AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

Agenda Item: Resolution; To Establish Gunnison County Policy Fo

Action Requested: Board of County Commissioners' Signature

Parties to the Agreement:

Term Begins: **Term Ends:** **Grant Contract #:**

Summary:

Please see the attached resolution, drafted by the County Manager's Office.

Fiscal Impact: N/A

Submitted by: Katherine Haase **Submitter's Email Address:** khaase@gunnisoncounty.org

Finance Review: ○ Required ◉ Not Required

Comments:

Reviewed by: Discharge Date:

County Attorney Review: ◉ Required ○ Not Required

Comments:
Ok. db 3/31/17

Reveiwed by: GUNCOUNTY1\dBaumgarten Discharge Date: 3/31/2017 Certificate of Insurance Required

Yes ○ No ◉

County Manager Review:

Comments:

Reveiwed by: GUNCOUNTY1\jost Discharge Date: 3/31/2017

○ Consent Agenda ◉ Regular Agenda ○ Worksession Time Allotted: 5

Agenda Date: 4/4/2017

Revised April 2015

BOARD OF COUNTY COMMISSIONERS OF GUNNISON COUNTY, COLORADO
RESOLUTION NO. 2017-___

A RESOLUTION TO ESTABLISH GUNNISON COUNTY POLICY FORMAT, REVIEW TIMEFRAMES, AND ADOPTION/REVISION/RESCISSION PROCEDURES

WHEREAS, Gunnison County wishes to establish a uniform policy format and an adoption and periodic review process to promote consistency and uniformity throughout the organization; and

WHEREAS, Gunnison County's current policy documents are in many forms and formats, including policies, resolutions, ordinances, policy statements, position/support statements, guidelines, and unformatted policies created via the adoption of meeting minutes; and

WHEREAS, Gunnison County currently lacks a unified, correct and complete policy document appropriate for staff and public reference; and

WHEREAS, the proposed policy template and policy-numbering system have been presented to and reviewed the Board.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Gunnison County, Colorado that the following procedures will be applied to all Gunnison County policies:

1. APPLICABILITY
    a. A Gunnison County policy incorporates the written description of a direction set forth by the Board of County Commissioners (BOCC) to inform the public and guide actions taken by departments and offices in the County organization.
    b. Policies may be administrative or regulatory.
        i. Administrative policies establish powers, responsibilities, and/or rules for County employees and appointed board members.
        ii. Regulatory policies establish rules or orders having the force of law.
    c. A policy shall be established when:
        i. Directed by the BOCC; or
        ii. Required in accordance with state or federal law; or
        iii. Requested by an elected official or department director, and approved by the BOCC.

2. STANDARDS
    a. All new policies shall be adopted by the BOCC during a regular/special meeting.
    b. All policies, excluding ordinances, may be revised administratively only for format modifications, corrections to reflect organizational changes,

or similar non-material changes without BOCC review and approval. All policy rescissions must be approved by the BOCC.

c. All adopted policies shall be referenced in the electronic Gunnison County Policy Manual on the County's website.

3. FORMAT
   a. The format outlined in Exhibit A shall be used for all adopted Gunnison County policies. Should this format be changed at any time in the future, the County Manager's office will communicate the changes and the new format to each department.
   b. The County Manager must approve any exceptions to the format outlined in Exhibit A. However, any policies kept under separate cover in a format that deviates from that outlined in Exhibit A, such as the Gunnison County Employee Policies and the Gunnison County Land Use Resolution, shall still be referenced in the online Gunnison County Policy Manual.
   c. After adoption of a policy, the County Manager's office will assign the appropriate policy number following the numbering format outlined in Exhibit B. Should this format be changed at any time in the future to allow the addition/deletion of categories/policies, the County Manager's office will update Exhibit B and the appropriate section of the County's website.

4. PROCESS AND REPOSITORY
   a. <u>Adoption</u>:
      Prior to adoption by the BOCC, the policy custodian will prepare the adoption request memo, work with the County Attorney's Office to create the applicable adoption resolution, and work with the County Manager's Office to create the formatted copy of the proposed policy.
   b. <u>Revisions/Rescissions</u>:
      In the event that any established policy requires revision/rescission, the policy custodian shall contact the County Manager's office prior to drafting any modifications and/or reinitiating the above adoption process. If revisions/rescissions are warranted, the County Manager will decide whether or not the policy revisions/rescissions should be scheduled for approval/ratification by the BOCC in accordance with Section 2b above.
   c. <u>Repository</u>:
      The County Manager's office shall serve as the repository for all adopted Gunnison County policies. The County Manager's office will also ensure that all adopted Gunnison County policies are accessible to staff and the public on the County's website.

