

County Managerial Operations Policy
Delegating Authority to County Chief Administrator
(Last updated 02/08/2021 by Order of the Commissioners Court)

This document is intended to be used as a compilation of areas of authority that have been delegated to the County Chief Administrator, or designee. The delegations included herein are intended to supplement the duties and responsibilities required of the position as delineated in the written job description.

A. Delegation of Contract/Agreement/Grant Document Related Approval and Signature Authority to County Chief Administrator or Designee

1. Contracts/documents related to Utility Agreements as follows: (Effective 7/20/15)
 - 1.1 Rights-Of-Entry onto County property authorizing utility companies and other governmental entities to perform certain operational improvements; and
 - 1.2 Utility Installation Agreements needed for commencing utility service to County properties related to construction and other public works projects previously approved by the Commissioners Court; and
 - 1.3 Sign and convey Utility Easements required for construction and other public works projects previously approved by the Commissioners Court.
2. Travel/training agreements with county employees. (Effective 1/25/16)
3. Budgeted or non-financial contracts or contract amendments that provide goods and/or services or programs \$5,000 and below in any one 12 month period. A summary of all said contracts shall be provided to Commissioners Court no less than on a quarterly basis. (Amended 02/08/2021)
4. Agreements on contract templates that have been previously adopted by Commissioners Court or short term lease agreements (30 days or less) for use of space at County facilities, parks, or venues for events expected to generate \$50,000 or less from contract fees. (Amended 02/08/2021)
5. Polling Place Agreements for polling place sites for all elections to include payment of expenses of \$5,000 or less. Approval of county polling **locations** will remain with the Commissioners Court. (Amended 02/08/2021)
6. Temporary assignment/transfer of water allocations regarding county property for county purposes through a water control and improvement district. (Effective 10/24/2016)
7. Routine grant agreement modifications or amendments related to time extensions and/or changes in award amounts or grant budget allocations where there is no financial impact to the county match. (Effective 10/24/2016)

8. Grant reporting or certification/assurances documents required to be submitted to a grantor by the terms and conditions of grant agreements. (Effective 10/24/2016)
9. Contracts for routine services such as appraisals, environmental assessments, title examination and insurance, and land surveys in furtherance of the acquisition or sale of an interest in real property previously approved by Commissioners Court. (Effective 10/24/2016)
10. Agreements providing for the reimbursement of any expenses incurred by the county, or the payment for services provided by the county, in the provision of community services to eligible residents of the County, including the Nutrition Program, General Assistance, and Veteran's Affairs. (Effective 05/01/2017)
11. Standard Subdivision construction agreements. (Effective 08/20/2018)
12. Temporary easement or license agreements granting or receiving authority to utilize land during construction of public works projects for up to three years; (Effective 08/20/2018)
13. Agreements to allow additional companies to be authorized filers on the County Clerk e-filing system. (Effective 08/20/2018)
14. Releases of liens on bail bond judgments. (Effective 08/20/2018)

B. Delegation of Human Resource Related Approval and Authority to County Chief Administrator or Designee

1. Assure adherence to established and approved County leave and personnel policies including approving any adjusting entries necessary to ensure compliance with the adopted policies. (Effective 1/25/16)
2. Waive the waiting period for new hires, if justified. (Effective 1/25/16)
3. Except as outlined in E. 5. Below, implement staffing changes resulting from the annual reclassification study; staffing changes requested throughout the year (downgrades/upgrades) due to changes in work procedures, mandates, etc. when funds are available in personnel contingencies for this purpose; or when funds are set aside during budget hearings as authorized by Commissioners Court for department studies or analysis. These changes will be reported to the commissioner court no less than quarterly. (Effective 1/25/16, Amended 05/01/2017)
4. Grant overtime pay up to \$10,000 in urgent cases versus comp time accrual. Such authorizations will be reported to Commissioners Court no less than quarterly. (Effective 1/25/16)

