BUDGET

1971 - 1972

FOLDER NO 8

#1

BUDGET

Folder #8

1971-1972

Recorded Subject File

1971-1972

Budget

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11/29/72

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ORDINANCE 101693

AN ORDINANCE relating to the 1972 General Fund Budget of the Engineering Department; increasing allowances therein for "Landscape Maintenance" and for "Street Triangle Improvement," by reappropriation and transfer.

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. That the following allowances in the 1972 General Fund Budget of the Engineering Department are hereby increased in the respective amounts indicated:

Other Services and Charges	
4313 Landscape Maintenance	$30,000
Construction Projects	
6503 Street Triangle Improvement	15,000

and to provide for such increases the sum of Forty-five Thousand Dollars ($45,000) is hereby reappropriated and transferred to said budget allowances in the respective amounts indicated from unexpended and unencumbered monies in the following allowance in the 1972 General Fund Budget of the Engineering Department:

Construction Projects

6502 Street Tree Planting Program

which allowance is hereby decreased in said amount, and the City Comptroller is authorized to draw and the City Treasurer to pay the necessary warrants and make the necessary transfers, all as recommended by the Mayor and the City Engineer in C.F. 274218.

Section 2. (30 day ending).

Approved DEC 21 1972
Eff. 30 Days

37

Budget

SEATTLE ENG DEPT

DEC 7 9 13 AM '72

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December 5, 1972

3c.

The City Council
The City of Seattle

Honorable Members:

Attached is the request of the City Engineer for two Emergency Fund appropriations totaling $146,230 to supplement the 1972 Engineering Department General Fund Budget. This request is the result of unexpectedly heavy snows and rainfall during 1972.

We have reviewed this request and concur in the City Engineer's recommendation that $146,230 be appropriated from the Emergency Fund, $29,948 to Account 4311 (Slide Control) and $116,282 to Account 4314 (Snow and Ice Control), in the Department's 1972 General Fund Budget.

Sincerely,

Wes Uhlman
Mayor

by

R. W. Wilkinson, Jr.
Budget Director

RWW/KRK/ct

Attachment

c.c. Engineering Department ✓

36

CITY OF SEATTLE
DEPARTMENT OF ENGINEERING
ROBERT J. GULINO, CITY ENGINEER
MEMBER, BOARD OF PUBLIC WORKS

Wes Uhlman, Mayor

Seattle Municipal Building, Room 910
600 Fourth Avenue, Seattle, Washington 98104

November 27, 1972

COPY

Honorable Wesley C. Uhlman, Mayor
City of Seattle

Attention: R. W. Wilkinson, Jr.

Dear Sir:

The purpose of this letter is to request the appropriation of $146,230 from the Emergency Fund to meet projected year end deficits in the 1972 Budget's General Fund appropriations for Slide Control and Snow and Ice Control.

Unforeseeable weather last spring resulted in heavy expenditures for snow removal and slide control. $172,877.70 in excess of the programmed amount was expended by the Engineering Department Operating Fund in direct response to this weather. In the hope that savings in the Seattle Engineering Department's 1972 General Fund appropriation could be generated during the course of the year to meet these expenditures, this amount was not billed against the General Fund. However, projected year end savings total only $88,227.92; an insufficient amount to cover Slide Control and Snow and Ice Control expenditures.

In addition, the pending 1972 salary adjustment will result in a greater expenditure rate than was contemplated at either the time the 1972 Budget was adopted or expenditures for slide or snow and ice control made. Those salary adjustments will require an additional $60,580.36 of support from the Seattle Engineering Department's 1972 General Fund appropriation. This support is currently not available.

In order to meet these 1972 General Fund requirements, an appropriation of $146,230 is required; as follows:

RECEIVED 36
NOV 28 1972
OFFICE OF MANAGEMENT
& BUDGET

Slide Control Deficit	$ 35,403.65
Snow and Ice Control Deficit	137,474.05
Sub Total	$172,877.70
Less Projected Savings in Other General Fund Accounts	87,227.92
Sub Total	$ 85,649.78
1972 Salary Adjustments	60,580.37
Total Deficit	$146,230.15

It is respectfully requested that $29,948 and $116,282 be appropriated to Accounts 4311 (Slide Control) and 4314 (Snow and Ice Control) respectively from the Emergency Fund. These appropriations will allow us to rectify the problems summarized above.

Very truly yours,

ROBERT J. GULINO, P.E.
City Engineer

BY
DOUGLAS L. JONAS, P.E.
Assistant City Engineer for
Management and Planning

AEM:smh
cc: R. J. Gulino
P. A. Wiatrak
P. M. Buswell
W. E. P. Smith

Budgets

THE CITY OF SEATTLE
EXECUTIVE DEPARTMENT
OFFICE O. MANAGEMENT AND BUDGET

MEMORANDUM

TO All Department Heads

FROM R. W. Wilkinson, Jr., Budget Director DATE December 1, 1972

SUBJECT Carryover of Unexpended 1972 Appropriations

In preparation for the closing of fiscal 1972 accounts, it is requested that each department analyze its current account balances and submit a list of carryovers on the attached form.

Detailed justification should be provided for each requested line item or ordinance. Please bear in mind that the purpose of continuing an unexpended appropriation is to complete an activity planned for a prior year. No carryovers will be allowed for funding of 1973 programs or activities.

Each department should pay special attention to all ordinances involving very small amounts or old ordinances that may be inactive to determine whether the original purpose of the ordinance has been accomplished.

All requests should be submitted on copies (2) of the attached form by January 5, 1973.

RWW/ct

Attachment

ROUTING	INITIAL
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~~PMB~~	
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SEATTLE ENG DEPT
DEC 5 9 24 AM '72

3

FUND	PROGRAM CATEGORY	BUDGET ACCOUNT OR ORDINANCE #	ORDINANCE TITLE	BALANCE	JUSTIFICATION

Budget (NLIH)

Seattle City Council NEWS RELEASE

1106 Seattle Municipal Building — 600 Fourth Avenue, Seattle, WA 98104

George E. Cooley, Chairman
Budget Committee
Telephone 583-2359
Further Info: Hugh McIntosh, 583-2609

November 29, 1972

RJG
~~RMB~~
DLJ

FOR IMMEDIATE RELEASE

List of 1973 City Budget Changes Available at City Council Office

A listing of final changes in the 1973 Seattle City Budget is available to interested parties, according to Councilman George E. Cooley, chairman of the Council Budget Committee.

Persons seeking a copy may obtain one at the City Council office, 1106 Seattle Municipal Building, 600 Fourth Ave. The number of copies is limited, said Cooley.

The 20-page list shows the detailed changes by page number of the budget document initially proposed by the Mayor and subsequently amended by the City Council.

# # #

HMc:nt

SEATTLE ENG DEPT
DEC 6 2 13 PM '72

Budget

THE CITY COUNCIL OF THE CITY OF SEATTLE

1106 SEATTLE MUNICIPAL BUILDING 600 FOURTH AVENUE, SEATTLE, WASHINGTON 98104

TELEPHONE 583-2640

LIEM ENG TUAI
PRESIDENT OF THE COUNCIL
583-2357

BRUCE K. CHAPMAN
CHAIRMAN
PARKS & PUBLIC GROUNDS
COMMITTEE
583-2364

GEORGE E. COOLEY
CHAIRMAN
FINANCE COMMITTEE
583-2359

TIM HILL
CHAIRMAN
TRANSPORTATION
COMMITTEE
583-2356

PHYLLIS LAMPHERE
CHAIRMAN
INTERGOVERNMENTAL
RELATIONS COMMITTEE
583-2355

WAYNE D. LARKIN
CHAIRMAN
UTILITIES COMMITTEE
583-2358

JOHN R. MILLER
CHAIRMAN
PLANNING & URBAN
DEVELOPMENT COMMITTEE
583-2365

SAM SMITH
CHAIRMAN
PUBLIC SAFETY & HEALTH
COMMITTEE
583-2367

JEANETTE WILLIAMS
CHAIRMAN
HUMAN RESOURCES &
JUDICIARY COMMITTEE
583-2366

November 27, 1972

DLJ
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PM
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SEATTLE ENG DEPT
NOV 28 3 23 PM '72

Mr. Robert J. Gulino
City Engineer
City of Seattle

Dear Mr. Gulino:

As you know, the 1973 Budget has been finalized by the City Council. I believe it is a tough budget, most of the increases being caused by forces not readily controllable by you as managers. This does not mean, however, that we cannot manage our resources to strive for maximum efficiency. In furtherance of this concept, the Budget Committee is requesting that each of you now review your budgets and programs for 1973 and determine where you can reduce administrative costs by at least 2%.

I would appreciate hearing from each of you within 90 days regarding your plans to achieve this goal.

In addition to the above request, I would welcome any suggestions that you or members of your department may have regarding how the City can reduce operating costs or increase services without increasing costs. In other words, how can we become more efficient?

Sincerely,

George E. Cooley

George E. Cooley, Chairman
Budget Committee

GEC:rp

OMB — To Handle This

33

Budget
11/28

November 27, 1972

Mr. R. W. Wilkinson, Jr.
Budget Director
City of Seattle

Dear Mr. Wilkinson:

We respectfully request authority to make the following transfer:

	Fund	Dept.	Basub.	Object	Title	Amount
From:	501	030	--	1110	Salaries, Full & Part Time	$100,000
To:	501	030	--	1200	Overtime	$100,000

The authorization for Overtime expenditures is over-expended by $14,713.92 as of November 14, 1972, with three (3) pay periods remaining in the current fiscal year. Moreover, the possibility exists that overtime work will be required for snow removal during December. In order to allow us to address the above cited over-expenditure and pay overtime through December, the above transfer is requested.

Very truly yours,

ROBERT J. GULINO, P.E.
City Engineer

By
DOUGLAS L. JONAS, P.E.
Assistant City Engineer for
Management and Planning

AEM:hln
cc: R. J. Gulino
H. E. Larson

32

Budget

11/28

November 27, 1972

x - Snow
x - Slides

Honorable Wesley C. Uhlman, Mayor
City of Seattle

Attention: R. W. Wilkinson, Jr.

Dear Sir:

The purpose of this letter is to request the appropriation of $146,230 from the Emergency Fund to meet projected year end deficits in the 1972 Budget's General Fund appropriations for Slide Control and Snow and Ice Control.

Unforeseeable weather last spring resulted in heavy expenditures for snow removal and slide control. $172,877.70 in excess of the programmed amount was expended by the Engineering Department Operating Fund in direct response to this weather. In the hope that savings in the Seattle Engineering Department's 1972 General Fund appropriation could be generated during the course of the year to meet these expenditures, this amount was not billed against the General Fund. However, projected year end savings total only $88,227.92; an insufficient amount to cover Slide Control and Snow and Ice Control expenditures.

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31

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Total Deficit	$146,230.15

It is respectfully requested that $29,948 and $116,282 be appropriated to Accounts 4311 (Slide Control) and 4314 (Snow and Ice Control) respectively from the Emergency Fund. These appropriations will allow us to rectify the problems summarized above.

Very truly yours,

ROBERT J. GULINO, P.E.
City Engineer

BY
DOUGLAS L. JONAS, P.E.
Assistant City Engineer for
Management and Planning

AEM:smh
cc: R. J. Gulino
P. A. Wiatrak
P. M. Buswell
W. E. P. Smith

Concurrence Prior to Signature
PAW
JBR

Budget

C4

NZ:rp
11/13/72
MD:Copy
2-2-73

ORDINANCE 101630

AN ORDINANCE adopting a budget for the City of Seattle for the year 1973.

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. That the annual Budget submitted, as contemplated by Chapter 7, Laws of 1967, Regular Session, (RCW Ch. 35.32A), by the Mayor and filed as C.F. 273951 with the following modifications, to wit:

> Recommendations of the Budget Committee of the City Council for modifications, as adopted by amendments by the City Council on November 20, 1972, and set forth in C.F. 274314,

is hereby adopted. Should any budget recommendations, modification, adjustment, or amendment conflict, the last in time shall control.

Section 2: 30 Day Ending

APPROVED: November 27, 1972

C.B. 93513 Finance Comm 1-25-73	Relating to the Budget for the City of Seattle for the year 1973; amending Section 1 of Ordinance 101630 to correct certain errors set forth in C.F. 273951 (Budget Document) and C.F. 274314 (Amendments).	PASS

30

Budget

CITY OF SEATTLE

Wes Uhlman, *Mayor*

EXECUTIVE DEPARTMENT

OFFICE OF MANAGEMENT AND BUDGET

1028 MUNICIPAL BUILDING • 583-5792

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Nov 15 1 58 PM '72

SEATTLE ENG DEPT

November 14, 1972

Councilman George E. Cooley
Chairman, Finance Committee
The City Council
The City of Seattle

Dear Mr. Cooley:

The following is submitted in response to Councilman Hill's letter of November 14, 1972, regarding the Engineering Department's 1972 Budget:

1. TRANSIT IMPROVEMENTS

The Transit System will be turned over to METRO in the coming year. Therefore, unilateral action on the part of the City to modify the street system on which Transit operates should not precede findings by METRO as to which improvements are of highest priority. However, it is anticipated that a significant portion of the money paid to the City for its Transit System will be used to aid METRO in improving Transit service to the citizens of Seattle. Any work to be done by Engineering Department personnel at that time can either be handled on a reimbursable basis through Program Category 201 or by an Emergency Fund appropriation to be repaid from receipts from the sale of City's Transit System. In neither case will it be necessary to alter the Engineering Department's 1973 Operating Budget.

2. STREET SWEEPING, FLUSHING & MOWING

Street sweeping and flushing activities are budgeted for in the Cleaning Operations Program Category of the Engineering Department's Budget. Power mowing is accomplished through the Landscape Maintenance Program Category. In general Councilman Hill has recommended that 1968 service levels be restored in these areas (although in the case of power mowing he has recommended $19,000 more than the City Engineer has estimated would be required).

Although we agree that, given adequate revenues, it would be desirable to restore 1968 service levels in the street cleaning and landscape maintenance areas, it does not appear entirely justifiable to fully restore these activities while other programs throughout the City remain curtailed. We have attempted to make rational reductions in activities in all Departments as the City's revenues have declined over the past few years. Landscape maintenance and street cleaning were reduced because little, if any, permanent damage was expected as a result of those reductions.

29

We firmly believe that to eliminate a capital project which will reduce M & O costs in future years in order to restore service levels to ongoing activities such as those mentioned above, would be fiscally unwise. For example, the proposed Asphalt Plant, it is estimated, will save the City approximately $60,000 per year. To eliminate a cost saving project such as that in order to fund an increase in service levels, would not be appropriate.

3. R. H. THOMPSON

The City of Seattle is now in the process of selling all properties originally acquired for the R. H. Thompson freeway. A consolidated list of properties controlled by the Building and Treasurer's Departments has been prepared and circulated to all City departments. All properties will be sold, as soon as possible, except those which departments have requested be held for a specific purpose. Sale is currently being delayed due to the State's failure to provide the City with a clear deed to the properties originally purchased by the State.

The City is authorized to upgrade R. H. Thompson properties which have deteriorated, with bond fund monies. Such expenditures would not however appropriately be included in the Engineering Department's annual operating budget. A special appropriation from bond fund monies for the purpose of rehabilitation would be the normal method of funding such work.

4. BICYCLE PATHS

The departments of Engineering and Community Development are currently preparing a comprehensive study of bicycle paths for the City of Seattle. The study will be submitted by the Mayor to the City Council for review and adoption some time late in 1973. State gas tax monies from the 1/2% allocation to bike paths can not be used until such a comprehensive plan is adopted and submitted to the State.

In the meantime, personnel in the Traffic and Transportation Program Category, are preparing a grant application to the State which would construct one mile of bike paths during 1973.

We believe that additional expenditures for bike paths should be deferred until a comprehensive plan has been prepared and approved thus providing a framework within which individual projects can be evaluted. Once again, the capital expenditure related to such projects should not be included in the annual operating budget.

29

5. 1960 BOND FUNDS FOR S. W. SPOKANE STREET EAST WATERWAY - SOUTH BRIDGE

The S. W. Spokane Street East Waterway - South Bridge, is the City's highest priority bridge replacement project. It is not named in the 1960 Bond Issue, and, given the tremendous changes in that Issue which have occurred over the past twelve years, there is a serious question regarding the legality of appropriating any of the remaining funds to projects without another vote of the people.

6. BEACON AVENUE BOULEVARD

The Mayor, following a recommendation of the Street Tree Advisory Committee, recommended to the City Council, and the City Council approved, a street tree planting project for Beacon Avenue. The Committee's final recommendations, based on a City-wide prioritization of needs, may well result in a recommendation for additional landscaping along Beacon Avenue Boulevard.

However, this would be a capital project and, therefore, would not appropriately be included in the Engineering Department's annual operating budget.

If there is any further information that I can provide regarding this matter, please do not hesitate to call.

Sincerely,

R W Wilkinson Jr
JK

R. W. Wilkinson, Jr.
Budget Director

RWW/KRK/mo
cc: All City Councilmen
R. J. Gulino, City Engineer

29

Budget

THE CITY COUNCIL OF THE CITY OF SEATTLE

1106 SEATTLE MUNICIPAL BUILDING
600 FOURTH AVENUE, SEATTLE, WASHINGTON 98104
TELEPHONE 583-2640

LIEM ENG TUAI
PRESIDENT OF THE COUNCIL
583-2357

BRUCE K. CHAPMAN
CHAIRMAN
PARKS & PUBLIC GROUNDS
COMMITTEE
583-2364

GEORGE E. COOLEY
CHAIRMAN
FINANCE COMMITTEE
583-2359

TIM HILL
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PHYLLIS LAMPHERE
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RELATIONS COMMITTEE
583-2355

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JOHN R. MILLER
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PLANNING & URBAN
DEVELOPMENT COMMITTEE
583-2365

SAM SMITH
CHAIRMAN
PUBLIC SAFETY & HEALTH
COMMITTEE
583-2367

JEANETTE WILLIAMS
CHAIRMAN
HUMAN RESOURCES &
JUDICIARY COMMITTEE
583-2366

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SEATTLE ENG DEPT
NOV 14 11 51 AM '72

November 14, 1972

Councilman George E. Cooley
Chairman, Finance Committee
Seattle City Council

Dear Mr. Cooley:

It is imperative that the Engineering Department budget be adjusted to change the program emphasis desired by the City Council. Improved bus service in the city, preservation of past public investment in streets and bridges, and the maintenance of planted areas adjacent to streets are several programs that need to be increased.

The format of the 1973 budget does not permit an intelligent re-ordering of priorities by the City Council. I proposed that we submit program changes and request the Engineering Department to present us with an appropriate reallocation of funds. The suggested program changes are as follows:

1. Street improvements to facilitate the movement of buses including but not limited to transit-activated traffic lights, exclusive bus lanes, preferential metering for buses on major arterials, park-and-ride bus lots, and passenger loading zones. The amount allocated for this purpose should be as high as possible because the State auto excise tax is available on a one-to-one basis if matched by locally generated taxes. I would suggest $1,000,000 be appropriated for this purpose.

2. The maintenance budget of the Engineering Department has suffered cuts every year since 1968. I would propose that the following budget items be allocated additional funds: street sweeping, $150,000; mechanical street flushing, $75,000, and power mowing, $120,000.

3. City properties within the R. H. Thomson corridor are in a deteriorated state. I am not aware of the exact figure needed to upgrade these properties. However, because the ballot proposition approved by the voters in February 1972 authorizes the Engineering Department to fix up the R. H. Thomson properties, I would suggest that $250,000 be allocated for restoration work. Types of projects that should be undertaken include: removing concrete steps on properties where houses have been torn down, and planting shrubbery and grass in those areas adjacent to the Arboretum.

4. Additional moneys must be found to provide facilities for bicyclists and pedestrians in our city. As an example, in the University area

use of bicycles could be an effective alternative for students driving their cars to classes. I would propose that between $50,000 and $100,000 be set aside for this purpose.

5. There is a critical need to provide interim maintenance on the south bridge crossing the east channel of the Duwamish River on Southwest Spokane Street. Because the City has not used up the full amount of 1960 bond funds on Southwest Spokane Street, I propose that sufficient funds be set aside to not only maintain the existing bridge but also to replace it.

6. The boulevard on Beacon Avenue is in a deplorable condition. It seems only reasonable that the Engineering Department and the Water Department provide funds to at least plant grass and shrubbery on an interim basis until a full development program can be funded. There are other open spaces in the city that warrant similar treatment.

It will not be an easy task for the Engineering Department to reallocate its funds to accomplish the above program increases. However, in view of the fact that city street fund moneys have been budgeted for certain capital programs, it would seem advisable that either these capital programs should be postponed or the arterial city street fund should replace the allocations from the city street fund. As an example, the budget contains a $922,000 item to construct an asphalt plant. $470,000 is scheduled to come from the city street fund.

Considerable money will be received from the TOPICS program to improve the signal system in the city. Why can't this money be used to improve transit facilities?

The Engineering Department has recommended an increase in the street use fees. This would result in additional General Fund money which could be allocated to street maintenance.

A budget item called Unforeseeable Projects has a budget allocation of $440,000 from the arterial city street fund and the city street fund. A portion of these funds could be used for the projects listed above.

There is a great need to provide moneys to replace several deteriorated bridges within our city. I will propose on November 17, 1972 that a certain portion of the revenue sharing moneys be allocated for certain critical bridge replacement needs.

Sincerely yours,

Tim Hill

Tim Hill
City Councilman

TH:rd

29

Budget

George E. Cooley, Chairman
Finance and Budget Committees
Seattle City Council
1106 Seattle Municipal Building
Seattle, WA 98104 (Tel. 583-2359)
Further Info: Hugh McIntosh, 583-2609

November 8, 1972

FOR IMMEDIATE RELEASE

Fiscal Studies Could Cut the Fat Out of City Government Says Cooley

Much of the "fat" could be cut out of City government if the Seattle City Council had an adequate fiscal auditing staff, according to Councilman George E. Cooley, chairman of the Council's Finance Committee.

The cuts should be selective rather than across-the-board, said Cooley, and the Council therefore needs the capability of probing every City program in every department to seek out areas of excess personnel.

"I am firmly convinced we could cut several hundred people out of various departments of City government without lowering the level of service to the citizens of Seattle," said Cooley in a statement issued today.

"On the average, every reduction of 100 persons would mean a savings of one million dollars a year," declared Cooley. "But we cannot find the places to cut without the proper program effectiveness studies, and we can't do the studies without adequate Council staff in the Fiscal Audit section."

In a letter to the Council, Cooley asked his colleagues to consider adding from three to five persons to the Fiscal Audit section.

"I do not believe we should rely upon the Office of Management and Budget to perform this function, since they are a part of the Executive Department," wrote Cooley. "It might well be good for each Council member to have a research assistant, but collectively it leaves the Legislative Department deeply impaired in attempting to function properly in the most important area the Legislative authority can be exercising."

###

HMc:jh

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SEATTLE ENG DEPT
NOV 13 9 37 AM '72

Budget NLIH Central file

CITY OF SEATTLE
DEPARTMENT OF ENGINEERING
TRAFFIC AND TRANSPORTATION DIVISION

MEMORANDUM

October 31, 1972

To: Mr. H. E. Larson
Attention: A. W. Kruller

x - Memo. Mem ✓
x - Job Numbers ✓

From: W. G. van Gelder

Subject: Monthly Cost Reports

The computer tabulations of activity and project expenditures that were started this year is of significant assistance to our Division. Maybe you remember from our discussion of these new computer formats that our Division also needed to know the total expenditures by funding source. This information is especially important for preparing our program budget.

At the present time, our Division has the following sources of monthly information on expenditures:

(1) Operation Cost Report
This monthly report provides a detailed listing of all expenditures funded by our City Street Fund annual budget (Op Code 23) and thereby guides us in making the best use of these budgeted funds. This operation code is further divided into the Op Codes 231, 232, 233, 235 and 236.

(2) Activity Cost Report
(a) This monthly report provides a line item total for each continuing activity job number (numbers under 20,000). It also includes line item totals for eleven project job numbers (numbers over 20,000). The line item totals are then summarized for the cost centers 510, 520, 530, 540, 550 and 560. When we requested the addition of five project job numbers on October 17, 1972, we were informed that no more project job numbers can be added to this report because of computer problems. Consequently, this report has limited usefulness for our Division.

(b) The Activity Cost Report also compares actual expenditures with an estimated monthly budget. Since the total cost of our projects (funded from our City Street Fund Budget) is not shown, the stated budget comparison has no meaning. This comparison is not really necessary, though, because we are manually obtaining this information from the Operation Cost Report.

(3) Division Cost Report
This monthly report on all project job numbers (pages 1211 to 1273 of September report) provides a detailed listing of the expenditures incurred by personnel in our Division. The project job numbers are listed in numerical sequence and following the title is the PR (Op Code) number. This expenditure data would be more useful if it could be properly summarized.

Information
AMB
RJC
PAW

Concurrence Prior to Signature

27

From the above summary of existing cost reports, we hope you understand why we are now requesting the preparation of a fourth computer tabulation. Our recommendation for this new tabulation is to summarize the Division's expenditures (as line item totals from pages 1211 to 1273 of the Division Cost Report) so that the project job numbers are listed according to their Op Code number. Since the Op Code numbers provide a good indication of the funding source for the listed projects we would then have the desired information needed for preparing the 1974 budget.

In addition, we believe that this type of summary tabulation would be very useful to other Divisions, especially when they begin preparing their annual budget.

BLC

BLC:mk

Budget

M Staff
E Staff

10C
x4

OFFICE OF THE MAYOR—CITY OF SEATTLE

SEATTLE ENG. DEPT
OCT 25 1 18 PM '72

Wes Uhlman, Mayor

Mayor's Annual Budget Message Supplement
to the City Council
October 24, 1972

Mr. President and Members of the City Council.

This is one of the happiest occasions on which I have had the privilege of addressing you. Just 22 days ago, I proposed a city budget which expressed the hope that federal revenue sharing funds would become a reality. But without the legislation signed into law and the check on the way, I proposed that budget without including recommendations for the allocation of revenue sharing money.

However, the President of the United States has now signed into law a Revenue Sharing Bill with far reaching implications for cities in general, and for Seattle in particular. You and I have worked together through many long meetings. We have taken midnight flights to Washington to testify before Congressional committees and buttonhole our Congressmen. We have asked citizens to write to their Congressmen. We have passed resolutions, cajoled, persuaded and pleaded in countless sessions to achieve this goal.

Now we must make responsible decisions allocating the revenues which we will receive under this Act. Our portion of revenue sharing will amount to one special retroactive sum, slightly less than $10 million for 1972. Additionally, we will receive slightly over $11 million for 1973 and each subsequent year.

I feel that every citizen in the city should feel she or he has benefitted personally and directly in this monumental achievement. Therefore, I am today proposing that we declare a revenue sharing "dividend" for our taxpayers equal to the entire 1972 "one-shot" retroactive allocation of funds to the City of Seattle -- $10 million. I propose to grant this tax relief first by reducing the City's income from property taxes by $5.7 million. This can be

26

accomplished by reducing our excess levy millage by $2.8 million per year for the next two years. We thereby will reduce every taxpayer's levy by approximately 95/100 of a mill. The County Executive has recently shown great leadership in reducing county-wide levies by 75/100 of a mill for a one-year period. I applaud his action and would urge that the County extend their reduction for a two-year period. Our action, when added to the reduction proposed by the County, will mean a reduction of almost 1 and 3/4 mills for every taxpayer in the city.

In addition, I propose to carry through on my earlier promise to apply revenue sharing funds to avoid a raise in the B & O tax. The $4 million surcharge currently scheduled in the proposed 1973 budget must be eliminated. At a time when the economy of our area is beginning to pull out of the doldrums of the last two years, it is absolutely essential that we not add any additional economic burdens which might reduce employment.

Finally, I propose an immediate end to the transit tax on households and on businesses. The tax will not in any case continue beyond January 1, 1973, when funding will be assumed by Metro. Although the tax benefit is not enormous, I think it is of symbolic importance that this tax not be allowed to remain a burden on the Seattle taxpayer a moment longer than is necessary. I have opposed this tax for many years. In fact, Councilman Smith and I succeeded in killing the tax in the State Legislature in the regular 1965 session, before it was ultimately passed. I opposed the imposition of the tax in 1969, and have endured its existence only because it was essential for the minimum operation of the Seattle Transit System. Now that that burden has been lifted from our shoulders, I think it is imperative that we rid ourselves instantly of this totally undesirable levy. I urge immediate Council action on this recommendation.

Throughout my term as Mayor, I have spoken of the need to make the city a more attractive place to live. We must stop the movement of our citizens to the suburbs and to rural areas. Reducing the heavy tax burden on city residents can play a significant role in halting this movement. The actions I am proposing today, together with the recent adoption by the Council of my proposal for reducing transit fares for the low income elderly, are an important step in this direction.

I must make one point emphatically and clearly. It is highly tempting to create broad new programs to attempt to solve all our pressing city problems. I urge you, however, to carefully note that the revenue picture of cities lies increasingly in the hands of state legislatures

and the Congress. If we do not exercise the proper stewardship over the funds, we can expect this great achievement to be swallowed up in a flurry of imposed costs and reduced support. It is of the utmost importance that we refrain from bending to every pressure and demand to spend this money on establishing new programs. We must recognize that the extra $10 million we will receive for 1972 will be a windfall that comes one time only. If we use it to raise our general spending levels, then you will have no choice but to raise taxes to meet these commitments next year and in following years.

Accordingly, I asked our Budget Office several months ago to prepare a list of projects which would entail one-time expenses. These would have the effect of reducing our long-term obligation for maintenance and operating costs -- thus reducing the need to increase taxes again in the immediate future.

I will be submitting to you a written request with a supplemental budget in the amount of $3.8 million to accomplish a series of such projects. These are not necessarily glamorous or vote-getting expenditures, but they are responsible ones. If enacted by the City Council, these requests should result in better balanced services in the future.

Finally, we must look to the future with vision and with hope. But you and I must not do so alone. If there is any lesson which has become abundantly clear, it is that we must diligently seek out the views of citizens in directing our future. We must continue to open up the doors of government and involve citizens in the processes.

Thus, I am proposing to ask the Seattle 2000 Commission to accept this role in conjunction with their task of recommending long-range goals for the city.

I feel, however, that such a task is too important to risk the feeling that anyone is excluded. Accordingly, I am asking the Seattle 2000 Commission to create, in conjunction with the Legislative and Executive branches of city government, a process which is open to anyone who wishes to participate in accomplishing this important purpose.

Thus, I would urge you to avoid making final commitments on the remaining $6.0 million in revenue sharing funds until the citizens have been heard.

I want to stress that I do not wish, nor do I think the Council wishes, to avoid the ultimate responsibility for making the decision on the expenditure of these funds. I personally feel that there are a number of items which ought to be addressed on a high priority basis, among these the condition of several of our bridges.

26

You and I must have the ultimate responsibility to account to the citizen and to the taxpayer for how this money is spent. I think, however, that it is imperative that we first solicit and listen to the widest variety of input from our citizens and taxpayers that we can.

Mr. President and members of the Council, I want to thank you again for permitting me to address you today. As we jointly embark on the historic decision making process with respect to revenue sharing, my staff and I will be happy to work with you in any way possible. Together, we have a chance to take a significant step toward reversing the trend of ever-spiraling taxes which we witnessed in the past few years. While I do not pretend that this is an ultimate answer to the tax problems which we face, it is the only answer that is immediately available to us here today. Let us act upon it while we can.

Budget
10/12

October 11, 1972

Mr. R. W. Wilkinson, Jr.
Budget Director
Office of Management and Budget
City of Seattle

Dear Mr. Wilkinson:

We respectfully request authorization to make the following transfers:

	Fund	Dept	Basub	Acct	Title	Amount
From:	001	030	532.20	6502	Street Tree Planting Program	$45,000
To:	001	030	532.20	6503	Street Triangle Improvement	15,000
To:	001	030	542.40	4313	Landscape Maintenance	30,000

Both of these latter accounts are rapidly becoming depleted. Continuation of the necessary activities associated with each of these accounts is projected to result in deficits in the latter two by the end of the year. Account 6502, on the other hand, is being expended at a slower rate and is projected to have an approximate balance of $57,000 at year's end.

In order to allow for continued activity in triangle developments and to cover projected deficits in landscape maintenance, the above transfers are requested.

