

July 15, 2020

MEMORANDUM

To: Members of the Select Budget Committee
From: Lise Kaye, Analyst
Subject: Mayor’s Proposed 2020 Rebalancing Legislation

The Mayor transmitted 14 pieces of legislation on June 23 intended to rebalance the City’s 2020 budget. (Two of these, one accepting a Washington State Commerce Grant and another amending the City’s 2019 Annual Action Plan of the 2018-2022 Consolidated Plan for the United States Department of Housing and Urban Development, were adopted outside of the rebalancing package review process due to scheduling considerations.)

2020 Funding Shortfall

The Mayor’s proposed 2020 rebalancing package assumes Executive redirected funding and legislative actions, including previous and new appropriation of state and federal resources. It also applies 2019 year-end unspent resources, reserve funds, spending reductions and reprioritization of resources from Move Seattle, Metropolitan Park District, Library, and Family and Education Preschool Promise Levies to balance the 2020 budget. Table 1 provides a snapshot of the 2020 funding shortfall for the General Fund (GF), Seattle Parks and Recreation (SPR), Seattle Center, and the Short-term Rental Tax.

Table 1. 2020 General Fund Shortfall (\$ in 000s)*

2020	
Revenue Loss*	\$ 210,000
COVID Spending	\$ 168,000
Shortfall	\$ 378,000

*Includes General Fund revenues totaling \$185 million plus \$25 million in combined reductions to Seattle Parks and Recreation, Seattle Center, and the Short-term Rental Tax Fund

Resources in the Mayor’s Proposed 2020 Rebalancing Package

Attachment 1 to this memo provides a table showing the resources used to offset the \$378 million shortfall shown in Table 1. Resources totaling \$123,800 were made available administratively, e.g., through department underspends and redirection of expenditures for COVID-19 response. These included about \$45 million in spending reductions such as the hiring freeze and reduced discretionary spending, \$36 million in one-time resources such as the 2019 ending fund balance, rejection of requested carry forward from 2019 and planning reserve reductions, and \$32 million in non-GF revenue. As shown in the Attachment 1 table, the Mayor is seeking legislative approval totaling \$255,000 to provide flexibility in use of levy funds and reserve funds and to accept and/or appropriate grant funds.

Spending Reductions

Together with the transmitted legislation, the Executive provided a spreadsheet itemizing departmental reductions offered and accepted by CBO (including both administrative and proposed legislated savings). Table 2 summarizes by budget category (the categories used in the Executive’s Budget Book). The Table shows that departments in the Arts, Culture and Recreation category would see the greatest spending reduction (almost 10 percent) from appropriation levels in the 2020 Adopted Budget under the Mayor’s proposed 2020 rebalancing package. The Neighborhoods and Development category is the next greatest reduction (about 3 percent), with the other categories between two percent and three percent. The overall reduction for all departments would be 2.8 percent. The spending reductions worksheet (incorporating Central Staff edits and corrections) is Attachment 2 to this memo.

Table 2. Mayor’s Proposed 2020 Spending Reductions (\$ in 000s)

Budget Category	Spending Reductions				
	Operating	Capital	Total	2020 Adopted Budget	% Reduction from 2020 Adopted
Arts, Culture & Recreation	\$13,447	\$27,181	\$40,628	\$414,288	9.8%
Education & Human Services	\$8,207	-	\$8,207	\$341,273	2.4%
Neighborhoods & Development	\$8,528	-	\$8,528	\$275,481	3.1%
Public Safety	\$17,005	-	\$17,005	\$719,078	2.4%
Utilities & Transportation	\$27,863	\$50,269	\$78,132	\$3,515,319	2.2%
Administration	\$29,282	\$4,161	\$31,166	\$1,364,265	2.3%
TOTAL	\$104,332	\$81,611	\$183,666	\$6,630,154	2.8%

Source: CBO’s Spending Reductions Worksheet, Attachment 1 to this memo, with some corrections by Central Staff. Due to rounding, some totals may not correspond with the sums of the rows and columns.

Proposed Legislation

The Mayor’s proposed 2020 rebalancing package requires legislative action that can be grouped into four categories:

- Budget revisions and COVID-19-related grants;
- funding swaps;
- revised financial and budgeting policies; and
- the proposed second quarter supplemental budget and related legislation.

Central Staff analyzed the Mayor’s proposal as it would affect each City department and office, and these “Issue Identification Papers” are provided in Appendix A. The Issue Identification Papers also note how identified issues relate to any of the proposed bills and resolutions.

Central Staff’s summaries of the proposed bills and resolutions, including the proposed second quarter supplemental budget and related legislation are provided in Appendix B.

Budget revisions and COVID-19-related grants

[CB 119825](#) (2020 Budget Revisions) | [CB 119824](#) (Coronavirus Relief Fund)

According to Executive staff, the Mayor's proposed rebalancing legislation seeks to maximize use of federal and state funds, planning first to link funds with specific requirements to corresponding needs and then to use more flexible grants to pay for needs not eligible for the expenditure-specific grants. The Committee is considering as part of the rebalancing legislation CB 119824, a \$131.5M Coronavirus Relief Fund grant included in the CARES Act, adopted on March 27, 2020. Council previously accepted and appropriated funding from other CARES Act grants, most recently a \$13M Washington State Commerce Grant.

Funding swaps

[CB 119822](#) (Move Seattle) | [CB 119823](#) (FEPP) | [Resolution 31951](#) (MPD)

The Mayor's proposal would tap the Move Seattle Levy, the Families, Education and Preschool Promise Levy and the Metropolitan Park District (MPD) to support departmental operations affected by the loss of General Fund Revenue. The FEPP bill would temporarily make \$1.3 million in personnel expenses for the Department of Education and Early Learning an eligible levy expense, and the Mayor would also move \$636,000 in Leadership and Administration staffing costs from the General Fund to the levy. The Move Seattle Levy and MPD Levy were each intended to supplement funding of the City's basic operations; in current circumstances, the City cannot fund its basic operations due to the GF revenue shortfall, and so these ordinances would provide the Mayor with authority to use the levy funds to backfill a portion of the diminished GF revenues.

Revised financial and budgeting policies

[Resolution 31952](#) (REET Uses) | [Resolution 31953](#) (Emergency Fund) | [Resolution 31954](#) (One Year Budgeting)

These resolutions would revise the City's financial policies. Resolution 31952 would relieve some General Fund obligations by expanding the permitted uses of Real Estate Excise Tax revenues to pay debt service on both the repair or replacement of the West Seattle Bridge and on debt that the Mayor proposes to issue in 2021 and 2022 for affordable housing projects and for facilities for those experiencing homelessness as defined by [RCW 82.46.035\(5\)](#).

Resolution 31953 relaxes the financial policies for the Emergency Fund by allowing for replenishment of Emergency Funds to occur "as soon as is practically possible" (instead of at the beginning of each year) in the event of a severe or long-lasting emergency.

Resolution 31894 requests the Council to accept a one-year budget for 2021 and consider in early 2021 whether to restore its practice of adopting a one-year budget and endorsing a budget for a second year.

Supplemental budget and related legislation

[CB 119821](#) (2019 Budget Exception) | [CB 119820](#) (2019 Carry Forward) | [CB 119819](#) (Grant Acceptance) | [CB 119818](#) (Q2 Supplemental)

The Mayor typically transmits two or three supplemental budgets with grant acceptance ordinances each year, reflecting “expenditures of the city for which insufficient or no appropriations have been made due to causes which could not reasonably have been foreseen at the time of the making of the budget” ([RCW 35.32A.060\(4\)](#)). In the first quarter of each year, the Mayor also typically transmits legislation for the City Council to authorize departments to carry forward some unspent operating funds that would otherwise lapse. The Mayor may also submit an “exceptions” ordinance that provides retroactive approval of funds inadvertently spent without Council’s appropriation.

Attachments:

1. Mayor’s Proposed 2020 Rebalanced Budget
2. Executive Spending Reductions (Operating, Capital, and Central REET)

Appendices:

- A. Issue Identification – 2020 Rebalancing Package
- B. Overview of 2020 Rebalancing Legislation

cc: Kirstan Arestad, Executive Director
Dan Eder, Deputy Director

Attachment 1: Mayor’s Proposed 2020 Rebalanced Budget (\$ in 000s)

Balancing Factors	Amount	Council Action	Notes
Administrative Items			
One-Time Resources	\$36,000	N/A	\$20.6 million - 2019 Ending Unreserved General Fund (GF) balance; \$5.0M - Rejection of requested carry-forward; \$2.9 million - IT allocation “rebate;” \$1.8 million - Healthcare Fund “rebate;” \$5.4 million - planning reserve reductions
Additional Savings	\$11,000	N/A	To be determined, but likely extending the City-wide hiring freeze through the end of 2020 and asking departments for additional savings
Spending Reductions	\$44,800	N/A	City-wide Hiring Freeze, other discretionary spending (travel and training, unencumbered contracts).
Other Non-GF Revenue	\$32,000	N/A	Admissions tax, FEPP, Affordable Housing Levy, SBT, SCL, SPU
<i>Subtotal of Administrative Actions (i.e., No Council Action Required)</i>	<i>\$123,800</i>		
Council Actions			
Fund Shifts ¹	\$24,500	CB 119825 Budget Revisions CB 119822 (Move Seattle GF Allocation) CB 119823 (FEPP) Res 31951 Res 31952 REET Uses Policy	10M - Move Seattle Levy; and \$10M – Metropolitan Parks District; \$2M Families, Education, Preschool and Promise (FEPP); \$1.6M Seattle Public Library; \$900K reprioritize grant funding
Reserve Funds	\$29,000	CB 119825 Budget Revisions; Res 31953, Emergency Fund Policy Revision	\$15.2M for Emergency Fund; \$13.8M for Revenue Stabilization Fund (approx. 25 percent of the total available from both funds)
FEMA Reimbursement	\$36,000	Legislation may be required but has not yet been transmitted	

¹ Seattle Public Library Fund shift of approximately \$1.6M was done administratively.

Balancing Factors	Amount	Council Action	Notes
CARES Act	\$21,000	CB 119783 and CB 119791 ESG, HOPWA, OAA, XIX, CDBG; CB 119819, 2 nd Qtr Grant Acceptance (JAG)	Restricted federal grants ²
Coronavirus Relief Fund (CRF)	\$131,500	CB 119824 Federal CRF Funds	Including \$65M to fund expenditures redirected for COVID 19-related purposes. ² Legislation appropriates \$66.5M.
Commerce	\$13,000	CB 119816 Washington State Commerce Grant	Considered separately from budget legislation.
<i>Subtotal of Actions That Require Council Action</i>	<i>\$255,000</i>		
Grand Total	\$378,800		

² \$8.1M Community Development Block Grant (CDBG); \$2.8M Emergency Solutions Grant (ESG); \$430K Housing Opportunities for People with HIV/AIDS (HOPWA); \$2.5M Older Americans Act (OAA); \$150K Medicare Title XIX (XIX); \$5.8M Pandemic Unemployment Assistance (PUA); \$1.3M Edward Byrne Memorial Justice Assistance Grant (JAG)

2020 Reductions Summary Capital

Dept	Reduction Number	Name of Reduction	Home BSL (Lookup)	Master Project Code	Master Project Title (Lookup)	Description	Fund Code	2020 Reduction	Legislated or Administrative	Impact: Please include impact to customers, RSJI, language access, employees, legal and others	Recommendation Status
ITD	1	Parks Network Infrastructure Upgrade	BC-IT-C7000	MC-IT-C3500	Data and Telephone Infrastructure	Installation of conduit to support cabling for network equipment (wifi and other devices) at Parks Community Centers was assigned more funding that is currently projected as needed.	50410	100,000	Administrative	Our analysis indicates that this effort was overbudgeted.	Approved
ITD	2	CF - Defer spending on capital equipment	BC-IT-C7000	MC-IT-C4400	Seattle Channel Maintenance and Upgrade	Cancel / defer spending on capital equipment, Council Chamber, and studio upgrades/maintenance	50410	134,000	Administrative	This would push maintenance to the future.	Approved
CEN	1	McCaw Capital Fund Pause	BC-SC-S0303	MC-SC-S0303	McCaw Hall Asset Preservation	City, Ballet, and Opera suspend contributions to McCaw Hall Capital Reserve Fund. This item reflects the \$598K spending out of this fund that won't happen due to the suspended contributions. See related operational reduction to Center.	34070	598,000	Administrative	Capital improvements to McCaw Hall will be delayed.	Approved
CEN	2	REET reduction: Parking Repairs & Improvements	BC-SC-S03P01	MC-SC-S0301	Parking Repairs and Improvements	Delay restriping and garage maintenance	30010	500,000	Administrative	Delay of restriping and garage maintenance may result from this reduction. Seattle Center estimates they will still be able to complete the scopes most essential to the OVG/City partnership by Arena opening.	Approved
CEN	3	REET reduction: site signage	BC-SC-S03P01	MC-SC-S9118	Site Signage	Delay upgrades to campus digital readerboards	30010	200,000	Administrative	Delays upgrades to campus digital readerboards.	Approved
CEN	4	REET reduction: Roof/Structural Replacement	BC-SC-S03P01	MC-SC-S9701	Roof/Structural Replacement and Repair	Delay construction of Seattle Children's Theatre roof replacement	30010	500,000	Administrative	Will need to delay construction of Seattle Children's Theater roof replacement. Still targeting completion of design in 2020.	Approved
SPL		REET-funded upgrades to Library Maintenance & Operations Center	BC-PL-B3000	MC-PL-B3011	Library Major Maintenance	REET-funded upgrades (roof, building systems & general renovation work) to the Library Maintenance & Operations Center would be deferred	30010	100,000	Administrative	Deferral could increase costs in the long-run by delaying the Library's ability to move its maintenance shop and storage functions from leased space to owned space; could also delay efforts to convert building away from fossil fuel usage, as mandated by the City.	Approved
FAS	1	Tenant Improvement Reduction	BC-FA-GOVTFAC	MC-FA-CTYHLTIMP	City Hall and Seattle Municipal Tower Tenant Improvements	Rescoped tenant improvement project for OLS; project scope has been reduced to a more limited space expansion.	30010	700,000	Administrative	No project impact; OLS is proceeding with a smaller tenant improvement project that does not require these funds.	Approved
FAS	2	SMT Chiller Cost Savings	BC-FA-APSCH1FAC	MC-FA-SMTCHLRPL	Seattle Municipal Tower Chiller Plant Replacement	Cost savings from SMT Chiller Project replacement; no impact to project.	30010	500,000	Administrative	No project impact.	Approved
FAS	3	Fire Station 32 Unprogrammed Funds	BC-FA-NBHFFIRE	MC-FA-FFERPF32	Fire Station 32	Funds budgeted in project but are unprogrammed; project is currently in close-out; no impact to project.	30010	200,000	Administrative	No project impact.	Approved
FAS	4	Police Facilities Unprogrammed Funds	BC-FA-PSFACPOL	MC-FA-PFACNPCT	Seattle Police Facilities	Funds budgeted in project but are unprogrammed; no impact to project.	30010	250,000	Administrative	No project impact.	Approved

2020 Reductions Summary Capital

Dept	Reduction Number	Name of Reduction	Home BSL (Lookup)	Master Project Code	Master Project Title (Lookup)	Description	Fund Code	2020 Reduction	Legislated or Administrative	Impact: Please include impact to customers, RSJ, language access, employees, legal and others	Recommendation Status
SPR	1	Park Land Acquisition and Leve	BC-PR-20000	MC-PR-21001	Park Land Acquisition and Leverage Fund	Reduce acquisition funding	19710	1,000,000	Legislated	See associated SPR Rebalancing Cover Memo	Approved
SPR	5	48th & Charlestown	BC-PR-20000	MC-PR-21003	Develop 14 New Parks at Land-Banked Sites	Delay projects by at least one year, funded through future MPD: 48th & Charlestown	19710	870,000	Legislated	See associated SPR Rebalancing Cover Memo	Approved
SPR	6	Ernst Park Addition Developmen	BC-PR-20000	MC-PR-21003	Develop 14 New Parks at Land-Banked Sites	Delay projects by at least one year, funded through future MPD: Ernst Park Addition Developmen	19710	495,425	Legislated	See associated SPR Rebalancing Cover Memo	Approved
SPR	8	Morgan Junction RUV	BC-PR-20000	MC-PR-21003	Develop 14 New Parks at Land-Banked Sites	Delay projects by at least one year, funded through future MPD: Morgan Junction RUV	19710	653,402	Legislated	See associated SPR Rebalancing Cover Memo	Approved
SPR	9	Wedgewood	BC-PR-20000	MC-PR-21003	Develop 14 New Parks at Land-Banked Sites	Delay projects by at least one year, funded through future MPD: Wedgewood	19710	988,836	Legislated	See associated SPR Rebalancing Cover Memo	Approved
SPR	10	West Seattle Junction	BC-PR-20000	MC-PR-21003	Develop 14 New Parks at Land-Banked Sites	Delay projects by at least one year, funded through future MPD: West Seattle Junction	19710	1,576,352	Legislated	See associated SPR Rebalancing Cover Memo	Approved
SPR	11	Connect to Greenways	BC-PR-20000	MC-PR-21004	Activating and Connecting to Greenways	Reduce funding for activating and connecting to greenways CIP	19710	289,871	Legislated	See associated SPR Rebalancing Cover Memo	Approved
SPR	13	West Queen Anne Turf Field Replacem	BC-PR-40000	MC-PR-41072	Queen Anne Turf Field Replacement-Parks	This delays the synthetic field conversion at W Queen Anne. The Lighting replacement would still continue.	30020	1,800,000	Administrative	See associated SPR Rebalancing Cover Memo	Approved
SPR	14	Battery St Portal Park Develop	BC-PR-20000	MC-PR-21015	Battery Street Portal Park Development	Delays design work on battery street portal park	19710	625,000	Legislated	See associated SPR Rebalancing Cover Memo	Approved
SPR	20	Soundview PF Athletic Field R	BC-PR-40000	MC-PR-41001	Major Maintenance Backlog and Asset Management	Reduces a portion of the funding for the Soundview Athletic Field Conversion. SPR recently rejected all bids and field conversions are not essential capital projects during this time; funding will be re-evaluated in the next MPD cycle.	19710	3,427,928	Legislated	See associated SPR Rebalancing Cover Memo	Approved
SPR	28	Park Land Acquisition and Leve	BC-PR-20000	MC-PR-21001	Park Land Acquisition and Leverage Fund	Reduce funding for acquisitions	30010	21,364	Administrative	See associated SPR Rebalancing Cover Memo	Approved
SPR	29	Develop 14 New Parks	BC-PR-20000	MC-PR-21003	Develop 14 New Parks at Land-Banked Sites	Delay construction; will still have funding for remediation work at N Rainier; S Park will continue.	30020	1,300,000	Administrative	See associated SPR Rebalancing Cover Memo	Approved
SPR	30	Athletic Field Improvements	BC-PR-20000	MC-PR-21009	Athletic Field Improvements	Athletic Field Improvements	30020	1,385,745	Administrative	See associated SPR Rebalancing Cover Memo	Approved
SPR	31	Municipal Energy Efficiency Projects	BC-PR-40000	MC-PR-41030	Municipal Energy Efficiency Program - Parks	Municipal Energy Efficiency Projects	30010	466,349	Administrative	See associated SPR Rebalancing Cover Memo	Approved

2020 Reductions Summary Capital

Dept	Reduction Number	Name of Reduction	Home BSL (Lookup)	Master Project Code	Master Project Title (Lookup)	Description	Fund Code	2020 Reduction	Legislated or Administrative	Impact: Please include impact to customers, RSJI, language access, employees, legal and others	Recommendation Status
SPR	32	CDBG - Parks Upgrade Program	BC-PR-40000	MC-PR-41029	Parks Upgrade Program	Reduce CDBG	10200	660,000	Administrative	See associated SPR Rebalancing Cover Memo	Approved
SDOT	138a (split)	Reimbursable Authority Abandonment	BC-TR-19001	MC-TR-C065	Canton and Nord Alleys	Excess reimbursable authority to be abandoned.	13000	237,568	Administrative	No impact. The project is already complete.	Approved
SDOT	138b (split)	Reimbursable Authority Abandonment	BC-TR-19001	MC-TR-C065	Canton and Nord Alleys	Excess reimbursable authority to be abandoned.	13000	125,631	Administrative	No impact. The project is already complete.	Approved
SDOT	140	Seawall Maintenance	BC-TR-19001	MC-TR-C098	Seawall Maintenance	Reduce 2020 Carryforward that is unlikely to be spend this year.	13000	295,672	Administrative		Approved
SDOT	142a (split)	Seawall Maintenance	BC-TR-19002	MC-TR-C014	Elliott Bay Seawall Project	Abandonment and close-out of unneeded budget.	36600	2,698,285	Administrative		Approved
SDOT	142b (split)	Seawall Maintenance	BC-TR-19002	MC-TR-C014	Elliott Bay Seawall Project	Abandonment and close-out of unneeded budget.	30020	1,001,715	Administrative		Approved
SDOT	143a (split)	Mercer Corridor Project Art Installation	BC-TR-19002	MC-TR-C017	Mercer Corridor Project West Phase	Reduce technical support for fabricator in answering questions from WSDOT. Reduced traffic control services during installation, up to two weeks.	164	757,469	Administrative	Potential delay in installation of art; however, the fabricator has not made this installation a priority. i.e., it is unknown whether or not the work would get done in the next 6 months.	Approved
SDOT	143b (split)	Mercer Corridor Project Art Installation	BC-TR-19002	MC-TR-C017	Mercer Corridor Project West Phase	Reduce technical support for fabricator in answering questions from WSDOT. Reduced traffic control services during installation, up to two weeks.	13000	2,642,531	Administrative	Potential delay in installation of art; however, the fabricator has not made this installation a priority. i.e., it is unknown whether or not the work would get done in the next 6 months.	Approved
SDOT	144	Alaskan Way Viaduct Planning	BC-TR-19002	MC-TR-C066	Alaskan Way Viaduct Replacement	Reduce additional contingency budget.	13000	187,000	Administrative	Potential construction delays, traffic impacts, potential disputes	Approved
SDOT	146	SR-520 Scope Additions	BC-TR-19002	MC-TR-C087	SR-520 Project	Reduce ability to expand project scope beyond WSDOT-identified requirements.	13000	127,000	Administrative	Reduced ability to implement improvements desired by the community or SDOT that are not clearly required in WSDOT's ROD, such as neighborhood traffic measures and ADA improvements on the margins of WSDOT's project, or SDOT improvements that are not clearly identified in prescriptive standards	Approved
SDOT	149	Bus Rapid Transit	BC-TR-19003	MC-TR-C010	BRT Concepts Design	Pause Rt 48 TPMC Study; Defer Transit Capital Prioritization analysis.	10398	367,795	Administrative	Additional cost to stop and restart active consultants on Rt 48 TPMC study; Impact 2021 transit capital prioritization functions, including spot improvements, (potential) STBD renewal capital planning, cross-program partnerships (Downtown Mobility), Metro capital partnerships	Approved
SDOT	158	Pay Station Close-out	BC-TR-19003	MC-TR-C024	Pay Stations	Project is due to be complete and close out under budget.	36500	770,000	Administrative	Project is due to be complete and closeout	Approved

2020 Reductions Summary Capital

Dept	Reduction Number	Name of Reduction	Home BSL (Lookup)	Master Project Code	Master Project Title (Lookup)	Description	Fund Code	2020 Reduction	Legislated or Administrative	Impact: Please include impact to customers, RSJ, language access, employees, legal and others	Recommendation Status
SDOT	163a (split)	Contractor Delivered Stairways	BC-TR-19003	MC-TR-C031	Pedestrian Master Plan - Stairway Rehabilitation	Reduced stairway projects delivered by contractor.	10398	400,000	Administrative	Not delivering these stairway projects impacts pedestrian safety negatively by not replacing or upgrading public ROW stairway assets to current standards.	Approved
SDOT	163b (split)	Contractor Delivered Stairways	BC-TR-19003	MC-TR-C031	Pedestrian Master Plan - Stairway Rehabilitation	Reduced stairway projects delivered by contractor.	19900	600,000	Administrative	Not delivering these stairway projects impacts pedestrian safety negatively by not replacing or upgrading public ROW stairway assets to current standards.	Approved
SDOT	163c (split)	Contractor Delivered Stairways	BC-TR-19003	MC-TR-C031	Pedestrian Master Plan - Stairway Rehabilitation	Reduced stairway projects delivered by contractor.	30020	262,512	Administrative	Not delivering these stairway projects impacts pedestrian safety negatively by not replacing or upgrading public ROW stairway assets to current standards.	Approved
SDOT	167	Center City Connector	BC-TR-19003	MC-TR-C040	Center City Streetcar Connector	Halt design work in 2020, but complete remaining procurement and minimal project development work. Conduct operations plan update for Sept 2020 SLI due date.	13000	8,000,000	Administrative	CCC project work would be reduced to minimal project development activities. Schedule would be extended indefinitely.	Approved
SDOT	176a (split)	Pedestrian Master Plan Sidewalks	BC-TR-19003	MC-TR-C058	Pedestrian Master Plan - New Sidewalks	Delay construction of new sidewalks on Sand Point Way NE between NE 70th St and NE 77th St; intersection reconfiguration at Sand Point Way NE & NE 74th St; crossing improvements Sand Point Way & NE 77th St and Sand Point Way & NE 70th St	10398	1,225,783	Administrative	Project was committed to neighbors and Seattle Parks--project has been a neighborhood priority improvement; impacts to in-house outreach, project management, and construction management staff; impacts to Levy to Move Seattle deliverables	Approved
SDOT	176b (split)	Pedestrian Master Plan Sidewalks	BC-TR-19003	MC-TR-C058	Pedestrian Master Plan - New Sidewalks	Delay construction of new sidewalks on Sand Point Way NE between NE 70th St and NE 77th St; intersection reconfiguration at Sand Point Way NE & NE 74th St; crossing improvements Sand Point Way & NE 77th St and Sand Point Way & NE 70th St	13000	1,225,783	Administrative	Project was committed to neighbors and Seattle Parks--project has been a neighborhood priority improvement; impacts to in-house outreach, project management, and construction management staff; impacts to Levy to Move Seattle deliverables	Approved
SDOT	176	Pedestrian Master Plan Sidewalks	BC-TR-19003	MC-TR-C058	Pedestrian Master Plan - New Sidewalks	Delay construction of new cost-effective walkways on 32nd Ave S	18500	190,869	Administrative	Projects serve walking routes for students of Dearborn Park Intl School, Ingraham HS, and Wing Luke ES; impact to Levy to Move Seattle deliverables; impacts to in-house outreach and construction management staff	Approved
SDOT	177	Pedestrian Master Plan School Projects	BC-TR-19003	MC-TR-C059	Pedestrian Master Plan - School Safety	Delay contribution toward pedestrian lighting in Bitter Lake Playfield. Project is currently planned to be delivered by Seattle Parks Department.	18500	40,000	Administrative	Project identified through community walk audit	Approved
SDOT	179	Bike Master Plan - Protected Bike Lanes	BC-TR-19003	MC-TR-C062	Bike Master Plan - Protected Bike Lanes	Delay upgrades to new projects not covered by capital budget.	10398	600,000	Administrative		Approved
SDOT	179	Bike Master Plan - Protected Bike Lanes	BC-TR-19003	MC-TR-C062	Bike Master Plan - Protected Bike Lanes	Delay new bike rack installations.	10398	401,000	Administrative	Bike rack requests to customers would not be met	Approved

2020 Reductions Summary Capital

Dept	Reduction Number	Name of Reduction	Home BSL (Lookup)	Master Project Code	Master Project Title (Lookup)	Description	Fund Code	2020 Reduction	Legislated or Administrative	Impact: Please include impact to customers, RSJI, language access, employees, legal and others	Recommendation Status
SDOT	179	Bike Master Plan - Protected Bike Lanes	BC-TR-19003	MC-TR-C062	Bike Master Plan - Protected Bike Lanes	Pause planning and design work on Alaskan Way and Georgetown to Downtown bike lanes.	13000	120,000	Administrative	delays plan work for projects that don't have construction funds	Approved
SDOT	179	Bike Master Plan - Protected Bike Lanes	BC-TR-19003	MC-TR-C062	Bike Master Plan - Protected Bike Lanes	Pause feasibility study for MLK Rainier to S Henderson bike lanes.	10398	75,000	Administrative	This would delay a southend project that currently does not have construction funding	Approved
SDOT	179	Bike Master Plan - Protected Bike Lanes	BC-TR-19003	MC-TR-C062	Bike Master Plan - Protected Bike Lanes	Delay SODO Trail project work.	13000	40,000	Administrative	No impact	Approved
SDOT	179	Bike Master Plan - Protected Bike Lanes	BC-TR-19003	MC-TR-C062	Bike Master Plan - Protected Bike Lanes	Delay bike spot project delivered for the N 40th paving project.	13000	40,000	Administrative		Approved
SDOT	179	Bike Master Plan - Protected Bike Lanes	BC-TR-19003	MC-TR-C062	Bike Master Plan - Protected Bike Lanes	Delay updates to CCBN projects installed in 2019	10398	130,000	Administrative		Approved
SDOT	184	Route 40 MMC	BC-TR-19003	MC-TR-C079	Route 40 Transit-Plus Multimodal Corridor	Delay consultant design work post-30% design.	10398	600,000	Administrative	Transit operations improvements in 2023	Approved
SDOT	189	Sound Transit 3	BC-TR-19003	MC-TR-C088	Sound Transit 3	Delay on-call consultant contract. Defer Graham St. Station Planning in line with ST schedule.	13000	575,000	Administrative	Contract supports citywide workplan development, strategic planning, environmental review (DEIS for WSBLE), design and engineering (ex: 5th Ave NE 100 percent ROW design), community outreach and planning facilitation, cost estimating (to support Scorecard for 3rd Party funding calculations). Much of this work will be reassigned to city staff and will likely be delayed. Retaining funding on the contract for work the city does not have capacity to do (e.g., cost estimating). OOCs were intended to support Project Management for 130th and 145th; Engineering Support, Environmental Review for WSBLE. Work will need to be reassigned to other SDOT division staff or be delayed (and delay ST's schedule). No impact to delaying Graham St Station Planning.	Approved
SDOT	192	Market to MOHAI (TNC, Double Counted)	BC-TR-19003	MC-TR-C095	Market to MOHAI	Delay Phase 2 of Market to MOHAI pedestrian street lighting project.	100	396,000	Administrative	Pedestrian Lighting along the corridor will not be installed until a later date	Approved
SDOT	194	STBD Capital Projects	BC-TR-19003	MC-TR-C097	Seattle Transportation Benefit District - Capital Improvements	Delay 12 projects.	19900	7,282,954	Administrative	Reduce SDOT's improvements to transit speed and reliability and passenger improvements.	Approved

2020 Reductions Summary Capital

Dept	Reduction Number	Name of Reduction	Home BSL (Lookup)	Master Project Code	Master Project Title (Lookup)	Description	Fund Code	2020 Reduction	Legislated or Administrative	Impact: Please include impact to customers, RSJ, language access, employees, legal and others	Recommendation Status
SDOT	198	Fortson Square Redevelopment (TNC, Double Counted)	BC-TR-19003	MC-TR-C104	Fortson Square Redesign Implementation	Delay city Fortson Square redevelopment neighboring Chief Sealth Club renovation. No impact on CSC renovation project.	100	396,000	Administrative	City would not move forward on redevelopment project at this time.	Approved
SDOT	199	Thomas Street Redesign (TNC, Double Counted)	BC-TR-19003	MC-TR-C105	Thomas Street Redesign	Delay redesign of Thomas Street.	100	777,000	Administrative	This is a new project created via CBA SDOT-912-A-1.	Approved
SDOT	200	Fauntleroy SW	BC-TR-19003	MC-TR-C046	Fauntleroy Way SW Boulevard	Delay Fauntleroy project to next levy.	10398	1,000,000	Administrative	Delays Fauntleroy until the next levy.	Approved
SDOT	201	SPU South Park Drainage	BC-TR-19001	MC-TR-C054	SPU Drainage Partnership - South Park	Delay work on South Park Drainage Project.	10398	6,000,000	Administrative	No impact, work was delayed by SPU into 2021.	Approved
SDOT	202	Burke-Gilman Trail	BC-TR-19003	MC-TR-C044	Burke-Gilman Trail Extension	Delay Burke-Gilman components.	10398	3,029,950	Administrative	No impact, work was delayed due to legal action.	Approved
SDOT	203	Market Arterial Asphalt	BC-TR-19001	MC-TR-C070	Arterial Asphalt and Concrete Program	Pause paving project prior to construction.	10398	5,000,000	Administrative	Delay project.	Approved
SDOT	204	23rd Avenue Corridor Phase 3	BC-TR-19003	MC-TR-C037	23rd Avenue Corridor Improvements	Phase 3 of project paused for final design for restriping and safe	10398	1,400,000	Administrative	Delay project.	Approved
SDOT	205	Thorton Creek Ped Projects	BC-TR-19003	MC-TR-C059	Pedestrian Master Plan - School Safety	Pause traffic calming on NE 40th	18500	50,000	Administrative	Delay project.	Approved
SDOT	206	Ashworth Signal/Sidewalks	BC-TR-19003	MC-TR-C059	Pedestrian Master Plan - School Safety	Pause project.	18500	200,000	Administrative	Delay project.	Approved
Subtotal Administrative								48,654,025			
Subtotal Legislated								19,956,764			
TOTAL APPROVED								68,610,789			
SPL		Levy-funded major maintenance projects (2012 Levy funds)	BC-PL-B3000	MC-PL-B3011	Library Major Maintenance	Specifically, ADA/exterior access improvements at Douglass-Truth branch and replacement of century-old Queen Anne branch roof	18100	1,900,000		Deferral could increase ultimate cost if local construction market remains highly competitive and/or if branch issues worsen; could also jeopardize levy commitment to voters to maintain buildings.	Rejected
SPL		Levy-funded major maintenance projects (2019 levy funds)	BC-PL-B3000	MC-PL-B3011	Library Major Maintenance	Specifically, roof repair at Lake City branch and retaining wall repair at Queen Anne branch	18200	950,000		Deferral could increase ultimate cost if local construction market remains highly competitive and/or if branch issues worsen; could also jeopardize levy commitment to voters to maintain buildings.	Rejected
SDOT	139	Paving Projects	BC-TR-19001	MC-TR-C071	Arterial Major Maintenance	SDOT reduce Move Seattle goals.	10398	150,000	Administrative	Will struggle to meet Move Seattle deliverables and City of Seattle ADA consent decree.	Rejected
SDOT	150	Street Ends Improvement	BC-TR-19003	MC-TR-C011	Shoreline Street End Program	Delay improvement of 2-3 shoreline street ends.	13000	638,679	Administrative	We would not improve 2-3 shoreline street ends.	Rejected

2020 Reductions Summary Capital

Dept	Reduction Number	Name of Reduction	Home BSL (Lookup)	Master Project Code	Master Project Title (Lookup)	Description	Fund Code	2020 Reduction	Legislated or Administrative	Impact: Please include impact to customers, RSJI, language access, employees, legal and others	Recommendation Status
SDOT	166a (split)	Construction management & outreach consultants; SDOT Project Management & Construction Management	BC-TR-19003	MC-TR-C037	23rd Avenue Corridor Improvements	Reduce construction management contracts, delay construction.	10398	1,885,423	Administrative	Safety improvements - top 5 most dangerous intersection in Seattle (23rd E & E John St); no discernable RSJI; no legal liability due to no construction or construction management contracts yet; could impact SDOT employees if construction management were brought in-house	Rejected
SDOT	166b (split)	23rd Avenue Corridor	BC-TR-19003	MC-TR-C037	23rd Avenue Corridor Improvements	Excess reimbursable authority to be abandoned; work complete under budget.	13000	99,778	Administrative	No impact. Remaining grant totals \$99,778.	Rejected
SDOT	166c (split)	23rd Avenue Corridor	BC-TR-19003	MC-TR-C037	23rd Avenue Corridor Improvements	Excess reimbursable authority to be abandoned; work complete under budget.	13000	0	Administrative	No impact. Grant is closed.	Rejected
SDOT	166d (split)	23rd Avenue Corridor	BC-TR-19003	MC-TR-C037	23rd Avenue Corridor Improvements	Delay construction management and contract work for Phase 2 close-out.	13000	6,956	Administrative	Safety improvements - top 5 most dangerous intersection in Seattle (23rd E & E John St); no discernable RSJI; no legal liability due to no construction or construction management contracts yet; could impact SDOT employees if construction management were brought in-house	Rejected
SDOT	166e (split)	23rd Avenue Corridor	BC-TR-19003	MC-TR-C037	23rd Avenue Corridor Improvements	Excess reimbursable authority to be abandoned; work complete under budget.	13000	79,021	Administrative	No impact. Excess reimbursable authority for SPU and SCL costs.	Rejected
SDOT	173	Route 7 Transit MMC	BC-TR-19003	MC-TR-C053	Route 7 Transit-Plus Multimodal Corridor Project	Delay project.	10398	697,000	Administrative	Would impact the Levy deliverable and future KC Metro RapidRide R line.	Rejected
SDOT	179	Bike Master Plan - Protected Bike Lanes	BC-TR-19003	MC-TR-C062	Bike Master Plan - Protected Bike Lanes	Delay planning for Phase 2 of 4th Ave bike lanes.	13000	100,000	Administrative	4th Ave is part of the Center City Bike Network. Delay Levy mileage	Rejected
SDOT	187	Graham Street Station	BC-TR-19003	MC-TR-C082	Graham Street Station	Reduce unneeded carryforward amount. Project temporarily on hold pending larger Sound Transit funding.	10398	4,950	Administrative	None.	Rejected
SDOT	193	Georgetown to South Park Trail	BC-TR-19003	MC-TR-C096	Georgetown to South Park Trail	Delay 30% design of trail, delay grant application.	13000	340,382	Administrative	Project identified through Georgetown Mobility Study and Duwamish Valley Action Plan	Rejected

**2020 Reductions Summary
Central Real Estate Excise Tax (REET) Reductions**

Department	Name of Reduction	Home BSL (Lookup)	Master Project Code	Master Project Title (Lookup)	Description	Fund Code	Capital Resource	2020 Reduction (dollars)
Municipal Energy Efficiency Program (MEEP) REDUCTIONS								
FAS	Seattle Municipal Tower	BC-FA-EXTPROJ	MC-FA-ENEFFMBLD	Energy Efficiency for Municipal Buildings	Some delay in the onset of energy savings, OSE will request replacement re-appropriation in 2021 and 2022 to move this project forward	30010	RS-ExcTax1	120,000
FAS	Seattle Childrens Theatre	BC-FA-EXTPROJ	MC-FA-ENEFFMBLD	Energy Efficiency for Municipal Buildings	Some delay in the onset of energy savings, OSE will request replacement re-appropriation in 2021 and 2022 to move this project forward	30010	RS-ExcTax1	145,000
FAS	North Precinct	BC-FA-EXTPROJ	MC-FA-ENEFFMBLD	Energy Efficiency for Municipal Buildings	Some delay in the onset of energy savings, OSE will request replacement re-appropriation in 2021 and 2022 to move this project forward	30010	RS-ExcTax1	127,000
FAS	Mandatory Building Tune-ups	BC-FA-EXTPROJ	MC-FA-ENEFFMBLD	Energy Efficiency for Municipal Buildings	Some delay in the onset of energy savings, OSE will request replacement re-appropriation in 2021 to complete this required body of work.	30010	RS-ExcTax1	185,000
FAS	Mandatory Building Tune-ups AWC Building A	BC-FA-EXTPROJ	MC-FA-ENEFFMBLD	Energy Efficiency for Municipal Buildings	Project is closely coordinated with companion scope sponsored by FAS. Some delay in the onset of energy savings, OSE will request replacement re-appropriation in 2021-22 to complete this required body of work.	30010	RS-ExcTax1	300,000
FAS	Municipal Energy Jefferson CC Stabilization	BC-FA-EXTPROJ	MC-FA-ENEFFMBLD	Energy Efficiency for Municipal Buildings	Some delay in the onset of energy savings, OSE will request replacement re-appropriation in 2021 and 2022 to move this project forward	30010	RS-ExcTax1	180,052
FAS	Municipal Energy Magnolia CC Stabilization	BC-FA-EXTPROJ	MC-FA-ENEFFMBLD	Energy Efficiency for Municipal Buildings	Some delay in the onset of energy savings, OSE will request replacement re-appropriation in 2021 and 2022 to move this project forward	30010	RS-ExcTax1	10,421
FAS	Municipal Energy Hiawatha Phase I Stabilization	BC-FA-EXTPROJ	MC-FA-ENEFFMBLD	Energy Efficiency for Municipal Buildings	Some delay in the onset of energy savings, OSE will request replacement re-appropriation in 2021 and 2022 to move this project forward	30010	RS-ExcTax1	87,924
FAS	2019-20 O&M Improvements	BC-FA-EXTPROJ	MC-FA-ENEFFMBLD	Energy Efficiency for Municipal Buildings	Small loss of savings	30010	RS-ExcTax1	8,774
FAS	Hiring Freeze - Resource Conservation Advisor to assist with overall Municipal Energy Efficiency Program and with development of electrification strategies. Position left open.	BC-FA-EXTPROJ	MC-FA-ENEFFMBLD	Energy Efficiency for Municipal Buildings	Will mean delaying completion of the municipal buildings electrification strategy reports that were asked for on June 1, 2020 and Jan. 1, 2021 as part of the Green New Deal Executive Order. And, delays progress on City goal to reduce energy use and GHG emissions in our facilities as part of Mayor's Climate Action Strategy	30010	RS-ExcTax1	113,000
CEN	MEEP reduction: Bagley Wright Theater LED	BC-SC-S03P01	MC-SC-S1003	MEEP	Defer Bagley Wright Theater LED lighting improvement	30010	RS-ExcTax1	53,000
CEN	MEEP reduction: McCaw Hall Back of House LED	BC-SC-S03P01	MC-SC-S1003	MEEP	Defer Children's Theatre HVAC improvements	30010	RS-ExcTax1	80,000
CEN	MEEP swap REET reduction: Parking Repairs & Improvements	BC-SC-S03P01	MC-SC-S0301	Parking Repairs and Improvements	Delay restriping and garage maintenance	30010	RS-ExcTax1	123,480
SPR	Municipal Energy South Park CC Stabilization	BC-PR-40000	MC-PR-41030	MEEP - Parks	Stabilization Project-OSE would request replacement re-appropriation in 2021 to match the projected physical construction date of this project.	30010	RS-ExcTax1	61,774
SPR	Municipal Energy Jefferson CC Stabilization	BC-PR-40000	MC-PR-41030	MEEP - Parks	Stabilization Project-OSE would request replacement re-appropriation in 2021 to match the projected physical construction date of this project.	30010	RS-ExcTax1	180,052
SPR	Municipal Energy Magnolia CC Stabilization	BC-PR-40000	MC-PR-41030	MEEP - Parks	Stabilization Project-OSE would request replacement re-appropriation in 2021 to match the projected physical construction date of this project.	30010	RS-ExcTax1	122,523
SPR	Municipal Energy Hiawatha Phase I Stabilization	BC-PR-40000	MC-PR-41030	MEEP - Parks	Stabilization Project-OSE would request replacement re-appropriation in 2021 to match the projected physical construction date of this project.	30010	RS-ExcTax1	40,000
SPR	2017-2018 Building Tune-ups Westbridge (2020)	BC-PR-40000	MC-PR-41030	MEEP - Parks	Small loss of savings. This is a cut, funding will not be requested to restore. Building tune-ups a Parks Facilities are complete	30010	RS-ExcTax1	30,000
SPR	2019-2020 Building Tune ups Magnuson 47, 11 (2019)	BC-PR-40000	MC-PR-41030	MEEP - Parks	Small loss of savings. This is a cut, funding will not be requested to restore. Building tune-ups a Parks Facilities are complete	30010	RS-ExcTax1	32,000
MEEP Reductions Subtotal								2,000,000
Other REET								
SPR	Delay Aquarium Expansion contributions	BC-PR-20000	MC-PR-21006	Aquarium Expansion	This will delay a portion of the City's contribution to the Aquarium Expansion project	30010	RS-ExcTax1	9,000,000
SDOT	Your Voice, Your Choice Reduction	BC-TR-19003	MC-TR-C022	Neighborhood Parks Street Fund - Your Voice, Your Choice	Reduce VVYC by \$1m in 2020.	30020	RS-ExcTax2	1,000,000
FG	REET Debt Service for existing projects	BO-FG-2QA00	NA	NA	This change pays for existing debt service with REET on REET eligible projects	30010	RS-ExcTax1	(3,351,905)
Central REET Reductions Total								6,648,095

2020 Reductions Summary
Operating

Dept	Name of Reduction	Description of Reduction—Include what would not get done.	Impacts	BSL Title	BSL Code	Budget Program Title	Budget Program Code	Fund Code	2020 Reduction (dollars)	FTEs	Recommendation Status
ARTS	Training	Staff Professional Development opportunities	Employee morale and development would be impacted.	Leadership and Administration	BO-AR-VA150	Dept Indirect Costs	PO-AR-VA152	12400	70,000		Approved
ARTS	Salary Savings	Hiring hold on Public Art Program Manager	Work is being covered by redeployed staff during crisis	Public Art	BO-AR-2VMAO1	Public Art	PO-AR-2VMAO1	12010	74,000		Approved
ARTS	Salary Savings	Hiring hold on Communications Specialist	Work is being covered by redeployed staff during crisis	Arts and Cultural Programs	BO-AR-VA160	Communication Outreach and Events	PO-AR-VA161	12400	60,000		Approved
ARTS	Security	Facility closure leads to reduced security need		Arts and Cultural Programs	BO-AR-VA160	Cultural Facilities Operations	PO-AR-VA165	12400	8,000		Approved
ARTS	Artwork Conservation	Shift of funding rather than reduction.		Public Art	BO-AR-2VMAO1	Artwork Conservation	PO-AR-2VMAO2	12400	121,176		Rejected
ARTS	History Link	Updates to the History Link web site	Updates to this community resource would be delayed until funding could be restored.	Arts and Cultural Programs	BO-AR-VA160	Activations Equity Youth	PO-AR-VA163	12400	35,000		Rejected
CBO	Cut travel budget			City Budget Office				100	15,000		Approved
CBO	Personnel underspend			City Budget Office				100	200,000		Approved
CEN	Administrative Savings			Leadership and Administration	BO-SC-69000	Departmental Indirect Costs	PO-SC-69100	11410	319,740	0	Approved
CEN	Event Impacts	Reduced expenses due to lower event loads		McCaw Hall	BO-SC-65000	McCaw Hall	PO-SC-65100	11430	1,004,000	0	Approved
CEN	Event Impacts	Reduced expenses due to lower event loads		Campus	BO-SC-60000	Commercial Events	PO-SC-64100	11410	588,000	0	Approved
CEN	Event Impacts	Reduced expenses due to lower event loads		Campus	BO-SC-60000	Community Programs	PO-SC-62100	11410	213,940	0	Approved
CEN	Parking Impacts	Reduced staffing of parking garages		Campus	BO-SC-60000	Access	PO-SC-67000	11410	133,500	0	Approved
CEN	Grounds Savings	Reduced Maintenance		Campus	BO-SC-60000	Campus Grounds	PO-SC-60100	11410	164,000	0	Approved
CEN	McCaw Capital Fund Pause	City, Ballet, and Opera suspend contributions to McCaw Hall Capital Reserve Fund	City suspends \$299,000 contribution, matching contribution also suspended. This has been approved for 2020 and 2021	McCaw Hall	BO-SC-65000	McCaw Hall	PO-SC-65100	30010	299,000	0	Approved
CEN	Reduce contract amount for Arena construction financial consultant	In CEN's budget is \$600k to cover two years of consulting costs for Arena construction finances. LAW is managing the contract and now that we are halfway through the first year, has determined that \$100K per year will be enough.		Campus	BO-SC-60000	Campus Grounds	PO-SC-60100	100	400,000		Approved
CIV	Travel/training	ED and Commissioners cancel plans to attend Commissioner training in Yakima in September	Two new commissioners and new ED would not attend this fundamental training. Will be less educated about role of commissions and processes for performing work of commission.	Leadership and Administration	BO-IG-1000			100	1,200	0	Approved
CPC	Delay Complainant Appeals Task Force	Delay convening the Complainant Appeals Task Force required by the 2017 Accountability Ordinance - Companion Resolution to develop a Complaint Appeals Process.	The legally required item of the task force would be delayed. It would be difficult to convene the task force due to COVID-19 and the inability to convene groups of Stakeholders at this time.	Leadership and Administration	BO-CP-X1P00			100	30,000	0	Rejected
CPC	Delay hiring of 1 Strategic Advisor I Position	One Full Time Strategic Advisor I (Policy Analyst Position)	2020 Work Plan production will be reduced due to diminished bandwidth of personnel in absorbing the work of one FTE.	Leadership and Administration	BO-CP-X1P00			100	119,000	1	Rejected
DEEL	Delayed programming	Delayed RFI release resulting in funds not being distributed to schools on the original schedule.	Savings from deferred services during the 19-20 school year.					17871	60,000		Approved
DEEL	Shift Expenses from GF to Levy	This item shifts General Fund personnel costs from the General Fund to the Levy.	No impact					100	2,000,000		Approved
DEEL	2020 Portion of FEPP 19-20 SY Other Comprehensive Support Funds	Reduce budget allocation due to projected decrease in services needed due to school closure (i.e., program support)	Reducing amount may lead to insufficient funding should schools open and demand increases. This reduction may also impact CBOs who deliver these services; although services are delivered on an as-needed basis. This reduction represents a 50% reduction in funding for the 20 portion of the 19-20 SY budget.					17871	280,803		Approved
DEEL	2020 Portion of FEPP 19-20 SY Quality Teaching Funds	Reduce budget allocation due to projected decrease in services needed due to school closure (i.e., training and assessment)	Reducing funding may lead to insufficient funding if schools reopen before the end of the 19-20 SY. DEEL is proposing a 50% reduction in QPPD training, curriculum and classroom maintenance funds in this item to account for the time out of school for the 20 portion of the 19-20 SY.					17871	378,066		Approved
DEEL	2020 Portion of FEPP 19-20 SY Facilities Funds	Reduce funding for the next RFI for SPP Facilities Funds.	This amount is funding left over from the 2019 RFI for SPP Facilities Development. Reducing this balance would reduce the amount available for the next round RFI and the amount available for CBOs to improve their facilities.					17871	600,000		Approved
DEEL	CCAP Expansion (SBT)	Delay CCAP expansion.	This would reduce funding available for CCAP expansion. Due to the Covid-19 Pandemic, CCAP has not been able to expand as rapidly as was anticipated in the 2020 Adopted Budget.					155	889,000		Approved
DEEL	2020 Hiring Freeze 6 Month Savings - FEPP Early Learning	Delay hiring of approved positions: Admin Spec 2, Human Services Program Supervisor	This is savings from a temporary hiring delay for positions that DEEL has deemed non-essential during the COVID-19 crisis. Long-term delay of hiring would impact DEEL's ability to deliver essential functions related to finance and child care					2 17871	107,812		Approved
DEEL	2020 Hiring Freeze 6 Month Savings - SBT Early Learning	Delay hiring of approved positions: Junior Early Learning Coach	This is savings from a temporary hiring delay for positions that DEEL has deemed non-essential during the COVID-19 crisis. Long-term delay of hiring would impact DEEL's ability to deliver essential functions related to finance and child care					155	58,904	1	Approved
DEEL	2020 Hiring Freeze 6 Month Savings - FEPP K-12	Delay hiring of approved positions: 2.0 FTE K-12 Strategic Advisors, 1.0 FTE Planning & Development Specialist I	This is savings from a temporary hiring delay for positions that DEEL has deemed non-essential during the COVID-19 crisis. Long-term delay of hiring would impact DEEL's ability to achieve the outcomes included in the FEPP Levy Implementation & Evaluation Plan.					17871	225,120	3	Approved
DEEL	2020 Hiring Freeze 6 Month Savings - FEPP L&A	Delay hiring of approved positions: Management Systems Analyst Sr, Accounting Technician II	This is savings from a temporary hiring delay for positions that DEEL has deemed non-essential during the COVID-19 crisis. Long-term delay of hiring would impact DEEL's ability to deliver on critical services.					17871	112,597	1.85	Approved
DEEL	2020 Vacancy Savings - to be achieved during the rest of the year							17871	210,000		Approved
DEEL	2020 Hiring Freeze 6 Month Savings - GF L&A	Delay hiring of approved positions: Management Systems Analyst Sr, Accounting Technician II	This is savings from a temporary hiring delay for positions that DEEL has deemed non-essential during the COVID-19 crisis. Long-term delay of hiring would impact DEEL's ability to deliver on critical services.					100	23,490	0.15	Approved
DEEL	Reduce Contract: BERK Consulting, Inc.	Analysis and recommendations for CCAP access and expansion	Status quo access issues and reduced expansion. CCAP aims to serve approx. 1,100 children in 2020. Approx. 70% of CCAP recipients identify as a race other than White. CCAP eligibility is between 200-300% of the Federal Poverty Level. DEEL has ramped up staffing to prepare for an increased volume in enrollment, which may be reduced by suspending/eliminating this contract.					155	10,000		Approved
DEEL	Terminate Contract: Emily Nolan	Workshop and SPS-DEEL meeting facilitation	Reduced support for executive leadership at both DEEL and SPS around FEPP Levy planning and implementation work. This work will resume after the COVID-19 outbreak ends and there is no additional funding identified or available for this purpose.					100	18,150		Approved
DEEL	Terminate Contract: 501 Commons	Organizational capacity support for Seattle Preschool Program and Pathway providers	SPS and Pathway providers would no longer have access to specialized organizational consulting services. Eliminating technical support reduces efficiency in meeting performance targets to close educational opportunity gaps for SPP and Pathway children. Program staff not able to provide these services					17861	45,755		Approved

2020 Reductions Summary
Operating

Dept	Name of Reduction	Description of Reduction—Include what would not get done.	Impacts	BSL Title	BSL Code	Budget Program Title	Budget Program Code	Fund Code	2020 Reduction (dollars)	FTEs	Recommendation Status
DEEL	Shift contract to FEL: school's Out Washington	Professional development services focused on assessment, coaching, and training for CCAP providers	Shifts contract to FEL. Approximately 35 CCAP providers that offer school-age care would no longer have access to these services. Youth development programs serve low-income youth, youth of color, and refugees. Most of the training has focused on racial equity. Increased demand on DEEL's Early Learning Coaches. There may not be capacity to fill this gap.					100	84,263		Approved
DEEL	Terminate Contract: Milepost Consulting	CCAP outreach communication design	Status quo outreach materials. CCAP aims to serve approx. 1,100 children in 2020. Appx. 70% of CCAP recipients identify as a race other than White. CCAP eligibility is between 200-300% of the Federal Poverty Level. Additional training and work for the communications team in updating flyers					155	4,952		Approved
DEEL	Terminate Contract: University of Washington	Program evaluation of Safe Routes to School Learning Landscapes pilot project at Northgate Elementary	Program evaluation would not take place for this SDOT and DEEL joint effort aiming to increase opportunities for meaningful adult/child and child/child interaction and children's playful learning overall. DEEL staff would not be able to absorb/complete this work					17871	24,880		Approved
DEEL	Terminate Contract: SABArchitects	Project feasibility and pre-development services for Seattle Preschool Program and Pathway providers.	Limits potential capacity and effectiveness of existing and potential preschool spaces. Limits expansion of the Seattle Preschool Program which aims to close educational opportunity gaps. DEEL staff would not be able to provide these services					17861	75,000		Approved
DEEL	Terminate Contract: Anjali Grant Design LLC	Project feasibility and pre-development services for Seattle Preschool Program and Pathway providers.	Limits potential capacity and effectiveness of existing and potential preschool spaces. Limits expansion of the Seattle Preschool Program which aims to close educational opportunity gaps. DEEL staff would not be able to provide these services					17861	75,000		Approved
DEEL	Terminate Contract: CAST Design LLC / CAST Architecture	Project feasibility and pre-development services for Seattle Preschool Program and Pathway providers.	Limits potential capacity and effectiveness of existing and potential preschool spaces. Limits expansion of the Seattle Preschool Program which aims to close educational opportunity gaps. DEEL staff would not be able to provide these services					17861	75,000		Approved
DEEL	Terminate Contract: University of Washington	Middle School focused math professional development series	Targeted Levy funded middle school math teachers would no longer participate in these PD, collaboration, and coaching services. Eliminating professional development reduces efficiency in meeting performance targets to close educational opportunity gaps for Levy funded Middle School math students. DEEL staff collaborates with consultant on implementation of this initiative, that body of work would stop.					17871	12,053		Rejected
DEEL	Terminate Contract: Funda Pehlivanoglu Noyes	English Language Learner Professional development, collaboration, and instructional coaching services.	Targeted Levy elementary schools (Olympic Hills and Wing Luke) would no longer have access to these specialized services. Transitional bilingual percent of students at Olympic Hills (30.8%) and Wing Luke (39.5%). DEEL staff collaborates with consultant on implementation of this initiative, that body of work would stop.					17871	5,100		Rejected
DEEL	Terminate Contract: Katherine Crichton	English Language Learner Professional development, collaboration, and instructional coaching services.	Targeted Levy elementary schools (7 total), SP5 ELL Coaches, and SP5 central office collaborators would no longer have access to these specialized services.					17871	15,300		Rejected
DEEL	Terminate Contract: University of Washington: Haring Center	Coaching and professional development at ECEAP sites.	5 ECEAP agencies would lose access to these services. Eliminating professional development and coaching reduces efficiency in meeting performance targets to close educational opportunity gaps for ECEAP preschool students. ECEAP coaches are hired through the Haring Center to provide specific Early Achievers coaching to 5 sites required by our DCYF contract. These sites would no longer have access to EA coaching and resources.					100	17,100		Rejected
DEEL	Reduce Contract: Kevin Baker Consulting LLC	Cofacilitation of anti-bias training and RFI review panelist orientations	RFI processes are currently on hold. Continuing processes could have facilitation led by DEEL staff.					17871	18,225		Rejected
DEEL	Terminate Contract: Tabitha Beaupain	Administration of the Peabody Picture Vocabulary Test	Up to 1,000 preschool students at 21 sites. The PPVT is an important measure of progress for preschool programs working to close the educational opportunity gap. Coaching staff will not have information to support classrooms; evaluation will not be able to confirm Kindergarten readiness performance benchmarks.					17871	50,541		Rejected
DEEL	Terminate Contract: University of Washington	Data collection to support the evaluation and support of the Seattle Preschool Program.	1,700 preschoolers at 67 sites. SPP assessments determine if SPP is closing the educational opportunity gap. DEEL will be unable to measure the potentially disparate impact the COVID closures have had on students of color. Evaluation staff will not know if children are ready for kindergarten. Coaching staff will not have the information to support classroom quality improvement.					17861 and 17871	62,711		Rejected
DEEL	Terminate Contract: University of Washington: Center for Education Leadership	Leading Professional Development Implementation for Middle School Leaders - Math Professional Development Series	Levy funded Middle Schools would not receive on site professional development. Eliminating professional development reduces efficiency in meeting performance targets to close educational opportunity gaps for Levy funded Middle School math students. DEEL staff collaborates with consultants on implementation of this initiative, that body of work would stop.						3,142		Rejected
DEEL	Reduce Contract: National Equity Project	Culturally responsive curriculum provision and related professional development	Curriculum and professional development could be reduced at 4 Kingmakers schools (Aki, Denny, Mercer, and Interagency). Our Best/Kingmakers aims to increase the academic and social development of African American males within Seattle Public Schools. DEEL staff would not be able to provide these services					17871	59,625		Rejected
DEEL	SBT - SPP Capital Facilities Funding	Eliminates one-time SBT funding for SPP capital facilities.	DEEL has FEEL levy funding to support SPP capital facility projects.					155	611,000		Approved
DON	Seattle Repertory Theater's Public Works Program	One-time funding to the Neighborhood Matching Fund (NMF) program to increase a grant for the Seattle Repertory Theater to support the Public Works Seattle project.	The Public Works Seattle project builds partnerships with community-based organizations to enable people of all backgrounds to participate in theater workshops and classes, attend performances, and create ambitious works of participatory theater.	Neighborhood Matching Fund	BO-DN-I3400	Neighborhood Matching	PO-DN-I3340	100	75,000		Approved
DON	Aids Memorial contract	In 2020, the plaza over Seattle's Capitol Hill and the north edge of Cal Anderson Park will become home to the Aids Memorial Pathway (AMP), a community driven and collaboratively funded project.	The AMP project began in 2017 to gather stories about those who lived and died with HIV/AIDS, and those who fought and continue to fight the virus, especially ethnic minorities who are disproportionately impacted by HIV/AIDS.	Community Building	BO-DN-I3300	Community Building		100	65,000	N/A	Approved
DON	Community Partnership Funds	This provides funding for neighborhood projects that are developed and implemented by community members	There will be no awards in February and May	Neighborhood Matching Fund	BO-DN-I3400	Neighborhood Matching Fund	PO-DN-I3340	100	1,500,000	N/A	Approved
DON	Find It Fix It Awards	This provides funds for grassroots projects to improve neighborhood infrastructure	There will be no awards for these projects	Community Building	BO-DN-I3300	Community Building		100	30,000	N/A	Rejected
DON	Duwamish River Opportunity Fund Awards	This supports new and existing small-scale programs focused on the challenges faced by communities in the Duwamish area.	There will be no awards for the entire year	Community Building	BO-DN-I3300	Community Building		100	250,000	N/A	Rejected
ETH	Delay hiring Ad Spec III (splits time with Ethics and Voucher Program so entered in two rows, once for each fund).	Will hold position vacant through 2020.	Reduced customer support; administrative tasks performed by higher paid staff.	Elections Vouchers	ETH - BO-ET-VT123			12300	31,000	0.5	Approved
ETH	Delay hiring Ad Spec III.	Will hold position vacant through 2020.	Reduced customer support; administrative tasks performed by higher paid staff.	Ethics and Elections	ETH - BO-ET-V1T00			100	31,000	0.5	Approved
ETH	Delay hiring Applications Developer.	Will hold this position vacant until September of 2020.	Reduced time to prepare for 2021 elections, but hiring in September will ensure that the necessary election work will get done.	Ethics and Elections	ETH - BO-ET-V1T00			100	102,000	1	Approved

