

**From:** Charles Maus [mailto:cccsm14@gmail.com]  
**Sent:** Friday, July 26, 2013 11:12 AM  
**To:** Lamb, Zee (Chowan County Manager)  
**Subject:** Fwd: Interview for NCACC Youth Summit

Dear Mr. Lamb,

It is my pleasure to be representing Chowan county for the second year in a row at the NCACC Youth Summit this August.

The following are a few questions that I would like to carry with me to this event. If possible, please answer and return this interview to me by July 31.

1) How would you define your role as a county manager? The County Manager serves as the Chief Administrative Officer for the County. The County Manager is appointed by the County Commissioners and serves as an at-will employee, meaning he can be fired at any time with or without cause by a majority vote of the Board of County Commissioners. The County Manager manages the day to day affairs of county government. The County Manager deals in financial, personnel and administrative matters arising in the course of county governance. The County Manager often must deal with crisis management, such as personnel issues, county building issues as well as responding to natural disasters. Sometimes these decisions are made with input from the Commissioners, other times such decisions must be made quickly and/or are purely administrative, and are made without advanced consultation with the County Commissioners.

2) What are some of the ways you interact with and report to the county commissioners? The County Manager advises the County Commissioners regarding policy issues, presenting and recommending alternative solutions to issues facing county government. Once decisions are made by the Commissioners, the County Manager implements the will of the elected County Commissioners. If the County Manager recommends Alternative B, and the elected County Commissioners choose Alternative A, it is the duty of the County Manager to implement the will of the elected County Commissioners, in this case, Alternative A, even if the County Manager believes Alternative B to be the better solution. The County Manager also takes direction from the County Commissioners regarding initiatives and issues which arise in the course of county operations.

3) Explain in short detail how the budget process works. The County Manager receives budget requests, revenue estimates and other financial information from the various officials, officers, department heads and agencies of Chowan County. The proposed budget is based on staff information and information provided by and input from, the County Commissioners. Each department or agency presents an original budget request to the County Manager. Upon receipt, the County Manager meets one or more times with each department head to establish a budget to be submitted to the Chowan County Board of Commissioners. Subsequently, the Commissioners preliminarily reviews the budget. In the case of special appropriations requested by outside government agencies and nonprofit organizations, including the Edenton-Chowan County Board of Education, the College of the Albemarle and the Library the recommended appropriations and

estimate of revenues reflect the results of budget work sessions involving the Board of Commissioners and staff. The County Manager then formally recommends a proposed budget for the following fiscal year beginning July 1.

A copy of the proposed budget is then filed with the Clerk to the Board and is available for public inspection. The Budget Officer then publishes a statement in the Chowan Herald that the budget has been submitted to the Chowan County Board of Commissioners, and is available for public inspection in the office of the Clerk to the Board. The same published statement will also give notice of the time and place of the public hearing during which any person who may wish to comment on the budget may appear before the Board of Commissioners.

No earlier than ten days after the date of the formal budget presentation, and not later than July 1, the County Board of Commissioners must adopt a budget ordinance making appropriations, estimating revenues and levying taxes for the following year.

During the year, the County Manager monitors and manages the adopted county budget and when appropriate and necessary, recommends budget amendments for approval by the County Commissioners.

4) If not addressed in previous answer, what other county employees do you work closely with when drafting a budget proposal? The County Commissioners, the Finance Director, the Clerk to the Board of County Commissioners, the Sheriff, the Register of Deeds and the various County Departments Heads.