

1 **WASHINGTON COUNTY, WISCONSIN**

2
3 Date of enactment: 7/18/13

4 Date of publication: 7/18/13

5 **VOTE**

6 **2013 ORDINANCE 8**

7
8 AN ORDINANCE to amend Section 4.01 relating to: Administrative Coordinator.

9
10 *The people of the County of Washington, represented in the Board of Supervisors, do ordain*
11 *as follows:*

12
13 **SECTION 1.** Section 4.01(1), (2) and (3) of the code are amended to read:

14 **4.01 ADMINISTRATIVE COORDINATOR.** (1)(AM 13-8) **Creation.** Pursuant to
15 §59.19, Wis. Stats., there is created the position of Administrative Coordinator, to be known as
16 County Manager, and shall be referred to as such hereafter.

17
18 (2)(AM 13-8) Appointment, Salary. The County Manager shall be appointed by a 2/3
19 vote to be filled by appointment of members of the County Board upon recommendation of the
20 Administrative Executive Committee from qualified applicants. The salary and benefits of the
21 Administrative Coordinator County Manager shall be determined in a manner established by law.

22
23 ~~(2)~~ (3)(AM 13-8) Powers and Duties. The ~~Administrative Coordinator~~ County Manager
24 shall exercise the following powers and duties, subject to the general supervision of the County
25 Board of Supervisors.

26
27 * * *

28
29 (d) Budget Development. The ~~Administrative Coordinator~~ County Manager
30 shall:

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32 * * *

33
34 4. Schedule and arrange meetings on the budget with department
35 heads and present the draft budget to the Finance Committee. Department heads shall appear at
36 the Finance Committee at the request of the ~~Administrative Coordinator~~ County Manager to
37 provide additional explanation and support for the proposed budget.

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39 * * *

40
41 10. Nothing in this paragraph shall be construed to prevent a
42 department head or Liaison Committee representative from appearing at the Finance Committee
43 to explain or defend the draft budget or to contest the ~~Administrative Coordinator's~~ County
44 Manager's recommendation.

1 (e) The ~~Administrative Coordinator~~ County Manager shall oversee the
2 management of investments and the investment of the surplus funds of the County, subject to the
3 general supervision of the Finance Committee and in accordance with the County's financial
4 policies.

5
6 (f) The ~~Administrative Coordinator~~ County Manager shall manage and
7 periodically evaluate the County's Capital Improvement Budget and the current year's operating
8 budget and make quarterly reports to the County Board on the general and financial condition of
9 the County and its departments, particularly advising the Board of financial trends facing the
10 County and necessary policy or budgetary changes to reflect those trends, including long-term
11 financial needs of the County. More frequent reports shall be presented when circumstances
12 require or at the request of the Board or the Executive Committee. Significant initiatives, work
13 plans and policy changes shall be reported to the Executive Committee monthly, at least.

14
15 (g) The ~~Administrative Coordinator~~ County Manager shall maintain and
16 supervise a centralized system of purchasing, emphasizing volume discount purchasing to
17 maximize County purchasing power and to procure supplies at the most advantageous cost. The
18 Administrative Coordinator shall supervise the Purchasing Ordinance.

19
20 (h) Property Management. Subject to the general supervisory authority of the
21 Finance Committee, the ~~Administrative Coordinator~~ County Manager shall do all of the
22 following:

23
24 (i) Insurance Administration. The ~~Administrative Coordinator~~ County
25 Manager shall be primarily responsible for assuring that insurance coverage is solicited and
26 maintained by the County in such amounts as are available and affordable and are adequate to
27 protect the County from financial loss. Therefore, the ~~Administrative Coordinator~~ County
28 Manager shall:

29
30 * * *

31
32 2. Under the supervision of the Administrative Committee, procure
33 through bidding or other means as deemed proper by the committee, insurance coverage for the
34 property, casualty, employee health, life and other insurance risks. The ~~Administrative~~
35 ~~Coordinator~~ County Manager shall continuously evaluate the County's coverage and recommend
36 County policies which will protect the County from unreasonable risk of loss.

