

Purchasing Related Sample Subject Lines and Motions

Following are samples of standard Form 11 Subject Lines and sample motions. The Form 11 subject line and motion examples have been reviewed and approved by County Counsel in an effort to establish consistency and streamline the Purchasing and County Counsel review of the Form 11. Changes you may make to the recommended text may delay approval time for your Form 11s and/or may be rejected. It is highly recommended to utilize the suggested text to streamline the review process. However, this is not an all-inclusive list for the various approvals submittals to the Board and variations from these standard motions may be appropriate. Consult with Counsel and Purchasing should you have a transaction that may not fall under an example provided below.

Brief Guides/Info:

- ❖ For motion #1, always include these eight items (The eighth item may be in a separate motion.):
 1. Activity (Approve, Ratify or Ratify and Approve)
 2. Reference to Agreement or Amendment
 3. The vendor name
 4. The service the vendor provides
 5. Cost
 6. The number of years: consecutive years, and/or options to renew
 7. The actual end date of the term
 8. Authorize the Chairman to sign
- ❖ As this is a “living document” changes may occur and new examples may be added. Watch for revisions numbers to ensure you are referring to the most recent version.
- ❖ The Purchasing Agent does not have an automatic approval authority of 10% above a contract amount. If a department desires to have a 10% contingency or a different amount, then a motion must specifically request this authority. This is also true for an additional amount that is not based on a percentage.
- ❖ Agreements between grant partners, or MOUs with State agencies do not involve a competitive process and therefore do not need Central Purchasing signoff. In the Form 11 a motion should be included to authorize the department head to administer the agreement (See Samples A and B at the very end of the document).
- ❖ All agreements must be reviewed/approved by County Counsel.

Scenarios:

- ❖ **Approve and Execute Standard Agreement – Page No. 2-4**
- ❖ **Without Seeking Competition Agreements – Page No. 4-6**
- ❖ **Award to Other Than Low Bid Agreements – Page No. 6-7**
- ❖ **Agreements That Include Financing – Page No. 8**
- ❖ **Contract Amendments – Page No. 8-9**
- ❖ **Second Motions – Page No. 10-11**

Approve and Execute Standard Agreements

Subject Line Text Sample

Approve the (Insert Name of Agreement) Agreement with (Insert Vendor) for (Insert Service or Commodity) for (Insert the number of years) [Insert District Numbers or "All Districts"], [Total Cost \$xxx,xxx] ___% Source of Funds

Name of Agreement: Do not use the generic "Agreement." Use "Professional Services Agreement" if you are using the standard Professional Services Agreement (PSA) template. If not, use the proper name of the agreement found on the title of the agreement. There are exceptions to this as departments may be required to utilize a state or federal standard format for amendments and must reference their name (and contract number if applicable) accordingly in the subject line and motion.

Optional text to add to subject line if requesting 10% (or another amount) of additional authority to spend: This is generally used for contingency if something needs to be added to the project, but is within scope. The language "up to \$XX in additional compensation" should be included after the total cost amount before the % for source of funds. The percentage is generally 5% or 10%, but departments should use reason to tailor the amount to the specific project. This is also the guide for a specific amount not related to a percentage. The department will need to justify the amount in the body of the Form 11. Specific language in the second motion is required if requesting potential additional spend. Please refer to the Second Motions section for examples.

Ratify: You are required to add in "Ratify" if the start date of the agreement has already passed. This means the vendor has already engaged in providing the services to the department. Including this example does not encourage this practice. See example.

Examples:

Standard:

Approve the Professional Services Agreement with ABC Vendor for consulting services for five years; All Districts [Total cost \$500,000] 100% State Funding

Request for potential additional spend (10% or a specific amount of \$50,000):

Approve the Professional Services Agreement with ABC Vendor for interpretation services for five years; All Districts [Total cost \$500,000; up to \$50,000 in additional compensation] 100% State Funding

Option to renew:

Approve the Professional Services Agreement with ABC Vendor for security services for one year in the annual amount of \$100,000 with the option to renew for four additional one year periods; All Districts [Total cost \$500,000] 100% State Funding

Ratify– insert "Ratify":

