

# Cable Television Franchise Subfund

## Department Description

The City of Seattle entered into cable franchise agreements beginning in 1996 that included a new franchise fee as compensation for cable television providers locating in the public right-of-way. A new franchise with Comcast was approved in 2006. The Cable Television Franchise Subfund (created by Ordinance 118196) shows the anticipated revenues from the franchise fee and related expenditures in the Department of Information Technology (DOIT). Resolution 30379 establishes usage policies for the Fund, defined as funding for the Office of Cable Communications, including administration of the Cable Customer Bill of Rights and the Public, Education, and Government Access costs the City is obligated to fund under the terms of its cable franchise agreements; support for the City's government access TV channel(s), including both operations and capital equipment; programs and projects promoting citizen technology literacy and access, including related research, analysis and evaluation; and use of innovative and interactive technology, including the Internet and TV, to provide means for citizens to access City services.

## Proposed Policy and Program Changes

The 2007 Proposed Budget appropriates funding to support further development of the neighborhood service mapping program (SeaStats); partially appropriates a youth civic involvement grant from Comcast; adds funding to the Technology Matching Fund to increase grant disbursement and hire a community outreach staff person; continues the funding for "Community Stories", a Seattle Channel program focused on Seattle's diverse population; and supports the purchase of hardware, software, technical support, and training necessary to establish a youth-oriented graphic/media production facility at the South Park TechNet Center.

## Cable TV

<b>Appropriations</b>	<b>Summit Code</b>	<b>2005 Actual</b>	<b>2006 Adopted</b>	<b>2007 Proposed</b>	<b>2008 Proposed</b>
<b>Cable Fee Support to Information Technology Fund Budget Control Level</b>					
Cable Communications		1,216,105	784,075	1,326,225	1,323,113
Community Technology		711,730	730,466	896,549	884,481
Technology Infrastructure		211,608	211,613	229,472	236,526
TV Seattle/Democracy Portal		1,754,232	1,873,458	2,742,565	2,797,018
Web Site Support		829,872	680,030	715,616	731,530
<b>Cable Fee Support to Information Technology Fund Budget Control Level</b>	<b>D160B</b>	<b>4,723,547</b>	<b>4,279,642</b>	<b>5,910,426</b>	<b>5,972,669</b>
<b>Cable Fee Support to Library Fund Budget Control Level</b>	<b>D160B-TBD</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>
<b>Department Total</b>		<b>4,773,547</b>	<b>4,329,642</b>	<b>5,960,426</b>	<b>6,022,669</b>
		<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
<b>Resources</b>		<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Proposed</b>
Other		4,773,547	4,329,642	5,960,426	6,022,669
<b>Department Total</b>		<b>4,773,547</b>	<b>4,329,642</b>	<b>5,960,426</b>	<b>6,022,669</b>

## Cable TV

### 2007 - 2008 Estimated Revenues for the Cable Television Franchise Subfund

Summit Code	Source	2005 Actuals	2006 Adopted	2007 Proposed	2008 Proposed
421911	Franchise Fee Revenues	3,962,408	4,115,988	6,243,978	6,470,663
437010	Grant Resources	0	0	0	0
461110	Investment Earnings	51,063	0	0	0
469990	Deferred Revenue	400,000	0	0	0
	<b>Total Revenues</b>	<b>4,413,471</b>	<b>4,115,988</b>	<b>6,243,978</b>	<b>6,470,663</b>
379100	Use of (Contribution to) Fund Balance	360,075	213,654	(283,552)	(447,994)
	<b>Total Resources</b>	<b>4,773,546</b>	<b>4,329,642</b>	<b>5,960,426</b>	<b>6,022,669</b>

## Cable TV

### Cable Television Franchise Subfund

	<b>2005 Actuals</b>	<b>2006 Adopted</b>	<b>2006 Revised</b>	<b>2007 Proposed</b>	<b>2008 Proposed</b>
<b>Beginning Fund Balance</b>	<b>1,465,378</b>	<b>993,814</b>	<b>1,105,302</b>	<b>1,142,022</b>	<b>1,425,574</b>
Accounting and Technical Adjustments	0	0	0	0	0
Plus: Actual and Estimated Revenue	4,413,471	4,115,988	5,969,362	6,243,978	6,470,663
Less: Actual and Budgeted Expenditures	4,773,547	4,329,642	5,932,642	5,960,426	6,022,669
<b>Ending Fund Balance</b>	<b>1,105,302</b>	<b>780,160</b>	<b>1,142,022</b>	<b>1,425,574</b>	<b>1,873,567</b>
Designation for Cable Programs	716,032	634,521	889,896	894,064	903,400
<b>Total Reserves</b>	<b>716,032</b>	<b>634,521</b>	<b>889,896</b>	<b>894,064</b>	<b>903,400</b>
<b>Ending Unreserved Fund Balance</b>	<b>389,270</b>	<b>145,639</b>	<b>252,126</b>	<b>531,510</b>	<b>970,167</b>

# Office of City Auditor

## Susan Cohen, City Auditor

### Contact Information

Department Information Line: (206) 233-3801

City of Seattle General Information: (206) 684-2489 TTY: (206) 615-0476

On the Web at: <http://www.seattle.gov/audit/>

### Department Description

The City Auditor is Seattle's independent internal auditor established by the City Charter. The City Auditor is appointed by the chair of the City Council's Finance and Budget Committee and confirmed by the Council to a six-year term of office. A Charter amendment changing the appointment process for the Auditor is on the November 2006 ballot.

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

The Office of City Auditor conducts financial audits, performance audits, management audits, and compliance audits of City programs, agencies, grantees, and contracts. Many of the Office's audits are performed in response to specific concerns or requests from the Mayor or City Councilmembers. If resources are available, the City Auditor responds to specific requests from City department heads. The City Auditor also independently initiates audits to fulfill the Office's mission.

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

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

### Proposed Policy and Program Changes

There are no substantive changes from the 2006 Adopted Budget.

## City Auditor

	Summit	2005	2006	2007	2008
<b>Appropriations</b>	<b>Code</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Proposed</b>
Office of City Auditor Budget Control Level	VG000	1,022,640	1,047,845	1,071,158	1,106,842
<b>Department Total</b>		<b>1,022,640</b>	<b>1,047,845</b>	<b>1,071,158</b>	<b>1,106,842</b>
<b>Department Full-time Equivalents Total*</b>		<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>

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

	2005	2006	2007	2008
<b>Resources</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Proposed</b>
General Subfund	1,022,640	1,047,845	1,071,158	1,106,842
<b>Department Total</b>	<b>1,022,640</b>	<b>1,047,845</b>	<b>1,071,158</b>	<b>1,106,842</b>

**Office of City Auditor Budget Control Level**

**Purpose Statement**

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

**Summary**

Citywide adjustments to labor costs, and changes in inflation assumptions for other costs, increase the budget by \$23,000, for a net increase from the 2006 Adopted Budget to the 2007 Proposed Budget of approximately \$23,000.

	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
<b>Expenditures/FTE</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Proposed</b>
Office of City Auditor	1,022,640	1,047,845	1,071,158	1,106,842
Full-time Equivalents Total*	9.00	9.00	9.00	9.00

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





# Seattle Office for Civil Rights

## Germaine Covington, Director

### Contact Information

Department Information Line: (206) 684-4500

City of Seattle General Information: (206) 684-2489 TTY: (206) 684-4503

On the Web at: <http://www.seattle.gov/civilrights/>

### Department Description

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

SOCR prevents and remedies discrimination through enforcement, outreach, and education. The Office takes a neutral position in its complaint investigations. Until SOCR finishes an investigation, it reaches no conclusion about the complaint. SOCR encourages a negotiated resolution between parties whenever possible.

SOCR also develops anti-discrimination programs and policies, and enhances awareness through free education and outreach to businesses, community groups, and the general public. In 2004, the Office began coordinating the implementation of the Mayor's Race and Social Justice Initiative (RSJI), a citywide initiative designed to transform workplace policies, practices and procedures to mitigate the impact of race on the delivery of City services.

The Office works closely with immigrants, people of color, women, sexual minorities, and people with disabilities and their advocates to inform them of their rights under the law. The Office publishes a wide array of printed materials, many translated into 10 different languages.

SOCR keeps civil rights issues before the public through articles in the local media, sponsorship of events such as Seattle Human Rights Day, and coordination of anti-racism projects such as "CityTalks!/CityActs! About Race." As part of a broad race and social justice movement, SOCR challenges Seattle to eliminate discrimination in all its forms. SOCR staffs three volunteer commissions - the Human Rights, Women's, and Sexual Minorities Commissions - which advise the Mayor and City Council on relevant issues.

### Proposed Policy and Program Changes

There are no substantive changes from the 2006 Adopted Budget.

## Civil Rights

<b>Appropriations</b>	<b>Summit</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
	<b>Code</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Proposed</b>
Civil Rights Budget Control Level	X1R00	1,967,197	1,861,272	2,094,706	2,225,810
<b>Department Total</b>		<b>1,967,197</b>	<b>1,861,272</b>	<b>2,094,706</b>	<b>2,225,810</b>
<b>Department Full-time Equivalents Total*</b>		<b>22.50</b>	<b>22.50</b>	<b>22.50</b>	<b>22.50</b>

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

<b>Resources</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Proposed</b>
General Subfund	1,967,197	1,861,272	2,094,706	2,225,810
<b>Department Total</b>	<b>1,967,197</b>	<b>1,861,272</b>	<b>2,094,706</b>	<b>2,225,810</b>

## Civil Rights Budget Control Level

### Purpose Statement

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

### Summary

There are no substantive changes from the 2006 Adopted Budget.

Citywide adjustments to labor costs, and changes in inflation assumptions for other costs, increase the budget by \$233,000, for a net increase from the 2006 Adopted Budget to the 2007 Proposed Budget of approximately \$233,000.

	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
<b>Expenditures/FTE</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Proposed</b>
Civil Rights	1,967,197	1,861,272	2,094,706	2,225,810
Full-time Equivalents Total*	22.50	22.50	22.50	22.50

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



# **Civil Service Commission**

## **Jennifer K. Schubert, Chair of the Commission**

### **Contact Information**

Department Information Line: (206) 386-1301

City of Seattle General Information: (206) 684-2489 TTY: (206) 615-0476

On the Web at: <http://www.seattle.gov/csc>

### **Department Description**

The Civil Service Commission serves as a quasi-judicial body, providing fair and impartial hearings of alleged violations of the City's personnel system. Employees may file appeals with the Commission regarding all final disciplinary actions and alleged violations of the Personnel Ordinance, as well as its related rules and policies. The Commission may issue orders to remedy violations and may also make recommendations to the Mayor and City Council regarding the administration of the personnel system. In addition, the Commission investigates allegations of political patronage to ensure the City's hiring practices are established and carried out in accordance with the merit principles set forth in the City Charter.

### **Proposed Policy and Program Changes**

In order to meet workload demands, the Executive Director's position is increased from 0.6 FTE to 0.8 FTE. This action partially restores the position to its FTE level prior to reductions made in the 2003 Adopted Budget. Until 2003, the Executive Director position had been a full-time job. The reduction responded to fiscal constraints, however ongoing responsibilities did not decrease commensurately.

## Civil Service

	Summit	2005	2006	2007	2008
<b>Appropriations</b>	<b>Code</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Proposed</b>
Civil Service Commission Budget Control Level	VIC00	163,326	168,173	202,491	209,012
<b>Department Total</b>		<b>163,326</b>	<b>168,173</b>	<b>202,491</b>	<b>209,012</b>
<b>Department Full-time Equivalents Total*</b>		<b>1.60</b>	<b>1.60</b>	<b>1.80</b>	<b>1.80</b>

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

	2005	2006	2007	2008
<b>Resources</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Proposed</b>
General Subfund	163,326	168,173	202,491	209,012
<b>Department Total</b>	<b>163,326</b>	<b>168,173</b>	<b>202,491</b>	<b>209,012</b>

**Civil Service Commission Budget Control Level**

**Purpose Statement**

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

**Summary**

Provide \$19,000 in salary and benefits and increase the Executive Director's position from 0.6 FTE to 0.8 FTE, allowing the Executive Director to work four full days per week. The Executive Director responds to inquiries and appeals, manages full-time staff, prepares for Commission meetings and appeal hearings, and responds to Commission objectives. The Executive Director has been unable to fulfill all the roles and obligations of the position within the current 0.6 FTE. This action helps balance workload requirements with available Commission staff, and ensures that employees and departments receive quality service from the Civil Service Commission.

Increase salaries and related benefits for CSC staff by a total of \$9,000 to reflect, in the 2007 budget, raises and step increases granted these positions during 2006.

Citywide adjustments to labor costs, and changes in inflation assumptions for other costs, increase the budget by approximately \$6,000, for a net increase from the 2006 Adopted Budget to the 2007 Proposed Budget of approximately \$34,000.

	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
<b>Expenditures/FTE</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Proposed</b>
Civil Service Commission	163,326	168,173	202,491	209,012
Full-time Equivalents Total*	1.60	1.60	1.80	1.80

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





# Employees' Retirement System

## Norman Ruggles, Executive Director

### Contact Information

Department Information Line: (206) 386-1293

City of Seattle General Information: (206) 684-2489 TTY: (206) 615-0476

On the Web at: <http://www.seattle.gov/retirement/>

### Department Description

The Employees' Retirement System has two major functions: administration of retirement benefits and management of the assets of the Retirement Fund. Employee and employer contributions, as well as investment earnings, provide funding for the System. Approximately 10,400 active employee members and 5,000 retired employee members participate in the plan. The provisions of the plan are set forth in Chapter 4.36 of the Seattle Municipal Code. The plan is a "defined benefit plan," which means an employee's salary, years of service, and age at the time of retirement are used to determine the amount of retirement benefits. Retirees are given a choice of several payment options. The Retirement System is led by a seven-member Board of Administration and an Executive Director appointed by the Board.

### Proposed Policy and Program Changes

The 2007 Proposed Employees' Retirement Program increases by approximately \$1.02 million from the 2006 Adopted Budget, primarily due to variations in the fees paid to investment managers and the addition of two new positions, a Finance Analyst and an Administrative Specialist I. These new positions will enhance the Retirement System's ability to provide online retirement estimates to members, improve budget preparation, facilitate the analysis of financial asset trading costs and commissions, enhance investment monitoring, improve the processing of death audits, and help enable in-house system analysis, as well as provide the Executive Director and Assistant Executive Director with administrative and secretarial support.

## Employees' Retirement

	Summit	2005	2006	2007	2008
<b>Appropriations</b>	<b>Code</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Proposed</b>
Employees' Retirement Budget Control Level	R1E00	5,876,702	7,508,778	8,527,232	9,468,761
<b>Department Total</b>		<b>5,876,702</b>	<b>7,508,778</b>	<b>8,527,232</b>	<b>9,468,761</b>
<b>Department Full-time Equivalents Total*</b>		<b>12.50</b>	<b>12.50</b>	<b>14.50</b>	<b>14.50</b>

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

	2005	2006	2007	2008
<b>Resources</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Proposed</b>
Other	5,876,702	7,508,778	8,527,232	9,468,761
<b>Department Total</b>	<b>5,876,702</b>	<b>7,508,778</b>	<b>8,527,232</b>	<b>9,468,761</b>

# Employees' Retirement

## Employees' Retirement Budget Control Level

### Purpose Statement

The purpose of the Employee/Retiree Benefits Management Program is to manage and administer retirement assets and benefits.

### Summary

Fees paid to investment managers by the Employees' Retirement Program, and related expenses, increase by \$845,000.

The 2007 Proposed Budget funds two new positions, a Finance Analyst and an Administrative Specialist I, at a cost of \$143,000. These new positions will enhance the Retirement System's ability to provide online retirement estimates to members, improve budget preparation, facilitate the analysis of financial asset trading costs and commissions, enhance investment monitoring, improve the performance of death audits, and help enable in-house system analysis, as well as provide the Executive Director and Assistant Executive Director with administrative and secretarial support.

Central service department cost allocation expenses increase by \$26,000. Citywide adjustments to labor costs, and changes in inflation assumptions for other costs, increase the budget by \$4,000, for a net increase from the 2006 Adopted Budget to the 2007 Proposed Budget of approximately \$1.02 million.

<b>Expenditures/FTE</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Proposed</b>
Employees' Retirement	5,876,702	7,508,778	8,527,232	9,468,761
Full-time Equivalents Total*	12.50	12.50	14.50	14.50

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



# Ethics and Elections Commission

## Wayne Barnett, Executive Director

### Contact Information

Department Information Line: (206) 684-8500

City of Seattle General Information: (206) 684-2489 TTY: (206) 615-0476

On the Web at: <http://www.seattle.gov/ethics/>

### Department Description

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

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

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

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

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

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

### Proposed Policy and Program Changes

No policy or program changes are proposed.

## Ethics and Elections

	Summit	2005	2006	2007	2008
<b>Appropriations</b>	<b>Code</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Proposed</b>
Ethics and Elections Budget Control Level	V1T00	532,568	563,242	596,613	616,058
<b>Department Total</b>		<b>532,568</b>	<b>563,242</b>	<b>596,613</b>	<b>616,058</b>
<b>Department Full-time Equivalents Total*</b>		<b>5.20</b>	<b>5.20</b>	<b>5.20</b>	<b>5.20</b>

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

	2005	2006	2007	2008
<b>Resources</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Proposed</b>
General Subfund	532,568	563,242	596,613	616,058
<b>Department Total</b>	<b>532,568</b>	<b>563,242</b>	<b>596,613</b>	<b>616,058</b>

## Ethics and Elections Budget Control Level

### Purpose Statement

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

### Summary

Add \$12,000 in salary costs to fund the reclassification (approved by the Personnel Department in 2005) of an Administrative Specialist II to Administrative Staff Assistant. The reclassification has allowed the Commission to attract a highly qualified new staff member, who will provide better service to the Commission's internal and external clients.

Citywide adjustments to labor costs, and changes in inflation assumptions for other costs, increase the budget by \$21,000, for a net increase from the 2006 Adopted Budget to the 2007 Proposed Budget of approximately \$33,000.

<b>Expenditures/FTE</b>	<b>2005 Actual</b>	<b>2006 Adopted</b>	<b>2007 Proposed</b>	<b>2008 Proposed</b>
Ethics and Elections	532,568	563,242	596,613	616,058
Full-time Equivalents Total*	5.20	5.20	5.20	5.20

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





# Department of Executive Administration

## Ken Nakatsu, Director

### Contact Information

Department Information Line: (206) 684-0987

City of Seattle General Information: (206) 684-2489 TTY: (206) 615-0476

On the Web at: <http://www.seattle.gov/executiveadministration/>

### Department Description

The Department of Executive Administration (DEA) provides a variety of services to City departments and the public, including Citywide operational responsibilities for accounting, payroll, licensing, revenue collection and processing, animal services, weights and measures, treasury activities, purchasing, construction and consultant contracting, risk management, and the City's financial management and personnel data systems.

### Proposed Policy and Program Changes

The Department of Executive Administration's 2007 Proposed Budget includes one-time system development costs to replace the City's Cash Receipting System (CRS), Human Resource Information System (HRIS) Employee Self-Service Module and redevelopment of the Seattle Licensing Information Management (SLIM) system. The Proposed Budget also includes funding to study the feasibility, benefits, and costs of improving City services to citizens through the implementation of a 3-1-1 phone system.

In addition, the 2007-2008 Proposed Budget improves customer service in the Licensing Operations unit of DEA's Revenue and Consumer Affairs, provides additional review of insurance compliance on City permits for the Department of Planning and Development, and increases the monitoring and investigation of prevailing wage compliance on projects funded by the Office of Housing.

## Executive Administration

	Summit	2005	2006	2007	2008
<b>Appropriations</b>	Code	Actual	Adopted	Proposed	Proposed
Business Technology Budget Control Level	C8400	7,848,917	9,020,571	11,579,096	9,922,631
Contracting Budget Control Level	C8700	2,806,411	3,058,913	3,476,548	3,581,971
Executive Management Budget Control Level	C8100	2,004,434	2,159,164	2,352,926	2,425,278
Financial Services Budget Control Level	C8200	6,623,464	7,513,308	8,111,815	8,377,700
Revenue and Consumer Affairs Budget Control Level	C8500	4,042,750	4,575,342	5,046,439	5,208,625
Seattle Animal Shelter Budget Control Level	C8600	2,635,893	3,079,862	3,260,205	3,372,770
<b>Department Total</b>		<b>25,961,869</b>	<b>29,407,160</b>	<b>33,827,029</b>	<b>32,888,975</b>
<b>Department Full-time Equivalents Total*</b>		<b>232.95</b>	<b>245.00</b>	<b>246.00</b>	<b>246.00</b>
<i>* FTE totals are provided for informational purposes only. Changes in FTEs resulting from City Council or Personnel Director actions outside of the budget process may not be detailed here.</i>					
<b>Resources</b>		2005	2006	2007	2008
General Subfund		Actual	Adopted	Proposed	Proposed
		25,961,869	29,407,160	33,827,029	32,888,975
<b>Department Total</b>		<b>25,961,869</b>	<b>29,407,160</b>	<b>33,827,029</b>	<b>32,888,975</b>

# Executive Administration

## Business Technology Budget Control Level

### Purpose Statement

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

### Summary

Transfer 2.0 FTE Information Technology Professional-B positions from DEA's Business Technology Division to the Department of Information Technology (DoIT) and reduce DEA's budget by \$224,000. These positions are working at DoIT facilities, are supervised by DoIT management, and are currently being cost allocated to DoIT so there will be no offsetting increase to DoIT's budget.

