

**#11
Resolution No. 16-0102**

**County of Sonoma
Santa Rosa, CA 95403**

Date: March 15, 2016

Concurrent Resolution of the Board of Supervisors of the County of Sonoma, State of California, the Board of Directors of the Sonoma County Water Agency, the Board of Directors of the Russian River County Sanitation District, the Board of the Directors of the South Park County Sanitation District, the Board of the Directors of the Occidental County Sanitation District, the Board of Directors of the Sonoma County Agricultural Preservation and Open Space District, and the Board of Directors of the Northern Sonoma County Air Pollution Control District Delegating Signature Authority To The Purchasing Agent, County Department Heads and Heads of the Sonoma County Water Agency, Community Development Commission, Agricultural Preservation and Open Space District, and Northern Sonoma County Air Pollution Control District for Service Agreements and Making Certain Other Legislative Policy Actions

WHEREAS, it is the desire of the Sonoma County Board of Supervisors, the Board of Directors of the Sonoma County Water Agency (hereinafter, "SCWA"), the Board of Directors of the Russian River County Sanitation District, the Board of the Directors of the South Park County Sanitation District, the Board of the Directors of the Occidental County Sanitation District (hereinafter Sanitation District Boards referred to as "County Sanitation District Boards"), the Board of Directors of the Sonoma County Agricultural Preservation and Open Space District (hereinafter "SCOSD"), and the Board of Directors of the Northern Sonoma County Air Pollution Control District (hereinafter "NSCAPCD") (collectively all hereinafter generally referred to as "Boards") to promote efficient and effective use of resources with respect to preparation and review of lower dollar value Service Agreements; and

WHEREAS, in furtherance of this objective, it is the desire of the Boards to authorize an increase in the delegated signature authority for service agreements for the County Purchasing Agent, the County Department Heads, as County officers, and the various heads of the above agencies and districts; and

WHEREAS, another objective of the Boards is to improve procedures for competitive selection of service providers for higher value service agreements; and

WHEREAS, in furtherance of this objective, it is the desire of the Boards to establish a threshold for utilization of formal competitive solicitation processes and for County Purchasing Division staff to provide training on procurement procedures, processes, and competitive solicitation thresholds and best practices to County Department Heads, heads of the above entities and staff upon request; and

WHEREAS, pursuant to California Government Code Section 25502.5(a), in Counties having a population of 200,000 or more, the Board of Supervisors may

authorize the Purchasing Agent to engage independent contractors to perform services for the County or County officers, with or without the furnishing of material, when the annual aggregate cost does not exceed one hundred thousand dollars (\$100,000); and

WHEREAS, the Board of Supervisors in its resolution 95-0328 dated March 21, 1995, established exemptions from Purchasing procedures and authorized certain County officers to execute agreements for indicated items or services within the limits otherwise established for the Purchasing Agent, which limit is currently up to \$25,000; and

WHEREAS, the SCWA Board and the Boards of the County Sanitation Districts operated by the SCWA (Sonoma Valley, Russian River, Occidental and South Park, hereinafter "County Sanitation Districts") adopted concurrent resolution 02-0234 dated March 12, 2002, delegating to the General Manager/Chief Engineer (reference subsequently changed to "General Manager") of the SCWA authority to engage independent contractors to perform services for the Agency and the County Sanitation Districts, including the furnishing of material, up to \$25,000 subject to statutory procedures; and

WHEREAS, the SCOSD Board in its Resolutions 92-1417 and 01-0087 dated September 22, 1992 and January 23, 2001 respectively and Resolution 02-0405 dated April 23, 2002, delegated certain purchasing authority to the General Manager of the SCOSD with a limit of \$25,000 per transaction consistent with Public Resource Code Section 5549(b), as amended; and

WHEREAS, the delegation from the SCOSD Board to the General Manager authorized by this Resolution will require and act by the Legislature before it is effective; and

WHEREAS, the NSCAPCD currently has no formal delegated signature authority policy for service agreements and has informally followed County procurement procedures since 1993; and

WHEREAS, there have been changes in the marketplace since the establishment of the signature authority of the County Purchasing Agent and the heads of the above agencies and districts, as well as inflation, and

WHEREAS, it furthers effective and efficient government operations and management to increase the amounts of delegated signature authority of the Purchasing Agent, other County officers, the SCWA General Manager, the CDC Executive Director, the SCOSD General Manager and the NSCAPCD Air Pollution Control Officer for services.

NOW, THEREFORE, BE IT RESOLVED that the Boards hereby find, declare, determine and order as follows:

1. All of the above recitals are true and correct;
2. Pursuant to Government Code section 25502.5, the Board of Supervisors authorizes the Purchasing Agent to engage independent contractors to perform services for the County or County officers, with or without the furnishing of material, when the annual aggregate cost does not exceed one hundred thousand dollars (\$100,000); the authorization shall be effective upon amendment of the current threshold of \$25,000 in the Sonoma County

Code; and

3. The Board of Supervisors authorizes all County Department heads to execute agreements for services in an amount not to exceed a total contract amount of \$50,000 per year for the life of the contract, and hereby amends resolution 95-0328 dated March 21, 1995 to increase the delegated authority for County officers specified therein to this amount; and
4. The SCWA Board of Directors and the Sanitation District Boards hereby amend resolution 02-0234 dated March 12, 2002 to raise the delegated signature authority of the SCWA General Manager specified therein in an amount not to exceed a total contract amount of \$50,000 per year for the life of the contract; and
5. The SCOSD Board hereby amends its resolutions 92-1417 and 01-0087 dated September 22, 1992 and January 23, 2001 respectively and resolution 02-0405 dated April 23, 2002, to authorize an increase in the delegated signature authority of the SCOSD General Manager in an amount not to exceed a total contract amount of \$50,000 per year for the life of the contract as specified therein, or whatever amount is authorized by the Legislature in an amount no more than \$49,999 per year, immediately upon the adoption by the Legislature of an amendment to Public Resource Code Section 5549(b) or other legislation increasing the delegated signature authority of the SCOSD General Manager as specified in the statutory delegation; and
6. The NSCAPCD Board hereby establishes the delegated signature authority of the NSCAPCD Air Pollution Control Officer in an amount not to exceed a total contract amount of \$50,000 per year for the life of the contract; and
7. The Boards approve the above increases in delegated signature authority for service agreements effective upon amendment of the current threshold of \$25,000 for the County Purchasing Agent in the Sonoma County Code; and
8. The Boards establish the requirement of a formal competitive solicitation process for service agreements in which payment is specified at greater than \$50,000 per year. If a County Department or entity specified above proposes a waiver of competitive solicitation for a particular agreement above this threshold, such waiver documenting a single or sole source justification must be submitted and approved by the County Purchasing Agent prior to commencement of negotiation of the agreement.
9. The Board of Supervisors directs the Purchasing Agent to prepare amendments to the Sonoma County Code for consideration by the Board to change the current service contract delegated signature limit for the Purchasing Agent, and to establish a formal competitive solicitation process for the County.

Sonoma County Board of Supervisors/Directors/Commissioners:

Gorin: Aye Rabbitt: Aye Zane: Aye Gore: Aye Carrillo: Aye

Ayes: 5 Noes: 0 Absent: 0 Abstain: 0

So Ordered.