

CLACKAMAS COUNTY BOARD OF COUNTY COMMISSIONERS

Sitting/Acting as (if applicable) Policy Session Worksheet

Presentation Date: 2/9/21 **Approx. Start Time:** 3:30pm **Approx. Length:** 30min

Presentation Title: Grant Signing Authority for the County Administrator

Department: Finance

Presenters: Christa Wolfe, Deputy Finance Director; Andrew Naylor, Assistant County Counsel

Other Invitees: Elizabeth Comfort, Finance Director; Stephen Madkour, County Counsel

WHAT ACTION ARE YOU REQUESTING FROM THE BOARD?

Finance and Counsel are requesting feedback on a draft board order (“Board order”) delegating signing authority of grants up to \$150,000 to the County Administrator. This draft Board order was originally requested by the Board at Issues on September 29th, 2020. It was subsequently presented on December 15th, at Policy Session and approved by that Board of County Commissioners. This topic is being brought forward to this Board at the request of County Administration, to ensure that this Board is fully informed and in agreement with the request.

EXECUTIVE SUMMARY:

The policy session is a continuation of Finance’s request to delegate certain grant signing authority to the County Administrator. Currently, all grant applications, grants, grant renewals, cooperative agreements, and amendments and renewals to the same, are signed by the Board absent emergency circumstances. From time to time, there is an urgent need to accept a grant award and the time constraints of the business meetings process creates barriers to timely acceptance. There is also a desire for administrative efficiency and to have grants treated in the same manner as many contracts. To rectify this, we are bringing forward a draft board order to delegate signing authority to the County Administrator for grants, and related agreements, up to \$150,000. The drafted board order includes a reporting requirement to ensure that BCC is made fully aware of when the County Administrator has used this authority. It is modeled to be the same as other contract signing authority permitted under the Local Contract Review Board rules contained in the County Code.

FINANCIAL IMPLICATIONS (current year and ongoing):

Is this item in your current budget? YES NO

What is the cost? \$ NA

What is the funding source? NA

STRATEGIC PLAN ALIGNMENT:

- How does this item align with your Department’s Strategic Business Plan goals?

Updating grant processes for efficiency demonstrate the Finance Department’s commitment to being a central resource for quality, professional financial services.

- How does this item align with the County’s Performance Clackamas goals?

This grant process and board order continues to build public trust as we exemplify good government through our strong internal controls over these important dollars that we are accountable for.

LEGAL/POLICY REQUIREMENTS:

Authority to sign grants and related documents must be delegated by the Board.

PUBLIC/GOVERNMENTAL PARTICIPATION:

NA

OPTIONS:

- 1) Direct staff to place the drafted Board order on consent agenda
- 2) Direct staff to make modifications to the drafted Board order and bring back to the BCC
- 3) Reject the drafted Board order and continue with the current process of all grants approved by the BCC.

RECOMMENDATION:

Staff respectfully recommends Option 1: Direct staff to place the drafted Board order on consent agenda. We believe this Board order will allow the County the flexibility needed while continuing to promote transparency.

ATTACHMENTS:

- 1) Draft Board order

SUBMITTED BY:

Division Director/Head Approval CBW

Department Director/Head Approval EC

County Administrator Approval _____

For information on this issue or copies of attachments, please contact Christa Wolfe @ 503-758-4839.

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF CLACKAMAS COUNTY, STATE OF OREGON**

In the Matter of Limited Delegation
of Grant Signing Authority



Board Order No. _____

Page 1 of 2

Whereas, the Clackamas County Board of County Commissioners (the “Board”) has authority to sign all grant applications, grants, cooperative agreements, and any amendments or renewals of the same;

Whereas, the Board believes it is necessary to delegate limited authority to the Clackamas County Administrator to sign certain grant applications, grants, cooperative agreements, and any amendment or renewal of the same, to ensure the timely and efficient completion of County business;

NOW THEREFORE, the Clackamas County Board of County Commissioners resolves as follows:

1. The Clackamas County Administrator is hereby delegated authority to sign grant applications, grants, and cooperative agreements with a value not to exceed a total of \$150,000 in the aggregate for any one fiscal year.
2. The Clackamas County Administrator is hereby delegated authority to sign grant and cooperative agreement amendments or renewals provided that the amendment or renewal does not exceed 10% of the original grant amount or \$150,000 for the entirety of the term of the grant, whichever is greater.
3. In the event an emergency exists such that a quorum of the Board of County Commissioners cannot meet before action must be taken for the protection of the public and/or public goods, the Clackamas County Administrator is hereby delegated authority to sign grant applications, grants, cooperative agreements, and any amendments or renewals of the same, for any amount provided that:
 - a. The Office of County Counsel has reviewed and approved the grant application, grant, cooperative agreement, or amendment or renewal of the same; and
 - b. The Clackamas County Administrator seeks approval and ratification by the Board of County Commissioners at their next available business meeting following execution of the grant application, grant, cooperative agreement, or amendment or renewal of the same.

4. The Clackamas County Administrator shall provide a full report to the Board of County Commissioners at their next available meeting on the exercise of any signing authority provided under this limited delegation.

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF CLACKAMAS COUNTY, STATE OF OREGON**

In the Matter of Limited Delegation
of Contract Signing Authority



Board Order No. _____
Page 2 of 2

DATED this ____ day of _____, 2020

BOARD OF COUNTY COMMISSIONERS

Chair

Recording Secretary