

# **Cable Television Franchise Subfund**

## **Department Description**

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

## **Proposed Policy and Program Changes**

There are no substantive changes from the 2008 Endorsed Budget.

## Cable TV

<b>Appropriations</b>	<b>Summit Code</b>	<b>2006 Actuals</b>	<b>2007 Adopted</b>	<b>2008 Endorsed</b>	<b>2008 Proposed</b>
<b>Cable Fee Support to Information Technology Fund Budget Control Level</b>					
Cable Communications		1,337,957	1,326,225	1,323,113	1,323,113
Community Technology		706,923	1,020,549	959,481	959,481
Technology Infrastructure		211,608	229,472	236,526	236,526
TV Seattle/Democracy Portal		2,523,464	2,917,565	2,972,018	2,972,018
Web Site Support		680,028	715,616	731,530	731,530
<b>Cable Fee Support to Information Technology Fund Budget Control Level</b>	<b>D160B</b>	<b>5,459,980</b>	<b>6,209,426</b>	<b>6,222,669</b>	<b>6,222,669</b>
<b>Cable Fee Support to Library Fund D160B-TBD Budget Control Level</b>		<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>
<b>Department Total</b>		<b>5,509,980</b>	<b>6,259,426</b>	<b>6,272,669</b>	<b>6,272,669</b>
		<b>2006 Actuals</b>	<b>2007 Adopted</b>	<b>2008 Endorsed</b>	<b>2008 Proposed</b>
<b>Resources</b>					
Other		5,509,980	6,259,426	6,272,669	6,272,669
<b>Department Total</b>		<b>5,509,980</b>	<b>6,259,426</b>	<b>6,272,669</b>	<b>6,272,669</b>

## Cable TV

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

Summit Code	Source	2006 Actuals	2007 Adopted	2008 Endorsed	2008 Proposed
421911	Franchise Fee Revenues	7,495,337	6,418,978	6,645,663	5,670,109
461110	Investment Earnings	182,735	0	0	158,501
469990	Deferred Revenue	0	0	0	0
	<b>Total Revenues</b>	<b>7,678,072</b>	<b>6,418,978</b>	<b>6,645,663</b>	<b>5,828,610</b>
379100	Use of (Contribution to) Fund Balance	(2,168,092)	(159,552)	(372,994)	444,059
	<b>Total Resources</b>	<b>5,509,980</b>	<b>6,259,426</b>	<b>6,272,669</b>	<b>6,272,669</b>

## Cable TV

### Cable Television Franchise Subfund

	2006 Actuals	2007 Adopted	2007 Revised	2008 Endorsed	2008 Proposed
<b>Beginning Fund Balance</b>	<b>1,105,303</b>	<b>1,142,022</b>	<b>3,273,395</b>	<b>1,301,574</b>	<b>5,942,193</b>
Accounting and Technical Adjustments	0	0	0	0	0
Plus: Actual and Estimated Revenue	7,678,072	6,418,978	9,243,622	6,645,663	5,828,610
Less: Actual and Budgeted Expenditures	5,509,980	6,259,426	6,574,823	6,272,669	6,272,669
<b>Ending Fund Balance</b>	<b>3,273,395</b>	<b>1,301,574</b>	<b>5,942,193</b>	<b>1,674,567</b>	<b>5,498,133</b>
Continuing Appropriations	2,177,625		5,110,116		4,509,557
Designation for Cable Programs	911,613	920,314	1,160,665	929,650	1,099,401
<b>Total Reserves</b>	<b>3,089,238</b>	<b>920,314</b>	<b>6,270,781</b>	<b>929,650</b>	<b>5,608,958</b>
<b>Ending Unreserved Fund Balance</b>	<b>184,157</b>	<b>381,260</b>	<b>(328,588)</b>	<b>744,917</b>	<b>(110,825)</b>

# Office of City Auditor

## Susan Cohen, City Auditor

### Contact Information

Department Information Line: (206) 233-3801

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

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

### Department Description

The City Auditor is Seattle's independent 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 the Mayor or City Councilmembers. 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 Mayor and City Council on these programs?
- Do opportunities exist to eliminate inefficient use of public funds and potential waste?
- Are funds being spent legally and is accounting for them accurate?
- Are programs achieving desired results?
- Are there better ways 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 Mayor and City Council consider?

### Proposed Policy and Program Changes

There are no substantive changes from the 2008 Endorsed Budget.

## City Auditor

<b>Appropriations</b>	<b>Summit</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2008</b>
<b>Office of City Auditor Budget</b>	<b>Code</b>	<b>Actuals</b>	<b>Adopted</b>	<b>Endorsed</b>	<b>Proposed</b>
Control Level	VG000	975,250	1,071,158	1,106,842	1,114,234
<b>Department Total</b>		<b>975,250</b>	<b>1,071,158</b>	<b>1,106,842</b>	<b>1,114,234</b>
<b>Department Full-time Equivalents Total*</b>		<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>

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

<b>Resources</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2008</b>
General Subfund	<b>Actuals</b>	<b>Adopted</b>	<b>Endorsed</b>	<b>Proposed</b>
<b>Department Total</b>	<b>975,250</b>	<b>1,071,158</b>	<b>1,106,842</b>	<b>1,114,234</b>

**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 costs increase the budget by \$7,000, for a net program increase from the 2008 Endorsed Budget to the 2008 Proposed Budget of approximately \$7,000.

	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2008</b>
<b>Expenditures/FTE</b>	<b>Actuals</b>	<b>Adopted</b>	<b>Endorsed</b>	<b>Proposed</b>
Office of City Auditor	975,250	1,071,158	1,106,842	1,114,234
Full-time Equivalents Total*	9.00	9.00	9.00	9.00

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



# Seattle Office for Civil Rights

## Julie Nelson, Acting 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, City Council, and other City departments. The Office develops and implements policies and programs promoting fairness, equity, and diversity. It also administers the Title VI program of the 1964 Civil Rights Act and Title II of the Americans with Disabilities Act, which relates to physical access to governmental facilities, projects and programs.

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

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

The Office works closely with immigrants, people of color, women, sexual minorities, and people with disabilities and their advocates, to inform them of their rights under the law. The Office publishes a wide array of printed materials, many of which are translated into 10 different 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 Sexual Minorities Commissions - which advise the Mayor and City Council on relevant issues.

### Proposed Policy and Program Changes

There are no substantive changes from the 2008 Endorsed Budget.

## Civil Rights

<b>Appropriations</b>	<b>Summit</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2008</b>
	<b>Code</b>	<b>Actuals</b>	<b>Adopted</b>	<b>Endorsed</b>	<b>Proposed</b>
<b>Civil Rights Budget Control Level</b>	<b>X1R00</b>	<b>2,044,716</b>	<b>2,094,706</b>	<b>2,225,810</b>	<b>2,223,864</b>
<b>Department Total</b>		<b>2,044,716</b>	<b>2,094,706</b>	<b>2,225,810</b>	<b>2,223,864</b>
<b>Department Full-time Equivalents Total*</b>		<b>22.50</b>	<b>22.50</b>	<b>22.50</b>	<b>22.50</b>

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

<b>Resources</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2008</b>
	<b>Actuals</b>	<b>Adopted</b>	<b>Endorsed</b>	<b>Proposed</b>
General Subfund	2,044,716	2,094,706	2,225,810	2,223,864
<b>Department Total</b>	<b>2,044,716</b>	<b>2,094,706</b>	<b>2,225,810</b>	<b>2,223,864</b>

## Civil Rights Budget Control Level

### Purpose Statement

The purpose of the Civil Rights Budget Control Level is to work toward eliminating discrimination in employment, housing, public accommodations, 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 Mayor's Race & Social Justice Initiative, leading other City departments to design and implement programs which eliminate institutionalized racism.

### Summary

There are no substantive changes from the 2008 Endorsed Budget. Citywide adjustments to labor costs decrease the budget by approximately \$2,000.

	2006	2007	2008	2008
Expenditures/FTE	Actuals	Adopted	Endorsed	Proposed
Civil Rights	2,044,716	2,094,706	2,225,810	2,223,864
Full-time Equivalents Total*	22.50	22.50	22.50	22.50

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



# **Civil Service Commission**

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

### **Contact Information**

Department Information Line: (206) 386-1301

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

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

### **Department Description**

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

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

There are no substantive changes from the 2008 Endorsed Budget.

## Civil Service

<b>Appropriations</b>	<b>Summit</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2008</b>
	<b>Code</b>	<b>Actuals</b>	<b>Adopted</b>	<b>Endorsed</b>	<b>Proposed</b>
<b>Civil Service Commission Budget</b>	<b>V1C00</b>	<b>171,750</b>	<b>202,491</b>	<b>209,012</b>	<b>210,144</b>
<b>Control Level</b>					
<b>Department Total</b>		<b>171,750</b>	<b>202,491</b>	<b>209,012</b>	<b>210,144</b>
<b>Department Full-time Equivalents Total*</b>		<b>1.60</b>	<b>1.80</b>	<b>1.80</b>	<b>1.80</b>

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

<b>Resources</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2008</b>
	<b>Actuals</b>	<b>Adopted</b>	<b>Endorsed</b>	<b>Proposed</b>
General Subfund	171,750	202,491	209,012	210,144
<b>Department Total</b>	<b>171,750</b>	<b>202,491</b>	<b>209,012</b>	<b>210,144</b>

**Civil Service Commission Budget Control Level**

**Purpose Statement**

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

**Summary**

Citywide adjustments to labor costs increase the budget by \$1,000, for a net program increase from the 2008 Endorsed Budget to the 2008 Proposed Budget of approximately \$1,000.

<b>Expenditures/FTE</b>	<b>2006 Actuals</b>	<b>2007 Adopted</b>	<b>2008 Endorsed</b>	<b>2008 Proposed</b>
Civil Service Commission	171,750	202,491	209,012	210,144
Full-time Equivalents Total*	1.60	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**

## **Mel Robertson, Acting Executive Director**

### **Contact Information**

Department Information Line: (206) 386-1293

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

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

### **Department Description**

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

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

The 2008 Proposed Budget increases appropriations by \$8,000 over the 2008 Endorsed Budget to pay the Retirement System's share of the City's conversion to a standardized Microsoft platform as part of the Technology Infrastructure Optimization (TIO) project.

## Employees' Retirement

	Summit	2006	2007	2008	2008
<b>Appropriations</b>	<b>Code</b>	<b>Actuals</b>	<b>Adopted</b>	<b>Endorsed</b>	<b>Proposed</b>
Employees' Retirement Budget Control Level	R1E00	5,570,143	8,527,232	9,468,761	9,476,351
<b>Department Total</b>		<b>5,570,143</b>	<b>8,527,232</b>	<b>9,468,761</b>	<b>9,476,351</b>
<b>Department Full-time Equivalents Total*</b>		<b>12.50</b>	<b>14.50</b>	<b>14.50</b>	<b>14.50</b>
<i>* FTE totals are provided for informational purposes only. Changes in FTEs resulting from City Council or Personnel Director actions outside of the budget process may not be detailed here.</i>					
<b>Resources</b>		<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2008</b>
Other		5,570,143	8,527,232	9,468,761	9,476,351
<b>Department Total</b>		<b>5,570,143</b>	<b>8,527,232</b>	<b>9,468,761</b>	<b>9,476,351</b>

# 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.

### Summary

The 2008 Proposed Budget increases appropriations by \$8,000 over the 2008 Endorsed Budget to pay the Retirement System's share of the City's conversion to a standardized Microsoft platform.

	2006	2007	2008	2008
<b>Expenditures/FTE</b>	<b>Actuals</b>	<b>Adopted</b>	<b>Endorsed</b>	<b>Proposed</b>
Employees' Retirement	5,570,143	8,527,232	9,468,761	9,476,351
Full-time Equivalents Total*	12.50	14.50	14.50	14.50

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



# Ethics and Elections Commission

## Wayne Barnett, Executive Director

### Contact Information

Department Information Line: (206) 684-8500

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

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

### Department Description

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

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

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

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

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

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

### Proposed Policy and Program Changes

Citywide adjustments to labor and health care cost increased the Commission's budget by approximately \$8,400.

## Ethics and Elections

<b>Appropriations</b>	<b>Summit</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2008</b>
Ethics and Elections Budget	<b>Code</b>	<b>Actuals</b>	<b>Adopted</b>	<b>Endorsed</b>	<b>Proposed</b>
Control Level	<b>V1T00</b>	<b>650,695</b>	<b>596,613</b>	<b>616,058</b>	<b>624,506</b>
<b>Department Total</b>		<b>650,695</b>	<b>596,613</b>	<b>616,058</b>	<b>624,506</b>
<b>Department Full-time Equivalents Total*</b>		<b>5.20</b>	<b>5.20</b>	<b>5.20</b>	<b>5.20</b>

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

<b>Resources</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2008</b>
General Subfund	<b>Actuals</b>	<b>Adopted</b>	<b>Endorsed</b>	<b>Proposed</b>
Department Total	<b>650,695</b>	<b>596,613</b>	<b>616,058</b>	<b>624,506</b>

## Ethics and Elections Budget Control Level

### Purpose Statement

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

	2006	2007	2008	2008
Expenditures/FTE	Actuals	Adopted	Endorsed	Proposed
Ethics and Elections	650,695	596,613	616,058	624,506
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

The Department of Executive Administration's 2008 Proposed Budget includes funding to establish a design team, hire staff, perform process and technology design, and investigate and purchase hardware and software for a 311 non-emergency call center for the City of Seattle. The 311 phone number is a national standard for non-emergency municipal services. Seattle will join dozens of other cities offering this service to residents and visitors.

DEA's 2008 Proposed Budget also provides additional staff and funding to enforce City regulations related to nightlife establishments, and additional funding to perform an evaluation of the central accounting processes in conjunction with an effort to move some departments to a standardized budget system.

## Executive Administration

<b>Appropriations</b>	<b>Summit</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2008</b>
	<b>Code</b>	<b>Actuals</b>	<b>Adopted</b>	<b>Endorsed</b>	<b>Proposed</b>
<b>Business Technology Budget Control Level</b>	<b>C8400</b>	<b>10,032,845</b>	<b>11,329,096</b>	<b>9,922,631</b>	<b>19,102,937</b>
<b>Contracting Budget Control Level</b>	<b>C8700</b>	<b>3,001,233</b>	<b>3,476,548</b>	<b>3,581,971</b>	<b>3,559,411</b>
<b>Executive Management Budget Control Level</b>	<b>C8100</b>	<b>2,185,060</b>	<b>2,352,926</b>	<b>2,425,278</b>	<b>2,441,607</b>
<b>Financial Services Budget Control Level</b>	<b>C8200</b>	<b>6,958,419</b>	<b>8,111,815</b>	<b>8,377,700</b>	<b>8,190,057</b>
<b>Revenue and Consumer Affairs Budget Control Level</b>	<b>C8500</b>	<b>4,653,773</b>	<b>5,046,439</b>	<b>5,208,625</b>	<b>5,492,476</b>
<b>Seattle Animal Shelter Budget Control Level</b>	<b>C8600</b>	<b>3,104,710</b>	<b>3,260,205</b>	<b>3,372,770</b>	<b>3,371,245</b>
<b>Department Total</b>		<b>29,936,039</b>	<b>33,577,029</b>	<b>32,888,975</b>	<b>42,157,733</b>
<b>Department Full-time Equivalents Total*</b>		<b>245.00</b>	<b>246.00</b>	<b>246.00</b>	<b>264.50</b>

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

<b>Resources</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2008</b>
	<b>Actuals</b>	<b>Adopted</b>	<b>Endorsed</b>	<b>Proposed</b>
General Subfund	29,936,039	33,577,029	32,888,975	42,157,733
<b>Department Total</b>	<b>29,936,039</b>	<b>33,577,029</b>	<b>32,888,975</b>	<b>42,157,733</b>

## 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

Increase budget by \$8,878,000 and 13.5 FTE to establish a design team, hire staff, perform process and technology design, and investigate and purchase hardware and software for a 311 non-emergency call center for the City of Seattle. The 311 phone number is a national standard for non-emergency municipal services. Introducing the 311 number improves services to City residents and visitors.

