

# Department of Finance & Administrative Services

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## Department Overview

The Department of Finance and Administrative Services (FAS), with approximately 600 employees represented by 16 different unions, has the most diverse set of responsibilities of any City department. In addition to the services FAS provides directly to its external customers, FAS also provides behind-the-scenes services to internal customers (all City departments), which support the work City departments do on the public's behalf. FAS's work can be broken into four categories, though there is much overlap among them.

### Customer Service

FAS is often the first stop for the public to interact with City government. This contact may come through the City's Customer Service Bureau, the Downtown Customer Service Center or the six customer service centers located throughout the city, or the Mobile Customer Service Center which launched in late 2016. Over the phone, online and in person, customers can get information, request services, pay bills, resolve problems and voice opinions. FAS supports the City's compliance with the Washington state Public Records Act by providing Citywide coordination and guidance on public disclosure and by helping customers clarify requests so they receive the information they are seeking from FAS or from other departments. These functions support transparency in City work. In addition, FAS oversees the City's efforts to comply with Title II of the Americans with Disabilities Act. Finally, through the Seattle Animal Shelter, FAS advocates for animal welfare, reunites lost animals with their owners and finds suitable owners to adopt homeless animals.

### Regulation and Oversight

FAS ensures that all businesses operating in Seattle are properly licensed and paying required business and occupation taxes. FAS issues regulatory licenses for certain businesses types - including taxis, transportation network company and for-hire vehicles, adult entertainment venues, door-to-door salespeople, recreational marijuana establishments and trade shows - and enforces requirements related to those licenses. FAS also monitors certain types of businesses to increase consumer safety and ensure proper charges for services. This includes setting rate caps for private property tows, as well as ensuring that consumers are not overcharged due to an inaccurate device, such as a gas pump or a supermarket scanner or scale. As the central coordinator for City contracting, FAS establishes policies and procedures to ensure fair competition for City-funded construction projects and oversees programs to ensure everyone in the community has equal access to jobs and opportunities involving those projects. As part of these efforts, FAS administers the City's Priority Hire program to increase employment within the construction trades among women, people of color and/or those living in economically distressed ZIP codes. FAS also enforces animal-related ordinances, including the investigation of animal cruelty, neglect and abuse.

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## Financial Services

FAS's City Finance Division (CFD) prioritizes sustained fiscal health for the City in balance with the goals set forth by the Mayor and the City Council. CFD accomplishes this by providing Citywide financial direction and cohesive policies to City departments. In addition, CFD manages the City's bond issuance and internal loan programs, administers City-levied taxes, oversees the City's retirement boards, invests City funds and issues reports on City financial activity. CFD ensures that City revenues are collected and that vendors and City employees are paid properly in a timely manner. As a partner with the City's Law Department, CFD administers the payment of claims and judgments for damages against the City. CFD oversees City financial systems and partners with the Seattle Department of Human Resources to oversee the City's human resources system.

## Operational Services

FAS designs, builds and maintains most City-owned buildings, including Seattle City Hall, the Seattle Municipal Tower, the Justice Center, the Joint Training Facility, 33 neighborhood fire stations and five police stations. When departments need to acquire property or when the City no longer has a purpose for property, FAS is responsible for managing the acquisition or disposition of the property. FAS also maintains the City's vehicle fleet, which includes police patrol cars, fire engines and heavy equipment. FAS also negotiates purchasing contracts on behalf of all City departments and establishes purchasing guidelines for departments.

FAS's budget is split into the following eight functional areas:

- Capital Development and Construction Management (CDCM), which plans, designs and constructs accessible City facilities and spaces that are fiscally responsible, operationally sound and environmentally sustainable. CDCM's services include master use and facilities planning, new facility design and construction, building infrastructure, office buildout and renovations, ADA compliance and space planning.
- 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 105 public buildings and facilities covering 3 million square feet, 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.
- City Finance, which receives City revenue and provides Citywide financial services such as debt management, treasury, City investments, Citywide accounting, business licensing and tax administration, and risk management, which includes claims settlements. City Finance also provides financial oversight of the Central Waterfront Improvement Fund, which funds the approximately \$700 million Waterfront Seattle project.
- Fleet Management, which buys and provides maintenance, motor pool and fueling services for more than 4,150 vehicles and heavy equipment while supporting environmentally sustainable fleet goals and practices as well as City climate goals.
- Regulatory Compliance and Consumer Protection, which provides a variety of regulatory services, such as overseeing Seattle's taxicab, transportation network company and for-hire vehicle industry, and consumer protection services, such as the Weights and Measures program.
- Seattle Animal Shelter, which promotes public safety and animal welfare, enforces Seattle's laws regarding animals, runs animal sheltering and adoption programs, and manages a spay and neuter clinic, caring for more than 5,500 animals a year, from dogs and cats to chickens and goats.
- Office of Constituent Services, which provides the customer service interface for the City's constituents through the Customer Service Bureau and at seven customer service centers, responding to more than 230,000 constituent contacts each year in addition to overseeing ADA Title II and Washington state Public Records Act compliance.

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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 its services, such as the Seattle Animal Shelter Spay and Neuter Clinic, pet licensing, the Weights and Measures program and for-hire driver licenses. Finally, the General Fund supports certain FAS services, including administration of the City's taxes and business licensing services.

### Organizational Structure

In 2018 the City transitioned to a new financial-management system, PeopleSoft 9.2. One of the financial-policy updates under the new system is that every City function must be assigned to a department and a fund. Beginning in 2018, several budgetary units are housed within the FAS organizational structure, although this change does not affect department organization, staffing or service provision. Those units are:

- Judgment and Claims, which provides for the payment of legal claims and suits brought against the City government;
- Jail Services, which provides for the booking, housing, transporting and guarding of City inmates (these inmates are adults charged with or convicted of misdemeanor crimes alleged to have been committed within city limits);
- Indigent Defense Services, which secures legal defense services, as required by state law, for indigent people facing criminal charges in Seattle Municipal Court; and
- Transit Benefits, which pays for the transit benefits offered to City employees.

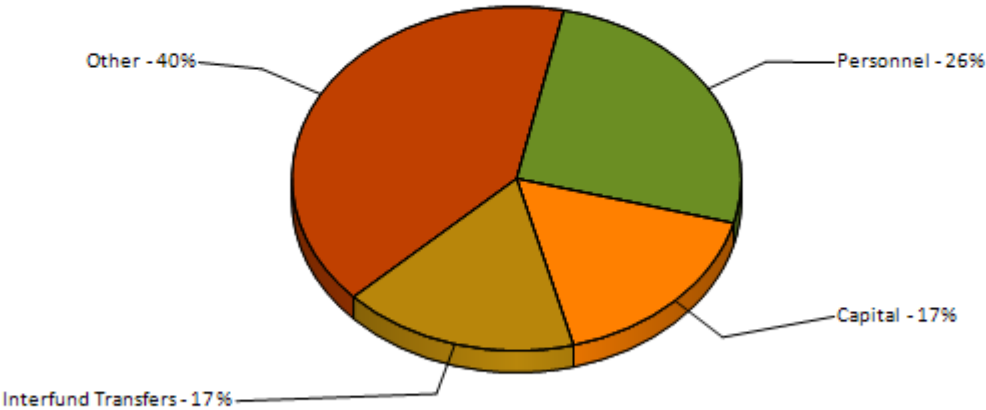
### Budget Snapshot

Department Support	2018 Adopted	2019 Adopted	2020 Endorsed
General Fund Support	\$50,307,411	\$48,412,438	\$48,397,556
Other Funding - Operating	\$208,927,795	\$229,109,489	\$234,776,508
<b>Total Operations</b>	<b>\$259,235,206</b>	<b>\$277,521,927</b>	<b>\$283,174,064</b>
Other funding - Capital	\$52,456,929	\$28,416,361	\$19,116,131
<b>Total Appropriations</b>	<b>\$311,692,135</b>	<b>\$305,938,288</b>	<b>\$302,290,195</b>
Full-time Equivalent Total*	632.50	597.00	597.00

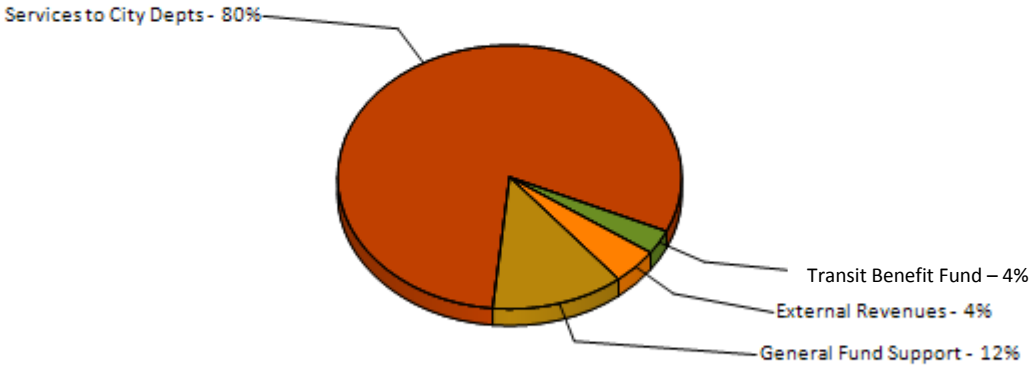
*\* FTE totals are provided for information purposes only. Changes in FTEs resulting from City Council or Personnel Director actions outside of the budget process may not be detailed here.*

**Department of Finance & Administrative Services**

**2019 Adopted Budget - Expenditure by Category**



**2019 Adopted Budget - Revenue by Category**



# Department of Finance & Administrative Services

## Budget Overview

As an internal services department, the Department of Finance and Administrative Services (FAS) bills many of its functions to other City departments through central rates and allocations in exchange for services provided. For example, FAS supports all City departments through its fleets, facilities, customer service, finance, contracting and purchasing functions. FAS also performs general government functions, like business licensing and tax collection, consumer protection, parking meter collections, and operation of the Seattle Animal Shelter, which are supported by the General Fund. With the implementation of the PeopleSoft 9.2 financial management system in 2018, these General Fund expenditures are now funded directly in the General Fund instead of going through the FAS Fund.

With Mayor Durkan's guidance, FAS sought to find efficiencies wherever possible in the 2019 Adopted and 2020 Endorsed Budget while limiting new investments to those that would support more streamlined and cost-effective business processes in the future. When FAS can constrain the costs it incurs, other City departments benefit through lower central rates and the City as an entity has incremental resources for initiatives and programs that benefit the public. Revenue increases to FAS have the same effect of lowering central rates. One benefit of PeopleSoft 9.2 is that it enables FAS to better analyze the fees it charges, ensuring that they are in alignment with services provided. FAS's 2019 Adopted and 2020 Endorsed Budget includes both cost reductions and revenue increases. It also adds funding for key information technology investments and for increased use of biodiesel by the City fleet, which supports both City climate goals and Mayor Durkan's goal of a fossil fuel-free fleet by 2030.

The budget eliminates positions that FAS has determined are no longer needed due to updated City priorities and it adds positions to support critical functions. For instance, new resources will help fulfill PeopleSoft 9.2's capacity both to transform the Citywide financial management services FAS provides and to improve direct support of departments' budgetary needs. The budget also recognizes FAS's role in supporting important public-facing initiatives like the Citywide response to homelessness and the development of Waterfront Seattle.

Some of the budget additions listed above are offset by a combination of operating efficiencies and increased revenues to avoid unnecessary rate increases to departments and to minimize General Fund impacts. As an example, the 2019 Adopted and 2020 Endorsed budget increases fees for some regulatory licenses based on an analysis of the City's cost of staffing and performing the regulatory function.

