

**MEMORANDUM  
COUNTY OF PLACER  
CHILD SUPPORT SERVICES**

**TO:** Board of Supervisors

**FROM:** Troy Held, Director, Child Support Services

**DATE:** June 10, 2008

**SUBJECT:** Resolution authorizing Purchasing Manager to perform activities related to department proposed relocation.

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**ACTION REQUESTED:**

Approval of a Resolution authorizing the Purchasing Manager to perform all activities and approve all documents for the purchase of furnishings, teledata materials and services in an amount not to exceed \$400,000.

**BACKGROUND:**

The Child Support Services Department has been working in cooperation with Facility Services to identify and begin lease negotiations for a potential relocation to Rocklin, CA. As part of this project, the Department has been informed of the estimated moving costs for furnishings and telecommunications at the proposed site. In preparation for the move, the Department must have the office space at the proposed site prepared for occupancy. These preparations include new furnishings, and telecommunication wiring and technology installations. Approval of this action would authorize the Purchasing Manager to act on the Department's behalf to initiate and approve purchases necessary to relocate Child Support Services.

The Department of Facility Services is bringing forward a companion item to this request which requests approval to continue lease negotiations in preparation for the relocation. In the event that the lease negotiation request is not approved, the Department of Child Support Services will be in need of technology and furnishing upgrades to its existing office space. Therefore, this action is still being requested regardless of the outcome of the relocation proposal.

**FISCAL IMPACT:**

The Department is 100% funded by State and Federal sources with no impact to the County General Fund. The Department has sufficient funding in FY 2007-08 to pay for the FY 2007-08 moving costs not to exceed \$400,000. In the event that these funds are not expended in FY 2007-08, the funds will be returned to the State.

# Before the Board of Supervisors County of Placer, State of California

In the matter of:

Resol. No: \_\_\_\_\_

Approval of a Resolution authorizing the Purchasing Manager to perform all activities and approve all documents for the purchase of furnishings, teledata materials and services in an amount not to exceed \$400,000.

Related to Ord. No: \_\_\_\_\_

The following Resolution was duly passed by the Board of Supervisors of the County of Placer at a regular meeting held on June 10, 2008.

by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

\_\_\_\_\_  
Chairman, Board of Supervisors

Attest:  
Clerk of said Board

\_\_\_\_\_  
\_\_\_\_\_  
BE IT RESOLVED, that the Board Of Supervisors of the County of Placer hereby:

**Authorizes** the Purchasing Manager to act on behalf of the Department of Child Support Services and to perform all activities and approve all documents for the purchase of furnishings, for the purchase of Teledata materials and services for the relocation project of the Placer County Child Support Services Department.

**Assures** that the Placer County Department of Child Support Services relocation plan has been developed and reviewed according to County rules and regulations and that in the interest of fiscal responsibility, the Purchasing Manager will continue to review and direct all expenditures for the relocation effort.