



COUNTY OF HUMBOLDT

For the meeting of: 5/5/2020

File #: 20-404

To: Board of Supervisors

From: County Administrative Office

Agenda Section: Departmental

SUBJECT:

Introduction of Ordinance to Amend Chapter 5 of Division 4 of Title II of the Humboldt County Code Relating to the Purchasing Agent of Humboldt County §245-1 *et seq* Sections 245-2, 245-2.5, 245-3 items (a), (c), (d), (h), 245-4, 245-6 and 245-10

RECOMMENDATION(S):

That the Board of Supervisors:

1. Introduce the attached Ordinance to Amend Chapter 5 of Division 4 of Title II of the Humboldt County Code Relating to the Purchasing Agent of Humboldt County §245-1 *et seq* Sections 245-2, 245-2.5, 245-3 items (a), (c), (d), (h), 245-4, 245-6 and 245-10 by title (Attachment 1), and waive the first reading;
2. Set the Ordinance for adoption at least one week away;
3. Direct the Clerk of the Board to publish the pre-adoption summary of the Ordinance and to post a certified copy of the full text of the proposed Ordinance in the office of the Clerk of the Board, both publication and posting to be done at least five (5) days prior to the Board meeting at which the Ordinance will be adopted. [Government Code Section 25124 (b)(1)]; and
4. Direct the Clerk of the Board, within 15 days after adoption of the Ordinance, to publish a post-adoption summary of the ordinance with the names of the Supervisors voting for and against the Ordinance, and to post in the office of the Clerk of the Board a certified copy of the full text of the adopted Ordinance and amendments along with the names of those Supervisors voting for and against the Ordinance [Government Code Section 25124 (b)(1)].

SOURCE OF FUNDING:

Central Services Fund (3555)

DISCUSSION:

On July 1, 1969, the Board of Supervisors adopted Ordinance #681 establishing the duties and

responsibilities of the Purchasing Agent. This ordinance was subsequently codified as Humboldt County Code §245-1 *et seq.* The ordinance was reviewed in 2005 as part of the General Services Department and County Administrative Office's reorganization. Revisions were made to the ordinance in August 2011 and in March 2014 to conform the county's ordinance to current state law and to the Purchasing Policy. There is a need to bring an additional revision of the ordinance before your Board for adoption to update county-wide purchase practices. This ordinance revision will be the basis for the upcoming revision to the Purchasing Policy.

The proposed amendments to Chapter 5 of Division 4 of Title II of the Humboldt County Code Relating to the Purchasing Agent of Humboldt County Code §245-1 *et seq.* are:

1. Section 245-2 sets forth Purchasing Agent specific duties. The revisions are:
 - (b) Adds the availability and use of legal contractual documents to procure goods and services.
 - (i) Updates the record retention to current electronic practices.
2. Section 245-2.5 Purchasing Agent Emergency Duties increases the dollar threshold for contracting services related to a local emergency from not to exceed One Hundred Thousand Dollars to not to exceed Five Hundred Thousand Dollars.
3. Section 245-3 sets forth exceptions to standard Purchasing Practices. Revisions are:
 - (a) Updates the Election Code Sections applicable to the purchase of election supplies.
 - (c) Clarifies the title of County Road Commissioner-Public Works Director.
 - (d) Adds conference and training registration fees.
 - (h) Small value purchases of goods/materials not to exceed \$1,000 threshold is increased to a \$3,000 threshold and adds local vendor support statement.
4. Section 245-4 Bidding Procedures competitive bids or quotes dollar threshold is revised to \$3,000 to be consistent with revised Section 245-3 (h) above. Language is added to record retention method.
5. Section 245-6 update reflects the elimination of extra equipment storage and adds the use of the county website for advertising surplus sales.
6. Section 245-10 updates the record retention practice for purchase documents using electronic storage. The maintenance of the software vendor data base is added.

FINANCIAL IMPACT:

The financial impact to the recommended action is minimal and is associated with staff time to

implement.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by managing our resources to ensure sustainability of services.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Board Discretion

ATTACHMENTS:

Ordinance Amending Chapter 5 of Division 4 of Title II of the Humboldt County Code
Pre-Adoption Summary Re FY 19-20 Chapter 5 of Division 4 of Title II Humboldt County Code
Post-Adoption Summary Re FY 19-20 Chapter 5 of Division 4 of Title II Humboldt County Code

PREVIOUS ACTION/REFERRAL:

Board Order No.: E-4, C-4, G-1, C-6

Meeting of: 5/24/ 2005, 6/7/2005, 8/23/2011, 3/25/2014

File No.: N/A