Increase budget by \$150,000 in one-time funding for review and analysis of the use of the City's central accounting system. In conjunction with the effort to implement a standard budget system in several departments, City finance and accounting staff will collaborate on an effort to standardize and develop best practices for use of the accounting system.

Transfer in \$104,000 and 1.0 FTE Information Technology Professional C from the Financial Services Program to the HRIS Group. Increase one Information Technology Professional B from 0.5 FTE to 1.0 FTE to provide more support for the Citywide accounting system.

Increase budget by \$9,000 to support information technology needs of new staff in the Revenue and Consumer Affairs Program to improve coordination and oversight of liquor license renewals and enforcement. This funding is shown in the Business Technology program as all DEA technology expenses are centralized in this program.

Increase budget by \$31,000 in an administrative transfer among DEA programs to more accurately align budget with program needs.

Citywide adjustments to labor costs increase the budget by \$8,000, for a net program increase from the 2008 Endorsed Budget to the 2008 Proposed Budget of approximately \$9,180,000.

	2006	2007	2008	2008
Expenditures/FTE	Actuals	Adopted	Endorsed	Proposed
Business Technology	10,032,845	11,329,096	9,922,631	19,102,937
Full-time Equivalents Total*	44.00	42.00	42.00	57.00

*\* 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.*

## Contracting Budget Control Level

### Purpose Statement

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

### Summary

Reduce budget by \$20,000 in an administrative transfer among DEA programs to more accurately align the budget with program needs.

Citywide adjustments to labor costs decrease the budget by \$2,000, for a net program decrease from the 2008 Endorsed Budget to the 2008 Proposed Budget of approximately \$22,000.

<b>Expenditures/FTE</b>	<b>2006 Actuals</b>	<b>2007 Adopted</b>	<b>2008 Endorsed</b>	<b>2008 Proposed</b>
Contracting	3,001,233	3,476,548	3,581,971	3,559,411
Full-time Equivalents Total*	29.00	31.00	31.00	31.00

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

## Executive 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

Increase the budget by \$37,000 to cover an increase of the contract fee for the City's liability insurance broker. DEA administers this contract on behalf of all City departments. When the contract was recently re-bid the annual fee increased.

Reduce budget by \$20,000 in an administrative transfer among DEA programs to more accurately align the budget with program needs.

Increase one Senior Training Coordinator position from 0.5 FTE to 1.0 FTE to allow City staff to perform more of the training needed by employees. The additional staff cost will be covered by funds previously spent on consultants.

Citywide adjustments to labor costs decrease the budget by \$1,000, for a net program increase from the 2008 Endorsed Budget to the 2008 Proposed Budget of approximately \$16,000.

<b>Expenditures/FTE</b>	<b>2006 Actuals</b>	<b>2007 Adopted</b>	<b>2008 Endorsed</b>	<b>2008 Proposed</b>
Executive Management	2,185,060	2,352,926	2,425,278	2,441,607
Full-time Equivalents Total*	16.00	17.00	17.00	17.50

*\* 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

## 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

Transfer out \$61,000 and 1.0 FTE Admin Spec II to the Revenue and Consumer Affairs program, reflecting a reduced need for administrative support as the City uses more automated bill paying.

Transfer out \$104,000 and 1.0 FTE Information Technology C to the Business Technology program to consolidate the accounting and technology staff.

Reduce the budget by \$5,000 in an administrative transfer among DEA programs to more accurately align the budget with program needs.

Citywide adjustments to labor costs decrease the budget by \$17,000, for a net program decrease from the 2008 Endorsed Budget to the 2008 Proposed Budget of approximately \$187,000.

	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2008</b>
<b>Expenditures/FTE</b>	<b>Actuals</b>	<b>Adopted</b>	<b>Endorsed</b>	<b>Proposed</b>
Financial Services	6,958,419	8,111,815	8,377,700	8,190,057
Full-time Equivalents Total*	69.50	68.50	68.50	66.50

*\* 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.*

## Revenue and Consumer Affairs Budget Control Level

### Purpose Statement

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

### Summary

Increase budget by \$326,000, 1.0 FTE Strategic Advisor 2, 2.0 FTE License and Standards Inspectors, and transfer in 1.0 FTE Admin Spec I from the Seattle Police Department, all to improve coordination and oversight of liquor license renewals and enforcement.

Transfer out \$98,000 to Finance General along with the responsibility for paying interest to taxpayers on any business or regulatory tax refunds.

Transfer in \$61,000 and 1.0 FTE Admin Spec II from the Financial Services program to support growing needs for administrative support for the taxi inspection program and other revenue activities.

Increase budget by \$4,000 in an administrative transfer among DEA programs to more accurately align the budget with program needs.

Citywide adjustments to labor costs decrease the budget by \$9,000, for a net program increase from the 2008 Endorsed Budget to the 2008 Proposed Budget of approximately \$284,000.

<b>Expenditures/FTE</b>	<b>2006 Actuals</b>	<b>2007 Adopted</b>	<b>2008 Endorsed</b>	<b>2008 Proposed</b>
Revenue and Consumer Affairs	4,653,773	5,046,439	5,208,625	5,492,476
Full-time Equivalents Total*	48.50	49.50	49.50	54.50

*\* 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 maintain public safety.

### Summary

Increase budget by \$10,000 in an administrative transfer among DEA programs to more accurately align the budget with program needs.

Citywide adjustments to labor costs decrease the budget by \$11,000, for a net program decrease from the 2008 Endorsed Budget to the 2008 Proposed Budget of approximately \$1,000.

	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2008</b>
<b>Expenditures/FTE</b>	<b>Actuals</b>	<b>Adopted</b>	<b>Endorsed</b>	<b>Proposed</b>
Seattle Animal Shelter	3,104,710	3,260,205	3,372,770	3,371,245
Full-time Equivalents Total*	38.00	38.00	38.00	38.00

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

# Department of Finance

## Dwight Dively, Director

### Contact Information

Department Information Line: (206) 233-0031

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

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

### Department Description

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

### Proposed Policy and Program Changes

There are no substantive changes from the 2008 Endorsed Budget.

## Finance

<b>Appropriations</b>	<b>Summit Code</b>	<b>2006 Actuals</b>	<b>2007 Adopted</b>	<b>2008 Endorsed</b>	<b>2008 Proposed</b>
Finance Budget Control Level	CZ000	3,832,102	5,229,824	5,063,215	5,078,864
<b>Department Total</b>		<b>3,832,102</b>	<b>5,229,824</b>	<b>5,063,215</b>	<b>5,078,864</b>
<b>Department Full-time Equivalents Total*</b>		<b>35.50</b>	<b>38.00</b>	<b>38.00</b>	<b>38.00</b>

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

<b>Resources</b>	<b>2006 Actuals</b>	<b>2007 Adopted</b>	<b>2008 Endorsed</b>	<b>2008 Proposed</b>
General Subfund	3,832,102	5,229,824	5,063,215	5,078,864
<b>Department Total</b>	<b>3,832,102</b>	<b>5,229,824</b>	<b>5,063,215</b>	<b>5,078,864</b>

**Finance Budget Control Level**

**Purpose Statement**

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

**Summary**

There are no substantive changes from the 2008 Endorsed Budget. Citywide adjustments to labor costs increase the budget by \$15,000.

	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2008</b>
<b>Expenditures/FTE</b>	<b>Actuals</b>	<b>Adopted</b>	<b>Endorsed</b>	<b>Proposed</b>
Finance	3,832,102	5,229,824	5,063,215	5,078,864
Full-time Equivalents Total*	35.50	38.00	38.00	38.00

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



# 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 projects for which there is desire for Council, Mayor, or Department of Finance oversight.

### Proposed Policy and Program Changes

Twelve programs and one budget control level (BCL) were added to Finance General for the 2008 Adopted Budget. The "Support to Community Development Budget Control Level" was created to combine the programs that provide support to public development efforts in the community into one separate BCL. Previously, these programs were gathered under the Reserves BCL. Under this new organization, the programs retained under the Reserves BCL will address ongoing and new City-related expenses. The following describes the notable program changes by BCL.

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

The "Transportation Fund - Parks Charter Revenue Transfer" program was created to transfer the Parks charter revenue related to the Employee Hours tax to the Transportation Operating Fund. This net expense to the General Subfund is offset by a savings of the same amount in the subsidy made to the Department of Parks and Recreation.

#### Reserves BCL

Five programs were added to support initiatives in the following areas: employee retirement, Key Arena use deliberations, information system replacement for Municipal Court, a Pacific Science Center exhibit, and a reserve to cover interest on tax refunds.

**Employee Retirement Buy-In Match:** One million is appropriated to fund Section 6 of Ordinance 120684, which authorizes employees hired between 1988 and 1998 to buy Retirement System credit for the first six months of employment, once the System's funding ratio reaches 95%. This was achieved in the summer of 2007, so the one-year period to buy time begins on December 1, 2007. City departments are required to match these employee payments. The last opportunity to buy retirement time resulted in strong demand from employees in some departments that exceeded the ability of those departments' budgets to pay. The amount in Finance General is intended as a reserve to cover excess department costs and would be distributed through a subsequent ordinance.

**Key Arena Use Deliberations:** One million is authorized to support negotiation, litigation and consulting costs regarding Sonics ownership group's intent to terminate Key Arena lease early.

**Muni Court Information Replacement System Consultant:** Two hundred thousand is set aside to provide for consultant services to support the replacement of the Municipal Court Information System.

**Pacific Science Center Exhibit:** One time funding of \$100,000 is provided to fund the Lucy's Legacy exhibit at Pacific Science Center.

A recurring program called Tax Refund Interest Reserve has been established to provide funds to cover interest due to tax payer refunds.

### Support to Community Development BCL

Six programs have been created to support efforts in the following areas: restoration of Chief Seattle gravesite, Chinese Garden, design of the Museum of History and Industry at the proposed Lake Union location, acquisition of surplus school sites, and school use planning.

The School District Site Reserve and Webster Park Acquisition were created to assist community organizations in purchasing surplus school sites from Seattle School District, and to support community organizations in developing plans for some of the schools.

Funding of \$130,000 is authorized under the School Use Advisory Committee Consultant Service program to facilitate the process for reuse of Seattle Public Schools proposed for surplus or closure beginning in 2008.

The Chief Seattle Gravesite Restoration and Chinese Garden Reserve programs provide \$325,000 to support restoration efforts of public attractions, and the MOHAI/ Lake Union Armory Design program provides \$225,000 to assist the transition of the Museum of History and Industry to the proposed Lake Union site.

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

**Purpose Statement**

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

<b>Program Expenditures</b>	<b>2006 Actuals</b>	<b>2007 Adopted</b>	<b>2008 Endorsed</b>	<b>2008 Proposed</b>
Arts Account - Admissions Tax for Art Programs	1,020,000	1,090,000	1,120,000	1,150,600
Cumulative Reserve Subfund - Capital Projects Account	677,800	0	0	0
Cumulative Reserve Subfund - Revenue Stabilization Account	4,556,396	0	0	4,665,645
Emergency Subfund	2,834,000	3,030,000	3,324,000	3,196,730
Fleets and Facilities Fund	0	3,833,239	3,893,854	4,281,554
General Bond Interest/Redemption Fund	33,233,610	25,422,566	18,509,987	18,509,987
Insurance	3,262,478	4,426,423	4,545,937	4,545,937
Judgment/Claims Subfund	484,961	1,379,400	1,379,400	1,379,400
Revenue Stabilization Acct	900,000	0	0	0
Seattle Center Fund - Admissions Tax for Key Arena	1,348,872	0	0	0
Solid Waste Fund - Parks Charter Revenue Transfer	0	1,028,495	1,025,870	1,025,870
Transportation Fund - Parks Charter Revenue Transfer	0	0	0	550,700
<b>Total</b>	<b>48,318,116</b>	<b>40,210,123</b>	<b>33,799,048</b>	<b>39,306,423</b>

## Contingent Support to Operating Funds Budget Control Level

### Purpose Statement

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

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

<b>Program Expenditures</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2008</b>
	<b>Actuals</b>	<b>Adopted</b>	<b>Endorsed</b>	<b>Proposed</b>
Contingent Support to Arts Account	98,521	150,000	150,000	150,000
Contingent Support to Parks and Recreation Fund	0	500,000	500,000	500,000
Contingent Support to Seattle Center/Key Arena	47,784	0	0	0
Contingent Support to Solid Waste Fund	0	250,000	250,000	250,000
Contingent Support to Transportation Fund	0	0	0	275,350
<b>Total</b>	<b>146,306</b>	<b>900,000</b>	<b>900,000</b>	<b>1,175,350</b>

**Reserves Budget Control Level**

**Purpose Statement**

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

**Program Expenditures**

	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2008</b>
	<b>Actuals</b>	<b>Adopted</b>	<b>Endorsed</b>	<b>Proposed</b>
Budget System Reserve	0	600,000	0	0
Central House	0	0	43,420	0
Community Engagement Process	0	0	100,000	0
Emergency Preparedness	0	0	250,000	0
Employee Retirement Buy-In Match	0	0	0	1,000,000
Get Engaged: City Boards and Commissions	30,000	30,000	30,000	30,000
Get off the Street (GOTS) and Clean Dreams	0	0	480,000	0
Key Arena Use Deliberations	0	0	0	1,000,000
Libraries for All Reserve	0	75,477	121,451	121,451
LID Assessments on City Property	979,955	0	0	0
Mayor's Youth Council	33,000	0	0	0
Muni Court Information Replacement System Consultant	0	0	0	200,000
Pacific Science Center Exhibit	0	0	0	100,000
Parks New Facilities Reserve	0	22,595	117,878	117,878
Recurring Reserve-Dues/Memberships	13,000	13,500	13,500	13,500
Recurring Reserve-Election Expense	2,191,495	1,800,000	1,000,000	1,000,000
Recurring Reserve-Fire Hydrants	4,966,109	5,156,235	5,430,765	5,430,765
Recurring Reserve-Health Care Reserve	729,039	775,486	775,486	1,500,000
Recurring Reserve-Legal Advertisements	173,264	150,000	150,000	150,000
Recurring Reserve-Pacific Science Center Lease Reserve	120,000	120,000	120,000	120,000
Recurring Reserve-Police Accountability Contracts	41,350	42,320	42,320	42,320
Recurring Reserve-Public Toilets	710,000	728,064	747,722	778,640
Recurring Reserve-Puget Sound Clean Air Agency	308,143	321,536	330,217	349,217
Recurring Reserve-State Examiner	582,493	646,491	646,776	646,776
Recurring Reserve-Street Lighting	6,176,247	9,631,133	9,637,909	9,637,909
Recurring Reserve-Voter Registration	874,899	720,000	720,000	720,000
Reserve for Community Court-Related Services	0	0	0	250,000
Reserve for enterpriseSeattle	75,000	0	0	0
Reserve for Portable Art Rental and Maintenance	0	194,000	198,000	198,000
Shelter Beds/Housing	0	0	620,000	0
SLU Mobility and Parking Partnership	0	0	40,000	40,000
SPD-Civilian Assistance to Patrol	0	180,000	312,000	0
SPD-Patrol Cars	0	711,000	233,000	0
SPD-Patrol Officers	0	636,000	2,043,000	2,043,000
Tax Refund Interest Reserve	0	0	0	98,000
Trial Court Improvement Account	0	138,000	138,000	331,658
<b>Total</b>	<b>18,003,994</b>	<b>22,691,837</b>	<b>24,341,444</b>	<b>25,919,114</b>

## 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. Resources allocated to each program within this Budget Control Level are intended to support that program.

