

Budget Director's Records, 1970-1998

Overview of the Collection

Creator	Seattle (Wash.). Dept. of Finance
Title	Budget Director's Records
Dates	1970-1998 (inclusive) 1970 1998
Quantity	1.6 cubic reet, (4 boxes)
Collection Number	2701-01
Summary	Budget Director's records, concerning City of Seattle finance, budgets, taxes, capital projects and other issues.
Repository	Seattle Municipal Archives Seattle Municipal Archives Office of the City Clerk City of Seattle PO Box 94728 98124-4728 Seattle, WA Telephone: 206-233-7807 Fax: 206-386-9025 archives@seattle.gov
Access Restrictions	Records are open to the public.
Languages	English
Sponsor	Funding for processing this record series was provided through a grant from the National Historical Publications and Records Commission.

Historical Note

In 1991, Mayor Norm Rice convened a blue ribbon commission to review the City's financial management functions. That group proposed the formation of a Finance Department under the executive branch of government, to replace the existing elected offices of Comptroller and Treasurer. A City Charter amendment to that effect was referred to the voters at the November 1991 general election. The amendment passed and the details of the reorganization were laid out in Ordinance 115766. Preparations proceeded the following year to determine the organizational structure, responsibilities, and budget of the new department, which was inaugurated in January 1993.

The department was organized into four divisions to reflect the main functions of treasury, accounting services, data processing system services, and Finance Department administration. In July 1994, the department's responsibilities were further broadened through a merger with the Department of Licenses and Consumer Affairs. This merger created one central location for obtaining licenses, making utility payments, and getting other types of financial services. The department also became responsible also for the city's animal shelter.

On January 1, 1997, the Finance Department was reorganized into the Executive Services Department. It became known as the Finance Division, and continued essentially the same services performed prior to consolidation.

The new Department of Finance, headed by a Director of Finance, was created in 2001 based on another reorganization outlined in Ordinance 120181. In May 2002 the Department was reorganized again to create two separate departments: the Department of Finance, which focused closely on financial management, and the Department of Executive Administration, which handled the operational and administrative tasks performed by the previous larger department. Finance was responsible for budget development and monitoring, debt management, financial policies, financial planning, performance measurement, and overall financial controls for the City of Seattle. The department also oversaw policy on city taxes, investments, accounting, and related activities.

Content Description

Correspondence, subject files, studies, notes of the Director of Management and Budget, including the Management Systems Office, 1970-1976. Files concern budgets, revenues, taxes, City Council committees and data management systems. Series also includes correspondence, project files, and subject files of the Director of Management and Planning, Judy Bunnell, 1994-1998, concerning use of the Sand Point Naval Station, the Seattle Financial Management System, storm damage, capital projects and revenues.

Use of the Collection

Preferred Citation

[Item and date], Budget Director's Records, Record Series 2701-01. Box [number], Folder [number]. Seattle Municipal Archives.

Administrative Information

Arrangement

Arranged in three sub-series: Office of Management and Budget Management Systems Office, 1970-1973; Office of Management and Budget Director 1972-1976; Office of Management and Planning Director, 1994-1998.

Related Materials

Office of Management and Planning Director's Records, (5001-03).

Detailed Description of the Collection

The following section contains a detailed listing of the materials in the collection.

Office of Management and Budget, Management System Office Records, 1970-1973

Arranged alphabetically.

Container(s)	Description	Dates
Box/Folder		
1/1	BARS - Equipment Rental Accounting (Washington Auditor Advisory committee On Equipment Rental And Revolving Funds	1972
1/2	File Management Systems	1972-1973
1/3	Integrated Accounting / Payroll Systems - Evaluation Notes	1973
1/4	Manpower Reports	1973-1974
1/5	Parking Meter Study	1970
1/6	Position Information System	1973
1/7	Program Budget System	1973
1/8	Program Budget System	1972-1973
1/9	Public Documents (Seattle Municipal Code)	1972-1973
1/10	Seattle Center Property Management System, Flow Process	1971-1973

Office of Management and Budget Director's Records, 1972-1976

Arranged alphabetically.

