

SUMMARY and FISCAL NOTE*

Department:	Dept. Contact/Phone:	Executive Contact/Phone:
City Budget Department	Thomas L Taylor /3-5032	Ben Noble / 4-8160

** 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

- a. **Legislation Title:** AN ORDINANCE amending Ordinance 125207, which adopted the 2017 Budget, including the 2017-2022 Capital Improvement Program (CIP); changing appropriations to various departments and budget control levels, and from various funds in the Budget; and ratifying and confirming certain prior acts, all by a 3/4 vote of the City Council.
- b. **Summary and background of the Legislation:** This legislation appropriates unexpended non-capital appropriations from the 2016 Budget to the 2017 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 2016 appropriations for non-capital purposes in the amount of \$18.2 million. Appropriations were made in the 2016 Budget for these expenditures but for various reasons, spending was not initiated or completed during the 2016 fiscal year. This ordinance re-appropriates these funds, which lapsed at the end of 2016, in most cases for the same purposes that the funds were dedicated to in 2016.

2. CAPITAL IMPROVEMENT PROGRAM

- a. Does this legislation create, fund, or amend a CIP Project? ___ Yes ___ X No
- b.

3. SUMMARY OF FINANCIAL IMPLICATIONS

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

Budget program(s) affected:	General Fund \$		Other \$	
Appropriation change (\$):	2017	2018	2017	2018
	\$ 5,335,646		\$ 12,820,487	
Estimated Revenue change (\$):	Revenue to General Fund		Revenue to Other Funds	
	2017	2018	2017	2018

Positions affected:	No. of Positions		Total FTE Change	
	2017	2018	2017	2018

- 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?**
Yes, some items in this ordinance represent costs increases to departments in order for them to accomplish the desired objectives as stated in Attachment A to this document.
- c. 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 2017 budgets, or foregoing the benefits from the services, programs, or items for which the funds would be used.

3.d. Appropriations

X This legislation adds, changes, or deletes appropriations.

Fund Name and number	Dept	Budget Control Level Name/##	2017 Appropriation Change	2018 Estimated Appropriation Change
TOTAL				

Appropriations Notes: See Attachment A to this document: 2016 Year End Carry Forward Ordinance Summary Detail Table

4. OTHER IMPLICATIONS

- a. Does this legislation affect any departments besides the originating department?**
Yes, this legislation impacts a number of departments' 2017 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.
- b. Is a public hearing required for this legislation?**
No
- c. Does this legislation require landlords or sellers of real property to provide information regarding the property to a buyer or tenant?**
No
- d. Is publication of notice with *The Daily Journal of Commerce* and/or *The Seattle Times* required for this legislation?**
No

e. Does this legislation affect a piece of property?

No

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

Please see Attachment A to this document for any RSJI implications.

g. If this legislation includes a new initiative or a major programmatic expansion: What are the specific long-term and measurable goal(s) of the program? How will this legislation help achieve the program's desired goal(s).

Please see Attachment A to this document for any RSJI implications.

h. Other Issues:

List attachments/exhibits below:

Attachment A - 2016 Year End Carry Forward Ordinance Summary Detail Table

2016 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))	\$60,000
	This item increases appropriation authority by \$60,000 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 2016 ARTS budget included funding for replacement of the outdated grants management system, called Culture Grants Online (CGO). During 2015 and 2016, ARTS reviewed multiple products, identified an appropriate replacement, and submitted a proposal to Seattle IT for review. Seattle IT's review continued through 2016, along with additional review by the Summit Re-implementation team. This process took longer than expected and when there was consensus on a product meeting the City's requirements, it was learned that the manufacturer no longer offered the product. Seattle IT supports ARTS request for these funds to be carried forward for purchase of a replacement product, and anticipates that one of the other extensively reviewed products will meet ARTS needs and comply with Seattle IT's requirements. Carry forward resources from 2016 would allow ARTS to move forward with replacement of its online product in early 2017.	
1.2	Secure Scheduling Evaluation (Office of City Auditor, General Subfund (00100))	\$23,000
	This item increases appropriation authority by \$23,000 to the Office of City Auditor BCL and provides resources to the Office of City Auditor for components of the evaluation of the Secure Scheduling Ordinance. These funds were part of a total of \$118,000 approved by the City Council in 2016, and a contract was executed in 2016 with the University of Washington's West Coast Poverty Center for \$95,000. However, there was insufficient time to execute a contract amendment with the University of Washington's West Coast Poverty Center for the scope of work associated with the remaining \$23,000 in 2016.	
1.3	Hate Crimes Review (Office of City Auditor, General Subfund (00100))	\$25,000
	This item increases appropriation authority by \$25,000 to the Office of City Auditor BCL and provides resources to the Office of City Auditor for consulting contracts associated with a review of hate crimes in the City of Seattle. These funds were requested by Councilmember Herbold from the Council consultant budget, approved by Council President Harrell, and transferred to the Office of City Auditor in 2016, but there was insufficient time to finalize the scope of work for the consultants to execute the contracts in 2016.	
1.4	Seattle Youth Violence Prevention Initiative Evaluation (Office of City Auditor, General Subfund (00100))	\$9,812
	This item increases appropriation authority by \$9,812 to the Office of City Auditor BCL and provides resources to the Office of City Auditor for costs associated with its evaluation of the Seattle Youth Violence Prevention Initiative, including a forthcoming invoice from the Seattle Police Department for their participation in a 2016 symposium sponsored by the Oakland Unified School District about a program that has reduced suspensions and expulsions of African American male students by 45% and arrests of African American male students by 44%.	
1.5	Budget system replacement (Executive, General Subfund (00100))	\$200,000
	This item increases appropriation authority by \$200,000 to the City Budget Office BCL and provides resources to the Executive Department for replacing the budget systems used by the Executive and the City Council. The funding will	

