

Office of Economic Development

Stephen H. Johnson, Director

(206) 684-8090

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 industry areas of manufacturing and maritime, film and music, technology, startups, restaurants, healthcare, life sciences/global health, and clean technology. To accomplish this mission, the office delivers services designed to:

- Support the retention and growth of existing businesses;
- Attract and establish new business;
- Increase the number of low-income adults who obtain the skills necessary to meet industry's needs for qualified workers;
- Support small businesses and neighborhood business districts through direct funding, technical assistance, and Business Improvement Area (BIA) formation;
- Permit film and special events in a way that minimizes business impacts while ensuring public safety; 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 lending. 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 \$79 million of allocated NMTCs, of which \$51 million has been awarded, and manages an available HUD Section 108 loan pool of \$37.4 million, of which \$29.2 million has been awarded.

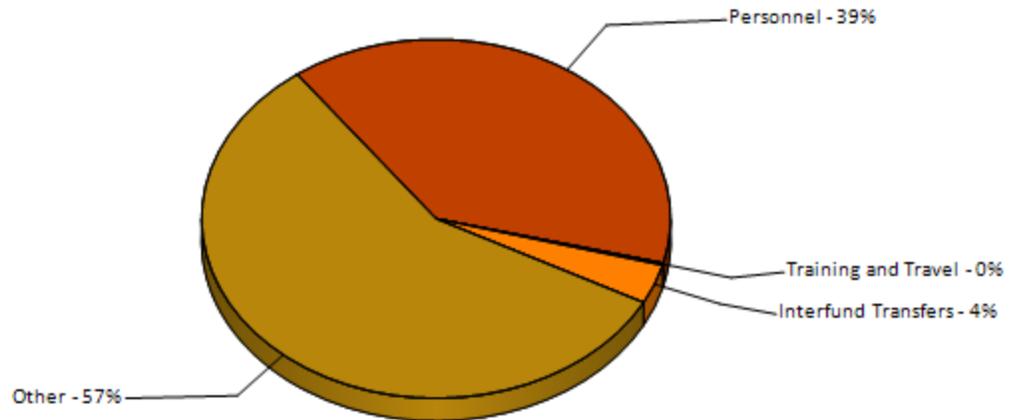
Budget Snapshot

Department Support	2013 Actual	2014 Adopted	2015 Proposed	2016 Proposed
General Fund Support	\$6,304,961	\$6,973,982	\$7,508,750	\$7,568,677
Other Funding - Operating	\$6,097,911	\$1,528,675	\$1,535,683	\$1,470,354
Total Operations	\$12,402,872	\$8,502,657	\$9,044,433	\$9,039,031
Total Appropriations	\$12,402,872	\$8,502,657	\$9,044,433	\$9,039,031
Full-time Equivalent Total*	22.50	25.50	27.50	27.50

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

Office of Economic Development

2015 Proposed Budget - Expenditure by Category



Budget Overview

The 2015-2016 Proposed Budget for the Office of Economic Development (OED) enhances the City's commitment to support, engage and grow small businesses in all parts of the city. The proposed budget responds to many of the challenges that small businesses will face in the next two years including implementing new labor and wage policies and managing the rapidly growing amount of construction that impacts the livelihood of commercial districts. The proposed budget also enhances resources to address the need for increased operations, finance, outreach, and communications assistance to better support the programmatic work of OED.

In 2012, special events administration was transferred from the Department of Parks and Recreation to OED to strengthen the linkages between the promotion of special events and economic development. To enhance customer service and public safety, OED has increased event organizers' responsibility to plan for public safety, engage in neighborhood notification and communication, and address noise abatement issues. While many of the improvements OED has implemented have streamlined the process, the number of special event and film permits has increased dramatically over the last three years. The proposed budget dedicates resources to increase the processing capacity of special events, film, and farmers' market permits.

Small Business Outreach, Engagement and Support

Micro- and small businesses provide job creation, innovation, and wealth creation opportunities are an important aspect of the economic vibrancy of Seattle. Supporting entrepreneurs in accessing the appropriate information, resources and training is critical to ensuring the success and growth of their enterprises. Among the top priorities for the City, a number of policy initiatives to ensure economic justice and social mobility, including sick and safe leave, job assistance ordinance, and the new \$15 minimum wage are changing the landscape of how businesses operate in Seattle. Small businesses are facing a period of significant adjustment and are in need of additional support, information and services to navigate the new regulatory realities. The proposed budget provides

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additional resources to increase the level of technical assistance, outreach and engagement, and financial services provided to small businesses to help them address these challenges.

The proposed budget also increases support for Only in Seattle (OIS) in 2015-2016 to support neighborhood business district economic development efforts, with targeted focus on better serving ethnic, minority, and immigrant and refugee-owned small businesses. OIS promotes a safe and healthy business environment for business organizations and neighborhood business districts via a comprehensive approach, including work in the following strategy areas: business organization, business retail and development, safety and cleanliness, marketing and promotion, and appearance and pedestrian environment. Significant one-time and ongoing resources are added to OIS to expand the reach of the program and increase the number of grants made available.

Access Seattle

A new interdepartmental initiative piloted in 2014, Access Seattle is a coordinated approach to supporting businesses most impacted by public and private construction across the City. The program, a partnership between OED and the Seattle Department of Transportation (SDOT), aims to keep businesses thriving, travelers moving safely and construction coordinated during a time of unprecedented growth and development in Downtown and nearby neighborhoods. The program actively plans, coordinates and monitors construction activity in neighborhoods to better manage the impacts resulting from significant construction projects.

OED will play an integral role in this project, capitalizing on its experience working with small businesses and stakeholders. OED will serve as an advocate for businesses and the community on construction-related issues and will implement proactive strategies to soften potential impacts. The proposed budget provides ongoing funding to support this function in OED.

Expanding Investments in the Central Area

In conjunction with the proposed budget, separate legislation will propose broadening the uses of the Central Area Equity Fund (Fund 17830). The Central Area Equity Fund was created in 1995 to support community development organizations and assist with the acquisition and development of real estate in the Central Area. At the time of its inception, three organizations were eligible to use these funds. Two decades later, only one community development organization dedicated to the Central Area remains. Maintaining a commitment to the fund's original purpose, the Mayor will propose legislation that would expand its potential to include supporting several community-based projects and initiatives that all share the goal of celebrating the Central Area's identity, culture and history, as well as enhancing the economic opportunities for its residents.

Included in the proposed uses of the fund are:

- providing resources for the Central Area History Project, a community-based initiative with the goal of reinforcing and highlighting the neighborhood's unique identity;
- implementing an economic development agenda consistent with community priorities identified through the work of City projects, including the 23rd Avenue Action Plan, to create a culturally and ethnically diverse and economically strong community in the Central Area; and
- continuing to provide support to several low-income housing developments in the Central Area.

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Incremental Budget Changes

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	2015		2016	
	Budget	FTE	Budget	FTE
Total 2014 Adopted Budget	\$ 8,502,657	25.50	\$ 8,502,657	25.50
Baseline Changes				
Citywide Adjustments for Standard Cost Changes	\$ 15,562	0.00	\$ 20,923	0.00
Remove One-time Funding for Only in Seattle	-\$ 580,000	0.00	-\$ 580,000	0.00
Transfer \$250,000 from Finance General to OED	\$ 250,000	0.00	\$ 250,000	0.00
Proposed Changes				
Increase support for Finance and Operations Program	\$ 10,000	0.50	\$ 10,000	0.50
Small Business Support	\$ 210,000	0.00	\$ 210,000	0.00
Increase Support for Only In Seattle	\$ 250,000	0.00	\$ 185,000	0.00
Access Seattle Business Outreach	\$ 143,000	1.00	\$ 135,000	1.00
OED Communications and Engagement	\$ 0	0.50	\$ 0	0.50
Increase Permit Processing Capacity	\$ 40,000	0.00	\$ 0	0.00
Proposed Technical Changes				
Citywide Training and Travel Reallocation	-\$ 614	0.00	-\$ 614	0.00
CDBG - Section 108 Loan Repayment	\$ 74,597	0.00	\$ 74,268	0.00
Technical Adjustments	\$ 0	0.00	\$ 0	0.00
Final Citywide Adjustments for Standard Cost Changes	\$ 129,231	0.00	\$ 231,797	0.00
Total Incremental Changes	\$ 541,776	2.00	\$ 536,374	2.00
2015 - 2016 Proposed Budget	\$ 9,044,433	27.50	\$ 9,039,031	27.50

Descriptions of Incremental Budget Changes

Baseline Changes

Citywide Adjustments for Standard Cost Changes - \$15,562

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

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Remove One-time Funding for Only in Seattle - (\$580,000)

This adjustment removes funding for one-time investments to enhance economic development efforts in the Chinatown/International District and Little Saigon neighborhoods through the Only in Seattle program. This adjustment removes \$260,000 of General Fund and \$320,000 of federal Community Development Block Grant (CDBG).

Transfer \$250,000 from Finance General to OED - \$250,000

This adjustment transfers \$250,000 from Finance General to the Office of Economic Development that was added in 2013 for the Only in Seattle program. The 2013 Adopted Budget included \$500,000 in General Fund to support the creation of a new tier of grants in the Only in Seattle program allowing business districts with parking meters to apply for capital improvement funding to enhance their streetscapes and the pedestrian environment. The 2014 Adopted Budget previously transferred \$250,000 of these funds to OED.

Proposed Changes

Increase support for Finance and Operations Program - \$10,000/.50 FTE

This item increases support for multiple functions of the Finance and Operations Program and restores the finance director to 1.0 FTE from the existing 0.5 FTE. In the 2012 Adopted Budget, the finance director position was reduced to 0.5 FTE as part of a strategy to consolidate OED with the Office of Housing (OH) to reduce administrative costs. While this consolidation was not ultimately pursued, the position was reduced. The proposed budget restores this position to 1.0 FTE. OED will pay for this position increase using existing funding. Additionally, OED has contracted accounting work with OH to help manage ongoing finance and administrative functions since 2013 using existing funding. To formalize an MOU between OH and OED for accounting support, \$10,000 is added to OED's budget.

Small Business Support - \$210,000

Many small businesses are challenged by implementing Seattle's new minimum wage ordinance and other new business regulations and policies enacted by the City recently. To offset that challenge, this item increases support to small businesses to better connect them with resources, services and training provided by several sources, including the City, neighborhood business districts and local chambers of commerce. OED will expand its existing business retention and expansion efforts by integrating ethnic- and affinity-based chambers into its business referral system and working with them to enhance the connections between the business organizations and the businesses they serve.

Increase Support for Only In Seattle - \$250,000

As part of a broad strategy to support small businesses, a one-time increase of \$200,000 in federal Community Development Block Grant (CDBG) funds and an on-going increase of \$250,000 in CDBG funds are added to support neighborhood business districts. This additional support allows OED to respond to growing demand from neighborhood commercial districts to participate in the program and better serve low-income neighborhoods - particularly those serving ethnic, minority, and immigrant and refugee-owned small businesses - across the City by strengthening their infrastructure, organizational capacity and business district vitality.

Access Seattle Business Outreach - \$143,000/1.00 FTE

As part of the Access Seattle partnership with SDOT, this item adds 1.0 FTE strategic advisor, who will serve as a Business Relations Manager to help implement a business outreach strategy, connecting small businesses with the resources needed to resolve issues stemming from construction impacts. This position will be paired with the

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geographically-based construction hub inspectors focused on Center City and other neighborhoods highly impacted by construction.

OED Communications and Engagement/.50 FTE

OED currently relies on interns and temporary staff to support its community outreach and engagement for various programs as well as to manage its communications platforms, including website content, newsletters, and social media outreach efforts. This adjustment adds a 0.50 FTE public relations specialist to support OED's programs in their outreach, engagement and communications. The 2015-2016 Proposed Budget provides position authority to continue this work; OED will pay for this position using existing resources.

Increase Permit Processing Capacity - \$40,000

This item adds one-time funding for temporary administrative support to address capacity issues related to processing special event, film and farmers market permits. Working with the Mayor's Office of Policy and Innovation and the City Budget Office in 2015, OED will review the relevant approval processes and permit fee structures with the goal of proposing reforms for 2016.

Proposed Technical Changes

Citywide Training and Travel Reallocation - (\$614)

This adjustment makes small reductions to training and travel budget appropriations Citywide. The Budget reallocates these funds to a new Centralized Management and Leadership Development program in the Department of Human Resources. More information on the new training program can be found in the Department of Human Resources budget section.

CDBG - Section 108 Loan Repayment - \$74,597

This item allocates for an annual loan repayment of federal HUD Section 108 Float Loans and includes both principal and interest payments. Repayment will begin in 2015 and occur for the remaining 14 years of the loan term.

