

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 internal auditor established by the City Charter. The City Auditor is appointed by the chair of the City Council's Finance Committee and confirmed by the full Council to a six-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 audits, performance audits, management audits, and compliance audits of City programs, agencies, grantees, and contracts. Many 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 heads. The City Auditor also independently initiates reviews 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 of achieving 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

Two positions are eliminated in the 2005 Proposed Budget, resulting in an approximate 10% reduction in audits produced.

City Auditor

Appropriations	Summit Code	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
Office of City Auditor Budget Control Level	VG000	1,083,166	1,084,500	1,015,714	1,043,050
Department Total		1,083,166	1,084,500	1,015,714	1,043,050
Department Full-time Equivalents Total*		11.00	11.00	9.00	9.00

**FTE totals provided for information purposes only. Authorized positions are reflected in the Position List Appendix.*

Resources	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
General Subfund	1,083,166	1,084,500	1,015,714	1,043,050
Department Total	1,083,166	1,084,500	1,015,714	1,043,050

Selected Midyear Performance Measures

Complete audit projects resulting in more efficient and effective City programs and/or greater adherence to laws, regulations, and policies

The number of audits completed per OCA staff member exceeded those of five other local government audit offices:

2003 Year End Actuals	1.5 audits per year compared to 0.64 audits per year
2004 Midyear Actuals	0.8 audits per year compared to 0.42 audits per year
2004 Year End Projections	1.1 - 1.4 audits per year compared to 1.0 audits per year

Office of City Auditor Budget Control Level

Purpose Statement

The mission and purpose of the Office of City Auditor are to provide unbiased analyses, accurate information, and objective recommendations to assist the City in using public resources equitably, efficiently, and effectively in the delivery of services to the citizens of Seattle.

Summary

Eliminate a 1.0 FTE Strategic Advisor-Audit, reducing the budget by \$94,000. As part of the 2004 Executive vacant position review process, eliminate an unfunded 1.0 FTE Administrative Staff Assistant.

Citywide adjustments to inflation assumptions increase the budget by \$25,000, for a net decrease from the 2004 Adopted Budget to the 2005 Proposed Budget of approximately \$69,000.

	2003	2004	2005	2006
Expenditures/FTE	Actual	Adopted	Proposed	Proposed
Office of City Auditor	1,083,166	1,084,500	1,015,714	1,043,050
Full-time Equivalents Total*	11.00	11.00	9.00	9.00

**FTE totals provided for information purposes only. Authorized positions are reflected in the Position List Appendix.*

Seattle Office for Civil Rights

Germaine Covington, Director

Contact Information

Department Information Line: (206) 684-4500

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

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, and contracting. 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 Federal Civil Rights Act, and Title II of the federal ADA Act.

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. SOCR encourages a negotiated resolution between parties whenever possible.

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 started work on the Mayor's Race and Social Justice Initiative (RSJI), an initiative designed to transform workplace policies, practices and procedures in order to mitigate the impact of race on delivery of City services. The Office works closely with immigrants, people of color, 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, translated into 10 different languages.

SOCR keeps civil rights issues before the public through articles in the local media, sponsorship of events such as Seattle Human Rights Day, and coordination of anti-racism projects such as "CityTalks!/CityActs! About Race". 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 that advise the Mayor and City Council on relevant issues: Human Rights, Women's, and Sexual Minorities Commissions.

Proposed Policy and Program Changes

There are no substantive changes from the 2004 Adopted Budget.

Civil Rights

Appropriations	Summit Code	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
Civil Rights		1,475,208	1,573,280	1,729,302	1,742,757
Civil Rights Budget Control Level	X1R00	1,475,208	1,573,280	1,729,302	1,742,757
Department Total		1,475,208	1,573,280	1,729,302	1,742,757
Department Full-time Equivalents Total*		22.00	21.50	22.50	22.50

**FTE totals provided for information purposes only. Authorized positions are reflected in the Position List Appendix.*

Resources	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
General Subfund	1,475,208	1,573,280	1,729,302	1,742,757
Department Total	1,475,208	1,573,280	1,729,302	1,742,757

Selected Midyear Performance Measures

Provide outreach and education to business, community groups, faith organizations and the general public on civil rights laws and issues and provide staff support to the Human Rights Commission, Women's Commission, and Commission for Sexual Minorities

Number of City events and employees involved in Race and Social Justice activities including anti-discrimination training and education

2003 Year End Actuals	seven events; 350 people reached
2004 Midyear Actuals	17 events; 700 people reached
2004 Year End Projections	24 events; 900 people reached

Number of community education events

2003 Year End Actuals	43 events; 2,250 people reached
2004 Midyear Actuals	13 events; 650 people reached
2004 Year End Projections	25 events; 1,250 people reached

Number of outreach presentations and training events to immigrant/community groups regarding fair housing, fair employment, other illegal discrimination, and SOCR services

2003 Year End Actuals	56 events; 840 people reached
2004 Midyear Actuals	25 events; 375 people reached
2004 Year End Projections	45 events; 675 people reached

Promote equal access to services within the City of Seattle by enforcing City, State, and Federal anti-discrimination laws and investigate complaints to eliminate discrimination in housing, employment, public accommodations, and contracting

Average number of days from filing complaint to closure (this measures timeliness and efficiency of investigations)

2003 Year End Actuals	160
2004 Midyear Actuals	163
2004 Year End Projections	150

Number of cases closed per year

2003 Year End Actuals	202
2004 Midyear Actuals	113
2004 Year End Projections	225

Percentage of customers (charging parties and respondents) who report that services were unbiased, professional, and courteous and would use SOCR services again or refer others to SOCR

2003 Year End Actuals	81% (respondents); 40% (charging parties)
2004 Midyear Actuals	78% (respondents); 89% (charging parties)
2004 Year End Projections	80% (respondents); 90% (charging parties)

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, and contracting in the City of Seattle through enforcement, and policy and outreach activities. The Office seeks to encourage and promote equal access and opportunity, civility, diverse participation, and social and economic equity.

Program Summary

As part of the Citywide reduction to the General Subfund in the first quarter of 2004, the Civil Rights Budget Control Level is reduced by \$27,000 on an ongoing basis.

Transfer in a 1.0 FTE Strategic Advisor and associated budget of \$112,000 from the Office of Policy and Management for the purpose of providing staffing for the Race & Social Justice Initiative (RSJI). Increase funding by \$35,000 in 2005 to support the RSJI.

Shift \$33,000 for 0.5 FTE of a Civil Rights Analyst and \$41,000 for 0.5 FTE of an Information Technology Systems Analyst from General Subfund to HUD contract funding. The funds will be recognized as revenue once received, and will be used to reimburse the General Subfund for expenditures already covered. Beginning in 2005, 0.5 FTE of each of these positions will be funded by the General Subfund and 0.5 FTE by HUD contract funds.

Citywide adjustments to inflation assumptions and technical adjustments increase the budget by \$36,000, for a net increase from the 2004 Adopted Budget to the 2005 Proposed Budget of approximately \$156,000.

Expenditures/FTE	2003	2004	2005	2006
	Actual	Adopted	Proposed	Proposed
Civil Rights	1,475,208	1,573,280	1,729,302	1,742,757
Full-time Equivalents Total*	22.00	21.50	22.50	22.50

**FTE totals provided for information purposes only. Authorized positions are reflected in the Position List Appendix.*

Civil Service Commission

Ellis H. Casson, 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 its 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 2004 Adopted Budget.

Civil Service

Appropriations	Summit Code	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
Civil Service Commission Budget Control Level	V1C00	123,026	159,171	162,993	167,434
Department Total		123,026	159,171	162,993	167,434
Department Full-time Equivalents Total*		1.50	1.60	1.60	1.60

**FTE totals provided for information purposes only. Authorized positions are reflected in the Position List Appendix.*

Resources	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
General Subfund	123,026	159,171	162,993	167,434
Department Total	123,026	159,171	162,993	167,434

Civil Service Commission Budget Control Level

Purpose Statement

The purpose of the Civil Service Commission 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

There are no substantive changes from the 2004 Adopted Budget. Citywide adjustments to inflation assumptions increase the budget by approximately \$4,000 from the 2004 Adopted Budget to the 2005 Proposed Budget.

	2003	2004	2005	2006
Expenditures/FTE	Actual	Adopted	Proposed	Proposed
Civil Service Commission	123,026	159,171	162,993	167,434
Full-time Equivalents Total*	1.50	1.60	1.60	1.60

**FTE totals provided for information purposes only. Authorized positions are reflected in the Position List Appendix.*

Employees' Retirement System

Norman Ruggles, 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 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 9,964 active employee members and 4,876 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

There are no program changes from the 2004 Adopted Budget.

Employees' Retirement

Appropriations	Summit Code	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
Employees' Retirement Budget Control Level	R1E00	5,482,075	8,124,433	6,955,639	7,506,574
Department Total		5,482,075	8,124,433	6,955,639	7,506,574
Department Full-time Equivalents Total*		13.50	13.50	12.50	12.50

**FTE totals provided for information purposes only. Authorized positions are reflected in the Position List Appendix.*

Resources	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
Other	5,482,075	8,124,433	6,955,639	7,506,574
Department Total	5,482,075	8,124,433	6,955,639	7,506,574

Employees' Retirement

Selected Midyear Performance Measures

Develop a diversified investment portfolio with the aim of achieving higher than average investment returns without unnecessary risk

Desired investment returns over the long run should be equal to, or greater than, the actuarial assumed rate of return, which is currently 7.75%.

2003 Year End Actuals 23.6% rate of return

Employees' Retirement

Employees' Retirement Budget Control Level

Purpose Statement

The purpose of the Employee/Retiree Benefits Management Budget Control Level is to manage and administer retirement assets and benefits.

Summary

The reduction in the 2005 Proposed Budget is due mainly to a change in asset allocation during 2003. A larger portion of the Retirement System's assets are now managed passively, which reduces projected investment management fees.

As part of the 2004 Executive vacant position review process, eliminate 1.0 FTE Administrative Staff Analyst and reduce the budget by \$71,000.

Citywide adjustments to inflation assumptions and technical adjustments increase the budget by \$125,000, for a net increase from the 2004 Adopted Budget to the 2005 Proposed Budget of approximately \$56,000.

Expenditures/FTE	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
Employees' Retirement	5,482,075	8,124,433	6,955,639	7,506,574
Full-time Equivalents Total*	13.50	13.50	12.50	12.50

**FTE totals provided for information purposes only. Authorized positions are reflected in the Position List Appendix.*

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. SEEC also promotes informed elections through education, training, and enforcement of the City's Elections Code and Election Pamphlet Code.

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.

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, 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. SEEC either refers allegations of improper governmental actions to the appropriate agency or investigates those allegations itself.

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, 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.

SEEC produces voters' pamphlets for City elections and ballot measures. It makes these pamphlets available in several languages and produces both an audio version and, with King County, a video version. With support of cable franchise fee revenue, SEEC continues to produce the video version of the voters' guide.

Proposed Policy and Program Changes

The Mayor accepted a proposal from the Office of Ethics and Elections to discontinue funding of the Video Voters' Guide as a means of aligning its budget with 2005 General Fund revenue constraints. DOF was authorized to pursue a funding arrangement with the Office of Cable Communications to use Cable Communication Fee revenues to finance production of the Guide. A Memorandum of Understanding between the Offices is under development.

Ethics & Elections

Appropriations	Summit Code	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
Ethics and Elections Budget Control Level	V1T00	572,841	563,891	547,012	560,682
Department Total		572,841	563,891	547,012	560,682
Department Full-time Equivalents Total*		5.20	5.20	5.20	5.20

**FTE totals provided for information purposes only. Authorized positions are reflected in the Position List Appendix.*

Resources	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
General Subfund	572,841	563,891	547,012	560,682
Department Total	572,841	563,891	547,012	560,682

Ethics and Elections Budget Control Level

Purpose Statement

The purpose of the Compliance, Training, and Public Information 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.

Summary

Eliminate approximately \$30,000 of funding for the production of the Video Voter's Guide. The Guide will continue to be produced by SEEC using a comparable amount of funding from the Office of Cable Communications in the Department of Information Technology. Citywide adjustments to inflation assumptions increase the budget by \$12,000.

These actions result in a net decrease from the 2004 Adopted Budget to the 2005 Proposed Budget of approximately \$17,000.

Expenditures/FTE	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
Ethics and Elections	572,841	563,891	547,012	560,682
Full-time Equivalents Total*	5.20	5.20	5.20	5.20

**FTE totals provided for information purposes only. Authorized positions are reflected in the Position List Appendix.*

Department of Executive Administration

Ken Nakatsu, 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

DEA reduced many miscellaneous and non-labor operating expenses across all of its budget control levels to meet the Executive's goal of eliminating \$469,000 from the Department's 2004 Adopted Budget in the first quarter of 2004. In addition to general operating expense reductions, DEA eliminated an Executive Assistant position and realized significant space rent savings by consolidating staff in the Seattle Municipal Tower. Some planned computer equipment purchases and non-labor operating expenses were eliminated as well.

To address further Department reductions for the 2005 Proposed Budget, DEA abrogated two positions in its Contracting & Purchasing Services Division, and significantly reduced funding support for the Urban League of Metropolitan Seattle's Contractor Development and Competitiveness Center (CDCC). Service levels are reduced and existing work responsibilities restructured in each of the affected programs to accommodate the reduction in resources. Funding for the CDCC is further reduced in DEA's 2006 Proposed Budget, and the CDCC will pursue funding from other sources outside the City.

Significant reductions are also taken in the Department's Accounting/Treasury Services Division. Three positions are eliminated and equipment funding for parking meter collections is reduced. Most of the changes will not adversely affect programs because the Department has found efficiencies in restructuring other staff and services to manage the lower funding levels.

Executive Administration

Appropriations	Summit Code	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
Animal Control Budget Control Level	C8600	2,324,901	2,485,206	2,583,537	2,664,692
Business Technology Budget Control Level	C8400	9,068,006	9,180,202	8,839,493	8,995,438
Contracting Budget Control Level	C8700	4,805,043	3,615,832	3,023,918	3,050,451
Executive Management Budget Control Level	C1000	1,867,202	2,074,502	2,099,674	2,153,591
Financial Services Budget Control Level	C8000	6,632,027	7,386,965	7,300,760	7,501,069
Revenue and Consumer Affairs Budget Control Level	C8500	3,747,187	3,884,913	3,931,450	4,052,734
Department Total		28,444,365	28,627,620	27,778,832	28,417,975
Department Full-time Equivalents Total*		245.35	238.95	232.95	232.95

**FTE totals provided for information purposes only. Authorized positions are reflected in the Position List Appendix.*

Resources	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
General Subfund	28,444,365	28,627,620	27,778,832	28,417,975
Department Total	28,444,365	28,627,620	27,778,832	28,417,975

Selected Midyear Performance Measures

In the provision of City services, the Department will promote equity in opportunities for participation by small, economically disadvantaged businesses.

Number of construction contracts let through the Small Construction Projects Roster Program:

2003 Year End Actuals	23
2004 Midyear Actuals	10
2004 Year End Projections	20

Number of small businesses, and women- and minority-owned businesses, served by the Contractor Development and Competitiveness Center (CDCC):

2003 Year End Actuals	255
2004 Midyear Actuals	416
2004 Year End Projections	600

Provide animal care services to decrease pet overpopulation and maintain public safety.

Number of animals placed with homes:

2003 Year End Actuals	2,727
2004 Midyear Actuals	1,166
2004 Year End Projections	2,700

Number of volunteer hours:

2003 Year End Actuals	18,536 hours at the Seattle Animal Shelter 432,000 hours through the foster care program
2004 Midyear Actuals	8,546 hours at the Seattle Animal Shelter 220,093 hours through the foster care program
2004 Year End Projections	18,000 hours at the Seattle Animal Shelter 440,000 hours through the foster care program

Dedicated to providing efficient, effective services to Seattle residents and City departments.

Number of utility bills paid through electronic debit or Internet transactions:

2003 Year End Actuals	382,835
2004 Midyear Actuals	217,774
2004 Year End Projections	420,000

Animal Control Budget Control Level

Purpose Statement

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

Summary

As part of the Citywide reduction to the General Subfund in the first quarter of 2004, the Animal Control Budget Control Level is reduced by \$2,000.

Increase the Municipal Spay and Neuter Clinic's spay and neuter surgery fees by \$10 - \$40, depending upon the species and the procedure. Additionally, authority is given to Director of Executive Administration, or his/her designee, to set surgical fees on a case-by-case basis for animals other than cats or dogs. The proposed changes would add an estimated \$56,000 in revenue to the General Subfund annually, without changing Animal Control expenditure levels.

Citywide adjustments to inflation assumptions and technical adjustments increase the budget by \$100,000, for a net increase from the 2004 Adopted Budget to the 2005 Proposed Budget of approximately \$98,000.

	2003	2004	2005	2006
Expenditures/FTE	Actual	Adopted	Proposed	Proposed
Animal Control	2,324,901	2,485,206	2,583,537	2,664,692
Full-time Equivalents Total*	31.00	31.00	31.00	31.00

**FTE totals provided for information purposes only. Authorized positions are reflected in the Position List Appendix.*

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

As part of the Citywide reduction to the General Subfund in the first quarter of 2004, the Business Technology Budget Control Level is reduced by \$312,000.

