

Cable Television Franchise Subfund

Department Description

The City of Seattle entered into cable franchise agreements beginning in 1996 that included a new franchise fee as compensation for cable television providers locating in the public right-of-way. A new franchise with Comcast was approved in 2006 and a renewed franchise for Broadstripe (formerly Millennium Digital Media) was approved in 2007. The Cable Television Franchise Subfund (created by Ordinance 118196) shows the anticipated revenues from the franchise fee and related expenditures in the Department of Information Technology (DoIT). Resolution 30379 establishes usage policies for the fund. The fund pays for the administration of the Cable Customer Bill of Rights and the Public, Education, and Government access costs the City is obligated to fund under the terms of its cable franchise agreements; support of the Seattle Channel, including both operations and capital equipment; programs and projects promoting citizen technology literacy and access, including related research, analysis, and evaluation; and use of innovative and interactive technology, including television and the Web, to provide means for citizens to access City services.

Proposed Policy and Program Changes

The Department examined ways in which to relieve the burden of the General Fund in areas where Cable Television Franchise Subfund money can be used to support technology currently accessed by Seattle citizens. DoIT will transfer \$618,000 to cover public web-portal and internet security costs.

Cable TV

Appropriations	Summit Code	2008 Actuals	2009 Adopted	2010 Endorsed	2010 Proposed
Cable Fee Support to Information Technology Fund Budget Control Level					
Cable Communications		1,634,652	1,392,745	1,438,778	1,170,894
Community Technology		959,155	1,139,156	1,173,442	1,142,183
Finance and Administration		0	0	0	285,642
Seattle Channel/Democracy Portal		2,970,744	3,361,376	3,231,879	2,807,741
Technology Infrastructure		234,048	423,324	529,157	956,073
Technology Leadership		0	0	0	306,262
Web Site Support		730,692	954,758	980,462	775,228
Cable Fee Support to Information Technology Fund Budget Control Level	D160B	6,529,291	7,271,360	7,353,719	7,444,024
Cable Fee Support to Library Fund Budget Control Level	D160C	450,000	150,000	50,000	194,000
Department Total		6,979,291	7,421,360	7,403,719	7,638,024
		2008	2009	2010	2010
Resources		Actuals	Adopted	Endorsed	Proposed
Other		6,979,291	7,421,360	7,403,719	7,638,024
Department Total		6,979,291	7,421,360	7,403,719	7,638,024

Cable Fee Support to Information Technology Fund Budget Control Level

Purpose Statement

The purpose of the Cable Fee Support to Information Technology Fund Budget Control Level is to authorize the transfer of resources from the Cable Television Franchise Subfund to the Department of Information Technology's Information Technology Fund. These resources are used by the Department for a variety of programs consistent with Resolution 30379.

Program Expenditures	2008 Actuals	2009 Adopted	2010 Endorsed	2010 Proposed
Cable Communications	1,634,652	1,392,745	1,438,778	1,170,894
Community Technology	959,155	1,139,156	1,173,442	1,142,183
Finance and Administration	0	0	0	285,642
Seattle Channel/Democracy Portal	2,970,744	3,361,376	3,231,879	2,807,741
Technology Infrastructure	234,048	423,324	529,157	956,073
Technology Leadership	0	0	0	306,262
Web Site Support	730,692	954,758	980,462	775,228
Total	6,529,291	7,271,360	7,353,719	7,444,024

Cable Fee Support to Library Fund Budget Control Level

Purpose Statement

The purpose of the Cable Fee Support to Library Fund Budget Control Level is to authorize the transfer of resources from the Cable Television Franchise Subfund to the Seattle Public Library's Operating Fund. The Library uses these resources to pay for and maintain computers available to the public.

	2008	2009	2010	2010
Expenditures	Actuals	Adopted	Endorsed	Proposed
Citizen Literacy/Access	450,000	150,000	50,000	194,000

2010 Estimated Revenues for the Cable Television Franchise Subfund

Summit Code	Source	2008 Actuals	2009 Adopted	2010 Endorsed	2010 Proposed
421911	Franchise Fee Revenues	6,387,087	6,479,828	6,803,820	7,054,952
461110	Arts Programming Account Investment Earnings	95,605	144,237	127,574	43,027
461110	Investment Earnings	180,119	0	0	68,166
Total Revenues		6,662,811	6,624,065	6,931,394	7,166,145
379100	Use of (Contribution to) Fund Balance	316,479	797,295	472,326	471,879
Total Resources		6,979,290	7,421,360	7,403,720	7,638,024

Cable TV**Cable Television Franchise Subfund**

	2008 Actuals	2009 Adopted	2009 Revised	2010 Endorsed	2010 Proposed
Beginning Fund Balance	7,353,970	7,437,796	7,020,557	6,640,501	6,199,562
Accounting and Technical Adjustments	(16,933)	0	0	0	0
Plus: Actual and Estimated Revenue	6,662,811	6,624,065	6,844,365	6,931,394	7,166,145
Less: Actual and Budgeted Expenditures	6,979,291	7,421,360	7,665,360	7,403,719	7,638,024
Ending Fund Balance	7,020,557	6,640,501	6,199,562	6,168,176	5,727,683
Designation for Cable Programs	4,333,683	4,156,739	3,687,293	3,576,873	3,019,392
Reserves Against Fund Balance	1,941,020	2,036,766	2,231,353	2,046,049	2,301,334
Total Reserves	6,274,703	6,193,505	5,918,646	5,622,922	5,320,726
Ending Unreserved Fund Balance	745,854	446,996	280,916	545,254	406,957

Office of City Auditor

David Jones, Acting City Auditor

Contact Information

Department Information Line: (206) 233-3801

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

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

Department Description

The City Auditor is Seattle's independent auditor established by the City Charter. The City Auditor is appointed by a majority of the City Council to a four-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 analyses, and objective recommendations on how best to use public resources in support of Seattle's citizens.

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

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

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

Proposed Policy and Program Changes

There are no substantive changes from the 2010 Endorsed Budget to the 2010 Proposed Budget.

City Auditor

Appropriations	Summit	2008	2009	2010	2010
	Code	Actuals	Adopted	Endorsed	Proposed
Office of City Auditor Budget Control Level	VG000	1,171,838	1,129,484	1,172,823	1,167,987
Department Total		1,171,838	1,129,484	1,172,823	1,167,987
Department Full-time Equivalents Total*		9.00	8.00	8.00	8.00

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

Resources	2008	2009	2010	2010
	Actuals	Adopted	Endorsed	Proposed
General Subfund	1,171,838	1,129,484	1,172,823	1,167,987
Department Total	1,171,838	1,129,484	1,172,823	1,167,987

Office of City Auditor Budget Control Level

Purpose Statement

The 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 delivering services to Seattle residents.

Summary

Citywide adjustments to labor and other operating costs due to inflation, health care, furloughs, and similar changes decrease the budget by \$5,000 for a net program reduction from the 2010 Endorsed Budget to the 2010 Proposed Budget of approximately \$5,000.

	2008	2009	2010	2010
Expenditures/FTE	Actuals	Adopted	Endorsed	Proposed
Office of City Auditor	1,171,838	1,129,484	1,172,823	1,167,987
Full-time Equivalents Total*	9.00	8.00	8.00	8.00

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

Seattle Office for Civil Rights

Julie Nelson, Director

Contact Information

Department Information Line: (206) 684-4500

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

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

Department Description

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

Since 2004, the Office has led the Race and Social Justice Initiative (RSJI). The Initiative envisions a city where racial disparities have been eliminated and racial equity achieved. RSJI's mission is to end institutionalized racism in City government and to promote multiculturalism and full participation by all its residents. The goals are to 1) end racial disparities internal to the City; 2) strengthen the way the City engages the community and provides services; and 3) eliminate race-based disparities in our communities.

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, women, sexual minorities, and people with disabilities and their advocates, to inform them of their rights under the law. The Office publishes a wide array of printed materials, many of which are translated into other languages.

SOCR keeps civil rights issues before the public through articles in the local media, and sponsorship of events such as Seattle Human Rights Day. As part of a broad race and social justice movement, SOCR challenges Seattle to eliminate discrimination in all its forms.

SOCR staffs three volunteer commissions - the Human Rights, Women's, and Lesbian, Gay, Bisexual and Transgender Commissions - which advise the Mayor and the City Council on relevant issues.

Proposed Policy and Program Changes

Reduce spending on temporary employees, internship and the work study budget by \$56,000 to assist in balancing the overall General Fund budget.

Reduce spending on overtime, consultants, and advertisements by \$20,000 to assist in balancing the overall General Fund budget.

Reduce 1.0 FTE Information Technology Systems Analyst down to 0.5 FTE and save \$44,000 to assist in balancing the overall General Fund budget.

Civil Rights

Appropriations	Summit	2008	2009	2010	2010
	Code	Actuals	Adopted	Endorsed	Proposed
Civil Rights Budget Control Level	X1R00	2,382,223	2,336,278	2,424,443	2,218,988
Department Total		2,382,223	2,336,278	2,424,443	2,218,988
Department Full-time Equivalents Total*		22.50	22.50	22.50	22.00

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

Resources	2008	2009	2010	2010
	Actuals	Adopted	Endorsed	Proposed
General Subfund	2,382,223	2,336,278	2,424,443	2,218,988
Department Total	2,382,223	2,336,278	2,424,443	2,218,988

Civil Rights Budget Control Level

Purpose Statement

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

Summary

Reduce spending on temporary employees, internship and the work study budget by \$56,000 to assist in balancing the overall General Fund budget.

Reduce spending on overtime by \$5,000 to assist in balancing the overall General Fund budget.

Reduce spending on consultants by \$10,000 to assist in balancing the overall General Fund budget. The department will utilize in-house staff more for Race and Social Justice trainings.

Reduce spending on advertisements by \$5,000 to assist in balancing the overall General Fund budget. Staff will advertise in specific areas, targeting those that show the greatest need for services, rather than mass advertising as done in the past.

Reduce 1.0 FTE Information Technology Systems Analyst down to 0.5 FTE and save \$44,000 to assist in balancing the overall General Fund budget. Some services provided by this position will now be provided by the Department of Information Technology.

Citywide adjustments to labor and other operating costs due to inflation, health care, furloughs, and similar changes decrease the budget by \$85,000 for a net reduction from the 2010 Endorsed Budget to the 2010 Proposed Budget of approximately \$205,000.

	2008	2009	2010	2010
Expenditures/FTE	Actuals	Adopted	Endorsed	Proposed
Civil Rights	2,382,223	2,336,278	2,424,443	2,218,988
Full-time Equivalents Total*	22.50	22.50	22.50	22.00

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

Civil Service Commission

Ellis H. Casson, Commission Chair

Contact Information

Glenda J. Graham-Walton, Executive Director

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 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. The Commission conducts public hearings on personnel related issues and may propose changes to Personnel rules, policies and laws to the Mayor and City Council.

Proposed Policy and Program Changes

A reduction is made in the 2010 Proposed Budget to reflect salary savings from a 10-day furlough.

Civil Service

Appropriations	Summit	2008	2009	2010	2010
	Code	Actuals	Adopted	Endorsed	Proposed
Civil Service Commission Budget	V1C00	199,920	222,973	231,609	221,282
Control Level					
Department Total		199,920	222,973	231,609	221,282
Department Full-time Equivalents Total*		1.80	1.80	1.80	1.80

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

Resources	2008	2009	2010	2010
	Actuals	Adopted	Endorsed	Proposed
General Subfund	199,920	222,973	231,609	221,282
Department Total	199,920	222,973	231,609	221,282

Civil Service Commission Budget Control Level

Purpose Statement

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

Summary

Citywide adjustments to labor and other operating costs due to inflation, health care, furloughs, and similar changes decrease the budget by \$10,000, for a net program reduction from the 2010 Endorsed Budget to the 2010 Proposed Budget of approximately \$10,000.

	2008	2009	2010	2010
Expenditures/FTE	Actuals	Adopted	Endorsed	Proposed
Civil Service Commission	199,920	222,973	231,609	221,282
Full-time Equivalents Total*	1.80	1.80	1.80	1.80

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

Employees' Retirement System

Cecelia M. Carter, Executive Director

Contact Information

Department Information Line: (206) 386-1293

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

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

Department Description

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

Proposed Policy and Program Changes

Technical adjustments decrease the budget by \$26,000 from the 2010 Endorsed Budget to the 2010 Proposed Budget.

Employees' Retirement

	Summit	2008	2009	2010	2010
Appropriations	Code	Actuals	Adopted	Endorsed	Proposed
Employees' Retirement Budget Control Level	R1E00	5,383,559	10,734,830	11,936,779	11,910,581
Department Total		5,383,559	10,734,830	11,936,779	11,910,581
Department Full-time Equivalents Total*		14.50	15.50	15.50	15.50

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

	2008	2009	2010	2010
Resources	Actuals	Adopted	Endorsed	Proposed
Other	5,383,559	10,734,830	11,936,779	11,910,581
Department Total	5,383,559	10,734,830	11,936,779	11,910,581

Employees' Retirement

Employees' Retirement Budget Control Level

Purpose Statement

The purpose of the Employees' Retirement Budget Control Level is to manage and administer retirement assets and benefits.

Expenditures/FTE	2008 Actuals	2009 Adopted	2010 Endorsed	2010 Proposed
Employees' Retirement	5,383,559	10,734,830	11,936,779	11,910,581
Full-time Equivalents Total*	14.50	15.50	15.50	15.50

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

Ethics and Elections Commission

Wayne Barnett, Executive Director

Contact Information

Department Information Line: (206) 684-8500

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

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

Department Description

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

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

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

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

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

In 2008, the SEEC was charged with administering the City's new lobbying regulations. The SEEC will collect and post information so that citizens know who is lobbying and how much they are being paid to lobby. The SEEC will also enforce compliance with the lobbying regulations.

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

Proposed Policy and Program Changes

In response to a decrease in projected City tax revenues resulting from the national economic recession, the Ethics and Elections Commission's 2010 Proposed Budget includes a reduction in funding for Voters' Pamphlet production, freezing the Commission's authority to increase the Department director's salary to account for a recent reclassification of the position, and a downward reclassification of an administrative position and salary savings from a 10-day furlough.

Ethics and Elections

Appropriations	Summit	2008	2009	2010	2010
	Code	Actuals	Adopted	Endorsed	Proposed
Ethics and Elections Budget Control Level	V1T00	587,702	668,244	693,256	611,220
Department Total		587,702	668,244	693,256	611,220
Department Full-time Equivalents Total*		5.20	5.20	5.20	5.20

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

Resources	2008	2009	2010	2010
	Actuals	Adopted	Endorsed	Proposed
General Subfund	587,702	668,244	693,256	611,220
Department Total	587,702	668,244	693,256	611,220

Ethics and Elections Budget Control Level

Purpose Statement

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

Summary

Reduce budget by \$38,000 for voter's pamphlet printing expenses.

Reduce budget by \$3,000 by freezing the Commission's authority to increase the Director's salary to account for a recent reclassification of the position.

Reclassify a 1.0 FTE Administrative Specialist II to an Administrative Staff Assistant and reduce budget by \$15,000 for associated staff expenses.

Citywide adjustments to labor and other operating costs due to inflation, health care, furloughs, and similar changes decrease the budget by \$26,000, for a net program reduction from the 2010 Endorsed Budget to the 2010 Proposed Budget of approximately \$82,000.

	2008	2009	2010	2010
Expenditures/FTE	Actuals	Adopted	Endorsed	Proposed
Ethics and Elections	587,702	668,244	693,256	611,220
Full-time Equivalents Total*	5.20	5.20	5.20	5.20

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

Department of Executive Administration

Fred Podesta, Director

Contact Information

Department Information Line: (206) 684-0987

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

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

Department Description

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

Proposed Policy and Program Changes

Transfer a Strategic Advisor 2 from the Executive Management Budget Control Level to the Financial Services BCL; an Administrative Staff Assistant from Financial Services to Executive Management to better provide support on a departmentwide level; and a Strategic Advisor 2 position from the Contracting and Purchasing Services division to the Executive Management division to work on equitable contracting.

Increase license revenues by \$844,000. This is a total of all unpaid/outstanding business license revenue back to 2004. The City will now require that businesses pay outstanding debts before a license will be renewed. These revenues are shown in the General Fund.

Increase revenues by \$168,000 from rebates collected on blanket contracts. The department has worked with vendors to increase the number of contracts with rebate provisions. This will effectively reduce Citywide contracting costs.

Reduce budget by \$28,000 by transferring some credit card convenience fee charges from the City to the customer. The City will now charge a \$1.00 fee when customers use a credit card to pay transactions on-line or over the phone. These savings, combined with similar savings in other departments, will reduce expenditures across the City by \$178,000.

Reduce spending on fleets and facilities by \$35,000 to assist in balancing the overall General Fund budget. The department was able to reduce its fleet inventory by four vehicles by utilizing the City's Motor Pool program.

Reduce spending by \$507,000 in various non-labor Business Technology accounts, such as overtime and special pay; and professional services, such as consulting and hardware and software purchases, to assist in balancing the overall General Fund budget.

Transfer in 2.0 FTE Information Technology Professional positions and \$215,000 from the Personnel Department to the Business Technology unit to perform IT support services for smaller City departments.

Abrogate 1.0 FTE Civil Right Analyst and reduce budget by \$90,000 in the Contracting and Purchasing Services Budget Control Level to assist in balancing the overall General Fund budget.

Reduce funding by \$90,000 to reflect the savings achieved by switching property insurance providers.

Executive Administration

Reduce 1.0 FTE Strategic Advisor 3 to 0.5 FTE and reduce budget \$54,000 to assist in balancing the overall General Fund budget.