Technical Adjustments

Changes reflected in this category include: adjustments within or between Budget Control Levels that align funding with spending requirements, corrections to baseline adjustments made during Executive phase, and other technical changes to staffing and program funding requirements. These changes are considered technical in nature because they do not significantly affect approved department service delivery or require new or additional policy decisions. Adjustments in this item are budget neutral.

Final Citywide Adjustments for Standard Cost Changes - \$129,231

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

Office of Economic Development

Expenditure Overview

Appropriations	Summit Code	2013 Actual	2014 Adopted	2015 Proposed	2016 Proposed
CDBG - Office of Economic Development Budget Control Level	6XD10	6,097,911	1,528,675	1,535,683	1,470,354
Office of Economic Development Budget Control					
Business Services		5,061,249	5,733,752	6,206,503	6,250,446
Economic Development Leadership		564,918	514,478	517,256	520,845
Finance and Operations		678,794	725,752	784,991	797,386
Total	X1D00	6,304,961	6,973,982	7,508,750	7,568,677
Department Total		12,402,872	8,502,657	9,044,433	9,039,031

Department Full-time Equivalents Total*	22.50	25.50	27.50	27.50
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* FTE totals are provided for information purposes only. Changes in FTEs resulting from City Council or Human Resources Director actions outside of the budget process may not be detailed here.

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 provide operating, grant, loan, and project management support to neighborhood business districts and community-based development organizations, as well as for special projects, for the goal of creating thriving neighborhoods and broadly-shared prosperity.

	2013 Actual	2014 Adopted	2015 Proposed	2016 Proposed
Program Expenditures				
Economic Development	6,097,911	1,528,675	1,535,683	1,470,354
Total	6,097,911	1,528,675	1,535,683	1,470,354

Office of Economic Development

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.

	2013	2014	2015	2016
Program Expenditures	Actual	Adopted	Proposed	Proposed
Business Services	5,061,249	5,733,752	6,206,503	6,250,446
Economic Development Leadership	564,918	514,478	517,256	520,845
Finance and Operations	678,794	725,752	784,991	797,386
Total	6,304,961	6,973,982	7,508,750	7,568,677
Full-time Equivalents Total*	22.50	25.50	27.50	27.50

** FTE totals are provided for information purposes only. Changes in FTEs resulting from City Council or Human Resources 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.

	2013	2014	2015	2016
Expenditures/FTE	Actual	Adopted	Proposed	Proposed
Business Services	5,061,249	5,733,752	6,206,503	6,250,446
Full-time Equivalents Total	16.00	20.00	21.50	21.50

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.

	2013	2014	2015	2016
Expenditures/FTE	Actual	Adopted	Proposed	Proposed
Economic Development Leadership	564,918	514,478	517,256	520,845
Full-time Equivalents Total	5.00	4.00	4.00	4.00

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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.

	2013	2014	2015	2016
Expenditures/FTE	Actual	Adopted	Proposed	Proposed
Finance and Operations	678,794	725,752	784,991	797,386
Full-time Equivalents Total	1.50	1.50	2.00	2.00

Office of Economic Development

Office of Housing

Steve Walker, Director

(206) 684-0721

<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 that the policy objectives of the City are achieved and that the units remain in good condition. The portfolio now includes 290 buildings with more than 11,000 units, representing a significant investment of City and other funding in affordable housing over 30 years.

The **Homeownership and Sustainability** program area includes three primary programs that together serve approximately 1,100 low-income households annually. These programs are:

- Homeownership Assistance- provides loans to first-time homebuyers to support homeownership opportunities for low-income families, offers \$2.3 million in loans annually.
- Home Repair Loan Program - provides \$250,000 no- or low-interest loans annually to assist with critical home repairs.
- HomeWise Weatherization Program - provides over \$5 million in grants annually, increasing energy efficiency and lowering costs.

The **Policy and Program Development** program area establishes long-term strategic plans, develops and implements policy-based tools, and addresses housing-related aspects of citywide land use and community development issues. Expanding resources for affordable housing and homelessness programs, creating incentive programs to advance housing affordability goals, and coordinating disposition of vacant land for redevelopment purposes to increase housing opportunities for Seattle residents are some key components of this program area.

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

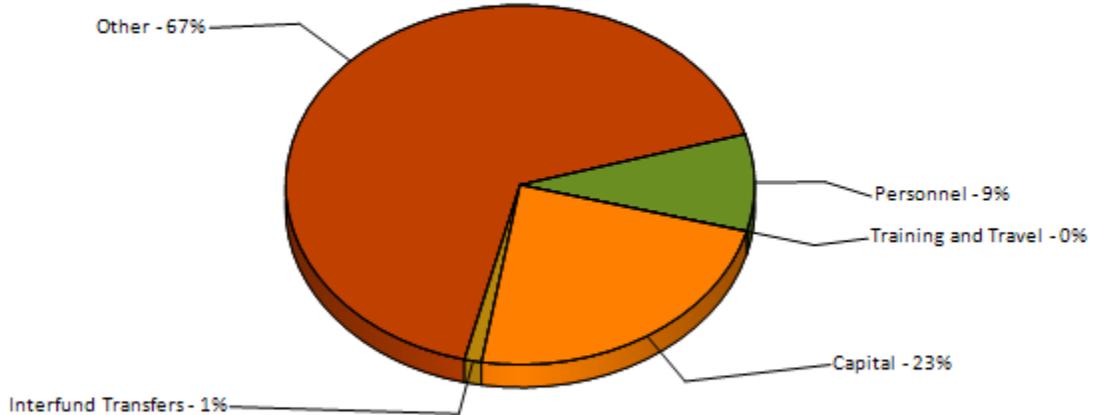
Office of Housing

Budget Snapshot

Department Support	2013 Actual	2014 Adopted	2015 Proposed	2016 Proposed
General Fund Support	\$0	\$0	\$314,000	\$272,000
Other Funding - Operating	\$36,903,569	\$49,981,330	\$50,916,287	\$51,519,633
Total Operations	\$36,903,569	\$49,981,330	\$51,230,287	\$51,791,633
Total Appropriations	\$36,903,569	\$49,981,330	\$51,230,287	\$51,791,633
Full-time Equivalent Total*	37.50	37.50	42.00	42.00

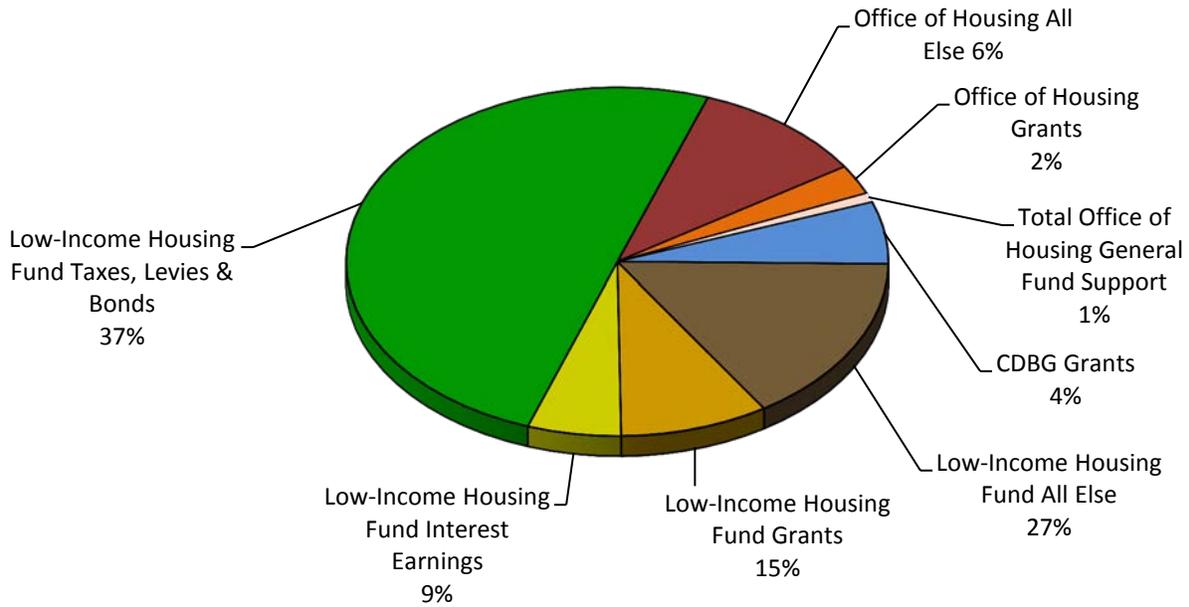
* FTE totals are provided for information purposes only. Changes in FTEs resulting from City Council or Human Resources Director actions outside of the budget process may not be detailed here.

2015 Proposed Budget - Expenditure by Category



Office of Housing

2015 Proposed Budget - Revenue by Category



Budget Overview

Low-income housing activities are primarily supported by the 2009 Housing Levy, federal grants, developer incentive program revenues, local and state weatherization grants, investment earnings, and loan repayment income. In recent years, the Office of Housing has had sufficient incentive program and state/federal revenue resources to support administration of its programs. In 2015-2016 a small amount of General Fund support is necessary to fund operations and to prepare for the 2016 Housing Levy.

In 2010 OH began the voter-approved 2009 Housing Levy, totaling \$145 million for 2010 through 2016. During its seven year duration, the Housing Levy is expected to produce or preserve 1,850 affordable homes and assist 3,420 households. Because the current Housing Levy ends in 2016, this budget includes funding to plan for the 2016 Housing Levy.

In 2015 and 2016, the City is anticipating federal CDBG entitlement levels to remain stable. The primary activities funded with OH's share of CDBG funds are home rehabilitation loans for low-income households, multifamily production and preservation, and policy and planning. In the 2015-2016 Proposed Budget \$125,000 in CDBG funds is added to support the development of the Mayor's Housing Affordability agenda. In addition, \$271,000 of CDBG funding in 2015 supports levy renewal planning and OH operating costs to backfill a loss of federal revenue.

Office of Housing

Incremental Budget Changes

Office of Housing

	2015		2016	
	Budget	FTE	Budget	FTE
Total 2014 Adopted Budget	\$ 49,981,330	37.50	\$ 49,981,330	37.50
Baseline Changes				
Citywide Adjustments for Standard Cost Changes	\$ 116,668	0.00	\$ 126,470	0.00
Adjustment for One-time Adds or Reductions	-\$ 295,000	0.00	-\$ 295,000	0.00
Supplemental Budget Changes	\$ 108,542	0.00	\$ 108,542	0.00
Proposed Changes				
Housing Affordability and Levy Renewal Planning	\$ 309,627	1.00	\$ 124,627	1.00
Operating Support and Technical Position Adjustments	\$ 394,937	3.50	\$ 336,828	3.50
Proposed Technical Changes				
Technical Adjustments	-\$ 175,679	0.00	-\$ 161,610	0.00
Final Citywide Adjustments for Standard Cost Changes	\$ 789,862	0.00	\$ 1,570,446	0.00
Total Incremental Changes	\$ 1,248,957	4.50	\$ 1,810,303	4.50
2015 - 2016 Proposed Budget	\$ 51,230,287	42.00	\$ 51,791,633	42.00

Descriptions of Incremental Budget Changes

Baseline Changes

Citywide Adjustments for Standard Cost Changes - \$116,668

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

Adjustment for One-time Adds or Reductions - (\$295,000)

This item includes budget reductions in the 2015-16 Biennium for one-time salaries, equipment or expenses added in the 2014 Adopted Budget. It also includes the addition of funding for one-time budget reductions taken in 2014.

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Supplemental Budget Changes - \$108,542

This adjustment reflects changes made through supplemental budget legislation since the last Adopted Budget. Supplemental budget legislation is developed by the Executive and adopted by the City Council four times a year to provide for corrections to the Adopted Budget, unforeseen changes in circumstance, new funding opportunities or new policy priorities. These changes may include additions or reductions in appropriations and FTEs.

Proposed Changes

Housing Affordability and Levy Renewal Planning - \$309,627/1.00 FTE

This item utilizes CDBG funding and general funds to prepare for the renewal of the Housing Levy in 2016 and to develop a coordinated set of strategies that address critical affordable housing needs in Seattle. The work on developing a Housing Affordability Agenda and planning for the 2016 Housing Levy renewal is closely linked. OH will research new and expanded strategies to ensure that Seattle has housing that is affordable to diverse household types across a range of income levels. In 2015 and 2016, \$125,000 in funding is used to support the development of the Housing Affordability Agenda. In addition, in 2015, \$185,000 is used to support planning for renewal of the 2016 Housing Levy.

Operating Support and Technical Position Adjustments - \$394,937/3.50 FTE

This item includes short-term funding to close an operating budget gap, incorporates changes made in the 2013 Q4 and 2014 Q1 Supplemental Budgets, adds a 1.0 FTE quality inspector position for the HomeWise program, and eliminates a part-time IT support position.