During the 2005 budget year, the Business Technology Division will implement an upgrade of the Citywide financial management information system (Summit), at an estimated cost of \$4.2 million. The project will be funded through Finance General rather than as a direct appropriation to DEA. The upgrade is scheduled for completion in early 2006.

Citywide adjustments to inflation assumptions and technical adjustments decrease the budget by \$29,000, for a net decrease from the 2004 Adopted Budget to the 2005 Proposed Budget of approximately \$341,000.

	2003	2004	2005	2006
Expenditures/FTE	Actual	Adopted	Proposed	Proposed
Business Technology	9,068,006	9,180,202	8,839,493	8,995,438
Full-time Equivalents Total*	44.00	44.00	44.00	44.00

**FTE totals provided for information purposes only. Authorized positions are reflected in the Position List Appendix.*

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

As part of the Citywide reduction to the General Subfund in the first quarter of 2004, the Contracting Budget Control Level is reduced by \$20,000.

Abrogate a 1.0 FTE Copernicus support position and a 1.0 FTE Buyer position in the Contracting & Purchasing Services Division to reduce the budget by \$159,000 in 2005. Despite fewer resources and opportunities, the Department will continue to pursue the objectives of the Copernicus project, including cost savings, environmental stewardship, and opportunities for small, disadvantaged businesses.

Reduce the Urban League of Metropolitan Seattle's Contractor Development and Competitiveness Center (CDCC) support funds by \$300,000 in 2005, and by \$358,000 in 2006. The CDCC may have to reduce its breadth and depth of services for both years of the biennium; however, it will pursue funding from other sources, such as grants.

Citywide adjustments to inflation assumptions and technical adjustments reduces the budget by \$113,000, for a net decrease from the 2004 Adopted Budget to the 2005 Proposed Budget of approximately \$592,000.

Expenditures/FTE	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
Contracting	4,805,043	3,615,832	3,023,918	3,050,451
Full-time Equivalents Total*	40.00	31.00	29.00	29.00

**FTE totals provided for information purposes only. Authorized positions are reflected in the Position List Appendix.*

Executive Administration

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

Summary

As part of the Citywide reduction to the General Subfund in the first quarter of 2004, the Executive Management Budget Control Level is reduced by \$97,000 and a 1.0 FTE Executive Assistant position is abrogated in the Director's office. Related responsibilities are assigned to other staff within this office.

Citywide adjustments to inflation assumptions and technical adjustments increase the budget by \$122,000, for a net increase from the 2004 Adopted Budget to the 2005 Proposed Budget of approximately \$25,000.

	2003	2004	2005	2006
Expenditures/FTE	Actual	Adopted	Proposed	Proposed
Executive Management	1,867,202	2,074,502	2,099,674	2,153,591
Full-time Equivalents Total*	16.60	16.95	15.95	15.95

**FTE totals provided for information purposes only. Authorized positions are reflected in the Position List Appendix.*

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

As part of the Citywide reduction to the General Subfund in the first quarter of 2004, the Financial Services Budget Control Level is reduced by \$30,000.

Abrogate a 1.0 FTE Treasury Operations position and two 1.0 FTE Parking Meter Collector positions in the Accounting/Treasury Services Division. Responsibilities for the Treasury Operations position, which provided administrative services to the City's six Business Improvement Areas (BIA), are being absorbed by remaining staff, and some services to BIAs will be reduced. The Department will restructure parking meter collection staff to absorb the work of the two eliminated positions. No service level reduction is anticipated. These abrogations and equipment savings reduce the Department's 2005 Proposed Budget by \$204,000.

Citywide adjustments to inflation assumptions and technical adjustments increase the budget by \$148,000, for a net decrease from the 2004 Adopted Budget to the 2005 Proposed Budget of approximately \$86,000.

Expenditures/FTE	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
Financial Services	6,632,027	7,386,965	7,300,760	7,501,069
Full-time Equivalents Total*	71.25	72.50	69.50	69.50

**FTE totals provided for information purposes only. Authorized positions are reflected in the Position List Appendix.*

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

As part of the Citywide reduction to the General Subfund in the first quarter of 2004, the Revenue and Consumer Affairs Budget Control Level is reduced by \$8,000.

Consolidate work done by two 0.5 FTE Licensing & Standards Inspectors into a single 1.0 FTE position of the same title, with no financial impacts to this budget control level.

Citywide adjustments to inflation assumptions and technical adjustments increase the budget by \$55,000, for a net increase from the 2004 Adopted Budget to the 2005 Proposed Budget of approximately \$47,000.

Expenditures/FTE	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
Revenue and Consumer Affairs	3,747,187	3,884,913	3,931,450	4,052,734
Full-time Equivalents Total*	42.50	43.50	43.50	43.50

**FTE totals provided for information purposes only. Authorized positions are reflected in the Position List Appendix.*

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

The Department of Finance's 2005-2006 Proposed Budget reflects reductions in interfund charges, the restoration of a Fiscal and Policy Analyst position without additional funding, the addition of a part-time position for public disclosure support for eight Executive agencies, and other miscellaneous technical adjustments.

Finance

Appropriations	Summit Code	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
Finance Budget Control Level	CF000	3,835,478	3,747,479	3,774,615	3,885,919
Department Total		3,835,478	3,747,479	3,774,615	3,885,919
Department Full-time Equivalents Total*		35.00	34.00	35.50	35.50

**FTE totals provided for information purposes only. Authorized positions are reflected in the Position List Appendix.*

Resources	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
General Subfund	3,835,478	3,747,479	3,774,615	3,885,919
Department Total	3,835,478	3,747,479	3,774,615	3,885,919

Finance Budget Control Level

Purpose Statement

The purpose of the Finance Budget Control Level is to provide a results-based budget, policy development and financial management for the Mayor, so that the Mayor, City Council, and citizens can make informed decisions to achieve the City's goals.

Summary

As part of the Citywide reduction to the General Subfund in the first quarter of 2004, the Finance Budget Control Level is reduced by \$17,000, primarily for budget printing costs and data processing equipment. The City's budgets are accessible on-line, so fewer hard copies of the budget will be printed. Replacement of aging data processing equipment is postponed.

Reduce interfund cost allocations from Fleets and Facilities Department and the Department of Information Technology by \$81,000. These reductions are primarily due to changes in internal cost allocation formulas and will not result in reductions of service levels.

Restore 1.0 FTE, Fiscal and Policy Analyst position, without additional funding, by reducing other personnel services expenses, such as temporary labor and intern costs. This change restores a position for an individual on long-term military leave.

Add \$40,700 and 0.5 FTE to support public disclosure work for DOF and seven other Executive agencies in order to provide consistency, professionalism, and efficiency in public disclosure responses.

Citywide adjustments to inflation assumptions increase the budget by \$84,000, for a net increase from the 2004 Adopted Budget to the 2005 Proposed Budget of approximately \$27,000.

Expenditures/FTE	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
Finance	3,835,478	3,747,479	3,774,615	3,885,919
Full-time Equivalents Total*	35.00	34.00	35.50	35.50

**FTE totals provided for information purposes only. Authorized positions are reflected in the Position List Appendix.*

Finance General

Dwight Dively, Director

Department Description

The mission of Finance General is to allocate General Subfund appropriations to reserve and bond redemption funds, City department operating funds, and certain inter-departmental projects for which there is desire for Council, Mayor, or Department of Finance oversight.

Proposed Policy and Program Changes

The Finance General 2005-2006 Proposed Budget contains changes related to the November 2003 ruling by the State Supreme Court on the City's practice for funding street lighting. The 2004 Adopted Budget addressed street lighting operations by shifting the funding source from the Light Fund to the General Fund. The 2005-2006 Proposed Budget revises the amount reserved for street light operations and includes pedestrian street lighting. The City Light Refund line includes the costs of refunding certain cost allocations from the General Fund to the Light Fund, the 2005 cost of the streetlight refund, and interest expenses ordered by the Superior Court in the Okeson v. Seattle case. This budget also includes debt service for the reimbursement to City Light for prior street lighting expenses in the General Bond Interest/Redemption Fund line item. This reimbursement will be completed in 2007.

A number of new adjustments have been added to the Reserves BCL for the 2005-2006 Proposed Budget. Reserve for Aquarium Closure is a reserve for costs the Department of Parks and Recreation will incur during the time the Seattle Aquarium is closed while the pilings under Pier 59 are replaced. Reserve for Fire Hydrants reflects a shift in funding for fire hydrants from Seattle Public Utilities' Water Fund to the General Subfund. Reserve for Summit Upgrade is a reserve of funds needed to upgrade the City's Summit financial system. This amount reflects the total cost; contributions from other City funds to this project are shown in the revenue table. Hygiene Center and Fire Facilities Contingency is a reserve to cover unforeseen costs related to the Hygiene Center and Fire Facilities capital projects.

Appropriations

Appropriation to General Fund Subfunds and Special Funds Budget Control Level

The purpose of the Appropriation to General Fund Subfunds and Special Funds Budget Control Level is to appropriate General Subfund resources to bond redemption or special purpose funds. These appropriations appear as operating transfers to the funds or subfunds they support.

	Summit Code	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
Emergency Subfund		2,139,000	136,007	1,180,000	1,490,000
General Bond Interest/Redemption Fund		28,946,043	29,296,140	30,059,002	35,235,069
Judgment/Claims Subfund		801,020	801,020	934,961	934,961
Liability Insurance		3,613,450	4,228,000	3,915,691	3,962,679
Seattle Center Fund - Admissions Tax for Key Arena		1,730,255	1,522,000	1,169,589	1,198,872
Appropriation to General Fund Subfunds and Special Funds Budget Control Level	2QA00	37,229,768	35,983,167	37,259,243	42,821,581

Appropriations

Reserves Budget Control Level

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.

	Summit Code	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
City Clerk - Referendum Advertisements		87,208	50,507	80,000	80,000
City Light Refund		0	0	9,931,372	0
Dues/Memberships		13,000	21,294	13,000	13,156
East Precinct Public Safety Initiative		0	400,000	0	0
Election Expense		894,595	427,579	450,000	850,000
Get Engaged: City Boards and Commissions		11,000	30,000	30,000	30,000
Health Care Reserve		201,024	303,480	311,000	311,000
Hygiene Center and Fire Facilities Contingency		0	0	900,000	0
Internal Investigations Auditor		39,999	41,200	41,818	42,320
Libraries for All Reserve		0	2,171,314	661,105	2,680,624
Muckleshoot Tribe Payment		587,000	558,000	529,000	0
Pacific Science Center Lease Reserve		172,000	126,690	120,000	120,000
Parks New Facilities Reserve		0	0	184,819	899,586
Police Intelligence Audit		0	4,223	0	0
Puget Sound Air Pollution Control Agency		292,394	283,096	300,000	300,000
Reserve for Aquarium Closure		0	0	700,000	0
Reserve for Fire Hydrants		0	0	3,762,000	3,814,000
Reserve for Summit Upgrade		0	0	4,100,000	0
Sound Transit Local Contribution - Sales Tax Offset		0	700,000	1,629,450	1,500,250
State Examiner		632,440	658,289	600,000	600,000
Street Lighting		0	6,000,000	6,420,000	7,320,000
Voter Registration		507,270	634,398	550,000	550,000
Reserves Budget Control Level	2QD00	3,437,930	12,410,070	31,313,564	19,110,936

Appropriations

Support to Operating Funds Budget Control Level

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 fund. These appropriations appear as operating transfers to the funds they support.

	Summit Code	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
Engineering Services Fund		1,008,000	1,003,264	966,484	993,625
Firemen's Pension Fund		0	16,328,569	16,206,112	16,979,902
Fleets and Facilities Fund		2,806,525	2,036,071	2,363,584	2,548,871
Human Services Operating Fund		24,665,656	24,013,352	33,949,706	34,096,428
Information Technology Fund		3,061,733	2,967,901	2,413,300	2,457,205
Library Fund		32,004,205	32,934,279	35,447,415	36,514,669
Neighborhood Matching Subfund		3,413,000	3,168,429	3,197,119	3,267,716
Park and Recreation Fund		33,439,028	35,687,740	32,879,115	34,295,447
Planning and Development Fund		9,434,269	9,754,482	8,158,052	7,827,463
Police Relief and Pension Fund		14,852,113	15,677,780	15,344,538	16,081,894
Seattle Center Fund		8,935,537	8,631,663	8,621,186	9,924,045
Solid Waste Fund		1,696,307	1,276,968	1,204,653	1,221,243
Transportation Fund		39,494,370	35,776,396	30,437,341	34,705,057
Support to Operating Funds Budget Control Level (1)	2QE00	174,810,743	189,256,894	191,188,605	200,913,565
Department Total		215,478,441	237,650,131	259,761,412	262,846,082

(1) Enactment of the budget ordinance authorizes the transfer of resources from the General Subfund to funds as stated on this page.

Fleets and Facilities Department

Mary Pearson, Acting 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 & Facilities Department was created on January 1, 2001, as part of a reorganization of City government. The Fleets & 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, addressing short and long-term property interests. Staff handle sales, purchases, interdepartmental transfers, appraisals, 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 also work with the consultants who manage the Civic Center redevelopment program and are responsible for the implementation of the Fire Facilities and Emergency Response Levy program.

The Facility Operations division maintains many of the City's buildings, including high-rise office buildings, parking facilities, and police and fire stations. 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 provides fuel for the City's fleet.

Proposed Policy and Program Changes

The Fleets and Facilities Department's 2005 Proposed Budget reflects several major changes. First, the City Design, Print, and Copy program, budgeted at \$3.5 million in 2004, is eliminated in 2005. This action causes abrogation of 25 positions. Because the Department will no longer provide these services, City departments will now have to meet their service requirements by internally providing these services or contracting with outside vendors.

Another significant financial change results from the closure of two subfunds - the Key Tower Operating Subfund and the Police Support Facility Subfund - and assumption of those subfunds' prior financial responsibilities by the Facilities Operations program. This action results in an apparent net budget increase of \$7 million in 2005, but this is a technical change as the budget authority has simply moved from the prior subfunds, which were budgeted separately. This action fulfills previous policy direction to close the subfunds once the City became the principal tenant in these facilities.

The Facilities Operations program's annual budget also grows by an apparent \$4.13 million due to creation of the new Asset Preservation Program, which funds certain Capital Improvement Program projects designed to preserve and extend the useful life of important City facilities. The Asset Preservation program is primarily funded from allocations of space rent charges levied by the Department on City departments occupying City facilities. The new budget authority is necessary to enable the transfer of these revenues to the new asset

Fleets & Facilities

preservation subaccount in the Cumulative Reserve Subfund. This new approach implements a recommendation of the City's 2003 asset preservation study and reduces the need for the Department to use Real Estate Excise Tax funds to maintain its infrastructure.

In the Fleets and Facilities 2005-2006 Proposed Budget, various non-personnel budget cuts are made throughout the Department, including reductions to the amount budgeted for vehicle replacement, utility payments, and inventories. One of the most significant cuts decreases the Facilities Operations program's budget by \$2.6 million in 2005 (and more in 2006), reflecting a reduction in City rental payments to private owners of buildings previously occupied by City departments. This reduction in lease expenses results from successful efforts to secure early releases from certain lease agreements and to build out City-owned office space in the Seattle Municipal Tower. Because the Fleets and Facilities Department's budget is almost fully recovered from payments made by occupants of the facilities it manages, most budget reductions, such as the ones described above, ultimately translate into lower charges to the Department's City customers.

Fleets & Facilities

Appropriations	Summit Code	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
Administration Budget Control Level	A1000	2,572,123	2,987,031	3,047,904	3,136,379
Facility Operations Budget Control Level	A3000	25,042,262	27,806,515	37,789,330	38,001,355
Fleet Services Budget Control Level					
Vehicle Fueling		3,468,826	4,299,832	3,810,278	3,954,088
Vehicle Leasing		13,428,230	14,358,242	13,666,377	13,669,177
Vehicle Maintenance		13,603,210	14,629,244	14,399,877	14,745,962
Fleet Services Budget Control Level	A2000	30,500,266	33,287,318	31,876,532	32,369,227
Technical Services Budget Control Level					
Capital Programs		2,061,195	2,115,976	2,296,813	2,349,259
City Design, Print, and Copy		3,638,493	3,527,296	0	0
Real Estate Services		1,358,666	1,733,426	1,821,854	1,862,683
Technical Services Budget Control Level	A3100	7,058,354	7,376,698	4,118,667	4,211,942
Department Total		65,173,005	71,457,562	76,832,433	77,718,903
Department Full-time Equivalents Total*		313.00	321.50	292.50	292.50

**FTE totals provided for information purposes only. Authorized positions are reflected in the Position List Appendix.*

Resources	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
General Subfund	2,806,524	2,036,071	2,363,584	2,548,871
Other	62,366,481	69,421,491	74,468,849	75,170,032
Department Total	65,173,005	71,457,562	76,832,433	77,718,903

Selected Midyear Performance Measures

The Fleets and Facilities Department is dedicated to effectively and efficiently managing and maintaining approximately one hundred buildings, including all fire stations, police precincts, shops and major downtown office buildings.

