



**BOARD OF COUNTY COMMISSIONERS  
OF THE COUNTY OF GUNNISON, COLORADO  
RESOLUTION NO. 2014- 0**

**A RESOLUTION ADOPTING FINANCIAL POLICIES FOR THE GUNNISON-CRESTED BUTTE  
REGIONAL AIRPORT**

WHEREAS, Gunnison County is a statutory county with an elected Board of Commissioners that is responsible for setting policy, appointing administrative personnel and the adoption of an annual budget in accordance with state statutes; and

WHEREAS, Gunnison County is responsible for the use of public dollars within its community; and

WHEREAS, Resources should be used prudently to ensure adequate funding for the services, public facilities and infrastructure necessary to meet the community's present and future needs; and

WHEREAS, the County's budget process provides a comprehensive and participatory approach for creating a budget plan that addresses the needs of residents through effective management of County resources; and

WHEREAS, the County's financial policies are intended to serve as a blueprint to achieving the fiscal stability required to fund the services, public facilities and infrastructure necessary to meet the community's immediate and long term objectives. In addition, these policies can improve financial planning and assist with internal financial management for the County.

NOW THEREFORE, BE IT RESOLVED the Board of County Commissioners of Gunnison County, Colorado adopts the "Gunnison-Crested Butte Regional Airport Financial Policies identified in Exhibit A, attached hereto and incorporated herein.

INTRODUCED by Commissioner Howck, seconded by Commissioner Chamberland, and adopted this 4<sup>th</sup> day of February, 2014.

BOARD OF COUNTY COMMISSIONERS  
OF GUNNISON COUNTY, COLORADO

By Paula Swenson  
Paula Swenson/ Chairperson

By Phil Chamberland  
Phil Chamberland, Vice Chairperson

By Jonathan Howck  
Jonathan Howck, Commissioner

ATTEST:

[Signature]  
Deputy County Clerk





**Exhibit A**

**Gunnison-Crested Butte Regional Airport  
Financial Policies**

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**Purpose**

The purpose of Gunnison County’s financial policies is to serve as a foundation for long and short range planning, facilitate decision making, and provide direction to staff for handling the County’s day-to-day financial business. These policies also serve as a blueprint to achieve the fiscal stability necessary to carry out the County’s mission, vision and values. Because of the broad and diverse nature of the County’s offices and departments it is critical to have written, clearly defined, financial policies which minimize the risk of developing conflicting or inconsistent goals and objectives causing negative impacts on the overall financial position of Gunnison County.



## Auditing and Financial Reporting

- An independent audit will be performed annually in accordance with State law (C.R.S.29-1-603).
- The County's accounting system, Blackbaud Financial Edge, shall be maintained in conformance with Generally Accepted Accounting Principles (GAAP) established by the Governmental Accounting Standards Board (GASB) and with the goal of obtaining an unqualified opinion from the independent auditor.
- The County will produce its General Purpose Financial Statements (GPFS) in conformance with GAAP.

## Fund Accounting

Pursuant to GASB 34 the principal role of funds in the new financial reporting model is to demonstrate fiscal accountability. While there are no limits to the number of individual funds a government elects to use, a basic principle of governmental accounting recommends that the entity use the smallest number of individual funds possible, consistent with its particular circumstances. Gunnison County has 26 funds, which are broken out into three classifications: Governmental, Proprietary and Fiduciary Funds.

The general ledger is organized on the basis of these funds and the fund's classification, and maintained in conformance with GAAP. Each fund is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that consist of assets, liabilities, fund equity, revenues and expenditures. The fund structure in the audited financial statements is different from the budgetary fund structure since the County does not budget for Agency Funds or Asset and Liability accounts. Therefore, these are not included in the budget document.

These policies pertain to transactions and activities occurring within the Airport Operations and Airport Construction Funds.

## **GOVERNMENTAL FUNDS**

### **General Fund**

01 General Fund

### **Special Revenue Funds**

02 Road & Bridge Fund  
03 Human Services Fund  
04 Public Health Agency Fund  
07 Conservation Trust Fund  
12 Sales Tax Fund  
13 Land Preservation Fund  
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**Internal Services Funds**

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**Basis of Budgeting and Accounting**

The basis of accounting for governmental funds is modified accrual. The basis of budgeting for governmental funds is also modified accrual. The basis of accounting for proprietary funds is full accrual, and the basis of budgeting proprietary funds is full accrual. Revenues are recognized in the accounting period in which they become "available and measurable."

