Delegation of Authority Appendix

A. Review/Approval/Signature Authority - General

Notes:

The Director of Accountng or the Director's designee reviews and approves all awards processed by the Accounting Division.

The County Attorney's Office reviews and approves all contracts processed for signature by the County Administrator, Elected Officials, and the BCC, and all contracts processed for signature by The Director of Accounting or the Director's designee except that vendor-authored contracts for routine services will be reviewed by the County Attorney's Office at the discretion of the Accounting Director.

	DESCRIPTION:	***SIGNATURE AUTHORITY:***	***SPECIFIC AUTHORITY:***	***ADDITIONAL REVIEW & APPROVAL REQUIRED:***	***WHEN ADDITIONAL REVIEW & APPROVAL REQUIRED:***
1. PURCHASE ORDERS:					
A)	**Consumables**	Director of Accounting or the Director's Designee	All	Elected Official or Division Director	No monetary limit if approved in annual budget (if not approved in budget, must abide by section 1.C.)
B)	**Releases against Master Awards**	Director of Accounting or the Director's Designee	All		
C)	**All Other Awards**	Director of Accounting or the Director's Designee	All	Elected Official	No monetary limit unless specifically withheld during budget approval (if withheld during budget approval, must abide by other authorities listed in this section 1.C.)
				BCC	If greater than $100,000
				County Administrator	If greater than $50,000
				Department Director	If greater than $25,000
				Division Director	Always required
				ITS Director or designee	All IT orders for all departments, divisions and Elected Officials
D)	**Field Purchase Orders**	Not governed by Purchasing Policy			

DESCRIPTION:	SIGNATURE AUTHORITY:	SPECIFIC AUTHORITY:	ADDITIONAL REVIEW & APPROVAL REQUIRED:	WHEN ADDITIONAL REVIEW & APPROVAL REQUIRED:

2. PURCHASE ORDER MODIFICATIONS:

A)	**Monetary changes that affect the Purchase Order cost over and above change order authority unless otherwise provided (example- consumables are excluded from this provision)**	Director of Accounting or the Director's Designee	All	Elected Official	No monetary limit unless specifically withheld during budget approval (if withheld in budget, requires approval as directed below)
				BCC	If the change causes the revised total order amount to exceed the County Administrator level of delegated authority as per Section 1.C.
				County Administrator	If the change causes the revised total order amount to fall within the level of delegated authority as per Section 1.C.
				Department Director	If the change causes the revised total order amount to fall within the level of delegated authority as per Section 1.C.
				Division Director	Always required
B)	**Account Number**			Accounting Operations	Always required

3. CONTRACTS:

Delegated change order authority granted at the time of award may increase signature authority levels by that amount without requiring additional review and approval.

A)	**Vendor and County Authored Contracts**	Elected Official	No monetary limit unless specifically withheld during budget approval (if withheld in budget, requires approval as directed below)		
		BCC	If > $100,000	County Administrator, Department and Division Director	
		County Administrator	If > $50,000 and ≤ $100,000	Department and Division Director	All contracts submitted to the BCC, County Administrator or Director of Accounting
		Director of Accounting or Director's designee	if ≥ $25,000 and ≤ $50,000	Department and Division Director	All contracts submitted to the BCC, County Administrator or Director of Accounting
			if < $25,000	Division Director	

	DESCRIPTION:	SIGNATURE AUTHORITY:	SPECIFIC AUTHORITY:	ADDITIONAL REVIEW & APPROVAL REQUIRED:	WHEN ADDITIONAL REVIEW & APPROVAL REQUIRED:

4. CONTRACT AMENDMENTS:

A)	**Changes that do not affect the contract cost unless otherwise delegated in the contract**	Elected Official	No restrictions		
		BCC Chairman or pro-tem (except for term extensions)	If BCC was the original signature authority	County Administrator, Department and Division Directors	
		County Administrator	If County Administrator was the original signature authority	Department and Division Director	
		Director of Accounting or Director's designee		Department and Division Director	
				Other: County Attorney's Office prepares all contract amendments. Purchasing Operations processes the amendment if Purchasing Operations processed the original contract.	
B)	**Changes that affect the contract cost over and above change order authority**	Elected Official	No monetary limit unless specifically withheld during budget approval (if withheld in budget, requires approval as directed below)		
		BCC	If BCC was the original signature authority or where the amendment causes the total contract amount to exceed County Administrator level of delegated authority	County Administrator, Department and Division Directors	
		County Administrator	If County Administrator was the original signature authority and the contract as amended is still within that authority	Department and Division Director	If the change causes the revised total contract amount to fall within the level of delegated authority as per Section 1.C.
		Director of Accounting or designee	If Director of Accounting or the Director's designee was the original signature authority and the revised total contract amount is still within that authority		
				Other: County Attorney's Office prepares all contract amendments. Purchasing Operations processes the amendment if Purchasing Operations processed the original contract.	
C)	**Account Number changes**			Accounting Division Director	Always required
D)	**Contract Change Orders**	See B. Additional Authorities and Exceptions, 2. Change Orders			

DESCRIPTION:	SIGNATURE AUTHORITY:	SPECIFIC AUTHORITY:	ADDITIONAL REVIEW & APPROVAL REQUIRED:	WHEN ADDITIONAL REVIEW & APPROVAL REQUIRED:

5. PRE-QUALIFICATIONS FOR GOODS & SERVICES

Elected Official	All		
Department Director	If ultimate resultant expenditure is anticipated to exceed $25,000		
Division Director	If ultimate resultant expenditure is not anticipated to be greater than $25,000	Accounting Director or Designee	Pre-qualifications submitted to the Department Director
			All - Must be processed by Purchasing Operations

6. MAXIMUM SPENDING LIMIT PER P-CARD TRANSACTION (unless special limits are granted)

Elected Official, BCC, County Administrator, Department Director, Division Director	$25,000
Assigned Staff	$2,500

7. COMPETITIVE BID AMOUNT: ≥ $50,000 - A minimum of three qualified suppliers will be solicited

<$50,000, or when bid waiver request is approved by Accounting Director or the Director's designee, competitive bidding will be at the discretion of the Accounting Director or the Director's designee unless otherwise required by law

B. Additional Authorities and Exceptions

All documents must be approved by the County Attorney's Office prior to execution

	DESCRIPTION:	POSITION:	SPECIFIC AUTHORITY:
1. AIRPORT			
A)	**Short Term Lease Agreements**	Airport Director	To enter into or approve amendments or assignments of leases at the airport with terms not to exceed five (5) years and monthly revenue not exceeding $25,000.
B**)**	**Long Term Lease Assignments/Amendments**	Development and Transportation Director or Director's Designee	Execute assignments and amendments of airport leases of any length or revenue amount.
C)	**Landlord Consent**	Development and Transportation Director or Director's Designee	To enter into Landlord Consent Agreements.
2. CHANGE ORDERS			
A)	**Public and Environmental Safety Emergency Changes**	Authorized Representative or Project Manager	To authorize work which will result in a Change Order when the public safety or environmental safety requires an immediate decision in the field.
B)	**All Other**	County Administrator or Designee	To authorize payment of Change Orders in an amount not to exceed ten percent (10%) of the total contract amount on contracts over $1,000,000.
			To authorize payment of Change Orders in an amount not to exceed twenty percent (20%) of the total contract amount on contracts of $500,000 or less.
		Authorized Representative	To authorize payment of Change Orders in an amount not to exceed 10% of the total contract amount (cumulative including costs and credits) or another amount as specified in the resolution and approved by the BCC, if the project is $500,000 or less.
			To authorize payment of Change Orders in an amount not to exceed 5% of the total contract amount (cumulative including costs and credits), or another amount as specified in the resolution and approved by the BCC, on contracts over $500,000, or another amount as specified in the resolution and approved by the BCC.