Very truly yours,

ROBERT J. GULINO, P.E.
City Engineer

BY
DOUGLAS L. JONAS, P.E.
Assistant City Engineer for
Management and Planning

AEM:smh

25

Budget

THE CITY COUNCIL OF THE CITY OF SEATTLE

1106 SEATTLE MUNICIPAL BUILDING 600 FOURTH AVENUE, SEATTLE, WASHINGTON 98104

TELEPHONE 583-2640

LIEM ENG TUAI
PRESIDENT OF THE COUNCIL
583-2357

BRUCE K. CHAPMAN
CHAIRMAN
PARKS & PUBLIC GROUNDS
COMMITTEE
583-2364

GEORGE E. COOLEY
CHAIRMAN
FINANCE COMMITTEE
583-2359

TIM HILL
CHAIRMAN
TRANSPORTATION
COMMITTEE
583-2356

PHYLLIS LAMPHERE
CHAIRMAN
INTERGOVERNMENTAL
RELATIONS COMMITTEE
583-2355

WAYNE D. LARKIN
CHAIRMAN
UTILITIES COMMITTEE
583-2358

JOHN R. MILLER
CHAIRMAN
PLANNING & URBAN
DEVELOPMENT COMMITTEE
583-2365

SAM SMITH
CHAIRMAN
PUBLIC SAFETY & HEALTH
COMMITTEE
583-2367

JEANETTE WILLIAMS
CHAIRMAN
HUMAN RESOURCES &
JUDICIARY COMMITTEE
583-2366

October 11, 1972

Mr. Robert J. Gulino
City Engineer
City of Seattle

Dear Mr. Gulino:

In reviewing the 1973 Proposed Budget for your organization, I note that the proposed General Fund allocation is $5,794,000.

I would like you to be prepared at your scheduled budget hearing to discuss in some detail the consequences of a ten percent (10%) reduction in this General Fund allocation.

Sincerely,

George E. Cooley

George E. Cooley, Chairman
Budget Committee

GEC:sb

CC: R. W. Wilkinson

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SEATTLE ENG DEPT
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DLJ—
What was the outcome of this?
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Budget

9/1

August 30, 1972

Mr. R. W. Wilkinson Jr.
Budget Director
City of Seattle

Dear Mr. Wilkinson:

We respectfully request authorization to transfer funds as follows:

	Fund	Dept.	BASUB	Object	Program Category	Object Title	Amount
From:	501	030	532.10	1110	--	Salaries	$3,000.00
To:	501	030	532.10	1140	--	Contractual Employment	$3,000.00

Unforeseen "manpower" personnel costs have exhausted our appropriation for contractual employment. This transfer is needed to provide for the balance of 1972.

Very truly yours,

ROBERT J. GULINO, P.E.
City Engineer

By
DOUGLAS L. JONAS, P.E.
Assistant City Engineer for
Management and Planning

AEM:hln

28

File under Budget

R. W. Wilkinson, Jr., Director - Office of Management and Budget

D. L. Jonas August 8, 72

Increased City Street Fund Support for Traffic and Transportation

x-City St Fd

In response to questions raised by your office concerning the requested increase in City Street Fund support of the Traffic and Transportation Program Category for 1973, the following is submitted:

1. As previously stated, direct comparisons between 1972 budgetary levels and the 1973 request are not valid. The 1972 request was based on an incremental increase over the prior year, i.e. the traditional budgetary approach was followed. The 1973 request, on the other hand, is based on projected workload for the division without regard to the prior budget level.

Since the 1972 budget did not follow the same method, that budgetary level cannot be used as the basis for evaluating the 1973 request. Rather, the projected workload per se and its associated expenditure plan must be the basis for evaluation.

2. Since incremental increases over the prior year are always a subject of discussion during budgetary hearings with the City Council, the $183,802 increase requested can be explained as follows:

a. The salaries and wages required to support presently filled positions totals $779,357 in 1971 dollars. The 1972 salary increase authorized by the City Council mandated a $22,734 increase in City Street Fund support to cover this increase.

b. Eight (8) additional positions are funded in the 1973 request to handle the increasing Traffic and Transportation Division workload. These eight positions require $91,282 of City Street Fund support.

c. The UMTA grant for a Traffic Improvements Action Program requires $50,000 of City Street Fund support.

d. Normal increases in other than personnel-related line items account for the balance of the requested increase. As an example, the request for Account 3500 increased by $9,800 in order to update the Traffic Code.

Summary:

Salary increases for currently filled positions	$22,734
City Street Fund support for additional positions	91,282
City Street Fund support for UMTA grant	50,000
Inflationary and other increases in non-personnel-related line items	19,186
	$183,202

22

AEM:smh

dget

THE CITY OF SEATTLE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

MEMORANDUM

TO Robert J. Gulino, Engineering - Attn: Art Maroney

FROM Keith Kleinhen, Budget Analyst K.R.K. DATE July 24, 1972

SUBJECT Critique of 1973 Budget Manual

Now that you have completed preparation of your 1973 Budget Request, OMB would like your evaluation of the Budget Manual. Our goal is to prepare a more understandable, rationale and perhaps more timely manual for next year. Based upon your use of the manual to prepare your 1973 request, would you please help evaluate the document by responding to the following questions:

1. Clarity - How clear were the instructions; was there difficulty in interpreting what was required? How helpful were the examples?

2. Omissions - Was there any information excluded from the manual which could have reduced departmental budget preparation time.

3. Simplicity - Could the budget forms be simplified?

4. Validity - Were the submission requirements considered valid from the department's perspective, or were they viewed as superfluous creating unnecessary paper work?

5. Timing - Was sufficient time allowed for the preparation of the 1973 request?

6. Planning - Was there adequate time for your department to prepare its plans and goals for 1973? Should a planning phase precede or be simultaneous with actual budget preparation?

7. Work Measurement - How could development of Work Measurement be better tied to the budget preparation process? Have you any suggestions for the handling of the criteria and data throughout the year? Any suggestions for handling Work Measurement during the 1974 budget process?

8. General Approach of 1973 Budget - Did the emphasis on planning, work measurement, and supplemental/new program development come across clearly from the manual?

9. Suggested Improvements - What improvements in the above areas could be made to produce a more effective document in 1973?

RBA/ct

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21

Budget

Eng. ✓

THE CITY OF SEATTLE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

MEMORANDUM

TO Affected Department Heads

FROM R. W. Wilkinson, Jr., Budget Director R.W.W. DATE July 20, 1972

SUBJECT General Government Services to City-Owned Utilities

x - General Fd

The four City-owned public utilities, Light, Water, Sewer and Solid Waste, each make an annual fixed payment to the General Fund to cover their use of General Fund supported overhead services such as civil service, purchasing, law, comptroller, executive, legislative, etc. The assessment for these services was set approximately fifteen years ago and has changed little if at all since that time. Because of change in both nature and volume of these services over the years, OMB would like to recalculate their dollar value and make the payment commensurate with the actual services performed.

I'd appreciate it if each of the affected departments would place a dollar value on the uncompensated services performed for each of the Lighting, Water, Sewer and Solid Waste Utilities, itemize and/or describe the services and submit it to OMB by Friday, July 28.

RWW/AW/ct

c.c. Lighting Department
Water Department
Solid Waste Department

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Budget 8-19

8/28

R. W. Wilkinson, Jr. sgd Robert J. Gulino ✓

R. J. Gulino August 25 72

Engineering Department Overhead Charges

In response to your memo of July 7th regarding overhead charges in the Seattle Engineering Department, the following is submitted:

1. The criteria for differentiating between overhead and non-overhead charges are:

   A. the expenditure must be for a purpose or item of general benefit to the entire department as compared to a specific project or activity,

   B. the expenditure must be for employee fringe benefits' costs both monetary and in the form of paid time off, and/or

   C. the expenditure must be for studies regarding the operations of or improvements to the operations of the various sections and divisions of the department that cannot be charged to a specific project(s).

2. At present, overhead consists of:

   A. Administrative Salaries and Expenses - includes the salaries of Engineering Department management and their immediate supportive staffs, plus the personnel of the Fiscal Control Section, Personnel Section, the Information Counters on the 8th and 9th floors, the Steno Pool, and the vault. where's GFile

   B. Miscellaneous Paid Absenses - attendance at meetings and conferences that is not chargeable to projects.

   C. School and Education Expense - time and tuition charges for employees taking approved courses for the purpose of increased effectiveness and efficiency in their work.

   D. Convention and Travel - employee time, travel expense, lodging, meals, and miscellaneous items of expense whenever the purpose of the meeting is not directly related to a project.

   E. Electronic Data Processing - the cost of Engineering Department Operating Fund Cost Reports, plus numerous other accounting or management-oriented EDP reports.

   F. Office Supplies, Rent, and Telephones - cost of supplies and other general items used throughout the department.

   G. Radio Maintenance plus Traffic Control and Safety Equipment - all maintenance and construction activities benefit from expenditures in these areas. For example, maintenance and rental charges for barricades are charged to these accounts.

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H. Miscellaneous Fixed Assets - this account is charged the cost of office furniture and equipment, radios, photographic equipment, survey equipment, laboratory equipment, and other miscellaneous small items of equipment which are purchased as replacements for worn out equipment. This cost is recorded in lieu of depreciation.

I. Employee Fringe Benefits - covers the salaries paid while employees are away from work; such as vacations, sick leave, etc. Also includes the monetary outlay by the department for social security, pensions, health care, death benefits, industrial insurance, etc.

3. Administrative overhead is charged to source funds per the following example. The total charges for overhead amounted to 44.9% of direct labor charges for 1971. This amount was recovered by adding a 45% overhead charge to the direct labor charged to both maintenance activities and construction projects. The Bridge and Arterial Design Division's overhead rate was set at 51% due to the increased rent of the Pacific Building. Overhead recoveries through these charges were short approximately $21,000 in 1971.

4. With regard to the feasibility of variable overhead rates for the various Engineering Department program categories, it should be stressed that the only justification for making such an alteration to present practice would be if this alteration would result in a reduction to charges made against the various source funds.

5. It is not clear that variable overhead rates would actually result in smaller charges against source funds for the following reasons:

A. If variable overhead rates became established policy, the volume of accounts and job numbers with their attendant calculations would multiply significantly because of the necessity to determine accurate overhead rates for each program category. An example of the list of accounts that would probably be required for each program category is attached for your information. If that list is multiplied by the number of program categories that would be affected (approximately 18), the volume of accounts can be clearly seen.

While no accurate estimate of the cost of this multiplication of workload can be made without further analysis, it is extremely likely that one-time change-over costs would exceed $30,000. In addition, on-going costs would result from the necessity to employ a minimum of two additional clerks and provide increased supervision to develop and monitor overhead charges for each program category and calculate billings. Both change-over and on-going costs would impact all source funds through higher overhead charges since Fiscal Control is an overhead function.

B. Complications in billings to source funds and other purchasers of Engineering Department services would result from variable overhead rates. These complications would result in auditing difficulties and an increased need to work closely with non-Engineering Department consumers of Seattle Engineering Department services to justify the billings submitted. These complications

would increase the amount of labor charges to overhead in resolving difficulties as they arise, which will further increase the cost to source funds. Examples of problems that can be foreseen are:

1. Insurance rates for Seattle Engineering Department personnel are based on the Civil Service class to which they are appointed. At the time of billing an insurance company for damages, only a total dollar amount per employee and class is shown. Variable overhead rates would result in different charges for individuals of the same class because of their different work locations. While the reaction of insurance companies to this variance is not known, it is certain that it will be necessary to explain the method of applying overhead and probably assist insurance companies in auditing charges as well.

2. Vehicle use rates are presently established per type of vehicle at present. If variable overhead rates were to be applied, the same vehicle type may have to be billed at varying rates depending on the program category in which its users are working. It would be necessary to analyze vehicle rates and possibly develop new billing schedules. In the event new billing schedules were required, it would be necessary to explain the varying rates and new procedures to all users and assist in auditing billings. These complications would induce a hesitancy to share personnel and equipment between categories because of record keeping difficulties, thus producing increased costs because of attendant inefficiencies.

C. The State of Washington, one of the Seattle Engineering Department's major customers, does not pay governmental overhead rates beyond existing fringe benefits plus 10% for administrative overhead. At present, the State's payments to the City fall short of actual costs by approximately 6% of direct labor. If variable overhead rates are applied, the increased overhead costs resulting from that change will not be recovered from the State or from Federal funds flowing through the State. They will have to be recovered by a higher overhead rate against existing source funds of the City.

5. With specific regard to the impact on one source fund; i.e., the General Fund, that would result from variable overhead rates, the following is submitted:

A. The General Fund is a source fund for a multiplicity of Seattle Engineering Department activities. The General Fund is directly utilized by Construction Management, Legal Support and Right of Way, Street Use Regulation, Office Support, Maintenance and Operations, and the Sewer Utility (on a reimbursable basis). The General Fund is also utilized indirectly by most other functions of the department. If variable overhead rates were applied, the higher overhead rate that would probably result for most, if not all, of these functions would be billed to the General Fund.

B. The salaries in the Maintenance and Operations Section are lower on the average than the balance of the department. Fringe benefits are therefore proportionately higher in relation to basic salaries for this section than in other areas because of the fixed cost of dental care, health insurance,

death benefits, and social security (when the maximum is not reached). If the Maintenance and Operations Section were to have a separate overhead rate, the proportionately higher fringe benefit costs would have to be reflected in the overhead rates. Preliminary estimates are that this could result in approximately a 2% increase in the overhead rate.

C. With variable overhead rates, it would be necessary to charge all sections their portion of the cost of processing vouchers, billing for reimbursable work, processing the payroll, maintenance of radios, education and travel expense, and the like. As an example, since the Maintenance and Operations Section is responsible for approximately 75% of the total vouchers processed (due to their purchase of material, equipment, etc.), 75% of the total radio usage, 33% of total payroll costs, and the predominant portion of billings for reimbursable work, this section would have to be billed for their portion of total cost. These billings would have to be reflected in the Maintenance and Operations Section's billing to the General Fund through their overhead rate.

Conclusion:

Based on the preceeding discussion, it can generally be said that the initiation of variable overhead rates would probably not result in reduced charges to the source funds that support Engineering Department activities. In fact, as shown above, variable overhead rates would generate numerous alterations to existing practices. Change-over costs and on-going costs would probably result in higher overhead rates across the entire department as compared to present rates. Alterations in billing procedures between program categories would probably result in higher overhead rates for most, if not all, of the department's functions, with resultant greater charges to source funds. Final conclusions as to what overhead rates would actually have to be applied and their impact on source funds cannot be derived without further analysis.

However, the concensus of those members of the department experienced in overhead rates and their application is that variable overhead rates would not result in reduced charges to any source fund and might easily result in higher charges.

In the face of the complexities of this problem and the above-stated opinion of experienced Seattle Engineering Department personnel, I recommend that no alteration of present practices in billing overhead against source funds take place until such time as firm conclusions can be drawn from a comprehensive analysis as to what overhead rates and impact on source funds would actually result from variable overhead rates.

If you determine that such an analysis is required, the appropriation of $30,000 from the General Fund will be needed to fund this analysis.

AEM:hln
Att.

19

SOLID WASTE FUND OVERHEAD ACCOUNTS

OPERATION CODE NO. 05

OP CODE NO. 051 Employee Fringe Benefits

JOB NO.	DESCRIPTION
70102	Vacations
70110	Holidays
70128	Sick Time
70136	Industrial Accident Time Off
70144	Military Leave

OP CODE NO. 052 Fringe Benefit Expenditures

JOB NO.	DESCRIPTION
70201	Social Security (FICA)
70219	Health Care
70227	Dental Plan
70235	Death Benefit
70243	Pension
70250	Industrial Insurance & Medical Aid

SOLID WASTE FUND OVERHEAD ACCOUNTS

OPERATION CODE NO. 05 contd.

OP CODE NO. 053 Miscellaneous Salaries & Expenses

JOB NO.	DESCRIPTION
70284	School & Educational Expense
	Expenses incurred in attending special training courses, schools, short courses, classes, seminars, workshops or symposiums. Charge to this number only upon specific authorization.
70292	Convention & Travel Expenses
	Expense incurred, in travelling to and attending conventions, including salaries. Charge to this number only upon specific authorization.
70300	Jury Duty
70318	Other Paid Absences
70326	Compensatory Time

OP CODE NO. 054 Miscellaneous Department Expenses

JOB NO.	DESCRIPTION
70359	Electric Data Processing
70367	Engineering Department Overhead Charges
70375	Office or Space Rental
70383	Utilities & Telephone Expense
70391	Office Supplies
70409	Safety Program - Solid Waste Utility
70425	Loan Interest Expense
70458	Other Overhead Expenses

Budget

THE CITY OF SEATTLE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

MEMORANDUM

TO Robert J. Gulino, City Engineer

FROM Keith Kleinhen, Budget Analyst KK DATE July 7, 1972

SUBJECT Engineering Departmental Overhead Rates

At the Mayor's Cabinet Meeting of May 25, 1972, the question of overhead rates, and how they are determined, was raised. In order to answer that question, as it relates to the Engineering Department, the following information is needed:

1. What charges are considered overhead charges? What are the criteria for differentiating between overhead and non-overhead charges? Specifically, what factors are used in marginal cases to determine whether an expenditure should be considered payable from overhead or charged directly to a source fund?

2. How is the appropriate overhead rate for the various programs and program categories determined? That is, how does the Engineering Department adjust overhead rates so as to assure that the overhead amount charged against source funds by any given program or program category is approximately equal to the value of the overhead expenses incurred by the program or program category?

Our budget preparation schedule requires that this information be available no later than August 18.

If there is anyway in which I can assist in this study, or clarify what is being requested, please don't hesitate to call.

KRK/ct

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Budget

July 7, 1972

Mayor Wes Uhlman
City of Seattle

Attention: R. W. Wilkinson, Jr.
Budget Director

Dear Sir:

I am forwarding herewith the 1973 Budget request for the Seattle Engineering Department, arrayed on a programmatic basis. This document is a result of a detailed review of the inter-relationship between the Capital Improvement Program, the Funds that support department activities, and the staffing and funding levels needed to carry out the work projected for 1973. As such, the 1973 Budget request represents an accurate portrayal, based on currently available information, of the services that the Seattle Engineering Department will carry out during 1973. You will note that this review has resulted in a $2,270,290 or 5.54% reduction from 1972 budgetary levels.

Based on guidelines received from the Office of Management and Budget, none of the EEA personnel currently assigned to the Seattle Engineering Department have been requested for conversion to regular Civil Service positions. However, a significant portion of the department's services to the public are carried out by EEA personnel. Should the EEA program be terminated, the loss of these experienced personnel would bring about severe reductions in present service levels. In this event, the highest departmental priority is the institution of sufficient General Fund or other funding support (revenue sharing) to continue the present service levels and employ present EEA personnel.

Included as part of the 1973 Budget request is a "Supplemental Budget," which consists in large part of highly needed capital improvements to bridges and storm drains. While it is recognized that the entire "supplemental" budget request can neither be funded nor actually carried out in 1973, some of these improvements, if funded, would result in significant maintenance and operations cost reductions to the General Fund. Therefore, should "revenue sharing" come into effect, serious consideration should be given to this request.

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Finally, it should be noted that the attached budget request only partially reflects the improved management techniques being implemented within the Seattle Engineering Department. Additional improvements such as fiscal information systems, project management, scheduling and cost control systems, and industrial engineering analyses; together with tighter management of all departmental activities; are also being implemented or refined. The benefits of these improvements can be seen in the reduced 1973 Budget request and in better service to the public.

Very truly yours,

ROBERT J. GULINO, P.E.
City Engineer

AEM:smh

Budget File

July 3, 1972

Mr. Carl G. Erlandson
City Comptroller
City of Seattle

Attention: Mr. Ed Kidd

Dear Sir:

The Sewer and Solid Waste Utilities will have their own budgets, separately from the Engineering Department Operating Fund, in 1973.

We request you issue separate "Department Code" designations for the utilities and suggest they be numbered 031 and 032 in consecutive order with the Engineering Department.

Yours very truly,

ROBERT J. GULINO, P. E.
City Engineer

By
F. A. KRUEGER
Asst. Fiscal Control Manager

FAK:vl

Budget
6/29

June 28, 1972

Mr. R. W. Wilkinson, Jr.
Budget Director
City of Seattle

Dear Mr. Wilkinson:

We request permission to transfer Five Hundred Dollars ($500) from Salary Savings to Convention and Travel to permit W. C. Schumacher, Communications Officer of this Department, to attend the National Conference of the Associated Public-Safety Communications Officers in Boston from August 13 to August 18 inclusive.

This sum will be disbursed as follows:

Transportation	$297
Hotel	100
Convention Registration	40
Meals and miscellaneous	63

Attached is copy of memo showing City Engineer's approval of this request. The Chapter's support indicated in this memo is not forthcoming.

Very truly yours,

ROBERT J. GULINO, P.E.
City Engineer

By
DOUGLAS L. JONAS, P.E.
Assistant City Engineer for
Management and Planning

Concurrence Prior to Signature

WCS/h
Att.

16

Budget

LESCHI IMPROVEMENT COUNCIL
540 - 30th Ave. So.
Seattle, Wa. 98144

June 14. 1972

SEATTLE ENG DEPT
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x - Leschi Dist

Robert J. Gulino
Engineering Department
Seattle Municipal Building
Seattle, Wa. 98104

Dear Mr. Gulino:

Our Community group would like to participate in the formulation of your department's next year budget proposal where this funding may directly or indirectly affect our community.

We would like a reply this month.

Yours truly,

Tim Van Horn for

Tim Van Horn, President

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cc: Mayor Uhlman

15

OMB says they will
ans these (per Howard Embree)

LESCHI IMPROVEMENT COUNCIL
540 - 30th Ave. South
Seattle, Wa. 98144

June 14, 1972

H. T. Thornquist, Manager
Sewer Utility
701 Municipal Building
Seattle, Wa. 98104

Dear Mr. Thornquist:

Our community group would like to participate in the formulation of your department's next year budget proposal where this funding may affect directly or indirectly our community. We would like a reply this month.

Yours truly,

Tim Van Horn

Tim Van Horn, President

cc: Mayor Uhlman

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THE CITY OF SEATTLE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

MEMORANDUM

ROUTING	DATE	INITIAL
ON		
DLJ		
FILE		
INFORMATION		
RJG		

SEATTLE ENG DEPT
MAY 30 12 54 PM '72

TO Robert J. Gulino Attention: Doug Jonas

FROM Keith Kleinhen K

DATE 5/26/72

SUBJECT Output, Effectiveness, and Efficiency Measures

The program budget, which the City has adopted, focuses attention on activities and objectives (programs and program categories) rather than items of expenditure (office supplies, etc.). The adoption of this budget format was the first step in the development of a modern budgetary document. The second step is the development of suitable measures to help the City Council, the Mayor, and the departments themselves evaluate programs and set priorities.

The development of these measures will, of course, be a dynamic, ongoing process. Measures selected will, to some extent, reflect current concerns of the City, some of which may prove transitory; new problems will require new types of data.

The measures to be developed fit into three broad categories:

1. Output indicators measure the quantity of goods and services produced.

2. Effectiveness measures indicate how well the goals and objectives (for Programs, Program Categories and elements) delineated in the Organization Memorandum are being accomplished.

3. Efficiency measures address themselves to the question of resource consumption. Data is usually normalized by using either dollars or manhours as the unit of measurement.

Each of these measures has conspicuous weaknesses. For example, that which is efficient is not necessarily effective, and output is not prized in and of itself unless it contributes toward the achievement of desired goals. However, we are confident that such data, if developed conscientiously, and used judiciously, will significantly improve the quality of budgetary decision making, at all levels.

Although the development of these measures is O.M.B.'s highest priority for this budgetary cycle, it is understood that the Engineering Department, because it is in the process of preparing its first program budget, will not have an adequate amount of time to devote to this project. It is therefore proposed that only a minimal effort be made at this time. Fortunately, the Engineering Department already collects large volumes of data from which useful output, efficiency, and effectiveness measures can be constructed.

Raw data is especially plentiful in the Maintenance Division and the two utilities. I would suggest that no attempt be made to develop any measures outside of these areas for the time being.

I would further suggest that the question of "what data should be collected?", despite its importance, be deferred until later this fall (after the 1973 budget has been completed), and that only permutations of available data be considered at this time.

To aid those involved in this task, the following criteria should be considered:

1. Validity - Does the proposed criterion really measure the effectiveness, efficiency or output of the activity?

2. Quantification - The better quantified the criterion, the easier it will be to use.

3. Simplicity - The simpler and more obvious the criterion the easier it will be for all concerned to understand and use.

In order to meet our budget deadline, it is requested that output, effectiveness, and efficiency measures proposed for inclusion in the 1973 budget be submitted to the office of Management and Budget by June 15th.

In order to aid you in this process, I have attached lists of potential measures, and work sheets, for your use, if you so desire. It should be stressed that the output, efficiency and effectiveness measures listed were quickly conceived. Their utility may be largely restricted to further defining the kinds of data we are ultimately after.

If there is any way in which I can assist you or your staff in this matter, please don't hesitate to call.

Attachments
KK/gm

Budget

THE CITY OF SEATTLE
EXECUTIVE DEPARTMENT
BUDGET OFFICE
MEMORANDUM

TO: All Department Heads

FROM: R. W. Wilkinson, Jr., Budget Director R.W.W. DATE 4/27/72

SUBJECT: Guidelines for the Administration of Budget Transfer Requests

The following guidelines regarding requests to transfer moneys within existing budgetary appropriations are intended to supplement the City Comptroller's memorandum dated March 1, 1972.

Effective immediately, four (4) copies of each transfer request will be necessary.

Additionally, narrative detail fully specifying the justification for such transfer request will be required. Such narrative information should follow properly coded financial details as per the attached sample.

Your cooperation in this matter is appreciated.

Attachment
RWW/gm

ROUTING	DATE	INITIAL
ACTION		
FILE	✓	
INFORMATION		
RJG		
RMB		
PAW		
DLJ		
WEPS		

4C

SEATTLE ENG DEPT
APR 28 1 15 PM '72

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SAMPLE

CITY OF SEATTLE

ANY DEPARTMENT

TRANSFER REQUEST

Mr. R. W. Wilkinson, Jr., Director
Office of Management and Budget
City of Seattle

Dear Mr. Wilkinson:

We respectfully request authorization for the following transfer of appropriations:

	Fund	Department	BASUB	Object	Program Category	Object Title	Amount
From:	001	130	51440	2100	1100	Office Supplies	$100.00
	001	130	51490	3200	1400	Communication	200.00
To:	001	130	51420	6400	1200	Machinery & Equip.	$300.00

(comprehensive narrative explanation as to why transfers are necessary)

Signature of Department Head
or Authorized Representative

Budget

JMT:PH
3-21-72

100895

ORDINANCE 100895

AN ORDINANCE establishing regulations for the exercise of the Budget Director's authority to approve transfers between allowances within budgets of City departments in accordance with RCW 35.32A.050.

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. That the Budget Director's authority under RCW 35.32A.050 to approve transfers between allowances within the budget of a City department shall be exercised in accordance with regulations as follows:

(1) No transfer between program categories within a department's budget shall be approved where such requested transfer is in an amount exceeding ten percent (10%) of the total original budgeted allowance for the program category to which such transfer is requested;

(2) Where a department has a "line item" budget, no transfer between line item allowances within such budget shall be approved where such requested transfer is in an amount exceeding ten percent (10%) of the total original budgeted allowance for the line item to which such transfer is requested;

(3) Requests for transfer between allowances within the budget of any City department shall be made in writing to the Budget Director on forms provided by him, and if said Budget Director shall approve the same, he shall forward a copy of such request with his approval in writing thereon to the Chairman of the Budget Committee of the City Council and shall notify in like manner the City Comptroller who shall thereby be authorized to draw and the City Treasurer to pay the necessary warrants and make the necessary transfers.

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APR 24 1972
Approved.....
Eff. 30 Days

Budget

FLD/ct
3/17/72

ORDINANCE 100894

AN ORDINANCE carrying over the unexpended and unencumbered balances in certain 1971 and prior appropriations made from the General, Building Department Operating, Community Development Operating, General Services Operating, Library, Light, Public Health Revolving, Seattle Center, Water, Emergency, Model Cities, Manpower and Youth Operating, City Street, Sewer, Abatement Revolving, Group Term Life Insurance, Health Care, Seattle Arts Commission Operating, Community Renewal, Parking Commission, Motor Vehicle Claims, General Donations and Gift Trust, and Advance Payment Claims Funds, to the respective items in the 1972 Budget, and carrying over and transferring certain 1971 appropriations made from the General, Community Development Operating, and Manpower and Youth Operating Funds to the designated items in the 1972 Budget.

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. That the unexpended and unencumbered balances remaining in the 1971 Budget in certain appropriations specified in C.F. 272437, from the General, Building Department Operating, Community Development Operating, General Services Operating, Library, Light, Public Health Revolving, Seattle Center, Water, Emergency, Model Cities, Manpower and Youth Operating, City Street, Sewer, Abatement Revolving, Group Term Life Insurance, Health Care, Seattle Arts Commission Operating, Community Renewal, Parking Commission, Motor Vehicle Claims, General Donations and Gift Trust, and Advance Payment Claims Funds, in the following Ordinances, to wit: 96074, 98554, 98707, 98908, 99163, 99482, 99490, 99509, 99634, 99664, 99682, 99746, 99798, 99960, 99985, 100204, 100220, 100260, 100263, 100324, 100326, 100332, 100333, 100334, 100335, 100352, 100381, 100427, 100446, 100465, 100501, 100502, 100563, 100584, 100592, 100604, are hereby carried over to the designated items in the 1972 Budget, and

Section 2. That the unexpended and unencumbered balances remaining in the 1971 Budget in certain appropriations specified in C.F. 272437 from the General, Community Development Operating, and Manpower and Youth Operating Funds, in the following ordinance, to wit: 99490, are hereby carried over and transferred to the 1972 Budget;

//

provided, that nothing herein shall affect the validity of any expenditures made under the authority of said ordinances, all as recommended by the Mayor in C.F. 272187.

//

(To be used for all Ordinances except Emergency.)

Section 3 . This ordinance shall take effect and be in force thirty days from and after its passage and approval, if approved by the Mayor; otherwise it shall take effect at the time it shall become a law under the provisions of the city charter.

Passed by the City Council the 10 day of April , 1972.

and signed by me in open session in authentication of its passage this 10 day of April , 1972.

President of the City Council.

Approved by me this 14 day of April , 1972

Mayor.

Filed by me this 14 day of April , 1972

Attest: City Comptroller and City Clerk.

(SEAL)

By J. F. Fenton Deputy Clerk.

Published

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CSS 8.1.6

Budget

3/16/72

100873

ORDINANCE 100873

#6

AN ORDINANCE increasing certain items in the 1972 Budgets of certain City departments for authorized salary and other expenditures; making a reimbursable appropriation from the Emergency Fund and declaring the emergency therefor.

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. That to provide additional funds for authorized salary and other designated expenditures, items in the 1972 Budgets of specified City departments are hereby increased in the respective amounts designated as follows:

COMMUNITY DEVELOPMENT		
Federally Assisted Projects		
1110	Salaries - Full Time and Part Time	$ 37,531
EMPLOYEES RETIREMENT		
Administration		
1110	Salaries - Full Time and Part Time	4,293
ENGINEERING		
General Fund		
4312	Maintenance & Operations - Roadway Structures	28,642
Sewer Fund		
5620	Services Performed by Engineering	61,335
Solid Waste Fund		
5220	Services Performed by Engineering	45,000
EXECUTIVE		
Personnel Administration		
1110	Salaries - Full Time and Part Time	5,652
Services to Citizens		
1110	Salaries - Full Time and Part Time	1,407
Consumer Protection		
1110	Salaries - Full Time and Part Time	694
Intergovernmental Liaison		
1110	Salaries - Full Time and Part Time	1,119
Model Cities		
1110	Salaries - Full Time and Part Time	29,079

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FINANCE

Comptroller

Administration

1110	Salaries - Full Time and Part Time	$ 18,125

Purchasing

Administration

1110	Salaries - Full Time and Part Time	6,452

Treasurer

Utilities Collection

1110	Salaries - Full Time and Part Time	5,331

FIRE

Combat Preparation, Fire Fighting and Related Services

1110	Salaries - Full Time and Part Time	60,000

LAW

Administration

1110	Salaries - Full Time and Part Time	17,730

MUNICIPAL COURTS

Presiding Judge

1110	Salaries - Full Time and Part Time	17,391

PARKS AND RECREATION

Office of the Superintendent

1110	Salaries - Full Time and Part Time	49,737

POLICE

Office of the Chief of Police

1110	Salaries - Full Time and Part Time	80,000

Section 2. To effectuate the increases designated in Section 1 hereof the sum of Four Hundred Sixty-nine thousand Five Hundred and Eighteen Dollars ($469,518) or so much thereof as may be necessary is hereby appropriated from the Emergency Fund reimbursable by the appropriation and transfer hereby made and authorized from the following Funds in the respective amounts designated:

Urban Renewal Operating Fund	$ 37,531
Employees Retirement Fund	4,293
Sewer Fund	61,335
Solid Waste Fund	45,000
Treasurer's Office Operating Fund	5,331
General Fund	286,949
Model City Fund	29,079

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and the City Comptroller is authorized to draw and the City Treasurer to pay the necessary warrants and make the necessary transfers.

Section 3. WHEREAS, the appropriation herein made is to meet actual necessary expenditures of the City for which insufficient appropriation has been made due to causes which could not reasonably have been foreseen at the time of making the 1972 Budget; Now, Therefore, in accordance with Ch. 7, Section 8, Laws of Washington 1967, Regular Session, by reason of the facts above stated and the emergency which is hereby declared to exist, this ordinance shall become effective immediately upon the approval or signing of the same by the Mayor or passage over his veto, as provided by the Charter of the City.

PASSED by three-fourths vote of all the members of the City Council the 10 day of April, 1972, and signed by me in open session in authentication of its passage this 10 day of April, 1972.

