

COVID–19 city conditions survey results

Introduction

- Survey responses were collected between May 13 and June 8.
- We received 128 unique responses, representing:
 - 46% of Washington’s cities and towns;
 - Home to nearly 3.4 million residents; and
 - 70% of the state’s population living within a city.

How to read the survey results

The number of responses for each question are shown in brackets. For questions to which respondents could choose more than one answer, the number of cities that selected an option are listed in parentheses after that option. For those questions, the percentages reflect the ratio of cities that selected that option relative to the overall number of cities answering the question. As such, these percentages do not add up to 100% and sometimes exceed the 128 respondents who took the survey.

Table of contents

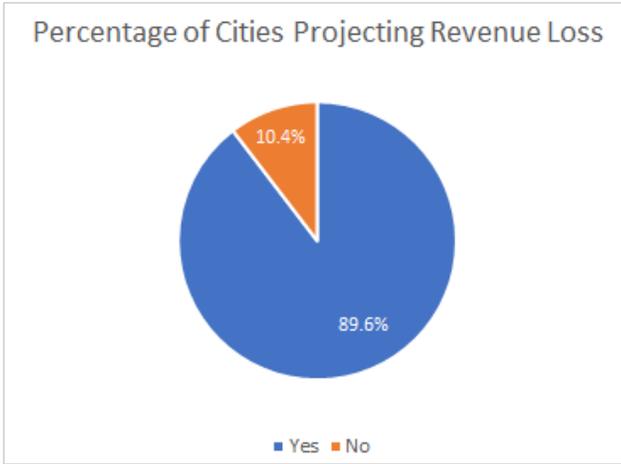
Budget & finance COVID-19 survey responses	3
Projected revenue loss.....	3
Budgetary responses to COVID disaster.....	6
Public safety COVID-19 survey responses	7
Calls for service	6
Public safety workforce concerns	6
Public safety costs associated with COVID-19.....	7
Infrastructure COVID-19 survey responses	8
Capital projects	8
COVID-19 impacts on city public works	9
Human resources COVID-19 survey responses	10
HR policies to offset COVID-19 impacts.....	10
COVID exposure for city employees	10
General government COVID-19 survey responses	11
Emergency declaration	11
Housing & human services COVID-19 survey responses	12
Assistance for residents and small businesses	12
Assistance for homeless	13
Appendix A: Data caveats	14
Appendix B: Reported revenue loss for cities, list	15
Appendix C: City estimates of total revenue losses in 2021	17
Appendix D: Decline in revenue sources due to COVID-19	18
Appendix E: COVID-19 impacts on city construction projects	20
Appendix F: Changes to city public works operations	22
Appendix G: COVID-19 related utility revenue loss.....	26
Appendix H: City departments most impacted by personnel layoffs/furloughs/reductions	28
Appendix I: City employees using federal leave.....	30
Appendix J: COVID-19 specific policies	31
Appendix K: City input for AWC	35

Budget & finance COVID-19 survey responses

Projected revenue loss

Has your city projected revenue losses due to COVID-19? [135 responses]

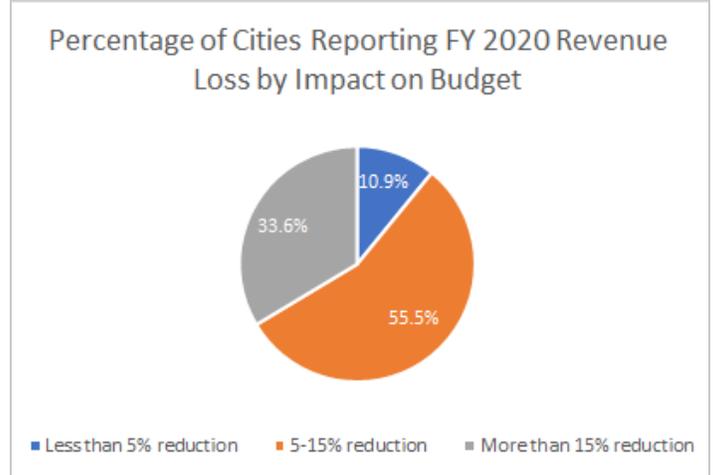
- Yes: 89.6%
- No: 10.4%



Appendix B: Reported revenue loss for cities, list

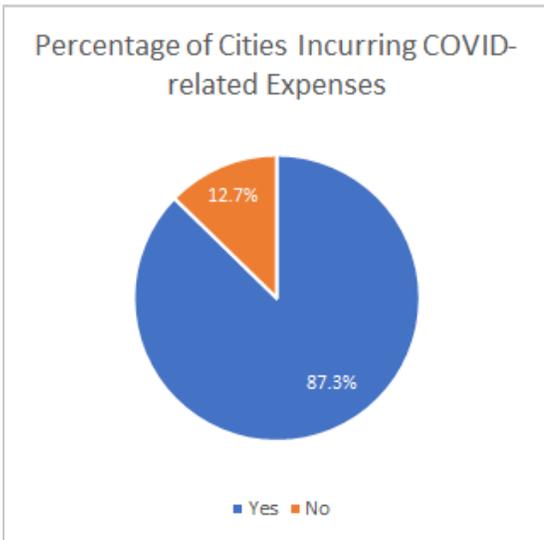
If you are projecting revenue losses in FY 2020 due to COVID-19, do you predict the budget impact to be: [119 responses]

- Less than 5% reduction: 10.9% (13 cities)
- 5-15% reduction: 55.5% (66 cities)
- More than 15% reduction: 33.6% (40 cities)



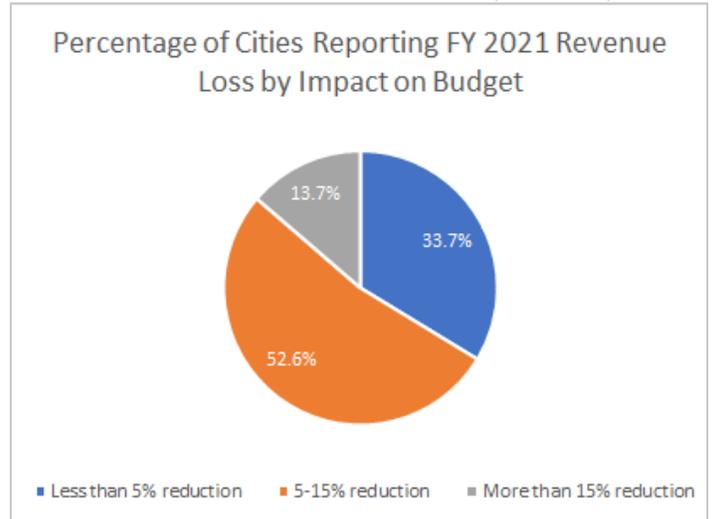
Has your city incurred expenses related to COVID-19? [134 responses]

- Yes: 87.3%
- No: 12.7%

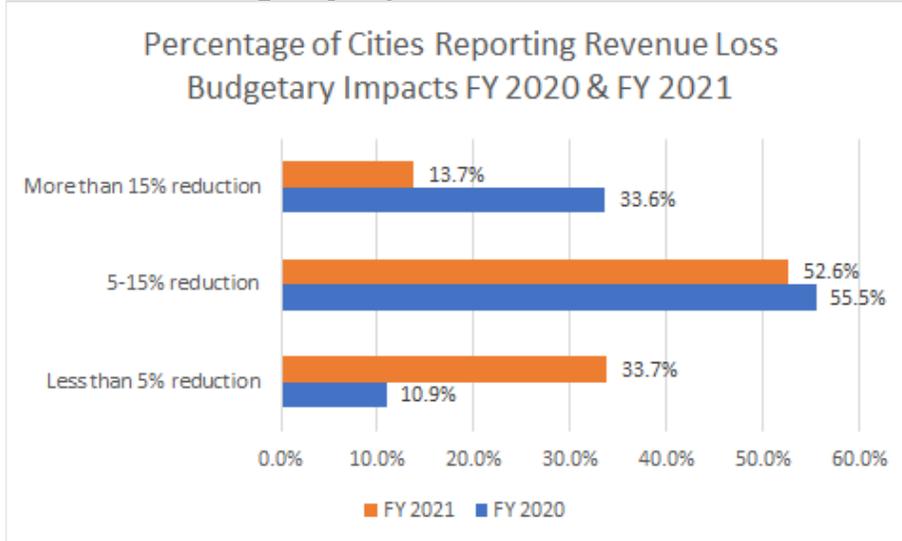


If you are projecting revenue losses in FY 2021 due to COVID-19, do you predict the budget impact to be: [95 responses]

- Less than 5% reduction: 33.7% (32 cities)
- 5-15% reduction: 52.6% (50 cities)
- More than 15% reduction: 13.7% (13 cities)



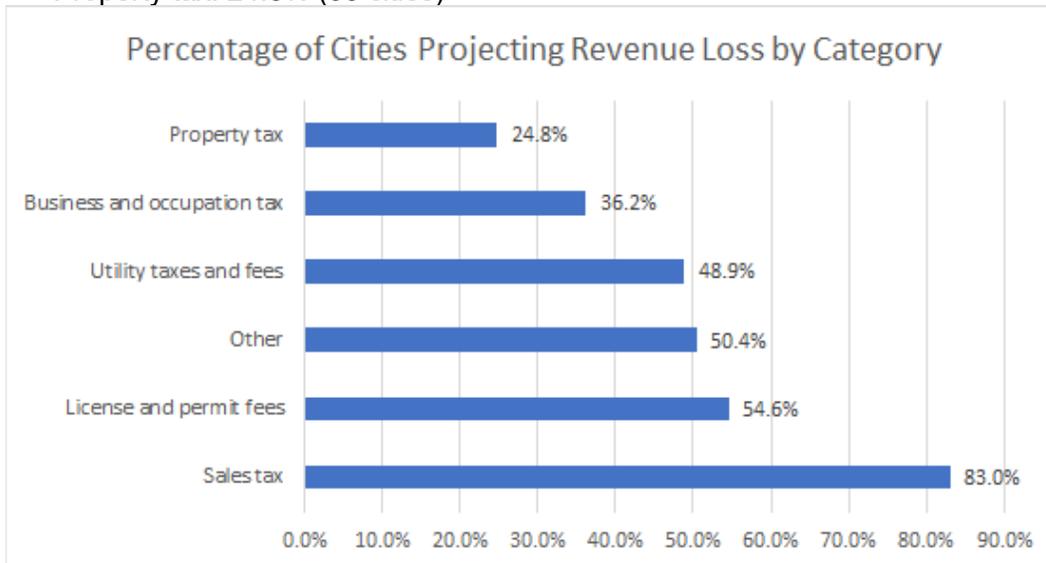
Revenue loss budgetary impact trends from FY 2020 to FY 2021



Appendix C: City estimates of total revenue losses in 2021

Has your city projected or experienced declines in any of the following revenues? [141 responses]

- Sales tax: 83.0% (117 cities)
- License and permit fees: 54.6% (77 cities)
- Other: 50.4% (71 cities)
- Utility taxes and fees: 48.9% (69 cities)
- Business and occupation tax: 36.2% (51 cities)
- Property tax: 24.8% (35 cities)



Other:

