

COUNTY OF SHASTA		Number
ADMINISTRATIVE MANUAL		1-103
SECTION:	General Administration	Delegation of Authority
INITIAL ISSUE DATE:	February 13, 1990	
LATEST REVISION DATE:	July 13, 2012	
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PURPOSE

The Board of Supervisors wishes to delegate administrative and budgetary responsibility in an effort to simplify the budget process and also wishes to simplify the agenda process.

POLICY

Pursuant to Government Code Section 29125, which provides for the delegation of authority to a designated official to approve transfers and revision of appropriations within a budget unit, the Board has amended Resolution 87-201 to designate the County Executive Officer or his assigned deputy to approve such transfers.

Pursuant to Government Code Section 25355, which allows the Board of Supervisors to delegate the authority to accept donations on behalf of the County, the Board authorizes department heads to accept such donations up to the amount of \$2,500. Any donation above this limit shall be brought before the Board of Supervisors for formal acceptance.

Pursuant to Government Code Section 29741, which allows the Board of Supervisors to authorize expenditures by order of the Board, the Board authorizes the Social Services Director to approve issuance of foster care payroll.

Pursuant to Government Code Section 25502.3, the Board of Supervisors has enacted Shasta County Code Section 3.04.010, which delegates to the County Executive Officer, as the Purchasing Agent, the authority to engage independent contractors to a maximum total cost not to exceed \$50,000. Either the County Executive Officer or the Purchasing Division is authorized to exercise this authority.

Reference is made to Policy [6-101](#), *The Contracts Manual*, by which County department heads are authorized to enter into specified personal services contracts at a total cost not to exceed \$10,000.

Further, it is desirable for the Board agenda process to be simplified; therefore, the Board requires claims of liability, upon filing with the Clerk of the Board, to be immediately transmitted to Risk Management for proper disposition.

Further, the Board of Supervisors has stated its intent to allow department heads, in conjunction with the County Executive Officer, to investigate and identify additional budgetary and agenda responsibilities which may appropriately be delegated.

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Further, the Board of Supervisors has delegated to the Social Services Director in the name of the County and the State the authority pursuant to Welfare and Institutions Code Section 17109 to accept the transfer or grant of property or interest in property or lien thereon from General Assistance recipients as a condition of their receipt of aid; to make the investigations and determinations required by Section 17407; and to sell personal property, release or subordinate the lien, or reconvey the interest or estate as provided in Section 17400 et seq. The Director shall execute any necessary instruments and shall do so in the name of the County and the State of California.

RESPONSIBLE DEPARTMENTS

County Administrative Office
Support Services - Purchasing Division
Support Services - Risk Management Division
Social Services Department
Auditor-Controller

REFERENCES

Administrative Update--07/13/2012
BOS Policy Resolution No. 2008-02--3/4/08 (Renumbered from 1-205 to 1-103)
BOS Policy Resolution No. 2007-2--4/24/07 (Amended)
BOS Policy Resolution No. 2004-4--7/27/04 (Amended)
BOS Policy Resolution Nos. 2001-10 and 2001-12--8/14/01 (Amended)
BOS Policy Resolution No. 96-6--8/6/96 (Amended)
BOS Policy Resolution No. 94-3--5/3/94 (Amended)
BOS Policy Resolution No. 93-5--6/1/93 (Amended)
BOS Resolution No. 1-62--2/2/88 (Valid)
Govt. Code Sections 25355, 29125, 29741, 25502.3
BOS Resolution No. 87-201