

CHAPTER 2
ADMINISTRATION

ARTICLE I. IN GENERAL

- § 2-01. Hours of operation of county offices
- § 2-02. Appointments
- § 2-03. Judicial review of decisions
- § 2-04. Procedure for sale or lease of real property of county
- § 2-05. Board of Supervisors' salaries and benefits
- § 2-06. Use of Seal of Solano County
- § 2-07. Claims against the County

**ARTICLE II. COUNTY OFFICES CREATED--OFFICERS
ELECTED OR APPOINTED BY BOARD OR OTHERS**

DIVISION 1. GENERALLY

- § 2-20. Qualifications and continuing education requirements for election or appointment of auditor-controller
- § 2-21. Offices of assessor and recorder consolidated
- § 2-22. Offices of treasurer and tax collector-county clerk consolidated
- § 2-23. Offices of agricultural commissioner and sealer of weights and measures consolidated
- § 2-24. Offices of coroner-public administrator and sheriff consolidated
- § 2-25. Qualifications of Treasurer
- § 2-26. Continuing Education
- § 2-27. Investment Authority

DIVISION 2. ELECTED OFFICERS

- § 2-30. Officers elected to position in county
- § 2-35. Elected county officers entitled to longevity compensation
- § 2-36. Longevity upon return to non-elected county position by a former elected officer

**DIVISION 3. OFFICERS APPOINTED
BY BOARD OF SUPERVISORS**

Part 1. County Administrator

- § 2-40. Position created--Extent of powers
- § 2-41. Appointment and removal
- § 2-42. Salary and benefits

- § 2-43. Administrative powers and duties
- § 2-44. General administration
- § 2-45. Budgetary matters
- § 2-46. Department supervision--Appointment--Removal
- § 2-47. Employment policies and practices

Part 2. Clerk to the Board of Supervisors

- § 2-50. Clerk of the board of supervisors
- § 2-51. Repealed
- § 2-52. Powers and duties

Part 3. County Counsel

- § 2-60. County counsel -- Office created
- § 2-61. Appointment; compensation
- § 2-62. Removal
- § 2-63. Powers and duties

Part 4. Agricultural Commissioner-Sealer of weights and measures

- § 2-70. Office established; subordinate positions
- § 2-71. Appointment; compensation
- § 2-72. Removal
- § 2-73. Powers and duties

Part 5. Public Defender

- § 2-80. Office created
- § 2-81. Appointment
- § 2-82. Qualifications

Part 6. Public Administrator

- § 2-90. Office created
- § 2-91. Appointment; compensation
- §2-92. Authority and duties
- §2-93. Repealed

Part 7. Health and Social Services Department and Director

- § 2-110. Office created
- § 2-111. Director appointed; Public Administrator and Public Guardian
- § 2-112. Duties

Part 8. Public Guardian

- § 2-113. Office created
- § 2-114. Appointment
- § 2-115. Bond required
- § 2-116. Authority and duties

§ 2-118. Repealed

Part 9. Registrar of Voters

§ 2-120. Office created

§ 2-121. Appointment; compensation; duties

Part 10. Director of Transportation

§ 2-122. Director of Transportation

§ 2-123. Appointment and compensation

§ 2-124. Duties and authority

Part 11. Department of Resources Management

§ 2-125. Director of Resources Management

§ 2-126. Appointment and compensation

Part 11a. County Surveyor

§ 2-127. Office created

§ 2-128. Appointment and compensation

Part 12. Department of Information Technology

§ 2-130. Chief Information Officer

§ 2-131. Appointment and compensation

Part 13 County Librarian

§ 2-135. Office created

§ 2-136. Appointment

§ 2-137. Qualifications

§ 2-138. Removal

§ 2-139. Powers and duties

**Part 14. Department of Child Support Services and
Director**

§ 2-140. Office Created

§ 2-141. Director Appointed

§ 2-142. Duties and Responsibilities

§ 2-143. Transfer of Functions

**DIVISION IV. OFFICERS APPOINTED BY
COUNTY ADMINISTRATOR**

Part 1. Director of Environmental Management

§ 2-160. Repealed

§ 2-161. Repealed

§ 2-162. Repealed

Part 2. Director of General Services

- § 2-170. Director of General Services
- § 2-171. Appointment; compensation
- § 2-172. Powers and duties
- § 2-173. Employment policies and practices

Part 4. Director of Human Resources

- § 2-180. Office created
- § 2-181. Appointment; compensation
- § 2-182. Powers and duties
- § 2-183. Employment policies and practices

Part 6. Director of Veterans Services

- § 2-190. Office created; subordinate positions
- § 2-191. Appointment; compensation
- § 2-192. Powers and duties

**DIVISION 5. OFFICERS APPOINTED BY PERSONS
OTHER THAN THE BOARD OR COUNTY ADMINISTRATOR**

**Part 1. Court Executive Officers, Appealed (Ord.
No. 1598, §40)**

Part 2. Director of Probation

- § 2-201. Office created
- § 2-202. Appointment; compensation
- § 2-203. Duties and authority

ARTICLE III. COMMISSIONS AND COMMITTEES

DIVISION 1. PLANNING COMMISSION

- § 2-220. Created
- § 2-221. Composition; appointment; term of office
- § 2-222. Compensation
- § 2-223. Tie votes
- § 2-224. Duties of enforcement of laws and regulations

DIVISION 2. DELINQUENCY PREVENTION COMMISSION

- § 2-230. Created
- § 2-231. Membership
- § 2-232. Purpose
- § 2-233. Compensation of members
- § 2-234. Funds
- § 2-235. Staff

DIVISION 3. AVIATION ADVISORY COMMITTEE

- § 2-240. Created
- § 2-241. Membership; qualifications; appointment; and removal of members
- § 2-242. Term of office of members
- § 2-243. Compensation of members
- § 2-244. Officers
- § 2-245. Powers and duties
- § 2-246. Procedures for internal government of business

DIVISION 4. CIVIL SERVICE COMMISSION

- § 2-250. Created
- § 2-251. Membership; qualifications; appointment; and removal
- § 2-252. Purpose
- § 2-253. Compensation
- § 2-254. Staff

