



Elizabeth Comfort  
Finance Director

**Department of Finance**

Public Services Building  
2051 Kaen Road, Suite 490 | Oregon City, OR 97045

Feb. 18, 2021

Board of County Commissioners  
Clackamas County

Members of the Board:

**Approval of a Board order Delegating Signing Authority of Grants  
up to \$150,000 to the County Administrator**

Purpose/Outcome	Clackamas County Finance Department is requesting approval of a Board order to delegate signing authority of grants up to \$150,000 the County Administrator to improve administrative efficiency and align the treatment of grants with current LCRB contract signing authority.
Dollar Amount and Fiscal Impact	NA
Funding Source	NA
Duration	In effect until repealed or superseded by the BCC
Previous Board Action	Dec. 15, 2020 and approved for consent agenda on Feb. 9, 2021
Strategic Plan Alignment	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.
County Counsel Review	Approved by Andrew Naylor on Feb. 2-2-21
Procurement Review	Was the item processed through Procurement? No, this is a Board order and is not required to go through Procurement.
Contact Person	Christa Bosserman Wolfe, 503-742-5407
Contract No.	NA

**Background:**

In September 2020, Finance inquired if the BCC would support giving the County Administrator grant signing authority to resolve administrative burdens and create efficiencies. The BCC directed staff to draft a Board order to such effect. Finance and Counsel presented the attached Board order at Policy Sessions on December 15, 2020 and February 9, 2021. The board order aligns with current LCRB contracts limits, delegates signing authority to the County Administrator for grants, and related agreements, up to \$150,000 and includes a reporting requirement to ensure that BCC is made fully aware of when the County Administrator has used this authority.

**RECOMMENDATION:**

Staff respectfully recommends the Board approve the attached Board order. Thank you.

Sincerely,

Christa Bosserman Wolfe, CPA  
Deputy Finance Director

**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. \_\_\_\_\_

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**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. \_\_\_\_\_  
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**DATED** this \_\_\_\_ day of \_\_\_\_\_, 2020

**BOARD OF COUNTY COMMISSIONERS**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Recording Secretary