

SUMMARY and FISCAL NOTE*

Department:	Contact Person/Phone:	Executive Contact/Phone:
City Budget Office	Thomas L Taylor / 233-5032	Scott Clarke / 684-5024

** Note that the Summary and Fiscal Note describes the version of the bill or resolution as introduced; final legislation including amendments may not be fully described.*

1. BILL SUMMARY

Legislation Title: AN ORDINANCE amending Ordinance 124927, which adopted the 2016 Budget, including the 2016-2021 Capital Improvement Program (CIP); changing appropriations to various departments and from various funds in the Budget; and ratifying and confirming certain prior acts; all by a 3/4 vote of the City Council.

Summary and background of the Legislation: This legislation appropriates unexpended non-capital appropriations from the 2015 Budget to the 2016 Budget.

RCW 35.32A.080 states: “the whole or any part of any appropriation provided in the budget for operating and maintenance expenses remaining unexpended or unencumbered at the close of the fiscal year shall automatically lapse, except any such appropriation as the city council shall continue by ordinance.” This legislation requests continuances for unexpended 2015 appropriations for non-capital purposes in the amount of \$16.5 million. Appropriations were made in the 2015 Budget for these expenditures but for various reasons, spending was not initiated or completed during the 2015 fiscal year. This ordinance re-appropriates these funds, which lapsed at the end of 2015, in most cases for the same purposes that the funds were dedicated to in 2015.

2. CAPITAL IMPROVEMENT PROGRAM

☐ This legislation creates, funds, or amends a CIP Project.

3. SUMMARY OF FINANCIAL IMPLICATIONS

☒ This legislation has direct financial implications.

Budget program(s) affected:				
Estimated \$ Appropriation change:	General Fund \$		Other \$	
	2016	2017	2016	2017
	\$3,489,482		\$12,991,423	
Estimated \$ Revenue change:	Revenue to General Fund		Revenue to Other Funds	
	2016	2017	2016	2017
Positions affected:	No. of Positions		Total FTE Change	
	2016	2017	2016	2017

Other departments affected:	
-----------------------------	--

3.a. Appropriations

☒ **This legislation adds, changes, or deletes appropriations.**

Appropriations Notes: Please see Attachment A to this legislation

3.b. Revenues/Reimbursements

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

3.c. Positions

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

4. OTHER IMPLICATIONS

- a) **Does the legislation have indirect or long-term financial impacts to the City of Seattle that are not reflected in the above?**

Items in this ordinance represent costs for which departments received budget authority in 2015, but for various reasons were not expended during the year.

- b) **Is there financial cost or other impacts of not implementing the legislation?**

Not implementing this legislation would have the effect of reducing the departments' budget in order to pay for these items out of their 2016 budgets, or foregoing the benefits from the services, programs, or items for which the funds would be used.

- c) **Does this legislation affect any departments besides the originating department?**

Yes, this legislation impacts a number of departments 2016 budget. The budget appropriation contained in this legislation allow departments to continue programs that for various reasons planned spending was not completed during the calendar year.

- d) **Is a public hearing required for this legislation?**

No.

- e) **Does this legislation require landlords or sellers of real property to provide information regarding the property to a buyer or tenant?**

No.

- f) **Is publication of notice with *The Daily Journal of Commerce* and/or *The Seattle Times* required for this legislation?**

No.

g) Does this legislation affect a piece of property?

No.

h) Please describe any perceived implication for the principles of the Race and Social Justice Initiative. Does this legislation impact vulnerable or historically disadvantaged communities?

This legislation carries forward appropriations previously adopted in the 2015 budget. No new issues related to RSJI are associated with this legislation.

i) If this legislation includes a new initiative or a major programmatic expansion: What are the long-term and measurable goals of the program? Please describe how this legislation would help achieve the program's desired goals.

N/A

j) Other Issues:

List attachments/exhibits below:

Attachment A – 2015 Year End Carry Forward Ordinance Summary Detail Table

2015 Year End Carry Forward Ordinance Summary Detail Table

Item	Title/Description	Amount/FTE
	Section 1 – Appropriation Increases	
1.1	Office of Arts & Culture Grants Management Program Replacement Project (Executive, Arts Account (00140))	\$25,000
	This item increases appropriation authority by \$25,000 in the Arts Account BCL and provides resources to the Office of Arts & Culture (ARTS) for replacement of its online application and grants management program. In 2015 ARTS budgeted for replacement of the outdated grants management system, called Culture Grants Online (CGO). During 2015, ARTS reviewed multiple products, identified an appropriate replacement, and submitted a proposal to the Department of Information Technology (DoIT) for review. DoIT's review is taking longer than expected and they have requested that ARTS consider additional options. DoIT supports ARTS request for these funds to be carried forward for this purpose, and anticipates that both departments will be able to find a product that will meet ARTS needs and comply with DoIT's requirements. Carry forward resources from 2015 would allow ARTS to move forward with replacement of its online product in 2016.	
1.2	Office reconfiguration and space improvements. (Executive, General Subfund (00100))	\$150,000
	This item increases appropriation authority by \$150,000 to the City Budget Office BCL and provides resources to the City Budget Office for office space improvements. This carry forward request will allow the City Budget Office to complete office space improvements and reconfiguration work started in 2015.	
1.3	Ethnic Media Institute Funding (Seattle Information Technology Department, Information Technology Fund (50410))	\$41,946
	This item increases appropriation authority by \$41,946 to the Digital Engagement BCL and provides resources to the Seattle Information Technology Department in support of the Department of Neighborhoods (DON) for the purpose of building the Ethnic Media Institute. This work began in 2015 but was not completed and the resources carried forward are necessary for DoIT to meet its obligations in the Memorandum of Understanding with DON. The 2016 Adopted Budget provides an additional \$81,549 towards this effort. Funding considered one-time but spread out over two years, 2015 and 2016.	
1.4	Governance Risk Compliance Tool (Seattle Information Technology Department, Information Technology Fund (50410))	\$400,000
	This item increases appropriation authority by \$400,000 to the Leadership, Planning and Security BCL and provides resources to the Seattle Information Technology Department in support of the acquisition of a tool to support the IT Risk and Compliance program. This system will be used to store, track, analyze, and report on people, processes, and standards to ensure the City's compliance with governing law and regulations including HIPAA, FERPA, PCI, NERC-CIP, and CJIS. Failure to comply with these laws and standards could lead to severe fines and/or other penalties. DoIT originally planned to purchase and set up the system in 2015 using a combination of CIP and O&M funds; both funding sources were in the 2015 Adopted budget. However, due to delay, the acquisition will occur in 2016 and both the CIP and O&M funds are necessary. The CIP funds carry forward into 2016 automatically but the O&M funds necessary to purchase and stand up the tool would lapse without being carried forward.	

Item	Title/Description	Amount/FTE
1.5	Cloud Enablement (Seattle Information Technology Department, Information Technology Fund (50410))	\$250,000
	This item increases appropriation authority by \$250,000 to the Engineering and Operations BCL and provides resources to the Seattle Information Technology Department for a Cloud Enablement project. The Cloud Enablement project will enable the City to make consistent decisions on when and how to use cloud computing services, leading to lower costs and more powerful, secure solutions. The project will develop a buying framework to facilitate decisions on when to use cloud services and when to use open-premise solutions in the City's new data center, create the policies and processes to ensure cloud use complies with the City's regulatory commitments, and prepare the City for a preferred cloud vendor selection process. Currently, DoIT and the City at large do not have a well-developed policy or evaluation process when considering the implications and technical questions related to the use of cloud technology and storage. DoIT originally budgeted this work for 2015 at \$125,000. It released the RFP in November 2015 but did not receive adequate responses. Vendors indicated the cost to meet the project scope would be significantly higher and thus, DoIT will increase its available funds to \$250,000 and release a new RFP in early 2016.	
1.6	Department-wide Training (Department of Neighborhoods, General Subfund (00100))	\$15,000
	This item increases appropriation authority by \$15,000 in the Internal Operations BCL (I3200) and provides resources to the Department of Neighborhoods (DON) for training. DON currently has a training budget of approximately \$5,000 for a staff of 55 FTEs, limiting the availability of training opportunities to a few individuals each year. To reflect leadership and management changes made over 2015, a number of training opportunities have been identified to address critical skills gap and professional development needs. Carryforward resources from 2015 would allow DON to address these needs in 2016.	
1.7	Invoicing System (Department of Neighborhoods, General Subfund (00100))	\$20,000
	This item increases appropriation authority by \$20,000 in Community Building BCL (I3300) and provides resources to the Department of Neighborhoods (DON) for an invoicing system. Due to several timing and negotiation issues, the contract to build an invoicing system could not be executed at the end of 2015 and it is necessary to carryforward funds into 2016. The new directive that engagement be centralized at DON has impacts in the ability of the historically underserved community and contracting with both new WMBEs and new independent contractors. In addition, an assessment conducted late last year revealed that many of the new independent contractors were unable to complete an invoice because of the lack of technical skills. DON is willing to internalize the costs of extensive training for these independent contractors this year, but needs to create a system that will help the contractors generate invoices in a simple and efficient way. In addition, DON will contribute \$5,000 of the 2016 Public Outreach and Engagement Liaisons (POEL) budget to this project. Carryforward resources from 2015 would allow DON to smoothly transition the increased load of department projects with the historically underserved community, and balance the needs of the new community members that are being trained to do this work.	

