ORDINANCE NO. 1158

AN ORDINANCE REPEALING SECTIONS 2-10 TO 2-12.4 OF THE SOLANO COUNTY CODE RELATING TO THE COUNTY ADMINISTRATOR AND ENACTING A NEW AND DIFFERENT DIVISION 2 OF ARTICLE II OF CHAPTER 2, SECTIONS 2-10 TO 2-18 OF THE SOLANO COUNTY CODE TO CREATE THE OFFICE OF THE COUNTY ADMINISTRATOR AND TO ENUMERATE THE QUALIFICATIONS, POWERS, AND DUTIES THEREOF

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

SECTION I.

Division 2, Article II of Chapter 2, Sections 2-10 to 2-12.4 of the Solano County Code entitled "County Administrator" is hereby repealed.

SECTION II.

Division 2, Article II, Chapter 2 of the Solano County Code, Sections 2-10 to 2-18, is hereby enacted to read as follows:

Division 2. County Administrator

Section 2-10. 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 Ordinance is intended to, nor shall it vest in the County Administrator any right, duty, or responsibility now conferred by law on any other officer, department head, or employee of the county.

Section 2-11. Appointment and Removal -- Residence.

The County Administrator shall:

(a) Be chosen upon the basis of knowledge and skills in public administration, demonstrated administrative ability, and knowledge of public budgeting, personnel, finance, and organization. This requirement may normally be met by a combination of education and experience equal to a master's degree plus five or more years' experience in a highly responsible
administrative or supervisory position in a public agency.

(b) Be appointed by, and serve at the pleasure of
the Board of Supervisors, and may be removed from office by
majority vote of the Board of Supervisors upon 90 days written
notice of such removal; except that the County Administrator
shall not be removed during the first 120 days following any
change in membership of the Board of Supervisor except upon
four-fifths vote of said Board of Supervisors. Such notice of
removal shall be given at a regular meeting of the Board. The
Board may also relieve the County Administrator of his duties
during said period.

(c) Maintain residence within the county during his
tenure in office, but he need not be a resident of the county
at the time of appointment.

Section 2-12. Salary and Benefits.

The salary of the County Administrator shall be established
by the Board of Supervisors and be paid by the Auditor-Controller
in the same manner as the salaries of the other county employees
are paid. The County Administrator is granted and is entitled
to a county car or mileage allowance in an amount adopted by
the Board of Supervisors, all actual and necessary budgeted
expenses for conducting county business, dues and expenses to
participate in state and national professional organizations of
benefit to county, and all other benefits conferred upon
management and miscellaneous county employees.

Section 2-13. 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 all
county offices, departments, institutions, and special districts
under the jurisdiction of the Board of Supervisors. To this
end, the County Administrator shall have those powers and
duties set forth in this Division and as reasonably implied therefrom, and shall be authorized to assign or delegate the administration of these duties to any department or person under the Board's control, subject to the limitations imposed by law.

The Board of Supervisors and its members shall deal with the administrative services only through the County Administrator's Office, except for the purpose of inquiry.

Section 2-14. General Administration.

The County Administrator shall:

(a) Administer and enforce policies established by the Board of Supervisors; promulgate rules and regulations as necessary to implement Board policies.

(b) Refer policy matters and other matters beyond his authority to resolve to the Board of Supervisors for determination, direction, or authorization.

(c) Represent the Board of Supervisors in the County's intergovernmental relationships in accordance with Board policies and instructions; when directed, represent the Board in dealing with individuals or groups concerned with county affairs.

(d) Attend all meetings of the Board of Supervisors, except when excused; when directed, attend meetings of commissions and committees established by the Board of Supervisors.

(e) Supervise preparation of the agenda; evaluate departmental and other requests to determine if such requests should be submitted to the Board, and make recommendations to the Board on all agenda items; propose necessary revisions of the County Code in conjunction with the County Counsel; make weekly reports to the Board on county matters.

(f) Implement the Board of Supervisors' legislative advocacy program, including the initiation of legislation.
approved by the Board of Supervisors that will benefit the county and county government, and the analysis of proposed state and federal legislation; make recommendations to the Board of Supervisors for positions on proposed legislation; and review all department head requests involving legislative activities.

(g) Negotiate or supervise the negotiation of, and execute contracts on behalf of the Board of Supervisors, subject to the limitations and procedures established by state law and those which have been authorized by the Board through budget adoption; be responsible for the administration of all county contracts and their faithful performance.

(h) Supervise the county's insurance and employee bond programs and advise the Board of Supervisors of recommended changes.

(i) In conjunction with the Auditor-Controller, maintain or supervise the maintenance of inventories of all the county's real and personal property, and undertake activities to prevent the misuse, loss, theft, or damage of county property.

(j) Conduct continuous research in administrative practices so as to bring about greater efficiency and economy in county government; develop and recommend to the Board of Supervisors long-range plans to improve county operations and to prepare for future county growth and development.

(k) Be the Director of Emergency Services under the provisions of Chapter 7 of the Solano County Code, and in addition to the powers established therein, exercise control of county government in extreme emergencies when there is not sufficient opportunity for the Board of Supervisors to act; hire necessary extra personnel and purchase necessary supplies and equipment to meet such emergencies.
The County Administrator shall:

(a) Develop budget instructions and policies, revenue estimates, and departmental budget targets to guide departments in budget preparation.

