

ELBERT COUNTY GOVERNMENT
County Manager Policy

A. The County Manager is the official link between the Board of County Commissioners (BOCC) and the operations and staff of departments of County Government

1. As it relates to County operations, the BOCC's role is confined to establishing vision, goals and policies; implementation and decision making is delegated to the County Manager.

2. As the BOCC's official link to the operations of County government, the County Manager's performance is considered to be synonymous with organizational performance (within the scope of the County Manager's authority).

B. The BOCC's interaction with the County Manager shall be governed by the following guidelines:

1. Except as expressly limited by this policy, the County Manager exercises direct supervision of County employees (except the County Attorney), control over day to day functions of County government, and controls management decisions required to carry out the objectives of the Board of County Commissioners as they relate to the operations of County government. Decisions of the Board of County Commissioners, by majority vote, are binding on the County Manager.

2. The County Manager shall have the authority to investigate problems with elected and non-elected Department Directors and their staff.

- a. Employment decisions regarding non-elected Department Directors and their staff shall be made by the County Manager, with the input, investigation, coordination of duties, and recommendations of appropriate County staff. The County Manager shall monitor the performance of non-elected Department Directors and their departments, and shall conduct a performance review of each Director at least annually. The County Manager is responsible for employment and all performance-related issues of non-elected Department Directors and their staff.
- b. Employment decisions regarding the staff of elected officials shall be made in cooperation between the County Manager, and the applicable elected official. The County Manager, with the input, investigation, coordination, and recommendations of County's Human Resources staff, shall make recommendations regarding the employment and performance of the staff of elected officials, and shall have final authority regarding employment and performance decisions relating to non-elected County employees and staff. Nothing in this policy shall limit the power of either the County Manager or the BOCC to make budget recommendations or to exercise control over the annual budget of an elected official, and nothing in this policy shall limit the power of the County Manager to investigate elected officials and their staff.



3. The County Manager is the designated Budget Officer for Elbert County. As Budget Officer is responsible for the following budget activities:
 - a. Guide the development of and present a balanced budget to the County Commissioners for their consideration;
 - b. Monitor department revenue and expenditures on a regular basis and work with departments to address revenue shortfalls or expenditures in excess of budgeted amounts;
 - c. Develop and implement a contingency plan for revenue shortfalls, and
 - d. Control spending in such a way that funds maintain their predetermined fund balance levels.

4. The County Manager shall have the authority to modify or update County Policies or approve changes to existing policy by the policy's proponent, as directed or authorized by the BOCC (except for this policy, the County Attorney Policy and the Policy Regarding BOCC meetings which shall only be modified or updated as directed by the BOCC.)

5. The policies and goals adopted by the BOCC direct the County Manager to achieve certain results, and the County Manager is permitted to act within acceptable boundaries of prudence and ethics to achieve those results. The County Manager is authorized to make any decisions, take any actions and carry out any activities that are consistent with a reasonable interpretation of the policies of the BOCC, and as long as such decisions are within the County Manager's financial authority and limitations, and the County Manager shall therefore have final discretion over the content of the proposed budget to be submitted to the BOCC for each department and elected office

Pursuant to C.R.S. 30-11-107 (1) (aa), the County Manager shall have the following authority to enter into contracts binding on the County:

The County Manager's unilateral financial authority is limited to purchases up to \$300,000.00, provided that such purchases are appropriated within the annual budget adopted by the BOCC for the current fiscal year. Such purchases shall follow the procurement requirements and all other provisions of the Elbert County Finance Department Policies and Procedures to the extent possible. Contracts must be reviewed by the County Attorney prior to execution. The County Manager must notify the Chair of the BOCC of any purchases and contracts over \$200,000.00 at a minimum, and should inform the entire BOCC if reasonably practicable..

The County Manager is specifically authorized, subject to the limitations described above, to make decisions and to sign contracts on behalf of Elbert County regarding general service, maintenance, activities, and events at ; contracts; trash service contracts; storage contracts, GIS licensing agreements; and equipment purchases, up to the limits ~~above~~ above.

In addition, the County Manager may execute any nonstandard contracts related to: the sale or purchase of County real or personal property, provided that the subject matter of the sale or purchase was previously approved by the BOCC; computer software/hardware licensing agreements; equipment or building leases; and maintenance agreements.



The County Manager has the authority to approve leases or lease/purchases falling within the County Manager's financial authority limitations

The BOCC may approve any contract by majority vote, may delegate its power to enter into any contract to the County Manager, and may authorize the County Manager to execute any contract on its behalf.

6. As referenced in B(1), no individual member of the BOCC may exercise any authority over the County Manager. The County Manager may provide information to an individual Commissioner in response to a request, but if such request requires a significant amount of resources or is detrimental to operations, the County Manager may ask for direction from the BOCC as a whole.

7. At times, it may be in the best interest of the County for the BOCC to waive or grant exceptions to adopted Board policy. The County Manager shall request Board approval for any policy waiver or exception prior to its implementation.

8. The County Manager shall promptly inform the Board of County Commissioners of any deviation from Board policy, whether intentional or inadvertent in a timely manner. The BOCC's decision to approve such a deviation, does not exempt the County Manager from subsequent disciplinary action.

9. Should the County Manager be temporarily unable to perform his or her duties as outlined in this policy, the Deputy County Manager shall be responsible for doing so until the Board of County Commissioners designates otherwise.

RESERVATION OF AUTHORITY

This Policy replaces and supersedes any previous County Manager Policy. The Board of County Commissioners reserves the right to alter, amend, add to or revoke all or part of this policy at any time.

