



**General Services Agency  
COUNTY OF TULARE  
AGENDA ITEM**

**BOARD OF SUPERVISORS**

KUYLER CROCKER  
District One  
PETE VANDER POEL  
District Two  
AMY SHUKLIAN  
District Three  
EDDIE VALERO  
District Four  
DENNIS TOWNSEND  
District Five

**AGENDA DATE:** March 19, 2019

Public Hearing Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Scheduled Public Hearing w/Clerk	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Published Notice Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Advertised Published Notice	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Meet & Confer Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Electronic file(s) has been sent	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Budget Transfer (Aud 308) attached	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Personnel Resolution attached	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Agreements are attached and signature line for Chairman is marked with tab(s)/flag(s)	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>

CONTACT PERSON: Maria Benavides    PHONE: 205-1124

**SUBJECT:** General Services Agency Ordinance

**REQUEST(S):**

That the Board of Supervisors:

On March 19, 2019

1. Introduce and waive the first reading of an ordinance adding Article 32 to Chapter 3 of Part I, and amending Sections 1-03-1070 and 1-03-1075 of Article 2 of Chapter 3 of Part I, of the Ordinance Code of Tulare County, pertaining to the establishment of a General Services Agency.
2. Set the second reading for April 2, 2019.
3. Direct the Clerk to publish a summary of the ordinance before the second reading as required by law.

On April 2, 2019

4. Waive the second reading and adopt an ordinance adding Article 32 to Chapter 3 of Part I, and amending Sections 1-03-1070 and 1-03-1075 of Article 2 of Chapter 3 of Part I, of the Ordinance Code of Tulare County, pertaining to the establishment of a General Services Agency.
5. Direct the Clerk to publish a summary of the ordinance and post a full copy of the ordinance after adoption as required by law.

**SUMMARY:**

In November 2017, the Board of Supervisors organized and established the Tulare County General Services Agency (GSA), consolidating and integrating the County's internal service functions in an effort to realize efficiencies and increase customer service. The proposed addition and amendment of the Tulare County Ordinance Code is intended to reflect this action.

**SUBJECT:** General Services Agency Ordinance  
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The proposed changes to the Ordinance Code are as follows.

**Establish the General Services Agency**

The General Services Agency is formally established, consisting of the current lineup of service divisions that include County Museum; Custodial Services; Capital Projects; Facilities Services; Fleet Services; Grounds Services; Parks & Recreation; Print, Mail & Copy Services; Property Management; Purchasing; and Utilities. The proposed Ordinance provides that the Board of Supervisors from time to time may add other service divisions or departments, or delete any service divisions or departments, from the Agency by Resolution.

**Appoint the General Services Agency Director**

Board appointment of the GSA Director under the procedures for appointment of County Department Heads, which was accomplished on December 12, 2017, is formally authorized.

**Minor Changes**

References throughout County ordinances, contracts, resolutions, and other official County documents to the County General Services Department, Purchasing Department, Parks and Recreation Department, and the above-listed service divisions now are deemed to refer to the General Services Agency.

The new Ordinance deletes obsolete provisions in the Resource Management Agency-creation ordinance that make the General Services Department and Parks and Recreation Department part of RMA, and make the RMA Director the General Services Director and the Parks and Recreation Director.

A draft of the proposed ordinance and a draft showing the proposed changes in redlined format are included as **Attachments A and B**.

**FISCAL IMPACT/FINANCING:**

The requested action has no Net County Cost to the General Fund

**LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:**

In accordance with the County's Strategic Business Plan Organizational Development Initiative, this action supports the continued internal growth and development of County departments and services.