The County budgets on a calendar year, January 1 – December 31 for all funds. Any increase to the adopted budget requires that a supplemental budget and appropriation be approved by the Board of County Commissioners at a public hearing, with prior published notice of the proposed change (C.R.S. 29-1-109). Expenditures must not exceed appropriations approved by the Commissioners (C.R.S. 29-1-110). The appropriations are established by classification and function.

According to Colorado State Statute (C.R.S. 30-25-202), moneys credited to Capital Funds shall not revert or be transferred to any other fund. Likewise, no transfers are allowed from the General Fund into the Road & Bridge Fund per State Law (C.R.S. 30-25-106).



## Definition of a Balanced Budget

The recommended budget presented annually to the Board of County Commissioners shall be balanced by fund. According to C.R.S. 29-1-103 no budget adopted shall provide for expenditures in excess of available revenues and beginning fund balances.

## Fund Balances

- Each fund should maintain a fund balance at a level that will provide for a positive cash balance throughout the fiscal year, which will reduce the likelihood of having to enter into short-term debt to pay for current operating expenditures.
- Adequate fund balances will be maintained so major unplanned occurrences will not jeopardize the financial position of the County.
- In order to meet emergency obligations, avoid interruptions in cash flow, generate interest income, and maintain a sound bond rating, the County shall maintain an unassigned fund balance in its General Fund of 25% of operational expenditures. GFOA recommended practice is at a minimum no less than five to fifteen percent of regular General Fund operating revenues, or no less than one to two months of regular General Fund operating expenditures. Because of the conservative approach to maintaining sufficient resources, Gunnison County requires an unassigned fund balance in the General Fund in excess of these recommended minimums.
- Fund balance may be used as appropriate (and approved by the Board of County Commissioners) under sound management practices when current revenues are not adequate to cover current expenditures.
- Gunnison County will maintain an emergency reserve in an amount equal to at least three percent of fiscal year spending in accordance with the provisions of Article X, Section 20 of the State Constitution (TABOR Amendment).

## Revenues

- The County should strive to maintain a diversified and stable revenue base; to the extent it has the legal authority to do so.
- The County should follow an aggressive policy of collecting all due and payable revenues.
- All revenue projections should be realistically calculated and budgeted.
- Funding through grants is encouraged as a means of financing a project or one-time expenditures. The County should, however, discourage the use of intergovernmental grant assistance for routine, ongoing

operational costs and programming may be cancelled if grants are not sustained.

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## Cash Management



- The staff will develop, maintain and constantly seek to improve cash-management systems which ensure the accurate and timely accounting and security of all cash assets. Disbursement, collection and deposit of all funds will be scheduled to insure an efficient cash flow and to maximize investments.
- The Fiscal Internal Control Worksheet should be formally documented and reviewed periodically.

## Fees and User Charges

- The County will set its fees and user charges to recover, at a minimum, the variable costs of services in order to reduce reliance on property and other taxes.
- The County should charge fees and user charges when it is allowable, when a limited and specific group of beneficiaries can be identified or when it is feasible to charge beneficiaries for services rendered. To the extent possible, fee levels should be set to recover the full costs of the services provided, unless it is deemed necessary or desirable to subsidize the service.
- The capital and operating budgets of enterprise funds (i.e., Airport Operations Fund), shall not be subsidized by the General Fund and shall be supported wholly by fees and charges generated by the enterprise.
- As part of the budget process, the County shall annually review the fees and user charges. All changes to the schedule of fees and charges must be approved by the Board of County Commissioners.

## Operating Expenditures

- The County will pay all current expenditures with current revenue.
- In accordance with Colorado State Law, Gunnison County will adopt a balanced budget for each fund.
- The County will maintain a budgetary control system to ensure adherence to the budget and will make timely reports available to management, which compare actual revenues and expenditures to budgeted amounts.
- The County will encourage the use of technology and capital investment programs that are cost effective and will manage the growth of operating costs.



