



# County of El Dorado

330 Fair Lane, Building A  
Placerville, California  
530 621-5390  
FAX 622-3645  
[www.edcgov.us/bos/](http://www.edcgov.us/bos/)

## Legislation Text

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**File #:** 21-0453, **Version:** 1

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Chief Administrative Office, Community Development Services Finance and Administration, recommending the Board approve a perpetual agreement with Intuit, Inc, for an annual subscription for Quickbooks in the amount of \$420.00 to create customer service bills for Airports and Utility billings.

**FUNDING:** General Fund, Road Fund, and Fees for Service.

### DISCUSSION / BACKGROUND

Community Development Services Finance and Admin have been utilizing Quickbooks for customer service bills for the Airports for several years. Currently, the County's financial system does not have a billing module. The division would like to purchase a web-based version of Quickbooks and implement this program for Airports and Utility billings for the Department of Transportation and Planning and Building. In the past, the division relied upon an Access database to create these bills. When FENIX and KRONOS were implemented, this Access database broke and fixing it was unsuccessful. The division has been forced to manually create bills which are incredibly time intensive and have caused delays in timely billing and negatively affected cash flow.

Per the purchasing policy, section 4.5, departments must obtain authorization from the Board of Supervisors, initially and on an annual basis, to utilize any contract that does not have a stated contract term. The use of the Quickbooks software automatically renews each year; therefore, the division is requesting initial approval of this purchase and will include the software on the annual list of perpetual contracts.

### ALTERNATIVES

The department could continue to develop an off-line system for billing, which will be very costly and time-intensive.

### PRIOR BOARD ACTION

N/A

### OTHER DEPARTMENT / AGENCY INVOLVEMENT

Information Technologies

### CAO RECOMMENDATION / COMMENTS

Approve as recommended

### FINANCIAL IMPACT

The annual cost of the Quickbooks subscription is \$420. This cost will be allocated via the CDS Finance and Admin overhead charges.

### CLERK OF THE BOARD FOLLOW UP ACTIONS

N/A

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

Laura Schwartz, Deputy Chief Administrative Officer