

Lakeway MUD  
Authority Matrix

<b>Tasks</b>	<b>Chief Operators</b> (JH,RF)	<b>Field Supervisor</b> (TF)	<b>Office Supervisor</b> (KG)	<b>Office Manager</b> (MC)	<b>General Manager</b> (RE)	<b>Board of Directors/ Committees</b> (B/D/A/E/F)
<b>SUPPLIES &amp; EXPENSES</b>						
<b>Purchase Orders/Budgeted Expenditures</b>						
Books, pamphlets & reports					X	
Chemicals	X	X	X	X	X	
Communication Lines					X	
Computer Equipment					X	
Computer Software					X	
Expense Accounts - Board of Directors						2 D
Expense Accounts - GM						1 D
Expense Accounts <GM					X	
Furniture & Fixtures					X	
Hardware, Office Supplies <500	X	X	X	X	X	
Hardware, Office Supplies >500					X	
Memberships					X	
Newspapers & magazine subscriptions					X	
Parts, Pipe <1000	X	X	X	X	X	
Parts, Pipe >1000					X	
Petty Cash Expense			X	X	X	
Petty Cash Reimbursement				X	X	
Professional dues & licenses					X	
Property & Liability Insurance, Changes						B
Property & Liability Insurance, Renewal					X	
<b>Non Budgeted Expenditures</b>						
<\$500	X	X	X	X	X	
<\$5,000					X	
<\$10,000						F
>\$10,000						B

B = Board  
D = Director  
A = APC Committee  
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<b><u>FINANCE</u></b>						
Bond Applications/Sales/Official Statements						B
Invoice with Approved PO			X	X	X	
Invoice without Approved PO					X	
Opening of Bank Accounts			X	X	X	
Sign Checks - Bond Accounts						3 D
Sign Checks - General Accounts				X	X	
Sign Checks - Tax Accounts						3 D
Transfer of Funds			X	X	X	
Budget Amendments						B
<b><u>PERSONNEL ACTIONS</u></b>						
Additional Sick Leave					X	
Advance Vacation					X	
Benefits - new or changes						B
Bonuses						B
Discipline	X	X	X	X	X	
Dismissal					X	
Drug Search					X	
EEO Compliance	X	X	X	X	X	
Employment Ads	X	X	X	X	X	
Exit Interview						A
Grievance	X	X	X	X	X	A
Health Insurance, Changes						B
Health Insurance, Renewal					X	
Injuries	X	X	X	X	X	
Leave of Absence without pay - GM						Pres
Leave of Absence without pay < GM (under one month)					X	
Leave of Absence without pay < GM (over one month)						B
Payroll/Time Sheets/OT	X	X	X	X	X	

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<b><u>PERSONNEL ACTIONS (Continued)</u></b>						
Performance Evaluations < Sr. Staff	X	X	X	X	X	
Performance Evaluations Sr. Staff					X	A
Performance Evaluations GM						Pres/B
Personnel Manual developments/changes						B
Policy exceptions						B
Pre-employment Physicals			X			
Promotions					X	A
Raises < Sr. Staff	X	X	X	X	X	A
Raises Sr. Staff					X	A
Raises GM						Pres/B
Sick Leave	X	X	X	X	X	
Special Holidays						B
Special Recognition Awards						A
Staff Additions						B
Staff Replacements					X	
Temporary hires					X	
Training & development					X	
Vacation - GM						Pres
Vacation <GM	X	X	X	X	X	
Vacation Carryover					X	
Vaccinations					X	
Work/On Call Schedules	X	X				
<b><u>BILLING DEPARTMENT</u></b>						
Billing Adjustments			X	X	X	
Non Policy Payment Arrangement					X	

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<b><u>POLICIES/ORDERS</u></b>						
New and Revised						B
Enforcement					X	A/F/E
<b><u>CONTRACTS</u></b>						
Auditor						B
Construction <\$25,000					X	
Construction >\$25,000						B
Consultants						B
Consultants, at the direction of the Board					X	
InterLocal					X	
Power					X	
Water LCRA					X	
<b><u>MISCELLANEOUS</u></b>						
Acquisition of Easements						B
Acquisition of Easements, at the direction of the Board					X	
Bill Stuffers and Messages					X	
Correspondence to elected public officials					X	w/Pres oversight
Declaration of Surplus Property						B
Emergency Notices					X	
Grants of Easement						B
Legal Notices				X	X	
Permit Applications					X	
Plats and Replats						Pres
Program Enforcement					X	A/F/E
Publications, Speeches & Press Releases or Interviews						Pres
Purchase of Real Estate						B
Release of Easement					X	
Website Emergency Notices					X	

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	<b>Chief</b>	<b>Field</b>	<b>Office</b>	<b>Office</b>	<b>General</b>	<b>Board of Directors/</b>
<b>Tasks</b>	<b>Operators</b>	<b>Supervisor</b>	<b>Supervisor</b>	<b>Manager</b>	<b>Manager</b>	<b>Committees</b>
	(JH,RF)	(TF)	(KG)	(MC)	(RE)	(B/D/A/E/F)
Website Pages						B
Website Page material - new/major changes						B/A/F/E
Website Page Item material - changes/updates					X	

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