Item	Title/Description	Amount/FTE
1.8	Housing Affordability and Livability Agenda (HALA) Outreach (Department of Neighborhoods, General Subfund (00100))	\$42,000
	This item increases appropriation authority by \$42,000 to the Director's Office and provides resources to the Department of Neighborhoods (DON) for Housing Affordability and Livability Agenda (HALA) outreach. This carry forward request will allow the Department of Neighborhoods to fund outreach they were not able to complete in 2015, including community events and other outreach efforts.	
1.9	PREP Project Phase 2 carry forward appropriation (Seattle Department of Construction and Inspections, Planning and Development Fund (15700))	\$1,350,000
	This item increases appropriation by \$1,350,000 in the Process Improvements and Technology (PI&T) BCL and provides resources to the Seattle Department of Construction and Inspections (SDCI) for Phase 2 of the Permitting, Regulation, Enforcement and Property (PREP) project for SDCI. The original go-live for the project when the 2015-16 biennial budget was prepared was December 2015. However, during PREP Phase 1, the Rental Registration and Inspection Ordinance (RRIO) project completion was delayed by 6 months, which delayed the start of Phase 2 later into 2014 than originally planned, thereby extending the overall project timeline. In addition, now that the project has been underway for more than a year, some decisions have been made to increase functionality, incorporate some minor requests made by other departments and upgrade to the latest version of the product. These scope changes will increase the capability and usability of the system by SDCI staff, the public, and other City departments performing inspections and conducting electronic plan review. Therefore the overall timeline has been extended to be complete in November 2016. Carry forward authority from 2015 will allow SDCI to complete this project. The PI&T program is directly supported by SDCI operations fees and permit revenues.	
1.10	URM Validation and Analysis carry forward appropriation (Seattle Department of Construction and Inspections, Planning and Development Fund (15700))	\$51,550
	This item increases appropriation authority by \$51,550 in the Construction Permit Services (U2300) BCL and provides resources to the Seattle Department of Construction and Inspections (SDCI) for the Structural Plans Engineer Senior position that was added in the 2015 Adopted/2016 Endorsed Budget. This position validates and analyzes the list of Unreinforced Masonry (URM) buildings, and will add newly discovered URM buildings or remove non-URM buildings that have been demolished. The estimated time to complete the work was estimated at 18 months from the start date of the position. However, the hiring of the Structural Plans Engineer position was delayed until May 2015, and this pushed the project start date out to May 2015. As a result, the revised project completion date is December 2016. Carry forward resources from 2015 will allow SDCI to continue funding of this position and the URM validation and analysis work, as well as publication of a final report.	

Item	Title/Description	Amount/FTE
1.11	Code Compliance Division Vehicles carry forward appropriation (Seattle Department of Construction and Inspections, Planning and Development Fund (15700))	\$120,000
	This item increases appropriation authority by \$120,000 (\$60,000 of which will come from existing General Fund resources) in the Code Compliance BCL (U2400) and provides resources for Seattle Department of Construction and Inspections (SDCI) to fund four vehicles that were ordered by the Finance Administrative Services Department/Fleet Management Division in 2015 but will not be delivered and billed for until 2016. One vehicle is for Code Compliance's marijuana enforcement (\$30,000) and was authorized in the 2015 3rd Quarter Supplemental Budget; one is for Code Compliance's general code enforcement activities (\$30,000) and is funded through 2015 cost savings; and two vehicles are for the Code Compliance's Rental Registration and Inspection Ordinance (RRIO) program (\$60,000) and were funded in the 2015 Adopted Budget. Carry forward resources from 2015 will allow SDCI to pay the costs for the delivery of these vehicles in 2016.	
1.12	Renewals Vendor and Staff Expenses carry forward appropriation (Seattle Department of Construction and Inspections, Planning and Development Fund (15700))	\$27,050
	This item increases appropriation authority by \$27,050 in the Seattle Department of Construction and Inspections' (SDCI) Code Compliance BCL (U2400) and provides resources for renewals work in the Rental Registration and Inspection Ordinance (RRIO) program that was delayed into 2016. A total of \$64,200 was added to the Code Compliance RRIO program in the 2015 2nd Quarter Supplemental Budget to fund vendor costs and staff time for adding RRIO registration renewals in the Accela IT system. The project is on budget, but the timing of the work was delayed into 2016 due to limited staff capacity. Carry forward resources from 2015 will allow SDCI to finish the renewals in early 2016.	
1.13	New Employee Workstation Setup carry forward appropriation Seattle Department of Construction and Inspections, Planning and Development Fund (15700))	\$31,500
	This item increases appropriation authority by \$31,500 in the Seattle Department of Construction and Inspections' (SDCI) Code Compliance BCL (U2400) for employee workstation set-up work in the Rental Registration and Inspections Ordinance (RRIO) program that was delayed into 2016. A total of \$31,500 was added to the Code Compliance RRIO program in the 2015 Adopted budget. The funding was planned for new RRIO employee workstation set-up; however, the workstation set-up was postponed due to delayed hiring. Carry forward resources from 2015 will allow SDCI to set up the workstations as the RRIO program approaches full staffing in early 2016. FAS is leading this work for the RRIO program in January and February 2016.	
1.14	Seattle 2035 Comprehensive Plan Update – POEL Outreach (Seattle Department of Construction and Inspections, Planning and Development Fund (15700))	\$19,745
	This item increases appropriation authority by \$19,745 in the Seattle Department of Construction and Inspections (SDCI) Code Compliance (U2400) BCL and provides resources to support outreach strategies for the Seattle 2035 Comprehensive Plan. Due to change in leadership and the subsequent restructuring of how outreach and engagement are conducted, the funding was not used in 2015 as anticipated. Carry forward resources from 2015 would allow OPCD to finish the outreach in early 2016. The funding is being carried forward in SDCI and transferred to OPCD through the Quarter 1 Supplemental Budget.	

