

Cost Allocation

Central Service Departments and Commissions 2005-2006 Cost Allocation Factors

Central Service Department	Cost Allocation Factor
Office of Arts and Cultural Affairs	Negotiated MOA*
City Auditor	2002 and 2003 audit hours by department
Civil Service Commission	1999-2003 number of cases by department
Mayor's Office	Staff time and assignments (excluding SCL and SPU)
Office of Civil Rights	2002-2003 cases filed by department
Office of Intergovernmental Relations	Staff time and assignments by department
Office of Sustainability and Environment	2005-2006 Work Plan
Office of Planning and Management	100% General Fund or by MOA*
Office of Economic Development	100% General Fund or by MOA*
Fleets and Facilities Department (FFD)	Various factors and allocations. See Appendix B(1) for details on services, rates, and methodologies.
Department of Executive Administration (DEA) and Department of Finance (DOF)	Various factors and allocations. See Appendix B(2) for details on services, factors, and methodologies.
Department of Information Technology (DoIT)	Various factors and allocations. See Appendix B(3) for details on services, rates, and methodologies.
Law Department	2002-2003 hours by department for Civil Division; Criminal Division is charged 100% to the General Fund.
Legislative Department	City Clerk's Office based on # of Legislative Items; Central Staff and Legislative Assistants on assignments.
Department of Neighborhoods	Negotiated MOA* for CUPs (utility payments); Citizens Service Bureau estimate by staff time.
Personnel Department	Various factors and allocations. See Appendix B(4) for details on services, factors, and methodologies.
State Examiner (State Auditor)	75% by Summit rows of data; 25% by Adopted 2004 FTEs
Emergency Management	2004 Adopted Budget \$
	*Memorandum of Agreement (MOA) on charges

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FLEETS & FACILITIES DEPARTMENT BILLING METHODOLOGIES – B(1)

Fleet Services				
Service Provider	Org	Service Provided	Billing Methodology	Billing Method
Vehicle Leasing	A2212	<ul style="list-style-type: none"> Vehicles owned by, and leased from, Fleet Services 	<ul style="list-style-type: none"> Calculated rate per month based on lease rate components for vehicle depreciation, replacement inflation, routine maintenance, and overhead 	Rates
		<ul style="list-style-type: none"> Vehicles owned directly by Utility Departments 	<ul style="list-style-type: none"> Calculated rate per month based on lease rate components but charged for overhead only as outlined in MOU with Utility. 	Rates
Motor Pool	A2213	As needed daily or hourly rental of City Motor Pool vehicle.	Actual Motor Pool vehicle usage based on published rates. Rates differ for car vs. van/truck and have hourly or mileage minimum and maximum rates.	Rates
Vehicle Maintenance	A2221	<ul style="list-style-type: none"> Vehicle Maintenance labor 	<ul style="list-style-type: none"> Actual maintenance hour used for vehicle maintenance services not included in vehicle lease rate, billed at \$56 per hour for Equipment Servicer labor and \$71 per hour for all other maintenance labor. 	Rates
		<ul style="list-style-type: none"> Vehicle parts and supplies 	<ul style="list-style-type: none"> Actual vehicle parts and supplies used for vehicle maintenance services not included in vehicle lease rate billed at cost plus 12% mark-up for tires and 23% mark-up for other maintenance parts and supplies. 	Rates
Fueling Services	A2232	Vehicle fuel from City-operated fuel sites	Actual price per gallon of fuel consumed plus \$.19 per gallon mark-up at unattended sites and \$.44 per gallon mark-up for tanker fuel service.	Rates

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FLEETS & FACILITIES DEPARTMENT BILLING METHODOLOGIES – B(1) (cont.)

Facility Services				
Service Provider	Org	Service Provided	Billing Methodology	Billing Method
Real Property Management	A3322	Office & other building space	<ul style="list-style-type: none"> • Total costs of Property Mgmt Services by sector divided by rentable sq ft by space type equals rentable sq ft rate. • Schedule 1 rate = \$11.37 • Schedule 2 rate = \$4.81 	Cost Allocation to Depts. and General Fund
Real Property Management	A3322	Office & other building space	Service agreements with commercial tenants, building owners and/or affected departments. SCL has a separate lease for space in Key Tower that was negotiated prior to City acquisition.	Direct Charges
Building Maintenance	A3323	Crafts Services: <ul style="list-style-type: none"> • Plumbing • Carpentry • HVAC systems • Electrical • Painting 	<ul style="list-style-type: none"> • Regular maintenance built in to office space rent and provided as part of space rent. • Non-maintenance work (crafts) charged directly to service user(s) at \$87 per hour. 	Rates
Janitorial Services	A3324	Janitorial services	Janitorial services included in Schedule 1 rate charges in certain downtown buildings.	Internal transfer – costs are collected as part of building space rent.
Parking Services	A3340	Parking services	Monthly parking costs for City vehicles are charged to department based on actual use. Hourly parking vouchers are sold to departments in advance of use, as requested. Private tenants and personal vehicles of City staff are sold on monthly and hourly basis, as requested.	Rates

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FLEETS & FACILITIES DEPARTMENT BILLING METHODOLOGIES – B(1) (cont.)