Item	Title/Description	Amount/FTE
	support work on this project in the Seattle Information Technology Department and other resources needed to develop the project in 2017.	
1.6	Technical Assistance for Community Groups (Department of Neighborhoods, General Subfund (00100))	\$30,000
	This item increases appropriation authority by \$30,000 to the Community Building BCL and provides resources to the Department of Neighborhoods (DON) for technical assistance for community groups, District Council organizations and other community and neighborhood-based organizations. DON will work with organizations to provide assistance with sustainability and organizational development, including but not limited to, training, facilitation, outreach, recruitment, and communications. This funding was provided through the 2016 3Q supplemental. The resolution and ordinance that was central to this add was passed by City Council in late November 2016. We began preliminary work, identifying necessary trainings, in December but we were unable to finish before the end of the year. We will focus on four to five trainings and technical assistance to offer community groups, such as "how to utilize social media", "how to facilitate a meeting", "how to apply for a community grant", and "how to advocate for an issue". Carryforward resources would allow DON to complete this work in 2017. No resources in the 2017 Adopted Budget exist for this work.	
1.7	Community Emergency Hubs (Department of Neighborhoods, General Subfund (00100))	\$12,600
	This item increases appropriation authority by \$12,600 to the Executive Leadership and Administration BCL and provides resources to the Department of Neighborhoods (DON) for completing the work of equipping the Community Emergency Hubs with emergency supplies. The Community Emergency Hub program was a one-time Council add in 2016 that provided \$18,000 in resources for community groups to set up their own emergency hubs. DON collaborated with Office of Emergency Management (OEM) on this project. Competing priorities on OEM's side as well as a heavy storm season contributed to the delay of this project. Carryforward resources from 2016 would allow DON, in collaboration with OEM, to finalize the remaining orders for hubs and delivering items to community groups. No resources in the 2017 Adopted Budget exist for this item.	
1.8	Find It Fix It Community Walk program (Department of Neighborhoods, General Subfund (00100))	\$20,700
	This item increases appropriation authority by \$20,700 to the Community Building BCL and provides resources to the Department of Neighborhoods (DON) for grant commitments already made in 2016 for the Find It Fix It Community Walk program. In 2016, funds were committed to community-led projects in Find It Fix It neighborhoods including Roxhill, Belltown, Georgetown, Crown Hill/Whittier Heights, Judkins Park and Wallingford, but were not spent due to the community-led projects needing additional preparation time or permitting, or needing to be completed during summer months. Carryforward resources from 2016 would allow DON to fulfill these community grant commitments in 2017. No resources in the 2017 Adopted Budget exist for these grant commitments.	
1.9	Cascade P-Patch Mitigation funds (Department of Neighborhoods, General Subfund (00100))	\$12,000
	This item increases appropriation authority by \$12,000 to the Community Building BCL and provides resources to the Department of Neighborhoods (DON) for mitigation impacts to the Cascade P-Patch community garden as a	

Item	Title/Description	Amount/FTE
	result of SDOT's green street projects. Funding for mitigation in the amount of \$12,000 was received by DON in 2016, but SDOT's green street projects did not begin in 2016 as originally anticipated. Carryforward resources from 2016 would allow DON to cover mitigation impacts when SDOT's green street projects happen in 2017. No resources in the 2017 Adopted Budget exist for this item.	
1.10	DON Workstations (Department of Neighborhoods, General Subfund (00100))	\$36,000
	This item increases appropriation authority by \$36,000 to the Executive Leadership and Administration BCL and provides resources to the Department of Neighborhoods (DON) for installing additional work stations in DON as a result of increased staffing. Work order for installation of furniture, cubicle walls, IT cabling, etc. was submitted to FAS toward the latter part of 2016 after the number of employees was finally determined in the 2017 adopted budget; however, full installation will not be completed until 2017 and FAS only bills upon 100% completion of the work. Carryforward resources from 2016 would allow DON to pay FAS for this work that started in 2016 and will be completed in 2017. No resources in the 2017 Adopted Budget exist for this item.	
1.11	Security Glass Installation (Department of Neighborhoods, General Subfund (00100))	\$38,000
	This item increases appropriation authority by \$38,000 to the Executive Leadership and Administration BCL and provides resources to the Department of Neighborhoods (DON) for installing security glass in the reception area as a result of concerns by staff about workplace safety. DON worked with FAS in July and August, receiving a feasibility bid of \$18,000. In January 2017 FAS contacted DON with a status update, however, because FAS approached an inappropriate vendor they had to rebid. This delayed the project and raised the costs as the new bid is approximately \$38,000. Carryforward resources from 2016 would allow DON to pay FAS for work that we committed to in the summer of 2016. No resources in the 2017 Adopted Budget exist for this item.	
1.12	Historic Preservation Guidelines (Department of Neighborhoods, General Subfund (00100))	\$20,000
	This item increases appropriation authority by \$20,000 to the Community Building BCL and provides resources to the Department of Neighborhoods (DON) for consultant work on guidelines for both Chinatown International District and Pioneer Square. This work started in 2016 due to development pressures in these neighborhoods. Various lawsuits and decisions such as 316 Alaska Way delayed the timeline. Carryforward resources from 2016 would allow DON to complete these guidelines in 2017. No resources exist in the 2017 Adopted Budget for this item.	
1.13	SRI Resources for DON and DEEL (Department of Neighborhoods, General Subfund (00100))	\$98,000
	This item increases appropriation authority by \$98,000 to the Executive Leadership and Administration BCL and provides resources to the Department of Neighborhoods (DON) to provide support for the Summit Re-implementation project. This amount represents the remaining funds provided in DON's 2016 budget for SRI resources to cover DON and the Department of Early Learning (DEEL), as DON is the outsourced provider of accounting services for DEEL. Of this amount \$37,000 is for consultant technical services to cover side system integration needs related to the new Citywide grants management system. The remaining amount, \$61,000, is for DON supplemental staffing for a compressed timeframe in mid to late 2017 to get all the necessary items transferred into the new Summit 9.2 system and be tested.	

