

DEPARTMENT: Administration

BY: Rich Inman

PHONE: 966-3222

**RECOMMENDED ACTION AND JUSTIFICATION:**

Adopt a Resolution amending Resolution No. 93-85 regarding payment of expenses for a departmental open house or reception by increasing the amount not to exceed \$300 upon pre-approval by the County Administrative Officer (CAO). County departments, from time to time, hold an open house and/or reception for various events such as honoring County employees or a new office location, and a notice is published in the local newspaper inviting the public. Expenses that relate to these events, such as refreshments and food supplies, are purchased by staff of the host department to serve to those in attendance. Increasing the amount to \$300 that departments are allowed to spend from the previous \$150 will accommodate the increased cost for food items as this Resolution was adopted over ten years ago. Department heads shall receive approval by the CAO prior to submitting reimbursement for any expenses that are incurred.

Incurred expenses shall be paid from the department's office expense line item.

**BACKGROUND AND HISTORY OF BOARD ACTIONS:**

The Board of Supervisors adopted Resolution No. 93-85 on February 2, 1993. The intent of Resolution No. 93-85 was to permit department heads to incur reasonable expenses, not to exceed the sum of \$150 without prior Board approval, for either a departmental open house or for a reception honoring a department head or a long-term employee. The expenses were to be paid from the department's office expense line item and the open house or reception had to be open to the public. The Resolution further stated that if the Auditor believed that the expenses incurred were not reasonable, although approved by the department head, the Auditor would pay the expenses, if there were sufficient funds in the departmental budget, but may report his/her findings to the Board. The Board would then make the final determination as to whether the expenses incurred were unreasonable.

**ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

- Do not adopt this Resolution, however, a negative action would result in employees footing a portion of the expenses that should technically be a County-paid expense.

Financial Impact? ( ) Yes (X) No Current FY Cost: \$  
 Budgeted In Current FY? ( ) Yes ( ) No ( ) Partially Funded  
 Amount in Budget: \$ \_\_\_\_\_  
 Additional Funding Needed: \$ \_\_\_\_\_  
 Source:  
 Internal Transfer \_\_\_\_\_  
 Unanticipated Revenue \_\_\_\_\_ 4/5's vote  
 Transfer Between Funds \_\_\_\_\_ 4/5's vote  
 Contingency \_\_\_\_\_ 4/5's vote  
 ( ) General ( ) Other

Annual Recurring Cost: \$

List Attachments, number pages consecutively

**Resolution**

**CLERK'S USE ONLY:**

Res. No.: 03-321 Ord. No. \_\_\_\_\_  
 Vote - Ayes: 5 Noes: \_\_\_\_\_  
 Absent: \_\_\_\_\_  
 Approved \_\_\_\_\_  
 Minute Order Attached ( ) No Action Necessary

**COUNTY ADMINISTRATIVE OFFICER:**

Requested Action Recommended  
 No Opinion  
 Comments:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

CAO: [Signature]

**RESOLUTION NO. 03-321**

**RESOLUTION AMENDING RESOLUTION NO. 93-85  
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, or any other like event, and

**WHEREAS**, the Mariposa County Board of Supervisors desires to allow department heads to reasonably expend monies for such events and adopted Resolution No. 93-85 which approved an amount not to exceed \$150;

**WHEREAS**, the cost of refreshments and food supplies have increased since the adoption of Resolution No. 93-85 and it is necessary to increase the amount departments are allowed to expend;

**NOW, THEREFORE, BE IT RESOLVED**, that department heads shall be permitted to incur reasonable expenses, not to exceed \$500, upon pre-approval by the County Administrative Officer (CAO), for either an open house at his or her department or for a reception honoring a department head or a long-term County employee. The expenses incurred shall be paid from the department's office expense line item, once approved by the CAO, and the open house or reception shall be open to the public.

