AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

Agenda Item: Policy; County Manager Contract Authority

Action Requested: Board of County Commissioners' Signature

Parties to the Agreement:

Term Begins: **Term Ends:** **Grant Contract #:**

Summary:

Please see attached.

Fiscal Impact: N/A - Spending Authority Modification

Submitted by: Liz Mense **Submitter's Email Address:** EMense@gunnisoncounty.org

Finance Review: (●) Required ( ) Not Required

Comments:

No concerns with increase in amount authorized. Agreements will be routed for budget consideration prior to execution. ln

Reviewed by: GUNCOUNTY1\lNienhueser Discharge Date: 12/3/2018

County Attorney Review: (●) Required ( ) Not Required

Comments:

Reveiwed by: GUNCOUNTY1\mhoyt Discharge Date: 12/3/2018 Certificate of Insurance Required

Yes ( ) No (●)

County Manager Review:

Comments:

The $121,000 limit was reached by calculating the CPI increase from the baseline of $100,000 at the time of the original policy's adoption in 2007 through the present.

Reveiwed by: GUNCOUNTY1\mbirnie Discharge Date: 12/7/2018

(●) Consent Agenda ( ) Regular Agenda ( ) Worksession Time Allotted: 0

Agenda Date: 12/18/2018

Revised April 2015

BOARD OF COUNTY COMMISSIONERS OF GUNNISON COUNTY, COLORADO
RESOLUTION NO. 2018-___

A RESOLUTION ADOPTING THE GUNNISON COUNTY MANAGER CONTRACT-EXECUTION AUTHORITY POLICY

WHEREAS, Gunnison County has established a uniform policy format and an adoption and periodic review process to promote consistency and uniformity throughout the organization; and

WHEREAS, Gunnison County previously adopted Resolution #2007-26, A Resolution Adopting Policy Regarding Authority of the County Manager to Execute Contracts (Exhibit A); and

WHEREAS, Gunnison County wishes to update the previously established $100,000 contracting authority to accommodate for financial changes according to the Consumer Price Index and allow for future modifications in contracting authority limits without further action by the Board.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Gunnison County, Colorado that:

1. Resolution #2007-26, A Resolution Adopting Policy Regarding Authority of the County Manager to Execute Contracts (Exhibit A) is rescinded, effective on January 1, 2019; and
2. The attached Gunnison County Manager Contract-Execution Authority Policy (Exhibit B) is adopted, effective on January 1, 2019.

INTRODUCED by Commissioner _____, seconded by Commissioner _____, and adopted this 18th day of December, 2018.

BOARD OF COUNTY COMMISSIONERS
OF GUNNISON COUNTY, COLORADO

_____
Phil Chamberland, Chairperson

_____
Jonathan Houck, Commissioner

_____
John Messner, Commissioner

Attest:

_____
Deputy County Clerk

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BOARD OF COUNTY COMMISSIONERS
OF GUNNISON COUNTY
RESOLUTION NO. 2007-26

A RESOLUTION ADOPTING POLICY REGARDING AUTHORITY OF THE COUNTY MANAGER TO EXECUTE CONTRACTS

WHEREAS, the Board of County Commissioners of Gunnison County, Colorado desires to adopt a written policy regarding the authority of the County Manager to execute contracts; and

NOW THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Gunnison County, Colorado that the County Manager of Gunnison County, Colorado is authorized, without further action of the Board, to execute on behalf of the Board, any and all contracts with an aggregate direct financial payment, or receipt, by Gunnison County over the term of the contract of not more than one hundred thousand dollars ($100,000). Execution of any contract with an aggregate direct financial payment or receipt by Gunnison County over the term of the contract of more than one hundred thousand dollars ($100,000) shall require further formal action of the Board.

The County Manager shall provide to the Gunnison County Attorney for review and written approval each proposed contract, and if possible, notify the Board of County Commissioners before such contract is executed.

INTRODUCED by Commissioner Swenson, seconded by Commissioner Starr, and adopted this 10th day of July, 2007.

BOARD OF COUNTY COMMISSIONERS
OF GUNNISON COUNTY, COLORADO

By _____
Hap Channell, Chairperson

By _____
Paula Swenson, Vice Chairperson

By _____
Jim Starr, Commissioner

ATTEST:

_____
Deputy County Clerk

GUNNISON COUNTY SEAL COLORADO

EXHIBIT B

Policy Name:	Gunnison County Manager Contract-Execution Authority Policy			**Policy Number:**	1.2.1.2
Approval Authority:	Gunnison County Board of County Commissioners			**Date of Adoption:**	12/18/2018
Effective Date:	1/1/2019	**Adoption Document:**	Resolution #2018-?? (assigned after adoption)		
Review Date:	1/1/2024	**Review Frequency:**	Every five (5) years.	**Policy Custodian:**	Administration Department

PURPOSE

This policy grants limited signatory authority to the County Manager so that he or she may execute contracts with financial considerations on behalf of the Board of County Commissioners (BOCC) in order to take advantage of financial opportunities that would benefit the County and avoid operational delays.

SCOPE

This policy applies to the Gunnison County Manager and, whenever explicit authority has temporarily been granted due to his or her absence, to the County Manager's chain of succession outlined in Policy #1.2.4.3.1, *Emergency and Disaster Management and Procedures*.

DEFINITIONS

- Consumer Price Index (CPI) Calculator. The CPI is a measure of the average change in prices over time in a market basket of goods and services. The Bureau of Labor Statistics (BLS) releases CPI data monthly, and the CPI calculator utilized by the Bureau of Labor Statistics (BLS) shall be used to calculate the annual financial increase to the County Manager's contract-execution authority.

POLICY STATEMENTS

The County Manager of Gunnison County, Colorado is authorized, without further action of the BOCC, to execute on behalf of the BOCC, any and all contracts with an aggregate direct financial payment, or receipt, by Gunnison County over the term of the contract of not more than one-hundred, twenty-one thousand dollars ($121,000). Execution of any contract with an aggregate direct financial payment or receipt by Gunnison County over the term of the contract of more than one-hundred, twenty-one thousand dollars ($121,000) shall require further formal action of the BOCC. In January of each calendar year, beginning in 2020, this authority will be automatically adjusted according to the CPI as compared to the current year's authority, rounded to the nearest one-thousand ($1,000) dollars; Administration Department staff will inform all department directors of the new limit each January.

The County Manager shall provide each proposed contract to the Gunnison County Attorney and the Gunnison County Finance Director for review and written approval before execution. The County Manager will also schedule each contract executed pursuant to this policy on a BOCC agenda for acknowledgment of his or her signature.

COMPLIANCE

This policy shall be complied with in all respects. Revisions to this policy may occur. However, when deemed necessary in order to fully protect the County's interests, the interest of the public, and to more fully protect the safety of the public, including employees governed by this policy, this policy may be changed without notice.

APPLICABLE LEGISLATION AND/OR RELATED REGULATIONS, POLICIES AND FORMS

- Policy #1.2.4.3.1, *Emergency and Disaster Management and Procedures*