### **Reducing the City Fleet to Support Climate Goals and Save Taxpayers Money**

In April 2018, Mayor Durkan issued [Executive Order 2018-02](#), directing City departments to accelerate a transition to a clean and green City Fleet and committing the City to a goal of achieving a fossil-fuel-free fleet by 2030. The City had previously set a goal of halving the aggregate greenhouse gas emissions of City vehicles by 2030. Mayor Durkan's most recent climate-focused [Executive Order 2018-05](#), issued in September 2018 along with the budget, directs FAS to work with other City departments to reduce both the number of fleet vehicles they own and maintain and the level of workday travel they conduct in single-occupancy vehicles. Vehicles that directly support emergency-response functions will be exempt from any cut targets. In addition, the Mayor directed departments to look for new ways of doing business that would support fleet reductions, such as building cross-divisional partnerships in which vehicles could be a shared resource. FAS Fleet Management will coordinate departments' work and lend technical and analytical support where needed, including working closely with departments in early 2019 to reevaluate the fuel budgets that result from a leaner fleet. Fleet Management will deliver an update to the City Green Fleet Action Plan at the end of 2018, and this report will include each department's operational plan for carrying out its initial fleet reduction. Budget reductions, both one-time and ongoing, will be included in the 2020 Proposed Budget.

For diesel vehicles that must remain in service to support necessary City operations, the use of renewable biodiesel fuel is a cost-effective way to significantly reduce greenhouse gas emissions, as biodiesel reduces these emissions by 50% compared to diesel. The 2019 Adopted and 2020 Endorsed Budget includes funding for FAS to

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transition to increased use of this fuel type across City vehicles.

The 2019-2024 Adopted Capital Improvement Program includes funding in FAS for accelerated investment in electric-vehicle (EV) infrastructure. More types of EVs are anticipated to become available over the next few years, and the City will evaluate their feasibility for inclusion in the City fleet. Biodiesel is already available and has known benefits. FAS will continue to balance current opportunities with a longer strategic perspective as it makes progress towards meeting climate goals.

### **Setting Staffing Levels that Align with Needs**

New City regulations for the rapidly growing short-term rental (STR) market, which were developed to ensure the safety of customers while protecting the availability of housing units for long-term residents, will take effect on January 1, 2019. FAS's Regulatory Compliance and Consumer Protection Division (RCCP), which will administer the regulations and investigate any reported violations, will add resources for a new License and Standards Inspector position to perform this body of work. The costs for the position will be funded by a per-night fee charged to the software platforms that connect STR hosts with STR customers. Organizationally, RCCP will implement a new reporting structure that will result in a budget reduction while improving supervisory span of control. FAS will eliminate vacant positions and funding in RCCP that are no longer needed for current and planned regulatory programs. Because legislation passed by the state in 2018 limited the scope of the City STR program, FAS's City Finance Division is also able to eliminate vacant positions and related funding. These positions and the associated funding had been approved for the 2018 budget, but will no longer be needed. Tax administration and business licensing needs are responsive to new City priorities and opportunities as well as to events that take place on the state and federal level, and FAS's budget reflects the current resource needs.

### **Working Efficiently and Effectively**

In the 2019 Adopted and 2020 Endorsed Budget, FAS has found ways to creatively share resources across its divisions, recognizing opportunities to do work more efficiently as a department. Two new term-limited temporary positions will respond to the department's needs for coordinated outreach to taxpayers and those subject to City-administered fees and for a dedicated rulemaking and policy development resource. Rulemaking is the process of making specific, clear and public what requirements apply to whom when legislation is passed or updated, and due to the many City functions that FAS administers, a dedicated resource will have broad benefit. Because this approach to resource-sharing is new, these positions are added as two-year term-limited temporary positions while FAS monitors the ongoing workload across divisions and work units.

In July 2018, FAS's Emergency Homelessness Response responsibilities, and the positions and related funding that support them, were transferred to the Human Services Department (HSD). Because many City departments have a role in this work, their approach to operations and strategy is collaborative and prioritizes efficiency, and the funding for contracted work done in support of the Citywide Navigation Team remains in FAS. (Please see the HSD section of this budget document for a description of the Navigation Team.) Another element of the City's response to homelessness is the removal and disposal of dilapidated and unsafe abandoned vehicles that are obstructing City rights-of-way, and the 2019 Adopted and 2020 Endorsed Budget adds additional funding to meet the identified need.

### **Committing to a Powerful New Financial-Management System**

As the complexity of the City's operations increases, it needs to add resources to maintain operations. The same is true of the complexity of its systems. Due to the requirements of the PeopleSoft 9.2 implementation, FAS analyzed its ongoing needs to support the financial, budgetary, and transactional needs of City departments, and this budget adds positions and funding to meet the new work standard. The 2019 Adopted and 2020 Endorsed Budget adds accounting support resources to FAS's internal accounting group and to the group that provides accounting support to small departments to respond to more complex data reconciliation, financial management and reporting requirements.

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The precision of revenue and expenditure tracking requirements in PeopleSoft 9.2 also has ramifications for FAS staff in City Purchasing and Contracting Services (CPCS). To support the additional workload associated with the change, the 2019 Adopted and 2020 Endorsed Budget adds a position in CPCS to support City staff in meeting expanded purchasing requirements in PeopleSoft 9.2 related to requisitions, purchase orders, suppliers and procurement contracts.

Small City departments rely on FAS Accounting and Budget Services (ABS) for technical budget and accounting assistance, research, reporting, policy and compliance guidance and other functions. The 2019 Adopted and 2020 Endorsed Budget adds accounting staff who will directly perform work in PeopleSoft 9.2 on behalf of small departments and a position who will partner with staff in small departments to develop and execute programs and training that build their capacity and serve as a technical resource to them as they build, change and monitor their budgets. An alternate approach to the staffing level included here would have been to add resources in each small department that needed them, but keeping this staff in FAS ABS has benefits in terms of both its lower cost and the ability for the City to develop and maintain an institutional knowledge base.

### **Making Meaningful Information Technology Investments**

The 2016 centralization of City information technology resources in the Seattle Department of Information Technology (Seattle IT) has led to the identification of systems throughout the City that are inefficient, out of date, or that do not share information with other related systems. FAS, like all departments, worked with Seattle IT to identify critical needs as a part of its budget-development process, and these are funded in the 2019 Adopted and 2020 Endorsed Budget. The needs identified by FAS and Seattle IT included a new budget system that will be compatible with PeopleSoft 9.2 and a new system to support information-management needs at the Seattle Animal Shelter, including the improvement of customer-facing functionality and increased revenue generation. In 2019, FAS will also evaluate the City's needs related to the processing of credit card payments for City fees and services and implement a new systems interface in the City Contracting and Purchasing Services (CPCS) Division that will lead to an efficiency gain, freeing CPCS staff time to focus on other work priorities. Seattle IT and FAS will also work together to assess FAS's current capital projects information management system and recommend whether to replace it in 2020 with a new system. In 2020, FAS will replace the system that City Risk Management uses to track the status of claims against the City with one that has improved tracking and reporting abilities. FAS expects that Risk Management will recognize an efficiency benefit from the new system.

### **Supporting Facilities and Services that Benefit Seattle**

As it has in the past, FAS is using the budget process to adjust expenses for the Waterfront Seattle project via the Central Waterfront Improvement Fund. In May 2018, a special benefit study was completed and City Council passed [Resolution 31812](#) declaring its intent to form the Waterfront Local Improvement District (LID). Following public hearings held in July 2018, the Council will consider an ordinance to form the LID. If the ordinance is passed by Council, an independent real estate appraiser will develop the final special benefit study and determine final assessment amounts in 2019.

FAS also administers the Wheelchair Accessible Services (WAS) fund, a special revenue fund created by the City Council in 2015. This fund is funded by a per-ride surcharge on taxi and for-hire trips. It disburses proceeds to taxi and for-hire drivers to equip their vehicles for the ease and comfort of those requiring wheelchairs. The 2019 Adopted and 2020 Endorsed Budget adds a position to review, process, coordinate, report and monitor the disbursement requests and payments of WAS funds.

In addition, the 2019 Adopted and 2020 Endorsed Budget includes funding for ongoing maintenance expenses at Fort Lawton. In 2016 the City executed a five-year lease agreement with the Secretary of the Army while the City explores options to redevelop Fort Lawton. While the City holds the lease, it incurs costs related to grounds maintenance, utilities, security and building maintenance. FAS administers the lease and pays these costs, which are reimbursed by the Office of Housing and the Department of Parks and Recreation.

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## Meeting the Obligations of a Growing City

As with the Fort Lawton agreement, FAS administers other leases of non-City owned properties on behalf of City departments that have space requirements beyond what City-owned facilities can provide. Costs for these leases typically increase on an annual basis.

In recent years, costs to the City for outside legal expertise and for the costs of settling claims have been increasing. Included with the 2019 Adopted and 2020 Endorsed Budget is legislation that outlines a new approach for forecasting the cost of these claims, as well as a funding increment for Judgment and Claims that is in line with the legislation.

## City Council Changes to the Proposed Budget

The Council added two new positions to FAS. A new position in the Contracting and Purchasing Services Division will monitor and enforce worker protections on current and upcoming City construction projects. These protections include social equity regulations (for instance, prevailing wages, women- and minority-owned business (WMBE) goals and the City's acceptable worksite policy) and Priority Hire requirements, which include the number of labor hours performed by individuals living in economically distressed ZIP codes and other community workforce agreement worker protections. A new Animal Control Officer 2 at the Seattle Animal Shelter will enforce the City Animal Code and other statutes related to animals. The Council increased the pet-license fees that the Shelter charges, as well as the late fees for these licenses, to fund the costs of the new position.

The 2019-2024 Adopted Capital Improvement Program also reflects several changes made by the Council. The Council added \$100,000 of funding to support an analysis of the feasibility of a downtown location for use as a child care center. The Council directed fund balance from the 2004-2012 Fire Facilities and Emergency Response Levy to an ongoing project that upgrades ventilation at City fire stations, reallocating funding from that project to other priorities. Finally, the Council removed 2019 funding for the new software that had been proposed for implementation at the Seattle Animal Shelter; due to funding-source restrictions this change delays that project by at least two years.

The Council provided \$220,000 in 2019 and 2020 to continue a two-year pilot program initiated in the 2017 budget. The funding provides civil legal aid to indigent defendants in Seattle Municipal Court in coordination with their misdemeanor criminal case through the City's interlocal agreement with King County Department of Public Defense. Civil legal attorneys work with defendants to review plea agreements and may also represent defendants in civil legal proceedings to mitigate harm of criminal justice involvement.

To fund staff for a city-wide criminal justice alignment review, Council reduced the Jail Services budget by \$60,000 in 2019 and 2020. A Strategic Advisor 1 position funded in the Office for Civil Rights will participate in city-wide criminal legal system alignment as well as participate in assessing court programs related to probation.

The Council made an across-the-board reduction to all City General Fund appropriation authority in order to support other priorities. This reduction is included in FAS's 2019 Adopted and 2020 Endorsed Budget.



