



Solano Local Agency Formation Commission

675 Texas St. Ste. 6700 • Fairfield, California 945343
(707) 439-3897 • FAX: (707) 438-1788

Staff Report

DATE: August 8, 2016
TO: Local Agency Formation Commission
FROM: Elliot Mulberg, Executive Officer
SUBJECT: **Solano LAFCO Purchasing Policy**

RECOMMENDATION: That the Commission amend the purchasing policy as recommended by the Policy Committee.

DISCUSSION:

Solano LAFCO's purchasing policy was developed in 2009. It specifically refers to the MOU between the Solano County Auditor and Solano LAFCO dated August 10, 2009. Since then LAFCO has entered into several MOU's with the Auditor including the most recent contract for financial and payroll services dated July of 2016.

On July 21, 2016 the Policy Committee met to review and amend the policy by striking out the portion referring to the August 10, 2009 agreement. The policy is now more generic and simply refers to the most recent agreement between Solano LAFCO and the Auditor.

Local Agency Formation Commission of Solano County

Policy Delegating Authority to the Executive Officer to Procure Goods and Services

Pursuant to Government Code Section 56380, the Commission shall make its own provision for necessary quarters, equipment, supplies, and services. The associated operating costs are provided for through the Commission's adoption of its annual budget in the manner prescribed in Government Code Section 56381.

It is the intent of the Commission to charge the LAFCo Executive Officer with the responsibility and authority for coordinating and managing the procurement of goods, equipment, and services. The policy of the Commission is:

1. The annual budget shall be considered the controlling plan of expenditures.
2. The Commission may make amendments to its budget at any time during the fiscal year, as it deems appropriate.
3. The Executive Officer is charged with the responsibility and authority for coordinating and managing the procurement of goods, equipment, and services in accordance with applicable laws, regulations, and policies and within the authority conferred by the adopted annual budget.
4. The Executive Officer is authorized to act as the agent for LAFCo in procuring personal property and services.
5. Only the Commission itself or the Executive Officer may commit LAFCo funds for the purchase of any goods, supplies or services for LAFCo use.
6. The Executive Officer is delegated purchasing authority on behalf of LAFCo for goods and supplies not to exceed \$5,000 per transaction and purchasing authority for services not to exceed \$10,000 aggregate per vendor. The Commission must approve any purchase of goods, supplies, and services that exceed the monetary limits set forth in this paragraph.
7. Claims for purchases using the LAFCO credit card must be approved by the Chair or his/her designee.

Payment for goods, supplies or services will be in accordance to the Financial, Payroll and Other Services Agreement entered into between Solano County Auditor Controller's Office and LAFCo on August 10, 2009.

Local Agency Formation Commission of Solano County

Adopted August 8, 2016

Policy Delegating Authority to the Executive Officer to Procure Goods and Services

Pursuant to Government Code Section 56380, the Commission shall make its own provision for necessary quarters, equipment, supplies, and services. The associated operating costs are provided for through the Commission's adoption of its annual budget in the manner prescribed in Government Code Section 56381.

It is the intent of the Commission to charge the LAFCo Executive Officer with the responsibility and authority for coordinating and managing the procurement of goods, equipment, and services. The policy of the Commission is:

1. The annual budget shall be considered the controlling plan of expenditures.
2. The Commission may make amendments to its budget at any time during the fiscal year, as it deems appropriate.
3. The Executive Officer is charged with the responsibility and authority for coordinating and managing the procurement of goods, equipment, and services in accordance with applicable laws, regulations, and policies and within the authority conferred by the adopted annual budget.
4. The Executive Officer is authorized to act as the agent for LAFCo in procuring personal property and services.
5. Only the Commission itself or the Executive Officer may commit LAFCo funds for the purchase of any goods, supplies or services for LAFCo use.
6. The Executive Officer is delegated purchasing authority on behalf of LAFCo for goods and supplies not to exceed \$5,000 per transaction and purchasing authority for services not to exceed \$10,000 aggregate per vendor. The Commission must approve any purchase of goods, supplies, and services that exceed the monetary limits set forth in this paragraph.
7. Claims for purchases using the LAFCO credit card must be approved by the Chair or his/her designee.

Payment for goods, supplies or services will be in accordance to the Financial, Payroll Services Agreement entered into between Solano County Auditor Controller's Office and LAFCo.

RESOLUTION NO. 16-07

**RESOLUTION OF THE LOCAL AGENCY FORMATION COMMISSION
OF SOLANO COUNTY AMENDING THE PURCHASING POLICY**

WHEREAS, Government Code Section 56300 requires each Commission to establish written policies; and

WHEREAS, Solano LAFCO established a purchasing policy in 2009 which refers to a memorandum of understanding (MOU) between LAFCO and the Auditor dated August 10, 2009; and

WHEREAS, LAFCO has entered into several MOU's since with the most recent dated June 1, 2016; and

WHEREAS, Solano LAFCO's purchasing policy needs to be amended to refer to be more generic and refer to the most recent MOU; and

WHEREAS, this Solano LAFCO met on August 8, 2016 to consider a revision to the purchasing policy as shown in Attachment A;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the Local Agency Formation Commission of Solano County that purchasing policy is amended to refer to the most recent MOU Attachment A.

UPON MOTION of Commissioner _____ seconded by Commissioner _____, the foregoing resolution is adopted this 8th day of August 2016 by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

John Saunderson, Chair
Local Agency Formation Commission
County of Solano, State of California

ATTEST:

Elliot Mulberg, Executive Officer

Attachment A
Local Agency Formation Commission of Solano County
Adopted August 8, 2016

Policy Delegating Authority to the Executive Officer to Procure Goods and Services

Pursuant to Government Code Section 56380, the Commission shall make its own provision for necessary quarters, equipment, supplies, and services. The associated operating costs are provided for through the Commission's adoption of its annual budget in the manner prescribed in Government Code Section 56381.

It is the intent of the Commission to charge the LAFCo Executive Officer with the responsibility and authority for coordinating and managing the procurement of goods, equipment, and services. The policy of the Commission is:

1. The annual budget shall be considered the controlling plan of expenditures.
2. The Commission may make amendments to its budget at any time during the fiscal year, as it deems appropriate.
3. The Executive Officer is charged with the responsibility and authority for coordinating and managing the procurement of goods, equipment, and services in accordance with applicable laws, regulations, and policies and within the authority conferred by the adopted annual budget.
4. The Executive Officer is authorized to act as the agent for LAFCo in procuring personal property and services.
5. Only the Commission itself or the Executive Officer may commit LAFCo funds for the purchase of any goods, supplies or services for LAFCo use.
6. The Executive Officer is delegated purchasing authority on behalf of LAFCo for goods and supplies not to exceed \$5,000 per transaction and purchasing authority for services not to exceed \$10,000 aggregate per vendor. The Commission must approve any purchase of goods, supplies, and services that exceed the monetary limits set forth in this paragraph.
7. Claims for purchases using the LAFCO credit card must be approved by the Chair or his/her designee.

Payment for goods, supplies or services will be in accordance to the Financial, Payroll Services Agreement entered into between Solano County Auditor Controller's Office and LAFCo.