Jim E. Tuai
President of the City Council

Approved by me this 11 day of April, 1972.

Wes Uhlman
Mayor

Filed by me this 14 day of April, 1972.

ATTEST: C. H. Erlandson
City Comptroller and City Clerk

BY: J. F. Fenton
Deputy

(SEAL)

Published _____

10

JMT:PH
3018-71

ORDINANCE 99798

AN ORDINANCE increasing certain items in the 1971 Budget of certain City departments for authorized salary and other expenditures; making a partially reimbursable appropriation from the Emergency Fund and declaring the emergency therefor.

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. That to provide additional funds for authorized salary and other designated expenditures, items in the 1971 Budgets of specified City departments are hereby increased in the respective amounts designated as follows:

Board of Public Works	
11 Salaries and Wages	$ 1,620
Building	
Building Operating Fund	
11 Salaries and Wages	85,582
General Fund	
Other Services and charges	
56.11 Code Research	3,430
.12 Housing Conservation	45,312
.13 Dangerous Building Abatements	10,202
.14 Inspection and Code Enforcement Costs not Recovered	18,985
.19 Architectural Services - Government	5,600
.20 Property Management	2,053
Civil Service	
11 Salaries and Wages	16,137
Community Development	
Community Development Operating Fund	
11 Salaries and Wages	37,162
Urban Renewal Operating Fund	
11 Salaries and Wages	19,956
Employees Retirement System	
11 Salaries and Wages	3,852

Engineering

Engineering Operating Fund

11 Salaries and Wages	$ 641,150

General Fund

Other Services and Charges

42.9 Other Miscellaneous Expense

Administration	5,265
Civic Activities and Parade Expenses	2,542
Street Use Permits & Investigation	8,750
Maintenance Division Supervision and Unallocated Costs	38,136
Street Maintenance	28,369
Street Cleaning	55,086
Sidewalk and Stairway Maintenance	1,830
Drainage Maintenance	14,830
Slide Control	1,259
Bridge and Viaduct Operation and Maintenance	30,949
Landscape Maintenance	16,525
Snow and Ice Control	2,118
Unreimbursed Engineering Services	4,979
Franchise and Utilities	10,593
Engineering Records	3,695
Court and Right of Way	2,042
Mapping	3,275
Street Vacation Processing	1,142
Monuments and Surveys	2,706
Abstracting	1,126
Unreimbursed Appraisals	1,147
Laboratory Testing - Unreimbursed	861

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Executive - Citizens Service Bureau	
11 Salaries and Wages	$ 2,076
Executive - Management and Budget	
11 Salaries and Wages	13,680
Executive - Mayor's Office	
11 Salaries and Wages	9,036
Executive - Model Cities	
11 Salaries and Wages	38,936
Executive - Personnel Office	
Personnel Administration	
11 Salaries and Wages	5,936
Public Service Careers	
11 Salaries and Wages	33,168
Manpower Grants Administration	
11 Salaries and Wages	2,052
Executive - Youth Division	
Neighborhood Youth Corps	
11 Salaries and Wages	11,094
Youth Programs	
11 Salaries and Wages	3,912
FINANCE - Comptroller	
11 Salaries and Wages	38,130
Finance - Purchasing Division	
11 Salaries and Wages	7,476
Finance - Treasurer	
General Fund	
11 Salaries and Wages	19,672
Treasurer's Operating Fund	
11 Salaries and Wages	4,720
Fire	
11 Salaries and Wages	80,328
General Services	
11 Salaries and Wages	122,449

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Human Rights	
11 Salaries and Wages	$ 5,940
Law	
11 Salaries and Wages	27,100
Legislative	
11 Salaries and Wages	9,004
Library	
11 Salaries and Wages	120,610
Lighting	
11 Salaries and Wages	593,349
Municipal Courts - Presiding Judge	
11 Salaries and Wages	4,625
Municipal Courts - Clerk of the Court	
11 Salaries and Wages	6,969
Municipal Courts - Probation Bureau	
11 Salaries and Wages	6,498
Municipal Courts - Traffic Violations Bureau	
11 Salaries and Wages	22,350
Parks and Recreation	
11 Salaries and Wages	258,772
Police	
11 Salaries and Wages	236,240
Seattle-King County Public Health	
Public Health Revolving Fund	
11 Salaries and Wages	167,400
City-County Health Fund	
Maintenance and Operation Services Performed by Public Health Department	6,400
Meat Inspection Fund	
Maintenance and Operation Services Performed by Public Health Department	4,000

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Special Nursing Fund

Maintenance and Operation Services Performed	$ 61,000

Seattle Center

11 Salaries and Wages	33,408

Water

11 Salaries and Wages	224,000

Section 2. To effectuate the increases designated in Section 1 hereof the sum of Three Million Three Hundred Eight Thousand Five Hundred Ninety-six Dollars ($3,308,596) or so much thereof as may be necessary is hereby appropriated from the Emergency Fund partially reimbursable by the appropriation and transfer hereby made and authorized from the following Funds in the respective amounts designated:

Building Operating Fund	$ 85,582
Urban Renewal Operating Fund	19,956
Employees Retirement Fund	3,852
Engineering Operating Fund	641,150
Model City Fund	38,936
Manpower and Youth Operating Fund	15,402
Treasurer's Office Operating Fund	4,720
General Services Operating Fund	122,449
Light Fund	593,349
Park and Recreation Fund	258,772
Meat Inspection Fund	4,000
Special Nursing Fund	61,000
Public Health Revolving Fund	167,400
Water Fund	224,000

and by the reappropriation and transfer hereby made and authorized of the sum of Five Hundred Eighty Thousand Dollars ($580,000) from the unexpended and unencumbered allowance for item "53.1 Implementation of Compensation Plan" in the non-departmental 1971 Budget, which item is hereby decreased in such amount, and the City Comptroller is authorized to draw and the City Treasurer to pay the necessary warrants and make the necessary transfers.

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BUDGET FOLDER NO 8 #2

1971 - 1972

Section 3. WHEREAS, the appropriation herein made is to meet actual necessary expenditures of the City for which insufficient appropriation has been made due to causes which could not reasonably have been foreseen at the time of making the 1971 Budget; Now, Therefore, in accordance with Ch. 7, Section 8, Laws of Washington 1967, Regular Session, by reason of the facts above stated and the emergency which is hereby declared to exist, this ordinance shall become effective immediately upon the approval or signing of the same by the Mayor or passage over his veto, as provided by the Charter of the City.

Approved March 31, 1971

PASSED by three-fourths vote of all the members of the City Council the ___ day of _____, 1971, and signed by me in open session in authentication of its passage this ____ day of _____, 1971.

MAR 31 1971

_____
President of the City Council

Approved by me this _____ day of _____, 1971.

_____
Mayor

Filed by me this ____ day of _____, 1971.

ATTEST: _____
City Comptroller and City Clerk

By: _____
Deputy

(SEAL)

Published _____

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Budget

THE CITY OF SEATTLE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

MEMORANDUM

TO Affected Department Heads attn: WEPSmith; Buswell; Jones; Wiatrak; R.S. Cook; Kertes

FROM Anne Westhagen, Budget Analyst AW. DATE April 12, 1972

SUBJECT Revenue Manual

x Revenue

With your cooperation and help we were able to draw together a first draft of the "City of Seattle Revenue Manual". Now we are calling upon you once again for your assistance in reviewing the work that has been completed so far.

The manual is intended to be an inventory of every source of revenue to the City which comes from an outside source and which is not a grant. This includes all taxes, state shared revenues, license and permit fees, charges for services, fines, interest, rents, concessions and other miscellaneous sources of income.

One page is devoted to each revenue source and gives a description of the circumstances under which the charge is made, the exceptions, the rate charged, the flow of money and the City ordinance or state RCW which authorizes it. Pages will be published in loose-leaf form enabling easy update. Revenue items will be presented in functional order, according to the categories designated by the State Auditor in the BARS Revenue Accounting System. A listing of the categories and a complete index showing the order in which the items will appear is attached.

Also attached is a copy of each page which is applicable to your department. I would appreciate your review of these pages with attention to:

1. Sufficiency of detail (both to provide an understanding for the casual reader, as well as information to those who already have a basic understanding.
2. Accuracy of information (rates, RCW, ordinance, fund, etc.).
3. Proper categorization of revenue item (see the index).
4. Omission of any revenue source collected by your department.

Please write your comments on the applicable pages and return by April 28.

AW/ct

Attachments

5C

ACTION	
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INFORMATION	
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PAW	
DLJ	
JJC/RSC	

SEATTLE ENG DEPT
APR 17 1 32 PM '72

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Functional Index of Revenue Sources

An ordering of revenue sources observing the State Auditor's BARS Revenue Accounts Categorization. State-assigned BASUB numbers for all state-designated categories appear at the left. The outline form of these numbers is apparent. An "0" in any position represents a summary level for all items below with "1", "2", "3"...in that position and preceding digits matching. Lines with page numbers (X's) are names of specific revenue sources; lines without page numbers are category headers.

		PAGE
310.00	Taxes	*
311.00	Property Tax	*
313.00	Sales Tax	*
316.00	Gross Receipts Business Tax	
316.10	General Business and Occupation Tax	*
316.40	Privately owned Public Utilities	*
316.50	Publicly owned Public Utilities	*
316.80	Other Taxes	
	Admissions Tax	*
	Transit Tax	*
	Loan Company B & O	*
320.00	Licenses and Permits	
321.00	Business Licenses and Permits	
321.40	Corporations in general	
	Action photographer license	*
	Air conditioning contractors license	*
	Ambulance license	*
	Auction license (jewelry)	*
	Auction license (special)	*
	Bail Bondsman license	*
	Bill Poster license	*
	Cabaret license	*
	Cabulance license	*
	Closing-Out sale license	*
	Coffee house license	*
	Commercial kennel license	*
	Coupon license	*
	Dangerous Weapon license	*
	Detective agency license	*
	Electric sign hanger license	*
	Flower vendor license	*
	Fumigator/Exterminator (Master) license	*
	Hawker license	*
	Heating equipment dealers license	*
	House movers license	*
	Junk shop license	*
	Junk wagon license	*

		PAGE
	Locksmith (master) license	*
	Massage parlor/reducing salon license	*
	Meat distribution facilities licenses	*
	Merchant patrol agency license	*
	Mobile caterers license	*
	Mobile home park license	*
	Motor vehicle wrecker license	*
	Parcel checkroom license	*
	Pawnbrokers license	*
	Peddler license	*
	Pet shop license	*
	Plumbing contractors license	*
	Lawn sprinkler Contractors license	*
	Public Bathhouse license	*
	Public Dance Hall license	*
	Public garage license	*
	Refrigeration dealers licenses	*
	Refrigeration Contractor license	*
	Refrigeration service shop license	*
	Second hand dealer license	*
	Septic Tank designers and installers	*
	Side sewer contractors license	*
	Tattoo shop license	*
	Temporary merchant license	*
	Tobacco retailers license	*
	Tobacco vending machine licenses	*
	Tobacco vend. mach. operators license	*
	Tobacco vend. mach. license	*
	Tow Truck license	*
	Use automobile dealers license	*
	Vehicle rental agency license	*
	Vehicle rental agency operators license	*
	Vehicle rental agency location license	*
	Vehicles for hire license	*
	Taxicab	-
	Vehicle for hire	*
	Charter & sightseeing bus	*
	Veterinary hospital license	*
	Weighmaster license	*
341.60	Professional and Occupation	
	Auctioneer license	*
	Bail Bondsman (associate) license	*
	Chimney sweep license	*
	Construction inspector certificate	*
	For-hire driver license	*
	Foodhandlers permit	*
	Fumigator/Exterminator certificate	*
	Locksmith license	*
	Massage parlor employees license	*
	Massage operator	*
	Massage parlor attendant	*
	Private detective license	*
	Meat handlers licenses	*
	Merchant Patrolman license	*
	Private guard license	*
	Plumber and lawnsprinkler mechanic license	*

		PAGE
	Refrigeration personnel licenses	*
	Refrigeration mechanic (journeyman)	*
	Refrigeration service mechanic	*
	Refrigeration operating engineer	*
	Refrigeration engineer	
	Steam engineer/boiler fireman	*
	Tattoo operators license	*
	Welder certificate	*
321.70	Amusements	
	Amusement Devise licenses	*
	Amusement Arcade license	*
	location amusement device license	*
	operators amusement device - base	*
	" " " - sub	*
	wholesale distributors Am. Dev. license	*
	Panoram licenses	
	panoram location license	*
	panoram operators license	*
	panoram sub license	*
	Riding device licenses	*
	location amusement riding device license	*
	operators amusement " " "	*
	Mechanical music machine licenses	*
	location music machine license	*
	mech. music mach. operators license	*
	mech. " " " -sub lic.	*
	mech. " " vendor license	*
	Amusement licenses (general)	*
	Theatre license	*
	Drive-in Theatre	*
	Skating rink	*
	Swimming pool	*
	Golf course	*
	baseball park	*
	shooting gallery	*
	shuffleboard	*
	coin operated billiard and pool	*
	bowling alley	*
	merry-go-round	*
	public park amusement device	*
	ball throwing device	*
	circus	*
	side shows	*
	exhibits	*
	entertainment	*
	amusement park	*
	family amusement park	*
	amusements, miscellaneous	*
	Rebound tumbling device center	
	Billiard and pool license	
	Viewscope license	
	Community Celebration license	
	Boat-for-hire license	

		PAGE
	Aquarium license	
	Exhibition license	
	Professional basketball license	*
	Professional baseball license	*
321.90	Miscellaneous	
	Charity Solicitation license	*
322.10	Non-business licenses and permits	
	Building permit	*
	Boiler permit	*
	Electrical permit	*
	Elevator permit	*
	Gas piping permit	*
	Grading permit	*
	Heating installation permit	*
	Plumbing permit	*
	Refrigeration permit	*
	Septic Tank permit	*
	Sign permit	*
322.30	Animal licenses	
	Dog and cat license	*
	Pet Kennel license	*
322.40	Street Use permits	
	Public utilities inspection fees	*
	Franchise fees	*
	Public utility ordinance permits	*
	ground sign permit	*
	Baracading street permit	*
	Private car tracks permit	*
	Clock permit	*
	Sign permit	*
	Building encroachment permit	*
	Ventilating duct permit	*
	Underground service box permit	*
	Material storage permit	*
	Landscaping permit	*
	Areaway permit	*
	Sidewalk hole permit	*
	Contractors equipment permit	*
	Ladder & scaffold permit	*
	Excavation permit	*
	Cornice permit	*
	Driveway construction permit	*
	Marquee construction permit	*
	Retaining wall permit	*
	House moving permit	*
	Use of street for construction permit	*
	Temporary street clearing permit	*
	Temporary street grading permit	*
	Curb construction permit	*
	Sidewalk construction permit	*
	Sidewalk repair permit	*
	Street paving permit	*
	Planting strip paving permit	*

PAGE

	Culvert tile permit	*
	Use of street for demolition permit	*
	Street construction permit	*
	Sidewalk surfacing permit	*
	Tree removal permit	*
	Heavy equipment crossing permit	*
	Street opening permit	*
	Scaffold permit (60 days)	*
	Placard permit	*
	Vehicle overload permit	*
	Side sewer permit	*
	Insurance charges (on permits)	*
	Road use permit (Cedar River watershed)	*
322.50	Fire protective permits	*
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	Explosives permit	*
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	Flammable and combustible liquid permit	*
	Tank vehicle permit	*
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322.90	Miscellaneous	*
	Concealed weapon license	*
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330.00	Intergovernmental Revenue	
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333.00	Federal payments in lieu of taxes	
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	Motor vehicle fuel tax (City Street Fund)	*
	Motor vehicle fuel tax (Arterial City Street Fund)	*
	Motor vehicle excise tax	*
	Motor vehicle excise tax - matching	*
	Mobile home excise tax	*
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	Liquor grant	*
336.00	State payments in lieu of taxes	*
337.00	Grants from local units	
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343.70	Utilities and enterprises	
343.71	Electric	
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343.74	Sewer	
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364.00	Sales and compensation for loss of fixes assets	
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364.20	Compensation for loss	*
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365.00	Contributions from public enterprises	
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389.00 Reimbursements
Reimbursement for vehicle maintenance *
Jury duty and witness fees *

revenue source acc. 322.40	fund recipient
Public Utilities Inspection Fees	001 General Fund

Engineering Department

Public utilities (water, light, telephone, telegraph, gas companies, etc.) contractors doing utility work and anyone holding a franchise from the city must obtain a permit in order to do construction, repair or any work which will disturb the surface of a street, sidewalk or other street area. Review and inspection of the work under permit is paid for by the permittee.

Rate: Average hourly pay of the reviewers and inspectors plus overhead and auto expense. Based on actual time charged against the job.

Ordinance 90047

revenue source	acc 321.40	fund recipient
Franchise Fees		001 General Fund

Collected by the Engineering Department

There is very little difference between "franchises" and "public utility ordinance permits" (next page). Both are essentially a permit for a private company or utility to use street area on an annual basis for things such as pipelines, railroad tracks, tunnels and bridges. Each such agreement between the city and a company is authorized in a separate ordinance, and is subject to review and renewal. The nature of the activity determines whether it is a franchise or an ordinance permit, but the difference is not clear cut. Franchises generally are a permit to a second party to serve a third party, such as a railroad or TV cable. Ordinance permits are a permit to a second party to serve itself, such as pedestrian overpass for a company's own use. In addition, there is no clear cut difference between the activities granted permits by ordinance, and those which obtain ordinary engineering department permits. An example of this is pedestrian overpasses. Some are operated under a "Building Encroachment Permit" from the engineering department and the fee is fixed according to square footage of encroachment. For others the fee is negotiated and set by ordinance.

There are currently 17 franchises holding city franchises. They encompass the following activities:

Cable TV	4% or 6% of gross revenue
Telephone booths	15% of gross revenue
Pipelines	depends on size and length
Tunnels	Fixed fee
Skybridge	" "
Crane Tracks	" "
Railroad Tracks	No fees are charged for railroad franchises involving mainline tracks Spurs and sidings not of mainline category are extended on a permit basis and are charged inspection costs as for utility permits.

revenue source acc 322.40	fund recipient
Public Utilities Ordinance Permits	001 General Fund

Collected by the Engineering Department

The name "Public Utilities Ordinance Permits" is misleading, since they are not limited to public utilities. They are permits, fixed by ordinances, authorizing private companies to use street area annually for specific purposes. A discussion of the similarities and differences between ordinance permits and franchises can be found under "franchises" (previous page).

The permit fee is set in individual ordinances and runs about 6% of the value of the property. There are currently 40 ordinance permits involving the following street uses: tunnels, sky bridges, use of street area under a bridge, transformer installation, pipelines, snorkel tellers, overhead conveyors, building encroachments, and an overhead crane.

revenue source	acc 322.40	fund recipient
Ground Signs Permit		001 General Fund

Engineering Department

Annual permit fee for any billboard, advertising or directional sign whose supports are on public property. Only a few of these permits are issued annually.

25¢/sq. ft.; minimum $60.00/year

Ordinance 90047

revenue source acc 322.40	fund recipient
Barricading Streets Permit	001 General Fund

Engineering Department

fee for a private request to barricade a street temporarily such as when removing a tree adjacent to the street; or may be an annual permit for continual use of barricades, such as a school which regularly barricades a street for lunchtime play area.

$2.50/year (or $2.50 for one-shot request)

Ordinance 90047

8

revenue source acc 322.40	fun recipient
Private Car Tracks Permit	001 General Fund

Engineering Department

Annual permit fee for any private car tracks encroaching on street area. Only one of these permits is currently issued, for a shuttle car track crossing a street on Harbor Island.

10$/linear ft.; minimum $5.00/year

Ordinance 90047

revenue source	acc 322.40	fund recipient
Clock Permit		001 General Fund

Engineering Department

Annual permit fee for any clock whose supports are on street area. In practice only several clocks downtown which are supported by posts on the sidewalk qualify for this fee.

$15/year

Ordinance 90047

8

revenue source	acc 322.40	fund recipient
Sign Permit		001 General Fund

Engineering Department

Annual permit fee for any sign, flag pole, etc., which extends out over public property. There are over 7,000 of these permits issued annually.

$10.00/year each unit

Ordinance 90047

8

revenue source	acc 322.40	fund recipient
Building Encroachment Permit		001 General Fund

Engineering Department

Annual permit fee for any part of a building which is built on public street right of way. This includes overhangs, piers, loading platforms, skybridges, overhead hoists, beams and cranes, ramps or any similar installation. Some of these structures are charged fees which are set individually for that structure by ordinance (see ordinance permits). All others are covered by this permit fee.

10¢/sq. ft. for first 1,000 sq. ft.
5¢/sq. ft. for additional
minimum $10.00/year

Ordinance 90047

revenue source acc 322.40	fund recipient
Ventilating Duct Permit	001 General Fund

Engineering Department

Annual permit fee for any ventilating duct which extends from a building out over public property. Ventilating ducts frequently go up along the outside of buildings, extending over the sidewalk.

$10/year each

Ordinance 90047

revenue source	acc 322.40	fund recipient
Underground service box permit		001 General Fund

Engineering Department

Annual permit for use of under-the-street area for a service box, such as a transformer or function box belonging to the telephone or light company, or a vault.

$10.00/year

Ordinance 90047

8

revenue source acc 322.40	fund recipient
Material Storage Permit	001 General Fund

Engineering Department

Annual permit fee for using public street right of way area for storage of material. The area is generally fenced and incorporated into the area of the firm and used only for storage, not construction. This applies, for instance, to use of street area by the Port of Seattle to store cars, logs, etc.

5¢/sq. ft. for first 1,000 sq. ft.
14¢/sq. ft. for additional
minimum: $10.00/year

revenue source	acc 322.40	fund recipient
Landscaping Permit		001 General Fund

Engineering Department

permit fee for landscaping of public street area. This applies to block beautification projects, planting of trees beyond private property line, placing of planter boxes on sidewalk, etc. The plan must be approved by the Engineering Department. The permit is issued free except when the Department considers the project a potential liability - that is liable to incur damage suits or a trouble for the to remove. Then a bond is required of the landscaper and a fee is charged.

$10/year when bond is required
no fee otherwise

Ordinance 90047

revenue source	acc 322.40	fund recipient
Areaway Permit		001 General Fund

Engineering Department

annual permit fee for areaways. An areaway is space under the sidewalk used for building space or excavated for other purposes. Downtown stores often extend their basement areas under the sidewalk. The portion of "underground Seattle" which extends under the public street area is an areaway.

10¢/sq. ft. for first 1,000 sq. ft.
5¢/sq. ft. for additional
minimum $10.00/year

Ordinance 90047

8

revenue source	acc 322.40	fund recipient
Sidewalk hole permit		001 General Fund

Engineering Department

annual permit fee for sidewalk elevators, coal holes and other openings in the sidewalk. This fee, in the case of sidewalk elevators, is for use of the sidewalk, and is in addition to the elevator inspection fee paid to the building department for a safety inspection of the elevator itself.

10¢/sq. ft. for first 1,000 sq. ft.
5¢/sq. ft. for additional
minimum $10.00/year

revenue source acc 322.40	fund recipient
Contractor's Equipment Permit	001 General Fund

Engineering Department

annual permit fee issued to contractors who use equipment such as tar kettles, compressors, mixers, etc., in street area at various locations for less than 1 day at any location. The permit covers equipment only, not storage of material and may not be used at metered space.

$10.00/year each for the first 10 trucks or units
$ 5.00/year each unit thereafter
minimum $20.00/year; maximum $200.00/year

Ordinance 90047

revenue source	acc 322.40	fund recipient
Ladder & Scaffold Permit		001 General Fund

Engineering Department

annual permit fee issued to persons using ladders or scaffolds over street area at various locations for no more than one day at any location. This includes painters, window washers, building cleaners, and the like. The permit does not cover the use of metered curb space.

$10.00/year for each of first 10 ladders or scaffolds
$ 5.00/year for each unit thereafter
minimum $20.00/year; maximum $200.00/year

Ordinance 90047

revenue source	acc 322.40	fund recipient
Excavation Permit		001 General Fund

Engineering Department

Any excavation more than 4 feet deep on the margin of an approved public place must be done under permit from the Engineering Department. The permit fee covers the cost to the city of examining the plan with respect to stresses on the excavation walls, soil properties, etc., to assure against street cave in, and the cost of frequent inspection of the excavation. The excavation must post security with the city to cover possible repair of sewers, water and power lines, resurfacing of streets in adjacent areas and expense of emergency measures involved with street cave-in.

PERMIT FEE PER FOOT OF PERIMETER

DEPTH	FIRST 200 FT.	OVER 200 FT.
0-10	1.00	.50
10-20	2.00	1.00
20-30	3.00	2.00
30-40	4.00	3.00
40-50	5.00	4.00
50-60	6.00	5.00
60-70	7.00	6.00
70-80	7.50	6.50

Ordinance 98197

8

revenue source	acc 322.40	fund recipient
Cornice Permit		001 General Fund

Engineering Department

installation permit for cornices, belt courses and other decorative work on buildings, when the cornice overhangs the street area and when it is within 50 feet above the street level.

25¢/sq. ft. for first 200 sq. ft.
12-1/2¢/sq. ft. from 200 - 1,000 sq. ft.
5¢/sq. ft. over 1,000 sq. ft.
minimum $10.00

Ordinance 90047

revenue source acc 322.40	fund recipient
Driveway Construction Permit	001 General Fund

Engineering Department

permit for new construction of driveways

$15.00 business and commercial
$10.00 single and multiple dwellings

8

revenue source acc 322.40	fund recipient
Marquee Construction permit	001 General Fund

Engineering Department

permit fee for construction of new marquees, awnings, or canopies (retractable or fixed) which protrude over public street right of way (sidewalk)

5¢/sq. ft.
minimum $10.00; maximum $200.00

Ordinance 90047

8

revenue source	acc 322.40	fund recipient
Retaining Wall permit		001 General Fund

Engineering Department

permit fee for construction of new retaining wall, rockery, or fence located partially or wholley on public property.

$10.00

Ordinance 90047

8

revenue source acc 322.40	fund recipient
House Moving permit	001 General Fund

Engineering Department

permit for moving a building through city streets on dollies or for moving a building over 16 ft. wide. Must be done by a licensed house mover.

$20.00	18' high or more when loaded
$12.50	less than 18' high

Ordinance 90047

revenue source acc 322.40	fund recipient
Use of street for construction permit	001 General Fund

Engineering Department

permit fee using street or sidewalk area during erection or repair of a building. A fence must be built around the construction area.

Business zone 10¢/sq. ft. for 4 months
5¢/sq. ft. 4 each additional 4 months

Residential zone 6¢/sq. ft. for 4 months
2¢/sq. ft. for each additional 4 months

minimum $10.00

Ordinance 90047

revenue source acc 322.40	fund recipient
Temporary street clearing permit	001 General Fund

permit to open up right of way (street or alley)generally to enable one to move equipment through it. Application for the permit allows the city to check the plan for potential drainage problems, etc.

$10.00

Ordinance 90047

8

revenue source acc 322.40	fund recipient
Temporary Street Grading Permit	001 General Fund

Engineering Department

permit to grade or gravel a right of way enough to be able to drive on it. The grading need not be up to the standards necessary for paving.

$10.00/block

Ordinance 90047

revenue source	acc 322.40	fund recipient
Curb construction permit		001 General Fund

Engineering Department

permit fee for a property owner to build a curb in front of his property when a sidewalk is existing. The existing sidewalk sets the level of the curb. A curb gutter (an area of concrete about 4" lower than the curb and extending about a foot into the street) may also be built on this permit

5¢/ft. for first 400'
2-1/2¢/ft. over 400'
minimum $10.00

Ordinance 90047

revenue source acc 322.40	fund recipient
Sidewalk construction permit	001 General Fund

Engineering Department

permit to construct a sidewalk when a curb is already in existence. The existing curb sets the level for the sidewalk.

20 1/2¢/sq. ft.
minimum $10.00

Ordinance 90047

revenue source acc 322.40	fund recipient
Sidewalk repair permit	001 General Fund

Engineering Department

permit for property owner to repair the sidewalk in front of his property or restore the curb in front of a driveway which is no longer used as such.

$2.50

Ordinance 90047

revenue source	acc 322.40	fund recipient
Street Paving permit		001 General Fund

Engineering Department

fee for permit to pave the street in front of permittees property. Initial street paving, as well as other improvements such as sewer, water mains, sidewalks and curbs, is the responsibility of the property owners adjacent to the street. When the paving is done by a Local Improvement District or by a city crew, the permit is issued without charge.

$10.00 first 15,000 sq. ft.
$5.00 each additional 6,000 sq.ft.

Ordinance 90047

revenue source acc 322.40	fund recipient
Planting Strip Paving Permit	001 General Fund

Engineering Department

fee for permit to asphalt or concrete the area between the sidewalk and the curb (or between the sidewalk and the property line) in front of the permittees property.

2¢/sq. ft. for first 500 sq. ft.
1¢/sq. ft. for additional
minimum $2.50

Ordinance 90047

revenue source	acc 322.40	fund recipient
Culvert tile permit		001 General Fund

Engineering Department

permit fee for installation of culvert tile in the drainage ditch along the side of a road. Culvert tiling of a ditch covers it and allows access to the property. The Engineering department will help design the construction or set the size specifications and maintain it once constructed. Any manholes built along the tile are included in the permit

10¢/linear ft; minimum $2.50

Ordinance 90047

revenue source acc 322.40	fund recipient
Use of street for Demolition Permit	001 General Fund

Engineering Department

fee for permit to use city street area during the demolition of a building.

$10.00/30 days

Ordinance 90047

8

revenue source	acc 322.40	fund recipient
Street Construction permit		001 General Fund

Engineering Department

This is a permit to grade a street (not just temporarily) construct a curb and/or sidewalk when surveying must be done, install watermains or sewers or any similar construction. Work done under this permit requires plans drawn by the City Engineer. In addition to the permit fee, the permittee must pay all the surveying and other engineering costs incurred by the Engineering Department. Generally this work is done by a Local Improvement District by an assessment of the adjacent property owners', in which case the District is exempt from the permit fee.

$10.00 permit fee
+ payment of Engineering Department costs

revenue source	acc 322.40	fund recipient
Sidewalk surfacing permit		001 General Fund

Engineering Department

fee for permit to waterproof or similarly surface a concrete walk. This is often done using a tar surface areaways to protect against water seepage.

2-1/2¢/sq. ft. for first 500 sq. ft.
1¢/sq. ft. for additional
minimum $5.00

Ordinance 90047

8

revenue source	acc 322.40	fund recipient
Tree removal permit		001 General Fund

Engineering Department

fee for permit to block a street temporarily for purposes of trimming or removing a tree. Tree trimming, when no street barricade is necessary, does not require a permit

$2.50

Ordinance 90047

revenue source acc 322.40	fund recipient
Heavy equipment Crossing permit	001 General Fund

Engineering Department

fee for permit for heavy equipment to cross curbs and sidewalks in order to gain access to a construction site. The permit is good for one site for the duration of the construction. The permittee must also put up a guarantee deposit to cover possible damage.

$10.00

Ordinance 90047

8

revenue source acc 322.40	fund recipient
Street Opening permit	001 General Fund

Engineering Department

permit to open any hole in the street for purposes such as testing the soil, diagnosing possible sewer trouble, or repairing temporary water service mains. Permittee must repair the hole when done.

$2.50

Ordinance 90047

revenue source acc 322.40	fund recipient
Scaffold Permit (60 day)	001 General Fund

Engineering Department

permit to use a scaffold or swing staging over a public place for exterior maintenance of a building. The permit is good for one location for 60 days. The holder of an annual "Ladder and Scaffold" permit doing work for more than one day at a given location must have this "scaffold permit" for that job in addition.

$10.00

Ordinance 90047

revenue source	acc 322.40	fund recipient
Placard permit		001 General Fund

Engineering Department

Anyone wanting to place placards or decorations (such as Christmas decorations or Seafair decorations) on light poles or other street property must get a permit to do so from the Engineering Department. The permit covers the decoration of any number of poles. Banner permits, for banners spanning city streets, are no longer issued, thereby prohibiting banners.

$10.00

Ordinance 90047

revenue source	acc 322.40	fund recipient
Vehicle Overload Permit		001 General Fund

Collected by Engineering Department

Permit to drive oversize or overweight vehicles on city streets.

Oversize (height, width, length)

single trip	$ 5.00
30 days	10.00
yearly permit	30.00
Fleet permit (ability to phone in for permit for a single trip for businesses holding 2 annual permits)	10.00

Overweight

Additional tonnage fee for dirt, oil, sand and gravel, trucks and cement mixers, driving 75% of miles in city	60.00/each additional 2000 lbs.

truck cranes, lumber equipment etc. based on gross weight in excess of licensed gross weight and mileage:

excess weight	1-Day fee per mile	30-Day	Yearly
1-5,999#	$ .05	$15.00	$35.00
6,000-11,999	.10	20.00	55.00
12,000-17,999	.15	25.00	75.00
18,000-23,999	.25	30.00	90.00
24,000-29,999	.35	35.00	110.00
30,000-35,999	.45	40.00	130.00
36,000-41,999	.60	50.00	150.00
42,000-47,999	.75	55.00	160.00
48,000-53,999	.90	60.00	170.00
54,000-59,999	1.05	"	"
60,000-65,999	1.20	"	"
66,000-71,999	1.45	75.00	200.00
72,000-77,999	1.70	"	"
80,000- +	2.00	"	"

revenue source	acc 322.40	fund recipient
Side Sewer Permit		440 Sewer Fund

collected by Engineering Department

A permit is required to isntall or repair side sewers (those connecting buildings with public sewers) in order to establish construction standards and maintain records of side sewers. The Seattle Housing Authority is exempt from the permit fee.

