

Substantive changes to the existing template for a Summary and Fiscal note are highlighted in red.

SUMMARY, ENVIRONMENTAL, and FISCAL NOTE*

Department:	Dept. Contact/Phone:	CBO Contact/Phone:

* Note that the Summary, Environmental, and Fiscal Note describes the version of the bill or resolution as introduced; *Central Staff will update the Note to reflect substantive differences adopted in the final legislation.*

1. BILL SUMMARY

Legislation Title:

Enter the complete title of the proposed legislation.

Summary and background of the Legislation:

Briefly describe the purpose and content of the proposed legislation, with particular attention to requested and mandated actions, should the legislation be enacted. Include references to related legislation. Summarize the actions of your legislation in everyday language.

2. ENVIRONMENTAL / CLIMATE IMPLICATIONS

a. Emissions: Is this legislation likely to increase or decrease carbon emissions in a material way?

Please provide a qualitative response. Consider net impacts. For example, if the legislation could decrease direct emissions, consider whether it might increase emissions indirectly or elsewhere. *New modeling is not required for this response.* See sources of emissions in Seattle by sector (transportation, buildings, waste, and industrial) in the [Seattle Community Greenhouse Gas Emissions Inventory](#). Document this source and any other methodologies and sources used for this response.

b. Resiliency: Will the action(s) proposed by this legislation increase or decrease Seattle’s resiliency (or ability to adapt) to climate change in a material way? If so, explain. If it is likely to decrease resiliency in a material way, describe what will or could be done to mitigate the effects.

See potential sector-specific actions (Transportation, Land Use & the Built Environment, City Buildings, Parks, Drainage & Water Supply Systems, Electricity System and Community Preparedness in [Preparing for Climate Change](#), published by the Office of Sustainability and Environment and findings by the [University of Washington’s Climate Impacts Group](#) and [National Climate Assessment’s northwest chapter](#). Please document these or any other methodologies and sources used for this response.

3. CAPITAL IMPROVEMENT PROGRAM

Does this legislation create, fund, or amend a CIP Project? ___ Yes ___ No

Please check yes or no. If yes, fill in the chart, including estimated one-time and ongoing costs and anticipated major maintenance, such as a new roof. For a project amendment, attach a marked-up version of the CIP Page to the Council Bill. For a new project, attach a new CIP Page, including the spending plan, to the Council Bill. If no, please delete the table below.

Project Name:	Project I.D.:	Project Location:	Start Date:	End Date:	Total Project Cost Through 2024:

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4. SUMMARY OF FINANCIAL IMPLICATIONS

a. Does this legislation amend the Adopted Budget? ___ Yes ___ No

If there are no changes to appropriations, revenues, or positions, please delete the table below. If your legislation amends appropriations, revenues, or positions for the current year’s adopted budget or following year’s endorsed budget, complete the summary chart at the beginning of section 3 and the appropriate detailed chart (appropriations, revenue, or positions) further down the section.

Appropriation change (\$):	General Fund \$		Other \$	
	2020	2021	2020	2021
Estimated revenue change (\$):	Revenue to General Fund		Revenue to Other Funds	
	2020	2021	2020	2021
Positions affected:	No. of Positions		Total FTE Change	
	2020	2021	2020	2021

b. Does the legislation have other financial impacts to the City of Seattle that are not reflected in the above, including direct or indirect, short-term or long-term costs?

Identify financial impacts to the City that don’t necessarily or immediately amend the budget, such as future O&M and/or major maintenance costs (you may reference the table in Section 3 for Capital projects), contractual obligation of a level of resources, or new standards or regulations that impact future capital or operating costs.

c. Does the legislation call for additional legislation or executive actions that, if adopted and/or implemented, would have financial impacts to the City of Seattle?

Identify additional legislation or executive actions that would be required to implement the proposed legislation and the estimated financial impacts from future legislative or executive actions needed to fully address the intent of the proposed legislation.

d. Are there financial costs or other impacts of *not* implementing the legislation?

Estimate the costs to the City of not implementing the legislation, e.g. estimated costs to maintain or expand an existing facility, cost avoidance due to replacement of an existing facility, potential conflicts with regulatory requirements, or other potential costs or consequences.

4.e. Financial Document Checklist

___ Yes ___ No This legislation would appropriate or otherwise commit City funds in excess of \$100,000 through interfund transfers, memoranda of understanding or other legal obligations for a private or public capital project not owned by the City of Seattle or for a lease for a term of 10 years or greater.

___ Documents in the Financial Document Checklist of Requested Documents (below) have been requested from the project sponsor.

___ The project sponsor has indicated a desire to receive technical assistance to produce the requested documents. If this box is checked, which City Department or Office could provide or is providing this assistance?

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Please complete the Financial Documents Checklist of Requested Documents if this legislation would appropriate or otherwise commit City funds in excess of \$100,000 through interfund transfers, memoranda of understanding or other legal obligations for a private or public capital project not owned by the City of Seattle or for any lease for a term of 10 years or greater. Enter "N.A" if a document is not available or has not been provided.

