RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes ___ No X)  
Transfer from Data Processing to Administration for Purchase of Fixed Asset ($4,300) and Waive of Formal Bid Process

BACKGROUND AND HISTORY OF BOARD ACTIONS:
The Administrative Officer’s computer is inadequate in the linking process of the County budget and has failed to make necessary calculations. There is sufficient savings in the Data Processing Programming line item to fund a laptop computer for the Office of Administration, which will not only have the necessary memory capacity for the linking calculations, but will also enable the Administrative Officer to make calculations while meeting with department heads regarding their budgets. Additionally, the long term use of a laptop computer could have advantages to the Board of Supervisors for information retrieval in the future at a relatively small increased cost over a desktop computer. In order to obtain the computer in sufficient time to continue the budget process, staff requests that the formal bid process be waived, with informal bids being received from at least three computer suppliers.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
1. Approve the transfer; waive formal bid process: three informal bids will be obtained and the computer can be online in sufficient time for the budget process.
2. Do no approve the transfer; the budget process could be delayed due to computer needs.

COSTS: ( ) Not Applicable
A. Budgeted current FY
B. Total anticipated costs
C. Required Add’l funding
D. Source:

SOURCE: ( ) 4/5ths Vote Required
A. Internal transfers
B. Unanticipated revenues
C. Reserve for contingency
D. Description:
Balance in Reserve for Contingencies, if approved:

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

CLERK’S USE ONLY:
Res. No.: 99-2-310
Ord. No.: 
Vote – Ayes: 3 Noes: 0 Absent: 0 Abstained:
( ) Approved ( ) Denied 
( ) Minute Order Attached

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

ATTEST: MARGIE WILLIAMS
Clerk of the Board of Supervisors
County of Mariposa, State of CA
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 12/89
BE IT RESOLVED by the Board of Supervisors of Mariposa County, a political subdivision of the State of California, that pursuant to the provisions of the Government Code of the State of California, Sections 29120 et seq, the following APPROPRIATIONS and/or TRANSFERS within the Budget of the County of Mariposa are hereby adopted:

<table>
<thead>
<tr>
<th>Department</th>
<th>Item</th>
<th>Account No.</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Processing</td>
<td>Programming</td>
<td>001-210-2-230</td>
<td>$ 4,300.00</td>
</tr>
<tr>
<td>Administration</td>
<td>Fixed Asset</td>
<td>001-101-2-374</td>
<td>$ 4,300.00</td>
</tr>
</tbody>
</table>