.*

Communications Shop Program

The purpose of the Communications Shop Program is to install, maintain, and repair the dispatch radio infrastructure and mobile and portable radios for City departments and other regional agencies for common, cost-effective communications.

Expenditures/FTE	2010	2011	2012	2012
	Actuals	Adopted	Endorsed	Adopted
Communications Shop	1,565,471	1,632,413	1,666,643	1,682,100
Full-time Equivalents Total	11.00	11.00	11.00	11.00

Data Network Services Program

The purpose of the Data Network Services Program is to provide data communications infrastructure and related services to City employees so that they may send and receive electronic data in a cost-effective manner, and so residents may electronically communicate with City staff and access City services.

Expenditures/FTE	2010	2011	2012	2012
	Actuals	Adopted	Endorsed	Adopted
Data Network Services	3,268,317	3,839,879	3,923,832	3,581,936
Full-time Equivalents Total	13.00	13.00	13.00	11.00

Department of Information Technology

Appropriations by Budget Control Level (BCL) and Program

Enterprise Computing Services

The purpose of the Enterprise Computing Services Program is to provide a reliable production computing environment that allows departments to effectively operate their technology applications, operating systems, and servers.

	2010	2011	2012	2012
Expenditures/FTE	Actuals	Adopted	Endorsed	Adopted
Enterprise Computing Services	7,399,143	7,852,225	7,244,401	7,076,057
Full-time Equivalents Total	25.50	25.00	25.00	24.00

Messaging, Collaboration, and Directory Services

The purpose of the Messaging, Collaboration, and Directory Services Program is to provide, operate, and maintain an infrastructure for e-mail, calendar, directory, and related services to City employees and the general public so that they can communicate and obtain City services.

	2010	2011	2012	2012
Expenditures/FTE	Actuals	Adopted	Endorsed	Adopted
Messaging, Collaboration and Directory Services	1,832,955	1,846,305	1,884,152	1,862,663
Full-time Equivalents Total	11.00	12.00	12.00	12.00

Radio Network Program

The purpose of the Radio Network Program is to provide dispatch radio communications and related services to City departments and other regional agencies so that they have a highly available means for mobile communications.

	2010	2011	2012	2012
Expenditures/FTE	Actuals	Adopted	Endorsed	Adopted
Radio Network	1,217,248	1,043,343	1,074,089	1,076,316
Full-time Equivalents Total	1.00	1.00	1.00	1.00

Service Desk Program

The purpose of the Service Desk Program is to provide an initial point of contact for technical support, problem analysis and resolution, and referral services for customers in non-utility departments.

	2010	2011	2012	2012
Expenditures/FTE	Actuals	Adopted	Endorsed	Adopted
Service Desk	1,496,259	1,280,944	1,315,011	1,329,159
Full-time Equivalents Total	13.00	11.00	11.00	11.00

Department of Information Technology

Appropriations by Budget Control Level (BCL) and Program

Technical Support Services Program

The purpose of the Technical Support Services Program is to provide, operate, and maintain personal computer services for City employees so that they have a reliable computing environment to conduct City business and to provide services to other government entities and the public.

	2010	2011	2012	2012
Expenditures/FTE	Actuals	Adopted	Endorsed	Adopted
Technical Support Services	2,054,793	1,797,276	1,833,735	1,852,196
Full-time Equivalents Total	17.00	13.50	13.50	13.50

Technology Engineering and Project Management Program

The purpose of the Technology Engineering and Project Management Program is to engineer communications systems and networks, to manage large technology infrastructure projects for City departments, and to facilitate reliable and cost-effective communications and technology.

	2010	2011	2012	2012
Expenditures/FTE	Actuals	Adopted	Endorsed	Adopted
Technology Engineering and Project Management	8,028,278	4,309,397	4,423,817	4,705,933
Full-time Equivalents Total	7.00	7.00	7.00	7.00

Technology Infrastructure Grants Program

The purpose of the Technology Infrastructure Grants Program is to display expenditures related to technology projects funded by City and non-City sources and where appropriations for such projects are often made outside of the budget book.

	2010	2011	2012	2012
Expenditures	Actuals	Adopted	Endorsed	Adopted
Technology Infrastructure Grants	1,786,014	0	0	0

Telephone Services Program

The purpose of the Telephone Services Program is to provide, operate, and maintain a telecommunications infrastructure, and to provide related services to City employees so that they have a highly available means of communication.

	2010	2011	2012	2012
Expenditures/FTE	Actuals	Adopted	Endorsed	Adopted
Telephone Services	9,654,274	9,344,829	9,528,059	9,279,955
Full-time Equivalents Total	32.00	30.00	30.00	30.00

Department of Information Technology

Appropriations by Budget Control Level (BCL) and Program

Warehouse Program

The purpose of the Warehouse Program is to acquire, store, and distribute telephone, computing, data communications, and radio components to the Department so that equipment is available when requested.

	2010	2011	2012	2012
Expenditures/FTE	Actuals	Adopted	Endorsed	Adopted
Warehouse	943,484	1,359,693	1,383,194	1,185,848
Full-time Equivalents Total	5.00	3.00	3.00	3.00

Technology Leadership and Governance Budget Control Level

The purpose of the Technology Leadership and Governance Budget Control Level is to provide departments with strategic direction and coordination on technology for their respective investment decisions.

	2010	2011	2012	2012
Expenditures/FTE	Actuals	Adopted	Endorsed	Adopted
Citywide Technology Leadership and Governance	2,197,799	2,144,344	2,187,059	1,971,778
Total	2,197,799	2,144,344	2,187,059	1,971,778
Full-time Equivalents Total *	18.00	15.00	15.00	12.75

**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.*

Citywide Technology Leadership and Governance Program

The purpose of the Citywide Technology Leadership and Governance Program is to establish strategic directions; identify key technology drivers; support effective project management and quality assurance; and provide information, research, and analysis to departments' business and technology managers.

	2010	2011	2012	2012
Expenditures/FTE	Actuals	Adopted	Endorsed	Adopted
Citywide Technology Leadership and Governance	2,197,799	2,144,344	2,187,059	1,971,778
Full-time Equivalents Total	18.00	15.00	15.00	12.75

Department of Information Technology

Fund Table

Information Technology Fund (50410)

	2010 Actuals	2011 Adopted	2011 Revised	2012 Endorsed	2012 Adopted
Beginning Fund Balance	29,693,914	11,230,993	20,212,919	10,577,580	12,458,010
Accounting and Technical Adjustments	(6,655,566)	0	0	0	0
Plus: Actual and Estimated Revenue	47,969,549	48,264,318	50,115,858	50,202,602	50,055,711
Less: Actual and Budgeted Expenditures	50,794,978	48,917,731	57,870,766	48,938,216	49,151,321
Ending Fund Balance	20,212,919	10,577,580	12,458,010	11,841,965	13,362,400
Continuing Appropriations	2,193,175				
Reserves Against Fund Balance	15,768,459	10,244,323	11,796,403	11,038,344	12,347,686
Total Reserves	17,961,634	10,244,323	11,796,403	11,038,344	12,347,686
Ending Unreserved Fund	2,251,285	333,257	661,607	803,621	1,014,714

Department of Information Technology

Capital Improvement Program Highlights

The Department of Information Technology (DoIT) builds, manages, and maintains City government information technology infrastructure – radio, data, communications, and computer networks – used by other City departments to serve constituents. DoIT manages the Seattle Channel and the City’s central data center, which houses most of the computer servers and the computing architecture that operates software applications on behalf of other departments. DoIT also directs the development of certain computer application projects on behalf of the City and other Departments. The Capital Improvement Program (CIP) supports DoIT’s mission by providing for new investments, upgrades, maintenance, and improvements to the City’s existing technology networks and systems.

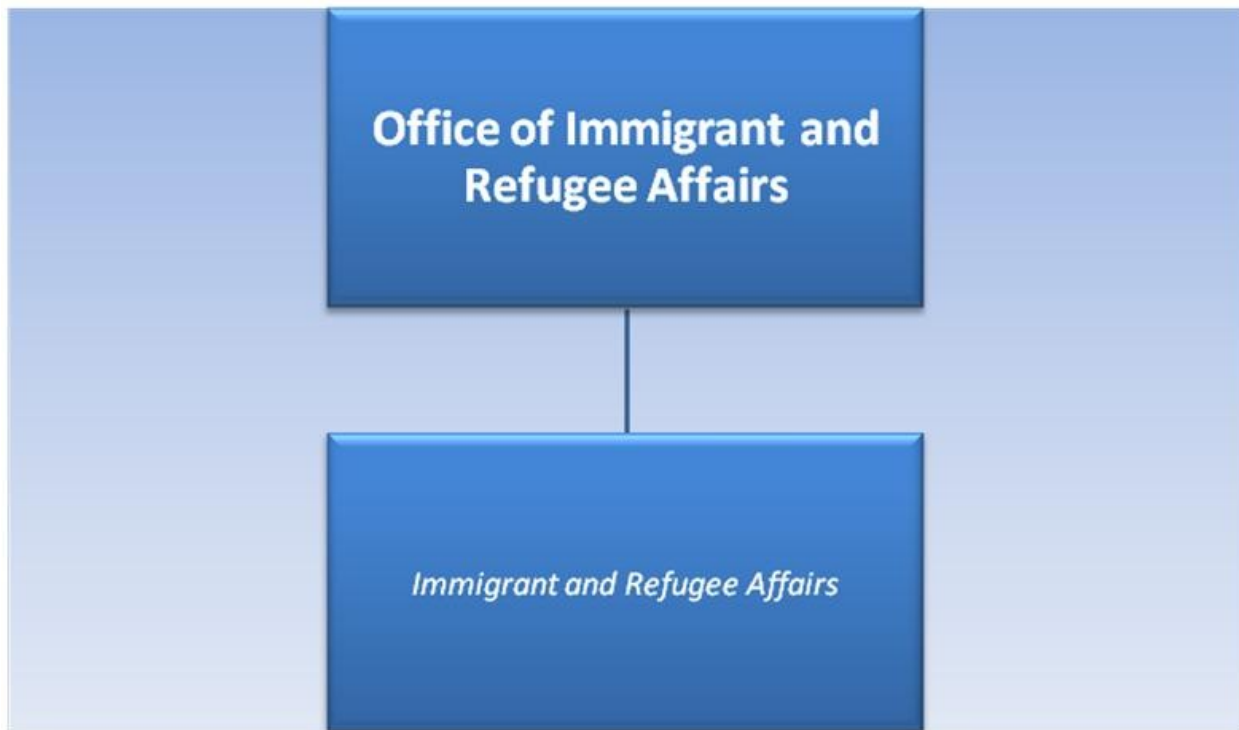
The focus of the DoIT 2012-2017 Adopted CIP is on routine maintenance, replacement, and upgrades for existing systems. The 2012 projects include upgrades to the Alternate Storage Center; installation of additional fiber optic cable links to various locations and maintenance; planning, repair, replacement, and modification of software, hardware, and electronics in the City’s data and communications infrastructure; replacement and upgrades of equipment in the 800 MHz radio network program; replacement and upgrades of software and hardware in the computing services architecture environment and replacement and equipment for the Seattle Channel.

Additional information on DoIT’s CIP can be found in the 2012-2017 Adopted CIP online here: <http://www.seattle.gov/financedepartment/1217proposedcip/default.htm>

Office of Immigrant and Refugee Affairs

Director, To Be Determined

Department by Budget Control Level



Department Overview

The purpose of the newly created Office of Immigrant and Refugee Affairs (OIRA) is to facilitate the successful integration of immigrants and refugees into Seattle’s civic, economic, and cultural life, to celebrate their diverse cultures and contributions to Seattle, and to advocate on behalf of immigrants and refugees. The Office will work with the Immigrant and Refugee Commission, community partners, and City departments to define and achieve desired outcomes for City investments for immigrant and refugees, including setting specific measurable outcomes related to employment, economic development, public health, student achievement, citizenship, public safety and criminal justice, civic engagement, and protection of civil rights.

OIRA will be dedicated to improving services and better engaging immigrant and refugee communities, in partnership with other City departments, government agencies, community organizations, and the private sector, all consistent with the City’s Race and Social Justice Initiative.

Office of Immigrant and Refugee Affairs

Budget Snapshot

Office of Immigrant and Refugee Affairs	2010 Actuals	2011 Adopted	2012 Endorsed	2012 Adopted
General Fund	\$0	\$0	\$0	\$238,000
Other Revenues	\$0	\$0	\$0	\$0
Total Revenues	\$0	\$0	\$0	\$238,000
Use of (Contribution to) Fund Balance	\$0	\$0	\$0	\$0
Total Resources	\$0	\$0	\$0	\$238,000
Total Expenditures	\$0	\$0	\$0	\$238,000
Full-Time Equivalent * Total	-	-	-	2.00

**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.*

Budget Overview

City Council Changes

The City Council created the Office of Immigrant and Refugee Affairs (OIRA) during its review of the 2012 Proposed Budget. The Council will propose legislation to officially name and create the Office of Immigrant and Refugee Affairs by January 31, 2012, in consultation with the Immigrant and Refugee Commission, Seattle Office for Civil Rights and other City departments, and the community. In developing this legislation, Council and the Executive will work with these stakeholders to more formally define the duties and expectations of the Office and to develop a near-term work plan of activities and actions.

Office of Immigrant and Refugee Affairs

Incremental Changes

Office of Immigrant and Refugee Affairs

	2012 Dollar Amount	2012 FTE
2012 Endorsed Budget	\$0	0.00
2012 Proposed Changes	\$0	0.00
2012 Proposed Budget	\$0	0.00
Council Adjustments to Proposed Budget		
Create New Office	\$238,000	2.00
Total Adjustments	\$238,000	2.00
2012 Adopted Budget	\$238,000	2.00

City Council Changes to the 2012 Proposed Budget

Create New Office – \$238,000 / 2.0 FTE. Funding is provided to the Executive Department for the creation of a new Office of Immigrant and Refugee Affairs. This action also adds two positions to administer the daily operations of the department, provide staff support to the Immigrant and Refugee Commission, and provide policy advice to the Mayor, Council, and City departments on program issues related to immigrants and refugees.

City Council Provisos

There are no Council Provisos.

Office of Immigrant and Refugee Affairs

Expenditure Overview

Appropriations	Summit Code	2010 Actuals	2011 Adopted	2012 Endorsed	2012 Adopted
Office of Immigrant and Refugee Affairs Budget Control Level	00100-X1N 00	0	0	0	238,000
Total		0	0	0	238,000
Department Total		0	0	0	238,000
Department Full-time Equivalents Total*		0.00	0.00	0.00	2.00

* 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.