Provide \$250,000 to study the feasibility, benefits, and costs of improving City services to citizens through the implementation of a 3-1-1 phone system, coupled with a Constituent Relationship Management (CRM) system.

Provide \$836,000 one-time funding for the replacement of the City's Cash Receipting System (CRS) with a commercial software package in order to minimize disruptions and maximize flexibility for critical financial operations. The CRS is vital to City operations and is used to manage all City cash transactions, which total approximately \$4.5 billion annually. The current system was developed in 1996 and has grown to interface with 18 other City systems. Ongoing software maintenance costs are estimated at \$64,000 per year.

Provide \$695,000 one-time funding for redevelopment of the Seattle Licensing Information Management system (SLIM) to reduce the risk of system failure and add flexibility for new tax revenues. This assumes a complete in-house redevelopment of the system with a contemporary programming language, loosely based on the current design, with a goal of addressing existing system gaps and limitations, and creating flexibility for future development.

Provide \$250,000 one-time funding for DEA's Business Technology Division to develop and implement a replacement employee self-service module supporting the Human Resource Information System (HRIS). The current commercial software package allows employees direct access to a variety of human resource transactions including benefits enrollment, updating personal information, and viewing pay stub information online. However, the current vendor has announced that support for future product releases run on City computers will not be continued. This investment allows the City to maintain the benefits of employee self-service functionality, and to avoid increased administrative costs of reverting to manual processes for benefits enrollment and other human resource transactions.

Add \$263,000 for increased space rent allocations.

Citywide adjustments to labor costs, and changes in inflation assumptions for other costs, increase the budget by \$489,000, for a net increase from the 2006 Adopted Budget to the 2007 Proposed Budget of approximately \$2.56 million.

Expenditures/FTE	2005	2006	2007	2008
	Actual	Adopted	Proposed	Proposed
Business Technology	7,848,917	9,020,571	11,579,096	9,922,631
Full-time Equivalents Total*	44.00	44.00	42.00	42.00

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

# Executive Administration

## Contracting Budget Control Level

### Purpose Statement

The purpose of the Contracting Budget Control Level is to anticipate and meet customer contracting and purchasing needs; provide education throughout the contracting process; administer policy and law; implement the City's various social objectives in contracting; and provide fair, thorough, and responsive service to customers so they can meet their business needs in an affordable and timely manner.

### Summary

Add 1.0 FTE Civil Rights Analyst and \$82,000 to improve the City's review and investigation of prevailing wage compliance on projects funded by the Office of Housing.

Increase the General Fund appropriation by \$58,000 for the procurement of services from the Contractor Development and Competitiveness Center (CDCC) to match the total 2006 General Fund contribution. This will bring the total 2007 and 2008 General Fund contribution to \$100,000. Seattle City Light, Seattle Public Utilities, and Seattle Department of Transportation also have contracts with the CDCC for services.

Transfer 1.0 FTE and \$55,000 from the Financial Services Budget Control Level to Contracting to balance increased workload and reporting demands.

Add \$204,000 for increased space rent allocations.

Citywide adjustments to labor costs, and changes in inflation assumptions for other costs, increase the budget by \$19,000, for a net increase from the 2006 Adopted Budget to the 2007 Proposed Budget of approximately \$418,000.

<b>Expenditures/FTE</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Proposed</b>
Contracting	2,806,411	3,058,913	3,476,548	3,581,971
Full-time Equivalents Total*	29.00	29.00	31.00	31.00

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

# Executive Administration

## Executive Management Budget Control Level

### Purpose Statement

The purpose of the Executive Management Budget Control Level is to provide executive direction and leadership, strategic financial and operational planning, risk management, human resources services, and administrative support so Department managers, staff, and other decision-makers can make informed decisions on how to best serve City customers.

### Summary

Add 1.0 FTE Risk Management Analyst and \$84,000 to DEA's Risk Management Division to provide the Department of Planning and Development (DPD) expert review of insurance requirements on City permits. DPD will fully reimburse the General Fund for this expense.

Restore \$26,000 for an annual actuarial study of the City's self-insured liability and workers' compensation expense. Annual actuarial studies provide budgeting and forecasting input for the Industrial Insurance Fund and the Judgment/Claims Subfund, and improve the City's ability to provide more accurate incurred liability projections for the Comprehensive Annual Financial Report (CAFR).

Add \$97,000 for increased space rent allocations.

Citywide adjustments to labor costs, and changes in inflation assumptions for other costs, decrease the budget by \$13,000, for a net increase from the 2006 Adopted Budget to the 2007 Proposed Budget of approximately \$194,000.

	2005	2006	2007	2008
<b>Expenditures/FTE</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Proposed</b>
Executive Management	2,004,434	2,159,164	2,352,926	2,425,278
Full-time Equivalents Total*	15.95	16.00	17.00	17.00

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

# Executive Administration

## Financial Services Budget Control Level

### Purpose Statement

The purpose of the Financial Services Budget Control Level is to perform financial transactions, provide financial reporting, and receive and disburse funds so that the City remains fiscally solvent.

### Summary

Convert 1.0 FTE into two part-time positions to reflect work being done by two half-time Treasury Cashiers. No additional funding is requested for this budget action.

Transfer 1.0 FTE and \$55,000 from Financial Services Budget Control Level to Contracting to balance workload and reporting demands.

Add \$24,000 for a bill counting contract to handle money collected from new South Lake Union parking pay stations once operational.

Add \$398,000 for increased space rent allocations.

Citywide adjustments to labor costs, and changes in inflation assumptions for other costs, increase the budget by \$232,000, for a net increase from the 2006 Adopted Budget to the 2007 Proposed Budget of approximately \$599,000.

	2005	2006	2007	2008
Expenditures/FTE	Actual	Adopted	Proposed	Proposed
Financial Services	6,623,464	7,513,308	8,111,815	8,377,700
Full-time Equivalents Total*	69.50	69.50	68.50	68.50

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

# Executive Administration

## Revenue and Consumer Affairs Budget Control Level

### Purpose Statement

The purpose of the Revenue and Consumer Affairs Budget Control Level is to administer and enforce the City's license and tax codes for Seattle residents, so that budget expectations are met and consumer protection standards are upheld.

### Summary

Add 1.0 FTE Administrative Specialist II position and \$60,000 to the Licensing Operations unit of DEA's Revenue and Consumer Affairs Division. This position performs customer service representative duties to improve customer wait times, alleviate backlogs in processing City tax payments, and attend to other customer service needs.

Add \$10,000 to the Licensing Operations unit of DEA's Revenue and Consumer Affairs Division to implement a commercial recycling licensing program on behalf of Seattle Public Utilities (SPU). This program will allow SPU to monitor the commercial recycling industry through statistical reports from DEA. The costs, consisting of overtime for current FTEs and technological improvements, are offset by projected licensing revenues.

Add \$224,000 for increased space rent allocations.

Citywide adjustments to labor costs, and changes in inflation assumptions for other costs, increase the budget by \$177,000 for a net increase from the 2006 Adopted Budget to the 2007 Proposed Budget of approximately \$471,000.

<b>Expenditures/FTE</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Proposed</b>
Revenue and Consumer Affairs	4,042,750	4,575,342	5,046,439	5,208,625
Full-time Equivalents Total*	43.50	48.50	49.50	49.50

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

# Executive Administration

## Seattle Animal Shelter Budget Control Level

### Purpose Statement

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

### Summary

Add \$20,000 for increased space rent allocations. There are no other substantive changes from the 2006 Adopted Budget.

Citywide adjustments to labor costs, and changes in inflation assumptions for other costs, increase the budget by \$160,000, for a net increase from the 2006 Adopted Budget to the 2007 Proposed Budget of approximately \$180,000.

	2005	2006	2007	2008
Expenditures/FTE	Actual	Adopted	Proposed	Proposed
Seattle Animal Shelter	2,635,893	3,079,862	3,260,205	3,372,770
Full-time Equivalents Total*	31.00	38.00	38.00	38.00

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



# Department of Finance

## Dwight Dively, Director

### Contact Information

Department Information Line: (206) 233-0031

City of Seattle General Information: (206) 684-2489 TTY: (206) 615-0476

On the Web at: <http://www.seattle.gov/financedepartment/>

### Department Description

The Department of Finance is responsible for budget development, budget monitoring, debt management, financial policies, financial planning, performance measurement, and overall financial controls for the City of Seattle. The Department also oversees policy on City taxes, investments, accounting, and related activities.

### Proposed Policy and Program Changes

The Department of Finance's 2007-2008 Proposed Budget includes additional funding for budget development work, recruitment of high potential employees, capital project cost estimation, a position to evaluate opportunities and secure more grant and foundation funding for the City, and the transfer of public disclosure paralegal work to the Mayor's Office.

## Finance

<b>Appropriations</b>	<b>Summit</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
	<b>Code</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Proposed</b>
<b>Finance Budget Control Level</b>	<b>CZ000</b>	<b>3,726,334</b>	<b>3,973,383</b>	<b>5,229,824</b>	<b>5,063,215</b>
<b>Department Total</b>		<b>3,726,334</b>	<b>3,973,383</b>	<b>5,229,824</b>	<b>5,063,215</b>
<b>Department Full-time Equivalents Total*</b>		<b>35.50</b>	<b>35.50</b>	<b>38.00</b>	<b>38.00</b>

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

<b>Resources</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Proposed</b>
General Subfund	3,726,334	3,973,383	5,229,824	5,063,215
<b>Department Total</b>	<b>3,726,334</b>	<b>3,973,383</b>	<b>5,229,824</b>	<b>5,063,215</b>

## Finance Budget Control Level

### Purpose Statement

The purpose of the Finance Budget Control Level is to develop and monitor the budget, issue and manage debt, establish financial policies and plans, and implement overall financial controls for the City. The department also oversees policy on City taxes, investments, accounting and related activities.

### Summary

Provide \$100,000 in 2007 one-time costs for REM budget development and other system programming work with an emphasis on revenue forecasting and Capital Improvement Program (CIP) integration.

Add 2.0 FTE, Strategic Advisor 2, Exempt positions, and \$125,000 total funding to recruit a small ongoing pool of high potential or highly qualified employees to be available to City departments to work on priority and special projects until permanent openings occur. These efforts expand the recruitment of high potential employees, establish an immediately available pool of candidates when position openings occur, and create a more visible presence of the City of Seattle on selected college and university campuses.

Provide \$50,000 funding for the Department of Finance to hire professional cost estimators to review complex capital project cost estimates from departments. This investment helps build City expertise in cost estimation, validate capital project proposals, and establish more consistent City standards for estimating costs.

Add \$125,000 and 1.0 FTE, Strategic Advisor 2, Exempt, to evaluate opportunities and secure more grant and foundation funding for City priorities such as environmental protection, early learning, affordable housing, and homelessness. This position will assess the match between City priorities and foundation funding requirements, and work with appropriate City staff to develop and write grant proposals and build relationships with foundations in order to further supplement City programs with private funding.

Abrogate 0.5 FTE Paralegal position and reduce the budget by \$38,000. Responsibility for public disclosure work is transferred to the Mayor's Office in 2007. This position was established in 2005 to support public disclosure work for DOF and seven other Executive agencies in order to provide consistency, professionalism, and efficiency in public disclosure responses. The scope of work has been expanded to assist with public disclosure responses throughout the City.

Add \$311,000 for increased space rent cost allocations.

Citywide adjustments to labor costs, and changes in inflation assumptions for other costs, increase the budget by \$583,000, for a net increase from the 2006 Adopted Budget to the 2007 Proposed Budget of approximately \$1.3 million.

Expenditures/FTE	2005	2006	2007	2008
	Actual	Adopted	Proposed	Proposed
Finance	3,726,334	3,973,383	5,229,824	5,063,215
Full-time Equivalents Total*	35.50	35.50	38.00	38.00

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



# Finance General

## Dwight Dively, Director

### Department Description

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

### Proposed Policy and Program Changes

Sixteen new programs were added to Finance General for the 2007-2008 Proposed Budget and several programs were inactivated. Of the new programs, twelve provide additional funding under the Reserves BCL and two provide new funding under the Support to Operating Funds BCL. Additionally, two programs were created to reflect different funding policies for two operating funds under the Appropriation to General Fund Subfunds and Special Funds BCL. The following describes notable changes by BCL.

#### **Reserves BCL**

New programs were added to support initiatives in the following areas: portable art rental and maintenance, South Lake Union mobility and parking, community renewal in SE Seattle, Broadway Action Agenda, development of budget systems for several departments, trial court improvement, Nordic Heritage Museum, Rainier Vista Boys and Girls Club, East Madison YMCA, development of a community engagement process, preliminary property assessment studies, and emergency preparedness.

#### **Appropriation to General Fund Subfunds and Special Funds BCL**

Beginning in 2007, the Seattle Center Fund - Admissions Tax for Key Arena program is eliminated to reflect that General Fund support to Seattle Center will be transacted solely through Support to Operating Funds BCL. Two new programs begin in 2007. The Solid Waste Fund - Parks Charter Revenue Transfer is created to reflect the transfer of the Parks Charter revenue related to Solid Waste Tonnage Taxes to the Solid Waste Fund, which was previously rebated through the Finance General's Support to Operating Funds BCL. The creation of the Fleets and Facilities Fund program reflects the General Subfund transfer to the Fleets and Facilities Fund, which was previously transacted via the Support to Operating Funds BCL.

#### **Support to Operating Funds BCL**

Two programs have been established to provide new General Subfund support to the Drainage and Wastewater Fund and the Housing Operating Fund.

**Appropriation to General Fund Subfunds and Special Funds Budget Control Level**

**Purpose Statement**

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

<b>Program Expenditures</b>	<b>2005 Actual</b>	<b>2006 Adopted</b>	<b>2007 Proposed</b>	<b>2008 Proposed</b>
Arts Account - Admissions Tax for Art Programs	0	1,020,000	1,090,000	1,120,000
Cumulative Reserve Subfund - Capital Projects Account	0	677,800	400,000	0
Cumulative Reserve Subfund - Revenue Stabilization Account	3,550,789	0	0	0
Emergency Subfund	2,001,000	2,834,000	3,030,000	3,324,000
Fleets and Facilities Fund	0	0	3,833,239	3,893,854
General Bond Interest/Redemption Fund	29,803,921	32,677,000	25,422,566	18,509,987
Insurance	3,367,965	3,822,679	4,426,423	4,545,937
Judgment/Claims Subfund	934,961	484,961	1,379,400	1,379,400
Seattle Center Fund - Admissions Tax for Key Arena	1,753,379	1,348,872	0	0
Solid Waste Fund - Parks Charter Revenue Transfer	0	0	1,028,495	1,025,870
<b>Total</b>	<b>41,412,014</b>	<b>42,865,312</b>	<b>40,610,123</b>	<b>33,799,048</b>

## Contingent Support to Operating Funds Budget Control Level

### Purpose Statement

The purpose of the Contingent Support to Operating Funds Budget Control Level is to appropriate General Subfund resources to line departments contingent upon the performance of certain City revenues. These appropriations are implemented as operating transfers to the funds, subfunds, or accounts they support.

Enactment of the budget ordinance authorizes the Director of Finance to transfer General Subfund resources up to the amounts described in the following programs to the destination funds, subfunds, or accounts as described, but only if, and to the extent, the conditions stated for each such transfer are met.

<b>Program Expenditures</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Proposed</b>
Contingent Support to Arts Account	0	150,000	150,000	150,000
Contingent Support to Parks and Recreation Fund	0	500,000	500,000	500,000
Contingent Support to Seattle Center/Key Arena	0	750,000	0	0
Contingent Support to Solid Waste Fund	0	250,000	250,000	250,000
<b>Total</b>	<b>0</b>	<b>1,650,000</b>	<b>900,000</b>	<b>900,000</b>

## Reserves Budget Control Level

### Purpose Statement

The purpose of the Reserves Budget Control Level is to provide appropriation authority to those programs for which there is no single appropriate managing department, or for which there is some Council and/or Mayor desire for additional budget oversight. Resources allocated to each program within this Budget Control Level are intended to support that program.

<b>Program Expenditures</b>	<b>2005 Actual</b>	<b>2006 Adopted</b>	<b>2007 Proposed</b>	<b>2008 Proposed</b>
Age 55+ Empty Resource Ctr	0	75,000	0	0
Asset Preservation	1,660,000	0	0	0
Broadway Action Agenda	0	0	0	175,000
Budget System Reserve	0	0	600,000	0
City Light Refund	8,605,015	0	0	0
Community Engagement Process	0	0	0	100,000
Community Renewal in SE Seattle	0	0	75,000	75,000
Dues/Memberships	13,000	13,156	13,500	13,500
East Madison YMCA Project	0	0	0	250,000
Election Expense	1,606,123	900,000	1,800,000	1,000,000
EM Svcs-ADM	0	375,000	0	0
Emergency Preparedness	0	0	0	250,000
Enforcement/Human Svcs	0	400,000	0	0
Filipino Comm Center	0	150,000	0	0
Get Engaged: City Boards and Commissions	30,000	30,000	30,000	30,000
Health Care Reserve	136,027	521,080	775,486	775,486
Human Svcs Inflation Adj	0	260,000	0	0
Legal Advertisements	104,860	120,000	150,000	150,000
Libraries for All Reserve	0	1,653,322	75,477	121,451
LID Assessments on City Property	0	864,041	0	0
Mayor's Youth Council	0	33,000	0	0
Muckleshoot Tribe Payment	529,000	0	0	0
Nordic Heritage Museum	0	0	0	333,000
Pacific Science Center Lease Reserve	120,000	120,000	120,000	120,000
Parks New Facilities Reserve	0	333,231	22,595	117,878
Police Accountability Contracts	40,000	42,320	42,320	42,320
Preliminary Property Assessment-School District Sites	0	0	100,000	0
Puget Sound Clean Air Agency	294,371	314,000	321,536	330,217
Rainier Vista Boys and Girls Club	0	0	500,000	500,000
Reserve for Center City Access	0	500,000	0	0
Reserve for Community Court-Related Services	0	225,000	0	0
Reserve for EnterpriseSeattle	0	75,000	0	0
Reserve for Fire Hydrants	3,774,844	3,774,000	5,156,235	5,430,765
Reserve for Georgetown City Hall	0	695,000	0	0
Reserve for Hand-Held Ticketing Device Purchases	0	1,225,000	0	0
Reserve for Portable Art Rental and Maintenance	0	0	194,000	198,000
Reserve for Public Toilets	690,000	711,000	728,064	747,722
Reserve for Summit Upgrade	1,885,469	0	0	0



## Finance General

<b>Program Expenditures</b>	<b>2005 Actual</b>	<b>2006 Adopted</b>	<b>2007 Proposed</b>	<b>2008 Proposed</b>
Revenue Stabilization Acct	0	900,000	0	0
Shelter/Transitional Housing	0	350,000	0	0
SLU Mobility and Parking Partnership	0	0	0	40,000
Sound Transit Local Contribution - Sales Tax Offset	817,056	1,886,150	1,479,850	921,400
State Examiner	584,852	600,000	646,491	646,776
Street Lighting	6,158,772	7,320,000	10,200,000	10,200,000
Support to King County for Waterfront Trolley Maintenance Base	0	1,000,000	0	0
Trial Court Improvement Account	0	0	138,000	138,000
Urban Forest Mgmt Program	0	120,000	0	0
Voter Registration	622,785	600,000	720,000	720,000
<b>Total</b>	<b>27,672,174</b>	<b>26,185,300</b>	<b>23,888,554</b>	<b>23,426,515</b>

## Support to Operating Funds Budget Control Level

### Purpose Statement

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

Beginning in 2007, the Fleets and Facilities Fund program is eliminated to reflect the change to transfer general fund support via the Finance General's Appropriation to General Fund Subfunds and Special Funds BCL.

<b>Program Expenditures</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Proposed</b>
Drainage and Wastewater Fund	0	0	200,000	200,000
Engineering Services Fund	966,484	993,625	1,008,925	1,023,937
Firemen's Pension Fund	16,206,112	16,422,754	16,884,491	17,071,769
Fleets and Facilities Fund	2,698,540	2,694,839	0	0
Housing Operating Fund	0	0	1,177,584	952,988
Human Services Operating Fund	34,793,303	39,249,350	45,807,142	46,740,530
Information Technology Fund	2,832,318	3,362,291	3,901,156	3,306,077
Library Fund	37,036,541	40,408,672	44,302,835	45,764,943
Low Income Housing Fund	0	2,475,000	2,000,000	0
Neighborhood Matching Subfund	3,199,280	3,270,911	3,465,162	3,568,414
Parks and Recreation Fund	35,800,844	35,202,964	39,118,113	40,443,996
Planning and Development Fund	8,276,553	8,931,211	10,088,205	10,147,508
Police Relief and Pension Fund	15,344,538	15,806,895	16,244,399	16,706,264
Seattle Center Fund	9,001,707	10,614,903	14,304,311	14,386,336
Solid Waste Fund	1,243,892	1,410,910	90,000	90,000
Transportation Fund	32,878,523	40,244,841	43,378,608	43,023,078
<b>Total</b>	<b>200,278,634</b>	<b>221,089,166</b>	<b>241,970,932</b>	<b>243,425,840</b>

# Fleets and Facilities Department

## Brenda Bauer, Director

### Contact Information

Department Information Line: (206) 684-0484

City of Seattle General Information: (206) 684-2489 TTY: (206) 615-0476

On the Web at: <http://www.seattle.gov/fleetsfacilities/>

### Department Description

The Fleets & Facilities Department was created on January 1, 2001, as part of a reorganization of City government. The Fleets & Facilities Department has four major operating functions: Real Estate Services, Capital Programs, Facilities Operations, and Fleet Services.

