



## Legislation Details (With Text)

**File #:** 20-0861 **Version:** 1

**Type:** Agenda Item **Status:** Approved

**File created:** 6/24/2020 **In control:** Board of Supervisors

**On agenda:** 6/30/2020 **Final action:** 6/30/2020

**Title:** Chief Administrative Office and Auditor-Controller recommending the Board adopt Policy B-18, titled - Contract, Memoranda of Understanding, and Policy Exceptions, which would delegate authority the Chief Administrative Officer and the Auditor-Controller to resolve payments that are approved by a Department Head but do not comply with the procedural requirements of the relevant policies, contracts or Memoranda of Understanding.

**FUNDING:** All County Funds.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. A - Draft Policy, 2. Board Policy B-18 - Contract, Memoranda of Understanding and Policy Exceptions

Date	Ver.	Action By	Action	Result
6/30/2020	1	Board of Supervisors	Approved	Pass

Chief Administrative Office and Auditor-Controller recommending the Board adopt Policy B-18, titled - Contract, Memoranda of Understanding, and Policy Exceptions, which would delegate authority the Chief Administrative Officer and the Auditor-Controller to resolve payments that are approved by a Department Head but do not comply with the procedural requirements of the relevant policies, contracts or Memoranda of Understanding.

**FUNDING:** All County Funds.

### DISCUSSION / BACKGROUND

Under current policies and processes, when a Department Head authorizes payment for an expense that does not adhere to the specific procedural requirements of a policy, contract, Memoranda of Understanding, or other governing document, the Auditor-Controller is not permitted to pay the amount in question which results in delays and staff costs attempting to resolve the matter which may include requesting the Board of Supervisors to approve immaterial costs.

If this policy is approved, upon agreement from both the Chief Administrative Office and the Auditor-Controller, issues such as these can be resolved and allow payment for any amount not to exceed \$1,000 when in their combined judgment the cost of otherwise resolving the matter would be more expensive than authorizing payment. It is believed that this process will save the county money and therefore provide a public benefit.

### ALTERNATIVES

The Board could choose not to approve this policy and existing processes used to resolve these matters will remain unchanged.

**PRIOR BOARD ACTION**

N/A

**OTHER DEPARTMENT / AGENCY INVOLVEMENT**

County Counsel reviewed and approved the legality of this recommendation.

**CAO RECOMMENDATION / COMMENTS**

Approve as recommended.

**FINANCIAL IMPACT**

The exact financial impact is unknown but it is anticipated this policy will allow for resolution of these issues in a more efficient, cost effective manner.

**CLERK OF THE BOARD FOLLOW UP ACTIONS**

Upon Board approval the Clerk of the Board will post the policy to the County's website and share a copy of the approved B-18 policy with all Department Heads.

**STRATEGIC PLAN COMPONENT**

Good Governance - Implement systems that improve system-wide process and departmental collaboration.

**CONTACT**

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