**2020 Reductions Summary
Operating**

Dept	Name of Reduction	Description of Reduction—Include what would not get done.	Impacts	BSL Title	BSL Code	Budget Program Title	Budget Program Code	Fund Code	2020 Reduction (dollars)	FTEs	Recommendation Status
FAS	Delay position posting	Advertising used for position posting. Budget not needed during hiring freeze.	Minimal operational impact.	BO-FA-BUDCENTR - Leadership and Administration	BO-FA-BUDCENTR	PO-FA-DEPTIDC - Departmental Indirect Costs	PO-FA-DEPTIDC	50300	94	0	Approved
FAS	Hold contracting position vacant	Hold contracting position vacant	Minimal operational impact.	BO-FA-CPCS - City Purchasing & Contracting	BO-FA-CPCS	PO-FA-CONTRVSC - Contracting Services	PO-FA-CONTRVSC	50300	4,700	0	Approved
FAS	Reduce consultant use	Reduce consultant use	Minimal operational impact.	BO-FA-RCCP - Reg Compl & Consumer Protection	BO-FA-RCCP	PO-FA-RCCP - Reg Compl & Consumer Protection	PO-FA-RCCP	100	-	0	Approved
FAS	Reduce fuel usage	Reduce fuel usage as a result of travel reduction for inspectors	Minimal operational impact.	BO-FA-BUDCENTR - Leadership and Administration	BO-FA-BUDCENTR	PO-FA-DIVIDC - Divisional Indirect Costs	PO-FA-DIVIDC	50300	235	0	Approved
FAS	Reduce office supply purchases	Reduce office supply purchases	Minimal operational impact.	BO-FA-BUDCENTR - Leadership and Administration	BO-FA-BUDCENTR	PO-FA-DIVIDC - Divisional Indirect Costs	PO-FA-DIVIDC	50300	940	0	Approved
FAS	Reduce office supply purchases	Reduce office supply purchases	Minimal operational impact.	BO-FA-CPCS - City Purchasing & Contracting	BO-FA-CPCS	PO-FA-CONTRVSC - Contracting Services	PO-FA-CONTRVSC	50300	5,875	0	Approved
FAS	Reduce office supply purchases	Reduce office supply purchases	Minimal operational impact.	BO-FA-CPCS - City Purchasing & Contracting	BO-FA-CPCS	PO-FA-PURCHVSC - Purchasing Services	PO-FA-PURCHVSC	50300	2,350	0	Approved
FAS	Reduce office supply purchases	Reduce office supply purchases	Minimal operational impact.	BO-FA-SAS - Seattle Animal Shelter	BO-FA-SAS	PO-FA-SAS - Seattle Animal Shelter	PO-FA-SAS	100	-	0	Approved
FAS	Reduce use of professional services	Reduce use of professional services	Minimal operational impact.	BO-FA-CDCM - Capital Dev and Const Mgmt	BO-FA-CDCM	PO-FA-CDCM - Capital Dev and Const Mgmt	PO-FA-CDCM	50300	9,647	0	Approved
FAS	Reduction in training provided to staff; will result in a decrease in WMBE spending	Reduction in training provided to staff; will result in a decrease in WMBE spending	Minimal operational impact.	BO-FA-BUDCENTR - Leadership and Administration	BO-FA-BUDCENTR	PO-FA-DIVIDC - Divisional Indirect Costs	PO-FA-DIVIDC	50300	13,657	0	Approved
FAS	Travel/training/employee recognition reduction	Limit travel, training, employee recognition across units	Minimal operational impact.	BO-FA-BUDCENTR - Leadership and Administration	BO-FA-BUDCENTR	PO-FA-DEPTIDC - Departmental Indirect Costs	PO-FA-DEPTIDC	50300	34,518	0	Approved
FAS	Travel/training/employee recognition reduction	Limit travel, training, employee recognition across units	Minimal operational impact.	BO-FA-BUDCENTR - Leadership and Administration	BO-FA-BUDCENTR	PO-FA-DEPTIDC - Departmental Indirect Costs	PO-FA-DEPTIDC	50300	705	0	Approved
FAS	Travel/training/employee recognition reduction	Limit travel, training, employee recognition across units	Minimal operational impact.	BO-FA-BUDCENTR - Leadership and Administration	BO-FA-BUDCENTR	PO-FA-DIVIDC - Divisional Indirect Costs	PO-FA-DIVIDC	50300	22,772	0	Approved
FAS	Travel/training/employee recognition reduction	Limit travel, training, employee recognition across units	Minimal operational impact.	BO-FA-BUDCENTR - Leadership and Administration	BO-FA-BUDCENTR	PO-FA-DIVIDC - Divisional Indirect Costs	PO-FA-DIVIDC	50300	30,142	0	Approved
FAS	Travel/training/employee recognition reduction	Limit travel, training, employee recognition across units	Minimal operational impact.	BO-FA-CITYFINAN - City Finance	BO-FA-CITYFINAN	PO-FA-ACCTING - Citywide Accounting Services	PO-FA-ACCTING	50300	4,992	0	Approved
FAS	Travel/training/employee recognition reduction	Limit travel, training, employee recognition across units	Minimal operational impact.	BO-FA-CITYFINAN - City Finance	BO-FA-CITYFINAN	PO-FA-REVADMIN - Revenue Administration	PO-FA-REVADMIN	100	-	0	Approved
FAS	Travel/training/employee recognition reduction	Limit travel, training, employee recognition across units	Minimal operational impact.	BO-FA-CPCS - City Purchasing & Contracting	BO-FA-CPCS	PO-FA-CONTRVSC - Contracting Services	PO-FA-CONTRVSC	50300	78	0	Approved
FAS	Travel/training/employee recognition reduction	Limit travel, training, employee recognition across units	Minimal operational impact.	BO-FA-CPCS - City Purchasing & Contracting	BO-FA-CPCS	PO-FA-CONTRVSC - Contracting Services	PO-FA-CONTRVSC	50300	1,064	0	Approved
FAS	Travel/training/employee recognition reduction	Limit travel, training, employee recognition across units	Minimal operational impact.	BO-FA-CPCS - City Purchasing & Contracting	BO-FA-CPCS	PO-FA-PURCHVSC - Purchasing Services	PO-FA-PURCHVSC	50300	82	0	Approved
FAS	Travel/training/employee recognition reduction	Limit travel, training, employee recognition across units	Minimal operational impact.	BO-FA-CPCS - City Purchasing & Contracting	BO-FA-CPCS	PO-FA-PURCHVSC - Purchasing Services	PO-FA-PURCHVSC	50300	1,410	0	Approved
FAS	Travel/training/employee recognition reduction	Limit travel, training, employee recognition across units	Minimal operational impact.	BO-FA-FLEETS - Fleet Services	BO-FA-FLEETS	PO-FA-VEHFUEL - Vehicle Fueling	PO-FA-VEHFUEL	50300	190	0	Approved
FAS	Travel/training/employee recognition reduction	Limit travel, training, employee recognition across units	Minimal operational impact.	BO-FA-FLEETS - Fleet Services	BO-FA-FLEETS	PO-FA-VEHLEASE - Vehicle Leasing	PO-FA-VEHLEASE	50300	1,958	0	Approved
FAS	Travel/training/employee recognition reduction	Limit travel, training, employee recognition across units	Minimal operational impact.	BO-FA-FLEETS - Fleet Services	BO-FA-FLEETS	PO-FA-VEHMAINT - Vehicle Maintenance	PO-FA-VEHMAINT	50300	11,270	0	Approved
FAS	Travel/training/employee recognition reduction	Limit travel, training, employee recognition across units	Minimal operational impact.	BO-FA-FLEETS - Fleet Services	BO-FA-FLEETS	PO-FA-VEHMAINT - Vehicle Maintenance	PO-FA-VEHMAINT	50300	2,208	0	Approved
FAS	Travel/training/employee recognition reduction	Limit travel, training, employee recognition across units	Minimal operational impact.	BO-FA-RCCP - Reg Compl & Consumer Protection	BO-FA-RCCP	PO-FA-RCCP - Reg Compl & Consumer Protection	PO-FA-RCCP	100	-	0	Approved
FAS	Travel/training/employee recognition reduction	Limit travel, training, employee recognition across units	Minimal operational impact.	BO-FA-SAS - Seattle Animal Shelter	BO-FA-SAS	PO-FA-SAS - Seattle Animal Shelter	PO-FA-SAS	100	-	0	Approved
FAS	Travel/training/employee recognition reduction	Limit travel, training, employee recognition across units	Minimal operational impact.	BO-FA-SAS - Seattle Animal Shelter	BO-FA-SAS	PO-FA-SAS - Seattle Animal Shelter	PO-FA-SAS	100	-	0	Approved
FAS	Delay Animal Shelter Security Project	Delay planned project to upgrade SAS security system	Minimal operational impact.	BO-FA-BUDCENTR - Leadership and Administration	BO-FA-BUDCENTR	PO-FA-DIVIDC - Divisional Indirect Costs	PO-FA-DIVIDC	50300	2,320	0	Approved
FAS	Delay furniture replacement	Delay replacement of aging furniture	Minimal operational impact.	BO-FA-BUDCENTR - Leadership and Administration	BO-FA-BUDCENTR	PO-FA-DIVIDC - Divisional Indirect Costs	PO-FA-DIVIDC	50300	846	0	Approved
FAS	Underspend	Based on 2019 usage, 2020 budget reduction can be done with little to no impact.	Minimal operational impact.	BO-FA-BUDCENTR - Leadership and Administration	BO-FA-BUDCENTR	PO-FA-DIVIDC - Divisional Indirect Costs	PO-FA-DIVIDC	50300	14,410	0	Approved
FAS	Underspend	Based on 2019 usage, 2020 budget reduction can be done with little to no impact.	Minimal operational impact.	BO-FA-BUDCENTR - Leadership and Administration	BO-FA-BUDCENTR	PO-FA-DIVIDC - Divisional Indirect Costs	PO-FA-DIVIDC	50300	385	0	Approved
FAS	Underspend	Based on 2019 usage, 2020 budget reduction can be done with little to no impact.	Minimal operational impact.	BO-FA-CDCM - Capital Dev and Const Mgmt	BO-FA-CDCM	PO-FA-CDCM - Capital Dev and Const Mgmt	PO-FA-CDCM	50300	1,042	0	Approved
FAS	Underspend	Based on 2019 usage, 2020 budget reduction can be done with little to no impact.	Minimal operational impact.	BO-FA-CPCS - City Purchasing & Contracting	BO-FA-CPCS	PO-FA-CONTRVSC - Contracting Services	PO-FA-CONTRVSC	50300	180	0	Approved
FAS	Underspend	Based on 2019 usage, 2020 budget reduction can be done with little to no impact.	Minimal operational impact.	BO-FA-FACILITY - Facilities Services	BO-FA-FACILITY	PO-FA-SPACERENT - Space Rent	PO-FA-SPACERENT	50300	235	0	Approved
FAS	Underspend	Based on 2019 usage, 2020 budget reduction can be done with little to no impact.	Minimal operational impact.	BO-FA-FLEETS - Fleet Services	BO-FA-FLEETS	PO-FA-VEHFUEL - Vehicle Fueling	PO-FA-VEHFUEL	50300	73	0	Approved
FAS	Underspend	Based on 2019 usage, 2020 budget reduction can be done with little to no impact.	Minimal operational impact.	BO-FA-FLEETS - Fleet Services	BO-FA-FLEETS	PO-FA-VEHLEASE - Vehicle Leasing	PO-FA-VEHLEASE	50300	1,483	0	Approved
FAS	Underspend	Based on 2019 usage, 2020 budget reduction can be done with little to no impact.	Minimal operational impact.	BO-FA-FLEETS - Fleet Services	BO-FA-FLEETS	PO-FA-VEHMAINT - Vehicle Maintenance	PO-FA-VEHMAINT	50300	2,565	0	Approved
FAS	Underspend	Based on 2019 usage, 2020 budget reduction can be done with little to no impact.	Minimal operational impact.	BO-FA-FLEETS - Fleet Services	BO-FA-FLEETS	PO-FA-VEHMAINT - Vehicle Maintenance	PO-FA-VEHMAINT	50300	87	0	Approved

2020 Reductions Summary
Operating

Dept	Name of Reduction	Description of Reduction—Include what would not get done.	Impacts	BSL Title	BSL Code	Budget Program Title	Budget Program Code	Fund Code	2020 Reduction (dollars)	FTEs	Recommendation Status
FAS	Reduce Animal Shelter spending	Reduction in supplies for clinic based on anticipated changes in demand for services	Minimal operational impact.	BO-FA-SAS - Seattle Animal Shelter	BO-FA-SAS	PO-FA-SAS - Seattle Animal Shelter	PO-FA-SAS	100	-	0	Approved
FAS	Delay furniture replacement	Delay planned furniture and equipment replacements	Minimal operational impact.	BO-FA-BUDCENTR - Leadership and Administration	BO-FA-BUDCENTR	PO-FA-DIVIDC - Divisional Indirect Costs	PO-FA-DIVIDC	50300	2,350	0	Approved
FAS	Delay reorganization project	Delay start of reorganization contract with A&M.	Minimal operational impact.	BO-FA-BUDCENTR - Leadership and Administration	BO-FA-BUDCENTR	PO-FA-DEPTIDC - Departmental Indirect Costs	PO-FA-DEPTIDC	50300	16,450	0	Approved
FAS	Reduce internal audit contract	Reduce internal audit contract. Reduction will limit audit capacity, though some slow down of need in 2020 is anticipated.	Minimal operational impact.	BO-FA-BUDCENTR - Leadership and Administration	BO-FA-BUDCENTR	PO-FA-DEPTIDC - Departmental Indirect Costs	PO-FA-DEPTIDC	50300	26,161	0	Approved
FAS	Reduce fuel usage	Change business processes to use less fuel	Minimal operational impact.	BO-FA-BUDCENTR - Leadership and Administration	BO-FA-BUDCENTR	PO-FA-DIVIDC - Divisional Indirect Costs	PO-FA-DIVIDC	50300	2,350	0	Approved
FAS	Reallocate office equipment	Remove field services copier; field staff will change to using administrative copier	Minimal operational impact.	BO-FA-SAS - Seattle Animal Shelter	BO-FA-SAS	PO-FA-SAS - Seattle Animal Shelter	PO-FA-SAS	100	-	0	Approved
FAS	Underspend	Budget use not currently planned. Reduction will mean it is not be available to cover currently unknown future costs.	Minimal operational impact.	BO-FA-BUDCENTR - Leadership and Administration	BO-FA-BUDCENTR	PO-FA-DIVIDC - Divisional Indirect Costs	PO-FA-DIVIDC	50300	2,350	0	Approved
FAS	Underspend	Budget use not currently planned. Reduction will mean it is not be available to cover currently unknown future costs.	Minimal operational impact.	BO-FA-CITYFINAN - City Finance	BO-FA-CITYFINAN	PO-FA-ACCTING - Citywide Accounting Services	PO-FA-ACCTING	50300	940	0	Approved
FAS	Cessation of currently unplanned license and permit renewals	Cessation of currently unplanned license and permit renewals	Minimal operational impact.	BO-FA-BUDCENTR - Leadership and Administration	BO-FA-BUDCENTR	PO-FA-DEPTIDC - Departmental Indirect Costs	PO-FA-DEPTIDC	50300	235	0	Approved
FAS	Forego purchase of new subscriptions	Forego purchase of new subscriptions	Minimal operational impact.	BO-FA-BUDCENTR - Leadership and Administration	BO-FA-BUDCENTR	PO-FA-DIVIDC - Divisional Indirect Costs	PO-FA-DIVIDC	50300	507	0	Approved
FAS	Forego purchase of new subscriptions	Forego purchase of new subscriptions	Minimal operational impact.	BO-FA-CITYFINAN - City Finance	BO-FA-CITYFINAN	PO-FA-FINMGMT - City Financial Management	PO-FA-FINMGMT	50300	470	0	Approved
FAS	Forego purchase of new subscriptions	Forego purchase of new subscriptions	Minimal operational impact.	BO-FA-CITYFINAN - City Finance	BO-FA-CITYFINAN	PO-FA-RISKMGMT - Risk Management Services	PO-FA-RISKMGMT	50300	470	0	Approved
FAS	Forego purchase of new subscriptions	Forego purchase of new subscriptions	Minimal operational impact.	BO-FA-FLEETS - Fleet Services	BO-FA-FLEETS	PO-FA-VEHFUEL - Vehicle Fueling	PO-FA-VEHFUEL	50300	1,270	0	Approved
FAS	Reduce paper CAFR copies	Print fewer CAFR copies	Minimal operational impact.	BO-FA-CITYFINAN - City Finance	BO-FA-CITYFINAN	PO-FA-ACCTING - Citywide Accounting Services	PO-FA-ACCTING	50300	940	0	Approved
FAS	Reduce grounds maintenance and janitorial services	Reduce grounds maintenance and janitorial services	Minimal operational impact.	BO-FA-FACILITY - Facilities Services	BO-FA-FACILITY	PO-FA-SPACERENT - Space Rent	PO-FA-SPACERENT	50300	1,128	0	Approved
FAS	Reduce office equipment purchases	Reduce office equipment purchases	Minimal operational impact.	BO-FA-BUDCENTR - Leadership and Administration	BO-FA-BUDCENTR	PO-FA-DIVIDC - Divisional Indirect Costs	PO-FA-DIVIDC	50300	940	0	Approved
FAS	Reduce office supply purchases	Reduce office supply purchases	Minimal operational impact.	BO-FA-BUDCENTR - Leadership and Administration	BO-FA-BUDCENTR	PO-FA-DIVIDC - Divisional Indirect Costs	PO-FA-DIVIDC	50300	141	0	Approved
FAS	Reduce office supply purchases	Reduce office supply purchases	Minimal operational impact.	BO-FA-BUDCENTR - Leadership and Administration	BO-FA-BUDCENTR	PO-FA-DIVIDC - Divisional Indirect Costs	PO-FA-DIVIDC	50300	4,406	0	Approved
FAS	Reduce office supply purchases	Reduce office supply purchases	Minimal operational impact.	BO-FA-CITYFINAN - City Finance	BO-FA-CITYFINAN	PO-FA-ACCTING - Citywide Accounting Services	PO-FA-ACCTING	50300	1,880	0	Approved
FAS	Reduce office supply purchases	Reduce office supply purchases	Minimal operational impact.	BO-FA-CITYFINAN - City Finance	BO-FA-CITYFINAN	PO-FA-REVADMIN - Revenue Administration	PO-FA-REVADMIN	100	-	0	Approved
FAS	Reduce operating supply purchases	Reduce operating supply purchases	Minimal operational impact.	BO-FA-FACILITY - Facilities Services	BO-FA-FACILITY	PO-FA-OTHRFAC - Other Facilities Services	PO-FA-OTHRFAC	50300	2,416	0	Approved
FAS	Reduce operating supply purchases	Reduce operating supply purchases	Minimal operational impact.	BO-FA-FACILITY - Facilities Services	BO-FA-FACILITY	PO-FA-SPACERENT - Space Rent	PO-FA-SPACERENT	50300	940	0	Approved
FAS	Reduce use of professional services	Reduce use of professional services	Minimal operational impact.	BO-FA-BUDCENTR - Leadership and Administration	BO-FA-BUDCENTR	PO-FA-DIVIDC - Divisional Indirect Costs	PO-FA-DIVIDC	50300	10,507	0	Approved
FAS	Reduce office supply purchases	Reduce office supply purchases	Minimal operational impact.	BO-FA-BUDCENTR - Leadership and Administration	BO-FA-BUDCENTR	PO-FA-DIVIDC - Divisional Indirect Costs	PO-FA-DIVIDC	50300	793	0	Approved
FAS	Reduce office supply purchases	Reduce office supply purchases	Minimal operational impact.	BO-FA-FLEETS - Fleet Services	BO-FA-FLEETS	PO-FA-VEHLEASE - Vehicle Leasing	PO-FA-VEHLEASE	50300	251	0	Approved
FAS	Reduce office supply purchases	Reduce office supply purchases	Minimal operational impact.	BO-FA-FLEETS - Fleet Services	BO-FA-FLEETS	PO-FA-VEHMAINT - Vehicle Maintenance	PO-FA-VEHMAINT	50300	1,880	0	Approved
FAS	Copy/printing service reduction	Copy and printing services not needed due to cancellation of events	Minimal operational impact.	BO-FA-CPCS - City Purchasing & Contracting	BO-FA-CPCS	PO-FA-PURCHSVC - Purchasing Services	PO-FA-PURCHSVC	50300	173	0	Approved
FAS	Customer site visit reduction	Revised site visit plans for Q2 allows for temporary budget reduction	Minimal operational impact.	BO-FA-BUDCENTR - Leadership and Administration	BO-FA-BUDCENTR	PO-FA-DIVIDC - Divisional Indirect Costs	PO-FA-DIVIDC	50300	4,700	0	Approved
FAS	Limit non-COVID-19 overtime hours	Limit non-COVID-19 overtime hours per CBO instruction	Minimal operational impact.	BO-FA-OCS - Office of Constituent Services	BO-FA-OCS	PO-FA-OCS - Office of Constituent Services	PO-FA-OCS	50300	6,994	0	Approved
FAS	FAS, Lines 1 - 67 (GF Impact)	General fund impact is separated for lines 1 - 67	FAS, Lines 1 - 67 (GF Impact)	Various (see above)		Various	Various	100	350,988	0	Approved
FAS	Jail savings	Jail savings due to KC waiver of bed floor payments 3/1/20-9/30/20	None.	BO-FA-JAILSVCS - JAIL SERVICES	BO-FA-JAILSVCS	PO-FA-JAILSVCS - JAIL SERVICES	PO-FA-JAILSVCS	100	5,375,000	0	Approved
FAS	Vacancy Savings - FAS Fund	Vacancy savings by delaying hiring positions	Minimal operational impact; delay in hiring numerous positions	Multiple BSLs	Various	Various	Various	50300	346,132	0	Approved
FAS	Vacancy Savings - General Fund	Vacancy savings by delaying hiring positions	Minimal operational impact; delay in hiring numerous positions	Various (see above)	Various	Various	Various	100	477,992	0	Approved
FAS	Indirect Cost Recalculation for Externally Funded Programs	Indirect cost redistribution to 2020 reductions	Minimal operational impact	Central Waterfront Improvement Fund	BO-FA-WATERFRNT	Central Waterfront Improvement Fund	PO-FA-WATERFRNT	35900	1,073	0	Approved
FAS	Indirect Cost Recalculation for Externally Funded Programs	Indirect cost redistribution to 2020 reductions	Minimal operational impact	Wheelchair Accessible Fund	BO-FA-WHLCHR	Wheelchair Accessible Fund	PO-FA-WHLCHR	12100	1,448	0	Approved
FAS	Indirect Cost Recalculation for Externally Funded Programs	Indirect cost redistribution to 2020 reductions	Minimal operational impact	FileLocal Agency	BO-FA-FILELOC	FileLocal Agency	PO-FA-FILELOC	67600	1,181	0	Approved
FG	OLS Reduction of General Fund	Corresponds to OLS reductions; captures GF decrease.	See OLS items.	FG - BO-FG-2QA00 - Appropriation to Special Funds	BO-FG-2QA00	FG - PO-FG-2QA01 - Appropriation to Special Funds	PO-FG-2QA01	100	157,773	0	Approved
FG	SPL Reduction of General Fund	Corresponds to SPL reductions; captures GF decrease.	See SPL items.	FG - BO-FG-2QA00 - Appropriation to Special Funds	BO-FG-2QA00	FG - PO-FG-2QA01 - Appropriation to Special Funds	PO-FG-2QA01	100	2,842,000	0	Approved

2020 Reductions Summary
Operating

Dept	Name of Reduction	Description of Reduction—Include what would not get done.	Impacts	BSL Title	BSL Code	Budget Program Title	Budget Program Code	Fund Code	2020 Reduction (dollars)	FTEs	Recommendation Status
FG	REET Swap on Debt Service	Corresponds to Central REET Reductions	See Central REET Reduction item.	FG - BO-FG-2QA00 - Appropriation to Special Funds	BO-FG-2QA00	FG - PO-FG-2QA01 - Appropriation to Special Funds	PO-FG-2QA01	100	3,351,905	0	Approved
HSD	Vision Forward Project	Strategic planning around HSD's vision and structure	Delay in process	Leadership & Administration	BO-HS-H5000	Department Indirect	PO-HS-H5200	100	188,500		Approved
HSD	Discretionary Operating Budget	Operating line items including change team, training, travel, supplies		Multiple				100	185,104		Approved
HSD	Strategic Advisor I	Contract Policy Advisor for HSD; policy & guidance on compliance and legal issues related to HSD's 500 contracts	Lack of expertise and policy guidance on the large component of HSD's service delivery; potential legal issues/risk.	Leadership & Administration	BO-HS-H5000	Department Indirect	PO-HS-H5200	100	82,686	1	Approved
HSD	Strategic Advisor I	Operations Policy Advisor for HSD; policy & guidance for the department on agency indirect rate and other key operational policies	Inability to address outstanding policy questions that impact HSD's work with agency providers.	Leadership & Administration	BO-HS-H5000	Department Indirect	PO-HS-H5200	100	82,686	1	Approved
HSD	Grants & Contracts Spec, Sr.	ADS state funded contract management of contracted services for older adults		Promoting Health Aging	BO-HS-H6000	Healthy Aging	PO-HS-H6200	16200	63,979	1	Approved
HSD	Grants & Contracts Spec, Sr.	Pending reclass to SA1 for Nav Team		Addressing Homelessness	BO-HS-H3000	Navigation Team	PO-HS-H3300	100	63,979	1	Approved
HSD	Counselor	Pending reclass HR support for SYEP recruitment		Preparing Youth for Success	BO-HS-H2000	Youth Development	PO-HS-H2200	100	60,608	1	Approved
HSD	Executive Asst, Sr	Administrative support to HSD Director		Leadership & Administration	BO-HS-H5000	Department Indirect	PO-HS-H5200	100	80,936	1	Approved
HSD	Management Systems Analyst	1 FTE data support for Navigation Team		Addressing Homelessness	BO-HS-H3000	Navigation Team	PO-HS-H3300	100	68,837	2	Approved
HSD	Management Systems Analyst	General data support for HSD's data team		Leadership & Administration	BO-HS-H5000	Department Indirect	PO-HS-H5200	100	68,837	1	Approved
HSD	Risk Management Analyst	Fiscal monitoring and audit support		Leadership & Administration	BO-HS-H5000	Department Indirect	PO-HS-H5200	100	68,837	1	Approved
HSD	Grants & Contracts Supervisor	Supervision of HIS's contract team		Addressing Homelessness	BO-HS-H3000	Homelessness Prevention & Supportive Services	PO-HS-H3200	100	68,837	1	Approved
HSD	SBT Grants and Contracts Specialist	Position held vacant for remainder of year		Supporting Affordability & Livability	BO-HS-H1000	Supporting Affordability & Livability	PO-HS-H1200	155	83,853	1	Approved
HSD	SBT SA II Vacancy	Position held vacant for remainder of year		Supporting Affordability & Livability	BO-HS-H1000	Supporting Affordability & Livability	PO-HS-H1200	155	40,354	1	Approved
HSD	SBT Unallocated marketing campaign funds	Marketing campaign contract will not be renewed		Supporting Affordability & Livability	BO-HS-H1000	Supporting Affordability & Livability	PO-HS-H1200	155	162,222		Approved
HSD	SBT LAD Overhead			Leadership and Administration	BO-HS-H5000	Leadership and Administration	PO-HS-H5200	155	236,273		Approved
HSD	SBT unallocated food system support funds	Originated in 2020 CBA - would result in reduced investment in peer-to-peer learning network activity and food bulk buy.		Supporting Affordability & Livability	BO-HS-H1000	Supporting Affordability & Livability	PO-HS-H1200	155	30,000		Approved
HSD	SBT unallocated food and meal funds	Planned investment in food banks, childcare nutrition, and meal programs would not be made		Supporting Affordability & Livability	BO-HS-H1000	Supporting Affordability & Livability	PO-HS-H1200	155	600,911		Approved
HSD	CI-62-C-1 - Add \$300,000 one-time GF for youth diversion, community building and education programs	Youth programs contracted to Creative Justice, Community Passageways, and Rainier Beach a Beautiful Place for Youth.	Agencies, who are anticipating contracts, would not receive funding and youth would not receive services.	Preparing Youth for Success	BO-HS-H2000	Youth Development	PO-HS-H2200	100	300,000	0	Rejected
HSD	CI-962-C-1 - Add \$222,600 ongoing GF for HSD youth diversion and education programs; cut \$222,600 from SPD's budget for overtime	Youth programs contracted to Creative Justice, Community Passageways, and Rainier Beach a Beautiful Place for Youth.	Agencies, who are anticipating contracts, would not receive funding and youth would not receive services.	Preparing Youth for Success	BO-HS-H2000	Youth Development	PO-HS-H2200	100	222,600	0	Rejected
HSD	HOM-13-B-1 - Add \$700,000 GF in one-time funds to HSD to create a rental assistance pilot and impose a proviso	Rental assistance pilot program, to be administered by OH, for 30 households.	30 households would not receive rental assistance	Addressing Homelessness	BO-HS-H3000	Homelessness Prevention & Supportive Services	PO-HS-H3200	100	700,000	0	Rejected
HSD	LAW-900-A-1 - Add \$117,000 GF in 2020 to LAW for a RDVFEU threat assessment specialist, add \$10,000 GF to HSD for rental assistance pilot, and impose two provisos	Rental assistance pilot program, to be administered by OH, for 30 households.	30 households would not receive rental assistance	Addressing Homelessness	BO-HS-H3000	Homelessness Prevention & Supportive Services	PO-HS-H3200	100	10,000	0	Rejected
HSD	SDOT-912-A-1 - Add \$1.76 million of General Fund and establish a CIP project for SDOT to implement redesign of Thomas Street; and add \$40,000 of General Fund for HSD to create a rental assistance pilot and impose a proviso	Rental assistance pilot program, to be administered by OH, for 30 households.	30 households would not receive rental assistance	Addressing Homelessness	BO-HS-H3000	Homelessness Prevention & Supportive Services	PO-HS-H3200	100	40,000	0	Rejected
HSD	HOM-5-B-2 - Add \$1,500,000 GF in one-time funding to HSD for relocation and building renovations for a youth homelessness shelter	ROOTS shelter provides 45 beds for homeless youth. The agency loses the current location in December. These funds are needed to rehab a building they have purchased to continue services.	400 young people experiencing homelessness would not have a place to sleep and access services annually. LGBTQ and racial minorities are overrepresented in the youth homelessness system.	Supporting Affordability & Livability	BO-HS-H1000	Community Facilities	PO-HS-H9000	100	1,500,000	0	Rejected
HSD	HOM-7-B-1 - Add \$100,000 GF to HSD for vehicle resident outreach and parking offense mitigation	Vehicle outreach in partnership with the Interfaith Taskforce on Homelessness	Contract agency would not receive funds; services not provided	Addressing Homelessness	BO-HS-H3000	Homelessness Prevention & Supportive Services	PO-HS-H3202	100	100,000	0	Rejected
HSD	HSD-50-B-2 - Add \$1,800,000 GF in one-time funds to HSD to construct a health clinic	\$1.8m as part of a \$20m comprehensive clinic. Closing is scheduled for 4/17/20.	Loss of funding would potentially stop the project from progressing, including expansive services to the community and 80+ units of permanent supportive housing for the most vulnerable people with the highest service needs currently experiencing homelessness	Supporting Affordability & Livability	BO-HS-H1000	Community Facilities	PO-HS-H9000	100	1,800,000	0	Rejected
HSD	HSD-149 - One-time Capital Investment in LGBTQ Youth facility	Mortgage pay off for Lambert House's current location	Lambert House provides a space and services for at-risk LGBTQ youth. Losing their space would effectively end their ability to provide services.	Supporting Affordability & Livability	BO-HS-H1000	Community Facilities	PO-HS-H9000	16200	500,000	0	Rejected
HSD	HSD-150 - CDBG Capital Investments	SHA Fire Panel Replacement for 1,500 units	1,500 people with low incomes and likely members of vulnerable populations will be placed in danger by living in unsafe housing.	Supporting Affordability & Livability	BO-HS-H1000	Community Facilities	PO-HS-H9000	16200	1,000,000	0	Rejected
HSD	Re-Entry Work Group	Program to support incarcerated individuals with as they re-enter the community.	Delay in implementation of program.	Preparing Youth for Success	BO-HS-H2000	Safety	PO-HS-H2100	100	125,000		Rejected
HSD	SBT Unallocated Senior Meal Delivery Funds	Planned Aging & Disability senior meal delivery expansion would not occur		Supporting Affordability & Livability	BO-HS-H1000	Supporting Affordability & Livability	PO-HS-H1200	155	451,000		Rejected
HSD	SBT Ballard Food Bank Capital Investment	Funding first allocated in 2019 Q2 supp. to assist ballard food bank with move to new space in 2020.		Supporting Affordability & Livability	BO-HS-H1000	Supporting Affordability & Livability	PO-HS-H1200	155	500,000		Rejected
HSD	SBT Northwest Harvest Capital Investment	Funding first allocated in 2019 Q2 supp. to assist NW harvest with its recently developed SODO foodbank.		Supporting Affordability & Livability	BO-HS-H1000	Supporting Affordability & Livability	PO-HS-H1200	155	100,000		Rejected
HXM	Deputy Hearing Examiner Salary and Benefit Savings	Postpone, suspend, or calendar appeal hearing to a later date or use a Pro Tem to conduct hearing.	Delays appeal hearings and decisions outlined in SMC 3.02.115 and impacts city departments and customers wishing to file an appeal.	Office of the Hearing Examiner	BO-HX-V1X00	Office of the Hearing Examiner	PO-HX-V1X00	100	97,277	1	Approved
ITD	Cable Fund- Underspend	Underspend	Underspend from Q1 and Q2	Frontline Services & Workplace	BO-IT-D0400	Frontline Digital Services	PO-IT-D4010	50410	15,000	0	Approved
ITD	Cable Fund - underspend	Underspend	Underspend from Q1 and Q2	Frontline Services & Workplace	BO-IT-D0400	Frontline Digital Services	PO-IT-D4010	50410	19,800	0	Approved

2020 Reductions Summary
Operating

Dept	Name of Reduction	Description of Reduction—Include what would not get done.	Impacts	BSL Title	BSL Code	Budget Program Title	Budget Program Code	Fund Code	2020 Reduction (dollars)	FTEs	Recommendation Status
ITD	Cable Fund - End Public Access Television Contract	Reduce the Public Access Television contract budget based on contract ending at the end of June.	The current contract expires in June, and the contract would not be renewed. This would end the public production and distribution of media on the Public Access Channel. In today's market, many other mechanisms exist to create and distribute content like YouTube or other social media outlets.	Frontline Services & Workplace	BO-IT-D0400	Broadband & Community Tech	PO-IT-D4030	50410	146,000	0	Approved
ITD	Cable Fund - Rectech	End contract with RecTech	Ending Rectech Contract with ARC at the end of June will close 5 RecTech centers at community centers. Those 5 centers are Yesler, Delridge, Rainier, South Park, and Rainier Beach.	Frontline Services & Workplace	BO-IT-D0400	Broadband & Community Tech	PO-IT-D4030	50410	90,000	0	Approved
ITD	Delay hiring positions across the organization till August	Delay hiring 64 positions until August 1st, 2020	Individual operating impacts are explained by IT by position.	Multiple	Multiple			50410	6,000,002	0	Approved
ITD	Estimated General Fund Savings from IT Reductions	Estimated General Fund Savings from IT Reductions		Multiple	Multiple			100	2,936,258	0	Approved
ITD	Defer Desktop and Laptop Lifecycle Replacement Spending	Shift to a 6-year desktop and laptop replacement cycle	Risk of slower machines for clients since the desktops and laptops will be used for one extra year.	Frontline Services & Workplace	BO-IT-D0400			50410	2,298,013	0	Approved
ITD	Reduce Training Spending	Reduce training spending in IT by \$375,000	This will effectively remove half of the remainder of the training budget for 2020.	Leadership and Administration	BO-IT-D0100			50410	375,000	0	Approved
ITD	Reduce Consulting Spending	Reduce Consulting Spending	Seattle IT will reduce consulting spending by \$278,000. These reductions should not impact project delivery.	Multiple	Multiple			50410	277,941	0	Approved
ITD	Cable Fund - Cancel ArtZone	Cancel "ArtZone with Nancy Guppy" program and all associated contracts effective July 1	No longer able to produce ArtZone.	Frontline Services & Workplace	BO-IT-D0400	Frontline Digital Services	PO-IT-D4010	50410	94,930	0	Rejected
ITD	Cable Fund - Staffing Reductions	Eliminate 2 Video Specialist II positions effective July 1.	Reduce production capacity for original programming; increase reliance on contractors to maintain coverage for essential events.	Frontline Services & Workplace	BO-IT-D0400	Frontline Digital Services	PO-IT-D4010	50410	136,627	2	Rejected
ITD	Cable Fund - Technology Matching Fund	City of Seattle would pause a longstanding (20+ years) commitment to digital equity in the community	Community based organizations will no longer have grant funding to promote digital equity.	Frontline Services & Workplace	BO-IT-D0400	Broadband & Community Tech	PO-IT-D4030	50410	320,000	0	Rejected
ITD	Reduce Training Spending	Reduce training spending in IT by \$375,000	This will effectively remove half of the remainder of the training budget for 2020.	Leadership and Administration	BO-IT-D0100			50410	375,000	0	Rejected
LAW	Training Budget - Admin Division	Admin Training	This would eliminate training for specialty positions such as HR, IT and accounting professionals in Admin. This reduces the departments ability to keep up with changing technology and best practices in these areas.	Leadership and Administration	BO-LW-J1100	PO-LW-J1110	Departmental Indirect Costs	100	3,375	0	Approved
LAW	Training Budget - Civil Division	Civil Training	This has a negative effect on attorneys as CLE credits are required for the mandatory licensing of City attorneys. Attorneys would need to pay 100% out of pocket to maintain their education credits for licensing. This would also eliminate any specialty training for legal support staff.	Civil	BO-LW-J1300	PO-LW-J1300	Civil	100	17,453	0	Approved
LAW	Training Budget - Criminal Division	Criminal Training	This has a negative effect on attorneys as CLE credits are required for the mandatory licensing of City prosecutors. Prosecutors would need to pay 100% out of pocket to maintain their education credits for licensing. This would also eliminate any specialty training for legal support staff.	Criminal	BO-LW-J1500	PO-LW-J1500	Criminal	100	14,435	0	Approved
LAW	Training Budget - Precinct Liaisons Division	Precinct Liaisons Training	This has a negative effect on attorneys as CLE credits are required for the mandatory licensing of City Attorneys. Attorneys would need to pay 100% out of pocket to maintain their education credits for licensing. This would also eliminate any specialty training for legal support staff.	Precinct Liaisons	BO-LW-J1700	PO-LW-J1700	Precinct Liaison	100	1,125	0	Approved
LAW	Salary Savings in the Criminal and Civil Divisions	Assume a salary savings in Criminal and Civil by holding vacancies.	While not formally adopting the hiring freeze waiver process, LAW will consider only the most essential positions to fill this year while holding most vacancies open to meet 2020 underspend targets. Will evaluate staffing needs as the year progresses.	Multiple				100	496,000		Approved
MO	Reduce discretionary internship and spending	Pause internship (\$32,000), and travel and prof svcs (\$61,000)		Office of the Mayor				100	93,000		Approved
MO	Mayor's Salary	Mayor not receiving salary through the rest of the year.		Office of the Mayor				100	144,000		Approved
MO	Personnel underspend	MO continues to look for opportunities to pause on hiring vacancies to ensure they could meet this (in addition to assumed vacancy assumption in their ongoing personnel budget). Two policy generalists and press secretary, likely will achieve some savings but will review again later in the year for underspend.		Office of the Mayor				100	292,000		Rejected
OCR	Testing Program	There will not be a TES Testing Assistant hired in 2020, this will reduce the amount of data collection and analysis. The types of tests will be redirected.	There would be minimum impact for 2020, adjustments will be made and testing will continue just not at the level that was planned.	OCR - BO-CR-X1R00 - Civil Rights	BO-CR-X1R00	OCR - PO-CR-X1R00 - Civil Rights Enforcement	PO-CR-X1R00	100	50,000		Approved
OCR	Training	Will review and evaluate individual requests based on OCR training policy.	OCR has a very limited the trainings budget for predominately POC staff. This will limit training opportunities for staff.	OCR - BO-CR-X1R00 - Civil Rights	BO-CR-X1R00	OCR - PO-CR-X1R30 - Leadership and Administration	PO-CR-X1R30	100	8,000		Approved
OCR	Consultant	Reduce consultant expense		OCR - BO-CR-X1R00 - Civil Rights	BO-CR-X1R00	OCR - PO-CR-X1R30 - Leadership and Administration	PO-CR-X1R30	100	2,500		Approved
OCR	Vacant Position - Civil Rights Analyst	Salary savings from holding position vacant for 6 months.		OCR - BO-CR-X1R00 - Civil Rights	BO-CR-X1R00	OCR - PO-CR-X1R00 - Civil Rights Enforcement	PO-CR-X1R00	100	61,605	1	Approved
OCR	Vacant Position Sr. Civil Rights Analyst	Salary savings from holding position vacant for 6 months.		OCR - BO-CR-X1R00 - Civil Rights	BO-CR-X1R00	OCR - PO-CR-X1R00 - Civil Rights Enforcement	PO-CR-X1R00	100	66,037	1	Approved
OCR	Vacant Position - Civil Rights Analyst, Supervisor	Salary savings from holding position vacant for 6 months.		OCR - BO-CR-X1R00 - Civil Rights	BO-CR-X1R00	OCR - PO-CR-X1R00 - Civil Rights Enforcement	PO-CR-X1R00	100	70,470	1	Approved
OCR	Vacant Position - Mediator			OCR - BO-CR-X1R00 - Civil Rights	BO-CR-X1R00	OCR - PO-CR-X1R00 - Civil Rights Enforcement	PO-CR-X1R00	100	127,399	1	Approved
OCR	Vacant Position - PD2 - Outreach	Salary savings from holding position vacant for 6 months.		OCR - BO-CR-X1R00 - Civil Rights	BO-CR-X1R00	OCR - PO-CR-X1R00 - Civil Rights Enforcement	PO-CR-X1R00	100	62,738	1	Approved
OCR	Vacant Position SA1 - RSJI Training Capacity	Salary savings from holding position vacant for 6 months.		OCR - BO-CR-X1R00 - Civil Rights	BO-CR-X1R00	OCR - PO-CR-X1R20 - RSJI	PO-CR-X1R20	100	60,304	1	Approved
OCR	Vacant Position - RSJI Trainer	Salary savings from holding position vacant for 6 months.		OCR - BO-CR-X1R00 - Civil Rights	BO-CR-X1R00	OCR - PO-CR-X1R20 - RSJI	PO-CR-X1R20	100	56,862	1	Approved
OCR	Indigenous People's Day	All activities will continue.	The impact would be minimum, all IPD celebration activities will continue depending on the outcome COVID Stay Home -Stay Healthy Order.	OCR - BO-CR-X1R00 - Civil Rights	BO-CR-X1R00	OCR - PO-CR-X1R30 - Leadership and Administration	PO-CR-X1R30	100	10,000		Rejected
OCR	Criminal legal system outreach	Community engagement delayed due COVID.	This reduction could potentially have a negative impact on the participants who have been engaged in the process. Many of the participants are currently or formerly incarcerated who may depend on stipends they receive for participating in the engagement sessions.	OCR - BO-CR-X1R00 - Civil Rights	BO-CR-X1R00	OCR - PO-CR-X1R10 - Policy	PO-CR-X1R10	100	20,000		Rejected

2020 Reductions Summary
Operating

Dept	Name of Reduction	Description of Reduction—Include what would not get done.	Impacts	BSL Title	BSL Code	Budget Program Title	Budget Program Code	Fund Code	2020 Reduction (dollars)	FTEs	Recommendation Status
OCR	Criminal Justice Community engagement	Community engagement delayed due COVID.	This reduction could potentially have a negative impact on the community/focus group participants who have been engaged in the process who will not receive stipends for participating in the process.	OCR - BO-CR-X1R00 - Civil Rights	BO-CR-X1R00	OCR - PO-CR-X1R30 - Leadership and Administration	PO-CR-X1R30	100	5,000		Rejected
OCR	Alternatives to the criminal justice system grants	With COVID there will be a delay in moving the community granting forward, however activities will continue.	This reduction could potentially have a negative impact on the community/focus group participants who have been engaged in the process who will not receive stipends for participating in the process.	OCR - BO-CR-X1R00 - Civil Rights	BO-CR-X1R00	OCR - PO-CR-X1R10 - Policy	PO-CR-X1R10	100	20,000		Rejected
OCR	Vacant Position - Civil Rights Analyst			OCR - BO-CR-X1R00 - Civil Rights	BO-CR-X1R00	OCR - PO-CR-X1R00 - Civil Rights Enforcement	PO-CR-X1R00	100	123,211	1	Rejected
OCR	Vacant Position - PD2- Commission Liaison			OCR - BO-CR-X1R00 - Civil Rights	BO-CR-X1R00	OCR - PO-CR-X1R10 - Policy	PO-CR-X1R10	100	99,877	1	Rejected
OCR	Vacant Position - SA1 - RSJI Comms & Ops			OCR - BO-CR-X1R00 - Civil Rights	BO-CR-X1R00	OCR - PO-CR-X1R20 - RSJI	PO-CR-X1R20	100	149,412	1	Rejected
OED	Council Add: Fossil Fuel Study	This Council add funds a study on the jobs impact of the city moving away from the use of fossil fuels, and developing a strategic plan for transportation electrification jobs (of the future). The results from the current RFP revealed that funding the study work would cost \$40,000. OED proposed to move forward with the study and contribute the remaining \$60,000 towards GF balancing.	This budget would be used to drive our jobs strategy for the clean tech sector, while supporting the City's climate change efforts as well as the new transportation electrification initiative. This will impact our efforts to plan for the transition for jobs affected by the City's move away from work in the fossil fuel sector. Were OED able to continue with this study we would be better positioned to direct investments and collaboration opportunities during our recovery period.	Business Services	BO-ED-X1D00			100	60,000		Approved
OED	OFM Travel & Program Budget	OFM has a total travel and discretionary budget of about \$20,000. About half of this budget will likely not be used for staff travel given event cancellations due to the current pandemic.	This budget is used to help ensure that staff and OFM leadership can engage with partners and engage in continuous research as to best practices for our relevant industry sectors. This funding would have helped to support the new Inclusive Creative Industry Director get oriented and established.	Business Services	BO-ED-X1D00			100	20,000		Approved
OED	OED Travel & Training Budget	All of OED's staff share in the use of a travel and training budget to support their professional development and attendance and sponsorship of conferences. OED is often asked to sponsor tables at community events. Of that almost \$19k budget, \$16,800 remains.	Of the total funding identified, \$12,500 supports a 2019 contract for race and social justice consultancy and training. Being able to continue to engage with this POC consultant will support further professional development of our staff and better position them to engage in their work with a RSJ lens.	Leadership and Administration	BO-ED-ADMIN			100	26,500		Approved
OED	Council Add: Tabor 100 - Small Business	Cutting Contracted funds to Tabor 100's	Tabor 100's focus is to serve communities of color to build their business acumen, competitiveness and capacity. Were these funds to be cut, the City would be undercutting this organization's ability to provide support to this vulnerable population during a time of need. The focus of the contract is to support the organization's general operations and mission to provide resources for local community members who have been historically disadvantaged to access employment and educational opportunities. The current contract already reflects activities in which we want our partners to engage given the pandemic. There are additional amendments that could be made to sharpened the scope of work to help provide a more targeted response during the recovery phase after this pandemic.	Business Services	BO-ED-X1D00			100	50,000		Rejected
OED	Council Add: Legacy Business Program Reduction	Council added this funding via a budget action in 2018 for the 2019 & 2020 budgets. A total of \$91k was carried forward via contracts from 2019 to support public facing activities. Given the current crisis we will pivot these funds to support COVID-19 impact mitigation and business recovery for legacy businesses.	This work has a targeted impact on low-income, low-skill individuals who are often POC. Being able to continue this work will allow for a City investment in the recovery of our workforce from high unemployment as the program skills up these individuals into career pathways.	Business Services	BO-ED-X1D00			100	144,000		Rejected
OED	Creative Industry Staffing Salary Savings	Currently, OED's Creative Industry Director position is vacant. However, it is backfilled by an existing staff member, who also has other staff backfilling for his work. Given the staffing backfills in place, the potential salary savings has been reallocated. This item is in the Q2 to satisfy legal constraints on MAF funds usage. It is marked as "Rejected" here because the item is being handled separately. As well, a new Creative Industry Policy Advisor SA2 position was added via the 2020 Adopted Budget. Salary for this position was reduced by City Council so that the available funding supports half a year's salary.	We have recently begun the process to engage stakeholders to help provide feedback on the hiring process for a permanent director position and anticipated filling the position in late June. Maintaining the position vacant would further destabilize the work intended to be launched this year to support the expansion of a Creative Industries strategy. This work is a high priority to engage successfully with this stakeholder group and help support the development and implementation of a recovery strategy for the Creative Industry.	Leadership and Administration	BO-ED-ADMIN			100	99,000		Rejected
OED	Council Add: High Road Apprenticeship Program Reduction	In 2020, Council added \$75,000 (GF) to OED's budget to support high road apprenticeships. This contract has not yet been finalized. The \$75k funds an apprenticeship coordinator within the WDC dedicated to engaging with existing high road training programs and developing new programs.	This work has a targeted impact on low-income, low-skill individuals who are often POC. Being able to continue this work will allow for a City investment in the recovery of our workforce from high unemployment as the program skills up these individuals into career pathways.	Business Services	BO-ED-X1D00			100	75,000		Rejected
OED	Sector Strategy Reduction	OED invests annually into key industry sectors as a means to bolster our support of these sectors. OED proposes to reprogram these funds to either support recovery efforts for these sectors or to support immigrant and refugee manufacturers via Seattle Made to help respond to emergent needs.	This minimal amount of funding helps to drive our strategies to support for small businesses in these key industry sectors, to help them to stay and grow in Seattle. Without any investment, OED will not be able to take advantage of opportunities to engage manufacturing and other tech partners who are well situated to help the city respond to the current crisis. As well, OED is exploring how these funds can be used in its recovery strategy for clean tech, manufacturing & maritime, life sciences, and technology. Given the anticipated rise in unemployment rates, recovery investments will be critical as we target efforts responsive to these sector which host many middle class jobs.	Business Services	BO-ED-X1D00			100	30,000		Rejected
OED	OIS Program Investments Delayed	These funds were set aside for OIS grants to fund infrastructure projects in partnership with SDOT in the Central Area (\$50k) and Lake City (\$30k), as well as engage a consultant to provide BIA formation and rate payer data issue technical assistance (\$15k).	The infrastructure project work is important to these communities and should not be abandoned, rather only delayed if this funding must be reallocated within the GF. The delays postpone a crosswalk installation in the CD and a low cost walkway in Lake City. Postponing the BIA work postpones the development of new BIAs, which then delays expansion of BIA revenue collection.	Business Services	BO-ED-X1D00			100	95000 (80k Recommended)		Rejected
OED	OIS Investments Without a Direct COVID-19 Response of High Community Importance	A consultant to provide BIA formation and rate payer data issue technical assistance (\$15k); a contract with Equity Matters; Detective Cookie Chess Park Rainier Beach (\$25k)	The contract with Equity Matters (a POC business) will impact OED's support of racial equity work in our business communities. As well, defunding the project in Rainier Beach will impact that community and an effort they are engaged in to reduce crime.	Business Services	BO-ED-X1D00			100	52200 (37,200 Recommended)		Rejected

2020 Reductions Summary
Operating

Dept	Name of Reduction	Description of Reduction—Include what would not get done.	Impacts	BSL Title	BSL Code	Budget Program Title	Budget Program Code	Fund Code	2020 Reduction (dollars)	FTEs	Recommendation Status
OED	OIS Program Awards Redirected for COVID Mitigation Support	These funds reflect the awards for over 25 investments in various neighborhoods, over half of which are under \$40,000. The contracts support neighborhood specific investments. Business District nonprofit staff are now providing outreach on the City's and other partners' messaging about current rules and available resources and provide direct support to businesses to help them navigate applications to those resources	Defunding these many neighborhood-based organizations would have a dramatic impact on OED's ability to connect with small businesses. Losing our outreach connections to diverse communities will impact our ability to leverage their work with ours, and disallow the City to amplify its message as needed during that pandemic and afterwards. A further consideration is that these organizations represent trusted partners with local business and, due to their relationships, they are well positioned to identify the support and resources from which the businesses in their community will most benefit. Losing them in their trusted advocate and facilitator role will further impact small businesses already struggling from COVID-19. As we've seen following the 2008 recession, youth will be among the hardest hit during the recovery. Maintaining funding provides critical operational support that will enable our communities to start the recovery process faster.	Business Services	BO-ED-X1D00			100	1,484,006		Rejected
OED	2019 Youth Employment Career Connected Learning Grants	Grants were awarded in 2019 to 9 organizations to provide career connected learning grants, and are estimated to reach over 700 youth.	These career connected learning grants are intended to provide young people, especially youth of color, with information, access, preparation and skills/competencies required to help them be successful in Seattle's economy. We are recommending that any of the remaining funds in the 2019 youth employment contracts be renegotiated by OED to support the COVID-19 response for young people and their communities. Most of the current COVID-19 resources have not yet been targeted to young people, who are also suffering - we need to better understand the impacts to different youth populations and create strategies to mitigate the negative impacts. As we've seen following the 2008 recession, youth will be among the hardest hit during the recovery. Maintaining funding provides critical operational support that will enable our communities to start the recovery process faster.	Business Services	BO-ED-X1D00			100	193,210		Rejected
OED	2020 Youth Employment Program	This funding was designed to increase the number of career connected learning activities (Career Awareness, Preparation, Launch) with a goal to serve 1,000 youth. These funds were to be part of a Career Connected Grant program and to connect youth with career connected learning experiences in IT, Maritime, and the Creative Sector	We recommend refocusing youth employment funds to help stabilize youth serving organizations impacted by COVID 19, with a focus on organizations that serve youth of color. As we saw in the last recession, youth are often the last to recover from economic depressions. There are a number of strategies OED could implement to ensure young people are supported during this pandemic and the organizations that support them maintain operations to help with a speedy economic recovery.	Business Services	BO-ED-X1D00			100	150,000		Rejected
OED	Port Jobs	Contract with Port Jobs	Port Jobs provides employment/placement/training services directly to >1000 entry and mid-level workers, and targets English language learners. 93% of the 1180 Seattle residents they served last year were People of Color. Many current workers at the Port of Seattle have been negatively impacted by COVID19, particularly for airport retail and restaurant tenants. This investment can be one of the City's recovery strategies for a hard hit industries.	Business Services				100	37,500		Rejected
OED	Seattle College District	Seattle College District 2019/20 contract is effective until July, 2020. The Seattle Colleges is also administering an apprenticeship feasibility study that was added by Council with approximately \$83,000 remaining. A current pilot for connecting students for Ironworkers Apprenticeship training is now on hold.	Our Seattle Colleges investments are focused on education delivery which is accessible to working adults. This involves on-line, hybrid and other forms of education delivery which promotes career advancement and aligns with new social distancing restrictions. The Apprenticeship Feasibility project provides operational planning to increase apprenticeship training across the Seattle Colleges. (one time). The Seattle Colleges is also looking to update and streamline its intake and student funding processes to address the anticipated increased volume of students, and to maintain navigation services to support new students identify and connect with programs of study. The Seattle Colleges have also supported the Mayor's Priority to connect more Seattle Promise Students with internships. Much of that work is currently on pause	Business Services	BO-ED-X1D00			100	100,000		Rejected
OED	Workforce Development General Funds	Workforce development funds were being reserved to improve access to education and training services. These funds will be used to develop programs to address workforce issues created as a result of COVID-19 and help to create capacity for training and reemployment opportunities.	As we move into recovery, there will be a need for additional resources to improve access to rapid reemployment service and to create new "on-ramp" services to quickly prepare and connect individuals for new occupations, who may already have barriers to employment, including limited-English proficiency, immigration status, low-levels of postsecondary education.	Business Services	BO-ED-X1D00			100	200,000		Rejected
OED	Brock Grubb Consulting	This contract is focused on the establishment of the data hub, partnership with the Workforce Development Council regional youth employment coordination, and Youth Employment MDA strategy implementation	The regional workforce coordination work has been designed to ensure youth of color are centered and have equitable access to services. The data hub is one mechanism to help understand progress toward our equity goals.	Business Services	BO-ED-X1D00			100	41,000		Rejected
OED	Retain Seattle Jobs Initiative (SIJ)	OED has already amended this contract to pivot the work of Seattle Jobs Initiative to focus on OIS small business technical assistance and support displaced workers in navigating workforce services as a result of COVID-19.	SIJ is a critical partner of OED's, focused on providing programming geared for low-skill, low income individuals who are often POC and who speak English as a second language. They provide culturally competent programming and have close community based organization connections.	Business Services	BO-ED-X1D00			100	1,143,000		Rejected
OED	Ingersoll Gender Center	OED has worked with Ingersoll Gender Center to develop a new contract which restructures the work of their Seattle Trans Economic Empowerment Program (STEEP) to be responsive to the needs of their targeted audience given the impacts of COVID-19, specifically in accessing or maintaining their employment and stability	Ingersoll Gender Center is an important partner to the City, being the longest running program providing services to gender diverse individuals, a vulnerable population that experiences higher rates of unemployment than gender conforming individuals.	Business Services	BO-ED-X1D00			100	185,000		Rejected
OED	Council Add: Seattle Vocational Institute Redevelopment	In 2020 Council added \$200,000 in one-time funding to provide funding to the Central District Community Preservation and Development Authority (CD CPDA) for costs associated with the redevelopment of the Seattle Vocational Institute building in the Central District.	As part of the 2019 Adopted and 2020 Endorsed Budget, the Council added \$100,000 to Finance General to support a feasibility study for the proposed CD CPDA. The funds were used to match funding from the State of Washington and King County to conduct initial planning and outreach work for the CD CPDA that is expected to be completed at the end of December 2019. Earlier this year, the Washington State Legislature passed and the Governor signed House Bill 1918, establishing the CD CPDA. The SVI building is located in a historically black neighborhood that is experiencing significant gentrification and as such a decline in the City's African American population in the CD. This investment will support increasing workforce capacity for underserved communities and help them to obtain economic self-sufficiency. This type of resource will be especially important during the City's recovery as this population is already vulnerable.	Business Services	BO-ED-X1D00			100	200,000		Rejected