Appropriations by Budget Control Level (BCL)

Office of Immigrant and Refugee Affairs Budget Control Level

The purpose of the Office of Immigrant and Refugee Affairs Budget Control Level is to facilitate the successful integration of immigrants and refugees into Seattle's civic, economic, and cultural life, to celebrate their diverse cultures and contributions to Seattle, and to advocate on behalf of immigrants and refugees

Expenditures/FTE	2010 Actuals	2011 Adopted	2012 Endorsed	2012 Adopted
Office of Immigrant and Refugee Affairs	0	0	0	238,000
Full-time Equivalents Total*	0.00	0.00	0.00	2.00

* 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.

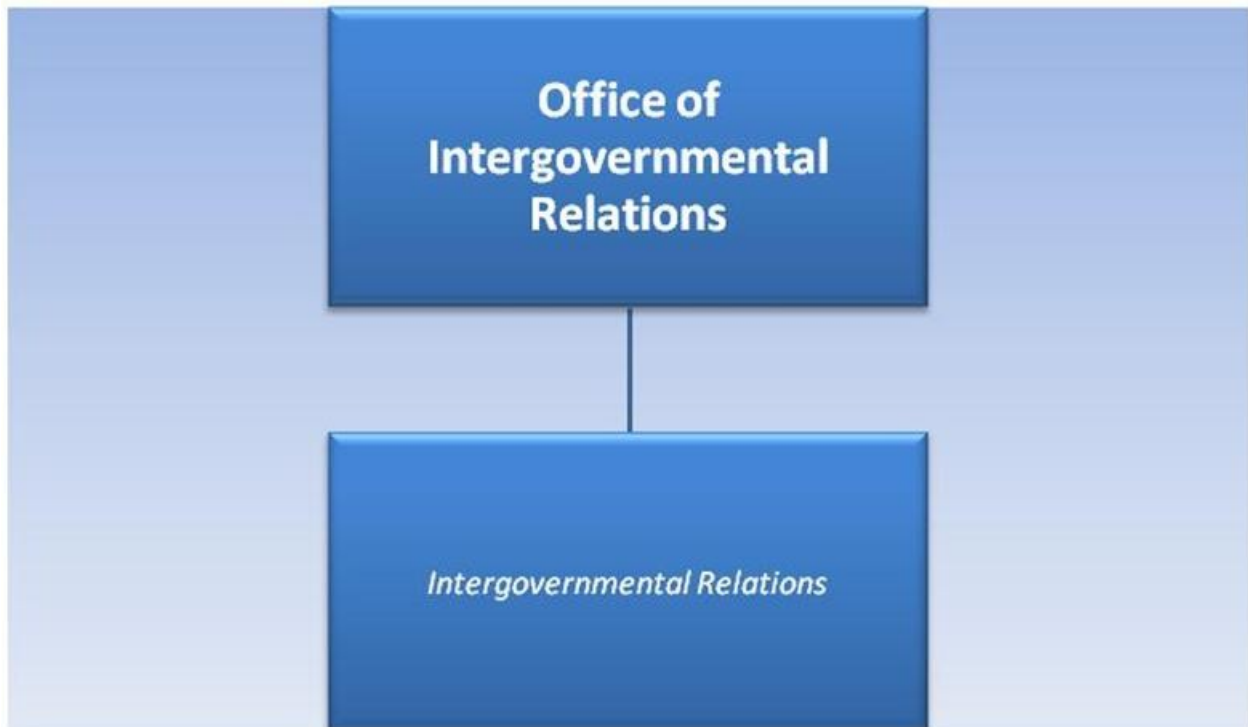
Office of Intergovernmental Relations

Marco Lowe, Director

Information Line: (206) 684-0213

<http://www.seattle.gov/oir/>

Department by Budget Control Level



Department Overview

The Office of Intergovernmental Relations (OIR) provides advice and information to, and on behalf of, City elected officials, City departments, and external customers. The primary goal of these efforts is to ensure the City's interests are advanced with international, tribal, federal, state, and regional entities to enable the City to better serve the community.

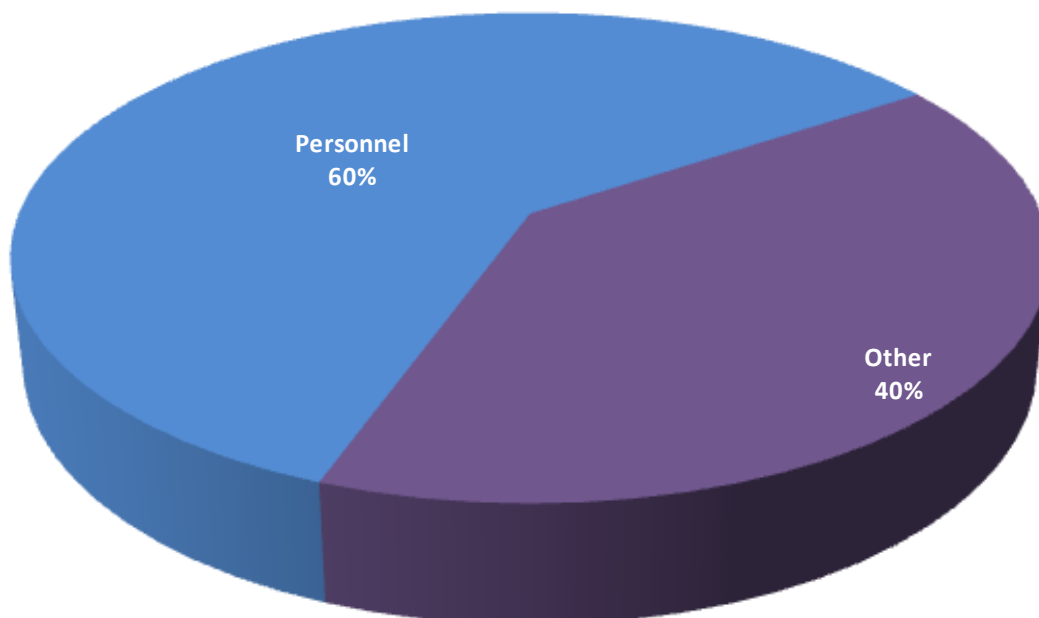
Office of Intergovernmental Relations

Budget Snapshot

Office of Intergovernmental Relations	2010 Actuals	2011 Adopted	2012 Endorsed	2012 Adopted
General Fund	\$1,913,846	\$2,015,996	\$2,070,512	\$2,091,092
Other Revenues	\$0	\$0	\$0	\$0
Total Revenues	\$1,913,846	\$2,015,996	\$2,070,512	\$2,091,092
Use of (Contribution to) Fund Balance	\$0	\$0	\$0	\$0
Total Resources	\$1,913,846	\$2,015,996	\$2,070,512	\$2,091,092
Total Expenditures	\$1,913,846	\$2,015,996	\$2,070,512	\$2,091,092
Full-Time Equivalent * Total	11.50	11.50	11.50	10.50

**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.*

2012 Adopted Budget - Expenditure by Category



Budget Overview

The Office of Intergovernmental Relations (OIR) is responsible for engaging with other jurisdictions and governmental entities in order to collaborate and advocate for outcomes that are in the interest of the City and region. This is a particularly difficult task given the current fiscal environment at all levels of government. It becomes even more important now to ensure external funding for critical services and programs is retained as residents and businesses in Seattle fight to recover from impacts of the Great Recession.

Even so, OIR will respond to the budget challenges facing the General Fund for 2012 with reductions in resources dedicated to policy and administrative support. The primary reduction here relates to work that had been grant funded previously and for which grant funds are not available any longer. Core OIR work with local, regional, state, and federal partners will continue.

The 2012 Proposed Budget recommended that OIR assume responsibilities related to coordination and administration of the City's various boards and commissions. These bodies are critical to providing public review, input, and oversight to many functions and programs managed by the City. Consolidating the administration and tracking of these bodies into OIR was intended to ensure a high level of public engagement in this area. OIR would also have developed and enhanced dissemination of information to the public regarding regional, state, and federal issues of importance. Funding for these changes was removed during the City Council review process.

Temporary funding will be added to support two projects. The first is a regional project led by the Puget Sound Regional Council (PSRC) to bolster local employment. The second is a result of OIR being tasked with fulfilling the City's responsibility as host of the National League of Cities Conference in 2013. Temporary funding will be required for both of these efforts, which will benefit local employment.

City Council Changes

During the City Council's review process, funding was removed from the OIR budget for the proposed centralization of coordination and administration of the City's boards and commissions. The City will continue to coordinate and administer boards and commissions with existing resources.

Office of Intergovernmental Relations

Incremental Budget Changes

Office of Intergovernmental Relations

	2012 Dollar Amount	2012 FTE
2012 Endorsed Budget	\$2,070,512	11.50
2012 Proposed Changes		
Salary Reductions	(\$29,391)	0.00
National League of Cities Conference Staffing	\$80,000	0.00
Support to PSRC	\$50,000	0.00
Technical Adjustments	\$20,678	0.00
Total Changes	\$121,287	0.00
2012 Proposed Budget	\$2,191,799	11.50
Council Adjustments to Proposed Budget		
Reverse Centralization of Commissions Administration	(\$98,000)	(1.00)
Adjust Employer Contribution Rate to SCERS	(\$2,707)	0.00
Total Adjustments	(\$100,707)	(1.00)
2012 Adopted Budget	\$2,091,092	10.50

Salary Reductions - (\$29,391). The Office of Intergovernmental Relations (OIR) will be able to reduce salary costs resulting from several actions in 2012. Two retirements occurred in 2011 and new staff will be hired at lower compensation levels. OIR will discontinue staff work on a statewide gun violence initiative that had been largely funded with grant support through 2011. Grant funding is not available for 2012 to support this initiative, but the City continues to support local violence reduction programs through other City departments. The Proposed Budget recommended that the senior policy position be replaced with a position who would be responsible for centralized coordination/administration of City Boards and Commissions and the development and management of communication tools that track and communicate regional, state, and federal issues of importance to Seattle constituents, resulting in net salary savings. The Council modified this as described below. Additionally, salary savings are achieved by partially reducing administrative support during the state legislative session.

National League of Cities Conference Staffing - \$80,000. The National League of Cities Annual Conference will be hosted by Seattle in November 2013. OIR will serve as the lead City department in organizing this event and meeting obligations as host city, including substantial fundraising and coordination of workshops. This work needs to be done well in advance of the conference and requires resources in 2012.

Support to Puget Sound Regional Council - \$50,000. The Puget Sound Regional Council (PSRC) will be working in 2012 to bolster local employment by working with local businesses and focusing on retention. Employment within the region and city will be directly impacted by this effort and funds are contributed to the PSRC to support this work.

Office of Intergovernmental Relations

Technical Adjustments – \$20,678. Technical adjustments in the 2012 Adopted Budget include departmental and citywide non-programmatic adjustments that do not represent fundamental changes in service delivery. Citywide technical adjustments reflect changes in central cost allocations, retirement, health care, workers’ compensation, and unemployment costs.

City Council Changes to the 2012 Proposed Budget

Reverse Centralization of Commissions Administration – (\$98,000) / (1.0) FTE. Funding was removed from the OIR budget for the proposed centralization of coordination and administration of the City’s boards and commissions. This position would also have led the development and management of communication tools that track and communicate regional, state, and federal issues of importance to Seattle constituents. This additional funding is eliminated and the City will continue to administer these functions with existing resources.

Adjust Employer Contribution Rate to SCERS – (\$2,707). The Council made an adjustment to the employer contribution rate for the Seattle City Employees’ Retirement System (SCERS), lowering it from 11.27% of regular payroll in the 2012 Proposed Budget to the updated rate of 11.01%. This change is driven by action taken in October 2011 by the SCERS Board of Administration to adjust the interest rate paid on new contributions after January 1, 2012.

City Council Provisos

There are no Council provisos.

Expenditure Overview

	Summit	2010	2011	2012	2012
Appropriations	Code	Actuals	Adopted	Endorsed	Adopted
Intergovernmental Relations	X1G00	1,913,846	2,015,996	2,070,512	2,091,092
Budget Control Level					
Department Total		1,913,846	2,015,996	2,070,512	2,091,092
Department Full-time Equivalents Total*		11.50	11.50	11.50	10.50

** 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.*

Office of Intergovernmental Relations

Appropriations by Budget Control Level (BCL)

Intergovernmental Relations Budget Control Level

The purpose of the Intergovernmental Relations Budget Control Level is to promote and protect the City's federal, state, regional, and international interests by providing strategic advice, representation, and advocacy to, and on behalf of, City elected officials on a variety of issues. These include: federal and state executive and legislative actions; issues and events relating to the City's international and tribal relations; and jurisdictional issues involving King County, suburban cities, and regional governmental organizations.

	2010	2011	2012	2012
Expenditures/FTE	Actuals	Adopted	Endorsed	Adopted
Intergovernmental Relations	1,913,846	2,015,996	2,070,512	2,091,092
Full-time Equivalents Total*	11.50	11.50	11.50	10.50

** 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.*

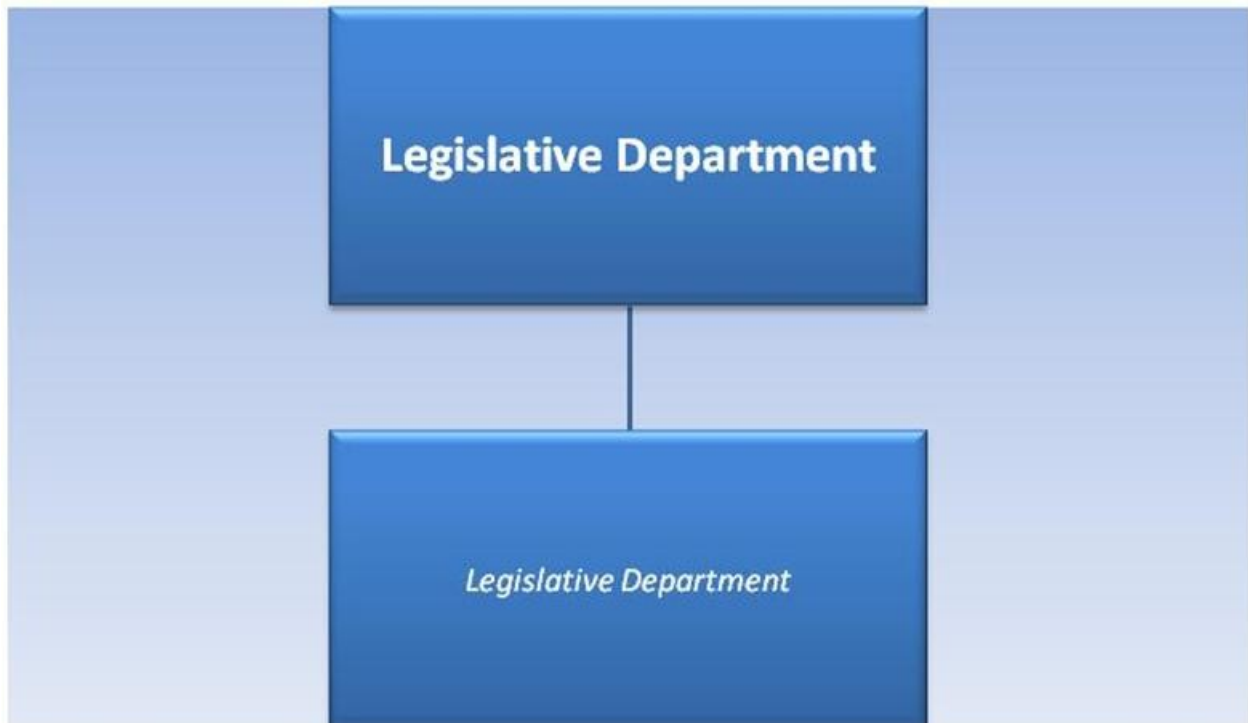
Legislative Department

Richard Conlin, Council President

Information Line: (206) 684-8888 TTY: (206) 233-0025

<http://www.seattle.gov/council>

Department by Budget Control Level



Department Overview

The Legislative Department includes the Seattle City Council, the City's representative electoral body composed of nine at-large, non-partisan, elected Councilmembers. In addition to the City Council, the Legislative Department has three other divisions: the Office of the City Clerk, Central Staff, and Administrative Services. Each section of the Department supports some aspect of the representative role of the City Council, and works with citizens and City departments to develop effective and responsive public policy.