Due to increasing operating costs, OH has a funding gap in core staffing expenses in 2015 and 2016. The 2015-2016 Proposed Budget includes \$242,243 in 2015 and \$198,203 in 2016 to support the operating gap. In 2017 it is anticipated that the 2016 Housing Levy will support these costs.

The 2014 Q1 Supplemental Budget ordinance added two positions to the Office of Housing: a Deputy Director and an Executive Assistant. The 2015-2016 Proposed Budget adds ongoing position authority.

This item also includes a new quality inspector position for the HomeWise program. HomeWise provides free weatherization services to low-income homeowners and tenants in Seattle. The major funder for the program, the Washington State Department of Commerce, has created new rules for the program which will require changes in how the program is administered by the Office of Housing. As a result, a new Building Inspector Senior position is added to the Office of Housing. This is a budget neutral change as authority is being transferred from the Low-Income Housing Fund to the Office of Housing Operating Fund.

As of January 1, 2015 the Office of Housing will become a Department of Information Technology (DOIT) supported department. This change allows OH to eliminate a part-time information technology support staff position as part of the 2015-2016 Proposed Budget.

Proposed Technical Changes

Technical Adjustments - (\$175,679)

Changes reflected in this category include: adjustments within or between Budget Control Levels that align funding with spending requirements, corrections to baseline adjustments made during Executive phase, and other

Office of Housing

technical changes to staffing and program funding requirements. These changes are considered technical in nature because they do not significantly affect approved department service delivery or require new or additional policy decisions.

Final Citywide Adjustments for Standard Cost Changes - \$789,862

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

Expenditure Overview

Appropriations	Summit Code	2013 Actual	2014 Adopted	2015 Proposed	2016 Proposed
CDBG - Office of Housing Budget Control					
Homeownership and Sustainability - CDBG		809,332	767,191	790,152	790,152
Multi-Family Production and Preservation - CDBG		0	871,433	911,012	911,012
Strategic Planning, Resource, and Program Development - CDBG		441,280	101,139	373,412	251,412
Total	6XZ10	1,250,612	1,739,763	2,074,576	1,952,576
Low-Income Housing Fund 16400 Budget Control					
Homeownership and Sustainability - 16400		8,166,230	10,066,129	10,095,692	10,253,562
Multi-Family Production and Preservation - 16400		22,464,510	32,929,361	33,437,860	34,006,484
Total	XZ-R1	30,630,740	42,995,490	43,533,552	44,260,046
Office of Housing Operating Fund 16600 Budget Control					
Administration and Management - 16600		1,285,888	1,664,786	2,029,810	1,930,843
Community Development - 16600		1,037,911	862,876	591,233	597,309
Homeownership and Sustainability - 16600		1,551,873	1,414,787	1,459,758	1,493,123
Multi-Family Production and Preservation - 16600		1,146,543	1,303,628	1,541,358	1,557,736
Total	XZ600	5,022,216	5,246,077	5,622,159	5,579,011
Department Total		36,903,569	49,981,330	51,230,287	51,791,633
Department Full-time Equivalent Total*		37.50	37.50	42.00	42.00

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

Office of Housing

Revenue Overview

2015 Estimated Revenues

Summit Code	Source	2013 Actual	2014 Adopted	2015 Proposed	2016 Proposed
433010	Community Development Block Grant	1,720,213	1,739,763	2,187,763	2,063,763
	Total CDBG Grants	1,720,213	1,739,763	2,187,763	2,063,763
469930	Program Income	2,555,630	11,244,000	4,000,000	4,000,000
541490	Local Grants-Weatherization	1,757,209	1,678,614	1,630,000	1,630,000
	Total Low-Income Housing Fund All Else	4,312,839	12,922,614	5,630,000	5,630,000
445800	MFTE Application Fees	0	0	0	0
	Total Low-Income Housing Fund Developer App. Fees	0	0	0	0
587001	General Subfund Support	0	0	0	0
	Total Low-Income Housing Fund General Fund Support	0	0	0	0
433010	Federal Grants - Weatherization	987,481	4,000,000	1,607,734	1,607,734
434010	State Grants - Weatherization	622,505	1,250,000	0	0
471010	Federal Grants-HOME Program	478,022	2,251,959	1,575,000	1,575,000
	Total Low-Income Housing Fund Grants	2,088,008	7,501,959	3,182,734	3,182,734
461110	Investment Earnings	237,892	4,601,500	2,000,000	2,000,000
	Total Low-Income Housing Fund Interest Earnings	237,892	4,601,500	2,000,000	2,000,000
411100	Property Tax Levy	17,952,125	17,969,417	17,969,417	17,969,417
	Total Low-Income Housing Fund Taxes, Levies & Bonds	17,952,125	17,969,417	17,969,417	17,969,417
469930	Bonus/TDR Capital	6,521,099	0	9,000,000	9,000,000
	Total Low-Income Housing Fund Use of Fund Balance	6,521,099	0	9,000,000	9,000,000
	Transfer of Bonus Admin Fund Balance from 16400	0	0	150,000	200,000
411100	Levy Administration	1,809,706	1,809,704	1,809,704	1,809,704
439090	Grants and Other	21,094	0	27,500	27,500
445800	MFTE application fees	130,600	80,000	80,000	80,000
461110	Bonus/TDR Administration	107,022	0	900,000	900,000
462900	Other Rents and Use Charges	27,082	27,000	27,000	27,000
471010	Challenge Grant	626,802	65,788	0	0
471010	HOME Administration	250,218	250,217	175,000	175,000
541490	City Light Administration	824,724	731,967	715,000	715,000
	Total Office of Housing All Else	3,797,248	2,964,676	3,884,204	3,934,204
587001	General Subfund Support	0	295,000	314,000	272,000
	Total Office of Housing General	0	295,000	314,000	272,000

Office of Housing

Fund Support					
433010	Federal Grants-Weatherization	498,157	823,286	985,226	985,226
434010	State Grants-Weatherization	373,513	210,424	0	0
Total Office of Housing Grants		871,670	1,033,710	985,226	985,226
Total Revenues		37,501,094	49,028,639	45,153,344	45,037,344
379100	Use of (Contribution To) Fund Balance	-481,223	0	5,638,214	6,366,708
Total Low-Income Housing Fund Use of Fund Balance		-481,223	0	5,638,214	6,366,708
379100	Use of (Contribution To) Fund Balance	-116,302	952,693	438,729	387,581
Total Office of Housing Use of Fund Balance		-116,302	952,693	438,729	387,581
Total Resources		36,903,569	49,981,332	51,230,287	51,791,633

Office of Housing

Appropriations By Budget Control Level (BCL) and Program

CDBG - Office of Housing Budget Control Level

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.

	2013	2014	2015	2016
Program Expenditures	Actual	Adopted	Proposed	Proposed
Homeownership and Sustainability - CDBG	809,332	767,191	790,152	790,152
Multi-Family Production and Preservation - CDBG	0	871,433	911,012	911,012
Strategic Planning, Resource, and Program Development - CDBG	441,280	101,139	373,412	251,412
Total	1,250,612	1,739,763	2,074,576	1,952,576
Full-time Equivalents Total*	0.00	0.00	1.00	1.00

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

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 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.

	2013	2014	2015	2016
Expenditures	Actual	Adopted	Proposed	Proposed
Homeownership and Sustainability - CDBG	809,332	767,191	790,152	790,152

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.

	2013	2014	2015	2016
Expenditures	Actual	Adopted	Proposed	Proposed
Multi-Family Production and Preservation - CDBG	0	871,433	911,012	911,012

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.

Office of Housing

Expenditures/FTE	2013 Actual	2014 Adopted	2015 Proposed	2016 Proposed
Strategic Planning, Resource, and Program Development - CDBG	441,280	101,139	373,412	251,412
Full-time Equivalents Total	0.00	0.00	1.00	1.00

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.

Program Expenditures	2013 Actual	2014 Adopted	2015 Proposed	2016 Proposed
Homeownership and Sustainability - 16400	8,166,230	10,066,129	10,095,692	10,253,562
Multi-Family Production and Preservation - 16400	22,464,510	32,929,361	33,437,860	34,006,484
Total	30,630,740	42,995,490	43,533,552	44,260,046

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.

Expenditures	2013 Actual	2014 Adopted	2015 Proposed	2016 Proposed
Homeownership and Sustainability - 16400	8,166,230	10,066,129	10,095,692	10,253,562

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.

Expenditures	2013 Actual	2014 Adopted	2015 Proposed	2016 Proposed
Multi-Family Production and Preservation - 16400	22,464,510	32,929,361	33,437,860	34,006,484

Office of Housing

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.

	2013	2014	2015	2016
Program Expenditures	Actual	Adopted	Proposed	Proposed
Administration and Management - 16600	1,285,888	1,664,786	2,029,810	1,930,843
Community Development - 16600	1,037,911	862,876	591,233	597,309
Homeownership and Sustainability - 16600	1,551,873	1,414,787	1,459,758	1,493,123
Multi-Family Production and Preservation - 16600	1,146,543	1,303,628	1,541,358	1,557,736
Total	5,022,216	5,246,077	5,622,159	5,579,011
Full-time Equivalents Total*	37.50	37.50	41.00	41.00

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

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.

	2013	2014	2015	2016
Expenditures/FTE	Actual	Adopted	Proposed	Proposed
Administration and Management - 16600	1,285,888	1,664,786	2,029,810	1,930,843
Full-time Equivalents Total	11.00	11.00	12.50	12.50

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.

	2013	2014	2015	2016
Expenditures/FTE	Actual	Adopted	Proposed	Proposed
Community Development - 16600	1,037,911	862,876	591,233	597,309
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.

	2013	2014	2015	2016
Expenditures/FTE	Actual	Adopted	Proposed	Proposed

Office of Housing

Homeownership and Sustainability - 16600	1,551,873	1,414,787	1,459,758	1,493,123
Full-time Equivalents Total	13.00	13.00	14.00	14.00

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	2013 Actual	2014 Adopted	2015 Proposed	2016 Proposed
Multi-Family Production and Preservation - 16600	1,146,543	1,303,628	1,541,358	1,557,736
Full-time Equivalents Total	9.50	9.50	10.50	10.50

Office of Housing

Housing Fund Table

Low-Income Housing Fund (16400)

	2013 Actuals	2014 Adopted	2014 Revised	2015 Proposed	2016 Proposed
Beginning Fund Balance	81,464,000	79,865,000	81,945,223	81,019,252	75,267,851
Accounting and Technical Adjustments	0	0	0	0	0
Plus: Actual and Estimated Revenues	31,111,963	42,995,490	42,069,519	37,782,151	37,782,151
Less: Actual and Budgeted Expenditures	30,630,740	42,995,490	42,995,490	43,533,552	44,260,046
Ending Fund Balance	81,945,223	79,865,000	81,019,252	75,267,851	68,789,956
Bonus Program Fundings	8,100,000	8,100,000	7,800,000	0	0
Housing Levy	50,770,000	50,770,000	42,937,000	44,985,000	38,506,000
Levy O&M Trust Funds	26,395,000	26,395,000	26,395,000	26,395,000	26,395,000
Reach Trust Fund	927,000	927,000	927,000	927,000	927,000
South Lake Union Fund	2,960,000	2,960,000	2,960,000	2,960,000	2,960,000
Total Reserves	89,152,000	89,152,000	81,019,000	75,267,000	68,788,000
Ending Unreserved Fund Balance	-7,206,777	-9,287,000	252	851	1,956

Office of Housing

Office of Housing (16600)

	2013 Actuals	2014 Adopted	2014 Revised	2015 Proposed	2016 Proposed
Beginning Fund Balance	1,930,873	1,448,000	1,577,575	1,387,380	948,651
Accounting and Technical Adjustments	0	0	0	0	0
Plus: Actual and Estimated Revenues	4,668,918	4,293,386	5,055,884	5,183,430	5,191,430
Less: Actual and Budgeted Expenditures	5,022,216	5,246,077	5,246,079	5,622,159	5,579,011
Ending Fund Balance	1,577,575	495,309	1,387,380	948,651	561,070
planning reserve				95,000	306,000
Revenue Stabilization Reserve		86,000			
underexpended levy		334,000			
Total Reserves		420,000		95,000	306,000
Ending Unreserved Fund Balance	1,577,575	75,309	1,387,380	853,651	255,070

Neighborhood Matching Subfund

Department Overview

The purpose of the Neighborhood Matching Subfund (NMF) is to provide grant 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.

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. There are three categories of NMF awards:

- Large Projects Fund (awards up to \$100,000);
- Small and Simple Projects Fund (awards up to \$25,000); and
- Small Sparks Fund (awards up to \$1,000).

