

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.cityofseattle.net/audit/>

Department Description

The City Auditor is Seattle's independent internal auditor established by City Charter. The City Auditor is appointed by the chair of the City Council's Finance Committee and confirmed by the full Council to a six-year term of office.

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 analysis, and objective recommendations on how best to use public resources in support of citizens of Seattle.

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 reviews 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 2004 Endorsed Budget.

City Auditor

Appropriations	Summit Code	2002 Actual	2003 Adopted	2004 Endorsed	2004 Proposed
Office of City Auditor Budget Control Level	VG000	1,182,063	1,062,000	1,088,000	1,084,500
Department Total		1,182,063	1,062,000	1,088,000	1,084,500
Department Full-time Equivalents Total*		11.00	11.00	11.00	11.00

*FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.

Resources

General Subfund	0	1,062,000	1,088,000	1,084,500
Other Funds	1,182,063	0	0	0
Total	1,182,063	1,062,000	1,088,000	1,084,500

Office of City Auditor Budget Control Level

Purpose Statement

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

Program Summary

There are no substantive changes from the 2004 Endorsed Budget.

Expenditures/FTE	2002 Actual	2003 Adopted	2004 Endorsed	2004 Proposed
Office of City Auditor	1,182,063	1,062,000	1,088,000	1,084,500
Full-time Equivalents Total*	11.00	11.00	11.00	11.00

**FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.*

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) 615-0476

On the Web at: <http://www.cityofseattle.net/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 Federal Civil Rights Act, and Title II of the federal ADA Act.

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. The Office works closely with immigrants, people of color, sexual minorities, and disability advocates to inform them of their rights under the law. A wide array of printed materials is available, 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! About Race". As part of a broad social justice movement, SOCR challenges Seattle to eliminate discrimination in all its forms. SOCR staffs three volunteer commissions that advise the Mayor and City Council on relevant issues: Human Rights, Women's and Sexual Minorities Commissions.

Proposed Policy and Program Changes

There are no program changes from the 2004 Endorsed Budget.

Civil Rights

Appropriations	Summit Code	2002 Actual	2003 Adopted	2004 Endorsed	2004 Proposed
Civil Rights Budget Control Level					
Enforcement		1,265,100	1,077,043	1,103,953	1,078,248
Policy and Outreach		634,450	507,095	519,764	495,032
Civil Rights Budget Control Level	X1R00	1,899,550	1,584,138	1,623,717	1,573,280
Department Total		1,899,550	1,584,138	1,623,717	1,573,280
Department Full-time Equivalents Total*		24.50	22.00	22.00	22.00
<i>*FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.</i>					
Resources					
General Subfund		1,899,550	1,584,138	1,623,717	1,573,280
Total		1,899,550	1,584,138	1,623,717	1,573,280

Selected Midyear Performance Measures

Provide outreach and education to business, community groups, faith organizations and the general public on civil rights laws and issues and provide staff support to the Human Rights Commission, Women's Commission, and Commission for Sexual Minorities

Number of outreach presentations and training events to immigrant/community groups regarding fair housing, fair employment, other illegal discrimination, and SOCR services

2002 Year End Actuals: 46

2003 Midyear Actuals: 29

2003 Year End Projection: 48

Number of community education events

2002 Year End Actuals: 41

2003 Midyear Actuals: 22

2003 Year End Projection: 42

Number of anti-discrimination and fair housing materials developed and distributed

2002 Year End Actuals: 3,000

2003 Midyear Actuals: 2,100

2003 Year End Projection: 3,800

Promote equal access to services within the City of Seattle by enforcing City, State, and Federal anti-discrimination laws and investigate complaints to eliminate discrimination in housing, employment, public accommodations, and contracting

Percentage of customers (charging parties and respondents) who report that services were unbiased, professional, and courteous and would use SOCR services again or refer others to SOCR

2002 Year End Actuals: 73% (respondents); 32% (charging parties)

2003 Midyear Actuals: 84% (respondents); 40% (charging parties)

2003 Year End Projection: 90% (respondents); 45% (charging parties)

Number of cases closed per year

2002 Year End Actuals: 238

2003 Midyear Actuals: 113

2003 Year End Projection: 240

Average number of days from filing to investigator assignment (this measures promptness of initiating investigations after complaints are filed)

2002 Year End Actuals: 8

2003 Midyear Actuals: 19

2003 Year End Projection: 10

Average number of days from filing complaint to closure (this measures timelines and efficiency of investigations)

2002 Year End Actuals: 169

2003 Midyear Actuals: 156

2003 Year End Projection: 150

Civil Rights

Civil Rights Budget Control Level

Purpose Statement

The purpose of the Seattle Office for Civil Rights is to work towards eliminating discrimination in employment, housing, public accommodations, and contracting in the City of Seattle. The Office seeks to encourage and promote equal access and opportunity, civility, diverse participation, and social and economic equity.

	2002	2003	2004	2004
Program Expenditures	Actual	Adopted	Endorsed	Proposed
Enforcement	1,265,100	1,077,043	1,103,953	1,078,248
Policy and Outreach	634,450	507,095	519,764	495,032
TOTAL	1,899,550	1,584,138	1,623,717	1,573,280
Full-time Equivalents Total*	24.50	22.00	22.00	22.00

**FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.*

Civil Rights: Enforcement

Purpose Statement

The purpose of the Enforcement program is to investigate complaints of discrimination in housing, public accommodations, and City and private employment and contracting, as well as violations of the Mayor's "Executive Order Affirming the Right of All Citizens to Receive City Services Equally" in order to remedy acts of illegal discrimination and, when they are substantiated, resolve them through settlements.

The Enforcement program also coordinates the City's Title VI program. The Office provides training to City departments about the Federal Title VI requirement, investigates complaints of all Title VI violations, and produces annual reports regarding all of the City's Title VI compliance efforts.

Program Summary

Transfer funding for 0.25 FTE of an Enforcement Manager (Manager II Exempt) to HUD contract funding. With this change, 0.5 FTE of this position will be funded from General Fund and 0.5 FTE from HUD funds.

Citywide adjustments to inflation assumptions reduce the budget by \$4,000, for a total reduction from the 2004 Endorsed Budget to the 2004 Proposed Budget of approximately \$26,000.

	2002	2003	2004	2004
Expenditures/FTE	Actual	Adopted	Endorsed	Proposed
Enforcement	1,265,100	1,077,043	1,103,953	1,078,248
Full-time Equivalents Total*	16.00	14.50	14.50	14.50

**FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.*

Civil Rights: Policy and Outreach

Purpose Statement

The purpose of the Policy and Outreach program is to develop public policy as well as training and education for individuals, businesses, and landlords in Seattle in order to foster behaviors and practices that promote equal opportunity, equal access, civility, diverse participation, activism, and leadership.

Program Summary

Reduce budget for advertising, materials production, and miscellaneous service contracts by \$23,000. The Seattle Office for Civil Rights implemented this cut during 2003 to meet its midyear expenditure reduction target.

Citywide adjustments to inflation assumptions reduce the budget by \$2,000, for a total reduction from the 2004 Endorsed Budget to the 2004 Proposed Budget of approximately \$25,000.

Expenditures/FTE	2002 Actual	2003 Adopted	2004 Endorsed	2004 Proposed
Policy and Outreach	634,450	507,095	519,764	495,032
Full-time Equivalents Total*	8.50	7.50	7.50	7.50

**FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.*

Civil Service Commission

Ellis H. Casson, 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 2003, the Civil Service Commission's Executive Director position was reduced from full-time to half-time. The proposed budget provides an additional five hours per week for this position, so that the part-time Executive Director can meet legal deadlines and respond in a timely fashion to Commission work items.

Appropriations	Summit Code	2002 Actual	2003 Adopted	2004 Endorsed	2004 Proposed
Civil Service Commission Budget Control Level	V1C00	174,191	144,615	147,587	159,171
Department Total		174,191	144,615	147,587	159,171
Department Full-time Equivalents Total*		2.00	1.50	1.50	1.60

**FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.*

Resources

General Subfund	174,191	144,615	147,587	159,171
Total	174,191	144,615	147,587	159,171

Civil Service

Civil Service Commission Budget Control Level

Purpose Statement

The mission of the Civil Service Commission 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.

Program Summary

Increase a Strategic Advisor I, Exempt (Executive Director) position by 0.1 FTE, from 0.5 FTE to 0.6 FTE. The Executive Director's position was decreased from full-time to half-time in the 2003 adopted budget. The proposed adjustment will provide approximately five additional hours per week for this position. At 0.6 FTE, the part-time Executive Director will be better able to provide timely responses to clients and media, to meet legal deadlines, and to effectively address goals established by the Civil Service Commission as well as to implement 2001 audit recommendations. Citywide adjustments to inflation assumptions reduce the budget by less than \$500, for a net increase from the 2004 Endorsed Budget to the 2004 Proposed Budget of approximately \$12,000.

Expenditures/FTE	2002 Actual	2003 Adopted	2004 Endorsed	2004 Proposed
Civil Service Commission	174,191	144,615	147,587	159,171
Full-time Equivalents Total*	2.00	1.50	1.50	1.60

**FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.*

Employees' Retirement

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.cityofseattle.net/retirement/>

Department Description

The 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. Currently approximately 9,740 active employee members and 4,860 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

There are no program changes from the 2004 Endorsed Budget.

Appropriations	Summit Code	2002 Actual	2003 Adopted	2004 Endorsed	2004 Proposed
Employees' Retirement Budget Control Level	R1E00	5,036,142	7,304,112	8,124,433	8,124,433
Department Total		5,036,142	7,304,112	8,124,433	8,124,433
Department Full-time Equivalents Total*		13.50	13.50	13.50	13.50

**FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.*

Resources

Other Funds	5,036,142	7,304,112	8,124,433	8,124,433
Total	5,036,142	7,304,112	8,124,433	8,124,433

Employees' Retirement

Selected Midyear Performance Measures

Develop a diversified investment portfolio with the aim of achieving higher than average investment returns without unnecessary risk

Desired investment returns over the long run should be equal to, or greater than, the actuarial assumed rate of return, which is currently 8%.

2002 Year End Actuals: -8.4%

2003 Midyear Actuals: 9.4%

2003 Year End Projection: None

Employees' Retirement

Employees' Retirement Budget Control Level

Purpose Statement

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

Program Summary

There are no program changes from the 2004 Endorsed Budget.

Expenditures/FTE	2002 Actual	2003 Adopted	2004 Endorsed	2004 Proposed
Employees' Retirement	5,036,142	7,304,112	8,124,433	8,124,433
Full-time Equivalents Total*	13.50	13.50	13.50	13.50

**FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.*

Ethics and Elections Commission

Terry Thomas, 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.cityofseattle.net/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. SEEC also promotes informed elections through education, training, and enforcement of the City's Elections Code and Election Pamphlet Code.

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.

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, 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. SEEC either refers allegations of improper governmental actions to the appropriate agency or investigates those allegations itself.

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, 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.

SEEC produces voters' pamphlets for City elections and ballot measures. It makes these pamphlets available in several languages and produces both an audio version and, with King County, a video version.

Proposed Policy and Program Changes

There are no substantive changes from the 2004 Endorsed Budget.

Appropriations	Summit Code	2002 Actual	2003 Adopted	2004 Endorsed	2004 Proposed
Ethics and Elections Budget Control Level	V1T00	495,835	553,000	567,000	563,891

Ethics & Elections

Appropriations	Summit Code	2002 Actual	2003 Adopted	2004 Endorsed	2004 Proposed
Department Total		495,835	553,000	567,000	563,891
Department Full-time Equivalents Total*		5.50	5.20	5.20	5.20

**FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.*

Resources

General Subfund		495,835	553,000	567,000	563,891
Total		495,835	553,000	567,000	563,891

Ethics and Elections Budget Control Level

Purpose Statement

The purpose of the Compliance, Training, and Public Information 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.

Program Summary

There are no substantive changes from the 2004 Endorsed Budget.

Expenditures/FTE	2002 Actual	2003 Adopted	2004 Endorsed	2004 Proposed
Ethics and Elections	495,835	553,000	567,000	563,891
Full-time Equivalents Total*	5.50	5.20	5.20	5.20

**FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.*

Executive Administration

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.cityofseattle.net/executiveadministration/>

Department Description

In 2002, the Department of Finance was reorganized into two separate agencies, one to focus closely on financial management (retaining the name Department of Finance) and the other (Department of Executive Administration) to handle operational and administrative tasks performed by the previous Department of Finance. The new 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 2004 Proposed Budget centralizes budgets, consolidates functions with the Fleets and Facilities Department to more efficiently address emerging issues, and adjusts expenditures while maintaining DEA's essential services to its customers. Specifically, DEA is centralizing the Information Technology budgets without any budget impacts to the Business Technology Budget Control Level to improve its ability to consistently and efficiently manage technology replacements and purchases. In addition, DEA is extending the replacement cycles of technology hardware, such as workstations and servers, as a result of budget reductions. Other Business Technology reductions will result in information specialist services being performed during regular business hours while reserving overtime and specialist pay for critical issues.

In response to security concerns and new United States Postal Service regulations, the Warehousing Division is transferred from the Contracting Budget Control Level to the Fleets and Facilities Department (FFD). This transfer is consistent with the City's consolidation of departments in the new City campus. In addition, positions from Contracting Services are eliminated and ongoing work absorbed by remaining staff.

Adjustments to expenditures align the budget more closely with costs and services. The budget and the number of positions for the remittance processing unit are increased to provide more timely processing of tax and utility payments. Other increases include fees for the City's property/casualty insurance broker, the addition of a position to enforce the new license fee for monitored alarms, and the addition of personnel and equipment to support the Department of Transportation's new pay station program. Also, miscellaneous administrative expenditures, such as training, consultant services, and overtime in the Contracting, Executive Management, Financial Services and Revenue and Consumer Affairs Budget Control Levels are reduced.

Executive Administration

Appropriations	Summit Code	2002 Actual	2003 Adopted	2004 Endorsed	2004 Proposed
Animal Control Budget Control Level	C8600	2,471,823	2,437,719	2,520,901	2,485,206
Business Technology Budget Control Level	C8400	10,836,815	9,048,393	9,108,542	9,180,202
Contracting Budget Control Level	C8700	4,666,447	5,086,322	5,237,806	3,615,832
Executive Management Budget Control Level	C8100	4,792,765	1,960,935	2,020,280	2,074,502
Financial Services Budget Control Level	C8200	6,351,188	7,151,431	7,409,350	7,386,965
Revenue and Consumer Affairs Budget Control Level	C8500	4,171,078	3,804,698	3,937,060	3,884,913
Department Total		33,290,116	29,489,498	30,233,939	28,627,620
Department Full-time Equivalents Total*		290.60	245.35	245.35	238.95

*FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.

