



**COUNTY OF SAN MATEO**  
**Inter-Departmental Correspondence**

Environmental Services Agency  
Agricultural Commissioner/Sealer Division

**DATE:** May 13, 2004

**BOARD MEETING DATE:** June 8, 2004

**TO:** Honorable Board of Supervisors

**FROM:** Marcia Raines, Environmental Services Agency Director *MR*  
Gail Raabe, Agricultural Commissioner/Sealer *GR*

**SUBJECT:** Renewal of Streamlined Approval Process for Certain State  
Contractual Agreements with the Agricultural Commissioner/Sealer

**Recommendation**

Approve the resolution authorizing the Agricultural Commissioner/Sealer to sign state Standard Agreements and Memoranda of Understanding for various programs and services that do not exceed \$50,000 per agreement.

**Background**

In June 1998 the Board approved Resolution No. 61988 which authorized the Agricultural Commissioner/Sealer to sign Standard Agreements and Memoranda of Understanding with the California Department of Food and Agriculture (CDFA) and the California Department of Pesticide Regulation (CDPR) in amounts not to exceed \$50,000 per agreement. In June 2001, the Board approved Resolution No. 64487 which extended this authorization for another three years. This resolution expires three (3) years from the date of its approval unless extended by action of the Board.

Beginning in FY1998-99, CDFA changed a number of ongoing contracts (Standard Agreements) to Memoranda of Understanding. Board approval and signature are no longer required as the state now accepts the signature of the County Agricultural Commissioner/Sealer to initiate and renew these agreements. CDPR will also accept the Agricultural Commissioner's approval and signature on Standard Agreements, providing the

County submits a letter or resolution that outlines the Agricultural Commissioner's authority to sign these documents. Many counties throughout the state continue to use this streamlined approval process for state contracts involving their Agricultural Commissioner/Sealer.

**Discussion**

Streamlining the contract approval process has reduced the time, effort and delays associated with the previous approval procedures at both the state and county level. In past years, significant staff hours were expended by the Division, the Environmental Services Agency, County Manager's Office, and Clerk of the Board to prepare and forward contract documents to the Board for approval and signature, and then on to the state for further processing. Prior to June 1998, these ongoing contracts were routinely renewed by placement on the Consent Agenda.

These state contracts are for subventions that do not involve significant levels of funding. Examples of current state contracts which would continue to be processed under signature of the Agricultural Commissioner/Sealer include the Nursery Inspection Agreement (\$7,724), Pesticide Implementation Contract (\$14,628), and Pesticide Data Entry Contract (\$8,724).

Major state contracts for significant funding and program services such as the annual Pest Detection Contract (\$551,750), the annual High Risk Pest Exclusion Contract (\$625,236), Sudden Oak Death Regulatory Contract (\$85,000) and the Pierce's Disease/Glassy-winged Sharpshooter Emergency Program Contract (\$310,980) will continue to be approved by formal Board resolution and signature.

This resolution sunsets three years from the date of Board authorization unless extended by the Board. This proposal has been reviewed by County Counsel.

**Vision Alignment**

This resolution keeps the County's commitment of Responsive, Effective and Collaborative Government and goal number 20: government decisions are based on careful consideration of future impacts rather than temporary relief or immediate gain. The renewal of this resolution will result in the continued reduction of the time, effort and delays which had been associated with the execution of these agreements in the past.

**Fiscal Impact**

This resolution has no impact on the Division's Net County Cost. If the Board approves the renewal of this resolution, the overall County staff time spent on the approval process for these small contracts will continue to be minimal.

**RECOMMENDED**  
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*Paul Stamer*  
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**ASSISTANT COUNTY MANAGER**