### Program Expenditures

	2006	2007	2008	2008
	Actuals	Adopted	Endorsed	Proposed
Broadway Action Agenda	0	0	175,000	0
Chief Seattle Club Contract	0	300,000	0	0
Chief Seattle Gravesite Restoration	0	0	0	100,000
Chinese Garden Reserve	0	0	0	317,750
Community Renewal in SE Seattle	0	75,000	75,000	75,000
East Madison YMCA Project	0	0	250,000	250,000
MOHAI/Lake Union Armory Design	0	0	0	225,000
Nisei Veterans Committee	0	250,000	0	0
Nordic Heritage Museum	0	0	333,000	333,000
Preliminary Property Assessment-School District Sites	0	100,000	0	0
Rainier Vista Boys and Girls Club	0	500,000	500,000	500,000
Reserve for Georgetown City Hall	695,000	0	0	0
School District Site Reserve	0	0	0	4,150,000
School Use Advisory Committee Consultant Service	0	0	0	130,000
Seattle Heritage Shipyard	0	150,000	0	0
Sound Transit Local Contribution - Sales Tax Offset	926,996	1,479,850	921,400	921,400
Maintenance Base				
Webster Park Acquisition	0	0	0	1,000,000
<b>Total</b>	<b>1,621,996</b>	<b>2,854,850</b>	<b>2,254,400</b>	<b>8,002,150</b>

## Support to Operating Funds Budget Control Level

### Purpose Statement

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

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

<b>Program Expenditures</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2008</b>
	<b>Actuals</b>	<b>Adopted</b>	<b>Endorsed</b>	<b>Proposed</b>
Drainage and Wastewater Fund	0	100,000	100,000	1,123,937
Engineering Services Fund	993,625	1,008,925	1,023,937	0
Firemen's Pension Fund	16,422,754	16,884,491	17,071,769	19,308,827
Fleets and Facilities Fund-Support to Oper Fund	2,694,839	0	0	0
Housing Operating Fund	50,000	927,584	952,988	1,620,109
Human Services Operating Fund	41,299,199	47,328,663	47,443,513	49,643,045
Information Technology Fund	3,362,291	3,901,156	3,306,077	5,082,820
Library Fund	41,731,807	44,282,835	45,744,943	46,084,735
Low Income Housing Fund*	2,425,000	2,000,000	0	3,500,000
Neighborhood Matching Subfund	3,270,911	3,184,097	3,568,414	3,665,857
Parks and Recreation Fund	33,857,817	37,470,440	39,569,855	46,302,828
Planning and Development Fund	9,081,211	10,043,205	10,042,508	10,617,178
Police Relief and Pension Fund	15,806,895	16,244,399	16,706,264	18,499,636
Seattle Center Fund	10,614,903	14,162,311	14,239,336	14,995,033
Solid Waste Fund	1,214,726	0	90,000	0
Transportation Fund	41,170,841	43,002,500	42,741,078	47,442,587
<b>Total</b>	<b>223,996,819</b>	<b>240,540,607</b>	<b>242,600,682</b>	<b>267,886,593</b>

\* With the adoption of this budget, the Council authorizes this appropriation to carry forward into future years until there is a programmatic need to disburse the funds to the Low Income Housing Fund or legislation is ordained to abandon this appropriation.



# 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 four major operating functions: Real Estate Services, Capital Programs, Facilities Operations, and Fleet Services.

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

The Capital Programs division oversees the design, construction, commissioning, and initial departmental occupancy of many City facilities. Staff plan and coordinate office remodeling projects and space changes. Staff from this division are 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 also operates the City's central warehousing function and City mailroom.

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

### Proposed Policy and Program Changes

The Fleets and Facilities Department's 2008 Proposed Budget includes new funding to support the City of Seattle's resource conservation efforts. A new position is added to focus on reducing petroleum use and enhancing the City's green fleet to reduce vehicle emissions.

In addition, the 2008 Proposed Budget provides additional staff to manage several new large capital projects, including the potential move of the City's North Police Precinct facility and the Seattle Fire Department Headquarters. Another new position is created to manage building access control; this function was previously performed by contract staff.

The budget is increased to reflect higher costs associated with variable rate debt and increased expense for leased space to house new staff for City initiatives, such as the Bridging the Gap levy program.

## Fleets and Facilities

	Summit	2006	2007	2008	2008
<b>Appropriations</b>	<b>Code</b>	<b>Actuals</b>	<b>Adopted</b>	<b>Endorsed</b>	<b>Proposed</b>
<b>Administration Budget Control Level</b>	<b>A1000</b>	<b>2,876,615</b>	<b>3,558,813</b>	<b>3,677,361</b>	<b>3,668,068</b>
<b>Facility Operations Budget Control Level</b>	<b>A3000</b>	<b>35,825,480</b>	<b>62,065,596</b>	<b>62,769,457</b>	<b>64,872,621</b>
<b>Fleet Services Budget Control Level</b>					
Vehicle Fueling		6,770,937	6,082,081	6,248,471	6,254,772
Vehicle Leasing		15,372,922	15,973,573	15,725,641	15,826,847
Vehicle Maintenance		15,412,301	16,173,335	16,704,095	16,628,350
<b>Fleet Services Budget Control Level</b>	<b>A2000</b>	<b>37,556,159</b>	<b>38,228,989</b>	<b>38,678,207</b>	<b>38,709,969</b>
<b>Technical Services Budget Control Level</b>					
Capital Programs		1,507,976	2,555,141	2,639,266	2,881,687
Real Estate Services		1,374,583	2,060,371	1,972,675	1,964,213
<b>Technical Services Budget Control Level</b>	<b>A3100</b>	<b>2,882,559</b>	<b>4,615,513</b>	<b>4,611,941</b>	<b>4,845,900</b>
<b>Department Total</b>		<b>79,140,813</b>	<b>108,468,912</b>	<b>109,736,967</b>	<b>112,096,558</b>
<b>Department Full-time Equivalents Total*</b>		<b>299.00</b>	<b>304.50</b>	<b>304.50</b>	<b>308.00</b>

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

	2006	2007	2008	2008
<b>Resources</b>	<b>Actuals</b>	<b>Adopted</b>	<b>Endorsed</b>	<b>Proposed</b>
General Subfund	2,694,839	0	0	0
Other	76,445,974	108,468,912	109,736,967	112,096,558
<b>Department Total</b>	<b>79,140,813</b>	<b>108,468,912</b>	<b>109,736,967</b>	<b>112,096,558</b>

## Administration Budget Control Level

### Purpose Statement

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

### Summary

Reduce budget by \$9,000 in an administrative transfer among FFD programs to more accurately align budget with program needs.

Citywide adjustments to labor costs do not change the budget for this program, for a net program decrease from the 2008 Endorsed Budget to the 2008 Proposed Budget of approximately \$9,000.

<b>Expenditures/FTE</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2008</b>
	<b>Actuals</b>	<b>Adopted</b>	<b>Endorsed</b>	<b>Proposed</b>
Administration	2,876,615	3,558,813	3,677,361	3,668,068
Full-time Equivalents Total*	31.00	33.00	33.00	33.00

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

## Facility Operations Budget Control Level

### Purpose Statement

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

### Summary

Increase budget by \$1,500,000 to reflect increased rent in buildings and facilities leased by FFD on behalf of other City departments. This is an increase of appropriations only; the leasing departments will reimburse FFD for these costs.

Increase budget by \$688,000 for debt service payments associated with variable rate debt issued for acquisition of the Seattle Municipal Tower. This is an increase of appropriations only; other funds will reimburse FFD for these costs.

Add 1.0 FTE Admin Spec III-BU to administer the City's security card program. There is no additional expense because this work had been contracted to an outside firm and will now be performed by a City employee.

Reduce budget by \$38,000 in an administrative transfer among FFD programs to more accurately align budget with program needs.

Citywide adjustments to labor costs decrease the budget by \$47,000, for a net program increase from the 2008 Endorsed Budget to the 2008 Proposed Budget of approximately \$2,103,000.

<b>Expenditures/FTE</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2008</b>
	<b>Actuals</b>	<b>Adopted</b>	<b>Endorsed</b>	<b>Proposed</b>
Facility Operations	35,825,480	62,065,596	62,769,457	64,872,621
Full-time Equivalents Total*	95.50	98.00	98.00	99.00

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

# Fleets and Facilities

## Fleet Services Budget Control Level

### Purpose Statement

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

### Program Expenditures

	2006	2007	2008	2008
	Actuals	Adopted	Endorsed	Proposed
Vehicle Fueling	6,770,937	6,082,081	6,248,471	6,254,772
Vehicle Leasing	15,372,922	15,973,573	15,725,641	15,826,847
Vehicle Maintenance	15,412,301	16,173,335	16,704,095	16,628,350
<b>Total</b>	<b>37,556,159</b>	<b>38,228,989</b>	<b>38,678,207</b>	<b>38,709,969</b>
Full-time Equivalents Total *	141.00	141.00	141.00	141.50

*\*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 petroleum-based and alternative fuels (such as biodiesel) for City departments and other local government agencies.

### Program Summary

Increase budget by \$8,000 in an administrative transfer among FFD programs to more accurately align budget with program needs.

Citywide adjustments to labor costs decrease the budget by \$2,000, for a net program increase from the 2008 Endorsed Budget to the 2008 Proposed Budget of approximately \$6,000.

	2006	2007	2008	2008
Expenditures/FTE	Actuals	Adopted	Endorsed	Proposed
Vehicle Fueling	6,770,937	6,082,081	6,248,471	6,254,772
Full-time Equivalents Total*	3.00	3.00	3.00	3.00

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

## Fleet Services: Vehicle Leasing

### Purpose Statement

The purpose of the Vehicle Leasing Program is to procure, lease, and dispose of vehicles and equipment for City departments and other local government agencies to ensure they have the equipment necessary to support public services. This program also provides motor pool services, and houses fleet administration and environmental stewardship functions.

### Program Summary

Increase budget by \$59,000 and 1.0 FTE Strategic Advisor 1 to create a green fleets position devoted to reducing petroleum use and greenhouse gas emissions by the City's fleet. Also reduce an existing Associate Environmental Analyst position to 0.5 FTE and redirect the savings to partially fund the new green fleets position.

Increase budget by \$46,000 in an administrative transfer among FFD programs to more accurately align budget with program needs.

Citywide adjustments to labor costs decrease the budget by \$3,000, for a net program increase from the 2008 Endorsed Budget to the 2008 Proposed Budget of approximately \$102,000.

<b>Expenditures/FTE</b>	<b>2006 Actuals</b>	<b>2007 Adopted</b>	<b>2008 Endorsed</b>	<b>2008 Proposed</b>
Vehicle Leasing	15,372,922	15,973,573	15,725,641	15,826,847
Full-time Equivalents Total*	11.00	12.00	12.00	12.50

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

## Fleet Services: Vehicle Maintenance

### Purpose Statement

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

### Program Summary

Reduce budget by \$12,000 in an administrative transfer among FFD programs to more accurately align budget with program needs.

Citywide adjustments to labor costs decrease the budget by \$64,000, for a net program decrease from the 2008 Endorsed Budget to the 2008 Proposed Budget of approximately \$76,000.

<b>Expenditures/FTE</b>	<b>2006 Actuals</b>	<b>2007 Adopted</b>	<b>2008 Endorsed</b>	<b>2008 Proposed</b>
Vehicle Maintenance	15,412,301	16,173,335	16,704,095	16,628,350
Full-time Equivalents Total*	127.00	126.00	126.00	126.00

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

## Technical Services Budget Control Level

### Purpose Statement

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

### Program Expenditures

	2006	2007	2008	2008
	Actuals	Adopted	Endorsed	Proposed
Capital Programs	1,507,976	2,555,141	2,639,266	2,881,687
Real Estate Services	1,374,583	2,060,371	1,972,675	1,964,213
<b>Total</b>	<b>2,882,559</b>	<b>4,615,513</b>	<b>4,611,941</b>	<b>4,845,900</b>
Full-time Equivalents Total *	31.50	32.50	32.50	34.50

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

## Technical Services: Capital Programs

### Purpose Statement

The purpose of the Capital Programs Program is to provide quality, cost-effective environments for City staff and functions.

### Program Summary

Increase budget by \$103,000 and 1.0 FTE Strategic Advisor 2 to serve as a project manager for large new capital projects proposed for 2008. These projects include relocating the City's North Police Precinct and Fire Headquarters.

Increase budget by \$130,000 and 1.0 FTE Strategic Advisor 3 to serve as the project manager for a correctional facility to be sited within the City of Seattle.

Increase budget by \$7,000 in an administrative transfer among FFD programs to more accurately align budget with program needs.

Citywide adjustments to labor costs increase the budget by \$2,000, for a net program increase from the 2008 Endorsed Budget to the 2008 Proposed Budget of approximately \$242,000.

	2006	2007	2008	2008
Expenditures/FTE	Actuals	Adopted	Endorsed	Proposed
Capital Programs	1,507,976	2,555,141	2,639,266	2,881,687
Full-time Equivalents Total*	18.00	20.00	20.00	22.00

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

## Technical Services: Real Estate Services

### Purpose Statement

The purpose of the Real Estate Services Program is to provide centralized services for acquisition, disposition, and strategic management of the City's real estate to ensure assets are managed in the long-term interests of the City and the public.

### Program Summary

Reduce budget by \$2,000 in an administrative transfer among FFD programs to more accurately align budget with program needs.

Citywide adjustments to labor costs decrease the budget by \$6,000, for a net program decrease from the 2008 Endorsed Budget to the 2008 Proposed Budget of approximately \$8,000.