The roles of the nine Councilmembers are to establish City laws, approve the Mayor's annual operating and capital improvement budgets, provide oversight to the City's Executive departments, and create policy for the City. Each Councilmember has a staff of Legislative Assistants who help accomplish this work.

Legislative Department

The Office of the City Clerk facilitates the City's legislative process; maintains and makes publicly accessible the Council's work product; coordinates public records disclosure requests for the Legislative Department; oversees and facilitates Citywide compliance with records retention laws; and, preserves and provides access to the City's official and historical records.

Central Staff provides policy and budget analysis for Councilmembers and their staff.

Administrative Services provides operational services, including budget and accounting, information technology, human resources, department operations, and special projects for the Legislative Department, Office of City Auditor, and the Office of Professional Accountability Review Board. The Office of Professional Accountability Review Board was created in 2002 to provide citizen oversight of the Office of Professional Accountability housed in the Police Department. Due to a recent reorganization, information technology, human resources, and department operations staff now report to the City Clerk; budget and accounting staff now report to the Central Staff Director. The budget will be realigned in 2013 to fully reflect the reorganization.

Budget Snapshot

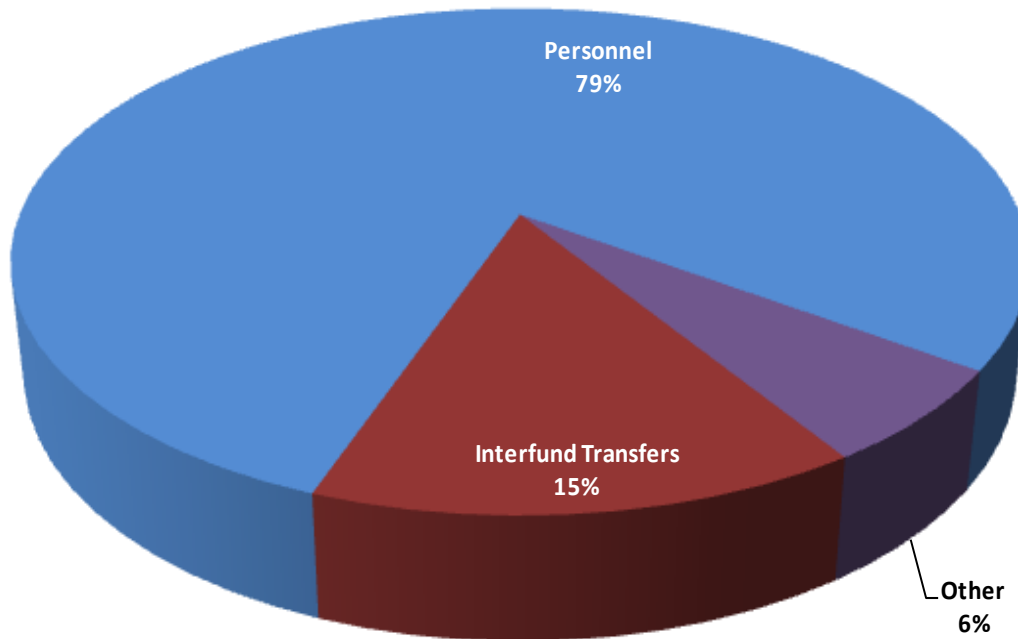
Legislative

Department

	2010 Actuals	2011 Adopted	2012 Endorsed	2012 Adopted
General Fund	\$11,415,445	\$11,542,411	\$11,865,759	\$11,771,024
Other Revenues	\$0	\$0	\$0	\$0
Total Revenues	\$11,415,445	\$11,542,411	\$11,865,759	\$11,771,024
Use of (Contribution to) Fund Balance	\$0	\$0	\$0	\$0
Total Resources	\$11,415,445	\$11,542,411	\$11,865,759	\$11,771,024
Total Expenditures	\$11,415,445	\$11,542,411	\$11,865,759	\$11,771,024
Full-Time Equivalent * Total	89.00	86.00	86.00	86.00

**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.*

2012 Adopted Budget - Expenditure by Category



Budget Overview

The General Fund is continuing to experience pressures in 2012 and in future years, requiring reductions to General Fund supported functions. To help close this gap, the Legislative Department reduces funding for legal advertising activities to achieve budget savings.

The Department approached the 2012 Adopted Budget with the purpose of meeting General Fund reduction goals while preserving direct services. With each division of the Department either directly or indirectly supporting the City Council, the Department attempted to preserve the direct services provided by City Council to citizens and City departments to the greatest extent possible. To achieve this goal, the Department made administrative and operational changes which resulted in a decreased legal advertising budget and no service level impacts.

The 2012 Adopted Budget also reflects a series of technical adjustments including inflation, COLA, retirement, health care, workers' compensation, and unemployment.

City Council Changes

The Council adjusted the employer contribution rate to the Seattle City Employees' Retirement System (SCERS). This adjustment reduced appropriations across departments, including the Legislative Department.

Legislative Department

Incremental Budget Changes

Legislative Department

	2012 Dollar Amount	2012 FTE
2012 Endorsed Budget	\$11,865,759	86.00
2012 Proposed Changes		
Technical Adjustments	\$100,421	0.00
Legal Advertising Reduction	(\$178,000)	0.00
Total Changes	(\$77,579)	0.00
2012 Proposed Budget	\$11,788,179	86.00
Council Adjustments to Proposed Budget		
Adjust Employer Contribution Rate to SCERS	(\$17,155)	0.00
Total Adjustments	(\$17,155)	0.00
2012 Adopted Budget	\$11,771,024	86.00

Technical Adjustments - \$100,421. Technical adjustments in the 2012 Adopted Budget include departmental and citywide non-programmatic adjustments that do not represent fundamental changes in the Legislative Department's service delivery. Citywide technical adjustments reflect changes in central cost allocations, retirement, health care, workers' compensation, and unemployment costs.

Legal Advertising Reduction - (\$178,000). This proposal reduces the City Clerk's legal advertising budget to reflect a change in how the City Clerk's Office publishes legislation in the *Daily Journal of Commerce*, the newspaper used by the City for publishing official legal notices. By statute, the City is legally required to publish the text or summary of such items as ordinances, initiatives, referenda, and certain types of hearings. In prior years, a large percentage of legislation was published in full text, which resulted in unpredictable and often significant costs. However, in 2011 it was determined that almost all could be published in summary form, resulting in sizeable cost savings. The complete text of all published items is available online at the Office of the City Clerk's website or in hard copy by request.

The Department reduced this budget by \$76,000 in the 2011 Adopted Budget, and then by an additional \$63,000 as part of the 2011 mid-year budget reduction process. Therefore, this change reflects a total reduction of \$254,000 in 2012. There are no service level impacts resulting from this reduction.

City Council Changes to the 2012 Proposed Budget

Adjust Employer Contribution Rate to SCERS - (\$17,155). The Council made an adjustment to the employer contribution rate for the Seattle City Employees' Retirement System (SCERS), lowering it from 11.27% of regular payroll in the 2012 Proposed Budget to the updated rate of 11.01%. This change is driven by action taken in October 2011 by the SCERS Board of Administration to adjust the interest rate paid on new contributions after January 1, 2012.

City Council Provisos

There are no Council provisos.

Expenditure Overview

	Summit	2010	2011	2012	2012
Appropriations	Code	Actuals	Adopted	Endorsed	Adopted
Legislative Department Budget Control Level					
Administration		3,222,529	2,965,970	2,961,321	2,911,614
Central Staff		2,352,911	2,448,166	2,519,686	2,560,270
City Clerk		1,793,946	1,963,392	2,050,670	1,899,910
City Council		4,046,059	4,164,883	4,334,082	4,399,230
Legislative Department Budget Control Level	G1100	11,415,445	11,542,411	11,865,759	11,771,024
Department Total		11,415,445	11,542,411	11,865,759	11,771,024
Department Full-time Equivalent Total*		89.00	86.00	86.00	86.00

* 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.

Legislative Department

Appropriations by Budget Control Level (BCL) and Program

Legislative Department Budget Control Level

The purpose of the Legislative Department Budget Control Level is to set policy, enact City laws, approve the City's budget, provide oversight of City departments, and conduct operational and administrative activities in an efficient and effective manner to support the mission of the Department.

Program Expenditures	2010	2011	2012	2012
	Actuals	Adopted	Endorsed	Adopted
Administration	3,222,529	2,965,970	2,961,321	2,911,614
Central Staff	2,352,911	2,448,166	2,519,686	2,560,270
City Clerk	1,793,946	1,963,392	2,050,670	1,899,910
City Council	4,046,059	4,164,883	4,334,082	4,399,230
Total	11,415,445	11,542,411	11,865,759	11,771,024
Full-time Equivalents Total *	89.00	86.00	86.00	86.00

**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.*

Administration Program

The purpose of the Administration Program is to orchestrate and deliver a comprehensive set of systems and services that address current and future needs of the Legislative Department and its customers. Budget and accounting, technology, human resource, office systems, consultant contracting, and special projects coordination services are provided to the Legislative Department, Office of City Auditor, and the Office of Professional Accountability Review Board.

Expenditures/FTE	2010	2011	2012	2012
	Actuals	Adopted	Endorsed	Adopted
Administration	3,222,529	2,965,970	2,961,321	2,911,614
Full-time Equivalents Total	14.00	10.00	10.00	10.00

Central Staff Program

The purpose of the Central Staff Program is to support the City Council in arriving at sound public policy by providing technical and policy analysis on issues before the Council.

Expenditures/FTE	2010	2011	2012	2012
	Actuals	Adopted	Endorsed	Adopted
Central Staff	2,352,911	2,448,166	2,519,686	2,560,270
Full-time Equivalents Total	18.00	18.00	18.00	18.00

Appropriations by Budget Control Level (BCL) and Program

City Clerk Program

The purpose of the City Clerk Program is to support open government and the democratic process by preserving and maximizing public access to the City's official and historical records, promoting Citywide compliance with records retention law, coordinating public records disclosure requests for the Department, facilitating the legislative process, and overseeing compliance with the Open Public Meetings Act and the Public Records Act.

	2010	2011	2012	2012
Expenditures/FTE	Actuals	Adopted	Endorsed	Adopted
City Clerk	1,793,946	1,963,392	2,050,670	1,899,910
Full-time Equivalents Total	19.00	19.00	19.00	19.00

City Council Program

The purpose of the City Council Program is to set policy; review, consider, and determine legislative action; approve the City's budget; and provide oversight of City departments. The goal of the City Council is to be an open and transparent, effective and accountable local government that is committed to the strength of our diversity and dedicated to the health of all of our neighborhoods. This program consists of the nine Councilmembers, their Legislative Assistant staff, and the Communications staff.

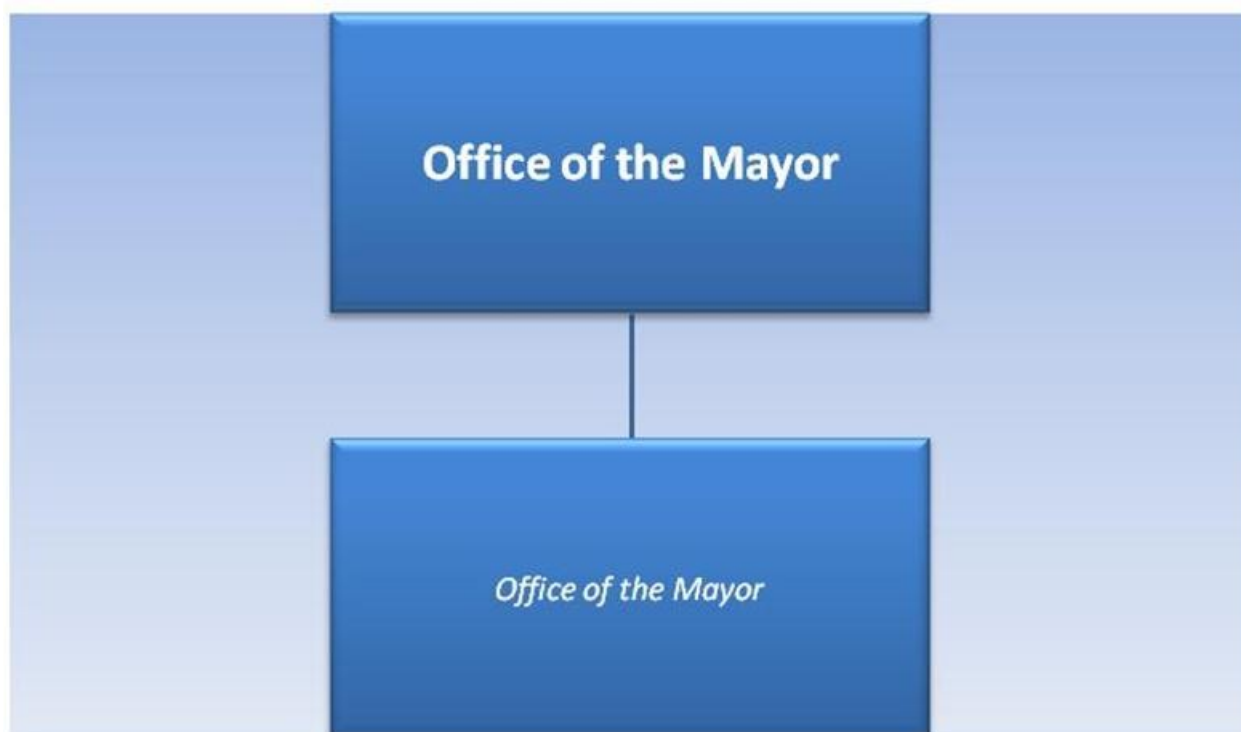
	2010	2011	2012	2012
Expenditures/FTE	Actuals	Adopted	Endorsed	Adopted
City Council	4,046,059	4,164,883	4,334,082	4,399,230
Full-time Equivalents Total	38.00	39.00	39.00	39.00

Office of the Mayor

Mike McGinn, Mayor

Information Line: (206) 684-4000
<http://www.seattle.gov/mayor/>

Department by Budget Control Level



Department Overview

The mission of the Mayor's Office is to provide honest, accessible leadership to residents, employees, and regional neighbors of the City of Seattle that is clear and responsible, in an environment that encourages ideas, civic discourse, and inclusion for the entirety of the city's diverse population, creating an even better place to live, learn, work, and play.

