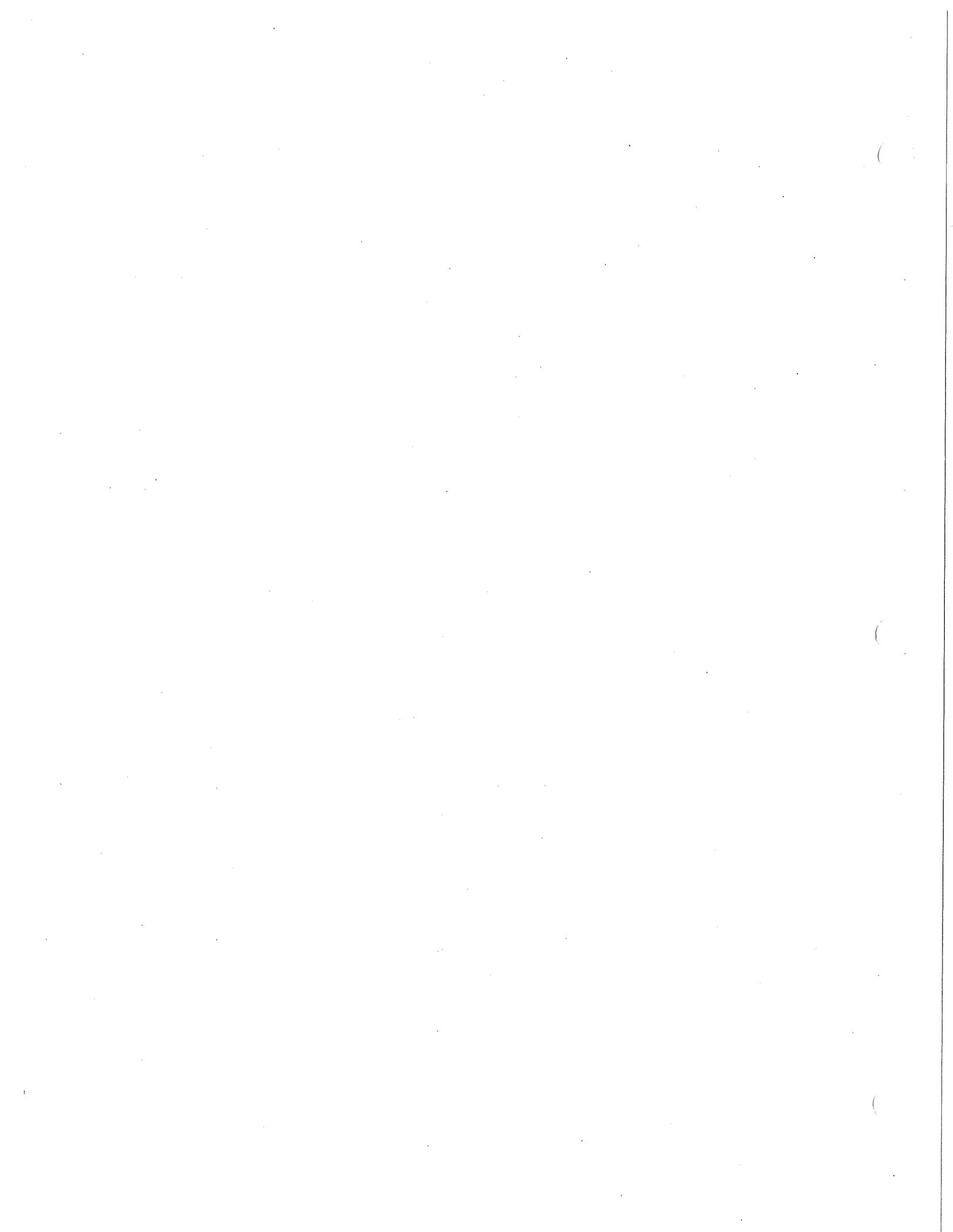


## **Neighborhoods & Development**



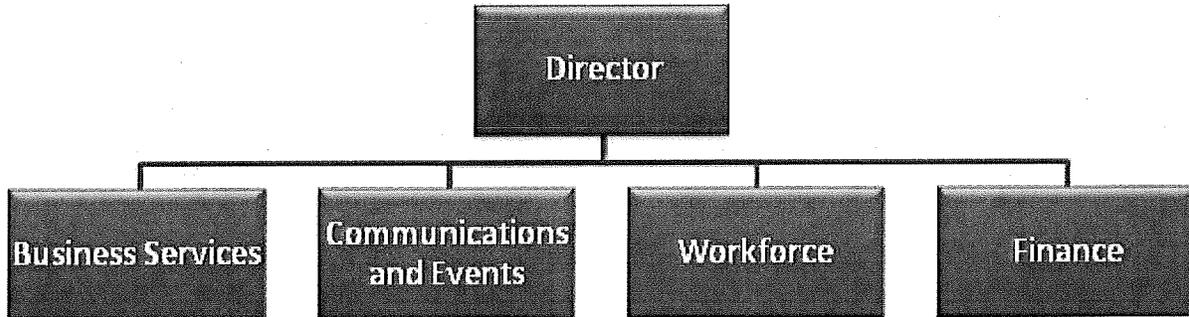
# Office of Economic Development

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Stephen H. Johnson, Director

Department Information Line: (206) 684-8090

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



## Department Overview

The Office of Economic Development (OED) helps create a sustainable economy with broadly shared prosperity. OED supports a healthy business environment and empowers companies to grow and compete. The core services OED provides capitalize on Seattle's economic strengths, particularly in the areas of manufacturing and maritime industries, film and music, healthcare, and clean technology. To accomplish this mission, the Office delivers services designed to:

- Support the establishment of new businesses, retention and growth of existing businesses, and attraction of businesses to Seattle;
- Increase the number of low-income adults who obtain the skills necessary to meet industry's needs for qualified workers; and
- Advance policies, practices, and partnerships that lead to sustainable economic growth with shared prosperity.

In addition to these services, OED manages a number of financing programs to increase access to capital for projects from micro-loans to major capital projects. Among these financing tools are two federal programs: New Markets Tax Credits (NMTC) and HUD Section 108. NMTC leverages private investment in low-income communities through federal tax incentives. HUD Section 108 loans provide financing for economic development and housing projects in low and middle-income neighborhoods. Through these programs, the Department manages a \$51 million allocation of NMTCs and \$10 million in HUD Section 108 funds that leverage low-cost financing for business and real estate projects in economically distressed areas.

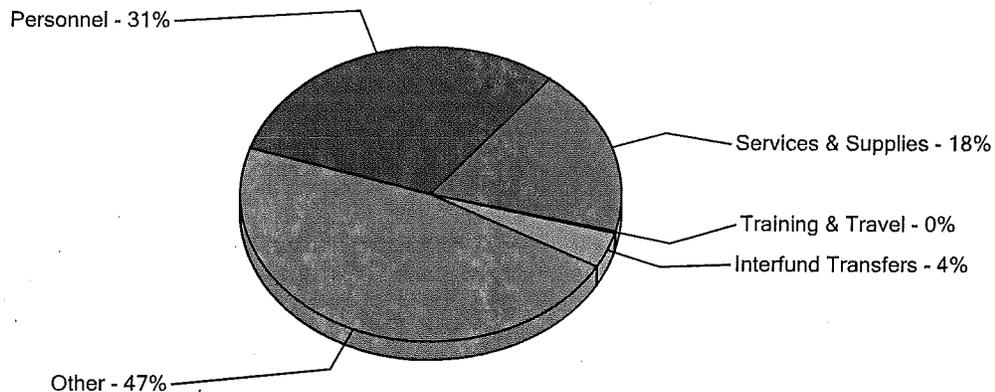
## Office of Economic Development

### Budget Snapshot

Department Support	2011 Actual	2012 Adopted	2013 Proposed	2014 Proposed
General Fund Support	\$7,255,685	\$5,865,474	\$6,134,877	\$6,230,050
Other Funding - Operating	\$2,831,997	\$4,091,175	\$2,983,675	\$1,208,675
<b>Total Operations</b>	<b>\$10,087,682</b>	<b>\$9,956,649</b>	<b>\$9,118,552</b>	<b>\$7,438,725</b>
<b>Total Appropriations</b>	<b>\$10,087,682</b>	<b>\$9,956,649</b>	<b>\$9,118,552</b>	<b>\$7,438,725</b>
Full-time Equivalent Total*	22.00	24.00	22.50	22.50

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

### 2013 Proposed Budget - Expenditure by Category



### Budget Overview

As the City begins its recovery from the Great Recession, City departments must find efficient ways to make strategic investments to assure greater shared recovery citywide. OED's 2013-2014 Proposed Budget was developed to support and grow small businesses in all parts of the City, and to provide employment training to targeted communities. In addition to recognizing federal revenues that are available to offset General Fund expenses in 2013-2014, the 2013-2014 Proposed Budget reflects a new strategy for workforce development, the "Career Bridge" program, and adds a new dimension to the Only in Seattle program by augmenting the program with funding for business district improvements. OED's budget also programs available CDBG funds to promote economic development through new and existing programs. This work is further described below.

# Office of Economic Development

## Workforce Development

The U.S. Department of Labor shows that an important determinate of socio-economic advancement is educational attainment beyond high school. To help low-income workers find better paying jobs, OED is continuing to work closely with Seattle Community College District and Seattle employers to implement the Pathways to Careers program. Pathways to Careers focuses on increasing the number of low-skilled, working-age adults who complete a professional degree or credential that leads to a better paying and more secure job with benefits and opportunities for advancement. However, some individuals who face barriers to employment - including prior incarceration or limited English skills - require additional skill building and connection to resources in order to be successful in moving along the Pathways to Careers continuum toward a professional degree, credential, or longer term employment opportunity.

To address this need, the City's 2013-2014 Proposed Budget establishes the "Career Bridge" program as a new part of Pathways to Careers. The Career Bridge program is a new partnership between OED and the Human Services Department (HSD) to provide focused employment services for low-income adults who face multiple barriers to employment and career advancement. The Career Bridge program is designed to prepare people in crisis or facing barriers to employment for the education and training necessary to secure employment that provides greater economic security. Ultimately, the Career Bridge program will support the overall objectives of the Pathways to Careers initiative by helping adults in crisis find employment while preparing them for the difficult task of completing a professional credential that leads to better jobs with opportunities for career advancement.

In 2013, the City will identify a Community Based Development Organization (CBDO) that will be the front-line point of contact with individual participants. The CBDO will coordinate recruitment of individuals, and assess each individual's needs. In 2013, it is anticipated that the CBDO will provide each program participant with 20 hours of career building and job search training. In addition, the CBDO will connect potential employers with participants, and refer participants to job training and other post-secondary programs as necessary and appropriate. An important innovation of the Career Bridge program will be the integration of human and employment services tailored to meet the unique needs of the individuals served by the program. The CBDO, with support from the City's Human Service Department, will connect participants to appropriate housing options, childcare and transportation services so that participants can focus on career building activities.

The Seattle Jobs Initiative (SJI) will be a critical partner to HSD and OED in 2013 in developing the Career Bridge program. SJI has a strong record of providing adults who have significant employment barriers with training and job placement services and is well suited to support the Career Bridge in its initial year. The Career Bridge program will be partially funded in 2013 by focusing \$150,000 of OED's workforce development contract with SJI to fund SJI's contributions to the Career Bridge program. In addition, HSD's 2013 Proposed Budget includes an allocation of \$60,000 in CDBG funds in 2013 to identify and develop at least one CBDO to be involved in administering the program. In 2014, it is anticipated that the CBDO will assume oversight and delivery of this program, and will partner with other community based organizations to serve as ongoing support to the individual participant as the individual moves toward stable employment. Also in 2014, an increased level of CDBG funds will be programmed by HSD to fully support the Career Bridge program through work with one or more CBDOs. The program will be developed and supported with existing City staff in OED and HSD in 2013-2014.

## Neighborhood Business District Grants

Efforts to further strengthen the improving business climate in Seattle neighborhoods will be enhanced in 2013-2014. OED will expand the Only in Seattle program by making available a pool of \$500,000 of General Fund available through Finance General for projects that address the "Appearance and Pedestrian Environment" program strategy area of Only in Seattle (OIS). OIS program improves the business climate in Seattle neighborhoods by providing marketing and technical assistance, establishing business district organizing capacity, and sponsoring and producing promotional events.

Under the new program, business districts with parking meters will be eligible to compete for grants dedicated to improving the appearance and functionality of streetscapes, sidewalks and other capital projects as part of the Only in Seattle grant process. Grants will be evaluated based how the project enhances the business district; the need for the project and potential impact; the extent to which business district stakeholders have been

## Office of Economic Development

successfully engaged in planning and project selection; whether the project is prioritized in an existing neighborhood plan; and whether any initial design and engineering work has been completed, if applicable. Grant applications will be reviewed by an interdepartmental panel including OED, Seattle Transportation Department, Department of Planning and Development, Parks and Recreation, Department of Neighborhoods.

### **Community Development Block Grant (CDBG)**

In 2013 and 2014, the City is anticipating federal CDBG entitlement levels to remain unchanged from the 2012 actual level of approximately \$9.3 million. In 2013, the City completes its commitment of CDBG funding to the Rainier Valley Community Development Fund (RVCDF) with a final funding allocation of \$2 million. From 2005 to 2013, the City has allocated \$35 million in City CDBG funds to the RVCDF to mitigate the impacts of the Link Light Rail development in southeast Seattle and accomplish community development objectives. The City will continue to work with the RVCDF in future years as the RVCDF programs these CDBG funds. The ramp down of the CDBG funding level to the RVCDF in 2013 results in CDBG funding being available for other purposes beginning in 2013.

A portion of available CDBG funds will be used in 2013 and 2014 by OED to further stimulate economic development. OED will use CDBG funds to extend the growSeattle program, which provides entrepreneurial training and business development support to immigrant business owners with barriers to accessing mainstream business support programs. To date, this program has provided support to East African and Vietnamese businesses. In 2013, growSeattle will continue this work at the same level of CDBG funding as in 2012. In 2014, growSeattle will continue to provide technical assistance and business consulting services, and be expanded to provide loan capital to community based lenders to underwrite otherwise unbankable transactions for small businesses. While Seattle's economy is improving, OED recognizes that immigrant entrepreneurs may need additional support to navigate new bureaucracies and financial systems.

The South Park business district was hit hard by both the last recession and the temporary closure of the South Park Bridge. OED will use new CDBG funding to assist businesses in the South Park business district through the Only in Seattle Program in 2013. Approximately 30 South Park businesses will be eligible to receive technical assistance through the Only in Seattle program while the South Park Bridge remains closed, and grow their businesses when the bridge re-opens in September of 2013.

Finally, OED is reducing its CDBG funding allocation in 2013 that previously funded a base contract amount with the National Development Council (NDC) for review of federal HUD Section 108 Float Loan funds prior to loan origination. OED will eliminate the base CDBG funding amount from the NDC contract while continuing to pay NDC out of one-time loan fees collected from borrowers. Underwriting and monitoring of Section 108 loans will remain unchanged from current service levels as OED conducts this work with existing staff.

## Office of Economic Development

### Incremental Budget Changes

#### Office of Economic Development

	2013		2014	
	Budget	FTE	Budget	FTE
<b>Total 2012 Adopted Budget</b>	<b>\$ 9,956,649</b>	<b>24.00</b>	<b>\$ 9,956,649</b>	<b>24.00</b>
<b>Baseline Changes</b>				
Citywide Adjustments for Standard Cost Changes	\$ 264,509	0.00	\$ 443,784	0.00
Reflect Full Cost of Special Events Staffing Transfer	\$ 28,439	0.00	\$ 29,008	0.00
Reduce Finance Manager to 0.5 FTE	\$ 0	-0.50	\$ 0	-0.50
<b>Proposed Policy Changes</b>				
CDBG -- Extend growSeattle Entrepreneurial Training and Lending	\$ 75,000	0.00	\$ 450,000	0.00
CDBG -- South Park Business District Support	\$ 150,000	0.00	\$ 0	0.00
CDBG -- Section 108 Loan Review Contract Adjustment	-\$ 15,000	0.00	-\$ 15,000	0.00
CDBG -- Rainier Valley Community Development Fund Technical Adjustment	-\$ 1,317,500	0.00	-\$ 3,317,500	0.00
<b>Proposed Technical Changes</b>				
Final Citywide Adjustments for Standard Cost Changes	-\$ 33,130	0.00	-\$ 108,217	0.00
Technical Adjustment -- Eliminate Vacant Position	\$ 0	-1.00	\$ 0	-1.00
<b>Total Incremental Changes</b>	<b>-\$ 847,682</b>	<b>-1.50</b>	<b>-\$ 2,517,925</b>	<b>-1.50</b>
<b>2013 - 2014 Proposed Budget</b>	<b>\$ 9,108,967</b>	<b>22.50</b>	<b>\$ 7,438,725</b>	<b>22.50</b>

# Office of Economic Development

## Description of Incremental Budget Changes

### Baseline Changes

#### **Citywide Adjustments for Standard Cost Changes - \$264,509**

Citywide technical adjustments made in the "Baseline Phase" reflect changes due to inflation, central cost allocations, retirement, health care, workers' compensation, and employment costs. These adjustments reflect initial assumptions about these costs and inflators early in the budget process.

#### **Reflect Full Cost of Special Events Staffing Transfer - \$28,439**

The 2012 Adopted Budget transferred two existing positions, a Manager 1 and Administrative Specialist, from DPR to OED to manage citywide special events such as marathons, rallies and annual events like Seafair. This technical adjustment reflects the full cost of this transfer.

#### **Reduce Finance Manager to 0.5 FTE/(.50) FTE**

While funding for the Finance Manger was reduced to part time in the 2012 Adopted Budget, the position was intentionally maintained at 1.0 FTE to allow for a transition in 2012. This adjustment reduces the position to 0.5 FTE as planned.

### Proposed Policy Changes

#### **CDBG -- Extend growSeattle Entrepreneurial Training and Lending - \$75,000**

This change adds \$75,000 in CDBG funding for the growSeattle program in 2013, and increases this amount to \$450,000 in CDBG funds in 2014. This program offers culturally and linguistically appropriate support to immigrant-owned small businesses all over the City. These services include outreach efforts to connect small businesses with financing and technical assistance. This change maintains the 2012 funding level in 2013, and increases the program's funding and scope in 2014 to increase funding to the immigrant business support program, technical assistance, and loan capital to support micro-lending for otherwise unbankable small business transactions.

#### **CDBG -- South Park Business District Support - \$150,000**

This change adds CDBG resources of \$150,000 to help mitigate the impact of the closure of the South Park Bridge on local businesses. The closure of the South Park Bridge in 2012 has exerted a tremendous amount of economic pressure on small businesses in South Park. OED will direct CDBG dollars to its Only In Seattle program to build economic development capacity and to provide technical assistance to 30 South Park Businesses until the South Park Bridge reopens in September of 2013. This is a one-time appropriation of CDBG funds in 2013.

#### **CDBG -- Section 108 Loan Review Contract Adjustment - (\$15,000)**

OED contracts with National Development Council (NDC) for review of federal HUD Section 108 Float Loan funds prior to loan origination. OED will eliminate the \$15,000 base amount from the NDC contract while continuing to pay NDC out of one-time loan fees collected from borrowers. NDC will continue to provide financial advice to OED at current service levels. Underwriting and monitoring of Section 108 loans will remain unchanged from current service levels as OED conducts this work with existing staff.

#### **CDBG -- Rainier Valley Community Development Fund Technical Adjustment - (\$1,317,500)**

During 2005-2013, the City has allocated \$35 million in City CDBG funds to the RVCDF to mitigate the impacts of the link light rail development in South East Seattle and accomplish community development purposes. This technical adjustment aligns the 2013-2014 CDBG funding amount to the RVCDF to planned levels by reducing \$1.3 million in 2013, and \$3.3 million in comparison to the 2012 Adopted Budget. The City's CDBG funding commitment to the RVCDF is completed in 2013.

# Office of Economic Development

## Proposed Technical Changes

### Final Citywide Adjustments for Standard Cost Changes - (\$33,130)

Citywide technical adjustments made in the "Proposed Phase" reflect changes due to inflation, central cost allocations, retirement, health care, workers' compensation, and unemployment costs. These adjustments typically reflect updates to preliminary cost assumptions established in the "Baseline Phase."

### Technical Adjustment -- Eliminate Vacant Position/(1.00) FTE

This change eliminates a vacant community development position was added in 2011 to support the Healthy Foods grant some Public-Health Seattle & King County. The grant expires in 2012.

## Expenditure Overview

Appropriations	Summit Code	2011 Actual	2012 Adopted	2013 Proposed	2014 Proposed
CDBG - Office of Economic Development Budget Control Level	6XD10	2,831,997	4,091,175	2,983,675	1,208,675
<b>Office of Economic Development Budget Control</b>					
Business Services		5,996,271	4,617,220	4,765,399	4,837,218
Economic Development Leadership		548,338	611,022	634,957	653,999
Finance and Operations		711,075	637,232	734,520	738,833
<b>Total</b>	<b>X1D00</b>	<b>7,255,685</b>	<b>5,865,474</b>	<b>6,134,877</b>	<b>6,230,050</b>
<b>Department Total</b>		<b>10,087,682</b>	<b>9,956,649</b>	<b>9,118,552</b>	<b>7,438,725</b>
<b>Department Full-time Equivalents Total*</b>		<b>22.00</b>	<b>24.00</b>	<b>22.50</b>	<b>22.50</b>

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

## Office of Economic Development

### Appropriations By Budget Control Level (BCL) and Program

#### **CDBG - Office of Economic Development Budget Control Level**

The purpose of the Community Development Block Grant (CDBG) - Office of Economic Development Budget Control Level is to help create and maintain healthy businesses, thriving neighborhoods, and community organizations to contribute to a robust economy that will benefit all Seattle residents and future generations.