**SUBJECT:** General Services Agency Ordinance  
**DATE:** March 19, 2019

**ADMINISTRATIVE SIGN-OFF:**



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John Hess  
General Services Agency Director

cc: County Administrative Office

Attachment(s)  
A – Proposed Ordinance Changes, showing revisions



**BEFORE THE BOARD OF SUPERVISORS  
COUNTY OF TULARE, STATE OF CALIFORNIA**

IN THE MATTER OF GENERAL SERVICES )  
AGENCY ORDINANCE ) Resolution No. \_\_\_\_\_  
)  
)

UPON MOTION OF SUPERVISOR \_\_\_\_\_, SECONDED BY  
SUPERVISOR \_\_\_\_\_, THE FOLLOWING WAS ADOPTED BY THE  
BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD \_\_\_\_\_  
\_\_\_\_\_, BY THE FOLLOWING VOTE:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

ATTEST: JASON T. BRITT  
COUNTY ADMINISTRATIVE OFFICER/  
CLERK, BOARD OF SUPERVISORS

BY: \_\_\_\_\_  
Deputy Clerk

\* \* \* \* \*

1. Introduced and waived the first reading of an ordinance adding Article 32 to Chapter 3 of Part I, and amending Sections 1-03-1070 and 1-03-1075 of Article 2 of Chapter 3 of Part I, of the Ordinance Code of Tulare County, pertaining to the establishment of a General Services Agency.
2. Set the second reading for April 2, 2019.
3. Directed the Clerk to publish a summary of the ordinance before the second reading as required by law.

**BEFORE THE BOARD OF SUPERVISORS  
COUNTY OF TULARE, STATE OF CALIFORNIA**

IN THE MATTER OF GENERAL SERVICES )  
AGENCY ORDINANCE ) Resolution No. \_\_\_\_\_  
)  
)

UPON MOTION OF SUPERVISOR \_\_\_\_\_, SECONDED BY  
SUPERVISOR \_\_\_\_\_, THE FOLLOWING WAS ADOPTED BY THE  
BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD \_\_\_\_\_  
\_\_\_\_\_, BY THE FOLLOWING VOTE:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

ATTEST: JASON T. BRITT  
COUNTY ADMINISTRATIVE OFFICER/  
CLERK, BOARD OF SUPERVISORS

BY: \_\_\_\_\_  
Deputy Clerk

\* \* \* \* \*

- 4. Waived the second reading and adopt an ordinance adding Article 32 to Chapter 3 of Part I, and amending Sections 1-03-1070 and 1-03-1075 of Article 2 of Chapter 3 of Part I, of the Ordinance Code of Tulare County, pertaining to the establishment of a General Services Agency.
- 5. Directed the Clerk to publish a summary of the ordinance and post a full copy of the ordinance after adoption as required by law.

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE ADDING ARTICLE 32 TO CHAPTER 3 OF PART I, AND AMENDING SECTIONS 1-03-1070 AND 1-03-1075 OF ARTICLE 2 OF CHAPTER 3 OF PART I, OF THE ORDINANCE CODE OF TULARE COUNTY, PERTAINING TO THE ESTABLISHMENT OF A GENERAL SERVICES AGENCY.

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THE BOARD OF SUPERVISORS OF THE COUNTY OF TULARE ORDAINS AS FOLLOWS:  
(added provisions are underlined and deleted provisions are in ~~striketrough~~ typeface)

**Section 1.** ARTICLE 32 ("GENERAL SERVICES AGENCY") IS ADDED TO CHAPTER 3 ("COUNTY OFFICES AND DEPARTMENTS") OF PART I ("GOVERNMENT AND ADMINISTRATION") of the Ordinance Code of Tulare County, to read as follows:

**ARTICLE 32. GENERAL SERVICES AGENCY**

**1-03-2300 GENERAL SERVICES AGENCY:**

The General Services Agency is hereby established. The General Services Agency shall include the service divisions of County Museum; Custodial Services; Capital Projects; Facilities Services; Fleet Services; Grounds Services; Parks & Recreation; Print, Mail & Copy Services; Property Management; Purchasing; and Utilities, subject to the addition of other departments or service divisions, or deletion of departments or service divisions, as the Board of Supervisors may order by Resolution from time to time. All references in the Tulare County Ordinance Code, any other codified or uncodified County ordinance, or any other official County contracts, resolutions or other documents, to the Tulare County General Services Department, the Tulare County Purchasing Department, the Tulare County Parks and Recreation Department, or any of the above-listed service divisions, shall be deemed to refer to the Tulare County General Services Agency.