Average maintenance cost per square foot, annualized, for facilities operated 24-hours a day:

2003 Year End Actuals	\$6.34, compared to a target of \$6.60
2004 Midyear Actuals	\$3.57, compared to a target of \$6.60
2004 Year End Projections	\$7.14, compared to a target of \$6.60

Percentage of maintenance staff time spent on customer requests and routine building maintenance:

2003 Year End Actuals	77%, compared to a target of 72%
2004 Midyear Actuals	76%, compared to a target of 72%
2004 Year End Projections	74%, compared to a target of 72%

The Fleets and Facilities Department is committed to effectively implementing its Capital Improvement Program (CIP), which includes implementing the nine-year Fire Facilities and Emergency Response Levy Program for firefighting and lifesaving infrastructure, completing the Civic Center project, and performing major maintenance on existing facilities.

Total annualized CIP expenditures as percentage of planned spending:

2003 Year End Actuals	87%, compared to a target of 90% to 110%
2004 Midyear Actuals	117%, compared to a target of 90% to 110%
2004 Year End Projections	100%, compared to a target of 90% to 110%

The Fleets and Facilities Department is committed to effectively and efficiently managing the City's vehicle and equipment operations in full compliance with environmental and safety regulations to maintain a safe and healthy environment for citizens and employees.

Percent of City Fleet that are alternative fuel and advanced technology vehicles:

2003 Year End Actuals	5.8%, compared to a target of 5.6%
2004 Midyear Actuals	6.0%, compared to a target of 5.6%
2004 Year End Projections	6.2%, compared to a target of 5.6%

Ratio of preventative maintenance costs to unscheduled maintenance costs for leased vehicles:

2003 Year End Actuals	44:56, compared to a target of 50:50
2004 Midyear Actuals	47:53, compared to a target of 50:50
2004 Year End Projections	50:50, compared to a target of 50:50

Administration Budget Control Level

Purpose Statement

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

Summary

Reduce the budget by \$43,000 to reflect a reduction in the Budget Control Level's share of the Department's centralized City administrative and information technology costs and other various technical adjustments.

Reclassify an Assistant Personnel Specialist to a Sr. Health and Safety Officer in 2004, and increase associated budget by \$26,000. This reclassification should enable the Department to reduce employee time lost due to job-related injuries.

Add 0.5 FTE to increase part-time Sr. Training Coordinator to full-time and increase the associated budget by \$36,000. This increase enables the Department to fill key gaps in training requirements resulting from a decrease in training opportunities provided by the City's Personnel Department.

As part of the 2004 Executive vacant position review process, eliminate 1.0 FTE Senior Accountant and reduce the budget by \$78,000.

Citywide adjustments to inflation assumptions and other technical adjustments increase the budget by \$120,000, for a total increase from the 2004 Adopted Budget to the 2005 Proposed Budget of approximately \$61,000.

Expenditures/FTE	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
Administration	2,572,123	2,987,031	3,047,904	3,136,379
Full-time Equivalents Total*	30.50	31.50	31.00	31.00

**FTE totals provided for information purposes only. Authorized positions are reflected in the Position List Appendix.*

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 to benefit its occupants; to provide cost-effective maintenance, operations, inspections, and repair of City-owned facilities; to 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; to manage City-owned parking facilities providing short-term and long-term parking for the public and employee populations housed in City-owned buildings; and provide centralized support services facilities, warehousing, and mail services to ensure the City's investments and internal services are optimally utilized by departments and City residents.

Summary

Increase the budget by \$7.0 million to reflect program's assumption of operational responsibilities of Seattle Municipal Tower and Park 90/5. These functions were previously funded in the Key Tower Operating Fund and the Police Support Facility Subfund, both of which are closed in 2005.

Reduce the budget for rent paid to private building owners by \$2.6 million. The Department has moved City staff to Seattle Municipal Tower from privately-leased space more quickly than expected by securing early release from various lease agreements, helping relocate certain private Seattle Municipal Tower tenants, and modifying selected Tower office space for City purposes sooner than planned. Under the existing agreements, City departments would have remained in privately-owned space through the end of 2006 and incurred higher costs.

Reduce the budget by \$482,000 to reflect anticipated savings in water and electricity costs resulting from conservation efforts.

Reduce the budget by \$884,000 to reflect a technical change in budget authority related to the Department's direct assumption rather than purchase of certain warehousing responsibilities.

Increase the budget by \$335,000 for higher insurance premiums for the Seattle Municipal Tower, increased tax assessments, increased allocated costs from other City departments, and other miscellaneous items.

Increase the budget by \$1.94 million to reflect an increase in the debt service paid from the Fleets and Facilities Fund for SeaPark Garage, the Park 90/5 complex, and various other capital facilities.

Increase the budget by \$4.13 million to enable the transfer of funds from the Fleets and Facilities Fund to a new Asset Preservation-Fleets and Facilities Subaccount within the Cumulative Reserve Subfund. The revenues to support this cash transfer derive principally from space rent revenues credited directly to the Fleets and Facilities Fund. This is a purely technical increase transferring revenues from the receiving fund to the fund from which expenditures will be made.

Add 1.0 FTE Building Operations Engineer position and \$251,000 to reflect the addition of several new facilities to the inventory of properties for which the Department has management and operational responsibility. This increase also funds the purchase of air filters and other ventilation equipment for the new Civic Center campus, and contracted janitorial service at the Park 90/5 complex.

Add 1.0 FTE Strategic Advisor 1 and increase the budget by \$98,000 to provide additional support for key facilities operations projects.

Add 1.0 FTE Management Systems Analyst position to handle greater responsibility related to processing and distributing incoming U.S. mail due to changes in postal delivery practices and regulations. This action has no budgetary impact, as resulting salary and benefit increases are directly offset by a reduction in the Facility Operations Division's budget for temporary labor.

Fleets & Facilities

As part of the 2004 Executive vacant position review process, eliminate 1.0 FTE Janitor position and 1.0 FTE Property Management Specialist position and reduce the budget by \$133,000.

Citywide adjustments to inflation assumptions and other technical adjustments increase the budget by \$333,000, for a total increase from the 2004 Adopted Budget to the 2005 Proposed Budget of approximately \$9.98 million.

Expenditures/FTE	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
Facility Operations	25,042,262	27,806,515	37,789,330	38,001,355
Full-time Equivalents Total*	77.00	91.00	92.00	92.00

**FTE totals provided for information purposes only. Authorized positions are reflected in the Position List Appendix.*

Fleet Services Budget Control Level

Purpose Statement

The purpose of the Fleets 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	2003	2004	2005	2006
	Actual	Adopted	Proposed	Proposed
Vehicle Fueling	3,468,826	4,299,832	3,810,278	3,954,088
Vehicle Leasing	13,428,230	14,358,242	13,666,377	13,669,177
Vehicle Maintenance	13,603,210	14,629,244	14,399,877	14,745,962
Total	30,500,266	33,287,318	31,876,532	32,369,227
Full-time Equivalents Total *	143.00	143.00	140.00	140.00

**FTE totals provided for information purposes only. Authorized positions are reflected in the Position List Appendix.*

Fleet Services: Vehicle Fueling

Purpose Statement

The purpose of the Vehicle Fueling program is to procure, store, distribute, and manage various types of liquid fuels and alternative fuels (such as compressed natural gas) for City departments and other local government agencies at prices well below the private sector, at convenient, easy-to-use fueling facilities in alignment with the City's environmental stewardship goals.

Program Summary

Reduce the budget for fuel by \$575,000 to reflect the reduced size of the City's fleet.

Reduce the budget by \$9,000 to reflect anticipated savings in water and electricity costs resulting from conservation efforts.

Increase the budget by \$28,000 for miscellaneous expense categories.

Citywide adjustments to inflation assumptions and other technical adjustments increase the budget by \$66,000, for a total decrease from the 2004 Adopted Budget to the 2005 Proposed Budget of approximately \$490,000.

Expenditures/FTE	2003	2004	2005	2006
	Actual	Adopted	Proposed	Proposed
Vehicle Fueling	3,468,826	4,299,832	3,810,278	3,954,088
Full-time Equivalents Total*	3.00	3.00	3.00	3.00

**FTE totals provided for information purposes only. Authorized positions are reflected in the Position List Appendix.*

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.

Program Summary

Reduce the budget by \$818,000 to reflect savings related to the reduced size of the City's fleet. The Department expects savings in capital equipment replacement costs because fewer vehicles will need to be replaced and those that are replaced are expected to be less expensive than in the past. It also expects savings in various equipment costs.

Increase the budget by \$130,000 to reflect additional costs in miscellaneous expense categories.

Reduce the budget by \$205,000 to reflect the lower cost of debt service for several fire trucks no longer having outstanding debt service requirements.

Citywide adjustments to inflation assumptions and other technical adjustments increase the budget by \$201,000, for a total decrease from the 2004 Adopted Budget to the 2005 Proposed Budget of approximately \$692,000.

Expenditures/FTE	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
Vehicle Leasing	13,428,230	14,358,242	13,666,377	13,669,177
Full-time Equivalents Total*	11.00	11.00	11.00	11.00

**FTE totals provided for information purposes only. Authorized positions are reflected in the Position List Appendix.*

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 to enable the safe and effective completion of their various missions.

Program Summary

Reduce the budget by \$32,000 to reflect anticipated savings in water and electricity costs resulting from conservation efforts.

Reduce the budget for various vehicle parts by \$100,000 to reflect the reduced size of the City's fleet.

Increase the budget by \$173,000 to reflect the cost of position reclassifications and other adjustments occurring prior to 2005 and not previously budgeted.

As part of the 2004 Executive vacant position review process, eliminate 1.0 FTE Machinist position, 1.0 FTE Auto Mechanic position, and 1.0 FTE Auto Mechanic Apprentice position, and reduce the budget by \$141,000.

Reduce budget by \$533,000 to reflect completion of the fuel trap program.

Citywide adjustments to inflation assumptions and other technical adjustments increase the budget by \$403,000, for a total decrease from the 2004 Adopted Budget to the 2005 Proposed Budget of approximately \$229,000

Expenditures/FTE	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
Vehicle Maintenance	13,603,210	14,629,244	14,399,877	14,745,962
Full-time Equivalents Total*	129.00	129.00	126.00	126.00

**FTE totals provided for information purposes only. Authorized positions are reflected in the Position List Appendix.*

Technical Services Budget Control Level

Purpose Statement

The purpose of the Technical Services Budget Control Level is to provide great built environments 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. This budget control level also included the City's Design, Print and Copy Program prior to its elimination.

Program Expenditures

	2003	2004	2005	2006
	Actual	Adopted	Proposed	Proposed
Capital Programs	2,061,195	2,115,976	2,296,813	2,349,259
City Design, Print, and Copy	3,638,493	3,527,296	0	0
Real Estate Services	1,358,666	1,733,426	1,821,854	1,862,683
Total	7,058,354	7,376,698	4,118,667	4,211,942
Full-time Equivalents Total *	62.50	56.00	29.50	29.50

**FTE totals provided for information purposes only. Authorized positions are reflected in the Position List Appendix.*

Technical Services: Capital Programs

Purpose Statement

The purpose of Capital Programs is to provide quality, cost effective, environments so City staff can work, and residents can conduct business, in a productive and pleasing environment.

Program Summary

As part of legislation adopted after passage of the Fire and Emergency Response Levy and the adoption of the 2004 budget, add 1.0 FTE Strategic Advisor position and 1.0 FTE Workload Planning and Scheduling Analyst position. The combined budget increase due to these adds and one Levy-related reclassification is \$158,000.

Eliminate 1.0 FTE Senior Capital Project Coordinator position and decrease the associated budget by \$93,000. This elimination results in project management staff assuming additional project responsibilities.

Increase the budget by \$108,000 to reflect an increase in this program's share of costs allocated to the Department for centralized City administrative and information technology costs.

Eliminate 1.0 FTE Space Planner position due to a decline in workload and reduce the budget by \$78,000.

As part of the 2004 Executive vacant position review process, eliminate 1.0 FTE Workload Planning and Scheduling Analyst position and reduce the budget by \$73,000.

Citywide adjustments to inflation assumptions and other technical adjustments increase the budget by \$159,000 for a total increase from the 2004 Adopted Budget to the 2005 Proposed Budget of approximately \$181,000.

Expenditures/FTE	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
Capital Programs	2,061,195	2,115,976	2,296,813	2,349,259
Full-time Equivalents Total*	17.00	18.00	17.00	17.00

**FTE totals provided for information purposes only. Authorized positions are reflected in the Position List Appendix.*

Technical Services: City Design, Print, and Copy

Purpose Statement

The purpose of the City Design, Print, and Copy (CDPC) program, prior to its elimination, was to provide graphic design, photocopy, digital and offset printing to other City departments enabling them to communicate effectively with their customers and manage their documents efficiently.

Program Summary

Eliminate the program, 25.0 FTE of various classifications, and entire program budget by \$3,527,000. The Department no longer provides centralized design, print, and copy services. Customer departments use existing departmental resources for these services and/or contract with private vendors. It is expected that overall demand for design, print and copy services will decline, resulting in savings which are reflected in customer department budgets.

Positions eliminated by this action comprise the following: 11.0 FTE Graphic Arts Designer positions, 3.0 FTE Printing Equipment Operator positions, 3.0 FTE Sr. Printing Equipment Operator positions, 2.0 FTE Sr. Bindery Worker positions, 1.0 FTE Accounting Tech II position, 1.0 FTE Graphic Arts Supervisor position, 1.0 FTE Manager I, General Government position, 1.0 FTE Office/Maintenance Aide position, 1.0 FTE Printing Operations Supervisor position, 1.0 FTE Printing and Photocopying Supervisor position.

Expenditures/FTE	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
City Design, Print, and Copy	3,638,493	3,527,296	0	0
Full-time Equivalents Total*	32.50	25.00	0.00	0.00

**FTE totals provided for information purposes only. Authorized positions are reflected in the Position List Appendix.*

Technical Services: Real Estate Services

Purpose Statement

The purpose of the Real Estate Services program is to provide a centralized source of information and application of policies in the 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 its residents as a whole.

Program Summary

Reduce a 1.0 FTE Sr. Records Technician position to 0.5 FTE and decrease the associated budget by \$23,000.

Increase the budget by \$73,000 to reflect the cost of position reclassifications and other miscellaneous adjustments occurring prior to 2005 and not previously budgeted.

Citywide adjustments to inflation assumptions increase the budget by \$39,000, for a total increase from the 2004 Adopted Budget to the 2005 Proposed Budget of approximately \$89,000.

Expenditures/FTE	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
Real Estate Services	1,358,666	1,733,426	1,821,854	1,862,683
Full-time Equivalents Total*	13.00	13.00	12.50	12.50

**FTE totals provided for information purposes only. Authorized positions are reflected in the Position List Appendix.*

Fleets & Facilities

2005 - 2006 Estimated Revenues for the Fleets & Facilities Fund

Summit Code	Source	2003 Actuals	2004 Adopted	2005 Proposed	2006 Proposed
	Change in Working Capital	2,235,504	2,734,854	0	0
	Operating Fund Transfer to City Light	0	(23,190)	0	0
	Operating Fund Transfer to DCLU	0	(6,092)	0	0
	Operating Fund Transfer to General Subfund	0	0	0	0
	Operating Fund Transfer to Retirement	0	(247)	0	0
	Operating Fund Transfer to SDOT	0	(24,879)	0	0
	Operating Fund Transfer to SPU	0	(37,593)	0	0
	Use of / Contribution to Fund Balance	0	(5,593)	0	0
441630	Photocopy Services - Non-City	102	0	0	0
459930	NSF Check Fees	100	0	0	0
461110	Inv Earn-Residual Cash	57,430	0	0	0
461320	Unreald Gns/Losses-Inv Gasb31	(15,333)	0	0	0
541490	IF Administrative Fees & Charges	2,000	0	0	0
569990	IF Other Miscellaneous Revenue	123,087	0	0	0
569999	Misc Reimb Adj - Rebates	(47,000)	0	0	0
587001	Oper Tr In - CIP	216,233	222,894	320,945	329,846
587001	Oper Tr In - Key Tower / Prk 90/5	0	25,718	0	0
587460	Oper Tr In - Parking Garage	0	101,159	99,664	102,306
641490	INTRAF Admin Fees and Charges	0	0	2,627,295	2,704,227
	Total A1000 - Administration Budget Control Level	2,572,123	2,987,031	3,047,904	3,136,379
	Change in Working Capital	(16,170,240)	(11,533,197)	0	0
	Contribution to Vehicle Replacement	0	0	(114,152)	(574,196)
	Operating Fund Transfer to City Light	0	(25,962)	0	0
	Operating Fund Transfer to DCLU	0	(6,820)	0	0
	Operating Fund Transfer to General Subfund	0	(229,000)	0	0
	Operating Fund Transfer to Retirement	0	(276)	0	0
	Operating Fund Transfer to SDOT	0	(27,853)	0	0
	Operating Fund Transfer to SPU	0	(42,088)	0	0
	Use of / Contribution to Fund Balance	0	(9,298)	0	0
437010	Interlocal Grants - Clean Cities	0	45,013	45,913	46,832
443979	Sundry Recoveries	7,493	0	0	0
444300	Vehicle & Equip Repair Charges - Non-City	59,488	496,078	102,310	104,356
444500	Fuel Sales - Non-City	189,150	225,050	143,544	146,418
461110	Inv Earn-Residual Cash	467,213	0	0	0
461320	Unreald Gns/Losses-Inv Gasb31	(139,052)	0	0	0
462190	Other Equip/Vehicle Rentals - Non-City	18,197	21,292	16,583	16,583
462250	Vehicle Equipment Leases - Non-City	660,069	799,376	762,091	795,778
469990	Other Miscellaneous Revenues	30,180	0	0	0