DIVISION 5. SOLANO COUNTY ASSESSMENT APPEALS BOARD

- § 2-260. Created
- § 2-261. Composition
- § 2-262. Compensation
- § 2-263. Powers and Duties
- § 2-264. Fee for Findings of Fact
- § 2-265. Counsel

ARTICLE IV. GRAND JURY

- § 2-270. Grand jurors' reimbursements

ARTICLE V. VOLUNTARY CAMPAIGN FINANCIAL CEILINGS AND LIMITS

- § 2-285. Independent Expenditures for Campaign Literature

ARTICLE VI. DISCLOSURE OF CONFIDENTIAL CONSUMER INFORMATION BY FINANCIAL INSTITUTIONS

- § 2-300. Purpose and Intent
- § 2-301. Definitions
- § 2-302. Non-Disclosure of Confidential Consumer Information
- § 2-303. Notice and Consent
- § 2-304. Exempt Disclosures

- § 2-305. Insurance and Securities Disclosures
§ 2-306. Fines and Penalties

ARTICLE I. IN GENERAL

DIVISION 1. MISCELLANEOUS

Sec. 2-01. Hours of operation of county offices¹

With the exception of those departments providing emergency services, or except as otherwise provided by a resolution adopted by the board of supervisors, all county offices and departments shall remain open for the transaction of business in the county continuously from 8:00 a.m. until 5:00 p.m. of each day, except Saturdays, Sundays, legal holidays and declared holidays.

(Ord., 329, §3; Ord. No. 1108, §2; Ord. No. 1180, §1; Ord. No. 1241, §1; Ord. 1248, §1; Ord. No. 1253, §1; Ord. No. 1266, §1; Ord. No. 1270, §1; Ord. No. 1361, §1; Ord. No. 1382, §1; Ord. No. 1391, §1; Ord. No. 1416, §1)

Sec. 2-02. Appointments²

Except as otherwise provided by law, the board of supervisors may appoint any person to any board or commission for an unlimited number of terms.

(Ord. No. 1108, §2; Ord. No. 1141, §1; Ord. No. 1248, §§1, 2; Ord. No. 1270, §1; Ord. No. 1416, §1; Ord. 1468, §1.)

Sec. 2-03. Judicial review of decisions

The provisions of Section 1094.6 of the Code of Civil Procedure are adopted by the county, and shall apply to judicial review of decisions of the board of supervisors and of all commissions, boards, officers, or agents of the county.

(Ord. No. 1108, §2; Ord. No. 1235, §1; Ord. No. 1270, §1; Ord. No. 1416, §1)

Sec. 2-04. Procedure for sale or lease of real property of county

There is hereby prescribed a procedure for the sale or lease of any real property belonging to the county, such procedure to be identical in all respects with the procedures set forth in sections 25526 to 25535 and 25537 of the Government Code of the state; except that the resolution of intention to sell or lease real property shall fix a time and place for a public session to be held before the county administrator or his duly authorized agent who shall, at that time and place, open, examine, and declare all sealed proposals received and conduct oral bidding and certify the results to the Board of Supervisors for acceptance of the highest proposal or rejection of all bids and; except that leases of a duration

¹For state law as to county offices and office hours, see Gov.Code ' 24250, et. seq.

²This section was numbered as Section 2-5 by Ord. No. 1141.

not exceeding five years and having an estimated monthly rental of not exceeding two thousand dollars may be excluded from the bidding procedure. If a lease is excluded from the bidding procedure, the actual monthly rental and the executed lease shall not exceed two thousand dollars, the term of the executed lease shall not exceed five years and the lease shall not be renewable.

(Ord. No. 458, §2; Ord. No. 1108, §2; Ord. No. 1133, §1; Ord. No. 1186, §1; Ord. No. 1215, §1; Ord. No. 1270, §1; Ord. No. 1299, §1; Ord. No. 1367, §1)

Sec. 2-05. Board of Supervisors= salaries and benefits

(a) Each member of the Board of Supervisors will receive as annual compensation for services rendered as supervisor a sum equal to fifty-three percent (53%) of the annual salary paid to superior court judges as prescribed by the legislature. The compensation for services rendered will be payable bi-weekly.

(b) Each member of the Board of Supervisors will receive benefits commensurate with the executive management group, including benefits received by elected county officials.

(c) When required to travel in the performance of their duties and when such travel is made in other than a County vehicle, each Supervisor shall be entitled to a mileage reimbursement and vehicle allowance in accordance with a Resolution or Resolutions adopted by the Board of Supervisors. Each Supervisor shall be allowed actual costs for expenses incurred in such travel.

(d) Those additional benefits currently provided for management personnel by Resolution of the Board of Supervisors, except those benefits entitled Administrative Leave, shall also be provided for each member of the Board of Supervisors.

(Ord. No. 1108, §2; Ord. No. 1141, §1; Ord. No. 1270, §1; Ord. No. 1371, §1; Ord. No. 1493, §2; Ord. No. 1541, §1; Ord. No. 1602.)

Sec. 2-06. Use of Seal of Solano County

(a) The Seal of Solano County may be used to identify county property, on the official stationery of the county and its officials, and for no other county purposes. It shall not be used to authenticate county legal documents, as that will continue to be the function of the Seal of the Board of Supervisors.

(b) No person shall use or allow to be used any reproduction or facsimile of the county seal as follows: maliciously, commercially, or falsely representing a county action or official. Such misuse is a misdemeanor.

(Ord. No. 1108, §2; Ord. No. 1270, §1; Ord. No. 1545, §1.)

Sec. 2-07. Claims against the County

(a) This ordinance is enacted pursuant to Article XI, Section 7 of the California Constitution and Government Code Section 935.

(b) All claims against the County for money or damages, not otherwise governed by the California Tort Claims Act, Government Code section 900 et seq., or another state law (collectively "claims"), shall be presented within the time and in the manner prescribed by Government Code section 900 et seq., as amended, for claims to which those sections apply by their own terms, and as further provided by this section; provided, however, that notwithstanding Government Code section 911.2, all claims governed by this ordinance shall be presented to the County not later than one (1) year after the accrual of the cause of action. For purposes of this section, claims against the County shall include, but not be limited to, any and all claims for refund of taxes, assessments, fees, rates, charges, or any other exactions.

(c) All claims shall be made in writing and verified by the claimant or by his or her guardian, conservator, executor, or administrator. No claim may be filed on behalf of a class of persons unless verified by every member of that class as required by this subsection. All claims must contain the information required by Government Code section 910, as amended.

