AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

Agenda Item: County Manager's Execution Authority

Action Requested: Discussion

Parties to the Agreement:

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

Summary:

The attached policy will be discussed and, possibly, amended to encompass other authorities that weren't contemplated during initial adoption.

Fiscal Impact: N/A

Submitted by: Katherine Haase **Submitter's Email Address:** khaase@gunnisoncounty.org

Finance Review: (●) Required ( ) Not Required

Comments:

Reviewed by: GUNCOUNTY1\kweak Discharge Date: 12/16/2020

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

Comments:
ok db 12/10/20

Reveiwed by: GUNCOUNTY1\dBaumgarten Discharge Date: 12/10/2020 Certificate of Insurance Required Yes ( ) No (●)

County Manager Review:

Comments:

Reveiwed by: GUNCOUNTY1\mbirnie Discharge Date: 12/18/2020

( ) Consent Agenda ( ) Regular Agenda ( ) Worksession Time Allotted: 10

Agenda Date: 1/19/2021

Revised April 2015

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 #2018-52		
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*