Fleets & Facilities

2005 - 2006 Estimated Revenues for the Fleets & Facilities Fund

Summit Code	Source	2003 Actuals	2004 Adopted	2005 Proposed	2006 Proposed
485400	Gain(Loss)-Disposition Fixed Assets	(497,664)	0	0	0
541960	IF Personnel Service Charges	14,271	0	0	0
544300	IF Vehicle & Equipment Repair Charges	7,003,233	5,274,645	8,175,179	8,338,683
544500	Fuel Traps - City Light	0	300,000	0	0
544500	Fuel Traps - GF	0	120,000	0	0
544500	Fuel Traps - SPU	0	112,500	0	0
544500	IF Fuel Sales	3,384,937	4,104,240	3,690,913	3,767,634
562150	IF Motor Pool Rental Charges	329,737	509,345	407,550	407,550
562250	IF Vehicle Equipment Leases	19,560,613	21,632,358	18,214,512	18,880,207
569990	IF Other Miscellaneous Revenue	171,694	0	0	0
569999	Misc Reimb Adj - Rebates	(210,600)	0	0	0
587001	Oper Tr In - GF	450,000	0	0	0
641490	INTRAF Administrative Fees & Charges	1,417,632	0	0	0
644300	INTRAF Vehicle & Equip Repair Charges	8,264,616	3,187,179	80,888	82,505
644400	INTRAF Sales Of Parts	4,676,143	7,434,595	0	0
644500	INTRAF Fuel Sales	83,040	100,383	24,985	25,485
662150	INTRAF Motor Pool Rental Charges	87,120	54,061	85,892	85,892
662250	INTRAF Vehicle Equipment Lease	642,298	745,697	240,324	245,500
669990	INTRAF Other Misc Revenues	700	0	0	0
Total A2000 - Fleet Services Budget Control Level		30,500,266	33,287,318	31,876,532	32,369,227
	Change in Working Capital	(7,752,364)	(6,323,265)	0	0
	Operating Fund Transfer to City Light	0	22,011	0	0
	Operating Fund Transfer to DCLU	0	5,782	0	0
	Operating Fund Transfer to General Subfund	0	(220,187)	0	0
	Operating Fund Transfer to Retirement	0	234	0	0
	Operating Fund Transfer to SDOT	0	23,614	0	0
	Operating Fund Transfer to SPU	0	35,682	0	0
	Use of / Contribution to Fund Balance	0	0	3,069,049	3,069,049
441129	Warehousing Charges - Non-City	0	68,318	6,987	0
441630	Photocopy Services - Non-City	13	0	0	0
441930	Custodial/Janitorial/Security/Maintenance - Non-City	0	5,000	5,000	5,000
441990	Other General Govtl Svc Fees	6,165	0	0	0
442830	Mail Messenger Charges - Non-City	1,806	2,134	0	0
461110	Inv Earn-Residual Cash	245,772	0	0	0
461320	Unreald Gns/Losses-Inv Gasb31	(75,063)	0	0	0
462300	Parking Fees - Non-City	949,208	1,346,568	947,818	956,872
462500	Bldg/Other Space Rental Charge - Private	772,574	269,474	264,416	264,468

Fleets & Facilities

2005 - 2006 Estimated Revenues for the Fleets & Facilities Fund

Summit Code	Source	2003 Actuals	2004 Adopted	2005 Proposed	2006 Proposed
462500	Bldg/Other Space Rental Charge - Private PK 90/5	0	0	1,149,975	1,043,703
462500	Bldg/Other Space Rental Charge - Private SMT	0	0	7,678,536	5,786,766
469970	Telephone Commission Revenues	1,303	0	0	0
469990	Other Miscellaneous Revenues	93,272	0	0	0
485400	Gain(Loss)-Disposition Fixed Assets	(17,567)	0	0	0
541490	IF Administrative Fees & Charges	171,536	0	0	0
541921	IF Property Management Svc Charges	83,291	0	0	0
541930	IF Custodial/Janitorial/Security/Maintenance	1,033,435	595,000	600,000	600,000
542830	IF Mail Messenger Charges	79,800	0	0	0
542831	IF Mail Messenger Charges - City Light	0	17,100	84,827	86,246
542831	IF Mail Messenger Charges - DCLU	0	10,800	8,090	8,489
542831	IF Mail Messenger Charges - GF	0	74,464	250,376	273,681
542831	IF Mail Messenger Charges - Retirement	0	1,900	0	52
542831	IF Mail Messenger Charges - SDOT	0	22,500	22,170	23,769
542831	IF Mail Messenger Charges - SPU	0	31,900	23,306	29,983
543210	IF Architect/Engineering Svc Charges	882	0	0	0
548921	IF Warehousing Charges - City Light	0	162,792	133,025	161,840
548921	IF Warehousing Charges - DCLU	0	41,772	76,677	58,373
548921	IF Warehousing Charges - Departments	0	663,656	753,122	761,143
548921	IF Warehousing Charges - GF	0	14,322	61,375	62,512
548921	IF Warehousing Charges - Retirement	0	2,245	2,551	2,501
548921	IF Warehousing Charges - SDOT	0	28,010	37,837	51,146
548921	IF Warehousing Charges - SPU	0	134,392	135,655	139,633
562300	IF Parking Fees	473,116	469,280	529,783	534,844
562500	IF Building/Other Space Rental	20,202,788	0	0	0
562510	IF Alloc Rent-Bldg/Other Space	0	22,940,741	16,267,492	17,591,407
562510	IF Alloc Rent-Bldg/Other Space - SCL	0	0	3,371,652	3,726,874
562510	IF Alloc Rent-Bldg/Other Space - SDOT	0	15,000	15,000	15,000
569990	IF Other Miscellaneous Revenue	464	0	0	0
569999	Misc Reimb Adj - Rebates	(223,000)	0	0	0
587001	MOB/SymphHall/HsingProj/Small Dept - GF	1,238,424	940,117	1,149,235	1,225,188
587001	Oper Tr In - GF	126,308	430,915	0	0
641930	INTRAF Custodial/Janitorial/Security/Maintenance	6,149,610	4,474,177	0	0
648921	INTRAF Warehousing Charges	0	243,400	40,860	40,860
662300	INTRAF Parking Fees	103,640	0	103,429	104,417
662510	INTRAF Bldg/Other Space Rental	1,376,850	1,256,667	1,001,087	1,377,539

Fleets & Facilities

2005 - 2006 Estimated Revenues for the Fleets & Facilities Fund

Summit Code	Source	2003 Actuals	2004 Adopted	2005 Proposed	2006 Proposed
Total A3000 - Facility Services Budget Control Level		25,042,262	27,806,515	37,789,330	38,001,355
	Change in Working Capital	(906,018)	(1,092,254)	0	0
	Operating Fund Transfer to City Light	0	(111,293)	0	0
	Operating Fund Transfer to DCLU	0	(29,235)	0	0
	Operating Fund Transfer to General Subfund	0	(134,459)	0	0
	Operating Fund Transfer to Retirement	0	(1,184)	0	0
	Operating Fund Transfer to SDOT	0	(119,399)	0	0
	Operating Fund Transfer to SPU	0	(180,419)	0	0
	Use of / Contribution to Fund Balance	0	(8,105)	0	0
441610	Word Proc/Printing/Dupl Svc Fees	211,803	0	0	0
441630	Photocopy Services - Non-City	241,394	0	0	0
469990	Other Miscellaneous Revenues	129,813	0	0	0
485400	Gain(Loss)-Disposition Fixed Assets	(7,096)	0	0	0
541490	IF Administrative Fees & Charges	10,728	0	0	0
541610	IF Word Proc/Printing/Duplicating	729,316	1,069,335	0	0
541630	IF Photocopy Services	1,388,505	1,990,889	0	0
541921	IF Property Management Svc Charges	876,689	0	0	0
541921	IF Property Mgmt Svc Charge	0	247,689	194,120	192,784
541921	IF Property Mgmt Svc Charge - CIP	0	160,000	301,062	202,098
541921	IF Property Mgmt Svc Charge - City Light	0	246,641	251,982	279,680
541921	IF Property Mgmt Svc Charge - SDOT	0	130,172	138,590	153,824
541921	IF Property Mgmt Svc Charge - SPU	0	130,172	125,991	139,840
543210	IF Architect/Engineering Svc Charges	2,500,908	2,668,983	2,204,324	2,256,226
569990	IF Other Miscellaneous Revenue	855,320	1,302,956	0	0
569999	Misc Reimb Adj - Rebates	(114,800)	0	0	0
587001	Oper Tr In - GF / Property Mgmt Svcs - GF	991,793	1,039,899	902,598	987,490
641490	INTRAF Administrative Fees & Charges	43,953	0	0	0
641610	INTRAF Word Proc/Printing/Duplicating	14,233	30,861	0	0
641630	INTRAF Photocopy Services	37,333	14,900	0	0
643210	INTRAF Architect/Engineering Svc	54,480	0	0	0
669990	INTRAF Graphic Services	0	20,549	0	0
Total A3100 - Technical Services Budget Control Level		7,058,354	7,376,698	4,118,667	4,211,942
Total Revenues		65,173,005	71,457,562	76,832,433	77,718,903

Capital Improvement Program Highlights

The Fleets & Facilities Department's Capital Improvement Program (CIP) addresses general government facilities, e.g., the City's core public safety facilities, which include 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 that are owned by the City.

The CIP outlines the Department's plan for maintaining, renovating, replacing, and adding to this extensive inventory of buildings. FFD's CIP is financed by a variety of revenue sources, including the City's General Subfund, Cumulative Reserve Subfund, 2003 Fire Facilities and Emergency Levy, Limited Tax General Obligation Bonds, the Neighborhood Matching Subfund, and insurance proceeds. In 2005, FFD's CIP includes a new initiative to enhance the City's efforts to preserve general government facility assets. New funding, collected primarily through facility space rent charges levied on City departments, provides for projects intended to preserve or extend the useful life and operational capacity of FFD-managed facilities.

While FFD's CIP includes scores of projects, three major initiatives are especially noteworthy. First, the 2003 Fire Facilities and Emergency Response Levy provides approximately \$160 million in property tax proceeds over a nine-year period. Along with approximately \$30 million from other fund sources, the Levy provides funding to support 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 and 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 undertake multi-year contracts. In conjunction with the Fire Station 10 replacement project, the Proposed CIP allocates \$2.3 million of new funding toward the construction of a hygiene and homeless services center in South downtown. An additional reserve of \$900,000 is provided in Finance General for the hygiene center and fire facilities.

Second, in 2005 FFD begins to implement a new Asset Preservation Program. This program provides funding to enhance the City's efforts to preserve general government assets. For the 2005-2006 biennium, \$5.8 million is appropriated for asset preservation projects. Planned work ranges from the replacement of floor slabs and drainage at the Charles Street Maintenance Facility to the renovation of elevators at Seattle Municipal Tower.

Third, this year's FFD CIP includes three new projects that provide City funding to supplement other sources of capital for new or redeveloped facilities for the Asian Counseling and Referral Service, the African American Heritage Museum at the former Colman School, and the Wing Luke Asian Museum. All three projects are proposed to receive City funding during the 2005-06 biennium contingent upon agreements between the City and the respective non-profit agencies.

For capital projects receiving Community Development Block Grant (CDBG) funds, those funds are appropriated in the CDBG section of the budget.

Capital Improvement Program Appropriation

Budget Control Level	2005 Proposed	2006 Proposed
Asset Preservation - City Hall: A1AP1		
Cumulative Reserve Subfund, Asset Preservation Account - Fleets and Facilities	250,000	0
Subtotal	250,000	0

Fleets & Facilities

Capital Improvement Program Highlights

	2005 Proposed	2006 Proposed
Budget Control Level		
Asset Preservation - Fire Stations: A1AP6		
Cumulative Reserve Subfund, Asset Preservation Account - Fleets and Facilities	200,000	200,000
Subtotal	200,000	200,000
Asset Preservation - Seattle Justice Center: A1AP3		
Cumulative Reserve Subfund, Asset Preservation Account - Fleets and Facilities	150,000	0
Subtotal	150,000	0
Asset Preservation - Seattle Municipal Tower: A1AP2		
Cumulative Reserve Subfund, Asset Preservation Account - Fleets and Facilities	1,600,000	2,025,000
Subtotal	1,600,000	2,025,000
Asset Preservation - Shops and Yards - Fleets: A1AP4		
Cumulative Reserve Subfund, Asset Preservation Account - Fleets and Facilities	630,000	665,000
Subtotal	630,000	665,000
Asset Preservation - Shops and Yards - Shops: A1AP5		
Cumulative Reserve Subfund, Asset Preservation Account - Fleets and Facilities	80,000	0
Subtotal	80,000	0
Charles Street Maintenance Facility - Vactor Building: A51679		
2002B LTGO Capital Project Fund	(235,000)	0
Cumulative Reserve Subfund - REET I Subaccount	(840,000)	0
Cumulative Reserve Subfund - Unrestricted Subaccount	(25,000)	0
Subtotal	(1,100,000)	0
Chief Seattle Fireboat Rehabilitation: A1FL402		
2003 Fire Facilities Subfund	0	2,700,000
Subtotal	0	2,700,000
Fire Station 02: A1FL102		
2003 Fire Facilities Subfund	0	5,635,000
Cumulative Reserve Subfund - REET I Subaccount	0	1,059,000
Subtotal	0	6,694,000
Fire Station 17: A1FL117		
2003 Fire Facilities Subfund	0	3,514,000
Cumulative Reserve Subfund - REET I Subaccount	0	589,000
Subtotal	0	4,103,000

Fleets & Facilities

Capital Improvement Program Highlights

	2005 Proposed	2006 Proposed
Budget Control Level		
Fire Station 28: A1FL128		
2003 Fire Facilities Subfund	0	5,373,000
Cumulative Reserve Subfund - REET I Subaccount	0	901,000
Subtotal	0	6,274,000
Fire Station 31: A1FL131		
2003 Fire Facilities Subfund	0	2,122,000
Subtotal	0	2,122,000
Fire Station Renovations: A51542		
Cumulative Reserve Subfund - REET I Subaccount	(1,100,000)	381,000
Subtotal	(1,100,000)	381,000
Fire Stations - Land Acquisition: A1FL101		
Cumulative Reserve Subfund - REET I Subaccount	2,500,000	0
Subtotal	2,500,000	0
Garden of Remembrance: A51647		
Cumulative Reserve Subfund - Unrestricted Subaccount	20,000	20,000
Subtotal	20,000	20,000
General Government Facilities - Community-Based: A1GM2		
Cumulative Reserve Subfund - REET I Subaccount	100,000	0
Cumulative Reserve Subfund - Unrestricted Subaccount	0	2,619,000
Subtotal	100,000	2,619,000
General Government Facilities - General: A1GM1		
Cumulative Reserve Subfund - REET I Subaccount	0	70,000
Cumulative Reserve Subfund - Unrestricted Subaccount	155,000	0
Subtotal	155,000	70,000
Joint Training Facility: A1FL202		
2002B LTGO Capital Project Fund	235,000	0
2003 Fire Facilities Subfund	3,400,000	0
Cumulative Reserve Subfund - REET I Subaccount	2,125,000	0
Cumulative Reserve Subfund - Unrestricted Subaccount	25,000	0
Subtotal	5,785,000	0
Large Fireboat Replacement: A1FL401		
2003 Fire Facilities Subfund	8,924,000	0
Subtotal	8,924,000	0
Preliminary Studies and Engineering: A17071		
Cumulative Reserve Subfund - Unrestricted Subaccount	(95,000)	0
Subtotal	(95,000)	0

Fleets & Facilities

Capital Improvement Program Highlights

	2005 Proposed	2006 Proposed
Budget Control Level		
Public Safety Facilities - Police: A1PS1		
Cumulative Reserve Subfund - REET I Subaccount	1,020,000	40,000
Cumulative Reserve Subfund - Unrestricted Subaccount	0	80,000
Subtotal	1,020,000	120,000
South Downtown Hygiene & Homeless Services Center: A1OTH01		
Cumulative Reserve Subfund - Unrestricted Subaccount	1,000,000	1,300,000
Subtotal	1,000,000	1,300,000
Total Capital Improvement Program Appropriation	20,119,000	29,293,000

Office of Hearing Examiner

Sue Tanner, Hearing Examiner

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

Department Description

The Office of Hearing Examiner is Seattle's forum for reviewing questions of administrative law regarding the correct application of City code provisions. As authorized by the Seattle Municipal Code, the Office conducts hearings and decides appeals in cases where residents disagree with a decision made by a City agency. Many of the matters considered by the Hearing Examiner are related to land use and environmental decisions made by the Department of Planning and Development. The Hearing Examiner also makes recommendations to the City Council on rezone petitions, major institution master plans, and other Council land use actions.

