

DEPARTMENT: Assessor-Recorder BY: Becky Crafts, Interim Assessor/Recorder PHONE: 966-2332

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

Approve budget action using salary savings to purchase one personal computer and work station. These two items were originally submitted in the 2000-01 budget. (copies of the fixed asset requests are attached) The addition of this P.C. and work station would increase time efficiency and correct the improper working area. Overall there will be a salary savings in the Assessor/Recorder Budget.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Historically, the Board allows transfers within a department when savings have been identified that would allow a fixed asset to be purchased.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

- 1) Approve
- 2) Provide alternative direction

COSTS: () Not Applicable
A. Budgeted current FY \$ _____
B. Total anticipated costs \$ _____
C. Required additional funding \$ _____
D. Internal transfers \$ _____

SOURCE: () 4/5ths Vote Required
A. Unanticipated revenues \$ _____
B. Reserve for contingencies \$ _____
C. Source description: _____
Balance in Reserve for Contingencies, if approved: \$ _____

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

CLERK'S USE ONLY:
Res. No.: 01-7 Ord. No. _____
Vote - Ayes: 5 Noes: _____
Absent: _____ Abstained: _____
Am Approved () Denied
6 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

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

- _____ Recommended
- _____ Not Recommended
- _____ For Policy Determination
- _____ Submitted with Comment
- _____ Returned for Further Action

Comment: _____

C.A.O. Initials: BC



COUNTY of MARIPOSA

P.O. Box 784, Mariposa, CA 95338 (209) 966-3222

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MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: BECKY CRAFTS, INTERIM ASSESSOR/RECORDER
FROM: MARGIE WILLIAMS, Clerk of the Board *mw*
SUBJECT: COMPUTER AND WORKSTATION PURCHASE
Res. No. 01-7

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on January 9, 2001

ACTION AND VOTE:

Becky Crafts, Interim Assessor/Recorder;
Approve Budget Action Transferring Funds from Salary Savings to Purchase Computer

and Work Station (\$3,300)

BOARD ACTION: Discussion was held with Becky Crafts. (M)Stewart, (S)Reilly, Res. 01-7 adopted. Supervisor Reilly commented on the need to have a replacement policy in place for data processing equipment. Supervisor Pickard asked about deferring this matter to the mid-year budget process. Greg Iturria, County Administrative Officer, provided input on the timeframes for the mid-year budget process – information will be disseminated to departments this week and the report will be presented to the Board in February. Ayes: Unanimous. Supervisor Balmain suggested that the carpet needs for the Assessor's Office be discussed with the mid-year report.

cc: Ken Hawkins, Auditor
Greg Iturria, County Administrative Officer
Dennis Patrick, Technical Services Director
File

FIXED ASSET REQUEST

Department: Assessor-Recorder Budget: 001-0109-423

Quantity: one Item: Computer Workstation

Department Estimate: Quantity: 1 x Unit \$ 800 = Total \$ 800

Description and Justification:

Computer workstation is to accommodate 2 PC's on the appraiser side of the office. The Workstation will allow better use of the limited space and will be the proper working height.

This workstation will replace one old desk and table currently being used.

Facility modification required for installation: (check applicable line and attach details)

- Walls: added/moved/removed
- Doors: added/removed/widened/blocked
- Windows: added/removed/ blocked
- Floor: reinforced/carpet/tile added/removed
- Lighting: added/moved/removed
- Plumbing: add/remove: sewer/water/fixtures
- Power: add/remove: plugs, 208-230 service

Replacement: Yes No

If the item is a replacement, complete the following:

County Property Tag No.: 8094 & 7669 Year Purchased: 1995 Estimated Value: ?

Current Condition:(Include odometer reading for vehicles) Both are in fair condition,

Department Head: Gary Estep Date: April 28,2000

Administration Recommendation: _____ Date: _____

AUDITOR ACTION

Account Number: _____ Amount: _____

Ken Hawkins, Auditor Date: _____

FIXED ASSET REQUEST

Department: Assessor-Recorder Budget: 001-0109-423

Quantity: one Item: Personal Computer

Department Estimate: Quantity: 1 x Unit \$ 2,500 = Total \$ 2,500

Description and Justification:

Currently there are 4 appraisers using one PC. This one PC handles all appraiser sales analysis, printing field photographs, appeal packages, disaster reports, decline in value reports, square foot calculations, generate new construction questionnaire and property owner correspondence. The Supervisor also shares this PC, which can demand a lot of time.

The addition of another PC would increase the efficiency of this office.

Facility modification required for installation: (check applicable line and attach details)

Walls: added/moved/removed _____ Lighting: added/moved/removed _____
Doors: added/removed/widened/blocked _____ Plumbing: add/remove: sewer/water/fixtures _____
Windows: added/removed/ blocked _____ Power: add/remove: plugs, 208-230 service _____
Floor: reinforced/carpet/tile added/removed _____

Replacement: _____ Yes No

If the item is a replacement, complete the following:

County Property Tag No.: _____ Year Purchased: _____ Estimated Value: _____

Current Condition:(Include odometer reading for vehicles) _____

Department Head: Gary Estep Date: April 28,2000

Administration Recommendation: _____ Date: _____

AUDITOR ACTION

Account Number: _____ Amount: _____

Ken Hawkins, Auditor Date: _____

BUDGET ACTION FORM

FUND	DEP/DIV	ACCOUNT	DESCRIPTION	PROJECT	INCREASE	DECREASE
001	0109	4230101	Assessor/Recorder Salary			3,300
001	0109	4230642	Computer Equipment		3,300	
001	0104	414-1090	GENERAL CONTINGENCY			
TRANSFER BETWEEN FUNDS					DEBIT	CREDIT
TOTALS					3,300	3,300

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 transferring appropriation from 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

DEPT HEAD SIGNATURE	<i>Bekky Craft</i>	DATE	12-13-00
APPROVED BY RES NO.	01-7	CLERK	<i>[Signature]</i>
		DATE	1-9-01

AUDITOR'S USE ONLY
BA #