<b>Expenditures/FTE</b>	<b>2006 Actuals</b>	<b>2007 Adopted</b>	<b>2008 Endorsed</b>	<b>2008 Proposed</b>
Real Estate Services	1,374,583	2,060,371	1,972,675	1,964,213
Full-time Equivalents Total*	13.50	12.50	12.50	12.50

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

# Fleets and Facilities

## 2008 Estimated Revenues for the Fleets and Facilities Fund

Summit Code	Source	2006 Actuals	2007 Adopted	2008 Endorsed	2008 Proposed
441630	Photocopy Services	174	0	0	0
447800	Training Charges	400	0	0	0
459930	NSF Check Fees	200	0	0	0
461110	Inv Earn-Residual Cash	94,556	0	0	100,000
469990	Intrafund Balancing	219	(68,725)	(243,590)	0
469990	Other Miscellaneous Revenue	1,516	0	0	0
541460	IF Personnel Service Charges	7,837	0	0	0
547800	IF Training Charges	26,027	0	0	0
569990	IF Other Miscellaneous Revenue	106,866	0	0	0
587460	Oper Tr In - Parking Garage	0	99,303	104,375	104,375
<b>Total A1000 - Administration BCL</b>		<b>237,795</b>	<b>30,578</b>	<b>(139,215)</b>	<b>204,375</b>
560300	Interfund Reimbursements for Building Improvements	683,409	4,020,000	1,600,000	3,500,000
<b>Total A1GM1 - General Government Facilities CIP BCL</b>		<b>683,409</b>	<b>4,020,000</b>	<b>1,600,000</b>	<b>3,500,000</b>
560300	Interfund Reimbursements for Building Improvements	0	0	0	0
<b>Total A1PS2 - Public Safety Facilities CIP BCL</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
437010	Interlocal Grants - Clean Cities	0	50,000	50,000	50,000
444300	Vehicle & Equip Repair Charges - Non-City	207,026	225,141	231,219	236,433
444500	Fuel Sales - Non-City	669,054	809,767	850,255	850,255
461110	Inv Earn-Residual Cash	635,441	0	0	300,000
462190	Other Equip/Vehicle Rentals - Non-City	16,763	15,060	15,512	17,063
462190	Sale of Junk or Salvage	1,175	0	0	0
462250	Vehicle Equipment Leases - Non-City	726,107	770,664	791,472	769,299
469990	Other Miscellaneous Revenue	77,119	0	0	51,000
485400	Gain(Loss)-Disposition Fixed Assets	67,355	0	0	0
544300	IF Vehicle & Equipment Repair Charges	7,816,668	8,052,823	8,270,252	8,568,767
544500	IF Fuel Sales	6,280,243	6,963,604	7,311,784	7,846,890
547800	IF Training Charges	85	0	0	0
562150	IF Motor Pool Rental Charges	465,173	459,292	473,071	520,378
562250	IF Vehicle Equipment Leases	17,732,616	19,687,979	20,219,554	21,239,479
569990	IF Other Misc Rev Fr GF - Green Fleets	0	0	0	59,000
569990	IF Other Miscellaneous Revenue	71,031	0	0	0
585400	IF Gain(Loss)-Disposition Fxd	0	0	0	0
<b>Total A2000 - Fleet Services BCL</b>		<b>34,765,856</b>	<b>37,034,330</b>	<b>38,213,119</b>	<b>40,508,564</b>

# Fleets and Facilities

## 2008 Estimated Revenues for the Fleets and Facilities Fund

Summit Code	Source	2006 Actuals	2007 Adopted	2008 Endorsed	2008 Proposed
433010	Federal Grants - Indirect	310,973	0	0	0
434010	State Grants	23,252	0	0	0
441650	Resale Revenues	126,533	0	0	0
441710	Sales of Merchandise	40,167	0	0	0
441990	Other General Govtl Svc Fees	702	0	0	0
461110	Inv Earn-Residual Cash	195,743	0	0	100,000
462300	Parking Fees - Private at SeaPark Garage	1,169,741	984,772	1,021,084	1,021,084
462300	Parking Fees - Private at SMT Garage	1,243,665	1,238,000	1,270,000	1,270,000
462500	Bldg/Other Space Rental Charge - Private	238,791	0	0	0
462500	Bldg/Other Space Rental Charge - Private at AWC	681,949	1,016,636	957,036	957,036
462500	Bldg/Other Space Rental Charge - Private at SMT	2,800,703	1,352,446	534,427	534,427
462900	Other Rents & Use Charges	6,389	0	0	0
469970	Telephone Commission Revenue	872	0	0	0
469990	Other Miscellaneous Revenue	4,555	0	0	0
485190	Sale of Other Fixed Assets	34,925	0	0	0
541490	IF Administrative Fees & Charges	256,962	0	0	0
541710	IF Sales of Merchandise	4,227	0	0	0
541930	IF Custodial/Janitorial/Security/Maintenance	505,897	450,000	450,000	450,000
542830	IF Mail Messenger Charges	14,982	0	0	0
542831	IF ALLOC Mail Messenger Charges - City Light	99,733	0	0	0
542831	IF ALLOC Mail Messenger Charges - Departments	0	164,555	169,491	169,491
542831	IF ALLOC Mail Messenger Charges - DPD	8,489	0	0	0
542831	IF ALLOC Mail Messenger Charges - GF	273,681	219,067	225,639	225,639
542831	IF ALLOC Mail Messenger Charges - Retirement	52	0	0	0
542831	IF ALLOC Mail Messenger Charges - SDOT	23,769	0	0	0
542831	IF ALLOC Mail Messenger Charges - SPU	29,983	0	0	0
548921	IF ALLOC Warehousing Charges - City Light	148,353	0	0	0
548921	IF ALLOC Warehousing Charges - Departments	761,143	1,669,055	1,572,758	1,572,758
548921	IF ALLOC Warehousing Charges - DPD	58,373	0	0	0
548921	IF ALLOC Warehousing Charges - GF for Sm Dpt	62,512	33,228	30,593	30,593
548921	IF ALLOC Warehousing Charges - Retirement	2,501	0	0	0
548921	IF ALLOC Warehousing Charges - SDOT	51,146	0	0	0

# Fleets and Facilities

## 2008 Estimated Revenues for the Fleets and Facilities Fund

Summit Code	Source	2006 Actuals	2007 Adopted	2008 Endorsed	2008 Proposed
548921	IF ALLOC Warehousing Charges - SPU	139,633	0	0	0
562300	IF Parking Fees - SeaPark Garage	386,255	397,854	412,524	412,524
562300	IF Parking Fees - SMT Garage	360,230	0	0	0
562500	IF Building/Other Space Rental	7,329,001	3,584,000	3,680,768	5,180,768
562510	IF Alloc Rent-Bldg/Other - JTF operational maintenance	300,000	0	0	0
562510	IF Alloc Rent-Bldg/Other Space	12,812,351	49,737,339	51,484,481	51,484,481
562510	IF Alloc Rent-Bldg/Other Space - GF for Sm Dpt	688,637	1,702,594	1,709,028	1,709,028
562510	IF Alloc Rent-Bldg/Other Space - SCL	2,041,746	0	0	0
562510	IF Alloc Rent-Bldg/Other Space - SDOT	1,528,690	15,000	15,000	0
569990	IF Other Misc Rev Fr DPD - Variable Debt Service	0	0	0	65,260
569990	IF Other Misc Rev Fr GF - Civic Ctr Enhancements	75,000	0	0	0
569990	IF Other Misc Rev Fr GF - Civic Ctr Events Mgmt	103,000	136,990	141,100	141,100
569990	IF Other Misc Rev Fr GF - COLA Adjustment	6,968	0	0	0
569990	IF Other Misc Rev Fr GF - Concert Hall	356,235	364,820	374,671	374,671
569990	IF Other Misc Rev Fr GF - Emergency Shelter Operating Costs	30,000	30,900	31,827	31,827
569990	IF Other Misc Rev Fr GF - Garden of Remembrance	71,316	133,035	136,626	136,626
569990	IF Other Misc Rev Fr GF - MOB	40,000	40,000	40,000	40,000
569990	IF Other Misc Rev Fr GF - Resource Conservation	0	100,000	103,000	103,000
569990	IF Other Misc Rev Fr GF - Variable Debt Service	0	0	0	329,007
569990	IF Other Misc Rev Fr SCL - Variable Debt Service	0	0	0	109,754
569990	IF Other Misc Rev Fr SDOT - Variable Debt Service	0	0	0	54,715
569990	IF Other Misc Rev Fr SPU - Variable Debt Service	0	0	0	129,793
569990	IF Other Miscellaneous Revenue	0	0	0	0
	<b>Total A3000 - Facility Services BCL</b>	<b>35,449,825</b>	<b>63,370,291</b>	<b>64,360,053</b>	<b>66,633,582</b>
469990	Other Miscellaneous Revenue	1,752	0	0	0
541490	IF Administrative Fees & Charges - Capital Programs	1,771	345,635	360,474	360,474
541490	IF Administrative Fees & Charges - Real Estate Services	54,917	0	0	0
541921	IF Property Mgmt Svc Charges - Billed Real Estate Svcs	270,356	508,642	515,741	515,741
543210	IF Architect/Engineering Svc Charges	1,995,330	2,865,330	2,939,520	2,939,520

## Fleets and Facilities

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

Summit Code	Source	2006 Actuals	2007 Adopted	2008 Endorsed	2008 Proposed
544590	IF Misc - Other Revenues	67,000	0	0	0
548922	IF ALLOC Real Estate Svcs Chrg - City Light	251,982	300,111	308,275	308,275
548922	IF ALLOC Real Estate Svcs Chrg - GF	987,490	1,072,605	1,101,370	1,101,370
548922	IF ALLOC Real Estate Svcs Chrg - SDOT	125,991	150,056	154,137	154,137
548922	IF ALLOC Real Estate Svcs Chrg - SPU	153,824	165,061	169,551	169,551
	<b>Total A3100 - Technical Services BCL</b>	<b>3,910,413</b>	<b>5,407,440</b>	<b>5,549,068</b>	<b>5,549,068</b>
	<b>Total Revenues</b>	<b>75,047,298</b>	<b>109,862,639</b>	<b>109,583,025</b>	<b>116,395,589</b>
379100	Use of (Contribution to) Fund Balance	2,648,429	(32,030)	(18,961)	3,463,693
	<b>Total A1000 - Administration BCL</b>	<b>2,648,429</b>	<b>(32,030)</b>	<b>(18,961)</b>	<b>3,463,693</b>
379100	Use of (Contribution to) Fund Balance	2,800,231	2,734,448	2,608,730	(1,798,177)
	<b>Total A2000 - Fleet Services BCL</b>	<b>2,800,231</b>	<b>2,734,448</b>	<b>2,608,730</b>	<b>(1,798,177)</b>
379100	Use of (Contribution to) Fund Balance	376,992	(133,649)	(901,415)	(1,760,961)
	<b>Total A3000 - Facility Services BCL</b>	<b>376,992</b>	<b>(133,649)</b>	<b>(901,415)</b>	<b>(1,760,961)</b>
379100	Use of (Contribution to) Fund Balance	(1,027,855)	57,504	65,586	(702,332)
	<b>Total A3100 - Technical Services BCL</b>	<b>(1,027,855)</b>	<b>57,504</b>	<b>65,586</b>	<b>(702,332)</b>
	<b>Total Resources</b>	<b>79,845,095</b>	<b>112,488,912</b>	<b>111,336,965</b>	<b>115,597,812</b>

## Fleets and Facilities

### Fleets and Facilities Fund

	2006 Actuals	2007 Adopted	2007 Revised	2008 Endorsed	2008 Proposed
<b>Beginning Fund Balance</b>	<b>18,591,619</b>	<b>10,561,050</b>	<b>13,793,822</b>	<b>7,934,777</b>	<b>5,195,086</b>
Accounting and Technical Adjustments	0	0	0	0	0
Plus: Actual and Estimated Revenue	75,047,298	109,862,639	116,611,364	109,583,025	116,395,589
Less: Actual and Budgeted Expenditures - Capital	704,282	4,020,000	5,000,000	1,600,000	3,500,000
Less: Actual and Budgeted Expenditures - Operating	79,140,813	108,468,912	120,210,100	109,736,967	112,096,558
<b>Ending Fund Balance</b>	<b>13,793,822</b>	<b>7,934,777</b>	<b>5,195,086</b>	<b>6,180,835</b>	<b>5,994,117</b>
Less: Cont'g Appns	2,304,608	4,000,000	0	4,000,000	200,000
Less: Working Capital Reserves against Fund Balance	0	4,500,000	500,000	4,500,000	500,000
Less: Restricted Accounts	10,500,000		4,000,000		4,000,000
<b>Ending Unreserved Fund Balance</b>	<b>989,214</b>	<b>(565,223)</b>	<b>695,086</b>	<b>(2,319,165)</b>	<b>1,294,117</b>

### Capital Improvement Program Highlights

The Fleets and Facilities Department (FFD) is responsible for building, maintaining, and operating general government facilities. Examples include the City's core public safety facilities, such as fire stations and police precincts, maintenance shops and other support facilities, and the City's downtown office buildings. In addition, FFD is responsible for the management and upkeep of several community-based facilities, such as senior centers, owned by the City. The Department's Capital Improvement Program (CIP) is financed by a variety of revenue sources, including the City's General Subfund, the Cumulative Reserve Subfund (including the unrestricted, REET I, and FFD asset preservation subaccounts), the 2003 Fire Facilities and Emergency Response Levy, Limited Tax General Obligation Bonds, proceeds from property sales, and grants.

While FFD's CIP includes dozens of projects, four major initiatives are especially noteworthy:

A \$167 million Fire Facilities and Emergency Response property tax levy was approved by voters on November 4, 2003. This levy, together with approximately \$107 million in other funding sources, funds more than 40 projects to upgrade, renovate, or replace most of the City's fire stations; construct new support facilities for the Fire Department (including a new joint training facility); construct a new Emergency Operations Center and Fire Alarm Center; carry out various emergency preparedness initiatives (for example, upgrading the City's water supply system for firefighting purposes); and procure two new fireboats and rehabilitate an existing one. In most cases, Levy projects are fully appropriated in their first active year to allow the department to enter into multi-year contracts. In 2008, FFD expects to move the Fire Department into the new Fire Station 10 (downtown), complete the renovation of Fire Station 31 (Northgate), begin construction of three neighborhood fire stations, continue design of eight stations, and begin the design of three additional stations.

A second major initiative is FFD's Asset Preservation program, which preserves general government facility assets. Facility space rent paid by City departments funds projects that preserve or extend the useful life and operational capacity of FFD-managed facilities. Projects in the 2008-2013 CIP include replacing the platform from which the Seattle Municipal Tower façade is maintained, renovating the HVAC system at the North Precinct, and replacing building systems, such as roofs, in conjunction with the Fire Levy.

Environmental stewardship and resource conservation comprise a third CIP initiative. As part of its environmental stewardship initiative, FFD is engaged in a variety of projects to improve water quality. Projects include covers for material piles at Haller Lake to prevent contaminating rainwater, diverting water from washing fire engines to the sanitary sewer at seven fire stations, and cleaning up diesel fuel contamination present under Fire Station #2 in Belltown. In 2008, \$256,000 is appropriated for environmental stewardship projects. The City creates a Building Efficiency Program fund as part of the 2008 Proposed Budget. City departments with qualified projects that demonstrate reduced resource consumption can submit proposals to draw from a citywide fund, established in 2008 with \$5 million from the General Subfund. Projects that provide other benefits, including greenhouse gas reduction and labor savings, will receive greater preference during evaluations. Subsequent savings will help replenish the fund. Examples of possible projects include replacing the lights and lighting control systems in the Seattle Municipal Tower and installing energy-efficient heat pumps in fire stations.

## Fleets & Facilities

Finally, FFD is planning for several possible facility expansions and relocations. The North Police Precinct was built to accommodate 115 personnel, now houses about 200, and is expected to grow to more than 250 by 2012. In 2008, FFD will select a site for a relocated and expanded North Precinct building. The Fire Department Headquarters is now located in the liquefaction zone in the historic district of Pioneer Square, and is vulnerable to a large earthquake. The Department will study leasing and new construction options for relocating the headquarters to safer ground.

