

December 15, 1986

CREATING POSITION OF COUNTY ADMINISTRATIVE COORDINATOR
WITH SUBSTANTIAL AUTHORITY

The County Board of Supervisors of the County of Ashland does hereby ordain as follows:

Section 1. Pursuant to section 59.034 of the Wisconsin Statutes, the county board chairperson of Ashland County is hereby designated the Administrative Coordinator of the county. This designation shall remain effective until revoked by the County Board of Supervisors.

Section 2. The Administrative Coordinator shall exercise the following powers and duties, subject to the general supervision of the County Board of Supervisors:

(a) Attend all meetings of the county board, unless excused; present advice and recommendations to the board on all matters within the responsibilities of his or her office; accumulate and furnish all necessary information to assist the board in its decision making.

(b) In consultation with the board, its officers and the District Attorney, prepare draft resolutions, ordinances and meeting agendas for the county board.

(c) Attend committee meetings of the board upon the request of their chairpersons.

(d) Budget development. The Administrative Coordinator shall:

1. Meet with the county board's finance committee early in each fiscal year to establish the format, target funding levels and procedures for the upcoming budget process. Under supervision of the finance committee, perform necessary duties to prepare a proposed county budget.
2. Furnish county department heads with appropriate budget development instructions, forms and assistance in making budget requests.
3. Attend meetings to review budget requests of departments.

4. Schedule and arrange hearings and meetings on the budget with department heads, the finance committee and members of the public, presenting at such meetings the Administrative Coordinator's recommendations for the proposed budget.
5. On the basis of the directions of the finance committee, prepare a final draft budget and submit the same to the county board.
6. Monitor implementation of the adopted county budget to assure that all expenditures of county funds are made in compliance with the allocations of the budget.
7. Review all requests for transfers within the adopted budget or for modifications of allocations in the budget, and make recommendations on the requests to the county finance committee and county board.

(e) Authorize payment of orders. The Administrative Coordinator may, on behalf of the county board, approve the settlement of accounts, payment of bills and purchase orders which do not exceed \$500.00 in amount, between meetings of the finance committee scheduled to review bills, where, in order to take advantage of purchase discounts, allow for cash advances for travel or meet billing deadlines, immediate action must be taken. In the event such authorization is made, the coordinator shall countersign orders of the county clerk for payment. The coordinator shall submit a list of all such approvals made to the finance committee for its review and approval.

(f) Appointments of department heads and officers. The Administrative Coordinator shall participate in the selection and appointment of department heads and officers who are not elected by the people. He or she shall make recommendations to the county board, chairperson or other appointing authority for selection of county department heads and officers.

(g) The Administrative Coordinator shall have the following general powers:

1. To assure that all resolutions, ordinances and regulations of the county board are faithfully executed, whether by the coordinator or department heads.

2. To supervise and coordinate the operations of all county departments except where the county board has directed otherwise, and conduct regular department head meetings.

3. To recommend proposed resolutions, ordinances or regulations to the county board as are necessary to promote improved county services in the public interest, and provide all requested information, data and reports requested by the county board to the extent such information is available.

4. To generally represent the county in business transactions, negotiations and administrative proceedings when so directed by the county board.

Section 3. Supervision and control. The Administrative Coordinator shall at all times be fully accountable to the county board in the management of his or her responsibilities under this ordinance. The Administrative Coordinator may be required to appear before any county board meeting or committee to provide an accounting for his or her actions or decisions in a matter entrusted to him or her.

Section 4. Vacancy.

(a) In the event that the Administrative Coordinator ceases to be the chairperson of the county board, the designation shall pass to the person who succeeds the Administrative Coordinator of the county.

(b) A vacancy shall be created by the death, resignation, removal or conviction of a felony of the Administrative Coordinator.

Section 5. This ordinance shall be effective immediately upon publication in the official newspaper.

Dated this 15th day of December, 1986.

Signed:

Thomas J. Hawley
Caroline T. Sandlin

Bud Holt

Arnold Nelson

Christine S. S. S.

Barbara Linton

Paul Jokim

Albert S. S. S.