

96-119

BOARD OF SUPERVISORS

ACTION FORM

AGENDA ITEM NO.: 7

DEPARTMENT: Data Processing

BY: Dennis Patrick

PHONE: 742-6022

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes___ No_X_)

Adopt this resolution transferring \$4,650.00 within the Data Processing Budget for the purchase of a computer system for Data Processing and training materials for all Departments. There is no additional funding required for this resolution.

We have completed the programming and other processes necessary for the Audit Department to use Electronic Transfer for depositing payroll checks. The one remaining component is to provide them with a computer that is connected to the AS/400 so that the file can be "downloaded" to a PC and then transferred to Bank of America. There is a PC in the Audit department, but it is old and not up to the task without fairly extensive upgrading. At the same time Data Processing is using a computer that is not adequate for the various functions necessary to program, test, and evaluate items for other departments. It would cost in excess of \$2,100.00 to upgrade the two existing machines (Audit, DP) and both would be lesser machines than if we purchase a new one for Data Processing and move the existing one to Audit.

The \$1,850.00 in training materials will purchase 9 different modules including Windows 3.1, Windows95, Word for Windows and advanced Word for Windows, Excel for Windows, and Advanced Excel for Windows, Access for Windows, and Access for Windows95, and Powerpoint for Windows.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Training has been needed for a long time, and this approach saves a great deal of money in sending people out for training, which runs about \$175.00 per class.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

1. Approve request
2. Proceed with "upgrades" of Audit and Data Processing Computers.

COSTS: () Not Applicable

A. Budgeted current FY	\$ -0-
B. Total anticipated costs	\$ 4650
C. Required additional funding	\$ -0-
D. Internal transfers	\$ 4650

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:

SOURCE: () 4/5ths Vote Required

A. Unanticipated revenues	\$ _____
B. Reserve for contingencies	\$ _____
C. Source description:	_____

Balance in Reserve for Contingencies, if approved: \$ _____

CLERK'S USE ONLY:

Res. No.: 96-119 Ord. No. _____

Vote - Ayes: 4 Noes: _____

Absent: Reilly Abstained: _____

() Approved () Denied

() Minute Order Attached () No Action Necessary

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:

Recommended

Not Recommended

For Policy Determination

Submitted with Comment

Returned for Further Action

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

Comment: _____

A.O. Initials: DP

COUNTY OF
MARIPOSA

BUDGET ACTION FORM

DEPT/DIV: Data Processing

CONTACT: Dennis Patrick

DATE: March 21, 1996

PHONE: 742-6022

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;
- (xx) Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to another, or between categories within a budget unit;
- () Transfer by Administrator: Moving existing appropriations within a single budget category between line items (i.e. services and supplies, etc.)
- () Transfer by Auditor: Moving salaries between line items to accommodate variances internal to salaries; OR transfers within the County budget under \$50.00 to accommodate minor variations from the budget.

<u>FUND/DEPT/ACCT NO.</u>	<u>LINE ITEM DESCRIPTION</u>	<u>AMOUNT (FROM)/TO</u>
001-0151-506.01-16 /	Data Processing Salaries	(\$4,650.00)
001-0151-506.06-79 /	Computer	\$2,800.00
001-0151-506.04-17 /	Office Expense	\$1,850.00

Justification: Data Processing needs a more powerful computer for servicing the County. It should be Windows95 ready, and have abundant hard disk space in order to program, evaluate and recommend software for other departments. Audit department needs a more powerful computer system for payroll automatic deposit. The existing Data Processing system would meet that need.

Department Head Signature: _____

Date: 3/21/96

Approved By: Res. No. 96-119

Clerk: ms

Date: 4-2-96

Administrator: _____

Date: _____

Auditor: [Signature]

Date: 3/22/96

AUDITOR'S USE ONLY:

Description: _____

Transfer No.: _____

B.R. No.: _____