

DEPARTMENT: County Counsel BY: Jeffrey G. Green PHONE: 209/966-3222

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes \_\_\_ No X)

Adopt this resolution approving transfer of \$2,750.00 from Services and Supplies line items to Fixed Assets within the Personnel budget to allow the purchase of an upgraded computer for the Personnel Analyst.

**BACKGROUND AND HISTORY OF BOARD ACTIONS:** Replacement of this system would be consistent with the Board's prior action in replacing the other two computers of identical configuration which were purchased at the same time; the first replacement was made for the Board of Supervisors' office in early 1994, and the second in the Administration office in fall of 1994. This existing PC in the Personnel Office was purchased from a limited one-time lump sum fund made available to buy all of the furniture and equipment necessary to functionally operate the County's Personnel Office. The PC purchased was felt to be the best configuration that could be acquired with the funds available at that time. However, it does not have sufficient capacity to allow upgrade to current software versions, has limited memory and storage, and is inefficiently slow when trying to operate any lengthy programs required for proper maintenance of personnel records. This original system has had repairs made twice to its monitor, and it has been necessary to replace both the 3-1/2" floppy drive and the keyboard.

By combining year-end savings available from several of the Services and Supplies line items, sufficient funds are available within the existing Personnel budget to accommodate the proposed purchase. It is anticipated that the existing computer will be made available for use by the floating extra-help Work Study Student Trainee who currently assists the Board of Supervisors, Administration and Personnel. It could also be utilized, if available, by extra-help required from time-to-time in the County Counsel's Office where only one computer now exists for staff support. This existing computer could support most of the routine extra-help requirements of these combined offices.

**LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

Do not approve this request which would continue to limit the software that can be utilized by the Personnel Office this would restrict its ability to generate and/or track data required for both internal and external reports.

<b>COSTS:</b> ( ) Not Applicable	
A. Budgeted current FY	\$ -0-
B. Total anticipated costs	\$ <u>2,750.</u>
C. Required additional funding	\$ <u>2,750.</u>
D. Internal transfers	\$ <u>2,750.</u>

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>SOURCE:</b> ( ) 4/5ths Vote Required	
A. Unanticipated revenues	\$ _____
B. Reserve for contingencies	\$ _____
C. Source description:	_____
Balance in Reserve for Contingencies, if approved: \$ _____	

<b>CLERK'S USE ONLY:</b>	
Res. No.: <u>95-317</u>	Ord. No. _____
Vote - Ayes: <u>5</u>	Noes: _____
Absent: _____	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

Comment: \_\_\_\_\_

A.O. Initials: WJ

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

COUNTY OF  
MARIPOSA

BUDGET ACTION FORM

DEPT/DIV: Administration/Personnel

CONTACT: Jeffrey G. Green

DATE: June 27, 1995

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, or 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;
- (X) 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
001/0115-441-0412	Maintenance Equipment	\$ (100.00)
001/0115-441-0416	Memberships	(500.00)
001/0115-441-0417	Office Expense	(1,250.00)
001/0115-441-0429	Advertising	(900.00)
001/0115-441-0677	Fixed Asset/Computer	2,750.00

Justification: For purchase of computer as detailed in the Agenda  
Action Form.

Department Head Signature: *J. Green* Date: 6-13-95  
 Approved By: Res. No. 95 317 Clerk: mmw Date: 6-27-95  
 Auditor: *[Signature]* Date: 6-13-95

AUDITOR'S USE ONLY:

Description: \_\_\_\_\_ Transfer No.: \_\_\_\_\_  
 \_\_\_\_\_ B.R. No.: \_\_\_\_\_