Resources

General Subfund	33,290,116	29,489,498	30,233,939	28,627,620
Total	33,290,116	29,489,498	30,233,939	28,627,620

Selected Midyear Performance Measures

Dedicated to providing efficient, effective services to Seattle residents and City departments

Number of utility bills paid through electronic debit or internet transactions

2002 Year End Actuals: 351,569

2003 Midyear Actuals: 184,000

2003 Year End Projection: 400,000

Amount of money saved via commodity purchases through the Copernicus program, which utilizes employee teams to institute efficient and effective procurement strategies

2002 Year End Actuals: \$3,300,000

2003 Midyear Actuals: [Savings are calculated on an annual basis]

2003 Year End Projection: \$2,300,000

Executive Administration

In the provision of City services, the Department will promote equity in opportunities for participation by small, economically disadvantaged businesses.

Number of small businesses, and women- and minority-owned businesses served by the Contracting Development and Competitiveness Center (CDCC)

2002 Year End Actuals: 15

2003 Midyear Actuals: 72

2003 Year End Projection: 125

Number of construction contracts let through the Small Construction Projects Roster Program

2002 Year End Actuals: 19

2003 Midyear Actuals: 15

2003 Year End Projection: 20

Provide animal care services to decrease pet overpopulation and maintain public safety

Number of volunteer hours

2002 Year End Actuals: 80,259 (volunteer hours at the Seattle Animal Shelter and through the foster care program)

2003 Midyear Actuals: 44,682 (volunteer hours at the Seattle Animal Shelter and through the foster care program)

2003 Year End Projection: 89,000

Number of animals placed

2002 Year End Actuals: 4,550

2003 Midyear Actuals: 1,705

2003 Year End Projection: 3,800

Executive Administration

Animal Control Budget Control Level

Purpose Statement

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

Program Summary

Transfer Animal Control's capital budget of \$20,000 for data processing equipment into the Business Technology Program to allow the Business Technology Division to manage departmentwide information technology assets more efficiently. This is a budget neutral impact.

Citywide adjustments to inflation assumptions reduce the budget by \$16,000, for a total reduction from the 2004 Endorsed Budget to the 2004 Proposed Budget of approximately \$36,000.

Expenditures/FTE	2002 Actual	2003 Adopted	2004 Endorsed	2004 Proposed
Animal Control	2,471,823	2,437,719	2,520,901	2,485,206
Full-time Equivalents Total*	34.00	31.00	31.00	31.00

**FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.*

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.

Program Summary

Transfer Information Technology hardware budgets from the other budget control levels to centralize the budget. Total transfer amount is \$293,000, with a budget neutral impact.

Extend replacement cycles for workstations and NT servers to four and five years, respectively, with a reduction to the hardware budget of \$70,000.

Reduce overtime and special pay by \$43,000, training budget by \$35,000, and consultant budgets by \$50,000. These reductions will result in the use of overtime and stand-by support for Summit only at month-end and critical year-end processing dates. Technical problems will be addressed during regular working hours. This will also reduce the amount of continuing education for Information Technology Specialists. Consultants will be used only in emergency situations. Reductions total \$128,000.

Correct a discrepancy in the 2004 Endorsed Budget related to the Department of Information Technology's cost allocations to DEA for Oracle software licensing costs for an increase of \$40,000.

Citywide adjustments to inflation assumptions reduce the budget by \$63,000, for a net increase from the 2004 Endorsed Budget to the 2004 Proposed Budget of approximately \$72,000.

Expenditures/FTE	2002 Actual	2003 Adopted	2004 Endorsed	2004 Proposed
Business Technology	10,836,815	9,048,393	9,108,542	9,180,202
Full-time Equivalents Total*	56.50	44.00	44.00	44.00

**FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.*

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.

Program Summary

Transfer Contracting's capital budget of \$33,000 for data processing equipment into the Business Technology Program to allow the Business Technology Division to manage department-wide information technology assets more efficiently. This is a budget neutral impact.

Reduce Purchasing Services Division's consultant, training, copying and overtime budget by \$25,000. Reduce the Warehousing Services budget for copy paper and janitorial paper by \$29,000.

Eliminate 1.0 FTE Assistant Management Systems Analyst and 1.0 FTE Civil Rights Analyst in the Contracting Services division. Both positions are currently vacant. Four remaining Civil Rights analysts may experience a strain on their contract monitoring resources and have difficulty responding to emergent issues. The position savings are \$89,000 and \$71,000 respectively.

Transfer the Warehousing Services from the Contracting Division to the Fleets and Facilities Department. This will increase efficiency in responding to new United States Postal Service postal regulations, address increased security concerns, and respond to the consolidation of City departments in the new City campus. Transfer 1.0 FTE Supply & Inventory Tech at \$56,000, 2.0 FTE Warehouse, Sr. at \$60,000 each, 1.0 FTE Warehouse Supv. at \$75,000, 1.0 FTE Manager 1, General Govt at \$88,000, 1.0 FTE Warehouse-BU at \$55,000, and 1.0 FTE Delivery Wkr at \$48,000. The non-labor budget savings associated with the transfer is \$918,000 for a total reduction of \$1,359,000 to DEA's budget.

Citywide adjustments to inflation assumptions reduce the budget by \$16,000, for a total reduction from the 2004 Endorsed Budget to the 2004 Proposed Budget of approximately \$1,622,000.

Expenditures/FTE	2002 Actual	2003 Adopted	2004 Endorsed	2004 Proposed
Contracting	4,666,447	5,086,322	5,237,806	3,615,832
Full-time Equivalents Total*	50.00	40.00	40.00	31.00

**FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.*

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 that Department managers, staff, and other decisionmakers can make informed decisions on how to best serve City customers.

Program Summary

Transfer Executive Management's capital budget of \$16,000 for data processing equipment into the Business Technology Program to allow the Business Technology Division to manage departmentwide information technology assets more efficiently. This is a budget neutral impact.

Reduce miscellaneous administrative costs by conducting an actuarial study of the City's self-insured liability and workers' compensation funds on a biennial, rather than annual, basis. This is a reduction of \$25,000.
Reduce miscellaneous personnel and consultant services budget by \$19,000.

Increase 0.6 FTE Admin Spec III to 0.95 FTE in the Risk Management Division for an increase of \$18,000. This is a budget neutral impact by reducing the temporary/intern budget by \$18,000.

Increase expenditure for the City's fees for property/casualty insurance broker due to increasing costs in excess of amount budgeted. This is an increase of \$123,000.

Citywide adjustments to inflation assumptions reduce the budget by \$9,000 for a total net increase from the 2004 Endorsed Budget to the 2004 Proposed Budget of approximately \$54,000.

Expenditures/FTE	2002 Actual	2003 Adopted	2004 Endorsed	2004 Proposed
Executive Management	4,792,765	1,960,935	2,020,280	2,074,502
Full-time Equivalents Total*	17.10	16.60	16.60	16.95

**FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.*

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.

Program Summary

Transfer Financial Service's capital budget of \$152,000 for data processing equipment into the Business Technology Program to allow the Business Technology Division to manage department-wide information technology assets more efficiently. This is a budget neutral impact.

Reduce training budget in Financial Services program by \$7,000 as part of miscellaneous administrative reductions.

Eliminate a vacant 0.5 FTE Sr. Accountant and increase a 0.5 FTE Accountant position to full time. One full-time position meets the needs of the Accounting Services Division more efficiently than two half-time accountant positions. This results in a net decrease of \$9,000.

Add 1.0 FTE Remittance Processing Technician to assist with Business and Occupation tax and utility payment remittance processing. The cost is \$50,000 for the full-time position. Also increase the TES budget by \$25,000 to provide quarterly/year-end peak load remittance processing. These increases will allow the Remittance Processing Unit to process utility and Business and Occupation tax payments in a more timely manner.

Add 0.25 FTE Parking Meter Collector and equipment to support the implementation of SDOT's new pay station technology for a total of \$130,000.

Citywide adjustments to inflation assumptions reduce the budget by \$59,000, for a total reduction from the 2004 Endorsed Budget to the 2004 Proposed Budget of approximately \$22,000.

Expenditures/FTE	2002 Actual	2003 Adopted	2004 Endorsed	2004 Proposed
Financial Services	6,351,188	7,151,431	7,409,350	7,386,965
Full-time Equivalents Total*	87.00	71.25	71.25	72.50

**FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.*

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.

Program Summary

Transfer Revenue and Consumer Affairs' capital budget of \$72,000 for data processing equipment into the Business Technology Program to allow the Business Technology Division to manage department-wide information technology assets more efficiently. This is a budget neutral impact.

Reclass the Supervising Licenses & Standards Inspector position to a Paralegal to accomplish code revision work and anticipated legislation. Managerial duties were reassigned from the vacant Inspector position in anticipation of the reclass to Paralegal. This will result in a savings of \$16,000.

Add 0.5 FTE Admin Spec II to assist with Business and Occupation tax processing. The cost is \$24,000 for the half-time position. Reduce vehicle rental/fuel budget by \$7,000.

Add 0.5 FTE Licenses & Standards Inspector to enforce the new regulatory \$40 license fee for each burglar alarm installed in the City. This is a cost of \$39,000.

Citywide adjustments to inflation assumptions reduce the budget by \$20,000, for a total reduction from the 2004 Endorsed Budget to the 2004 Proposed Budget of approximately \$52,000.

Expenditures/FTE	2002 Actual	2003 Adopted	2004 Endorsed	2004 Proposed
Revenue and Consumer Affairs	4,171,078	3,804,698	3,937,060	3,884,913
Full-time Equivalents Total*	46.00	42.50	42.50	43.50

**FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.*

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.cityofseattle.net/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 2004 Proposed Budget abrogates one analyst position to meet required budget reduction targets. Increased fiscal agency fees for General Obligation Bonds, and other unanticipated cost increases, are offset by reductions to expenditures such as training and software.

Appropriations	Summit Code	2002 Actual	2003 Adopted	2004 Endorsed	2004 Proposed
Finance Budget Control Level	46010	3,585,082	3,807,098	3,918,348	3,747,479
Department Total		3,585,082	3,807,098	3,918,348	3,747,479
Department Full-time Equivalents Total*		34.50	35.00	35.00	34.00

**FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.*

Resources

General Subfund	3,585,082	3,807,098	3,918,348	3,747,479
Total	3,585,082	3,807,098	3,918,348	3,747,479

Finance

Finance Budget Control Level

Purpose Statement

The purpose of the Finance Budget Control Level is to provide a results-based budget, policy development and financial management for the Mayor, so that the Mayor, City Council, and citizens can make informed decisions to achieve the City's goals.

Program Summary

Abrogate 1.0 FTE Strategic Advisor 2, resulting in salary and benefits savings of approximately \$84,000. Increased fiscal agency fees for General Obligation Bonds, higher health care costs than anticipated, salary adjustments and pension cost adjustments are offset by cuts in tuition and travel, software, and other miscellaneous cuts, for a net reduction of \$16,000.

The Department of Finance is scheduled to receive a CDBG appropriation of approximately \$53,000 in the 2004 Proposed Budget, which supports staff work related to management of the CDBG program. In order to provide a more clear and accurate representation of revenues and expenditures in the budget, the CDBG appropriation is shown exclusively in the CDBG Budget. The amount of the CDBG appropriation, which was included in the 2004 Endorsed Department of Finance Budget, is subtracted in the 2004 Proposed Department of Finance Budget.

Citywide adjustments to inflation assumptions reduce the budget by \$18,000, for a total reduction from the 2004 Endorsed Budget to the 2004 Proposed Budget of approximately \$171,000.

Expenditures/FTE	2002 Actual	2003 Adopted	2004 Endorsed	2004 Proposed
Finance	3,585,082	3,807,098	3,918,348	3,747,479
Full-time Equivalents Total*	34.50	35.00	35.00	34.00

**FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.*

Finance General

Department Description

The mission of Finance General is to allocate General Subfund appropriations to reserve and bond redemption funds, City department operating funds, and certain inter-departmental projects for which there is desire for Council, Mayor, or Department of Finance oversight.

Proposed Policy and Program Changes

Several Finance General appropriations are shifted to departments in the 2004 Proposed Budget. Community Health Center Partners moves to Public Health. Community Service Officers and Crime Survivor Services moves to the Seattle Police Department. Council Oversight of Utilities moves to the Legislative Department. In addition, some funds from the Libraries for All Reserve and the Parks New Facilities Reserve move to the Seattle Public Library and the Department of Parks and Recreation respectively.

Appropriations

Appropriation to General Fund Subfunds and Special Funds

The purpose of the Appropriation to General Fund Subfunds and Special Funds Budget Control Level is to appropriate General Subfund resources to bond redemption or special purpose funds. These appropriations appear as operating transfers to the funds or subfunds they support.

	Summit Code	2002 Actual	2003 Adopted	2004 Endorsed	2004 Proposed
Cumulative Reserve Subfund - Revenue Stabilization Account	Q5971166	0	2,400,000	0	0
Emergency Subfund	Q5971185	6,806,788	2,139,000	1,341,000	1,343,750
General Bond	Q5972010	21,735,967	29,046,000	29,665,000	29,665,000
Interest/Redemption Fund					
Judgment/Claims Subfund	Q5971260	11,000,000	801,020	801,020	801,020
Liability Insurance	QA001001	0	3,843,000	4,228,000	4,228,000
Neighborhood Matching Subfund	Q5971650	4,313,434	3,413,000	3,313,000	3,168,429
Seattle Center Fund - Admissions Tax for Key Arena	Q5971142	1,319,501	1,522,000	1,522,000	1,522,000
Total Appropriations		45,175,690	43,164,020	40,870,020	40,728,199

Finance General

Appropriations

Reserves

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.

By Council action, each program in the Reserves Budget Control Level – with the exception of the Revenue Stabilization Account – is subject to a budget proviso. Specifically, the amount appropriated for each of these programs is intended solely for the program listed and may not be spent for any other purpose.