The Real Estate Services division manages the City's non-utility real estate portfolio, addressing short- and long-term property interests. Staff handle sales, purchases, interdepartmental transfers, appraisals, and leases, and maintain a database of all City property.

The Capital Programs division oversees the design, construction, commissioning, and initial departmental occupancy of many City facilities. Staff plan and coordinate office remodeling projects and space changes. Staff from this division also work with the consultants who are responsible for implementation of portions of the Fire Facilities and Emergency Response Levy program.

The Facility Operations division maintains many of the City's buildings, including high-rise office buildings, parking facilities, and police and fire stations. The division also operates the City's central warehousing function and City mailroom.

The Fleet Services division purchases, maintains, and repairs the City's vehicles and specialized equipment, including cars, light trucks, fire apparatus, and heavy equipment. The division also provides fuel for the City's fleet.

### Proposed Policy and Program Changes

The Fleets and Facilities Department's (FFD's) 2007-2008 Proposed Budget increases by over \$30 million from the 2006 adopted level. The single largest increase reflects a transfer of \$22.3 million for debt service payments on bonds issued for the acquisition of, and/or improvements to, various City-owned facilities managed by FFD, including the Civic Center campus and Airport Way Center. These expenses were previously budgeted in several other departments. In the 2007-2008 Proposed Budget, these expenses have been consolidated in FFD and are charged back to City departments through space rent. The department's budget authority is also increased by \$2.1 million to cover the cost of anticipated vehicle replacements, and \$1 million to transfer space rent proceeds to the Cumulative Reserve Subfund for FFD's asset preservation program. The 2007- 2008 Proposed Budget also reflects significantly higher fuel costs than budgeted for in 2006.

The 2007-2008 Proposed Budget adds several key positions including a Deputy Director, an Emergency Preparedness Manager, and a Resource Conservation Advisor. These positions will strengthen the department's internal management, improve its emergency response and disaster recovery capability, and help it guide the City to reduce natural resource consumption in its facilities. This budget also adds three Capital Project Coordinators to implement the neighborhood stations element of the 2003 Fire Facilities and Emergency Response Levy and restores the Fleets Apprentice Program with three apprentice positions in the Vehicle Maintenance Program.

## Fleets and Facilities

	Summit	2005	2006	2007	2008
<b>Appropriations</b>	<b>Code</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Proposed</b>
Administration Budget Control Level	A1000	2,738,414	3,187,666	3,558,813	3,677,361
Facility Operations Budget Control Level	A3000	39,023,370	37,329,573	62,065,596	62,769,457
<b>Fleet Services Budget Control Level</b>					
Vehicle Fueling		5,638,518	5,243,402	6,082,081	6,248,471
Vehicle Leasing		13,211,934	13,222,250	15,973,573	15,725,641
Vehicle Maintenance		14,370,653	15,219,543	16,173,335	16,704,095
<b>Fleet Services Budget Control Level</b>	<b>A2000</b>	<b>33,221,105</b>	<b>33,685,195</b>	<b>38,228,989</b>	<b>38,678,207</b>
<b>Technical Services Budget Control Level</b>					
Capital Programs		1,919,190	2,271,968	2,555,141	2,639,266
Real Estate Services		1,701,641	1,870,571	2,060,371	1,972,675
<b>Technical Services Budget Control Level</b>	<b>A3100</b>	<b>3,620,831</b>	<b>4,142,539</b>	<b>4,615,513</b>	<b>4,611,941</b>
<b>Department Total</b>		<b>78,603,720</b>	<b>78,344,973</b>	<b>108,468,912</b>	<b>109,736,967</b>
<b>Department Full-time Equivalents Total*</b>		<b>294.50</b>	<b>299.00</b>	<b>304.50</b>	<b>304.50</b>

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

	2005	2006	2007	2008
<b>Resources</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Proposed</b>
General Subfund	2,698,540	2,694,839	0	0
Other	75,905,180	75,650,134	108,468,912	109,736,967
<b>Department Total</b>	<b>78,603,720</b>	<b>78,344,973</b>	<b>108,468,912</b>	<b>109,736,967</b>

# Fleets and Facilities

## Administration Budget Control Level

### Purpose Statement

The purpose of the Administration Budget Control Level is to provide executive leadership, budget, financial and operational analyses, special studies, human resource services, legislative liaison functions, and accounting services for the Fleets and Facilities Department. These efforts aim to strategically allocate resources and maintain productive, professional work environments in compliance with City financial and personnel policies.

### Summary

Add 1.0 FTE Executive 2 and increase the budget by \$137,000 to create a new Deputy Department Director position. Add 1.0 FTE Strategic Advisor 1 - General Government position for an Emergency Preparedness Manager and increase the budget by \$92,000 to strengthen the department's emergency response and disaster recovery capability.

Transfer in 1.0 FTE Admin Spec 2 from the Facility Operations program and increase the budget by \$60,000. Transfer out 1.0 FTE to the Facility Operations program as a technical correction to prior position counts. This adjustment has no budgetary impact.

Decrease the budget by \$8,000 to reflect postage savings due to outgoing mail efficiencies funded in the Facility Operations program.

Citywide adjustments to labor costs, and changes in inflation assumptions for other costs, increase the budget by \$89,000 for a net increase/reduction from the 2006 Adopted Budget to the 2007 Proposed Budget of approximately \$371,000.

<b>Expenditures/FTE</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Proposed</b>
Administration	2,738,414	3,187,666	3,558,813	3,677,361
Full-time Equivalents Total*	31.00	31.00	33.00	33.00

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

## **Facility Operations Budget Control Level**

### **Purpose Statement**

The purpose of the Facility Operations Budget Control Level is to manage municipal property used by City staff and/or furnished by the City of Seattle; provide cost-effective maintenance, operations, inspections, and repair of City-owned facilities; provide a clean, safe, and environmentally sound work environment for all City employees working in buildings and offices managed and maintained by the Fleets and Facilities Department; manage City-owned parking facilities, providing short-term and long-term parking for the public and employee populations housed in City-owned buildings; and provide centralized support services facilities, warehousing, and mail services to ensure the City's investments and internal services are optimally utilized by departments and City residents.

### **Summary**

Increase the budget by \$22,311,000 to provide for debt service payments on bonds issued for the acquisition of and/or improvements to various FFD-managed facilities, including the Civic Center campus and Airport Way Center. These amounts were previously budgeted in several other City departments.

Increase the budget by approximately \$1,040,000 to permit an annual transfer of \$4 million in space rent proceeds to the Cumulative Reserve Subfund's Asset Preservation Subaccount.

Reduce the budget by \$512,000 to reflect a shift to centralized payment of property insurance for the Seattle Municipal Tower and Airport Way Center.

Increase the budget by \$60,000 to bring City support to Benaroya Hall to a level consistent with actual maintenance costs for the Garden of Remembrance.

Add 1.0 FTE Electrician position and increase the budget by \$76,000 to handle increased electrical service requirements in a number of City buildings.

Add 0.5 FTE Strategic Advisor 1 - General Government and increase the budget by \$100,000 to fund a Resource Conservation Advisor position and expand resource conservation efforts in the City's existing facilities.

Transfer out 1.0 FTE to the Administrative program and reduce the budget by \$60,000. Transfer in 1.0 FTE from Administration and 1.0 FTE from Capital Programs as technical corrections to prior position counts. This adjustment has no budgetary impact.

Increase the budget by \$271,000 to reflect the one-time purchase of capital equipment needed to maintain City buildings and grounds, improve worker safety, and reduce repair time, as well as optimize the amount of staff time devoted to building systems diagnosis.

Increase the budget by \$150,000 to provide for the one-time acquisition and installation of new warehouse shelving mandated by the Fire Marshal.

Increase the budget by \$200,000 to reflect additional costs of contracted services for operation and maintenance of unique features in the Civic Center Complex; \$43,000 to reflect additional costs of new safety and regulatory requirements in the department's warehousing unit, as well as the costs of centralizing postage processing for outgoing mail; and \$40,000 to cover previously unbudgeted utility costs at Airport Way Center. Decrease the budget by \$43,000 to reflect reduction in the department's private contract for operation and maintenance of the Seattle Municipal Tower.

## Fleets and Facilities

Citywide adjustments to labor costs, and changes in inflation assumptions for other costs, increase the budget by \$1,059,000, for a net increase from the 2006 Adopted Budget to the 2007 Proposed Budget of approximately \$24,736,000.

<b>Expenditures/FTE</b>	<b>2005 Actual</b>	<b>2006 Adopted</b>	<b>2007 Proposed</b>	<b>2008 Proposed</b>
Facility Operations	39,023,370	37,329,573	62,065,596	62,769,457
Full-time Equivalents Total*	92.00	95.50	98.00	98.00

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

# Fleets and Facilities

## Fleet Services Budget Control Level

### Purpose Statement

The purpose of the Fleets Services Budget Control Level is to centrally manage the City's vehicle and equipment operations in order to ensure timely, cost-effective, and high-quality replacement of vehicles, maintenance, fueling, and short-term transportation.

### Program Expenditures

	2005	2006	2007	2008
	Actual	Adopted	Proposed	Proposed
Vehicle Fueling	5,638,518	5,243,402	6,082,081	6,248,471
Vehicle Leasing	13,211,934	13,222,250	15,973,573	15,725,641
Vehicle Maintenance	14,370,653	15,219,543	16,173,335	16,704,095
<b>Total</b>	<b>33,221,105</b>	<b>33,685,195</b>	<b>38,228,989</b>	<b>38,678,207</b>
Full-time Equivalents Total *	141.00	141.00	141.00	141.00

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

## Fleet Services: Vehicle Fueling

### Purpose Statement

The purpose of the Vehicle Fueling program is to procure, store, distribute, and manage various types of liquid fuels and alternative fuels (such as compressed natural gas) for City departments and other local government agencies at prices well below the private sector, at convenient, easy-to-use fueling facilities in alignment with the City's environmental stewardship goals

### Program Summary

Increase the budget by \$706,000 to cover the higher cost of fuel.

Citywide adjustments to labor costs, and changes in inflation assumptions for other costs, increase the budget by \$133,000, for a net increase from the 2006 Adopted Budget to the 2007 Proposed Budget of approximately \$839,000.

	2005	2006	2007	2008
Expenditures/FTE	Actual	Adopted	Proposed	Proposed
Vehicle Fueling	5,638,518	5,243,402	6,082,081	6,248,471
Full-time Equivalents Total*	3.00	3.00	3.00	3.00

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



# Fleets and Facilities

## Fleet Services: Vehicle Leasing

### Purpose Statement

The purpose of the Vehicle Leasing program is to procure, lease, and dispose of vehicles and equipment for City departments and other local government agencies to ensure they have the equipment necessary to support public services.

### Program Summary

Increase the budget by \$2.1 million to cover the cost of anticipated vehicle replacement.

Increase the budget by \$185,000 to provide one-time funding for a consultant study to implement best practices in fleets management, including Green Fleet management, performance benchmarking, and outsourcing policies.

Increase the budget by \$85,000 to provide one-time funding for software to enhance the City's Fleet Focus information management system.

Increase the budget by \$20,000 to implement a pilot project to increase fuel efficiency and use of biofuels in City operations.

Transfer in 1.0 FTE from the Vehicle Maintenance program as a technical correction to prior position counts. This adjustment has no budgetary impact.

Citywide adjustments to labor costs, and changes in inflation assumptions for other costs, increase the budget by \$363,000, for a net increase from the 2006 Adopted Budget to the 2007 Proposed Budget of approximately \$2,751,000.

	2005	2006	2007	2008
<b>Expenditures/FTE</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Proposed</b>
Vehicle Leasing	13,211,934	13,222,250	15,973,573	15,725,641
Full-time Equivalents Total*	11.00	11.00	12.00	12.00

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

# Fleets and Facilities

## Fleet Services: Vehicle Maintenance

### Purpose Statement

The purpose of the Vehicle Maintenance program is to provide vehicle and equipment outfitting, preventive maintenance, repairs, parts delivery, and related services in a safe, rapid, and prioritized manner for City departments and other local government agencies to enable the safe and effective completion of their various missions.

### Program Summary

Increase the budget by \$165,000 to cover higher personnel costs under new labor agreements.

Increase the budget by a net of \$119,000 to resume the Fleets Apprentice Program. Three apprentice positions and limited overtime and contract labor are funded. These costs are offset by temporarily unfunding three vacant journey-level auto mechanic positions.

Transfer out 1.0 FTE to the Vehicle Leasing program as a technical correction to prior position counts. This adjustment has no budgetary impact.

Citywide adjustments to labor costs, and changes in inflation assumptions for other costs, increase the budget by \$670,000, for a net increase from the 2006 Adopted Budget to the 2007 Proposed Budget of approximately \$954,000.

	2005	2006	2007	2008
Expenditures/FTE	Actual	Adopted	Proposed	Proposed
Vehicle Maintenance	14,370,653	15,219,543	16,173,335	16,704,095
Full-time Equivalents Total*	127.00	127.00	126.00	126.00

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

# Fleets and Facilities

## Technical Services Budget Control Level

### Purpose Statement

The purpose of the Technical Services Budget Control Level is to provide capital facilities to City employees and the people of Seattle, and to develop and implement policies for the acquisition, disposition, and strategic management of City real estate. Services include architecture, engineering, space planning, project planning and development, acquisition and disposition of property rights, technical real estate services, and centralized property database management.

### Summary

<b>Program Expenditures</b>	<b>2005 Actual</b>	<b>2006 Adopted</b>	<b>2007 Proposed</b>	<b>2008 Proposed</b>
Capital Programs	1,919,190	2,271,968	2,555,141	2,639,266
Real Estate Services	1,701,641	1,870,571	2,060,371	1,972,675
<b>Total</b>	<b>3,620,831</b>	<b>4,142,539</b>	<b>4,615,513</b>	<b>4,611,941</b>
Full-time Equivalents Total *	30.50	31.50	32.50	32.50

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

## Technical Services: Capital Programs

### Purpose Statement

The purpose of Capital Programs is to provide quality, cost-effective environments so City staff can work, and residents can conduct business, in a productive and pleasing environment.

### Program Summary

Add 3.0 FTE Capital Project Coordinators, reclassify three existing staff, and increase the budget by \$399,000 to support implementation of the neighborhood stations element of the 2003 Fire Facilities and Emergency Response Levy.

Decrease the budget by \$200,000 to reflect the reduced funding for professional services.

Transfer out 1.0 FTE to the Facility Operations program as a technical correction to prior position counts. This adjustment has no budgetary impact.

Citywide adjustments to labor costs, and changes in inflation assumptions for other costs, increase the budget by \$84,000, for a net increase from the 2006 Adopted Budget to the 2007 Proposed Budget of approximately \$283,000.

<b>Expenditures/FTE</b>	<b>2005 Actual</b>	<b>2006 Adopted</b>	<b>2007 Proposed</b>	<b>2008 Proposed</b>
Capital Programs	1,919,190	2,271,968	2,555,141	2,639,266
Full-time Equivalents Total*	18.00	18.00	20.00	20.00

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

# Fleets and Facilities

## Technical Services: Real Estate Services

### Purpose Statement

The purpose of the Real Estate Services program is to provide a centralized source of information and application of policies in the acquisition, disposition, and strategic management of the City's real estate to ensure assets are managed in the long-term interests of the City and its residents as a whole.

### Program Summary

Increase the budget by \$15,000 to reflect reclassification of a position added in the 2006 budget to manage the Citywide Real Property Asset Management Information System (RPAMIS).

Abrogate a 1.0 FTE Sr. Real Property Agent and decrease the budget by \$94,000.

Increase the budget by \$150,000 to provide one-time funding for an upgrade of the Real Property Asset Management Information System, a centralized database of City-owned property.

Citywide adjustments to labor costs, and changes in inflation assumptions for other costs, increase the budget by \$118,000, for a net increase/reduction from the 2006 Adopted Budget to the 2007 Proposed Budget of approximately \$190,000.

	2005	2006	2007	2008
Expenditures/FTE	Actual	Adopted	Proposed	Proposed
Real Estate Services	1,701,641	1,870,571	2,060,371	1,972,675
Full-time Equivalents Total*	12.50	13.50	12.50	12.50

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

# Fleets and Facilities

## 2007 - 2008 Estimated Revenues for the Fleets and Facilities Fund

Summit Code	Source	2005 Actuals	2006 Adopted	2007 Proposed	2008 Proposed
441630	Photocopy Services	208	0	0	0
459930	NSF Check Fees	40	0	0	0
461110	Inv Earn-Residual Cash	59,871	0	0	0
461320	Unreald Gns/Losses-Inv Gasb31	(3,442)	0	0	0
541490	IF Administrative Fees & Charges	940	0	0	0
547800	IF Training Charges	22,342	0	0	0
569990	IF Other Miscellaneous Revenue	3,956	0	0	0
587001	Oper Tr In - CIP	0	329,846	0	0
587460	Oper Tr In - Parking Garage	99,664	102,306	99,303	104,375
641490	INTRAF Administrative Fees & Charges - CIP	281,556	2,861,448	262,530	269,618
647800	INTRAF Training Charges	4,482	0	4,000	4,108
666910	INTRAF Dept Overhead Revenue	0	0	3,446,389	3,546,512
669990	INTRAF Other Misc Revenue - Inter-Subfund Revenue (Expense)	2,611,374	(157,459)	(221,379)	(228,291)
	<b>Total A1000 - Administration BCL</b>	<b>3,080,991</b>	<b>3,136,141</b>	<b>3,590,843</b>	<b>3,696,322</b>
560300	Interfund Reimbursements for Building Improvements	0	1,500,000	4,020,000	1,600,000
	<b>Total A1GM1 - General Government Facilities CIP BCL</b>	<b>0</b>	<b>1,500,000</b>	<b>4,020,000</b>	<b>1,600,000</b>
560300	Interfund Reimbursements for Building Improvements	0	122,000	0	0
	<b>Total A1PS2 - Public Safety Facilities CIP BCL</b>	<b>0</b>	<b>122,000</b>	<b>0</b>	<b>0</b>
437010	Interlocal Grants - Clean Cities	0	46,832	50,000	50,000
443979	Sundry Recoveries	14,648	0	0	0
444300	Vehicle & Equip Repair Charges - Non-City	230,117	104,356	225,141	231,219
444500	Fuel Sales - Non-City	627,984	453,418	809,767	850,255
461110	Inv Earn-Residual Cash	492,459	0	0	0
461320	Unreald Gns/Losses-Inv Gasb31	(30,021)	0	0	0
462190	Other Equip/Vehicle Rentals - Non-City	14,211	16,583	15,060	15,512
462250	Vehicle Equipment Leases - Non-City	714,631	786,568	770,664	791,472
469990	Other Miscellaneous Revenue	(29,049)	0	0	0
485200	Insurance Recoveries	1,465	0	0	0
485400	Gain(Loss)-Disposition Fixed Assets	(111,869)	0	0	0
544300	IF Vehicle & Equipment Repair Charges	7,250,044	8,026,557	8,052,823	8,270,252
544500	IF Fuel Sales	5,218,787	4,687,634	6,963,604	7,311,784
562150	IF Motor Pool Rental Charges	433,816	407,550	459,292	473,071
562250	IF Vehicle Equipment Leases	17,778,777	18,439,417	19,687,979	20,219,554