Transfer in 1.0 FTE Strategic Advisor 2 and \$94,000 from the Mayor's Office to continue to coordinate public disclosure for Executive agencies, and to support the deployment of the new e-mail archiving system.

Abrogate 1.0 FTE Parking Meter Collector and reduce budget by \$63,000 in the Financial Services division. The City continues to install automated pay stations which accept credit cards and do not require the same staff level of service as coin-operated meters.

Combine two 0.5 FTE Treasury Cashiers positions to 1.0 FTE and reduce budget by \$15,000. This action will not result in a layoff of staff as one position is vacant. The action will allow the current filled position to work fulltime.

Transfer in 1.0 FTE Strategic Advisor 2 and \$100,000 from the Office of Policy and Management to focus on aligning Citywide accounting standards and procedures with performance measurement to ensure best financial practices.

Add 1.0 FTE Strategic Advisor 2 and \$117,000 to provide analysis and quality control on Citywide accounting and financial processes.

Abrogate 1.0 FTE Licenses and Standards Inspector in the Revenue and Consumer Affairs Division and reduce budget by \$91,000 to assist in balancing the overall General fund budget. Duties will be transferred to a separate operations group and the workload will be absorbed by current staff.

Reduce budget by \$25,000 in the Revenue and Consumer Affairs to reflect a reduction in travel and other administrative expenses.

Add 1.0 FTE Spay & Neuter Technician and increase budget by \$70,000, which will allow the Shelter to increase surgery volume. With this additional staff and an increase in the fee for surgeries, the Shelter will generate enough revenue to reach cost recovery on these services.

Abrogate 1.0 FTE Accounting Technician I, 1.0 FTE Animal Control Officer I and reduce budget by \$134,000. This action is the result of closing the Animal Shelter to the public one day a week, to assist in balancing the overall General Fund budget.

Executive Administration

Appropriations	Summit	2008	2009	2010	2010
	Code	Actuals	Adopted	Endorsed	Proposed
Business Technology Budget Control Level	C8400	11,792,519	10,499,249	11,068,712	10,098,664
Contracting and Purchasing Services Budget Control Level	C8700	3,265,209	3,580,074	3,748,796	3,377,226
Executive Management Budget Control Level	C8100	2,473,553	2,525,331	2,642,615	2,576,293
Financial Services Budget Control Level	C8200	7,671,712	8,384,796	8,648,896	8,509,576
Revenue and Consumer Affairs Budget Control Level	C8500	5,398,058	5,434,029	5,663,840	5,281,344
Seattle Animal Shelter Budget Control Level	C8600	3,284,371	3,492,609	3,665,085	3,423,443
Department Total		33,885,422	33,916,088	35,437,944	33,266,545
Department Full-time Equivalents Total*		251.00	248.00	247.00	247.50

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

Resources	2008	2009	2010	2010
	Actuals	Adopted	Endorsed	Proposed
General Subfund	33,885,422	33,916,088	35,437,944	33,266,545
Department Total	33,885,422	33,916,088	35,437,944	33,266,545

Business Technology Budget Control Level

Purpose Statement

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

Summary

Reduce spending by \$507,000 in various non-labor Business Technology accounts, such as overtime and special pay; and professional services, such as consulting and hardware and software purchases, to assist in balancing the overall General Fund budget.

Transfer in 2.0 FTE Information Technology Professional positions and \$215,000 from the Personnel Department to the Business Technology unit to perform IT support services for smaller City departments.

Reduce spending on fleets and facilities by \$5,000 to assist in balancing the overall General Fund budget.

Citywide adjustments to labor and other operating costs due to inflation, health care, furloughs, and similar changes decrease the budget by \$673,000 for a net reduction from the 2010 Endorsed Budget to the 2010 Proposed Budget of approximately \$970,000.

Expenditures/FTE	2008 Actuals	2009 Adopted	2010 Endorsed	2010 Proposed
Business Technology	11,792,519	10,499,249	11,068,712	10,098,664
Full-time Equivalents Total*	43.50	43.50	43.50	45.50

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

Contracting and Purchasing Services Budget Control Level

Purpose Statement

The purpose of the Contracting Budget Control Level (BCL) 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. This BCL also supports the efforts and services provided by the Urban League's Contractor Development and Competitiveness Center (CDCC) for the development of small, economically-disadvantaged businesses, including women and minority firms, as authorized by Ordinance 120888.

Summary

Abrogate 1.0 FTE Civil Right Analyst and reduce budget by \$90,000 in the Contracting and Purchasing Services Budget Control Level to assist in balancing the overall General Fund budget.

Transfer out 1.0 FTE Strategic Advisor 2 and \$118,000 to the Executive Management program to more accurately reflect the workload of this position.

Reduce spending on fleets and facilities by \$4,000 to assist in balancing the overall General Fund budget.

Citywide adjustments to labor and other operating costs due to inflation, health care, furloughs, and similar changes decrease the budget by \$159,000 for a net reduction from the 2010 Endorsed Budget to the 2010 Proposed Budget of approximately \$372,000.

Expenditures/FTE	2008 Actuals	2009 Adopted	2010 Endorsed	2010 Proposed
Contracting	3,265,209	3,580,074	3,748,796	3,377,226
Full-time Equivalents Total*	31.00	30.00	30.00	28.00

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

Executive 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 and human resource services; and administrative support so that Department managers, staff, and other decision-makers can make informed decisions on how to best serve City customers.

Summary

Reduce funding by \$90,000 to reflect the savings achieved by switching property insurance providers.

Reduce 1.0 FTE Strategic Advisor 3 to 0.5 FTE and reduce budget by \$54,000 to assist in balancing the overall General Fund budget.

Transfer out 1.0 FTE Strategic Advisor 2 and \$134,000 to Financial Services to more accurately reflect the workload of this position.

Transfer in 1.0 FTE Administrative Staff Analyst and \$96,000 from Financial Services to more accurately reflect the workload of this position.

Reduce spending on fleets and facilities by \$2,000 to assist in balancing the overall General Fund budget.

Transfer in 1.0 FTE Strategic Advisor 2 and \$118,000 from Contracting and Purchasing Services to more accurately reflect the workload of this position.

Transfer in 1.0 FTE Strategic Advisor 2 and \$94,000 from the Office of the Mayor to continue to coordinate public disclosure activities for Executive agencies, and to support the deployment of the new e-mail archiving system.

Citywide adjustments to labor and other operating costs due to inflation, health care, furloughs, and similar changes decrease the budget by \$94,000 for a net reduction from the 2010 Endorsed Budget to the 2010 Proposed Budget of approximately \$66,000 .

Expenditures/FTE	2008 Actuals	2009 Adopted	2010 Endorsed	2010 Proposed
Executive Management	2,473,553	2,525,331	2,642,615	2,576,293
Full-time Equivalents Total*	17.50	17.50	17.50	19.00

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

Financial Services Budget Control Level

Purpose Statement

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

Summary

Abrogate 1.0 FTE Parking Meter Collector and reduce budget by \$63,000. The City continues to install automated pay stations which accept credit cards and do not require the same staff level of service as coin-operated meters.

Transfer out 1.0 FTE Administrative Staff Analyst and \$96,000 to Executive Management to more accurately reflect the workload of this position.

Transfer in 1.0 Strategic Advisor 2 and \$134,000 from Executive Management to more accurately reflect the workload of this position.

Combine two, 0.5 FTE Treasury Cashiers positions to 1.0 FTE and reduce budget by \$15,000. This action will not result in a layoff of staff, as one position is vacant. This action will allow the current filled position to work fulltime.

Transfer in 1.0 FTE Strategic Advisor 2 and \$100,000 from the Office of Policy and Management to focus on aligning Citywide accounting standards and procedures with performance measurement to ensure best financial practices.

Add 1.0 FTE Strategic Advisor 2 and \$117,000 to provide analysis and quality control on Citywide accounting and financial processes.

Reduce spending on fleets and facilities by \$10,000 to assist in balancing the overall General Fund budget.

Citywide adjustments to labor and other operating costs due to inflation, health care, furloughs, and similar changes decrease the budget by \$306,000 for a net reduction from the 2010 Endorsed Budget to the 2010 Proposed Budget of approximately \$139,000.

	2008	2009	2010	2010
Expenditures/FTE	Actuals	Adopted	Endorsed	Proposed
Financial Services	7,671,712	8,384,796	8,648,896	8,509,576
Full-time Equivalents Total*	66.50	66.50	66.50	67.50

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

Executive Administration

Revenue and Consumer Affairs Budget Control Level

Purpose Statement

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

Summary

Abrogate 1.0 FTE Licenses and Standards Inspector in the Revenue and Consumer Affairs Division and reduce budget by \$91,000 to assist in balancing the overall General fund budget. Duties will be transferred to a separate operations group and the workload will be absorbed by current staff.

Reduce spending on travel costs by \$25,000 to assist in balancing the overall General Fund budget.

Reduce spending on fleets and facilities by \$7,000 to assist in balancing the overall General Fund budget.

Reduce budget by \$21,000 by transferring some credit card convenience fee charges from the City to the customer. The City will now charge a \$1.00 fee when customers use a credit card to pay transactions on-line or over the phone. These savings, combined with similar savings in other departments, will reduce expenditures across the City by \$178,000.

Citywide adjustments to labor and other operating costs due to inflation, health care, furloughs, and similar changes decrease the budget by \$238,000 for a net reduction from the 2010 Endorsed Budget to the 2010 Proposed Budget of approximately \$382,000.

Expenditures/FTE	2008 Actuals	2009 Adopted	2010 Endorsed	2010 Proposed
Revenue and Consumer Affairs	5,398,058	5,434,029	5,663,840	5,281,344
Full-time Equivalents Total*	54.50	52.50	51.50	50.50

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

Seattle Animal Shelter Budget Control Level

Purpose Statement

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

Summary

Add 1.0 FTE Spay & Neuter Technician and increase budget by \$70,000, which will allow the Shelter to increase surgery volume. With this additional staff and an increase in the fee for surgeries, the Shelter will generate enough revenue to reach cost recovery on these services.

Abrogate 1.0 FTE Accounting Technician I, 1.0 FTE Animal Control Officer I and reduce budget by \$134,000. This action is the result of closing the Animal Shelter to the public one day a week, to assist in balancing the overall General Fund budget.

Reduce spending on fleets and facilities by \$7,000 to assist in balancing the overall General Fund budget.

Reduce budget by \$7,000 by transferring some credit card convenience fee charges from the City to the customer. The City will now charge a \$1.00 fee when customers use a credit card to pay transactions on-line or over the phone. These savings, combined with similar savings in other departments, will reduce expenditures across the City by \$178,000.

Citywide adjustments to labor and other operating costs due to inflation, health care, furloughs, and similar changes decrease the budget by \$163,000 for a net reduction from the 2010 Endorsed Budget to the 2010 Proposed Budget of approximately \$242,000.

Expenditures/FTE	2008 Actuals	2009 Adopted	2010 Endorsed	2010 Proposed
Seattle Animal Shelter	3,284,371	3,492,609	3,665,085	3,423,443
Full-time Equivalents Total*	38.00	38.00	38.00	37.00

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

Department of Finance

Dwight Dively, Director

Contact Information

Department Information Line: (206) 233-0031

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

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

Department Description

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

Proposed Policy and Program Changes

Reduce spending on discretionary funds such as subscriptions, other professional services, advertising, and tuition and registration, resulting in a savings of \$51,000 to assist in balancing the overall General Fund budget.

Reclassify 1.0 FTE Executive 2 to 1.0 FTE Strategic Advisor 2 due to a reassignment of duties that results in a savings of \$26,000. The newly-classified Strategic Advisor 2 will be responsible for the critical budget-related duties which are performed by Department of Finance Fiscal and Policy Analysts.

Finance

Appropriations	Summit Code	2008 Actuals	2009 Adopted	2010 Endorsed	2010 Proposed
Finance Budget Control Level	CZ000	5,157,105	5,275,284	5,497,802	5,159,720
Department Total		5,157,105	5,275,284	5,497,802	5,159,720
Department Full-time Equivalents Total*		38.00	36.00	36.00	36.00
<i>* FTE totals are provided for informational purposes only. Changes in FTEs resulting from City Council or Personnel Director actions outside of the budget process may not be detailed here.</i>					
Resources		2008 Actuals	2009 Adopted	2010 Endorsed	2010 Proposed
General Subfund		5,157,105	5,275,284	5,497,802	5,159,720
Department Total		5,157,105	5,275,284	5,497,802	5,159,720

Finance Budget Control Level

Purpose Statement

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

Summary

Reduce spending on discretionary funds such as subscriptions, other professional services, advertising, and tuition and registration, resulting in a savings of \$51,000 to assist in balancing the overall General Fund budget.

Reclassify 1.0 FTE Executive 2 to 1.0 FTE Strategic Advisor 2 due to a reassignment of duties that results in a savings of \$26,000. The newly-classified Strategic Advisor 2 will be responsible for the critical budget-related duties which are performed by Department of Finance Fiscal and Policy Analysts.

Citywide adjustments to labor and other operating costs due to inflation, health care, furloughs, and similar changes decrease the budget by \$261,000 for a net reduction from the 2010 Endorsed Budget to the 2010 Proposed Budget of approximately \$338,000.

Expenditures/FTE	2008 Actuals	2009 Adopted	2010 Endorsed	2010 Proposed
Finance	5,157,105	5,275,284	5,497,802	5,159,720
Full-time Equivalents Total*	38.00	36.00	36.00	36.00

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

Finance General

Dwight Dively, Director

Department Description

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

Proposed Policy and Program Changes

The 2010 Proposed Budget sustains the reductions made in the 2010 Endorsed Budget under Reserves and Support to Community Development BCLs. There were further reductions made to lower General Fund debt obligations, reflect loan repayments to the General Fund, and reverse funding to the Emergency Subfund. A few new program initiatives and changes in funding structure in transacting general fund support to departments offset these reductions. Notable changes by BCL are described below:

Appropriations to General Fund Subfunds and Special Funds BCL:

Arts Account - Admission Tax for Art Programs: A major shift in policy regarding the Office's funding structure increases the amount of the General Subfund (GSF) transfer of Admission tax revenue to the Arts Account. This is offset by the elimination of direct GSF appropriations to the Office of Arts and Cultural Affairs. For more information about this change, refer to the Office for Arts and Cultural Affairs section in this document.

Emergency Subfund: The legal maximum amount the City can set aside in the Emergency Subfund (ESF), which is determined by assessed property values, is \$7.3 million less for 2010 than anticipated in the 2010 Endorsed Budget. As a result, the 2010 Proposed Budget does not contribute resources from Finance General to the ESF. In addition, the 2009 Third Quarter Supplemental Ordinance proposes to reduce the 2009 contribution to the ESF by \$5.8 million. Together with items in previously adopted ordinances, these actions will reduce the ESF fund balance to the legal maximum in 2010 of \$46.6 million.

Fleets and Facilities and Information Technology Funds: In the 2010 Proposed Budget, the General Subfund support to these two funds is reduced to reflect savings to program and personnel costs in the Fleets and Facilities Department (FFD) and the Department of Information Technology (DoIT). For more information about these savings, refer to the FFD and DoIT sections in this document.

General Bond Interest/Redemption Fund: The elimination of debt service for Magnuson Building 30 and the Municipal Jail, plus one-time uses of bond fund balances to pay debt service, reduces the level of funding for the General Bond Interest/Redemption Fund program by approximately \$2.4 million.

Housing Operating Fund: In addition to target reductions, General Subfund support to Office of Housing is reduced to reflect increases in other sources of revenue. As a result, GSF support for Office of Housing operations is reduced by roughly \$600,000 in 2010. For more detail, refer to the Office of Housing section in this document.

Parks Charter Revenue Transfers: A portion of tax revenues levied for the Seattle Department of Transportation and Seattle Public Utilities were directly deposited into the Park and Recreation Fund (PRF). This was done to comply with a provision in the City Charter regarding the PRF, and required the General Subfund to provide support to the Transportation and Solid Waste Funds. Beginning in mid-2009, tax revenues are no longer deposited in the PRF, and instead the GSF subsidy to the Department of Parks and Recreation is increased by the amount of the tax revenue. One consequence of this change is that the GSF no longer needs to provide support to the Transportation and Solid Waste Funds to offset Parks Charter revenues, and this change is reflected in the

2010 Proposed Budget. For more information about this change, refer to the revenue overview section of this document.

Reserves BCL:

Census Awareness and Participation Reserve: This new program is added to provide \$60,000 in funding for community outreach techniques designed to increase awareness and participation in the 2010 U.S. Census by targeting hard-to-count populations. This effort will supplement the federal government's 2010 Census Integrated Communications Campaign (mass media campaign with components added to further educate hard-to-count communities on the importance of the 2010 Census). As a result of this proposal, Seattle will reduce the number of people who are traditionally not counted during a census (low-income households, the homeless, immigrant and refugee populations, and communities of color).

Recurring Reserve-Health Care: The purpose of this item is to set aside resources to pay higher-than anticipated health care insurance expenses for General Subfund-supported City employees. Current estimates indicate that no resources from this item appropriated in the 2009 Adopted Budget will be spent in 2009. These savings have been incorporated into the development of the 2010 Proposed Budget. In addition, current estimates indicate that the risk for higher-than-anticipated expenses in 2010 will be no more than \$1.5 million, which is appropriated in the 2010 Proposed Budget.

Recurring Reserve-Industrial Insurance Pensions Payout: The 2010 Proposed Budget includes \$550,000 in additional expenses for this item than was anticipated in the 2010 Endorsed Budget, due to faster-than-anticipated growth in the City's workers' compensation claim costs.