	Summit Code	2002 Actual	2003 Adopted	2004 Endorsed	2004 Proposed
City Clerk - Referendum Advertisements	Q5113001	128,574	49,036	50,507	50,507
Community Health Center Partners	Q-D012001	0	2,541,504	3,697,438	0
Community Service Officers	QD020001	0	0	462,522	0
Council Oversight of Utilities	QD014001	0	600,000	725,000	0
Crime Survivor Services	QD022001	0	0	268,495	0
Dues/Memberships	Q5199081	238,461	20,674	21,294	21,294
Election Expense	Q5117000	819,531	815,125	427,579	427,579
Flexcar Program	QD004001	31,845	0	0	0
Food Banks	QD018001	0	500,000	0	0
Get Engaged: City Boards and Commissions	QD016001	0	11,000	0	30,000
Health Care Reserve	QD017001	0	201,024	303,480	303,480
Internal Investigations Auditor	Q5112001	0	40,000	41,200	41,200
Libraries for All Reserve	QD009001	0	181,086	2,825,979	2,171,314
Muckleshoot Tribe Payment	Q5769001	500,000	587,000	558,000	558,000
Pacific Science Center Lease Reserve	Q5753012	120,000	123,000	126,690	126,690
Parks New Facilities Reserve	QD021001	0	0	400,000	0
Police Intelligence Audit	Q5211022	0	4,100	4,223	4,223
Puget Sound Air Pollution Control Agency	Q5317000	268,147	274,851	283,096	283,096
Salary Adjustment Reserve	QD019001	0	500,000	560,000	0
Sesquicentennial Commemoration	Q5732003	40,000	0	0	0
Sound Transit Local Contribution - Sales Tax Offset	Q5476001	0	300,000	300,000	700,000
State Examiner	Q5142321	606,680	636,150	658,289	658,289
Trip Reduction Initiative	Q5434000	52,104	0	0	0
Voter Registration	Q5118000	562,123	615,920	634,398	634,398
Total Appropriations		3,367,465	8,000,470	12,348,190	6,010,070

Appropriations

Support to Operating Funds

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 fund. These appropriations appear as operating transfers to the funds they support.

	Summit Code	2002 Actual	2003 Adopted	2004 Endorsed	2004 Proposed
Engineering Services Fund	Q5975310	1,101,467	1,008,000	1,034,000	1,003,264
Firemen's Pension Fund	TBD	0	0	0	16,328,569
Fleets and Facilities Fund	Q5975030	3,145,616	2,806,515	2,944,527	2,036,071
Housing Fund	Q5971660	545,771	0	0	0
Human Services Operating Fund	Q5971620	25,828,650	24,204,269	24,559,772	23,648,041
Information Technology Fund	Q5975041	4,411,077	3,295,551	3,232,392	2,967,901
Library Fund	Q5971041	33,542,532	31,902,808	33,822,730	32,934,279
Low-Income Housing Fund	Q5971640	750,000	0	0	0
Park and Recreation Fund	Q5971020	35,053,203	33,424,303	34,932,307	35,720,658
Planning and Development Fund	Q5971570	6,764,504	9,525,186	9,781,970	9,754,482
Police Relief and Pension Fund	Q5976040	12,862,173	14,852,113	15,871,780	15,677,780
Seattle Center Fund	Q5971141	8,172,202	8,935,537	8,672,395	8,631,663
Solid Waste Fund	Q5974501	0	1,369,003	1,415,561	1,276,968
Transportation Fund	Q5971031	0	39,915,108	41,182,716	36,281,699
Total Appropriations		132,177,195	171,238,393	177,450,150	186,261,375
Department Total		180,720,350	222,402,883	230,668,360	232,999,644

Fleets and Facilities Department

John Franklin, 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.cityofseattle.net/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 five major operating functions, including the Real Estate Services division; Architecture, Engineering, and Space Planning division; Facilities Operations division; Fleet Services division; and Design, Print, and Copy division.

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

The Architecture, Engineering, and Space Planning division oversees the design, construction, commission, and initial departmental occupancy of many City facilities. Staff plans and coordinates office remodeling projects and space changes. Staff from this division also work with the consultants that manage the Civic Center redevelopment 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 mail room.

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

The Design, Print, and Copy division provides graphic design, photography, duplicating, offset printing, and digital technology services to City departments and manages a print shop and a photocopy center.

Proposed Policy and Program Changes

As part of the City's continuing effort to improve the efficiency and effectiveness of internal service delivery, the City's Warehousing Services function performed by the Department of Executive Administration (DEA) is transferred into the Fleets and Facilities Department's (FFD) Facility Operations Program. In addition, the Mail Messenger Services function of the City Design, Print, and Copy Program is transferred into the Facilities Operations Program and is merged with the Warehousing Services operations. This reorganization consolidates services and staffing for citywide mail and citywide delivery operations in an effort to expand services in response to new United States Post Office mail delivery regulations regarding City facilities while minimizing overall City costs. No new positions are created and associated increased expenditures are offset by expenditure reductions within the Facility Operations Program.

In an effort to improve financial performance, strengthen operational procedures, and realign production capacity with more accurate forecasts of customer demand for service, the City Design, Print, and Copy unit has

Fleets & Facilities

been reorganized and reduced in size. Five full-time positions are abrogated, one part-time position is converted to full-time for a net reduction of 4.5 FTE, and both staffing costs and equipment leases are substantially reduced.

Various line items and miscellaneous cuts are made to FFD's programs, but these do not result in substantive program changes from the 2004 Endorsed Budget.

Appropriations	Summit Code	2002 Actual	2003 Adopted	2004 Endorsed	2004 Proposed
Administration Budget Control Level	A1000	2,275,538	3,011,437	3,084,624	2,987,031
Facility Operations Budget Control Level	A3000	23,608,658	25,168,340	26,440,056	27,806,515
Fleet Services Budget Control Level					
Vehicle Fueling		2,995,535	4,015,669	4,304,832	4,299,832
Vehicle Leasing		11,590,986	14,224,527	14,358,242	14,358,242
Vehicle Maintenance		13,711,881	14,880,361	15,288,042	14,629,244
Fleet Services Budget Control Level	A2000	28,298,402	33,120,557	33,951,116	33,287,318
Technical Services Budget Control Level					
Architecture, Engineering, and Space Planning		2,479,633	2,118,327	2,180,691	2,115,976
City Design, Print, and Copy		3,714,016	4,043,395	4,172,709	3,527,296
Real Estate Services		1,970,975	1,721,567	1,770,421	1,733,426
Technical Services Budget Control Level	A3100	8,164,624	7,883,289	8,123,821	7,376,698
Department Total		62,347,222	69,183,623	71,599,617	71,457,562
Department Full-time Equivalents Total*		334.00	313.00	313.00	319.50

*FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.

Resources

General Subfund	2,874,399	2,806,515	2,944,527	2,036,071
Other Funds	59,472,823	66,377,108	68,655,090	69,421,491
Total	62,347,222	69,183,623	71,599,617	71,457,562

Selected Midyear Performance Measures

The Fleets and Facilities Department is dedicated to effectively and efficiently managing and maintaining approximately one hundred buildings, including all fire stations, police precincts, shops, and downtown office buildings.

Percentage of maintenance staff time spent on customer requests and routine building maintenance

2002 Year End Actuals: 73%, compared to a target of 72%

2003 Midyear Actuals: 73%, compared to a target of 72%

2003 Year End Projection: 72%, compared to a target of 72%

Average maintenance cost per square foot, annualized, for facilities operated 24-hours a day

2002 Year End Actuals: \$6.57, compared to a target of \$6.60

2003 Midyear Actuals: \$6.60, compared to a target of \$6.60

2003 Year End Projection: \$6.60, compared to a target of \$6.60

The Fleets and Facilities Department is committed to effectively implementing its Capital Improvement Program (CIP), which includes completing the Civic Center project, developing new public safety and support facilities, renovating buildings damaged by the February 2001 earthquake, and performing major maintenance on existing facilities.

Total annualized CIP expenditures as percentage of planned spending.

2002 Year End Actuals: 85%, compared to a target range of 90% to 110%

2003 Midyear Actuals: 61%, compared to a target range of 90% to 110%

2003 Year End Projection: 100%, compared to a target range of 90% to 110%

The Fleets and Facilities Department is committed to effectively and efficiently managing the City's vehicle and equipment operations in full compliance with environmental and safety regulations to maintain a safe and healthy environment for citizens and employees.

Ratio of preventive maintenance costs to unscheduled maintenance costs for leased vehicles

2002 Year End Actuals: 39:61, compared to a target of 50:50

2003 Midyear Actuals: 45:55, compared to a target of 50:50

2003 Year End Projection: 50:50, compared to a target of 50:50

Percent of City Fleet that are alternative fuel and advanced technology vehicles

2002 Year End Actuals: 5.2%, compared to a target of 5.6%

2003 Midyear Actuals: 5.4%, compared to a target of 5.6%

2003 Year End Projection: 5.6%, compared to a target of 5.6%

Fleets & 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.

Program Summary

Reduce Temporary Employee Service (TES) usage, department-wide training, and database programming costs by \$92,000. Citywide adjustments to inflation assumptions reduce the budget by \$6,000, for a total reduction from the 2004 Endorsed Budget to the 2004 Proposed Budget of approximately \$98,000.

Expenditures/FTE	2002 Actual	2003 Adopted	2004 Endorsed	2004 Proposed
Administration	2,275,538	3,011,437	3,084,624	2,987,031
Full-time Equivalents Total*	28.50	30.50	30.50	30.50

**FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.*

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 to benefit its citizens; to provide cost-effective maintenance, operations, inspections, and repair of City-owned facilities; to 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; to manage City-owned parking facilities that provide short-term and long-term parking for the public and employee populations housed by City-owned buildings; and provide centralized warehousing and mail services so that the City's investments and internal services are optimally utilized by departments and City residents.

Program Summary

Add 1.0 FTE Electrical Crew Chief and 2.0 FTE Janitor positions and increase program funding by \$191,000. These positions were abrogated through the 2003 budget, but are now viewed as necessary to operate the department effectively due to labor/shop practices and the increase in workload due to the new City Hall and Justice Center. The cost of these adds have been offset by other budget reductions within the program.

Transfer in 1.0 FTE Warehouse Supervisor, 1.0 FTE Supply & Inventory Technician, 1.0 FTE Delivery Worker, 1.0 FTE General Government Manager I, 1.0 FTE Warehouse - BU, and 2.0 FTE Senior Warehouse positions; transfer in funding for salaries and support costs in the amount of \$1,359,000; and transfer in responsibility for the City's Central Warehousing functions from the Department of Executive Administration's Purchasing Program to the Facility Operations Program.

Transfer in 1.0 FTE Lead Mail Courier and 2.0 FTE Mail Courier positions; transfer in funding for salaries and support costs in the amount of \$229,000; and transfer in responsibility for Citywide Mail Services from the City Design, Print, and Copy Program to the Facility Operations Program.

Combine newly transferred functions of Central Warehousing and Mail Services into single unit; expand Citywide Mail Services function in response to new United States Post Office mail delivery regulations regarding City facilities; and add funding for support costs in the amount of \$106,000. The cost of these adds have been offset by other budget reductions within the program.

Reduce private lease expenditures for Dexter Horton Building lease due to early departure of City tenants to Key Tower by \$284,000 and reduce expenditures for Park 90/5 shop project by \$200,000 through the use of other departmental capital funding sources.

Citywide adjustments to inflation assumptions reduce the budget by \$34,000, for a net increase from the 2004 Endorsed Budget to the 2004 Proposed Budget of approximately \$1,367,000.

Expenditures/FTE	2002	2003	2004	2004
	Actual	Adopted	Endorsed	Proposed
Facility Operations	23,608,658	25,168,340	26,440,056	27,806,515
Full-time Equivalents Total*	88.00	77.00	77.00	90.00

*FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.

Fleets & 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.

	2002 Actual	2003 Adopted	2004 Endorsed	2004 Proposed
Program Expenditures				
Vehicle Fueling	2,995,535	4,015,669	4,304,832	4,299,832
Vehicle Leasing	11,590,986	14,224,527	14,358,242	14,358,242
Vehicle Maintenance	13,711,881	14,880,361	15,288,042	14,629,244
TOTAL	28,298,402	33,120,557	33,951,116	33,287,318
Full-time Equivalents Total*	145.00	143.00	143.00	143.00

*FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.

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 that are in alignment with environmental stewardship goals.

Program Summary

Reduce miscellaneous line items by \$5,000. The total reduction from the 2004 Endorsed Budget to the 2004 Proposed Budget is \$5,000.

	2002 Actual	2003 Adopted	2004 Endorsed	2004 Proposed
Expenditures/FTE				
Vehicle Fueling	2,995,535	4,015,669	4,304,832	4,299,832
Full-time Equivalents Total*	3.49	3.00	3.00	3.00

*FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.

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 so that they have the equipment necessary to support public services.

Program Summary

There are no substantive program changes from the 2004 Endorsed Budget.

Expenditures/FTE	2002 Actual	2003 Adopted	2004 Endorsed	2004 Proposed
Vehicle Leasing	11,590,986	14,224,527	14,358,242	14,358,242
Full-time Equivalents Total*	10.47	11.00	11.00	11.00

**FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.*

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 so that they can safely and effectively complete their mission.

Program Summary

Reduce automotive parts inventory and vehicle maintenance work by outside vendors and associated expenditures by \$327,000, resulting in an acceptable service impact to City customers. Reduce expenditures for low-sulfur diesel particulate fuel traps to recognize savings in overall installation costs without reducing program scope or planned achievements by \$323,000. Citywide adjustments to inflation assumptions reduce the budget by \$9,000, for a total reduction from the 2004 Endorsed Budget to the 2004 Proposed Budget of approximately \$659,000.

Expenditures/FTE	2002 Actual	2003 Adopted	2004 Endorsed	2004 Proposed
Vehicle Maintenance	13,711,881	14,880,361	15,288,042	14,629,244
Full-time Equivalents Total*	131.04	129.00	129.00	129.00

**FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.*

Fleets & Facilities

Technical Services Budget Control Level

Purpose Statement

The purpose of the Technical Services Budget Control Level is to provide great built environments to City employees and the people of Seattle, to develop and implement policies for the acquisition, disposition, and strategic management of City real estate, and to manage the City Design, Print, and Copy Program. Services range from architecture, engineering, space planning, project planning and development, acquisition and disposition of property rights, technical real estate services, and centralized property database management, to graphic design and digital document technology.

	2002 Actual	2003 Adopted	2004 Endorsed	2004 Proposed
Program Expenditures				
Architecture, Engineering, and Space Planning	2,479,633	2,118,327	2,180,691	2,115,976
City Design, Print, and Copy	3,714,016	4,043,395	4,172,709	3,527,296
Real Estate Services	1,970,975	1,721,567	1,770,421	1,733,426
TOTAL	8,164,624	7,883,289	8,123,821	7,376,698
Full-time Equivalents Total*	72.50	62.50	62.50	56.00

*FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.

Technical Services: Architecture, Engineering, and Space Planning

Purpose Statement

The purpose of the Architecture, Engineering, and Space Planning program is to provide great built environments so that City staff can work and citizens can conduct business in a productive and pleasing environment.