- Supplemental requests for funding will be heard by the Board of County Commissioners on an as needed basis, no less than annually.
- Services that directly contribute to the BOCC Strategic Plan for the County will receive first priority for funding.
- A plan should be maintained and funded which provides for the orderly replacement of equipment.
- The County will not use long-term debt for current operational costs.

## Debt

Debt is an important tool for financing capital facilities.

- The issuance of debt is in accordance with Colorado State Laws.
- Debt will not be used to finance current operating expenses. Debt should only be used for the construction of capital facilities or the purchase of capital assets. In general, the assets should not be recurring capital replacements, such as vehicles.
- The County will confine long-term borrowing to major capital purchases or projects that cannot be financed from current revenues. The County should exhaust all possible resources, such as grants and pay-as-you-go funding, before borrowing funds.
- The Board of County Commissioners is authorized to execute lease agreements on behalf of the County, including Certificates of Participation.
- When debt is approved by the voters, the County will make every effort to obtain the best possible rating and to maintain a favorable rating through prudent financial management.
- Refunding of Outstanding Debt: A refunding (or refinancing), either on a current or advance basis, will only be executed if the net present value savings (gross savings present valued at the arbitrage yield of proposed refunding issue), net of issuance costs and cash contribution to the refinancing, is at least 3%. However, in certain circumstance, a lower threshold may be justified if the refunding is being executed for reasons other than economic savings (e.g. cash flow relief).

## Capital Improvement Program (CIP)

- The County will plan for its capital needs at least five years into the future in order to address needs and to earmark revenues.
- A five-year CIP shall be prepared and updated annually. Elected official offices and departments shall request items meeting the definition of capital assets through the annual capital budget process.
- The CIP incorporates a ranking method to determine priority of projects that includes project criteria weight factors and amplification factors.
- The County will strive to fund capital improvements on a pay-as-you-go basis in order to enhance its financial condition and bond rating.



- An asset is classified as a fixed asset if the cost is greater than \$4,000 and its useful life is greater than one year.

## Compensation

One of the largest expenditure items is salaries and benefits for Gunnison County employees. The County recognizes its employees as the greatest asset and takes pride in its ability to deliver a total compensation package that includes cash compensation, health insurance and retirement benefits, and other employee benefits that provide employees with security and opportunity.

Gunnison County is committed to compensating its employees fairly, within economically feasible parameters, while considering the competitive job market, internal equity and individual performance.

- Salary range structures should be evaluated periodically to determine the relative competitiveness of the pay structure to the job market.
- The midpoint of the salary range is the market value against which the County will assess its pay plan relative to the job market.
- All proposed salary structure adjustments require the approval of the Board of County Commissioners during the annual budget process. Equity, one-time payments and performance adjustments require the approval of the County Manager.
- Staffing shall not exceed the authorized level.
- Savings in an adopted budget that result from vacant positions are not to be used as justification for Elected Officials or Department Heads to increase expenses for operational or capital expenditure purposes.
- Gunnison County does not have a defined benefit plan for retirees.

## Internal Controls

Gunnison County management is responsible for establishing and maintaining an internal control structure. Internal controls are defined as the organization and methods used to: 1) safeguard assets from loss by fraud or by unintentional errors; 2) assure the reliability of the accounting data which management may use in making decisions; and 3) promote operational efficiency and encourage adherence to adopted policies. The internal control structure is designed to provide reasonable, but not absolute, assurance that these objectives are met. The concept of reasonable assurance recognizes that the cost of control should not exceed the benefits likely to be derived and that the evaluation of costs and benefits requires estimates and judgments by management. We believe the County's internal control structure adequately safeguards assets and provides reasonable assurance of proper recording of financial transactions.

- The County will utilize the Blackbaud FundWare accounting software system to maintain its financial accounting and reporting. All records



and reporting will be in accordance with GAAP. The County will maintain an accounting system which provides internal budgetary and accounting controls designed to provide reasonable assurance regarding both the safeguarding of assets against the loss from unauthorized use or disposition and the reliability of financial information used in preparation of financial statements and reports.