2020 Reductions Summary
Operating

Dept	Name of Reduction	Description of Reduction—Include what would not get done.	Impacts	BSL Title	BSL Code	Budget Program Title	Budget Program Code	Fund Code	2020 Reduction (dollars)	FTEs	Recommendation Status
OED	Special Events Lead Staffing	In the 2020 budget, Council added \$116,291 in ongoing admissions tax revenue to OED for a Special Events Program Lead (Strategic Advisor 1, exempt) to focus on managing special events program functions. Since 2012, management of the film and special events functions has been undertaken by a Film and Special Events Program Lead and OED has found this dual film and special events managerial role to be inadequate for program management. Separating the duties into two assignments gives OED greater staff capacity to focus on both the film industry as well as the special events industry. While OED has not yet hired for this position, the role is currently being filled by a long-term temp and no salary savings exists as a result. Were this position not to be filled with a permanent hire, the net effect of that decision would not be felt until 2021, after the current temp assignment has ended.	Staffing capacity for this work will be critical as we anticipate the Special Event permitting and coordination to increase as the year progresses and postponed events try to reschedule and planned events continue to be operated. Supporting special events is one of OED's recovery strategies.	Leadership and Administration	BO-ED-ADMIN			100	116,291		Rejected
OEO	Space planning	Department's move to new office location would be delayed.	Current office space in City Hall basement is inadequate for business needs (only one entrance, 5 employees).	Employee Ombud Office	BO-EM-V10MB			100	364,750	0	Approved
OH	MHA/IZ staff hiring hold	We will not hire this Community Development Specialist position during the hiring freeze.	Though customer service may not be ideal, we expect an overall low impact. If the need arises, we will reassign staff from another unit to cover this work, which is largely administrative.	Leadership & Administration	BO-HU-1000	Policy and Planning	PO-HU-1200	16600	34,250	1	Approved
OH	ADU staff cut and ADU Capital	We will not hire this Community Development Specialist position at all in 2020, and will not implement the ADU program.	OH will not be able to implement the ADU program.	Homeownership & Sustainability	BO-HU-2000	Homeownership	PO-HU-2100	16600	2,500,000	1	Approved
OH	Fund swap for Enterprise contract	The 2020 Budget funds this item with General Fund; we are proposing funding this with OH fund balance, thus generating savings to the General Fund.	Replacing General Fund with fund balance will reduce housing resources available to cover future needs.	Leadership & Administration	BO-HU-1000	Policy and Planning	PO-HU-1200	100	200,000	0	Approved
OH	Reduction of CDBG consulting funds	OH receives \$50,000 in CDBG consulting funds annually. Half has already been spent; we propose cutting the remainder.	These funds pay for property appraisals, land surveys, and other analysis needed to evaluate potential sites for affordable housing, including surplus public sites. This cut will limit OH's ability contract for these services as opportunities arise in 2020.	Leadership & Administration	BO-HU-1000	Department Indirect Costs	PO-HU-1100	16600	25,000	0	Approved
OH	Reduction of training for the Weatherization program staff	Weatherization staff are mandated to attend numerous trainings by the federal and state grantors funding the program. This cut represents the trainings that will likely be cancelled.	Attending in-person trainings (usually involving travel) will not be possible.	Homeownership & Sustainability	BO-HU-2000	Weatherization	PO-HU-2300	16600	25,000	0	Approved
OH	Pre-Development Costs for Little Saigon and Central District.	Council added \$250,000 General Fund in the 2020 Adopted Budget for pre-development costs. This item shifts the funding source from General Fund to MHA Administration.						100	250,000		Approved
OH	Affirmative marketing cut	Eliminate funds added by Council in the 2020 Budget Process for affirmative marketing.	Affirmative marketing and community preference policy work will continue; housing providers will need to accommodate this work within their own budgets.	Leadership & Administration	BO-HU-1000	Policy and Planning	PO-HU-1200	16600	50,000	0	Rejected
OIG	Vacancy Savings	Will keep two positions vacant. This will prevent OIG from expanding their workplan in 2020, as planned.	Two audits would likely not get done.	Leadership and Administration	BO-VC-V1CIV			100	300,000	2	Rejected
OIR	3-month Vacancy Salary Savings	Salary savings from vacant positions, April-June		Office of Intergovernmental Relations	BO-IR-X1G00	Office of Intergovernmental Relations	PO-IR-X1G00	100	47,426	1	Approved
OIR	Travel and Training		If the Mayor chooses to go to DC or to attend the US Conference of Mayors, we would not be able to pay her costs or staff her.	Office of Intergovernmental Relations	BO-IR-X1G00	Office of Intergovernmental Relations	PO-IR-X1G00	100	5,000	0	Approved
OIR	Supplies Expenses			Office of Intergovernmental Relations	BO-IR-X1G00	Office of Intergovernmental Relations	PO-IR-X1G00	100	7,587	0	Approved
OIRA	Retiring employee replacement delay	OIRA's Employment and Education Program and Policy Specialist is retiring effective 5/1/20. We would delay the start date of his replacement until 6/3/20 (and likely contract for a few hours per week during that gap for baseline program maintenance).	This program to connect vulnerable populations (immigrants) to the workforce will be in a holding pattern, and OIRA/the City will not have the ability to work with contractors to react to changes and adapt the model to best support participants in a COVID-19 impacted environment. The new employee's job transition will be more difficult.	Immigrant and Refugee Affairs	IAO	Immigrant and Refugee Affairs	IA110	100	9,856		Approved
OIRA	Non-compliant CISC contract cancellation	OIRA contracts with the Chinese Information and Services Center (CISC) to provide citizenship classes and case management services through our New Citizen Program. CISC allowed their accreditation from the Department of Justice to provide legal services for immigrant seeking to naturalize to lapse, and cannot renew with current staffing. They will be unable to provide that subset of services for at least the duration of the contract period (ends June 30, 2020).		Immigrant and Refugee Affairs	IAO	Immigrant and Refugee Affairs	IA110	100	25,091		Approved
OIRA	Immigrant Family Institute cancellation	We would not hold planned 8-week sessions of this program, a collaboration between OIRA and SPD to build understanding and trust between immigrant families and police officers and to reduce immigrant youth involvement with the justice system.	An important line of communication between immigrant families and police will be disrupted; and disparities in trust of police between immigrant and other families will continue. OIRA's IFI Program Specialist will be able to be redeployed on community outreach and language access related to COVID-19 and the related range of impacts on City programming.	Immigrant and Refugee Affairs	IAO	Immigrant and Refugee Affairs	IA110	100	64,645		Rejected
OIRA	New Citizen Campaign contingency	Consulting funds held for contingency spending on the New Citizen Campaign	OIRA would no longer have this cushion to fall back on for unexpected NCC needs	Immigrant and Refugee Affairs	IAO	Immigrant and Refugee Affairs	IA110	100	25,000		Rejected
OIRA	Cut unallocated Rapid Response consulting funds	Rapid Response funds were added by Council for community organizations to respond to federal administration actions, with activities like "Know Your Rights" clinics for DACA/TPS, and outreach around the Public Charge rule change. Not all of the \$375K in funding has been allocated yet. This cut would eliminate the unallocated portion.		Immigrant and Refugee Affairs	IAO	Immigrant and Refugee Affairs	IA110	100	50,000		Rejected
OIRA	Cut unallocated consulting funds for naturalization services	Unencumbered consulting funds for naturalization services		Immigrant and Refugee Affairs	IAO	Immigrant and Refugee Affairs	IA110	100	55,000		Rejected
OIRA	Cut consulting funds held for emergent issues	Funding held for emergent issues	OIRA wouldn't have this pot of money for emergent issues	Immigrant and Refugee Affairs	IAO	Immigrant and Refugee Affairs	IA110	100	10,000		Rejected

2020 Reductions Summary
Operating

Dept	Name of Reduction	Description of Reduction—Include what would not get done.	Impacts	BSL Title	BSL Code	Budget Program Title	Budget Program Code	Fund Code	2020 Reduction (dollars)	FTEs	Recommendation Status
OLS	Staff - Civil Rights Analyst, Sr	Investigate the majority of our (currently 66) waitlisted cases, some of which have been on our waitlist for over a year; Slow, stop, or reduce the growth of our waitlist as we continue to receive new reports of labor standards violations in Seattle workplaces; Effectively investigate new and current reports of labor standards violations committed against Seattle workers; Effectively carry out directed and strategic investigations of labor standards violations committed against Seattle workers in high violation/low complaint industries; Effectively respond to people seeking information about or reporting labor standards violations (this month we have received an average of 30 worker inquiries per week); Maintain sustainable investigative caseloads and intake response loads for our current investigators, many of whom are currently at or over capacity and have been so for over a year.	Seattle workers who have experienced labor standards violations – including workers who have suffered egregious forms of wage theft or who are not receiving PSST, for example – will go unserved and unremedied; As all Seattle workers will experience diminished access to information and access to government labor standards enforcement; Vulnerable low-wage workers (including but not limited to immigrant workers, workers who speak languages other than English, workers with disabilities, workers of color, LGBTQ workers, formerly incarcerated workers and workers with criminal or arrest records, unsheltered/unsheltered workers) will suffer a greater and disproportionately harmful impact; Employers violating Seattle labor standards will continue to do so, unchecked; Employers complying with Seattle labor standards face unfair competition from employers that are violating labor standards; Current investigators and other frontline staff (e.g. administrative specialists, paralegal) will continue to be overburdened, risking burnout and further turnover.	Office of Labor Standards	BO-LS-1000	Office of Labor Standards	PO-LS-1000 - Office of Labor Standards	190	150,273	3	Approved
OLS	532900 - Computer Equipment	Office equipment for new employees; currently have enough for employees.	Future employees	Office of Labor Standards	BO-LS-1000	Office of Labor Standards	PO-LS-1000 - Office of Labor Standards	190	7,500	0	Approved
OLS	Staff - Strategic Advisor (Policy Analyst)	1. Additional strain and reduced capacity for our two Policy Analysts and the Policy Manager, who have been carrying additional work since June 2019 when the position was first vacated and again when the Policy Manager took on Interim Director role in February 2020. 2. Inability to complete rulemaking for the TNC Deactivation Ordinance (SMC 14.32) in advance of the October 1, 2020 effective date. 3. Delay our recommendation on TNC Driver Minimum Compensation to the Mayor and Council, which is required by SMC 14.31. 4. Inability to provide deeper policy guidance, training, and technical assistance on the four new hotel ordinances (SMCs 14.26-14.29) prior to their July 1 effective date or prior to end of 2020. 5. Limit our ability to support the work of, and delay our ability to act on recommendations made by: the Domestic Workers Standards Board on working conditions related to domestic workers (e.g. portable benefits) as required by SMC 14.23; the Labor Standards Advisory Commission's on issues related to misclassified independent contractors as required by Resolution 32863; the Future of Work Platform Justice working group on transparency protections for platform workers. 6. Reduce our capacity to provide technical assistance to employers on our 13 labor standards. 7. Limit our participation on the SLI FAS 5-B-1 Title VI (Business License), Resolution 31910 (Infants at Work). 8. Delay our work on advancing legislative changes to certain enforcement provisions.	Low-wage workers, many who are immigrants, refugees, individuals with limited English language proficiency, and people of color. Employers, including small businesses that are owned by immigrants, refugees, and people of color.	Office of Labor Standards	BO-LS-1000	Office of Labor Standards	PO-LS-1000 - Office of Labor Standards	190	53,515	1	Rejected
OLS	531030 - Operating Supplies	Daily Operating needs	N/A	Office of Labor Standards	BO-LS-1000	Office of Labor Standards	PO-LS-1000 - Office of Labor Standards	190	4,596		Rejected
OLS	531010 Supplies/Subscriptions	Daily/Weekly/Monthly operating needs and subscriptions	N/A	Office of Labor Standards	BO-LS-1000	Office of Labor Standards	PO-LS-1000 - Office of Labor Standards	190	4,000		Rejected
OLS	545010 - Training out of City	Employee travel to AWI training for Investigators	Employees	Office of Labor Standards	BO-LS-1000	Office of Labor Standards	PO-LS-1000 - Office of Labor Standards	190	16,000		Rejected
OLS	544010 - Training Reimburse	Ability to pay for employees registration to conferences and trainings	Employees	Office of Labor Standards	BO-LS-1000	Office of Labor Standards	PO-LS-1000 - Office of Labor Standards	190	20,000		Rejected
OLS	545040 - Training In City	Managers Training, RSJI Training with RISE by KJ Williams	Employees	Office of Labor Standards	BO-LS-1000	Office of Labor Standards	PO-LS-1000 - Office of Labor Standards	190	12,000		Rejected
OLS	542050 - Motorpool	Transportation to COEF/BOEF events when presence is requested	Employees	Office of Labor Standards	BO-LS-1000	Office of Labor Standards	PO-LS-1000 - Office of Labor Standards	190	2,000		Rejected
OLS	543040 - Office Maintenance Equip	Upkeep of various office equipment	N/A	Office of Labor Standards	BO-LS-1000	Office of Labor Standards	PO-LS-1000 - Office of Labor Standards	190	1,800		Rejected
OLS	541340 - Services-Copying & Printing	Affect our ability to send new posters to Seattle businesses	Seattle Businesses & Employees	Office of Labor Standards	BO-LS-1000	Office of Labor Standards	PO-LS-1000 - Office of Labor Standards	190	19,000		Rejected
OLS	Staff - Director	Delay hiring new director until October 1		Office of Labor Standards	BO-LS-1000	Office of Labor Standards	PO-LS-1000	190	16,900	1	Rejected
OPCD	Delay Comprehensive Plan Major Update from 2020 to 2021	Postpone Comprehensive Plan outreach and EIS work until 2021. State has extended the GMA deadline. Comp Plan update is required by law (GMA).	Impacts of delay are minimal because the state extended the time-frame for completing the comprehensive plan update. The Comp Plan update is required per the Growth Management Act and therefore this work can only be delayed; not cancelled.	Planning and Community Development	BO-PC-X2P00	Planning and Community Development	PCOMDV	100	650,000	0	Approved
OPCD	Reduce 2020 Sound Transit 3 Funding from SDOT	Reduce the time that OPCD employs a temporary staff person (a project assistant for the ST3 planning team) from two years to one year. (If this reduction is accepted, position would continue through approximately 12/31/20.)	Layoff of existing filled 2-year TES position	Planning and Community Development	BO-PC-X2P00	Planning and Community Development	PCOMDV	00100 (backed by Transportation Fund 13000)	134,255	1	Approved
OPCD	Reduce EDI Awards provided from the \$540K of additional one-time funding	The 2020 Adopted Budget provided \$540K of additional one-time funding for EDI grant awards; of this amount, \$40K was from GF and \$500 K was from CRS-U. This reduction would reduce these grant awards by \$37K.	Of the \$540,000 of one-time additional EDI funding in OPCD's 2020 Adopted Budget, EDI is in the contracting process for three projects: CAYA (\$75K), Hope Academy (\$338K), and Urban Black (\$50K). Also, \$40K is intended for the South Seattle Women's Health Foundation. The remaining \$37K is not programmed at this time.	Planning and Community Development	BO-PC-X2P00	Equitable Development Resource Funding/Equitable Development Initiative	PXEQDI	164	37,000	0	Approved
OPCD	Eliminate Natural Capital Valuation Study	Eliminate the natural valuation study. Council added \$35,000 of one-time GF in OPCD's 2020 Adopted Budget for the department to contract with an expert in ecosystem services to conduct this study; this work has not started yet.	No impact; there is no existing or pending contract and none of OPCD's work is dependent on this.	Planning and Community Development	BO-PC-X2P00	Planning and Community Development	PCOMDV	100	35,000	0	Approved
OPCD	Reduce Base Consultant Services Budget	Reduce OPCD's consultant services by \$25,000; reduce other miscellaneous non-labor items by 50% (\$67,734).	This item delays two items until 2021: translation and interpretation for ADUs (\$15K) and River Walk (\$10K).	Planning and Community Development	BO-PC-X2P00	Planning and Community Development	PCOMDV	100	92,734	0	Approved
OPCD	Hiring Freeze	Hold 3 positions currently vacant until the hiring freeze is lifted.	Three high-level positions are affected: E2, M3 and SA3	Planning and Community Development	BO-PC-X2P00	Planning and Community Development	PXCMGT	100	267,618	0	Approved
OPCD	Reduce Design Commission Consultant Services	Savings of unneeded compensation for Design Commission members	No impact	Design Commission	BO-PC-X2P10	Design Commission	PCDCOM	30010	2,500	0	Approved

2020 Reductions Summary
Operating

Dept	Name of Reduction	Description of Reduction—Include what would not get done.	Impacts	BSL Title	BSL Code	Budget Program Title	Budget Program Code	Fund Code	2020 Reduction (dollars)	FTEs	Recommendation Status
OPCD	Pause or Cancel Existing Small Contracts	Pause work on the following contracts: Racial Equity Workshop facilitation and anti-bias training (\$13,650); EIS for Industrial Lands (\$144 K).	Items are not critical in the short term but do believe work should be resumed after COVID crisis is over.	Planning and Community Development	BO-PC-X2P00	various	various	100	157,650	0	Approved
OPCD	Reduce 2020 EDI Awards funded from Short-Term Rental Tax	Reduce EDI awards funded by 2020 Short-Term Rental Tax. (Note: item has been funded by GF.)	RSJ: This change will make it more difficult for community ownership projects already in the pipeline to be completed.	Planning and Community Development	BO-PC-X2P00	Planning and Community Development	PCEQDF	12200	1,900,000	0	Approved
OPCD	Provide GF Support for 2020 EDI awards	Provide GF funds for 2020 Equitable Development Initiative awards	Restores funding removed in above due to declining short-term rental tax revenues	Planning and Community Development	BO-PC-X2P00	Planning and Community Development	PCEQDF	100	-1,900,000	0	Approved
OPCD	Reduce EDI site acquisition fund	Reduce the EDI site acquisition fund. (Note: decision is to reject this for now but hold for future consideration.)	OPCD considers this to be high priority funding for communities already at risk of displacement. OPCD has pending purchase and sale agreements with Black and Tan Hall, Rainier Beach Food Innovation Center, and Queer the Land that total approximately \$4.5 million. If OPCD gives up the remaining \$10.5 million, the impact is significant potential lost opportunities and increased costs for EDI projects. Additional projects anticipated to seek acquisition funding include Cham Refugee Communities, Central Area Youth Association, Little Saigon Landmark, and Duwamish Valley Affordable Housing Coalition. Losing potential sites now would likely either eliminate project viability for the foreseeable future or increase project costs. It is also possible that significant housing potential could be lost due to projects being scaled back.	Planning and Community Development	BO-PC-X2P00	Equitable Development Resource Funding	PCEQDF	100	0	0	Rejected
OPCD	Reduce Strategic Investment Fund "Soft Costs"	The 2020 Adopted Budget provided \$330,664 of one-time GF (from Mercer Megablock) for strategic land acquisition work to address displacement. Activities include feasibility analyses and studies, community engagement, etc. This item reduces this amount to \$7,800 to pay for a facilitator contract that has been signed. (Note: decision is to reject this for now but hold for future consideration.)	RSJ: These funds were targeted for building community ownership and resilience in the face of displacement in low-income communities of color. Having funds available to support due diligence for land purchases during a potential market downturn is an ideal anticipatory strategy for building resilience, both in times of crisis and of growth. There's a chance that we would be losing that opportunity right when such a strategy would be most cost-effective. But these funds would not be necessary if the Strategic Land Investment Fund is reallocated.	Planning and Community Development	BO-PC-X2P00	Equitable Development Initiative	PCEQDI	100	322,864	0	Rejected
OSE	Climate policy advisor	Delay hiring climate policy advisor until Oct. 2020	Suspend climate action plan & measurement activities, delaying GHG reduction actions. This hiring was nearly complete, final interviews conducted but no offer made as of 3/20.	Office of Sustainability and Environment	BO-SE-X1000	Office of Sustainability & Environment	PO-SE-X1000	100	120,000		Approved
OSE	Tune-up analysis	First analysis on 100+ buildings that underwent tune-ups via tune-up accelerator	Unable to use analysis to inform future action and policy such as building performance standards	Office of Sustainability and Environment	BO-SE-X1000	Office of Sustainability & Environment	PO-SE-X1000	100	52,000		Approved
OSE	Building benchmarking and tune-up implementation	Delays most deadlines until late 2020 or into 2021, lowering the amount needed for mailing, training, data visualization updates	Both are regulatory compliance programs, delays energy efficiency measures and GHG reductions	Office of Sustainability and Environment	BO-SE-X1000	Office of Sustainability & Environment	PO-SE-X1000	100	40,000		Approved
OSE	Urban forestry program	Eliminates most discretionary funds from 2020 UF budget, and includes funding for annual meetings of stakeholders (inc. the UF Commission/City staff retreat) and an ongoing project w/the Duwamish Valley Action Plan to implement a community-led effort to evaluate air quality and take actions to improve (tree planting, greening).	The project represents green job training, economic development, community empowerment, cross-sector collaboration, and on-the-ground environmental improvements for a community that is already experiencing disproportionate impacts due to economic insecurity and poor air quality (including higher asthma rates).	Office of Sustainability and Environment	BO-SE-X1000	Office of Sustainability & Environment	PO-SE-X1000	100	28,000		Approved
OSE	Duwamish Valley program	Reprioritizes \$57,000 most discretionary funds from 2020 DV budget, this would suspend all planned activities: • Asthma prevention services for 15 families. • Weatherization plus health improvements for 10 families in need of physical improvements in their homes to prevent asthma attacks or other respiratory problems • Support for the Duwamish Valley Air Quality Collaborative. • Connect Duwamish Valley businesses and workers to upcoming local procurement, purchasing, and job opportunities related to multimillion capital investments. • Support each cohort (3/year) of Duwamish Valley Youth Corps to support broad engagement, while supporting their ongoing work in the community. • Host 2-4 broad community engagement events.	Duwamish Valley is a priority RSJ focus area and is an area of Seattle with greater potential impacts from COVID that is already experiencing disproportionate impacts due to economic insecurity, poor air quality (including higher asthma rates), and over-planning and under-delivery of City projects. The work previously described is part of the ongoing implementation of the Duwamish Valley Action Plan. These funds will be reprogrammed for COVID response activities that could include grocery vouchers, outreach, recruitment, and technical assistance for DV small businesses, rent relief after eviction ban ends.	Office of Sustainability and Environment	BO-SE-X1000	Office of Sustainability & Environment	PO-SE-X1000	100	-		Approved
OSE	Communications & Admin	Discretionary funds for travel, translation, office activities	Potential impact to language access (\$5-10K) if budget not available in other areas for grocery voucher translations	Office of Sustainability and Environment	BO-SE-X1000	Office of Sustainability & Environment	PO-SE-X1000	100	40,000		Approved
OSE	Drive Clean Seattle	Suspend new transportation electrification plan action items that require new funding, expansion of e-charging hubs, and outreach to WMBE businesses and communities.	Delays progress on greenhouse gas reduction and air quality improvement goals	Office of Sustainability and Environment	BO-SE-X1000	Office of Sustainability & Environment	PO-SE-X1000	100	45,000		Approved
OSE	Green New Deal staff & board	Eliminates all 2020 funds from GND activities, including hiring. Green Sheet CBA OSE-1-B-1.	Delay establishing the GND Oversight Board as outlined in the ordinance, and postpone hiring the advisor until 2021	Office of Sustainability and Environment	BO-SE-X1000	Office of Sustainability & Environment	PO-SE-X1000	100	136,000		Approved
OSE	Equity & Environment discretionary	Reduces funding for discretionary EEI budget EXCEPT EJC and EJ fund activities. OSE will not do robust engagement to update the Equity and Environment Agenda, nor work with a grant committee for the EJ fund.	OSE retains \$250K for EJ fund that will go to our community partners impacted by COVID and \$70K for the EJC work already underway (MOAs have been signed).	Office of Sustainability and Environment	BO-SE-X1000	Office of Sustainability & Environment	PO-SE-X1000	100	45,000		Approved
OSE	Equity & Environment Initiative Manager	Delay hiring climate EEI manager until 2021	The EEI manager oversees programs and policies that promote equity in OSE & City environmental programs, so has a high impact on RSJ capacity/community building	Office of Sustainability and Environment	BO-SE-X1000	Office of Sustainability & Environment	PO-SE-X1000	100	160,000		Approved
OSE	Building electrification opportunity	No building electrification analysis and working group to be convened	Delays progress on a large emissions reduction opportunity	Office of Sustainability and Environment	BO-SE-X1000	Office of Sustainability & Environment	PO-SE-X1000	100	20,000		Approved
OSE	Elimination of evaluation of SBT programs to reallocate funds to the emergency voucher program.	In CBA OSE-2-D-1, Council requested OSE to contract with a consultant to assess the evaluation capacity needs across SBT-funded programs and services and create a plan to evaluate these programs and services. This work was slated for Q3 and has not yet begun. With this elimination, the work would not get done. This was a one-time allocation, so there is no funding in baseline budget to complete this work in 2021.	The SBT CAB's request for this funding was based on a recommendation from community engagement efforts with nonprofit organizations and stakeholders focused on food access, healthy eating, food justice and health equity. Community members who participated indicated they needed more information about whether programs funded by SBT are effectively reaching communities most impacted by health and nutrition-related activities. This funding was meant to help set up those evaluation efforts.	Office of Sustainability and Environment	BO-SE-X1000	Office of Sustainability & Environment	PO-SE-X1000	155	225,000		Approved
OSE	Healthy Food in Schools - no expansion	This carryforward of 2019 funds into 2020 was to increase the number of High Schools served through the High School Snack pilot, beginning in April and through December 2020. This reduction would eliminate that expansion for all of 2020. Because this was a carryforward of 2019 funds, the funds are one-time.	Students at some low-income high schools that do not yet participate in the HS snack pilot will not receive daily fruit and vegetable snacks. However, shifting this to the grocery voucher program helps provide food to families in need while schools are closed.	Office of Sustainability and Environment	BO-SE-X1000	Office of Sustainability & Environment	PO-SE-X1000	155	40,000		Approved
OSE	Elimination of remaining consultant support for SBT CAB	In CBA OSE-2-D-1, Council allocated funding for the SBT CAB to analyze key issue areas, such as opportunities and gaps in prenatal-to-aged three programs and services in Seattle. As of 3/26/20, the specific consultant work is not yet scoped by the CAB. This was a one-time allocation, so with this reduction, this work would not get done.	This allocation was based on the recommendations of the SBT CAB, a community advisory body focused on elevating the needs and values of communities of color and low income communities. The intent of this allocation was to support continued engagement with the community and issue area experts to fill the CAB's gaps in expertise and center community voices/experiences.	Office of Sustainability and Environment	BO-SE-X1000	Office of Sustainability & Environment	PO-SE-X1000	155	50,000		Approved

**2020 Reductions Summary
Operating**

Dept	Name of Reduction	Description of Reduction—Include what would not get done.	Impacts	BSL Title	BSL Code	Budget Program Title	Budget Program Code	Fund Code	2020 Reduction (dollars)	FTEs	Recommendation Status
OSE	Delay in Food Action Plan	This reduction in consultant services would put on hold the update of the Food Action Plan, currently slated for release in early 2021. The plan update process is currently on hold, as most key personnel involved with the update have been reassigned to COVID-19 related work.	Limited impact. This work is already delayed due to redeployment of most planning staff to COVID-related activities.	Office of Sustainability and Environment	BO-SE-X1000	Office of Sustainability & Environment	PO-SE-X1000	155	20,000		Approved
OSE	Healthy Food in Schools Snack program underspend	This reduction represents the savings through this program as a result of schools being closed from mid-March through the end of April.	No impact. This savings has already occurred due to the closure of schools from March-April.	Office of Sustainability and Environment	BO-SE-X1000	Office of Sustainability & Environment	PO-SE-X1000	155	46,000		Approved
OSE	Elimination of Seattle Public Schools Scratch Cooking Assessment	In CBA OSE-2-D-1, Council requested OSE to contract with a consultant to assess scratch cooking infrastructure at Seattle Public Schools (SPS). SPS Nutrition Services does not currently have the capability to prepare food from scratch, which would improve the freshness, quality, variety, and taste of school food. This reduction would eliminate that assessment. This was a one-time allocation, so there is no funding in the baseline budget to complete this work in 2021.	This assessment was a high priority for the SBT CAB, who included it in both their 2019 and 2020 recommendations. Due to COVID related school closures, scratch cooking assessment won't be conducted.	Office of Sustainability and Environment	BO-SE-X1000	Office of Sustainability & Environment	PO-SE-X1000	155	75,000		Approved
SCL	Residential, Commercial, Industrial Incentives	Defer work on non-essential conservation programs and new program development	This reduction aligns with updated expectations of program participation rates 2020. SCL will still meet their conservation target for the year.	CES	BO-CL-P			41000	2,735,602		Approved
SCL	Services and Rentals	Defer all non-essential consulting and other services for the duration of 2020	Low impact to customers.	Transmission & Distribution O&M	BO-CL-T			41000	35,900		Approved
SCL	Environmental Compliance & Real Estate Consulting	Defer all non-essential consulting and other services for the duration of 2020	Low impact to customers.	Environmental Affairs O&M	BO-CL-V			41000	100,000		Approved
SCL	Consulting Cost Cuts	Defer all non-essential consulting and other services for the duration of 2020	Funding was intended for new program development; this reduction delays that.	CES	BO-CL-P			41000	2,300,000		Approved
SCL	Consulting Cost Cuts	Defer all non-essential consulting and other services for the duration of 2020	Funding was intended for new program development; this reduction delays that.	CES	BO-CL-P			41000	800,000		Approved
SCL	Consulting Cost Cuts	Defer all non-essential consulting and other services for the duration of 2020	Low impact to customers.	Facilities & Oversight	BO-CL-O			41000	127,664		Approved
SCL	Consulting Cost Cuts	Defer all non-essential consulting and other services for the duration of 2020	This reduction captures 2020 savings from delays in several program upgrades.	AML	BO-CL-E			41000	1,100,000		Approved
SCL	Consulting Cost Cuts	Defer all non-essential consulting and other services for the duration of 2020	This will delay the improvements to UI Planner.	Leadership and Administration - Financial Services O&M	BO-CL-F			41000	20,000		Approved
SCL	Mktg Research/ completed contracts	Defer all non-essential consulting and other services for the duration of 2020	Low impact to customers.	Customer Service, Communications and Regulatory Affairs	BO-CL-C			41000	19,470		Approved
SCL	Advertising reduction	Defer all non-essential consulting and other services for the duration of 2020	Low impact to customers.	Customer Service, Communications and Regulatory Affairs	BO-CL-C			41000	18,000		Approved
SCL	Subscriptions reduction	Defer all non-essential consulting and other services for the duration of 2020	Low impact to customers.	Customer Service, Communications and Regulatory Affairs	BO-CL-C			41000	30,000		Approved
SCL	Reduction of GHG mitigation consulting budget and purchase of offsets	Reduction of Greenhouse Gas mitigation consulting budget and purchase of offsets	There will likely be no impact to this reduction in 2020 based on current assumptions, but if additional mitigation is needed, it will impact 2021 spending.	Environmental Affairs O&M	BO-CL-V			41000	297,546		Approved
SCL	Cedar Falls Major Maintenance Planning	Defer planning associated with Cedar Falls Major Maintenance Program	This delays analysis and planning for upgrades to Cedar Falls facilities.	Generation Operations & Engineering O&M	BO-CL-G			41000	400,000		Approved
SCL	Reduced spending on employee recognition programs and the Safety Fair and Safety Passport program	Defer employee recognition spending and Safety Passport and Safety Fair programs in 2021	Reduces the level of visibility on safety programs and employee recognition.	People and Culture	BO-CL-A			41000	100,000		Approved
SCL	Hiring freeze on all vacant positions deemed non-essential	Hiring freeze on all vacant positions deemed non-essential	SCL identified 152 vacant FTE's representing a \$2.7M reduction to 2020 labor costs.	Leadership and Administration	BO-CL-A			41000	62,178		Approved
SCL	Hiring freeze on all vacant positions deemed non-essential	Hiring freeze on all vacant positions deemed non-essential	SCL identified 152 vacant FTE's representing a \$2.7M reduction to 2020 labor costs.	Customer Service, Communications and Regulatory Affairs	BO-CL-C			41000	107,040		Approved
SCL	Hiring freeze on all vacant positions deemed non-essential	Hiring freeze on all vacant positions deemed non-essential	SCL identified 152 vacant FTE's representing a \$2.7M reduction to 2020 labor costs.	Eng & Tech Innovation	BO-CL-E			41000	584,650		Approved
SCL	Hiring freeze on all vacant positions deemed non-essential	Hiring freeze on all vacant positions deemed non-essential	SCL identified 152 vacant FTE's representing a \$2.7M reduction to 2020 labor costs.	Leadership and Administration - Financial Services O&M	BO-CL-F			41000	57,552		Approved
SCL	Hiring freeze on all vacant positions deemed non-essential	Hiring freeze on all vacant positions deemed non-essential	SCL identified 152 vacant FTE's representing a \$2.7M reduction to 2020 labor costs.	Generation Operations and Engineering O&M	BO-CL-G			41000	179,553		Approved
SCL	Hiring freeze on all vacant positions deemed non-essential	Hiring freeze on all vacant positions deemed non-essential	SCL identified 152 vacant FTE's representing a \$2.7M reduction to 2020 labor costs.	Facilities & Oversight	BO-CL-O			41000	72,888		Approved
SCL	Hiring freeze on all vacant positions deemed non-essential	Hiring freeze on all vacant positions deemed non-essential	SCL identified 152 vacant FTE's representing a \$2.7M reduction to 2020 labor costs.	Power Management and Strategic Planning O&M	BO-CL-P			41000	220,594		Approved
SCL	Hiring freeze on all vacant positions deemed non-essential	Hiring freeze on all vacant positions deemed non-essential	SCL identified 152 vacant FTE's representing a \$2.7M reduction to 2020 labor costs.	Transmission and Distribution O&M	BO-CL-T			41000	1,271,909		Approved
SCL	Hiring freeze on all vacant positions deemed non-essential	Hiring freeze on all vacant positions deemed non-essential	SCL identified 152 vacant FTE's representing a \$2.7M reduction to 2020 labor costs.	Environmental Affairs O&M	BO-CL-V			41000	21,443		Approved
SCL	Temp Labor	Reduce temporary labor	Reduce funding for temporary staffing for seasonal work, such as tour guides at the Skagit Hydro facility. However some of this work may not be needed due to COVID.	Generation Operations & Engineering O&M	BO-CL-G			41000	100,000		Approved
SCL	Eliminate summer intern program	Defer hiring for summer interns until 2021.	This one-time cancellation of the summer intern program due to COVID will not significantly impact recruitment or future staffing.	People and Culture	BO-CL-A			41000	266,000		Approved
SCL	Equipment purchases delayed	Eliminate non-essential spending on tools, equipment and supplies across the department	This may delay the replacement of some of the department's computers.	CES	BO-CL-P			41000	99,000		Approved
SCL	Equipment purchases delayed	Eliminate non-essential spending on tools, equipment and supplies across the department	There are no significant impacts to this reduction. A portion of the reduction is for supplies related to disconnects and late notices, however those are not being issued at this time.	Customer Ops	BO-CL-T			41000	200,000		Approved
SCL	Equipment purchases delayed	Eliminate non-essential spending on tools, equipment and supplies across the department	Delay in upgraded office equipment and improvements to UI Planner equipment and software.	Leadership and Administration - Financial Services O&M	BO-CL-F			41000	17,000		Approved
SCL	Conferences/Seminar	Cancel all non-essential travel and training across the department	This reduces the ability of staff to keep up to date on industry best practices and informed on new methods of accomplishing our work.	Generation Operations & Engineering O&M	BO-CL-G			41000	81,000		Approved

2020 Reductions Summary
Operating

Dept	Name of Reduction	Description of Reduction—Include what would not get done.	Impacts	BSL Title	BSL Code	Budget Program Title	Budget Program Code	Fund Code	2020 Reduction (dollars)	FTEs	Recommendation Status
SCL	Training/Travel	Cancel all non-essential travel and training across the department	There will not be significant impacts to customers due to this reduction.	Transmission & Distribution O&M	BO-CL-T			41000	85,000		Approved
SCL	Delay and reduce training and development programs.	Cancel all non-essential travel and training across the department	This could reduce employee participation in training and skill development.	People and Culture	BO-CL-A			41000	385,000		Approved
SCL	Training & Travel Cost Cuts	Cancel all non-essential travel and training across the department	Impacts employees ability to attend industry meetings and conference. However, many of these conferences are now canceled anyway.	CES	BO-CL-P			41000	85,000		Approved
SCL	Training & Travel Cost Cuts	Cancel all non-essential travel and training across the department	No impact to customers or RSJI. Some impact to Regulatory Affairs employees via reduction in contact with NERC/WECC educational programs.	Facilities & Oversight	BO-CL-O			41000	53,378		Approved
SCL	Training & Travel Cost Cuts	Cancel all non-essential travel and training across the department	There are no notable impacts outside of employee learning opportunities for this reduction.	AMLP	BO-CL-E			41000	100,000		Approved
SCL	Reduce travel, training and education spending	Cancel all non-essential travel and training across the department	Low impact to customers.	Power Mgmt & EIR	BO-CL-P			41000	200,000		Approved
SCL	Travel/ Seminars Reduction	Cancel all non-essential travel and training across the department	Low impact to customers.	Leadership and Administration - Financial Services O&M	BO-CL-F			41000	78,250		Approved
SCL	Travel/ Seminars Reduction	Cancel all non-essential travel and training across the department	Reduced travel to Skagit or Boundary for trainings.	Customer Service, Communications and Regulatory Affairs	BO-CL-C			41000	39,500		Approved
SDCI	Discretionary Travel / Training	Travel and training for conferences; work group trainers, speakers, facilitators; on-line courses etc.	Impact to staff needing training and education in various forums	Land Use Services	BO-CI-U2200	Land Use Services	PO-CI-U22A1	48100	52,071		Approved
SDCI	Discretionary Travel / Training	Travel and training for conferences; work group trainers, speakers, facilitators; on-line courses etc.	Impact to staff needing training and education in various forums	Inspections	BO-CI-U23A0	Inspections	PO-CI-U23N1	48100	22,872		Approved
SDCI	Discretionary Travel / Training	Travel and training for conferences; work group trainers, speakers, facilitators; on-line courses etc.	Impact to staff needing training and education in various forums	Leadership and Administration	BO-CI-U2500	Divisional Indirect Costs	PO-CI-U25B1	48100	31,961		Approved
SDCI	Discretionary Travel / Training	Travel and training for conferences; work group trainers, speakers, facilitators; on-line courses etc.	Impact to staff needing training and education in various forums	Govt Policy, Safety & Support	BO-CI-U2600	Govt Policy, Safety & Support	PO-CI-U26A1	48100	33,656		Approved
SDCI	Discretionary / Consultant Contracts	Professional Services / contractors for various business needs	Delayed contractor impacts for business driven needs	Permit Services	BO-CI-U2300	Permit Services	PO-CI-U23C1	48100	152,769		Approved
SDCI	Discretionary / Consultant Contracts	Professional Services / contractors for various business needs	Delayed contractor impacts for business driven needs	Inspections	BO-CI-U23A0	Inspections	PO-CI-U23N1	48100	40,923		Approved
SDCI	Discretionary / Consultant Contracts	Professional Services / contractors for various business needs	Delayed contractor impacts for business driven needs	Compliance	BO-CI-U2400	Rental Housing	PO-CI-U24B1	48100	18,947		Approved
SDCI	Discretionary / Consultant Contracts	Professional Services / contractors for various business needs	Delayed contractor impacts for business driven needs	Govt Policy, Safety & Support	BO-CI-U2600	Govt Policy, Safety & Support	PO-CI-U26A1	48100	125,075		Approved
SDCI	Discretionary / Overtime	Overtime not approved may add to delay in permit review and processing	Impact to customers due to longer review times	Land Use Services	BO-CI-U2200	Land Use Services	PO-CI-U22A1	48100	61,951		Approved
SDCI	Discretionary / Overtime	Overtime not approved may add to delay in permit review and processing	Impact to customers due to longer review times	Permit Services	BO-CI-U2300	Permit Services	PO-CI-U23C1	48100	8,355		Approved
SDCI	Discretionary / Overtime	Overtime not approved may add to delay in permit review and processing	Impact to customers due to longer review times	Inspections	BO-CI-U23A0	Inspections	PO-CI-U23N1	48100	96,824		Approved
SDCI	Discretionary / Temp Labor	Temporary Labor is important to backfill for staff on extended leave or in OOC with other departments	Impacts and delays in backfilling positions and review times	Land Use Services	BO-CI-U2200	Land Use Services	PO-CI-U22A1	48100	156,686		Approved
SDCI	Discretionary / Temp Labor	Temporary Labor is important to backfill for staff on extended leave or in OOC with other departments	Impacts and delays in backfilling positions and review times	Permit Services	BO-CI-U2300	Permit Services	PO-CI-U23C1	48100	19,235		Approved
SDCI	Discretionary / Temp Labor	Temporary Labor is important to backfill for staff on extended leave or in OOC with other departments	Impacts and delays in backfilling positions and review times	Govt Policy, Safety & Support	BO-CI-U2600	Govt Policy, Safety & Support	PO-CI-U26A1	48100	17,527		Approved
SDCI	Discretionary / Temp Labor	Temporary Labor is important to backfill for staff on extended leave or in OOC with other departments	Impacts and delays in backfilling positions and review times	Govt Policy, Safety & Support	BO-CI-U2600	Govt Policy, Safety & Support	PO-CI-U26A1	100	19,861		Approved
SDCI	Salary Savings	Freeze hiring of positions will lead to backlogs across the department	Impact to review backlogs, process improvements, inspections, etc.	Land Use Services	BO-CI-U2200	Land Use Services	PO-CI-U22A1	48100	408,534		Approved
SDCI	Salary Savings	Freeze hiring of positions will lead to backlogs across the department	Impact to review backlogs, process improvements, inspections, etc.	Permit Services	BO-CI-U2300	Permit Services	PO-CI-U23C1	48100	258,461		Approved
SDCI	Salary Savings	Freeze hiring of positions will lead to backlogs across the department	Impact to review backlogs, process improvements, inspections, etc.	Inspections	BO-CI-U23A0	Inspections	PO-CI-U23N1	48100	191,642		Approved
SDCI	Salary Savings	Freeze hiring of positions will lead to backlogs across the department	Impact to review backlogs, process improvements, inspections, etc.	Inspections	BO-CI-U23A0	Inspections	PO-CI-U23N1	100	0		Approved
SDCI	Salary Savings	Freeze hiring of positions will lead to backlogs across the department	Impact to review backlogs, process improvements, inspections, etc.	Compliance	BO-CI-U2400	Compliance	PO-CI-U24A1	100	92,906		Approved
SDCI	Salary Savings	Freeze hiring of positions will lead to backlogs across the department	Impact to review backlogs, process improvements, inspections, etc.	Leadership and Administration	BO-CI-U2500	Divisional Indirect Costs	PO-CI-U25B1	48100	141,348		Approved
SDCI	Salary Savings	Freeze hiring of positions will lead to backlogs across the department	Impact to review backlogs, process improvements, inspections, etc.	Govt Policy, Safety & Support	BO-CI-U2600	Govt Policy, Safety & Support	PO-CI-U26A1	100	61,721		Approved
SDCI	Salary Savings	Freeze hiring of positions will lead to backlogs across the department	Impact to review backlogs, process improvements, inspections, etc.	Process Improvements and Tech	BO-CI-U2800	Process Improvements and Tech	PO-CI-U28A1	48100	78,756		Approved
SDCI	Vehicle and FTE for ESHB-1952 position	Do not fill position or purchase vehicle Electrical Contractor Enforcement position added by Council	Impact to Councilmembers who voted for this addition	Inspections	BO-CI-U23A0	Inspections	PO-CI-U23N1	100	111,535		Approved
SDCI	Discretionary / Other Supplies and Services	Reduced budget for advertising, parking, supplies	Impact to employees and programs that rely on advertising, parking, equipment purchases	Land Use Services	BO-CI-U2200	Land Use Services	PO-CI-U22A1	48100	132,650		Approved
SDCI	Discretionary / Other Supplies and Services	Reduced budget for advertising, parking, supplies	Impact to employees and programs that rely on advertising, parking, equipment purchases	Permit Services	BO-CI-U2300	Permit Services	PO-CI-U23C1	48100	79,895		Approved
SDCI	Discretionary / Other Supplies and Services	Reduced budget for advertising, parking, supplies	Impact to employees and programs that rely on advertising, parking, equipment purchases	Inspections	BO-CI-U23A0	Inspections	PO-CI-U23N1	48100	204,507		Approved
SDCI	Offset to Discretionary Travel/Training	N/A - This is a technical offset to avoid a negative budget	N/A - This is a technical offset to avoid a negative budget	Leadership and Administration	BO-CI-U2500	Dept Overhead Allocations	PO-CI-U25A9	48100	-31,961		Approved
SDCI	Offset to Salary Savings	N/A - This is a technical offset to avoid a negative budget	N/A - This is a technical offset to avoid a negative budget	Leadership and Administration	BO-CI-U2500	Dept Overhead Allocations	PO-CI-U25A9	48100	-141,348		Approved
SDHR	Cancel in-person meetings and events	SDHR department-wide and division-level quarterly all-staff meetings and awards ceremonies assumed to be canceled, reducing event costs.	Employees are under stress but canceling these team-building exercises, at least in the current format, is a necessary precaution.	Leadership and Administration	BO-HR-N5000	Departmental Indirect Costs	PO-HR-N5100	100	35,118	0	Approved
SDHR	Reduce hiring-related budget for SDHR	Reduces budget for hiring-related costs, primarily SDHR internal hiring but also the other end-to-end HR supported departments and offices. These funds would normally cover advertising and outreach through traditional and nontraditional spaces to ensure a diverse applicant pool; hiring-specific costs such as background checks; and expert outside services to assist in finding and assessing candidates for high-level positions and/or highly specialized fields. Savings assume the hiring freeze reduces the number of open positions in the near term and a slow ramp-up due to anticipated 2021 budget actions.	Low impact while the hiring freeze is in place. When hiring is fully reopened, SDHR will not have resources to ramp up response to the increased demand.	HR Services	BO-HR-N6000	HR Service Delivery	PO-HR-N6500	100	22,000	0	Approved
SDHR	Reduce hiring-related budget for supported departments	Reduces budget for hiring-related costs in the 18 end-to-end HR supported departments as well as Citywide. In addition to the hiring-specific savings listed above, SDHR in-person outreach is curtailed due to cancellation of school and community events as well as the lost opportunity to coordinate City and inter-departmental job fairs assuming a deliberate pace in moving through State reopening phases 1 through 4.	Low impact while the hiring freeze is in place. When hiring is fully reopened, SDHR will not have resources to ramp up response to the increased demand, with specific impact on the current 70-day request-to-offer standard for City Executive hiring.	HR Services	BO-HR-N6000	Recruit Retent	PO-HR-N6100	100	50,000	0	Approved
SDHR	Software license savings	SDHR reviewed its budget for opportunities to reduce costs not directly supporting core services. SDHR has a one-time 2020 savings opportunity due to prepayment of a two-year software license to take advantage of one-time savings.	These reductions impact SDHR's flexibility in managing its budget. Savings would have otherwise been used for one-time projects, non-core services and to cover unforeseeable and unanticipated expenses	HR Services	BO-HR-N6000	Recruit Retent	PO-HR-N6100	100	60,000	0	Approved

**2020 Reductions Summary
Operating**

Dept	Name of Reduction	Description of Reduction—Include what would not get done.	Impacts	BSL Title	BSL Code	Budget Program Title	Budget Program Code	Fund Code	2020 Reduction (dollars)	FTEs	Recommendation Status
SDHR	Reduce nonessential equipment purchases	SDHR will defer all nonessential equipment purchases while maintaining some ability to support employee teleworking needs.	As above	Leadership and Administration	BO-HR-N5000	Departmental Indirect Costs	PO-HR-N5100	100	19,266	0	Approved
SDHR	Reduce nonessential equipment purchases	SDHR will defer all nonessential equipment purchases while maintaining some ability to support employee teleworking needs.	As above	Leadership and Administration	BO-HR-N5000	Divisional Indirect Costs	PO-HR-N5200	100	34,725	0	Approved
SDHR	Delay planned training room refurbishment	SDHR refurbishes areas on a rotating basis, as funds are available. The City training rooms have not been updated since SDHR first moved to SMT.	SDHR's four training rooms have not been updated in over a decade, since SDHR first moved into SMT in the early 2000's. Delaying this work impacts the updates to painting and furniture to improve ADA accommodation and for efficient space use.	HR Services	BO-HR-N6000	Training/Org Effectiveness	PO-HR-N6200	100	44,000	0	Approved
SDHR	Delay planned training room refurbishment	SDHR refurbishes areas on a rotating basis, as funds are available. The City training rooms have not been updated since SDHR first moved to SMT.	As above	Leadership and Administration	BO-HR-N5000	Divisional Indirect Costs	PO-HR-N5200	100	10,000	0	Approved
SDOT	Design and Construction Standards	Updates to Streets Illustrated, CP Project Manual Boilerplates, training related to FTA & FHWA requirements, amendments to City Construction Standards	Coordination and support of SPU construction specifications and standards would be reduced; updates to plans and specifications delayed.	BO-TR-17001 - Bridges & Structures	BO-TR-17001	Engineering & Ops Support	PO-TR-17001D	100	150,000	0	Approved
SDOT	City-wide implementation of ped lighting and ped master plan	Reduce supplies to provide spot pedestrian lighting improvements.	Reduce supplies to help provide spot pedestrian lighting improvements.	BO-TR-17001 - Bridges & Structures	BO-TR-17001	Engineering & Ops Support	PO-TR-17001D	100	12,383	0	Approved
SDOT	Congestion Pricing	Reduce Congestion Pricing consultant work, hold two vacancies open (SA2 and SA3 classifications) from Jan 1st to March 18th.	Regional planning update would be delayed, reduced outreach and RET analysis for congestion pricing research.	BO-TR-17003 - Mobility Operations	BO-TR-17003	Urban Planning	PO-TR-17003G	100	142,000	0	Approved
SDOT	Benson Trolley Storage	Storage of two Benson streetcar vehicles owned by King County would be discontinued. These streetcars would need to be returned to King County.	Seattle would no longer store these streetcars. King County, the current owner, would determine where they go.	BO-TR-17003 - Mobility Operations	BO-TR-17003	Commuter Mobility	PO-TR-17003A	100	30,000	0	Approved
SDOT	Active Transportation Coordinator	Delay hiring of this position and associated work with Seattle Public Schools	Public Schools would not be able to hire for the Active Transportation Coordinator position until the fall.	BO-TR-17003 - Mobility Operations	BO-TR-17003	Commuter Mobility	PO-TR-17003A	18500	112,500	0	Approved
SDOT	Active Transportation Coordinator	Delay hiring of this position and associated work with Seattle Public Schools.	SPS Active Transportation Coordinator would remain vacant until October 2020, per hiring freeze.	BO-TR-17003 - Mobility Operations	BO-TR-17003	Commuter Mobility	PO-TR-17003A	13000	186,000	0	Approved
SDOT	Transit Master Plan Consultant	Defer Transit Master Plan procurement.	Delay update to the Transit Master Plan.	BO-TR-17003 - Mobility Operations	BO-TR-17003	Commuter Mobility	PO-TR-17003A	10398	91,988	0	Approved
SDOT	Transit Master Plan Consultant	Defer Transit Master Plan procurement.	Delay update to the Transit Master Plan.	BO-TR-17003 - Mobility Operations	BO-TR-17003	Commuter Mobility	PO-TR-17003A	100	172,034	0	Approved
SDOT	Wayfinding Grant	Reduce unneeded budget for Standardized Wayfinding Grant work (completed).	No impact, work is complete and under budget.	BO-TR-17003 - Mobility Operations	BO-TR-17003	Commuter Mobility	PO-TR-17003A	100	64,283	0	Approved
SDOT	Parking Shop Supplies	New supply purchases will be delayed in 2020.	Maintenance Shop will not be able to purchase additional supplies.	BO-TR-17003 - Mobility Operations	BO-TR-17003	Parking & Curbspace	PO-TR-17003C	100	50,000	0	Approved
SDOT	Parking Data Collection	No additional data collection beyond core program needs.	New program implementation and policy work may be delayed.	BO-TR-17003 - Mobility Operations	BO-TR-17003	Parking & Curbspace	PO-TR-17003C	100	366,814	0	Approved
SDOT	Parking Data Collection	No additional data collection beyond core program needs.	New program implementation and policy work may be delayed.	BO-TR-17003 - Mobility Operations	BO-TR-17003	Parking & Curbspace	PO-TR-17003C	13000	73,000	0	Approved
SDOT	PayByPhone Annual Marketing	SDOT reduces support to vendor marketing campaign. Vendor must pay for all PayByPhone marketing, or cancel marketing campaigns.	Reduced increase or stall in pay by phone use and adoption.	BO-TR-17003 - Mobility Operations	BO-TR-17003	Parking & Curbspace	PO-TR-17003C	100	90,000	0	Approved
SDOT	One Center City Consulting	Delay future consultant work on One Center City.	Suspension of Near-Term Action Plan identified priorities.	BO-TR-17003 - Mobility Operations	BO-TR-17003	Commuter Mobility	PO-TR-17003A	100	200,000	0	Approved
SDOT	Commercial Vehicle Enforcement Officer	Reduce level of service for enforcing commercial vehicles in the City	Greater likelihood that commercial vehicles could be operating in the right of way.	BO-TR-17003 - Mobility Operations	BO-TR-17003	Commuter Mobility	PO-TR-17003A	100	211,107	0	Approved
SDOT	Street Use Training, Travel, and Equipment	Pause all training, equipment purchases, and change management consultant contract.	Training, equipment purchases, and change management consultant contracts would be delayed.	BO-TR-17004 - ROW Management	BO-TR-17004	St Use Permit & Enforcement	PO-TR-17004A	13000	400,000	0	Approved
SDOT	DotMaps supplies, travel, and training	Eliminates equipment and training for the DotMaps program in 2020.	No training or equipment for the DotMaps program.	BO-TR-17004 - ROW Management	BO-TR-17004	St Use Permit & Enforcement	PO-TR-17004A	13000	15,000	0	Approved
SDOT	Street Use Training, Travel, and Equipment	Pause all training, equipment purchases, and change management consultant contract.	Delay in training and equipment purchases, and change management consultant contract.	BO-TR-17004 - ROW Management	BO-TR-17004	St Use Permit & Enforcement	PO-TR-17004A	13000	779,000	0	Approved
SDOT	Right of Way Permit Enforcement	Vacancy savings, travel, training and supplies reductions.	Delay in hiring, travel, training, and supplies purchases.	BO-TR-17004 - ROW Management	BO-TR-17004	St Use Permit & Enforcement	PO-TR-17004A	13000	436,367	0	Approved
SDOT	Right of Way Permit Enforcement	Vacancy savings, travel, training and supplies reductions.	Delay in hiring, travel, training, and supplies purchases.	BO-TR-17004 - ROW Management	BO-TR-17004	St Use Permit & Enforcement	PO-TR-17004A	13000	247,000	0	Approved
SDOT	Street Use Training, Travel, and Equipment	Reduce travel, training and supply budgets.	Delay travel, training, and supply purchases.	BO-TR-17004 - ROW Management	BO-TR-17004	St Use Permit & Enforcement	PO-TR-17004A	13000	223,000	0	Approved
SDOT	Downtown Mobility	Reduce consultant services to \$100,000 using vacancy savings.	Reduced capacity to respond to emergent downtown mobility issues without existing staff backfill.	BO-TR-17004 - ROW Management	BO-TR-17004	St Use Permit & Enforcement	PO-TR-17004A	13000	143,553	0	Approved
SDOT	Urban Forestry Landscape Architecture	Reduce Field Review funding.	Some field reviews delayed.	BO-TR-17005 - Maintenance Operations	BO-TR-17005	Tree & Landscape Maintenance	PO-TR-17005G	100	30,000	0	Approved
SDOT	Street and Stairway Cleaning	Reduced street cleaning, stairway cleaning, alley flushing, vegetation control and maintenance	Delayed response to call-in reports.	BO-TR-17005 - Maintenance Operations	BO-TR-17005	Operations Support	PO-TR-17005B	13000	90,000	0	Approved
SDOT	Trail Maintenance Vacancy Savings	Reduced level of service on trail facilities: Mountain to Sound, Burke Gillman, Chief Sealth, Interurban	Reduced level of service on trail facilities: Mountain to Sound, Burke Gillman, Chief Sealth, Interurban	BO-TR-17005 - Maintenance Operations	BO-TR-17005	Street Cleaning	PO-TR-17005D	100	10,000	0	Approved
SDOT	Street Tree Management Plan	Reduced discretionary spending on inventory and maintenance.	No funding available for internship hires.	BO-TR-17005 - Maintenance Operations	BO-TR-17005	Tree & Landscape Maintenance	PO-TR-17005G	100	100,000	0	Approved
SDOT	Division Management Overhead	Reduce travel, training and supply budgets, policy consultant contracts, delay hiring.	Delays in travel, training, and supply spending, consultant contracts, hiring.	BO-TR-18001 - Leadership and Administration	BO-TR-18001	Divisional Indirect Costs	PO-TR-18001C	13000	480,418	0	Approved
SDOT	Finance and Administration Overhead	Reduce travel, training and supply budgets, policy consultant contracts, delay hiring.	Delays in travel, training, and supply spending, consultant contracts, hiring.	BO-TR-18001 - Leadership and Administration	BO-TR-18001	Departmental Indirect Costs	PO-TR-18001A	13000	690,490	0	Approved
SDOT	IT Emerging Technology Plan	Delay consultant contracts for the IT Emerging Technology Plan	IT Emerging Technology Plan would be delayed.	BO-TR-18001 - Leadership and Administration	BO-TR-18001	Citywide Indirect Costs	PO-TR-18001D	13000	400,000	0	Approved
SDOT	Directors Office Overhead	Reduce travel, training and supply budgets, policy consultant contracts, delay hiring.	Delays in travel, training, and supply spending, consultant contracts, hiring.	BO-TR-18001 - Leadership and Administration	BO-TR-18001	Departmental Indirect Costs	PO-TR-18001A	13000	1,221,443	0	Approved
SDOT	Move Seattle Levy Reduction (Double Counted)	Reduce General Fund in Operating projects	None; these reductions will be backfilled with levy reductions (see Capital template)	Bridges & Structures	BO-TR-17001	Structures Maintenance	PO-TR-17001C	100	2,370,885	0	Approved
SDOT	Move Seattle Levy Reduction (Double Counted)	Reduce General Fund in Operating projects	None; these reductions will be backfilled with levy reductions (see Capital template)	Mobility Operations	BO-TR-17002	Signs & Markings	PO-TR-17003D	100	805,374	0	Approved
SDOT	Move Seattle Levy Reduction (Double Counted)	Reduce General Fund in Operating projects	None; these reductions will be backfilled with levy reductions (see Capital template)	Mobility Operations	BO-TR-17003	Signs & Markings	PO-TR-17003D	100	1,282,712	0	Approved

**2020 Reductions Summary
Operating**

Dept	Name of Reduction	Description of Reduction—Include what would not get done.	Impacts	BSL Title	BSL Code	Budget Program Title	Budget Program Code	Fund Code	2020 Reduction (dollars)	FTEs	Recommendation Status
SDOT	Move Seattle Levy Reduction (Double Counted)	Reduce General Fund in Operating projects	None; these reductions will be backfilled with levy reductions (see Capital template)	Mobility Operations	BO-TR-17003	Traffic Signals	PO-TR-17003E	100	2,999,829	0	Approved
SDOT	Move Seattle Levy Reduction (Double Counted)	Reduce General Fund in Operating projects	None; these reductions will be backfilled with levy reductions (see Capital template)	Mobility Operations	BO-TR-17003	Commuter Mobility	PO-TR-17003A	100	453,706	0	Approved
SDOT	Move Seattle Levy Reduction (Double Counted)	Reduce General Fund in Operating projects	None; these reductions will be backfilled with levy reductions (see Capital template)	Mobility Operations	BO-TR-17003	Commuter Mobility	PO-TR-17003A	100	732,609	0	Approved
SDOT	Move Seattle Levy Reduction (Double Counted)	Reduce General Fund in Operating projects	None; these reductions will be backfilled with levy reductions (see Capital template)	Maintenance Operations	BO-TR-17005	Tree & Landscape Maintenance	PO-TR-17005G	100	1,384,835	0	Approved
SDOT	Slurry Sealing	Delay sealing preventative maintenance work on roadways.	Increased roadway wear, slower maintenance schedule.	Maintenance Operations	BO-TR-17005	Pavement Management/Repair	PO-TR-17005C	13000	800,000	0	Approved
SDOT	Move Seattle Levy Reduction (Double Counted)	Reduce General Fund in Operating projects	None; these reductions will be backfilled with levy reductions (see Capital template)	Bridges & Structures	BO-TR-17001	Structures Maintenance	PO-TR-17001C	10398	-2,370,885	0	Approved
SDOT	Move Seattle Levy Reduction (Double Counted)	Reduce General Fund in Operating projects	None; these reductions will be backfilled with levy reductions (see Capital template)	Mobility Operations	BO-TR-17002	Signs & Markings	PO-TR-17003D	10398	-805,374	0	Approved
SDOT	Move Seattle Levy Reduction (Double Counted)	Reduce General Fund in Operating projects	None; these reductions will be backfilled with levy reductions (see Capital template)	Mobility Operations	BO-TR-17003	Signs & Markings	PO-TR-17003D	10398	-1,282,712	0	Approved
SDOT	Move Seattle Levy Reduction (Double Counted)	Reduce General Fund in Operating projects	None; these reductions will be backfilled with levy reductions (see Capital template)	Mobility Operations	BO-TR-17003	Traffic Signals	PO-TR-17003E	10398	-2,999,829	0	Approved
SDOT	Move Seattle Levy Reduction (Double Counted)	Reduce General Fund in Operating projects	None; these reductions will be backfilled with levy reductions (see Capital template)	Mobility Operations	BO-TR-17003	Commuter Mobility	PO-TR-17003A	10398	-453,706	0	Approved
SDOT	Move Seattle Levy Reduction (Double Counted)	Reduce General Fund in Operating projects	None; these reductions will be backfilled with levy reductions (see Capital template)	Mobility Operations	BO-TR-17003	Commuter Mobility	PO-TR-17003A	10398	-732,609	0	Approved
SDOT	Move Seattle Levy Reduction (Double Counted)	Reduce General Fund in Operating projects	None; these reductions will be backfilled with levy reductions (see Capital template)	Maintenance Operations	BO-TR-17005	Tree & Landscape Maintenance	PO-TR-17005G	10398	-1,384,835	0	Approved
SDOT	Industrial Lands Project	Vacancy savings, remove SODO Mobility Action Plan from workplan.	No consultant study will be conducted.	BO-TR-17003 - Mobility Operations	BO-TR-17003	Urban Planning	PO-TR-17003G	100	233,000	0	Rejected
SDOT	Waterways Enforcement	Reduce overall budget in waterways. Typically little in spending, unless derelict vessels become a problem at a platted waterway site.	Would have less budget authority to address derelict vessels.	BO-TR-17004 - ROW Management	BO-TR-17004	St Use Permit & Enforcement	PO-TR-17004A	13000	30,632	0	Rejected
SFD	Defer Hard Suction Mounts for Engines	If delayed, it would halt installation of hard suction mounts on engines.	This would only impact the continuity of the fleet. Around 15 engines, fleetwide, have been done to date. Cost is around \$2,000 per engine and are done as they come in for service throughout the year.					100	42,000		Rejected
SFD	Dry-Dock for Fireboat Leschi and Fireboat 2 will be funded by Port Security Grant	This will generate savings by not having to utilize the maintenance budget dedicated for this type of work.	No impact.					100	144,212		Rejected
SFD	Defer Station Fuel Site Upgrades	If delayed, fuel sites would not be upgraded and apparatus will have difficulty fueling as corresponding new hardware is placed in that apparatus.	Work arounds will be developed but inefficient.					100	50,000		Rejected
SFD	Defer alerter separation	Separating alerter lights and speakers for engines, trucks, chiefs, and aid/medic.	Proven effects from poor sleep and rapid arousal, adrenalin dump not managed.					100	25,000		Rejected
SFD	Defer Facilities Improvements	Any improvement to an SFD facility not required by Washington Administrative Codes would be eliminated, or any physical change to the building that doesn't have a direct impact on the operation of the station. This includes changes to living and working quarters when additional members are added to that work group, i.e., removal or replacement of electrical cords and outlets to eliminate trip hazards; desks and chair replacement and furniture and appliance upgrades; no washer/dryer for FAC or Commissary/warehouse; no purchase of portable AC units, cooling fans or space heaters; red light and blackout blinds for firefighter bunk rooms; drains in areas that flood during wet weather and other improvements to livability of facility and property.	Liability and livability concerns. Health and safety of members and public exposed to possibly infectious pathogens. Potential impact to time loss for members due to occupational injury/illness. Less ability to address facility needs of living quarters for existing and new personnel additions.					100	30,000		Rejected
SFD	Eliminate funding for SFD Payroll Integration Project	SFD was billed in 2019 via the Seattle IT Allocation but the project has yet to be implemented. The funds remain in the Seattle IT budget. This proposal would reduce costs for Seattle IT and generate savings for the City.	This would eliminate funding set aside to address gaps (payroll integration opportunities not implemented) in the Work, Schedule, and Timekeeping Project.					100	543,293		Rejected
SFD	Reduce tuition, registration, travel and consultant costs	Reducing all operating, non-personnel discretionary spending that is not related to COVID-19 response and mitigation or providing essential public services.	This will reduce funding for consultant services, and our participation and travel to conferences, seminars and other training opportunities that would have provided the organization with knowledge for improving operational policies, practices and systems.					100	159,622		Rejected
SFD	Reduce overtime.	The elimination of all discretionary overtime spending that is not related to COVID-19 response and mitigation or providing essential public services. Reduction of overtime supporting Events (assumption from March through August).	This will reduce funding for overtime activities across the organization. The Department will sustain activities that are necessary for providing essential services.					100	1,150,172		Rejected
SFD	Hiring Freeze savings.	A "freeze" on hiring of all positions that are not directly related to COVID-19 response and mitigation or necessary to provide essential public services. Currently, there are 7 vacant civilian positions. We've identified savings through June (per the instructions memo).	The hiring freeze will impact our ability to meet the administrative demands throughout the organization. It will impact Finance, HR, Operations, and Fire Prevention Divisions. The Department will submit waiver requests for key positions that are necessary to sustain essential functions. If those waiver requests are approved, we will reduce the hiring freeze savings amounts accordingly.					100	315,529	7	Rejected
SMC	Suspend Computer/Office Equipment Purchases	Suspend 2020 purchase of computers/printers/other office equipment.	Mostly affects HP but we do purchase WMBE	Administration	BO-MC-3000	City Wide Indirect	BO-MC-3100	100	8,898	0	Approved
SMC	Transfer 5 OAs to MCIS 2.0 Bond Funded Project	Transfer of Court's General Fund supported Organizational Analysts (OAs) created to work on configuration and conversation work streams of the MCIS 2.0 project. See 3/27/20 memo stating their job description.	There will be minimal impact. The 4 MSAs are working in the MCIS 2.0 project.	Multi	Multi	multi	multi	100	433,180	5	Approved
SMC	Delay New Hiring Until June 30, 2020	Hold vacant positions until June 30 to come up with \$400,000 saving. (See 3/27/20 memo show the current vacancies.)	The impact is medium to high since work will be delayed.	Multi	Multi	multi	multi	100	217,277	12	Approved
SMC	Suspend Training/Travel	Suspend all 2020 travel/training (except for RSJI training using TCIA)	Some training are specific to RSJI, some of the training contracts are WMBE vendors.	Multi	multi	multi	multi	100	70,000	0	Rejected
SMC	Suspend Consultant Contracts	Suspend 2020 consulting work (General Fund)	We do not have a large consultant budget. Most of that is directed to WMBE (such as Traffic Court, etc.)	Multi	multi	multi	multi	100	25,000	0	Rejected