	2011 Actual	2012 Adopted	2013 Proposed	2014 Proposed
<b>Program Expenditures</b>				
Economic Development	2,831,997	4,091,175	2,983,675	1,208,675
<b>Total</b>	<b>2,831,997</b>	<b>4,091,175</b>	<b>2,983,675</b>	<b>1,208,675</b>

#### **Office of Economic Development Budget Control Level**

The purpose of the Office of Economic Development Budget Control Level is to provide vital services to individual businesses and economic development leadership to support a strong local economy, thriving neighborhood business districts, and broadly-shared prosperity.

	2011 Actual	2012 Adopted	2013 Proposed	2014 Proposed
<b>Program Expenditures</b>				
Business Services	5,996,271	4,617,220	4,765,399	4,837,218
Economic Development Leadership	548,338	611,022	634,957	653,999
Finance and Operations	711,075	637,232	734,520	738,833
<b>Total</b>	<b>7,255,685</b>	<b>5,865,474</b>	<b>6,134,877</b>	<b>6,230,050</b>
Full-time Equivalents Total*	22.00	24.00	22.50	22.50

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

*The following information summarizes the programs in Office of Economic Development Budget Control Level:*

#### **Business Services Program**

The purpose of the Business Services Program is to provide direct services to businesses and to support a healthy business environment that empowers businesses to develop, grow, and succeed. The Business Services Program provides assistance navigating government services, facilitates access to capital and building management expertise, and invests in workforce development services focused on building skills that benefit individual job-seekers and support employers in key industry sectors.

	2011 Actual	2012 Adopted	2013 Proposed	2014 Proposed
<b>Expenditures/FTE</b>				
Business Services	5,996,271	4,617,220	4,765,399	4,837,218
Full-time Equivalents Total	15.00	16.00	16.00	16.00

#### **Economic Development Leadership Program**

The purpose of the Economic Development Leadership Program is to lead the creation of the City of Seattle's economic agenda. The Economic Development Leadership Program develops targeted areas of focus for OED and relevant City and community partners; convenes a broad range of the businesses in the community to make informed decisions on economic policies; and strengthens the alignment of city, regional, state, and federal economic development activities.

	2011 Actual	2012 Adopted	2013 Proposed	2014 Proposed
<b>Expenditures/FTE</b>				
Economic Development Leadership	548,338	611,022	634,957	653,999
Full-time Equivalents Total	4.00	5.00	5.00	5.00

# Office of Economic Development

## Finance and Operations Program

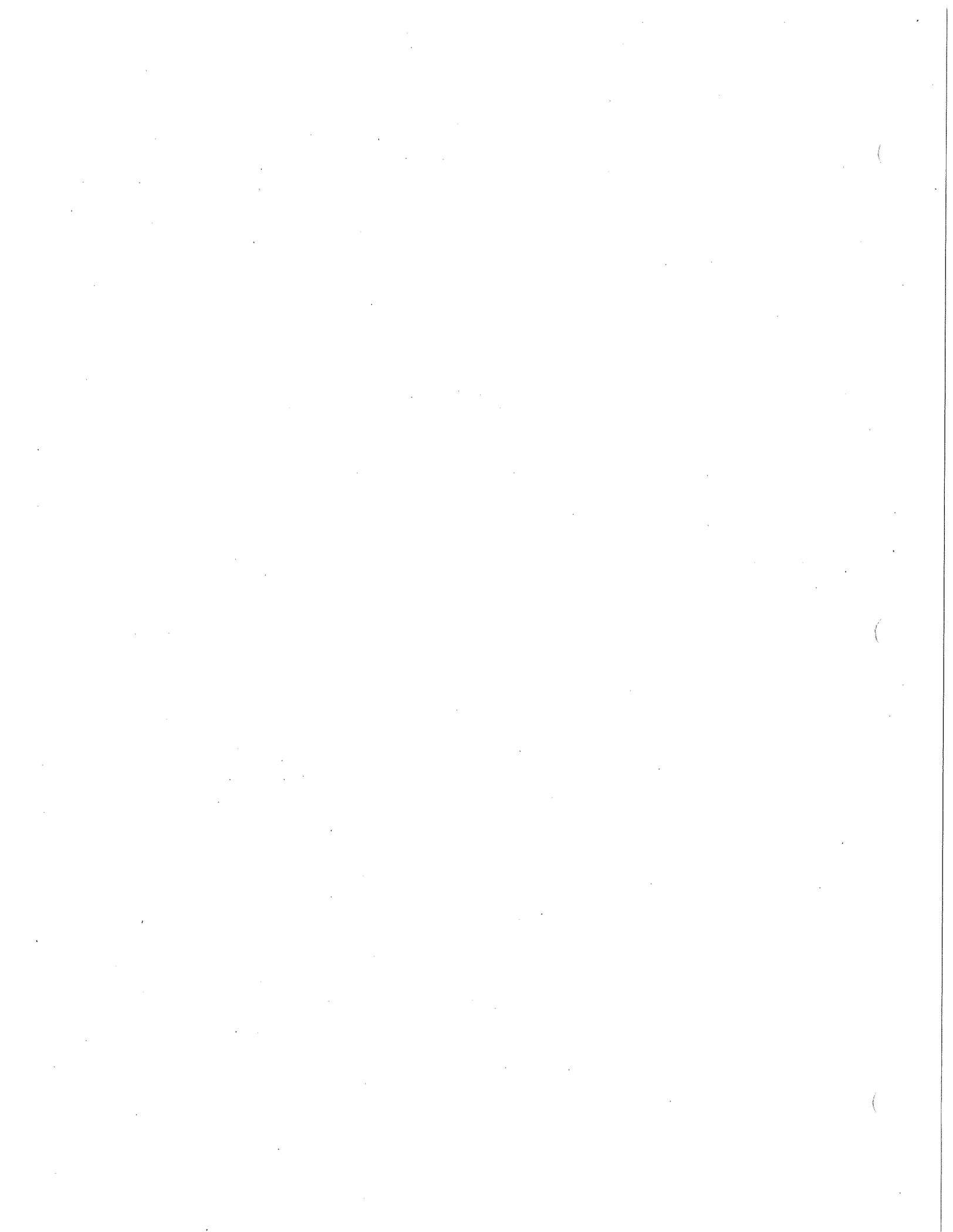
The purpose of the Finance and Operations Program is to provide leadership over daily office operations and financial, administrative, and human resource services to effectively accomplish OED's mission and goals.

Expenditures/FTE	2011 Actual	2012 Adopted	2013 Proposed	2014 Proposed
Finance and Operations	711,075	637,232	734,520	738,833
Full-time Equivalents Total	3.00	3.00	1.50	1.50

## Revenue Overview

### 2013 Estimated Revenues for the Community Development Block Grant Fund (17810)

Summit Code	Source	2011 Actual	2012 Adopted	2013 Proposed	2014 Proposed
433010	Community Development Block Grant (CDBG)	2,831,997	4,091,175	2,983,675	1,208,675
	<b>Total Revenue from Other Public Entities</b>	<b>2,831,997</b>	<b>4,091,175</b>	<b>2,983,675</b>	<b>1,208,675</b>
	<b>Total Revenues</b>	<b>2,831,997</b>	<b>4,091,175</b>	<b>2,983,675</b>	<b>1,208,675</b>



# Office of Housing

Rick Hooper, Director

Department Information Line: (206) 684-0721  
On the Web at: <http://www.seattle.gov/housing/>



## Department Overview

The mission of the Office of Housing (OH) is to invest in and promote the development and preservation of housing so that all Seattle residents have access to safe, decent, and affordable housing. To accomplish this mission, OH has four program areas: Multi-Family Production and Preservation; Homeownership and Sustainability; Policy and Program Development; and Administration and Management.

The Multi-Family Production and Preservation program area employs the Housing Levy and other federal and local program funding to make long-term, low-interest loans to developers to develop or preserve affordable multifamily rental housing. OH monitors the housing portfolio to ensure the units remain affordable and serve the intended residents, and the buildings remain in good condition. The portfolio now includes 285 developments with more than 11,600 apartments, representing a nearly \$2 billion investment of City and other funding in affordable housing over 30 years.

The Homeownership and Sustainability program area makes loans to first-time homebuyers and home repair loans to low-income homeowners to address health and safety code repairs. The Sustainability portion of the program area emphasizes energy efficiency improvements through weatherization retrofits to single-family and multi-family residences with income-eligible homeowners and tenants. In addition to awarding more than \$5 million in grant funding to projects each year, staff also provides energy audits and project management services to single-family and multi-family properties.

The Policy and Program Development program area establishes long-term strategic plans, develops and implements policy-based tools, such as incentive programs to advance affordable housing goals, and addresses housing-related aspects of citywide land use and community development issues. The program provides strategic policy review of affordable housing issues, develops changes needed to help OH administered programs reflect changing City needs and objectives, administers incentive programs, and coordinates disposition of vacant land for redevelopment purposes to increase housing opportunities for Seattle residents.

The Administration and Management program area provides centralized leadership, coordination, technology, contracting, and financial management services to OH programs and capital projects.

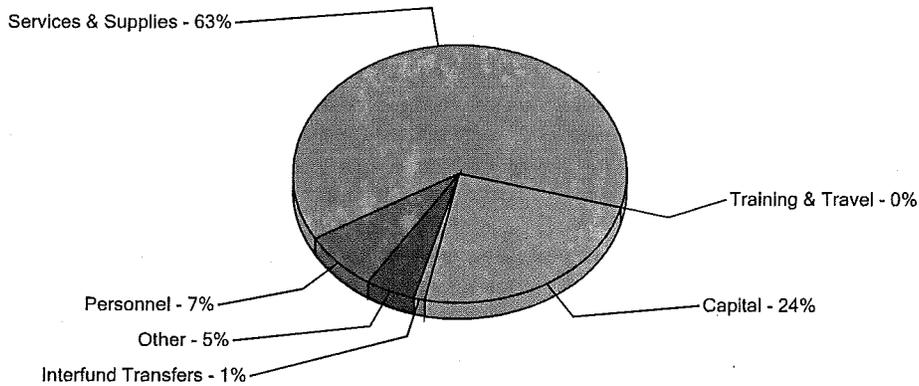
## Office of Housing

### Budget Snapshot

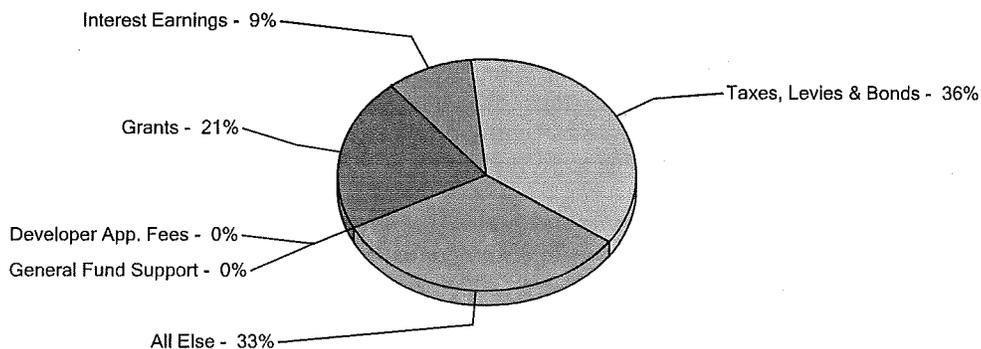
Department Support	2011 Actual	2012 Adopted	2013 Proposed	2014 Proposed
General Fund Support	\$504,875	\$46,462	\$0	\$0
Other Funding - Operating	\$31,371,908	\$40,425,261	\$49,736,219	\$49,953,082
<b>Total Operations</b>	<b>\$31,876,783</b>	<b>\$40,471,723</b>	<b>\$49,736,219</b>	<b>\$49,953,082</b>
<b>Total Appropriations</b>	<b>\$31,876,783</b>	<b>\$40,471,723</b>	<b>\$49,736,219</b>	<b>\$49,953,082</b>
Full-time Equivalent Total*	38.50	37.50	37.50	37.50

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

### 2013 Proposed Budget - Expenditure by Category



### 2013 Proposed Budget - Revenue by Category



## Office of Housing

### Budget Overview

Key funding sources to support low-income housing activities through the Office of Housing are the 2009 Housing Levy, federal grants, developer incentive program revenues, local and state weatherization grants, investment earnings, and loan repayment income. In recent years, declines in federal and state revenues have made it necessary for the City to provide General Fund resources to support the administration of OH programs. However, for 2013-2014, OH has identified sufficient incentive program and state/federal revenue resources to support the administration of its programs, meaning no General Fund support is required in the 2013-2014 Proposed Budget.

In 2010, OH began implementing the voter-approved 2009 Housing Levy, totaling \$145 million for 2010 through 2016. The 2013-2014 Proposed Budget is consistent with the Administration and Financial Plan approved by the City Council in Ordinance 123281. The current Housing Levy provides a significant increase in funding to support the production or preservation of low-income housing each year compared to the previous Levy, as is reflected in the funding amounts for 2013 and 2014. During its seven-year duration, the Housing Levy is expected to produce or preserve 1,850 affordable homes and assist 3,420 households.

In 2013 and 2014, the City is anticipating federal CDBG entitlement levels to remain unchanged from the 2012 actual level of approximately \$9.3 million. The two primary activities funded with OH's \$2 million share of CDBG funds are minor home repairs for low-income households with seniors, and multifamily production and preservation. Although CDBG is expected to be maintained at the 2012 Adopted Budget funding level, federal HOME funds are expected to be maintained at the 2012 actual level of \$2.3 million, a decline of 36% from the 2012 Adopted Budget. The availability of Housing Levy funds and program income helps to mitigate the reduction in HOME funds.

The City of Seattle was awarded a \$3 million HUD Community Challenge Grant in November 2011 to work on priorities identified in the Rainier Valley and Beacon Hill neighborhood plans. Grant funds are being matched by \$5.9 million in public and private funds and in-kind contributions. In 2013-2014, OH will use a portion of these funds to provide transit-oriented development acquisition loans that will assist housing developers in purchasing 3-4 vacant properties near light rail stations to provide approximately 200 units of affordable housing in mixed-use projects.

### Incremental Budget Changes

#### Office of Housing

	2013		2014	
	Budget	FTE	Budget	FTE
<b>Total 2012 Adopted Budget</b>	<b>\$ 40,471,723</b>	<b>37.50</b>	<b>\$ 40,471,723</b>	<b>37.50</b>
<b>Baseline Changes</b>				
Citywide Adjustments for Standard Cost Changes	\$ 193,981	0.00	\$ 345,737	0.00
Fund 16400 - Technical Changes	-\$ 210,000	0.00	-\$ 210,000	0.00
Fund 16600 - Technical Changes	\$ 169,771	0.00	\$ 172,147	0.00
<b>Proposed Technical Changes</b>				
Final Citywide Adjustments for Standard Cost Changes	\$ 438	0.00	\$ 15,542	0.00
Fund 16600 - Technical Changes	-\$ 90,374	0.00	-\$ 91,638	0.00
CDBG - Technical Changes	-\$ 444	0.00	-\$ 444	0.00
Fund 16400 - Weatherization Grant Increase	\$ 2,062,439	0.00	\$ 2,111,330	0.00
Fund 16400 - Multifamily Program Income	\$ 7,138,685	0.00	\$ 7,138,685	0.00
<b>Total Incremental Changes</b>	<b>\$ 9,264,496</b>	<b>0.00</b>	<b>\$ 9,481,359</b>	<b>0.00</b>
<b>2013 - 2014 Proposed Budget</b>	<b>\$ 49,736,219</b>	<b>37.50</b>	<b>\$ 49,953,082</b>	<b>37.50</b>

# Office of Housing

## Description of Incremental Budget Changes

### Baseline Changes

#### **Citywide Adjustments for Standard Cost Changes - \$193,981**

Citywide technical adjustments made in the "Baseline Phase" reflect changes due to inflation, central cost allocations, retirement, health care, workers' compensation, and employment costs. These adjustments reflect initial assumptions about these costs and inflators early in the budget process.

#### **Fund 16400 - Technical Changes - (\$210,000)**

The 2012 Adopted Budget provided a one-time increase of a \$210,000 to the Multifamily Production and Preservation program to support the development and preservation of affordable housing. This one-time funding amount was comprised of \$46,000 in General Fund support and \$164,000 in other funds in 2012. This baseline change removes the full \$210,000 amount from Fund 16400 by eliminating the \$46,000 in General Fund support, and transferring the \$164,000 to Fund 16600 as described below.

#### **Fund 16600 - Technical Changes - \$169,771**

This baseline change increased Fund 16600 to support administrative expenses in the Administration and Management program as a result of transferring in funds from Fund 16400. The amount is increased from approximately \$164,000 to approximately \$170,000 on account of inflating the amount from 2012 to 2013 levels. This technical change was considered necessary at the time of developing the 2013-2014 baseline budget, but was done unnecessarily, and is ultimately reversed as part of the Proposed Budget. The reversal of this action is described in "Fund 16600 - Technical Changes" in the Proposed Technical Changes section below.

### Proposed Technical Changes

#### **Final Citywide Adjustments for Standard Cost Changes - \$438**

Citywide technical adjustments made in the "Proposed Phase" reflect changes due to inflation, central cost allocations, retirement, health care, workers' compensation, and unemployment costs. These adjustments typically reflect updates to preliminary cost assumptions established in the "Baseline Phase."

#### **Fund 16600 - Technical Changes - (\$90,374)**

This technical change comprises three separate adjustments. First, as described above, the baseline budget transferred approximately \$170,000 from Fund 16400 to Fund 16600 to support staff expenses in the Administration and Management program within Fund 16600. However, this adjustment was not necessary because these ongoing position expenses were eliminated as part of developing the 2012 Adopted Budget. Second, this change eliminates one-time staffing costs of \$52,000 that were maintained in the 2012 Adopted Budget to provide partial funding for the human resource, information technology, and administration positions that continued working at 2011 levels through part of 2012. Finally, this technical change adds \$132,000 in funding to Fund 16600 for the Homeownership and Sustainability program to fund a position that was grant supported through the weatherization program. This position was initially added to Fund 16400, which had available budget authority, but should be in Fund 16600 where the expenditure occurs.

#### **CDBG - Technical Changes - (\$444)**

A technical adjustment of -\$444 is made to reflect the actual CDBG amount for Office of Housing in the 2013 Update to the 2009-2012 Consolidated Plan for HUD. Additional budget-neutral technical adjustments are made to align CDBG costs with actual program expenditures.

## Office of Housing

### Fund 16400 - Weatherization Grant Increase - \$2,062,439

This change recognizes three adjustments related to weatherization grant funds. The first is an increase of approximately \$500,000 in state funds as a result of the Washington State Department of Commerce reallocating unspent weatherization funding from other jurisdictions to OH. The Office of Housing annually maximizes its weatherization allocation and typically is a recipient of reallocated funds. In addition, the 2013-2014 Proposed Budget authorizes OH to administer \$1.5 million in unspent federal U.S. Department of Energy (DOE) grant funds for energy-efficient home repairs. This grant was received by the Office of Sustainability and Environment (OSE), and funds are being reimbursed by OSE to OH as expenditures occur to assist in meeting the federal deadline of May 2013 to expend these funds. Finally, Seattle City Light provided an increase of approximately \$50,000 to be used for energy-efficient home improvements.

### Fund 16400 - Multifamily Program Income - \$7,138,685

The 2009 Housing Levy Administrative and Financial Plan authorizes temporary bridge loans using funds collected through the 2009 Levy proceeds, as well as revolved funds once the original loans are repaid to OH. This increase in appropriation authority allows OH to provide bridge loans using revolved funds in 2013 and 2014.