# Fleets and Facilities

## 2007 - 2008 Estimated Revenues for the Fleets and Facilities Fund

Summit Code	Source	2005 Actuals	2006 Adopted	2007 Proposed	2008 Proposed
569990	IF Other Miscellaneous Revenue	109,246	0	0	0
585400	IF Gain(Loss)-Disposition Fxd	1,910	0	0	0
644300	INTRAF Vehicle & Equip Repair Charges	248,305	962,868	255,557	262,457
644400	INTRAF Sales Of Parts	0	0	0	0
644500	INTRAF Fuel Sales	41,588	83,776	33,188	34,847
662150	INTRAF Motor Pool Rental Charges	0	85,892	17,003	17,513
662250	INTRAF Vehicle Equipment Lease	186,269	434,204	295,007	302,971
669990	INTRAF Other Misc Revenue - Inter-Subfund Revenue (Expense)	(2,125,047)	(2,087,764)	(2,680,542)	(2,761,431)
<b>Total A2000 - Fleet Services BCL</b>		<b>31,068,271</b>	<b>32,447,891</b>	<b>34,954,543</b>	<b>36,069,477</b>
431010	Federal Grants - Direct	100,000	0	0	0
433010	Federal Grants - Indirect	21,933	0	0	0
441650	Resale Revenues	127,020	0	0	0
441710	Sales of Merchandise	49,753	0	0	0
441930	Custodial/Janitorial/Security/Maintenance - Non-City	13,043	5,000	0	0
441990	Other General Govtl Svc Fees	10,321	0	0	0
459930	NSF Check Fees	27	0	0	0
461110	Inv Earn-Residual Cash	119,418	0	0	0
461320	Unreald Gns/Losses-Inv Gasb31	43,796	0	0	0
462300	Parking Fees - Private at SeaPark Garage	1,050,235	956,872	984,772	1,021,084
462300	Parking Fees - Private at SMT Garage	1,091,543	1,213,150	1,238,000	1,270,000
462500	Bldg/Other Space Rental Charge - Private	337,512	0	0	0
462500	Bldg/Other Space Rental Charge - Private at AWC	699,830	1,043,703	1,016,636	957,036
462500	Bldg/Other Space Rental Charge - Private at SMT	5,222,413	4,870,768	1,352,446	534,427
462900	Other Rents & Use Charges	4,681	0	0	0
469970	Telephone Commission Revenue	914	0	0	0
469990	Other Miscellaneous Revenue	4,207	0	0	0
485190	Sale of Other Fixed Assets	23,863	0	0	0
485400	Gain(Loss)-Disposition Fixed Assets	(55,476)	0	0	0
541490	IF Administrative Fees & Charges	248,660	0	0	0
541710	IF Sales of Merchandise	14,473	0	0	0
541930	IF Custodial/Janitorial/Security/Maintenance	843,344	221,223	450,000	450,000
542831	IF Mail Messenger Charges - City Light	84,827	86,246	0	0
542831	IF Mail Messenger Charges - Departments	0	0	164,555	169,491
542831	IF Mail Messenger Charges - DPD	8,090	8,489	0	0
542831	IF Mail Messenger Charges - GF	250,376	273,681	219,067	225,639

# Fleets and Facilities

## 2007 - 2008 Estimated Revenues for the Fleets and Facilities Fund

Summit Code	Source	2005 Actuals	2006 Adopted	2007 Proposed	2008 Proposed
542831	IF Mail Messenger Charges - Retirement	0	52	0	0
542831	IF Mail Messenger Charges - SDOT	22,170	23,769	0	0
542831	IF Mail Messenger Charges - SPU	23,306	29,983	0	0
548921	IF Warehousing Charges - City Light	133,025	161,840	0	0
548921	IF Warehousing Charges - Departments	753,122	761,143	1,669,055	1,572,758
548921	IF Warehousing Charges - DPD	76,677	58,373	0	0
548921	IF Warehousing Charges - GF for Sm Dpt	61,375	62,512	33,228	30,593
548921	IF Warehousing Charges - Retirement	2,551	2,501	0	0
548921	IF Warehousing Charges - SDOT	37,837	51,146	0	0
548921	IF Warehousing Charges - SPU	135,655	139,633	0	0
562300	IF Parking Fees - SeaPark Garage	396,184	534,844	397,854	412,524
562300	IF Parking Fees - SMT Garage	344,247	337,771	0	0
562500	IF Building/Other Space Rental	6,749,989	0	3,584,000	3,680,768
562510	IF Alloc Rent-Bldg/Other - JTF operational maintenance	0	299,433	0	0
562510	IF Alloc Rent-Bldg/Other Space	15,365,690	16,449,670	49,737,339	51,484,481
562510	IF Alloc Rent-Bldg/Other Space - GF for Sm Dpt	616,876	688,637	1,702,594	1,709,028
562510	IF Alloc Rent-Bldg/Other Space - SCL	0	3,726,874	0	0
562510	IF Alloc Rent-Bldg/Other Space - SDOT	15,000	15,000	15,000	15,000
569990	IF Other Miscellaneous Revenue	12,051	0	0	0
569990	Oper Tr In fr GF - Concert Hall	352,742	356,235	364,820	374,671
569990	Oper Tr In fr GF - Garden of Remembrance	70,617	71,316	133,035	136,626
569999	Misc Reimb Adj - Rebates	33,547	0	0	0
587001	Oper Tr In Fr GF - Civic Ctr Enhancements	0	45,000	0	0
587001	Oper Tr In Fr GF - Civic Ctr Events Mgmt	0	133,000	136,990	141,100
587001	Oper Tr In Fr GF - COLA Adjustment	0	6,968	0	0
587001	Oper Tr In Fr GF - Emergency Shelter Operating Costs	0	30,000	30,900	31,827
587001	Oper Tr In Fr GF - MOB	40,000	40,000	40,000	40,000
587001	Oper Tr In Fr GF - Resource Conservation	0	0	100,000	103,000
587116	Oper Tr In Fr Cumulative Reserve Subfund	1,100,000	0	0	0
641490	INTRAF Administrative Fees and Charges	27,638	0	0	0
641710	INTRAF Sales of Merchandise	2,558	0	0	0
641930	INTRAF Maint/Custodial/Janitorial/Security	61,311	0	32,024	32,888
648921	INTRAF Warehousing Charges	66,251	40,860	65,704	84,181
662300	INTRAF Parking Fees - SeaPark Garage	80,160	104,417	162,299	166,680
662300	INTRAF Parking Fees - SMT Garage	0	5,150	0	0

# Fleets and Facilities

## 2007 - 2008 Estimated Revenues for the Fleets and Facilities Fund

Summit Code	Source	2005 Actuals	2006 Adopted	2007 Proposed	2008 Proposed
662500	INTRAF Bldg/Other Space Rental - Allocated	909,468	986,876	1,525,807	1,522,817
662500	INTRAF Bldg/Other Space Rental - Billed	0	0	98,000	100,646
662900	INTRAF Other Rent and Use	3,848	0	4,737	4,874
669990	INTRAF Other Misc Revenue - Inter-Subfund Revenue (Expense)	(1,995,255)	(1,865,423)	(2,519,617)	(2,601,267)
<b>Total A3000 - Facility Services BCL</b>		<b>35,813,443</b>	<b>31,976,712</b>	<b>62,739,245</b>	<b>63,670,872</b>
441930	Private Reimbursements	13,043	0	0	0
469990	Other Miscellaneous Revenue	2,079	0	0	0
541490	IF Administrative Fees & Charges - Capital Programs	44,575	249,750	345,635	360,474
541490	IF Administrative Fees & Charges - Real Estate Services	13,300	0	0	0
541921	IF Property Mgmt Svc Charges - Billed Real Estate Svcs	403,830	0	508,642	515,741
543210	IF Architect/Engineering Svc Charges	1,673,700	1,537,500	2,865,330	2,939,520
548922	IF ALLOC Real Estate Svcs Chrg - CIP	0	202,098	0	0
548922	IF ALLOC Real Estate Svcs Chrg - City Light	251,982	279,680	300,111	308,275
548922	IF ALLOC Real Estate Svcs Chrg - GF	0	0	1,072,605	1,101,370
548922	IF ALLOC Real Estate Svcs Chrg - SDOT	125,991	139,840	150,056	154,137
548922	IF ALLOC Real Estate Svcs Chrg - SPU	138,590	153,824	165,061	169,551
587001	General Subfund Support to Real Estate Svcs	902,598	987,490	0	0
587116	Oper Tr In Fr Cumulative Reserve Subfund	310,000	0	0	0
641490	INTRAF Administrative Fees and Charges	225,708	0	150,000	0
643210	INTRAF Architect/Engineering Svc	64,493	0	0	0
669990	INTRAF Other Misc Revenue - Inter-Subfund Revenue (Expense)	(279,426)	(315,783)	(999,432)	(1,002,713)
<b>Total A3100 - Technical Services BCL</b>		<b>3,890,463</b>	<b>3,234,399</b>	<b>4,558,008</b>	<b>4,546,355</b>
<b>Total Revenues</b>		<b>73,853,168</b>	<b>72,417,143</b>	<b>109,862,639</b>	<b>109,583,025</b>
379100	Use of (Contribution to) Fund Balance	(20,078)	51,525	(32,030)	(18,961)
<b>Total A1000 - Administration BCL</b>		<b>(20,078)</b>	<b>51,525</b>	<b>(32,030)</b>	<b>(18,961)</b>
379100	Use of (Contribution to) Fund Balance	808,267	1,237,304	2,734,448	2,608,730
<b>Total A2000 - Fleet Services BCL</b>		<b>808,267</b>	<b>1,237,304</b>	<b>2,734,448</b>	<b>2,608,730</b>



## Fleets and Facilities

### 2007 - 2008 Estimated Revenues for the Fleets and Facilities Fund

Summit Code	Source	2005 Actuals	2006 Adopted	2007 Proposed	2008 Proposed
379100	Use of (Contribution to) Fund Balance	3,379,932	5,352,861	(133,649)	(901,415)
	<b>Total A3000 - Facility Services BCL</b>	<b>3,379,932</b>	<b>5,352,861</b>	<b>(133,649)</b>	<b>(901,415)</b>
379100	Use of (Contribution to) Fund Balance	582,599	908,140	57,504	65,586
	<b>Total A3100 - Technical Services BCL</b>	<b>582,599</b>	<b>908,140</b>	<b>57,504</b>	<b>65,586</b>
	<b>Total Resources</b>	<b>78,603,888</b>	<b>79,966,973</b>	<b>112,488,912</b>	<b>111,336,966</b>

## Fleets and Facilities

### Fleets and Facilities Fund

	2005 Actuals	2006 Adopted	2006 Revised	2007 Proposed	2008 Proposed
<b>Beginning Fund Balance</b>	<b>21,092,537</b>	<b>5,750,980</b>	<b>16,341,817</b>	<b>10,561,050</b>	<b>7,934,777</b>
Accounting and Technical Adjustments	0	0	0	0	0
Plus: Actual and Estimated Revenue	73,853,000	72,417,143	74,186,206	109,862,639	109,583,025
Less: Actual and Budgeted Expenditures - Capital	0	1,622,000	1,622,000	4,020,000	1,600,000
Less: Actual and Budgeted Expenditures - Operating	78,603,720	78,344,973	78,344,973	108,468,912	109,736,967
<b>Ending Fund Balance</b>	<b>16,341,817</b>	<b>(1,798,850)</b>	<b>10,561,050</b>	<b>7,934,777</b>	<b>6,180,835</b>
Less: Cont'g Appns	3,880,000	0	4,000,000	4,000,000	4,000,000
Less: Working Capital Reserves against Fund Balance	4,503,000	4,515,575	4,500,000	4,500,000	4,500,000
<b>Ending Fund Balance - Unreserved</b>	<b>7,958,817</b>	<b>(6,314,425)</b>	<b>2,061,050</b>	<b>(565,223)</b>	<b>(2,319,165)</b>

### Capital Improvement Program Highlights

The Fleets & Facilities Department (FFD) is responsible for building, maintaining and operating general government facilities. Examples include the City's core public safety facilities, comprising both fire stations and police precincts; maintenance shops and other support facilities; and the City's downtown office buildings. In addition, FFD is responsible for the management and upkeep of several community-based facilities owned by the City.

The Department's 2007-2012 Proposed Capital Improvement Program is FFD's plan for maintaining, renovating, expanding and replacing its extensive inventory of buildings. The Department's CIP is financed by a variety of revenue sources, including the City's General Subfund, the Cumulative Reserve Subfund (including the unrestricted, REET I, and FFD asset preservation subaccounts), the 2003 Fire Facilities and Emergency Response Levy, Limited Tax General Obligation Bonds, proceeds from property sales, and insurance recoveries.

While FFD's CIP includes dozens of projects, three major initiatives are especially noteworthy.

First, the 2003 Fire Facilities and Emergency Response Levy provides approximately \$167 million in property tax proceeds over a nine-year period. Along with approximately \$40 million from other fund sources, the Levy provides funding to support more than 40 projects to upgrade, renovate, or replace most of the City's fire stations; construct new support facilities for the Fire Department (including a new joint training facility); construct a new Emergency Operations Center and Fire Alarm Center; carry out various emergency preparedness initiatives (for example, upgrading the City's water supply system for firefighting purposes); and procure two new fireboats and rehabilitate an existing one. In most cases, Levy projects are fully appropriated in their first active year to allow the Department to undertake multi-year contracts. The proposed CIP includes additional funding proposed by the Mayor in the January 2006 Neighborhood Fire Station Financial Update, largely to pay for higher than expected inflation in construction costs. These additional funds are identified in each fire station project description. In 2007, approximately \$51 million from various fund sources is appropriated to projects associated with the Levy Program.

The second major initiative is the continuation of the Asset Preservation Program, which preserves general government facility assets. Funding from facility space rent charges levied on City departments provides for projects that preserve or extend the useful life and operational capacity of FFD-managed facilities. For the 2007-2008 biennium, \$6.4 million is appropriated for asset preservation projects, and \$1.6 million is deposited in a large project reserve account. Projects include replacing the platform from which the Seattle Municipal Tower façade maintained, filtering the recirculating water for the water features at City Hall, replacing HVAC components at the North Precinct, and replacing the roof of Fire Station #14. In addition, FFD is proposing to spend \$1 million of REET in the biennium to undertake major maintenance projects at buildings the City leases at reduced rents to certain organizations such as Central Area Motivational Program, Greenwood Senior Center, Central Area Senior Center and South Park Area Redevelopment Committee in exchange for community services. Under the terms of its leases, the City is responsible for maintaining its building structures, heating systems, and utilities. While the City receives lease payments that cover its administrative costs, the proceeds are not sufficient to cover costs associated with these other items. The additional REET funding will allow FFD to address failing boilers, tuck point masonry and replace utility services as necessary to preserve building function.

Third, environmental initiatives include \$1.5 million in projects to improve water quality. Projects include covers for material piles at Haller Lake from which rain collects sediments, diverting water from washing fire engines to the sanitary sewer at seven fire stations, and cleaning up diesel fuel contamination present under Fire Station #2 in Belltown.

## Fleets and Facilities

### Capital Improvement Program Highlights

#### Capital Improvement Program Appropriation

	2007 Proposed	2008 Proposed
<b>Budget Control Level</b>		
<b>Asset Preservation - Civic Core: A1AP1</b>		
Cumulative Reserve Subfund, Asset Preservation Account - Fleets and Facilities	808,000	0
<b>Subtotal</b>	<b>808,000</b>	<b>0</b>
<b>Asset Preservation - Public Safety Facilities: A1AP6</b>		
Cumulative Reserve Subfund, Asset Preservation Account - Fleets and Facilities	1,698,000	1,330,000
<b>Subtotal</b>	<b>1,698,000</b>	<b>1,330,000</b>
<b>Asset Preservation - Seattle Municipal Tower: A1AP2</b>		
Cumulative Reserve Subfund, Asset Preservation Account - Fleets and Facilities	790,000	1,152,000
<b>Subtotal</b>	<b>790,000</b>	<b>1,152,000</b>
<b>Asset Preservation - Shops and Yards: A1AP4</b>		
Cumulative Reserve Subfund, Asset Preservation Account - Fleets and Facilities	558,000	24,000
<b>Subtotal</b>	<b>558,000</b>	<b>24,000</b>
<b>Chief Seattle Fireboat Rehabilitation: A1FL402</b>		
2003 Fire Facilities Subfund	574,000	(574,000)
2008 LTGO Capital Project Fund	0	574,000
<b>Subtotal</b>	<b>574,000</b>	<b>0</b>
<b>Environmental Stewardship: A1GM3</b>		
Cumulative Reserve Subfund - REET I Subaccount	1,195,000	0
<b>Subtotal</b>	<b>1,195,000</b>	<b>0</b>
<b>Garden of Remembrance: A51647</b>		
Cumulative Reserve Subfund - Unrestricted Subaccount	21,000	21,000
<b>Subtotal</b>	<b>21,000</b>	<b>21,000</b>
<b>General Government Facilities - Community-Based: A1GM2</b>		
Cumulative Reserve Subfund - REET I Subaccount	217,000	1,037,000
<b>Subtotal</b>	<b>217,000</b>	<b>1,037,000</b>
<b>General Government Facilities - General: A1GM1</b>		
Cumulative Reserve Subfund - REET I Subaccount	510,000	0
Fleets and Facilities Fund	4,020,000	1,600,000
Information Technology Fund	1,600,000	0
<b>Subtotal</b>	<b>6,130,000</b>	<b>1,600,000</b>
<b>Joint Training Facility: A1FL202</b>		
Cumulative Reserve Subfund - REET I Subaccount	6,125,000	0
<b>Subtotal</b>	<b>6,125,000</b>	<b>0</b>

## Fleets and Facilities

### Capital Improvement Program Highlights

	2007 Proposed	2008 Proposed
<b>Budget Control Level</b>		
<b>Neighborhood Fire Stations: A1FL1</b>		
2003 Fire Facilities Subfund	43,441,000	2,951,000
2008 LTGO Capital Project Fund	0	22,329,000
Cumulative Reserve Subfund - REET I Subaccount	6,914,000	8,251,000
<b>Subtotal</b>	<b>50,355,000</b>	<b>33,531,000</b>
<b>Preliminary Engineering: A1GM4</b>		
Cumulative Reserve Subfund - Unrestricted Subaccount	125,000	125,000
<b>Subtotal</b>	<b>125,000</b>	<b>125,000</b>
<b>Public Safety Facilities - Fire: A1PS2</b>		
Cumulative Reserve Subfund - REET I Subaccount	191,000	256,000
<b>Subtotal</b>	<b>191,000</b>	<b>256,000</b>
<b>Public Safety Facilities - Police: A1PS1</b>		
Cumulative Reserve Subfund - REET I Subaccount	100,000	0
<b>Subtotal</b>	<b>100,000</b>	<b>0</b>
<b>Total Capital Improvement Program Appropriation</b>	<b>68,887,000</b>	<b>39,076,000</b>



# Office of Hearing Examiner

## Sue Tanner, Hearing Examiner

### Contact Information

Department Information Line: (206) 684-0521

City of Seattle General Information: (206) 684-2489 TTY: (206) 615-0476

On the Web at: <http://www.seattle.gov/examiner/>

### Department Description

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

The Hearing Examiner and Deputy Hearing Examiners appointed by the Hearing Examiner handle all pre-hearing matters, regulate the conduct of hearings and prepare decisions and recommendations based upon the hearing record and applicable law. The Code requires all examiners to be attorneys with training and experience in administrative hearings. The Hearing Examiner also appoints an administrative analyst to oversee the administrative areas of the Office, a paralegal to assist with hearings and decision preparation, and an administrative specialist to support all other Office positions and provide information to the public.

### Proposed Policy and Program Changes

The 2007 Proposed Budget includes only one minor change to ensure the efficiency of the operations of the Office of Hearing Examiner. This budget includes one adjustment to include subscription costs for legal research services in 2007 and into the future.

## Hearing Examiner

	Summit	2005	2006	2007	2008
<b>Appropriations</b>	<b>Code</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Proposed</b>
Office of Hearing Examiner Budget Control Level	V1X00	479,208	488,113	511,778	528,940
<b>Department Total</b>		<b>479,208</b>	<b>488,113</b>	<b>511,778</b>	<b>528,940</b>
<b>Department Full-time Equivalents Total*</b>		<b>4.90</b>	<b>4.50</b>	<b>4.50</b>	<b>4.50</b>

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

	2005	2006	2007	2008
<b>Resources</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Proposed</b>
General Subfund	479,208	488,113	511,778	528,940
<b>Department Total</b>	<b>479,208</b>	<b>488,113</b>	<b>511,778</b>	<b>528,940</b>



# Hearing Examiner

## Office of Hearing Examiner Budget Control Level

### Purpose Statement

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

### Summary

Add \$5,000 in 2007 and 2008 for the Office's subscription for WestLaw Legal Research. This action ensures that the Office of Hearing Examiner will have access to required legal resources necessary to perform its primary functions.

Citywide adjustments to labor costs, and changes in inflation assumptions for other costs, increase the budget by \$19,000 for a net increase from the 2006 Adopted Budget to the 2007 Proposed Budget of approximately \$24,000.

	2005	2006	2007	2008
<b>Expenditures/FTE</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Proposed</b>
Office of Hearing Examiner	479,208	488,113	511,778	528,940
Full-time Equivalents Total*	4.90	4.50	4.50	4.50

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



# Department of Information Technology

## Bill Schrier, Director & Chief Technology Officer

### Contact Information

Department Information Line: (206) 684-0600

City of Seattle General Information: (206) 684-2489 TTY: (206) 615-0476

On the Web at: <http://www.seattle.gov/doi/>

### Department Description

The Department of Information Technology (DoIT) manages the City's information technology infrastructure and performs strategic IT planning. The Department:

-coordinates strategic technology direction for the City, developing common standards, architectures, and business solutions to deliver City services more efficiently and effectively;

-builds and operates the City's corporate communications and computing assets, which include the City's telephone, radio and e-mail systems, networks and servers; and

-oversees development of the Democracy Portal, a project to improve the City of Seattle's government access television station and its accompanying Web site by providing new programming, live Web streaming and indexed video-on-demand services, and interactive services that make it easier to access government information and decision makers.