2020 Reductions Summary
Operating

Dept	Name of Reduction	Description of Reduction--Include what would not get done.	Impacts	BSL Title	BSL Code	Budget Program Title	Budget Program Code	Fund Code	2020 Reduction (dollars)	FTEs	Recommendation Status
SPD	Reduce Overtime Expenses	SPD will cease overtime expenditures in several areas including Emphasis Patrols, Courts, Special Events and Sports, Community Engagement activities, Parking Enforcement, and Internal Training. Traffic overtime expenditures will be reduced by 50%.	In the face of COVID-19, courts are closed and gatherings of all sorts are cancelled. This has allowed the department to realize savings in areas where we would normally have high expenditures.	Various	Various	Various	Various	100	8,579,893		Approved
SPD	Reduce Personnel Expenses	Due to the City-wide hiring freeze, several civilian positions will remain vacant.	Vacant positions for essential personnel, including Police Dispatchers, will be filled. Hiring waivers for in-process Community Service Officers have also been granted. SPD will not fill non-essential civilian vacancies and will continue to monitor overtime for all positions to ensure that maintaining a vacancy is an appropriate cost-saving strategy and achieves minimum staffing and regulatory requirements.	Various	Various	Various	Various	100	2,100,000	38	Approved
SPD	Reduce Equipment Expenses	The department has restricted equipment purchases to items essential to COVID-19 response.	The following purchases were put on hold: Furniture updates, facility upgrades, technology equipment (new and end of life replacements), vehicle upfitting, community outreach materials (due to event cancellations), food/beverages for special events, basically anything and everything that's not essential to basic operations or COVID-related.	Various	Various	Various	Various	100	2,000,000		Approved
SPD	Reduce Travel Training Expenses	SPD has paused all elective travel/training for the duration of the COVID-19 emergency.	In the face of COVID-19, restrictions have been imposed on travel and gathering in large groups. This has allowed the department to realize savings in an area where we would normally have high expenditures. All external in-person training has been restricted to required certifications or skills necessary to perform basic job function. Examples of canceled trainings include conferences, conventions and non-essential specialty training. Some remote training has been approved on a case-by-case basis. Note: Travel/training cuts do not impact basic law enforcement training (i.e., State Academy) or State-mandated internal training.	Various	Various	Various	Various	100	595,650		Approved
SPD	Reduce overappropriation of sworn wage increase due to CPI-U actuals	When the Consumer Price Index Estimate was used to determine the appropriation of the SPOG salary increase, the expected rate was 4.1%. The actual rate for 2020 is 2.7%.	No effects on programs.	Various	Various	Various	Various	100	3,070,000		Approved
SPD/OPA	Travel/Trainings Spending Reduction	Fund only in-house training related to OPA investigations per requirements, would not travel to conference, outside trainings, etc.	OPA public affairs staff would not receive professional development, investigations staff would not receive outside training, all staff would not travel to conferences for more information on best practices, education and networking	Office of Police Accountability	BO-SP-P1300	Police Accountability	PO-SP-P1300	100	32,500		Rejected
SPD/OPA	Services-Consultant	Decrease contract with PRR, Inc., only finish annual report template building	Would reduce additional outreach materials in English & translated languages	Office of Police Accountability	BO-SP-P1300	Police Accountability	PO-SP-P1300	100	7,500		Rejected
SPD/OPA	Community Outreach Events	Cut all Community Engagement Specialist Summer 2020 Outreach Events	Dependent upon other community events. If those are still happening and OPA is not in attendance, this would impede OPA's ability to connect with marginalized communities	Office of Police Accountability	BO-SP-P1300	Police Accountability	PO-SP-P1300	100	5,900		Rejected
SPD/OPA	Mediation Program Elements	Will reduce mediation material printing, cut back on mediations held (from 15/year to 10/year, limit training unless required, etc.)	Dependent upon number of complaints and able/willing participants to meet for mediation & social distancing practices, could limit ability to host mediations for lack of facilitator funding	Office of Police Accountability	BO-SP-P1300	Police Accountability	PO-SP-P1300	100	1,500		Rejected
SPD/OPA	Community Outreach Symposium	Reduce spending for symposium, rethinking how to host event	Dependent upon other community events. If those are still happening and OPA is not in attendance, this would impede OPA's ability to connect with marginalized communities	Office of Police Accountability	BO-SP-P1300	Police Accountability	PO-SP-P1300	100	1,500		Rejected
SPD/OPA	Call-out Gear	Will not purchase call out gear for OPA staff	OPA would not be as readily identifiable as other responding units to Officer Involved Shootings, however, this is current status	Office of Police Accountability	BO-SP-P1300	Police Accountability	PO-SP-P1300	100	2,370		Rejected
SPD/OPA	Consultant-Legal Services	Provided \$80K by Council, requested to reduce to half for 2020	Less funds available for separate legal counsel if needed for conflicting interest with Council/City. Council has requested to only cut half. OPA has not had a need for external legal Council so far in 2020.	Office of Police Accountability	BO-SP-P1300	Police Accountability	PO-SP-P1300	100	40,000		Rejected
SPD/OPA	Hiring Hold	Will not hire additional civilian investigator.	Inability to share workload for investigations with one less staff	Office of Police Accountability	BO-SP-P1300	Police Accountability	PO-SP-P1300	100	149,000	1	Rejected
SPD/OPA	Overtime Reduction	Will only approve essential OT to include call out response and on-call pay	OT for events, workload and other needs will not be available.	Office of Police Accountability	BO-SP-P1300	Police Accountability	PO-SP-P1300	100	83,000		Rejected
SPL	Deferral of Future of Library study	100% deferral. The Library intend to engage a consultant to identify, understand and plan for future scenarios for the Library in the next decade using tools and methods from the field of strategic foresight - including trend analysis, scenario planning, and visioning. Our plan was to have a consultant on board for a July 2020 staff symposium and for work to be completed by April 2021.	The Library made a commitment to voters in the 2019 levy to conduct this work to guide future library planning. We could defer this work until 2021 to free up cash in 2020. However, since this is levy funded and the levy is fully programmed, offsetting cuts or alternative funding in 2021 would need to be identified to capture this savings.	Chief Librarian's Office	BO-PL-B2CTL	Chief Librarian's Office	PO-PL-B2100	18200	200,000	0	Approved
SPL	11% deferral to IT infrastructure budget	11% deferral - Library infrastructure projects scheduled for 2020 have been reviewed and prioritized. 11% of the budget could be made available by deferring some projects out to 2020. Deferrals are not savings as they just push the costs to future years.	As is the case with any type of IT deferral, a need could emerge mid-year requiring an immediate response. In the event this occurs, other aspects of the Library technology budget that are more public facing will need to be reprioritized.	Library Programs & Services	BO-PL-B4PUB	Information Technology	PO-PL-B4100	10410 & 18200	39,000	0	Approved
SPL	Defer 2020 bindery shipment	100% deferral - The Library would cancel a scheduled and budgeted bindery services in 2020, and instead defer it to 2021. This would defer the binding of annual volumes of approximately 100 periodicals during 2020.	It would be ideal to manage this as a deferral and restore an additional \$4,000 to the Library's 2021 bindery budget. However, since bindery items are not in high demand, there may be capacity to reduce the number of periodicals being bound, with a slow catch-up.	Library Programs & Services	BO-PL-B4PUB	Collections and Access	PO-PL-B4300	10410	4,000	0	Approved
SPL	Deferral of authority control and contract cataloging of Overdrive records for 2020	100% deferral - Deferral of authority control and contract cataloging of Overdrive records for 2020. This entire body of work would not be picked up until 2021.	The impact of this deferral means it will be more difficult for patrons to locate and discover electronic titles in the Library's catalog.	Library Programs & Services	BO-PL-B4PUB	Collections and Access	PO-PL-B4300	10410	14,000	0	Approved
SPL	Labor underspend associated with Library Extra Hours budget (30 days)	With the Library mandated closure extending for one-month, there are \$80k in minimum branch staffing costs that will not be incurred. In the event Library closure is extended, these available resources will continue to increase.	Branches being closed to the public eliminates the opportunity to check-out a book from the Library's deep physical material collection, use one of our computers to connect with friends or family online, or offer engaging programming such as Story Time for children.	Library Programs & Services	BO-PL-B4PUB	Public Services	PO-PL-B4400	10410 & 18200	80,000		Approved
SPL	Library underspend of Facilities & Security Overtime resources (30 days)	In light of the Library mandated closure and city-wide guidance to suspend OT use, there is capacity to recapture OT budget authority from the Library personnel budget. First estimate is for 30 days of suspended OT.	The Library overtime budget is made available to three departments (Security, Facilities, Materials Distribution). These resources allow each department to manage staff turnover without service disruptions. The overtime budget is not used to carry out supplementary work. There is typically an offsetting amount of vacancy savings associated with each hour of OT.	Administrative/Support Service	BO-PL-B1ADM	FAC Services	PO-PL-B1500	10410 & 18200	7,000		Approved
SPL	Library underspend of Materials Distribution Overtime resources (30 days)	In light of the Library mandated closure and city-wide guidance to suspend OT use, there is capacity to recapture OT budget authority from the Library personnel budget. First estimate is for 30 days of suspended OT.	The Library overtime budget is made available to three departments (Security, Facilities, Materials Distribution). These resources allow each department to manage staff turnover without service disruptions. The overtime budget is not used to carry out supplementary work. There is typically an offsetting amount of vacancy savings associated with each hour of OT.	BO-PL-B4PUB	BO-PL-B4PUB	Collections and Access	PO-PL-B4300	10410	6,000		Approved

2020 Reductions Summary
Operating

Dept	Name of Reduction	Description of Reduction—Include what would not get done.	Impacts	BSL Title	BSL Code	Budget Program Title	Budget Program Code	Fund Code	2020 Reduction (dollars)	FTEs	Recommendation Status
SPL	Library-wide 2020 training deferral	65% reduction - City-wide mandate to defer all training until 2021	PLA (Public Library Association) had their biennial event in Nashville during Q1 2020. A number of staff attended, charging against the Library's annual training budget. It is estimated 35% of 2020 training resources have been used YTD, although the final number is still TBD (many employees have not yet submitted reimbursement requests). The amount of available savings may increase slightly as final submittals are made by staff.	Human Resources	BO-PL-B5HRS	Human Resources	PO-PL-B5300	10410	75,000	0	Approved
SPL	10% reduction to Library office supply budget	10% reduction to SPL office supply budgets.	Limited impact. SPL staff will be careful in how they use physical office supplies through the end of 2020.	Varies	Varies	Varies	Varies	10410	16,000	0	Approved
SPL	Cancellation of Payscale software	100% reduction - Payscale is used by the Library to undertake employee compensation review. Access to this software will be cancelled for 2020.	Library HR will use alternative, but more labor intensive methodologies for employee generated reclassification and compensation reviews.	Human Resources	BO-PL-B5HRS	Human Resources	PO-PL-B5300	10410	5,000	0	Approved
SPL	Department Operating Supplies & Equipment purchases deferred	Represents reductions in department budgets for non-office supply support and small equipment purchases.	Limited impact. Library departments reviewed non-labor service and small equipment budget and identified areas in which work could be deferred.	Varies	Varies	Varies	Varies	10410	13,750	0	Approved
SPL	70% reduction to window repair budget	70% reduction to window repair budget. This will leave limited resources to respond to emergent window related issues through year-end.	In the event there are acts of vandalism (such as at SPA in 2019) or window seal issues, the Library will look to reprioritize other aspects of the Facilities budget to ensure branches remain operational.	Administrative/Support Service	BO-PL-B1ADM	FAC Services	PO-PL-B1500	10410	33,000	0	Approved
SPL	37.5% reduction to door maintenance and repairs	37.5% reduction - Annual door maintenance service contracts to be deferred for 2020. Door maintenance contracts are funded by the levy.	The Library has three categories of doors - commercial doors, roll up doors, and historic doors - in its various facilities. The heavy use of the Library's buildings results in a high degree of wear and tear on the doors. Annual door maintenance contracts allow the Library to be pro-active in caring for its doors - this preserves the life of the assets and reduces down time related to unscheduled maintenance and repairs. Without resources for annual service contracts, the Library will repair the doors when they fail, resulting in more frequent replacements and more out-of-service time.	Administrative/Support Service	BO-PL-B1ADM	FAC Services	PO-PL-B1500	18200	50,000	0	Approved
SPL	Elimination of service contract contingency	100% reduction - The Library had reserved \$25,000 of levy funds in the 2020 budget to help cover increased costs on several service contracts due for renewal in 2020.	This was a placeholder for maintenance service contracts up for renewal. In the last couple of years, costs to renew contracts have exceeded inflation. Without this contingency, if costs exceed base budgeted amounts, service levels will have to be reduced.	Administrative/Support Service	BO-PL-B1ADM	FAC Services	PO-PL-B1500	18200	25,000	0	Approved
SPL	15% reduction in pest control services	15% reduction in pest control services for 2020. This is levy-funded.	Frequency of pest control services will be reduced through the end of 2020.	Administrative/Support Service	BO-PL-B1ADM	FAC Services	PO-PL-B1500	18200	5,200	0	Approved
SPL	13% reduction in general maintenance projects	13% reduction to general maintenance. This includes deferral of painting projects and reduction in plumbing repair resources and plumbing projects to be deferred to 2021.	Non-essential painting projects at Library locations will be deferred until 2021. Plumbing repair budget will be reduced for remainder of 2020. In the event major plumbing issues surface, the Library will look to reprioritize other aspects of the Facilities budget to ensure continued operations.	Administrative/Support Service	BO-PL-B1ADM	FAC Services	PO-PL-B1500	10410	6,000	0	Approved
SPL	30% reduction to high dusting, carpet, and hard surfaced flooring cleanings	30% reduction - Library staff would manage some scheduled specialized interior cleaning, rather than using a contractor. These services include high dusting, carpet, and hard surface flooring. Specialized interior cleaning is levy-funded.	The Levy pays for an enhanced level of deep cleaning. During the prior levy, the Library contracted out this work with firms with expertise in providing specialized services such as high dusting, carpet cleaning, floor cleaning and upholstery cleaning. With the proposed reduction, the Library will bring some of this work in-house. This may impact service levels.	Administrative/Support Service	BO-PL-B1ADM	FAC Services	PO-PL-B1500	18200	50,000	0	Approved
SPL	Deferral of one window cleaning	30% reduction - The Library would defer one window cleaning for 2020.	The Library Levy pays for enhanced cleaning, including a second exterior window washing each year at the Central Library and branches. This would reduce window washing to one time per year, the level of service provided before Levy funds were added to the maintenance budget beginning in 2013.	Administrative/Support Service	BO-PL-B1ADM	FAC Services	PO-PL-B1500	10410 & 18200	75,000	0	Approved
SPL	10% reduction to Library marketing printing resources	10% reduction - The Library would reduce printed promotional materials by 10%. Printed promotional materials enhance community awareness of key programs.	The Library relies on printed brochures, flyers, and posters to promote community programming. A reduction in this area will reduce the organizations ability to communicate regarding upcoming events.	Institutional & Strategic Adv	BO-PL-B7STR	Institutional & Strategic Adv	PO-PL-B7100	10410 & 18200	14,500	0	Approved
SPL	50% reduction to Library marketing videography & photography services	50% reduction to levy-funded Library digital videography and photography support. This reduces the Library's ability to create online content for our website and use visuals to promote Library programs and services.	The Library uses its website and social media channels as a primary mechanism to promote Library programs and services. Photos and video content are an effective way to engage patrons in online messaging. This will reduce the Library's ability to create new visual content in 2020.	Institutional & Strategic Adv	BO-PL-B7STR	Institutional & Strategic Adv	PO-PL-B7100	18200	17,000	0	Approved
SPL	50% reduction to Event Services equipment and support	50% reduction - With many events cancelled or being rescheduled for later in the year, the Library would reduce the Event Services non-labor budget.	Event Services are expected to be greatly reduced through the end of 2020. As such, this reduction is expected to generate a limited operational impact.	Administrative/Support Service	BO-PL-B1ADM	Event Services	PO-PL-B1700	10410	16,000	0	Approved
SPL	Reduction to Public Services direct patron consultancy support	Public services engages a number of consultants throughout the year to provide direct support. Work with these consultants will be deferred to 2021. Only language line services will continue through the end of 2020.	Services for supplementary interpreter services, piano tunings, and other miscellaneous contracted support will not be supported through 2020 year-end. This will reduce the level of service for patrons. Essential interpretation services will be managed internally by SPL staff and the Marketing & Online Services department.	Library Programs & Services	BO-PL-B4PUB	Public Services	PO-PL-B4400	10410	17,000	0	Approved
SPL	Reduction to Public Services equipment and community support	Represents reductions in library dues and memberships, system wide AV purchases, and employee reimbursements related to taking Library work out of the branches and into the community.	Community membership dues, which provide resources to neighborhood agencies will be cancelled for 2020. Small equipment and AV purchases will be put on hold for the remainder of the year.	Library Programs & Services	BO-PL-B4PUB	Public Services	PO-PL-B4400	10410	19,000	0	Approved
SPL	35% reduction to small IT equipment purchases	35% reduction - Small IT equipment and consultancy support has been reviewed with essential equipment and services, such as ILS de-customization, being identified. Some items will be delayed until 2021.	Limited impact. In the event small equipment purchases identified for deferral end up being required, they could be managed against remaining IT resources.	Library Programs & Services	BO-PL-B4PUB	Information Technology	PO-PL-B4100	10410	10,000	0	Approved
SPL	Cancellation of 2020 meeting room upgrades	100% reduction - The Library added 70" or 80" widescreen TVs to 22 public meeting rooms in branches through the 2012 levy for use in Library programs or by the public. In addition, it extended cable service to 18 of those branch meeting rooms. We intend to extend cable to the remain four branches (Columbia, Magnolia, Fremont and Northeast). Costs are projected to be \$22k to bring cable from the street into the building. These improvements will be deferred until 2021. There will also be no funds to replace failing widescreen TV monitors.	As part of the Cable Franchise Fee agreements with the City, the Library receives free basic cable service from service providers. This allows the Library to show programming available on basic cable to the public. Columbia, Magnolia, Fremont and Northeast branches will not have access to cable until 2021.	Library Programs & Services	BO-PL-B4PUB	Information Technology	PO-PL-B4100	18200	25,000	0	Approved
SPL	25% reduction to Library public computing purchases	25% reduction - The Library is currently on a 4 year replacement cycle for public computers. This extends the use of some public computers for an additional year.	Seattle residents who rely on the Library's computers may experience slower performance and more units may be out of service during 2020 as the use of a portion of the Library's existing desktops extend beyond their useful lives. According to the 2018 Library Programs and Service Assessment, about 30% of Library patrons rely on the Library's public computers and Wi-Fi for internet access.	Library Programs & Services	BO-PL-B4PUB	Information Technology	PO-PL-B4100	10410 & 18200	63,000	0	Approved
SPL	Cancellation of Adobe Creative Suite	100% reduction - The Library currently provides access to Adobe Creative Suite on all its internet-enabled public computers. This reduction would end this service. This software contract is levy-funded.	Patrons would no longer have access to Adobe Creative Suite (Photoshop, Acrobat Pro, Illustrator, InDesign, among others) from Library computer. At full retail price, the bundle of apps in Adobe Creative Suite is \$52.99 per month for a single subscription. The Library is looking to replace this was a free product called GIMP (GNU Image Manipulation Program).	Library Programs & Services	BO-PL-B4PUB	Information Technology	PO-PL-B4100	18200	42,000	0	Approved

2020 Reductions Summary
Operating

Dept	Name of Reduction	Description of Reduction--Include what would not get done.	Impacts	BSL Title	BSL Code	Budget Program Title	Budget Program Code	Fund Code	2020 Reduction (dollars)	FTEs	Recommendation Status
SPL	10% reduction to staff computing budget	10% reduction - The Library is currently on a 4 year replacement cycle for staff computers. This extends the use of some staff computers for an additional year.	As the Library has adapted to telework in the current crisis, it has become apparent that staff need access to computer resources that can be use both in Library buildings and remotely. Over time, staff desktops will be replaced with laptops and docking stations which allow more flexibility. This reduction will slightly slow this transition.	Library Programs & Services	BO-PL-B4PUB	Information Technology	PO-PL-B4100	10410 & 18200	8,650	0	Approved
SPL	5% reduction to processing services	5% reduction to processing services reflective of reduced physical material purchases.	Limited impact. Less physical materials will be purchased due to the mandated closure. This represents the portion of the processing budget that will be saved.	Library Programs & Services	BO-PL-B4PUB	Collections and Access	PO-PL-B4300	10410	12,000	0	Approved
SPL	Defer purchase of Library cards to 2021	100% reduction - Will draw down existing inventory of old SPL card designs. Stock projected to last through year-end, although a purchase may be required.	The Library has a back stock of cards with the old design. This inventory can be drawn down, but will require communication and coordination with Marketing & Online Services department.	Library Programs & Services	BO-PL-B4PUB	Collections and Access	PO-PL-B4300	10410	10,000	0	Approved
SPL	15% reduction to AMHS maintenance	15% reduction - The Library would defer maintenance on the aging AMH system. This piece of infrastructure is beyond its useful life and SPL is in the midst of an equipment replacement project.	If the AMHS were to go down, it would cause a significant disruption and delays in circulating materials city-wide.	Library Programs & Services	BO-PL-B4PUB	Collections and Access	PO-PL-B4300	10410	15,500	0	Approved
SPL	Cancellation of 2020 AMHS bin replacement purchases	100% reduction - The levy provides direct support to purchase bins for the AMH system. This would zero out bin purchases for 2020.	On a short-term basis, we could repair rather than replace the IA smartbins which are used to support distribution of materials.	Library Programs & Services	BO-PL-B4PUB	Collections and Access	PO-PL-B4300	18200	81,500	0	Approved
SPL	Expenses Shift GF with Levy - Delayed Programming	This item shifts expenses from the General Fund to the 2019 Library Levy.	Detail on the delayed programming is included in the lines above.					100	987,000		Approved
SPL	GF Reductions	This item captures the amount of General Fund Reductions in Fund 10410. The detail is included in the lines above.	Detail on the General Fund reductions is included in the lines above.					100	422,000		Approved
SPL	Expenses Shift - GF with Library Foundation	This item shifts expenses from the General Fund to be supported by Library Foundation Fund.						100	500,000		Approved
SPL	GF Salary Savings	This item captures General Fund savings from holding positions vacant in 2020.						100	300,000		Approved
SPL	Expenses Shift GF with Levy Reduction	This item shifts expenses from the General Fund to the 2019 Library Levy. The details of the Levy reductions are included above.						100	633,000		Approved
SPR	Sweetened Beverage Tax Reduction	Redirected funding to expand summer youth programs & one-time funding for water filling stations. This has already been legislated	Already legislated.	Multiple	Multiple			155	413,000	0	Approved
SPR	Temporary Employee Labor Reduction: Shops Crew	SPR shops crew will hold off on hiring new temporary positions previously planned from March-September 2020.	A more limited staff workforce will require SPR to focus on emergent and demand related incidents.	Cost Center M&R	BO-PR-10000	M&R Shops Crews	PO-PR-11000	100	93,710	0	Approved
SPR	Vacancies: Shops Crew	SPR Shops Crew will hold off on hiring vacant regular positions for 13.5 FTE.	A more limited staff workforce will require SPR to focus on emergent and demand related incidents.	Cost Center M&R	BO-PR-10000	M&R Shops Crews	PO-PR-11000	100	723,063	0	Approved
SPR	Vacancies: Leadership and Administration	A Manager 2 position has been vacant since July 2019. Current workload will be redistributed among the current management team.	Interviews conducted on 3/13, impact is to the candidates regarding hiring freeze	Leadership and Administration	BO-PR-20000	Divisional indirect costs	PO-PR-22000	100	106,505	0	Approved
SPR	Training/Travel: PMI Training Delayed	The Project Management Institute (PMI) will be delayed. This training was set up for PDD. The vendor will be contacted in regards to postponing the training.	Impact to 33 PDD staff enrolled to participate. The training will be delayed.	Leadership and Administration	BO-PR-20000	Divisional indirect costs	PO-PR-22000	100	33,400	0	Approved
SPR	Training/Travel: Non-personnel travel cost freeze	Non related COVID travel spending is on freeze	No impact as conferences and trainings have been canceled due to COVID. Employees impacted have been notified.	Leadership and Administration	BO-PR-20000	Divisional indirect costs	PO-PR-22000	100	2,398	0	Approved
SPR	Consultant/Prof Services: Non-personnel consultant cost freeze	Non related COVID consultant spending is on freeze	Impact to 2 consultants (Civil Engineer and Architecture)	Leadership and Administration	BO-PR-20000	Divisional indirect costs	PO-PR-22000	100	50,000	0	Approved
SPR	Overtime: Freeze discretionary overtime spending	Reduce discretionary overtime spending		Leadership and Administration	BO-PR-20000	Divisional indirect costs	PO-PR-22000	100	4,981	0	Approved
SPR	Vacancies: Youth Employment Regular Position Vacancies	Not hire for 2 current vacancies in Youth Employment and Service Learning team	May require suspension of SPR's youth employment efforts for a period of time.	Recreation Facility Programs	BO-PR-50000	Rec Programs & Facility Ops	PO-PR-51000	100	84,000	0	Approved
SPR	Overtime: Eliminate non-essential OT in Community Centers and programs	No longer approve any OT that is not related to Covid-19 Response. We anticipate some new OT related to Covid-19 response.	We have limited OT, but what we do have is related to intensive summer programming (overnight camps, weekend major events, etc.). We will need to reduce and rethink how to staff these programs should they resume in 2020.	Recreation Facility Programs	BO-PR-50000	Rec Programs & Facility Ops	PO-PR-51000	100	78,000	0	Approved
SPR	Overtime: Eliminate non-essential OT in Aquatics	No longer approve any OT that is not related to Covid-19 Response. We anticipate some new OT related to Covid-19 response.	We have limited OT, but what we do have is related to intensive summer programming (overnight camps, weekend major events, etc.). We will need to reduce and rethink how to staff these programs should they resume in 2020.	Recreation Facility Programs	BO-PR-50000	Aquatic & Swimming Programs	PO-PR-52000	100	54,000	0	Approved
SPR	Vacancies: Not hiring vacant positions	Do not hire or backfill Volunteer Programs Supervisor from May - December 2020. Do not hire or backfill Asst Contracts and Concessions Coordinator position.	Year 1 work unit strategic plan would not be accomplished in full. Only baseline work would be accomplished to keep up with basics.	Departmentwide Programs	BO-PR-30000	Partnerships - Departmentwide	PO-PR-31000	100	159,560	0	Approved
SPR	Consultants/Prof Services: Consultant Savings	Reduce consultant spending on Magnuson Park, this is typically spent on a market rate real estate study and/or security during peak season. SPR did not hire security in 2019.	No major impact. 2019 study can be used for contract negotiations. Park security does not need to be prioritized now.	Departmentwide Programs	BO-PR-30000	Partnerships - Departmentwide	PO-PR-31000	100	10,209	0	Approved
SPR	Temporary Employee Labor Reduction: Suspending the recall of seasonal temps for the peak season - Grounds Crew	PED will reduce temp labor hiring during the peak season and will only backfill COVID-19 essential vacant positions with regular full time and permanent part time FTEs. We project that if we operate without Temp staffing support from April thru Sept 2020, the saving is estimated to be at about \$1.6 million, mirroring 2019 actuals for the same period.	The annual seasonal temp hiring/recalling process has historically been, and continues to be a major mechanism to support and supplement our permanent labor staff pool. With over 6,000 acres of parkland citywide to maintain and only a little over 250 regular ground maintenance staff, it injects about 100 additional staff (unduplicated and depending on vacancies) to support this work. It also allows us to build labor capacity during times of peak park use while allowing us to ramp down during non-peak season. Having seasonal temps allow Parks Resources Teams to be more flexible in deploying staff where they are needed and meet high demand maintenance routes. Without them in 2020, while we can still maintain 7 days coverage year round, this action would mean that our Parks Resources staff can only focus on high priority work related to comfort station cleans, litter/garbage pickup, and encampment work related to Covid-19, tree failure response, and other safety, regulatory required, and preserving park assets. They will have to do less of the deferred maintenance work and routine maintenance including less edging and line trimming, weeding of flower beds, mowing, ballfield support, picnic shelter cleanings, graffiti removal, special projects support, and evening shift coverage. The hiring of seasonal temps has also given opportunities to onboard people from all walks of life, particularly from communities of color. Generally it is a pathway to permanent regular positions in Park Resources, and has made the division front line staff rich in diversity. This action simply means that we are not providing these opportunities this year.	Cost Center M&R	BO-PR-10000			100	1,664,396	0	Approved

2020 Reductions Summary
Operating

Dept	Name of Reduction	Description of Reduction—Include what would not get done.	Impacts	BSL Title	BSL Code	Budget Program Title	Budget Program Code	Fund Code	2020 Reduction (dollars)	FTEs	Recommendation Status
SPR	Vacancies: Hold off hiring of non essential covid positions	PEP currently has 50 vacant positions, which equate to 48.09 FTEs. We are applying a 20% factor to account for OOC backfill with regular and in some cases temp staff to ensure some level of services are provided to ensure safety, regulatory compliance, and preservation of park assets.	The net impact of this action is that 50 positions will remain unfilled. This results in positions continuing to be backfilled with regular staff in OOC capacity, often on a rotated basis, and with no sense of stability, continuity, or leadership to continue providing some level of basic services, albeit not directly related to Covid-19 support work. There will be RSJI impact in that the opportunities to recruit and potentially fill these 31 positions with a diverse candidate pool will be deferred until next year.	Cost Center M&R	BO-PR-10000			100	2,418,949	0	Approved
SPR	Overtime: Reducing OT spending	In 2019, we spent 464K in OT. In 2020 we have already spent 52% of our 90K OT budget due to the snow storm and some encampment activities. The division OT budget has never been revised to reflect historic actual spending. There are off the clock expenditures related to emergency responses, tree failures, snow responses, etc. that have to be address to preserve and protect the public and park assets. As such, there is going to be a recurrence of these types of spending that exceeds our division OT budget. We anticipate some OT related to emergency responses, and tree failure mitigation, view point maintenance, and COVID-19 that will continue for the rest of the year; however managing OT at the Division Director approval level will result in an estimated 50% saving from 2019, or a net savings of about \$233,000 in 2020.	Because our division has been successful in meeting overall year-end savings target of about 3% annually, we have been able to absorb over expenditures and some unbudgeted expenses. Overtime is no exception. The division budget for Overtime has never been aligned with actual OT spending in past years. Our OT actual expenses in 2019 was over \$464,000. Nevertheless, we believe we will be able to cut OT spending from 2019 levels by 50%, or a savings of \$233,000. We believe we can meet emergent needs and other emergencies that may come up for the rest of the year by spending only half of what we spent in 2019. We also do not believe that there is adverse impact to customers or RSJI from this action.	Cost Center M&R	BO-PR-10000			100	232,255	0	Approved
SPR	Consultants/Prof Services: Moratorium on non-essential consultant contracts	The division's 2020 operating budget for consultant is \$103,541. This reduces spending for the remainder of the year.	This division has not historically spent or received a large budget for consultants. This action will have minimal impact on how we do our work.	Cost Center M&R	BO-PR-10000			100	87,616	0	Approved
SPR	\$10M GF Reduction - [MPD Transfer]	Shifting MPD from capital to operating to free up GF	None, these operating costs will be backfilled with MPD. See Capital spreadsheet for impacts associated with MPD transfer	Multiple	Multiple			100	10,000,000	0	Approved
SPR	\$10M MPD Increase [MPD Transfer]	Shifting MPD from capital to operating to free up GF	See Capital spreadsheet for impacts to MPD capital	Multiple	Multiple			19710	-10,000,000	0	Approved
SPU	Community Affairs - Reduce Service Contract Funding	Reduce services funding and reprioritize spending for the team	This has minimal impact.	Leadership and Administration	BO-SU-N100B	SPU Administration	MO-SU-N1012	Split Fund	37,500	0	Approved
SPU	Human Resources - Reduce Supplies	Reduce supply funding by reprioritizing spending for the team	This has minimal impact.	Leadership and Administration	BO-SU-N100B	SPU Administration	MO-SU-N1012	Split Fund	75,000	0	Approved
SPU	Risk Quality Assurance - Reduce Supplies	Reduce supply funding by reprioritizing spending for the team	This has minimal impact.	Leadership and Administration	BO-SU-N100B	Risk and Claim Management	MO-SU-N1011	Split Fund	56,250	0	Approved
SPU	Customer Service - Reduce Temporary Hiring	Reduce additional need for TES	The impact is low as the need for additional TES in support of peak call volume in summer is expected to be minimal if there is a continuation of COVID response.	Utility Service and Operation	BO-SU-N201B	Customer Contact	MO-SU-N2005	Split Fund	375,000	0	Approved
SPU	Finance - Reduce Consultant Services	Reduce Rates consultant services funding	This has impact to employees as it the reduction impacts the Rates group ability to do additional work for SPU's initiatives around the Affordability & Accountability Projects and SDC work.	Leadership and Administration	BO-SU-N100B	SPU Administration	MO-SU-N1012	Split Fund	37,500	0	Approved
SPU	Finance - Reduce Supply Funding	Reduce supply funding by reprioritizing spending for the team.	This has minimal impact.	Leadership and Administration	BO-SU-N100B	SPU Administration	MO-SU-N1012	Split Fund	37,500	0	Approved
SPU	Finance - Reduce Service Contract Funding	Reduce Economic Services contract funding by reprioritizing spending	This is minimal impact to employee as it only partially reduces contract funding that helps to assist in additional needed research or analysis throughout the year.	Leadership and Administration	BO-SU-N100B	Economic Service	MO-SU-N1005	Split Fund	18,750	0	Approved
SPU	Customer Service - Delay Service Contract	Delay Phoenix consultant contract for team building	By delaying this contract, there is an impact to employee development and indirectly around team communication as this contract focuses on training and development around the employee as well as team building.	Utility Service and Operation	BO-SU-N201B	Customer Contact	MO-SU-N2005	Split Fund	200,000	0	Approved
SPU	DWW - Delay Apprenticeship	Delay of Drainage and Wastewater Apprenticeship due to DWW lesson plan still in development. Estimated starting date for DWW Apprenticeship program is April 2021.	Delay the succession program of having new apprentices hire into Drainage and Wastewater Collection Worker positions as they become available.	Leadership and Administration	BO-SU-N100B	Workforce Transformation	MO-SU-N1014	44010	819,455	0	Approved
SPU	DWW Street Sweeping reduction - Essential function only	This would decrease the amount of street sweeping for water quality that SPU pays SDOT to perform. This type of street sweeping is in specific areas of the city that are expected to provide increase water quality.	It is expected that only essential areas of street sweeping will occur during the COVID response, and can potentially impact areas that are outside of the defined areas.	Utility Service and Operations	BO-SU-N200B	DWW Source Control	MO-SU-N2019	44010	180,000	0	Approved
SPU	DWW Source Control - Outreach Delay	Delay in outreach program to help with drainage source control	This delay would reduce outreach related to Source Control, resulting in lower public knowledge of how to keep items out of the sewer and drainage system.	Utility Service and Operations	BO-SU-N200B	DWW Source Control	MO-SU-N2019	44010	40,000	0	Approved
SPU	DWW - Delay of DWW Vision Plan Launch	Delaying of the DWW Vision Plan roll out to the line of business	Minimal impact to employees.	Utility Service and Operations	BO-SU-N200B	DWW Programs	MO-SU-N2016	44010	130,000	0	Approved
SPU	DWW - CMOM Operational Delay	Reduction of CMOM inspections for drainage pipes	This would slow SPU's assessment of our drainage system, which slows potential fixes of unknown problems.	Utility Service and Operations	BO-SU-N200B	DWW Programs	MO-SU-N2016	44010	76,896	0	Approved
SPU	DWW/SPU - Asset Management Program Delay	Reduction in program development of new asset management strategy	Minimal impact but slows down the development of the larger body of work to the utility.	Leadership and Admin	BO-SU-N100B	Asset Management	MO-SU-N1015	44010	50,000	0	Approved
SPU	SWF - Reduce Major Contract Projection	Reduction in projection of SW contracts compared to budget	No Impact to customers. This is an updated projection from original 2020 Adopted budget.	General Expense	BO-SU-N000B	Major Contracts	PO-SU-N004B	45010	995,239	0	Approved
SPU	EJSE - Travel & Training	Reduction or delay in expected training for staff	The impact to staff is a partial reduction in opportunities to enhance knowledge and skills to improve professional development.	Leadership and Administration	BO-SU-N100B	Departmental indirect costs	PO-SU-N102B	Split-funded	15,000	0	Approved
SPU	EJSE - Reduce Branch Equity Teams Services Funding	Reduce services funding and reprioritize spending for the team	Minimal impact to employees.	Leadership and Administration	BO-SU-N100B	Departmental indirect costs	PO-SU-N102B	Split-funded	25,000	0	Approved
SPU	EJSE - Reduce Training/Services Funding	Reduce training and services funding and reprioritize spending for the team	Minimal impact to employees.	Leadership and Administration	BO-SU-N100B	Departmental indirect costs	PO-SU-N102B	Split-funded	10,000	0	Approved
SPU	Corporate Performance - Delay TES Hiring	Delay TES hiring will slow down reporting, analysis and development of performance metrics	Minimal impact as this is a delay in assistance, but the work continues.	Leadership and Administration	BO-SU-N100B	Departmental indirect costs	PO-SU-N102B	Split-funded	40,000	0	Approved
SPU	Solid waste - Multifamily Recycling TES delay	MF recycling position has been filled with OOC with the hopes of getting a longer TES in place. Hiring has been put on hold, to be filled later in the year.	The impact of delaying the temp hire is reducing opportunity to interface with customers in providing program knowledge and increasing waste diversion.	Utility Service and Operations	BO-SU-N200B	Solid Waste Operations	PO-SU-N209B	45010	65,000	0	Approved
SPU	Solid waste - Intern hiring delay	Intern hiring is on hold for now.	Back-fill interns are critical to the continuity in a number of outreach and education programs for community partnerships.	Utility Service and Operations	BO-SU-N200B	Solid Waste Operations	PO-SU-N209B	45010	50,000	0	Approved
SPU	Solid waste - Reduce Overtime	Reduce SW inspectors overtime	Reducing inspector overtime and holding to only on-shift decreases the number of areas of enforcement and public education around solid waste proper disposal.	Utility Service and Operations	BO-SU-N200B	Solid Waste Operations	PO-SU-N209B	45010	23,000	0	Approved
SPU	Solid waste - Outreach programs reductions	Outreach programs such as CAP, Husky Neighborhood Clean-up, etc. May be reduced and/or cancelled.	There is an impact to customers if events are reduced or cancelled and thereby decreasing public knowledge of SPU's programs available to them as well as indirectly improving waste diversion.	Utility Service and Operations	BO-SU-N200B	Solid Waste Operations	PO-SU-N209B	45010	20,000	0	Approved
SPU	Solid waste -Travel reduction	Key events and meetings are being postponed to 2021	Minimal impact to employees.	Leadership and Administration	BO-SU-N100B	Departmental Indirect Costs	PO-SU-N102B	45010	3,500	0	Approved
SPU	Water - Delay Apprenticeship	Delay of Water Apprenticeship due to COVID_19	Delay the succession program of having new apprentices hire into a Water Pipe Worker positions as they become available.	Leadership and Administration	BO-SU-N100B	Workforce Transformation	MO-SU-N1014	43000	215,482	0	Approved
SPU	Water LOB & Shared Services Branch - Reduce Travel and Training	25% reduction of travel and training for the Water LOB and Shared Services Branch.	Trainings might be pushed to 2021 for those that must take training for continuation of licenses.	Leadership and Administration	BO-SU-N100B	SPU Administration	MO-SU-N1012	43000	38,822	0	Approved

**2020 Reductions Summary
Operating**

Dept	Name of Reduction	Description of Reduction—Include what would not get done.	Impacts	BSL Title	BSL Code	Budget Program Title	Budget Program Code	Fund Code	2020 Reduction (dollars)	FTEs	Recommendation Status
SPU	Water LOB & Shared - Reduce Services Rental	Water LOB & Shared Services Division reducing rental budget for copier and Water Tour bus.	No direct negative impact. Tours can be scheduled back when overall COVID19 situation is controlled/improved.	Leadership and Administration	BO-SU-N100B	Water LOB Shared Svcs Div	MO-SU-N1012	SPU Administration	30,000	0	Approved
SPU	Water - Dept Of Energy (DOE) WA Conservation Corp Temporary Reduction Labor for Watershed Crews	DOE pays for lost time due to "stay home, stay healthy" order.	No direct negative impact. Employees are getting paid but from different funding source (DOE) which mandated "stay home" order. This is adjusting for this "savings."	Utility Service and Operations	BO-SU-N200B	Watershed Programs	MO-SU-N2073	43000	18,000	0	Approved
SPU	PDEB DSO - Reduction of Overtime	OT savings is from the DSO division. Based on 2019 levels of spend, can contribute savings without impacting its ongoing operations.	The primary need for OT in DSO has historically been driven by the development community. Due to the covid-19 impact, lower levels of OT are expected in the short term, but could ratchet up in the second half of the year. The business does need to maintain a reasonable amount of OT to mitigate increases in the development community later in the year.	Utility Service and Operations	BO-SU-N200B	Development Services	MO-SU-N2006	43000	7,500	0	Approved
SPU	PDEB PCD - Reduction of TES	As a part of the 2019 SPN, the Project Costing Division (PCD) requested a 3yr SA2 TES. That TES resource never materialized for a variety of reasons. The division director indicated in Q4 of 2019 that hiring would not be pursued. As a part of the 2021-2022 Biennium budget planning, the business shifted those planning dollars to Services for a consulting contract. These dollars wont be spent in 2020 and should thus be considered ripe for savings.	There will be no impact to PCD as its 2019 levels of TES spend were \$3k on a \$190k budget.	Leadership and Administration	BO-SU-N100B	Project Delivery and Services	MO-SU-N1010	43000	38,222	0	Approved
SPU	PDEB PCD - Reduction of TES	As a part of the 2019 SPN, the Project Costing Division (PCD) requested a 3yr SA2 TES. That TES resource never materialized for a variety of reasons. The division director indicated in Q4 of 2019 that hiring would not be pursued. As a part of the 2021-2022 Biennium budget planning, the business shifted those planning dollars to Services for a consulting contract. These dollars wont be spent in 2020 and should thus be considered ripe for savings.	There will be no impact to PCD as its 2019 levels of TES spend were \$3k on a \$190k budget.	Leadership and Administration	BO-SU-N100B	Project Delivery and Services	MO-SU-N1010	44010	39,132	0	Approved
SPU	PDEB PCD - Reduction of TES	As a part of the 2019 SPN, the Project Costing Division (PCD) requested a 3yr SA2 TES. That TES resource never materialized for a variety of reasons. The division director indicated in Q4 of 2019 that hiring would not be pursued. As a part of the 2021-2022 Biennium budget planning, the business shifted those planning dollars to Services for a consulting contract. These dollars wont be spent in 2020 and should thus be considered ripe for savings.	There will be no impact to PCD as its 2019 levels of TES spend were \$3k on a \$190k budget.	Leadership and Administration	BO-SU-N100B	Project Delivery and Services	MO-SU-N1010	45010	13,651	0	Approved
SPU	PDEB PCD - Reduce Services	The PCD division cancelled three bodies of work tied directly to its Services plan - which all occurred after the 2020 proposed budget was submitted. Two new agreements have since been entered into tied to PPM & Tableau Software which will allow the business to give up some of its budget (\$100k) but will need the remaining dollars to cover its new commitments.	The level of savings being offered by the PCD division will not impact their daily operations as it there will still be enough plan dollars remaining to cover its new commitments.	Leadership and Administration	BO-SU-N100B	SPU Administration	MO-SU-N1012	43000	21,000	0	Approved
SPU	PDEB PCD - Reduce Services	The PCD division cancelled three bodies of work tied directly to its Services plan - which all occurred after the 2020 proposed budget was submitted. Two new agreements have since been entered into tied to PPM & Tableau Software which will allow the business to give up some of its budget (\$100k) but will need the remaining dollars to cover its new commitments.	The level of savings being offered by the PCD division will not impact their daily operations as it there will still be enough plan dollars remaining to cover its new commitments.	Leadership and Administration	BO-SU-N100B	SPU Administration	MO-SU-N1012	44010	21,500	0	Approved
SPU	PDEB PCD - Reduce Services	The PCD division cancelled three bodies of work tied directly to its Services plan - which all occurred after the 2020 proposed budget was submitted. Two new agreements have since been entered into tied to PPM & Tableau Software which will allow the business to give up some of its budget (\$100k) but will need the remaining dollars to cover its new commitments.	The level of savings being offered by the PCD division will not impact their daily operations as it there will still be enough plan dollars remaining to cover its new commitments.	Leadership and Administration	BO-SU-N100B	SPU Administration	MO-SU-N1012	45010	7,500	0	Approved
SPU	PDEB ETSO - Reduce Services	The savings being offered by ETSO is tied directly to the Public Asset Protection Program. The division director has indicated that this work would be completed with in-house staff.	There is no impact to the business as in-house staff will be able to complete the work associated to the Public Asset Protection Program.	Leadership and Administration	BO-SU-N100B	Asset Management	MO-SU-N1015	44010	41,263	0	Approved
SPU	PDEB ETSO - Reduce Services	The ETSO division is able to contribute additional savings without impacting its daily operations	The savings being offered will not impact its daily operations.	Leadership and Administration	BO-SU-N100B	SPU Administration	MO-SU-N1012	43000	10,000	0	Approved
SPU	PDEB ETSO - Reduce Services	The ETSO division is able to contribute additional savings without impacting its daily operations	The savings being offered will not impact its daily operations.	Leadership and Administration	BO-SU-N100B	SPU Administration	MO-SU-N1012	45010	10,000	0	Approved
SPU	PDEB ETSO - Reduce Services	The ETSO division is able to contribute additional savings without impacting its daily operations	The savings being offered will not impact its daily operations.	Leadership and Administration	BO-SU-N100B	SPU Administration	MO-SU-N1012	44010	5,000	0	Approved
SPU	PDEB ETSO - Reduce Supplies/Equipment	The savings being offered by ETSO is tied directly to a planned equipment purchase which has since been deemed to be capitalizable and will thus be purchased within a planned CIP project.	There is no impact to the business as the planned equipment purchase can be capitalized.	Leadership and Administration	BO-SU-N100B	SPU Administration	MO-SU-N1012	43000	10,000	0	Approved
SPU	PDEB ETSO - Reduce Supplies/Equipment	The savings being offered by ETSO is tied directly to a planned equipment purchase which has since been deemed to be capitalizable and will thus be purchased within a planned CIP project.	There is no impact to the business as the planned equipment purchase can be capitalized.	Leadership and Administration	BO-SU-N100B	SPU Administration	MO-SU-N1012	45010	10,000	0	Approved
SPU	PDEB ETSO - Reduce Supplies/Equipment	The savings being offered by ETSO is tied directly to a planned equipment purchase which has since been deemed to be capitalizable and will thus be purchased within a planned CIP project.	There is no impact to the business as the planned equipment purchase can be capitalized.	Leadership and Administration	BO-SU-N100B	SPU Administration	MO-SU-N1012	44010	5,000	0	Approved
SPU	PDEB PMD - Reduce Travel/Training	The savings being offered by PMD will not impact its daily operations.	The savings being offered by PMD will not impact its daily operations.	Leadership and Administration	BO-SU-N100B	SPU Administration	MO-SU-N1012	43000	3,000	0	Approved
SPU	PDEB PMD - Reduce Travel/Training	The savings being offered by PMD will not impact its daily operations.	The savings being offered by PMD will not impact its daily operations.	Leadership and Administration	BO-SU-N100B	SPU Administration	MO-SU-N1012	45010	3,000	0	Approved
SPU	PDEB PMD - Reduce Travel/Training	The savings being offered by PMD will not impact its daily operations.	The savings being offered by PMD will not impact its daily operations.	Leadership and Administration	BO-SU-N100B	SPU Administration	MO-SU-N1012	44010	1,500	0	Approved
SPU	Corp Policy - Reduce Travel/Training & Memberships	These savings are due to a reduction in travel and outreach work done by corporate policy.	No significant impact, work can be completed later in the year or pushed to 2021.	Leadership and Administration	BO-SU-N100B	Departmental indirect costs	PO-SU-N102B	Split-funded	4,600	0	Approved
SPU	Corporate Policy - Reduce Consultant Funding	These savings are due to a reduction in consultant work required by corporate policy.	No significant impact, work can be completed later in the year or pushed to 2021.	Leadership and Administration	BO-SU-N100B	Departmental indirect costs	PO-SU-N102B	Split-funded	163,000	0	Approved
SPU	Hiring Freeze	Hold on vacant positions deemed non-essential or not currently in active hiring process for 6 months.	SPU identified 28% of the 160 vacant FTE's that can be held for six months representing a \$3.3M reduction to 2020 labor costs.	Multiple Areas		Multiple		Split-funded	3,296,000	0	Approved

2020 Reductions Summary
Operating

Dept	Name of Reduction	Description of Reduction--Include what would not get done.	Impacts	BSL Title	BSL Code	Budget Program Title	Budget Program Code	Fund Code	2020 Reduction (dollars)	FTEs	Recommendation Status
SPU	Solid waste - Community Clean Reduction	Reduce Community Clean bag pick up from normal scale	Since cleans are not happening as often due to COVID, this cost is expected to go down. This reduction is for the expected costs for the bag pickup from the temporary reduction of cleans.	Utility Service and Operation	BO-SU-N2008	Solid Waste Operations	PO-SU-N209B	100	50,000	0	Rejected
Total Accepted									110,220,328		

Appendix A: Issue Identification – 2020 Proposed Rebalancing Package

Staff: Seattle City Council Central Staff

Table of Contents

COVID-19 Response – Tom Mikesell and Jeff Simms	2
Department of Education and Early Learning – Brian Goodnight	13
Department of Neighborhoods – Lish Whitson	18
Finance and Administrative Services – Ketil Freeman.....	21
Finance General – Tom Mikesell.....	24
Fiscal Reserves (Emergency Fund and Revenue Stabilization Fund) – Tom Mikesell	26
Human Services Department – Amy Gore and Jeff Simms.....	30
Information Technology Department – Lise Kaye.....	42
Criminal Justice: King County Jail Contract – Asha Venkataraman and Carlos Lugo	46
City Attorney’s Office – Asha Venkataraman	50
Office of Economic Development – Yolanda Ho	52
Office of Housing – Traci Ratzliff.....	55
Office of Immigrant and Refugee Affairs – Amy Gore	58
Office of Labor Standards – Karina Bull.....	61
Office of Planning and Community Development – Lish Whitson	65
Office of Sustainability and Environment – Yolanda Ho	70
Seattle Parks and Recreation – Traci Ratzliff.....	74
Seattle City Light – Eric McConaghy	81
Seattle Department of Construction and Inspections – Ketil Freeman	85
Seattle Department of Transportation – Calvin Chow	88
Seattle Center – Brian Goodnight.....	96
Seattle Office for Civil Rights – Asha Venkataraman.....	100
Seattle Police Department – Greg Doss	104
Seattle Public Utilities – Brian Goodnight	114

COVID-19 Response – Tom Mikesell and Jeff Simms

The following memo describes the funds used to respond to the SARS-CoV-2 (COVID-19) pandemic by the City of Seattle in 2020 and provides detail on the largest external grant source to support that response, the Coronavirus Relief Fund (CRF).

The 2020 Proposed Rebalancing Package indicates that \$233 million has been or is planned to be spent to respond to the COVID-19 pandemic. As presented to the Council, the package is organized according to six different guiding principles, with 46 proposed uses (see Table 1).

Table 1: Guiding Principles in the 2020 Proposed Rebalancing Package

Guiding Principle	Number of Proposed Uses
1. Respond to the immediate impacts of the COVID-19 emergency and preserve ability to react as the situation evolves.	11
2. Protect our most vulnerable neighbors experiencing homelessness and address housing insecurity.	16
3. Support essential workers and community needs.	6
4. Assist small businesses, artists, and cultural organizations as they struggle for survival.	2
5. Continue critical supports for first responders & provide testing for residents & workers.	5
6. Maintain City services and support the City employees who provide them.	6

However, most of the spending can be categorized into seven discrete activities that span multiple City departments as shown in Table 2. (See Appendix A for a list of all abbreviations and their meanings.)

Table 2: Discrete Activities in the City-Wide COVID-19 Response

Activity Type	Departmental Expenditures	Total
a. First Responder Supports	<ul style="list-style-type: none"> Executive Pacific Hotel (FAS): \$3,395,000 (FEMA, CRF) First Responder Costs Shifted to COVID Response (SFD, SPD): \$26,509,000 (CRF) Personal Protective Equipment (FAS): \$8,267,000 (FEMA, CRF) Childcare for Essential Workers (DEEL): \$1,690,000 (FEPP Levy) Testing (SFD, SPD): \$612,000 (FEMA, CRF, JAG) King County Jail Expenses: \$22,000 (FEMA, CRF) 	\$40,495,000
b. Food Access	<ul style="list-style-type: none"> Grocery Vouchers (OSE): \$14,500,000 (CRF, SBT) Food Banks and Meal Programs (HSD): \$9,900,000 (FEMA, CRF) Food Security Supports (HSD): \$3,000,000 (CRF) Food Delivery for Seniors (HSD): \$2,500,000 (OAA) Food Homeless Shelters (HSD): \$2,080,000 (ESG) PSH Food Access (HSD): \$2,500,000 (Commerce) 	\$34,480,000
c. Shelter and Housing Supports	<ul style="list-style-type: none"> Funding Announcement for Provider-Incurred Costs (HSD): \$4,850,000 (Commerce) Shelter Deintensification: \$4,270,000 (CRF, FEMA), Tiny Homes: \$2,358,000 (CRF, FEMA) Shelter Deintensification Post FEMA Emergency: \$1,600,000 (Commerce) PSH Backfill for STRT: \$3,300,000 (Commerce) 	\$16,378,000
d. Rental Assistance	<ul style="list-style-type: none"> City-Supported Affordable Housing (OH): \$5,410,000 (CDBG funds) Community-Based Organizations and Home Base (HSD): \$8,156,000 (CDBG, Housing Levy, HOPWA, and CRF) Home for Good Rental Assistance Pilot (OH): \$750,000 (ESG funds) 	\$14,316,000
e. Business & Nonprofit Support	<ul style="list-style-type: none"> Grants to Artists and Arts Organizations (ARTS): \$1,295,000 (Ad Tax) Grants to Small Businesses (OED): \$3,910,000 (CDBG) 	\$5,205,000
f. Hygiene Services	<ul style="list-style-type: none"> Leased Hygiene Stations (SPU, Parks): \$2,280,000 (FEMA, CRF) Library Bathrooms (SPL): \$320,000 (FEMA, CRF) Purple Bag Expansion (SPU): \$350,000 (CRF) Hygiene Services Post FEMA Emergency (SPU): \$750,000 (Commerce) 	\$3,700,000
g. Staffing for Emergency Response	<ul style="list-style-type: none"> Redeployed Staff: \$45,694,000 (CRF, SPL, SPU) Overtime for Redeployed Staff: \$8,411,000 (FEMA, CRF, JAG) Temporary Labor: \$2,334,000 (CRF) 	\$56,439,000
SUBTOTAL OF DISCRETE ITEMS		\$171,013,000

Activity Type	Departmental Expenditures	Total
h. Other COVID-Related Spending	<ul style="list-style-type: none"> • Paid Leave and Unemployment Insurance: \$11,987,000 (CRF, PUA) • Public Testing: \$8,790,000 (FEMA, CRF) • Adopting City Facilities/Operations for Reopening Requirements (FG): \$10,000,000 (CRF) • Waiving Interest Charges on SPU and SCL Accounts: \$4,044,000 (SCL, SPU) • Reserve for Future Needs (FG): \$15,350,000 (CRF) • Other Uses: \$11,816,000 	\$61,987,000
TOTAL		\$233,000,000

The funds for staffing the emergency response described in row g of Table 2 includes the costs of staffing some of the discrete activities in other sections of the table. For example, staff in Parks, SPU, and HSD have all been repurposed to support hygiene and shelter services described in row e.

The City is expecting to receive at least \$37 million in additional grant funds later this year for responding to COVID-19, as shown in Table 3.

Table 3: Funding for Potential COVID-19 Expenses in 2020

Funding Source	Estimated Amount	Dates Available for Use	Potential Uses
ESG	\$26 million	Through September 30, 2022	(1) Emergency shelters, (2) street outreach, (3) rapid re-housing, and (4) homelessness prevention ¹
CDBG	TBD	August 2020 to June 2023	(1) Business and non-profit support, (2) essential supports to vulnerable populations, (3) retrofitting facilities, (4) supports for displaced workers (5) supporting core government services ²
WA Dept. of Commerce Grant – Joint Application with King County	\$11 million	TBD	TBD

¹ HUD Exchange, accessed July 11, 2020. <https://www.hudexchange.info/programs/esg/esg-requirements/>

² Congressional Research Service, Insight Report IN11277, <https://crsreports.congress.gov/product/pdf/IN/IN11277>

Those funds are not included in the 2020 Proposed Rebalancing Package. The majority of the future funding is available for activities that can occur as far as three years into the future. In addition, [Council Bill \(CB\) 119812](#) authorizes spending \$86 million from the City’s Emergency Fund and the Revenue Stabilization Fund in 2020 to support programs and services that address the economic impacts caused by the COVID-19 epidemic. CB 119812 allows for funds to be used for many of the activities in the 2020 Proposed Rebalancing Package and permits direct aid to immigrants and refugees related to the COVID-19 pandemic.

