ORDINANCE NO. 1539

AN ORDINANCE AMENDING SECTION 2-44 OF CHAPTER 2 OF THE SOLANO COUNTY CODE, RELATING TO THE COUNTY ADMINISTRATOR AS THE CLERK OF THE BOARD AND TECHNICAL CHANGES

The Solano County Board of Supervisors ordains as follows:

Section 1. Section 2-44 of Chapter 2 of the Solano Code is amended to read:

Sec. 2-44. General administration.

The county administrator shall:

1. administer and enforce policies established by the board of supervisors; promulgate rules and procedures as necessary to implement board policies;
2. refer policy matters and other matters beyond the county administrator’s authority to resolve to the board of supervisors for determination, direction or authorization;
3. represent the board of supervisors in the county’s intergovernmental relationships under board policies and instructions; when directed, represent the board in dealing with individuals or groups concerned with county affairs;
4. 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;
5. supervise preparation of the agenda; evaluate departmental and other submitted requests and make recommendations to the board on all agenda items; propose necessary revisions to the Code with the county counsel; report to the board on county matters as needed;
6. implement the county’s legislative advocacy program, including both the initiation of legislation that will benefit the county and county government, and the analysis of proposed state and federal legislation; recommend positions on proposed legislation; review all department head requests for legislation;
7. subject to the limitations and procedures established by state law, negotiate, or supervise the negotiation of, and execute contracts that the board through budget adoption has approved for the board of supervisors; administer all county contracts and insure their faithful performance;
8. conduct continuous research in administrative practices to achieve 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;
9. be the incident commander for emergency services under the provisions of Chapter 7; exercise control of county government in extreme emergencies when there is insufficient opportunity for the board of supervisors to act; hire necessary extra personnel and purchase necessary equipment and supplies to meet such emergencies;

10. be the clerk of the board of supervisors for the county and perform all the duties prescribed by law for the county clerk as ex officio clerk of the board of supervisors or for the clerk of the board of supervisors; and perform all duties of the county clerk under the provisions of the California Environmental Quality Act, including but not limited to the Notice of Determination provisions of Public Resources Code section 21152.

Section 2. This ordinance will be effective thirty (30) days after its adoption.

Section 3. A summary of this ordinance will be published once within fifteen (15) days after its adoption in the Fairfield Daily Republic, a newspaper of general circulation.

Introduced at a regular meeting of the Solano County Board of Supervisors on January 14, 1997 and adopted by the following vote of the Solano County Board of Supervisors on January 28, 1997:

| AYES: | Supervisors | Carroll, Kondylis, Silva, Thomson and Chairman Thomson |
| NOS:  | Supervisors | None |
| ABSTAINED: | Supervisors | None |
| ABSENT: | Supervisors | None |

ATTEST:
Michael Johnson, Clerk
Board of Supervisors

Gordon Gojkovich, Chair
Solano County Board of Supervisors

Additions or changes indicated by *italics*