

ORDINANCE _____

AN ORDINANCE relating to certain functions of the executive branch of City government; creating a City Budget Office, creating a Department of Finance and Administrative Services; establishing the duties of the new office and department; abolishing the Department of Finance, Fleets and Facilities Department, and Department of Executive Administration and reassigning certain functions currently performed by those departments; reassigning certain functions from the Department of Neighborhoods; assigning certain functions to the Office of Intergovernmental Relations; assigning certain functions to the Office of Economic Development; transferring and making changes to certain positions, some of which are exempt; designating positions as exempt from civil service; making provisions for transition; amending the 2010 Adopted Budget; changing the names, departmental associations, and purpose statements of various Budget Control Levels; amending Ordinances 117190, 117375, 117524, 117921, 119145, 119158, 122232, 122857, 123013, 123177, 123252, and Attachment A to Ordinance 122991; repealing obsolete provisions in the Seattle Municipal Code; adding Chapters 3.39, 3.126, 3.127, and 5.34; repealing Chapters 3.04, 3.18, 3.38, 4.68, 20.49, and Sections 3.104.020, 3.106.010, 3.108.010, 4.20.150, 4.20.375, 5.04.040, 10.24.030, 10.38.050, 20.20.030, 21.60.410, 21.60.420, and 21.60.430; adding, amending, updating, and/or clarifying sections in Chapters 3.02, 3.06, 3.14, 3.28, 3.30, 3.33, 3.35, 3.40, 3.58, 3.70, 3.73, 3.76, 3.90, 3.116, 3.121, 3.124, 4.04, 4.08, 4.13, 4.14, 4.20, 4.24, 4.28, 4.36, 4.40, 4.44, 4.70, 4.72, 4.96, 4.100, 5.04, 5.06, 5.08, 5.09, 5.10, 5.12, 5.14, 5.16, 5.20, 5.22, 5.24, 5.30, 5.33, 5.40, 5.45, 5.55, 5.56, 5.64, 5.78, 5.80, 6.02, 6.10, 6.14, 6.20, 6.36, 6.38, 6.42, 6.48, 6.102, 6.202, 6.222, 6.270, 6.295, 6.310, 6.315, 7.04, 7.08, 7.20, 7.25, 7.26, 9.25, 9.26, 10.02, 10.08, 10.11, 10.46, 11.16, 11.23, 11.30, 11.50, 11.60, 12A.08, 12A.62, 15.04, 15.38, 15.42, 15.52, 15.62, 16.08, 18.12, 18.28, 20.04, 20.08, 20.12, 20.20, 20.38, 20.40, 20.42, 20.45, 20.48, 20.50, 20.60, 20.70, 20.76, 20.80, 20.84, 21.04, 21.16, 21.24, 21.28, 21.36, 21.40, 21.60, 21.68, 21.72, 21.76, 22.208, 22.220, 22.900D, 22.904, 23.22, 23.44, 25.05, and 25.28 of the Seattle Municipal Code; and ratifying and confirming certain prior acts all by a 2/3rd vote of the City Council.

WHEREAS, the Mayor has proposed a reorganization of City government that places Citywide financial management functions, fleet services, facilities services, internal services, constituent services and certain other administrative functions within a new Department of Finance and Administrative Services; and

WHEREAS, as part of this reorganization, the Mayor has also proposed the creation of a City Budget Office to conduct long-term financial planning and manage the City's expenditures by developing and monitoring an annual budget to support core City services and the Mayor's and Council's priorities; and

THIS VERSION IS NOT ADOPTED



1 WHEREAS, in creating the new Department of Finance and Administrative Services (FAS),
2 functions from the former Fleets and Facilities Department, former Department of
3 Executive Administration, the Customer Service Bureau of the Department of
4 Neighborhoods, and the economic forecasting and debt management function from the
5 former Department of Finance are being transferred into FAS; and

6 WHEREAS, in creating the new City Budget Office (CBO), the City's budgeting and long-term
7 financial planning functions are being transferred into CBO; and

8 WHEREAS, the proposed reorganization calls for the abolishment of the former Department of
9 Finance, Department of Executive Administration, and Fleets and Facilities Department;
10 and

11 WHEREAS, when revising the Seattle Municipal Code (SMC) to reflect the proposed
12 reorganization, certain other obsolete references were updated in order to reflect current
13 practice; and

14 WHEREAS, the City Council supports the proposed reorganization and updating the SMC;
15 NOW, THEREFORE,

16 **BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:**

17 **ESTABLISHMENT OF NEW DEPARTMENT**
18 **AND TRANSFER OF FUNCTIONS**

19 Section 1. A new City Budget Office is created in the Executive Department to develop,
20 defend, and monitor the City of Seattle's annual budget, to carry out budget-related functions,
21 and to oversee fiscal policy and financial planning activities as set forth in this ordinance.

22 Section 2. A new Department of Finance and Administrative Services is created to carry out
23 the administrative and oversight functions set forth in this ordinance, and exercise general
24 supervision over the financial affairs of the City as set forth in the City Charter or as assigned in this
25 or another ordinance.

THIS VERSION IS NOT ADOPTED



1 Section 3. All rules, regulations, notices, and proceedings in effect on the effective date
2 of this ordinance with respect to activities carried out by the Department of Finance, Fleets and
3 Facilities Department, Department of Executive Administration, and the Customer Service
4 Bureau unit in the Department of Neighborhoods shall continue in effect, unless and until they
5 expire of their own terms or are superseded. If and to the extent responsibility for the activity at
6 issue has been transferred to the Department of Finance and Administrative Services by this or
7 another ordinance, any power or responsibility under such rules, regulations, notices and
8 proceedings that was formerly performed by the Director of Finance shall be performed by the
9 Director of Finance and Administrative Services or his or her designee.
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12 Section 4. Chapter 3.04 of the Seattle Municipal Code is repealed and the Department of
13 Executive Administration is abolished.
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16 Section 5. Chapter 3.18 of the Seattle Municipal Code is repealed and the Fleets and
17 Facilities Department is abolished.
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20 Section 6. Chapter 3.38 of the Seattle Municipal Code is repealed and the Department
21 Finance is abolished.
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23 Section 7. Chapter 3.14 of the Seattle Municipal Code is amended as follows:

24 ~~Subchapter I ((Office of Cable Communications))~~ City Budget Office
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THIS VERSION IS NOT ADOPTED



1 Section 8. A new Section 3.14.100 is added to the Seattle Municipal Code and the City
2 Budget Office is created in the Executive Department as follows:

3 **3.14.100 City Budget Office created -- Functions, powers, and authority.**

4 There is established a City Budget Office in the Executive Department to direct City
5 budgeting functions and oversee its fiscal policy and financial planning activities unless law or
6 ordinance vests such power elsewhere.

7 The head of the City Budget Office shall be the City Budget Director. The City Budget
8 Director's functions and powers include the following:

- 9
- 10 A. Subject to the City's personnel ordinances and rules, appoint, assign, supervise and
11 control all officers and employees in the Office;
 - 12 B. Manage the preparation of the proposed budget for the Office, authorize appropriate
13 expenditures, monitor, and carry out the adopted budget, develop and manage
14 programs, and undertake authorized activities;
 - 15 C. Be the Budget Director as referenced in Chapter 35.32A RCW and prepare the
16 Mayor's proposed budgets for submission to the City Council, giving guidance as
17 appropriate to other City departments, offices, boards, and commissions in the
18 preparation of their proposed budgets;
 - 19 D. Provide strategic financial analysis, including analysis that relates to the use of
20 revenues, debt, long term financial planning, and special trends and events;
 - 21 E. Be the Mayor's agent with regard to the acceptance of Council Bills that have been
22 passed by the City Council and are presented for mayoral action;
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- F. Provide technical assistance, training, and support to City departments in performing financial functions; and
- G. Perform such other activities as may be assigned by ordinance from time to time.

Section 9. A new Section 3.14.110 is added to the Seattle Municipal Code as follows:

3.14.110 City Budget Director -- Appointment -- Removal.

The City Budget Director shall be appointed, by the Mayor, subject to confirmation by a majority vote of the City Council, and shall be subject to reappointment and reconfirmation every four years. The City Budget Director may be removed by the Mayor upon filing a statement of his or her reasons for the removal with the City Council.

Section 10. Section 3.14.420 of the Seattle Municipal Code as last amended by Ordinance 108098 is amended as follows:

3.14.420 Director -- Duties.

Under the direction of the Mayor, and in consultation with the City Council, the duties of the Director of the Office of Intergovernmental Relations shall be as follows:

A. To provide support to the Mayor and City Council in their interactions with regional, state, federal and international officials and entities.

B. To facilitate the process of developing the City's State and Federal legislative priorities by working with the Mayor and City Council to identify joint priorities and helping to resolve differences.

THIS VERSION IS NOT ADOPTED



1 C. To represent and support the interests of the City, as determined by the Mayor and
2 the City Council, in interactions with Congress, federal agencies, national organizations, and
3 appointed and elected national officials, and to influence lawfully the decisions and actions of
4 such individuals, Congress and agencies in support of City activities and policies;

5 ~~((B))~~D. To represent and support the interests of the City, as determined by the Mayor
6 and the City Council, and its policies in relationship with the State Legislature, Governor's
7 Office, agencies and state boards and commissions, and to develop and represent the City's
8 annual State Legislative Program;

9 ~~((C))~~E. To coordinate and provide staff support in the representation of the City and its
10 interests and policies in interactions with special and multipurpose regional agencies and general
11 purpose local government, and to influence the decisions and actions of these agencies in
12 accordance with City policy;

13 ~~((D))~~F. To represent and support the interests of the City in interactions with foreign
14 consular officials, international organizations, international delegations and dignitaries, and to
15 manage Seattle's Sister City and other international programs.

16 G. To appoint, remove, supervise, and control all officers and employees of the Office
17 of Intergovernmental Relations in accordance with civil service laws and rules;

18 ~~((E))~~H. To manage the preparation of the proposed annual budget of the Office of
19 Intergovernmental Relations, authorize necessary expenditures, and supervise the maintenance of
20 adequate accounting systems and procedures;



1 ((F))I. To ensure that the City's elected officials and departments are made aware of
2 major federal funding programs, regulatory and legislative activity and to coordinate the City's
3 response to these federal actions;

4 ((G))J. To ensure that the City's elected officials and departments are supported and
5 staffed on all policy issues arising in the regional agencies such as King County Government,
6 ((Metro,)) Puget Sound Council of Governments, ((Puget Sound Health Systems Agency, Puget
7 Sound Air Pollution Control Agency,)) Economic Development District and any other regional
8 governmental agencies as needed;
9

10 ((H))K. To ensure that the City's elected officials and departments are made aware of
11 major state funding programs, regulatory and legislative actions and assist them in participating
12 in these state activities.

13
14 L. To ensure that the City's elected officials and departments are supported and staffed
15 on all policy issues and activities arising from the City's international programs, relationships
16 and activities.

17 M. To provide monitoring of public corporations established pursuant to Seattle
18 Municipal Code Chapter 3.110, in consultation with the Director of Finance.

19 N. For the duration of regular and special sessions of the Washington State
20 Legislature, provide written and in-person updates to the Mayor and City Council, at regular
21 intervals.
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23 Section 11. A new Chapter 3.39 is added to the Seattle Municipal Code and the Department
24 of Finance and Administrative Services is created as follows:

25 **Chapter 3.39 Department of Finance and Administrative Services**
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THIS VERSION IS NOT ADOPTED



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2 Section 12. A new Section 3.39.010 is added to the Seattle Municipal Code as follows:

3 **3.39.010 Department established --Purpose.**

4 There is established a Department of Finance and Administrative Services.

5 A. The Department shall exercise general supervision over the financial affairs of the
6 City, including but not limited to the following:

- 7 1. direct City borrowing activities;
- 8 2. provide policy direction concerning investments;
- 9 3. administer licensing for regulation and/or revenue unless law or ordinance vests such
10 power elsewhere; and
- 11 4. provide revenue forecasts for those sources that are directly dependent on local
12 economic conditions, including but not limited to sales tax, business and occupation tax,
13 property tax, real estate excise tax and utility taxes;
- 14 5. provide economic and policy analysis on matters related to these same revenue
15 sources;
- 16 6. provide assessments of local economic conditions and more general economic
17 analyses, as appropriate and/or as requested;
- 18 7. provide general oversight of the City's Retirement Boards;
- 19 8. manage and maintain the City's accounting and financial systems.

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23 B. The Department shall administer and enforce laws and ordinances relating to weights,
24 measures, and consumer protection.

THIS VERSION IS NOT ADOPTED



1 C. The Department shall be responsible for administering the following internal services
2 for the City including but not limited to:

- 3 1. the City's public works contracting processes, and execution of
4 contracts for public works projects;
5 2. the contractor processes, and execution and management contracts for
6 all supplies, material, equipment and services required by City agencies;
7 3. the disposition of property, equipment, supplies, and material other
8 than art works that are surplus to the City's needs;
9 4. municipal property management and real estate services;
10 5. fleet services;
11 6. and, capital facilities and improvements planning, construction,
12 operation, and maintenance for general government use.

13 D. The Department shall administer and enforce laws and City ordinances relating to
14 animal control.

15 E. Within the Department there is established a Finance Division, which shall be the
16 Department of Finance for the purposes of Article VIII Section 1 of the City Charter. The
17 Finance Division shall perform such duties of the Department of Finance and Administrative
18 Services as described in Section 3.39.035, plus those assigned at the discretion of the Director of
19 Finance and Administrative Services.

20 F. All references to "Department of Executive Administration," "Department of
21 Finance," "Fleets and Facilities Department," "Department of Administrative Services,"
22 "Department of Licenses and Consumer Affairs," "Board of Public Works," "Director of
23

1 Executive Administration,” “Director of Fleets and Facilities,” “Purchasing Agent” or “Director
2 of Licenses and Consumer Affairs,” in the Municipal Code shall be deemed to be a reference to
3 “Department of Finance and Administrative Services” or “Director of Finance and
4 Administrative Services or his/her designee” as may be applicable, except where the historical
5 reference to "Purchasing Agent," "Department of Administrative Services," "Department of
6 Licenses and Consumer Affairs," "Director of Licenses and Consumer Affairs," “Director of
7 Executive Administration,” “Director of Fleets and Facilities,” or "Board of Public Works" is
8 called for by context.
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11 Section 13. A new Section 3.39.020 is added to the Seattle Municipal Code as follows:

12 **3.39.020 Director of Finance and Administrative Services - functions and powers.**

13 The Director of Finance and Administrative Services’ functions and powers include but are not
14 limited to the following:
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16 A. Subject to the City’s personnel ordinances and rules, appoint, assign, supervise and
17 control all officers and employees in the Department;
18

19 B. Manage the preparation of the proposed budget for the Department, authorize
20 appropriate expenditures and carry out the adopted budget, develop and manage the
21 Department’s programs, and undertake authorized activities;
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24 C. Promulgate rules and regulations in accordance with Chapter 3.02 as deemed
25 necessary to carry out the functions of the Department;
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THIS VERSION IS NOT ADOPTE



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2 D. Maintain the City's financial accounts and records, issuing financial statements on
3 behalf of the City, establish accounting policies and procedures for City departments, and
4 monitor departmental compliance therewith;

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6 E. Provide managerial oversight to the Finance Director in the exercise of duties
7 authorized under SMC 3.39.035, and as assigned by ordinance;

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10 F. Keep the City Treasury, receive and disburse all money belonging to the City, unless
11 otherwise expressly provided by state law or City ordinance; collect funds due to the City when
12 the function has not been assigned to another City department; and prepare and disburse the
13 payroll after receiving proper certification from departments;

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16 G. Certify City officers or employees as cashiers for receiving and depositing funds due
17 to the City, establish criteria for their certification and internal controls for cash management,
18 suspend or withdraw their certification, and pursue remedies available at law in the event of loss;

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21 H. Select qualified public depositories for the deposit of City moneys as contemplated by
22 RCW Chapter 39.58;

THIS VERSION IS NOT ADOPTED



1 I. Invest funds in excess of the City's current needs, forecasting cash balances and needs,
2 deposit and manage cash, and administer trust accounts that are not assigned to any other
3 department;

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5 J. Arrange for withholding and payment of applicable federal and state taxes;

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8 K. Provide technical assistance, training, and support to City departments in performing
9 financial functions;

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11 L. Issue, deny, suspend, and revoke licenses for regulatory or revenue purposes according
12 to law;

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15 M. In the administration of public works contracting processes, require that all public
16 works activities and contracts for public works projects are developed and carried out in a
17 manner consistent with applicable state law and City ordinances. In case of an emergency
18 requiring the immediate or expedited execution of public works contracts, the Director or his or
19 her designee is authorized to declare the existence of an emergency situation, waive competitive
20 bidding requirements, and award public works contracts as necessary to address the emergency.
21 For purposes of this subsection, emergency situations are those that would impair the continued
22 conduct of essential City functions, programs, services, or activities; create an undue hardship for
23 residents, visitors, businesses, City departments, or other government agencies; result in a
24 financial or property loss; or threaten public health or safety.
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2 N. Consistent with this title and as otherwise authorized by ordinance, administer the
3 City's purchasing and contracting processes, including solicitation of offers and proposals, and
4 administration and enforcement of agreements made; execute public works contracts for the
5 City, purchasing of supplies, materials, equipment and maintenance services, expert and
6 consultant services, and disposition of property, equipment, supplies, and material, other than art
7 works, that are surplus to the City's needs;
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10 O. At his or her discretion or as otherwise authorized by ordinance, delegate any or all of
11 the powers granted in subsections 3.39.020.M and 3.39.020.N to other departments, including
12 but not limited to the authority to execute or administer classes of or individual portions of
13 contracts;
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16 P. Provide risk management and insurance services and process claims against the City
17 pursuant to Chapter 5.24;
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19
20 Q. Manage the City's real estate portfolio, excluding those properties for which the City
21 Charter, ordinance or state law requires management by another department. Management
22 includes planning and development, acquisition, disposal, analysis, development of policy and
23 procedure, and general administration, including space allocation and operations;
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1 R. Establish a system of prices, rates and allocations, and charge City departments and
2 other users for services furnished by the Department and the use of City facilities, Department
3 services, vehicles, and equipment; and establish a system of rates to be charged to City
4 departments for the value of providing City-wide directory assistance services, which the
5 Department of Information Technology will bill to departments;
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8 S. Manage the City's fleet and provide services to other public fleets, in accordance with
9 City policy, including policies that address the environmental and financial impacts of the fleet;
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11 T. Provide a single point of contact to receive and resolve constituent concerns,
12 questions, and complaints; oversee Citywide compliance in responding to public record requests;
13 provide directory assistance for the City; provide information about City government to the
14 public; present constituent concerns to City departments, and strengthen and ensure coordinated
15 departmental responses; and
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18 U. Perform such other activities as may be assigned by ordinance from time to time.
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21 Section 14. A new Section 3.39.021 is added to the Seattle Municipal Code as follows:

22 **3.39.021 Director of Finance and Administrative Services-- Appointment and removal.**

23 The Director of Finance and Administrative Services shall be appointed by the Mayor
24 subject to confirmation by majority vote of the City Council, and shall be subject to
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1 reappointment and reconfirmation every four years. The Director may be removed by the Mayor
2 at any time upon filing a statement of reason therefor with the City Council.

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4 Section 15. A new Section 3.39.022 is added to the Seattle Municipal Code as follows:

5 **3.39.022 Director -- Definition.**

6 Throughout this Chapter 3.39, whenever the word "Director" is used without further description,
7 it shall refer to the Director of Finance and Administrative Services or his or her designee.
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10 Section 16. Three new Sections 3.39.030, 3.39.033 and 3.39.035 are added to the Seattle
11 Municipal Code as follows:

12 **3.39.030 Director of Finance -- Appointment and removal.**

13
14 The Director of Finance manages the Finance Division housed within the Department of
15 Finance and Administrative Services, and is the Director of Finance referenced in Article VIII
16 Section 1 of the City Charter. The Director of Finance, who shall report to the Director of
17 Finance and Administrative Services, shall be appointed by the Mayor subject to confirmation by
18 a majority of the City Council, and shall be subject to reappointment and reconfirmation every
19 four years. The Finance Director may be removed by the Mayor by filing a statement of his or
20 her reasons for the removal with the City Council.
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23 **3.39.033 Joint Appointment of the Director of Finance and Administrative Services and the**
24 **Director of Finance.**

1 The positions of Director of Finance and Director of Finance and Administrative Services
2 are not incompatible offices and may be held by the same person. Should the Mayor choose to
3 appoint the same person to concurrently fill the Director of Finance and the Director of Finance
4 and Administrative Services positions, the Mayor shall make a single appointment to the two
5 positions. If a concurrent appointment is confirmed by the City Council, both offices shall report
6 to the Mayor.