I. Legislation

The changes listed above are actualized through several piece of legislation, including legislation that the Council adopted previously. The following section describes the legislation authorizing activities to respond to the COVID-19 pandemic.

Legislation Passed by Council

1. **[CB 119757](#): Small Business Stabilization** – Reduced HSD spending by \$1.4 million and redirected those funds to the Office of Economic Development (OED) for the Small Business Stabilization Fund.
2. **[CB 119785](#): 2020 Final Annual Action Plan** – Adopted 2020 Annual Action Plan governing \$28.3 million of 2020 Federal Grants entitlement, carry forward, and program income from the CDBG, HOPWA, HOME, ESG programs. This represent an increase of \$8.9 million over anticipated funding in the adopted budget. These additional funds will support housing for persons living with HIV/AIDS (\$4.9 million), as well as programs at OH and OED.
3. **[CB 119783](#): Federal CARES Funds Acceptance and Appropriation I** – Accepted \$14.0 million in Federal Emergency CARES Act grant funding, including CDBG, HOPWA, ESG, OAA, and appropriated \$9.8 million to HSD for rental assistance, food service at shelters, and food delivery programs.
4. **[CB 119791](#): Federal CARES Funds Acceptance and Appropriation II** – Appropriated an additional \$1.4 million in CARES Act CDBG funds to support shelter deintensification efforts. The City Budget Office transferred the funds administratively to support rental assistance programs.
5. **[CB 119814](#): 2019 Annual Action Plan Significant Amendment** – Per U.S. Department of Housing and Urban Development (HUD) requirements, this legislation updated the 2019 Annual Action Plan in accordance with the appropriations in CBs 119783 and 119791.
6. **[CB 119816](#): Commerce Grant Acceptance and Appropriation** – Accepted \$13 million in funding from the Washington Department of Commerce to respond to the COVID-19 outbreak related to public health needs of people experiencing homelessness or otherwise in need of quarantine or isolation housing due to the COVID-19 outbreak. The Council authorized spending related to permanent supportive housing, reimbursing contracted providers for COVID-19 expenses, shelter deintensification, and hygiene services.

Proposed Legislation

1. **[CB 119818](#): 2020 Second Quarter Supplemental** – Add \$7.1 million from the Childcare Bonus Program to HSD’s budget for the projects described in Table 8 and authorize spending \$910,000 for supportive services for older adults and caregivers. In addition, this bill transfers the Home for Good pilot to OH and the Rainier Beach a Beautiful Place for Youth program to DON.

2. **[CB 119824](#): Coronavirus Relief Fund Acceptance and Appropriations** - Signed into law by the President of the United States on March 27, 2020, the federal [Coronavirus Aid, Relief and Economic Security \(CARES\) Act](#) provided over \$2 trillion of emergency financial assistance and programming in response to the COVID-19 public health emergency. Among other provisions, the CARES Act appropriated \$150 billion in 2020 to create a Coronavirus Relief Fund (CRF) to support state and local responses to the COVID-19 emergency. Distributed generally based on population, the City of Seattle’s share was approximately \$131.5 million. The CARES Act requires CRF funds be used for¹:
 1. Necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID–19);
 2. Costs not accounted for in the budget most recently approved as of the date of enactment of this section for the State or government; and
 3. Costs incurred between March 1, 2020 and December 30, 2020.

Subsequent [guidance](#) from the US Treasury Department provided further detail on use of the CRF funds, as captured in City Budget Office’s April 27, 2020 [presentation](#) – identifying ‘City revenue backfill’ as the only prohibited use of these monies.

II. 2020 Budget Rebalancing Measures

[CB 119824](#) would accept the full \$131.5 million CRF award into several City funds, with the majority deposited into the General Fund, see Table 4:

Table 4: Amounts of CRF Accepted by City Funds

Fund	Amount Accepted
General Fund	\$107,950,174
Finance and Administrative Services Fund	\$7,417,325
Human Services Fund	\$11,523,228
Information Technology Fund	\$348,131
Library Fund	\$200,466
Water Fund	\$29,318
Drainage and Wastewater Fund	\$31,728
Solid Waste Fund	\$10,107
Low-Income Housing Fund	\$4,000,000
Total	\$131,510,477

¹ P.L. 116-136

Of the total amount received, CB 119824 would appropriate \$66.5 million, as follows:

Table 5: CRF Appropriations, by City Fund

Fund	Amount Appropriated
General Fund	\$42,950,174
Finance and Administrative Services Fund	\$7,417,325
Human Services Fund	\$11,523,228
Information Technology Fund	\$348,131
Library Fund	\$200,466
Water Fund	\$29,318
Drainage and Wastewater Fund	\$31,728
Solid Waste Fund	\$10,107
Low-Income Housing Fund	\$4,000,000
Total	\$66,510,477

The \$65 million difference between the “Amount Accepted” and the “Amount Appropriated” represents the use of CRF to support regular employees’ non-overtime work duties diverted to COVID-19 emergency response functions. Examples include:

- Human Services Department staff work to de-intensify shelter crowding to reduce the risk of spreading the disease;
- Seattle Fire Department staff work responding to health emergencies and community testing; and,
- Office of Economic Development staff work processing small business support applications and distributing funds out to awardees.

The \$65 million appropriation authority exists in the 2020 Adopted Budget, but for a substantially different purpose. For example, Seattle Fire Department emergency response costs are budgeted, but not for COVID-19 health emergencies and community testing. Consequently, an appropriation increase is not required. However, if any portion of \$65 million is used for another purpose, one or more of the following will be required to balance the 2020 budget:

- Dollar-for-dollar reduction to the General Fund budget; and/or,
- Identification of new General Fund revenues.

The following table summarizes the \$66.5 million (Amount Appropriated) by the Mayor’s funding principle, department and the proposed use of funds.

Table 6: Amount Appropriated by Mayor's Principle, Proposed Use, and Department

Mayor's Funding Principal/ Proposed Use	Department	Amount
Respond to Emergency COVID-19 Impacts		
Cleaning of public buildings	Finance and Administrative Services	\$24,310
Community testing kits	Seattle Fire Department	\$150,000
Costs to promote distancing at parks	Seattle Parks and Recreation	\$40,000
COVID Language Access	Department of Neighborhoods	\$80,000
COVID-19 Supplies and Services	Finance and Administrative Services	\$220,000
	Department of Neighborhoods	\$76,000
	Human Services Department	\$263,000
	Information Technology Department	\$269,000
	Law Department	\$1,000
	Office for Sustainability and Environment	\$195,000
	Office of Economic Development	\$33,000
	Office of Immigrant and Refugee Affairs	\$44,000
	Seattle Department of Transportation	\$196,000
	Seattle Fire Department	\$348,000
	Seattle Municipal Court	\$68,000
	Seattle Parks and Recreation	\$385,000
	Seattle Police Department	\$253,000
	Seattle Public Library	\$121,000
Emergent COVID-19 response needs - FEMA Contingency (June-Oct 2020)	Finance General	\$15,351,267
Face masks for employees and select groups	Finance and Administrative Services	\$792,000
Hotel - Essential Workers	Finance and Administrative Services	\$3,073,000
Social Distance Ambassador Program	Seattle Parks and Recreation	\$2,000,000
Stay Healthy Streets/Street Closures	Seattle Department of Transportation	\$185,000
Testing - public	Finance and Administrative Services	\$1,098,906
	Seattle Fire Department	\$1,098,906
Subtotal		\$26,365,389
Continue Critical Supports for Public Safety and First Responders		
Hotel - first responders	Finance and Administrative Services	\$81,338
PPE	Finance and Administrative Services	\$2,066,667
Testing - First responders	Seattle Fire Department	\$113,344
Subtotal		\$2,261,349
Protect Our Most Vulnerable Neighbors Experiencing Homelessness		
Bathrooms at Libraries	Seattle Public Library	\$79,466
Congregate Sheltering	Human Services Department	\$1,066,667

Mayor's Funding Principal/ Proposed Use	Department	Amount
Face masks for homeless and low-income	Finance and Administrative Services	\$250,000
Homelessness Prevention Programs	Human Services Department	\$4,000,000
Hygiene - Purple bag program	Seattle Public Library	\$350,000
Hygiene - toilets and sinks	Seattle Public Library	\$568,750
Non-congregate sheltering	Human Services Department	\$633,334
Rental Assistance/Building Support	Office of Housing	\$4,000,000
	Subtotal	\$10,948,217
Supporting Essential Household and Community Needs		
Food for Food banks and economic instability	Human Services Department	\$2,475,000
Grocery vouchers	Office for Sustainability and Environment	\$9,500,000
Supporting food security	Human Services Department	\$3,000,000
	Subtotal	\$14,975,000
Maintain City Services and Support the City Employees who Provide Them		
Overtime coded to COVID-19 activity	Finance and Administrative Services	\$6,700
	Human Services Department	\$24,126
	Information Technology Department	\$75,943
	Law Department	\$296
	Office of Planning and Community Development	\$451
	Seattle Department of Transportation	\$5,245
	Seattle Fire Department	\$1,014,317
	Seattle Parks and Recreation	\$10,779
	Seattle Police Department	\$507,561
	Seattle Public Utilities	\$71,152
Reopening	Finance General	\$10,000,000
Temp Labor coded to COVID-19 activity	Department of Neighborhoods	\$95
	Finance and Administrative Services	\$20,404
	Human Services Department	\$61,101
	Information Technology Department	\$3,188
	Office for Sustainability and Environment	\$6,897
	Office of Economic Development	\$25,451
	Office of Immigrant and Refugee Affairs	\$58
	Office of Planning and Community Development	\$1,049
	Seattle Department of Human Resources	\$13,109
	Seattle Department of Transportation	\$13,879
	Seattle Fire Department	\$3,099
	Seattle Parks and Recreation	\$93,814
Seattle Police Department	\$1,808	
	Subtotal	\$11,960,521
Grand Total CRF Appropriation		\$66,510,477

Of these funds, \$11.3 million is intended to meet the local match for FEMA reimbursements, as follows:

Table 7: FEMA Funds Request and CRF Local Match, by Guiding Principle and Proposed Use

Mayor's Funding Principle/Proposed Use	CRF	FEMA Request	Total
Continue Critical Supports for Public Safety and First Responders			
Hotel - first responders	\$81,338	\$244,013	\$325,351
PPE	\$2,066,667	\$6,200,000	\$8,266,667
Testing - First responders	\$113,344	\$340,031	\$453,375
Subtotal	\$2,261,349	\$6,784,044	\$9,045,393
Maintain City Services and Support the City Employees who Provide Them			
Overtime for staff redeployed to emergency response	\$1,716,570	\$5,538,166	\$7,254,736
Temp labor for emergency response	\$243,952	\$2,090,045	\$2,333,997
Subtotal	\$1,960,522	\$7,628,211	\$9,588,733
Protect our most vulnerable neighbors experiencing homelessness			
Congregate Sheltering	\$1,066,667	\$3,200,000	\$4,266,667
Non-congregate sheltering	\$633,334	\$1,900,002	\$2,533,336
Reopening Bathrooms at Libraries	\$79,466	\$238,397	\$317,863
Shower trailers, toilets, and sinks	\$568,750	\$1,706,250	\$2,275,000
Subtotal	\$2,348,217	\$7,044,649	\$9,392,866
Respond to Emergency COVID-19 Impacts			
Cleaning of public buildings	\$24,310	\$72,930	\$97,240
Testing - public	\$2,197,812	\$6,593,438	\$8,791,250
Subtotal	\$2,222,122	\$6,666,368	\$8,888,490
Supporting essential household and community needs			
Food for Food banks and economic instability	\$2,475,000	\$7,425,000	\$9,900,000
Subtotal	\$2,475,000	\$7,425,000	\$9,900,000
Total CRF Local Match/ FEMA Reimbursement Request	\$11,267,210	\$35,548,272	\$46,815,482

III. Policy Issues

1. Use of Coronavirus Relief Fund – The CRF funding is the largest portion of external funding received for the COVID-19 emergency. Alternate decisions about the use of these funds can be made, with trade-offs, as follows:
 - Less funding than \$65 million can be used to support regular employees' non-overtime work duties that have been diverted to substantially different COVID-19 emergency response functions. The CRF monies, for example, could be appropriated to meet to other community needs. This would require an identification of an alternative revenue source to support these General Fund expenditures.
 - An alternative mix of funding for community and department needs can be programmed. This would require identifying an alternative source for expenses that

have already been incurred. Further, an alternative source of local matching funds would need to be identified for items identified as meeting the FEMA local match.

2. Funds for Potential Expenses – Although the majority of the \$233 million COVID-19 response is associated with costs that have already been incurred or committed, \$27.7 million is for future expenses and contingencies that would be incurred in the fall or early winter either after the FEMA declared emergency is ended or in anticipation of unforeseen costs related to COVID-19 (see Table 8).

Table 8: Funding for Potential COVID Expenses in 2020

Activity	Amount
FEMA and Unanticipated Cost Contingency (CRF)	\$15,350,000
Adapting City Facilities/Operations for Reopening (CRF)	\$10,000,000
Shelter Deintensification Post FEMA Emergency Declaration	\$1,600,000
Hygiene Services Post FEMA Emergency Declaration	\$750,000
Total	\$27,700,000

Council could consider using these for needs that are already present. For example, if the FEMA emergency extended through the remainder of 2020, some expenses could be supported with additional federal funds, if available, rather than use funds set aside in the allocation of the CRF and Commerce grants. For the CRF monies in the table, alternative uses would reduce the amount available for reopening City facilities and reduce the future flexibility to accommodate the financial implications of denied FEMA reimbursement requests.

Options:

1. No action
2. Authorize some or all of the \$27.7 million for future and potential expenses for immediate use on other activities.

Appendix A – Abbreviations

Ad Tax – Advertising Tax Revenue

ARTS – Department of Arts and Culture

CDBG – Community Development Block Grant

Commerce – Washington Department of Commerce COVID Emergency Housing Grant

CRF – Coronavirus Relief Fund

DEEL – Department of Education and Early Learning

ESG – Emergency Solutions Grant

FAS – Department of Finance and Administrative Services

FEMA – Federal Emergency Management Agency

FEPP Levy – Families, Education, Preschool, and Promise Levy

HOPWA – Housing Opportunities for People with AIDS and HIV

Housing Levy – Seattle Housing Levy

HSD – Human Services Department

JAG – Justice Assistance Grant

OAA – Older Americans Act

OED – Office of Economic Development

OH – Office of Housing

OSE – Office of Sustainability and Environment

Parks – Seattle Department of Parks and Recreation

PSH – Permanent Supportive Housing

SBT – Sweetened Beverage Tax

SCL – Seattle City Light

SDHR – Seattle Department of Human Resources

SFD – Seattle Fire Department

SPD – Seattle Police Department

SPL – Seattle Public Libraries

SPU – Seattle Public Utilities

Department of Education and Early Learning – Brian Goodnight

Budget Summary (\$ in 000s)	Amount
2020 Adopted Budget	
<i>General Fund (GF)</i>	\$13,457
<i>Families, Education, Preschool, and Promise Levy Fund (FEPP)</i>	\$83,041
<i>Sweetened Beverage Tax Fund (SBT)</i>	\$9,240
Total 2020 Adopted Budget	\$105,737
2020 FTE	110.5
REVENUE SHORTFALL	
<i>General Fund</i>	\$2,102
<i>Sweetened Beverage Tax Fund</i>	\$1,574
TOTAL REVENUE SHORTFALL	\$3,676
BUDGET CHANGES TO ADDRESS REVENUE SHORTFALL	
Expenditure Reductions	
<i>Child Care Assistance Program Expansion Delay (SBT)</i>	\$889
<i>Consultant Contracts (FEPP, GF, SBT)</i>	\$142
<i>Preschool Facilities Funds (FEPP, SBT)</i>	\$1,211
<i>School Closure Savings (FEPP)</i>	\$719
<i>Vacancies (FEPP, GF, SBT)</i>	\$738
Total Expenditure Reductions	\$3,699
TOTAL BUDGET CHANGES TO ADDRESS REVENUE SHORTFALL	\$3,699
OTHER BUDGET CHANGES	
Expenditure Reductions	
<i>Consultant Contracts (Seattle Preschool Program Levy Fund)</i>	\$271
Total Expenditure Reductions	\$271
Repurposed Funds	
<i>General Fund Staffing Costs Shifted to FEPP Levy Fund</i>	\$2,000
Total Repurposed Funds	\$2,000

I. Background

The Department of Education and Early Learning (DEEL) is responsible for developing and managing the City’s education policies and programs; and it administers the Families, Education, Preschool, and Promise (FEPP) Levy that was approved in 2018. FEPP Levy revenues make up the majority of the department’s budget, but it also receives support from the General Fund, the Sweetened Beverage Tax (SBT) Fund, and various grant sources.

Actions in Response to COVID-19

DEEL’s programs have been heavily impacted by the COVID-19 pandemic, the resulting suspension of in-person instruction in K-12 schools, and the closure or modification of in-person services at preschools and child care centers. During this emergency period, the

department has supported impacted organizations by modifying existing contracts to reflect new models of service, managing performance payments for contracts that rely upon state learning assessment data that is not currently available, and providing technical assistance to interested agencies seeking competitive FEPP Levy funds being distributed through modified bidding processes.

On March 27, the Mayor issued an emergency order for the provision of emergency child care services, filed as [Clerk File 321657](#). The order authorized DEEL to enter into contracts with qualified providers to provide child care services, with a priority for front-line essential workers, including healthcare workers, first responders, pharmacy workers, and grocery store workers. The order further specified that the emergency child care services should be paid for using FEPP Levy funds that would have otherwise been spent to support the Seattle Preschool Program (SPP) but were available due to the closure of many SPP classrooms. On April 13, the Council approved [Ordinance 126067](#) that ratified the Mayor's emergency order and amended the FEPP Levy's Implementation and Evaluation Plan (I&E Plan) by adding a temporary emergency child care program as an eligible Levy expense. As of June 30, the emergency child care program has ended; and families in need of ongoing child care services have been connected to the City's Child Care Assistance Program or Seattle Parks and Recreation's Summer Child Care program.

Revenue Shortfall

Although the Executive is not anticipating reductions in grant funds or FEPP Levy property tax revenues at this time, DEEL has been directed to make reductions to help the City cope with revenue decreases in the General Fund and the SBT Fund. DEEL has been directed to reduce General Fund expenditures by approximately \$2.1 million and SBT expenditures by approximately \$1.6 million. As is described in more detail below, the majority of the General Fund savings is accomplished by shifting staffing costs to the FEPP Levy. The FEPP Levy is accommodating those costs by making approximately \$2 million in reductions.

II. Rebalancing Measures

The Executive is proposing to make the following reductions and expenditure shifts to meet DEEL's contribution to 2020 rebalancing:

Expenditure Reductions

- *Preschool Facilities Funds* – The largest DEEL reduction, approximately \$1.2 million, comes from funding intended to assist preschools with facility development, improvement, or expansion. The FEPP Levy Fund had \$600,000 remaining from the 2019-2020 Seattle Preschool Program (SPP) Provider Facilities Fund Request for Investments round, from a total of about \$1.6 million that was available. The proposed rebalancing also removes a one-time allocation of \$611,000 from the SBT Fund for preschool capital facility projects. According to the department, these funds are no longer needed in 2020 due to construction and project implementation delays.

- *Child Care Assistance Program* – The Executive is proposing to reduce the Child Care Assistance Program (CCAP) by \$889,000 in the SBT Fund to recognize budget savings from not being able to expand as rapidly as had been expected at the time the 2020 budget was adopted. This item is discussed in more detail in the policy issues section below.
- *Vacancy Savings* – DEEL has achieved salary savings associated with holding approximately 9 FTE vacant in 2020 thus far, for a total savings of about \$528,000. To meet the desired amount of overall reductions, the department intends to absorb an additional \$210,000 in salary savings during the remainder of the year.
- *School Closure Savings* – The FEPP Levy has experienced reduced expenditures due to the closure of schools, and the Executive has identified related savings of approximately \$719,000. The two strategy areas with the largest savings are Quality Teaching and Comprehensive Support. Quality Teaching funds are used for professional development and other workforce development supports, such as classroom visits by instructional coaches, training, and curriculum materials. Comprehensive Support funds are intended to eliminate barriers that may prevent families from accessing services or prevent providers from supporting all students. Activities typically include health consultations, family support and engagement, and support for specialized student programs. The identified savings represent approximately a 50 percent reduction in the funding allocated to the 2020 portion of the 2019-2020 school year.
- *Consultant Contracts* – Approximately \$142,000 of the reduction in consultant contracts is intended to help meet DEEL’s contribution to 2020 rebalancing. Of this amount, however, a contract with School’s Out Washington that accounts for about \$84,000 of the reduction for the General Fund will be shifted to the 2011 Families and Education Levy Fund and will continue. The remaining \$58,000 in reductions is spread across four contracts addressing CCAP expansion and outreach, program evaluation for a landscaping project, and meeting facilitation. Additionally, DEEL is closing four contracts funded by the Seattle Preschool Program Fund totaling approximately \$271,000. These contracts relate to organizational capacity support and pre-development architectural services, which may limit the potential capacity and effectiveness of physical preschool spaces.

Repurposed Funds

- *General Fund Staffing Costs Shifted to FEPP Levy Fund* – To meet the General Fund reduction targets, in addition to some smaller General Fund reductions described above, the Executive is proposing to shift approximately \$2 million of staffing costs to the FEPP Levy. The shift would include about 15 percent of the department’s total Leadership and Administration staffing costs (\$636,000) which is the percentage that is typically covered by the General Fund. The shift of the Leadership and Administration staffing costs does not require legislative approval. The remaining \$1.3 million of the shift funds staff in the Early Learning Division that support

programs and services in the birth – 12 age range. The shift of these personnel expenses would require an amendment to the FEPP Levy’s I&E Plan, which is described in more detail below.

III. Related Legislation

FEPP Levy Implementation & Evaluation Plan Amendment – There is one piece of legislation that the Executive has proposed relating to DEEL and its 2020 rebalancing measures. [Council Bill 119823](#) would amend the FEPP Levy’s I&E Plan by attaching Emergency Addendum No. 2, temporarily authorizing up to \$1.3 million in personnel expenses for the department’s birth-to-12 programs as an eligible Levy expenditure.

In addition to programs and activities funded by the FEPP Levy, the department also funds a number of programs with alternative funding sources (e.g., General Fund, SBT Fund), including the Nurse Family Partnership, ParentChild+, CCAP, and Early Childhood Education Assistance Program (ECEAP). The staffing and operating costs for these programs are typically handled entirely outside of the FEPP Levy.

Given the revenue situation described above, however, the Executive is proposing to shift personnel expenses for these non-FEPP Levy programs from the General Fund to the FEPP Levy. Of the \$2 million total shift of expenses that the Executive is proposing overall, approximately \$1.3 million is related to staff that provide support to the department’s birth-to-12 programs and are not currently eligible expenses for the FEPP Levy. This amount covers 17.6 FTE that provide coaching, training, and professional development services to program providers. Programmatic expenditures will continue to be funded by the approved, non-FEPP Levy, funding sources.

As required by [Ordinance 125604](#), which approved of the FEPP Levy and sent the proposition to voters, DEEL sought the recommendation of the Levy Oversight Committee on July 1 regarding this change to the use of Levy proceeds. On July 1, the Levy Oversight Committee voted in support of using FEPP Levy funds during 2020 to fund these personnel costs and submitted a letter to the Council President on July 7 summarizing its recommendation.

Emergency Addendum No. 2 would expire on December 31, 2020.

IV. Policy Issues

Child Care Assistance Program – As described above, the Executive is proposing to recognize \$889,000 in savings from a slower-than-expected expansion of CCAP. After also accounting for the portion of vacancy savings that can be attributed to CCAP, total savings in 2020 is currently closer to \$1 million and may end up exceeding \$1.5 million for the year.

In the 2020 Adopted Budget, CCAP was effectively doubled from \$3.1 million to \$6.1 million with the intention of serving an additional 600 children. Due to the pandemic, some CCAP

providers were forced to close temporarily, some parents pulled their children out of child care, and providers have reduced capacity as a result of social distancing guidelines. Therefore, enrollment in CCAP has lagged, and DEEL has enrolled less than 50 percent of the number of new children it had hoped to enroll at this point, resulting in reduced costs for the program overall.

The Council also imposed a proviso on CCAP in the 2020 Adopted Budget, via [Council Budget Action DEEL-3-A-2](#). The proviso placed an upper spending limit of \$4.5 million on CCAP until the proviso is lifted by Council ordinance. The budget action states that Council would likely only lift the proviso after receiving a plan for increasing access to infant care through CCAP.

At this time, DEEL does not anticipate needing to transmit legislation to lift the proviso, as the department expects that total program spending will remain below \$4.5 million in 2020. The department does have a consultant under contract performing the study requested by Council relating to access to infant care, and it is expected that the study will be finished by the end of the year.

V. Budget Amendments Proposed by Councilmembers as of July 9, 2020:

- 1. Child Care Assistance Program (Councilmember Morales)** – The Executive is proposing to recognize savings in CCAP due to the slower pace of expansion than was anticipated in the 2020 Adopted Budget. This potential amendment would consider whether these savings should remain in the 2020 budget and continue to be dedicated to support the provision of child care. If CCAP enrollment continues to lag expectations, the funds could be used in alternative ways to increase capacity within the child care system.

Department of Neighborhoods – Lish Whitson

Budget Summary (\$ in 000s)	Amount
2020 Adopted Budget	
<i>General Fund</i>	\$ 14,702
<i>Sweetened Beverage Tax (SBT)</i>	\$ 3,225
Total 2020 Adopted Budget	\$ 17,927
2020 FTE	65.00
REVENUE SHORTFALL	
<i>General Fund</i>	<i>(\$ 1,640)</i>
<i>SBT</i>	<i>(\$ 3,225)</i>
Total Revenue Shortfall (Operating and Capital)	(\$ 4,865)
BUDGET CHANGES	
Expenditure Changes	
<i>Cuts to Community Grants</i>	<i>(\$ 1,640)</i>
Total Expenditure Changes	(\$ 1,640)
Repurposed Funds	
<i>SBT transferred to OSE for emergency food programs (previously approved)</i>	<i>(\$ 3,225)</i>
Total Repurposed Funds	(\$ 3,225)
Total Spending Reductions, Emergency Funding, Repurposed Funds to address Revenue Shortfall	(\$ 4,865)
TOTAL (zero if proposal is balanced)	\$ 0

I. Background

The Department of Neighborhoods (DON) supports equitable access to government and opportunities to build community through programs like the Neighborhood Matching Fund, Community Engagement, Community Liaisons and P-Patch Community Gardens. DON is providing support to other City departments and communities during the COVID-19 emergency. In particular, DON has partnered with the Office of Economic Development to support Seattle’s small businesses and has provided language access to COVID-related materials.

II. Rebalancing Measures

There are two categories of changes to DON’s budget proposed by the Executive in response to the COVID-19 emergency. In March, through [Ordinance 126063](#), the Council previously approved reductions to DON’s allocation of Sweetened Beverage Tax (SBT) proceeds of \$3.2 million. DON is also not expending grant funding authorized in the 2020 Adopted Budget. The Executive can enact these changes administratively.

Sweetened Beverage Tax – Ordinance 126063 redirected \$3.2 million SBT from DON to COVID-19 emergency food programs managed by the Office of Sustainability and Environment and the Human Services Department. These funds were originally planned to create a new healthy food fund grant program (\$2.5 million) and improve P-patches (\$725,000).

Grant programs – The Executive is proposing to reduce DON’s 2020 General Fund expenditures by reducing Neighborhood Matching Fund (NMF) grant funding by \$1.5 million in 2020 and canceling grants to the Aids Memorial Pathway (AMP) and Seattle Reparatory Theater (Seattle Rep) that were funded in the 2020 budget. The NMF provides grants to support community-led projects that are typically awarded through three funding cycles per year. In 2020, the first two funding cycles were not held due to the COVID-19 health emergency. NMF staff are temporarily reassigned to work in response to the COVID-19 emergency. DON currently expects to hold an NMF funding cycle this fall.

The 2020 Rebalancing Package would eliminate spending on two grants that were earmarked in the 2020 Adopted Budget: AAMP will not receive \$65,000 and Seattle Rep will not receive \$75,000 for its Public Works Program. The latter grant was a Council add in the 2020 Adopted Budget.

III. Related Legislation

In addition to the proposed reductions in spending listed above, [Council Bill 119819](#), the Grant Acceptance ordinance, adds \$100,000 to the DON budget from a Washington State Department of Commerce Grant for outreach related to the 2020 U.S. Census. These funds can only be used for this purpose and are not reflected in the budget summary table.

IV. Policy Issues

RSJI impacts – The NMF takes a racial equity approach toward funding community-based projects. Over the last five years, the NMF program funded twice as many projects in Council District 2 as in any other single Council District, directing much of the program’s funding to communities with the fewest resources. Many citywide projects funded are for events and activities sponsored by ethnic communities, like the Festival Sundiata Black Arts Fest and *Saili Ao Malo: Samoan American Trilogy*, a documentary to raise awareness of and celebrate Samoan American Culture. Such reductions in funding for NMF grants reduces access to resources that are not available elsewhere.

Other potential issues – None identified.

V. Budget Amendments Proposed by Councilmembers as of July 9, 2020

1. **Restore one-time \$65,000 GF for the AMP project (Councilmember Morales):** Restore 2020 Adopted Budget funding for the AMP project to support the audio component of this publicarts project. The funding would be reallocated to the Office of Arts & Culture to contract with the AMP.

Finance and Administrative Services – Ketil Freeman

Budget Summary (\$ in 000s)	Amount
2020 Adopted Budget	
<i>General Fund</i>	\$52,834
<i>Other Funds</i>	\$295,255
Total 2020 Adopted Budget	\$348,089
2020 FTE	610
REVENUE SHORTFALL	
Operating	
<i>General Fund (GF)</i>	\$6,204
<i>Wheelchair Accessible Fund</i>	\$1
<i>Central Waterfront Improvement Fund</i>	\$1
<i>FileLocal Agency Fund</i>	\$1
<i>Finance and Administrative Services Fund</i>	\$610
Capital	
<i>REET 1 Capital Fund</i>	\$1,650
Total Revenue Shortfall	\$8,467
BUDGET CHANGES	
Administrative Expenditure Reduction	
<i>Reduced Jail Services Contract Expenditures – General Fund (GF)</i>	\$5,375
<i>Other Administrative Savings - GF</i>	\$829
<i>Cost Allocation Savings to Three Funds</i>	\$3
<i>Administrative Reductions - Finance and Administrative Services Fund</i>	\$610
<i>Reduced Capital Expenditures – REET I Capital Fund</i>	\$1,650
Total Administrative Expenditure Reductions	\$8,467
Emergency Related Expenditures	
<i>Cleaning Public Buildings</i>	\$97
<i>Public COVID Testing</i>	\$1,098
<i>Hotel Contracts for First Responder / Essential Worker Exposure Isolation</i>	\$3,398
<i>Personal Protective Equipment</i>	\$9,309
<i>Overtime for Redeployed Staff</i>	\$27
<i>Temporary Labor for Emergency Response</i>	\$82
<i>Other COVID 19 Supplies</i>	\$220
Total Emergency Spending	\$14,231
POTENTIAL REIMBURSEMENTS	
<i>CARES Act Reimbursements</i>	\$7,633
<i>FEMA Reimbursements</i>	\$6,598
Total Potential Reimbursements	\$14,231

I. Background

The Department of Finance and Administrative Services (FAS) has one of the City's most diverse portfolios. FAS provides internal services to City departments, such as operating and maintaining fleets and facilities, citywide purchasing and contracting, providing financial services to City departments, and capital planning. FAS also provides external services, such as administering business and regulatory licensing programs, collecting taxes, and running the animal shelter.

In the 2020 Adopted Budget the Council repurposed funding for a sunset position and excess funding for Waterfront Local Improvement District payments for City-owned properties.

This summary highlights rebalancing measures proposed for FAS that do not include reimbursements for expenditures made to address the COVID pandemic that could be reimbursed by state and federal sources. Those expenditures and potential sources for reimbursement are identified and discussed in the COVID Relief Fund issue identification paper. The largest proposed General Fund reduction for FAS (\$5,375,000) would come from changes to the jail services contract with King County. King County has proposed to reduce the floor for the minimum number of beds for Seattle inmates in King County jail. That proposed reduction is discussed in Criminal Justice issue identification paper.

II. Rebalancing Measures

The Executive proposes rebalancing measures for FAS to both the operating and capital budgets.

Operating Expenditure Changes – Operating expenditure savings would primarily be through:

- deferred hiring and salary savings (approximately \$829,000);
- reductions in discretionary expenditure, such as for travel and training (approximately \$124,000);
- reduced purchases of furniture and office supplies (approximately \$32,000); and
- reduced use of consultant and other professional services (approximately \$20,000).

Capital Expenditure Changes - Capital expenditure changes would reduce project scopes, delay project delivery, and reprogram funds in four projects:

- City Hall tenant improvement;
- the replacement of the Seattle Municipal Tower chiller;
- excess funds allocated to Fire Station 32;
- unprogrammed funds associated with planning for the North Precinct replacement.

Some of these projects are included in the Municipal Energy Efficiency Program and proposed modifications would result in delays in energy and environmental cost savings.

III. Related Legislation

Changes discussed in this issue identification paper would be made administratively and would not require legislative action.

IV. Policy Issues

Proposed reductions may reduce FAS' ability to efficiently provide both internal and external services. This could result in delays to planned capital upgrades to municipal facilities, deferred maintenance of existing facilities, delays in enforcement of regulatory license requirements, and erosion of the quality of service provided by FAS across its portfolio. However, Central Staff have identified no specific policy issues associated with the proposed reductions.

V. Budget Amendments Proposed by Councilmembers as of July 9, 2020

- 1. Impose a proviso to limit expenditures for encampment removal (Councilmember Morales)** – This proposal would limit appropriations for removal of unauthorized encampment unless that removal is done consistently with Center for Disease Control guidance.

Finance General – Tom Mikesell

Budget Summary (\$ in 000s)	Amount
2020 Adopted Budget	
<i>Operating</i>	\$268,200
<i>Capital</i>	\$ 0
Total 2020 Adopted Budget	\$268,200
2020 FTE	0.0
REVENUE SHORTFALL	
<i>General Fund</i>	\$0
Total Revenue Shortfall	\$0
BUDGET CHANGES	
Expenditure Reductions	
<i>Savings from REET Swap</i>	(\$3,352)
Savings from reduced Seattle Public Library Transfer	(\$2,842)
Savings from reduced Office of Labor Standards Transfer	(\$157)
Total Expenditure Reductions	(\$6,351)
Emergency-Related Expenditures	
<i>Supplies and services</i>	\$0
<i>Labor</i>	\$0
<i>Programs</i>	\$0
Total Emergency-Related Expenditures	\$3,978
Emergency-Related Funding	
<i>Additional Community Development Block Grant</i>	\$0
<i>Administrative Transfers</i>	\$0
CARES	\$0
<i>Coronavirus Relief Fund</i>	\$25,351
Total Emergency-Related Funding	\$25,351
TOTAL	\$287,200*

*Does not represent an appropriation.

I. Background

Finance General (FG) is a non-departmental fiscal structure used to manage and control expenditures of a citywide nature. It reflects appropriations pending further policy and planning decisions and provides a financing mechanism to transfer resources to other funds. FG can also serve as a contingency reserve.

II. Rebalancing Measures

The Proposed 2020 Rebalancing Package includes the following changes to the 2020 Adopted Budget:

REET Debt Service Swap – The adopted budget includes an appropriation from the General Fund in FG to pay debt service in 2020. The Executive is proposing a corresponding policy change via [Resolution 31952](#) to allow Real Estate Excise Tax (REET) monies for this expense. This shift will free up \$3,351,905 in the General Fund.

Seattle Public Library Capture – The 2020 Adopted Budget includes a \$58.8 million transfer from FG to the Library Fund to support Seattle Public Library operations. However, the Library Fund is projected to have an underspend of \$2.8 million. This underspend amount reflected as a reduction in FG.

OLS Capture – The 2020 Adopted Budget includes a \$6.9 million transfer to the Office of Labor Standards to support operations. However, OLS is projected to underspend by \$157,773. This amount is reflected as a reduction to FG.

Coronavirus Relief Fund – The Mayor’s proposed use of the federal CARES Act includes budgeting \$25 million in FG, as follows:

Emergent COVID-19 Response Needs	\$15,351,267
Reopening Costs	\$10,000,000
Total	\$25,351,267

These FG monies are set-aside for future response and planning for later stages of the City’s COVID-19 response, and appropriated in [CB 119824](#).

III. Policy Issues

FG is a fiscal structure and does not have a policy focus or operational mission. Each budget rebalancing proposal can be adjusted within the related subject area/department, with the resulting reductions and/or additions coded and tracked in FG.

Fiscal Reserves (Emergency Fund and Revenue Stabilization Fund) – Tom Mikesell

The City’s “Fiscal Reserves” are dollars set aside to meet a future need as described in the City’s financial policies, City code, or budget appropriation. The City has two primary fiscal reserve funds: Emergency Fund (EMF) and Revenue Stabilization Fund (RSF). These funds’ combined balances total \$127.7 million as reflected in the [2020 Adopted Budget \(Summary Charts and Tables\) and below](#). This amount represents approximately 8.5 percent of the 2020 adopted General Fund (GF) expenditures.

Fund	2020 Adopted Balance	% of GF Expenditures
Emergency Fund	\$66.9 million	4.5%
Revenue Stabilization Fund	\$60.8 million	4.0%
Total	\$127.7 million	8.5%

I. Background – Emergency Fund and Revenue Stabilization Fund

Emergency Fund – The EMF provides a pool of resources for unanticipated emergency spending obligations, including:

- expenses related to unanticipated natural and human disasters;
- expenses to preserve public order or public health;
- payment of personal injury and/or property damage claims; and
- mandatory spending requirements added after a budget is adopted.

Adopted during the 2017-18 budget session, [Resolution 31717](#) revised the EMF financial policy to specify that the balance shall not fall below \$60 million in 2016 dollars, adjusted each year by the annual growth in the Consumer Price Index for All Urban Consumers. Under the revised policy, the [2020 Adopted Budget \(City Fiscal Reserve Funds\)](#) appropriated \$1.9 million to the EMF, bringing the available balance in the Fund to \$66.9 million.

The prior policy linked the size of the balance to \$0.375 per \$1,000 of assessed value (AV). The change was made due to the size of annual deposits that would have been required to keep up with the growth in AV. The benefit of this decision was that more monies could be devoted to other purposes in the budget rather than reserves. However, had this policy not been changed, based on the 2020 citywide AV assessed value of \$258 billion, the 2020 balance would have been \$96.7 million, or 45 percent higher than its current level.

A three-fourths vote of all members of the City Council is required to appropriate monies from the EMF for “actual necessary expenditures of the city for which insufficient or no appropriations have been made due to causes which could not reasonably have been

foreseen at the time of the making of the budget”². Furthermore, the fiscal policy requires each use of the EMF to be repaid in the subsequent year.

Revenue Stabilization Fund – The RSF provides a pool of reserved resources “to fund activities that would otherwise be reduced in scope, suspended, or eliminated due to unanticipated shortfalls in General Fund revenues”³.

[SMC 5.80.020](#) limits the maximum annual RSF balance to five percent of forecasted General Fund tax revenues. In the [2020 Adopted Budget \(General Fund Revenue Overview\)](#), revenues from taxes represented approximately 81 percent or \$1.2 billion of total General Fund revenues. The [2020 Adopted Budget \(City Fiscal Reserve Funds\)](#) included a \$3.0 million appropriation to the RSF, bringing the available balance in the Fund to \$60.8 million or 4.0 percent of 2020 General Fund expenditures.

Expenditures from the RSF require an appropriation ordinance approved by a two-thirds majority of the City Council. Further, SMC 5.80.020 (A) states that an assessment of the City's long-term financial outlook should be considered when spending out of the RSF, including a projection of how RSF resources are expected to be used and a plan to partially replenish the fund over the following four years.

II. Mayor’s Proposed 2020 Rebalancing Measures for RSF and EMF

To cover a portion of the General Fund revenue shortfall in 2020, [CB 119825](#) would appropriate approximately \$29 million from the fiscal reserve funds, as follows:

Fiscal Reserve Funds	2020 Amount
Revenue Stabilization Fund	\$13,820,000
Emergency Fund	\$15,210,000
Total Proposed Uses	\$29,030,000

These funds are used to support General Fund appropriations in the Mayor’s rebalancing proposal. After these appropriations, the fiscal reserves would have revised balances as shown in the following table.

2020 Amounts	EMF	RSF	Total
Budgeted Balanced	\$66,900,000	\$60,800,000	\$127,700,000
Proposed Uses	(\$15,210,000)	(\$13,820,000)	(\$29,030,000)
Revised Balances	\$51,690,000	\$46,980,000	\$98,670,000

² [RCW 35.32A.060\(4\)](#).

³ SMC 5.80.020.

Though the Executive’s formal budget proposal for 2021 will not be received until the fall, the City Budget Office’s (CBO) [June 24 presentation to the Select Budget Committee](#) assumes the remaining balances in both funds will be fully used to cover a portion of the projected 2021 revenue shortfall.

As previously mentioned, the fiscal policy updated through Resolution 31717 requires a minimum balance be maintained in the EMF. [Resolution 31953](#) proposes to further change the EMF policy by eliminating the minimum balance requirement for any authorized use of the fund:

“In the event that a severe or long-lasting event... leads to deep or multiple years of spending from the fund, the City shall make contributions to satisfy the target balance as soon as is practically possible.”

III. Policy Issues

The proposed uses of the fiscal reserves, as well as the Executive’s proposed policy changes to the EMF, raise the following policy concerns.

EMF is not for addressing revenue shortfalls – The EMF is limited to spending increases to respond to disasters and emergencies. Using these monies to backfill revenue shortfalls diminishes the amount available to deal with a non-revenue related emergency, such as a catastrophic earthquake. Further, the proposed resolution (31953) expands the allowed use of the funds.

In addition, [CB 119812](#), for consideration and possible vote at the July 15, 2020 morning session of the Select Budget Committee, would use \$66.9 million from the EMF and \$18.9 million from the RSF for public assistance during the COVID-19 emergency. CB 119812 proposes to repay these funds in 2021 with proceeds from a newly adopted Payroll Expense Tax. If this proposal is added to the Mayor’s proposal described above, this would result in an overdrawn balance in the EMF, as follows:

2020 Amounts	EMF	RSF	Total
Budgeted Balanced	\$66,900,000	\$60,800,000	\$127,700,000
Mayor’s Proposed Uses (CB 119825)	(\$15,210,000)	(\$13,820,000)	(\$29,030,000)
Balances After Mayor’s Proposal	\$51,690,000	\$46,980,000	\$98,670,000
CB 119812 Proposed Use	(\$66,900,000)	(\$18,878,600)	(\$85,778,600)
Balances after All Proposed Uses	(\$15,210,000)	\$28,101,400	\$12,891,400

One way to address both these concerns would be to amend CB119825 in the Mayor’s proposal to draw nothing from the EMF and instead the entire \$29 million from the RSF in 2020, as shown:

2020 Amounts	EMF	RSF	Total
Budgeted Balanced	\$66,900,000	\$60,800,000	\$127,700,000
Amend CB 119825 Uses	\$0	(\$29,030,000)	(\$29,030,000)
Balances After Mayor’s Proposal	\$66,900,000	\$31,770,000	\$98,670,000
CB 119812 Proposed Use	(\$66,900,000)	(\$18,878,600)	(\$85,778,600)
Balances after All Proposed Uses	\$0	\$12,891,400	\$12,891,400

CBO is receptive to this proposed change.

Proposed EMF repayment policy change lacks clear metric – The proposed policy change does not include clear language about when this important reserve will be replenished. “As soon as is practically possible” could be “never” as funding needs consistently exceed available resources.

Use of the RSF calls for a replenishment plan – The proposed use of the RSF does not include a plan for future replenishments of the fund, which is a requirement in the current policy. It is likely that the RSF will be used further in the 2021 balancing process, and a plan can be developed at that time.

Human Services Department – Amy Gore and Jeff Simms

Budget Summary (\$ in 000s)	Amount
2020 Adopted Budget	
<i>Operating</i>	\$236,000
Total 2020 Adopted Budget	\$236,000
2020 FTE	385.75
REVENUE REDUCTIONS	
<i>General Fund (GF)</i>	<i>(\$1,905)</i>
<i>Human Services Fund (HSF)</i>	<i>(\$2,230)</i>
<i>Sweetened Beverage Tax (SBT)</i>	<i>(\$1,154)</i>
<i>Short-term Rental Tax (STRT)</i>	<i>(\$3,300)</i>
Total Revenue Shortfall	(\$8,589)
REVENUE INCREASE	
<i>2020 Federal Grants*</i>	\$530
<i>Federal COVID Emergency Grants</i>	\$22,730
<i>State Emergency Grants</i>	\$12,748
<i>Fund Transfers</i>	\$7,535
<i>Other Grants</i>	\$910
<i>Potential FEMA Reimbursement</i>	\$12,804
Total Revenue Increases	\$57,257
Net Revenue Change	\$48,668
SPENDING REDUCTION	
<i>Program Reductions</i>	<i>(\$1,793)</i>
<i>Program Transfers</i>	<i>(\$1,268)</i>
<i>Overhead</i>	<i>(\$1,026)</i>
<i>Salary Savings</i>	<i>(\$834)</i>
<i>Fund Swap</i>	<i>(\$3,300)</i>
Total Cost Reductions	(\$8,222)
Emergency-Related Spending Increase	
<i>Aging and Disability Services (ADS)</i>	\$2,359
<i>Homeless Strategy and Investment (HSI)**</i>	\$26,944
<i>Youth and Family Empowerment (YFE)</i>	\$19,603
<i>Mayor's Office on Domestic Violence and Sexual Assault (MODVSA)</i>	\$0
<i>Leadership and Administration (LAD)</i>	\$287
Total Emergency-Related Spending	\$49,193
Non-Emergency-Related Spending Increase	
<i>Homeless Strategy and Investment (HSI)</i>	\$500
<i>Youth and Family Empowerment (YFE)</i>	\$7,198
Total Non-Emergency-Related Spending	\$7,698
Net Spending Change	\$48,668
*Includes entitlement, program income and carry-forward	
**Includes PSH from Fund Swap	

I. Background

HSD Overview – The Human Services Department (HSD) funds and operates programs and services to meet the basic needs of all people, particularly people experiencing homelessness, children and youth, survivors of domestic violence, families and individuals with low incomes, persons with disabilities, and seniors. HSD’s service delivery model relies on contracts with over 170 community organizations to provide services to the people of Seattle. The department is divided into five divisions:

1. Aging and Disability Services (ADS) is designated by state and federal governments as the Area Agency on Aging for both Seattle and King County. The division manages programs that serve older people, family caregivers, and individuals with disabilities, including case management for clients who receive in-home care, nutrition services, caregiver support, senior centers, information and referrals to a network of support.
2. Youth and Family Empowerment (YFE) manages investments in programs for youth, low-income families and public health. Programs include youth development and mentoring, family resource centers, mental health counseling, community safety projects, food banks and nutrition programs. Funding for public health services is managed through a single contract with Public Health – Seattle and King County (PHSKC). PHSKC is housed within King County while a limited number of staff at HSD manage the contract.
3. Homeless Strategy and Investment (HSI) manages the majority of the funding for the City’s response to homelessness is, including contracts for shelters, tiny home villages, day and hygiene centers, and operations of permanent supportive housing facilities.
4. Mayor’s Office on Domestic Violence and Sexual Assault (MODVSA) manages the City’s response to gender-based violence and funds programs to support survivors of domestic violence and sexual assault, including shelters, prevention and intervention programs, victims services and mobile flexible advocacy programs.
5. Leadership and Administration (LAD) provides support to the other HSD divisions through executive, community, financial, human resource, technology, and business support.

2020 Adopted Budget – As indicated in the following Chart 1 and Table 1, the 2020 Adopted Budget authorized \$236.0 million in spending in HSD, representing 3.6 percent of the total City budget. Of the \$236.0 million budget, 60.0 percent of the budget is funded from the General Fund (GF), 35.3 percent from the Human Services Fund (HSF), which includes outside grants, as well as small amounts of Sweetened Beverage Tax (SBT) revenue (2.5 percent), Short-Term Rental Tax (STRT) revenue (1.4 percent) and Unrestricted Cumulative Reserve Fund (0.6 percent). The largest division is HSI (funded at \$97.6 million in the 2020 Adopted Budget) followed by YFE (\$66.5 million), ADS (\$48.5 million), LAD (\$12.6 million), and MODVSA (\$10.9 million).

Chart 1: 2020 Adopted HSD Budget by Fund Source (\$ in 000's)

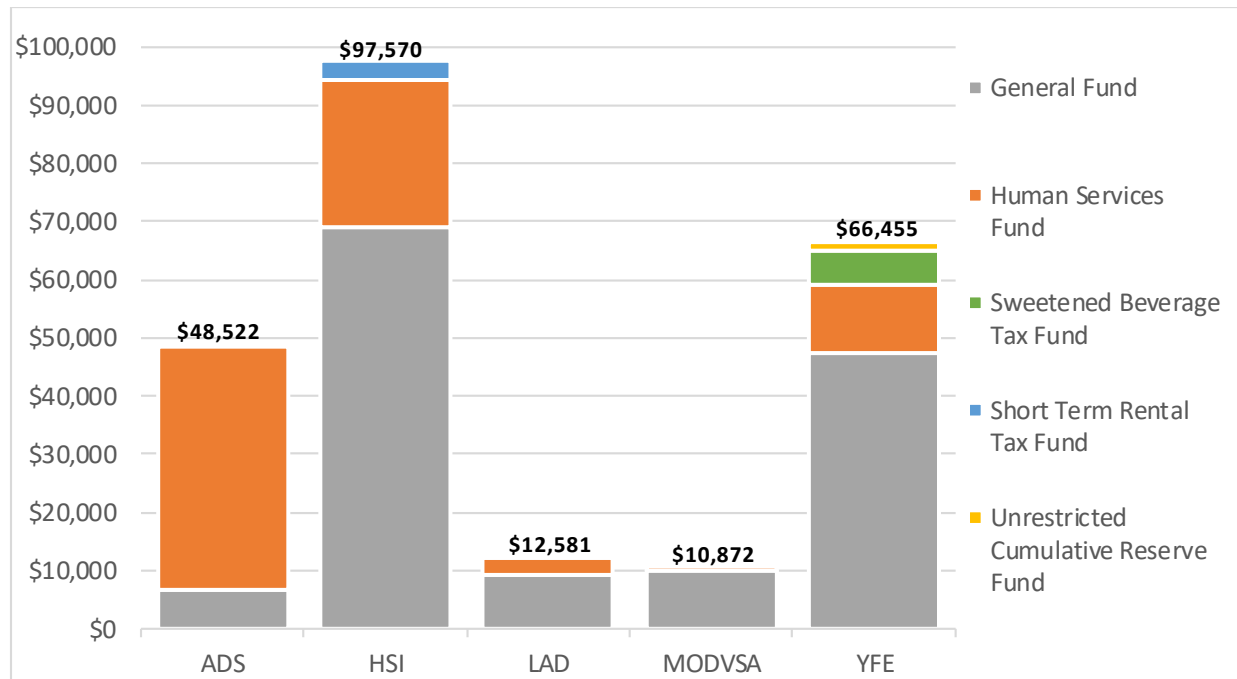


Table 1: 2020 Adopted HSD Budget by Fund Source (\$1,000's)

Division	General Fund	Human Services Fund	Sweetened Beverage Tax	Short-term Rental Tax	Unrestricted Cumulative Reserve	Total
ADS	\$6,551	\$41,972				\$48,522
HSI	\$68,995	\$25,274		\$3,300		\$97,570
LAD	\$9,219	\$3,125	\$236			\$12,581
MODVSA	\$9,891	\$981				\$10,872
YFE	\$47,262	\$12,044	\$5,648		\$1,500	\$66,455
Total	\$141,918	\$83,397	\$5,885	\$3,300	\$1,500	\$236,000

II. Rebalancing Measures and Spending Changes

Local tax revenues have decreased due to the economic slowdown caused by the COVID-19 public health response, which has impacts on the funds available to support HSD's operations. At the same time, the department has increased spending to respond to the COVID-19 emergency and received new Federal and State funds to support these activities. Therefore, the department's budget has changed significantly from the 2020 Adopted Budget. Council has approved several of these changes through separate pieces of legislation approved earlier in the year.

Spending Reductions – Changes to reduce spending or reprioritize funds for the COVID-19 response in HSD's budget total \$3.7 million.

Table 4: Spending Reductions

Amount	Description	Division	Council Action*
(\$1,416,000)	Reduction to the Community Facilities Program for the PACE Project and Program Administration. These funds were used for the Small Business Stabilization Fund administered by the Office of Economic Development.	YFE	ORD 126057
(\$793,133)	Reduction to planned investments from Sweetened Beverage Tax revenues, including \$600,911 for food banks, childcare nutrition, and meal programs, \$162,222 for a marketing campaign, and \$30,000 for peer-to-peer learning network activity and food bulk buy.	YFE	Not required
(\$360,480)	Reduction to overhead expenses and salary for SBT programs.	Mult.	Not required
(\$188,500)	Reduction by postponing the Vision Forward, a strategic planning around HSD's vision and structure with the establishment of Regional Governance Authority.	LAD	Not required
(\$185,104)	Reduction to the HSD's Discretionary Operating Budget.	Mult.	Not required
(\$750,756)	Salary savings by holding ten positions vacant, including: <ul style="list-style-type: none"> • Strategic Advisor I - Contract Policy Advisor providing policy and guidance on compliance and legal issues related to HSD's 500 contracts • Strategic Advisor I - Operations Policy Advisor providing policy and guidance for the department on agency indirect rate and other key operational policies • Executive Asst, Sr – Administrative support to HSD Director • Grants & Contracts Supervisor - Supervision of HSI's contract team • Management Systems Analyst - Data support for Navigation Team • Management Systems Analyst - General data support for HSD's data team • Risk Management Analyst - Fiscal monitoring and audit support • Grants & Contracts Spec, Sr. - ADS state funded contract management of contracted services for older adults • Grants & Contracts Spec, Sr. - Pending reclass to SA1 for Nav Team • Counselor - Pending reclass HR support for SYEP recruitment 	Mult.	Not required

*ORD = Ordinance. Any item with an *ORD number* assigned has already been adopted by Council.

Transferred Programs - HSD identified two programs, noted in Table 5, to transfer to other City departments. While this results in decreasing the HSD budget, the funding for these programs will not be reduced.

Table 5: Transferred Programs

Amount	Description	Division	Council Action
(\$750,000)	Transfer to Office of Housing to administer the Home for Good pilot program.	HSI	CB 119818
(\$518,486)	Transfer to Department of Neighborhoods to administer the Rainier Beach a Beautiful Place for Youth program.	YFE	CB 119818

Funding Swaps – Where possible, new grants will fund programs, noted in Table 6, that would otherwise be eliminated due to reduced tax revenues.

Table 6: Funding Swaps

Amount	Description	Division	Council Action
\$3,300,000	Replace \$3.3 million of Short-term Rental Tax (STRT) revenues for Permanent Supportive Housing with \$3.3 million of State Commerce Grant funds.	HSI	ORD 126106
\$750,000	Replace \$750,000 GF revenues for the Home for Good Pilot with funded with Emergency Services Grant	HSI	ORD 126074

COVID-19 Response Activities – HSD has used Federal and State grants, repurposed GF, and presumed FEMA reimbursement⁴ to fund \$48.4 million of COVID-19 Response programs and services. For more detailed information about these activities, see the Central Staff memo on COVID-19 response.

Table 7: COVID-19 Spending

Amount	Description	Division	Council Action
\$279,274	COVID 19 Supplies & Services	Mult.	FEMA (No Action)
\$348,226	COVID 19 Supplies & Services	Mult.	CB 119824
\$2,079,807	Food at Shelter	HSI	ORD 126074
2,475,000	Food Banks & Meal Programs	YFE	CB 119824
\$7,425,000	Food Banks & Meal Programs	YFE	FEMA (No Action)
\$3,688,563	Food Delivery	ADS	ORD 126074
\$498,120	Food Delivery (Seniors)	ADS	ORD 126106
\$1,295,414	Food Delivery (Seniors)	YFE	ORD 126074
\$2,500,000	Food Support (PSH)	YFE	ORD 126106
3,000,000	Supports for Food Security	YFE	CB 119824
\$146,669	Older Adults Support	ADS	ORD 126074
\$910,000	Older Adults Support	ADS	CB 119818

⁴ Analysis assumes \$12.8 million of FEMA reimbursement. The actual amount of FEMA reimbursement for this and other activities is unknown and could have significant impacts on the final budget balancing of the HSD budget.

Amount	Description	Division	Council Action
\$3,300,000	PSH (from Fund Swap)	HIS	ORD 126106
\$1,836,390	Rental Assistance (Does not include ESG funds transferred to OH)	HSI	ORD 126074
\$1,410,045	Rental Assistance	HSI	CB 119791
\$4,000,000	Rental Assistance	HSI	CB 119824
\$5,100,000	Shelter	HSI	FEMA (No Action)
\$1,700,001	Shelter	HSI	CB 119824
\$1,600,000	Shelter Ramp Down	HSI	ORD 126106
\$4,850,000	Shelter RFP	HSI	ORD 126106

New Non-COVID-19 Response Spending – In addition to the changes above, the rebalancing package increases the following funds not related to COVID-19 or projects funded through non-emergency funds.

Table 8: New Non-COVID-19 Response Spending

Amount	Description	Division	Council Action
\$7,168,153	Transfer \$7.1 million from the Childcare Bonus Fund, which is funded through Incentive Zoning payments, to support four childcare projects: <ul style="list-style-type: none"> • Primm ABC in Columbia City (\$1.0 million) • Tiny Tots/Seattle Children's Hospital in Othello Square (1.5 million) • El Centro de la Raza/Bellwether Housing at Roosevelt Station (\$2.2 million) • Denise Louie Education Center/Capitol Hill Housing at SHA Records Site (\$2,500,000) 	YFE	CB 119818
\$328,718	Provide funding for homelessness prevention and permanent housing through tenant based and project based rental assistance, and permanent housing placement funded by HOPWA.	HSI	ORD 126082
\$15,554	Fund operations at two shelter sites and also fund a Rapid Re-Housing program for families, funded by ESG.	HSI	ORD 126082
\$155,998	HSD 2020 Homeless Services -Provide emergencyshelter operations and case management to move people to permanent housing funded by CDBG.	HSI	ORD 126082

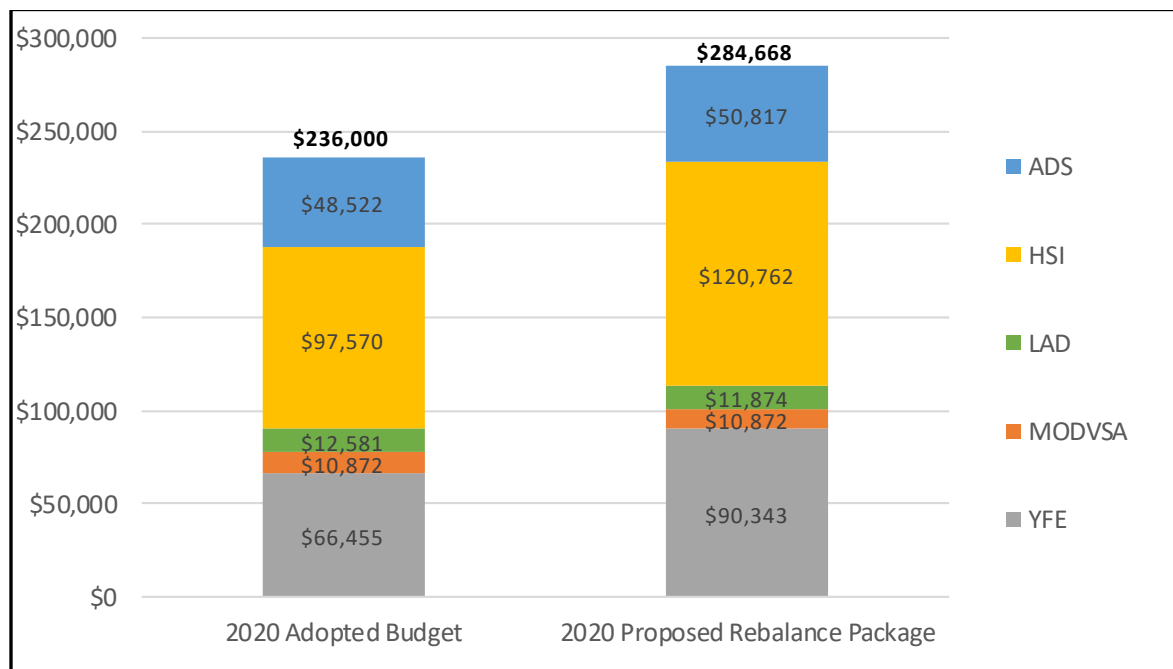
Impact on HSD's 2020 Budget – As shown in Table 9, the combination of the changes above results in an overall increase in HSD's 2020 budget from \$236.0 million to \$284.7 million.

Table 9: Comparison of Revenue by Source (\$ in 000's)⁵

	2020 Adopted Budget	Reductions	Increases	Net Change	2020 Proposed Rebalancing Budget
GF	\$141,918	(\$1,905)	\$0	(\$1,905)	\$140,013
STRT	\$3,300	(\$3,300)	\$0	(\$3,300)	\$0
SBT	\$5,885	(\$1,154)	\$367	(\$787)	\$5,098
UCR	\$1,500	\$0	\$0	\$0	\$1,500
HSF	\$83,397	(\$2,230)	\$44,086	\$41,856	\$125,253
FEMA	\$0	\$0	\$12,804	\$12,804	\$12,804
Total	\$236,000	(\$8,589)	\$57,257	\$48,668	\$284,668

The largest increases are in HSI (\$23.1 million) and YFE (\$16.4 million). There is a small increase in ADS (\$2.3 million) and no change to the MODVSA budget. The only division with a decrease is LAD, with a net reduction of \$986,000.