In the municipality of Seattle, the Mayor governs the Executive Branch as its chief executive officer. More than 25 department and office directors and commission members are appointed by the Mayor, work directly for the Mayor, and have been delegated the day-to-day authority to administer their respective departments, offices, and commissions. The many legal roles and responsibilities of the Mayor, and those working directly for the Mayor, are prescribed in the City Charter, state statutes, and municipal ordinances. Elections for this nonpartisan office are held every four years.

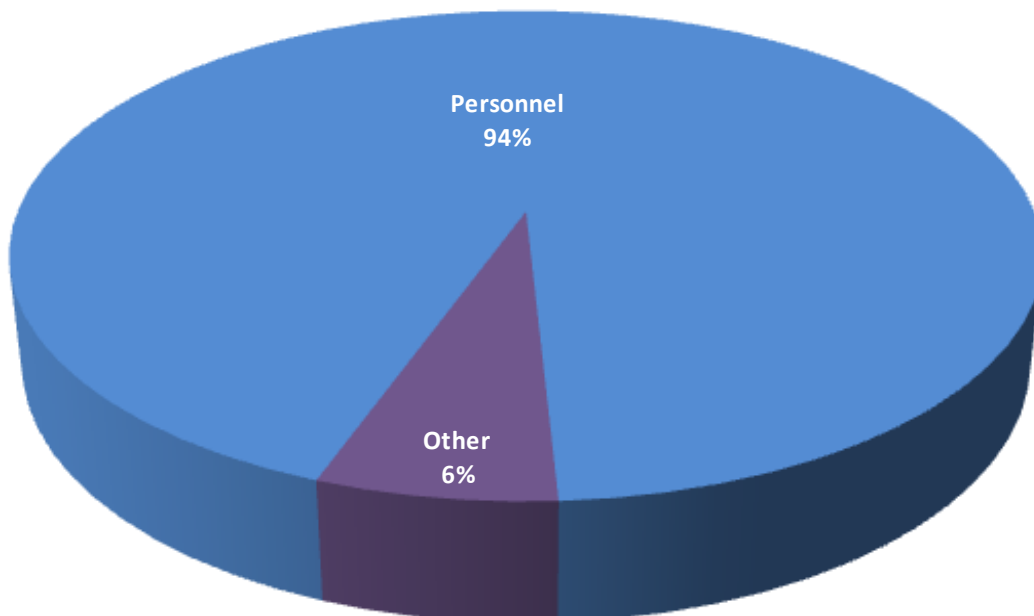
Office of the Mayor

Budget Snapshot

Mayor's Office	2010 Actuals	2011 Adopted	2012 Endorsed	2012 Adopted
General Fund	\$3,232,673	\$3,455,957	\$3,515,989	\$3,498,045
Other Revenues	\$0	\$0	\$0	\$0
Total Revenues	\$3,232,673	\$3,455,957	\$3,515,989	\$3,498,045
Use of (Contribution to) Fund Balance	\$0	\$0	\$0	\$0
Total Resources	\$3,232,673	\$3,455,957	\$3,515,989	\$3,498,045
Total Expenditures	\$3,232,673	\$3,455,957	\$3,515,989	\$3,498,045
Full-Time Equivalent * Total	28.50	28.50	28.50	28.50

**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.*

2012 Adopted Budget - Expenditure by Category



Budget Overview

The Office of the Mayor (OM) and resources pledged to City policy development staff have experienced significant budget reductions in recent years resulting from the impacts of the Great Recession on City resources. In 2010, the City reduced staffing in the Office of the Mayor, abolished the former Office of Policy and Management (OPM), and transferred most remaining OPM resources to the Office of the Mayor. In 2011, the OM took additional reductions in order to help bridge the projected \$67 million General Fund shortfall. The 2011 Adopted Budget level for the OM represented a 35% reduction from 2009 combined funding levels for the OM and OPM, after adjusting for budget transferred to other departments during the abolition of OPM. During this same timeframe, the City's total budget remained about the same.

In order to respond to this decline in resources, the Office of the Mayor has prioritized functions within the office, but also has had to rely more on staff from departments to help develop policy and to respond to community needs more directly. The Office of the Mayor remains committed to providing a high level of responsiveness and engagement to the community, despite limited resources.

Given continuing budget challenges for the General Fund in 2012, the Office of the Mayor again will make budget reductions to provide relief to the General Fund and allowing resources to be preserved for direct services. These reductions in personnel services will create sustainable salary savings.

Office of the Mayor

Incremental Budget Changes

Mayor's Office

	2012 Dollar Amount	2012 FTE
2012 Endorsed Budget	\$3,515,989	28.50
2012 Proposed Changes		
Reduction of Staffing Costs	(\$52,000)	0.00
Technical Adjustments	\$40,506	0.00
Total Changes	(\$11,494)	0.00
2012 Proposed Budget	\$3,504,495	28.50
Council Adjustments to Proposed Budget		
Adjust Employer Contribution Rate to SCERS	(\$6,450)	0.00
Total Adjustments	(\$6,450)	0.00
2012 Adopted Budget	\$3,498,045	28.50

Reduction of Staffing Costs – (\$52,000). The Office of the Mayor’s personnel services budget will be reduced creating sustainable salary savings.

Technical Adjustments – \$40,506. Technical adjustments in the 2012 Proposed Budget include departmental and citywide non-programmatic adjustments that do not represent fundamental changes in service delivery. Citywide technical adjustments reflect changes in central cost allocations, retirement, health care, workers’ compensation, and unemployment costs.

City Council Changes to the 2012 Proposed Budget

Adjust Employer Contribution Rate to SCERS – (\$6,450). The Council made an adjustment to the employer contribution rate for the Seattle City Employees’ Retirement System (SCERS), lowering it from 11.27% of regular payroll in the 2012 Proposed Budget to the updated rate of 11.01%. This change is driven by action taken in October 2011 by the SCERS Board of Administration to adjust the interest rate paid on new contributions after January 1, 2012.

City Council Provisos

There are no Council provisos.

Expenditure Overview

	Summit	2010	2011	2012	2012
Appropriations	Code	Actuals	Adopted	Endorsed	Adopted
Office of the Mayor Budget Control Level	X1A00	3,232,673	3,455,957	3,515,989	3,498,045
Department Total		3,232,673	3,455,957	3,515,989	3,498,045

Department Full-time Equivalents Total* 28.50 28.50 28.50 28.50

** 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.*

Appropriations by Budget Control Level (BCL)

Office of the Mayor Budget Control Level

The purpose of the Mayor's Office Budget Control Level is to provide honest, accessible leadership to residents, employees, and regional neighbors of the City of Seattle that is clear and responsible in an environment that encourages ideas, civic discourse, and inclusion for the entirety of the city's diverse population, creating an even better place to live, learn, work, and play.

	2010	2011	2012	2012
Expenditures/FTE	Actuals	Adopted	Endorsed	Adopted
Office of the Mayor	3,232,673	3,455,957	3,515,989	3,498,045
Full-time Equivalents Total*	28.50	28.50	28.50	28.50

** 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.*

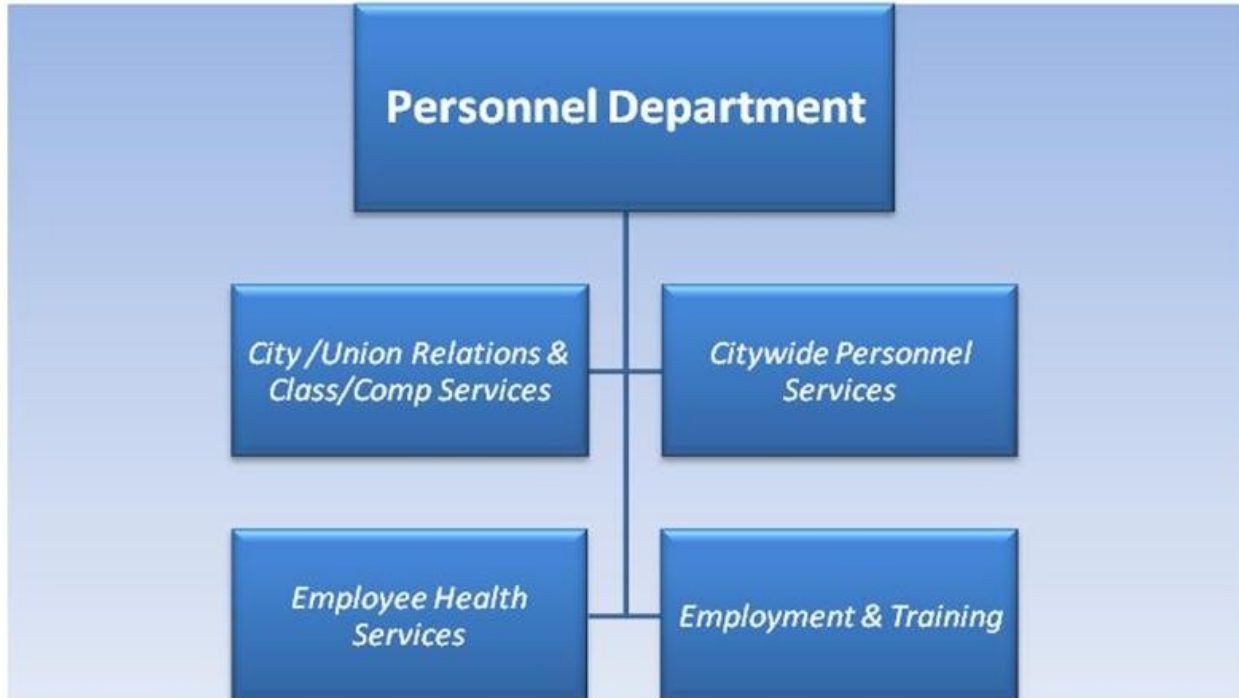
Personnel Department

David Stewart, Director

Information Line: (206) 684-7999

<http://www.seattle.gov/Personnel>

Department by Budget Control Level



Department Overview

The Personnel Department provides human resource services, tools, and expert consultative assistance to departments, policymakers, employees, and the public so the City of Seattle's diverse work force is deployed, supported, and managed fairly to accomplish the City's business goals in a cost-effective and safe manner. The Personnel Department has four primary areas of operation:

- The Employment and Training section provides staffing services, mediation, employee development opportunities, and technical assistance to all City departments so that the City can meet its hiring needs efficiently, comply with legal guidelines, and help departments and employees accomplish the City's work.
- The Employee Health Services section provides quality, cost-effective employee benefits, health care benefits, workers' compensation benefits, and safety services, all of which maintain and promote employee health and productivity, and provide a competitive non-cash compensation package. In addition, this section administers the Seattle Voluntary Deferred Compensation Plan and Trust.

Personnel Department

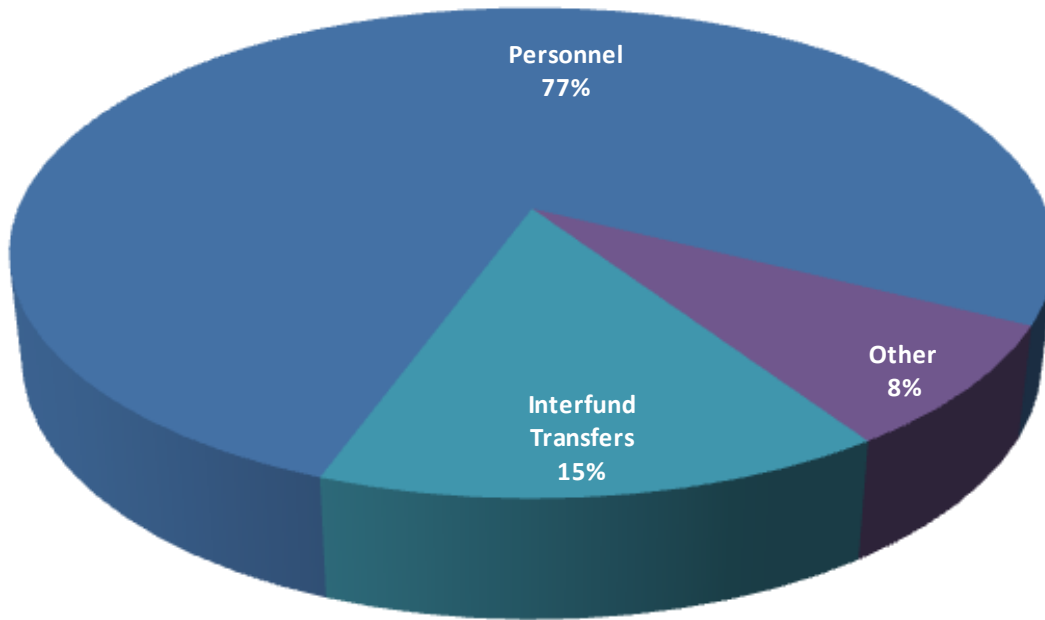
- The Citywide Personnel Services section establishes Citywide personnel rules and provides human resources systems, policy advice, information management, finance and accounting services, contingent work force oversight, and expert consultative assistance to departments, policymakers, and employees so that the City can accomplish its business goals in a cost-effective manner. This section includes Policy Development, Information Management, Finance and Accounting, Temporary Employment Services, Employee Giving, and other internal support services.
- The City/Union Relations and Classification/Compensation section negotiates and administers a personnel system for both represented and non-represented employees with the intention of fairly classifying and compensating the City's diverse work force.
 - ◇ The City/Union Relations staff provide labor/employee relations services to policymakers and to management staff of City departments, and establish citywide personnel policy.
 - ◇ The Class/Comp staff develop pay programs, perform compensation analysis, and provide classification services and organizational consultation to all City departments.

