

2023 Seattle City Council Budget Action

Council Budget Action: Agenda

Tab	Action	Option	Version
ITD	002	B	001-2023

Budget Action Title: Add \$387,000 IT Fund (2023) and \$980,000 IT Fund (2024) to ITD for the RecordPoint records management project

Ongoing: No Has Budget Proviso: No

Has CIP Amendment: No Has Attachment: No

Primary Sponsor: Debora Juarez

Council Members: Dan Strauss, Sara Nelson

Staff Analyst: Lise Kaye

Council Bill or Resolution:

Date		Total	LH	TM	KS	AP	DJ	DS	AL	BC	SN
	Yes	0									
	No	0									
	Abstain	0									
	Absent	0									

Summary of Dollar Effect

See the following pages for detailed technical information

	2023 Increase (Decrease)	2024 Increase (Decrease)
Other Funds		
Information Technology Fund (50410)		
Revenues	\$0	\$0
Expenditures	\$387,000	\$979,700
Net Balance Effect	\$(387,000)	\$(979,700)
Total Budget Balance Effect	\$(387,000)	\$(979,700)

Budget Action Description:

This Council Budget Action (CBA) would add \$387,000 IT Fund in 2023 (one-time) and \$980,000 IT Fund in 2024 (one-time) to the Seattle Information Technology Department (ITD) to continue the multi-year implementation of the RecordPoint Records365 records management system to support compliance with state law (RCW 40.14.060). When combined with \$50,000 in GF project carryforward from the 2022 project budget, this CBA would provide a total of \$437,000 in 2023 for this project.

The Office of the City Clerk's City Records Management Program, in coordination with ITD, is in year five of an eight-year implementation plan for the RecordPoint Records365 system. This system will enable the City to manage, retrieve, and dispose of its records more efficiently and consistently in the electronic

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environment, particularly data stored in departments' file networks (i.e., the "letter drives" such as the "J" drive and "M" drive). Microsoft365 supports records management only on Office365 platforms such as OneDrive, SharePoint and Teams; the City Clerk and Executive generally agree that absent a centralized system such as RecordPoint, file networks will continue to increase in volume, contributing to more inefficient and ineffective records management by departments.

The project has expended approximately \$1 million since 2018 on licensing, consultants and staff support, with a 2025 target completion target. When combined with \$50,000 in project carryforward from 2022, this CBA would maintain the current city licensing level for 2023 (\$229,000) and retain half-time support from an ITD project manager and business analyst (\$208,000). The project manager would maintain the implementation plan for this complex project. The City Clerk and the Executive have acknowledged that losing ongoing ITD support would negatively impact project continuity and coordination. The 2024 add would increase the licensing level from three million to six million items to be registered in RecordPoint (\$352,800), continue half-time support from the ITD project manager and business analyst (\$208,000), and add a half time ITD technical lead (\$114,500) and consultant support (\$304,400) to support project implementation, quality control and security protocols. The Executive did not include a budget proposal from ITD to add \$1 million in 2023 and \$500,000 in 2024. This CBA is a modified version of that proposal.

Budget Action Transactions

#	Transaction Description	Position Title	Number of Positions	FTE	Dept	BSL	Fund	Year	Revenue Amount	Expenditure Amount
1	Add appropriation for RecordPoint project		0	0	ITD - IT000	ITD - BO-IT-D0400 - Frontline Services and Workplace	50410 - Information Technology Fund	2023	\$0	\$387,000
2	Add appropriation for RecordPoint project		0	0	ITD - IT000	ITD - BO-IT-D0400 - Frontline Services and Workplace	50410 - Information Technology Fund	2024	\$0	\$979,700