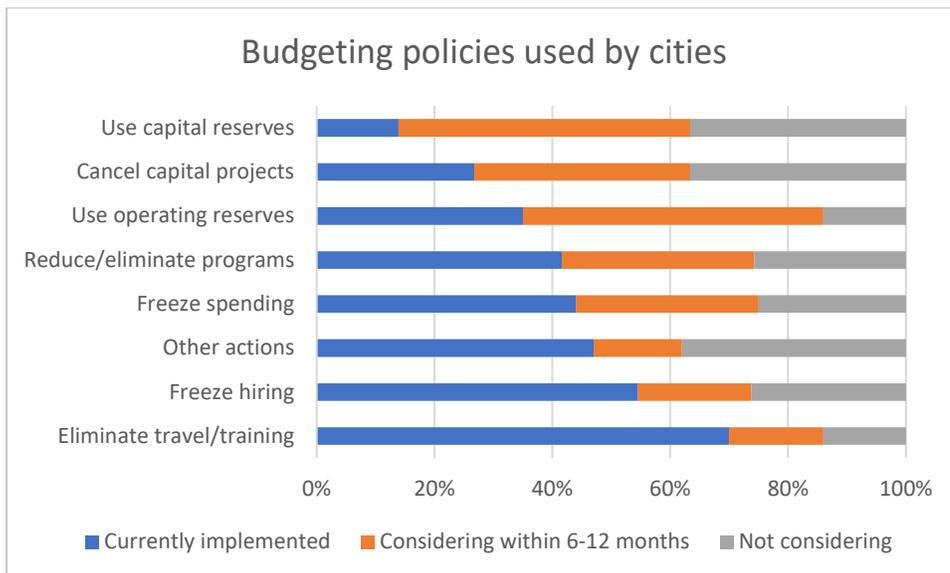
- | | | | |
|----------------------------------|--|--|--------------------------|
| • Sport field permits | • Transportation | • Recreation class fees | • Library fees |
| • Hotel/motel funds | • Benefit District sales taxes | • Parks and rec fees | • Court remittances |
| • Water/sewer revenues & charges | • Investment interest earnings | • Gambling taxes | • Liquor profits/taxes |
| • Public safety tax | • Motor Vehicle Fuel Tax distributions | • Red light camera revenue | • Jail board fees |
| • Real Estate Excise Taxes | • Deferment of land leases | • Emergency medical service transport fees | • Impact/mitigation fees |
| • Rental taxes | | • Utility payments | • Building permits |
| | | • Phone tax | • Paid parking revenue |

Appendix D: Decline in revenue sources due to COVID-19

Budgetary responses to COVID disaster

Which of the following have you implemented/ or are considering implementing? [134 responses]

Policy	Currently implemented	Considering within six months	Considering it within a year	Not considering
Hiring freeze	54.18%	14.07%	5.19%	25.93%
Spending freeze	44.36%	21.05%	9.77%	24.81%
Cancelling capital projects	26.56%	25.78%	10.94%	36.72
Reducing/eliminating programs	41.67%	24.24%	8.33%	25.76%
Using operating reserves	34.56%	35.29%	16.18%	13.97%
Using capital reserves	13.60%	26.40%	23.20%	36.80%
Eliminating travel/training	69.85%	11.03%	5.15%	13.97%
Other actions	46.51%	8.14%	6.98%	38.37%

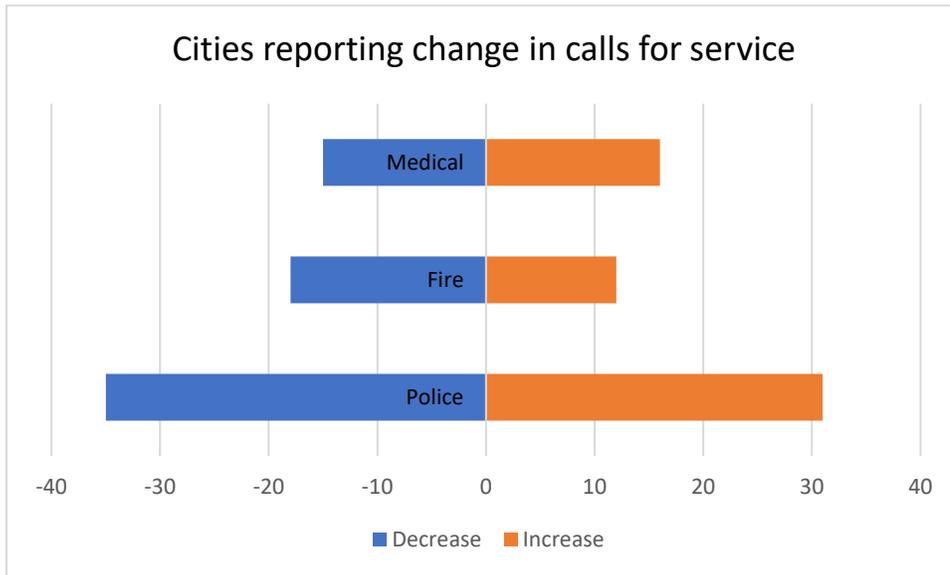


Public safety COVID-19 survey responses

Calls for service

What level of change has your city experienced in calls for service? [127 responses]

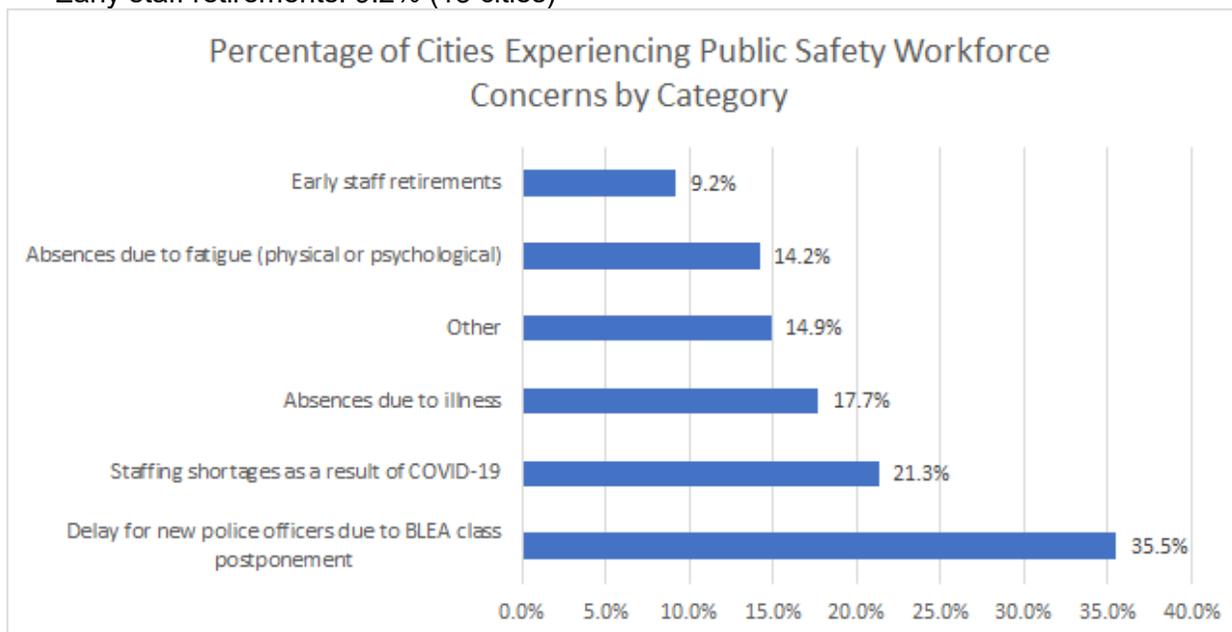
Service	Significant decrease	Moderate decrease	No change	Moderate increase	Significant increase	N/A
Police	3.79%	25.76%	32.58%	20.45%	3.79%	13.64%
Fire	4.07%	10.57%	29.27%	8.94%	0.81%	46.34%
Medical	0.83%	11.67%	18.33%	12.50%	0.83%	55.83%



Public safety workforce concerns

Are you experiencing any of the following public safety workforce concerns? [141 responses]

- Delay for new police officers due to BLEA class postponement: 35.5% (50 cities)
- Staffing shortages as a result of COVID-19: 21.3% (30 cities)
- Absences due to illness: 17.7% (25 cities)
- Other: 14.9% (21 cities)
- Absences due to fatigue (physical or psychological): 14.2% (20 cities)
- Early staff retirements: 9.2% (13 cities)



Other:

- Staffing shortages due to staff working from home
- Absences due to being in a high-risk group
- Pause purchasing new police equipment
- Quarantine while awaiting test results, costs associated with food and lodging at local Marriott
- Increased anxiety
- Hiring freezes

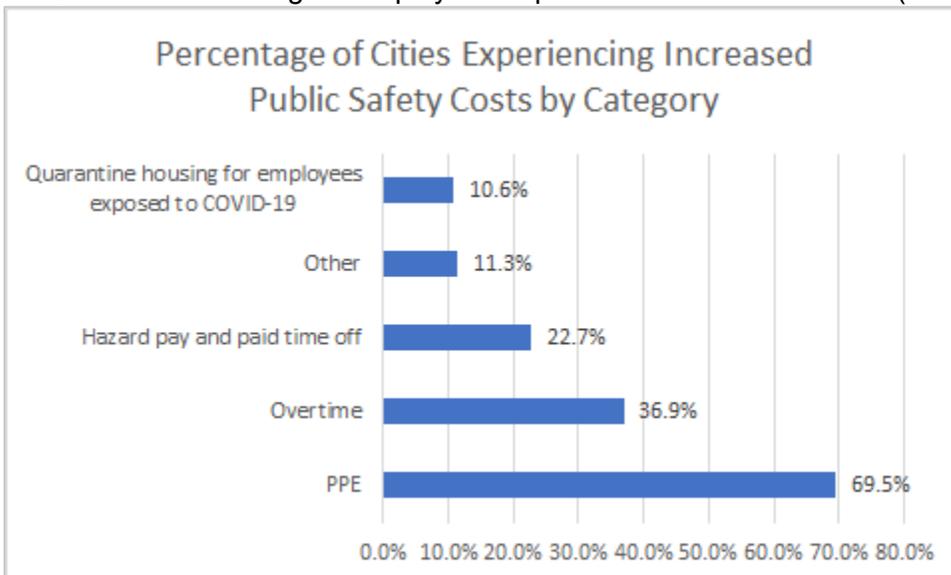
How are you addressing these concerns? [141 responses]

- Paying overtime wages: 11.3% (16 cities)
- Other: 9.9% (14 cities)
- Coordinating with nearby jurisdictions for additional support: 6.4% (9 cities)
- Rehiring recently retired officers: 0.7% (1 city)
- Other
- Exploring options available to get recruits through training
- Keeping employee busy doing other things until academy is ready
- Reassigning SROs because they're not in school
- Traffic officer positions not filled

Public safety costs associated with COVID-19

Has your city experienced higher than normal public safety costs (police, fire, medical) for any of the following items: [141 responses]

- PPE: 69.5% (98 cities)
- Overtime: 36.9% (52 cities)
- Hazard pay and paid time off: 22.7% (32 cities)
- Other: 11.3% (16 cities)
- Quarantine housing for employees exposed to COVID-19: 10.6% (15 cities)

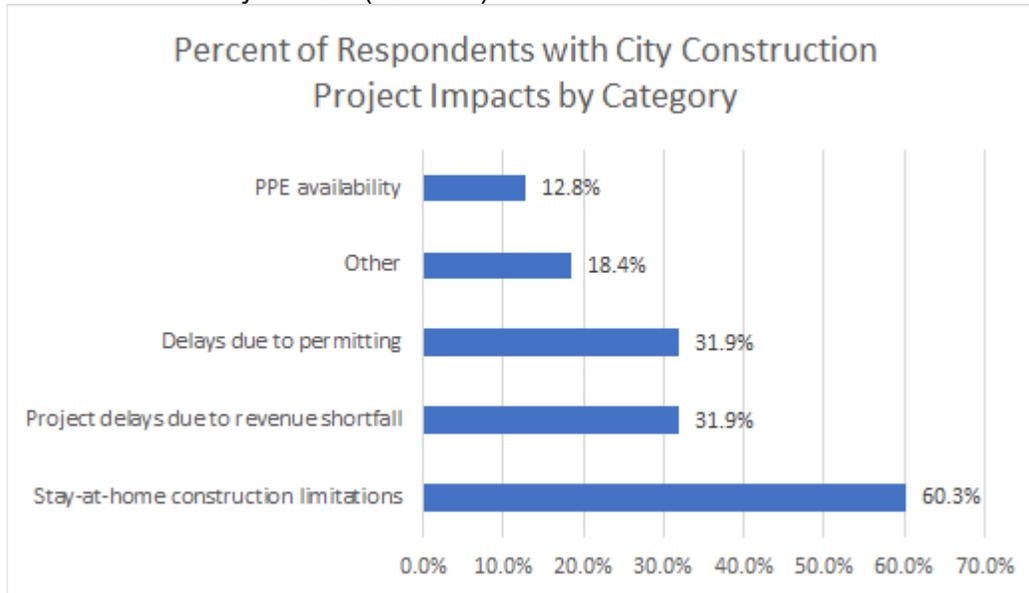


Infrastructure COVID-19 survey responses

Capital projects

How has COVID-19 impacted current or future city construction projects? [141 responses]

