

DEPARTMENT: Administration

BY: Rick Benson  
PHONE: 966-3222

**RECOMMENDED ACTION AND JUSTIFICATION:**

Approve a monthly service agreement with IQM2, Inc., for board agenda management software services and training at a monthly cost of \$1,035 and authorize the Chairman of the Board of Supervisors to sign the agreement; Authorize an additional \$1,500 in travel expenses to IQM2 representatives to conduct in-house training sessions with county staff; Approve budget action transferring funding from the Technical Services budget to the Board of Supervisors to allow for the board agenda software management services (\$9,780). The Technical Services Director, County Administrative Officer, and Clerk of the Board have researched several agenda management packages and have determined that the product offered by IQM2 best meets the County's needs. The agreement is on a month-to-month basis at a cost of \$1,035/month. In-house training by IQM2 representatives will be necessary to ensure that county staff has a good working knowledge of how to use the software. Funding is available in the Technical Services budget for this service and in future years the total annual cost of \$12,840 will be budgeted in the Board of Supervisors budget.

This service will make the agenda process virtually paperless and save the County money in paper costs, copier costs, and staff time in processing the agenda.

**BACKGROUND AND HISTORY OF BOARD ACTIONS**

During the 2011-2012 Final Budget Hearings, the Board gave direction for the county staff to move forward with the process of obtaining a agenda management services and approved funding in the Technical Services budget for this purpose.

**ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

Do not approve the agreement with IQM2, Inc., for agenda management services. Direct staff to identify another vendor to provide this type of service or continue with processing the agenda as it is done currently.

Financial Impact? ( X ) Yes ( ) No	Current FY Cost: \$ 9,780	Annual Recurring Cost: \$12,420
Budgeted In Current FY? ( X ) Yes ( ) No ( ) Partially Funded		
Amount in Budget: \$100,000		List Attachments, number pages consecutively
Additional Funding Needed: \$-0-		Agreement
Source:		Budget Action
Internal Transfer	X	
Unanticipated Revenue		4/5's vote
Transfer Between Funds		4/5's vote
Contingency		4/5's vote
( ) General ( ) Other		

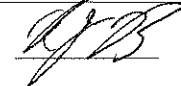
**CLERK'S USE ONLY:**

Res. No.: 11-487 Ord. No. \_\_\_\_\_  
Vote - Ayes: 5 Noes: \_\_\_\_\_  
Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_  
Approved  
Minute Order Attached ( ) No Action Necessary

**COUNTY ADMINISTRATIVE OFFICER:**

Requested Action Recommended  
 No Opinion  
Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The foregoing instrument is a correct copy of the original on file in this office.  
Date: \_\_\_\_\_  
Attest: MARGIE WILLIAMS, Clerk of the Board  
County of Mariposa, State of California  
By: \_\_\_\_\_  
Deputy

CAO: 

**BUDGET ACTION FORM**

FUND	DEPT/DIV	ACCOUNT	DESCRIPTION	PROJECT	INCREASE	DECREASE
001	0151-506	0656	Server Virtualization			\$9,780
001	0101-411	0418	Professional Services		\$9,780	
001	0104-414	1090	GENERAL CONTINGENCY			
				<b>TOTAL</b>	\$9,780	\$9,780

TRANSFER BETWEEN FUNDS						
<b>TOTALS</b>					\$0	\$0

ACTION REQUESTED: (Check all that apply)

( ) Budget appropriation by Board of Supervisors (4/5ths Vote Required): Amending the total amount available in the county budget, or in any one fund of the budget , or appropriating Reserve for Contingencies;

( X ) Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to another, or between categories within a budget unit;

JUSTIFICATION: Transfer funding from Technical Services to the Board of Supervisors to pay for agenda management services and in-house training.

DEPT HEAD SIGNATURE Mary B. Johnson DATE 9-26-11

APPROVED BY RES NO. 11-487 CLERK [Signature] DATE 10-4-11

**TECHNICAL SERVICES/BOARD OF SUPERVISORS**

<b>AUDITOR'S USE ONLY</b> BA #
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