

**PLACER COUNTY  
ADMINISTRATIVE SERVICES DEPARTMENT  
MEMORANDUM**

**TO:** Honorable Board of Supervisors

**FROM:** Clark Moots, Director of Administrative Services *Clark Moots*  
Dave Seward, Purchasing Manager *DS*

**DATE:** June 27, 2006

**SUBJECT:** Recommendation to Adopt a Resolution Amending Administrative Rules, Chapter 15: Board of Supervisors Procedures, Section 15.7(d) to Allow Placement of Routine Procurement Items of \$250,000 or Less on the Consent Calendar.

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**ACTION REQUESTED**

Adopt a resolution amending Administrative Rules, Chapter 15: Board of Supervisors Procedures, Section 15.7(d) to allow placement of routine Procurement items of \$250,000 or less on the Consent Calendar.

**BACKGROUND**

The Administrative Services Department, Procurement Services Division, is continually searching for innovative ways to implement best practices, streamline procurement processes and become more efficient and effective in its operation. This involves a review of the County's Purchasing Policy Manual (PPM) and Administrative Rules on a regular basis to ensure that they reflect government best practices. This review is a key component to our "continuous improvement process" which has resulted in the Procurement Services Division being awarded the National Purchasing Institute "Achievement of Excellence in Procurement" award for the past three years.

The Administrative Rules currently require that procurement items involving purchases of \$100,000 or more be addressed before the Board of Supervisors as a "Department" item at each scheduled Board of Supervisors meeting. These items generally consist of uncontested bids, recommendation of award of Request for Proposal solicitations, award of purchases exempt from competition, renewal or amendments to blanket purchase orders, and professional services contracts. This current process affects the scheduling of the agenda, requires significant staff time, and prolongs the duration of the Board meetings.

By amending the Administrative Rules to allow for the placement of routine Procurement items involving purchases of \$250,000 or less on the Consent Calendar, the length of time for Board of Supervisors meetings will be reduced, the agenda process will be streamlined, and the amount of staff time required to attend Board meetings will decrease. During the agenda review process, the CEO may remove any Procurement

item from the Consent Calendar and recommend that it be placed as a Department item on the Board of Supervisors agenda. Under the Administrative Rules, the Board of Supervisors or members of the public may also have the option of removing a consent item from the agenda for discussion.

The Consent Calendar procedures that are being recommended are considered a “best practice” by the Northern California Counties outlined below:

- Butte County: All items “usually” on consent
- Fresno County: All items on consent
- Lake County: All items on consent unless other than low bid recommendation, controversial, or contested.
- Marin County: Same as Lake County
- Sacramento County: All items consent unless professional services of \$100,000 or more or multi-year contracts

### **RECOMMENDATION**

It is recommended that your Board adopt a resolution amending Administrative Rules, Chapter 15: Board of Supervisors Procedures, Section 15.7(d) to allow placement of routine Procurement items of \$250,000 or less on the Consent Calendar in accordance with Exhibit A to the attached resolution.

cc: Tom Miller, County Executive Officer  
Rich Colwell, Chief Assistant County Executive Officer  
Holly Heinzen, Assistant County Executive Officer  
Mike Boyle, Assistant County Executive Officer  
Ron Baker, Senior Administrative Services Officer  
Candi McCord, Deputy Director of Administrative Services

Attachment: Resolution

**BEFORE THE BOARD OF SUPERVISORS  
COUNTY OF PLACER, STATE OF CALIFORNIA**

**In the matter of:**

Resolution No. \_\_\_\_\_

A RESOLUTION AMENDING ADMINISTRATIVE RULES, CHAPTER 15: BOARD OF SUPERVISORS PROCEDURES, SECTION 15.7(d) REGARDING ITEMS SUBMITTED FOR ROUTINE ACTION AND SCHEDULED AS ITEMS FOR THE "CONSENT CALENDAR"

The following **Resolution** was duly passed by the Board of Supervisors of the County of Placer at a regular meeting held, \_\_\_\_\_, by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

\_\_\_\_\_  
Chairman of the Board of Supervisors

Attest:  
Clerk of the Board

\_\_\_\_\_

\_\_\_\_\_  
The Board of Supervisors of the County of Placer, State of California, does hereby resolve that **Chapter 15, Section 15.7(d)** of the Administrative Rules be amended as shown in Exhibit A.

## Exhibit A

Change to Placer County Administrative Rules, Chapter 15: Board of Supervisors Procedures, Section 15.7(d).

Wording deletions are shown in strike-through text. Wording additions are shown as bold, underlined text.

Items submitted for routine action shall be so identified by the submitting party and scheduled as items for the "Consent Calendar" at the discretion of the County Executive Officer under the direction of the Chairman. "Routine items" shall include matters that are repetitive, non controversial, or ministerial, or procurement items involving purchases of less than ~~\$100,000~~ **\$250,000**.

**This shall also include procurement items such as; uncontested bids, uncontested recommendation of RFP awards, purchases exempt from competition as defined in Section 1.3 of the Purchasing Policy Manual, renewal or amendment of blanket purchase orders, and professional services contracts.** Prior to a motion and a second on consent items, any member may request an item be pulled for discussion at a later time; otherwise approval of the consent agenda items shall be acted upon without further discussion. Public comment shall be allowed on any consent item before action of the Board. If a Board member intends to ask for the removal of an item set for consent, the member is encouraged to so advise the Chairman at least twenty-four (24) hours before the meeting, unless it is a special meeting or an emergency meeting made with less than twenty-four hours' notice. The member should attempt to resolve any and all questions or uncertainties the member has about the item through inquiries to staff before the meeting. It is the expectation of the Chairman when he/she sets matters on consent that staff may not be present to discuss the item.