

DEPARTMENT: Auditor

BY: Ken Hawkins

PHONE: 966-7606

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes ___ No x)

Transfer savings in travel to purchase high quality paper shredder which will serve not only the Auditor's Office, but also the Board and Administration. A significant amount of employee time in these offices spend more time than is necessary trying to shred confidential documents involving financial data from payroll, check stock and personnel data. The Board and Administration need access to a method to efficiently dispose of confidential items dealing with County Counsel/Personnel.

The Auditor will purchase this shredder from his budget with the understanding that anyone from the Administration, Board or any other department for that matter will be able to use this machine for the disposal of confidential documents.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

All fixed asset purchases over \$1,000 require Board approval. Generally, if a department is able to identify savings, that department is usually given permission to purchase necessary fixed assets during the year.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

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.: 99-32 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
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: JH

BUDGET ACTION FORM

FUND	DEPT/DIV	ACCOUNT	DESCRIPTION	INCREASE	DECREASE
0001	0107	421.06-81	Paper Shredder	\$2,000	
0001	0104	414-1090	GENERAL CONTINGENCY		\$2,000
TRANSFER BETWEEN FUNDS					
TOTALS				\$2,000	\$2,000

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 transferring appropriation from 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;

JUSTIFICATION: Purchase heavy duty paper shredder for use by multiple departments

DEPT HEAD SIGNATURE *jh* DATE 1-26-99

APPROVED BY RES NO. 99-37 CLERK *mwj* DATE 1-26-99

AUDITOR AUDITOR'S USE ONLY
BA #



COUNTY of MARIPOSA

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

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MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: KEN HAWKINS, Auditor
FROM: MARGIE WILLIAMS, Clerk of the Board *MW*
SUBJECT: Purchase of High Quality Paper Shredder; Res. 99-37

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on January 26, 1999

ACTION AND VOTE:

Approval of Consent Agenda (See End of Minutes)

BOARD ACTION: Supervisor Reilly pulled item 6. Supervisor Parker pulled item 5. (M)Reilly, (S)Parker, balance of items were approved/Ayes: Unanimous. Following discussion with Pelk Richards, Sheriff, (M)Reilly, (S)Balmain, item 6 was approved, with correction to the Chairman's signature line/Ayes: Unanimous. Ken Hawkins, Auditor, was present for discussion concerning item 5. (M)Parker, (S)Reilly, item 5 was approved, with the funds to be appropriated from General Fund Contingency/Ayes: Reilly, Balmain, Stewart, Parker; Noes: Pickard.

CA-5 Resolution Authorizing the Purchase of a High Quality Paper Shredder and Approving Budget Action (\$2,000) (Auditor); Res. 99-37, with funds appropriated from General Fund Contingency

cc: Janet Hogan, County Administrative Officer
File