## Expenditure Overview

Appropriations	Summit Code	2011 Actual	2012 Adopted	2013 Proposed	2014 Proposed
<b>CDBG - Office of Housing Budget Control</b>					
Homeownership and Sustainability - CDBG		836,794	1,188,185	987,108	987,108
Multi-Family Production and Preservation - CDBG		249,257	741,890	871,433	871,433
Strategic Planning, Resource, and Program Development - CDBG		411,279	30,000	101,139	101,139
<b>Total</b>	<b>6XZ10</b>	<b>1,497,330</b>	<b>1,960,075</b>	<b>1,959,680</b>	<b>1,959,680</b>
<b>Low-Income Housing Fund 16400 Budget Control</b>					
Homeownership and Sustainability - 16400		11,364,882	8,052,098	10,114,537	10,163,428
Multi-Family Production and Preservation - 16400		15,068,933	26,000,676	32,929,361	32,929,361
<b>Total</b>	<b>XZ-R1</b>	<b>26,433,815</b>	<b>34,052,774</b>	<b>43,043,898</b>	<b>43,092,789</b>
<b>Office of Housing Operating Fund 16600 Budget Control</b>					
Administration and Management - 16600		1,310,290	1,332,487	1,591,281	1,647,222
Community Development - 16600		499,898	551,395	543,813	563,325
Homeownership and Sustainability - 16600		1,019,012	1,308,270	1,340,874	1,387,158
Multi-Family Production and Preservation - 16600		1,116,437	1,266,721	1,256,673	1,302,909
<b>Total</b>	<b>XZ600</b>	<b>3,945,638</b>	<b>4,458,874</b>	<b>4,732,641</b>	<b>4,900,613</b>
<b>Department Total</b>		<b>31,876,783</b>	<b>40,471,723</b>	<b>49,736,219</b>	<b>49,953,082</b>
<b>Department Full-time Equivalents Total*</b>		<b>38.50</b>	<b>37.50</b>	<b>37.50</b>	<b>37.50</b>

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

## Office of Housing

### Revenue Overview

#### 2013 Estimated Revenues for the Community Development Block Grant Fund (17810)

Summit Code	Source	2011 Actual	2012 Adopted	2013 Proposed	2014 Proposed
433010	Community Development Block Grant (CDBG)	1,497,330	1,960,075	1,959,680	1,959,680
	<b>Total Revenue from Other Public Entities</b>	<b>1,497,330</b>	<b>1,960,075</b>	<b>1,959,680</b>	<b>1,959,680</b>
<b>Total Revenues</b>		<b>1,497,330</b>	<b>1,960,075</b>	<b>1,959,680</b>	<b>1,959,680</b>

#### 2013 Estimated Revenues for the Low-Income Housing Fund (16400)

Summit Code	Source	2011 Actual	2012 Adopted	2013 Proposed	2014 Proposed
469930	Program Income	5,661,048	6,502,000	11,244,000	11,244,000
541490	Local Grants-Weatherization	2,367,869	1,582,255	1,629,723	1,678,614
	<b>Total All Else</b>	<b>8,028,917</b>	<b>8,084,255</b>	<b>12,873,723</b>	<b>12,922,614</b>
445800	MFTE Application Fees	3,000	0	0	0
	<b>Total Developer application fees</b>	<b>3,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
587001	General Subfund Support	0	46,462	0	0
	<b>Total General Subfund Support</b>	<b>0</b>	<b>46,462</b>	<b>0</b>	<b>0</b>
461110	Investment Earnings	202,014	876,900	4,601,500	4,601,500
	<b>Total Interest Earnings</b>	<b>202,014</b>	<b>876,900</b>	<b>4,601,500</b>	<b>4,601,500</b>
433010	Federal Grants - Weatherization	5,011,787	2,500,000	4,000,000	4,000,000
434010	State Grants - Weatherization	422,278	750,000	1,250,000	1,250,000
471010	Federal Grants-HOME Program	5,741,700	3,659,311	2,349,258	2,349,258
	<b>Total Revenue from Other Public Entities</b>	<b>11,175,764</b>	<b>6,909,311</b>	<b>7,599,258</b>	<b>7,599,258</b>
411100	Property Tax Levy	18,643,785	18,135,846	17,969,417	17,969,417
	<b>Total Taxes, Levies &amp; Bonds</b>	<b>18,643,785</b>	<b>18,135,846</b>	<b>17,969,417</b>	<b>17,969,417</b>
<b>Total Revenues</b>		<b>38,053,480</b>	<b>34,052,774</b>	<b>43,043,898</b>	<b>43,092,789</b>
379100	Use of (Contribution To) Fund Balance	-11,619,666	0	0	0
	<b>Total Use of Fund Balance</b>	<b>-11,619,666</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Resources</b>		<b>26,433,814</b>	<b>34,052,774</b>	<b>43,043,898</b>	<b>43,092,789</b>

## Office of Housing

### 2013 Estimated Revenues for the Office of Housing (16600)

Summit Code	Source	2011 Actual	2012 Adopted	2013 Proposed	2014 Proposed
411100	Levy Administration	1,938,343	1,656,317	1,809,704	1,809,704
439090	Grants and Other	98,528	0	0	0
445800	MFTE application fees	343,950	73,024	80,000	80,000
461110	Contingent Bonus/TDR Administration	330,000	1,001,429	278,476	0
462900	Other Rents and Use Charges	27,081	27,000	27,000	27,000
471010	Challenge Grant	0	0	65,788	65,788
471010	HOME Administration	456,866	406,590	261,028	261,028
541490	City Light Administration	672,517	689,949	710,647	731,967
541490	Prior Year Savings	0	415,338	0	0
	<b>Total All Else</b>	<b>3,867,285</b>	<b>4,269,647</b>	<b>3,232,643</b>	<b>2,975,487</b>
587001	General Subfund Support	504,875	39,472	0	0
	<b>Total General Subfund Support</b>	<b>504,875</b>	<b>39,472</b>	<b>0</b>	<b>0</b>
433010	Federal Grants-Weatherization	442,258	613,447	817,410	823,286
434010	State Grants-Weatherization	131,815	185,000	210,000	210,424
	<b>Total Revenue from Other Public Entities</b>	<b>574,073</b>	<b>798,447</b>	<b>1,027,410</b>	<b>1,033,710</b>
	<b>Total Revenues</b>	<b>4,946,233</b>	<b>5,107,566</b>	<b>4,260,053</b>	<b>4,009,197</b>
379100	Use of (Contribution To) Fund Balance	-1,000,596	-648,692	472,588	891,416
	<b>Total Use of Fund Balance</b>	<b>0</b>	<b>-648,692</b>	<b>472,588</b>	<b>891,416</b>
	<b>Total Resources</b>	<b>3,945,637</b>	<b>4,458,874</b>	<b>4,732,641</b>	<b>4,900,613</b>

## Office of Housing

### Appropriations By Budget Control Level (BCL) and Program

<b>CDBG - Office of Housing Budget Control Level</b>				
The purpose of the Community Development Block Grant (CDBG) - Office of Housing Budget Control Level is to provide opportunities for residents to thrive by investing in and promoting the development and preservation of affordable housing.				
<b>Program Expenditures</b>	<b>2011 Actual</b>	<b>2012 Adopted</b>	<b>2013 Proposed</b>	<b>2014 Proposed</b>
Homeownership and Sustainability - CDBG	836,794	1,188,185	987,108	987,108
Multi-Family Production and Preservation - CDBG	249,257	741,890	871,433	871,433
Strategic Planning, Resource, and Program Development - CDBG	411,279	30,000	101,139	101,139
<b>Total</b>	<b>1,497,330</b>	<b>1,960,075</b>	<b>1,959,680</b>	<b>1,959,680</b>

*The following information summarizes the programs in CDBG - Office of Housing Budget Control Level:*

#### **Homeownership and Sustainability - CDBG Program**

The purpose of the Homeownership and Sustainability - CDBG Program is to provide resources for low- and moderate-income Seattle residents, including seniors, to become homeowners and/or to preserve and improve their current homes. CDBG funds support minor home repairs for low-income elderly or disabled homeowners, home rehabilitation revolving loans to low-income households, technical assistance for program clients, and administrative costs for the City of Seattle's Office of Housing.

<b>Expenditures</b>	<b>2011 Actual</b>	<b>2012 Adopted</b>	<b>2013 Proposed</b>	<b>2014 Proposed</b>
Homeownership and Sustainability - CDBG	836,794	1,188,185	987,108	987,108

#### **Multi-Family Production and Preservation - CDBG Program**

The purpose of the Multi-Family Production and Preservation - CDBG Program is to acquire, develop, rehabilitate, and maintain affordable multifamily rental housing so the supply of housing for Seattle residents increases and affordability remains sustainable.

<b>Expenditures</b>	<b>2011 Actual</b>	<b>2012 Adopted</b>	<b>2013 Proposed</b>	<b>2014 Proposed</b>
Multi-Family Production and Preservation - CDBG	249,257	741,890	871,433	871,433

#### **Strategic Planning, Resource, and Program Development - CDBG Program**

The purpose of the Strategic Planning, Resource, and Program Development - CDBG Program is to provide policy review/revisions, new and revised housing programs, and vacant land redevelopment services to increase housing opportunities for Seattle residents.

<b>Expenditures</b>	<b>2011 Actual</b>	<b>2012 Adopted</b>	<b>2013 Proposed</b>	<b>2014 Proposed</b>
Strategic Planning, Resource, and Program Development - CDBG	411,279	30,000	101,139	101,139

## Office of Housing

### Low-Income Housing Fund 16400 Budget Control Level

The purpose of the Low-Income Housing Fund 16400 Budget Control Level is to fund multifamily housing production, and to support homeownership and sustainability.

<b>Program Expenditures</b>	<b>2011 Actual</b>	<b>2012 Adopted</b>	<b>2013 Proposed</b>	<b>2014 Proposed</b>
Homeownership and Sustainability - 16400	11,364,882	8,052,098	10,114,537	10,163,428
Multi-Family Production and Preservation - 16400	15,068,933	26,000,676	32,929,361	32,929,361
<b>Total</b>	<b>26,433,815</b>	<b>34,052,774</b>	<b>43,043,898</b>	<b>43,092,789</b>

*The following information summarizes the programs in Low-Income Housing Fund 16400 Budget Control Level:*

#### **Homeownership and Sustainability - 16400 Program**

The purpose of the Homeownership and Sustainability - 16400 Program is to provide three types of loans and grants to low-income Seattle residents: loans for first-time home buyers, home repair loans to address health and safety and code repairs, and grants to make low-income housing more energy efficient.

<b>Expenditures</b>	<b>2011 Actual</b>	<b>2012 Adopted</b>	<b>2013 Proposed</b>	<b>2014 Proposed</b>
Homeownership and Sustainability - 16400	11,364,882	8,052,098	10,114,537	10,163,428

#### **Multi-Family Production and Preservation - 16400 Program**

The purpose of the Multi-Family Production and Preservation - 16400 Program is to invest in the community by making long-term, low-interest loans to developers to develop or preserve affordable multifamily rental housing. OH monitors the affordable housing portfolio to ensure the units remain affordable, serve the intended residents, and the buildings remain in good condition.

<b>Expenditures</b>	<b>2011 Actual</b>	<b>2012 Adopted</b>	<b>2013 Proposed</b>	<b>2014 Proposed</b>
Multi-Family Production and Preservation - 16400	15,068,933	26,000,676	32,929,361	32,929,361

### Office of Housing Operating Fund 16600 Budget Control Level

The purpose of the Office of Housing Operating Fund 16600 Budget Control Level is to fund the Department's administration activities.

<b>Program Expenditures</b>	<b>2011 Actual</b>	<b>2012 Adopted</b>	<b>2013 Proposed</b>	<b>2014 Proposed</b>
Administration and Management - 16600	1,310,290	1,332,487	1,591,281	1,647,222
Community Development - 16600	499,898	551,395	543,813	563,325
Homeownership and Sustainability - 16600	1,019,012	1,308,270	1,340,874	1,387,158
Multi-Family Production and Preservation - 16600	1,116,437	1,266,721	1,256,673	1,302,909
<b>Total</b>	<b>3,945,638</b>	<b>4,458,874</b>	<b>4,732,641</b>	<b>4,900,613</b>
Full-time Equivalents Total*	38.50	37.50	37.50	37.50

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

## Office of Housing

*The following information summarizes the programs in Office of Housing Operating Fund 16600 Budget Control Level:*

### Administration and Management - 16600 Program

The purpose of the Administration and Management - 16600 Program is to provide centralized leadership, coordination, technology, contracting, and financial management support services to OH programs and capital projects to facilitate the production of affordable housing for Seattle residents.

Expenditures/FTE	2011 Actual	2012 Adopted	2013 Proposed	2014 Proposed
Administration and Management - 16600	1,310,290	1,332,487	1,591,281	1,647,222
Full-time Equivalents Total	13.00	11.00	11.00	11.00

### Community Development - 16600 Program

The purpose of the Community Development -16600 Program is to provide strategic planning, program development, and vacant land redevelopment services to increase housing opportunities for Seattle residents.

Expenditures/FTE	2011 Actual	2012 Adopted	2013 Proposed	2014 Proposed
Community Development - 16600	499,898	551,395	543,813	563,325
Full-time Equivalents Total	4.00	4.00	4.00	4.00

### Homeownership and Sustainability - 16600 Program

The Homeownership and Sustainability -16600 Program provides three types of loans and grants to low-income Seattle residents: loans for first-time home-buyers, home repair loans to address health and safety and code repairs, and grants to make low-income housing more energy efficient.

Expenditures/FTE	2011 Actual	2012 Adopted	2013 Proposed	2014 Proposed
Homeownership and Sustainability - 16600	1,019,012	1,308,270	1,340,874	1,387,158
Full-time Equivalents Total	12.00	13.00	13.00	13.00

### Multi-Family Production and Preservation - 16600 Program

The Multi-Family Production and Preservation -16600 Program invests in the community by making long-term, low-interest loans to developers to develop or preserve affordable multifamily rental housing. OH monitors the affordable housing portfolio to ensure the units remain affordable and serve the intended residents, and the buildings remain in good condition.

Expenditures/FTE	2011 Actual	2012 Adopted	2013 Proposed	2014 Proposed
Multi-Family Production and Preservation - 16600	1,116,437	1,266,721	1,256,673	1,302,909
Full-time Equivalents Total	9.50	9.50	9.50	9.50

## Office of Housing

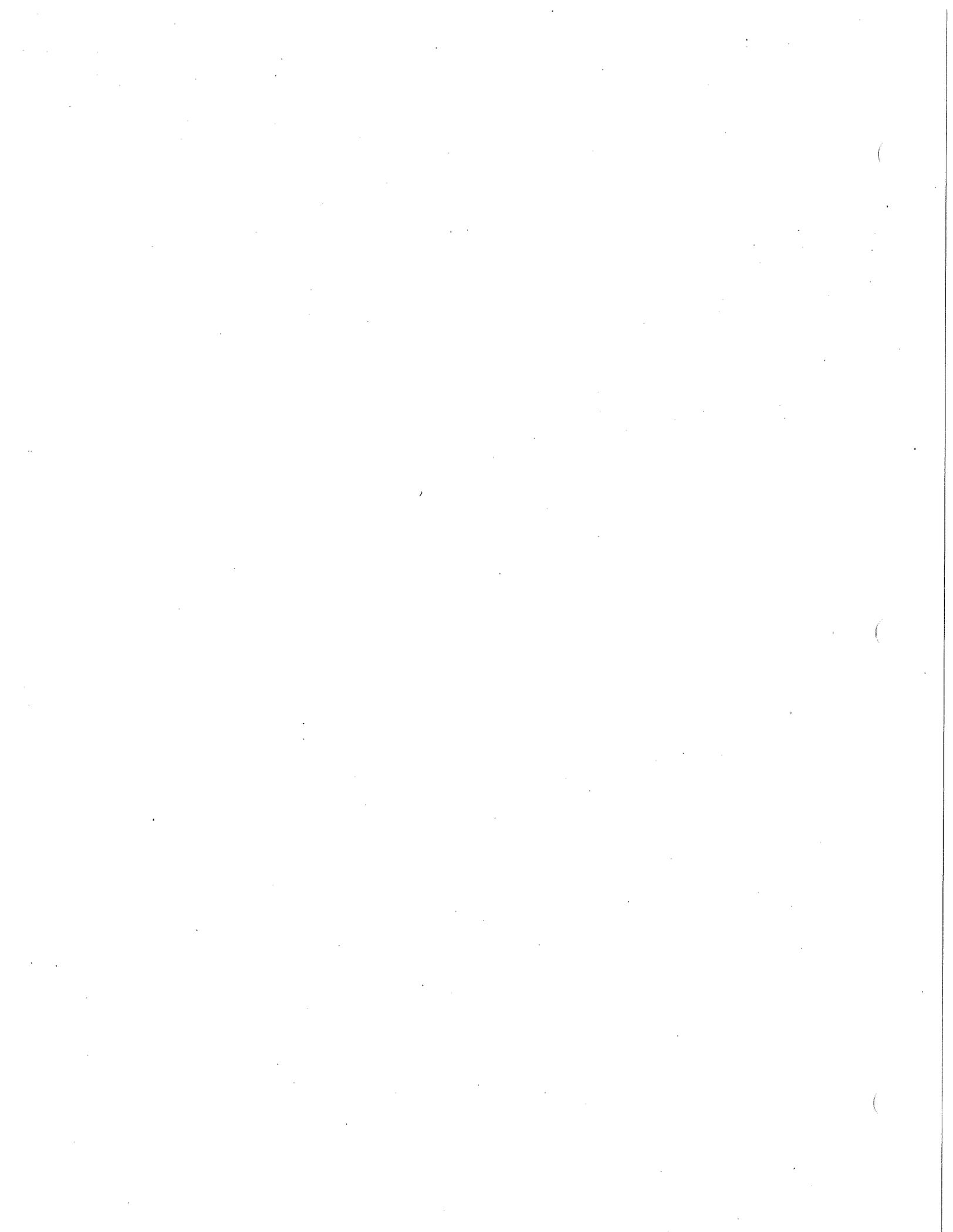
### **Housing Fund Table**

#### **Office of Housing (16600)**

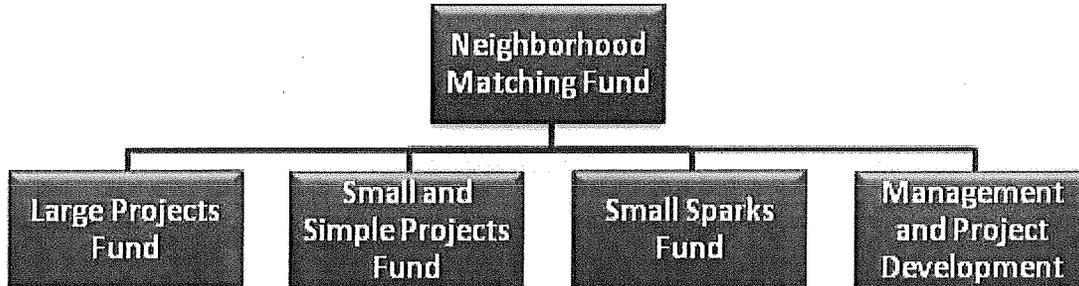
	2011 Actuals	2012 Adopted	2012 Revised	2013 Proposed	2014 Proposed
<b>Beginning Fund Balance</b>	<b>702,010</b>	<b>1,117,968</b>	<b>1,702,606</b>	<b>1,760,145</b>	<b>1,287,557</b>
Accounting and Technical Adjustments	0	0	0	0	0
Plus: Actual and Estimated Revenues	4,946,233	5,107,566	4,516,414	4,260,053	4,009,197
Less: Actual and Budgeted Expenditures	3,945,638	4,458,874	4,458,874	4,732,641	4,900,613
<b>Ending Fund Balance</b>	<b>1,702,606</b>	<b>1,766,660</b>	<b>1,760,145</b>	<b>1,287,557</b>	<b>396,141</b>
Housing Levy/Bonus Admin Reserve	1,323,146	1,625,660	1,760,145	1,273,826	385,364
Multi-Family Tax Exemption Admin Reserve	253,950	141,000			
<b>Total Reserves</b>	<b>1,577,096</b>	<b>1,766,660</b>	<b>1,760,145</b>	<b>1,273,826</b>	<b>385,364</b>
<b>Ending Unreserved Fund Balance</b>	<b>125,510</b>	<b>0</b>	<b>0</b>	<b>13,731</b>	<b>10,777</b>

#### **Low-Income Housing Fund (16400)**

	2011 Actuals	2012 Adopted	2012 Revised	2013 Proposed	2014 Proposed
<b>Beginning Fund Balance</b>	<b>75,817,096</b>	<b>74,789,737</b>	<b>87,581,821</b>	<b>87,581,821</b>	<b>87,581,821</b>
Accounting and Technical Adjustments	145,061	0	0	0	0
Plus: Actual and Estimated Revenues	38,053,480	34,052,774	34,052,774	43,043,898	43,092,789
Less: Actual and Budgeted Expenditures	26,433,815	34,052,774	34,052,774	43,043,898	43,092,789
<b>Ending Fund Balance</b>	<b>87,581,821</b>	<b>74,789,737</b>	<b>87,581,821</b>	<b>87,581,821</b>	<b>87,581,821</b>
Reserved Capital Fund Balance	86,549,823	74,789,737	86,549,823	86,549,823	83,350,931
<b>Total Reserves</b>	<b>86,549,823</b>	<b>74,789,737</b>	<b>86,549,823</b>	<b>86,549,823</b>	<b>83,350,931</b>
<b>Ending Unreserved Fund Balance</b>	<b>1,031,998</b>	<b>0</b>	<b>1,031,998</b>	<b>1,031,998</b>	<b>4,230,890</b>



# Neighborhood Matching Subfund



## Department Overview

The purpose of the Neighborhood Matching Subfund (NMF) is to provide resources for Seattle's communities to preserve and enhance the City's diverse neighborhoods, and to empower people to make positive contributions to their communities. It is administered by the Department of Neighborhoods (DON).

The NMF was established in 1988 to support partnerships between the City of Seattle and neighborhood organizations to undertake neighborhood-initiated planning, organizing, and physical improvement projects. The City provides cash that is matched by the community's contribution of volunteer labor, donated materials and professional services, or cash. Applications are accepted from neighborhood-based organizations of residents or businesses, community-based organizations that advocate for the interests of people of color, and ad-hoc groups of neighbors that form a committee for the purpose of a specific project. The NMF awards are divided into three categories: Large Projects Fund (awards up to \$100,000); Small and Simple Projects Fund (awards up to \$20,000); and Small Sparks Fund (awards up to \$1,000).

The NMF Program is housed in and staffed by the Department of Neighborhoods. NMF staff also coordinates with other City departments such as the Department of Parks and Recreation, Seattle Department of Transportation, Seattle Public Utilities, Department of Planning and Development, and others when projects are within the jurisdiction of these departments.