Item	Title/Description	Amount/FTE
1.15	Seattle Center and Uptown Strategic Parking Study and Uptown EIS Transportation Analysis (Seattle Department of Construction and Inspections, Planning and Development Fund (15700))	\$400,000
	This item increases appropriation authority by \$400,000 in the Seattle Department of Construction and Inspections (SDCI) Code Compliance (U2400) BCL for the Seattle Center and Uptown Strategic Parking Study and Uptown Environmental Impact Statement (EIS) Transportation Analysis. The City was unable to begin the study until late 2015 because the Seattle Center was under a proviso that was not lifted until late 2015. The funding is being carried forward in SDCI and transferred to the Office of Planning and Community Development (OPCD) through the Quarter 1 Supplemental Budget.	
1.16	HALA Mandatory Housing Affordability EIS (Seattle Department of Construction and Inspections, Planning and Development Fund (15700))	\$400,000
	This item increases appropriation authority by \$400,000 in the Seattle Department of Construction and Inspections (SDCI) Code Compliance (U2400) BCL for the Mandatory Housing Affordability Environmental Impact Statement (EIS) that is currently being developed. The funding was provided in the 2015 3rd Quarter Supplemental. It is anticipated that the Request for Proposal (RFP) will be advertised at the beginning of March 2016. The funding is being carried forward in SDCI and transferred to the Office of Planning and Community Development (OPCD) through the Quarter 1 Supplemental Budget.	
1.17	Park District Carry Forward-Asset Management and Work Order System (Department of Parks and Recreation, Park and Recreation Fund (10200))	\$597,000
	This item increases appropriation authority by \$597,000 in the Finance and Administration BCL and provides resources to the Department of Parks and Recreation to deploy a new Asset Management and Work Order System (AMWO). AMWO was a planned two year initiative funded by the Park District in 2015 and funding will carry forward to complete the project in 2016 as planned. System development is currently underway with an anticipated go-live date of fall 2016.	
1.18	Park District Carry Forward-Encroachment Enforcement Funding (Department of Parks and Recreation, Park and Recreation Fund (10200))	\$84,442
	This item increases appropriation authority by \$84,442 in the Planning and Development BCL and provides resources to the Department of Parks and Recreation to continue encroachment enforcement efforts. The Park District provided funding in 2015 to identify and remove of hundreds of property encroachments in public parks. These encroachments range from landscape work that captures public land to major improvements such as swimming pools, decks, and sport courts. Hiring the encroachment enforcement staff delayed the purchase of all necessary equipment and the remaining 2015 funds will be carried forward to allow for the one time equipment purchases in 2016.	
1.19	Park District Carry Forward-Vehicle Purchase (Department of Parks and Recreation, Park and Recreation Fund (10200))	\$30,000
	This item increases appropriation authority by \$30,000 in the Facility and Structure Maintenance BCL and provides resources to Seattle Parks and Recreation to cover the one time purchase of a vehicle. The Park District provided funding in 2015 for the Make Parks Safer initiative which increases staff resources for animal control services in parks owned off leash dog areas. The initiative begins in 2016, and one time funding for a vehicle was included in the 2015 budget. The vehicle was ordered in 2015 and will not be delivered until 2016. As such, Park District funding for the vehicle will be carried forward to cover the one time vehicle expense in 2016.	

