



ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA COMMUNICATION FORM

ITEM DATE: October 26, 2021	ITEM TIME: 10:40 a.m.

FROM:	Erick Knaus
TODAY'S DATE:	October 13, 2021
AGENDA TITLE:	Consideration for Signing of Resolutions Adopting Administrative Policies for Routt County Concerning Purchasing Policy and Policy Administration

CHECK ONE THAT APPLIES TO YOUR ITEM:	
<input checked="" type="checkbox"/> X ACTION ITEM	
<input type="checkbox"/> DIRECTION	
<input type="checkbox"/> INFORMATION	

I. DESCRIBE THE REQUEST OR ISSUE:

Consideration for signing of:
1) A Resolution Adopting an Administrative Policy for Routt County Concerning Purchasing Policy; and
2) A Resolution Adopting an Administrative Policy for Routt County Concerning Policy Administration.
Copies of the proposed resolutions and policies are attached.

II. RECOMMENDED ACTION (*motion*):

Motion of the Board of County Commissioners to approve and authorize the Chair to sign
1) A Resolution Adopting an Administrative Policy for Routt County Concerning Purchasing Policy; and
2) A Resolution Adopting an Administrative Policy for Routt County Concerning Policy Administration.

III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):

PROPOSED REVENUE (*if applicable*):

CURRENT BUDGETED AMOUNT: \$0.00

PROPOSED EXPENDITURE:

FUNDING SOURCE:

SUPPLEMENTAL BUDGET NEEDED: YES NO

N/A

IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):

N/A



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V. BACKGROUND INFORMATION:

The Board desires to adopt two new Administrative Policies for Routt County. The purpose of the Purchasing Policy is to provide general requirements and specific delegation of authority to department heads for the purchasing of goods and services. The purpose of the Policy Administration policy is to establish a process and standards for developing, reviewing, approving, amending, and rescinding County Administrative Policies and Procedures.

VI. LEGAL ISSUES:

See above.

VII. CONFLICTS OR ENVIRONMENTAL ISSUES:

N/A

VIII. SUMMARY AND OTHER OPTIONS:

N/A

IX. LIST OF ATTACHMENTS: Supplemental Budget Request