



County of Santa Cruz Board of Supervisors

Agenda Item Submittal

From: Auditor-Controller-Treasurer-Tax-Collector

Subject: Mid-Year Revision to County Policy and Procedure Manual

Meeting Date: February 11, 2025

Formal Title: Approve recommended revisions to County Policy and Procedures Manual Title I, Section 300 Contracts and Agreements, and take related actions

Recommended Actions

1. Approve the recommended revisions to County Policy and Procedures Manual Title I, Section 300 Contracts and Agreements; and
2. Direct the Clerk of the Board to make the identified changes.

Executive Summary

The Auditor-Controller-Treasurer-Tax Collector's Office requests that the Board of Supervisors approve the recommended revisions to the Policy and Procedures Manual.

Discussion

Over the course of Fiscal Years 2023-24 and 2024-25, in a collaborative effort involving the Auditor-Controller-Treasurer-Tax Collector, the County Administrative Office, General Services, and other County department stakeholders, staff identified a need for greater clarity within the contract policy. This clarity pertains specifically to agreements continuing from the current fiscal year to the next (continuing agreements) and the appropriate processes, approvals, and authorizations for each category of continuing agreement. The proposed updates to the County contract policy are the result of this collaboration, aiming to improve understanding while preserving the existing administrative benefits, authorizations, and approvals integral to the annual continuing agreements process.

Every year during on the last day of Budget Hearings ("Last Day" or concluding actions), staff recommends that the Board approve a list of continuing agreements and authorize payments on some agreements for the next fiscal year to ensure continuity of critical services to the community. The Board approval becomes the legal authority to receive goods and/or services or issue payments as defined in the policy.

In December 2024, the Board approved updates to the County Independent Contractor Agreement (ICA), including renaming the template from "Independent Contractor Agreement" to "Standard Services Contract." Consequently, our proposed policy updates incorporate this change by replacing references to "ICA" with "Standard Services Contract."

Finally, the proposed update also includes minor edits to grammar and wording within the policy for improved clarity and consistency.

Financial Impact

There is no financial impact.

Strategic Initiatives

Operational Plan - Operational Excellence

Submitted By:

Edith Driscoll, Auditor-Controller-Treasurer-Tax Collector

Recommended By:

Carlos J. Palacios, County Administrative Officer

Artificial Intelligence Acknowledgment:

Artificial Intelligence (AI) did not significantly contribute to the development of this agenda item.