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## Incremental Budget Changes

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	2019		2020	
	Budget	FTE	Budget	FTE
<b>2018 Adopted Budget</b>	<b>\$ 305,460,135*</b>	<b>632.50</b>	<b>\$ 305,460,135*</b>	<b>632.50</b>
<b>Baseline Changes</b>				
Citywide Adjustments for Standard Cost Changes	\$ 1,590,561	1.00	-\$ 321,368	1.00
<b>Proposed Changes</b>				
Remove Vacant Positions	\$ 0	-2.00	\$ 0	-2.00
Staffing that Supports Operational Efficiencies	-\$ 451,422	-1.00	-\$ 451,423	-1.00
Strategic Reorganization in City Finance Division	-\$ 930,702	-4.00	-\$ 930,702	-4.00
Support for Outreach and Rulemaking Needs	\$ 296,008	0.00	\$ 394,080	0.00
Alignment of Staffing with Accounting-Support Needs	\$ 867,813	5.00	\$ 850,319	5.00
Short Term Rental Regulatory Program	\$ 115,000	0.00	\$ 115,001	0.00
Administration of Wheelchair Accessible Services Fund	\$ 99,367	1.00	\$ 96,396	1.00
Advancement of Green Fleet Seattle Initiatives	\$ 225,000	0.00	\$ 905,000	0.00
Information Technology System Investments	\$ 836,360	0.00	\$ 319,836	0.00
Funding that Supports Interdepartmental Work for a Clean and Safe City	\$ 855,000	0.00	\$ 946,000	0.00
Increased Costs for Judgment and Claims Settlements	\$ 5,000,000	0.00	\$ 6,600,000	0.00
Increased Costs in Facility Operations Division	\$ 2,873,804	0.00	\$ 3,046,774	0.00
Administration of Waterfront Redevelopment Local Improvement District	\$ 80,415	0.00	-\$ 1,529,585	0.00
Transfer of Funding from Jail Services to Indigent Defense	\$ 0	0.00	\$ 0	0.00
Technical Adjustment for Staffing Realignment	-\$ 490,389	-31.00	-\$ 519,808	-31.00
Technical Adjustment for Redistribution of Indirect Costs	-\$ 393,303	0.00	\$ 145,318	0.00
Transfer of Navigation Team Positions to Human Services Department	\$ 0	-6.50	\$ 0	-6.50
Other Technical Adjustments	\$ 306,574	0.00	\$ 522,017	0.00
Debt Service Adjustments	-\$ 120,921	0.00	-\$ 3,478,963	0.00
<b>Capital Changes</b>				
Technical Adjustment for Alignment with 2019-2024 Capital Improvement Program	-\$ 17,201,568	0.00	-\$ 17,370,798	0.00

*\*The 2018 Adopted Budget number should have included \$6,232,000 for the Employees' Transit Benefit Fund bringing the 2018 Adopted Budget to \$311,692,135 to match Attachment A in Ordinance 125475.*

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### Proposed Technical Changes

Reduce Fuel Budget	-\$ 25,947	0.00	-\$ 26,009	0.00
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### Council Changes

Addition to Indigent Defense Services to Fund Civil Legal Aid	\$ 220,000	0.00	\$ 220,000	0.00
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Reduce Jail Services to Fund City-wide Criminal Justice Staffing	-\$ 60,000	0.00	-\$ 60,000	0.00
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Add Funding for Child Care Center	\$ 100,000	0.00	\$ 0	0.00
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Swap Fire Levy Fund Balance for Other Council Priorities	\$ 0	0.00	\$ 0	0.00
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Add Strategic Advisor 1 Position in City Purchasing and Contracting Services	\$ 107,368	1.00	\$ 138,982	1.00
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Add Animal Control Officer Position to the Animal Shelter	\$ 157,000	1.00	\$ 157,000	1.00
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Employees' Transit Benefit Fund	\$ 6,663,000	0.00	\$ 7,113,000	0.00
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Remove Funding for Software Planning Study	-\$ 208,000	0.00	\$ 0	0.00
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General Fund Appropriation Reduction	-\$ 32,865	0.00	-\$ 51,007	0.00
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<b>Total Incremental Changes</b>	<b>\$ 478,153</b>	<b>-35.50</b>	<b>-\$ 3,169,940</b>	<b>-35.50</b>
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<b>2019 Adopted/2020 Endorsed Budget</b>	<b>\$ 305,938,288</b>	<b>597.00</b>	<b>\$ 302,290,195</b>	<b>597.00</b>
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## Descriptions of Incremental Budget Changes

### Baseline Changes

#### **Citywide Adjustments for Standard Cost Changes - \$1,590,561/1.00 FTE**

Citywide technical adjustments made in the baseline phase reflect changes to internal services costs, health care, and industrial insurance charges for the department. These adjustments reflect initial assumptions about these costs and inflators early in the budget process. In 2019, this adjustment also includes a one-time true-up of Seattle Department of Information Technology rates charged to FAS to reconcile the rates in the 2018 Endorsed Budget with the higher rates in the 2018 Adopted Budget.

This technical adjustment also transfers internal services costs for Human Resources, Finance and Administrative Services, and Information Technology from Finance General to the department. With this change, department budgets will better reflect support costs. Previously these costs were included in the Finance General budget. This item also includes a Strategic Advisor 3 position that was added to FAS's Citywide Accounting unit during the baseline process. The new position will work on policies and business processes that relate to Citywide financial management.

### Proposed Changes

#### **Remove Vacant Positions/(2.00) FTE**

As part of the Mayor's initiative to improve efficiencies across City agencies, the department reviewed vacant positions and has removed three unfunded positions (2.0 FTE), in addition to the reductions it had previously identified as having budgetary impact and which are described below. The positions are an 0.5 FTE Licenses and Standards Inspector, an 0.5 FTE Management Systems Analyst, and a 1.0 FTE Senior Contract Analyst. These vacancy reductions will not impact delivery of core services.

#### **Staffing that Supports Operational Efficiencies - (\$451,422)/(1.00) FTE**

This adjustment incorporates various efficiency measures in the Regulatory Compliance and Consumer Protection (RCCP) division, which are anticipated to have minimal service impact to customers. RCCP will underfill a manager position with a supervisory position and will remove funding for a Licenses and Standards position, with that work to be absorbed across the division's other inspectors. FAS will retain the position for flexibility in case regulatory revenues increase. It also removes funding for a Strategic Advisor 2 rulemaking position based on the department's determination that RCCP and the City Finance Division can share a rulemaking resource, as described below. Finally, the adjustment includes the elimination of an Assistant Capital Planning Coordinator position in Capital Development and Construction Management.

#### **Strategic Reorganization in City Finance Division - (\$930,702)/(4.00) FTE**

FAS's City Finance Division periodically reevaluates its staffing needs based on the City's priorities and goals with respect to revenue collection and tax administration, and it is able to abrogate a Management Systems Analyst position and remove funding for a Tax Auditor and a Senior Tax Auditor position in the Tax Administration unit with limited anticipated impact to its audit capability. Both positions are currently vacant. This adjustment also includes the abrogation of three positions and funding for a system, all of which were included in the 2018 Adopted Budget for the administration of a then-planned City tax on short term rental units. That tax was not

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implemented, so the positions are not needed, and the 2018 3rd Quarter Supplemental Budget Ordinance abandoned the 2018 appropriation associated with them.

### **Support for Outreach and Rulemaking Needs - \$296,008**

This adjustment adds funding for two bodies of work, outreach and rulemaking, that exist in both in FAS's City Finance Division and in its Regulatory Compliance and Consumer Protection (RCCP) Division. Outreach encompasses communication with those who are subject to a revenue initiative or regulation, and rulemaking is the process of developing guidelines that delineate the City's specific execution of the initiative or regulation. Currently, various staff across the two divisions collectively perform the work, and it is anticipated that FAS will achieve efficiencies with the new approach. This adjustment adds funding to support two two-year term-limited temporary positions. FAS will monitor its divisions' ongoing staffing requirements.

### **Alignment of Staffing with Accounting-Support Needs - \$867,813/5.00 FTE**

This adjustment adds the staff and funding that FAS needs to meet the requirements of the new PeopleSoft 9.2 financial management system, which is more robust and more complex than its predecessor. It includes two Senior Accountants, a Principal Accountant and a Strategic Advisor 2 in Accounting and Budgeting Services and a Strategic Advisor 1 in City Purchasing and Contracting Services (CPCS). It also includes funding for a two-year term-limited Assistant Capital Projects Coordinator in CPCS. This will allow FAS to meet the increased workload and reporting needs for the new standardized financial and accounting practices.

### **Short Term Rental Regulatory Program - \$115,000**

In the 2018 Adopted Budget, the City Council added positions to support City regulation of short-term rentals. These regulations will be effective on January 1, 2019. Funding for a Licenses and Standards Inspector position will support work with other City departments and FAS work units, ensuring that short-term rental operators are in compliance with regulations and to investigate any reports to the contrary.

### **Administration of Wheelchair Accessible Services Fund - \$99,367/1.00 FTE**

This adjustment adds an Accounting Technician III position dedicated to the management and disbursement of Wheelchair Accessible Services funds to drivers of these vehicles, ensuring that they have resources to provision their vehicles for riders who use wheelchairs. The number of reimbursements has increased since this fund was created in 2014, and FAS did not receive staffing to manage the workload.

### **Advancement of Green Fleet Seattle Initiatives - \$225,000**

This funding will support increased incremental per-gallon costs for renewable biodiesel fuel compared to traditional biodiesel. More use of biodiesel by City Fleet vehicles is consistent with established City emissions-reduction and fleet-electrification goals, which are detailed in [Executive Order 2018-02](#). A progress report towards those goals, and implementation plans for departments to reduce the number of fleet vehicles they own, will be included in the updated Green Fleet Action Plan in late 2018.

### **Information Technology System Investments - \$836,360**

The Council altered this proposal in the adopted budget. Refer to the Council Changes section below. The City of Seattle centralized information technology management in 2016 in a new department called the Seattle Department of Information Technology (Seattle IT). Seattle IT supports departments through strategic support and prioritization of their information technology projects, and it also provides project management and ongoing maintenance. This adjustment includes several IT projects the budgets and scopes for which Seattle IT worked with FAS to develop. Among FAS's proposed 2019 projects were the implementation of a new budget system, an updated system to support the operations of the Seattle Animal Shelter, custom software development that will

## Department of Finance & Administrative Services

lead to more efficient data management in City Purchasing and Contracting Services and an assessment of FAS's current capital projects information management system.

### **Funding that Supports Interdepartmental Work for a Clean and Safe City - \$855,000**

The Human Services Department (HSD) houses the positions and related funding for homelessness services, including the Citywide Navigation Team. FAS manages two contracts that are related to HSD's work, and this adjustment includes cost increases for those contracts. The City's RV Remediation Pilot addresses the need for disposal of an increasing number of abandoned recreational vehicles that are too contaminated to be auctioned, and FAS contracts with a towing service that performs that work. In addition, the adjustment provides the funding for contracted encampment cleanup services that the expansion of the Navigation Team will require. (Please see the HSD section of this budget document for information about the expansion of the Navigation Team.)

### **Increased Costs for Judgment and Claims Settlements - \$5,000,000**

Starting in 2016, the Judgment and Claims (JC) fund expenditures have been showing a higher trend in the settlement and judgments in tort cases and the use of outside counsel. This trend continues through 2018 and is expected to remain high in 2019 and 2020. A Statement of Legislative Intent for the 2018 Adopted Budget requested the City Budget Office to convene a work group to review the JC policies adopted in Resolution 30386. A new Resolution with revised policies is part of the legislation package that accompanied the 2019 Adopted and 2020 Endorsed Budget. The increase in budget for JC in 2019 and 2020 ramps up the appropriation based on the actuarial reports beginning with a 50% confidence level of meeting actual expenditures in 2019, a 60% confidence level in 2020 and increases of 10% each year that achieve 90% by 2023.

### **Increased Costs in Facility Operations Division - \$2,873,804**

This adjustment includes cost increases for various leased spaces, external to City-owned property, that City departments use to conduct business operations. FAS manages and pays these lease costs on behalf of departments that do not themselves have dedicated real estate staff. One such leased facility is the Fort Lawton Army Reserve Center, and the adjustment also includes ongoing maintenance costs for that property. The adjustment also includes calculated 2019 and 2020 utility-cost increases across FAS-managed facilities.

### **Administration of Waterfront Redevelopment Local Improvement District - \$80,415**

The 2019 Adopted and 2020 Endorsed Budget adjusts administrative expenses associated with the implementation of the Central Waterfront Local Improvement District (LID). Overall the amount of funding dedicated to administering the LID remains the same at \$8.3 million, but the budget shifts expenses between years. In the 2019 Adopted Budget, a funding increase will allow the independent real estate appraiser to develop the final assessments in the final special benefit study and provide for consultant support to manage the constituent engagement and public hearing process, notifications and mailings, hearing examiner costs and legal and other administration expenses. The 2020 Endorsed Budget reflects a reduced need for administrative staffing.