DESCRIPTION:	POSITION:	SPECIFIC AUTHORITY:

3. CLAIMS AND LAW SUITS

A)	**Settlements**	County Attorney	To approve any settlement of any claim or lawsuit involving the County, its elected officials, employees, agents, or entities in an amount not to exceed $175,000.
		Risk Manager	To approve settlement of property/casualty claims in an amount not to exceed $12,000. Claims cannot include Federal claims and if the claim includes personal injury, County Attorney Office approval is required.
			To approve settlement of Workers' Compensation claims in an amount not to exceed $12,000 when the settlement is approved by Workers' Compensation counsel and/or the County Attorney's Office.
B)	**Litigation and Litigation Costs**	County Attorney	To commence litigation on behalf of the County or any of its elected officials, boards, and commissions that have standing to commence litigation and to pay all costs and expenses related to litigation.
			To defend against all claims brought against the County or any of its boards, elected officials, or employees and to pay all costs and expenses related to the defense.
C)	**Appeals**	County Attorney	To defend any appeal or file an appeal from an adverse ruling of a lower court or administrative body.
D)	**Attorneys**	County Attorney	To enter into contracts or retain services of outside counsel and other professionals performing services related to legal services and authorize payment for services.

4. COMMUNITY DEVELOPMENT

A)	**State and Federal Documents**	Human Service Director or Director's Designee	To sign and/or certify regular and routine State and Federal documents such as reports, certifications, forms and environmental review clearances.
B)	**Expenditure of Federal and State Grants**	Human Service Director or Director's Designee	To sign contracts or minor amendments with subcontractors involving the expenditure of Federal or State grants handled by the Community Development Division when the BCC has approved the projects and the amount of funds for each project and the County Attorney has approved the contract as to form.
C)	**Amendments to Contracts**	Human Service Director or Director's Designee	To sign amendments to contracts by letter amendment when there are adjustments to scope of services or budget exhibits which are minor amendments that do not increase the overall budget amount in the contract as permitted by the Community Development Grants Policy.

5. CONSERVATION TRUST FUNDS

A)	**Recertification Forms**	Director of Finance and Information Technology	To sign recertification forms for conservation trust funds.
B)	**Reimbursements and Requests for Payments**	Director of Open Space	To approve reimbursements and requests for payments through grant programs.

DESCRIPTION:	POSITION:	SPECIFIC AUTHORITY:

6. FENCE AGREEMENTS

Agreements	Development and Transportation Director, or Parks Director, or Directors' Designee	To enter into and amend fence agreements with adjoining property owners. The agreement may include such matters as the type of fence, assignment of construction and maintenance responsibilities, provision of easements, and other related matters.

7. HUMAN SERVICES CONTRACTS AND AGREEMENTS

A) Contracts	Human Service Director or Director's Designee	To sign the pre-approved agreements listed in the annual Calendar Year Agreement Resolution.
		To sign human services-related agreements that do not involve real property (other than leases as set forth herein) whose amounts do not exceed $100,000 (other than TANF funded contracts for which there is no monetary limit). This authority shall not include the execution of contracts necessary for the ordinary operations of a county office including but not limited to facilities operation, information systems or construction management.
		To sign contract amendments for contracts within the Human Services Director's execution authority that do not allow the total amount of the contract, as amended, to exceed $100,000.
B) State and Federal Documents	Human Service Director or Director's Designee	To sign and/or certify regular and routine State and Federal documents such as reports, certifications, forms and environmental review clearances and similar documents with other governmental, quasi-governmental, and nonprofit entities.
C) Work Force Center	Human Service Director or Director's Designee	To sign documents related to the administration of the Workforce Center which have been approved by the Workforce Development Board in accordance with the Workforce Investment Act and which do not exceed $100,000 including: Hiring Event Agreements, individual client school tuition, books, child care, support or training service agreements and contracts for outdoor activities.
D) Leases	Human Service Director or Director's Designee	To enter into leases or rental agreements of 1 year or less in duration and not in excess of $100,000.
E) Temporary Assistance to Needy Families Funds	Human Service Director or Director's Designee	To enter into contracts funded solely through the use of Temporary Assistance to Needy Families Funds reserves.
F) IGAs and MOUs	Human Service Director or Director's Designee	To enter into Intergovernmental Agreements and Memoranda of Understanding with other governments, governmental agencies, and quasi-governmental agencies furthering the interests of the Human Services Department, to the extent any expenditures do not exceed $100,000.00

DESCRIPTION:	POSITION:	SPECIFIC AUTHORITY:

8. OPEN SPACE JOINT VENTURE GRANTS

Reimbursement and Requests for payments	Open Space Division Director	To approve reimbursements and requests for payments through Joint Venture Grants.

