

**THE BOARD OF COUNTY COMMISSIONERS
OF SANTA FE COUNTY**

RESOLUTION 2009 - 91

**A RESOLUTION AMENDING RESOLUTION 2006-60 AND 2006-114 TO
INCREASE THE SIGNATURE AUTHORITY OF THE COUNTY MANAGER**

WHEREAS, the Purchasing Regulations & Policy Manual for Santa Fe County (adopted April 11, 2006 by Resolution 2006-60 and clarified by Resolution 2006-114) sets forth the authority of the County Manager to execute contracts on behalf of the County, and limits that authority based on the amount of funds which will be expended as a result of the contract and the amount of funds which may be generated as a result of the contract; and

WHEREAS, the previously set limitations are now deemed unreasonable given the scope and breadth of current and projected County operations; and

WHEREAS, the Board of County Commissioners believes that it is in the best interest of the County to promote efficiency and timeliness in the day-to-day management of the County's business by increasing the signature authority of the County Manager;

NOW THEREFORE BE IT RESOLVED by the Board of County Commissioners of Santa Fe County that Section 74 (Procedure for Review and Approval of Contracts) of Exhibit A to Resolution 2006-60 is hereby amended to read as follows:

74. PROCEDURE FOR REVIEW AND APPROVAL OF CONTRACTS:

A. Review. Any contract for the purchase of tangible personal property, services or construction shall first be reviewed and approved as to form by the Office of the County Attorney, and evidence that funds exist to satisfy the proposed procurement shall be provided by the using Department or Office. In addition, no contract for the purchase of tangible personal property, services or construction shall be awarded without the recommendation of the Procurement Manager.

B. Approval by the Board of County Commissioners. Any contract for purchase of tangible personal property, construction or professional services that exceeds the sum of Two Hundred and Fifty Thousand Dollars (\$250,000) shall be presented to the Board of County Commissioners for approval before becoming effective. Any amendment to a contract approved by the Board of County Commissioners for purchase of tangible personal property, professional services or construction that increases the

total amount of a contract previously approved by the Board of County Commissioners by ten percent or more shall be presented to the Board of County Commissioners prior to becoming effective.

C. Approval of the County Manager. Any contract for purchase of tangible personal property, construction or professional services for the sum of Two Hundred and Fifty Thousand Dollars (\$250,000) or less shall be presented to the County Manager for approval before becoming effective. An amendment or series of amendments to a contract approved by the County Manager that does not increase the total contract value above Two Hundred and Fifty Thousand Dollars (\$250,000), shall be presented to the County Manager. An amendment or series of amendments to a contract approved by the Board of County Commissioners that does not increase the total contract value by more than Five Hundred Thousand Dollars (\$500,000) shall be presented to the County Manager.

BE IT FURTHER RESOLVED THAT Resolution No. 2006-114 is revised to read as follows:

1. The Board of County Commissioners shall have the authority and responsibility to approve a contract creating revenue for the County, a Memorandum of Agreement, a Memorandum of Understanding, a grant application, a contract accepting a grant, and a cooperative agreement with another agency over the sum of Two Hundred and Fifty Thousand dollars (\$250,000); and
2. The County Manager shall have the authority and responsibility to approve a contract creating revenue for the County, a Memorandum of Agreement, a Memorandum of Understanding, a grant application, a contract accepting a grant, and a cooperative agreement with another agency, for the sum of Two Hundred and Fifty Thousand dollars (\$250,000) or less; and
3. The County Manager shall have the authority and responsibility to approve an amendment to any contract that extends the term of a contract, consistent with limitations placed upon such term extensions by the Procurement Code.

SANTA FE BOARD OF COUNTY COMMISSIONERS

Mike D. Anaya, Chair

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Valerie Espinoza
Santa Fe County Clerk

[Handwritten signature of Valerie Espinoza]

APPROVED AS TO FORM:

[Handwritten signature] 4-28-09
Stephen C. Ross, Santa Fe County Attorney

COUNTY OF SANTA FE)
STATE OF NEW MEXICO) ss

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I Hereby Certify That This Instrument Was Filed for
Record On The 29TH Day Of April, 2009 at 11:09:29 AM
And Was Duly Recorded as Instrument # 1560901
Of The Records Of Santa Fe County

Deputy *[Handwritten signature]*)
Witness My Hand And Seal Of Office)
Valerie Espinoza)
County Clerk, Santa Fe, NM)

