

**ORDINANCE NO. 3/2011**

**AN ORDINANCE OF THE BOARD OF TRUSTEES OF THE  
ORANGE COUNTY VECTOR CONTROL DISTRICT  
CLARIFYING LIMITS ON THE MANAGER'S SPENDING AUTHORITY AND  
RESTRICTING EMPLOYEES FROM OBTAINING SURPLUS DISTRICT PROPERTY**

WHEREAS, the Board of Trustees has established certain limits on the District Manager's authority to enter into contracts and other financial arrangements on behalf of the District; and

WHEREAS, the Board of Trustees has recently determined that such limits should be emphasized and clarified; and

WHEREAS, the Board does hereby also desire to restrict the authority of employees to obtain District surplus property;

NOW, THEREFORE, the Board of Trustees of the Orange County Vector Control District does hereby ORDAIN as follows:

**Section 1.** That Chapter 4.02 of the Orange County Vector Control District Operations Code is hereby amended to read as follows:

**"Chapter 4.02 – Authority to enter contracts and sign documents**

4.02.010. Authority to sign. The President and Secretary shall sign all contracts, except as provided below.

4.02.020. District Manager's authority to enter into contracts. The District Manager is hereby authorized to sign and enter into contracts on the District's behalf when the dollar value of the contract is \$25,000 or less.

4.02.030. Clarification of District Manager's authority to enter into contracts. For purposes of this Chapter, the District Manager shall have the authority to:

- a) Enter into contracts or amendments where the total dollar value of the transaction or series of related transactions is \$25,000 or less.
- b) Prepay amounts due on contracts greater than \$25,000 provided the prior Board approval is obtained through a minute item at a Board meeting."

**Section 2.** That Chapter 4.03 of the Orange County Vector Control District Operations Code is hereby amended to read as follows:

**"Chapter 4.03 – Credit cards**

4.03.010. Use of credit cards. The District Manager shall establish regulations for the use of credit cards within his contracting limits and shall authorize limited use of such cards by other employees as he shall determine appropriate. The District Manager shall have a credit card limit of \$10,000 total outstanding indebtedness at any one time. The District Manager shall establish lesser limits for his subordinates' use of credit cards, and said policy shall be provided to the Board."

**Section 3.** That Chapter 4.05 of the Orange County Vector Control District Operations Code is hereby amended to read as follows:

**"Chapter 4.05 – Disposition of property**

4.05.010. Sale of surplus property. The Purchasing Agent may sell any personal property belonging to the District and found by the Board not to be required for public use, or he may when purchasing personal property accept advantageous trade-in allowance for such property not further required for public use. For items with an estimated fair market value in excess of \$3,000, the Board of Trustees shall approve of the disposition.

4.05.020. Employees not to purchase/accept. Employees shall not be allowed to buy any surplus property of the District to prevent conflict of interest issues from arising. In special circumstances, an employee may be authorized by the Board to accept and/or purchase surplus property provided findings are made that the transfer is in the public interest.

4.05.030. Donation of property. Pursuant to Health and Safety Code section 2041, the District may donate any surplus property to any public agency or nonprofit corporation."

**Section 4.** That Chapter 4.06 of the Orange County Vector Control District Operations Code is hereby amended to read as follows:

**"Chapter 4.06 – Warrant approvals**

4.06.010. Warrant approval process. In accordance with Government Code section 53910 *et seq.*, the following provisions apply to the payment of warrants. The District Manager is authorized to approve warrants for (1) payroll and routine payments within budgeted amounts, and (2) fixed assets within budgeted amounts, provided that such fixed assets cost \$25,000 or less or are within budgeted amounts. ("Fixed Assets" are tangible property costing \$3,000 or more per unit, including tax, delivery, and installation, with a useful life expectancy exceeding one year.) The District Manager shall be authorized to direct the custodian of such money to pay said amounts. Such direction shall be in writing and shall be signed by the District Manager in said capacity

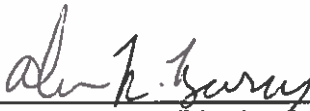
and the custodian may rely upon such direction in the payment of warrants. Notwithstanding said authority, no prepayments in excess of \$25,000 shall be made unless prior authorization is provided by the Board through a minute item. The District Manager may authorize the affixing of a stamp designating that such warrants are appropriate and within budgeted amounts, and when such stamp is utilized, the custodian may rely thereon in the payment of warrants. The Board of Trustees shall thereafter be presented with a warrant register at a subsequent Board meeting showing such warrants.”

**Section 5.** That the District Clerk of the Board shall publish or post this ordinance or a summary thereof as required by law.


**Section 6.** That this Ordinance shall be effective thirty (30) days thereafter.

PASSED and ADOPTED this 19<sup>th</sup> day of May, 2011.

APPROVED AS TO FORM:

  
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Alan R. Burns, District Counsel

  
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Cheryl Brothers, President

  
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Doug Bailey, Secretary