Item	Title/Description	Amount/FTE
1.14	2016 Park District Operating Initiatives Carry Forward (Department of Parks and Recreation, Park and Recreation Fund (10200))	\$925,000
	This item increases appropriation authority by \$925,000 to the Finance and Administration BCL in order to appropriate resources carried forward for the Park District as approved in Park District Resolution 16. This companion item provides the resources in the Parks Operating Fund (10200) to fully spend funds appropriated in the 2016 Park District budget. The carry forward amounts are from the Park District's Fix It First BCL to fund the Asset Management Work Order System (AMWO) and from the Park District's Programs for People BCL to fund the recreation program and registration system upgrade (CLASS).	
1.15	Non-Technical SRI Carry Forward (Department of Parks and Recreation, Park and Recreation Fund (10200))	\$505,000
	This item increases appropriation authority by \$505,000 in the Finance and Administration BCL and provides resources to the Department of Parks and Recreation (DPR) for continued SRI support in 2017. DPR was able to obtain consulting support for side system integration and project structure development, two areas of work needed to make the transition to PeopleSoft 9.2 in 2018. The work began in late 2016 and will continue into 2017. Carry forward resources from 2016 would allow DPR to continue the SRI work in 2017 to align with current SRI goals.	
1.16	Budget Carryforward to Complete the Hearing Loop Project in the Bertha Knight Landes Room (Department of Finance & Administrative Services, Finance and Administrative Services Fund (50300))	\$37,141
	This item increases appropriation authority by \$37,141 in the Technical Services (A3100) BCL in the Department of Finance and Administrative Services (FAS) to provide the necessary funding to complete an Audio Frequency Induction Loop System (hearing loop) in the Bertha Knight Landes Room at City Hall. This increment represents the balance of the \$117,181 added via GS 119-1-B-1 (2016). Project funding will be fully expended in 2017.	
1.17	Budget Carryforward to Complete the Implementation of GovQA Project (Department of Finance & Administrative Services, Finance and Administrative Services Fund (50300))	\$100,000
	This item increases appropriation authority by \$100,000 in the Office of Constituent Services (A6510) BCL in the Department of Finance and Administrative Services (FAS) to provide the necessary funding to complete implementation of the enterprise wide SaaS application informally known as "GovQA," including the design and buildout of the invoicing module and system stabilization. This new system was first implemented in response to Council SLI 13-2-A-1 and the City Auditor's audit of the Seattle Police Department's public disclosure process, and it will ultimately be used to track and manage all City public disclosure requests centrally. The original project budget was \$192,837 (2014) and FAS pursued a phased implementation. FAS estimates that \$100,000 will be required for full system implementation in late 2017.	

Item	Title/Description	Amount/FTE
1.18	Budget Carryforward to Continue FAS Departmental SRI Project (Department of Finance & Administrative Services, Finance and Administrative Services Fund (50300))	\$1,201,193
	This item increases appropriation authority by \$1,201,193 in the Budget and Central Services (A1000) BCL in the Department of Finance and Administrative Services (FAS) to provide the necessary funding to continue FAS' department-specific work program related to the Citywide Summit Re-implementation (SRI) Project. This funding will support consultant work on FAS side systems (\$475,000) and the FAS Readiness Team's work on implementation (\$726,193). Funding of \$1,861,768 was provided in the 2016 budget and FAS began work later than anticipated.	
1.19	Finance General Reserves (Finance General, General Subfund (00100))	\$287,937
	This item increases appropriation authority by \$287,937 to the Reserves BCL and provides resources to Finance General for reserve expenditures that could not be completed in 2016. Funding will be used to pay for Crime Prevention Coordinator vehicles that will be received in 2017. It will also be used to support the City's Multi-Disciplinary Team for remaining work to be completed in 2017. Finally, the funding will be used to pay an outstanding 2016 invoice for the Get Engaged Boards and Commissioners program.	
1.20	Greensheet 103-1-A-2015 Funding reallocation (Human Services Department, Human Services Operating Fund (16200))	\$136,000
	This item increases appropriation authority by \$136,000 in the Leadership and Administration BCL and provides resources to the Human Services Department (HSD) due to the reallocation of funding tied to greensheet 103-1-A-2015. This one-time funding was for a Strategic Advisor in HSD to analyze, advise and provide recommendations on federal, regional and local funding trends for human services and to provide guidance to HSD Leadership on policies and procedures related to its investment planning, advocacy and capacity building efforts. Due to the rigid one-year timeline, HSD formally made a request to Councilmember Sally Bagshaw, for the reallocation of the funds for the following efforts instead: Capacity for Grassroots Organizations (\$70K), Capacity for Homeless System Improvements (\$50K), Capacity for Talent Pipeline Strategy (\$16K)	
1.21	Pro Tem Support (Office of Hearing Examiner, General Subfund (00100))	\$3,940
	This item increases appropriation authority by \$3,940 to Office of the Hearing Examiner and provides resources for additional Pro Tem support related to an increase in the Hearing Examiner case load.	
1.22	Department of Parks and Recreation Performance Evaluation (Legislative Department, General Subfund (00100))	\$110,308
	This item increases appropriation authority by \$110,308 to the Legislative Department BCL and provides resources to the Legislative Department for further Department of Parks and Recreation (DPR) performance management and evaluation work. City Council transferred \$317,000 from the DPR to the Legislative Department in the 2015 adopted budget to evaluate the performance, efficiency and effectiveness of the DPR in providing parks and recreation services. The initial consultant contract work, which cost \$206,692, was completed in 2016. This carry-forward request of the remaining \$110,308 from the original appropriation will fund another performance evaluation the Council intends to do in 2017.	