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9 **3.39.035 Director of Finance – Functions and powers.**

10 The Director of Finance's functions and powers include but are not limited to the
11 following:

12
13 A. Provide economic forecasting, in coordination with the City Budget Office, including:

- 14
15 1. Monitor forecasts for the national and state economies, and,
16 2. Develop forecasts for the region's and City's economies.

17 B. Provide revenue forecasting and analysis, in coordination with the City Budget
18 Office, including:

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20 1. Develop and compile forecasts for revenues for the General Subfund, Real
21 Estate Excise Tax, Bridging the Gap program, and other special levy supported
22 funds,
23 2. Monitor revenue collections relative to forecasts, and,
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1 3. Assess and develop revenue policy options in response to emerging trends,
2 changes in state policies, and requests by City officials (including the City Budget
3 Office).

4 C. Manage City tax administration:

- 5 1. Create and administer rules and procedures for City-levied taxes,
6 2. Ensure processing tax information is efficient,
7 3. Maintain existing and develop new strategies for ensuring tax compliance, and,
8 4. Oversee process to adjudicate taxpayer appeals about tax liabilities.

9
10 D. In accordance with City Ordinances, the Seattle Municipal Code, and applicable state
11 or federal laws, provide general oversight of City retirement boards including:

12 1. The Seattle City Employees' Retirement System. Duties shall include:

- 13 a. Provide fund monitoring,
14 b. Oversee fund management,
15 c. Assess and deliberate investment policies,
16 d. Assess and deliberate contribution policies,
17 e. Assess and deliberate benefit policies, and,
18 f. Support members of the Board of Administration of the Seattle City
19 Employees' Retirement System and the City's elected officials in their
20 assessment of the system's financial integrity.

21 2. Police Relief and Pension Fund – general oversight,

22 3. Firemen's Relief and Pension Fund – general oversight, and,
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4. The City of Seattle Voluntary Deferred Compensation Plan and Trust

Committee. Duties shall include:

- a. Oversee plan administration, and,
- b. Assess fund selection options.

E. Debt administration, in coordination with the City Budget Office, including:

- 1. Develop and maintain general policies for City debt,
- 2. Assess proposals for use of debt; ensure proposals consistent to debt policies,
- 3. Issue debt,
- 4. Ensure compliance to federal, state, City, and bond restrictions for use of bond proceeds, and,
- 5. Ensure debt service is paid from appropriate funds.

F. Manage City borrowing and investor relations, apply for bond ratings, execute and issue all appropriate documents including contracts and other documents for and on behalf of the City in connection with the issuance of bonds and other debt instruments as authorized by ordinance or resolution, retain financial and other necessary consultants, keep all necessary registers of creditors, and arrange for repayment of debts;

G. Report not less than quarterly to the Council's Finance & Budget Committee, or its successor committee, the performance of all major tax and fee revenue streams; the status of the City cash pool, including cash totals, performance of investments made from the pool, and the status of any and all interfund loans; and the status of City debts, debt service, debt capacity, and debt guarantees.

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2 H. Financial oversight for specified City financial commitments, including:

- 3 1. Support the Director of the Office of Intergovernmental Relations by providing
4 financial oversight of and monitoring the City's fiscal responsibilities related to
5 public corporations established pursuant to Seattle Municipal Code Chapter
6 3.110, including City Public Development Authorities, Preservation and
7 Development Authorities and the Museum Development Authority,
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9 2. Develop processes to monitor and report on City's use of federal stimulus
10 funds, and,
11
12 3. Assess City's liabilities for compliance to the Americans with Disabilities Act.

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14 At his or her discretion, and with the approval of the Director of Finance and
15 Administrative Services, the Director of Finance may delegate any of the duties authorized in
16 this chapter to any other qualified city employee.

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18 Section 17. A new Section 3.39.040 is added to the Seattle Municipal Code as follows:

19 **3.39.040 Statutory duties of treasurer.**

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21 Any reference to City Treasurer or City Comptroller in state law, contract, inter-local agreement
22 or other similar source shall be deemed to refer to the Director of Finance and Administrative
23 Services.

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26 Section 18. A new Section 3.39.050 is added to the Seattle Municipal Code as follows:



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3.39.050 Payment by check, electronic payment, credit card, or warrant.

The Director of Finance and Administrative Services is authorized to elect to pay claims against, or other obligations of, the City out of solvent funds by check, electronic payment, or credit card. If the applicable fund is not solvent at the time payment is ordered, a warrant shall be issued therefor. The Director shall issue payment in his or her name or under his or her authority.

Section 19. A new Section 3.39.060 is added to the Seattle Municipal Code as follows:

3.39.060 Authority to draw and pay warrants or make payment by check, electronic payment, or credit card.

Unless the ordinance indicates otherwise, the making of an appropriation is sufficient authority for the Director of Finance and Administrative Services to draw and pay the necessary warrants and make the necessary transfers upon properly executed vouchers drawn by the appropriate department head or an authorized assistant. If the applicable fund is solvent at the time payment is ordered, the Director may elect to make payment by check, electronic payment, or credit card.

Section 20. A new Section 3.39.070 is added to the Seattle Municipal Code as follows:

3.39.070 Designation of delegates in City offices and departments.

A. The Director of Finance and Administrative Services is authorized to designate and appoint the head of a department, office, board, or other administrative unit, and with his or her concurrence subordinate officers therein, as delegates for the express purpose of authenticating and certifying vouchers, payrolls, and other central financial management transactions of the

1 City, and updating vendor file information. Delegates so designated shall assume responsibility
2 for ensuring that all claims that have been incurred by their respective administrative units are
3 just, due and unpaid obligations and that materials were furnished, services were rendered or
4 labor was performed as stated on each such claim, and that the vendor file information has been
5 updated.

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8 B. The Director of Finance and Administrative Services may at his or her discretion withdraw
9 any or all authority delegated.

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11 Section 21. A new Section 3.39.080 is added to the Seattle Municipal Code as follows:

12 **3.39.080 Unclaimed property.**

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14 The Director of Finance and Administrative Services is designated as the City's
15 representative to the State of Washington, Department of Revenue, for the filing of reports and
16 seeking refunds contemplated by the Uniform Unclaimed Property Act of 1983, RCW Chapter
17 63.29.290(1) (the "Act"). For such purposes, the Director is authorized to coordinate reporting by
18 all City departments; to transfer moneys from the Light Fund to the General Fund on vouchers
19 drawn by the Superintendent of the City Light Department in accordance with appropriations
20 made in its annual budget; and to reserve at the end of each budget year from unexpended and
21 unencumbered balances of appropriations made for other City departments an amount sufficient
22 to cover payments to claimants (RCW 63.29.135).
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BUDGET

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3 Section 22. The Department of Finance and Administrative Services shall have control
4 of, and responsibility for, the 2010 budget appropriations of the Department of Executive
5 Administration, including all funds carried forward from that department from 2009 to 2010.
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7 Section 23. The Department of Finance and Administrative Services shall have control
8 of, and responsibility for, the 2010 budget appropriations of the Fleets and Facilities Department,
9 including all funds carried forward from that department from 2009 to 2010.
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11
12 Section 24. Attachment A to Ordinance 123177 is amended to reflect changes to
13 department names, Budget Control Levels, and purpose statements to conform to the reorganization
14 of City government authorized in this ordinance, as reflected in the attached Exhibit 1.
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17 Section 25. The Department of Finance and Administrative Services and the Department
18 of Neighborhoods shall charge expenses associated with costs and staffing of the Office of
19 Constituent Services Budget Control Level (formerly known as the Customer Service Bureau
20 Budget Control Level in the Department of Neighborhood's 2010 Adopted Budget) as shown in
21 Exhibit 1 attached hereto.
22

23
24 Section 26. The Department of Finance and Administrative Services and the Executive
25 Department's City Budget Office shall charge expenses associated with costs and staffing to the
26 Financial Planning and Oversight Budget Control Level (formerly known as the Finance Budget
27

Control Level in the Department of Finance's 2010 Adopted Budget) as shown in Exhibit 1 attached hereto.

POSITIONS

Section 27. All positions in the former Department of Executive Administration and the former Fleets and the Facilities Department and their incumbents, if any, are assigned to the Department of Finance and Administrative Services. Position No. 00017090, formerly at the Department of Executive Administration, is modified as shown:

Position Number	Title	Position Newly Exempt from Civil Service?	Current Status	Proposed Status
00017090	Strategic Advisor 3, Exempt	No	Part Time	Full Time

Section 28. The following positions from the former Department of Finance and their incumbents, if any, shall be assigned to the Department of Finance and Administrative Services:

Position Number	Title	Position Newly Exempt from Civil Service?
00010891	Strategic Advisor 2, CSPI&P	No
00015087	Executive 3	No
00017015	Investments/ Debt Director	No



00017165	Strategic Advisor 2, Exempt	No
00020498	Strategic Advisor 2, Exempt	No
00022054	Strategic Advisor 2, Exempt	No
00024234	Strategic Advisor 3, Exempt	No

Section 29. The following positions from the former Department of Finance and their incumbents, if any, shall be assigned to the City Budget Office:

Position Number	Title	Position Newly Exempt from Civil Service?
00010424	Executive 2	No
00010441	Strategic Advisor 2, Exempt	No
00010579	Strategic Advisor 2, Exempt	No
00011227	Strategic Advisor 2, CSPI&P	No
00015077	Strategic Advisor 2, Exempt	No
00015082	Strategic Advisor 2, Exempt	No
00015091	Strategic Advisor 2, Exempt	No
00015629	Strategic Advisor 3, Exempt	No
00016839	Strategic Advisor 2, Exempt	No
00016899	Strategic Advisor 2, Exempt	No
00016933	Executive Assistant	No
00017844	Administrative Staff Analyst	No
00018167	Strategic Advisor 2, Exempt	No
00018170	Strategic Advisor 3,	No

THIS VERSION IS NOT ADOPTED



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Position Number	Title	Position Newly Exempt from Civil Service?
	Exempt	
00020328	Strategic Advisor 2, Exempt	No
00020710	Strategic Advisor 2, Exempt	No
00021399	Strategic Advisor 3, Exempt	No
00022970	Strategic Advisor 2, Exempt	No
00023662	Strategic Advisor 3, Exempt	No
00024228	Strategic Advisor 2, Exempt	No
00024271	Strategic Advisor 2, Exempt	No
00025516	Executive 4	No
00025855	Administrative Specialist III	No
00025935	Strategic Advisor 2, Exempt	No
00026825	Strategic Advisor 2, Exempt	No
10000254	Municipal Government Intern	No
10002063	Strategic Advisor 2, Exempt	No
10002910	Strategic Advisor 3, Exempt	No
10003676	Strategic Advisor 2, Exempt	No
10003677	Strategic Advisor 2, Exempt	No
10003752	Strategic Advisor 2, Exempt	No

THIS VERSION IS NOT ADOPTED



Section 30. The following positions from the Department of Neighborhoods and their incumbents, if any, shall be assigned to the Department of Finance and Administrative Services:

Position Number	Title	Position Newly Exempt from Civil Service?
00010571	Complaint Investigator	No
00010572	Complaint Investigator	No
00011208	Admin Spec II – BU	No
00011203	Admin Spec I – BU	No
00018160	Executive 1	No
00018162	Admin Staff Analyst	No
00026314	Complaint Investigator	No

MISCELLANEOUS CHANGES TO THE SEATTLE MUNICIPAL CODE

Section 31. Subsection 3.02.090.A of the Seattle Municipal Code as last amended by Ordinance 120794 is amended as follows:

3.02.090 Hearings in contested cases.

A. In any contested case all parties shall be afforded an opportunity for hearing after not less than ~~((twenty(20)))~~ 20 days' notice in writing; provided that a hearing may be set on shorter notice where substantial injury to a party would otherwise result; provided further, that unless otherwise provided by ordinance or rule, no hearing shall be required in any case except upon the demand of a party. Notice of hearing shall be accompanied by a filing fee as established by ordinance, which the Hearing Examiner shall ensure is received by the Director of Finance and Administrative Services ~~((Executive Administration))~~.

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THIS VERSION IS NOT ADOPTED



1 Section 32. Section 3.06.055 of the Seattle Municipal Code, last amended by Ordinance
2 121276, is amended as follows:

3 **3.06.055 Restricted set-asides.**

4 A. The Director of ~~((Executive Administration))~~ Finance and Administrative Services
5 shall create within the Department of Planning and Development Fund a set-aside account
6 funded from regulatory fees and other money allotted thereto, for the accumulation of set-asides
7 for the following municipal purposes:
8

9 1. Staffing Stability -- to allow the Department of Planning and Development to
10 retain trained staff during cyclical economic downturns so that the experience and
11 abilities of that staff are available to customers when the economy again turns upward.

12 2. Technology -- to accumulate needed funding to assure that major technology
13 systems of the Department of Planning and Development can be upgraded or replaced
14 when necessary.

15 3. Technology Currency -- to hold funds adequate to accomplish normal personal
16 computer replacements for the Department of Planning and Development for a single
17 year so that normal upgrades can occur even in the trough of an economic downturn.

18 4. Strategic Planning and Implementation -- to allow the Department of Planning
19 and Development to plan ahead for continuous process improvements to better serve its
20 customers, and to implement those plans, including staff training and equipment.

21 B. 1. Expenditures from the set-aside account shall be made only when expressly
22 authorized by the City Council either by identification in the budget ordinance or other
23



1 ordinance, or as set out in subsection B2 below with respect to the staffing stability set-
2 aside.

3 2. The Director of Department of Planning and Development may, within the
4 limits of that department's budgeted expenditure authority, draw on the appropriate
5 subdivision of the staffing stability set-aside for the purpose established in subsection A1
6 to pay staffing costs associated with a particular regulatory revenue source, but only
7 when doing so is consistent with the most recently adopted financial policies for the
8 department. The Director shall provide ~~((sixty (60)))~~ 60((3)) days notice in advance to the
9 chair of the City Council's Finance~~((,))~~ and Budget ~~((and Economic Development))~~
10 Committee, or its successor committee with responsibility for making recommendations
11 on legislative matters relating to budget and financing of each proposed use of the
12 staffing stability set-aside under authority of this subsection B2.
13
14

15
16 Section 33. Section 3.14.620 of the Seattle Municipal Code, last amended by Ordinance
17 123090, is amended as follows:

18 **3.14.620 Director -- Powers and authority.**

19 Under the direction of the Mayor, and in consultation with the City Council, the duties and
20 powers of the Director of the Office of Economic Development shall be as follows:
21

22 A. To appoint, remove, assign, supervise, and control all officers and employees of the
23 Office of Economic Development in accordance with applicable civil service laws and rules;

24 B. To manage the preparation of the annual budget of the Office of Economic
25 Development~~((, under the guidance of the Director of Finance))~~; authorize appropriate
26



1 expenditures and carry out the adopted budget; develop and manage programs; and undertake
2 authorized activities;

3 C. To make, modify, alter, and extend loans under the City's business loan programs
4 consistent with the laws and ordinances relating to each program; to accept, release, subordinate,
5 and foreclose on security interests in real and personal property; and to sign and deliver
6 documents and to take other actions as shall be necessary or appropriate for such purposes;

7
8 D. To develop programs and seek additional funding sources for economic development
9 citywide and in low-income and/or ethnic and minority communities, including programs and
10 funding sources which promote, encourage and facilitate (i) business retention and expansion,
11 (ii) job creation and retention, (iii) mixed-use and/or industrial/commercial real estate
12 development and (iv) workforce development;

13
14 E. To accept unrestricted donations of funds from identified donors in an amount up to
15 ~~((One Thousand Dollars -))~~ \$1,000 ~~((-))~~;

16 F. To enter into and enforce contracts (including agreements for expert and consultant
17 services) subject to applicable purchasing and bidding ordinances; and execute interdepartmental
18 agreements, and, as authorized by ordinance, intergovernmental agreements;

19
20 G. To serve as the City's representative to boards, commissions, and organizations
21 engaged in economic development activities and play a leadership role in the creation and
22 execution of the economic development priorities for the City and the region;

23 H. ~~((To serve as the City's representative to the Seattle Small Business Leaders~~
24 ~~Association))~~ To execute programs that promote business growth and job creation, especially as it
25



1 relates to small and disadvantaged businesses, including but not limited to accessing financing
2 and navigating government services and regulatory processes;

3 I. In connection with any project or program now or hereafter coming within the
4 responsibility of the Office of Economic Development but previously vested by ordinance in
5 another City department, to exercise all authority vested in the director of such other department
6 with respect to such project or program, unless otherwise provided by ordinance;

7 J. To administer all ordinances pertaining to the Office of Economic Development;

8 K. To exercise such other and further powers and duties as shall be prescribed by
9 ordinance; and

10 L. To adopt, amend, and rescind administrative rules, as provided in Chapter 3.02 (~~the~~
11 ~~City's Administrative Code~~)), in order to implement the Director's powers and authority.

12
13
14
15 Section 34. Section 3.14.840 of the Seattle Municipal Code, last amended by Ordinance
16 121006, is amended as follows:

17 **3.14.840 Deaccessioning and disposition of surplus artworks.**

18 A. When the Seattle Arts Commission determines that an artwork is surplus to the City's
19 collection of artworks, the Commission may deaccession the same and arrange for its disposition
20 through an exchange of the artwork for one ~~((1))~~ or more other artwork(s) of comparable
21 aggregate value for the City's collection, with the City being responsible for the payment or
22 receipt of any monetary difference between the value of the City's artwork and the aggregate
23 value of such exchanged artwork(s); through a sale by an art gallery or dealer; through a public
24 auction or process inviting bids or proposals from the public and the acceptance of the best
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1 response; through the Director of (~~(Executive Administration)~~) Finance and Administrative
2 Services in the same manner as other surplus property; through an indefinite loan to another
3 governmental entity on condition that the receiving entity will maintain the artwork and provide
4 an accompanying notice of the City's retained ownership; or through re-donation, sale or other
5 arrangement agreed upon with the donor or artist at the time of the City's acquisition of such
6 artwork; and, in the event the artwork has been destroyed or damaged beyond repair at a
7 reasonable cost, or has no or only a negligible value, it may be disposed of as scrap.
8

9 B. If an artwork was donated to the City on condition that the artwork be returned or
10 transferred to another person or entity when it is no longer displayed or ceases to be a part of the
11 City's collection, upon the occurrence of circumstances making such condition applicable, the
12 Seattle Arts Commission shall request directions from the donor or the donor's representative(s),
13 as appropriate, and return the artwork to the donor or transfer the artwork consistent with the
14 terms of such condition, if such condition applies, and the directions of the donor or the donor's
15 representative.
16

17 C. In the event the artist has reserved a right to repurchase the artwork when the City's
18 artwork is to be disposed of, the Seattle Arts Commission shall allow the artist a reasonable
19 opportunity to buy it back at its fair market value, as determined by appraisal. Alternatively, the
20 Commission may accept the exchange of the artwork for one (~~((1-))~~) or more other artwork(s) that
21 the Commission is willing to include in the City's collection and that has/have an aggregate
22 appraised value equal to the fair market value of the City's artwork.
23

24 D. The Office of Arts and Cultural Affairs may implement, in connection with the
25 deaccessioning of any artwork in the City's collection, a written commitment made to the creator
26
27

1 or donor of any artwork at the time such artwork is commissioned, purchased, donated, or
2 otherwise procured for the City's collection, to share with such creator or donor a portion of the
3 proceeds of the sale of such artwork upon its deaccessioning and removal from the City's
4 collection if such sale proceeds, after the deduction therefrom of all of the expenses related to
5 such sale, exceed the amount paid by the City for such artwork by at least ((Two Hundred
6 Dollars-))\$200((+)) and the portion of such proceeds that is provided to the creator or donor
7 under such commitment does not exceed ((fifteen-))15_((+))percent of such proceeds.
8

9 E. No artwork shall be deemed surplus to the City's collection of artworks if the City
10 administrative unit responsible for administration of the fund used to acquire the same requests
11 its retention and the City's legislative authority provides for the continued maintenance of such
12 artwork.
13

14
15 Section 35. Section 3.14.915 of the Seattle Municipal Code as last amended by Ordinance
16 120794 is amended as follows:

17 **3.14.915 Grants and donations -- Information and education projects -- Account in trust**
18 **fund.**

19 A. The Director of the Office for Civil Rights is authorized from time to time for and on behalf
20 of The City of Seattle to solicit, apply for, accept and expend donations, grants and other funds
21 and in-kind services or materials from individuals, corporations and associations, foundations
22 and nonprofit organizations, other governments, and the public-at-large in order to produce,
23 provide or disseminate public information and educational or advocacy materials, projects, or
24 programs on issues relating to civil rights and equal opportunity, and to provide an
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1 acknowledgement in any of its publications to those whose assistance enabled its preparation or
2 distribution.