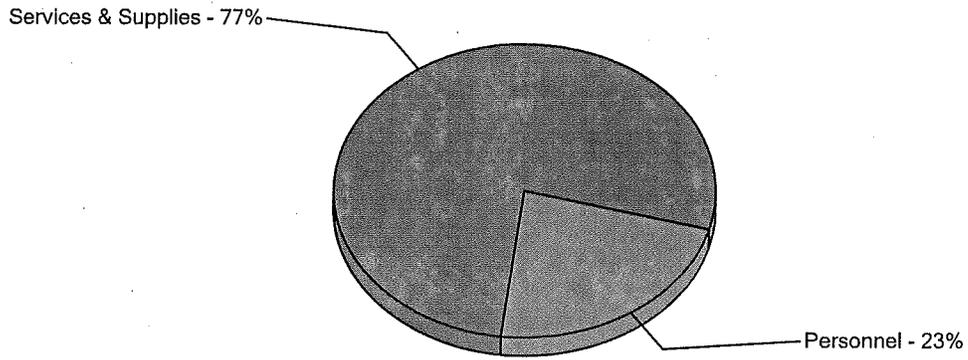
## Budget Snapshot

Department Support	2011 Actual	2012 Adopted	2013 Proposed	2014 Proposed
Other Funding - Operating	\$325,059	\$313,926	\$319,538	\$326,561
General Fund Support	\$2,851,396	\$2,779,022	\$2,991,284	\$3,066,137
<b>Total Operations</b>	<b>\$3,176,455</b>	<b>\$3,092,949</b>	<b>\$3,310,821</b>	<b>\$3,392,698</b>
<b>Total Appropriations</b>	<b>\$3,176,455</b>	<b>\$3,092,949</b>	<b>\$3,310,821</b>	<b>\$3,392,698</b>
Full-time Equivalent Total*	6.00	6.00	6.00	6.00

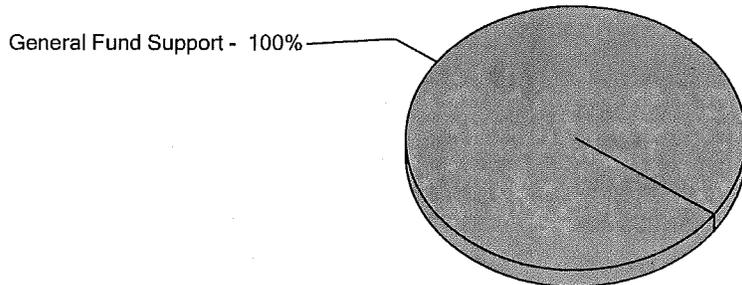
\* FTE totals are provided for information purposes only. Changes in FTEs resulting from City Council or Personnel Director actions outside of the budget process may not be detailed here.

## Neighborhood Matching Subfund

### 2013 Proposed Budget - Expenditure by Category



### 2013 Proposed Budget - Revenue by Category



## Neighborhood Matching Subfund

### Budget Overview

The 2013-2014 Proposed Budget for the Neighborhood Matching Subfund (NMF) maintains funding for neighborhood projects. The budget also increases NMF by \$100,000 in each year specifically for ethnic/cultural facility improvements. Funds will be awarded through the Small and Simple (SAS) Projects Fund, which makes awards of \$20,000 or less. As a "special designation project type," ethnic/cultural facility improvements will be promoted, and groups will be encouraged to apply for SAS funding. Facility improvements include, but are not limited to, handicap accessibility, façade/external beautification, small scale kitchen or bathroom renovation, and interior/exterior painting of facility.

### Incremental Budget Changes

#### Neighborhood Matching Subfund

	2013		2014	
	Budget	FTE	Budget	FTE
<b>Total 2012 Adopted Budget</b>	<b>\$ 3,092,949</b>	<b>6.00</b>	<b>\$ 3,092,949</b>	<b>6.00</b>
<b>Baseline Changes</b>				
Citywide Adjustments for Standard Cost Changes	\$ 78,242	0.00	\$ 158,398	0.00
Technical Changes - Baseline Phase	\$ 38,621	0.00	\$ 39,859	0.00
<b>Proposed Policy Changes</b>				
Increase NMF for Ethnic/Cultural Center Enhancements	\$ 100,000	0.00	\$ 100,000	0.00
<b>Proposed Technical Changes</b>				
Final Citywide Adjustments for Standard Cost Changes	\$ 1,009	0.00	\$ 1,492	0.00
<b>Total Incremental Changes</b>	<b>\$ 217,872</b>	<b>0.00</b>	<b>\$ 299,749</b>	<b>0.00</b>
<b>2013 - 2014 Proposed Budget</b>	<b>\$ 3,310,821</b>	<b>6.00</b>	<b>\$ 3,392,698</b>	<b>6.00</b>

### Description of Incremental Budget Changes

#### Baseline Changes

#### Citywide Adjustments for Standard Cost Changes - \$78,242

Citywide technical adjustments made in the "Baseline Phase" reflect changes due to inflation, central cost allocations, retirement, health care, workers' compensation, and employment costs. These adjustments reflect initial assumptions about these costs and inflators early in the budget process.

#### Technical Changes - Baseline Phase - \$38,621

Department technical changes in the Baseline Phase include an intradepartmental service cost adjustment of \$664 from NMF to DON and a salary adjustment increase of \$39,285, which is offset by a salary reduction in the Department of Neighborhood's baseline.

# Neighborhood Matching Subfund

## Proposed Policy Changes

### Increase NMF for Ethnic/Cultural Center Enhancements - \$100,000

This change increases the Neighborhood Matching Subfund by \$100,000 in each year specifically for ethnic/cultural facility improvements. Funds will be awarded through the Small and Simple (SAS) Projects Fund, which makes awards of \$20,000 or less. As a "special designation project type," ethnic/cultural facility improvements will be promoted, and groups will be encouraged to apply for SAS funding. Facility improvements include, but are not limited to, handicap accessibility, façade/external beautification, small scale kitchen or bathroom renovation, and interior/exterior painting of facility.

## Proposed Technical Changes

### Final Citywide Adjustments for Standard Cost Changes - \$1,009

Citywide technical adjustments made in the "Proposed Phase" reflect changes due to inflation, central cost allocations, retirement, health care, workers' compensation, and unemployment costs. These adjustments typically reflect updates to preliminary cost assumptions established in the "Baseline Phase."

## Expenditure Overview

Appropriations	Summit Code	2011 Actual	2012 Adopted	2013 Proposed	2014 Proposed
<b>Neighborhood Matching Fund Budget Control</b>					
Large Projects Fund		1,239,222	1,197,504	1,221,455	1,249,549
Management and Project Development		640,262	709,546	779,750	805,713
Small and Simple Projects Fund		1,245,607	1,170,878	1,294,296	1,321,764
Small Sparks Fund		51,364	15,020	15,320	15,673
<b>Total</b>	<b>21N00</b>	<b>3,176,455</b>	<b>3,092,949</b>	<b>3,310,821</b>	<b>3,392,698</b>
<b>Department Total</b>		<b>3,176,455</b>	<b>3,092,949</b>	<b>3,310,821</b>	<b>3,392,698</b>
<b>Department Full-time Equivalents Total*</b>		<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>

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

## Revenue Overview

### 2013 Estimated Revenues

Summit Code	Source	2011 Actual	2012 Adopted	2013 Proposed	2014 Proposed
587001	Operating Transfer In from Finance General	2,851,396	2,779,022	2,991,283	3,066,138
	<b>Total General Fund Support</b>	<b>2,851,396</b>	<b>2,779,022</b>	<b>2,991,283</b>	<b>3,066,138</b>
	<b>Total Revenues</b>	<b>2,851,396</b>	<b>2,779,022</b>	<b>2,991,283</b>	<b>3,066,138</b>
379100	Use of (Contribution To) Fund Balance	313,927	111,548	326,561	339,623
	<b>Total Use of Fund Balance</b>	<b>313,927</b>	<b>111,548</b>	<b>326,561</b>	<b>339,623</b>
	<b>Total Resources</b>	<b>3,165,323</b>	<b>2,890,570</b>	<b>3,317,844</b>	<b>3,405,761</b>

## Neighborhood Matching Subfund

### Appropriations By Budget Control Level (BCL) and Program

#### Neighborhood Matching Fund Budget Control Level

The purpose of the Neighborhood Matching Fund Budget Control Level is to support local grassroots projects within neighborhoods and communities. The Neighborhood Matching Fund provides funding to match community contributions of volunteer labor, donated professional services and materials, or cash, to implement community-based self-help projects.

<b>Program Expenditures</b>	<b>2011 Actual</b>	<b>2012 Adopted</b>	<b>2013 Proposed</b>	<b>2014 Proposed</b>
Large Projects Fund	1,239,222	1,197,504	1,221,455	1,249,549
Management and Project Development	640,262	709,546	779,750	805,713
Small and Simple Projects Fund	1,245,607	1,170,878	1,294,296	1,321,764
Small Sparks Fund	51,364	15,020	15,320	15,673
<b>Total</b>	<b>3,176,455</b>	<b>3,092,949</b>	<b>3,310,821</b>	<b>3,392,698</b>
Full-time Equivalents Total*	6.00	6.00	6.00	6.00

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

*The following information summarizes the programs in Neighborhood Matching Fund Budget Control Level:*

#### **Large Projects Fund Program**

The purpose of the Large Projects Fund is to provide funding to grassroots organizations initiating community building projects that require up to 12 months to complete and up to \$100,000 in Neighborhood Matching Funds.

<b>Expenditures</b>	<b>2011 Actual</b>	<b>2012 Adopted</b>	<b>2013 Proposed</b>	<b>2014 Proposed</b>
Large Projects Fund	1,239,222	1,197,504	1,221,455	1,249,549

#### **Management and Project Development Program**

The purpose of the Management and Project Development division is to administer the community grant awards by providing marketing and outreach to applicant groups; technical assistance and support to community groups for project development and implementation; administrative support coordinating and conducting the application review and award processes; and management and monitoring of funded projects to support high-quality and successful completion of projects.

<b>Expenditures/FTE</b>	<b>2011 Actual</b>	<b>2012 Adopted</b>	<b>2013 Proposed</b>	<b>2014 Proposed</b>
Management and Project Development	640,262	709,546	779,750	805,713
Full-time Equivalents Total	6.00	6.00	6.00	6.00

#### **Small and Simple Projects Fund Program**

The purpose of the Small and Simple Projects Fund is to provide funding for community building projects initiated by grassroots organizations that can be completed in 12 months or less and require up to \$20,000 in funding.

<b>Expenditures</b>	<b>2011 Actual</b>	<b>2012 Adopted</b>	<b>2013 Proposed</b>	<b>2014 Proposed</b>
Small and Simple Projects Fund	1,245,607	1,170,878	1,294,296	1,321,764

#### **Small Sparks Fund Program**

The purpose of the Small Sparks Fund is to provide one-time awards of up to \$1,000 for small community building projects initiated by grassroots organizations. Awards are available to neighborhood organizations with annual operating budgets under \$25,000.

## Neighborhood Matching Subfund

Expenditures	2011 Actual	2012 Adopted	2013 Proposed	2014 Proposed
Small Sparks Fund	51,364	15,020	15,320	15,673

### Neighborhood Matching Subfund Fund Table

#### Neighborhood Matching Subfund (00165)

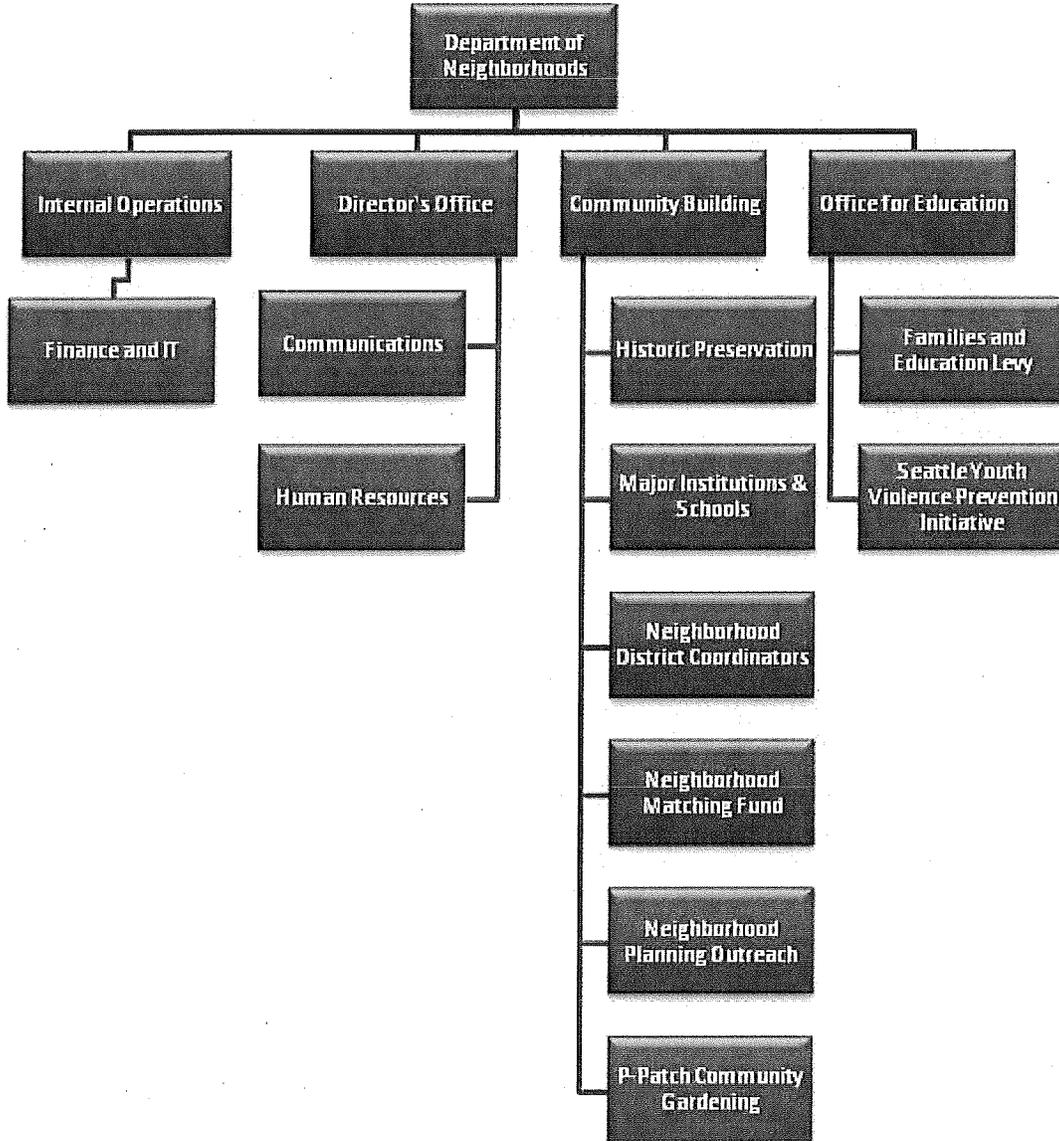
	2011 Actuals	2012 Adopted	2012 Revised	2013 Proposed	2014 Proposed
<b>Beginning Fund Balance</b>	<b>4,284,042</b>	<b>4,085,475</b>	<b>3,958,983</b>	<b>3,617,266</b>	<b>3,297,728</b>
Accounting and Technical Adjustments	0	0	0	0	0
Plus: Actual and Estimated Revenues	2,851,396	2,779,022	2,751,232	2,991,283	3,066,138
Less: Actual and Budgeted Expenditures	3,176,455	3,092,949	3,092,949	3,310,821	3,392,698
<b>Ending Fund Balance</b>	<b>3,958,983</b>	<b>3,771,548</b>	<b>3,617,266</b>	<b>3,297,728</b>	<b>2,971,168</b>
Continuing Appropriations	3,645,000	3,660,000	3,316,000	2,929,000	2,913,000
<b>Total Reserves</b>	<b>3,645,000</b>	<b>3,660,000</b>	<b>3,316,000</b>	<b>2,929,000</b>	<b>2,913,000</b>
<b>Ending Unreserved Fund Balance</b>	<b>313,983</b>	<b>111,548</b>	<b>301,266</b>	<b>368,728</b>	<b>58,168</b>

# Department of Neighborhoods

Bernie Matsuno, Director

Department Information Line: (206) 684-0464

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



# Department of Neighborhoods

## Department Overview

The Department of Neighborhoods (DON) works to bring government closer to the residents of Seattle by engaging them in civic participation, helping them become empowered to make positive contributions to their communities, and involving more of Seattle's residents, including communities of color and immigrants, in civic discussions, processes, and opportunities.

As part of their mission, DON also manages the Neighborhood Matching Fund (NMF), which provides grant resources for Seattle's communities to preserve and enhance the City's diverse neighborhoods.

DON has four lines of business:

- 1) The Director's Office provides executive leadership, communications, and human resources services for the entire Department.
- 2) The Community Building Division delivers technical assistance, support services, and programs in neighborhoods to strengthen local communities, engage residents in neighborhood improvement, leverage resources and complete neighborhood-initiative projects. The programs that support this work include the P-Patch Community Gardens, Neighborhood District Coordinators, Major Institutions and Schools, South Park Information and Resource Center (SPIARC), Historic Preservation, and Neighborhood Planning Outreach.  
  
Also part of the Community Building Division is the NMF program, which provides consultation and technical assistance to community groups seeking City grant awards; coordination of the grant application and award process; negotiation and execution of contracts with awarded organizations; and oversight and management of projects when under contract and being implemented.
- 3) The Internal Operations Division provides financial and information technology services to Department employees so that they may serve customers efficiently and effectively.
- 4) The Office for Education (OFE) builds linkages between the City of Seattle and the Seattle Public School District. It administers the Families and Education Levy; provides policy direction to help children succeed in school; strengthens school-community connections; and increases access to high-quality programs that are achieving improved academic outcomes.

Also part of OFE is the Seattle Youth Violence Prevention Initiative (SYVPI), which delivers on its mission to reduce juvenile violent crime through a variety of youth violence prevention programs administered by several departments citywide. These programs include active outreach, case management, and employment services including internships, individual and group programming, and support services.

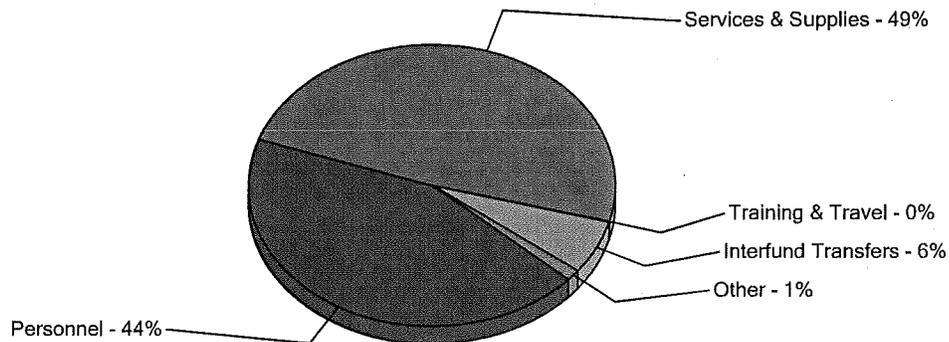
## Budget Snapshot

Department Support	2011 Actual	2012 Adopted	2013 Proposed	2014 Proposed
General Fund Support	\$10,413,277	\$8,464,057	\$10,377,961	\$10,854,469
<b>Total Operations</b>	<b>\$10,413,277</b>	<b>\$8,464,057</b>	<b>\$10,377,961</b>	<b>\$10,854,469</b>
<b>Total Appropriations</b>	<b>\$10,413,277</b>	<b>\$8,464,057</b>	<b>\$10,377,961</b>	<b>\$10,854,469</b>
Full-time Equivalent Total*	62.25	40.50	41.25	41.25

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

## Department of Neighborhoods

### 2013 Proposed Budget - Expenditure by Category



### Budget Overview

The 2013-2014 Proposed Budget for the Department of Neighborhoods includes cost reductions that represent increasing staffing efficiency and reducing redundancy. The budget also includes an increase to the Seattle Youth Violence Prevention Initiative, managed within the Office for Education, to provide adequate capacity to implement the current program, expand to serve an additional 450 youth, and fund a database and case management reporting system.

Staffing efficiencies are achieved through reducing appropriations for work that is no longer needed as a result of co-locating the Neighborhood District Coordinators at the three Neighborhood Payment and Information Services (NPIS) locations. Work study students were an integral part of the Neighborhood District Coordinator program when the NDCs were located at multiple Neighborhood Service Centers. Now that the NDCs are co-located at three regional offices (Ballard, Central, Southwest), work study students are no longer needed to provide staff support in the absence of a coordinator. The administrative staff reduction is also a result of the elimination of work related to facility management for previous NDC locations, now managed by the Department of Finance and Administrative Services at the three NPIS locations.

The Seattle Youth Violence Prevention Initiative provides direct services to approximately 1,050 youth most at risk for perpetuating or being a victim of violence. During its first three years, the Initiative has been oversubscribed as demand for services exceeded available capacity, which was initially set at 800 youth. Through careful financial management and reductions that allow for a reprioritization of resources, General Fund support for SYVPI is increased in the 2013-2014 Proposed Budget to serve an additional 450 youth across the three SYVPI Neighborhood Network sites, bringing the total to 1,500 youth served. The funding also provides adequate staffing for the existing SYVPI population of 1,050 youth within the three Neighborhood Networks to more effectively implement the current program and new risk assessment screening process to better target interventions to youth most at risk. Enrolled youth are provided with activities, mentoring, case management, employment services, and other targeted services that address the needs of the youth population, which vary among the three sites in Southeast, Southwest and Central Seattle. With this expansion of the Initiative's capacity at the same time it is implementing the risk assessment screening process, the City will have a greater impact on reducing youth violence through the identification and enrollment of increased numbers of high-risk and gang-involved youth and through new capacity to provide services tailored to this population.

Strong case management is imperative to provide support and track outcomes for SYVPI youth. A federal grant has funded the current database management system for the past three years, but will expire at the end of 2012, necessitating a new appropriation to extend the database and case management reporting system.

