DEPARTMENT: County Administration

RECOMMENDED ACTION AND JUSTIFICATION:

Adopt a Resolution Approving Guidelines and Authority of County Administrative Officer to Inform Board of Supervisors and the Public of Pending and Executed Service Contracts.

The adoption of this Resolution ensures the Board of Supervisors and the public are kept informed of service contracts executed by the County Administrative Officer.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

On August 9, 2005, the Board of Supervisors adopted an ordinance that expanded the contract authorities of the County Administrative Officer and Department Heads.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not adopt the Resolution. The Board of Supervisors and the public will not cognizant of service contracts executed by the County Administrative Officer in amounts up to $10,000.

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
Transfer Between Funds
Contingency
( ) General ( ) Other

List Attachments, number pages consecutively

Resolution

Clerk’s Use Only:
Res. No.: 5-2000
Vote – Ayes: 5 Noes: 
Absent: 
Approved
( ) 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

COUNTY ADMINISTRATIVE OFFICER:
( ) Requested Action Recommended
( ) No Opinion
Comments:

CAO:

Revised Dec. 2002
MARIPosa COUNTY RESOLUTION NO. 05-400

GUIDELINES AND AUTHORITY OF THE COUNTY ADMINISTRATIVE OFFICER TO INFORM BOARD OF SUPERVISORS AND PUBLIC OF PENDING AND EXECUTED SERVICE CONTRACTS

WHEREAS, the Mariposa County Board of Supervisors is desirous of facilitating the process of executing service contracts with the goal of making the process more efficient and effective; and

WHEREAS, the Mariposa County Board of Supervisors intends to authorize the County Administrative Officer with the authority to execute service contracts that are budgeted; and

WHEREAS, the Mariposa County Board of Supervisors, while authorizing the County Administrative Officer with expanded contract authorities wants to establish assurances that the Board of Supervisors is fully cognizant of all contracts executed by the County Administrative Officer; and

WHEREAS, the Mariposa County Board of Supervisors wants to ensure a process is in place that provides notification to the public of all contracts executed by the County Administrative Officer.

NOW, THEREFORE BE IT RESOLVED, the Mariposa County Board of Supervisors herein establishes the following guidelines to be followed by Department Heads and the County Administrative Officer:

1. The County Administrative Officer shall provide to the Board of Supervisors notice of all contracts to be executed by said Officer including but not limited to the person or persons with whom the County is contracting and the service that is being provided.

2. The County Administrative Officer shall provide an informational item on the Board of Supervisors scheduled agenda of a monthly synopsis of contracts entered into on that particular month.

3. Department Heads shall provide such information as the County Administrative Officer determines is necessary to keep the Board of Supervisors apprised of contracts entered into by Department Heads as Assistant Purchasing Agents.

PASSED AND ADOPTED by the Mariposa County Board of Supervisors on this 16th day of August, 2005, by unanimous vote.

BOB PICKARD, Chairman

ATTEST:

MARGIE WILLIAMS, Clerk of the Board

APPROVED AS TO LEGAL SUFFICIENCY:

THOMAS P. GUARINO, County Counsel