(b) Recommend to the Board of Supervisors an annual county operating budget based on revenue projections, budget targets, and proposed goals, objectives, work programs and projects developed by the various departments.

(c) Recommend to the Board of Supervisors a proposed capital budget based upon long-range plans for acquiring, constructing, or improving buildings, roads, and other county facilities; make recommendations to the Board on the acquisition and disposition of real property, except for county roads, easements, and rights-of-way, which shall be the responsibility of the Public Works Director.

(d) Establish a control system or systems to assure that the various county departments and other agencies under the jurisdiction of the Board of Supervisors are operating within their respective budgets; make recommendations to the Board regarding requests for unforeseen and unbudgeted expenditures; approve fund transfers and budget revisions within appropriations, including additional fixed assets in accordance with Government Code Section 29125, and make recommendations to the Board for fund transfer requests which require Board action under state law; establish policies for acquiring additional or replacement fixed assets.

(e) The County Administrator may establish a budgetary allotment system and such other expenditure controls which are necessary or desirable, and may authorize department heads to approve fund transfers except those requiring approval of the Board of Supervisors under state law.
(f) Keep the Board informed of the financial status of the county and of other matters of major significance which affect the county.

Section 2-16. Departmental Supervision--Appointment--Removal.

The County Administrator shall:

(a) Supervise the performance of county departments, within the limitations established by state law or the Board of Supervisors, by directing the establishment of standards, goals, and objectives for quality and quantity of departmental performance and the measure of the performance of individual departments against those standards and goals; assign projects and scrutinize departmental expenditures to assure that they are necessary and proper.

(b) Evaluate all proposed departmental programs and recommend those to the Board of Supervisors that he feels should be approved or modified; periodically evaluate existing departmental programs and recommend changes to the Board where they are indicated.

(c) Evaluate departmental organization on a continuous basis; subject to the limitations of state law or the directives of the Board of Supervisors, initiate changes in interdepartmental organization, structure, duties, or responsibilities when warranted, including authorizing the transfer of equipment between departments; assign space to county departments in county facilities, and authorize budgeted out-of-county travel and in-county business expense in accordance with rules and regulations prepared, based upon policies established by the Board; recommend to the Board of Supervisors the transfer of positions between departments and the consolidation or combining of county offices, departments, positions or units.
(d) Evaluate department head performance and recommend compensation in accordance with demonstrated performance; confer with department heads as necessary to discuss any shortcomings noted and to suggest remedial action.

(e) Appoint, transfer, discipline, and dismiss any nonelective department head who is not a county officer or who does not serve a fixed term of office; such department heads shall serve at the pleasure of the County Administrator. In those cases where the County Administrator is not the appointing authority under this Ordinance, the County Administrator shall: 1) recommend to the Board of Supervisors appointment of a qualified candidate to fill any vacancy occurring in a department head position; and 2) recommend to the Board of Supervisors, for their consideration and determination, the transfer, discipline, or dismissal of such department heads, when appropriate.

(f) When necessary or upon a department head's request, assist department heads in solving problems which inhibit efficient operation within a department or create friction between departments.

(g) Provide management training and develop leadership qualities among department heads to build a county management team that can plan for and meet future challenges.

Section 2-17. Employment Policies and Practices.

The County Administrator shall:

(a) Review all requests to fill permanent and limited term personnel positions to assure that the position is required and that salary funds are available; authorize advanced step recruitment upon recommendations by personnel director; authorize and control the use of extra help and payment for overtime within available funds.

(b) Be responsible for orientation and training of new county supervisors, members of boards, commissions and
committees, and new department heads.

(c) Through the supervision of the Assistant County Administrator/Personnel Director, and subject to the limitations of the Civil Service Ordinance, administer employee relations, classifications, recruitment and selection, affirmative action and management, employee training, insurance and risk management, and other performance programs.

Section 2-18. General Services.

The County Administrator shall be responsible for, and exercise supervision and control over, services provided to county departments as follows:

(a) Direct the purchasing of supplies, materials, and equipment through the procedures set forth in the Purchasing Ordinance.

(b) Exercise general supervision over all public buildings and property, whether leased or owned by the county, county parks, county airport, and such other public lands and facilities under the control and jurisdiction of the Board of Supervisors.

(c) Through the Public Works Department, supervise building construction, alterations, maintenance, and the motor pool.

(d) Exercise general supervision over data processing, systems analysis and operations.

(e) Supervise all support services, such as duplication, central services, communications, and other ancillary services.

SECTION III.

This Ordinance shall be published once before the expiration of FIFTEEN (15) DAYS after its final passage in the Vacaville Reporter, 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 Linda Terra
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 foregoing Ordinance was introduced at a regular meeting held May 18, 1982.

On motion of Supervisor Brann, Seconded by Supervisor Cunningham, this Ordinance was adopted at a regular meeting of said Board on May 25, 1982, by the following vote:

AYES: SUPERVISORS: Brann, Brazelton, Cunningham, Davis, and Chairman Hewitt

NOES: SUPERVISORS: NONE

ABSTAINED: SUPERVISORS: NONE

ABSENT: SUPERVISORS: NONE

WITNESS my hand and the Seal of said Board this 25th day of May, 1982.

JOHN S. BLACKLOCK, Clerk of the Board of Supervisors

By Linda Terra
Deputy Clerk