Recurring Reserve-Street Lighting: This ongoing reserve was reduced by \$2.1 million in 2010 to reflect repayment to the General Subfund for an advance payment made to Seattle City Light in the 2009 Second Quarter Supplemental Ordinance. The General Subfund advance paid for straight-time (not overtime) crews to reduce response times to street light outages to less than 10 days by the end of 2009, and update the street light system. Partially offsetting this \$2.1 million reduction in 2010 is an increase in costs for street lights due to higher electricity rates.

Recurring Reserve-Transit Pass Subsidy: An ongoing \$2.7 million appropriation is added to provide transit passes for City employees. For more information about the transit pass program, refer to the Personnel Compensation Trust Subfunds section of this document.

Youth Violence Prevention: The elimination of the appropriation in Finance General reflects the policy to appropriate funding for this initiative directly in the Department of Neighborhoods and the Police Department.

Support to Community Development BCL:

CASA Latina: \$200,000 is added to support CASA Latina's capital campaign for the expansion of supportive services and job opportunities to the Latino immigrant community.

Wing Luke Asian Museum: \$100,000 is added to provide ongoing support for the Wing Luke Asian Museum. This funding will support public programs and will improve access for youth and lower-income groups.

Support to Operating Funds BCL:

Parks and Recreation Fund: A major change in procedures has been implemented to reduce administrative error and ensure Charter provisions are implemented by providing Charter revenue support via the General Fund transfer to the Department of Parks and Recreation. This change is an exact dollar-to-dollar replacement of direct Charter funding in the department's operating fund.

Appropriation to General Fund Subfunds and Special Funds Budget Control Level

Purpose Statement

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

Program Expenditures	2008	2009	2010	2010
	Actuals	Adopted	Endorsed	Proposed
2000 Parks Levy Fund	4,985,000	0	0	0
Arts Account - Admission Tax for Art Programs	1,149,081	1,186,394	1,207,454	3,761,449
Cumulative Reserve Subfund - Capital Projects Account	101,585	0	0	0
Cumulative Reserve Subfund - Revenue Stabilization Account	15,669,089	0	0	0
Emergency Subfund	5,846,730	7,636,000	3,049,000	0
Fleets and Facilities Fund	4,281,861	3,873,297	3,932,585	3,004,223
General Bond Interest/Redemption Fund	18,540,472	12,565,673	15,520,489	10,075,813
Housing Operating Fund	0	2,268,679	1,455,955	871,577
Information Technology Fund	0	3,357,441	3,388,635	2,813,510
Insurance	3,443,076	4,529,697	4,688,142	4,688,142
Judgment/Claims Subfund	1,379,400	1,318,643	1,318,643	1,318,643
Solid Waste Fund - Parks Charter Revenue Transfer	912,290	1,003,939	571,958	0
Transportation Fund - Parks Charter Revenue Transfer	0	526,114	564,775	0
Total	56,308,584	38,265,877	35,697,636	26,533,357

Finance General

Reserves Budget Control Level

Purpose Statement

The purpose of the Reserves Budget Control Level is to provide appropriation authority to those programs for which there is no single appropriate managing department, or for which there is some Council and/or Mayor desire for additional budget oversight.

Program Expenditures

	2008	2009	2010	2010
	Actuals	Adopted	Endorsed	Proposed
Budget System Reserve	9,100	0	0	0
Census Awareness and Participation Reserve	0	0	0	60,000
Get Engaged: City Boards and Commissions	30,000	30,780	30,720	30,720
Key Arena Use Deliberations	203,189	0	0	0
Recurring Reserve Employee Hour Tax	168,418	200,000	200,000	200,000
Recurring Reserve for Portable Art Rental and Maintenance	168,713	203,148	202,752	202,752
Recurring Reserve-Dues/Memberships	13,000	13,851	13,824	13,824
Recurring Reserve-Election Expense	968,911	950,000	1,200,000	1,200,000
Recurring Reserve-Fire Hydrants	5,353,192	5,490,265	5,847,005	5,847,005
Recurring Reserve-Health Care Reserve	0	2,000,000	0	1,500,000
Recurring Reserve-Industrial Insurance Pensions Payout	0	535,000	1,500,000	2,050,000
Recurring Reserve-Legal Advertisements	86,456	250,000	275,000	275,000
Recurring Reserve-Office of Professional Accountability Auditor	0	132,000	143,000	143,000
Recurring Reserve-Pacific Science Center Lease Reserve	120,000	120,000	120,000	120,000
Recurring Reserve-Public Toilets	1,078,531	0	0	0
Recurring Reserve-Puget Sound Clean Air Agency	348,883	382,000	400,000	400,000
Recurring Reserve-Shooting Review Board Civilian	64,076	5,000	5,000	5,000
Recurring Reserve-State Examiner	546,813	663,592	679,518	679,518
Recurring Reserve-Street Lighting	9,712,207	9,734,000	9,832,000	8,147,000
Recurring Reserve-Transit Pass Subsidy	0	0	0	2,735,000
Recurring Reserve-Voter Registration	674,138	911,000	950,000	950,000
SLU Mobility and Parking Partnership	0	40,000	40,000	40,000
Tax Refund Interest Reserve	604,343	365,000	365,000	365,000
Youth Violence Prevention	0	1,259,247	3,227,656	0
Total	20,149,971	23,284,883	25,031,475	24,963,819

Support to Community Development Budget Control Level

Purpose Statement

The purpose of the Support to Community Development Budget Control Level is to appropriate General Subfund resources for services or capital projects that are not directly administered by a City department.

Program Expenditures

	2008	2009	2010	2010
	Actuals	Adopted	Endorsed	Proposed
African Chamber of Commerce	50,000	50,000	50,000	50,000
CASA Latina	0	53,369	0	200,000
Community Renewal in SE Seattle	8,900	0	0	0
First United Methodist Church Shelter	0	500,000	0	0
National Union of Eritrean Women in Seattle	33,390	0	0	0
Nordic Heritage Museum	0	0	0	0
NW African American Museum	300,000	0	0	0
People Point	0	42,000	79,000	0
Preliminary Property Assessment-School District Sites	31,056	0	0	0
Puget Sound Neighborhood Health Centers SE Family Dental Clinic	0	750,000	0	0
Rainier Vista Boys and Girls Club	1,000,000	250,000	0	0
School District Site Reserve	129,334	0	0	0
School Use Advisory Committee Consultant Service	0	130,000	130,000	35,000
Sound Transit Local Contribution - Sales Tax Offset	1,059,713	836,400	0	0
Wing Luke Asian Museum	0	0	0	100,000
Total	2,612,393	2,611,769	259,000	385,000

Support to Operating Funds Budget Control Level

Purpose Statement

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

Program Expenditures	2008 Actuals	2009 Adopted	2010 Endorsed	2010 Proposed
Drainage and Wastewater Fund	1,123,937	1,211,831	1,247,091	1,247,091
Firefighters Pension Fund	22,621,648	20,316,873	21,253,370	17,530,786
Housing Operating Fund-Supp to Op Fund	1,670,109	0	0	0
Human Services Operating Fund	52,806,319	54,723,372	54,436,029	51,207,867
Information Technology Fund	3,316,236	0	0	0
Library Fund	48,082,697	49,138,128	51,100,517	48,345,188
Low Income Housing Fund	2,074,312	719,364	0	0
Neighborhood Matching Subfund	3,665,857	3,314,344	3,611,570	3,322,255
Parks and Recreation Fund	35,878,709	47,015,560	50,006,491	84,929,876
Planning and Development Fund	10,159,178	10,179,507	10,740,517	10,040,985
Police Relief and Pension Fund	20,901,252	20,230,783	21,186,903	22,302,034
Seattle Center Fund	14,995,033	15,249,851	14,470,709	13,204,898
Solid Waste Fund	0	51,769	51,383	51,383
Transportation Fund	48,945,587	41,760,449	43,715,069	39,141,232
Water Fund	0	53,338	52,940	52,940
Total	266,240,874	263,965,168	271,872,590	291,376,536

Fleets and Facilities Department

Brenda Bauer, Director

Contact Information

Department Information Line: (206) 684-0484

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

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

Department Description

The Fleets and Facilities Department (FFD) was created on January 1, 2001, as part of a reorganization of City government. The Fleets and Facilities Department has three major operating functions: Capital Programs, Facility Operations, and Fleet Services.

The Capital Programs division oversees the design, construction, commissioning, and initial departmental occupancy of many City facilities. Staff from this division is responsible for implementation of the Fire Facilities and Emergency Response Levy program.

The Facility Operations division maintains many of the City's buildings, including office buildings, parking facilities, maintenance facilities, police and fire stations, and some community facilities. The division operates the City's central warehousing function and City mailroom. Facility Operations also houses the asset planning unit that manages strategic and capital planning for the City's non-utility real estate portfolio, provides day-to-day property management, and offers basic real estate services and advice.

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

Proposed Policy and Program Changes

In recognition of a significant decrease in the number of expected real estate transactions for the City, the 2010 Proposed Budget reduces the former Real Estate Services Division and moves the remaining staff and work into the Facility Operations Division. This action organizationally consolidates all planning, services, and facility investment decisions related to real estate transactions, leases, property management, and major facility maintenance. Also related to facilities, the 2010 Proposed Budget includes reductions to maintenance and janitorial staff, and reductions to contracted property management services.

In preparation for the 2010 Proposed Budget, the Department of Finance and FFD conducted a Citywide fleet inventory and assessment exercise. As a result, the size of the vehicle fleet was reduced in many departments, and life-cycles for some vehicles were extended to create more optimal replacement schedules. Consequently, the 2010 Proposed Budget contains staff reductions to FFD's fleet leasing and vehicle maintenance programs.

The City's commitment to green policies and rapidly-changing vehicle fueling technology also affect FFD's Proposed Budget. Consistent with recent findings of the Environmental Protection Agency, FFD has eliminated the purchase of soy-based biodiesel, and instead will purchase ultra-low sulfur diesel. The Department will continue to test and explore other sources of biodiesel with a smaller carbon footprint. To achieve further savings in fuel costs and use, FFD will close and decommission the City's compressed natural gas (CNG) station. This closure is a result of the City's decreasing use of CNG in favor of other alternative fueling options. A new commercial CNG station will serve as a fueling alternative for existing City CNG vehicles.

Fleets and Facilities

Other changes in the 2010 Proposed Budget include an administrative reorganization to better align department central costs, and a reduction in FFD's administrative support services in response to service reductions in the other City departments.

Finally, as an internal service department, FFD's operating budget is supported by department rate payments. The 2010 Proposed Budget includes actions that decrease FFD's budget, which then results in lower rates for all FFD rate-paying departments, therefore creating savings for the General Subfund and various other City operating funds.

Fleets and Facilities

	Summit	2008	2009	2010	2010
Appropriations	Code	Actuals	Adopted	Endorsed	Proposed
Administration Budget Control Level	A1000	3,673,790	3,812,032	3,958,030	3,906,540
Facility Operations Budget Control Level	A3000	63,839,018	66,249,935	67,350,162	67,511,858
Fleet Services Budget Control Level					
Vehicle Fueling		9,727,434	9,740,093	9,976,306	8,692,833
Vehicle Leasing		19,522,436	19,785,562	20,745,021	15,441,053
Vehicle Maintenance		17,328,134	18,961,617	19,694,582	18,539,648
Fleet Services Budget Control Level	A2000	46,578,004	48,487,271	50,415,909	42,673,533
Judgment and Claims Budget Control Level	A4000	0	477,386	477,386	477,386
Technical Services Budget Control Level					
Capital Programs		2,823,266	3,290,403	3,411,402	2,997,885
Real Estate Services		1,819,969	2,196,145	2,111,664	0
Technical Services Budget Control Level	A3100	4,643,235	5,486,548	5,523,066	2,997,886
Department Total		118,734,048	124,513,172	127,724,552	117,567,203
Department Full-time Equivalents Total*		308.00	317.00	317.00	295.50
<i>* FTE totals are provided for informational purposes only. Changes in FTEs resulting from City Council or Personnel Director actions outside of the budget process may not be detailed here.</i>					
		2008	2009	2010	2010
Resources		Actuals	Adopted	Endorsed	Proposed
General Subfund		4,281,861	3,873,297	3,932,585	3,004,223
Other		114,452,188	120,639,875	123,791,967	114,562,980
Department Total		118,734,048	124,513,172	127,724,552	117,567,203

Administration Budget Control Level

Purpose Statement

The purpose of the Administration Budget Control Level is to provide executive leadership and a range of planning and support functions, including policy and strategic analysis, budget development and monitoring, financial analysis and reporting, accounting services, information technology services, human resource services, office administration, and central departmental services such as contract review and legislative coordination. These functions promote solid business systems, optimal resource allocation, and compliance with Citywide financial, technology, and personnel policies.

Summary

Increase budget by \$308,000 due to an internal realignment of administrative expenses within the Department.

Decrease budget by \$75,000, abrogate 1.0 FTE Administrative Specialist II, reduce one full-time Strategic Advisor by 0.5 FTE, and increase one part-time Management Systems Analyst, Senior by 0.5 FTE, which results in a reduction in customer departments' rates.

Decrease budget by \$63,000 and 0.5 FTE Strategic Advisor in the Director's Office, which results in a reduction in customer departments' rates.

Decrease budget by \$52,000 to reduce spending on temporary employment services, equipment, and supplies, which results in a reduction in customer departments' rates.

Citywide adjustments to labor and other operating costs due to inflation, health care, furloughs, and similar changes decrease the budget by \$170,000 for a net reduction from the 2010 Endorsed Budget to the 2010 Proposed Budget of approximately \$51,000.

Expenditures/FTE	2008 Actuals	2009 Adopted	2010 Endorsed	2010 Proposed
Administration	3,673,790	3,812,032	3,958,030	3,906,540
Full-time Equivalents Total*	33.00	33.00	33.00	31.50

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

Facility Operations Budget Control Level

Purpose Statement

The purpose of the Facility Operations Budget Control Level is to manage most of the City's general government facilities, including the downtown civic campus, police precincts, fire stations, shops and yards, and several parking facilities. Functions include property management, environmental analysis, implementation of environmentally sustainable facility investments, facility maintenance and repair, janitorial services, security services, and event scheduling. The Facility Operations team is also responsible for warehouse, real estate, and mail services throughout the City. These functions promote well-managed, clean, safe, and highly efficient buildings and grounds that house City employees and serve the public.

Summary

Decrease budget by \$113,000 due to an internal realignment of administrative expenses within the Department.

Decrease budget by \$270,000 to reflect lower debt service payments.

Decrease budget by \$120,000 and 1.5 FTE Carpenters, which results in a reduction in customer departments' rates.

Decrease budget by \$173,000, abrogate 1.0 FTE Janitor, Lead and abrogate 2.0 FTE Janitor, which results in a reduction in customer departments' rates.

Decrease budget by \$354,000 to reduce the Seattle Municipal Tower building management contract, which results in a reduction in customer departments' rates.

Functions previously performed by the Real Estate Services Division of the Department are condensed and moved into the Facility Operations Division. In addition, some existing property staffing and budget within this program is reduced as part of this consolidation. The following adjustments help accomplish this reorganization.

- Transfer in \$730,000, 1.0 FTE Appraiser, 1.0 FTE Urban Design Planner, Senior, 1.0 FTE Real Property Agent, 1.0 FTE Planning & Development Specialist, Senior, 1.0 FTE Strategic Advisor 2, and 1.0 FTE Information Technology Professional C from the Real Estate Services Program.
- Transfer in \$610,000 from the Real Estate Services Program for administrative and other costs related to staff transfer from Real Estate Services Program.
- Decrease budget by \$100,000 to reflect a reduction in consultant services.
- Decrease budget by \$250,000, abrogate 1.0 FTE Manager 3 and 1.0 FTE Property Management Specialist to reflect the consolidation of real estate positions and related work.
- Increase budget by \$477,000, 1.0 FTE Executive 1, 2.0 FTE Manager 2, and 1.0 FTE Management Systems Analyst.
- Transfer in \$119,000 and 1.0 FTE Strategic Advisor 1, Finance Budget & Accounting from the Capital Programs Program.

Citywide adjustments to labor and other operating costs due to inflation, health care, furloughs, and similar changes decrease the budget by \$395,000 for a net increase from the 2010 Endorsed Budget to the 2010 Proposed Budget of approximately \$161,000.

Fleets and Facilities

Expenditures/FTE	2008 Actuals	2009 Adopted	2010 Endorsed	2010 Proposed
Facility Operations	63,839,018	66,249,935	67,350,162	67,511,858
Full-time Equivalents Total*	99.00	99.00	99.00	103.50

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

Fleets and Facilities

Fleet Services Budget Control Level

Purpose Statement

The purpose of the Fleet Services Budget Control Level is to provide fleet vehicles to City departments; assess and implement environmental initiatives related to both the composition of the City's fleet and the fuels that power it; actively manage and maintain the fleet; procure and distribute fuel; and operate a centralized motor pool. The goal of these functions is to create and support an environmentally responsible and cost-effective Citywide fleet that helps all City departments carry out their work as efficiently as possible.

Program Expenditures

	2008	2009	2010	2010
	Actuals	Adopted	Endorsed	Proposed
Vehicle Fueling	9,727,434	9,740,093	9,976,306	8,692,833
Vehicle Leasing	19,522,436	19,785,562	20,745,021	15,441,053
Vehicle Maintenance	17,328,134	18,961,617	19,694,582	18,539,648
Total	46,578,004	48,487,271	50,415,909	42,673,533
Full-time Equivalents Total *	141.50	146.50	147.50	137.50

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

Fleet Services: Vehicle Fueling

Purpose Statement

The purpose of the Vehicle Fueling Program is to procure, store, distribute, and manage various types of fuels, including alternative fuels, for City departments and other local agencies.

