



ORDINANCE No. _____

**THE BOARD OF SUPERVISORS OF THE COUNTY OF EL DORADO DOES
ORDAIN AS FOLLOWS:**

Section 1. Subsection I of Section 3.12.050 of Chapter 3.12 of Title 3 of the El Dorado County Ordinance Code is hereby amended as follows:

- I. "Services " means work or services, inclusive of the services, advice, education, and training enumerated in Government Code section 31000, and exclusive of public works as defined in Public Contract Code. For the purposes of this chapter, services shall not mean monthly usage agreements for refuse, wireless and other telephone services, cable and satellite television and internet services, or utility usage agreements.

Section 2. Section 3.12.140 of Chapter 3.12 of Title 3 of the El Dorado County Ordinance Code is hereby amended as follows:

3.12.140: Purchasing Agent - Delegation of Authority.

At the request of an agency or department head, the purchasing agent may, and where legally required to do so shall, delegate in writing purchasing and signature authorities to any county agency or department head or department personnel to purchase supplies, materials, goods, furnishings, equipment and other personal property that are related to the operations of the requesting agency or department. These purchases shall comply with this chapter and any county purchasing policies and procedures. Considerations for delegation of authority shall include, but not be limited to, the repetitive nature of purchases, volume, the purchasing experience of the department and other common factors lending themselves to delegation. The purchasing agent may also rescind the delegation of authority under this section by written notice to the county agency or department head, unless otherwise prohibited by law. Any agency or department head or department personnel so authorized under this section shall be considered and designated as an assistant or deputy purchasing agent until such authorization to purchase is rescinded.

Section 3. Section 3.12.150 of Chapter 3.12 of Title 3 of the El Dorado County Ordinance Code is hereby amended as follows:

3.12.150: Purchases Prohibited from Delegation of Authority.

Notwithstanding the provisions of 3.12.140, the following limitations on delegation of authority apply:

Authority to purchase fixed assets, supplies available through central stores, and supplies, materials and equipment available for purchase pursuant to a contract awarded by the board of supervisors or the purchasing agent may not be delegated to any agency or department head or department personnel.

Authority to purchase computer hardware and software may not be delegated to an agency or department head or department personnel of any department other than the Department of Information Technologies.

Authority for emergency purchases may only be delegated to agency or department heads and may not be delegated to department personnel.

Section 4. A new Section 3.12.250 is added to Chapter 3.12 of Title 3 of the El Dorado County Ordinance Code as follows:

3.12.250: Purchasing Agent—Delegation of Authority.

At the request of an agency or department head, the purchasing agent may, and where legally required to do so shall, delegate in writing purchasing and signature authorities to any county agency or department head or department personnel to contract for services that are related to the operations of the requesting agency or department. These contracts for services shall comply with this chapter and any county purchasing policies and procedures. The purchasing agent may also rescind the delegation of authority under this section by written notice to the county agency or department head, unless otherwise prohibited by law. Any agency or department head or department personnel so authorized under this section shall be considered and designated as an assistant or deputy purchasing agent until such authorization is rescinded.

Section 5. A new Section 3.12.260 is added to Chapter 3.12 of Title 3 of the El Dorado County Ordinance Code as follows:

3.12.260: Procurement of Services Costing Less than \$10,000 – Alternate Procedures.

Pursuant to El Dorado County Charter section 602, the procurement of and payment of money to a private entity for the performance of services costing less than \$10,000 without a written contract is hereby authorized. The procedures for processing and documenting such purchases shall be specified in the comprehensive policies and procedures governing purchases of services, supplies and equipment adopted by the board of supervisors in accordance with section 3.12.030.

Section 6. This ordinance shall become effective thirty (30) days following adoption hereof.

PASSED AND ADOPTED by the Board of Supervisors of the County of El Dorado at a regular meeting of said Board, held on the ____ day of _____, 2013, by the following vote of said Board:

Ayes:

ATTEST
JAMES S. MITRISIN
Clerk of the Board of Supervisors

Noes:
Absent:

By: _____
Deputy Clerk

Chair, Board of Supervisors

APPROVED AS TO FORM
EDWARD L. KNAPP
COUNTY COUNSEL

By _____
Janeth D. SanPedro
Deputy County Counsel

I CERTIFY THAT:
THE FOREGOING INSTRUMENT IS A CORRECT COPY OF THE ORIGINAL ON FILE IN THIS OFFICE

Date _____

ATTEST: JAMES S. MITRISIN, Clerk of the Board of Supervisors
of the County of El Dorado, State of California.

By _____
Deputy Clerk