### Capital Improvement Program Appropriations

Budget Control Level	2008 Endorsed	2008 Proposed
<b>Asset Preservation - Public Safety Facilities: A1AP6</b>		
Cumulative Reserve Subfund - Asset Preservation Subaccount - Fleets and Facilities	1,330,000	1,330,000
<b>Subtotal</b>	<b>1,330,000</b>	<b>1,330,000</b>
<b>Asset Preservation - Seattle Municipal Tower: A1AP2</b>		
Cumulative Reserve Subfund - Asset Preservation Subaccount - Fleets and Facilities	1,152,000	1,152,000
<b>Subtotal</b>	<b>1,152,000</b>	<b>1,152,000</b>
<b>Asset Preservation - Shops and Yards: A1AP4</b>		
Cumulative Reserve Subfund - Asset Preservation Subaccount - Fleets and Facilities	24,000	24,000
<b>Subtotal</b>	<b>24,000</b>	<b>24,000</b>
<b>Chief Seattle Fireboat Rehabilitation: A1FL402</b>		
2003 Fire Facilities Fund	-574,000	-574,000
2008 Multipurpose LTGO Bond Fund	574,000	574,000
<b>Subtotal</b>	<b>0</b>	<b>0</b>
<b>Emergency Generators: A16173</b>		
Cumulative Reserve Subfund - Real Estate Excise Tax I	0	300,000
<b>Subtotal</b>	<b>0</b>	<b>300,000</b>
<b>Environmental Stewardship: A1GM3</b>		
General Subfund	0	5,000,000
<b>Subtotal</b>	<b>0</b>	<b>5,000,000</b>
<b>Garden of Remembrance: A51647</b>		
Cumulative Reserve Subfund - Unrestricted Subaccount	21,000	21,000
<b>Subtotal</b>	<b>21,000</b>	<b>21,000</b>
<b>General Government Facilities - Community-Based: A1GM2</b>		
Cumulative Reserve Subfund - Real Estate Excise Tax I	1,037,000	1,037,000
<b>Subtotal</b>	<b>1,037,000</b>	<b>1,037,000</b>
<b>General Government Facilities - General: A1GM1</b>		
Cumulative Reserve Subfund - Real Estate Excise Tax I	0	3,289,000
Fleets and Facilities Fund	1,600,000	1,600,000
<b>Subtotal</b>	<b>1,600,000</b>	<b>4,889,000</b>

## Fleets & Facilities

<b>Budget Control Level</b>	<b>2008 Endorsed</b>	<b>2008 Proposed</b>
<b>Neighborhood Fire Stations: A1FL1</b>		
2003 Fire Facilities Fund	2,951,000	2,951,000
2008 Multipurpose LTGO Bond Fund	22,329,000	22,329,000
Cumulative Reserve Subfund - Real Estate Excise Tax I	8,251,000	8,133,000
<b>Subtotal</b>	<b>33,531,000</b>	<b>33,413,000</b>
<b>Preliminary Engineering: A1GM4</b>		
Cumulative Reserve Subfund - Unrestricted Subaccount	125,000	125,000
<b>Subtotal</b>	<b>125,000</b>	<b>125,000</b>
<b>Preliminary Studies and Engineering: A17071</b>		
Cumulative Reserve Subfund - Real Estate Excise Tax I	0	300,000
<b>Subtotal</b>	<b>0</b>	<b>300,000</b>
<b>Public Safety Facilities - Fire: A1PS2</b>		
Cumulative Reserve Subfund - Real Estate Excise Tax I	256,000	756,000
<b>Subtotal</b>	<b>256,000</b>	<b>756,000</b>
<b>Public Safety Facilities - Police: A1PS1</b>		
Cumulative Reserve Subfund - Real Estate Excise Tax I	0	705,000
General Subfund	0	1,596,000
<b>Subtotal</b>	<b>0</b>	<b>2,301,000</b>
<b>Total Capital Improvement Program Appropriation</b>	<b>39,076,000</b>	<b>50,648,000</b>

# Office of Hearing Examiner

## Sue Tanner, Hearing Examiner

### Contact Information

Department Information Line: (206) 684-0521

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

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

### Department Description

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

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

### Proposed Policy and Program Changes

There are no substantive changes from the 2008 Endorsed Budget.

## Hearing Examiner

<b>Appropriations</b>	<b>Summit</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2008</b>
	<b>Code</b>	<b>Actuals</b>	<b>Adopted</b>	<b>Endorsed</b>	<b>Proposed</b>
<b>Office of Hearing Examiner Budget</b>	<b>V1X00</b>	<b>486,127</b>	<b>511,778</b>	<b>528,940</b>	<b>543,324</b>
<b>Control Level</b>					
<b>Department Total</b>		<b>486,127</b>	<b>511,778</b>	<b>528,940</b>	<b>543,324</b>
<b>Department Full-time Equivalents Total*</b>		<b>4.50</b>	<b>4.50</b>	<b>4.50</b>	<b>4.75</b>

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

<b>Resources</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2008</b>
	<b>Actuals</b>	<b>Adopted</b>	<b>Endorsed</b>	<b>Proposed</b>
General Subfund	486,127	511,778	528,940	543,324
<b>Department Total</b>	<b>486,127</b>	<b>511,778</b>	<b>528,940</b>	<b>543,324</b>

## Office of Hearing Examiner Budget Control Level

### Purpose Statement

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

### Summary

Add \$12,000 and increase an Admin Spec II position from 0.5 FTE to 0.75 FTE to reflect current levels of service delivery. The Office recently began offering hearing examiner services to other jurisdictions in the region. Additional administrative costs associated with this workload are offset by revenues received from these jurisdictions.

Citywide adjustments to labor costs increase the budget by \$2,000, for a net program increase from the 2008 Endorsed Budget to the 2008 Proposed Budget of approximately \$14,000.

	2006	2007	2008	2008
<b>Expenditures/FTE</b>	<b>Actuals</b>	<b>Adopted</b>	<b>Endorsed</b>	<b>Proposed</b>
Office of Hearing Examiner	486,127	511,778	528,940	543,324
Full-time Equivalents Total*	4.50	4.50	4.50	4.75

*\* 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.*



# Department of Information Technology

## Bill Schrier, Director & Chief Technology Officer

### Contact Information

Department Information Line: (206) 684-0600

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

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

### Department Description

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

- It coordinates strategic technology direction for the City, developing common standards, architectures, and business solutions to deliver City services more efficiently and effectively.
- It builds and operates the City's corporate communications and computing assets, which include the City's telephone, radio and e-mail systems, and networks and servers.
- It oversees development of the Democracy Portal, a project to improve the City of Seattle's government access television station and its accompanying Web site, by providing new programming, live Web streaming and indexed video-on-demand services, and interactive services that provide easier access to government information and decision makers.

### Proposed Policy and Program Changes

DoIT's 2008 Proposed Budget includes budget increases for building and maintaining the computing infrastructure at the City's Alternate Data Center, expanding the City's managed storage environment, expanding the City's Web capabilities for remote access during an outbreak of pandemic flu or other emergency, and purchasing approximately 8,100 Microsoft Office 2007 licenses.

## Information Technology

<b>Appropriations</b>	<b>Summit Code</b>	<b>2006 Actuals</b>	<b>2007 Adopted</b>	<b>2008 Endorsed</b>	<b>2008 Proposed</b>
<b>Finance and Administration Budget Control Level</b>					
Finance and Administration		1,984,211	2,075,991	2,144,948	2,129,682
General and Administration		150,342	669,928	682,288	682,288
<b>Finance and Administration Budget Control Level</b>	<b>D1100</b>	<b>2,134,553</b>	<b>2,745,919</b>	<b>2,827,236</b>	<b>2,811,970</b>
<b>Office of Electronic Communications Budget Control Level</b>					
Citywide Web Team		1,590,001	1,826,324	1,868,843	1,864,792
Community Technology		693,544	998,354	931,552	929,180
Office of Cable Communications		1,348,827	1,520,194	1,525,766	1,523,304
Seattle Channel		2,316,731	3,006,934	3,050,884	3,041,381
<b>Office of Electronic Communications Budget Control Level</b>	<b>D4400</b>	<b>5,949,103</b>	<b>7,351,805</b>	<b>7,377,046</b>	<b>7,358,657</b>
<b>Technology Infrastructure Budget Control Level</b>					
Communications Shop		1,356,770	1,519,012	1,568,024	1,560,876
Data Network Services		2,896,713	3,286,185	3,379,242	3,374,208
Enterprise Computing Services		4,674,361	5,732,648	5,420,535	6,207,155
Messaging, Collaboration and Directory Services		472,356	1,140,774	1,168,150	1,165,503
Mid-Range Computing Services		1,742,462	1,575,717	1,615,322	1,630,673
Radio Network		581,976	6,193,148	10,285,121	10,284,851
Service Desk		721,348	1,331,221	1,341,301	1,334,680
Technical Support Services		2,230,873	1,980,119	2,028,415	2,019,133
Technology Engineering and Project Management		1,998,559	6,675,805	3,251,751	3,249,413
Technology Infrastructure Grants		1,957,541	0	0	0
Telephone Services		8,148,056	7,533,815	7,818,254	7,804,898
Warehouse		2,234,704	2,286,649	2,340,763	2,336,127
<b>Technology Infrastructure Budget Control Level</b>	<b>D3300</b>	<b>29,015,719</b>	<b>39,255,095</b>	<b>40,216,878</b>	<b>40,967,516</b>
<b>Technology Leadership and Governance Budget Control Level</b>					
Citywide Technology Leadership and Governance		1,615,513	3,010,858	2,042,184	4,791,609
Law, Safety, and Justice		0	23,463	23,850	23,850
<b>Technology Leadership and Governance Budget Control Level</b>	<b>D2200</b>	<b>1,615,513</b>	<b>3,034,321</b>	<b>2,066,035</b>	<b>4,815,460</b>
<b>Department Total</b>		<b>38,714,888</b>	<b>52,387,139</b>	<b>52,487,195</b>	<b>55,953,602</b>
<b>Department Full-time Equivalents Total*</b>		<b>203.50</b>	<b>216.00</b>	<b>216.00</b>	<b>217.00</b>

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

## Information Technology

<b>Resources</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2008</b>
	<b>Actuals</b>	<b>Adopted</b>	<b>Endorsed</b>	<b>Proposed</b>
General Subfund	3,362,291	3,901,156	3,306,077	5,082,820
Other	35,352,597	48,485,983	49,181,117	50,870,782
<b>Department Total</b>	<b>38,714,888</b>	<b>52,387,139</b>	<b>52,487,195</b>	<b>55,953,602</b>

## Finance and Administration Budget Control Level

### Purpose Statement

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

<b>Program Expenditures</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2008</b>
	<b>Actuals</b>	<b>Adopted</b>	<b>Endorsed</b>	<b>Proposed</b>
Finance and Administration	1,984,211	2,075,991	2,144,948	2,129,682
General and Administration	150,342	669,928	682,288	682,288
<b>Total</b>	<b>2,134,553</b>	<b>2,745,919</b>	<b>2,827,236</b>	<b>2,811,970</b>
Full-time Equivalents Total *	23.00	22.00	22.00	23.00

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## Finance and Administration: Finance and Administration

### Purpose Statement

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

### Program Summary

Add 1.0 FTE Senior Personnel Specialist to handle daily operations related to human resources and to keep pace with the department's growing workforce. The department offsets the entire cost of this position by reducing expenditures in other administrative areas.

Citywide adjustments to labor costs decrease the budget by \$15,000, for a net program reduction from the 2008 Endorsed Budget to the 2008 Proposed Budget of approximately \$15,000.

<b>Expenditures/FTE</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2008</b>
	<b>Actuals</b>	<b>Adopted</b>	<b>Endorsed</b>	<b>Proposed</b>
Finance and Administration	1,984,211	2,075,991	2,144,948	2,129,682
Full-time Equivalents Total*	23.00	22.00	22.00	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.*

## 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

There are no substantive changes from the 2008 Endorsed Budget.

	2006	2007	2008	2008
Expenditures	Actuals	Adopted	Endorsed	Proposed
General and Administration	150,342	669,928	682,288	682,288

# Information Technology

## Office of Electronic Communications Budget Control Level

### Purpose Statement

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

### Program Expenditures

	2006	2007	2008	2008
	Actuals	Adopted	Endorsed	Proposed
Citywide Web Team	1,590,001	1,826,324	1,868,843	1,864,792
Community Technology	693,544	998,354	931,552	929,180
Office of Cable Communications	1,348,827	1,520,194	1,525,766	1,523,304
Seattle Channel	2,316,731	3,006,934	3,050,884	3,041,381
<b>Total</b>	<b>5,949,103</b>	<b>7,351,805</b>	<b>7,377,046</b>	<b>7,358,657</b>
Full-time Equivalents Total *	34.00	41.00	41.00	41.00

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## Office of Electronic Communications: Citywide Web Team

### Purpose Statement

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

### Program Summary

Citywide adjustments to labor costs decrease the budget by \$4,000, for a net program reduction from the 2008 Endorsed Budget to the 2008 Proposed Budget of approximately \$4,000.

	2006	2007	2008	2008
Expenditures/FTE	Actuals	Adopted	Endorsed	Proposed
Citywide Web Team	1,590,001	1,826,324	1,868,843	1,864,792
Full-time Equivalents Total*	8.25	13.25	13.25	13.25

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

# Information Technology

## Office of Electronic Communications: Community Technology

### Purpose Statement

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

### Program Summary

Citywide adjustments to labor costs decrease the budget by \$2,000, for a net Program reduction from the 2008 Endorsed Budget to the 2008 Proposed Budget of approximately \$2,000.

	2006	2007	2008	2008
Expenditures/FTE	Actuals	Adopted	Endorsed	Proposed
Community Technology	693,544	998,354	931,552	929,180
Full-time Equivalents Total*	5.25	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 residents receive high-quality, reasonably priced services.

### Program Summary

Citywide adjustments to labor costs decrease the budget by \$2,000, for a net Program reduction from the 2008 Endorsed Budget to the 2008 Proposed Budget of approximately \$2,000.

	2006	2007	2008	2008
Expenditures/FTE	Actuals	Adopted	Endorsed	Proposed
Office of Cable Communications	1,348,827	1,520,194	1,525,766	1,523,304
Full-time Equivalents Total*	6.25	6.25	6.25	6.25

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

## Office of Electronic Communications: Seattle Channel

### Purpose Statement

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

### Program Summary

Citywide adjustments to labor costs decrease the budget by \$10,000, for a net program reduction from the 2008 Endorsed Budget to the 2008 Proposed Budget of approximately \$10,000.

	2006	2007	2008	2008
Expenditures/FTE	Actuals	Adopted	Endorsed	Proposed
Seattle Channel	2,316,731	3,006,934	3,050,884	3,041,381
Full-time Equivalents Total*	14.25	17.25	17.25	17.25

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

# Information Technology

## Technology Infrastructure Budget Control Level

### Purpose Statement

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

### Program Expenditures

	2006	2007	2008	2008
	Actuals	Adopted	Endorsed	Proposed
Communications Shop	1,356,770	1,519,012	1,568,024	1,560,876
Data Network Services	2,896,713	3,286,185	3,379,242	3,374,208
Enterprise Computing Services	4,674,361	5,732,648	5,420,535	6,207,155
Messaging, Collaboration and Directory Services	472,356	1,140,774	1,168,150	1,165,503
Mid-Range Computing Services	1,742,462	1,575,717	1,615,322	1,630,673
Radio Network	581,976	6,193,148	10,285,121	10,284,851
Service Desk	721,348	1,331,221	1,341,301	1,334,680
Technical Support Services	2,230,873	1,980,119	2,028,415	2,019,133
Technology Engineering and Project Management	1,998,559	6,675,805	3,251,751	3,249,413
Technology Infrastructure Grants	1,957,541	0	0	0
Telephone Services	8,148,056	7,533,815	7,818,254	7,804,898
Warehouse	2,234,704	2,286,649	2,340,763	2,336,127
<b>Total</b>	<b>29,015,719</b>	<b>39,255,095</b>	<b>40,216,878</b>	<b>40,967,516</b>
Full-time Equivalents Total *	132.00	138.00	138.00	138.00

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

## 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

Citywide adjustments to labor costs decrease the budget by \$7,000, for a net Program reduction from the 2008 Endorsed Budget to the 2008 Proposed Budget of approximately \$7,000.

	2006	2007	2008	2008
Expenditures/FTE	Actuals	Adopted	Endorsed	Proposed
Communications Shop	1,356,770	1,519,012	1,568,024	1,560,876
Full-time Equivalents Total*	11.00	12.00	12.00	12.00

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

# Information Technology

## Technology Infrastructure: Data Network Services

### Purpose Statement

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

### Program Summary

Citywide adjustments to labor costs decrease the budget by \$5,000, for a net program reduction from the 2008 Endorsed Budget to the 2008 Proposed Budget of approximately \$5,000.