Program Summary

Decrease budget by \$69,000 and abrogate 1.0 FTE Equipment Servicer, which results in a reduction in customer departments' rates.

Decrease budget by \$609,000 due to discontinued use of soy-based biodiesel for the near term and instead purchase ultra-low sulfur diesel, which is consistent with recent findings of the Environmental Protection Agency.

Decrease budget by \$601,000 to close and decommission the City's compressed natural gas (CNG) station. A new commercial CNG station will serve existing City CNG vehicles.

Citywide adjustments to labor and other operating costs due to inflation, health care, furloughs, and similar changes decrease the budget by \$5,000 for a net reduction from the 2010 Endorsed Budget to the 2010 Proposed Budget of approximately \$1.29 million.

	2008	2009	2010	2010
Expenditures/FTE	Actuals	Adopted	Endorsed	Proposed
Vehicle Fueling	9,727,434	9,740,093	9,976,306	8,692,833
Full-time Equivalents Total*	3.00	2.00	2.00	1.00

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

Fleet Services: Vehicle Leasing

Purpose Statement

The purpose of the Vehicle Leasing Program is to specify, engineer, purchase, and dispose of vehicles and equipment on behalf of other City departments and local agencies. This program administers the lease program by which these FFD-procured vehicles are provided to City departments and other agencies. The program also provides motor pool services, and houses fleet administration and environmental stewardship functions.

Program Summary

Decrease budget by \$139,000 due to an internal realignment of administrative expenses within the Department.

Decrease budget by \$5.0 million to recognize planned reduction in expenditures due to vehicle reductions, life cycle extensions, and other capital assumptions.

Decrease budget by \$106,000 and abrogate 1.0 FTE Automotive Engineer, Senior to reflect the decreasing size of the City fleet and the lower number of anticipated vehicle replacements due to life cycle extensions.

Citywide adjustments to labor and other operating costs due to inflation, health care, furloughs, and similar changes decrease the budget by \$60,000 for a net reduction from the 2010 Endorsed Budget to the 2010 Proposed Budget of approximately \$5.3 million.

Expenditures/FTE	2008 Actuals	2009 Adopted	2010 Endorsed	2010 Proposed
Vehicle Leasing	19,522,436	19,785,562	20,745,021	15,441,053
Full-time Equivalents Total*	12.50	12.50	12.50	11.50

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

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.

Program Summary

Decrease budget by \$415,000 and abrogate 1.0 FTE Automotive Equipment Painter, 1.0 FTE Metal Fabricator, 1.0 FTE Shop Operations Supervisor, 1.0 FTE Stationary Maintenance Machinist, and 1.0 FTE Warehouse worker to reflect the decreasing size of the City fleet and the lower number of anticipated vehicle replacements due to life cycle extensions.

Decrease budget by \$236,000 and abrogate 3.0 FTE Automotive Mechanics to reflect the decreasing size of the City fleet and the lower number of anticipated vehicle replacements due to life cycle extensions.

Citywide adjustments to labor and other operating costs due to inflation, health care, furloughs, and similar changes decrease the budget by \$504,000 for a net reduction from the 2010 Endorsed Budget to the 2010 Proposed Budget of approximately \$1.15 million

Expenditures/FTE	2008	2009	2010	2010
	Actuals	Adopted	Endorsed	Proposed
Vehicle Maintenance	17,328,134	18,961,617	19,694,582	18,539,648
Full-time Equivalents Total*	126.00	132.00	133.00	125.00

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

Judgment and Claims Budget Control Level

Purpose Statement

The Judgment and Claims Budget Control Level pays for judgments, settlements, claims, and other eligible expenses associated with legal claims and suits against the City. Premiums are based on average percentage of Judgment/Claims expenses incurred by the Department over the previous five years.

	2008	2009	2010	2010
Expenditures	Actuals	Adopted	Endorsed	Proposed
Judgment and Claims	0	477,386	477,386	477,386

Technical Services Budget Control Level

Purpose Statement

The purpose of the Technical Services Budget Control Level is to plan and administer FFD's Capital Improvement Program. This division attempts to ensure that the City develops high-quality and environmentally sustainable capital facilities for City staff and functions.

Program Expenditures	2008	2009	2010	2010
	Actuals	Adopted	Endorsed	Proposed
Capital Programs	2,823,266	3,290,403	3,411,402	2,997,885
Real Estate Services	1,819,969	2,196,145	2,111,664	0
Total	4,643,235	5,486,548	5,523,066	2,997,886
Full-time Equivalents Total *	34.50	38.50	37.50	23.00

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

Technical Services: Capital Programs

Purpose Statement

The purpose of the Capital Programs Program is to provide for the design, construction, commissioning, and initial departmental occupancy of many City facilities. Functions include environmental design, space planning, and project planning and management in support of FFD's Capital Improvement Program. This program also includes the Fire Facilities and Emergency Response Levy, asset preservation and renovation projects, and other major development projects.

Program Summary

Decrease budget by \$28,000 due to an internal realignment of administrative expenses within the Department.

Decrease budget by \$141,000 and abrogate 1.0 FTE Strategic Advisor due to reduced capital program work.

Transfer out \$119,000 and 1.0 Strategic Advisor 1 to reflect the consolidation of real estate positions and work into the Facilities Operations Program.

Citywide adjustments to labor and other operating costs due to inflation, health care, furloughs, and similar changes decrease the budget by \$125,000 for a net reduction from the 2010 Endorsed Budget to the 2010 Proposed Budget of approximately \$414,000.

Expenditures/FTE	2008	2009	2010	2010
	Actuals	Adopted	Endorsed	Proposed
Capital Programs	2,823,266	3,290,403	3,411,402	2,997,885
Full-time Equivalents Total*	22.00	25.00	25.00	23.00

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

Technical Services: Real Estate Services

Purpose Statement

The purpose of the Real Estate Services Program was to provide centralized services for acquisition, disposition, and strategic management of most of the City's non-utility real estate portfolio. The Facility Services Budget Control Level now houses the asset planning unit, which manages strategic and capital planning for the City's non-utility real estate portfolio, provides day-to-day property management, and offers basic real estate services and advice.

Program Summary

Decrease budget by \$29,000 due to an internal realignment of administrative expenses within the Department.

Functions previously performed by the Real Estate Services Division of the Department are condensed and moved into the Facility Operations Division. In addition, some existing property staffing and budget within this program is reduced as part of this consolidation. The following adjustments were included in this reorganization:

- Decrease budget by \$742,000, 0.5 FTE Real Property Agent, 1.0 FTE Executive 2, 1.0 FTE Manager 3, 1.0 FTE Appraiser, 1.0 FTE Management Systems Analyst, Senior, 1.0 FTE Real Property Agent, Senior; and 1.0 FTE Strategic Advisor 2.
- Transfer out \$730,000, 1.0 FTE Appraiser, 1.0 FTE Urban Design Planner, Senior, 1.0 FTE Real Property Agent, 1.0 FTE Planning & Development Specialist, Senior, 1.0 FTE Strategic Advisor 2, and 1.0 FTE Information Technology Professional C to the Facility Operations Program.
- Transfer out \$610,000 to the Facility Operations Program for administrative and other costs related to staff transfer to the Facility Operations Program.

These changes result in a net reduction from the 2010 Endorsed Budget to the 2010 Proposed Budget of approximately \$2.11 million.

Expenditures/FTE	2008 Actuals	2009 Adopted	2010 Endorsed	2010 Proposed
Real Estate Services	1,819,969	2,196,145	2,111,664	0
Full-time Equivalents Total*	12.50	13.50	12.50	0.00

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

Fleets and Facilities

2010 Estimated Revenues for the Fleets and Facilities Fund

Summit Code	Source	2008 Actuals	2009 Adopted	2010 Endorsed	2010 Proposed
433010	Federal Grants - Indirect	11,771	0	0	0
433090	Federal Grants - Indirect - Passthrough	140,000	0	0	0
434010	State Grants	1,961	0	0	0
437010	Interlocal Grants	0	0	0	0
441710	Sales of Merchandise	71,117	0	0	75,000
441990	Other General Governmental Service Fees	9,810	0	0	0
444300	Vehicle and Equipment Repair Charges	228,595	292,655	304,306	183,503
444500	Fuel Sales	742,958	923,426	954,974	10,974
444590	Other Miscellaneous Revenues	10,133	0	0	0
461110	Interest Earnings - Residual Cash	788,981	430,750	430,750	350,000
462190	Other Equipment/Vehicle Rentals	11,624	13,062	13,454	13,454
462250	Vehicle Equipment Leases	770,854	939,188	979,488	863,215
462300	Parking Fees - Private at SeaPark Garage	1,017,580	1,076,809	1,099,707	937,911
462300	Parking Fees - Private at SMT Garage	1,260,089	1,214,275	1,240,096	1,057,644
462500	Bldg/Other Space Rent Charge - Private at AWC	838,870	1,188,797	1,244,451	851,042
462500	Bldg/Other Space Rent Charge - Private at City Hall	88,673	59,628	61,417	88,948
462500	Bldg/Other Space Rent Charge - Private at SMT	1,752,561	2,016,840	2,047,077	1,462,733
462500	Bldg/Other Space Rent Charge - Private Misc	199,491	169,000	174,070	162,793
462900	Other Rents and Use Charges	11,948	0	0	0
469990	Other Miscellaneous Revenues	427,179	68,000	69,768	120,000
479010	Private Capital Fees/Contributions/Grants	6,000	0	0	0
541490	IF Administrative Fees and Charges	482,168	0	0	260,000
541921	IF Property Management Service Charges	296,643	687,250	660,504	660,504
541930	IF Custodial/Janitorial/Security	457,492	450,000	450,000	0
542830	IF Mail Messenger Charges	80,813	115,797	118,808	118,808
542831	IF ALLOC Mail Messenger Charges - Departments	169,491	286,952	295,571	295,571
542831	IF ALLOC Mail Messenger Charges - GF	225,639	257,383	265,115	265,115
543210	IF Architect/Engineering Services - CPD	2,867,510	3,495,670	3,495,670	3,224,670
543210	IF Architect/Engineering Services - CRTI	2,651,270	3,378,000	3,500,000	3,500,000
544300	IF Vehicle and Equipment Repair	9,050,416	10,373,249	10,786,221	10,285,252
544500	IF Fuel Sales	8,901,342	9,008,386	9,274,793	8,662,942
547800	IF Training Charges	13,087	0	0	0
548921	IF ALLOC Warehousing Charges - Departments	1,392,654	1,415,204	1,457,660	1,457,660
548921	IF ALLOC Warehousing Charges - General Fund	30,593	15,857	16,333	16,333
548922	IF ALLOC Real Estate Svc Chrgs - Departments	672,095	529,351	545,232	0

Fleets and Facilities

2010 Estimated Revenues for the Fleets and Facilities Fund

Summit Code	Source	2008 Actuals	2009 Adopted	2010 Endorsed	2010 Proposed
548922	IF ALLOC Real Estate Svc Chrgs - General Fund	1,101,367	1,192,332	1,176,602	0
560300	IF Reimbursement - Bldg Improv	495,081	0	0	0
562150	IF Motorpool Rental Charges	451,060	589,005	606,674	543,456
562250	IF Vehicle and Equipment Lease	20,475,730	22,628,298	23,251,960	22,379,272
562300	IF Parking Fees - SeaPark	401,547	398,915	463,335	452,336
562300	IF Parking Fees - SMT	434,205	449,840	410,882	265,882
562500	IF Building/Other Space Rental	3,767,722	5,031,526	5,182,472	5,182,472
562510	IF ALLOC Rent-Bldg/Other Space - Departments	51,484,480	50,311,612	51,820,960	50,881,290
562510	IF ALLOC Rent-Bldg/Other Space - General Fund	1,709,028	1,665,804	1,715,778	1,703,385
569990	IF Other Misc Rev - Accounting	100,725	75,850	102,391	93,482
569990	IF Other Misc Rev - Facilities	888,416	470,000	470,000	380,000
569990	IF Other Misc Rev - Fleet	2,529,927	170,000	170,000	170,000
569990	IF Other Misc Rev from GF	1,156,231	712,124	741,151	1,019,390
Total Revenues		120,676,927	122,100,835	125,597,670	117,995,037
379100	Use of (Contribution to) Fund Balance	983,458	5,790,338	5,626,882	3,072,166
Total Resources		121,660,385	127,891,173	131,224,552	121,067,203

Fleets and Facilities

Fleets and Facilities Fund

	2008 Actuals	2009 Adopted	2009 Revised	2010 Endorsed	2010 Proposed
Beginning Fund Balance	20,168,020	11,180,845	19,184,562	5,390,508	3,475,283
Accounting and Technical Adjustments	0	0	0	0	0
Plus: Actual and Estimated Revenue	120,676,927	122,100,835	121,230,085	125,597,670	117,995,037
Less: Actual and Budgeted Expenditures/Appropriations	118,734,048	124,513,172	133,561,364	127,724,552	117,567,203
Less: Capital Improvements	2,926,337	3,378,000	3,378,000	3,500,000	3,500,000
Ending Fund Balance	19,184,562	5,390,508	3,475,283	(236,375)	403,117
Continuing Appropriations	6,472,239				
Reserved Accounts - Fleets		5,589,000	5,589,000	6,973,000	0
Reserved Accounts - Operations		1,230,000	1,230,000	1,274,000	0
Total Reserves	6,472,239	6,819,000	6,819,000	8,247,000	0
Ending Unreserved Fund Balance	12,712,323	(1,428,492)	(3,343,717)	(8,483,375)	403,117

Capital Improvement Program Highlights

The Fleets & Facilities Department (FFD) is responsible for building, operating, and maintaining general government facilities. Examples include the City's core public safety facilities, such as fire stations and police precincts, the City's vehicle maintenance shops and other support facilities, and the City's downtown office buildings. In addition, FFD maintains some of the community-based facilities owned by the City, such as senior centers and community service centers.

The Department's 2010-2015 Proposed Capital Improvement Program (CIP) is FFD's plan for maintaining, renovating, expanding, and replacing its extensive inventory of buildings. The Department's CIP is financed by a variety of revenue sources, including the Cumulative Reserve Subfund (Unrestricted, REET I, and FFD Asset Preservation subaccounts), voter approved levy proceeds, general obligation bonds, proceeds from property sales, and grants.

While FFD's CIP includes many projects, three major initiatives are especially noteworthy:

2003 Fire Facilities and Emergency Response Levy Program - A \$167 million property tax levy was approved by voters in November 2003. This levy, together with approximately \$117 million from other sources, funds more than 40 projects to improve the City's firefighting and emergency response capabilities, including carrying out various emergency preparedness initiatives (for example, upgrading the City's water supply system for firefighting purposes); constructing new support facilities for the Fire Department (including a new joint training facility); constructing a new Emergency Operations Center and Fire Alarm Center; procuring two new fireboats and rehabilitating the Chief Seattle fireboat; and upgrading, renovating, or replacing most of the City's fire stations. FFD has completed seven levy program projects, worth \$92 million, including the two new fireboats and the Emergency Operations Center. These completed projects no longer appear in the CIP. In 2010, FFD expects to begin or be in construction on nine neighborhood fire stations, continue design on five stations, and begin design work on three more. A temporary fire station program sites, designs, and constructs temporary fire stations for those projects in which station construction displaces firefighters. In 2010, six active fire stations will be housed in temporary facilities consisting of tents for apparatus and trailers for living quarters and support functions so that firefighters can continue to provide full emergency services to their neighborhoods.

Asset Preservation Program - The Asset Preservation Program preserves and extends the useful life and operational capacity of existing FFD-managed facilities, and is funded by facility space rent paid by City departments. Typical work includes, but is not limited to, the repair and replacement of building envelope components, such as roofs, windows and exterior doors; the repair and replacement of core building systems, such as HVAC equipment, water distribution systems, and electrical power distribution systems; and the repair and replacement of other equipment in the building due to age or prolonged substandard performance. Projects planned for 2010 include restoring fireproofing and fire safety systems at the end of their useful service life in the SMT, the replacing degraded and aged roofs at various fire stations; replacing critical safety systems at civic core facilities, and replacing failing and substandard mechanical equipment at several shop facilities.

Municipal Jail - King County houses most City inmates under an intergovernmental agreement which King County plans to extend to 2015. FFD, in partnership with other cities in northern and eastern King County, is conducting a site selection and environmental impact statement process for possible construction of a new 640-bed jail for misdemeanor inmates. No decisions have been made on the siting, timing, or management of a new facility.