Item	Title/Description	Amount/FTE
1.20	Park District Carry Forward-Off Leash Area Planning (Department of Parks and Recreation, Park and Recreation Fund (10200))	\$14,000
	This item increases appropriation authority by \$14,000 in the Policy Direction and Leadership BCL and provides resources to the Department of Parks and Recreation to fund the Off Leash Area Master Plan currently under development. The Park District provided funding in 2015 to develop a strategic plan for the department's 14 off leash areas. The plan will guide maintenance needs and improvements that will be funded beginning in 2016. City Council extended the master plan deadline to early 2016 and as such, some of the expenses to finalize the plan (printing, public outreach, final staff time) were not realized in 2015. This funding will be carried forward to cover remaining costs in 2016.	
1.21	Park District Carry Forward-Scholarships (Department of Parks and Recreation, Park and Recreation Fund (10200))	\$288,490
	This item increases appropriation authority by \$288,490 in the Recreation Facilities and Programs BCL and provides resources to the Department of Parks and Recreation to fund recreation scholarships. The Park District provided funding in 2015 to develop an implementation plan for the Recreation for All Scholarship Fund and provide subsidies for scholarships. The implementation plan is complete and the remaining funds carried forward will be used towards scholarship funding in 2016 as originally planned.	
1.22	Park District Carry Forward-Recreation Opportunities for All (Department of Parks and Recreation, Park and Recreation Fund (10200))	\$12,500
	This item increases appropriation authority by \$12,500 in the Recreation Facilities and Programs BCL and provides resources to the Department of Parks and Recreation to continue outreach efforts in underserved neighborhoods. The Park District provided funding in 2015 to develop an agreement with Neighborhood House to conduct outreach efforts with a focus on the Yesler and High Point communities. Neighborhood House partners with diverse individuals and families to build community and achieve their goals for health, education, and self-sufficiency. They began providing services in 2015 but did not complete their work. Unspent funds will carry forward to complete the outreach effort in 2016.	
1.23	SCC Carry Forward-Vehicle Purchase (Department of Parks and Recreation, Park and Recreation Fund (10200))	\$54,000
	This item increases appropriation authority by \$54,000 in the Seattle Conservation Corps BCL and provides resources to the Department of Parks and Recreation to cover the one time purchase of vehicle. The vehicle is a utility vehicle, a Ford F350, necessary to support additional work, particularly on green storm water infrastructure. The vehicle was ordered in 2015 and will not be delivered until 2016. As such, funding for the vehicle will be carried forward to cover the one time vehicle expense in 2016.	
1.24	Minimum Wage for City Employees (Finance General, General Subfund (00100))	\$516,182
	This item increases appropriation authority by \$516,182 in Reserves BCL (2QD00). This will ensure resources for 2015 retro payments that will be paid out in 2016 related to minimum wage salary increases for City employees.	

Item	Title/Description	Amount/FTE
1.25	University District Food Bank Building (Finance General, General Subfund (00100))	\$250,000
	This item increases appropriation by \$250,000 in the Reserves BCL (2QD00). In the 2015 Adopted and 2016 Endorsed Budget, \$250,000 was placed in Finance General Reserves for the University District Food Bank's new facility. The funding was to be allocated after the receipt of a final development budget, and an executed contract for services between the City and the University District Food Bank. The Human Services Department has received a development budget for the project, budget the contract was not executed by the end of 2015. The contract will be executed in 2016 and a request to transfer funding from Finance General Reserves to the Human Services Department will be included in the Q1 Supplemental Ordinance.	
1.26	Equity Transferable Development Rights Program (Legislative Department, General Subfund (00100))	\$40,000
	This item increases appropriation authority by \$40,000 to the Legislative Department BCL and provides resources to the Legislative Department for a study of the feasibility of creating an Equity Transferable Development Rights Program. These funds were requested by Councilmember O'Brien from the Council consultant budget and approved by Council President Burgess in December 2015 but there was insufficient time to execute the consultant contract in 2015.	
1.27	Legislative Department Consulting Services (Legislative Department, General Subfund (00100))	\$280,000
	This item increases appropriation authority by \$280,000 to the Legislative Department BCL and provides resources to the Legislative Department for supplementing the City Council's consultant budget. This carry forward request will fund consulting services that were undertaken in 2015 and which are continuing into 2016 and will support the City Council work program and other matters, such as identifying options for improving the sustainability of Seattle Center's operating budget, including cultivation of new and expanded resources of income.	
1.28	Department of Parks and Recreation Performance Management Consultant (Legislative Department, General Subfund (00100))	\$98,000
	This item increases appropriation authority by \$98,000 to the Legislative Department BCL and provides resources to the Legislative Department to continue work on the Department of Parks and Recreation performance management consultant contract. City Council appropriated \$317,000 in the Legislative Department's 2015 budget to evaluate the performance, efficiency and effectiveness of the Department of Parks and Recreation in providing park and recreation services. The contract was executed for \$219,000, leaving a balance of \$98,000 from the appropriation. This carry forward request will fund further work that the consultant might recommend.	
1.29	Separated Employees Final Pay and Cash Out Costs (Legislative Department, General Subfund (00100))	\$84,000
	This item increases appropriation authority by \$84,000 to the Legislative Department BCL and provides resources to the Legislative Department for separated employees' final pay and cash out costs. This carry forward request will cover unfunded final pay and cash out costs incurred in January 2016 for three Councilmembers and their staff who separated from the City on December 31, 2015.	