- Stay-at-home construction limitations: 60.3% (85 cities)
- Project delays due to revenue shortfall: 31.9% (45 cities)
- Delays due to permitting: 31.9% (45 cities)
- Other: 18.4% (26 cities)
- PPE availability: 12.8% (18 cities)



Other

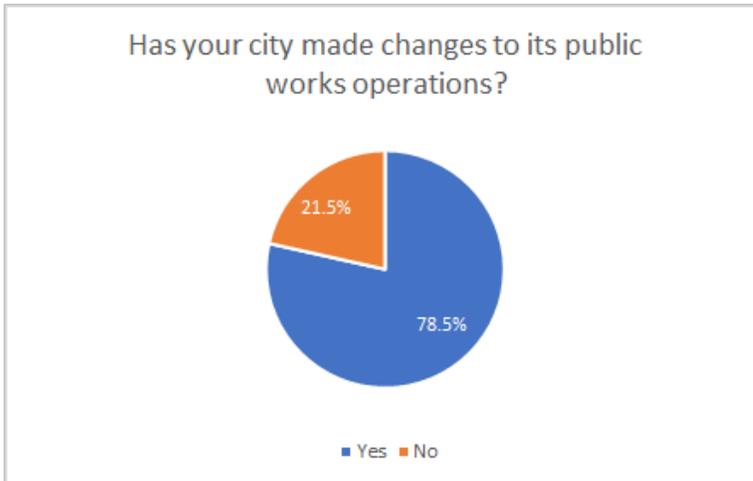
- Minor construction projects have been delayed because of timing and being non-essential. Major projects are still moving forward on schedule
- Costs of contractors complying with Gov's social distancing orders
- Access to permits was reduced (closed to public) caused some delays. Implementation of an electronic process allowed for continued access to the permit process. Changed collection of intake fees at application to permit issuance. Previous in person meetings for pre-application were handled online. Inspections were limited to essential construction. Implemented safety measures as outlined by Gov and when feasible video inspections have been completed.
- Monitoring revenue before deciding on project
- Backlog of inspections for major projects due to lock down
- Delaying projects to save cash until we know more about pandemic duration and impact on expenditures and revenues
- Delays in awarding/amending contracts during limitations
- Expedited essential construction projects (able to shut down an entire road due to Stay Home order)
- Delay in getting material for projects
- Reduced workforce hours
- Using reserves due to uncertainty in bond market

Appendix E: COVID-19 impacts on city construction projects

COVID-19 impacts on city public works

Has your city made any changes to the city's public works operations? [135 responses]

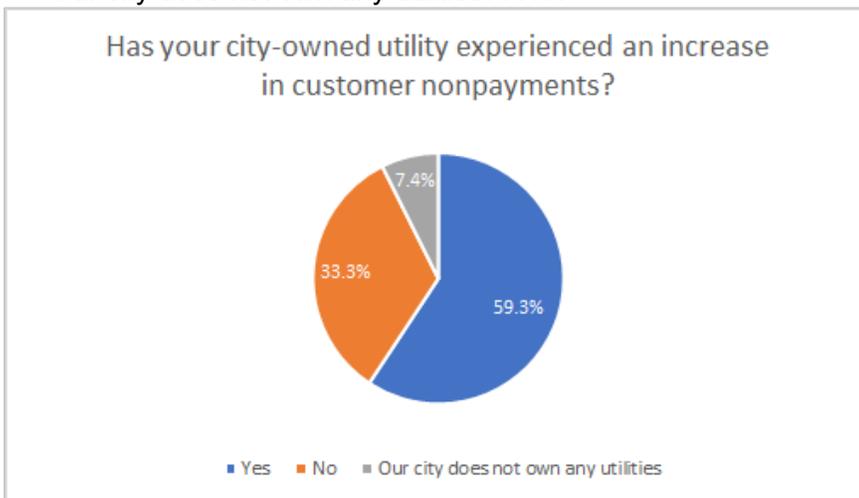
- Yes: 78.5%
- No: 21.5%



Appendix F: COVID-19 impacts on city public works

Has your city-owned utility experienced an increase in customer nonpayment? [135 responses]

- Yes: 59.3%
- No: 33.3%
- Our city does not own any utilities: 7.4%



Appendix G: COVID-19 related utility revenue loss

Human resources COVID-19 survey responses

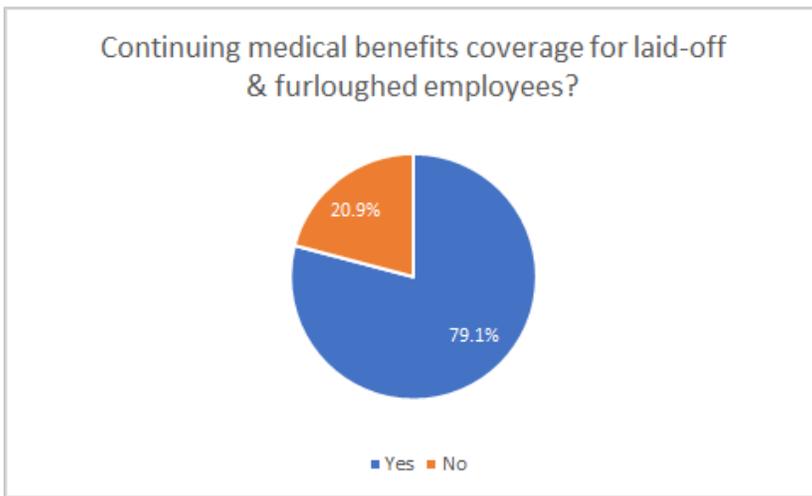
HR policies to offset COVID-19 impacts

Which of the following have you implemented/ or are considering implementing? [133 responses]

Policy	Currently implemented	Considering within six months	Considering within a year	Not considering
Layoffs	17.74%	16.94%	11.29%	54.03%
Furloughs	25.00%	17.74%	8.06%	49.19%
Hiring freezes	57.89%	9.02%	7.52%	25.56%
Salary reductions	12.10%	8.87%	7.26%	71.77%
Delay/reduce salary increases	12.10%	17.74%	22.58%	47.58%

If you have had to lay off or furlough employees, are you continuing medical benefits coverage for a period of time to employees that are impacted? [43 responses]

- Yes: 79.1%
- No: 20.9%

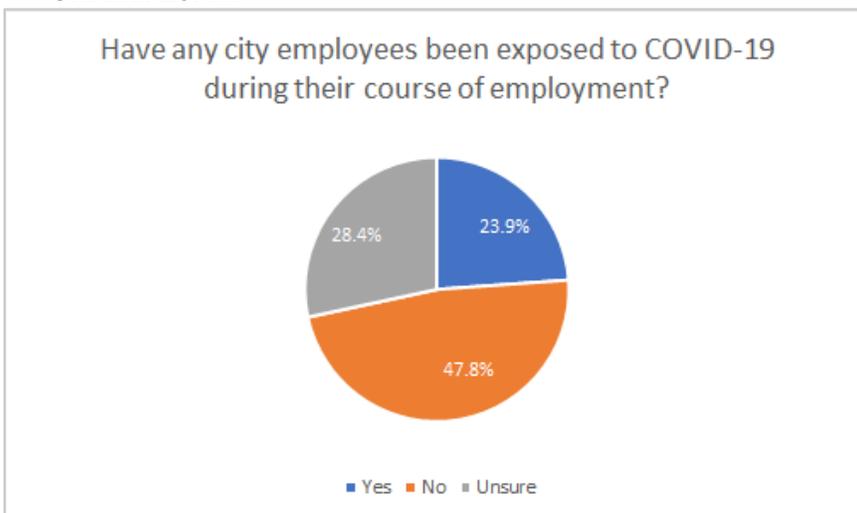


Appendix H: Departments most impacted by personnel layoffs/furloughs/reductions

COVID exposure for city employees

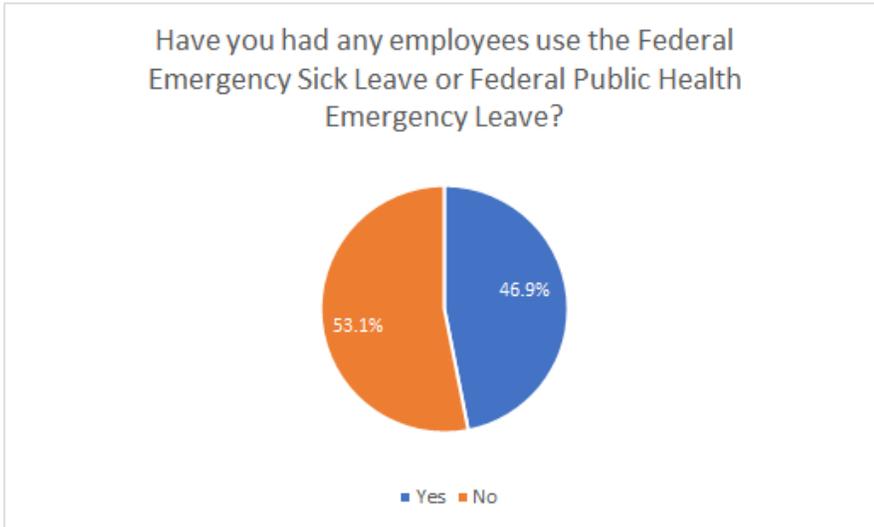
Have any city employees been exposed to COVID-19 during their course of employment? [134 responses]

- Yes: 23.9%
- No: 47.8%
- Unsure: 28.4%



Have you had any employees use the Federal Emergency Sick Leave or Federal Public Health Emergency Leave that were created under the Families First Coronavirus Response Act? [130 responses]

- Yes: 46.9%
- No: 53.1%



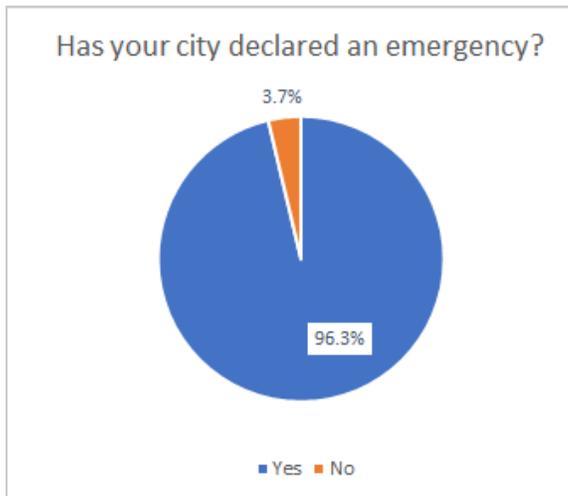
Appendix I: City employees using federal leave program

General government COVID-19 survey responses

Emergency declaration

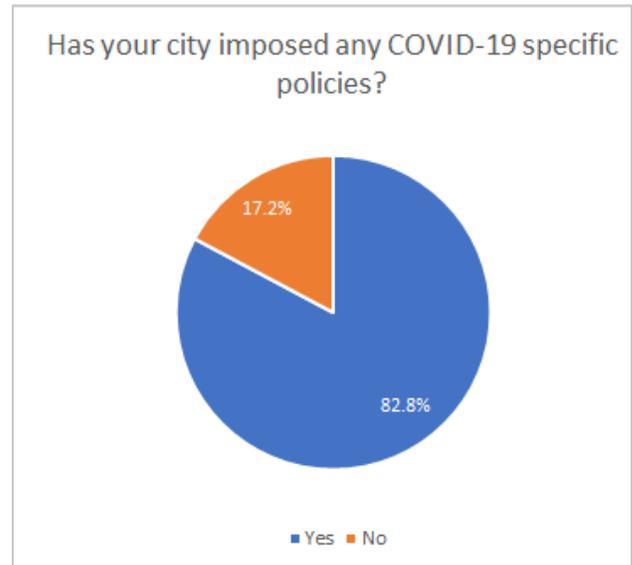
Has your city declared an emergency? [135 responses]

