

# 2017 - 2018 Seattle City Council Green Sheet

Ready for Notebook

Tab	Action	Option	Version
205	1	A	2

**Budget Action Title:** Provide funding for SPD records management system in phases

Ongoing: Yes

Has CIP Amendment: Yes Has Budget Proviso: No

Primary Sponsor: Budget Committee

Councilmembers:

Staff Analyst: Amy Tsai

Council Bill or Resolution:

Date		Total	SB	TB	LG	BH	LH	RJ	DJ	MO	KS
	Yes										
	No										
	Abstain										
	Absent										

## Summary of Dollar Effect

See the following pages for detailed technical information

	2017 Increase (Decrease)	2018 Increase (Decrease)
<b>General Subfund</b>		
<b>General Subfund Revenues</b>	\$0	\$0
<b><u>General Subfund Expenditures</u></b>	<u>(\$2,044,518)</u>	<u>\$1,126,618</u>
<b>Net Balance Effect</b>	<b>\$2,044,518</b>	<b>(\$1,126,618)</b>
<b>Other Funds</b>		
<b>Information Technology Fund (50410)</b>		
<b>Revenues</b>	(\$1,394,518)	\$476,618
<b><u>Expenditures</u></b>	<u>(\$1,394,518)</u>	<u>\$476,618</u>
<b>Net Balance Effect</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Budget Balance Effect</b>	<b>\$2,044,518</b>	<b>(\$1,126,618)</b>

### Budget Action description:

This budget action would transfer \$1.4 million in funding for replacement of the Seattle Police Department (SPD) Records Management System (RMS) from 2017 to 2018. The total request would decrease by \$917,900 due to maintenance costs not being incurred until 2019.

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The Mayor's Proposed Budget requested the full project costs in 2017. The budget action will allow work on the design phase to proceed in 2017 and build in more time for more accurate determination of final project costs. The project as proposed includes a contingency of 25 percent (\$500,000 of \$2,500,000) due to uncertainties that exist at this time.

**Background:**

The Records Management System is SPD's system of record for police reports. In 2016, SPD conducted an assessment of the existing RMS system's capabilities and desired functionality. The assessment described the RMS as one of the most mission-critical systems for a police department and therefore any failure can have impacts to officer and public safety and loss of public trust. The assessment in essence emphasized the importance of a thoughtful staged implementation. Toward that end, the assessment recommended establishing clear expectations and objectives, evaluating and redesigning key business processes to leverage the RMS, and conducting an analysis to fully scope and budget for RMS implementation. Specifically, the assessment proposed as a risk mitigation strategy that the project should have an initial robust planning and analysis phase to inform the budget, scope, and timeline for implementation, and that the project should be budgeted and built in phases.

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### Budget Action Transactions

**Budget Action Title:** Provide funding for SPD records management system in phases

#	Transaction Description	Position Title	Number of Positions	FTE	Dept	BCL or Revenue Source	Summit Code	Fund	Year	Revenue Amount	Expenditure Amount
1	Decrease GSF to SPD for RMS training and change management in 2017				SPD	Administrative Operations	P8000	00100	2017		(\$650,000)
2	Increase GSF to SPD for RMS training and change management in 2018				SPD	Administrative Operations	P8000	00100	2018		\$650,000
3	Decrease IT Fund spending authority in 2017				SEAIT	Application Services	D6600	50410	2017		(\$1,394,518)
4	Increase IT Fund spending authority in 2018				SEAIT	Application Services	D6600	50410	2018		\$476,618
5	Decrease GSF transfer to IT Fund in 2017				FG	Information Technology Fund	QA-DOITFUN	00100	2017		(\$1,394,518)
6	Increase GSF transfer to IT Fund in 2018				FG	Information Technology Fund	QA-DOITFUN	00100	2018		\$476,618
7	Decrease GSF support to Information Technology Fund				SEAIT	Technology Allocation (pure GF)	587001	50410	2017	(\$1,394,518)	
8	Increase GSF support to Information Technology Fund				SEAIT	Technology Allocation (pure GF)	587001	50410	2018	\$476,618	