DEPARTMENT: Board of Supervisors

DATE: May 27, 2003

AGENDA ITEM NO. CA-6

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
Budgeted In Current FY? ( ) Yes (x) No ( ) Partially Funded
Amount in Budget: $0
Additional Funding Needed: $564
Source: Salary Savings
Internal Transfer X
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.: 53-03 Ord. No. _____
Vote – Ayes: 5 Noes: ___
Absent: ___
Approved ___ Minute Order Attached ( ) No Action Necessary

COUNTY ADMINISTRATIVE OFFICER:
Requested Action Recommended ( ) No Opinion
Comments: ________________________________
______________________________
______________________________
______________________________
______________________________
______________________________
______________________________

Attest: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California
By: ________________________________
Deputy

CAO: ________________________________

Revised Dec. 2002
# BUDGET ACTION FORM

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<th>DEPT/DIV</th>
<th>ACCOUNT</th>
<th>DESCRIPTION</th>
<th>PROJECT</th>
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<td>414-1090</td>
<td>GENERAL CONTINGENCY</td>
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</table>

**TOTAL**  $564  $564

## TRANSFER BETWEEN FUNDS

<table>
<thead>
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</tr>
</thead>
</table>

**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.

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**DEPT HEAD SIGNATURE** [Handwritten]

**DATE**

**APPROVED BY RES NO.** 03-183

**CLERK** [Handwritten]

**DATE** 5-22-03

**BOARD OF SUPERVISORS**

**AUDITOR'S USE ONLY**

**BA #**

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Budget Revision Form Revised 11/95