Ratify and Approve the Professional Services Agreement with ABC Vendor for consulting services for five years; All Districts [Total cost \$500,000; up to \$50,000 in additional compensation] 100% State Funding

Motion Text Sample

Requirements: *Generally, the first motion must always include: name of vendor, service provided, cost, number of years, and end date of term. If not the first motion, this language must be in a motion for Purchasing related actions.*

Note: *Motions are where departments receive the authority from the Board of Supervisors with regard to the item before the Board. Simply including a request in the background or fiscal box does not render the request valid.*

1. Approve the (Insert Name of Agreement) with (Insert Vendor) for (Insert Service or Commodity) for \$xxx,xxx (list the amount, or indicate annually, aggregate, or not to exceed) for (Insert the number of years, or option to renew XX years, if applicable) years; and authorize the Chairman of the Board to sign the Agreement on behalf of the County

Name of Agreement: Do not use the generic “Agreement.” Use “Professional Services Agreement” if you are using the standard PSA template. If not, use the proper name of the agreement found on the title of the agreement. There are exceptions to this as departments may be required to utilize a state or federal standard format for amendments and must reference their name accordingly in the subject line and motion.

Annual: This refers to a multi-year agreement. Use this term if there is a specific annual amount each year of the contract such as \$100,000 for a total of \$500,000 agreement. This means you cannot spend more than \$100,000 each year.

Aggregate: Using “aggregate” (see example below) means that you may spend different amounts each year of a multi-year contract. This gives you flexibility when working on a project that may have ebb and flows in timing, and/or if you pay by completion of milestones. Budget authority is required, so you will need to have some idea each year when you develop your budget of what you are going to spend in that fiscal year.

Not to exceed: This term can be used in both scenarios above. If this term is included in the compensation language in the agreement, then you should use it in the motion.

Option to renew: This language is included in the motion and the subject line when you are entering into an agreement with a vendor for a specific time and may want to extend the term, but you do not want to commit right now. Be specific about the maximum end date (Month and Day) and the total cost, so it is clear and understood what the total potential cost and the exact potential end date as date of execution is not always fiscal year beginning. You will need to include a second motion for the purchasing agent to sign the renewal agreements. See that section for examples. Also, the “option to renew” language must be in the agreement and must match what is provided in the motion. Conversely, if no “option to renew” is included in an agreement, then the motion to approve the agreement shall not include “option to renew” language.

Ratify: You are required to add in “Ratify” if the start date of the agreement has already passed. This means the vendor has already engaged in providing the services to the department. Including this example does not encourage this practice. See example.

Examples:

Standard:

1. Approve the Professional Services Agreement with ABC Vendor for consulting services for an annual amount of \$100,000 for a total of \$500,000 for five years through November 30, 2023, and authorize the Chairman of the Board to sign the Agreement on behalf of the County

Aggregate:

1. Approve the Professional Services Agreement with ABC Vendor for consulting services for a total aggregate amount of \$500,000 for five years through November 30, 2023, and authorize the Chairman of the Board to sign the Agreement on behalf of the County

Option to renew (With current year as 2019 and four additional years ends in 2023):

1. Approve the Professional Services Agreement with ABC Vendor for consulting services for an amount of \$100,000 for one year with the option to renew for four additional one-year periods for a total of \$500,000 through November 30, 2023, and authorize the Chairman of the Board to sign the Agreement on behalf of the County

Ratify – insert “Ratify” (Using an example with aggregate language and an end date of November 30, 2023):

1. Ratify and approve the Professional Services Agreement with ABC Vendor for consulting services for a total aggregate amount of \$500,000 for five years through November 30, 2023, and authorize the Chairman of the Board to sign the Agreement on behalf of the County

Note: Terms (period of performance and compensation) in the subject and motion must match the terms listed in the actual agreement. Be sure to select the appropriate motion option as terms in the agreement and motions must not conflict.

Without Seeking Competition Agreements (Sole and Single Source)

Note: There are specific and appropriate circumstances where the county enters into an agreement without seeking competitive bids. If you have any questions as to when this can occur, please reach out to the Purchasing Department. Awards without seeking competitive bids must provide sufficient details in the Form 11 background section to support and explain the sole source or single source award. This justification should match the justification in the SSJ Form approved by the Purchasing Agent.

