

DEPARTMENT: County Clerk BY: L. Robinson PHONE: 966-2007

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes___ No___)

The decision to the move the offices was made without consulting with me. It was impossible to foresee all problems and solutions needed in relation to that move. The purchase of the privacy shield/baffle, for \$ 221.24, and the printer sound enclosure, for \$888.90, were directly related to the move. The room is very small and when the printer was operating the sound trebled making it impossible to hear the phones and to perform essential duties.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Other expenses generated by the move have been paid.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Request an appropriation from contingency.

COSTS: () Not Applicable
A. Budgeted current FY \$ _____
B. Total anticipated costs \$ 1,110.14
C. Required additional funding \$ _____
D. Internal transfers \$ _____

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

SOURCE: () 4/5ths Vote Required
A. Unanticipated revenues \$ _____
B. Reserve for contingencies \$ _____
C. Source description: _____
Balance in Reserve for Contingencies,
if approved: \$ _____

CLERK'S USE ONLY:

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: *[Handwritten Signature]* / *[Handwritten Signature]*

Res. No.: 92-624 Ord. No. _____
Vote - Ayes: 5 Noes: _____
Absent: _____ Abstained: _____
[Handwritten mark] Approved () Denied
[Handwritten mark] Minute Order Attached () No Action
necessary

The foregoing instrument is a correct copy of original on file in this office.

Date: _____

ATTEST: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California

By: _____
Deputy

MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: EVELYN BILLINGS, AUDITOR
FROM: MARGIE WILLIAMS, CLERK OF THE BOARD *mw*
RE: MOVING BUDGET

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA
ADOPTED THIS Order on November 24, 1992

ACTION AND VOTE:

10:01 a.m. Lynne Robinson, County Clerk;
Resolution Transferring Funds through Contingencies for
Costs Related to Move of County Clerk's Office from
Courthouse Move Budget to County Clerk's Budget
(\$1,111) (4/5ths Vote Required)
BOARD ACTION: Lynne Robinson and Evelyn
Billings/Auditor, provided input. (M)Baggett,
(S)Taber, Res. 92-624 adopted approving request.
Motion was amended, agreeable with maker and second,
providing direction for Auditor to transfer funds from
the moving budget to the various departments for the
purchase of fixed assets which were approved during the
move process/Ayes: Unanimous.

cc: Lynne Robinson, County Clerk
Larry Pollard, Public Works Director
John McCamman, Administrative Officer
Mickie Romeike, Assistant County Clerk
George Griffith, District Attorney
File

BUDGET ACTION FORM

DEPT/DIV: County Clerk

CONTACT: Lynne Robinson

DATE: Nov. 24, 1992

PHONE: 966-2007

ACTION REQUESTED: (Check All That Apply)

- (x) **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.

<u>FUND/DEPT/ACCT NO.</u>	<u>LINE ITEM DESCRIPTION</u>	<u>AMOUNT (FROM)/TO</u>
303-100-4-323	Capitol Project - Moving Fund	(\$1,111)
001-103-6-000	General Contingency	\$1,111
001-103-6-000	General Contingency	(\$1,111)
001-120-4-379	Fixed Asset - Sound Enclosure	\$ 889
001-120-4-378	Fixed Assets - Privacy Shield	\$ 222

Justification: _____

Department Head Signature: *Lynne Robinson* Date: 11-19-92

Approved By: Res. No. 92-624 Clerk: *[Signature]* Date: 11-24-92

Administrator: _____ Date: _____

Auditor: _____ Date: _____

AUDITOR'S USE ONLY:

Description: _____ Transfer No.: _____

B.R. No.: _____

MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: LYNNE ROBINSON, COUNTY CLERK
FROM: MARGIE WILLIAMS, CLERK OF THE BOARD *hw*
RE: ELECTIONS BUDGET APPEALS

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA

ADOPTED THIS Order on September 21, 1992

ACTION AND VOTE:

Elections - Lynne Robinson/County Clerk, provided input. Board concurred with not funding appeal for voter outreach and election computer; with funding FAX machine with \$2,900; utilizing ~~any~~ savings in the funding allocated to the move of the offices for a printer cover; and reviewing request for a personal computer in the Data Processing budget.

cc: Auditor
Data Processing
File