- Yes: 96.3%
- No: 3.7%



Other than declaring an emergency, has your city imposed any COVID-19 specific policies? [134 responses]

- Yes: 82.8%
- No: 17.2%



Appendix J: COVID-19 specific policies

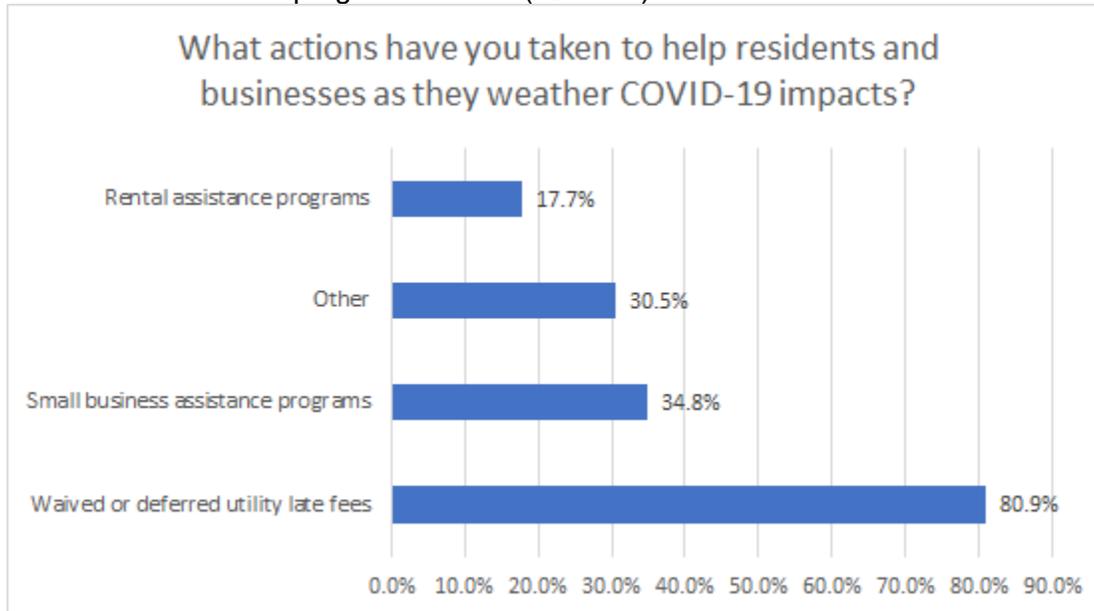
Housing & human services COVID-19 survey responses

Assistance for residents and small businesses

What actions have you taken to help residents and businesses as they weather COVID-19 impacts?

[141 responses]

- Waived or deferred utility late fees: 80.9% (114 cities)
- Small business assistance programs: 34.8% (49 cities)
- Other: 30.5% (43 cities)
- Rental assistance programs: 17.7% (25 cities)



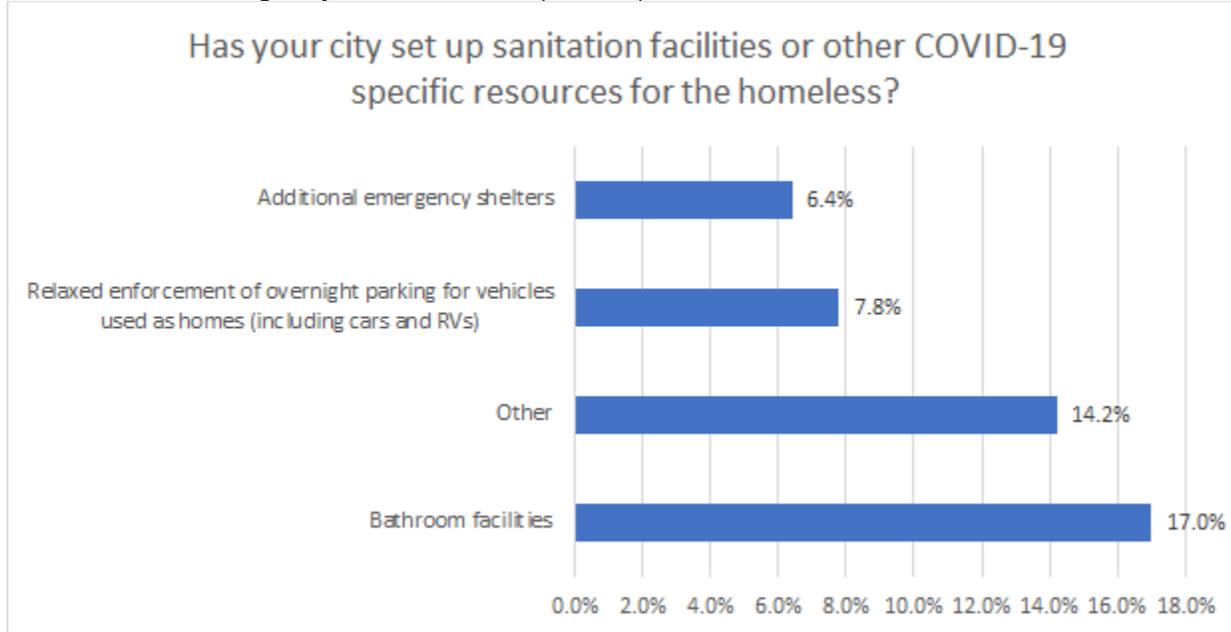
Other:

- Offering additional monies to human service providers to assist in providing essential needs
- Partnerships with other agencies for business assistance, human services funding, childcare, and others
- Waived late fees on renters of city owned buildings and SBA grants
- Set up portable restrooms and washing stations
- Grants to local food security programs in city
- Grocery vouchers
- Food bank supplies, hygiene centers, sheltering
- Paying the 3rd party e-payment fee for electronic payments for utilities
- Developed a COVID-19 recovery grant that provides direct support to citizens and indirect support to businesses
- Using CARES funds to supply businesses with PPE and signs to message compliance in establishments
- Signage for compliant establishments
- Waiving fire inspection fees for small businesses, waiving business license fees and decrease utility tax
- Utility bill relief program
- Deferred first quarter B&O payments
- Grants to local nonprofits
- Launched business directory website to provide current status and ordering options for restaurants and other businesses
- Lifted plastic bag ban, moratorium on rental housing eviction, moratorium on small businesses or non-profit evictions, emergency funding to local human service agencies
- Newsletter with resource information for both businesses and residents

Assistance for homeless

Has your city set up sanitation facilities or other COVID-19 specific resources for the homeless? [141 responses]

- Bathroom facilities: 17.0% (24 cities)
- Other: 14.2% (20 cities)
- Relaxed enforcement of overnight parking for vehicles used as homes (including cars and RVs): 7.8% (11 cities)
- Additional emergency shelters: 6.4% (9 cities)



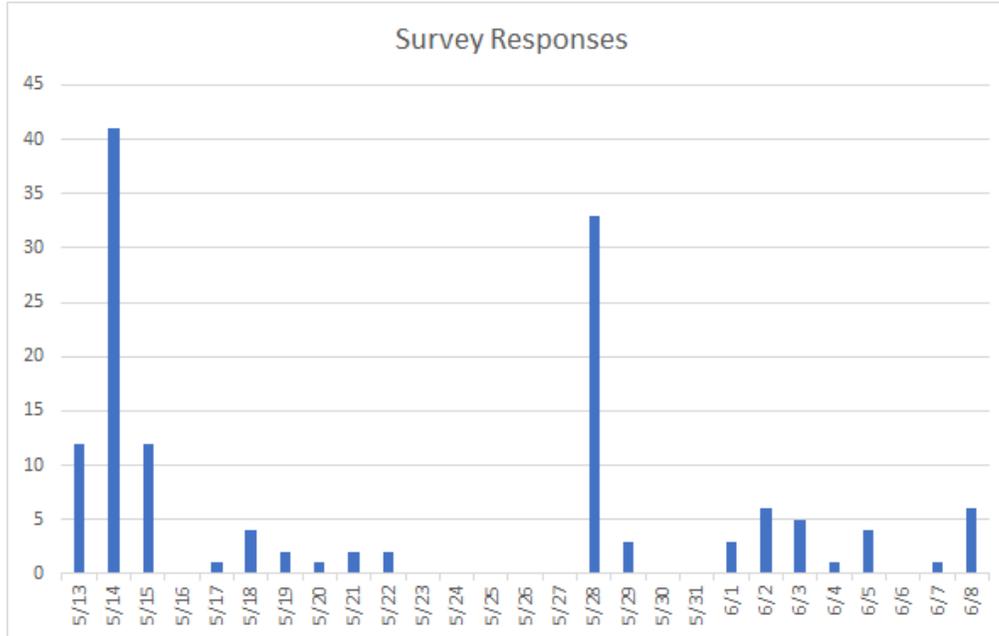
Other

- Hotel room availability
- Hand washing station
- Mobile shower program, enhanced encampment garbage collection and perimeter litter collection

Appendix A: Data caveats

Temporal considerations

The responses examined below were collected between May 13 through June 8, with the following temporal distribution:

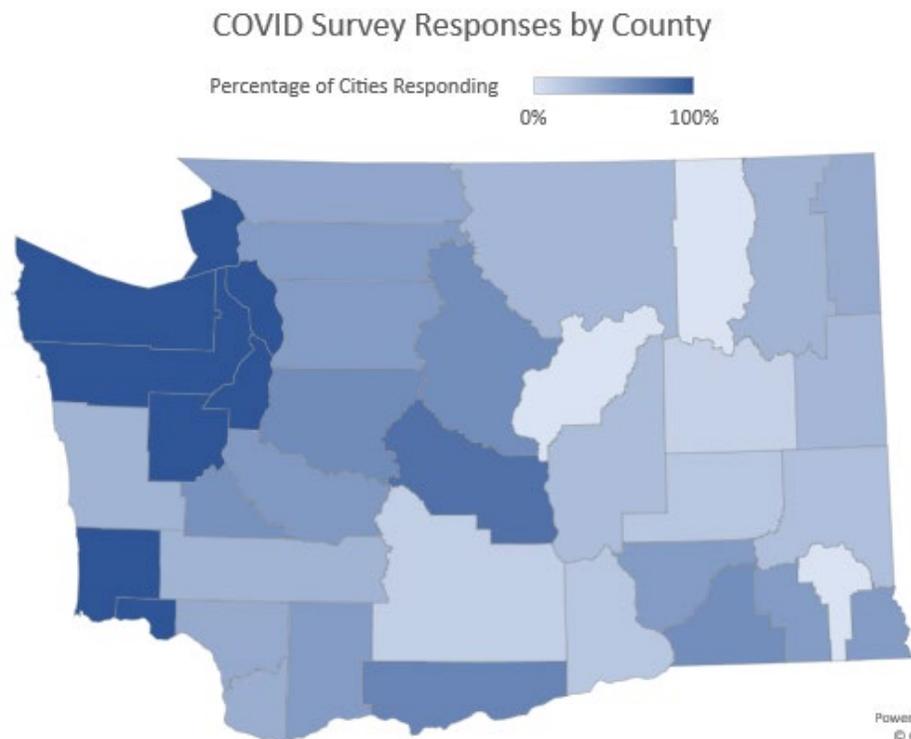


During this timeframe, several significant events transpired, including the Economic and Revenue Forecast Council's release of an updated economic forecast with initial COVID-19 data, an extension of the stay-at-home mandate, the State's announcement of a hiring freeze, civil protests, and countless other COVID-related developments. It's quite possible that the same city would have responded differently on May 13 than they would on June 8. This temporal element could undermine our ability to draw definitive conclusions from some of the responses.

Number and locations of respondents

In total, we received **128 unique responses** (non-duplicates) within this time frame, representing 46% of Washington's 281 cities and towns. These 128 respondents are home to nearly 3.4 million residents, constituting 70% of the total population living within all 281 cities (based on 2018 SAO measurements). This suggests that *larger cities are more likely to have responded to this survey*.