3 B. All donations, grants or other funds received shall be deposited into the "OCR Public
4 Information and Educational Materials/Projects" Account, which is hereby created, in the
5 General Donation and Gift Trust Fund. The account shall also be credited with a pro rata share of
6 the earnings of investment of Fund balances, refunds due on expenditures from the account, and
7 other payments that the Director and the Director of ~~((Executive Administration))~~ Finance and
8 Administrative Services determine to be due. Disbursements shall be made in accordance with
9 Section 3.14.918.
10

11
12 Section 36. Section 3.14.918 of the Seattle Municipal Code as last amended by
13 Ordinance 118392 is amended as follows:

14 **3.14.918 Appropriations and expenditures -- OCR Public Information and Educational**
15 **Materials Account.**

16 Effective upon their deposit, the Director of the Office for Civil Rights is authorized to submit
17 vouchers to the ~~((Finance))~~ Director of Finance and Administrative Services for expenditure of
18 the funds in the OCR Public Information and Educational Materials/Projects Account established
19 by Section 3.14.915, as the Director deems appropriate for producing, providing, or
20 disseminating public information and educational or advocacy materials, projects or programs
21 relating to various protected class groups approved by the Office for Civil Rights. All necessary
22 appropriations therefor are hereby made and authorized.
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1 Section 37. Subsection 3.28.010.D of the Seattle Municipal Code as last amended by
2 Ordinance 120794 is amended as follows:

3 **3.28.010 Disposition of unclaimed property.**

4 D. If the owner of property sold, at any time within three ~~((3))~~ years after such money is
5 deposited in the pension fund or expense fund, furnishes satisfactory evidence of his ownership
6 of such property to the Police Pension Fund Board or the ~~((City))~~ Director of ~~((Executive
7 Administration))~~ Finance and Administrative Services he/she shall be entitled to receive the
8 amount deposited, plus interest.
9

10
11 Section 38. Section 3.28.180 of the Seattle Municipal Code as last amended by Ordinance
12 120794 is amended as follows:

13 **3.28.180 Application -- Fee.**

14 If the Chief of Police determines that the applicant qualifies for a commission, he shall grant the
15 commission upon the applicant's payment of ~~((Forty Dollars-))~~\$40~~(())~~ to the ~~((City))~~ Director of
16 Finance and Administrative Services ~~((Executive Administration))~~; provided, that an applicant
17 who is a City of Seattle employee shall not be required to pay the ~~((Forty Dollars-))~~\$40~~(())~~. All
18 commissions shall expire on January 15th of each year, but may be renewed before expiration
19 upon approval of the Chief and payment of ~~((Ten Dollars-))~~\$10~~(())~~ to the ~~((City))~~ Director of
20 Finance and Administrative Services ~~((Executive Administration))~~; provided, that a City of
21 Seattle employee shall not be required to pay the ~~((Ten Dollars-))~~\$10~~(())~~.
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THIS VERSION IS NOT ADOPTED



1 Section 39. Section 3.30.110 of the Seattle Municipal Code as last amended by Ordinance
2 120794 is amended as follows:

3 **3.30.110 Refund of permit fee.**

4 Whenever any permit is issued by the Public Health Department and a fee paid therefor, and no
5 rights are exercised pursuant thereto and application is made for refund, the Director of Public
6 Health shall certify the facts including the amount of the permit fee and the fund into which the
7 same was paid and his or her approval of the refund, and upon presentation of such certificate to
8 the ((City)) Director of Finance and Administrative Services ((~~Executive Administration~~)) such
9 officer is authorized to draw and to pay a warrant in the amount of such refund drawn upon the
10 proper fund and the necessary appropriations are hereby made. If applicable fund is solvent at the
11 time payment is ordered, the Director of Finance and Administrative Services ((~~Executive~~
12 ~~Administration~~)) may elect to make payment by check. Provided that no such refund is
13 authorized when the amount of the permit fee is ((~~Four Dollars~~))\$4((~~0~~)) or less, and all refunds
14 shall be made in the amount paid for the permit less the sum of ((~~Three Dollars~~))\$3((~~0~~)); and
15 provided further, that before any such refund is made, the permit shall be surrendered to the
16 Director of Public Health and by him or her canceled.
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21 Section 40. Section 3.30.120 of the Seattle Municipal Code as last amended by Ordinance
22 120794 is amended as follows:

23 **3.30.120 Duplicate Medicare payments.**

24 Whenever in the performance of services in connection with the Medicare Program the Public
25 Health Department receives duplicate payments for the performance of such services and
26
27

THIS VERSION IS NOT ADOPTED



1 application is made for a refund, the Director of Public Health shall certify the facts including the
2 amount of such duplicate payment and the fund into which the same was paid and his or her
3 approval of the refund, and upon presentation of such certificate to the ((City)) Director of
4 Finance and Administrative Services ((Executive Administration)) such officer is authorized to
5 draw and to pay a warrant in the amount of such refund drawn upon the proper fund and the
6 necessary appropriations are hereby made. If the applicable fund is solvent at the time payment is
7 ordered, the Director of Finance and Administrative Services ((Executive Administration)) may
8 elect to make payment by check.
9

10
11 Section 41. Section 3.33.060 of the Seattle Municipal Code as last amended by Ordinance
12 120794 is amended as follows:

13 **3.33.060 Court Administrator.**

14
15 There shall be a Court Administrator of the Municipal Court appointed by the judges of the
16 Municipal Court, subject to confirmation by a majority of the City Council, and removable by
17 the judges of the Municipal Court subject to like confirmation. Before entering upon the duties of
18 his or her office, the Court Administrator shall take and subscribe an oath the same as required
19 for other officers of the City, and shall execute a penal bond in such sum and with such sureties
20 as the City Council may direct and subject to their approval, conditioned for the faithful
21 performance of his or her duties, and that he or she will pay over to the ((City)) Director of
22 Finance and Administrative Services ((Executive Administration)) all moneys belonging to the
23 City which shall come into his or her hands as such Court Administrator. The Court
24 Administrator shall be paid such compensation as the City Council may provide from time to
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1 time. The Court Administrator shall act under the supervision and control of the presiding judge
2 of the Municipal Court and shall supervise the functions of the chief clerk and Director of the
3 Traffic Violations Bureau, or successor agency, and perform such other duties as may be
4 assigned to him or her by the presiding judge of the Municipal Court.

5
6 Section 42. Section 3.33.090 of the Seattle Municipal Code as last amended by Ordinance
7 120794 is amended as follows:
8

9 **3.33.090 Director of Traffic Violations/Director of Information and Revenue.**

10 There shall be a Director of the Traffic Violations Bureau/Director of Information and Revenue.
11 The Director shall be appointed by the judges of the Municipal Court subject to civil service laws
12 and rules. The Director shall act under the supervision of the Traffic Violations Bureau. Before
13 entering upon the duties of his or her office, the Director shall take and subscribe an oath the
14 same as required for other officers of the City and shall execute a penal bond in such sum and
15 with such sureties as the City's legislative authority may direct and, subject to their approval,
16 conditioned for the faithful performance of his or her duties, and that he or she will faithfully
17 account to and pay over to the ((City)) Director of ((Executive Administration)) Finance and
18 Administrative Services all moneys belonging to the City which shall come into his or her hands
19 as such Director. The Director shall be paid such compensation as may be provided in the salary
20 schedule.
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23
24 Section 43. Subsection Section 3.33.160A of the Seattle Municipal Code as last amended
25 by Ordinance 120794 is amended as follows:
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THIS VERSION IS NOT ADOPTED



3.33.160 Clerks of the court.

1
2 A. There shall be a Chief Clerk of the Municipal Court appointed by the judges of the
3 Municipal Court subject to such civil service laws and rules. Before he or she enters upon the
4 duties of his or her office the chief clerk shall take and subscribe an oath the same as required for
5 other officers of the City, and shall execute a penal bond in such sum and with such sureties as
6 legislative authority of the City may direct and, subject to their approval, conditioned that he or
7 she will faithfully account to and pay over to the ((City)) Director of ((Executive
8 Administration)) Finance and Administrative Services all moneys coming into his or her hands
9 as the clerk, and that he or she will faithfully perform the duties of the office to the best of his or
10 her knowledge and ability.
11

12 * * *

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14
15 Section 44. Section 3.33.170 of the Seattle Municipal Code as last amended by Ordinance
16 120794 is amended as follows:

17 **3.33.170 Powers and duties of chief clerk.**

18 The chief clerk, under the supervision and direction of the Court Administrator of the Municipal
19 Court, shall have the custody and care of the books, papers and records of the Court; he or she
20 shall be present or ensure that a deputy is present during the session of the Court, and shall have
21 the power to swear all witnesses and jurors, and administer oaths and affidavits, and take
22 acknowledgements. He or she shall keep the records of the Court, and shall issue all process
23 under his or her hand and the seal of the Court, and shall do and perform all things and have the
24 same powers pertaining to his or her office as the clerks of the Superior Courts have in their
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1 office. He or she shall receive all fines, penalties and fees of every kind, and keep a full, accurate
2 and detailed account of the same; and shall on each day pay into the City Treasury all moneys
3 received for the City during the day previous, with a detailed account of the same, and taking the
4 ~~((City))~~ Director of ~~((Executive Administration))~~ Finance and Administrative Services'~~((s))~~
5 receipt therefor.
6

7
8 Section 45. Subsection 3.35.030.C of the Seattle Municipal Code as last amended by
9 Ordinance 120773 is amended as follows:

10 **3.35.030 Director -- Functions.**

11 The Director of the Department of Neighborhoods shall manage the department and shall:

12 * * *

13 C. ~~((Receive complaints and requests for service from citizens and communities and work with
14 City departments in resolving them; provide the directory assistance function for the City;
15 provide information about City government to the public; e))~~ Conduct outreach programs to elicit
16 citizen participation; present neighborhood concerns to City departments and strengthen
17 departmental responses to neighborhood problems; assure coordinated departmental responses to
18 neighborhood concerns; and mediate disputes between City departments and affected
19 communities;
20
21

22 * * *

23
24 Section 46. Section 3.35.040 of the Seattle Municipal Code as last amended by
25 Ordinance 120181 is amended as follows:
26
27



3.35.040 Director -- Ancillary powers.

In order to carry out departmental functions, the Director of the Department of Neighborhoods shall have the power to:

A. Appoint, remove, assign, supervise and control officers and employees in the department in accordance with applicable civil service ordinances and rules;

B. Manage the preparation of the annual budget for the department (~~under guidance from the Director of Finance~~), authorize appropriate expenditures and carry out the adopted budget; develop and manage programs; and undertake authorized activities;

C. Execute and enforce contracts (including agreements for expert and consultant services) subject to applicable purchasing and bidding ordinances; apply for grants and donations for departmental programs; execute interdepartmental agreements and, as authorized by ordinance, intergovernmental agreements; arrange for places for public meetings; and solicit and use volunteer services; and

D. (~~Establish a system of rates to be charged to City departments for the value of providing City-wide directory assistance services, which the Department of Information Technology will bill to departments; and~~

~~E.)) Promulgate rules and regulations to carry out departmental activities pursuant to ((the Administrative Code,)) Chapter 3.02.~~

Section 47. Section 3.40.050 of the Seattle Municipal Code as last amended by Ordinance 118912 is amended as follows:

3.40.050 Audit reports -- Follow-up required.

THIS VERSION IS NOT ADOPTED



1 A. It is City policy to follow up on audit reports by the City Auditor.

2 B. Whenever an audit report identifies a tortious or criminal misappropriation of City
3 funds or property, the department head and the City Attorney shall seek recovery of the moneys
4 and/or other relief as allowed by law.

5 C. When an audit report discovers a mis_expenditure and/or makes a recommendation for
6 a change in practice or procedures of a City department, the affected department shall respond
7 within ~~((thirty-))~~30~~((-))~~ days. If the City Auditor finds the response unsatisfactory, the City
8 Auditor shall refer the matter to the ~~((Finance-))~~Chair of the City Council Finance and Budget
9 Committee and the City Budget Director for their review and guidance.

10
11 D. When an audit of a City contract or project determines that ineligible costs were paid,
12 the department responsible for the contract shall promptly seek recovery of sums due to the City.
13 The City Auditor may participate in discussions with the contractor toward recovery of moneys
14 due and shall be consulted before a settlement is made. In event of a disagreement between the
15 City Auditor and a department head, the Mayor or, at his discretion, the City Budget Director
16 shall serve as a mediator.

17
18
19 Section 48. Section 3.58.090 of the Seattle Municipal Code as last amended by Ordinance
20 119274 is amended as follows:

21
22
23 **3.58.090 Fees and charges for Design Commission review.**

24 A. The Commission is authorized to charge the following fees to applicants for review of
25 capital improvement projects other than City departments' capital improvement projects:
26

1 1. When review is by the entire Commission, (~~Seven Hundred Dollars~~
2 ~~)~~\$700(~~)~~) per hour;

3 2. When review is by a committee or subcommittee of the Commission, (~~One~~
4 ~~Hundred Dollars~~~~)~~)\$100(~~)~~) per Commission member participating in the review per
5 hour.

6 B. The Commission in its discretion, with the concurrence of the City Budget Director,
7 may waive its fee under subsection A of this section, in whole or in part, in the following
8 circumstances:
9

10 1. Whenever Commission fees, if charged, would be disproportionate to the sums
11 available and could cause abandonment for the following types of projects: artworks,
12 projects funded by grants and donations, neighborhood self-help projects undertaken by
13 volunteers and nonprofit organizations, and for small capital improvements.

14 2. For Low-income and Special Needs Housing Projects Subject to Design
15 Commission Review. The Commission may require a deposit of its fee before reviewing
16 a project or giving its advice.
17

18 C. The Commission shall charge fees for its review of City departments' capital
19 improvement projects as set forth in subsections A through D of Section 22.900D.170.
20

21
22 Section 49. Subsection 3.70.100.H of the Seattle Municipal Code, last amended by
23 Ordinance 122645, is amended as follows:

24 **3.70.100 Powers and duties.¹**

25 The Commission shall have the following powers:
26
27



* * *

1
2 H. To make expenditures authorized in its annual budget; to retain expert and consultant
3 services; to use the services of the City Attorney as deemed appropriate to carry out its functions;
4 and to call upon the ((City)) Director of ((Executive Administration)) Finance and
5 Administrative Services and Auditor to assist in auditing compliance with campaign contribution
6 limits and eligibility for campaign matching funds; and
7

* * *

8
9 Section 50. Section 3.73.040 of the Seattle Municipal Code, last amended by Ordinance
10 123131, is amended as follows:

11 **3.73.040 The Commission - Duties and Functions**

12 The Department of ((Executive Administration)) Finance and Administrative Services and City
13 Council shall provide written notice to the Seattle-King County taxicab advisory commission, no
14 more than 15 days following any proposed changes to City ordinances or rules that pertain to the
15 setting of taxicab fares, taxicab licensing and other legislation regarding the taxicab industry or
16 its customers. Such copies notice shall be transmitted to the Commission no less than 30 days
17 prior, to a decision by the Director or the City Council, to allow sufficient time for the
18 Commission to review and report to the City of Seattle and King County. In any case where a
19 decision must be reached prior to an upcoming regularly-scheduled quarterly Commission
20 meeting, the Commission may meet in the advance of that date in accordance with rules
21 promulgated by the Commission in compliance with the Open Public Meetings Act. The
22 Commission shall issue and deliver an annual report to the City and County Councils and shall
23 provide a summary and analysis of its work in the prior calendar year as well as a report on its
24
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27

THIS VERSION IS NOT ADOPTED



1 anticipated work program for the following year. A copy of the report shall be delivered in print
2 to each respective body by February 15 of each calendar year.

3 This Seattle-King County Taxicab Advisory Commission shall convene as necessary, but at least
4 quarterly, to perform the duties outlined in Section 3.73.040. Clerical support for the
5 Commission shall be provided by a representative from Seattle's Department of Finance and
6 Administrative Services (~~Executive Administration~~) in cooperation with clerical staff provided
7 by King County. Commission meeting locations shall rotate between Seattle City and King
8 County facilities.
9

10
11 Section 51. Section 3.76.010 of the Seattle Municipal Code as last amended by
12 Ordinance 120181 is amended as follows:

13 **3.76.010 Committee established -- Membership.**

14 There is established a Debt Management Policy Advisory Committee ("Committee" in this
15 chapter) for the City composed as follows:
16

- 17 A. The ~~((City))~~ Director of Finance ~~((,who))~~ shall be its Chair;
18 B. The Chair of the City Council Finance and Budget Committee;
19 C. The Superintendent of City Light;
20 D. The Director of Seattle Public Utilities; ~~((and))~~
21 E. ~~((One other City official designated annually by the Mayor))~~ The City Budget
22 Director ~~((:));~~ and
23 F. The Director of the Central Staff Division of the City Council.
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1 The President of the City Council is authorized to designate an alternate member to serve in the
2 event of the absence or incapacity of the Chair of the Finance and Budget Committee and/or the
3 Director of the Central Staff Division, and the Mayor is authorized to designate alternate
4 members to serve in the event of the absence or incapacity of the other members of the
5 Committee or for such other reason as may be deemed sufficient. The City Attorney or his or her
6 legal representative shall meet with and provide legal advice and assistance to the Committee in
7 the conduct of its duties. Department Directors are authorized to designate an alternate member
8 to act in their stead in the event they are absent, incapacitated, or for such other reasons as may
9 be deemed sufficient.

11
12 Section 52. Section 3.76.020 of the Seattle Municipal Code as last amended by Ordinance
13 116368 is amended as follows:

14 **3.76.020 Functions designated.**

15
16 A. The Committee shall be advisory to the ((City)) Director of Finance, the City Budget
17 Director, the City Council and the Mayor. It is authorized to provide advice in all matters
18 pertaining to the incurrence of debt, including but not limited to:

19 The borrowing of money;

20
21 Issuance of bonds, bond anticipation notes, revenue anticipation notes, tax anticipation notes,
22 commercial paper, and obtaining lines of credit;

23 Build America Bonds, Recovery Zone Economic Development Bonds, Qualified Energy

24 Conservation Bonds, Clean Renewal Energy Bonds and all forms of tax credit borrowing;

1 Obtaining loans from the State Public Works Trust Fund, State Revolving Fund, the United

2 States or other government loan program;

3 Establishing internal inter-fund or "cashpool" loans;

4 Obtaining credit support for the City's debt;

5 Obtaining ratings on the City's debt;

6 City participation in debt issues in which it incurs a substantial indirect liability, such as
7 guarantees of debt of another borrower, extensions of credit support to another borrower, and
8 power purchase contracts used by the vendor as collateral for a loan to generate the power
9 purchased;
10

11 Lease-purchase contracts and equipment leases, which contemplate City payments over ~~((One~~
12 ~~Million Dollars ()))~~\$1,000,000~~(())~~ and are payable in two ~~((2-))~~ years or more;

13 Conditional sales contracts in which the City is the purchaser and payment will be made from
14 appropriations over two ~~((2-))~~ or more budget years; and

15 The issuance of interest-bearing warrants.

16 In addition, the Committee shall develop and recommend to the City Council a written policy
17 regarding debt creation and management for all debt issued by the City and its utilities and for
18 guarantees or extensions of credit support to another borrower.
19

20
21 B. The Committee is further authorized to request the advice and assistance of the several
22 City departments in the conduct of such duties and upon such request the head of each such
23 department may designate a representative to meet with, advise and assist the Committee in the
24 conduct of such duties.
25

RESOLUTION IS NOT ADOPTED



1 C. The Committee is further authorized, subject to approval by ordinance, to contract
2 with financial and other consultants to advise it, the Director of Finance and Administrative
3 Services, the ((City)) Director of Finance, the City Budget Director, the City Council and the
4 Mayor on all matters relating to the creation and management of City debt; provided that, the
5 financial consultants shall not in any manner, directly or indirectly, participate in or benefit from
6 any financial transaction upon which they have provided or are providing advice to the City.
7

8 D. Unless otherwise provided by ordinance or resolution of the City Council, the City
9 shall not incur debt, obtain credit support for the City's debt or provide any guarantee or extend
10 credit support to another borrower without first having obtained the written advice of the
11 Committee on the matter.
12

13
14 Section 53. Section 3.90.010 of the Seattle Municipal Code, last amended by
15 Ordinance 120794, is amended as follows:

16 **SMC 3.90.010 Officer's bonds.**

17 The following officers and employees of the City shall, before entering upon the duties of
18 their respective offices, give approved bonds, the premiums for which shall be paid by the City.

