

56-1

Agenda Item #:

ADD-ON

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY

Meeting Date: June 21, 2011

Consent Regular
 Ordinance Public Hearing

Department: Facilities Development & Operations

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve:

A) Budget transfer of \$65,000 from reserves in the 94.3M NAV 04 CTF Fund to establish a State Attorney Record Storage project budget;

B) Budget transfer of \$35,000 in the Public Building Improvement Fund defunding State Attorney 60 Conduit and HVAC Outlet projects and establishing a transfer out line of \$17,500 to the General Fund and transferring \$17,500 to the State Attorney Record Storage project budget;

C) Budget Amendment of \$17,500 to recognize transfer from Public Improvement Building Fund and to establish a transfer of \$47,500 from General Fund Contingency Reserves; and

D) Budget Amendment of \$65,000 from the General Fund to Criminal Justice Trust Fund.

Summary: This item addresses two issues associated with the State Attorney's Office (SAO) Records Management budget; specifically; 1) the need for additional funds for expenses in FY '11, and 2) the implementation of a different approach to records management in the future which will reduce on-going costs. In the years leading up to FY '11 the SAO had been conducting its records storage function primarily through off-site contract services/space but also by the use of the shell space within its own building. However, with the Board's approval of the mid-year FY'11 capital project to build-out the shell space in that building, approximately 2500 boxes needed to be transferred off-site bringing the SAO's off-site total to approximately 8700 boxes. The SAO's County funded budget for records management was never adjusted and as a result \$30,000 in additional funding is now required for expenses through the remainder of FY'11 and \$30,000 is being transferred to the SAO's budget from General Fund Contingency (Partial Motion D) for that deficit. SAO and FDO Staffs have been evaluating other options to meet the SAO's record management requirements to reduce recurring costs. The recurring costs are substantially higher for files with records retrieval requirements for use in public records requests, prisoner requests, violations of probation or destruction as well as inter-filings. The new approach to the SAO's record management function would relocate the records with; 1) the highest requirements for retrieval and inter-filings, and 2) with the shortest retention period of 2 years; both to secure County owned space (Vista Warehouse). The retrieval and inter-filings would be performed by existing SAO Staff. The records with little or no retrieval, and the longest "keep" times will remain in off-site records storage. The one-time capital expenditure to support the relocation of approximately 5700 boxes to County-owned space will result in a 1-2 year payback on the capital costs associated with the purchase and installation of shelving and a total savings of over \$200,000 during the next five (5) years. No new capital funding is required for the capital expenses as funds remaining from successfully completed projects are being transferred (Motions A and B). To fund the \$35,000 in one-time operating costs associated with implementation of this approach, \$17,500 is from defunded capital projects, and \$17,500 from General Fund Contingency (Partial Motion D). (FDO Admin) Countywide (JM)

Background and Policy Issues: See Page 3

Attachments:

1. Letter dated June 7, 2011 from SAO to County
2. Budget Transfer in 94.3 Nav 04 CTF
3. Budget Transfer within 3804 and to General Fund Contingency
4. Budget Amendment with the State Attorney's County funded FY 11 budget.
5. Budget Transfer from General Fund Contingency to SAO FY 11 budget

Recommended by: Annmarie Wolf 6/14/11
Department Director Date

Approved by: [Signature] 6/22/11
County Administrator Date

II. FISCAL IMPACT ANALYSIS

Five Year Summary of Fiscal Impact:

Fiscal Years	2011	2012	2013	2014	2015
Capital Expenditures	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
Operating Costs	<u>65,000</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
External Revenues	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
Program Income County)	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
In-Kind Match (County)	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
NET FISCAL IMPACT	<u>65,000</u>	<u>-0</u>	<u>-0</u>	<u>-0</u>	<u>-0</u>

ADDITIONAL FTE
POSITIONS (Cumulative)

Is Item Included in Current Budget? Yes _____ No X

Budget Account No: Fund Department Unit Object
Reporting Category

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

Motions C and D will increase the State Attorney's FY '11 operating budget by; 1) \$30,000 for expenses to be incurred through September 30, 2011, and 2) by \$35,000 in one time operating expenses associated with the implementation of a long term records management system utilizing primarily County owned space at Vista warehouse. Of the \$35,000, 1/2 is coming from General Fund contingency and 1/2 from defunded capital projects. The capital expenditures contemplated from this item are being funded by; 1) the sweep of successfully completed capital projects, and 2) bond funds remaining in the Vista Warehouse project.