(d) In accordance with Government Code sections 935(b) and 945.6, all claims shall be presented and acted upon by the County prior to the filing of any action on such claims, and no claim may be maintained by any person who has not complied with the requirements of this section.

(e) Any action brought against the County upon any claim shall conform to the requirements of Government Code sections 940-949, and any action brought against any employee of the County shall conform to the requirements of Government Code section 950-951.

(Ord. No. 1108, §2; Ord. No. 1270, §1; Ord. No. 1684, §1)

ARTICLE II. COUNTY OFFICES CREATED--ELECTED OR APPOINTED
BY BOARD OR OTHERS
DIVISION 1. GENERALLY

Sec. 2-20. Qualifications and continuing education requirements
for election or appointment of county auditor-controller³

(a) No person shall be elected or appointed to the office of county auditor-controller unless the person meets at least one of the following criteria:

³For state law as to county auditor generally, see Gov. C. ' ' 26900, et seq.

(1) The person possesses a valid certificate issued by the California State Board of Accountancy under Chapter 1 (commencing with Section 5000 of Division 3 of the Business and Professions Code) showing the person to be, and a permit authorizing the person to practice, as a certified public accountant or as a public accountant.

(2) The person possesses a baccalaureate degree from an accredited university, college, or other four-year institution, with a major in accounting or its equivalent, as described in Business and Professions Code Section 5081.1, subdivision (a), and has served within the last five years in a senior fiscal management position in a county, city, or other public agency, a private firm, or a nonprofit organization, dealing with similar fiscal responsibilities, for a continuous period of not less than three years.

(3) The person possesses a certificate issued by the Institute of Internal Auditors showing the person to be a designated professional internal auditor, with a minimum of sixteen (6) college semester units, of their equivalent, in accounting, auditing or finance.

(4) The person has served as county auditor, chief deputy auditor, or chief assistant auditor for a continuous period of not less than three years.

(b) Commencing January 1, 1998, the auditor-controller shall complete at least forty (40) hours of qualifying continuing education, pursuant to subdivision (1), every two years, and complete at least ten (10) hours in either year. At least twenty (20) of the forty (40) hours of continuing education shall be obtained in governmental accounting, auditing or related subjects.

(1) Qualifying continuing education may be obtained in accounting, auditing, related subjects, or in any other subject if it can be shown that the specific educational program contributed to professional competence.

(2) If the auditor-controller is a licensee of the California Board of Accountancy, or of the accountancy licensing authority of any other state, or possesses a certificate issued by the institute of Internal Auditors, continuing education obtained for purposes of renewal of the license or certificate may be applied to satisfy the requirements of this section.

(Ord. No. 1416, §1; Ord. No.1485, §1; Ord. No 1555, §1.)

Sec. 2-21. Offices of assessor and recorder consolidated⁴

The offices of assessor and recorder of the county have been consolidated into the office of assessor-recorder.

⁴For state law authorizing the consolidation of the offices of assessor and recorder, see Gov. C. ' 24304.8.)

(Ord. No. 1416, §1)

Sec. 2-22. Offices of treasurer and tax collector-county clerk consolidated⁵

The offices of treasurer and tax collector-county clerk are consolidated into the office of treasurer-tax collector-county clerk.

(Ord. No. 1161, §1; Ord. No. 1416, §1; Ord. 1531, §1 & §3)

Sec. 2-23. Offices of agricultural commissioner and sealer of weights and measures consolidated⁶

The offices of agricultural commissioner and sealer of weights and measures of the county have been combined under the office of agricultural commissioner.

(Ord. No. 1161, §2; Ord. No. 1416, §1)

Sec. 2-24. Offices of coroner-public administrator and sheriff consolidated⁷

The offices of coroner-public administrator and sheriff are consolidated into the office of sheriff-coroner-public administrator.

(Ord. No.7, §1; Ord. No. 1161, §3; Ord. No. 1416, §1; Ord. No. 1530, §§ 2, 3)

Sec. 2-25. Qualifications of Treasurer

On Or after January 1, 1998, no person shall be eligible for election or appointment to the Office of Solano County Treasurer unless that person meets at least one of the following criteria:

(a) Has served in a senior financial management position in a county, city or other public agency dealing with similar financial responsibilities for a continuous period of three years. Treasurer, Auditor, Auditor-Controller or Chief Deputy, or an Assistant in those offices.

(b) Possesses a valid baccalaureate, masters or doctoral degree from an accredited college or university in any of the following major fields of study: business administration, public administration, economics, finance, accounting,

⁵For state law authorizing the consolidation of the offices of tax collector and county clerk, see Gov. C. '24304(q).

⁶For state law authorizing the consolidation of the offices of agricultural commissioner and sealer of weights and measures, see Gov. C. '24300(p).

⁷For state law authorizing consolidation of the offices of coroner and public administrator, see Gov.C. '24300(k).

or a related field with a minimum of 16 college semester units or the equivalent in accounting, auditing or finance.

(c) Possesses a valid certificate issued by the California State Board of Accounting, pursuant to Chapter 1, division 3 (Section 5000 et seq.), of the California Business and Professions Code showing the person to be, and a permit authorizing the person to practice as a certified Public Accountant.

(d) Possesses a valid charter issued by the Institute of Chartered Financial Analysts, with a minimum of 16 college semester units or the equivalent, in accounting, auditing or finance.

(e) Possesses a valid certificate issued by the Treasury Management Association showing the person to be designated a Certified Cash Manager, with a minimum of 16 college semester units or the equivalent, in accounting, auditing or finance.

(Ord. No. 1217, §2; Ord. No. 1524, §1)

Sec. 2-26. Continuing Education

(a) Requirements: Commencing in 1998, the duly elected Solano County Treasurer shall complete a valid continuing course of study as prescribed herein and shall, during the incumbent's four-year term of office, on or before the date of June 30 of the fourth year of said term, render to the California State Controller a certificate indicating that the incumbent has successfully completed continuing education program, consisting at a minimum of 48 hours, or an equivalent amount of continuing education units within the discipline of Treasury Management or Public Finance, or both. Such continuing education units shall be offered by a recognized state or national association institute or accredited college or university which provides the requisite education programs as prescribed in this section. The willful or negligent failure of the incumbent of the Office of Solano County Treasurer to comply with these requirements shall be deemed a violation of Government Code section 27000.8.