Program Summary

Reduce various line item expenditures and consultant services by \$61,000. Add 1.0 FTE position (not yet classified) resulting from Temporary Employee Services (TES) position conversion for an ongoing body of work not previously identified by the City's Scannell TES review process. The position add is budget neutral, as funding that previously paid for the TES position is sufficient to pay a permanent employee's salary and benefits. Citywide adjustments to inflation assumptions reduce the budget by \$4,000, for a total reduction from the 2004 Endorsed Budget to the 2004 Proposed Budget of approximately \$65,000.

	2002 Actual	2003 Adopted	2004 Endorsed	2004 Proposed
Expenditures/FTE				
Architecture, Engineering, and Space Planning	2,479,633	2,118,327	2,180,691	2,115,976
Full-time Equivalents Total*	17.00	17.00	17.00	18.00

*FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.

Technical Services: City Design, Print, and Copy

Purpose Statement

The purpose of the City Design, Print, and Copy (CDPC) program is to provide graphic design, photocopy, digital and offset printing to other City departments so that departments can communicate effectively with their customers and manage their documents efficiently. The program supports internal communication across divisions and between departments, communication with public officials, and communication with the general public.

Program Summary

Transfer out 1.0 FTE Lead Mail Courier and 2.0 FTE Mail Courier positions; transfer out funding for salaries and support costs in the amount of \$229,000; and transfer out responsibility for Citywide Mail Services from the City Design, Print, and Copy Program to the Facility Operations Program.

Reduce expenditures for photocopy equipment leasing by \$105,000 through more cost-effective vendor contract management.

Abrogate 1.0 FTE Civil Engineering Special Assistant I, 1.0 FTE Senior Duplicating Equipment Operator, 1.0 FTE Graphics Arts Designer, 1.0 FTE Photographic Services Supervisor, and 1.0 FTE Public Relations Specialist; reclass 1.0 FTE Printing Equipment Operator to 1.0 FTE Senior Printing Equipment Operator; increase 0.5 FTE Graphics Art Designer to 1.0 FTE Graphics Art Designer; and reduce salary and support costs by \$307,000. These actions reflect the recommendations of an independent consultant hired to improve CDPC financial performance, strengthen operational procedures, and realign production capacity with more accurate forecasts of customer demand for service.

Citywide adjustments to inflation assumptions reduce the budget by \$4,000, for a total reduction from the 2004 Endorsed Budget to the 2004 Proposed Budget of approximately \$645,000.

Expenditures/FTE	2002	2003	2004	2004
	Actual	Adopted	Endorsed	Proposed
City Design, Print, and Copy	3,714,016	4,043,395	4,172,709	3,527,296
Full-time Equivalents Total*	37.50	32.50	32.50	25.00

**FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.*

Fleets & 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 so that assets are managed in the long-term interests of the City and its citizens as a whole.

Program Summary

Reduce miscellaneous line items by \$34,000. Citywide adjustments to inflation assumptions reduce the budget by \$3,000, for a total reduction from the 2004 Endorsed Budget to the 2004 Proposed Budget of approximately \$37,000.

Expenditures/FTE	2002 Actual	2003 Adopted	2004 Endorsed	2004 Proposed
Real Estate Services	1,970,975	1,721,567	1,770,421	1,733,426
Full-time Equivalents Total*	18.00	13.00	13.00	13.00

**FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.*

Fleets & Facilities

2004 Estimated Revenues for the Fleets & Facilities Operating Fund

Summit Code	Source	2002 Actual	2003 Adopted	2004 Endorsed	2004 Proposed
A1000	Administration Budget Control Level				
587001	Oper Tr In - GF	\$ 944,004	\$ -	\$ -	\$ -
587001	Oper Tr In - Key Tower	-	-	-	248,612
587460	Oper Tr In - Parking Garage	-	-	-	101,159
	Other Miscellaneous Revenue	58,651	-	-	-
	Use of Fund Balance	-	-	-	(5,593)
	Operating Fund Transfer to City Light	-	-	-	(23,190)
	Operating Fund Transfer to DCLU	-	-	-	(6,092)
	Operating Fund Transfer to General Subfund	-	-	-	-
	Operating Fund Transfer to Retirement	-	-	-	(247)
	Operating Fund Transfer to SDOT	-	-	-	(24,879)
	Operating Fund Transfer to SPU	-	-	-	(37,593)
	Change in Working Capital	1,272,883	3,011,437	3,084,624	2,734,853
	Subfund Total for A11	\$ 2,275,538	\$ 3,011,437	\$ 3,084,624	\$ 2,987,031
A2000	Fleet Services Budget Control Level				
437010	Interlocal Grants - Clean Cities	\$ -	\$ 45,013	\$ 45,013	\$ 45,013
444300	Vehicle & Equip Repair Charges - Non-City	274,381	483,037	496,078	496,078
444500	Fuel Sales - Non-City	162,002	210,050	225,050	225,050
462190	Other Equip/Vehicle Rentals - Non-City	11,919	20,159	21,292	21,292
462250	Vehicle Equipment Leases - Non-City	810,636	772,344	799,376	799,376
544300	IF Vehicle & Equipment Repair Charges	5,045,052	5,138,896	5,274,645	5,274,645
544400	IF Sale of Parts	-	3,051,538	3,122,530	-
544500	Fuel Traps - City Light	-	300,000	300,000	300,000
544500	Fuel Traps - GF	249,996	450,000	442,500	120,000
544500	Fuel Traps - SPU	-	127,500	112,500	112,500
544500	IF Fuel Sales	3,016,612	3,834,590	4,104,240	4,104,240
562150	IF Motor Pool Rental Charges	284,791	482,237	509,345	509,345
562250	IF Vehicle Equipment Leases	21,662,537	21,124,375	21,632,358	21,632,358
587001	Oper Tr In - GF	72,000	-	-	-
644300	INTRAF Vehicle & Equip Repair Charges	10,055,247	3,000,256	3,187,179	3,187,179
644400	INTRAF Sale of Parts	4,812,390	4,214,029	4,312,065	7,434,595
644500	INTRAF Fuel Sales	72,247	93,698	100,383	100,383
662150	INTRAF Motor Pool Rental Charges	81,382	51,184	54,061	54,061
662250	INTRAF Vehicle Equipment Leases	712,064	720,480	745,697	745,697
	Other Miscellaneous Revenue	11,728	-	-	-
	Use of Fund Balance	-	-	-	(9,298)
	Operating Fund Transfer to City Light	-	-	-	(25,962)
	Operating Fund Transfer to DCLU	-	-	-	(6,820)
	Operating Fund Transfer to General Subfund	-	-	-	(229,000)
	Operating Fund Transfer to Retirement	-	-	-	(276)
	Operating Fund Transfer to SDOT	-	-	-	(27,853)
	Operating Fund Transfer to SPU	-	-	-	(42,088)
	Change in Working Capital	(19,036,582)	(10,998,829)	(11,533,196)	(11,533,196)
	Subfund Total for A22	\$ 28,298,402	\$ 33,120,557	\$ 33,951,116	\$ 33,287,318

Fleets & Facilities

2004 Estimated Revenues for the Fleets & Facilities Operating Fund (cont.)

Summit Code	Source	2002 Actual	2003 Adopted	2004 Endorsed	2004 Proposed
A3000	Facility Services Budget Control Level				
441490	Warehousing Charges - Non-City	\$ -	\$ -	\$ -	\$ 68,318
441930	Custodial/Janitorial/Security	-	5,000	5,000	5,000
442830	Mail Messenger Charges - Non-City	-	-	-	2,134
462300	Parking Fees	855,541	1,307,568	1,346,568	1,346,568
462500	Bldg/Other Space Rental Charges	510,491	269,474	269,474	269,474
541490	IF Warehousing Charges - City Light	-	-	-	162,792
541490	IF Warehousing Charges - DCLU	-	-	-	41,772
541490	IF Warehousing Charges - GF	-	-	-	14,322
541490	IF Warehousing Charges - Retirement	-	-	-	2,245
541490	IF Warehousing Charges - SDOT	-	-	-	28,010
541490	IF Warehousing Charges - SPU	-	-	-	134,392
541490	IF Warehousing Charges - Departments	-	-	-	663,656
542830	IF Mail Messenger Charges - City Light	-	-	-	17,100
542830	IF Mail Messenger Charges - DCLU	-	-	-	10,800
542830	IF Mail Messenger Charges - GF	-	-	-	74,464
542830	IF Mail Messenger Charges - Retirement	-	-	-	1,900
542830	IF Mail Messenger Charges - SDOT	-	-	-	22,500
542830	IF Mail Messenger Charges - SPU	-	-	-	31,900
541490	Dept Allocation - Space Rent	-	17,848,985	18,937,041	-
541930	IF Custodial/Janitor/Security	861,669	595,000	595,000	595,000
562300	IF Parking Fees	549,167	486,068	469,280	469,280
562500	IF Bldg/Other Space Rental Charges	20,670,536	3,929,290	4,045,673	22,940,741
562500	IF Bldg/Other Space Rental Charges (SDOT)	-	15,000	15,000	15,000
587001	Mob/SymphHall/HsingProj/Small Dept - GF	708,199	1,298,832	1,391,413	940,117
587001	Oper Tr In - GF	464,225	-	-	430,915
641490	INTRAF Warehousing Charges	-	-	-	243,400
641930	INTRAF Custodial/Janitorial/Security	6,541,498	4,389,126	4,474,177	4,474,177
662300	INTRAF Parking Fees	115,540	-	-	-
662500	INTRAF Bldg/Other Space Rental	1,461,585	1,224,320	1,256,667	1,256,667
	Other Miscellaneous Revenue	228,325	-	-	-
	Use of Fund Balance	-	-	-	-
	Operating Fund Transfer from City Light	-	-	-	22,011
	Operating Fund Transfer from DCLU	-	-	-	5,782
	Operating Fund Transfer to General Subfund	-	-	-	(220,187)
	Operating Fund Transfer from Retirement	-	-	-	234
	Operating Fund Transfer from SDOT	-	-	-	23,614
	Operating Fund Transfer from SPU	-	-	-	35,682
	Change in Working Capital	(9,358,118)	(6,200,323)	(6,365,237)	(6,323,264)
	Subtotal for Facility Services A33	\$ 23,608,658	\$ 25,168,340	\$ 26,440,056	\$ 27,806,515

Fleets & Facilities

2004 Estimated Revenues for the Fleets & Facilities Operating Fund (cont.)

Summit Code	Source	2002 Actual	2003 Adopted	2004 Endorsed	2004 Proposed
A3100	Technical Services Budget Control Level				
441610	Word Proc/Printing/Duplicating - Non-City	\$ 191,235	\$ -	\$ -	\$ -
441630	Photocopy Services - Non-City	135,813	-	-	-
441990	Other General Govtl Svc Fees	-	-	-	-
442830	Mail Messenger Charges - Non-City	3,329	1,806	2,134	-
541610	IF Word Proc/Printing/Duplicating	784,089	1,048,464	1,069,335	1,069,335
541630	IF Photocopy Services	1,221,147	1,932,357	1,990,889	1,990,889
541921	IF Property Mgmt Svc Charge	748,598	247,980	247,689	247,689
541921	IF Property Mgmt Svc Charge - CIP	-	172,000	160,000	160,000
541921	IF Property Mgmt Svc Charge - City Light	-	234,116	246,641	246,641
541921	IF Property Mgmt Svc Charge - SDOT	-	123,561	130,172	130,172
541921	IF Property Mgmt Svc Charge - SPU	-	123,561	130,172	130,172
542830	IF Mail Messenger Charges	119,989	-	-	-
542830	IF Mail Messenger Charges - City Light	-	16,600	17,100	-
542830	IF Mail Messenger Charges - DCLU	-	10,500	10,800	-
542830	IF Mail Messenger Charges - GF	-	65,900	68,100	-
542830	IF Mail Messenger Charges - Retirement	-	1,900	1,900	-
542830	IF Mail Messenger Charges - SDOT	-	21,800	22,500	-
542830	IF Mail Messenger Charges - SPU	-	30,900	31,900	-
543210	IF Architect/Engineering Svc Charge	2,736,848	2,599,486	2,668,983	2,668,983
569990	IF Other Miscellaneous Revenue	865,588	1,261,259	1,302,956	1,302,956
587001	Oper Tr In / Property Mgmt Svcs - GF	1,048,192	83,585	86,928	1,039,899
587001	RES - Neigh'd Pln - GF	-	88,790	92,342	-
587001	RES Allocation - GF	-	819,408	863,244	-
641610	INTRAF Word Proc/Printing/Duplicating	9,984	30,309	30,861	30,861
641630	INTRAF Photocopy Services	59,700	14,410	14,900	14,900
642830	INTRAF Mail Messenger Charges	9,802	-	-	-
669990	INTRAF Graphic Services	-	19,890	20,549	20,549
	Other Miscellaneous Revenue	829	-	-	-
	Use of Fund Balance	-	-	-	(8,105)
	Operating Fund Transfer to City Light	-	-	-	(111,293)
	Operating Fund Transfer to DCLU	-	-	-	(29,235)
	Operating Fund Transfer to General Subfund	-	-	-	(134,459)
	Operating Fund Transfer to Retirement	-	-	-	(1,184)
	Operating Fund Transfer to SDOT	-	-	-	(119,399)
	Operating Fund Transfer to SPU	-	-	-	(180,419)
	Change in Working Capital	229,481	(1,065,293)	(1,086,274)	(1,092,255)
	Subtotal for Technical Services A33	\$ 8,164,624	\$ 7,883,289	\$ 8,123,821	\$ 7,376,698
	Fleets and Facilities Department Total	\$ 62,347,222	\$ 69,183,623	\$ 71,599,617	\$ 71,457,562

Fleets & Facilities

Capital Improvement Program Highlights

The Fleets & Facilities Department's (FFD) primary CIP mission is to provide great built environments for City employees and visitors. FFD is responsible for general government facilities, e.g., the City's core public safety facilities, which include fire stations and police precincts, maintenance shop facilities, and the City's downtown office buildings. In addition, FFD is responsible for the management and upkeep of several community-based facilities that are owned by the Department. Many of the projects listed within the CIP are asset preservation projects designed to ensure not only that the City's investment in its buildings is protected but also that the City's work force has quality work space. One of the Department's most significant initiatives is the ongoing Civic Center project, which involves relocation of City offices to Key Tower, new Justice Center and new City Hall, and demolition of the Municipal Building and Public Safety Building and redevelopment of those sites to include open space and public plazas. The other major initiative is the Fire Facilities and Emergency Response Levy Program, which is subject to approval by Seattle voters in November, 2003. If voters approve the program, an additional \$167.2 million in property tax revenues and approximately \$30 million in other funding will be available to pay for improvements to almost all neighborhood fire stations, the construction of several key support facilities (e.g., a joint training facility to serve three departments, including the Seattle Fire Department), certain emergency preparedness initiatives (including construction of a new Emergency Operations Center), and the procurement of two new fireboats and rehabilitation of an existing fireboat.