### **Transfer of Funding from Jail Services to Indigent Defense**

The 2019-2020 budget proposed by King County Department of Public Defense (KC DPD), covering the City's contract for public defense of the indigent population, increases more than inflation due to higher retirement costs and an increase in central services. An additional \$1.2 million is needed to fund the KC DPD increase.

At the same time, the City's jail population has declined by nearly 40% from 2015 through the second quarter of 2018. Inflationary increases were not appropriated to the Jail Services baseline in 2018 or 2019 given the declining population. The average daily population (ADP) assumption is at or below the ADP bed floor of 200 in

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2019 and 187 in 2020. This is the minimum Seattle will need to pay King County whether the beds are used or not.

To fund the increased cost of indigent defense services, the proposed budget transfers \$1.2 million from jail services to indigent defense.

### **Technical Adjustment for Staffing Realignment - (\$490,389)/(31.00) FTE**

This adjustment removes 31 sunset positions that had been supporting FAS staff through the transition from the PeopleSoft 8.8 accounting system to the new 9.2 version of this software. The transition had significant impacts on the FAS budget and how it is managed and monitored. This work will be completed in 2018 and the positions and their remaining funding are not needed. Also included here are budget-neutral adjustments that move positions and their funding between FAS divisions and the removal of the sunset date of three positions loaned to the FileLocal Agency, making them permanent.

### **Technical Adjustment for Redistribution of Indirect Costs - (\$393,303)**

This adjustment redistributes FAS indirect costs and cost recovery based on the net changes in the 2019 Adopted and 2020 Endorsed Budget.

### **Transfer of Navigation Team Positions to Human Services Department/(6.50) FTE**

This adjustment permanently transfers to the Human Services Department the positions that moved to that department, along with their funding, earlier in 2018.

### **Other Technical Adjustments - \$306,574**

In proposing their budgets, City departments make assumptions about the average percentage of the year any given position is vacant, for instance when an employee retires or resigns and a recruitment process must take place. FAS found that its historical vacancy assumption was, on average, lower than actual position vacancy rates. Increasing the assumption allows FAS to make this incremental budget reduction on an ongoing basis and advances the Mayor's interest in achieving efficiencies by aligning budgets with projected costs.

### **Debt Service Adjustments - (\$120,921)**

FAS pays the debt service costs for several Citywide projects and facilities. This adjustment reflects debt service changes in multiple programs within FAS. Debt service changes for new information technology projects are included in the aggregate cost for those projects, which is referenced above.

## Capital Changes

### **Technical Adjustment for Alignment with 2019-2024 Capital Improvement Program - (\$17,201,568)**

This one-time Capital Improvement Program (CIP) technical adjustment aligns the budget with the 2019-2024 Adopted CIP. Funding is from various sources, generally from Real Estate Excise Tax (REET 1) revenues and bond proceeds. Key changes in the proposed CIP for 2019 and 2020 address climate and energy-conservation goals and asset-preservation priorities, particularly those that concern health and safety. This adjustment also includes funding for a new project in FAS to replace the chiller plant, which cools the Seattle Municipal Tower and, at 30 years old, has reached the end of its useful life expectancy. The total project cost for this multi-year project will be \$18.5 million, excluding \$1 million of Asset Preservation funding that will be expended in 2018. For information about all of the components of this adjustment, please see the 2019-2024 Adopted Capital Improvement Program.

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## Proposed Technical Changes

### **Reduce Fuel Budget - (\$25,947)**

Responsive to a request from the Mayor, the department analyzed its historical fuel use to determine whether its fuel budget could be reduced beginning in 2019. The result of this work was \$25,947, a 15% reduction in its fuel budget to better align with projected costs. This reduction will not affect the department's ability to maintain business operations.

## Council Changes

### **Addition to Indigent Defense Services to Fund Civil Legal Aid - \$220,000**

This item adds funding for 2019 and 2020 to continue a two-year pilot program initiated in the 2017 budget. The funding provides civil legal aid to indigent defendants in Seattle Municipal Court in coordination with their misdemeanor criminal case through the City's interlocal agreement with King County Department of Public Defense. Civil legal attorneys work with defendants to review plea agreements that take into account collateral impacts such as housing. Attorneys may also represent defendants in civil legal proceedings to mitigate harm of criminal justice involvement.

### **Reduce Jail Services to Fund City-wide Criminal Justice Staffing - (\$60,000)**

Council reduced the Jail Services budget in 2019 and 2020 to provide partial funding for a Strategic Advisor 1 position in the Office for Civil Rights. A reduction to the Seattle Municipal Court - Court Compliance budget provides the remaining funding. The position will participate in city-wide criminal legal system alignment as well as participate in assessing court programs related to probation. The annual ongoing cost of this position is \$138,000.

### **Add Funding for Child Care Center - \$100,000**

This item adds funding to FAS in 2019 to support a new capital project to design and plan a child care center in a location downtown.

### **Swap Fire Levy Fund Balance for Other Council Priorities**

The 2019-2020 Proposed CIP included the FAS Fire Station Ventilation project funded with REET I. Council swapped a portion of the 2019 project costs with unreserved Fire Levy Fund balance to free up REET I for the Department of Parks and Recreation. Due to the availability of Parks District resources a swap was made to free up General Fund resources for other Council priorities. Please see the Parks Department budget pages for details on the CIP projects involved with the funding swap.

### **Add Strategic Advisor 1 Position in City Purchasing and Contracting Services - \$107,368/1.00 FTE**

The Council added funding and position authority for a 1.0 FTE Strategic Advisor I. This position will contribute to the monitoring and enforcement of social equity regulations in City construction contracts, including Priority Hire requirements.

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### **Add Animal Control Officer Position to the Animal Shelter - \$157,000/1.00 FTE**

The Council added funding and position authority for a 1.0 FTE Animal Control Officer II at the Seattle Animal Shelter. To support the costs of the new position, the Council increased late fees and some pet-license fees charged by the Shelter.

### **Employees' Transit Benefit Fund - \$6,663,000**

This adjustment establishes the annual appropriations to City employees' transit benefit fund for the 2019 Adopted and 2020 Endorsed Budget. The fund provides employees with employer provided ORCA bus cards, subsidized ferry passes, and other transit benefits.

### **Remove Funding for Software Planning Study - (\$208,000)**

The Council removed 2019 funding for the new software that had been proposed for implementation at the Seattle Animal Shelter.

### **General Fund Appropriation Reduction - (\$32,865)**

The Council made an across-the-board reduction to all General Fund appropriation authority in order to support other priorities. The percentage reduction in 2019 is about 0.07% and in 2020 about 0.1%.

## City Council Provisos

*There are no Council provisos.*



# Department of Finance & Administrative Services

## Expenditure Overview

Appropriations	2018 Adopted	2019 Adopted	2020 Endorsed
<b>FAS Project Delivery Services Budget Summary Level</b>			
Finance and Administrative Services Fund (50300)	3,500,000	3,500,000	3,500,000
<b>Total for BSL: BC-FA-A1GMPDS</b>	<b>3,500,000</b>	<b>3,500,000</b>	<b>3,500,000</b>
<b>Information Technology Budget Summary Level</b>			
2018 Multipurpose LTGO Bond Fund	8,248,001	0	0
2019 Multipurpose LTGO Bond Fund	0	1,333,000	0
2020 Multipurpose LTGO Bond Fund	0	0	1,970,000
Finance and Administrative Services Fund (50300)	6,897,000	0	0
<b>Total for BSL: BC-FA-A1IT</b>	<b>15,145,001</b>	<b>1,333,000</b>	<b>1,970,000</b>
<b>Summit Re-Implementation Department Capital Needs Budget Summary Level</b>			
2018 Multipurpose LTGO Bond Fund	1,238,884	0	0
<b>Total for BSL: BC-FA-A1IT1</b>	<b>1,238,884</b>	<b>0</b>	<b>0</b>
<b>Garden of Remembrance Budget Summary Level</b>			
Unrestricted Cumulative Reserve Fund	27,675	28,394	29,218
<b>Total for BSL: BC-FA-A51647</b>	<b>27,675</b>	<b>28,394</b>	<b>29,218</b>
<b>ADA Improvements Budget Summary Level</b>			
REET I Capital Projects Fund	200,000	750,000	750,000
<b>Total for BSL: BC-FA-ADAIMPR</b>	<b>200,000</b>	<b>750,000</b>	<b>750,000</b>
<b>Asset Preservation - Schedule 1 Facilities Budget Summary Level</b>			
2020 Multipurpose LTGO Bond Fund	0	0	11,000,000
Facility Asset Preservation Fund	2,152,000	2,152,000	2,152,000
REET I Capital Projects Fund	2,000,000	6,100,000	1,400,000
<b>Total for BSL: BC-FA-APSCH1FAC</b>	<b>4,152,000</b>	<b>8,252,000</b>	<b>14,552,000</b>
<b>Asset Preservation - Schedule 2 Facilities Budget Summary Level</b>			
2019 Multipurpose LTGO Bond Fund	0	3,500,000	0
Facility Asset Preservation Fund	1,848,000	1,848,000	1,848,000

## Department of Finance & Administrative Services

REET I Capital Projects Fund	0	1,600,000	3,000,000
<b>Total for BSL: BC-FA-APSCH2FAC</b>	<b>1,848,000</b>	<b>6,948,000</b>	<b>4,848,000</b>

### FAS Oversight-External Projects Budget Summary Level

REET I Capital Projects Fund	2,500,000	2,500,000	2,500,000
<b>Total for BSL: BC-FA-EXTPROJ</b>	<b>2,500,000</b>	<b>2,500,000</b>	<b>2,500,000</b>

### General Government Facilities - General Budget Summary Level

2003 Fire Facilities Subfund (34440)	0	406,000	0
General Fund	0	100,000	0
REET I Capital Projects Fund	4,959,535	8,144,000	3,550,000
<b>Total for BSL: BC-FA-GOVTFAC</b>	<b>4,959,535</b>	<b>8,650,000</b>	<b>3,550,000</b>

### Neighborhood Fire Stations Budget Summary Level

2018 Multipurpose LTGO Bond Fund	1,400,000	0	0
REET I Capital Projects Fund	3,342,834	3,393,967	3,386,913
<b>Total for BSL: BC-FA-NBHFIRE</b>	<b>4,742,834</b>	<b>3,393,967</b>	<b>3,386,913</b>

### Public Safety Facilities - Fire Budget Summary Level

REET I Capital Projects Fund	1,043,000	0	0
<b>Total for BSL: BC-FA-PSFACFIRE</b>	<b>1,043,000</b>	<b>0</b>	<b>0</b>

### Public Safety Facilities - Police Budget Summary Level

REET I Capital Projects Fund	13,100,000	0	0
<b>Total for BSL: BC-FA-PSFACPOL</b>	<b>13,100,000</b>	<b>0</b>	<b>0</b>

### Capital Development and Construction Management Budget Summary Level

Finance and Administrative Services Fund (50300)	0	0	0
<b>Total for BSL: BO-FA-CDCM</b>	<b>0</b>	<b>0</b>	<b>0</b>

### City Finance Budget Summary Level

Finance and Administrative Services Fund (50300)	22,767,486	24,191,050	22,393,305
General Fund	8,384,808	5,796,629	5,831,234
<b>Total for BSL: BO-FA-CITYFINANCE</b>	<b>31,152,294</b>	<b>29,987,679</b>	<b>28,224,539</b>