- An independent certified public accounting firm will perform an annual audit and will publicly issue a financial opinion and a statement on internal controls. A management letter will be part of this report.
- The County Finance Office will maintain a fixed assets inventory for assets greater than \$4,000. Capitalization thresholds will not be applied to groups of similar items if they individually do not meet the capitalization criteria.
- The County Departments will maintain an inventory of items that require special attention to ensure legal compliance. Legal or contractual provisions may require a higher than ordinary level of accountability over certain items (i.e., items acquired through grant contracts).
- The County Departments will maintain an inventory of *theft sensitive* items (i.e., computers, laptops, monitors).
- The County Departments will maintain an inventory of items that require special attention to protect public safety and avoid potential liability (i.e., Sheriff's or Airport firearms).
- The Fiscal Internal Control Worksheet should be formally documented and reviewed periodically.
- An accounting procedures manual will be maintained and updated on a continuing basis.

## Fraud

The County's fraud policy is established to outline the development of controls which will aid in the detection and prevention of fraud against the County. It is the intent of the County to promote consistent organizational behavior by providing guidelines and assigning responsibility for controls and conduct of investigations.

This policy applies to any fraud, or suspected fraud involving employees as well as vendors, consultants, contractors, outside agencies doing business with employees of such agencies, and/or any other parties with a relationship with the County.

1. Reporting - Employees and any other parties with an objective, good-faith belief of fraud, or abuse or misuse of County property should contact their Assistant County Manager and the Finance Director. Reports may provide this notice by reasonable means (i.e. orally, in writing, e-mail, etc.) and this notice may be provided anonymously.



Should the suspected fraud or abuse involve the Assistant County Manager, the Finance Director and/or the County Manager then the employee or other party may report the suspected fraud or abuse to the County Attorney.

The County will not retaliate against an employee or a "reporting" party, who makes a report based on an objective, good-faith belief of fraud, or abuse or misuse of County property. The County will take no effort to determine the identity of anyone who specifically requests anonymity and, to the extent possible under the circumstances, will not reveal the identity of an employee or "reporting" party who requests confidentiality.

2. Actions Constituting Fraud - The terms embezzle, misappropriation and other fiscal wrongdoings refer to, but are not limited to:

- Any dishonest or fraudulent act.
- Forgery or alteration of any document or account belonging to the County.
- Forgery or alteration to a check, bank draft, or any other financial document.
- Misappropriation of funds, securities, supplies, or other assets.
- Impropriety in the handling or reporting of money or financial transactions.
- Profiteering as a result of insider knowledge of County activities.
- Disclosing confidential and proprietary information to outside parties that could put County monies at risk.
- Accepting or seeking anything of substantial value from contractors, vendors or persons providing services/materials to the County for personal gain.
- Destruction, removal, unauthorized or inappropriate use of records, furniture, fixtures, and equipment; and/or
- Any similar or related inappropriate conduct.

Suspected improprieties concerning an employee's moral, ethical, or behavioral conduct should be resolved by departmental management and Human Resources.

If there is any question as to whether an action constitutes fraud, contact the Human Resources Director.

3. Investigation Responsibilities - The Assistant County Manager and Finance Director have the primary responsibility for the investigation of all suspected fraudulent acts as defined in the policy. If the investigation substantiates that fraudulent activities have occurred, the Assistant County Manager and Finance Director will issue reports to appropriate designated personnel and, if appropriate, to the Commissioners through the County Manager.



If the suspected fraudulent act involves the Assistant County Manager, the Finance Director and/or the County Manager, then other appropriate means will be used to investigate the suspected fraudulent act.

Decisions to prosecute and/or refer the examination results to the appropriate law enforcement and/or regulatory agencies for independent investigation will be made in conjunction with legal counsel and the County Manager, as will final decisions on disposition of the case.

4. Confidentiality - The County treats all information received confidentially. Any employee or reporting party who suspects dishonest or fraudulent activity will notify the Assistant County Manager and Finance Director immediately.

Should the suspected fraud or abuse involve the Assistant County Manager, the Finance Director and/or the County Manager then the employee or other party may report the suspected fraud or abuse to the County Attorney.

Investigation results will not be disclosed or discussed with anyone other than those who have a legitimate need to know. This is important in order to avoid damaging the reputations of persons suspected but subsequently found innocent of wrongful conduct and to protect the County from potential civil liability.

