

File No. 130162

Committee Item No. 6

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance SUB-Committee Date 03/06/2013

Board of Supervisors Meeting

Date _____

Cmte Board

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Completed by: Victor Young Date March 1, 2013

Completed by: Victor Young Date _____



**SAN FRANCISCO
PLANNING DEPARTMENT**

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO

FEB 22 AM 11:57

February 22, 2013

Angela Calvillo
Clerk of the Board of Supervisors
1 Dr. Carlton B. Goodlett Place
City Hall, Room 244
San Francisco, CA 94102

File 130162

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Subject: **Release of Permit & Project Tracking System Project Reserve**

Dear Ms. Calvillo:

I respectfully request that the reserve in the amount of \$51,218⁷ on the Planning Department's Permit and Project Tracking System Project (project CCPPTS) be released and scheduled to be heard before the Budget and Finance Committee on March 6, 2013.

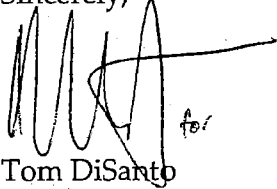
The Permit and Project Tracking System (PPTS) is a joint project with the Planning Department and the Department of Building Inspection. This system will improve and enhance the City's permitting and project tracking systems by sharing data between the 2 departments, combining project, permit, GIS, property and billing data into one system, and will allow for a more transparent process by making data accessible to the public and allowing for applications to be submitted and tracked on-line.

The original reserve in the amount of \$146,065⁴ was placed on this project in the FY08-09 budget (File Number 080725, Ordinance Number 140-08) pending a joint agreement between the Department of Building Inspection (DBI) and Planning on implementing this project. In November of 2008, \$94,847 of this reserve was released (File Number 081369) leaving a remaining reserve in the amount of \$51,218.

The PPTS implementation is on track and scheduled to Go Live in November of 2013. The release of this reserve is necessary to have sufficient appropriation to pay for consultant expenses related to the design and configuration of the system.

If there are any questions in regards to this request, please contact the Planning Department's Finance Manager, Keith DeMartini, at 415-575-9118 or Keith.DeMartini@sfgov.org.

Sincerely,

A handwritten signature in black ink, appearing to be 'Tom DiSanto', with a long horizontal stroke extending to the right.

Tom DiSanto
Chief Administrative Officer

cc: Keith DeMartini, Planning Department Finance Manager
Leo Chyi, Mayor's Deputy Budget Director
Caylin Wang, Controller's Budget Analyst
Victor Young, Board of Supervisor's Committee Clerk
Catherine Stefani, Office of Supervisor Mark Farrell, Legislative Aide

Item
File 13-0162

Department:
City Planning

EXECUTIVE SUMMARY

Legislative Objectives

Request to release \$51,218 of Planning Department funds previously placed on reserve by the Budget and Finance Committee for the joint Permit and Project Tracking System (PPTS) project between the Planning Department and the Department of Building Inspection (DBI).

Key Points

- The PPTS is a joint project between the Department of Building Inspection (DBI) which is a city-wide system that will process and track permit and project transactions across all city departments providing transparency, assuring data and financial accountability, and reducing permit processing times. The PPTS will consolidate multiple database systems into a single permitting system allowing city departments to share data and combine project, permit, Geographic Information System, property and billing data into one system. From the user perspective, the PPTS will allow the public to track planning applications and building permits online, file certain applications and permits online, file complaints and search for general property information.
- The PPTS total estimated project budget is \$6,102,718 of which the Planning Department would contribute \$2,094,732 from General Fund monies (pending the approval of the requested \$45,000 in File 13-0117 of the Budget and Legislative Analyst report), or 34 percent, and DBI would contribute \$4,007,986, or 66 percent from fee revenues.
- In FY 2008-09, the Board of Supervisors appropriated \$400,000 in the Planning Department's budget for the PPTS and placed \$146,065 on reserve, pending the execution of an agreement between the Planning Department and DBI defining the project sponsorship, the departments' responsibilities, timelines and resources. A Memorandum of Understanding (MOU) between the Planning Department and the Department of Building Inspection was executed on October 20, 2008. In 2008, the Board of Supervisors Budget and Finance Committee approved the release of \$94,847 (File 08-1369) from the reserve, leaving a remaining balance of \$51,218 on reserve.
- The Board of Supervisors also appropriated \$641,527 in the Planning Department's FY 2012-13 budget, for the PPTS. According to Mr. Keith DeMartini, the Planning Department's Finance Manager, \$641,527 was the amount needed to fund the final implementation of the project, assuming that the Board of Supervisors releases the requested \$51,218 on reserve, and appropriates the requested \$45,000 (see File 13-0117 of the Budget and Legislative Analyst's report).

Fiscal Impact

- The Planning Department is requesting the release of \$51,218 that the Budget and Finance Committee previously placed on reserve for the Planning Department and DBI's Permit and Project Tracking System (PPTS) project to pay for PPTS consulting services with Accela-21 Tech, LLC. The \$51,218 would pay for approximately 292 hours of consultant time at \$175 per hour.
- Because the Planning Department has met the Budget and Finance Committee's condition for the release of reserves by entering into an agreement with DBI in 2008, which defines the project sponsorship, the departments' responsibilities, timelines and resources, the Budget and Legislative Analyst recommends release of the requested funds of \$51,218 on reserve.