Additionally, participation varied by county, as you can see from the heatmap below:



Appendix B: Reported revenue loss for cities, list

If available, please provide the total amount of revenue losses in FY2020 that your city projects:

8,403,000	\$28M
\$1.2M	2,000,000
\$9 Million	\$2.4 M
\$950,000	435000
\$22.5-\$25M	2000000
\$5.4 million	\$2.1 million
4133800	1.5 Million
\$3.9M	150,000
\$4.9 million	2,000,000
40%	46,101.65
3000000	\$6.3 million
3,000,000	\$8-12M
8,400,000	Approx. \$400,000 per month in the General Fund during business closures unknown until end of Q2
111500	\$10 million
\$1,560,000	150,000
\$3 million	\$1 million
\$15.7 Million	\$6-9 million
\$212,000	\$1,200,000
10,000.00	6-9 Million
\$5.4million	Preliminary general government revenue losses are expected to be \$14 million. Projected revenue losses for non-general government funds, such as REET and Utilities, are not yet available. These estimates should be considered very preliminary and subject to revisions.
\$300 million	\$39,000 worst case
Unknown at this time	\$6M - \$9M
approximately \$2M	\$1.4m (out of \$26.8m)
132,300	5300000
710000	\$64 million
\$410,000	\$115,000
\$5.35 million	\$9m
\$400,000 - \$750,000	10.847 million
\$6million	
\$70,000	
20%	

10.8 million

Estimated \$1.7m-\$1.9m

\$574,000

\$750,000

Under review

\$200,000

1,000,000

\$37,000

\$2.3 Million

2,300,000

Greater than \$4 million

1600000

2,000,000

65000

\$485,000

600000

\$825,000

12,000,000

1.5 Million

150,000 - 180,000

range -1.2 to 1.9 million

YTD \$27,000.00

\$3 million

\$300,000

\$4.4 million

\$1,500,000

We are losing at least \$200 a month in late fees and turn on fees, we have no idea where we will be on Sales Tax.

\$1,500.00

300000

Unknown

\$300,000

NA

up to \$8 million

\$1.2m

450000.

\$1.6 million

\$10,500,000

\$3million - \$5million

600,000

500,000

Appendix C: City estimates of total revenue losses in 2021

If **available**, please provide an estimate of the total amount of revenue losses for FY2021 that your city projects:

\$100,000	Very preliminary general government revenue losses are expected to be \$6.4 million.
\$11M	Unknown
n/a	\$31 million
n/a	\$40,000
Not available. Initial assumption going into 2021	\$636,000
40%	Under review
50000	Can't provide yet
\$625,000	none projected
\$1 million	unknown
N/A	Unknown
\$45,000	65000
10,000.00	\$250,000
\$5.6million	unknown
\$300 million	6,000,000
still working on this	N/A
\$1,000,000	unknown
\$250,000	Not yet determined
\$2.5million	Not yet available
10%	\$800,000
unknown	\$1,000.00
\$3 M	200000
N/A	Unknown
100,000	up to \$6 million
\$12 million	400000
\$150K	Unknown Yet
\$800K	\$4-\$6Million
Unknown	400,000

Appendix D: Decline in revenue sources due to COVID-19

Admission Taxes, Fines & Forfeitures,
Recreation Fees, Lodging Taxes, Gas Tax

Admissions Tax, Gambling Tax, Fuel Tax

Other

Parks & Recreation Fees, Lodging Taxes, Motor
Vehicle Fuel Taxes

Reduced field and park space rental fees.
Reduced gas tax.

Anticipating loss in state-shared revenues,
gambling tax, REET, lease revenue as well.

We have seen a significant drop in Sales Tax
Mays revenues which reflect March returns to
DOR are 30% below original budget. Additionally,
the City issued \$54,000 in refunds to Sport Field
permit holders.

Hotel / Motel Funds LTAC Water and sewer
revenues and charges Public Safety tax Real
Estate Excise Tax Rentals TBD Sales Tax
Est - Sales tax decreases 20%, Investment
interest 35%, MVFT 20%

Hotel/Motel Tax Gas Tax

Recreation class fees, Deferment of land leases

Parks & Recreation Fees, Gambling Taxes,
Motor Vehicle Fuel Taxes, Real Estate Excise
Taxes

Lodging Tax, Transportation Benefit District, and
Fuel Tax

gambling tax admissions tax Lodging tax
Redlight camera revenue Parks programs

Charges for Services Some State Shared
Revenue (ex: Fuel Tax)

Utility Payments

Aquatics Revenue, Camera Citations, Recreation
Revenue

Rental fees for sports field use and meeting
space / buildings

Recreation Activities

Lodging Tax (hotel-motel)

Hotel Motel tax Phone tax EMS transport fees
Minimal property tax Transportation Benefit
District tax

Reductions due to business closures

Admissions Tax, Fees for Services, Grant
Funding

We have not separated it out.

Lodging Tax

Donations

We are predicting that we see a decline in sales
taxes. All of this is rather hard to predict due to
the delays in remittances from both the state and
county. State taxes are remitted two months after
filing.

Activity Fees in Parks and Recreation

Community Center rental fees (March - August)
\$10,000, library fees waived @\$1,000/month,
etc.

Fuel Tax, Lodging Tax

Development Revenues Admissions Tax Lodging
Tax Recreation Program Revenue

court remittance for fines and forfeitures

Admissions tax, hotel/motel tax

Gambling Tax Admissions Tax

None to date.

Motor vehicle taxes, but we predicted that.
Without home construction, the issue would be
much worse.

REET

User fees: golf course, parks programs, rental
fees

State reimbursements for infractions, liquor
profits/taxes, MVFT funds

It's too soon to know whether sales tax is down.
The report won't be out until May 20th and then it
won't be for a full month of the stay home
directive

Charges for Services - Parks, Hotel/Motel Tax,
Gas Tax

Public facilities revenue losses due to cancelled
events at the Tacoma Dome and Convention
Center

We don't have a B&O tax. Other: REET Lodging
Tax Fuel Tax Jail board fees Interest income

Gambling, Admissions, passports

gambling tax, admissions tax, passport fees,

Permit Fees, Impact/Mitigation Fees, REET
Revenue

Fines

Hotel/Motel Tax, Real Estate Excise Tax, Gas
Tax

Recreation program fees

Building permits

Lodging tax, admissions tax

N/A

Parks and recreation program and rental fees
Thrift Store revenues

Lodging and Transportation Benefit District taxes

Fuel Taxes

recreation and paid parking revenues

Being a tourist town we have seen and expect to see a drastic reduction in hotel stays resulting in a halt to lodging taxes as well as sales tax.

We do not have a B&O

Lodging Taxes

Development Revenue

Motor Vehicle Fuel Tax

REET, Parking, Gas, Building permits and plan check fees,

Our main business in our little town is our grocery store that also serves a daily lunch and dinners a few times a month. And the owner depends on catering to help keep her store going. With the shut down she has lost revenue which means the town loses income via sales tax.

Other includes losses of Lodging Taxes, income from events in Convention Center

Gambling tax, admission tax, fines & forfeitures, state-shared revenues, particularly fuel taxes and liquor taxes, parks sales tax, criminal justice sales tax, franchise fees, investment income rental and facility fees, MVET/Fuel tax, Criminal Justice taxes, Hotel Motel tax, Utility payments for water, sewer, garbage, Special event fees, court revenues, etc.

Athletic registrations and pool user fees.

MVET Gambling Ambulance utility Water/Sewer Lodging Tax

Appendix E: COVID-19 impacts on city construction projects

1. COVID-19 has impacted the future projects by needing to modify the project specifications to accommodate the use of additional PPE's and requirements. The current projects have been experienced increase in costs due to change orders related to the need for additional PPE's and personnel needed to comply with the Governor's orders. 2. The City has updated all construction contracts to include requirements for additional safety meetings and PPE requirements to follow the direction of the CDC and Governor's orders related to protection. 3. The City has informed all public and private developments the requirements of a safety plan on site to follow the direction of the CDC and Governor's orders related to protection.

Given revenue shortfalls, some construction projects have been delayed or eliminated.
No impacts to-date

Some minor construction projects have been delayed because of uncertainty in timing or being non-essential. Major projects are still moving forward on schedule.

Costs of contractors complying with the Governor's social distancing orders

Access to permits was reduced (closed to public) caused some delays. Implementation of an electronic process allowed for continued access to the permit process. Changed collection of intake fees at application to permit issuance. Previous in person meetings for pre-application were handled online. Inspections were limited to essential construction. Implemented safety measures as outlined by Governor Inslee and when feasible video inspections have been completed.

Delays due to shut down in general.

N/A

None

monitoring revenue before decide

None

Backlog of inspections for major projects due to lock down

Delaying projects to save cash until we know more about the pandemic duration and its impacts on our expenditures and revenue

The stay at home order prevented most construction.

Expedited essential construction project. We were able to shut down the road due to the Stay Home order and project to save one month on the project timeline.

Delays in awarding/amending contracts during limitations on items the City Council can consider at remote meetings.

all construction projects within city limits are operating as normal

Delays due to permitting have been minor.

Delay in getting material for current projects

Not yet for current projects. Too soon to know for future projects.

Delays due to reduced workforce hours -

Having to use reserves due to uncertainty in the bond market.

Inability to inspect

Hasn't really affected the City, only one project for Building Permit and it has been issued.

Staff shortages have resulted in limited reduced level of service

We did not have any planned this year.

Difficulty getting materials to finish project

The city's permitting portal has been opened up to allow payment for permit invoices, applications for over-the-counter permits, and scheduling of inspections.

n/a

Shutdown order impacted work. Safety plans in place by contractors when they returned to site. Didn't add cost - just delay.

Short delay in projects due to stay at home orders. Projects continued once some government projects were able to be deemed essential and necessary.

Delayed project due to sub-contractors were not working. This caused a backup so we are just waiting until we are next.

All major projects in the City were initially shutdown due to the Governor's Stay at home order

Delayed start of sidewalk replacement

Projected revenue reductions have put several generally funded and utility funded projects on hold

We used a very liberal interpretation of the governor's proclamation and opened 4 weeks earlier than almost all other jurisdictions. It was aggressive to the extent that an attorney for the governor's office sent a letter saying our city might be sanctioned, either by fine or jail time. A week after receiving that letter the governor opened construction (almost) so the issue became moot. But we were a month ahead of in jurisdiction in the state that I know of.

We have not had any significant COVID related impacts other than our crews are broken into 3 workers at a time, and that can take longer to complete some things.

Restrictions in Phase 1 prohibited new construction

The City had a total of four construction projects either programmed or in-process when the emergency was declared. One project is an infrastructure project and so continues under COVID-19 restrictions. The other three projects relate to the City Hall Renovation, Quarry House (Community Center) Renovation, and renovation of the Tenino Quarry Pool.

we have a large project planned that has lost the revenue stream. it's not a city project.

During the Stay Home Stay Safe Order - Construction was slowed. The City has fully implemented virtual permitting options which has seamlessly allowed for construction to continue. Kitsap County entered Phase II today May 28th.

Short delay due to Stay Home order

City projects continued as essential public projects. Private development was halted for 3-4 weeks, but is slowly restarting.

non-essential projects stopped for a month and then immediately reopened upon the governor's order.

Waiting on materials to complete a current project, can only wait till the contractor is able to proceed.

We had a short delay in several projects before we were able to determine those projects as essential. We are now currently moving forward as scheduled.

Significant delay in civil design and construction for new Police Station. Delays have also put the building (modular construction) out from June delivery to September or later due to delays at manufacturer.

Projects have been delayed due to increased hours spent complying with COVID-19 remote-work, and sanitizing requirements, as well as contractor delays. No action taken Unknown at this time.

Projects delayed temporarily for rescheduling with vendors.

All construction and permitting activity delayed as reviews were performed by employees teleworking.

It really has not had an impact of the City of Prescott

Uncertainty has caused us to delay construction projects scheduled for fall 2020

All construction stopped except for the major project at the local high school. It was able to continue. All others stopped. Our city followed the governors orders and didn't allow construction to come back until it was allowed. Things are slowly improving in that area.

