

Budget Revision Requests
7/13/2021

Revision No.: 0007666
Departments: General County Programs, Planning & Development, Public Health
Title: Accela Modernization and Migration Project
Budget Action: Establish appropriations of \$422,420 in General County Programs General Fund for Other Financing Uses funded by release of Committed Tech Replacement & Investment Fund Balance. Establish appropriations of \$224,000 in Planning & Development P&D Fund for Services and Supplies funded by an operating transfer from the General Fund. Establish appropriations of \$198,420 in Public Health Environmental Health Services Fund for Services and Supplies funded by an operating transfer from the General Fund.

Revision No.: 0007714
Departments: General Services
Title: Establish appropriations to create a new workspace - move GS Admin from the County Admin building
Budget Action: Transfer appropriations of \$284,000 in General Services Department General Fund from Service and Supplies to Other Financing Uses for an operating transfer to the Capital Outlay Fund. Establish appropriations of \$284,000 in General Services Department Capital Outlay Fund for Capital Assets funded by an operating transfer from the General Fund.

Revision No.: 0007744
Departments: Planning & Development
Title: Planning and Development - Accela Modernization User Licenses
Budget Action: Establish appropriations of \$439,000 in Planning & Development P&D Fund for Services and Supplies funded by release of Committed P&D Land Use System fund balance.

Revision No.: 0007746
Departments: Planning & Development
Title: Historic Landmarks Advisory Commission - Consultant Funding Carry Over from FY 2020-21
Budget Action: Increase appropriations of \$2,100 in Planning and Development Dept. Planning and Development Fund for Services and Supplies funded by a release of Committed Planning/Development Projects fund balance.

Budget Revision Requests

Document Number: BJE - 0007666 Agenda Item: Agenda Date: 7/13/2021 Approval: BOS 4/5 Has Board Letter: No

Related Event:

Title: Accela Modernization and Migration Project

Budget Action: Establish appropriations of \$422,420 in General County Programs General Fund for Other Financing Uses funded by release of Committed Tech Replacement & Investment Fund Balance. Establish appropriations of \$224,000 in Planning & Development P&D Fund for Services and Supplies funded by an operating transfer from the General Fund. Establish appropriations of \$198,420 in Public Health Environmental Health Services Fund for Services and Supplies funded by an operating transfer from the General Fund.

Justification: The Executive IT Council (EITC) approved the recommendation of the Accela Modernization and Migration Project on February 10, 2021; this project will result in the modernization of Planning and Development and Public Health/Environmental Health Services versions of Accela’s Civic Platform to a cloud-based platform.

The action to provide for this modernization was approved by the Board on June 22, 2021 and it will be funded by a set-aside of funds in the County's Technology Investment Fund. This Budget Revision will move the appropriation to the respective departments to appropriate the funds. The professional service contracts with Accela, Gray Quarter, and SEP Technology are for software modernization and migration services, totaling one time costs of \$422,420.00. Annualized on-going costs for licensing will be funded by permit revenue by each department.

Planning and Development’s software and data migration will begin in July 2021 and complete on or before July of 2022. Environmental Health Services software and data migration will begin in July 2021 and complete on or before May of 2022.

Financial Summary

<u>Fund</u>	<u>Department</u>	<u>Project</u>	<u>Object Level</u>	<u>Source Amount</u>	<u>Use Amount</u>
0051 - Environmental Health Services	041 - Public Health		40 - Other Financing Sources	198,420.00	0.00
0051 - Environmental Health Services	041 - Public Health		55 - Services and Supplies	0.00	198,420.00
Fund: 0051 - Environmental Health Services, Department: 041 - Public Health Total:				198,420.00	198,420.00
0076 - Planning and Development	053 - Planning & Development		40 - Other Financing Sources	224,000.00	0.00
0076 - Planning and Development	053 - Planning & Development		55 - Services and Supplies	0.00	224,000.00
Fund: 0076 - Planning and Development, Department: 053 - Planning & Development Total:				224,000.00	224,000.00
0001 - General	990 - General County Programs		70 - Other Financing Uses	0.00	422,420.00
0001 - General	990 - General County Programs		93 - Changes to Committed	422,420.00	0.00
Fund: 0001 - General, Department: 990 - General County Programs Total:				422,420.00	422,420.00