Fleets and Facilities

Capital Improvement Program Highlights

Capital Improvement Program Appropriation

Budget Control Level	2010 Endorsed	2010 Proposed
Asset Preservation - Civic Core: A1AP1		
Cumulative Reserve Subfund, Asset Preservation Subaccount - Fleets and Facilities (00168)	300,000	300,000
Subtotal	300,000	300,000
Asset Preservation - Public Safety Facilities: A1AP6		
Cumulative Reserve Subfund, Asset Preservation Subaccount - Fleets and Facilities (00168)	480,000	480,000
Subtotal	480,000	480,000
Asset Preservation - Seattle Municipal Tower: A1AP2		
Cumulative Reserve Subfund, Asset Preservation Subaccount - Fleets and Facilities (00168)	2,220,000	2,220,000
Subtotal	2,220,000	2,220,000
Asset Preservation - Shops and Yards: A1AP4		
Cumulative Reserve Subfund, Asset Preservation Subaccount - Fleets and Facilities (00168)	720,000	720,000
Subtotal	720,000	720,000
Garden of Remembrance: A51647		
Cumulative Reserve Subfund - Unrestricted Subaccount (00164)	22,000	22,000
Subtotal	22,000	22,000
General Government Facilities - General: A1GM1		
Fleets and Facilities Fund	3,500,000	3,500,000
Subtotal	3,500,000	3,500,000
Neighborhood Fire Stations: A1FL1		
2003 Fire Facilities Subfund	(2,832,000)	3,830,000
2008 Multipurpose LTGO Bond Fund	0	700,000
2010 Multipurpose LTGO Bond Fund	10,388,000	0
Cumulative Reserve Subfund - REET I Subaccount (00163)	13,060,000	6,651,000
Subtotal	20,616,000	11,181,000
Preliminary Engineering: A1GM4		
Cumulative Reserve Subfund - Unrestricted Subaccount (00164)	225,000	225,000
Subtotal	225,000	225,000
Public Safety Facilities - Police: A1PS1		
Cumulative Reserve Subfund - REET I Subaccount (00163)	223,000	0
Subtotal	223,000	0
Total Capital Improvement Program Appropriation	28,306,000	18,648,000

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.seattle.gov/examiner/>

Department Description

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

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

Proposed Policy and Program Changes

In response to a decrease in projected City tax revenues resulting from the national economic recession, the Office of Hearing Examiner's 2010 Proposed Budget is decreased from the 2010 Endorsed Budget. In addition to a 10-day furlough, reductions include a decrease in the administrative budget for professional services, training, administrative staffing and other services. There is also an increase in estimated contract revenue in 2010 from interlocal agreements with outside municipalities.

Hearing Examiner

Appropriations	Summit	2008	2009	2010	2010
	Code	Actuals	Adopted	Endorsed	Proposed
Office of Hearing Examiner Budget	V1X00	555,711	581,443	605,048	555,745
Control Level					
Department Total		555,711	581,443	605,048	555,745
Department Full-time Equivalents Total*		4.75	4.75	4.75	4.63

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

Resources	2008	2009	2010	2010
	Actuals	Adopted	Endorsed	Proposed
General Subfund	555,711	581,443	605,048	555,745
Department Total	555,711	581,443	605,048	555,745

Office of Hearing Examiner Budget Control Level

Purpose Statement

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

Summary

Increase General Fund revenues by \$10,000, which is generated from contracted hearing examiner services to other municipalities.

Reduce budget by \$4,000 for administrative services expenses, including rentals, training and travel.

Reduce budget by \$13,000 for professional services expenses to pay for interpreters, security and pro-tem examiners.

Reduce budget by \$7,000 and 0.125 FTE Administrative Assistant II resulting in a reduction of the position from 0.75 FTE to 0.625 FTE.

Citywide adjustments to labor and other operating costs due to inflation, health care, furloughs, and similar changes decrease the budget by \$26,000, for a net program reduction from the 2010 Endorsed Budget to the 2010 Proposed Budget of approximately \$50,000.

	2008	2009	2010	2010
Expenditures/FTE	Actuals	Adopted	Endorsed	Proposed
Office of Hearing Examiner	555,711	581,443	605,048	555,745
Full-time Equivalents Total*	4.75	4.75	4.75	4.63

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

Department of Information Technology

Bill Schrier, Director & Chief Technology Officer

Contact Information

Department Information Line: (206) 684-0600

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

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

Department Description

The Department of Information Technology (DoIT) manages the City's information technology infrastructure and performs strategic information technology (IT) planning. DoIT is responsible for providing technology services and policy planning for our customers, Seattle's citizens, and City of Seattle departments and employees. The Department:

- Coordinates strategic technology direction for the City by developing common standards, architectures, and business solutions to deliver City services more efficiently and effectively;
- Builds and operates the City's communications and computing assets, which include the City's telephone, radio, and e-mail systems, and networks and servers; and
- Oversees and operates the City's government-access television station (the Seattle Channel) and Website, by providing new programming, live Web streaming, indexed videos on demand, and other interactive services aimed at improving access to government information and decision makers.

Proposed Policy and Program Changes

The Department's 2010 Proposed Budget includes reductions to services and personnel necessary to balance the City's overall budget, while maintaining the core services the Department provides. A total of 11 positions will be eliminated across the Department and some service levels will be reduced. In addition, DoIT has identified other possible ways of reducing costs, including negotiating a lower cost for service with one of the City's Internet Service Providers and reducing maintenance contracts in the Enterprise Computing Services Program.

The Department will eliminate two sinking funds established in 2009 to assist in the replacement of departmental assets: 1) the Regatta Enterprise Computer and Storage Area Network (Regatta-San); and 2) the Interactive Voice Response (IVR) System. These are reductions necessary to balance the overall budget.

The Department examined ways in which to relieve the burden of the General Fund in areas where Cable Television Franchise Subfund money can be used to support technology currently accessed by Seattle citizens. DoIT will transfer \$618,000 to cover public web-portal and internet security costs. These costs are allowable under the existing policies governing the use of Cable Subfund revenues.

The Department will spend \$341,000 to replace 191 radio handsets owned by Seattle Center and the Parks and Recreation Department. This will allow the city to fully leverage a Nextel settlement to attain new radio handsets at a reduced cost. These funds all derive from previous General Fund contributions to radio reserves and will be repaid over time by Seattle Center and the Parks and Recreation Department.

Information Technology

Appropriations	Summit Code	2008 Actuals	2009 Adopted	2010 Endorsed	2010 Proposed
Finance and Administration Budget Control Level					
Finance and Administration		2,073,116	1,915,316	1,985,881	1,820,478
General and Administration		381,028	695,375	713,131	711,537
Finance and Administration Budget Control Level	D1100	2,454,144	2,610,691	2,699,012	2,532,015
Office of Electronic Communications Budget Control Level					
Citywide Web Team		1,756,816	2,173,015	2,242,891	1,869,524
Community Technology		881,935	1,109,259	1,142,842	1,108,886
Office of Cable Communications		1,352,538	1,379,830	1,425,576	1,157,644
Seattle Channel		3,083,529	3,403,556	3,272,447	2,926,694
Office of Electronic Communications Budget Control Level	D4400	7,074,818	8,065,660	8,083,756	7,062,749
Technology Infrastructure Budget Control Level					
Communications Shop		1,658,388	1,622,560	1,678,516	1,567,758
Data Network Services		2,873,092	4,064,234	4,285,024	4,120,209
Enterprise Computing Services		5,410,833	8,297,493	8,593,243	8,126,464
Messaging, Collaboration and Directory Services		1,186,091	1,646,752	1,703,910	1,644,605
Mid-Range Computing Services		1,604,001	0	0	0
Radio Network		760,796	2,405,619	5,736,348	6,070,782
Service Desk		1,441,411	1,427,449	1,480,254	1,430,767
Technical Support Services		2,073,607	2,091,405	2,167,954	2,086,320
Technology Engineering and Project Management		1,083,850	11,015,606	7,350,860	7,313,402
Technology Infrastructure Grants		1,133,937	815,181	0	0
Telephone Services		9,810,115	10,047,363	10,426,611	9,929,637
Warehouse		1,124,863	2,412,038	2,475,733	2,463,454
Technology Infrastructure Budget Control Level	D3300	30,160,984	45,845,699	45,898,454	44,753,397
Technology Leadership and Governance Budget Control Level					
Citywide Technology Leadership and Governance		2,497,956	2,430,825	2,492,708	2,271,355
Law, Safety, and Justice		147	24,258	24,889	24,712
Technology Leadership and Governance Budget Control Level	D2200	2,498,103	2,455,083	2,517,597	2,296,067
Department Total		42,188,048	58,977,134	59,198,819	56,644,229
Department Full-time Equivalents Total*		217.00	216.00	216.00	205.00

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

Information Technology

Resources	2008	2009	2010	2010
	Actuals	Adopted	Endorsed	Proposed
General Subfund	3,316,236	3,357,440	3,388,634	2,813,510
Other	38,871,812	55,619,694	55,810,185	53,830,719
Department Total	42,188,048	58,977,134	59,198,819	56,644,229

Finance and Administration Budget Control Level

Purpose Statement

The purpose of the Finance and Administration Budget Control Level is to provide human resources, contracting, finance, budget, and accounting services (planning, control, analysis, and consulting) to the Department.

Program Expenditures	2008	2009	2010	2010
	Actuals	Adopted	Endorsed	Proposed
Finance and Administration	2,073,116	1,915,316	1,985,881	1,820,478
General and Administration	381,028	695,375	713,131	711,537
Total	2,454,144	2,610,691	2,699,012	2,532,015
Full-time Equivalents Total *	23.00	18.00	18.00	16.50

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

Finance and Administration: Finance and Administration

Purpose Statement

The purpose of the Finance and Administration Program is to provide human resources, contracting, finance, budget, and accounting services (planning, control, analysis, and consulting) to the Department.

Program Summary

Reduce the budget by \$68,000 and abrogate 1.0 FTE Assistant Personnel Specialist position to assist in balancing the overall budget. The tasks completed by this position will be redistributed to other staff.

Reduce the budget by \$34,000 and reduce 1.0 FTE Finance Analyst position to 0.5 FTE to assist in balancing the overall budget.

Citywide adjustments to labor and other operating costs due to inflation, health care, furloughs, and similar changes decrease the budget by \$63,000 for a net reduction from the 2010 Endorsed Budget to the 2010 Proposed Budget of approximately \$165,000.

Expenditures/FTE	2008	2009	2010	2010
	Actuals	Adopted	Endorsed	Proposed
Finance and Administration	2,073,116	1,915,316	1,985,881	1,820,478
Full-time Equivalents Total*	23.00	18.00	18.00	16.50

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

Finance and Administration: General and Administration

Purpose Statement

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

Program Summary

Citywide adjustments to labor and other operating costs due to inflation, health care, furloughs, and similar changes decrease the budget by \$2,000 for a net reduction from the 2010 Endorsed Budget to the 2010 Proposed Budget of approximately \$2,000.

	2008	2009	2010	2010
Expenditures	Actuals	Adopted	Endorsed	Proposed
General and Administration	381,028	695,375	713,131	711,537

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 Seattle Channel, Cable Office, Web sites, and related programs so that technology delivers services and information to residents, businesses, visitors, and employees in an effective way.

Program Expenditures

	2008	2009	2010	2010
	Actuals	Adopted	Endorsed	Proposed
Citywide Web Team	1,756,816	2,173,015	2,242,891	1,869,524
Community Technology	881,935	1,109,259	1,142,842	1,108,886
Office of Cable Communications	1,352,538	1,379,830	1,425,576	1,157,644
Seattle Channel	3,083,529	3,403,556	3,272,447	2,926,694
Total	7,074,818	8,065,660	8,083,756	7,062,749
Full-time Equivalents Total *	41.00	41.00	41.00	35.00

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

Office of Electronic Communications: Citywide Web Team

Purpose Statement

The purpose of the Citywide Web Team Program is to provide leadership in using Web technology and a Web presence for residents, businesses, visitors, and employees so that they have 24-hour access to relevant information and City services.

Program Summary

Reduce the budget by \$125,000 and abrogate 1.0 FTE Information Technology Professional A position that was added outside of the budget process. The labor necessary to implement the Customer Service Portal project can be performed by existing staff.

Reduce the budget by \$65,000 by not renewing the Oracle Stellent Web Content Management maintenance agreement. The function this tool originally provided is now being handled by different tools.

Reduce the budget by \$116,000 and abrogate 1.0 FTE Information Technology Professional A to assist in balancing the overall General Fund budget.

Citywide adjustments to labor and other operating costs due to inflation, health care, furloughs, and similar changes decrease the budget by \$67,000 for a net reduction from the 2010 Endorsed Budget to the 2010 Proposed Budget of approximately \$373,000.

	2008	2009	2010	2010
Expenditures/FTE	Actuals	Adopted	Endorsed	Proposed
Citywide Web Team	1,756,816	2,173,015	2,242,891	1,869,524
Full-time Equivalents Total*	13.25	14.25	14.25	12.25

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

Information Technology

Office of Electronic Communications: Community Technology

Purpose Statement

The purpose of the Community Technology Program is to provide leadership, education, and funding so that all residents have access to computer technology and online information.

Program Summary

Reduce the budget by \$14,000 and eliminate an intern position for the Community Technology Program. This intern position is not included in the total FTE count listed below.

Citywide adjustments to labor and other operating costs due to inflation, health care, furloughs, and similar changes decrease the budget by \$20,000 for a net reduction from the 2010 Endorsed Budget to the 2010 Proposed Budget of approximately \$34,000.

Expenditures/FTE	2008 Actuals	2009 Adopted	2010 Endorsed	2010 Proposed
Community Technology	881,935	1,109,259	1,142,842	1,108,886
Full-time Equivalents Total*	4.25	4.25	4.25	4.25

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

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 that residents receive high-quality and reasonably priced services.

Program Summary

Reduce the budget by \$54,000 and reduce 1.0 FTE Strategic Advisor 2 position to 0.5 FTE to assist in balancing the overall budget. This action is accompanied by budget legislation that reduces the number of members on the Citizens Technology and Telecommunications Advisory Board (CTTAB). The CTTAB will now have the same number of members as most other City boards. Staff support of the board is reduced accordingly.

Reduce the budget by \$92,000 in the Office of Electronic Communications to accurately reflect the amount the City of Seattle is contractually obligated to pay the Seattle Community Access Network (SCAN). The 2010 Endorsed Budget includes \$742,000 to pay SCAN while the current agreement requires \$650,000.

Reduce the budget by \$107,000 and abrogate 1.0 Sr. Management Systems Analyst position to assist in balancing the overall budget.

Citywide adjustments to labor and other operating costs due to inflation, health care, furloughs, and similar changes decrease the budget by \$15,000 for a net reduction from the 2010 Endorsed Budget to the 2010 Proposed Budget of approximately \$268,000.

Expenditures/FTE	2008	2009	2010	2010
	Actuals	Adopted	Endorsed	Proposed
Office of Cable Communications	1,352,538	1,379,830	1,425,576	1,157,644
Full-time Equivalents Total*	6.25	4.25	4.25	2.75

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

Office of Electronic Communications: Seattle Channel

Purpose Statement

The purpose of the Seattle Channel Program is to inform and engage residents in Seattle's governmental, civic, and cultural affairs by using television, the Web, and other media in compelling ways.

Program Summary

Reduce the budget by \$156,000 and abrogate 2.0 FTE Video Specialist 1 positions. The upgrade of Seattle Channel's editing equipment will reduce the overall amount of time required to complete the associated bodies of work.

Reduce the budget by \$44,000 and reduce 1.0 FTE Strategic Advisor 2 position to a 0.5 FTE to assist in balancing the overall budget. The marketing and media relations work performed by this position will be redistributed to other staff.

Reduce by \$73,000 the Seattle Channel's freelance budget. Specific program changes will be determined by the Seattle Channel programming staff and director.

Citywide adjustments to labor and other operating costs due to inflation, health care, furloughs, and similar changes decrease the budget by \$72,000 for a net reduction from the 2010 Endorsed Budget to the 2010 Proposed Budget of approximately \$346,000.

Expenditures/FTE	2008 Actuals	2009 Adopted	2010 Endorsed	2010 Proposed
Seattle Channel	3,083,529	3,403,556	3,272,447	2,926,694
Full-time Equivalents Total*	17.25	18.25	18.25	15.75

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

Information Technology

Technology Infrastructure Budget Control Level

Purpose Statement

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

Program Expenditures

	2008	2009	2010	2010
	Actuals	Adopted	Endorsed	Proposed
Communications Shop	1,658,388	1,622,560	1,678,516	1,567,758
Data Network Services	2,873,092	4,064,234	4,285,024	4,120,209
Enterprise Computing Services	5,410,833	8,297,493	8,593,243	8,126,464
Messaging, Collaboration and Directory Services	1,186,091	1,646,752	1,703,910	1,644,605
Mid-Range Computing Services	1,604,001	0	0	0
Radio Network	760,796	2,405,619	5,736,348	6,070,782
Service Desk	1,441,411	1,427,449	1,480,254	1,430,767
Technical Support Services	2,073,607	2,091,405	2,167,954	2,086,320
Technology Engineering and Project Management	1,083,850	11,015,606	7,350,860	7,313,402
Technology Infrastructure Grants	1,133,937	815,181	0	0
Telephone Services	9,810,115	10,047,363	10,426,611	9,929,637
Warehouse	1,124,863	2,412,038	2,475,733	2,463,454
Total	30,160,984	45,845,699	45,898,454	44,753,397
Full-time Equivalents Total *	138.00	138.00	138.00	135.50

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

Information Technology

Technology Infrastructure: Communications Shop

Purpose Statement

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

Program Summary

Reduce the budget by \$60,000 and abrogate 1.0 FTE Administrative Specialist 1 position to assist in balancing the overall budget. The administrative tasks performed by this position will be redistributed to other staff.

Reduce the budget by \$3,000 and discontinue the use of one vehicle in the department's fleet of twenty vehicles.

Citywide adjustments to labor and other operating costs due to inflation, health care, furloughs, and similar changes decrease the budget by \$48,000 for a net reduction from the 2010 Endorsed Budget to the 2010 Proposed Budget of approximately \$111,000.

Expenditures/FTE	2008 Actuals	2009 Adopted	2010 Endorsed	2010 Proposed
Communications Shop	1,658,388	1,622,560	1,678,516	1,567,758
Full-time Equivalents Total*	12.00	12.00	12.00	11.00

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

Technology Infrastructure: Data Network Services

Purpose Statement

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

Program Summary

Reduce the budget by \$100,000 as a result of negotiating a lower cost for service with one of the City's Internet Service Providers. There are no associated service level impacts.