Subject Line Text Sample

Approve the (Insert Name of) Agreement with (Insert Vendor) for (Insert Service or Commodity) without seeking competitive bids for (Insert the number of years) [Insert District Numbers or “All Districts”], [Total Cost ____];[\$____annually or ongoing]; ____% Source of Funds

Name of Agreement: Do not use the generic “Agreement.” Use “Professional Services Agreement” if you are using the standard PSA template. If not, use the proper name of the agreement found on the title of the agreement. There are exceptions to this as departments may be required to utilize a state or federal standard format for amendments and must reference their name accordingly in the subject line and motion.

Optional text to add to subject line if requesting 10% (or another amount) of additional authority to spend: This is generally used for contingency if something needs to be added to

project, but is within scope. The language “up to \$XX in additional compensation” should be included after the total cost amount before the % for source of funds. The percentage is generally 5% or 10%, but departments should use reason to tailor the amount to the specific project. This is also the guide for a specific amount not related to a percentage. The department will need to justify the amount in the body of the Form 11. Specific language in the second motion is required if requesting potential additional spend. Please refer to the Second Motions section for examples.

Ratify: You are required to add in “Ratify” if the start date of the agreement has already passed. This means the vendor has already engaged in providing the services to the department. Including this example does not encourage this practice. See example.

Examples:

Standard:

Approve the Professional Services Agreement with ABC Vendor for consulting services without seeking competitive bids for five years; All Districts [Total cost \$500,000] 100% State Funding

Request for potential additional spend (10% or a specific amount):

Approve the Professional Services Agreement with ABC Vendor for interpretation services without seeking competitive bids for five years; All Districts [Total cost \$500,000; up to \$50,000 in additional compensation] 100% State Funding

Option to renew:

Approve the Professional Services Agreement with ABC Vendor for security services without seeking competitive bids for one year in the annual amount of \$100,000 with the option to renew for four additional one year periods; All Districts [Total cost \$500,000] 100% State Funding

Ratify – insert “Ratify”:

Ratify and Approve the Professional Services Agreement with ABC Vendor for consulting services without seeking competitive bids for five year; All Districts [Total cost \$500,000] 100% State Funding

Motion Text Sample

1. Approve the (Insert Name of) Agreement with (Insert Vendor) for (Insert Service or Commodity) without seeking competitive bids for \$xxx,xxx (list the amount, or indicate annually, or not to exceed) for (Insert the number of years, and option to renew for XX years, if applicable) years; and authorize the Chairman of the Board to sign the Agreement on behalf of the County

Examples:

Standard:

1. Approve the Professional Services Agreement with ABC Vendor for consulting services without seeking competitive bids for an annual amount of \$100,000 for a total of \$500,000 for five years through November 30, 2023, and authorize the Chairman of the Board to sign the Agreement on behalf of the County

Aggregate:

1. Approve the Professional Services Agreement with ABC Vendor for consulting services without seeking competitive bids for a total aggregate amount of \$500,000 for five years through November 30, 2023, and authorize the Chairman of the Board to sign the Agreement on behalf of the County

Option to renew (With current year as 2019 and four additional years ends in 2023):

1. Approve the Professional Services Agreement with ABC Vendor for consulting services without seeking competitive bids for an amount of \$100,000 for one year with the option to renew for four additional one-year periods for a total of \$500,000 through November 30, 2023, and authorize the Chairman of the Board to sign the Agreement on behalf of the County

Ratify – insert “Ratify” (Using an example with aggregate language and an end date of November 30, 2023):

1. Ratify and approve the Professional Services Agreement with ABC Vendor for consulting services without seeking competitive bids for a total aggregate amount of \$500,000 for five years through November 30, 2023, and authorize the Chairman of the Board to sign the Agreement on behalf of the County

Note: Terms (period of performance and compensation) in the subject and motion must match the terms listed in the actual agreement. Be sure to select the appropriate motion option as terms in the agreement and motions must not conflict.