## Department of Neighborhoods

### Incremental Budget Changes

#### Department of Neighborhoods

	2013		2014	
	Budget	FTE	Budget	FTE
<b>Total 2012 Adopted Budget</b>	<b>\$ 8,464,057</b>	<b>40.50</b>	<b>\$ 8,464,057</b>	<b>40.50</b>
<b>Baseline Changes</b>				
Citywide Adjustments for Standard Cost Changes	\$ 296,300	0.00	\$ 551,353	0.00
Technical Changes - Baseline Phase	-\$ 66,361	0.00	-\$ 80,125	0.00
<b>Proposed Policy Changes</b>				
Reduce Administrative Staff	-\$ 20,000	-0.25	-\$ 20,000	-0.25
Eliminate Work Study Funding	-\$ 17,655	0.00	-\$ 18,009	0.00
Eliminate SPIARC Funding in 2014	\$ 0	0.00	-\$ 52,952	0.00
Recognize HUD Challenge Grant Revenue	\$ 0	0.00	\$ 0	0.00
Provide Adequate Staffing and Add Capacity to SYVPI	\$ 1,681,397	1.00	\$ 1,976,512	1.00
Extend SYVPI Database and Case Management Reporting System	\$ 99,240	0.00	\$ 99,240	0.00
<b>Proposed Technical Changes</b>				
Final Citywide Adjustments for Standard Cost Changes	-\$ 17,881	0.00	-\$ 20,846	0.00
Technical Changes - Executive Phase	-\$ 41,136	0.00	-\$ 44,761	0.00
<b>Total Incremental Changes</b>	<b>\$ 1,913,904</b>	<b>0.75</b>	<b>\$ 2,390,412</b>	<b>0.75</b>
<b>2013 - 2014 Proposed Budget</b>	<b>\$ 10,377,961</b>	<b>41.25</b>	<b>\$ 10,854,469</b>	<b>41.25</b>

### Description of Incremental Budget Changes

#### Baseline Changes

##### Citywide Adjustments for Standard Cost Changes - \$296,300

Citywide technical adjustments made in the "Baseline Phase" reflect changes due to inflation, central cost allocations, retirement, health care, workers' compensation, and employment costs. These adjustments reflect initial assumptions about these costs and inflators early in the budget process.

##### Technical Changes - Baseline Phase - (\$66,361)

Department technical adjustments in the Baseline of the 2013-2014 Proposed Budget include departmental and citywide non-programmatic adjustments that do not represent fundamental changes of the Department of Neighborhood's service delivery. Included within these adjustments is a total reduction of -\$101,858 reflecting changes in central cost allocations due to an increase in the vacancy rate assumption, salary transfer to the Neighborhood Matching Fund (NMF), and the legal clinic transfer to the Department of Finance and Administrative Services.

# Department of Neighborhoods

## Proposed Policy Changes

### **Reduce Administrative Staff - (\$20,000)/(0.25) FTE**

In response to a reduction in duties, 1.0 FTE Administrative Staff Assistant position is reduced to 0.75 FTE. This position is responsible for facilities and other support functions and had helped to support the Neighborhood Payment and Information Services (NPIS)/Neighborhood Service Centers (NSC), which have been transferred to management by the Department of Finance and Administrative Services.

### **Eliminate Work Study Funding - (\$17,655)**

Funding is eliminated for DON's work study opportunities at the three Neighborhood Service Centers and also in the Communications program. The functions previously served by the work study students is duplicative with work of current City staff as a result of a 2012 change co-locating the Neighborhood District Coordinators at the three Neighborhood Payment and Information Services (NPIS) locations. NDCs are now co-located at three regional offices (Ballard, Central, Southwest), and work study students are no longer needed to provide staff support in the absence of a coordinator.

### **Eliminate SPIARC Funding in 2014**

The proposed budget eliminates \$52,952 in funding for 2014 for the South Park Information and Resource Center (SPIARC). Funding was provided in 2011 as part of the South Park Action Agenda in order to support a multi-lingual resource center for the South Park community and its diverse immigrant population to mitigate the impacts on the community during the period of time that the South Park Bridge is under construction. SPIARC provides direct assistance such as employment application assistance, translation and interpretation services, and English classes, as well as connects customers to outside services and resources. Reconstruction of the South Park Bridge is expected to be complete in fall 2013, eliminating the need for this funding support from the City. SPIARC is in the process of implementing the organization's fundraising plan in anticipation of the elimination in funding.

### **Recognize HUD Challenge Grant Revenue**

General Fund personnel costs are supported using the federal HUD Challenge grant award funds awarded to the City in 2012. The DON portion of the Challenge grant of \$28,000 in 2013 and in 2014 is focused on outreach and engagement to immigrants and refugees through the use of Public Outreach and Engagement Liaisons. Revenues are recognized in the General Fund.

### **Provide Adequate Staffing and Add Capacity to SYVPI - \$1,681,397/1.00 FTE**

This change provides funding to serve an additional 450 youth across the three SYVPI Neighborhood Network sites, bringing the total served to 1,500 youth who are at risk of perpetuating and being victims of violence. The funding also provides adequate staffing for the existing SYVPI population of 1,050 youth within the three Neighborhood Networks to more effectively implement the current program and new risk assessment screening process. Enrolled youth are provided with activities, mentoring, case management, employment services, and other targeted services that address the needs of the youth population, which vary among the three sites in Southeast, Southwest and Central Seattle. The majority of the funding will be provided to local nonprofits who are partners in implementing the Initiative. SYVPI will add 1.0 FTE to manage the increase in grants and contracts.

### **Extend SYVPI Database and Case Management Reporting System - \$99,240**

In 2013-2014, the expanded Seattle Youth Violence Prevention Initiative (SYVPI) will provide direct services to approximately 1,500 youth most at risk for perpetuating or being a victim of violence. A three-year Office for Juvenile Justice and Delinquency Prevention (OJJDP) grant will expire at the end of 2012. The grant had funded the hosting, maintenance, and licensing for a database and case management reporting system to track providers' performance data and provide status updates of youth served. The SYVPI budget is increased by \$99,240 in both 2013 and 2014 to extend the SYVPI database and case management reporting system.

# Department of Neighborhoods

## Proposed Technical Changes

### Final Citywide Adjustments for Standard Cost Changes - (\$17,881)

Citywide technical adjustments made in the "Proposed Phase" reflect changes due to inflation, central cost allocations, retirement, health care, workers' compensation, and unemployment costs. These adjustments typically reflect updates to preliminary cost assumptions established in the "Baseline Phase."

### Technical Changes - Executive Phase - (\$41,136)

Technical adjustments in the 2013-2014 Proposed Budget include departmental and citywide non-programmatic adjustments that do not represent fundamental changes to the department's service delivery. Technical changes include budget-neutral technical adjustments; a decrease of the salary account to correct an inadvertent increase; and restoring \$12,000 in funding for space and related costs for Neighborhood District Coordinators (NDCs) housed at the Neighborhood Service Centers (NSCs).

## Expenditure Overview

Appropriations	Summit Code	2011 Actual	2012 Adopted	2013 Proposed	2014 Proposed
<b>Community Building Budget Control</b>					
Historic Preservation-Community Building		0	0	699,854	724,671
Major Institutions and Schools		188,391	207,000	218,365	225,913
Neighborhood District Coordinators		1,325,558	1,213,050	1,266,973	1,310,355
Neighborhood Planning Outreach		245,103	252,311	263,766	271,864
P-Patch Community Gardens		627,517	669,071	752,678	778,239
South Park Information and Resource Center		145,860	50,747	51,762	0
<b>Total</b>	<b>I3300</b>	<b>2,532,428</b>	<b>2,392,179</b>	<b>3,253,398</b>	<b>3,311,042</b>
<b>Director's Office Budget Control</b>					
Communications		109,072	151,572	157,976	163,147
Executive Leadership		263,367	297,809	312,273	322,559
Historic Preservation		797,162	742,611	0	0
<b>Total</b>	<b>I3100</b>	<b>1,169,601</b>	<b>1,191,991</b>	<b>470,249</b>	<b>485,706</b>
<b>Internal Operations Budget Control</b>					
Internal Operations/Administrative Services		1,461,410	1,503,807	1,402,032	1,426,675
Neighborhood Payment and Information Services		1,821,908	0	0	0
<b>Total</b>	<b>I3200</b>	<b>3,283,318</b>	<b>1,503,807</b>	<b>1,402,032</b>	<b>1,426,675</b>
<b>Youth Violence Prevention Budget Control Level</b>	<b>I4100</b>	<b>3,427,930</b>	<b>3,376,079</b>	<b>5,252,282</b>	<b>5,631,046</b>
<b>Department Total</b>		<b>10,413,277</b>	<b>8,464,057</b>	<b>10,377,961</b>	<b>10,854,469</b>
<b>Department Full-time Equivalent Total*</b>		<b>62.25</b>	<b>40.50</b>	<b>41.25</b>	<b>41.25</b>

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

## Department of Neighborhoods

### Appropriations By Budget Control Level (BCL) and Program

#### Community Building Budget Control Level

The purpose of the Community Building Budget Control Level is to deliver technical assistance, support services, and programs in neighborhoods to strengthen local communities, engage residents in neighborhood improvement, leverage resources, and complete neighborhood-initiated projects.

Program Expenditures	2011 Actual	2012 Adopted	2013 Proposed	2014 Proposed
Historic Preservation-Community Building	0	0	699,854	724,671
Major Institutions and Schools	188,391	207,000	218,365	225,913
Neighborhood District Coordinators	1,325,558	1,213,050	1,266,973	1,310,355
Neighborhood Planning Outreach	245,103	252,311	263,766	271,864
P-Patch Community Gardens	627,517	669,071	752,678	778,239
South Park Information and Resource Center	145,860	50,747	51,762	0
<b>Total</b>	<b>2,532,428</b>	<b>2,392,179</b>	<b>3,253,398</b>	<b>3,311,042</b>
Full-time Equivalents Total*	23.50	21.50	28.50	28.50

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

*The following information summarizes the programs in Community Building Budget Control Level:*

#### **Historic Preservation-Community Building Program**

The purpose of the Historic Preservation - Community Building Program is to provide technical assistance, outreach, and education to the general public, owners of historic properties, government agencies, and elected officials to identify, protect, rehabilitate, and re-use historic properties. This program is transferred from the Director's Office Budget Control Level in the 2013-2014 Proposed Budget.

Expenditures/FTE	2011 Actual	2012 Adopted	2013 Proposed	2014 Proposed
Historic Preservation-Community Building	0	0	699,854	724,671
Full-time Equivalents Total	0.00	0.00	7.00	7.00

#### **Major Institutions and Schools Program**

The purpose of the Major Institutions and Schools Program is to coordinate community involvement in the development, adoption, and implementation of Major Institution Master Plans, and to facilitate community involvement in school re-use and development.

Expenditures/FTE	2011 Actual	2012 Adopted	2013 Proposed	2014 Proposed
Major Institutions and Schools	188,391	207,000	218,365	225,913
Full-time Equivalents Total	1.50	1.50	1.50	1.50

## Department of Neighborhoods

### Neighborhood District Coordinators Program

The purpose of the Neighborhood District Coordinators Program is to provide a range of technical assistance and support services for residents and neighborhood groups to develop a sense of partnership among neighborhood residents, businesses, and City government.

Expenditures/FTE	2011 Actual	2012 Adopted	2013 Proposed	2014 Proposed
Neighborhood District Coordinators	1,325,558	1,213,050	1,266,973	1,310,355
Full-time Equivalents Total	12.50	11.50	11.50	11.50

### Neighborhood Planning Outreach Program

The purpose of the Neighborhood Planning Outreach Program is to lead the inclusive outreach and engagement activities of Neighborhood Planning efforts across the City by working with communities to revise Neighborhood Plans to reflect changes and opportunities presented by new development and major transportation investments, including Light Rail. It also assists City departments with other outreach and engagement efforts.

Expenditures/FTE	2011 Actual	2012 Adopted	2013 Proposed	2014 Proposed
Neighborhood Planning Outreach	245,103	252,311	263,766	271,864
Full-time Equivalents Total	1.50	1.50	1.50	1.50

### P-Patch Community Gardens Program

The purpose of the P-Patch Community Gardens Program is to provide community gardens, gardening space, and related support to Seattle residents while preserving open space for productive purposes, particularly in high-density communities. The goals of the program are to increase self-reliance among gardeners, and for P-Patch Community Gardens to be focal points for community involvement.

Expenditures/FTE	2011 Actual	2012 Adopted	2013 Proposed	2014 Proposed
P-Patch Community Gardens	627,517	669,071	752,678	778,239
Full-time Equivalents Total	7.00	7.00	7.00	7.00

### South Park Information and Resource Center Program

The purpose of the South Park Information and Resource Center is to provide support for a multi-lingual resource center for the South Park community and its diverse immigrant population to mitigate the impacts on the community during the period of time that the South Park Bridge is under construction. The center provides direct assistance such as employment application assistance, translation and interpretation services, and English classes, as well as connects customers to outside services and resources. Funding was initially provided in 2011 as part of the South Park Action Agenda, now transferred to the Office of Economic Development.

Expenditures/FTE	2011 Actual	2012 Adopted	2013 Proposed	2014 Proposed
South Park Information and Resource Center	145,860	50,747	51,762	0
Full-time Equivalents Total	1.00	0.00	0.00	0.00

## Department of Neighborhoods

### Director's Office Budget Control Level

The purpose of the Director's Office Budget Control Level is to provide executive leadership, communications, and operational support for the entire department.

<b>Program Expenditures</b>	<b>2011 Actual</b>	<b>2012 Adopted</b>	<b>2013 Proposed</b>	<b>2014 Proposed</b>
Communications	109,072	151,572	157,976	163,147
Executive Leadership	263,367	297,809	312,273	322,559
Historic Preservation	797,162	742,611	0	0
<b>Total</b>	<b>1,169,601</b>	<b>1,191,991</b>	<b>470,249</b>	<b>485,706</b>
Full-time Equivalents Total*	10.25	10.00	3.00	3.00

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

*The following information summarizes the programs in Director's Office Budget Control Level:*

#### **Communications Program**

The purpose of the Communications Program is to provide printed and electronic information on programs and services offered by the Department, as well as to publicize other opportunities to increase civic participation.

<b>Expenditures/FTE</b>	<b>2011 Actual</b>	<b>2012 Adopted</b>	<b>2013 Proposed</b>	<b>2014 Proposed</b>
Communications	109,072	151,572	157,976	163,147
Full-time Equivalents Total	1.00	1.00	1.00	1.00

#### **Executive Leadership Program**

The purpose of the Executive Leadership Program is to provide leadership in fulfilling the Department's mission, and to facilitate the Department's communication and interaction with other City departments, external agencies, elected officials, and the public.

<b>Expenditures/FTE</b>	<b>2011 Actual</b>	<b>2012 Adopted</b>	<b>2013 Proposed</b>	<b>2014 Proposed</b>
Executive Leadership	263,367	297,809	312,273	322,559
Full-time Equivalents Total	2.00	2.00	2.00	2.00

#### **Historic Preservation Program**

The purpose of the Historic Preservation Program is to provide technical assistance, outreach, and education to the general public, owners of historic properties, government agencies, and elected officials to identify, protect, rehabilitate, and re-use historic properties. This program is transferred to the Community Building Budget Control Level in the 2013-2014 Proposed Budget.

<b>Expenditures/FTE</b>	<b>2011 Actual</b>	<b>2012 Adopted</b>	<b>2013 Proposed</b>	<b>2014 Proposed</b>
Historic Preservation	797,162	742,611	0	0
Full-time Equivalents Total	7.25	7.00	0.00	0.00

## Department of Neighborhoods

### Internal Operations Budget Control Level

The purpose of the Internal Operations Budget Control Level is to provide financial, human resources, facility, administrative, and information technology services to the Department's employees to serve customers efficiently and effectively.

<b>Program Expenditures</b>	<b>2011 Actual</b>	<b>2012 Adopted</b>	<b>2013 Proposed</b>	<b>2014 Proposed</b>
Internal Operations/Administrative Services	1,461,410	1,503,807	1,402,032	1,426,675
Neighborhood Payment and Information Services	1,821,908	0	0	0
<b>Total</b>	<b>3,283,318</b>	<b>1,503,807</b>	<b>1,402,032</b>	<b>1,426,675</b>
Full-time Equivalents Total*	27.50	7.00	6.75	6.75

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

*The following information summarizes the programs in Internal Operations Budget Control Level:*

#### **Internal Operations/Administrative Services Program**

The purpose of the Internal Operations/Administrative Services Program is to manage financial, human resources, facility, administrative, and information technology services to enable department employees to serve customers efficiently and effectively.

<b>Expenditures/FTE</b>	<b>2011 Actual</b>	<b>2012 Adopted</b>	<b>2013 Proposed</b>	<b>2014 Proposed</b>
Internal Operations/Administrative Services	1,461,410	1,503,807	1,402,032	1,426,675
Full-time Equivalents Total	10.00	7.00	6.75	6.75

#### **Neighborhood Payment and Information Services Program**

The purpose of the Neighborhood Payment and Information Services Program is to accept payment for public services and to provide information and referral services so that customers can access City services where they live and work, and do business with the City more easily. This program was transferred to the Department of Finance and Administrative Services in 2012.

<b>Expenditures/FTE</b>	<b>2011 Actual</b>	<b>2012 Adopted</b>	<b>2013 Proposed</b>	<b>2014 Proposed</b>
Neighborhood Payment and Information Services	1,821,908	0	0	0
Full-time Equivalents Total	17.50	0.00	0.00	0.00

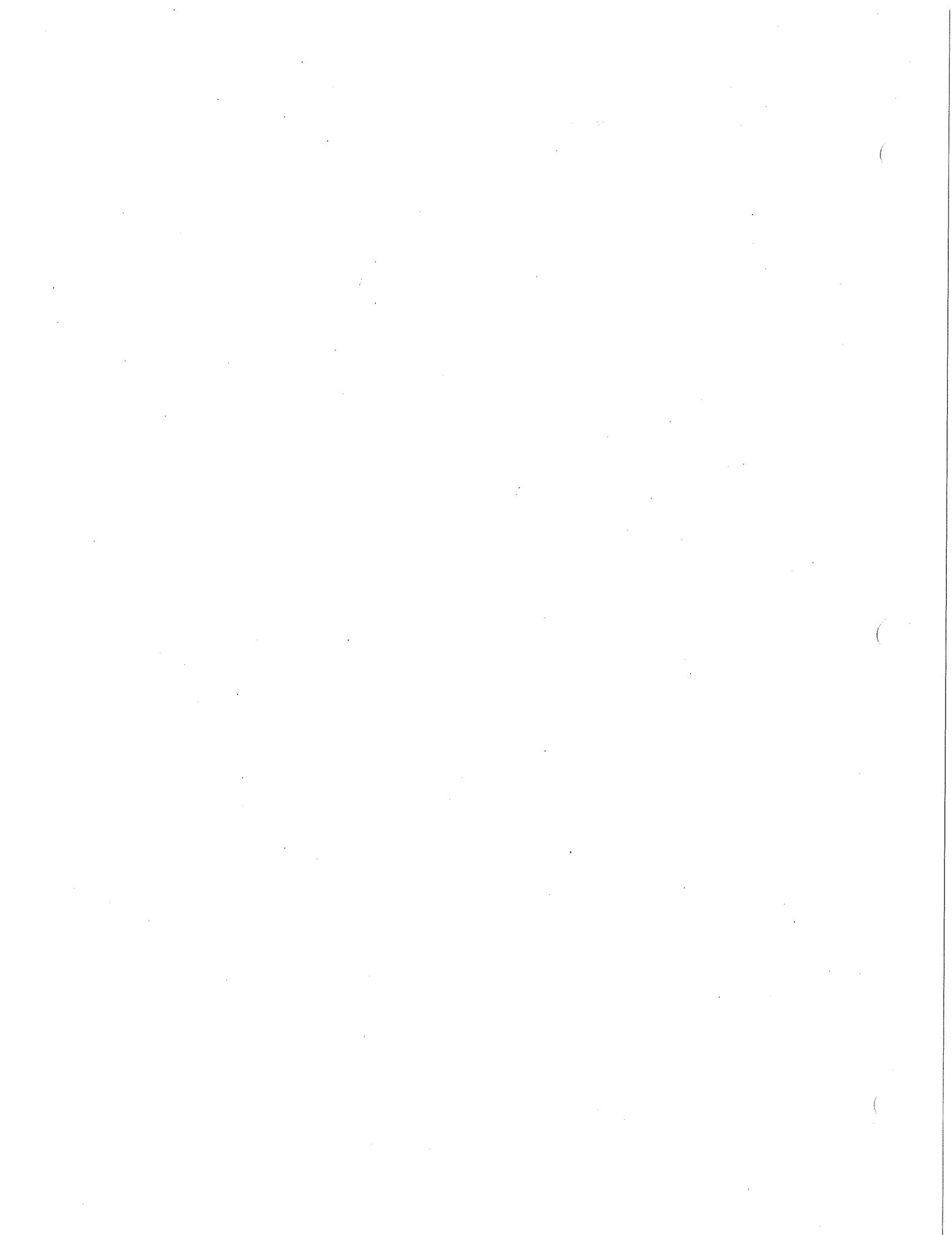
## Department of Neighborhoods

### Youth Violence Prevention Budget Control Level

The purpose of the Youth Violence Prevention Budget Control Level is to help reduce juvenile violent crimes.

<b>Program Expenditures</b>	<b>2011 Actual</b>	<b>2012 Adopted</b>	<b>2013 Proposed</b>	<b>2014 Proposed</b>
Youth Violence Prevention	3,427,930	3,376,079	5,252,282	5,631,046
<b>Total</b>	<b>3,427,930</b>	<b>3,376,079</b>	<b>5,252,282</b>	<b>5,631,046</b>
Full-time Equivalents Total*	1.00	2.00	3.00	3.00

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



# Pike Place Market Levy

Ben Franz-Knight, Executive Director

Pike Place Market Preservation and Development Authority

PDA Information Line: (206) 682-7453

On the Web at: <http://www.pikeplacemarket.org>

## Pike Place Market Levy

### Department Overview

The Pike Place Market Levy, approved by voters in November 2008, collects up to \$73 million in additional property taxes over six years for major repairs, infrastructure, and accessibility upgrades to buildings owned by the Pike Place Market Preservation and Development Authority (PDA). The PDA is a nonprofit, public corporation chartered by the City of Seattle. As part of its mission, the PDA is required to preserve, rehabilitate, and protect the Market's buildings.