### Proposed Policy and Program Changes

DoIT's 2007 Proposed Budget includes budget increases for the development, support, and implementation of the Seattle Police Department's Emergency Operations Center 911 Backup site; tape library subsystem replacement; and continuing the Seattle Channel's "Community Stories" programming.

## Information Technology

<b>Appropriations</b>	<b>Summit Code</b>	<b>2005 Actual</b>	<b>2006 Adopted</b>	<b>2007 Proposed</b>	<b>2008 Proposed</b>
<b>Finance and Administration Budget Control Level</b>					
Finance and Administration		1,573,958	2,451,220	2,075,991	2,144,948
General and Administration		69,917	0	669,928	682,288
<b>Finance and Administration Budget Control Level</b>	<b>D1100</b>	<b>1,643,876</b>	<b>2,451,220</b>	<b>2,745,919</b>	<b>2,827,236</b>
<b>Office of Electronic Communications Budget Control Level</b>					
Citywide Web Team		1,846,560	1,181,945	1,826,324	1,868,843
Community Technology		788,476	708,684	874,354	856,552
Office of Cable Communications		1,101,149	1,078,703	1,520,194	1,525,766
Seattle Channel		1,916,145	1,991,694	2,831,934	2,875,884
<b>Office of Electronic Communications Budget Control Level</b>	<b>D4400</b>	<b>5,652,330</b>	<b>4,961,026</b>	<b>7,052,805</b>	<b>7,127,046</b>
<b>Technology Infrastructure Budget Control Level</b>					
Communications Shop		1,588,478	1,383,296	1,519,012	1,568,024
Data Network Services		3,700,716	3,301,287	3,286,185	3,379,242
Enterprise Computing Services		4,706,614	4,615,454	5,732,648	5,420,535
Messaging, Collaboration and Directory Services		330,763	408,605	1,140,774	1,168,150
Mid-Range Computing Services		1,809,794	1,786,432	1,575,717	1,615,322
Radio Network		1,686,034	1,396,447	6,193,148	10,285,121
Service Desk		950,798	721,607	1,331,221	1,341,301
Technical Support Services		2,433,698	2,217,355	1,980,119	2,028,415
Technology Engineering and Project Management		2,627,321	2,897,596	6,675,805	3,251,751
Telephone Services		9,457,796	8,643,504	7,533,815	7,818,254
Warehouse		1,121,944	508,494	2,286,649	2,340,763
<b>Technology Infrastructure Budget Control Level</b>	<b>D3300</b>	<b>30,413,956</b>	<b>27,880,077</b>	<b>39,255,095</b>	<b>40,216,878</b>
<b>Technology Leadership and Governance Budget Control Level</b>					
Citywide Technology Leadership and Governance		1,642,831	1,616,719	3,010,858	2,042,184
Law, Safety, and Justice		31,539	22,970	23,463	23,850
<b>Technology Leadership and Governance Budget Control Level</b>	<b>D2200</b>	<b>1,674,370</b>	<b>1,639,689</b>	<b>3,034,321</b>	<b>2,066,035</b>
<b>Department Total</b>		<b>39,384,532</b>	<b>36,932,012</b>	<b>52,088,139</b>	<b>52,237,195</b>
<b>Department Full-time Equivalents Total*</b>		<b>191.50</b>	<b>203.50</b>	<b>216.00</b>	<b>216.00</b>

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

## Information Technology

<b>Resources</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Proposed</b>
General Subfund	2,832,318	3,362,291	3,901,156	3,306,077
Other	36,552,214	33,569,721	48,186,983	48,931,117
<b>Department Total</b>	<b>39,384,532</b>	<b>36,932,012</b>	<b>52,088,139</b>	<b>52,237,195</b>

# Information Technology

## Finance and Administration Budget Control Level

### Purpose Statement

The purpose of the Finance and Administration Budget Control Level is to provide administrative and accounting services and financial information (planning, control, analysis, and consulting) to Department managers.

<b>Program Expenditures</b>	<b>2005 Actual</b>	<b>2006 Adopted</b>	<b>2007 Proposed</b>	<b>2008 Proposed</b>
Finance and Administration	1,573,958	2,451,220	2,075,991	2,144,948
General and Administration	69,917	0	669,928	682,288
<b>Total</b>	<b>1,643,876</b>	<b>2,451,220</b>	<b>2,745,919</b>	<b>2,827,236</b>
Full-time Equivalents Total *	19.00	23.00	22.00	22.00

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

## Finance and Administration: Finance and Administration

### Purpose Statement

The purpose of the Finance and Administration Program is to provide administrative and accounting services and financial information (planning, control, analysis, and consulting) to Department managers.

### Program Summary

Add \$90,000 and 1.0 FTE Manager 1, Finance, Budget, and Accounting to monitor accounting practices, establish better internal controls, redesign the asset management function, and enable the department to move to project/cost accounting.

Decrease the budget by \$206,000 and abrogate 1.0 FTE Manager 1, Exempt and 1.0 FTE Manager 1, Finance, Budget, and Accounting to reflect the decision to not continue at this time with the Aligning City Technology (ACT) initiative. The positions were originally added to the budget to support ACT.

Decrease the budget by \$518,000 to reflect a baseline-phase transfer of administrative funding to the General and Administration program.

Add \$18,600 for technical adjustments including salary adjustments and vacancy rate savings.

Citywide adjustments to labor and other costs, including significant growth in space rent as described in the Budget Overview, increase the budget by \$240,000, for a net reduction from the 2006 Adopted Budget to the 2007 Proposed Budget of approximately \$375,000.

<b>Expenditures/FTE</b>	<b>2005 Actual</b>	<b>2006 Adopted</b>	<b>2007 Proposed</b>	<b>2008 Proposed</b>
Finance and Administration	1,573,958	2,451,220	2,075,991	2,144,948
Full-time Equivalents Total*	19.00	23.00	22.00	22.00

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

# Information Technology

## Finance and Administration: General and Administration

### Purpose Statement

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

### Program Summary

Increase the budget by \$518,000 to reflect a baseline-phase transfer of administrative funding from the Finance and Administration program.

Add \$151,000 for technical adjustments including space rent.

Citywide adjustments to labor costs, and changes in inflation assumptions for other costs, increase the budget by \$1,000, for a net increase from the 2006 Adopted Budget to the 2007 Proposed Budget of approximately \$670,000

	2005	2006	2007	2008
Expenditures	Actual	Adopted	Proposed	Proposed
General and Administration	69,917	0	669,928	682,288

# Information Technology

## Office of Electronic Communications Budget Control Level

### Purpose Statement

The purpose of the Office of Electronic Communications Budget Control Level is to operate the City's TV channel, cable office, Web sites, and related programs so technology is used effectively to deliver services and information to citizens, businesses, visitors, and employees.

### Program Expenditures

	2005	2006	2007	2008
	Actual	Adopted	Proposed	Proposed
Citywide Web Team	1,846,560	1,181,945	1,826,324	1,868,843
Community Technology	788,476	708,684	874,354	856,552
Office of Cable Communications	1,101,149	1,078,703	1,520,194	1,525,766
Seattle Channel	1,916,145	1,991,694	2,831,934	2,875,884
<b>Total</b>	<b>5,652,330</b>	<b>4,961,026</b>	<b>7,052,805</b>	<b>7,127,046</b>
Full-time Equivalents Total *	32.00	34.00	41.00	41.00

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



# Information Technology

## Office of Electronic Communications: Citywide Web Team

### Purpose Statement

The purpose of the Citywide Web Team is to provide leadership in using Web technology and a Web presence for residents, businesses, visitors, and employees so they have 24-hour access to relevant information and City services. This team also supports the Web and video streaming components of the Democracy Portal.

### Program Summary

Add \$53,000 and 1.0 FTE Information Technology Professional B for application development supporting SeaStats (Seattle Statistics), a web-based mapping application that shows users services City departments provide the public on a neighborhood basis. The request will convert contractor workload to that of a permanent position. This increase will support the creation of new and innovative ways to show the public City of Seattle services, impacts, and statistics on a web-based mapping application.

Transfer in 1.0 FTE Information Technology Professional B and 1.0 FTE Strategic Advisor 2, Courts, Legal and Public Safety from Community Technology to more accurately reflect departmental workload. Increase the budget by \$388,000 for technical adjustments including depreciation, salary adjustments for transferred positions, and vacancy rate savings.

Add 1.0 FTE Information Technology Professional B for web application testing. This budget-neutral add will ensure all public-facing web application systems produced are high quality and free of defects, as well as reduce potential application level security vulnerabilities.

Add \$109,000 to fund 1.0 FTE Information Technology Professional A, Exempt added during 2006 by Ordinance 122088, to handle the increased workload resulting from the City's commitment to produce and air local arts programming on Seattle Channel pursuant to the Arts Programming Agreement between the City and Comcast.

Citywide adjustments to labor and other costs, including significant growth in space rent as described in the Budget Overview, increase the budget by \$94,000, for a net increase from the 2006 Adopted Budget to the 2007 Proposed Budget of approximately \$644,000.

	2005 Actual	2006 Adopted	2007 Proposed	2008 Proposed
<b>Expenditures/FTE</b>				
Citywide Web Team	1,846,560	1,181,945	1,826,324	1,868,843
Full-time Equivalents Total*	8.25	8.25	13.25	13.25

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

# Information Technology

## Office of Electronic Communications: Community Technology

### Purpose Statement

The purpose of the Community Technology program is to provide leadership, education, and funding so all Seattle residents have access to computer technology and on-line information.

### Program Summary

Appropriate \$100,000 each year from the \$500,000 grant received from Comcast to support youth civic involvement initiatives. This appropriation will increase the number and diversity of youth who have the skills and interest to participate in civic affairs.

Add \$154,000 to restore funding for the Technology Matching Fund to 2001/2002 levels and to add a 1.0 FTE Strategic Advisor 1, Customer Service, Public Information, and Promotion. The new position will enable the department to enhance outreach and technical assistance to underserved communities, especially those of color and immigrant/refugee communities.

Transfer out 1.0 FTE Information Technology Professional B and 1.0 FTE Strategic Advisor 2, Courts, Legal and Public Safety to the Citywide Web Team to more accurately reflect departmental workload. Decrease the budget by \$190,000 for technical adjustments including salary adjustments for transferred positions and vacancy rate savings.

Add \$54,000 to purchase the hardware, software, technical support and training necessary to enable graphic/media production capacity for the South Park TechNet Center. This will help address the community priority of reducing youth gang violence and criminal activity by engaging youth in positive activities. The youth pilot will serve as a model for other Recreational Technology (RecTech) community center technology learning labs and for developing digital arts production projects as a means to involve members of the community.

Citywide adjustments to labor costs, and changes in inflation assumptions for other costs, increase the budget by \$48,000, for a net increase from the 2006 Adopted Budget to the 2007 Proposed Budget of approximately \$166,000.

<b>Expenditures/FTE</b>	<b>2005 Actual</b>	<b>2006 Adopted</b>	<b>2007 Proposed</b>	<b>2008 Proposed</b>
Community Technology	788,476	708,684	874,354	856,552
Full-time Equivalents Total*	5.25	5.25	4.25	4.25

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

# Information Technology

## Office of Electronic Communications: Office of Cable Communications Purpose Statement

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

### Program Summary

Add \$750,000 to represent the City's continued support of the Seattle Community Access Network (SCAN), as approved by Ordinance 122087. Add \$188,000 to fund SCAN capital purchases, as approved by Ordinance 122088 and funded by a grant from Comcast.

Decrease the budget by \$572,000 for technical adjustments including salary adjustments and vacancy rate savings.

Citywide adjustments to labor costs, and changes in inflation assumptions for other costs, increase the budget by \$76,000, for a net increase from the 2006 Adopted Budget to the 2007 Proposed Budget of approximately \$442,000.

<b>Expenditures/FTE</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Proposed</b>
Office of Cable Communications	1,101,149	1,078,703	1,520,194	1,525,766
Full-time Equivalents Total*	4.25	6.25	6.25	6.25

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

# Information Technology

## Office of Electronic Communications: Seattle Channel

### Purpose Statement

The purpose of the Seattle Channel is to inform and engage residents in the governmental, civic, and cultural affairs of Seattle through compelling use of television, Internet, and other media.

### Program Summary

Add \$75,000 to continue funding "Community Stories", a Seattle Channel series committed to presenting short stories about the city's many diverse communities. Continuing funding for this program will ensure the city's diverse communities are represented in programming that accurately reflects their experiences in Seattle.

To reflect expenditures approved in 2006 by Ordinance 122088 and backed by a multi-year grant from Comcast, add \$175,000 for capital purchase; add \$200,000 for an Arts Zone program consultant; and add \$278,000 and 1.0 FTE Marketing Development Coordinator, 1.0 FTE Video Specialist II, and 1.0 FTE Strategic Advisor 2, Exempt, to handle the increased workload resulting from the City's commitment to produce and air local arts programming pursuant to the Arts Programming Agreement between the City and Comcast.

Decrease the budget by \$153,000 for technical adjustments including salary adjustments and vacancy rate savings.

Citywide adjustments to labor and other costs, including significant growth in space rent as described in the Budget Overview, increase the budget by \$265,000, for a net increase from the 2006 Adopted Budget to the 2007 Proposed Budget of approximately \$840,000.

<b>Expenditures/FTE</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Proposed</b>
Seattle Channel	1,916,145	1,991,694	2,831,934	2,875,884
Full-time Equivalents Total*	14.25	14.25	17.25	17.25

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

# Information Technology

## Technology Infrastructure Budget Control Level

### Purpose Statement

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

<b>Program Expenditures</b>	<b>2005 Actual</b>	<b>2006 Adopted</b>	<b>2007 Proposed</b>	<b>2008 Proposed</b>
Communications Shop	1,588,478	1,383,296	1,519,012	1,568,024
Data Network Services	3,700,716	3,301,287	3,286,185	3,379,242
Enterprise Computing Services	4,706,614	4,615,454	5,732,648	5,420,535
Messaging, Collaboration and Directory Services	330,763	408,605	1,140,774	1,168,150
Mid-Range Computing Services	1,809,794	1,786,432	1,575,717	1,615,322
Radio Network	1,686,034	1,396,447	6,193,148	10,285,121
Service Desk	950,798	721,607	1,331,221	1,341,301
Technical Support Services	2,433,698	2,217,355	1,980,119	2,028,415
Technology Engineering and Project Management	2,627,321	2,897,596	6,675,805	3,251,751
Telephone Services	9,457,796	8,643,504	7,533,815	7,818,254
Warehouse	1,121,944	508,494	2,286,649	2,340,763
<b>Total</b>	<b>30,413,956</b>	<b>27,880,077</b>	<b>39,255,095</b>	<b>40,216,878</b>
Full-time Equivalents Total *	128.00	132.00	138.00	138.00

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

# Information Technology

## Technology Infrastructure: Communications Shop

### Purpose Statement

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

### Program Summary

Add \$95,000 and 1.0 FTE Senior Telecommunication System Installer to support the significantly increased number of portable and mobile radios managed and maintained in the Communications Shop. The added staff will address customer concerns about vehicle turnaround time and enable timely resolution of radio and vehicle communications system maintenance requests. The increase will preserve the integrity of the radio communications system by performing timely, necessary maintenance work on the pieces of equipment that are vital to public safety and other critical governmental functions.

Decrease the budget by \$16,000 for technical adjustments including salary adjustments and vacancy rate savings.

Citywide adjustments to labor costs, and changes in inflation assumptions for other costs, increase the budget by \$57,000, for a net increase from the 2006 Adopted Budget to the 2007 Proposed Budget of approximately \$136,000.

	2005	2006	2007	2008
Expenditures/FTE	Actual	Adopted	Proposed	Proposed
Communications Shop	1,588,478	1,383,296	1,519,012	1,568,024
Full-time Equivalents Total*	11.00	11.00	12.00	12.00

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

# Information Technology

## Technology Infrastructure: Data Network Services

### Purpose Statement

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

### Program Summary

Add \$117,000 and 1.0 FTE Information Technology Professional A, Exempt to support increasing demands for communications networking, voice and data integration, and communications interoperability.

Transfer out 0.5 FTE Executive 3 to Enterprise Computing Services and Mid-Range Computing Services to more accurately reflect departmental workload. Decrease the budget by \$285,000 for technical adjustments including salary adjustments, vacancy rate savings, and the transfer of resale budget to the Warehouse program.

Add \$100,000 to support contractor labor for the new and expanding wireless infrastructure at the WiFi hotspots in the City, in City Hall, the Justice Center, Seattle Municipal Tower, Seattle Center and selected Parks facilities. Currently, no support capacity has been provided for this new WiFi service to respond to needs like monitoring outages, preparing metric reports, responding to repair requests, or repairing and replacing equipment. This add will ensure a supported, viable WiFi network service for both the public and City employees in City facilities.

Decrease funding by \$117,000 and abrogate 1.0 FTE Information Technology Professional A, Exempt to reflect the decision to not continue with the Aligning City Technology (ACT) initiative at this time. This position was originally added to the budget to support ACT.

Citywide adjustments to labor costs, and changes in inflation assumptions for other costs, increase the budget by \$170,000, for a net reduction from the 2006 Adopted Budget to the 2007 Proposed Budget of approximately \$15,000.

	2005	2006	2007	2008
Expenditures/FTE	Actual	Adopted	Proposed	Proposed
Data Network Services	3,700,716	3,301,287	3,286,185	3,379,242
Full-time Equivalents Total*	12.50	13.50	13.00	13.00

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

# Information Technology

## Technology Infrastructure: Enterprise Computing Services

### Purpose Statement

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

### Program Summary

Add \$680,000 to replace a failing, 10-year-old tape library subsystem with a new, high-capacity subsystem for data migration and storage. Replacing the tape library will avoid the necessity of manually maintaining a tape system, which is a time consuming and expensive body of work.

Transfer out 1.0 FTE Manager 3, Information Technology and \$123,000 to the Citywide Technology Leadership and Governance program to more accurately reflect departmental workload. Transfer in 0.20 FTE Information Technology Professional A, Exempt; an additional 0.20 Information Technology Professional A, Exempt; 0.20 FTE Executive 3; and 0.20 FTE Management Systems Analyst, Senior to distribute operations management to Enterprise Computing Services. Add \$148,000 for technical adjustments including salary adjustments and vacancy rate savings, and add \$133,000 for a baseline-phase space rent adjustment.

Citywide adjustments to labor and other costs, including significant growth in space rent as described in the Budget Overview, increase the budget by \$279,000, for a net increase from the 2006 Adopted Budget to the 2007 Proposed Budget of approximately \$1,117,000.

<b>Expenditures/FTE</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Proposed</b>
Enterprise Computing Services	4,706,614	4,615,454	5,732,648	5,420,535
Full-time Equivalents Total*	19.00	19.00	18.80	18.80

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



# Information Technology

## Technology Infrastructure: Messaging, Collaboration and Directory Services

### Purpose Statement

The purpose of the Messaging, Collaboration and Directory Services program is to provide, operate, and maintain an infrastructure for e-mail, calendar, directory, and related services to City employees and the general public so they can communicate using messaging and directory-dependent applications related to obtaining City government services.

### Program Summary

Add \$125,000 and 1.0 FTE Information Technology Professional B to manage and support BlackBerry wireless handheld devices and maintain the server infrastructure that filters out unwanted, SPAM e-mail messages. This increase will enable better management of BlackBerry devices and will reduce the number of SPAM e-mail messages bypassing the City's Webshield.

Transfer in 1.0 FTE Information Technology Systems Analyst from Technical Support Services; 1.0 FTE Information Technology Professional B from Telephone Services; and 2.0 FTE Information Technology Professional C and 1.0 FTE Information Technology Systems Analyst from Mid-Range Computing Services to more accurately reflect departmental workload. Transfer out 0.30 FTE Information Technology Professional A, Exempt; and transfer in 0.20 FTE Executive 3, 0.20 FTE Information Technology Professional A, Exempt, and 0.20 FTE Management Systems Analyst, Senior to distribute operations management to Enterprise Computing Services and Mid-Range Computing Services. Add \$551,000 for technical adjustments including salary adjustments for transferred positions and vacancy rate savings.

Citywide adjustments to labor costs, and changes in inflation assumptions for other costs, increase the budget by \$56,000, for a net increase from the 2006 Adopted Budget to the 2007 Proposed Budget of approximately \$732,000.

<b>Expenditures/FTE</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Proposed</b>
Messaging, Collaboration and Directory Services	330,763	408,605	1,140,774	1,168,150
Full-time Equivalents Total*	2.50	2.50	8.80	8.80

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

# Information Technology

## Technology Infrastructure: Mid-Range Computing Services

### Purpose Statement

The purpose of the Mid-Range Computing Services program is to provide, operate, and maintain Citywide and departmental servers for various City departments so that they have a reliable client-server environment for providing their services to other government entities and to the general public.

### Program Summary

Transfer out 2.0 FTE Information Technology Professional C and 1.0 FTE Information Technology Systems Analyst to Messaging, Collaboration and Directory Services to more accurately reflect departmental workload. Transfer out 0.30 FTE Information Technology Professional A, Exempt and another 0.8 FTE Information Technology Professional A, Exempt; and transfer in 0.20 FTE Executive 3, and 0.20 FTE Management Systems Analyst, Senior to distribute operations management to Mid-Range Computing Services. Decrease the budget by \$324,000 for technical adjustments including salary adjustments for transferred positions and vacancy rate savings.

