DEPARTMENT: Public Works  
BY: James J. Petropulos  
PHONE: 966-5356

RECOMMENDED ACTION AND JUSTIFICATION:

Approve Budget Action transferring funds within the Public Works Administration budget from salary savings for the Assistant Director (line 01-02) to Software (line 04-81) to allow for purchasing a software interface for the CAMS and H.T.E. programs.

The Public Works Department processes roughly 10,000 accounts payable invoices per year through our CAMS program. After being entered into our computer system, the invoices are forwarded to the Auditor’s office for payment. The Auditor’s staff must enter all of these invoices into the H.T.E. software that they use, so each invoice is being entered two times which is very inefficient.

We have spoken to Cascade Software (the company which wrote the CAMS program) about this situation, and they can provide an interface between CAMS and the H.T.E. program. This interface would allow the accounts payable information that we enter at Public Works to be electronically transmitted to the Auditor’s office in a file format compatible with H.T.E. The staff at the Auditor’s office would then be able to import and review the data, and if no corrections were needed they would be ready to process the invoices for payment. This would eliminate the need for the Auditor’s staff to enter these invoices, resulting in a very substantial savings of time.

The technical staff of Cascade Software would work with Rick Peresan’s staff to implement the interface and make sure it works to our satisfaction.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board routinely approves transfers within budget units that do no increase the overall budget.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve the requested budget action, and direct us to continue using the same procedures which require entering each invoice twice.

Financial Impact? (X) Yes ( ) No  
Current FY Cost: $4,000  
Annual Recurring Cost: $0

Budgeted In Current FY? (X) Yes ( ) No ( ) Partially Funded

Amount in Budget: $0  
Additional Funding Needed: $4,000

Source:

Internal Transfer  
Unanticipated Revenue  
Transfer Between Funds  
Contingency  
( ) General  ( ) Other

List Attachments, number pages consecutively

1. Quote from Cascade Software
2. E-mail from Ken Hawkins
3. Budget Action form

Revised Dec. 2002
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

CAO: ________________
# BUDGET ACTION FORM

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**TRANSFER BETWEEN FUNDS**

**TOTAL** 4,000 4,000

**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:** To allow for the purchase of a CAMS/IHTE interface to eliminate duplicate entry of invoices.

**DEPT HEAD SIGNATURE**

**DATE** 05/07/04

**APPROVED BY RES NO.**

**DATE** 5-25-04

**0304 Public Works Administration**

**AUDITOR'S USE ONLY**

**BA#**

Budget Action Form Revised 11/95