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

Approve budget action using salary savings to purchase one personal computer and work station. These two items were originally submitted in the 2000-01 budget. (copies of the fixed asset requests are attached) The addition of this P.C. and work station would increase time efficiency and correct the improper working area. Overall there will be a salary savings in the Assessor/Recorder Budget.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Historically, the Board allows transfers within a department when savings have been identified that would allow a fixed asset to be purchased.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
1) Approve
2) Provide alternative direction

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COSTS:  ( ) Not Applicable
A. Budgeted current FY $ __________________
B. Total anticipated costs $ __________________
C. Required additional funding $ __________________
D. Internal transfers $ __________________

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

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

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CLERK’S USE ONLY:
Res. No. __________  Ord. No. __________
Vote - Ayes: ___  Noes: ___  Absent: ___
Approved: ___  Denied: ___  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’S RECOMMENDATION:
This item on agenda as: __________________
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Recommended: __________________
Not Recommended: __________________
For Policy Determination: __________________
Submitted with Comment: __________________
Returned for Further Action: __________________

Comment: __________________

C.A.O. Initials: __________________
COUNTY of MARIPOSA
P.O. Box 784, Mariposa, CA 95338 (209) 966-3222
DOUG BALMAIN, CHAIRMAN
ROBERT C. STEWART, VICE-CHAIRMAN
PATTI A. REILLY
GARRY R. PARKER
BOB PICKARD

MARIPOSA COUNTY BOARD OF SUPERVISORS
MINUTE ORDER

TO: BECKY CRAFTS, INTERIM ASSESSOR/RECORDER
FROM: MARGIE WILLIAMS, Clerk of the Board
SUBJECT: COMPUTER AND WORKSTATION PURCHASE
Res. No. 01-7

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on January 9, 2001

ACTION AND VOTE:
Becky Crafts, Interim Assessor/Recorder;
Approve Budget Action Transferring Funds from Salary Savings to Purchase Computer

and Work Station ($3,300)

BOARD ACTION: Discussion was held with Becky Crafts. (M)Stewart, (S)Reilly, Res. 01-7 adopted. Supervisor Reilly commented on the need to have a replacement policy in place for data processing equipment. Supervisor Pickard asked about deferring this matter to the mid-year budget process. Greg Iturria, County Administrative Officer, provided input on the timeframes for the mid-year budget process – information will be disseminated to departments this week and the report will be presented to the Board in February. Ayes: Unanimous. Supervisor Balmain suggested that the carpet needs for the Assessor’s Office be discussed with the mid-year report.

cc: Ken Hawkins, Auditor
    Greg Iturria, County Administrative Officer
    Dennis Patrick, Technical Services Director
    File
FIXED ASSET REQUEST

Department: Assessor-Recorder
Quantity: one
Budget: 001-0109-423
Item: Computer Workstation

Department Estimate:
Quantity: 1 x Unit $ 800 = Total $ 800

Description and Justification:
Computer workstation is to accommodate 2 PC’s on the appraiser side of the office. The Workstation will allow better use of the limited space and will be the proper working height.

This workstation will replace one old desk and table currently being used.

Facility modification required for installation: (check applicable line and attach details)

Walls: added/moved/removed
Doors: added/removed/
widened/block
Windows: added/removed/ blocked
Floor: reinforced/carpet/tile added/removed

Lighting: added/moved/removed
Plumbing: add/remove: sewer/water/ fixtures
Power: add/remove: plugs, 208-230 service

Replacement: X Yes No

If the item is a replacement, complete the following:

County Property Tag No.: 8094 & 7669 Year Purchased: 1995 Estimated Value: ?

Current Condition: (Include odometer reading for vehicles) Both are in fair condition,

Department Head: Gary Estep Date: April 28, 2000

Administration Recommendation:

AUDITOR ACTION

Account Number: Amount:

Ken Hawkins, Auditor Date:
FIXED ASSET REQUEST

Department: Assessor-Recorder       Budget: 001-0109-423

Quantity: one       Item: Personal Computer

Department
Estimate: Quantity: 1 x Unit $2,500 = Total $2,500

Description and Justification:
Currently there are 4 appraisers using one PC. This one PC handles all appraiser sales analysis, printing field photographs, appeal packages, disaster reports, decline in value reports, square foot calculations, generate new construction questionnaire and property owner correspondence. The Supervisor also shares this PC, which can demand a lot of time.

The addition of another PC would increase the efficiency of this office.

Facility modification required for installation: (check applicable line and attach details)

- Walls: added/moved/removed
- Doors: added/removed/
- Widened/blocked
- Lighting: added/moved/removed
- Plumbing: add/remove: sewer/water/
- Fixtures
- Power: add/remove: plugs, 208-230
- Service
- Windows: added/removed/ blocked
- Floor: reinforced/carpet/tile added/removed

Replacement: Yes    X  No

If the item is a replacement, complete the following:

- County Property
- Tag No.: ___________________________ Year Purchased: ___________ Estimated Value: ___________

Current Condition: (Include odometer reading for vehicles) ________________________________________________

Department Head: Gary Estep       Date: April 28, 2000

Administration Recommendation: ___________________________________________ Date: ______________________

AUDITOR ACTION

Account Number: _______________ Amount: ____________________

Ken Hawkins, Auditor       Date: ____________________________
**BUDGET ACTION FORM**

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<thead>
<tr>
<th>FUND</th>
<th>DEP/DIV</th>
<th>ACCOUNT</th>
<th>DESCRIPTION</th>
<th>PROJECT</th>
<th>INCREASE</th>
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<td>414-1090</td>
<td>GENERAL CONTINGENCY</td>
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**TRANSFER BETWEEN FUNDS**

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**TOTALS**

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<th>CREDIT</th>
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<tr>
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<td>3,300</td>
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</tbody>
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**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 transferring appropriation from 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;

**JUSTIFICATION**

**DEPT HEAD SIGNATURE**

**APPROVED BY RES NO.**

**CLERK**

**DATE**

**AUDITOR'S USE ONLY**

**BA #**

Budget Revision Form Revised 04/98