

Summary of Cross-Cutting Issues and Departments without Significant Budget Issues

Departments without Significant Budget Issues:

City Attorney's Office (Law Department) – Ben Noble

Central Staff is currently reviewing a number of funding requests made by the City Attorney. These include a proposal for enhanced staffing in both the Civil and Criminal divisions, as well as increased funding to bring attorney salaries closer to market levels. Staff expects to bring back specific options regarding these requests during Round 1. In addition, the City Attorney's requests regarding staffing for Public Disclosure Requests (PDRs) has been incorporated into an overall City-wide proposal to enhance PDR processing and fulfillment.

Department of Information Technology (DoIT) – Martha Lester and Tony Kilduff

Central Staff has identified no significant issues in the proposed budget for the Department of Information Technology. Implementation of the Next Generation Data Center continues to be DoIT's most significant single undertaking. The project began with funding in 2013 for conceptual design and evaluation of alternatives. That work is on budget and largely complete. A project Steering Committee made up of representatives of key departments has approved the following strategy for the new data center:

1. Rent server space in commercially operated data centers that provide adequate power and communication system redundancy;
2. Primary site (6,000 square feet) to be located in the greater Puget Sound area and a backup site (4,000 square) outside the region. Both are yet to be identified; and
3. Adopt guiding principles for how all departments will share network services, storage, management services and physical space in the new data centers.

In 2014, the DoIT will develop a detailed design addressing the technology, facility, governance, services and relocation process. Preliminary cost estimates for the new data center range from \$27 million to \$39 million depending on which choices are made to meet the City's needs. DoIT expects to complete the project in 2015.

In addition, as for two items that have been issues in past years, note the following:

- The Technology Matching Fund program is fully funded at \$320,000 in the 2014 Proposed Budget, which is the amount the Council set a year ago in the 2014 Endorsed Budget. So no green sheet is needed for this item this year.

- The Cable Franchise Subfund is in better financial shape than it was a year ago due to the \$900,000 from the sale of the former Seattle Community Access Network (SCAN) building to Seattle City Light, and a slight uptick in franchise fee revenue from Comcast (as a result of both a rate increase and an increase in the number of subscribers). DoIT staff now estimate that there will be enough revenue in the Cable Subfund to fully fund all existing programs through the end of 2016. DoIT will do additional planning for this subfund as it begins negotiations for renewed cable franchises in 2015.

Office of Housing (OH) and Housing Related Budget Items – Traci Ratzliff

There are no significant changes to OH's proposed 2014 budget. That said, the 2014 Proposed Budget does provide \$230,000 in additional Community Development Block Grant (CDBG) Program funds to keep the Single Family Home Repair program at full funding. The CDBG funds used for this increase are generated from loan repayments to the Single Family Home Repair program, which has a demonstrated record of success.

In addition, Finance General includes an appropriation of \$150,000 for operating costs associated with the Downtown Emergency Service Center's (DESC) proposed Interbay Housing Project. As described below, this funding, in fact, may not be needed until 2015. In this context, the \$150,000 in General Subfund resources could be redirected to other priorities.

The proposed Interbay Project will provide approximately 100 units of permanent supportive housing for homeless individuals with mental illness and chemical dependency. It has not yet received capital or operating funding from the City or other entities but has submitted an application for funding to the OH's Fall Notice of Funding Availability process. Given the predictable development time lines, operating funds could not be used until 2015 at the earliest.

Office of Immigrant and Refugee Affairs – Lish Whitson

The proposed 2014 budget for the Office of Immigrant and Refugee Affairs (OIRA) includes only two changes. First, the budget would transfer \$16,000 for translation services from the Office of Civil Rights. Second, the budget proposes to add \$100,000 in one time funding in order to create a Refugee Women Civic Leadership Institute. This program would train women in civic leadership and work to increase cultural understanding and trust between refugee communities and the Seattle Police Department. Potential options regarding this program will be discussed in conjunction with the Department of Neighborhoods' budget.

Personnel Department – Patricia Lee

The 2014 Proposed Budget includes \$12.7 million for the Personnel Department. This represents a \$600,000 increase over the 2013 Endorsed Budget of \$12.1 million after technical corrections and additions are made.