The Hearing Examiner serves as the City's administrative law judge and regulates the conduct of hearings, preparing decisions and recommendations based upon the hearing record and applicable law. The Hearing Examiner appoints Deputy Hearing Examiners to conduct hearings and to exercise the Office's decision-making authority. The Seattle Municipal 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 and paralegals to assist with hearings and provide information to the public.

Proposed Policy and Program Changes

The Office of Hearing Examiner's 2005-2006 Proposed Budget reflects reductions in administrative expenses to meet required reduction targets. However, as a possible offset to some of these reductions, the Office is pursuing contracting out its services to local jurisdictions in order to bring in fee revenues. Although the department anticipates that the first contract will be signed in 2005, projected revenues are not reflected in the 2005-2006 Proposed Budget. When an inter-local contract is signed, the Office will request additional budget authority.

Hearing Examiner

Appropriations	Summit Code	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
Office of Hearing Examiner Budget Control Level	V1X00	454,964	492,718	482,532	474,668
Department Total		454,964	492,718	482,532	474,668
Department Full-time Equivalents Total*		4.70	4.90	4.90	4.50

**FTE totals provided for information purposes only. Authorized positions are reflected in the Position List Appendix.*

Resources	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
General Subfund	454,964	492,718	482,532	474,668
Department Total	454,964	492,718	482,532	474,668

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 over 50 subject areas) and to issue decisions and recommendations consistent with applicable ordinances.

Summary

As part of the Citywide reduction to the General Subfund in the first quarter of 2004, the Office of Hearing Examiner is reduced by \$9,000.

Reduce administrative costs by approximately \$13,000, including reductions in office supplies, software purchases, postage, office equipment maintenance, printing, training, professional services and temporary employee services. These reductions will reduce the level of printing and distribution of two publications: the Citizen Guide which informs the public on the City's hearing examiner process, and the Hearing Examiner Rules of Practice and Procedure which has not been updated since 1994.

In 2006, reduce approximately \$21,000 by making incremental reductions in 3 positions. These include reducing a .7 FTE Administrative Specialist 2 position to a .5 FTE Administrative Specialist 1 position, reducing the Paralegal position from 1 FTE to .9 FTE, and reducing the Deputy Hearing Examiner position from 1 FTE to .9 FTE. These changes will reduce the 5-person office from 4.9 FTE to 4.5 FTE.

Citywide adjustments to inflation assumptions increase the budget by \$13,000, for a net reduction from the 2004 Adopted Budget to the 2005 Proposed Budget of approximately \$10,000.

Expenditures/FTE	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
Office of Hearing Examiner	454,964	492,718	482,532	474,668
Full-time Equivalents Total*	4.70	4.90	4.90	4.50

**FTE totals provided for information purposes only. Authorized positions are reflected in the Position List Appendix.*

Department of Information Technology

Bill Schrier, Director & Chief Technology Officer

Contact Information

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Department Description

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

-coordinates strategic technology direction for the City, developing common standards, architectures, and business solutions to deliver City services more efficiently and effectively;

-builds and operates the City's corporate communications and computing assets, which include the City's telephone, radio and email systems, networks and servers; and

-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 make it easier for citizens to access government information and decision makers.

Proposed Policy and Program Changes

DoIT's 2005 Proposed Budget maintains a high level of customer service and provides communication systems and technology infrastructure to both City government and to the residents it serves. This budget reflects a reduction in DoIT's administrative support and technical expenses for such items as training and travel, contractor expenses, and overtime support. Consolidation of Citywide cellular telephone bill payment and software procurement improves management and tracking, and provides a more stable base from which to negotiate future contract rates. An increase in the cable franchise fee from 2.5% to 3.5% yields an additional \$1 million in Cable TV Subfund revenue. This revenue is used to fund new internet democracy outreach and internet security projects, such as SeaStat, a project to serve Seattle's citizens by reporting on City services through a neighborhood mapping web application; and Web Transaction Security, providing a more secure environment for online electrical permits, B&O tax filing, utility account self-management and payment, and class registration. In addition, part of the revenue generated from the fee increase will replace General Subfund contribution to programs that use technology to facilitate resident access to government, consistent with Resolution 30379. Democracy Portal programs are also expanded through reallocating funds within the Seattle Channel's budget.

Information Technology

Appropriations	Summit Code	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
Finance and Administration Budget Control Level	D1100	1,783,788	2,264,250	2,176,101	2,219,622
Office of Electronic Communications Budget Control Level					
Citywide Web Team		760,602	778,166	1,522,896	1,177,192
Community Technology		465,298	478,041	744,728	645,862
Office of Cable Communications		965,604	1,113,144	1,232,012	509,803
Seattle Channel		1,779,124	1,764,043	1,880,089	1,885,924
Office of Electronic Communications Budget Control Level	D4400	3,970,628	4,133,394	5,379,725	4,218,781
Technology Infrastructure Budget Control Level					
Communications Shop		1,310,126	1,319,306	1,347,590	1,378,833
Data Center Services		3,865,758	4,487,540	4,709,993	4,605,335
Data Network Services		2,275,823	3,058,597	3,157,324	3,209,126
Distributed Personal Computing Services		2,092,617	2,193,509	2,154,251	2,208,916
Enterprise Messaging and Directory Services		266,969	347,734	399,045	407,199
NetWare and NT Servers Services		1,340,964	1,436,718	1,665,685	1,703,280
Radio Network		2,363,696	1,365,497	1,382,571	1,395,891
Service Desk		960,801	862,209	700,043	718,645
Technology Engineering and Project Management		1,438,694	2,760,552	2,851,441	2,894,811
Telephone Services		7,605,197	7,607,914	8,101,640	8,302,611
Warehouse		1,104,544	441,517	469,992	480,573
Technology Infrastructure Budget Control Level	D3300	24,625,189	25,881,093	26,939,575	27,305,220
Technology Leadership and Governance Budget Control Level					
Citywide Technology Leadership and Governance		1,150,680	1,484,459	1,329,228	1,357,739
Law, Safety and Justice		26	22,574	22,793	22,970
Technology Leadership and Governance Budget Control Level	D2200	1,150,705	1,507,033	1,352,021	1,380,709
Department Total		31,530,311	33,785,770	35,847,422	35,124,332
Department Full-time Equivalents Total*		174.00	190.50	191.50	191.50

**FTE totals provided for information purposes only. Authorized positions are reflected in the Position List Appendix.*

Information Technology

Resources	2003	2004	2005	2006
	Actual	Adopted	Proposed	Proposed
General Subfund	3,061,733	2,967,901	2,413,300	2,457,205
Other	28,468,578	30,817,869	33,434,122	32,667,127
Department Total	31,530,311	33,785,770	35,847,422	35,124,332

Selected Midyear Performance Measures

Inform and engages residents in the governmental, civic, and cultural affairs of Seattle through compelling use of television, internet, and other media

Average number of videostreams viewed per month

2003 Year End Actuals 13,000 livestream views and 3,970 archived video views

2004 Midyear Actuals 20,000 livestream views

2004 Year End Projections 21,000 livestream views

Number of Web page views on average per month

2003 Year End Actuals 2,696,238

2004 Midyear Actuals 2,743,062

2004 Year End Projections 2,750,000

DoIT will continue to provide information technology support that underlies many of the City government's day-to-day operations, including the telephone system, public safety radio network, computer center, and the central electronic mail system

Availability of Computer Center (production systems)

2003 Year End Actuals 99.9%

2004 Midyear Actuals 100.0%

2004 Year End Projections 98%

Availability of internet connection

2003 Year End Actuals 99.95%

2004 Midyear Actuals 99.96%

2004 Year End Projections 99.00%

Availability of Radio Network

2003 Year End Actuals 99.97%

2004 Midyear Actuals 100.00%

2004 Year End Projections 100.00%

Availability of Telephone Services System

2003 Year End Actuals 99.98%

2004 Midyear Actuals 99.97%

2004 Year End Projections 99.80%

Availability of Electronic Mail

2003 Year End Actuals 99.00%

2004 Midyear Actuals 99.30%

2004 Year End Projections 99.10%

Availability of data backbone

2003 Year End Actuals 99.96%

2004 Midyear Actuals 99.98%

2004 Year End Projections 99.50%

The Technology Leadership and Governance program helps the City to acquire cost-effective technology, implement technology systems with quality, and avoid costly technology diversity

Number of Citywide software procurement agreements successfully created or renewed

2003 Year End Actuals N/A - new measure

2004 Midyear Actuals three agreements completed

2004 Year End Projections eight agreements completed

Selected Midyear Performance Measures

Number of strategic plans or studies completed

2003 Year End Actuals	N/A - new measure
2004 Midyear Actuals	four
2004 Year End Projections	eight

Number of reviews of important IT projects completed

2003 Year End Actuals	N/A - new measure
2004 Midyear Actuals	41
2004 Year End Projections	70

Number of IT projects with ongoing CTO oversight: quality assurance, milestone reviews or monthly dashboard reports

2003 Year End Actuals	N/A - new measure
2004 Midyear Actuals	17
2004 Year End Projections	30

Number of IT technicians trained with Department of Labor H-1B grant funds

2003 Year End Actuals	N/A - new measure
2004 Midyear Actuals	218
2004 Year End Projections	300

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.

Summary

Eliminate 1.0 FTE Management Systems Analyst, Supervisor for a reduction of \$101,000. Reduce administrative expenses by \$119,000. Transfer in 1.0 FTE Computer Operator, Lead from Data Center Services as a Personnel Specialist, Assistant for an increase of \$83,000. Transfer in 1.0 FTE Office/Maintenance Aide from the Personnel Department as an administrative action to reflect current deployment of the employees in this program.

Citywide adjustments to inflation assumptions increase the budget by \$49,000, for a net decrease from the 2004 Adopted Budget to the 2005 Proposed Budget of approximately \$88,000.

Expenditures/FTE	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
Finance and Administration	1,783,788	2,264,250	2,176,101	2,219,622
Full-time Equivalents Total*	18.00	18.00	19.00	19.00

**FTE totals provided for information purposes only. Authorized positions are reflected in the Position List Appendix.*

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	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
Citywide Web Team	760,602	778,166	1,522,896	1,177,192
Community Technology	465,298	478,041	744,728	645,862
Office of Cable Communications	965,604	1,113,144	1,232,012	509,803
Seattle Channel	1,779,124	1,764,043	1,880,089	1,885,924
Total	3,970,628	4,133,394	5,379,725	4,218,781
Full-time Equivalents Total *	26.00	27.00	32.00	32.00

**FTE totals provided for information purposes only. Authorized positions are reflected in the Position List Appendix.*

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

Transfer in 1.0 FTE Strategic Advisor II, Information Technology and 1.0 FTE Executive Assistant from Citywide Technology Leadership and Governance to more accurately reflect existing work on Citywide web activities. Along with other salary and benefit adjustments, this increases the budget by \$184,000. Add \$420,000 to the budget for a one-time capital purchase of equipment, including an overdue scheduled server replacement and infrastructure necessary to provide security for web transactions such as utility bill and tax payments. Add \$124,000 in supplies and services to maintain current services such as renewal of the multi-year contract for the web search engine and annual maintenance costs for the web content management system and video streaming licenses. The Web Team will be funded entirely from the cable franchise fee.

Citywide adjustments to inflation assumptions increase the budget by \$17,000, for a net increase from the 2004 Adopted Budget to the 2005 Proposed Budget of approximately \$745,000.

Expenditures/FTE	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
Citywide Web Team	760,602	778,166	1,522,896	1,177,192
Full-time Equivalents Total*	6.25	6.25	8.25	8.25

**FTE totals provided for information purposes only. Authorized positions are reflected in the Position List Appendix.*

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

Add \$225,000 for SeaStat, a new web application that will display selected department metrics and information, and other City resources at the local community level, both in the tabular and geographic map forms. To staff this project, add 1.0 FTE Strategic Advisor II and 1.0 FTE Information Technology Professional B. Add \$60,000 to provide wireless connectivity in four City parks. Transfer TES budget to Personnel Services to cover 1.0 FTE Planning & Development Specialist I, authorized mid-year, and adjust other salaries and benefits for a reduction of \$27,000.

Citywide adjustments to inflation assumptions increase the budget by \$9,000, for a net increase from the 2004 Adopted Budget to the 2005 Proposed Budget of approximately \$267,000.

	2003	2004	2005	2006
Expenditures/FTE	Actual	Adopted	Proposed	Proposed
Community Technology	465,298	478,041	744,728	645,862
Full-time Equivalents Total*	2.25	2.25	5.25	5.25

**FTE totals provided for information purposes only. Authorized positions are reflected in the Position List Appendix.*

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

Add \$40,000 for the Broadband Telecommunications Task Force, a Council/Mayor initiative to study the need for widespread WiFi and other broadband technology feasibility in the City. Increase the budget by \$50,000 to fund technical analysis of the City's upcoming cable franchise renewal. Adjustments to salaries, benefits and other items increase the budget by \$9,000. The budget includes \$662,000 for the Seattle Community Access Network to operate public access TV in 2005; funding for 2006 is dependent on upcoming franchise negotiations and is not included in this budget.

Citywide adjustments to inflation assumptions increase the budget \$20,000 for a net increase from the 2004 Adopted Budget to the 2005 Proposed Budget of approximately \$119,000.

	2003	2004	2005	2006
Expenditures/FTE	Actual	Adopted	Proposed	Proposed
Office of Cable Communications	965,604	1,113,144	1,232,012	509,803
Full-time Equivalents Total*	4.25	4.25	4.25	4.25

**FTE totals provided for information purposes only. Authorized positions are reflected in the Position List Appendix.*

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

Add \$40,000 to purchase emergency response equipment for the Seattle Channel, enabling a channel override in times of emergency or disaster. Increase the budget by \$30,000 to fund the Video Voters Guide transferred from Ethics & Elections. Add \$9,000 for camera, monitor, and other equipment replacement. Efficiencies gained by implementing the new digital playback system and reallocating funds from equipment and supplies enables the Seattle Channel to increase programming for the Democracy Portal.

Citywide adjustments to inflation assumptions increase the budget by \$37,000, for a net increase from the 2004 Adopted Budget to the 2005 Proposed Budget of approximately \$116,000.

Expenditures/FTE	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
Seattle Channel	1,779,124	1,764,043	1,880,089	1,885,924
Full-time Equivalents Total*	13.25	14.25	14.25	14.25

**FTE totals provided for information purposes only. Authorized positions are reflected in the Position List Appendix.*

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	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
Communications Shop	1,310,126	1,319,306	1,347,590	1,378,833
Data Center Services	3,865,758	4,487,540	4,709,993	4,605,335
Data Network Services	2,275,823	3,058,597	3,157,324	3,209,126
Distributed Personal Computing Services	2,092,617	2,193,509	2,154,251	2,208,916
Enterprise Messaging and Directory Services	266,969	347,734	399,045	407,199
NetWare and NT Servers Services	1,340,964	1,436,718	1,665,685	1,703,280
Radio Network	2,363,696	1,365,497	1,382,571	1,395,891
Service Desk	960,801	862,209	700,043	718,645
Technology Engineering and Project Management	1,438,694	2,760,552	2,851,441	2,894,811
Telephone Services	7,605,197	7,607,914	8,101,640	8,302,611
Warehouse	1,104,544	441,517	469,992	480,573
Total	24,625,189	25,881,093	26,939,575	27,305,220
Full-time Equivalents Total *	117.00	131.00	128.00	128.00

**FTE totals provided for information purposes only. Authorized positions are reflected in the Position List Appendix.*

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

There are no substantive changes from the 2004 Adopted Budget.

Citywide adjustments to inflation assumptions increase the budget by \$28,000, for a net increase from the 2004 Adopted Budget to the 2005 Proposed Budget of approximately \$28,000.

Expenditures/FTE	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
Communications Shop	1,310,126	1,319,306	1,347,590	1,378,833
Full-time Equivalents Total*	11.00	11.00	11.00	11.00

**FTE totals provided for information purposes only. Authorized positions are reflected in the Position List Appendix.*

Technology Infrastructure: Data Center Services

Purpose Statement

The purpose of the Data Center 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

Eliminate 1.0 FTE Manager I for a reduction of \$97,000. Eliminating this position will result in increased wait time for filling Moves, Adds and Changes (MAC) orders.

Eliminate 1.0 FTE Computer Operations Supervisor for a savings of \$73,000.

Transfer out 1.0 FTE Computer Operator, Lead to Finance and Administration for a reduction of \$83,000.

Transfer in 0.5 FTE Strategic Advisor 2 from Technology Engineering and Project Management for an increase of \$49,000.

Increase the budget by \$396,000 to accommodate changes in the Consolidated Server Room (CSR). The CSR 2003-2004 budget contained only principal and interest payments for the build out of the facility. The 2005 Proposed Budget includes operating expenses such as electrical costs for servers in the facility, generator maintenance, backup and data recovery, and facility management costs.

Citywide adjustments to inflation assumptions increase the budget by \$30,000, for a net increase from the 2004 Adopted Budget to the 2005 Proposed Budget of approximately \$222,000.

