



# COUNTY OF EL DORADO, CALIFORNIA

## BOARD OF SUPERVISORS POLICY

Subject:  NON-FINANCIAL AGREEMENTS	Policy Number:  C-18	Page Number:  1 of 2
	Date Adopted: 08/07/2012	Effective Date: 08/07/2012

### I. PURPOSE

The purpose of this policy is to delegate authority to execute certain types of agreements or Memoranda of Understanding (MOUs) to County Officers or employees.

The County is responsible for providing programs and services that are mandated by state or federal legislation. In the provision of such programs and services, it is often necessary to coordinate with other governmental or non-profit agencies. To ensure efficient and effective delivery of the programs or services, participating agencies often desire to document their respective roles and responsibilities through operational agreements or MOUs. Departments may also need to coordinate with other governmental or non-profit agencies in the course of providing programs and services which the Board of Supervisors has sanctioned and determined to be in accordance with a department's mission through approval of that department's budget or other specific Board action.

It is the position of the Board of Supervisors that the execution of such operational, administrative, and cooperative agreements is a ministerial function and does not necessarily require action by the Board of Supervisors, the policy-making body of the County.

### II. POLICY

The Chief Administrative Officer or designee shall have authority to execute operational, administrative, or cooperative agreements between a County department or departments and one or more governmental entities or non-profit organizations which:

- A. Are related to the provision of services or programs that are mandated by the state or federal government; or
- B. Have been sanctioned and determined to be in accordance with a department's mission by the Board of Supervisors through approval of that department's budget or other specific Board action.

Such agreements shall not provide for remuneration between the parties. Nor shall it provide for undue assumption of risk of liability, in the opinion of the Chief Administrative Officer or designee, beyond that which would normally be assumed in the performance of the services or programs (e.g. indemnification clauses agreeing to assume liabilities for which the County would not normally be responsible).



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### III. PROCEDURE

- A. Departments submitting such agreements to the Chief Administrative Officer for execution must provide sufficient information to demonstrate compliance with this policy in the format prescribed by the Chief Administrative Office.
- B. If the Chief Administrative Officer determines that a particular agreement may be in conflict with County policy or other stated objectives of the Board of Supervisors, or if the agreement provides for remuneration between the parties, such agreement shall be presented to the Board of Supervisors for review and appropriate action.

### IV. REFERENCES

El Dorado County Code of Ordinances, Title III, authorizes certain County officers and employees to contract for public works projects in accordance with California Public Contract Code and for special services in accordance with California Government Code.

### V. RESPONSIBLE DEPARTMENT

Chief Administrative Office

### VI. DATES ISSUED AND REVISED; SUNSET DATES:

<b>Issue Date:</b>	08/07/2012	<b>Sunset Review Date:</b>	n/a
<b>Revision Date:</b>	07/25/2017	<b>Sunset Review Date:</b>	07/25/2021