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**STOREY COUNTY ADMINISTRATIVE  
POLICIES AND PROCEDURES**

**NUMBER:** 042  
**EFFECTIVE DATE:** 7-3-2012  
**REVISED:** 3-20-2018  
**AUTHORITY:** BOC  
**COMPTROLLER:** \_\_\_\_\_

**SUBJECT: CONTRACTS and AGREEMENTS**

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**I. PURPOSE:** To outline procedures and policies regarding Storey County contracts and agreements.

**II. PROCEDURE OR POLICY:**

A. Only the board is authorized to approve contracts and agreements, except as otherwise provided in this policy.

B. All agreements and contracts entered into by the board, or its designee, on behalf of the county must be filed in the county clerk's office.

C. All contracts must be reviewed by the district attorney, the county manager and the comptroller before consideration by the board. Contracts involving personnel, temporary and permanent staffing, labor relations and bargaining agreements, staffing budgets, and matters impacting the county position classification plan must also be reviewed by the administrative officer and/or personnel director.

D. Contracts with appropriations approved by the board during the budget process still require review by the district attorney, the comptroller, and the county manager but do not require further approval by the board. The county manger may sign contracts that are consistent with budget approval by the board.

E. Contracts for emergencies that do not have a chance to be approved by the board during the regular course of business may be approved and signed by the county manager after review by the district attorney and comptroller. A contract approved using this procedure must be put on the board's next agenda for review.

F. After contracts are approved by the board, the board chair, or if designated by the board, the county manager or another designee will sign the agreement or contract. The county manager is authorized to approve and sign, on behalf of the Board, agreements and contracts that have not been approved by the board and are valued less than \$5,000. The county manager may sign change orders on construction projects if the change order is no greater than 10% of the total amount bid and approved on the for the project. Nothing in this policy prohibits the county manager from having the board review, vote on, and sign contracts and change orders, including those routine matters in which the manager is normally authorized to engage the county. Additionally, this policy does not prohibit the board from requesting certain agreements, contracts, and change orders be approved by a vote of the board or reviewed if already signed by the county manager. The county clerk will retain the original agreement-or contract. The document will not be

removed from the clerk's office once all parties have signed it.

G. The originating department must obtain the signatures of the second parties prior to presenting the agreement or contract to the board. If they are unable to obtain the necessary signatures of the second parties, the county clerk will retain a copy the document and notify the originating department that they will need to obtain the signatures and return an original to the county clerk.

H. The county clerk will make a certified copy of the contract or agreement and deliver it to the county recorder for recording.

I. The clerk's office will notify the originating department once the documents have been signed. This will keep the department informed and allow them to schedule the commencement of the project.

**RESPONSIBILITY FOR REVIEW:** The County Comptroller or his or her designee will review this policy every 5 years or sooner as necessary