Award To Other Than Low Bid Agreements

Note: There are specific and appropriate circumstances where the county enters into an agreement with other than the lowest bidder. If you have any questions as to when this can occur, please reach out to the Purchasing Department. Awards to other than the low bidder must provide sufficient details in the Form 11 background section to support and explain award to other than the low bidder. For example, how did the low bidder fail to meet the RFP/Q requirements as compared to the awarded vendor?

Sample Subject Line Text

Approve the (Insert Name of) Agreement with (Insert Vendor) for (Insert Service or Commodity) from other than low bidder for (Insert the number of years) [Insert District Numbers or “All Districts”] [Total Cost \$ ____];[\$ ____ annually or ongoing]; ____% Source of Funds

Name of Agreement: Do not use the generic “Agreement.” Use “Professional Services Agreement” if you are using the standard PSA template. If not, use the proper name of the agreement found on the title of the agreement. There are exceptions to this as departments may be required to utilize a state or federal standard format for amendments and must reference their name accordingly in the subject line and motion.

Optional text to add to subject line if requesting 10% (or another amount) of additional authority to spend: This is generally used for contingency if something needs to be added to project, but is within scope. The language “up to \$XX in additional compensation” should be included after the total cost amount before the % for source of funds. The percentage is generally 5% or 10%, but departments should use reason to tailor the amount to the specific project. The department can also choose a specific amount that is not a percentage. Either way, the department will need to justify the amount in the body of Form 11. Specific language in the second motion is required if requesting potential additional spend. Please refer to the Second Motions section for examples

Ratify: You are required to add in “Ratify” if the start date of the agreement has already passed. This means the vendor has already engaged in providing the services to the department. Including this example does not encourage this practice. See example.

Examples:

Standard:

Approve the Professional Services Agreement with ABC Vendor for consulting services from other than low bidder for five years; All Districts [Total cost \$500,000] 100% State Funding

Request for potential additional spend (10% or a specific amount):

Approve the Professional Services Agreement with ABC Vendor for interpretation services from other than low bidder for five years; All Districts [Total cost \$500,000; up to \$50,000 in additional compensation] 100% State Funding

Request for potential additional spend (\$30,000):

Approve the Professional Services Agreement with ABC Vendor for interpretation services from other than low bidder for five years; All Districts [Total cost \$500,000; up to \$30,000 in additional compensation] 100% State Funding

Option to renew:

Approve the Professional Services Agreement with ABC Vendor for security services from other than low bidder for one year with the option to renew for four additional one year periods; All Districts [Total cost \$500,000] 100% State Funding

Motion Text Sample

1. Approve the (Insert Name of) Agreement with (Insert Vendor) for (Insert Service or Commodity) from other than low bidder for \$xxx,xxx (list the amount, or indicate annually, or not to exceed) for (Insert the number of years, and option to renew for XX years, if applicable); and authorize the Chairman of the Board to sign the Agreement on behalf of the County

Examples:

Standard:

1. Approve the Professional Services Agreement with ABC Vendor for consulting services from other than low bidder for an annual amount of \$100,000 for a total of \$500,000 for five years through November 30, 2023, and authorize the Chairman of the Board to sign the Agreement on behalf of the County

Aggregate:

1. Approve the Professional Services Agreement with ABC Vendor for consulting services from other than low bidder for a total aggregate amount of \$500,000 for five years through November 30, 2023, and authorize the Chairman of the Board to sign the Agreement on behalf of the County

Option to renew (With current year as 2019 and four additional years ends in 2023):

1. Approve the Professional Services Agreement with ABC Vendor for consulting services from other than low bidder for an annual amount of \$100,000 for one year with the option to renew for four additional one-year periods for a total of \$500,000 through November 30, 2023, and authorize the Chairman of the Board to sign the Agreement on behalf of the County

Note: Terms (period of performance and compensation) in the subject and motion must match the terms listed in the actual agreement. Be sure to select the appropriate motion option as terms in the agreement and motions must not conflict.

Agreements That Include Financing

Sample Subject Line

Approval of the Master Lease/Purchase Agreement with _____ (insert Bank Name) for _____ (insert Service or Commodity), [Insert District Numbers or "All Districts"], [Total Cost \$_____];[\$_____annually]; ____% Source of Funds

Motion Text Sample:

Requirement for a Resolution: Some financing authorities (banks) may require a resolution by the Board of Supervisors, others are fine with the minute order. This should be communicated to you by the financing authority in advance. If a resolution is required, the subject line will then need to include language for adoption of a resolution. See Board Policy A-5 for examples.