5. Reporting Procedures - Great care must be taken in the investigation of suspected improprieties or wrongdoings so as to avoid mistaken accusations or alerting suspected individuals that an investigation is under way.

An employee or other party who discovers or suspects fraudulent activity will contact the Assistant County Manager and Finance Director immediately. The employee or other complainant may remain anonymous. All inquiries concerning the activity under investigation from the suspected individual, his or her attorney or representative or any other inquirer should be directed to the HR Director/Finance Director or County Attorney. No information concerning the status of an investigation will be given out.

The reporting individual should be informed of the following:

- Do not contact the suspected individual(s) or other potentially involved in an effort to determine facts or demand restitution.
- Do not discuss the case, facts, suspicions or allegations with anyone unless specifically asked to do so by the County Attorney or Assistant County Manager or Finance Director.

6. Termination - If an investigation results in a recommendation to terminate an individual, the process outline in the Gunnison County Personnel Policies shall be followed.

## Grants Oversight



The purpose of this section is to develop, implement, and maintain meaningful grant oversight and coordination for Gunnison County thereby increasing grant related revenue, limiting the County's exposure for grant related legal liability, and improving the efficiency and impact of results for customers funded through grants. All grants will follow all regulations included in the grant contract. All grants must be routed via the Agenda Item Review Submittal Form through the Manager, Attorney and Finance offices prior to application submittal and acceptance of grant.

The Finance accounting system will separate revenues and expenditures by funding source for all grants. The accounting system will break down revenues and expenditures for each individual grant via the project system and supporting documentation will be maintained in the financial system for all grant expenditures, as is required of all expenditures. The accounting system has a project system that tracks all revenues and expenditures by the specific grant or project by line item or by broad category as may be included in a grant application budget. These will be reconciled monthly to ensure all revenues and expenditures are being appropriately coded to the correct grant. The project system reports can be run across calendar years to accommodate the different grant time periods that may differ from our calendar year reporting. Federal grant funds will not be commingled with funds from other Federal grants or other local match money.

When applicable, any matching funds for a grant will be tracked by the department who is responsible for the grant and will only include items that directly correlate to an approved activity identified in the grant proposal. These would normally be tracked on a spreadsheet taking information from the County's accounting system.

Funding for costs prior to eligible grant reimbursements will be provided by unrestricted fund resources.

Capital assets are tracked through the fixed asset system and, if a grant has purchased a capital asset, this will be noted in the fixed asset system.

Only allowable costs will be allocated to a grant.

Grants will only be budgeted when the grant award letter has been received. If this is prior to adoption of the budget, it will be included in that year's budget. If it is mid-year, a budget amendment will be requested by the department and approved by the Finance Director and County Manager. All budget amendments processed during the year will be combined and presented to the Board of County Commissioners each December for approval by Resolution.



Grant records will be maintained for seven years after the end of the fiscal year that includes the end date of the grant, or until any issues from an audit are completed.

All grants will follow all of the policies outlined in this document.

Employees must comply with the adopted Travel Policy.

Employees are required to submit a time and effort record in the form of a timesheet each month, which has been signed by both the employee and their supervisor.

The County will maintain and update procedures designed for position control, as it relates to authorized positions, hours budgeted and worked, and filling vacancies. All positions dependent on grant funding will require the employee to verify their understanding that if grant funding decreases or ends, their compensation will also decrease or end.

## Purchasing

Gunnison County Government recognizes the need to use outside sources for providing professional services, constructing capital projects, procuring supplies and equipment and providing services for day-to-day operations and maintenance. The County will follow the below listed policies in making purchasing decisions.

- The County encourages use of County issued purchasing cards whenever possible. See the County's purchasing card policy.
- The County shall take advantage of payment discounts whenever possible.
- Invoices shall be routed to the appropriate department for account coding, department head approval, and assurance of adequate budget.
- No check will be prepared without a voucher signed by the department head, proper account coding and adequate budget unless specifically identified in these policies.
- No payment will be made from a statement. An invoice must be submitted. An exception is for certain expenditures billed from monthly statement such as phone and utility billings.
- The Finance Department will provide a monthly check list to County Commissioners for approval.
- Gunnison County supports the purchase and use of environmentally preferable products and services with policy and actions by considering multiple product attributes, such as toxicity, durability, emissions, recycled content and conservation of resources, in addition to price, performance and availability.
- Voucher, invoice and purchasing card data will be retained by the Finance Office for seven years.



