2012 Proposed Budget Presentations

DEPARTMENT OF FINANCE AND ADMINISTRATIVE SERVICES

DEPARTMENT OF FINANCE AND ADMINISTRATIVE SERVICES

Budget Control Level	2010 Actuals	2011 Adopted	2012 Endorsed	% Change '11-'12 (Adopted to Endorsed)	2012 Proposed	% Change '12-'12 (Endorsed to Proposed)
Expenditures by BCL						
Budget and Central Services	$0	$5,572,000	$5,727,000	2.8%	$3,937,000	-31.3%
Business Technology	$0	$8,106,000	$8,263,000	1.9%	$10,281,000	24.4%
City Purchasing and Contracting	$0	$3,018,000	$3,092,000	2.5%	$3,010,000	-2.7%
Facility Services	$0	$65,355,000	$65,697,000	0.5%	$65,834,000	0.2%
Financial Services	$0	$9,858,000	$10,075,000	2.2%	$13,258,000	31.6%
Fleet Services	$0	$39,723,000	$45,236,000	13.9%	$45,727,000	1.1%
Judgment and Claims	$0	$362,000	$362,000	0.0%	$362,000	0.0%
Office of Constituent Services	$0	$1,150,000	$1,177,000	2.3%	$2,847,000	141.9%
Revenue and Consumer Protection	$0	$4,998,000	$5,120,000	2.4%	$2,352,000	-54.1%
Seattle Animal Shelter	$0	$3,005,000	$3,068,000	2.1%	$3,043,000	-0.8%
Technical Services	$0	$2,855,000	$2,922,000	2.3%	$2,950,000	1.0%
Total Expenditures	**$0**	**$144,002,000**	**$150,739,000**	**4.7%**	**$153,601,000**	**1.9%**
Total FTEs	0.0	523.8	523.8	0.0%	521.8	-0.4%

Revenues						
General Subfund Support	$0	$20,866,000	$21,112,000	1.7%	$21,332,000	0.6%
Miscellaneous Revenue	$0	$9,081,000	$9,104,000	0.3%	$9,617,000	5.6%
Services Provided to City Departments	$0	$115,249,000	$117,571,000	1.9%	$117,363,000	-0.1%
Use of (Contribution to) Fund Balance	$0	($1,192,000)	$2,952,000	-347.7%	$5,289,000	79.2%
Total Revenues	**$0**	**$144,004,000**	**$150,739,000**	**4.7%**	**$153,601,000**	**1.9%**

FINANCE AND ADMINISTRATIVE SERVICES

What significant budgetary or policy changes are embedded in the Department's proposed budget?

- Reductions of $3.48 million and 19.5 FTE
  - $2.6 million, 10.0 FTE reductions in internal services (Facilities, Fleets, Technology)
  - $745K, 8.5 FTE reductions in financial services and departmental administration
- Use of $1.9 million in one-time property insurance proceeds to replace failing roofs in community facilities
- Transfer from DON of Neighborhood Payment and Information Services ($1.8 million, 17.5 FTE) to align with Customer Service Bureau and Treasury Services
- Implementation of City-wide Financial Management and Accountability Program ($740K)

FINANCE AND ADMINISTRATIVE SERVICES

How do proposed budget changes address current challenges and align with the Department's priorities?

- Manage internal costs to preserve services to the public
- Continue the efficiencies created by FAS re-organization
- Align City customer service functions
- Invest strategically to preserve assets

Part 3 - Incremental Budget Changes for 2012

DEPARTMENT OF FINANCE AND ADMINISTRATIVE SERVICES

	Funding Amount	FTE	General Fund?	Description	BIP #
2012 Endorsed Budget	**$150,739,071**	**523.75**			
2012 Proposed Changes					
1) Management Efficiency	$0	(3.5)	N/A	Eliminate four management positions in response to Council direction. The associated $500,000 budget reduction is already accounted for in the 2012 Endorsed budget.	100
2) Facility Services and Maintenance Reductions	($2,043,997)	(5.0)	Partial	Reduce maintenance staff and budget, impacting preventive maintenance work and janitorial services. Reduce general operating costs by eliminating an administrative staff position and delaying software upgrades. Rebid services contracts for additional savings.	101/102/107/803
		. . .			

