



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: Agricultural
Commissioner
Department No.: 051
For Agenda Of: 07/07/09
Placement: Administrative
Estimated Tme:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Department William D Gillette, 681-5600
Director(s)
Contact Info: Elena Morelos, 681-5600
SUBJECT: Agricultural Commissioner Authority to Sign Standard Agreements

County Counsel Concurrence

As to form: Yes

Other Concurrence: Select_Other

As to form: Select_Concurrence

Recommended Actions:

That the Board of Supervisors adopt a resolution authorizing the Agricultural Commissioner/Director of Weights and Measures to sign standard agreements and memoranda of understanding for various programs and services.

Summary Text:

This resolution would authorize the Agricultural Commissioner/Director of Weights and Measures to sign standard agreements and memoranda of understanding for various programs and services provided that said agreements are within the scope of his/her responsibility; included in the annual budget; and reviewed by County Counsel and the County Executive Officer. Additionally, no such contract or extension shall require expenditure or commitment of County funds in excess of \$100,000 without express approval of the Board of Supervisors. This authorization will expire after three (3) years.

Background:

Each year the department receives a number of contracts and MOU's from state and federal agencies that reimburse the County for services provided. The amount of each contract changes annually even though the amount of work remains constant. Any changes beyond 10%, with a \$5,000 minimum, are greater than the CEO's office is authorized to sign. When this happens, the department must request approval by your Board of Supervisors. Amendments to contracts during the year are subject to the same conditions. This has proven to be inefficient. In some cases we have had to seek Board approval for increases in contracts for very small amounts or have refused contract amendments which have very tight time requirements.

Auditor-Controller Concurrence

As to form: Yes

All revenues from these contracts are included in the departmental budget which is reviewed by the CEO's office and approved by your Board. The authorization requested would be limited to \$100,000. Any contract over that amount would continue to be brought to your Board for approval.

Special Instructions:

Please return copy of executed resolution and minute order to Elena Morelos, Agricultural Commissioner's Office

Attachments: Resolution

Authored by:

Elena Morelos