Budget Snapshot

Personnel Department	2010 Actuals	2011 Adopted	2012 Endorsed	2012 Adopted
General Fund	\$11,950,148	\$11,549,299	\$11,619,874	\$11,530,794
Other Revenues	\$0	\$0	\$0	\$0
Total Revenues	\$11,950,148	\$11,549,299	\$11,619,874	\$11,530,794
Use of (Contribution to) Fund Balance	\$0	\$0	\$0	\$0
Total Resources	\$11,950,148	\$11,549,299	\$11,619,874	\$11,530,794
Total Expenditures	\$11,950,148	\$11,549,299	\$11,619,874	\$11,530,794
Full-Time Equivalent * Total	115.00	104.25	104.25	103.25

**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.*

2012 Adopted Budget - Expenditure by Category



Budget Overview

General Fund budget pressures in 2012 and future years require that Personnel make budget reductions. The Department’s budget is primarily comprised of labor costs. As a result, the Department has identified position reductions and staffing efficiencies as part of balancing the overall General Fund budget. These changes have been identified while prioritizing maintaining quality direct services to other City departments. In 2012, the Department will continue to perform the same core functions, and minimal impact is expected to overall levels of service.

In addition to reviewing positions and staffing efficiencies, Personnel has evaluated the funding for various staff and programs in the department, and in a limited number of cases has adjusted funding from General Fund to other fund sources, including the Health Care Subfund and the Industrial Insurance Subfund, to better tie the funding source to the services provided.

Under new Director David Stewart, Personnel is engaged in an evaluation of all components of the Department’s operations. A strategic planning process is now underway that includes key initiatives around collaboration, customer focus, and reprioritization and resizing of services and programs. This process will result in the development of a strategic plan that will help guide Department policies and inform future decisions. The results of this strategic planning process will inform future budgets and provide a framework for future operational changes.

Personnel Department

The Department is also conducting an evaluation of the City's four primary discretionary pay programs that were created in 1998 and 1999, and will be developing recommendations for changes that better align this program with the City's current classification needs. The focus of the evaluation is on the classification of the discretionary pay programs and not on compensation itself. There are no 2012 budget changes associated with this work.

Incremental Budget Changes

Personnel Department

	2012 Dollar Amount	2012 FTE
2012 Endorsed Budget	\$11,619,874	104.25
2012 Proposed Changes		
Workload Changes and Efficiencies	(\$49,101)	(1.00)
Program Reductions	(\$40,000)	0.00
Technical Adjustments	\$17,509	0.00
Total Changes	(\$71,592)	(1.00)
2012 Proposed Budget	\$11,548,283	103.25
Council Adjustments to Proposed Budget		
Shift Reduction for Management Efficiencies	\$0	0.00
Adjust Employer Contribution Rate to SCERS	(\$17,489)	0.00
Total Adjustments	(\$17,489)	0.00
2012 Adopted Budget	\$11,530,794	103.25

Workload Changes and Efficiencies - (\$49,101) / (1.0) FTE. This change abrogates three positions: a Labor Relations Specialist, a Workers' Compensation Manager, and a Finance Analyst Assistant. The Labor Relations Specialist position was added in 2011. The assigned body of work (a review of workplace efficiencies), has been significantly smaller than expected and existing staff are able to absorb this work. The abrogation of the Workers' Compensation Manager achieves "span of control reduction" that was implemented as part of the 2012 Endorsed Budget. To mitigate the impact of this abrogation, a Senior Workers' Compensation Analyst will be moved to a Supervisor position, but will continue to perform some analyst duties as well. The workload in this area has decreased modestly over the past few years, and no impact to the processing of workers' compensation claims is expected. Due to efficiencies realized through a 2010 technology system upgrade for re-pricing workers' compensation medical bills, the Financial Services Division is reducing a Finance Analyst Assistant position. The

Personnel Department

new technology allows for an electronic, rather than manual review and adjustment, of provider charges down to the fees allowed by the state.

In addition to the changes above, three position increases were made due to workloads that are greater than the existing staff are able perform. In the 2011 Adopted Budget, the Administrative Staff Assistant to the Director was reduced to part-time. The workload has proven to be more than can be managed in a part-time environment and so the position is restored to full-time. Further, a part-time revenue-backed position is also added to carry out work related to the Deferred Compensation Program. This workload has expanded due to changes in tax law, new audit requirements from the City's general liability reinsurer, and other participant-relations needs associated with the conditions of the national and City economies. Finally, a full-time supported employment position from DoIT is also transferred to Personnel to assist with general office work.

Program Reductions - (\$40,000). This change eliminates funding for the University of Washington Fellows Program, a citywide summer internship program that began in 2007. This reduction does not impact other City internship programs and the Program has not been offered since 2009.

Technical Adjustments - \$17,509. Technical adjustments in the 2012 Adopted Budget include departmental and citywide non-programmatic adjustments that do not represent fundamental changes in Personnel's service delivery. Salary adjustments are made to align three positions to actual costs, and net-zero changes are made between several BCLs and account groups. In addition, citywide technical adjustments were made that reflect changes in central cost allocations, retirement, health care, workers' compensation, and unemployment costs.

City Council Changes to the 2012 Proposed Budget

Shift Reduction for Management Efficiencies - (\$0). As a technical adjustment to the 2012 Proposed Budget, this change recognizes the position reduction taken to meet the Management Efficiencies target in the 'Employee Health Services' BCL and not the 'Citywide Personnel Services' BCL. The adjustment was made through a net zero, intradepartmental transfer within the Personnel Department as part of 2012 Adopted Budget.

Adjust Employer Contribution Rate to SCERS - (\$17,489). The Council made an adjustment to the employer contribution rate for the Seattle City Employees' Retirement System (SCERS), lowering it from 11.27% of regular payroll in the 2012 Proposed Budget to the updated rate of 11.01%. This change is driven by action taken in October 2011 by the SCERS Board of Administration to adjust the interest rate paid on new contributions after January 1, 2012.

City Council Provisos

There are no Council provisos.

Personnel Department

Expenditure Overview

Summit	2010	2011	2012	2012	
Appropriations	Code	Actuals	Adopted	Endorsed	Adopted
City/Union Relations and Class/Comp Services Budget Control Level	N4000	3,328,707	4,095,057	4,158,242	3,210,651
Citywide Personnel Services Budget Control Level	N3000	2,915,320	1,848,768	1,757,326	2,681,948
Employee Health Services Budget Control Level	N2000	2,915,967	2,692,054	2,741,730	2,695,531
Employment and Training Budget Control Level	N1000	2,790,155	2,913,420	2,962,576	2,942,663
Department Total		11,950,148	11,549,299	11,619,874	11,530,794
Department Full-time Equivalents Total*		115.00	104.25	104.25	103.25

** 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.*

Appropriations by Budget Control Level (BCL)

City/Union Relations and Class/Comp Services Budget Control Level

The purpose of the City/Union Relations and Classification/Compensation Services Budget Control Level (BCL) is to support the City's efforts to fairly manage and compensate its diverse work force. City/Union Relations staff provide technical and professional labor-relations services to policymakers and management staff of all City departments. The Class/Comp staff develop personnel rules, pay programs, perform compensation analysis, and provide classification services and organizational consultation to all City departments.

	2010	2011	2012	2012
Expenditures/FTE	Actuals	Adopted	Endorsed	Adopted
City/Union Relations and Class/Comp Services	3,328,707	4,095,057	4,158,242	3,210,651
Full-time Equivalents Total*	26.00	33.50	33.50	32.50

* 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.

Citywide Personnel Services Budget Control Level

The purpose of the Citywide Personnel Services Budget Control Level (BCL) is to establish Citywide personnel rules and provide human resources systems, policy advice, information management, finance and accounting services, contingent work force oversight, and expert assistance to departments, policymakers, and employees so the City can accomplish its business goals in a cost-effective manner. This program includes Policy Development, Information Management, Finance and Accounting, Temporary Employment Services, and other internal support services.

	2010	2011	2012	2012
Expenditures/FTE	Actuals	Adopted	Endorsed	Adopted
Citywide Personnel Services	2,915,320	1,848,768	1,757,326	2,681,948
Full-time Equivalents Total*	22.50	7.25	7.25	6.75

* 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.

Employee Health Services Budget Control Level

The purpose of the Employee Health Services Budget Control Level (BCL) is to provide quality, cost-effective employee health care and other benefits, workers' compensation benefits, and safety services to maintain and promote employee health and productivity, and to provide a competitive non-cash compensation package. This program also includes administration of the Seattle Voluntary Deferred Compensation Plan and Trust.

	2010	2011	2012	2012
Expenditures/FTE	Actuals	Adopted	Endorsed	Adopted
Employee Health Services	2,915,967	2,692,054	2,741,730	2,695,531
Full-time Equivalents Total*	24.50	21.00	21.00	21.50

* 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.

Personnel Department

Appropriations by Budget Control Level (BCL)

Employment and Training Budget Control Level

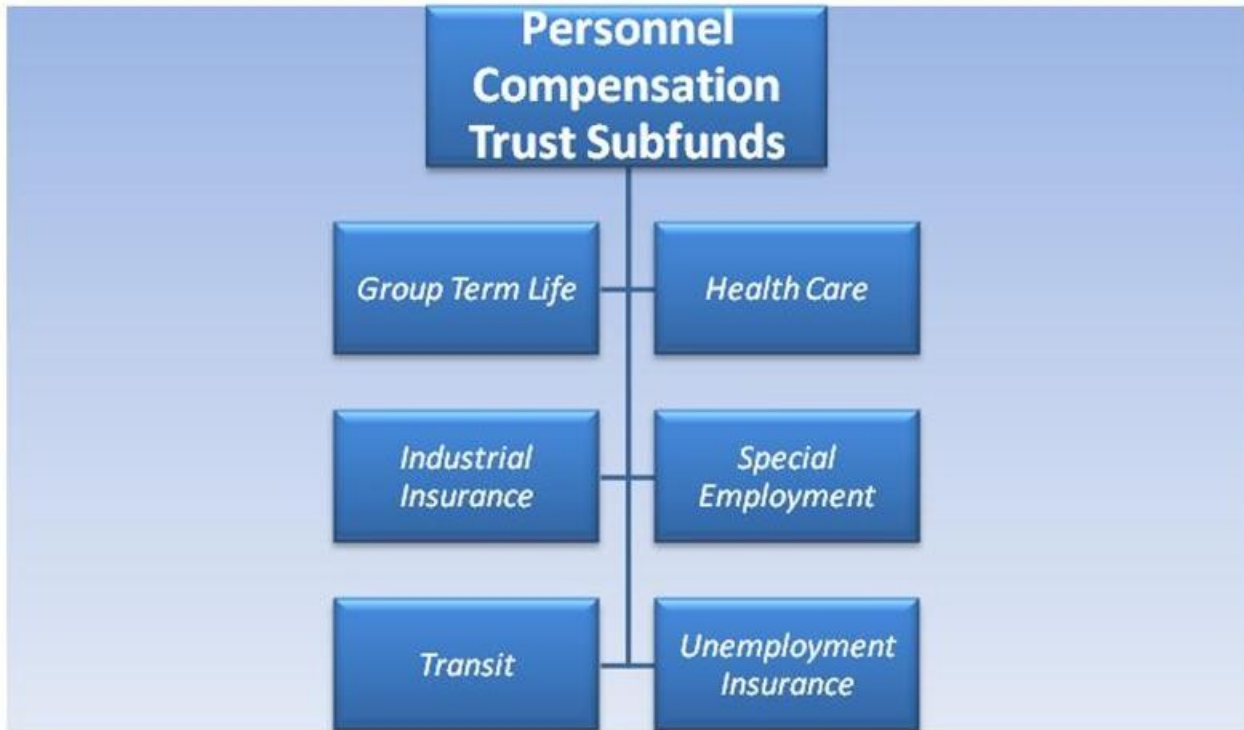
The purpose of the Employment and Training Budget Control Level (BCL) is to provide staffing services, employee-development opportunities, mediation, and technical assistance to all City departments so the City can meet its hiring needs efficiently, maintain legal compliance, and help organizations and employees accomplish the City's work in a productive and cost-effective manner. This Budget Control Level includes the Police and Fire Exams, Employment, Supported Employment, Equal Employment Opportunity, Alternative Dispute Resolution, and Career Quest units.

	2010	2011	2012	2012
Expenditures/FTE	Actuals	Adopted	Endorsed	Adopted
Employment and Training	2,790,155	2,913,420	2,962,576	2,942,663
Full-time Equivalents Total*	42.00	42.50	42.50	42.50

** 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.*

Personnel Compensation Trust Subfunds

Personnel Compensation Trust Subfunds by Budget Control Level



Personnel Compensation Trust Subfunds Overview

The Personnel Compensation Trust Funds are six subfunds of the General Fund, five of which are administered by the Personnel Department and one administered by the Department of Finance and Administrative Services. These six subfunds serve as a means to manage Citywide contractual obligations on behalf of employees and City departments. The administering department collects funds from other City departments, which are then paid out to various insurance companies, service providers, and individuals. The six subfunds are the Group Term Life Insurance Subfund, the Health Care Subfund, the Industrial Insurance Subfund, the Special Employment Subfund, the Unemployment Insurance Subfund, and the Transit Benefit Subfund.

- The Group Term Life Insurance Subfund contains the revenues and expenses related to the City's group term life insurance, long-term disability insurance, and accidental death and dismemberment insurance.
- The Health Care Subfund contains the revenues and expenses related to the City's medical, dental, and vision programs; Flexible Spending Account Program; Employee Assistance Program; and COBRA continuation coverage. The City is self-insured for some of its medical and dental plans, and carries insurance for the remainder of the medical plans, dental and vision plans.