DEPARTMENT OF FINANCE AND ADMINISTRATIVE SERVICES

	Funding Amount	FTE	General Fund?	Description	BIP #
3) Financial Services Funding Swaps and Reductions	($141,799)	0.0	Partial	Eliminate funding for the Urban League's Contractor Development and Competitiveness Center, closed in 2011. Staff support costs for the Pike Place Market Levy will be paid by Levy proceeds rather than GSF. Reduce general operating costs by decreasing overtime and use of professional services as well as delaying hardware purchases. This reduction does not reflect an additional $240,000 to the General Fund from vendor rebates for Commercial Credit Card and electronic payments.	104
4) Fleet Services Efficiencies and Fund Balance Savings	($451,206)	(2.0)	Partial	Reduce warehouse staff by closing the South Service Center Warehouse at night and rely on the nearby Charles Street warehouse. Decrease general operating costs by reducing staff in Fleet Services' administration and non-labor expenditures. This reduction does not reflect an additional $475,000 of capital fleet fund balance for replacement of eliminated vehicles that provides General Fund savings.	106/804
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DEPARTMENT OF FINANCE AND ADMINISTRATIVE SERVICES

	Funding Amount	FTE	General Fund?	Description	BIP #
5) Regulatory Services Efficiencies and Revenue Enhancement	($53,392)	(0.5)	Yes	Reduce one inspector position from full-time to half-time. An existing full-time position will staff limousine inspection work paid for by Washington State. Decrease vehicle costs by relinquishing three vehicles and using the City motor pool.	108
6) Accounting and Business Licensing Efficiencies	($534,328)	(6.0)	Partial	Eliminate an accountant and a manager position and reduce operating costs in FAS internal accounting. Reduce two accounting technician positions in Central Accounting and eliminate one accounting technician who works primarily with Business Improvement Areas; redistribute duties to existing staff, increasing customer response times. Eliminate a front-desk administrative position in Business Licensing.	109/112/114/115
7) Reduce Parking Meter Collections Staff	($68,994)	(1.0)	Yes	Eliminate a parking meter collector due to reduced cash collection needs as parking meters are replaced with parking pay stations.	113

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DEPARTMENT OF FINANCE AND ADMINISTRATIVE SERVICES

	Funding Amount	FTE	General Fund?	Description	BIP #
8) Reduce Business Technology Staffing	($147,088)	(1.0)	Partial	Reduce a position that provides support for the City's financial management and human resources systems, resulting in service delays, with some duties covered by other staff.	116
9) Reduce Animal Shelter Staffing	($43,912)	(0.5)	Yes	Eliminate a part-time animal control officer position caring for animals in the shelter and redistribute duties to the remaining staff.	805
10) Equipment Replacement	$80,000	0.0	Partial	Provide funding, through internal rates, to lease a new payment processing system. The current system will no longer be supported by the vendor.	120
11) Financial Management and Accountability Program Implementation	$740,000	0.0	Partial	Provide funding for a Citywide Financial Management and Accountability Program (FinMAP) to establish policies which standardize the use of the City's financial system. This will allow for better financial management and accountability Citywide.	300
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DEPARTMENT OF FINANCE AND ADMINISTRATIVE SERVICES

	Funding Amount	FTE	General Fund?	Description	BIP #
12) Facility Upgrades	$1,900,000	0.0	No	Fund roof repairs on City-owned buildings occupied by not-for-profit service providers, using an insurance settlement resulting from the 2010 fire at the City-owned warehouse on the former Sunny Jim site.	124
13) Neighborhood Service Centers Transfer from DON	$1,802,883	17.5	Partial	Centralize customer service delivery within FAS by transferring the Neighborhood Payment and Information Services Center program and positions from DON.	301
14) Technical Adjustments	$1,824,237	0.0	Partial	Departmental and Citywide program adjustments reflecting changes in central cost allocation charges and employee benefits, as well as baseline adjustments for increases in software licenses, funding for Law Department services, and appropriations to cover City departments' projected fuel needs.	070/900
Total Proposed Changes	**$2,862,404**	**(2.0)**			
Proposed 2012 Budget	**$153,601,475**	**521.75**			

DEPARTMENT OF FINANCE AND ADMINISTRATIVE SERVICES **2012-2017 PROPOSED CIP**

Project Title	2012 Appropriations (In 1000)	Total Project Cost (In 1000)	Funding Sources	Description / Explanation
New Projects				
1) ADA Improvements - Citywide	$2,000	on-going	CRS-Real Estate Excise Tax 1 Subaccount and CRS - Real Estate Excise Tax II	This project is the appropriation repository for four departments completing work related to a Department of Justice Audit assessing city compliance with the ADA. Allocations will range between $500 and $800k per department. FAS projects will prioritize and focus on improving public access in City owned facilities.
2) Charles Street Master Facilities Planning	$100	$100	CRS-Real Estate Excise Tax 1 Subaccount	This project includes updating the existing master plan and may involve an operational study, building condition assessments and on-site test-to-fit analyses to improve site and facility usage.
3) Consumer Protection Unit (Test Station)	$100	$100	CRS-Real Estate Excise Tax 1 Subaccount	This project will complete an Operational Program and test-to-fit design to explore facility options suitable to meet the expanded business needs for the Consumer Protection Unit.

