



**Local Agency Formation Commission of Napa County**  
Subdivision of the State of California

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*We Manage Local Government Boundaries, Evaluate Municipal Services, and Protect Agriculture*

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**Agenda Item 7h**

**TO:** Local Agency Formation Commission

**PREPARED BY:** Laura Snideman, Executive Officer

**MEETING DATE:** December 1, 2014

**SUBJECT:** Authorization to Apply for a LAFCO Credit Card and Adopt Credit Card Policy

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**RECOMMENDATION**

Authorize the Executive Officer to apply for a LAFCO credit card and adopt a Credit Card Policy

**ANALYSIS**

The lack of a credit card hampers business operations and creates inefficiencies in today's world. In addition, it is unfair to require the Executive Officer to float LAFCO hundreds of dollars in authorized expenses on a personal card while waiting for reimbursement. Examples include registering for trainings and making associated travel arrangements and purchasing certain office supplies. This has been identified as a problematic issue for several years and the County has discussed allowing LAFCO to join a purchasing card program offered through the State of California and referred to as "CAL-Card." However this has not been forthcoming despite several different assurances. Since an easy solution exists – for LAFCO as its own legal entity to apply for a separate card – it is strongly recommended to authorize the Executive Officer to make an application. The Executive Officer can consider switching to the CAL-Card program if and when it becomes available depending on LAFCO's specific circumstances and needs at the time one is offered.

To ensure proper use of the card, a recommended credit card policy is attached for your adoption to provide additional detail of authorized use and outline consequences for misuse.

**ATTACHMENT**

- 1) Credit Card Policy

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Joan Bennett, Vice Chair  
Councilmember, City of American Canyon

Greg Pitts, Commissioner  
Councilmember, City of St. Helena

Juliana Inman, Alternate Commissioner  
Councilmember, City of Napa

Brad Wagenknecht, Commissioner  
County of Napa Supervisor, 1st District

Bill Dodd, Commissioner  
County of Napa Supervisor, 4th District

Mark Luce, Alternate Commissioner  
County of Napa Supervisor, 2nd District

Brian J. Kelly, Chair  
Representative of the General Public

Gregory Rodeno, Alternate Commissioner  
Representative of the General Public

Laura Snideman  
Executive Officer



## LOCAL AGENCY FORMATION COMMISSION OF NAPA

### *Credit Card Policy*

#### **I. BACKGROUND:**

Under Government Codes Section 56380 the Commission shall make its own provision for supplies.

#### **II. PURPOSE:**

- To maximize efficient procurement of goods and services
- To assure timely purchases of operational necessities
- To provide efficient and effective purchasing of budgeted materials and supplies

#### **III. RULES AND PROCEDURES FOR USE:**

##### **Credit Cards may be utilized only for the following reasons:**

Purchases that are incorporated in the adopted budget including:

- Office supplies
- Training and related expenses including travel, hotel, or food
- Advertising
- Meeting expenses
- Memberships and dues
- Equipment maintenance or rental

##### **Credit Cards may never be used for any personal purchase or for any item such as:**

- Financial institution/manual cash
- Financial institution/auto cash
- Financial institution/merchandise
- Non-financial institution/Foreign Currency/Money Order/Traveler Checks
- Security brokers and dealers
- Timeshares
- Fines
- Bail and bond payments
- Wire transfer – money order
- Massage parlors
- Betting/track/casino/lotto

#### **IV. REQUIRED DOCUMENTATION:**

- All applicable receipts by the time the monthly statement is received
- If materials and supplies are ordered by telephone, the packing slip
- If for travel, a copy of the meeting brochure, agenda or similar document showing the dates, times, and subjects of the training

**V. LOST OR MISSING CREDIT CARDS:**

- All lost or missing Credit Cards must be reported immediately
- Employees need to provide the approximate time and location that the Credit Card was last handled and a listing of charges and /or vendors last used

**VI. EXECUTIVE OFFICER'S RESPONSIBILITY:**

- To assure that the policy and procedures are enforced
- To physically control the card (access/usage)
- To know the remaining credit limit
- To store the credit card securely

**VII. EMPLOYEE'S RESPONSIBILITY**

- Use the card in accordance with all agency policies and allowable budgets
- Maintain card security to prevent unauthorized charges against your account
- Obtain a receipt at the point of purchase and verify it for accuracy
- Reconcile receipts and other purchase documentation to your Cardholder statement
- Report lost or stolen cards immediately
- Report any billing discrepancies posted on your statement that cannot be resolved with the merchant
- Prevent any family member or friend from using the card
- Any unauthorized and/or personal use of the credit cards are strictly prohibited and can be cause for an employee's immediate suspension and/or termination and may be subject to criminal prosecution