Personnel Compensation Trust Subfunds

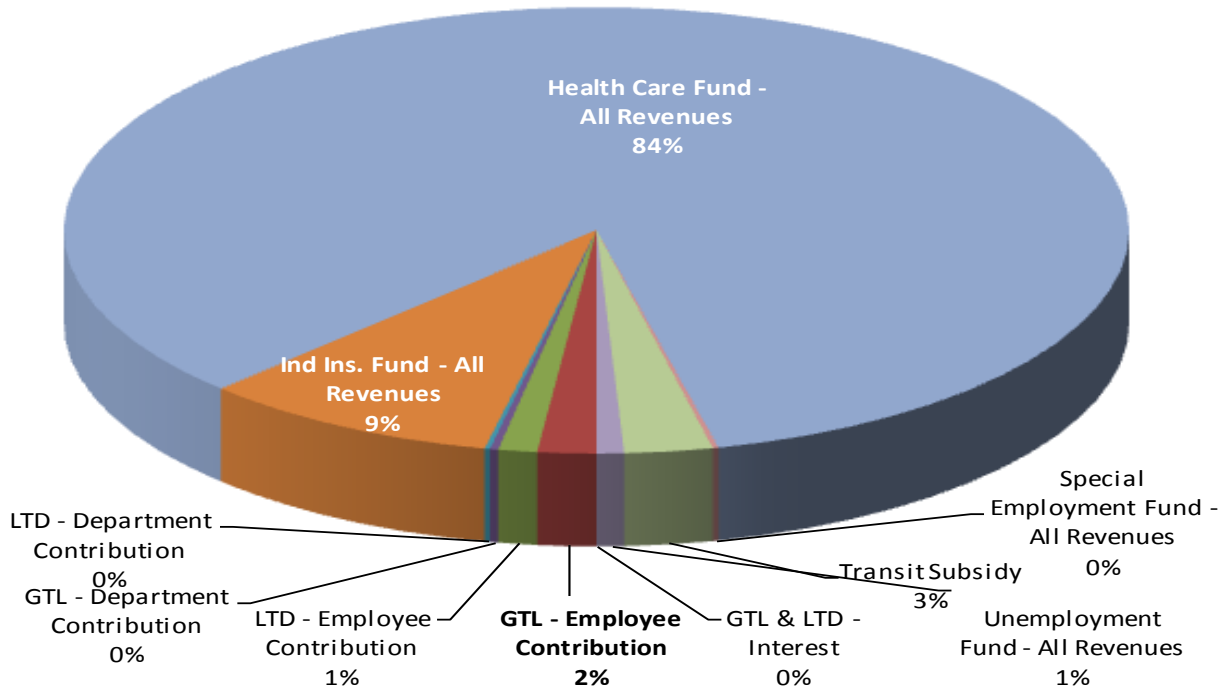
- The Industrial Insurance Subfund captures the revenues and expenditures associated with the City's Workers' Compensation and Safety programs. Since 1972, the City of Seattle has been a self-insured employer as authorized under state law. The Industrial Insurance Subfund receives payments from City departments to pay for these costs and related administrative expenses.
- The Special Employment Subfund contains the outside agency revenues and expenditures associated with the City's temporary, intern, and work study programs. Outside agencies reimburse the City for costs. Expenses related to employees hired by City departments through the Special Employment Program are charged directly to the departments.
- The Unemployment Insurance Subfund contains the revenues and expenditures associated with the City's unemployment insurance costs. The City is a self-insured employer with respect to unemployment insurance.
- The Transit Benefit Subfund contains the revenues and expenditures associated with the City's transit subsidy program with King County Metro Transit.

Budget Snapshot

Personnel Compensation Trust Subfunds	2010 Actual	2011 Adopted	2012 Endorsed	2012 Adopted
General Fund	\$0	\$0	\$0	\$0
Other Revenues	\$162,959,035	\$179,893,520	\$195,975,893	\$183,421,845
Total Revenues	\$162,959,035	\$179,893,520	\$195,975,893	\$183,421,845
Use of (Contribution to) Fund Balance	\$5,982,905	\$8,297,949	\$4,794,945	\$769,918
Total Resources	\$168,941,940	\$188,191,469	\$200,770,838	\$184,191,763
Total Expenditures	\$168,941,940	\$188,191,469	\$200,770,838	\$184,191,763

Personnel Compensation Trust Subfunds

2012 Adopted Budget - Revenues By Category



Budget Overview

The following provides a summary of each of the six individual Subfunds of the General Fund that comprise the Personnel Compensation Trust Funds.

Health Care Subfund: The City provides medical, dental, vision, and other benefits to employees and their covered family members. The expenses and revenues related to these benefits are accounted for in the Health Care Subfund. Total City health care costs (medical, dental, vision) have roughly doubled from approximately \$74 million in 2001 to \$143 million in 2010. In 2011, the total costs are expected to be maintained at \$143 million as a result of the City experiencing a leveling off of the health care costs incurred in the short term. This lower growth is partly due to a recovery from temporarily elevated health care costs in 2009, and a decrease in the overall employee enrollment in 2011. The City anticipates that health care cost growth will return to the prior average annual rate of increase of approximately 10% year over the long term.

The General Fund pays for approximately half of the City's total health care costs in 2011 and 2012. As the total costs increase for health care, the amount of General Fund resources allocated to health care benefits is increasing, thereby reducing General Fund resources available for other purposes. In early 2011, the City recognized the need to develop greater policy oversight for the City's health care benefits, given that this is a significant cost area for the City.

Personnel Compensation Trust Subfunds

In light of this, the City Budget Office (CBO) formed in early 2011 a Health Care Management Interdepartmental Team (IDT) that serves as a joint Council-Executive collaboration to evaluate the City's health plans, and develop a longer term set of strategic health care policies. The Health Care IDT's work serves to inform discussions of the City's Health Care Committee (HC2), which is comprised of representatives of the City and signatory unions of the Coalition of City Unions. This Committee addresses issues related to the health care benefits provided most City employees, including scope of coverage, and costs to the City, employees, and the Rate Stabilization Fund (for represented employees) associated with providing the benefits. The IDT also informs the discussions of the City's Labor Management Leadership Committee (LMLC) which is comprised of representatives of the City (labor relations representatives, department directors, City councilmembers, and a representative of the Executive) and representatives of unions in the Coalition of City Unions. This Committee oversees the City's labor-management partnership and addresses a broad and general range of Labor-related topics.

During 2011, the IDT evaluated a set of changes to the City's health care plans that would reduce health plan costs, without reducing actual health care benefits. The IDT identified three discrete changes to reduce overall health care plan costs beginning in 2012:

- **Eliminate purchase of stop loss insurance:** The IDT determined that it would be beneficial for the City to eliminate the purchase of stop-loss insurance, which is a supplemental insurance package that the City has purchased in past years to insure the City against cost exposure to large health care claims of \$250,000 or more per individual that are incurred as part of the City's self-insured medical plan administered by Aetna. The cost for this stop loss insurance has been rising significantly year over year, and the City determined that this risk could be addressed by establishing an internal reserve within the Health Care Fund, rather than continuing to pay an external service provider approximately \$1 million per year to manage this risk for the City.
- **Self Insure the City's Washington Dental Service Plan:** The IDT identified moving to self-insure the City's Washington Dental Service plan as a cost saving step that maintains the same level of dental benefits, but saves the City the cost of paying a State premium tax of approximately \$200,000 per year, as well as risk charges levied by WDS.
- **Establish a new Forecast Variance Reserve within the Health Care Subfund:** The IDT identified the need to establish a new "Forecast Variance Reserve" (FVR) of \$5.4 million to account for the volatility, compared to forecast, of self-insured Medical/Pharmacy and Dental claims and to address the risk assumed by eliminating stop loss insurance.

These changes were evaluated by HC2, pursuant to the agreement reached with the Coalition of City Unions in 2010, committing signatory unions to collaboratively identify ways in which the City could contain its medical costs. In mid-2011, HC2 voted to implement these three proposals as part of the 2012 health care program and rates. These changes will affect the City and employees other than those covered by IAFF Local 27. IAFF Local 27 began providing health benefits to Fire Fighters and their dependents under a union-sponsored plan, beginning January 1, 2008. The union is responsible for its plans' risk arrangements, benefits, claims experience, administrative support and costs, etc. although it abides by the City's eligibility rules and obtains a fixed contribution from the City per Fire Fighter per month.

Personnel Compensation Trust Subfunds

In 2012, the first year of implementing these changes, no significant cost savings will be realized due to the fact the Forecast Variance Reserve (FVR) will be funded in large part (\$4.1 million) by including this cost in the 2012 health care rates. The balance of \$1.3 million to reach a total of \$5.4 million by year-end 2012 is funded by reallocating reserves already existing in the Health Care Subfund. However, beginning in 2013, the City's benefits/actuarial consultant, Aon Hewitt, estimates that a reduction in costs for the overall health care plan, controlling for other issues, will be on the order of \$1-\$4 million annually. In addition to the cost savings to the City's health care plan, the changes are beneficial in that they reduce the administrative burden related to monitoring for, and pursuing, periodic stop loss reimbursement payments to the City. Further, the establishment of the FVR for Medical/Pharmacy claims and for Dental claims is prudent in that it addresses risks given that self insured health care claims cannot be forecasted precisely.

In 2012, the City will continue to work to pursue efficiencies within the Health Care plan, and will work with the Coalition of City Unions to evaluate and implement additional changes as part of the 2013 rate setting process.

Industrial Insurance Subfund: The City's Industrial Insurance expenses continue to grow based on increased workers' compensation claims experience and projected growth. The underlying growth in medical costs is a large driver of the costs for this expense. Medical claims costs for Industrial Insurance are expected to grow by approximately 2% over 2011. In 2012, \$750,000 in unreserved fund balance in the Industrial Insurance Subfund is being used to partially subsidize the administrative costs charged to departments, including fees levied by the Washington State Department of Labor and Industries, reinsurance premiums, and the Personnel Department's administrative costs to manage the program, which are increased in 2012. These changes result in an ending unreserved fund balance for the Industrial Insurance Subfund that is considered sufficient to maintain the fund in a healthy financial position moving forward.

Unemployment Subfund: In 2012, unemployment costs are anticipated to remain roughly in line with the 2012 Endorsed Budget at a total of approximately \$2 million. Unemployment costs increased significantly during the economic recession, increasing from approximately \$1 million in 2008 to \$3 million in 2010. In 2010, the City forecast 2011 unemployment claims to continue to increase to \$5.4 million; however, an update to this forecast in mid-2011 indicates that unemployment claims are likely to stay at \$3 million in 2011 due to an overall improvement in economic conditions. As a result, it is anticipated that an unreserved fund balance will accrue to the Unemployment Fund in 2011. In 2012, \$1.3 million in unreserved fund balance will be used to partially subsidize all departments other than SPU and SCL, which do not participate in receiving a share of the unreserved fund balance beginning in 2011 given that billing for unemployment claims is now based on actuals for these two departments. Unemployment levels are anticipated to return to more moderate levels of \$1.0-\$1.5 million in 2013 and 2014. These changes result in an ending unreserved fund balance for the Unemployment Subfund that is considered sufficient to maintain the fund in a healthy financial position moving forward.

Group Term Life Subfund: The City changed its accounting practices in 2011 regarding how the revenues and expenses associated with employee-paid supplemental insurance are recognized in the SubFund. Previously, supplemental expenses were treated as a pass through transactions, and did not show up in the Group Term Life Insurance Subfund, and therefore did not require appropriation

Personnel Compensation Trust Subfunds

authority. Beginning in 2011, the expense associated with supplemental insurance was recognized, which required an increase in appropriation authority for the Fund. In making this change, however, the 2012 Endorsed Budget did not fully recognize the increase in appropriation authority needed for supplemental insurance. The 2012 Adopted Budget corrects this and reflects the current accounting practice, which requires an additional \$2.5 million in budget authority. This change is fully backed by the premiums employees pay for this coverage, resulting in no net change to the Subfund.

Special Employment Subfund: There are no substantive changes from the 2012 Endorsed Budget to the 2012 Adopted Budget.

Transit Benefit Subfund: The 2012 Adopted Budget assumes a 5.5 % increase in Ferry rates, no increase in Metro rates and little change in usage relative to 2012 Endorsed Budget assumptions. Offsetting this increase, the City worked throughout 2010 and early 2011 with King County Metro to enable Metro to refund unredeemed voucher payments for individual's ORCA passes and E-purses. Metro was successful and the City now receives monthly refunds of these unredeemed voucher payments. All effects combined, the 2012 Adopted Budget anticipates a reduction in total City subsidy costs of \$492,000 relative to the 2012 Endorsed Budget.

Incremental Budget Changes

Health Care Subfund

	2012 Dollar Amount	2012 FTE
2012 Endorsed Budget	\$169,626,341	0.00
2012 Proposed Changes		
Claims & Premiums Expense	(\$17,014,539)	0.00
Wellness Program Funding	\$0	0.00
Seattle Housing Authority	\$0	0.00
Technical Adjustments	\$0	0.00
Total Changes	(\$17,014,539)	0.00
2012 Proposed Budget	\$152,611,802	0.00
Council Adjustments to Proposed Budget	\$0	0.00
2012 Adopted Budget	\$152,611,802	0.00

Personnel Compensation Trust Subfunds

Claims & Premiums Expense - (\$17,014,539). The 2012 Adopted Budget reflects a decrease of \$17 million over the total claims and premiums expense assumed in the 2012 Endorsed Budget. This is due to the underlying increase in health care costs over the 2011 Budget being less than assumed at the time of the 2012 Endorsed Budget, and in smaller part, due to the City's expected enrollment in its health care plans decreasing by approximately 200 enrollees in 2012 over 2011. This reduction in expense is reflected through technical adjustments in all City department budgets that maintain staff enrolled in the City's health care benefit plans.

Wellness Program Funding - \$0. This proposal reassigns the administrative cost for the work related to the Wellness Program, a program that is reflected as part of the Health Care Subfund, from the Personnel Department budget to the Health Care Subfund. Currently, this work is equivalent to 0.5 FTE of a Senior Personnel Analyst position in the Personnel Department. In 2012, this will result in \$50,000 of new costs being recognized in the Health Care Subfund; however, this increase is absorbed within the 2012 Endorsed Budget for the Wellness Program, resulting in no net change. This change better aligns the funding source to the services provided.

Seattle Housing Authority - \$0. The City's Personnel Department performs the necessary administrative duties associated with the Seattle Housing Authority (SHA)'s participation in the City's health care program. The costs for this work are recognized as part of the Personnel Department budget. Beginning in 2012, the \$60,000 in funding paid to the City by SHA for this service will be recognized as part of the City's General Fund instead of the Health Care Subfund to better align the revenue with costs incurred.

City Council Changes to the 2012 Proposed Budget

There are no City Council Changes to the 2012 Proposed Budget.

Personnel Compensation Trust Subfunds

Industrial Insurance Subfund

	2012 Dollar Amount	2012 FTE
2012 Endorsed Budget	\$19,764,843	0.00
2012 Proposed Changes		
Anticipated Pension Payouts	(\$1,211,000)	0.00
Anticipated Claims Activity	(\$908,773)	0.00
Administration Charges	(\$54,070)	0.00
Technical Adjustments	(\$218,260)	0.00
Total Changes	(\$2,392,103)	0.00
2012 Proposed Budget	\$17,372,740	0.00
Council Adjustments to Proposed Budget	\$0	0.00
2012 Adopted Budget	\$17,372,740	0.00

Anticipated Pension Payouts - (\$1,211,000). This proposal reduces the City's reserve for pension payouts in 2012 from approximately \$3.2 million in the 2012 Endorsed budget to approximately \$2,000,000 in payouts.

Anticipated Claims Activity - (\$908,773): This proposal reduces the projected growth in the workers' compensation claim experience, resulting in a budget decrease of approximately \$900,000. This change is partially due to the slower than anticipated growth in health care costs, and to fewer than anticipated workers' compensation claims being opened.

