



Legislation Text

File #: 18-014, Version: 1

TO: Mayor and Members of City Council

THRU: Telly Whitfield, Assistant City Manager

FROM: Cheryl Spivey, Chief Financial Officer

DATE: February 12, 2018

RE: Appointment of Deputy Finance Officers for the Purpose of Signing Certain Purchase Orders, Contracts and Agreements

COUNCIL DISTRICT(S): All Districts

Relationship To Strategic Plan:

GOAL V: Fayetteville will have unity of purpose and sustainable capacity across the organization to ensure strong financial management with fiduciary accountability and plan for the future resource sustainability by aligning resources with City priorities.

Executive Summary:

City Council is requested to appoint Purchasing Manager and Special Assistant to the City Manager as deputy finance officers for the purpose of signing the pre-audit certificate on purchase orders, contracts and agreements.

Background:

North Carolina General Statute (NCGS) 159-28 of the Local Government Budget and Fiscal Control Act specifies that no obligation may be incurred in a program, function, or activity that is included the budget ordinance or project ordinance unless that ordinance includes an appropriation authorizing the obligation and an unencumbered balance remains in the appropriation sufficient to pay the obligated amount of the transaction. If an obligation is in writing, the written contract, agreement, or purchase order must include, on its face, a certificate stating that the instrument has been preaudited to assure compliance with this requirement. The preaudit certificate must be signed by the finance officer, or any deputy finance officer approved for this purpose by the governing board.

The City Manager and Chief Financial Officer has determined that increased efficiency in the preaudit process could be achieved by designating the City's Purchasing Manager and Special Assistant to the City Manager as deputy finance officers for the purpose of executing the pre-audit certificate on certain purchase orders, contracts and agreements.

Adoption of the attached resolution will authorize the City's Purchasing Manager and Special Assistant to the City Manager to execute the pre-audit certificate on purchase orders, contracts and

agreements that obligate the City to pay amounts not to exceed \$100,000 and when expressly designated by the City Manager or Chief Financial Officer to execute the pre-audit certificate in amounts greater than \$100,000. Currently, the Procurement Manager is Kim Toon and the Special Assistant to the City Manager is Jay Toland.

Issues/Analysis:

Allowing the City's Purchasing Manager and Special Assistant to the City Manager to execute the pre-audit certificate on certain contracts would increase efficiency in the pre-audit process.

Budget Impact:

None.

Options:

- Adopt the resolution designating the Purchasing Manager and Special Assistant to the City Manager as deputy finance officer for the purpose of signing certain purchase orders, contracts and agreement;
- Amend the resolution; or
- Do not adopt the resolution and provide guidance to staff.

Recommended Action:

Adopt the resolution designating the Purchasing Manager and Special Assistant to the City Manager as deputy finance officer for the purpose of signing certain purchase orders, contracts and agreement.

Attachments:

Resolution Designating Deputy Finance Officers