Capital Improvement Program Appropriation

Budget Control Level	2003 Revised	2004 Endorsed	2004 Proposed
Animal Control Shelter Expansion: A51677			
Cumulative Reserve Subfund-Unrestricted	15,000	0	0
Subtotal	15,000	0	0
Charles St. Improvements: A51679			
2002 LTGO Project Fund	1,822,000	0	0
Cumulative Reserve Subfund-REET I	811,000	0	0
Subtotal	2,633,000	0	0
Civic Center Plan - Key Tower, Park 90/5, and Other Projects: A34200-2			
2002 LTGO Project Fund	3,295,000	0	0
Subtotal	3,295,000	0	0
Community-Based Facilities: A1630201			
Cumulative Reserve Subfund-REET I	131,000	134,000	134,000
Subtotal	131,000	134,000	134,000
Earthquake Repair - Park 90/5: A12930E			
2003 LTGO Project Fund	12,700,000	0	0
Subtotal	12,700,000	0	0

Fleets & Facilities

Budget Control Level	2003 Revised	2004 Endorsed	2004 Proposed
Emergency Generators: A16173			
Cumulative Reserve Subfund-REET I	8,000	0	0
Cumulative Reserve Subfund-Unrestricted	432,000	268,000	268,000
Subtotal	440,000	268,000	268,000
FFERP - Joint Training Facility Project: A1FL202			
2003 LTGO Project Fund	2,300,000	0	0
Cumulative Reserve Subfund-Unrestricted	10,480,000	0	0
Subtotal	12,780,000	0	0
FFERP - Land for Station Projects: A1FL101			
2002 LTGO Project Fund	0	0	696,000
Cumulative Reserve Subfund-Unrestricted	0	0	1,804,000
Subtotal	0	0	2,500,000
FFERP - Large-Platform Firefighting Marine Apparatus Project: A1FL401			
Cumulative Reserve Subfund-Unrestricted	539,000	0	0
Subtotal	539,000	0	0
Fire and Emergency Facilities Preliminary Planning Project: A51544			
Cumulative Reserve Subfund-Unrestricted	33,000	0	0
Cumulative Reserve Subfund-REET I	978,000	0	0
Subtotal	1,011,000	0	0
Fire Station Renovations: A51542			
2002 LTGO Project Fund	1,116,000	696,000	(50,000)
Cumulative Reserve Subfund-REET I	1,343,000	0	0
Cumulative Reserve Subfund-Unrestricted	63,000	0	0
Subtotal	2,522,000	696,000	(50,000)
Fleets Buildings Renovations: A51637			
Cumulative Reserve Subfund-REET I	920,000	364,000	364,000
2002 LTGO Project Fund	0	233,000	233,000
Subtotal	920,000	597,000	597,000
Garden of Remembrance: A51647			
Cumulative Reserve Subfund-Unrestricted	19,000	19,000	19,000
Subtotal	19,000	19,000	19,000
Haller Lake - Improvements: A51640			
Cumulative Reserve Subfund-REET I	692,000	100,000	100,000
Subtotal	692,000	100,000	100,000

Fleets & Facilities

Budget Control Level	2003 Revised	2004 Endorsed	2004 Proposed
Historic Buildings Renovations: A51546			
Cumulative Reserve Subfund-Unrestricted	242,000	0	0
Subtotal	242,000	0	0
Lake City Civic Center: A51704			
Cumulative Reserve Subfund-REET I	700,000	0	0
Cumulative Reserve Subfund-Unrestricted	298,000	0	0
Subtotal	998,000	0	0
Market Hillclimb Elevator: A116401			
Cumulative Reserve Subfund-Unrestricted	100,000	0	0
Subtotal	100,000	0	0
Police Buildings Renovations: A51638			
Cumulative Reserve Subfund-REET I	379,000	0	0
2002 LTGO Project Fund	775,000	412,000	412,000
Subtotal	1,154,000	412,000	412,000
Police Department Marine Patrol Boat: A116301			
Cumulative Reserve Subfund-REET I	450,000	0	(450,000)
Subtotal	450,000	0	(450,000)
Preliminary Studies and Engineering: A17071			
Cumulative Reserve Subfund-Unrestricted	295,000	0	(70,000)
Subtotal	295,000	0	(70,000)
Project "Implement": A166302			
Cumulative Reserve Subfund-Unrestricted	150,000	0	0
Subtotal	150,000	0	0
Regulatory Projects: A51921			
Cumulative Reserve Subfund-REET I	423,000	251,000	251,000
Subtotal	423,000	251,000	251,000
Soundway and Orchard Corner Property Reuse: A116402			
Cumulative Reserve Subfund-Unrestricted	235,000	0	0
Subtotal	235,000	0	0
South Downtown Hygiene & Homeless Services Center: A1OTH01			
Cumulative Reserve Subfund-Unrestricted	0	0	70,000
2002 LTGO Project Fund	0	0	50,000
Subtotal	0	0	120,000
Total Capital Improvement Program Funds Appropriation	41,744,000	2,477,000	3,831,000

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.cityofseattle.net/examiner/>

Department Description

The Office of Hearing Examiner is Seattle's forum for reviewing questions of administrative law regarding the correct application of City code provisions. 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 considered by the Hearing Examiner are related to land use and environmental decisions made by the Department of Planning and Development. The Hearing Examiner also makes recommendations to the City Council on rezone petitions, major institution master plans, and other Council land use actions.

The Hearing Examiner serves as the City's administrative law judge and regulates the conduct of hearings, preparing decisions and recommendations based upon the hearing record and applicable law. The Hearing Examiner appoints Deputy Hearing Examiners to conduct hearings and to exercise the Office's decision-making authority. The Seattle Municipal 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 Department and paralegals to assist with hearings and provide information to the public.

Proposed Policy and Program Changes

There are no program changes from the 2004 Endorsed Budget, however the position of Administrative Analyst will be increased from 0.8 FTE to 1.0 FTE to better support the office during general business hours. This increase will be covered within existing funding.

Appropriations	Summit Code	2002 Actual	2003 Adopted	2004 Endorsed	2004 Proposed
Office of Hearing Examiner Budget Control Level	V1X00	455,883	483,471	494,169	492,718
Department Total		455,883	483,471	494,169	492,718
Department Full-time Equivalents Total*		5.80	4.70	4.70	4.90

**FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.*

Resources

General Subfund	455,883	483,471	494,169	492,718
Total	455,883	483,471	494,169	492,718

Hearing Examiner

Office of Hearing Examiner Budget Control Level

Purpose Statement

The purpose of the Office of Hearing 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 over 50 subject areas) and to issue decisions and recommendations consistent with applicable ordinances.

Program Summary

Increase Administrative Analyst position from 0.8 FTE to 1.0 FTE to support the Hearing Examiner during general business hours. The increase in cost is covered in the existing budget.

Citywide adjustments to inflation assumptions reduce the budget by \$1,000, for a total reduction from the 2004 Endorsed Budget to the 2004 Proposed Budget of approximately \$1,000.

Expenditures/FTE	2002 Actual	2003 Adopted	2004 Endorsed	2004 Proposed
Office of Hearing Examiner	455,883	483,471	494,169	492,718
Full-time Equivalents Total*	5.80	4.70	4.70	4.90

**FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.*

Information Technology

Department of Information Technology

Sylvia Shiroyama, Acting 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.cityofseattle.net/doit/>

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 email 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 of City Council meetings, live "webcasting" and interactive services that make it easier for citizens to access government information and decision makers.

Proposed Policy and Program Changes

The 2004 Proposed Budget for DoIT maintains a high level of customer service and provides communication systems and technology infrastructure to both City government and to the citizens it serves. This budget reflects a reduction in DoIT's administrative support and technical expenses for such items as consultants and contractors, office equipment, advertising, training and travel, and software purchases. It reduces the budget for telephone services, and eliminates funding for a contract with a third party vendor for a disaster recovery "hot site". Existing department resources are reallocated to fund utility increases arising in the Consolidated Server Room due to higher than projected utilization, hardware for migrating the Seattle Cluster Server to SAN technology, and an existing Executive Assistant position to support the Technology Infrastructure Director. One Quality Assurance Analyst will be added to conduct required quality assurance assessments on proposed City Information Technology projects.

Appropriations	Summit Code	2002 Actual	2003 Adopted	2004 Endorsed	2004 Proposed
Finance and Administration	D11	1,881,389	2,334,024	2,374,284	2,264,250
Budget Control Level					

Information Technology

Appropriations	Summit Code	2002 Actual	2003 Adopted	2004 Endorsed	2004 Proposed
Office of Electronic Communications Budget Control Level					
Citywide Web Team		1,316,458	790,093	808,509	778,166
Community Technology		449,657	486,560	508,041	478,041
Office of Cable Communications		1,043,096	1,092,827	1,122,405	1,113,144
Seattle Channel		1,352,824	1,840,005	1,770,144	1,764,043
Office of Electronic Communications Budget Control Level	D44	4,162,035	4,209,485	4,209,099	4,133,394
Technology Infrastructure Budget Control Level					
Communications Shop		1,397,340	1,289,692	1,320,030	1,319,306
Data Center Services		5,189,764	4,702,547	4,568,987	4,487,540
Data Network Services		2,599,277	2,902,203	3,086,043	3,058,597
Distributed Personal Computing Services		2,847,798	2,203,687	2,264,411	2,193,509
Enterprise Messaging and Directory Services		480,321	337,998	347,906	347,734
NetWare and NT Servers Services		1,801,341	1,343,140	1,380,450	1,436,718
Radio Network		592,541	1,113,374	1,366,911	1,365,497
Service Desk		758,439	845,667	862,762	862,209
Technology Engineering and Project Management		965,399	2,745,762	2,763,272	2,760,552
Telephone Services		7,559,045	7,388,775	7,769,314	7,595,631
Warehouse		1,569,228	433,234	441,800	441,517
Technology Infrastructure Budget Control Level	D33	25,760,493	25,306,079	26,171,886	25,868,810
Technology Leadership and Governance Budget Control Level					
Citywide Technology Leadership and Governance		1,520,732	1,398,668	1,438,215	1,484,459
Law, Safety and Justice		239,460	87,021	22,600	22,574
Technology Leadership and Governance Budget Control Level	D22	1,760,192	1,485,689	1,460,815	1,507,033

Information Technology

Appropriations	Summit Code	2002 Actual	2003 Adopted	2004 Endorsed	2004 Proposed
Department Total		33,564,109	33,335,277	34,216,084	33,773,487
Department Full-time Equivalents Total*		171.00	174.00	174.00	188.00

*FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.

Resources

General Subfund	4,276,718	3,295,548	3,232,392	2,967,901
Other Funds	29,287,391	30,039,729	30,983,692	30,805,586
Total	33,564,109	33,335,277	34,216,084	33,773,487

Selected Midyear Performance Measures

Inform and engage citizens in the governmental, civic, and cultural affairs of Seattle through compelling use of television, internet, and other media

Average number of Web page views per month

2002 Year End Actuals: 2.8 million

2003 Midyear Actuals: 2.8 million

2003 Year End Projection: 3.0 million page views per month

Average number of streaming videos viewed per month

2002 Year End Actuals: 4,043 monthly live stream views and 2,565 archived videos played

2003 Midyear Actuals: 10,000 monthly live stream views and 4,600 archived videos played

2003 Year End Projection: 10,000 monthly live stream views and 5,000 archived videos played

Provide information technology solutions that support the City's day-to-day operations, including the telephone system, the public safety radio network, the computer network, the computer center, and the electronic mail system

Percent of planned service hours that the data network is operational

2002 Year End Actuals: 99.9%

2003 Midyear Actuals: 99.9%

2003 Year End Projection: 99.8%

Percent of planned service hours that the computer center is operational

2002 Year End Actuals: 99.9%

2003 Midyear Actuals: 100%

2003 Year End Projection: 98%

Information Technology

Percent of planned service hours that telephone system is operational

2002 Year End Actuals: 99.8%

2003 Midyear Actuals: 99.8%

2003 Year End Projection: 99.8%

Percent of planned service hours that radio network is operational

2002 Year End Actuals: 99.9%

2003 Midyear Actuals: 99.9%

2003 Year End Projection: 99.8%

Percent of planned service hours that internet connection is available

2002 Year End Actuals: 99%

2003 Midyear Actuals: 99.9%

2003 Year End Projection: 99.8%

Percent of planned service hours that email is available

2002 Year End Actuals: 99%

2003 Midyear Actuals: 99%

2003 Year End Projection: 98%

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.

Program Summary

Delay equipment purchases, which results in program savings of \$30,000. Reduce the advertising budget by \$9,000. Eliminate funding for implementing a SQL server in the amount of \$20,000. Reduce the training and supply budget by \$50,000. These reductions may affect the program's ability to absorb unanticipated costs and cost increases.

Citywide adjustments to inflation assumptions reduce the budget by \$1,000, for a total reduction from the 2004 Endorsed Budget to the 2004 Proposed Budget of approximately \$110,000.

Expenditures/FTE	2002 Actual	2003 Adopted	2004 Endorsed	2004 Proposed
Finance and Administration	1,881,389	2,334,024	2,374,284	2,264,250
Full-time Equivalents Total*	21.00	18.00	18.00	18.00

**FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.*

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.

	2002 Actual	2003 Adopted	2004 Endorsed	2004 Proposed
Program Expenditures				
Citywide Web Team	1,316,458	790,093	808,509	778,166
Community Technology	449,657	486,560	508,041	478,041
Office of Cable Communications	1,043,096	1,092,827	1,122,405	1,113,144
Seattle Channel	1,352,824	1,840,005	1,770,144	1,764,043
TOTAL	4,162,035	4,209,485	4,209,099	4,133,394
Full-time Equivalents Total*	21.00	26.00	26.00	26.00

*FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.

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 citizens, businesses, visitors, and employees so they have 24-hour access to relevant information and City services.

Program Summary

Delay the purchase of some equipment and reduce contractor costs for a reduction in this program of \$30,000. Service levels are not significantly affected, but there may be reduced ability to develop and support web applications.

	2002 Actual	2003 Adopted	2004 Endorsed	2004 Proposed
Expenditures/FTE				
Citywide Web Team	1,316,458	790,093	808,509	778,166
Full-time Equivalents Total*	8.00	6.25	6.25	6.25

*FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.

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

Eliminate funding for the IT Indicators Study and the Community Needs Assessment Study in 2004, which results in a savings of \$30,000. The Department will rely on existing indicator data to determine technology service delivery planning.

	2002	2003	2004	2004
Expenditures/FTE	Actual	Adopted	Endorsed	Proposed
Community Technology	449,657	486,560	508,041	478,041
Full-time Equivalents Total*	1.00	2.25	2.25	2.25

**FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.*

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 citizens receive high quality, reasonably-priced services.