The Department of Neighborhoods (DON) administers the NMF. NMF staff coordinates with 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.

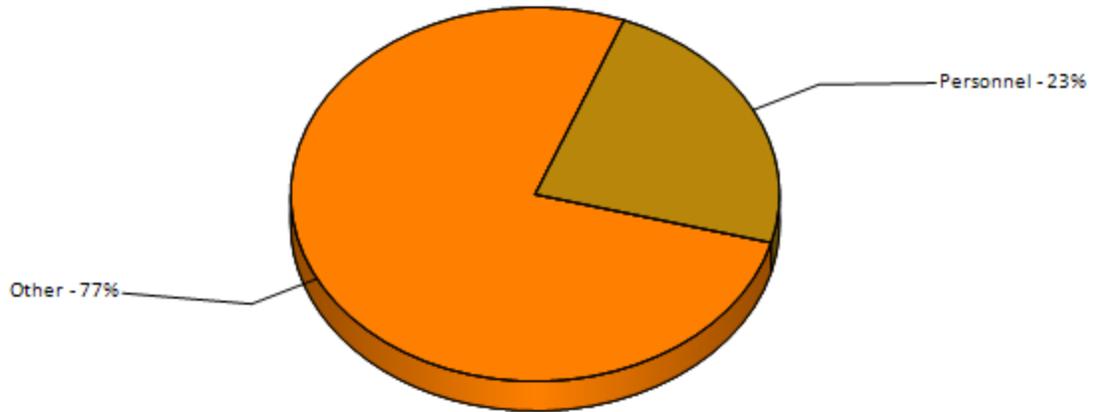
Budget Snapshot

Department Support	2013 Actual	2014 Adopted	2015 Proposed	2016 Proposed
General Fund Support	\$2,604,867	\$3,529,677	\$2,148,807	\$3,725,991
Other Funding - Operating	\$0	\$361,218	\$1,861,300	\$361,300
Total Operations	\$2,604,867	\$3,890,895	\$4,010,107	\$4,087,291
Total Appropriations	\$2,604,867	\$3,890,895	\$4,010,107	\$4,087,291
Full-time Equivalent Total*	6.00	7.00	8.00	8.00

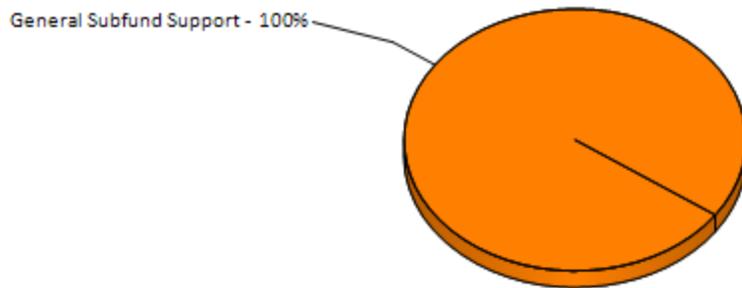
* FTE totals are provided for information purposes only. Changes in FTEs resulting from City Council or Human Resources Director actions outside of the budget process may not be detailed here.

Neighborhood Matching Subfund

2015 Proposed Budget - Expenditure by Category



2015 Proposed Budget - Revenue by Category



Neighborhood Matching Subfund

Budget Overview

The 2015-2016 Proposed Budget for the Neighborhood Matching Subfund (NMF) maintains existing funding for neighborhood projects. In 2015, the one-time use of accumulated unreserved fund balance frees up resources to increase funding for the Neighborhood Street Fund. The Neighborhood Street Fund supports construction and maintenance projects identified and prioritized by the community, and selected for funding by the Bridging the Gap Oversight Committee, Seattle Department of Transportation and the City Budget Office.

Incremental Budget Changes

Neighborhood Matching Subfund

	2015		2016	
	Budget	FTE	Budget	FTE
Total 2014 Adopted Budget	\$ 3,890,895	7.00	\$ 3,890,895	7.00
Baseline Changes				
Citywide Adjustments for Standard Cost Changes	\$ 14,061	0.00	\$ 14,061	0.00
Transfer Administrative Support from DON	\$ 29,128	1.00	\$ 29,128	1.00
Proposed Technical Changes				
One-time Use of Unreserved Fund Balance	\$ 0	0.00	\$ 0	0.00
Technical Adjustments	\$ 0	0.00	\$ 0	0.00
Final Citywide Adjustments for Standard Cost Changes	\$ 76,023	0.00	\$ 153,207	0.00
Total Incremental Changes	\$ 119,212	1.00	\$ 196,396	1.00
2015 - 2016 Proposed Budget	\$ 4,010,107	8.00	\$ 4,087,291	8.00

Descriptions of Incremental Budget Changes

Baseline Changes

Citywide Adjustments for Standard Cost Changes - \$14,061

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

Transfer Administrative Support from DON - \$29,128/1.00 FTE

As part of a broader effort to realign operations in the Department of Neighborhoods, 1.0 FTE administrative specialist is transferred to NMF.

Neighborhood Matching Subfund

Proposed Technical Changes

One-time Use of Unreserved Fund Balance

This item reduces the General Fund allocation in 2015 by \$1.5 million and increases the use of fund balance by \$1.5 million. This reallocation will have no impact on the total grant resources available to neighborhoods and communities. NMF has accrued a significant fund balance and the one-time use of fund balance will allow for an increase in funding for the Neighborhood Street Fund. This adjustment swaps NMF fund balance with General Fund revenue, and the change is reflected on the revenue side of the budget. This use of fund balance will have no impact on the delivery of projects that have been awarded NMF funds nor will it reduce the annual funding made available for new projects.

Technical Adjustments

Changes reflected in this category include budget neutral adjustments within or between Budget Control Levels that align funding with spending requirements, corrections to baseline adjustments made during Executive phase, and other technical changes to staffing and program funding requirements. These changes are considered technical in nature because they do not significantly affect approved department service delivery or require new or additional policy decisions.

Final Citywide Adjustments for Standard Cost Changes - \$76,023

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

Expenditure Overview

Appropriations	Summit Code	2013 Actual	2014 Adopted	2015 Proposed	2016 Proposed
Neighborhood Matching Fund Budget Control					
Large Projects Fund		820,463	1,474,549	1,505,515	1,540,141
Management and Project Development		678,459	903,909	960,394	967,436
Small and Simple Projects Fund		1,070,640	1,446,764	1,477,146	1,511,120
Small Sparks Fund		35,305	65,673	67,052	68,594
Total	2IN00	2,604,867	3,890,895	4,010,107	4,087,291
Department Total		2,604,867	3,890,895	4,010,107	4,087,291

Department Full-time Equivalents Total*	6.00	7.00	8.00	8.00
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* FTE totals are provided for information purposes only. Changes in FTEs resulting from City Council or Human Resources Director actions outside of the budget process may not be detailed here.

Neighborhood Matching Subfund

Revenue Overview

2015 Estimated Revenues

Summit Code	Source	2013 Actual	2014 Adopted	2015 Proposed	2016 Proposed
587001	Operating Transfer In from Finance General	2,891,284	3,529,676	2,148,807	3,725,991
Total General Subfund Support		2,891,284	3,529,676	2,148,807	3,725,991
Total Revenues		2,891,284	3,529,676	2,148,807	3,725,991
379100	Use of (Contribution To) Fund Balance	-286,417	361,217	1,861,300	361,300
Total Use of Fund Balance		-286,417	361,217	1,861,300	361,300
Total Resources		2,604,867	3,890,893	4,010,107	4,087,291

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.

	2013 Actual	2014 Adopted	2015 Proposed	2016 Proposed
Program Expenditures				
Large Projects Fund	820,463	1,474,549	1,505,515	1,540,141
Management and Project Development	678,459	903,909	960,394	967,436
Small and Simple Projects Fund	1,070,640	1,446,764	1,477,146	1,511,120
Small Sparks Fund	35,305	65,673	67,052	68,594
Total	2,604,867	3,890,895	4,010,107	4,087,291
Full-time Equivalents Total*	6.00	7.00	8.00	8.00

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

Neighborhood Matching Subfund

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.

	2013	2014	2015	2016
Expenditures	Actual	Adopted	Proposed	Proposed
Large Projects Fund	820,463	1,474,549	1,505,515	1,540,141

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.

	2013	2014	2015	2016
Expenditures/FTE	Actual	Adopted	Proposed	Proposed
Management and Project Development	678,459	903,909	960,394	967,436
Full-time Equivalent Total	6.00	7.00	8.00	8.00

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 \$25,000 in funding.

	2013	2014	2015	2016
Expenditures	Actual	Adopted	Proposed	Proposed
Small and Simple Projects Fund	1,070,640	1,446,764	1,477,146	1,511,120

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.

	2013	2014	2015	2016
Expenditures	Actual	Adopted	Proposed	Proposed
Small Sparks Fund	35,305	65,673	67,052	68,594

Neighborhood Matching Subfund

Neighborhood Matching Subfund Fund Table

Neighborhood Matching Subfund (00165)

	2013 Actuals	2014 Adopted	2014 Revised	2015 Proposed	2016 Proposed
Beginning Fund Balance	4,224,709	3,876,261	4,511,126	4,149,909	2,288,609
Accounting and Technical Adjustments	0	0	0	0	0
Plus: Actual and Estimated Revenues	2,891,284	3,529,676	3,529,676	2,148,807	3,725,991
Less: Actual and Budgeted Expenditures	2,604,867	3,890,895	3,890,893	4,010,107	4,087,291
Ending Fund Balance	4,511,126	3,515,042	4,149,909	2,288,609	1,927,309
Continuing Appropriations	4,150,126	3,016,973	3,016,973	1,355,736	1,355,736
Total Reserves	4,150,126	3,016,973	3,016,973	1,355,736	1,355,736
Ending Unreserved Fund Balance	361,000	498,069	1,132,936	932,873	571,573

Neighborhood Matching Subfund

Department of Neighborhoods

Bernie Matsuno, Acting Director

(206) 684-0464

<http://www.seattle.gov/neighborhoods>

Department Overview

The Department of Neighborhoods (DON) works to bring government closer to the residents of Seattle by empowering them 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 its mission, DON also manages the Neighborhood Matching Fund (NMF), which provides grants to preserve and enhance the City's diverse neighborhoods.

DON has three lines of business:

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-initiated projects. The programs that support this work include:

- P-Patch Community Gardens;
- Neighborhood District Coordinators;
- Major Institutions and Schools;
- Historic Preservation;
- Neighborhood Planning Outreach; and
- Neighborhood Matching Fund (NMF).

The **Director's Office** provides executive leadership, communications, and human resources services for the entire department.

The **Internal Operations Division** provides financial and information technology services to department employees so they may serve customers efficiently and effectively.

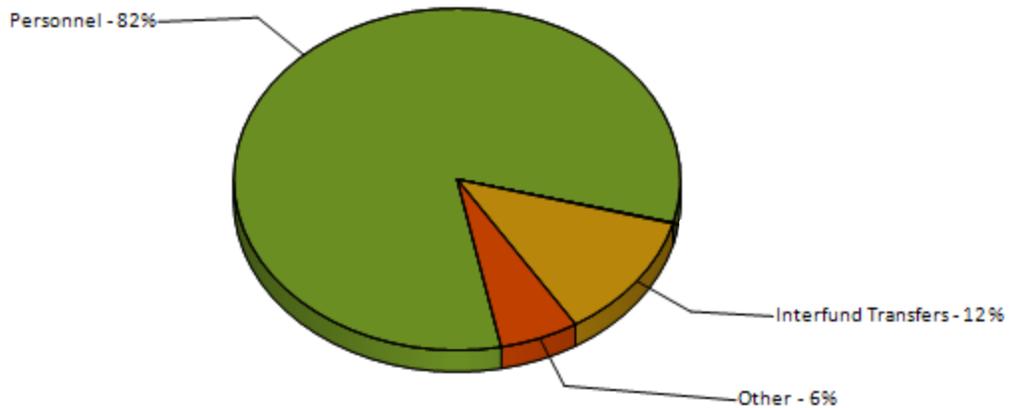
Budget Snapshot

Department Support	2013 Actual	2014 Adopted	2015 Proposed	2016 Proposed
General Fund Support	\$9,871,594	\$12,374,007	\$5,533,642	\$5,588,041
Total Operations	\$9,871,594	\$12,374,007	\$5,533,642	\$5,588,041
Total Appropriations	\$9,871,594	\$12,374,007	\$5,533,642	\$5,588,041
Full-time Equivalent Total*	42.75	44.50	39.50	39.50

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

Department of Neighborhoods

2015 Proposed Budget - Expenditure by Category



Budget Overview

The 2015-2016 Proposed Budget for the Department of Neighborhoods (DON) includes a number of significant changes in response to the creation of the Department of Education and Early Learning (DEEL), including transferring the Office for Education and the Seattle Youth Violence Prevention Initiative to DEEL. The Office for Education (OFE) is responsible for administering the Education-Support Services Levy and receives most of its funding from this source (which is budgeted in a separate department); however a portion of OFE programs are supported by General Fund and will be transferred out of DON and into DEEL. These programs include the Early Learning Academy and the Read and Rise pilot program, both added in the 2014 Adopted Budget. The Early Learning Academy provides training and professional development to preschool teachers and caregivers to improve outcomes for the children they teach or care for. Read and Rise is a two-year pilot program designed to engage some of Seattle's most at-risk families and communities in supporting literacy development in children pre-kindergarten through 3rd grade. The Proposed Budget reflects these program transfers to DEEL in 2015.