Citywide adjustments to labor and other costs, including significant growth in space rent as described in the Budget Overview, increase the budget by \$113,000, for a net reduction from the 2006 Adopted Budget to the 2007 Proposed Budget of approximately \$211,000.

<b>Expenditures/FTE</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Proposed</b>
Mid-Range Computing Services	1,809,794	1,786,432	1,575,717	1,615,322
Full-time Equivalents Total*	14.50	14.50	10.80	10.80

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

# Information Technology

## Technology Infrastructure: Radio Network

### Purpose Statement

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

### Program Summary

Increase appropriation authority by \$4.754 million in 2007 and \$8.812 million over 2006 amounts in 2008 to upgrade the public safety radio system. Funding for the upgrade is provided by the Radio Reserve Fund of the Information Technology Operating Fund, which is funded by replacement fees assessed each handheld radio and added to users' bills each month. This increase enables operational integrity of the public safety radio system.

Decrease the budget by \$2,000 for technical adjustments including salary adjustments and vacancy rate savings.

Citywide adjustments to labor and other costs, including significant growth in space rent as described in the Budget Overview, increase the budget by \$45,000, for a net increase from the 2006 Adopted Budget to the 2007 Proposed Budget of approximately \$4,797,000.

<b>Expenditures/FTE</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Proposed</b>
Radio Network	1,686,034	1,396,447	6,193,148	10,285,121
Full-time Equivalents Total*	1.00	1.00	1.00	1.00

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

# Information Technology

## Technology Infrastructure: Service Desk

### Purpose Statement

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

### Program Summary

Transfer in from Technical Support Services 1.0 FTE Information Technology Professional C and 7.0 FTE Information Technology Systems Analysts. Transfer out to Technical Support Services 1.0 FTE Information Technology Professional A, 2.0 FTE Information Technology Professional C, and 1.0 FTE Manager 2, Information Technology. Transfer in 0.20 FTE Information Technology Professional A, Exempt, another 0.20 FTE Information Technology Professional A, Exempt, 0.20 FTE Management Systems Analyst, Senior, and 0.20 FTE Executive 3 to distribute operations management to the Service Desk. The position transfers more accurately reflect actual departmental workload. Increase the budget by \$497,000 for technical adjustments including salary adjustments for transferred positions and vacancy rate savings.

Citywide adjustments to labor and other costs, including significant growth in space rent as described in the Budget Overview, increase the budget by \$113,000, for a net increase from the 2006 Adopted Budget to the 2007 Proposed Budget of approximately \$610,000.

<b>Expenditures/FTE</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Proposed</b>
Service Desk	950,798	721,607	1,331,221	1,341,301
Full-time Equivalents Total*	7.00	8.00	12.80	12.80

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

# Information Technology

## Technology Infrastructure: Technical Support Services

### Purpose Statement

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

### Program Summary

Transfer in from the Service Desk 1.0 FTE Information Technology Professional A, Exempt; 1.0 FTE Manager 2, Information Technology; and 2.0 FTE Information Technology Professional C. Transfer out 1.0 FTE Information Technology Systems Analyst to Messaging, Collaboration and Directory Services, and 1.0 FTE Information Technology Specialist to the Warehouse program. Transfer out to the Service Desk 1.0 FTE Information Technology Professional C, and 7.0 FTE Information Technology Systems Analysts to more accurately reflect departmental workload. Transfer in 0.20 FTE Information Technology Professional A, Exempt; another 0.20 FTE Information Technology Professional A, Exempt; 0.20 FTE Executive 3; and 0.20 FTE Management Systems Analyst, Senior to distribute operations management to Technical Support Services. Decrease the budget by \$410,000 for technical adjustments including salary adjustments for transferred positions and vacancy rate savings.

Citywide adjustments to labor and other costs, including significant growth in space rent as described in the Budget Overview, increase the budget by \$173,000, for a net reduction from the 2006 Adopted Budget to the 2007 Proposed Budget of approximately \$237,000.

<b>Expenditures/FTE</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Proposed</b>
Technical Support Services	2,433,698	2,217,355	1,980,119	2,028,415
Full-time Equivalents Total*	22.00	22.00	16.80	16.80

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

# Information Technology

## Technology Infrastructure: Technology Engineering and Project Management

### Purpose Statement

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

### Program Summary

Add \$966,000 to fund the Emergency Operations Center's Backup 911 Center. This enhanced 911 center will ensure public safety through redundancy of a critical emergency communication system, synchronizing system technology so that 911 operators have the same technology in a backup center they would have had at the primary 911 center site.

Increase the budget by \$836,000 to fund Department of Executive Administration's (DEA) Cash Receipting System Upgrade. Increase the budget by \$1,600,000 to fund Fleets and Facilities Department's Computer Center Independent Cooling project. Increase the budget by \$250,000 to fund DEA's Human Resources Information System upgrade. Unreserved balances in the Information Technology Fund are used to cover these one-time costs.

Increase the budget by \$14,000 for technical adjustments including salary adjustments and vacancy rate savings.

Citywide adjustments to labor and other costs, including significant growth in space rent as described in the Budget Overview, increase the budget by \$112,000, for a net increase from the 2006 Adopted Budget to the 2007 Proposed Budget of approximately \$3,778,000.

	2005	2006	2007	2008
Expenditures/FTE	Actual	Adopted	Proposed	Proposed
Technology Engineering and Project Management	2,627,321	2,897,596	6,675,805	3,251,751
Full-time Equivalents Total*	6.00	7.00	7.00	7.00

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

# Information Technology

## Technology Infrastructure: Telephone Services

### Purpose Statement

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

### Program Summary

Add 1.0 FTE Manager 2, 1.0 FTE Management Systems Analyst, and 1.0 FTE Information Technology Professional C to address major expansion of workload for Urban Area Security Initiative (UASI) grant projects, facility network upgrade projects in Parks, Community Centers, Libraries and other remote sites, new technologies such as BlackBerry wireless devices, and increases in data network security systems and management. The FTE increase is offset by a decrease in capital costs and a contract savings for a net decrease of \$175,000. This will improve management of both the ongoing changes in telephone technologies and the increasing complexity of the data network environment and its security.

Transfer out 1.0 FTE Information Technology Professional B to Messaging, Collaboration and Directory Services and 0.50 Executive 3 to the computing services programs to more accurately reflect departmental workload. Decrease the budget by \$1,333,000 for vacancy rate savings, salary adjustments, and a transfer of resale budget to the Warehouse program to more accurately reflect departmental spending.

Transfer in 2.0 FTE Information Technology B from Department of Executive Administration's (DEA) Business Technology Division. The two employees have worked within DoIT facilities and have been supervised by DoIT management for a number of years, although the budget appropriation resides with DEA. The transfer of these two positions and corresponding budget appropriation to DoIT has no impact on DEA's operations, and is budget neutral in DoIT since DoIT has always funded these positions through a DEA cost allocation.

Citywide adjustments to labor and other costs, including significant growth in space rent as described in the Budget Overview, increase the budget by \$398,000, for a net reduction from the 2006 Adopted Budget to the 2007 Proposed Budget of approximately \$1,110,000.

	2005	2006	2007	2008
Expenditures/FTE	Actual	Adopted	Proposed	Proposed
Telephone Services	9,457,796	8,643,504	7,533,815	7,818,254
Full-time Equivalents Total*	27.50	28.50	32.00	32.00

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

# Information Technology

## Technology Infrastructure: Warehouse

### Purpose Statement

The purpose of the Warehouse program is to provide acquisition, storage, and distribution of telephone, computing, data communications, and radio components to the Department so equipment is available when requested by customers.

### Program Summary

Add \$350,000 to provide the necessary budget authority to purchase materials that will be sold to other internal programs. Moving budget authority to the Warehouse program accurately represents actual spending in the department. This add will ensure the simplification of materials management, flow and inventory, while improving the tracking of expenditures and inventory.

Transfer in 1.0 FTE Information Technology Specialist from Technical Support Services, and transfer out 1.0 FTE Management Systems Analyst, Senior to the computing services programs to more accurately reflect departmental workload. Increase the budget by \$1,409,000 for technical adjustments including salary adjustments for current and transferred positions, and the transfer in of resale budget from Telephone Services and Data Network Services.

Citywide adjustments to labor costs, and changes in inflation assumptions for other costs, increase the budget by \$19,000, for a net increase from the 2006 Adopted Budget to the 2007 Proposed Budget of approximately \$1,778,000.

<b>Expenditures/FTE</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Proposed</b>
Warehouse	1,121,944	508,494	2,286,649	2,340,763
Full-time Equivalents Total*	5.00	5.00	5.00	5.00

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



# Information Technology

## Technology Leadership and Governance Budget Control Level

### Purpose Statement

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

<b>Program Expenditures</b>	<b>2005 Actual</b>	<b>2006 Adopted</b>	<b>2007 Proposed</b>	<b>2008 Proposed</b>
Citywide Technology Leadership and Governance	1,642,831	1,616,719	3,010,858	2,042,184
Law, Safety, and Justice	31,539	22,970	23,463	23,850
<b>Total</b>	<b>1,674,370</b>	<b>1,639,689</b>	<b>3,034,321</b>	<b>2,066,035</b>
Full-time Equivalents Total *	12.50	14.50	15.00	15.00

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

## **Technology Leadership and Governance: Citywide Technology Leadership and Governance**

### Purpose Statement

The purpose of the Citywide Technology Leadership and Governance program is to establish strategic directions, identify key technology drivers, support effective project management and quality assurance, and provide information, research, and analysis to departmental business and technology leaders.

### Program Summary

Add \$1,030,000 for the Technology Infrastructure Optimization project. Funding will enable the department to study options for moving the City to a coherent, integrated platform of computing infrastructure software. Unreserved balances in the Information Technology Fund are used to cover this expense.

Abrogate 0.5 FTE Planning & Development Specialist, Sr. to reflect the sunseting of an H1-B Grant Coordinator position. The H1-B grant was distributed fully in 2005.

Transfer in \$123,000 and 1.0 FTE Manager 3, Information Technology from Computing Services. Add \$115,000 for technical adjustments including salary adjustments for the transferred position, and vacancy rate savings.

Citywide adjustments to labor and other costs, including significant growth in space rent as described in the Budget Overview, increase the budget by \$126,000, for a net increase from the 2006 Adopted Budget to the 2007 Proposed Budget of approximately \$1,394,000.

<b>Expenditures/FTE</b>	<b>2005 Actual</b>	<b>2006 Adopted</b>	<b>2007 Proposed</b>	<b>2008 Proposed</b>
Citywide Technology Leadership and Governance	1,642,831	1,616,719	3,010,858	2,042,184
Full-time Equivalents Total*	12.50	14.50	15.00	15.00

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

# Information Technology

## Technology Leadership and Governance: Law, Safety, and Justice

### Purpose Statement

The purpose of the Law, Safety, and Justice program is to provide strategic planning, direction, and oversight for technology investments to the Fire, Law, and Police departments, as well as the Municipal Court, so investments are aligned with departmental and City objectives.

### Program Summary

There are no substantive changes from the 2006 Adopted Budget.

Citywide adjustments to labor costs, and changes in inflation assumptions for other costs, increase the budget by \$1,000, for a net increase from the 2006 Adopted Budget to the 2007 Proposed Budget of approximately \$1,000.

	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
<b>Expenditures</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Proposed</b>
Law, Safety, and Justice	31,539	22,970	23,463	23,850

# Information Technology

## 2007 - 2008 Estimated Revenues for the Information Technology Fund

Summit Code	Source	2005 Actuals	2006 Adopted	2007 Proposed	2008 Proposed
437010	Federal Grants	3,724,392	0	0	0
442810	IT Project Management - External	1,244,159	1,400,000	2,160,000	2,500,000
442810	Reimbursement - Radio Network	0	0	3,303,000	6,609,000
442810	Services - Finance	615,007	48,229	0	0
442810	Services - Radio Network	211,126	118,043	143,053	146,925
442810	Services - Telephones	188,504	194,626	196,412	202,569
442850	Communications Shop Maintenance & Repair	20,474	62,000	36,316	37,477
447600	Seattle Channel Rates	57,735	0	30,000	30,000
541490	Allocation - Consolidated Server Room	1,125,060	1,125,060	0	0
541490	Allocation - Enterprise Computing Services	3,747,993	3,747,993	5,601,138	5,781,053
541490	Allocation - IT Service Desk	753,811	753,667	1,318,350	1,328,709
541490	Allocation - Radio Network Program	2,003,560	1,771,176	1,902,167	1,952,679
541490	Mid Range Computing Support	1,874,670	1,772,874	1,740,179	1,775,041
541490	Seattle Channel - Service Agreements	110,000	172,000	112,000	112,000
541490	Technical Support Services	2,136,373	2,150,168	1,876,659	1,923,176
541490	Technology Allocation: DPD	678,977	741,010	457,470	474,180
541490	Technology Allocation: Retirement	15,508	15,508	26,490	27,312
541490	Technology Allocation: SCL	2,300,150	2,300,150	3,109,874	3,204,994
541490	Technology Allocation: SDOT	560,272	560,272	707,284	729,832
541490	Technology Allocation: SPU	2,073,502	2,073,502	2,315,047	2,385,675
541810	IT Project Management	1,329,633	2,593,311	2,283,205	1,902,887
541810	Messaging Directory & Collaboration Services	0	0	1,069,483	1,103,386
541810	Mid Range Computing Project Billing/Rates	162,232	85,400	0	0
541830	Data Network Services - Rates	845,914	851,177	1,065,265	1,093,537
541850	Cable Office Allocation - GF	0	0	204,492	213,461
541850	Small Department Allocation - GF	355,322	378,520	486,491	498,739
541850	Technology Allocation - GF	2,481,772	2,983,771	3,210,173	2,593,877
541850	Warehouse - Billing	1,492,828	26,943	0	0
542810	Cable Office - Cable Fund	730,466	784,075	1,325,791	1,322,651
542810	Community Technology - Cable Fund	711,730	730,466	896,324	884,240
542810	Radio Network Pager Billing	260,790	194,877	217,655	223,552
542810	Seattle Channel - Cable Fund	1,865,975	1,873,458	2,741,367	2,795,744
542810	Technology Allocation: CF Displace GF	211,805	211,613	227,113	234,043
542810	Telephone Services	8,041,237	8,289,957	8,376,547	8,639,123
542810	Web Support - Cable Fund	618,062	680,030	714,835	730,698
542850	Communications Shop Maintenance & Repair	1,245,079	1,049,988	1,550,268	1,599,907
<b>Total Revenues</b>		<b>43,794,118</b>	<b>39,739,866</b>	<b>49,404,448</b>	<b>53,056,466</b>

# Information Technology

## 2007 - 2008 Estimated Revenues for the Information Technology Fund

Summit Code	Source	2005 Actuals	2006 Adopted	2007 Proposed	2008 Proposed
379100	Use of (contributions to) Fund Balance	(4,409,586)	(2,807,854)	2,683,691	(819,271)
<b>Total Resources</b>		<b>39,384,532</b>	<b>36,932,012</b>	<b>52,088,139</b>	<b>52,237,195</b>

## Information Technology

### Information Technology Fund

	2005 Actuals	2006 Adopted	2006 Revised	2007 Proposed	2008 Proposed
<b>Beginning Fund Balance</b>	<b>21,796,423</b>	<b>21,916,689</b>	<b>26,004,157</b>	<b>27,807,659</b>	<b>25,123,968</b>
Accounting and Technical Adjustments	(201,852)	0	0	0	0
Plus: Actual and Estimated Revenue	43,794,118	39,739,866	41,417,902	49,404,448	53,056,466
Less: Actual and Budgeted Expenditures	39,384,532	36,932,012	39,614,400	52,088,139	52,237,195
<b>Ending Fund Balance</b>	<b>26,004,157</b>	<b>24,724,543</b>	<b>27,807,659</b>	<b>25,123,968</b>	<b>25,943,239</b>
Less: Continuing Appropriations	5,446,559	0	2,000,000	2,000,000	2,000,000
Less: Reserves Against Fund Balance	13,098,910	19,847,002	17,847,000	20,954,000	20,386,000
<b>Total Reserves</b>	<b>18,545,469</b>	<b>19,847,002</b>	<b>19,847,000</b>	<b>22,954,000</b>	<b>22,386,000</b>
<b>Ending Unreserved Fund Balance</b>	<b>7,458,688</b>	<b>4,877,541</b>	<b>7,960,659</b>	<b>2,169,968</b>	<b>3,557,239</b>

## Information Technology

### Capital Improvement Program Highlights

The Department of Information Technology (DoIT) builds, manager, and maintains City government information technology infrastructure, including radio, telephone, and computer networks used by other City departments to serve constituents. DoIT also manages the City's central data center, which houses most of the computer servers used by City departments, and directs the development of certain computer applications projects on behalf of other departments, primarily the public safety departments.

The Capital Improvement Program (CIP) supports the Department's mission by providing for new investments in, and major upgrades and improvements to, the City's existing technology networks and systems. The DoIT CIP projects in the 2007 Proposed Budget include planning, repair, construction and modification of various improvements to the City's data and communications infrastructure; installation of additional fiber optic cable links and spurs to various locations, including Seattle schools and under-served areas such as South and Southeast Seattle; construction of the technology architecture for the Seattle Police Department's Emergency Operations Center (EOC) Backup 911 Center; replacement of software, hardware and electronics in the City's telephone and data network to introduce improved service and features useful to City employees and constituents, specifically for 24-hour-a-day access to City services; planning and acquisition of a message switch for public safety agencies; and development and implementation of a replacement Computer-Aided Dispatch (CAD) and Records Management System (RMS) for the Seattle Police Department.

# Office of Intergovernmental Relations

## Susan Crowley Saffery, Director

### Contact Information

Department Information Line: (206) 684-0213

City of Seattle General Information: (206) 684-2489 TTY: (206) 615-0476

On the Web at: <http://www.seattle.gov/oir/>

### Department Description

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

### Proposed Policy and Program Changes

The City's lobbying presence in the state legislature will change in the 2007 and 2008 legislative sessions, so in order to maintain and strengthen our effort, the City will contract for lobbying resources through two contracts in 2007 and one in 2008. This will come at a time when highly significant issues for the City, such as pending local B&O tax losses, transportation, and infrastructure issues are being considered in the legislature.

Beginning in 2006, the City has for the first time located its federal liaison staff person in Washington D.C. instead of in Seattle. This requires office space in D.C. for the federal liaison. This space is located with several other cities' federal liaisons, increasing collaborative opportunities. This budget provides funding for the additional lease cost.

## Intergovernmental Relations

	Summit	2005	2006	2007	2008
<b>Appropriations</b>	<b>Code</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Proposed</b>
Intergovernmental Relations	X1G00	1,647,713	1,849,589	2,036,424	2,075,013
<b>Budget Control Level</b>					
<b>Department Total</b>		<b>1,647,713</b>	<b>1,849,589</b>	<b>2,036,424</b>	<b>2,075,013</b>
<b>Department Full-time Equivalents Total*</b>		<b>10.50</b>	<b>10.50</b>	<b>10.50</b>	<b>10.50</b>

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

	2005	2006	2007	2008
<b>Resources</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Proposed</b>
General Subfund	1,647,713	1,849,589	2,036,424	2,075,013
<b>Department Total</b>	<b>1,647,713</b>	<b>1,849,589</b>	<b>2,036,424</b>	<b>2,075,013</b>



# Intergovernmental Relations

## Intergovernmental Relations Budget Control Level

### Purpose Statement

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

### Summary

Add \$84,000 for contract funding to provide lobbyist support at the State Legislature for the 2007 and 2008 legislative sessions.

Add \$17,000 for lease costs associated with the City's federal liaison staff office in Washington D.C.

Citywide adjustments to labor costs, and changes in inflation assumptions for other costs, increase the budget by \$86,000, for a net increase from the 2006 Adopted Budget to the 2007 Proposed Budget of approximately \$187,000.

	2005	2006	2007	2008
Expenditures/FTE	Actual	Adopted	Proposed	Proposed
Intergovernmental Relations	1,647,713	1,849,589	2,036,424	2,075,013
Full-time Equivalents Total*	10.50	10.50	10.50	10.50

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



# Legislative Department

## Nick Licata, Council President

### Contact Information

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

City of Seattle General Information: (206) 684-2489 TTY: (206) 615-0476

On the Web at: <http://www.seattle.gov/council/>

### Department Description

The Legislative Department focuses on the mandate of the Seattle City Council. Since 1910, the Council has been the City's representative electoral body, composed of nine at-large, non-partisan elected Councilmembers. The Department has four distinct divisions: the City Council, the Office of the City Clerk, the Central Staff, and Administrative Services. Each section of the Department supports some aspect of the mandated role of the Council, and works with citizens and City departments.

The nine Councilmembers establish City laws, approve the annual budget, oversee the executive operating departments, and provide a policy-making role.

The Office of the City Clerk provides support for the legislative process of the City and the Council, and is the organizational center for two Citywide programs: the Seattle Municipal Archives and Records Management.