- Individual County departments are responsible for receipt and acknowledgement of goods and services.
- The Fiscal Internal Control Worksheet should be formally documented and reviewed periodically.
- These policies shall not apply to an unexpected and pressing situation which requires swift and immediate procurement action apart from regular procurement procedures such as in the case of emergencies or purchases made to prevent further losses to Gunnison County.

**CONTRACTS AND PURCHASES UNDER \$5,000:** All transactions for products and services with a total price under \$5,000 may be made without competitive bids, although obtaining competitive pricing from at least three sources is strongly encouraged to ensure wise use of resources.

**CONTRACTS AND PURCHASES BETWEEN \$5,000 AND \$74,999:** All transactions for products or services between \$5,000 and \$74,999 must be competitively bid by obtaining competitive pricing from at least three sources.

- Solicit and document at least three (03) quotes. Written specifications are encouraged to be developed by the County and furnished to potential bidders, however the solicitation of verbal quotes is acceptable in the absence of any specialized or other complicated functional requirements that require detailed written explanations.
- In the event verbal quotations are initiated, the County employee soliciting quotes must document the name and telephone number of the business contacted, the point of contact, and summarize the pricing and availability quoted.
- For purposes of receiving quotes, under no circumstances shall a "nobid" be considered a quotation for the purposes of meeting the obligations of receiving 3 quotes.
- The Finance Director or County Manager may waive the requirement for 3 quotes after review of the circumstances involved with a particular procurement. This may be necessary when utilizing the bid of another government or in a situation that makes it impossible to obtain competitive bids such as sole source purchases.

**CONTRACTS AND PURCHASES OVER \$75,000:** All transactions for products or services over \$75,000 must be made via a formal written bid or proposal and must be advertised in a local newspaper and/or on the County's website.

- The County Manager may waive the requirement for a formal bid for certain circumstances such as utilizing the bid of another government or in a situation that makes it impossible to obtain competitive bids such as sole source purchases. This requires a written statement documenting the rationale for the waiver.

Method of Contracting of Projects.



Gunnison County may let one comprehensive contract for a project or may divide the project into a number of separate contracts. Whenever a project is divided into more than one contract, each contract shall be treated as an independent contract for purposes of these Policies but may not be split in amount or duration in order to evade the intent of these Policies.

#### Mutual Purchasing.

Nothing herein shall be construed as preventing Gunnison County from joining with other public instrumentalities of the State, or State Agencies, in a mutual purchasing agreement or understanding or otherwise availing itself of a low responsible bid or award of a contract for supplies, materials, equipment or contractual services if such arrangement or understanding is determined to be in the best interests of Gunnison County.

#### Discretion.

A Negotiated Basis Contract, a Sealed Bid Contract, or an Open Bid Contract may be used whenever Gunnison County determines, in its sole discretion, that circumstances render such procurement process most prudent, considering the scope of work, the management complexities associated therewith, the extent of current and future requirements, and the best interests of the general public. Gunnison County shall select the firms or firms deemed to have submitted the most responsive qualified Proposal, price and other factors considered.

#### Negotiated Basis Contracts.

These are contracts resulting from procurement without a formal process of advertising, pre-qualification, or review of written proposals. The terms and conditions of Negotiated Basis Contracts, and the fees or other compensation to be paid to any contracting firm or person pursuant to such contracts, shall be determined by Gunnison County. Any contract which does not qualify as a Sealed Bid Contract or an Open Bid Contract shall be a Negotiated Basis Contract.

#### Sealed Bid Contracts.

These are contracts resulting from procurement undertaken by means of advertisement in one or more newspapers having good distribution for such matters, a formal bid package, and submission of sealed written bids by a date and time certain, when such bids are opened and read publicly. The basis for review and acceptance of sealed bids shall be set forth in detail in the Invitation to Bid and the Instructions to Bidders for each such contract.