(b) Incumbents: Pursuant to Government Code section 7000.8, the foregoing requirements of this section shall not apply to the present Solano County Treasurer for the remainder of his present term insofar as said incumbent was duly elected to the Office of Treasurer before January 1, 1996, and was serving in that office on and before that date.

(Ord. No. 866, §1; Ord. No. 879, §1; Ord. No. 1217, §2; Ord. No. 1524, §1)

Sec. 2-27. Investment Authority

The County Treasurer is delegated the authority to invest or reinvest the funds of the County and the funds of other depositors in the county treasury, pursuant to California Government Code Section 53600, et seq. The Treasurer will assume

full responsibility for such transactions. On or before March 1 of each year, the Board of Supervisors will review its annual delegation of authority and may renew it by resolution, revoke it by ordinance, or decide not to renew it as provided in California Government Code Sections 27000.1 and 53607.

(Ord. No. 866, §2; Ord. No. 1217, §2; Ord. 1524, §1; 1544, §1)

DIVISION 2. ELECTED OFFICERS

Sec. 2-30. Officers elected to position in county

The county offices of assessor-recorder, district attorney, sheriff-coroner, tax collector-treasurer-county clerk and auditor-controller are filled by countywide election.

(Ord. No. 1416, §1; Ord. No.1598, §2; Ord. No. 1611, §1)

Sec. 2-35. Elected officers entitled to longevity compensation

Elected officers are entitled to receive longevity pay, as established and defined in the Solano County Personnel and Salary Resolution. The years of service accrued while in elective office shall be included in determining years of service for purposes of establishing eligibility for longevity compensation.

(Ord. No. 773, §1; Ord. No. 781, §1; Ord. No. 1360, §1; Ord. No. 1498, §1Ord. No.1598, §4)

Sec. 2-36. Longevity upon return to non-elected county position by a former elected officer

Notwithstanding the provisions of Section 2-35 above, any county employee whose continuous service is interrupted by service in an elective County office, and who thereafter returns to a non-elective position with the County, without a break in service, shall have all years before and after service in the elective office included in determining years of service for purposes of establishing eligibility for longevity compensation.

(Ord. No. 773, §1; Ord. No. 781, §1; Ord. No. 1499, §1.)

DIVISION 3. OFFICERS APPOINTED BY BOARD OF SUPERVISORS

Part 1. County Administrator⁸

Sec. 2-40. Position created--Extent of powers There is hereby created in and for the county the position of county administrator. The county administrator is a county officer and not subject to the county civil service

⁸For state law authorizing board of supervisors to employ persons to assist in performance of its duties, see Gov.C. ' 25208.

system. No provision of this division 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.

(Ord. No. 1158, §2; Ord. No. 1416, §1)

Sec. 2-41. Appointment and removal

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 supervisors except upon four-fifths vote of the 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 the period.

(Ord. No. 1082, §1; Ord. No. 1416, §1)

Sec. 2-42. 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 the county, and all other benefits conferred upon management and miscellaneous county employees.

(Ord. No. 1082, §1; Ord. No. 1158, §2; Ord. No. 1416, §1)

Sec. 2-43. Administrative powers and duties

(a) 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, 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.

(b) 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.

(Ord. No. 1082, §1; Ord. No. 1158, §2; Ord. No. 1416, §1)

Sec. 2-44. General administration

The county administrator shall:

(a) Administer and enforce policies established by the board of supervisors; promulgate rules and procedures as necessary to implement board policies.

(b) Refer policy matters and other matters beyond the county administrator's 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 under 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 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.

(f) Implement the county's legislative advocacy program, including both the initiation of legislation that will benefit the county and county administration, and the analysis of proposed state and federal legislation; recommend positions on proposed legislation; review all department head requests for legislation;.

(g) 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;

(h) 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.

(i) 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.

(j) 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 of provisions of Public Resources Code section 21152.

(Ord. No. 1158, §2; Ord. No. 1416, §1; Ord. No. 1539, §1; Ord. No. 1549, §1; Ord. No. 1561, §1)

Sec. 2-45. Budgetary matters

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-ways which shall be the responsibility of the director of transportation.

(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.

(Ord. No. 158, §2; Ord. No. 1416, §1)

Sec. 2-46. 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 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 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 performances 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 appointed by the board of supervisors or who does not serve a fixed term of office; such department heads shall serve at the pleasure of and be appointed by the county administrator. In those cases where the county administrator is not the appointing authority under this division, 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 its consideration and determination, the transfer, discipline, or dismissal of such department head, 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 creates friction between departments.

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

(Ord. No. 1158, §2; Ord. No. 1416, §1)

Sec. 2-47. 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 recommendation by the director of human resources; 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.

(Ord. No. 1416, §1)

Part 2. Clerk of the Board of Supervisors

Sec. 2-50. Clerk of the board of supervisors

There shall be a clerk to the board of supervisors, who shall be the county administrator appointed by the board of supervisors under Government Code section 25100.5.

(Ord. 1082, §1; Ord. No. 1416, §1; Ord. 1538 §1)

Sec. 2.5-1. Repealed (Ord. No. 1538, §1)

(Ord. No. 1082, §1; Ord. No. 1416, §1; Ord. No. 1538, §1)

Sec. 2-52. Powers and duties

The clerk of the board of supervisors shall have and exercise the following duties and responsibilities:

- (a) Perform those duties prescribed by law for the county clerk, as ex official clerk of the board of supervisors, or for the clerk of the board of supervisors.
- (b) Prepare an annual budget for the board of supervisors.
- (c) Perform such other duties prescribed by the board of supervisors.

(Ord. No. 1098, §1; Ord. No. 1416, §1; Ord. 1538, §1)

Part 3. County Counsel⁹

Sec. 2-60. County Counsel--office created

The office of county counsel is created.

(Ord. No. 297, §1; Ord. No. 1416, §1)

Sec. 2-61. Appointment; compensation

The county counsel shall be appointed by the board of supervisors to a four-year term from the time of appointment. The county counsel shall receive compensation at a rate to be determined by the board of supervisors, and shall receive the benefits provided by the board of supervisors.

