MARIPosa County
BOARD OF SUPERVISORS
AGENDA ACTION FORM
DEPARTMENT: Administration BY: Mike Coffield PHONE: 966-3222
DATE: June 28, 1994 AGENDA ITEM NO.: 14

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes No X) Resolution Transferring Funds from Board of Supervisors Salaries to Fixed Assets - Computer ($3,000)

This action requests the Board's approval to expend some of the salary savings in the Board of Supervisors budget to upgrade the Executive Secretary's computer and move the existing computer to the Receptionist. There is a $5,930 salary savings in the Board of Supervisors budget this fiscal year due to the vacancy in the Secretary position.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
The Executive Secretary is utilizing software for the budget process that requires a higher speed computer. There is sufficient salary savings in the Board budget to upgrade this computer. Additionally, the Receptionist's computer would be upgraded with the present Executive Secretary's computer. This would enable the Executive Secretary to run software at a more efficient level and would give the Receptionist the capability of running the same software as the Deputy Clerk of the Board for support of that function.

The upgrade is a more efficient use of time and software and the salary savings is more than sufficient to offset this cost.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
1. Do not approve. Computers will not be upgraded.

<table>
<thead>
<tr>
<th>COSTS:</th>
<th>) Not Applicable</th>
<th>A. Budgeted current FY</th>
<th>$ 0</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>B. Total anticipated costs</td>
<td>$3,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>C. Required additional funding</td>
<td>$0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>D. Internal transfers</td>
<td>$3,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SOURCE:</th>
<th>( ) 4/5ths Vote Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Unanticipated revenues</td>
<td>$</td>
</tr>
<tr>
<td>B. Reserve for contingencies</td>
<td>$</td>
</tr>
<tr>
<td>C. Source description: Balance in Reserve for Contingencies, if approved: $</td>
<td></td>
</tr>
</tbody>
</table>

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:
Budget action form

CLERK'S USE ONLY:
Res. No.: 94-272 Ord. No. 
Vote - Ayes: 5 Absent: 
A. Approved ( ) Denied 
B. Minute Order Attached ( ) No Action Necessary 

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

Date:
ATTEST: MARLIE WILLIAMS, Clerk of the Board
By: Deputy

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: Action Form Revised 5/92
DEPT/DIV: Board of Supervisors       CONTACT: Mike Coffield, CAO
DATE:       June 28, 1994           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;

(  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.

<table>
<thead>
<tr>
<th>FUND/DEPT/ACCT NO.</th>
<th>LINE ITEM DESCRIPTION</th>
<th>AMOUNT (FROM)/TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>001-0101-411-0185</td>
<td>Secretary</td>
<td>($3,000)</td>
</tr>
<tr>
<td>001-0101-411-4376</td>
<td>Computer</td>
<td>$3,000</td>
</tr>
</tbody>
</table>

Justification: Use of Salary Savings for Purchase of Computer to upgrade Executive Secretary and Receptionist.

Department Head Signature: ____________________________ Date: 6-23-94
Approved By: Res. No. 94-272 Clerk: ____________ Date: 6-23-94
Administrator: ____________________________ Date: ____________________________
Auditor: ____________________________ Date: 6-23-94

AUDITOR'S USE ONLY:
Description: ____________________________ Transfer No.: ________ B.R. No.: ________