



COUNTY OF SONOMA

575 ADMINISTRATION
DRIVE, ROOM 102A
SANTA ROSA, CA 95403

SUMMARY REPORT

Agenda Date: 12/6/2022

To: Sonoma County Board of Supervisors
Department or Agency Name(s): Sonoma County Public Infrastructure
Staff Name and Phone Number: Johannes J. Hoevertsz, 707-565-3585
Vote Requirement: Majority
Supervisorial District(s): Countywide

Title:

Amendment of Sonoma County Code to Increase Certain Delegated Authority for Purchase of Goods

Recommended Action:

- A) Consider an Ordinance amending Sonoma County Code Section 2-55 "Central Purchasing - Exceptions," to increase the delegated purchasing authority for goods for Department Heads to seven thousand dollars (\$7,000) per transaction without prior approval from the Purchasing Agent; and
- B) Adopt a Resolution introducing, reading the title of, and waiving further reading of a proposed ordinance amending Section 2-55 of the Sonoma County Code (First Reading).

Executive Summary:

Under Sonoma County Code section 2-55, County Department Heads currently have authority to purchase goods under \$2,500 per transaction. The existing ordinance was adopted on December 12, 2006 and no longer supports the current needs of the County to efficiently meet operational needs and to effectively serve the public. To improve efficiency and responsiveness of County departments, the Sonoma County Public Infrastructure Department (SPI), formerly General Services, is requesting amendment of the Sonoma County Code, to increase authority for department heads to procure goods in amounts up to \$7,000 per transaction.

Discussion:

In 2006, the County revised Sonoma County Code Section 2-55 "Central Purchasing - Exceptions" to increase the delegated purchasing authority of Department Heads to procure goods and services in amounts up to \$2,500. □

General costs of goods since 2006 have increased and operational needs are no longer met under the current Delegated Purchasing Authority of \$2,500. Responding quickly to community needs often requires the purchase of goods and services in a timely manner. While higher costs procurement needs are met through County Purchasing policies, the recommended increase would allow Departments to operate more efficiently. Urgent operational situations and costs of goods have been steadily increasing in recent years, and the recommended change would allow the County to efficiently procure needed goods at a direct, departmental level to meet needs.

With regards to the delegated authority for services contained in existing Sonoma County Code section 2-55, your Board's Resolution 16-0102 and Resolution 95-0328 previously increased department head delegated authority for services agreements, pursuant to the terms stated in those Resolutions. Those delegations reflect current departmental needs and practices, and accordingly the reference to "services" and related delegation

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in Section 2-55(a) is made obsolete. It is therefore recommended to delete all references to “services” in Section 2-55(a) and allow delegated authority as to services agreements to be wholly contained in the above-mentioned Resolutions and such other actions of your Board.

The proposed amendments are shown in Attachment 1 (strikeout version) and Attachment 2 (final/clean version).

Strategic Plan:

N/A

Prior Board Actions:

12/5/06 - Ordinance No. 5699, amending Article 5 of Chapter 2, Section 2-55 "Central Purchasing - Exceptions."

FISCAL SUMMARY

Narrative Explanation of Fiscal Impacts:

No fiscal impacts are anticipated as a result of the proposed action.

Narrative Explanation of Staffing Impacts (If Required):

None.

Attachments:

- 1 - Underline/Strike Out version of Ordinance
- 2 - Final (clean) version of Ordinance
- 3 - Resolution

Related Items “On File” with the Clerk of the Board:

- 1 - Ordinance 5699 passed and adopted December, 2006 by the Board