

STAFF REPORT

BOARD MEETING DATE: December 19, 2023

CATEGORY: Consent Calendar 2

SUBJECT: Adopt a policy resolution which amends Administrative Policy 2-201, *Authorizing the County Auditor to Approve Certain Claims*.

DEPARTMENT: Auditor-Controller

SUPERVISORIAL DISTRICT #: All

DEPARTMENT CONTACT: Nolda Short, Auditor-Controller, (530) 245-6657

STAFF REPORT APPROVED BY: Nolda Short, Auditor-Controller

<u>Vote Required?</u> Simple Majority Vote	<u>General Fund Impact?</u> No Additional General Fund Impact
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RECOMMENDATION

Adopt a policy resolution which amends Administrative Policy 2-201, *Authorizing the County Auditor to Approve Certain Claims*, to include authorization for the Chairman of the Board, or their designee, to approve the Claims List as long as the unauthorized charges related to an invoice are less than \$50,000.

DISCUSSION

Previously at or near the first meeting of each calendar year, the Board of Supervisors would approve and authorize the Chairman of the Board, or their designee, to sign the weekly County Claims List in weeks where no Board meeting was held. As the County desires to continue to make expeditious payments to vendors in an effort to keep its credit in good standing and to reduce the impact to our local agencies, staff recommends amending Administrative Policy 2-201 to permanently assign such authority to the Chairman of the Board, or their designee, for unauthorized charges related to an invoice that are less than \$50,000. Any Claims List with unauthorized charges related to an invoice of \$50,000 or more will still appear before the Board at a publicly noticed meeting. It is important to note that all invoices are still audited by the Auditor-Controller prior to being placed on any Claims List. The Claims List, along with its supporting documentation, is a public record and will be on file with the Clerk of the Board.

ALTERNATIVES

The Board could continue to delegate authority to the Chairman of the Board each year at or near the first meeting in January. Alternately, the Board could not delegate any authority and continue to approve all Claims Lists at publicly noticed meetings, however, this method results in delayed payments, creates hardships on local vendors, and has the potential to damage the county's credit rating.

OTHER AGENCY INVOLVEMENT

County Counsel has approved the resolution as to form and the recommendation is supported by the County Administrative Office.

FISCAL IMPACT

There is potential minimal general fund savings by not utilizing staff time to prepare board reports weekly or annually and by lessening the potential for late fees or penalties.

ATTACHMENTS:

- 1: Policy 2-201 Rev Redline 12-19-2023
- 2: Policy Resolution Amend 2-201
- 3: Exhibit A: Policy 2-201 Rev Clean 12-19-2023