As part of this new department, the Seattle Youth Violence Prevention Initiative (SYVPI) will also be transferred to DEEL. SYVPI works to reduce juvenile violent crime through a variety of youth violence prevention programs, including active outreach, case management, and employment services including internships, individual and group programming, and support services. OFE currently provides oversight for SYVPI and this transfer will maintain that management structure.

The proposed budget makes several investments to strengthen Seattle's vibrant neighborhoods. The proposed budget includes additional resources for the P-Patch Community Gardens to address the rapid increase in the number of P-Patch gardens that DON manages. Since 2008, 27 gardens have been created, improved or expanded bringing the total number of gardens DON now manages to 88. The P-Patch Community Gardening program

Department of Neighborhoods

brings together volunteers, local non-profits, the Seattle Housing Authority, and other agencies to support, develop and manage community gardening in Seattle. The proposed budget also includes additional administrative support, increased utility budget, and funding for ongoing database maintenance needs.

The proposed budget also includes additional support for the continuation of the People's Academy for Community Engagement (PACE) by adding a half-time position to coordinate the program. PACE was launched in 2012 as a civic leadership training program that builds the skills of up-and-coming community leaders who will support existing and emerging community groups. The program meets once a month for eight months and enrolls roughly 26 participants a year from nearly all of Seattle's 13 neighborhood districts. PACE also provides an opportunity for participants to learn from community leaders and elected officials who volunteer as session and seminar instructors, mentors, and advisors. Providing additional staff support to PACE will allow the program to continue to grow and expand as it moves beyond the initial two-year pilot phase.

Incremental Budget Changes

Department of Neighborhoods

	2015		2016	
	Budget	FTE	Budget	FTE
Total 2014 Adopted Budget	\$ 12,374,006	44.50	\$ 12,374,006	44.50
Baseline Changes				
Citywide Adjustments for Standard Cost Changes	\$ 44,391	0.00	\$ 57,056	0.00
Realign Programs to Reflect Operations	-\$ 26,918	-0.50	-\$ 26,918	-0.50
Adjustment for One-time Adds or Reductions	-\$ 462,250	0.00	-\$ 462,250	0.00
Adjustment for One-time Adds or Reductions - OFE	-\$ 538,000	0.00	-\$ 694,612	0.00
Proposed Changes				
Transfer SYVPI to the Department of Education and Early Learning (DEEL)	-\$ 5,632,485	-3.50	-\$ 5,633,021	-3.50
Transfer General Fund OFE Programs to DEEL	-\$ 369,612	-2.00	-\$ 213,000	-2.00
P-Patch Community Gardens Improvements	\$ 24,207	0.50	\$ 24,207	0.50
Increase Support for PACE	\$ 63,025	0.50	\$ 63,025	0.50
Proposed Technical Changes				
Citywide Training and Travel Reallocation	-\$ 1,878	0.00	-\$ 1,878	0.00
Final Citywide Adjustments for Standard Cost Changes	\$ 59,156	0.00	\$ 101,426	0.00
Total Incremental Changes	-\$ 6,840,364	-5.00	-\$ 6,785,965	-5.00
2015 - 2016 Proposed Budget	\$ 5,533,642	39.50	\$ 5,588,041	39.50

Department of Neighborhoods

Descriptions of Incremental Budget Changes

Baseline Changes

Citywide Adjustments for Standard Cost Changes - \$44,391

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

Realign Programs to Reflect Operations - (\$26,918)/(.50) FTE

This adjustment recognizes a number of internal transfers between programs to reflect actual department operations as well as any positions that were added through a quarterly supplemental or other ordinance.

Adjustment for One-time Adds or Reductions - (\$462,250)

This item includes budget reductions for three one-time projects that were added in the 2014 Adopted Budget, including:

- Elevator upgrades at Washington Hall (\$300,000);
- Historic resources surveys of the Georgetown and University Park neighborhoods (\$62,250); and
- The Refugee Women Civic Leadership Institute pilot (\$100,000).

Adjustment for One-time Adds or Reductions - OFE - (\$538,000)

This item includes budget reductions for one-time planning costs associated with the development of a Universal Preschool Action Plan (\$488,000) and a pre-school feasibility study completed in 2014 (\$50,000). This adjustment also removes funding of \$156,612 in 2016 for the Read and Rise pilot program. Initial funding for Read and Rise was for two years with the intent of determining whether funding should be continued at the end of 2015 as part of the 2016 budget process.

Proposed Changes

Transfer SYVPI to the Department of Education and Early Learning (DEEL) - (\$5,632,485)/(3.50) FTE

This item transfers the Seattle Youth Violence Prevention Initiative (SYVPI) to DEEL in 2015 including the 3.50 FTEs assigned to the program.

Transfer General Fund OFE Programs to DEEL - (\$369,612)/(2.00) FTE

This transfers two existing programs currently in the Office of Family and Education (OFE) to DEEL in 2015: the Early Learning Academy (\$213,000) and the Read and Rise pilot program (\$156,612). This item also transfers two positions in OFE to DEEL.

P-Patch Community Gardens Improvements - \$24,207/.50 FTE

Since 2008, the P-Patch Community Gardens program has grown by over 30% and there are now more than 3,000 plots in 88 gardens. To address this growth and provide better management of the P-Patch community gardens, this item increases an existing half-time administrative staff assistant to full time to support the work of the community garden coordinators. DON will pay for this position using existing funds.

Department of Neighborhoods

An increase of \$10,000 will alleviate pressure on the program due to increased cost of water, as both the cost and usage have grown rapidly over the last five years. This add also includes approximately \$14,000 to provide regular maintenance to the P-Patch program's web-based database that the department will launch in October 2014. This database will allow for greater ease of usage, allowing plot holders to make online payments and allowing program managers to manage plot turnover and assignment more efficiently.

Increase Support for PACE - \$63,025/.50 FTE

Launched in 2012 as a civic leadership training initiative, the People's Academy for Community Engagement (PACE) will complete its two-year pilot phase at the end of 2014. An essential mission of the PACE program is to build relationships between historically underrepresented communities and mainstream community groups, with the goal of recruiting 30% of its participants from historically underrepresented groups. In both years of the pilot, PACE exceeded that goal recruiting 53% in 2012 and 57% from underrepresented groups in 2013-2014. The guiding principle of PACE is to activate and empower these community members to create change and equity. Over the life of the pilot, participants developed 13 Neighborhood Matching Fund Small Sparks projects with neighborhood groups to preserve and enhance their communities.

This item adds a staff person to coordinate and operate the PACE program as the program did not have a dedicated position during the pilot period. This position will manage all aspects of the program including the recruitment and selection of participants, identification and support of community instructors, and developing a robust PACE alumni program.

Proposed Technical Changes

Citywide Training and Travel Reallocation - (\$1,878)

This adjustment makes small reductions to training and travel budget appropriations Citywide. The Budget reallocates these funds to a new Centralized Management and Leadership Development program in the Department of Human Resources. More information on the new training program can be found in the Department of Human Resources budget section.

Final Citywide Adjustments for Standard Cost Changes - \$59,156

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

Department of Neighborhoods

Expenditure Overview

Appropriations	Summit Code	2013 Actual	2014 Adopted	2015 Proposed	2016 Proposed
Community Building Budget Control					
Historic Preservation-Community Building		0	1,194,842	867,276	874,620
Major Institutions and Schools		218,288	224,518	236,308	237,942
Neighborhood District Coordinators		1,297,894	1,374,753	1,331,687	1,343,122
Neighborhood Planning Outreach		251,007	271,377	293,055	296,953
P-Patch Community Gardens		785,049	776,827	884,118	891,856
South Park Information and Resource Center		51,762	0	0	0
Total	I3300	2,604,000	3,842,317	3,612,444	3,644,493
Director's Office Budget Control					
Communications		154,859	161,681	159,162	160,198
Executive Leadership		289,801	319,069	311,100	312,696
Historic Preservation		808,267	0	0	0
Total	I3100	1,252,927	480,750	470,262	472,894
Internal Operations Budget Control Level	I3200	1,388,910	1,514,041	1,450,936	1,470,654
Office for Education Budget Control Level	I3700	62,647	907,612	0	0
Youth Violence Prevention Budget Control Level	I4100	4,563,110	5,629,287	0	0
Department Total		9,871,594	12,374,007	5,533,642	5,588,041
Department Full-time Equivalent Total*		42.75	44.50	39.50	39.50

** FTE totals are provided for information purposes only. Changes in FTEs resulting from City Council or Human Resources 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.

	2013	2014	2015	2016
Program Expenditures	Actual	Adopted	Proposed	Proposed
Historic Preservation-Community Building	0	1,194,842	867,276	874,620
Major Institutions and Schools	218,288	224,518	236,308	237,942
Neighborhood District Coordinators	1,297,894	1,374,753	1,331,687	1,343,122
Neighborhood Planning Outreach	251,007	271,377	293,055	296,953
P-Patch Community Gardens	785,049	776,827	884,118	891,856
South Park Information and Resource Center	51,762	0	0	0
Total	2,604,000	3,842,317	3,612,444	3,644,493
Full-time Equivalents Total*	30.00	29.75	30.00	30.00

* FTE totals are provided for information purposes only. Changes in FTEs resulting from City Council or Human Resources 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.

	2013	2014	2015	2016
Expenditures/FTE	Actual	Adopted	Proposed	Proposed
Historic Preservation-Community Building	0	1,194,842	867,276	874,620
Full-time Equivalents Total	8.50	8.25	8.00	8.00

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.

	2013	2014	2015	2016
Expenditures/FTE	Actual	Adopted	Proposed	Proposed
Major Institutions and Schools	218,288	224,518	236,308	237,942
Full-time Equivalents Total	1.50	1.50	1.50	1.50

Neighborhood District Coordinators Program

Department of Neighborhoods

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.

	2013	2014	2015	2016
Expenditures/FTE	Actual	Adopted	Proposed	Proposed
Neighborhood District Coordinators	1,297,894	1,374,753	1,331,687	1,343,122
Full-time Equivalents Total	11.50	11.50	12.00	12.00

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.

	2013	2014	2015	2016
Expenditures/FTE	Actual	Adopted	Proposed	Proposed
Neighborhood Planning Outreach	251,007	271,377	293,055	296,953
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.

	2013	2014	2015	2016
Expenditures/FTE	Actual	Adopted	Proposed	Proposed
P-Patch Community Gardens	785,049	776,827	884,118	891,856
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 was to provide temporary 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 provided direct assistance such as employment application assistance, translation and interpretation services, and English classes, as well as connected customers to outside services and resources. Reconstruction of the South Park Bridge was completed in 2014 eliminating the need for this funding.

	2013	2014	2015	2016
Expenditures	Actual	Adopted	Proposed	Proposed
South Park Information and Resource Center	51,762	0	0	0

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.

Program Expenditures	2013	2014	2015	2016
	Actual	Adopted	Proposed	Proposed
Communications	154,859	161,681	159,162	160,198
Executive Leadership	289,801	319,069	311,100	312,696
Historic Preservation	808,267	0	0	0
Total	1,252,927	480,750	470,262	472,894
Full-time Equivalents Total*	3.00	3.00	3.00	3.00

* FTE totals are provided for information purposes only. Changes in FTEs resulting from City Council or Human Resources 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.

Expenditures/FTE	2013	2014	2015	2016
	Actual	Adopted	Proposed	Proposed
Communications	154,859	161,681	159,162	160,198
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.

Expenditures/FTE	2013	2014	2015	2016
	Actual	Adopted	Proposed	Proposed
Executive Leadership	289,801	319,069	311,100	312,696
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. The 2013 Adopted Budget transferred this program to the Community Building Budget Control Level.

Expenditures	2013	2014	2015	2016
	Actual	Adopted	Proposed	Proposed
Historic Preservation	808,267	0	0	0

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.

