



OFFICE OF THE
COUNTY ADMINISTRATOR

August 19th, 2014

Matthew H. Hymel
COUNTY ADMINISTRATOR

Marin County Board of Supervisors
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San Rafael, CA 94903

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SUBJECT: Recommendation to Increase County Administrator's Authorization to Review and Execute Professional Services Contracts from an Amount Not to Exceed \$25,000 to a Revised Amount Not to Exceed \$50,000

Dear Supervisors:

BACKGROUND:

Like other comparable counties, in 2001 your Board took action delegating the County Administrator as a Deputy Purchasing Agent under Section 2.08.040 of Municipal Code and authorized the County Administrator under Section 2.08.051 of Municipal Code to enter into professional services contracts up to \$25,000. California Government Code Section 25502.5 permits such delegation up to \$100,000. As part of your 2001 action, the County Administrator is required to provide quarterly reports to your Board detailing the contracts that were entered into under this delegated authority.

Based on our business process review in preparation for replacement of our SAP enterprise resource planning software, we have reviewed the practices of our comparable counties. The results are summarized in the table below:

County	Delegated Contract Threshold
Monterey	\$100,000
Napa	\$61,200 *
San Luis Obispo	\$50,000
San Mateo	\$100,000
Santa Barbara	\$100,000
Santa Cruz	\$15,000
Sonoma	\$25,000
Average	\$64,457

**Napa County indexed to the change in inflation annually.*

In addition, there has been a 30% increase in inflation since 2001.

RECOMMENDATION:

Based on our review, we are proposing to increase the delegated authority to \$50,000 to be more in line with the average of our comparable counties. We would continue to be required to provide quarterly reports to your Board.

The proposed amendments will not change the legal and programmatic review processes that take place prior to the execution of a professional services contract. The County Administrator will still be required to submit to your Board quarterly reports on the contracts executed.

FISCAL IMPACT:

There is no cost associated with the recommendation. Time savings among our departments would be partially offset by increased but manageable workload within the County Administrator's Risk Management Division to ensure continued accountability and due diligence review of County contracts.

With your approval, we would implement this change for all new contracts beginning October 1, 2014.

Please let me know if you have any questions or concerns.

REVIEWED BY:	<input type="checkbox"/>	Department of Finance	<input checked="" type="checkbox"/>	N/A
	<input type="checkbox"/>	Human Resources	<input checked="" type="checkbox"/>	N/A
	<input checked="" type="checkbox"/>	County Counsel	<input type="checkbox"/>	N/A

Sincerely,



Daniel Eilerman
Deputy County Administrator

Reviewed by,



Matthew H. Hymel
County Administrator