5. REVIEW FREQUENCY
   Each policy shall be assigned a custodian. Designated policy custodians will be responsible for reviewing any and all assigned policies to ensure accuracy

and completeness according to the below established frequencies. Policy custodians will also be responsible for confirming that the required reviews have occurred by communicating this information to the County Manager's office.

a. Policies that set fees or list specific contact information (i.e., name, phone, email) will be reviewed at least annually;
b. All other policies, general in nature and not applicable to either of the above categories, will be reviewed at least every five (5) calendar years.

INTRODUCED by Commissioner _____, seconded by Commissioner _____, and adopted this 4th day of April, 2017.

BOARD OF COUNTY COMMISSIONERS
OF GUNNISON COUNTY, COLORADO

_____
Phil Chamberland, Chairperson

_____
Jonathan Houck, Commissioner

_____
John Messner, Commissioner

Attest:

_____
Deputy County Clerk

EXHIBIT A – POLICY FORMAT

Policy Template – Please provide text for all italicized areas.

Policy Name:	*(Enter proposed policy name here.)*		**Policy Number:**	(Added after adoption.)	
Approval Authority:	Gunnison County Board of County Commissioners	**Date of Adoption:**	(Added after adoption.)	**Effective Date:**	*(Date it will be effective)*
Review Date:	*(Enter the date that the policy should be reviewed.)*	**Review Frequency:**	*(Enter frequency, i.e., annually, biannually.)*		

PURPOSE

Provide a succinct statement indicating the reason for the policy, and what requirement(s) this policy will address (i.e., legal, statutory, financial, operational, technological, etc.).

SCOPE

This policy applies to all Gunnison County employees. *(If there are exceptions, please state them here.)*

DEFINITIONS

Define any terms here.

POLICY STATEMENTS

Enter the policy text here. Include the expected behavior, practice or standard.

COMPLIANCE

This policy shall be complied with in all respects. Revisions to this policy may occur and every attempt will be made to provide prior notice of any such change. However, when deemed necessary in order to fully protect the County's interests, the interest of the public, and to more fully protect the safety of the public, including employees governed by this policy, this policy may be changed without notice. *(Add any other necessary compliance language here.)*

APPLICABLE LEGISLATION AND/OR RELATED REGULATIONS, POLICIES AND FORMS

Enter any relevant state or federal legislation and/or existing County regulations, policies or forms that this policy must comply with or is referenced in the policy language.

EXHIBIT B – POLICY NUMBERING

Assignment of policy numbers will follow the below Chapter, Section, Subsection format.

Chapter	Section	Subsection
1 – Administration and Operations	1.1 – County Policies	1.1.1 – Policy Creation, Revision, Review
	1.2 – Operations	1.2.1 – Administration 1.2.2 – Airport 1.2.3 – Elections 1.2.4 – Emergency Management 1.2.5 – Fire Protection 1.2.6 – Health and Human Services 1.2.7 – Information Technology 1.2.8 – Law Enforcement 1.2.9 – Miscellaneous 1.2.10 – Purchasing 1.2.11 – Records Requests and Retention
2 – Boards and Commissions	2.1 – Board of County Commissioners	2.1.1 – Commissioner Districts 2.1.2 – Board of Health 2.1.3 – Housing Board 2.1.4 – Human Services Board 2.1.5 – Local Marketing District Board
	2.2 – County Created/Appointed Boards, Commissions and Committees	2.2.1 – Appointment to Gunnison County Boards and Commissions 2.2.2 – Area Trauma Advisory Council 2.2.3 – Board of Adjustments and Appeals 2.3.4 – Environmental Health Board 2.2.5 – Gunnison Basin Sage-grouse Strategic Committee 2.2.6 – Historic Preservation Commission 2.2.7 – Hospital Board of Trustees 2.2.8 – Land Preservation Commission 2.2.9 – Library Board of Trustees 2.2.10 – Planning Commission 2.2.11 – Sage-grouse Mitigation Committee 2.2.12 – Trails Commission 2.2.13 – Veteran Services Officer 2.2.14 – Watershed Weed Commission
	2.3 – Other Boards, Commissions, Committees and Miscellaneous Appointments	2.3.1 – Cemetery District Board 2.3.2 – Colorado River Water Conservation Board 2.3.3 – Commissioner of Deeds 2.3.4 – Community Corrections Board 2.3.5 – Extension Advisory Committee 2.3.6 – House Bill 1177 Roundtable 2.3.7 – Observatory Board 2.3.8 – Region 10 2.3.9 – Regional Emergency Planning Committee 2.3.10 – Western Regional EMS Council
3 – Fees and Rates	3.1 – Emergency Services	3.1.1 – E911 Charge 3.1.2 – Emergency Phone Service
	3.2 – Gunnison-Crested Butte Regional Airport	3.2.1 – ID Badges and Fingerprints 3.2.2 – Jet Bridge and Carousel