Rate

<u>installation</u> (new structure)

- single family unit $10
- duplex, apt. trailer ct., motel: $10/unit
  + $5/each additional unit
- hotel, office building, hospital, ind. structure .....:
  $.01/sq. ft. of foundation area for first 1,000 sq. ft.
  + $.005/sq. ft. for remaining area (min $10, max. $2,500)

<u>repair</u>

- add or alter to side sewer which has been accepted under a previous permit

  $10 when work involves street area
  $2.50 when work confined to property other than street

- additional direct connection to existing structure:
  1/2 new structure rate (min $10)

- structure moved to new location same as new structure fee (min $10)

- installation of catch basin or similar $10

- installation of small yard drain $2.50

- Repair to exist side sewer $2.50

Ordinance 97016 and 82583

revenue source acc. 341.50 Sale of Maps, Photos, etc.	fund recipient 001 General Fund

Engineering Department

Sales are limited to maps, photos and reproductive services made by or for the City which are not available elsewhere. No materials are sold which are known to be available commercially in local firms.

The cost is based on cost of materials, labor and overhead.

revenue source acc. 343.74 Sewer Service Charges	fund recipient 440 Sewer Fund

Collected by Engineering Department

The City levies a sewerage charge on all premises in the corporate limits of the City for the purpose of enabling the City to pay its contractual obligations with Metro and Southwest Suburban Sewer District and to operate, maintain and improve the City sewerage system. The rate is based on water meter size and consumption of water other than that used for sprinkling, irrigation, in manufacture of goods or commodities, for ships and for fire service. Single residences and duplex sewerage charges are based on water consumption in the winter months. Industry uses a separate meter for exempt water.

ALL PRE ES EXCEPT THOSE WHOSE SEWAGE IS DELIVERED TO THE SOUTHWEST SUBURBAN SEWER DISTRICT:

METER SIZE	CAPACITY AND CUSTOMER CHARGE	BASIC TREATMENT AND DISPOSAL CHARGE	TOTAL MONTHLY MINIMUM CHARGE*
1/2 & 3/4 - inch	$ 1.50	$ 2.75	$ 4.25
1 - inch	2.00	2.75	4.75
1-1/2- inch	2.75	2.75	5.50
2 - inch	3.75	2.75	6.50
3 - inch	7.25	2.75	10.00
4 - inch	12.25	2.75	15.00
6 - inch	19.75	2.75	22.50
8 - inch	34.75	2.75	37.50
10 & 12 - inch	52.25	2.75	55.00

* - For up to 900 cubic feet of volume

In addition to the minimum charge, a treatment and disposal charge of $.31 per 100 cubic feet will be made for all volume in excess of 900 cubic feet per month.

ALL PREMISES WHOSE SEWAGE IS DELIVERED TO THE SOUTHWEST SUBURBAN SEWER DISTRICT:

METER SIZE	CAPACITY AND CUSTOMER CHARGE	BASIC TREATMENT AND DISPOSAL CHARGE	TOTAL MONTHLY MINIMUM CHARGE*
1/2 & 3/4 - inch	1.50	1.00	2.50
1 - inch	2.00	1.00	3.00
1-1/2- inch	2.75	1.00	3.75
2 - inch	3.75	1.00	4.75
3 - inch	7.25	1.00	8.25
4 - inch	12.25	1.00	13.25
6 - inch	19.75	1.00	20.75
8 - inch	34.75	1.00	35.75
10 - inch	52.25	1.00	53.25

* - FOR UP TO 900 CUBIC FEET OF VOLUME.

IN ADDITION TO THE MINIMUM CHARGE, A TREATMENT AND DISPOSAL CHARGE OF 12 CENTS PER 100 CUBIC FEET WILL BE MADE FOR ALL VOLUME IN EXCESS OF 900 CUBIC FEET PER MONTH.

~~Sewerage charges may be computed and billed to the nearest $.05.~~ (Ordinance No. 84390, Section 4, as amended by Ordinance No. 92113; June 4, 1963, as amended by Ordinance No. 99454; November 19, 1970, as amended by Ordinance No. 99788; March 31, 1971.)

8

revenue source acc. 343.75 Solid Waste Collection Charges	fund recipient 450 Solid Waste Fund

Collected by Engineering Department.

The City levies a garbage (solid waste) collection charge on every premise in the City (except verified vacancies in single family residences) in order to pay its contractual obligation to the solid waste collection companies which collect the garbage. One, two, three, and four family residences pay quarterly. Apartment houses and others using detachable containers pay monthly.

Rate:

single faimly residence	$2.70/month
duplex	$4.70
3 units and over	$1.50/month each unit
detachable containers	$11.45/mo. for 1 cubic yard (once weekly collection)
boarding house	$7.50/month up to 15 residents

Ordinance 90379

revenue source acc 343.75 Solid Waste Disposal Charges	fund recipient 450 Solid Waste Fund

Collected by Engineering Department

Charges for disposing solid waste at the two transfer stations in the City and the disposal sites (land fills) outside the City. This fee is charged to the companies with which the City contracts to collect residential and commercial solid waste, as well as private disposers of trash.

transfer stations: $4.50/ton ($1.25 min.)
50¢ for non-resident passenger cars

disposal sites: $1.50/ton ($1.25 min.)

Ordinance 90379

revenue source acc. 344.20 Meter Hoods	fund recipient 001 General Fund

Collected by the Engineering Department

Meter hoods are cloth covers for parking meters used to reserve the space for trucks in the business of rendering some service, when the service is of an emergency, short-term nature and the tools are needed close at hand. Red hoods are purchased annually by private individauls and moved from meter to meter. Brown hoods are put on by the Engineering Department for their own purpose or at the request of private individuals for a charge.

Red: $34/yr. first hood
$10/yr. additional hood

Brown: $2/day (min. $5.00)

Ordinance 91910

revenue source acc. 363.90 Side Sewer Connection Charge	fund recipient 440 Sewer Fund

Collected by the Engineering Dept.

The Engineering Department makes an assessment for connecting side sewers to already existing public sewers of approximately the same amount that the other property along the sewer was assessed when the sewer was built. The assessment also applies to connecting to City sewers for property outside the city limits.

Rate: sewer connection charges

lateral sewers: property frontage multiplied by average LID assessment for year in which sewer was constructed. (max. $24/ft)

trunk sewers: sq.ft. of property area multiplied by average LID assessment for trunk sewers for year in which sewer was constructed. (max. $.02/sq.ft.)

Outside City connection charges:

direct sewer connections
- lateral: $10/unit of frontage
- trunk: 2¢/sq. ft. of property area

extended sewer connections
- lateral: $1/unit of frontage
- trunk: 2¢/sq. ft. of property area

plus a 50% surcharge of total amount in cash of the above cases.

Ordinances 93837,99444, 82583

RCW 35.92.025, 35.67.020, 35.67.310

revenue source	acc. 364.10 ~~363.90~~	fund recipient
Street Vacations		001 General Fund

Collected by the Engineering Dept.

A street vacation is the process by which a person buys a portion of land from the City which was reserved for a street right of way. It involves an application to the City Council and an assessment of the land. The revenue received by the City is:

filing fee for petitions to council: $100
appraisal fee: residential $150
commercial $500
purchase price: not more than half of appraised value. (Unused balance of appraisal fee is credited to purchase.)

Ordinance 96020, 98929

RCW 35.79.030

revenue source	acc. 362.10	fund recipient
		120 City Street Fund
Rental of Street Property		122 Arterial City Street Fund

Collected by the Building Department.

Pieces of property, mostly in the street area, but not necessarily so, were purchased by the City Street and Arterial City Street Funds and are rented out through the City Architect's office in the Building Department. The revenue collects in the fund owning the property. These are small bits of property somtimes oddly shaped, and generally are useful only to the adjoining property; and the rental is minimal. The City Street Fund derives only about $100/mo. from this source, and the income to the Arterial City Street Fund is a bit more substantial because some of its property has buildings on it.

Fank

revenue source acc. 335.50 Motor Vehicle Fuel Tax	fund recipient 120 City Street Fund

City Comptroller receives monthly payments from the State of Washington.

The state levies a tax of 9¢ per gallon on gasoline for vehicles which are driven on roads and streets. Helicopters, boats, snowmobiles, farm equipment, etc., are exempt. Seattle receives a portion of the revenue for the purpose of constructing and maintaining City streets.

Of the 9¢ tax on each gallon, 6-7/8¢ goes to the Motor Vehicle Fund. Three quarters of one percent (.75%) is used for administration of the fund. Of the remainder 10.59% is distributed among the cities and towns based on population.

Seattle's City Street Fund portion =

$$(6\text{-}7/8¢ \times 99.25\%) \times (10.59\%) \times \frac{\text{Seattle's Pop.}}{\text{Total Incorp. Mun. Pop.}}$$

per gallon of gas sold

RCW 82.36.020; RCW 46.68.100

revenue source acc. 335.50 Motor Vehicle Fuel Tax	fund recipient 122 Arterial City Street Fund

City Comptroller receives monthly payment from the State.

A portion of the gasoline tax (see previous page) is automatically shared with cities and towns for the purpose of arterial city street construction and maintenance. Of the 9¢ tax on each gallon, 1/2¢, minus .75% for administration, is distributed among cities and towns according to population. This 1/2¢ is separate from the 6-7/8¢ (previous page) which goes to the Motor Vehicle Fund.

Seattle's Arterial City Street Fund portion =

$$(1/2¢ \times 99.25\%) \times \frac{\text{Seattle's population}}{\text{pop. of all Inc. municipalities}}$$

per gallon of gas sold

RCW 82.36.020; 46.68.110

Budget

CITY OF SEATTLE
GENERAL SERVICES DEPARTMENT

Wes Uhlman, Mayor

609 MUNICIPAL BUILDING ▪ SEATTLE, WASHINGTON ▪ 98104 ▪ TELEPHONE 583-2180

M E M O R A N D U M

April 3, 1972

SEATTLE ENG DEPT
APR 6 11 34 AM '72

TO: Robert J. Gulino, City Engineer
Engineering Department

FROM: George D. Smith, Director

SUBJECT: Information for 1973 Proposed Budget

ROUTING	DATE	INITIAL
ACTION		
DLJ		
FILE	✓	
INFORMATION		
RJG		
WEPS		
HEL		

The attached schedule is a breakdown of your Department's billing from various divisions of the General Services Department for 1971. To assist you in the preparation of your 1973 Budget, we are including the following comments under each of the Department's Divisions.

Motor Transportation Division

Despite the need for economy, General Services will need to raise some rates to recover costs. New cars cost $500 to $1,000 more than in 1970. The present gasoline contract increases that cost one cent per gallon. The present labor increase, plus increases in all other costs make it necessary that General Services carefully evaluate its pricing structure.

In view of these increased costs, General Services is in the process of reevaluating the rates presently charged for leased motor vehicles as well as other maintenance and repair costs. We anticipate that the revised rates, if any, and other maintenance and repair costs for inclusion in the "Automobile Expense" portion of your 1973 Budget will be made available to all departments no later than May 19, 1972.

Communications Division

Estimated telephone charges for 1973 are included in the 1973 Budget Manual from the Office of Management and Budget. Aside from increased labor costs due to salary adjustments resulting from negotiations involving electrical workers in I.B.E.W. Local 77, there are no significant increases to be expected.

7

Any department anticipating additional communications services should include sufficient monies in their 1973 Budget to cover installation and maintenance costs. For assistance in determining costs, call Howard Fordice, 583-2180.

Support Services Division

Includes printing, duplicating, and warehousing. A new Copy Center with messenger service is scheduled to open in the Municipal Building in 1972.

No general increase is contemplated in printing and duplicating rates for 1973 other than approved salary adjustments. Be sure to include sufficient funds in your budget if you are anticipating any additional printing services for 1973. If you have any questions regarding costs, contact Frank Shea, 583-2180.

Data Processing Services

It is hoped that current rates for Data Processing Services can be maintained through 1973. However, because of uncertainty regarding future salary adjustments and equipment rental costs, it is recommended that you include an additional 5% in your 1973 Budget request for Data Processing Services to allow for these contingencies.

If you plan any expansion of existing services, please be sure to also include this in your budget request. Contact Harlan Dulmage, MA 3-7600, if you need an estimate for any new or expanded Data Processing systems.

General Comments

If your Department will be involved in any Federal or State grants in aid projects which require services provided by the General Services Department, please be sure to check the grant guidelines to determine whether or not these services can be included.

The General Services staff welcomes the opportunity to discuss or provide technical assistance regarding our services to any department considering any new or expanded programs.

GDS:jl

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The General Services staff welcomes the opportunity to discuss or provide technical assistance regarding our services to any department considering any new or expanded programs.

GDS:jl

ENGINEERING DEPARTMENT
General Services Department Billing
1971

	Average No. of Vehicles '71	1971 Amounts	Totals
Motor Transportation Division			
Leased Equipment	195	$243,320.00	
Pool Use		20,017.89	
Regular Maintenance		638,734.32	
Special Maintenance		8,539.73	
Capitalizing Costs		40,237.07	
Accident Repairs & Totals		11,598.29	
Shop Services		105,954.69	
Material Only		39,820.10	
Miscellaneous		1,343.20	$1,109,565.29
Data Processing			24,197.04
Printing & Duplicating			19,256.34
Communications			
Telephone		$ 42,785.35	
Radio/Alarm		3,776.86	46,562.21
Warehousing			359,724.71
TOTAL			$1,559,305.59

Budget
3-10

March 10, 1972

Mr. R. W. Wilkinson, Jr.
Budget Director
Seattle, Washington

Dear Mr. Wilkinson:

Attached is a memorandum outlining services being curtailed in the Engineering Operations Division and impact, caused by the budget cut due to the wage and fringe benefit increases.

To meet the decreased budget allowance, we are abrogating ten laborer positions.

Yours very truly,

sgd Robert J. Gulino

ROBERT J. GULINO, P.E.
City Engineer

PAW:esn
Att.

Concurrence Prior to Signature	
	sgd

6

NZ:ad 11-15-71

Budget

(To be used for all Ordinances except Emergency.)

ORDINANCE 100473

AN ORDINANCE adopting a budget for the City of Seattle for the year 1972.

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. That the annual Budget submitted, as contemplated by Chapter 7, Laws of 1967, Regular Session, (RCW Ch. 35.32A), by the Mayor and filed as C. F. 271006 with the following modifications, to-wit:

Recommendations of the Budget Committee of the City Council for modifications, as adopted by amendments by the City Council on November 1971 and set forth in C. F. 271405,

is hereby adopted. Should any budget recommendations, modification, adjustment, or amendment conflict, the last in time shall control.

Section 2. This ordinance shall take effect and be in force thirty days from and after its passage and approval, if approved by the Mayor; otherwise it shall take effect at the time it shall become a law under the provisions of the city charter.

Passed by the City Council the 22 day of November, 1971, and signed by me in open session in authentication of its passage this 22 day of November, 1971.

Charles W. Carroll

President of the City Council.

Approved by me this 26 day of November, 1971.

Wes Uhlman

Mayor.

Filed by me this 26 day of November, 1971.

Attest: C. H. Richardson

City Comptroller and City Clerk.

(SEAL)

By J. F. Fanton

Deputy Clerk.

Published

CSS 4.1.6

5

Budget

Central File

11/12

Keith Kleinhen - Office of Management and Budget

November 1, 71

D. L. Jonas

Proposed 1972 Engineering Department Budget

After a Departmental review of the 1972 proposed budget, the following recommendations are submitted concerning the Arterial City Street, City Street and Sewer Funds.

1. Arterial City Street Fund

6500 CONSTRUCTION PROJECTS (Current portion of Capital Improvement Program)

Delete all proposed 1972 budget appropriations for construction projects.

2. City Street FUnd

6500 CONSTRUCTION PROJECTS

Delete the following proposed 1972 budget appropriations.

		1972 Budget
6503	S. W. Trenton Street	$ 85,000
	Asphalt Plant	255,000
	Aggregate Handling Facilities	178,000
	S. W. Genesee Street	89,000
	South Plum Street	138,000
	Meridian Avenue North Phase I, IIA & IIB	
	College Way N. E. and N. 92nd Street	48,000
	35th Avenue South	46,000
	Northlake Urban Renewal Traffic Control Sig.	35,000
	24th Avenue West	32,000
	43rd Avenue South	170,000
	46th Avenue South	159,000
	Northeast 96th Street (15th Avenue N.E.)	21,000
	40th Avenue South	85,000
	Northeast 91st Street	42,000
	West Armour Street	6,000
	South Ferdinand Street	53,000
	N. E. 96th Street (35th Avenue N.E.)	17,000
	South Bateman Street	16,000
	8th Avenue Northeast	37,000
	Miscellaneous Unforeseeable Projects	360,000
	South Eddy Street	42,000
	Aid to Future Paving LID's	50,000
		$1,964,000

3. <u>Sewer Fund</u>

6500 CONSTRUCTION PROJECTS

Delete all proposed 1972 budget appropriations for construction projects.

It is suggested these items be shown as information only, perhaps as a footnote. Their aggregate amount could be shown as a part of the budget.

RCN:smh
cc: H. E. Larson
W. E. P. Smith

Concurrence Prior to Signature	
RCN	RCN

4

Budget REN:SG
7-28-71

16180

ORDINANCE 100184

AN ORDINANCE relating to the 1971 Budget of the Engineering Department and making a transfer to City Street Fund Account 6530.

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. That Account 6530, "Miscellaneous Unforeseeable Projects," of the City Street Fund in the 1971 Budget of the Engineering Department is hereby increased in the amount of Seventy-two Thousand Nine Hundred Dollars ($72,900) by transfer of a like sum from Account 9133, "Aid to LID 35 Ave. S. St. 41," of the City Street Fund as set forth in C.F. 269070 and as carried over to the 1971 Budget of said department by Ordinance 99836, and said account is correspondingly reduced and the necessary budget account transfers are hereby made as requested in C.F. 269505.

Section 2. (30 day ending)

Approved: AUG 13 1971

Ord. 99836
filed - Ords. Misc 4-17

3

Budget

THE CITY OF SEATTLE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

MEMORANDUM

x- Fed Aid

TO All Department Heads

FROM Craig Purkey, Acting Program Budget Manager C.P. DATE July 16, 1971

SUBJECT Grant and Revenue Information

As an assist to this office during the preparation of the 1972 Proposed Budget, please submit the following information:

1. What Federal or State grants are currently in effect in your Department? What grants will be put into effect during 1971?

   Please detail your response as follows:

Title & Purpose of Grant	Personnel Involved	Grant Amount	City Match	Grant End Date	Will it be Renewed?

2. What (estimated) revenues will accrue to your department during 1972? Please detail the various revenue sources and the associated amount you expect to receive from that source.

Please respond by July 23. Thank you.

LCP/AEM/mo

ROUTING	NAME	INITIAL
ACTION		
WEPS		
FILE	✓	
INFORMATION		
RJG		
PMB		

SEATTLE ENG DEPT
JUL 19 9 51 AM '71

2

Budget
3/22

TO: HOWARD EMBREE - ACTING DIRECTOR, OFFICE OF MANAGEMENT AND BUDGET

FROM: ROY W. MORSE, CITY ENGINEER MARCH 16, 1971

SUBJECT: PROGRAM AND ISSUE ANALYSIS

In answer to your memo of March 9, we suggest the following study topics for your staff:

1. Bridge Rehabilitation and Replacement.
2. Street Cleaning Operations.
3. Street Resurfacing and Sealing.
4. Landscape Maintenance.

As departmental representative for No. 1 above, we recommend that Kurt Stampe act as liaison and resource man. For the other programs, we will assign Jack Palmer of the Maintenance Division to act in this capacity.

HEL:vl

cc: P. A. Wiatrak
D. L. Jonas

NOTE: We are concerned that the department head has no part in the analysis or development of recommendations. No recommendations should be finalized until the department head has had an opportunity to add his input.

Concurrence Prior to Signature	
HEL	
PAW	
PMB	

Budget

THE CITY OF SEATTLE
EXECUTIVE DEPARTMENT
BUDGET OFFICE

SEATTLE ENG DEPT
MAR 11 11 09 AM '71

ROUTING	DATE	INITIAL
ACTION		
FILE	✓	
INFORMATION		

TO: ALL DEPARTMENT HEADS

FROM: HOWARD EMBREE, ACTING DIRECTOR, OFFICE OF MANAGEMENT AND BUDGET

DATE MARCH 9, 1971

SUBJECT: PROGRAM AND ISSUE ANALYSIS PREPARATORY TO 1972 BUDGET FORMULATION

Beginning this month the Office of Management and Budget will undertake a series of studies relating to departmental and City-wide programs that have an impact on the 1972 Budget. As you know, all 1972 Budget requests will be programmatic in form - the object of expenditures broken down under the Programs and Program categories designed by yourself and the O.M.B. analyst assigned to your department. The studies or analysis are designed to assist each department head and the Mayor in making choices between programs or in determining which programs to expand. The participation and cooperation of each department head is necessary for such analysis to be meaningful.

Attached you will find a more complete description of the studies to be undertaken and their usefulness in decision making. The method of approaching the study is also described, for your information.

To assure that the studies undertaken will provide information useful to the Mayor and the department heads, I am asking you to submit a listing of potential study topics. Examples of such topics are: the Job Trainee Program and Street Lighting Maintenance costs. Please submit your proposals to me by Friday, March 19. At the same time, please designate a staff member to provide liaison with the O.M.B. staff during any study affecting your department. Your departmental representative will serve as an important informational link between yourself and the O.M.B. staff.

HE/RBA/cl

cc: Mayor Wes Uhlman

O.M.B.
3/2/71
RBA/gm

PROGRAM OR ISSUE ANALYSIS

I. DEFINITION: WHAT IS PROGRAM OR ISSUE ANALYSIS?

Program or issue analysis is the process of systematically gathering and analyzing information re an existing or proposed City program or a particular issue affecting City government.

Examples of City programs are: City Trainee Program, Economic Development.

Examples of issues affecting the City in general are: State limitations on property tax levels, City Light rate increase - both affecting City revenues, which in turn affect City programs.

This systematic gathering, organizing and analysis of the costs and benefits of various programs will assist department heads, the Mayor and the City Council in making tough policy and budgetary decisions.

Program and Issue Analyses accomplish several purposes.

1. The evaluation of existing, on-going City programs.
2. The appraisal of new, proposed programs and assistance in their development.
3. The evaluation of existing or proposed programs as compared with other alternative and desirable programs.
4. A thorough examination of issues affecting City operations and programs.
5. The development of recommendations for policy makers re a specific program or issue.

Why program analysis now?

Revenues for 1972 and future years are expected to be tight. The information developed through program and issue analysis will assist the department heads, the Mayor and the City Council in making their budgetary decisions and allocations. As funds will not be available for all worthwhile City programs, issue and program analysis will provide decision makers with the information to make choices between programs. Such analysis is clearly vital for budgetary decisions.

Program and Issue Analyses do not make decisions or choices for the Mayor or department head. Analysis assists choice.

II. THE PROCESS OF PROGRAM OR ISSUE ANALYSIS

1. DEFINITION OF PROGRAMS AND ISSUES TO BE STUDIED

Issue and program analysis will begin in March, well in advance of and in preparation for 1972 Budget decisions. Definition of programs and issues will come from three sources:

The Mayor
Department Heads
The Office of Management and Budget.

Each Department Head will be asked to submit one or more programs (existing or proposed) for possible analysis. Issues and programs of concern to the Mayor and O.M.B. will also be added to a list of prospective studies.

The decision as to which programs will be analyzed first will ultimately rest with the Mayor.

2. COMPOSITION OF ANALYTICAL TEAM

The actual gathering of information, analysis and development of recommendations will be done by the O.M.B. staff, in close cooperation with departments. To that end, each Department Head is requested to assign one staff member to work with the O.M.B. study team on any analysis affecting his department. The departmental representative will serve as a liaison and resource man during the studies.

3. DEFINITION OF PURPOSE

Analysis begins with an explicit statement of the purpose of the study. Examples of such statements are:

a. Should a program be continued? As is, expanded, or reduced?

b. How can a program's service to the public be improved - if funding remains the same?

c. What is the long run future of the program?

d. How will a particular issue's impact on the City be lessened (if negative) or strengthened (if positive)?

4. IMAGINATIVE GENERATION OF POSSIBLE, WORKABLE ALTERNATIVES

Prior to gathering data or undertaking analysis, the study team will consider any and all alternatives that provide the same service as the program under study.

5. INFORMATION GATHERING

The study team will gather basic data re the program or issue under study.

The nature of the program or issue.
The citizens served or affected by the program.
The impact and accomplishments of the program.
The effectiveness of the program.
The direct and indirect costs of the program.
The benefits and costs of the program over time.
The program's relationship with and effect on other City programs.
(plus others, as appropriate.)

6. ANALYSIS OF THE INFORMATION

The actual analysis will consist of comparisons and evaluations of program cost and performance. Analysis will also include an examination of alternative programs and alternative ways to structure and operate the existing or proposed program. Intangible factors which may affect a program will also be identified and examined during this phase.

7. CONCLUSION AND RECOMMENDATION

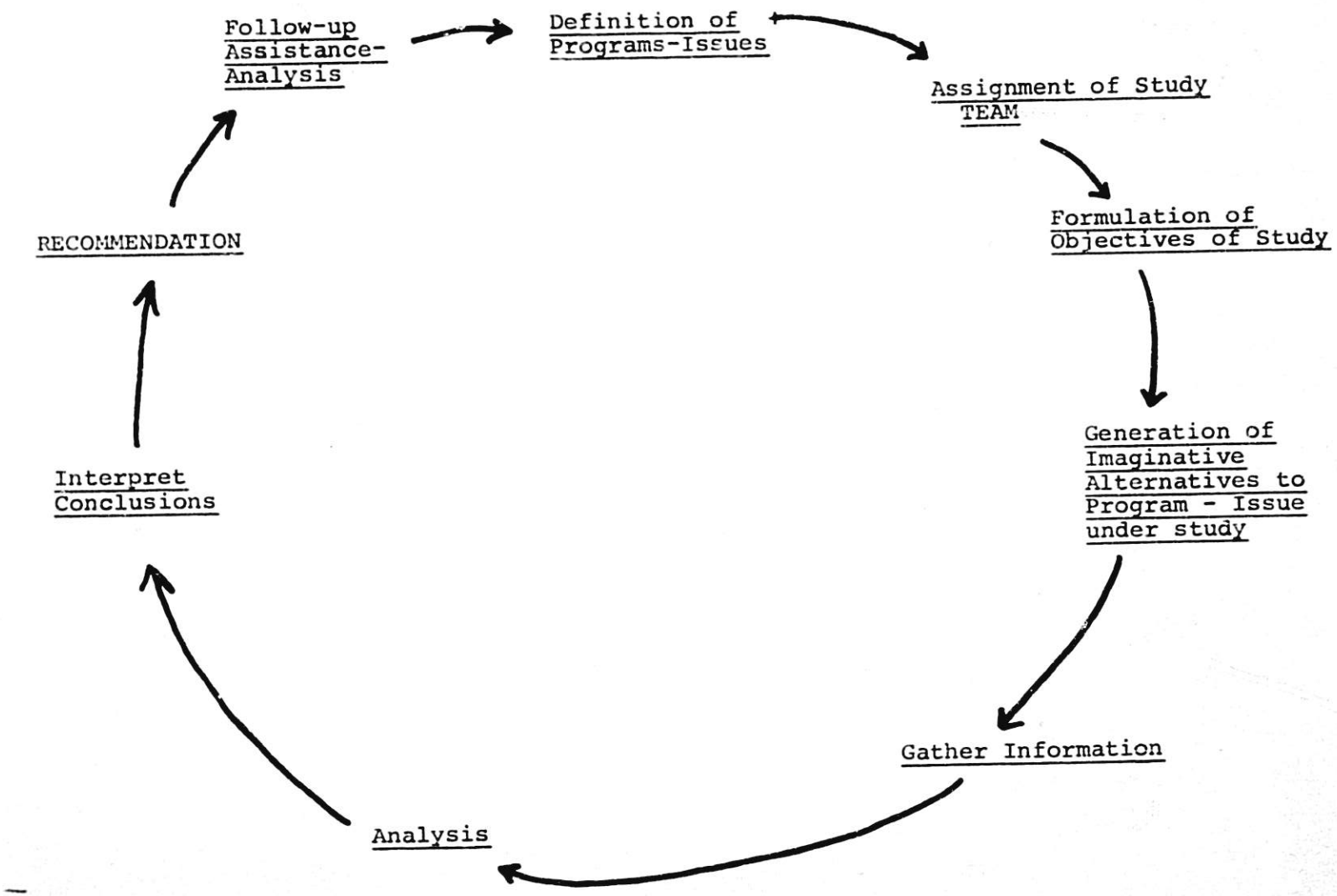
On the basis of the above analysis, the study team will prepare a recommendation, clearly laying out the findings of the analysis. The recommendation and conclusions will be presented to the Mayor and Department Heads for their consideration.

8. FURTHER ANALYSIS OR ASSISTANCE FOLLOWING THE RECOMMENDATION

The O.M.B. study team will provide additional information and assistance to the Mayor and Department Heads after presentation of their conclusions and recommendations. Such assistance may include:

development of additional information;
assistance in implementing or revamping a program;
creation of the means to compensate for or counteract the impact of an issue or problem affecting the City.

FRAMEWORK FOR PROGRAM/ISSUE ANALYSIS



L. I. D.

BUDGET

Folder #7

1967-1970

NATURE

Recorded Subject File 1967-1970

Budget

99490

ORDINANCE NO. 99490

AN ORDINANCE adopting a budget for The City of Seattle for the year 1971.

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. That the annual Budget submitted, as contemplated by Chapter 7, Laws of 1967, Regular Session, (RCW Ch. 35.32A), by the Mayor and filed as C. F. 267982 with the following modifications, to-wit:

Recommendations of the Budget Committee of the City Council for modifications, as adopted by amendments by the City Council on November 30, 1970 and set forth in C. F. 268385.

is hereby adopted. Should any budget recommendations, modification, adjustment, or amendment conflict, the last in time shall control.

Section 2. This ordinance shall take effect and be in force thirty days from and after its passage and approval, if approved by the Mayor; otherwise it shall take effect at the time it shall become a law under the provisions of the city charter.

Passed by the City Council the 30th day of November, 1970, and signed by me in open session in authentication of its passage this 30th day of November, 1970.

CHARLES M. CARROLL,
President of the City Council.

Approved by me this 3rd day of December, 1970.

WES UHLMAN,
Mayor.

Filed by me this 3rd day of December, 1970.

Attest: C. G. ERLANDSON,
City Comptroller and City Clerk.

(Seal) By D. W. ALFREY,
Deputy Clerk.

Publication ordered by C. G. ERLANDSON, Comptroller and City Clerk.

Date of official publication in the Daily Journal of Commerce, Seattle, December 5, 1970.
(C-205)

43

budget

JMT:ISN
11-19-70

~~13605~~

ORDINANCE 99490

AN ORDINANCE adopting a budget for The City of Seattle for the year 1971.

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. That the annual Budget submitted, as contemplated by Chapter 7, Laws of 1967, Regular Session, (RCW Ch. 35.32A), by the Mayor and filed as C.F. 267982 with the following modifications, to wit:

> Recommendations of the Budget Committee of the City Council for modifications, as adopted by amendments by the City Council on November ~~23~~ 30, 1970 and set forth in C.F. 268385,

is hereby adopted. Should any budget recommendations, modification, adjustment, or amendment conflict, the last in time shall control.

Section 2. (30 day ending)

APPROVED: DEC 3 1970

43

Budget
11/27

George Smith - Budget Director

P. M. Buswell November 25, 70

CARRY-O IR OF UNEXPENDED 1970 AND PRIOR APPROPRIATIONS

Attached hereto is a list of budget and capital improvement appropriations recommended to be carried over for expenditures in 1971.

Each of these appropriations are budget or capital improvement items that will not have final accounting completed by January 1971 or projects which will have continuing expenditures into 1971.

We would like to call your attention to Cumulative Reserve Budget Account No. 116 060 9580, Ordinance No. 90948. We would like to abandon this ordinance if the Council and Budget Office realizes that it is a commitment for expenditures at some future time.

If there is a need to discuss further any of these requests to hold over appropriations for next year, we would be happy to discuss these at your convenience.

