

Abrogate: A request to eliminate a position. Once a position is abrogated, it cannot be administratively reinstated. If the body of work returns, a department must request new position authority from the City Council.

Allocation: The expenditure amount planned for a particular project or service that requires additional legislative action or “appropriation” before expenditures are authorized.

Appropriation: A legal authorization granted by the City’s legislative authority (the City Council) to make expenditures and incur obligations for specific purposes.

Biennial Budget: A budget that covers a two-year period.

Budget - Adopted and Proposed: The Mayor submits to the City Council a recommended expenditure and revenue level for all City operations for the coming fiscal year as the Proposed Budget. When the City Council agrees upon the revenue and expenditure levels, the Proposed Budget becomes the Adopted Budget, funds are appropriated, and legal expenditure limits are established.

Budget - Endorsed: The City of Seattle implements biennial budgeting through the sequential adoption of two one-year budgets. When adopting the budget for the first year of the biennium, the Council endorses a budget for the second year. This Endorsed Budget is the basis for a Proposed Budget for the second year of the biennium, and is reviewed and adopted in the fall of the first year of the biennium.

Budget Control Level: The level at which expenditure levels are controlled to meet State Budget Law provisions, generally at the Line of Business level.

CAFR or Comprehensive Annual Financial Report of the City: The City’s annual financial statement prepared by the Department of Finance.

Capital Improvement Program (CIP): Annual appropriations from specific funding sources are shown in the City's budget for certain capital purposes such as street improvements, building construction, and some kinds of facility maintenance. These appropriations are supported by a six-year allocation plan that details all projects, fund sources, and expenditure amounts, including many multi-year projects that require funding beyond the one-year period of the annual budget. The allocation plan covers a six-year period and is available as a separate document.

Chart of Accounts: A listing of expenditure, revenue, and other accounts that describe and categorize financial transactions.

Community Development Block Grant (CDBG): A U.S. Department of Housing and Urban Development grant that Seattle and other local governments receive annually to support economic development projects, low-income housing, and services in low-income neighborhoods.

Cumulative Reserve Subfund (CRF): A significant source of ongoing local funding to support capital projects in general government departments. The CRF consists of two accounts: the Capital Projects Account and the Revenue Stabilization Account. The Capital Projects Account has four subaccounts: REET I, REET II, Unrestricted, and South Lake Union Property Proceeds. The Real Estate Excise Tax (REET) is levied on all sales of real estate with the first .25% of the locally imposed tax going to REET I and the second .25% for REET II.

Debt Service: Annual principal and interest payments that the local government owes on money that it has borrowed.

Education & Development Services Levy (Families & Education Levy): In September 1997, a property tax levy was approved which allows the City to collect revenues from 1998 to 2004. Funds are allocated to several City departments to support school- and community-based programs for children and families.

Errata: Adjustments, corrections, and new information sent by departments through the City Budget Office to the City Council during the Council’s budget review as an adjunct to the Mayor’s Proposed Budget. The purpose

Glossary

is to adjust the Proposed Budget to reflect information not available upon submittal and to correct inadvertent errors.

Full Time Equivalent (FTE): A term that expresses the amount of time a position has been budgeted for in relation to the amount of time a regular, full-time employee normally works in a year. Most full-time employees (1.00 FTE) are paid for 2,088 hours in a year (or 2,096 in a leap year). A position that has been budgeted to work half-time for a full year, or full-time for only six months, is 0.50 FTE.

Fund: An accounting entity with a set of self-balancing revenue and expenditure accounts used to record the financial affairs of a governmental organization.

Fund Balance: The difference between the assets and liabilities of a particular fund. This incorporates the difference between the revenues and expenditures each year.

General Fund: A central fund into which most of the City's general tax revenues and discretionary resources are pooled, and which is allocated to support many of the operations of City government. Beginning with the 1997 Adopted Budget, the General Fund was restructured to encompass a number of subfunds, including the General Fund Subfund (comparable to the "General Fund" in prior years) and 13 other subfunds designated for a variety of specific purposes. These subfunds are listed and explained in more detail in the section entitled "General Fund Subfunds."

Grant-Funded Position: A position funded fifty percent (50%) or more by a categorical grant to carry out a specific project or goal and all positions funded by public employment programs. Seattle Municipal Code 4.04.030 specifies that "categorical grant" does not include Community Development Block Grant funds, nor any funds provided under a statutory entitlement or distribution on the basis of a fixed formula including but not limited to relative population.

Human Services Program: City General Subfund resources to support community-based organizations providing a wide-range of human services programs. Policies and priorities for distributing Human Services Program funds are based on the City's Consolidated Plan, which is coordinated by the Human Services Department.

Line of Business: A group of programs within a department, aligned by common purpose. In the Managing for Results (MFR) Business Planning framework, Lines of Business are the level at which key department results and measures are displayed.

