

City of Meridian FY2021 Budget Amendment Form

Personnel Costs

Full Time Equivalent (FTE):

Fund#	Dept.#	G/L#	Proj.#	G/L# Description	Total
01	1910	41200	10932	Wages	
01	1910	41206	10932	PT/Seasonal Wages	
01	1910	41210	10932	Overtime	
01	1910	41304	10932	Uniform Allowance	
01	1910	42021	10932	FICA	\$ -
01	1910	42022	10932	PERSI	\$ -
01	1910	42023	10932	Worker's Comp	\$ -
01	1910	42025	10932	Employee Insurance	\$ -
Total Personnel Costs					\$ -



Please only complete the fields highlighted in Orange.

Amendment Details

Title: **ProjectDox, Accela and LaserFiche for Planning Division**

Department Name: Community Development

Presenting Department Name: Planning

Department #: 1910

Primary Funding Source: 1

CIP#:

Project #: 10932

Is this for an Emergency? ☐ Yes ☒ NoNew Level of Service? ☒ Yes ☐ No

Clerks Office Stamp

Date of Council Approval

Operating Expenditures

Fund#	Dept.#	G/L#	Proj.#	G/L# Description	One-Time	On-Going	Total
01	1910		10932				\$ -
01	1910		10932				\$ -
01	1910		10932				\$ -
01	1910		10932				\$ -
01	1910		10932				\$ -
01	1910		10932				\$ -
01	1910		10932				\$ -
01	1910		10932				\$ -
01	1910		10932				\$ -
01	1910		10932				\$ -
01	1910		10932				\$ -
01	1910		10932				\$ -
01	1910		10932				\$ -
01	1910		10932				\$ -
Total Operating Expenditures					\$ -	\$ -	\$ -

Capital Outlay

Fund#	Dept.#	G/L#	Proj.#	G/L# Description	Total
01	1910	94310	10932	Capital Software	\$ 7,590
01	1910		10932		
01	1910		10932		
01	1910		10932		
01	1910		10932		
01	1910		10932		
Total Capital Outlay					\$ 7,590

Revenue/Donations

Fund#	Dept.#	G/L#	Proj.#	G/L# Description	Total
01	1910		10932		
01	1910		10932		
01	1910		10932		
Total Revenue/Donations					\$ -

Acknowledgement

Date

	10/16/2020
Department Director	
APPROVED By Todd Lavoie at 3:59 pm, Oct 19, 2020	
Chief Financial Officer	
Jessica Perreault (via email 10/20/20 at 4:55pm)	
Council Liaison	
	10-20-20
Mayor	

REVIEWED
By Jenny Fields at 3:16 pm, Oct 19, 2020

Total Amendment Request \$ 7,590

Total Amendment Cost - Lifetime

City of Meridian FY2021 Budget Amendment Form

	Prior Year(s) Funding	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	Fiscal Year 2024	Fiscal Year 2025	Department Name: Community Development Title: ProjectDox, Accela and LaserFiche for Planning Division
Personnel		\$ -	\$ -	\$ -	\$ -	\$ -	Instructions for Submitting Budget Amendments: ➤ Department will send Amendment with Directors signature to Finance (Budget Analyst) for review ➤ Finance will send Amendment to Council Liaison for signature ➤ Council Liaison will send signed Amendment to Mayor ➤ Mayor will send signed Amendment to Finance (Budget Analyst)
Operating		\$ -	\$ -	\$ -	\$ -	\$ -	
Capital		\$ 7,590					
Total	\$ -	\$ 7,590	\$ -	\$ -	\$ -	\$ -	
Total Estimated Project Cost: \$ 7,590							

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Describe what is being requested?	
A major goal of the Community Development Department has been to fully move our Building, Planning, and Land Development applications, permitting, and plan review processes to an electronic platform. The Accela/ProjectDox initiative was originally budgeted and approved with the Building Evolution Budget Amendment two-years ago. The integration plan was set out in three phases; Building integration first (complete), then Planning, and finally the Land Development Division. As we looked at moving into the Planning integration phase, it became clear that centralizing our record keeping into the City's LaserFiche system will increase efficiencies and transparency. The cost for this integration, however, was not contemplated in the original budget. Therefore, we are proposing the subject increase to the overall project costs.	
2. Why was this budget request not submitted during the current fiscal year budget cycle?	
The need for LaserFiche integration was not identified until after the draft budget had been established.	
3. What is the explanation for not submitting this budget request during the next fiscal year budget cycle?	
Most of the funds needed for the Planning phase to move forward have already been approved by Council; there are \$56,000 currently available and an additional \$7,590 are needed for LaserFiche integration. We would like to complete the Planning phase of integration in FY21 instead of carrying-forward a majority of the existing funds for another year and delaying the project.	
4. Describe the proposed method of funding? If funding is split between Funds (i.e. General, Enterprise, Grant), please include the percentage split. List the amounts and sources of anticipated additional revenue that will result from approval of this request.	
The subject Planning phase, phase 2 of the overall project, will use General Fund dollars. NOTE: There are approximately \$17,000 dollars still in the overall project budget that will go towards implementation for Land Development (phase 3). The existing \$17,000 dollars will not be sufficient to fully meet Lands implementation needs. CD anticipates requesting the additional funds to fully integrate Land with an enhancement to the FY22 budget.	
5. Does this request align with the Department/City's strategic plan? If not, please explain how this request was not included in the Department/City strategic plan?	
This project, to go electronic with applications and review, and have that be integrated with our enterprise software (Accela) has been part of the Department's strategic plan for a few years.	
6. Does this request require resources to be provided by other departments? If yes, please describe the necessary resources to be provided by other departments.	
Yes. This project is being managed by the IT Department, therefore their staff resources are needed.	
7. Does this Amendment include any needed Equipment or Software that will utilize the City's network? (Yes or No)	Yes
8. Is the amendment going to result in the disposal of an asset? (Yes or No)	No
9. Any additional comments?	