RCN:smo
Attachments
cc: F. A. Krueger
B. W. Butterworth
J. E. Arnberg
G. B. Fairbanks
P. A. Wiatrak
E. W. Ott
D. Roletto
R. E. Bayley
H. T. Thornquist
M. R. Mitchell

42

FMA:FH
11-19-70

Budget

~~15692~~

ORDINANCE 99480

AN ORDINANCE relating to the Engineering Department, making a reimbursable appropriation from the Emergency Fund to increase the 1970 Engineering Department Budget Item "Materials and Supplies" and declaring the emergency therefor.

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. The sum of One Hundred and Eighty Thousand Dollars ($180,000) is hereby appropriated from the Emergency Fund to Budget Item "Materials and Supplies" (Account 7000), segregation "Maintenance and Operation", in the Engineering Department Operating Fund of the 1970 Budget of the Engineering Department, which item is hereby increased in said amount, said appropriation to be reimbursed from the Engineering Department Operating Fund, and the City Comptroller is authorized to draw and the City Treasurer to pay the necessary warrants and make the necessary transfers, all as recommended by the Mayor in C.F. 268256.

Section 2. WHEREAS, the appropriation herein made is to meet actual necessary expenditures of the City for which insufficient appropriation has been made due to causes which could not reasonably have been foreseen at the time of making the 1970 Budget; Now, Therefore, in accordance with Ch. 7, Section 8, Laws of Washington 1967, Regular Session, by reason of the facts above stated and the emergency which is hereby declared to exist, this ordinance shall become effective immediately upon the approval or signing of the same by the Mayor or passage over his veto, as provided by the Charter of the City.

PASSED by three-fourths vote of all the members of the City Council the ____ day of _____, 1970, and signed by me in open session in authentication of its passage this _____ day of _____, 1970.

_____
President of the City Council

Approved by me this DEC 3 1970 ____ day of _____, 1970.

_____
Mayor

Filed by me this ____ day of _____, 1970.

ATTEST: _____
City Comptroller and City Clerk

By: _____
Deputy

(SEAL)

Published _____

Budget
8/11

August 10, 1970

Mr. George D. Smith
Budget Director
City of Seattle

Dear Sir:

We respectfully request that the following budget item transfers be authorized:

From:

500-030-6310	Contractual Employment	$20,000.00
6330	Appraisal Fees	15,000.00
6361	Expert & Consultant Services - General	20,000.00

To:

500-030-6341	City Computer Center	5,000.00
6342	Other Computer Services	30,000.00
8670	Private Auto Allowance	10,000.00
8990	Sundry Expense	10,000.00

Account Nos. 6341 and 6342 require additional funds due to a greater use being made of computers.

Account No. 8670 - additional funds are required to reimburse personnel for the use of private automobiles.

Account No. 8990 - major expenditures to this account included the servicing of NCR equipment at Garbage Transfer Stations. Additional funds are required for the balance of 1970.

Your approval of this request is appreciated.

Yours very truly,

ROY W. MORSE, P. E.
City Engineer

By
H. E. LARSON, Director
Administrative Services

FAK:vl
cc: W. E. P. Smith

40

Budget

THE CITY OF SEATTLE
EXECUTIVE DEPARTMENT
BUDGET OFFICE

SEATTLE ENG DEPT
JUL 28 4 00 PM '70

ROUTING	DATE	INITIAL
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FILE	✓	

FROM George D. Smith, Budget Director GDS

DATE July 28, 1970

TO Roy W. Morse, City Engineer

SUBJECT 1971 Budget request

To enable us to assess more fully your 1971 Budget proposal, we request that the following information be provided.

1. A summary of why there would be a $105,000 increase if the Board of Public Works issues all landscape maintenance contracts.

2. A summary of the types of work assigned to MTST operators.

3. As per your comment #40, we request more detailed information regarding the equipment data acquisition system including estimated future saving which might be realized.

4. An estimate of savings to be realized should you acquire a rapid sod drier.

5. An itemization of 1971 requirements for Accounts 6310, 6360, 8570, 8690 and 8990.

6. A listing of conventions to be attended including location, approximate cost and budget title of attendee.

7. City Street Fund:

   A. Are the bridge modifications <u>recommended</u> by the State or <u>mandatory</u>?

   B. A prospectus, if available, of Arterial Planning and Priority Studies.

8. General Fund:

   A. An itemization of management studies to be performed and approximate related costs.

   B. A prospectus of Engineering studies to be undertaken in 1971 and anticipated use of Account 8988, Miscellaneous.

It would be appreciated if we could receive your reply no later than Tuesday, August 4, 1970.

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GDS:MT:jq

Budget 7-38

OFFICE OF THE MAYOR—CITY OF SEATTLE

Wes Uhlman, Mayor

January 13, 1971

SEATTLE ENG DEPT
JAN 15 2 12 PM '71

MEMORANDUM

To: All Department Heads

From: Mayor Wes Uhlman

Subject: Hiring of City Personnel - 1971 Budget

Memo 1-19
PMB
STAFF

As we enter a new budget year, the depressed nature of Seattle's economy requires that the City maintain its cost control program. Therefore, since personnel costs constitute the major portion of municipal expenditures, I am requesting that the Budget Office continue to review and approve the filling of personnel vacancies. Additionally, present "salary savings" requirements upon certain city departments mandates that those departments carefully analyze their manpower requirements. In many cases, alternative phasing schedules for the hiring of personnel will have to be prepared to allow departments to operate in the most effective manner while, at the same time, living within their budgets.

As before, consideration in filling vacancies will be given to requests for positions which:

a. are specifically identified in the City Charter;

b. are necessary for the public safety of the community;

c. are policy or management level positions which affect the course of major programs;

d. are revenue producing positions which generate greater revenue than the cost of paying for the position;

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e. have some special significance from a technical or policy standpoint of carrying out City programs;

f. are critically required for the maintenance of established programs; or

g. can be funded from non-General Fund sources.

While the same "Request to Fill Position" form and procedures will be maintained, I wish to stress the necessity that all such requests be fully documented with all pertinent factors included to insure that the most careful consideration be given to your requests.

While it is indeed unfortunate that this personnel cost control program must be continued at a time of high unemployment, prudent financial management necessitates the maintenance of this policy.

WU:rll

c.c. Hon. Ted Best
Mr. Howard Embree

Budget 7.38
11/19

Mayor Uhlman

Roy W. Morse, P.E. November 19, 70

Press Conference on Effect of the Budget Reductions

We held a press conference on Tuesday morning, November 17th, and had contact with most of the newspapers, radio stations and television stations in Seattle.

We hereby submit a copy of the subjects discussed in the press conference.

PMB:mrw

Attachment

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Budget 1971

11/6

November 5, 1970

Honorable City Council
City of Seattle

Honorable Members:

As you requested, we submit the following recommendations for a 5% reduction in our 1971 budget:

GENERAL FUND

The total General Fund Budget for the Engineering Department as submitted by the Mayor was $6,090,922. A 5% reduction will reduce this to $5,786,376. The new figures for the various functions are as follows:

	Reduction	Rev. Total
Administration	$6,529	$124,035
Civic Activities & Parade Expenses	--	60,000
Street Use Permits & Investigation	--	206,510
Maintenance Division Supervision & Unallocated Costs	33,113	900,000
Street Maintenance	30,000	687,492
Street Cleaning	50,000	1,300,000
Sidewalk & Stairway Maintenance	--	43,186
Drainage Maintenance	50,000	350,000
Slide Control	--	29,715
Bridge and Viaduct Operation & Maintenance	--	730,395
Landscape Maintenance	60,001	390,000
Snow and Ice Control	--	50,000
Unreimbursed Engineering Services	7,500	117,500
LID and Construction Costs Not Recovered	7,000	100,000
Franchise and Utilities	--	250,000
Engineering Records	4,584	87,100
Mapping	4,075	77,425
Court and Right of Way	2,537	48,205
Street Vacation Processing	1,419	26,959
Monuments and Surveys	3,361	63,862
Abstracting	1,399	26,578
Unreimbursed Appraisals	1,425	27,075
Laboratory Testing - Unreimbursed	11,603	20,339
Perkins Lane Retaining Wall	30,000	70,000
	$304,546	$5,786,376

Conference Prior to Signature

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Honorable City Council
November 5, 1970

The nature of the operations of the Engineering Department are such that it is not possible to make a cut of this magnitude without affecting some visual services. However, none have been completely eliminated and the proposed cuts will result in a reduction of services and of maintenance and cleaning operations rather than a complete discontinuance of any program.

As the major portion of the Engineering Department's General Fund Budget supports our Maintenance Division, the operations of this division will feel the brunt of the reduction. The cuts will be accomplished by not filling seven Laborer positions, by laying off two Truck Drivers in the event normal turnover does not take care of this by the first of the year, and leaving vacancies of one Construction Equipment Operator position and two Senior Foreman positions. The last step listed may affect efficiency due to reduced supervision.

Reductions will also be accomplished by sidelining a portion of our flusher and sweeper fleet and reducing the number of moving machines operating during next summer.

Reductions in other items of our General Fund Budget were made either on a straight 5% basis, or in areas that would have the least effect on the department's ability to serve the public.

CITY STREET FUND

Other than for construction projects which we have not attempted to reduce, the major portion of the City Street Fund is used for traffic engineering, operations and maintenance. To make the requested cut in this portion of the budget, the following programs will have to be reduced:

Guard Rail Maintenance Program $20,000

Only emergency repair work on guard rails when considered a hazard would be performed. Deteriorating guard rails would not be maintained.

Traffic Line Marking Program $11,200

The replacement or installation of 4-inch traffic line marker buttons would be held to an absolute minimum.

Crosswalk Painting Program ..... $ 3,000

Painting of ladder-type corsswalks would be discontinued. Only standard minimal painted-type crosswalks will be maintained.

Honorable City Council
November 5, 1970

CITY STREET FUND (Cont.)

Parking Stall Marking Program ..... $ 5,000

The maintenance of pavement markings for parking stalls would be discontinued.

Traffic Signal Maintenance Program $39,000

Maintenance of traffic signal span wires would be reduced to emergency conditions only. Cable taping and painting of signal heads and controllers would be held to an absolute minimum.

Sign Maintenance Program $10,000

Deteriorated signs would not be replaced except for emergencies or complaints.

Street Name Sign Program $15,000

The maintenance and installation of street name signs would be discontinued.

Research Program ..... $ 5,000

The evaluation and testing of new traffic products would be held to a minimum even though it could provide future savings in overall operations costs.

It should be realized that this reduction in level of traffic maintenance will require greater funds in the future, necessitated by emergency repairs and replacement of deteriorated traffic control devices.

We have also made several other reductions in this budget and it would appear as follows:

OTHER SERVICES AND CHARGES

	Reduction	Rev. Total
Street Maintenance	—	$175,000
Temporary Walkway Construction.....	500	9,500
Asphalt Resurfacing - non arterial ...	13,150	4,850
Arterial Planning & Priority Studies .	3,000	57,000
Traffic Engineering Oper. & Main.	108,200	2,055,800
Street Beautification Studies	300	5,700
Puget Sound Governmental Conference ...	—	18,000
Bridge Maintenance	—	210,000
Legal Services	—	27,500
	$125,150	$2,563,350

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Honorable City Council
November 5, 1970

CAPITAL OUTLAY

	Reduction	Rev. Total
Buildings	--	$ 1,000
Improvements other than Buildings	500	4,500
Machinery and Equipment	500	7,000
	$1,000	$12,500

The budget of the Solid Waste Utility is primarily made up of items that are mandatory so we are not indicating any reduction in this function. Obviously, we cannot reduce expenditures for garbage collection contracts, disposal charges, state business activity taxes and the city occupational tax. Also, in order to continue billing we must have funds for this purpose, which are now shown under Professional Services.

The situation with the Sewer Utility, as far as any further reductions, is similar to the Solid Waste Utility. The major portion of the budget is made up of payments to Metro, over which we have no control, billing costs, state and city taxes and debt service; therefore, we are not showing a reduction for this budget.

As the Arterial City Street Fund Budget is used entirely for construction-type projects which the City is trying to accelerate in order to improve the economy of the area, we have assumed that no reductions will be made in this budget.

Yours very truly,

sgd. Roy W. Morse

ROY W. MORSE, P. E.
City Engineer

RWM:vl

Budget

SEATTLE ENG DEPT
JUL 17 1970

OFFICE OF THE MAYOR—CITY OF SEATTLE

Wes Uhlman, Mayor

July 14, 1970

ROUTING	DATE	INITIAL
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INFORMATION		
RWM		
PMB		7/20
STAFF		

MEMORANDUM

TO: All Department Heads

FROM: Mayor Wes Uhlman

SUBJECT: Expenditure Reductions for Balance of 1970

As I indicated to you in my June 12th memorandum, the City's existing financial condition makes it necessary to limit the hiring of all personnel, except those critically needed for the balance of 1970, and for each Department to carefully re-evaluate all budget requests for 1971. Compounding our growing financial difficulties is the recent announcement by the Federal Bureau of the Census that Seattle's unofficial 1970 population is 516,909 rather than the 591,000 previously certified by the State as the basis for distributing state revenues with the City. This drop in population will result in an additional loss in revenue for the General Fund of approximately $1 million in 1971. In other words, our projected operating deficit for 1971 will now amount to $8.1 million rather than $7.1 projected by the Budget Office on June 12th. This is before my consideration of 1971 salary adjustments. Even this projected operating deficit is based on the assumption that the existing decline in our revenues will stabilize. Any greater acceleration in the downward trends we have to date experienced in our local economy would, of course, result in an even greater projected deficit for next year.

In view of the critical financial problem now facing the City, I am requesting all City departments, tax-supported as well as revenue producing, to immediately re-evaluate your 1970 budgeted programs which will result in over-all budget reductions for the remaining six months of 1970 of not less than 5%. Your report of potential savings should be made to the Budget Office prior to July 31, 1970. The 5% figure is not intended as a minimum or maximum but rather only as a guide. Hopefully, you can realize a greater than 5% savings.

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In evaluating your 1970 Budgets for possible savings, the following guidelines should be considered:

1. Will the immediate savings necessitate the need for additional expenditures next year for deferred maintenance?

2. Will the health or safety of the general public be seriously affected or jeopardized?

3. Are there any existing programs of long standing which now have outlived their usefulness and can be eliminated?

Your budget reduction report to the Budget Office should include the following basic information for <u>each program or project</u> where reductions will be made:

1. Description of reductions proposed.

2. Number of personnel currently assigned to program or project; the number to be reduced; and the total dollar savings in personnel.

3. Savings in M & O costs - list total savings as well as amounts from applicable M & O accounts making up the total.

4. Savings in Capital outlay - describe specific equipment, furniture, etc. which will be eliminated.

5. Indicate the frequency with which the program or project is presently carried on and the effect of the reductions. If this is a program or project started within the last three years, please so indicate.

6. To the extent feasible, indicate the impact on the general public resulting from reducing or eliminating this program or project for the balance of the year.

7. If your proposed reductions involve operating costs for Forward Thrust projects, please so indicate.

8. For each program and project include a recap of total savings as follows:

1. XYZ Project or Program

Personnel	$20,500
M & O	2,000
Capital Outlay	1,000
Sub-Total	$23,500

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8. Continued

2. Total Departmental Savings (Recap of all sub-totals by Program and Project)

Personnel $ _____
M & O $ _____
Capital Outlay $ _____

Grand Total Savings $ _____ Department $ _____

Your expenditure reductions may include savings for positions which are presently unfilled. Please submit your report to the Budget Office no later than Noon, Friday, July 31st, with a copy to the Mayor's Office, directed to the attention of Deputy Mayor Robert Lavoie.

Wes Uhlman

Wes Uhlman

WU:gds:os
cc: Mr. George D. Smith
Members of the City Council

Budget

SEATTLE ENG DEPT

JUN 15 2 09 PM '70

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OFFICE OF THE MAYOR—CITY OF SEATTLE

Wes Uhlman, Mayor

June 12, 1970

MEMORANDUM

TO: ALL DEPARTMENT HEADS

FROM: Mayor Wes Uhlman

SUBJECT: CITY'S FINANCIAL CONDITION

not logged

✓ cc to Staff 7/24/70

As I indicated in my message to the City Council on June 8 and in discussions at recent staff meetings, the City is faced with a serious financial problem in 1970 and as we approach the 1971 budget. As an indication of the gravity of our problem, I am attaching for your information a copy of a letter which I sent to the City Council today, as well as a preliminary projection of revenue and expenditures for the years 1970 and 1971 just completed by the Budget Office. As the projections indicate, the City will be faced with a $700,000 operating deficit the end of this year and a $7.1 million operating deficit in 1971.

Our financial indicators continue to reflect the decline in our local economy. At this point, we have no way of knowing whether or not the downward trend will stabilize or whether we can anticipate further reductions in our major revenue sources. Thus, in view of the seriousness of the financial problem the City now faces, I am requesting, effective immediately, that the Budget Office carefully and critically review all requests to fill vacant positions so that only the most critically needed will be filled for the balance of 1970. This request applies to all City departments, tax-supported as well as revenue producing. I would like to emphasize also that the previous blanket authority to hire "intermittent" or "seasonal personnel as needed" is hereby revoked and that those departments utilizing such seasonal personnel are requested to comply with my memo of March 19 and submit to the Budget Office the necessary forms.

Again, in view of the bleak financial outlook for next year, I am requesting that each department very carefully evaluate its budget requests for 1971 since it now is quite apparent that cuts in programs will have to be considered in order to present a balanced 1971 budget pursuant to law. This means that all departments will be required to undertake an immediate, critical review of its activities in order to determine where reductions can be made.

I sincerely regret that it is necessary for me to institute these restrictions, but I am sure that you share my desire to make the most effective use of our limited tax dollars in this difficult economic period now confronting our City.

WU:os

cc: Mr. George D. Smith
Mr. Richard Burt

38

Ray Weiss, City Engineer

June 12, 1970

The City Council
City of Seattle

Honorable Members:

I am attaching, for your information, an evaluation of the City's financial condition just completed by the Budget Office.

The gravity of our financial problem is illustrated by the projected deficit for 1971 of $7.1 million without any provision for general salary adjustments. This deficit is, in part, based on the assumption that the 80% surcharge on the B & O tax, due to expire on December 30, 1970, will not be reenacted. The attached preliminary projections indicate that our existing revenue sources will fall approximately $700,000 short of meeting the estimates included in the 1970 budget. They also indicate that we will be required to subsidize the transit system more than originally anticipated, notwithstanding the revenue from the transit tax. Likewise, we are projecting less revenue from the 1/2% sales tax than originally projected by the State.

In the light of the seriousness of the economic conditions in the community which reflects itself in a continuing decline of our major revenue sources, I have requested the Budget Office to critically review all personnel vacancies to the end that only the most critically needed be filled. We will also be reassessing our overall programs for 1971.

I regret that it is necessary to present you with this very discouraging report on the City's financial outlook. We must, however, realistically assess our programs in the light of the economic indicators occurring throughout our area.

Sincerely,

Wes Uhlman
Mayor

WU:go:os

CITY OF SEATTLE
EXECUTIVE DEPARTMENT
BUDGET OFFICE
1028 MUNICIPAL BUILDING • 583-5792

Wes Uhlman, *Mayor*

June 12, 1970

The Honorable Wes Uhlman
Mayor
The City of Seattle

Dear Mayor Uhlman:

Our staff has completed an evaluation of the City's financial condition for the years 1970 and 1971. Our analysis is based on a careful review of the available financial information. It should be emphasized that this evaluation is based primarily on information covering the first quarter of 1970. As additional information is received in the next two or three months, we will be in a better position to assess the City's financial position. As may be noted in the attachment to this letter, it is projected that municipal revenue for the balance of 1970 will fall approximately $700,000 short of the amount estimated in the 1970 budget. Our projections also indicate that the City can anticipate expenditures totalling $7.1 million in excess of revenues in 1971.

A significant problem which must be dealt with in 1970 is the financial status of the Transit System. A June 5 cash forecast prepared by Transit's staff indicates that Transit's 1970 deficit may total $4 million rather than the $3.6 million originally projected. Sharply declining fare box revenues and increases to the payroll are salient factors contributing to this new estimate. The Transit accounting staff is working very closely with our office in an attempt to refine their cash forecasts and to determine what steps can be taken to reduce the need for additional funds from the City over and above that anticipated from the Transit Tax. As a prudent measure, though, the attached projection of revenue and expenditures includes an additional $400,000 Transit subsidy for 1970.

As stated previously, we are projecting 1970 revenues to be $700,000 less than estimated at the beginning of this year. The continuing severity of our community's economic situation accounts for the major portion of this projected revenue decline. By carefully managing our finances for the remainder of this year, though, the negative impact of the revenue decline may be minimized.

1971, however, presents a more acute problem. Our current estimates of the receipts from the .5% sales tax indicate that the City will receive substantially less revenue than originally anticipated. Additionally, as may be observed in the attachment, the projected expenditure estimates for 1971 do not include any significant increases in programs or activities other than those to which the City is already committed. Our preliminary estimates include only $1,100,000 for

maintenance and operation increases and $1 million for probable new or improved programs for all tax-supported departments. It should be emphasized that the projected 1971 financial projection does not include provision for salary adjustments for City employees other than the existing contractual commitments for fire and police personnel. In spite of the current economic conditions in the City, it may not be entirely realistic to make no provision in 1971 for some very modest salary increases, particularly in instances where it is necessary to alleviate any serious inequities which may exist. The 1971 expenditure estimates are undoubtedly low and perhaps unrealistic in view of inflationary trends.

As you are aware, the Budget Office has continued to review the filling of all vacancies as per your memorandum of March 19th. However, in the light of the continuing downward trend in the economic climate of the City which reflects itself in several of the City's significant revenue sources, I would recommend for your consideration that we immediately consider the imposition of a modified personnel freeze in order to reduce our expenditures for the remaining portion of the year to the fullest extent possible. I recognize that in certain instances it will be necessary to fill mandatory positions and those performing emergency functions.

We are available at your convenience to discuss with you the details of our 1970-1971 financial analysis.

Sincerely,

George D. Smith

George D. Smith
Budget Director

Attachment

GDS:MT:jq

Budget Office
June 12, 1970

PRELIMINARY PROJECTION OF REVENUES & EXPENDITURES
1970 - 1971

	1970		1971	
ESTIMATED "ACTUAL" REVENUE		75,213,935		75,213,935
Non-Recurring Revenue	1,655,871			
Unexpended Funds from Prior Years	2,944,021		2,500,000 (1)	
		4,599,892		2,500,000
BUDGETED REVENUE		79,813,827		77,713,935
ESTIMATED REVENUE INCREASES OVER 1970 BUDGET				
.5% Sales Tax (current estimate)	4,550,000		7,800,000	
General Property Tax			1,300,000	
Utilities			650,000	
		4,550,000		9,750,000
		84,363,827		87,463,935
LESS: ESTIMATED REVENUE DECREASES				
1970 Revenue Projection Adjustment	(700,000)		(700,000)	
Loss of State Grant	(1,670,000)		(4,000,000)	
80% B&O Tax Surcharge			(3,266,000)	
		(2,370,000)		(7,966,000)
TOTAL AVAILABLE REVENUE		81,993,827		79,497,935
ESTIMATED EXPENDITURE INCREASES				
Beginning Budget		79,813,827		79,813,827
Transit Subsidy	1,300,000 (2)		1,500,000	
Police & Fire Salary Increase			1,8^0,000	
50 Police (9 mo. 1970 Budget)			171,600	
34 Fire (6 mo. 1970 Budget)			235,000	
General M&O Increases			1,100,000	
Probable New or Revised Programs			1,000,000	
Fire & Police Pension	550,000		600,000	
Police Overtime & Additional Costs	400,000		400,000	
		2,250,000		6,806,6
		82,063,827		86,620,
OPERATING DEFICIT PROJECTED IN 1970		(700,000)		
OPERATING DEFICIT PROJECTED IN 1971				(7,122,492)

(1) Includes normal unexpended appropriations and payments to General Fund fro other funds and outside sources.

(2) Not included is the Transit Tax which is estimated to produce $950,000 in 1970 and $2.7 million in 1971. The $1,300,000 represents a previous $900,000 subsidy appropriation plus a possible additional 1970 subsidy of $400,000. A prior 1970 $700,000 emergency fund appropriation is not included because this sum was already reflected in the 1970 Budget.

(3) Does not include any general salary increases. Excluding Fire and Police personnel, each 1% salary adjustment for the remaining tax-supported Departments amounts to $240,000.

Budget

SEATTLE ENG DEPT

FEB 25 11 06 AM '70

OFFICE OF THE MAYOR—CITY OF SEATTLE

Wes Uhlman, Mayor

February 24, 1970

RWM 2/25

~~PMB~~

HEL

X - Tax

X - Transit System

RWM	
PMB	2/22/70
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DLJ	
WEPS	

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The City Council
City of Seattle

Honorable Members:

In accordance with my request, the Budget Office has completed a preliminary review of the City's financial position for the years 1970 and 1971, in light of the passage of HB 21, at the recently concluded Special Legislative Session, authorizing cities and counties to levy a half of one percent retail sales tax. Attached is a copy of the preliminary projected revenue and expenditures for the tax supported funds for the years 1970 and 1971, prepared by the Budget Office.

In regard to interpreting these projections, it should be emphasized that they are based on preliminary data. When final figures are available from the Comptroller's office, particularly with respect to expenditures, some revisions will no doubt be necessary. We have endeavored, however, to be as objective as possible in arriving at our conclusions from the preliminary data now available to us.

It is anticipated that presently existing revenue sources will produce approximately $2 million more during 1971 than in 1970. The general B & O Tax receipts for the last quarter of 1969 were 5.2% less than for the last quarter of 1968. The preceding quarter was down 3.3%. As the B & O Tax is collected on the gross business in the City, it is a sensitive indicator of the level of economic activity. In the face of what appears to be an accelerating downward trend, we are reluctant to forecast increases other than those projected.

The projected 1971 budget would include only $2,520,000 in carry-over surplus. A preliminary analysis of the City's present financial position as well as general economic conditions in the community indicates that rebudgeting any surplus in excess of this amount would not be financially

See: Misc Impr - Parking Meter Program
Transit 3-41

38

Budget

SEATTLE ENG DEPT

FEB 25 11 06 AM '70

OFFICE OF THE MAYOR—CITY OF SEATTLE

Wes Uhlman, Mayor

February 24, 1970

RWM 2/25

~~PMB~~

HEL

X - Tax

X - Transit System

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PMB	2 [illegible]
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The City Council
City of Seattle

Honorable Members:

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It is anticipated that presently existing revenue sources will produce approximately $2 million more during 1971 than in 1970. The general B & O Tax receipts for the last quarter of 1969 were 5.2% less than for the last quarter of 1968. The preceding quarter was down 3.3%. As the B & O Tax is collected on the gross business in the City, it is a sensitive indicator of the level of economic activity. In the face of what appears to be an accelerating downward trend, we are reluctant to forecast increases other than those projected.

The projected 1971 budget would include only $2,520,000 in carry-over surplus. A preliminary analysis of the City's present financial position as well as general economic conditions in the community indicates that rebudgeting any surplus in excess of this amount would not be financially

<cc: Misc Impr - Parking Meter Program
Transit 3-41

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prudent. As is indicated from our preliminary projections, the City can anticipate a deficit in excess of $5.3 million for 1971, before consideration of general salary adjustments. The 1971 deficit is premised on the City having to assume full responsibility for subsidizing transit to the extent of $3.6 million out of the General Fund and that the existing 80% surcharge on the B & O Tax will not be continued after 1970 as presently contemplated in the enacting ordinance.

No substantial increases in programs or City activities over those to which the City already is committed have been included in the 1971 projections. The 7% salary increase for Police and Fire personnel is committed for 1971 since it is included in the existing contracts. The City also is committed to funding 50 Police and 34 Fire positions for the full rather than a partial year in 1971. An additional $1 million has been included as a basic minimum required to meet unanticipated needs next year for new or improvements to existing City programs.

For 1971, we are projecting an austerity budget -- one which will no doubt require considerable "belt tightening" if we are to meet our obligations within the projected revenues which will be available. In this regard, we are in the process of reviewing all of our City programs to make certain they are being planned and administered as effectively and efficiently as possible. During this period of economic adjustment, a number of business firms in our community have had to reduce their levels of operation. I feel that the City likewise has an obligation to do all it can to wisely spend every tax dollar received. However, the City must be prudent in how it goes about accomplishing these goals. We must be certain that we do not accelerate the community's economic downturn by precipitus actions by the City. Some programs, such as those in the field of law enforcement, for example, may need to be expanded notwithstanding our critical financial problems in order to meet critical needs.

It should also be emphasized that the projected $5.3 million deficit does not include provision for salary adjustments for City employees, other than the existing contractural commitments for police and fire personnel. Despite the current economic conditions in the community, it is recognized that the City will need to consider some modest pay adjustments for 1971, particularly to remove inequities which may currently exist.

Our revenue projections included in the attached report are significantly affected by the revenue it is estimated the City will receive from the 1/2¢ sales tax. The most recent figures available from the State Department of Revenue indicate that the City can anticipate receiving approximately $10.6 million during the next year from its share of a half of one percent sales tax. We will not know with any degree of certainty, however, how accurate this estimate is until after a city sales tax has been enacted and there is a history of collections upon which to base projections.

In order to meet the anticipated deficit for 1971, there are several policy options which can be considered by the City. After carefully evaluating the City's present financial condition, I would like to recommend that the City Council consider the following revenue items to meet this anticipated deficit:

		Estimated Revenue 1970	Est. Revenue 1971
I.	Transportation Package		
	A. Increase parking meter rates from 20¢ to 25¢	$ 95,000 (6 mos.)	$ 190,000
	B. Place tax on parking lots - 5% tax on gross income	300,000 (6 mos.)	600,000
	C. 5¢ increase in transit fares	697,000 (9 mos.)	930,000
	D. Increase in Court bail for parking meter violations from $2.00 to $3.00	87,000 (6 mos.)	175,000
		1,179,000	1,895,000
	(1970 and 1971) TOTAL		$3,074,000
II.	Continuation of 80% surcharge on B & O Tax for 1971		$4,444,000

The measures recommended in I. above can be considered part of a total "transportation package". The increase in parking meter rates is based on studies of the traffic engineers that such increases are necessary to provide greater usage of curb space parking and improved traffic circulation in the heavy-demand areas. The justification for the increase in the Court bail for parking meter violations has been previously discussed with the three Municipal Court Judges and my office and, in my judgment,

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would also be of assistance to the City in providing greater turnover of curb space parking.

The recommendations contained in 1. also address themselves to the total transportation problem and recognize that the financial problems of the transit system are, in large part, attributed to the problems created by the automobile. By enacting the items included under the "transportation package" now, the City can accrue approximately $1,179,000 during the remainder of 1970 which, when added to the estimated revenue from these sources in 1971, will produce a total of approximately $3 million to subsidize the transit system over the next two years.

Since the subsidy for transit is expected to require $3.6 million in 1971, it will be necessary to continue for 1971 all or part of the surcharge on the B & O Tax. While it is indicated that continuing the 80% surcharge on the B & O Tax in 1971 would produce approximately $4.4 million, it will not be necessary for the City Council to immediately arrive at any determination as to the amount of the surcharge. A decision on this matter can await a more detailed analysis of our financial position in connection with the Council's review of the proposed 1971 Budget during the fall of this year. At that time, we will have a great deal more information concerning our revenues and anticipated levels of expenditures; however, decisions on the other items should be made as soon as possible in order to realize the additional revenues as early in 1970 as possible.

At such time as the sales tax measure is adopted by the City and an alternate method for subsidizing the Transit System is assured, I would also like to recommend that the City Council consider repealing Ordinance No. 98553, providing for the monthly collection of the B & O Tax beginning October 1, 1970.

You will note that a transit fare increase is one of the revenue items included in this suggested plan. Some persons have recommended a more substantial increase in transit fares so that users would assume a greater portion of the transit deficit. Others on the otherhand argue that any increase which puts a burden on transit users is indefensible. It is with considerable reluctance that an increase has been proposed as part of this program. Any increase is certainly a regressive tax and a burden on those least able to pay. However, after thoroughly analyzing the various alternatives there appears to be no other prudent answer available to us at this time than proposing a modest hike in transit fares.

I hope that the foregoing will be of assistance to your Body in evaluating the existing financial position and the course the City should follow in the months ahead. I, as well as my staff, stand ready to provide you with any additional information or assistance that may be desired.

Sincerely,

Wes Uhlman

Wes Uhlman
Mayor

WU:os
Att.
cc: Mr. George D. Smith
Members of the City Council

Budget Office
Feb. 24, 1970

CITY OF SEATTLE

PRELIMINARY PROJECTION OF
TAX SUPPORTED REVENUES AND EXPENDITURES
(1970-1971)

	1970		1971	
REVENUE ESTIMATES				
1970 Budgeted Revenue		79,813,827 (1)		78,314,806(2)
1/2% Sales Tax (9 mo.-1970)		7,790,000		10,388,000
Estimated Revenue Increase 1971/1970				
General Property Tax				1,300,000
Admissions Tax				50,000
Utilities Tax				650,000
		87,603,827		90,702,806
LESS:				
Loss of State Grant (6 mo. 1970)		1,670,000	4,000,000	
Non Recurring Revenue			1,655,871	
80% Surcharge on B & O Tax			3,266,001	
				8,921,872
		85,933,827		81,780,934
EXPENDITURE ESTIMATES				
1970 Budget	79,813,827		79,813,827	
Transit Subsidy	3,600,000		3,600,000	
Police and Fire Salary Increases			1,800,000	
50 Police Budgeted 9 mo. in 1970			132,000	
34 Firemen Budgeted 12 mo. in 1970			185,000	
Escalation in M & O			600,000	
Probable New or Improved Programs			1,000,000	
General Salary Increases			--	
		83,413,827		87,130,827
Available for 1971 Budget		2,520,000		
Deficit (Before General Salary Increases)				5,349,893

(1) 1970 Budgeted Revenue includes surplus for the General and Tax Supported Funds ($4,020,000) and transfers from Cumulative Reserve and Tax Property Sales Funds totaling $1,655,871.