19 The bonds shall contain the conditions required by the City Charter¹ for official bonds, and be in
20 the following amounts:
21

22 Mayor \$ 1,000

23 Each City Council member \$ 1,000

24 Director of Finance \$ 150,000

25 Director of ~~((Executive Administration))~~ Finance and Administrative Services \$ 150,000
26
27



1 Treasury Division Director \$150,000

2 City Attorney \$1,000

3 Chief of Police \$15,000

4
5 The bond for the Director of Finance, the Director of ~~((Executive Administration))~~
6 Finance and Administrative Services, and the Treasury Division Director may include a
7 deductible in the amount of ~~((Ten Thousand Dollars ()))~~ \$10,000 ~~(())~~.
8

9
10 Section 54. Section 3.90.050 of the Seattle Municipal Code as last amended by
11 Ordinance 120794 is amended as follows:

12 **3.90.050 Employees faithful performance blanket position bond.**

13
14 A. All officers and employees of the City, including employees of the Seattle Public
15 Library ~~((Department))~~, shall be covered by a public employees faithful performance blanket
16 position bond or, if it is impracticable to obtain such bond, insurance, including self-insurance,
17 that provides equivalent coverage. Such bond or insurance shall be conditioned to indemnify and
18 save the City harmless from ~~((any and all))~~ loss sustained by the City from or due to theft,
19 dishonesty or fraudulent conduct of any officer or employee or to failure of any officer or
20 employee to faithfully perform the duties of his or her office or position, and further conditioned
21 that no third person shall have any right of action on the bond or insurance for any acts or
22 conduct or failure to act of the officer or employee.
23

24 B. Such performance bonds or insurance shall be in an amount to ~~((fully protect))~~
25 indemnify the City for loss which may reasonably be anticipated due to theft, dishonesty or
26



1 fraudulent conduct of any and all officers or employees or failure to any officers or employees to
2 faithfully perform the duties of his or her office or position during the term of the bond. The
3 Director of ~~((Executive Administration))~~ Finance and Administrative Services shall set the
4 amount of the bond or insurance, including the amount of any applicable deductibles.

5
6 Section 55. Section 3.90.060 of the Seattle Municipal Code as last amended by Ordinance
7 120794 is amended as follows:

8
9 **3.90.060 Employees blanket bond -- Call for offers to furnish.**

10 A. The Director of ~~((Executive Administration))~~ Finance and Administrative Services
11 shall call for offers to furnish a public employees faithful performance blanket position bond, the
12 premium therefor to be paid for by the City and for the officer's bonds contemplated by Section
13 3.90.060. Such bonds shall contain the conditions prescribed in this chapter and such additional
14 conditions as are usual and as are set forth in the call for offers. The form of such bond shall
15 accompany each bid submitted. Such call shall be published ten ~~((10-))~~ days before the opening
16 of the offer(s), and shall specify the time and place when offers will be opened. Each offer shall
17 be accompanied by a certified check or cash in the sum of ~~((Five Hundred Dollars (-)))~~ \$500~~(())~~ as
18 a good-faith deposit. The Director of ~~((Executive Administration))~~ Finance and Administrative
19 Services may accept the best offer or reject any and all offers.

20
21
22 B. The term of the public employees faithful performance blanket position bond shall be
23 determined by the Director of ~~((Executive Administration))~~ Finance and Administrative Services
24 but such term shall not exceed three ~~((3-))~~ years. Upon expiration of each such bond the
25
26
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THIS VERSION IS NOT ADOPTED



1 Director of ~~((Executive Administration))~~ Finance and Administrative Services shall again call for
2 and accept offers for such a bond.

3
4 Section 56. Section 3.104.020 of the Seattle Municipal Code as last amended by Ordinance
5 16118 is repealed.

6
7
8 Section 57. Section 3.106.010 of the Seattle Municipal Code as last amended by Ordinance
9 120794 is repealed.

10
11 Section 58. Section 3.108.010 of the Seattle Municipal Code as last amended by Ordinance
12 120794 is repealed.

13
14
15 Section 59. Section 3.116.030 of the Seattle Municipal Code as last amended by
16 Ordinance 119032 is amended as follows:

17 **3.116.030 Board of Directors -- Quorum -- Meetings.**

18 A. The Board of Directors (called the "Board") shall govern the affairs of the
19 Corporation. The Board shall be comprised of:

- 20
21 1. The Chairperson of the City Council's Finance and Budget Committee, the
22 Mayor of Seattle and four ~~((4))~~ representatives from the private sector. The Mayor shall
23 recommend the appointments of the Directors from the private sector to the City Council
24 for confirmation. If the Chairperson of the City Council's Finance and Budget Committee
25 declines to serve, the vice chairperson of the Finance and Budget Committee shall serve
26

1 as Director. The public officials on the Board shall serve for a term coincident with his or
2 her term of office. The Directors from the private sector shall serve for a term of one
3 ~~((4))~~ year. The Chairperson of the Finance Committee shall be permitted to designate
4 another City Councilmember as an alternate. The Mayor shall be permitted to designate
5 the ~~((Finance))~~ City Budget Director or the Director of the Office of Economic
6 Development as an alternate.
7

8 2. Vacancies shall be filled in the same manner as that used for original
9 appointments.

10 B. One-half ~~((1/2))~~ of the Board (three ~~((3))~~ out of six ~~((6))~~ members) shall
11 constitute a quorum for the conduct of meetings; the Board shall take action only pursuant to a
12 majority vote of those members voting when a quorum exists; two ~~((2))~~ members may call a
13 special meeting; and, when a quorum is lacking, a majority of those present may recess or
14 adjourn the meeting as provided in RCW 42.30.090.
15

16 C. The Board shall select its own officers and the officers of the Corporation, provide for
17 the conduct of its meetings, and the keeping of its records and the records of the Corporation.
18 RCW Chapter 42.30, the Open Public Meetings Act of 1971, as now existing or hereafter
19 amended, shall apply to meetings of the Board.
20

21
22 Section 60. Section 3.121.020 of the Seattle Municipal Code as last amended by Ordinance
23 120794 is amended as follows:

24 **3.121.020 Charge for dishonored check to other departments.**
25
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1 The Director of ~~((Executive Administration))~~ Finance and Administrative Services is authorized
2 to set, charge and collect a fee from any person making or presenting a check, which is later
3 dishonored, for a payment to the City for the credit of accounts other than its utilities and the
4 Municipal Court. The fee shall cover the cost of handling the dishonored check, including bank
5 charges to the City, costs to the City in making collection, and other City expenses caused by its
6 return without payment.
7

8
9 Section 61. Section 3.121.040 of the Seattle Municipal Code as last amended by Ordinance
10 120794 is amended as follows:

11 **3.121.040 Waiver of fee.**

12 A. A City department head, responsible for collection, may reduce or waive the handling
13 fee for dishonored checks if:

- 14 1. The maker's check is returned on account of an action or omission of the City
15 or an insolvency or default of the bank;
- 16 2. The death or incompetency of the maker freezes his or her account;
- 17 3. A stop payment order was made which is justifiable;
- 18 4. Payment of the fee would cause an individual financial hardship; the maker is
19 bankrupt or participating in a reorganization or adjustment of debts under court
20 supervision; or
- 21 5. A waiver would assist in settling a bona fide dispute as to the amount due to the
22 City.
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THIS VERSION IS NOT ADOPTED



1 B. A department head, who reduces or waives the handling fee, shall give the Director of
2 ~~((Executive Administration))~~ Finance and Administrative Services notice of the action taken.

3 C. A department head may not reduce or waive the handling fee with respect to his or her
4 own checks or a check of his or her immediate family, as defined in subsection D of Section
5 4.16.030.

6
7
8 Section 62. Section 3.124.040 of the Seattle Municipal Code as last amended by Ordinance
9 120794 is amended as follows:

10 **3.124.040 Charitable campaign.**

11 A. There shall be one ~~((1))~~ annual campaign by federations of charitable organizations
12 and charitable organization funds each year. The campaign shall be conducted as provided in
13 rules adopted pursuant to this chapter.

14
15 B. The persons conducting campaigns pursuant to the rules adopted as provided in this
16 chapter may solicit donations from City employees to be made by payroll deductions. The
17 Director of ~~((Executive Administration))~~ Finance and Administrative Services shall make
18 deductions from City employees' salary warrants and pay the moneys so collected to the
19 federations of charitable organizations and charitable organization funds designated by City
20 employees when such deductions and payments are authorized by City employees pursuant to
21 rules adopted in accordance with this chapter.

22
23 C. As provided in RCW 41.06.250(1) and 42.17.130, City property, equipment, or City
24 employees' working time may not be used during a campaign for partisan political purposes, to
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1 assist in an individual's election to political office or for the promotion of or opposition to any
2 ballot proposition.

3 D. City employees' participation in charitable campaigns shall be strictly voluntary. No
4 City employee shall be coerced to participate in any campaign presentation or coerced to make
5 any donation to a charitable organization. No City employee shall be penalized for failing to
6 participate in a campaign or for failing to make a donation to a charitable organization.

7
8 E. The City's annual charitable campaign shall be administered by the Personnel Director
9 who, in consultation with the employee committee, shall determine whether the campaign shall
10 be coordinated and managed by a City employee or an independent nonprofit organization. If the
11 campaign is coordinated and managed by a City employee, the Personnel Director shall evaluate
12 the duties of the position and determine the appropriate job classification and salary level. If the
13 campaign is coordinated and managed by an independent nonprofit organization, the Personnel
14 Director, in consultation with the employee committee, shall establish criteria to assure that such
15 services are provided by an organization with demonstrated expertise, in an efficient and cost-
16 effective manner, with the policy review and approval of the employee committee. The
17 Personnel Director shall assure that interested members of the City Council have an opportunity
18 to review the criteria before any request for proposals is issued to select an independent
19 organization to manage the campaign. The Personnel Director is authorized to hire an employee
20 in the classification and at the salary level determined by the Personnel Department or contract
21 with a nonprofit organization in accord with criteria established in consultation with the
22 employee committee to coordinate and manage the City campaign;
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1 F. The salary and benefits paid to the employee coordinator or the fees paid for
2 contracted services and the printing, duplicating and data processing costs incurred by the
3 Personnel Department in conducting the campaign shall be reimbursed from moneys donated by
4 City employees to charitable organization funds and federations through the campaign.

5
6 Section 63. A new Chapter 3.126 of the Seattle Municipal Code is added as follows:

7
8 **3.126 VEHICLES**

9
10 Section 64. A new Section 3.126.010 of the Seattle Municipal Code is added as follows:

11 **3.126.010 City vehicle fleet**

12 The Department of Finance and Administrative Services shall provide centralized fleet services
13 for the City including but not limited to engineering, design, procurement, maintenance,
14 disposition, fueling, and motor pool services for City agencies.

15
16 A. Municipal Use. City-owned or leased vehicles shall be used exclusively for the
17 conduct of municipal business, except as provided in subsection D of this section.

18 B. Private Use Prohibited. Except as provided in subsection D of this section, no City
19 owned or leased motor vehicle shall be used for personal purposes. The transportation of
20 passengers in any such vehicle is prohibited except in the furtherance of municipal business,
21 provided that City employees may ride directly to and from work in an assigned vehicle
22 when the person to whom the vehicle is assigned and the riding employees are registered
23 with the Seattle Department of Transportation as a carpool.
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1 C. Assigned Vehicles. Vehicles may be assigned to employees when the normal
2 operations of a City department extend beyond established work headquarters and/or work
3 hours, and based on the substantiated needs of such department. The Director of Finance and
4 Administrative Services shall have the authority to adopt rules, consistent with this chapter,
5 defining the criteria for assignment of vehicles.

6 D. Long-Term Overnight Vehicle Assignments. Vehicles will be assigned for a period of
7 approximately one year, or until a superseding assignment is made, to City officials and
8 employees who, because of the nature of their work, should have overnight vehicles assigned
9 to them. Authorization to garage such vehicles at the individual residences of the employees
10 to whom assigned shall be pursuant to the provisions of this chapter and shall be granted at
11 the discretion of the Director of Finance and Administrative Services. Annually, the Director
12 of Finance and Administrative Services shall submit to the City Clerk and the City Council a
13 list of the officials and employees to whom a vehicle should be assigned for the next
14 succeeding year in accordance with the following criteria:

- 15
16
17 i. The relative cost of having an employee provide his or her own
18 transportation (whether in automobile reimbursement or lost productive
19 time) is greater than the cost associated with overnight vehicle use; or
20
21 ii. Employees who, on a continuous basis, have primary supervisory
22 responsibility (first called out) in case of an emergency and whose
23 immediate response is required to save life or property, including employees
24 and officials who have responsibilities of implementing the City's disaster
25 plan; or
26
27



1 iii. Employees who, on a continuous basis, are on call in case of an
2 emergency and who require special tools and equipment carried in their
3 assigned vehicles in order to perform their emergency duties.

4 E. Short-Term Overnight Vehicle Assignments. Overnight vehicle assignments for
5 periods not to exceed two 30-day consecutive periods, and authorization to garage such
6 vehicles at the individual residences of the employees to whom assigned, may be made by
7 each employee's appointing authority, or by his or her designee, when the need for such an
8 assignment is consistent with the criteria established by this section.
9

10 F. Administration of Motor Pool. The Director of Finance and Administrative Services
11 shall maintain one or more motor pools, for the purpose of providing shared vehicles to meet
12 the short-term transportation needs of City employees conducting City business.
13

14
15 Section 65. A new Section 3.126.020 of the Seattle Municipal Code is added as follows:

16 **3.126.020 Persons who may use City vehicles.**

17 No City owned or leased motor vehicles shall be rented or loaned, except to City departments, to
18 duly registered and authorized volunteer workers in the furtherance of approved City programs,
19 to persons providing service to the City under contract and in accordance with the terms of their
20 contract, or to other governmental agencies or associations of cities, towns or governmental
21 agencies, or in conformance with mutual aid agreements. The Director of Finance and
22 Administrative Services is authorized and directed to prepare and adopt rules and regulations to
23 secure adequate consideration for the use of City owned or leased motor vehicles rented or
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THIS VERSION IS NOT ADOPTED



1 loaned pursuant to this section, and to secure the return of such motor vehicles in proper
2 condition.

3
4 Section 66. A new Section 3.126.130 of the Seattle Municipal Code is added as follows:

5 **3.126.130 Defense for agent of City in event of accident.**

6 A. Whenever a City owned or leased motor vehicle shall be rented or loaned to or used
7 by a person or persons providing service to the City as an employee or volunteer, the employee
8 or volunteer will be considered an agent of the City and afforded a defense for any action or
9 claim arising from the accident and the City shall pay any proper claims or judgments against the
10 employee or volunteer in connection therewith. In executing agreement(s) for the performance
11 of volunteer services, City department directors shall have authority to provide in such
12 agreement(s), in accordance with rules and regulations adopted by the Director of Finance and
13 Administrative Services, that in the event of an accident arising out of an authorized use of the
14 vehicle, the volunteer will be considered an agent of the City and afforded a defense for any
15 action or claim arising from the accident and the City shall pay any proper claims or judgments
16 against the volunteer in connection therewith.

17
18 B. Procedures for investigating and processing or defending the claims or actions shall be
19 those set forth by ordinance authorizing the representation and defense of City officers and
20 employees in connection with any claims for damage and/or litigation arising from conduct, acts
21 or omissions of such officers and employees in the scope and course of employment.
22
23

24
25 Section 67. A new Section 3.126.040 of the Seattle Municipal Code is added as follows:
26
27



3.126.040 Parking of privately-owned motor vehicles by City Officials.

A. For purposes of this section, "City Officials" shall mean Seattle City Councilmembers, elected Seattle Municipal Court judges, and the Seattle City Attorney.

B. City Officials who choose to park privately-owned motor vehicles in City-owned parking facilities in which other City officers or employees must pay for the parking of such vehicles, shall pay for such parking consistent with fees charged to other City officers and employees for comparable parking privileges. Neither the City nor any of its departments shall pay for, reimburse, or otherwise subsidize such payments made by City Officials. City Officials also shall be eligible for other types of parking permits, including but not limited to carpool parking permits, on the same terms and pursuant to the same rates as are applicable to other City officers and employees; and may request the issuance of occasional City-paid one-day parking passes, on the same basis as those are available to other City officers and employees, when it is necessary to park privately-owned motor vehicles in such garage or facilities for purposes that are solely related to City business.

Section 68. A new Chapter 3.127 of the Seattle Municipal Code is added as follows:

3.127 LEASES

Section 69. A new Section 3.127.010 is added to the Seattle Municipal Code as follows:

3.127.010 Authority to negotiate and execute leases for City-owned or City-managed property.



1 The Director of Finance and Administrative Services is authorized to negotiate and to enter into
2 new leases or subleases and extensions or modifications of existing leases or subleases of any
3 property now or hereafter owned by or leased to the City that is under the management of the
4 Director or is under the management of another department that has requested that the Director
5 lease or sublease such property. The Director is authorized to execute and deliver, for and on
6 behalf of the City, all documents he or she shall deem necessary or appropriate in connection
7 with any lease or sublease authorized in this section. The authority in this section is limited as
8 follows:
9

10 A. The Director shall use a standard lease form or forms prepared with the assistance or
11 advice of the City Attorney; and

12 B. The total term of any new lease together with all extensions of the initial term thereof,
13 and the total term of any amended lease together with all extensions of the term thereof, shall not
14 exceed five years in duration; provided, however, that this limitation shall not restrict the
15 authority of the Director to negotiate and to enter into subsequent leases of the same property for
16 periods not to exceed five years; and

17 C. The consideration to be paid to the City for the leases and lease term extensions shall
18 be in the form of legal tender of the United States of America or services rendered to or for the
19 benefit of the City, or a combination thereof, in such amounts or value as shall be reasonable
20 under the circumstances considering the negotiated terms of the occupancy or use, condition of
21 the premises, and current rental rates for similar property in the vicinity.
22
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25
26 Section 70. A new Section 3.127.020 added to the Seattle Municipal Code as follows:
27



3.127.020 Authority to execute leases for use by City Departments and agencies.

1
2 A. The Director of Finance and Administrative Services is authorized to negotiate and
3 execute for and on behalf of the City, real property leases for the purpose of acquiring necessary
4 facilities for use by City departments and agencies to carry out authorized functions and
5 programs. The term of any such lease shall not exceed five years. The Director shall use a
6 standard lease form or forms prepared with the assistance or advice of the City Attorney; and
7

8
9 B. The rental payments provided by the terms of any lease agreement authorized in Section
10 3.127.020 shall not exceed the fair market rental. "Fair market rental" shall be deemed to mean
11 the rental payments which such property would bring on the open rental market; and
12

13
14 C. All leases executed pursuant to the authority of Section 3.127.020 shall conform to
15 the following requirements:

16 1. Rental payments for office space shall not exceed a rate of \$26 per square foot per
17 year and the total square footage leased in any one calendar year shall not exceed
18 5,000 square feet for such space in any single building or other facility.

19 2. Rental payments for improved space other than office space shall not exceed \$10
20 per square foot per year, and the total square footage leased in any one rental
21 agreement in any one calendar year shall not exceed 9,000 square feet for such space
22 in any single building, structure or other facility.

23 3. Rental payments for unimproved real estate, or land used for parking or open
24 storage purposes shall not exceed \$6 per square foot per year, and the total square
25
26
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THIS VERSION IS NOT ADOPTED



1 footage leased in any one rental agreement in any one calendar year shall not exceed
2 18,000 square feet for such space in any single building, structure or other facility.

3 4. The dollar amounts specified in subsections 1, 2, and 3 of this section shall be
4 adjusted annually beginning February 1, 2011 by the percentage change in the annual
5 Consumer Price Index For All Urban Consumers (CPI-U), All Items, Seattle-Tacoma-
6 Bremerton, WA Metropolitan Area (1982-84 = 100) for the preceding year as
7 published by the U.S. Department of Labor, Bureau of Labor Statistics, or its
8 successor; provided, that if the Consumer Price Index is discontinued or its base is
9 changed, a comparable index shall be substituted.
10

11 5. The department or agency that is to occupy the premises to be leased shall have
12 available to it sufficient funds to pay the Department of Finance and Administrative
13 Services for its anticipated billing for the use of such space during the balance of the
14 current budget year.
15

16

17 Section 71. A new Section 3.127.030 is added to the Seattle Municipal Code as follows:

18 **3.127.030 Rental payments -- Annual adjustment.**

19 Any rental payment specified in any lease may be adjusted annually by the percentage change in
20 the annual Consumer Price Index For All Urban Consumers (CPI-U), All Items, Seattle-Tacoma-
21 Bremerton, WA Metropolitan Area (1982-84 = 100) for the preceding year as published by the
22 U.S. Department of Labor, Bureau of Labor Statistics, or its successor; provided, that if the
23 Consumer Price Index is discontinued or its base is changed, a comparable index shall be
24 substituted.
25

THIS VERSION IS NOT ADOPTED



1 Any rent which is so adjusted may exceed the limits imposed by Chapter 3.127 hereof upon
2 rental payments provided in leases entered into by the Director of Finance and Administrative
3 Services pursuant to the authority granted in Chapter 3.127.