Examples:

Standard:

1. Approve the Master Equipment Lease/Purchase Agreement No. _____ with _____ (insert Bank Name) for _____ (Insert Service or Commodity); for the amount of \$ _____, and authorize the Chairman of the Board to sign the Agreement on behalf of the County

If a financing authority requires a Resolution by the Board of Supervisors, also include the following as the second motion:

2. Adopt Resolution No. _____ (insert number) to authorize the execution and delivery of a Master Equipment Lease/Purchase Agreement dated _____ and separate lease schedules.

Contract Amendments

Sample Subject Line

Approval of Amendment No. X to the (Insert name of Agreement) Agreement with (Insert vendor name) for (Insert Services or Commodity) (Insert District Numbers), [Total (Amendment) Cost \$xxx,xxx], ____% Source of Funds

Name of Agreement: Do not use the generic "Agreement." Use "Professional Services Agreement" if you are using the standard PSA template. If not, use the proper name of the agreement found on the title of the agreement. Reference amendments as Amendment No. 1, or 2, etc., when utilizing the standard amendment template. Do not note as First Amendment or Second Amendment as this name will not match the actual amendment document. There are exceptions to this as departments may be required to utilize a state or federal standard format for amendments and must reference their name accordingly in the subject line and motion.

Aggregate: Using "aggregate" (see example below) means that you will spend different amounts each year of a multi-year contract. This gives you flexibility when working on a project that may have ebb and flows in timing, and/or if you pay by completion of milestones. Budget

authority is required, so you will need to have some idea each year when you develop your budget of what you are going to spend in that fiscal year.

Ratify: You are required to add in “Ratify” if the start date of the agreement has already passed. This means the vendor has already engaged in providing the services to the department. Including this example does not encourage this practice. See example.

Example:

Approval of Amendment No 1 to the Professional Services Agreement with ABC Vendor for consulting services; All Districts [Total Cost \$100,000] 100% State Funded

Motion Text Sample

Requirements: *Generally, the first motion must always include: name of vendor, service provided, cost, number of years, and end date of term. If not the first motion, this language must be in a motion for Purchasing related actions.*

Note: *Motions are where departments receive the authority from the Board of Supervisors with regard to the item before the Board. Simply including a request in the background or fiscal box does not render the request valid.*

Examples:

Standard – Increase in amount only:

1. Approve Amendment No. 1 to the Professional Services Agreement with ABC Vendor for Consulting Services to increase the annual contract amount by \$100,000 from \$150,000 to \$250,000 and authorize the Chairman of the Board to sign the Amendment on behalf of the County.

Aggregate – Increase in amount only; however, please still reference the original termination date:

1. Approve Amendment No. 1 to the Professional Services Agreement with ABC Vendor for Consulting Services to increase the total contract aggregate amount by \$100,000 from \$150,000 to \$250,000 through the current termination date of November 23, 2020, and authorize the Chairman of the Board to sign the Amendment on behalf of the County.

Standard – Increase in Period of Performance Only; however, please still include the original total contract amount. (Example for one additional year):

1. Approve Amendment No. 1 to the Professional Services Agreement with ABC Vendor for Consulting Services to extend the contract period for an additional one-year through November 23, 2020 with no change in the original contract amount of \$100,000, and authorize the Chairman of the Board to sign the Amendment on behalf of the County.

Increase in amount only, but by fiscal year:

1. Approve Amendment No. 1 to the Professional Services Agreement with ABC Vendor for Consulting Services to increase the Agreement as follows:
For FY18/19 increase the annual contract amount by \$25,000 from \$100,000 to \$125,000;
For FY19/20 increase the annual contract amount by \$50,000 from \$100,000 to \$150,000; and
2. Authorize the Chairman of the Board to sign the Amendment on behalf of the County.