	2006	2007	2008	2008
Expenditures/FTE	Actuals	Adopted	Endorsed	Proposed
Data Network Services	2,896,713	3,286,185	3,379,242	3,374,208
Full-time Equivalents Total*	13.50	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 to allow City departments to effectively operate their technology applications, operating systems, and servers.

### Program Summary

Add \$520,000 to expand the City's Alternate Data Center located in Bellevue, Washington. Funding will allow the department to purchase computing hardware and storage at the facility. In the event of an emergency, the City will have limited capability to restore data from tapes located at an off-site facility, begin testing the restoration of applications and data, begin building a replicated message infrastructure, and provide a presence for the seattle.gov application. Unreserved balances in the Information Technology Fund are used to cover this expense.

Add \$275,000 to expand the City's managed storage environment. This environment will help meet the City's increasing demand for space to store electronic information as required by departmental policies and by other legal and security requirements. Unreserved balances in the Information Technology Fund are used to cover this expense.

Citywide adjustments to labor costs decrease the budget by \$8,000, for a net program increase from the 2008 Endorsed Budget to the 2008 Proposed Budget of approximately \$787,000.

	2006	2007	2008	2008
Expenditures/FTE	Actuals	Adopted	Endorsed	Proposed
Enterprise Computing Services	4,674,361	5,732,648	5,420,535	6,207,155
Full-time Equivalents Total*	19.00	18.80	18.80	18.80

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

# Information Technology

## Technology Infrastructure: Messaging, Collaboration and Directory Services

### Purpose Statement

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

### Program Summary

Citywide adjustments to labor costs decrease the budget by \$3,000, for a net program reduction from the 2008 Endorsed Budget to the 2008 Proposed Budget of approximately \$3,000.

	2006	2007	2008	2008
Expenditures/FTE	Actuals	Adopted	Endorsed	Proposed
Messaging, Collaboration and Directory Services	472,356	1,140,774	1,168,150	1,165,503
Full-time Equivalents Total*	2.50	8.80	8.80	8.80

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

## Technology Infrastructure: Mid-Range Computing Services

### Purpose Statement

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

### Program Summary

Transfer \$20,000 from Finance General to pay for two servers that expand citywide Web capabilities for City employees who need to work from home during an outbreak of pandemic flu or other emergency.

Citywide adjustments to labor costs decrease the budget by \$5,000, for a net program increase from the 2008 Endorsed Budget to the 2008 Proposed Budget of approximately \$15,000.

	2006	2007	2008	2008
Expenditures/FTE	Actuals	Adopted	Endorsed	Proposed
Mid-Range Computing Services	1,742,462	1,575,717	1,615,322	1,630,673
Full-time Equivalents Total*	14.50	10.80	10.80	10.80

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

## Technology Infrastructure: Radio Network

### Purpose Statement

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

### Program Summary

There are no substantive changes from the 2008 Endorsed Budget.

	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2008</b>
<b>Expenditures/FTE</b>	<b>Actuals</b>	<b>Adopted</b>	<b>Endorsed</b>	<b>Proposed</b>
Radio Network	581,976	6,193,148	10,285,121	10,284,851
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 Information Technology technical support, problem analysis and resolution, and referral services to facilitate resolution for customers in non-utility departments.

### Program Summary

Citywide adjustments to labor costs decrease the budget by \$7,000, for a net program reduction from the 2008 Endorsed Budget to the 2008 Proposed Budget of approximately \$7,000.

	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2008</b>
<b>Expenditures/FTE</b>	<b>Actuals</b>	<b>Adopted</b>	<b>Endorsed</b>	<b>Proposed</b>
Service Desk	721,348	1,331,221	1,341,301	1,334,680
Full-time Equivalents Total*	8.00	12.80	12.80	12.80

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

## Technology Infrastructure: Technical Support Services

### Purpose Statement

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

### Program Summary

Citywide adjustments to labor costs decrease the budget by \$9,000, for a net program reduction from the 2008 Endorsed Budget to the 2008 Proposed Budget of approximately \$9,000.

<b>Expenditures/FTE</b>	<b>2006 Actuals</b>	<b>2007 Adopted</b>	<b>2008 Endorsed</b>	<b>2008 Proposed</b>
Technical Support Services	2,230,873	1,980,119	2,028,415	2,019,133
Full-time Equivalents Total*	22.00	16.80	16.80	16.80

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

## Technology Infrastructure: Technology Engineering and Project Management

### Purpose Statement

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

### Program Summary

Citywide adjustments to labor costs decrease the budget by \$2,000, for a net program reduction from the 2008 Endorsed Budget to the 2008 Proposed Budget of approximately \$2,000.

<b>Expenditures/FTE</b>	<b>2006 Actuals</b>	<b>2007 Adopted</b>	<b>2008 Endorsed</b>	<b>2008 Proposed</b>
Technology Engineering and Project Management	1,998,559	6,675,805	3,251,751	3,249,413
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 provide a program to display past-year expenditures that were appropriated outside of the budget book.

### Program Summary

There are no substantive changes from the 2008 Endorsed Budget.

	2006	2007	2008	2008
Expenditures	Actuals	Adopted	Endorsed	Proposed
Technology Infrastructure Grants	1,957,541	0	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 they have a highly available means of communication.

### Program Summary

Citywide adjustments to labor costs decrease the budget by \$13,000, for a net program reduction from the 2008 Endorsed Budget to the 2008 Proposed Budget of approximately \$13,000.

	2006	2007	2008	2008
Expenditures/FTE	Actuals	Adopted	Endorsed	Proposed
Telephone Services	8,148,056	7,533,815	7,818,254	7,804,898
Full-time Equivalents Total*	28.50	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 provide acquisition, storage, and distribution of telephone, computing, data communications, and radio components to the department so equipment is available when requested by customers.

### Program Summary

Citywide adjustments to labor costs decrease the budget by \$5,000, for a net program reduction from the 2008 Endorsed Budget to the 2008 Proposed Budget of approximately \$5,000.

	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2008</b>
<b>Expenditures/FTE</b>	<b>Actuals</b>	<b>Adopted</b>	<b>Endorsed</b>	<b>Proposed</b>
Warehouse	2,234,704	2,286,649	2,340,763	2,336,127
Full-time Equivalents Total*	5.00	5.00	5.00	5.00

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# Information Technology

## Technology Leadership and Governance Budget Control Level

### Purpose Statement

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

### Program Expenditures

	2006	2007	2008	2008
	Actuals	Adopted	Endorsed	Proposed
Citywide Technology Leadership and Governance	1,615,513	3,010,858	2,042,184	4,791,609
Law, Safety, and Justice	0	23,463	23,850	23,850
<b>Total</b>	<b>1,615,513</b>	<b>3,034,321</b>	<b>2,066,035</b>	<b>4,815,460</b>
Full-time Equivalents Total *	14.50	15.00	15.00	15.00

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

### Purpose Statement

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

### Program Summary

Add \$2.75 million to purchase approximately 8,100 Microsoft Office 2007 licenses in support of the Technology Infrastructure Optimization (TIO) project. TIO involves planning for and migrating the City's messaging and file and print functions from two vendors to an integrated platform from one vendor. By purchasing licenses in 2008, the City positions itself for a migration to begin in 2009.

Citywide adjustments to labor costs decrease the budget by \$3,000, for a net program increase from the 2008 Endorsed Budget to the 2008 Proposed Budget of approximately \$2.75 million.

	2006	2007	2008	2008
Expenditures/FTE	Actuals	Adopted	Endorsed	Proposed
Citywide Technology Leadership and Governance	1,615,513	3,010,858	2,042,184	4,791,609
Full-time Equivalents Total*	14.50	15.00	15.00	15.00

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

# Information Technology

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

### Purpose Statement

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

### Program Summary

There are no substantive changes from the 2008 Endorsed Budget.

	2006	2007	2008	2008
Expenditures	Actuals	Adopted	Endorsed	Proposed
Law, Safety, and Justice	0	23,463	23,850	23,850

# Information Technology

## 2008 Estimated Revenues for the Information Technology Fund

Summit Code	Source	2006 Actuals	2007 Adopted	2008 Endorsed	2008 Proposed
433010	Federal Grants	2,789,741	0	0	0
439090	Private Grants	19,766	0	0	0
442810	IT Project Management - External	1,068,916	2,160,000	2,500,000	2,500,000
442810	Reimbursement - Radio Network	0	3,303,000	6,609,000	6,609,000
442810	Services - Data Network	64,601	0	0	0
442810	Services - Finance	1,145,329	0	0	0
442810	Services - Radio Network	158,870	143,053	146,925	146,925
442810	Services - Telephones	374,288	196,412	202,569	202,569
442850	Communications Shop Maintenance & Repair	73,967	36,316	37,477	37,477
447600	Seattle Channel Rates	40,776	30,000	30,000	30,000
541490	Allocation - Consolidated Server Room	0	0	0	0
541490	Allocation - Enterprise Computing Services	4,873,056	5,601,138	5,781,053	5,771,063
541490	Allocation - IT Service Desk	753,660	1,318,350	1,328,709	1,328,709
541490	Allocation - Radio Network Program	1,764,756	1,902,167	1,952,679	1,952,679
541490	Mid Range Computing Support	1,215,816	1,740,179	1,775,041	1,295,232
541490	Seattle Channel - Service Agreements	112,008	112,000	112,000	112,000
541490	Technical Support Services	1,899,516	1,876,659	1,923,176	1,658,641
541490	Technology Allocation: DPD	656,088	457,470	474,180	721,509
541490	Technology Allocation: Retirement	15,504	26,490	27,312	34,901
541490	Technology Allocation: SCL	2,300,147	3,109,874	3,204,994	3,204,994
541490	Technology Allocation: SDOT	514,140	707,284	729,832	729,832
541490	Technology Allocation: SPU	1,960,113	2,315,047	2,385,675	3,116,948
541810	IT Project Management	520,253	2,283,205	1,902,887	1,902,887
541810	Messaging Directory & Collaboration Services	61,003	1,069,483	1,103,386	1,100,037
541810	Mid Range Computing Project Billing/Rates	140,740	0	0	0
541810	Technical Support Services Project Billing/Rates	31,378	0	0	0
541830	Web Support - Adjustments	(10,200)	0	0	0
541850	Cable Office Allocation - GF	302,988	204,492	213,461	213,461
541850	Small Department Allocation - GF	378,520	486,491	498,739	498,739
541850	Technology Allocation - GF	2,680,783	3,210,172	2,593,876	4,370,620
541850	Warehouse - Billing	683,718	0	0	0
542810	Cable Office - Cable Fund	2,088,009	1,325,791	1,322,651	1,322,651
542810	Community Technology - Cable Fund	706,923	1,020,324	959,240	959,240
542810	Data Network Services - Rates	591,296	1,065,265	1,093,537	1,093,537
542810	Radio Network Pager Billing	185,461	217,655	223,552	197,944
542810	Seattle Channel - Cable Fund	2,523,464	2,916,367	2,970,744	2,970,744
542810	Technology Allocation: CF Displace GF	211,608	227,113	234,043	234,043
542810	Telephone Services	7,666,441	8,376,547	8,639,123	7,693,343

## Information Technology

### 2008 Estimated Revenues for the Information Technology Fund

Summit Code	Source	2006 Actuals	2007 Adopted	2008 Endorsed	2008 Proposed
542810	Web Support - Cable Fund	680,028	714,835	730,698	730,698
542850	Communications Shop Maintenance & Repair	955,321	1,550,268	1,599,907	1,114,465
<b>Total Revenues</b>		<b>42,198,793</b>	<b>49,703,447</b>	<b>53,306,465</b>	<b>53,854,888</b>
379100	Use of (contributions to) Fund Balance	(3,483,907)	2,683,691	(819,271)	2,098,714
<b>Total Resources</b>		<b>38,714,886</b>	<b>52,387,138</b>	<b>52,487,194</b>	<b>55,953,602</b>

## Information Technology

### Information Technology Fund

	<b>2006 Actuals</b>	<b>2007 Adopted</b>	<b>2007 Revised</b>	<b>2008 Endorsed</b>	<b>2008 Proposed</b>
<b>Beginning Fund Balance</b>	<b>23,368,989</b>	<b>27,807,659</b>	<b>26,066,982</b>	<b>25,123,967</b>	<b>18,379,128</b>
Accounting and Technical Adjustments	(785,912)	0	0	0	0
Plus: Actual and Estimated Revenue	42,198,793	49,703,447	50,837,051	53,306,465	53,854,888
Less: Actual and Budgeted Expenditures	38,714,888	52,387,139	58,524,905	52,487,195	55,953,602
<b>Ending Fund Balance</b>	<b>26,066,982</b>	<b>25,123,967</b>	<b>18,379,128</b>	<b>25,943,238</b>	<b>16,280,414</b>
Continuing Appropriations	6,237,766	2,000,000		2,000,000	
Reserves Against Fund Balance	19,676,509	20,954,000	19,743,011	20,386,000	17,736,500
<b>Total Reserves</b>	<b>25,914,275</b>	<b>22,954,000</b>	<b>19,743,011</b>	<b>22,386,000</b>	<b>17,736,500</b>
<b>Ending Unreserved Fund Balance</b>	<b>152,707</b>	<b>2,169,967</b>	<b>(1,363,883)</b>	<b>3,557,238</b>	<b>(1,456,086)</b>

## Capital Improvement Program Highlights

The Department of Information Technology (DoIT) builds, manages, and maintains City government information technology infrastructure, including radio, telephone, and computer networks used by City departments to serve constituents. DoIT also manages the City's central data center, which houses most of the computer servers used by City departments, and directs the development of certain computer applications projects on behalf of other departments, primarily the public safety departments. The Capital Improvement Program (CIP) supports the Department's mission by providing for new investments in, and major upgrades and improvements to, the City's existing technology networks and systems.

The DoIT CIP projects in the 2008 Proposed Budget include planning, repair, construction and modification of various improvements to the City's data and communications infrastructure; replacement of hand-held radios for the 800 MHz radio network program; installation of additional fiber optic cable links and spurs to various locations, including Seattle schools and under-served areas such as South and Southeast Seattle; replacement of software, hardware and electronics in the City's telephone and data network to introduce improved service and features useful to City employees and constituents, specifically for 24-hour-a-day access to City services; expansion of the City's managed storage environment; expansion of the Alternate Data Center from a cold site to a warm site, which provides the capability to restore certain City systems in the event of an emergency; and development and replacement of the Seattle Police Department's Computer-Aided Dispatch (CAD) and Records Management System (RMS).



# Office of Intergovernmental Relations

## Susan Crowley Saffery, Director

### Contact Information

Department Information Line: (206) 684-0213

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

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

### Department Description

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

### Proposed Policy and Program Changes

There are no substantive changes from the 2008 Endorsed Budget.

## Intergovernmental Relations

	Summit	2006	2007	2008	2008
<b>Appropriations</b>	<b>Code</b>	<b>Actuals</b>	<b>Adopted</b>	<b>Endorsed</b>	<b>Proposed</b>
Intergovernmental Relations	X1G00	1,796,271	2,036,424	2,075,013	2,115,803
Budget Control Level					
<b>Department Total</b>		<b>1,796,271</b>	<b>2,036,424</b>	<b>2,075,013</b>	<b>2,115,803</b>
<b>Department Full-time Equivalents Total*</b>		<b>10.50</b>	<b>10.50</b>	<b>10.50</b>	<b>10.50</b>

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

	2006	2007	2008	2008
<b>Resources</b>	<b>Actuals</b>	<b>Adopted</b>	<b>Endorsed</b>	<b>Proposed</b>
General Subfund	1,796,271	2,036,424	2,075,013	2,115,803
<b>Department Total</b>	<b>1,796,271</b>	<b>2,036,424</b>	<b>2,075,013</b>	<b>2,115,803</b>

# Intergovernmental Relations

## Intergovernmental Relations Budget Control Level

### Purpose Statement

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

### Summary

Add \$34,000 for unforeseen labor expenses for salary adjustments in 2008. There are no substantive changes from the 2008 Endorsed Budget.