DEPARTMENT OF FINANCE AND ADMINISTRATIVE SERVICES **2012-2017 PROPOSED CIP**

	Project Title	2012 Appropriations (In 1000)	Total Project Cost (In 1000)	Funding Sources	Description / Explanation
4)	FAS: Municipal Energy Efficiency Projects	$419	on-going	General Subfund, General Obligation Bonds	This project provides for investments in more energy efficient building systems and other facility efficiency improvements. Energy improvement projects at the Pacific Place garage and two fire stations have been added for 2012.
5)	Fire Station Roof Replacements	$502	$1,034	CRS-Real Estate Excise Tax 1 Subaccount, Insurance Settlement Proceeds	This project replaces failing roofing systems at Fire Stations 8 ,11 and 27. The work will eliminate water intrusion, damages to interior finishes and structural damage.
6)	North Precinct	$100	$100	CRS-Real Estate Excise Tax 1 Subaccount	This project will complete an Operational Program and test-to-fit design to explore facility options suitable to meet the expanded business needs for the North Precinct
7)	One Hour Separations in Fire Stations	$520	$520	CRS-Real Estate Excise Tax 1 Subaccount	This project addresses Labor and Industry citations at various fire stations by providing a one-hour fire resistive assembly beween the apparatus bay and all sleeping areas.

DEPARTMENT OF FINANCE AND ADMINISTRATIVE SERVICES **2012-2017 PROPOSED CIP**

Project Title	2012 Appropriations (In 1000)	Total Project Cost (In 1000)	Funding Sources	Description / Explanation
Projects Canceled or Deferred				
None at this time.				
Funding/Scope Changes for Existing Projects				
8) Fire Levy Program	$9,232	$167,068	Fund 34440	In the past, the City made appropriations for individual projects up-front and resulting expenditures would span several years after the budget authority was approved. Starting in 2012, the CIP budget appropriations for projects will equal the anticipated expenditures for that year. This will enable the City to strategically structure its approach to financing, thereby reducing transaction costs, minimizing interest paid, and increasing flexibility with existing resources.

City of Seattle
Summary Analysis
Analysis Data as of 12/31/2010

Plan: 1,A - 1, Finance and Administrative Services

Job Group		Total Female #	Total Female %	Total Minorities #	Total Minorities %	Black #	Black %	Asian #	Asian %	Native American #	Native American %	Hispanic #	Hispanic %	Pacific Islander #	Pacific Islander %	Two or more races #	Two or more races %
10 - Officials & Administrators																	
Employees:	46																
Current Utilization:		21	45.65	16	34.78	6	13.04	8	17.39	0	0.00	1	2.17	0	0.00	1	2.17
Class Goal:		24.16	52.53	18.90	41.10	5.10	11.09	10.56	22.97	0.39	0.85	1.80	3.93	0.12	0.28	0.88	1.93
Underutilized:		3.16	Yes	2.90	Yes	0.00	No	2.56	Yes	0.39	No	0.80	No	0.12	No	0.00	No
20 - Professionals																	
Employees:	175																
Current Utilization:		104	59.42	83	47.42	16	9.14	50	28.57	3	1.71	10	5.71	1	0.57	3	1.71
Class Goal:		99.03	56.59	72.43	41.39	13.87	7.93	43.15	24.66	2.81	1.61	8.85	5.06	0.82	0.47	2.71	1.55
Underutilized:		0.00	No	0.00	No	0.00	No	0.00	No	0.00	No	0.00	No	0.00	No	0.00	No
30 - Technicians																	
Employees:	25																
Current Utilization:		8	32.00	9	36.00	2	8.00	1	4.00	2	8.00	2	8.00	0	0.00	2	8.00
Class Goal:		10.33	41.32	4.21	16.87	1.76	7.05	0.91	3.65	0.25	1.01	1.08	4.32	0.05	0.23	0.13	0.53
Underutilized:		2.33	Yes	0.00	No	0.00	No	0.00	No	0.00	No	0.00	No	0.05	No	0.00	No
50 - Paraprofessionals																	
Employees:	3																
Current Utilization:		1	33.33	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Class Goal:		2.17	72.56	0.65	21.79	0.13	4.43	0.32	10.93	0.04	1.35	0.09	3.00	0.01	0.34	0.05	1.71
Underutilized:		1.17	Yes	0.65	No	0.13	No	0.32	No	0.04	No	0.09	No	0.01	No	0.05	No
60 - Office & Clerical																	
Employees:	60																
Current Utilization:		51	85.00	45	75.00	12	20.00	23	38.33	5	8.33	4	6.66	0	0.00	1	1.66
Class Goal:		47.64	79.41	10.78	17.98	2.04	3.41	5.12	8.54	0.88	1.48	1.62	2.70	0.15	0.26	0.90	1.51
Underutilized:		0.00	No	0.00	No	0.00	No	0.00	No	0.00	No	0.00	No	0.15	No	0.00	No
70 - Skilled Crafts																	
Employees:	115																
Current Utilization:		10	8.69	29	25.21	7	6.08	14	12.17	1	0.86	4	3.47	2	1.73	1	0.86
Class Goal:		8.85	7.70	26.79	23.30	5.81	5.06	12.25	10.66	1.23	1.07	4.61	4.01	1.57	1.37	1.13	0.99
Underutilized:		0.00	No	0.00	No	0.00	No	0.00	No	0.23	No	0.61	No	0.00	No	0.13	No