5. Make position modifications and approve department reorganizations except those involving substantive changes as defined in Section E(3) below. This would include changing supervisory responsibilities of existing operations between departments. If there is a need to exceed the annual budget allocation for salary and fringe benefits, including personnel contingencies, the Chief Administrator shall seek the prior approval of Commissioners Court. Changes involving elected officials shall also be reviewed by the County Attorney's Office. (Amended 10/24/2016)

6. The Chief Administrator will notify Commissioners Court at least two weeks in advance on position modifications (regrades, reorganizations, etc.) impacting the Chief Administrator's office. (Effective May 15, 2017)

7. Hire and establish appropriate rates of pay between entry level and mid-point (Step 7) for direct report department heads. In recognition of time required beyond the normal work week and for attraction and retention purposes, grant up to ten (10) days of paid executive leave per calendar year to direct report department heads. (Amended 02/08/2021)

8. Review and make a determination on requests for extensions of time to payback overpayments under the County's Overpayments, Underpayments, and Repayment Policy. (Effective 05/20/2019)

C. Delegation of Budget Related Approval and Authority to County Chief Administrator or Designee

1. Approve one time allocations per fiscal year, of funding up to \$5,000 that are not available within a department's budget for unanticipated necessary purchases. These will be allocated from within contingencies and will be reported to the court no less than quarterly. (Amended 02/08/2021)

2. Approve interim capital improvement fund requests up to \$50,000. (Effective 02/08/2021)

D. Delegation of Other Approval and Authority to County Chief Administrator or Designee

1. Consider and approve street closures for parades, block parties, safety, and event related congestion, etc. (Effective 02/08/2021)

2. Use county resources to respond to emergencies or other unforeseen urgent circumstances to support various organizations, outlying communities and governmental entities; i.e. outlying water districts, emergency services districts, non-profits, etc. in times of emergency. Use of county resources must meet a public health and safety purpose.

Any use of county resources under this provision shall be reported in writing to the Commissioners Court within 10 days. In situations where the public purpose is not clear, the Chief Administrator may consult with the County Attorney's Office to ensure that the use of the resource or expenditure serves a legal County public purpose. (Effective 03/18/2019)

3. Accept invitations to various community projects and events. Invites to events of a policy making nature will be forwarded to Commissioners Court for their determination of County representation at the event. (Effective 1/25/16)

4. Determine goods and services which may not be purchased by County Departments. A general list of such un-allowed items will be reviewed and approved on a yearly basis and exemptions may be considered by the Chief Administrator as deemed necessary. (Effective 1/25/16)

5. Approve placement of advertisements and announcements that do not specifically require public hearings in newspapers. (Effective 3/21/16)

6. Provide final approval of private art displays in county facilities with the technical input and assistance of the Facilities Division of the Public Works Department. (Effective 3/21/16)

7. Authorize the County Attorney's Office to initiate a claim or lawsuit against bonding companies for the recovery of inmate transportation costs under \$5,000 and to authorize the County Attorney's Office to settle for the full amount owed to the County. . This information will be reported to the court no less than quarterly. (Effective 08/27/2018)

8. Temporarily close County operated venues, facilities, or departments for health, safety, and welfare as outlined in the Continuity of Government Plan. (Effective 08/27/2018)

E. Actions Requiring Commissioners Court Approval

1. All space changes or allocations require Commissioners Court consideration and approval. (Effective 1/25/16)

2. Employment agreements between the Chief Administrator and his/her staff, which include extraordinary items such as monetary costs beyond salary up to Step 7 and benefits, reimbursements or extra employment rights or benefits must be presented to and approved by Commissioners Court and signed by the County Judge. (Effective 1/25/16, Amended 08/22/2017)

3. Approval of any new positions, except those resulting from a budget neutral reorganization (See Section B(5) above), and any substantive changes resulting in the elimination, consolidation, or creation of any county departments. (Amended 10/24/2016)

4. The provision of substantive additional services or discontinuation of existing services. (Effective 1/25/16)

5. Final appeals of any staffing change requests after County Administration review for Commissioners Court Offices' direct staffing. (Effective 06/12/2017)

F. General Guideline

1. The Chief Administrator will notify Commissioners Court of any major personnel or departmental changes or significant events if possible in advance or as soon as possible thereafter. (Effective 1/25/16)