

Office of Emergency Management

Curry Mayer, Director

(206) 233-5076

<https://www.seattle.gov/emergency-management>

Department Overview

The Office of Emergency Management (OEM) is responsible for the city-wide emergency management program. The mission of OEM is, "We partner with the community to prepare for, respond to, mitigate the impacts of, and recover from disasters." This office has the city-wide responsibility to:

- Facilitate citywide response which includes orchestrating coordination conference calls, managing response actions/activities and physically maintaining and managing the Emergency Operations Center (EOC) to ensure overall unity of effort when responding to emergencies and disasters of all sizes and impacts,
- Manage the City's comprehensive activities related to emergency planning, preparedness, mitigation, response, and recovery operations,
- Administer trainings and exercises that prepare City responders, volunteers, and the public to respond and recover from disasters, and
- Seek and administer post disaster recovery costs and pre-disaster mitigation grants often totaling into the millions of dollars for the city and its departments.

OEM has adopted a whole community approach to educating the public. They do this by adapting preparedness curriculum to each audience, building relationships with community organizations, and focusing engagement on vulnerable populations such as those with limited English proficiency (LEP), low income, and immigrant and refugee communities.

Budget Snapshot

	2023 Actuals	2024 Adopted	2025 Proposed	2026 Proposed
Department Support				
General Fund Support	4,086,029	2,922,504	3,037,157	3,191,823
Other Funding - Operating	87,831	-	-	-
Total Operations	4,173,860	2,922,504	3,037,157	3,191,823
Total Appropriations	4,173,860	2,922,504	3,037,157	3,191,823
Full-Time Equivalents Total*	15.00	15.00	13.75	13.75

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

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Budget Overview

The City’s 2025-2026 Proposed Budget maintains core services for the Office of Emergency Management (OEM). The Office will continue to invest in programs supporting OEM’s mission of providing emergency management services to the city. As part of preparing the City for all types of emergencies, the 2025-2026 Proposed Budget includes \$30,000 in the City Budget Office to conduct a review of other emergency management offices. This review will evaluate OEM's funding, multijurisdictional framework, and organizational structure in comparison to peer cities, specifically those on the West Coast, as well as to nationwide best practices.

The General Fund revenue forecast for the City’s 2025-26 Proposed Budget is insufficient to cover all anticipated Citywide costs. General Fund reductions were identified to mitigate this shortfall. To preserve critical City services due to the General Fund deficit, budget adjustments were made in the following areas: reduction to travel and training budget; transitioning to King County’s WebEOC software; and removing 1.25 FTE.

Incremental Budget Changes

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	Dollars	FTE
2024 Adopted Budget	2,922,504	15.00
Baseline		
Bargained Annual Wage and Market Wage Increases to Base Budget	288,946	-
Citywide Adjustments for Standard Cost Changes	160,324	-
Proposed Operating		
Reduce Travel and Training Budget	(10,000)	-
Reduce Full-Time Administrative Support to Part-Time	(25,300)	(0.25)
Eliminate WebEOC Software License	(45,000)	-
Remove 1.0 FTE Strategic Advisor 1 Providing Community Engagement	(174,600)	(1.00)
Proposed Technical		
Final Adjustments for Standard Cost Changes	(79,717)	-
Total Incremental Changes	\$114,653	(1.25)
Total 2025 Proposed Budget	\$3,037,157	13.75

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Description of Incremental Budget Changes

Baseline

Bargained Annual Wage and Market Wage Increases to Base Budget

Expenditures \$288,946

This centrally administered change adjusts appropriations to reflect the Annual Wage Increases and Market Adjustments, as outlined in the agreements between the City and the Coalition of Unions or other standalone Unions, for personnel costs included in this department's baseline budget. This includes increases to salary, FICA, Medicare, retirement, overtime and temporary labor.

Citywide Adjustments for Standard Cost Changes

Expenditures \$160,324

Citywide technical adjustments made in the baseline phase reflect changes to internal services costs, including rates from the Department of Finance & Administrative Services, Seattle Information Technology Department, Seattle Department of Human Resources, and for healthcare, retirement, and industrial insurance charges for the department. These adjustments reflect initial assumptions about these costs and inflators early in the budget process.

Proposed Operating

Reduce Travel and Training Budget

Expenditures \$(10,000)

This item decreases appropriation authority by \$10,000 in OEM's travel and training budget, reducing their staff travel and training budget by 80%, from \$12,500 to \$2,500. This will result in reduced OEM participation in professional development organizations, trainings and conferences, including ongoing Big City Emergency Managers meetings and the Emerging Leaders program, as well as other emergency management professional organizations such as the Washington State Emergency Management Association (WSEMA), International Association of Emergency Managers (IAEM), and Washington Partners in Emergency Preparedness. This will limit OEM's access to innovative strategies and new peer reviews best practices.