## Department of Finance & Administrative Services

### City Services Budget Summary Level

Finance and Administrative Services Fund (50300)	4,658,804	3,886,890	3,239,913
<b>Total for BSL: BO-FA-CITYSVCS</b>	<b>4,658,804</b>	<b>3,886,890</b>	<b>3,239,913</b>

### Judgment & Claims Claims Budget Summary Level

Judgment/Claims Fund (00126)	3,524,179	3,524,179	3,524,179
<b>Total for BSL: BO-FA-CJ000</b>	<b>3,524,179</b>	<b>3,524,179</b>	<b>3,524,179</b>

### City Purchasing and Contracting Services Budget Summary Level

Finance and Administrative Services Fund (50300)	8,882,136	10,773,825	9,965,257
<b>Total for BSL: BO-FA-CPCS</b>	<b>8,882,136</b>	<b>10,773,825</b>	<b>9,965,257</b>

### Facilities Services Budget Summary Level

Finance and Administrative Services Fund (50300)	76,295,518	81,590,548	80,281,887
<b>Total for BSL: BO-FA-FACILITY</b>	<b>76,295,518</b>	<b>81,590,548</b>	<b>80,281,887</b>

### FileLocal Agency Budget Summary Level

FileLocal Agency Fund	446,082	404,913	410,358
<b>Total for BSL: BO-FA-FILELOC</b>	<b>446,082</b>	<b>404,913</b>	<b>410,358</b>

### Fleet Capital Program Budget Summary Level

Fleet Capital Fund	21,829,848	21,829,848	21,829,848
<b>Total for BSL: BO-FA-FLEETCAP</b>	<b>21,829,848</b>	<b>21,829,848</b>	<b>21,829,848</b>

### Fleet Services Budget Summary Level

Finance and Administrative Services Fund (50300)	38,622,908	40,907,772	41,570,561
<b>Total for BSL: BO-FA-FLEETS</b>	<b>38,622,908</b>	<b>40,907,772</b>	<b>41,570,561</b>

### Indigent Defense Services Budget Summary Level

General Fund	8,196,647	9,610,245	9,606,689
<b>Total for BSL: BO-FA-INDGTDEF</b>	<b>8,196,647</b>	<b>9,610,245</b>	<b>9,606,689</b>

### Jail Services Budget Summary Level

General Fund	19,818,878	18,546,192	18,539,147
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## Department of Finance & Administrative Services

<b>Total for BSL: BO-FA-JAILSVCS</b>	<b>19,818,878</b>	<b>18,546,192</b>	<b>18,539,147</b>
<b>Judgment &amp; Claims Litigation Budget Summary Level</b>			
Judgment/Claims Fund (00126)	11,886,561	16,886,561	18,486,561
<b>Total for BSL: BO-FA-JR000</b>	<b>11,886,561</b>	<b>16,886,561</b>	<b>18,486,561</b>
<b>Judgment &amp; Claims General Legal Budget Summary Level</b>			
Judgment/Claims Fund (00126)	88,321	88,321	88,321
<b>Total for BSL: BO-FA-JR010</b>	<b>88,321</b>	<b>88,321</b>	<b>88,321</b>
<b>Judgment &amp; Claims Police Action Budget Summary Level</b>			
Judgment/Claims Fund (00126)	1,120,918	1,120,918	1,120,918
<b>Total for BSL: BO-FA-JR020</b>	<b>1,120,918</b>	<b>1,120,918</b>	<b>1,120,918</b>
<b>Leadership and Administration Budget Summary Level</b>			
Finance and Administrative Services Fund (50300)	0	0	0
<b>Total for BSL: BO-FA-LEADADMIN</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Office of Constituent Services Budget Summary Level</b>			
Finance and Administrative Services Fund (50300)	6,113,641	6,728,148	6,718,176
<b>Total for BSL: BO-FA-OCS</b>	<b>6,113,641</b>	<b>6,728,148</b>	<b>6,718,176</b>
<b>Regulatory Compliance and Consumer Protection Budget Summary Level</b>			
Finance and Administrative Services Fund (50300)	3,012,000	0	0
General Fund	8,690,329	8,503,788	8,550,023
<b>Total for BSL: BO-FA-RCCP</b>	<b>11,702,329</b>	<b>8,503,788</b>	<b>8,550,023</b>
<b>Seattle Animal Shelter Budget Summary Level</b>			
General Fund	5,216,749	5,855,584	5,870,463
<b>Total for BSL: BO-FA-SAS</b>	<b>5,216,749</b>	<b>5,855,584</b>	<b>5,870,463</b>
<b>Employee Transit Benefits Budget Summary Level</b>			
Transit Benefit Fund	6,232,000	6,663,000	7,113,000
<b>Total for BSL: BO-FA-TRNSTBNFT</b>	<b>6,232,000</b>	<b>6,663,000</b>	<b>7,113,000</b>

## Department of Finance & Administrative Services

### Central Waterfront Improvement Program Financial Support Budget Summary Level

Central Waterfront Improvement Fund	1,959,585	2,049,092	443,919
<b>Total for BSL: BO-FA-WATERFRNT</b>	<b>1,959,585</b>	<b>2,049,092</b>	<b>443,919</b>

### Wheelchair Accessible Services Budget Summary Level

Wheelchair Accessible Fund	1,487,808	1,625,424	1,620,305
<b>Total for BSL: BO-FA-WHLCHR</b>	<b>1,487,808</b>	<b>1,625,424</b>	<b>1,620,305</b>

<b>Department Total</b>	<b>311,692,135</b>	<b>305,938,288</b>	<b>302,290,195</b>
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<b>Department Full-time Equivalents Total*</b>	<b>632.50</b>	<b>597.00</b>	<b>597.00</b>
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*\* FTE totals are provided for information purposes only. Changes in FTEs resulting from City Council or Personnel Director actions outside of the budget process may not be detailed here.*

## Budget Summary by Fund for Finance and Administrative Services

	2018 Adopted	2019 Adopted	2020 Endorsed
34440 - 2003 Fire Facilities Subfund (34440)	0	406,000	0
36500 - 2018 Multipurpose LTGO Bond Fund	10,886,885	0	0
36600 - 2019 Multipurpose LTGO Bond Fund	0	4,833,000	0
36700 - 2020 Multipurpose LTGO Bond Fund	0	0	12,970,000
35900 - Central Waterfront Improvement Fund	1,959,585	2,049,092	443,919
50322 - Facility Asset Preservation Fund	4,000,000	4,000,000	4,000,000
67600 - FileLocal Agency Fund	446,082	404,913	410,358
50300 - Finance and Administrative Services Fund (50300)	170,749,493	171,578,233	167,669,099
50321 - Fleet Capital Fund	21,829,848	21,829,848	21,829,848
00100 - General Fund	50,307,411	48,412,438	48,397,556
00126 - Judgment/Claims Fund (00126)	16,619,979	21,619,979	23,219,979
30010 - REET I Capital Projects Fund	27,145,369	22,487,967	14,586,913
63000 - Transit Benefit Fund	6,232,000	6,663,000	7,113,000
00164 - Unrestricted Cumulative Reserve Fund	27,675	28,394	29,218
12100 - Wheelchair Accessible Fund	1,487,808	1,625,424	1,620,305
<b>Budget Totals for FAS</b>	<b>311,692,135</b>	<b>305,938,288</b>	<b>302,290,195</b>

## Department of Finance & Administrative Services

### Revenue Overview

#### 2019 Estimated Revenues

Summit Code	Source	2018 Adopted	2019 Adopted	2020 Endorsed
379100	Use of (Contributions to) Fund Balance)	0	406,000	0
379100	Use of (Contributions to) Fund Balance	0	-39,722	-34,520
379100	Use of (Contributions to) Fund Balance)	0	1,585,046	809,471
379100	Use of (Contributions to) Fund Balance	0	4,112,269	3,121,829
379100	Use of (Contributions to) Fund Balance	0	-990,476	-995,595
	<b>Total Use of (Contributions to) Fund Balance</b>	<b>0</b>	<b>5,073,117</b>	<b>2,901,185</b>
397010	Asset Preservation	4,000,000	4,000,000	4,000,000
344900	Labor Reimbursement	385,961	444,635	444,878
341010	Warehousing Services	1,377,921	1,273,993	1,281,792
341270	Real Estate Services	412,187	467,877	473,201
341300	ADA Program Access Compliance	0	680,575	685,483
341300	City Payroll	872,198	2,732,951	2,756,088
341300	Citywide Accounting	918,021	982,457	992,409
341300	Citywide Accounting Director	251,783	882,304	891,682
341300	Citywide IT Services	1,253,468	0	0
341300	Citywide Public Records	1,086,487	616,629	622,885
341300	Citywide Summit	4,440,283	4,381,564	3,402,557
341300	Claims Processing	500,422	786,372	793,674
341300	CPCS Contracting Operations	5,039,949	5,541,614	5,189,721
341300	CPCS Purchasing Operations	1,965,016	3,217,356	2,912,915
341300	Customer Service Bureau	594,570	2,110,488	2,135,176
341300	Debt Management	248,624	292,156	294,042
341300	Economics and Forecasting	97,509	120,069	121,011
341300	Electronic Records	445,929	451,563	152,275
341300	Facility Lease Management	290,000	292,900	292,900
341300	Fiscal Policy and Management	641,813	975,286	981,702
341300	Human Resources (CPI Charges)	97,815	0	0
341300	Investments	273,395	419,728	423,089
341300	NPIS Operations	2,177,328	1,723,914	1,763,673
341300	Remittance Processing	752,281	887,551	896,531
341300	Risk Management	715,510	1,079,693	1,102,428
341300	Treasury Operations	2,372,359	3,959,127	3,693,807

## Department of Finance & Administrative Services

341330	Property Management Services	103,000	104,030	104,030
342140	Distribution Services	549,900	1,286,556	1,297,558
343010	Customer requested tenant improvements	3,500,000	3,500,000	3,500,000
344020	Vehicle Leasing	18,945,202	19,007,406	19,255,633
344030	Fuel Services	10,864,774	10,492,404	10,516,392
344140	Vehicle Warehouse	6,736,978	7,315,173	7,490,738
348120	CIP Support	0	259,669	262,827
348120	Citywide Summit	0	12,059	11,568
348120	CPCS Contracting Operations	0	814,457	765,298
348120	Distribution Services	0	0	0
348120	Economics and Forecasting	0	563	579
348120	Fiscal Policy and Management	0	4,571	4,695
348120	Treasury Operations	0	67,099	67,356
348120	Warehousing Services	324,176	372,479	374,759
348150	Motor Pool	121,797	0	0
360270	Fleet Administration	1,618,166	1,286,481	1,304,325
360270	Vehicle Leasing	0	162,798	164,461
360290	Parking Fees	786,015	1,136,419	1,136,419
360680	Motor Pool	912,934	902,590	911,196
360690	Facility Lease Management	11,012,083	11,122,204	11,122,204
360690	Space Rent	4,766,037	0	0
360700	Space Rent	49,784,008	56,415,865	55,848,053
360900	Citywide Accounting	247,570	163,646	165,303
360900	Citywide IT Services	29,110	0	0
360900	Citywide Summit	9,066	0	0
360900	Department Director	12,402	0	0
360900	FAS Accounting	6,737	0	0
360900	Fiscal Policy and Management	176,344	0	0
360900	Human Resources (CPI Charges)	7,099	0	0
360900	Policy & Budget	7,856	0	0
360900	Space Rent	545,000	550,450	550,450
360270	Capital Replacement Program	17,869,112	17,717,579	18,708,019
360420	Payments from City-Operated Utilities	7,781,749	7,781,749	7,781,749
	<b>Total Services to City Depts</b>	<b>167,927,944</b>	<b>178,797,050</b>	<b>177,647,531</b>
341090	Warehousing Services	90,000	90,000	90,000
341150	Space Rent	20,000	20,000	20,000
343320	Treasury Operations	200,000	200,000	200,000
344900	Treasury Operations	200,000	200,000	200,000
360020	Investment Earning	223,500	223,500	223,500
360290	Parking Fees	2,400,000	3,469,917	3,469,917
360310	Space Rent	1,860,116	1,341,299	1,303,353
360350	Warehousing Services	11,000	11,000	11,000
360900	CPCS Purchasing Operations	400,000	500,000	500,000

