

97-351

MARIPOSA COUNTY
BOARD OF SUPERVISORS

AGENDA
ACTION FORM

DATE: 9-2-97
~~AUG 26 1997~~
AGENDA ITEM NO.: 3

DEPARTMENT: TAX COLLECTOR BY: DON Z. PHILLIPS PHONE: 966-2621

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: () Yes () No)

Recommend approval to purchase two PC's for the Tax Collector's Office using Tax Collector's Cost Funds in the amount of \$4,500.00, prior to final budget approval.

One PC is to replace an existing computer used for optical scanning, and website. The existing PC runs slow, and does not handle the scanning software, and internet software efficiently. Staff time is wasted because of the slow speed the existing PC is handling this software. Upgrading to the Pentium would enhance the operations. The second PC would be an additional computer, to be used on the mainframe, as well as stand-alone. This would replace one terminal on the mainframe, which is necessary, when the county becomes a BETA site for H.T.E., who supplies our accounting and tax software. These have been discussed with Dennis Patrick, and he agrees with the need.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Funding for this would be from Tax Collector's Cost, and not using general fund budget.

Quotes from three local vendors have been received

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

**Approval would enhance operations, and save valuable staff time and efficiency
Do not approve and continue with older equipment and technology**

COSTS: () Not Applicable
A. Budgeted Current FY.....\$ _____
B. Total Anticipated Costs.....\$ 4,500
C. Required additional funding.....\$ _____
D. Internal Transfer.....\$ 4,500

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

Budget Transfer

SOURCE: (x) 4/5ths Vote Required
A. Unanticipated Revenues.....\$ _____
B. Reserve for Contingencies.....\$ _____
C. Source Description: Tax Collector's Cost Fund
Balance left in Reserve for Contingencies, if approved:
\$ _____

CLERK'S USE ONLY:
Res. No.: 97-351 Ord. No. _____
Vote: Ayes: _____ Noes: _____
Absent: _____ Abstained: _____
() Approved () Denied
 Minute Order Attached () No Action Necessary

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:

_____ Recommended
_____ Not Recommended
 For Policy Determination
_____ Returned for Further Action

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

Comments: THESE ITEMS ARE REQUESTED & RECOMMENDED IN THE 1997-98 BUDGET.

Date: _____
ATTEST:

Margie Williams, Clerk of the Board
By: _____
Deputy

C.A.O. Initials: Jh

MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: DON Z. PHILLIPS, Tax Collector
FROM: MARGIE WILLIAMS, Clerk of the Board *MW*
SUBJECT: PURCHASE OF TWO PC'S; RES. 97-351

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on September 2, 1997

ACTION AND VOTE:

Don Z. Phillips, Tax Collector;
Resolution Authorizing the Purchase of Two PC's for the Tax Collector in the Amount of \$4,500, Using Tax Collector's Cost Fund (4/5ths Vote Required)
BOARD ACTION: Following discussion, (M)Parker, (S)Balmain, Res. 97-351 adopted with a waiver of the formal bid process based on the information presented/Ayes: Balmain, Stewart, Parker, Pickard; Noes: Reilly.

cc: Ken Hawkins, Auditor
Dennis Patrick, Data Processing
File

BUDGET ACTION FORM

| FUND | DEPT/DIV | ACCOUNT | DESCRIPTION | INCREASE | DECREASE |
|---|----------|----------|------------------------|----------|----------|
| 001 | 0108 | 309 1600 | | (4,500) | |
| 001 | 0108 | 422 0674 | | 4,500 | |
| <i>Already included in 1997-98 budget. Jh</i> | | | | | |
| 001 | 0104 | 414-1090 | GENERAL CONTINGENCY | | |
| TRANSFER BETWEEN FUNDS | | | | | |
| 172 | 1100 | 880787 | Tax Collector Trust | | 4,500 |
| 001 | 0108 | 309 1600 | Treasurer Fixed Assets | 4,500 | |
| TOTALS | | | | | |

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;
- Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget another, or between categories within a budget unit;

JUSTIFICATION Enhance operations, better use of clerical time

DEPT HEAD SIGNATURE Don B. Phillips DATE _____

APPROVED BY RES NO. _____ CLERK _____ DATE _____

AUDITOR'S USE ONLY
BA # _____