Standard – Increase in amount and period of performance:

1. Approve Amendment No. 1 to the Professional Services Agreement with ABC Vendor for consulting services to increase the annual Agreement amount by \$25,000 from \$100,000 to \$125,000, extend

the contract term for one additional year through June 30, 2020, and authorize the Chairman of the Board to sign the Amendment on behalf of the County.

Purchase Order Approval Request

The issuance of a Purchase Order (PO) occurs when a commodity is being purchased without the need for a contract. This is for limited circumstances and you should consult a county purchasing professional for guidance. If the Form 11 does not contain any other motions that require legal review, the Form 11 does not need to be routed to County Counsel as no agreement is involved. However, if there is an associated agreement required, such as for maintenance, then County Counsel will need to approve the agreement as to form and in Minute Traq.

Sample Subject Line

Authorize the Purchasing Agent to issue a Purchase Order to ABC Vendor for the purchase of a Power Angle Tilt Blade Bulldozer X1B for FY19/20 in the amount of \$100,000, All Districts [Total Cost \$100,000] 100% State Funded

Standard – Increase in amount and period of performance:

1. Authorize the Purchasing Agent to issue a Purchase Order to ABC Vendor for the Purchase of a Power Angle Tilt Blade Bulldozer X1B for FY 19/20 in the amount of \$100,000.

Second Motions

Following are samples of Motion No. 2's that are generally used to accompany the first motions in Form 11's. (All motions may end up being numbered differently, depending on how many other motions are involved in more complex Form 11s.) The first example is the most often utilized, however there may be situations related to multiple vendors, projects, etc., that require use of one of the variations provided below.

Examples:

Standard – Approving and Executing and Agreement:

2. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, based on the availability of fiscal funding and as approved by County Counsel to: sign amendments that exercise the options of the agreement including modifications of the statement of work that stay within the intent of the Agreement.

Allocation of funds among multiple vendors:

Move Funds Example:

2. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, based on the availability of fiscal funding and as approved by County Counsel to: (a) sign amendments that exercise the

options of the agreement including modifications of the statement of work that stay within the intent of the Agreement and move the allocated funds among the vendors.

Percentage Example (10%):

2. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, based on the availability of fiscal funding and as approved by County Counsel to: (a) sign amendments that exercise the options of the agreement including modifications of the statement of work that stay within the intent of the Agreement; (b) move the allocated funds among the vendors; and (c) sign amendments to the compensation provisions that do not exceed the sum total of ten percent (10%) of the total annual cost of the contracts.

Specific Amount Example (\$50,000):

2. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, based on the availability of fiscal funding and as approved by County Counsel to: (a) sign amendments that exercise the options of the agreement including modifications of the statement of work that stay within the intent of the Agreement; (b) move the allocated funds among the vendors; and (c) sign amendments to the compensation provisions that do not exceed the sum total of \$50,000 of the total annual cost of the contracts.

Second Motion for contract amendment with optional text to add if requesting 10% (or another amount) of additional authority to spend:

Percentage Example (10%):

2. Authorize Purchasing Agent, in accordance with Ordinance No. 459, based on the availability of fiscal funding and as approved by County Counsel to: sign amendments that exercise the options of the agreement including modifications of the statement of work that stay within the intent of the Agreement; and sign amendments to the compensation provisions that do not exceed the sum total of ten percent (10%) of the total annual cost of the contract.

Specific Amount Example (\$50,000):

2. Authorize Purchasing Agent, in accordance with Ordinance No. 459, based on the availability of fiscal funding and as approved by County Counsel to: sign amendments that exercise the options of the agreement including modifications of the statement of work that stay within the intent of the Agreement; and sign amendments to the compensation provisions that do not exceed the sum total of \$50,000 of the total annual cost of the contract.

Second Motion for an agreement with "Not to Exceed" and optional text to add if requesting 10% (or another amount) of additional authority to spend:

Percentage Example (10%):

2. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, based on the availability of fiscal funding and as approved by County Counsel to sign amendments that exercise the options of the agreement including modifications of the statement of work that stay within the intent of the Agreement; and sign amendments to the compensation provisions that do not exceed the sum total of ten percent (10%) annually.

Specific Amount Example (\$50,000):

2. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, based on the availability of fiscal funding and as approved by County Counsel to: sign amendments that exercise the options of the agreement including modifications of the statement of work that stay within the intent of the Agreement; and sign amendments to the compensation provisions that do not exceed the sum total of \$50,000 annually.

