

SL COUNTY BUDGET REQUEST / ADJUSTMENT FORM

Executive Summary

Request Item No: 364099YE01	For Fiscal Year: 2019
Requesting Organization: 36409900 REC EQUIPMENT REP	Date of Request: 9-Oct-19
Budget Adjust Type(s): Existing Capital Project Unforeseen / Exigency	Ongoing (Y or N): N
	If Yes, next year's CF impact: \$0
	Net FTE Change: 0.00

Description and Justification:

New Time-keeping System: The County's time-keeping system is a self-hosted software solution. Earlier this year, the vendor informed the County that support for self-hosted solutions would end in March 2020. Since then, Information Services has worked with the County agencies that use the time-keeping system to determine the best course of action. Now that the TAB has approved of this IT project, the County has developed and issued an RFP for a vendor-hosted time-keeping system with the goal of full implementation by March 2020. Based on the RFP's requirements, Information Services estimates that the cost of implementing a new time-keeping system could be \$410,000. Operations, Flood Control Engineering, Solid Waste, and the Assessor's Office have indicated that they can absorb their estimated share of that cost (\$20,000; \$5,000; \$12,000; and \$5,000 respectively) within their current year operations appropriation. Parks & Recreation can absorb a portion of its estimated \$368,000 share, but requests this additional appropriation from the TRCC Fund for the remainder of its share. This \$174,000 request represents the last three years of Equipment Replacement funds that have lapsed to fund balance, rather than rolling over and being rebudgeting as intended.

Fund Impact

SUMMARY OF FUND IMPACT BY FUND	
FUND:	181 TRCC TOURISM REC CULTRL CONVEN FUND
Fund Impact (Budgetary)	(\$174,000)
Fund Impact (Transfers)	\$0
TOTAL FUND IMPACT	(\$174,000)

SUMMARY OF CNTY FUNDING IMPACT BY DEPT				
DEPT	REVENUE	EXPENSE	BAL SHEET	CNTY FUNDING
3630990000 PARKS EQUIPMENT REPLACE PRGM	0	12,000	0	12,000
3640990000 REC EQUIPMENT REPLACEMENT PRGM	0	162,000	0	162,000
TOTALS	0	174,000	0	174,000

Approvals

Division Director: _____ **Date:** _____

Dept. or Elected Fiscal Mgr: _____ **Date:** _____

Dept. Dir. or Elected Official: _____ **Date:** _____

Facilities Division Director: _____ **Date:** _____
(Capital Projects Only)

Chief Financial Officer: _____ **Date:** _____
Approve

Mayor or Designee: _____ **Date:** _____
Approve

Council Action: _____ **Date:** _____
Approve

Budget Adjustment Detail

Budget Year: 2019 *** Requesting Department:** 36409900 REC EQUIPMENT REPLACEMENT
Budget Period: Post June Year-End *** Req Item No:** 364099YE01 *** Adjustment Title:** New Time-keeping System
Adjustment Type(s): Existing Capital Project Unforeseen / Exigency

Expense Budget String(s):

FUND	SUB-DEPT ID	EXPENSE ACCOUNT	PROG/ACT ID (OPT)	PROJECT ID (CAP)	AMOUNT
181	3640990000	615035		PART19RCEQ	162,000
181	3630990000	615035		PART19PKEQ	12,000
TOTAL EXPENDITURES Page 1:					\$174,000
TOTAL EXPENDITURES ALL PAGES:					\$174,000

Revenue Budget String(s):

FUND	SUB-DEPT ID	REVENUE ACCOUNT	PROG/ACT ID (OPT)	PROJECT ID (CAP)	AMOUNT
TOTAL REVENUES Page 1:					\$0
TOTAL REVENUES ALL PAGES:					\$0

Balance Sheet/Fund Unrestriction String(s): Bal sheet strings only required for Proprietary Fund adjustments or fund unrestrictedions; check if applicable.

FUND	SUB-DEPT ID	BAL. SHEET ACCOUNT	AMOUNT
		BAL_SHT or 499999	
		BAL_SHT or 499999	
		BAL_SHT or 499999	
TOTAL BALANCE SHEET CHANGE:			\$0

* Ongoing (Y or N):	N	No. of New FTEs:	0.00 (2)
If Yes, next year's CF impact:	\$0	No. of New Time Limited FTEs:	0.00 (2)
		No. of Transferred FTEs:	0.00 (2)
		No. of Abolished FTEs:	0.00 (2)

Fund Balance Transfers:

From Fund	From Dept ID	To Fund	To Dept ID	Amount

Description and justification: (Attach additional pages as needed.)*

The County's time-keeping system is a self-hosted software solution. Earlier this year, the vendor informed the County that support for self-hosted solutions would end in March 2020. Since then, Information Services has worked with the County agencies that use the time-keeping system to determine the best course of action. Now that the TAB has approved of this IT project, the County has developed and issued an RFP for a vendor-hosted time-keeping system with the goal of full implementation by March 2020. Based on the RFP's requirements, Information Services estimates that the cost of implementing a new time-keeping system could be \$410,000. Operations, Flood Control Engineering, Solid Waste, and the Assessor's Office have indicated that they can absorb their estimated share of that cost (\$20,000; \$5,000; \$12,000; and \$5,000 respectively) within their current year operations appropriation. Parks & Recreation can absorb a portion of its estimated \$368,000 share, but requests this additional appropriation from the TRCC Fund for the remainder of its share. This \$174,000 request represents the last three years of Equipment Replacement funds that have lapsed to fund balance, rather than rolling over and being rebudgeting as intended.

(1) If the request is for a grant, include the dates the grant will expire and what obligations are required of the County after the grant expires.