The PDA manages the renovation project. The City receives levy proceeds in the Pike Place Market Renovation Fund established through Ordinance 122737 and provides cash to finance the project according to the PDA's construction schedule, including issuing limited-tax general obligation bonds to meet cash flow needs. The City collects \$12.5 million per year in levy proceeds through 2013, and up to \$10.5 million in 2014.

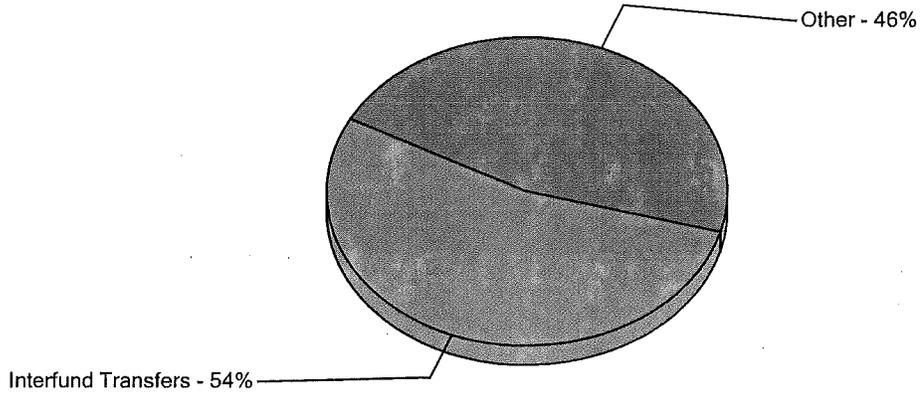
### Budget Snapshot

Department Support	2011 Actual	2012 Adopted	2013 Proposed	2014 Proposed
Other Funding - Operating	\$21,691,253	\$4,101,750	\$8,955,250	\$8,951,750
<b>Total Operations</b>	<b>\$21,691,253</b>	<b>\$4,101,750</b>	<b>\$8,955,250</b>	<b>\$8,951,750</b>
<b>Total Appropriations</b>	<b>\$21,691,253</b>	<b>\$4,101,750</b>	<b>\$8,955,250</b>	<b>\$8,951,750</b>
Full-time Equivalent Total*	0.00	0.00	0.00	0.00

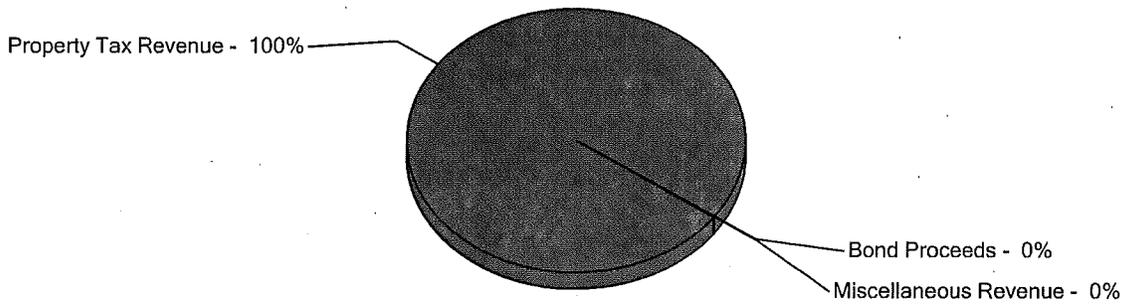
\* FTE totals are provided for information purposes only. Changes in FTEs resulting from City Council or Personnel Director actions outside of the budget process may not be detailed here.

# Pike Place Market Levy

## 2013 Proposed Budget - Expenditure by Category



## 2013 Proposed Budget - Revenue by Category



# Pike Place Market Levy

## Budget Overview

The Pike Place Market Preservation and Development Authority (PDA) has spent approximately \$65 million of the \$68.6 million of Levy funds allocated to the renovation. The project is 95% complete and is within budget and on schedule to be completed in 2014. The renovation has meant new jobs, employing an estimated 250 workers annually in a variety of trades and industries.

In total, the City issued \$25.5 million of bonds to meet the project's cash flow needs over the life of the project. Debt service on these bonds is paid from Levy proceeds that will continue to be collected through 2014. The bonds will be repaid by 2014 as they were only intended to be short-term financing for the project.

The PDA completed Phase I of the Levy renovation project, which included infrastructure upgrades to the Hillclimb, Leland, and Fairly buildings in June 2010. The PDA substantially completed construction on Phase II, which included major infrastructure repairs and seismic updates to the Corner, Sanitary, Triangle, and First and Pine buildings in July 2011. Phase III was completed in 2012, with the exception of window replacement along Western Avenue, and included renovations to the Economy, Soames Dunn, and Steward buildings.

As reflected in the Fund Table below, the Pike Place Market Levy is projected to have surplus funds at the end of the project. The Levy anticipated this possibility and directs that the funds either be provided to the Pike Place Market PDA or the returned to the voters, depending on the reason for the surplus. A final determination of the amount and the reason for the surplus and how the funds should be distributed will be made as part of the 2014 budget.

## Incremental Budget Changes

### Pike Place Market Levy

	2013		2014	
	Budget	FTE	Budget	FTE
Total 2012 Adopted Budget	\$ 4,101,750	0.00	\$ 4,101,750	0.00
<b>Proposed Policy Changes</b>				
Debt Service Payments	\$ 4,853,500	0.00	\$ 4,850,000	0.00
<b>Total Incremental Changes</b>	<b>\$ 4,853,500</b>	<b>0.00</b>	<b>\$ 4,850,000</b>	<b>0.00</b>
<b>2013 - 2014 Proposed Budget</b>	<b>\$ 8,955,250</b>	<b>0.00</b>	<b>\$ 8,951,750</b>	<b>0.00</b>

### Description of Incremental Budget Changes

#### Proposed Policy Changes

#### Debt Service Payments - \$4,853,500

This item increases the appropriation to cover the increased debt service costs in 2013 and 2014.

## Pike Place Market Levy

### Expenditure Overview

Appropriations	Summit Code	2011 Actual	2012 Adopted	2013 Proposed	2014 Proposed
<b>Pike Place Market Renovation Budget Control</b>					
Bond Proceeds		10,698,513	0	0	0
Levy Proceeds		7,092,318	0	0	0
<b>Total</b>	<b>PKLVYBC L-01</b>	<b>17,790,831</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Pike Place Market Renovation Debt Service Budget Control Level</b>	<b>PKLVYBC L-02</b>	<b>3,900,422</b>	<b>4,101,750</b>	<b>8,955,250</b>	<b>8,951,750</b>
<b>Department Total</b>		<b>21,691,253</b>	<b>4,101,750</b>	<b>8,955,250</b>	<b>8,951,750</b>
<b>Department Full-time Equivalents Total*</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

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

### Revenue Overview

#### 2013 Estimated Revenues

Summit Code	Source	2011 Actual	2012 Adopted	2013 Proposed	2014 Proposed
587355	Pike Place Market Renovation Bond Funds	10,687,302	0	0	0
	<b>Total Bond Proceeds</b>	<b>10,687,302</b>	<b>0</b>	<b>0</b>	<b>0</b>
461110	Inv Earnings - Residual Cash	10,422	-24,000	-19,000	30,000
461320	Unreald Gns/Losses-Inv GASB 31	0	0	0	0
	<b>Total Miscellaneous Revenue</b>	<b>10,422</b>	<b>-24,000</b>	<b>-19,000</b>	<b>30,000</b>
411100	Real & Personal Property Taxes	12,433,529	12,500,000	12,500,000	10,500,000
	<b>Total Property Tax Revenue</b>	<b>12,433,529</b>	<b>12,500,000</b>	<b>12,500,000</b>	<b>10,500,000</b>
	<b>Total Revenues</b>	<b>23,131,253</b>	<b>12,476,000</b>	<b>12,481,000</b>	<b>10,530,000</b>
379100	Use of (Contribution To) Fund Balance	-1,440,001	-8,374,250	-3,525,750	-1,578,250
	<b>Total Use of (Contribution to) Fund Balance</b>	<b>-1,440,001</b>	<b>-8,374,250</b>	<b>-3,525,750</b>	<b>-1,578,250</b>
	<b>Total Resources</b>	<b>21,691,252</b>	<b>4,101,750</b>	<b>8,955,250</b>	<b>8,951,750</b>

## Pike Place Market Levy

### Appropriations By Budget Control Level (BCL) and Program

#### **Pike Place Market Renovation Budget Control Level**

The purpose of the Pike Place Market Renovation Budget Control Level is to provide appropriation authority for the City's disbursement of funds to the Pike Place Market Preservation and Development Authority (PDA) in compliance with the "Agreement regarding Levy Proceeds by and between the City of Seattle and the Pike Place Market Preservation and Development Authority" related to renovation and improvements to the Pike Place Market.

<b>Program Expenditures</b>	<b>2011 Actual</b>	<b>2012 Adopted</b>	<b>2013 Proposed</b>	<b>2014 Proposed</b>
Bond Proceeds	10,698,513	0	0	0
Levy Proceeds	7,092,318	0	0	0
<b>Total</b>	<b>17,790,831</b>	<b>0</b>	<b>0</b>	<b>0</b>

*The following information summarizes the programs in Pike Place Market Renovation Budget Control Level:*

#### **Bond Proceeds Program**

The purpose of the Bond Proceeds Program is to allow spending of bond proceeds and bond interest earnings to be tracked separately from spending of other revenues in the Pike Place Market Renovation Fund.

<b>Expenditures</b>	<b>2011 Actual</b>	<b>2012 Adopted</b>	<b>2013 Proposed</b>	<b>2014 Proposed</b>
Bond Proceeds	10,698,513	0	0	0

#### **Levy Proceeds Program**

The purpose of the Levy Proceeds Program is to allow spending of levy proceeds and levy interest earnings to be tracked separately from bond proceeds in the Pike Place Market Renovation Fund.

<b>Expenditures</b>	<b>2011 Actual</b>	<b>2012 Adopted</b>	<b>2013 Proposed</b>	<b>2014 Proposed</b>
Levy Proceeds	7,092,318	0	0	0

#### **Pike Place Market Renovation Debt Service Budget Control Level**

The purpose of the Pike Place Market Renovation Debt Service Budget Control Level is to provide appropriation authority for the City's payment of debt service for debt issued in support of the Pike Place Market Renovation funded by levy proceeds.

<b>Program Expenditures</b>	<b>2011 Actual</b>	<b>2012 Adopted</b>	<b>2013 Proposed</b>	<b>2014 Proposed</b>
Pike Place Market Renovation Debt Service Program	3,900,422	4,101,750	8,955,250	8,951,750
<b>Total</b>	<b>3,900,422</b>	<b>4,101,750</b>	<b>8,955,250</b>	<b>8,951,750</b>

## Pike Place Market Levy

### Pike Place Market Levy Fund Table

#### Pike Place Levy (11010)

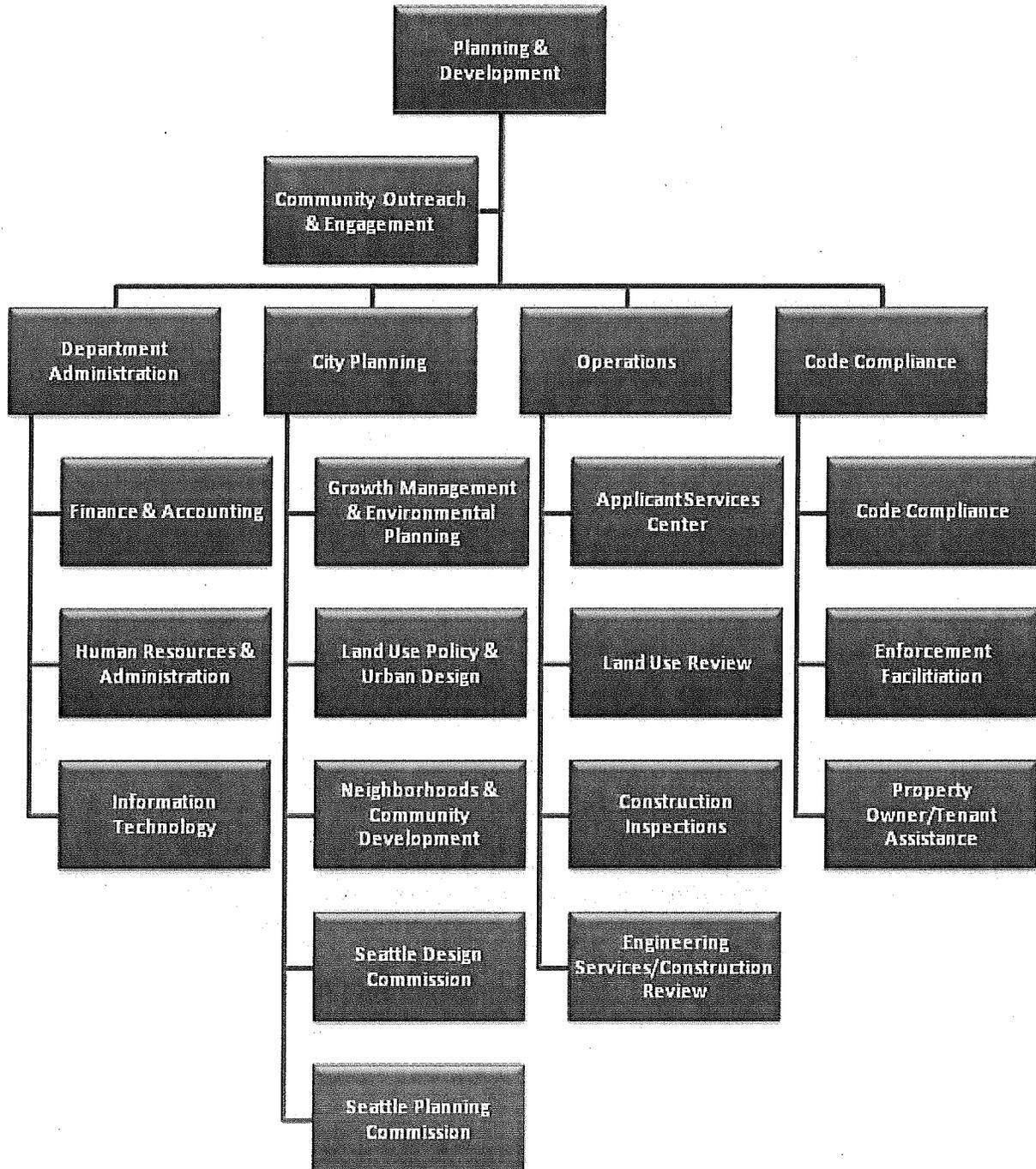
	2011 Actuals	2012 Adopted	2012 Revised	2013 Proposed	2014 Proposed
<b>Beginning Fund Balance</b>	<b>-2,013,339</b>	<b>500,746</b>	<b>-575,026</b>	<b>426,291</b>	<b>3,952,041</b>
Accounting & Tech Adjustments	-1,687	0	0	0	0
Plus: Actual and Estimated Revenues	23,131,253	12,476,000	12,476,000	12,481,000	10,530,000
Less: Actual and Budgeted Expenditures	21,691,253	4,101,750	11,474,683	8,955,250	8,951,750
<b>Ending Fund Balance</b>	<b>-575,026</b>	<b>8,874,996</b>	<b>426,291</b>	<b>3,952,041</b>	<b>5,530,291</b>
Reserve for Pike Place Market Renovations		8,874,996	4,000,000	2,000,000	2,000,000
<b>Total Reserves</b>		<b>8,874,996</b>	<b>4,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>
<b>Ending Unreserved Fund Balance</b>	<b>-575,026</b>	<b>0</b>	<b>-3,573,709</b>	<b>1,952,041</b>	<b>3,530,291</b>

# Department of Planning and Development

Diane Sugimura, Director

Department Information Line: (206) 684-8600

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



# Department of Planning and Development

## Department Overview

The Department of Planning and Development (DPD) is responsible for both regulatory and long-range planning functions related to building and land use activities in the City of Seattle. On the regulatory side, DPD is responsible for developing policies and codes related to public safety, environmental protection, land use, construction, and rental housing, including:

- Environmentally Critical Areas Ordinance (ECA);
- Housing and Building Maintenance Code;
- Just Cause Eviction Ordinance;
- Seattle Building and Residential Codes;
- Seattle Condominium and Cooperative Conversion Ordinances;
- Seattle Electrical Code;
- Seattle Energy Code;
- Seattle Grading Code;
- Seattle Land Use Code;
- Seattle Mechanical Code;
- Seattle Noise Ordinance;
- Seattle Shoreline Master Program;
- Seattle Tenant Relocation Assistance Ordinance;
- Seattle Tree Protection Ordinance;
- State Environmental Policy Act (SEPA); and
- Stormwater Code.

DPD reviews land use and construction-related permits, annually approving more than 29,000 permits and performing approximately 106,000 on-site inspections. The work includes public notice and involvement for Master Use Permits (MUPs); shoreline review; design review; approval of permits for construction, mechanical systems, site development, elevators, electrical installation, boilers, furnaces, refrigeration, signs and billboards; annual inspections of boilers and elevators; and home seismic retrofits.

DPD enforces compliance with community standards for housing, zoning, shorelines, tenant relocation assistance, just cause eviction, vacant buildings, noise, and development-related violation complaints, responding to nearly 8,000 complaints annually.

Long-range physical planning functions are also included in DPD's mission. These planning functions include monitoring and updating the City's Comprehensive Plan, evaluating regional growth management policy, updating the City's Land Use Code, developing sub-area and functional plans, implementing the Comprehensive Plan and neighborhood plans, fostering urban design excellence throughout the City and particularly in Seattle's public spaces, and staffing the Planning and Design Commissions.

DPD services are funded by a variety of fees and from General Subfund resources. DPD must demonstrate that its fees are set to recover no more than the cost of related services. To provide this accountability, DPD uses cost accounting to measure the full cost of its programs. Each program is allocated a share of departmental administration and other overhead costs to report the full cost and calculate the revenue requirements of the program.

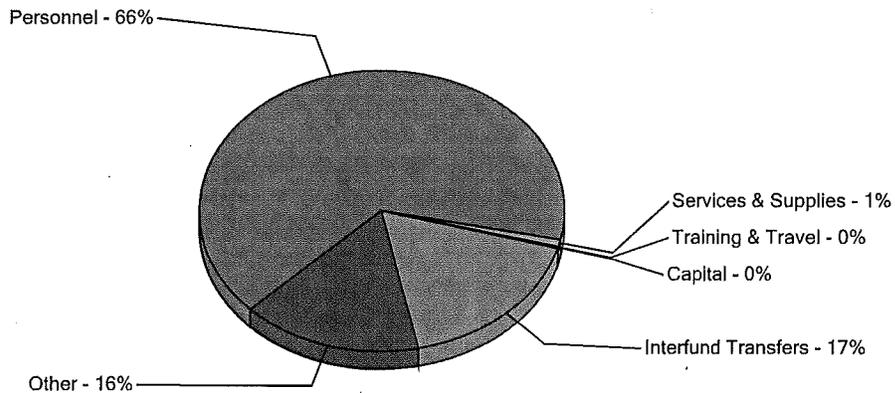
## Department of Planning and Development

### Budget Snapshot

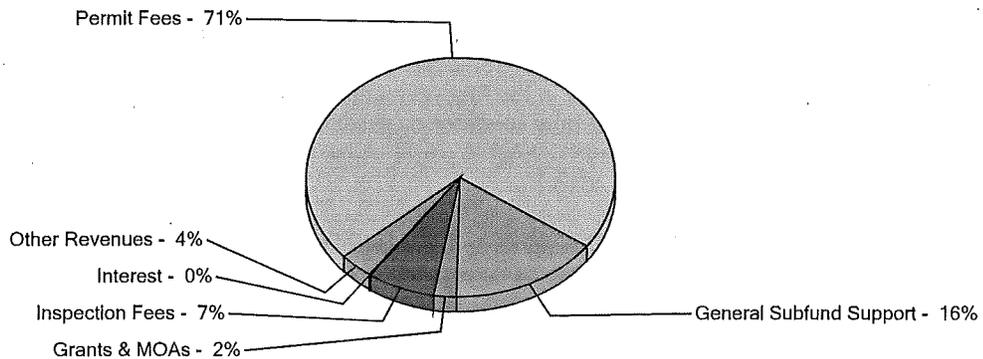
Department Support	2011 Actual	2012 Adopted	2013 Proposed	2014 Proposed
General Fund Support	\$8,880,445	\$9,195,693	\$9,248,550	\$9,546,756
Other Funding - Operating	\$35,624,138	\$41,897,230	\$46,089,702	\$46,798,545
<b>Total Operations</b>	<b>\$44,504,583</b>	<b>\$51,092,923</b>	<b>\$55,338,252</b>	<b>\$56,345,301</b>
<b>Total Appropriations</b>	<b>\$44,504,583</b>	<b>\$51,092,923</b>	<b>\$55,338,252</b>	<b>\$56,345,301</b>
Full-time Equivalent Total*	397.75	393.25	392.75	392.75

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

### 2013 Proposed Budget - Expenditure by Category



### 2013 Proposed Budget - Revenue by Category



# Department of Planning and Development

## Budget Overview

The Department of Planning and Development (DPD) is supported by a combination of construction and compliance related fees and General Fund resources. Over the past several years, as a result of significantly reduced construction-related activity and other General Fund pressures, DPD has experienced a reduction in revenues in both categories. As a result, DPD has implemented significant budget reductions to bring expenses in line with revenues. However, due to the recovery of the regional economy and rate of building development growth, the Proposed Budget reflects an increase in building permit revenues to reflect the uptick in permit-related activities, as described further below.