Chart 2: Comparison of Spending (\$1,000's)



III. Race and Social Justice

Programs in HSD typically serve vulnerable and disadvantaged populations that are disproportionately people of color due to systemic racism and disinvestment in Black, Indigenous, People of Color (BIPOC) communities. Because the 2020 Proposed Rebalancing

⁵ Table reflects a technical transfer in CB 119818 of appropriation authority in the amount of \$366,566 from the Supporting Affordability & Livability BSL in the General Fund to the Supporting Affordability & Livability BSL in the Sweetened Beverage Tax Fund.

Package increases funding for the department overall, particularly while most City departments are reducing spending, the HSD changes will not have disproportionately negative impacts on impacted communities. However, many of these increases are dependent on one-time, outside funding sources and do not represent a significant shift in General Fund priorities.

The disproportionate impacts of COVID-19 on people of color and industries that heavily employ people of color have resulted in substantial impacts to the wellbeing of families and individuals in Seattle. While increased spending in services like shelter, rental assistance, and food programs may help ameliorate these impacts, it is difficult to quantify whether these increases are meeting the broader and long-term needs and if these resources are being distributed equitably.

IV. Policy Issues

While many of the budget changes discussed in this memo have already been approved by Council, there are some issues that Council may wish to consider. In considering the options described, finding funds to restore or expand funding for programs or services will require identifying an alternative service or program to reduce or eliminate to cover those costs.

1. Non-Congregate Shelter – The 2020 Proposed Rebalancing Package relies on using additional congregate facilities to improve social distancing at emergency shelters. Previous policy discussions indicate that non-congregate shelter, such as hotel rooms and tiny homes, are the preferred approach. The acquisition of hotel rooms was primarily used for first responders and health care professionals. The additional enhanced shelter and tiny home village beds implemented during the COVID crisis are supported by CRF and FEMA funds and do not expand the capacity for those programs beyond the level envisioned by the Council in the 2020 Adopted Budget. If non-congregate shelter is preferred to allow for social distancing to mitigate the spread of COVID-19, additional funding to support such an expansion would be necessary.

Options:

- A. No changes
 - B. Identify funds to support the expansion or creation of non-congregate shelter. Such expansions should consider the on-going operational costs that will need to be supported in 2021 and beyond.
2. Impact of Position Reductions on Department Functions – The primary spending reductions in HSD result from holding unfilled positions vacant through the end of the year. These vacancies may have unintended consequences on operations. For example, leaving Senior Grants and Contracts Specialist may increase the length of time it takes for contracts to be developed with community groups, delaying the start of new projects, or could lead to errors in granting. Reductions related to Management Systems

Analyst may reduce HSD’s ability to be responsive to Council questions and requests for information.

Options:

- A. No changes
- B. Restore funding for priority positions, noted in Table 4.

- 3. Hygiene Services – Access to hygiene facilities diminished for people experiencing homelessness because of the closure of businesses and City buildings, even with increased investments in hygiene stations and the reopening of public libraries. The 2020 Proposed Rebalancing Package does not further expand on hygiene facilities that have been in place since early summer.

Options:

- A. No changes
- B. Restore funding for essential positions.

- 4. Council Priorities – In the 2020 Adopted Budget, Council added \$14.5 million to the HSD budget to fund new programs, beyond what was in the 2020 Proposed Budget. The majority of the added funding was to support work through contracts with community partners. Most of the contracts have been executed or are in process. One project, SBT-funded microgrants, has been identified for administrative spending reduction as part of the 2020 Proposed Rebalancing Project. Attachment 1 shows the status of these contracts.

Options:

- A. No changes
- B. Place proviso on budget adds that have not yet been contracted and identify an offsetting spending reduction. While this would not compel the contract to be made, it would prohibit the funds being spent for another purpose.

V. Budget Amendments Proposed by Councilmembers as of July 9, 2020

- 1. **Impose a proviso on funds for the Navigation Team (Councilmember Morales)**— Impose a proviso on funds for the Navigation Team to prohibit removing an encampment unless there is a significant risk and adequate shelter that follows CDC guidance for unhoused neighbors.
- 2. **Impose a proviso on funds for the Navigation Team (Councilmember Morales)**— Impose a proviso on funds for the Navigation Team to remove Seattle Police Department officers from permanent assignment to the Navigation Team.
- 3. **Cut \$267,500 from the Navigation Team and expand the contract for homelessness outreach (Councilmember Morales)**— Reduce Navigation Team funding in HSD to the

funding level provided in the 2019 Adopted Budget and redirect those funds to a homelessness outreach service provider, such as REACH.

- 4. Cut \$2,795,000 from the Navigation Team and redirect those funds to programs serving individuals experiencing unsheltered homelessness (Councilmember Morales)**—Discontinue the Navigation Team beginning on September 1, 2020 and divert those funds to programs that provide support and outreach to individuals experiencing unsheltered homelessness.
- 5. Add \$3,500,000 to create new tiny home villages (Councilmember Sawant)** – Increase funding to HSD by \$3,500,000 to establish and operate five new tiny home villages, which includes \$500,000 in start-up costs per village and \$1,000,000 in operating costs for the remainder of the year.
- 6. Impose a proviso on funds for the Navigation Team (Councilmember Sawant)** — Impose a proviso on funds in multiple departments. Under the proviso, no funding may be used, directly or through contract, to remove residents or tiny houses from the Northlake Tiny House Village without the written agreement of the majority of the village’s residents.
- 7. Cut \$3,144,000 from the Navigation Team and redirect those funds to programs serving individuals experiencing homelessness (Councilmember Sawant)** — Discontinue the Navigation Team beginning on August 15, 2020 and divert those funds to programs that serve people experiencing homelessness.
- 8. Add funds for non-congregate emergency shelter (Councilmember Mosqueda)** — Increase funding in HSD to support non-congregate shelter options in 2020, especially for those who are at high-risk for COVID-19.

Attachments:

1. Status of 2020 Council Budget Actions as of June 18

Attachment 1: Status of 2020 Council Budget Actions as of June 18

Council Budget Action (CBA)	Total	Status
CJ-61-B-1 - Add \$124,000 one-time GF for sex industry workers diversion program and impose a proviso	\$124,000	Contract with YWCA is executed.
CJ-62-C-1 - Add \$300,000 one-time GF for youth diversion, community building and education programs	\$300,000	Contract with Community Passageways (\$250k) is executed; contract with Rainier Valley Corps for Creative Justice (\$172k) & Rainier Beach Coalition (\$100K) is in process, estimated completion 07/15 .
CJ-962-C-1 - Add \$222,600 ongoing GF for HSD youth diversion and education programs; cut \$222,600 from SPD's budget for overtime	\$222,600	
HOM-10-B-2 - Add \$1,000,000 GF, including \$395,000 GF in one-time funding, to HSD to expand homeless services and improve outcomes for American Indian and Alaska Native homeless individuals	\$1,000,000	Contracts with Chief Seattle Club (\$732k) and United Indians of All Tribes Foundation (\$268) are executed.
HOM-11-A-3 - Add \$100,000 GF to HSD for legal services for homeless youth and impose a proviso	\$100,000	Contract with Legal Council for Youth & Children is executed.
HOM-13-B-1 - Add \$700,000 GF in one-time funds to HSD to create a rental assistance pilot and impose a proviso	\$700,000	As part of 2020 Rebalancing, this pilot is transferred to OH and funded using ESG funds.
HOM-16-A-2 - Add \$1,284,000 GF, including \$558,000 one-time funding, to develop mobile bathroom facilities	\$1,284,000	FEMA and CRF funds used by SPU to implement the mobile bathroom facilities funded by this CBA.
HOM-19-B-1 - Add \$159,000 GF one-time to HSD to hire a 1.0 FTE term-limited senior planning and development specialist	\$141,044	Planner hired
HOM-19-B-1 - Add \$159,000 GF one-time to HSD to hire a 1.0 FTE term-limited senior planning and development specialist	\$17,956	Funding for associated indirect costs is implemented internally.
HOM-1-A-3 - Add \$206,000 GF in one-time funds to HSD for mental health outreach workers in the University District and Ballard and impose a proviso	\$206,000	Completed - BIAs will be reimbursed monthly
HOM-2-D-1 - Rescind HOM-2-C-1 and replace with HOM-2-D-1: Add \$815,000 GF, including \$142,000 GF in one-time funds, to HSD to open a tiny home village and impose a proviso	\$815,000	FEMA and CRF funds have been contracted to LIHI for non-congregate shelter.
HOM-3-B-3 - Add \$1,200,000 GF, including \$600,000 GF one-time funding, to HSD to expand tiny home villages and impose two provisos	\$1,200,000	
HOM-5-B-2 - Add \$1,500,000 GF in one-time funding to HSD for relocation and building renovations for a youth homelessness shelter	\$1,500,000	Working with ROOTS on project plan; will implement funding when project moves forward.

Council Budget Action (CBA)	Total	Status
HOM-6-B-1 - Add \$210,000 GF to HSD for homeless outreach in North Seattle	\$210,000	System Navigator hired.
HOM-7-B-1 - Add \$100,000 GF to HSD for vehicle resident outreach and parking offense mitigation	\$100,000	Contract is in process; working with Urban League on program description & budget.
HOM-8-B-2 - Add \$158,000 GF (one-time) to operate an overnight-only safe parking lot	\$158,000	Contract with Urban League is executed
HOM-9-C-1 - Add \$75,000 GF to HSD for women's hygiene products and diapers at emergency shelters	\$75,000	Funds have been contracted to shelter providers.
HSD-10-B-1 - Add \$10,000 GF (ongoing) to support transportation and activities for low-income seniors	\$10,000	Contract with ACRS is executed.
HSD-4-B-1 - Add \$60,000 GF (one-time) for state-wide human services lobbying and advocacy	\$60,000	Contract is executed.
HSD-50-B-2 - Add \$1,800,000 GF in one-time funds to HSD to construct a health clinic	\$1,800,000	Contract executed with DESC.
HSD-51-A-2 - Add \$55,000 GF in one-time funds to HSD for educational programs targeted to the African American diaspora on HIV/AIDS and chronic disease	\$55,000	Contract executed with African American Reach & Teach Health
HSD-54-B-2 - Add \$140,000 GF one-time funding to HSD for a harm-reduction outreach program for street-based sex workers and drug users	\$140,000	Contract with Rainier Valley Corps is executed.
HSD-99-C-3 - Rescind CBA HSD-99-C-2 and replace with CBA HSD-99-C-3: Add \$3.5 million GF in 2020 (ongoing) to HSD to contract with a law enforcement assisted diversion program, add 1.0 unfunded Assistant City Prosecutor and impose three provisos	\$3,500,000	Contract with Public Defender Association executed
LAW-900-A-1 - Add \$117,000 GF in 2020 to LAW for a RDVFEU threat assessment specialist, add \$10,000 GF to HSD for rental assistance pilot, and impose two provisos	\$10,000	See information under HOM-16-A-2
OSE-2-D-1 - Add \$540,000 Sweetened Beverage Tax (SBT) to OSE, add \$735,000 SBT to HSD, add \$300,000 SBT to SPR, add \$475,000 SBT to DEEL, cut \$2,275,000 SBT from DON, and impose a proviso	\$735,000	Funding for older adult programs (ADS) \$183,750 is contracted; \$551,250 for micro-grants has been identified for underspend.
SDOT-912-A-1 - Add \$1.76 million of General Fund and establish a CIP project for SDOT to implement redesign of Thomas Street; and add \$40,000 of General Fund for HSD to create a rental assistance pilot and impose a proviso	\$40,000	See information under HOM-16-A-2

Information Technology Department – Lise Kaye

Budget Summary (\$ in 1,000s)	Amount
2020 Adopted Budget	
<i>Information Technology Fund</i>	\$274,460
<i>Cable Fund</i>	\$7,300
Total 2020 Adopted Budget	\$281,803
2020 FTE	701.10
BUDGET CHANGES	
Expenditure Changes	
Information Technology Fund	
Operating	
<i>Consulting reductions</i>	\$278
<i>Travel and training reductions</i>	\$375
<i>Vacancy savings (64 positions)</i>	\$6,000
<i>Savings from extending citywide desktop and laptop replacement cycle</i>	\$2,298
<i>Capital (see details in narrative below)</i>	\$100
Cable Fund	
<i>Contract Reductions and Equipment Reduction (CIP)</i>	\$404
Total Expenditure Reductions	\$9,455
Emergency-Related Spending (March – June)	
<i>Support for remote work (VPN, laptops, labor); supplies</i>	(\$2,000)
Total Emergency-Related Spending	(\$2,000)
Total Budget Changes (Reductions plus Emergency Spending)	\$7,455

I. Background

The Seattle Information Technology Department (ITD) manages the City’s information technology (IT) resources and provides technology solutions to City departments and City residents, including the City’s cable television franchise agreements. The ITD’s \$274M budget for 2020 consists primarily of the IT Fund (\$274M), plus a much smaller Cable Fund (\$7M). The IT Fund consists primarily of revenue from internal service charges to other City departments and offices that pay their share of centralized IT functions using a mix of revenue types. Other funding sources include bond proceeds and non-City agency revenues.

The Cable Television Franchise Fund contains fees that cable providers pay to the City as compensation for using the public right-of-way to provide cable television services.⁶ As

⁶ City has ten-year franchise agreements with Wave Broadband, Century Link, and Comcast. [Resolution 30379](#) outlines the following purposes for which the Cable Television Franchise fund can be used:

more people cancel cable service in favor of internet streaming services, the City's revenue from the franchise agreements has been falling. The adopted 2020 budget shows a 22 percent reduction in franchise fee revenue since 2016, with corresponding reductions in or increased general fund support for programs previously supported by these revenues. Further reductions and/or increased general fund support or new revenue sources will be required in future years if the revenue continues to decline.

ITD's COVID-19 related services from March through June have provided IT systems support totaling about \$2M for remote work and meetings, including the City Council's meetings. ITD's COVID-19-related expenditures have consisted of the following: \$1.7M for expenses to improve telework capabilities, \$158K for overtime and temporary labor, and \$134K for COVID-19 supplies and services. Of this, \$119K for part of the overtime and temporary labor is estimated to be reimbursable from FEMA and the balance, \$1.9M, covering expenditures for a substantially different use (COVID-19 response) than the original appropriation intended, would be funded through the CRF grant.

II. Rebalancing Measures

Information Technology Fund – As shown in the preceding table, the Mayor's Proposed 2020 Rebalanced Budget includes approximately \$9.5M in reduced Information Technology (IT Fund) expenditures, including about \$230,000 in reduced capital expenditures. Most of ITD's operating expenditure reductions accrue from a hiring freeze (\$6M from freezing approximately 64 positions -out of 700- through July) and extending the lifecycle replacement of the city's desktop computers and laptops by one year (\$2.3M in deferred expenditure). The reduction also includes \$375K in reduced travel and training. The capital spending General Fund reduction consists of \$100K in savings from "overbudgeting" for Parks Network Infrastructure Upgrade (CIP project MC-IT-C3500). Approximately 73 percent of IT Fund's revenue originates from internal service charges, and savings from ITD reductions will be redistributed accordingly to the contributing departments.

Cable Fund – The Mayor's Cable Fund spending reductions total \$404K, including \$134K in deferred maintenance on Seattle Channel equipment (CIP Project MC-IT-C4400), \$146K from ending the City's Public Access contract with North Seattle Community College, and \$90K from ending the contract with the Association Recreation Council (ARC) for RecTech

-
- Administration of the Cable Customer Bill of Rights and the public, education, and government access costs the City is obligated to fund under the terms of its cable franchise agreements;
 - Support of the Seattle Channel, including both operations and capital equipment;
 - Programs and projects promoting technology literacy and access, including related research, analysis, and evaluation; and
 - Use of innovative and interactive technology, including television and online content, to provide ways for residents to access City services.

programs currently offered at five city community centers (Yesler, Delridge, Rainier, South Park, and Rainier Beach).

III. Related Legislation

As noted above, the Executive has proposed that ITD 's COVID-19 related expenses be reimbursed through the CRF grant. Proposed [Council Bill \(CB\) 119824](#) would include acceptance and appropriation of CRF grant funds for estimated ITD expenses from March through October 2020 totaling approximately \$2M to ITD.

[CB 119280](#), the 2019 Carry Forward Ordinance, would increase \$18.5 million in unexpended but encumbered appropriations (which would otherwise automatically carry forward) in several Information Technology Department (ITD) Budget Control Levels. The largest of these, totaling about \$16.7 million, create new Budget Control Levels to track the new functional areas within the department are due to ITD's 2019 reorganization.

IV. Policy Issues

RSJI Impacts – RecTech Reductions – The Mayor's spending reductions terminated the RecTech Program, which provided drop-in access to computers and the internet at five city community centers serving neighborhoods where many diverse and historically disadvantaged people live (Yesler, Delridge, Rainier, South Park, and Rainier Beach). Executive staff reported in 2019 that the program largely duplicates drop-in services available from the Seattle Public Library. Columbia, Rainier Beach and South Park Libraries are very close to the local community centers, but the Delridge and Douglass-Truth Libraries are each about one mile away from the local community centers. Seattle Parks and Recreation has preliminary plans to use the vacated computer lab space to support the Seattle Preschool Program (at South Park), to expand upon community partnerships (e.g., Be Safe collaboration with the Boys & Girls Club), and for community meetings, enrichment space or before- and after-school care (Delridge, Rainier and Yesler).

Other Issues – Public Access Contract – The Mayor's spending reductions terminated the City's contract with North Seattle Community College for Public Access. The North Seattle Community College District has operated Seattle's Public Access Channel as Seattle Community Media since 2011. The Public Access Channel was intended to provide lower-cost alternatives for community and individual expression through digital media production and distribution. Executive staff reported in 2019 that community participation in the Public Access TV program has declined significantly with increased use of internet streaming platforms over the last several years and recently supported no more than four producers in their studio space and trained an average of six people per month. In 2018, eight individuals produced programs not also available on You Tube or Facebook.

V. Options

The Mayor has already cancelled the RecTech Program and the Public Access Contract and incorporated the savings into her 2020 Proposed Rebalancing Package, and so restoring these programs or providing new, similar programs would require a corresponding reduction in an existing program or a new revenue source.

Criminal Justice: King County Jail Contract – Asha Venkataraman and Carlos Lugo

Budget Summary (\$ in 000s)	Total
2020 Adopted Budget	
Total 2020 Adopted Budget	\$18,539
REVENUE SHORTFALL	
<i>General Fund</i>	<i>(\$5,372)</i>
Total Revenue Shortfall (Operating and Capital)	(\$5,372)
BUDGET CHANGES	
Expenditure Changes	
<i>Savings from Contract Reductions</i>	<i>\$5,372</i>
Total Expenditure Changes	\$5,372
TOTAL BUDGET CHANGES TO ADDRESS REVENUE SHORTFALL	(\$5,372)
TOTAL (zero if proposal is balanced)	\$0

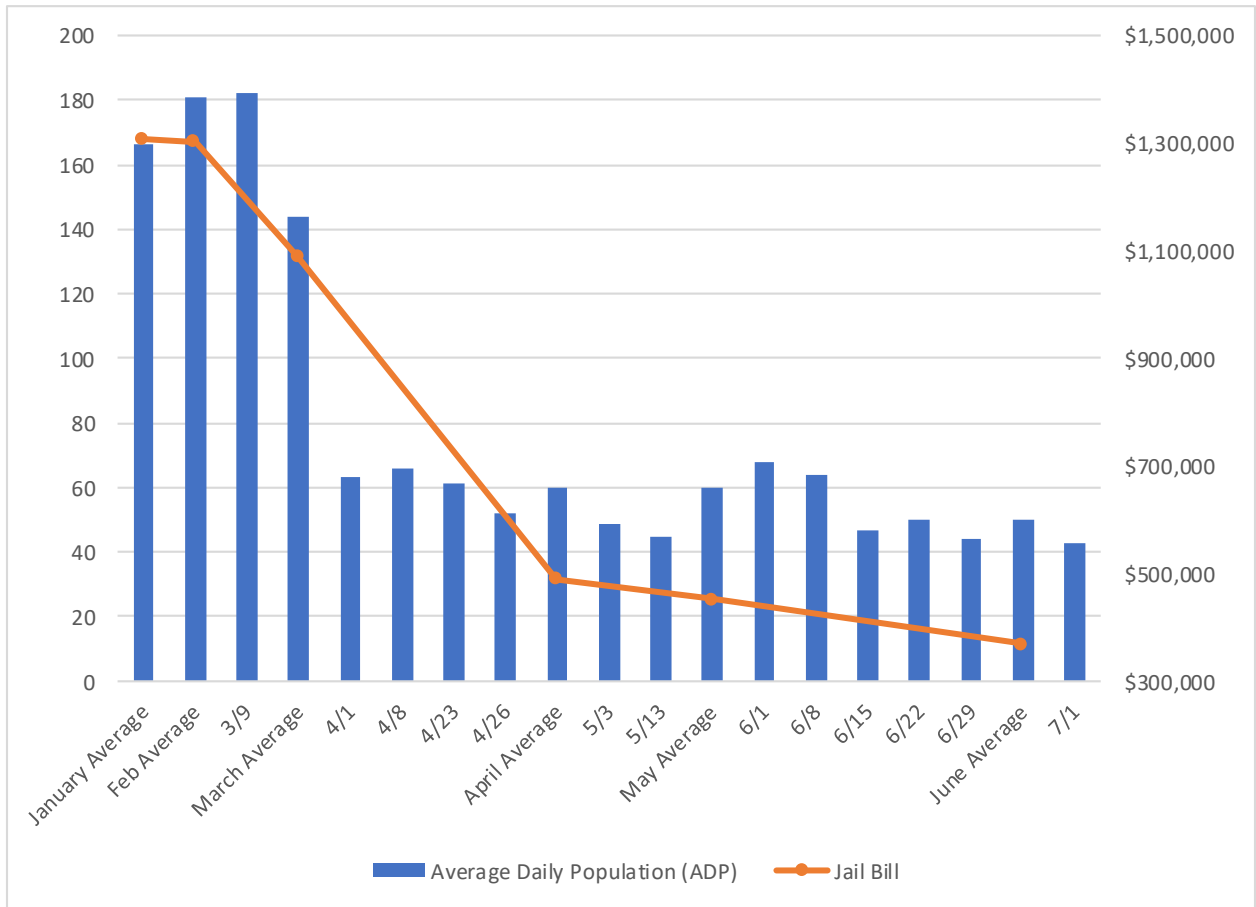
I. Background

In 2012, the City of Seattle and King County entered into a long-term interlocal agreement (“jail contract”) for King County to provide jail services to the City through 2030. King County provides booking, housing, transportation, and guarding of adults charged and/or convicted of misdemeanors within city limits. The City Budget Office (CBO) manages this contract. The jail contract is structured to require the City to pay for a minimum number of beds (“bed floor”) annually based on average daily population (ADP), regardless of whether individuals actually fill those beds. The contract allows, and the City has requested, a lower bed floor, with the absolute minimum of 187 beds. The floor in 2018 was 215 beds, then decreased to 200 beds in 2019, and is currently at the absolute minimum floor number of 187. The 2020 Adopted Budget allocated \$18.6M of General Fund to this contract.

II. Rebalancing Measures

During the COVID-19 pandemic, departments responsible for the criminal legal system were either closed or operating at minimum capacity, which slowed the number of individuals moving through the criminal legal system and ending up in jail. In addition, the jail worked with the City Attorney’s Office and Seattle Municipal Court to reduce the number of people in custody in an effort to ensure that public health recommendations to battle COVID-19 could be followed. Though under normal circumstances, the City would still be required to pay for the minimum bed floor, King County has granted the City a waiver, permitting the City to pay only for the number of beds used, regardless of the floor. As a result of both factors, the ADP of individuals in custody as well as the jail bill has decreased, as shown in Figure 1.

Figure 1: ADP of Secure Bed Usage and Jail Bill by Month in 2020*



*June’s bill is estimated.

King County granted the waiver in March and has extended it through September, resulting in estimated savings of \$5.4M. The Mayor’s Rebalancing proposes to use these one-time savings to fill the General Fund revenue shortfall.

III. Policy Issues

RSJI Impacts - The jail, like the remainder of the criminal legal system, perpetuates racial disproportionality. Before the COVID-19 pandemic, 53.2 percent of individuals in secure detention were White, 37.1 percent of individuals in secure detention were Black, and 2.5 percent were Native American.⁷ In comparison, White people are 64.5 percent of the King County population, while Black people are only 6.8 percent of the population, and American

⁷ King County Department of Adult and Juvenile Detention, “Detention and Alternatives Report, ADP by Housing Location and Demographics - December 2019,” https://www.kingcounty.gov/~media/courts/detention/documents/2019-12_-_KC_DAR_Monthly_Breakouts.ashx?la=en (last visited July 6, 2020).

Indian and Alaska Native peoples are 0.5 percent of the population.⁸ Though the absolute numbers of individuals in jail have decreased since the beginning of the pandemic, demographics for the jail population in May 2020 show that disproportionality persists; 49.7 percent of individuals in secure detention are White, 40.5 percent are Black, and 1.9 percent of Native.⁹ Given these statistics, it would be reasonable to assume that disproportionality will continue to exist even as the absolute numbers decrease.

Use of Existing and Potential Further Savings – If the Council chooses to concur with the 2020 Proposed Rebalancing Package, as previously mentioned, the budget will use the \$5.4M in savings resulting from the waiver granted for March through September to address the General Fund shortfall. However, the Council has additional options:

1. Assume the waiver will be extended or the waiver is granted before the end of the rebalancing period, saving an additional estimated \$1.7-2.1M in one-time funds for Council priorities. Assuming this amount in 2020 would prevent these potential savings from being used to fill a General Fund shortfall in 2021.
2. Ask the Executive to renegotiate the jail contract between the City and King County. If both parties are open to renegotiation and a new interlocal agreement is adopted, it is possible that it could save up to \$18.6M a year (the current amount of the contract) less any amount needed to meet mandatory bookings and jail stays over the next ten years, until the end of the interlocal agreement in 2030. Renegotiation could result in a variety of outcomes, including but not limited to paying only for the actual number of beds used or adopting the Seattle Reentry Workgroup’s proposal to “[e]liminate the number of beds the City purchases above that which are being utilized for mandatory arrests/sentencing [and p]rovide outcome-oriented oversight for the City’s contract for any remaining beds with county jails to ensure (1) appropriate care is provided for those incarcerated; and (2) to develop financial incentives for lowering incarceration rates.”¹⁰ Even if renegotiation does not occur in time for the 2020 rebalancing exercise, it is possible that it could occur in time for the 2021 budget season.

⁸ Office of Planning and Community Development, “Race and Ethnicity Quick Statistics,” <https://www.seattle.gov/opcd/population-and-demographics/about-seattle#raceethnicity> (last visited July 6, 2020).

⁹ King County Department of Adult and Juvenile Detention, “Detention and Alternatives Report, ADP by Housing Location and Demographics – May 2020,” https://www.kingcounty.gov/~media/courts/detention/documents/2020-05_-_KC_DAR_Monthly_Breakouts.ashx?la=en (last visited July 6, 2020).

¹⁰ Seattle Reentry Workgroup, “Seattle Reentry Workgroup Final Report,” (Oct. 2018) *available at* <http://www.seattle.gov/documents/departments/civilrights/reentry%20workgroup%20final%20Report.pdf> (Specifically, the Workgroup stated that the effort to reimagine jails should “Reduce the use of jail for misdemeanants except where incarceration is specifically required by law; review and update jail contracts to reflect aspirations of the City’s commitment to end homelessness, the Reentry Resolution, the Zero Use of Youth Detention Resolution, and the principles of the Reentry Workgroup.”).

Options

- A. Adopt the 2020 Proposed Rebalancing Package.
- B. Use \$5.4M for Council priorities rather than to address the General Fund shortfall proposed by the Mayor. This would require finding an additional \$5.4M to fill the General Fund shortfall in order to balance the 2020 Budget.
- C. Assume further savings of \$1.7M - 2.1M (by assuming the waiver will be extended) for Council priorities rather than to fill remaining General Fund revenue shortfalls.
- D. Ask the City and King County to renegotiate the jail contract for further savings between 2020 and 2030 to pay for Council priorities, e.g., further reduce the minimum floor number of 187.

IV. Budget Amendments Proposed by Councilmembers as of July 9, 2020

- 1. **Reallocate \$5.4M to reentry and immediate housing rather than to fill the General Fund shortfall (Councilmember Morales)** – This proposal would provide \$5.4M to reentry support such as immediate housing for individuals exiting incarceration, or other recommendations of the Reentry Workgroup.
- 2. **Proviso some or all spending on the jail until the City and King County renegotiate the jail contract (Councilmember Morales)** – This proviso would limit spending resources on the jail contract until and unless the City and King County agree to enter into renegotiation.

City Attorney's Office – Asha Venkataraman

Budget Summary (\$ in 000s)	Amount
2020 Adopted Budget	
<i>Operating</i>	\$34,227
Total	\$34,227
2020 FTE	206.10
REVENUE SHORTFALL	
<i>General Fund</i>	<i>(\$532)</i>
Total Revenue Shortfall (Operating and Capital)	(\$532)
BUDGET CHANGES	
Expenditure Changes	
<i>Savings from Travel and Training Reduction</i>	\$36
<i>Vacancy Savings</i>	\$496
Total Expenditure Changes	\$532
TOTAL BUDGET CHANGES TO ADDRESS REVENUE SHORTFALL	(\$532)
TOTAL (zero if proposal is balanced)	\$0

I. Background

The Office of the City Attorney (LAW) serves as counsel to the City and prosecutor in Seattle Municipal Court. It provides legal advice to City officials, litigates on behalf of the City, and prosecutes violations of civil and criminal code violations, as well as state law.

II. Rebalancing Measures

Approximately \$36,000 of the proposed spending reductions for LAW in the 2020 Proposed Rebalancing Package come from its travel and training budget, but most reductions are achieved through vacancy savings of \$496,000. Though LAW is not subject to the Executive's hiring freeze, LAW plans only to hire the most essential positions in 2020.

III. Policy Issues

Central Staff has not identified any issues associated with the 2020 Proposed Rebalancing Package.

IV. Budget Amendments Proposed by Councilmembers as of July 9, 2020

- 1. Add \$25,000 General Fund (one-time) to conduct a racial equity toolkit (RET) on a potential expanded pre-filing diversion program for adults 25 and older (Councilmember Herbold)** – This action would allow LAW to conduct an RET to understand how to address community-owned pre-filing diversion for a population of

adults age 25 and older, potentially modeled on the existing pre-filing diversion program, which is available to individuals aged 18-24.

2. **Add a proviso to restrict LAW from using any funds on prosecution of protestors (Councilmember Sawant)** – This proviso would prevent LAW from using funds or contracting to use funds to prosecute protestors participating in Justice for George Floyd protests unless ordered by a court of competent jurisdiction. The funds could be used to drop charges, release protestors, or clear records.

Office of Economic Development – Yolanda Ho

Budget Summary (\$ in 000s)	Amount
2020 Adopted Budget	
<i>Operating</i>	\$11,553
<i>Capital</i>	\$ 0
Total 2020 Adopted Budget	\$11,553
2020 FTE	37.0
REVENUE SHORTFALL	
<i>General Fund</i>	(\$107)
Total Revenue Shortfall	(\$107)
BUDGET CHANGES	
Expenditure Reductions	
<i>Savings from Contract Reductions</i>	\$60
<i>Savings from Travel and Training Reduction</i>	\$47
<i>Vacancy Savings</i>	\$ 0
Total Expenditure Reductions	\$107
Emergency-Related Expenditures	
<i>Supplies and services</i>	(\$33)
<i>Labor</i>	(\$102)
<i>Programs</i>	(\$3,920)
Total Emergency-Related Expenditures	(\$4,055)
Emergency-Related Funding	
<i>Community Development Block Grant (CDBG) - approved by prior Council action</i>	\$2,385
<i>Administrative Transfers (CDBG)</i>	\$125
<i>CARES Act (CDBG) - approved by prior Council action</i>	\$1,410
<i>Coronavirus Relief Fund</i>	\$58
<i>FEMA Reimbursement</i>	\$76
Total Emergency-Related Funding	\$4,055
TOTAL	\$ 0

I. Background

The Office of Economic Development (OED) seeks to foster an inclusive economy that grows family-wage jobs and increases wealth among underserved communities. OED’s work focuses on four primary program areas, all of which prioritize underserved populations: (1) supporting entrepreneurs; (2) building healthy and vibrant neighborhood business districts; (3) developing the talent of youth and adults; and (4) partnering with key industry sectors.

OED has led the City’s efforts to support small businesses during the COVID-19 pandemic by collaborating with other City departments and partner organizations to develop resources and strategies to assist businesses, including hosting regular [webinars](#) for small business

owners. Early this year, OED launched the Small Business Stabilization Fund (SBSF), supported by Community Development Block Grant (CDBG) funds, to assist small businesses facing short-term emergencies, such as theft, vandalism, and emergency repairs, with a focus on those in neighborhoods at high-risk of displacement. OED awarded eight businesses \$25,000 grants in January and planned to award another \$300,000 CDBG later in the year.

In response to the COVID-19 crisis, OED expanded the SBSF with an additional \$3.9 million CDBG¹¹ to award \$10,000 grants to about 400 low-income micro-enterprise owners impacted by the pandemic. OED also provides small businesses with technical support to apply for the U.S. Small Business Administration's assistance programs, including the Paycheck Protection Program and Economic Injury Disaster Loans, and other resources.

II. Rebalancing Measures

The 2020 Proposed Rebalancing Package reduces OED's 2020 General Fund (GF) expenditures by only 1 percent, recognizing that OED has an important role in supporting Seattle's small businesses and leading economic recovery efforts. Of the total proposed \$106,500 GF reduction, \$46,500 GF would reduce expenditures for travel, training, and event sponsorships. The 2020 Adopted Budget allocated \$100,000 GF ([Council Budget Action OSE-1-B-1](#)) to fund a study of regional employment dependent on fossil fuels to help inform policies intended to advance a just transition towards a renewable economy, as per the goals of the Green New Deal for Seattle ([Resolution 31895](#)). OED issued a request for proposals for this study in February and will complete this study for \$40,000, allowing the remaining \$60,000 GF to be used for rebalancing.

These proposed rebalancing measures are expected to have minimal impact on OED's operations, given that travel, training, and event sponsorship opportunities are curtailed due to the COVID-19 emergency. Additionally, [Council Bill 119824](#) would direct \$58,541 from the Federal Coronavirus Relief Fund to cover COVID-19 expenses that have been or will be incurred by OED for a substantially different use (i.e., COVID-19 response) than the original appropriation intended. OED will also request \$76,353 in FEMA reimbursements to cover emergency labor costs.

III. Policy Issues

Small Business Stabilization Fund – OED's emergency expansion of the SBSF program attracted overwhelming demand. In the few weeks the application period was open in March, nearly 9,000 businesses applied, and of those, about 5,500 were eligible based on

¹¹ See Central Staff memoranda for the meetings of the City Council on [March 19, 2020](#), and [May 4, 2020](#), for more details on funding for the Small Business Stabilization Fund.

OED's criteria. The City has been soliciting donations to its COVID-19 Fund (established in April by [Ordinance 126062](#)) to provide additional SBSF grants. OED is currently creating a process for distributing about \$650,000 in private donations to small business owners who applied for support in March but were not awarded grants. OED does not intend to reopen the SBSF application process until it has sufficient additional funding to provide more awards.

Vacant Positions – OED planned to move forward this year with developing its new Creative Industry cluster strategy, as described in the 2020 Adopted Budget. Due to the City's current hiring freeze, it has delayed filling two vacant positions that would lead this effort – a Creative Industry Director (1.0 FTE Strategic Advisor 3) and a Creative Industry Policy Advisor (1.0 FTE Strategic Advisor 2). The Creative Industry Director position is fully funded for 2020, and the Creative Industry Policy Advisor is funded beginning on June 1. These positions are intended to assist both the Office of Arts & Culture and OED support the growth of the local creative sector, including film, music, and gaming, with a racial equity focus. Keeping these positions vacant will prevent OED from moving this initiative forward.

Also, OED will be delaying hire of a Film & Music Program Lead (1.0 FTE Strategic Advisor 1). The Council added this position ([Council Budget Action OED-8-B-1](#)), supported by Admissions Tax (Ad Tax) revenue and funded beginning April 1, to the 2020 Adopted Budget to facilitate permits for film and music events, and develop strategies to promote the film and music industries in Seattle. OED currently has a filled temporary Film & Music Program Lead position that will sunset at the end of 2020; therefore, delaying the hire of the permanent position will not impact program operations until next year.

Assuming that large gatherings will be allowed again in 2021, OED may seek to fill this position next year to manage the increased workload associated with permitting a greater number of film, music, and special events. However, Ad Tax revenues have fallen precipitously due to the COVID-19 pandemic, which forced the closure of theaters and other cultural venues that contribute to this tax. The most recent estimates show a 75 percent decline from the Ad Tax revenue projection in the 2020 Adopted Budget. Thus, funding this position using these revenues may not be feasible in the near term until the economy recovers.

The funding for all three positions is retained in the 2020 Proposed Rebalancing Package as OED works with the City Budget Office to determine the need for filling these positions.

Office of Housing – Traci Ratzliff

Budget Summary (\$ in 000s)	Amount
2020 Adopted Budget	
<i>Operating</i>	\$131,000
Total 2020 Adopted Budget	\$131,000
2020 FTE	46
REVENUE SHORTFALL	
<i>General Fund</i>	\$2,950
<i>Community Development Block Grant</i>	\$25
Total Revenue Shortfall	\$2,975
REBALANCING MEASURES	
Expenditure Changes (Spending reductions and new expenditures)	
<i>Cut Accessory Dwelling Unit Pilot Loan Program - see description below</i>	\$2,500
<i>Cut predevelopment consulting funds – see description below</i>	\$25
Total Expenditure Changes	\$2,525
Repurposed Funds	
<i>General Fund reduced for pre-development costs for housing projects in the Central Area and Little Saigon; backfilled with Mandatory Housing Affordability (MHA) Administration Funds – see description below</i>	\$250
<i>General Fund reduced for Enterprise Community Partners for pre-development work; backfilled with MHA Administration Funds – see description below</i>	\$200
Total Repurposed Funds	\$450
Total Expenditure Changes, Repurposed Funds to Address Revenue Shortfall	\$2,975
NEW EXPENDITURES AND EMERGENCY-RELATED FUNDING	
<i>COVID-19 Relief Funds (CRF) for affordable housing rental assistance program - see description below</i>	\$4,000
Total New Expenditures and Emergency Related Funding	\$4,000

I. Background

The Office of Housing’s (OH) mission is to increase opportunities for families and individuals of all incomes to reside in Seattle. For over 30 years, the City has managed investments to fund the preservation and production of affordable homes in Seattle. Through these investments over 16,000 City-funded rental housing units are in operation or under development. In addition, over 1,050 homebuyers have purchased their first home with a City funded loan.

The OH has a long history of contributing to a more equitable and affordable community through affordable housing investments in neighborhoods where low-income households, including many people of color, are at risk of gentrification and displacement due to rising housing costs. OH has been actively involved in efforts to address the economic impacts and other disruptions from COVID-19 on low-income households, as well as non-profit housing

providers serving low income households who are vulnerable such as the homeless, seniors, and disabled individuals. OH's role in addressing the impacts of the COVID-19 crisis include:

- Allocating nearly \$500,000 of existing Housing Levy Homeownership Funds to the City's Foreclosure Prevention Program. Levy homeownership funds are authorized for several different programs in any given year based on identified need. The Foreclosure Program provides counseling and funding to assist low income homeowners at risk of foreclosure due to the COVID-19 crisis.
- On May 6, the Council adopted [Ordinance 126074](#) that allocated \$1.4 million from the Federal COVID-19 Relief Community Development Block Grant (CDBG) funds to OH for an affordable housing rental assistance program that provides rental assistance for tenants in City-funded affordable housing units. The affordable housing providers for these rent- and income-restricted units rely on rent payments to support building operations. Sixteen affordable housing providers requested rental assistance for over 1,300 households who could not pay rent in April or May of this year and expect that additional rental assistance will be needed for June, July, and August. The 2020 Proposed Rebalancing Package adds \$4 million in CRF to continue funding this program. [Council Bill 119824](#) would authorize use of these funds to OH and other departments.

II. Rebalancing Measures

The 2020 Proposed Rebalancing Package reduces OH's General Fund expenditures by \$2.975 million to help address the City's budget shortfall. This is addressed with proposed spending reductions and using other fund sources, as described below.

- \$2.5 million reduction in General Fund for the new Accessory Dwelling Unit (ADU) Loan program. This loan program approved in the 2020 Adopted Budget was intended as an anti-displacement strategy to provide low cost loans to low-income households. The goal is to provide these households stability, particularly those at high risk of displacement, and to increase access to affordable rental housing in areas zoned Single-family. This reduction also eliminates the funding for the staff position intended to support this program.
- \$250,000 reduction in General Fund backfilled with MHA administration fund balance for pre-development and planning costs for low-income housing developments in the Central Area and Little Saigon. Development of housing at these two locations will utilize MHA funds which makes the pre-development work on these projects an eligible use of MHA administration funds.
- \$200,000 reduction in General Fund backfilled with MHA administration fund balance for Enterprise Community Partners Home and Hope program. Enterprise contracts allows the City to conduct pre-development work on future housing sites. Development of housing on such sites will utilize MHA funds which allows this pre-development work an eligible use for MHA administration funds.

- \$25,000 reduction in Community Development Block Grant (CDBG) – originally planned for pre-development consulting funding, property appraisals, land surveys, and other analysis to evaluate potential sites for affordable housing, including surplus public sites. The Executive proposes to use these CDBG funds for other City priorities.

III. Policy Issues

Elimination of Funding for the ADU Pilot Loan Program – Eliminating funding for the ADU Pilot Loan Program may reduce opportunities for low-income households to obtain financing to add an ADU to their property. The ADU Loan Program was informed, in part, by the preliminary work done in 2018 on a racial equity toolkit (RET) to understand how the City’s ADU policies could decrease disparities in who benefits economically from development of ADUs. That work identified access to financing as one of the barriers homeowners face when considering adding an ADU to their property. This work also identified the following questions for additional analysis: “Should the City consider an ADU focused program as an anti-displacement strategy? Is this the right place to invest our limited resources?” The Council requested completion of a RET before submitting legislation to the Council to formalize this program to support low-income homeowners.

The City also has other work underway to assist homeowners through a pilot program managed by OH that provides small loans (up to \$50,000) to low-income homeowners that can be used for ADUs and to reduce the permitting and design costs associated with building ADUs by developing pre-approved ADU plans. The Council could consider funding an ADU loan program in the future after evaluating the impacts of these other existing programs.

Office of Immigrant and Refugee Affairs – Amy Gore

Budget Summary (\$ in 000s)	Amount
2020 Adopted Budget	
<i>Operating</i>	\$4,379.4
Total 2020 Adopted Budget	\$4,379.4
2020 FTE	9.5
REVENUE SHORTFALL	
<i>General Fund (GF)</i>	(\$34.9)
Total Revenue Shortfall	(\$34.9)
REVENUE INCREASE	
<i>Grant Funds</i>	\$223.4
<i>Carry Forward</i>	\$30.0
Total Revenue Increases	\$253.4
Net Revenue Change	(\$218.4)
SPENDING REDUCTIONS	
<i>Program Reductions</i>	(\$9.9)
<i>Salary Savings</i>	(\$25.1)
Total Spending Reductions	(\$34.9)
SPENDING INCREASE	
<i>Emergency-Related Spending Increase</i>	\$134.1
<i>Non-Emergency-Related Spending Increase</i>	\$119.3
Total Spending Increase	\$253.4
Net Spending Change	\$218.4

I. Background

The Office of Immigrant and Refugee Affairs (OIRA) serves Seattle’s immigrant and refugee community through programs like Ready to Work, Citizenship Assistance, and the Expanded Legal Defense Network. OIRA also works to improve City services and engagement with the immigrant and refugee community through the Language Access Program and the Ethnic Media Program. During the Trump administration, the office has become increasingly involved with advocacy and education related to federal immigration policy.

COVID-19 Response – OIRA is integral to the City’s COVID-19 response both through its programming for the immigrant and refugee community, as well as through expanded technical support to City departments, County, and State agencies, including:

- assisting in the translation and dissemination of materials to provide critical information about COVID-19 and public health directives to non-English speakers;
- supporting the AAPI community in responding to increased assaults and bias crimes;
- coordinating with multiple City departments to translate and disseminate information about assistance programs, such as the Small Business Stabilization program;
- providing technical assistance to City, County and State partners to improve outreach, engagement, and service to immigrant and refugee communities;
- using the ethnic media program to develop in-language media campaigns;
- working with partners to modify the service delivery of existing programming, such as the New Citizen Campaign, to meet social distancing requirements; and
- distributing public health supplies through partner organizations.

II. Rebalancing Measures

Changes to OIRA Resources – The 2020 Proposed Rebalancing Package increases OIRA’s budget by \$218,440, or 5.0 percent. This reflects the following changes:

- Reduces General Fund expenditures by \$34,947, or 0.8 percent.
- Adds \$223,358 in grant funds CBs [119818](#) and [119819](#))
- Adds \$30,000 of unspent funds from 2019 ([CB 119820](#)).

Changes to OIRA Spending – The 2020 Proposed Rebalancing Package reduces OIRA spending by:

- Delaying the replacement of a retiring employee until June 3, 2020, savings \$9,856.
- Reducing spending of \$25,091 through a cancelled contract with a community organization. (Organization lost its accreditation from the Department of Justice to provide the contracted services.)

The 2020 Proposed Rebalancing Package include the following adds:

- \$119,300 for the New Citizen Program.
- \$90,000 to support a short-term (up to 1 year) contract with an Emergency Coordinator to serve as a clearinghouse and resource for information relevant to COVID-19 impacts on immigrant communities nationwide, in coordination with Cities for Action. No matching funds are required. This grant period is May 18, 2020 through May 17, 2021.
- \$44,058 to support temporary staff and the purchase of supplies related to COVID-19 response.

III. Legislation

The changes described above are enacted through CB 119818 (2nd Quarter Supplemental), CB 119819 (Grants Acceptance) and CB 119820 (2019 Budget Carry Forward). The spending reductions described do not require Council approval.

IV. Policy Issues

Race and Social Justice – As described previously, OIRA provides critical support directly to the Immigrant and Refugee community. This community is impacted by racial and ethnic disparities and are disproportionately impacted by the COVID health and economic crisis. For example:

- Immigrants are highly represented in the service industry where, as a result of COVID, many people must choose between losing wages or facing health risks by returning to front-line jobs;
- Undocumented immigrants are not eligible for health insurance through the Affordable Care Act, Medicare, and many Medicaid programs and therefore may have difficulty accessing medical care;
- Without legal protections, many undocumented workers cannot access legally protected benefits such as paid sick and safe leave without fear of reprisal; and
- Many assistance programs, such as the US Economic Impact Payments and unemployment benefits, are not available to non-Citizens.

The 2020 Proposed Rebalancing Package does not significantly reduce funding for the Office and should not result in a reduction in services to this community. However, given the critical nature of OIRA's activities (i.e., providing technical expertise, forging community relationships, and leading the ethnic media program), increased resources could expand OIRA's reach to severely impacted communities. Also, the increase to the budget of five percent may not accurately reflect the increased work of the Office, or other departments' reliance of the Office.

Office of Labor Standards – Karina Bull

Budget Summary (\$ in 000s)	Amount
2020 Adopted Budget	
<i>Operating</i>	\$6,865,000
Total 2020 Adopted Budget	\$6,865,000
2020 FTE	28
BUDGET CHANGES	
Expenditure Changes	
<i>Vacancy Savings for Senior Investigator Positions</i>	(\$150,000)
<i>Computer Equipment</i>	(\$8,000)
Total Expenditure Changes	\$158,000
Repurposed Funds to Other OLS Programs	
<i>Expenditures redirected to (1) community outreach and education and (2) implementation of hotel worker ordinances</i>	
<i>Vacancy savings for Policy Analyst Position</i>	\$54,000
<i>Training Reimbursement</i>	\$20,000
<i>Copying and Printing Services</i>	\$19,000
<i>Training – Out of City</i>	\$16,000
<i>In-City Managers Training</i>	\$6,000
<i>Operating Supplies</i>	\$5,000
<i>Subscriptions</i>	\$4,000
<i>Motorpool</i>	\$2,000
<i>Office Equipment Maintenance</i>	\$2,000
Total Repurposed Funds	\$128,000
Total Spending Reductions to address Revenue Shortfall	(\$158,000)
2020 Revised Budget	\$6,707,000
TOTAL (zero if proposal is balanced)	\$0

I. Background (statutory authority, mission/programs, role during COVID emergency)

The mission of the Office of Labor Standards (OLS) is to “advance labor standards through thoughtful community and business engagement, strategic enforcement and innovative policy development, with a commitment to race and social justice.” OLS is responsible for implementing 15 labor standards (listed below) in Seattle; eight of these labor standards are new – they either became effective earlier in 2020 or they will become effective by the end of 2020.

Seattle Labor Standards effective prior to 2020:

1. Paid Sick and Safe Time Ordinance (2012)
2. Fair Chance Employment Ordinance (2013)
3. Minimum Wage Ordinance (2015)
4. Wage Theft Ordinance (2015)
5. Secure Scheduling Ordinance (2017)
6. Domestic Workers Ordinance (2019)
7. Transportation Network Company Minimum Compensation Ordinance (2019)
8. Commuter Benefit Ordinance (January 2020)
9. Premium Pay for Gig Workers Ordinance (June 2020)
10. Hotel Employee Safety Protections Ordinance (July 2020)
11. Protecting Hotel Employees from Injury Ordinance (July 2020)
12. Improving Access to Medical Care for Hotel Employees Ordinance (July 2020)
13. Hotel Employees Job Retention Ordinance (July 2020)
14. Paid Sick and Safe Time for Gig Workers Ordinance (July 2020)
15. Transportation Network Company Deactivation Rights Ordinance (October 2020)

II. Rebalancing Measures

The proposed 2020 Rebalancing Package would include \$6,707,000 for OLS, reflecting \$158,000 in proposed reductions and \$128,000 in redirection of funds from OLS's 2020 Adopted Budget to other OLS programs.

The \$158,000 in proposed reductions includes:

- \$150,000 in one-time salary savings from not filling three vacant positions in the enforcement division during a six-month hiring freeze; and
- \$8,000 in cost savings for underspending on computer equipment.

These proposed reductions are one-time reductions to rebalance the general fund. To alleviate future budget disruptions, OLS's hiring freeze will continue through the end of 2020.

The \$128,000 in redirection of funds to other OLS programs includes:

- \$54,000 in one-time salary savings from not filling one vacant position in the policy division during a six-month hiring freeze;
- \$42,000 in cost savings for underspending on staff training; and
- \$32,000 in cost savings for underspending on administrative items (e.g., office supplies, equipment, printing).

OLS programs designated for the redirection of funds include the (1) community outreach and education fund (COEF) and (2) implementation of hotel worker ordinances. For the COEF, OLS would distribute approximately \$46,000 among eight community partners who were awarded contracts in 2020 for lower amounts than in 2019. For implementation of hotel worker ordinances, OLS would allocate approximately \$82,000 for contracting with a community-based, victims advocacy program; designing and translating three notice of rights posters; and translating a healthcare expenditure waiver form. In total, OLS would redirect \$128,000 to these other programs.

III. Policy Issues

Vacant Positions – In 2020, OLS marks its third year as an independent office and fifth year of operation (originally starting as a division of the Seattle Office for Civil Rights). Since the office’s inception in 2015, it has experienced exponential growth, adding ten new labor standards and increasing from seven to 28 FTEs. As a relatively new and small office, a hiring freeze on four positions impacts OLS’s services for vulnerable workers who are at risk of wage theft and other labor standards violations.

For OLS’s enforcement division, delayed hiring of three senior investigator positions, vacant since August 2019, reduces capacity to conduct investigations and respond to worker inquiries. Currently, OLS has 66 cases on an investigation waitlist, and some of these cases have been on the waitlist for over a year; OLS also receives about 140 worker inquiries a month. Without additional staff, it is unlikely that OLS will be able to trim the case backlog or continue responding to worker inquiries in a timely manner.

For OLS’s policy division, delayed hiring of a policy analyst position, vacant since June 2019, reduces capacity for policy guidance and employer outreach. In 2020, OLS is expected to develop recommendations for a Transportation Network Companies (TNC) Driver Minimum Compensation Standard; develop administrative rules and/or “questions and answers” documents for multiple new ordinances; and support the office’s efforts to provide technical guidance to over 100 employer inquiries a month. Without additional staff, OLS may have difficulty completing policy tasks that benefit employers and workers alike.

Notably, reduced OLS services have a disproportionate impact on younger workers, people of color, immigrants, and women – all categories of workers that are more likely than the general population to earn lower wages and experience labor standards violations.¹² As OLS experiences reduced capacity to investigate labor standards violations, engage in policy making, and conduct outreach, such workers may disproportionately experience diminished access to information and access to labor standards enforcement; and their employers may not receive adequate policy and technical support to correctly implement legal requirements.

Options

- A. Adopt the Mayor’s 2020 Rebalancing Package.
- B. Proviso funds associated with some or all vacant positions to require that the funds could only be used for filling those positions and no other purpose.
- C. Reprioritize spending to fund OLS at the 2020 Adopted Budget level.

IV. Budget Amendments Proposed by Councilmembers as of July 9, 2020

1. **Restore \$150,000 in 2020 to reverse the proposed hiring freeze (Councilmember Morales and Sawant)** – This action would restore funding to OLS to fill three vacant positions in the enforcement division.

¹² According to a 2017 Report from Economic Policy Institute (EPI), wage theft is a rampant problem across the United States, with employers taking around \$15 billion annually from their employees – an amount that exceeds the value of property crimes (robberies, burglaries larceny, and motor vehicle theft committed in the United States each year. The EPI report, along with other national and local studies, also found that younger workers, people of color, immigrants, and women are more likely than other workers to report wage theft, such as being paid less than minimum wage, and work in low-wage jobs. See Cooper, David; Kroeger, Teresa. “Employers steal billions from workers’ paychecks each year: Survey data show millions of workers are paid less than the minimum wage, at significant cost to taxpayers and state economies”, <https://files.epi.org/pdf/125116.pdf> Economic Policy Institute (May 10, 2017); Klawitter, Marieka; Long, Mark; Plotnick. “Who would be affected by an increase in Seattle’s Minimum Wage?”, http://murray.seattle.gov/wp-content/uploads/2014/03/Evans-report-3_21_14+-appdx.pdf University of Washington Evans School of Public Affairs (March 21, 2014); Bateman, Nicole; Ross, Martha. “Meet the Low Wage Workforce”, https://www.brookings.edu/wp-content/uploads/2019/11/201911_Brookings-Metro_low-wage-workforce_Ross-Bateman.pdf Metropolitan Policy Program at Brookings (November 2019).

Office of Planning and Community Development – Lish Whitson

Budget Summary (\$ in 1,000s)	Amount
2020 Adopted Budget	
<i>General Fund</i>	\$ 24,652
<i>Short Term Rental Tax (STRT)</i>	\$ 5,000
<i>Cumulative Reserve Subfund (CRS)</i>	\$ 500
<i>Real Estate Excise Tax (REET)</i>	\$ 571
Total 2020 Adopted Budget	\$ 30,723
2020 FTE	45.00
REVENUE SHORTFALL	
<i>General Fund</i>	\$ 563
<i>STRT</i>	(\$ 1,900)
<i>CRS</i>	(\$ 37)
<i>REET</i>	(\$ 3)
Total Revenue Shortfall (Operating and Capital)	(\$ 1,377)
BUDGET CHANGES	
Expenditure Changes	
<i>Reduction in Short Term Rental Tax proceeds</i>	(\$1,900)
<i>Savings from Delayed Contracting</i>	(\$ 907)
<i>Vacancy Savings and Layoffs</i>	(\$ 402)
<i>Other miscellaneous expenses</i>	(\$68)
Total Expenditure Changes	(\$ 3,277)
Repurposed Funds	
<i>General Fund to backfill for Short Term Rental Tax</i>	\$ 1,900
Total Repurposed Funds	\$ 1,900
Total Spending Reductions, Emergency Funding, Repurposed Funds to address Revenue Shortfall	(\$ 1,377)
TOTAL	\$0

I. Background

The Office of Planning and Community Development (OPCD) leads citywide and neighborhood planning efforts. Specifically, OPCD:

- Develops and manages planning projects to inform decisions about equitable growth consistent with Seattle’s Comprehensive Plan;
- Runs the Equitable Development Initiative (EDI);
- Coordinates citywide planning efforts, community planning and placemaking; and
- Provides staff support to the Seattle Planning and Design Commissions.

EDI supports community-based organizations through grants and technical assistance for projects intended to mitigate displacement and increase access to opportunity. The program increases economic opportunity and community wealth, prevents displacement, and supports local cultural centers. In 2019, the Council adopted, through [Ordinance 125872](#), financial policies for the Short-term Rental Tax (STRT). That legislation identified \$5 million a year of grant funding for EDI projects as the first priority for use of STRT proceeds. The 2020 budget estimated \$10,500,000 of STRT revenues. Other uses identified for the STRT are repayment of housing debt (\$2 million) and operating funds for permanently supportive housing projects (\$3.3 million). Current projections identify that the STRT will collect \$4.4 million in 2020 - \$6.1 million less than was anticipated in the 2020 Adopted Budget.

II. Rebalancing Measures

There are four main areas of changes to the OPCD budget in the 2020 Proposed Rebalancing Package:

1. Changing EDI funding sources respond to the drop in STRT revenues;
 2. Reducing spending by delaying work for the major update to the City's Comprehensive Plan in response to shifting State deadlines;
 3. Reducing spending on consulting which will cause delays to projects; and
 4. Salary savings from the hiring freeze and one layoff.
-
1. EDI Funding - The 2020 Proposed Rebalancing Package recognizes the significant drop in STRT revenues from an estimated \$10.5 million to \$4.4 million. In order to meet commitments to the EDI program partners and pay down the housing debt, the Mayor proposes allocated \$1.9 million General Fund to OPCD to offset that loss. This will provide the full \$5 million to EDI for grants in 2020. The 2020 Adopted Budget included an additional \$500,000 in one-time funding from the Cumulative Reserve Subfund for EDI projects. All but \$37,000 of those funds have been allocated to EDI projects. The remaining \$37,000 of the funding will be redirected for other eligible uses.
 2. Comprehensive Plan Major Update - The largest reduction in OPCD is the elimination of funding in 2020 for consultant support to develop the next update to the Comprehensive Plan, which is mandated under the Washington State Growth Management Act. This year, the State Legislature extended the deadline for completing this update from 2023 to 2024. Consequently, the 2020 Proposed Rebalancing Package assumes that those funds are not expended in 2020. However, this funding will need to be allocated in future years, as follows.
 - Comprehensive Plan Major Update Environmental Impact Statement (\$500,000)

- Comprehensive Plan Major Update Outreach and Engagement (\$150,000)
- Racial Equity Workshop and Anti-Bias Training (\$13,650)

In the 2020 Adopted Budget, the Council placed provisos on the [Environmental Impact Statement](#) (EIS) and [Outreach and Engagement](#) funding. The EIS proviso required that the EIS studied changes to allow additional housing types in single-family areas or other strategies to minimize displacement. The outreach and engagement proviso required that the Executive brief the Land Use and Neighborhoods committee on its outreach and engagement strategy prior to expending those funds.

3. Consulting - The 2020 Proposed Rebalancing Package reduces OPCD spending by \$204,000 by not contracting for services to support projects previously anticipated to be advanced in 2020. Those projects include:
 - Maritime/Industrial Lands Environmental Impact Statement (\$144,000)
 - Natural Capital Valuation Study (\$35,000)
 - Translation and interpretation for Accessory Dwelling Unit (ADU) materials (\$15,000)
 - South Park RiverWalk project (\$10,000)

These projects, which are discretionary, would be high priorities for the OPCD if funding is made available.

4. Salary Savings – In 2020, OPCD will have a number of high-level vacant positions. The Deputy Director has been working part time, but plans to leave this summer; the Chief of Staff left for another position last summer and has not been replaced; and a senior manager left earlier this year to work in SDOT and has also not been replaced. Salary savings from the first six months of the year from these positions equal \$99,000.

A position was added to the EDI team in the 2020 Adopted Budget, but will not be filled this year, saving \$169,000. In addition, a temporary position supporting light rail station area planning (funded by SDOT) was expected to last two years. It is being cut after the first year resulting in a layoff and savings of \$134,000.

5. Other miscellaneous expenses – The 2020 Rebalancing Package also anticipates OPCD will reduce spending on miscellaneous expenditures by \$68,000. This includes reduced spending on supplies, equipment, and employee recognition programs.

III. Related Legislation

The increase in General Funds provided to backfill for the STRT revenues as previously mentioned is included in the 2020 Budget Revisions Ordinance ([Council Bill \(CB\) 119825](#)).

The Grants Acceptance ordinance ([CB 119819](#)) includes \$100,000 from the Washington State Department of Commerce to develop a Housing Action Plan to inform the Comprehensive Plan update. These funds can only be used for the stated purpose and are not reflected in the table above.