Item	Title/Description	Amount/FTE
1.23	Capital Project Review and Advisory (Legislative Department, General Subfund (00100))	\$30,000
	This item increases appropriation authority by \$30,000 to the Legislative Department BCL and provides resources to the Legislative Department for a review of project planning and delivery processes of large-scale City infrastructure projects. These funds were requested by Councilmember Johnson from the Council consultant budget and approved by Council President Harrell in December 2016 but there was insufficient time to execute the consultant contract in 2016.	
1.24	City Council Consulting Services (Legislative Department, General Subfund (00100))	\$200,000
	This item increases appropriation authority by \$200,000 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 2016 and which are continuing into 2017 and will support the City Council work program and other matters such as the Housing Affordability and Livability Agenda, paid family leave, and land use.	
1.25	E-Filing Solution (Legislative Department, General Subfund (00100))	\$10,000
	This item increases appropriation authority by \$10,000 to the Legislative Department BCL and provides resources to the Legislative Department for development and implementation of the Office of the City Clerk's E-Filing solution, which will enable City departments to make filings electronically rather than in hard copy with the Office of the City Clerk (OCC). Costs will include such things as development, implementation, testing, licensing, and documentation. The OCC was unable to complete the project in 2016.	
1.26	Customer Relationship Management System Phase II (Legislative Department, General Subfund (00100))	\$50,000
	This item increases appropriation authority by \$50,000 to the Legislative Department BCL and provides resources to the Legislative Department to implement phase II of the Customer Relationship Management (CRM) system. Phase I of the CRM solution developed a standard constituent case management system across the City Council Offices and Mayor's Office and was completed in 2016. Phase II is focused on expanding functionality to include various administrative components from constituent subscription management to event and meeting management to the tracking of inquiries received at the Council Reception and City Clerk's Information Services Counter.	
1.27	Office of the City Clerk Customer Service Counter (Legislative Department, General Subfund (00100))	\$30,000
	This item increases appropriation authority by \$30,000 to the Legislative Department BCL and provides resources to the Legislative Department to complete improvements to the Office of the City Clerk's (OCC) customer service counter. Some changes were made to the space in 2016 to improve service and accessibility for customers/constituents and workspace functionality for OCC staff but the entire project was not completed. This appropriation will allow the OCC to complete the project and create a customer-centric and ergonomic workspace.	

Item	Title/Description	Amount/FTE
1.28	Cash Out Costs for Employees (Legislative Department, General Subfund (00100))	\$45,000
	This item increases appropriation authority by \$45,000 to the Legislative Department BCL and provides resources to the Legislative Department to cover cash out costs for departing employees. This appropriation is needed to cover the unfunded cash out costs for employees who are separating from the City in 2017.	
1.29	Office of the Mayor Consulting and Contracting Services (Executive, General Subfund (00100))	\$475,000
	This item increases appropriation authority by \$475,000 to the Office of the Mayor BCL and provides resources to the Office of the Mayor for consulting and contracting services. This carry forward request will allow the Office of the Mayor to complete contracting work and for consulting services for both internal and external projects important to the City.	
1.30	Source of Income Outreach and Education (Executive, General Subfund (00100))	\$32,600
	This item increases appropriation authority by \$32,600 in Civil Rights BCL and provides resources to the Office for Civil Rights (OCR) to fully implement the outreach and education campaign related to the Source of Income Ordinance (ORD 125114). OCR received funding in the 2016 3rd Quarter Supplemental Budget Ordinance and was not able to fully implement the outreach and education plan. OCR has an outreach and education work plan that includes designing, printing and translating materials for distribution. The work plan also includes training materials, media, radio, and bus print ads, and trainings through June.	
1.31	Conversion Therapy Outreach and Education (Executive, General Subfund (00100))	\$51,600
	This item increases appropriation authority by \$51,600 in Civil Rights BCL and provides resources to the Office for Civil Rights (OCR) to fully implement the outreach and education campaign related to the Conversion Therapy Ordinance (ORD 125100). OCR received funding for this work in the 2016 3rd Quarter Supplemental Budget Ordinance and was not able to fully implement the outreach and education plan. OCR's outreach and education work plan includes designing, printing and translating materials for distribution. The work plan also includes training materials, media, radio, and bus print ads, and trainings through 2017.	
1.32	Employee Separation Agreement (Executive, General Subfund (00100))	\$40,000
	This item increases appropriation authority by \$40,000 in Civil Rights BCL and provides resources to the Office for Civil Rights (OCR) to pay for an employee separation agreement that provided four months' salary and benefits.	
1.33	Educational Equity Project (Executive, General Subfund (00100))	\$13,582
	This item increases appropriation authority by \$13,582 in Civil Rights BCL and provides resources to the Office for Civil Rights (OCR) for an Educational Equity Project. OCR was unable to fulfil a commitment for a 2016 RSJI educational equity project with community partners as scheduled, due to extended staff absences and unanticipated work demands (i.e., Homeless encampment monitoring). With our community partner's approval, OCR deferred this project to 2017, however, 2016 funds are needed to accomplish this work.	

Item	Title/Description	Amount/FTE
1.34	Special Events Permitting Visual Guide (Executive, General Subfund (00100))	\$35,000
	This item increases appropriation authority by \$35,000 in the Office of Economic Development BCL and provides resources to the Office of Economic Development (OED) and the Office of Film + Music (OFM) to carry out plans to develop a visual guide on the Special Event permitting process for its customers. This funding was included in the 2016 Adopted Budget to accompany the implementation of the new Special Event Fee structure. While some work was done to create an initial guide with in-house staff capacity, a more comprehensive guide is still important for our customers, but was delayed to staff engagement in other related process improvement and the implementation of the new fee structure. This work will be completed in 2017 to provide a visual guide that simplifies the complexities of working within multiple layers of government to make the phases of authoring and permitting an event less daunting and more comprehensive.	
1.35	Project Management for Summit Reimplementation (Office of Housing, Office of Housing (16600))	\$126,000
	This item increases appropriation authority by \$126,000 to the Office of Housing Operating Fund BCL for project management support of Summit Reimplementation. The 2016 Adopted Budget appropriated \$137,000 for this purpose. Due to scheduling delays in the project City-wide, the bulk of OH work originally planned for 2016 will now happen in 2017. This expense is funded by Housing Levy administration and Bonus program administration dollars. Funds will be used to continue the project management and business analysis work of an IT contractor who began work with OH in late 2016 and is expected to complete work in August 2017.	
1.36	Seattle Votes (Executive, General Subfund (00100))	\$30,000
	This item increases appropriation authority by \$30,000 in the Office of Immigration and Refugee Affairs BCL and provides resources to the Office of Immigration and Refugee Affairs (OIRA) for the Seattle Votes pilot. It will fund work on the Seattle Votes Campaign that seeks to understand barriers to civic engagement among immigrants and refugees. OIRA would like to release 3 reports that highlight data on civic engagement in 3 communities – East African, Latino and Asian Pacific Islander. OIRA would also like to engage in a pilot project that seeks to identify strategies that would result in immigrants and refugees registering to vote.	
1.37	Language Access Consulting (Executive, General Subfund (00100))	\$25,000
	This item increases appropriation authority by \$25,000 in the Office of Immigration and Refugee Affairs BCL and provides resources to the Office of Immigration and Refugee Affairs (OIRA) for the Language Access program. This funding will support work on evaluation processes and metrics for the program as well as a contract with a designer to design the toolkit that would be available online to maximize utilization by City departments.	
1.38	Immigrant Family Institute (Executive, General Subfund (00100))	\$60,160
	This item increases appropriation authority by \$60,160 in the Office of Immigration and Refugee Affairs BCL and provides resources to the Office of Immigration and Refugee Affairs (OIRA) for the Immigrant Family Institute. The funds will support two facilitators who are assisting with planning and will co-facilitate 9 sessions for the Institute. The funds will also help support implementation costs including expenses related to venue, food, travel stipends etc. as well as vouchers for the families that participate in the program.	

