

Legislative Department

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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. In addition to each Councilmember's staff of legislative assistants, the Department has three distinct divisions: the Office of the City Clerk, the Central Staff, and Administrative Services.

The nine Councilmembers are elected at-large to 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.

Policy and Program Changes

The Department's 2003 Adopted and 2004 Endorsed Budget reflects reductions in administrative expenses and overhead, affecting each program. The budget also reflects the 2002 mid-year addition of staffing and other costs for the Office of Professional Accountability Review Board, which increases police accountability to the public. In addition, the Department received an increased allocation for space rent to reflect the Department's relocation to the new City Hall in 2003, and a transfer of funds for certain information technology infrastructure and service costs that will now be directly allocated to the Department.

City Council Budget Changes and Provisos

The Department's Adopted Budget reflects additional reductions in administrative expenses and overhead, affecting each program.

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Resources	Summit Code	2001 Actual	2002 Adopted	2003 Adopted	2004 Endorsed
Legislative Department Budget Control Level					
Administration		1,355,778	1,412,605	1,898,297	1,952,051
Central Staff		1,263,755	1,447,409	1,446,215	1,482,980
City Clerk		928,504	1,146,435	1,135,036	1,167,416
City Council		2,709,382	3,008,490	2,859,590	2,978,786
Appropriation	G1100	6,257,419	7,014,939	7,339,138	7,581,233
Department Total		6,257,419	7,014,939	7,339,138	7,581,233
Department Full-time Equivalents Total*		78.70	79.70	79.70	79.70

**The department FTE total is provided for information only. All 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, the Office of City Auditor, and the Office of Professional Accountability Review Board.

Program Summary

Eliminate funding for Office of Professional Accountability Review Board administrative staff and transfer some job functions to other Department administrative staff. Reflects the addition of the Office of Professional Accountability Review Board in mid-2002. Current level of service is maintained.

Reduce salary and benefits funding for certain staff and reduce various administrative overhead costs including advertising, office supplies, and printing. Funding for temporary staff (Information Technology interns) is reduced; some internal service levels are decreased.

Increase allocation for space rent to reflect the Department's relocation to the new City Hall in 2003 and transfer funds to the Department for certain information technology infrastructure and service costs that will now be directly allocated.

Resources	2001 Actual	2002 Adopted	2003 Adopted	2004 Endorsed
General Subfund	1,355,778	1,412,605	1,898,297	1,952,051
Total	1,355,778	1,412,605	1,898,297	1,952,051
Full-time Equivalents Total*	12.00	13.00	13.00	13.00

**The program FTE total is provided for information only. All authorized positions are listed in Appendix A.*

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

Reduce salary and benefits funding for certain staff and reduce various administrative overhead costs including advertising, office supplies, and printing.

Resources	2001 Actual	2002 Adopted	2003 Adopted	2004 Endorsed
General Subfund	1,263,755	1,447,409	1,446,215	1,482,980
Total	1,263,755	1,447,409	1,446,215	1,482,980
Full-time Equivalents Total*	15.70	15.70	15.70	15.70

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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 salary and benefits funding for certain staff and reduce various administrative overhead costs including advertising, office supplies, and printing. Data entry capacity for the Clerk's records preservation project is decreased.

Resources	2001 Actual	2002 Adopted	2003 Adopted	2004 Endorsed
General Subfund	928,504	1,146,435	1,135,036	1,167,416
Total	928,504	1,146,435	1,135,036	1,167,416
Full-time Equivalents Total*	15.00	15.00	15.00	15.00

**The program FTE total is provided for information only. All 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 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 Councilmembers' consulting budget; Council has less flexibility to hire outside consultants.

Reduce salary and benefits funding for certain staff and reduce various administrative overhead costs including advertising, office supplies, and printing.

Resources	2001 Actual	2002 Adopted	2003 Adopted	2004 Endorsed
General Subfund	2,709,382	3,008,490	2,859,590	2,978,786
Total	2,709,382	3,008,490	2,859,590	2,978,786
Full-time Equivalents Total*	36.00	36.00	36.00	36.00

**The program FTE total is provided for information only. All authorized positions are listed in Appendix A.*