IV. Policy Issues

RSJI impacts – The 2020 Proposed Rebalancing Package protects funding for EDI, a program that provides resources for community development projects to address needs in Black, Indigenous, People of Color (BIPOC) communities at high risk of displacement. These funds will allow organizations with deep roots in these communities to acquire land and buildings and develop projects to meet community-identified needs.

The 2020 Adopted Budget added provisos to funds related to the Comprehensive Plan Major Update intended to ensure that the next update to the Comprehensive Plan addresses the impacts of the City’s strategies for accommodating growth on BIPOC communities. In response to changes to state law, that work is on hold. Funding will be revisited in the 2021 budget. To the extent that the City continues to delay this work, the inequities inherent in the City’s land use regulations will continue.

OPCD is also cutting funding to translate information regarding building and permitting ADUs. This will continue disparities in access to information regarding housing options that assist low-income homeowners remain in their homes.

Other potential issues – Because most of OPCD’s funding is for salaries and benefits, there are few places for General Fund savings in the OPCD budget. The 2020 Proposed Rebalancing Package protects the highest priority programs most directly addressing Race and Social Justice issues. However, the largest contract being cut - the Comprehensive Plan update funding - represents over half of the cuts to contracting. This will impact the City’s ability to change land use regulations in order to address long-term inequities in the City’s zoning and access to opportunity.

V. Budget Amendments Proposed by Councilmembers as of July 9, 2020

- 1. Restore \$650,000 GF in one-time funding for the Comprehensive Plan Major Update (Councilmember Strauss)** – Restore \$500,000 for a consultant contract to develop an Environmental Impact Statement and \$150,000 for outreach and engagement activities related to the next Comprehensive Plan update. These funds are required to allow the City to respond to a State mandate to periodically update the Comprehensive Plan. As noted earlier, the State’s deadline was extended for one year so Executive proposes to not spend these funds in 2020.

- 2. Restore \$15,000 GF in one-time funding for translation and interpretation of ADU materials (Councilmember Strauss)** – Restore funds for translation and interpretation of materials that provide guidance and advice regarding developing an ADU. This work would provide necessary information about how to create an ADU to non-English-speaking homeowners who are interested in building an accessory dwelling unit on their property.

Office of Sustainability and Environment – Yolanda Ho

Budget Summary (\$ in 000s)	Amount
2020 ADOPTED BUDGET	
<i>Operating</i>	\$12,636
<i>Capital</i>	\$ 0
Total	\$12,636
2020 FTE	30.5
REVENUE SHORTFALL	
<i>General Fund</i>	(\$686)
<i>Sweetened Beverage Tax Fund</i>	(\$456)
Total Revenue Shortfall	(\$1,142)
BUDGET CHANGES	
Expenditure Reductions	
<i>Savings from Contract Reductions</i>	\$686
<i>Savings from Travel and Training Reduction</i>	\$40
<i>Vacancy Savings</i>	\$416
Total Expenditure Reductions	\$1,142
Emergency-Related Expenditures	
<i>Supplies and services</i>	(\$195)
<i>Labor</i>	(\$44)
<i>Programs</i>	(\$14,500)
Total Emergency-Related Expenditures	(\$14,739)
Emergency-Related Funding	
<i>Coronavirus Relief Fund</i>	\$9,702
<i>Sweetened Beverage Tax Fund – approved by prior Council action</i>	\$5,000
<i>FEMA Reimbursement</i>	\$37
Total Emergency-Related Funding	\$14,739

I. Background

The Office of Sustainability & Environment (OSE) develops and implements citywide environmental policies and programs that propel Seattle toward a sustainable, equitable, and carbon neutral future. OSE supports coordination of the City’s environmental initiatives; conducts research and develops program and policies focusing on environmental equity, building energy, food policy, and transportation electrification; and coordinates implementation of Seattle’s [Climate Action Plan](#).

In response to the COVID-19 emergency, OSE focused its efforts on providing food assistance by launching the Emergency Grocery Voucher program (funded with \$5 million

Sweetened Beverage Tax (SBT) revenues¹³) and co-leading the City's COVID-19 Emergency Feeding Task Force with the Human Services Department.

II. Rebalancing Measures

The 2020 Proposed Rebalancing Package would reduce OSE's total expenditures by \$1.14 million (9 percent). This includes reducing \$456,000 in SBT expenditures and \$686,000 in General Fund (GF) expenditures. The reduction in SBT expenditures include:

- Elimination of \$350,000 SBT for consultant services recommended by the SBT Community Advisory Board (SBT CAB), added by [Council Budget Action OSE-2-D-1](#);
- Contract savings of \$86,000 SBT from school-based snack programs; and
- Contract savings of \$20,000 SBT by delaying the planned update to the Food Action Plan.

The reduction in GF expenditures include:

- Vacancy savings of \$416,000 GF by delaying hire of three positions – Climate Policy Advisor (1.0 FTE Strategic Advisor 2), Equity & Environment Initiative (EEI) Program Manager (1.0 FTE Strategic Advisor 2), and Green New Deal Advisor (1.0 FTE Strategic Advisor 1);
- Elimination of \$157,000 for contracts for building energy efficiency and transportation electrification programs; and
- Elimination \$73,000 in discretionary spending for urban forestry and EEI programs.

The 2020 Proposed Rebalancing Package would also appropriate \$9.7 million of Federal Coronavirus Relief Fund (CRF) support to OSE via [Council Bill 119824](#). This includes \$9.5 million to extend the Emergency Grocery Voucher Program through October to households currently enrolled in the program. The initial \$5 million SBT authorized for this program provided vouchers for two months to 6,250 households and has subsequently been expanded to 8,690 households through private donations (the program has thus far received over \$2 million in donations). Vouchers may be used to purchase food, cleaning supplies, and other household goods at any Safeway or QFC store in Washington state. Vouchers may not be used for tobacco, alcohol, lottery tickets, or fuel.

The remaining \$202,000 CRF support is to cover COVID-19 expenses that have been or will be incurred by OSE for a substantially different use (i.e., COVID-19 response) than the

¹³ See Central Staff [memorandum](#) from the May 30, 2020 City Council meeting for more details about initial funding for the Emergency Grocery Voucher Program.

original appropriation intended. In addition, OSE is requesting \$37,367 in FEMA reimbursements to cover emergency labor costs.

III. Policy Issues

Climate-Related Reductions – Recognizing that OSE is focusing its response to COVID-19 on increasing food security for vulnerable communities, the 2020 Proposed Rebalancing Package would scale back OSE’s climate-related activities for the remainder of 2020. Many of the proposed reductions are for consultant services to conduct technical analyses of building energy efficiency data, some of which can be completed by OSE staff. The proposed hiring delay of the Climate Policy Advisor, who oversees implementation of the [Climate Action Plan](#) and measures progress towards its goals, will limit OSE’s ability to advance this climate work, though OSE plans to fill this role by October 2020.

While not included in OSE’s budget (because OSE is not a capital department), OSE oversees the Municipal Energy Efficiency Program (MEEP), which includes building tune-ups, facility improvements, building energy upgrades, and other energy efficiency measures for City-owned buildings. The 2020 Proposed Rebalancing Package would delay various energy efficiency improvement projects for municipal buildings within the capital budgets of the Department of Finance and Administrative Services, Seattle Parks and Recreation, and Seattle Center.¹⁴ Additionally, OSE would delay hire of a Resource Conservation Advisor (1.0 FTE Strategic Advisor 1) that would oversee these projects, for a total reduction of \$2 million in Real Estate Excise Tax I (REET I) funds in 2020. While OSE intends to request funding in 2021 or 2022 for most of the MEEP improvements, the REET I reductions may prevent the City from achieving its short-term goals for reducing greenhouse gas emissions from municipal buildings, established in the [2018 Climate Action Strategy](#).

Green New Deal – The 2020 Adopted Budget authorized \$136,291 GF for a Green New Deal Advisor position and financial hardship stipends for members of the Green New Deal Oversight Board (Board), established by [Ordinance 125926](#) ([Council Budget Action OSE-1-B-1](#)). The 2020 Proposed Rebalancing Package eliminates this spending. In addition to providing administrative support to the Board, this position is responsible for coordinating the City’s internal strategy to reduce climate pollutants, helping to achieve the goals identified in the Green New Deal for Seattle ([Resolution 31895](#)), adopted in August 2019.

Delaying hire of this position will delay appointments to the Board and reduce OSE’s capacity to coordinate the interdepartmental Green New Deal City Team. Lacking any

¹⁴ Impacted MEEP projects are in the 2020 - 2025 Adopted Capital Improvement Program for the Department of Finance and Administrative Services (Project No. MC-FA-ENEFFMBLD), Seattle Parks and Recreation (Project No. MC-PR-41030), and Seattle Center (Project No. MC-SC-S1003). See issue identification papers for those departments for more details.

members, the Board will not be able to provide the Council or Mayor with recommendations for how to implement the actions identified in the Green New Deal for Seattle, which are intended to accelerate the transition away from fossil fuels to renewable energy while centering communities that have historically been most harmed by racial, economic, and environmental injustices. OSE is currently in discussions with the [Environmental Justice Committee \(EJC\)](#) (an informal advisory body comprised of representatives of communities most impacted by environmental injustices formed to support implementation of the [Equity & Environment Initiative](#)) to determine if its members are interested in temporarily filling the role of the Board.

Environmental Justice – Although the Environmental Justice Fund (\$250,000 GF) and activities related to the EJC (\$70,000 GF) will move forward this year, OSE is delaying the hire of the EEI Program Manager, limiting its ability to implement the [Equity & Environment Agenda](#), which aims to promote racial equity in the City’s environmental programs. OSE recently promoted the person who served as the EEI Program Manager to fill the vacant Climate Director position, which has since been retitled the Climate Justice Director. While this will help elevate OSE’s environmental justice work, the delay in hiring both the EEI Program Manager and Green New Deal Advisor hinders the City’s progress towards reaching its environmental equity goals. Additionally, the proposed elimination of discretionary spending for EEI will diminish OSE’s capacity to conduct a robust outreach effort to inform the Equity & Environment Agenda update and curtail plans to convene a grant committee for the Environmental Justice Fund.

Sweetened Beverage Tax Reductions – The proposed reductions in SBT expenditures do not impact programs and services, though it will eliminate consultant services recommended by the SBT CAB included in the 2020 Adopted Budget. This one-time investment of \$350,000 SBT would have funded a scratch cooking consultant for Seattle Public Schools; consultant services to develop a comprehensive evaluation strategy for SBT-funded programs and services; and consultant services to help the SBT CAB analyze key issue areas and prepare its annual report. Other SBT reductions are a result of one-time program savings and the elimination of a planned program expansion (funded by 2019 carryforward) due to the closure of Seattle Public Schools in response to the COVID-19 pandemic.

IV. Budget Amendments Proposed by Councilmembers as of July 9, 2020

- 1. Restore support for the Green New Deal Oversight Board (Councilmember Sawant) –**
This amendment would restore about \$136,000 GF for the Green New Deal Advisor position and financial hardship compensation for Green New Deal Oversight Board members.

Seattle Parks and Recreation – Traci Ratzliff

Budget Summary (\$ in 000s)	Amount
2020 Adopted Budget	
<i>Operating</i>	\$175,222
<i>Capital</i>	\$86,714
Total 2020 Adopted Budget	\$261,936
2020 FTE	939.7
REVENUE SHORTFALL	
<i>General Fund</i>	\$25,300
<i>Sweetened Beverage Tax (SBT) – approved by prior Council action</i>	\$413
<i>Community Development Block Grant (CDBG)</i>	\$660
<i>Real Estate Excise Tax (REET)</i>	\$13,990
TOTAL REVENUE SHORTFALL	\$40,363
REBALANCING MEASURES	
Expenditure Changes	
A. Spending Reductions (Operating and Capital) to address shortfall	
<i>Vacancies and reduced overtime</i>	\$ 3,860
<i>Reduce Seasonal Hiring</i>	\$ 1,690
<i>Contracts</i>	\$ 150
<i>Travel and Training</i>	\$ 100
<i>Water bottle filling station and expanded summer youth programs – approved by prior Council action</i>	\$ 413
<i>Parks Upgrade Program – see description below</i>	\$ 660
<i>Aquarium Expansion – see description below</i>	\$ 9,000
<i>REET-funded capital projects – see description below</i>	\$ 4,990
Subtotal	\$20,863
B. Emergency-Related Funding	
<i>Coronavirus Relief Fund (CRF) support of COVID- related activities and services- see description below</i>	\$9,500
C. Repurposed Funds	
<i>Metropolitan Parks District (MPD) Fund Swap (with related spending cuts) to backfill General Fund Reduction – see description below</i>	\$10,000
Subtotal (B+C)	\$19,500
Total (A+B+C)	\$40,363

I. Background

The COVID-19 pandemic has affected Seattle Parks and Recreation’s (SPR’s) programming, revenues, and spending. The closure of SPR facilities (i.e., community centers, tennis centers, pools, athletic fields, golf courses, rental and leased spaces) has reduced expected revenues to the Parks and Recreation Fund that support SPR staffing and operating costs.

The City’s golf facilities have resumed operations, but SPR does not yet know (a) when and

how other SPR facilities will re-open or (b) the revenue implications of this eventual re-opening of these facilities. The 2020 Adopted Budget assumed the Parks and Recreation Fund would receive \$53 million from SPR facilities. By contrast, SPR currently estimates that it will only receive \$30 million in 2020 facilities revenue, leaving a \$23 million revenue shortfall for this fund. The actual facilities revenue shortfall will continue to evolve as circumstances change. As such, the Executive is monitoring and will bring forward additional proposals to rebalance the Parks and Recreation Fund in the fall as needed.

SPR has provided important services to meet some needs related to COVID-19, including:

- childcare for first responders;
- emergency shelter and feeding programs;
- enhanced comfort station maintenance and cleaning services; and
- park ambassadors to maintain social distancing at parks.

Existing SPR staff have been re-deployed to assist in providing or supporting these services which makes them eligible for Federal Coronavirus Relief Funds (CRF).

The aforementioned activities (regular payroll costs) are generally not eligible for reimbursement by the Federal Emergency Management Agency (FEMA). However, FEMA can cover overtime pay and temporary labor costs. The Executive believes that FEMA funds will be available to reimburse the General Fund for some SPR staffing costs for COVID-related services that meet these criteria. SPR does not have firm estimates at this time on how much reimbursement might be available from FEMA. Consequently, revisions to the 2020 Adopted Budget do not assume the use of these funds to address SPR revenue shortfalls.

II. Rebalancing Measures

As noted in the Budget Summary chart above, the Executive's 2020 Proposed Rebalancing Package includes strategies to balance projected revenue losses across SPR's operating and capital budget. These losses are addressed with proposed spending reductions, backfilling with other fund sources (also requiring funding reductions), and support from Federal CRF. Below are further descriptions of the measures used to address this shortfall in both the operating and capital budgets.

Operating Budget

The Executive identified \$25.3 million in proposed adjustments to SPR's operating budget to address the General Fund shortfall, as follows:

- \$10 million cut in General Fund-supported technology and drainage costs. This cut would be backfilled with Metropolitan Park District (MPD) funds made available by cutting MPD capital projects and programs (see Capital Budget description below). [CB 119825](#) would authorize the appropriation changes required to implement this cut.

- \$9.5 million cut for regular staffing costs related to provision of COVID-19 related services and activities. The Executive proposes to use federal CRF to fund these COVID related costs. CB 119824 would authorize CRF funds for SPR expenditures, as well as those of other departments receiving said funds.
- \$5.8 million in spending reductions as described in the previous table (salary savings, training and travel, consultant services) which includes a reduction of \$1.6 million in seasonal hiring of parks ground crew workers.

SPR's proposed rebalanced operating budget recognizes a reduction of \$413,000 in Sweetened Beverage Tax revenues to support the emergency grocery voucher program. The Council approved this reduction in [CB 119764](#) on April 1, 2020.

III. Capital Budget

The Executive would reduce SPR's 2020 capital budget by \$24.5 million. Proposed reductions include the following:

- \$10 million in MPD funding cut from the following MPD capital initiatives (see Attachment 1 for further description of impacted projects):
 - Battery Street Portal Park Design;
 - Major Maintenance Backlog and Asset Management;
 - Develop 14 new Land Banked sites;
 - Park Land Acquisition and Leverage; and
 - Activating and Connecting to Greenway Projects.

Funding cut from these capital projects is proposed to be used to support SPR operating expenses, including technology (\$3.1 million) and drainage costs (\$6.8 million) costs that had been funded by the General Fund. Legislation has been submitted that would authorize the proposed changes in MPD appropriations (see description below).

- \$9 million in 2020 Real Estate Excise Tax (REET) cut for the Aquarium expansion project. The City worked with Seattle Aquarium Society to review cash flow and project timing to determine the amount of the proposed 2020 reduction. The City's overall planned spending on the Aquarium expansion project cost has not changed; the Executive plans to propose allocating an additional \$9 million of REET to this project during the 2021 budget process to better align with planned spending and maintain the City's total multi-year contribution.
- \$4.9 million in REET funding cut from the following programs (see Attachment 2 for further description of impacted projects):
 - Land Acquisition;
 - Developing Land Banked Sites;
 - Athletic Field Replacement Projects; and
 - Municipal Energy Efficiency Program.

- \$660,000 in Community Development Block Grant (CDBG) funding cut from the Parks Upgrade Program (PUP) to align with the reduced number of projects that can be completed this year due to COVID-19 work restrictions.

The 2020 Adopted Budget included \$808,000 for PUP. The proposed \$660,000 reduction leaves \$148,000 in 2020 CDBG for projects that will be completed this year. However, the City has been notified it will receive an additional \$250,000 in federal Community Services Block Grant for this program, bringing the total available funding to just under \$400,000 in 2020.

The PUP program funds small-scale improvements at parks in low-income neighborhoods. Seattle Conservation Corps members perform these improvements. Because of COVID-19 work restrictions, SPR expects to complete only three projects (instead of the previous projection of eight projects). The Executive is proposing to reduce capital funding for this program accordingly, as well as to reallocate the \$660,000 in CDBG funds for other City priorities related to COVID-19.

IV. Budget-Related Legislation

MPD General Fund Baseline Modification Resolution – This proposed resolution authorizes the City to provide a reduced level of General Fund support to the MPD in 2020 due to the demanding economic circumstances caused by COVID-19. The Executive’s proposed reductions in General Fund support to SPR would result in being unable to meet the baseline General Fund allocation required by the Interlocal Agreement (ILA) between the City and the Metropolitan Park District. The ILA requires the General Fund to support SPR with a baseline amount of support, adjusted annually for inflation. In 2020, this was \$105 million. The Executive’s 2020 Proposed Rebalancing Package would provide \$82 million instead. The ILA allows the Council to provide less General Fund support if it determines that a natural disaster or exigent economic circumstance prevents the City from maintaining the required level of General Fund support and adopts a resolution with three-fourths approval affirming this circumstance.

Modifications to 2020 MPD Appropriations for Seattle Parks and Recreation Resolution – This resolution would modify the 2020 MPD appropriations to align with the Executive’s proposed re-allocations of funds from MPD capital initiatives to MPD operating expenses as described above. The MPD Board will consider this resolution for adoption at the same time Council adopts the Executive’s 2020 Proposed Rebalancing Package.

V. Policy Issues

Reduction in Hiring of Seasonal Parks Ground Crew Workers – As highlighted above, the proposed cuts to the SPR operating budget include a reduction in hiring of seasonal parks ground crew workers who perform maintenance and clean-up work at City parks during the busy summer months. According to SPR, hiring of seasonal workers has historically provided

opportunities to employ people from all walks of life, particularly from communities of color. This opportunity would be reduced for this year as a result of this proposed budget cut.

Development of Parks on Land Banked Sites – As shown in Attachments 1 and 2, the Executive proposes to reduce funding for six new parks. These parks have yet to be completed, will be developed on City-owned land, and funded by MPD and REET funds.

One of these parks, North Rainier Park, located in a low-income neighborhood, is proposed to be reduced by \$1.3 million in REET funding. SPR is applying for State grants to fill the \$1.3 million funding gap. The remaining \$1.8 million will cover the cost of design and required remediation work.

The remaining five park projects are not located in low-income neighborhoods. These projects will be delayed until funding can be provided through grants, future appropriations of REET, or funding included in the MPD's next six-year spending plan expected to be submitted to the Council for approval in 2021.

Activating and Connecting to Greenway Projects – The Executive proposes to reduce MPD funding by \$289,000 for this program that supports wayfinding, pavement markings, and signage that improves user experience of neighborhood greenways. Funding remains to address safety hazards in greenway areas. Several sites impacted by funding reduction are located in low-income neighborhoods, including the Central District (Dr. Blanche Lavizzo Park and Judkins Park) and Westwood Village/Highland Park (Roxhill Park). The Executive believes this reduction will have minimal impact on the success of these projects and indicates funding to complete this work could be included in the MPD's next six-year spending plan.

VI. Budget Amendments Proposed by Councilmembers as of July 9, 2020:

- 1. Be'er Sheva Park in Rainier Beach (Councilmember Morales)** - Add \$275,000 in one-time funds for shoreline restoration at Be'er Sheva Park.

Attachments:

1. Proposed Reductions in Metropolitan Park District Funded Capital Projects
2. Proposed Reductions in Real Estate Excise Tax (REET) Funded Capital Projects or Programs

Attachment 1 – Proposed Reductions in Metropolitan Park District Funded Capital Projects

Project/Program	Total Reduction	(\$10,000,000)¹⁵
Battery Street Portal Park Design Work	Delays planning & design work for Battery Street Portal Park.	(\$625,000)
Major Maintenance Backlog Projects	Reduces funding for Soundview Athletic Field Conversion. SPR recently rejected all bids that came in over proposed budget. \$385,000, of REET funding is also reduced for this project. Project funding will be re-evaluated for inclusion in the next MPD six-year spending plan.	(\$3,427,000)
Reduce Acquisition Fund Balance	Cuts funding not yet allocated to acquisition projects. REET funding for acquisitions will also be reduced.	(\$1,000,000)
Developing Land-Banked Sites	Reduces MPD funding and postpones work on remaining uncompleted land banked sites (excluding South Park, Little Saigon, and North Rainier), including the following: <ul style="list-style-type: none"> • 48th & Charlestown St. SW • Ernst Park Addition • Morgan Junction Park • Wedgewood • West Seattle Junction These parks could be completed with funding from the next six-year spending plan.	(\$4,637,000)
Activating & Connecting to Greenway Projects	Cuts funding that provides wayfinding, pavement markings and signage for neighborhood greenway projects in the following neighborhoods: Maple Leaf Reservoir Park, Dr. Blanche Lavizzo Park, Judkins Park and Roxhill Park.	(\$290,000)

¹⁵ Amount rounded

Attachment 2 – Proposed Reductions in Real Estate Excise Tax (REET) Funded Capital Projects or Programs

Projects/Programs	Explanation	Total (\$13,990,000)
Aquarium Expansion Project	Reduces funding for project that due to delays caused by COVID-19. Prior City appropriations are unchanged. Project timeline and need for City funding will be re-evaluated in 2021.	(\$9,000,000)
Park Land Acquisition Fund	Cuts one-time funding that has not yet been allocated. MPD funding also proposed for reduction.	(\$21,000)
Developing Land-Banked Sites	Reduces funding for North Rainier Park; leaves \$1.8 million to continue design and remediation work and to match a potential State grant that is being applied for in 2021. SPR believes grant funds can be used to almost entirely replace the proposed funding reduction. If this is not the case, funding could be included in the next MPD six-year spending plan, expected in 2021.	(\$1,300,000)
Athletic Field Replacement Projects	Reduces \$385,000 allocated to support the Soundview Playfield synthetic field conversion (MPD funding is also reduced). Eliminates funding of \$1.015 million for the field renovation portion of the Ballard Playfield Project. Lighting replacement will proceed as planned.	(\$1,400,000)
Queen Anne Turf Field Replacement	Delays the synthetic field conversion at West Queen Anne. Lighting replacement will proceed as planned.	(\$1,800,000)
Municipal Energy Efficiency Projects	Cuts half of program funding in 2020 for projects that will not be under construction and funding not needed until 2021. Funding supports more energy efficient building systems and other facility efficiency improvements. Funding supplements community center stabilization project budgets. Impacted projects include: South Park, Jefferson, Magnolia, Hiawatha, Westbridge, Magnuson building 47. Funding may be requested as part of the 2021 budget.	(\$466,000)

Seattle City Light – Eric McConaghy

Budget Summary (\$ in 000s)	Amount
2020 Adopted Budget	
<i>Operating</i>	\$1,054,938
<i>Capital</i>	\$378,049
Total 2020 Adopted Budget	\$1,432,987
2020 FTE	1,792.8
BUDGET CHANGES	
Expenditure Reductions	
<i>Non-essential consulting/services</i>	\$4,969
<i>Hiring Freeze</i>	\$2,700
<i>Conservation Incentives</i>	\$2,600
<i>Travel and Training</i>	\$1,100
<i>Deferred maintenance</i>	\$400
<i>Temporary Labor</i>	\$366
<i>Supplies</i>	\$316
Total Expenditure Reductions	\$12,451

I. Background

Seattle City Light's (SCL's) primary revenue sources are the sale of energy to retail customers and the sale of surplus energy to wholesale customers. SCL deposits all such revenues in the City Light Fund. The dollars in the City Light Fund may only be spent for purposes of the City Light utility.

The 2020 Adopted Budget for Seattle City Light (SCL) is consistent with SCL's 2019-2024 Strategic Plan and rate path established in July 2018 via [Resolution 31819](#). As part of the Resolution, Council acknowledged that to achieve the goals of the Strategic Plan, annual rate increases for retail customers averaging 4.5 percent system-wide per year were anticipated over the period from 2019 through 2024.

In April, SCL informed Council of changes in the timing of completing SCL's proposed 2021-2026 Strategic Plan along with a six-year rate path and rate proposal for 2021 and 2022 in response to the economic stresses created by the COVID-19 emergency. SCL's Strategic Plan was originally scheduled for Council review and adoption by resolution during summer 2020. The Executive would normally have then transmitted a proposed two-year rate ordinance for Council's consideration establishing rates for 2021 and 2022 consistent with the adopted Strategic Plan.

In the absence of new rates for 2021 and 2022, the 2020 rates would simply continue for 2021; and SCL would be expected to transmit a 2021-2022 Proposed Budget and 2021-2026 Proposed Capital Improvement Program that reflects lower spending because of lower rate

revenues. After conferring with the Mayor's Office and the Review Panel, SCL will maintain the current 2020 rates for 2021 and will not transmit a rate ordinance to the Council this year. Instead, SCL plans to transmit the Strategic Plan, rate path and 2021 and 2022 rates to Council in 2021.

Council approved a SCL utility bond issue not to exceed \$250 million as part of the 2020 Adopted Budget through [Ordinance 125987](#) in fall 2019. SCL expects to issue the bonds this summer, and the yield¹⁶ from the bonds will be used to support \$150 million in capital work and \$100 million to restructure existing debt to realize interest savings.

Actions in Response to COVID-19

In March, as part of Executive Order 2020-03, the Mayor mandated that residential and commercial customers of SCL and Seattle Public Utilities may establish deferred payment plans if their financial stability has been jeopardized by COVID-19 and that income-eligible, residential customers can self-certify to join the Utility Discount Program (UDP) and access heavily discounted utilities by simply signing a short form that attests to their household income, rather than having to provide income documentation. City Light is encouraging all eligible customers to enroll in the UDP and to make payment arrangements for electric bills. Moreover, Executive Order 2020-03 required that SCL and Seattle Public Utilities not shut-off service to customers delinquent in payments if the customers seek to establish flexible payment plans.

Also in March, Council and Mayor enacted [Ordinance 119758](#) temporarily removing the charge of interest on delinquent City Light and Seattle Public Utility accounts until the earlier of the termination of the civil emergency proclaimed by the Mayor on March 3, 2020 or August 1, 2020. CB 119758 declared Council's finding that suspending the interest charges was necessary both to ease the negative impact on low-wage workers, individuals on fixed incomes, non-profit organizations and small businesses and to reduce the frequency of in person bill payment during the emergency.

Per [Resolution 31937](#), the Executive has provided weekly reports to the Council of spending on activities in response to the COVID-19 emergency.

SCL expects reimbursement for eligible costs from the Federal Emergency Management Agency (FEMA) and from King County for establishing service connections to quarantine sites. As of publication of this paper, the estimated FEMA reimbursable cost is \$230,000 and the King County reimbursable cost is \$90,500.

¹⁶ Selling \$204 million par - with premium, expected yield of \$250 million

II. Expenditure Reductions

SCL's rebalancing plan calls for cuts of \$12.5 million in operating expenses to offset reduced income due to the COVID emergency. SCL states that the cuts will not significantly impact services to customers. The utility does not require Council approval for the cuts and may undertake additional cuts in 2020 in response to the evolving emergency. The rebalancing cuts do not include adjustments for capital expenses. There are changes to capital appropriations proposed related legislation, discussed below.

SCL proposes reducing spending in the following ways:

- \$ 5.1 million from non-essential consulting/services - This cut represents 16 percent of professional services in SCL's Operations and Maintenance budget;
- \$2.7 million by freezing hiring - SCL would generate savings by holding positions vacant in addition to SCL's existing 6 percent annual target;
- \$2.6 million cut in spending on conservation incentives - SCL is confident that the utility will achieve their conservation target despite this proposed reduction of 9 percent of SCL's conservation incentive budget;
- \$1.1 million from travel and training - This removal of non-essential items represents 59 percent of SCL's travel and training budget;
- \$400,000 from deferred maintenance – SCL would defer analysis and planning for non-critical maintenance at Cedar Falls facilities;
- Temporary Labor - \$366,000: This cut would amount to 21 percent of SCL's temporary labor budget and would include the temporary cancelation of the summer intern program for 2020 due to COVID; and
- Supplies - \$316,000: This would be a reduction of 2 percent of SCL's supplies and inventory budget.

III. Related Legislation

The Executive has proposed SCL capital appropriation changes in the transmitted Second Quarter Supplemental Budget Bill and the Second Quarter Grant Acceptance Bill. The proposed capital appropriation changes are balanced, with grant¹⁷ or revenue-backed increases to appropriations and technical adjustments balanced among budget summary levels. Central Staff has not identified any issues with the changes proposed.

¹⁷ The Georgetown Steam Plant, a National Historic Landmark, was awarded a \$500,000 Save America's Treasures grant from the National Park Service. This grant will be used to rehabilitate the exterior's deteriorating historic concrete. More information on the Georgetown Steam Plant online: <http://www.georgetownsteamplant.org/>

IV. Policy Considerations

Given SCL's proposed reductions in spending on labor and training, Central Staff inquired regarding Race and Social Justice Impacts (RSJI) on SCL's internship and apprenticeship programs.

Impacts on Summer Internship Program – SCL reports considering the Race and Social Justice Initiative (RSJI) impacts of canceling the 2020 Internship program. SCL determined that the utility was unable to run the program due to health and safety considerations and the rapidly changing workplace protocols in response to COVID-19. SCL's mandated shift to telework would have significantly impacted the intern on-boarding process and staff engagement with summer interns. SCL also reports not possessing the funding or capacity to get new interns the technology they would need to work remotely. SCL decided to retain the 30 current interns and provide options for them to extend their internship if requested by the supervisor.

Impacts on Apprenticeship Program – SCL reports that the utility's Apprenticeship Program is currently fully operational and staffed at the highest levels in seven years with over 80 apprentices across three skilled trades. SCL has put new systems and processes in place to maintain the safety of all staff, including apprentices, in response to COVID-19 health concerns. In 2020, City Light suspended hiring additional apprentices which would have amounted to approximately 12 additional apprentices as part of budget reductions.

Impacts on Future SCL Rates – Amidst significant economic uncertainty, SCL is collaborating with the City Budget Office to adjust the utility's operations and capital improvement budgets in anticipation of reduced revenues in 2020 with the no rate increase for 2021. Council can expect to see the specific adjustments included the Mayor's 2021 City of Seattle proposed budget transmitted to Council in September 2020.

Seattle Department of Construction and Inspections – Ketil Freeman

Budget Summary (\$ in 000s)	Amount
2020 Adopted Budget	
<i>General Fund (GF)</i>	\$8,276
<i>Construction and Inspections Fund (CIF)</i>	\$87,903
Total 2020 Adopted Budget	\$96,179
2020 FTE	428.50
BUDGET CHANGES	
Expenditure Changes	
<i>Administrative Savings (GF)</i>	\$286
<i>Administrative Savings (CIF)</i>	\$2,161
Total Expenditure Changes	\$2,447
Emergency-Related Funding	
Total Emergency-Related Funding	\$0
Use of Fund Balances	
Total Use of Fund Balances	\$0
TOTAL BUDGET REDUCTIONS	\$2,447

I. Background

The Seattle Department of Construction and Inspections (SDCI) is the primary City department with regulatory authority over use and physical development of private property. SDCI (1) administers City ordinances that regulate rental housing, building construction, and the use of land; (2) enforces compliance with those regulations; and (3) reviews and issues land use and construction-related permits, including Master Use Permits, shoreline development permits, mechanical and electrical system permits, site development permits, and permits related to energy standards.

SDCI’s operations are primarily supported by fees charged for regulatory services, such as land use and building permit application review. In 2019, fees and charges constituted approximately 90 percent of revenue appropriated for SDCI’s budget. The remainder comes from the General Fund (GF), the Unrestricted Cumulative Reserve Fund, and the REET 1 Capital Fund. In the 2020 Adopted Budget, GF appropriations to SDCI are approximately eight percent of total appropriations. Fees and charges for regulatory services are not fungible and by law can only be used to support the regulatory activity for which they are charged.

In the 2020 Adopted Budget, the Council added approximately \$537,000 GF and 3 FTEs to SDCI to facilitate implementation of new tenant protection regulations, fund contracts for eviction legal defense, fund renter organizing and outreach, and to help enforce Washington State regulations administered by the Department of Labor and Industries for electrician licensing.

II. Rebalancing Measures

While permit volumes have yet to significantly decrease, SDCI anticipates that there will be reduced construction activity in the upcoming years. The 2020 Proposed Rebalancing Package assumes that SDCI takes an approximately three percent administrative reduction. That reduction would primarily come through salary savings from leaving positions unfilled and reduced discretionary expenditures for travel and training, consultant contracts, overtime, supplies, and temporary labor.

The 2020 Proposed Rebalancing Package realizes salary savings from deferred hiring of two of the three positions added by Council in the 2020 adopted Budget and a proposal not to fill the third.

The two positions, for which hiring has been deferred are 1.0 FTE Housing and Zoning Technician and 1.0 FTE Code Compliance Analyst. These positions were added to SDCI's Property Owner and Tenant Assistance Group, which helps administer regulations related to tenant protections. Council added the positions (1) to address a backlog in responding to customer service calls and complaints and (2) to facilitate implementation of recently passed tenant protection legislation. Salary savings through June from the deferred hiring are \$92,906 GF.

The third position, which would not be filled, is 1.0 term-limited FTE Electrical Inspector. The position and appropriation were added to enforce state laws and regulations applicable to electrical contractors. The appropriation by the Council included \$35,000 for a one-time vehicle purchase for the inspector. The position would start mid-2020 and run through the end of 2021. Total savings from not filling the position and purchasing a vehicle are \$111,535 GF.

III. Policy Issues

Service Delays – The primary impact of the proposed spending reductions may be an increase in permit review backlogs, delayed inspections, delayed enforcement activity, and an increase in current backlogs for responses to complaints. These could come from two sources: (1) deferred business process improvement contracts with outside vendors, which are intended to improve SDCI's permitting and enforcement capability, and (2) delayed hiring of new or temporary staff to address current permit and complaint backlogs.

RSJ Impacts – While there are unlikely to be direct race and social justice impacts from the reductions, indirect impacts could include deferred contracting opportunities for women and minority-based vendors, reduced hiring opportunities within the department for Black, Indigenous, and People of Color, and delayed production of culturally and linguistically appropriate outreach materials for the regulated community.

IV. Budget Amendments Proposed by Councilmembers as of July 9, 2020

1. **Retain position and appropriation authority for the term-limited Electrical Inspector. (Councilmember Strauss)** – This proposal would retain position and appropriation authority for the term-limited electrical inspector to enforce state licensing regulations. Electrical inspectors at the Washington State Department of Labor and Industries' Electrical Compliance, Outreach, Regulation, and Education (E-CORE) Team currently enforce these regulations. King County has one assigned E-CORE inspector. In 2019, E-CORE issued 6,050 citations, a 19 percent increase over the previous year. Most citations were associated with work involving out-of-state, unlicensed electrical contractors.
2. **Add \$200,000 to increase SDCI's contract for eviction defense legal representation. (Councilmember Sawant)** – This proposal would add \$200,000 to contract with the Housing Justice Project for additional eviction legal defense. The 2020 Adopted Budget includes an appropriation of \$230,000 GF to contract with the Housing Justice Project of the King County Bar Association or similar organization to provide legal representation for Seattle renters facing eviction. That appropriation funds two tenant rights attorneys.

Seattle Department of Transportation – Calvin Chow

Budget Summary (\$ in 000s)	Amount
2020 Adopted Budget	
<i>Operating Appropriations</i>	\$ 323,009
<i>Capital Appropriations</i>	\$ 415,930
<i>Total Appropriations</i>	\$ 738,939
2020 FTE	958.0
REVENUE SHORTFALL	
Non-Transportation Restricted Funds	
<i>General Fund</i>	\$ 13,258
<i>Transportation Network Company Tax</i>	\$ 2,106
<i>Real Estate Excise Tax</i>	\$ 1,264
Transportation Restricted Funds	
<i>Commercial Parking Tax</i>	\$ 20,138
<i>Gas Tax</i>	\$ 2,401
<i>Street Use Fees</i>	\$ 6,927
<i>Move Seattle Levy</i>	\$ 615
<i>School Zone Cameras</i>	\$ 5,315
<i>Vehicle License Fees¹⁸ (STBD)</i>	\$ 1,724
<i>Sales Tax (STBD)</i>	\$ 4,982
Total Revenue Shortfall	\$ 58,728
EXPENDITURE REDUCTIONS	
<i>Capital Project Suspensions</i>	\$ 31,555
<i>Capital Project Savings (does not impact project delivery in 2020)</i>	\$ 18,714
<i>Operating Reductions</i>	\$ 8,018
Total Expenditure Reductions	\$ 58,287
EMERGENCY-RELATED SPENDING	
<i>CARES – Coronavirus Relief Fund</i>	\$ 400
<i>CARES – FTA Formula Funds (Streetcar and Monorail uses only)</i>	\$ 2,294
Total Emergency-Related Spending	\$ 2,694

¹⁸ The June 2020 forecast projected \$31.2 million of vehicle license fee revenue. SDOT continues to collect these revenues, pending a Washington Supreme Court decision on the validity of Initiative 976. In the event that Initiative 976 is upheld, SDOT will need to refund these fees.

I. Summary

The Mayor's Proposed Rebalancing Package identifies a \$58.7 million revenue shortfall for the Seattle Department of Transportation (SDOT) in 2020. This shortfall includes a \$13.3 million reduction in General Fund support that is part of the Mayor's City-wide proposal for addressing the impacts of COVID-19. Other significant SDOT revenue reductions resulting from the COVID-19 quarantine include \$20.1 million less in commercial parking tax, \$6.9 million less in street use fees, \$5.3 million less in school zone camera fines, and \$5.0 million less in sales tax revenue. Some of these revenue sources are restricted for specific transportation purposes, which limits SDOT's ability to shift funds between program activities to manage these shortfalls.

To address the revenue shortfall, the Proposed Rebalancing Package identifies \$58.3 million of SDOT spending reductions. The bulk of these reductions would be in SDOT's capital program, which would suspend \$31.6 million of capital projects in 2020. In addition, SDOT has identified \$18.7 million of capital reductions that would not immediately impact the underlying projects, either because these projects were already delayed for non COVID-19 emergency reasons or through project savings. The remaining \$8.0 million of identified savings would come from operational savings including position vacancies; reductions in travel, training, and supplies; reduced use of consultant contracts; and reduced maintenance spending.

To implement these spending reductions, the Proposed Rebalancing Package includes legislation to (a) reduce SDOT's General Fund appropriations by \$10 million, and (b) shift \$10 million of Move Seattle Levy funds to eligible programs previously funded by the General Fund. The package also includes legislation to suspend the minimum General Fund allocation requirement of the Move Seattle Levy¹⁹ for 2020. The remainder of the proposed spending reductions would be accomplished administratively, without corresponding changes to 2020 appropriations. The development of the 2021-2022 Budget will provide the next opportunity for Council to determine next steps for the suspended capital projects.

SDOT has adjusted select programs and operations to respond to COVID-19 under the Executive's discretionary authority. Examples include suspension of on-street parking fees, provision of curbside pick-up zones, implementation of the Stay Healthy Streets program, and facilitating use of the right-of-way to support outdoor dining. While spending on these programs has had some impact to SDOT's budget, the far greater COVID-19 impact has been the reduction in SDOT revenues due to reduced travel behavior and lower economic activity.

¹⁹ The Move Seattle Levy requires a minimum of \$40 million of General Fund allocation to SDOT, adjusted annually for inflation, for the City to collect levy proceeds. The levy allows for the suspension of this requirement if Council determines by 3/4 vote that economic or financial conditions prevent the minimum General Fund allocation.

As part of the City's allocation of the federal Coronavirus Aid, Relief, and Economic Security (CARES) Coronavirus Relief Fund, SDOT is receiving \$400,000 to offset costs for the Stay Healthy Streets program and to fund supplies and staff time related to COVID-19. Appropriations and authority to accept these funds are included in the proposed City-wide CARES grant acceptance ordinance.

The federal CARES act also included dedicated transit funding grants. Through federal formula, SDOT will receive \$2.3 million to support transit operations and maintenance of the Seattle Monorail and Seattle Streetcar System. These revenues and expenses are held in separate funds and cannot be used to support other SDOT costs. Authority to accept these funds is included in the proposed Second Quarter Grant Acceptance ordinance.

The Proposed Rebalancing Package does not include potential 2020 expenses related to the West Seattle Bridge closure. As of June 29, 2020, SDOT has spent \$2.2 million on this project; SDOT's current projection of 2020 expenses for the West Seattle Bridge is \$22.8 million, though these cost estimates are still being evaluated. The Executive intends to seek Council approval of an interfund loan to support these 2020 expenses through separate legislation later this summer; and in the longer-term, the Executive intends to seek Council authorization this fall to repay the 2020 interfund loan using proceeds from the 2021 Limited Tax General Obligation (LTGO) Bond issue. The Executive plans to repay the LTGO bond debt service (principal and interest) using Real Estate Excise Tax (REET). The Proposed Rebalancing Package includes legislation to revise the City's financial policies to allow for REET to pay for debt service on West Seattle Bridge expenses, including the costs incurred in 2020.

The Proposed Rebalancing Package amounts to a stop-gap spending reduction plan to address a projected \$58.7 million SDOT revenue shortfall in 2020. This proposal does not draw on available Transportation Fund balance; some of these funds may be available to offset planned spending cuts, to provide resources for 2021-2022 Budget deliberations, or to be available if financial conditions worsen in 2020 and beyond.

II. Rebalancing Measures

The Proposed Rebalancing Package includes \$58.3 million of SDOT spending reductions in 2020. The bulk of these savings (\$31.6 million) are achieved by suspending work on several capital projects originally intended to be delivered in 2020. These projects would remain on hold indefinitely until and unless the City allocates additional funding in future budgets. In selecting candidate projects for suspension, SDOT screened for projects that had not yet started construction to minimize sunk costs. A list of these suspended projects is detailed in Table 1.

Table 1: 2020 Capital Project Suspensions (\$ in 000s)

PROJECT	2020 Reduction
Roadway Projects	
23 rd Avenue Phase 3 striping and design	\$1,400
Arterial Asphalt and Concrete – NW Market Street repaving	\$5,000
Fauntleroy Way SW Green Boulevard	\$1,000 ²⁰
Transit Projects	
Center City Streetcar Connector	\$8,000
Transit Speed and Reliability Improvement (10 projects)	\$7,283
Pedestrian and Bicycle Projects	
Sand Point Way sidewalks (NE 70th Street to NE 77th Street)	\$1,552
Sand Point Way intersection reconfiguration (NE 74th Street)	\$800
Sand Point Way crossing improvements (NE 77th Street and NE 70th Street)	\$100
32 nd Avenue S cost effective walkways	\$191
40th Avenue NE traffic calming (Thornton Creek Elementary School)	\$50
Ashworth Avenue N walkway (Ingraham High School)	\$200
Pedestrian lighting (Bitter Lake Playfield)	\$40
Stairway Maintenance (5 projects)	\$1,263
Bicycle Master Plan Programs – reduced program scope	\$1,406
Other Projects	
Fortson Square Redesign	\$396
Market to MOHAI Pedestrian Lighting	\$396
Thomas Street Redesigned – reduced project scope	\$777
Sound Transit 3 Consultant Support	\$575
State Route 520 Project Enhancements	\$127
Your Voice, Your Choice – reduced number of grants	\$1,000
TOTAL REDUCTIONS	\$31,556

Work on these projects would be suspended in 2020, and funding would have to be identified in a future budget for these projects to restart in 2021 or beyond. The largest projects to be suspended include the Center City Streetcar Connector, the Fauntleroy Way SW Green Boulevard (including anticipated shifts in 2021 funding), and the NW Market Street repaving project.

In addition to the project suspensions listed above, SDOT has identified \$18.7 million in capital savings that will not directly impact project delivery in 2020. These include projects that were (a) completed under budget and had project savings and (b) delayed to 2021 due

²⁰ SDOT intends to propose redirecting an additional \$9 million of 2021 project funding from the Fauntleroy Way Green Boulevard project to complete work on the Burke Gilman Trail and the South Park Drainage Partnership in the 2021-2022 Proposed Budget and the 2021-2026 Proposed Capital Improvement Program.

to external factors. Projects identifying unneeded 2020 appropriations include the Alaskan Way Viaduct Replacement, the Elliott Bay Seawall, and the Pay Station Replacement project. Two projects that have been delayed due to external factors include the Burke-Gilman Trail Extension and the SPU Drainage Partnership in South Park; SDOT intends to propose shifting 2021-2022 funding from the Fauntleroy Way Green Boulevard project to fully fund these projects in the 2021-2022 Proposed Budget. The Mercer West art installation project has also been delayed in 2020 due to external factors including delay in production; funding for this project to continue in the future would need to be identified in a future budget.

SDOT has also identified \$8.0 million of operational savings from position vacancies and the City-wide hiring freeze; reductions in travel, training, and supplies; reduced use of consultant contracts; and reduced minor maintenance spending. Of these reductions, \$5.8 million is anticipated to impact program delivery, while \$2.2 million is considered non-programmatic and non-critical reductions. Some of the programs with reduced spending include road maintenance programs (e.g., sealing), parking data collection, and commercial vehicle enforcement.

The COVID-19 emergency has dramatically reduced demand for transit service, including the Seattle Streetcar and the Seattle Monorail. SDOT anticipates that reduced transit demand in 2020 will result in a \$1.1 million fare revenue shortfall for the Seattle Streetcar and a \$3.8 million fare revenue shortfall for the Seattle Monorail. These revenue shortfalls are not directly addressed in the Proposed Rebalancing Package. SDOT will receive \$2.3 million in federal CARES funding to help replace lost transit revenue, however any remaining shortfall will draw on available fund balance or require transfers from other sources. Seattle Streetcar operations are funded by the Streetcar Fund.²¹ The Seattle Monorail is operated by a concessionaire and the City's costs are budgeted in the Seattle Center Fund.

III. Related Legislation

The Proposed Rebalancing Package includes several pieces of legislation that affect SDOT.

CB 119825 – 2020 Budget Revisions Ordinance – This legislation reduces SDOT's General Fund (GF) appropriations by \$10 million to support GF expenditures in other City departments. The legislation also redirects \$10 million of Move Seattle Levy funds to support levy-eligible activities previously funded through the General Fund.

CB 119822 – Move Seattle Minimum GF Allocation Ordinance – This legislation suspends the minimum GF allocation to SDOT required by the Move Seattle Levy for 2020. The levy

²¹ Prior to the impact of COVID-19, the 2020 Adopted Budget projected an end of year balance for the Streetcar Fund of \$1.8 million.

included a requirement that the City appropriate \$40 million a year (adjusted for inflation) from the General Fund for SDOT spending in order to collect the levy. The levy allows for the City to suspend this requirement by a 3/4 Council vote determining that economic or financial conditions prevent the Council appropriating the minimum GF allocation. The legislation would declare the Council's finding that the COVID-19 emergency prevents the City from making the minimum GF allocation.

CB 119824 – CARES Coronavirus Relief Fund Grant Acceptance Ordinance – This legislation includes \$400,000 for SDOT from the CARES Act Coronavirus Relief Fund. These funds will be used to support SDOT's Stay Healthy Streets program, purchase of COVID-19 related supplies, and emergency response staff time.

CB 119820 – Second Quarter Grant Acceptance Ordinance – This legislation includes authorization for SDOT to accept a \$2.3 million CARES Act transit funding grant to support operations of the Seattle Monorail and Seattle Streetcar. The funding is distributed according to Federal Transit Administration formula and administered through the Puget Sound Regional Council. The City can use the federal grant funds in place of reduced fare revenue due to COVID-19. SDOT does not need additional appropriations to spend these grant funds, as this funding will backfill lost revenue.

CB 119819 – Second Quarter 2020 Supplemental Budget Ordinance – This legislation includes a \$2.7 million appropriation (reimbursable by WSDOT) related to the Alaskan Way Viaduct Replacement and a \$1.3 million appropriation (reimbursable by SCL) related to work performed on SCL's behalf on the NE Pacific Place repaving project. This legislation also transfers a \$500,000 contractor refund related to construction of the Elliot Bay Seawall project the support maintenance of the Elliot Bay Seawall. The legislation further transfers 1.0 FTE from the Office of Intergovernmental Relations to SDOT to work on capital projects that involve tribal engagement.

RES 31952 – REET Financial Policies Resolution – This legislation revises the City's financial policies governing the use of Real Estate Excise Tax (REET) proceeds. The City's current financial policies do not allow using REET to pay for bond debt service since REET is a variable funding stream that is highly dependent on general economic activity. The revised policy would allow for REET to pay for debt service for the repair or replacement of the West Seattle Bridge (and for debt service on other REET-eligible projects in 2021-2022) and would establish limits on the level of debt service supported by REET. The proposed debt service limit is a maximum of 30 percent of forecast REET revenue over the six-year Capital Improvement Program, with a maximum of 50 percent in any one year.

IV. Policy Considerations

The following considerations may assist the Council in reviewing the Proposed Rebalancing Package and in preparing for the 2021-2022 Budget deliberations this fall.

Race and Social Justice Considerations – The majority of SDOT’s proposed spending reductions are in the capital program, since halting capital projects before construction starts offers the greatest opportunity for reducing costs in 2020 without affecting current employees. SDOT’s capital program and spending on new or improved infrastructure has been the primary means of address historically underserved areas of the city.

In screening projects for potential cost savings, the Executive has chosen to retain funding for a number of projects in historically underserved areas of the city, including the Route 7 Multimodal Transit Corridor project in the Rainier Valley and the Georgetown to South Park Pedestrian-Bicycle Trail. SDOT also intends to maintain funding for the South Park SPU Drainage Partnership in 2021 through a transfer of project allocations in the 2021 Budget.

Council Funding Priorities Established in the 2020 Budget – The Council included a number of spending priorities in the 2020 Adopted Budget, including several spending items that were intended to be funded through the Transportation Network Company (TNC) Tax. Due to COVID-19, TNC Tax revenues directed to SDOT are projected to be \$2.1 million below expectations, representing a 60 percent loss of revenue. As part of the 2020 spending reductions described earlier, the Proposed Rebalancing Package suspends funding for three of these Council priorities and makes spending reductions in three other programs. A full list of Council’s priorities in the 2020 Adopted Budget and the change in the Proposed Rebalancing Package is detailed below.

- a. Active Transportation Coordinator for Seattle Public Schools (\$150,000) – ***Delayed hiring until Fall 2020, \$37,500 remaining in 2020.***
- b. Safe Routes to Schools – NE 132nd Street (\$200,000) – No change.
- c. Transportation Equity Agenda (TNC Tax, \$300,000, 1.0 FTE) – No change.
- d. Public Life Study of Capitol Hill (TNC Tax, \$150,000) – No change.
- e. Home Zone Program (TNC Tax, \$350,000) – No change.
- f. Market to MOHAI Pedestrian Lighting (TNC Tax, \$400,000) – ***Project suspended in 2020.***
- g. Thomas Street Redesign (partial TNC Tax, \$1,760,000) – ***Reduced scope to 30 percent design in 2020, \$983,000 remaining in 2020.***
- h. Fortson Square Redesign (TNC Tax, \$400,000) – ***Project suspended in 2020.***
- i. West Marginal Way Safety and Accessibility (TNC Tax, \$500,000)

- j. MLK Jr Way Protected Bike Lane Feasibility Study (Mercer Property Proceeds, \$75,000) – **Project suspended in 2020.**
- k. Beacon Avenue Protected Bike Lane (Mercer Property Proceeds, \$9,830,000) – No change.
- l. Georgetown South Park Trail (Mercer Property Proceeds, \$398,000) – No change.

Opportunities for Council to Redirect Spending and the 2021-2022 Budget Cycle – The Proposed Rebalancing Package represents the Executive’s intent to underspend budgeted appropriations in 2020, and the Council may have different priorities for SDOT spending. While Council may restrict SDOT spending for a specific purpose or project through a budget proviso, the legislative process does not compel the Executive to expend such appropriations. The Executive may be open to adjusting the 2020 spending plan if offsetting cuts or additional resources are identified.

Prior to the COVID-19 emergency, the 2020 Adopted Budget projected an unrestricted Transportation Fund balance of \$32.7 million at the end of 2020, and \$15.4 million at the end of 2021. SDOT and CBO are evaluating the projected fund balance in preparation for the 2021-2022 Proposed Budget to determine the Transportation Fund’s actual 2019 ending fund balance. While a portion of these resources could be used to support 2020 spending, some fund balance is necessary to manage cash flow for future budget years. Any available unrestricted fund balance would also provide a cushion if the financial situation worsens in 2020 or help address resource needs in the 2021-2022 budget cycle. Council’s deliberations on the 2021-2022 Proposed Budget would offer more opportunities to consider future funding for suspended projects in the context of the six-year Capital Improvement Plan.

Central Staff is available to assist Councilmembers in developing proposed amendments to the legislation included in the Proposed Rebalancing Package.

V. Budget Amendments Proposed by Councilmembers as of July 9, 2020

- 1. Redirect \$2.5 million to complete work on the Sand Point Way sidewalk, intersection, and crossing improvements in 2020 (Councilmember Pedersen)** – This proposal would ensure sufficient funding in 2020 for critical Vision Zero pedestrian safety improvements along Sand Point Way from NE 70th Street to NE 77th Street near Magnuson Park, so that the approved project is not paused.
- 2. Develop a program to make free parking permits available to frontline COVID workers that would exempt them from parking enforcement (Councilmember Sawant)** – This program would allow COVID workers to provide essential services to Seattle residents without taking time to move their cars in response to parking restrictions. This program would be open to homeless service workers, healthcare workers, grocery store workers, and transit operators.

Seattle Center – Brian Goodnight

Budget Summary (\$ in 000s)	Amount
2020 Adopted Budget	
<i>General Fund</i>	\$14,544
<i>Seattle Center Fund</i>	\$20,326
<i>Real Estate Excise Tax I</i>	\$9,885
<i>Other</i>	\$5,719
Total 2020 Adopted Budget	\$50,474
2020 FTE	225.2
REVENUE SHORTFALL	
<i>General Fund (GF)</i>	\$400
<i>Seattle Center Fund (SCF)</i>	\$9,584
<i>Real Estate Excise Tax I (REETI)</i>	\$1,755
<i>McCaw Hall Fund (MHF)</i>	\$1,004
<i>McCaw Hall Capital Reserve Fund (MHCRF)</i>	\$598
TOTAL REVENUE SHORTFALL	\$13,341
BUDGET CHANGES TO ADDRESS REVENUE SHORTFALL	
Expenditure Reductions	
<i>Administrative Savings (SCF)</i>	\$320
<i>Arena Construction Financial Consultant Reductions (GF)</i>	\$400
<i>Capital Project Reductions (REETI)</i>	\$1,456
<i>Event Expenses Reductions (SCF, MHF)</i>	\$1,806
<i>Grounds Maintenance and Parking Garages Reductions (SCF)</i>	\$298
<i>McCaw Hall Asset Preservation Reductions (MHCRF)</i>	\$598
<i>McCaw Hall Capital Reserve Contribution Reduction (REETI)</i>	\$299
Total Expenditure Reductions	\$5,177
Additional Funding	
<i>General Fund Support</i>	\$6,400
<i>Additional Interfund Loan</i>	\$677
Total Additional Funding	\$7,077
Use of Fund Balances	
<i>Seattle Center Fund</i>	\$1,087
Total Use of Fund Balances	\$1,087
TOTAL BUDGET CHANGES TO ADDRESS REVENUE SHORTFALL	\$13,341

I. Background

Seattle Center maintains a 74-acre campus that is home to over 30 arts, culture, and science organizations, including KEXP, Pacific Northwest Ballet, Pacific Science Center, Seattle Children’s Museum, and Seattle Opera. Seattle Center is funded by a combination of General Fund and revenue earned from commercial operations, such as facility rentals and leases, parking fees, and sponsorships. In a typical year, the campus hosts more than 12,000 events, festivals, and community programs, many of which are free to the public.

Unfortunately, 2020 has been anything but a typical year. The prohibition on public gatherings due to the COVID-19 pandemic has essentially halted all of Seattle Center's events-related revenues. The lack of events has also reduced Seattle Center's expenditures related to event staffing and production, but not to the same extent.

Seattle Center staff is also concerned about the long-term health of its resident organizations. The campus is home to many non-profit and for-profit organizations, and all of those organizations are being impacted by the pandemic. To assist these organizations, Seattle Center began offering rent forgiveness to non-profit organizations and rent deferrals to for-profit organizations in April, which is consistent with assistance that Finance and Administrative Services and Seattle Parks and Recreation are providing to their tenants.

In addition to the unexpected revenue impacts, Seattle Center was already authorized to use interfund loan revenue in 2020 to support its operations during the redevelopment of KeyArena. The interfund loan authorization ([Ordinance 125717](#)) was granted along with the Council's approval of the 2019 budget, and it allows the department to access a revolving loan of up to \$5 million to be repaid from annual rent payments by Oak View Group upon the reopening of the arena. The department's 2020 Adopted Budget relied upon approximately \$4.2 million of loan usage to cover operating expenses during the year.

Overall, the Executive is projecting a revenue shortfall of approximately \$9.6 million for Seattle Center's operating fund and additional revenue impacts of about \$3.7 million in its other funds, bringing the total revenue shortfall for Seattle Center to a little more than \$13 million. These projections are based upon a middle-of-the-road scenario for recovery from the pandemic and its associated restrictions. The department and the City Budget Office modeled three recovery scenarios: optimistic (quick recovery), middle (mild recovery), and pessimistic (slow recovery). The middle scenario assumes a moderate reopening this fall with event attendance returning to about 50 percent of normal in the second half of 2021 and achieving full attendance at Arena events in 2023.

II. Rebalancing Measures

The Executive is proposing to deal with Seattle Center's revenue shortfall in three ways: expenditure reductions, use of fund balance, and additional resource support.

Expenditure Reductions

- Approximately \$1.4 million in reductions are proposed for Seattle Center's operating fund. The reductions relate primarily to the lack of events on campus by reducing staff and production expenditures, facility cleaning and maintenance, garage staffing and supplies, and recognizing administrative savings from the reductions.
- McCaw Hall is also experiencing the impact of fewer events and expenditures for its fund are proposed to be reduced by about \$1 million. Additionally, the Executive is proposing to suspend the City's contribution to the McCaw Hall Capital Reserve

Fund, and the resident tenants (Seattle Opera and Pacific Northwest Ballet) will suspend their matching contribution as well.

- A two-year financial consultant contract related to the redevelopment of KeyArena is being reduced by \$400,000, from its original \$600,000 amount. The contract is being managed by the Law Department and after the experience of the first six months of the contract, the departments have determined that \$100,000 per year will be sufficient.
- In addition to the delay of capital improvements to McCaw Hall due to the suspension of capital reserve contributions described above, the Executive is proposing to reduce Seattle Center's capital spending on four projects by a total of \$1.5 million. The projects are:
 - Municipal Energy Efficiency Program;
 - Parking Repairs and Improvements;
 - Roof/Structural Replacement and Repair; and
 - Site Signage.

The impact of these reductions includes deferring lighting and Heating, Ventilation, and Air-Conditioning (HVAC) improvements for the Bagley Wright Theater and the Seattle Children's Theatre, delaying restriping and garage maintenance, delaying replacement of the Seattle Children's Theatre roof, and delaying upgrades to the campus's digital reader boards.

Use of Fund Balance

- Seattle Center's operating fund began 2020 with a cash balance of approximately \$1.1 million. The Executive is proposing to use the entire balance to help manage the revenue shortfall.

Additional Resource Support

- *Interfund Loan* – As described above, Seattle Center is approved to access a revolving loan of up to \$5 million at any one time. Although the 2020 Adopted Budget assumed that the department would need to draw approximately \$4.2 million of that amount to assist with operating expenses during the year, the revenue reductions being experienced have altered that plan. The Executive is proposing to access the remaining loan capacity, approximately \$677,000, but is not seeking to raise the loan limit at this time.
- *General Fund Support* – The loss of revenues has severely impacted Seattle Center's operating fund and, without an influx of revenue, the Executive is projecting that the fund will have a negative balance by the end of July. To prevent this situation and to help prop up the department's operations for the rest of 2020, the Executive is proposing to increase Seattle Center's General Fund support by \$6.4 million. This amount of support is projected to be sufficient based on the middle recovery scenario described above. If the recovery is slower, Seattle Center's revenue

shortfall could be even larger. Therefore, in addition to the \$6.4 million of General Fund support, the Executive is proposing to hold an additional \$2.6 million of General Fund in reserve for Seattle Center.

