Ready for Notebook

Tab	Action	Option	Version
25	1	A	1

Budget Action Title: Cut $100,000 from ITD's SPD Records Management System project, add $56,000 GSF for CPC Executive Director reclassification, add $44,000 GSF to OED, and impose a proviso

Ongoing: Yes

Has CIP Amendment: Yes   Has Budget Proviso: Yes

Primary Sponsor: González, M. Lorena

Councilmembers: Bagshaw; Harris-Talley; O'Brien

Staff Analyst: Amy Tsai

Council Bill or Resolution:

Date		Total	SB	KH	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)*
General Subfund		
General Subfund Revenues	$0	$0
General Subfund Expenditures	$0	$0
Net Balance Effect	***$0***	***$0***
Other Funds		
Information Technology Fund (50410)		
Revenues	$0	($100,000)
Expenditures	$0	($100,000)
Net Balance Effect	***$0***	***$0***
Total Budget Balance Effect	***$0***	***$0***

Budget Action description:

This green sheet does the following:

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1. Cuts the Seattle Information Technology Department's (Seattle IT) Applications Development – SPD CIP (Project D601TCSPD) by $100,000 in one-time funding as shown in Attachment A, in order to reduce funding for the Seattle Police Department (SPD) Records Management System (RMS) project. The effect of this cut is to reduce the total project funding from $5.1M to $5.0M.

2. Imposes a proviso on the RMS project, as described below.

3. Increases the Office of the Community Police Commission (CPC) budget by $56,000 GSF to increase the pay of the Executive Director position.

4. Reclassifies the CPC Executive Director from a Strategic Advisor 2 to an Executive 4.

5. Increases the Office of Economic Development budget by $44,000 for a contract with community-based nonprofit organizations and/or local business associations to provide economic development services to support small and micro businesses, and aspiring entrepreneurs. The contracts should be prioritized for economic development programs that are focused in the Central Area, the Chinatown-International District, and other areas identified as being at high risk of displacement.

RMS BACKGROUND

The RMS is SPD's system of record for police reports. The City approved a new RMS in the 2017-2018 budget for total project funding of $3.2M in 2017-2018. Since then, the cost estimate has increased by 50 percent from $3.2M to $5.1M, with a final project cost estimate still pending. Council expects Seattle IT to scale the RMS project to absorb this green sheet reduction into its final scope, schedule, and budget.

Areas of concern:

- **Scope:** The project is in the planning stage and has not completed comparing business requirements to vendor capabilities, and as a result there is not yet a final project cost estimate and data migration strategy.

- **Schedule:** In the Fall 2016 budget process, the project was expected to be complete by October 1, 2017, which after further planning has since been extended to the third or fourth quarter of 2018.

- **Budget:** Originally $3.2 million, the total project cost estimate is now $5.1 million. The budget includes, among other things, $407,000 for project management quality assurance, which is on the high end of estimation guidelines for projects of this size and complexity.

The following proviso is placed on the RMS project:

"None of the money appropriated in the 2018 budget for the Seattle Information Technology Department shall be spent for the Seattle Police Department (SPD) Records Management System (RMS) in the Seattle Information Technology Applications Development SPD Project, Project ID D601TCSPD, in the 2018-2023 Capital Improvement Program, until authorized by a future ordinance. Council anticipates that such authority will not be granted until the Seattle Information Technology Department submits the following project accountability report to the Chair of the committee with responsibility for public safety matters and the Council Central Staff Director. The report should be submitted by no later than March 30, 2018. The project accountability report should contain the following information:

- A description of the project scope and system requirements, including the results of the final fit-gap analysis;

- A description of the project timelines, including but not limited to major milestones for integrating data side systems and data migration;

- A breakdown of the final total project cost estimate, including methodology for developing contingency estimates;

- A description of the data migration strategy and cost estimates for data migration, and, for data migration components not already built into the project budget, the consequences if they are not able to be implemented;

- Identification of how the project can be completed within the existing budget appropriation authority and meet the planned go-live date of the fourth quarter of 2018;

- Identification of who owns the data and what data controls are in place, including to control access to personally identifiable information; and

- A planned timeframe for determining applicable requirements of the surveillance ordinance (Ordinance 125376) and for submitting a surveillance impact report approval ordinance to the Council if required, at least six weeks in advance of the planned go-live date."

SeattleIT should also submit a monthly electronic report to the Chair of the committee responsible for public safety matters and the Council Central Staff Director by no later than the last day of each month, beginning in the first full month after submission of the project accountability report or April 30, 2017, whichever is sooner. Each monthly report should include the following: (1) a description of the current scope, schedule, and budget for the RMS project, (2) identification of and explanation for any variation in scope, schedule or budget from the 2017-2022 Adopted CIP Budget or the latest monthly report, whichever is most recent, and (3) an analysis of whether the project is on track for scope, schedule and budget, including but not limited to detailing activities accomplished and expenditures to date compared to planned expectations. The monthly reports should be submitted until the RMS project is deployed.

Budget Action Transactions

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#	Transaction Description	Position Title	Number of Positions	FTE	Dept	BCL or Revenue Source	Summit Code	Fund	Year	Revenue Amount	Expenditure Amount
1	Reduce FG expenditures to ITD				FG	Information Technology Fund	Q5975041	00100	2018		($100,000)
2	Reduce GSF revenue in ITD				ITD	Technology Allocation (pure GF)	587001	50410	2018	($100,000)	
3	Reduce RMS appropriation in ITD				ITD	Capital Improvement Projects	C7000	50410	2018		($100,000)
4	CPC Executive Director reclass and cost differential	Executive4 - FT	1	1	CPC	Office of the Community Police Commission	VP100	00100	2018		$56,000
5	CPC Executive Director reclass adjustment	StratAdvsr2,Exempt - FT	-1	-1	CPC	Office of the Community Police Commission	VP100	00100	2018		$0
6	OED local contracting				OED	Office of Economic Development	X1D00	00100	2018		$44,000