Reduce Full-Time Administrative Support to Part-Time

Expenditures \$(25,300)

Position Allocation (0.25)

This item decreases appropriation authority by \$25,300 and reduces 0.25 FTE from 1.0 FTE Administrative Specialist II position to 0.75 FTE. This proposal results in a reduction in hours, from full-time to a part-time, 30 hours per week position. As the only administrative staff support in OEM, there will be reduced capacity to support Emergency Operations Center (EOC) readiness and activations, department purchasing and facility maintenance, response to public inquiries about disaster preparedness classes, and Community Engagement team support.

Eliminate WebEOC Software License

Expenditures \$(45,000)

This item decreases appropriation authority by \$45,000 for the current Web-based Emergency Operations Center (WebEOC) incident management platform. To create efficiencies and generate cost savings, OEM will transition to using King County's Office of Emergency Management's WebEOC at no cost, with minimal to limited loss of functionality anticipated. The WebEOC system allows internal and external stakeholders to communicate with the

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Emergency Operations Center and exchange information and resources during emergencies.

Remove 1.0 FTE Strategic Advisor 1 Providing Community Engagement

Expenditures	\$(174,600)
Position Allocation	(1.00)

This item decreases appropriation authority by \$174,600 and reduces 1.0 FTE Strategic Advisor 1 position providing community engagement on disaster education to vulnerable communities. This reduces OEM's capacity to provide disaster skills trainings to the public and community-based organizations, such as developing and conducting youth camps with schools and community centers. There will be fewer OEM newsletter publications on emergency preparedness and hazard awareness for the public, a curtailment of engagement work with small businesses, and reduced capacity for tsunami preparedness activity development and conduct. OEM will maintain one Strategic Advisor III position as the community engagement manager and one Strategic Advisor 1 position to coordinate community engagement activities.

Proposed Technical

Final Adjustments for Standard Cost Changes

Expenditures	\$(79,717)
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Citywide technical adjustments made in the proposed phase reflect changes to internal services costs, including rates from the Department of Finance & Administrative Services, Seattle Information Technology Department, Seattle Department of Human Resources, and for healthcare for the department. These adjustments reflect final decisions about these costs made during the Proposed Phase of the budget process.

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Expenditure Overview

	2023 Actuals	2024 Adopted	2025 Proposed	2026 Proposed
Appropriations				
OEM - BO-EP-10000 - Office of Emergency Management				
00100 - General Fund	4,086,029	2,922,504	3,037,157	3,191,823
14000 - Coronavirus Local Fiscal Recovery Fund	87,831	-	-	-
Total for BSL: BO-EP-10000	4,173,860	2,922,504	3,037,157	3,191,823
Department Total	4,173,860	2,922,504	3,037,157	3,191,823
Department Full-Time Equivalents Total*	15.00	15.00	13.75	13.75

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Budget Summary by Fund Office of Emergency Management

	2023 Actuals	2024 Adopted	2025 Proposed	2026 Proposed
00100 - General Fund	4,086,029	2,922,504	3,037,157	3,191,823
14000 - Coronavirus Local Fiscal Recovery Fund	87,831	-	-	-
Budget Totals for OEM	4,173,860	2,922,504	3,037,157	3,191,823

Revenue Overview

2025 Estimated Revenues

Account Code	Account Name	2023 Actuals	2024 Adopted	2025 Proposed	2026 Proposed
331110	Direct Fed Grants	126,276	-	-	-
333110	Ind Fed Grants	1,194,591	-	-	-
341900	General Government-Other Rev	1,821,621	1,570,993	2,097,243	2,199,409
360370	Insurance Prems & Recoveries	1,761	-	-	-
360900	Miscellaneous Revs-Other Rev	6,385	-	-	-
Total Revenues for: 00100 - General Fund		3,150,634	1,570,993	2,097,243	2,199,409
331110	Direct Fed Grants	87,831	-	-	-
Total Revenues for: 14000 - Coronavirus Local Fiscal Recovery Fund		87,831	-	-	-
Total OEM Resources		3,238,465	1,570,993	2,097,243	2,199,409

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Appropriations by Budget Summary Level and Program

OEM - BO-EP-10000 - Office of Emergency Management

The purpose of the Office of Emergency Management Budget Summary Level is to manage citywide emergency planning, hazard mitigation, disaster response and recovery coordination, community preparedness, and internal and external partnership building.

Program Expenditures	2023	2024	2025	2026
	Actuals	Adopted	Proposed	Proposed
Office of Emergency Management	4,173,860	2,922,504	3,037,157	3,191,823
Total	4,173,860	2,922,504	3,037,157	3,191,823
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