THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS
ACTION AGENDA SUMMARY

DEPT: Planning and Community Development **BOARD AGENDA #** *D1

Urgent ☐ Routine ■ **AGENDA DATE** November 8, 2011

CEO Concurs with Recommendation YES ☐ NO ☐ **4/5 Vote Required YES ☐ NO ■**
(Information Attached)

SUBJECT:

Approval to Authorize the Purchase of Computer Equipment for the Implementation of the One-Stop Permitting Software Package

---

STAFF RECOMMENDATIONS:

1. Authorize the Director of Planning and Community Development to purchase computer equipment to be used for the implementation of the new one-stop permitting Accela software.

2. Direct the Auditor-Controller to transfer appropriations in the Building Permits budget as detailed on the attached financial transaction form.

FISCAL IMPACT:

The cost of $25,941 to purchase the server and other hardware for the project was included in the original project approval. Board approval is required when transferring appropriations above $10,000 into fixed assets.

BOARD ACTION AS FOLLOWS:

No. 2011-692

On motion of Supervisor___ De Martini _____, Seconded by Supervisor ___ O'Brien _____
and approved by the following vote,
Ayes: Supervisors:_____ O'Brien, Chiesa, Withrow, De Martini, and Chairman Monteith _____
Noes: Supervisors:_____ None _____
Excused or Absent: Supervisors:__ None _____
Abstaining: Supervisor:_____ None _____
1)__X___ Approved as recommended
2)_____ Denied
3)_____ Approved as amended
4)_____ Other:
MOTION:

ATTEST: CHRISTINE FERRARO TALLMAN, Clerk File No.

DISCUSSION:

On September 13, 2011, the Board of Supervisors awarded a contract to Accela, Inc. of San Ramon, California for the purchase and implementation of One-Stop Permitting software. The original Board Resolution, No. 2011-530, approved an approximate cost for year one in the amount of $650,998, of which $25,941 was directed for hardware costs.

In the original Board report, approval to authorize the purchase of a computer server, which is classified as a fixed asset, was inadvertently omitted. The cost for the computer server, sales tax and shipping will not exceed $12,500. The balance of $13,441 will be used for any additional hardware costs needed for software implementation.

A financial transaction form is attached for your approval that will allow the Auditor-Controller to transfer appropriations from the Building Permits Division contract account to a fixed asset account for the purchase of the equipment.

POLICY ISSUES:

This action is consistent with the Board's priority of Efficient Delivery of Public Services by ensuring that expenses are recorded in accordance with standard accounting procedures.

STAFFING IMPACTS:

There is no staffing impact associated with this request.

CONTACT PERSON:

Kirk Ford, Planning and Community Development Director. Telephone: (209) 525-6330

ATTACHMENTS:

1.   Financial Transaction Form

County of Stanislaus: Auditor-Controller
Legal Budget Journal

Database   **FMSDBPRD.CO.STANISLAUS.CA.US.PROD**
Set of Books   **County of Stanislaus**

Balance Type	Budget
Category	* List - Text **Budget - Upload**
Source	* List - Text **PL MR**
Currency	* List - Text **USD**
Budget Name	List - Text **LEGAL BUDGET**
Batch Name	Text
Journal Name	Text
Journal Description	Text **ESTABLISH APPROPRIATION**
Journal Reference	Text
Organization	List - Text **Stanislaus Budget Org**

Upl	Fund	Org	Acc't	GL Proj	Loc	Misc	Other	Debit _incr appropriations_ _decr est revenue_ _(format > number > general)_	Credit _decr appropriations_ _incr est revenue_	Period _Upper case_ _MMM-YY_ _List - Text_	Line Description _Text_
1)	1206	0040400	82570	0000000	000000	000000	00000	$25,941.00		OCT-11	INCREASE APPROP.
1)	1206	0040400	63280	0000000	000000	000000	00000		25,941.00	OCT-11	DECREASE APPROP.

| Totals: | | | | | | | | 25941 | 25941 | | |

Explanation: TRANSFER APPROPRIATIONS TO A FIXED ASSETS ACCOUNT FOR THE PURCHASE OF COMPUTER EQUIPMENT

FOR IMPLEMENTATION OF THE ACCELA SOFTWARE

Requesting Department	CEO	Data Entry		Auditors Office Only
KIRK FORD				
Signature	Signature	Keyed by	Prepared By	Approved By
11/1/11	11/1/11			11/1/11
Date	Date	Date	Date	Date