Citywide adjustments to labor costs increase the budget by \$7,000, for a net increase from the 2008 Endorsed Budget to the 2008 Proposed of approximately \$41,000.

	2006	2007	2008	2008
Expenditures/FTE	Actuals	Adopted	Endorsed	Proposed
Intergovernmental Relations	1,796,271	2,036,424	2,075,013	2,115,803
Full-time Equivalents Total*	10.50	10.50	10.50	10.50

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



# Legislative Department

## Nick Licata, Council President

### Contact Information

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

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

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

### Department Description

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

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

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

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

Administrative Services provides budget and accounting, technology, communication and media relations, human resources, public records disclosure, office systems, 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

The 2008 Proposed Budget increases slightly from the 2008 Endorsed Budget to reflect an add of one Personnel Specialist position.

## Legislative

<b>Appropriations</b>	<b>Summit Code</b>	<b>2006 Actuals</b>	<b>2007 Adopted</b>	<b>2008 Endorsed</b>	<b>2008 Proposed</b>
<b>Legislative Department Budget Control Level</b>					
Administration		2,022,413	3,470,062	3,534,367	3,615,124
Central Staff		1,881,358	2,557,086	2,641,636	2,647,107
City Clerk		1,535,638	1,593,237	1,649,135	1,647,130
City Council		3,418,881	3,692,876	3,855,140	3,853,382
<b>Legislative Department Budget Control Level</b>	<b>G1100</b>	<b>8,858,291</b>	<b>11,313,262</b>	<b>11,680,278</b>	<b>11,762,743</b>
<b>Department Total</b>		<b>8,858,291</b>	<b>11,313,262</b>	<b>11,680,278</b>	<b>11,762,743</b>
<b>Department Full-time Equivalents Total*</b>		<b>85.00</b>	<b>87.00</b>	<b>87.00</b>	<b>88.00</b>
<i>* FTE totals are provided for informational purposes only. Changes in FTEs resulting from City Council or Personnel Director actions outside of the budget process may not be detailed here.</i>					
		<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2008</b>
<b>Resources</b>		<b>Actuals</b>	<b>Adopted</b>	<b>Endorsed</b>	<b>Proposed</b>
General Subfund		8,858,291	11,313,262	11,680,278	11,762,743
<b>Department Total</b>		<b>8,858,291</b>	<b>11,313,262</b>	<b>11,680,278</b>	<b>11,762,743</b>

**Legislative Department Budget Control Level**

**Purpose Statement**

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

**Program Expenditures**

	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2008</b>
	<b>Actuals</b>	<b>Adopted</b>	<b>Endorsed</b>	<b>Proposed</b>
Administration	2,022,413	3,470,062	3,534,367	3,615,124
Central Staff	1,881,358	2,557,086	2,641,636	2,647,107
City Clerk	1,535,638	1,593,237	1,649,135	1,647,130
City Council	3,418,881	3,692,876	3,855,140	3,853,382
<b>Total</b>	<b>8,858,291</b>	<b>11,313,262</b>	<b>11,680,278</b>	<b>11,762,743</b>
Full-time Equivalents Total *	85.00	87.00	87.00	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 provide administrative and operational services, including technology, office systems, human resources, budget and accounting, communication and media relations, public disclosure, special project coordination, and other technical and logistical support to the Legislative Department, Office of City Auditor, and the Office of Professional Accountability Review Board.

**Program Summary**

Increase budget by approximately \$82,000 and add a 1.0 FTE Personnel Specialist.

Citywide adjustments to labor costs decrease the budget by \$1,000, for a net program increase from the 2008 Endorsed Budget to the 2008 Proposed Budget of approximately \$81,000.

	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2008</b>
<b>Expenditures/FTE</b>	<b>Actuals</b>	<b>Adopted</b>	<b>Endorsed</b>	<b>Proposed</b>
Administration	2,022,413	3,470,062	3,534,367	3,615,124
Full-time Equivalents Total*	13.00	15.00	15.00	16.00

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

**Legislative Department: Central Staff**

**Purpose Statement**

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

**Program Summary**

Citywide adjustments to labor costs increase the budget by \$5,000, for a net program increase from the 2008 Endorsed Budget to the 2008 Proposed Budget of approximately \$5,000.

	2006	2007	2008	2008
Expenditures/FTE	Actuals	Adopted	Endorsed	Proposed
Central Staff	1,881,358	2,557,086	2,641,636	2,647,107
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 manage the legislative process for the City Council, preserve and provide access to the City's official and historical records, and provide quick, accurate, thorough, and courteous responses to requests for assistance or information. The Office of the City Clerk is the organizational center for two Citywide programs, the Seattle Municipal Archives and Records Management.

**Program Summary**

Citywide adjustments to labor costs decrease the budget by \$2,000, for a net program decrease from the 2008 Endorsed Budget to the 2008 Proposed Budget of approximately \$2,000.

	2006	2007	2008	2008
Expenditures/FTE	Actuals	Adopted	Endorsed	Proposed
City Clerk	1,535,638	1,593,237	1,649,135	1,647,130
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 Council**

**Purpose Statement**

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

**Program Summary**

Citywide adjustments to labor costs decrease the budget by \$2,000, for a net program decrease from the 2008 Endorsed Budget to the 2008 Proposed Budget of approximately \$2,000.

	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2008</b>
<b>Expenditures/FTE</b>	<b>Actuals</b>	<b>Adopted</b>	<b>Endorsed</b>	<b>Proposed</b>
City Council	3,418,881	3,692,876	3,855,140	3,853,382
Full-time Equivalents Total*	36.00	36.00	36.00	36.00

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



# Office of the Mayor

## Greg Nickels, Mayor

### Contact Information

Department Information Line: (206) 684-4000

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

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

### Department Description

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

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

Mayor Greg Nickels has established four priorities for his administration:

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

### Proposed Policy and Program Changes

The 2008 Proposed Budget adds funding for 1.0 FTE Strategic Advisor 3.

**Mayor**

<b>Appropriations</b>	<b>Summit Code</b>	<b>2006 Actuals</b>	<b>2007 Adopted</b>	<b>2008 Endorsed</b>	<b>2008 Proposed</b>
Office of the Mayor Budget Control Level	X1A00	2,373,878	2,813,879	2,882,261	2,993,705
<b>Department Total</b>		<b>2,373,878</b>	<b>2,813,879</b>	<b>2,882,261</b>	<b>2,993,705</b>
<b>Department Full-time Equivalents Total*</b>		<b>22.50</b>	<b>24.50</b>	<b>24.50</b>	<b>25.50</b>

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

<b>Resources</b>	<b>2006 Actuals</b>	<b>2007 Adopted</b>	<b>2008 Endorsed</b>	<b>2008 Proposed</b>
General Subfund	2,373,878	2,813,879	2,882,261	2,993,705
<b>Department Total</b>	<b>2,373,878</b>	<b>2,813,879</b>	<b>2,882,261</b>	<b>2,993,705</b>

**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**

Add \$103,000 and 1.0 FTE Strategic Advisor 3.

Citywide adjustments to labor costs increase the budget by \$8,000, for a net program increase from the 2008 Endorsed Budget to the 2008 Proposed Budget of approximately \$111,000.

	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2008</b>
<b>Expenditures/FTE</b>	<b>Actuals</b>	<b>Adopted</b>	<b>Endorsed</b>	<b>Proposed</b>
Office of the Mayor	2,373,878	2,813,879	2,882,261	2,993,705
Full-time Equivalents Total*	22.50	24.50	24.50	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.*



# 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, workers' compensation, and safety services to maintain and promote employee health and productivity. In addition, this program administers the Seattle Voluntary Deferred Compensation Plan and Trust.
- Citywide Personnel Services provides human resources systems, policy advice, information management, finance and accounting services, and expert assistance to departments, policymakers, and employees.
- City/Union Relations and Classification/Compensation Services supports efforts to ensure the City's work environment is effective, efficient, and fair, and its diverse work force is managed and compensated fairly.

### Proposed Policy and Program Changes

Personnel's 2008 Proposed Budget includes modest investments in a job information center for current and potential employees as well as training for mid-level managers and supervisors. The Personnel Department will also coordinate a wellness campaign to improve employees' quality of life and help reduce the City's health care costs. Funding for this wellness program is provided in the Personnel Compensation Trust Subfunds section of the budget document.

## Personnel

<b>Appropriations</b>	<b>Summit Code</b>	<b>2006 Actuals</b>	<b>2007 Adopted</b>	<b>2008 Endorsed</b>	<b>2008 Proposed</b>
City/Union Relations and Class/Comp Services Budget Control Level	N4000	2,853,801	2,872,933	2,960,243	3,013,305
Citywide Personnel Services Budget Control Level	N3000	2,763,846	3,666,373	3,782,267	3,617,487
Employee Health Services Budget Control Level	N2000	2,451,487	3,418,803	3,523,586	3,286,543
Employment and Training Budget Control Level	N1000	2,100,135	2,251,538	2,301,874	2,755,986
<b>Department Total</b>		<b>10,169,269</b>	<b>12,209,647</b>	<b>12,567,970</b>	<b>12,673,322</b>
<b>Department Full-time Equivalents Total*</b>		<b>105.00</b>	<b>121.50</b>	<b>121.50</b>	<b>123.50</b>

*\* FTE totals are provided for informational purposes only. Changes in FTEs resulting from City Council or Personnel Director actions outside of the budget process may not be detailed here. Personnel maintains unfunded position authority for 10 Apprentice and 11 Office Maintenance Aide positions to loan to City departments for the apprentice and special employment programs.*

<b>Resources</b>	<b>2006 Actuals</b>	<b>2007 Adopted</b>	<b>2008 Endorsed</b>	<b>2008 Proposed</b>
General Subfund	10,169,269	12,209,647	12,567,970	12,673,322
<b>Department Total</b>	<b>10,169,269</b>	<b>12,209,647</b>	<b>12,567,970</b>	<b>12,673,322</b>

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

**Purpose Statement**

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

**Summary**

Increase budget by \$55,000 as part of a departmentwide redistribution of funding for a variety of costs including salaries, space rent, and professional services to reflect actual costs of delivering current levels of service. This technical realignment of existing funding has a net zero impact on total department resources.

Citywide adjustments to labor costs decrease the budget by \$2,000, for a net program increase from the 2008 Endorsed Budget to the 2008 Proposed Budget of approximately \$53,000.

	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2008</b>
<b>Expenditures/FTE</b>	<b>Actuals</b>	<b>Adopted</b>	<b>Endorsed</b>	<b>Proposed</b>
City/Union Relations and Class/Comp Services	2,853,801	2,872,933	2,960,243	3,013,305
Full-time Equivalents Total*	24.50	24.50	24.50	24.50

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

**Citywide Personnel Services Budget Control Level**

**Purpose Statement**

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

**Summary**

Add 1.0 FTE to reflect the conversion of a temporary position to an Admin Staff Asst. This conversion is necessary according to the most recent Temporary Utilization Review, performed as a result of the Glaser Settlement. The position provides administrative support for: the City's Race and Social Justice Initiative in the Personnel Department, records management, and human resources.

Decrease budget by \$162,000 as part of a departmentwide redistribution of funding for a variety of costs including salaries, space rent, and professional services to reflect actual costs of delivering current levels of service. This technical realignment of existing funding has a net zero impact on total department resources.

Citywide adjustments to labor costs decrease the budget by \$3,000, for a net program decrease from the 2008 Endorsed Budget to the 2008 Proposed Budget of approximately \$165,000.

<b>Expenditures/FTE</b>	<b>2006 Actuals</b>	<b>2007 Adopted</b>	<b>2008 Endorsed</b>	<b>2008 Proposed</b>
Citywide Personnel Services	2,763,846	3,666,373	3,782,267	3,617,487
Full-time Equivalents Total*	28.50	31.00	31.00	32.00

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

**Employee Health Services Budget Control Level**

**Purpose Statement**

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

**Summary**

Decrease budget by \$231,000 as part of a departmentwide redistribution of funding for a variety of costs including salaries, space rent, and professional services to reflect actual costs of delivering current levels of service. This technical realignment of existing funding has a net zero impact on total department resources.

Citywide adjustments to labor costs decrease the budget by \$6,000, for a net program decrease from the 2008 Endorsed Budget to the 2008 Proposed Budget of approximately \$237,000.

	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2008</b>
<b>Expenditures/FTE</b>	<b>Actuals</b>	<b>Adopted</b>	<b>Endorsed</b>	<b>Proposed</b>
Employee Health Services	2,451,487	3,418,803	3,523,586	3,286,543
Full-time Equivalents Total*	26.00	27.50	27.50	27.50

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

**Employment and Training Budget Control Level**

**Purpose Statement**

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

**Summary**

Add \$65,000 and create 1.0 FTE Admin Staff Asst to staff a new Job Information Center to helping current and potential employees learn about career opportunities, receive answers to questions about the City's application process, and navigate the City's online application system.

Add \$50,000 in one-time resources to develop a training program to enhance the skills of the City's mid-level managers and supervisors. The mid-manager development program is part of a set of strategies to build citywide leadership capacity and improve management performance across the organization.

Increase budget by \$339,000 as part of a departmentwide redistribution of funding for a variety of costs including salaries, space rent, and professional services to reflect actual costs of delivering current levels of service. This technical realignment of existing funding has a net zero impact on total department resources.

Citywide adjustments to labor costs decrease the budget by less than \$1,000, for a net program increase from the 2008 Endorsed Budget to the 2008 Proposed Budget of approximately \$454,000.

<b>Expenditures/FTE</b>	<b>2006 Actuals</b>	<b>2007 Adopted</b>	<b>2008 Endorsed</b>	<b>2008 Proposed</b>
Employment and Training	2,100,135	2,251,538	2,301,874	2,755,986
Full-time Equivalents Total*	26.00	38.50	38.50	39.50

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

# Personnel Compensation Trust Subfunds

## Department Description

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

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

## Proposed Policy and Program Changes

The City's actual health care costs in the second half of 2006 and the first half of 2007 were significantly less than previously estimated. As a result, projections for 2007 and 2008 health care costs are reduced. In addition, the Fire Fighters Local 27 has chosen to withdraw from the City's health plans and instead self-insure its members, which has the effect of reducing costs and revenues reflected in the City's Health Care Subfund.

Actual industrial insurance costs are increasing more quickly than projected in the 2008 Endorsed Budget due in part to several one-time pension payouts expected in 2008. As a result, the 2008 Proposed Budget increases appropriation for industrial insurance.

There are no substantive changes from the 2008 Endorsed Budget for group term life, special employment, or unemployment allocations.