Expenditures/FTE	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
Data Center Services	3,865,758	4,487,540	4,709,993	4,605,335
Full-time Equivalents Total*	21.50	21.50	19.00	19.00

**FTE totals provided for information purposes only. Authorized positions are reflected in the Position List Appendix.*

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

Increase the budget by \$114,000 and 1.0 FTE Information Technology Professional B to provide ongoing maintenance and support for a new Web Transaction Security Infrastructure, which will provide a more secure environment for online electric permits, B&O tax filing, utility account self-management and payment, and registration for classes offered by the Parks department. Web Transaction Security Infrastructure increases are split between Data Network Services and Netware and NT Server Services.

Reductions in overtime decrease the budget by \$50,000.

Citywide adjustments to inflation assumptions increase the budget by \$35,000, for a net increase from the 2004 Adopted Budget to the 2005 Proposed Budget of approximately \$99,000.

	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
Expenditures/FTE				
Data Network Services	2,275,823	3,058,597	3,157,324	3,209,126
Full-time Equivalents Total*	11.50	11.50	12.50	12.50

**FTE totals provided for information purposes only. Authorized positions are reflected in the Position List Appendix.*

Technology Infrastructure: Distributed Personal Computing Services

Purpose Statement

The purpose of the Distributed Personal Computing 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

Consolidate procurement functions in the Department, resulting in the elimination of 1.0 FTE Information Technology Systems Analyst for a budget reduction of \$89,000. As a result of a contractor conversion, transfer 1.0 FTE Information Technology Professional B position to the Service Desk, where it was originally budgeted. Transfer 1.0 FTE unbudgeted Information Technology Professional B to Technology Engineering and Project Management, where it will be funded by special projects.

Citywide adjustments to inflation assumptions increase the budget by \$50,000, for a net decrease from the 2004 Adopted Budget to the 2005 Proposed Budget of approximately \$39,000.

	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
Expenditures/FTE				
Distributed Personal Computing Services	2,092,617	2,193,509	2,154,251	2,208,916
Full-time Equivalents Total*	21.00	25.00	22.00	22.00

**FTE totals provided for information purposes only. Authorized positions are reflected in the Position List Appendix.*

Information Technology

Technology Infrastructure: Enterprise Messaging and Directory Services

Purpose Statement

The purpose of the Enterprise Messaging and Directory Services program is to provide, operate, and maintain an infrastructure for email, 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

Increase server replacement capital for an increase to the budget of \$44,000.

Citywide adjustments to inflation assumptions increase the budget by \$7,000, for a net increase from the 2004 Adopted Budget to the 2005 Proposed Budget of approximately \$51,000.

	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
Expenditures/FTE				
Enterprise Messaging and Directory Services	266,969	347,734	399,045	407,199
Full-time Equivalents Total*	2.50	2.50	2.50	2.50

**FTE totals provided for information purposes only. Authorized positions are reflected in the Position List Appendix.*

Technology Infrastructure: NetWare and NT Servers Services

Purpose Statement

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

Program Summary

Increase the budget by \$114,000 and 1.0 FTE Information Technology Professional B to provide ongoing maintenance and support for a new Web Transaction Security Infrastructure, which will provide a more secure environment for online electric permits, B&O tax filing, utility account self-management and payment, and registration for classes offered by the Parks department. Web Transaction Security Infrastructure increases are split between Netware and NT Server Services and Data Network Services.

Increase the budget by \$101,000 for contractor conversions.

Citywide adjustments to inflation assumptions increase the budget by \$14,000, for a net increase from the 2004 Adopted Budget to the 2005 Proposed Budget of approximately \$229,000.

	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
Expenditures/FTE				
NetWare and NT Servers Services	1,340,964	1,436,718	1,665,685	1,703,280
Full-time Equivalents Total*	9.50	13.50	14.50	14.50

**FTE totals provided for information purposes only. Authorized positions are reflected in the Position List Appendix.*

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 program changes from the 2004 Adopted Budget.

Citywide adjustments to inflation assumptions increase the budget by \$17,000.

Expenditures/FTE	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
Radio Network	2,363,696	1,365,497	1,382,571	1,395,891
Full-time Equivalents Total*	1.00	1.00	1.00	1.00

**FTE totals provided for information purposes only. Authorized positions are reflected in the Position List Appendix.*

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

Eliminate 2.0 FTE Information Technology System Analysts for a reduction of \$169,000. This reduction leaves 2.0 FTEs to staff the service desk, cutting remote response and support, and decreasing the ability of service desk staff to resolve issues over the phone. As a result of a contractor conversion, transfer in 1.0 FTE Information Technology Professional B position from Distributed Personal Computing Services. Funding for this position is already included in the Service Desk. Changes in funding sources, transfer of Professional Services to Personnel Services for contractor conversions, and travel and training adjustments decrease the budget by \$10,000.

Citywide adjustments to inflation assumptions increase the budget by \$17,000, for a net decrease from the 2004 Adopted Budget to the 2005 Proposed Budget of approximately \$162,000.

Expenditures/FTE	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
Service Desk	960,801	862,209	700,043	718,645
Full-time Equivalents Total*	6.00	8.00	7.00	7.00

**FTE totals provided for information purposes only. Authorized positions are reflected in the Position List Appendix.*

Information Technology

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

Transfer out 0.5 FTE Strategic Advisor 2 to Data Center Services, reducing the budget by \$49,000. Transfer in 1.0 FTE Information Technology Professional B from Distributed Personal Computing Services, increasing the budget by \$94,000.

Citywide adjustments to inflation assumptions increase the budget by \$46,000, for a net increase from the 2004 Adopted Budget to the 2005 Proposed Budget of approximately \$91,000.

Expenditures/FTE	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
Technology Engineering and Project Management	1,438,694	2,760,552	2,851,441	2,894,811
Full-time Equivalents Total*	5.50	5.50	6.00	6.00

**FTE totals provided for information purposes only. Authorized positions are reflected in the Position List Appendix.*

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

As part of the Citywide reduction to the General Subfund in the first quarter of 2004, the Telephone Services program is reduced by \$144,000 for salary and benefits savings associated with underfilling 1.0 FTE Executive Assistant and eliminating 1.0 FTE Information Technology Professional C and 1.0 FTE Information Technology Specialist.

Adjustments to salaries and benefits reduce the budget by \$78,000.

Redistribute allocations between the General Subfund and Other Funds by eliminating new Interactive Voice Response (IVR) application development and support of General Fund departments in the amount of \$25,000. Cable franchise fees will fund \$211,000 of costs for IVR services. Eliminate \$97,000 for professional IVR programming services.

Add \$356,000 to support 2.0 FTE Information Technology Professional B and 1.0 FTE Management Systems Analyst for 911 Outbound Dialing, a new community emergency notification system.

Transfer in spending authority in the amount of \$412,000 from individual departments in order to consolidate Citywide cellular telephone costs and payment.

Citywide adjustments to inflation assumptions increase the budget by \$45,000, for a net increase from the 2004 Adopted Budget to the 2005 Proposed Budget of approximately \$494,000.

Expenditures/FTE	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
Telephone Services	7,605,197	7,607,914	8,101,640	8,302,611
Full-time Equivalents Total*	23.50	26.50	27.50	27.50

**FTE totals provided for information purposes only. Authorized positions are reflected in the Position List Appendix.*

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

Salary and benefit adjustments increase the budget by \$20,000.

Citywide adjustments to inflation assumptions increase the budget by \$8,000, for a net increase from the 2004 Adopted Budget to the 2005 Proposed Budget of approximately \$28,000.

Expenditures/FTE	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
Warehouse	1,104,544	441,517	469,992	480,573
Full-time Equivalents Total*	4.00	5.00	5.00	5.00

**FTE totals provided for information purposes only. Authorized positions are reflected in the Position List Appendix.*

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	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
Citywide Technology Leadership and Governance	1,150,680	1,484,459	1,329,228	1,357,739
Law, Safety and Justice	26	22,574	22,793	22,970
Total	1,150,705	1,507,033	1,352,021	1,380,709
Full-time Equivalents Total *	13.00	14.50	12.50	12.50

**FTE totals provided for information purposes only. Authorized positions are reflected in the Position List Appendix.*

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

Transfer 1.0 FTE Strategic Advisor II and 1.0 FTE Executive Assistant to the Citywide Web Team for a savings of \$122,000. Reduce administrative expenses by \$65,000.

Citywide adjustments to inflation assumptions increase the budget by \$32,000, for a net decrease from the 2004 Adopted Budget to the 2005 Proposed Budget of approximately \$155,000.

Expenditures/FTE	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
Citywide Technology Leadership and Governance	1,150,680	1,484,459	1,329,228	1,357,739
Full-time Equivalents Total*	13.00	14.50	12.50	12.50

**FTE totals provided for information purposes only. Authorized positions are reflected in the Position List Appendix.*

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 2004 Adopted Budget.

Expenditures/FTE	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
Law, Safety and Justice	26	22,574	22,793	22,970

Information Technology

2005 - 2006 Estimated Revenues for the Information Technology Fund

Summit Code	Source	2003 Actuals	2004 Adopted	2005 Proposed	2006 Proposed
442810	IT Project Management -external	1,082,875	900,000	1,700,000	1,400,000
442810	Services - Communications Lease	164,963	124,569	115,935	117,410
442810	Services - Finance	0	0	46,477	48,229
442810	Services - Telephones	181,462	154,231	190,141	194,626
442850	Communication Maintenance & Repair	61,384	40,907	60,625	62,000
541490	Allocation - Consolidated Server Room	652,563	652,563	1,145,643	1,117,413
541490	Allocation - IT Computer Ctr	4,266,164	4,463,936	3,811,174	3,755,640
541490	Allocation - IT Service Desk	910,014	894,182	734,903	753,667
541490	Allocation - Radio Network Program	1,901,871	1,894,234	1,749,676	1,771,808
541490	Desktop Support	1,871,742	0	2,098,301	2,150,168
541490	Other Midyear Rebates	0	0	0	0
541490	Other Rebate	0	(132,746)	0	0
541490	Server Support	1,614,516	3,709,943	1,713,731	1,772,874
541490	Technology Allocation: DPD	186,472	170,757	623,892	612,261
541490	Technology Allocation: Retirement	36,721	36,578	14,778	14,436
541490	Technology Allocation: SDOT	413,809	413,660	468,732	477,484
541490	Technology Allocation: SPU	2,125,040	2,126,007	1,898,543	1,846,929
541490	Technology Allocation: SCL	2,413,721	2,412,417	2,218,732	2,149,505
541490	TV - Rates/Service Agreement	160,000	231,214	185,000	172,000
541810	IT Project Management	1,095,283	3,053,938	2,236,915	2,593,311
541810	Quality Assurance/Project Management (rates)	55,520	40,000	0	0
541810	Server Fees	0	16,505	0	0
541830	Network Services - Rates	784,461	1,132,205	922,967	932,735
542810	Comm Lease (Pagers)	152,364	186,903	192,515	194,877
542810	Telephone Services	6,847,192	7,419,005	7,900,112	7,960,776
542850	Comm. Maintenance & Repair	925,083	1,051,811	1,026,688	1,049,988
587001	Cable Comm - Cable Franchise	1,089,750	1,133,389	1,242,162	520,075
587001	Cable Fund Midyear Rebates	0	0	0	0
587001	Cable Fund Rebates	0	(45,362)	0	0
587001	Community Technology - Cable Franchise	653,957	525,900	768,968	670,466
587001	General Fund Midyear Rebates	0	0	0	0
587001	General Fund Rebates	0	(320,491)	0	0
587001	Listen Line B&C Room - Cable Franchise	0	12,283	0	0
587001	Small Department Allocation	0	0	268,503	274,577
587001	Small Department Allocation - Desktop	0	0	107,938	103,943
587001	Technology Allocation - CF displace GF	0	0	161,500	163,445
587001	Technology Allocation - GF	3,061,733	2,967,901	2,413,300	2,457,206
587001	Technology Allocation: CF displace GF	0	0	211,613	211,613
587001	TV SEA -Cable Franchise	1,445,120	1,605,625	1,754,236	1,773,958

Information Technology

2005 - 2006 Estimated Revenues for the Information Technology Fund

Summit Code	Source	2003 Actuals	2004 Adopted	2005 Proposed	2006 Proposed
587001	Web Support - Cable Fund	0	0	829,867	680,030
	Total	34,153,779	36,872,065	38,813,569	38,003,452
	Total Revenues	34,153,779	36,872,065	38,813,569	38,003,452
	Change in Working Capital: IT	(2,623,468)	(3,086,295)	(2,966,147)	(2,879,120)
	Total Resources	31,530,311	33,785,770	35,847,422	35,124,332

Information Technology

Cable Television Franchise Subfund

	2003 Actual	2004 Adopted	2004 Revised	2005 Proposed	2006 Proposed
Beginning Fund Balance	\$ 1,739,821	\$ 1,525,904	\$ 1,601,497	\$ 1,503,549	\$ 843,300
Sources					
Cable Franchise Fees	\$ 2,513,878	\$ 2,568,780	\$ 2,683,886	\$ 3,846,597	\$ 3,923,529
Misc. Revenues	70,824	-	-	-	-
Use of Deferred Revenue	600,000	-	500,000	500,000	-
Total Sources	\$ 3,184,702	\$ 2,568,780	\$ 3,183,886	\$ 4,346,597	\$ 3,923,529
Uses					
Transfers to Information Technology Fund (Fund 50410)					
Community Technology	\$ 665,957	\$ 473,332	\$ 473,332	\$ 768,968	\$ 670,466
Cable Communications	1,111,950	1,124,128	1,124,128	1,242,162	520,075
TVSeattle/Democracy					
Portal	1,495,120	1,542,627	1,542,627	1,754,236	1,773,958
Web Site Support	-	79,464	79,464	829,867	680,030
Technology Infrastructure - Telephone Svcs/Server Svcs	-	12,283	12,283	211,613	211,613
Transfer to Parks and Recreation Fund (Fund 10200)					
Community Technology	\$ -	\$ -	\$ -	\$ 150,000	\$ -
Transfer to Library Fund (Fund 10410)					
Citizen Literacy/Access	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Total Uses (1)	\$ 3,323,026	\$ 3,281,834	\$ 3,281,834	\$ 5,006,846	\$ 3,906,142
Accounting Adjustment	\$ -	\$ -	\$ -	\$ -	\$ -
Fund Balance	\$ 1,601,497	\$ 812,850	\$ 1,503,549	\$ 843,300	\$ 860,687
Reserves Against Fund Balance	\$ 445,900	\$ 445,355	\$ 445,355	\$ 701,684	\$ 635,921
Unreserved Fund Balance	\$ 1,155,597	\$ 367,495	\$ 1,058,194	\$ 141,616	\$ 224,766

(1) Enactment of the budget ordinance authorizes the transfer of resources from the Cable TV Franchise Subfund to funds stated on this page.

(2) Reserves against fund balance reflect funds set aside for cash flow needs, revenue fluctuations and carryover for community grantmaking.

Office of Intergovernmental Relations

Susan Crowley, Director

Contact Information

Department Information Line: (206) 684-8055

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

The Office of Intergovernmental Relations 2005-2006 Proposed Budget includes the transfer of budget authority for the City's membership in the Puget Sound Regional Council from the Office of Policy & Management (OPM) to OIR. The Proposed Budget abrogates the budget and position authority for a Strategic Advisor 2 position, thereby reducing staff dedicated to state lobbying and eliminating staff previously dedicated to the tribal relations function in OIR. This reduction reduces the OIR staff dedicated to state lobbying to 2.5 FTE, and eliminates staff in OIR previously dedicated to the tribal relations function. Seattle Public Utilities (SPU) and Seattle City Light (SCL) will continue to provide tribal relations services through existing staff. Funding is also reduced to the Trade Development Alliance of Greater Seattle.

Intergovernmental Relations

Appropriations	Summit Code	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
Intergovernmental Relations Budget Control Level	X1G00	1,376,356	1,536,097	1,674,888	1,688,618
Department Total		1,376,356	1,536,097	1,674,888	1,688,618
Department Full-time Equivalents Total*		11.50	11.50	10.50	10.50

**FTE totals provided for information purposes only. Authorized positions are reflected in the Position List Appendix.*

Resources	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
General Subfund	1,376,356	1,536,097	1,674,888	1,688,618
Department Total	1,376,356	1,536,097	1,674,888	1,688,618

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: 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.

Program Summary

As part of the Citywide reduction to the General Subfund in the first quarter of 2004, the Intergovernmental Relations Budget Control Level is reduced by \$22,000 on an ongoing basis.

Transfer \$224,000 to OIR from the Office of Policy & Management (OPM) for the City's annual membership fee to the Puget Sound Regional Council (PSRC). This transfer consolidates within OIR the oversight of the PSRC membership and staffing for Executive and City Council participation in PSRC.

Abrogate a 1.0 FTE Strategic Advisor 2 position and associated budget authority of \$104,000. This reduction reduces the OIR staff dedicated to state lobbying to 2.5 FTE, and eliminates staff in OIR previously dedicated to the tribal relations function. Seattle Public Utilities (SPU) and Seattle City Light (SCL) will continue to provide tribal relations services through existing staff.

Reduce funding by \$12,000 to the Trade Development Alliance of Greater Seattle.

Reduce funding by \$3,000 for the rental of building space in Olympia associated with OIR's state lobbying function. This reduces the time OIR rents space in the Association of Washington Cities building from 12 months to five months a year.

Citywide adjustments to inflation assumptions and technical adjustments increase the budget by approximately \$56,000, for a net increase from the 2004 Adopted Budget to the 2005 Proposed Budget of approximately \$139,000.