	2013	2014	2015	2016
Program Expenditures	Actual	Adopted	Proposed	Proposed
Internal Operations/Administrative Services	1,388,910	1,514,041	1,450,936	1,470,654
Total	1,388,910	1,514,041	1,450,936	1,470,654
Full-time Equivalents Total*	6.75	6.75	6.50	6.50

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

Office for Education Budget Control Level

The purpose of the Office for Education (OFE) Budget Control Level is to help children succeed in school and close the achievement gap. This BCL supports education and literacy programs that fall outside the scope and funding of the Families and Education Levy. The Office for Education BCL ends with the creation of the Department of Education and Early Learning (DEEL) in the 2015-2016 Proposed Budget. Services provided by this BCL will now be provided by DEEL.

	2013	2014	2015	2016
Program Expenditures	Actual	Adopted	Proposed	Proposed
Office for Education	62,647	907,612	0	0
Total	62,647	907,612	0	0
Full-time Equivalents Total*	0.00	2.00	0.00	0.00

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

Youth Violence Prevention Budget Control Level

The purpose of the Youth Violence Prevention Budget Control Level is to help reduce juvenile violent crimes. The 2015-2016 Proposed Budget transfers the Youth Violence Prevention program to the Youth Violence Prevention Initiative BCL in the Department of Education and Early Learning.

	2013	2014	2015	2016
Program Expenditures	Actual	Adopted	Proposed	Proposed
Youth Violence Prevention	4,563,110	5,629,287	0	0
Total	4,563,110	5,629,287	0	0
Full-time Equivalents Total*	3.00	3.00	0.00	0.00

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

Department of Planning and Development

Diane Sugimura, Director

(206) 684-8600

www.seattle.gov/dpd

Department Overview

The Department of Planning and Development (DPD) is responsible for 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;
- Rental Registration and Inspection 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.

DPD's mission also includes long-range physical planning functions, such as 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 operations are funded by a variety of fees and General Fund resources. DPD must demonstrate that its fees

Department of Planning and Development

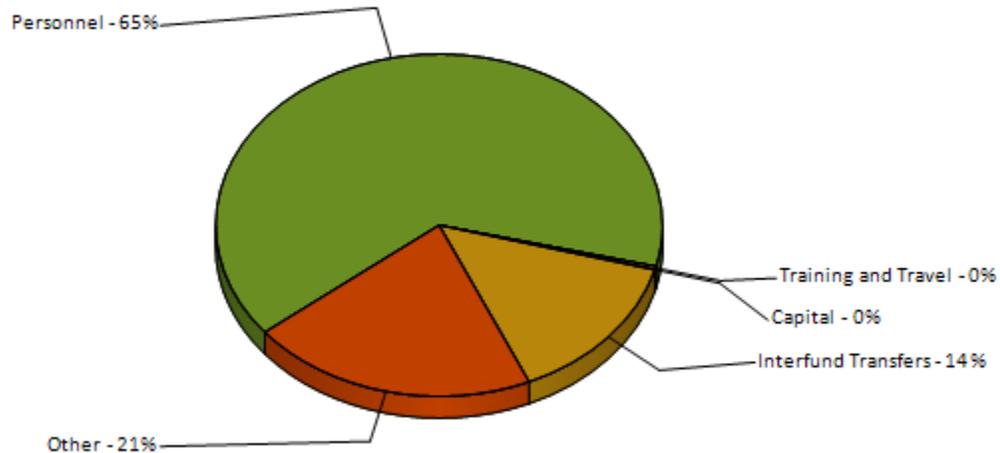
are set to recover no more than the cost of related services. To provide this accountability, DPD uses cost accounting to measure the full cost of its programs. Each program is allocated a share of departmental administration, and other overhead costs, to report the full cost and calculate the revenue requirements of the program.

Budget Snapshot

Department Support	2013 Actual	2014 Adopted	2015 Proposed	2016 Proposed
General Fund Support	\$10,127,799	\$10,626,494	\$10,421,130	\$10,516,037
Other Funding - Operating	\$46,351,402	\$53,606,933	\$67,522,598	\$65,815,238
Total Operations	\$56,479,201	\$64,233,427	\$77,943,728	\$76,331,275
Total Appropriations	\$56,479,201	\$64,233,427	\$77,943,728	\$76,331,275
Full-time Equivalent Total*	397.25	401.00	417.50	419.50

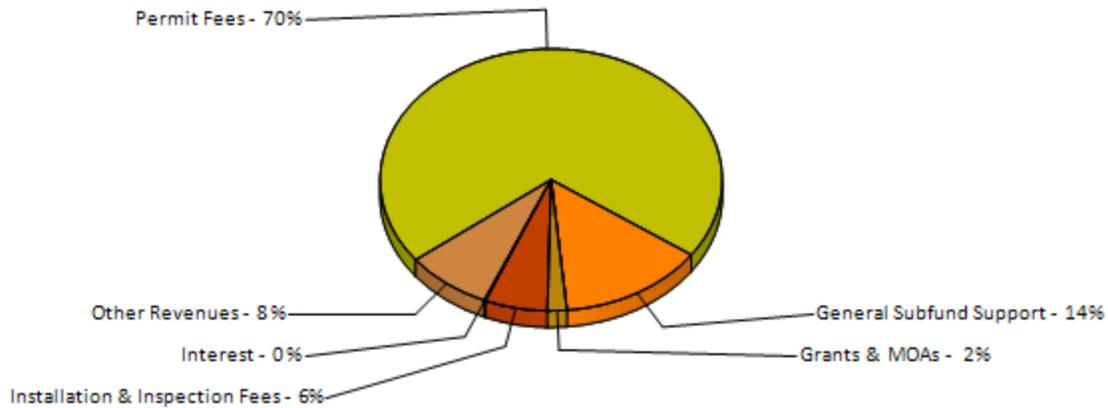
* FTE totals are provided for information purposes only. Changes in FTEs resulting from City Council or Human Resources Director actions outside of the budget process may not be detailed here.

2015 Proposed Budget - Expenditure by Category



Department of Planning and Development

2015 Proposed Budget - Revenue by Category



Budget Overview

The Department of Planning and Development (DPD) is supported by a combination of construction and compliance-related fees and General Fund resources. The 2015-2016 Proposed Budget maintains funding for the department to continue to meet its regulatory responsibilities and continues to fund specific priorities established in the Planning Division's work plan.

Revenue

About 80% of DPD's budget comes from permit and building related revenue, such as construction inspections, construction permits, and land use services. The department continues to be busy throughout 2014, filling another 39 positions that had previously been vacant and unfunded.

During the recent economic recovery, Seattle has seen particularly strong growth. The apartment market continues to be strong. Apartment vacancy rates have fallen and rents are rising, spurring construction for large apartment building projects in a number of neighborhoods around the city. As a result, there has been a surge of new apartments, with over 14,000 units currently permitted but not yet completed. There are also a number of hotel and office development projects. This growth translates into increased development permit revenues and demand for DPD services. Looking forward, the projected level of construction activity in 2015 and 2016 is expected to keep development permit revenues stable and well above their recessionary low point of 2009.

Technology

The 2015-2016 Proposed Budget reflects DPD's continued effort to prioritize direct and frontline services to improve the customer experience. One of the largest technology projects currently underway is the continued development of the department's new Permit, Regulation, Enforcement and Property (PREP) system. The

Department of Planning and Development

proposed budget provides budget authority for DPD to finalize this project. The new PREP system will replace DPD's current permit tracking system, which is at the end of its life, and will improve permitting and licensing functionality for DPD's operations programs. DPD has been working on developing and implementing the new PREP system since 2013, and it is expected to go live in mid-2016.

The PREP system also supports the Rental Housing Registration and Inspection Ordinance (RRIO) program, which went live in April 2014. The RRIO program was established by the Seattle City Council to help ensure that all rental housing in Seattle is safe and meets basic housing maintenance requirements. The RRIO program is currently accepting property owner registrations. Required inspections begin in 2015, half of which are anticipated to be conducted by DPD and half by private sector inspectors. RRIO staffing is timed to correspond with changes in the anticipated workload and with actual demand for inspections as a service. RRIO is a fee supported program per the enabling ordinance. The cost of administering the program is paid for by property registration and other program fees. RRIO fees were adopted in the 2014 update to the DPD Fee Ordinance.

Finally, the 2015-2016 Proposed Budget adjusts the operating budget for DPD's Information Technology Services program to reflect increased costs for vendor software maintenance. DPD has increased its software licensing needs over the past two years due to upgrades to existing systems and an increase in number of DPD staff. This budget change also adds an IT Systems Analyst position to DPD's Information Technology Services Program in support of new systems implemented in 2013-2014 and major in-progress and upcoming projects.

Equitable Development and Social Justice

The Department of Planning and Development and the Office of Civil Rights (OCR) are co-leading the City's Equitable Development Initiative (EDI), a multifaceted, multi-department strategy to help implement the Mayor's Race and Social Justice (RSJI) Executive Order and Council Resolution 31492 related to equitable development. The EDI provides the framework to: develop and recommend policies for adoption, including new policies in the City's Comprehensive Plan; create a Strategic Investment (funding) Strategy for how departments can leverage their collective investments and partner with non-City entities; build capacity in communities, including work on a multicultural center in southeast Seattle, and prioritize the type of investments to be made in target areas in order to achieve equitable outcomes. This is an important way for DPD to help ensure current and future work focuses on achieving racial equity and ensuring all community members in Seattle benefit from development.

Another program in DPD that serves to further the City's RSJI goals is the Tenant Relocation Assistance Ordinance (TRAO). TRAO requires property owners to pay relocation assistance to low-income tenants who must move because their rental housing will:

- Be torn down or undergo substantial renovation;
- Have its use changed (for example, from apartment to a commercial use or a nursing home);
- Have certain use restrictions removed (for example a property is no longer required to rent only to low-income tenants under a federal program).

The current relocation assistance payment for eligible households is \$3,188, which is split equally between the City and the property owner or landlord. Based upon current program activity and the strength of the local development cycle, DPD anticipates that 185 tenant households will be eligible for relocation benefits in 2015 (a 15% increase over 2014) and 205 households in 2016 (a 10% increase over 2015). The payment will be adjusted annually to reflect changes in the Consumer Price Index for Housing.

Finally, the department is making a change in the 2015-2016 Proposed Budget to create employee growth opportunities within DPD's Land Use Services Program based on performance that is measurable and observable.

Strategic Use of Resources

Seattle's Design Review program is one of the principal opportunities for members of the public to interface with development projects. Design review is intended to influence the design of projects consistent with citywide and

Department of Planning and Development

neighborhood-specific design guidelines. As development activity has increased, the Design Review program has come under increased scrutiny. A challenge identified during public participation in project review is that many communities are concerned about the direction of certain land use policies and have non-design related concerns.

In response to these two issues, DPD will evaluate potential changes to the design review process and will explore new ways to improve public engagement in the planning and land use policy areas. The department will begin this work through surveys and focused public discussions with community stakeholders to gather information about the design review process, and will report on general findings. The department will evaluate, identify, and draft Land Use Code revisions based on this community work. The department will also begin a process to engage communities, provide information about growth and development issues, and provide opportunities for dialogue outside of the design review process. The work will be conducted through public meetings and online engagement, and be targeted toward different neighborhoods and demographics throughout the city. The pilot program will include citywide events with opportunities for dialogue, and will include feedback to community participants. This work will be done in 2015 and 2016 by shifting existing resources and revising the City Planning work program.

Other Initiatives

In 2015, the proposed budget also continues DPD's Unreinforced Masonry (URM) program. DPD, in collaboration with the Office of Emergency Management (OEM), has been working with an URM Policy Advisory Committee to develop a policy for URM buildings in Seattle. Many of the unreinforced masonry buildings are located in the International District, and developing a URM retrofit program in coordination with disaster preparedness planning is a priority for the City of Seattle. Validation and additional analysis of the URM building stock is necessary for the committee to finalize their recommendations for a URM building retrofit program. The 2015-2016 Proposed Budget adds resources for an engineer to inspect and compile a list of URM buildings in the City so policy makers can then address possible solutions to minimize impact to life and property in the case of a disaster.

Finally, the 2015-2016 Proposed Budget adds a position to DPD's Public Resource Center to convert microfilm to electronic records. Microfilm conversion to electronic format must be completed before DPD's permit tracking system (PREP) is upgraded, anticipated mid-2016. Conversion of the microfilm records will make most records available through web research, providing greater access for all people. The position will also provide administrative support for the department's public disclosure officer.