Administration Charges - (\$54,070). The Personnel Department administers the Industrial Insurance Subfund. As part of the 2012 Budget process, the Personnel Department reviewed the administrative charges billed to the Industrial Insurance Subfund for work performed by Personnel staff. As a result of the review, this proposal reallocates funding for \$220,000 in staff related expenses from the General Fund to the Industrial Insurance Subfund to more accurately tie the funding source to the services provided. Additionally, the Personnel Department is abrogating a Manager position in the Worker's Compensation unit, and a Finance Analyst Assistant position in the Financial Services Division, that were previously billed to the Industrial Insurance Fund. The combined effect of these changes is a net decrease of \$54,070 to the Industrial Insurance Subfund in 2012 as compared to the 2012 Endorsed Budget.

Technical Adjustments - (\$218,260). This proposal reduces the forecasted expense for the Washington State Labor & Industries by approximately \$228,000 as compared to the 2012 Endorsed Budget. In addition, this proposal increases the forecasted expense associated with a number of professional services contracts recognized as part of this Subfund by \$10,000.

Personnel Compensation Trust Subfunds

City Council Changes to the 2012 Proposed Budget

There are no City Council Changes to the 2012 Proposed Budget.

Unemployment Subfund

	2012 Dollar Amount	2012 FTE
2012 Endorsed Budget	\$2,103,218	0.00
2012 Proposed Changes		
Anticipated Unemployment Claims	\$715,093	0.00
Technical Adjustments	\$2,851	0.00
Total Changes	\$717,944	0.00
2012 Proposed Budget	\$2,821,162	0.00
Council Adjustments to Proposed Budget	\$0	0.00
2012 Adopted Budget	\$2,821,162	0.00

Anticipated Unemployment Claims - \$715,093. This proposal increases the projected expense for unemployment claims by approximately \$715,000 as compared to the 2012 Endorsed Budget, resulting in a net change in total projection from \$2.1 to \$2.8 million. While unemployment claims payable by the City are on a downward trajectory from a peak of \$3.1 million in 2010, the total is not expected to decrease to the extent that was anticipated in the 2012 Endorsed Budget.

Technical Adjustments - \$2,851. This proposal increases the professional services budget within the Unemployment Subfund.

City Council Changes to the 2012 Proposed Budget

There are no City Council Changes to the 2012 Proposed Budget.

Personnel Compensation Trust Subfunds

Group Term Life Insurance Subfund

		2012 Dollar Amount	2012 FTE
2012 Endorsed Budget		\$3,562,860	0.00
2012 Proposed Changes			
	Supplemental Insurance	\$2,522,363	0.00
	Technical Adjustments	\$79,260	0.00
Total Changes		\$2,601,623	0.00
2012 Proposed Budget		\$6,164,483	0.00
Council Adjustments to Proposed Budget		\$0	0.00
2012 Adopted Budget		\$6,164,483	0.00

Supplemental Insurance - \$2,522,363. The City has recently made an accounting change regarding the approach to recognizing funds collected from employees for the purchase of supplemental insurance policies. Previously, these funds were treated as a pass through and did not show up as an expense in the Group Term Life Insurance Subfund, and therefore did not require appropriation authority.

Beginning in 2011, the City began recognizing both the revenue and expense related to this activity in the Subfund. In making this change, the 2012 Endorsed Budget did not fully recognize the increase in appropriation authority needed for supplemental insurance. This is corrected in the 2012 Proposed Budget. While this change does not change the bottom line of the fund, it does increase the amount of appropriation authority recognized.

Technical Changes - \$79,260. The 2012 Adopted Budget reflects the current Long Term Disability premiums. Premiums are expected to increase by \$79,260 above what was assumed in the 2012 Endorsed Budget.

City Council Changes to the 2012 Proposed Budget

There are no City Council Changes to the 2012 Proposed Budget.

Personnel Compensation Trust Subfunds

Special Employment Program Subfund

There are no substantive changes from the 2012 Endorsed Budget to the 2012 Adopted Budget. The 2012 Adopted Budget is \$321,576.

City Council Changes to the 2012 Proposed Budget

There are no City Council Changes to the 2012 Proposed Budget.

Transit Benefit Subfund

	2012 Dollar Amount	2012 FTE
2012 Endorsed Budget	\$5,392,000	0.00
2012 Proposed Changes		
Refund Administration Expenses	(\$492,000)	0.00
Total Changes	(\$492,000)	0.00
2012 Proposed Budget	\$4,900,000	0.00
Council Adjustments to Proposed Budget	\$0	0.00
2012 Adopted Budget	\$4,900,000	0.00

Refund Administration Expenses - (\$492,000). The 2012 Adopted Budget reduces the budget in the Transit Benefit Subfund to \$4,900,000 from the 2012 Endorsed Budget amount of \$5,392,000. This change reflects King County Metro changes to refund administration of unredeemed transit vouchers.

City Council Changes to the 2012 Proposed Budget

There are no City Council changes to the 2012 Proposed Budget.

City Council Provisos

There are no Council provisos.

Personnel Compensation Trust Subfunds

Expenditure Overview

	Summit	2010	2011	2012	2012
Appropriations	Code	Actuals	Adopted	Endorsed	Adopted
Group Term Life Budget Control Level	NA000	787,679	3,493,000	3,562,860	6,164,483
Health Care Budget Control Level	NM000	143,462,403	154,807,010	169,626,341	152,611,802
Industrial Insurance Budget Control Level	NR500	16,880,180	19,128,820	19,764,843	17,372,740
Special Employment Budget Control Level	NT000	274,855	315,580	321,576	321,576
Transit Benefit Budget Control Level	TRANSITB 1	4,446,000	5,041,000	5,392,000	4,900,000
Unemployment Insurance Budget Control Level	NS000	3,090,823	5,406,059	2,103,218	2,821,162
Department Total		168,941,940	188,191,469	200,770,838	184,191,763

Revenue Overview

2012 Estimated Revenues for the Health Care Subfund (00627)

Summit Code	Source	2010 Actuals	2011 Adopted	2012 Endorsed	2012 Adopted
469990	Health Care Fund - All Revenues	139,523,380	147,249,061	165,571,396	153,881,884
Total Revenues		139,523,380	147,249,061	165,571,396	153,881,884
379100	Use of (Contribution To) Fund Balance	3,939,023	7,557,949	4,054,945	(1,270,082)
Total Health Care		3,939,023	7,557,949	4,054,945	(1,270,082)
Total Resources		143,462,403	154,807,010	169,626,341	152,611,802

Personnel Compensation Trust Subfunds

2012 Estimated Revenues for the Industrial Insurance Subfund (00516)

Summit Code	Source	2010 Actuals	2011 Adopted	2012 Endorsed	2012 Adopted
569550	Ind Ins. Fund - All Revenues	16,121,366	18,378,820	19,014,843	16,622,740
Total Revenues		16,121,366	18,378,820	19,014,843	16,622,740
379100	Use of (Contribution To) Fund Balance	758,814	750,000	750,000	750,000
Total Use of Fund Balance		758,814	750,000	750,000	750,000
Total Resources		16,880,180	19,128,820	19,764,843	17,372,740

2012 Estimated Revenues for the Unemployment Insurance Subfund (00517)

Summit Code	Source	2010 Actuals	2011 Adopted	2012 Endorsed	2012 Adopted
569570	Unemployment Fund - All Revenues	1,811,568	5,406,059	2,103,218	1,521,162
Total Revenues		1,811,568	5,406,059	2,103,218	1,521,162
379100	Use of (Contribution To) Fund Balance	1,279,255	0	0	1,300,000
Total Use of Fund Balance		1,279,255	0	0	1,300,000
Total Resources		3,090,823	5,406,059	2,103,218	2,821,162

2012 Estimated Revenues for the Group Term Life Insurance Subfund (00628)

Summit Code	Source	2010 Actuals	2011 Adopted	2012 Endorsed	2012 Adopted
461110	GTL & LTD - Interest	10,119	10,000	10,000	10,000
469640	GTL - Employee Contribution	704	695,000	708,900	3,247,686
469660	LTD - Employee Contribution	(455)	2,046,000	2,086,920	2,163,273
569540	GTL - Department Contribution	490,192	463,000	472,260	455,837
569560	LTD - Department Contribution	285,945	289,000	294,780	297,687
Total Revenues		786,505	3,503,000	3,572,860	6,174,483
379100	Use of (Contribution To) Fund Balance	1,174	(10,000)	(10,000)	(10,000)
Total Use of Fund Balance		1,174	(10,000)	(10,000)	(10,000)
Total Resources		787,679	3,493,000	3,562,860	6,164,483

Personnel Compensation Trust Subfunds

2012 Estimated Revenues for the Special Employment Program Subfund (00515)

Summit Code	Source	2010 Actuals	2011 Adopted	2012 Endorsed	2012 Adopted
441960	Special Employment Fund - All Revenues	270,216	315,580	321,576	321,576
Total Revenues		270,216	315,580	321,576	321,576
379100	Use of (Contribution To) Fund Balance	4,639	0	0	0
Total Use of Fund Balance		4,639	0	0	0
Total Resources		274,855	315,580	321,576	321,576

2012 Estimated Revenues for the Transit Benefit Subfund (00410)

Summit Code	Source	2010 Actuals	2011 Adopted	2012 Endorsed	2012 Adopted
520670	Interfund Transit Subsidy Revenue	4,446,000	5,041,000	5,392,000	4,900,000
Total Transit Subsidy		4,446,000	5,041,000	5,392,000	4,900,000
Total Revenues		4,446,000	5,041,000	5,392,000	4,900,000

Appropriations by Budget Control Level (BCL)

Group Term Life Budget Control Level

The purpose of the Group Term Life Budget Control Level is to provide appropriation authority for the City's group term life insurance, long-term disability insurance, and accidental death and dismemberment insurance.

Expenditures	2010 Actuals	2011 Adopted	2012 Endorsed	2012 Adopted
Group Term Life Program	787,679	3,493,000	3,562,860	6,164,483

Personnel Compensation Trust Subfunds

Appropriations by Budget Control Level (BCL)

Health Care Budget Control Level

The purpose of the Health Care Budget Control Level is to provide for the City's medical, dental, and vision insurance programs; the Flexible Spending Account; the Employee Assistance Program; and COBRA continuation coverage costs. The City is self-insured and re-insured for some medical plans, and carries insurance for other medical, dental, and vision plans.

	2010	2011	2012	2012
Expenditures	Actuals	Adopted	Endorsed	Adopted
Health Care Program	143,462,403	154,807,010	169,626,341	152,611,802

Industrial Insurance Budget Control Level

The purpose of the Industrial Insurance Budget Control Level is to provide for medical, wage replacement, pension and disability claims related to occupational injuries and illnesses, occupational medical monitoring, workplace safety programs, and related expenses. Since 1972, the City of Seattle has been a self-insured employer as authorized under state law. The Industrial Insurance Subfund receives payments from City departments to pay for these costs and related administrative expenses.

	2010	2011	2012	2012
Expenditures	Actuals	Adopted	Endorsed	Adopted
Industrial Insurance Program	16,880,180	19,128,820	19,764,843	17,372,740

Special Employment Budget Control Level

The purpose of the Special Employment Budget Control Level is to capture the expenditures associated with outside agency use of the City's temporary, intern, and work study programs. Outside agencies reimburse the City for costs. Expenses related to employees hired by City departments through the Special Employment Program are charged directly to the departments.

	2010	2011	2012	2012
Expenditures	Actuals	Adopted	Endorsed	Adopted
Special Employment Program	274,855	315,580	321,576	321,576

Personnel Compensation Trust Subfunds

Transit Benefit Budget Control Level

The purpose of the Transit Benefit Budget Control Level is to provide appropriation authority for the transit benefits offered to City employees. The Transit Benefit Subfund receives payments from Finance General and fee-supported departments to pay for reduced cost King County Metro and Washington State Ferry transit passes and related administrative expenses.

	2010	2011	2012	2012
Expenditures	Actuals	Adopted	Endorsed	Adopted
Transit Benefit Program	4,446,000	5,041,000	5,392,000	4,900,000

Unemployment Insurance Budget Control Level

The purpose of the Unemployment Insurance Budget Control Level is to provide the budget authority for the City to pay unemployment compensation expenses. The City is a self-insured employer with respect to unemployment insurance. The Unemployment Insurance Subfund contains the revenues and expenditures associated with the City's unemployment benefit costs for employees.

	2010	2011	2012	2012
Expenditures	Actuals	Adopted	Endorsed	Adopted
Unemployment Insurance Program	3,090,823	5,406,059	2,103,218	2,821,162

Personnel Compensation Trust Subfunds

Fund Tables

Group Term Life Insurance Subfund (00628)

	2010 Actuals	2011 Adopted	2011 Revised	2012 Endorsed	2012 Adopted
Beginning Fund Balance	428,774	436,774	426,354	446,774	436,354
Accounting and Technical Adjustments	(1,246)	0	0	0	0
Plus: Actual and Estimated Revenue	786,505	3,503,000	6,053,611	3,572,860	6,174,483
Less: Actual and Budgeted Expenditures	787,679	3,493,000	6,043,611	3,562,860	6,164,483
Ending Fund Balance	426,354	446,774	436,354	456,774	446,354

Health Care Subfund (00627)

	2010 Actuals	2011 Adopted	2011 Revised	2012 Endorsed	2012 Adopted
Beginning Fund Balance	37,294,823	28,929,798	33,355,800	21,371,849	36,605,454
Accounting and Technical Adjustments	0	0	0	0	0
Plus: Actual and Estimated Revenue	139,523,380	147,249,061	146,613,326	165,571,396	153,881,884
Less: Actual and Budgeted Expenditures	143,462,403	154,807,010	143,363,672	169,626,341	152,611,802
Ending Fund Balance	33,355,800	21,371,849	36,605,454	17,316,904	37,875,536

Reserve - Forecast Variance Reserve	0	0	0	0	5,394,000
Reserve - Health Care Purposes	19,791,800	7,807,849	23,041,454	3,752,904	20,217,536
Reserve - State Law	13,564,000	13,564,000	13,564,000	13,564,000	12,264,000
Total Reserves	33,355,800	21,371,849	36,605,454	17,316,904	37,875,536
Ending Unreserved Fund Balance	0	0	0	0	0

Personnel Compensation Trust Subfunds

Industrial Insurance Subfund (00516)

	2010 Actuals	2011 Adopted	2011 Revised	2012 Endorsed	2012 Adopted
Beginning Fund Balance	6,970,888	5,905,552	6,212,074	5,155,552	6,363,923
Accounting and Technical Adjustments	0	0	0	0	0
Plus: Actual and Estimated Revenue	16,121,366	18,378,820	16,730,820	19,014,843	16,622,740
Less: Actual and Budgeted Expenditures	16,880,180	19,128,820	16,578,971	19,764,843	17,372,740
Ending Fund Balance	6,212,074	5,155,552	6,363,923	4,405,552	5,613,923
Reserve - State Requirement	2,886,427	3,372,580	2,782,500	3,489,943	2,960,000
Total Reserves	2,886,427	3,372,580	2,782,500	3,489,943	2,960,000
Ending Unreserved Fund Balance	3,325,647	1,782,972	3,581,423	915,609	2,653,923

