RESOLUTION - ACTION REQUESTED 2017-371

MEETING: June 13, 2017

TO: The Board of Supervisors

FROM: Dallin Kimble, County Administrative Officer

RE: Department Head Purchasing Authority Resolution

RECOMMENDATION AND JUSTIFICATION:
Adopt a Resolution Authorizing County Department Heads, in Their Role as Assistant Purchasing Agents, to Make Purchases and Enter into Contracts Valued Up to $10,000.

On May 23, 2017, the Board approved Ordinance 1124, which revised Section 3.08 “Purchasing” of the Mariposa County Code. That ordinance names each department head as an assistant purchasing agent for the County with authority to purchase services, supplies and equipment at the best possible value for their department. It also requires the purchasing authority of assistant purchasing agents to be established by resolution.

This resolution authorizes department heads, in their role as assistant purchasing agents, to make purchases and enter into contracts valued up to $10,000 without prior approval from the Board. Contractual agreements are limited to one year and subject to normal routing requirements, review by county counsel, and regular reporting to the Board. Purchases would be subject to approved budgets.

In partnership with Ordinance 1124, this resolution will enable County department heads to keep operations moving forward in an efficient way and reduce the number of contracts required for Board review at the beginning of each fiscal year.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
The Board approved Ordinance 1124 on May 23, 2017, which revised the duties and authority of the purchasing agent and assistant purchasing agents.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
Pass the resolution with revisions to the purchasing authority or associated guidelines. Department heads will be subject to those revisions.

Do not pass the resolution. Department heads will have no authority to make purchases or enter into contracts for services, supplies or equipment. Service delivery may experience delays.
ATTACHMENTS:
2017 Department Head Purchasing Authority Resolution (DOCX)

CAO RECOMMENDATION
Requested Action Recommended

Dallin Kimble
Dallin Kimble, County Administrative Officer 6/8/2017

RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]
MOVER: Kevin Cann, District IV Supervisor
SECONDER: Merlin Jones, District II Supervisor
AYES: Smallcombe, Jones, Long, Cann, Menetrey
MARIPOSA COUNTY RESOLUTION NO. 17-371

PURCHASING AUTHORITY OF THE COUNTY DEPARTMENT HEADS

WHEREAS, the Mariposa County Board of Supervisors desires to facilitate an efficient and effective purchasing process for regular County business; and

WHEREAS, the Mariposa County Board of Supervisors has adopted an ordinance appointing the county administrative officer (CAO) as the purchasing agent for the County and department heads as assistant purchasing agents; and

WHEREAS, this resolution is required to establish the purchasing authority of said assistant purchasing agents.

NOW, THEREFORE, BE IT RESOLVED that the Mariposa County Board of Supervisors herein establishes the following guidelines and purchasing authority for department heads serving as assistant purchasing agents:

1. Assistant purchasing agents shall be authorized to purchase services, supplies and equipment valued up to $10,000.

2. Assistant purchasing agents shall be authorized to enter into contracts for services valued up to $10,000.

3. All purchases or contracts authorized herein will be made subject to state and local purchasing regulation and policy.

4. No contract, purchase order, or requisition authorized herein shall be for a term longer than one year.

5. All contracts for service authorized herein will be subject to normal routing procedures and review by county counsel, and will be reported to the Board of Supervisors as required by Resolution 05-400, or its successors.

PASSED AND ADOPTED by the Mariposa County Board of Supervisors on this 13th day of June, 2017, by the following vote:

AYES: SMALLCOMBE, JONES, LONG, CANN, MENETREY
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE

[Signature]
MARSHALL LONG, Chairman

ATTEST: APPROVED AS TO FORM:

René LaRoche, Clerk of the Board

Steven W. Dahlem, County Counsel