(2) 1971 Budgeted Revenue is reduced since it appears available surplus will amount to only approximately $2,520,000 which is carried over to 1971.

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Budget

265261 Finance Comm 11-26-69	Recommendations of The City Council's Budget Committee re a complete study of the City's present and potential revenue sources, etc.	Hold for consideration by new Finance Committee.
265275	Recommendation of Councilman Sam Smith for appointment of a special committee to make a thorough study of money spent in operation of the City government, on a continuing basis throughout the Budget Year of 1970.	

Budget
12/17

WES UHLMAN, MAYOR
XXXXXXXXXXXXXXXXXX

December 17, 1969

Mr. George D. Smith
Budget Director
City of Seattle

Dear Sir:

We respectfully request that the following budget item transfer be authorized:

From:

440-220-8990 Services Performed by Engineering Department $75,000

To:

440-220-8060 City Occupation Tax 75,000

Your approval of the above transfer will be appreciated.

Yours very truly,

ROY W. [illegible], P. E.
City Engineer

By
H. E. LARSON, Director
Administrative Services

HAK:vl
cc: W. E. P. Smith

Construction Prior to Signature	
FAIC	FAK
HEL	HL
~~RAB~~	

37

Budget
11/17

November 17, 1969

Mr. George D. Smith
Budget Director
City of Seattle

Dear Sir:

We respectfully request that the following budget item transfers be authorized:

From:

500-030-9030	Machinery and Equipment	$1,350.00

To:

500-030-9020	Structures and Improvements	1,350.00

This will enable us to purchase a 36' x 45' wood-frame, metal-clad warehouse with two sets of double rolling doors, to be used for equipment and material storage.

Your approval of this request is appreciated.

Yours very truly,

ROY W. MOSER, P. E.
City Engineer

By
K. E. LARSON, Director
Administrative Services

KEL:vl
cc: W. E. P. Smith

37

Budget
11/3 file

November 3, 1969

Mr. George D. Smith
Budget Director
City of Seattle

Dear Sir:

We respectfully request that the following budget item transfers be authorized:

From:

500-030-6120	Pensions	$25,000
500-030-6330	Appraisal Fees	40,000
500-030-6361	Expert and Consultant Services	80,500
500-030-6610	Purchased Utilities	15,000

To:

500-030-6110	Social Security	40,000
500-030-6130	Health Care	20,000
500-030-7002	Materials and Supplies	75,000
500-030-8610	Dues and Memberships	500
500-030-8990	Sundry Expense	25,000

Your approval of the above transfers will be appreciated.

Yours very truly,

ROY W. MOORE, P. E.
City Engineer

By
F. A. [illegible]
Accountant IV

[illegible]:vl

cc W E P Smith

37

Budget

FLOYD C. MILLER, MAYOR

September 10, 1969

Mr. George D. Smith
Budget Director
City of Seattle

Dear Sir:

We respectfully request that the following budget item transfers be authorized:

From:

500-030-6310	Contractural Employment	$10,000

To:

500-030-8670	Private Car Allowance	$10,000

Account No. 8670 funds are exhausted due to more personnel in the field on construction work and traffic counting using their own cars.

Your approval of this request is appreciated.

Yours very truly,

ROY W. WARREN, P. E.
City Engineer

By
E. E. LARSON, Director
Administrative Services

EAL:vl
cc: W. E. P. Smith

37

Budget

OFFICE OF THE MAYOR – CITY OF SEATTLE

FLOYD C. MILLER, MAYOR

ROUTING	DATE	INITIAL
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~~RLM~~		
PMB	9/5	
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PAW		
WEPS		

September 2, 1969

SEP 3 2 06 PM '69

SEATTLE ENG DEPT

Roy W. Morse
City Engineer
City of Seattle

Dear Mr. Morse:

During our study of the Price Waterhouse report on the Garbage Utility, we read that the consultants questioned the method of allocating overhead charges to the utility. We followed their reasoning through and agreed that their conclusions were correct. We assume that you also agreed with those conclusions because we found you had ordered a change in the distribution method.

Now, as we are analysing all General Fund financed activities, it appears to us that the same reasoning also would apply to activities of the Maintenance Division. Because of the large number of employees in the Maintenance Division, it is absorbing a large portion of the overhead under this existing formula. The costs seem to be disproportionate to the benefits received.

In our opinion, this results in the General Funds' subsidizing the City's Capital Improvement Program. This we can no longer afford.

Will you please, as soon as possible, furnish us a report on the net effect on the General Fund if a policy were to be adopted of charging overhead on the basis of benefits received rather than labor hours.

The report should show the total General Fund subsidy. Portions of this subsidy which cannot be absorbed due to state or federal policies or other reasons should be included with suitable identification.

Sincerely yours,

George D. Smith

George D. Smith
Budget Director

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GDS:fr

Budget

x-ref BK

98404

ORDINANCE NO. 98404

AN ORDINANCE adopting a budget for The City of Seattle for the year 1970.

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. That the annual Budget submitted, as contemplated by Chapter 7, Laws of 1967, Regular Session, (RCW Ch. 35.32A), by the Mayor and filed as C. F. 264791 with the following modifications, to-wit:

(a) Ordinance 98293 relating to non-represented City officers and employees and fixing compensation effective October 1, 1969 through December 31, 1970 as recommended by the Mayor in C. F. 264969; and

(b) Recommendations of the Budget Committee of the City Council for modifications, as adopted by amendments by the City Council on November 24, 1969 and set forth in C. F. 265278,

is hereby adopted. Should any budget recommendations, modification, adjustment, or amendment conflict, the last in time shall control.

Section 2. This ordinance shall take effect and be in force thirty days from and after its passage and approval, if approved by the Mayor; otherwise it shall take effect at the time it shall become a law under the provisions of the city charter.

Passed by the City Council the 1st day of December, 1969, and signed by me in open session in authentication of its passage this 1st day of December, 1969.

TED BEST,
President Pro Tem of the City Council.

"The foregoing Bill was, on the 2nd day of December, 1969, presented to the Mayor who returned the same to the City Council without his approval or disapproval on the 2nd day of December, 1969."

Filed by me this 2nd day of December, 1969.

Attest: C. G. ERLANDSON,
City Comptroller and City Clerk.

(Seal) By J. F. FENTON,
Deputy Clerk.

Publication ordered by C. G. ERLANDSON, Comptroller and City Clerk.

Date of official publication in the Daily Journal of Commerce, Seattle, December 6, 1969.

(C-692)

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Budget

Unanimous Vote
YES..... NO.....

SEATTLE CITY COUNCIL
Nov 24 10 33 AM '69

ORDINANCE 98404

AN ORDINANCE adopting a budget for The City of Seattle for the year 1970.

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. That the annual Budget submitted, as contemplated by Chapter 7, Laws of 1967, Regular Session, (RCW Ch. 35.32A), by the Mayor and filed as C.F. 264791 with the following modifications, to wit:

(a) Ordinance 98293 relating to non-represented City officers and employees and fixing compensation effective October 1, 1969 through December 31, 1970 as recommended by the Mayor in C.F. 264960; and

(b) Recommendations of the Budget Committee of the City Council for modifications, as adopted by amendments by the City Council on November 24, 1969 and set forth in C.F. 265278,

is hereby adopted. Should any budget recommendations, modification, adjustment, or amendment conflict, the last in time shall control.

Section 2. This ordinance shall take effect and be in force thirty days from and after its passage and approval, if approved by the Mayor; otherwise it shall take effect at the time it shall become a law under the provisions of the city charter.

Passed by the City Council the 1 day of December, 1969, and signed by me in open session in authentication of its passage this 1 day of December, 1969.

Fred Bass
President Pro Tem of the City Council.

"The foregoing Bill was, on the 2 day of December, 1969, presented to the Mayor who returned the same to the City Council without his approval or disapproval on the 2 day of December 1969."

Filed by me this 2 day of December, 1969.

Attest: C. G. Richardson
City Comptroller and City Clerk.

(SEAL.)

By J. F. Fenton
Deputy Clerk.

Published .....

CSS 8.1.6

35

budget

SEATTLE ENG DEPT

AUG 14 11 12 AM '69

OFFICE OF THE MAYOR – CITY OF SEATTLE

FLOYD C. MILLER, MAYOR

ROUTING	DATE	INITIAL
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FILE	✓	
INFORMATION		
RWM	✓	
PRAB		

MEMORANDUM

August 14, 1969

To: All Department Heads

From: George D. Smith, Budget Director

Subject: 1970 Budget

In the 1970 Budget, as in the case of the current budget, it is our intention to publish a list of Output Indicators for each department. The purpose of these indicators, as stated last year, is to provide yardsticks of service or output being produced by each department. The attempt, of course, is to convey to City officials, City management personnel, and the public at large the trends that departmental activities are taking each year.

Many departments have already submitted updated Output Indicators for 1970. For those departments who have not, however, I am requesting that updated estimates for 1969 and 1970, and actual figures for 1968 be submitted to the Budget Office before August 20. If new items are submitted, please do so with explanatory notes for each new item. If your department has already complied with this request, please disregard the memo.

GDS:fr

35

FLOYD C. MILLER, MAYOR
XXXXXXXXXXXXXXXX

August 7, 1969

Honorable Floyd C. Miller
Mayor, City of Seattle

Dear Sir:

In our 1970 budget request, we pointed out the need to acquire more space for our department. We understand that your staff, with the assistance of Mr. Dimmich of the Building Department, is investigating the possibility of moving a portion of our operations either to the basement of the Seattle Municipal Building or to some other location.

I believe that it is necessary to have the divisions presently in this building remain together, as separating them will result in a considerable loss of efficiency. If space in this building adjacent to our existing area is not available, I recommend that the entire Engineering Department units now occupying the Seattle Municipal Building be moved to another building.

At the present time, we occupy approximately 50,000 square feet in this building and will require approximately 20,000 additional square feet in order to alleviate the present crowded condition and furnish space for additional positions which we are unable to fill because of insufficient room.

We have checked with the Pacific Building, now under construction at Third and Columbia, and we understand that they will have approximately 70,000 square feet available for the Engineering Department at a cost of approximately $383,000 per year. We request your authorization to have the Building Department make arrangements to rent this space for us.

It is my understanding that several departments need additional room. Together with the requirements of the new departments authorized and soon to be staffed, this will soon put a tremendous strain on the capabilities of the Seattle Municipal Building to furnish adequate space. Moving the entire Engineering Department from the Seattle Municipal Building to the Pacific Building will require an increase of approximately $290,000 for rental in our 1970 Operating Fund budget. The Engineering Department's General Fund will have to be increased by $110,000 to cover their share of the increase in overhead costs, and the traffic portion of the City Street budget will have to be increased approximately $30,000. It should be pointed out, however, that the remainder of the cost will be distributed to other funds. This will not be the case if similar outside space has to be furnished to

Copy in Seattle Municipal Bldg

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Honorable Floyd C. Miller
August 7, 1969

departments charging their entire budgets against the General Fund. Therefore, it appears logical that the move should be made by a department that can absorb a large portion of the excess rental costs against other than the General Fund. Moving costs have not been included in the rental estimates.

Your consideration of this request will be appreciated.

Yours very truly,

sgd. R. W. Morse
ROY W. MORSE, P. E.
City Engineer

RWM:vl

Concurrence Prior to Signature	
HEh	ZK
PAB	

34

Budget
7/30

July 17, 1969

Mr. George D. Smith
Budget Director
City of Seattle

Dear Sir:

In connection with the preparation of our 1970 budget requests, we wish to make the following general comments in addition to the specific ones submitted as part of our budget. As requested, we have cut the General Fund budget of this department by 3½%. A cut of this magnitude obviously means that services will have to be reduced or eliminated. Page 41 of our budget request lists the functions that will be affected by this cut. You will note that the reductions are in "beautification" functions. The fact that these activities were selected for reduction should not infer that we do not think that they are important. Any attempt to make the reductions in other areas, such as street maintenance, would have a cumulative effect. Work of this nature deferred in 1970 would mean that there would be that much more to be accomplished in 1971. This is not necessarily the case in the functions we suggest reducing.

We also wish to stress the last paragraph on Page 41, which refers to the many requests for special studies and complaint investigations received from the Mayor's office and the City Council. If we are to be successful in making reductions in this area of our budget, provisions for funding the study should be made at the time the request is submitted to our department, otherwise it will result in a General Fund charge.

Emphasis is placed on the office space problem we are having. Our budget includes a request for additional funds in our office space rental account to make it possible for us to rent office space outside the Seattle Municipal Building, or for some other department to move from the building so that we could take over their area. We have made no provision for the preparation of any rented space, such as partitioning and special lighting as the policy decision will first have to be made regarding which department would move from this building. At the present time we have 52 vacant positions in our Bridge and Arterial Design, Design and Plans, and Traffic Divisions which we anticipate filling between now and 1970 but are unable to do so because of lack of space.

We also wish to point out that the budgets of both the Garbage Utility and the Sewer Utility show that expenses exceed revenue.

Concurrence Prior to Signature

HCL	AL
PMB	PMB

copy: Seattle Municipal Bldg.
See Budget 7-31
Cap Impr Program 3-29
Employees 7-87

34

Mr. George D. Smith
July 17, 1969

Following is a summary recap of the new positions we have requested:

	POSITION	REFERENCE NO.
1	Abstracter (incumbent) This is in lieu of an existing Abstracter position.	1
1	Clerk II Maintenance Division Office	2
1	Assistant Engineer II - Civil Maintenance Division Office	4
1	Supervising Senior Engineer - Construction Inspection of Forward Thrust sewer separation projects	5
10	Engineering Field Technicians Primarily to be used in the Construction Division	6
3	Engineering Specialist I - Civil One for the Court Section and two for the Assessing Section	7
1	Sewer Utility Foreman I	11
2	Maintenance Laborer	11
2	Sewerman The above positions are for a new crew working for the Sewer Utility.	11
4	Maintenance Laborer (six months) These positions will not be needed if it is necessary to eliminate the mowing function. See Reference 44.	12
1	Maintenance Laborer For operating walk-along power broom	13
4	Laborer (six months) These positions would revert to full time if the mowing operation is discontinued.	12
1	Manager, Community Relations Program This position would increase the department's public relations capability.	17
1	Construction Equipment Operator II (in lieu of Construction Equipment Operator X To comply with Civil Service classification report	18, 19

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Mr. George D. Smith
July 17, 1969

Ref. No. 20

1 Photographer I (incumbent)
This is in lieu of a Photographer I.

As mentioned in our budget review meeting, we wish to stress the advisability of giving special consideration for salary increases for employees in middle management and management positions.

Yours very truly,

sgd. R. W. Morse

ROY W. MORSE, P. E.
City Engineer

RWM:vl

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Budget

7/22

July 17, 1969

Mr. George D. Smith
Budget Director
City of Seattle

Dear Sir:

We respectfully request that the following budget item transfers be authorized:

FROM:

500-030-6730	Automobile Expense	$42,225

TO:

500-030-8990	Sundry Expense	40,000
500-030-7150	Periodicals and Technical Publications	900
500-030-8570	Educational Expense	1,325

The Sundry Expense item has been depleted for title insurance needed for right of way on L.I.D. projects, aerial mapping, APWA Educational Film and Research Projects, clothing allowances for electrical workers, etc.

The increase in Periodicals and Technical Publications is needed to purchase booklets for the Defensive Driver Training Course which the department has made compulsory for all drivers of city equipment.

At the request of the Mayor's office, our Principal Assistant City Engineer attended the M.I.T. Program for Urban Executives. The cost to the department from the Educational Expense allowance was approximately $1,325.

Your approval of the above transfers will be appreciated.

Yours very truly,

sgd. R. W. Morse

ROY W. MORSE, P. E.
City Engineer

HEL:vl

Concurrence Prior to Signature
HEL
GMB

33

SPECIAL NOTES:

S & Slomm
6-3-69

1. At the conclusion of the Streets and Sewers Committee, the Chairman advised the Committee of the requirement for consideration of departmental budget problems and requested the City Engineer to advise them of some date during the next two months at which time there would be no hearings and the Committee could request the Engineering Department to request its budget picture to it at the completion of the regular Streets and Sewers Committee meeting.

[redacted]

Central File

George Smith, Budget Office

D. L. Jonas June 12, 69

City Street Fund Report

The Capital Improvement Committee at its meeting of 5-28-69 asked the Engineering Department to provide some additional information in support of your preparation of the City Street Fund report.

1. On page 7, item 3e of your draft, reference is made to the possibility of saving $40,000 from 8 currently unfilled laborer positions. This possibility is again offered as a recommendation on page 10, item V.A.2. The question was asked, what services would be lost through the loss of these 8 positions? These vacant positions would represent a further reduction in grass cutting and ditch cleaning over and above the hay control mentioned in the alternative of page 7, item 3d. The additional grass cutting curtailed would be the hand work, the first reduction having been machine mowing. The curtailment of ditch cleaning, of course, runs the risk of damage claims due to flooding.

2. The second question posed was if it was necessary to reduce the Traffic Engineering budget, what items or services would be eliminated first. The answer to that question is provided in the attached memo from the Traffic Engineer dated 5-29-69.

3. Another question asked concerned the capacity of the City Street Fund to defray the street breakup costs if money owed to it from other funds for property acquisition at the Charles Street Shop site was balanced. The City Street Fund is owed $191,000 from the General Fund if the proper proportion of land acquisition cost to the land use is acknowledged. An updated staff study serving as a basis for this figure is attached.

4. The Engineering Department is continuing to search for unexplored financial alternatives.

DLJ:smo

31

Budget 7-29

George Smith, Budget Director

Roy W. Morse, City Engineer

January 6, 69

For your request, we are attaching a list of Engineering Department activities which should be charged to the General Fund, provided funds are made available. We are showing this in two general groups - the first includes those items which are presently being charged to street funds which we feel properly belong in the General Fund so that street funds can be released for construction projects. The second group includes new work which should be done but cannot be done at the present time because of General Fund budget restrictions.

FROM OTHER FUNDS:

Traffic Engineering Budget — $2,100,000
This activity was previously under the General Fund

Asphalt Resurfacing — 400,000
Current program of resurfacing old streets that have become unsafe and uncomfortable only partially meets the needs at $300,000 per year. There is a need for a larger program.

Bridge Maintenance — 210,000
The 1969 budget includes $210,000 for the maintenance and repair of bridge decks and also for painting bridges. It was originally requested that this work be done through the General Fund.

Advance Land Acquisition — 200,000
Currently appropriating $100,000 per year which is barely sufficient to meet the needs of acquiring land known to be required for future developments.

Major Engineering Studies — 200,000
Central Business District Circulation Study, International Business District Study, Sound Wall Engineering Study, Pedestrian Crossing Study, etc. The many pressing urban problems which require careful study before embarking on their solutions are forced to utilize street funds at the present time. Increased availability of funds would reduce lag time before problems are solved.

Aid to LID's - Storm Drains — 1,000,000
Public areas are assumed to contribute 35% of the flow of storm drainage. Unavailability of funds greatly reduces the amount of street improvements that can be built in each year by LID.

See Budget 6-63
Legislation 2-147
Cap Improv Program 3-15

30

Concurrence Prior to Signature

Memo to George Smith
January 6, 1969

MORE WORK:

Sealcoating Program — 340,000

If funds are made available in the General Fund it will be possible to start a seven-year program of sealcoating oiled streets. This should pay for itself in the reduction of maintenance costs in future years.

Aid to Paving and Widening LID's — 600,000

It is becoming increasingly difficult to make street improvements by LID because of the cost involved for the property owners. The policy, therefore, has been to increase the amount of aid to property owners which in turn reduces the amount of work that can be done in any one year. Additional funds would enhance neighborhood improvement efforts.

Shop Improvements — 500,000 (4 years only)

Necessary shop improvements long delayed for lack of funds.

Bridge Railings — 250,000

As highway standards have increased over the years, standards for railings have also increased and it is desirable that a number of railings be upgraded throughout the city. Program would last for several years.

Concrete Repairs — 120,000

Many concrete repair needs have been deferred.

Street Tree Planting Program — 1,000,000

The maintenance of all street trees and a planting program of 1,500 trees per year for 50 years will require $1,000,000 per year. After the first year this will increase, because of additional maintenance, by about $20,000 per year.

Green Triangle Improvements — 90,000

It will take 25 years at this rate to beautify small triangles of land resulting from street intersections.

Pedestrian Overpasses — 150,000

Intensity of land use and traffic congestion makes pedestrian crossings of busy arterials increasingly difficult. This is a particular problem at schools. A realistic program would be three pedestrian overpasses per year and such a program could continue for many years.

30

Memo to George Smith
January 6, 1969

Undergrounding of Wires 225,000

An increasing demand for undergrounding of wires for beautification of the City and for reduction of maintenance costs for the power system results in requirements to underground other public facilities such as traffic signal and street lighting wires. Inadequate funds are available to keep up with the pace of the general undergrounding program. $225,000 per year would be required to keep up with even the present pace.

Mapping 90,000

This would accelerate the current quarter section mapping program for the city from a 20-year project to a 10-year project. Many public agencies and private surveyors are dependent on these maps and their completion will substantially ease the problem of obtaining the many types of information they provide.

Additional Office Space 31,680

Approximately 17,600 square feet of additional space is needed at a cost of $1.80 per square foot. (for maintenance only) per year. Amortization of building construction cost is not included.

HEL:vl

HEL had PMB sign this and hand carried it to George Smith.

30

Budget 1-29,
1/23

George D. Smith, Budget Director x - Ords, Misc

W. E. P Smith

January 23, 70

Additional Information for Carry-Over of Unexpended 1969 Funds

We request the following unexpended 1969 funds be carried over, in addition to those agreed upon as a result of your discussions with Mr. Larson and Mr. Krueger of the Accounting Division.

City Street Fund

Ordinance Nos. 91405, 91969, 91970

Freeway These ordinances are for the relocation of sewers on the Seattle Freeway, Agreement GC-1153. There is an outstanding bill of $93,992.25 from the State Highway Commission. The bill is being disputed, as we do not feel we are responsible for certain items on the bill. If abandoned now, a new appropriation will have to be authorized when the bill is finally reconciled.

Arterial City Street Fund

Ordinance 93473-9400

Ballard Bridge We expect shortly to request authorization from the City Council to use the unexpended funds in this ordinance on other bridge jobs. Pending this authorization, we request that these funds be carried over. Power must be converted on University and Montlake bridges before the transit wires are removed. If this 1969 money is not held over, a separate appropriation for this purpose will be required within 30-60 days.

Seattle General Arterial Improvement Bonds 1954 Fund

Ordinance 89518-9420

There is now an effort being made to analyze the financial responsibility of the City of Seattle in regard to Thomson Way, Agreement GC 541-B. Until we complete this study, we request these funds be carried over. In view of the last State demand for 100% reimbursement, abandonment now will require reappropriation in the near future.

Seattle General Street Improvement Bonds 1960 Fund

Ordinance 90449-9280

We are in the process of clarifying and reorganizing the expenditures under this ordinance. Until such time as this is completed we request these funds be carried over. We propose to recommend abandonment as soon as all bills payable from this ordinance are paid. We expect final reconciliation of charges in approximately 90 days.

Thomson

Ordinance Nos. 90740-9300, 90889-9310, 92003-9350, 92006-9360, 93470-9380, 94779-9390, 97157-9440.

These ordinances pertain to Thomson Way, Agreement GC 541-B. As we have unpaid bills on some of these and for the reasons mentioned with Ordinance No. 89518, we request these funds be carried over. Abandonment now will require reappropriation on a piecemeal basis as bills are received or reconciled.

Information	WPB:ac	Concurrence Prior to Signature	REB	EB

Copies in - M.I. - Thomson Way #29
M.I. - N-S Freeway, NE 75-205th St. #8
M.I. - Ballard Bridge, et al, Elec Power Conversion ord 93473 (29)

See: Ords, Misc 4-15

Budget 7-29

CITY OF SEATTLE
ENGINEERING DEPARTMENT
MEMORANDUM

To GEORGE D. SMITH, BUDGET DIRECTOR

From H. E. LARSON Date JANUARY 22, 19 70

Subject CARRY-OVER OF UNEXPENDED 1969 FUNDS

We request the following unexpended 1969 funds be carried over, in addition to those agreed upon as a result of our discussion with your office.

EMERGENCY FUND

Ordinance 96081 - 9120	Improve James-Columbia St. Parking Perimeter - Additional landscaping required to complete this project.

CITY STREET FUND

Ordinance 92775 - 6000	Thompson Expressway - Mopping up operations, meetings with the State and local groups, etc.
Ordinance 97305 - 8910	Puget Sound Govt. Conference - Abandon.
Ordinance 97305 - 8940	Asphalt Resurfacing - To finance work held over account of delay due to completing asphalt L.I.D.'s to be completed in the spring of 1970.
Ordinance 95038 - 6620	Plan Harbor Island Develop. - Required to pay several small outstanding bills.

ARTERIAL CITY STREET FUND

Ordinance 97305 - 9048	Alaskan Way Median Barrier - Abandon.
Ordinance 92922 - 9260	Remodel Bridge Towers - Contract let to remodel S. W. Spokane St. Bridge #2 Tower.
Ordinance 94256 - 9530	Admiral Way - Harbor Ave. S. W. Bridge Repair - Preliminary repairs to earthquake damage have been made. Additional repairs required to complete the project.
Ordinance 97100 - 9730	Alaskan Way Traffic Barrier - Additional work not included in the contract is to be completed by the Traffic Division. Ordinance 97305 - 9048 to be abandoned as a duplicate appropriation.

SEATTLE GENERAL ARTERIAL IMPROVEMENT BONDS 1954 FUND

Ordinance 89518 - 9420	Condem. Empire Expressway - Some funds are required during a review of R. H. Thompson State agreements and status of work performed. It is requested that all R. H. Thompson appropriations be carried over for the present. Disposition will be requested upon completion of the survey.

CS 7.278

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Memo to George D. Smith
January 22, 1970

GENERAL STREET IMPROVEMENT BONDS 1960 FUND

Ordinance 90449 - 9280	Empire Express Way - Same as Ordinance 89518
Ordinance 90740 - 9300	Montlake Tube - Same as Ordinance 89518
Ordinance 90889 - 9310	Relocate Watermain R. H. T. - Same as Ordinance 89518
Ordinance 92003 - 9350	Storm Drain Evergreen Pt. - Same as Ordinance 89518
Ordinance 92006 - 9360	Temporary Arboretum - Lk. Wash. Bridge - Same as Ordinance 8951
Ordinance 93470 - 9380	Study Union Bay Crossing - Same as Ordinance 89518
Ordinance 94779 - 9390	Engr. Design Report Study R. H. T. - Same as Ordinance 89518
Ordinance 97157 - 9440	Plan Thompson Way - Okamoto-Liskam agreement in dispute. Funds will be needed to defend threatened litigation.
Ordinance Misc. - 9990	Contributions to other Funds - To be transferred to Funds financing various projects.

ENGINEERING DEPARTMENT OPERATING FUND

Ordinance 97305 - 6440	Services of Govt. Agencies - The City has an agreement with the State for wrecker service on the Lake Washington Floating Bridge which runs from July to the following June. Four months' billings for 1969 are still outstanding.
Ordinance 97305 - 9010	Local Improvement Assessment - Funds required contingent upon L.I.D. completion.
Ordinance 97305 - 9030	Machinery and Equipment - Funds required to carry on our policy of replacing worn-out equipment. M.T.D. is preparing specifications.
Ordinance 97305 - 9050	Furniture and Office Equipment - Additional equipment required for authorized personnel as yet not hired.

GARBAGE COLLECTION AND DISPOSAL FUND

Ordinance 97305 - 9010	L.I.D. Assessments - This appropriation plus the 1970 budgeted amount required to pay the assessment on Stone Avenue.
Ordinance 97305 - 9020	Structures and Improvements - *
Ordinance 97305 - 9030	Machinery and Equipment - *
Ordinance 97305 - 9090	Disposal Site Improvements - *

* Required improvements and equipment purchases were not made due to lack of funds. The rate increase approved

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Memo to George D. Smith
January 22, 1970

as of December, 1969, will provide the necessary funds to complete the program.

Ordinance 96969 - 9210 Oil Waste Study - Funds required to carry on additional studies.

FAK:vl

29

Budget 7-29

THE CITY OF SEATTLE
EXECUTIVE DEPARTMENT
BUDGET OFFICE
MEMORANDUM

FROM GEORGE D. SMITH, Budget Director GDS DATE October 24, 1969

TO ALL DEPARTMENT HEADS

SUBJECT ABANDONMENTS

x- bds. misc

Consistent with the policy established in the 1969 Budget Manual, it is the intention of the Budget Office to discourage, to the fullest extent possible, all departments from carrying over unencumbered appropriations from year to year.

To further this policy, the Budget Office will again request the abandonment of all unencumbered 1969 and earlier budget items and all miscellaneous appropriations from all funds made prior to July 1, 1969.

The only exceptions to this general rule will be those items or appropriations which the various departments request, accompanied with sufficient justification, to be carried over. Justification should include brief statements as to the original intent of the budget item or appropriation, the degree to which the intent has been accomplished (if applicable) and the purpose for which the item should be carried over.

In order to get a preliminary estimate of probable abandonments for each fund and department, I am requesting all Department Heads to submit to this office no later than November 20 a preliminary list of ordinances which are deemed necessary to be carried over. This will be only a preliminary list which each Department will have the opportunity of reviewing again before the actual abandonment procedure commences, shortly after the first of the year.

CP/gm

	DATE	INITIAL
ACTION		
HEL		
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INFORMATION		
RWM		
PMB		

SEATTLE ENG DEPT
OCT 27 12 38 PM '69

29

LBA:GC
4-7-69

~~14455~~

#6

ORDINANCE 97712

AN ORDINANCE carrying over the unexpended and unencumbered balances in certain 1968 Budget appropriations made from the General Fund, Seattle Center Fund, City Street Fund, Enginsering Department Operating Fund, Employees Retirement Fund, Garbage Utility Fund, Light Fund and Water Fund, to the respective items in the 1969 Budget.

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. That the unexpended and unencumbered balances remaining in the 1968 Budget in certain appropriations specified in C.F. 263188 from the General Fund, Seattle Center Fund, City Street Fund, Engineering Department Operating Fund, Employees Retirement Fund, Garbage Utility Fund, Light Fund and Water Fund, in the following ordinances, to wit: 96300, 94416, are hereby carried over to the designated items in the 1969 Budget; provided, that nothing herein shall affect the validity of any expenditures made under the authority of said ordinances, all as recommended by the City Comptroller in C.F. 263188.

Section 2. (30 day ending)

APPROVED: MAY 7 1969

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Budget

LBA:GC
4-14-69

~~14490~~

#6

ORDINANCE 97711

AN ORDINANCE abandoning the unexpended and unencumbered balances in certain 1967 and 1968 appropriations made from the General Fund, Park Fund, Library Fund, City-County Health Fund, Seattle Center Fund, City Street Fund, Meat Inspection Fund, Tax Property Sales Fund, Special Nursing Fund, Emergency Fund, Cumulative Reserve Fund, Arterial City Street Fund, Treasurer Operating Fund, Engineering Department Operating Fund, Purchasing Agent's Revolving Fund, Public Health Revolving Fund, Urban Renewal Operating Fund, Motor Transportation Fund, Employees Retirement Fund, Garbage Utility Fund, Light Fund, Sewer Fund, Water Fund, Arterial Improvement Bonds 1954 Fund, Seattle Park Improvement Bonds 1960 Fund, Municipal Sewerage 1959 Construction Fund and Building Department Operating Fund.

