

2014 Seattle City Council Green Sheet

Ready for Notebook

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**Budget Action Title:** Add Strategic Advisor 2 position in FAS to re-engineer the City's Public Disclosure process and increase transfers from the GsF to FAS by \$192,387

Has CIP Amendment: No Has Budget Proviso: No

Councilmembers: Bagshaw; Clark; Rasmussen

Staff Analyst: Tony Kilduff; 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>		
<b>General Subfund Revenues</b>	\$0	\$0
<b>General Subfund Expenditures</b>	\$0	\$192,387
<b>Net Balance Effect</b>	\$0	(\$192,387)
<b>Other Funds</b>		
<b>Finance and Administrative Services Fund (50300)</b>		
<b>Revenues</b>	\$0	\$192,387
<b>Expenditures</b>	\$0	\$192,387
<b>Net Balance Effect</b>	\$0	\$0
<b>Total Budget Balance Effect</b>	\$0	(\$192,387)

**Budget Action description:**

This green sheet would add one Strategic Advisor 2 position in FAS to lead a Task Force that will include staff from City Clerk, the City Attorney’s Office and the Executive, including representatives from the Mayor’s Office, FAS, SPD, and the Department of Information Technology. The position will sunset on June 30, 2015.

This green sheet also provides \$50,000 for consultant services to support the Task Force. The goals of this Task Force will be to (i) identify shortcomings in the City’s current approach to fulfilling PDRs;

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and (ii) make recommendations regarding the appropriate City-wide policies, procedures and organizational structures needed to address any such shortcomings. This position could potentially take on a long-term role in City-wide PDR coordination and compliance, depending on the Task Force's final recommendations.

Fulfilling public disclosure requests (PDRs) in a consistent, efficient and effective manner remains a significant challenge for the City. The number of PDRs has grown a good deal over the past few years. In 2012, the City received more than 5,750 requests and it appears like that the final total for 2013 will be higher.

At the same time, the rapid growth in electronic communications and digital records has made timely response an ever more complicated and time-consuming process. City staff and the technology available to them are being stretched thin by the volume and complexity of these requests.

To date, each department has been responsible for responding to the PDRs that are applicable to them, with FAS providing a coordination function. However, the City has not established a consistent set of procedures, policies and standards that are enforced across the City. This has the potential to create delays in providing requested materials and errors in fully meeting the specifics of certain requests. Failure to provide thorough and timely responses can undermine the City's overall goal of transparency and puts the City at risk of legal action and monetary fines. And in fact, the City has been the subject of legal action and paid settlements that total nearly \$600,000 over the past four years.

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### Budget Action Transactions

**Budget Action Title:** Add Strategic Advisor 2 position in FAS to re-engineer the City's Public Disclosure process and increase transfers from the GsF to FAS by \$192,387

#	Transaction Description	Position Title	Number of Positions	FTE	Dept	BCL or Revenue Source	Summit Code	Fund	Year	Revenue Amount	Expenditure Amount
1	Add position and appropriation in FAS for PDR process review	StratAdvsr2,Exempt - FT	1	1	FAS	Office of Constituent Services	A6510	50300	2014		\$142,387
2	Increase transfer from GsF for PDR process review				FG	Finance and Administrative Services Fund	QA001004	00100	2014		\$142,387
3	Increase FAS revenue from GsF for PDR process review				FAS	OPER TR IN-FR GENERAL FUND - Constituent Services	587001	50300	2014	\$142,387	
4	Add appropriation for consultant support for PDR process review				FAS	Office of Constituent Services	A6510	50300	2014		\$50,000
5	Increase transfer from GsF for consultant support for PDR process review				FG	Finance and Administrative Services Fund	QA001004	00100	2014		\$50,000
6	Increase GsF revenue for consultant support for PDR process review				FAS	OPER TR IN-FR GENERAL FUND - Constituent Services	587001	50300	2014	\$50,000	