Item	Title/Description	Amount/FTE
1.39	Space Design (Executive, General Subfund (00100))	\$25,863
	This item increases appropriation authority by \$25,863 in Office of Labor Standards BCL and provide resources to Office of Labor Standards (OLS) permanent space design. OLS received funding for a temporary space move in 2016 but did not use the full amount and is requesting to carryforward the unused funding into 2017 to use towards the space design and construction of the permanent work space.	
1.40	OPCD City Hall Space Added Construction Costs (Executive General Subfund (00100))	\$119,000
	This item increases appropriation authority by \$119,000 to the Planning and Community Development BCL (X2P00) in the Office of Planning and Community Development (OPCD) to meet anticipated overages in renovation and relocation costs for transitioning OPCD's space from the Seattle Municipal Tower to City Hall. The space move costs are expected to exceed the amount provided in the Finance and Administration Services (FAS) budget for OPCD. This carry forward amount will help cover the difference. The space move project was delayed until June, 2017 as a result of the need to reconfigure the adjoining space with the Office of Intergovernmental Relations (OIR) and re-solicit the bid to prospective contractors. OPCD has sufficient lapsable budget to meet this request. Resources in the 2017 Adopted Budget are not available to support this project.	
1.41	Workers' Compensation System Replacement (Personnel Compensation Trust Subfunds, Industrial Insurance Subfund (00516))	\$200,000
	This item increases appropriation authority by \$200,000 in the Industrial Insurance BCL (00516) in the Personnel Compensation Trust Subfunds for the workers' compensation system replacement project. The system replacement will reduce potential litigation through timely and compliant claims administration including data management and storage, reporting requirements and claims payments. The workers' compensation unit resides in the Seattle Department of Human Resources (SDHR) which focused on reorganizational efforts of the unit in 2016 as well as making technical changes so the City will be in compliance with the new Electronic Data Interchange (EDI) by July 1, 2017, as required by the Washington State Department of Labor and Industries (L&I). Necessary staff time was not available to initiate the RFP process for the workers' compensation system in 2016. The system replacement is a unit priority in 2017 and the carry forward will fund the RFP process. In 2016, SDHR procured a project manager to aid the RFP process and began partnering with Seattle IT for project management and requirements.	
1.42	Steel Transmission Tower Maintenance (Seattle City Light, City Light Fund (41000))	\$450,000
	This item increases appropriation authority by \$450,000 in the Engineering and Technology Innovation O&M BCL (SCL910) and provides resources to City Light for steel transmission tower maintenance. SCL's Procurement and Contracts group, and the Asset Management and Large Projects group, are requesting a carry forward which is necessary due to changes and delays in the procurement process. The IFB for the Steel Transmission Tower Maintenance project procurement was initially issued on 11/10/16, however, due to process issues, the City was not able to move forward and award the contract until the week of 1/30/17.	

Item	Title/Description	Amount/FTE
1.43	Space Reconfiguration (Seattle Department of Construction and Inspections, Planning and Development Fund (15700))	\$600,000
	This item increases the space renovation master plan appropriation by \$600,000 in the Construction Permit Services BCL (U2300) and provides resources to the Seattle Department of Construction and Inspections (SDCI) to complete reconfigurations and tenant improvements of its office spaces on floors 19-22 of the Seattle Municipal Tower (SMT). In the 2016 1st Quarter Supplemental a total of \$3.4 million was added to the Construction Permit Services Operations Division Management program to reconfigure portions of the department's existing SMT space on floors 20-22 to use the space more effectively and provide improved service to customers. This phase of the project has been completed and SDCI would like to carry forward \$600,000 of the unspent budget authority to cover encumbrances that FAS has outstanding. This appropriation is backed entirely by permit fee revenue.	
1.44	Receivable Tracking App (Seattle Department of Construction and Inspections, Planning and Development Fund (15700))	\$39,550
	This item increases appropriation authority by \$39,950 in the Process Improvements and Technology (PI&T) BCL (U2800). This request is necessary for the Seattle Department of Construction and Inspections (SDCI) to complete a centralized, streamlined system for tracking receivables. A total of \$126,000 was added to the PI&T program in the 2016 1st Quarter Supplemental to develop this tool. The timeline for this project was scheduled through Q2 of 2017. The PI&T program is directly supported by SDCI Operations fee and permit revenues.	
1.45	Landlord Outreach and Education (Seattle Department of Construction and Inspections, Planning and Development Fund (15700))	\$50,000
	This item increases appropriation by \$50,000 in the Code Compliance BCL (2400) and provides resources to the Seattle Department of Construction and Inspections (SDCI) to complete a grant project initiated in 2016 for landlord outreach services provided by a community-based nonprofit organization. SDCI's Code Compliance program received the initial appropriation (\$50,000) in the 2016 1st Quarter Supplemental Ordinance (Item 12.1) for landlord outreach and education in 2016 and 2017. Due to the long selection process, a grant recipient was not selected until late 2016. The grant recipient will start to perform work in the first quarter of 2017 and will complete the project before the end of year. The scope of work will emphasize landlord education about new City regulations, including source of income protections and move-in fee limits.	