Special Employment Program Subfund (00515)

	2010 Actuals	2011 Adopted	2011 Revised	2012 Endorsed	2012 Adopted
Beginning Fund Balance	87,235	87,234	82,596	87,234	82,596
Accounting and Technical Adjustments	0	0	0	0	0
Plus: Actual and Estimated Revenue	270,216	315,580	315,000	321,576	321,576
Less: Actual and Budgeted Expenditures	274,855	315,580	315,000	321,576	321,576
Ending Fund Balance	82,596	87,234	82,596	87,234	82,596

Personnel Compensation Trust Subfunds

Transit Benefit Subfund (00410)

	2010 Actuals	2011 Adopted	2011 Revised	2012 Endorsed	2012 Adopted
Beginning Fund Balance	480,832	0	0	0	0
Accounting and Technical Adjustments	(480,832)	0	0	0	0
Plus: Actual and Estimated Revenue	4,446,000	5,041,000	5,041,000	5,392,000	4,900,000
Less: Actual and Budgeted Expenditures	4,446,000	5,041,000	5,041,000	5,392,000	4,900,000
Ending Fund Balance	0	0	0	0	0

Unemployment Insurance Subfund (00517)

	2010 Actuals	2011 Adopted	2011 Revised	2012 Endorsed	2012 Adopted
Beginning Fund Balance	1,906,818	3,584	627,563	3,584	2,543,426
Accounting and Technical Adjustments	0	0	0	0	0
Plus: Actual and Estimated Revenue	1,811,568	5,406,059	5,038,653	2,103,218	1,521,162
Less: Actual and Budgeted Expenditures	3,090,823	5,406,059	3,122,790	2,103,218	2,821,162
Ending Fund Balance	627,563	3,584	2,543,426	3,584	1,243,426
Reserve Against Fund Balance	500,000		500,000		500,000
Total Reserves	500,000	0	500,000	0	500,000
Ending Unreserved Fund Balance	127,563	3,584	2,043,426	3,584	743,426

Office of Sustainability and Environment

Jill Simmons, Director

Information Line: (206) 615-0817
<http://www.seattle.gov/environment>

Department by Budget Control Level



Department Overview

The City's Office of Sustainability and Environment (OSE) collaborates with City departments, as well as community, nonprofit, and business partners, to promote environmental sustainability in Seattle. OSE promotes environmental sustainability through three functional areas:

- **Citywide Coordination:** Coordinate interdepartmental work on environmental sustainability programs, policies, and outreach to advance the City's environmental goals and priorities.
- **Innovation & Research:** Conduct research and development for the City's next generation of environmental sustainability policies and programs. In 2012, OSE's innovation and research will focus on building energy, including: implementing Community Power Works, a \$20 million federal grant program to provide energy upgrades across six building sectors in central and southeast Seattle; developing a district energy strategic partnership; and developing performance-based energy codes.

Office of Sustainability and Environment

- Climate Change Action Planning and Measurement:** Lead the development and Implementation of the Seattle Climate Action Plan (CAP), including goal assessment, action planning, community outreach, and performance measurement. The 2012 CAP will outline a strategy for moving Seattle toward a goal of carbon neutrality by establishing targets and developing short, mid, and long-term actions.

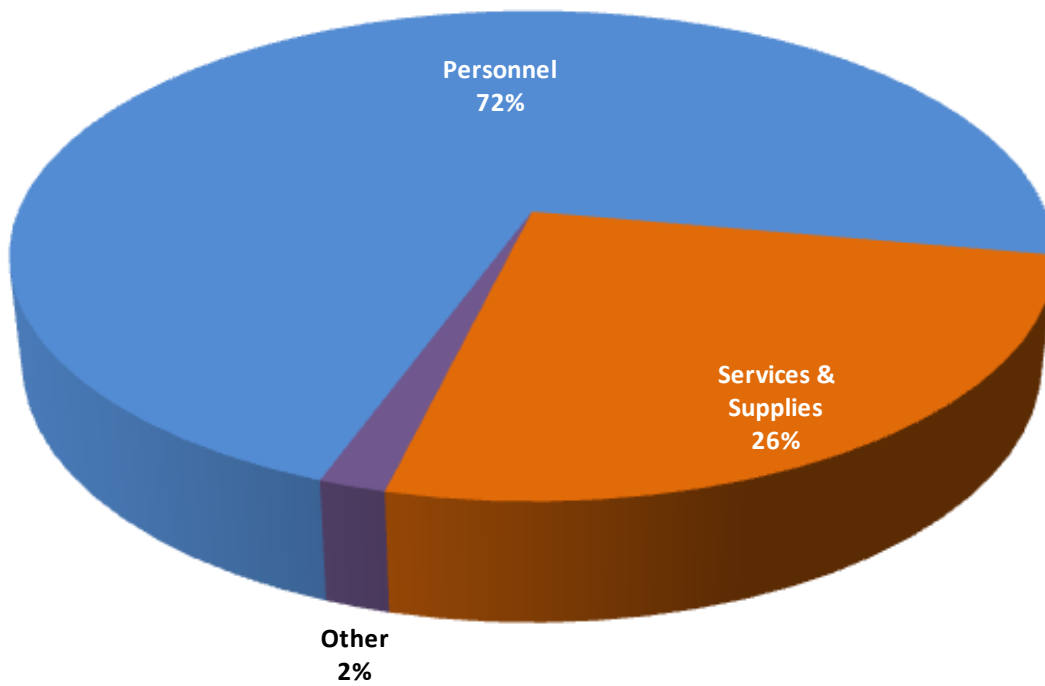
Budget Snapshot

Office of Sustainability and Environment	2010 Actuals	2011 Adopted	2012 Endorsed	2012 Adopted
General Fund	\$3,427,597	\$1,266,923	\$1,308,082	\$1,820,555
Other Revenues	\$0	\$0	\$0	\$0
Total Revenues	\$3,427,597	\$1,266,923	\$1,308,082	\$1,820,555
Use of (Contribution to) Fund Balance	\$0	\$0	\$0	\$0
Total Resources	\$3,427,597	\$1,266,923	\$1,308,082	\$1,820,555
Total Expenditures	\$3,427,597	\$1,266,923	\$1,308,082	\$1,820,555
Full-Time Equivalent * Total	8.00	11.00	11.00	14.75

**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.*

Office of Sustainability and Environment

2012 Adopted Budget - Expenditure by Category



Office of Sustainability and Environment

Budget Overview

General Fund budget pressures in 2012 and future years require that the Office of Sustainability & Environment make budget reductions. In developing the 2012 Adopted Budget, the Department reviewed all program areas to identify internal efficiencies and in doing so, was able to preserve direct services to the greatest extent possible. At the same time, OSE is expanding its service delivery to implement two new programs that support the Mayor's and the City Council's shared priority to advance environmental sustainability: the Resource Conservation Management Plan and the Food Systems initiative.

The City of Seattle remains committed to climate protection and taking actions to resolve greenhouse gas emissions. During his 2011 State of the City address, Mayor McGinn announced that the City of Seattle would accept the federal Better Building challenge to achieve 20% energy savings in municipal buildings by 2020. Because the City has already made significant investments in the resource efficiency of municipal facilities, a comprehensive citywide strategy will be necessary to achieve this goal. The 2012 Adopted Budget prioritizes this work by providing additional funding in support of developing a Resource Conservation Management Plan (RCMP) to identify energy and water saving opportunities in City facilities and outline a strategy to achieve the 20% efficiency increase.

The 2012 Adopted Budget also includes additional funding to support the development and implementation of the City of Seattle's Food Systems Initiative. The Food Systems Initiative is a coordinated effort to increase access to healthy and affordable food, promote urban agriculture, and foster the growth of local food economies.

In response to a challenging fiscal environment and constrained General Fund resources, the City of Seattle examined opportunities to change the way it does business in some areas and find efficiencies that streamline operations in others. As a result of this exercise, in 2012 OSE is changing its oversight role related to two programs: the City Green Building Team, which is transferred from the Department of Planning and Development (DPD) to OSE, and the Seattle reLeaf program which is transferred from OSE to Seattle Public Utilities (SPU).

To greater facilitate collaborative efforts already underway, the 2012 Adopted Budget consolidates the policy development elements of DPD's City Green Building team within OSE, and co-locates OSE into DPD office space. This change allows OSE to play the principal role in developing and coordinating sustainability policy for the City of Seattle. The Citywide Green Building (CGB) team, which has resided in the Department of Planning and Development (DPD), has increasingly begun to focus its efforts on strategic policy development for sustainable practices. Consolidating the policy functions of the City's Green Building Program with OSE's broader sustainability policy coordination will better align staff working on complementary programs.

Beginning in 2012, Seattle reLeaf, the City's urban forestry outreach and incentive program, will operate out of SPU. This transfer of reLeaf to SPU was the result of a SLI response to City Council and a resulting ordinance which consolidates the City's community tree planting and education programs. As part of the effort to identify efficiencies across all program areas, OSE reviewed the reLeaf work plan and determined that reductions are achievable while still maintaining an effective, consolidated urban forestry program. This transfer will take advantage of SPU's outreach capabilities and will facilitate greater community engagement with the mission of increasing the City's tree canopy cover.

Incremental Budget Changes

Office of Sustainability and Environment

	2012 Dollar Amount	2012 FTE
2012 Endorsed Budget	\$1,308,082	11.00
2012 Proposed Changes		
Climate GHG Analysis and Reduction Reporting	(\$79,500)	0.00
Transfer Seattle ReLeaf Program to Seattle Public Utilities and Reduce General Fund Support	(\$75,000)	0.00
Consolidate the City Green Building Team in OSE	\$513,500	3.75
Expanded Service Delivery - Food Services and Resource Conservation Management Plan	\$75,000	0.00
Technical Adjustments	\$80,597	0.00
Total Changes	\$514,597	3.75
2012 Proposed Budget	\$1,822,679	14.75
Council Adjustments to Proposed Budget		
Adjust Employer Contribution Rate to SCERS	(2,124)	0.00
Total Adjustments	(2,124)	0.00
2012 Adopted Budget	1,820,555	14.75

Climate GHG Analysis and Reporting Reduction - (\$79,500). As part of the 2011 midyear budget process, OSE ended its membership in the Climate Registry, a nonprofit organization that verifies and publicly reports the greenhouse gas (GHG) emissions of participating members. Ending OSE’s Climate Registry membership does not preclude OSE from conducting future GHG inventories, but eliminates the requirement to do so. As a result, these changes adjust OSE’s GHG Inventory-related work plan by eliminating funding for the Climate Action Plan municipal intern, and decreasing costs associated with developing and publishing municipal and community GHG inventories by completing this work on a less frequent basis. OSE is retaining sufficient resources to release a GHG inventory every three years, which is in compliance with the Seattle Comprehensive Plan requirement. The impact of this reduction will be mitigated somewhat by the fact that Seattle City Light and Seattle Public Utilities maintain separate memberships in the Climate Registry.

Transfer Seattle reLeaf Program to Seattle Public Utilities and Reduce General Fund Support - (\$75,000). This change reduces General Fund support by \$25,000 to align funding with programmatic needs. OSE has determined that the program can continue to be run effectively at 80% staff time as opposed to a full time position, and that program capacity is sufficient to plant 1,000 trees in 2012 instead of 1,200, thereby making it possible to reduce the program’s funding by \$25,000 without affecting direct service levels achieved in prior years. In addition, this change transfers \$50,000 from OSE to Seattle Public Utilities (SPU) for the Seattle reLeaf program. Combined, these changes result in a net reduction of \$75,000 to OSE’s budget, and a net savings of \$25,000 to the General Fund.

Office of Sustainability and Environment

Consolidate the City Green Building Team into OSE - \$513,500 / 3.75 FTE. This change consolidates the policy development elements of DPD's City Green Building (CGB) team with OSE, and co-locates OSE in DPD office space while retaining the organizational structure of the two distinct departments.

DPD is transferring 3.75 FTE and the related funding to OSE. The staff will continue to focus on strategic policy development for sustainable practices. An anticipated efficiency resulting from the program consolidation is the ability to redirect some CGB staff resources to serve as a Citywide Resource Conservation Coordinator to manage the development of the Resource Conservation Management Plan.

Expanded Service Delivery – Food Services and Resource Conservation Management Plan– \$75,000. Implementation of the City of Seattle's Food Systems initiative is a priority for the Mayor and the City Council. This change transfers \$68,000 from Finance General to fund a part-time Food Systems Coordinator position as well as discretionary program costs. This transfer was captured as a technical adjustment and is captured in the 2012 Endorsed Budget line item. This change also funds \$75,000 in one-time professional services to develop a Resource Conservation Management Plan that will identify energy and water saving opportunities in City facilities. These resources support the broader effort to define a strategy to achieve a 20% efficiency increase by 2020 in City facilities.

Technical Adjustments – \$80,597. Technical adjustments include departmental and citywide non-programmatic adjustments that do not change OSE's service delivery. Citywide technical changes reflect changes in central cost allocations, retirement, health care, workers' compensation, and unemployment costs.

City Council Changes to the 2012 Proposed Budget

Adjust Employer Contribution Rate to SCERS – (\$2,124). The Council made an adjustment to the employer contribution rate for the Seattle City Employees' Retirement System (SCERS), lowering it from 11.27% of regular payroll in the 2012 Proposed Budget to the updated rate of 11.01%. This change is driven by action taken in October 2011 by the SCERS Board of Administration to adjust the interest rate paid on new contributions after January 1, 2012.

City Council Provisos

There are no Council Provisos.

Office of Sustainability and Environment

Expenditure Overview

Appropriations	Summit Code	2010 Actuals	2011 Adopted	2012 Endorsed	2012 Adopted
Office of Sustainability and Environment Budget Control Level	X1000	3,427,597	1,266,923	1,308,082	1,820,555
Department Total		3,427,597	1,266,923	1,308,082	1,820,555
Department Full-time Equivalents Total*		8.00	11.00	11.00	14.75

** 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.*

Appropriations by Budget Control Level (BCL)

Office of Sustainability and Environment Budget Control Level

The purpose of the Office of Sustainability and Environment Budget Control Level is to develop, communicate, implement, and lead the City's Climate Protection and Green Seattle initiatives.

Expenditures/FTE	2010 Actuals	2011 Adopted	2012 Endorsed	2012 Adopted
Office of Sustainability and Environment	3,427,597	1,266,923	1,308,082	1,820,555
Full-time Equivalents Total*	8.00	11.00	11.00	14.75

** 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.*