Program Summary

Reduce contractor costs by \$9,000. No significant program impacts are anticipated.

	2002	2003	2004	2004
Expenditures/FTE	Actual	Adopted	Endorsed	Proposed
Office of Cable Communications	1,043,096	1,092,827	1,122,405	1,113,144
Full-time Equivalents Total*	4.00	4.25	4.25	4.25

**FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.*

Information Technology

Office of Electronic Communications: Seattle Channel

Purpose Statement

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

Program Summary

Decrease the Seattle Channel program budget by \$6,000, by implementing various administrative and technical reductions. No significant program impacts are anticipated.

Expenditures/FTE	2002 Actual	2003 Adopted	2004 Endorsed	2004 Proposed
Seattle Channel	1,352,824	1,840,005	1,770,144	1,764,043
Full-time Equivalents Total*	8.00	13.25	13.25	13.25

**FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.*

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.

Program Expenditures	2002 Actual	2003 Adopted	2004 Endorsed	2004 Proposed
Communications Shop	1,397,340	1,289,692	1,320,030	1,319,306
Data Center Services	5,189,764	4,702,547	4,568,987	4,487,540
Data Network Services	2,599,277	2,902,203	3,086,043	3,058,597
Distributed Personal Computing Services	2,847,798	2,203,687	2,264,411	2,193,509
Enterprise Messaging and Directory Services	480,321	337,998	347,906	347,734
NetWare and NT Servers Services	1,801,341	1,343,140	1,380,450	1,436,718
Radio Network	592,541	1,113,374	1,366,911	1,365,497
Service Desk	758,439	845,667	862,762	862,209
Technology Engineering and Project Management	965,399	2,745,762	2,763,272	2,760,552
Telephone Services	7,559,045	7,388,775	7,769,314	7,595,631
Warehouse	1,569,228	433,234	441,800	441,517
TOTAL	25,760,493	25,306,079	26,171,886	25,868,810
Full-time Equivalents Total*	116.00	117.00	117.00	130.00

*FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.

Technology Infrastructure: Communications Shop

Purpose Statement

The purpose of the Communications Shop program is to install, maintain, and repair the radio infrastructure and mobile and portable radios for City departments and other regional agencies so they have a common, cost-effective place to turn to for their wireless communications needs.

Program Summary

There are no substantive program changes from the 2004 Endorsed Budget. Citywide adjustments to inflation assumptions reduce the budget by \$1,000.

Expenditures/FTE	2002 Actual	2003 Adopted	2004 Endorsed	2004 Proposed
Communications Shop	1,397,340	1,289,692	1,320,030	1,319,306
Full-time Equivalents Total*	11.00	11.00	11.00	11.00

*FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.

Information Technology

Technology Infrastructure: Data Center Services

Purpose Statement

The purpose of the Data Center Services program is to provide a reliable production computing environment to City departments so that they can operate their technology applications, operating systems, and servers.

Program Summary

Realize savings in the amount of \$33,000 from efficiencies resulting from the Regatta server technology acquired in 2002. Reduce the budget by \$150,000 for a disaster recovery "hot site", a physical computer center where the applications can be completely restored on computer hardware similar to that in City government. This "hot site" is not comprehensive and only includes a handful of non-critical applications. This reduction is taken pending the development of a comprehensive disaster recovery plan. Increase the program budget by \$105,000 to fund utility increases due to higher than projected utilization of the Consolidated Server Room.

Citywide adjustments to inflation assumptions reduce the budget by \$3,000, for a total reduction from the 2004 Endorsed Budget to the 2004 Proposed Budget of approximately \$81,000.

	2002	2003	2004	2004
Expenditures/FTE	Actual	Adopted	Endorsed	Proposed
Data Center Services	5,189,764	4,702,547	4,568,987	4,487,540
Full-time Equivalents Total*	22.50	21.50	21.50	21.50

**FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.*

Technology Infrastructure: Data Network Services

Purpose Statement

The purpose of the Data Network Services program is to provide a 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 that the citizens of Seattle may electronically communicate with City staff and access City services.

Program Summary

Reduce various administrative and technical expenses from the professional services budget in the amount of \$25,000. This reduction may lead to higher staff workloads and some projects will be delayed or canceled.

Citywide adjustments to inflation assumptions reduce the budget by \$2,000, for a total reduction from the 2004 Endorsed Budget to the 2004 Proposed Budget of approximately \$27,000.

	2002	2003	2004	2004
Expenditures/FTE	Actual	Adopted	Endorsed	Proposed
Data Network Services	2,599,277	2,902,203	3,086,043	3,058,597
Full-time Equivalents Total*	13.50	11.50	11.50	11.50

**FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.*

Information Technology

Technology Infrastructure: Distributed Personal Computing Services

Purpose Statement

The purpose of the Distributed Personal Computing 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

Convert four contractor positions into a 1.0 FTE Information Technology Professional B and 3.0 FTE Information Technology Professional C positions. Reduce contractor support of computers and related equipment for non-utility departments by eliminating one full time contract position, resulting in savings of \$70,000. This could affect customer responsiveness and project deployments. In 2003, the department has reorganized its desktop support and service desk programs to gain efficiencies in staffing from a central location. It is expected that the continued refinement of the new structure and continued cross-training of staff for deployment in various customer departments will help offset the reduction of a contract position in 2004.

Citywide adjustments to inflation assumptions reduce the budget by \$1,000, for a total reduction from the 2004 Endorsed Budget to the 2004 Proposed Budget of approximately \$71,000.

	2002 Actual	2003 Adopted	2004 Endorsed	2004 Proposed
Expenditures/FTE				
Distributed Personal Computing Services	2,847,798	2,203,687	2,264,411	2,193,509
Full-time Equivalents Total*	18.41	21.00	21.00	25.00

*FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.

Technology Infrastructure: Enterprise Messaging and Directory Services

Purpose Statement

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

Program Summary

There are no substantive program changes from the 2004 Endorsed Budget.

	2002 Actual	2003 Adopted	2004 Endorsed	2004 Proposed
Expenditures/FTE				
Enterprise Messaging and Directory Services	480,321	337,998	347,906	347,734
Full-time Equivalents Total*	2.67	2.50	2.50	2.50

*FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.

Information Technology

Technology Infrastructure: NetWare and NT Servers Services

Purpose Statement

The purpose of the NetWare and NT Servers 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

Redirect existing department resources in the amount of \$57,000 to provide for the replacement of the Seattle Cluster server. The Seattle Cluster provides critical file and print services to many departments citywide. The servers and storage arrays currently in place do not have sufficient capacity to reliably support City departments. Convert four contractor positions into 4.0 FTE Information Technology Professional B positions.

Citywide adjustments to inflation assumptions reduce the budget by \$1,000, for a net increase from the 2004 Endorsed Budget to the 2004 Proposed Budget of approximately \$56,000.

	2002	2003	2004	2004
Expenditures/FTE	Actual	Adopted	Endorsed	Proposed
NetWare and NT Servers Services	1,801,341	1,343,140	1,380,450	1,436,718
Full-time Equivalents Total*	10.42	9.50	9.50	13.50

**FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.*

Technology Infrastructure: Radio Network

Purpose Statement

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

Program Summary

Reduce the Radio Network Reserve collection amount by \$56,000, which will show up as a rebate to the General Fund but will not show up as a reduction in appropriation. Reserve will still be sufficient to cover anticipated equipment upgrades and replacements.

Citywide adjustments to inflation assumptions reduce the budget by \$1,000, for a total reduction from the 2004 Endorsed Budget to the 2004 Proposed Budget of approximately \$1,000.

	2002	2003	2004	2004
Expenditures/FTE	Actual	Adopted	Endorsed	Proposed
Radio Network	592,541	1,113,374	1,366,911	1,365,497
Full-time Equivalents Total*	1.00	1.00	1.00	1.00

**FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.*

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 non-utility department customers.

Program Summary

Convert two contractor positions into 1.0 FTE Information Technology Professional C and 1.0 FTE Information Technology Systems Analyst positions.

Citywide adjustments to inflation assumptions reduce the budget by \$1,000.

Expenditures/FTE	2002	2003	2004	2004
	Actual	Adopted	Endorsed	Proposed
Service Desk	758,439	845,667	862,762	862,209
Full-time Equivalents Total*	6.00	6.00	6.00	8.00

**FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.*

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 and other agencies so their use of communications and technology is reliable and cost-effective.

Program Summary

There are no substantive program changes from the 2004 Endorsed Budget. Citywide adjustments to inflation assumptions reduce the budget by \$3,000.

Expenditures/FTE	2002	2003	2004	2004
	Actual	Adopted	Endorsed	Proposed
Technology Engineering and Project Management	965,399	2,745,762	2,763,272	2,760,552
Full-time Equivalents Total*	4.00	5.50	5.50	5.50

**FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.*

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

Reduce the number of telephone trunk lines, telephone equipment capital expenditures, and third-party cleaning of telephone sets, resulting in savings of \$253,000. Fund an existing Executive Assistant position in the amount of \$86,000 to support the Technology Infrastructure Director. Convert three contractor positions into 2.0 FTE Information Technology Professional C and 1.0 FTE Information Technology Systems Analyst positions.

Citywide adjustments to inflation assumptions reduce the budget by \$7,000, for a total reduction from the 2004 Endorsed Budget to the 2004 Proposed Budget of approximately \$174,000.

	2002	2003	2004	2004
Expenditures/FTE	Actual	Adopted	Endorsed	Proposed
Telephone Services	7,559,045	7,388,775	7,769,314	7,595,631
Full-time Equivalents Total*	22.50	23.50	23.50	26.50

**FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.*

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

There are no substantive program changes from the 2004 Endorsed Budget.

	2002	2003	2004	2004
Expenditures/FTE	Actual	Adopted	Endorsed	Proposed
Warehouse	1,569,228	433,234	441,800	441,517
Full-time Equivalents Total*	4.00	4.00	4.00	4.00

**FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.*

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.

	2002 Actual	2003 Adopted	2004 Endorsed	2004 Proposed
Program Expenditures				
Citywide Technology Leadership and Governance	1,520,732	1,398,668	1,438,215	1,484,459
Law, Safety and Justice	239,460	87,021	22,600	22,574
TOTAL	1,760,192	1,485,689	1,460,815	1,507,033
Full-time Equivalents Total*	13.00	13.00	13.00	14.00

*FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.

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 so they can realize the benefits of technology.

Program Summary

Reduce funding for software, consultants, and contractors in the amount of \$73,000, which will require the reprioritization and delay of some projects.

Increase the budget by \$120,000 to support a 1.0 FTE Strategic Advisor 3 position within the Project Management Center of Excellence to conduct quality assurance (QA) assessments for City information technology (IT) projects. Utilizing regular City staff saves the City approximately 40-50% over using external QA consultants. The revenue to support this position will be charged to IT projects reviewed for QA services.

Citywide adjustments to inflation assumptions reduce the budget by \$1,000, for a net increase from the 2004 Endorsed Budget to the 2004 Proposed Budget of approximately \$46,000.

	2002 Actual	2003 Adopted	2004 Endorsed	2004 Proposed
Expenditures/FTE				
Citywide Technology Leadership and Governance	1,520,732	1,398,668	1,438,215	1,484,459
Full-time Equivalents Total*	11.00	13.00	13.00	14.00

*FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.

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 program changes from the 2004 Endorsed Budget.

Expenditures/FTE	2002 Actual	2003 Adopted	2004 Endorsed	2004 Proposed
Law, Safety and Justice	239,460	87,021	22,600	22,574
Full-time Equivalents Total*	2.00	0.00	0.00	0.00

**FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.*

Information Technology

2004 Estimated Revenues for the Information Technology Fund

Summit Code	Source	2002 Actual	2003 Adopted	2004 Endorsed	2004 Proposed
442810	Services - Communications Lease	\$ 2,554	\$ 124,356	\$ 124,569	\$ 124,569
442810	Services - Telephones	123,754	154,778	154,231	154,231
442810	IT Project Management -external	-	900,000	900,000	900,000
442850	Communication Maintenance & Repair	-	40,098	40,907	40,907
541810	Quality Assurance/Project Management (rates)	-	40,000	40,000	40,000
541810	Desktop & Server Support	3,285,859	3,665,073	3,709,943	3,709,943
541810	Network Services - Rates	624,754	1,049,055	1,132,205	1,132,205
541810	IT Project Management	2,159,322	3,036,490	3,053,938	3,053,938
541810	IT Warehouse	6,191	-	-	-
541810	Community Technology - Cable Franchise	366,400	504,682	525,900	525,900
541810	Cable Comm - Cable Franchise	1,077,829	1,103,950	1,133,389	1,133,389
541810	TV/Democracy Portal - Cable Franchise	1,455,241	1,515,120	1,605,625	1,605,625
541810	TV - Rates/Service Agreement	197,928	160,000	231,214	231,214
542810	Telephone Services	7,500,645	7,515,797	7,419,005	7,419,005
542810	Comm Lease (Pagers)	243,780	187,308	186,903	186,903
542850	Comm. Maintenance & Repair	881,656	1,030,994	1,051,811	1,051,811
541490	Technology Allocation: SCL	2,502,460	2,413,721	2,412,418	2,412,418
541490	Technology Allocation: SCL - rebate	(142,641)	-	-	-
541490	Technology Allocation: SPU	2,197,180	2,125,040	2,126,006	2,126,006
541490	Technology Allocation: SPU - rebate	(134,000)	-	-	-
541490	Technology Allocation: SEATRAN	394,969	413,810	413,661	413,661
541490	Technology Allocation: DCLU	200,313	186,472	187,147	187,147
541490	Technology Allocation: Retirement	32,542	36,722	36,691	36,691
541490	Allocation - IT Computer Ctr	4,980,487	4,276,628	4,463,936	4,463,936
541490	Allocation - Data Network Services	192,382	-	-	-
541490	Allocation - IT Service Desk	1,027,505	886,046	894,182	894,182
541490	Allocation - Consolidated Server Room	440,438	642,096	652,563	652,563
541490	Allocation - Radio Network Program	2,868,325	1,973,769	1,894,234	1,894,234
587001	Technology Allocation - GF	2,788,965	2,694,197	2,701,669	2,701,669
587001	Small Department Allocation - GF	779,710	522,480	524,582	524,582
587001	Reserve for Technology Allocation - GF	700,000	-	-	-
587001	Public Technology, Inc Allocation - GF	15,000	-	-	-
587001	Support to video services - GF	45,300	-	-	-
587001	Law/Safety/Justice DIO - GF	168,009	72,628	-	-
587001	Telephone Services - GF	4,093	6,246	6,142	6,142
587001	General Fund Rebate	(178,000)	-	-	(320,491)
	Rebate - Cable Fund				(45,363)
	Other Rebate				(132,743)
587001	Use of Fund Balance	(30,412)	-	-	-
371000	Decrease in Fund Balance - Regatta	(730,000)	-	-	-
	Total Revenues	\$ 36,048,537	\$ 37,277,556	\$ 37,622,872	\$ 37,124,275
	Change in Working Capital: IT	(2,484,428)	(3,942,279)	(3,406,788)	(3,350,788)
	Total Resources	\$ 33,564,109	\$ 33,335,277	\$ 34,216,084	\$ 33,773,487

Information Technology

Capital Improvement Program Highlights

The Department of Information Technology (DoIT) builds, manages and maintains City government information technology infrastructure comprised of radio, telephone and computer networks. This technology infrastructure is used by all City departments to serve constituents. DoIT also manages the City's central data center, which houses the majority of 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 – Police and Fire. Prior to 2002, DoIT projects were included within the Executive Services Departmental CIP. In 2002, DoIT projects were included within the Fleets & Facilities Department. The projects are now displayed separately due to the size and complexity of the City's IT projects.