Managing for Results (MFR): Describes the direction the City is taking in how it delivers service to its customers. In 2000, the City took great strides in its MFR efforts by developing departmental Business Plans, which systematically track each department's performance and results. Each department's MFR Business Plan is organized into Lines of Business, Programs, and Services. Performance measures and purpose statements are included for each Program and Line of Business in the Business Plans. Each department's presentation in this document is organized by Lines of Business and Programs, including Business Plan performance highlights.

Neighborhood Matching Fund (NMF): A fund that supports partnerships between the City and neighborhood associations to produce neighborhood-initiated planning, organizing, and improvement projects. The City provides a cash match to the community's contribution of volunteer labor, materials, professional services, or cash. The NMF is administered by the Department of Neighborhoods.

Operating Budget: That portion of a budget that deals with recurring expenditures such as salaries, electric bills, postage, printing, paper supplies, and gasoline.

Pocket: A term that refers to the title and unique position identification number assigned to each position authorized by the City Council through the budget or other ordinances. A position may have a common title name, but each position has its own unique identification number assigned by the Records Information Management Unit of the Personnel Division at the time position authority is approved by the City Council.

Except for temporaries/intermittents, only one person can fill each position pocket. The only other exception is in the case of a job-share, where two people work part-time in one full-time position.

Program: A group of services within a department, aligned by common purpose. In the MFR Business Planning framework, Programs are the level at which detailed purpose statements and performance measures are developed.

Program Category: The organization of departmental expenditures into functional or program areas which are the City's budget control levels. These organizational units generally represent lines of business or divisions of departments and are organized along program lines. Each of these units can be divided into smaller organization units, but the legal level at which the budget controls expenditures is the program category.

Reclassification: A request to change the job title, classification, and salary for an existing position. Reclassifications are subject to review and approval by the Classification/Compensation Unit of the Personnel Division and are approved by City Council action either in the annual budget process or through separate legislation submitted during the year.

Reorganization: Reorganization refers to changes in the budget and reporting structure within departments.

Scannell Agreement: Refers to a 1989 King County Superior Court order approving a settlement agreement for a class action suit (John R. Scannell, et al, v. The City of Seattle) that related to premium pay in lieu of fringe benefits, overtime hours, review of the City's utilization of temporary employees working in the same title in the same department beyond 916 regular hours in a calendar year, and other provisions of employment applicable to temporary/intermittent, interns, and work study positions.

SUMMIT: The City's central accounting system managed by the Department of Finance.

Sunset Position: A position that is funded for only a specified length of time by the budget or enabling ordinance.

TES: Temporary Employment Service placements made through the Special Employment Program of the Personnel Department. TES workers are most commonly used to fill unanticipated, short-term staffing needs, such as vacation coverage, positions that are vacant until a permanent hire is made, and special projects. TES placements are different from Temporary/Intermittent FTEs, which are specifically authorized in the budget document. TES placements are not shown separately in the budget document because departments may utilize permanent position pockets already authorized in the budget to fill these types of short-term needs. TES workers are not eligible for City-paid benefits (e.g., medical and dental benefits, holiday pay, vacation, and sick leave). Similar to Temporary/Intermittents in this respect, TES workers are paid a salary premium in lieu of benefits that ranges from 5% to 25% of their hourly rate, depending upon the number of hours worked as TES.

Glossary

Type of Position: There are three types of positions authorized through the position lists that are adopted at the same time as the budget. They are identified by one of the following characters: **F** for **Full Time**, **P** for **Part Time**, or **T** for **Temporary/Intermittent**.

- **Permanent Full Time** is defined as a position budgeted for 2,088 compensated hours per year, 40 hours per week, 80 hours per pay period, and is also known as one full time equivalent (FTE).
- **Permanent Part Time** is defined as a position that has been designated as part-time, and that requires an average of 20 hours or more, but less than 40 hours of work per week during the year. This equates to an FTE value of at least 0.50 and no more than 0.99.
- **Temporary/Intermittent** is defined as a temporary, emergency, or short-term position. The term includes persons employed in seasonal or intermittent positions, and those employed less than an average of 20 hours per week during a year. Temporary/intermittents can have an FTE value of .01 to 1.00. Temporary/intermittents carry no benefits except those that may be provided by separate authority (e.g., withholding tax, Social Security, etc.). These employees are paid a salary premium in lieu of benefits, ranging from 5% to 25% of their salary rate, depending upon the number of hours worked. The temporary/intermittent titles for which departments are authorized to hire are included in the position list for each department. Technically, however, temporary/intermittents are not considered regular “positions,” so the column entitled Positions in the position list will always show “0,” while the FTE column shows the level of authorized hiring. The reason for this is that in order to provide operating flexibility for departments to meet seasonal or other types of staffing needs, departments might use an authorized level of 1.00 FTE to employ multiple persons, depending upon how the workforce must be deployed to meet operational needs. For example, 1.00 FTE might be filled by several part-time employees who work on an on-call basis as needed throughout the year, but whose combined total work hours do not exceed 1.00 FTE.

The following three pages are excerpted from the City of Seattle’s 2000 Comprehensive Annual Financial Report. The data are current as of December 31, 2000 unless otherwise indicated.