MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO:       DEPARTMENT HEADS
FROM:     MARGIE WILLIAMS, CLERK OF THE BOARD
RE:       DEPARTMENTAL OPEN HOUSES OR RECEPTIONS

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA

ADOPTED THIS Order on February 2, 1993

ACTION AND VOTE:

Resolution Permitting Department Heads and Elected Officials to Reasonably Expend Monies for a Departmental Open House or Reception Honoring Certain County Employees (County Counsel)
BOARD ACTION: (M)Parker, (S)Baggett, Res. 93-85 adopted, with event to be for the benefit of the public and with a cap of $150.00, and anything over that amount to have prior Board approval/Ayes: Unanimous.

Attachment - Res. 93-85

cc: File
MARIPOSA COUNTY RESOLUTION NO. 93-85

RESOLUTION 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, etc., and

WHEREAS, the Mariposa County Board of Supervisors desires to allow Department Heads and Elected Officials (Department Head) to reasonably expend monies for such events;

NOW, THEREFORE, BE IT RESOLVED that Department Heads and Elected Officials (Department Head) shall be permitted to incur reasonable expenses, not to exceed the sum of $150.00 without prior Board approval, for either an open house at his or her department or for a reception honoring an Elected Official, Department Head, or a long-term County employee. The expenses incurred shall be paid from the department’s Office Expense line item, and the open house or reception shall be open to the public.

BE IT FURTHER RESOLVED that in the event the Auditor believes that expenses incurred and approved by a Department Head are not reasonable, the Auditor shall nevertheless pay the expenses, if there is sufficient money in the departmental budget. The Auditor may report his or her findings to the Board of Supervisors. The Board of Supervisors shall determine whether the expenses incurred are unreasonable. If the Board determines that the expenses are unreasonable given the circumstances, the Board shall take appropriate action.

PASSED AND ADOPTED by the Mariposa County Board of Supervisors the 2nd day of February, 1993 by the following vote:

AYES:  BAGGETT, BALMAIN, ERICKSON, PARKER, TABER
NOES:  NONE
ABSENT:  NONE
ABSTAINED:  NONE

ERIC J. ERICKSON, Chairman
Board of Supervisors

MARGIE WILLIAMS
Clerk of the Board

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:

JEFFREY G. GREEN
County Counsel
RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes ___ No X)
Pass and adopt the attached Resolution permitting Department Heads and Elected Officials to reasonably expend monies for a departmental open house or reception honoring certain County employees. Should the Auditor determine that an expenditure is not reasonable, the matter will be taken to the Board for final decision as to whether the expense incurred is unreasonable. The establishment of a clear policy is necessary on expenses of this nature.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
None on this action.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
Do not approve Resolution. An unclear policy on expenditures of this nature will remain.

COST: ( ) Not Applicable
A. Budgeted current FY $ ______
B. Total anticipated costs $ ______
C. Required add’l funding $ ______
D. Internal Transfers $ ______

SOURCE: ( ) 4/5ths Vote Required
A. Unanticipated revenues $ ______
C. Reserve for contingencies $ ______
D. Source Description:_________

Balance in Reserve for Contingencies, if approved: $ ______

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

CLERK'S USE ONLY:
Res. No.: 93-85 Ord. No.: ______
Vote: Ayes: ______ Noes: ______
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 of Supervisors
County of Mariposa, State of Calif.
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