ORDINANCE NO. 1108

ORDINANCE REPEALING DIVISION II OF ARTICLE II OF
CHAPTER 2 OF SOLANO COUNTY ORDINANCE CODE DEALING
WITH THE COUNTY ADMINISTRATOR AND REENACTING DIV-
VISION II OF ARTICLE II OF CHAPTER 2 OF THE SOLANO
COUNTY ORDINANCE CODE TO CREATE THE OFFICE OF THE
COUNTY ADMINISTRATOR AND TO ENUMERATE THE QUALIFI-
CATIONS, POWERS AND DUTIES THEREOF.

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

SECTION I.

Division II, Article II of Chapter 2 entitled "County
Administrator" is hereby repealed.

SECTION II.

Division II, Article II, Chapter 2 of Solano County
Ordinance Code is hereby reenacted as follows:

Section 2-1. Position Created - Extent of Powers.

There is hereby created in and for the County of
Solano the position of County Administrator. The County
Administrator is a county officer and not subject to the
County Civil Service System. No provision of this ordin-
ance is intended to vest in the County Administrator any
duty now conferred by law on any other officer, department
head or employee of the county or to divest the discretion
of officers or department heads of the county to supervise
the internal administration of their departments.

Section 2-2. Appointment and Removal - Residence.

The County Administrator shall:

(a) be chosen on the basis of administrative
and managerial abilities, education, experience and
knowledge of county government;

(b) be appointed by, and serve at the pleasure
of the Board of Supervisors and may be removed from
office as County Administrator upon 60 days written
notice by a 3/5 vote of the Board at any regular meet-

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ing thereof. However, he may be immediately suspended from office for just cause by 3/5 vote of the Board of Supervisors whose decision on what constitutes just cause shall be final;

(c) maintain a residence within the County of Solano during the period of appointment and shall not engage in any other business or occupation.

Section 2-3. Salary and Benefits.

The salary of the County Administrator shall be established by the Board of Supervisors by resolution. His salary shall be paid by the Auditor-Controller in the same manner as the salaries of other county employees are paid. He is granted and is entitled to all the benefits conferred upon miscellaneous county employees.

Section 2-4. Administrative Powers and Duties.

The County Administrator shall be the Chief Administrative Officer of the County and shall be responsible to the Board of Supervisors for the proper and efficient administration of such affairs as are, or hereinafter may be, placed under his jurisdiction or control. To this end the County Administrator shall have the following powers and duties:

(a) Administration.

Be responsible for and direct the proper and efficient general administration of all county offices, departments and institutions under the jurisdiction of the Board of Supervisors, except for County Counsel and District Attorney, to the degree that such matters are the concern and responsibility of the Board of Supervisors. To administer and direct the execution of all orders of the Board of Supervisors. The County Administrator shall attempt to resolve
inter-department problems and disputes.

(b) County Organization.

The County Administrator shall periodically review, supervise and direct the preparation, revision, implementation and maintenance of a County Organizational Plan. In the performance of this duty the County Administrator shall recommend to the Board of Supervisors such transfers, reassignments, additions, deletions or consolidation of county functions, programs, services or staff as are deemed necessary and proper.

(c) Recommendations to Board of Supervisors.

The County Administrator shall prepare matters for consideration by the Board of Supervisors as are within his authority and make recommendations thereon. Pursuant to this authority, the County Administrator shall perform such studies or surveys as are deemed necessary by the Board of Supervisors or County Administrator and may require reports from department heads for this purpose.

(d) Risk Management and Safety.

The County Administrator shall be responsible for insurance (except insurance related to employee fringe benefits), risk management, and safety programs for the county.

(e) Execution of Agreements.

The Board of Supervisors may, after review, and in conformance with the state law, direct the County Administrator to execute agreements on behalf of the county.

(f) Administrative Regulations.

The County Administrator shall prepare and main-
tain County Administrative Regulations setting forth
the policies and procedures relating to the administra­
tive affairs of the county as adopted by the Board of
Supervisors.

(g) Administrative Planning.

The County Administrator shall prepare and pre­
sent to the Board of Supervisors plans and proposals
as may be directed by the Board of Supervisors, or
as approved by the Board of Supervisors upon recommen­
dation by the County Administrator, which relate to
the conservation and effective use of the county's
properties, facilities, and resources and the pre­
vention, reduction, and solution of problems created
by the development and growth of county government.
The County Administrator shall recommend to the Board
of Supervisors the assignment of space in county
facilities to the various county departments. He
shall prepare and update annually for approval by the
Board of Supervisors, a five-year capital improvement
plan which shall include project priorities, costs,
and suggested means of financing.

