

RESOLUTION 2022-53

**BOARD OF COUNTY COMMISSIONERS
OF THE
COUNTY OF SUMMIT
STATE OF COLORADO**

**AUTHORIZING THE EXECUTION OF CONTRACTS AND DOCUMENTS BY THE
ASSISTANT COUNTY MANAGERS ON BEHALF OF SUMMIT COUNTY**

WHEREAS, the Board of County Commissioners are afforded broad discretion in determining budgetary matters for the County and are granted the authority to adopt both budgetary policies and personnel policies by Titles 29 and 30 of the Colorado Revised Statutes; and

WHEREAS, the Board of County Commissioners of Summit County, Colorado has the authority under the provisions of § 30-11-107(1)(n), C.R.S., to create by resolution the office of County Manager for the purpose of providing for the efficient management of the business and concerns of the County and when so created to prescribe the duties to be performed by such appointee; and

WHEREAS, the Board of County Commissioners most recently by Resolution Number 2017-19 authorized designated County employees and Elected Officials described in the attached Exhibit A to execute specified agreements on behalf of Summit County; and

WHEREAS, the Board of County Commissioners has previously authorized the County Manager to execute contracts, purchase orders, and agreements on behalf of Summit County, most recently by Resolution Number 2016-35, provided that any expenditure of County funds shall have been previously budgeted and appropriated by the Board of County Commissioners and is consistent with County policies, or which otherwise involves the acceptance of funds from other organizations; and

WHEREAS, the Board of County Commissioners has also previously authorized the County Attorney to execute contracts, purchase orders, and agreements on behalf of Summit County by Resolution Number 2004-44 whenever the County Manager is absent from the County or otherwise is unavailable to conduct business; and

WHEREAS, the Board of County Commissioners desires to also authorize the Summit County Assistant County Managers the same authority as the County Manager to execute

contracts, purchase orders, and agreements on behalf of Summit County until such time as an interim County Manager is named.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF SUMMIT, STATE OF COLORADO THAT: the Summit County Assistant County Managers are authorized the same authority as the County Manager to execute contracts, purchase orders, and agreements on behalf of Summit County until such time as an interim County Manager is named.

ADOPTED THIS 23RD DAY OF AUGUST, 2022.



**COUNTY OF SUMMIT
STATE OF COLORADO
BY AND THROUGH ITS
BOARD OF COUNTY COMMISSIONERS**


Tamara Pogue , Chair

ATTEST:


Kathleen Neel, Clerk & Recorder
Caitlin Johnson, Deputy Clerk

EXHIBIT A

Standard Template – No Changes Allowed *Vendor signature required prior to routing*		
Contract Amount	Workflow	Who Signs Contract?
\$0 – \$5,000	Dept Head/Elected Official generates Review by: Finance Director	Dept Head/Elected Official
\$5,000 – \$10,000	Dept Head/Elected Official generates Review by: Attorney, Finance Director	Finance Director
\$10,000 – \$25,000	Dept Head generates Review by: Attorney, Finance Director, Division Head (ACM if no Division Head)	Division Head (ACM if no Division Head)
	Elected Official generates Review by: Attorney, Finance Director	County Manager
\$25,000 +	Dept Head/Elected Official generates Review by: Attorney, Finance Director, Division Head (ACM if no Division Head), CM	County Manager

Non-Standard Template *Attorney review required <u>first</u>* Includes any modification to template, newly drafted agreements, or vendor agreements		
Contract Amount	Workflow	Who Signs Contract?
\$0 - \$5,000	Dept Head/Elected Official Generates Review: Attorney, Finance Director	Dept Head/Elected Official
\$5,000 - \$25,000+	Follow the Standard Contract Template Workflow above	Follow Contract Signature above

Grant – Request to Pursue *Attorney review not required*	
Workflow	Who Signs Grant - RTP?
Dept Head/Elected Official generates Review by: Finance Director, County Manager	County Manager
Entity notifies Department regarding grant with but not limited to the following examples: <ul style="list-style-type: none"> - Letter of award and check for grant amount you applied for - Letter of award and check for grant amount different than what you applied for - Letter that you did not receive grant - Grant contract and check for monies awarded (see below for Grants Contract) 	N/A
Notify Manager's Office of Grant Acceptance/Rejection	N/A

Grant Contract	
Workflow	Who Signs Grant Contract?
Dept Head/Elected Official generates Review by: Attorney, Finance Director, Division Head (ACM if no Division Head), County Manager	County Manager
Send Manager's Office fully executed grant contract	All parties involved

Departments may use certain documents that are not subject to the signature authority rules listed above. These documents may require County Manager or BOCC signature regardless of dollar value. Please reference the list of possible document types below. The list does not include all possible documents, if your document type is not listed consult the Manager’s Office or Attorney’s Office about proper routing and signature authority.

<p align="center">Documents Subject to Signature Authority Rules</p>	<p align="center"><u>EXCEPTIONS:</u> Documents Signed by County Manager/BOCC</p>
<ul style="list-style-type: none"> • Amendments • Change Orders • Credit Applications • Grants – Local, State and Federal • Independent Contractor Agreements • Services Agreements • Site Improvement Agreements/Covenants 	<ul style="list-style-type: none"> • Agreements to Abandon, Install, Limit Occupancy, Pump or Repair an Onsite Wastewater Treatment System (OWS) • Down Payment Assistance Loans • Easement Agreements • Intergovernmental Agreements • License Agreements • License Applications (DDS Ordinance) • Memorandum of Understanding Agreements • Option Agreements • Plat Maps • Real Estate Contracts • Subdivision Improvement Agreements/Covenants • Voluntary Housing Covenants