

Department: County Manager

Fund Number: 020
Department Number: 115

Prepared by: **Connie I. Hunt**

2024 Goals:

1. Continue teamwork and sharing of resources (on-going goal)
2. Continue improving organizational efficiencies (on-going goal)
3. Continue seeking grant funding to implement capital needs as appropriate and within the County's ability to fund, plan and administer
4. Ensure continued administration of 5% Marijuana Excise Tax collections and development of disbursement spreadsheet for its distribution pursuant to a Resolution prepared for adoption by the Board of County Commissioners
5. Continue to work with Board of County Commissioners, Road Superintendent, and Engineer on Road Plan implementation
6. Work with Board of County Commissioners and Staff on organizational and project priorities for the future including:
 - a. Ouray County Master Plan review and possible revisions (in process),
 - b. Long-term Planning for County Facilities (facilities, water, parking and storage), and
 - d. Bridge over Corbett Creek.
7. Work with consultant for creation of an electronic, accessible Budget Book.
8. Manage and administer the following grants and subsidies:
 - a. ORCA Grant financial management,
 - b. American Recovery Plan Act (ARPA) dollars and Local Assistance and Tribal Consistency Fund (LATCF) dollars reporting and financial management,
 - c. Community Funding Partnership to help offset the cost of Bureau of Reclamation Water Lease,
 - d. Department of Homeland Security PDM Grant for the Bridge over Corbett (Approval pending – fingers crossed)
 - e. VOCA and VALE Grants in support of the Victim Advocate Program
9. Work with Cost Allocation Services Consultant (Management of America) for a twelfth year on a "Full Cost Allocation Plan" for all funds and departments, and a "2 CFR Part 200 Plan Cost Allocation Plan" related to Social Services to determine the cost associated with county services
10. Work to implement findings for the Courthouse HVAC Program with the County Facilities Manager
11. Act on Employee Opinion Survey findings, including: staffing analysis, pay analysis, and pulse surveys
12. Work to recruit a Deputy County Manager
13. Implement AssetKeeper for inventory and department asset management
14. Implement Granicus

2023 Accomplishments:

1. Continue teamwork and sharing of resources (on-going goal)
2. Continue improving organizational efficiencies (on-going goal)
3. Continue seeking grant funding to implement capital needs as appropriate and within the County's ability to fund, plan and administer

4. Ensure continued administration of 5% Marijuana Excise Tax collections and development of disbursement spreadsheet for its distribution pursuant to a Resolution prepared for adoption by the Board of County Commissioners
5. Continue to work with Board of County Commissioners, Road Superintendent, and Engineer on Road Plan implementation
6. Work with Board of County Commissioners and Staff on organizational and project priorities for the future including:
 - a. Ouray County Master Plan review and possible revisions (in process),
 - b. Long-term Planning for County Facilities (facilities, water, parking and storage), and
 - d. Bridge over Corbett Creek.
7. Research electronic, accessible Budget Book
8. Managed and administered the following grants and subsidies:
 - a. ORCA Grant financial management,
 - b. American Recovery Plan Act (ARPA) dollars and Local Assistance and Tribal Consistency Fund (LATCF) dollars reporting and financial management,
 - c. Community Funding Partnership to help offset the cost of Bureau of Reclamation Water Lease,
 - d. Financial and contract administration of Idarado Houses.
9. Purchased and implemented new fixed asset software (Asset Keeper) for inventory and depreciation management.
10. Served as a member of the County Health Pool (CHP) as the County Administrator representative.
11. Worked on succession planning, organizational chart and recommendation for the 2024 Budget to proceed with the recruitment for Deputy County Manager
12. Worked with Employers Council on Employee Satisfaction Survey to County Employees and ensured survey results were presented to the Board in November 2023 and to the employees in December 2023
13. Submitted Personnel Manual to Employers Council for review and input
14. Planned a successful Tri-agency dinner meeting and presentation in April 2023
15. Planned employee appreciation luncheon in April, 2023
16. Attended Employers Council Conference in August 2023
17. Continued work with Cost Allocation Services Consultant (Management of America) for an eleventh year on a "Full Cost Allocation Plan" for all funds and departments, and a "2 CFR Part 200 Plan Cost Allocation Plan" related to Social Services to determine the cost associated with county services
18. Managed and processed Governmental Lease Purchase payments for multiple pieces of heavy equipment, vehicles and courthouse
19. Successful implementation of Fleet Management system for the management and maintenance of a leased vehicle programs (Enterprise and United).
20. Received successful and compliant 2022 Financial Audit and Single Audit
21. Worked with the Planning Director and MGT on Fee schedule analysis for Land Use Fees, Road and Bridge Impact Fees and Marijuana Fees