Several projects have been moved to 2021 as a result of revenue shortfalls

General fund money that goes to projects are being reviewed to be redirected to avoid layoffs or furloughs.

We have no construction projects this year.

We have had one large street project delayed due to stay home order, but that has resumed and the impact was minimal if any.

Restricted the permitting process and inspections. We have put construction on hold. Project was delayed less than one month, contract will take precautions and start within 2 weeks

Delays due to Governor's Directives. All projects are now moving forward

Appendix F: Changes to city public works operations

In response to the Governor's first stay-at-home orders, all but a few staff were sent home to work full time. The field staff only responded to urgent requests and inspections were made only after the property owner verified that their project met the State's guidelines. Once the orders began to be relaxed, we brought all of our maintenance staff back to work but they are working alone and driving to their job sites in separate vehicles. We've provided masks and sanitizing supplies.

Half of the street maintenance staff worked 50% and the other half worked the other 50% of the time over the course of the first month or two of the Stay at Home order to promote social distancing.

All possible City staff are working remotely. The PW crew were assign office space that would allow for social distancing, and each were assign a separate City vehicle to drive.

Social distancing, one person per vehicle, shifted some work to needed areas, reported to different locations to allow for social distancing, they wear PPE. Additional cleaning of residents impacted the Water Reclamation Plant and caused us to go out of compliance with the State permit. This happened in a number of places around the state. In line with stay home, stay healthy orders and CDC standards

Significantly reduced the Public Works hours and expenditures in Parks, Streets and Facilities.

Regular spring maintenance was delayed while crews were on alternative schedules - crews two weeks on, two weeks off.

Social Distancing rules, staggered crew start times, PPE requirements

No in-person customer contact Staff responsibilities reassignment No shutoff of service for non-payment

There have been delays or suspensions of projects. Procedures were put in place to allow for remote work of engineers and other staff members. New procedures were put in place for inspectors out in the field.

Reduced Public Works to part time for 2 months

Continuity of operations cross-training and backup assignments. Also re-assignments to new responsibilities

split up crews so some were home on admin leave while others at work.

Made changes to the number of people working on shift during the first two months. Lost productivity during that time. Now back to near-normal levels but have required the use of more vehicles so that we could have one vehicle per employee.

In the beginning, there was limited and alternative staff scheduling due to work environment setup and proximity to other workers.

We temporarily rotated half of our crew off-site for a week at a time. That gave us two independent crews who never crossed paths and limited the potential for cross-contamination. We have since set up two alternate work sites and have our two crews plus one summer crew working out of the three separate locations to maintain social distancing requirements.

Variety of social distancing and sanitization practices

PW employees wear masks when more than 1 in a vehicle or in close proximity.

"split shift" for operations crews to ensure we have a bench of critical operators and others in the event there is an outbreak at our facilities

Staggered shifts. Limited/decreased operations.

No major changes. We intentional made a decision to continue all projects - especially high profile things like road repair and striping; changes to lights at intersections etc.- that the public could see. We also took advantage of the fact some facilities were closed, allowing us to do maintenance that would otherwise have required us to close buildings e.g. repairing grout and tile in the YMCA building (which the City owns) and installation of LED lighting through the City, and re-timing lights at some major intersections (there was very little traffic, which made it much easier).

Shifts are staggered, our yard waste facility is now free of charge so we don't have do handle money.

Half crew on half crew off for staggered shifts to prevent the entire PW staff from being taken out.

Social distancing, PPE, workflow, same as many departments

We didn't bring in part-time help for the summer. We aren't going to open the swimming pool.

Changes to scheduling of workers. For a while, we had half the crew at home while the other half crew was at the shops. This was done to preserve capacity. We recently shifted to a staggered schedule to have everyone working.

No more vehicle sharing. More individual work completed to remain 6 ft. separation.

Implemented safety practices when working closer than 6-ft.

Spending freeze, time off due to lack of revenue

Public works employees work in split shifts -- two employees work three days and then the next two employees work three days while the others "work from home"

PPE plans. The Public Works Director has developed a departmental work strategy plan for the division.

We are no longer able to utilize inmates which has left us short handed with maintenance of city facilities. We have hired temporary help to keep up with the work but have also sacrificed cleaning of facilities.

alternating work schedules for social distancing and relocation into other closed city facilities.

Parks closure Public works continued with social distancing related to all activity

More cleaning. Less regular maintenance due to quarantine

Staffing limitations due to staff rotations to keep employees safe

Public works crews are on rotational schedules to provide social distancing. Some capital projects have been delayed.

Adjusting hours of work to minimize number of people in facilities at one time, donning and doffing.

During the month of April, most city departments, including Public Works, were split into two "teams," with one team working remotely (or off work completely) while the other team was on site. The teams would alternate the following week. For Public Works employees how were unable to telecommute, the city paid their wages.

At first our public works staff was platooned and training on ICS procedures from home. Now, individual works plans, observing social distance are in effect. Some personal vehicles are being driven to achieve this. Work mandating teaming is being deferred if possible.

The department was split into shifts to minimize the chance of infection and provide redundant capabilities

Flexing staff hours, reducing or eliminating different projects.

using PPE for all activities, limiting landscaping during the stay at home order, that part has now resumed

Utilizing split shifts to preserve workforce in case of outbreak, single drivers in vehicles, outdoor socially distanced briefings, deferring projects or programs due to staffing

Crews are limited to travel of one employee per vehicle. Mostly independent work. Some normal maintenance delayed due to revenue shortfall.

Major changes to crew deployment including rotation of crews, telework, isolation and redundancy of critical functions, reduced capacity, furlough of employees and enhanced sanitation and safe work protocols.

Rotating shifts, PPE use, prioritizing maintenance projects

Auburn separated the M&O teams into two groups and alternated their work days so that if infection occurred within one team, there was a greater chance that we could still have a team able to work.

Physical distancing requirements and use of PPE has forced adjustments to how employees travel and conduct work at worksites.

Personnel reductions of about one-third of the Streets and Grounds Division and various furloughs in other divisions. We're postponing streets maintenance and repair work along with some other capital projects.

Placed employees on paid leave and halted non-essential work activities.

We are requiring masks of all employees. We have instituted different staffing assignments for vehicle travel. Our purchasing/warehousing functions have dedicated a significant amount of time to preparing PPE kits for all employees.

Rotating shifts to practice social distancing

Initially there was a period with essential employees only, as other employees returned to work adopted social distancing with employees riding alone in separate vehicles to work sites, required to wear masks while on duty and dealing with public. Increased custodial cleaning frequencies and depth.

alternating shifts to keep staff safe

shift changes to alternate staff with two shifts, so if someone were to get sick, those not on shift will not be exposed.

We currently have only half our staff working at a time (20 hours per week) to meet social distancing and help employees who have no childcare now.

staggered staffing. more vehicle use as nobody is allowed to ride together

Staggering shifts at water and sewer plants. No two workers in a truck together or on a job site unless it's an mandatory job. For example: water leak etc.

Moved to single occupancy vehicles Closed office to public Not issuing permits

Our Public Works projects are currently on hold due to possible revenue shortfalls and/or the Governor's stay home, stay health order.

Split shifts

Public Works is spending more time on projects that do not require close contact, except when absolutely necessary.

Distancing, use of PPE's, taking Temps at beginning of day

Using PPE in the field. Split shifts.

Staggered shifts, working projects that can be accomplished with one worker, working out of vehicles only coming into City Hall for deliveries, planning, scheduling and purchasing done remotely

One meter reading cycle was skipped, estimates used. Late fees not recovered.

Limiting the number of personnel performing tasks i.e. meter reading and road striping. Only one employee per vehicle, sanitizing vehicles at the end of each work period. Rotating personnel so that each employee works at least once per week to avoid disengagement.

Split shifts, use of PPE, use of vehicle rules, increased use of take-home vehicles, virtual meetings

Modified work schedules, delayed non-essential projects.

We are distancing our workers from each other and the public. Jobs that would take multiple crew members have been delayed. Purchases of equipment have been delayed.

PPE requirements, facility changes and social distancing requirements, vehicle assignments
Separating employees while on the job.

-Closed all public restrooms in Town. -Changed shifts and working locations for Utility operators in an effort to keep them all healthy. -Changed use of vehicles and equipment for safety. -New requirements of PPE.

working staggered shifts so no employees work together.

alternating shifts and adherence to the construction industry guidelines

Until May 11, many public works employees were kept home on a rotating basis. We were trying to ensure appropriate coverage in the event of illnesses.

From one day shift to a split shift day and swings to provide social distancing and ensure each staff member drives alone in a vehicle.

A & B Shift with the off shift on stand by.

All staff has been reduced to 32 hours per week from 40 and alternating schedules, budget cuts have eliminated all park maintenance and delay in project continuations

Rotating shifts, not enough vehicles to quarantine and isolation prevents teams working together on street maintenance.

ppe

All employees to stay 6 feet from each other, office closed until we can obtain proper PPE for staff.

Initially sent all employee home - now PW outdoor staff is back at work with 10% furlough in place. PW in-office staff working remotely

Closed public works buildings to public; One employee per vehicle; Physical distancing at all times; Masks when necessary

Delay in projects, inspections due to Governor order

Changes have been in the limitation of public contact, finding other job duties for at-risk staff, and establishing alternating shifts to minimize group exposure.

Only essential projects to be completed, no new projects being started.

Staff went on "on-call" status and only essential functions completed. Gradual increase in actual work time from 25% to 50%. Will stay at 50% until probably Phase 3.

We have split personnel into two groups with alternate schedules so that in the event someone gets the Coronavirus the other crew can continue to operate Public Works. However, since each crew is a skeleton crew we are not able to do all of the projects we normally would be doing this time of year.

Staff work in staggered shifts, limiting public interaction, facilities closed to public access, increased routine cleaning, strict policies on not coming to work if ill

Most cutbacks in PW. Delaying and shelving planned projects until we understand the full effect of the virus.

Split shifts for maintenance division.

social distancing, single drivers in vehicles, major projects postponed, loss of outside volunteer labor and jail crews, concern from employees who are in higher risk categories, closed offices to the public and staggering office employees on shifts.

WE are running on a skeleton crew and have them coming's gin on a rotating basis. Much of the work they would normally be doing is postponed.

Our crews are now working in staggered shifts to enable social distancing

Limit time where multiple people in a vehicle. Split shift Social distancing Use of PPE Higher level of sanitation for facilities and equipment

Alternating shifts.

Split the workers into three groups to enable social distancing. Led to productivity increases. Also, have had to hold a position vacant cause of revenue shortfall.

City Office is closed to the public.

Appendix G: COVID-19 related utility revenue loss

Approximately 5%

unknown	3391.00 owing from May 1st billing
n/a	Unknown at this time.
0	immaterial
Unknown at this time	100,000
500000	0
300000	unknown
\$60,000	100,000
5000	negligible. We are working with our customers...
8-10% due to reduced usage from commercial customers as well as fees not assessed per proclamation	30,977.38
\$12,000	\$40,000
TBD, we're evaluating that now	Unknown at this time.
2,000.00	0
\$2 million+	50000
Unsure	\$160K
unknown, not major	\$500,000 - \$1 million
At least \$34M in 2020; \$43M in 2021	Minimal
unknown at this time	The utility expects to gradually collect deferred payments, but it may take a long time for some customers to catch up. It is too early to estimate a dollar amount because we are just now seeing the effects of missed payments in April.
\$400K	Unknown
19,000	Unknown
\$15K (very rough estimate)	not sure at this time. We did suspend all late fees, so there will be a decrease in that account. We are looking at creating a utility support fund for those in need.
unknown	\$500,000
minimal so far, we actually collected over what we expected to date	Unknown, but we have spent \$1 million in utility assistance so far.
\$25-30k	\$500k
\$75,000	\$40,000
unknown	200000
Unknown, but few	1000
5000.00	\$2-3 million
600,000, waiver of base fee	\$2-3 million
0	\$43,000
151000	

Already around \$100K

0

\$3,000.00 for penalty fees

unknown

minimal late fee

unknown

unknown

Not sure yet

\$50,000

zero

\$4000

• 20% reduction in Utility Tax payments 30%
reduction in Utility user charges.
unknown

very minimal

Unknown at this time

average 5 K month

To be determined

under \$2,500

10,000

unknown

10%

\$5,000

unknown

UNKNOWN

Unknown

unknown at this time

\$6,000.00

unknown

\$10,000

3% to 4%

We are hoping to only lose the utility tax and turn
on fees and not get bit by not being able to go
back more than four months on past due fees.