Note: Samples A and B represent agreements between grant partners, or MOUs with State agencies that do not involve a competitive process and therefore do not need Central Purchasing signoff. In the Form 11 a motion should be included to authorize the department head to administer the agreement. All agreements must be reviewed/approved by County Counsel.

Sample A

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**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

FROM: Emergency Management Department

SUBMITTAL DATE:
January 5, 2016

SUBJECT: FY15 Emergency Management Performance Grant (EMPG) with dollar for dollar match. All Districts [\$251,640] Federal Funding 70.54%, General Fund 29.46%

RECOMMENDED MOTION: That the Board of Supervisors:

- 1) Ratify the FY15 Emergency Management Performance Grant (EMPG) funding in the amount of \$602,557 from the California Governor's Office of Emergency Services (CalOES), awarded to the Riverside County Operational Area (OA) with the Riverside County Emergency Management Department (EMD) as the lead agency, for the performance period from July 1, 2015 to June 30, 2016; and,
- 2) Authorize the Riverside County EMD Director, or her designee, to administer all actions necessary and sign all documents related to the administration of this grant; and,
- 3) Direct the Auditor-Controller to make the budget adjustment per the attached Schedule A.

BACKGROUND:

Summary

(Continued on page 2)

Kim Saruwatari

Kim Saruwatari, Director
Emergency Management
Department

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 251,640	\$ 0	\$ 251,640	\$ 0	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 101,963	\$ 0	\$ 101,963	\$ 0	
SOURCE OF FUNDS: Federal Funding 70.54%, General Fund 29.46%				Budget Adjustment: Yes	
				For Fiscal Year: 15/16	

C.E.O. RECOMMENDATION:

APPROVE

BY: *Steven C. Horn*
Steven C. Horn

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

FORM APPROVED COUNTY COUNSEL 1/12/16
DATE
BY: GREGORY P. PRIMOS

FISCAL PROCEDURES APPROVED
PAUL ANGUILO, CPA, AUDITOR-CONTROLLER
BY: *Sibiana Garcia-Bocanegra* 1/13/16
Sibiana Garcia-Bocanegra
Departmental Concurrence

Sample B

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**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



SUBMITTAL DATE:
August 5, 2015

FROM: Department of Public Health

SUBJECT: Ratify Agreement Number 15-10442 between the California Department of Public Health (CDPH) and the County of Riverside Department of Public Health, Immunization Branch to provide mandated immunization activities for the period of July 1, 2015 to June 30, 2017. All Districts [\$965,604 - 100 % Federal Funding]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Ratify Agreement Number 15-10442 between the California Department of Public Health (CDPH) and the County of Riverside, Department of Public Health, Immunization Branch in the amount of \$965,604 (\$482,802 per year) for the period of July 1, 2015 to June 30, 2017; and
2. Authorize the Auditor Controller to adjust the FY15/16 budget as detailed in Schedule A; and
3. Authorize the Chairperson to sign three (3) originals of said Agreement and two (2) copies of the Certification Regarding Lobbying on behalf of the County; and
4. Authorize the Director of Public Health to sign subsequent amendments that do not change the substantive terms of the agreement nor exceed the approved amount of \$965,604.

BACKGROUND:

Summary (continued on page 2)

Susan D. Harrington
Susan D. Harrington, Director
Department of Public Health

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 482,802	\$ 482,802	\$ 965,604	\$ 0	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 00.00	\$ 00.00	\$ 00.00	\$ 0	
SOURCE OF FUNDS: 100% Federal Funding				Budget Adjustment: Yes	
				For Fiscal Year: 15/16-16/17	

C.E.O. RECOMMENDATION:

APPROVE
Christopher M. Hans
BY: Christopher M. Hans

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

FORM APPROVED COUNTY COUNSEL
BY: GREGORY P. PRIAMOS
DATE: 7/15/15

FISCAL PROCEDURES APPROVED
PAUL ANGULO, CPA - AUDITOR-CONTROLLER
BY: Susana Garcia-Bocanegra
8/24/15
Departmental Chairperson