Citywide adjustments to labor and other operating costs due to inflation, health care, furloughs, and similar changes decrease the budget by \$65,000 for a net reduction from the 2010 Endorsed Budget to the 2010 Proposed Budget of approximately \$165,000.

Expenditures/FTE	2008 Actuals	2009 Adopted	2010 Endorsed	2010 Proposed
Data Network Services	2,873,092	4,064,234	4,285,024	4,120,209
Full-time Equivalents Total*	13.00	13.00	13.00	13.00

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

Technology Infrastructure: Enterprise Computing Services

Purpose Statement

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

Program Summary

Reduce the budget by \$20,000 in the Enterprise Computing Services program. The maintenance service level on the City's mid-range servers will be reduced from 24x7 onsite repair to 8x5 onsite repair with little to no service impact to customers.

Reduce the budget by \$30,000 and move the alternate data center from the leased City of Bellevue location to the City of Seattle's Fire Alarm Center (FAC). The Department believes the City can safely use the FAC as a designated alternate data center site.

Reduce the budget by \$100,000 and abrogate 1.0 FTE Manager 1 position in Data Center Facilities management to assist in balancing the City's overall budget.

Reduce the budget by \$49,000 and reduce 1.0 FTE Information Technology C position to an 0.5 FTE to assist in balancing the overall budget.

Reduce the budget by \$66,000 in Enterprise Computing Services. The enterprise-class storage will be replaced in 2010 and in the first year of ownership, the City will incur lower maintenance costs.

Reduce the budget by \$86,000 in Enterprise Computing Services. In 2009, DoIT expedited an early replacement of the City's existing mainframe server. The new system's annual maintenance costs are lower than the costs for the old equipment.

Citywide adjustments to labor and other operating costs due to inflation, health care, furloughs, and similar changes decrease the budget by \$116,000 for a net reduction from the 2010 Endorsed Budget to the 2010 Proposed Budget of approximately \$467,000.

Expenditures/FTE	2008 Actuals	2009 Adopted	2010 Endorsed	2010 Proposed
Enterprise Computing Services	5,410,833	8,297,493	8,593,243	8,126,464
Full-time Equivalents Total*	18.80	27.00	27.00	25.50

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

Technology Infrastructure: Messaging, Collaboration and Directory Services

Purpose Statement

The purpose of the Messaging, Collaboration and Directory Services Program is to provide, operate, and maintain an infrastructure for e-mail, calendar, directory, and related services to City employees and the general public so that they can communicate and obtain City services.

Program Summary

Citywide adjustments to labor and other operating costs due to inflation, health care, furloughs, and similar changes decrease the budget by \$59,000 for a net reduction from the 2010 Endorsed Budget to the 2010 Proposed Budget of approximately \$59,000.

	2008	2009	2010	2010
Expenditures/FTE	Actuals	Adopted	Endorsed	Proposed
Messaging, Collaboration and Directory Services	1,186,091	1,646,752	1,703,910	1,644,605
Full-time Equivalents Total*	8.80	11.00	11.00	11.00

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

Technology Infrastructure: Mid-Range Computing Services

Purpose Statement

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

Program Summary

This program was eliminated in the 2009 Adopted and 2010 Endorsed Budget.

	2008	2009	2010	2010
Expenditures/FTE	Actuals	Adopted	Endorsed	Proposed
Mid-Range Computing Services	1,604,001	0	0	0
Full-time Equivalents Total*	10.80	0.00	0.00	0.00

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

Technology Infrastructure: Radio Network

Purpose Statement

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

Program Summary

Increase the budget by \$341,000 to replace 191 radio handsets owned by Seattle Center and the Parks and Recreation Department. This money will be borrowed from the City's Radio Reserve Fund and will allow the City to fully leverage the funds available from Nextel under a federal settlement. The money is derived solely from previous General Fund contributions and will be paid back into the Radio Reserve Fund by departments over a five-year time frame.

Citywide adjustments to labor and other operating costs due to inflation, health care, furloughs, and similar changes decrease the budget by \$7,000 for a net increase from the 2010 Endorsed Budget to the 2010 Proposed Budget of approximately \$334,000.

Expenditures/FTE	2008	2009	2010	2010
	Actuals	Adopted	Endorsed	Proposed
Radio Network	760,796	2,405,619	5,736,348	6,070,782
Full-time Equivalents Total*	1.00	1.00	1.00	1.00

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

Technology Infrastructure: Service Desk

Purpose Statement

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

Program Summary

Citywide adjustments to labor and other operating costs due to inflation, health care, furloughs, and similar changes decrease the budget by \$49,000 for a net reduction from the 2010 Endorsed Budget to the 2010 Proposed Budget of approximately \$49,000.

Expenditures/FTE	2008	2009	2010	2010
	Actuals	Adopted	Endorsed	Proposed
Service Desk	1,441,411	1,427,449	1,480,254	1,430,767
Full-time Equivalents Total*	12.80	13.00	13.00	13.00

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

Technology Infrastructure: Technical Support Services

Purpose Statement

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

Program Summary

Citywide adjustments to labor and other operating costs due to inflation, health care, furloughs, and similar changes decrease the budget by \$82,000 for a net reduction from the 2010 Endorsed Budget to the 2010 Proposed Budget of approximately \$82,000.

	2008	2009	2010	2010
Expenditures/FTE	Actuals	Adopted	Endorsed	Proposed
Technical Support Services	2,073,607	2,091,405	2,167,954	2,086,320
Full-time Equivalents Total*	16.80	17.00	17.00	17.00

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

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, to manage large technology infrastructure projects for City departments, and to facilitate reliable and cost-effective communications and technology.

Program Summary

Citywide adjustments to labor and other operating costs due to inflation, health care, furloughs, and similar changes decrease the budget by \$37,000 for a net reduction from the 2010 Endorsed Budget to the 2010 Proposed Budget of approximately \$37,000.

	2008	2009	2010	2010
Expenditures/FTE	Actuals	Adopted	Endorsed	Proposed
Technology Engineering and Project Management	1,083,850	11,015,606	7,350,860	7,313,402
Full-time Equivalents Total*	7.00	7.00	7.00	7.00

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

Information Technology

Technology Infrastructure: Technology Infrastructure Grants

Purpose Statement

The purpose of the Technology Infrastructure Grants Program is to display expenditures related to technology projects funded by City and non-City sources and where appropriations for such projects are often made outside of the budget book.

Program Summary

This program was eliminated in the 2009 Adopted and 2010 Endorsed Budget.

	2008	2009	2010	2010
Expenditures	Actuals	Adopted	Endorsed	Proposed
Technology Infrastructure Grants	1,133,937	815,181	0	0

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 that they have a highly available means of communication.

Program Summary

Reduce the budget by \$95,000 and reduce one long-term contractor position. This position worked on computer and telephone moves, adds, and changes (MACs) for City staff. Efforts will be made to reduce the number of non-critical MACs requests from City staff, therefore reducing the workload.

Reduce the budget by \$233,000 in Telephone Services by reducing the number of wireless modems used by City staff, therefore reducing the associated maintenance costs.

Citywide adjustments to labor and other operating costs due to inflation, health care, furloughs, and similar changes decrease the budget by \$169,000 for a net reduction from the 2010 Endorsed Budget to the 2010 Proposed Budget of approximately \$497,000.

	2008	2009	2010	2010
Expenditures/FTE	Actuals	Adopted	Endorsed	Proposed
Telephone Services	9,810,115	10,047,363	10,426,611	9,929,637
Full-time Equivalents Total*	32.00	32.00	32.00	32.00

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

Technology Infrastructure: Warehouse

Purpose Statement

The purpose of the Warehouse Program is to acquire, store, and distribute telephone, computing, data communications, and radio components to the department so that equipment is available when requested.

Program Summary

Citywide adjustments to labor and other operating costs due to inflation, health care, furloughs, and similar changes decrease the budget by \$12,000 for a net reduction from the 2010 Endorsed Budget to the 2010 Proposed Budget of approximately \$12,000.

Expenditures/FTE	2008	2009	2010	2010
	Actuals	Adopted	Endorsed	Proposed
Warehouse	1,124,863	2,412,038	2,475,733	2,463,454
Full-time Equivalents Total*	5.00	5.00	5.00	5.00

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

Information Technology

Technology Leadership and Governance Budget Control Level

Purpose Statement

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

Program Expenditures

	2008	2009	2010	2010
	Actuals	Adopted	Endorsed	Proposed
Citywide Technology Leadership and Governance	2,497,956	2,430,825	2,492,708	2,271,355
Law, Safety, and Justice	147	24,258	24,889	24,712
Total	2,498,103	2,455,083	2,517,597	2,296,067
Full-time Equivalents Total *	15.00	19.00	19.00	18.00

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

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 departments' business and technology managers.

Program Summary

Reduce the budget by \$117,000 and reduce the equivalent of 1.0 FTE in the Technology Leadership and Governance Program. The planning and programmatic duties performed by this position will be redistributed to existing staff.

Citywide adjustments to labor and other operating costs due to inflation, health care, furloughs, and similar changes decrease the budget by \$105,000 for a net reduction from the 2010 Endorsed Budget to the 2010 Proposed Budget of approximately \$221,000.

Expenditures/FTE	2008	2009	2010	2010
	Actuals	Adopted	Endorsed	Proposed
Citywide Technology Leadership and Governance	2,497,956	2,430,825	2,492,708	2,271,355
Full-time Equivalents Total*	15.00	19.00	19.00	18.00

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

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 and Seattle Municipal Court so that investments are aligned with departmental and City objectives.

Program Summary

There are no substantive changes from the 2010 Endorsed Budget to the 2010 Proposed Budget.

	2008	2009	2010	2010
Expenditures	Actuals	Adopted	Endorsed	Proposed
Law, Safety, and Justice	147	24,258	24,889	24,712

Information Technology

2010 Estimated Revenues for the Information Technology Fund

Summit Code	Source	2008 Actuals	2009 Adopted	2010 Endorsed	2010 Proposed
431010	Federal Grants - Direct	77,700	0	0	0
433010	Federal Grants - Indirect	606,550	0	0	0
437010	Interlocal Grants	1,504	0	0	0
442810	Data Network Services - External	3,151	2,794	3,024	248
442810	IT Project Management - External	951,460	3,707,409	3,501,355	3,482,269
442810	Telephone Services - External	180,187	242,852	250,046	244,650
442850	Communications Shop - External	34,067	63,291	65,242	251,364
447600	Seattle Channel Rates	33,238	0	0	0
461110	Finance - External	520,684	0	0	0
461110	Radio Reserve - External	591,797	0	0	0
462210	Radio Network Services - External	98,324	135,700	139,214	136,968
469990	Other Miscellaneous Revenues	6,721	0	0	0
541490	Enterprise Computing Services - Allocation	5,771,064	7,062,028	7,668,699	6,592,896
541490	Enterprise Messaging & Directory Services - Allocation	1,107,046	1,569,959	1,617,362	1,568,165
541490	Mid Range Computing Support - Allocation	1,207,378	0	0	0
541490	Radio Network - Allocation	1,947,135	2,024,939	2,077,584	1,336,773
541490	Seattle Channel - Service Agreements	112,008	112,000	112,000	112,000
541490	Service Desk - Allocation	1,294,837	1,322,252	1,365,447	1,317,670
541490	Technical Support Services - Allocation	1,658,627	1,715,176	1,769,690	1,705,298
541490	Technology Allocation: DPD	474,180	545,176	565,381	448,491
541490	Technology Allocation: Retirement	27,312	33,307	33,461	27,330
541490	Technology Allocation: SCL	3,125,768	3,451,816	3,418,500	2,796,132
541490	Technology Allocation: SDOT	729,840	890,441	893,250	728,795
541490	Technology Allocation: SPU	2,464,908	2,940,169	3,042,609	2,442,308
541490	Web Support	29,004	0	0	0
541810	Enterprise Computing Services - Rates	0	44,704	45,982	44,667
541810	Enterprise Messaging & Directory Services - Rates	149,808	16,457	16,931	16,510
541810	IT Project Management - Rates	677,602	3,051,420	2,111,949	2,100,436
541810	Mid Range Computing - Rates	254,580	0	0	0
541810	Technical Support Services - Rates	7,395	0	0	0
541850	Cable Office Allocation - GF	213,456	0	0	0
541850	Warehouse - Rates	402,492	0	0	0
542810	Cable Office - Cable Fund	1,634,652	1,392,745	1,438,778	1,225,321
542810	Community Technology - Cable Fund	959,244	1,139,156	1,173,442	1,142,183
542810	Data Network Services - Rates	847,727	1,293,147	1,392,141	1,380,887
542810	Seattle Channel - Cable Fund	2,970,744	3,361,376	3,231,879	2,807,742
542810	Technology Allocation: CF Displace GF	234,048	423,323	529,156	1,498,030
542810	Telephone Services - Rates	8,673,177	8,938,012	9,202,784	8,861,562

Information Technology

2010 Estimated Revenues for the Information Technology Fund

Summit Code	Source	2008 Actuals	2009 Adopted	2010 Endorsed	2010 Proposed
542810	Web Support - Cable Fund	730,692	954,759	980,463	775,229
542850	Communications Shop - Rates	1,111,310	954,745	990,796	843,355
544590	Other Miscellaneous Revenues	254,585	0	0	0
562210	Radio Network Services - Rates	161,287	212,016	217,129	216,228
569990	Long-Term General Obligation (LTGO) Bonds - Capital Asset Replacement	0	2,800,000	1,500,000	1,500,000
569990	Long-Term General Obligation (LTGO) Bonds - GroupWise to Exchange Migration (GEM), E-Mail Archiving Software, and Constituent Relationship Management (CRM) Application	0	5,670,000	952,519	0
585190	Gain (Loss)-Disposition Fixed Assets	6,157	0	0	0
587001	Small Department - GF Allocation	498,735	492,558	509,063	488,306
587001	Technology Allocation - GF	2,604,045	2,864,882	2,879,571	2,325,204
Total Revenues		45,446,227	59,428,611	53,695,446	48,417,017
379100	Use of (Contributions to) Fund Balance	(1,868,079)	(451,477)	5,503,371	8,227,212
Total Resources		43,578,148	58,977,134	59,198,817	56,644,229

Information Technology

Information Technology Fund

	2008 Actuals	2009 Adopted	2009 Revised	2010 Endorsed	2010 Proposed
Beginning Fund Balance	25,213,257	14,614,927	27,557,260	15,066,404	35,339,130
Accounting and Technical Adjustments	(914,176)	0	0	0	0
Plus: Actual and Estimated Revenue	45,446,227	59,428,611	67,139,241	53,695,446	48,417,017
Less: Actual and Budgeted Expenditures	42,188,048	58,977,134	59,357,371	59,198,819	56,644,229
Less: Capital Improvements	1,390,104	0	0	0	0
Ending Fund Balance	26,167,156	15,066,404	35,339,130	9,563,031	27,111,918
Continuing Appropriations	15,804,580		14,000,000		14,000,000
Reserves Against Fund Balance	9,673,686	14,021,877	19,839,180	9,422,105	12,623,007
Total Reserves	25,478,266	14,021,877	33,839,180	9,422,105	26,623,007
Ending Unreserved Fund Balance	688,890	1,044,527	1,499,950	140,926	488,911

Capital Improvement Program Highlights

The Department of Information Technology (DoIT) builds, manages and maintains City government information technology infrastructure - radio, data, communications, and computer networks - used by other City departments to serve constituents. DoIT also manages the Seattle Channel and the City's central data center, which houses most of the computer servers and the computing architecture that operates software applications on behalf of other departments. DoIT also directs the development of certain computer applications projects on behalf of the City or of other Departments. The Capital Improvement Program (CIP) supports DoIT's mission by providing for new investments in, and upgrades and improvements to, the City's existing technology networks and systems.

The DoIT projects in the 2010-2015 Proposed CIP include installation of additional fiber optic cable links to various locations; planning, repair, replacement, and modification of software, hardware, and electronics in the City's data and communications infrastructure; replacement and upgrades of equipment for the Seattle Channel; replacement of current radio technology, including a new digital switch for voice and data traffic and new digital consoles for dispatching and managing the network; replacement and upgrades of software and hardware in the City's computing services architecture environment; replacement of enterprise computing platform assets in the data center to meet storage capacity for critical Citywide applications; and replacement of radios and infrastructure upgrades in the 800 MHz radio network.

Office of Intergovernmental Relations

Emelie East, Director

Contact Information

Department Information Line: (206) 684-0213

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

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

Department Description

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

Proposed Policy and Program Changes

Reduce spending on administrative costs such as travel and contracting by \$43,000 to assist in balancing the overall General Fund budget.

Add \$20,000 of General Fund and recognize loss of \$75,000 in anticipated grant funding related to the initiative against illegal guns. This will allow the 1.0 FTE Strategic Advisor 2 position to continue its work in 2010. The Office will make up the difference in position costs by reducing the travel budget that had been required under the grant.

Intergovernmental Relations

	Summit	2008	2009	2010	2010
Appropriations	Code	Actuals	Adopted	Endorsed	Proposed
Intergovernmental Relations	X1G00	1,961,714	2,334,639	2,397,770	2,266,946
Budget Control Level					
Department Total		1,961,714	2,334,639	2,397,770	2,266,946
Department Full-time Equivalents Total*		10.50	10.50	11.50	11.50

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

	2008	2009	2010	2010
Resources	Actuals	Adopted	Endorsed	Proposed
General Subfund	1,961,714	2,334,639	2,397,770	2,266,946
Department Total	1,961,714	2,334,639	2,397,770	2,266,946

Intergovernmental Relations

Intergovernmental Relations Budget Control Level

Purpose Statement

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

Summary

Reduce spending on administrative costs such as travel and contracting by \$43,000 to assist in balancing the overall General Fund budget.