In developing the 2013-2014 Proposed Budget, DPD reviewed all General Fund supported program areas and strategically realigned several functions to implement internal efficiencies with the goal of preserving direct services. The 2013-2014 Proposed Budget eliminates a vacant Rental Housing Inspector Position that is not anticipated to be needed in 2013, and achieves savings through technical adjustments such as reallocating staff to permit funded work based on an assessment of their future workload distribution. DPD's 2013-2014 Proposed Budget maintains funding for the Department to continue to meet its regulatory responsibilities, and continues to fund specific planning-related work established in the Planning Division's work plan.

### Revenue Recovery

The regional economy is slowly but steadily recovering from the Great Recession, and the rate of building development growth in the Puget Sound region is significantly stronger than the national rate. An especially bright spot locally is in the apartment market. Apartment vacancy rates have fallen and rents are beginning to rise, spurring construction for increasingly large apartment building projects. For DPD, this growth translates into increased building permit revenues.

While still below historical peak levels, construction permit revenues are projected to continue to grow in 2013 and 2014. In 2009, permit revenues reached a low point with building permit revenues totaling \$12.7 million, down from a peak of \$29.2 million in 2007. Since then, revenues have been increasing, with building revenues growing by 18% to \$15.1 million in 2010, by 20% to \$18.1 million in 2011, and are expected to grow an additional 20% to \$21.8 million in 2012. As a result of this increase in revenues, the 2013-2014 Proposed Budget restores funding for 16 previously unfunded permit revenue-backed positions to help meet demand. The 2013-2014 Proposed Budget is developed in accordance with DPD's forecast of 2013 revenues and will be adjusted if needed during 2013.

### Strategic Use of Resources

The 2013-2014 Proposed Budget reflects DPD's continued effort to prioritize direct and front-line services. By reallocating resources to fee backed functions with greater demand, reducing non-labor expenditures, and prioritizing work plans, the Department is able to maintain, and in some cases restore to previous levels, staffing and funding for essential services.

Prior year staff reductions reduced DPD's capacity to provide optimal service delivery to applicants, other customers, and the general public. Examples of the impact on service levels have included longer waits for intake appointments, delays in processing applications, and longer plan and permit review times. At the same time, DPD has been able to find ways to improve the efficiency of customers submitting permit applications. The continued expansion of the electronic plan review pilot, with more than 15% of building permit applications performed electronically in the first seven months of 2012, has meant that intake appointments for electronic applicants are now consistently available within a week or two. It has also resulted in fewer customer trips to DPD and savings in paper usage. DPD expects to have this service available to nearly all customers early in 2013.

The DPD budget continues to reflect the City's priority to maintain a safe and livable community. Code Compliance resources for 2013 are maintained at current levels to maintain the ability to respond to complaints in the community about substandard housing conditions, unsafe structures and properties, and use violations. The Department continues working with Council to refine the Rental Housing Registration and

## Department of Planning and Development

Inspection program to help ensure decent housing for all. The outreach and education program will begin in 2013, with the registration in 2014 and inspections beginning in 2015. This program is anticipated to be self-sustaining once it is up and running, and as a result it is possible to eliminate the General Fund supported position that was added to support this program in 2011 as part of the 2013-2014 Proposed Budget as described above.

DPD's Planning work plan, which is developed following discussions with the Mayor, City Council and the Planning Commission, responds to City priorities including community engagement and capacity building, and outreach to traditionally hard to reach communities. Neighborhood Plan implementation activities in Broadview/Bitter Lake/Haller Lake and Rainier Beach will continue in 2013 at a steady level of funding compared to 2012, and the City will begin new efforts in the Central District, North Rainier and Little Saigon. New work includes developing legislation to continue to promote and encourage the development of buildings that reach the highest level of environmental sustainability by improving the City's Living Building and Seattle Deep Green Pilot Programs. Another new effort includes completing the Main Street Mapping program to evaluate approximately 60 neighborhood commercial areas to determine if they are appropriate for a Pedestrian District designation. This will help complete the Regulatory Reform package of code amendments adopted in July 2012 intended to encourage code flexibility, reduce overlapping regulations and spur economic recovery.

### Incremental Budget Changes

#### Department of Planning and Development

	2013 Budget	FTE	2014 Budget	FTE
<b>Total 2012 Adopted Budget</b>	<b>\$ 51,092,923</b>	<b>393.25</b>	<b>\$ 51,092,923</b>	<b>393.25</b>
<b>Baseline Changes</b>				
Baseline Technical Adjustments	\$ 511,351	0.00	\$ 540,108	0.00
Citywide Adjustments for Standard Cost Changes	\$ 1,958,784	0.00	\$ 3,591,883	0.00
<b>Proposed Policy Changes</b>				
Eliminate Funding for Rental Housing Inspector Position	-\$ 51,358	-0.50	-\$ 53,009	-0.50
Restore Funding for Permit Revenue Backed Positions	\$ 1,723,936	0.00	\$ 1,781,178	0.00
<b>Proposed Technical Changes</b>				
Final Citywide Adjustments for Standard Cost Changes	-\$ 704,594	0.00	-\$ 898,992	0.00
Overhead Savings from Reallocating Staff and Reducing Non-Labor Costs	-\$ 110,998	0.00	-\$ 110,998	0.00
Use of Fund Balance To Support Technology Improvements	\$ 930,000	0.00	\$ 414,000	0.00
Technical Adjustments	-\$ 11,792	0.00	-\$ 11,792	0.00
<b>Total Incremental Changes</b>	<b>\$ 4,245,329</b>	<b>-0.50</b>	<b>\$ 5,252,378</b>	<b>-0.50</b>
<b>2013 - 2014 Proposed Budget</b>	<b>\$ 55,338,252</b>	<b>392.75</b>	<b>\$ 56,345,301</b>	<b>392.75</b>

# Department of Planning and Development

## Description of Incremental Budget Changes

### Baseline Changes

#### **Baseline Technical Adjustments - \$511,351**

The baseline budget includes a series of adjustments to bring the 2013-2014 Proposed Budget into alignment with the cost of providing current levels of service. Maintaining a budget that accurately reflects the cost of providing services is essential for a department like DPD that uses cost recovery as a basis for rate-setting.

#### **Citywide Adjustments for Standard Cost Changes - \$1,958,784**

Citywide technical adjustments made in the "Baseline Phase" reflect changes due to inflation, central cost allocations, retirement, health care, workers' compensation, and employment costs. These adjustments reflect initial assumptions about these costs and inflators early in the budget process.

### Proposed Policy Changes

#### **Eliminate Funding for Rental Housing Inspector Position - (\$51,358)/(.50) FTE**

This change eliminates a vacant part-time Housing/Zoning Inspector position, which was originally established in the 2011 Adopted Budget. The outreach and education program will begin in 2013, with the registration in 2014 and inspections beginning in 2015. This program will be staffed using existing resources in 2013 and is anticipated to be self-sustaining once the program is fully implemented.

#### **Restore Funding for Permit Revenue Backed Positions - \$1,723,936**

This change adds budget authority to DPD's Operations Division to fund 16 previously unfunded positions that remain in DPD's budget. The positions were unfunded during the downturn in the local construction market. Restoring these positions provides DPD with capacity to meet increasing permit volumes that are anticipated over the next two years. The new positions will be funded by permit revenues. As a result of this increase in permit-supported staffing, overhead is re-allocated within the Department, resulting in savings to the General Fund in 2013-2014.

### Proposed Technical Changes

#### **Final Citywide Adjustments for Standard Cost Changes - (\$704,594)**

Citywide technical adjustments made in the "Baseline Phase" reflect changes due to inflation, central cost allocations, retirement, health care, workers' compensation, and employment costs. These adjustments reflect initial assumptions about these costs and inflators early in the budget process.

#### **Overhead Savings from Reallocating Staff and Reducing Non-Labor Costs - (\$110,998)**

This change adjusts DPD's budget to revise staff allocations in the Operations Management and Code Compliance programs based on an assessment of 2013 and 2014 workload distribution. The technical changes also include savings from reducing IT consulting services and eliminating off-site storage of surplus furniture and equipment.

#### **Use of Fund Balance To Support Technology Improvements - \$930,000**

This change gives DPD appropriation authority to use DPD's Process Improvement & Technology (PI&T) fund balance to support technology improvements in 2013. The improvements include upgrading the Electronic Document Management System (EDMS), developing the Land Use Information System (LUIS) database, full-scale implementation of the Electronic Plan Review pilot program, and replacing the current Hansen permitting system, which cannot currently support the department's increasing needs and demands.

#### **Technical Adjustments - (\$11,792)**

Technical adjustments include departmental and Citywide non-programmatic adjustments that do not change DPD's service delivery and have no budget impact.

## Department of Planning and Development

### Expenditure Overview

Appropriations	Summit Code	2011 Actual	2012 Adopted	2013 Proposed	2014 Proposed
<b>Annual Certification and Inspection Budget Control</b>					
Annual Certification and Inspection		4,149,788	3,979,908	4,030,331	4,159,482
<b>Total</b>	<b>U24A0</b>	<b>4,149,788</b>	<b>3,979,908</b>	<b>4,030,331</b>	<b>4,159,482</b>
<b>Code Compliance Budget Control</b>					
Code Compliance		4,255,598	4,796,444	4,701,151	4,849,027
<b>Total</b>	<b>U2400</b>	<b>4,255,598</b>	<b>4,796,444</b>	<b>4,701,151</b>	<b>4,849,027</b>
<b>Construction Inspections Budget Control</b>					
Building Inspections		4,125,101	4,352,118	4,638,324	4,783,631
Construction Inspections Unallocated CBA		0	2,220,000	2,220,000	2,220,000
Electrical Inspections		4,489,985	4,339,585	4,268,670	4,404,142
Signs and Billboards		372,040	226,203	302,646	313,050
Site Review and Inspection		2,374,859	2,612,419	2,737,609	2,826,336
<b>Total</b>	<b>U23A0</b>	<b>11,361,986</b>	<b>13,750,326</b>	<b>14,167,249</b>	<b>14,547,159</b>
<b>Construction Permit Services Budget Control</b>					
Applicant Services Center		7,158,677	7,414,021	8,909,148	9,192,385
Construction Permit Services Overhead Allocations		0	-869,921	-942,473	-971,869
Construction Permit Services Unallocated CBA		0	3,900,000	3,900,000	3,900,000
Construction Plans Administration		5,136,141	4,966,249	5,361,296	5,531,019
Operations Division Management		0	869,920	942,473	971,869
Public Resource Center		1,316,305	1,264,229	1,266,016	1,305,288
<b>Total</b>	<b>U2300</b>	<b>13,611,123</b>	<b>17,544,498</b>	<b>19,436,460</b>	<b>19,928,692</b>
<b>Department Leadership Budget Control</b>					
Community Relations		0	507,566	517,970	534,230
Department Leadership Overhead Allocations		0	-12,047,008	-11,966,701	-12,344,903
Director's Office		0	665,843	687,919	710,060
Finance and Accounting Services		0	5,850,526	5,636,798	5,888,190
Human Resources		0	320,196	308,584	318,522
Information Technology Services		0	4,702,877	4,815,430	4,893,901
<b>Total</b>	<b>U2500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Land Use Services Budget Control</b>					
Land Use Services		3,493,298	3,757,844	4,212,357	4,351,923
Land Use Services Unallocated CBA		0	500,000	500,000	500,000
<b>Total</b>	<b>U2200</b>	<b>3,493,298</b>	<b>4,257,844</b>	<b>4,712,357</b>	<b>4,851,923</b>

## Department of Planning and Development

<b>Appropriations</b>	<b>Summit Code</b>	<b>2011 Actual</b>	<b>2012 Adopted</b>	<b>2013 Proposed</b>	<b>2014 Proposed</b>
<b>Planning Budget Control</b>					
Design Commission		303,683	319,574	319,318	329,159
Planning Commission		575,377	545,211	544,606	562,140
Planning Services		6,362,456	4,599,547	4,866,118	5,022,709
<b>Total</b>	<b>U2900</b>	<b>7,241,515</b>	<b>5,464,331</b>	<b>5,730,042</b>	<b>5,914,008</b>
<b>Process Improvements and Technology Budget Control Level</b>	<b>U2800</b>	<b>391,274</b>	<b>1,299,573</b>	<b>2,560,663</b>	<b>2,095,010</b>
<b>Department Total</b>		<b>44,504,583</b>	<b>51,092,923</b>	<b>55,338,252</b>	<b>56,345,301</b>
<b>Department Full-time Equivalents Total*</b>		<b>397.75</b>	<b>393.25</b>	<b>392.75</b>	<b>392.75</b>

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

## Department of Planning and Development

### Revenue Overview

#### 2013 Estimated Revenues

Summit Code	Source	2011 Actual	2012 Adopted	2013 Proposed	2014 Proposed
587001	General Subfund Support	8,880,445	9,195,693	9,248,550	9,546,756
	<b>Total General Subfund Support</b>	<b>8,880,445</b>	<b>9,195,693</b>	<b>9,248,550</b>	<b>9,546,756</b>
437010	Grant Revenues	929,800	411,845	288,209	295,519
587900	Green Building Team - SPU & SCL	593,957	0	0	0
587900	SPU MOA for Side Sewer & Drainage	1,081,494	1,137,262	1,125,078	1,158,830
	<b>Total Grants &amp; MOAs</b>	<b>2,605,251</b>	<b>1,549,107</b>	<b>1,413,287</b>	<b>1,454,349</b>
422150	Boiler	1,139,738	1,285,073	1,248,419	1,260,903
422160	Elevator	2,572,015	2,768,776	2,965,005	2,994,655
	<b>Total Inspection Fees</b>	<b>3,711,753</b>	<b>4,053,849</b>	<b>4,213,424</b>	<b>4,255,558</b>
461110	Interest	104,572	50,000	100,000	100,000
	<b>Total Interest</b>	<b>104,572</b>	<b>50,000</b>	<b>100,000</b>	<b>100,000</b>
469990	Other Revenues	1,405,215	1,300,437	1,578,525	1,594,310
587116	Cumulative Reserve Fund-REET I - Design Commission	381,640	302,640	311,719	321,071
587116	Cumulative Reserve Fund-REET I - TRAO	85,133	154,500	152,850	157,436
587116	Cumulative Reserve Fund-Unrestricted - TRAO	33,148	76,397	73,474	75,678
	<b>Total Other Revenues</b>	<b>1,905,136</b>	<b>1,833,974</b>	<b>2,116,568</b>	<b>2,148,495</b>
422111	Building Development	19,922,522	18,715,753	23,892,076	24,139,237
422115	Land Use	3,598,973	3,655,973	4,706,762	4,753,829
422130	Electrical	4,483,578	4,693,853	5,622,317	5,678,540
443694	Site Review & Development	1,389,533	1,376,954	1,464,188	1,478,829
469990	Contingent Revenues - Unaccessed	0	6,620,000	6,620,000	6,620,000
	<b>Total Permit Fees</b>	<b>29,394,606</b>	<b>35,062,533</b>	<b>42,305,343</b>	<b>42,670,435</b>
	<b>Total Revenues</b>	<b>46,601,763</b>	<b>51,745,156</b>	<b>59,397,172</b>	<b>60,175,593</b>
379100	Use of (Contribution To) Fund Balance	-2,097,180	-652,234	-4,058,920	-3,830,292
	<b>Total Use of Fund Balance</b>	<b>-2,097,180</b>	<b>-652,234</b>	<b>-4,058,920</b>	<b>-3,830,292</b>
	<b>Total Resources</b>	<b>44,504,583</b>	<b>51,092,922</b>	<b>55,338,252</b>	<b>56,345,301</b>

## Department of Planning and Development

### Appropriations By Budget Control Level (BCL) and Program

#### Annual Certification and Inspection Budget Control Level

The purpose of the Annual Certification and Inspection Budget Control Level is to provide inspections of mechanical equipment at installation and on an annual or biennial cycle in a fair, reasonable, efficient, and predictable manner. These services are provided so mechanical equipment is substantially maintained to applicable codes, legal requirements and policies, and operated safely. The program also certifies that installers and mechanics are qualified, by validation of work experience and testing of code knowledge, to operate and maintain mechanical equipment. In addition, this budget control level includes a proportionate share of associated departmental administration and other overhead costs.

Program Expenditures	2011 Actual	2012 Adopted	2013 Proposed	2014 Proposed
Annual Certification and Inspection	4,149,788	3,979,908	4,030,331	4,159,482
<b>Total</b>	<b>4,149,788</b>	<b>3,979,908</b>	<b>4,030,331</b>	<b>4,159,482</b>
Full-time Equivalents Total*	23.49	23.49	23.49	23.49

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

**The following information summarizes the programs in Annual Certification and Inspection Budget Control Level:**

#### **Annual Certification and Inspection Program**

The purpose of the Annual Certification and Inspection Program is to provide inspections of mechanical equipment at installation and on an annual or biennial cycle in a fair, reasonable, efficient, and predictable manner. These services are provided so mechanical equipment is substantially maintained to applicable codes, legal requirements, and policies, and operated safely. The program also certifies that installers and mechanics are qualified, by validation of work experience and testing of code knowledge, to operate and maintain mechanical equipment.

Expenditures/FTE	2011 Actual	2012 Adopted	2013 Proposed	2014 Proposed
Annual Certification and Inspection	4,149,788	3,979,908	4,030,331	4,159,482
Full-time Equivalents Total	23.49	23.49	23.49	23.49

#### Code Compliance Budget Control Level

The purpose of the Code Compliance Budget Control Level is to see that properties and buildings are used and maintained in conformance with code standards, and deterioration of structures and properties is reduced. Additionally, this budget control level includes the allocation of a proportionate share of departmental administration and other overhead costs.

Program Expenditures	2011 Actual	2012 Adopted	2013 Proposed	2014 Proposed
Code Compliance	4,255,598	4,796,444	4,701,151	4,849,027
<b>Total</b>	<b>4,255,598</b>	<b>4,796,444</b>	<b>4,701,151</b>	<b>4,849,027</b>
Full-time Equivalents Total*	28.79	28.79	28.29	28.29

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

## Department of Planning and Development

*The following information summarizes the programs in Code Compliance Budget Control Level:*

### Code Compliance Program

The purpose of the Code Compliance Program level is to apply code standards in response to reported violations about the use, maintenance, and development of real properties and buildings, facilitate compliance by property owners and other responsible parties, pursue enforcement actions against violators through the legal system, reduce the deterioration of structures and properties so that Seattle's housing stock lasts longer, and manage the adoption of administrative rules, public disclosure of documents, and response to claims.

Expenditures/FTE	2011 Actual	2012 Adopted	2013 Proposed	2014 Proposed
Code Compliance	4,255,598	4,796,444	4,701,151	4,849,027
Full-time Equivalents Total	28.79	28.79	28.29	28.29

### Construction Inspections Budget Control Level

The purpose of the Construction Inspections Budget Control Level is to provide timely on-site inspections of property under development to support substantial compliance with applicable City codes, ordinances, and approved plans. Additionally, this budget control level includes the allocation of a proportionate share of departmental administration and other overhead costs.

Program Expenditures	2011 Actual	2012 Adopted	2013 Proposed	2014 Proposed
Building Inspections	4,125,101	4,352,118	4,638,324	4,783,631
Construction Inspections	0	2,220,000	2,220,000	2,220,000
Unallocated CBA				
Electrical Inspections	4,489,985	4,339,585	4,268,670	4,404,142
Signs and Billboards	372,040	226,203	302,646	313,050
Site Review and Inspection	2,374,859	2,612,419	2,737,609	2,826,336
<b>Total</b>	<b>11,361,986</b>	<b>13,750,326</b>	<b>14,167,249</b>	<b>14,547,159</b>
Full-time Equivalents Total*	75.84	75.84	75.84	75.84

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

*The following information summarizes the programs in Construction Inspections Budget Control Level:*

### Building Inspections Program

The purpose of the Building Inspections Program is to provide timely on-site inspections of property under development at predetermined stages of construction; work closely with project architects, engineers, developers, contractors, and other City of Seattle departments to approve projects as substantially complying with applicable City codes, ordinances, and approved plans; and to issue final approvals for occupancy.

Expenditures/FTE	2011 Actual	2012 Adopted	2013 Proposed	2014 Proposed
Building Inspections	4,125,101	4,352,118	4,638,324	4,783,631
Full-time Equivalents Total	30.32	30.32	30.32	30.32

### Construction Inspections Unallocated CBA Program

The purpose of the Construction Inspections Unallocated CBA Program is to display the amount of Contingent Budget Authority (CBA) that has not been accessed within the Construction Inspections BCL for construction inspections and electrical inspections with plan review. In contrast, CBA that is accessed is appropriated in the programs in which it will be spent. More information about CBA and its planned use in this budget may be found at the conclusion of the DPD chapter.

## Department of Planning and Development

Expenditures	2011 Actual	2012 Adopted	2013 Proposed	2014 Proposed
Construction Inspections Unallocated CBA	0	2,220,000	2,220,000	2,220,000

### Electrical Inspections Program

The purpose of the Electrical Inspections Program is to provide review of proposed electrical installations and on-site inspection of properties under development in a fair, reasonable, efficient, and predictable manner. These services are provided to ensure the electrical installations substantially comply with applicable codes, legal requirements, and approved plans.