Financial Document Checklist of Requested Documents	
Requested Documents	Reviewed (Y/N) or (N.A.)
i. A detailed description of the proposed project , including the physical structure(s), community engagement, direct beneficiaries of the project, and intended outcomes.	
ii. Proposed Sources and Uses of all funds. Sources should include the requested City funds and Uses should include the construction / renovation budget (if applicable), any real estate developer profit / fee and any loans (along with financial terms of any loans).	
iii. Projected (proforma) operating statement for at least the next five years with line item detail of revenues and expenses (including any City subsidies and/or city tax exemptions as well as debt service on any loans).	
iv. Certified historical operating statements of the project (if the project already exists) with line item detail of revenues and expenses (including any City subsidies and/or tax exemptions as well as any debt service on any loans).	
v. The most recently available independent audit of the project and/or organization to be receiving the city subsidy (if the project or organization already exists).	
vi. Drawings, diagrams, photographs, and maps of the proposed project , including a site plan.	
vii. A detailed list of direct public benefits resulting from the proposed project.	
viii. Any other documents pertinent to determining financial need, feasibility, and public benefits.	

4.f. Appropriations

 This legislation adds, changes, or deletes appropriations.

Please fill out the appropriation table ONLY if the legislation directly appropriates funds. The table should only reflect appropriations that are a direct result of this legislation. If this box is not checked, please proceed to Section 4.g. Revenues/ Reimbursements.

Fund Name and number	Dept	Budget Control Level Name/#*	2020 Appropriation Change	2021 Estimated Appropriation Change
TOTAL				

*See budget book to obtain the appropriate Budget Control Level for your department.

Is this change one-time or ongoing?

Indicate if the appropriations change is one-time, ongoing, or both. Please explain any complicated scenarios – e.g. appropriations are increased for three years because of a funding agreement – with no guarantee or plan to continue after the three years.

Appropriations Notes:

If the project/programs associated with this ordinance had, or will have, appropriations in other legislation, provide details here.-Also identify the funding source if the appropriation is not completely supported by revenue/reimbursements listed in section 3.b. below (e.g. available fund balance).

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4.g. Revenues/Reimbursements

_____ **This legislation adds, changes, or deletes revenues or reimbursements.**

This table should reflect revenues/reimbursements that are a direct result of this legislation. If this box is not checked, please proceed to Section 4.h. Positions.

Anticipated Revenue/Reimbursement Resulting from this Legislation:

Fund Name and Number	Dept	Revenue Source	2020 Revenue	2021 Estimated Revenue
TOTAL				

Is this change one-time or ongoing?

Indicate if the appropriations change is one-time, ongoing, or both. Please explain any complicated scenarios – e.g. appropriations are increased for three years because of a funding agreement – with no guarantee or plan to continue after the three years.

Revenue/Reimbursement Notes:

If the issues/projects associated with this ordinance/resolution have revenues or reimbursements that were, or will be, received because of previous or future legislation or budget actions, please provide details here. Also identify any matching requirements.

4.h. Positions

_____ **This legislation adds, changes, or deletes positions.**

This table should only reflect the actual number of positions and FTEs created, modified or abrogated through this legislation. If this box is not checked, please proceed to Section 5 Other Implications.

Total Regular Positions Created, Modified, or Abrogated through this Legislation, Including FTE Impact:

Position # for Existing Positions	Position Title & Department*	Fund Name & #	Program & BCL	PT/FT	2020 Positions	2020 FTE	Does it sunset? (If yes, explain below in Position Notes)
TOTAL							

* List each position separately

Position Notes:

If positions and/or FTEs have been, or will be, created as a result of previous or future legislation or budget actions, please provide details here. Also explain any positions that sunset.

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5. OTHER IMPLICATIONS

a. Other Affected Departments. Does this legislation affect any departments besides the originating department?

Please indicate impacts (e.g., financial, operational, etc.), if any, that your legislation might have on other departments or agencies.

b. Public Hearing. Is a public hearing required for this legislation?

Specify if a public hearing is required, whether the hearing has taken place and/or if a future public hearing is planned. Examples of legislation requiring a public hearing include certain City capital investments over \$5 million and certain types of parking garages, and all Land Use Code text amendments. If you have any question about whether your legislation needs a public hearing, please check with the lawyer assigned to review this legislation in the Law Department.

c. Publication of Notice. Is publication of notice with The Daily Journal of Commerce and/or The Seattle Times required for this legislation?

Legislation related to sale of surplus property, condemnation, or certain capital projects with private partners may require publication of notice. If you aren't sure, please check with the lawyer assigned to review this legislation in the Law Department. If notice is required, describe any steps taken to comply with that requirement.

d. Property Map. Does this legislation affect a piece of property?

If yes, and if a map or other visual representation of the property is not already included as an exhibit or attachment to the legislation, then attach a map and/or other visual representation of the property and its location to the fiscal note. Mark the map as intended for illustrative or informational purposes only and not intended to modify anything in the legislation.

e. RSJI/Language Access. Please describe any perceived implication for the principles of the Race and Social Justice Initiative. Does this legislation impact vulnerable or historically disadvantaged communities? What is the Language Access plan for any communications to the public?

Please summarize whether/how this legislation may impact vulnerable or historically disadvantaged communities. Using the racial equity toolkit is one way to help determine the legislation's impact on certain communities. If any aspect of the legislation involves communication or outreach to the public, please describe the plan for communicating with non-English speakers. For help, please contact the Office of Immigrant and Refugee Affairs, who administer the City's Language Access program.

f. Program Goals. If this legislation includes a new initiative or a major programmatic expansion, identify the specific long-term and measurable goal(s) of the program and explain how this legislation would help achieve the program's desired goal(s).

This answer should highlight measurable outputs and outcomes. CBO can be of assistance when drafting this language.

g. Other issues.

Provide any additional information not addressed in the bill summary.

h. Attachments/Exhibits.

Please list maps, reports, figures and other documents that provide additional context.