



COUNTY OF MARIPOSA

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

BOB PICKARD, CHAIR
GARRY R. PARKER, VICE-CHAIR
LEE STETSON
DOUG BALMAIN
JANET BIBBY

DISTRICT V
DISTRICT IV
DISTRICT I
DISTRICT II
DISTRICT III



MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: RICH INMAN, County Administrative Officer
FROM: MARGIE WILLIAMS, Clerk of the Board *MW*
SUBJECT: RESOLUTION AMENDING RES. NO. 93-85, REGARDING PAYMENT
OF EXPENSES FOR DEPARTMENTAL OPEN HOUSE OR RECEPTION
Resolution No. 03-321

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on September 9, 2003

ACTION AND VOTE:

Approval of the Consent Agenda (See End of the Minutes)

BOARD ACTION: Supervisor Bibby requested item 1 be taken separately from the remainder of the Consent Agenda, so she could excuse herself as she has a remaining interest in an estate that includes land adjacent to the airport. Supervisor Parker pulled item 4 for discussion and Rich Inman, County Administrative Officer pulled item 5 and requested it be brought back to the Board at a later date.

(M)Bibby, (S)Stetson, item 2 was approved and Res. 03-320 was adopted approving item 3/Ayes: Unanimous.

Supervisor Bibby was excused and left the Boardroom. (M)Balmain, (S)Stetson, Res. 03-319 was adopted approving item 1/Ayes: Stetson, Balmain, Parker, Pickard; Excused: Bibby.

Supervisor Bibby returned to the Boardroom. (M)Stetson, (S)Parker, Res. 03-321 was adopted approving item 4, increasing the amount to not exceed \$500 as suggested by Supervisor Parker/Ayes: Unanimous.

CA-4 Adopt a Resolution Amending Resolution No. 93-85 Regarding Payment of Expenses for a Departmental Open House or Reception by Increasing the Amount Not to Exceed \$300 Upon Pre-Approval by the County Administrative Officer (County Administrative Officer); Res. 03-321, with the amount increased not to exceed \$500.

cc: Cathi Boze, Agricultural Commissioner/Sealer
Bob Lowrimore, Assessor/Recorder
Ken Hawkins, Auditor
Supervisor Stetson

Supervisor Balmain
Supervisor Bibby
Supervisor Parker
Supervisor Pickard
Margie Williams, Clerk of the Board
John Davis, Building Department Director
Debbie Walton, Child Support Services Director
Mary Williams, Community Services Director
Jeff Green, County Counsel
Rick Peresan, Technical Services Director
Bob Brown, District Attorney
Gary Hickman, Farm Advisor
Blaine Shultz, Fire Chief
Charles Mosher, Health Officer
Cheryle Rutherford-Kelly, Human Services Director
Jacque Meriam, County Librarian
Sandi Laird, Personnel/Risk Management Technician
Eric Toll, Planning Director
Gail Neal, Chief Probation Officer
Jim Petropulos, Public Works Director
Jim Allen, Sheriff
Mike Berest, Court Executive Officer
Judie Beliera, Tourism/Economic Development
Marjorie Wass, Treasurer/Tax Collector
File

DEPARTMENT: Administration

BY: Rich Inman

PHONE: 966-3222

RECOMMENDED ACTION AND JUSTIFICATION:

Adopt a Resolution amending Resolution No. 93-85 regarding payment of expenses for a departmental open house or reception by increasing the amount not to exceed \$300 upon pre-approval by the County Administrative Officer (CAO). County departments, from time to time, hold an open house and/or reception for various events such as honoring County employees or a new office location, and a notice is published in the local newspaper inviting the public. Expenses that relate to these events, such as refreshments and food supplies, are purchased by staff of the host department to serve to those in attendance. Increasing the amount to \$300 that departments are allowed to spend from the previous \$150 will accommodate the increased cost for food items as this Resolution was adopted over ten years ago. Department heads shall receive approval by the CAO prior to submitting reimbursement for any expenses that are incurred.

