

**MARIPOSA COUNTY
BOARD OF SUPERVISORS**

**AGENDA
ACTION FORM**

DATE: 11-18-97
AGENDA ITEM NO.: 9

DEPARTMENT: Administration
Library
Public Works

BY: Janet Hogan
Maurie Hoekstra
Mike Edwards

PHONE: 966-3222
966-2140
966-5356

RECOMMENDED ACTION AND JUSTIFICATION:

(Policy Item: Yes ___ No ___)

Adopt resolution approving procedure for reviewing and approving expenditures from the Library Construction Fund related to the new Mariposa Library.

Staff developed the attached proposal which was reviewed and approved by the Board of the Friends of the Library at their November 3, 1997 meeting. The goal of the procedure is to insure appropriate expenditures are made without unduly lengthening processing time.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board of Supervisors directed that this matter be brought back for further consideration at its August 5, 1997 meeting.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Requests for payment could be submitted to the Friends of the Library Board and/or the Board of Supervisors. This would add a procedural layer that would increase the amount of staff time required to process payments and also delay disbursements.

COSTS:	(X) Not Applicable		SPECIAL INSTRUCTIONS: List the attachments and number the pages consecutively: Procedure _____ _____ _____ _____ _____ _____ _____
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: _____			

CLERKS USE ONLY:
Res. No. 97-439 Ord. No. _____
Vote - Ayes: 4 Noes: _____
Absent: Pickard 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: _____

CAO's Initials: [Signature]

MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: JANET HOGAN, County

FROM: MARGIE WILLIAMS, Clerk of the Board 

SUBJECT: PROCEDURE FOR REVIEWING AND APPROVING
EXPENDITURES FROM THE LIBRARY CONSTRUCTION FUND;
RES. 97-439

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,
ADOPTED THIS Order on November 18, 1997

ACTION AND VOTE:

10:42 a.m. Janet Hogan, County Administrative Officer; Maurie Hoekstra, Librarian;
Mike Edwards, Public Works Director;
Procedure for Reviewing and Approving Expenditures from the Library Construction
Fund

BOARD ACTION: Janet Hogan advised that Mike Edwards was attending a meeting of
the Trial Court Facilities Committee on behalf of Chairman Stewart. Discussion was held.
Supervisor Parker requested that the Board receive copies of the monthly expense
summaries. (M)Balmain, (S)Parker, Res. 97-439 adopted approving the procedure/Ayes:
Reilly, Balmain, Stewart, Parker; Excused: Pickard.

cc: Maurie Hoekstra, Librarian
Mike Edwards, Public Works Director
Ken Hawkins, Auditor
File

PROCEDURE FOR REVIEWING AND APPROVING EXPENDITURES FROM THE LIBRARY CONSTRUCTION FUND

1. All expenditures related to development and construction of a new library in Mariposa will be reviewed thoroughly by staff prior to payment.
2. Payment for expenditures incurred prior to adoption of an initial/preliminary project budget by the Board of Supervisors will be approved as follows:
 - A) Payment requests for expenditures of \$250 or less for a single item or activity will be reviewed and initialed by the County Librarian;
 - B) Payment requests for expenditures greater than \$250 will be reviewed and approved by the County Librarian and the County Administrative Officer.
3. After Board of Supervisors approval of an initial/preliminary project budget, payment requests for activities included in the approved budget will be processed by the Department of Public Works pursuant to existing departmental procedures governing disbursements for capital projects.

Public Works will prepare a monthly summary of project expenses for review by the County Librarian, County Administrative Officer, Friends of the Library and the Board of Supervisors throughout the course of project construction.

Reviewed and approved by the Friends of the Library: November 3, 1997

Reviewed and approved by the Mariposa County Board of Supervisors: November 18, 1997