

MARIPOSA COUNTY
BOARD OF SUPERVISORS

AGENDA
ACTION FORM

DATE: January 6, 1998
AGENDA ITEM NO.: CA-9

DEPARTMENT: VISITORS BUREAU BY: STEVE HAYES PHONE: 966-3685

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes No)
Recommend that the Board of Supervisors approve and authorize the Visitors Bureau Director to enter into agreements for copier lease and maintenance through the County's existing provider of copy machines. The monthly lease payment is \$247.21 and the maintenance cost is .008 cents per copy. There is a one time documentation fee of \$49.50.

BACKGROUND AND HISTORY OF BOARD ACTIONS: The approved FY 97-98 budget provides 3,000 dollars for rent or lease of a copier.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

COSTS: () Not Applicable

A.	Budgeted current FY	\$3,000.00
B.	Total anticipated costs	\$2,000.00
C.	Required additional funding	\$ 0.00
D.	Internal transfers	\$ 0.00

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:

CAO MEMO

SOURCE: () 4/5ths Vote Required

A.	Unanticipated revenues	\$ _____
B.	Reserve for contingencies	\$ _____
C.	Source description:	_____

Balance in Reserve for Contingencies, if approved: \$ _____

CLERK'S USE ONLY:
RES. NO.: 98-8 Ord. No. _____
Vote - Ayes: _____ Noes: _____
Absent: _____ Abstained: _____
() Approved () Denied
 Minute Order Attached () No action necessary

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item is on agenda as:

_____	Recommended
_____	Not Recommended
_____	For Policy Determination
<input checked="" type="checkbox"/>	Submitted with Comment <u>SEE ATTACHED</u>

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

Comment: _____
A.O. Initials: JH

MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: STEVE HAYES, Visitors Bureau Director
FROM: MARGIE WILLIAMS, Clerk of the Board *MW*
SUBJECT: AGREEMENTS FOR COPIER LEASE AND MAINTENANCE;
RES. 98-8

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on January 6, 1998

ACTION AND VOTE:

Approval of Consent Agenda (See End of Minutes)

BOARD ACTION: Supervisor Reilly amended item 11 to delete the name of Susan Clark from list of appointments. Supervisor Balmain pulled items 9 and 10. Supervisor Parker pulled item 3 for discussion with Public Works Director later this date. Supervisor Stewart pulled item 2 for discussion with Public Works Director later this date.

(M)Parker, (S)Pickard, balance of items were approved/Ayes: Unanimous.

Item 9 - Discussion was held with relative to this item and why it was being handled as a separate contract from the countywide contract currently in effect and at a different rate. (M)Pickard, (S)Stewart, item 9 was approved, with direction given for a letter to be sent to Minolta Leasing Services expressing dissatisfaction that the agreement for this photocopier does not contain the same rates as the County's umbrella agreement. Further discussion was held, and Steve Hayes, Visitors Bureau Director, provided input relative to the agreement and the use of the photocopier. Motion was amended, agreeable with maker and second, to direct County Counsel to try to re-negotiate the agreement to contain the same terms and rates as the County's umbrella agreement. Following further discussion, motion was restated to approve item 9, with direction to be given to department heads that all contracts require approval of the Board in advance of purchase, and with direction that a letter be sent to Minolta Leasing Services expressing dissatisfaction that the agreement for this photocopier does not contain the same rates as the County's umbrella agreement/Ayes: Reilly, Stewart, Pickard; Noes: Balmain, Parker. Janet Hogan, County Administrative Officer, advised that a memorandum has been distributed to departments relative to the approval process for agreements.

CA-9 Resolution Authorizing the Visitors Bureau Director to Enter Into Agreements for Copier Lease and Maintenance through the County's Existing Provider of Copy Machines (Visitors Bureau); Res. 98-8, with direction given to staff

cc: Janet Hogan, County Administrative Officer
Ken Hawkins, Auditor
Jeff Green, County Counsel
File

Mariposa County Board of Supervisors

District 1.....PATTI A. REILLY
District 2.....DOUG BALMAIN
District 3.....ROBERT C. STEWART
District 4.....GARRY R. PARKER
District 5.....BOB PICKARD



JANET HOGAN
County Administrative Officer

MARGIE WILLIAMS
Clerk of the Board

P.O. Box 784
MARIPOSA, CALIFORNIA 95338
(209) 966-3222
1-800-736-1252

FAX (209) 966-5147

December 30, 1997

TO: Board of Supervisors

FROM: Janet Hogan, County Administrative Officer

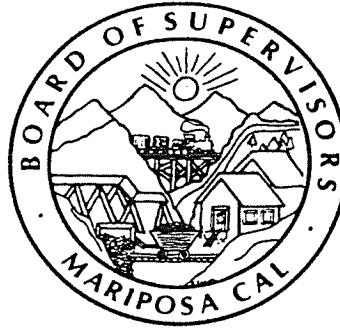
SUBJECT: Visitors' Bureau Copy Machine Lease (Item CA-9, 1/6/98 Agenda)

CC: Steve Hayes, Visitors' Bureau Director

The copy machine lease agreement is with Minolta Leasing Services, Atlanta, Georgia.
The maintenance agreement is with Spriggs Incorporated of Merced.



Mariposa County Board of Supervisors



District 1.....PATTI A. REILLY
District 2.....DOUG BALMAIN
District 3.....ROBERT C. STEWART
District 4.....GARRY R. PARKER
District 5.....BOB PICKARD

JANET HOGAN
County Administrative Officer

MARGIE WILLIAMS
Clerk of the Board

P.O. Box 784
MARIPOSA, CALIFORNIA 95338
(209) 966-3222
1-800-736-1252

FAX (209) 966-5147

January 12, 1998

Mr. John Spriggs
Spriggs, Incorporated
928 West Main Street
Merced, California 95340

Dear Mr. Spriggs:

Subject: Visitors' Bureau Copy Machine

On January 6, 1998 the Mariposa County Board of Supervisors approved the lease and maintenance agreement for the new copy machine located at the Visitors' Bureau office. They also directed that I notify you and Minolta Leasing Services of their displeasure regarding this transaction. It was their intent at the time the countywide contract was executed that all copy machines be obtained pursuant to the contract, and that intent has not changed.

Mr. Martin and I have discussed a procedure to insure that no further exceptions occur. However, please consider this additional notice that no county employee is authorized to enter into a lease for a copy machine without prior approval of the Board of Supervisors.

I look forward to your cooperation to insure that future copy machine acquisitions are pursuant to our contract.

Sincerely,

Janet Hogan
County Administrative Officer

cc: Board of Supervisors
Minolta Leasing Services
Steve Hayes, Visitors' Bureau Director

bcc: M. Williams, Clerk of the Board