MARIPOSA COUNTY BOARD OF SUPERVISORS

AGENDA ACTION FORM

DATE: June 25, 2002

DEPARTMENT: Space Needs Committee    BY: Supervisors Stewart and Parker    PHONE: 966-3222

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

Approval of $10,000 in additional funding in the Fiscal Year 2002-03 Grand Jury budget for the rental of private office space, necessary office equipment, and utilities, authorize Chairman to execute lease agreement for office space upon approval by County Counsel, and authorize purchase of necessary office equipment.

Please see attached memorandums.

The additional funding will be used for the following:
Rent ($460/mo.): $5,520 (yearly)
Utilities:
  • Water ($20/mo.) $240 (yearly)
  • Trash ($15/mo.) $180 (yearly)
Personal Computer: $1,400
Equipment Under $1,000 $1,000
Communications: $1,500 (yearly)
  • Activation Fee: $47

Facilities Maintenance staff has identified sufficient furniture in County surplus to furnish the office space with the necessary furnishings (meeting tables, chairs, computer desk).

This will be an ongoing cost to the Grand Jury Budget. The Space Needs Committee is requesting this prior to final budget hearings so that the Grand Jury can continue their work in a secure office the first of July 2002 or soon thereafter.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
If not approved, the Grand Jury will be forced to continue to share limited office space within the Courthouse.

COSTS: ( ) Not Applicable
A. Budgeted current FY
   Budgeted

B. Total anticipated costs
   $10,000

C. Required additional funding
   $10,000

D. Internal transfers
   $0

SOURCE: ( ) 4/5ths Vote Required
A. Unanticipated revenues
   $0

B. Reserve for contingencies
   $0

C. Source description:
   Balance in Reserve for Contingencies, if approved:

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

  _Budget Change Sheet
  _Memo from County Counsel
  _Memo from Judge Walton

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:

Action Form Revised 5/92
**BUDGET CHANGE SHEET**

**Change To:**
- Dept. Request
- CAO Recommendation
- Final Budget Adj.

**Budget Name:** Grand Jury

**Budget #:** 001-0205-514

### APPROPRIATION CHANGE:

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<th>Revised Amount</th>
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<td>0417</td>
<td>Office Expense</td>
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<td>0431</td>
<td>Rents &amp; Leases Building</td>
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<td>Utilities</td>
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<td>$420</td>
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<td>Computer Equipment</td>
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**TOTALS:**

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### REVENUE CHANGE:

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**Explanation:** To pay for rent of office space, utilities/communications, and necessary office equipment.

**Dept. Head Signature:**

**CAO:**

**Auditor-Controller:**

**RES 02-243**

**Put brackets around reductions**

**Use whole dollars only, no cents.**

**Deputy Clerk of the Board**

**Patricia Moretti**

6-26-02
MEMORANDUM

Date:       June 13, 2002
To:         Board of Supervisors
From:       Jeffrey G. Green, County Counsel
Re:         Grand Jury's Request for Rental of Private Office Space

As you know, the Grand Jury has had an ongoing request for sufficient funds in its annual budget to maintain a private office for its confidential work and a place to keep its confidential files. We have additionally received correspondence from Superior Court Judge Dana Walton indicating that the space currently being used by the Grand Jury is not appropriate for Grand Jury use and he is therefore recommending private office space for the Grand Jury.

The Grand Jury deals with highly confidential matters and staff concurs with Judge Walton's analysis that the current facilities do not work for the Grand Jury. Staff is therefore recommending that the Board adopt an annual budget that would be sufficient to provide private office space for the Grand Jury together with furniture to accommodate its needs.

Should you desire any additional information regarding this matter, please feel free to contact me.

rs
TO: Jeffrey G. Green  
County Counsel

FROM: Hon. F. Dana Walton  
Superior Court Presiding Judge

SUBJECT: RENTAL OF SPACE FOR GRAND JURY

I am requesting the Mariposa County Board of Supervisors provide a space for the Grand Jury to conduct meetings and maintain files. It would also be a place from which telephone and Internet access would be available. This is based on the fact that rooms in the Courthouse have become increasingly impractical as locations for the Grand Jury. Increases in the volume of our calendar have made the downstairs courtroom unavailable as a meeting place, and the public’s use of the Law Library also make this space inappropriate for this purpose. Therefore, a space outside the Courthouse needs to be located and rented for use by the Grand Jury.

If you have any questions or concerns, please contact me.