4
5 Section 72. Section 4.04.045 of the Seattle Municipal Code as last amended by Ordinance
6 118404 is amended as follows:

7
8 **4.04.045 Temporary employment service.**

9 The Personnel Director is authorized to develop and implement a temporary employment service
10 to provide temporary workers to City employing units upon request therefor and upon payment
11 by the requesting employing unit of the cost of such service. Because an arbitrary limitation on
12 the number of temporary workers to be hired to implement this authorization would impede the
13 operation of such service, all positions to be occupied by such temporary workers are hereby
14 created, and the Personnel Director is authorized, with approval of the City Budget Director or
15 his/her designee, to fill whatever number of positions he/she determines is necessary to operate
16 such service for City employing units. The Personnel Director may delegate authority to
17 department heads to fill temporary worker positions when such delegation would improve the
18 quality of the temporary employment service or would result in cost efficiencies.
19
20
21

22 Section 73. Section 4.08.150 of the Seattle Municipal Code as last amended by Ordinance
23 120794 is amended as follows:

24 **4.08.150 Salary or wages not paid except to those lawfully appointed.**

1 The Director of ~~((Executive Administration))~~ Finance and Administrative Services shall not
2 approve, or pay any salary or wages to any person for services as an officer or employee in the
3 Police and Fire Departments unless such person is occupying an office or place of employment
4 according to law and is entitled to payment therefor.

5
6 Section 74. Section 4.13.010 of the Seattle Municipal Code, last amended by Ordinance
7 123182, is amended as follows:

8
9 **4.13.010 Exemptions from the Civil Service and Public Safety Civil Service Systems.**

10 In addition to those positions exempted by statute, City Charter,¹ or other ordinance provision
11 (elected officers, officers appointed pursuant to the City Charter, assistant City attorneys, heads
12 of employing units, members of boards and commissions established by the City Charter,¹
13 members of boards and commissions established by ordinance, positions excluded from the
14 Public Safety Civil Service System pursuant to ~~((SMC))~~ Section 4.08.060, system-wide
15 exemptions provided for in ~~((SMC))~~ Section 4.13.020, and library employees), the positions of
16 City employment listed in the subsections of this section requiring a particularly high degree of
17 professional responsiveness and individual accountability, or requiring a confidential or fiduciary
18 relationship with the appointing authority, or being judicial positions requiring insulation as a
19 third branch of government, are hereby declared to be exempt from the Seattle Municipal Code
20 Chapters 4.04, 4.08, and the rules of City Personnel, the Civil Service Commission, and the
21 Public Safety Civil Service Commission regarding examination, selection, discipline,
22 termination, and appeals.
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THIS VERSION IS NOT ADOPTED



Employment Unit	Titles of Exempt Positions
1. All Employing Units	Administrative Secretary
	Assistant to the Superintendent
	All legal advisors and associate legal advisors to employing units
	Executive 1
	Executive 2
	Executive 3
	Executive 4
	IT Professional A, Exempt
	IT Professional B, Exempt
	IT Professional C, Exempt
	Manager 1, Exempt
	Manager 2, Exempt
	Manager 3, Exempt
	Office/Maintenance Aide
	Strategic Advisor 1, Exempt
	Strategic Advisor 2, Exempt
	Strategic Advisor 3, Exempt
2. Arts and Cultural Affairs, Office of	
3. Auditor, Office of the City	All positions in the Office of the City Auditor except clerical positions classified in the Administrative Support class series
4. City Budget Office	Admin Staff Analyst (PosNo.00017844)
((4))5. City Light	City Light Superintendent
	Power Marketer
	Electric Utility Executive 3, Officer

THIS VERSION IS NOT ADOPTED



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Employment Unit	Titles of Exempt Positions
	Electric Utility Executive 3, Director (not Officer level)
	Electric Utility Executive 2
	Electric Utility Executive 1
((5))6. Civil Service Commission	Administrative Staff Assistant (PosNo. 00025687)
((6))7. Executive	Administrative Staff Assistant (OED) (PosNo. 00024286)
	Administrative Staff Assistant (OIR) (PosNo. 00015325)
	Administrative Staff Assistant (OOH) (PosNo. 00017417)
	All directors of offices in the Executive Department
	All positions in the Office of the Mayor
	Executive Assistant (OCR) (PosNo. 00024628)
	Paralegal (OCR)(PosNo. 00025294)
((7))8. ((Executive Administration)) <u>Department of Finance and Administrative Services</u>	((Claims Adjuster I-DEA Claims Adjuster II-DEA)) <u>Claims Adjuster - FAS</u>
	((Claims Manager))
	((Paralegal (PosNo. 00010836)))
((8. Finance))	((Paralegal (PosNo. 10003026)))
9. Fire	All positions included in the Public Safety Civil Service are exempt from ((SMC)) Chapter((s)) 4.04 and the rules of City Personnel and the Civil Service Commission regarding examination, selection, discipline, termination and appeals.

THIS VERSION IS NOT ADOPTED



Employment Unit	Titles of Exempt Positions
	Administrative Staff Assistant (PosNo. 00007594)
((10. Fleets and Facilities))	
((11))10. Hearing Examiner, Office of	All positions in the Office of Hearing Examiner, except clerical positions classified in the Administrative Support and Accounting Support class series
1((2))1. Human Services	
1((3))2. Information Technology, Department of	Executive Assistant, Senior (PosNo. 00026709)
1((4))3. Law	All positions in the Law Department, except clerical positions classified in the Administrative Support and Accounting Support class series
1((5))4 Legislative	All positions in the Legislative Department, except other clerical positions classified in the Administrative Support and Accounting Support class series
1((6))5. Municipal Court	All Municipal Judges, Magistrates, and Court Commissioners
	All positions in the Probation Counselor class series
	Administrative Specialist II (PosNo. 00023563)

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Employment Unit	Titles of Exempt Positions
	Administrative Staff Assistant (PosNo. 10002374)
	Research and Evaluation Assistant (PosNo. 00011478)
	Bailiff
	Bailiff, Chief
	Executive Assistant (PosNo. 00016207)
	Executive Assistant, Senior (PosNo. 00011524)
	Municipal Court Marshal
	Municipal Court Marshal, Senior
1((7))6. Neighborhoods	Administrative Staff Assistant (PosNo. 00022313)
1((8))7. Parks and Recreation	Administrative Staff Assistant (PosNo. 00010227)
1((9))8. Personnel	Administrative Staff Assistant (PosNo. 00025346)
((20))19. Planning and Development, Department of	Special Projects Facilitator (PosNo. 00021848)
	Administrative Staff Assistant (PosNo. 00014435)
((21))20. Police	All positions included in the Public Safety Civil Service are exempt from ((SMC)) Chapter((s)) 4.04 and the rules of City Personnel and the Civil Service Commission regarding examination, selection, discipline, termination and appeals.
	Executive Assistant, Senior (PosNo. 00006333)
	Police Chief, Assistant
	Police Chief, Deputy
2((2))1. Public Safety Civil Service Commission	
2((3))2 Retirement	

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Employment Unit	Titles of Exempt Positions
2((4))3. Seattle Center	Administrative Staff Assistant (PosNo. 10001213)
2((5))4. Seattle Ethics and Elections Commission	All positions in the office of the Seattle Ethics and Elections Commission
2((6))5. Seattle Public Utilities	
2((7))6. Transportation	Administrative Staff Assistant (PosNo. 00007689)
	Executive Assistant, Senior (PosNo. 00008596)
	Administrative Specialist II (PosNo. 00007744)

Section 75. Section 4.14.100 of the Seattle Municipal Code as last amended by Ordinance 120794 is amended as follows:

4.14.100 Payment for travel expenses.

When the appointing authority of an employing unit deems it necessary for the successful recruitment of qualified persons for key positions, he or she may, upon the approval of the Director of ~~((Executive Administration))~~ Finance and Administrative Services and the filing of a claim therefor, authorize payment of reasonable and necessary expenses incurred by applicants from out of the City for traveling to and from Seattle for the purpose of being interviewed for employment by the City in that unit. All authorized travel expenses are subject to the rules, policies, and procedures established by the Director of ~~((Executive Administration))~~ Finance and Administrative Services ~~((or his/her designee))~~. Payment of authorized expenses may be made in advance by the employing unit for the applicant(s), or the applicant(s) may be reimbursed for authorized expenses paid out of pocket. Authorized expenses shall include lodging, meals,

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1 incidentals, and transportation from such applicant's place of residence to Seattle and return to
2 such place of residence, or mileage in accordance with the mileage reimbursement rate
3 established in ~~((SMC))~~ Chapter 4.70; provided that, payment for mileage shall not exceed the
4 round-trip airfare of a common carrier. No payment shall be authorized for expenses deemed
5 disallowable pursuant to rules, policies, and procedures established by the Director of
6 ~~((Executive Administration))~~ Finance and Administrative Services~~((or his/her designee))~~.
7

8
9 Section 76. Section 4.14.120 of the Seattle Municipal Code as last amended by Ordinance
10 120794 is amended as follows:

11 **4.14.120 Claims for payment of travel expenses.**

12 Authorized claims for payment of expenses other than for mileage and incidentals shall be
13 submitted to the Director of ~~((Executive Administration))~~ Finance and Administrative Services
14 ~~((or his/her designee))~~ by the employing unit in accordance with that Director's rules, policies,
15 and procedures.
16

17
18 Section 77. Section 4.14.150 of the Seattle Municipal Code as last amended by Ordinance
19 120794 is amended as follows:

20 **4.14.150 Moving expenses defined.**

21 For purposes of implementing this chapter, the phrase "moving expenses" includes expenses
22 incurred for transportation to Seattle to secure housing, as well as food and lodging expenses for
23 a period not to exceed five ~~((5))~~ days, incurred while engaged in securing housing. In addition,
24 moving expenses shall include all lodging, food, and transportation expenses of family and
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1 household goods and personal effects which are incurred solely for the purpose of relocating,
2 from departure of such family and goods from place of current residence until the time that
3 family and possessions arrive in the City, unless such expenses have been otherwise reimbursed;
4 provided, that nothing in this section shall prohibit the payment of other types of moving and
5 related expenses as approved by the appointing authority but in no case shall moving expenses in
6 total exceed the maximum as provided for in subsection A of this section.

7
8 A. Effective January 1, 1994, the authorized maximum rate for moving expenses as
9 defined herein shall be ~~((Eleven Thousand Nine Hundred and Eight Dollars-))~~ \$11,908~~(())~~. The
10 authorized maximum rate shall be adjusted each year by the ~~((annual))~~ percentage change in the
11 Seattle-Tacoma-Bremerton, WA Consumer Price Index for Urban Wage Earners and Clerical
12 Workers (CPI-W), All Items for the ~~((twelve-))~~ 12~~(())~~ month period ending the previous June
13 30th, rounded to the nearest dollar. The revised maximum shall take effect January 1st each year.

14
15 B. Payment for such reimbursement, when authorized, shall be made from unexpended
16 and unencumbered balances accumulating in the budgets of the employing units which eligible
17 persons head or in which such persons serve, and the Director of ~~((Executive Administration))~~
18 Finance and Administrative Services is authorized to pay the necessary warrants. If the
19 applicable fund is solvent at the time payment is ordered, the Director of ~~((Executive~~
20 ~~Administration))~~ Finance and Administrative Services may elect to make payment by check.

21
22 C. The appointing authority shall transact an agreement with an individual for whom
23 travel and moving expenses are extended, which shall stipulate that, should such individual leave
24 the City's employ within ~~((twelve-))~~ 12~~(())~~ months of initial appointment to a position, he or
25 she shall reimburse the employing unit for all such expenses.
26

1 D. The appointing authority shall report all moving expense authorizations to the
2 Personnel Director. The Personnel Director shall provide a summary report to the City Council
3 annually demonstrating how department authorization for moving expenses met the
4 administrative guidelines.

5
6 Section 78. Section 4.20.040 of the Seattle Municipal Code, last amended by Ordinance
7 122007, is amended as follows:

8
9 **4.20.040 Time periods for automatic salary increases.**

10 A. An employee shall be granted the first automatic step increase in salary rate upon
11 completion of six ~~((6-))~~ months of service when hired at the first step of the salary range, and
12 succeeding automatic step increases shall be granted after ~~((twelve-))~~ 12 ~~(())~~ months of "actual
13 service" from the date of eligibility for the last step increase to the maximum of the range;
14 provided, that officers and employees in the following position classes shall be paid on the basis
15 of the applicable criteria designated for each class, position, or program title:

16
17
18 Accountability Pay for Executives Program. The Personnel Director shall recommend to the City
19 Council the assignment of included positions to and within one ~~((1-))~~ of four ~~((4-))~~ market
20 groups. The appointing authority shall have the discretion to pay individual employees a salary
21 within the recommended market group. The appointing authority may petition the Mayor for
22 discretion to place individual employees in a market group other than the recommended
23 placement, and the Mayor is authorized to approve, deny or modify such petitions, within the
24 parameters of the Accountability Pay for Executives Program, codified at Section 4.20.380 .
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1 Subsequent increases or modifications to the individual's base salary shall be in accordance with
2 the Program.

3
4 Manager Compensation Program, Strategic Advisor Compensation Program, Information
5 Technology Professional Compensation Program. The Personnel Director shall recommend to
6 the City Council the allocation of included positions to one ~~((1-))~~ of three ~~((3-))~~ pay zones. The
7 appointing authority shall have discretion to pay a Manager, Strategic Advisor, or Information
8 Technology Professional a salary within the appropriate zone. Subsequent increases or
9 modifications to an individual's base salary shall be in accordance with the appropriate Program,
10 codified ~~((at))~~ in Section 4.20.400, Section 4.20.420, and Section 4.20.430, respectively.

11 Strategic Advisor -- Legislative, Executive Manager -- Legislative and Strategic Advisor --
12 Audit. The appointing authority shall have the discretion to pay a Strategic Advisor --
13 Legislative, Executive Manager -- Legislative, or a Strategic Advisor -- Audit a salary within the
14 pay band established by ordinance for each title.

15
16 Legislative Assistants. The City Councilmember to whom a Legislative Assistant reports shall
17 have discretion for salary placement and modification, within the parameters of the base salary
18 structure designed for the title.

19
20 Power Marketer. The appointing authority shall have the discretion to pay a Power Marketer a
21 salary within the pay zone established for the title.

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1 Student Accountant and Planning Intern. The first step of the respective salary range shall be
2 paid to third-year college or university students and the second step shall be paid to those who
3 have completed their third year of such academic training.

4
5 Student Engineer. The first step of the salary range shall be paid to students who have actually
6 commenced a course of studies leading to an engineering degree, the second step to students who
7 have completed their first year of such studies, the third step to students who have completed
8 their second year, and the fourth step to students who have completed the third year of such
9 academic training.

10
11
12 Auto Machinist Apprentice, Electrician Constructor Apprentice, Lineman Apprentice. Beginning
13 apprentices shall receive the first step of the salary range assigned to the class to which appointed
14 and shall receive a salary step increase each six ~~((6))~~ months unless otherwise recommended in
15 writing by the Joint Advisory Apprenticeship Committee and the Personnel Director and
16 approved by the City Council.

17
18
19 Job Trainee Program. Beginning trainees shall receive the first step of the salary range assigned
20 to the job class to which appointed and shall receive a salary step increase each six ~~((6))~~
21 months unless otherwise recommended by the Personnel Director.

22 Recreation Personnel. Employees in temporary or intermittent positions titled:

23 Recreation Leader

24 Recreation Attendant

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1 Life Guard, Beach and Pool

2 Manager, Beach and Pool

3 Pianist

4 shall receive the salary step in the range assigned to the class in which employed as determined
5 by the Superintendent of Parks and Recreation, subject to approval by the City Budget Director.

6
7
8 Seasonal Tour Guides and Forest Guards. Employees filling seasonal positions of Tour Guide or
9 Forest Guard shall receive the first step of the salary range assigned to the class for the first
10 period of employment and shall receive a step increase each additional season employed in such
11 capacity until the maximum salary step is reached.

12
13
14 B. For employees assigned salary steps other than the beginning step of the salary range,
15 subsequent salary increases within the salary range shall be granted after ~~((twelve (12)))~~
16 months of "actual service" from the appointment or increase, then at succeeding ~~((twelve~~
17 ~~(12)))~~ month intervals to the maximum of the salary range established for the class.

18
19
20 Section 79. Section 4.20.110 of the Seattle Municipal Code as last amended by Ordinance
21 120794 is amended as follows:

22 **4.20.110 Biweekly pay periods.**

23 Biweekly pay periods for all officers and employees of all departments of the City including the
24 Seattle Public Library are authorized on the following basis:



1 A. Each biweekly pay period shall end on a Tuesday and except for such advances on
2 earned salary from "Contingent Fund A" as may be specifically authorized by ordinance,
3 warrants or checks shall be delivered to those concerned after ~~((three-))~~3:00~~((:))~~ p.m. on the day
4 before the payday, which payday shall be one ~~((1-))~~week from the Friday following said
5 Tuesday; provided, that such payday may be advanced to Thursday if Friday is a legal holiday or
6 to Tuesday or Wednesday if Christmas or New Year's Day falls on a Wednesday or Thursday.
7 When payday is advanced, the Director of ~~((Executive Administration))~~ Finance and
8 Administrative Services is authorized to distribute the warrant or check, on that advanced payday
9 or the day before payday. Furthermore, the Director of ~~((Executive Administration))~~ Finance and
10 Administrative Services is authorized to designate the employees to be paid each week so as to
11 distribute the warrants or checks payable as near equally as possible on the day before each
12 payday.
13
14

15 B. All payrolls shall be subject to ratification, in accordance with Chapter 42.24 RCW, by
16 the City Council, and appropriation by ordinance of such funds as may be required.
17

18 Section 80. Section 4.20.130 of the Seattle Municipal Code as last amended by Ordinance
19 97330 is amended as follows:
20

21 **4.20.130 Substitution of lower classification position.**

22 The heads of departments, at their discretion and with approval of the City Personnel ~~((Budget))~~
23 Director or his/her designee may, when a position is provided for herein substitute ~~((therefor))~~ a
24 ~~((position of))~~ lower level classification in the same line of work temporarily, and may fill that
25 position as provided by personnel rules. The heads of departments, at their discretion, may
26
27



1 terminate this substitution of the lower level classification ~~((position))~~ and reinstate the higher
2 position as originally provided herein; such position also to be filled in accordance with
3 personnel rules.

4
5 Section 81. Section 4.20.140 of the Seattle Municipal Code as last amended by Ordinance
6 120181 is amended as follows:

7
8 **4.20.140 Filling positions for limited periods in excess of those established.**

9 The ~~((Director of Finance))~~ City Budget Director may, within the limits of moneys appropriated
10 for "salaries," authorize filling positions for limited periods of no longer than one year, in excess
11 of those established in the current budget and may authorize the use of unencumbered salary
12 funds as a reimbursement for trainee positions budgeted in the Personnel Department.

13
14
15 Section 82. Section 4.20.150 of the Seattle Municipal Code as last amended by Ordinance
16 97330 is repealed.

17
18 Section 83. Section 4.20.160 of the Seattle Municipal Code as last amended by Ordinance
19 120794 is amended as follows:

20
21 **4.20.160 Personnel Director to check payrolls.**

22 The Personnel Director is authorized and directed to check all payrolls of City departments as to
23 the right of each employee to draw the rate of pay, appearing opposite his or her name on the
24 payroll, and to report the result of such check to the City Council. Other payroll audit functions
25 shall be performed by the Director of ~~((Executive Administration))~~ Finance and Administrative

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1 ~~Services. ((except that payments from the contingent fund to employees released between pay~~
2 ~~days shall be made by the Director of Executive Administration only after certification by the~~
3 ~~Director of Finance of the amount due.))~~

4
5 Section 84. Section 4.20.290 of the Seattle Municipal Code as last amended by Ordinance
6 98316 is amended as follows:

7
8 **4.20.290 Overtime work -- Payroll records.**

9 ~~((All ~~o~~))~~ Overtime hours shall be separately itemized on the payroll ~~((and a separate list of such~~
10 ~~employees))~~, and the amount of such overtime to be paid or credited to compensatory time shall
11 be ~~((signed))~~ approved by the head of the department or his or her designee ~~((and one (1) copy~~
12 ~~transmitted to the Auditing Committee and one (1) copy to the Budget Director))~~ prior to the date
13 of issuance of the payroll warrants.