III. Related Legislation

There is no legislation in the rebalancing package that is specific to Seattle Center, but in order to utilize the additional General Fund support described above, appropriation authority for Seattle Center is modified by [Council Bill 119825](#). The bill would increase Seattle Center's General Fund appropriation authority by \$6.4 million and would decrease its Seattle Center Fund appropriation authority by an equal amount.

IV. Policy Issues

General Fund Support – The pandemic and its associated restrictions on public gatherings have drastically altered the activities on Seattle Center's campus and have worsened the department's financial situation. In response, the Executive's proposed operating reductions are primarily related to the reduced costs associated with holding fewer events, and capital reductions are all, as expected, contained to projects located on campus. Ultimately, the Executive has concluded that expenses cannot be reduced sufficiently to keep Seattle Center's operating fund in a positive position without outside support, proposed to come from the General Fund.

This financial situation will have impacts in 2021 and beyond. Depending upon the speed of recovery, revenues generated by Seattle Center events may continue to be below historical performance in future years. Current projections assume that Seattle Center will need to increase its borrowing from interfund loans during the next few years and extend the timeframe for repayment, which currently expires in 2026.

An alternative avenue explored by the Executive for dealing with the 2020 revenue shortfall was to increase the size of the interfund loan that Seattle Center is allowed to access. The analysis assumed an increase of the interfund loan to \$11 million in 2020, with further increases over the next two years. However, this level of borrowing extends the repayment timeframe decades into the future, with an expectation that Seattle Center would still owe in excess of \$10 million in 2040. By utilizing an increased General Fund contribution in 2020, the total amount borrowed remains lower, as well as the amount of interest that will ultimately be paid.

Seattle Office for Civil Rights – Asha Venkataraman

Budget Summary (\$ in 000s)	Amount
2020 Adopted Budget	
<i>Operating</i>	\$7,055
Total 2020 Adopted Budget	\$7,055
2020 FTE	35.0
REVENUE SHORTFALL	
<i>General Fund</i>	(\$565)
TOTAL REVENUE SHORTFALL	(\$565)
BUDGET CHANGES TO ADDRESS REVENUE SHORTFALL	
Expenditure Changes	
<i>Savings from Contract Reductions</i>	\$3
<i>Savings from Travel and Training Reduction</i>	\$8
<i>Savings from Testing Reduction</i>	\$50
<i>Vacancy Savings</i>	\$505
Total Expenditure Changes	\$565
TOTAL BUDGET CHANGES TO ADDRESS REVENUE SHORTFALL	(\$565)
TOTAL (zero if proposal is balanced)	\$0

I. Background

The mission of the Seattle Office for Civil Rights (SOCR) is to “end structural racism and discrimination through accountable community relationships and anti-racist organizing, policy development, and civil rights enforcement.” SOCR enforces local, state, and federal anti-discrimination laws for 18 protected classes, including protections in housing, employment, public accommodations, and contracting. SOCR houses the City’s Race and Social Justice Initiative (RSJI), an effort to end institutional racism in City government; promotes inclusion and full participation of all residents in civic life; and partners with the community to achieve racial equity across Seattle. SOCR develops policy with a racial equity lens. SOCR also conducts employee, community, and RSJI surveys as well as housing and employment testing to determine the state of racial equity in the City.

II. Rebalancing Measures

The Executive is proposing \$565,915 in General Fund reductions within SOCR to help fill the larger General Fund shortfall that the City is facing. The proposed reductions represent an eight percent cut to SOCR’s appropriations in the 2020 Adopted Budget. While SOCR would cut its consultant, testing, and travel and training budgets, the majority of the proposed reduction comes from vacancy savings. Table 1 outlines the details of the vacancy savings.

Table 1: Vacancy Related Savings in the 2020 Proposed Rebalancing Package

Position/FTE	Division	Duration of Vacancy	Amount
Civil Rights Analyst/1.0	Enforcement	Six months	\$61,605
Senior Civil Rights Analyst/1.0	Enforcement	Six months	\$66,037
Supervisor Civil Rights Analyst/1.0	Enforcement	Six months	\$70,470
Dispute mediator/1.0	Enforcement	One year	\$127,399
Outreach liaison /1.0	Enforcement	Six months	\$62,738
RSJI position/1.0	RSJI	Six months	\$60,304
RSJI trainer/1.0	RSJI	Six months	\$56,862
TOTAL FTEs: 7.0		TOTAL SAVINGS	\$505,415

The \$505,415 is a one-time savings from holding the 7.0 FTE positions vacant between January and June 2020. Should Council choose use some or a portion of the projected savings for another purpose (not to address the General Fund shortfall), Council would need to identify alternative reductions to balance the 2020 Budget. In the event that the Executive’s hiring freeze continues, there would be more savings associated with not hiring some of these positions for the rest of 2020. However, departments may submit waiver requests to fill critical vacant positions.

III. Policy Issues

Council Priorities – Over the past several years, the Council has added funds and staff to SOCR to address capacity issues and high levels of workload. The Council directed and funded a racial equity toolkit (RET) process to assess the optimal structure of SOCR to fulfill its mission to end structural racism and discrimination. The August 2019 report resulting from the RET process²² (“RET report”) includes specific recommendations to strengthen outreach and address resource and staffing needs. On outreach, it specifically noted that:

A prevalent theme of community outreach sessions was that community members and City employees did not know what SOCR does, or that it even exists. Despite multiple attempts over the last three years to secure funding for dedicated outreach personnel or business liaisons, no funds for additional staffing were approved by the City Budget Office. Staff dedicated to outreach would allow SOCR to practice meaningful community engagement and build trusting practical relationships, moving from a surface level model of tabling to organizing power and developing policy in partnership with community.²³

In response to this recommendation, the Council added an outreach (1.0 FTE) position in the 2020 Adopted Budget. This is one of the vacant positions identified in the list above.

²² Racial Equity Toolkit Team, “Seattle Office for Civil Rights Racial Equity Toolkit Report” (August 2019).

²³ *Id.* at 8.

The RET report recommended addressing SOCR's resource and staffing needs, specifically finding that:

Seattle has more protected classes than any other city, yet SOCR has a small budget, is understaffed, and workers in this department make less than workers in similar classes in other departments. Given that most of the staff at SOCR are people of color, this reflects a poor understanding of racial equity on the part of city leaders... For years, SOCR's Enforcement Team has been the sole entity responsible for enforcing Seattle's Civil Rights ordinances. However, as the number and expansive reach of the ordinances has grown, SOCR has not received any additional, permanent funding for outreach or enforcement efforts... RSJI is also understaffed as its team — of seven full-time employees — is responsible for all City RSJI trainings and coordinating Change Teams and RSJI initiatives for all City departments.²⁴

In response to this concern, the Mayor proposed and Council adopted adding 1.0 FTE for a commission liaison position and 1.0 FTE for an additional RSJI position in the 2020 Adopted Budget. The Council also added a mediator position (1.0 FTE). SOCR has a temporary commission liaison and had a temporary mediator position until April. However, the permanent mediator and the RSJI position are vacant, as noted earlier.

Five out of the seven positions held vacant for salary savings are in the enforcement division. This is due in part to the new positions added in the 2020 Adopted Budget that had not yet been filled. The delays in hiring the civil rights analyst supervisor (1.0 FTE) and senior civil rights analyst (1.0 FTE) has caused an intake and case backlog, and the delay in the mediator position leaves the enforcement team without a position to implement a restorative justice approach identified as a priority for the division in previous years.

RSJI Impacts – Two out of the seven positions held vacant for salary savings are RSJI positions. SOCR has an additional vacant RSJI position not identified for vacancy savings, leaving three out of eight RSJI positions vacant. If these positions cannot be filled through the end of 2020, the RSJI team will need to reduce technical assistance, support, and trainings citywide. This will result in a significant scale back of RSJI activities over the next year. Normally, RSJI is asked for 80-96 trainings per year, but the combination of telecommuting along with current events has increased demand, resulting in RSJI having to decline many training and support requests.

Over 50 percent of SOCR staff are Black and a majority of the remaining staff are people of color. Under normal circumstances, these staff are working on racial justice issues, including dismantling the City's own institutional racism from within. Adding high-stress events, including the disproportionate impact of COVID-19 on communities of color; the organizing,

²⁴ *Id.*

training, and facilitation work related to the impacts of racist policing on the Black community; and bias incidents against Asian and Asian-American communities, puts a significant strain on SOCR. The impacts of reducing SOCR's workforce during these events results in a higher level of impact both to employees of color as well as advancing the City's RSJI goals.

Options:

- A. Adopt the 2020 Proposed Rebalancing Package
- B. Use some or all of the funds for Council priorities rather than fill the General Fund shortfall as proposed by the Mayor. This would require finding additional funds to fill the General Fund shortfall.

IV. Budget Amendments Proposed by Councilmembers as of July 9, 2020

- 1. Restore to SOCR the \$127,399 proposed for reduction for a mediator position (Councilmember Morales) – Provide funds needed to hire a dispute mediation position to expedite and provide complainants with better opportunities for resolution of complaints.**

Seattle Police Department – Greg Doss

Budget Summary (\$ in 000s)	Amount
2020 Adopted Budget	
<i>Operating</i>	\$409,112
<i>Capital</i>	\$ 0
Total 2020 Adopted Budget	\$409,112
2020 FTE	2,187
REVENUE SHORTFALL	
<i>General Fund</i>	\$20,347
Total Revenue Shortfall	\$20,347
BUDGET CHANGES	
Expenditure Reductions	
<i>Travel and Training Savings</i>	\$597
<i>Vacancy Savings</i>	\$2,100
<i>Overtime Savings</i>	\$8,580
<i>Equipment Savings</i>	\$2,000
<i>Technical Correction to SPOG AWI (Contract mandated wage increase)</i>	\$3,070
<i>Capital Savings (Included in FAS)</i>	\$4,000
Total Expenditure Reductions	\$20,347
Emergency-Related Expenditure Increases	
<i>Coronavirus Related Supplies and Labor</i>	\$3,628
Non-Emergency Expenditure Increases	
<i>Black Lives Matter Demonstration Costs</i>	\$6,300
Total Expenditure Increases	\$9,928
Emergency Related Funding and Administrative Transfers	
<i>Justice Assistance Grant (JAG)</i>	\$1,337
<i>Coronavirus Relief Fund (CRF)</i>	\$763
<i>FEMA</i>	\$1,528
<i>Internal Re-Direction of Resources</i>	\$6,300
Total Emergency Funding and Administrative Transfers	\$9,928
TOTAL	\$0

I. Background

The Seattle Police Department (SPD) provides law enforcement services throughout the City. SPD precincts are organized into five geographical areas: East, West, North, South, and Southwest. Primary functions include:

- Patrol
- Harbor patrol
- Criminal investigations
- 911 Communications Center
- Traffic and parking enforcement
- Specialty units, e.g., Special Weapons and Tactics (SWAT) and Gang Unit

In addition to its primary public safety functions, SPD may also prevent, prepare for and respond to the Coronavirus epidemic through a number of activities that include:

- Providing staff to participate in the activated Emergency Operations Center (EOC).
- Staffing first responder testing facilities for police, fire and other first responder staff who were exposed to the virus.
- Providing additional law enforcement coverage using overtime as needed to protect against and prevent the spread of the virus in public where it is most vulnerable;
- Creating Park Ambassadors to ensure proper use of open space and social distancing during the response to COVID19.
- Initiating an internal campaign to use and issue sanitizer and other cleaners for personnel and office areas, including provision of masks for staff and instructions for proper use to ensure best success of protection against airborne spread of the virus.
- Starting a telework program for eligible employees.

II. Rebalancing Measures

The 2020 Proposed Rebalancing Budget would reduce SPD's 2020 total expenditures by \$20.3 million, which equates to a 5 percent annual reduction (or 10 percent if calculating for the last six months of 2020). Below is a list of SPD proposed reductions. (Please note, these reductions do not require Council action unless the Council chooses to further reduce appropriations in the 2020 Adopted Budget).

Reduce Overtime Expenses (\$8.6 million) – SPD reduced emphasis patrol overtime expenditures, staffing of special events and sports, traffic and parking enforcement, community engagement activities, and select internal training.

Reduce Personnel Expenses (\$2.1 million) – SPD will maintain an average of 38 non-essential civilian vacancies. However, hiring waivers are granted for essential personnel, such as Police Dispatchers.

Reduce Equipment Expenses (\$2.0 million) – SPD restricted equipment purchases to items essential to the COVID-19 response.

Reduce Travel Training Expenses (\$597,000) – SPD paused all elective travel and training for the duration of the COVID-19 emergency. External, in-person training has been restricted to trainings required for certifications or building skills to perform basic job functions.

Reduce sworn wage increase due to CPI-U actuals (\$3.1 million) – The Seattle Police Officer’s Guild contract requires a wage increase in 2020 based on the Consumer Price Index (CPI). The 2020 Adopted Budget assumed CPI at 4.1 percent and included funding to cover the wage increase. However, the actual rate for 2020 is 2.7 percent, saving the City \$3.1 million.

Reduce North Precinct Capital Project (\$4.0 million) – Planning for a new North Precinct has been put on hold.

Increase Internal Redirection of Resources (\$6.3 million) – SPD instituted a hiring freeze on sworn officers and will forgo hiring 21 recruits planned for hire in the 4th quarter of 2020. The sworn hiring freeze is not expected to produce any significant savings, however, because: (1) SPD hired more recruits earlier in the year than originally planned; and (2) officer separations are slowing due to the recession.

According to the City Budget office, SPD’s \$30 million annual overtime budget is likely to be depleted by July 31 due to (1) a need to provide savings for the City’s rebalancing efforts (\$8.6 million); (2) a need to address costs incurred for the Black Lives Matter demonstrations (\$6.3 million); and (3) overtime spending earlier in 2020 on activities such as training, shift extensions, etc. From this point forward, SPD will likely need to fund overtime by reducing other areas of the budget.

Increases for COVID Response (\$3.6 million) – SPD officers worked on an overtime basis to backfill officers exposed to COVID. SPD also provided staffing for the first responder testing site and traffic control at public testing sites. These costs will be reimbursed by the Federal Emergency Management Agency (FEMA), Justice Assistance Grant (JAG) and the federal

Coronavirus Relief Fund (CRF). Other reimbursable supplies and activities include Personal Protective Equipment (PPE) and the cost to set-up up the first-responder testing site.

III. Policy Issues

Per SPD, the rebalancing measures are largely temporary in nature, although some reductions are being evaluated for inclusion in the Mayor's Proposed 2021-22 Budget. The reductions do not affect the adds to the 2020 Adopted Budget with the exception of Overtime Emphasis Patrols, the Computer Aided Dispatch System, and potentially the Sworn Hiring Recruitment and Retention Initiative, as discussed below.

Overtime – Overtime savings are due to a decline in work associated with sports, emphasis patrols, events and traffic control. SPD plans to ramp up this work as demand for services is renewed. One exception is the \$848,000 in overtime that was added to the 2020 Adopted Budget for additional emphasis patrols. These patrols include overtime funded deployments designed to curb violence in downtown and other neighborhoods as well as to enhance officer visibility on Alki Beach during the summer and in the downtown shopping district during the holidays. SPD indicates that it will maximize use of regular time, on-duty deployments to provide additional coverage in areas that demand additional public safety resources.

Travel, Training and Equipment purchases – If proposed reductions are temporary and assumed for 2020 only, such purchases will be delayed until 2021 and will have minimal operational impacts. One exception is the proposed one-year delay of the Computer Aided Dispatch (CAD) project funded in the 2020 Adopted Budget. The savings associated with the project's delay are not captured in the \$2.0 million noted above but are rather repurposed in SPD's budget to offset other expenses that include:

1. \$500,000 for reinvestment in community and re-envisioning police services;
2. \$800,000 to extend the life of the current CAD system; and
3. \$1.4 million to hire police dispatchers during the City hiring freeze.

CBO indicates the postponement of the CAD project may result in delayed functionality (i.e., ability of CAD to process cellular data) and is exploring whether this functionality can be addressed through a revision in the contract with the current CAD system vendor.

Civilian Hiring Freeze – SPD has frozen all hiring. Because of recent departures, there is one Victim Advocate position vacancy and one Crime Prevention Coordinator vacancy. These and all other position vacancies are subject to a waiver from the hiring freeze. CBO has granted waivers for the two remaining vacancies in the Community Service Officer program.

Council adds in the 2020 Adopted Budget – Council added \$814,000 to the 2020 Adopted Budget to fund \$7,500 hiring bonuses for new recruits and \$15,000 hiring bonuses for lateral transfer hires. (When receiving a hiring bonus, a new recruit or officer receives half of the bonus upon hire and the remaining half after one year of employment.) Approximately \$614,000 of the add has been expended, leaving about \$200,000 unspent in 2020. This remaining amount will be reappropriated in the 2021 Proposed Budget to fund remaining SPD obligations. The legislative authorization for the hiring bonus expired on June 30, 2020 (see [Ordinance 125784](#)).

Council added \$1.2 million to the 2020 Adopted Budget to fund 12 recommendations outlined in the Mayor’s Recruitment and Retention Report. SPD put this project on hold and the 2.75 FTE funded by the initiative are now working on COVID related activities including reopening efforts that are not eligible for federal reimbursement. SPD has expended about half of the \$1.2 million appropriated for this project.

Race and Social Justice Implications – Studies on policing have found evidence of racial disparities related to many types of law enforcement actions, including traffic stops, detentions (Stop and Frisk and/or Terry Stops), drug-related arrests and uses of force. It is likely that some reductions noted in this memo, such as curtailing or eliminating overtime emphasis patrols could lead to fewer law enforcement actions that disproportionately and negatively impact residents who are Black, Indigenous or People of Color.

IV. Budget Amendments Proposed by Councilmembers as of July 9, 2020

Councilmember Herbold:

The cuts below are the potential universe of cuts that could be made to the Police Department.

1. Cut appropriations in the Proposed 2020 Rebalance budget as follows:
 - a. Cut \$20.3 million that is identified for reduction as part of the Mayor’s Proposed 2020 Rebalance Budget.
 - b. Phased cut of the appropriations supporting the Collaborative Policing Bureau, including the Navigation Team Officers and School Resource Officers. Prioritize for reduction departmentwide those officers with highest number of complaints.
 - c. Phased cut of the appropriations that support recruitment and retention activities, public relations activities and homeland security activities. Prioritize for reduction departmentwide those officers with highest number of misconduct complaints.
 - d. Phased cut of the appropriations that support overtime expenditures.

2. Replace the current 9-1-1 operations with a civilian-led system.
3. Introduce a Council resolution that would direct the Chief to use her authority under PSPSC rules to make out-of-order lay-offs to preserve efficient operations of SPD by focusing lay-offs on officers with history of disciplinary issues.
4. Create a path to Fund \$68 million; phased September through December.
5. Fund community-led alternatives to policing, including violence-interruption and prevention, restorative and transformative justice approaches to harm, including diversion.
6. Fund a fall 2020 community-led process with police-impacted communities to inform roadmap for reducing violence beyond policing.
7. Fund additional rent assistance for homeless people.

Councilmember Morales:

1. Replace current 9-1-1 operations with a civilian-led system. Create an independent emergency operations system responsible for coordinating first responders, to move 911 dispatch out of police control. Additionally, City of Seattle will create a non-SPD-controlled process for handling non-priority, non-life-threatening calls for assistance. Any 911 replacements should be truly civilian-controlled. For example, the CAHOOTS program in Eugene, while a marked improvement over Seattle's current state of affairs, still relies on a police-controlled 911 dispatcher to refer callers to the community mental health workers. The City of Seattle should reorganize 911 so that civilian dispatchers can refer people in crisis to EMTs and social workers who are grounded in a harm-reduction model. The City must simultaneously commit to fully funding services and housing so that crisis workers can offer appropriate referrals.
2. Cut appropriations in the Proposed 2020 Rebalance budget related to the functions below. If Officer layoffs are required, then the Department shall prioritize for reduction departmentwide those officers with highest number of misconduct complaints.

End contracts with private firms to defend SPD and the City against police misconduct – Funding will be allocated to support the community organizations who will be scaling up, supporting youth outreach work plans, and supporting organizations to absorb violence prevention work. The funding will include capacity-building support for organizations to apply and receive city funding.

Cut ties with Homeland Security – This will be coupled with immediate approval of funds towards urgent housing needs. This can come through a combination of emergency rent-assistance grants, and money towards additional public housing assistance through the Department of Housing. People currently unhoused should be prioritized for receipt of any assistance, with no barriers based on income, criminal records, record of addiction, etc. All options for using empty housing stock in the city should be used until any unhoused person who wants a place to live has one.

Cut Recruitment and Retention Budget – Funding will be allocated to support the community organizations who will be scaling up, supporting youth outreach work plans, and supporting organizations to absorb violence prevention work. The funding will include capacity-building support for organizations to apply and receive city funding.

Remove the Office of Collaborative Policing, including ending the Navigation Teams and ensuring via proviso that officers cannot in the future perform Navigation Team activities – This will be coupled with immediate approval of funds towards urgent housing needs. This can come through a combination of emergency rent-assistance grants, and money towards additional public housing assistance through the Department of Housing. People currently unhoused should be prioritized for receipt of any assistance, with no barriers based on income, criminal records, record of addiction, etc. All options for using empty housing stock in the city should be used until any unhoused person who wants a place to live has one.

End SPD Overtime Pay and Institute a Freeze hiring, including cancelling this year's planned hires to support scaling-up of community-led solutions – Fund groups who are already developing community-led alternatives to policing, including groups involved in violence-interruption and prevention, and restorative and transformative justice approaches to harm. Groups led by and based in communities that have suffered the bulk of police presence, surveillance, and violence, will be prioritized for these funds. Funds will also go towards incubating new projects and organizations in police-impacted communities. These immediate investments will allow the groups to dramatically scale up their operations in preparation for future cuts to SPD's budget and operations. To allow community groups to focus their efforts on their growth and development, the grants will be for general operating funds, with minimal bureaucratic requirements (for examples of low-requirement contracts: See city contract with POC-Sex Worker Organizing Project, for example of deliverables, see EPIC Giving Circle, where the deliverable was dispersing the funds). Organizations should not be required to end violence in Seattle in one funding cycle.

Cut SPD's funding for Public Relations and transfer funds to OCR for a summer-fall 2020 community-led research process, with the goal of gathering ideas and proposals from police-impacted communities to inform a roadmap for reducing violence beyond policing – Policing and community safety are fundamentally racial justice issues, so a broad coalition of directly impacted people of color must take the lead in shaping the solutions to creating sustained community safety beyond saturated policing. Create a new community-led process to address this harm. City-wide dialogues about expanded notions of community safety will inform the roadmap City leaders need to move forward with further cuts to SPD's budget. The funding from the City will allow people who are most directly impacted by police contact and surveillance to systematically produce their own solutions to guide the City's next steps. Paying community members to be involved in this dialogue will offer income support to the communities most directly impacted by COVID-19 and the economic crisis. As city officials are paid to plan for public safety, community members should not be expected to come up with solutions on a volunteer basis. This community-led research process will transition into a 2021 Participatory Budgeting process for the Public Safety parts of the city budget.

Reduce patrol staffing to account for civilianization of many calls for service currently being responded to by patrol officers, with corresponding reduction in administrative staffing – Fund groups who are already developing community-led alternatives to policing, including groups involved in violence-interruption and prevention, and restorative and transformative justice approaches to harm. Groups led by and based in communities that have suffered the bulk of police presence, surveillance, and violence, will be prioritized for these funds. Funds will also go towards incubating new projects and organizations in police-impacted communities. These immediate investments will allow the groups to dramatically scale up their operations in preparation for future cuts to SPD's budget and operations. To allow community groups to focus their efforts on their growth and development, the grants will be for general operating funds, with minimal bureaucratic requirements (for examples of low-requirement contracts: See city contract with POC-Sex Worker Organizing Project, for example of deliverables, see EPIC Giving Circle, where the deliverable was dispersing the funds). Organizations should not be required to end violence in Seattle in one funding cycle.

Cut Travel and Training budget – Funding will be allocated to support the community organizations who will be scaling up, supporting youth outreach work plans, and supporting organizations to absorb violence prevention work. The funding will include capacity-building support for organizations to apply and receive city funding.

3. Transfer the funding for DON’s Community process around public safety to OCR for a community-led participatory budgeting process.
4. Cap salaries of officers who receive misconduct complaints.

Councilmember Sawant

1. Cut appropriations in the Proposed 2020 Rebalance budget as follows:
 - a. Stop the Sweeps– Cut from the Proposed 2020 Rebalance Budget funding for the Navigation Team and shift to other council priorities such as homeless services.
 - b. Reduce General Fund Allocations to the SPD for Aug-December by approximately 50 percent (\$85 million) distributed between the following budget summary levels:

Budget Line	2020 Adopted Budget	Reduction
SPD - BO-SP-P1000 - Chief of Police	\$10,268,376	\$2,139,000
SPD - BO-SP-P1300 - Office of Police Accountability	\$4,693,942	\$0
SPD - BO-SP-P1600 - Leadership and Administration	\$70,026,107	\$14,589,000
SPD - BO-SP-P1800 - Patrol Operations	\$147,826,693	\$30,797,000
SPD - BO-SP-P2000 - Compliance and Professional Standards Bureau	\$4,610,702	\$0
SPD - BO-SP-P3400 - Special Operations <i>This cut is higher than the 50 percent defund rate to make up for budget lines that are less appropriate for cuts, because this is where the SPD funds policing protests.</i>	\$57,635,958	\$14,158,000
SPD - BO-SP-P4000 - Collaborative Policing <i>Reductions should not come from the Community Service Officers</i>	\$13,131,820	\$2,736,000
SPD - BO-SP-P7000 - Criminal Investigations	\$59,695,661	\$12,437,000
SPD - BO-SP-P8000 - Administrative Operations	\$39,090,706	\$8,144,000
Totals	\$409,111,751	\$85,000,000

2. Cap the salaries and overtime of employees of the Seattle Police Department at 150,000 per year.
3. Place a proviso on the budgets of the CAO and the SPD as follows: “No funds may be used, directly or through contract, to support the prosecution of individuals for actions taken while participating in Justice for George Floyd protests, including but

not limited to, collecting or transmitting evidence, providing testimony, and attorney time, except as required by court order. Funds may be used for the purposes of dropping charges, releasing arrestees, and clearing records

Councilmember Lewis

1. Request the Executive to develop a plan to implement and scale a 911 response system modeled on Crisis Assistance Helping Out on the Streets (CAHOOTS). Request that the Executive emulate a community visioning processes shaping CAHOOTS adoption similar to the experience of Portland, Denver, and Oakland. Further request that Decriminalize Seattle, among other community stakeholders identified by the Council and Executive, be intimately included in the visioning process to develop this new system of 911 response.
2. Create a new Department of Public Safety removing numerous civilian elements of SPD from the sworn chain of command. This includes, but is not limited to, traffic enforcement, 911 dispatch, and the community service officer program.

Seattle Public Utilities – Brian Goodnight

Budget Summary (\$ in 000s)	Amount
2020 Adopted Budget	
<i>General Fund</i>	\$11,867
<i>Drainage and Wastewater Fund</i>	\$706,877
<i>Solid Waste Fund</i>	\$243,208
<i>Water Fund</i>	\$389,557
Total 2020 Adopted Budget	\$1,351,508
2020 FTE	1,433.3
REVENUE SHORTFALL	
<i>Drainage and Wastewater Fund</i>	\$7,086
<i>Solid Waste Fund</i>	\$4,778
<i>Water Fund</i>	\$7,746
TOTAL REVENUE SHORTFALL	\$19,611
BUDGET CHANGES TO ADDRESS REVENUE SHORTFALL	
Expenditure Reductions	
<i>Administrative Savings</i>	\$414
<i>Contract and Consultant Reductions</i>	\$1,452
<i>Labor Reductions (Apprenticeship Program Delays, Overtime, Vacancies)</i>	\$5,000
<i>Utility Services Reductions</i>	\$527
Total Expenditure Reductions	\$7,394
Use of Fund Balances	
<i>Drainage and Wastewater Fund</i>	\$3,804
<i>Solid Waste Fund</i>	\$2,815
<i>Water Fund</i>	\$5,598
Total Use of Fund Balances	\$12,217
TOTAL BUDGET CHANGES TO ADDRESS REVENUE SHORTFALL	\$19,611
NEW EMERGENCY-RELATED FUNDING AND SPENDING	
New Emergency-Related Funding	
<i>Commerce Grant</i>	\$750
<i>Federal Coronavirus Relief Fund (CRF)</i>	\$990
Total New Emergency-Related Funding	\$1,740
New Emergency-Related Spending	
<i>Encampment Trash (Purple Bag) Program (CRF)</i>	\$350
<i>Hygiene Services (CRF + Commerce)</i>	\$1,319
<i>Hygiene Services (Anticipated FEMA Reimbursement)</i>	\$1,700
<i>Overtime (CRF)</i>	\$71
Total New Emergency-Related Spending	\$3,440

I. Background

Seattle Public Utilities (SPU) operates three distinct utilities: drainage and wastewater, solid waste, and water. SPU's budget is supported primarily by ratepayer revenue that may only be used for utility purposes and that is deposited into one of its three enterprise funds. The department also manages a suite of programs under the moniker of Clean City that are funded by the General Fund and address issues such as litter, illegal dumping, graffiti, and abandoned vehicles. In recent years, the City has also added four programs related to homelessness: Encampment Trash, Litter Abatement, Sharps Collection, and Recreational Vehicle (RV) Remediation.

Actions in Response to COVID-19

On March 11, the Mayor issued [Executive Order 2020-03](#) to provide relief to small businesses and, among other things, directed SPU and Seattle City Light to implement a set of economic relief measures for residential and commercial customers during the COVID-19 emergency. The measures included:

- halting the shut-off of services due to non-payment for customers who seek to establish payment plans;
- modifying payment plans to extend timeframes and make the payments terms more flexible; and
- expanding the Utility Discount Program (UDP) self-certification pilot program to all eligible households.²⁵

On March 19, Council approved [Ordinance 126058](#) that temporarily suspended interest charges on delinquent utility bill balances for all residential customers, non-profit customers, and commercial customers with taxable gross receipts of less than \$5 million annually. The suspension of interest charges will continue to be in effect until the earlier of either (a) termination of the civil emergency due to COVID-19 proclaimed by the Mayor on March 3, 2020 (modified by Council [Resolution 31937](#)), or (b) August 1, 2020.

SPU has also taken on the responsibility of deploying and managing the City's provision of hygiene stations and shower trailers during the COVID-19 emergency. At this time, SPU has deployed 13 hygiene stations that contain portable toilets and handwashing facilities, and two trailers that contain showers in addition to portable toilets and handwashing facilities. The department anticipates that these hygiene services will cost approximately \$2.3 million during the assumed FEMA-declared emergency period, from April through October, and that 75 percent of these costs will be covered by FEMA reimbursement, or \$1.7 million. The remaining 25 percent of the costs are proposed to be covered with Federal Coronavirus Relief Funds (contained in [Council Bill 119824](#)). In addition, on July 6, Council passed [Council Bill 119816](#) that allocated \$750,000 in Washington Department of Commerce grant funds to

²⁵ On June 18, via [Executive Order 2020-06](#), the Mayor extended the availability of the UDP self-certification pilot program through July 31, and extended the shut-off and flexible payment plan policies until further notice.

SPU to support an additional two months of hygiene services following the end of the federal declared emergency, which would bring the total spending on hygiene services to approximately \$3 million. If these sources of funds are unable to cover all of SPU's expenses related to hygiene services, the Executive may request, via future supplemental budget legislation, to transfer \$1.4 million in General Fund appropriation authority from the Human Services Department's budget. This funding was provided in the 2020 Adopted Budget to develop mobile bathroom facilities, but has not been spent.

The other body of work that SPU has expanded in response to the COVID-19 pandemic is the Encampment Trash (a.k.a. Purple Bag) program. The department has expanded the scope of the program to cover all unauthorized homeless encampments and RVs. To pay for this additional activity, the Executive is proposing to allocate \$350,000 of the Federal Coronavirus Relief Fund to SPU. This funding is in addition to the 2020 Adopted Budget of approximately \$364,000 for the program, and SPU continues to serve the 16 sites that were being served pre-pandemic.

Revenue Shortfall

All three of SPU's enterprise funds are projected to bring in less revenue in 2020 than was anticipated when the budget was adopted, with the decreases ranging from \$4.8 million in the Solid Waste Fund to \$7.7 million in the Water Fund. Overall, the revenue decrease for the department is expected to total approximately \$19.6 million (which represents about 1.5 percent of SPU's overall 2020 Adopted Budget). These revenue projections account for a number of factors, including small declines in commercial activity for Water and Drainage and Wastewater, a decline in self-hauling for Solid Waste, fewer interest charges, increased Utility Discount Program enrollments, and payment deferrals.

II. Rebalancing Measures

The Executive is proposing to deal with SPU's revenue shortfall in two ways: expenditure reductions and use of available fund balances.

Expenditure Reductions

- *Labor* – The largest portion of labor reductions, approximately \$3.3 million, is related to the savings generated from a hiring freeze on non-essential positions for six months. The next largest segment of expenditure savings, just over \$1 million, relates to delays in the apprenticeship programs for the Drainage and Wastewater line of business and the Water line of business, which is discussed in more detail in the policy issues section below. Another \$0.6 million in reductions comes from decreasing the usage of temporary employees and overtime in various divisions, and the remaining savings comes from suspending the hiring of interns for the Solid Waste line of business.
- *Contracts and Consultants* – Approximately \$1 million in savings in this category relates to an updated projection of the City's solid waste contracts relative to what

was included in the 2020 Adopted Budget. The remaining savings comes from reductions to various consultant contracts related to team building, finance, community affairs, and corporate policy, most of which have minimal impacts to customers and staff.

- *Utility Services* – The Drainage and Wastewater line of business contributes the largest portion of the savings in this category, at approximately \$0.5 million, including: a reduction to its contribution to the street sweeping program in the Seattle Department of Transportation; reductions to drainage pipe inspection and a new asset management strategy; and delays to the rollout of its vision plan and an outreach program. The Solid Waste and Water lines of business also contribute to the savings with small reductions in outreach programs and rental expenses, respectively.
- *Administrative* – Savings in this category are spread across SPU’s three enterprise funds and are largely composed of reductions to supplies (\$194,000), travel and training (\$80,000), the Environmental Justice and Service Equity branch (\$25,000), and reductions from the Project Delivery and Engineering Branch that will not impact its daily operations (\$116,000).

Use of Fund Balances

- After accounting for the approximately \$7.4 million of expenditure reductions described above, the remaining revenue shortfall is slightly greater than \$12.2 million. According to the Executive, SPU will address the remaining shortfall through capital project savings and the use of available cash reserves, neither of which would require legislative approval. At this time, however, SPU has not identified which capital projects will achieve savings or what amount is expected to be saved through this strategy.

Therefore, for the purposes of this analysis, the Budget Summary table above assumes that the entire \$12.2 million in remaining revenue shortfall is covered by the use of available fund balances. At the end of 2019, SPU had approximately \$409 million in fund balances for the three enterprise funds combined. Fund balances are used for a variety of purposes, including funding future capital projects, stabilizing rates, covering debt service payments, and maintaining strong bond ratings. If the amounts shown in the table above are required to be used, it would represent only a small portion of the available balance, less than five percent, for each of the funds.

III. Related Legislation

There is no legislation in the rebalancing package that is specific to SPU, but the department is impacted by two bills in the rebalancing package. On July 6, Council passed [Council Bill 119816](#) that allocated \$750,000 in Washington Department of Commerce grant funds to SPU for hygiene services. The Executive is also proposing that SPU be allocated Federal Coronavirus Relief Funds, via [Council Bill 119824](#), for hygiene services (\$569,000) and the Encampment Trash program (\$350,000).

IV. Policy Issues

Apprenticeship Program Delays – Approximately \$1 million of SPU’s proposed reductions for 2020 rebalancing come from delays to the apprenticeship programs for the Drainage and Wastewater line of business (\$819,000) and the Water line of business (\$215,000). In the latest update to its Strategic Business Plan in 2017, SPU identified the apprenticeship programs as an action plan item to “recruit and retain the best and most diverse talent by providing more training and creating career pathways into and up in the organization.” In 2018, the department began developing curricula for both programs and received authority to hire apprenticeship coordinators.

The 2020 Adopted Budget contains approximately \$2.5 million in appropriation authority for the apprenticeship programs, and the Water apprenticeship program was expecting to hire its first cohort during the second quarter. For the Drainage and Wastewater program, the hiring of the apprenticeship advisor was delayed until mid-2019, but SPU expected that curriculum development would restart in 2020 and be completed by the end of the year.

According to information provided by SPU, these delays do not reflect a shift in priorities for the department, but are simply reflecting savings from delays that were instituted to protect the health and safety of department staff and program participants.

For the Drainage and Wastewater program, the department has stated that development of the curriculum has been delayed due to temporary COVID-related staff reassignments, but SPU expects to be able to initiate an apprenticeship class in early- to mid-2021. For the Water program, applicants are required to take an extensive “working test” that was delayed due to the pandemic. The department has since reviewed the exam process and believes that applicants will be able to take the entrance exam this month, with apprentices onboarding in October. Additionally, the department is enlarging the class from seven to 15 apprentices, has already received the necessary hiring waivers from the Executive for those positions, and will focus on hiring people of color for the program.

Impact on Future Rates – As described above, SPU is expecting to receive approximately \$19.6 million less in revenue than was projected in the 2020 Adopted Budget and is proposing to rely partially on the use of fund balance to address this revenue shortfall. On April 27, SPU informed the Council that it was delaying the submission of the planned update to its Strategic Business Plan because of the severe and still developing economic consequences of the pandemic. The Strategic Business Plan provides guidance for the utility over a six-year period, including a three-year adopted rate path and a three-year rate projection. The plan was expected to be reviewed by the Council this fall, but SPU now expects to submit an update no sooner than January 2021.

SPU also notified the Council that it would be foregoing the transmittal of the planned rate setting legislation for the Water line of business. In normal times, Council sets the rates for one of SPU’s lines of business each year and, during this exercise, the rates are set for a

three-year time period. For 2020, Council was planning to consider setting rates for the Water line of business to cover 2021-2024. If Council does not approve new rates, SPU's 2021 Water rates will stay the same as 2020 Water rates.

Overall, as with the financial outlook for the rest of the City, more time will be needed to understand when the revenue outlook for SPU will stabilize and what the implications are for the rate paths going forward.

Appendix B: Overview of 2020 Rebalancing Legislation

Staff: Seattle City Council Central Staff

Table of Contents

Council Bill (CB) 119821 – 2019 Exceptions Ordinance– Ketil Freeman2

CB 119820 – 2019 Carry Forward Ordinance – Ketil Freeman.....3

CB 119819 – 2020 Q2 Grant Acceptance Ordinance – Ketil Freeman.....5

CB 119818 – 2020 Q2 Supplemental Ordinance – Ketil Freeman6

Resolution 31951 - Seattle Parks and Recreation General Fund Support Exception – Traci Ratzliff...8

CB 119822 – Move Seattle Minimum General Fund Allocation Ordinance – Calvin Chow9

CB 119823 - DEEL Amendment FEPP Implementation Plan Amendment No. 2 – Brian Goodnight .10

Resolution 31952 - CBO Revised Financial Policies - REET Uses – Brian Goodnight 11

Resolution 31953 - CBO 2020 Emergency Fund Policy Revision – Tom Mikesell..... 12

CB 119824 - CBO 2020 Federal CRF Funds Ordinance – Tom Mikesell..... 13

CB 119825 - CBO 2020 Budget Revisions Ordinance – Lise Kaye 15

Resolution 31894 - CBO 2021 One-Year Budgeting – Tom Mikesell..... 17

Summary

[CB 119821](#) would amend the 2019 Adopted Budget to provide authority to cover unanticipated costs realized in 2019 that exceeded appropriation authority. This annual bill is commonly referred to as the year-end “budget exceptions ordinance.” In 2019, the Council appropriated approximately \$13.6M in the 2018 budget exceptions ordinance. See [Ordinance 125893](#).

The proposed bill would increase appropriation authority for 2019 by \$13,972,078, of which \$785,520 is for General Fund (GF) expenses. Increased appropriation authority is largely for technical reasons or to correct inadvertent expenditures above approved appropriations. The largest expenditures include:

- **King County Metro Service Purchases:** A \$2,673,789 increased appropriation to the Seattle Department of Transportation’s Mobility Capital Budget Control Level (BCL) to pay for higher than projected expenditures to purchase transit service from King County Metro.
- **Snow and Ice Response, Seattle Squeeze, and Street Maintenance:** Two separate appropriation increases totaling \$6,119,804 in SDOT’s Leadership and Administration BCL and Maintenance Operations BCL to cover costs for responding to severe weather events, Seattle Squeeze mitigation, and higher than anticipated complaint-based pothole repairs.
- **Healthcare Costs:** A \$3,433,210 appropriation increase to the Seattle Department of Human Resource’s Healthcare Services BCL to cover higher than expected healthcare costs.

Summary

[CB 119820](#) would amend the 2020 Adopted Budget to continue appropriation authority provided in 2019. This annual bill is commonly referred to as the “carry forward ordinance.” In 2019, the Council continued approximately \$90.3M in appropriation authority from 2018. See [Ordinance 125897](#).

The proposed bill would increase appropriation authority for 2020 by \$42,255,445 of which \$17,514,937 is for General Fund (GF) expenses. Because the 2020 Budget was adopted based on the assumption that most of the expenditures associated with the increased appropriations would have taken place, there is no impact to projected ending fund balances from the increases.

The bill would also increase unexpended but encumbered appropriations, which would otherwise automatically carry forward, in several Information Technology Department (ITD) Budget Control Levels (BCLs) and one Seattle Police Department BCL. Those increases are necessary to reflect reorganization of Budget Summary Levels (BSLs). That restructuring requires that the new BSLs, collectively, show an increased appropriation of \$16,670,364, all but \$14,447 of which is in ITD.

Significant appropriation increases in the GF include:

- **Transportation Regulation Improvement Project Implementation:** A \$1,500,000 increased appropriation to the Department of Finance and Administrative Services to pay for ITD support in expanding the Accela permitting system to improve licensing for taxi, for hire, and transportation network companies.
- **Equitable Development Initiative:** A \$13,309,539 increased appropriation to the Office of Planning and Community Development for the Equitable Development Initiative (EDI). Revenue comes from the sale of the civic square block and the short-term rental tax. Approximately \$10,180,039 has been committed to EDI projects, but the funds have not been fully drawn down.

The bill would also carry forward and increase GF and Sweetened Beverage Tax (SBT) revenue appropriations in the Finance General Reserves. Increases include:

- **Safe Consumption Site:** A \$1,300,000 reserve under proviso for planning for identification and assessment of locations for a safe consumption site.
- **SBT Job Training Reserve:** A \$1,000,000 reserve to support retraining for workers who experience lay-offs due to the SBT.

Larger appropriation increases in other funds include:

- **Families, Education, Preschool, and Promise Levy K-12 and Early Learning:** Two separate increases in the K-12 program and early learning BSL totaling \$7,580,558 for 2019 - 2020 school years expenditures for sports and recreation programs for middle schoolers,

support for students experiencing homelessness, and other programs for which expenditures were made in 2019 and the first quarter of 2020.

- **Seattle Municipal Tower Ground Lease:** An increased appropriation of \$5,619,000 to the Department of Finance and Administrative Services for 2018 and 2019 ground lease payments to the State of Washington.
- **Library Automated Materials Handling:** A \$1,700,000 to the Seattle Public Library for ongoing expenditures for maintenance and replacement of the Seattle Public Library's automated materials handling system.

Summary

[CB 119819](#) would authorize City departments to accept \$9,482,981 in grant funding. The grant funding is appropriated in the second quarter supplemental budget, [CB 119818](#). Larger grants that the bill would accept include:

- **Department of Homeland Security:** A \$1,525,007 grant to support participation by the Seattle Police Department in a multijurisdictional radiological and nuclear detection program. Grant funding also supports a one term-limited position
- **United States Department of Justice:** A \$1,336,920 grant to support Seattle Police Department work related to coronavirus recovery. The grant covers costs related to testing, overtime, and provision of personal protective equipment, among other things.
- **Associated Recreation Council:** A \$2,250,000 grant to renovate and expand the Green Lake Small Crafts Center.
- **Federal Transit Administration:** Two grants totaling \$2,294,002 to replace fare revenue decreases to the Seattle Monorail and First Hill Streetcar caused by the coronavirus.

Summary

[CB 119818](#), the second quarter supplemental budget, would modify spending authority provided in the 2020 Adopted Budget, including providing appropriation authority for grants that would be accepted by [CB 119819](#), the grant acceptance ordinance.

The net appropriation increase proposed by the bill is approximately \$58 million, which includes a decreased General Fund (GF) appropriation of \$1.2 million and revenue and grant backed non-general fund increases of approximately \$38 million to the City's operating budget and approximately \$21 million to the capital budget. This includes appropriations associated with the approximately \$9 million from grants that would be accepted by CB 119819. Other non-grant sources of revenue include reimbursements, commitments from other government, interfund transfers and charges, and insurance payments.

Operating Budget

Operating budget appropriation modifications include an \$18 million reduction in the Limited Tax General Obligation (LTGO) bond fund associated with a proposal to defer issuance of bonds for affordable housing. Notable operating budget appropriation increases include \$25 million in REET for capital investments in affordable housing and use of \$13.2 million in cash balance at the Office of Housing to offset the LTGO decrease. Another large increase is approximately \$7 million in childcare bonus funds to support capital investments in childcare.

Larger revenue-backed operating budget increases include approximately \$1.9 million from the Washington Association of Sheriffs and Police Chiefs to support participation in the Internet Crimes Against Children Task Force. Larger grant-backed appropriations are discussed under CB 119819.

Capital Budget

The supplemental budget would add a new project, the Burke-Gilman Playground Park Renovation to the Capital Improvement Program and make other modifications to the capital budget. Notable revenue-backed capital budget increases include:

- **Alaskan Way Viaduct Replacement:** An approximately \$2.7 million increase to the Alaskan Way Viaduct replacement project to provide sufficient appropriation authority for already executed contracts. Revenue for the increase comes from current commitments from the Washington State Department of Transportation.
- **Woodland Park Zoo Night Exhibit:** An approximately \$12.7 million increase to rebuild the night exhibit. Revenue for the increase comes from insurance payments made due to a fire at the exhibit.

Notable grant-backed appropriation increases include renovation of the Green Lake Small Craft Center, which is discussed under CB 119819.

Other Modifications

In addition to the modifications discussed above, the proposed bill would make a number of net-zero transfers within and between funds to correct inadvertent errors, align the intended purpose of appropriation authority with implementing City department, and make other technical adjustments and corrections.

The bill would also transfer authority for a Strategic Advisor 2 position from the Office of Intergovernmental Relations to the Seattle Department of Transportation and add a grant-funded Strategic Advisor 3 position to the Seattle police Department to work on a multijurisdictional radiological and nuclear detection program.

Resolution 31951 - Seattle Parks and Recreation General Fund Support Exception – Traci Ratzliff

Summary

[Resolution 31951](#) would authorize the City to provide a reduced level of General Fund (GF) support to the Metropolitan Park District in 2020 due to the demanding economic circumstances caused by COVID-19. The Mayor's proposed reductions in GF support to Seattle Parks and Recreation (SPR) would result in being unable to meet the baseline GF allocation required by the Interlocal Agreement (ILA) between the City and the Metropolitan Park District. The ILA requires the GF to support SPR with a baseline amount of support, adjusted annually for inflation. In 2020, this was \$105 million. The Mayor's 2020 Proposed Rebalancing Package would provide approximately \$82 million, instead. The ILA allows the Council to provide less GF support if it determines that a natural disaster or exigent economic circumstance prevents the City from maintaining the required level of GF support and adopts a resolution with three-fourths approval affirming this circumstance.

Summary

[CB 119822](#) would suspend the minimum General Fund (GF) allocation to the Seattle Department of Transportation (SDOT) required by the Move Seattle Levy for 2020. The levy included a requirement that City appropriate \$40M, a year (adjusted for inflation) from the GF for SDOT spending in order to continue collection the levy. The levy allows for the City to suspend this requirement by a 3/4 Council vote determining that economic or financial conditions prevent the Council appropriating the minimum GF allocation. Separate legislation to implement the Proposed 2020 Rebalanced Budget (CB 119825) would reduce SDOT's 2020 GF appropriations by \$10 million, which would be below the minimum GF allocation requirement. CB 119822 would declare the Council's finding that the COVID-19 emergency prevents the City from making the minimum GF allocation.

Summary

[CB 119823](#) would amend the Families, Education, Preschool, and Promise (FEPP) Levy’s Implementation and Evaluation (I&E) Plan by attaching Emergency Addendum No. 2, temporarily authorizing personnel expenses for the department’s birth-to-12 programs as an eligible Levy expense.

In addition to programs and activities funded by the FEPP Levy, the Department of Education and Early Learning (DEEL) also funds a number of programs with alternative sources, including the Nurse Family Partnership, ParentChild+, the Child Care Assistance Program, and the Early Childhood Education Assistance Program. The staffing and operating costs for these programs are typically handled entirely outside of the FEPP Levy.

To help address the revenue shortfall that the City is experiencing in the General Fund (GF) in 2020, the Executive is proposing to shift \$1.3 million of the personnel expenses for these programs from the GF to the FEPP Levy. This amount covers 17.6 FTE that provide coaching, training, and professional development services to program providers. Programmatic expenditures will continue to be funded by the approved, non-FEPP Levy sources. The DEEL Issue Identification paper provides additional detail with respect to the reductions made in the FEPP Levy in order to accommodate these additional expenses.

As required by [Ordinance 125604](#), which approved of the FEPP Levy and sent the proposition to voters, DEEL sought the recommendation of the Levy Oversight Committee regarding this change to the use of Levy proceeds. On July 1, the Levy Oversight Committee voted in support of using FEPP Levy funds during 2020 to fund these personnel costs and submitted a letter to the Council President on July 7 summarizing its recommendation.

Emergency Addendum No. 2 specifies that these personnel expenses may not exceed \$1.34 million, and the addendum expires on December 31, 2020.

Summary

[Resolution 31952](#) would revise the City’s financial policies for the Cumulative Reserve Subfund of the General Fund (GF), specifically those policies related to the permissible uses for Real Estate Excise Tax (REET) revenues. The intent of the revisions is to provide flexibility in rebalancing the 2020 budget and relieve financial pressure on the GF by allowing REET revenues to fund a broader swath of the City’s debt service.

With respect to debt service, the current financial policies allow for REET revenues to pay debt service for public safety facilities and for previously issued debt for other eligible capital projects. The revised financial policies that would be adopted by this resolution would expand the permitted uses to also cover:

- Debt service for the repair or replacement of the West Seattle Bridge;
- Payment of remaining debt service, as of January 1, 2020, on bonds issued prior to 2020 for eligible capital projects; and
- New debt services for any bonds issued for eligible capital projects in 2021 and 2022.

The revised policies also create a new limitation on the percentage of REET revenues that may be used for the payment of debt service: an annual average of 30 percent or less of forecasted revenues over the six-year Capital Improvement Program, and no more than 50 percent in any one year.

Summary

[Resolution 31953](#) would change the fund replenishment provisions in the City’s Emergency Fund (EMF). Current policy requires the balance shall not fall below \$60 million in 2016 dollars, adjusted each year by the annual growth in the Consumer Price Index for All Urban Consumers. Fiscal policy requires each use of the EMF to be repaid in the subsequent year.

Resolution 31953 proposes to change the EMF policy by eliminating the minimum balance requirement for any authorized use of the fund:

“In the event that a severe or long-lasting event... leads to deep or multiple years of spending from the fund, the City shall make contributions to satisfy the target balance as soon as is practically possible.”

Summary

Signed into law by the President of the United States on March 27, 2020, the federal [Coronavirus Aid, Relief and Economic Security \(CARES\) Act](#) provided over \$2 trillion of emergency financial assistance and programming in response to the Covid-19 public health emergency. Among other provisions, the CARES Act appropriated \$150 billion in 2020 to create a Coronavirus Relief Fund (CRF) to support state and local responses to the Covid-19 emergency. Distributed generally based on population, the City of Seattle’s share was \$131,510,477. The CARES Act requires CRF funds be used for:

- Necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID–19);
- Costs not accounted for in the budget most recently approved as of the date of enactment of this section for the State or government; and
- Costs incurred between March 1, 2020 and December 30, 2020.

Subsequent [guidance](#) from the US Treasury Department provided further detail on use of the CRF funds, as captured in City Budget Office’s April 27, 2020 [presentation](#) – identifying ‘City revenue backfill’ as the only prohibited use of these monies.

[CB 119824](#) would accept the full \$131.5 million CRF award into several City funds, with the majority deposited into the GF, as follows:

Fund	Amount Accepted
General Fund	\$107,950,174
Finance and Administrative Services Fund	\$7,417,325
Human Services Fund	\$11,523,228
Information Technology Fund	\$348,131
Library Fund	\$200,466
Water Fund	\$29,318
Drainage and Wastewater Fund	\$31,728
Solid Waste Fund	\$10,107
Low-Income Housing Fund	\$4,000,000
Total	\$131,510,477

Of the total amount received, CB 119824 would appropriate \$66.5 million as follows:

Fund	Amount Appropriated
General Fund	\$42,950,174
Finance and Administrative Services Fund	\$7,417,325
Human Services Fund	\$11,523,228
Information Technology Fund	\$348,131
Library Fund	\$200,466
Water Fund	\$29,318
Drainage and Wastewater Fund	\$31,728
Solid Waste Fund	\$10,107
Low-Income Housing Fund	\$4,000,000
Total	\$66,510,477

The \$65 million difference between the “Amount Accepted” and the ‘Amount Appropriated” represents the use of CRF to support regular employees’ non-overtime work duties that have been diverted to Covid-19 emergency response functions. Examples provided by the CBO include:

- Human Services Department work to de-intensify shelter crowding to reduce the risk of spreading the disease.
- Seattle Fire Department work responding to health emergencies and community testing.
- Office of Economic Development work processing small business support applications and distributing funds out to awardees.

For this amount (\$65 million), appropriation authority exists in the 2020 Adopted budget, but for a substantially different purpose. For example, Seattle Fire Department emergency response costs are budgeted, but not for COVID-19 health emergencies and community testing. Consequently, an appropriation increase is not required.

Contents (\$000s)

Fund Transfers	
<i>Seattle Center Fund reduction and General Fund (GF) increase</i>	\$6,400
<i>Move Seattle reductions w/revenue transfer to GF (w/offsetting General F reduction)</i>	\$10,030
<i>GF to Real Estate Excise Tax (REET)</i>	\$3,352
<i>Metropolitan Park District reductions w/revenue transfer to GF (w/offsetting GF reduction)</i>	\$10,000
BSL Transfers	
<i>GF to Leadership & Admin (no net increase)</i>	\$250,000
Appropriation Increases	
<i>Appropriates Revenue Stabilization Funds</i>	\$13,820
<i>Appropriates Emergency Fund reserved revenues</i>	\$15,210
<i>Increases GF revenue for Equitable Development Initiative (to offset Short-Term Rental Tax shortfall)</i>	\$1,900

Summary

[CB 119825](#) would adjust and increase appropriations to several projects and/or funds to offset decreased revenues to the City from the economic impacts of the COVID-19 pandemic. The two major fund transfers (approximately \$10 million each) involve reductions to the Move Seattle Levy Fund and Metropolitan Park District funds, by which levy funds would be used to support core services impacted by reduced General Fund (GF) and other revenue reductions. Department-specific Issue Identification papers describe the levy-funded projects delayed or otherwise affected by these transfers. The ordinance would also reduce \$6.4 million of appropriation authority from the Seattle Center Fund and increase appropriation by the same amount in the GF to make up for a major loss of revenue from cancelled performances and shuttered businesses at Seattle Center. It would also transfer \$3.4 million from the GF to the Real Estate Excise Tax (REET) I fund to pay the remaining annual debt service for REET I eligible projects in lieu of using GF resources, which would require offsetting reductions to GF expenses. Each of the above has a net zero impact on total appropriations.

CB 119825 would shift \$250,000 appropriated in the 2020 Adopted Budget for pre-development costs for projects in the Central District and in Little Saigon from the GF to the Mandatory Housing Affordability (MHA) administrative fund balance. MHA funds may be used for the capital costs of developing projects, including pre-development costs, and to monitor projects after they are built. This change would have a net zero impact on total appropriations.

Finally, the CB 119825 would increase appropriations by about \$31 million, almost of all which is due to the transfer of funds from the Revenue Stabilization Fund (\$13.8 million) and the Emergency Fund (\$15.2 million). Please see the Issue Paper on Fiscal Reserves for additional

details on these transfers. The balance of the increased appropriations (\$1.9 million) would backfill reduced revenue appropriated for the Economic Development Initiative from the Short-Term Rental Tax.

Potential Amendments Proposed by Councilmembers as of July 9, 2020

- 1. Executive Pay Cap (Councilmember Sawant)** – Cap city executive pay at an annualized rate of no more than \$150,000 per year, beginning in August 2020. Estimated savings total about \$3 million per year.

I. Background

Pursuant to [RCW 35.32A](#), the City of Seattle’s budget is adopted annually by the City Council. Most Washington cities use this approach, according to the Municipal Research Services Center of Washington¹. What makes Seattle’s process unique is that, as adopted by the Council in 1994 through [Resolution 28885](#), in odd-numbered years the Council also “endorses” a budget for the following year. This process is aesthetically like, but fundamentally different than, a true biennial budget, in which a city formally adopts appropriations for two fiscal years. The outcome of Seattle’s process is a legally adopted budget for the upcoming year and an “endorsed” budget for the following year, with spending and resources balanced over the two-year period. Using the previously endorsed budget as the starting point, in the fall of the odd-numbered year the City Council considers and adopts the second year’s budget. The following table illustrates the City’s approach:

Budget Process	2019 Budget	2020 Budget	2021 Budget	2022 Budget
Fall 2018	Adopted	Endorsed		
Fall 2019		Adopted		
Fall 2020			Adopted	Endorsed
Fall 2021				Adopted

In even-numbered years (2018, 2020, etc.), writing an endorsed budget instills a forward-looking element into resource planning by writing a balanced budget over both the adopted and endorsed years. Put another way, resourcing decisions made to balance an adopted budget must leave enough ongoing resources to balance the endorsed budget as well. For budget processes during odd-numbered years, the financial planning perspective is solely focused on the ensuing year’s budget. Identifying structural shortfalls, where ongoing spending commitments exceed available ongoing resources, allows the Council to rebalance the budget accordingly. With this sequencing in mind, the Mayor’s proposed budget to be submitted this fall would include spending proposals for both 2021 and 2022.

Though not traditionally a focus of the Mayor’s budget presentation, each proposed budget includes 6-year financial plans for all City funds, including the General Fund. These plans, developed by the City Budget Office (CBO) are derived from a set of general, undisclosed assumptions to describe each fund’s projected balances over a four-year period (budget year plus three “out-years”). These projections are updated to correspond with the Council’s budget decisions and included as an [Appendix](#) to the Adopted budget.

The General Fund financial plan in the 2020 Adopted Budget projected a \$41.7 million negative ending unreserved balance in 2021, growing to a negative \$116.3 million ending unreserved balance in 2023. This projection was made prior to the economic recession caused by Covid-19. It is worth noting that financial plans in prior budgets had similarly shown future year

¹ <http://mrsc.org/Home/Explore-Topics/Finance/Budgets/Biennial-Budgeting.aspx>

shortfalls which, due to conservative projections being outpaced by robust economic activity and department underspending, did not materialize in practice. That stated, greater scrutiny of assumptions used for the financial plan early in the process could serve to shrink variances in the future.

II. Rebalancing Measures

[Resolution 31954](#) submitted with the 2020 Proposed Rebalancing package would repeal Resolution 28885, changing the City’s budget development process to a one-year approach as stipulated in RCW 35.32A. The Executive’s proposal cites three factors for this proposed change:

- A “great” amount of staff time is be needed to prepare and analyze the second-year budget;
- The COVID-19 pandemic and ensuing financial crisis in 2020 has made long-term forecasting less reliable; and,
- Resolution 28885 contains several out-of-date terms and procedures, making repeal more appropriate than modification.

III. Policy Issues

The proposal to repeal of Resolution 28885 would abandon 25 years of past budget practice. Producing a single year budget comes with the trade-off of reduced information about the ongoing, future viability of spending proposals. Under normal circumstances, this would be concerning from a financial planning perspective. However, the level of concern is particularly heightened when spending plans rely on significant one-time resources to balance, such as the level shown in CBO’s [June 24 presentation](#) to the Select Budget Committee. This presentation signaled that the Mayor’s 2021 budget proposal could rely on as much as \$129 million from one-time sources to balance and address the ongoing fiscal problem.

This one-year budget writing proposal could exhaust the City’s financial reserves without any information about the next year’s fiscal projection and the resulting ongoing impacts on revenues and spending during a time of great economic uncertainty. This proposal would also eliminate the minimal financial planning when it is needed most. Alternatives to this proposal could include the Council:

- Rejecting the proposal and maintaining the traditional biennial budget process.
- Strengthening the biennial process by requiring the “adoption” of second year budgets.
- Improving sustainability and transparency by requiring the Mayor include in her proposed budgets a six-year financial forecast, including disclosure of all embedded assumptions.