(Ord. No. 1416, §1)

Sec. 2-62. Removal

The county counsel may only be removed from office, during the term of office, for neglect of duty, malfeasance or misconduct of office, as provided in

⁹ For state law as to county counsel, see Gov. C. ' ' 27640 et seq.

Government Code section 27641(b), by proceedings as set forth in section 27641(a).

(Ord. No. 1416, §1)

Sec. 2-63. Powers and duties

The county counsel shall have those powers and duties prescribed by provisions of Government Code section 27642.

(Ord. No. 1416, §1)

Part 4. Agricultural commissioner--Sealer of weights and measures

Sec. 2-70. Office established; subordinate positions

There is created the single combined office of agricultural commissioner-sealer of weights and measures, together with such subordinate positions as may be necessary and as established by resolution of the board of supervisors.

(Ord. No. 1416, §1)

Sec. 2-71. Appointment; compensation

The agricultural commissioner-sealer of weights and measures shall be appointed by the board of supervisors to a four-year term from the time of appointment. The officer shall receive compensation at a rate to be determined by the board of supervisors, and shall receive the benefits provided by the board of supervisors.

(Ord. No. 1416, §1)

Sec. 2-72. Removal

The agricultural commissioner-sealer of weights and measures may only be removed from office, during the term of office, for neglect of duty, incompetence, or misconduct in office, as provided for in Food and Agriculture Code section 2181, by proceedings as set forth in Section 2182 et seq.

(Ord. No. 1416, §1)

Sec. 2-73. Powers and duties

The officer shall have those powers and duties prescribed by provisions of Food and Agriculture Code section 2271 et seq.

(Ord. No. 1416, §1)

Part 5. Public defender

Sec. 2-80. Office created

Pursuant to Sections 27700 to 27712, inclusive, of the Government Code of California, the office of public defender of the county is established.

(Ord. No. 680, §1; Ord. No. 1416, §1; Ord. No. 1612, §1)

Sec. 2-81. Appointment

The public defender shall be appointed by the board of supervisors and shall serve at the board's will. The public defender shall receive compensation at a rate to be determined by the board of supervisors, and shall receive the benefits provided by the board of supervisors.

(Ord. No. 680, §2; Ord. No. 1416, §1; Ord. No. 1612, §1)

Sec. 2-82. Qualifications

Minimum qualifications for appointment as public defender shall be:

- (a) Admission to practice of law in the state;
- (b) A minimum of five years full-time in the practice of the law, with major emphasis on criminal practice;
- (c) Such other qualifications as may be additionally prescribed by minute order or resolution of the board.

(Ord. No. 680, §3; Ord. No. 1416, §1; Ord. No. 1612, § 1)

Part 6. Public Administrator

Sec. 2-90. Office created

Pursuant to Government Code section 24011(a), the county office of public administrator is established.

(Ord. No. 1184, §1; Ord. No. 1416, §1; Ord. No. 1612, §1; Ord. No. 1629, §2)

Sec. 2-91. Appointment; compensation

The board of supervisors shall appoint the public administrator, who shall serve at the pleasure of the board. Pursuant to Government Code section 24011(b), the board of supervisors may appoint the same person to the offices of public administrator and public guardian.

(Ord. No. 1184, §1; Ord. No. 1416, §1; Ord. No. 1611, §5; Ord. No. 1612, §1; Ord. No. 1629, §4)

Sec. 2-92. Authority and duties

The authority and duties of the public administrator shall be established by Probate Code section 7600 and following and applicable federal, state or local laws and regulations.

(Ord. No. 1184, §1; Ord. No. 1416, §1; Ord. No. 1612, §1)

Sec. 2-93. Responsible Department

The public administrator shall report to the director of the department of health and social services.

(Ord. No. 1629, §6)

Part 7. Health and Social Services Department and Director

Sec. 2-110. Office Created

The county department of health and social services is established. The department shall have such staff as allocated and prescribed by a resolution of the board of supervisors.

(Ord. No. 167, §1; Ord. No. 1416, §1; Ord. No. 1464, §1; Ord. No. 1598, §6; Ord. No. 1612, §1)

Sec. 2-111. Director Appointed

The office of the director of health and social services is established. The director of health and social services is appointed as the public administrator and public guardian. The board of supervisors shall appoint the director. Notwithstanding California Welfare and Institutions Code section 10801, the director shall serve at the pleasure of the board of supervisors to the extent permitted by law. The director shall receive compensation and benefits and perform such duties as prescribed by a resolution of the board of supervisors.

(Ord. No. 1416, §1; Ord. No. 1464, §1; Ord. No. 1598, §8; Ord. No. 1612, §1; Ord. No. 1629, §7)

Sec. 2-112. Duties

The department shall advise and assist the board of supervisors in the administration of state and federal laws relative to Aid to Families with Dependent Children, Medi-Cal, Food Stamps, General Assistance, and other program-related assistance, and all state and federal laws and county ordinances relative to Child Protective Services and Adult Protective Services, general social and public welfare and relief, and to investigate such applications for and to report to the board of supervisors. The department shall also advise and assist the board of supervisors in the administration of state laws relative to county health, mental health, alcoholism and drug abuse functions. The department shall also perform the duties associated with the offices of public administrator and public guardian.

(Ord. No. 1416, §1; Ord. No. 1464, §1; Ord. No. 1598, §10; Ord. No. 1629, §8)

Part 8. Public Guardian

Sec. 2-113. Office created

Pursuant to Government Code Section 27430, the office of public guardian is established.

(Ord. No. 1416, §1; Ord. No. 1464, §1; Ord. No. 1598, §14; Ord. No. 1611, §2; Ord. No. 1629, §10)

Sec. 2-114. Appointment; compensation

The board of supervisors shall appoint the public guardian, who shall serve at the pleasure of the board. Pursuant to Government Code section 24011(b), the board of supervisors may appoint the same person to the offices of public administrator and public guardian.

(Ord. No. 1416, §1; Ord. No. 1464, §1; Ord. No. 1598, §16; Ord. No. 1611, §3; Ord. No. 1629, § 12)

Sec. 2-115. Bond required

The public guardian shall file a bond in an amount fixed by a resolution of the board of supervisors. Such bond shall inure to the joint benefit of the conservatorship and guardianship estates and the county.