DoIT CIP projects in the 2004 budget include upgrades of the telephone switches and other electronics in the City's telephone network; 800 MHz Radio system upgrades to software and hardware for the City of Seattle's portion of the King County Regional 800 MHz Radio System; development and implementation of a replacement records management (RMS) computer system for the Seattle Police Department and Seattle Fire Department; and the development and implementation of a replacement computer-aided dispatch (CAD) computer system for the Seattle Police Department and Seattle Fire Department. The table below shows appropriations from capital funding sources. These projects will either be completed in 2003 or the appropriation will carry forward into 2004. The Department's Information Technology Fund provides additional resources for the department's capital projects and is appropriated through the Department's operating budget.

Capital Improvement Program Appropriation

Budget Control Level	2003 Revised	2004 Endorsed	2004 Proposed
Seattle Fire Department Computer Aided Dispatch System: SFDCAD			
800 MHz Levy	60,000	0	0
Basic Life Support Levy	125,000	0	0
Subtotal	185,000	0	0
Seattle Fire Department Record Management System: SFDRMS			
Basic Life Support Levy	125,000	0	0
Subtotal	125,000	0	0
Seattle Police Department Computer Aided Dispatch: SPDCAD			
800 MHz Levy	60,000	0	0
Subtotal	60,000	0	0
Seattle Police Department Record Management System: SPDRMS			
2003 LTGO Project Fund	1,701,000	0	0
2002 LTGO Project Fund	116,000	0	0
Subtotal	1,817,000	0	0
Total Capital Improvement Program Funds Appropriation	2,187,000	0	0

Information Technology

Capital Improvement Program Outlay

Project	2003 Revised	2004 Endorsed	2004 Proposed
800 MHz Radio Program	1,350,000	750,000	750,000
Data, Telephone, & Video Program	840,000	1,381,000	1,381,000
Fiber Optic Communication Installation and Maintenance	2,188,000	823,000	1,800,000
Key Tower Backup Generator	1,000,000	0	0
Law, Safety, Justice Document Image and Management	234,000	0	0
Mobile Data Communications	0	0	0
Seattle Fire Department Computer Aided Dispatch System	1,803,000	0	0
Seattle Fire Department Record Management System	1,660,000	0	0
Seattle Justice Information Systems	953,000	0	0
Seattle Police Department Computer Aided Dispatch	3,133,000	0	0
Seattle Police Department Record Management System	5,092,000	0	0
Uniform Data Services	219,000	168,000	168,000
Total Capital Improvement Program Funds Outlay	18,472,000	3,122,000	4,099,000

Intergovernmental Relations

Office of Intergovernmental Relations

Susan Crowley, Director

Contact Information

Department Information Line: (206) 684-8055

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

On the Web at: <http://www.cityofseattle.net/oir/>

Department Description

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

Proposed Policy and Program Changes

There are no program changes from the 2004 Endorsed Budget.

Appropriations	Summit Code	2002 Actual	2003 Adopted	2004 Endorsed	2004 Proposed
Intergovernmental Relations Budget Control Level					
Federal and State Relations		731,321	728,042	745,975	741,414
International Relations		441,298	415,283	425,685	423,083
Regional and Tribal Relations		344,900	364,985	373,886	371,600
Intergovernmental Relations	X1G00	1,517,519	1,508,310	1,545,546	1,536,097
Budget Control Level					
Department Total		1,517,519	1,508,310	1,545,546	1,536,097
Department Full-time Equivalents Total*		12.50	11.50	11.50	11.50
<i>*FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.</i>					
Resources					
General Subfund		1,517,519	1,508,310	1,545,546	1,536,097
Total		1,517,519	1,508,310	1,545,546	1,536,097

Intergovernmental Relations

Intergovernmental Relations Budget Control Level

Purpose Statement

The purpose of the Office of Intergovernmental Relations is to provide advice and information to, and on behalf of, elected officials, City departments and external customers.

	2002	2003	2004	2004
Program Expenditures	Actual	Adopted	Endorsed	Proposed
Federal and State Relations	731,321	728,042	745,975	741,414
International Relations	441,298	415,283	425,685	423,083
Regional and Tribal Relations	344,900	364,985	373,886	371,600
TOTAL	1,517,519	1,508,310	1,545,546	1,536,097

Full-time Equivalents Total* 12.50 11.50 11.50 11.50

**FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.*

Intergovernmental Relations: Federal and State Relations

Purpose Statement

The purpose of the Federal and State Relations program is to provide strategic advice, representation, and advocacy to and for City elected officials and departments on federal and state legislative, programmatic, and policy/regulatory actions, thereby promoting and protecting the City's federal and state interests.

Program Summary

Citywide adjustments to inflation assumptions reduce the budget, for a total reduction from the 2004 Endorsed Budget to the 2004 Proposed Budget of approximately \$5,000.

	2002	2003	2004	2004
Expenditures/FTE	Actual	Adopted	Endorsed	Proposed
Federal and State Relations	731,321	728,042	745,975	741,414
Full-time Equivalents Total*	6.44	4.90	4.90	4.90

**FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.*

Intergovernmental Relations

Intergovernmental Relations: International Relations

Purpose Statement

The purpose of the International Relations program is to provide strategic advice and representation to and for the City's elected officials, departments, external partners, and decision makers so that the City's international relations interests are promoted and protected.

Program Summary

Citywide adjustments to inflation assumptions reduce the budget, for a total reduction from the 2004 Endorsed Budget to the 2004 Proposed Budget of approximately \$3,000.

	2002 Actual	2003 Adopted	2004 Endorsed	2004 Proposed
Expenditures/FTE				
International Relations	441,298	415,283	425,685	423,083
Full-time Equivalents Total*	2.89	2.75	2.75	2.75

**FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.*

Intergovernmental Relations: Regional and Tribal Relations

Purpose Statement

The purpose of the Regional and Tribal Relations program is to assist City elected officials and departments in developing and implementing effective strategies on 1) jurisdictional issues involving King County, suburban cities, the Port of Seattle, the University of Washington, Puget Sound Regional Council, and other regional governmental organizations so that the City's regional interests are promoted and protected, and 2) government-to-government relationships with federally recognized tribes so that the City develops and maintains positive tribal relationships.

Program Summary

Citywide adjustments to inflation assumptions reduce the budget, for a total reduction from the 2004 Endorsed Budget to the 2004 Proposed Budget of approximately \$2,000.

	2002 Actual	2003 Adopted	2004 Endorsed	2004 Proposed
Expenditures/FTE				
Regional and Tribal Relations	344,900	364,985	373,886	371,600
Full-time Equivalents Total*	3.17	3.85	3.85	3.85

**FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.*

Legislative Department

Peter Steinbrueck, 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.cityofseattle.net/council/>

Department Description

The Legislative Department is focused 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 distinct divisions: the City Council, the Office of the City Clerk, the Central Staff, and Administrative Services.

The nine Councilmembers establish City laws, approve the annual budget, oversee the executive operating departments, and ensure that the City provides a quality environment for its citizens through its 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 the City Archives and City Records Management programs.

Central Staff provide critical analytical policy and budget analysis for Councilmembers and their staffs.

Administrative Services provides budget and finance, technology, office systems, human resources, public information, and special projects services to the entire Department, the 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 actual Office of Professional Accountability in the Police Department. This three member Board reports to the Council through the Chair of the Committee that handles public safety issues.

Each section of the Department supports some aspect of the mandated role of the Council, and works with citizens and City departments.

Proposed Policy and Program Changes

In 2004, staffing and funds are added to support the Legislative Department's role in oversight of the City's utilities - Seattle City Light and Seattle Public Utilities. The Department also shows budget reductions in each program, to reflect the downturn in the City's economy.

Legislative

Appropriations	Summit Code	2002 Actual	2003 Adopted	2004 Endorsed	2004 Proposed
Legislative Department Budget Control Level					
Administration		1,431,149	1,898,297	1,952,051	1,902,656
Central Staff		1,395,360	1,446,215	1,482,980	2,166,667
City Clerk		1,134,702	1,135,036	1,167,416	1,136,466
City Council		3,070,297	2,859,590	2,978,786	2,881,237
Legislative Department Budget Control Level	G1100	7,031,508	7,339,138	7,581,233	8,087,026
Department Total		7,031,508	7,339,138	7,581,233	8,087,026
Department Full-time Equivalents Total*		79.70	79.70	79.70	81.70
<i>*FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.</i>					
Resources					
General Subfund		7,031,508	7,339,138	7,581,233	8,087,026
Total		7,031,508	7,339,138	7,581,233	8,087,026

Legislative Department Budget Control Level

Purpose Statement

The purpose of the Legislative Department Budget Control Level is to provide legislative policy and oversight to City of Seattle agencies and services, and to conduct operational and administrative activities in an efficient and effective manner to support the mission of the Department.

	2002 Actual	2003 Adopted	2004 Endorsed	2004 Proposed
Program Expenditures				
Administration	1,431,149	1,898,297	1,952,051	1,902,656
Central Staff	1,395,360	1,446,215	1,482,980	2,166,667
City Clerk	1,134,702	1,135,036	1,167,416	1,136,466
City Council	3,070,297	2,859,590	2,978,786	2,881,237
TOTAL	7,031,508	7,339,138	7,581,233	8,087,026
Full-time Equivalents Total*	79.70	79.70	79.70	81.70

*FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.

Legislative Department: Administration

Purpose Statement

The purpose of the Administration program is to provide administrative and operational services, including technology services and support, office support, human resources, finance, and accounting, for the entire Legislative Department, Office of City Auditor, and the Office of Professional Accountability Review Board.

Program Summary

Reduce this program by approximately \$49,000 to reflect a downturn in the City's economy.

Citywide adjustments to inflation reduce the budget by approximately \$1,000, for a total reduction from the 2004 Endorsed Budget to the 2004 Proposed Budget of approximately \$50,000.

	2002 Actual	2003 Adopted	2004 Endorsed	2004 Proposed
Expenditures/FTE				
Administration	1,431,149	1,898,297	1,952,051	1,902,656
Full-time Equivalents Total*	13.00	13.00	13.00	13.00

*FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.

Legislative

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

Increase program budget by \$725,000 and 2.0 FTE Strategic Advisors for the Department's new utility oversight function. These funds are transferred from Seattle City Light (\$500,000) and Seattle Public Utilities (\$225,000) to pay for staffing of utility oversight and consultant contracts. Funding was included in the 2004 Endorsed Budget in Finance General, and is transferred from Finance General to the Legislative Department in the 2004 Proposed Budget.

Reduce this program by approximately \$38,000 to reflect a downturn in the City's economy.

Citywide adjustments to inflation reduce the budget by approximately \$3,000, for a net increase from the 2004 Endorsed Budget to the 2004 Proposed Budget of approximately \$684,000.

	2002	2003	2004	2004
Expenditures/FTE	Actual	Adopted	Endorsed	Proposed
Central Staff	1,395,360	1,446,215	1,482,980	2,166,667
Full-time Equivalents Total*	15.70	15.70	15.70	17.70

**FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.*

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.

Program Summary

Reduce this program by approximately \$28,000 to reflect a downturn in the City's economy.

Citywide adjustments to inflation reduce the budget by approximately \$3,000, for a total reduction from the 2004 Endorsed Budget to the 2004 Proposed Budget of approximately \$31,000.

	2002	2003	2004	2004
Expenditures/FTE	Actual	Adopted	Endorsed	Proposed
City Clerk	1,134,702	1,135,036	1,167,416	1,136,466
Full-time Equivalents Total*	15.00	15.00	15.00	15.00

**FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.*

Legislative Department: City Council

Purpose Statement

The purpose of the City Council program is for the nine elected officials to function through committees and as a full Council to review, consider, and determine legislative action and provide oversight which supports City services and the citizens of the City of Seattle.

Program Summary

Reduce this program by approximately \$74,000 to reflect a downturn in the City's economy.

Citywide adjustments to inflation reduce the budget by approximately \$24,000, for a total reduction from the 2004 Endorsed Budget to the 2004 Proposed Budget of approximately \$98,000.

Expenditures/FTE	2002 Actual	2003 Adopted	2004 Endorsed	2004 Proposed
City Council	3,070,297	2,859,590	2,978,786	2,881,237
Full-time Equivalents Total*	36.00	36.00	36.00	36.00

**FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.*

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.cityofseattle.net/mayor/>

Department Description

The mission of the Mayor's Office is to provide honest, accessible leadership to citizens, 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, office, and commission heads 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.

Proposed Policy and Program Changes

There are no program changes from the 2004 Endorsed Budget.

Appropriations	Summit Code	2002 Actual	2003 Adopted	2004 Endorsed	2004 Proposed
Office of the Mayor Budget Control Level	X1A00	1,802,118	2,358,227	2,419,647	2,344,974
Department Total		1,802,118	2,358,227	2,419,647	2,344,974
Department Full-time Equivalents Total*		21.00	23.50	23.50	23.50

**FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.*

Resources

General Subfund	1,802,118	2,358,227	2,419,647	2,344,974
Total	1,802,118	2,358,227	2,419,647	2,344,974

Mayor

Office of the Mayor Budget Control Level

Purpose Statement

The purpose of the Mayor's Office is to provide honest, accessible leadership to citizens, 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.

Program Summary

Reduce amounts budgeted for personnel and travel budget items by \$66,000. The Office of the Mayor implemented this cut during 2003 to meet its mid-year expenditure reduction target.

Citywide adjustments to inflation assumptions reduce the budget by \$8,000, for a total reduction from the 2004 Endorsed Budget to the 2004 Proposed Budget of approximately \$75,000.