37
38 (j) Appointment of Department Heads, Staff and Assistants. The
39 ~~Administrative Coordinator~~ County Manager shall appoint all department heads where no
40 specific provision is provided in the statutes or in this chapter and shall further appoint such
41 assistants, staff and technical staff of his or her office as authorized by the County Board.
42 Department head appointment shall be made in consultation with the appropriate Liaison
43 Committee. Where the statute governs appointment of a department head, the County Manager
44 shall recruit and screen candidates, and shall recommend candidates to the County Board, County
45 Board Chairperson, County liaison committee or other appointing authority. The number of
46 candidates recommended shall normally be 2 or 3, depending on the quality and quantity of

1 applicants and as further directed by the appointing authority. The County Manager shall train
2 and supervise department heads regardless of the appointing authority.

3
4 (k) Appointment Evaluation and Discipline of Department Heads and
5 Officers. Other than those department heads appointed pursuant to par. (j) above, Except for
6 elected department heads, the Administrative Coordinator County Manager shall evaluate and
7 assist the appointing authority in the selection, appointment and discipline of all department
8 heads and officers, who are not elected by the people. He or she shall recruit, screen and
9 interview candidates, and shall recommend candidates to the County Board, County Board
10 Chairperson, County committee or other appointing authority. Evaluations of department heads
11 shall be conducted by the County Manager annually, or more often if necessary in consultation
12 with the appropriate liaison committee. The number of candidates recommended shall normally
13 be 2 or 3, depending on the quality and quantity of applicants and as further directed by the
14 appointing authority. With regard to discipline, the Administrative Coordinator County Manager
15 shall receive and review complaints from whatever source received and shall recommend
16 appropriate discipline to the appointing authority in consultation with the County Attorney,
17 County Board Chairperson and Liaison Committee Chairperson. Such discipline shall follow
18 those disciplinary procedures contained in the County Code and Wisconsin Statutes. Except as
19 provided for in Wisconsin Statutes, the County Manager shall have the authority to dismiss a
20 department head after consultation with the liaison committee.

21
22 (l) The Administrative Coordinator County Manager shall have the following
23 general powers:

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25 * * *

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27 (3) (4) (AM 13-8) **Bonding.** The Administrative Coordinator County Manager shall be
28 included in the County's public employee blanket position bond, and shall be indemnified in the
29 amount of \$10,000.

30
31 (5)(AM 13-8) **Term.** The County Manager shall serve at the pleasure of the County
32 Board and may be dismissed at any time by a 2/3 vote of all members of the board.

33
34 **SECTION 2. Non-substantive Changes.** Approving the changes to the Administrative
35 Coordinator/County Manager position as outlined above authorizes the necessary, non-
36 substantive changes to text, including revisions for purposes of statutory consistency throughout
37 the County Code to effectuate this change without further County Board action thereby
38 eliminating the need to specifically display each change herein.

39
40 **SECTION 3. EFFECTIVE DATE.** This ordinance shall become effective upon
41 passage by the Board of Supervisors and publication as provided by law, with implementation
42 upon the hiring of the first County Manager.

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44 **SECTION 4. SUMMARY.** Ordinance amendment renaming Administrative
45 Coordinator position and revising duties.

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VOTE REQUIREMENT FOR PASSAGE: Majority

APPROVED: Introduced by members of the EXECUTIVE
(signed by Kimberly A. Nass) COMMITTEE as filed with the County Clerk.

Kimberly A. Nass, County Attorney

Dated 7/10/13 (signed by Herbert J. Tennes)

Considered 7/09/13 Herbert J. Tennes, Chairperson

Adopted 7/09/13

Ayes 27 Noes 2 Absent 1

Voice Vote _____

Countersigned:

Herbert J. Tennes

County Board Chairperson

(No fiscal effect.)