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

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes____ No____)

Request authorization for budget transfer in the amount of $1,450.00 and approval for Sierra Tel Business Systems to install a keypad and buzzer entry system on Administration's front door.

Staff has expressed concern with the open access of the front door to the Administrative offices. A number of incidents have occurred where individuals have entered the office without the knowledge of staff. Three proposals for a key pad and buzzer entry are attached for your information. The lowest responsible bidder was Sierra Tel Business Systems at a total cost of $1,424.00. The proposed system would allow staff to enter the front door by entering a code into a keypad. All others would not be able to enter until buzzed in by reception. This proposed system would allow for a safer more controlled environment.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

COSTS:
A. Budgeted current FY
B. Total anticipated costs
C. Required additional funding
D. Internal transfers

SOURCE:
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:

Budget Action Form
Proposal from Sierra Tel Business Systems
Proposal from Associate Lock & Safe Svc
Proposal from Phil's Lock & Safe

CLERK'S USE ONLY:
Res. No.: 59-458  
Vote - Ayes:  
Noses:  
Absent:  
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:  

Action Form Revised 5/92
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**TRANSFER BETWEEN FUNDS**

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**TOTALS**

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**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;

**JUSTIFICATION:** To install a security lock on the reception office door located on the second floor of Government Center.

**DEPT HEAD SIGNATURE**

Maureen Jordan

**DATE**

10-31-02

**APPROVED BY**

RES NO. 02-453 CLERK

**DATE**

12-12-02

**BOARD OF SUPERVISORS, ADMINISTRATION, COUNTY COUNSEL**

**AUDITOR'S USE ONLY**

BA #

Budget Revision Form Revised 11/95
TO: JEFF GREEN, County Counsel

FROM: MARGIE WILLIAMS, Clerk of the Board

SUBJECT: Key Pad and Buzzer for Administration’s Door
Resolution No. 02-453

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on December 17, 2002

ACTION AND VOTE:

Approve the Budget Transfer of $1,450 and Approve Sierra Tel Business Systems to Install a Key Pad and Buzzer Entry System on Administration’s Front Door (Chairman Stewart)

BOARD ACTION: (M)Pickard, (S)Balmain, Res. 02-453 was adopted/Ayes: Unanimous. Supervisor Reilly suggested that consideration be given to reviewing the overall security at all County offices and developing a plan versus a case-by-case basis.

cc: Ken Hawkins, Auditor
Jim Petropulos, Public Works Director
Mary Hodson, Administrative Analyst
File