75000

unknown at this time

15,000

unknown

50000

\$0

\$80k-\$100k for 2020

?

15000

\$5

10000

\$100,000

Appendix H: City departments most impacted by personnel layoffs/furloughs/reductions

Which units/departments will be most impacted by personnel layoffs/furloughs/reductions?

N/A	Recreation, if they occur
All departments, but only as part of the ESD Shared Work Program	Gen Gov services
n/a	all
Planning/ PW	All
Citywide with reductions at PaRCS and Public Works of seasonal staff	Parks & Recreation
Senior Center & Public Works	Recreation
All	preschool is in layoff
Parks and Recreation, Library	Development Services, Parks and Recreation
All departments will be affected	public works
Public Works	miscellaneous employees
NA	Parks
across the board	All - small city
all departments were impacted proportionately based on their budget	Primarily Parks and Rec., Senior Center, Library and Transit. Several Public Works employees have been placed in a furlough status, as well.
Public Works	General Fund, Parks, Streets, Community Center
Parks	Public Works, Community Development & Police
unknown	Public Works, Planning, Fire, City Manager's Office
Unknown/not applicable	internal services
Parks	Administration
Public Works	n/a
parks	We are already near minimum staffing. The largest departments are police and fire, but likely cuts would come from public works which is super thin.
library, recreation	parks/events
Police & Public Works	all
Recreation, Library, Parks	public works
finance/admin	Finance and planning
N/A	Convention Center, Library, Finance, Public Works
Public Works	Recreation
not applicable	police
Finance, Executive, IT, HR	NA
Public Works	
unknown	

Executive, Finance, Administrative Services

Parks and Recreation, Human Services and Planning

Public Works

Public Works, City Hall

Pool, Law Enforcement

seasonal/temporary/consultants

Recreation

all departments

Teamsters (majority of our staff)

Clerks Office / Court / DCD

Non police

All

admin

N/A

recreation and library staff

N/A

Youth Services programs.

Parks and Recreation

Convention Center, Library, PW

Senior Center, court, GIS

Finance/Clerk

P&R

Public Works, Parks, Administration

Recreation, Streets

general fund

Park & Rec

Community Development, Administration, Parks & Recreation,

None

Appendix I: City employees using federal leave

How many employees have used these federal leave programs?

2	15-20
4	60
8	unsure
14	1
unknown	2?
2	6
41	unknown
2	5
11	1
Less than 12	9
Too early to know, still reviewing and recoding timesheets	1
6	10
12 (of 85 City FTEs)	Half-dozen or so.
12	30
12	4
1	1
a few	1
est. 12	1
1	about 50%
1	1
3	5
30	1
1	1
50+	50
25	150
Three.	10+
unknown	3
298	?
30	2

Appendix J: COVID-19 specific policies

In response to Covid-19, the City established the following: 1. Teleworking Policy so that employees can safely work from home while minimizing disruptions to productivity. 2. Flex Schedule Policy enabling additional social distancing for those remaining on duty during Covid-19. 3. Administrative Leave Bank which allows the City Manager to grant up to 2 weeks of paid administrative leave to employees who have exhausted State or Federal COVID-related leave options.

The policies range from closing City Hall and Rules around essential workers following social distancing protocols to establishing new human service grant programs.

Please see:

<https://www.sequimwa.gov/914/Emergency-Orders>

in line with stay home, stay healthy orders and CDC guidelines

The City implemented policies that mirror the Governors policies such as a moratorium on water shutoff and utility late fees. The City also paid staff to stay at home and not work for non-essential work that couldn't be performed away from the office. Return to work policies have been published describing social distancing, self-monitoring, and mask requirements.

Telecommuting, Social Distancing, Workplace sanitation

Remote work. New procedures for inspectors (both construction and building). Closures of playgrounds/restrooms. Remote public meetings via Zoom with public participation.

limited non-essential expenses and cancelled events of large crowds

Interest waivers of all accounts receivable, Telecommuting Policy, Video Conferencing Policy,

Fire Department Continuity of Operations Plan

Town Hall is closed to the public. Requesting only payment in check or phone credit/debit payments.

Drafts: FFCRA, Communicable Disease, Teleworking, Guidelines for Return to Work policies aligned with public health officials and governors orders

must wear mask use hand sanitizer Disinfectant wipes spray Lysol Locked the doors for one month no public entry 2 HEPA filter air machines Parks closures

Town Hall and Public Works office is closed to the public. All business is performed via email, phone mail or drop box payments. Staff have continued to work in the office to continue with daily duties.

We have implemented a range of operational policy adjustments and allowances to enable staff flexibility.

See the Exec orders at:

<http://clerk.seattle.gov/search/clerk-files/terms/executive%20adj%20order> Internal City policies include: requirement to wear face masks, exposure guidelines, alternative work agreements, and temporary redeployment policies.

Follow CDC and GCHD guidelines. Closed Offices. No cash payments. Allowed payments by phone. waived late fees and shutoffs for utilities. Masks worn when within 6 ft of another person. Masks worn if more than one person in a City vehicle.

Park closing and limitations Public Restroom closing and limitations City building facility closure Inspection protocols City programs and events suspensions and limitations

Cleaning, telecommuting, leave, purchasing, communication, etc.

HR policies related to testing, if have COVID, returning

Shared leave for COVID positive employees, or those needing extra time Telework policies Required training and checklists prior to return to work, phased reopening

Follow Governors guidelines

Shutdown of facilities, closed programs, flex time for staff, work from home, etc.

work from home and return to work policies

Closure of Public Facilities (until today).

We've implemented policies in line with WA state actions

We have modified several personnel policies related to voluntary leave and teleworking.

Temporary employee policy regarding leave related to COVID-19.

No late fees or shutoffs for utilities. Employees who work from home or who are "at home" due to split shifts are fully paid, i.e. all employees have received 100% of their salary during COVID-19.

PPE rules, Leave uses

Citywide safety plan was updated, and each department also has a safety plan.

telecommuting policies, emergency sick leave policy,

Teleworking update L&I safety recommendations
Emergency Leave policy

Suspended utility shutoffs, late fees & penalties, extended payment plan terms for past dues, etc.

Closure of city facilities, social distancing measures with staff, PPE usage

Revisions to telecommuting policies Revisions to HR Policies (some City driven; others change in laws) Potential revision in fiscal policies related to operating transfers to the capital improvement program.

Pandemic Pay, Teleworking, Workplace Safety (PPE)

Closed city facilities to the public; Shifted employees to two-team schedules; Cancelled most Board and Commission meetings; Council meetings moved to remote attendance; Implemented temperature checks for all employees at start of the work day.

Public buildings and restrooms closed to public, big toys closed, parking lots were closed.

Telecommuting in effect for all non-public safety employees, with limited exceptions. Public Meeting are being held remotely. All public events have been cancelled through the summer. No early preschool registrations are being accepted.

Purchasing limits, flexing staff time. Department Directors working at home.

City hall closed, non-essential personnel working from home. Limited schedule of staff members working in city facilities to provide social distancing. Temperature taking at the door of city buildings.

Residential and commercial eviction moratorium

Teleworking No water shut off, no late payment fees Free commercial water shut off/turn on

Return to work plans and policies for being in City buildings. PPE requirements; self health assessments, etc.

Many policies around mandatory telework, masks, social distancing, availability of PPE and cleaning equipment/supplies, etc.

Social distancing, use of PPE equipment

Staff working in shifts, stay home if sick, sanitizing, PPE, closing public offices, meeting through online/teleconference, closing park features

Adjusted City and Council operations to comply with requirements of the Stay Home, Stay Healthy orders and the Safe Start Washington plan.

Postponement of parking enforcement, relaxed sign code, expanded telework options for employees, delay in collection of B&O taxes we instituted telecommuting broadly and have revised that policy. We have also developed some procedures around the use of masks.
Admin leave policy

City Hall closed, majority of staff telecommuting, social distancing required while on duty work from home, alternate schedules, virtual council meetings, face coverings at work.

Working from home policies for employees.

Policies for field staff. Facility closure policies.

Standard COVID 19 best practices for employees while interacting with others and the public during work hours

cleaning procedures reporting procedures

Staggering shifts, masks and gloves when dealing with public or co-workers outside city hall. Zoom meeting for Council etc.

A sick leave pool for COVID impacted employees Greater flexibility in sick leave use

Mandatory to wear masks while in the Business District

See City Website at www.osgov.com

Created a pandemic policy

The only COVID specific policies we've imposed are related to deposits (allowing for once per week deposits), and delinquent and shut-off waivers for our utility customers.

City hall closed; all meetings are virtual

Utility shutoff waiver; commercial garbage collection for commercial accounts;

We've written a pandemic response plan and a Covid-19 Specific Event Plan & Protocol

Park Closed, employees work from home when possible. Office closed to public. Public works does most projects separately if possible.

Cancellation of Special Event permits through June 30, potentially longer. Masks required when leaving desk/office, no more than 10 people in the Civic Center at any one time until Phase III is implemented.

Foreclosure & Eviction moratorium, a host of small-business loans Donation program for utility help Use of librarians to aid people in applying for grants/aid

Posted flyers regarding the Stay at Home declaration by Governor Jay Inslee Staff was issued an request to follow Governor's Stay -at -home and Non-essential closings order. Signed Resolution NO. 2020-02-R declaring an emergency concerning the spread of the SARS-COV-2 Virus and outbreak of CORONAVIRIS disease 2019 (COVID-19) authorizing Emergency Powers, and Delegation Authority to the Mayor

A variety of HR polices, program polices etc. Essentially the entire City operation has been modified as a result of the Pandemic.

Just related to leave.

Expanded telework, City Hall staffing reductions and safety plan, premium pay for essential workers during stay at home order.

Late Fee Waivers and Discontinuing Shut Offs. Social Distancing while at work. Working from home when possible.

-Public Meetings, public records -Public Works contracting exemptions -Banking/deposit frequency -Waiving of utility late fees, disconnections, and allowing payment plans
Utility Shut Off Policy

stay home; alternating schedules to separate teams. Also, didn't see a space to note this, but all of our COVID exposures have been due to family contact, not at work contact.

Maintain social distancing, use of masks.

Closed public facilities, moved City Council meeting conference call settings, limiting public interactions

COVID 19 Leave Policy

In the area of workplace safety and for those in police and fire services.

Temporary leave and furlough policies Inspection policy

Emergency stay at home pay, telecommuting policy

Per governor's policy, stay safe work from home and Rob Wyman can answer the remaining questions because he has taken this survey. closed town hall to the public and ceased all in person meetings.

We have waived all late and shutoff fees for all utility customers. We have a repayment plan that starts the 1st day of the month following the end of the state of emergency.

allows usage of sick leave, allowed employees to "go negative" in vacation/sick usage, matched sick/vacation leave taken up through May 31st.

Special Use Permits are not being approved for events on City property until Nov. 1, 2020.

Typical annual summer events that will not be approved are Founder's Day (town celebration), triathlons, bluegrass music festival, etc.

The policies relate to emergency leave/on-call shifts, fiscal contingency policy, and shared leave programs.

City Hall is locked during all of this, payments dropped in the payment box and receipts for cash mailed. I will go to the door and talk to you if you need additional assistance.

The three employees the town has have been models of behavior in social distancing and safety. The Council has also been watchful of our citizens, making sure that everyone is safe and without worry.

Closed facilities. Reduced access to Public Works facility and reduced time open. In the process of implementing an on-line payment system.

We have closed access to City Hall and are doing business electronically. Employees are wearing mask while at work.

