

AGENDA ITEM SUMMARY
GLADES COUNTY BOARD OF COUNTY COMMISSIONERS

SUBJECT: Policy: County Purchasing (<i>Commissioner Echols</i>)	
DEPT/DEPT REQUEST: Glades County Board of County Commissioners	
BACKGROUND/DETAIL OF REPORT: At the February 9, 2010 Board of County Commissioners meeting, the Board of County Commissioners requested a review of the County's Purchasing Policy. The Board of County Commissioners wanted to do the review on March 9 th . Attached are documents that might assist in the Board of County Commissioners' consideration.	
BUDGET IMPACT: Yes / No – If Yes, how much? From where? No	
COORDINATION WITH:	
MOTION I move to	
REQUEST BY: Board of County Commissioners	Meeting Date: March 9, 2010 Agenda #

COUNTY MANAGER JOB DESCRIPTION

BCC REGULAR MEETING
JUNE 9, 1998
EXHIBIT A

DATE APPROVED: June 9, 1998

DUTIES

- The County Manager shall be responsible to the Board of County Commissioners for the proper administration of the County's policies and directives.
- The County Manager shall report to the Board on actions taken to require adherence to County policies and directives.
- The County Manager shall provide the Board and individual members, upon request, with information and provide advice concerning County Government audits.
- The County Manager shall recommend pay plan and classification of positions under Board of County Commissioner's jurisdiction.
- The County Manager shall evaluate and approve hiring and firing of county employees by Department Heads under the jurisdiction of the Board of County Commissioners
- The County Manager shall suspend, discharge, or remove any employee working under the jurisdiction of the County Manager pursuant to personnel regulations established by the Board. Recommendations for hiring and firing Department Heads will be brought before the Board for confirmation.
- The County Manager shall attend meetings as requested by the Board of County Commissioners and report to the Board information obtained at such meetings.
- The County Manager shall review budgets by County Departments (excluding Elected Officials), prior to submission to the Board of County Commissioners for approval.
- The County Manager shall perform other duties and responsibilities as may be required by the Board of County Commissioners.
- The County Manager shall have those authorities and responsibilities as may be provided by resolution of the Board of County Commissioners.
- Directives and guidance to the County Manager shall be provided by Board actions or as the Chairperson may direct between regular meetings.

- The County Manager shall handle citizen complaints.
- The County Manager shall attend meetings of other governmental agencies and commissions, with authority to speak on behalf of the Board.
- The County Manager shall approve in-state travel requests.
- The County Manager shall approve line item budget transfers.)
- The County Manager shall approve unbudgeted purchases of five hundred dollars (\$500.00) or less.
- The County Manager shall negotiate and approve all budgeted leases, contracts, and agreements.)
- The County Manager shall provide individual Board members with information or assistance.
- The County Manager shall report back to the Board each month in writing of all actions requiring Board confirmation.
- The County Manager shall supervise all Department Heads for vacation, travel and inter-agency problems.
- Travel by the County Manager shall be approved by the Chairman or the Board of County Commissioners.

GLADES COUNTY BOARD OF
COUNTY COMMISSIONERS



Robert L. Giesler, Chairman

Computer: comgrjob

August 11, 1998

Additional Duties for the County Manager

1. Carry out the directives and policies of the Glades County Board of Commissioners
2. Efficient and Effective Operations: Review and approve all hiring, firing, disciplinary action and vacation leave for departments
3. Conflict Resolving Procedures (Chain of Command): Employee goes to their Supervisor/Department Head, if still unresolved, employee and Supervisor/Department Head goes to County Manager, if still unresolved, employee, Supervisor/Department Head and County Manager goes to Chairman of the BOCC, if still unresolved, they all go before the entire BOCC.

June 21, 1999

The BCC added to County Manager's Job Description:

- County Manager has authority to fire Fire Chiefs.

November 13, 2001

- The BCC authorized the County Manager to purchase up to \$4,999 if a budgeted item

October 28, 2002

- The BCC authorized the County Manager to spend up to \$9,999 for budgeted items.

June 28, 2004

- The BCC authorized the County Manager to approve line item transfers within a department up to \$1,000

May 10, 2005

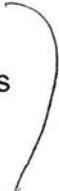
- The BCC removed this clause from County Manager's Job Description : Recommendations for hiring and firing Department Heads will be brought before the Board for confirmation.

August 9, 2005

The Board agreed the County Manager has the authority to make decisions on pay raises less than \$1.00 and requests for vacation pay as long as the request does not exceed the budget amount.

July 27, 2009

Authorized County Manager and Chief Financial Officer to approve line item transfers during the fiscal year (The previous limit was \$1,000)



Copy to : Wendell Taylor - February 8, 2010

Sandra Brown

From: Sandra Brown [sbrown@gladesclerk.com]
Sent: Tuesday, February 02, 2010 8:26 AM
To: 'Donna Storter Long'
Subject: RE: County Manager Job Description
Attachments: County Manager Job Description.rtf

Donna,

I have checked the minutes and notes and did not find where the Board authorized the County Manager to spend up to \$49,999. Brenda said she thought he was authorized to spend up to that amount if the item was budgeted since the bid limit is \$50,000.

On June 11, 1991, the Board adopted Ordinance 91-2 increasing the bid limit to \$5,000. Then on November 13, 2001, the Board authorized the County Manager to purchase up to \$4,999 if a budgeted item.

On March 12, 2002, the Board adopted Ordinance 2002-5 increasing the bid limit to \$10,000. Then on October 28, 2002, the Board authorized the County Manager to spend up to \$9,999 for budgeted items.

On November 9, 2004, the Board adopted Ordinance 2004-19 increasing the bid limit to \$50,000. I did not find where the Board came back after that ordinance and increased the County Manager's spending authority to \$49,999.

I am also attaching the County Manger's Job Description.

If you have any questions, let me know.

Sandra H. Brown
Senior Deputy Clerk
Glades County Clerk's Office
Telephone 863-946-6002
Email: sbrown@gladesclerk.com

From: Donna Storter Long [mailto:mamzelle@strato.net]
Sent: Sunday, January 31, 2010 9:13 PM
To: 'Sandra Brown'
Subject: County Manager Job Description

Sandra, sometime after October 28, 2002 the BoCC changed the authorization for the county manager to spend up to \$49,999. Can you send me the Minutes when this was changed? I'm pretty sure it was before 2005 when I was working on the pavilion plans, and before Wendell was hired.

Thx.

COUNTY MANAGER JOB DESCRIPTION

DATE APPROVED: June 9, 1998
REVISED: May 10, 2005