14
15
16 Section 85. Section 4.20.325 of the Seattle Municipal Code as last amended by Ordinance
17 120794 is amended as follows:

18 **4.20.325 Overtime-related meal compensation.**

19
20 A. Any full-time City officer or employee who, pursuant to specific directions of the head
21 of the employing unit to which such worker is assigned, or of such head's designee, works for a
22 total of two ~~((2))~~ or more consecutive overtime hours beyond either (1) such worker's normal
23 working hours, or (2) a reasonably continuous period of overtime equal to the length of such
24 worker's normal shift, shall be compensated as specified in subsection B, hereof, for one ~~((1~~
25 ~~))~~ meal that such worker purchased reasonably contemporaneously with such overtime. In the
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1 event the head of the employing unit to which such worker is assigned, or his or her designee,
2 has certified in writing, to the Director of (~~Executive Administration~~) Finance and
3 Administrative Services, that because of emergency circumstances, the worker was required to
4 work overtime on an immediate and continuous basis without the opportunity to plan and take
5 normal meal breaks, then such worker shall be compensated as specified in subsection B hereof,
6 for such additional number of meals as are indicated in such certification.

7
8 B. If such worker provides to his/her supervisor, no later than the beginning of such
9 worker's next regular shift, the purchased meal receipt(s), such worker shall be eligible for the
10 reimbursement of the actual cost of the meal(s), but not more than the average cost for such
11 meal(s) as reflected in a national comparative cost index such as the Runzheimer Meal --
12 Lodging Cost Index; but if such receipt(s) are not provided as specified herein, then such worker
13 shall be eligible only for meal compensation in the sum of (~~Five Dollars (~~)\$5(~~)~~) per meal for
14 which compensation has been authorized as provided herein.
15

16
17 Section 86. Section 4.20.350 of the Seattle Municipal Code as last amended by Ordinance
18 97330 is amended as follows:

19
20 **4.20.350 Request for creation of new position.**

21 When any City department head requests the creation of a new or additional position of more
22 than (~~sixty (~~)60(~~)~~) days' duration, or a change in allocation of an existing position, he shall
23 address his request for such consideration to the City Budget Director, accompanied by a
24 statement of the duties and the responsibility and qualification requirements of the position. A
25

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1 complete copy of such request and statement shall at the same time be furnished to the City
2 Council and the Personnel Director.

3
4 Section 87. Section 4.20.370 of the Seattle Municipal Code, last amended by Ordinance
5 122587, is amended as follows:

6 **4.20.370 Purchase of fare media.**

7
8 To encourage commuting by municipal employees in other than single occupancy vehicles, and
9 in accordance with the agreements authorized by Section 1 of Ordinance 116682, as a condition
10 of municipal employment, the City shall pay ~~((Thirty Dollars (\$30) per month, or, effective~~
11 ~~January 1, 2009,))~~ up to the dollar value of a "peak" one-zone Puget Pass or equivalent transit
12 ~~((pass))~~ item, per month per employee toward the purchase of transit and or ferry fare media
13 ~~((passes or tickets))~~ by a City officer or employee. The fare media shall be purchased from the
14 Director of ~~((Executive Administration))~~ Finance and Administrative Services for use in
15 commuting to and from work or during working hours, and any incidental personal use
16 thereafter, for so long as an appropriation has been made by ordinance or the City budget to
17 provide for any deficit resulting to the City from such sales. The net price of the fare media to the
18 officer or employee shall be the established rate less the City's payment ~~((of Thirty Dollars~~
19 ~~(\$30), or effective January 1, 2009,))~~ up to the dollar value of a "peak" one-zone Puget Pass, or
20 equivalent transit ~~((pass item))~~ fare media. This transit ~~((pass))~~ subsidy benefit does not apply to
21 employees covered by collective bargaining agreements unless authorized in their collective
22 bargaining agreements.
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1 Section 88. Section 4.20.375 of the Seattle Municipal Code as last amended by Ordinance
2 120974 is repealed.

3
4 Section 89. Section 4.20.450 of the Seattle Municipal Code, last amended by Ordinance
5 122794, is amended as follows:

6 **4.20.450 Establishing a Compensation Program.**

7 As recommended by the Personnel Director, there is ~~((hereby))~~ established a discretionary pay
8 program to be known as the Investments/Debt Director Compensation Program to be used by the
9 Department of ~~((Executive Administration and the Department of))~~ Finance and Administrative
10 Services.

11
12 A. Titles and Pay Band: The following titles are hereby created, and the corresponding
13 pay band is established as shown, effective April 12, 2008:

14 Title Pay Band Investments/Debt Director \$38.31 -- \$76.63 Assistant Investments/Debt Director
15 \$38.31 -- \$76.63

16
17 Base pay for any position incumbent of the above titles shall be set by the appointing authority,
18 and may not exceed the pay band maximum.

19
20 B. Program Administration: The Personnel Director is authorized to develop and publish
21 guidelines and a plan document to support the Department of ~~((Executive Administration and the~~
22 ~~Department of))~~ Finance and Administrative Services in administration of the Investments/Debt
23 Director Compensation Program. The Personnel Director shall review the pay band at least every
24 two years and, when appropriate, recommend a structure adjustment to the City Council. If the
25 structure adjustment is approved by the City Council, the appointing authority shall determine
26

1 whether position incumbents shall receive a base salary increase (market adjustment) to reflect
2 any or all of the approved structure adjustment; provided, that no incumbent shall be eligible for
3 the market adjustment if his or her performance in the most recent evaluation cycle failed to be
4 described as "satisfactory" or better.

5 The positions within the Investments/Debt Director Compensation Program are not eligible for
6 cost of living adjustments, which may be granted to other non-represented positions and
7 employees.
8

9
10 Section 90. Section 4.20.401 of the Seattle Municipal Code, last amended by Ordinance
11 121992, is amended as follows:

12 **4.20.401 Electric Utility Executive Compensation Program.**

13
14 There is hereby established a discretionary pay program to be known as the Electric Utility
15 Executive Compensation Program to be used exclusively for executive positions working in the
16 electric utility department, Seattle City Light.

17 A. Base Pay: The Electric Utility Executive pay band is hereby established as
18 overlapping pay zones as follows: Position title Pay Zone (hourly equivalent) Electric Utility
19 Executive 3, Officer \$66.09 -- \$105.36 Electric Utility Executive 3, Director (not Officer level)
20 \$57.66 -- \$92.24 Electric Utility Executive 2 \$44.21 -- \$70.74 Electric Utility Executive 1
21 \$38.45 -- \$61.52
22

23 B. Designation of Positions in Program: Each position included in the Electric Utility
24 Executive Compensation Program shall be exempt from the classified service pursuant to Article
25 XVI, Section 3 of the Charter of the City of Seattle. The Personnel Director shall receive
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1 requests for inclusion of positions in the Electric Utility Executive Compensation Program from
2 the City Light Superintendent ("the Superintendent") and forward the recommendations to an
3 Electric Utility Executive compensation committee that is composed of the Personnel Director,
4 the City Budget Director (~~Director of Finance~~), and a designee of the Mayor. From those
5 positions recommended by the Superintendent, this compensation committee shall from time to
6 time designate positions specific to the electric utility that shall thereafter be included in the
7 Electric Utility Executive Compensation Program because these positions require higher pay
8 opportunities to be competitive in the markets where City Light competes for experienced
9 executives. For each of these designated positions, the compensation committee shall determine,
10 from the list in subsection A, the title and the associated pay zone to which that position shall be
11 assigned. At no time may more than ~~((fifteen (15)))~~ 15 ~~((9))~~ positions be included in the Electric
12 Utility Executive Compensation Program. The City Light Department is authorized to use the
13 titles in this program only for the positions in the City Light Department that have been assigned
14 those titles by the compensation committee. Authorization is not transferable to another position
15 and cannot be used in another department.

16
17
18 C. Individual Pay Authorization: The Superintendent shall have the discretion to pay each
19 of the employees appointed to positions in the Electric Utility Executive Compensation Program
20 a salary within the pay zone to which the employee's position was assigned. The Superintendent
21 may petition the Mayor or the Electric Utility Executive compensation committee for
22 authorization to pay an employee whose position is in the Electric Utility Executive
23 Compensation Program a salary that is authorized in an alternate, higher pay zone within this
24 program, and the Mayor and the Electric Utility Executive compensation committee are each
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1 authorized to approve, deny or modify each petition he, she, or they receive, within the
2 parameters of the Electric Utility Executive Compensation Program Plan Document. Subsequent
3 increases or other modifications to the salary of an employee who is being paid in an alternate
4 pay zone shall be in accordance with the Program Plan document.

5 D. Plan Document: The Personnel Director is authorized to develop and publish
6 guidelines and a plan document to support administration of this Electric Utility Executive
7 Compensation Program.
8

9 E. Program Maintenance/No Cost of Living Adjustments: The Personnel Director shall
10 review the pay zones at least every two years and recommend to the City Council any pay zone
11 adjustments the Director deems appropriate. The titles and position incumbents assigned to titles
12 in the Electric Utility Executive Compensation Program are not eligible for cost of living
13 adjustments that may be granted to other non-represented positions and employees.
14

15 F. Relocation Expenses: Should the reimbursement of relocation costs be necessary to
16 successfully recruit an individual for a position within the Electric Utility Executive
17 Compensation Program, the City Light Department is authorized to pay, from funds
18 accumulating in the budget of the City Light Department, reasonable and documented costs
19 associated therewith in amount equal to two times that authorized from time to time pursuant to
20 ((S.M.C.)) subsection 4.14.150.A. Should the employee terminate employment before
21 completion of 12 ((twelve)) months of service, or if the City terminates employment for cause,
22 the relocation expenses shall be reimbursed by the employee as specified in ((S.M.C.))
23 subsection 4.14.150.C.
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1 G. Incentive Program: For employees in the Electric Utility Executive Compensation
2 Program, a lump sum payment, in addition to base salary, may be awarded on an annual basis for
3 recognition of the accomplishment of goals and work outcomes at the completion of the annual
4 evaluation period. Any lump sum payment made pursuant to this subsection shall be considered
5 a part of regular compensation for purposes of withholding retirement contributions and
6 calculating retirement benefits for affected employees who are members of the Seattle City
7 Employees Retirement System. No awards or payments may be made under this program until
8 City Light has submitted an Incentive Pay Program Plan proposal that includes associated
9 performance measures and has received Council authorization by ordinance for implementation
10 of this Plan.
11

12
13
14 Section 91. Section 4.24.080 of the Seattle Municipal Code as last amended by Ordinance
15 120794 is amended as follows:

16 **4.24.080 Authority to make rules -- Recordkeeping.**

17 The Personnel Director is authorized to make the necessary rules and regulations to enforce and
18 administer the provisions of this subchapter, to furnish the necessary forms and to keep the
19 necessary records, provided that the Director of (~~Executive Administration~~) Finance and
20 Administrative Services shall maintain all records of accumulated sick leave of active officers
21 and employees.
22

23
24 Section 92. Section 4.24.090 of the Seattle Municipal Code as last amended by Ordinance
25 120794 is amended as follows:
26
27

4.24.090 Report on denial of paid sick leave.

The heads of departments shall report as to the final disposition of all cases when an employee has been included on the payroll for paid sick leave which subsequently is denied and shall make such other reports and keep such records as the Personnel Director and the Director of ~~((Executive Administration))~~ Finance and Administrative Services shall require.

Section 93. Section 4.28.030 of the Seattle Municipal Code as last amended by Ordinance 120794 is amended as follows:

4.28.030 Certification to Director of ~~((Executive Administration))~~ Finance and Administrative Services.

Upon certification by the appropriate department head that sick leave was allowed to an officer or employee for the purpose of attendance at a funeral in accordance with this chapter, the Director of ~~((Executive Administration))~~ Finance and Administrative Services shall correspondingly reduce such officer's or employee's sick leave balance on the payroll record.

Section 94. Subsection 4.36.110.B of the Seattle Municipal Code as last amended by the Ordinance introduced as Council Bill 116854 is amended as follows:

4.36.110 Contributions -- City matching funds.

* * *

B. Member contributions as provided in ~~((S))~~ subsection 4.36.110~~((-))~~.A shall be deducted by the Director of ~~((Executive Administration))~~ Finance and Administrative Services and shall

THIS VERSION IS NOT ADOPTED



1 be paid into the retirement fund, provided for in this chapter, and shall be credited by the Board
2 together with regular interest.

3
4 Every member shall be deemed to consent and agree to the contribution made and provided for
5 in this section, and shall receipt in full for his or her salary or compensation. Payment less said
6 contributions shall be a full and complete discharge of all claims and demands whatsoever for
7 the service rendered by such person during the period covered by such payment, except his or
8 her claim to the benefits to which he or she may be entitled under the provisions of this chapter.

9
10 * * *

11
12 Section 95. Section 4.36.125 of the Seattle Municipal Code as last amended by Ordinance
13 120794 is amended as follows:

14 **4.36.125 Determination of creditable service.**

15
16 A. A member in an eligible full-time position, with creditable service for every day, will
17 accrue a creditable year of service for ~~((twelve (12)))~~ 12((9)) months' service. No additional credit is
18 given for Leap Year's Day.

19
20 B. For a member in a temporary, intermittent or part-time position, eight ~~((8))~~ hours
21 constitutes one ~~((1))~~ day; and a creditable year of service is measured as ~~((two hundred sixty-~~
22 ~~one (261))~~ 261((9)) credited days or ~~((two thousand eighty-eight (2,088))~~ 2,088((9)) hours of compensated
23 service at straight-time pay.

24
25 C. When shown on the City's payroll, paid vacation, sick leave, military leave, funeral
26 leave, and, if the employee pays his or her contribution, "time loss" on worker's compensation or
27



1 time during family and medical leave under Chapter 4.26, are counted. Overtime (whether or not
2 paid), unpaid leave, time not worked during a layoff, strike or disciplinary suspension, and
3 service as a volunteer are not counted. Service on a temporary City assignment to another
4 government or organization may be counted, in the discretion of the Board, if the member or the
5 member's employer pays the employee contribution.

6 D. Creditable service is calculated by an employee's hours or time worked, as certified by
7 the Director of (~~(Executive Administration)~~) Finance and Administrative Services to the
8 retirement system. When payroll records are available, the Director of (~~(Executive~~
9 ~~Administration)~~) Finance and Administrative Services shall multiply the hours worked by a
10 temporary, interim, seasonal, or provisional worker and a worker in a part-time position of less
11 than (~~(twenty (20))~~) hours per week over a one (~~((1))~~) year period by a factor of (~~((one and one~~
12 ~~hundred thirty five thousandths (1.135))~~) in reporting creditable service to the retirement
13 system, to account for paid leave which was not received and for premium pay which may be
14 substituted for paid leave. Director of (~~(Executive Administration)~~) Finance and Administrative
15 Services shall reduce the hours or days determined by application of the multiplier by the amount
16 of any paid leave actually provided to the employee and counted in the hours or days worked.
17
18

19 E. No creditable service may accrue for City employment during which the City
20 contributes to another retirement system on the employee's behalf or for a member's City
21 employment after he or she retires on a service retirement and, except for the annual death
22 benefit assessment, no deduction shall be made from his or her pay for retirement purposes.
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VERSION IS NOT ADOPTED



1 Section 96. Section 4.36.130 of the Seattle Municipal Code, last amended by Ordinance
2 121595, is amended as follows:

3 **4.36.130 Retirement System Board of Administration.**

4 A. There is created and established a Retirement System Board of Administration which
5 shall, under the provisions of this chapter and the direction of the City Council, administer the
6 retirement and death benefit systems and the retirement fund created by this chapter. Under and
7 pursuant to the direction of the City Council, the Board shall provide for the proper investment
8 of the moneys in the retirement fund. The Board of Administration shall consist of seven
9 ((7))members as follows:
10

- 11 1. The Chair of the Finance and Budget Committee of the City Council;
- 12 2. The City ((Finance)) Director of Finance;
- 13 3. The City Personnel Director;
- 14 4. Two ((2-))persons who are members of the retirement system and one
15 ((1))person who is a retired member, all of whom shall be elected by the
16 members of the retirement system including retired members; provided, that
17 persons who have elected upon termination of their employment to leave all their
18 contributions in the retirement fund pursuant to the provisions of Section 4.36.200
19 C shall not be eligible to vote for or be elected to such positions; and provided,
20 further, that at the time of such member's election to the Board, no more than one
21 ((1-))elected member may be employed in any single City department or other
22 employment unit. In the event that a Board member who was elected as a
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THIS VERSION IS NOT ADOPTED



1 retirement system member retires during his or her term as a Board member, he or
2 she shall remain a Board member until the expiration of his or her term; and

3 5. One ~~((4))~~ member who shall be appointed by the other six ~~((6))~~ members;
4 provided that such appointed member shall not be a City employee or a retired
5 City employee and shall not have membership in the retirement system.

6 B. Elected members and the appointed member shall serve for a three ~~((3))~~ year term
7 ending July 1st of the third year of such term ~~((, provided that the initial terms of the elected
8 members expire July 1, 1971, July 1, 1972, and July 1, 1973; and the initial term of the appointed
9 member shall expire July 1, 1973.))~~

10 C. Elections for the members of the Board who are elected as provided in this section
11 shall be administered by the Board. Ballots shall be accepted only if received by the Board's
12 designated ballot counter on or before its close of business on the first Monday in June of each
13 calendar year.

14 D. Any vacancy occurring in an elected position shall be filled by the City Council by
15 appointment to such position of a member eligible to be elected thereto, and provided the
16 member so appointed shall be retired or shall come from the same employing unit as the vacating
17 member. The member so appointed shall serve until such vacancy is filled by the election for the
18 unexpired term of a member eligible to be elected for a full term to such position at the next
19 succeeding first Monday in June, unless the vacancy occurred less than one ~~((1))~~ year before
20 the expiration of the term of such elected member, in which case the member so appointed shall
21 serve for the remainder of the unexpired term. Any vacancy occurring in the appointed member
22 position, shall be filled by appointment by the City Council for the unexpired term.
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1 E. The Chair of the Finance and Budget Committee of the City Council shall be ex
2 officio chair, the Personnel Director ex officio Secretary, and the Director of ((Executive
3 Administration)) Finance ex officio Treasurer of the Board.

4 F. The investment of all or any part of the retirement fund shall be in accordance with
5 RCW 35.39.060.

6 G. Subject to such provisions as may be prescribed by law for the deposit of municipal
7 funds in banks, cash belonging to the retirement fund may be deposited in any licensed national
8 bank or banks in this state, or in any bank, banks or corporations authorized or licensed to do a
9 banking business and organized under the laws of this state, and a clearing account may be
10 maintained with a depository which holds securities as a nominee for funds received pending
11 transmission to the retirement system as contemplated by RCW 35.39.070.

12 H. The Director of ((Executive Administration)) Finance and Administrative Services
13 shall be the custodian of the retirement fund. All payments from said fund shall be made upon
14 warrant duly issued by the Director of ((Executive Administration)) Finance and Administrative
15 Services ((in the name of the City Director of Finance)) or, if the fund is solvent at the time
16 payment is ordered, by check. As custodian, the ((City)) Director of ((Executive
17 Administration)) Finance and Administrative Services with the approval of the Board of
18 Administration, may cause securities of the retirement system to be registered in the name of a
19 nominee and authorize the safekeeping of retirement system securities in the physical custody of
20 the Federal Reserve System, a depository trust company, or a bank as contemplated by RCW
21 35.39.070.
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1 I. Except as herein provided, no member and no employee of the Board shall have any
2 interest, direct or indirect, in making of any investments from the retirement fund, or in the gains
3 or profits accruing therefrom. And no member or employee of the Board, directly or indirectly,
4 for himself or as an agent or partner of others, shall borrow any of its funds or deposits or in any
5 manner use the same except to make such current and necessary payments as are authorized by
6 the Board; nor shall any member or employee of the Board become an endorser or surety or
7 become in any manner an obligor for moneys invested by the Board.
8

9 J. No City employee who is elected to the Board shall suffer a monetary loss or other
10 penalty on account of his/her absence from his/her regular position during regular hours while
11 attending meetings of the Board or its sub-committees.
12

13
14 Section 97. Section 4.36.135 of the Seattle Municipal Code as last amended by Ordinance
15 120794 is amended as follows:

16 **4.36.135 Lending retirement system securities.**

17 The Board of Administration, after consultation with the Investment Advisory Committee and
18 the Director of ~~((Executive Administration))~~ Finance and Administrative Services, is authorized
19 to contract with a bank, which holds securities in its name for the retirement system as
20 contemplated by RCW 35.39.070, for the lending of all or part of these securities to reputable
21 brokers and financial institutions, for a fee, provided that collateral equal to at least ~~((one~~
22 ~~hundred two (2))~~ ~~102((2))~~ percent of the market value of the securities loaned is continuously
23 maintained.
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1 Section 98. Section 4.36.140 of the Seattle Municipal Code as last amended by Ordinance
2 120794 is amended as follows:

3 **4.36.140 Powers and duties of Board.**

4 The administration of the Retirement and Death Benefit System is vested in the Board of
5 Administration created in Section 4.36.130. The Board shall exercise the powers and duties
6 conferred upon it by said section, and in addition thereto:

7
8 A. The Board shall keep in convenient form such data as shall be necessary for the
9 actuarial valuation of the retirement fund created by this chapter. At the end of the three
10 ~~((3))~~ year period beginning with the year 1974, and at the end of every three ~~((3))~~ year period
11 thereafter, the Board shall cause to be made an actuarial investigation into the mortality, service
12 and compensation experience of the members and beneficiaries as defined by this chapter; and
13 shall further cause to be made an actuarial valuation of the assets and liabilities of the retirement
14 fund, and upon the basis of such investigation and valuation and subject to the approval of the
15 City Council, shall:

- 16
17 1. Make any necessary changes in the rate of interest;
18 2. Adopt for the retirement system such mortality, service, and other tables as
19 shall be necessary;
20 3. Revise or change the rate of contribution by the City on the basis of such
21 mortality, service and other tables as may be necessary;
22 4. Establish an investment advisory committee as contemplated by RCW
23 35.39.080 through 35.39.090. A copy of the investment policy contemplated by
24 RCW 35.39.060 and the recommendation and report of the investment advisory
25
26
27



1 committee required by RCW 35.39.090 shall be filed with the ((Director of
2 ~~Finance, the~~) Director of ((Executive Administration)) Finance and
3 Administrative Services, and the City Clerk.