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. That the unexpended and unencumbered balances remaining in certain 1967 and 1968 appropriations specified in C.F. 263189 from the General Fund, Park Fund, Library Fund, City-County Health Fund, Seattle Center Fund, City Street Fund, Meat Inspection Fund, Tax Property Sales Fund, Special Nursing Fund, Emergency Fund, Cumulative Reserve Fund, Arterial City Street Fund, Treasurer Operating Fund, Engineering Department Operating Fund, Purchasing Agent's Revolving Fund, Public Health Revolving Fund, Urban Renewal Operating Fund, Motor Transportation Fund, Employees Retirement Fund, Garbage Utility Fund, Light Fund, Sewer Fund, Water Fund, Arterial Improvement Bonds 1954 Fund, Seattle Park Improvement Bonds 1960 Fund, Municipal Sewerage 1959 Construction Fund and Building Department Operating Fund, in the following ordinances, to wit:

87619, 88554, 88952, 88399, 88315, 89260, 89320, 89877, 90804, 90312, 90935, 90203, 90582, 90870, 91604, 91609, 91702, 91103, 91556, 91431, 91301, 91717, 91568, 92697, 92549, 92604, 92347, 92538, 92273, 92967, 92776, 92609, 92148, 92094, 92747, 92175, 93502, 93504, 93667, 93920, 93965, 93548, 93998, 93705, 93509, 93036, 93862, 93829, 93175, 93764, 93899, 94402, 94404, 94494, 94709, 94156, 94624, 94640, 94782, 94014, 94301, 94573, 94271, 94986, 94409, 94882, 94359, 94644, 94752, 94783, 94955, 94430, 95046, 95402, 95401, 95587, 95404, 95403, 95964, 95406, 95432, 95430, 95431, 95760, 95916, 95919, 95955, 95233, 95236, 95255, 95374, 95769, 95805, 95887, 95414, 95415, 95421, 95420, 95426,

29

95409, 95410, 95411, 95593, 95944, 95975, 95299, 95429, 96300, 96306, 96569, 96730, 96995, 96050, 96084, 96224, 96415, 96425, 96210, 96357, 96513, 96532, 96608, 96626, 96704, 96984, 96524, 96599, 96217, 96241, 96632, 96776, 96929, 97218 and 97069 are hereby abandoned and shall revert to the respective funds from which such appropriations were made; provided, that nothing herein shall affect the validity of any expenditures made under the authority of said ordinances, all as recommended by the City Comptroller in C.F. 263189.

Section 2. (30 day ending)

APPROVED: MAY 7 1969

Re Ord 96224 - See Ords 38-31

29

Budget 7-29

City of Seattle

OFFICE OF THE COMPTROLLER
Seattle, Washington 98104

C. G. ERLANDSON
CITY COMPTROLLER

JOHN B. KELLUM
CHIEF DEPUTY COMPTROLLER

ROUTING	DATE	INITIAL
ACTION		
FILE	✓	
INFORMATION		
PMB		
JEA		
LWJ		
WEFS		

MAY 6, 1969

SEATTLE ENG DEPT
MAY 13 1 57 PM '69

HONORABLE FLOYD C. MILLER
MAYOR
CITY OF SEATTLE

DEAR SIR:

THE CITY COUNCIL AT ITS MEETING ON MAY 5, 1969, ADOPTED THE RECOMMENDATION OF ITS FINANCE COMMITTEE ON THE FOLLOWING MATTER:

COMPTROLLER'S FILE NO. 263189, REQUEST OF CITY COMPTROLLER FOR ABANDONMENT OF UNEXPENDED BALANCES IN 1967 AND 1968, ET AL. APPROPRIATIONS. COMMITTEE RECOMMENDS THAT WITH THE EXCEPTION THEREFROM OF THE BALANCE SHOWN FOR THE ENGINEERING DEPARTMENT -- ORDINANCE 96300 -- STREET TRIANGLE IMPROVEMENTS, THAT THE SAME BE GRANTED.

VERY TRULY YOURS,

C. G. ERLANDSON
COMPTROLLER AND CITY CLERK

BY:
DEPUTY CITY CLERK

JF/DA

CC: CITY ENGINEER

29

Budget
1/12

January 10, 1969

Holding Over 1968 Appropriations

Mr. George D. Smith, Budget Director
City of Seattle
1028 Seattle Municipal Building
Seattle, Washington 98104

Dear Mr. Smith:

We respectfully request that the following unexpended and unencumbered balances of ordinance appropriations alloted for 1968 be carried forward for expenditures during 1969:

SEWER FUND

Fd	Dp	Acct	Ord	TITLE	Amount to Hold	
55	22	554	88597	St. Sewer E. Garfield St.	Entire	Balance
		558	90179	Freeway Sewer	"	"
		564	90687	Relocate Freeway Sewer	"	"
		566	91174	Freeway Sewer Construction	"	"
		575	92003	Storm Drain Evergreen Pt Bridge	"	"
		583	92865	Sewer Inspection Equipment	"	"
		590	93619	Storm Sewer South Bayview	"	"
		596	94039	Acq. Sewer Easement	"	"
		613	95626	Sand Point Metro Sewer	"	"
		619	96248	Fairmount S.W. Sewer	"	"
		621	96508	Telemetering Phase 3	"	"
		622	96599	Westlake Mercer Sewer	"	"

29

Fd	Dp	Acct	Ord	TITLE	Amount to Hold
55	22	625	96898	Freeway Repairs	Entire Balance
		626	96911	Sewer Meter Pier 91	" "
		627	96889	10th South Storm Drains	" "
		628	96889	South Seattle Redevelopment	" "
		629	96992	Separation Sewers	" "
		630	97042	Aid to LID 6368	" "
		903	96300	Machinery & Equipment	" "
		907	96300	Other Fixed Assets	" "
		911	97139	Aid to LID 6362	" "
		912	97168	Culpepper Sewer	" "
		913	97197	Aid to LID 6369	
				MUNICIPAL SEWAGE 1959 CONSTRUCTION FUND	
79	22	926	88284	Bangor St. & 51st South	Entire Balance
		927	88285	Sewer Stbs E. 55th & 8th N.	" "

Reasons for holding over appropriations:

SEWER FUND

554 Awaiting bill from State of Washington for City's portion of construction costs under Freeway agreement.

558 Same as 554

564 " " "

566 " " "

575 " " "

583 Hold for purchase of additional TV inspection equipment.

590 Same as 554

596 To be used to obtain right of way for sewer relocation as may be required to maintain the existing sewer system.

29

613 Job essentially completed but balance is needed to pay final job costs to be paid in 1969.

619 Same as 613

621 Funds needed to finance continuation of telemetering program in 1969.

622 Same as 613

625 Same as 554

626 Meter has been ordered. Construction of meter chamber yet to be accomplished.

627 Funds needed to finance construction currently in progress or incomplete as of January 1, 1969.

628 Same as 627

629 " " "

630 " " "

903 The 1969 budget allowance includes $12,000 for purchase of a jet sewer cleaner. Since we made the request a superior model has been placed on the market. It is respectfully requested that the full amount of the 1968 903 appropriation be held over to partially finance the additional cost which will be approximately $18,000.

907 For the purchase of six ventilating blowers. These have been requisitioned but purchase order has not been issued.

911 Same as 627

912 " " "

913 " " "

29

MUNICIPAL SEWAGE 1959 CONSTRUCTION FUND

926 Funds needed to finance construction currently in progress. The final phase of this job is estimated to cost $65,000.

927 Awaiting bill from State of Washington for City's portion of construction costs under Freeway agreement.

Yours very truly,

ROY W. MORSE
City Engineer

By

H. E. LARSON, Director
Administrative Services

BWB:dfb

29

Budget

to

January 10, 1969

Mr. George D. Smith
Budget Director
City of Seattle

Dear Sir:

We respectfully request that the following unexpended and unencumbered balances allotted for 1968 be carried forward for expenditure during 1969:

GARBAGE UTILITY FUND

Ordinance	Code	Description	Amount
96300	53-0300-881	Garbage Collection Contracts	Balance available
	888	Interest	" "
	901	Local Improvement Assessments	" "
96203	53-0300-920	Kent Highlands	" "

Reasons for the requests are as follows:

881 To pay 1968 expenses in 1969.
888 " " " " " "
901 Possible assessment for local improvement.
920 Project not yet completed.

Your favorable consideration of this request will be greatly appreciated.

Yours very truly,

ROY W. MORSE, P. E.
City Engineer

By
H. E. LARSON, Director
Administrative Services

HEC:vl

Concurrence Prior to Signature	
HEC	HEC

29

Budget 7-29

1/10

January 10, 1969

Mr. George D. Smith
Budget Director
City of Seattle

Dear Sir:

We respectfully request that the following unexpended and unencumbered balances allotted for 1968 be carried forward for expenditure during 1969:

ORDINANCE	CODE	DESCRIPTION	AMOUNT
City Street Fund			
96300	05-0300-892	Sealcoating Program	Balance available
	893	Temporary Walkway Constr.	" "
	894	Asphalt Resurfacing	" "
	895	Engineering Studies	" "
	896	Bridge Maintenance	" "
	897	Arterial Plan & Priority Studies	" "
	901	Advance Land Acquisition	" "
	911	Traffic Channelization	" "
88733	05-0300-555	Plan Arterial & City Streets	" "
90561	562	Temp. Drainage Facilities	" "
90947	564	Replace Seawall	" "
91405	567	Relocate Freeway Sewers	" "
91968	572	Right of Way Improv. N. E. 71st	" "
91969	573	Drainage at N. E. 75th & 85th	" "
91970	574	Storm Sewers N. E. 75th	" "
92122	580	Sound Way S. W. Studies	" "
92282	587	Planning Charles St. Shops	" "
92538	594	Acquire Property for Street Purposes	" "
92775	05-0300-600	Thompson Expressway	" "
92850	602	Improve Alaskan Way Seawall	" "
93568	621	Improve Streets by Freeway	" "
93667	627	Acquire Land for Street Purposes	" "
93942	638	Longfellow Storm Drains	" "
94156	643	Acquire Property for Streets	" "
94640	655	" " " "	" "
95038	662	Plan Harbor Island Development	" "
96176	680	Repair Montlake Bridge	" "
96204	681	Meridian Ave. et al	" "

Concurrence Prior to Signature	
FAK	7216

29

Mr. George D. Smith
January 10, 1969

ORDINANCE	CODE	DESCRIPTION	AMOUNT	
City Street Fund Cont.				
96315	05-0300-683	Aid to LID 6354	Balance available	
Emergency Fund				
96020	16-0300-911	Vacation Appraisals	"	"
96081	912	Impr. James Columbia Parking	"	"
96097	913	Plum Lk. Union Sewer Repair.	"	"
96209	914	Landscape Triangles	"	"
96211	915	Widen Various Streets	"	"
Cumulative Reserve Fund				
90948	17-0300-958	Reimburse Park Fund	"	"
Arterial City Street Fund				
96300	18-0300-901	Asphalt Resurfacing	"	"
	902	Traffic Control Rev. & Mod.	"	"
	903	Repair Admiral Way Bridge	"	"
	904	Replace Bridge Curbs & Rails	"	"
	919	Aurora N. 130th Overpass	"	"
92467	926	Remodel Bridge Towers	"	"
92922	940	Convert Power Bridges	"	"
93473	943	Mercury Vapor Lighting	"	"
93794	950	N. E. Pacific Street	"	"
94019	953	Repair Bridge Structure	"	"
94256	956	Underground Wiring	"	"
94581	957	" " 1st Hill	"	"
94604	958	Univ. Dist. Underground Wiring	"	"
94654	959	New Traffic Signal System	"	"
94778	963	Constr. Klikitat S. W.	"	"
95335	965	N. E. Pacific Acquire Property	"	"
95360	966	S. W. Spokane Bridge	"	"
95352	967	Design W. Seattle Freeway	"	"
95449	968	Mercer Conn. Bay Freeway	"	"
96342				
Engineering Department Operating Fund				
96300	23-0300-644	Services of Govt. Agencies	$4,000.00	
	902	Structures and Improvements	Balance available	
	903	Machinery and Equipment	"	"
	905	Furniture & Office Equipment	"	"
Seattle General Arterial Bonds 1954 Fund				
89518	65-0300-942	Empire Expressway	"	"

29

Mr. George D. Smith
January 10, 1969

ORDINANCE	CODE	DESCRIPTION	AMOUNT
General Street Improvement Bonds 1960 Fund			
90398	72-0300-926	Mercer St. Conn. to Freeway	Balance available
90449	928	Empire Expressway	" "
90740	930	Montlake Tube	" "
90889	931	Relocate W/M R. H. Thomson	" "
92003	935	Storm Drain Evergreen Pt. Bridge	" "
92006	936	Temporary Arboretum Lk. Wash. Blvd.	" "
93470	938	Study Union Bay Crossing	" "
94779	939	Engr. Services - Thomson Express	" "
96184	942	Thomson Testing	" "

Reasons for the requests are as follows:

City Street Fund

892 This is an ongoing program for which no funds were requested for 1969

893 Incomplete "work order" outstanding.

894 same as 893

895 CBD Transportation Study still in progress. No funds requested for 1969.

896 Work incomplete - outstanding contract and work orders.

897 Unused funds are to be accumulated per six-year CIP.

901 same as 897.

911 Several job locations not completed.

555 Funds required for preliminary design on projects prior to special appropriation. This ordinance has been replenished several times.

562 Outstanding work not completed.

564 " " " "

29

Mr. George D. Smith
January 10, 1969

Reasons for requests continued:

567 Funds required for payment to the State, per Freeway agreements.

573 same as 567.

574 same as 567.

580 Project not completed.

587 Funds provided for use by the Building Department. Work incomplete.

594 Required for future land acquisition. Suggest the balance be transferred to Account 901

600 Work in progress.

602 Work in progress.

621 Work in progress.

627 same as 594.

638 Design work begun on Phase II.

643 same as 594.

655 same as 594.

680 Work in progress.

681 Work in progress.

683 Work in progress.

Recovery Fund

911 Continuous program.

913 Work in progress.

913 Forward Thrust project.

914 Work in progress.

915 Work in progress.

29

Mr. George D. Smith
January 10, 1969

Reasons for requests continued:

Cumulative Reserve Fund

958 Right of Way section negotiating for property chargeable to this ordinance.

Arterial City Street Fund

901 Work in progress.

902 Work in progress.

903 Work in progress.

904 Work in progress.

919 Work in progress.

926 Work in progress.

940 Request has been made to use these funds for conversion on the University Bridge.

943 Work in progress.

950 Work in progress.

953 Work in progress.

956 Work in progress.

957 Work in progress.

958 Work in progress.

959 Work in progress.

963 Bill for moving railroad tracks to be billed.

965 Work in progress.

966 Work in progress.

967 Work in progress.

968 Work in progress.

Engineering Department Operating Fund

644 Funds required for wrecker service on the floating bridge, billed by the State. 29

Mr. George D. Smith
January 10, 1969

Reasons for requests continued:

Engineering Department Operating Fund (Continued)

902 Job order for remodeling issued to the Building Department.

903 Funds required for replacement of costly-to-maintain equipment.

907 Purchase orders in transit and equipment needed for additional employees authorized in 1968 but not hired.

Seattle General Arterial Bonds 1964 Funds

942 Work in progress.

General Street Improvement Bonds 1960 Fund

926 Total amount due the State.

928 Work in progress.

930 Work in progress.

931 Work in progress.

935 Invoice to come from State.

936 Work in progress.

938 Work in progress.

939 Work in progress.

942 Work in progress.

Yours very truly,

ROY W. MOSER, P. E.
City Engineer

By
H. E. LARSON, Director
Administrative Services

HAK:vl

29

Mr. George D. Smith
January 10, 1969

CONTRACT	CODE	DESCRIPTION	AMOUNT
Additional Emergency Fund			
91183	16-0300-935	Water Meters	Balance available
93855	946	Drainage S. Graham	" "
94856	952	Fortson Square	" "
95612	961	Storm Drain 24th S. W.	" "
95700	962	Repair McGilvra Slide	" "

Reasons for request:

935 Ongoing program.

946 Due the State per agreement.

952 On contract.

961 In progress.

962 Funds required to pay miscellaneous court costs - result of Tennis Club suit.

29

Budget 7-27

OFFICE OF THE MAYOR – CITY OF SEATTLE

69 JAN 6 AM 10 06

J. D. Braman, Mayor

January 2, 1969

ROUTING	DATE	INITIAL
ACTION		
HEL		
FILE	✓	
INFORMATION		
~~BWM~~	GWM	1-10
PMB	18	
DLJ		

Mr. Roy W. Morse
City Engineer

Dear Sir:

You will recall that in the 1969 Budget Manual, departments were advised that it would be the policy of the Budget Office to discourage, to the fullest extent possible, the carrying over of unencumbered appropriations from year to year.

To carry out this policy, we intend to write off all unencumbered 1968 and earlier budget items and the miscellaneous appropriations from all funds made prior to January 1, 1968.

We realize, however, that it may be necessary in some instances to make exceptions to this general policy. Thus, if there are any appropriations you feel are essential to have considered as exceptions, it will be necessary to send a letter to the Budget Office by January 10 itemizing the appropriations you wish held over.

A proper justification must be included for each item. The amount and type of justification required will vary with the nature of the carry-over requested. For a project which has been under construction and is simply not finished, only a statement to this effect will be required.

For a project which has not been started or which has been inactive for a long period of time, it will be necessary to explain the reasons for the delay and when it is expected that work will begin. Also, if the work is not to commence within a very short time, explain why the appropriation should not be written off and rebudgeted in the future.

Sincerely yours,

George D. Smith
Budget Director

29

GDS:vm
Copy to Hank Larson

Budget

COMMITTEE OF THE WHOLE October 14, 1968:

On motion, duly seconded and carried, the Council resolved itself into a Committee of the Whole.

On motion, duly seconded and carried, Mr. Best was elected Chairman of the Committee of the Whole. All members present except Mr. Alexander and Mr. Miller who were excused.

The meeting was called to order for the purpose of hearing from representatives of city employees in regard to the Mayor's Proposed 1969 Budget for the City of Seattle. (File No. 261848)

The Chairman called on Mr. George Smith, Budget Director, for an opening statement in which he stated that $ 1,750,000 has been set aside in the 1969 Budget for salary adjustments.

The Chairman then announced that Carl F. Norman, Director, Legislative Audits and Services, or George Smith, Budget Director, would try to answer any questions from the audience.

The following persons then spoke:

Mr. Dick Klinge, President, Joint Crafts Council
Mr. Earl Hamel, Business Representative, Automotive Sheet Metal Workers, Local 387
Mr. Edgar Wilson, Business Representative, Automotive Machinists Lodge, Local No. 289
Mr. Jerry Kane, International Brotherhood of Teamsters, Local No. 154
Mr. Jim O'Brien, President, Boilermakers Union, Local No. 104
Mr. Harry Carr, Carpenters District Council
Mr. Red Carney, Cooks and Assistants Union, Local No. 33
Mr. Ed Olsen, International Brotherhood of Electrical Workers, Local No. 46
Mr. Frank Polsak, Legal Counsel, International Union of Operating Engineers, Local No. 302

(page 182)

Mr. James Fretwell, Business Representative, Public Service Employees Union, Local No. 1239
Mr. Albert G. Ross, Business Manager, Professional and Technical Engineers Association, Local No. 17
Mr. C. P. Jones, Machinists Union, Local No. 79
Mr. Roy Shaffer, Business Representative, Operating and Stationary Engineers, Local No. 286
Mr. Dick Klinge, Secretary-Treasurer, Garage, Parking & Service Station Attendants, Local No. 309
Mr. Wm. Riley Sturgeon, International Representative, International Brotherhood of Firemen and Oilers, Local No. 193 (Library)
Mr. Hunter J. Howard, President, City Fire Fighters, Local 27
Mr. Bert Marriott, President, Civil Service League
Mr. Gerald Hedman, Professional Personnel Employees Association (Civil Service Dept.)
Mr. John Starcevich, Assistant Business Manager, International Brotherhood of Electrical Workers, Local No. 77
Mr. Harvey Miller, Business Agent, Bridgetenders (who will be retiring)
Mr. Dan Fievez, new Business Agent, Bridgetenders

At the conclusion of the hearing, motion was made, seconded, and carried that the Committee of the Whole, having met to hear from representatives of city employees in regard to the Mayor's Proposed 1969 Budget, recommend to the Council that the Committee rise, report progress, and beg leave to sit again.

Thereafter, at 4:35 p.m., the Committee of the Whole arose and reported to the Council as above set forth; and the Council, seven members being present and voting, adopted said report of the Committee of the Whole.

10-14-68 * * * * *

WCH:ej

(page 2 of 2)

Budget

Ex-Tax

COMMITTEE OF THE WHOLE October 7, 1968:

On motion, duly seconded and carried, the Council resolved itself into a Committee of the Whole.

On motion, duly seconded and carried, Mr. Best was elected Chairman of the Committee of the Whole. All members present except Mr. Alexander and Mr. Miller who were excused.

The Committee of the Whole considered:

C.B. No. 88686 — Fixing the rate of taxes to be levied, and levying the same upon all taxable property, both real and personal, in the City of Seattle, to finance the departments and activities of the government of said City, and to provide for the General Obligation Bond interest and Redemption requirements for the year beginning the first day of January, 1969.

Motion was made by Mr. Smith, and seconded by Mr. Carroll, that the same be recommended for passage. Motion carried.

Motion was made by Mrs. Lamphere, and seconded by Mr. Smith, that the City Council postpone its public hearing (scheduled by adoption of Resolution No. 21676) on the proposed 1969 Budget of the City of Seattle from 3:15 p.m., today (Monday, October 7, 1968) to Monday, October 21, 1968, at 3:15 p.m., before the Committee of the Whole. Motion carried.

Thereafter, at 3:25 p.m., the Committee of the Whole arose and reported to the Council as above set forth; and the Council, seven members being present and voting, adopted said report of the Committee of the Whole.

C.B. No. 88686 Passed 7 in favor 0 against

* * * * *

WCH:ej

27

Budget 7-24

12/5

December 4, 1968

Mr. George D. Smith
Budget Director
City of Seattle

Dear Sir:

We respectfully request that the following budget item transfers be authorized:

From:

23-0300-677	Construction Equipment Expense	$15,000
23-0300-863	Convention and Travel	100

To:

23-0300-611	Social Security	15,000
23-0300-857	Educational Expense	100

Account No. 611 requires additional funds due to increased personnel granted the department. The transfer from Convention and Travel to Educational Expense will enable us to charge the costs of the annual Road and Street Maintenance Supervisors' School to the proper account.

Yours very truly,

ROY W. MOSER, P. E.
City Engineer

sgd. P. M. Buswell

By
PHILLIP M. BUSWELL, P. E.
Prin. Asst. City Engineer

HEL:vl

Concurrence Prior to Signature	
HEL	

26

Budget 7-25

ROUTING	DATE	INITIAL
ACTION		
FILE	✓	
INFORMATION		
PMB	12/[illegible]	
WEPS		
HEL		

EXECUTIVE DEPARTMENT

Budget Office

Memorandum

December 3, 1968

TO: ALL DEPARTMENT HEADS

FROM: GEORGE D. SMITH

As of this date, all requests or other communications requiring Budget Office approval or other Budget Office action must include an original and at least two copies.

Note new address: 1028 Municipal Building.

HE:vm
Copy to Hank Larson

SEATTLE ENG DEPT
DEC 12 2 20 PM '68

25

Budget

ORDINANCE NO. 97307

AN ORDINANCE adopting a budget for The City of Seattle for the year 1969.

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. That the annual Budget submitted, as contemplated under Chapter 7, Laws of 1967, Regular Session, (RCW Ch. 35.32A), by the Mayor and filed as C. F. 261848 with the following modifications, to-wit:

(a) Adjustments recommended by the Mayor and contained in C. F. 262226; and

(b) Recommendations of the Budget Committee of the City Council for modifications, as adopted by amendments by the City Council on December 2, 1968 and set forth in C. F. 262300

is hereby adopted. Should any budget recommendation adjustment, modification, or amendment conflict, the last in time shall control.

Section 2. This ordinance shall take effect and be in force thirty days from and after its passage and approval, if approved by the Mayor; otherwise it shall take effect at the time it shall become a law under the provisions of the city charter.

Passed by the City Council the 2nd day of December, 1968, and signed by me in open session in authentication of its passage this 2nd day of December, 1968.

FLOYD C. MILLER,
President of the City Council.

Approved by me this 4th day of December, 1968.

J. D. BRAMAN,
Mayor.

Filed by me this 4th day of December, 1968.

Attest: C. G. ERLANDSON,
City Comptroller and City Clerk.

(Seal) By W. A. PERINE,
Deputy Clerk.

Publication ordered by C. G. ERLANDSON, Comptroller and City Clerk.

Date of official publication in the Daily Journal of Commerce, Seattle, December 7, 1968.

(C-207)

#6

Ditto

ORDINANCE 97305

AN ORDINANCE adopting a budget for The City of Seattle for the year 1969.

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. That the annual Budget submitted, as contemplated under Chapter 7, Laws of 1967, Regular Session, (RCW Ch. 35.32A), by the Mayor and filed as C.F. 261848 with the following modifications, to wit:

(a) Adjustments recommended by the Mayor and contained in C.F. 262226; and

(b) Recommendations of the Budget Committee of the City Council for modifications, as adopted by amendments by the City Council on December 2, 1968 and set forth in C.F. 262300

is hereby adopted. Should any budget recommendation adjustment, modification, or amendment conflict, the last in time shall control.

Section 2. 30-day ending

APPROVED: December 4, 1968

Ditto cc: M1 - SW Admiral Way (N) Bridge
Ord 95435

24

Budget LBA:GC 10-22-68

(To be [redacted] for all Ordinances except Emergency.)

21 EPS
Nolan (2) CF
Jones
Fark (3)
HEL

ORDINANCE 97216 97216

AN ORDINANCE carrying over the unexpended and unencumbered balances in certain 1967 Budget appropriations made from the General Fund, Park Fund, City-County Health Fund, Engineering Department Operating Fund, Motor Transportation Fund, Building Department Operating Fund and Seattle Center Fund to the respective items in the 1968 Budget.

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. That the unexpended and unencumbered balances remaining in the 1967 Budget in certain appropriations specified in C. F. 261945 from the General Fund, Park Fund, City-County Health Fund, Engineering Department Operating Fund, Motor Transportation Fund, Building Department Operating Fund and Seattle Center Fund in the following ordinances, to wit: 95401, 95402, 95404, 95407, 95415, 95426, 95430 and 95432 are hereby carried over to the designated items in the 1968 Budget; provided, that nothing herein shall affect the validity of any expenditures made under the authority of said ordinances, all as recommended by the City Comptroller in C.F. 261945.

Section 2. This ordinance shall take effect and be in force thirty days from and after its passage and approval, if approved by the Mayor; otherwise it shall take effect at the time it shall become a law under the provisions of the city charter.

Passed by the City Council the 4 day of November, 1968, and signed by me in open session in authentication of its passage this 4 day of November, 1968.

Floyd C. Miller
President of the City Council.

Approved by me this 7 day of November, 1968.

N. Braman
Mayor.

Filed by me this 7 day of November, 1968.

C. G. Gilandson
Attest: City Comptroller and City Clerk.

(SEAL)

By W. A. Perine
Deputy Clerk.

Published

23

CSS 8.1.6

Budget

LBA:GC
10-22-68

ORDINANCE 97215

AN ORDINANCE abandoning the unexpended and unencumbered balances in certain appropriations made from the General Fund, Park Fund, Library Fund, City-County Health Fund, Meat Inspection Fund, Special Nursing - Visiting Nurse Service, Emergency Fund, Cumulative Reserve Fund, Engineering Department Operating Fund, Public Health Revolving, Urban Renewal Operating Fund, Motor Transportation Fund, Employees' Retirement System, Building Department Operating Fund and Seattle Center Fund.

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. That the unexpended and unencumbered balances remaining in certain appropriations specified in C. F. 261949 from the General Fund, Park Fund, Library Fund, City-County Health Fund, Meat Inspection Fund, Special Nursing - Visiting Nurse Service, Emergency Fund, Cumulative Reserve Fund, Engineering Department Operating Fund, Public Health Revolving, Urban Renewal Operating Fund, Motor Transportation Fund, Employees' Retirement System, Building Department Operating Fund and Seattle Center Fund, in the following ordinances, to wit: 95402, 94401, 94402, 89802, 94403, 94404, 93144, 94871, 95492, 95404, 95405, 94406, 94407, 95407, 95803, 95418, 95035, 95359, 95785, 94382, 95775, 94677, 95193, 95766, 94077, 95103, 94791, 94635, 94414, 94415, 94420, 95413, 94426, 95427, 95417, 94429, 94430, 94432 and 94431 are hereby abandoned and shall revert to the respective funds from which such appropriations were made; provided, that nothing herein shall affect the validity of any expenditure made under the authority of said ordinances, all as recommended by the City Comptroller in C. F. 261949.

Approved NOV 7 1968
Eff. 30 Days

2,2

Budget

LBA:ISW
11-4-68

ORDINANCE 97286

AN ORDINANCE relating to the Sewerage Utility; authorizing an increase in certain items in the 1968 Budget of the said utility, and making an appropriation from the Sewer Fund therefor.

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. That as requested by the City Engineer in C.F. 262132 the items "Sewer Service Charges," "Billing & Collection Expense," "State Business Activity Tax," "City Occupational Tax," and "Services Performed by Engineering Department" in the 1968 Budget of the Sewerage Utility are hereby increased in the sums of $230,000, $5,000, $2,000, $12,000, and $25,000, respectively, which amounts, or so much thereof as may be necessary are hereby appropriated from the Sewer Fund for expenditures for Sewerage Utility purposes not contemplated in the 1968 Budget of said utility, and the City Comptroller is authorized to draw and the City Treasurer to pay the necessary warrants and make the necessary transfers.

Section 2. (30 day ending)

APPROVED: NOV 14 1968

21

Budget

10/21

October 21, 1968

Mr. George D. Smith
Budget Director
City of Seattle

Dear Sir:

We respectfully request that legislation be authorized to increase the following budget items:

55-2200-631	Sewer Services	$230,000.00
-649	Billing & Collection Expense	5,000.00
-805	State Business Activity Tax	2,000.00
-806	City Occupational Tax	12,000.00
-899	Services Performed by the Engineering Department	25,000.00

Account 55-2200-631: Metro charges are running approximately 3% over the budgeted amount.

Account 55-2200-649: Data Processing charges are over the estimated amount.

Accounts 55-2200-805/806: Revenue is slightly over the expected amount. The increase is required to pay tax on same.

Account 55-2200-899: This account was used to reimburse the Engineering Operating Fund for consultant and appraisal fees prior to special appropriations. An additional appropriation is needed for the balance of 1968.

The increases in the Sewer Fund budget accounts are to be financed from current revenues. If revenues should lag, we will cut future expenses or our Capital Improvement Program.

Your approval of this request is appreciated.

Yours very truly,

ROY W. MORSE
City Engineer

By
W. E. P. SMITH
Office Engineer

Concurrence Prior to Signature
JAC EGK
HEL

FAK/HEL:vl

21

Budget

LBA:ISW
11-4-68

ORDINANCE 97237

AN ORDINANCE relating to the Garbage Utility; authorizing an increase in the item "Services Performed by Engineering Department" in the 1968 budget of said utility and making an appropriation from the Garbage Collection and Disposal Fund therefor.

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. That the item "Services Performed by Engineering Department" in the 1968 budget of the Garbage Utility is hereby increased in the amount of Two Hundred Thousand Dollars ($200,000) and said sum or so much thereof as may be necessary is hereby appropriated from the Garbage Collection and Disposal Fund for expenditures for Garbage Utility purposes not contemplated in the 1968 budget of said utility, as recommended by the City Engineer in C.F. 262134, and the City Comptroller is authorized to draw and the City Treasurer to pay the necessary warrants and make the necessary transfers.

Section 2. (30 day ending)

APPROVED: NOV 14 1968

20

Budget

10/24

October 24, 1968

Mr. George D. Smith
Budget Director
City of Seattle

Dear Sir:

We respectfully request that legislation be authorized to increase the following budget item:

53-0300-899	Services Performed by the Engineering Department	$200,000.00

Account 53-0300-899: Unforeseen volume was handled by the transfer stations and disposal sites which increased our expense. Additional appropriation is needed for the balance of the year. Current revenues are sufficient to cover this additional appropriation.

Your approval of this request is appreciated.

Yours very truly,

ROY W. [redacted]
City Engineer

By
W. E. P. SMITH
Office Engineer

FAK/HEL:vl

Concurrence Prior to Signature	
FAK	
HEL	

20

Budget

10/21

October 21, 1968

Mr. George D. Smith
Budget Director
City of Seattle

Dear Sir:

We respectfully request that legislation be authorized to increase the following budget item:

53-0300-899	Services Performed by the Engineering Department	$325,000.00

Account 53-0300-899: Unforeseen volume was handled by the transfer stations and disposal sites which increased our expense. Additional appropriation is needed for the balance of the year. The increase is to be financed from revenue.

Your approval of this request is appreciated.

Yours very truly,

ROY W. MOSER
City Engineer

By
W. E. P. SMITH
Office Engineer

FAK/HEL:vl

Concurrence Prior to Signature	
FAK	FAK
HEL	HEL

30

Budget

JMT:ISW
11-1-68

H.E.L.
Nelson (2)
Jones
F.A.K. (3)
H.E.L.

CF

ORDINANCE 97285

AN ORDINANCE increasing the item "Materials and Supplies" in the 1968 Budget of the Engineering Department by a reimbursable appropriation from the Emergency Fund and declaring the emergency therefor.

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. That as requested by the City Engineer in C.F. 262131 the item "Materials and Supplies," segregation "Maintenance and Operation" in the 1968 Budget of the Engineering Department is hereby increased in the amount of Five Hundred Thousand Dollars ($500,000.00), which amount or so much thereof as may be necessary is hereby appropriated from the Emergency Fund reimbursable by an appropriation and transfer of a like amount hereby made and authorized from the Engineering Department Operating Fund, and the City Comptroller is authorized to draw and the City Treasurer to pay the necessary warrants and make the necessary transfers.

