
**SEMINOLE COUNTY GOVERNMENT
AGENDA MEMORANDUM**

SUBJECT: BAR #09-102 - \$30,000 - Information Technology Services - General Fund - Client Tracking & Reporting Software

DEPARTMENT: Fiscal Services

DIVISION: Budget

AUTHORIZED BY: Lisa Spriggs

CONTACT: Lin Polk

EXT: 7177

MOTION/RECOMMENDATION:

Approve and authorize the Chairman to execute a Resolution implementing Budget Amendment Request (BAR) #09-102 through the General Fund in the amount of \$30,000.00 in order to purchase Client Tracking & Reporting Software for the Community Services Department.

County-wide

Lin Polk

BACKGROUND:

Seminole County Community Assistance Division has been identified as the highest priority for process improvement. The division consists of four sections, Emergency Financial Assistance, Veteran's Services, Community Development (CDBG) and Housing Development (SHIP). It has been selected for the following reasons:

Seminole County Community Assistance receives state and federal funding to meet the needs of its citizens that are low and very low income and/or having an emergency financial crisis. These funds require extensive tracking of how the funds are used and the people and projects the funds are used to help. The Division is required to submit quarterly and annual reports. In order to comply with the reporting requirements that secure the funding, Community Assistance uses six disjointed Microsoft Access Databases, numerous Microsoft Excel Spreadsheets and hard copy files. Data entry occurs in several locations. The Fields have no quality control often times leading to duplication of information or information needing to be entered more than one time. In order to complete the quarterly and annual reports staff has to do a lot of manual labor to pull the information from several databases and retrieve stored data from previous years. This can lead to incorrect information being reported or the need to make several corrections prior to submission. This antiquated system is inefficient and labor intensive. A secure and available automated solution is needed to overcome all of these manual, redundant and poor quality control issues that impact data integrity. An automated, secure reliable software solution that is used in this industry can provide the necessary tracking of information related to clients and projects and generate annual and quarterly reports.

A software solution will provide direct financial benefits of:

- reducing costs
- freeing resources for public and private innovation

- increasing value of products and services.

A few of the non-financial benefits are:

- Capturing total benefits of investment
- Achieving synergies across service delivery channels
- Enabling the sharing and reuse of data for more proactive service delivery
- Promoting access as part of channel management strategy
- Increasing user satisfaction through:
 - 24/7 service
 - Improving personalization and service quality
 - Improving access and equity
 - Addressing security and privacy concerns
 - Transparency and choice

STAFF RECOMMENDATION:

Staff recommends that the Board approve and authorize the Chairman to execute a Resolution implementing Budget Amendment Request (BAR) #09-102 through the General Fund in the amount of \$30,000.00 in order to purchase Client Tracking & Reporting Software for the Community Services Department.

ATTACHMENTS:

1. BAR #09-102

Additionally Reviewed By: No additional reviews

2009-R-

BUDGET AMENDMENT REQUEST

FS Recommendation	
B. Crawford	_____
Analyst	Date
Budget Manager	Date
Director	Date
09-102	_____
BAR	

TO: Seminole County Board of County Commissioners

FROM: Department of Fiscal Services

SUBJECT: **Budget Amendment Resolution**
Department: Information Technology Services
Fund(s): General Fund

PURPOSE: To fund the purchase of Client Tracking & Reporting software for the Community Services Department.

ACTION: Approval and authorization for the Chairman to execute Budget Amendment Resolution.

In accordance with Section 129.06(2), Florida Statutes, it is recommended that the following accounts in the County budget be adjusted by the amounts set forth herein for the purpose described.

Sources:

Account Number	Project #	Account Title	Amount
00100.140630.530499		Other Charges/Obligations	\$30,000
Total Sources			\$ 30,000

Uses:

Account Number	Project #	Account Title	Amount
00100.140630.560646	00279611W	Capital Software	\$30,000
Total Uses			\$ 30,000

BUDGET AMENDMENT RESOLUTION

This Resolution, 2009-R-_____ approving the above requested budget amendment, was adopted at the regular meeting of the Board of County Commissioners of Seminole County, Florida _____ as reflected in the minutes of said meeting.

Attest:

Maryanne Morse, Clerk to the Board of County Commissioners

By: _____
Bob Dallari, Chairman

Date: _____

Date: _____

Entered by County Finance Department

Date: _____