4 B. The Board shall promptly transmit to the City Council a report covering the actuarial
5 investigation and actuarial valuation provided for in subsection A of this section.

6 C. In addition to other records and accounts, the Board shall keep such detailed records
7 and accounts as shall be necessary to show the financial condition of the retirement fund at all
8 times.

9 D. The Board shall annually transmit to the City Council a report showing the financial
10 condition of the fund established by this chapter.

11 E. Nothing in this section shall be construed to limit the right of the Board, subject to
12 approval of the City Council, to make changes in rates of interest whenever the Board deems it
13 necessary or advisable, or to secure actuarial reports more often than every three ((3)) years.

14 F. Whenever the Board deems it necessary or advisable, it may recommend that the City
15 Council change the rates of contributions of members on the basis of mortality, service, and
16 other tables adopted by the Board pursuant to subsection A of this section.

17 G. The Board may adopt rules deemed appropriate to carry out this chapter, and may
18 delegate to the Executive Director the adoption of policies, procedures, and/or guidelines, which
19 are consistent with its rules and with the ordinance codified herein.

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23
24 Section 99. Section 4.36.195 of the Seattle Municipal Code, last amended by Ordinance
25 121365, is amended as follows:
26
27

THIS VERSION IS NOT ADOPTED



1 **4.36.195 Buy-in of creditable service by temporary, interim, intermittent, provisional and**
2 **part-time workers.**

3 These terms and conditions apply to workers acquiring ("buying in") creditable service under
4 Section 4.36.103 for earlier work in temporary, interim, intermittent and provisional positions or
5 part-time positions of less than ~~((twenty-))20(())~~ hours per week during the course of the year.

6 A. Eligible Services. Only hours in continuous City service as shown on City payrolls can
7 be counted subject to the multiplier in Section 4.36.125. A break in the continuity of City service
8 excludes hours before the break. Such a break in on-call, seasonal or intermittent service occurs
9 if a worker:
10

- 11 1. Removes his or her name from a roster or listing for work assignments;
- 12 2. In seasonal employment, declines the opportunity to work for a season; or, in
13 other employment, fails to work at least ~~((one hundred-))100(())~~ hours in any
14 ~~((twelve-))12(())~~ month period;
- 15 3. Takes other actions indicating that he or she has stopped or suspended for a
16 year providing his or her services to the City; or
- 17 4. Is discharged from City employment.

18 B. Amount of Creditable Service. Creditable service shall be granted only for the hours
19 for which both the worker and the City make contributions to the retirement system at the rate
20 contemplated by Section 4.36.110. To receive creditable service for prior City service, such a
21 worker shall deposit into the retirement system an amount determined by the Board of
22 Administration equal to the sum, or some part thereof, that he or she would have paid had he or
23 she become a member when first eligible and had deductions been made from his or her pay
24
25
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THIS VERSION IS NOT ADOPTED



1 warrants, through the years, for creditable service, together with interest thereon. Interest shall
2 accrue at the Board's assumption rate established for actuarial purposes from the date of the wage
3 or salary payment to the date of deposit and shall be compounded annually.

4 C. Waiting Period, Service Before 1988. A worker, who began his or her continuous City
5 service on or before December 31, 1987 and has not already received such credit, shall receive
6 creditable service for the first ~~((one thousand forty four ()))~~1,044~~(())~~ hours, or portion thereof, of
7 continuous service that he or she worked before January 1, 1988. This is a transitional exception
8 to subsection B of Section 4.36.103.
9

10 D. Administration. The Board, in its discretion, may delegate to the Executive Director
11 the calculation of the amount of contribution for such a worker to acquire ("buy in") in prior
12 creditable service and may authorize its Executive Director to use an approximate formula to
13 simplify computations and/or to determine credit for vacation and other paid leave when City
14 records are not available therefor. For example, for hourly workers, who have held the same or
15 similar positions over the duration of the buy-back period, the Board may determine the amount
16 due by:
17

- 18 1. Classifying the worker's creditable hours by the contribution rate in effect at the
19 time the hours were worked;
- 20 2. Multiplying the creditable hours in each rate classification by the worker's
21 current hourly wage rate and by the applicable contribution rate; and
- 22 3. Adding the total of the products of all such classifications together.
23

24 E. Maintenance of Membership. Such a worker who joins the retirement system shall
25 maintain his or her membership in the retirement system for the duration of his or her City
26

1 service until retirement. A member of the retirement system, who has not retired from the City
2 and who accepts temporary, intermittent, or part-time work, shall continue to make his or her
3 contributions to the retirement system.

4 F. Deposit Contract. The Board may authorize such a worker to make his or her deposit
5 under an agreement for installment payments under the following terms and conditions:

6 1. The deposit must be completed within ten ~~((10))~~ years from the date of the
7 member's eligibility to join the retirement system.

8 2. After deducting any immediate deposits, the balance shall be payable in
9 approximately equal amortized installments unless the Board authorizes
10 otherwise. Installments shall be deducted from the worker's pay whenever
11 practical. By rule the Board may establish a minimum initial deposit and
12 allowable installment payment and may include other appropriate terms and
13 conditions in the agreement.

14 3. A member may accelerate and prepay all or part of his or her deposits at any
15 time before he or she dies, retires, or discontinues City service, whichever may be
16 sooner. In the event of extenuating circumstances that preclude an earlier
17 payment, the Executive Director may allow a member up to ten ~~((10))~~ days after
18 his or her retirement or discontinuance of City service to make a lump sum
19 payment of the balance.

20 4. If a member dies, retires, or discontinues city service before completion of the
21 contract, the member shall receive creditable service on his or her buy-in on a pro
22 rata basis.



1 5. The member is responsible for making any adjustments appropriate under the
2 Internal Revenue Code with respect to individual retirement accounts and
3 privately administered retirement plans.

4 G. City Matching Money. The City shall match the member's contributions and deposits,
5 including interest, in the same manner as other members. If the worker provided services in two
6 ~~((2))~~ or more departments, at the request of the ((City Finance)) Director of Finance, the City
7 Budget Director shall apportion the amount of the City contribution among the employing
8 departments. The ((City)) Director of Finance's((Director's)) determination of apportionment
9 shall be final.
10

11 H. Members who have otherwise failed to exercise an option to purchase creditable
12 service for prior service previously rendered as a temporary worker, as that term is defined at
13 Subsection 4.04.030 ~~(3)~~, shall be allowed to purchase creditable service for service
14 previously rendered but not credited as a temporary worker, by paying into the retirement fund,
15 at the time of resignation from City service or at retirement, the actuarial present value of the
16 resulting increase in his or her benefit. The terms and conditions of purchase shall be in
17 accordance with the provisions of Subsection 4.36.190B.3 ~~((B)(3))~~.
18
19

20
21 Section 100. Section 4.40.040 of the Seattle Municipal Code as last amended by Ordinance
22 120794 is amended as follows:

23 **4.40.040 Repayment of benefits to which one is not entitled.**
24
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27



1 Anyone receiving a payment from the City pursuant to this chapter to which he or she is not
2 entitled shall promptly repay the same to the Director of ~~((Executive Administration))~~ Finance
3 and Administrative Services.

4
5 Section 101. Section 4.44.010 of the Seattle Municipal Code as last amended by Ordinance
6 120794 is amended as follows:

7
8 **4.44.010 Deductions from employee's earnings.**

9 The Director of ~~((Executive Administration))~~ Finance and Administrative Services is authorized
10 and directed to deduct and pay from the earnings of any City employee, in accordance with
11 RCW 41.04.030 and pursuant to written authorization therefor signed by such employee and
12 filed with the Director of ~~((Executive Administration))~~ Finance and Administrative Services in
13 accordance with RCW 41.04.020, such amounts for disability insurance premiums, other than
14 retroactive premiums, to such insurance groups or companies as shall be specifically designated
15 therein; provided, that no deduction or payment shall be made unless:

16
17 A. Such insurance group or company shall provide authorization forms without expense
18 to the City, which authorizations shall save the City harmless from any liability in connection
19 with the making or failure to make any deduction or payment, and shall further specifically
20 recognize that the City does not endorse the insurance group or company to which such payment
21 is made and that such deduction and payment does not constitute sponsorship of the program;
22 and
23

24 B. As to insurance groups or companies providing such insurance on an individual basis
25 or on a group basis for groups of less than ~~((twenty five (25)))~~ 25(25) individuals, such insurance
26
27

1 group or company, for reimbursement to the City of its costs in connection with such deductions
2 and payment, shall pay to the City upon quarterly billings by the Director of ~~((Executive~~
3 ~~Administration))~~ Finance and Administrative Services, ~~((Ten Cents (¢))\$.10((¢))~~ for each payroll
4 deduction for each employee who has authorized as provided herein deduction and payment of
5 disability insurance premiums to such insurance group or company.
6

7
8 Section 102. Section 4.44.070 of the Seattle Municipal Code as last amended by Ordinance
9 120794 is amended as follows:

10 **4.44.070 City's self-insurance program.**

11 The Personnel Director shall administer the City's self-insurance program for worker's
12 compensation; establish rules and procedures for the administration of benefits; in consultation
13 with the Director of ~~((Executive Administration))~~ Finance and Administrative Services adjust
14 rates of contributions from the respective City departments to reflect their cost experience;
15 contract for consulting services; and, through the Director of ~~((Executive Administration))~~
16 Finance and Administrative Services, contract for reinsurance and other services and similar
17 items as may be required to administer such program.
18

19
20
21 Section 103. Chapter 4.68 of the Seattle Municipal Code is repealed.
22

23 Section 104. Section 4.70.025 of the Seattle Municipal Code as last amended by Ordinance
24 116368 is amended as follows:

25 **4.70.025 Personnel Director to establish reimbursement rate.**
26
27

1 The Personnel Director is authorized and directed to establish annually, after consultation with
2 the ~~((Budget))~~ Director of Finance and Administrative Services, a standard mileage rate at which
3 the City shall reimburse any City officer or employee whose compensation is not otherwise fixed
4 by a collective bargaining agreement, providing and using for City business purposes a non-City-
5 owned automobile (including a van, pickup or panel truck) without following the rule-making
6 procedures of Chapter 3.02 ~~((the Administrative Code))~~. The standard mileage rate shall be set at
7 a level to cover the average cost of providing and using such automobiles, provided that the
8 standard mileage rate shall not exceed the standard business-purposes mileage rate periodically
9 prescribed by the Commissioner of Internal Revenue.
10

11
12 Section 105. Section 4.72.010 of the Seattle Municipal Code as last amended by Ordinance
13 120794 is amended as follows:

14 **4.72.010 Reimbursement for reasonable and necessary expenses.**

15
16 City officers and employees, and when authorized in writing by the department head before
17 expenses are incurred, volunteers on assignment shall be reimbursed for all reasonable and
18 necessary expenses incurred in the conduct of City business as described below.
19

20 A. Expenses Involving Travel Outside the City for Period of Less Than ~~((Twenty-four))~~
21 24 Hours and Not Requiring Overnight Lodging. Reimbursement shall be made for actual
22 expenses for:

- 23 1. Registration fees for conventions, seminars and similar events;
24
25
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27

1 2. Transportation to destination and return or mileage in accordance with
2 Ordinance 95751, as amended,¹ provided that reimbursement for mileage shall not
3 exceed the round-trip coach-class air fare of a common carrier;

4 3. Meals, when travel outside the City is not a routine or normal part of an
5 employee's job; provided that, reimbursement shall not exceed the amount
6 established by the Director of ~~((Executive Administration))~~ Finance and
7 Administrative Services ~~((or his/her designee))~~, by rule as hereafter authorized;
8
9 and

10 4. Other reasonably necessary expenses incurred related to the conduct of City
11 business including, but not limited to, writing materials, reading materials and
12 telecommunications.

13
14 B. Expenses Involving Travel for Periods Requiring Overnight Lodging. Reimbursement
15 shall be made for actual expenses incurred for:

16 1. Registration fees for conventions, seminars and similar events;

17 2. Transportation to destination and return or mileage in accordance with
18 Ordinance 95751¹ as amended, provided that reimbursement for mileage shall not
19 exceed the round-trip coach-class air fare for a common carrier;

20 3. Automobile rental;

21 4. Other local ground transportation;

22 5. Lodging; provided that, the reimbursement shall not exceed the amount
23 established by the Director of Finance and Administrative Services ~~((or his/her~~
24 ~~designee,))~~ by rule as hereafter authorized;
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1 6. Meals; provided that, reimbursement shall not exceed the amount established
2 by the Director of Finance and Administrative Services ~~((or his/her designee))~~ by
3 rule as hereafter authorized; and

4 7. Other reasonably necessary expenses incurred related to the conduct of City
5 business including, but not limited to, writing materials, reading materials and
6 telecommunications.

7
8 C. Expenses Within the City Not Involving Travel. Reimbursement shall be made for
9 actual expenses incurred for registration fees for a convention, seminar or similar event. If the
10 sponsor of the event so provides and such registration fee includes as a part of the minimum
11 charge the cost of a meal or meals or if, during the meal or meals, integral parts of the program
12 of such convention, seminar or similar event are conducted, reimbursement shall be made for
13 such meal or meals.
14

15
16 Section 106. Section 4.72.020 of the Seattle Municipal Code as last amended by Ordinance
17 120794 is amended as follows:

18 **4.72.020 Claims for reimbursement -- Invoices and receipts.**

19 A. Claims for reimbursement of certain expenses will be permitted in accordance with the
20 rules, policies, and procedures established by the Director of ~~((Executive Administration))~~
21 Finance and Administrative Services ~~((or his/her designee))~~.
22

23 B. The expenses of seminars, workshops, meetings, and similar events organized or
24 contracted for by the City and conducted primarily for the benefit of City officers and employees
25 may be paid for as departmental expenses upon vouchers approved by department heads without
26
27

1 separate claims submitted by individual officers or employees, provided funds have been made
2 available therefor in a department's budget or by separate ordinance. In organizing and arranging
3 such events, department heads shall make all reasonable efforts to use available City, state,
4 county, federal or other governmentally owned or controlled facilities. Expenses may include the
5 cost of meals provided to participants in the event who are City officers or employees if it is
6 impractical for participants to make individual arrangements for meals, and if an integral part of
7 the program occurs during the meal. Food and beverage expenses paid out of city funds shall not
8 exceed any per meal maximum established for reimbursement of meal expenses pursuant to ((
9 SMC-S))subsection 4.72.010,((-))B6.
10

11
12 Section 107. Section 4.72.050 of the Seattle Municipal Code as last amended by Ordinance
13 120794 is amended as follows:

14 **4.72.050 Advance cash allowances -- When allowed.**

15 All officers and employees of the City may receive advance cash allowances covering
16 anticipated, reimbursable expenses to be incurred in the course of conducting City business
17 involving travel outside the City. Such advance allowances shall be made upon the prior request
18 of such officers and employees approved by the ((City)) Director of ((Executive Administration))
19 Finance and Administrative Services where the nature and duration of travel justifies such .
20 advance or failure to make such advance would result in economic inconvenience to such officer
21 or employee. Requests for advances shall be made on such form as shall be prescribed by the
22 ((City)) Director of ((Executive Administration)) Finance and Administrative Services who shall
23 issue warrants therefor not more than five ((5)) days prior to commencement of the authorized
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1 travel. If the applicable fund is solvent at the time payment is ordered, the Director of
2 ~~((Executive Administration))~~ Finance and Administrative Services may elect to make payment
3 by check~~((P))~~ provided, that advances to officers and employees of Seattle City Light and
4 Seattle Public Utilities may be made by the respective heads of such departments from the
5 appropriate revolving funds.
6

7
8 Section 108. Section 4.72.060 of the Seattle Municipal Code as last amended by Ordinance
9 120794 is amended as follows:

10 **4.72.060 Advance cash allowances -- Accounting or repayment time.**

11 Repayment of advance cash allowances for travel on City business will be subject to the rules,
12 policies, and procedures established by the ~~((City))~~ Director of ~~((Executive Administration))~~
13 Finance and Administrative Services ~~((or his/her designee))~~.
14

15
16 Section 109. Section 4.72.070 of the Seattle Municipal Code as last amended by Ordinance
17 120794 is amended as follows:

18 **4.72.070 Allowable and disallowable expenses.**

19 Allowable and disallowable expenses shall be determined pursuant to the rules, policies, and
20 procedures established by the Director of ~~((Executive Administration))~~ Finance and
21 Administrative Services ~~((or his/her designee))~~.
22

23
24 Section 110. Section 4.72.080 of the Seattle Municipal Code as last amended by Ordinance
25 120794 is amended as follows:
26



4.72.080 Rules and regulations for reimbursement.

1 The Director of ~~((Executive Administration))~~ Finance and Administrative Services ~~((or his/her~~
2 ~~designee))~~ is authorized to promulgate rules, policies, and procedures, consistent with this
3 chapter. The rules, policies, and procedures promulgated by the Director of ~~((Executive~~
4 ~~Administration))~~ Finance and Administrative Services ~~((or his/her designee))~~ shall be made
5 available from his/her office or from other identified locations.
6

7
8 A. Rates of reimbursement for meals and lodging shall be determined by the Director of
9 ~~((Executive Administration))~~ Finance and Administrative Services ~~((or his/her designee))~~ and
10 shall be identified in the rules, policies, and procedures promulgated by the Director of
11 ~~((Executive Administration))~~ Finance and Administrative Services ~~((or his/her designee))~~. Rates
12 of reimbursement for meals and lodging shall be based upon and not exceed the average cost for
13 meals and lodging (single occupancy) reflected in a national comparative cost index, such as the
14 Runzheimer Meal Lodging Cost Index or the Federal Per Diem Index, for the city visited by the
15 officer or employee requesting reimbursement.
16

17 B. When the State Legislature is in session, in lieu of reimbursement for meals and
18 lodging in accordance with the rules, policies, and procedures established by the Director of
19 ~~((Executive Administration))~~ Finance and Administrative Services ~~((or his/her designee))~~, claims
20 approved for employees in the Office of Intergovernmental Relations, shall receive an amount
21 equal to the per diem established for the Washington State Legislature pursuant to RCW
22 44.04.080, as now or hereafter amended or succeeded. No portion of such funds may be used for
23 promotional hosting.
24
25
26
27

THIS VERSION IS NOT ADOPTED



1 Section 111. Section 4.96.030 of the Seattle Municipal Code as last amended by Ordinance
2 120794 is amended as follows:

3 **4.96.030 Refreshments.**

4 A. To assist in performance of assigned activities or to show appreciation of time and
5 service donated or of meritorious compensated service, the heads of City employing units may
6 provide light refreshments to volunteers and, as a condition of employment, to compensated City
7 staff, or any of the same, during or immediately after the performance of their duties if (1) funds
8 are appropriated in the City's annual budget for the employing unit for providing refreshments to
9 volunteers and such staff, or (2) the refreshments are donated to the City for such purposes. For
10 this purpose, the head of a city employing unit may authorize an organization that regularly
11 provides or coordinates volunteers, to maintain furniture, machines and/or equipment for
12 dispensing light refreshment to volunteers and to compensated City staff, and, subject to the
13 authorization of the Director of ~~((Executive Administration))~~ Finance and Administrative
14 Services, contract with such an organization for providing volunteers and such staff with light
15 refreshments as authorized in this section.
16
17

18 B. The term, "light refreshments," is illustrated by these examples: coffee, tea, milk, hot
19 chocolate, fruit juices, soft drinks and nonalcoholic beverages; doughnuts, cakes, pies, cookies,
20 fruit, sandwiches, and light snacks; and when donated to the City for an activity or to assist
21 volunteers and further motivate compensated City staff and volunteers, the food and drink
22 supplied by the donor.
23
24
25
26
27



1 Section 112. Section 4.100.020 of the Seattle Municipal Code as last amended by
2 Ordinance 120861 is amended as follows:

3 **4.100.020 Plan, policies and administration.**

4 The Director of Finance and Administrative Services and the Personnel Director shall be
5 responsible for developing plans, policies, and procedures to guide, implement, administer and
6 monitor those salary reduction programs authorized in Section 4.100.010 of this chapter. The
7 Personnel Director shall bill and collect from City departments and offices on a monthly,
8 quarterly or annual basis the FICA and Medicare savings realized from salary reduction
9 agreements entered into between employees and the City for the dependent care and health care
10 savings accounts (i.e., flexible spending accounts) pursuant to the Internal Revenue Code, 26
11 U.S.C. Sections 125 and 129. FICA and Medicare revenue collected under this authority shall be
12 deposited into the Health Care Subfund to offset the administrative costs of the salary reduction
13 agreements.
14
15

16
17 Section 113. Section 5.04.030 of the Seattle Municipal Code as last amended by
18 Ordinance 120794 is amended as follows:

19 **5.04.030 Property tax -- Transfer from King County ~~((Comptroller))~~.**

20
21 ~~((The))~~ King County ~~((Comptroller))~~ is authorized and requested to distribute to the Director of
22 ~~((Executive Administration))~~ Finance and Administrative Services for and on behalf of the City
23 all property taxes and abatement liens collected as frequently as daily; and the Director of
24 ~~((Executive Administration))~~ Finance and Administrative Services is authorized to deliver a
25 receipt therefor whenever funds are delivered to the City. Delivery may be in money or as a
26
27



1 transfer of an investment authorized by RCW 36.29.020 and made by ~~((the))~~ King County
2 ~~((Comptroller))~~ for the City.

