

DEPARTMENT: Board of Supervisors

BY: Margie Williams
PHONE: 966-3222

RECOMMENDED ACTION AND JUSTIFICATION:

Approve budget action transferring funds in the Board of Supervisors budget from salary savings for the purchase of software upgrades for the Clerk of the Board's staff (\$564).

The software request includes Microsoft Office programs, Operating System, and Adobe Acrobat.

Technical Services has an adequate PC that can be updated with the requested software upgrades. The updated PC will replace the PC used by the Deputy Clerk. The current PC is very slow and does not save documents consistently. The upgrade will allow for the capability to do updates to the Board's website, and will have programming that is compatible with the Clerk of the Board's PC. This will result in a significant cost savings versus the purchase of a new PC.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The existing PC was purchased several years ago.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

- 1) Approve the request.
- 2) Approve the purchase of a new PC at a much higher cost.

Financial Impact? (X) Yes () No	Current FY Cost: \$564	Annual Recurring Cost: \$0
Budgeted In Current FY? () Yes (x) No () Partially Funded		
Amount in Budget: \$0		List Attachments, number pages consecutively
Additional Funding Needed: \$564		Budget Action
Source: Salary Savings		
Internal Transfer <u>X</u>		
Unanticipated Revenue _____ 4/5's vote		
Transfer Between Funds _____ 4/5's vote		
Contingency _____ 4/5's vote		
() General () Other		

CLERK'S USE ONLY:

Res. No.: 03-183 Ord. No. _____
 Vote - Ayes: 5 Noes: _____
 Absent: _____
 Approved
 Minute Order Attached No Action Necessary

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 ADMINISTRATIVE OFFICER:

Requested Action Recommended
 No Opinion
 Comments:

CAO: RAI

BUDGET ACTION FORM

FUND	DEPT/DIV	ACCOUNT	DESCRIPTION	PROJECT	INCREASE	DECREASE
001	0101-411	0185	Secretary			\$564
001	0101-411	0481	Software		\$564	
001	0104	414-1090	GENERAL CONTINGENCY			
				TOTAL	\$564	\$564

TRANSFER BETWEEN FUNDS						
TOTALS					\$0	\$0

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;

JUSTIFICATION: Upgrade software for Clerk of the Board's staff.

DEPT HEAD SIGNATURE Mary B. Johnson DATE _____

APPROVED BY RES NO. 03-183 CLERK MMJ DATE 5-27-03

BOARD OF SUPERVISORS

AUDITOR'S USE ONLY BA #
