

2013 - 2014 Seattle City Council Green Sheet

Ready for Notebook

Tab	Action	Option	Version
23	1	A	1

**Budget Action Title:** Transfer \$160,000 in 2013 and \$45,000 in 2014 from DoIT's fund balance to the Leg Dept to fund an automated legislation workflow system

Councilmembers: Budget Committee

Staff Analyst: Ben Noble

Council Bill or Resolution:

Date		Total	SB	BH	TR	RC	TB	NL	JG	SC	MO
	Yes										
	No										
	Abstain										
	Absent										

**Summary of Dollar Effect**

See the following pages for detailed technical information

	2013 Increase (Decrease)	2014 Increase (Decrease)
<b>General Subfund</b>		
<i>General Subfund Revenues</i>	\$160,000	\$45,000
<i>General Subfund Expenditures</i>	\$160,000	\$45,000
<i>Net Balance Effect</i>	\$0	\$0
<b>Other Funds</b>		
<i>Information Technology Fund (50410)</i>		
<i>Revenues</i>	\$0	\$0
<i>Expenditures</i>	\$160,000	\$45,000
<i>Net Balance Effect</i>	(\$160,000)	(\$45,000)
<b>Total Budget Balance Effect</b>	<b>(\$160,000)</b>	<b>(\$45,000)</b>

**Budget Action description:**

This green sheet would shift \$160,000 in 2013 and \$45,000 in 2014 from DoIT's fund balance to the Legislative Department to pay for a software system that would allow the City Clerk to revamp and streamline the City's current process for legislation development, intake and review. The same system would also provide the platform needed for the Clerk to accurately track current and impending vacancies on the City's various Boards and Commissions, as the Clerk was directed to do by Ordinance 124007.

The City does not currently have an advanced, real-time database system that is able to manage the legislation development process. There is no comprehensive view and tracking of legislation

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23	1	A	1

development materials. The existing process is manual and inaccessible by critical stakeholders; it requires paper copies, compact disks, and multiple reviews of related materials be routed individually, rather than managed from a single point of reference. Other major cities have adopted computer-based systems to support an efficient legislation development process, and to provide the public with an accessible online resource center for tracking proposed legislation.

The City Clerk has been working with an interdepartmental team to identify the key functions which such a system should provide. This team has established the basic requirements of the system and determined that “off the shelf” products are available to meet these requirements. Based on initial quotes from potential vendors the proposed funding would be sufficient to purchase and operate the system in 2013 and provide for licensing and maintenance in 2014.

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### Budget Action Transactions

**Budget Action Title:** Transfer \$160,000 in 2013 and \$45,000 in 2014 from DoIT's fund balance to the Leg Dept to fund an automated legislation workflow system

#	Transaction Description	Position Title	Number of Positions	FTE	Dept	BCL or Revenue Source	Summit Code	Fund	Year	Revenue Amount	Expenditure Amount
1	Increase appropriation for legislation workflow system				LEG	Legislative Department	G1100	00100	2013		\$160,000
2	Increase appropriation for legislation workflow system				LEG	Legislative Department	G1100	00100	2014		\$45,000
3	Increase use of fund balance to pay for legislation workflow system				DOIT	Use of (Contributions to) Fund Balance	379100	50410	2013	\$160,000	
4	Increase use of fund balance to pay for legislation workflow system				DOIT	Use of (Contributions to) Fund Balance	379100	50410	2014	\$45,000	
5	Increase transfer from DoIT for legislation workflow system				GSF	OPER TR IN-FR IT FUND	587118	00100	2013	\$160,000	
6	Increase transfer from DoIT for legislation workflow system				GSF	OPER TR IN-FR IT FUND	587118	00100	2014	\$45,000	
7	Increase expenditure authority for transfer to GSF for legislation workflow system				DOIT	Finance and Administration	D1100	50410	2013		\$160,000

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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
8	Increase expenditure authority for transfer to GSF for legislation workflow system				DOIT	Finance and Administration	D1100	50410	2014		\$45,000