

94-249

MARIPOSA COUNTY
BOARD OF SUPERVISORS

AGENDA
ACTION FORM

DATE: June 21, 1994
AGENDA ITEM NO.: 14

DEPARTMENT: County Counsel BY: Jeffrey G. Green PHONE: 966-3222

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

Approve appropriation of funds from Liability Set-Aside to County Counsel's Fixed Assets line item for the purchase of a computer together with the California Codes, caselaw, and Shepard's Citations on CD-ROM. The cost of the software has been tracked over the last four years and it is economically feasible to proceed with the purchase at the present time; set-up cost is \$4,205.

Since 90% of the research performed by Counsel is for County claims and/or cases, acquisition of a computer with CD-ROM software is an appropriate expenditure from the Liability Set-Aside fund.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

None on this action.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve appropriation. Research for litigation purposes will remain a time-consuming function.

COSTS: () Not Applicable

A. Budgeted current FY \$ _____

B. Total anticipated costs \$ _____

C. Required additional funding \$ 4,205

D. Internal transfers \$ _____

SOURCE: (X) 4/5ths Vote Required

A. Unanticipated revenues \$ _____

B. Reserve for contingencies \$ _____

C. Source description: Liability Set-Aside _____

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

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

Budget Action Form
Letter from Counsel to Board of 6/15/94
Letter from CAO to Counsel of 6/14/94

CLERK'S USE ONLY:

Res. No.: 94-249 Ord. No. _____

Vote - Ayes: 4 Noes: _____

Absent: Frickson Abstained: _____

Approved: _____ () Denied _____

() Minute Order Attached () No Action Necessary

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

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: Q

COUNTY OF
MARIPOSA

BUDGET ACTION FORM

DEPT/DIV: County Counsel

CONTACT: Jeffrey G. Green

DATE: June 15, 1994

PHONE: 966-3222

ACTION REQUESTED: (Check All That Apply)

- (X) 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 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>
<u>FROM</u>		
014-0149-505-0301	Liability Set-Aside	(\$4,205)
<u>TO</u>		
001-0113-431-0677	Fixed Assets	\$4,205

Justification: Purchase of computer together with California Codes, caselaw, and Shepard's Citations on CD-ROM. 90% of research done by Counsel is for claims and/or cases.

Department Head Signature: *Jeff Green* Date: 6/15/94

Approved By: Res. No. _____ Clerk: _____ Date: _____

Administrator: _____ Date: _____

Auditor: _____ Date: _____

AUDITOR'S USE ONLY:

Description: _____ Transfer No.: _____

B.R. No.: _____



JEFFREY G. GREEN
 County Counsel
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 Mariposa, CA 95338
 FAX (209) 966-5147

The County Counsel

MARIPOSA COUNTY

June 15, 1994

To: Board of Supervisors
From: Jeffrey G. Green, County Counsel
Re: Request for Purchase of Computer with CD-ROM Software

Dear Board Members:

While performing research for the various claims and lawsuits, I spend a great deal of time going to the Law Library poring over the volumes of books that are necessary for this research. A few years ago, several of the book publishing companies introduced the codes and caselaw on CD-ROM. Using this method, there is a substantial amount of time-savings in performing such research and it is much more efficient. This will allow me to do the necessary research in my office rather than the Law Library which is oftentimes occupied.

I have been tracking the cost of the software over the last 4 years and believe that it is economically feasible to proceed with purchase of the software together with a computer at the present time. Rick Campbell has indicated to me that a compatible computer set-up can be purchased for approximately \$2,500. I have discussed this with the Administrative Officer and it was his suggestion that I make this request now instead of through the budget process. Below is a summary of the cost to set-up such a system with West Publishing Company (codes and cases) and Shepard McGraw-Hill Publishing (citations):

West's Codes	\$ 355
West's Cases	1,350
Shepard's Citations	Ø
Computer (not to exceed)	<u>2,500</u>
TOTAL SET-UP COST	\$4,205

I respectfully request that the Board approve this proposal and authorize the budget appropriation requested in the Budget Action Form included in this package.

Very truly yours,

Jeffrey G. Green
 County Counsel

Mariposa County Board of Supervisors

District 1 ARTHUR G. BAGGETT, JR.
District 2 DOUG BALMAIN
District 3 ERIC J. ERICKSON
District 4 GARRY R. PARKER
District 5 GERTRUDE R. TABER



MIKE COFFIELD
County Administrative Officer

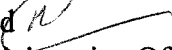
MARGIE WILLIAMS
Clerk of the Board

P.O. Box 784
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1-800-736-1252

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June 14, 1994

To: Jeffrey G. Green
County Counsel

From: Mike Coffield 
County Administrative Officer

Purchase of CD-ROM computer

In response to your request of June 2, 1994, I agree that the savings to you appear so significant that it would be advantageous to get a start on the new system before it can be dealt with in Budget, which would delay the purchase until September or October, 1994.

Accordingly, I would suggest that you get the Board's authorization the week of June 21, 1994, to make the transfer from the Insurance Set-Aside fund into your budget to allow the purchase to be made (unless your authorization from the Board would allow this purchase direct from the Fund). If Rick Campbell or I can do anything to expedite the acquisition, we would be happy to.