		3.2.3 – Landing and Other Fees for Carriers 3.2.4 – Parking 3.2.5 – Passenger Facility Charge
	3.3 – Miscellaneous	3.3.1 – Juvenile Services 3.3.2 – Liquor Licenses
	3.4 – Land Use	3.4.1 – Land Use Change Permits 3.4.2 – Sage-grouse Reviews 3.4.3 – Vacations of Roadways
	3.5 – Public Use	3.5.1 – Airport Conference Room 3.5.2 – Fairgrounds
4 – Personnel	4.1 – Drugs/Drug Testing	4.1.1 – Drug-free Workplace 4.1.2 – Drug Testing for CDL Drivers
	4.2 – Insurance	4.2.1 – CCOERA Retirement Plan 4.2.2 – Elected Official Health and Life Insurance 4.2.3 – Life, Accidental Loss and Disability Coverage
	4.3 – Miscellaneous	4.3.1 – Gunnison County Personnel Policies 4.3.2 – Aircraft Operation 4.3.3 – Parking 4.3.4 – Personal Tools 4.3.5 – Smoking 4.3.6 – Travel
	4.4 – Privacy	4.4.1 – HIPPA Privacy and Procedures 4.4.2 – Individually Identifiable Health Information
	4.5 – Safety	4.5.1 – General Safety 4.5.2 – Seat Belts
5 – County Property	5.1 - Miscellaneous	5.1.1 – Key Replacement 5.1.2 – Surplus Property Disposition 5.1.3 – Unclaimed Property
	5.2 – Public Use	5.2.1 – Buildings 5.2.2 – Grounds 5.2.3 – Fairgrounds
6 – Land Use, Energy & Environment	6.1 – Gunnison County Land Use Resolution	6.1.1 – Gunnison County Land Use Resolution 6.1.2 – Gunnison County LUR Amendments
	6.2 – Building Code	6.2.1 – Gunnison County Building Code 6.2.2 – International Building Codes 6.2.3 – Uniform Building Code
	6.3 – Energy and Environment	6.3.1 – Air Pollution 6.3.2 – Cities for Climate Protection Campaign 6.3.3 – Energy Code 6.3.4 – Water Protection
	6.4 – Individual Sewage Disposal Systems / Onsite Wastewater Treatment Systems	6.4.1 – ISDS Regulations 6.4.2 – ISDS Regulations on <1-Acre Sites
	6.5 – Miscellaneous	6.5.1 – Adult-oriented Establishments 6.5.2 – Alcoholic Beverage Tastings 6.5.3 – CB South Exemption of Duplex Dwelling Units 6.5.4 – Crystal River 6.5.5 – Earthmoving Site Revegetation and Noxious Weed Control 6.5.6 – Hotel and Restaurant Standards

		6.5.7 – Marijuana Cultivation, Manufacturing, Testing or Retail Stores 6.5.8 – Parcels of Land 6.5.9 – Plumbing Code 6.5.10 – Property Rights 6.5.11 – Skyland 6.5.12 – Trails Usage 6.5.13 – Transfer of Federal Public Lands to State Ownership 6.5.14 – Transportation in the Upper Gunnison Valley
	6.6 – Roads and Bridges	6.6.1 – Gunnison County Road and Bridge Standards 6.6.2 – Cattle Guards 6.6.3 – Improvement Right of Ways 6.6.4 – Road Development 6.6.5 – Tourism-oriented Directional Signage 6.6.6 – Washington Gulch Road
	6.7 – Special Areas and Development Projects	6.7.1 – CB South 6.7.2 – Matters of State Interest 6.7.3 – North Fork Valley Coal Resource Special Area and Mining Regulations 6.7.4 – Special Development Projects and Regulations
	6.8 – Wastewater Treatment	6.8.1 – Domestic Water Treatment Systems 6.8.2 – Wastewater Treatment Systems