Container(s)	Description	Dates
Box/Folder		
1/11	Budget Memos	1976
1/12	Budget Requests	1973-1975
1/13	Cost Accounting System Manual	1973-1974

Container(s)	Description	Dates
1/14	City Council Correspondence	1975-1976
1/15	City Council Correspondence	1975
2/1	Committees - Data Processing Advisory	1972-1975
2/2	Committees - Council Budget	1976
2/3	Committees - Council Finance	1976
2/4	Committees - Council Human Resources And Judiciary	1976
2/5	Committees - Council Intergovernmental Relations	1976
2/6	Committees - Council Planning And Urban Development	1976
2/7	Committees - Council Public Safety And Health	1976
2/8	Committees - Council Transportation	1976
2/9	Contracts - Impound Towing	1976
2/10	Head Start Grant Application	1975
2/11	Interdepartmental Correspondence	1975
2/12	Interdepartmental Correspondence	1975
2/13	Internal Memos	1976
2/14	Policy And Procedure System Monthly Report	1976
2/15	Revenue - Building Department Fees	1974
2/16	Revenue - Estimates	1975
2/17	Revenue - Expenditure Forecasting And Depiction System	1976
2/18	Revenue - General	1976
2/19	Revenue - General Obligation Bonds (Comptroller)	1973-1974

Container(s)	Description	Dates
2/20	Revenue - Parking Tax	1974
2/21	Revenue - Revenue Sharing	1975-1976
2/22	Tax Reform	1970
2/23	Taxation	1971-1976
2/24	Taxes - Business And Occupation	1975-1976
2/25	Taxes - Gasoline	1975
2/26	Taxes - Property	1975-1976
2/27	Taxes - Sales	1975-1976

Office of Management and Planning Directors Records, 1994-1998, (bulk 1997)

Arranged alphabetically.

Container(s)	Description	Dates
Box/Folder		
3/1	Brownfields Pilot	1997
3/2	Budget Instructions, 1998	1997
3/3	Budget, 1999-2000	1997
3/4	Capital Cabinet	1997
3/5	Capital Spending In Neighborhood Areas, 1995-1997	1997
3/6	Concert Hall (Benaroya Hall)	1997
3/7	Correspondence	1997
3/8	EMS (Emergency Management Section) Levy	1997
3/9	IT Board Meeting	1997

Container(s)	Description	Dates
3/10	Library Capital Project	1997
3/11	Parking / Equity Capital	1997
3/12	Police Vacancy	1997
3/13	Sand Point Naval Station Reuse	1997
3/14	Sand Point Naval Station Reuse	1994-1997
3/15	Sand Point Naval Station Reuse	1994
4/1	Seattle Financial Management System Redevelopment Project	1997
4/2	Seattle Financial Management System Redevelopment Project	1997
4/3	Seattle Financial Management System Redevelopment Project Briefing Packet	1997
4/4	Shoreline Utility Business And Occupation Tax	1997
4/5	Sidewalk And Related Storm Damage, Statement Of Legislative Intent	1997
4/6	Storms	1997
4/7	Storms / Sides	1997-1998
4/8	Transportation Bond	1997
4/9	Transportation Bond	1997
4/10	Water Rates	1996-1997

Names and Subjects

Subject Terms :

Bonds--Washington (State)--Seattle
 Budget--Washington (State)--Seattle
 Naval Station Puget Sound (Wash.)
 Taxation--Washington (State)--Seattle

Personal Names :

Bunnell, Judy
Hundley, Walter R.

Corporate Names :

Seattle (Wash.). Dept. of Finance
Seattle (Wash.). Office of Management and Budget
Seattle (Wash.). Office of Management and Planning

Geographical Names :

Seattle (Wash.)
Seattle (Wash.)--Politics and government

Finding aid prepared by Janet Ness
2010