



**City of Seattle**  
City Budget Office

**MEMORANDUM**

DATE: February 25, 2014

TO: Honorable Bruce Harrell, Chair  
Public Safety, Civil Rights and Technology Committee

Honorable Nick Licata, Chair  
Finance and Culture Committee

FROM: Ben Noble, Director, City Budget Office

SUBJECT: **Executive Report on Department of Justice Expenditures for January 2014**

---

This memorandum is in response to the 2013 Adopted Budget proviso from Green Sheet 67-1-A-1, which requested that Executive submit monthly expense reports documenting any funds expended or encumbered related to the Department of Justice Settlement Agreement (DOJ SA), whether from the amount in Finance General reserves or from other City funds. The report submitted to you today is the next installment in the monthly reporting as required by the proviso. It reflects financial activity for January 2013.

The City spent \$416,822 on DOJ implementation activity in January. Cumulatively, the City has spent approximately \$6.69 million on Settlement Agreement related costs since the City began explicitly tracking costs in October 2012.

**Table 1: Summary of DOJ Expenditures**

	<b>2014 Adopted Budget</b>	<b>January</b>	<b>Year-to-date</b>	<b>Project-to-date<sup>1</sup></b>
Monitor (inc. J. Brann)	\$1,200,000	\$96,190	\$96,190	\$1,147,781
Community Police Commission	\$813,380	\$17,400	\$17,400	\$595,771
Seattle Police Department	\$288,667,732	\$303,232	\$303,232	\$4,950,723
<b>Total Expenditures</b>		<b>\$416,822</b>	<b>\$416,822</b>	<b>\$6,694,274</b>

1 Please interpret project-to-date data with caution as these figures include 2012 costs associated with indirect Settlement Agreement activities such as RSJI and 20/20 initiatives and SPD training activities which were later postponed in 2013. As 2013 progressed, DOJ related costs were refined to include only directly related costs of implementation,

**Table 1** presents expenditures covered by the 2014 Adopted Budget appropriations for the Community Police Commission and Seattle Police Department. Monitor expenditures are paid out of a Finance General reserve with sufficient funding to cover the second year of monitoring expenditures as well as a contract with Mr. Joseph Brann to assist the monitoring team.

The Finance General reserve also contains \$4.4 million for DOJ related overtime use at the Seattle Police Department (SPD) and the potential purchase and implementation of a Business Intelligence information technology system. This funding will not be used until it is moved to SPD via Council approved legislation, therefore has been excluded as a category in the table.

To the extent that additional tasks requested by DOJ or the Monitor during 2014 require resources beyond the 2014 Adopted Budget or Finance General reserve, the Executive will identify the costs and inform the Council of such developments.

#### Seattle Police Department

SPD is modifying its cost tracking mechanism used to track DOJ expenditures in order to specifically identify both the Settlement Agreement activity as well as the topic area of the activity for all work.

In 2013, SPD continuously worked to define what activities were specific to the DOJ agreement. This resulted in the creation of required activity codes used to report 2013 expenditures on personnel and expenses. Unfortunately these activity codes were often quite general, and as time went on SPD realized it needed to achieve a greater degree of specificity in its reporting. Therefore, SPD is creating a new set of activity codes which also include topic areas so that officers can codes specific kinds of work. A draft of these codes is attached for reference. Given that instruction will need to be given for the use of this new coding system, SPD expects to begin using this time keeping method on March 1.

While costs reported for January and February will still rely on the less specific method of cost calculation used in 2013, they represent activities related to current requirements by the Monitor and the Settlement Agreement. Detail of SPD expenditures for January Settlement Agreement work is attached.

We look forward to discussing this update in more detail as Council desires.

If you have questions about this report, please contact Candice Livingston at 3-7274.

Attachments: Council Green Sheet 67-1-A-1  
Draft SPD Activity Codes for DOJ Related Tasks  
January 2014 DOJ SA SPD Expenditure Report

cc: Honorable Sally Bagshaw  
Honorable Tim Burgess

Honorable Sally J. Clark  
Honorable Jean Godden  
Honorable Mike O'Brien  
Honorable Tom Rasmussen  
Honorable Kshama Sawant  
Harry Bailey, Interim Chief of Police  
Rebecca Herzfeld, Interim Council Central Staff Director  
Dan Eder, Council Central Staff  
Newell Aldrich, Councilmember Licata's Office  
Jennifer Samuels, Councilmember Harrell's Office  
Tina Podlowski, Mayor's Office  
Jeff Reading, Mayor's Office  
Tyler Running Deer, CBO  
Tom Mikesell, CBO  
Candice Livingston, CBO  
Greg Doss, SPD

Draft SPD Activity Codes for DOJ Related Tasks

Group / Category	Activity
Training	Training - Attending Use of Force
	Training - Attending Early Intervention
	Training - Attending Sergeant's Academy
	Training - Attending Stops & Detention
	Training - Attending Management Academy
	Training - Attending Bias Policing
	Training - Attending Crisis Intervention
	Training - Attending In Car Video
Curriculum Development	Curriculum Development - Use of Force
	Curriculum Development - Early Intervention
	Curriculum Development - Sergeant's Academy
	Curriculum Development - Stops & Detention
	Curriculum Development - Management Academy
	Curriculum Development - Bias Policing
	Curriculum Development - Crisis Intervention
	Curriculum Development - In Car Video
DOJ Policy Development	Policy Development - Use of Force
	Policy Development - Early Intervention
	Policy Development - Sergeant's Academy
	Policy Development - Stops & Detention
	Policy Development - Management Academy
	Policy Development - Bias Policing
	Policy Development - Crisis Intervention
	Policy Development - In Car Video
Instruction	Instruction - Use of Force
	Instruction - Early Intervention
	Instruction - Sergeant's Academy
	Instruction - Stops & Detention
	Instruction - Management Academy
	Instruction - Bias Policing
	Instruction - Crisis Intervention
	Instruction - In Car Video
Force Investigation Team	FIT Rollout
	FIT Investigation
	FIT Policy Development
	FIT Training (Not Use of Force Training)
	FIT Instruction (Not Use of Force Training)
	FIT Curriculum Development (Not Use of Force Training)
	FIT Reporting (Not Use of Force Training)