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

Administrative Services provides budget and finance, technology, office systems, human resources, public information, and special projects services to the Legislative Department, Office of City Auditor, and the Office of Professional Accountability Review Board. The Office of Professional Accountability Review Board was created in 2002 to provide citizen oversight of the Office of Professional Accountability housed in the Police Department.

### Proposed Policy and Program Changes

The Legislative Department is adding two new positions in 2007 to increase administrative capacity. Additional funding for the new positions, adjustments to labor costs, and inflation assumptions for other costs increase the budget by \$1.8 million.

## Legislative

<b>Appropriations</b>	<b>Summit Code</b>	<b>2005 Actual</b>	<b>2006 Adopted</b>	<b>2007 Proposed</b>	<b>2008 Proposed</b>
<b>Legislative Department Budget Control Level</b>					
Administration		1,941,325	2,145,705	3,470,062	3,534,367
Central Staff		1,954,123	2,446,650	2,557,086	2,641,636
City Clerk		1,307,274	1,470,569	1,593,237	1,649,135
City Council		3,141,324	3,462,730	3,692,876	3,855,140
<b>Legislative Department Budget Control Level</b>	<b>G1100</b>	<b>8,344,046</b>	<b>9,525,654</b>	<b>11,313,262</b>	<b>11,680,278</b>
<b>Department Total</b>		<b>8,344,046</b>	<b>9,525,654</b>	<b>11,313,262</b>	<b>11,680,278</b>
<b>Department Full-time Equivalents Total*</b>		<b>83.70</b>	<b>85.00</b>	<b>87.00</b>	<b>87.00</b>
<i>* FTE totals are provided for informational purposes only. Changes in FTEs resulting from City Council or Personnel Director actions outside of the budget process may not be detailed here.</i>					
		<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
<b>Resources</b>		<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Proposed</b>
General Subfund		8,344,046	9,525,654	11,313,262	11,680,278
<b>Department Total</b>		<b>8,344,046</b>	<b>9,525,654</b>	<b>11,313,262</b>	<b>11,680,278</b>

## Legislative Department Budget Control Level

### Purpose Statement

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

Program Expenditures	2005	2006	2007	2008
	Actual	Adopted	Proposed	Proposed
Administration	1,941,325	2,145,705	3,470,062	3,534,367
Central Staff	1,954,123	2,446,650	2,557,086	2,641,636
City Clerk	1,307,274	1,470,569	1,593,237	1,649,135
City Council	3,141,324	3,462,730	3,692,876	3,855,140
<b>Total</b>	<b>8,344,046</b>	<b>9,525,654</b>	<b>11,313,262</b>	<b>11,680,278</b>
Full-time Equivalents Total *	83.70	85.00	87.00	87.00

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

## Legislative Department: Administration

### Purpose Statement

The purpose of the Administration program is to provide administrative and operational services, including technology services, office systems and services, human resources, finance and accounting, public information/communication services and other technical and logistical support, for the Legislative Department, Office of City Auditor, and the Office of Professional Accountability Review Board.

### Program Summary

Increase budget by \$129,000 to fund two new FTE adds: 1.0 FTE Paralegal to increase capacity to respond to public disclosure requests and provide additional support to department's public information/communications program, and 1.0 FTE Administrative Specialist I to provide dedicated receptionist services for the Department.

Adjustments to labor costs and other costs, including significant growth in space rent as described in the Budget Overview, increase the budget by \$1.2 million, for a net increase from the 2006 Adopted Budget to the 2007 Proposed Budget of approximately \$1.32 million.

Expenditures/FTE	2005	2006	2007	2008
	Actual	Adopted	Proposed	Proposed
Administration	1,941,325	2,145,705	3,470,062	3,534,367
Full-time Equivalents Total*	13.00	13.00	15.00	15.00

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

## Legislative Department: Central Staff

### Purpose Statement

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

### Program Summary

Citywide adjustments to labor costs, and changes in inflation assumptions for other costs, increase the budget by \$110,000, for a net increase from the 2006 Adopted Budget to the 2007 Proposed Budget of approximately \$110,000.

	2005	2006	2007	2008
Expenditures/FTE	Actual	Adopted	Proposed	Proposed
Central Staff	1,954,123	2,446,650	2,557,086	2,641,636
Full-time Equivalents Total*	17.70	18.00	18.00	18.00

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

## Legislative Department: City Clerk

### Purpose Statement

The purpose of the City Clerk program is to manage the legislative process for the City Council, preserve and provide access to the City's official and historical records, and provide quick, accurate, thorough, and courteous responses to requests for assistance or information. The Office of the City Clerk is the organizational center for two Citywide programs, the Seattle Municipal Archives and Records Management.

### Program Summary

Citywide adjustments to labor costs, and changes in inflation assumptions for other costs, increase the budget by \$123,000, for a net increase from the 2006 Adopted Budget to the 2007 Proposed Budget of approximately \$123,000.

	2005	2006	2007	2008
Expenditures/FTE	Actual	Adopted	Proposed	Proposed
City Clerk	1,307,274	1,470,569	1,593,237	1,649,135
Full-time Equivalents Total*	17.00	18.00	18.00	18.00

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

## Legislative Department: City Council

### Purpose Statement

The purpose of the City Council program is to set policy, review, consider, and determine legislative action, approve the City's budget, and provide oversight of City departments. This program houses the nine elected Councilmembers and their personal staff. The Council represents the City in regional committees working on issues of regional interest.

### Program Summary

Increase budget by \$99,000 to fund legislative assistant salary and benefits budgets.

Citywide adjustments to labor costs, and changes in inflation assumption for other costs, increase the budget by \$131,000, for a net increase from the 2006 Adopted Budget to the 2007 Proposed Budget of approximately \$230,000.

	2005	2006	2007	2008
Expenditures/FTE	Actual	Adopted	Proposed	Proposed
City Council	3,141,324	3,462,730	3,692,876	3,855,140
Full-time Equivalents Total*	36.00	36.00	36.00	36.00

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





# Office of the Mayor

## Greg Nickels, Mayor

### Contact Information

Department Information Line: (206) 684-4000

City of Seattle General Information: (206) 684-2489 TTY: (206) 615-0476

On the Web at: <http://www.seattle.gov/mayor/>

### Department Description

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

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

Mayor Greg Nickels has established four priorities for his administration:

- Get Seattle Moving - Recognize that transportation is a vital issue for our economy, the environment, and the people of Seattle.
- Keep Our Neighborhoods Safe - Public safety is the paramount duty of the City and our police and fire personnel will have the training and equipment they need to make Seattle the most-prepared city in the country.
- Create Jobs and Opportunity For All - Economic opportunity means creating jobs and an environment that invites new investment.
- Build Strong Families and Healthy Communities - Foster a renewed commitment to our neighborhoods and recognize that our diverse cultures bring life, vitality, and economic growth to Seattle.

### Proposed Policy and Program Changes

There are no proposed program or policy changes.

**Mayor**

	<b>Summit</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
<b>Appropriations</b>	<b>Code</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Proposed</b>
<b>Office of the Mayor Budget Control Level</b>	<b>X1A00</b>	<b>2,299,143</b>	<b>2,461,249</b>	<b>2,813,879</b>	<b>2,882,261</b>
<b>Department Total</b>		<b>2,299,143</b>	<b>2,461,249</b>	<b>2,813,879</b>	<b>2,882,261</b>
<b>Department Full-time Equivalents Total*</b>		<b>22.50</b>	<b>22.50</b>	<b>24.50</b>	<b>24.50</b>

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

	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
<b>Resources</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Proposed</b>
General Subfund	2,299,143	2,461,249	2,813,879	2,882,261
<b>Department Total</b>	<b>2,299,143</b>	<b>2,461,249</b>	<b>2,813,879</b>	<b>2,882,261</b>

**Office of the Mayor Budget Control Level**

**Purpose Statement**

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

**Summary**

Transfer 1.0 FTE Strategic Advisor II from the Department of Neighborhoods and provide \$84,000 to fund position costs. Add 1.0 FTE Mayor's Staff Assistant II, which is associated with the cut of a 0.5 FTE Paralegal in the Department of Finance. Salary and benefit costs for this position are \$64,000.

Add \$22,000 to replace out-of-date computers and printers.

Citywide adjustments and changes in inflation assumptions for other costs, increase the budget by \$183,000 for a net increase from the 2006 Adopted Budget to the 2007 Proposed Budget of approximately \$353,000.

<b>Expenditures/FTE</b>	<b>2005 Actual</b>	<b>2006 Adopted</b>	<b>2007 Proposed</b>	<b>2008 Proposed</b>
Office of the Mayor	2,299,143	2,461,249	2,813,879	2,882,261
Full-time Equivalents Total*	22.50	22.50	24.50	24.50

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



# Personnel Department

## Mark M. McDermott, Acting Director

### Contact Information

Department Information Line: (206) 684-7999

City of Seattle General Information: (206) 684-2489 TTY: (206) 615-0476

On the Web at: <http://www.seattle.gov/Personnel>

### Department Description

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

- Employment and Training provides staffing services, mediation, employee development opportunities, and technical assistance to all City departments so the City can meet its hiring needs efficiently, comply with legal guidelines, and help organizations, departments, and employees accomplish the City's work.
- Employee Health Services makes available quality, cost-effective employee benefits, health care, workers' compensation, and safety services to maintain and promote employee health and productivity. In addition, this program administers the Seattle Voluntary Deferred Compensation Plan and Trust.
- Citywide Personnel Services provides human resources systems, policy advice, information management, finance and accounting services, and expert assistance to departments, policymakers, and employees.
- City/Union Relations and Classification/Compensation Services supports efforts to ensure the City's work environment is effective, efficient, and fair, and its diverse work force is managed and compensated fairly.

### Proposed Policy and Program Changes

Personnel's 2007 Proposed Budget provides staff and funding to support Citywide leadership in the areas of human resources planning and development, succession planning, and workforce planning and equity.

Demographic forecasts indicate a "baby boomer" retirement wave may affect the City severely over the next few years. In addition to preparing the City to replace retiring workers at all levels of the organization through hiring, employee development, and training for mid-level managers and supervisors, the Personnel Department plans to work with the Mayor's Race and Social Justice Initiative to promote diversity across the City's workforce.

Personnel's 2007 budget also includes additional support for health care and industrial insurance cost containment, wellness programs, enhanced human resource systems and data management, an expanded apprenticeship program, and improved human resource services.

## Personnel

<b>Appropriations</b>	<b>Summit Code</b>	<b>2005 Actual</b>	<b>2006 Adopted</b>	<b>2007 Proposed</b>	<b>2008 Proposed</b>
City/Union Relations and Class/Comp Services Budget Control Level	N4000	2,406,338	2,522,663	2,872,933	2,960,243
Citywide Personnel Services Budget Control Level	N3000	2,489,303	2,965,521	3,779,373	3,898,267
Employee Health Services Budget Control Level	N2000	2,789,465	2,875,097	3,418,803	3,523,586
Employment and Training Budget Control Level	N1000	2,062,083	1,863,519	2,331,538	2,381,874
<b>Department Total</b>		<b>9,747,189</b>	<b>10,226,800</b>	<b>12,402,647</b>	<b>12,763,970</b>
<b>Department Full-time Equivalents Total*</b>		<b>101.50</b>	<b>105.00</b>	<b>137.50</b>	<b>137.50</b>

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

<b>Resources</b>	<b>2005 Actual</b>	<b>2006 Adopted</b>	<b>2007 Proposed</b>	<b>2008 Proposed</b>
General Subfund	9,747,189	10,226,800	12,402,647	12,763,970
<b>Department Total</b>	<b>9,747,189</b>	<b>10,226,800</b>	<b>12,402,647</b>	<b>12,763,970</b>

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

**Purpose Statement**

The purpose of the City/Union Relations and Classification/Compensation Services Budget Control Level is to ensure the City's diverse work force is managed and compensated fairly. City/Union Relations staff provide technical and professional labor-relations services to policymakers and management staff of all City departments. The Class/Comp staff develop pay programs, perform compensation analysis, and provide classification services and organizational consultation to all City departments.

**Summary**

There are no substantive changes from the 2006 Adopted Budget. Citywide adjustments to labor and other costs, including significant growth in space rent as described in the Budget Overview, increase the budget by \$350,000 for a net increase from the 2006 Adopted Budget to the 2007 Proposed Budget of approximately \$350,000.

	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
<b>Expenditures/FTE</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Proposed</b>
City/Union Relations and Class/Comp Services	2,406,338	2,522,663	2,872,933	2,960,243
Full-time Equivalents Total*	25.50	24.50	24.50	24.50

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

## Citywide Personnel Services Budget Control Level

### Purpose Statement

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

### Summary

Add \$113,000 and create 1.0 FTE Strategic Advisor 3 position to enable the Personnel Department to provide Citywide leadership in the areas of human resources planning and development, succession planning, and workforce planning and equity. This position will be work collaboratively with departments to:

- Create, implement, and monitor the Human Resources Strategic Plan;
- Manage a Citywide succession planning strategy;
- Manage a Citywide workforce equity strategy; and
- Implement the results of the classification/compensation review begun in 2006.

Add \$95,000 and create 1.0 FTE Strategic Advisor 1 position to provide technical and analytical support for the implementation of ongoing and new Citywide human resources initiatives and programs. This action responds to the increase in workload experienced by the Information Management Unit over the past several years in areas including data support and management for workforce equity and succession planning initiatives, oversight of the contingent workforce settlement agreement, and public disclosure requests.

Add \$113,000 and create 1.0 FTE Strategic Advisor 3 position to manage several IT projects that are specific to the Citywide human resources (HR) community and require expertise in human resources as well as IT. Over the next several years a number of Personnel Department and Citywide technology systems will need to be created, updated or replaced, including upgrades to the Workers Compensation System, creation of a Class Comp Repository and Modeling System, automation of COBRA benefits, and upgrade of HRMS, the City's PeopleSoft implementation that tracks and manages Citywide positions and payroll data.

Increase budget by \$32,000 and add 0.5 FTE part-time Accounting Technician II to support the Combined Charities program. Support for this program had been eliminated in previous rounds of budget reductions. To ensure accuracy in payroll processing, Personnel has found it necessary to redeploy 0.5 FTE to monitor and oversee the City's automatic payroll deductions supporting a variety of charities. This action adjusts staffing levels to reflect actual workload requirements.

Citywide adjustments to labor and other costs, including significant growth in space rent as described in the Budget Overview, increase the budget by \$461,000, for a net increase from the 2006 Adopted Budget to the 2007 Proposed Budget of approximately \$814,000.

	2005	2006	2007	2008
Expenditures/FTE	Actual	Adopted	Proposed	Proposed
Citywide Personnel Services	2,489,303	2,965,521	3,779,373	3,898,267
Full-time Equivalents Total*	22.00	28.50	32.00	32.00

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



**Employee Health Services Budget Control Level**

**Purpose Statement**

The purpose of the Employee Health Services Budget Control Level is to provide quality, cost-effective employee benefits, health care, workers' compensation, and safety programs to maintain and promote employee health and productivity. This program also includes administration of the Seattle Voluntary Deferred Compensation Plan and Trust.

**Summary**

Increase the budget by \$102,000 and create 1.0 FTE Strategic Advisor 2 to lead the Personnel Department's efforts to contain the City's rising health care and industrial insurance costs. As part of this effort, the position will support the implementation of a Citywide wellness program. Specific tasks for the position include:

- Analyze data, develop and implement a health care cost containment strategy;
- Analyze data, develop and implement an industrial insurance cost containment strategy;
- Implement, monitor and evaluate a smoking cessation program; and
- Implement a citywide wellness program.

Increase the budget by \$25,000 and convert a 0.5 FTE part-time Personnel Analyst, Assistant to full-time to serve as a benefits coordinator supporting the Seattle Department of Transportation's (SDOT's) benefit needs. Since 2003, on a trial basis, Personnel has been providing centralized benefits support to SDOT, and SDOT in exchange has loaned Personnel a 0.5 FTE position and provided associated funding. As a result of the success of this trial, both departments would like Personnel to continue providing centralized benefits support to SDOT. This action implements the appropriate budgetary adjustments to make the arrangement permanent. A related action in SDOT's budget reduces 0.5 FTE from the headcount. Beginning in 2007, SDOT will pay for this service through the cost allocation process.

Citywide adjustments to labor and other costs, including significant growth in space rent as described in the Budget Overview, increase the budget by \$417,000, for a net increase from the 2006 Adopted Budget to the 2007 Proposed Budget of approximately \$544,000.

<b>Expenditures/FTE</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Proposed</b>
Employee Health Services	2,789,465	2,875,097	3,418,803	3,523,586
Full-time Equivalents Total*	26.00	26.00	27.50	27.50

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

## **Employment and Training Budget Control Level**

### **Purpose Statement**

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

### **Summary**

Create 25 unfunded exempt apprentice pockets as part of a Citywide strategy to anticipate workforce shortages in the future and to deal with current gaps in hiring. Creating these positions allows departments to easily and quickly borrow the pockets to offer apprenticeships in which workers learn the practical and theoretical aspects of a highly skilled occupation. Departments would fund the apprenticeships using vacancy savings or other available resources. This program improves the City's ability to develop and retain skilled workers and represents one piece of the Personnel Department's evolving Citywide workforce planning effort.

Increase the budget by \$37,000 and convert an 0.5 FTE part-time Dispute Resolution Mediator to a 1.0 FTE full-time position. This action supports the increased caseload in the Alternative Dispute Resolution program, which helps City management and employees develop skills and opportunities to prevent, resolve, or manage workplace conflict in a collaborative manner. When more disputes are resolved through mediation, fewer issues require litigation.

Add \$15,000 in one-time resources to fund the development of a manager/supervisor training program to focus on enhancing skills in the City's mid-level managers. This course fills the training gap between Leading Edge, the City's existing entry-level manager training program, and the City Leadership Institute, which trains the City's senior and most upwardly-mobile managers.

Add \$40,000 annually to create a new Evans School Intern Program in conjunction with the University of Washington Evans School of Public Affairs. Two intern positions would work full-time with City departments and offices during the summer and part-time through the rest of the year. This investment helps the City identify qualified candidates who have an interest in public service at the municipal level. This restores a program eliminated in budget cuts earlier in the decade.

Add \$80,000 in ongoing funding for two full scholarships for City employees to the Executive Master of Public Administration (MPA) program at the Evans School of Public Affairs at the University of Washington. This investment helps the City strengthen and develop leadership among its existing workforce, and provides an excellent developmental opportunity in the area of Public Affairs for high potential City employees and future leaders.

Two special employment FTEs that had been loaned to departments were vacated during 2006 and moved back into Personnel, increasing Personnel's FTE count by 2.0 FTE.

Citywide adjustments to labor and other costs, including significant growth in space rent as described in the Budget Overview, increase the budget by \$296,000, for a net increase from the 2006 Adopted Budget to the 2007 Proposed Budget of approximately \$468,000.

## Personnel

<b>Expenditures/FTE</b>	<b>2005 Actual</b>	<b>2006 Adopted</b>	<b>2007 Proposed</b>	<b>2008 Proposed</b>
Employment and Training	2,062,083	1,863,519	2,331,538	2,381,874
Full-time Equivalents Total*	28.00	26.00	53.50	53.50

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



# Personnel Compensation Trust Subfunds

## Department Description

The Personnel Compensation Trust Funds are five subfunds of the General Fund administered by the Personnel Department. These five subfunds serve as a means to manage Citywide contractual obligations on behalf of employees and City departments. City departments transfer monies to these subfunds, which are then paid out to various insurance companies, service providers, and individuals. The five subfunds are the Group Term Life Insurance Subfund, the Health Care Subfund, the Industrial Insurance Subfund, the Special Employment Subfund, and the Unemployment Compensation Subfund.

- The Group Term Life Insurance Subfund contains the revenues and expenses related to the City's group term life insurance, long-term disability insurance, and accidental death and dismemberment insurance.
- The Health Care Subfund contains the revenues and expenses related to the City's medical, dental, and vision programs; Flexible Spending Account; Employee Assistance Program; and COBRA. The City is self-insured for some of the medical plans, and carries insurance for the remainder of the medical plans and for all dental and vision plans.
- The Industrial Insurance Subfund captures the revenues and expenditures associated with the Workers' Compensation and Safety Programs for City employees.
- The Special Employment Subfund contains the outside agency revenues and expenditures associated with the City's temporary, intern and work study programs.
- The Unemployment Compensation Subfund contains the revenues and expenditures associated with the City's unemployment insurance costs.

## Proposed Policy and Program Changes

In 2007, the City of Seattle is facing significant increases in health care costs. Average costs for the City's medical, dental, and vision plans are projected to grow by almost 14%. In addition, the City will continue to face significant annual increases in Industrial Insurance expenditures, primarily due to growth in medical costs in 2007-2008. As a result, departmental contributions to the Industrial Insurance Subfund are increasing from a total of \$13.2 million in the 2006 Adopted Budget to \$17.1 million in the 2007 Proposed Budget. To respond to the challenging increases in these two subfunds, a new Personnel Department position is created in 2007 to develop a strategic plan for containing Citywide health care and industrial insurance costs, and to promote wellness initiatives.