3
4 Section 114. Section 5.04.040 of the Seattle Municipal Code as last amended by
5 Ordinance 120794 is repealed.

6
7 Section 115. Section 5.06.010 of the Seattle Municipal Code as last amended by
8 Ordinance 120794 is amended as follows:

9
10 **5.06.010 Investment authority.**

11 A. As contemplated by RCW 35.39.032, the Director of ~~((Executive Administration))~~
12 Finance and Administrative Services, under the supervision of the Mayor ~~((and consistent with~~
13 ~~policy direction given by the Director of Finance))~~, is authorized on behalf of the City to invest
14 all moneys in the City Treasury which in his or her judgment are in excess of current City needs
15 in:
16

- 17 1. United States bonds;
- 18 2. United States certificates of indebtedness;
- 19 3. Bonds or warrants of this state;
- 20 4. General obligation or utility revenue bonds or warrants of the City or of any
21 other city or town in the state;
- 22 5. Bonds or warrants of a local improvement or condemnation award district of
23 the City which is within the protection of the local improvement guaranty fund;
- 24
- 25
- 26
- 27

- 1 6. Repurchase agreements, reverse repurchase agreements, or bankers'
- 2 acceptances;
- 3 7. The public funds investment account known as the local government
- 4 investment pool in the State Treasury; and
- 5 8. Other investments authorized by law.

6 The Director of ~~((Executive Administration))~~ Finance and Administrative Services is authorized
7 to hold such investments for the credit of the funds for which purchased.

8 B. The Director of ~~((Executive Administration))~~ Finance and Administrative Services is
9 further authorized to convert any investments within the City Treasury into cash.

10 Section 116. Section 5.06.030 of the Seattle Municipal Code as last amended by
11 Ordinance 120794 is amended as follows:

12 **5.06.030 Fund investments -- Interfund loans.**

13 The Director of ~~((Executive Administration))~~ Finance, after consulting with the Director of
14 Finance and Administrative Services, the City Budget Director, and the Chair of the Finance and
15 Budget Committee of the City Council ~~((and with the Director of Finance,))~~ may in his or her
16 discretion:

17 A. Determine which funds shall be invested on an individual fund basis, and which funds
18 shall participate within one ~~((1))~~ or more common investment portfolio(s);

19 B. Apportion earnings and losses to those funds participating in a common investment
20 portfolio. ~~((These))~~ Trust and bond funds that are approved solely by the Director of Finance,
21 and other funds approved ~~((listed on Exhibit "A" to ((this)) Ordinance 117641, as that exhibit~~

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1 ~~may be amended from time to time~~) by the Director of ~~((Executive Administration))~~ Finance
2 after consulting with the Chair of the Finance and Budget Committee of the City Council, ~~((and))~~
3 with the Director of Finance and Administrative Services, and with the City Budget Director,
4 ~~((Director of Finance, and trust or bond funds))~~ shall receive a return in proportion to the amount
5 of money earned by each; and the remainder shall be allocated to the general fund, except that
6 investment earnings attributable to the Capital Projects Account of the Cumulative Reserve
7 Subfund shall be deposited in the Unrestricted Subaccount and South Lake Union Property
8 Proceeds Subaccount within that Capital Projects Account, all as authorized by RCW 35.39.034
9 and Chapter 5.80~~((SMC-))~~;

11 C. Approve interfund loans for a duration up to ~~((ninety-))~~90~~(())~~ days, and establish a
12 rate of interest thereon when appropriate, provided, any extension or renewal of such a loan shall
13 require approval by ordinance;

15 D. Establish criteria for identifying when a substantial de facto loan from one ~~((1-))~~ fund
16 to another occurs (e.g., an extended delay in making reimbursement without valid cause; a
17 continuous overdrawn status) and, when appropriate, establish an interest charge to be paid to the
18 lending fund;

20 E. Make loans to individual funds participating in a common investment portfolio by
21 means of carrying funds in a negative cash position for a period of up to ~~((ninety-))~~90~~(())~~ days,
22 or for longer period upon approval by ordinance, to the extent and for as long as (i) such loans
23 can be prudently supported by the common investment portfolio and (ii) the borrowing fund is
24 reasonably expected to be able to repay the loan. The Director of ~~((Executive Administration))~~
25 Finance, after consulting with the Director of Finance and Administrative Services may also
26

1 charge interest at the common investment portfolio's rate of return to the borrowing fund. ~~((; and~~
2 ~~F. With the approval of the Director of Finance sell installment notes to City funds pursuant to~~
3 ~~Section 20.04.145 in connection with financing local improvement districts.))~~

4
5 Section 117. Section 5.06.040 of the Seattle Municipal Code, last amended by Ordinance
6 121028, is amended as follows:

7
8 **5.06.040 Investment policies.**

9 A. The City's common investment portfolio(s) shall be managed to further this financial
10 objective: to preserve principal while maintaining liquidity to meet the City's needs for cash and
11 maximizing income.

12 B. Investment decisions should further the City's social policies established by ordinance
13 or policy resolutions of the City Council. A City social policy shall take precedence over
14 furthering the City's financial objective when expressly authorized by the City Council resolution
15 or ordinance, except where otherwise provided by law or trust principles.

16 C. The Director of ~~((Executive Administration))~~ Finance and Administrative Services
17 shall be guided by investment policies adopted from time to time by ordinance or resolution of
18 the City Council. ~~((and by investment direction that may be given by the (Director of Finance~~
19 ~~consistent with City Council policies.))~~

20
21
22
23 Section 118. Section 5.06.050 of the Seattle Municipal Code as last amended by
24 Ordinance 120794 is amended as follows:

25
26 **5.06.050 Reports.**

THIS VERSION IS NOT ADOPTED



1 The Director of (~~Executive Administration~~) Finance and Administrative Services shall file a
2 monthly report with the City Council on the performance of City investments for the preceding
3 month and fiscal year-to-date. Each monthly report shall include a discussion of:

- 4 A. The current investment market;
- 5 B. Any material change in the City's investment portfolio and practices;
- 6 C. The City's investment return as compared to the City's benchmark return, which shall
7 be the rate of return used by the City Council when estimating investment earnings for the
8 purpose of adopting the current year's budget;
- 9 D. The average maturity of the City's investment portfolio; and
- 10 E. On a quarterly basis, this report will also include, as an attachment, a list of the
11 contents of the City's investment portfolio.

12 Section 119. Section 5.08.010 of the Seattle Municipal Code as last amended by
13 Ordinance 100895 is amended as follows:

14 **5.08.010 City Budget Director's authority.**

15 The City Budget Director's authority under RCW 35.32A.050 to approve transfers between
16 allowances within the budget of a City department shall be exercised in accordance with
17 regulations as set out in this chapter.

18 Section 120. Section 5.08.020 of the Seattle Municipal Code, last amended by Ordinance
19 120981, is amended as follows:

20 **5.08.020 Transfer between operating budget appropriations.**

1 A. Within the operating budget of the City, the City Budget Director may approve only
2 transfers of appropriations that meet all of the following criteria:

3 1. The appropriation was made for the same department to which the City Budget
4 Director allows the appropriation to be transferred. For purposes of this
5 subsection, a board or commission whose budget is not provided within the
6 budget of a City department shall be deemed a department.

7 2. The amount of the appropriation transferred, together with all previous
8 transfers during the same budget year to that budget item, does not exceed ten
9 ~~((10))~~ percent of the original budgeted allowance for the budget item to which
10 the transfer is made.

11 3. The transfer will not result in a cumulative annual net transfer of more than
12 ~~((Five Hundred Thousand Dollars ()))~~ \$500,000 ~~((+))~~ of appropriations into the
13 budget for any one budget item.

14 4. The amount of the appropriation transferred, together with all previous
15 transfers during the same budget year from that budget item, does not exceed
16 ~~((twenty five ()))~~ 25 ~~((+))~~ percent of the original budgeted allowance for the budget
17 item from which the transfer is made.

18 5. The new purpose of the appropriation must be a legal use of that fund source,
19 must comply with terms, conditions, and restrictions controlling the expenditure
20 of the appropriation so transferred, and must not infringe any covenants or any
21 obligations, agreements, or ordinances by which the City received the moneys.
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1 6. The ordinance making the appropriation did not state that transfer of the
2 appropriation is prohibited.

3 B. For purposes of this section:

4 1. All appropriations for purposes not included in the Capital Improvement
5 Program are considered part of the City's operating budget;

6 2. The "original budgeted allowance" is that amount appearing beside that budget
7 item in the adopted budget; and

8 3. A "budget item" is the object or purpose shown for a distinct dollar
9 appropriation appearing in the adopted budget or in an amendment thereto. A
10 budget item is the level at which the budget appropriates money, subject only to
11 transfers consistent with this chapter of the Seattle Municipal Code.
12
13

14
15 Section 121. Section 5.08.025 of the Seattle Municipal Code, last amended by Ordinance
16 120981, is amended as follows:

17 **5.08.025 Transfer between capital budget appropriations.**

18 A. The City Budget Director may approve the transfer of appropriations for purposes
19 included in the Capital Improvement Program to other purposes included in the Capital
20 Improvement Program only if those transfers meet all of the following criteria:
21

22 1. The appropriation was made for a budget item that is a project or
23 program in the Capital Improvement Program of the same department to
24 which the City Budget Director allows the appropriation to be transferred.
25
26
27



1 2. The amount of the appropriation transferred, together with all previous
2 transfers during the same budget year to that budget item, does not exceed
3 ten ~~((10))~~ percent of the pending budgeted allowance for the budget item
4 to which the transfer is made.

5 3. The transfer will not result in a cumulative annual net transfer of more
6 than ~~((Five Hundred Thousand Dollars ()))~~ \$500,000~~(())~~ of appropriations
7 into the budget for any one budget item.
8

9 4. The amount of the appropriation transferred, together with all previous
10 transfers during the same budget year from that budget item, does not
11 exceed ~~((twenty five ()))~~ 25~~(())~~ percent of the pending budgeted allowance
12 for the budget item from which the transfer is made.
13

14 5. The new purpose of the appropriation must be a legal use of that fund
15 source, must comply with terms, conditions, and restrictions controlling
16 the expenditure of the appropriation so transferred, and must not infringe
17 any covenants or any obligations, agreements, or ordinances by which the
18 City received the moneys.

19 6. The ordinance making the appropriation did not state that transfer of the
20 appropriation is prohibited.
21

22 B. For purposes of this section:

23 1. The "pending budgeted allowance" is the sum of the current year's
24 original appropriation appearing beside that budget item in the adopted
25
26
27



1 budget plus unexpended balances carried forward from prior years'
2 appropriations for that budget item; and

3 2. A "budget item" is a program or project within the Capital Improvement
4 Program for which a distinct dollar appropriation appears in the adopted
5 budget or in an amendment thereto. A budget item is the level at which the
6 budget appropriates money, subject only to transfers consistent with this
7 chapter of the Seattle Municipal Code.
8

9
10 Section 122. Section 5.08.040 of the Seattle Municipal Code as last amended by
11 Ordinance 116368 is amended as follows:

12 **5.08.040 Requests procedure.**

13 Requests for transfer between allowances within the budget of any City department shall be
14 made in writing to the City Budget Director on forms provided by him or her, and if the City
15 Budget Director shall approve the same, he or she shall forward a copy of such request with his
16 or her approval in writing thereon to the Chair of the Budget Committee of the City Council and
17 shall notify in like manner the ~~((City))~~ Director of Finance and Administrative Services
18 ~~((Director))~~.
19
20
21

22 Section 123. Section 5.09.020 of the Seattle Municipal Code, last amended by Ordinance
23 121424, is amended as follows:

24 **5.09.020 Definitions.**

25 As used in this chapter:
26
27

1 A. "Chairperson" means, for each Relevant Committee, the chairperson identified in the
2 then-current resolution establishing the Committee.

3 B. "City" means the City of Seattle.

4 C. "Committee" means each of the Council standing committees established by Council
5 resolution.

6 D. "Cost" means the total cost of an Opinion-gathering Activity, including but not limited
7 to the costs of consultant contracts, costs (including, if known, costs of employee time) of
8 developing and administering the questions or instrument, and costs (including, if known, costs
9 of employee time) of preparing and reporting the Results, to all Departments, and over every
10 year in the case of a multi-year Opinion-gathering Activity, but excludes:

11
12 1. The value of time spent by City employees in preparing and presenting an
13 outline of a Department's Opinion-gathering Activities in accordance with
14 ((S))subsections 5.09.030, ((A))A((A))(1)-(3);

15
16 2. The value of time spent by City employees in obtaining the approvals
17 contemplated in ((S))subsection 5.09.030, ((B))B((B)); and

18
19 3. The value of time spent by City employees in reporting Results pursuant to
20 ((S))subsection 5.09, ((C))C((C)).

21 E. "Council" means the Seattle City Council.

22 F. "Department" means each of the following departments, offices, or other entities: the
23 Department of ~~((Executive Administration))~~ Finance and Administrative Services, ~~((Department~~
24 ~~of Finance,))~~ Department of Information Technology, Department of Neighborhoods,
25 Department of Parks and Recreation, Department of Planning and Development, ~~((Fleets and~~
26

1 ~~Facilities Department,~~) Human Services Department, Law Department, Legislative Department,
2 City Budget Office, Office of Arts and Cultural Affairs, Office of Economic Development,
3 Office of Housing, Office of Intergovernmental Relations, ~~((Office of Policy and Management,))~~
4 Office of Sustainability and Environment, Office of the Mayor, Personnel Department, Seattle
5 Center, Seattle City Light, Seattle Fire Department, Office for Civil Rights, Seattle Police
6 Department, Seattle Public Utilities and Seattle Department of Transportation. If the name of any
7 Department is changed, or if a function or functions of any Department are transferred to another
8 Department within City government, then the term "Department" shall also include the renamed
9 Department and the entity taking over the function or functions.

11 G. "Letter" means that letter dated February 27, 2004, from the President of the City
12 Council to the Director of the Department of Finance, clarifying the interim process for
13 complying with the Proviso.

15 H. "Members" means, for each Relevant Committee, the members identified in the then-
16 current resolution establishing the Committee.

17 I. "Opinion-gathering Activities" include, but are not limited to, public and
18 internal/employee polls, surveys, questionnaires, focus groups, telephone calling, automated
19 telephone calling, or other mechanisms the primary purpose of which is to gather opinions or
20 data from at least ~~((10))~~ ten persons, and includes all consultant and other contracts related
21 thereto, but excludes:

- 23 1. Public hearings that have been advertised in accordance with law;
- 24 2. Public forums at which the general public is welcome;
- 25 3. Public workshops at which the general public is welcome;

4. Department newsletters for which the general public is able to sign up;
5. Citizen input, whether received through letters, e-mails, faxes, phone calls, or in-person contacts, that (a) has not been solicited by the posing of questions by the City or any agent of the City, or (b) is offered in response to a question posed by the City or any agent of the City that is incidental to a communication, an activity, a discussion, or informational material the primary purpose of which is not opinion-gathering, data-gathering, or the providing of opinions or data;
6. Opinion-gathering activity required by ordinance, or by a contract or collective bargaining agreement approved by City ordinance, or otherwise required by law;
7. Input on policy issues requested by a Department manager from other managers within the same Department; and
8. Employee and citizen input, whether received through letters, e-mails, faxes, phone calls, or in-person contacts, concerning evaluations of training programs and routine department administrative matters (for example, placement of office equipment and scheduling of events).

J. "Proviso" means that proviso adopted by the City Council as part of the approved 2004 City Budget at Tab 011, Action ID 1, Option B, Version 3.

K. "Relevant Committee" means the Committee with duties most closely related to a particular Opinion-gathering Activity as determined by the Council President.

L. "Results" means the findings, results, data, analysis, report or other product of an Opinion-gathering Activity, an explanation of how the findings, results, data, analysis, report or

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1 other product will be used, and a description of any possible actions to be undertaken as a result
2 of the Opinion-gathering Activity.

3
4 Section 124. Section 5.10.050 of the Seattle Municipal Code as last amended by
5 Ordinance 116368 is amended as follows:

6 **5.10.050 System of registration -- Contents.**

7
8 A. The ~~((City Finance))~~ Director of Finance and Administrative Services shall establish a
9 system of registration for City bonds and other obligations, with a maturity more than one
10 ~~((1))~~ year, on which the interest is intended to be exempt from federal income taxation. The
11 system of registration shall provide for any writing relating to a bond or other obligation that is
12 not issued as a physical instrument; for identifying numbers or other designations; for a sufficient
13 supply of certificates for subsequent transfers; for record and payment dates; for varying
14 denominations; for communications to the owners of bonds or other obligations; for accounting,
15 cancelled certificate destruction, registration and release of securing interests; and, for such other
16 incidental matters pertaining to the registration of bonds or other obligations as appropriate to
17 conform with the United States Internal Revenue Code.

18
19 B. Different methods or techniques may be used for separate bond issues and for diverse
20 types of obligations. The method or technique used with respect to a particular bond or other
21 obligation shall conform with the authorizing ordinance.

22
23
24 Section 125. Section 5.10.060 of the Seattle Municipal Code as last amended by Ordinance
25 118678 is amended as follows:
26

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5.10.060 Fiscal agents -- Designation.

1
2 The City may by ordinance designate a fiscal agent to act as an authenticating trustee, transfer
3 agent, registrar or paying agent for the City with respect to bonds or other obligations to be
4 issued. In the absence of a designation by ordinance, the ((City Finance)) Director of Finance
5 and Administrative Services may in accordance with RCW 39.46.030 designate one or more
6 fiscal agents to act as an authenticating trustee, transfer agent, registrar or paying agent for the
7 City with respect to registered bonds or other obligations which are usually subject to trading,
8 assignment or transfer. Any fiscal agent designated by the City may be a fiscal agent of The State
9 of Washington appointed in accordance with RCW Chapter 43.80.
10

11
12 Section 126. Section 5.10.070 of the Seattle Municipal Code as last amended by
13 Ordinance 116368 is amended as follows:

14
15 **5.10.070 ((Finance)) Director of Finance and Administrative Services as registrar.**

16 The ((City Finance)) Director of Finance and Administrative Services may act as a registrar for
17 leases, warrants, installment contracts and other obligations which provide for payment of
18 interest that is intended to be exempt from federal income taxation and which are not usually
19 subject to trading, assignment or transfer.
20

21
22 Section 127. Section 5.10.080 of the Seattle Municipal Code as last amended by Ordinance
23 118678 is amended as follows:

24
25 **5.10.080 Contracts with fiscal agency.**