Add \$20,000 of General Fund and recognize loss of \$75,000 in anticipated grant funding related to the initiative against illegal guns. This will allow the 1.0 FTE Strategic Advisor 2 position to continue its work in 2010. The Office will make up the difference in position costs by reducing the travel budget that had been required under the grant.

One position was added during the 2009 Adopted Budget development process and is reflected in the 2010 Endorsed position count.

Citywide adjustments to labor and other operating costs due to inflation, health care, furloughs, and similar changes decrease the budget by \$32,000 for a net reduction from the 2010 Endorsed Budget to the 2010 Proposed Budget of approximately \$130,000.

	2008	2009	2010	2010
Expenditures/FTE	Actuals	Adopted	Endorsed	Proposed
Intergovernmental Relations	1,961,714	2,334,639	2,397,770	2,266,946
Full-time Equivalents Total*	10.50	10.50	11.50	11.50

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

Legislative Department

Richard Conlin, Council President

Contact Information

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

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

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

Department Description

The Seattle City Council is the City's representative electoral body, composed of nine at-large, non-partisan, elected Councilmembers. Besides the City Council, the Legislative Department has three other divisions: the Office of the City Clerk, Central Staff, and Administrative Services. Each section of the Department supports some aspect of the representative role of the City Council, and works with citizens and City departments to bring about effective and responsive public policy.

The nine Councilmembers establish City laws, approve the annual budget, oversee the Executive operating departments, and create policy for the City. Each Councilmember has a staff of Legislative Assistants who help accomplish this work.

The Office of the City Clerk performs six major functions. The City Clerk oversees the Clerk staff, and among other duties, manages Council and citizen-initiated ballot measures through the legislative processes. Council Support facilitates the legislative process of the City and the Council. Information Management Services maintains and makes accessible to the public the work product of the Council and the official City records filed with the Clerk. Public Disclosure coordinates public records disclosure requests for the Legislative Department. City Records Management Program oversees and facilitates Citywide compliance with records retention laws. The Municipal Archives preserves and provides citizen access to the City's official and historical records.

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

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

Proposed Policy and Program Changes

In response to a reduction in projected City tax revenues resulting from the national economic recession, the Legislative Department's 2010 Proposed Budget is decreased from the 2010 Endorsed Budget. Major adjustments include reductions to the staff and consulting budgets, which do not reduce positions. There are also reductions to training, travel, and information technology hardware budgets.

Budget neutral changes proposed in 2010 include the transfer of a Communications Manager from the Administration Program to the City Council Program, and the transfer of a Public Records Act Officer from the Administration Program to the City Clerk Program.

Legislative

Appropriations	Summit Code	2008 Actuals	2009 Adopted	2010 Endorsed	2010 Proposed
Legislative Department Budget Control Level					
Administration		3,252,326	3,751,339	3,877,690	3,560,052
Central Staff		2,311,555	2,755,852	2,839,433	2,484,762
City Clerk		1,758,186	1,747,352	1,811,915	1,859,517
City Council		4,219,914	4,042,833	4,269,597	4,143,977
Legislative Department Budget Control Level	G1100	11,541,982	12,297,376	12,798,634	12,048,308
Department Total		11,541,982	12,297,376	12,798,634	12,048,308
Department Full-time Equivalents Total*		88.00	88.00	88.00	88.00
<i>* FTE totals are provided for informational purposes only. Changes in FTEs resulting from City Council or Personnel Director actions outside of the budget process may not be detailed here.</i>					
		2008	2009	2010	2010
Resources		Actuals	Adopted	Endorsed	Proposed
General Subfund		11,541,982	12,297,376	12,798,634	12,048,308
Department Total		11,541,982	12,297,376	12,798,634	12,048,308

Legislative Department Budget Control Level

Purpose Statement

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

Program Expenditures	2008 Actuals	2009 Adopted	2010 Endorsed	2010 Proposed
Administration	3,252,326	3,751,339	3,877,690	3,560,052
Central Staff	2,311,555	2,755,852	2,839,433	2,484,762
City Clerk	1,758,186	1,747,352	1,811,915	1,859,517
City Council	4,219,914	4,042,833	4,269,597	4,143,977
Total	11,541,982	12,297,376	12,798,634	12,048,308
Full-time Equivalents Total *	88.00	88.00	88.00	88.00

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

Legislative Department: Administration

Purpose Statement

The purpose of the Administration Program is to orchestrate and deliver a comprehensive set of systems and services that address current and future needs of the Legislative Department and its customers. Budget and accounting, technology, human resource, office systems, consultant contracting, and special projects coordination services are provided to the Legislative Department, Office of City Auditor, and the Office of Professional Accountability Review Board.

Program Summary

Decrease budget by \$69,000 for staff related costs. These reductions do not result in reduced services or positions.

Decrease budget by \$132,000 and 1.0 FTE Communications Manager to reflect the transfer of the position from the Administrative Program to the City Council Program.

Decrease budget by \$84,000 and 1.0 FTE Public Records Act Officer to reflect the transfer of the position from the Administrative Program to the City Clerk Program.

Decrease budget by \$5,000 for information technology hardware.

Decrease budget by \$4,000 for training and travel.

Citywide adjustments to labor and other operating costs due to inflation, health care, furloughs, and similar changes decrease the budget by \$23,000, for a net program reduction from the 2010 Endorsed Budget to the 2010 Proposed Budget of approximately \$317,000.

	2008	2009	2010	2010
Expenditures/FTE	Actuals	Adopted	Endorsed	Proposed
Administration	3,252,326	3,751,339	3,877,690	3,560,052
Full-time Equivalents Total*	16.00	16.00	16.00	14.00

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

Legislative Department: Central Staff

Purpose Statement

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

Program Summary

Decrease budget by \$40,000 for staff related costs. These reductions do not result in reduced services or positions.

Decrease budget by \$85,000 for costs associated with a vacant Policy Analyst position.

Decrease budget by \$198,000 for consultant expenses.

Decrease budget by \$4,000 for training and travel.

Citywide adjustments to labor and other operating costs due to inflation, health care, furloughs, and similar changes decrease the budget by \$28,000, for a net program reduction from the 2010 Endorsed Budget to the 2010 Proposed Budget of approximately \$355,000.

Expenditures/FTE	2008 Actuals	2009 Adopted	2010 Endorsed	2010 Proposed
Central Staff	2,311,555	2,755,852	2,839,433	2,484,762
Full-time Equivalents Total*	18.00	18.00	18.00	18.00

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

Legislative Department: City Clerk

Purpose Statement

The purpose of the City Clerk Program is to support open government and the democratic process by preserving and maximizing public access to the City's official and historical records, promoting Citywide compliance with records retention law, coordinating public records disclosure requests for the Department, facilitating the legislative process, and overseeing compliance with the Open Public Meetings Act and the Public Records Act.

Program Summary

Decrease budget by \$14,000 for staff related costs. These reductions do not result in reduced services or positions.

Increase budget by \$84,000 and 1.0 FTE Public Records Act Officer to reflect the transfer of the position from the Administrative Program to the City Clerk Program.

Decrease budget by \$4,000 for training and travel.

Citywide adjustments to labor and other operating costs due to inflation, health care, furloughs, and similar changes decrease the budget by \$18,000, for a net program increase from the 2010 Endorsed Budget to the 2010 Proposed Budget of approximately \$48,000.

Expenditures/FTE	2008 Actuals	2009 Adopted	2010 Endorsed	2010 Proposed
City Clerk	1,758,186	1,747,352	1,811,915	1,859,517
Full-time Equivalents Total*	18.00	18.00	18.00	19.00

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

Legislative Department: City Council

Purpose Statement

The purpose of the City Council Program is to set policy; review, consider, and determine legislative action; approve the City's budget; and provide oversight of City departments. The goal of the City Council is to be an open and transparent, effective and accountable local government that is committed to the strength of our diversity and dedicated to the health of all of our neighborhoods. This program consists of the nine Councilmembers, their Legislative Assistant staff, and the Communications staff.

Program Summary

Decrease budget by \$36,000 for staff related costs. These reductions do not result in reduced services or positions.

Increase budget by \$132,000 and 1.0 FTE Communications Manager to reflect the transfer of the position from the Administrative Program to the City Council Program.

Decrease budget by \$150,000 for consultant expenses.

Decrease budget by \$29,000 for training and travel.

Citywide adjustments to labor and other operating costs due to inflation, health care, furloughs, and similar changes decrease the budget by \$43,000, for a net program reduction from the 2010 Endorsed Budget to the 2010 Proposed Budget of approximately \$126,000.

Expenditures/FTE	2008 Actuals	2009 Adopted	2010 Endorsed	2010 Proposed
City Council	4,219,914	4,042,833	4,269,597	4,143,977
Full-time Equivalents Total*	36.00	36.00	36.00	37.00

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

Office of the Mayor

Greg Nickels, Mayor

Contact Information

Department Information Line: (206) 684-4000

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

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

Department Description

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

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

Mayor Greg Nickels has established four priorities for his administration:

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

Proposed Policy and Program Changes

Abrogate 1.0 FTE Strategic Advisor 2 and reduce budget by \$90,000. This position and the workload associated with it will be added to the Department of Neighborhoods (DON) to work on a South Park Action Agenda. This action will maintain consistency in coordinating multi-departmental work that addresses the intensive needs of the South Park neighborhood, which has historically been underserved.

Transfer 1.0 FTE Strategic Advisor 2 and \$94,000 to the Department of Executive Administration to continue to coordinate public disclosure for Executive agencies, and to support the deployment of the new e-mail archiving system.

Mayor

Appropriations	Summit Code	2008 Actuals	2009 Adopted	2010 Endorsed	2010 Proposed
Office of the Mayor Budget Control Level	X1A00	2,698,723	3,048,821	3,166,897	2,849,763
Department Total		2,698,723	3,048,821	3,166,897	2,849,763
Department Full-time Equivalents Total*		25.50	24.50	24.50	22.50

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

Resources	2008 Actuals	2009 Adopted	2010 Endorsed	2010 Proposed
General Subfund	2,698,723	3,048,821	3,166,897	2,849,763
Department Total	2,698,723	3,048,821	3,166,897	2,849,763

Office of the Mayor Budget Control Level

Purpose Statement

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

Summary

Abrogate 1.0 FTE Strategic Advisor 2 and reduce budget by \$90,000. This position and the workload associated with it will be added to the Department of Neighborhoods (DON) to work on a South Park Action Agenda. This action will maintain consistency in coordinating multi-departmental work that addresses the intensive needs of the South Park neighborhood, which has historically been underserved.

Transfer 1.0 FTE Strategic Advisor 2 and \$94,000 to the Department of Executive Administration to continue to coordinate public disclosure for Executive agencies, and to support the deployment of the new e-mail archiving system.

Citywide adjustments to labor and other operating costs due to inflation, health care, furloughs, and similar changes decrease the budget by \$133,000 for a net reduction from the 2010 Endorsed Budget to the 2010 Proposed Budget of approximately \$317,000.

	2008	2009	2010	2010
Expenditures/FTE	Actuals	Adopted	Endorsed	Proposed
Office of the Mayor	2,698,723	3,048,821	3,166,897	2,849,763
Full-time Equivalents Total*	25.50	24.50	24.50	22.50

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

Personnel Department

Mark M. McDermott, Director

Contact Information

Department Information Line: (206) 684-7999

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

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

Department Description

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

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

Proposed Policy and Program Changes

The 2010 Proposed Budget includes a variety of administrative reductions to improve efficiency and to balance the General Fund budget. The Department decreases administrative expenses, the use of outside consultants, and temporary labor; and eliminates one filled IT position, one filled administrative position, and two vacant positions.

The Department receives a Supported Employee position and associated funding from the Office of Arts and Cultural Affairs. This transfer addresses changes in the anticipated clerical and administrative needs of both departments.

The 2010 Proposed Budget also transfers two Information Technology positions and associated funding from Personnel to the Department of Executive Administration, creating functional efficiencies across smaller City departments.

Personnel

Appropriations	Summit Code	2008 Actuals	2009 Adopted	2010 Endorsed	2010 Proposed
City/Union Relations and Class/Comp Services Budget Control Level	N4000	3,163,582	3,198,798	3,319,763	3,155,691
Citywide Personnel Services Budget Control Level	N3000	3,735,890	3,549,818	3,681,839	3,128,567
Employee Health Services Budget Control Level	N2000	3,003,030	3,055,120	3,170,273	2,940,479
Employment and Training Budget Control Level	N1000	2,825,621	2,729,929	2,827,332	2,744,690
Department Total		12,728,123	12,533,665	12,999,207	11,969,427
Department Full-time Equivalents Total*		123.50	128.00	123.00	119.00

** FTE totals are provided for informational purposes only. Changes in FTEs resulting from City Council or Personnel Director actions outside of the budget process may not be detailed here. Personnel maintains unfunded position authority for apprentice and Office Maintenance Aide positions to loan to City departments for the apprentice and special employment programs.*

Resources	2008 Actuals	2009 Adopted	2010 Endorsed	2010 Proposed
General Subfund	12,728,123	12,533,665	12,999,207	11,969,427
Department Total	12,728,123	12,533,665	12,999,207	11,969,427

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 support the City's efforts to fairly manage and compensate its diverse work force. 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 personnel rules, pay programs, perform compensation analysis, and provide classification services and organizational consultation to all City departments.

Summary

Reduce administrative expenses and consultant services by \$10,000 to assist in balancing the overall General Subfund budget.

Reduce budget by \$42,000 and abrogate a 0.5 FTE Assistant Personnel Analyst. Existing staff will absorb the position's workload to minimize service level impacts.

Reduce budget by \$54,000 and reduce from 1.0 FTE to 0.5 FTE a Planning and Development Specialist, Senior position that works as the Employee Involvement Committee Coordinator. Existing staff in the Alternative Dispute Resolution program will absorb the position's workload.

Reduce budget by \$60,000 and the work associated with conducting the 2010 custom salary survey for the City's broadband programs. Funding is maintained for the information technology professional program which is required by the current labor agreement.

Citywide adjustments to labor and other operating costs due to inflation, health care, furloughs, and similar changes increase the budget by \$2,000 for a net reduction from the 2010 Endorsed Budget to the 2010 Proposed Budget of approximately \$164,000.

Expenditures/FTE	2008 Actuals	2009 Adopted	2010 Endorsed	2010 Proposed
City/Union Relations and Class/Comp Services	3,163,582	3,198,798	3,319,763	3,155,691
Full-time Equivalents Total*	24.50	26.00	27.00	26.00

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

Citywide Personnel Services Budget Control Level

Purpose Statement

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

Summary

Reduce budget by \$112,000 and abrogate 1.0 FTE Information Technology Professional B position. This position managed the implementation of the On Line Application System which is now complete.

Reduce administrative expenses, training, and temporary labor by \$46,000 to assist in balancing the overall General Subfund budget.

Abrogate a vacant 1.0 FTE Strategic Advisor 3 position. The funding associated with this position is reduced in the Employee Health Services Budget Control Level.

Transfer in \$28,000 and 1.0 FTE Office/Maintenance Aide position from the Office of Arts and Cultural Affairs as part of the Supported Employee program.

Transfer out \$215,000 and move 1.0 FTE IT Professional B position and 1.0 FTE IT Professional C position to DEA to streamline IT services across smaller City departments.

Citywide adjustments to labor and other operating costs due to inflation, health care, furloughs, and similar changes decrease the budget by \$208,000 for a net reduction from the 2010 Endorsed Budget to the 2010 Proposed Budget of approximately \$553,000.

Expenditures/FTE	2008 Actuals	2009 Adopted	2010 Endorsed	2010 Proposed
Citywide Personnel Services	3,735,890	3,549,818	3,681,839	3,128,567
Full-time Equivalents Total*	32.00	35.00	29.50	26.50

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

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 health care and other benefits, workers' compensation benefits, and safety services to maintain and promote employee health and productivity, and to provide a competitive non-cash compensation package. This program also includes administration of the Seattle Voluntary Deferred Compensation Plan and Trust.

Summary

Reduce administrative expenses, consultant services, training, and temporary labor by \$112,000 to assist in balancing the overall General Subfund budget.

Reduce funding for a vacant Strategic Advisor 3 position budgeted in the Citywide Personnel Services Budget Control Level by \$130,000 to assist in balancing the overall General Subfund.

Citywide adjustments to labor and other operating costs due to inflation, health care, furloughs, and similar changes increase the budget by \$12,000 for a net reduction from the 2010 Endorsed Budget to the 2010 Proposed Budget of approximately \$230,000.

	2008	2009	2010	2010
Expenditures/FTE	Actuals	Adopted	Endorsed	Proposed
Employee Health Services	3,003,030	3,055,120	3,170,273	2,940,479
Full-time Equivalents Total*	27.50	25.50	24.50	24.50

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

Employment and Training Budget Control Level

Purpose Statement

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

Summary

Reduce consultant services, training, and temporary labor by \$95,000 to assist in balancing the overall General Subfund budget.

Citywide adjustments to labor and other operating costs due to inflation, health care, furloughs, and similar changes increase the budget by \$12,000 for a net reduction from the 2010 Endorsed Budget to the 2010 Proposed Budget of approximately \$83,000.