**1-03-2310 GENERAL SERVICES DIRECTOR:**

The General Services Director shall be appointed as the head of the General Services Agency pursuant to the procedure specified in 1-03-1020 of this Ordinance Code. All references in the Tulare County Ordinance Code, any other codified or uncodified County ordinance, or any other official County contracts, resolutions or other documents, to the General Services Director, Tulare County Purchasing Agent, the Tulare County Parks and Recreation Director, the Tulare County Parks Superintendent, or the director or its equivalent of any of the service divisions listed in section 1-03-2300, shall be deemed to refer to the General Services Director or such duly authorized and qualified division manager, or managers, as that Director shall appoint.



**Section 2.** SECTION 1-03-1070 ("RESOURCE MANAGEMENT AGENCY") of ARTICLE 2 ("RESOURCE MANAGEMENT AGENCY") OF CHAPTER 3 ("COUNTY OFFICES AND DEPARTMENTS") OF PART I ("GOVERNMENT AND ADMINISTRATION") of the Ordinance Code of Tulare County is amended to read as follows:

**1-03-1070 RESOURCE MANAGEMENT AGENCY:**

The Resource Management Agency is hereby established. All references in the Tulare County Ordinance Code, any other codified or uncodified County ordinance, or any other official County contracts, resolutions or other documents, to the Tulare County Planning and Development Department, or the Tulare County Public Works Department, ~~the Tulare County General Services Department or the Tulare County Parks and Recreation Department~~ shall be deemed to refer to the Tulare County Resource Management Agency.

**Section 3.** SECTION 1-03-1075 ("RESOURCE MANAGEMENT DIRECTOR") of ARTICLE 2 ("RESOURCE MANAGEMENT AGENCY") OF CHAPTER 3 ("COUNTY OFFICES AND DEPARTMENTS") OF PART I ("GOVERNMENT AND ADMINISTRATION") of the Ordinance Code of Tulare County is amended to read as follows:

**1-03-1075 RESOURCE MANAGEMENT DIRECTOR:**

The Resource Management Director shall be appointed as head of the Resource Management Agency pursuant to the procedure specified in 1-03-1020 of this Ordinance Code. All references in the Tulare County Ordinance Code, any other codified or uncodified County ordinance, or any other official County contracts, resolutions or other documents, to the Tulare County Planning and Development Director (or Planning and Building Director or Planning Director), or the Tulare County Public Works Director, ~~the General Services Director or the Tulare County Parks and Recreation Director~~ shall be deemed to refer to the Resource Management Director or such duly authorized and qualified division manager, or managers, as that Director shall appoint.

**Section 4. SEVERABILITY AND EFFECT:** The provisions of this Ordinance are hereby declared to be severable. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this Ordinance. The Board of Supervisors hereby declares that it would have passed this Ordinance, and each section, subsection, sentence, clause, and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared invalid.

**Section 5. PUBLICATION:** The foregoing ordinance shall take effect thirty (30) days from the date of the passage hereof, and prior to the expiration of fifteen (15) days from the passage hereof [a summary] shall be published once in a newspaper printed and published in the County of Tulare, State of California, together with the names of the Board of Supervisors voting for and against the same.

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THE FOREGOING ORDINANCE was passed and adopted by the Board of Supervisors of the County of Tulare, State of California, on \_\_\_\_\_, 2019 at a regular meeting of said Board duly and regularly convened on said day, by the following vote:

AYES: \_\_\_\_\_  
NOES: \_\_\_\_\_  
ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Chairman, Board of Supervisors

ATTEST: JASON T. BRITT, Clerk of the Board of Supervisors/County Administrative Officer

By: \_\_\_\_\_  
Deputy

Approved as to Legal Form:  
COUNTY COUNSEL

By: \_\_\_\_\_  
Deputy

Matter # 20171963

JLK/20171963/2/20/2019/1283356