Item	Title/Description	Amount/FTE
1.46	Extend Staffing for the Shoreline Inspection Program (Seattle Department of Construction and Inspections, Planning and Development Fund (15700))	\$48,690
	This item increases appropriation authority by \$48,690 in the Code Compliance BCL (U2400) Code Compliance Program. The Seattle Department of Construction and Inspections (SDCI) is responsible for implementing shoreline regulations, including the newer floating on-water residence (FOWR) program. SDCI experienced higher than expected shoreline inspection caseloads in 2016, including several complicated FOWR appeals, while the regular shoreline inspector was on extended leave. An additional six months of staffing will allow SDCI to complete the registrations of floating on-water residences. This proposal extends an existing 1.0 FTE Code Compliance Analyst (position# 10005725), set to sunset on 6/30/2017, for six months.	
1.47	Information Technology Compensation and Classification Study (Seattle Department of Human Resources, General Subfund (00100))	\$50,000
	This item increases appropriation authority by \$50,000 in the Administrative Services BCL at the Seattle Department of Human Resources (SDHR). This carry forward will be used to fund consultant payments for the completion and implementation of the Information Technology Compensation and Classification Study, managed by SDHR. In tandem with the Local 77 – IT Professionals labor negotiations, SDHR received an appropriation of \$200,000 for this study the 2016 Quarter 3 Supplemental Budget Ordinance. The study began in 2016 with an outside compensation consultant who is conducting a review, analysis, and evaluation of the City's current discretionary pay program model and its application to the City's IT titles and to ensure equitable job classification and pay practice.	
1.48	One Center City (Seattle Department of Transportation, Transportation Operating Fund (10310))	\$713,392
	This item increases appropriation authority by \$713,392 in the Mobility Operations BCL (17003) and provides resources to SDOT to complete the One Center City long-term study. This item was originally funded in the first quarter 2016 supplemental budget. The funding sources are as follows: \$99,492 Seattle Transportation Benefit District Funds; \$76,061 street use fees; and \$537,839 reimbursable revenues from external partners.	
1.49	Thomas Street Improvements (Seattle Department of Transportation, Transportation Operating Fund (10310))	\$800,000
	This item increases the appropriation authority by \$800,000 in the ROW Management BCL (17004) to continue design and construct the Thomas Street Improvements approved in the second quarter 2015 supplemental budget. This work has been delayed due to the timing of construction and other public and private construction in the area. This joint project with Seattle City Light is funded by LCLIP revenues.	
1.50	Shoreline Street Ends Improvement Projects (Seattle Department of Transportation, Transportation Operating Fund (10310))	\$334,994
	This item increases the appropriation authority by \$334,994 in the ROW Management BCL (17004) to continue work on Shoreline Street End Improvements approved in the Second Quarter 2016 Supplemental. Funding is needed to begin construction on projects, and additional funding will be sought later to complete the work. Funding source is the Shoreline Street Ends Cost Center.	

Item	Title/Description	Amount/FTE
1.51	e-Park Program Integrations (Seattle Department of Transportation, Transportation Operating Fund (10310))	\$60,625
	This item increases the appropriation authority by \$60,625 in the Mobility Operations BCL (17003) to complete e-park Marketing and program integration. The e-park program integrations include the 800 5th avenue, and West Edge garages. A contract has been executed, but was not encumbered prior to the close of the fiscal year.	
1.52	North Broadway Safety Study (Seattle Department of Transportation, Transportation Operating Fund (10310))	\$65,000
	This item increases appropriation authority by \$65,000 in the Mobility Operations BCL (17003) by to complete the North Broadway Safety Study, including bicycle lanes.	
1.53	Georgetown Circulation Study (Seattle Department of Transportation, Transportation Operating Fund (10310))	\$82,000
	This item increases appropriation authority by \$82,000 in the Mobility Operations BCL (17003) to complete the Georgetown Circulation Study	
1.54	Bridge/Structure Maintenance - Elliot Bay Seawall (Seattle Department of Transportation, Transportation Operating Fund (10310))	\$497,585
	This item increases the appropriation authority by \$497,585 in the Bridges & Structures BCL (17001) to continue work on the Elliot Bay Seawall.	
1.55	Spokane St. Bridge Scour (Seattle Department of Transportation, Transportation Operating Fund (10310))	\$110,000
	This item increases the appropriation authority by \$110,000 in the Bridges & Structures BCL (17001) to complete work to repair the Spokane Street Bridge piling sediment scouring. This work was approved in 2016, but due to legal concerns, the funding source was changed from waterway funds to General Fund. The work is preventative in nature and advances both safety of vessels and the City's bridge asset.	
1.56	Fremont Bridge Lighting (Seattle Department of Transportation, Transportation Operating Fund (10310))	\$70,918
	This item increases appropriation authority by \$70,918 in the Bridges & Structures BCL (17001) to complete bridge structure lighting on the Fremont Bridge to commemorate the 100th anniversary of the bridge. SDOT has partnered with the Department of Arts and Cultural Affairs and potential private organizations to implement the project. The local funds requested to be carried forward are credits received from SCL from using LED lights on former capital projects. The source of funds is gas tax.	
1.57	West Seattle Bridge Traffic Corridor Study (Seattle Department of Transportation, Transportation Operating Fund (10310))	\$100,000
	This item increases appropriation authority by \$100,000 in the Mobility Operations BCL (170003) to complete the West Seattle Bridge Traffic Corridor Feasibility Study. This work was delayed until the proviso was lifted in August 2016. The source of funds is commercial parking tax.	