Expenditures/FTE	2002 Actual	2003 Adopted	2004 Endorsed	2004 Proposed
Office of the Mayor	1,802,118	2,358,227	2,419,647	2,344,974
Full-time Equivalents Total*	21.00	23.50	23.50	23.50

**FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.*

Personnel Department

Norma McKinney, Director

Contact Information

Department Information Line: (206) 684-7664

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

On the Web at: <http://www.cityofseattle.net/Personnel>

Department Description

The Personnel Department provides human resource services, tools, and expert assistance to departments, policymakers, employees, and the public so that the City of Seattle's diverse workforce 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, employee development opportunities, and technical assistance to all City departments so that the City can meet its hiring needs efficiently, comply with legal guidelines, and help 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, mediation, and expert assistance to departments, policymakers, and employees.
- City/Union Relations and Classification/Compensation Services support efforts to ensure that the City's work environment is effective, efficient, and fair, and that the diverse workforce is managed and compensated fairly.

Proposed Policy and Program Changes

The 2004 Proposed Budget reflects the continued efforts of the Personnel Department to provide high quality services in times of increasingly tight financial resources. The Department is reducing funding for non-labor expenditures such as travel and technology, and is eliminating one vacant position. In addition, the Department is reorganizing the accounting staff to better meet program demands.

The City/Union Relations program is adding staff to provide greater central oversight and control of citywide labor relations functions. The additional staff will allow Personnel labor negotiators to spend regular days in field departments to more easily provide consistent policy advice to employees and management. Position reductions in other departments offset the additional staff in the Personnel Department for a citywide position and dollar savings.

Employee Health Services is adding staff to manage citywide benefits centralization. The centralization effort works to minimize duplication of services between departments and the central benefits unit and enhance communications, thereby improving the daily administration of the benefits programs offered to City employees.

Personnel

Appropriations	Summit Code	2002 Actual	2003 Adopted	2004 Endorsed	2004 Proposed
City/Union Relations and Class/Comp Services Budget Control Level	N4000	2,358,566	2,511,130	2,583,982	2,822,076
Citywide Personnel Services Budget Control Level	N3000	2,812,602	2,626,273	2,547,136	2,721,076
Employee Health Services Budget Control Level	N2000	2,434,614	2,771,626	2,859,132	2,830,176
Employment and Training Budget Control Level	N1000	3,716,588	2,460,034	2,564,266	2,357,469
Department Total		11,322,370	10,369,063	10,554,516	10,730,797
Department Full-time Equivalents Total*		138.17	123.50	123.50	128.00

*FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.

Resources

General Subfund	11,322,370	10,369,063	10,554,516	10,730,797
Total	11,322,370	10,369,063	10,554,516	10,730,797

Selected Midyear Performance Measures

Maintains and supports a diverse and productive workforce

Number of Supported Employees

2002 Year End Actuals: 44

2003 Midyear Actuals: 45

2003 Year End Projection: 34. This program works to identify positions appropriate for developmentally disabled adults.

Number of employees receiving one-on-one dispute resolution service

2002 Year End Actuals: 124

2003 Midyear Actuals: 30

2003 Year End Projection: 60. This program provides an avenue for employees to resolve conflicts without going through a formal grievance process.

Number of employee training hours provided by the Personnel Department

2002 Year End Actuals: 33,688

2003 Midyear Actuals: 5,000

2003 Year End Projection: 10,000. This program provides citywide training programs at no or low cost to departments.

Number of active Employee Involvement Committees (EIC's)

2002 Year End Actuals: 10 (2 new EIC's)

2003 Midyear Actuals: 12 (2 new EIC's)

2003 Year End Projection: 17 (with at least 7 new EIC's). These employee committees offer all employees an avenue to make their opinions heard.

Dedicated to providing efficient, quality services to our customers

Number of injuries caused by vehicle collisions

2002 Year End Actuals: 86

2003 Midyear Actuals: 35

2003 Year End Projection: 75

Number of external resumes added to the City's resume talent bank, which is an electronic, searchable database

2002 Year End Actuals: 18,934

2003 Midyear Actuals: 10,632

2003 Year End Projection: 20,000

Average turn-around time in days for Classification Determination Reviews requested by departments or City employees

2002 Year End Actuals: 40

2003 Midyear Actuals: 50

2003 Year End Projection: 60

Personnel

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 that the City's work environment is effective and efficient and that the diverse workforce is managed and compensated fairly. The 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.

Program Summary

To provide greater central oversight and control of citywide labor relations functions, the Personnel Department labor negotiators will spend one or two days per week in field departments. Staffing changes in the City/Union Relations program include eliminating a 1.0 FTE Administrative Specialist I position at a savings of \$51,000, reducing administrative support to the City's labor negotiators. Add 1.0 FTE Labor Relations Specialist, 2.0 FTE Administrative Specialist I positions, and 1.0 FTE Personnel Analyst, Assistant and reclassify a 1.0 FTE Labor Relations Specialist to Strategic Advisor 2, at a total cost of \$326,000 for salary and support costs. This net increase of 3.0 FTE will be offset by reductions in staffing in other City departments.

Reduce administrative costs by \$22,000 through the elimination of travel and training, technology, and consulting budgets.

Citywide adjustments to inflation assumptions reduce the budget by an additional \$15,000, for a total net increase from the Endorsed Budget to the Proposed Budget of approximately \$238,000.

Expenditures/FTE	2002 Actual	2003 Adopted	2004 Endorsed	2004 Proposed
City/Union Relations and Class/Comp Services	2,358,566	2,511,130	2,583,982	2,822,076
Full-time Equivalents Total*	25.50	26.50	26.50	29.50

**FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.*

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, mediation, and expert assistance to departments, policymakers, and employees so that the City can accomplish its business goals in a cost-effective manner. This program includes Policy Development, Alternative Dispute Resolution, Information Management, Finance and Accounting, and other internal support services.

Program Summary

Transfer in 2.0 FTE Accounting Technician II positions, a 1.0 FTE Accountant Senior position and a 0.5 FTE Accounting Technician II position from Employee Health Services and Employment and Training in order to facilitate better management of department accounting of citywide funds and services. Add a 1.0 FTE Personnel Analyst to monitor temporary assignments. The increased staffing adds \$266,000 to this program's budget.

Reduce administrative costs in areas of staff travel and training, technology and costs associated with the Department's move to Key Tower. These reductions represent a decrease in spending of \$81,000.

Citywide adjustments to inflation assumptions reduce the budget by an additional \$11,000, for a total net increase from the Endorsed Budget to the Proposed Budget of approximately \$174,000.

Expenditures/FTE	2002 Actual	2003 Adopted	2004 Endorsed	2004 Proposed
Citywide Personnel Services	2,812,602	2,626,273	2,547,136	2,721,076
Full-time Equivalents Total*	19.00	20.50	20.50	25.00

**FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.*

Personnel

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.

Program Summary

Reduce staffing for this control level through an intra-department transfer of 2.0 FTE Accounting Technician II positions, and a 1.0 FTE Accountant Senior position to the Citywide Personnel Services program. Transfer in a 1.0 FTE Equal Employment Opportunity Analyst to better manage administration of the Americans with Disabilities Act claims. These staffing changes, in addition to administrative reductions in areas of technology purchases and travel and training for staff, result in a budget decrease of \$90,000. Add a 1.0 FTE Administrative Specialist II and a 0.5 FTE Personnel Analyst Assistant using \$90,000 of funding transferred from the Health Care Subfund to manage citywide benefits centralization. The centralization effort works to minimize duplication of services between departments and the central benefits unit and enhance communications, thereby improving the daily administration of the benefits programs offered to City employees.

Reduce administrative costs in areas of staff training and technology expenditures by \$17,000.

Citywide adjustments to inflation assumptions reduce the budget by an additional \$12,000, for a total reduction from the Endorsed Budget to the Proposed Budget of approximately \$29,000.

Expenditures/FTE	2002 Actual	2003 Adopted	2004 Endorsed	2004 Proposed
Employee Health Services	2,434,614	2,771,626	2,859,132	2,830,176
Full-time Equivalents Total*	29.50	27.50	27.50	27.00

**FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.*

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, and technical assistance to all City departments so that 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, TES and Supported Employment, and Career Quest Programs.

Program Summary

Reduce administrative costs in areas of staff travel and training, consultant contracts and technology expenditures. These reductions represent a decrease in spending of \$81,000.

Transfer a 1.0 FTE Office/Maintenance Aide position to the Department of Planning and Development as part of the City's Supported Employment program. Transfer a 1.0 FTE Equal Employment Opportunity Analyst position to the Employee Health Services program and a 0.5 FTE Accounting Technician II position to Citywide Personnel Services for a reduction of \$111,000.

Citywide adjustments to inflation assumptions reduce the budget by an additional \$15,000, for a total reduction from the Endorsed Budget to the Proposed Budget of approximately \$207,000.

Expenditures/FTE	2002 Actual	2003 Adopted	2004 Endorsed	2004 Proposed
Employment and Training	3,716,588	2,460,034	2,564,266	2,357,469
Full-time Equivalents Total*	64.17	49.00	49.00	46.50

**FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.*

Office of Policy and Management

Mary Jean Ryan, Director

Contact Information

Department Information Line: (206) 684-5064

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

On the Web at: <http://www.cityofseattle.net/policy/>

Department Description

The Office of Policy and Management (OPM) was established by ordinance in mid-2002 to develop and analyze City policy and assist the Mayor and City Council in formulating policy on major issues facing the city. These issues are in areas such as public safety, mobility, physical development, the natural environment, community health, and the human condition. In addition to policy analysis and development, OPM coordinates and leads citywide initiatives and projects that cut across 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 carry out City goals, taking advantage of the talent and perspectives of various private, public and community partners. OPM monitors critical external factors that affect Seattle's economic and community health, and recommends appropriate strategies. Finally, OPM works with other City departments to assure progress is being made on high priority work items.

Proposed Policy and Program Changes

There are no program changes from the 2004 Endorsed Budget.

	Summit Code	2002 Actual	2003 Adopted	2004 Endorsed	2004 Proposed
Appropriations					
Policy and Management Budget Control Level	X1X00	0	2,081,975	2,059,667	2,001,066
Department Total		0	2,081,975	2,059,667	2,001,066
Department Full-time Equivalents Total*		0.00	15.65	16.00	16.00

**FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.*

Resources

General Subfund		0	2,081,975	2,059,667	2,001,066
Total		0	2,081,975	2,059,667	2,001,066

Policy & Management

Policy and Management Budget Control Level

Purpose Statement

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

Program Summary

Reduce funding for professional and technical services by \$50,000. The Office of Policy and Management implemented this cut during 2003 to meet its mid-year expenditure reduction target.

Citywide adjustments to inflation assumptions reduce the budget by \$9,000, for a total reduction from the 2004 Endorsed Budget to the 2004 Proposed Budget of approximately \$59,000.

Expenditures/FTE	2002 Actual	2003 Adopted	2004 Endorsed	2004 Proposed
Policy and Management	0	2,081,975	2,059,667	2,001,066
Full-time Equivalents Total*	0.00	15.65	16.00	16.00

**FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.*

Sustainability & Environment

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.cityofseattle.net/environment>

Department Description

The Office of Sustainability & Environment (OSE) leads the development and implementation of the City's Environmental Action Agenda (EAA). Specifically, OSE works with City departments and other partners to advance the EAA's three goals:

- Reduce human and environmental risks and lower City operating costs through increased resource efficiency and waste reduction;
- Protect and seek opportunities to restore ecological function through more sustainable approaches to managing the built environment, urban forest, and green spaces; and
- Improve mobility, environmental quality, and social equity through smart transportation services and solutions.

OSE also:

- Develops and leads the implementation of various Citywide programs such as Sustainable Building, Municipal Resource Conservation, Chemical Use Reduction, and Climate Protection;
- Coordinates interdepartmental problem-solving and action on environmental issues;
- Ensures environmental and sustainability goals are incorporated into City policies, plans, programs, projects, and services;
- Serves as a City resource and liaison on environmental and sustainability issues to residents, businesses, and nonprofit organizations;
- Represents the City on the Puget Sound Clean Air Agency Board of Directors, the Governor's Sustainable Washington Advisory Panel, and other local, regional, and state environmental committees and initiatives;
- Reports annually to the Mayor, City Council, and the community regarding progress regarding the implementation of the Environmental Action Agenda; and
- Communicates, internally and externally, about the City's environmental programs and accomplishments.

Proposed Policy and Program Changes

There are no substantive programmatic changes from the 2004 Endorsed Budget.

Sustainability & Environment

Appropriations	Summit Code	2002 Actual	2003 Adopted	2004 Endorsed	2004 Proposed
Office of Sustainability and Environment Budget Control Level	X1000	770,500	551,234	562,248	543,010
Department Total		770,500	551,234	562,248	543,010
Department Full-time Equivalents Total*		5.00	4.00	4.00	4.00

*FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.

Resources

General Subfund	770,500	551,234	562,248	543,010
Total	770,500	551,234	562,248	543,010

Selected Midyear Performance Measures

Restore ecological function and promote environmental justice through more sustainable approaches to managing the built environment, urban forest, and green space.

Percentage of completed City capital projects meeting criteria set by Resolution 30121 that gain a silver rating of the Leadership in Energy and Environmental Design (LEED) system.

2002 Year End Actuals: 64%

2003 Midyear Actuals: Annual Measurement

2003 Year End Projection: 100%

Reduce human and environmental risks - and lower operating costs - of City operations through resource efficiency and waste reduction.

Percent reduction of energy usage in 25 representative City facilities from 1997-2000 baseline.

2002 Year End Actuals: 10%

2003 Midyear Actuals: Annual Measurement

2003 Year End Projection: 10%

Percent reduction of Citywide pesticide use from 1995-1999 baseline.

2002 Year End Actuals: 29%

2003 Midyear Actuals: Annual Measurement

2003 Year End Projection: 30%

Percent reduction of Citywide paper use from 2001 baseline.

2002 Year End Actuals: 11%

2003 Midyear Actuals: Annual Measurement

2003 Year End Projection: 10%

Sustainability & 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 reduce the impact of City government operations and services on the environment and to promote more resource-efficient and environmentally responsible practices by Seattle businesses, institutions, and households.

Program Summary

Reduce consultant usage for environmental outreach and communications by \$15,000. Citywide adjustments to inflation assumptions reduce the budget by \$4,000, for a total reduction from the 2004 Endorsed Budget to the 2004 Proposed/Adopted budget of approximately \$19,000.

Expenditures/FTE	2002 Actual	2003 Adopted	2004 Endorsed	2004 Proposed
Office of Sustainability and Environment	770,500	551,234	562,248	543,010
Full-time Equivalents Total*	5.00	4.00	4.00	4.00

**FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.*

