

# Mayor and Council Communication

**DATE:** 12/13/22

**M&C FILE NUMBER:** M&C 22-1022

**LOG NAME:** 06ACCELA CLOUD MIGRATION

**SUBJECT**

(ALL) Adopt Appropriation Ordinances from the Developer Technology Improvements Project within the Special Purpose and the Information Technology Systems Funds Transferring to the General Capital Projects Fund for the Information Technology Systems Initiatives Project to Fund the Accela Cloud Migration and Amend Fiscal Years 2023-2027 Capital Improvement Program

**RECOMMENDATION:**

It is recommended that the City Council:

1. Adopt the attached appropriation ordinance increasing estimated receipts and appropriations in the Special Purpose Fund in the amount of \$600,000.00, from available funds, within the Information Technology Fund project (City Project No. S00164) for the purpose of transferring to the General Capital Projects Fund to fund the ARPA for Information Technology Services Initiatives project related to the Accela cloud migration;
2. Adopt the attached appropriation ordinance reallocating appropriations in the Information Technology Systems Fund by decreasing appropriations in the General Operating and Maintenance category in the amount of \$348,999.00 and increasing appropriations in the Transfers and Other category by the same amount for the purpose of transferring to the General Capital Projects Fund to fund the ARPA for Information Technology Services Initiatives project related to the Accela cloud migration;
3. Adopt the attached appropriation ordinance increasing estimated receipts and appropriations in the General Capital Projects Fund in the amount of \$948,999.00 transferred from the Special Purpose and the Information Technology Systems Funds for the purpose of funding the ARPA for Information Technology Services Initiatives project (City Project No. 103746) related to the Accela cloud migration; and
4. Amend the Fiscal Year 2023 Adopted Budget and the Fiscal Years 2023-2027 Capital Improvement Program.

**DISCUSSION:**

The purpose of this Mayor and Council Communication (M&C) is to appropriate funding within the General Capital Projects Fund transferred from the Special Purpose and the Information Technology Systems Fund to cover the costs associated with the Accela cloud migration.

On September 27, 2022, the City Council authorized a purchase agreement with Carahsoft Technology Corporation (M&C 22-0728) not only for the contracts for licensing, maintenance and support for the Automation Permitting System Software, Mobile Computer, Infrastructure Work Order, and Asset Management Software, but the migration of the current on-site land management system to the Accela Cloud.

At that time, City staff identified and City Council approved \$600,000.00 in the Development Services Department’s Developer Technology Improvements project as well as \$348,999.00 within the Information Technology Systems Fund budgeted within the fiscal year 2023 to be used to fund a portion of the costs for system migration. The funds within the Developer Technology Improvements project were not originally appropriated as a part of the M&C authorizing the purchasing agreement and subsequently not listed in the appropriation ordinance for FY2023 for the Special Purpose Fund. However, the actions taken in this M&C will appropriate the identified funding and complete the project budget.

Funding for this project was not included in the FY2023-2027 Capital Improvement Program due to it was not identified until after the budget was approved. The action in this M&C will amend the FY2023-2027 Capital Improvement Program as approved in connection with Ordinance 25773-09-2022.

The action in this M&C will amend the Fiscal Year 2023 Adopted Budget as approved in connection with Ordinance 25773-09-2022, Section 5. Internal Service Funds, as listed on page(s) 22.

Fund / Department	FY2023 Adopted Budget	Authority	Budget Adjustment	Revised FY2023 Budget
Budget Category				
Information Technology Systems Fund				
Revenues				
IT Solutions	\$45,414,896.00			\$45,414,896.00

<b>Total Revenues</b>	<b>\$ 45,414,896.00</b>			<b>\$ 45,414,896.00</b>
Expenditures				
<b>General Operating and Maintenance</b>				
IT Solutions	\$45,165,437.00	This M&C	\$ (348,999.00)	\$44,816,438.00
<b>Transfers and Other</b>				
Transfer to IT Refresh Capital	\$249,459.00			\$249,459.00
Transfer to Grants Capital Projects Federal Fund		This M&C	348,999.00	\$ -
<b>Total Expenditures</b>	<b>\$45,414,896.00</b>		<b>\$ -</b>	<b>\$45,414,896.00</b>

Funding is available in the Developer Tech Improvements project within the Special Purpose Fund and in the Other Contractual Services account within the Info Technology Systems Fund for the purpose of transferring to the General Capital Projects Fund for the ARPA for ITS initiatives project.

A Form 1295 is not required because: This M&C does not request approval of a contract with a business entity.

**FISCAL INFORMATION / CERTIFICATION:**

The Director of Finance certifies that funds are currently available in the Info Technology Systems Fund and in the Developer Tech Improvements project within the Special Purpose Fund and upon approval of the above recommendations and adoption of the attached appropriation ordinances, funds will be available in the General Capital Projects Fund for the ARPA for ITS initiatives project related to Accela Cloud. Prior to an expenditure being incurred, the Development Services and Information Technology Systems Departments have the responsibility of verifying the availability of funds.

**Submitted for City Manager's Office by:** Dana Burghdoff 8018

**Originating Business Unit Head:** D.J. Harrell 8032

**Additional Information Contact:** D. J. Harrell 8032