



# COUNTY OF SONOMA

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

## SUMMARY REPORT

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**Agenda Date:** 1/10/2023

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**To:** Sonoma County Board of Supervisors

**Department or Agency Name(s):** Public Infrastructure

**Staff Name and Phone Number:** Johannes J. Hoevertsz, 707-565-2550

**Vote Requirement:** Majority

**Supervisory District(s):** Countywide

**Title:**

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

**Recommended Action:**

Adopt an Ordinance amending Sonoma County Code Section 2-55 "Central Purchasing - Exceptions," to increase the delegated purchasing authority for goods for Department Heads to the amount of seven thousand dollars (\$7,000) or less per transaction without prior approval from the Purchasing Agent (Second reading, Ready for Adoption).

**Executive Summary:**

Under Sonoma County Code section 2-55, County Department Heads currently have authority to purchase goods under \$2,500. 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 and including \$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 under \$2,500.

Increases in general costs of goods have occurred since 2006 and operational needs are no longer met under the current Delegated Purchasing Authority of under \$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

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current departmental needs and practices, and accordingly the reference to “services” and related delegation 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.

On December 6, 2022, the Board unanimously approved the “first reading” action to proceed with the proposed ordinance amendment.

On December 13, 2022, the ordinance’s corresponding “adoption” action was approved by the Board on consent. However, a discrepancy was subsequently discovered between the Dec 6, 2022 Board item’s ordinance strikeout attachments, and those in the Dec. 13, 2022 Board item. Correct copies of the attachments are attached to this Board Item, and a further second reading and adoption is now being done.

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

**Strategic Plan:**

N/A

**Prior Board Actions:**

12/6/22 - Introduction and Waiving of Further Reading of Ordinance Amending Sonoma County Code section 2-55

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 - Strikeout version of Ordinance
- 2 - Final (clean) version of Ordinance

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

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