## Department of Finance & Administrative Services

360900	Fuel Services	41,000	41,000	41,000
360900	NPIS Operations	557,627	915,627	915,627
360900	Property Management Services	265,718	126,718	126,718
321050	Transportation Network Company Fees	1,531,000	2,615,900	2,615,900
	<b>Total External Revenues</b>	<b>7,799,961</b>	<b>9,754,961</b>	<b>9,717,015</b>
397010	Benaroya	580,146	594,071	608,328
397010	City Payroll	999,151	976	984
397010	City Policy and Labor Support	551,581	415,713	416,955
397010	Citywide Accounting	1,187,532	1,410,861	1,425,151
397010	Citywide Accounting Director	306,248	216,239	218,539
397010	Citywide IT Services	844,321	0	0
397010	Citywide Public Records	611,335	0	0
397010	Citywide Summit	4,559,368	3,901,195	3,232,776
397010	Claims Processing	156,624	0	0
397010	CPCS Contracting Operations	867,132	686,640	722,842
397010	CPCS Purchasing Operations	604,919	2,148	1,945
397010	Customer Service Bureau	334,542	0	0
397010	Debt Management	95,635	112,368	113,093
397010	Department Director	0	282,800	282,800
397010	Distribution Services	440,103	0	0
397010	Economics and Forecasting	75,569	77,432	78,560
397010	Electronic Records	463,572	469,431	158,300
397010	Encampment Clean-up	1,386,392	1,324,697	1,324,306
397010	Event Management	198,161	143,386	145,298
397010	FAS Accounting	153,198	198,801	200,945
397010	Fiscal Policy and Management	902,575	628,946	637,338
397010	Human Resources (CPI Charges)	51,567	0	0
397010	Investments	207,073	137,807	138,911
397010	NPIS Operations	341,853	396,999	406,154
397010	Property Management Services	165,000	146,250	90,000
397010	Real Estate Services	274,791	251,397	254,257
397010	Regulatory Compliance and Consumer Protection	750,000	1,000,000	1,000,000
397010	Remittance Processing	236,262	142,819	144,264
397010	Risk Management	222,519	0	0
397010	SDHR Charges	0	659,177	647,344
397010	Small Department Support	0	750,000	750,000
397010	Space Rent	867,602	0	0
397010	Sweetened Beverage Tax	1,082,000	0	0
397010	Treasury Operations	895,940	50,886	46,537
397010	Warehousing Services	7,694	0	0
360420	Payments from General Government Departments	7,076,376	7,076,376	7,076,376
397010	General Fund Support	1,761,854	6,761,854	8,361,854



## Department of Finance & Administrative Services

	<b>Total General Fund Support</b>	<b>29,258,635</b>	<b>27,839,268</b>	<b>28,483,857</b>
344150	Transit Subsidy	6,232,000	6,663,000	7,113,000
	<b>Total Transit Benefit - Department Contributions</b>	<b>6,232,000</b>	<b>6,663,000</b>	<b>7,113,000</b>
	<b>Total Revenues</b>	<b>211,218,540</b>	<b>223,054,280</b>	<b>222,961,404</b>
	<b>Total Resources</b>	<b>211,218,540</b>	<b>228,127,397</b>	<b>225,862,589</b>

## Department of Finance & Administrative Services

### Appropriations By Budget Summary Level (BSL) and Program

#### **FAS Project Delivery Services Budget Summary Level**

The purpose of the FAS Project Delivery Services Budget Summary Level is to provide design and construction management services, as requested by City departments, within FAS-owned and leased facilities and at facilities that are neither owned, managed, nor leased by FAS.

<b>Program Expenditures</b>	<b>2018 Adopted</b>	<b>2019 Adopted</b>	<b>2020 Endorsed</b>
FAS Project Delivery Services	3,500,000	3,500,000	3,500,000
<b>Total</b>	<b>3,500,000</b>	<b>3,500,000</b>	<b>3,500,000</b>

#### **Information Technology Budget Summary Level**

The purpose of the Information Technology Budget Summary Level is to replace, upgrade or maintain FAS information technology systems to meet the evolving enterprise activities of the City.

<b>Program Expenditures</b>	<b>2018 Adopted</b>	<b>2019 Adopted</b>	<b>2020 Endorsed</b>
Information Technology	15,145,001	1,333,000	1,970,000
<b>Total</b>	<b>15,145,001</b>	<b>1,333,000</b>	<b>1,970,000</b>

*The following information summarizes the programs in Information Technology Budget Summary Level:*

#### **Information Technology Program**

<b>Expenditures</b>	<b>2018 Adopted</b>	<b>2019 Adopted</b>	<b>2020 Endorsed</b>
Information Technology	15,145,001	1,333,000	1,970,000
Full-time Equivalent Total	0.00	0.00	0.00

#### **Summit Re-Implementation Department Capital Needs Budget Summary Level**

The purpose of the Information Technology Budget Summary Level is to replace, upgrade or maintain FAS information technology systems to meet the evolving enterprise activities of the City.

<b>Program Expenditures</b>	<b>2018 Adopted</b>	<b>2019 Adopted</b>	<b>2020 Endorsed</b>
Summit Re-Implementation Department Capital Needs	1,238,884	0	0
<b>Total</b>	<b>1,238,884</b>	<b>0</b>	<b>0</b>

## Department of Finance & Administrative Services

### Garden of Remembrance Budget Summary Level

The purpose of the Garden of Remembrance Budget Summary Level is to provide City support for replacing components of the memorial located at the Benaroya Concert Hall.

<b>Program Expenditures</b>	<b>2018 Adopted</b>	<b>2019 Adopted</b>	<b>2020 Endorsed</b>
Garden of Remembrance	27,675	28,394	29,218
<b>Total</b>	<b>27,675</b>	<b>28,394</b>	<b>29,218</b>

### ADA Improvements Budget Summary Level

The purpose of the ADA Improvements - FAS Budget Summary Level is to update or modify facilities for compliance with the standards contained in the American with Disabilities Act.

<b>Program Expenditures</b>	<b>2018 Adopted</b>	<b>2019 Adopted</b>	<b>2020 Endorsed</b>
ADA Improvements	200,000	750,000	750,000
<b>Total</b>	<b>200,000</b>	<b>750,000</b>	<b>750,000</b>

### Asset Preservation - Schedule 1 Facilities Budget Summary Level

The purpose of the Asset Preservation - Schedule 1 Facilities Budget Summary Level is to provide for long term preservation and major maintenance to the Department of Finance and Administration's schedule 1 facilities. Schedule 1 facilities consist of existing and future office buildings located in downtown Seattle, including but not limited to City Hall, the Seattle Municipal Tower and the Justice Center. Typical improvements may include, but are not limited to, energy efficiency enhancements through equipment replacement, upgrades/repairs to heating/ventilation/air conditioning systems, upgrades/repairs to electrical systems, upgrades/repairs to fire suppression systems, roof repairs or replacement, and structural assessments and repairs. This work ensures the long-term preservation of the operational use of the facilities.

<b>Program Expenditures</b>	<b>2018 Adopted</b>	<b>2019 Adopted</b>	<b>2020 Endorsed</b>
Asset Preserv_Sch 1 Facilities	4,152,000	8,252,000	14,552,000
<b>Total</b>	<b>4,152,000</b>	<b>8,252,000</b>	<b>14,552,000</b>

## Department of Finance & Administrative Services

*The following information summarizes the programs in Asset Preservation - Schedule 1 Facilities Budget Summary Level:*

### Asset Preserv\_Sch 1 Facilities Program

Expenditures	2018 Adopted	2019 Adopted	2020 Endorsed
Asset Preserv_Sch 1 Facilities	4,152,000	8,252,000	14,552,000
Full-time Equivalent Total	0.00	0.00	0.00

### **Asset Preservation - Schedule 2 Facilities Budget Summary Level**

This purpose of the Asset Preservation - Schedule 2 Facilities Budget Summary Level is to provide for long term preservation and major maintenance to the Department of Finance and Administration's schedule 2 facilities. Schedule 2 facilities comprise existing and future structures, shops and yard located throughout Seattle, including but not limited to City vehicle maintenance facilities at Haller Lake and Charles Street, Finance and Administrative Services shops located at Airport Way S., fire stations, police precincts including the animal shelter, and other FAS managed facilities used for City Services. Typical improvements may include, but are not limited to, energy efficiency enhancements through equipment replacement, upgrades/repairs to heating/ventilation/air conditioning systems, upgrades/repairs to electrical systems, upgrades/repairs to fire suppression systems, roof repairs or replacement, and structural assessments and repairs. This work ensures the long-term preservation of the operational use of the facilities.

Program Expenditures	2018 Adopted	2019 Adopted	2020 Endorsed
Asset Preserv_Sch 2 Facilities	1,848,000	6,948,000	4,848,000
<b>Total</b>	<b>1,848,000</b>	<b>6,948,000</b>	<b>4,848,000</b>

*The following information summarizes the programs in Asset Preservation - Schedule 2 Facilities Budget Summary Level:*

### Asset Preserv\_Sch 2 Facilities Program

Expenditures	2018 Adopted	2019 Adopted	2020 Endorsed
Asset Preserv_Sch 2 Facilities	1,848,000	6,948,000	4,848,000
Full-time Equivalent Total	0.00	0.00	0.00

## Department of Finance & Administrative Services

### **FAS Oversight-External Projects Budget Summary Level**

The purpose of the FAS Oversight-External Projects Budget Summary Level is to provide a structure for managing capital projects for City departments that lack their own capital program.

<b>Program Expenditures</b>	<b>2018 Adopted</b>	<b>2019 Adopted</b>	<b>2020 Endorsed</b>
FAS Oversight - External Proj	2,500,000	2,500,000	2,500,000
<b>Total</b>	<b>2,500,000</b>	<b>2,500,000</b>	<b>2,500,000</b>

### **General Government Facilities - General Budget Summary Level**

The purpose of the General Government Facilities - General Budget Summary Level is to execute capital projects in general government facilities.

<b>Program Expenditures</b>	<b>2018 Adopted</b>	<b>2019 Adopted</b>	<b>2020 Endorsed</b>
General Govt Facilities	4,959,535	8,144,000	3,550,000
<b>Total</b>	<b>4,959,535</b>	<b>8,144,000</b>	<b>3,550,000</b>
General Govt Facilities	0	506,000	0
<b>Total</b>	<b>0</b>	<b>506,000</b>	<b>0</b>

*The following information summarizes the programs in General Government Facilities - General Budget Summary Level:*

#### **General Govt Facilities Program**

<b>Expenditures</b>	<b>2018 Adopted</b>	<b>2019 Adopted</b>	<b>2020 Endorsed</b>
General Govt Facilities	4,959,535	8,650,000	3,550,000
Full-time Equivalent Total	0.00	0.00	0.00

### **Neighborhood Fire Stations Budget Summary Level**

The purpose of the Neighborhood Fire Stations Budget Summary Level is to replace and renovate fire stations and other emergency response facilities as part of the Fire Facilities and Emergency Response Levy program.

<b>Program Expenditures</b>	<b>2018 Adopted</b>	<b>2019 Adopted</b>	<b>2020 Endorsed</b>
Neighborhood Fire Stations	4,742,834	3,393,967	3,386,913
<b>Total</b>	<b>4,742,834</b>	<b>3,393,967</b>	<b>3,386,913</b>

# Department of Finance & Administrative Services

*The following information summarizes the programs in Neighborhood Fire Stations Budget Summary Level:*

## Neighborhood Fire Stations Program

Expenditures	2018 Adopted	2019 Adopted	2020 Endorsed
Neighborhood Fire Stations	4,742,834	3,393,967	3,386,913
Full-time Equivalent Total	0.00	0.00	0.00

### **Public Safety Facilities - Fire Budget Summary Level**

The purpose of the Public Safety Facilities - Fire Budget Summary Level is to renovate, expand, replace, or build fire facilities.

