#### PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS

## AGENDA ITEM SUMMARY

				الأنتاذ القاذا انتحد جحدر سيريد		
				للننت تتنقن حصد حجر ججي ز		
Meeting Date:	July 16, 2013	[X]	Consent	]	]	Regular
meeting bato.	• all j 10, 2010	[]	Ordinance	Ī	]	Public Hearing
Department						
Submitted By:	<b>Community Ser</b>					
Submitted For:	Head Start/Early	Head S	Start & Children's	<u>s Servi</u>	ces	
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#### I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: Donation of Palm Beach County owned assets and classroom furnishings from the Delray Beach Early Head Start site to the School Board of Palm Beach County.

**Summary:** On March 12, 2013, the Board of County Commissioners approved an Early Head Start Contracted Services Agreement (R2013-0328) with The School Board of Palm Beach County (District). The Head Start/Early Head Start & Children's Services Division (Division) converted the Delray Beach Early Head Start from a grantee site to a contracted site thru the District. The Division intends to transfer some of the inventory to the District to enable them to equip the classrooms. In lieu of giving the District additional dollars for classroom furnishings, it was recommended to move the existing inventory, as we are vacating the site. The appropriate documents have been submitted and routed thru the Fixed Assets Management Office (FAMO). (Head Start) <u>Countywide</u> (TKF)

**Background and Justification:** There are not sufficient County facilities to accommodate all authorized slots for infants and children in the Head Start/Early Head Start program; therefore, the County enters into agreements with child care agencies to provide comprehensive Head Start/Early Head Start services.

Attachments: Requests to Transfer Assets to FAMO Form

Recommended By:

Department Director

·. ·. Approved By:

Assistant County Administrator

# II. FISCAL IMPACT ANALYSIS

## A. Five Year Summary of Fiscal Impact:

Fiscal Years	2013	2014	2015	2016	2017			
Capital Expenditures								
Operating Costs		<u> </u>			 			
External Revenue								
Program Income (County)								
In-Kind Match (County)								
NET FISCAL IMPACT	*							
					·····			
No. ADDITIONAL FTE POSITIONS (Cumulative)								
Is Item Included In Current Budget? Yes No Budget Account No.: FundDept UnitObjectProgram Code Program Period								
B. Recommended Sources of Funds/Summary of Fiscal Impact:								

\*There is no fiscal impact associated with this item. Approximately 71 miscellaneous, non-capital assets will be donated to the District. The total fair market value of these donated assets is \$2,935.

C. Departmental Fiscal Review:

Taruna Malhotra, Director, Financial & Support Svcs.

## **III. REVIEW COMMENTS**

A. OFMB Fiscal and/or Contract Development and Control Comments:

OFMB COMB

and

B. Legal Sufficiency:

Assistant County Attorney

C. Other Department Review:

Department Director

This summary is not to be used as a basis for payment.

#### **REQUEST TO TRANSFER ASSETS TO FIXED ASSETS MGT OFFICE** PALM BEACH COUNTY



	/DIVISION NAME Services/Head Start	5531	CUSTODIAN CODE 5531			DATE 06/27/13			
ASSET		REASON	CONDITION	FAMO UPDATE		u =		ASSIGNED	то
NUMBER	DESCRIPTION	CODE	CODE F	REFERENCE		Z # ASSIGNED	INV	STORE	SCRAP
N/A (all	Approximately 71 miscellaneous,	4 (all [	From Fair	·					
items)	non-capital assets donated to the	items)	(3) to						
,	School Board with a fair market		Good (4)						
	value of \$2,935 dollars.	-			-1477				ļ
	*SEE ATTACHED LISTING*								
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		-							
						4.7418-177 -			
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REASON CODES

112110011000							
1 - EXCESS	2 – OBSOLETE	3 - OTHER SUR	PLUS (specify)		4 – STATUTORY/PUBL	C PURPOSE/BCC ACTION (Describe	in Comments section below)
CONDITION	CODES						
1 – NEW	2 – GOOD	3 – FAIR	4 – POOR	5 - BROKEN/SERVICEABLE	6 – BROKEN/BEYOND REPAIR	7 – OTHER	(Specify)

COMMENTS (Provide details on Reason Code #4, Transfers, Trade-ins, Bond or Grant Funded Asset Information (attach documentation as necessary) Scrapping and Thefts required here) Donation of Palm Beach County owned

miscellaneous or non-capital assets to the Palm Beach County School Board. The total current value is \$2,935. FAMO has not verified the status of the miscellaneous/non-capital assets to the Palm Beach County School Board. The total current value is \$2,935. FAMO has not verified the status of the miscellaneous/non-capital assets or validated their value. **REQUESTED BY – ORIGINATING DEPARTMENT** APPROVAL - FIXED ASSETS MANAGEMENT OFFICE DATE INVENTORY OFFICER ORIGINATOR As to form and compliance w/ Agenda processing for a donation. INVENTORY OFFICER DATE 3 -CUSTODIAN WAREHOUSE DATE DATE Rev 2/1/2013 DISTRIBUTION: ORIGINAL WITH SIGNATURES - FAMO PHOTOCOPY - Originating Department

# HEAD START INVENTORY

	Description	Value	Quantity	Total
1	Large Open Storage Shelves-6ft	\$15.00	4	\$60.00
2	Large Foldable table	\$5.00	1	\$5.00
3	Folding chairs	\$5.00	4	\$20.00
4	Umbrella Stroller	\$10.00	2	\$20.00
5	Large Plush Turtle	\$20.00	1	\$20.00
6	Floor gym/small quilt	\$5.00	2	\$10.00
7	assorted foam shapes for infant classn	\$10.00	3	\$30.00
8	Teacher sitting cubes plastic bench	\$5.00	6	\$30.00
9	Small food carts on wheel	\$50.00	2	\$100.00
10	Infant "boppie" "pillows	\$10.00	2	\$20.00
11	Infant Seats	\$10.00	2	\$20.00
12	Foam Tunnel	\$25.00	1	\$25.00
13	Foam framed mirror	\$20.00	1	\$20.00
14	Art Rack	\$10.00	1	\$10.00
15	Changing Table	\$300.00	1	\$300.00
16	Small refrigerator for formula	\$35.00	1	\$35.00
17	Cribs	\$250.00	3	\$750.00
18	1 Evacuation crib-assembled	\$320.00	1	\$320.00
19	1 piece kitchen set	\$125.00	1	\$125.00
20	Doll Cradle	\$20:00	1	\$20.00
21	Toy bin, clear, low and 5ft. Long	\$35.00	1	\$35.00
22	Kitchen set	\$200.00	1	\$200.00
23	Large pillows	\$10.00	3	\$30.00
24	Toddler size round table, 2 chairs	\$60.00	1	\$60.00
25	Cubbies	\$30.00	8	\$240.00
26	Low, large infant table	\$100.00	2	\$200.00
27	Puppet Stand	\$10.00	1	\$10.00
28	Colored plastic chairs	\$10.00	8	\$80.00
29	Library book shelf	\$50.00	1	\$50.00
30	Large trash cans with lids	\$25.00	2	\$50.00
31	Bottle warmers	\$5.00	2	\$10.00
32	Teacher chair	\$30.00	1	\$30.00
	TOTAL		71	\$2,935.00

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