Sick leave policy to implement new requirements; cleaning policy; social distancing policy

Businesses highly recommended to use face coverings, etc., required to provide hand sanitizer in public and employee restrooms, etc. Public restrooms were closed for almost 2 months, just opened. Beach approaches closed for almost 2 months, just opened. Hotels and nightly rentals closed for 2 months, open May 19. Playgrounds, cook shelters, etc. closed. Visitors and non-resident property owners discouraged from coming to the City.

Telecommuting

Utility payment assistance and fee waivers.

Extending payment arrangements for 6 months on water/sewer/garbage billing, no shutoffs, waiver of late charges for April 2020 billing.

Social distancing, temperature screening, and more.

Utility payment deferrals, B&O Tax Deferrals,

Negative leave balance up to 80 hours

Implementing unfunded federal mandates for Emergency leave and COVID FMLA Minor sign code to allow for off sight "take out" signing

Closing facilities.

Have a policy allowing the Mayor to unilaterally declare policy to regulate private business practices to ensure social distancing, quota needed items for residents, and ensure that price gouging does not occur. We also have a policy where utility shutoffs and late fees are not occurring during this time.

Remote meetings (zoom), City offices are closed to the public.

Appendix K: City input for AWC

These revenue losses are our best estimates at this time. When we have additional hard data, we will update these numbers.

activating partnerships is key for our success in assisting our community

The questions in regards to specific actions related to budget cuts where we selected consideration within 6 months or a year, are only if the pandemic continues to impact our revenues/expenses.

This small city will likely recover most of the revenue as it is not lost, but delayed. Our problems then come with cash flow management and debt service payments.

Massive administrative burden due to the manner in which CARES Act Funding including CDBG was passed along by the State and Federal Government. Beyond normal email traffic presumed to be from the Stay at Home Order, Enforcement Requests from the Governor's Office based on the Stay at Home Order.

It is my understanding that we can't use the Admin leave for keeping crews separate as an expense for the CARES funding, because all the permanent staff salaries were in the adopted budget. There is lost productivity from both the Admin leave and telecommuting (i.e. losing internet connections, garbled communications in Zoom meetings, access to records, etc.).

We were set to have a county fair that would have brought in sales tax revenues. 5% admission tax revenues. Loss of \$1,200.00. Carnival revenue losses of \$1,000.00. We rent our city parks and missed out on wedding and graduation rentals. Loss of 2,000.00. We also had to cancel the City of Asotin Vendor Fair loss of \$600.00. We also missed out on new construction building permits.

While the impacts of COVID-19 are devastating for our community and our economy right now, there is significant concern that once the emergency has passed, emergency funding will dry up. Unfortunately the economy is unlikely to bounce back quickly, and the City is looking at large revenue gaps in 2021-2022 with no clear path for relief. If a large economic stimulus and government support package is not available, it is likely that the City will have to take significant steps to decrease programs that are necessary to support public safety and public health.

The stay home orders are killing our small businesses. It is not feasible to only open to 50% capacity but need additional staff to cover it. Expenditures will far exceeds the potential revenue. A minimum of 75% occupancy for businesses is more reasonable. Require facemasks if need but get the businesses open ASAP to help the economy!!!!

The City of Lynden, like most rural cities, is not accruing a lot of new, unbudgeted expenses. Our biggest problem is on the revenue side. Help with that part of the equation would be very useful.

We have found that regular communication via 3 minute videos has received excellent feedback. We work collaboratively with the school district and college to help celebrate graduations with street banners, videos, etc. Businesses that are not allowed to open until Phase 3 are at great risk, we are trying to figure out how to assist them specifically.

We continue to fight for our way of life. Sacrifice is difficult and we need to sacrifice right now.

The State ordered shutdown of our economy is dramatically affecting our ability to serve our community. Instead of the State coming to our assistance with unrestricted dollars from the Rainy Day Fund, we are getting bills for the PPE that was supplied. CARES Grant dollars are too restrictive and we are requesting the State to step in and start helping fill the shortfall that they helped create. With Idaho being 8 miles away, maintaining our local economy is very hard with residents shopping in another state right next door.

We have only 10 cases and no new cases for over 4 weeks.

Aside from the general economic impact due to forced closures of businesses, no.

There are many in our city and surrounding area that are restless/unhappy/angry at what they perceive to overreach by the Governor.

No

This has stressed our community communications resources. There is so much more need to communicate with the community about COVID response and impact on the City.

The reopening of outdoor recreation was delayed in our area because we are a border city and Oregon remained closed. Some areas are opening up and the more popular sites remain closed due to lack of staff to clean and monitor the throngs of people typically visiting during a regular year. There are people that are violating the closures, jumping fences and have needed emergency assistance-putting our first responders at risk. Additional coordination with neighboring states would help prevent an influx of outside visitors.

we have had NO cases in our Town, but we are suffering as a whole from the shut down

No commercial services, we are 100% residential

The operation of the Town of Metaline financially and administratively has been only tangentially affected by the pandemic. Most folks are adhering to the intent (if not the letter) of the restrictions imposed by the State, but tensions are mounting and patience is waning.

I think the mental health impact is subtle, but mounting. I believe this will result in PTSD for many when it is over and we are looking at ways to make talking about it safe, as well as frequent reminders about free access to the Employee Assistance Program.

It has put a strain on our small businesses and it has made it very hard for them to remain open.

The CARES Act funding being shared by the state is extremely helpful, but for Tacoma, the dollars will not stretch far. We are concerned that the public health emergency and associated costs could rise again after the October 31 deadline for eligible expenditures. We need revenue replacement from the federal government to avoid more serious service level impacts on the community.

Like everyone else we will struggle with the loss of revenue and this will ultimately impact our ability to provide general city services.

Reimbursable and programmatic dollars are useful and we are grateful to have them, but deploying those resources takes staff and administrative time and often that function is not an eligible use. We'd like to see an effort to provide cities with the funding they need to continue to provide the services we currently do at the level we currently do. Thank you.

Our community has had little to no exposure despite being inundated by tourists during the "stay home" order. We have had to spend hours reading and interpreting the governor's orders and guidelines.

The primary issue for most cities in my opinion isn't COVID related expenses, it is lost revenue related to the COVID crisis.

We need help from AWC and the State to help permit a large industrial facility that has been impacted by delays to the COVID crisis. This \$400M project will dramatically help Hoquiam's financial future. To get the economy going statewide, AWC must push the Governor and the State to permit industrial job growth in all sectors.

As a border community, the US/Canada border closure has had very significant impacts on our service and retail sectors. Our sales tax and border gas tax are expected to decline significantly (up to 75% reduction in each border closure month).

Anticipated revenue losses, CARES Act reimbursement would help dramatically.

Employee morale is an issue.

Arranging for staff to work from home. Needing hardware and software.

We have all the normal challenges but due to our lack of retail business and robust development demand we're not seeing the big revenue reductions our neighbors with high debt to revenue ratios, single industry sales tax revenues (automotive sales), or dependence on spending current year REET or Impact fee revenue to maintain their capital project schedules. I think our biggest challenge so far is to calm our Council who sees our neighbors reacting to large revenue reductions and project cancellations by furloughing or releasing city staff. We have a very different profile and financial environment and it's hard for some on our Council to accept we need to stay the course, and be part of the rebound solution.

Direct Federal assistance is desperately needed or many cities, including Shelton, will only be able to provide legally mandated services (utilities and police).

Telecommuting Staffing the regional Emergency Operations Center Courts being shut down impacting law operations

At this time the City of Prescott has not been impacted by the COVID-19 Food is being distributed on Tues. by the National Guard.

We would greatly appreciate a special legislative session to address OPMA issues, financial reporting deadlines, and other statutory deadlines that will be difficult to meet considering the Pandemic. Relief is needed for cities on all fronts.

The Town of Coupeville depends on sales tax for approximately one third of our budget. We are a tourist town. The loss of sales tax will be significant with the devastation of that industry. We feel prepared to weather this storm in 2020 but believe the slowdown in tourism could affect our budget well into 2021 and beyond. It is 'easy' to postpone capital project as a way to deal with the revenue loss in the short term. A longer term revenue loss will be very hard to compensate for. We have a very lean staff. We will have to cut services to our citizens.

I feel like we will not truly know the impact of COVID-19 for several months - maybe even until next year. There will be a trickle down effect and sometimes it takes a while for it to find its way to smaller cities.

Adjoining County is set to reopen, have concerns about travelers from heavily infected areas passing/stopping as they go through the City of Waitsburg

Sharing of Federal, State, County funds based on per capita to cities needs to be modified to include economic impact of the city on the region/state. Tukwila's 20,000 folks is not representative of the economic impact we provide to the state, nor the infrastructure and services provided to a day time population of 150,000 people.

Our City is 70% non-owner occupied and low income, everyone has been affected. Landlord are not receiving rents but still have mortgages. Our small businesses have also been impacted. The loss of revenues across the board will be the biggest impact. I suspect there are a few businesses that will not be able to weather this storm. I am also concerned about the mental health of individuals during this crisis. In addition, the mood of the general public as this shutdown continues. While there may have been widespread support at the beginning, there is growing discontent amongst citizens with the lack of a definitive plan to reasonably get things back opened without burdensome regulations. The one size fits all approach needs to be changed to allowing counties to work with their local health departments on plans to reopen local businesses.

For a small City like Entiat, it is awesome to get \$37,650.00 through the federal CARES Act. However, not being able to use this as a replacement for loss of revenue is hard. We already run on a small crew and don't have the option to lay anyone off. The City has already lost in one month \$27,000.00+ in Revenue. If this continues, it could be devastating for our small City.

We need backfilling of lost revenue - especially sales tax

Backfilling the lost revenue from reduced Motor Vehicle Fuel Tax is paramount, and the state needs to be extremely careful when reducing funding to local governments.

We are a very small town, population of about 300. COVID-19 has mostly impacted our residents because our small grocery store has not been able to receive supplies. Many of our residents only shop at the local store, especially now as they are trying to avoid large crowds. We have a large elderly population.

We are all thankful that we have been spared the anxiety and fear that COVID-19 has reeked on the rest of the State and Nation. However, I am very aware of that anxiety and have written several articles for our local paper on why State officials are doing what they are doing. The impact on the "west side" (actually, almost everywhere south and west of us) is horrific and I applaud the Governor and the State for what they have done thus far. I am also thankful that we have been granted the ability to move into Phase 2 (and hopefully will stay COVID-19 free) and move into Phase 3 in the near future.

50% of our citizens are over 60 and more have underlying health concerns. They have been frightened. Three of our businesses have already closed permanently, others are severely impacted financially by closures. A very small number received assistance from PPP or other programs.

Need guidance and resources to purchase and install PPE in offices and vehicles for re-opening. We need local resources to reimburse cities for the telecommuting charges and setup, we need funding to avoid or recoup the loss of sales tax and potential property taxes, hotel motel tax, business revenues, fuel taxes. Let the cities decide how to use the CARES funding and not make it restrictive and more record keeping!!

Enforcement. Only a matter of time before it will be the City's fault that our County has not moved from Phase I to Phase II. If they would only shut down business that should be open. All public events cancelled, or will be. Inefficiency of no one in the office. Robots on a screen. Relationships becoming distant. Morale is being impacted. Limited Council agendas are grinding things to a halt. We are starting to have to push the envelope of the Governor's order in this regard or we will be missing statutory deadlines (GMA), lost opportunities, CIP projects delayed. No attendance at Council meetings, except virtual, has had an adverse impact on the community - a loss of engagement.

The City is impacted in a significant way with this crisis. It is a perfect storm for us. Usually the Walla Walla Valley has a very resilient economy. However, with students enrolled remotely in University since classes aren't held in session and wine tourism dead with the Governor's proclamation it is devastating our small business community and our monetary reserves. Governor Inslee needs to step it up and provide increased assistance to our community's. The fact that he still hasn't freed up the Working Washington grant dollars for small businesses six weeks after the fact blows my mind. This is an emergency. If the Governor wants people to stay home, you must provide the resources for them to do so. Not a hard concept to grasp.