Beginning in 2006, all expenses related to employees hired by City departments through the Special Employment Program have been charged directly to the departments rather than passed through the Special Employment Subfund. The program occasionally provides employees to outside agencies, accounting for the small remaining program expenditures and revenues. The 2007 budget reflects increased outside agency usage.

Since 2003, the City's unemployment expenditures have decreased annually due, in part, to effective management of unemployment costs and to reduced layoffs. Over this same period, department contributions into the Unemployment Compensation Subfund were established using conservative assumptions that did not project significantly improved performance. The 2006 estimated fund balance is expected to be sufficient to offer departments a rate holiday, so the Executive proposes that departments make no contributions to the subfund in 2007. Assuming expenditures remain consistent with current projections, it is anticipated that the rate holiday will continue in 2008.

## Personnel Compensation Trust Subfunds

<b>Appropriations</b>	Summit	2005	2006	2007	2008
	Code	Actual	Adopted	Proposed	Proposed
Group Term Life Budget Control Level	NA000	707,701	850,000	870,000	896,000
Health Care Budget Control Level	NM000	89,392,823	97,930,108	119,693,938	134,012,179
Industrial Insurance Budget Control Level	NR500	13,582,805	14,440,467	17,050,867	17,712,224
Special Employment Budget Control Level	NT000	7,626,015	150,000	400,000	420,000
Unemployment Compensation Budget Control Level	NS000	1,181,711	3,030,000	1,822,500	1,822,500
<b>Department Total</b>		<b>112,491,055</b>	<b>116,400,575</b>	<b>139,837,305</b>	<b>154,862,903</b>
		2005	2006	2007	2008
<b>Resources</b>		Actual	Adopted	Proposed	Proposed
Other		112,491,055	116,400,575	139,837,305	154,862,903
<b>Department Total</b>		<b>112,491,055</b>	<b>116,400,575</b>	<b>139,837,305</b>	<b>154,862,903</b>

# Personnel Compensation Trust Subfunds

## Group Term Life Budget Control Level

### Purpose Statement

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

### Summary

Increase expected expenditures by \$20,000 (a 2.4% increase) to reflect latest cost projections.

	2005	2006	2007	2008
Expenditures	Actual	Adopted	Proposed	Proposed
Group Term Life Program	707,701	850,000	870,000	896,000

# Personnel Compensation Trust Subfunds

## Health Care Budget Control Level

### Purpose Statement

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

### Summary

Increase expected expenditures by \$21.76 million, reflecting actual renewal costs for plans for which the City carries insurance (such as Group Health) as well as projected renewal rates recommended by the City's consultant for health plans for which the City is self-insured (such as Aetna). A related investment in the Personnel Department funds a new position that will spearhead the City's efforts at containing health care and workers' compensation costs.

The State of Washington requires the City to maintain a reserve in this subfund to cover costs that have been incurred but not paid. Some of the City's labor agreements also specify how reserves in this subfund are created and used. The City intends to maintain a significant reserve due to the volatility of health care costs.

	2005	2006	2007	2008
Expenditures	Actual	Adopted	Proposed	Proposed
Health Care Program	89,392,823	97,930,108	119,693,938	134,012,179



# Personnel Compensation Trust Subfunds

## Industrial Insurance Budget Control Level

### Purpose Statement

The purpose of the Industrial Insurance Budget Control Level is to provide for medical claims, preventive care, workplace safety programs, and directly-related administrative expenses. Since 1972, the City of Seattle has been a self-insured employer as authorized under state law. The Industrial Insurance Subfund receives payments from City departments to pay for medical claims, preventive care, workplace safety programs, and directly-related administrative expenses.

### Summary

Increase expected expenditures by \$2.6 million. Increases in the cost per claim are the primary cause of the overall expenditure growth in the Industrial Insurance Subfund, and reflect the large increase in medical costs recently experienced by the City as well as by other governments and corporations throughout the nation. To respond to this trend, a related investment in the Personnel Department funds a new position that will spearhead the City's efforts at containing health care and workers' compensation costs.

Add \$40,000 to fund a workflow study and audit of processes and data in the Workers' Compensation Unit to streamline procedures and discover possible efficiencies in handling working claims from start to finish. Upon completion of this study and audit, the Personnel Department will be able to implement a more streamlined workers' compensation process, reduce the number of duplicate payments, and make the tracking of claims more efficient.

The State of Washington requires the City to maintain a reserve in this subfund to cover unexpected costs.

	2005	2006	2007	2008
Expenditures	Actual	Adopted	Proposed	Proposed
Industrial Insurance Program	13,582,805	14,440,467	17,050,867	17,712,224

# Personnel Compensation Trust Subfunds

## Special Employment Budget Control Level

### Purpose Statement

The purpose of the Special Employment Budget Control Level is to capture the expenditures associated with outside agency use of the City's temporary, intern and work study program. For example, the University of Washington uses this program to offer work study opportunities within the City of Seattle to its students. Outside agencies reimburse the City for costs. The Special Employment Subfund contains the revenues and expenditures associated with outside agency use of the City's temporary, intern and work study program. Expenses related to employees hired by City departments through the Special Employment Program are charged directly to the departments.

### Summary

Increase the budget by \$250,000, reflecting an increase in the rate at which outside agencies are using the program.

	2005	2006	2007	2008
Expenditures	Actual	Adopted	Proposed	Proposed
Special Employment Program	7,626,015	150,000	400,000	420,000

# Personnel Compensation Trust Subfunds

## Unemployment Compensation Budget Control Level

### Purpose Statement

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

### Summary

Decrease the budget by \$1.2 million, reflecting significant reductions in projected City of Seattle unemployment costs as a result of effective management coupled with the fact that, as the economy improved, the City had no budget-related layoffs over the past couple of years.

	2005	2006	2007	2008
Expenditures	Actual	Adopted	Proposed	Proposed
Unemployment Compensation Program	1,181,711	3,030,000	1,822,500	1,822,500

## Personnel Compensation Trust Subfunds

### Group Term Life Insurance Subfund

	2005 Actuals	2006 Adopted	2006 Revised	2007 Proposed	2008 Proposed
<b>Beginning Fund Balance</b>	<b>0</b>	<b>616,720</b>	<b>242,919</b>	<b>377,919</b>	<b>327,919</b>
Accounting and Technical Adjustments	0	0	0	0	0
Plus: Actual and Estimated Revenue	950,620	850,000	914,000	820,000	820,000
Less: Actual and Budgeted Expenditures	707,701	850,000	779,000	870,000	896,000
<b>Ending Fund Balance</b>	<b>242,919</b>	<b>616,720</b>	<b>377,919</b>	<b>327,919</b>	<b>251,919</b>
<b>Total Reserves</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Ending Unreserved Fund Balance</b>	<b>242,919</b>	<b>616,720</b>	<b>377,919</b>	<b>327,919</b>	<b>251,919</b>

## Personnel Compensation Trust Subfunds

### Health Care Subfund

	2005 Actuals	2006 Adopted	2006 Revised	2007 Proposed	2008 Proposed
<b>Beginning Fund Balance</b>	<b>9,929,061</b>	<b>13,367,487</b>	<b>16,286,398</b>	<b>19,471,048</b>	<b>22,638,352</b>
Accounting and Technical Adjustments	0	0	0	0	0
Plus: Actual and Estimated Revenue	95,750,160	99,185,147	108,364,944	122,861,242	137,594,636
Less: Actual and Budgeted Expenditures	89,392,823	97,930,108	105,180,294	119,693,938	134,012,179
<b>Ending Fund Balance</b>	<b>16,286,398</b>	<b>14,622,526</b>	<b>19,471,048</b>	<b>22,638,352</b>	<b>26,220,809</b>
Reserve - Health Care Purposes	1,646,995	2,099,819	5,411,824	7,192,021	9,220,918
Reserve - Rate Stabilization Fund	4,189,881	0	2,500,000	2,500,000	2,500,000
Reserve - State Law	10,449,522	12,522,707	11,559,224	12,946,331	14,499,891
<b>Total Reserves</b>	<b>16,286,398</b>	<b>14,622,526</b>	<b>19,471,048</b>	<b>22,638,352</b>	<b>26,220,809</b>
<b>Ending Unreserved Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Personnel Compensation Trust Subfunds

### Industrial Insurance Subfund

	2005 Actuals	2006 Adopted	2006 Revised	2007 Proposed	2008 Proposed
<b>Beginning Fund Balance</b>	4,749,902	4,925,058	4,375,031	2,445,031	2,714,164
Accounting and Technical Adjustments	0	0	0	0	0
Plus: Actual and Estimated Revenue	13,207,934	13,402,000	13,100,000	17,320,000	17,820,000
Less: Actual and Budgeted Expenditures	13,582,805	14,440,467	15,030,000	17,050,867	17,712,224
<b>Ending Fund Balance</b>	<b>4,375,031</b>	<b>3,886,591</b>	<b>2,445,031</b>	<b>2,714,164</b>	<b>2,821,940</b>
Reserve Requirement	2,200,798	2,800,000	2,250,000	2,652,405	2,731,977
<b>Total Reserves</b>	<b>2,200,798</b>	<b>2,800,000</b>	<b>2,250,000</b>	<b>2,652,405</b>	<b>2,731,977</b>
<b>Ending Unreserved Fund Balance</b>	<b>2,174,233</b>	<b>1,086,591</b>	<b>195,031</b>	<b>61,759</b>	<b>89,963</b>

## Personnel Compensation Trust Subfunds

### Special Employment Program Subfund

	2005 Actuals	2006 Adopted	2006 Revised	2007 Proposed	2008 Proposed
<b>Beginning Fund Balance</b>	<b>104,086</b>	<b>108,707</b>	<b>157,320</b>	<b>157,320</b>	<b>157,320</b>
Accounting and Technical Adjustments	0	0	0	0	0
Plus: Actual and Estimated Revenue	7,679,249	162,000	400,000	400,000	420,000
Less: Actual and Budgeted Expenditures	7,626,015	150,000	400,000	400,000	420,000
<b>Ending Fund Balance</b>	<b>157,320</b>	<b>120,707</b>	<b>157,320</b>	<b>157,320</b>	<b>157,320</b>

## Personnel Compensation Trust Subfunds

### Unemployment Compensation Subfund

	2005 Actuals	2006 Adopted	2006 Revised	2007 Proposed	2008 Proposed
<b>Beginning Fund Balance</b>	2,193,415	2,477,067	3,954,889	5,432,389	3,609,889
Accounting and Technical Adjustments	0	0	0	0	0
Plus: Actual and Estimated Revenue	2,943,185	3,000,000	3,000,000	0	0
Less: Actual and Budgeted Expenditures	1,181,711	3,030,000	1,522,500	1,822,500	1,822,500
<b>Ending Fund Balance</b>	<b>3,954,889</b>	<b>2,447,067</b>	<b>5,432,389</b>	<b>3,609,889</b>	<b>1,787,389</b>
Reserve Against Fund Balance	500,000	500,000	500,000	500,000	500,000
<b>Total Reserves</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>
<b>Ending Unreserved Fund Balance</b>	<b>3,454,889</b>	<b>1,947,067</b>	<b>4,932,389</b>	<b>3,109,889</b>	<b>1,287,389</b>



# Office of Policy and Management

## Mary Jean Ryan, Director

### Contact Information

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### Department Description

The Office of Policy and Management (OPM) provides policy development and assessment support to the Mayor and Council on major policy issues facing the City. OPM monitors critical external factors affecting Seattle's economic and community health, and recommends appropriate strategies. In addition, OPM coordinates and leads initiatives and projects involving multiple City departments. For example, complex real estate development projects require the participation of a variety of disciplines and City departments, as well as external stakeholders. OPM also works to develop partnerships to achieve City goals, taking advantage of the talent and perspectives of various private, public and community partners.

### Proposed Policy and Program Changes

The 2007-2008 Proposed Budget transfers in a position from the Department of Neighborhoods to perform geographic information system (GIS) work; adds a position to coordinate and implement the South Park Action Plan; and includes a part-time position to manage the implementation of the City's Immigrant and Refugee Action Plan. In addition, one-time funding is added to evaluate the City's Race and Social Justice Initiative (RSJI) in 2007.

## Policy and Management

	Summit	2005	2006	2007	2008
<b>Appropriations</b>	<b>Code</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Proposed</b>
<b>Policy and Management Budget</b>	<b>X1X00</b>	<b>1,831,569</b>	<b>2,027,269</b>	<b>2,399,605</b>	<b>2,426,089</b>
<b>Control Level</b>					
<b>Department Total</b>		<b>1,831,569</b>	<b>2,027,269</b>	<b>2,399,605</b>	<b>2,426,089</b>
<b>Department Full-time Equivalents Total*</b>		<b>15.00</b>	<b>16.00</b>	<b>18.50</b>	<b>18.50</b>

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

	2005	2006	2007	2008
<b>Resources</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Proposed</b>
General Subfund	1,831,569	2,027,269	2,399,605	2,426,089
<b>Department Total</b>	<b>1,831,569</b>	<b>2,027,269</b>	<b>2,399,605</b>	<b>2,426,089</b>

# Policy and Management

## Policy and Management Budget Control Level

### **Purpose Statement**

The purpose of the Policy and Management Budget Control Level is to provide policy assessment support to the Mayor and Council on major policy issues facing the City, and oversee progress on major projects and initiatives.

### **Summary**

Transfer in \$86,000 and 1.0 FTE Strategic Advisor 1 position from the Department of Neighborhoods to perform the geographic information system (GIS) function for the Executive and DON in OPM. In addition, transfer in \$46,000 funding for GIS-related line items. Add \$14,000 and reclassify the position to a Strategic Advisor 2 to reflect an increase in the level of duties of the position, for a total increase of \$146,000.

Add \$100,000 and 1.0 FTE Strategic Advisor 2 position to coordinate and implement the City's South Park Action Plan and to assist on other key community development projects.

Add \$50,000 and a 0.5 FTE Planning & Development Spec II position to staff the implementation of the City's Immigrant and Refugees Action Plan, and to oversee the delivery of citywide translation and interpretation services.

Add \$50,000 in one-time funding in 2007 to fund an evaluation of the City's Race and Social Justice Initiative (RSJI) and the effectiveness of the Initiative in achieving meaningful results.

Citywide adjustments to labor costs, and changes in inflation assumptions for other costs, increase the budget by \$26,000, for a net increase from the 2006 Adopted Budget to the 2007 Proposed Budget of approximately \$372,000.

	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
<b>Expenditures/FTE</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Proposed</b>
Policy and Management	1,831,569	2,027,269	2,399,605	2,426,089
Full-time Equivalents Total*	15.00	16.00	18.50	18.50

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



# Office of Sustainability and Environment

## Steve Nicholas, Director

### Contact Information

Department Information Line: (206) 615-0817

City of Seattle General Information: (206) 684-2489 TTY: (206) 615-0476

On the Web at: <http://www.seattle.gov/environment>

### Department Description

The Office of Sustainability and Environment (OSE) works to improve quality of life in Seattle by accelerating the adoption of sustainable practices by the City government and in the community. OSE leads the development, implementation, and communication of the City's Environmental Action Agenda (EAA), a strategy for environmental stewardship and sustainable development. OSE works with City departments and other partners, including government agencies, businesses and nonprofit organizations, to advance the EAA's goals in four priority areas:

- Climate Protection: reducing global warming pollution and improving air quality;
- Green Seattle: restoring the urban forest, increasing open space, and greening the built environment;
- Restore Our Waters: protecting and improving water quality and aquatic habitat;
- Healthy People & Communities: creating healthy urban centers, promoting sustainable practices, and improving environmental justice.

### Proposed Policy and Program Changes

The 2007-2008 Proposed Budget provides new resources for OSE to develop and manage the City's Climate Protection and Green Seattle initiatives. During the coming biennium, these initiatives will move into their implementation phases, and OSE will lead community outreach, interdepartmental coordination, and performance measurement.

The goal of the Climate Protection Initiative is to reduce greenhouse gas emissions within the Seattle city limits to at least seven percent below 1990 levels by 2012. In 2005, the Mayor appointed a Green Ribbon Commission (GRC) to develop recommendations that would enable Seattle to achieve this goal. In 2006, the GRC released its recommendations, and OSE developed the Seattle Climate Action Plan, which provides a roadmap for implementing the GRC's recommendations.

Across departments, the 2007-2008 Proposed Budget includes a number of investments to facilitate implementation of the Seattle Climate Action Plan. OSE's proposed budget includes new resources for communications and outreach to residents and businesses. Specifically, the budget adds resources for research and communications staff, technical assistance for Seattle businesses, outreach to commercial fleet operators, and funding for a campaign to inspire residents to reduce greenhouse gas emissions. The Proposed Budget also adds resources for OSE to buy carbon offsets for air travel by employees of the City's non-utility departments.

The goals of the Green Seattle Initiative are to restore the City's forested parklands, increase trees throughout the city, and expand open spaces in urban centers. In 2006, the City completed its Urban Forest Management Plan, which is a strategic action plan for preserving the city's urban forest and includes ambitious tree canopy cover goals for the community. Across departments, the 2007-2008 Proposed budget includes a number of investments in tree preservation, maintenance, and planting, as well as forest restoration. Specific to OSE, the Office's budget includes new resources to hire a municipal intern to conduct research and analysis to monitor progress on the City's urban forest management efforts.

## Sustainability and Environment

	Summit	2005	2006	2007	2008
<b>Appropriations</b>	<b>Code</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Proposed</b>
Office of Sustainability and Environment Budget Control Level	X1000	681,069	611,674	1,004,828	1,033,258
<b>Department Total</b>		<b>681,069</b>	<b>611,674</b>	<b>1,004,828</b>	<b>1,033,258</b>
<b>Department Full-time Equivalents Total*</b>		<b>4.00</b>	<b>5.00</b>	<b>6.00</b>	<b>6.00</b>

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

	2005	2006	2007	2008
<b>Resources</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Proposed</b>
General Subfund	681,069	611,674	1,004,828	1,033,258
<b>Department Total</b>	<b>681,069</b>	<b>611,674</b>	<b>1,004,828</b>	<b>1,033,258</b>

# Sustainability and Environment

## Office of Sustainability and Environment Budget Control Level

### **Purpose Statement**

The purpose of the Office of Sustainability and Environment Budget Control Level is to develop, communicate, implement, and monitor the City's Environmental Action Agenda (EAA) and subsidiary initiatives, including Climate Protection and Green Seattle.

### **Summary**

Transfer 0.5 FTE Strategic Advisor 1 position from Seattle Public Utilities (SPU), increase the position to 1.0 FTE, and add \$85,000 to fund the position. From 2004-2006, SPU loaned the above position to OSE to serve as the Office's Communications Advisor. The position develops communications strategies for all of the EAA initiatives, with a strong focus on Climate Protection and Green Seattle; builds regional partnerships to expand the impact of the Office's outreach efforts; and manages OSE's website and communications materials.

Continue an existing Strategic Advisor 1 position that provides research, analysis, and policy development for the Climate Protection Initiative. Funding for the position was set to sunset at the end of 2006, but the ongoing work of the Climate Protection Initiative merits continued staff support. The position monitors implementation of the Seattle Climate Action Plan, provides technical assistance to other City departments, and reports on progress.

Add \$30,000 to continue the staff-loan program with the United States Environmental Protection Agency (EPA). Since 2000, OSE has hosted a full-time loaned staff person from the EPA's Seattle office, usually on a two-year assignment to OSE. Under the current OSE-EPA partnership agreement, OSE pays for approximately one half of the position's salary, and the EPA covers the remaining salary costs and all benefits. In 2007, the loaned staff person will work on implementation of the Seattle Climate Action Plan.

Add \$175,000 for community outreach to inspire Seattle residents and businesses to reduce their greenhouse gas emissions. Outreach activities will include providing technical assistance on climate protection to businesses, creating a "Cool Fleets" program to increase private commercial fleet operators' fuel efficiency and use of biofuels, and educating residents on ways to reduce greenhouse gas emissions, including climate-friendly transportation options. OSE expects to leverage the City's funding for outreach with significant support from other public agencies and private organizations.

Add \$10,000 to buy carbon offsets for air travel by employees of the City's non-utility departments. OSE will contract with an organization that funds third-party verified projects that result in quantifiable reductions in greenhouse gas emissions that would not occur without the funding provided by the offset purchase. This funding will result in "zero net emissions" from business-related air travel by City employees, and will support new greenhouse gas emissions reduction projects.

Add \$30,000 for a municipal intern to work on the Green Seattle Initiative and the environmental justice component of the Race and Social Justice Initiative. The intern will conduct research and analysis to support implementation of the Urban Forest Management Plan, and will serve as OSE's representative in a multi-agency partnership to improve environmental quality in South Park.

Citywide adjustments to labor costs, and changes in inflation assumptions for other costs, increase the budget by \$63,000, for a net increase from the 2006 Adopted Budget to the 2007 Proposed Budget of approximately \$393,000.

## Sustainability and Environment

<b>Expenditures/FTE</b>	<b>2005 Actual</b>	<b>2006 Adopted</b>	<b>2007 Proposed</b>	<b>2008 Proposed</b>
Office of Sustainability and Environment	681,069	611,674	1,004,828	1,033,258
Full-time Equivalents Total*	4.00	5.00	6.00	6.00

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