Item	Title/Description	Amount/FTE
1.58	SDOT Summit Re-Implementation 2016 Carry Forward - BCL 18002 (Seattle Department of Transportation, Transportation Operating Fund (10310))	\$751,553
	This item increases appropriation authority by \$751,553 in the General Expense BCL (18002) and provides resources by for the SDOT Summit Re-Implementation project (SRI). This item, along with item 1.59, carries forward the remaining 2016 budget for the SRI project. Due to delays in the SRI project, some work that was anticipated to be completed in 2016 will now be shifted to 2017. In addition, SDOT has identified some additional need for resources to do data conversion work.	
1.59	SDOT Summit Re-Implementation 2016 Carry Forward - BCL 18001 (Seattle Department of Transportation, Transportation Operating Fund (10310))	\$541,871
	This item increase appropriation authority by \$541,871 in the Department Management of BCL (18001). This item, along with item 1.58, carries forward the remaining balance of SDOT's Summit Re-Implementation (SRI) project. Due to delays in the SRI project, some work that was anticipated to be completed in 2016 will now be shifted to 2017. In addition, SDOT has identified some additional need for resources to do data conversion work.	
1.60	Coordinated Street Furniture (Seattle Department of Transportation, Transportation Operating Fund (10310))	\$31,500
	This item increases appropriation authority by \$31,500 in the ROW Management BCL (17004). Funds will be used to complete additional analysis related to advertising in the City's rights of way. This contract was executed in late 2016 and will help SDOT better understand permitting and public engagement needs. The funding source is street use fees.	
1.61	Seattle Wi-Fi Strategy Plan (Seattle Information Technology Department, Information Technology Fund (50410))	\$75,000
	This item increases appropriation authority by \$75,000 in the Digital Engagement BCL (D4400) and provides the Seattle Information Technology Department (ITD) with the resources to finish the development of a report and RFI for a Seattle Wi-Fi Strategy Plan. The effort began in Q3 2016 and the report and RFI are expected in Q1 2017 and the remaining funding will support marketing the initiative and enabling costs for a subsequent proof-of-concept project.	
1.62	Digital Equity (Seattle Information Technology Department, Information Technology Fund (50410))	\$100,000
	This item increases appropriation authority by \$100,000 in the Digital Engagement BCL (D4400) and provides the Seattle Information Technology Department (ITD) with the resources to support the City's efforts to broaden access to technology in Seattle communities. The funding will support a diverse portfolio of projects including skills training, metrics development, and supporting the Human Services Department effort, Rapid Rehousing. The requested funding was not appropriated until the conclusion of Q3 2016, and could not be dispersed in 2016.	

Item	Title/Description	Amount/FTE
1.63	Ethnic Media Institute Funding (Seattle Information Technology Department, Information Technology Fund (50410))	\$101,358
	This item increases appropriation authority by \$101,358 to the Digital Engagement BCL (D4400) and provides resources to the Seattle Information Technology Department (ITD) for the purpose of supporting the Department of Neighborhoods (DON) ongoing effort to build upon the Ethnic Media Institute. The effort was not completed in 2016 and the resources carried forward are necessary for ITD to meet its obligations in its Memorandum of Understanding with DON.	
1.64	Governance, Risk, and Compliance (GRC) (Seattle Information Technology Department, Information Technology Fund (50410))	\$58,000
	This item increases appropriation authority by \$58,000 to the Strategy and Planning BCL (D2200) and provides the Seattle Information Technology Department with the resources to expand and sustain cloud resources responsibly while maintaining high levels of security and compliance. In Q4 2016, ITD signed the contract to complete this effort. Through a mistake, the funds were not properly encumbered and we are requesting this item to satisfy obligations to the vendor in 2017.	
1.65	Planning and Coordination Tool (PACT) (Seattle Information Technology Department, Information Technology Fund (50410))	\$555,646
	This item increases appropriation authority by \$555,646 in the Application Services BCL (D6600) and provides resources to the Seattle Information Technology Department (ITD) to develop a Planning and Coordination Tool (PACT) system replacement for the Seattle Department of Transportation (SDOT). It will be attributed to SDOT's Applications Development project within the Seattle Information Technology's 2017-2022 Capital Improvement Program (CIP). The amount represents a substantial portion of the original \$589,995 appropriation included in the Q2 2016 supplemental ordinance. The onboarding of project resources did not occur until Q4 2016, delaying the project's initiation. Because the project was not considered a Capital Improvement Plan (CIP) project in 2016, there is no automatic carryforward. However, these funds are still needed to complete the project work.	
1.66	Summit Reimplementation (SRI) Project (Seattle Information Technology Department, Information Technology Fund (50410))	\$1,104,367
	This item increases appropriation authority by \$1,104,367 in the Business Office BCL (D1100) and provides the Seattle Information Technology Department (ITD) with the resources to further the Citywide effort to reimplement the Summit system. The 2017-2018 Budget Issue Paper submitted by ITD was reduced in anticipation that surplus 2016 funding would be carried forward into 2017. The denial of this item would result in a shortage of resources for ITD to complete its implementation of SRI.	
1.67	CRM (Seattle Information Technology Department, Information Technology Fund (50410))	\$500,000
	This item increases appropriation by \$500,000 in the Applications Services (D6600) to accelerate the development of the City's CRM architecture and to develop an overarching roadmap for the associated technologies. In 2016 Seattle IT deployed a new CRM application to facilitate the Mayor's Office and Council correspondence as previously deployed tools were not meeting their needs. Based on the application's success, Seattle IT has received several requests for new deployments (both in 2017 and in potential 2018 BIPS), yet approved funding within 2017 was minimal. This funding will provide resources	