(Ord. No. 1416, §1; Ord. No. 1464, §1; Ord. No. 1598, §18)

Sec. 2-116. Authority and duties

California Probate Code sections 2940 through 2944, inclusive, and all other applicable state and federal laws, prescribe the authority and duties of the public guardian.

(Ord. No. 1598, §19)

Sec. 2-117. Public representative payee

Pursuant to Government Code section 27436, the board of supervisors designates the public guardian as the public representative payee and to collect any fees authorized by the board of supervisors for public representative payee services.

(Ord. No. 1611, §4)

Sec. 2-118. Responsible Department

The public guardian shall report to the director of the department of health and social services.

(Ord. No. 1629 §13)

Part 9. Registrar of Voters

Sec. 2-120. Office created.

Pursuant to California Government Code section 26802.5, the office of registrar of voters is established, together with such staff as allocated and prescribed by a resolution of the board of supervisors.

(Ord. No. 1416, §1; Ord. No.1598, §23)

Sec. 2-121. Appointment; compensation; duties

The board of supervisors shall appoint the registrar of voters, who shall serve at the pleasure of the board. The registrar of voters shall receive compensation and benefits as prescribed by a resolution of the board of supervisors. The registrar of voters shall discharge all duties vested in the county clerk that relate to and are part of the election procedure.

(Ord. No. 1598, §24)

Part 10. Director of Transportation

Sec. 2-122. Director of Transportation

There is created the office of Director of Transportation.

(Ord. No. 1478, §1; Ord. No. 1642, §2)

Sec. 2-123. Appointment and compensation

The board of supervisors shall appoint the Director of Transportation, who shall serve at the pleasure of the board. Pursuant to Section 2-46 of the Solano County Code, the County Administrator shall recommend a candidate to the Board of Supervisors and shall be responsible for oversight of the appointee. The Director of Transportation shall receive compensation and benefits as prescribed by a resolution of the board of supervisors.

(Ord. No. 1478, §1; Ord. No.1598, §29; Ord. No. 1642, §4)

Sec. 2-124. Duties and authority

The authority and duties of the director of transportation shall be established by the laws of the state and the county.

(Ord. No. 1478, §1)

Part 11. Department of Resource Management

Sec. 2-125. Director of Resource Management

There is created the office of Director of Resource Management. The Director of Resource Management is appointed as the Director of Transportation and as the Zoning Administrator. California Government Code sections 65100 and 65103 and all applicable federal, state and county laws shall establish the authority and duties of the resource management director, including all planning and land use functions, building permitting and inspection, environmental health and sanitation.

(Ord. No. 1416, §1; Ord. No. 1478, §1; Ord. No. 1642, §10; Ord. No. 1661, §1&2)

Sec. 2-126. Appointment and compensation

The Board of Supervisors shall appoint the Director of Resources Management who shall serve at the pleasure of the board. Pursuant to Section 2-46 of the Solano County Code, the County Administrator shall recommend a candidate to the Board of Supervisors and shall be responsible for oversight of the appointee. The Director of Management shall receive compensation and benefits as prescribed by a resolution of the Board of Supervisors.

(Ord. No. 1478, §1; Ord. No. 1642, §11)

Part 11a. County Surveyor

Sec. 2-127. Office created

There is created the office of County Surveyor.

(Ord. No. 1478, §1; Ord. No. 1642, §15)

Sec. 2-128. Appointment and compensation

The Board of Supervisors shall appoint the County Surveyor, who shall serve at the pleasure of the board. Pursuant to Section 2-46 of the Solano County Code, the County Administrator shall recommend a candidate to the Board of Supervisors and shall be responsible for oversight of the appointee. The County Surveyor shall receive compensation and benefits as prescribed by a resolution of the Board of Supervisors.

(Ord. No. 1642, §17)

Part 12. Department of Information Technology

Sec. 2-130. Chief Information Officer

There is created the office of Chief Information Officer. The Chief Information Officer shall be responsible for the oversight and provision of technological services for Solano County. The Chief Information Officer is appointed as the Registrar of Voters.

(Ord. No. 1416, §1; Ord. No. 1478, §1; Ord. 1642, §20)

Sec. 2-131. Appointment and compensation

The Board of Supervisors shall appoint the Chief Information Officer, who shall serve at the pleasure of the board. Pursuant to Section 2-46 of the Solano County Code, the County Administrator shall recommend a candidate to the Board of Supervisors and shall be responsible for oversight of the appointee. The Chief Information Officer shall receive compensation and benefits as prescribed by resolution of the Board of Supervisors.

(Ord. No. 1478, §1; Ord. No. 1642, §21)

Part 13. County Librarian

Sec. 2-135. Office created

There is created the office of county librarian in the county, together with such subordinate positions as may be necessary and as established by resolution of the board of supervisors.

(Ord. No. 1477, §1)

Sec. 2-136. Appointment

The county librarian shall be appointed by the board of supervisors, as provided in California Education Code section 19140.

(Ord. No. 1477, §1)

Sec. 2-137. Qualifications

No person shall be appointed to the position of county librarian unless that person possesses both of the following qualifications:

- (a) Graduation from a graduate library school program accredited by the American Library Association.

(b) Demonstrated knowledge of principles and practices of public administration, including county government, and of the laws applicable to library service in the state.

(Ord. No. 1477, §1)

Sec. 2-138. Removal

Notwithstanding California Education Code section 19141, the county librarian shall serve at the pleasure of the board of supervisors to the extent permitted by law.

(Ord. No. 1477, §1; Ord. No.1598, §35)

Sec. 2-139. Powers and duties

The county librarian shall, subject to the general rules adopted by the board of supervisors, build up and manage, according to accepted principles of library management, a library for the use of the people of the county, and shall determine what books and other library equipment shall be purchased.

(Ord. No. 1477, §1)

Part 14. Department of Child Support Services and Director

Sec. 2-140. Office created

Pursuant to California Family Code section 17304, the Department of Child Support Services is established that is separate and independent from any other County department.

(Ord. No. 1416, §1; Ord. No. 1617, §2)

Sec. 2-141. Director appointed

Pursuant to California Family Code section 17304, subdivision (f), the office of the director of Child Support Services is established. The Board of Supervisors shall appoint the director, who shall serve at the pleasure of the board. The director shall receive compensation and benefits as prescribed by a resolution of the board. He or she shall administer the department and carry out general policies of the Board of Supervisors, and shall plan, organize, and direct all activities of the department in accordance with State and County laws and regulations.

