RECOMMENDED ACTION AND JUSTIFICATION:  (Policy Item:  Yes  No_x)

Recommend approval for transferring $2,280 from Office Expense to Fixed Assets, to purchase five, six shelf, letter size file cabinets.  Have eight legal size cabinets that are full and no office space left to add more.  Our appraisals are letter size, and we will be able to place existing files in four cabinets, with room left for expansion.

I have checked with three companies and found that Eastman is the lowest priced at $456.00 each.  This includes tax, and there is no freight charge.  These cabinets have locking doors, our existing are not lockable.  This will provide better security for confidential records.

There is a savings in Office Expense due to better control on mailing and printing costs, and a reduction in film purchases.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

In the past the Board has approved similar requests on a case by case basis.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Not allow and therefore not have adequate file space for confidential appraisal records.

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.:  13-295  Ord. No.  __________________________
Vote - Ayes:  5  Noes:  0
Absent:  0  Abstained:  0
( ) Minute Order Attached  ( ) Denied
( ) No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.
Date:
ATTEST:  MARIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California
By:  Deputy

ADMINISTRATIVE OFFICER’S RECOMMENDATION:
This item on agenda as:

  X  Recommended  __ Not Recommended
  __ For Policy Determination  __ Submitted with Comment
  __ Returned for Further Action

Comment:  

A.O. Initials:  W

Action Form Revised 5/92
**COUNTY OF**
**MARIPOSA**

**BUDGET ACTION FORM**

**DEPT/DIV:** Assessor  
**CONTACT:** Gary Estep, Assessor

**DATE:** May 18, 1993  
**PHONE:** 966-2332

**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;

( ) Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to another, or between categories within a budget unit;

( ) Transfer by Administrator: Moving existing appropriations within a single budget category between line items (i.e. services and supplies, etc.)

( ) Transfer by Auditor: Moving salaries between line items to accommodate variances internal to salaries; OR transfers within the County budget under $50.00 to accommodate minor variations from the budget.

<table>
<thead>
<tr>
<th>FUND/DEPT/ACCT NO.</th>
<th>LINE ITEM DESCRIPTION</th>
<th>AMOUNT (FROM)/TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>001-150-2-170</td>
<td>Office Expense</td>
<td>($2,280.00)</td>
</tr>
<tr>
<td>001-150-4-370</td>
<td>Fixed Assets</td>
<td>$2,280.00</td>
</tr>
</tbody>
</table>

**Justification:** Purchase of five file cabinets, to have more storage space for confidential appraisal records.

**Department Head Signature:**  
**Approved By:** Res. No. 93-295  
**Administrator:**  
**Clerk:**  
**Date:** 5-18-93  
**Auditor:**  
**Date:** 5-25-93

**AUDITOR'S USE ONLY:**
**Description:**  
**Transfer No.:**  
**B.R. No.:**