The most significant proposed change to the Department's budget is \$775,000 added for the acquisition and implementation of a Talent Management System (TMS). Approximately one third of this is for initial set up costs and two thirds for ongoing software subscriptions. All costs will be allocated amongst the GSF, SCL, SPU and non-GSF funds in SDOT. The cost allocation is estimated based on the number of users of the systems. These costs are all estimates as a specific program has not been chosen yet.

The TMS computer software system would have two major components: (i) a Learning Management System and (ii) a Performance Management system. With a TMS the City can provide the following functions which currently do not exist:

- *Online learning.* The City offers and sometimes requires a variety of employee training classes including classes on the City's ethics code, sexual harassment, new supervisor training and training on different computer programs. A TMS can be used to develop and implement online classes to replace most of the current classroom employee trainings.
- *Centralized data tracking of completed training.* A TMS provides the City with a central database and accurate record of the trainings or classes each employee has attended. This information is often needed, and currently not easily ascertained, when the City is involved in litigation.

Seattle Municipal Court – Peter Harris

The proposed budget for the Court adds a crew supervisor for Community Court, a probation counselor for monitoring and testing DUI offenders, an administrative specialist for the school zone camera program, and a half-time strategic advisor to assist with parking and red light camera programs.

The DUI probation counselor and expansion of Community Court are the most significant changes:

- The DUI probation counselor is needed to handle the increased testing and monitoring workload created by recent state legislation.

- The new crew supervisor for Community Court is a small part of a large change that is already occurring. The purpose of the new position is to drive Community Court defendants to sites where they perform community service and supervise them there. This frees up time for the existing two Community Court probation counselors to assess defendants, develop service plans for them, monitor their compliance, and administer sanctions for failure to comply. Much of this is new work for the probation counselors. It is the result of two major changes in the Community Court, namely, an increase in the number of offenses that are eligible for Community Court and an increase in how long the Community Court can have jurisdiction over the defendant.

There are other changes as well, reflecting a renewed commitment by Court, prosecutor and defense to make Community Court more effective, in the hope of producing better results for defendants and the community, in addition to saving jail time and jail costs. As part of our review of the Center City Initiative, Central Staff will present additional information about this proposed “re-invigoration” of Community Court.

Seattle Public Library - Patricia Lee

The Seattle Public Library (SPL) system includes the Central Library and 26 neighborhood branches. For 2014 there are no programmatic or operational changes that have a budgetary impact. The 2014 Proposed Budget includes \$62.9 million for SPL operations. This represents a \$2.3 million decrease from the 2014 Endorsed Budget, as a result of adjustments to citywide costs and to correct an over-appropriation of health care funds.

The Library Levy that was approved last year has allowed the SPL to increase operating hours, maintain and expand their collections and maintain and repair their buildings and physical infrastructure. For the first time, all 26 branch libraries are open on Sunday providing access to library materials, a place for students to study, computer access for job seekers and meeting room space for community groups.

Seattle Office for Civil Rights (SOCR) – Rebecca Herzfeld

SOCR’s proposed budget includes no significant additions, relative to the endorsed budget. Councilmember Harrell is proposing to add \$50,000 from the General Subfund to SOCR for an annual audit of housing discrimination. In a 2011 housing audit performed for SOCR, 69% of the discrimination tests for race and 38% of the tests for disability showed evidence of illegal discrimination. Except for this study, which was funded by a one-time federal grant, housing discrimination is addressed only on a complaint basis. The data and other information gathered from an annual audit would improve the City’s ability to identify discriminatory practices, file charges where appropriate, and implement effective community education and outreach strategies. A

Budget Guidance Statement requesting that the Executive continue to fund annual audits in the biennial budget would accompany this green sheet.