(h) Inter-governmental Affairs.

The County Administrator shall represent the
County of Solano in its inter-governmental affairs
when authorized to do so by the Board of Supervisors.

(i) Centralized Services.

The County Administrator shall direct and/or
operate central administrative services as the Board
of Supervisors directs and coordinate the provision
of centralized services offered by any department.

(j) Meetings.

The County Administrator shall attend all meet—
ings of the Board of Supervisors unless otherwise
excused.

Section 2-5. Financial Powers and Duties.

The County Administrator shall be responsible for
general budgetary planning for the county under the
direction of the Board of Supervisors. To this end, the
County Administrator shall have the following powers and
duties.

(a) The County Administrator shall prepare
and recommend to the Board of Supervisors an annual
budget for all departments for which the Board of
Supervisors is responsible, and shall exercise con-
tinuous budgetary control after the adoption of
such budget to insure departmental compliance with
budgetary appropriations. To achieve the foregoing,
the County Administrator shall, after consultation
with the County Auditor-Controller, recommend to the
Board of Supervisors such budgetary and expenditure
controls as he believes to be necessary or desirable.

(b) The County Administrator shall periodi-
cally report to the Board of Supervisors concerning
budgetary resources and needs of Solano County
government.

(c) The County Administrator shall have the
authority to approve property transfers and, pur-
suant to Government Code §29125, to approve transfers
and revisions within a budgetary appropriation, as
directed by the Board of Supervisors.

(d) The County Administrator shall review all
requests for budget transfers between budgetary
appropriations and shall make recommendations to the
Board of Supervisors upon such requests.
(e) The County Administrator shall approve the filling of vacant budgeted positions and shall be responsible for the control and assignment of extra help within budgetary constraints subject to the Board of Supervisors direction. He shall make recommendations to the Board of Supervisors concerning requests for new positions.

(f) The County Administrator shall review travel requests and make recommendations concerning attendance by county officers and employees at conferences and meetings that are not included in approved travel programs within guidelines established by the Board of Supervisors.

(g) The County Administrator shall recommend to the Board of Supervisors the salaries and fringe benefits of non-represented elected and appointed department heads and management, confidential and other non-represented county employees whose salaries are established by the Board of Supervisors.

Section 2-6. Appointive Department Heads: Recommendations.

Upon the direction of the Board of Supervisors, the County Administrator shall review and recommend not more than three (3) candidates for appointment of all non-elected department heads, except County Counsel.

Upon the direction of the Board of Supervisors, the County Administrator shall review and recommend to the Board of Supervisors, the removal of non-elected department heads, except County Counsel.

Section 2-7. Appeal of the Decision of the County Administrator.

Decisions: Any officer, official, board, commission or department head who is dissatisfied with any decision of
the County Administrator which affects such person or body, may appeal such decision to the Board of Supervisors pro-
viding he shall first provide the County Administrator with a written statement of intention to appeal to the Board of Supervisors with the reasons therefor. Any appeal shall be made within fifteen (15) days after the decision to be appealed is communicated to the person or body.

SECTION III.

This Ordinance shall be published once before the expiration of FIFTEEN (15) DAYS after its final passage in the __Vallejo____ Times Herald _______, a newspaper of general circulation, printed and published in the County of Solano, State of California, and shall be in full force and effect THIRTY (30) DAYS after its passage.

ATTEST:

JOHN S. BLACKLOCK
Clerk of the Board
of Supervisors

By ____________________
Deputy Clerk

______________________________

I, JOHN S. BLACKLOCK, Clerk of the Board of Supervisors of the County of Solano, State of California, do hereby certify that the above and foregoing Ordinance was introduced at a regular meeting thereof held on the 1st day of __July___, 1980.

On the motion of Supervisor __BRANN___, and the second of Supervisor __ASERA___, this Ordinance

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was adopted at a regular meeting of said Board on the 8th day of July, 1980, by the following vote:

AYES: SUPERVISORS: ASERA, BRANN, DAVIS and HEWITT

NOES: SUPERVISORS: CHARIMAN BRAZELTON

ABSTAINED: SUPERVISORS: NONE

ABSENT: SUPERVISORS: NONE

WITNESS my hand and Seal of said Board this 8th day of July, 1980.

JOHN S. BLACKLOCK
Clerk of the Board of Supervisors

By Linda [Signature]
Deputy Clerk