Signatures

<u>Signed By</u>	<u>Approval Level</u>	<u>Department/Agency-Fund Group</u>	<u>Signed On</u>	<u>Valid</u>
Suzanne Jacobson	Fund/Department	041-Public Health Funds	6/10/2021 10:34:54 AM	Y
Stacy Covarrubias	Fund/Department	041-Public Health Funds	6/10/2021 10:41:13 AM	Y
Crysta Rider	Fund/Department	053-Planning & Development Funds	6/10/2021 4:56:12 PM	Y
Wesley Welch	CEO Analyst	All Depts-All Funds	6/17/2021 11:52:28 AM	Y
Marisol Villalobos	FACS	All Depts-All Funds	6/21/2021 11:10:15 AM	Y
Robert Geis	Chief Deputy Controller	All Depts-All Funds	6/22/2021 3:42:47 PM	Y

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Nancy Anderson

Budget Director

All Depts-All Funds

6/22/2021 4:24:15 PM

Y

Budget Revision Requests

Document Number: BJE - 0007714 Agenda Item: Agenda Date: 7/13/2021 Approval: BOS 4/5 Has Board Letter: No

Related Event:

Title: Establish appropriations to create a new workspace - move GS Admin from the County Admin building

Budget Action: Transfer appropriations of \$284,000 in General Services Department General Fund from Service and Supplies to Other Financing Uses for an operating transfer to the Capital Outlay Fund. Establish appropriations of \$284,000 in General Services Department Capital Outlay Fund for Capital Assets funded by an operating transfer from the General Fund.

Justification: This budget revision request will establish the appropriation to create a new workspace for the General Services Administration, Accounting and Procurement departments to move to from the downtown County Administration building. The move will be to the Casa Nueva Office Building at 260 N. San Antonio.

Remodel work will include the following scope:

1. Remove and replace existing carpet tile and base
2. Construct two new meeting rooms – one small and one large
3. Enclose new suite space with wall and door into new space from existing APCD corridor; enclose vestibule space into APCD lab with wall to create storage room on GS side
4. Remove and reinstall 48” doors into mailroom
5. Reconfigure existing electrical and data distribution in walls to new furniture locations
6. Purchase and install a new entry canopy and proposed front entry door location.
7. Provide wall backing and infrastructure for new video conference systems in meeting rooms and private offices where shown on plan.
8. Patch and paint space – base wall color with some accent colors to be determined.

Financial Summary

<u>Fund</u>	<u>Department</u>	<u>Project</u>	<u>Object Level</u>	<u>Source Amount</u>	<u>Use Amount</u>
0001 - General	063 - General Services		55 - Services and Supplies	0.00	(284,000.00)
0001 - General	063 - General Services		70 - Other Financing Uses	0.00	284,000.00
	Fund: 0001 - General, Department: 063 - General Services Total:			0.00	0.00
0030 - Capital Outlay	063 - General Services		40 - Other Financing Sources	284,000.00	0.00
0030 - Capital Outlay	063 - General Services		65 - Capital Assets	0.00	284,000.00
	Fund: 0030 - Capital Outlay, Department: 063 - General Services Total:			284,000.00	284,000.00

Signatures

<u>Signed By</u>	<u>Approval Level</u>	<u>Department/Agency-Fund Group</u>	<u>Signed On</u>	<u>Valid</u>
Brian Duggan	Fund/Department	063-General Services Funds	6/17/2021 10:55:28 AM	Y
Toni Bailey	Fund/Department	063-General Services Funds	6/17/2021 11:20:58 AM	Y
Lynne Dible	Fund/Department	063-General Services Funds	6/17/2021 1:41:38 PM	Y
Richard Morgantini	CEO Analyst	All Depts-All Funds	6/17/2021 2:29:14 PM	Y
Sara Weal	FACS	All Depts-All Funds	6/22/2021 11:49:43 AM	Y
Robert Geis	Chief Deputy Controller	All Depts-All Funds	6/22/2021 3:45:54 PM	Y
Nancy Anderson	Budget Director	All Depts-All Funds	6/22/2021 4:25:31 PM	Y

Budget Revision Requests

Document Number: BJE - 0007744 Agenda Item: Agenda Date: 7/13/2021 Approval: BOS 4/5 Has Board Letter: No

Related Event:

Title: Planning and Development - Accela Modernization User Licenses

Budget Action: Establish appropriations of \$439,000 in Planning & Development P&D Fund for Services and Supplies funded by release of Committed P&D Land Use System fund balance.