Item	Title/Description	Amount/FTE
1.30	City Council District Offices (Legislative Department, General Subfund (00100))	\$375,000
	This item increases appropriation authority by \$375,000 to the Legislative Department BCL and provides resources to the Legislative Department for partial funding of City Council District offices. This carry forward request will allow the Council to establish offices in Council Districts and would cover infrastructure and staffing costs in 2016. Additional appropriations will be required in future years.	
1.31	Office reconfiguration and space improvements. (Executive, General Subfund (00100))	\$310,000
	This item increases appropriation authority by \$310,000 to the Office of the Mayor BCL and provides resources to the Office of the Mayor for office space improvements. This carry forward request will allow the Office of the Mayor to complete office space improvements and reconfiguration work started in 2015.	
1.32	HALA Outreach (Executive, General Subfund (00100))	\$50,000
	This item increases appropriation authority by \$50,000 to the Office of the Mayor BCL and provides resources to the Office of the Mayor for outreach related to the Mayor's Housing Affordability and Livability Agenda. This carry forward request will allow the Office of the Mayor, as well as a transfer funds to the Department of Neighborhoods, to fund outreach work the departments were not able to finish in 2015.	
1.33	Office of Labor Standards Business Outreach Funds (Executive, General Subfund (00100))	\$176,500
	This item increases appropriation authority by \$176,500 to the Labor Standards BCL and provides resources to Office of Labor Standards (OLS) for the OLS Business Outreach and Education campaign. OLS was able to provide outreach to workers and launch OLS grants process in 2015, but had limited resources to launch the business campaign. OLS has set aside 2015 budget for the OLS business outreach campaign. Carry forward resources will allow OLS to move forward with this campaign in 2016.	
1.34	Restaurant Success Initiative (Executive, General Subfund (00100))	\$20,000
	This item increases appropriation authority by \$20,000 to the Office of Economic Development BCL and provides resources to the Office of Economic Development (OED) to continue outreach work on the Restaurant Success initiative that was launched November 2014. Of the \$75,000 appropriated for programming, \$20,000 remains and would be used for carrying out outreach activities to immigrant and refugee communities. Working in partnership with the Office of Immigrant and Refugee Affairs, OED identified the need for translation services, culturally appropriate collateral materials, promotion and marketing events, and advertising of the City's Restaurant Success initiative in the Chinese and Spanish-speaking communities.	
1.35	OED Space Planning (Executive, General Subfund (00100))	\$76,000
	This item increases appropriation authority by \$76,000 in the Office of Economic Development BCL and provides resources to the Office of Economic Development (OED) to purchase and install new furniture for a portion of our office. These funds will be used to reconfigure space to accommodate new hires and work with Finance and Administrative Services (FAS) to develop a new space plan. The current space configuration is inadequate for OED staff.	