Incremental Budget Changes

Department of Planning and Development

	2015		2016	
	Budget	FTE	Budget	FTE
Total 2014 Adopted Budget	\$ 64,233,430	401.00	\$ 64,233,430	401.00
Baseline Changes				
Citywide Adjustments for Standard Cost Changes	\$ 225,700	0.00	\$ 501,565	0.00
Adjustment for One-time Adds or Reductions	-\$ 2,272,499	3.00	-\$ 2,272,499	3.00
Supplemental Budget Changes	\$ 173,479	2.00	\$ 173,479	2.00

Department of Planning and Development

Proposed Changes

Complete Work on Permit, Regulation, Enforcement and Property (PREP) System	\$ 4,200,859	0.00	\$ 1,493,248	0.00
Implement Rental Registration and Inspection Ordinance (RRIO) Program	\$ 625,375	9.00	\$ 957,706	11.50
Increase Funding for Tenant Relocation Assistance	\$ 153,000	0.00	\$ 193,000	0.00
Validate Unreinforced Masonry (URM) Building Inventory	\$ 134,536	1.00	\$ 67,267	0.50
Maintain Information Technology (IT) Systems and Improve Testing Capability	\$ 262,296	1.00	\$ 282,296	1.00
Provide Backfill for DPD Support of Waterfront Project	\$ 136,818	1.00	\$ 136,818	1.00
Add Staffing Resources to Public Resource Center	\$ 73,732	1.00	\$ 73,732	1.00
Increase Promotional Opportunities for Land Use Services Staff	\$ 40,000	0.00	\$ 40,000	0.00

Proposed Technical Changes

Correction to Baseline	\$ 0	-2.00	\$ 0	-2.00
Technical Changes to True Up with 2014 Activities	\$ 8,497,592	0.50	\$ 7,997,592	0.50
Final Citywide Adjustments for Standard Cost Changes	\$ 1,459,410	0.00	\$ 2,453,641	0.00

Total Incremental Changes	\$ 13,710,298	16.50	\$ 12,097,845	18.50
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2015 - 2016 Proposed Budget	\$ 77,943,728	417.50	\$ 76,331,275	419.50
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Descriptions of Incremental Budget Changes

Baseline Changes

Citywide Adjustments for Standard Cost Changes - \$225,700

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

Adjustment for One-time Adds or Reductions - (\$2,272,499)/3.00 FTE

This item includes budget reductions in the 2015-16 Biennium for one-time salaries, equipment or expenses added in the 2014 Adopted Budget. It also includes the addition of three positions: two positions that were added to the RRIO program through a 2014 supplemental budget, and an office maintenance aide position on loan from Human Resources.

Department of Planning and Development

Supplemental Budget Changes - \$173,479/2.00 FTE

This adjustment reflects changes made through supplemental budget legislation since the last Adopted Budget. Supplemental budget legislation is developed by the Executive and adopted by the City Council four times a year to provide for corrections to the Adopted Budget, unforeseen changes in circumstance, new funding opportunities or new policy priorities. This change includes the addition of two positions that were added to the RRIO program through a 2014 supplemental budget.

Proposed Changes

Complete Work on Permit, Regulation, Enforcement and Property (PREP) System - \$4,200,859

This one-time change adds appropriation authority to fund continued implementation of a new Permit, Regulation, Enforcement, and Property (PREP) information system to replace the old Hansen system, which has reached the end of its useful life. The new system will also support implementation of the RRIO program. This budget amount includes funding for hardware, software, licenses, consultants, and labor. DPD's Process Improvement & Technology fund balance will cover the new system costs. DPD plans on launching the new system, which will benefit multiple departments, in 2016.

Implement Rental Registration and Inspection Ordinance (RRIO) Program - \$625,375/9.00 FTE

This action adds appropriation authority needed to cover ongoing and one-time costs for the RRIO program during the next two years, including staffing resources to handle two years of property registration, ongoing outreach, and one-time costs for new staff, including vehicles for inspectors. The RRIO program currently has 3.0 FTE of permanent program staff. The program will require an additional nine positions over the course of 2015 and another three in 2016. The RRIO program is designed to be revenue neutral. Program fees over the next five years will generate sufficient revenues to cover these expenditures.

Increase Funding for Tenant Relocation Assistance - \$153,000

This change allocates additional Real Estate Excise Tax (REET) funds to pay the City's share of tenant relocation assistance mandated by the Tenant Relocation Assistance Ordinance. Significant increases in development activity have increased the number of tenant households eligible to receive relocation assistance in 2014. There have been about 160 tenant households eligible for relocation benefits in 2014. DPD estimates that 185 tenant households will be eligible for relocation benefits in 2015 and 205 households in 2016. The total payments to eligible households are split equally between the City and the developer or property owner. Currently the total payment amount is \$3,255, of which the City pays half, or \$1,628.

Validate Unreinforced Masonry (URM) Building Inventory - \$134,536/1.00 FTE

This change adds a temporary Senior Structural Plans Engineer to validate the published URM building inventory. DPD received some General Fund support in 2012 to conduct a policy development process that has not been completed. Next steps for policy and program development are currently pending a validated inventory of URM buildings in the City.

Maintain Information Technology (IT) Systems and Improve Testing Capability - \$262,296/1.00 FTE

This change increases DPD's Information Technology Services budget to reflect increased costs for vendor software maintenance. It also adds a 1.0 FTE IT Systems Analyst to DPD's Information Technology Services Program to support new systems implemented in the past two years and current IT projects such as PREP and RRIO. This position will provide project support and perform general administrative tasks on a wide variety of projects.

Department of Planning and Development

Provide Backfill for DPD Support of Waterfront Project - \$136,818/1.00 FTE

This change adds a 1.0 FTE Strategic Advisor 2 to support DPD's Community Engagement Program. This will provide needed staffing support while senior level staff are supporting the Office of the Waterfront. This change also substitutes General Fund support for 0.55 FTE Planner time that was previously reimbursed by the Office of the Waterfront.

Add Staffing Resources to Public Resource Center - \$73,732/1.00 FTE

This change adds a temporary 1.0 FTE Admin Spec 2 position to DPD's Public Resource Center to convert microfilm to electronic records and provide administrative support for the department's public disclosure officer. Microfilm conversion to electronic format must be completed before DPD's permit tracking system is upgraded, anticipated late 2016. Also, the number and complexity of public disclosure requests made to DPD has risen over the past years from 128 in 2010 to 190 in 2013, requiring greater amounts of staff support. This position will support both functions.

Increase Promotional Opportunities for Land Use Services Staff - \$40,000

This change creates employee growth opportunities within DPD's Land Use Services Program, which will provide a path of progression for professional growth allowing promotional opportunities based on an employee's demonstrated skills, abilities, and performance. This change will help provide a ladder for advancement for DPD employees who have the potential to be competitive for professional positions, but who have not had the opportunity for post-secondary education.

Proposed Technical Changes

Correction to Baseline/(2.00) FTE

This adjustment corrects for two positions in the RRIO program that were double counted in the baseline phase.

Technical Changes to True Up with 2014 Activities - \$8,497,592/.50 FTE

This change adjusts the baseline for 2015 and 2016 based on position changes in 2014, which, to help meet demand, restored funding for 39 previously unfunded positions backed by permit revenue. These positions were funded with contingent budget authority in 2014. The 2015-2016 Proposed Budget maintains those positions and restores budget lines eliminated during the recession for ongoing operation costs, such as staff development training, overtime, temporary staffing support, information technology equipment, and peer review consultant services. The proposed budget also reallocates the associated overhead for each position.

Final Citywide Adjustments for Standard Cost Changes - \$1,459,410

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

Department of Planning and Development

Expenditure Overview

Appropriations	Summit Code	2013 Actual	2014 Adopted	2015 Proposed	2016 Proposed
Annual Certification and Inspection Budget Control					
Annual Certification and Inspection		3,930,906	4,124,730	4,160,436	4,225,807
Total	U24A0	3,930,906	4,124,730	4,160,436	4,225,807
Code Compliance Budget Control					
Code Compliance		4,367,123	4,905,706	4,937,951	5,064,076
Rental Housing		2,034,684	769,400	1,883,088	2,327,644
Total	U2400	6,401,808	5,675,106	6,821,039	7,391,720
Construction Inspections Budget Control					
Building Inspections		4,850,413	4,857,844	5,513,090	5,597,973
Construction Inspections Unallocated CBA		0	2,220,000	2,266,620	2,318,752
Electrical Inspections		4,741,562	4,328,033	5,090,879	5,169,572
Signs and Billboards		474,562	326,354	355,129	360,913
Site Review and Inspection		2,715,303	2,922,562	3,357,416	3,406,306
Total	U23A0	12,781,841	14,654,793	16,583,134	16,853,516
Construction Permit Services Budget Control					
Applicant Services Center		10,100,001	0	0	0
Construction Permit Services Overhead Allocations		0	-1,569,505	-2,009,727	-2,035,474
Construction Permit Services Unallocated CBA		0	3,900,000	3,981,900	4,073,484
Construction Plans Administration		6,954,527	12,209,298	17,116,818	16,793,956
Operations Division Management		0	1,569,476	2,009,727	2,035,474
Total	U2300	17,054,528	16,109,269	21,098,718	20,867,440
Department Leadership Budget Control					
Community Engagement		0	619,525	758,809	764,694
Department Leadership Overhead Allocations		0	-12,666,087	-14,439,049	-15,102,922
Director's Office		0	698,651	700,751	705,059
Finance and Accounting Services		0	5,932,656	6,767,751	6,987,335
Human Resources		0	314,397	314,331	316,931
Information Technology Services		0	5,100,858	5,897,407	6,328,903
Total	U2500	0	0	0	0
Land Use Services Budget Control					
Land Use Services		4,781,507	10,702,802	13,672,792	13,881,598
Land Use Services Unallocated CBA		0	500,000	510,500	522,241
Public Resource Center		1,420,497	1,402,714	1,835,887	1,868,473

Department of Planning and Development

Total	U2200	6,202,005	12,605,517	16,019,179	16,272,312
Planning Budget Control					
Design Commission		409,622	575,160	589,540	599,992
Planning Commission		483,209	541,790	554,399	562,964
Planning Services		5,733,245	5,930,810	5,738,283	5,829,107
Total	U2900	6,626,076	7,047,760	6,882,222	6,992,063
Process Improvements and Technology Budget Control Level	U2800	3,482,040	4,016,252	6,379,000	3,728,417
Department Total		56,479,201	64,233,427	77,943,728	76,331,275
Department Full-time Equivalents Total*		397.25	401.00	417.50	419.50

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

Department of Planning and Development

Revenue Overview

2015 Estimated Revenues

Summit Code	Source	2013 Actual	2014 Adopted	2015 Proposed	2016 Proposed
587001	General Subfund Support	10,130,499	10,626,478	10,421,130	10,516,037
	Total General Subfund Support	10,130,499	10,626,478	10,421,130	10,516,037
437010	Grant Revenues	388,908	296,161	159,000	0
587900	SPU MOA for Side Sewer & Drainage	1,039,401	1,057,157	1,200,000	1,200,000
	Total Grants & MOAs	1,428,309	1,353,318	1,359,000	1,200,000
422150	Boiler	1,147,224	1,179,290	1,247,000	1,247,000
422160	Elevator	2,890,626	3,072,894	3,231,000	3,231,000
	Total Installation & Inspection Fees	4,037,850	4,252,184	4,478,000	4,478,000
461110	Interest	-74,917	100,000	100,000	100,000
	Total Interest	-74,917	100,000	100,000	100,000
442450	Rental Housing Registration	0	0	2,859,000	4,645,000
469990	Other Revenues	2,112,985	1,705,117	2,296,000	2,296,000
587116	Cumulative Reserve Fund-REET I - Design Commission	428,172	575,753	589,540	599,992
587116	Cumulative Reserve Fund-REET I - TRAO	248,671	157,436	310,000	350,000
587116	Cumulative Reserve Fund-Unrestricted - TRAO	73,474	75,678	77,000	79,000
	Total Other Revenues	2,863,302	2,513,984	6,131,540	7,969,992
422111	Building Development	28,261,144	27,849,293	30,668,000	30,668,000
422115	Land Use	5,846,481	5,710,642	6,078,000	6,078,000
422130	Electrical	5,854,180	6,214,852	7,210,000	7,210,000
443694	Site Review & Development	2,228,661	2,029,581	2,342,000	2,342,000
469990	Contingent Revenues - Unaccessed	0	6,620,000	6,620,000	6,620,000
	Total Permit Fees	42,190,466	48,424,368	52,918,000	52,918,000
	Total Revenues	60,575,509	67,270,332	75,407,670	77,182,029
379100	Use of (Contribution To) Fund Balance	-4,096,308	-3,036,904	2,536,058	-850,754
	Total Use of Fund Balance	-4,096,308	-3,036,904	2,536,058	-850,754
	Total Resources	56,479,201	64,233,428	77,943,728	76,331,275

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. 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.

	2013	2014	2015	2016
Program Expenditures	Actual	Adopted	Proposed	Proposed
Annual Certification and Inspection	3,930,906	4,124,730	4,160,436	4,225,807
Total	3,930,906	4,124,730	4,160,436	4,225,807
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 Human Resources 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.

