

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

DEPT: CEO / Office of Emergency Services *G. HINSHAW* BOARD AGENDA # *B-6

Urgent

Routine *[Signature]*

AGENDA DATE December 4, 2007

CEO Concurs with Recommendation YES NO
(Information Attached)

4/5 Vote Required YES NO

SUBJECT:

Approval to Use Public Facility Fees to Purchase Project Management Software to Support the Office of Emergency Services and Fire Warden's Office

STAFF RECOMMENDATIONS:

1. Authorize the expenditure of Public Facility Fees for the purchase of project management software for the Office of Emergency Services / Fire Warden's Office.
2. Direct the Auditor-Controller to increase appropriations and estimated revenue in the amount of \$13,000 from Public Facility Fees as detailed in the Budget Journal Form.

FISCAL IMPACT:

Public Facility Fees (PFF) are collected from new development within the County. These fees are expended based on a plan that was adopted by the Board of Supervisors. PFF cannot be expended for items other than those identified by the Plan. The Office of Emergency Services / Fire Warden's Office is requesting authorization to expend approximately \$13,000 for project management software. There is approximately \$149,000 available in this fund at this time. There are no increased costs to the General Fund associated with this request.

BOARD ACTION AS FOLLOWS:

No. 2007-932

On motion of Supervisor Mayfield, Seconded by Supervisor Grover

and approved by the following vote,

Ayes: Supervisors: Mayfield, Grover, Monteith, DeMartini, and Chairman O'Brien

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:

Christine Ferraro

ATTEST: CHRISTINE FERRARO TALLMAN, Clerk

File No. M-64-H-3

DISCUSSION:

The Office of Emergency Services (OES) provides preparedness before, and coordination direction during, large-scale emergencies and disasters. OES coordinates with partner agencies including Public Health, the Agricultural Commissioner, Community Services Agency, other County agencies, nine cities, special districts, and key private agencies in providing planning, response, recovery, and mitigation activities as a result of disaster related incidents.

County OES is partnering with communities by:

- Coordinating and maintaining Emergency Operations Plans (EOP) for the County and the nine cities.
- Coordinating County compliance with National Incident Management System requirements including training.
- Maintaining and operating the County's Emergency Operations Center.
- Administer the Homeland Security Grant program, which includes equipment procurement, exercises, planning and administration.
- Working with Community Based Organizations (CBO), and Faith Based Organizations (FBO), to support emergency operations capabilities.
- Developing response plans including the All-Risk Agricultural Response Plan.

The Fire Warden supports and coordinates all public fire services agencies in the County, with an emphasis on special fire districts. Activities include fire prevention and plan review, administration and finance management for the Fire Authority, special operations coordination, Arson Task Force, and fire and rescue mutual aid management.

Since the events of September 11, 2001, the focus of the Office of Emergency Services has shifted to domestic preparedness and the administration of Homeland Security Grants. This shift has brought a multitude of projects with priorities shifting constantly. Effective project management has become a critical necessity. In an effort to create a more effective and efficient team, OES / Fire Warden's Office is proposing the purchase and implementation of collaborative project and task management software.

The Emergency Services Public Facilities Fees is based on the original Fire Warden's Public Facilities Fee Study (1990 original PFF study prepared by Recht Hausrath and Associates). That study identified office equipment as a component that would be required in the future to accommodate the needs of the division based on the projected population growth. Today's technology, though not forecasted 17 years ago, fits the criteria as office equipment.

As a result of the significant growth in the County from 1990 to 2005, and the demands of the new "All Risk" environment, this division has been impacted with a tremendous number of projects identified as critical. A tool to manage these projects is an appropriate use of Public Facilities Fees. Therefore, it is requested that the cost of the software be funded through these fees.

Based on research the following items will be required:

- 20 license user package
- Web server license
- Service Contract -first year
- SBT support through implementation

The approximate cost for these items is \$13,000. There are sufficient funds in the Emergency Services PFF Fund to absorb this request. The Public Facilities Fees Committee approved this request at their October 18, 2007 meeting.

POLICY ISSUES:

Approval of this expenditure by the Board of Supervisors will enhance the Board's priority of efficient delivery of public services.

STAFFING IMPACTS:

There is no staffing impact associated with this item.

**AUDITOR-CONTROLLER
BUDGET JOURNAL**



Balance Type	Budget
Category	Budget - Upload
Source	
Currency	USD
Budget Name	LEGAL BUDGET
Batch Name	
Journal Name	
Journal description	
Period	July 07-June 08
Organization	Stanislaus Budget Org

BO#

Line	Coding Structure						Debit		Credit		Description
	Fund 4	Org 7	Account 5	G/L Proj 7	Loc 6	Misc 6	incr appropriations decr est revenue	decr appropriations incr est revenue			
1	100	15510	82770			.0	13,000.00			Incr appr. For software	
2	100	15510	46615			.0		13,000.00		PFF Transfer	
3						.0					
4						.0					
5						.0					
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25						.0					
Totals								13,000.00	13,000.00		

Explanation: Increase appropriations and estimated revenue from PFF for software

Requesting Department		CEO		Auditors Office Only	
Signature		Signature		Prepared By	
11/29/07		11/29/07		Admin Approval (\$75K+)	
Date		Date		Date	

Contact Person & Phone Number
