

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

Meeting Date: September 1, 2020 **Consent** **Regular**
 Ordinance **Public Hearing**

Department: **Facilities Development & Operations**

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve:

- A) a budget transfer of \$1,039,240 within the General Fund; and
B) a budget amendment of \$1,039,240 in the Court Information Technology Fund to recognize the transfer.

Summary: On September 16, 2019 the Board of County Commissioners adopted Resolution Number 2019-1466 approving the final budget for Fiscal Year 2020 for Palm Beach Countywide Funds in the amount of \$4,448,283,780. The approval includes initial funding for the Clerk & Comptroller, 15th Judicial Circuit (“Clerk”), the State Attorney’s Office, 15th Judicial Circuit (“SA”) and the Office of the Public Defender, 15th Judicial Circuit (“PD”) to commence the Judicial Partner’s Paper Record Reduction Project. This multi-year project will digitize judicial paper records, destroy the eligible paper records once digitized, and destruct records not requiring retention of a digital image; all to maximize space and use of existing and future County-owned facilities and to avert need for the future construction, operation and upkeep of a dedicated record storage warehouse. This budget transfer and amendment is necessary as an administrative measure to appropriate the allocation of budgeted funds for the SA and PD to the Court Information Technology Fund to appropriately authorize payment for the costs incurred by the SA and PD indirectly and/or contractually performing their record reduction obligations. (**FDO ADMIN**) Countywide (**LDC**)

Background & Justification: Unimproved spaces in the Main Courthouse and other areas that were not intended for records storage have satisfied the total space need for judicial record storage to date. With the approaching buildout of those spaces for their long intended judicial and administrative purposes, an alternative means of record storage is now imperative. Collaboration amongst the Judicial Partners concluded that a combination of equipment, technology and services for the scanning and destruction of eligible records (“Judicial Partners’ Paper Record Reduction Project”) beginning in FY 2020 would reduce the inventory of existing and projected future paper records to a manageable volume. Due to new state budget procedures applicable to the SA & PD, including holding their budget allocations in trust funds for quarterly releases, the SA and PD no longer have immediate access to their appropriated funds as they are held in trust, limiting their ability to promptly pay for authorized costs. Approval of this item will therefore allocate the existing balance and future budgeted funds in the Court Information Technology Fund in lieu of directly dispersing funds to the SA and PD from the General Fund.

Attachments:
1. Budget Transfer
2. Budget Amendment

Recommended By: Samir C. Patel 8/13/20
 Deputy Director Date
 Department Director

Approved By: VC Balle 8/18/2020
 County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2020	2021	2022	2023	2024
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	\$1,039,240	_____	_____	_____	_____
External Revenues	(\$1,039,240)	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	<u>\$0</u>	=====	=====	=====	=====
# ADDITIONAL FTE POSITIONS (Cumulative)	_____	_____	_____	_____	_____

Is Item Included in Current Budget: Yes No

Does this item include the use of Federal Funds? Yes No

Budget Account No: Fund 0001 Dept 760 Unit 7604 Object 8101

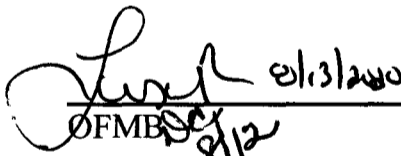
B. Recommended Sources of Funds/Summary of Fiscal Impact:

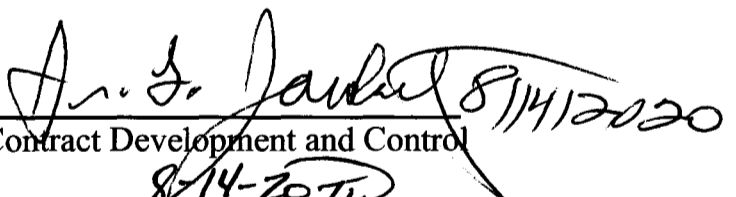
Approval of this agenda item will appropriate budget in the Court Information Technology Fund to fund the eligible costs related to the Paper Record Reduction Project and incurred by the SA and PD.

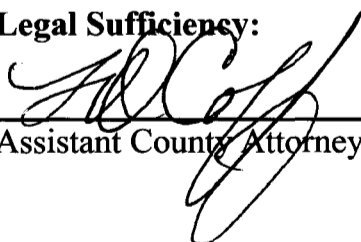
C. Departmental Fiscal Review:  _____

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Development Comments:

 _____
 OFMB 8/12 LM 8/12

 _____
 Contract Development and Control 8/14/2020
8-14-20 TW

B. Legal Sufficiency:
 _____
 Assistant County Attorney

C. Other Department Review:

 Department Director

This summary is not to be used as a basis for payment.

20- 0986

BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
BUDGET TRANSFER

BGEX 410 080320000001755

FUND 0001 - General fund

ACCT.NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED AS OF 08/03/2020	REMAINING BALANCE
820-9100	9269 - Transfer to Fund 1327	2,468,356	2,468,356	1,039,240		3,507,596	922,157	2,585,439
760-7604	8101 - Contributions to other Governen	0	1,055,000		1,039,240	15,760	15,760	0
	Total	<u>0</u>		<u>1,039,240</u>	<u>1,039,240</u>			

Facilities Development & Operations
INITIATING DEPARTMENT/DIVISION
Administration/Budget Department Approval
OFMB Department - Posted

Signatures *[Signature]* Date 8-07-20
[Signature] 8/13/2020

By Board of County Commissioners
At Meeting of 1-Sep-20
Deputy Clerk to the
Board of County Commissioners

20-0987

BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
BUDGET AMENDMENT

BGEX 410 0803200000001756
BGRV 410 0803200000000534

Court Information Technology Fund
1327

ACCT.NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED 8/3/2020	REMAINING BALANCE
<u>REVENUES</u>								
800-8000	8000 - Transfer from General Fund	2,468,356	2,468,356	1,039,240		3,507,596	922,157	2,585,439
	Total Receipts and Balances	<u>0</u>	<u>0</u>	<u>1,039,240</u>	<u>0</u>	<u>1,039,240</u>		
<u>EXPENDITURES</u>								
520-5170	5121- Data Processing Sftwre/Access	0	0	901,416		901,416		901,416
520-5170	6405-Data Processing Equipment	0	0	137,824		137,824		137,824
	Total Appropriations & Expenditures			<u>1,039,240</u>		<u>1,039,240</u>		

KS
INITIATING DEPARTMENT/DIVISION
Facilities Development & Operations
Administration/Budget Department Approval
OFMB Department - Posted

Signatures	Date
<i>[Signature]</i>	8/07/20
<i>[Signature]</i>	8/13/20

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