**PASSED AND ADOPTED** by the Mariposa County Board of Supervisors this 9<sup>th</sup> day of September 2003, by the following vote:

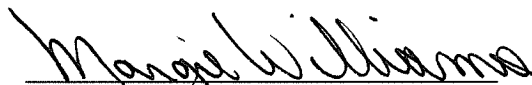
|            |  |
|------------|--|
| AYES:      | STETSON, BALMAIN, BIBBY, PARKER, PICKARD |
| NOES:      | NONE                                     |
| ABSENT:    | NONE                                     |
| ABSTAINED: | NONE                                     |



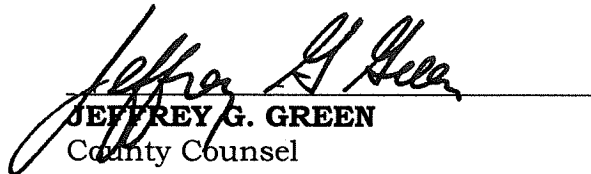
**BOB PICKARD**, Chair  
Mariposa County Board of Supervisors

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY:

ATTEST:



**MARGIE WILLIAMS**  
Clerk of the Board



**JEFFREY G. GREEN**  
County Counsel



# COUNTY of MARIPOSA

P.O. Box 784, Mariposa, CA 95338 (209) 966-3222

BOB PICKARD, CHAIR  
GARRY R. PARKER, VICE-CHAIR  
LEE STETSON  
DOUG BALMAIN  
JANET BIBBY

DISTRICT V  
DISTRICT IV  
DISTRICT I  
DISTRICT II  
DISTRICT III



## MARIPOSA COUNTY BOARD OF SUPERVISORS

### MINUTE ORDER

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TO: RICH INMAN, County Administrative Officer  
FROM: MARGIE WILLIAMS, Clerk of the Board *MW*  
SUBJECT: RESOLUTION AMENDING RES. NO. 93-85, REGARDING PAYMENT  
OF EXPENSES FOR DEPARTMENTAL OPEN HOUSE OR RECEPTION  
Resolution No. 03-321

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THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on September 9, 2003

#### ACTION AND VOTE:

Approval of the Consent Agenda (See End of the Minutes)

**BOARD ACTION:** Supervisor Bibby requested item 1 be taken separately from the remainder of the Consent Agenda, so she could excuse herself as she has a remaining interest in an estate that includes land adjacent to the airport. Supervisor Parker pulled item 4 for discussion and Rich Inman, County Administrative Officer pulled item 5 and requested it be brought back to the Board at a later date.

(M)Bibby, (S)Stetson, item 2 was approved and Res. 03-320 was adopted approving item 3/Ayes: Unanimous.

Supervisor Bibby was excused and left the Boardroom. (M)Balmain, (S)Stetson, Res. 03-319 was adopted approving item 1/Ayes: Stetson, Balmain, Parker, Pickard; Excused: Bibby.

Supervisor Bibby returned to the Boardroom. (M)Stetson, (S)Parker, Res. 03-321 was adopted approving item 4, increasing the amount to not exceed \$500 as suggested by Supervisor Parker/Ayes: Unanimous.

CA-4 Adopt a Resolution Amending Resolution No. 93-85 Regarding Payment of Expenses for a Departmental Open House or Reception by Increasing the Amount Not to Exceed \$300 Upon Pre-Approval by the County Administrative Officer (County Administrative Officer); Res. 03-321, with the amount increased not to exceed \$500.

cc: Cathi Boze, Agricultural Commissioner/Sealer  
Bob Lowrimore, Assessor/Recorder  
Ken Hawkins, Auditor  
Supervisor Stetson

Supervisor Balmain  
Supervisor Bibby  
Supervisor Parker  
Supervisor Pickard  
Margie Williams, Clerk of the Board  
John Davis, Building Department Director  
Debbie Walton, Child Support Services Director  
Mary Williams, Community Services Director  
Jeff Green, County Counsel  
Rick Peresan, Technical Services Director  
Bob Brown, District Attorney  
Gary Hickman, Farm Advisor  
Blaine Shultz, Fire Chief  
Charles Mosher, Health Officer  
Cheryle Rutherford-Kelly, Human Services Director  
Jacque Meriam, County Librarian  
Sandi Laird, Personnel/Risk Management Technician  
Eric Toll, Planning Director  
Gail Neal, Chief Probation Officer  
Jim Petropulos, Public Works Director  
Jim Allen, Sheriff  
Mike Berest, Court Executive Officer  
Judie Beliera, Tourism/Economic Development  
Marjorie Wass, Treasurer/Tax Collector  
File