## Open Bid Contracts.

These are contracts resulting from the Request for Proposals procedure described below.

1. Pre-qualifications. In the event that the Board of County Commissioners deems it necessary, pre-qualification of contractors may be conducted as follows:

(a) Request for Qualifications. The Board of County Commissioners shall invite interest by notice in one or more newspapers or trade journals having good distribution for such matters, or by such other means, such as direct solicitation, as shall produce a good response to the invitation. The notice shall include a description of the purpose of the Request for Qualifications and how and where an application to submit qualifications may be secured. Whenever practicable, no less than twenty (20) days shall intervene between the date of publication of a notice and the closing date for accepting qualifications.

(b) Selection of Firms to make Oral Presentations. On the basis of the written qualifications submitted, a limited number of firms may be selected to make oral presentations and to discuss the details of the contract process. Such selections shall be in the sole discretion of Gunnison County.

(c) Selection of Firms to Make Proposals. On the basis of the written qualifications submitted and the oral presentation, if any, Gunnison County, in its sole discretion, may select firms to submit proposals.

2. Request for Proposals. If pre-qualification has taken place, the finalists selected shall be asked to submit detailed proposals. If a pre-qualification was not deemed necessary, The Board of County Commissioners shall invite interest in the Request for Proposals by advertising in accordance with the procedures outlined in Section 1 above. Gunnison County may, in its sole discretion, invite any or all of the firms responding in writing to the Request for Proposals to make oral presentations to Gunnison County and to discuss the details of the procurement and contract process.

3. Withdrawal or Modification of Proposal. A submitted proposal may be withdrawn or modified as provided in each Request for Proposals.

4. Award of Contract. Gunnison County shall select the firms or firms deemed to have submitted the most responsive qualified Proposal, price and other factors considered. As soon as is practicable, Gunnison County



and the selected firm or firms shall negotiate a detailed contract or contracts embodying the Proposal or Proposals. A contract shall be deemed awarded to the selected firm upon actual execution of the contract.

#### Guidelines for Particular Contracts.

The following specific types of property and services may be acquired in accordance with the specific procedures outlined below.

1. Professional or Technical Services. Gunnison County may enter into contracts for services, including but not limited to legal, accounting, insurance, surety bonding, executive recruitment, auditing, architectural, engineering, planning, environmental, public relations, financial advisory, management consulting, underwriting, security, and systems management services.

2. Construction Contracts. Construction contracts will normally be procured by Sealed Bid Contract but may be procured by a Negotiated Basis Contract or an Open Bid Contract upon the approval of Gunnison County. Gunnison County will comply with the applicable state and federal law and regulations, in procuring construction contracts.

3. Passenger Services, Fixed Base Operator, and Airport Management. Such services may be procured by either a Negotiated Basis Contract or an Open Bid Contract, subject to the then current Schedule of Rates and Charges, and may be of any duration permissible by law. Gunnison

4. Scheduled Air Service. In procuring scheduled commercial air service, Gunnison County shall to the extent practicable treat airlines equally in terms of available office and counter space, passenger gates, baggage facilities, employee parking, and similar items. The Board of County Commissioners shall approve all contracts for scheduled air service. Such services may be procured by either a Negotiated Basis Contract or an Open Bid Contract; subject to the then current Schedule of Rates and Charges and such other agreement terms as may be in the best interest of Gunnison County, in its sole discretion.

5. Real Property. The following procedures will apply to the purchase of real estate, including acquisition of property (i) available for sale on the open market; (ii) required by the federal or state government or an agency thereof; or (ii) by agreement with a public or regulated entity.

(a) No real property shall be purchased by Gunnison County without a written appraisal. For property where the purchase price is expected to exceed \$50,000, two (2) written appraisals will be required.



Appraisers shall be selected on the basis of knowledge of the area and expertise in appraising the type of property under consideration. The appraiser shall provide factual data concerning the property including but not limited to market data, highest and best use, methodology to be applied, complete legal description, justification for time and condition adjustments, with supporting data and final conclusions.

(b) Based upon the written appraisal or appraisals, Gunnison County may authorize the acquisition of real property from an owner willing to sell such property. Each such owner shall signify in writing that the sale of such property is made on a voluntary basis.