Item	Title/Description	Amount/FTE
1.36	East African Focus Groups (Executive, General Subfund (00100))	\$12,000
	This item increases appropriation authority by \$12,000 in the Office of Immigrant and Refugee Affairs BCL and provides resources to OIRA for focus groups. The need to do focus groups was not anticipated prior to the 2016 budget process. Contracts could not be set up and exhausted in 2015 because the request was made late in the year.	
1.37	Moving Expenses (Executive, General Subfund (00100))	\$34,000
	This item increases appropriation authority by \$34,000 to the Office of Immigrant and Refugee Affairs BCL and provides resources to OIRA for moving expenses. OIRA set aside money for their 2015 moving expenses but could not encumber them because the move was delayed until January 2016.	
1.38	Language Access Process Benchmarking (Executive, General Subfund (00100))	\$30,000
	This item increases appropriation authority by \$30,000 to the Office of Immigrant and Refugee Affairs BCL and provides resources to OIRA for language access evaluation. OIRA needed an evaluator to provide them with the information needed to guide them in developing their language access program but could not find an expert in time to encumber a contract in 2015.	
1.39	Citizenship Web Portal (Executive, General Subfund (00100))	\$16,800
	This item increases appropriation authority by \$16,800 to the Office of Immigrant and Refugee Affairs BCL and provides resources to OIRA for a citizenship web portal. OIRA set aside resources for the web portal in 2015 but could not encumber a contract in time due to a longer than expected IT review process.	
1.40	CitizenshipWorks (Executive, General Subfund (00100))	\$10,000
	This item increases appropriation authority by \$10,000 to the Office of Immigrant and Refugee Affairs BCL and provides resources to OIRA for software technical support and training. The New American Campaign issued a public release in September 2015 that it would be hosting a site in Seattle in 2016 and OIRA wants to take advantage of the opportunity to bolster their New Citizenship Program (NCP) efforts. OIRA could not encumber contracts in 2015 due to the short notice and being short-staffed.	
1.41	New American Campaign (Executive, General Subfund (00100))	\$5,000
	This item increases appropriation authority by \$5,000 to the Office of Immigrant and Refugee Affairs BCL and provides resources to OIRA for legal trainings and workshops for partners to build capacity. New American Campaign issued a public release in September 2015 that it would be hosting a site in Seattle in 2016 and OIRA wants to take advantage of the opportunity to bolster their New Citizenship Program (NCP) efforts. OIRA could not encumber contracts in 2015 due to the short notice and being short-staffed.	

Item	Title/Description	Amount/FTE
1.42	City Leadership Academy (Seattle Department of Human Resources, General Subfund (00100))	\$200,000
	This item increases appropriation authority by \$200,000 to the Talent Acquisition and Management BCL and provides resources to the Seattle Department of Human Resources for the City Leadership Academy. In the 2015 budget, SDHR had allocated \$100,000 in consultant costs and \$100,000 in materials and fees to support the reimplementation of this program. At the request of the Mayor's Office this process was put on hold in the spring of 2015. In the fall of 2015, with the approval of the Mayor's Office, SDHR began accepting applications for this program and started vetting consultants to support this work. Consultant were selected at the end of the year and contracts are currently being formalized. Program participants were selected and orientation took place in early January of this year. With the program now in full swing, SDHR respectfully requests the funding allocated in 2015 be carried over to the 2016 operating budget to support the City Leadership Academy program costs.	
1.43	Development Dimension International (Seattle Department of Human Resources, General Subfund (00100))	\$101,000
	This item increase appropriation authority by \$101,000 in the Talent Acquisition and Management BCL and provides resources to the Seattle Department of Human Resources for materials and fees in support of centralized management and leadership development training. In the 2015 budget, SDHR received \$300,000 for materials and fees related to citywide management and leadership training. Materials were purchased from one vendor, Development Dimension International, and at the end of the year, payments to this vendor totaled \$199,000. SDHR anticipates increased spending in 2016 on materials and consultant fees above the \$300,000 currently budgeted and respectfully requests carry forward of unspent 2015 funds totaling \$101,000 to provide necessary training to supervisory personnel citywide.	
1.44	Street Use Customer Counter Remodel (Seattle Department of Transportation, Transportation Operating Fund (10310))	\$500,000
	This item increases appropriation authority by \$500,000 in the ROW Management BCL (17004) to remodel the street use customer service counter. This item was approved in the second quarter 2015 supplemental budget ordinance, but the work was not completed during 2015. This item is funded from Street Use Fees.	
1.45	Thomas Street Improvements (Seattle Department of Transportation, Transportation Operating Fund (10310))	\$800,000
	This item increases the appropriation authority by \$800,000 ROW Management BCL (17004) to provide funds for SDOT's share of the Thomas Street Complete Streets project, which was funded in the second quarter 2015 supplemental budget ordinance (124838). This project is being done in partnership with the Seattle City Light substation project to leverage design/construction costs. This item is funded by South Lake Union mitigation fees.	