Incurred expenses shall be paid from the department's office expense line item.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board of Supervisors adopted Resolution No. 93-85 on February 2, 1993. The intent of Resolution No. 93-85 was to permit department heads to incur reasonable expenses, not to exceed the sum of \$150 without prior Board approval, for either a departmental open house or for a reception honoring a department head or a long-term employee. The expenses were to be paid from the department's office expense line item and the open house or reception had to be open to the public. The Resolution further stated that if the Auditor believed that the expenses incurred were not reasonable, although approved by the department head, the Auditor would pay the expenses, if there were sufficient funds in the departmental budget, but may report his/her findings to the Board. The Board would then make the final determination as to whether the expenses incurred were unreasonable.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

- Do not adopt this Resolution, however, a negative action would result in employees footing a portion of the expenses that should technically be a County-paid expense.

Financial Impact? () Yes (X) No	Current FY Cost: \$	Annual Recurring Cost: \$
Budgeted In Current FY? () Yes () No () Partially Funded		
Amount in Budget: \$ _____		List Attachments, number pages consecutively _____
Additional Funding Needed: \$ _____		
Source:		Resolution _____
Internal Transfer _____		_____
Unanticipated Revenue _____ 4/5's vote		_____
Transfer Between Funds _____ 4/5's vote		_____
Contingency _____ 4/5's vote		_____
() General () Other		_____

CLERK'S USE ONLY:
 Res. No.: 03-321 Ord. No. _____
 Vote - Ayes: 5 Noes: _____
 Absent: _____
 Approved _____
 Minute Order Attached () No Action Necessary

COUNTY ADMINISTRATIVE OFFICER:
 Requested Action Recommended
 No Opinion
 Comments: _____

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: RAI

RESOLUTION NO. 03-321

**RESOLUTION AMENDING RESOLUTION NO. 93-85
REGARDING PAYMENT OF EXPENSES
FOR DEPARTMENTAL OPEN HOUSE OR RECEPTION**

WHEREAS, a County department may elect to hold an open house and/or reception for various events such as honoring County employees, a new office location, or any other like event, and

WHEREAS, the Mariposa County Board of Supervisors desires to allow department heads to reasonably expend monies for such events and adopted Resolution No. 93-85 which approved an amount not to exceed \$150;

WHEREAS, the cost of refreshments and food supplies have increased since the adoption of Resolution No. 93-85 and it is necessary to increase the amount departments are allowed to expend;

NOW, THEREFORE, BE IT RESOLVED, that department heads shall be permitted to incur reasonable expenses, not to exceed \$500, upon pre-approval by the County Administrative Officer (CAO), for either an open house at his or her department or for a reception honoring a department head or a long-term County employee. The expenses incurred shall be paid from the department's office expense line item, once approved by the CAO, and the open house or reception shall be open to the public.

PASSED AND ADOPTED by the Mariposa County Board of Supervisors this 9th day of September 2003, by the following vote:

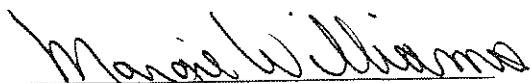
AYES:	STETSON, BALMAIN, BIBBY, PARKER, PICKARD
NOES:	NONE
ABSENT:	NONE
ABSTAINED:	NONE



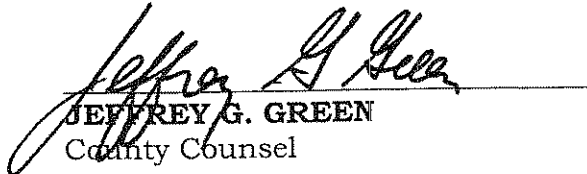
BOB PICKARD, Chair
Mariposa County Board of Supervisors

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:

ATTEST:



MARGIE WILLIAMS
Clerk of the Board



JEFFREY G. GREEN
County Counsel