## Personnel Compensation Trust Subfunds

<b>Appropriations</b>	<b>Summit</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2008</b>
	<b>Code</b>	<b>Actuals</b>	<b>Adopted</b>	<b>Endorsed</b>	<b>Proposed</b>
<b>Group Term Life Budget Control Level</b>	<b>NA000</b>	<b>722,641</b>	<b>870,000</b>	<b>896,000</b>	<b>896,000</b>
<b>Health Care Budget Control Level</b>	<b>NM000</b>	<b>101,242,316</b>	<b>119,693,938</b>	<b>134,012,179</b>	<b>126,102,653</b>
<b>Industrial Insurance Budget Control Level</b>	<b>NR500</b>	<b>14,909,951</b>	<b>17,050,867</b>	<b>17,712,224</b>	<b>19,473,400</b>
<b>Special Employment Budget Control Level</b>	<b>NT000</b>	<b>279,820</b>	<b>400,000</b>	<b>420,000</b>	<b>420,000</b>
<b>Unemployment Compensation Budget Control Level</b>	<b>NS000</b>	<b>887,989</b>	<b>1,822,500</b>	<b>1,822,500</b>	<b>1,822,500</b>
<b>Department Total</b>		<b>118,042,717</b>	<b>139,837,305</b>	<b>154,862,903</b>	<b>148,714,553</b>
		<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2008</b>
<b>Resources</b>		<b>Actuals</b>	<b>Adopted</b>	<b>Endorsed</b>	<b>Proposed</b>
Other		118,042,717	139,837,305	154,862,903	148,714,553
<b>Department Total</b>		<b>118,042,717</b>	<b>139,837,305</b>	<b>154,862,903</b>	<b>148,714,553</b>

# Personnel Compensation Trust Subfunds

## Group Term Life Budget Control Level

### **Purpose Statement**

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

### **Summary**

There are no substantive changes from the 2008 Endorsed Budget.

	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2008</b>
<b>Expenditures</b>	<b>Actuals</b>	<b>Adopted</b>	<b>Endorsed</b>	<b>Proposed</b>
Group Term Life Program	722,641	870,000	896,000	896,000

# Personnel Compensation Trust Subfunds

## Health Care Budget Control Level

### **Purpose Statement**

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

### **Summary**

Reduce the budget for health care by \$8.06 million, reflecting actual renewal costs for plans for which the City carries insurance (such as Group Health) as well as projected renewal rates recommended by the City's consultant for health plans for which the City is self-insured (such as Aetna).

Increase budget by \$151,000 to fund a wellness campaign to encourage employees to live healthier lifestyles. The wellness campaign may include workshops with industry experts on nutrition, exercise, and disease/condition management, and incentives such as pedometers and other activity trackers. The wellness campaign helps improve employees' quality of life and is also intended to help the City contain its health care costs.

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

<b>Expenditures</b>	<b>2006 Actuals</b>	<b>2007 Adopted</b>	<b>2008 Endorsed</b>	<b>2008 Proposed</b>
Health Care Program	101,242,316	119,693,938	134,012,179	126,102,653

# Personnel Compensation Trust Subfunds

## Industrial Insurance Budget Control Level

### Purpose Statement

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

### Summary

Increase expected expenditures by \$1.76 million, reflecting continued growth in the City's industrial insurance costs. Increases in medical claims costs and commensurate growth in the assessments the City pays the Washington State Department of Labor and Industries are the primary causes of the overall expenditure growth. In 2008 the City anticipates that several lump-sum pension payments will be required, and the 2008 budget includes authority to cover these payments.

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

	2006	2007	2008	2008
Expenditures	Actuals	Adopted	Endorsed	Proposed
Industrial Insurance Program	14,909,951	17,050,867	17,712,224	19,473,400

# Personnel Compensation Trust Subfunds

## Special Employment Budget Control Level

### Purpose Statement

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

### Summary

There are no substantive changes from the 2008 Endorsed Budget.

	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2008</b>
<b>Expenditures</b>	<b>Actuals</b>	<b>Adopted</b>	<b>Endorsed</b>	<b>Proposed</b>
Special Employment Program	279,820	400,000	420,000	420,000

# Personnel Compensation Trust Subfunds

## Unemployment Compensation Budget Control Level

### Purpose Statement

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

### Summary

There are no substantive changes from the 2008 Endorsed Budget.

	2006	2007	2008	2008
Expenditures	Actuals	Adopted	Endorsed	Proposed
Unemployment Compensation Program	887,989	1,822,500	1,822,500	1,822,500

# Personnel Compensation Trust Subfunds

## Group Term Life Insurance Subfund

	<b>2006 Actuals</b>	<b>2007 Adopted</b>	<b>2007 Revised</b>	<b>2008 Endorsed</b>	<b>2008 Proposed</b>
<b>Beginning Fund Balance</b>	<b>242,919</b>	<b>377,919</b>	<b>317,267</b>	<b>327,919</b>	<b>267,267</b>
Accounting and Technical Adjustments	0	0	0	0	0
Plus: Actual and Estimated Revenue	796,989	820,000	820,000	820,000	820,000
Less: Actual and Budgeted Expenditures	722,641	870,000	870,000	896,000	896,000
<b>Ending Fund Balance</b>	<b>317,267</b>	<b>327,919</b>	<b>267,267</b>	<b>251,919</b>	<b>191,267</b>

## Personnel Compensation Trust Subfunds

### Health Care Subfund

	2006 Actuals	2007 Adopted	2007 Revised	2008 Endorsed	2008 Proposed
<b>Beginning Fund Balance</b>	<b>16,286,398</b>	<b>19,471,048</b>	<b>23,705,740</b>	<b>22,638,351</b>	<b>33,821,537</b>
Accounting and Technical Adjustments	0	0	0	0	0
Plus: Actual and Estimated Revenue	108,661,658	122,861,241	117,515,797	137,594,635	124,508,915
Less: Actual and Budgeted Expenditures	101,242,316	119,693,938	107,400,000	134,012,179	126,102,653
<b>Ending Fund Balance</b>	<b>23,705,740</b>	<b>22,638,351</b>	<b>33,821,537</b>	<b>26,220,807</b>	<b>32,227,799</b>
Continuing Appropriations	0				
Health Care Purposes*	6,132,535	7,192,020	11,919,767	9,220,916	11,319,840
Rate Stabilization Fund*	5,460,205	2,500,000	9,601,943	2,500,000	7,378,149
State Law*	12,113,000	12,946,331	12,299,827	14,499,891	13,529,810
<b>Total Reserves</b>	<b>23,705,740</b>	<b>22,638,351</b>	<b>33,821,537</b>	<b>26,220,807</b>	<b>32,227,799</b>
<b>Ending Unreserved Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\*2007 and 2008 reserved balances are estimates and subject to potentially large adjustments depending on actual claims, refund, rebate and reimbursement experience.

## Personnel Compensation Trust Subfunds

### Industrial Insurance Subfund

	2006 Actuals	2007 Adopted	2007 Revised	2008 Endorsed	2008 Proposed
<b>Beginning Fund Balance</b>	4,375,031	2,445,031	2,568,541	2,714,164	3,705,789
Accounting and Technical Adjustments	0	0	0	0	0
Plus: Actual and Estimated Revenue	13,103,461	17,320,000	17,428,495	17,820,000	19,473,400
Less: Actual and Budgeted Expenditures	14,909,951	17,050,867	16,291,247	17,712,224	19,473,400
<b>Ending Fund Balance</b>	<b>2,568,541</b>	<b>2,714,164</b>	<b>3,705,789</b>	<b>2,821,940</b>	<b>3,705,789</b>
Continuing Appropriations	0	0	0	0	0
Reserve Requirement	2,306,990	2,652,405	2,500,000	2,731,977	3,027,500
<b>Total Reserves</b>	<b>2,306,990</b>	<b>2,652,405</b>	<b>2,500,000</b>	<b>2,731,977</b>	<b>3,027,500</b>
<b>Ending Unreserved Fund Balance</b>	<b>261,551</b>	<b>61,759</b>	<b>1,205,789</b>	<b>89,963</b>	<b>678,289</b>

# Personnel Compensation Trust Subfunds

## Special Employment Program Subfund

	2006 Actuals	2007 Adopted	2007 Revised	2008 Endorsed	2008 Proposed
<b>Beginning Fund Balance</b>	<b>157,319</b>	<b>157,320</b>	<b>118,275</b>	<b>157,320</b>	<b>118,275</b>
Accounting and Technical Adjustments	0	0	0	0	0
Plus: Actual and Estimated Revenue	240,776	400,000	400,000	420,000	420,000
Less: Actual and Budgeted Expenditures	279,820	400,000	400,000	420,000	420,000
<b>Ending Fund Balance</b>	<b>118,275</b>	<b>157,320</b>	<b>118,275</b>	<b>157,320</b>	<b>118,275</b>

## Personnel Compensation Trust Subfunds

### Unemployment Compensation Subfund

	2006 Actuals	2007 Adopted	2007 Revised	2008 Endorsed	2008 Proposed
<b>Beginning Fund Balance</b>	<b>3,954,890</b>	<b>5,432,389</b>	<b>6,056,917</b>	<b>3,609,889</b>	<b>4,234,417</b>
Accounting and Technical Adjustments	0	0	0	0	0
Plus: Actual and Estimated Revenue	2,990,016	0	0	0	0
Less: Actual and Budgeted Expenditures	887,989	1,822,500	1,822,500	1,822,500	1,822,500
<b>Ending Fund Balance</b>	<b>6,056,917</b>	<b>3,609,889</b>	<b>4,234,417</b>	<b>1,787,389</b>	<b>2,411,917</b>
Reserve Against Fund Balance	500,000	500,000	500,000	500,000	500,000
<b>Total Reserves</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>
<b>Ending Unreserved Fund Balance</b>	<b>5,556,917</b>	<b>3,109,889</b>	<b>3,734,417</b>	<b>1,287,389</b>	<b>1,911,917</b>

# 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 involving multiple City departments. For example, complex real estate development projects require the participation of a variety of disciplines and City departments, as well as external stakeholders. OPM also works to develop partnerships to achieve City goals, taking advantage of the talent and perspectives of various private, public and community partners.

### Proposed Policy and Program Changes

The 2008 Proposed Budget reflects a \$290,311 increase for funding to expand the Local Improvement District (LID) Program, technical expenses relating to the development of a multi-dimensional Decision Theater, and citywide adjustments to labor costs. The Local Improvement District Program is intended to provide a central point of contact for neighborhoods seeking to form LIDs. The Decision Theater is a project to build a facility to model land use and other decisions.

## Policy and Management

<b>Appropriations</b>	<b>Summit</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2008</b>
	<b>Code</b>	<b>Actuals</b>	<b>Adopted</b>	<b>Endorsed</b>	<b>Proposed</b>
<b>Policy and Management Budget</b>	<b>X1X00</b>	<b>1,828,957</b>	<b>2,399,605</b>	<b>2,426,089</b>	<b>2,716,400</b>
<b>Control Level</b>					
<b>Department Total</b>		<b>1,828,957</b>	<b>2,399,605</b>	<b>2,426,089</b>	<b>2,716,400</b>
<b>Department Full-time Equivalents Total*</b>		<b>16.00</b>	<b>18.50</b>	<b>18.50</b>	<b>19.50</b>

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

<b>Resources</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2008</b>
	<b>Actuals</b>	<b>Adopted</b>	<b>Endorsed</b>	<b>Proposed</b>
General Subfund	1,828,957	2,399,605	2,426,089	2,716,400
<b>Department Total</b>	<b>1,828,957</b>	<b>2,399,605</b>	<b>2,426,089</b>	<b>2,716,400</b>

## 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

Add \$50,000 in one-time funding in 2008 to fund the Decision Theater, a joint development project of the University of Washington, Greater Seattle Chamber of Commerce, Microsoft, and other regional entities. This multi dimensional theater allows for virtual viewing of proposed city development plans and likely will be located at the University of Washington.

Add \$200,000 and a 1.0 FTE Strategic Advisor 2 position to oversee the City's Local Improvement District program. LIDs are a tool to raise funds in a geographic area to pay some or all of the costs of a capital project. A large LID was a major funding source for the South Lake Union streetcar. The City has received requests from several neighborhoods for support in forming LIDs, but no department has staff with expertise on LIDs. This position will provide a central point of contact for LID proposals and will have funds available for the necessary studies and appraisals.

Citywide adjustments to labor costs increase the budget by \$40,300, for a net program increase from the 2008 Endorsed Budget to the 2008 Proposed Budget of approximately \$290,300.

	2006	2007	2008	2008
Expenditures/FTE	Actuals	Adopted	Endorsed	Proposed
Policy and Management	1,828,957	2,399,605	2,426,089	2,716,400
Full-time Equivalents Total*	16.00	18.50	18.50	19.50

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



# Office of Sustainability and Environment

## Steve Nicholas, Director

### Contact Information

Department Information Line: (206) 615-0817

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

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

### Department Description

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

- 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.

### Proposed Policy and Program Changes

The 2008 Proposed Budget provides additional resources for OSE to implement the Climate Protection Initiative. In 2008, OSE will focus on mobilizing Seattle's citizens to join the Seattle Climate Action Now campaign and businesses to join in the Seattle Climate Action Partnership to help achieve the goal of the Kyoto Protocol.

In September 2007, OSE launched the Seattle Climate Action Now campaign as a grassroots-focused effort to secure commitments from individual citizens to reduce greenhouse gas emissions. The campaign provides individual action planning, education, and awareness tools. This effort will continue through 2008, with Climate Action Days focusing on key sources of emissions such as home energy use and transportation. The new resources for 2008 will provide for staffing, events, website carbon calculator tools, education materials, and performance measurements.

New resources are also proposed for the Seattle Climate Partnership, a voluntary program engaging Seattle-area employers in assessing and reducing their corporate carbon footprint. Working with a group of Founding Partners, the intent is to develop the Partnership into a self-supporting organization run by, and for businesses. The new resources for 2008 will fund technical assistance, networking and sharing of best management practices, a recognition program, and capacity to plan for a successful transition to a self-supporting organization.

## Sustainability and Environment

	Summit	2006	2007	2008	2008
<b>Appropriations</b>	<b>Code</b>	<b>Actuals</b>	<b>Adopted</b>	<b>Endorsed</b>	<b>Proposed</b>
Office of Sustainability and Environment Budget Control Level	X1000	753,384	929,828	958,258	1,441,387
<b>Department Total</b>		<b>753,384</b>	<b>929,828</b>	<b>958,258</b>	<b>1,441,387</b>
<b>Department Full-time Equivalents Total*</b>		<b>5.00</b>	<b>6.00</b>	<b>6.00</b>	<b>7.00</b>

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

	2006	2007	2008	2008
<b>Resources</b>	<b>Actuals</b>	<b>Adopted</b>	<b>Endorsed</b>	<b>Proposed</b>
General Subfund	753,384	929,828	958,258	1,441,387
<b>Department Total</b>	<b>753,384</b>	<b>929,828</b>	<b>958,258</b>	<b>1,441,387</b>

# Sustainability and Environment

## Office of Sustainability and Environment Budget Control Level

### Purpose Statement

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

### Summary

Increase budget by \$309,000 and 1.0 FTE Strategic Advisor to support the Seattle Climate Action Now campaign. The campaign is designed to be a community-based, on-the-ground effort to inspire residents and businesses to reduce greenhouse gas emissions.

Increase budget by \$150,000 for the Seattle Climate Partnership. The Partnership is a technical assistance, networking, and recognition program to engage Seattle-area employers in taking additional actions to reduce their greenhouse gas emissions. Funding will provide program resources and consultant staffing. The intent is to develop the program into a self-supporting organization run by and for businesses by 2009.

Increase budget by \$20,000 to reconfigure existing office and meeting space to accommodate new staff.

Citywide adjustments to labor costs increase the budget by \$4,000, for a net program increase from the 2008 Endorsed Budget to the 2008 Proposed Budget of approximately \$483,000.

<b>Expenditures/FTE</b>	<b>2006 Actuals</b>	<b>2007 Adopted</b>	<b>2008 Endorsed</b>	<b>2008 Proposed</b>
Office of Sustainability and Environment	753,384	929,828	958,258	1,441,387
Full-time Equivalents Total*	5.00	6.00	6.00	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.*

