

96-228

MARIPOSA COUNTY BOARD OF SUPERVISORS

AGENDA ACTION FORM

DATE: 5/21/96 AGENDA ITEM NO.: 9

DEPARTMENT: Board BY: Mike Coffield

PHONE: 966-3222 (Policy Item: Yes ___ No x)

RECOMMENDED ACTION AND JUSTIFICATION:

Resolution Transferring Funds:

- 1. From Board of Supervisors Salary savings (\$1,500) and Services and Supplies (\$1,000) to Fixed Assets for Purchase of Computer for Clerk of the Board (\$2,500)
2. From savings in Memberships, Travel and Legal Publications to Fixed Assets for Purchase of a Computer for the Board of Supervisors (\$2,500);
3. From County Counsel Salary savings to Fixed Assets for purchase of a computer for County Counsel's Executive Secretary (\$2,638)

BACKGROUND AND HISTORY OF BOARD ACTIONS:

- 1. The Clerk of the Board has one of the oldest computers in the office and it has become outdated for present software needs, creating a less than optimum efficiency in exchange of information between the Clerk of the Board's and staff's computers. This action will transfer salary savings realized during the extended sick leave of the Office Assistant, along with the training and travel line budgeted for the Clerk of the Board and staff's use.
2. There remains one computer available in the Administration office which could be shared by individual Board members for any computer needs and for Internet Access, however, it is of a vintage that access will be time consuming. The Board of Supervisors has realized sufficient savings in memberships, travel, and in legal publications due to a reduction in publications this fiscal year, to purchase a current model computer which will make Internet access faster and more efficient. It is anticipated that Internet access will become more and more useful as legislative information is input onto the Internet, and it would be prudent for the Board to take advantage of this year's travel savings for a higher speed computer. If this is the Board's direction, item number two will transfer \$670 from memberships, \$1500 from Legal Publications, and \$330 from In-County Mileage to Fixed Assets for the purchase of a computer for the Board's use.
3. This item was trailed by the Board from the third quarter report to be included in this action to transfer County Counsel's salary savings for new computer for the Executive Secretary. Software demands require higher speeds and more memory than the present computer, which is three years old. The salary savings are realized because County Counsel's extra help employee has had numerous family problems and has not been able to work a good portion of the year. The amount is the entire savings in extra help. The computer will be purchased at the best price available with any remaining funds rolled over into the general fund at fiscal years end.

County Counsel's replaced computer will be given to the Board's receptionist in order to run programs that are compatible with the Clerk and Deputy Clerk of the Board. Although slower, it will be sufficient to meet the needs of that desk.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

The Board may deny any of the three requests, however, funds may not be available for upgrades in the future and it is more efficient to upgrade whenever possible. The Clerk of the Board will continue to be unable to run compatible software with other computers in the office if action one is denied.

Table with columns for COSTS, SOURCE, and SPECIAL INSTRUCTIONS. Includes rows for Budgeted Current FY, Total Anticipated Costs, Required Additional Funding, Internal Transfers, Unanticipated Revenues, and Reserve for Contingencies.

CLERKS USE ONLY:

Res. No. 96-228 Ord. No.
Vote - Ayes: 5 Noes:
Absent:
Approved () Denied
() Minute Order Attached () No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office Date:

ADMINISTRATIVE OFFICER'S RECOMMENDATION:

This item on agenda as:

- Recommended
Not Recommended
For Policy Determination
Submitted with Comment

Handwritten signature

COUNTY OF MARIPOSA
BUDGET ACTION FORM

DEPT/DIV: Board of Supervisors

CONTACT: Mike Coffield, CAO

DATE: May 21, 1996

PHONE: 966-3222

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, of appropriating Reserve for Contingencies;
- 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> |
|---------------------------|------------------------------|-----------------------------|
| 001-0101-411-0199 | Salaries - Office Assistant | (\$ 1,500) |
| 001-0101-411-0449 | Training & Seminars | (1,000) |
| 001-0101-411-0679 | Fixed Assets - Computer | \$ 2,500 |
| 001-0101-411-0415 | Memberships | (\$ 670) |
| 001-0101-411-0429 | Legal Publications | (1,500) |
| 001-0101-411-0456 | In-County Mileage (Board) | (330) |
| 001-0101-411-0680 | Fixed Assets - Computer | (\$ 2,500) |

Justification: Transfer of One-Time Savings in Board of Supervisors Budget Lines for Computer Upgrades

Department Head Signature: _____

Date: _____

Approved By: Res. No. 96-228 Clerk: mw

Date: 5-21-96

Administrator: _____

Date: _____

Auditor: [Signature]

Date: 5/21/96

AUDITOR'S USE ONLY:

Description: _____

Transfer No.: _____

B.R. No.: _____

BUDGET ACTION FORM

DEPT/DIV: County Counsel

CONTACT: Jeffrey G. Green

DATE: May 7, 1996

PHONE: 209/966-3222

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;
- () 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.

| FUND/DEPT/ACCT NO. | LINE ITEM DESCRIPTION | AMOUNT |
|--------------------|-----------------------|-----------|
| | | (FROM)/TO |
| 001-0113-431-0201 | Salaries/Extra-Help | (\$2,638) |
| 001-0113-431-0679 | Fixed Assets/Computer | \$2,638 |

Justification: With the upgrade of software in the computer that Counsel's secretary uses, the present computer has become inefficient to operate and it has become necessary to upgrade the computer as well. The present computer is slated for the Board receptionist.

Department Head Signature: [Signature] Date: 4-26-96
 Approved By: Res. No. 96-228 Clerk: [Signature] Date: 5-21-96
 Auditor: [Signature] Date: 5/21/96

AUDITOR'S USE ONLY:

Description: _____ Transfer No.: _____
 _____ B.R. No.: _____