

**RESOLUTION NO. 23 - 03**

**THE BOARD OF COUNTY COMMISSIONERS  
OF HUERFANO COUNTY, COLORADO**

**A RESOLUTION TO ESTABLISH THE ORGANIZATIONAL STRUCTURE OF THE  
HUERFANO COUNTY GOVERNMENT FOR CALENDAR YEAR 2023**

WHEREAS, C.R.S. § 30-11-107(1)(n), as amended, authorizes the Board of County Commissioners to establish, by resolution duly adopted, such offices as, in its judgement, are required for the efficient management of the business and concerns of the County; and,

WHEREAS, the Board of County Commissioners desires to create a resilient and efficient governmental organization that effectively delivers services and is responsive to the needs of County residents; and,

WHEREAS, the Board of County Commissioners desires to designate the appointment of certain roles and offices, including the roles of County Administrator and Budget Officer; and

WHEREAS, the Board of County Commissioners find it necessary to designate the creation and organization of certain departments and offices; and,

WHEREAS, the Board of County Commissioners find it both necessary and appropriate to regularly review the organizational structure of the County; and

WHEREAS, the Board of County Commissioners believe that the regular review of the County's organizational structure will provide opportunities to increase operational efficiency.

NOW, THEREFORE, BE IT RESOLVED by the Huerfano County Board of County Commissioners of Huerfano County, Colorado that:

**Section 1. Board Appointments.**

The County Administrator, County Attorney, and Director of Human Services shall be the only designated direct reports to the Board of County Commissioners and shall serve at the pleasure of the BOCC. All staff are employees of the County as defined in the Huerfano County Employee Policy Manual and are afforded the administrative protections as provided therein, except as otherwise provided in a contract of employment approved by the Board of County Commissioners.

**Section 2. County Attorney.**

The Board of County Commissioners hereby reaffirms its appointment of the County Attorney in accordance with Article XIV, Section 8, of the Colorado Constitution, and C.R.S. § 30-11-118, as amended. The County Attorney shall serve as the Chief Legal Officer of the County and is empowered to recommend to the Board the hiring of outside counsel as situations merit.

**Section 3. Department of Human Services.**

The Department of Human Services shall report directly to the Board of County Commissioners, sitting as the Board of Human Services, through the Director of Human Services. The Director

of Human Services will be assisted by an Assistant Director, both of which will be considered part of the County Senior Staff.

**Section 4. County Administrator and Subordinate Departments and Offices.**

The Board of County Commissioners (“BOCC”) hereby reaffirms its appointment of the County Administrator in accordance with C.R.S. § 30-11-107(1)(n), as amended. The County Administrator will serve as the chief executive officer and county manager of the County to directly oversee and manage the operations of all offices and departments reporting to the BOCC except the County Attorney and Department of Human Services. Those offices and departments will consist of the following:

1. **Office of Administration.** This office is responsible for the general management of the County’s financial and human resources as well as providing support to the Board of County Commissioners, other County elected officials, the County Attorney, and all County Departments. The senior staff in the Office of Administration, reporting directly to the County Administrator, are:
  - a. Finance Officer;
  - b. Human Resources Officer; and
  - c. Compliance Officer.
2. **Emergency Management Department.** The Emergency Manager leads the Department and reports directly to and is supervised by the County Administrator. The Emergency Management Department consists of the following offices and functions, which report directly to the Emergency Manager:
  - a. 911 Dispatch Office; and
  - b. Hazard Mitigation.
3. **Veteran’s Office.** The Veterans Service Officer leads the Office and reports directly to and is supervised by the County Administrator.
4. **Parks and Recreation Department.** The Parks and Recreation Director leads the Department and reports directly to and is supervised by the County Administrator. The Parks and Recreation Department includes the County’s CSU Extension Office.
5. **Economic Development Office.** The Economic Development Manager leads the Office and reports directly to and is supervised by the County Administrator. The Economic Development Office supports the Huerfano County Tourism Board.
6. **Public Works Department.** The Public Works Director leads the Department and reports directly to and is supervised by the County Administrator. The Public Works Department consists of the following offices and functions, which report directly to the Public Works Director:
  - a. Gardner Public Improvement District;
  - b. Spanish Peaks Regional Airport;
  - c. Waste Transfer Station; and
  - d. Facilities Maintenance.
7. **Office of Information Technology.** The Information Technology Director leads the Office and reports directly to and is supervised by the County Administrator.
8. **Road and Bridge Department.** The Road and Bridge Superintendent leads the Department and reports directly to and is supervised by the County Administrator. Road and Bridge Department consists of the following offices and functions, which report directly to the Road and Bridge Superintendent:
  - a. Walsenburg Road and Bridge District;
  - b. La Veta Road and Bridge District;
  - c. Gardner Road and Bridge District;

- d. Noxious Weeds;
  - e. Crusher Operations; and
  - f. Fleet Management.
9. **Land Use and Building Department.** The Land Use Director leads the Office and reports directly to and is supervised by the County Administrator. Public Works Department consists of the following functions, which report directly to the Land Use Director:
- a. Planning and Zoning;
  - b. Building Inspection; and
  - c. Code Enforcement.

The County Administrator shall have the authority to reorganize or reassign reporting for the above departments, offices, and functions as deemed necessary throughout the fiscal year and any revisions shall be reviewed in the next organizational resolution.

**Section 4. Other Duties and Responsibilities of the County Administrator.**

The Board of County Commissioners hereby appoints the County Administrator as the County Budget Officer pursuant to C.R.S. § 29-1-105, as amended.

**Section 5. Graphic Representation.**

The attached Exhibit “A” is an unofficial graphic representation of the above.

**Section 6. Repealer.**

Resolution 21-03 is hereby repealed and replaced with this resolution. Any and all resolutions or parts of resolutions in conflict with this Resolution shall be, to the extent of such conflict, hereby repealed.

**Section 7. Effective Date.**

This Resolution shall be in full force and effect for the calendar year beginning on January 1, 2023 to December 31, 2023 and until the effective date of a resolution for the succeeding fiscal year.

INTRODUCED, READ, APPROVED AND ADOPTED ON THIS 10<sup>th</sup> day of JANUARY 2023.



ATTEST:

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County Clerk and Recorder and  
Ex-Officio Clerk to said Board

BOARD OF COUNTY COMMISSIONERS  
OF HUERFANO COUNTY, COLORADO

BY \_\_\_\_\_  
Arica Andreatta, Commissioner

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John Galusha, Commissioner

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Karl Sporleder, Commissioner