Facility Services				
Service Provider	Org	Service Provided	Billing Methodology	Billing Method
Warehousing Service	A3342	<ul style="list-style-type: none"> • Surplus materials • Records Storage • Material Storage • Paper & Handling • Data Delivery • Special Deliveries 	<ul style="list-style-type: none"> • Commodity type, frequency, weighting by effort and time • Cubic feet and retrieval requests • Square footage of space used • Paper usage by weight • Volume and frequency of deliveries • Volume, frequency, and distance of deliveries 	All Dept. Cost Allocation
Mail Messenger	A3343	Mail delivery	Actual pieces of mail delivered to client during 20+ day sample period	Cost Allocation to Relevant Funds

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FLEETS & FACILITIES DEPARTMENT BILLING METHODOLOGY – B(1) (cont.)

Technical Services				
Service Provider	Org	Service Provided	Billing Methodology	Billing Method
Capital Programs	A3311	<ul style="list-style-type: none"> • Project management • Space planning and design • Move coordination 	<ul style="list-style-type: none"> • Actual project management hours billed at prevailing hourly rate, determined by dividing division revenue requirement by annual forecast of project management billable hours. • Actual space planning hours billed at \$86.50 per hour. 	Rates
Real Estate Services	A3313	Real estate transactions, including acquisitions, dispositions, appraisals, etc.	Historical percentage of net operating budget, after deducting resale expense, cost of service for CIP projects, and cost of 2 FTE dedicated to property disposition and master planning work related to City property in the neighborhoods.	Cost Allocation to Relevant Funds

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DEPARTMENT OF EXECUTIVE ADMINISTRATION (DEA) & DEPARTMENT OF FINANCE COST ALLOCATION METHODOLOGIES – B(2)

Department of Executive Administration			
Service Provider	Org	Service Provided	Billing Methodology
Executive Management for DEA	C8108, C8109, C8170	Provide administrative services and policy direction for the department	Composite percent of all other Dept. of Executive Administration cost allocations
Risk Management	C8160	Provide liability claims and property/casualty program mgmt., loss prevention/control and contract review	Percent of actual number of claims paid over the past five years (1999-2003)
Accounting/Payroll	C8210	<ul style="list-style-type: none"> • Central Accounting • Citywide Payroll 	<ul style="list-style-type: none"> • % of staff time per department • 2004 Adopted Budget FTEs
Technology	C8410	Desktop computers and small capital equipment	Composite percent of other DEA cost allocations
Applications	C8420	Maintain and develop City Information Technology (IT) applications	Project and staff assignments
Summit	C8480	Maintain and develop the City's accounting system	System data rows
Human Resource Information System (HRIS)	C8481	Maintain and develop the City's personnel system	Weighted number of paychecks for active employees and retiree checks per year
Construction & Consultant Contracting	C8711	<ul style="list-style-type: none"> • Provide contracting support and admin. • Minority Business Devel. Fund Admin. 	<ul style="list-style-type: none"> • 2002-2003 # of Contract Awards (50%) and \$ Contract Awards (50%) • Allocated by the Adopted CIP Budget dollars (excluding SCL & SPU)
Purchasing	C8721	Provide centralized procurement services and coordination	% of staff time and assignments by department
Treasury Operations	C8312	Bank Reconciliation, Warrant Issuance	Staff time, voucher counts.

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DEPARTMENT OF EXECUTIVE ADMINISTRATION (DEA) & DEPARTMENT OF FINANCE COST ALLOCATION METHODOLOGIES – B(2) (cont.)

Service Provider	Org	Service Provided	Billing Methodology
Special Assessment District Admin.	C8312	Business Improvement Area (BIA) fiscal management	100% General Fund
Investments	C8320	Investment of City funds	% Interest Earned
Remittance Processing	C8330	Processing of mail and electronic payments to Cash Receipt System	# of Transactions
Parking Meter Collections	C8340	Collection of parking meter revenue	100% General Fund
Animal Control	C8560	Animal care and animal control enforcement	100% General Fund
Spay and Neuter Clinic	C8570	Spay and neuter services for pets of low-income residents	100% General Fund
Revenue and Licensing	C8510	Collection and enforcement of City taxes and license fees	100% General Fund
Consumer Affairs	C8550	<ul style="list-style-type: none"> • Verify accuracy of commercial weighing and measuring devices • Enforcement of Taxi Code 	100% General Fund
DWLS Project	C8555	Taxi services for drivers of impounded DWLS vehicles	100% General Fund
Department of Finance			
Finance	CZ615	City financial policies, planning, budget, and controls	Staff time and assignments
Financial Advisor	CZ120	Advisory Committee and special debt management analysis	1999-2003 # of Bond Sales
Debt Management	CZ620	Debt financing for the City	1999-2003 # of Bond Sales

Note: All DEA/DOF charges are 6-fund allocated to the General Fund, SCL, SPU, Seattle Transportation, DPD, and Retirement.

