



## BOARD OF COMMISSIONERS

# AGENDA REQUEST & STAFF REPORT

**MEETING DATE:** November 29, 2023

**SUBJECT:** Approval of County Administrator signature of revised County Finance Policy No. F-15, Payments to Suppliers

**RECOMMENDED MOTION:**

Move approval of County Administrator signature of revised County Finance Policy No. F-15, Payments to Suppliers, effective January 1, 2024.

**BACKGROUND AND POLICY IMPLICATIONS:**

On August 16, 2023, the Board conducted a public hearing to review proposed revisions to the County Contracting Code (DCC 2.36 and DCC 2.37) to implement provisions of SB 1047 and provide for increased signature authority for County departments and the Administrator. Following the public hearing, the Board approved first reading of Ordinance No. 2023-012; the Board subsequently approved second reading and adoption of the ordinance on August 30<sup>th</sup>. The ordinance takes effect on January 1, 2024.

As a result of these changes, staff reviewed Policy No. F-15, Payments to Suppliers, and updated this policy in accordance with the revised Contracting Code. The updates are summarized as follows:

- Increase department head signing authority from \$25,000 to \$50,000.
- Increase County Administrator signing authority from \$150,000 to \$250,000.
- Change the Board's authority from items more than \$150,000 to items more than \$250,000.
- Added "amendments and/or change orders" language to match the adopted Ordinance.
- Update the title from 'Finance Director' to 'Chief Financial Officer.'

The policy change is also scheduled to take effect on January 1, 2024.

**BUDGET IMPACTS:**

None

**ATTENDANCE:**

Robert Tintle, Chief Financial Officer