

DEPARTMENT: Data Processing BY: Richard Campbell *rc* PHONE: 742-6022

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

When the County went to a per copy charge for copy machine use, the Board directed that the copy budget be distributed to each individual department. This will allow each department to control and monitor it's own copy costs. It is recommended that the Data Processing copy machine budget be divided among the departments according to the attached schedule.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board directed that the copy budget be divided when the new copier contract was signed. This could not be done until all outstanding issues were resolved with GE Capitol, the previous lease holder. Those issues are now resolved.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Leave copy budget under Data Processing with no way to control copy costs.

COSTS: () Not Applicable

- A. Budgeted current FY \$ _____
- B. Total anticipated costs \$ _____
- C. Required Add'l funding \$ _____
- D. Source: _____

SPECIAL INSTRUCTIONS:

List the attachments and number the pages consecutively:

SOURCE: () 4/5ths Vote Required

- A. Internal transfers \$ _____
- B. Unanticipated revenues \$ _____
- C. Reserve for contingency \$ _____
- D. Description: _____

Balance in Reserve for Contingencies, if approved: \$ _____

CLERK'S USE ONLY:

Res. No.: 95-35

Ord. No.: _____

Vote - Ayes: 5 Noes: _____

Absent: _____ Abstained: _____

hwy Approved () Denied

() Minute Order Attached

ADMINISTRATIVE OFFICER'S

RECOMMENDATION:

This item on agenda as:

- Recommended
- Not Recommended
- For Policy Determination
- Submitted with Comment
- Returned for Further correct copy of

The foregoing instrument is a the original on _____ Action file in this office.

Date: _____

ATTEST: MARGIE WILLIAMS
Clerk of the Board of Supervisors
County of Mariposa, State of CA

By: _____
Deputy

Comment: _____

A.O. Initials: *mw*

| Copy Allocation | | | | | |
|-----------------------------------|---------------------|--------------------|-------------------|--------------------|-----------------|
| Office | Copies/Month | Copies/Year | % of total | Annual Cost | Share |
| Board Of Supervisors | 28,000 | 336,000 | 15% | \$8,837 | \$6,735 |
| Planning | 25,000 | 300,000 | 14% | \$7,890 | \$6,014 |
| Welfare | 23,000 | 276,000 | 13% | \$7,259 | \$5,533 |
| Superior Court | 15,000 | 180,000 | 8% | \$4,734 | \$3,608 |
| Public Works | 15,000 | 180,000 | 8% | \$4,734 | \$3,608 |
| Sheriff | 8,000 | 96,000 | 4% | \$2,525 | \$1,924 |
| Farm Advisor | 10,000 | 120,000 | 6% | \$3,156 | \$2,405 |
| District Attorney, Family Support | 7,000 | 84,000 | 4% | \$2,209 | \$1,684 |
| Housing | 7,000 | 84,000 | 4% | \$2,209 | \$1,684 |
| District Attorney, Criminal | 6,000 | 72,000 | 3% | \$1,894 | \$1,443 |
| Probation | 6,000 | 72,000 | 3% | \$1,894 | \$1,443 |
| County Clerk | 5,800 | 69,600 | 3% | \$1,830 | \$1,395 |
| Assessor | 5,000 | 60,000 | 3% | \$1,578 | \$1,203 |
| Auditor | 3,800 | 45,600 | 2% | \$1,199 | \$914 |
| Sheriff | 3,500 | 42,000 | 2% | \$1,105 | \$842 |
| Senior Assistance | 3,500 | 42,000 | 2% | \$1,105 | \$842 |
| Treasurer/ Tax Collector | 1,000 | 12,000 | 1% | \$316 | \$241 |
| Parks & Recreation | 2,700 | 32,400 | 1% | \$852 | \$649 |
| Welfare | 2,000 | 24,000 | 1% | \$631 | \$481 |
| Building | 1,500 | 18,000 | 1% | \$473 | \$361 |
| Health, Environmental | 1,200 | 14,400 | 1% | \$379 | \$289 |
| Fleet Maintenance | 1,000 | 12,000 | 1% | \$316 | \$241 |
| | | | | | |
| | | | | | |
| | | | | | |
| Total Estimated Copies | 181,000 | 2,172,000 | 100% | \$57,124 | \$43,539 |
| | | | | | |
| Current Budget Available | \$43,539 | | | | |

COUNTY OF
MARIPOSA

BUDGET ACTION FORM

DEPT/DIV: Data Processing

CONTACT: Rick Campbell

DATE: January 24, 1995

PHONE: 742-6022

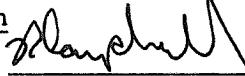
ACTION REQUESTED: (Check All That Apply)

- () 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.

| <u>FUND/DEPT/ACCT NO.</u> | <u>LINE ITEM DESCRIPTION</u> | <u>AMOUNT (FROM)/TO</u> |
|---------------------------|------------------------------|-----------------------------|
| 001-0151-506-0430 | Rents & Leases Equipment | <43,539> |
| 001-0101-411-0471 | Copies Board of Supervisors | 6,735 |
| 001-0249-575-0471 | Copies Planning | 6,014 |
| 001-0501-661-0471 | Copies Social Services | 5,533 |
| 001-0201-511-0471 | Copies Superior Court | 3,608 |
| 001-0304-583-0471 | Copies Public Works | 3,608 |
| 001-0216-521-0471 | Copies Sheriff | 1,924 |
| 001-0608-742-0471 | Copies Farm Advisor | 2,405 |
| 001-0207-515-0471 | Copies DA, Family Support | 1,684 |
| 058-0513-931-0471 | Copies Housing | 1,684 |
| 001-0212-517-0471 | Copies DA, Criminal | 1,443 |
| 001-0224-533-0471 | Copies Probation | 1,443 |
| 001-0120-452-0471 | Copies County Clerk | 1,395 |
| 001-0109-423-0471 | Copies Assessor | 1,203 |
| 001-0107-421-0471 | Copies Auditor | 914 |
| 001-0216-521-0471 | Copies Sheriff | 842 |
| 040-0519-716-0471 | Copies Senior Assistance | 842 |
| 001-0108-422-0471 | Copies Tax Collector | 241 |

| <u>FUND/DEPT/ACCT NO.</u> | <u>LINE ITEM DESCRIPTION</u> | <u>(FROM)/TO</u> |
|---------------------------|------------------------------|------------------|
| 001-0701-761-0471 | Copies Parks & Recreation | 649 |
| 001-0501-661-0471 | Copies Social Services | 481 |
| 036-0236-562-0471 | Copies Building | 361 |
| 001-0402-621-0471 | Copies Health, Environmental | 289 |
| 037-0305-584-0471 | Copies Fleet Maint. | 241 |

Justification: Board Action

Department Head Signature:  Date: January 24, 1995

Approved By: Res. No. 95-35 Clerk:  Date: 1-24-95

Administrator: _____ Date: _____
 Auditor: _____ Date: _____

AUDITOR'S USE ONLY:

Description: _____ Transfer No.: _____

B.R. No.: _____