Program Expenditures	2018 Adopted	2019 Adopted	2020 Endorsed
Public Safety Facilities_Fire	1,043,000	0	0
<b>Total</b>	<b>1,043,000</b>	<b>0</b>	<b>0</b>

### **Public Safety Facilities - Police Budget Summary Level**

The purpose of the Public Safety Facilities - Police Budget Summary Level is to renovate, expand, replace, or build police facilities.

Program Expenditures	2018 Adopted	2019 Adopted	2020 Endorsed
Publ Safety Facilities_Police	13,100,000	0	0
<b>Total</b>	<b>13,100,000</b>	<b>0</b>	<b>0</b>

### **Capital Development and Construction Management Budget Summary Level**

The purpose of the Capital Development and Construction Management Budget Summary Level is to provide staffing resources to plan and administer FAS's Capital Improvement Program. Costs are budgeted in FAS's capital project Budget Control Levels.

Program Expenditures	2018 Adopted	2019 Adopted	2020 Endorsed
Capital Dev and Const Mgmt	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>
Full-time Equivalent Total*	28.00	27.00	27.00

*\* FTE totals are provided for information 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 & Administrative Services

### **City Finance Budget Summary Level**

The purpose of the City Finance Division Budget Summary Level (BSL) is to oversee and provide technical support to the financial affairs of the City. This BSL performs a wide range of technical and operating functions, such as debt issuance and management, Citywide payroll processing, investments, risk management and payment processing services and support to the City Budget Office economic forecasting efforts. In addition, this BSL develops and implements a variety of City financial policies related to the City's revenues, accounting procedures, and risk mitigation. Finally, the BSL provides oversight and guidance to financial reporting, City retirement programs, and public corporations established by the City.

<b>Program Expenditures</b>	<b>2018 Adopted</b>	<b>2019 Adopted</b>	<b>2020 Endorsed</b>
City Financial Management	2,238,748	2,270,205	2,251,895
Citywide Accounting Services	13,563,167	14,110,010	12,651,651
Revenue Administration	8,384,808	5,796,629	5,831,234
Risk Management Services	1,708,698	1,842,456	1,845,990
Treasury Services	5,256,873	5,968,379	5,643,769
<b>Total</b>	<b>31,152,294</b>	<b>29,987,679</b>	<b>28,224,539</b>
Full-time Equivalents Total*	151.00	116.50	116.50

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

***The following information summarizes the programs in City Finance Budget Summary Level:***

#### **City Financial Management Program**

<b>Expenditures/FTE</b>	<b>2018 Adopted</b>	<b>2019 Adopted</b>	<b>2020 Endorsed</b>
City Financial Management	2,238,748	2,270,205	2,251,895
Full-time Equivalents Total	9.00	9.00	9.00

#### **Citywide Accounting Services Program**

<b>Expenditures/FTE</b>	<b>2018 Adopted</b>	<b>2019 Adopted</b>	<b>2020 Endorsed</b>
Citywide Accounting Services	13,563,167	14,110,010	12,651,651
Full-time Equivalents Total	67.50	37.00	37.00

# Department of Finance & Administrative Services

## Revenue Administration Program

Expenditures/FTE	2018 Adopted	2019 Adopted	2020 Endorsed
Revenue Administration	8,384,808	5,796,629	5,831,234
Full-time Equivalents Total	38.00	34.00	34.00

## Risk Management Services Program

Expenditures/FTE	2018 Adopted	2019 Adopted	2020 Endorsed
Risk Management Services	1,708,698	1,842,456	1,845,990
Full-time Equivalents Total	8.50	8.50	8.50

## Treasury Services Program

Expenditures/FTE	2018 Adopted	2019 Adopted	2020 Endorsed
Treasury Services	5,256,873	5,968,379	5,643,769
Full-time Equivalents Total	28.00	28.00	28.00

### **City Services Budget Summary Level**

The purpose of the City Services budget summary level is to provide accounting support to Finance General, small departments, and executive offices, as well as to the FAS Capital Improvement Program. This BSL also provides other FAS financial and policy support, including labor union policy analysis and support for the for-hire industry.

Program Expenditures	2018 Adopted	2019 Adopted	2020 Endorsed
City Services	4,658,804	3,886,890	3,239,913
<b>Total</b>	<b>4,658,804</b>	<b>3,886,890</b>	<b>3,239,913</b>
Full-time Equivalents Total*	0.00	1.00	1.00

*\* FTE totals are provided for information 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 & Administrative Services

### Judgment & Claims Claims Budget Summary Level

The purpose of the Claim Expenses Budget Summary Level is to pay pending or actual claims and related costs against City government, as authorized by Chapter 5.24 of the Seattle Municipal Code. The Claims Budget Summary Level is supported by the Judgment/Claims Fund.

<b>Program Expenditures</b>	<b>2018 Adopted</b>	<b>2019 Adopted</b>	<b>2020 Endorsed</b>
GF Claims	1,792,109	1,792,109	1,792,109
Utility Claims Reimbursable	1,732,070	1,732,070	1,732,070
<b>Total</b>	<b>3,524,179</b>	<b>3,524,179</b>	<b>3,524,179</b>

*The following information summarizes the programs in Judgment & Claims Claims Budget Summary Level:*

#### **GF Claims Program**

<b>Expenditures</b>	<b>2018 Adopted</b>	<b>2019 Adopted</b>	<b>2020 Endorsed</b>
GF Claims	1,792,109	1,792,109	1,792,109
Full-time Equivalents Total	0.00	0.00	0.00

#### **Utility Claims Reimbursable Program**

<b>Expenditures</b>	<b>2018 Adopted</b>	<b>2019 Adopted</b>	<b>2020 Endorsed</b>
Utility Claims Reimbursable	1,732,070	1,732,070	1,732,070
Full-time Equivalents Total	0.00	0.00	0.00

### City Purchasing and Contracting Services Budget Summary Level

The purpose of the City Purchasing and Contracting Services Budget Summary 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.

<b>Program Expenditures</b>	<b>2018 Adopted</b>	<b>2019 Adopted</b>	<b>2020 Endorsed</b>
Contracting Services	5,804,986	6,927,645	6,490,464
Purchasing Services	3,077,150	3,846,180	3,474,793
<b>Total</b>	<b>8,882,136</b>	<b>10,773,825</b>	<b>9,965,257</b>
Full-time Equivalents Total*	47.00	47.00	47.00

*\* FTE totals are provided for information 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 & Administrative Services

**The following information summarizes the programs in City Purchasing and Contracting Services Budget Summary Level:**

**Contracting Services Program**

Expenditures/FTE	2018 Adopted	2019 Adopted	2020 Endorsed
Contracting Services	5,804,986	6,927,645	6,490,464
Full-time Equivalents Total	28.00	28.00	28.00

**Purchasing Services Program**

Expenditures/FTE	2018 Adopted	2019 Adopted	2020 Endorsed
Purchasing Services	3,077,150	3,846,180	3,474,793
Full-time Equivalents Total	19.00	19.00	19.00

**Facilities Services Budget Summary Level**

The purpose of the Facilities Services Budget Summary 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.

Program Expenditures	2018 Adopted	2019 Adopted	2020 Endorsed
Other Facilities Services	16,962,107	19,766,644	19,936,800
Space Rent	59,333,411	61,823,904	60,345,087
<b>Total</b>	<b>76,295,518</b>	<b>81,590,548</b>	<b>80,281,887</b>
Full-time Equivalents Total*	99.50	94.00	94.00

*\* FTE totals are provided for information 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 & Administrative Services

*The following information summarizes the programs in Facilities Services Budget Summary Level:*

## Other Facilities Services Program

Expenditures/FTE	2018 Adopted	2019 Adopted	2020 Endorsed
Other Facilities Services	16,962,107	19,766,644	19,936,800
Full-time Equivalents Total	27.50	21.00	21.00

## Space Rent Program

Expenditures/FTE	2018 Adopted	2019 Adopted	2020 Endorsed
Space Rent	59,333,411	61,823,904	60,345,087
Full-time Equivalents Total	72.00	73.00	73.00

### **FileLocal Agency Budget Summary Level**

The purpose of the FileLocal Agency Budget Summary Level is to execute the City's response to the Washington Multi-City Business License and Tax Portal Agency Interlocal Agreement. The City of Seattle will be reimbursed by the agency for all costs.

Program Expenditures	2018 Adopted	2019 Adopted	2020 Endorsed
Prog-FileLocal Agency Fund	446,082	404,913	410,358
<b>Total</b>	<b>446,082</b>	<b>404,913</b>	<b>410,358</b>
Full-time Equivalents Total*	2.50	2.50	2.50

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

### **Fleet Capital Program Budget Summary Level**

The purpose of the Fleet Capital Program Budget Summary Level is to manage City of Seattle Fleet Replacement, including the purchase and disposal of vehicles owned by the Department of Finance and Administrative Services (FAS) and the administration of the Fleet Replacement Capital Reserve.

Program Expenditures	2018 Adopted	2019 Adopted	2020 Endorsed
Fleet Capital Program	21,829,848	21,829,848	21,829,848
<b>Total</b>	<b>21,829,848</b>	<b>21,829,848</b>	<b>21,829,848</b>

## Department of Finance & Administrative Services

### Fleet Services Budget Summary Level

The purpose of the Fleet Services Budget Summary 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.

<b>Program Expenditures</b>	<b>2018 Adopted</b>	<b>2019 Adopted</b>	<b>2020 Endorsed</b>
Motorpool	880,331	856,824	861,366
Vehicle Fueling	10,935,548	11,176,071	11,856,596
Vehicle Leasing	1,145,141	1,204,332	1,198,508
Vehicle Maintenance	25,661,888	27,670,545	27,654,091
<b>Total</b>	<b>38,622,908</b>	<b>40,907,772</b>	<b>41,570,561</b>
Full-time Equivalents Total*	131.00	130.00	130.00

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

**The following information summarizes the programs in Fleet Services Budget Summary Level:**

#### **Motorpool Program**

<b>Expenditures</b>	<b>2018 Adopted</b>	<b>2019 Adopted</b>	<b>2020 Endorsed</b>
Motorpool	880,331	856,824	861,366
Full-time Equivalents Total	0.00	0.00	0.00

#### **Vehicle Fueling Program**

<b>Expenditures/FTE</b>	<b>2018 Adopted</b>	<b>2019 Adopted</b>	<b>2020 Endorsed</b>
Vehicle Fueling	10,935,548	11,176,071	11,856,596
Full-time Equivalents Total	1.00	1.00	1.00

#### **Vehicle Leasing Program**

<b>Expenditures/FTE</b>	<b>2018 Adopted</b>	<b>2019 Adopted</b>	<b>2020 Endorsed</b>
Vehicle Leasing	1,145,141	1,204,332	1,198,508
Full-time Equivalents Total	15.00	14.00	14.00

# Department of Finance & Administrative Services

## Vehicle Maintenance Program

Expenditures/FTE	2018 Adopted	2019 Adopted	2020 Endorsed
Vehicle Maintenance	25,661,888	27,670,545	27,654,091
Full-time Equivalents Total	115.00	115.00	115.00

### Indigent Defense Services Budget Summary Level

The purpose of the Indigent Defense Services Budget Summary Level is to secure legal defense services, as required by State law, for indigent people facing criminal charges in Seattle Municipal Court.