Recommendation

- Approve the requested release of \$51,218.

MANDATE STATEMENT

Section 3.3 of the City's Administrative Code provides that the committee of the Board of Supervisors that has jurisdiction over the budget (i.e., Budget and Finance Committee) may place requested expenditures on reserve, which are then subject to release by the Budget and Finance Committee.

BACKGROUND

In the FY 2008-09 budget review, the Board of Supervisors placed \$146,065 on reserve in the Planning Department's budget for the Permit and Project Tracking System (PPTS) which is a joint project between the Planning Department and DBI. The PPTS is a city-wide system that will process and track permit and project transactions across all city departments providing transparency, assuring data and financial accountability, and reducing permit processing times. The PPTS will consolidate multiple database systems into a single permitting system allowing city departments to share data and combine project, permit, Geographic Information System, property and billing data into one system. From the user perspective, the PPTS will allow the public to track planning applications and building permits online, file certain applications and permits online, file complaints and search for general property information.

The Board of Supervisors placed \$146,065 on reserve, pending the execution of an agreement between the Planning Department and DBI defining the project sponsorship, the two departments' responsibilities, timelines and resources. A PPTS Memorandum of Understanding (MOU) between the Planning Department and the Department of Building Inspection was executed on October 20, 2008. In 2008, the Board of Supervisors approved the release of \$94,847 (File 08-1369) from the reserve, leaving a remaining balance of \$51,218 on reserve.

DETAILS OF PROPOSED LEGISLATION

The Planning Department is requesting the release of \$51,218 that the Budget and Finance Committee previously placed on reserve for the joint Permit and Project Tracking System (PPTS) project between the Planning Department and DBI as discussed above.

The PPTS total estimated project budget is \$6,102,718, of which the Planning Department is proposing to contribute \$2,094,732, or 34 percent, from General Fund monies and DBI is contributing \$4,007,986, or 66 percent, from DBI fee revenues.

As shown in Table 1 below, the Planning Department's budget from FY 2007-08 through FY 2012-13 for the PPTS is \$2,049,732 including the subject requested release of reserve funds of \$51,218. In addition, the Planning Department has requested a separate appropriation of \$45,000 for the PPTS, which is the subject of File 13-0117 of the Budget and Legislative Analyst's report to the Budget and Finance Committee. If the Board of Supervisors appropriates the additional \$45,000, the total Planning Department appropriation for the PPTS will be \$2,094,732. To date, the Planning Department has expended \$1,423,180 of the \$2,049,732 appropriation, leaving a remaining appropriation balance of \$626,552.

Table 1
Appropriated Funds to the Planning Department for the PPTS
from FY 2007-08 through FY 2012-13

Fiscal Year	Amount
FY 2007-08	\$153,205
FY 2008-09	400,000
FY 2009-10	855,000
FY 2012-13	641,527
Total	\$2,049,732

The Board of Supervisors appropriated \$641,527 in the Planning Department's FY 2012-13 budget for the PPTS, as shown in Table 1 above. According to Mr. Keith DeMartini, the Planning Department's Finance Manager, \$641,527 was the amount needed to fund the final implementation of the project assuming that the Board of Supervisors releases the \$51,218 on reserve, and appropriates the separate additional request of \$45,000 (File 13-0117).

Mr. DeMartini further noted that the PPTS is scheduled to be operational in November 2013.

FISCAL IMPACT

In the FY 2008-09 Annual Appropriation Ordinance, the Board of Supervisors placed \$146,065 on reserve for the Planning Department's Permit and Project Tracking System (PPTS) project.

On November 19, 2008, the Budget and Finance Committee approved the release of \$94,847 of the \$146,065 reserve to pay the salary and fringe benefits of two new positions which would assist in the implementation of the joint PPTS project between the Planning Department and DBI. There is a current reserve balance of \$51,218 which is the total amount that the Planning Department is requesting to implement the final stages of the PPTS.

Based on a competitive Request for Proposal (RFP) process, the Planning Department and DBI awarded a contract to Accela-21 Tech, LLC, from September 2011 until September 2014 in an amount not-to-exceed \$3,426,176 based on the cost of consultant services based on an estimated amount of 19,578 hours at an average hourly rate of \$175.00. The subject requested reserve of \$51,218 would pay for approximately 292 hours of consultant time, out of the estimated 19,578 hours in the contract mentioned above, at \$175 per hour, to implement the final stages of the Permit and Project Tracking System.

Because the Planning Department has met the Budget and Finance Committee's condition for the release of reserves by entering into an agreement with DBI in 2008, which defines the Permit and Project Tracking System project sponsorship, the departments' responsibilities, timelines and resources, the Budget and Legislative Analyst recommends release of the requested reserve of \$51,218.

RECOMMENDATION

Approve the requested release of reserved funds of \$51,218.