(Ord. No. 1416, §1; Ord. No. 1617, §3)

Sec. 2-142. Duties and responsibilities

The department shall be responsible for promptly and effectively establishing, modifying and enforcing child support obligations, including medical support, enforcing spousal support orders established by a court of competent jurisdiction,

and determining paternity in cases of child born out of wedlock, as specified in Family Code section 17400, including all further responsibilities delegated to a local child support agency, pursuant to Division 17 (commencing with California Family Code section 17000). No other local agency shall have any authority over the department as to any function relating to its Title IV-D of the Federal Social Security Act obligations, as prescribed by California Family Code section 17303.

(Ord. No. 1416, §1; Ord. No. 1598, §37; Ord. o. 1617, §4)

Sec. 2-143. Transfer of functions

All Solano County program employees and other personnel, who perform child support collection and enforcement services, and assets dedicated to those services, shall be transferred from the District Attorney=s Office to the Department of Child Support Services as provided in California Family Code sections 17304 and 17305. The transfer of programs, staff and assets shall be effective upon approval of the Director of the California Department of Child Support Services.

(Ord. No. 1617, §5)

DIVISION 4. Repealed

Part 1. Repealed

Sec. 2-160. Repealed

Sec. 2-161. Repealed

Sec. 2-162. Repealed

(Ord. No. 1642, §23; Ord. No. 1661, §3-6)

Part 2. Director of General Services

Sec. 2-170. Director of General Services

There is created a Director of General Services

(Ord. No. 1416, §1)

Sec. 2-171. Appointment; compensation

The director of general services of the county shall be appointed by the county administrator and shall serve at the county administrator's will. Compensation and benefits of the director of general services shall be determined by resolution of the board of supervisors.

(Ord. No. 1416, §1)

Sec. 2-172. Powers and duties

The authority and duties of the director of human resources of the county shall be established by applicable state and county laws. The responsibilities specifically include personnel, risk management and employee benefits.

(Ord. No. 1416, §1; Ord. No. 1525, §1; Ord. No. 1561, §2; Ord. No. 1642, §26)

Sec. 2-173. Employment policies and practices.

Subject to the limitations of the civil service ordinance, administer employee relations, classifications, recruitment and selection; employee training; insurance and risk management and other performance programs.

(Ord. No. 1416, §1; Ord. No. 1561, §3)

Part 4. Director of Human Resources

Sec. 2-180. Office created

There is created the office of director of human resources of the county, together with such subordinate positions as may be necessary and as established by resolution of the board of supervisors.

(Ord. No. 1416, §1)

Sec. 2-181. Appointment; compensation

The director of human resources of the county shall be appointed by the county administrator, and shall serve at the county administrator's will. Compensation and benefits of the director of human resources shall be determined by resolution of the board of supervisors.

(Ord. No. 1416, §1)

Sec. 2-182. Powers and duties

The authority and duties of the director of human resources shall be as established by the applicable state and county law. The responsibilities specifically include personnel management.

(Ord. No. 1416, §1; Ord. No. 1549, §2.)

Sec. 2-183. Employment policies and practices

Subject to the limitations of the civil service ordinance, the director of human resources shall administer employee relations, classifications, recruitment, selection and training, and other performance programs.

(Ord. No. 1549, §3.)

Part 6. Director of Veterans Services¹⁰

Sec. 2-190. Office established; subordinate positions

There is created the office of director of veteran's services, together with such subordinate positions as may be necessary and as established by resolution of the board of supervisors.

(Ord. No. 1416; §1; Ord. No. 1611, §5)

Sec. 2-191. Appointment; compensation

The director of veteran's services shall be appointed by the county administrator by resolution, and shall serve at the pleasure of the county administrator. The officer shall receive compensation at a rate to be determined by the board of supervisors, and shall receive the benefits provided by the board of supervisors.

(Ord. No. 1416, §1; Ord. No. 1611, §5)

Sec. 2-192. Powers and duties

The director of veteran's services shall have those powers and duties set forth in Military and Veterans Code sections 971 through 974, and under state and county law.

(Ord. No. 1416, §1)

DIVISION 5. OFFICERS APPOINTED BY PERSONS OTHER THAN THE BOARD OR COUNTY ADMINISTRATOR

Part 1. Director of Probation

Sec. 2-201. Office created

The office of director of probation is established, together with such staff as allocated and prescribed by a resolution of the board of supervisors.

(Ord. No. 1416, §1; Ord. No. 1598, §41)

Sec. 2-202. Appointment; compensation

The juvenile justice commission shall nominate the director of probation and the juvenile court judge shall appoint him or her. The director of probation may be removed at any time by the juvenile court judge for good cause, or without cause, with the written approval of a majority of the juvenile justice commission's members. The director of probation shall receive compensation and benefits as prescribed by a resolution of the board of supervisors.

(Ord. No. 1416, §1; Ord. No. 1598, §41)

¹⁰For state law on appointment of Veterans services officer, see Military and Veterans Code ' 970.

Sec. 2-203. Authority and Duties

California Welfare and Institutions Code section 271 et seq., and all other applicable state, federal and county laws, prescribed the authority and duties of the director of probation.

(Ord. No. 1598, §41)

ARTICLE III. COMMISSIONS AND COMMITTEES

DIVISION 1. PLANNING COMMISSION

Sec. 2-220. Created

A planning commission is hereby established in and for the county, pursuant to Sections 65100, 65101, and 65102 of the Government Code.

(Ord. No. 1217, §2; Ord. No. 1416, §1)

Sec. 2-221. Composition; appointment; term of office

(a) The planning commission shall consist of five members. Each member of the board of supervisors shall appoint one member from his or her district. The board of supervisors shall ratify the appointment.

(b) The term of office of each member shall be four years and not more than three members shall be appointed at the same time. Appointments shall run from the first day of February in odd-numbered years.

(c) Any vacancy in the membership of the commission shall be filled for the unexpired term by appointment by the supervisor who originally appointed the member whose office became vacant or the supervisor=s successor, subject to ratification by the board of supervisors.