9. PROPERTY TAX ABATEMENTS, REFUNDS, AND APPEALS

Appeals	County Attorney	To settle or compromise property valuation and abatement appeals on behalf of the Jefferson County Board of Equalization and Board of County Commissioners.
	Assessor	To review petitions for abatement or refund and to settle by written mutual agreement any of the petitions in an amount of ten thousand dollars or less per tract, parcel, or lot of land or per schedule of personal property as provided by Section 39-1-113(1.5), C.R.S. (effective January 1, 2011)

10. VEHICLES

Titles and Bills of Sale	Director of Administrative Services or the Director's Designee	To execute and deliver bills of sale and automobile titles for vehicles sold at auction.
Undercover Vehicles	Chairman of the Board of County Commissioners	To approve requests for license plates and registrations with a fictitious name and/or address, or request registration information not be maintained on the Motor Vehicle Master Files, for vehicles that may be used in undercover operations.

11. WATER RELATED MATTERS

A) Water Court Proceedings	County Attorney	To file or authorize the filing of statements of opposition and subsequent responses/pleadings and to litigate and settle such water court proceedings involving the County, its officers, employees, agents, or entities.
B) Water Rights	Department Directors	To sign forms relating to County water rights, including, but not limited to: permit application forms, registration of existing wells, change in ownership, notice of well completion forms, notice of commencement of beneficial use forms, and transfer forms.

DESCRIPTION:	POSITION:	SPECIFIC AUTHORITY:
12. FAIRGROUNDS		
A) Vendor Program Contracts	Director of Parks or the Director's Designee	Contracts for vendor advertising at the Fairgrounds.
B) Reservation Agreements	Director of Parks or the Director's Designee	To sign Reservation Agreements for the rental of the Fairgrounds facilities for events held at the Fairgrounds.
13. COOPERATIVE IMPROVEMENT PROJECTS		
Agreements	Director of Road and Bridge	To accept and execute Cooperative Improvement Project Agreements as permitted by the Cooperative Improvement Project Policy.
14. BOETTCHER MANSION		
A) Public Usage Fees	Director of Parks	To establish reasonable public usage fees and charges as permitted by the Public Use Fees and Caretaker Residence
B) Caretaker Rates	Director of Parks	To establish reasonable caretaker residence rate and charges, and to execute resident caretaker licenses as permitted by the Public
15. UNEMPLOYMENT INSURANCE		
Bills	Chairman of the Board of County Commissioners	To execute Unemployment Insurance bills of whatever type.
16 IMPACT ASSISTANCE GRANTS		
Applications	Chairman of the Board of County Commissioners	To execute Impact Assistance Grant Applications regarding Payment in Lieu of Taxes from the State of Colorado.
17 REPAIRS TO COUNTY FACILITIES AND BUILDINGS		
Contracts	County Administrator	To execute contracts or agreements for repair or clean up of county buildings or facilities when delay would cause additional damage or safety concerns. All such contracts or agreements must be appropriately approved in arrears.

DESCRIPTION:	*POSITION:*	*SPECIFIC AUTHORITY:*

18 WASTE MANIFESTS FOR HAZARDOUS AND/OR NON-HAZARDOUS MATERIALS

Manifests	Director of Development and Transportaion	To execute waste manifests for hazardous and/or non-hazardous materials.

19 REPORTS

Public Trustee Quarterly Reports	Chairman of the Board of County Commissioners	To execute the Public Trustee's Quarterly Reports following presentation to and approval by the Board of County Commissioners.