Section 2. WHEREAS, the appropriation herein made is to meet actual necessary expenditures of the City for which insufficient appropriation has been made due to causes which could not reasonably have been foreseen at the time of making the 1968 Budget; Now, Therefore, in accordance with Ch. 7, Section 8, Laws of Washington 1967, Regular Session, by reason of the facts above stated and the emergency which is hereby declared to exist, this ordinance shall become effective immediately upon the approval or signing of the same by the Mayor or passage over his veto, as provided by the Charter of the City.

Approved 11-14-68

PASSED by three-fourths vote of all the members of the City Council the _____ day of _____, 1968, and signed by me

Don't type

19

in open session in authentication of its passage this _____

day of _____, 1968.

_____
President of the City Council

Approved by me this _____ day of _____, 1968.

NOV 1 4 1968

_____
Mayor

Filed by me this _____ day of _____, 1968.

ATTEST: _____
City Comptroller and City Clerk

By: _____
Deputy

(SEAL)

Published _____

19

Budget

10/21

October 21, 1968

Mr. George D. Smith
Budget Director
City of Seattle

Dear Sir:

We respectfully request that legislation be authorized to increase the following budget item:

23-0300-700	Materials and Supplies	$500,000.00

Account 23-0300-700: Current funds are exhausted due primarily to extensive operations of the Garbage Utility and the Traffic Division signal program. Additional funds are required for operations for the balance of 1968. This account is recoverable from other funds.

Your approval of this request is appreciated.

Yours very truly,

ROY W. MOSER
City Engineer

By W. E. P. SMITH
Office Engineer

PAK/HEL:vl

Concurrence Prior to Signature	
PAK	
HEL	

19

Budget

10/18

October 18, 1968

Mr. George D. Smith
Budget Director
City of Seattle

Dear Sir:

We respectfully request that the following budget item transfers be authorized:

FROM:

23-0300-632	Abstracting & Reporting	$ 6,500.00
-637	Legal Services	7,500.00
-661	Purchased Utilities	16,000.00

TO:

23-0300-611	Social Security	20,000.00
-633	Appraisal Fees	5,000.00
-686	Radio & Signal Equipment Expense	5,000.00

Account No. 611 requires more funds due to increased personnel granted the department.

Account No. 633 - additional funds are required to pay for appraisals made where no special appropriation has been made.

Account No. 686 - approximately $1,400.00 of 1967 expenses were paid out of the current budget. Additional funds are needed to pay increased costs of maintenance.

Your approval of this request is appreciated.

Yours very truly,

ROY W. MOSER
City Engineer

By
W. E. P. SMITH
Office Engineer

WEP:vl

Concurrence Prior to Signature

HEL	

18

Budget

THE CITY COUNCIL OF THE CITY OF SEATTLE
1106 SEATTLE MUNICIPAL BUILDING
SEATTLE, WASHINGTON 98104

	DATE	INITIAL
ACTION		
HEL		
FILE	✓	
INFORMATION		
Dom		9-26
PMB	9/26	

September 18, 1968

TO: HEADS OF DEPARTMENTS OF CITY GOVERNMENT

FROM: COUNCILMAN TED BEST, CHAIRMAN, BUDGET COMMITTEE OF THE CITY COUNCIL

ITEM: SCHEDULE OF MEETINGS BETWEEN DEPARTMENTS AND COUNCIL COMMITTEES

Attached herewith is a schedule of meetings between various departments of City government and Council Committees during the month of October. The purpose of these meetings is for each Council committee to properly evaluate the 1969 budgets for the various departments, as recommended by the Mayor.

You will note that in most instances, an hour has been set aside for each department. Please come to the meeting prepared to discuss all phases of the budget with the Council committee. The Council committee will be asking each department head three basic questions:

1. In this proposed budget what substantial differences do you note from the requests made by you?

2. If this proposed budget is adopted, will you be able, adequately, to operate your department, performing those functions which are required of you?

3. If it becomes necessary to reduce this budget from 5%-10%, would you recommend an "across-the-board" reduction in your department? If not, where in your department would you recommend the 5%-10% reductions be made?

Until detailed classification and salary recommendations are available these matters will not be reviewed in the Council-Department Budget considerations at this time.

We ask you to come to the meeting, with whomever you desire from your department, prepared to answer the above three questions.

Thank you,

Ted Best

Councilman Ted Best
Chairman, Budget Committee

TB:ad
att.

SEP 23 3 08 PM '68

SEATTLE ENG DEPT

17

MONDAY, OCTOBER 7 -- JUDICIARY AND PERSONNEL COMMITTEE
9:00 - 10:00 -- Law Department
10:00 - 11:00 -- Municipal Courts
11:00 - 12:00 -- Civil Service Department

THURSDAY, OCTOBER 10 -- PLANNING COMMITTEE
2:00 - 3:00 -- Planning Commission
3:00 - 4:00 -- Building Department
4:00 - 5:00 -- Urban Renewal Division

MONDAY, OCTOBER 14 -- LICENSE COMMITTEE
9:00 - 10:00 -- Comptroller
10:00 - 11:00 -- Purchasing Division
11:00 - 12:00 -- Treasurer

FRIDAY, OCTOBER 18 -- PUBLIC SAFETY COMMITTEE
9:00 - 10:00 -- Fire Department
10:00 - 11:00 -- Police Department
11:00 - 12:00 -- Public Health Department

MONDAY, OCTOBER 21 -- STREETS AND SEWERS COMMITTEE
9:00 - 12:00 -- Engineering Department (all funds)

THURSDAY, OCTOBER 24 -- CITY UTILITIES COMMITTEE
11:00 - 12:00 -- Board of Public Works
2:00 - 3:00 -- Water Department
3:00 - 4:00 -- Lighting Department

FRIDAY, OCTOBER 25 -- FINANCE COMMITTEE
9:00 - 10:00 -- Employees' Retirement System
10:00 - 11:00 -- Mayor's Office
11:00 - 12:00 -- Motor Transportation Division
1:30 - 2:30 -- Human Rights Commission
2:30 - 3:30 -- Non-Departmental
3:30 - 4:00 -- Legislative

MONDAY, OCTOBER 28 -- PARKS AND PUBLIC GROUNDS COMMITTEE
9:00 - 10:00 -- Parks Department
10:00 - 11:00 -- Library Department
11:00 - 12:00 -- Seattle Center Department

17.

Budget 7-16

JMT:ME
7-29-68

CF

#6

ORDINANCE 96973

AN ORDINANCE increasing certain items in the 1968 Budget of the Engineering Department by reimbursable appropriations from the Emergency Fund and declaring the emergency therefor.

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. That as requested by the City Engineer in C. F. 261341 the items "Contractual Employment," "Expert and Consultant Services-General," "Materials and Supplies," "Office Supplies and Expense," and "Sundry Expense," segregation "Maintenance and Operation" in the 1968 Budget of the Engineering Department are hereby increased in the sums of Three Thousand Dollars ($3,000.00), One Hundred Thousand Dollars ($100,000.00), Three Hundred Fifty Thousand Dollars ($350,000.00), Twenty-seven Thousand Dollars ($27,000.00), and Forty Thousand Dollars ($40,000.00) respectively, which amounts or so much thereof as may be necessary are hereby appropriated from the Emergency Fund reimbursable by an appropriation and transfer of like amounts hereby made and authorized from the Engineering Department Operating Fund, and the City Comptroller is authorized to draw and the City Treasurer to pay the necessary warrants and make the necessary transfers.

Section 2. WHEREAS, the appropriation herein made is to meet actual necessary expenditures of the City for which insufficient appropriation has been made due to causes which could not reasonably have been foreseen at the time of making the 1968 Budget; Now, Therefore, in accordance with Ch. 7, Section 8, Laws of Washington 1967, Regular Session, by reason of the facts above stated and the emergency which is hereby declared to exist, this ordinance shall become effective immediately upon the approval or signing of the same by the Mayor or passage over his veto, as provided by the Charter of the City.

Approved Aug. 8, 1968

16

PASSED by three-fourths vote of all the members of the City Council the _____ day of _____, 1968, and signed by me in open session in authentication of its passage this _____ day of _____, 1968.

_____
President of the City Council

Approved by me this ____ day of AUG 8 1968, 1968.

_____
Mayor

Filed by me this ____ day of _____, 1968.

ATTEST: _____
City Comptroller and City Clerk

By: _____
Deputy

(SEAL)

Published _____

Devil type

16

Budget

7/5

July 2, 1968

Mr. George D. Smith
Budget Director
City of Seattle

Dear Sir:

X-WAB

As a result of the greatly increased activity in the Engineering Department, several of our 1968 Operating Fund budget line items are being expended at a rate much greater than anticipated. We, therefore, request the following increases:

Account 631 - Contractual Employment - $3,000

This account is primarily used to employ short-term engineering help when we are unable to obtain employees through the Civil Service Department or our own recruiting efforts.

Account 636 - Expert and Consultant Services - $100,000

This increase is primarily needed because of the Operating Fund having to finance consultant services on projects dealing with the Urban Arterial Board and Forward Thrust until actual appropriations can be made.

Account 700 - Materials and Supplies - $350,000

The budget allowance is $1,182,000. In the first five months over 65% of this amount has been expended, leaving us a balance of only a little over $400,000 for the remainder of the year.

Account 721 - Office Supplies - $27,000

This increase is primarily required because of the additional people we have hired which naturally results in a greater use of drafting paper and other rather expensive type of supplies. Another factor is the large number of N.C.R. receipt tickets which the Operating Fund purchases for the Garbage Utility.

Account 899 - Sundry Expense - $40,000

This item is being overspent because of such items as engineering equipment repairs, our recruiting program, the requirement for aerial photography and copy work, electronic data processing for other than accounting purposes and title insurance costs.

Consistency Prior to Signature

EAR	
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PMB	

(16)

Mr. George D. Smith
July 2, 1968

We wish to point out that the above Operating Fund expenditures are all reimbursable and none of these increases will result in requests for additional funds in the General Fund.

Yours very truly,

sgd. R. W. Morse
RAY W. MORSE
City Engineer

RWM:vl

16

Budget

CITY OF SEATTLE
EXECUTIVE DEPARTMENT
BUDGET OFFICE
610 MUNICIPAL BUILDING ▪ JU 3-2358

J. D. Braman, Mayor

ROUTING	DATE	INITIAL
ACTION		
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FAK		
FILE	✓	
INFORMATION		
~~RWM~~	RWM 6-29	
PMB		

June 24, 1968

JUN 24 2 07 PM '68
SEATTLE ENG DEPT

Mr. Roy W. Morse
City Engineer

Dear Sir:

Because of the many demands on the City's limited financial resources we are anxious to develop a preliminary revenue estimate as early as possible and certainly before we have to begin making decisions on 1969 Budget requests.

Will you please furnish us, as soon as possible, your best estimate of the probable amount of revenue we can expect in 1969 from each of the revenue items with which your department is involved.

We would appreciate an answer by July 8, even if some of the estimates might be subject to revision in light of later information. Please lable tentative estimates as such.

We also are asking at this time for any requests you may have for items and amounts to be included in the 1969 Non-Departmental Budget.

Sincerely yours,

Howard Embree

Howard Embree
Assistant Budget Director

HE:vm

15

Budget

SEATTLE ENG DEPT

APR 1 12 36 PM '68

ROUTING	DATE	INITIAL
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INFORMATION		
~~RWM~~	~~RWM~~	
PMB	4/2	PMB

no action per HEL

MEMORANDUM

March 29, 1968

To: Henry Larson, Director
Administrative Services, Engineering Department

From: Ronald Higby, Intern
Budget Office

Subject: Work Program Statistics - 1969 Budget.

Following our discussion yesterday, there appears to be two approaches to this problem.

I. Remove the reporting of these statistics from the Budget entirely. This would mean that interested parties would have to refer to the Annual Report of the Department in order to learn a full report of the Department's activities.

II. Modify the present statistics by considering the following changes:

Construction & Design --

Delete reference to value of design projects in process and completed.

Relate the miles of combined sanitary and storm sewers to man-hours and equipment used.

Delete the number of public projects under supervision.

Traffic Control --

This entire section is incomplete and fails to convey the true extent of the division's activities. Additional information should be included and some of the items should be deleted.

14

Street Maintenance --

The first three maintenance items are better developed in the 196 Statistical Report. These items are only partially useful.

The number of bridges, miles of subway and tunnels are not useful. Should be related to the level of service, man-hours, equipment mileage and hours.

Streets flushed and swept may need to be modified for multiple lane work.

Sewers --

The number of pumping stations and outfalls are not useful. Can this be related to a level of activity such as sewage per capita?

Garbage --

The numbers of disposal sites, refuse sites, and transfer stations are not useful. This could be more meaningful if related to hauling distance, vehicle usage and man-hours required.

Refuse dump tickets are to be replaced by some tonnage measure of other refuse dumped by non-city or non-contract vehicles.

The above is a distillation of my notes. The formula that the Engineering Department uses to show 44% for total overhead, of which 30% is fringe benefits, is a good idea that may have usefulness in a modified form to all of the other departments. If you have any suggestions or comments on the above, please let me know.

RH:vm
cc: Roy Morse
George D. Smith

14

Budget

March 22 , 1960

Mr. George D. Smith, Budget Director
City of Seattle
610 Municipal Building

Dear Sir:

We respectfully request that the following budget item transfer be authorized:

FROM:

23-0300-700	Materials and Supplies	$3,000

TO:

23-0300-857	Educational Expense	3,000

Very truly yours,

ROY W. MORSE
City Engineer

By
H. E. LARSON, Director
Administrative Services

HEL:vl

13

Budget

March 18, 1968

Mr. George D. Smith, Budget Director
City of Seattle
610 Municipal Building

Dear Sir:

We respectfully request that the following budget item transfer be authorized:

FROM:		
23-0300-700	Materials and Supplies	$15,000.00
TO:		
23-0300-633	Appraisal Fees	15,000.00

Very truly yours,

ROY W. MORSE
City Engineer

By
H. E. LARSON, Director
Administrative Services

FAK:vl

Concurrence Prior to Signature	
FAK	FAK

12

EMK:GC
1-29-68

Budget

~~13741~~

ORDINANCE 10182

AN ORDINANCE relating to the 1968 Budget; increasing the non-departmental item "Other Insurance" by an appropriation from the Emergency Fund and increasing the item "Insurance" in the budgets of the Engineering Department, the Executive Department (Motor Transportation Division) and the Park Department by reimbursable appropriations from the Emergency Fund and declaring the emergency therefor.

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. That as recommended in C. F. 259893 the item "Other Insurance" segregation "Maintenance and Operation" in the non-departmental 1968 Budget is hereby increased in the amount of Two Thousand Two Hundred Nine Dollars ($2,209.00) by an appropriation hereby made from the Emergency Fund; that the item "Insurance" segregation "Maintenance and Operation" in the 1968 Budget of the Engineering Department is hereby increased in the amount of Two Thousand Eight Hundred Nine Dollars ($2,809.00) by an appropriation hereby made from the Emergency Fund, reimbursable by an appropriation and transfer which is hereby made and authorized, of a like sum from the Engineering Operation Fund; that the item "Insurance" segregation "Maintenance and Operation" in the 1968 Budget of the Executive Department (Motor Transportation Division) is hereby increased in the amount of Nine Thousand Nine Hundred Seventy-five Dollars ($9,975.00) by an appropriation hereby made from the Emergency Fund, reimbursable by an appropriation and transfer which is hereby made and authorized, of a like sum from the Motor Transportation Fund; and that the item "Insurance" segregation "Maintenance and Operation" in the 1968 Budget of the Park Department is hereby increased in the amount of Six Hundred Twenty-four Dollars ($624.00) by an appropriation hereby made from the Emergency Fund, reimbursable by an appropriation and transfer which is hereby made and authorized of a like sum from the Parks and Recreation Fund.

Section 2. WHEREAS, the appropriation herein made is to meet actual necessary expenditures of the City for which insufficient appropriations have been made due to causes which could not reasonably have

been foreseen at the time of making the 1968 Budget; Now, Therefore, in accordance with Ch. 7, Section 8, Laws of Washington 1967, Regular Session, by reason of the facts above stated and the emergency which is hereby declared to exist, this ordinance shall become effective immediately upon the approval or signing of the same by the Mayor or passage over his veto, as provided by the Charter of the City.

Approved 2-8-68

PASSED by three-fourths vote of all the members of the City Council the_____day of_____, 1968, and signed by me in open session in authentication of its passage this_____day of_____, 1968.

_____
President of the City Council

Approved by me this_____day of_____, 1968.

FEB 8 1968

_____
Mayor

Filed by me this_____day of_____, 1968.

ATTEST: _____
City Comptroller and City Clerk

BY: _____
Deputy Clerk

(SEAL)

Published_____

Budget

February 14, 1968

Mr. George D. Smith, Budget Director
City of Seattle
610 Municipal Building

Dear Sir:

We respectfully request that the following budget item transfer be authorized:

From:		
23-0300-637	Legal Services	$20,000.00
To:		
23-0300-631	Contractual Employment	$20,000.00

Very truly yours,

ROY W. MORSE
City Engineer

By
H. E. LARSON, Director
Administrative Services

FAK:vl

Concurrence Prior to Signature	
FAK	

10

Budget

January 11, 1968

Mr. George D. Smith, Budget Director
City of Seattle
610 Municipal Building

Dear Sir:

We respectfully request that the following budget item transfers be authorized:

FROM:

53-0300-881	Garbage Collection Contracts	$29,000.00

TO:

53-0300-634	Accounting Services	$ 9,000.00
-882	Disposal Charges	20,000.00

This is necessary to enable us to make the charges against the proper budget year.

Yours very truly,

ROY W. MORSE
City Engineer

By
H. E. LARSON, Director
Administrative Services

TEC:vl

Concurrence Prior to Signature	
TEC	

9

Budget

December 15, 1967

Mr. George D. Smith
Budget Director
City of Seattle

Dear Sir:

In order to be able to charge expenses to the proper accounts, we are requesting the transfer of allowances in the Engineering Department Operating Fund budget.

Account No. 700, Materials and Supplies, requires an increase of $170,000 and Account No. 899, Sundry Expense, requires an increase of $5,000.

We request that the $175,000 be transferred from Account No. 677, Construction Equipment Expense.

Yours very truly,

ROY W. MORSE
City Engineer

By
H. E. LARSON, Director
Administrative Services

HEL:vl

8

Budget

December 11, 1967

Mr. George D. Smith
Budget Director
City of Seattle

Dear Sir:

We respectfully request that $20,000 be transferred from Account No. 899, Services Performed by Engineering Department, to Account 649, Billing and Collection Expense, of the Sewer Fund.

Yours very truly,

ROY W. MORSE
City Engineer

By
H. E. LARSON, Director
Administrative Services

HEL:vl

JWN:ad
10/5/67

Budget

96207

ORDINANCE NO. _____

AN ORDINANCE relating to the 1967 Budget of the Engineering Department-Reimbursable Section, increasing certain items therein, making a reimbursable appropriation from the Emergency Fund, and declaring the emergency therefor.

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. That the listed items in the 1967 Budget of the Engineering Department-Reimbursable Section are hereby increased in the amounts indicated:

Construction Equipment Expense	$325,000
Materials and Supplies	$250,000
Sundry Expense	$ 10,000

as requested by the Mayor in C.F. 259246 and for such purpose the sum of Five Hundred Eighty Five Thousand Dollars ($585,000) is hereby appropriated from the Emergency Fund, said Fund to be reimbursed in like amount by appropriation which is hereby made from the Engineering Department Operating Fund and the City Comptroller is authorized to draw and the City Treasurer to pay the necessary warrants.

Section 2. WHEREAS, the appropriation herein made is to meet actual necessary expenditures of the Engineering Department, for which insufficient appropriation has been made due to causes which could not reasonably have been foreseen at the time of making the 1967 Budget; Now, Therefore, in accordance with Ch. 7, Section 8, Laws of Washington 1967, Regular Session, by reason of the facts above stated, and the emergency which is hereby declared to exist, this ordinance shall become effective immediately upon the approval or signing of the same by the Mayor or passage over his veto, as provided by the Charter of the City.

PASSED by three-fourths vote of all the members of the City Council the _____ day of _____, 1967, and signed by me in

6

open session in authentication of its passage this _____ day of

_____ 1967.

_____
President of the City Council

Approved by me this _____ day of _____, 1967.

NOV 4 1967

_____
Mayor

Filed by me this _____ day of _____, 1967.

ATTEST: _____
City Comptroller and City Clerk

By: _____
Deputy Clerk

(SEAL)

Published _____

6

Budget
9/21

September 20, 1967

Honorable City Council
Seattle, Washington

Gentlemen:

We respectfully request that several items, underestimated in our 1967 Engineering Department Operating Fund budget request, be increased as follows:

677	Construction Equipment Expense	$125,000
700	Materials and Supplies	250,000
899	Sundry Expense	10,000
		$385,000

These items are all reimbursable and will not require corresponding increases in any of our other budgets.

Yours very truly,

sgd. R. W. Morse

ROY W. MORSE
City Engineer

HEL:vl

cc: Budget Director
W. E. P. Smith

Concurrence Prior to Signature

HEL	
PMB	

6

JWW.
7/27/67
Budget 7-5

HEL
JAK
Jones
HEL

ORDINANCE 96012

AN ORDINANCE increasing an item in the 1967 Budget of the Engineering Department - Reimbursable Section and making an appropriation therefor from the Engineering Department Operating Fund.

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. That the item 905 "Furniture and Office Equipment" in the 1967 Budget of the Engineering Department - Reimbursable Section is hereby increased in the sum of Ten Thousand Dollars ($10,000) as requested in C. F. 258665 by an appropriation which is hereby made of a like sum from the Engineering Department Operating Fund and the City Comptroller is hereby authorized to draw and the City Treasurer to pay the necessary warrants.

Section 2. (30-day)

AUG 9 1967

5

Budget
7/19

July 17, 1967

Honorable City Council
Seattle, Washington

Gentlemen:

By previous action, the City Council has granted the Engineering Department a number of new positions as of July 1 in order to permit the City to speed up its street improvement program and take advantage of the anticipated revenue becoming available as a result of the increased motor vehicle fuel tax.

In order to utilize the services of new personnel hired to fill these positions, certain items of furniture and office equipment will be required. The City Engineer has proposed a 1968 budget allowance of $31,000 for this purpose. However, we will need new furniture and office equipment between July 1 of 1967 and the first of January, 1968, when the new budget will become effective. We therefore recommend that $10,000 of the 1968 budget request be made available to the department for this purpose immediately. This may be accomplished by an emergency appropriation of $10,000 from the Engineering Operating Fund for Furniture and Office Equipment Account 905. This appropriation will be reimbursed through overhead charges.

It does appear that the department will be able to hire some of the newly-authorized personnel almost immediately and we therefore recommend that this emergency appropriation be authorized at this time so that we may make the most effective use of the new personnel as soon as they are hired.

Very truly yours,

ROY W. MORSE, City Engineer

By sgd. P. M. Buswell

PHILIP M. BUSWELL
Principal Assistant City Engineer

WEPS:HEL:vl
cc: Budget Director (2)
W. E. P. Smith
D. L. Jones

Concurrence Prior to Signature	
HEL	HL
PMB	

5

Budget

HE:1
6-6-67

95882

ORDINANCE NO. [illegible]

AN ORDINANCE relating to the various departments of the City of Seattle and transferring unexpended and unencumbered balances in items in the 1966 Budgets thereof to items in the 1967 Budget.

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. That the items in the 1966 Budgets of the various departments of the City of Seattle designated in C. F. 258229, in the amounts set forth in said Council file, which have not been and will not be expended or encumbered during the fiscal year 1966, shall not revert to the surplus account but same are hereby designated to be and are carried over to the items and segregations indicated in said Council file and said items in the 1967 Budgets are hereby increased in said amounts.

Section 2. Any action pursuant to the terms of this ordinance and prior to the effective date hereof is hereby ratified and confirmed.

Section 3. 30-day ending
Approved June 21, 1967

End here.

Section 3. This ordinance shall take effect and be in force thirty days from and after its passage and approval, if approved by the Mayor; otherwise it shall take effect at the time it shall become a law under the provisions of the city charter.

Passed by the City Council the 19 day of June, 1967, and signed by me in open session in authentication of its passage this 19 day of June, 1967.

Ted Best
President Pro Tem of the City Council.

Approved by me this 21 day of June, 1967.

[signature]
Mayor.

Filed by me this 21 day of June, 1967.

Attest: [signature]
City Comptroller and City Clerk.

(SEAL)

By [signature]
Deputy Clerk.

Published

4

CSS 8.1.6

Budget

JW:1
6-6-67
copy

ORDINANCE NO. 95381

AN ORDINANCE relating to the 1966 Budgets for the various city offices and departments and increasing certain items therein by budget item transfers.

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. That in order to conform to the Chart of Accounts the items designated in C. F. 258231 of the 1966 Budgets of certain offices and departments of the City are hereby increased or reduced in the amounts set forth in said Council file by the necessary budget item transfers which are hereby made, and any such transfers heretofore effectuated are hereby ratified and confirmed.

Section 2. 30-day ending
Approved: June 21, 1967

End Section

Section 2. This ordinance shall take effect and be in force thirty days from and after its passage and approval, if approved by the Mayor; otherwise it shall take effect at the time it shall become a law under the provisions of the city charter.

Passed by the City Council the 19 day of June, 1967, and signed by me in open session in authentication of its passage this 19 day of June, 1967.

Fred Bass
President Pro Tem of the City Council.

Approved by me this 21 day of June, 1967.

J. D. Braman
Mayor.

Filed by me this 21 day of June, 1967.

C. G. Gleandson
City Comptroller and City Clerk.

(SEAL)

Published

By M. A. Perine
Deputy Clerk.

CSS 8.1.6

3

Budget

4/17

April 14, 1967

Mr. Floyd C. Miller, Chairman
Finance Committee of the City Council
City of Seattle

Dear Sir:

We respectfully request that $3,000 be transferred from Engineering Operating Fund Budget Account 903, Machinery and Equipment, to Account 905, Furniture and Office Equipment.

These funds are needed to provide furniture for the new Traffic Division shops.

Your approval of this request will be appreciated.

Yours very truly,

sgd. R. W. Morse
ROY W. MORSE
City Engineer

HEL:vl

APPROVED: _____
Floyd C. Miller, Chairman
Finance Committee

Concurrence Prior to Signature	
HEL	
PMD	

2

Budget JMT:ISW
11-17-67

CF #6

(To be used for all Ordinances except Emergency.)

ORDINANCE 96300

AN ORDINANCE adopting a budget for The City of Seattle for the year 1968.

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. Pursuant to Chapter 7, Laws of 1967, Regular Session, there is hereby adopted as the Budget for The City of Seattle for the year 1968, C.F. 259269, Proposed 1968 Annual Budget, as amended November 13, 1967 by action of the City Council adopting C.F. 259547, Recommendation of Mayor for certain changes in his proposed 1968 Budget, and as further amended November 13, 1967 by action of the City Council adopting C.F. 259546, Recommendations of City Council Special Labor Committee for certain adjustments in the Mayor's proposed 1968 Budget.

Section 2. All ordinances or parts thereof, in so far as the same may be in conflict herewith, are hereby repealed.

Section 3. This ordinance shall take effect and be in force thirty days from and after its passage and approval, if approved by the Mayor; otherwise it shall take effect at the time it shall become a law under the provisions of the city charter.

Passed by the City Council the 27 day of November, 1967, and signed by me in open session in authentication of its passage this 27 day of November, 1967.

Clarence B. Massart
President of the City Council.

Approved by me this 29 day of November, 1967.

J. P. Braman
Mayor.

Filed by me this 29 day of November, 1967.

C. G. Gleason
Attest: City Comptroller and City Clerk.

(SEAL)

By W. A. Perine
Deputy Clerk.

Published

(1)

CSS 8.1.6

Budget 7-1

Mr. Roy W. Moore

OFFICE OF THE MAYOR – CITY OF SEATTLE

J. D. Braman, Mayor

June 23, 1967

JUN 26 4 18 PM '67

SEATTLE ENG DEPT

ROUTING	DATE	INITIAL
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MEMORANDUM

TO: All Department Heads

FROM: Mayor J. D. Braman

SUBJECT: 1968 Budget Request

You will recall that in the instructions for the preparation of the 1968 Budget, it was indicated that there was some question as to whether the system of quarterly budget adjustments for reclassification or for new positions would continue as at present, or whether such actions would be included as part of the 1968 budget consideration.

Review of the requests for the July 1st quarterly reenforces earlier doubts as to the advisability of continuing the quarterly system since such requests have to be taken completely out of context as to their overall effect on the budget. Now I believe that regardless of the type of budget or budget procedures finally adopted, it would be better to evaluate these requests as a part of the total budget request from a department, rather than individually.

Therefore, you are asked to include in your 1968 budget requests all foreseeable new positions which you believe will be required next year. Future budget adjustments will be limited only to actual emergencies.

In order to provide the required information, it will not be necessary to reconstruct or change totals on completed budgets. Any necessary additional positions may be added at the end of the present salary sheets if there is room, or on additional sheets if this seems more convenient.

If you have any questions regarding this change, please feel free to contact the Budget Office at extension 2353 or 2354.

JDB:rd

Budget

Roy W. Morse

SEATTLE ENG DEPT

JUN 9 1 18 PM '67

[redacted]

OFFICE OF THE MAYOR – CITY OF SEATTLE

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PMB	6/12	PMB

J. D. Braman, Mayor

June 8, 1967

MEMORANDUM

TO: All Department Heads
FROM: Mayor J. D. Braman
SUBJECT: New Budget Procedures

X-policy

Chapter 7, Laws of 1967, which transfers primary budget responsibility from the Legislative to the Executive branch of City government, becomes effective today.

The new Budget Office is located in Room 610, Seattle Municipal Building--telephone numbers, JU 3-2353 and JU 3-2354.

As you know, yesterday I announced the appointment of George D. Smith, City Manager of Yakima, Washington, as Budget Director, effective July 10, 1967.

Budgets and all communications relating to budgets, which in the past have been referred to the Council Budget Office, are to be directed to the new office. These communications will include authorization for filling of positions, travel, transfers between budget items, requests for new positions and for supplemental or additional appropriations, regardless of the fund or purpose.

An ordinance, amending the 1967 Salary Ordinance to provide for approval of filling positions by authority of the Mayor rather than by the Chairman of the Finance Committee, is in process now and will have a June 8, 1967 effective date.

The new Budget Office should be on the mailing list for copies of all informational material now being sent to the Finance Chairman or the Council Budget Office, such as copies of ordinances, overtime reports, financial statements, etc.

Howard Embree, who will serve as Assistant Budget Director, will be in charge of the Budget Office until Mr. Smith's arrival.

If there are any questions concerning this memorandum, please call Mr. Embree in the City Budget Office at the above numbers.

JDB:rd

Roy W. Morse
City Engineer

SEATTLE ENG DEPT
APR 11 10 47 AM '67

THE CITY OF SEATTLE
Seattle Municipal Building

ROUTING	DATE	INITIAL
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RW		
PMB	4/12	

April 7, 1967

TO: All Department Heads

SUBJECT: 1968 City Budget

As you know, the 1968 Budget of the City of Seattle will be prepared and passed under substantially different statutory requirements than have City budgets in previous years. Effective in early June, 1967, in accordance with Chapter 7 of Laws of 1967, new procedures will be in effect in preparation and adoption of the annual budget. The previous requirements for the preparation and adoption of a preliminary budget are no longer applicable and henceforth budget requests will not have to be filed with the City Council on or before July 10th, as in previous years. The new budget law basically requires that the Mayor submit a proposed balanced budget to the City Council not later than 90 days before the beginning of the subsequent fiscal period, and that the City Council shall pass a final budget not later than 30 days before that fiscal period begins.

Heretofore the Mayor has reviewed only the budgets of departments which are considered "executive departments", excluding those headed by independently elected officials and certain other departments. The new law requires that the Mayor must submit budgets for all City departments with the exception of the Seattle Transit Commission. Budget requests are to be filed with the Mayor in such form and at such time as the Mayor determines.

Due to the lateness of the effective date of this change, it will be impossible to make any major alterations in the basic budget system this year. Departments are asked to file budget requests with the Mayor in generally the same manner and using the same forms as in 1967. However, since your budget request is to be filed with the Mayor's Office only, the previous requirement for 11 copies is no longer in effect. It will be necessary to furnish the Mayor's Office with 3 copies of your request. The schedule for submission of 1968 budgets by individual departments is found on Page 3 of the attached instructions.

Enclosed are copies of the budget forms and work sheets for submission of your 1968 requests. If you have any questions regarding the new procedures or the attached instructions, please feel free to call Robert Lavoie at ext. 2660. Mr. Lavoie will be coordinating budget activities for the Mayor's Office until the new budget office is established.

General Fund
Operating Fund
Arterial St. Fund
Garbage Fund
Sewer Fund

5 separate letters - (same letter) One for ea. fund.

J. D. Braman, Mayor

Floyd C. Miller, Chairman
Finance Committee, City Council