Item	Title/Description	Amount/FTE
	to support additional work in 2017 and to develop a product roadmap that outlines the future use and interfaces between the City's existing enterprise CRM applications.	
1.68	Summit Reimplementation Project - Management Systems Analyst Position (Seattle Police Department, General Subfund (00100))	\$25,000
	This item increases appropriation authority by \$25,000 in the Administrative Operations BCL for the Summit Reimplementation (SRI) Project. SPD hired a temporary Management Systems Analyst (MSA) at the end of November 2016 to assist with payroll integration processes. Funding for the MSA position was not included in SPD's 2017-2018 BIPs as the need was identified too late for inclusion in the budget process. This carry forward request will allow for 2016 SRI project savings (due to project manager vacancy) to fund the MSA position through September 2017.	
1.69	Vehicles for New Officers (Seattle Police Department, General Subfund (00100))	\$975,814
	This item carries forward \$975,814 in appropriation authority in the Administrative Operations BCL for 14 new patrol vehicles. Funding for 42 police officers and 14 patrol vehicles was approved in the 2nd Quarter 2016 Supplemental Ordinance. Due to the lengthy purchase process, the new vehicles were ordered in 2016 but will not be put into service until 2017. This carry forward request will cover the one-time purchase costs for the new vehicles.	
1.70	Hand-Held Ticketing (HHT) Replacement Project (Seattle Police Department, General Subfund (00100))	\$65,005
	This item carries forward \$65,005 in appropriation authority in the Special Operations BCL for the replacement and upgrade of hand-held ticketing (HHT) devices in Parking Enforcement. A component of the project is License Plate Recognition (LPR) technology, and LPR hardware was purchased in 2016 along with laptops required for implementation. The laptops have been received and are currently in testing. Once complete, the department will sign off on user acceptance and pay the remaining project invoices.	
1.71	Community Outreach Vehicle (Seattle Police Department, General Subfund (00100))	\$52,000
	This item carries forward \$52,000 in appropriation authority in the Chief of Police BCL and provides funding for a vehicle to be used by the Community Outreach program. Funding for the vehicle was approved in the 3rd Quarter 2016 Supplemental Ordinance. The department was unable to initiate the vehicle purchase process in 2016. This carry forward request will cover one-time purchase costs for the new vehicle, which will be put into service in 2017.	
1.72	Pacific Market Research - Market Segmentation Encumbrance Close-Out (The Seattle Public Library, Library Fund (10410))	\$38,463
	This item increases appropriation authority by \$38,463 to the Institutional and Strategic Advancement (B7STR) division and provides resources for Marketing and Online Services for the final payment of the Library's market research and market segmentation consulting work that began in 2016. The final billing is anticipated to occur in Q1 2017. There are not sufficient resources in the 2017 Adopted Budget to absorb this final payment, and this cost was anticipated to be completely paid for and closed out by the end of 2016. These funds will be used exclusively on this discreet prior year cost.	

Item	Title/Description	Amount/FTE
1.73	Cable Franchise Wi-Fi Hotspots (The Seattle Public Library, Library Fund (10410))	\$82,543
	This item increases appropriation authority by \$82,543 to the Library Programs and Services (B4PUB) BCL and provides resources for Technical and Collection Services to support maintaining and expanding the Seattle Public Library's Wi-Fi Hotspot lending program, launched with grant funds in 2015. The cable franchise fee funding was not fully spent in the prior year due to: 1) a slight delay in acquiring the new units, 2) unexpected costs associated with the data management service the Library intended to use in 2016, resulting in discontinuing the service and the need to find an alternative solution for 2017 and 3) the availability of existing grant funding to cover some of the 2016 data service charges originally anticipated to be funded by cable franchise fees. These funds will be used only to support implementation of SPL's hotspot lending program in the 2017-2018 biennium.	
	Section 2 – Appropriation Increases with Automatic Carry-Forward Authority	
2.1	Budget Carryforward to Complete the Integrated Compliance Management System (ICMS) (Department of Finance & Administrative Services, Finance and Administrative Services Fund (50300))	\$1,567,128
	This item increases appropriation authority by \$1,567,128 in the Regulatory Compliance and Consumer Protection (RCCP) (A4530) BCL in the Department of Finance and Administrative Services (FAS) to provide the necessary funding to continue and complete the Phase 1 development and implementation of the Integrated Compliance Management System (ICMS) project, which is the component of the Citywide Permit System Integration (PSI) project that will enable standardized licensing, compliance, and enforcement functionality for all City regulatory programs. Funding of \$1,679,320 was provided in FAS's 2016 budget but project work was delayed. FAS estimates that Phase 1 work will conclude in early 2018.	
2.2	Southeast Economic Opportunity Center Funding (Executive, General Subfund (00100))	\$1,737,347
	This item increases appropriation authority by \$1,737,347 in the Office of Economic Development BCL and provides resources to the Office of Economic Development (OED) to continue the multi-year project development work with HomeSight for project management and community engagement for the Southeast Economic Opportunity Center (SEEOC). Through the 2016 Adopted Budget, City Council added approximately \$1.9 million for the development of a SEEOC. Most the remaining funding will be used for site acquisition, however \$348,000 will be used for a new contract with HomeSight to continue in their facilitation and project management role. HomeSight expects to negotiate the purchase and sale agreement with Seattle Housing Authority summer 2017, pending the feasibility plan due April 2017. This funding should carry forward until exhausted.	
2.3	Only In Seattle Infrastructure Program Funding (Executive, General Subfund (00100))	\$106,378
	This item increases appropriation authority by \$106,378 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 2016 Adopted Budget to fund capital improvements to	

Item	Title/Description	Amount/FTE
	enhance business district streetscapes and the pedestrian environment and was awarded to nine 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 extended public engagement processes, changes in city policy, weather conditions affecting planned projects or changes in project scope. This funding will be used to develop the Weedin Place street closure design and landscaping in the Roosevelt Business District, purchase street signs for Little Saigon, design and construct improvements to Canton Ally in the International District, engage community around the design and planning for South Park gateway signs, and produce way-finding sign for Beacon Hill. No additional funding will be needed to implement these projects in 2017. This funding should carryforward until exhausted.	
2.4	MOA Supporting Fire Fighters Health Care Clinic (Seattle Fire Department, General Subfund (00100))	\$124,000
	This item increases appropriation authority by \$124,000 in the Operations (F3000) BCL and provides resources to the Seattle Fire Department (SFD) to support the 2016 operations of the Health Care Clinic in space adjacent to Fire Station 2. The City entered into an MOA with the International Association of Fire Fighters Local 27 in July 2016 to establish the Clinic and the City's funding commitment for that year, but funding was not included in SFD's 2016 budget. This funding will allow the City to fulfill its 2016 contractual obligation to the Seattle Fire Fighters Health Care Trust.	