Councilmember Harrell is also proposing a Statement of Legislative Intent (SLI) that would support the \$50,000 consultant study proposed by the City Budget Office to assess City staffing and organizational support of the Seattle Human Rights Commission, the Seattle Women's Commission, the Seattle Lesbian Gay Bisexual Transgender Commission, and the Seattle Commission for People with Disabilities. The purpose of the SLI is to assist the City Council in analyzing the benefits and consequences of creating new offices or department divisions within the City and examine how the City can optimize collaboration with existing commissions to serve the needs and interests of lesbian, gay, bisexual, transgender, queer communities, Native American community, African American community, Asian Pacific Islander community, People with disabilities community, and low-income community. The consultant will recommend strategies and organizational structures to improve commission support and allow them to be even more successful in their work. The SLI would call for a report back to the City Council on the results of the study in the third quarter of 2014.

Note that budget proposals related to Gender Pay Equity, an issue which has been staffed by OCR through their work with the Women's Commission, will be addressed as a separate budget topic.

Cross-Cutting Issues:

Duwamish Opportunity Fund – Meg Moorehead and Phyllis Shulman

SPU and City Light have been working with the Department of Ecology and the Environmental Protection Agency (EPA) to develop a Superfund clean-up plan for the Duwamish River. During EPA's public comment period on the clean-up plan earlier this year, community members advocated for neighborhood social and economic improvements that are outside Superfund's scope. A new \$250,000 Duwamish River Opportunity Fund has been added to Finance General to begin addressing the community's concerns. The Mayor's office will lead the initial interdepartmental work to develop the program and SPU will lead the public outreach to get input on the new program. Staff are reviewing whether any additional clarity is needed regarding the purpose and scope of this proposed funding.

Urban Forest Stewardship Plan (UFSP) Implementation – Meg Moorehead and Phyllis Shulman

The UFSP identifies over 100 actions to reach a goal of 30% forest canopy cover in Seattle by 2037. Resolution 31477 adopted the 2013 UFSP update and established priorities for its implementation. Several departments have a role in implementing the Plan, including the Department of Parks and Recreation (DPR), the Seattle Department of Transportation (SDOT), the Office of Sustainability and Environment (OSE), Seattle Public Utilities (SPU), and the Department of Planning and Development (DPD). The proposed 2014 budget sustains the endorsed 2014 level of urban forestry effort and proposes adding 1.5 FTE and \$165,000 in DPR to bolster the Green Seattle Partnership's restoration of park forestlands.

The Plan and resolution also prioritized implementation of pruning, outreach to private tree owners, tree protection regulations, and the "eco-hood" concept of geographically distinct areas for forest management. Although DPR and SDOT fall far short of industry standards for frequency of tree pruning, the proposed 2014 budget does not propose funds for increased pruning. The reLeaf program (housed in SPU but funded by GSF, City Light and SPU) includes the City's primary outreach effort to private tree owners. Funding for reLeaf in the proposed budget is unchanged from the endorsed budget. DPD is not scheduled to complete new tree regulations until 2014, so that staffing and resource needs for implementing those regulations is not yet known. And, although OSE has staff capacity for initial work on the eco-hood concept, no additional funds are proposed for developing the concept in 2014.

Public Disclosure – Ben Noble

Fulfilling disclosure requests (PDRs) in a consistent, efficient and effective manner remains a significant challenge for the City. The number of PDRs has grown a good deal over the past few years. In 2012, the City received more than 5,750 requests and it appears like that the final total for 2013 will be higher.

At the same time, the rapid growth in electronic communications and digital records has made timely response an ever more complicated and time-consuming process. City staff and the technology available to them are being stretched thin by the volume and complexity of these requests.

To date, each department has been responsible for responding to the PDRs that are applicable to them, with the Department of Finance and Administrative Services (FAS) providing a coordination function. However, the City has not established a consistent set of procedures, policies and standards that are enforced across the City. This has the potential to create delays in providing requested materials and errors in fully meeting the specifics of certain requests. Failure to provide thorough and timely responses can undermine the City's overall goal of transparency and puts the City at risk of legal action and monetary fines. And in fact, the City has been the subject of legal action and paid settlements that total nearly \$600,000 over the past 4 years.

Processing PDRs has been particularly challenging for the Seattle Police Department (SPD). The Department received nearly 4,100 requests in 2012, roughly 70% of the City's total. Given the significant volume of video records and individual's interests in materials relevant to criminal investigations, SPD faces very different technical challenges in fulfilling PDRs. The proposed budget includes one additional staff person in SPD to assist with PDR responses, but as discussed below additional resources be worth considering.