Expenditures/FTE	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
Intergovernmental Relations	1,376,356	1,536,097	1,674,888	1,688,618
Full-time Equivalents Total*	11.50	11.50	10.50	10.50

**FTE totals provided for information purposes only. Authorized positions are reflected in the Position List Appendix.*

Legislative Department

Jan Drago, 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 is focused on the mandate of the Seattle City Council. Since 1910, the Council has been the City's representative electoral body, composed of nine at-large, non-partisan elected Councilmembers. The Department has distinct divisions: the City Council, the Office of the City Clerk, the Central Staff, and Administrative Services.

The nine Councilmembers establish City laws, approve the annual budget, oversee the executive operating departments, and ensure that the City provides a quality environment for its citizens through its policy making role.

The Office of the City Clerk provides support for the legislative process of the City and the Council, and is the organizational center for 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 finance, technology, office systems, human resources, public information, and special projects services to the entire Department, the Office of City Auditor, and the Office of Professional Accountability Review Board.

The Office of Professional Accountability Review Board was created in 2002 to provide citizen oversight of the actual Office of Professional Accountability in the Police Department. This three-member board reports to the Council through the chair of the committee that handles public-safety issues.

Each section of the Department supports some aspect of the mandated role of the Council, and works with citizens and City departments.

Proposed Policy and Program Changes

Adjustments to the Department's 2005 Proposed budget are primarily technical changes or adjustments to inflation assumptions.

Legislative

Appropriations	Summit Code	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
Legislative Department Budget Control Level					
Administration		2,080,873	2,063,820	2,012,330	2,114,622
Central Staff		1,940,910	2,279,262	2,363,770	2,407,527
City Clerk		1,190,480	1,164,663	1,217,502	1,254,781
City Council		2,996,863	3,104,548	3,189,341	3,284,639
Legislative Department Budget Control Level	G1100	8,209,125	8,612,293	8,782,943	9,061,569
Department Total		8,209,125	8,612,293	8,782,943	9,061,569
Department Full-time Equivalents Total*		79.70	81.70	80.70	80.70

**FTE totals provided for information purposes only. Authorized positions are reflected in the Position List Appendix.*

Resources	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
General Subfund	8,209,125	8,612,293	8,782,943	9,061,569
Department Total	8,209,125	8,612,293	8,782,943	9,061,569

Legislative Department Budget Control Level

Purpose Statement

The purpose of the Legislative Department Budget Control Level is to provide legislative policy and oversight to City of Seattle agencies and services, and to conduct operational and administrative activities in an efficient and effective manner to support the mission of the Department.

Program Expenditures	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
Administration	2,080,873	2,063,820	2,012,330	2,114,622
Central Staff	1,940,910	2,279,262	2,363,770	2,407,527
City Clerk	1,190,480	1,164,663	1,217,502	1,254,781
City Council	2,996,863	3,104,548	3,189,341	3,284,639
Total	8,209,125	8,612,293	8,782,943	9,061,569
Full-time Equivalents Total *	79.70	81.70	80.70	80.70

**FTE totals provided for information purposes only. Authorized positions are reflected in the Position List Appendix.*

Legislative Department: Administration

Purpose Statement

The purpose of the Administration program is to provide administrative and operational services, including technology services, office systems and services, human resources, finance and accounting, and other technical and logistical support for the entire Legislative Department, Office of City Auditor, and the Office of Professional Accountability Review Board.

Program Summary

Reduce the budget for this program by approximately \$126,000 to reflect changes in cost allocations and rates for rent and other internal services and technical adjustments.

Abrogate 1.0 FTE unfunded Administrative Specialist I position.

Citywide adjustments to inflation assumptions and technical adjustments increase the budget by \$75,000, for a net decrease from the 2004 Adopted Budget to the 2005 Proposed Budget of approximately \$51,000.

Expenditures/FTE	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
Administration	2,080,873	2,063,820	2,012,330	2,114,622
Full-time Equivalents Total*	13.00	13.00	12.00	12.00

**FTE totals provided for information purposes only. Authorized positions are reflected in the Position List Appendix.*

Legislative Department: Central Staff

Purpose Statement

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

Program Summary

Reduce budget for this program by approximately \$1,000 to reflect technical adjustments and a realignment of expenditures.

Citywide adjustments to inflation assumptions and technical adjustments increase the budget by \$85,000, for a net increase from the 2004 Adopted Budget to the 2005 Proposed Budget of approximately \$84,000.

	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
Expenditures/FTE				
Central Staff	1,940,910	2,279,262	2,363,770	2,407,527
Full-time Equivalents Total*	15.70	17.70	17.70	17.70

**FTE totals provided for information purposes only. Authorized positions are reflected in the Position List Appendix.*

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

Increase program by approximately \$24,000 to reflect technical adjustments and a realignment of expenditures.

Citywide adjustments to inflation assumptions increase the budget by \$28,000 for a total increase from the 2004 Adopted Budget to the 2005 Proposed Budget of approximately \$52,000.

	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
Expenditures/FTE				
City Clerk	1,190,480	1,164,663	1,217,502	1,254,781
Full-time Equivalents Total*	15.00	15.00	15.00	15.00

**FTE totals provided for information purposes only. Authorized positions are reflected in the Position List Appendix.*

Legislative Department: City Council

Purpose Statement

The City Council program serves as the foundation for the nine elected officials and their personal staff. Through standing committees and as a Full Council they review, consider, and determine legislative action, and provide oversight of City departments which supports City services and the citizens of the City of Seattle. The Council represents the City in regional committees for collaboration and policy discussion of common issues.

Program Summary

Increase budget for this program by approximately \$16,000 to reflect technical changes and a realignment of expenditures.

Citywide adjustments to inflation assumptions increase the budget by \$69,000, for a net increase from the 2004 Adopted Budget to the 2005 Proposed Budget of approximately \$85,000

	2003	2004	2005	2006
Expenditures/FTE	Actual	Adopted	Proposed	Proposed
City Council	2,996,863	3,104,548	3,189,341	3,284,639
Full-time Equivalents Total*	36.00	36.00	36.00	36.00

**FTE totals provided for information purposes only. Authorized positions are reflected in the Position List Appendix.*

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, office, and commission heads 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 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 during these difficult times 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

There are no substantive changes from the 2004 Adopted Budget.

Mayor

Appropriations	Summit Code	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
Office of the Mayor Budget Control Level	X1A00	2,296,474	2,344,974	2,365,902	2,429,187
Department Total		2,296,474	2,344,974	2,365,902	2,429,187
Department Full-time Equivalents Total*		23.50	23.50	22.50	22.50

**FTE totals provided for information purposes only. Authorized positions are reflected in the Position List Appendix.*

Resources	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
General Subfund	2,296,474	2,344,974	2,365,902	2,429,187
Department Total	2,296,474	2,344,974	2,365,902	2,429,187

Office of the Mayor Budget Control Level

Purpose Statement

The purpose 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.

Summary

Reduce the Office of the Mayor's budget by \$51,000 and abrogate 1.0 FTE Administrative Specialist II to reflect efficiencies made in administrative functions.

Citywide adjustments to inflation assumptions and technical adjustments increase the budget by \$72,000, for a net increase from the 2004 Adopted Budget to the 2005 Proposed Budget of approximately \$21,000.

Expenditures/FTE	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
Office of the Mayor	2,296,474	2,344,974	2,365,902	2,429,187
Full-time Equivalents Total*	23.50	23.50	22.50	22.50

**FTE totals provided for information purposes only. Authorized positions are reflected in the Position List Appendix.*

Personnel Department

Norma McKinney, Director

Contact Information

Department Information Line: (206) 684-7664

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

The 2005-2006 Proposed Budget continues the Personnel Department's efforts to accomplish the Department's business goals within limited resources. The Personnel Department is increasing its use of technology to provide information through web-based applications, allowing City employees and Seattle residents access to more information on the Internet, with a corresponding decrease in Department staff. Personnel also continues to work to build partnerships with local and state agencies, for example, participating in a regional health-care task force and partnering with the State of Washington on the City's Combined Charities Campaign.

Significant changes proposed for 2005-2006 include reducing citywide employee recognition program coordination, a shift toward web-based systems in the employment unit, and a reduction in citywide computer training courses.

Personnel

Appropriations	Summit Code	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
City/Union Relations and Class/Comp Services Budget Control Level	N4000	2,404,587	2,822,076	2,637,974	2,706,090
Citywide Personnel Services Budget Control Level	N3000	2,232,614	2,721,075	2,243,884	2,317,812
Employee Health Services Budget Control Level	N2000	2,474,343	2,830,176	2,808,045	2,877,230
Employment and Training Budget Control Level	N1000	2,277,424	2,357,470	2,206,757	2,252,828
Department Total		9,388,969	10,730,797	9,896,660	10,153,960
Department Full-time Equivalents Total*		123.50	128.00	103.00	103.00

**FTE totals provided for information purposes only. Authorized positions are reflected in the Position List Appendix.*

Resources	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
General Subfund	9,388,969	10,730,797	9,896,660	10,153,960
Department Total	9,388,969	10,730,797	9,896,660	10,153,960

Selected Midyear Performance Measures

Maintains and supports a diverse and productive work force

Number of active Employee Involvement Committees (EICs)

2003 Year End Actuals	17 (with seven new EICs)
2004 Midyear Actuals	10 (with five new EICs)
2004 Year End Projections	20 (with 10 new EICs)

Number of employee training hours provided by the Personnel Department

2003 Year End Actuals	15,559
2004 Midyear Actuals	11,818
2004 Year End Projections	20,000; this program provides citywide training programs at no cost or low cost to departments

Number of employees receiving one-on-one dispute resolution service

2003 Year End Actuals	51 employees, two groups (18 employees)
2004 Midyear Actuals	27 employees, three groups (96 employees), 16 residents (Seattle Office for Civil Rights mediation)
2004 Year End Projections	54 employees, six groups (135 employees), 72 residents (Seattle Office for Civil Rights mediation)

Number of Supported Employees

2003 Year End Actuals	45
2004 Midyear Actuals	49
2004 Year End Projections	47; this program works to identify positions appropriate for developmentally disabled adults

Dedicated to providing efficient, quality services to our customers

Average turn-around time in days for Classification Determination Reviews requested by departments or City employees

2003 Year End Actuals	44 days
2004 Midyear Actuals	51 days
2004 Year End Projections	55 days

Number of external resumes added to the City's resume talent bank, which is an electronic, searchable database

2003 Year End Actuals	20,782
2004 Midyear Actuals	10,466
2004 Year End Projections	20,000

Number of injuries caused by vehicle collisions

2003 Year End Actuals	81
2004 Midyear Actuals	31
2004 Year End Projections	75

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 work environment is effective and efficient, and its 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

As part of the Citywide reduction to the General Subfund in the first quarter of 2004, the City/Union Relations and Classification/Compensation Budget Control Level is reduced by \$204,000. A Personnel Analyst, Senior position is reduced from 1.0 to 0.5 FTE. In addition, 1.0 FTE Assistant Personnel Analyst, Personnel Analyst, and Administrative Specialist I positions are eliminated.

Reduce the Employee Involvement Committee (EIC) coordinator's position to 0.5 FTE. No reduction in services will occur, so this change will require Labor Negotiators to perform some of the administrative tasks associated with the City's 17 EICs. The reduction in staffing decreases the program's budget by \$46,000.

Citywide adjustments to inflation assumptions increase the budget by \$66,000, for a net decrease from the 2004 Adopted Budget to the 2005 Proposed Budget of approximately \$184,000.

Expenditures/FTE	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
City/Union Relations and Class/Comp Services	2,404,587	2,822,076	2,637,974	2,706,090
Full-time Equivalents Total*	26.50	29.50	25.50	25.50

**FTE totals provided for information purposes only. Authorized positions are reflected in the Position List Appendix.*

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, and other internal support services.

Summary

As part of the Citywide reduction to the General Subfund in the first quarter of 2004, the Citywide Personnel Services Budget Control Level is reduced by \$23,000 and a 0.5 FTE Accounting Technician II position, which managed the citywide accounting for the Combined Charities campaign. To preserve this giving opportunity for City employees, develop a partnership with the State of Washington to administer the City's Combined Charities campaign. City employees donate about \$400,000 annually to charities through this program, which will now be administered through the State's program.

Reduce administrative support in the department, eliminating 1.0 FTE Administrative Specialist II, for a savings of \$54,000. Transfer Alternative Dispute Resolution program and 1.0 FTE Strategic Advisor I, General Government and 0.5 FTE Dispute Resolution Mediator to Employment and Training Budget Control Level, a total transfer of \$236,000.

Reduce budget to reflect change in Department of Information Technology and Fleets and Facilities allocations, a reduction of \$235,000 in 2005. A small increase of \$16,000 in 2005 covers the cost of training for the new version of the citywide accounting system.

Citywide adjustments to inflation assumptions and technical adjustments increase the budget by \$55,000, for a net decrease from the 2004 Adopted Budget to the 2005 Proposed Budget of approximately \$477,000.

Expenditures/FTE	2003	2004	2005	2006
	Actual	Adopted	Proposed	Proposed
Citywide Personnel Services	2,232,614	2,721,075	2,243,884	2,317,812
Full-time Equivalents Total*	20.50	25.00	22.00	22.00

**FTE totals provided for information purposes only. Authorized positions are reflected in the Position List Appendix.*

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

Eliminate the citywide coordination of efforts to find appropriate accommodations for employees with disabilities and shift this responsibility to affected departments. Eliminating this function cuts a 1.0 FTE Equal Employment Opportunity Analyst position for a savings of \$82,000.

Citywide adjustments to inflation assumptions and technical adjustments increase the budget by \$60,000, for a net decrease from the 2004 Adopted Budget to the 2005 Proposed Budget of approximately \$22,000.

Expenditures/FTE	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
Employee Health Services	2,474,343	2,830,176	2,808,045	2,877,230
Full-time Equivalents Total*	27.50	27.00	26.00	26.00

**FTE totals provided for information purposes only. Authorized positions are reflected in the Position List Appendix.*

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 control level includes the Police and Fire Exams, Employment, Temporary Employment Services and Supported Employment, EEO, Alternative Dispute Resolution, and Career Quest Programs.

Summary

As part of the Citywide reduction to the General Subfund in the first quarter of 2004, the Employment and Training Budget Control Level is reduced by \$119,000 and 2.0 FTE Personnel Analyst positions. The Employment Unit is beginning the migration of the central resume database from an internal department database to a Citywide system accessed through the Internet, relying more on technology and less on administrative staff. In addition, 1.0 FTE Administrative Specialist I will be eliminated in 2005. The staffing and associated program reductions resulted in an additional savings of \$128,000 in 2005.

Scale back Citywide employee recognition programs, eliminating 1.0 FTE Training and Development Program Coordinator position and reducing other program resources for a savings of \$88,000. The *Seattle Works!* and Service Awards programs will continue, with a reduced level of coordination.

Transfer in Alternative Dispute Resolution program and 1.0 FTE Strategic Advisor I, General Government and 0.5 FTE Dispute Resolution Mediator from Citywide Personnel Services Budget Control Level; a total transfer of \$236,000.

Reduce Supported Employment coordinator position to 0.5 FTE, a Strategic Advisor I, Human Services position, for a savings of \$45,000. This reduction will not change the level of support to the program, which is now well established and can be coordinated with a dedicated half-time position.

Reduce number of computer training courses, offered at no cost to City employees, for a savings of \$56,000.

Transfer out to various departments 14.0 FTE Office/Maintenance Aides to reflect current deployment of the employees in the City's Supported Employment program.

Citywide adjustments to inflation assumptions and technical adjustments increase the budget by \$49,000, for a net decrease from the 2004 Adopted Budget to the 2005 Proposed Budget of approximately \$151,000.

Expenditures/FTE	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
Employment and Training	2,277,424	2,357,470	2,206,757	2,252,828
Full-time Equivalents Total*	49.00	46.50	29.50	29.50

**FTE totals provided for information purposes only. Authorized positions are reflected in the Position List Appendix.*

Personnel Compensation Trust Funds

Department Description

The Personnel Compensation Trust Funds are five subfunds of the General Fund administered by the Personnel Department. These five funds serve as a means to manage citywide contractual obligations on behalf of employees and City departments. City departments transfer monies to these subfunds, which is then paid out to various insurance companies. 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.

Proposed Policy and Program Changes

The Special Employment administrative staff costs are included in the Personnel Department budget in the 2005 Proposed Budget. This shift recognizes the citywide availability of these staff, and allows the elimination of the administrative overhead fee previously assessed on hourly wages paid to temporary, work study and intern employees hired through the Special Employment Program.

For the other funds, there are no substantive changes from the 2004 Adopted Budget.

Personnel Compensation Trust Funds

Appropriations	Summit Code	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
Group Term Life Budget Control Level	NA000	861,384	946,000	835,000	835,000
Health Care Budget Control Level	NM000	74,600,935	96,413,602	85,373,087	95,479,617
Industrial Insurance Budget Control Level	NR500	10,867,026	12,803,251	12,110,305	12,169,452
Special Employment Budget Control Level	NT000	14,068,763	15,277,776	15,000,000	15,000,000
Unemployment Compensation Budget Control Level	NS000	3,076,873	3,672,657	2,975,000	3,025,000
Department Total		103,474,981	129,113,286	116,293,392	126,509,069
		2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
Resources					
Other		103,474,981	129,113,286	116,293,392	126,509,069
Department Total		103,474,981	129,113,286	116,293,392	126,509,069

Personnel Compensation Trust Funds

Group Term Life Budget Control Level

Purpose Statement

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

Summary

Reduce expected expenditures by \$111,000 to reflect updated actuarial projections.

