

**County Managerial Operations Policy**  
**Delegating Authority to County Chief Administrator**  
**(Last updated 04/29/2024 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, including multi-year agreements that provide goods and/or services or programs \$10,000 and below in any one 12 month period for any single contract. A summary of all said contracts shall be provided to Commissioners Court no less than on a quarterly basis. (Amended 02/08/2021 and 05/01/2023)
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)
15. County liability insurance policies developed as a result of the Commissioners Court approved fiscal year liability insurance coverage and premium proposals. (Effective 04/29/2024)

**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. This authorization is extended to changes funded via grants or

intergovernmental revenue sources if the Chief Administrator determines they are in accordance with the objectives of the granting agency. These changes will be reported to the commissioner court no less than quarterly. (Effective 1/25/16, Amended 05/01/2017 and 05/01/2023)

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. (Amended 05/01/2023)

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 05/15/2017)

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)

9. Authorize the County Attorney's Office to initiate an employee separation agreement up to \$25,000 in value for extenuating circumstances, with the understanding the agreement would come to Commissioners Court for final approval within 45 days. (Effective 05/01/2023)

10. Review and make a determination on requests for retroactive payments that are not the fault of the employee, and otherwise authorized by a Commissioners Court approved policy. (Effective 10/30/2023)

11. Review and make a determination on requests for rates of pay for new hires and internal promotions that exceed the step authorized by policy.

**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)

3. Approve Minor & Administrative Amendments (MAA) to the American Rescue Plan Act (ARPA) Portfolio Budget and Structure, in accordance with previous policy direction and action by the Court on the structure and scope of the Portfolio. Amendments shall be authorized and submitted to the Office of Budget & Fiscal Policy and Office of the County Auditor in writing on an as-needed basis and shall include a written justification explaining the nature of the amendment. MAA are defined as 1) those necessary to implement the project as previously approved by the Court and 2) actions not considered to be Major Amendments. Major Amendments are those which 1) adds to, or reduces, the overall project budget by five (5) percent or more, unless the reduction is determined to be a result of project savings by the Chief Administrator or, 2) add, enhance, reduce, or remove a component of the project's original scope of work that is not necessary to the successful implementation of the original scope, unless the reduction is determined to be a result of project savings by Chief Administrator. If project savings are identified, the Chief Administrator may reduce the project cost by placing those funds into Project 1530 (Reserve) Unappropriated Unallocated Fund Balance for subsequent designation by the Court. Note: this amendment shall administratively be deleted from this policy at the end of the ARPA Performance Period on 12/31/2026, or, as all ARPA funds are expended by the County, whichever date may come first. These changes will be reported to the Commissioners Court no less than quarterly (Effective 05/01/2023).

4. Approve temporary departmental change fund modification requests from departments.

**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)
9. Until related policies and/or policy amendments are approved, authorize the use of County facilities/space for County related or County sponsored functions with a statutory public purpose, including exceptions to policy for the types of activities to be allowed during the use. In situations where the statutory public purpose is not clear, the Chief Administrator may consult with the County Attorney's Office to ensure that the use of the County facilities/space serves a legal County public purpose. (Effective 10/30/23)

#### **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)