Item	Title/Description	Amount/FTE
1.46	ST3 Financial Plan (Seattle Department of Transportation, Transportation Operating Fund (10310))	\$27,200
	This item increases appropriation authority by \$27,200 in the Engineering Services BCL (17002) to represent the City's interests in Sound Transit 3 planning efforts. These efforts began in 2014 and will conclude before the Sound Transit 3 vote in November 2016. The funds to be carried forward are Commercial Parking Tax.	
1.47	Hand-Held Ticketing (HHT) Replacement Project (Seattle Police Department, General Subfund (00100))	\$329,000
	This item increases appropriation authority by \$329,000 in the Special Operations BCL for the replacement and upgrade of hand-held ticketing (HHT) devices in Parking Enforcement. The 2013 Adopted Budget included funding to upgrade and replace all HHT devices in Parking Enforcement as the current devices have exceeded their replacement lifecycle. New devices will enable Parking Enforcement to continue to efficiently and effectively enforce parking regulations and integrate pay-by-phone enforcement into a single device. The department's procurement process involved in-depth testing of multiple devices and vendor software with several rounds of scoring resulting in a delay of vendor selection to 2014. Additional implementation delays require remaining project funds to be carried forward into 2016.	
1.48	Reimbursement to GF for SPD and SMC (School Safety Traffic and Pedestrian Improvement Fund (SZF), School Safety Traffic and Pedestrian Improvement Fund (18500))	\$1,800,000
	This item increases appropriation authority by \$1,800,000 in the Camera Operations, Administration, and Enforcement BCL. This will provide for the transfer of fund balance in the School Safety Traffic and Pedestrian Improvement Fund to the General Subfund to cover 2015 operational expenditures made in the Seattle Police Department and the Seattle Municipal Court related to fixed automated cameras. A process is being developed to reconcile expenditures and implement transfers to the General Subfund in a timelier manner.	
	Section 2 – Appropriation Increases with Automatic Carry-Forward Authority	
2.1	Request to Carryforward Appropriation to Complete the Implementation of Public Disclosure Tracking System (Department of Finance & Administrative Services, Finance and Administrative Services Fund (50300))	\$300,000
	This item increases appropriation authority by \$300,000 in the Business Technology BCL to provide the necessary funding to complete development and implementation of the public Disclosure Tracking System. The citywide system was anticipated to go live in 2015 and has been delayed to 2016. The goals and business requirements for the citywide system need to be re-assessed to ensure the development of a system to meet the needs of all stakeholders, and ongoing business processes and policies need to be re-addressed. FAS requests carryforward of 300,000 to complete the project. This carryforward funding will provide for a project manager, business analyst and vendor customizations.	

Item	Title/Description	Amount/FTE
2.2	Request to Carryforward Appropriation to Complete Implementation of the Central Waterfront Redevelopment Local Improvement District (LID) Billing System (Department of Finance & Administrative Services, Central Waterfront Improvement Fund (35900))	\$314,000
	This item increases appropriation authority by \$314,000 in the Central Waterfront Improvement Program Financial Support BCL to provide additional funding for the implementation of the Central Waterfront Redevelopment Local Improvement District (LID) billing system. The City Council provided new funding in the 2016 Budget for a new LID billing system, an updated special benefit study, and outreach services to district property owners. The carry forward of these additional resources will allow FAS to complete the billing system development. See related item 2.3.	
2.3	Request to Carry forward Appropriation to Complete Implementation of the Tax Audit, Business Improvement Area (BIA), and Local Improvement District (LID) Billing System (Department of Finance & Administrative Services, Finance and Administrative Services Fund (50300))	\$960,000
	This item increases appropriation authority by \$960,000 in the Financial Services BCL to provide funding to complete the implementation of the Tax Audit selection, Business Improvement Area (BIA), and Local Improvement District (LID) billing system. The City Council provided new funding in the 2016 Budget for a new billing system. The carry forward of these additional resources will allow FAS to complete the billing system development. See related item 2.2.	
2.4	Only In Seattle Infrastructure Program Funding (Executive, General Subfund (00100))	\$249,000
	This item increases appropriation authority by \$249,000 to the Office of Economic Development BCL to carry forward funding awarded to business districts with parking meters or business districts in low-income neighborhoods impacted by construction via a public request for proposal process under the Office of Economic Development's Only In Seattle program. This funding was made available in the 2015 Adopted Budget for the purpose of funding capital improvements to enhance business district streetscapes and the pedestrian environment and was awarded to seven projects. Some projects ended the year with a balance for different reasons. A few projects awarded funding require multiple years to be completed and others experienced delays due to changes in city policy, weather conditions affecting planned projects or changes in project scope. This funding will be used to complete tree well improvements and alley improvements in the U District, a Ballard Avenue lighting design plan and Ballard Commons Park activation, repair of a light pole in Pioneer Square, design and phase 1 implementation of a street closure and public art in Roosevelt, Vietnamese street signs in Little Saigon and SDOT staff costs to oversee projects. No additional funding will be needed to implement these projects in 2016.	
2.5	Pension Administration System (Employees' Retirement System, Employees' Retirement System Fund (60100))	\$4,093,000
	This item increases appropriation authority by \$4,093,000 in the Employees' Retirement BCL and provides resources to the Seattle City Employees' Retirement System for the implementation of a Pension Administration System (PAS). The PAS implementation project is a multiple year project expected to be complete in 2018. The contract for the PAS was not signed until November 2015 so, while 2015 was budgeted to have a full year of project expense, most of the project's first year of expenses will occur in 2016	