	2008	2009	2010	2010
Expenditures/FTE	Actuals	Adopted	Endorsed	Proposed
Employment and Training	2,825,621	2,729,929	2,827,332	2,744,690
Full-time Equivalents Total*	39.50	41.50	42.00	42.00

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

Personnel Compensation Trust Subfunds

Department Description

The Personnel Compensation Trust Funds are six subfunds of the General Fund administered by the Personnel Department and one subfund of the General Fund administered by the Department of Executive Administration. These six subfunds serve as a means to manage Citywide contractual obligations on behalf of employees and City departments. The administering department collects funds from other City departments, which are then paid out to various insurance companies, service providers, and individuals. The six subfunds are the Group Term Life Insurance Subfund, the Health Care Subfund, the Industrial Insurance Subfund, the Special Employment Subfund, the Unemployment Insurance Subfund, and the Transit Benefit Subfund,

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

Proposed Policy and Program Changes

Health care costs continue to rise steadily in 2010, growing by approximately 7%. The change is largely due to projected cost increases in medical, dental, and vision plans offered by the City.

The City's Industrial Insurance expenses continue to grow based on increased claim experience and projected claim growth.

Since 2007, actual unemployment claims charges have been paid using fund balance in the Unemployment Insurance Subfund. Given a substantive growth in claims activity in 2009 that is projected to continue in 2010, the remaining fund balance is projected to subsidize, but not fully cover, claims costs for departments in 2010. As a result, in 2010, the ending unreserved fund balance is expected to be fully exhausted, and departments will pay for claims activity in excess of the remaining fund balance directly. Beginning in 2010, Seattle Public Utilities, Seattle City Light and the Department of Planning and Development will be billed according to actual expenses.

The Group Term Life Budget is adjusted up slightly to reflect increased usage and rates in 2010.

The 2010 Proposed Budget includes the Transit Benefit Subfund that funds transit benefits for city employees. The Subfund provides a monthly per employee subsidy of up to the dollar value of a "peak" one-zone Puget Pass,

Personnel Compensation Trust Subfunds

or equivalent transit pass. The purpose of the subsidy is to encourage commuting by municipal employees in other than single occupancy vehicles. Funds for the transit subsidy were previously budgeted in individual department budgets.

Personnel Compensation Trust Subfunds

Appropriations	Summit Code	2008 Actuals	2009 Adopted	2010 Endorsed	2010 Proposed
Group Term Life Budget Control Level	NA000	842,133	800,000	800,000	936,608
Health Care Budget Control Level	NM000	122,594,496	135,386,370	151,086,085	149,160,068
Industrial Insurance Budget Control Level	NR500	14,363,566	17,186,769	18,260,284	18,538,510
Special Employment Budget Control Level	NT000	275,347	300,000	310,000	310,000
Transit Benefit Budget Control Level	TRANSITB 1	0	0	0	4,446,490
Unemployment Insurance Budget Control Level	NS000	961,009	1,826,250	1,827,563	4,027,563
Department Total		139,036,551	155,499,389	172,283,932	177,419,239
Resources		2008 Actuals	2009 Adopted	2010 Endorsed	2010 Proposed
Other		139,036,551	155,499,389	172,283,932	177,419,239
Department Total		139,036,551	155,499,389	172,283,932	177,419,239

Personnel Compensation Trust Subfunds

Group Term Life Budget Control Level

Purpose Statement

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

Summary

Increase budget by \$137,000 to reflect the most recent rate increases and projected enrollment for group term life insurance, long-term disability insurance, and accidental death and dismemberment insurance.

	2008	2009	2010	2010
Expenditures	Actuals	Adopted	Endorsed	Proposed
Group Term Life Program	842,133	800,000	800,000	936,608

Personnel Compensation Trust Subfunds

Health Care Budget Control Level

Purpose Statement

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

Summary

Decrease budget authority by \$1.93 million from the 2010 Endorsed Budget. The 2010 Proposed Budget is increased from the 2009 Adopted level, reflecting increases in the actual renewal costs for plans for which the City carries insurance (such as Group Health), and for projected renewal costs recommended by the City's consultant for health plans for which the City is self insured (such as Aetna). The change in appropriation also reflects an increase in the premium cost for stop loss insurance in 2010.

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

	2008	2009	2010	2010
Expenditures	Actuals	Adopted	Endorsed	Proposed
Health Care Program	122,594,496	135,386,370	151,086,085	149,160,068

Personnel Compensation Trust Subfunds

Industrial Insurance Budget Control Level

Purpose Statement

The purpose of the Industrial Insurance Budget Control Level is to provide for medical, wage replacement, pension and disability claims related to occupational injuries and illnesses, occupational medical monitoring, workplace safety programs, and related expenses. Since 1972, the City of Seattle has been a self-insured employer as authorized under state law. The Industrial Insurance Subfund receives payments from City departments to pay for these costs and related administrative expenses.

Summary

Increase budget by \$278,000 due to faster-than-anticipated growth in the City's workers' compensation claims costs and in the assessments the City pays to the Washington State Department of Labor and Industries.

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

	2008	2009	2010	2010
Expenditures	Actuals	Adopted	Endorsed	Proposed
Industrial Insurance Program	14,363,566	17,186,769	18,260,284	18,538,510

Personnel Compensation Trust Subfunds

Special Employment Budget Control Level

Purpose Statement

The purpose of the Special Employment Budget Control Level is to capture the expenditures associated with outside agency use of the City's temporary, intern, and work study programs. Outside agencies reimburse the City for costs. Expenses related to employees hired by City departments through the Special Employment Program are charged directly to the departments.

Summary

There are no substantive changes from the 2010 Endorsed Budget to the 2010 Proposed Budget.

	2008	2009	2010	2010
Expenditures	Actuals	Adopted	Endorsed	Proposed
Special Employment Program	275,347	300,000	310,000	310,000

Personnel Compensation Trust Subfunds

Transit Benefit Budget Control Level

Purpose Statement

The purpose of the Transit Benefit Budget Control Level is to provide appropriation authority for the transit benefits offered to City employees. The Transit Benefit Subfund receives payments from Finance General and fee supported departments to pay for reduced cost King County Metro and Washington State Ferry transit passes and related administrative expenses.

	2008	2009	2010	2010
Expenditures	Actuals	Adopted	Endorsed	Proposed
Transit Benefit Program	0	0	0	4,446,490

Personnel Compensation Trust Subfunds

Unemployment Insurance Budget Control Level

Purpose Statement

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

Summary

The 2010 Proposed Budget reflects a continuation of the substantive increase in claims activity seen in 2009 due to the weak economic climate. As a result, fund balance is projected to subsidize, but not fully cover, claims costs for departments in 2010. Available fund balance and a \$500,000 reserve that was established to cover fluctuations in unemployment costs are anticipated to be exhausted before year-end 2010. Beginning in 2010, departments will once again pay for claims costs through billings to individual department budgets. Seattle Public Utilities, Seattle City Light and the Department of Planning and Development will be billed according to actual expenses.

Resolution 30535 established a reserve of \$500,000 in this fund to cover fluctuations in unemployment costs. This reserve is used in 2010 to offset increases in anticipated costs.

	2008	2009	2010	2010
Expenditures	Actuals	Adopted	Endorsed	Proposed
Unemployment Insurance Program	961,009	1,826,250	1,827,563	4,027,563

Personnel Compensation Trust Subfunds

Group Term Life Insurance Subfund

	2008 Actuals	2009 Adopted	2009 Revised	2010 Endorsed	2010 Proposed
Beginning Fund Balance	369,699	374,699	413,569	420,699	488,259
Accounting and Technical Adjustments	0	0	0	0	0
Plus: Actual and Estimated Revenue	886,003	846,000	966,690	846,000	995,028
Less: Actual and Budgeted Expenditures	842,133	800,000	892,000	800,000	936,608
Ending Fund Balance	413,569	420,699	488,259	466,699	546,679
Total Reserves	0	0	0	0	0
Ending Unreserved Fund Balance	413,569	420,699	488,259	466,699	546,679

Personnel Compensation Trust Subfunds

Health Care Subfund

	2008 Actuals	2009 Adopted	2009 Revised	2010 Endorsed	2010 Proposed
Beginning Fund Balance	37,306,703	37,251,703	40,219,503	37,072,835	36,743,271
Accounting and Technical Adjustments	-	-	-	-	-
Plus: Actual and Estimated Revenue	125,507,296	135,207,502	134,929,488	146,229,683	143,551,709
Less: Actual and Budgeted Expenditures	122,594,496	135,386,370	138,405,721	151,086,085	149,160,068
Ending Fund Balance	40,219,503	37,072,835	36,743,271	32,216,432	31,134,912
Reserve - Health Care Purposes	26,655,503	20,510,067	22,501,071	13,666,131	16,490,912
Reserve - State Law	13,564,000	16,562,768	14,242,200	18,550,301	14,644,000
Total Reserves	40,219,503	37,072,835	36,743,271	32,216,432	31,134,912
Ending Unreserved Fund Balance	0	0	0	0	0

Personnel Compensation Trust Subfunds

Industrial Insurance Subfund

	2008 Actuals	2009 Adopted	2009 Revised	2010 Endorsed	2010 Proposed
Beginning Fund Balance	4,776,391	6,816,457	6,681,486	5,786,457	5,742,821
Accounting and Technical Adjustments	0	0	0	0	0
Plus: Actual and Estimated Revenue	16,268,661	16,156,769	16,556,854	17,230,284	17,258,510
Less: Actual and Budgeted Expenditures	14,363,566	17,186,769	17,495,519	18,260,284	18,538,510
Ending Fund Balance	6,681,486	5,786,457	5,742,821	4,756,457	4,462,821
Reserve Requirement	2,248,519	2,773,750	2,912,280	2,946,550	3,127,142
Total Reserves	2,248,519	2,773,750	2,912,280	2,946,550	3,127,142
Ending Unreserved Fund Balance	4,432,967	3,012,707	2,830,541	1,809,907	1,335,679

Personnel Compensation Trust Subfunds

Special Employment Program Subfund

	2008 Actuals	2009 Adopted	2009 Revised	2010 Endorsed	2010 Proposed
Beginning Fund Balance	106,388	106,388	88,624	106,388	94,870
Accounting and Technical Adjustments	0	0	0	0	0
Plus: Actual and Estimated Revenue	257,583	300,000	287,480	310,000	310,000
Less: Actual and Budgeted Expenditures	275,347	300,000	281,234	310,000	310,000
Ending Fund Balance	88,624	106,388	94,870	106,388	94,870

Personnel Compensation Trust Subfunds

Transit Benefit Subfund

	2008 Actuals	2009 Adopted	2009 Revised	2010 Endorsed	2010 Proposed
Beginning Fund Balance	0	0	0	0	0
Accounting and Technical Adjustments	0	0	0	0	0
Plus: Actual and Estimated Revenue	0	0	0	0	4,446,490
Less: Actual and Budgeted Expenditures	0	0	0	0	4,446,490
Ending Fund Balance	0	0	0	0	0

Personnel Compensation Trust Subfunds

Unemployment Insurance Subfund

	2008 Actuals	2009 Adopted	2009 Revised	2010 Endorsed	2010 Proposed
Beginning Fund Balance	5,358,950	4,608,950	4,397,941	2,782,700	1,841,234
Accounting and Technical Adjustments	0	0	0	0	0
Plus: Actual and Estimated Revenue	0	0	0	0	1,686,329
Less: Actual and Budgeted Expenditures	961,009	1,826,250	2,556,707	1,827,563	4,027,563
Ending Fund Balance	4,397,941	2,782,700	1,841,234	955,137	(500,000)
Reserve Requirement	500,000	500,000	500,000	500,000	(500,000)
Total Reserves	500,000	500,000	500,000	500,000	(500,000)
Ending Unreserved Fund Balance	3,897,941	2,282,700	1,341,234	455,137	0

Office of Policy and Management

Mary Jean Ryan, Director

Contact Information

Department Information Line: (206) 684-8041

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

Department Description

The Office of Policy and Management (OPM) provides policy development and assessment support to the Mayor and City Council on major policy issues facing the City. OPM monitors critical external factors affecting Seattle's economic and community health, and recommends appropriate strategies. In addition, OPM coordinates and leads initiatives and projects that require the participation of a variety of disciplines and involve multiple City departments and external stakeholders. For example, OPM is the central coordinator of all federal stimulus efforts Citywide, ranging from process management, proposal development, internal reporting, and monitoring to ensure that stimulus projects are successfully launched and implemented; OPM leads the Complete Count Initiative to increase participation in the 2010 Census by all Seattle residents; and OPM oversees Public Development Authorities and complex real estate development projects. OPM is proposed to take a stronger role supporting broader coordination on place-based community development initiatives across City departments. No additional budget will be added to OPM's budget for this work. OPM also works to develop partnerships to achieve City goals, taking advantage of the talent and perspectives of various private, public, and community partners.

Proposed Policy and Program Changes

Reduce spending on consulting by \$40,000 to assist in balancing the overall General Fund budget.

Transfer 1.0 FTE Strategic Advisor 3 to the Department of Neighborhoods (DON) to assist with the implementation of the Seattle Youth Violence Prevention Initiative (SYVPI). While this position was originally established in the Office of Policy and Management, the decision was made in 2009 to consolidate all SYVPI funding and related support to DON. Funding will be transferred from Finance General.

Transfer out 1.0 FTE Strategic Advisor 2 and \$97,000 to the Department of Executive Administration to focus on aligning Citywide accounting standards and procedures with performance measurement to ensure best financial practices.

Transfer out 1.0 FTE Strategic Advisor 3 and \$135,000 to the Seattle Fire Department to provide analytical support and technical expertise for strategic planning, operations management, and identification of grant opportunities.

Policy and Management

Appropriations	Summit	2008	2009	2010	2010
	Code	Actuals	Adopted	Endorsed	Proposed
Policy and Management Budget	X1X00	2,496,756	2,687,677	2,507,011	2,117,490
Control Level					
Department Total		2,496,756	2,687,677	2,507,011	2,117,490
Department Full-time Equivalents Total*		18.50	18.00	18.00	15.00

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

Resources	2008	2009	2010	2010
	Actuals	Adopted	Endorsed	Proposed
General Subfund	2,496,756	2,687,677	2,507,011	2,117,490
Department Total	2,496,756	2,687,677	2,507,011	2,117,490

Policy and Management Budget Control Level

Purpose Statement

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

Summary

Reduce spending on consulting by \$40,000 to assist in balancing the overall General Fund budget.

Transfer out 1.0 FTE Strategic Advisor 3 to the Department of Neighborhoods (DON) to assist with the implementation of the Seattle Youth Violence Prevention Initiative (SYVPI). While this position was originally established in the Office of Policy and Management, the decision was made in 2009 to consolidate all SYVPI funding and related support to DON. Funding for this position will be transferred from Finance General.

Transfer out 1.0 FTE Strategic Advisor 2 and \$97,000 to the Department of Executive Administration to provide analysis and quality control on Citywide financial processes. This position will focus on aligning Citywide accounting standards and procedures with performance measurement to ensure best financial practices.

Transfer out 1.0 FTE Strategic Advisor 3 and \$135,000 to the Seattle Fire Department to provide analytical support and technical expertise for strategic planning, operations management, and identification of grant opportunities.

Citywide adjustments to labor and other operating costs due to inflation, health care, furloughs, and similar changes decrease the budget by \$117,000 for a net increase from the 2010 Endorsed Budget to the 2010 Proposed Budget of approximately \$389,000.

	2008	2009	2010	2010
Expenditures/FTE	Actuals	Adopted	Endorsed	Proposed
Policy and Management	2,496,756	2,687,677	2,507,011	2,117,490
Full-time Equivalents Total*	18.50	18.00	18.00	15.00

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

Office of Sustainability and Environment

Michael Mann, Acting Director

Contact Information

Department Information Line: (206) 615-0817

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

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

Department Description

The City's Environmental Action Agenda (EAA) is a strategy for environmental stewardship and sustainable development with goals in four priority areas:

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

The Office of Sustainability and Environment (OSE) works to improve the quality of life in Seattle by accelerating the adoption of sustainable practices by the City government and in the community. OSE leads two of the EAA initiatives, Climate Protection and Green Seattle, in partnership with City departments, other government agencies, businesses and nonprofit organizations.

Proposed Policy and Program Changes

A reduction is made in the 2010 Proposed Budget to reflect salary savings from a seven day furlough. In addition the department's consultant contracting budget is also reduced.

Sustainability and Environment

Appropriations	Summit	2008	2009	2010	2010
Office of Sustainability and Environment Budget Control Level	Code	Actuals	Adopted	Endorsed	Proposed
	X1000	1,436,775	1,472,501	1,524,105	1,436,103
Department Total		1,436,775	1,472,501	1,524,105	1,436,103
Department Full-time Equivalents Total*		7.00	7.00	7.00	7.00

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

Resources	2008	2009	2010	2010
General Subfund	Actuals	Adopted	Endorsed	Proposed
	1,436,775	1,472,501	1,524,105	1,436,103
Department Total	1,436,775	1,472,501	1,524,105	1,436,103

Sustainability and Environment

Office of Sustainability and Environment Budget Control Level

Purpose Statement

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

Summary

Reduce budget by \$44,000 for the department's consultant contract resources.

Citywide adjustments to labor and other operating costs due to inflation, health care, furloughs, and similar changes decrease the budget by \$44,000 for a net reduction from the 2010 Endorsed Budget to the 2010 Proposed Budget of approximately \$88,000.

Expenditures/FTE	2008 Actuals	2009 Adopted	2010 Endorsed	2010 Proposed
Office of Sustainability and Environment	1,436,775	1,472,501	1,524,105	1,436,103
Full-time Equivalents Total*	7.00	7.00	7.00	7.00

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

