

2015 - 2016 Seattle City Council Green Sheet

Ready for Notebook

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117	1	A	1

**Budget Action Title:** Add \$50,000 GSF in the Legislative Department in 2015 and 2016 to digitize and catalog audio tapes of past City Council meetings.

Has CIP Amendment: No Has Budget Proviso: No

Councilmembers: Bagshaw; Godden; Rasmussen

Staff Analyst: Rebecca Herzfeld

Council Bill or Resolution:

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

**Summary of Dollar Effect**

See the following pages for detailed technical information

	2015 Increase (Decrease)	2016 Increase (Decrease)
<b>General Subfund</b>		
<b>General Subfund Revenues</b>	\$0	\$0
<b>General Subfund Expenditures</b>	\$50,000	\$50,000
<b>Net Balance Effect</b>	(\$50,000)	(\$50,000)
<b>Total Budget Balance Effect</b>	(\$50,000)	(\$50,000)

**Budget Action description:**

This green sheet adds \$50,000 in GSF in 2015 and 2016 to digitize and catalog audio tapes of City Council Committee and Full Council meetings. There are approximately 24 years of audio tapes that have not been digitized and catalogued. The funding will pay for a digitizing service to convert the tapes (\$30,000 per year) and for a temporary employee to catalog the digitized records (\$20,000 per year). The City Archivist estimates

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that the funding would pay for processing between one to two years of records annually, depending on the length of the meetings recorded on the tapes. Currently, the audio tapes are digitized when there are unexpended funds available in the City Clerk's Office budget at the end of the year, with the tapes in worst condition addressed first.

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**Budget Action Transactions**

**Budget Action Title:** Add \$50,000 GSF in the Legislative Department in 2015 and 2016 to digitize and catalog audio tapes of past City Council meetings.

#	Transaction Description	Position Title	Number of Positions	FTE	Dept	BCL or Revenue Source	Summit Code	Fund	Year	Revenue Amount	Expenditure Amount
1	Add GSF for digitizing and cataloging audio tapes of past City Council meetings				LEG	Legislative Department	G1100	00100	2015		\$50,000
2	Add GSF for digitizing and cataloging audio tapes of past City Council meetings				LEG	Legislative Department	G1100	00100	2016		\$50,000