C. Departmental Fiscal _____ *W* 6-14-11

III. REVIEW COMMENTS:

A. OFMB Fiscal and/or Contract Development & Control Comments:

[Signature] 6/17/11
OFMB

[Signature] 6/17/11
Contract Dev. and Control
6/17/11

B. Legal Sufficiency:

[Signature]
Assistant County Attorney

C. Other Department Review:

Page 3
Background and Policy Issues (Cont'd)

The following chart shows the expenses associated with continuing with the current approach of contracted records management services. The last two columns together show the expenses associated with the proposed combination of contracted and in-house record management.

Cost Analysis of Moving a Portion of State Attorney Records into County Owned Space

Expense	Quantity	Current Contracted 2012	Proposed Contracted 2012	Proposed In-House 2012
Recurring Costs				
Appellate	2500	\$ 41,400	\$ 0	
Non-Prison	2037	\$ 20,400	\$ 0	
Prison	1615	\$ 7,546	\$ 7,546	
Special Retention	2500	\$ 11,400	\$ 11,400	
Destruction Pulls-- Prison		\$ 10,000	\$ 10,000	
West County		\$ 3,500	\$ 3,500	
One-Time Costs				
Shelving				\$ 75,000
Move				\$ 7,500
Pull Fee for Appellate and Non-Prison				\$ 35,000
Sub-Total		\$ 94,246	\$ 32,500	\$117,500
Total				\$150,000

The annual projected cost of \$94,246¹utilizing the current approach to off-site records management will be reduced to \$32,500² in FY 12. The goal is to further reduce the operating costs in FY 13 by another \$10,000 by locating all records in the "Prison" category direct to County-owned space, and therefore eliminating the pull fee associated with the 2 year destruction period over the course of 2 years.

This approach allows for an approximate 2 year pay back on the capital costs using the costs associated with the purchase and install of shelving from the States' vendor. It is possible that the costs of the shelving could be reduced by 50% if the bids are as competitive as those recently received on the West County Jailshelving purchase. In this scenario, the payback period will be reduced to one year. After the one-time costs in 2011, the County will realize over \$200,000 in savings over the next five year period.

In order to implement this approach on October 1, 2011, all of the one-time costs will be required in 2011.

1 This is an estimated number based on SAO analysis of existing years' invoices, projected to FY 12. The projections make a series of assumptions on cases, public records requests, requests from prisoners, violations, etc.

2 This number is an estimate based on the assumptions listed above combined with the one-time pull fees associated with pulling the boxes destruction in FY 12 and the reduced costs of the new boxes going directly into the Vista Warehouse. It will likely be 1-2 years until the recurring costs are able to be projected with better accuracy.



OFFICE OF THE STATE ATTORNEY

FIFTEENTH JUDICIAL CIRCUIT
IN AND FOR PALM BEACH COUNTY

MICHAEL F. McAULIFFE
STATE ATTORNEY



June 7, 2011

Mr. Vince Bonvento, Assistant County Administrator;
Palm Beach County Administrative Office
301 N. Olive Avenue
West Palm Beach, FL 33401

RE: State Attorney 15th Circuit Budget

Dear Vince,

Thank you for meeting with me in reference to our portion of the county budget. I am asking for your assistance in covering the costs of our warehouse space. The State Attorney's Office is mandated to maintain our criminal and appellate files. These files are pulled for public record requests, appellate motions, prisoner requests for information and violations of probation. We presently store 8700 boxes encompassing approximately 10,078 cubic feet of storage. This number is increased yearly, although we presently have a 2 year destruct date for most non-prison sentences.

As was discussed briefly with Joe Doucette and others last fall, the build-out of the 3rd and 4th floor shells eliminated the storage of a couple thousand boxes of prosecution and appellate files. Over the last few years we have been able to maintain a reduced cost of storage from our original line item of \$75,000 to \$50,000. Maintaining these files in-house allowed us to store, retrieve and re-file with no cost to the county. Now that the file boxes have been moved to the warehouse our storage and retrieval costs have almost doubled.

Our records reflect that we have spent \$42,103.14 of our warehouse allocation of \$50,000. We are requesting \$25,000-30,000 additional budget authority through this fiscal year to meet our warehouse bills. We are doing what we can to try to minimize this budget item. We have started to store the boxes along our hallways to avoid any greater costs however this simply delays the issue to next fiscal year.

Thank you for your assistance. I promise to do whatever I can to assist the county in containing these costs, but this is a mandated requirement so we are all limited in our options.

Sincerely,


Jeanne D. Howard

Chief Assistant State Attorney/Executive Director

Mr. John Wilson, Budget Director

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0890

BGET 0615110X1742

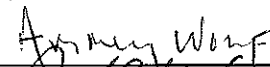
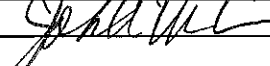
BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
BUDGET TRANSFER

FUND 3018 - 94.3M NAV 04 CTF

Use this form to provide budget for items not anticipated in the budget.