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DEPARTMENT OF INFORMATION TECHNOLOGY COST ALLOCATION METHODOLOGIES – B(3)

Program	Allocation Formula	Departments Affected
Data Backbone and Internet Services	% adopted budget	6 Funds
Data Network Services	Billed on use of services; hourly rates for service changes; connection charge for all central campus offices except SCL	All departments except SCL, SPL
Enterprise P Series Computing Services	Allocation to customer departments based on use of services	Participants
Data Center Facilities Management Center	Allocated to customer departments based on # of U's, the unit of measurement within each cabinet in the CSR or # of devices located in the CSR	Participants
Netware and NT Server Services	Allocation to customers based on # of servers supported and level of support	Participants
Technical Support Services	Desktop Support: Allocation to customer departments using # of desktops and printers. Service Desk Support: 6-Fund based on # of email accounts	Participants
Telephone System Services	Telephone rates; IVR: Funded based on historical usage	Telephone Rates: All departments IVR: Participants
Radio Network	Radio network access fee; monthly charge for leased equipment	Access fee: Police, Fire, SPU, Seattle Center Monthly lease charge: Participants
Communications Shop	Labor rates	Police, Fire, SPU, Seattle Center; other departments may select this service
Telecommunications Engineering & Project Management	Labor Rates	Optional
Enterprise Messaging Services	# of e-mail accounts	6 Funds
Enterprise Directory Services	# of e-mail accounts	6 Funds
Citywide Web Team	Based on size of 2003/4 departmental IT budget	6 Funds
Community Technology	Cable Subfund	External customers

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DEPARTMENT OF INFORMATION TECHNOLOGY COST ALLOCATION METHODOLOGIES – B(3) (cont.)

Program	Allocation Formula	Departments Affected
Office of Cable Communications	Cable Subfund	Constituents
Seattle Channel	Cable Subfund	All departments
Technology Leadership and Enterprise Planning	Based on size of 2003/4 departmental IT budget	6 Funds
Project Management Center of Excellence	Based on size of 2003/4 departmental IT budget	6 Funds
Project Management Project Support	Billed to projects	Participants
Department Management, including Vendor and Contract Management	Based on % of each Fund's contribution to overall DoIT revenue recovery	6 Funds
TVSea/Video Services	Various	All departments

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PERSONNEL DEPARTMENT COST ALLOCATION METHODOLOGIES – B(4)

Personnel Department			
Service Provider	Org	Service Provided	Billing Methodology
Alternative Dispute Resolution	N1145	<ul style="list-style-type: none"> • Mediation and facilitation • Conflict resolution training 	2004 Adopted Budget FTEs
Police and Fire Examinations	N1150	<ul style="list-style-type: none"> • Administer exams for potential fire and police candidates 	General Fund allocation and participant fees
Training Development and EEO (TDE)	N1160	<ul style="list-style-type: none"> • Administer employee training and recognition programs • Consulting 	2004 Adopted Budget FTEs
Employment	N1190	<ul style="list-style-type: none"> • Recruit for open positions • Maintain Citywide resume Talent Bank 	2004 Adopted Budget FTEs
Benefit Administration	N1240	Administer Citywide health care insurance programs	2004 Adopted Budget FTEs
Human Resources	N1311	Provide policy guidance for Citywide personnel issues	2004 Adopted Budget FTEs
Administration	N1315	Provide policy guidance for Citywide personnel issues	2004 Adopted Budget FTEs
Information Management	N1360	Maintain Citywide personnel information	2004 Adopted Budget FTEs
Management Services, Finance and Technology	N1390	Department Administration	2004 Adopted Budget FTEs
Classification and Compensation	N1430	<ul style="list-style-type: none"> • Design and maintain classification and pay programs • Determine City position titles 	# of Job Classifications
Labor Relations	N1440	<ul style="list-style-type: none"> • Administer labor statutes • Negotiate and administer collective bargaining agreements and MOUs 	# of Represented Positions

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PERSONNEL DEPARTMENT COST ALLOCATION METHODOLOGIES – B(4) (cont.)

Service Provider	Org	Service Provided	Billing Methodology
Personnel Department-Administered Subfunds			
Special Employment	N1170	<ul style="list-style-type: none"> • Fulfill requests for temporary employees • Administer work study and intern programs 	Staff are cost allocated and charges related to temporary, work study, and intern programs are direct billed to departments
Deferred Compensation	N1220	Administer deferred compensation (457 Retirement Plan) for City employees	Service fee charged to program participants
Industrial Insurance (Safety and Workers' Compensation)	N1230 and N1250	Collaborate with State Department of Labor and Industries, manage medical claims, time loss, preventative care, and workplace safety programs	Supported by the Industrial Insurance Subfund, billing is based on actual usage and pooled costs are based on three years of historical usage/data

