

---

**SEMINOLE COUNTY GOVERNMENT  
AGENDA MEMORANDUM**

**SUBJECT:** BCR #08-24 - \$107,891 - General Fund - OnBase/Workflow Software acquisition

**DEPARTMENT:** Fiscal Services

**DIVISION:** Budget

**AUTHORIZED BY:** Lisa Spriggs

**CONTACT:** Fredrik Coulter

**EXT:** 7180

**MOTION/RECOMMENDATION:**

Approve and authorize the Chairman to execute the Budget Change Request (BCR) #08-24 through the General Fund in the amount of \$107,891 in order to fund the acquisition of the OnBase / Workflow software.

County-wide

Lin Polk

---

**BACKGROUND:**

The OnBase / Workflow software system is a system of interrelated software modules which are required in order to more efficiently and effectively process documents by the Information Technology Services Department. The related modules consist of the following items:

- Records Management
- Distributed Disk Services
- Integration for Microsoft InfoPath
- Digital Signature
- Signature Pad Interface
- Workflow Enterprise Server
- Workflow Workstation Client
- WorkView Concurrent Client SL

The County's FY 2007/08 adopted budget included funding for the OnBase / Workflow software, installation, and training. The attached Budget Change Request (BCR) consolidates all applicable funding contained within the Department's FY 2007/08 Operating Budget for the acquisition of the OnBase / Workflow software system into a single project for the acquisition and implementation of the software.

General Fund Reserves are not affected by the attached BCR.

**STAFF RECOMMENDATION:**

Staff recommends that the Board approve and authorize the Chairman to execute the Budget Change Request (BCR) #08-24 through the General Fund in the amount of \$107,891 in order to fund the acquisition of the OnBase / Workflow software.

**ATTACHMENTS:**

1. Budget Change Request

<b>Additionally Reviewed By:</b> No additional reviews
---

**\*\*\*SEMINOLE COUNTY BUDGET REQUEST\*\*\***

Budget Division Use only:

DATE: 5/27/08  
 FROM: Department Information Technology Services  
 Division Development

<b>BCR</b>	<input checked="" type="checkbox"/>	08-24

**WHAT IS NEEDED:**

<p align="center">Operational Adjustment</p> <input type="checkbox"/> More funds for Budgeted program: Program is budgeted but additional funds are requested (Increased Cost) <input type="checkbox"/> More funds for Budgeted program: Program is budgeted but additional funds are requested (Increased Scope) <input type="checkbox"/> New program or service: program or service is not in this fiscal year's budget.	<p align="center">Project Adjustment</p> <input type="checkbox"/> More fund for Budgeted project: Project is budgeted but additional funds are requested. (Increased Cost) <input type="checkbox"/> More fund for Budgeted project: Project is budgeted but additional funds are requested. (Increase Scope) <input checked="" type="checkbox"/> New project. Project is not in this fiscal year's budget.
--	--

**Detailed Explanation:**

To provide funding for the OnBase / Workflow project, including software acquisition, installation, training, and ancillary costs..

	Fund #	Fund Name		
	00100	General Fund		
	<b>FUND/ACCOUNT NUMBER</b>	<b>Project #</b>	<b>ACCOUNT TITLE</b>	<b>AMOUNT</b>
<b>TRANSFER FROM</b>	00100.140620.530340		Contracted Services	\$ 8,715
	00100.140620.530400		Travel and Per Diem	1,250
	00100.140620.530520		Operating Supplies	8,526
	00100.140630.530310		Professional Services	89,400
			<b>TOTAL</b>	<b>\$ 107,891</b>
	<b>FUND/ACCOUNT NUMBER</b>	<b>Project #</b>	<b>ACCOUNT TITLE</b>	<b>AMOUNT</b>
<b>TRANSFER TO</b>	00100.140620.560642	00279201 (New)	Capital Equipment >\$4,999 (OnBase / Workflow Software)	\$103,901
	00100.140620.530340	00279201 (New)	Contracted Services (OnBase / Workflow Software)	\$3,990
			<b>TOTAL</b>	<b>\$ 107,891</b>

**RECOMMENDATION:**  Approval Date 5/20/08 Analyst Fredrik Coulter Budget Manager \_\_\_\_\_

**REVIEW:** FS Director \_\_\_\_\_ County Manager \_\_\_\_\_

**BCC APPROVAL:** BCC Meeting Date 6/10/08 Date Signed \_\_\_\_\_ Signature \_\_\_\_\_

**FINANCE:** Transfer has been posted Date \_\_\_\_\_ Signature \_\_\_\_\_