



## **MEMORANDUM REPORT**

**MEETING DATE:** June 16, 2020

**TO:** Board of Commissioners of the Los Altos Hills County Fire District

**FROM:** Dan Siegel and Jen Beyers, District Legal Counsel

**SUBJECT:** Resolution Authorizing General Manager, J. Logan, to Execute Certain Limited Agreements for Goods and Service for the Benefit of the District and in Furtherance of the District's Purpose.

**RECOMMENDATION:**

Adopt Resolution 20-20 Authorizing General Manager Jo Anne Logan to Execute Certain Limited Agreements for Goods and Services for the Benefit of the District and in Furtherance of the District's Purpose.

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**Background**

At the District's September 11, 2018, Regular Board meeting, the District Board created the role of general manager of the District and found J. Logan to be the most qualified candidate, and authorized execution of an employment agreement between J. Logan and the District ("GM Agreement"). At the District's March 17, 2020, Board meeting, the District Board conducted a Public Employee Performance Evaluation of J. Logan. The District Board is very pleased with J. Logan's service and leadership of the District. The District extended the term of the GM Agreement, and has expressed a desire to increase J. Logan's ability to run the District in a more efficient manner.

**Discussion and Recommendations**

During the Public Employee Performance Evaluation of J. Logan, a desire to provide J. Logan with authority to more efficiently execute District goals was expressed. To effectuate that goal the District Board should consider approval of Resolution 20-20 Authorizing General Manager Jo Anne Logan to Execute Certain Limited Agreements for Goods and Services for the Benefit of the District and in Furtherance of the District's Purpose ("Resolution 20-20"). Approving Resolution 20-20, provides J. Logan with authority to enter into certain limited agreements for goods and services, which include purchase orders and written agreements ("Limited Agreements"). Authorizing J. Logan to enter into Limited Agreements on behalf of the District will streamline processes and allow the District to run in a more efficient manner. J. Logan's authority to enter into Limited Agreements under Resolution 20-20 is subject to first meeting all of the following conditions:

1. The total cost of the proposed goods or services procured under the agreement does not exceed Fifteen Thousand Dollars (\$15,000); and
2. The total District funds authorized by J. Logan for Limited Agreements since the last District Board meeting do not exceed Fifteen Thousand Dollars (\$15,000); and
3. The Limited Agreement is in furtherance of the District's purpose; and
4. District's legal counsel reviews and approves the terms and conditions of the Limited Agreements; and
5. The procurement procedures comply with Federal, State, and local requirements applicable to the District.

After approval of A Limited Agreement, J. Logan will immediately provide to the District Clerk the Limited Agreement and specify the expenditure. The District Clerk will present the expenditures for all Limited Agreements to the District Board at the next meeting.

Resolution 20-20 is intended operate independent of other spending authority, including, but not limited to, Resolution 12-15, authorizing District President to approve expenses between meetings, and the District's Credit Card Use Policy.

**Proposed Action by Commission:**

- Approve Resolution 20-20 to authorize General Manager Jo Anne Logan to execute certain Limited Agreements for goods and services for the benefit of the District and in furtherance of the District's purpose.