Total Amendment Request \$ 7,590

Every effort should be made to avoid reopening the budget for an amendment. Departments will need to provide back up and appear before the City Council to justify budget amendments. Budget amendments are intended for emergency or mandatory changes to the original balanced budget. Changes to the original balanced budget may cause a funding shortfall.

Community Development Department:

SOFTWARE INTEGRATION NEEDS –
PLANNING & BEYOND

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ACCELA & PROJECTDOX LASERFICHE INTEGRATION

- Background Info
 - Current Progress/Status
 - Document Storage & Records Retention
 - Outstanding Needs
 - Cost Projections
- 

Community Development Department:

Current Record Repositories

Planning

Accela

ProjectDox*

Y Drive

Laserfiche

Land Development

Accela

Individual
computer drives

Building Services

Accela

ProjectDox

*denotes future document storage (FY21)

Record Retention: Public Record Requests

JANUARY 2020 – AUGUST 2020

- 475 Public Records Requests have been received
 - 75% are requests for records from one or more division in Community Development
 - 312+ hours CD staff time spent annually, searching for public records
- 

Why **Laserfiche**® ?

- Preserve Records Integrity
- Centralize Records
- Automate Routine Tasks

- Laserfiche is the City of Meridian's designated record repository
 - Web-based platform that is user friendly and transparent
 - Easy integration from Accela and ProjectDox for seamless, effortless document filing
 - Reduces redundancy (and errors) in document storage and improves access
- 

BENEFITS

- Compliance with the City's retention policy. Planning's repository is Laserfiche.
- Integration of multiple Divisions using one system. Current process requires the Plans to be exported from Accela to the Y:drive by Building. Same folder is used by Planning, Admin and Clerk's office to review plans, save project descriptions, revised plans, POL/various maps for public noticing so all relevant documents can be imported into Laserfiche.
- Eliminates the need for saving documents in multiple places. City staff is saving plans in three different places (e.g. Y:drive, Accela and Laserfiche).
- Automates the process which leads to less errors, better record retention, increased transparency with the public and more staff efficiencies – Peak Academy

Government Excellence

“The City of Meridian will encourage open, transparent and approachable government. We will embody our CARE values with proactive, high quality communication with our citizens and stakeholders; enhancing community engagement. We will invest in our employees in order to deliver our citizens the most innovative, efficient, and value added services, while providing financially sound, resilient and effective government”.

- Provide increased accessibility and transparency to government at all levels which empowers residents to make decisions and utilize their voice in decision making process.
- Pursue legislative and other actions to ensure growth pays for itself in areas of education, transportation and other government provided services to achieve community needs.
- Embolden employees to innovate operations and simplify policies in order to improve government excellence and provide premier services to our citizens.
- Utilize data informed decision making to meet the premier standard for customer service and service delivery.

Projected Cost Breakdown:

	Planning	Land Dev	Building	Accela to Laserfiche	Total Cost
Project Dox integration	\$42,600	\$32,250	COMPLETE	-	\$74,850
Project Dox to Laserfiche	\$20,300	\$18,200	\$18,200*	-	\$56,700
Accela to Laserfiche				\$18,600	\$18,600
Total	\$62,900	\$50,450	\$18,200	\$18,600	\$150,150

*additional cost for Building records to move to Laserfiche and have that as repository

Planning Division ProjectDox workflow design & integration (Carry Over Funds)	\$56,000
FY 21 Budget Enhancement – Land Dev.	\$17,618

CURRENT APPROVED PROJECT FUNDS



PHASED APPROACH

Planning (FY21)

- Develop integration process for Planning first that can be duplicated for Land and Building in later phases.
- Sign agreement with Avolve for development of Planning workflow for ProjectDox & ProjectDox to Laserfiche integration and use the remaining \$56,000 of carry forward funds towards the total cost of \$62,900.
 - Need FY21 Budget Amendment (today) for the additional \$7,590 to complete both Planning integrations.

PHASED APPROACH...cont.

Land Development & Building (FY22)

- Use lessons learned and efficiencies from Planning effort.
- FY22 Enhancement request for the additional funds (approximately \$75,000) needed to complete both integrations.

CONCLUSION

Now is the time

- PDOX and Accela integrations are underway – Building complete; Planning pending.
- Next phases utilize efforts from Planning phase for LaserFiche piece.
- Furthers a significant portion of the City-wide records retention initiative.

THANK YOU FOR YOUR
CONSIDERATION

Questions?



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