Justification: The Executive IT Council (EITC) approved the recommendation of the Accela Modernization and Migration Project on February 10, 2021; this project will result in the modernization of Planning and Development and Public Health/Environmental Health Services versions of Accela's Civic Platform to a cloud-based platform.

The action to provide for this modernization was approved by the Board on June 22, 2021. This budget revision will establish the appropriation for Planning and Development's first year of subscription services totaling 165 user licenses and user training. Annualized on-going costs for Accela licensing is funded by permit revenue by the department.

Financial Summary

<u>Fund</u>	<u>Department</u>	<u>Project</u>	<u>Object Level</u>	<u>Source Amount</u>	<u>Use Amount</u>
0076 - Planning and Development	053 - Planning & Development		55 - Services and Supplies	0.00	439,000.00
0076 - Planning and Development	053 - Planning & Development		93 - Changes to Committed	439,000.00	0.00
Fund: 0076 - Planning and Development, Department: 053 - Planning & Development Total:				<u>439,000.00</u>	<u>439,000.00</u>

Signatures

<u>Signed By</u>	<u>Approval Level</u>	<u>Department/Agency-Fund Group</u>	<u>Signed On</u>	<u>Valid</u>
Crysta Rider	Fund/Department	053-Planning & Development Funds	6/28/2021 9:24:32 AM	Y
Richard Morgantini	CEO Analyst	All Depts-All Funds	6/28/2021 9:38:07 AM	Y
Marisol Villalobos	FACS	All Depts-All Funds	6/28/2021 11:27:49 AM	Y
Robert Geis	Chief Deputy Controller	All Depts-All Funds	6/30/2021 9:36:53 AM	Y
Nancy Anderson	Budget Director	All Depts-All Funds	6/30/2021 9:47:34 AM	Y

Budget Revision Requests

Document Number: BJE - 0007746 Agenda Item: Agenda Date: 7/13/2021 Approval: BOS 4/5 Has Board Letter: No

Related Event:

Title: Historic Landmarks Advisory Commission - Consultant Funding Carry Over from FY 2020-21

Budget Action: Increase appropriations of \$2,100 in Planning and Development Dept. Planning and Development Fund for Services and Supplies funded by a release of Committed Planning/Development Projects fund balance.

Justification: Approval of this budget revision in the amount of \$2,100 will provide budget authorization to use unexpended funds carried forward from FY 2020-22 to FY 2021-22 and enter into an agreement for services with a consultant to fund consultant work for the Historic Landmarks Advisory Commission projects in FY 2021-22. Consultant work is expected to completed by June 30, 2022.

Financial Summary

<u>Fund</u>	<u>Department</u>	<u>Project</u>	<u>Object Level</u>	<u>Source Amount</u>	<u>Use Amount</u>
0076 - Planning and Development	053 - Planning & Development		55 - Services and Supplies	0.00	2,100.00
0076 - Planning and Development	053 - Planning & Development		93 - Changes to Committed	2,100.00	0.00
Fund: 0076 - Planning and Development, Department: 053 - Planning & Development Total:				<u>2,100.00</u>	<u>2,100.00</u>

Signatures

<u>Signed By</u>	<u>Approval Level</u>	<u>Department/Agency-Fund Group</u>	<u>Signed On</u>	<u>Valid</u>
Crysta Rider	Fund/Department	053-Planning & Development Funds	6/29/2021 10:46:54 AM	Y
Richard Morgantini	CEO Analyst	All Depts-All Funds	6/29/2021 2:09:12 PM	Y
Sara Weal	FACS	All Depts-All Funds	6/29/2021 2:37:26 PM	Y
Robert Geis	Chief Deputy Controller	All Depts-All Funds	6/30/2021 9:38:03 AM	Y
Nancy Anderson	Budget Director	All Depts-All Funds	6/30/2021 9:48:06 AM	Y