

ADMINISTRATIVE PROCEDURES



Procedure Number: 3-7

Effective Date: 10/26/1992

Revision Date: 05/30/2003

C. Duellberry
County Administrator

SUBJECT: **COUNTY ADMINISTRATOR RESPONSIBILITY; FOLLOW-UP AGENDA ITEMS**

DEPARTMENT RESPONSIBLE: **Office of the County Administrator**

I. STATEMENT

In order to insure that all demands of the Board of Supervisors are met in a timely fashion, the County Administrator shall have full responsibility for pursuing any requests made by any Board member for further information, research, etc. on any agenda item, unless the Board specifically delegates that responsibility to some other individual or organization.

Further, the County Administrator shall insure that the requested information, research, etc. is either delivered to the appropriate Board member, and/or the item is placed on the Board of Supervisors agenda by the requested date for further action/discussion/direction by the Board of Supervisors.

II. PROCEDURE

The following procedure will apply immediately,

1. At the conclusion of each and every Board meeting, the Executive Assistant to the Assistant County Administrators will complete a follow-up document (See Attachment 1) on any items when the full Board or any Board member requests further information, research, etc. on any agenda item.
2. Copies of this follow-up document will be submitted to the appropriate Department Director and Assistant County Administrator, or an Elected Official. This document is to accompany the response to the Office of the County Administrator.

It will be the responsibility of the Department Director or the Elected Official to provide information to the Office of the County Administrator in a timely fashion for response to the Board of Supervisors or the particular Board member who made such a request.

It will be the responsibility of the Department Director or Elected Official to inform the County Administrator when an item has been completed and submitted to the Clerk of the Board for a future agenda.

3. This in no way prevents nor precludes any Department Director or Elected Official from taking immediate action when the demand is made by the Board in his or her presence, but merely serves as a check and balance with the County Administrator having the ultimate responsibility.



Attachment 1

BOARD OF SUPERVISORS
FOLLOW-UP AGENDA ITEM

To:

From: C.H. Huckelberry
County Administrator

Date:

Re: BOARD OF SUPERVISORS, FOLLOW-UP AGENDA ITEM

AGENDA ITEM _____ INITIAL AGENDA DATE _____

RESPONSE DEADLINE _____ NEW AGENDA DATE _____

REQUESTING SUPERVISOR _____

(Indicate name or full board)

RESPONSE/REMEDY REQUESTED:

To be completed by Department:

ACTION TAKEN: [check appropriate box(es)]

Response attached

Follow-up material submitted to Clerk of the Board

Other (explain)

Department Signature

Completion Date

Assistant County Administrator
Review and signature: _____