City of Seattle
Summary Analysis
Analysis Data as of 12/31/2010

Plan: 1,A - 1, Finance and Administrative Services

Job Group		Total Female		Total Minorities		Black		Asian		Native American		Hispanic		Pacific Islander		Two or more races	
		#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
80 - Service & Maintenance																	
Employees:	88																
Current Utilization:		24	27.27	36	40.90	16	18.18	10	11.36	3	3.40	5	5.68	1	1.13	1	1.13
Class Goal:		29.77	33.84	24.36	27.69	5.95	6.77	7.68	8.73	2.93	3.34	6.35	7.22	0.32	0.37	0.93	1.06
Underutilized:		5.77	Yes	0.00	No	0.00	No	0.00	No	0.00	No	1.35	Yes	0.00	No	0.00	No
Totals:	512	219		218		59		106		14		26		4		9	

SUMMIT

City of Seattle
Department - Payment Information by WMBE (Combined)
Ethnicity
1/1/2011 to 8/31/2011

Report ID	Snap210B
Run Date:	9/28/2011
Run Time:	9:29:14AM
Database:	SUMMIT8
Query:	_CRYS_ZAP_SNAP210B

FAS - Finance & Administrative Services

	Total $ Payments	African American	African American %	Asian	Asian %	Native American	Native American %	Hispanic	Hispanic %	White Female	White Female %	Total $ for WMBE's	Total WMBE %
Consultant													
Consultant Contract	2,352,070.52	65,927.50	2.80%	107,235.23	4.56%	0.00	.00%	0.00	.00%	35,262.37	1.50%	208,425.10	8.86%
Consultant Roster	824,292.81	7,650.00	.93%	13,054.96	1.58%	0.00	.00%	1,902.27	.23%	179,256.83	21.75%	201,864.06	24.49%
Total:	3,176,363.33	73,577.50	2.32%	120,290.19	3.79%	0.00	.00%	1,902.27	.06%	214,519.20	6.75%	410,289.16	12.92%
Purchasing													
Blanket Contract	26,740,599.60	190,867.86	.71%	155,535.09	.58%	8,013.18	.03%	11,181.73	.04%	1,722,321.02	6.44%	2,087,918.88	7.81%
Direct Voucher	1,094,292.00	9,981.59	.91%	101,086.51	9.24%	4,421.31	.40%	943.07	.09%	91,360.36	8.35%	207,792.84	18.99%
Purchase Contract	2,333,782.83	89,660.87	3.84%	0.00	.00%	0.00	.00%	0.00	.00%	0.00	.00%	89,660.87	3.84%
Total:	30,168,674.43	290,510.32	.96%	256,621.60	.85%	12,434.49	.04%	12,124.80	.04%	1,813,681.38	6.01%	2,385,372.59	7.91%
Department Total:	33,345,037.76	364,087.82	1.09%	376,911.79	1.13%	12,434.49	.04%	14,027.07	.04%	2,028,200.58	6.08%	2,795,661.75	8.38%