	2003	2004	2005	2006
Expenditures	Actual	Adopted	Proposed	Proposed
Group Term Life Program	861,384	946,000	835,000	835,000

Personnel Compensation Trust Funds

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.

Summary

Reduce expected expenditures by \$11.04 million, reflecting a smaller than anticipated rate of claims growth.

	2003	2004	2005	2006
Expenditures	Actual	Adopted	Proposed	Proposed
Health Care Program	74,600,935	96,413,602	85,373,087	95,479,617

Personnel Compensation Trust Funds

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.

Summary

Reduce expenditures by \$693,000, reflecting smaller than anticipated growth in claims.

	2003	2004	2005	2006
Expenditures	Actual	Adopted	Proposed	Proposed
Industrial Insurance Program	10,867,026	12,803,251	12,110,305	12,169,452

Personnel Compensation Trust Funds

Special Employment Budget Control Level

Purpose Statement

The purpose of the Special Employment Budget Control Level is to provide appropriation authority for the City's costs to hire temporary workers. Revenue and appropriations for these costs are managed through the Special Employment Subfund of the General Fund.

Summary

Reduce expenditures by \$278,000 to recognize a decrease in use of temporary employees.

Expenditures	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
Special Employment Program	14,068,763	15,277,776	15,000,000	15,000,000

Personnel Compensation Trust Funds

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.

Summary

Reduce expenditures by \$698,000 to recognize the decrease in unemployment claims filed by former City employees.

	2003	2004	2005	2006
Expenditures	Actual	Adopted	Proposed	Proposed
Unemployment Compensation Program	3,076,873	3,672,657	2,975,000	3,025,000

Personnel Compensation Trust Funds

Special Employment Subfund

The Special Employment Subfund captures the revenues and expenditures associated with the Special Employment Program, which includes temporary employment, work study, and internship programs.

	2003 Actual	2004 Adopted	2004 Projected	2005 Proposed	2006 Proposed
Beginning Fund Balance	\$ 2,062,476	\$ 452,102	\$ 1,246,739	\$ 1,598	\$ 1,598
Sources					
Department Contributions	\$ 12,679,622	\$ 14,500,000	\$ 7,000,000	\$15,000,000	\$15,000,000
Agencies (1)	573,404	90,000	-	-	-
Total Revenue	\$ 13,253,026	\$ 14,590,000	\$ 7,000,000	\$15,000,000	\$15,000,000
Expenditure					
Special Employment Payroll	\$ 11,862,592	\$ 12,500,000	\$ 6,190,000	\$14,118,311	\$14,118,311
Benefits/Workers Comp					
Claims	498,752	1,053,180	500,000	881,689	881,689
Insurance - General	10,152	250	250	-	-
Unemployment/Retirement	1,314,710	1,369,455	1,200,000	-	-
Administration (2)	382,557	354,891	354,891	-	-
Total Expenditures	\$ 14,068,763	\$ 15,277,776	\$ 8,245,141	\$15,000,000	\$15,000,000
Accounting Adjustment	\$ -	\$ -	\$ -	\$ -	\$ -
Ending Fund Balance	\$ 1,246,739	\$ (235,674)	\$ 1,598	\$ 1,598	\$ 1,598
Reserve Requirement	\$ -	\$ -	\$ -	\$ -	\$ -
Unreserved Balance	\$ 1,246,739	\$ (235,674)	\$ 1,598	\$ 1,598	\$ 1,598

Notes:

(1) Outside agencies no longer hire employees through the City's SEP program.

(2) The administrative staff for the Special Employment Program are in the Personnel Department budget beginning in 2005. This allows the elimination of the administrative fee previously assessed on the wages of the employees hired through this program.

Personnel Compensation Trust Funds

Industrial Insurance Subfund

The Industrial Insurance Subfund captures the revenues and expenditures associated with the Workers' Compensation and Safety Programs for City Employees. 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. The State Department of Labor and Industries requires that the Subfund maintain a minimum cash reserve level of at least 25% over the estimated total medical claims and time loss expense for the budgeted period in the Industrial Insurance Subfund.

	2003 Actual	2004 Adopted	2004 Projected	2005 Proposed	2006 Proposed
Beginning Fund Balance	\$ 3,433,019	\$ 3,479,961	\$ 4,902,920	\$ 4,883,035	\$ 4,122,730
Sources					
Department Contributions	\$ 11,919,123	\$ 12,539,926	\$ 11,540,772	\$ 11,100,000	\$ 11,200,000
Other Miscellaneous Revenue	243,693	100,000	275,000	150,000	150,000
Insurance Refunds/Recoveries	174,111	75,000	164,119	100,000	100,000
Total Revenue	\$ 12,336,927	\$ 12,714,926	\$ 11,979,891	\$ 11,350,000	\$ 11,450,000
Uses					
Summary - Other Insurance Benefits	\$ 1,706,579	\$ 2,952,445	\$ 2,817,548	\$ 2,500,000	\$ 2,500,000
Medical Claims (1)	7,255,488	7,989,926	7,421,348	7,577,139	7,611,236
Services - Other Professional	373,635	500,000	400,000	450,000	450,000
Insurance - General	-	200,000	200,000	500,000	500,000
IF Services - Administrative	1,531,324	1,160,880	1,160,880	1,083,166	1,108,216
Total Uses	\$ 10,867,026	\$ 12,803,251	\$ 11,999,776	\$ 12,110,305	\$ 12,169,452
Accounting Adjustment	\$ -	\$ -	\$ -	\$ -	\$ -
Fund Balance	\$ 4,902,920	\$ 3,391,636	\$ 4,883,035	\$ 4,122,730	\$ 3,403,278
Reserve Requirement (2)	\$ 2,240,517	\$ 2,735,593	\$ 2,559,724	\$ 2,519,285	\$ 2,527,809
Unreserved Balance	\$ 2,662,403	\$ 656,043	\$ 2,323,311	\$ 1,603,446	\$ 875,469

Notes:

(1) Medical care claim costs are paid from the Industrial Insurance Subfund; City departments reimburse the fund for claims costs.

(2) Per State Labor and Industries, the Fund reserve requirement must be equal to 25% of the annual total cost of claim and time loss expense estimates. The reserve must be cash, in a dedicated and designated fund. The State required reserve amount is included in the Industrial Insurance Subfund balance.

Personnel Compensation Trust Funds

Unemployment Compensation Subfund

The City is a reimbursable employer (self-insured) with respect to the payment of unemployment compensation, which means the City is responsible for the payment of actual unemployment claims. The Unemployment Compensation Subfund contains the revenues and expenditures associated with the City's unemployment insurance costs for employees. This program is centrally administered by the Personnel Department. Since 1997, benefit eligibility and claims management and administration have been contracted out to a third party administrator.

	2003 Actual	2004 Adopted	2004 Projected	2005 Proposed	2006 Proposed
Beginning Fund Balance	\$ (197,271)	\$ 293,069	\$ 479,032	\$ 1,289,073	\$ 1,264,073
Sources					
Department Contributions	\$ 3,753,176	\$ 3,898,157	\$ 3,898,157	\$ 2,950,000	\$ 3,000,000
Total Sources	\$ 3,753,176	\$ 3,898,157	\$ 3,898,157	\$ 2,950,000	\$ 3,000,000
Uses					
Claims Payments	\$ 3,055,554	\$ 3,649,338	\$ 3,066,797	\$ 2,950,000	\$ 3,000,000
Services - Other Prof.	21,319	23,319	21,319	25,000	25,000
Total Uses	\$ 3,076,873	\$ 3,672,657	\$ 3,088,116	\$ 2,975,000	\$ 3,025,000
Accounting Adjustment	\$ -	\$ -	\$ -	\$ -	\$ -
Fund Balance	\$ 479,032	\$ 518,569	\$ 1,289,073	\$ 1,264,073	\$ 1,239,073
Reserves Against Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -
Unreserved Balance	\$ 479,032	\$ 518,569	\$ 1,289,073	\$ 1,264,073	\$ 1,239,073

Personnel Compensation Trust Funds

Health Care Subfund

The Health Care Subfund contains the revenues and expenditures associated with the City's medical, dental, and vision insurance programs; the Flexible Spending Account; the Employee Assistance Program; and COBRA.

	2003 Actual	2004 Adopted	2004 Projected	2005 Proposed	2006 Proposed
Beginning Fund Balance	\$ (1,326,398)	\$ 311,216	\$ 4,676,093	\$ 7,328,407	\$ 12,134,730
Sources					
NSF Check Fees	\$ 20	\$ -	\$ 20	\$ 20	\$ 20
Interest	88,093	-	69,547	70,000	70,000
Ins. Premiums and Recoveries	732,936	225,392	676,473	250,000	250,000
Medical Premiums, Employee Contributions	78,180,420	99,740,457	76,765,803	88,396,208	94,672,218
DCAP, FICA, EAP Premium	438,471	532,000	477,244	452,000	452,000
Six-fund contribution for non-reps	301,089	391,998	391,998	311,182	311,182
Use of Rate Stabilization Fund	862,396	862,396	862,396	700,000	700,000
Total Sources	\$ 80,603,425	\$ 101,752,243	\$ 79,243,482	\$ 90,179,410	\$ 96,455,420
Uses					
Medical, Employee Service Expenses	\$ 73,330,925	\$ 95,019,854	\$ 75,197,399	\$ 84,221,087	\$ 94,327,617
EAP& TLC Expenses	356,178	380,770	380,770	390,000	390,000
Other (DCAP, FSA, Secure Horizon, TLC) Administration	51,436	60,582	60,582	62,000	62,000
Use of Rate Stabilization Fund	-	90,000	90,000	-	-
Use of Rate Stabilization Fund	\$ 862,396	\$ 862,396	\$ 862,396	\$ 700,000	\$ 700,000
Total Uses	\$ 74,600,935	\$ 96,413,602	\$ 76,591,147	\$ 85,373,087	\$ 95,479,617
Accounting Adjustment	\$ -	\$ -	\$ -	\$ -	\$ -
Fund Balance	\$ 4,676,093	\$ 5,649,857	\$ 7,328,427	\$ 12,134,730	\$ 13,110,533
Reserves Against Fund Balance (1)	4,676,093	5,649,857	7,328,427	10,449,522	11,703,465
Unreserved Fund Balance	\$ -	\$ -	\$ -	\$ 1,685,208	\$ 1,407,068

Notes:

(1) State law stipulates that the City maintain a reserve for the self-insured health plans. City policy set that reserve at two months and 10 days of claims in the self-insured plans. In 2003 and 2004, total fund balances were applied to the reserve. The reserve is estimated to be fully-funded by the end of 2005.

Personnel Compensation Trust Funds

Group Term Life Insurance Subfund

The Group Term Life 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.

	2003 Actual	2004 Adopted	2004 Projected	2005 Proposed	2006 Proposed
Beginning Fund Balance	\$ 1,084,567	\$ 257,704	\$ 372,391	\$ 380,191	\$ 387,191
Sources					
Interest	\$ 9,792	\$ 21,000	\$ 5,000	\$ 7,000	\$ 7,000
Ins. Premiums and Recoveries	66,663	-	2,800	-	60,000
Employee Contributions	5,730	12,000	12,000	10,000	10,000
Department Contributions and Other Revenues (1)	67,023	846,868	860,000	825,000	825,000
Total Sources	\$ 149,208	\$ 879,868	\$ 879,800	\$ 842,000	\$ 902,000
Uses					
Premium Payout Expenditures	\$ 861,384	\$ 946,000	\$ 872,000	\$ 835,000	\$ 835,000
Total Uses	\$ 861,384	\$ 946,000	\$ 872,000	\$ 835,000	\$ 835,000
Accounting Adjustment	\$ -	\$ -	\$ -	\$ -	\$ -
Fund Balance	\$ 372,391	\$ 191,572	\$ 380,191	\$ 387,191	\$ 454,191
Reserves Against Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -
Unreserved Fund Balance	\$ 372,391	\$ 191,572	\$ 380,191	\$ 387,191	\$ 454,191

Notes:

(1) A premium holiday occurred for the employer portion of the group term life expenditures in 2003.

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

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

Department Description

The Office of Policy & Management assists the Mayor and Council in developing and analyzing policy on issues facing the City. In addition, OPM coordinates and leads initiatives and projects that involve 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 carry out City goals, taking advantage of the talent and perspectives of various private, public and community partners. OPM monitors critical external factors that affect Seattle's economic and community health, and recommends appropriate strategies. Finally, OPM works with other City departments to assure progress is being made on high priority work items.

Proposed Policy and Program Changes

The Office of Policy and Management 2005-2006 Proposed Budget reflects the transfer of budget authority for the City's membership in the Puget Sound Regional Council to the Office of Intergovernmental Relations (OIR). In addition, the Proposed Budget transfers budget and position authority for a Strategic Advisor to the Seattle Office for Civil Rights (SOCR) to support the Race & Social Justice Initiative, which is administered by SOCR. Funding is also reduced in the areas of administration and professional services.

Policy & Management

Appropriations	Summit Code	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
Policy and Management Budget Control Level	X1X00	1,895,669	2,001,066	1,640,362	1,685,412
Department Total		1,895,669	2,001,066	1,640,362	1,685,412
Department Full-time Equivalents Total*		15.65	16.00	15.00	15.00

**FTE totals provided for information purposes only. Authorized positions are reflected in the Position List Appendix.*

Resources	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
General Subfund	1,895,669	2,001,066	1,640,362	1,685,412
Department Total	1,895,669	2,001,066	1,640,362	1,685,412

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

As part of the Citywide reduction to the General Subfund in the first quarter of 2004, the Office of Policy and Management Budget Control Level is reduced by \$7,000 on an ongoing basis.

Transfer \$224,000 to the Office of Intergovernmental Relations (OIR) for the City's annual membership fee to the Puget Sound Regional Council (PSRC). This transfer consolidates the oversight of the PSRC membership and staffing for Executive and City Council participation in PSRC within OIR.

Transfer a 1.0 FTE Strategic Advisor 3 position and associated budget authority of \$112,000 designated to provide staffing for the Race & Social Justice Initiative to the Seattle Office for Civil Rights (SOCR). By locating the position in SOCR, the position is better positioned to accomplish the goals of the Race & Social Justice Initiative, which is administered by SOCR.

Reduce funding by \$30,000 for office administration including supplies, training and travel.

Reduce funding by \$30,000 for professional and technical services.

Citywide adjustments to inflation assumptions and technical adjustments increase the budget by \$42,000, for a net reduction from the 2004 Adopted Budget to the 2005 Proposed Budget of approximately \$361,000.

	2003	2004	2005	2006
Expenditures/FTE	Actual	Adopted	Proposed	Proposed
Policy and Management	1,895,669	2,001,066	1,640,362	1,685,412
Full-time Equivalents Total*	15.65	16.00	15.00	15.00

**FTE totals provided for information purposes only. Authorized positions are reflected in the Position List Appendix.*

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) leads the development and implementation of the City's Environmental Action Agenda (EAA). Specifically, OSE works with City departments and other partners to advance the EAA's three goals:

- Reduce human and environmental risks, and lower City operating costs through increased resource efficiency and waste reduction;
- Protect and seek opportunities to restore ecological function through more sustainable approaches to managing the built environment, urban forest, and green spaces; and
- Improve mobility, environmental quality, and social equity through smart transportation services and solutions.

Proposed Policy and Program Changes

There are no substantive changes from the 2004 Adopted Budget.

Sustainability & Environment

Appropriations	Summit Code	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
Office of Sustainability and Environment Budget Control Level	X1000	462,565	543,010	506,184	519,080
Department Total		462,565	543,010	506,184	519,080
Department Full-time Equivalents Total*		4.00	4.00	4.00	4.00

**FTE totals provided for information purposes only. Authorized positions are reflected in the Position List Appendix.*

Resources	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
General Subfund	462,565	543,010	506,184	519,080
Department Total	462,565	543,010	506,184	519,080

Sustainability & 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 reduce the impact of City government operations and services on the environment, and to promote more resource-efficient and environmentally responsible practices by Seattle businesses, institutions, and households.

Summary

As part of the Citywide reduction to the General Subfund in the first quarter of 2004, the Office of Sustainability and Environment Budget Control Level is reduced by \$9,000.

Reduce \$38,000 in funding for consultants and public outreach efforts.

Citywide adjustments to inflation assumptions and technical adjustments increase the budget by \$10,000, for a net decrease from the 2004 Adopted Budget to the 2005 Proposed Budget of approximately \$37,000.

Expenditures/FTE	2003 Actual	2004 Adopted	2005 Proposed	2006 Proposed
Office of Sustainability and Environment	462,565	543,010	506,184	519,080
Full-time Equivalents Total*	4.00	4.00	4.00	4.00

**FTE totals provided for information purposes only. Authorized positions are reflected in the Position List Appendix.*