Program Expenditures	2018 Adopted	2019 Adopted	2020 Endorsed
Indigent Defense Services	8,196,647	9,610,245	9,606,689
<b>Total</b>	<b>8,196,647</b>	<b>9,610,245</b>	<b>9,606,689</b>

### Jail Services Budget Summary Level

The purpose of the Jail Services Budget Summary Level is to provide for the booking, housing, transporting, and guarding of City inmates. The jail population, for which the City pays, are adults charged with or convicted of misdemeanor crimes alleged to have been committed within the Seattle city limits.

Program Expenditures	2018 Adopted	2019 Adopted	2020 Endorsed
Jail Services	19,818,878	18,546,192	18,539,147
<b>Total</b>	<b>19,818,878</b>	<b>18,546,192</b>	<b>18,539,147</b>

## Department of Finance & Administrative Services

### Judgment & Claims Litigation Budget Summary Level

The purpose of the Litigation Expenses Budget Summary Level is to pay anticipated, pending or actual judgments, claims payments, advance claims payments, and litigation expenses incurred while defending the City from judgments and claims. The Litigation Expenses Budget Summary Level is supported by the Judgment/Claims Fund.

<b>Program Expenditures</b>	<b>2018 Adopted</b>	<b>2019 Adopted</b>	<b>2020 Endorsed</b>
GF Expenses	2,347,863	2,347,863	2,347,863
GF Judgments	3,489,019	8,489,019	10,089,019
Utility Expenses Reimbursable	2,468,932	2,468,932	2,468,932
Utility Judgments Reimbursable	3,580,747	3,580,747	3,580,747
<b>Total</b>	<b>11,886,561</b>	<b>16,886,561</b>	<b>18,486,561</b>

*The following information summarizes the programs in Judgment & Claims Litigation Budget Summary Level:*

#### **GF Expenses Program**

<b>Expenditures</b>	<b>2018 Adopted</b>	<b>2019 Adopted</b>	<b>2020 Endorsed</b>
GF Expenses	2,347,863	2,347,863	2,347,863
Full-time Equivalents Total	0.00	0.00	0.00

#### **GF Judgments Program**

<b>Expenditures</b>	<b>2018 Adopted</b>	<b>2019 Adopted</b>	<b>2020 Endorsed</b>
GF Judgments	3,489,019	8,489,019	10,089,019
Full-time Equivalents Total	0.00	0.00	0.00

#### **Utility Expenses Reimbursable Program**

<b>Expenditures</b>	<b>2018 Adopted</b>	<b>2019 Adopted</b>	<b>2020 Endorsed</b>
Utility Expenses Reimbursable	2,468,932	2,468,932	2,468,932
Full-time Equivalents Total	0.00	0.00	0.00

#### **Utility Judgments Reimbursable Program**

<b>Expenditures</b>	<b>2018 Adopted</b>	<b>2019 Adopted</b>	<b>2020 Endorsed</b>
Utility Judgments Reimbursable	3,580,747	3,580,747	3,580,747
Full-time Equivalents Total	0.00	0.00	0.00

## Department of Finance & Administrative Services

### Judgment & Claims General Legal Budget Summary Level

The purpose of the General Legal Expenses Budget Summary Level is to pay legal costs associated with litigation or potential litigation involving the City, where the City is a party or potential party in a legal action, or other special projects that need legal review. The General Legal Expenses Budget Summary Level is supported by the Judgment/Claims Fund.

<b>Program Expenditures</b>	<b>2018 Adopted</b>	<b>2019 Adopted</b>	<b>2020 Endorsed</b>
GF General Legal	88,321	88,321	88,321
<b>Total</b>	<b>88,321</b>	<b>88,321</b>	<b>88,321</b>

### Judgment & Claims Police Action Budget Summary Level

The purpose of the Police Action Expenses Budget Summary Level is to pay pending or actual settlements and judgments against the City related to police action cases, or pay related costs to investigate and defend the City against claims and judgments related to police action cases. The Police Action Expenses Budget Summary Level is supported by the Judgment/Claims Fund.

<b>Program Expenditures</b>	<b>2018 Adopted</b>	<b>2019 Adopted</b>	<b>2020 Endorsed</b>
GF Police Action	1,120,918	1,120,918	1,120,918
<b>Total</b>	<b>1,120,918</b>	<b>1,120,918</b>	<b>1,120,918</b>

## Department of Finance & Administrative Services

### Leadership and Administration Budget Summary Level

The purpose of the Leadership and Administration budget summary level is to provide executive, communications, financial, human resource, and business support and strategic planning and analysis to the department. This BSL also supports FAS Citywide, department-wide, and divisional indirect costs, as well as indirect costs related to paid time off and pooled benefits, to meet the City's standard indirect cost model.

<b>Program Expenditures</b>	<b>2018 Adopted</b>	<b>2019 Adopted</b>	<b>2020 Endorsed</b>
Citywide Indirect Costs	4,323,357	9,397,525	7,663,800
Departmental Indirect Costs	4,415,363	5,440,426	5,845,863
Divisional Indirect Costs	6,703,741	6,865,550	5,954,797
Indirect Cost Recovery Offset	-35,557,672	-41,794,035	-40,470,286
Paid Time Off	10,384,009	10,287,107	10,627,253
Pooled Benefits	9,731,202	9,803,427	10,378,573
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>
Full-time Equivalents Total*	43.00	47.00	47.00

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

**The following information summarizes the programs in Leadership and Administration Budget Summary Level:**

#### **Citywide Indirect Costs Program**

<b>Expenditures</b>	<b>2018 Adopted</b>	<b>2019 Adopted</b>	<b>2020 Endorsed</b>
Citywide Indirect Costs	4,323,357	9,397,525	7,663,800
Full-time Equivalents Total	0.00	0.00	0.00

#### **Departmental Indirect Costs Program**

<b>Expenditures/FTE</b>	<b>2018 Adopted</b>	<b>2019 Adopted</b>	<b>2020 Endorsed</b>
Departmental Indirect Costs	4,415,363	5,440,426	5,845,863
Full-time Equivalents Total	43.00	47.00	47.00



# Department of Finance & Administrative Services

## Divisional Indirect Costs Program

<b>Expenditures</b>	<b>2018 Adopted</b>	<b>2019 Adopted</b>	<b>2020 Endorsed</b>
Divisional Indirect Costs	6,703,741	6,865,550	5,954,797
Full-time Equivalents Total	0.00	0.00	0.00

## Indirect Cost Recovery Offset Program

<b>Expenditures</b>	<b>2018 Adopted</b>	<b>2019 Adopted</b>	<b>2020 Endorsed</b>
Indirect Cost Recovery Offset	-35,557,672	-41,794,035	-40,470,286
Full-time Equivalents Total	0.00	0.00	0.00

## Paid Time Off Program

<b>Expenditures</b>	<b>2018 Adopted</b>	<b>2019 Adopted</b>	<b>2020 Endorsed</b>
Paid Time Off	10,384,009	10,287,107	10,627,253
Full-time Equivalents Total	0.00	0.00	0.00

## Pooled Benefits Program

<b>Expenditures</b>	<b>2018 Adopted</b>	<b>2019 Adopted</b>	<b>2020 Endorsed</b>
Pooled Benefits	9,731,202	9,803,427	10,378,573
Full-time Equivalents Total	0.00	0.00	0.00

## Department of Finance & Administrative Services

### **Office of Constituent Services Budget Summary Level**

The purpose of the Office of Constituent Services Budget Summary Level is to lead City departments to improve on consistently providing 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 BSL includes the City's Customer Service Bureau, the Neighborhood Payment and Information Service centers, Citywide public disclosure responsibilities and service-delivery analysts.

<b>Program Expenditures</b>	<b>2018 Adopted</b>	<b>2019 Adopted</b>	<b>2020 Endorsed</b>
Office of Constituent Services	6,113,641	6,728,148	6,718,176
<b>Total</b>	<b>6,113,641</b>	<b>6,728,148</b>	<b>6,718,176</b>
Full-time Equivalents Total*	39.00	39.00	39.00

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

### **Regulatory Compliance and Consumer Protection Budget Summary Level**

The purpose of the Regulatory Compliance and Consumer Protection Budget Summary Level is to support City services and regulations that attempt to provide Seattle consumers with a fair and well-regulated marketplace. Expenditures from this BSL include support for taxicab inspections and licensing, the weights and measures inspection program, vehicle impound and consumer complaint investigation.

<b>Program Expenditures</b>	<b>2018 Adopted</b>	<b>2019 Adopted</b>	<b>2020 Endorsed</b>
Reg Compl & Consumr Protection	11,702,329	8,503,788	8,550,023
<b>Total</b>	<b>11,702,329</b>	<b>8,503,788</b>	<b>8,550,023</b>
Full-time Equivalents Total*	48.50	48.00	48.00

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

***The following information summarizes the programs in Regulatory Compliance and Consumer Protection Budget Summary Level:***

#### **Reg Compl & Consumr Protection Program**

<b>Expenditures/FTE</b>	<b>2018 Adopted</b>	<b>2019 Adopted</b>	<b>2020 Endorsed</b>
Reg Compl & Consumr Protection	11,702,329	8,503,788	8,550,023
Full-time Equivalents Total	48.50	48.00	48.00

## Department of Finance & Administrative Services

### **Seattle Animal Shelter Budget Summary Level**

The purpose of the Seattle Animal Shelter Budget Summary 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 enables the citizens of Seattle to donate both time and resources and engage in activities which promote animal welfare in Seattle.

<b>Program Expenditures</b>	<b>2018 Adopted</b>	<b>2019 Adopted</b>	<b>2020 Endorsed</b>
Seattle Animal Shelter	5,216,749	5,855,584	5,870,463
<b>Total</b>	<b>5,216,749</b>	<b>5,855,584</b>	<b>5,870,463</b>
Full-time Equivalents Total*	40.00	41.00	41.00

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

### **Employee Transit Benefits Budget Summary Level**

The purpose of the Transit Benefit Budget Summary Level is to pay for the transit benefits offered to City employees. The Transit Benefit Fund receives payments from Finance General and fee supported departments to pay for reduced cost King County Metro and other regional transit passes and related administrative expenses.

<b>Program Expenditures</b>	<b>2018 Adopted</b>	<b>2019 Adopted</b>	<b>2020 Endorsed</b>
Employee Transit Benefits	6,232,000	6,663,000	7,113,000
<b>Total</b>	<b>6,232,000</b>	<b>6,663,000</b>	<b>7,113,000</b>

### **Central Waterfront Improvement Program Financial Support Budget Summary Level**

The purpose of the Central Waterfront Improvement Program Financial Support Budget Summary Level is to provide resources to the City Finance Division for the development of funding mechanisms for the Central Waterfront Improvement Program. This BSL is funded by the Central Waterfront Improvement Fund (Fund 35900).

<b>Program Expenditures</b>	<b>2018 Adopted</b>	<b>2019 Adopted</b>	<b>2020 Endorsed</b>
Prog-Central Waterfront Improv	1,959,585	2,049,092	443,919
<b>Total</b>	<b>1,959,585</b>	<b>2,049,092</b>	<b>443,919</b>
Full-time Equivalents Total*	3.00	3.00	3.00

*\* FTE totals are provided for information 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 & Administrative Services

### **Wheelchair Accessible Services Budget Summary Level**

The purpose of the Wheelchair Accessible Services Budget Summary Level is to disburse monies collected on every taxi, for hire and Transportation Network Company (TNC) trip that originates in the city of Seattle. This BSL is funded by the Wheelchair Accessibility Disbursement Fund.

<b>Program Expenditures</b>	<b>2018 Adopted</b>	<b>2019 Adopted</b>	<b>2020 Endorsed</b>
Wheelchair Accessible Svcs	1,487,808	1,625,424	1,620,305
<b>Total</b>	<b>1,487,808</b>	<b>1,625,424</b>	<b>1,620,305</b>
Full-time Equivalents Total*	0.00	1.00	1.00

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