

DENVER BOARD OF WATER COMMISSIONERS

Meeting Date: June 13, 2012

Board Item: V-E-3

Adoption of Resolution to Update Delegation of Duties to the CEO/Manager

Action by Consent

Action

Information

By Resolution adopted April 13, 2005, the Board reviewed and revised the CEO/Manager's spending authority. As part of a recent comprehensive review of Executive Guidelines B-1, B-2, and B-6, staff is recommending further modifications to certain levels of authority and certain reporting requirements. As a result, staff has prepared for Board consideration the attached Resolution, which will supersede the Resolution of April 13, 2005. The changes to the 2005 Resolution are as follows:

- o All references to Manager were changed to CEO/Manager.
- o The paragraphs have been reordered to match the order in which they appear in Executive Guideline B-1.
- o Paragraph 3 removed the ability of the CEO/Manager to sign all contracts approved by the Board, in order to be consistent with the current practice of having the Board President sign those contracts.
- o Paragraph 4 clarified that the CEO/Manager may approve amendments to Board-approved contracts increasing the money paid under the contract, so long as the increase is no more than \$100,000.
- o Paragraph 8 changed the threshold of regularly reported expenditures not covered by contract or purchase order from \$10,000 to \$20,000.
- o Paragraph 9 allows contracts previously approved by the Board to be amended up to \$100,000 and to be submitted to the Board for ratification. Amendments exceeding \$100,000, or amendments of any amount causing the total contract amount to exceed \$100,000, will be submitted to the Board for approval.

Recommendation:

It is recommended that the Board adopt the attached Resolution.

Respectfully submitted,

INITIATED BY:

FOR Usha Sharma
 Angela C. Bricmont
 Director of Finance

James S. Lochhead
 James S. Lochhead
 CEO/Manager

APPROVED AS TO FORM:

Patricia Wells
 Patricia Wells
 General Counsel