In recognition of the issues outlined above, the following four specific proposals have been developed to provide a comprehensive approach to enhance the City's processing and fulfillment of PDRs:

1. City-wide Coordination

Adopt a Statement of Legislative Intent requesting that the City Clerk, the City Attorney's Office and the Executive, including representatives from the Mayor's Office, FAS, SPD, and the Department of Information Technology form a PDR Task Force to: (i) identify shortcomings in the City's current approach to fulfilling PDRs; and (ii) make recommendations regarding the appropriate City-wide policies, procedures and organizational structures needed to address any such shortcomings. To provide leadership and staff support to the Task Force, fund a new, policy-level position in FAS and provide additional resources for consultants or other complementary services. This

position could potentially take on a long-term role in City-wide PDR coordination and compliance, depending on the Task Force's final recommendations. As described, this approach would cost roughly \$175,000 in 2014.

2. Seattle Police Department

Ask the City Auditor, in collaboration with the City Attorney's Office, to conduct an in-depth audit of specific aspects of SPD's public disclosure process. The scope of this audit could include an examination of SPD's current policies, protocols and practices regarding the intake, tracking and fulfillment of PDRs and whether the recommendations from previous audits have been implemented. The work would begin with the Auditor conducting an initial review of SPD's public disclosure process to identify key issues and the appropriate scope of the broader audit. The City Auditor anticipates the need to procure independent technical expertise to assist with the audit. Funding for the independent technical expertise, approximately \$300,000, could be transferred to the Office of City Auditor from SPD's budget or other as yet unidentified sources.

3. City Attorney's Office

Create two new Assistant City Attorney positions and dedicate these individuals to the work of advising departments regarding PDR processing and, as necessary, the litigation associated with claims that the City has failed to fully comply with the Public Disclosure Act. At present, this work is taking the time of more than two attorneys and is significantly limiting the ability of the Civil Division to address other pressing City matters. Given the ever increasing volume and complexity of the requests, it seems likely that these positions will be needed for the foreseeable future. One of these two positions would deal exclusively with SPD and could perhaps be funded via a transfer of resources from SPD's proposed budget. The second position would require additional General Subfund support. Each position would cost roughly \$125,000, including benefits.

4. Legislative Department

Create a new full-time position to assist existing staff with responding to the increasing number of PDRs that are being presented to the Legislative Department. Such a position would require roughly \$90,000 in additional General Subfund resources.

Backfill of Funding from Federal and State Sources

In reviewing the overall budget, Central Staff have noted that a significant number of the proposed additions take the form of backfilling for reductions in long-term federal and state funding sources, or the expiration of one-time federal and state grants. Each of the proposed additions needs to be considered in its own context and judged on its own merits. Still, it may be helpful to view them collectively to see the overall scope and magnitude of what has been proposed. The table below provides an inventory of the “backfill” additions included in the 2014 proposed budget.

Proposed 2014 “Backfill” Funding

Department / Program	Amount	Original Funding Source
Human Services		
Aging and Senior Services	\$631,000	Federal Government
Community Development Block Grant	\$188,000	Federal Government
YouthBuild	\$250,000	Federal Grant
Farm to Table Program	\$136,000	Federal Grant
Various - reserve in Finance General for potential Federal cuts	\$525,000	State and Federal Government
Subtotal	\$1,730,000	
Office of Sustainability and Environment		
Energy efficiency improvements for City buildings	\$128,000	Federal Grant
Energy benchmarking coordination and enforcement	\$75,000	Federal Grant
Community Power Works	\$128,000	Federal Grant
Subtotal	\$331,000	
Police		
Crime Prevention Coordinator - partial funding	\$64,000	Federal Grant
Parks Department		
Be Active Together	\$150,000	Federal Grant
Conservation Corp	\$180,000	Federal Grant
Subtotal	\$330,000	
Transportation		
Waterfront Parking Program mgmt position	\$150,000	State Funding
Grand Total	\$2,605,000	