	2013	2014	2015	2016
Expenditures/FTE	Actual	Adopted	Proposed	Proposed
Annual Certification and Inspection	3,930,906	4,124,730	4,160,436	4,225,807
Full-time Equivalents Total	23.49	23.49	23.49	23.49

Department of Planning and Development

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.

	2013	2014	2015	2016
Program Expenditures	Actual	Adopted	Proposed	Proposed
Code Compliance	4,367,123	4,905,706	4,937,951	5,064,076
Rental Housing	2,034,684	769,400	1,883,088	2,327,644
Total	6,401,808	5,675,106	6,821,039	7,391,720
Full-time Equivalents Total*	28.29	30.29	41.29	43.79

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

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

Code Compliance Program

The purpose of the Code Compliance Program is to investigate and respond to violations of code standards for the use, maintenance, management and development of real properties and buildings, including rental housing properties, 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 to reduce blight, and manage the adoption of administrative rules and response to claims.

	2013	2014	2015	2016
Expenditures/FTE	Actual	Adopted	Proposed	Proposed
Code Compliance	4,367,123	4,905,706	4,937,951	5,064,076
Full-time Equivalents Total	28.29	29.29	29.29	29.29

Rental Housing Program

The purpose of the Rental Registration and Inspection Ordinance (RRIO) Program is to improve the quality of the rental housing stock in Seattle by registering and inspecting all rental housing properties to help ensure they meet key life, health and safety standards. The RRIO program focuses on critical elements of the Housing Code and works to educate property owners and tenants about their responsibilities, ensure accountability when there are problems, and apply consistent standards throughout all Seattle neighborhoods. The RRIO budget includes funding for three permanent positions that were added in the 2013 second quarter supplemental ordinance but will not be reflected in the budget book until the next biennial budget.

	2013	2014	2015	2016
Expenditures/FTE	Actual	Adopted	Proposed	Proposed
Rental Housing	2,034,684	769,400	1,883,088	2,327,644
Full-time Equivalents Total	0.00	1.00	12.00	14.50

Department of Planning and Development

Construction Inspections Budget Control Level

The purpose of the Construction Inspections Budget Control Level is to provide 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	2013	2014	2015	2016
	Actual	Adopted	Proposed	Proposed
Building Inspections	4,850,413	4,857,844	5,513,090	5,597,973
Construction Inspections Unallocated CBA	0	2,220,000	2,266,620	2,318,752
Electrical Inspections	4,741,562	4,328,033	5,090,879	5,169,572
Signs and Billboards	474,562	326,354	355,129	360,913
Site Review and Inspection	2,715,303	2,922,562	3,357,416	3,406,306
Total	12,781,841	14,654,793	16,583,134	16,853,516
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 Human Resources 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	2013	2014	2015	2016
	Actual	Adopted	Proposed	Proposed
Building Inspections	4,850,413	4,857,844	5,513,090	5,597,973
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.

Expenditures	2013	2014	2015	2016
	Actual	Adopted	Proposed	Proposed
Construction Inspections Unallocated CBA	0	2,220,000	2,266,620	2,318,752

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.

Department of Planning and Development

	2013	2014	2015	2016
Expenditures/FTE	Actual	Adopted	Proposed	Proposed
Electrical Inspections	4,741,562	4,328,033	5,090,879	5,169,572
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.

	2013	2014	2015	2016
Expenditures/FTE	Actual	Adopted	Proposed	Proposed
Signs and Billboards	474,562	326,354	355,129	360,913
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.

	2013	2014	2015	2016
Expenditures/FTE	Actual	Adopted	Proposed	Proposed
Site Review and Inspection	2,715,303	2,922,562	3,357,416	3,406,306
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.

	2013	2014	2015	2016
Program Expenditures	Actual	Adopted	Proposed	Proposed
Applicant Services Center	10,100,001	0	0	0
Construction Permit Services Overhead Allocations	0	-1,569,505	-2,009,727	-2,035,474
Construction Permit Services Unallocated CBA	0	3,900,000	3,981,900	4,073,484
Construction Plans Administration	6,954,527	12,209,298	17,116,818	16,793,956
Operations Division Management	0	1,569,476	2,009,727	2,035,474
Total	17,054,528	16,109,269	21,098,718	20,867,440
Full-time Equivalents Total*	133.63	101.66	102.66	102.16

* FTE totals are provided for information purposes only. Changes in FTEs resulting from City Council or Human Resources 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. The 2014 reorganization moves some of the Applicant Services Center Program functions into the Construction Plans Administration and Land Use Services programs, and other functions into the Operations Division Management Program.

	2013	2014	2015	2016
Expenditures/FTE	Actual	Adopted	Proposed	Proposed
Applicant Services Center	10,100,001	0	0	0
Full-time Equivalents Total	77.97	0.00	0.00	0.00

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.

	2013	2014	2015	2016
Expenditures	Actual	Adopted	Proposed	Proposed
Construction Permit Services Overhead Allocations	0	-1,569,505	-2,009,727	-2,035,474

Construction Permit Services Unallocated CBA Program

Department of Planning and Development

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.

Expenditures	2013 Actual	2014 Adopted	2015 Proposed	2016 Proposed
Construction Permit Services Unallocated CBA	0	3,900,000	3,981,900	4,073,484

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	2013 Actual	2014 Adopted	2015 Proposed	2016 Proposed
Construction Plans Administration	6,954,527	12,209,298	17,116,818	16,793,956
Full-time Equivalents Total	35.07	74.07	75.07	74.57

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	2013 Actual	2014 Adopted	2015 Proposed	2016 Proposed
Operations Division Management	0	1,569,476	2,009,727	2,035,474
Full-time Equivalents Total	20.59	27.59	27.59	27.59

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.

	2013	2014	2015	2016
Program Expenditures	Actual	Adopted	Proposed	Proposed
Community Engagement	0	619,525	758,809	764,694
Department Leadership Overhead Allocations	0	-12,666,087	-14,439,049	-15,102,922
Director's Office	0	698,651	700,751	705,059
Finance and Accounting Services	0	5,932,656	6,767,751	6,987,335
Human Resources	0	314,397	314,331	316,931
Information Technology Services	0	5,100,858	5,897,407	6,328,903
Total	0	0	0	0
Full-time Equivalents Total*	50.79	50.79	53.79	53.79

* FTE totals are provided for information purposes only. Changes in FTEs resulting from City Council or Human Resources 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 Engagement Program

The purpose of the Community Engagement 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. Community Engagement Program staff explain DPD's responsibilities, processes, and actions; ensure that DPD's services are clearly understood by applicants and the general public; and respond to public questions and concerns related to the Department's responsibilities.

	2013	2014	2015	2016
Expenditures/FTE	Actual	Adopted	Proposed	Proposed
Community Engagement	0	619,525	758,809	764,694
Full-time Equivalents Total	4.12	4.12	5.12	5.12

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.

	2013	2014	2015	2016
Expenditures	Actual	Adopted	Proposed	Proposed
Department Leadership Overhead Allocations	0	-12,666,087	-14,439,049	-15,102,922

Department of Planning and Development

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.

	2013	2014	2015	2016
Expenditures/FTE	Actual	Adopted	Proposed	Proposed
Director's Office	0	698,651	700,751	705,059
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.

	2013	2014	2015	2016
Expenditures/FTE	Actual	Adopted	Proposed	Proposed
Finance and Accounting Services	0	5,932,656	6,767,751	6,987,335
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.

	2013	2014	2015	2016
Expenditures/FTE	Actual	Adopted	Proposed	Proposed
Human Resources	0	314,397	314,331	316,931
Full-time Equivalents Total	4.14	4.14	5.14	5.14

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.

	2013	2014	2015	2016
Expenditures/FTE	Actual	Adopted	Proposed	Proposed
Information Technology Services	0	5,100,858	5,897,407	6,328,903
Full-time Equivalents Total	20.68	20.68	21.68	21.68

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. This program includes the Public Resource Center as part of a 2014 department reorganization. The 2014 department reorganization moves the Public Resource Center Program into this BCL.

Program Expenditures	2013	2014	2015	2016
	Actual	Adopted	Proposed	Proposed
Land Use Services	4,781,507	10,702,802	13,672,792	13,881,598
Land Use Services Unallocated CBA	0	500,000	510,500	522,241
Public Resource Center	1,420,497	1,402,714	1,835,887	1,868,473
Total	6,202,005	12,605,517	16,019,179	16,272,312
Full-time Equivalents Total*	49.91	81.88	83.38	83.38

* FTE totals are provided for information purposes only. Changes in FTEs resulting from City Council or Human Resources 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 staff provide permit process information and regulatory expertise to inform pre-application construction project design. Land Use staff also review development concepts as part of a developer's permit application. The Land Use review process includes eliciting public input and facilitating public meetings and design review board meetings. It may also include coordination with various city and county agencies, defending project decisions during appeal to the Hearing Examiner or coordinating the department recommendation for a development application through the City Council approval process. 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.

Expenditures/FTE	2013	2014	2015	2016
	Actual	Adopted	Proposed	Proposed
Land Use Services	4,781,507	10,702,802	13,672,792	13,881,598
Full-time Equivalents Total	34.63	66.60	67.10	67.10

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.

Expenditures	2013	2014	2015	2016
	Actual	Adopted	Proposed	Proposed
Land Use Services Unallocated CBA	0	500,000	510,500	522,241

Department of Planning and Development

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; manage the public disclosure of documents; and to preserve, maintain, and provide access to records for department staff and the public. The 2014 department reorganization moves the Public Resource Center Program from the Construction Permit Services BCL.

	2013	2014	2015	2016
Expenditures/FTE	Actual	Adopted	Proposed	Proposed
Public Resource Center	1,420,497	1,402,714	1,835,887	1,868,473
Full-time Equivalents Total	15.28	15.28	16.28	16.28

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 related to the Plan. Additionally, the Planning Budget Control Level includes the allocation of a proportionate share of departmental administration and other overhead costs.

	2013	2014	2015	2016
Program Expenditures	Actual	Adopted	Proposed	Proposed
Design Commission	409,622	575,160	589,540	599,992
Planning Commission	483,209	541,790	554,399	562,964
Planning Services	5,733,245	5,930,810	5,738,283	5,829,107
Total	6,626,076	7,047,760	6,882,222	6,992,063
Full-time Equivalents Total*	29.88	31.63	31.63	31.63

* FTE totals are provided for information purposes only. Changes in FTEs resulting from City Council or Human Resources 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.

	2013	2014	2015	2016
Expenditures/FTE	Actual	Adopted	Proposed	Proposed
Design Commission	409,622	575,160	589,540	599,992
Full-time Equivalents Total	3.37	3.37	3.37	3.37

Department of Planning and Development

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.

Expenditures/FTE	2013	2014	2015	2016
	Actual	Adopted	Proposed	Proposed
Planning Commission	483,209	541,790	554,399	562,964
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. These activities support Seattle's neighborhoods, expand job creation and housing choices, coordinate land use with transportation services, protect the environment and reduce environmental hazards and promote design excellence and sustainability in Seattle.

Expenditures/FTE	2013	2014	2015	2016
	Actual	Adopted	Proposed	Proposed
Planning Services	5,733,245	5,930,810	5,738,283	5,829,107
Full-time Equivalents Total	23.89	25.64	25.64	25.64

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.

Program Expenditures	2013	2014	2015	2016
	Actual	Adopted	Proposed	Proposed
Process Improvements and Technology	3,482,040	4,016,252	6,379,000	3,728,417
Total	3,482,040	4,016,252	6,379,000	3,728,417
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 Human Resources Director actions outside of the budget process may not be detailed here.

Department of Planning and Development

Planning and Development Fund Table

Planning and Development Fund (15700)

	2013 Actuals	2014 Adopted	2014 Revised	2015 Proposed	2016 Proposed
Beginning Fund Balance	6,886,160	14,370,226	12,619,507	16,872,030	14,335,972
Accounting and Technical Adjustments	1,637,039	0	0	0	0
Plus: Actual and Estimated Revenues	60,575,509	67,270,332	70,568,551	75,407,670	77,182,029
Less: Actual and Budgeted Expenditures	56,479,201	64,233,427	66,316,027	77,943,728	76,331,275
Ending Fund Balance	12,619,507	17,407,131	16,872,030	14,335,972	15,186,726
Core Staffing	5,448,845	9,682,585	1,764,117	1,764,117	1,764,117
Planning Reserve				1,003,221	3,156,204
Process Improvements and Technology	1,818,426	208,968	1,646,848	-503,044	211,774
Total Reserves	7,267,271	9,891,553	3,410,965	2,264,294	5,132,095
Ending Unreserved Fund Balance	5,352,236	7,515,578	13,461,065	12,071,678	10,054,631

Department of Planning and Development