ACCT.NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED AS OF 06/13/2011	REMAINING BALANCE
<u>Reserves</u>								
411 9900	9908 - Reserve for New Projects	340,573	333,919		65,000	268,919		268,919
<u>SA Records Storage</u>								
411 B543	6401 - Machinery & Equipment	0	0	65,000		65,000		65,000
	Total			<u>65,000</u>	<u>65,000</u>			

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

Signatures	Date
	6/14/11
	6/17/11

By Board of County Commissioners
At Meeting of 6/21/2011

Deputy Clerk to the
Board of County Commissioners

11-

0891

66EX 0615110*1752

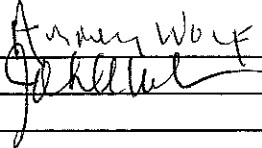
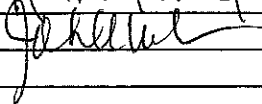
BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
BUDGET TRANSFER

FUND 3804 - Public Building Improvement

Use this form to provide budget for items not anticipated in the budget.

ACCT.NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED AS OF 06/13/2011	REMAINING BALANCE
<u>SA HVAC Outlets</u>								
411 B446	4907 - Building Imp Non-Capital	10,000	10,000		10,000	0		0
<u>SA 60 Conduit</u>								
411 B447	4907 - Building Imp Non-Capital	25,000	25,000		25,000			
<u>SA Records Storage</u>								
411 B543	6401 Machinery & Equipment			17,500		17,500		17,500
<u>Transfer to General Fund</u>								
821 9000	9000 Transfer to General Fnd			17,500		17,500		17,500
	Total			35,000	35,000			

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

Signatures	Date
	6/14/11
	6/17/11

By Board of County Commissioners
At Meeting of 6/13/2011

Deputy Clerk to the
Board of County Commissioners

2011 - 0892

BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
BUDGET AMENDMENT

Fund 0001 General Fund Contingency

BGRV 0615110*547
BGEX 0615110*1750

ACCOUNT NAME AND NUMBER	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED AS OF 06/13/11	REMAINING BALANCE
Revenues							
0001-800-8001-8204 Transfer from Public Bldg Fd 3804	2,008,092	2,135,079	17,500	0	2,152,579		
TOTAL RECEIPTS & BALANCES	959,240,680	989,432,082	17,500	0	989,449,582		
Expenditures							
0001-820-9100-9062 Transfer to Criminal Justice Fund Fd 1323	537,982	537,982	65,000		602,982	90,206	512,776
0001-820-9900-9901 Contingency Reserves	20,000,000	18,284,179		47,500	18,236,679	0	18,236,679
TOTAL APPROPRIATIONS & EXPENDITURES	959,240,680	989,432,082	65,000	47,500	989,449,582		

Office of Financial Management and Budget

Signatures & Dates

BY BOARD OF COUNTY COMMISSIONERS
AT MEETING OF

INITIATING DEPARTMENT/DIVISION
Administration/Budget Department Approval
OFMB Department - Posted

[Handwritten Signature] 6/17/11

Deputy Clerk to the
Board of County Commissioners

[Handwritten Signature] 06/15/11

2011 - 0893

BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
BUDGET AMENDMENT

Fund 1323 Criminal Justice Trust Fund

BGRV 0615110*548
BGEX 0615110*1751

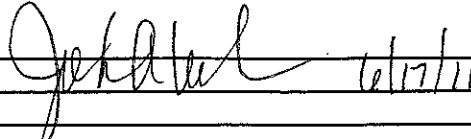
ACCOUNT NAME AND NUMBER	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED AS OF 06/13/11	REMAINING BALANCE
Revenues							
1323-800-5150-8000 Transfer from General Fund Fd 0001	537,982	537,982	65,000	0	602,982		
TOTAL RECEIPTS & BALANCES	731,482	749,440	65,000	0	814,440		
Expenditures							
1323-520-5141-4412 Rent-Storage/Warehouse Space	50,000	50,000	65,000	0	115,000	42,301	72,699
TOTAL APPROPRIATIONS & EXPENDITURES	731,482	749,440	65,000	0	814,440		


Office of Financial Management and Budget

Signatures & Dates

BY BOARD OF COUNTY COMMISSIONERS
AT MEETING OF

INITIATING DEPARTMENT/DIVISION
Administration/Budget Department Approval
OFMB Department - Posted

 6/17/11

 6/15/11
Deputy Clerk to the
Board of County Commissioners