Draft SPD Activity Codes for DOJ Related Tasks

Group / Category	Activity
<b>Community Police Commission</b>	CPC - Attending Meeting CPC - Meeting Prep (Reports etc) CPC - Policy Development
<b>Monitor</b>	Monitor - Attending Meeting Monitor - Meeting Prep (Reports etc) Monitor - Purchases
<b>Use of Force Review Board</b>	UFRB - Board Member Participation UFRB - Attending Meeting UFRB - Meeting Prep (Reports etc) UFRB - Policy Development UFRB - Member Costs
<b>Compliance Auditing</b>	Compliance Auditing - Use of Force Compliance Auditing - EIS Compliance Auditing - Stops and Detentions Compliance Auditing - Bias Compliance Auditing - CIT Compliance Auditing - ICV Compliance Auditing - Other
<b>Crisis Intervention Committee</b>	CIC - Attending Meeting CIC - Meeting Prep (Reports etc) CIC - Policy Development CIC - Member Costs
<b>Data Systems</b>	Data Systems - BI Work Data Systems - IA Pro Work Data Systems - System Prep Data Systems - Data Validation Data Systems - Data Input
<b>General Compliance</b>	Compliance Outreach Compliance Office Misc. Compliance Data Collection, Validation etc
<b>OPA</b>	OPA - DOJ Related Investigative Work OPA - FIT Rollouts OPA - FIT Investigative Work
<b>Monitor Related In Car Video</b>	ICV - Monitor Data Requests ICV - Monitor Reports ICV - Purchases ICV - Project Management Costs ICV - Tech work
<b>Monitor Related Body Worn Video</b>	BWV - Monitor Data Requests BWV - Monitor Reports BWV - Purchases BWV - Project Management Costs BWV - Tech work

January 2014 DOJ SA SPD Expenditure Report		
DoJ Item Description		Total January Expenses
<b>GENERAL COMPLIANCE DUTIES</b>		
	Regular Time	\$73,417
	Overtime	\$4,274
	Purchases & Other	\$110
<b>POLICY DEVELOPMENT</b>		
	Regular Time	\$9,491
	Overtime	\$687
	Purchases & Other	\$0
<b>TRAINING PREP/CONDUCTION</b>		
	Regular Time	\$2,057
	Overtime	\$10,137
	Purchases & Other	\$40
<b>TRAINING ATTENDANCE</b>		
	Regular Time	\$2,181
	Overtime	\$0
	Purchases & Other	\$25,500
<b>DATA REQUIREMENTS (INC OVERLAP WITH CAU)</b>		
	Regular Time	\$37,576
	Overtime	\$674
	Purchases & Other	\$16,454
<b>POLICY SUPERVISION</b>		
	Regular Time	\$0
	Overtime	\$0
	Purchases & Other	\$0
<b>FORCE INVESTIGATION TEAM</b>		
	Regular Time	\$32,900
	Overtime	\$27,599
	Purchases & Other	\$1,614
<b>CRISIS INTERVENTION TEAM</b>		
	Regular Time	\$1,046
	Overtime	\$265
	Purchases & Other	\$0
<b>OPA FIT AND OTHER SA RESPONSE</b>		
	Regular Time	\$12,960
	Overtime	\$42,657
	Purchases & Other	\$0
<b>OTHER COSTS</b>		
	Regular Time	
	Overtime	
	Purchases & Other	\$1,595
<b>TOTAL</b>		<b>\$303,232</b>
<b>SUMMARY</b>		
	Regular Time	\$171,627
	Overtime	\$86,292
	Purchases & Other	\$45,313
<b>TOTAL</b>		<b>\$303,232</b>

## 2013 - 2014 Seattle City Council Green Sheet

Ready for Notebook

Tab	Action	Option	Version
67	1	A	1

**Budget Action Title:** Impose a proviso on the Finance General Reserves BCL for Department of Justice Settlement Agreement Public Safety Reserves

**Councilmembers:** Budget Committee

**Staff Analyst:** Christa Valles

**Council Bill or Resolution:**

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

***Budget Action description:***

This green sheet imposes the following budget proviso:

“No more than \$300,000 appropriated in the 2013 budget for Finance General’s Reserves BCL may be spent for the Department of Justice Settlement Agreement until authorized by future ordinance.”

**Background**

The Mayor has placed approximately \$4.6 million in Finance General Reserves in both 2013 and 2014 to cover potential expenses associated with the Department of Justice (DOJ) Settlement Agreement. This proviso will require the Executive to request Council authorization before it can spend more than \$300,000 of these funds in 2013, which is approved upfront to account for possible expenditures incurred in early 2013.

To provide the information needed to monitor DOJ-related spending and to support Council’s consideration of future appropriation requests, Council requests the Executive submit monthly expense reports documenting any funds expended or encumbered related to the Department of Justice Settlement Agreement, whether from the amount in Finance General Reserves or from other City funds. The report for a given month shall be sent by no later than the 20<sup>th</sup> of the following month to the Chairs of the Government Performance and Finance Committee and Public Safety, Civil Rights, and Technology Committee.