(c) In the event that the owner of a property does not agree to the price offered by Gunnison County and secures a written appraisal from an expert appraiser, Gunnison County may continue negotiations in light of the owner's appraisal.

6. Change Orders. A change order or similar amendment to any contract may be authorized and executed on behalf of Gunnison County.

## Amending the Budget

A budget amendment will increase or decrease budget appropriations adopted by the Board of County Commissioners. Budget appropriations may be adjusted due to the following:

- Appropriation Transfers – the transfer of appropriated budget from one or more spending agencies in a fund to one or more spending agencies in another fund or between spending agencies within a fund (C.R.S. 29-1-109 1a).
  - Used when a unit is identified as having insufficient budget dollars while at the same time another appropriation unit is identified as having an excess budget.
- Supplemental Appropriations – if, during the fiscal year, unanticipated revenues that were not assured at the time of the adoption of the budget from any source other than the local government property tax mill levy are received or if the beginning fund balance is in excess of the budgeted fund balance, the result is additional available revenues (C.R.S. 29-1-109 1b).
  - Used when a policy, law, statute, or court ruling becomes effective which mandates expenditures that were not anticipated or budgeted.
  - Used when an expenditure item is essential to the operation of a County office or department that was neither anticipated nor budgeted.

- Used when revenue is received and designated for a particular purpose that was neither anticipated nor budgeted.
- Budgetary Decreases – if revenues are lower than anticipated in the adopted budget (C.R.S. 29-1-109 1c).
  - Used when the projected revenue shortfall is large enough that it would cause a shortfall for a fund or for a program dependent upon it.

These policies will be evaluated annually and updated periodically, no less than once every three years.

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FISCAL INTERNAL CONTROL WORKSHEET

1 2 3 4 5 6 7 8 9 10 11 12 13 "N/A" OR OTHER

NAME OF EMPLOYEE AND/OR TITLE:

Department Employees  
 Office Manager/Admin. Assistant  
 Department Director/Elected Official  
 Finance Accountant - Kelly Weak  
 Finance Accountant - Sally Wilcox  
 SR. Finance Accountant - Jane Wymann  
 SR. Finance Accountant - Maureen Eiden  
 HR Director - Debbie Moore  
 Treasurer - Melody Marks  
 Asst. Finance Director - Ben Cowan  
 Finance Director - Linda Nienhuser  
 County Manager - Matthew Birnie  
 Board of County Commissioners

MARK BOX W/ AN "X" THAT APPLIES TO THIS EMPLOYEES DUTIES

**PAYROLL/TIME & EFFORT**

Prepare Attendance Reports	x													
Reviews/Approves Attendance Reports		x												
Prepares Payroll						x								
Post Payroll						x								
Certifies Payroll Accuracy							x							
Authorizes Payroll Changes							x							
Signs Checks									x					
Distributes Payroll Checks to Staff						x								

**ACCOUNTING - General**

Opens incoming mail				x	x									
Prepares Cash Acct Reconciliations								x	x					
Reviews Cash Acct Reconciliations										x				
Prepares Financial Reports									x					
Approves Financial Reports										x				

**ACCOUNTING - Accounts Payable**

Reviews Invoices for Payments					x	x	x							
Approves Invoices for Payments			x						x	x			x	
Prepares Request for Funds						x								
Prepares Payment Vouchers	x	x												
Approves Vouchers for Payments			x						x	x			x	
Prepares Check Request														NA
Investigates Discrepancies or Issues									x	x				
Prepares Checks			x	x										
Signs Checks							x		x					
Posts Disbursements			x	x										

**ACCOUNTING - Accounts Receivable**

Receives Checks		x												
Posts Receipts			x											
Deposits Checks								x						

**PURCHASING**

Order Supplies	x	x												
Prepares Requisitions														NA
Prepares Purchase Orders														NA
Approves Purchase Orders														NA
Authorizes Contracts											x	x		
Verifies Receipt of Order	x													
Custodian of Blank Checks				x										

**PETTY CASH**

Authorizes changes in Petty Cash Fund										x				
Audits Petty Cash Fund			x							x				Also External Auditor
Approves Petty Cash Replenishment										x	x		x	
Custodian of Petty Cash Fund		x												

