DEPARTMENT: Human Services  BY: Chenyle Rutherford-Kelly
PHONE: 966-2442

RECOMMENDED ACTION AND JUSTIFICATION:
It is respectfully requested that your board approve the attached resolution designating Nancy Bell, Deputy Director; Cynthia Larca, Fiscal Officer; Bernadette McGowan, Staff Services Manager; and Sharol Stang, Network Administrator, as representatives of the Department of Human Services to acquire federal surplus property from the California State Agency for Surplus Property.

Please see attached memorandum.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Financial Impact? ( ) Yes (X) No  Current FY Cost: $  Annual Recurring Cost: $
Budgeted In Current FY? ( ) Yes ( ) No ( ) Partially Funded
Amount in Budget: $  List Attachments, number pages consecutively
Additional Funding Needed: $  Board Memo
Source: State Form 202
Internal Transfer
Unanticipated Revenue  4/5's vote
Transfer Between Funds  4/5's vote
Contingency  4/5's vote
( ) General  ( ) Other

CLERK'S USE ONLY:
Res. No.: 5  Ord. No. _____
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
December 16, 2003

TO: Members, Board of Supervisor
   Rich Inman, CAO
FROM: Cheryle Rutherford-Kelly
RE: Human Services / Authorization to Acquire State Surplus Property

Recommendation

It is respectfully requested that your board approve the attached resolution designating Nancy Bell, Deputy Director; Cynthia Larca, Fiscal Officer; Bernadette McGowan, Staff Services Manager; and Sharol Stang, Network Administrator; as representatives of the Department of Human Services to acquire federal surplus property from the California State Agency for Surplus Property.

Background/Current Situation

The Department of Public Works is currently the only department within the county that has access to the State Surplus Property warehouse. The Department of Human Services would like to take advantage of the purchasing opportunities available through the surplus agency.

Purchasing used, yet usable items, at a drastically reduced cost, will help to maximize our budgeted funds.

Financial

Purchasing surplus items will help stretch our budget in areas of office furniture, computer equipment and general office expenses. No additional funding is required, nor will county general funds be required.
RESOLUTION

04-15

"BE IT RESOLVED by the Governing Board, OR by the Chief Administrative Officer of those organizations which do not have a governing board, and hereby ordered that the official(s) and/or employee(s) whose name(s), title(s), and signature(s) are listed below shall be and is (are) hereby authorized as our representative(s) to acquire federal surplus property from the California State Agency for Surplus Property under the Terms and Conditions listed on the reverse side of this form."

<table>
<thead>
<tr>
<th>NAME (Print or type)</th>
<th>TITLE</th>
<th>SIGNATURE</th>
<th>E-MAIL ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nancy Bell</td>
<td>Deputy Director</td>
<td></td>
<td><a href="mailto:nbell@mariposacounty.org">nbell@mariposacounty.org</a></td>
</tr>
<tr>
<td>Cynthia Larca</td>
<td>Fiscal Officer</td>
<td></td>
<td><a href="mailto:clarca@mariposacounty.org">clarca@mariposacounty.org</a></td>
</tr>
<tr>
<td>Bernadette McGowan</td>
<td>Staff Services Manager</td>
<td></td>
<td><a href="mailto:bmcgowan@mariposacounty.org">bmcgowan@mariposacounty.org</a></td>
</tr>
<tr>
<td>Sharol Stang</td>
<td>Network Administrator</td>
<td></td>
<td><a href="mailto:sstang@mariposacounty.org">sstang@mariposacounty.org</a></td>
</tr>
</tbody>
</table>

B. PASSED AND ADOPTED this 13th day of January, 2004, by the Governing Board of Mariposa County Board of Supervisors

by the following vote: AYES: 5; NOES: NONE; ABSENT: NONE

1. Margie Williams

C. AUTHORIZED this _____ day of ____________, 20____, by:

Name of Chief Administrative Officer: 
Title:

Name of organization:

Mailing address:

City: County: ZIP code: 
(Signed):

NOTE: IF YOU HAVE A GOVERNING BOARD, SECTIONS “A” AND “B” SHOULD BE COMPLETED. IF YOU DO NOT HAVE A GOVERNING BOARD, SECTIONS “A” AND “C” SHOULD BE COMPLETED.
TO:     CHERYLE RUTHERFORD-KELLY, Human Services Director

FROM:   MARGIE WILLIAMS, Clerk of the Board

SUBJECT: DESIGNATED REPRESENTATIVES TO ACQUIRE FEDERAL SURPLUS PROPERTY FROM THE CALIFORNIA STATE AGENCY FOR SURPLUS PROPERTY

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on January 13, 2004

ACTION AND VOTE:

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

BOARD ACTION: Supervisor Parker pulled item 9. Supervisor Bibby pulled items 7 and 8. (M)Pickard, (S)Stetson, the balance of the items were approved/Ayes: Unanimous.

   Supervisor Bibby initiated discussion relative to item 7, and asked about the process for tracking the surplus property that is acquired. Rich Inman, County Administrative Officer advised that he will review the tracking issue. (M)Bibby, (S)Stetson, item 7 was approved, with direction given for a tracking mechanism to be in place/Ayes: Unanimous.

   Supervisor Bibby initiated discussion relative to item 8, and reimbursement of administrative costs. Rich Inman advised that he will review the matter to see if reimbursement is occurring. (M)Bibby, (S)Stetson, item 8 was approved with direction given for the County Administrative Officer to verify that the administrative costs are being reimbursed/Ayes: Unanimous.

   Jim Petropulos, Public Works Director, provided input relative to item 9, and stated he needs the funds transferred for the road materials; however, he withdrew the portion of the request for the falling jack. He advised that he wants to meet with Supervisor Balmain and staff to explore the level of expertise needed to operate a falling jack. Supervisor Bibby requested that information be provided on how much the equipment would be used and justification for the equipment when the request is brought back. (M)Pickard, (S)Bibby, the portion of item 9 was approved for transferring funds for hauling road materials/Ayes: Unanimous.
CA-7

Adopt a Resolution Designating Nancy Bell, Deputy Director; Cynthia Larca, Fiscal Officer; Bernadette McGowan, Staff Services Manager; and Sharol Stang, Network Administrator as Representatives of the Department of Human Services to Acquire Federal Surplus Property from the California State Agency for Surplus Property (Human Services Director); Res. 04-15, with direction given for a tracking mechanism to be in place.

cc: Rich Inman, County Administrative Officer
    Cindy Larca, Fiscal Officer
    File