Expenditures/FTE	2011 Actual	2012 Adopted	2013 Proposed	2014 Proposed
Electrical Inspections	4,489,985	4,339,585	4,268,670	4,404,142
Full-time Equivalents Total	26.09	26.09	26.09	26.09

### Signs and Billboards Program

The purpose of the Signs and Billboards Program is to provide review of proposed sign installations and on-site inspection of properties under development in a fair, reasonable, efficient, and predictable manner. These services are provided so that sign installations comply with applicable codes, legal requirements, and approved plans.

Expenditures/FTE	2011 Actual	2012 Adopted	2013 Proposed	2014 Proposed
Signs and Billboards	372,040	226,203	302,646	313,050
Full-time Equivalents Total	1.25	1.25	1.25	1.25

### Site Review and Inspection Program

The purpose of the Site Review and Inspection Program is to ensure construction projects comply with grading, drainage, side sewer, and environmentally critical area codes; City of Seattle engineering standard details; and best management practices for erosion control methods to ensure that ground-related impacts of development are mitigated on-site and that sewer and drainage installations on private property are properly installed.

Expenditures/FTE	2011 Actual	2012 Adopted	2013 Proposed	2014 Proposed
Site Review and Inspection	2,374,859	2,612,419	2,737,609	2,826,336
Full-time Equivalents Total	18.18	18.18	18.18	18.18

## Department of Planning and Development

### Construction Permit Services Budget Control Level

The purpose of the Construction Permit Services Budget Control Level is to facilitate the review of development plans and processing of permits so that applicants can plan, alter, construct, occupy, and maintain Seattle's buildings and property. Additionally, this budget control level includes the allocation of a proportionate share of departmental administration and other overhead costs.

<b>Program Expenditures</b>	<b>2011 Actual</b>	<b>2012 Adopted</b>	<b>2013 Proposed</b>	<b>2014 Proposed</b>
Applicant Services Center	7,158,677	7,414,021	8,909,148	9,192,385
Construction Permit Services Overhead Allocations	0	-869,921	-942,473	-971,869
Construction Permit Services Unallocated CBA	0	3,900,000	3,900,000	3,900,000
Construction Plans Administration	5,136,141	4,966,249	5,361,296	5,531,019
Operations Division Management	0	869,920	942,473	971,869
Public Resource Center	1,316,305	1,264,229	1,266,016	1,305,288
<b>Total</b>	<b>13,611,123</b>	<b>17,544,498</b>	<b>19,436,460</b>	<b>19,928,692</b>
Full-time Equivalents Total*	148.91	148.91	148.91	148.91

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

*The following information summarizes the programs in Construction Permit Services Budget Control Level:*

#### **Applicant Services Center Program**

The purpose of the Applicant Services Center Program is to provide early technical and process assistance to applicants during building design and permit application; screen, accept, and process all land use and construction permit applications; and review and issue simple development plans in a fair, reasonable, and consistent manner to ensure substantial compliance with applicable codes and legal requirements.

<b>Expenditures/FTE</b>	<b>2011 Actual</b>	<b>2012 Adopted</b>	<b>2013 Proposed</b>	<b>2014 Proposed</b>
Applicant Services Center	7,158,677	7,414,021	8,909,148	9,192,385
Full-time Equivalents Total	77.97	77.97	77.97	77.97

#### **Construction Permit Services Overhead Allocations Program**

The purpose of the Construction Permit Services Overhead Allocations Program is to represent the proportionate share of departmental administration and other overhead costs to report the full cost of the related programs.

<b>Expenditures</b>	<b>2011 Actual</b>	<b>2012 Adopted</b>	<b>2013 Proposed</b>	<b>2014 Proposed</b>
Construction Permit Services Overhead Allocations	0	-869,921	-942,473	-971,869

# Department of Planning and Development

## Construction Permit Services Unallocated CBA Program

The purpose of the Construction Permit Services Unallocated CBA Program is to display the amount of Contingent Budget Authority (CBA) in the Construction Permit Services BCL that has not been accessed for construction plan review and peer review contracts. In contrast, CBA that is accessed is appropriated in the programs in which it will be spent. More information about CBA and its planned use in this budget may be found at the conclusion of the DPD chapter.

Expenditures	2011 Actual	2012 Adopted	2013 Proposed	2014 Proposed
Construction Permit Services Unallocated CBA	0	3,900,000	3,900,000	3,900,000

## Construction Plans Administration Program

The purpose of the Construction Plans Administration Program is to review development plans and documents for permit applicants in a fair, reasonable, and predictable manner; ensure that the plans substantially comply with applicable codes and legal requirements; incorporate and expand Priority Green permitting within the plan review process; develop and revise technical code regulations at the local, state, and national levels; and provide appropriate support for preparation, mitigation, response, and recovery services for disasters.

Expenditures/FTE	2011 Actual	2012 Adopted	2013 Proposed	2014 Proposed
Construction Plans Administration	5,136,141	4,966,249	5,361,296	5,531,019
Full-time Equivalents Total	35.07	35.07	35.07	35.07

## Operations Division Management Program

The purpose of the Operations Division Management Program is to oversee the functions of four budget control levels: Annual Certification/Inspection, Construction Permit Services, Construction Inspections, and Land Use Services.

Expenditures/FTE	2011 Actual	2012 Adopted	2013 Proposed	2014 Proposed
Operations Division Management	0	869,920	942,473	971,869
Full-time Equivalents Total	20.59	20.59	20.59	20.59

## Public Resource Center Program

The purpose of the Public Resource Center Program is to provide the general public and City staff convenient access to complete, accurate information about department regulations and current applications; to provide applicants with a first point of contact; and to preserve, maintain, and provide access to records for department staff and the public.

Expenditures/FTE	2011 Actual	2012 Adopted	2013 Proposed	2014 Proposed
Public Resource Center	1,316,305	1,264,229	1,266,016	1,305,288
Full-time Equivalents Total	15.28	15.28	15.28	15.28

## Department of Planning and Development

### Department Leadership Budget Control Level

The purpose of the Department Leadership Budget Control Level is to develop and implement business strategies to improve the performance of the organization; ensure that managers and staff have the information, tools, and training needed for managing and making decisions; set fees that reflect the cost of services; and maintain a community relations program.

<b>Program Expenditures</b>	<b>2011 Actual</b>	<b>2012 Adopted</b>	<b>2013 Proposed</b>	<b>2014 Proposed</b>
Community Relations	0	507,566	517,970	534,230
Department Leadership Overhead Allocations	0	-12,047,008	-11,966,701	-12,344,903
Director's Office	0	665,843	687,919	710,060
Finance and Accounting Services	0	5,850,526	5,636,798	5,888,190
Human Resources	0	320,196	308,584	318,522
Information Technology Services	0	4,702,877	4,815,430	4,893,901
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Full-time Equivalents Total*	50.79	50.79	50.79	50.79

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

*The following information summarizes the programs in Department Leadership Budget Control Level:*

#### **Community Relations Program**

The purpose of the Community Relations Program is to provide the general public, stakeholder groups, community leaders, City staff, and news media with complete and accurate information, including informative materials and presentations, to explain DPD's responsibilities, processes, and actions; to ensure DPD's services are clearly understood by applicants and the general public; and to respond to public concerns related to the Department's responsibilities.

<b>Expenditures/FTE</b>	<b>2011 Actual</b>	<b>2012 Adopted</b>	<b>2013 Proposed</b>	<b>2014 Proposed</b>
Community Relations	0	507,566	517,970	534,230
Full-time Equivalents Total	4.12	4.12	4.12	4.12

#### **Department Leadership Overhead Allocations Program**

The purpose of the Department Leadership Overhead Allocations Program is to distribute the proportionate share of departmental administration and other overhead costs that apply to the Department's other budget control levels, in order to report the full cost and calculate the revenue requirements of the related programs.

<b>Expenditures</b>	<b>2011 Actual</b>	<b>2012 Adopted</b>	<b>2013 Proposed</b>	<b>2014 Proposed</b>
Department Leadership Overhead Allocations	0	-12,047,008	-11,966,701	-12,344,903

#### **Director's Office Program**

The purpose of the Director's Office Program is to ensure department management develops and implements business strategies to continually improve the performance of the organization, and to ensure effective working relationships with other City personnel and agencies, the general public, and the development and planning communities.

## Department of Planning and Development

Expenditures/FTE	2011 Actual	2012 Adopted	2013 Proposed	2014 Proposed
Director's Office	0	665,843	687,919	710,060
Full-time Equivalents Total	5.34	5.34	5.34	5.34

### Finance and Accounting Services Program

The purpose of the Finance and Accounting Services Program is to provide financial and accounting services to department management, and develop and maintain financial systems based on program and funding study principles, so that people, tools, and resources are managed effectively with a changing workload and revenue stream.

Expenditures/FTE	2011 Actual	2012 Adopted	2013 Proposed	2014 Proposed
Finance and Accounting Services	0	5,850,526	5,636,798	5,888,190
Full-time Equivalents Total	16.51	16.51	16.51	16.51

### Human Resources Program

The purpose of the Human Resources Program is to ensure the work environment is safe, and that a competent, talented, and skilled workforce is recruited through a fair and open process, is compensated fairly for work performed, is well trained for jobs, is responsible and accountable for performance, and reflects and values the diversity of the community.

Expenditures/FTE	2011 Actual	2012 Adopted	2013 Proposed	2014 Proposed
Human Resources	0	320,196	308,584	318,522
Full-time Equivalents Total	4.14	4.14	4.14	4.14

### Information Technology Services Program

The purpose of the Information Technology Services Program is to provide information technology solutions, services, and expertise to the Department and other City staff, so that department management and staff have the technology tools and support necessary to meet business objectives.

Expenditures/FTE	2011 Actual	2012 Adopted	2013 Proposed	2014 Proposed
Information Technology Services	0	4,702,877	4,815,430	4,893,901
Full-time Equivalents Total	20.68	20.68	20.68	20.68

## Department of Planning and Development

### Land Use Services Budget Control Level

The purpose of the Land Use Services Budget Control Level is to provide land use permitting services to project applicants, City of Seattle departments, public agencies, and residents. These services are intended to allow development proposals to be reviewed in a fair, reasonable, efficient, and predictable manner, and substantially comply with applicable codes, legal requirements, policies, and community design standards. Additionally, this budget control level includes the allocation of a proportionate share of departmental administration and other overhead costs.

<b>Program Expenditures</b>	<b>2011 Actual</b>	<b>2012 Adopted</b>	<b>2013 Proposed</b>	<b>2014 Proposed</b>
Land Use Services	3,493,298	3,757,844	4,212,357	4,351,923
Land Use Services Unallocated CBA	0	500,000	500,000	500,000
<b>Total</b>	<b>3,493,298</b>	<b>4,257,844</b>	<b>4,712,357</b>	<b>4,851,923</b>
Full-time Equivalents Total*	35.13	34.63	34.63	34.63

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

*The following information summarizes the programs in Land Use Services Budget Control Level:*

#### **Land Use Services Program**

The purpose of the Land Use Services Program is to provide land use permitting services to project applicants, City of Seattle departments, public agencies, and residents. Land Use Services staff provide permit process information and regulatory expertise to inform pre-application construction project design. Land Use Services staff also review proposed construction plans as part of a developer's permit application. Staff then facilitates the process to elicit public input on those construction projects before the permit may be granted. These services are intended to ensure that development proposals are reviewed in a fair, reasonable, efficient, and predictable manner, and to ensure that the plans substantially comply with applicable codes, legal requirements, policies, and community design standards.

<b>Expenditures/FTE</b>	<b>2011 Actual</b>	<b>2012 Adopted</b>	<b>2013 Proposed</b>	<b>2014 Proposed</b>
Land Use Services	3,493,298	3,757,844	4,212,357	4,351,923
Full-time Equivalents Total	35.13	34.63	34.63	34.63

#### **Land Use Services Unallocated CBA Program**

The purpose of the Land Use Services Unallocated CBA Program is to display the amount of Contingent Budget Authority (CBA) in the Land Use Services BCL that has not been accessed. In contrast, CBA that is accessed is appropriated in the programs in which it will be spent. More information about CBA and its planned use in this budget may be found at the conclusion of the DPD chapter.

<b>Expenditures</b>	<b>2011 Actual</b>	<b>2012 Adopted</b>	<b>2013 Proposed</b>	<b>2014 Proposed</b>
Land Use Services Unallocated CBA	0	500,000	500,000	500,000

# Department of Planning and Development

## Planning Budget Control Level

The purpose of the Planning Budget Control Level is to manage growth and development consistent with Seattle's Comprehensive Plan, and to inform and guide decisions for shaping and preserving Seattle so that it remains a vital urban environment. Additionally, the Planning Budget Control Level includes the allocation of a proportionate share of departmental administration and other overhead costs.

<b>Program Expenditures</b>	<b>2011 Actual</b>	<b>2012 Adopted</b>	<b>2013 Proposed</b>	<b>2014 Proposed</b>
Design Commission	303,683	319,574	319,318	329,159
Planning Commission	575,377	545,211	544,606	562,140
Planning Services	6,362,456	4,599,547	4,866,118	5,022,709
<b>Total</b>	<b>7,241,515</b>	<b>5,464,331</b>	<b>5,730,042</b>	<b>5,914,008</b>
Full-time Equivalents Total*	29.38	25.38	25.38	25.38

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

*The following information summarizes the programs in Planning Budget Control Level:*

### **Design Commission Program**

The purpose of the Design Commission is to promote civic design excellence in City projects with City funding, and projects related to public land, as well as to promote interdepartmental/interagency coordination. The Seattle Design Commission advises the Mayor, the City Council, and City departments on the design of capital improvements and other projects that shape Seattle's public realm.

<b>Expenditures/FTE</b>	<b>2011 Actual</b>	<b>2012 Adopted</b>	<b>2013 Proposed</b>	<b>2014 Proposed</b>
Design Commission	303,683	319,574	319,318	329,159
Full-time Equivalents Total	1.87	1.87	1.87	1.87

### **Planning Commission Program**

The purpose of the Planning Commission is to provide informed citizen advice and assistance to the Mayor, the City Council, and City departments in developing planning policies and carrying out major planning efforts; to seek public comment and participation as a part of this process; and to steward the ongoing development and implementation of Seattle's Comprehensive Plan.

<b>Expenditures/FTE</b>	<b>2011 Actual</b>	<b>2012 Adopted</b>	<b>2013 Proposed</b>	<b>2014 Proposed</b>
Planning Commission	575,377	545,211	544,606	562,140
Full-time Equivalents Total	2.62	2.62	2.62	2.62

### **Planning Services Program**

The purpose of the Planning Services Program is to develop policies, plans, and regulations that advance Seattle's Comprehensive Plan and growth management strategy. This is done through community-based planning, developing land use policy recommendations, and implementing legislation - activities that support Seattle's neighborhoods; expand job creation and housing choices; protect the environment and reduce environmental hazards; and promote design excellence and sustainability in Seattle.

<b>Expenditures/FTE</b>	<b>2011 Actual</b>	<b>2012 Adopted</b>	<b>2013 Proposed</b>	<b>2014 Proposed</b>
Planning Services	6,362,456	4,599,547	4,866,118	5,022,709
Full-time Equivalents Total	24.89	20.89	20.89	20.89

## Department of Planning and Development

### Process Improvements and Technology Budget Control Level

The purpose of the Process Improvements and Technology Budget Control Level is to allow the department to plan and implement continuous improvements to its business processes, including related staff training and equipment purchases; and to see that the Department's major technology investments are maintained, upgraded, or replaced when necessary.

<b>Program Expenditures</b>	<b>2011 Actual</b>	<b>2012 Adopted</b>	<b>2013 Proposed</b>	<b>2014 Proposed</b>
Process Improvements and Technology	391,274	1,299,573	2,560,663	2,095,010
<b>Total</b>	<b>391,274</b>	<b>1,299,573</b>	<b>2,560,663</b>	<b>2,095,010</b>
Full-time Equivalents Total*	5.42	5.42	5.42	5.42

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

### **Planning and Development Fund Table**

#### Planning and Development Fund (15700)

	<b>2011 Actuals</b>	<b>2012 Adopted</b>	<b>2012 Revised</b>	<b>2013 Proposed</b>	<b>2014 Proposed</b>
<b>Beginning Fund Balance</b>	<b>3,384,266</b>	<b>3,869,781</b>	<b>6,909,635</b>	<b>12,894,767</b>	<b>16,953,686</b>
Accounting and Technical Adjustments	1,428,189	0	0	0	0
Plus: Actual and Estimated Revenues	46,601,763	51,745,156	51,416,055	59,397,172	60,175,593
Less: Actual and Budgeted Expenditures	44,504,583	51,092,923	45,430,923	55,338,252	56,345,301
<b>Ending Fund Balance</b>	<b>6,909,635</b>	<b>4,522,014</b>	<b>12,894,767</b>	<b>16,953,686</b>	<b>20,783,978</b>
Process Improvements and Technology	308,067	30,015	1,300,837	563,777	562,333
Core Staffing and Process Improvements	1,104,291	753,974	760,418	1,764,117	3,771,173
<b>Total Reserves</b>	<b>1,412,358</b>	<b>783,989</b>	<b>2,061,255</b>	<b>2,327,894</b>	<b>4,333,506</b>
<b>Ending Unreserved Fund Balance</b>	<b>5,497,277</b>	<b>3,738,025</b>	<b>10,833,512</b>	<b>14,625,792</b>	<b>16,450,472</b>

# Department of Planning and Development

## 2013- 2014 DPD Contingent Budget Authority

Council Resolution No. 30357 established contingent authority in the Department of Planning and Development (DPD) for budget and positions. The contingent authority is intended to allow prompt response to unanticipated changes in demand for services. When actual and estimated fee revenues exceed forecasted amounts, DPD may propose to access its contingent budget authority.

DPD's contingent budget authority is displayed fully in Budget Control Levels (BCLs) in the City's Adopted Budget. The authority is associated with various categories of work, such as Construction Plan Review, and triggered by unanticipated levels of various fee revenues, such as Building Development fees. Although all of DPD's contingent authority is displayed in the BCLs in this budget document, none is planned to be accessed in 2013. Table 1 below, provides details on total contingent budget authority. This authority will not be accessed without approval, which would be based on an analysis of revenue deviations from the budget forecast, as described in Table 2 below.

**Table 1: Total and Accessed Contingent Budget Authority, 2013 Proposed**

BCL	Contingent Authority Category	Revenue Source	2012 Adopted Authority	2012 Adopted Accessed	2013 Proposed Authority	2013 Proposed Accessed
Const Insp	Const Inspection	Bldg Dvlpmt	1,600,000	-	1,600,000	-
Const Insp	Elec Insp w/Plan Review	Electrical	620,000	-	620,000	-
Cons Permit Svcs	Cons Plan Review	Bldg Dvlpmt	2,400,000	-	2,400,000	-
Cons Permit Svcs	Peer Review Contracts	Bldg Dvlpmt	1,500,000	-	1,500,000	-
Land Use	Land Use	Land Use	500,000	-	500,000	-
<b>Total Contingent Budget Authority</b>			<b>6,620,000</b>	<b>-</b>	<b>6,620,000</b>	<b>-</b>

# Department of Planning and Development

## Table 2: Schedule of Contingent Budget Authority

Land Use		
Unanticipated Revenue	Contingent Budget	Contingent FTE
(200,000) to (100,000)	(160,000)	-1.3
(99,999) to 99,999	-	0.0
100,000 to 199,999	160,000	1.3
200,000 to 299,999	320,000	2.6
300,000 to 399,999	480,000	4.0
400,000 to 499,999	640,000	4.0
500,000 and above	880,000	4.0

Construction Plan Review		
Unanticipated Revenue	Contingent Budget	Contingent FTE
(400,000) or less	(288,000)	-2.5
(399,999) to (200,000)	(144,000)	-1.2
(199,999) to 199,999	-	0.0
200,000 to 399,999	144,000	1.2
400,000 to 599,999	288,000	2.5
600,000 to 799,999	432,000	3.7
800,000 to 999,999	576,000	5.0
1,000,000 to 1,199,999	720,000	5.0
1,200,000 to 1,399,999	864,000	5.0
1,400,000 to 1,599,999	1,008,000	5.0
1,600,000 to 1,799,999	1,152,000	5.0
1,800,000 to 1,999,999	1,296,000	5.0
2,000,000 and above	1,565,000	5.0

Construction Inspection		
Unanticipated Revenue	Contingent Budget	Contingent FTE
(400,000) or less	(201,600)	-1.7
(399,999) to (200,000)	(100,800)	-0.1
(199,999) to 199,999	-	0.0
200,000 to 399,999	100,800	0.9
400,000 to 599,999	201,600	1.7
600,000 to 799,999	302,400	2.6
800,000 to 999,999	403,200	3.5
1,000,000 to 1,199,999	504,000	4.0
1,200,000 to 1,399,999	604,800	4.0
1,400,000 to 1,599,999	705,600	4.0
1,600,000 to 1,799,999	806,400	4.0
1,800,000 to 1,999,999	907,200	4.0
2,000,000 and above	1,096,000	4.0

Electrical Inspection with Plan Review		
Unanticipated Revenue	Contingent Budget	Contingent FTE
(100,000) or less	(50,400)	-0.4
(99,999) to 99,999	-	0.0
100,000 to 199,999	50,400	0.4
200,000 to 299,999	100,800	0.9
300,000 to 399,999	151,200	1.3
400,000 to 499,999	201,600	1.7
500,000 to 599,999	285,000	2.0
600,000 and above	405,000	3.0

Peer Review Contracts		
Unanticipated Revenue	Contingent Budget	Contingent FTE
200,000 to 499,999	500,000	0.0
500,000 to 999,999	1,000,000	0.0
1,000,000 and above	1,500,000	0.0