(Ord. No. 1217, §2; Ord. No. 1416, §1; Ord. No. 1479, §1; Ord. No. 1542, §1.)

Sec. 2-222. Compensation

Members of the commission shall be reimbursed for their actual and necessary expenses incurred in the performance of their duties, health and life insurance benefits, and shall receive a meeting allowance, all as established by the board of supervisors.

(Ord. No. 1416, §1)

Sec. 2-223. Tie votes

Matters presented to the planning commission for decision shall be automatically referred to the board of supervisors for decision in the event of a tie of the planning commission on the issue.

(Ord. No. 1217, §2; Ord. No. 1416, §1)

Sec. 2-224. Duties of enforcement of laws and regulations

In addition to the powers and duties of the planning commission vested in it by law and by this Code and any other ordinances of the county, such commission shall have supervision of the administration and enforcement of the provisions of this Code and any other ordinances adopted for the regulation and inspection of building, electrical, gas, and plumbing construction in the county, except as any such powers are specifically conferred upon other agencies, officers or employees of the county.

(Ord. No. 258, §1; Ord. No. 1416, §1)

DIVISION 2. DELINQUENCY PREVENTION COMMISSION

Sec. 2-230. Created

A delinquency prevention commission is established in the county pursuant to Section 233 of the Welfare and Institutions Code.

(Ord. No. 828, §2; Ord. No. 1416, §1)

Sec. 2-231. Membership

Pursuant to Section 233 of the Welfare and Institutions Code, the members of the juvenile justice commission shall serve as members of the delinquency prevention commission.

(Ord. No. 828, §2; Ord. No. 1416, §1)

Sec. 2-232. Purpose

The purpose of the commission is to coordinate, on a county-wide basis, the work of those governmental and nongovernmental organizations engaged in activities designed to prevent juvenile delinquency.

(Ord. No. 828, §2; Ord. No. 1416, §1)

Sec. 2-233. Compensation of members

Members of the commission shall be reimbursed for their actual and necessary expenses incurred in the performance of their duties, which reimbursement shall not exceed budgetary limits set by the board of supervisors.

(Ord. No. 828, §2; Ord. No. 1416, §1)

Sec. 2-234. Funds

The commission may receive funds from governmental and nongovernmental sources to hire an executive secretary and necessary staff, and to defray needed

administrative expenses. The commission may expend its funds on specified projects designed to accomplish its objectives.

(Ord. No. 828, §2; Ord. No. 1416, §1)

Sec. 2-235. Staff

The county probation department shall render necessary staff services to the commission.

(Ord. No. 828, §2; Ord. No. 1416, §1)

DIVISION 3. AVIATION ADVISORY COMMITTEE

Sec. 2-240. Created

There is created a Solano County Aviation Advisory Committee.

(Ord. No. 721, §3; Ord. No. 1416, §1)

Sec. 2-241. Membership; qualifications; appointment and removal of members

The county aviation advisory committee shall consist of:

(a) Five county members, one from each supervisorial district, all of whom shall be residents of the county. These members shall be appointed by the board of supervisors, subject to the right of the board of supervisors to remove any member at its pleasure.

(b) Four city members appointed by the selection committee of mayors of the county. Such appointments shall be made as follows: one resident from the city of Fairfield, one resident from the city of Vacaville, one resident from the city of Rio Vista, and one resident of the city of Vallejo. The appointment of the resident from the City of Vallejo shall be made at the conclusion of the term of the present incumbent on January 1, 1993. All future appointments after January 1, 1993, shall be made in accordance with this ordinance.

(c) At least five of the total members of the aviation advisory committee selected under subdivisions (a) and (b) above shall have aviation expertise, as defined in Public Utilities Code sections 21670(e) and 21670.1.

(Ord. No. 721, §1; Ord. No. 1360, §1; Ord. No. 1416, §1)

Sec. 2-242. Term of office of members

(a) The county members of the aviation advisory committee, at its first meeting following January 6, 1970, shall so classify themselves by lot so that two members will serve for a term of four years, one member for a term of three years, one member for a term of two years, and one member for a term of one

year. Thereafter, each member shall serve for a term of four years, and until a successor is duly appointed and qualified.

(b) The members of the aviation advisory committee, at its first meeting following January 1, 1972, shall so classify themselves by lot so that one member will serve for a term of four years, and one member for a term of three years, one member for a term of two years, and one member for a term of one year. Thereafter, each member, including any members appointed subsequent to the meeting, shall serve for a term of four years, and until a successor is duly appointed and qualified.

(Ord. No. 721, §5; Ord. No. 781, §1; Ord. No. 1416, §1)

Sec. 2-243. Compensation of members

The compensation of the members of the aviation advisory committee shall be as provided from time to time in the current salary ordinance of the county. In the absence of any provision in the current salary ordinance, the members of the committee shall serve without compensation; except that when required to travel in the performance of their duty, they shall be reimbursed for their necessary traveling expenses, including transportation, meals, and lodging in accordance with the provisions of this article.

(Ord. No. 721, §5; Ord. No. 1416, §1)

Sec. 2-244. Officers

The aviation advisory committee shall elect a chairman from its members, who shall serve for one year and thereafter, until a successor is elected. The airport manager shall serve as the secretary of the committee but shall be without a vote in matters of the business of the committee.

(Ord. No. 721, §5; Ord. No. 1416, §1)

Sec. 2-245. Powers and duties

(a) The aviation advisory committee shall consider and recommend to the airport land use commission matters concerning the maintenance of and any revision to the master plan for airports and heliports in the county; regulations and specifications for the issuance of permit for the establishment and expansion of airports and heliports; regulations and plans for zoning the approaches to airports and heliports, and limiting the types of building and natural growth in areas adjacent to airports and heliports and the acquisition of sites for county airports and heliports. The committee shall consider and recommend to the board of supervisors the acquisition of sites for county airports and heliports, the establishment of regulations for the management and operation of such airports and heliports, and all other matters affecting or concerning airports, heliports and aircraft; regulations and plans for the development of aviation in the county; including proposals for the enlargement of existing or addition of new facilities to

serve the aviation industry, and programs for the promotion and growth of aviation.

(b) The aviation advisory committee shall assume the planning responsibilities of an airport land use commission as provided for in Article 3.5 (beginning with Section 21670) of Chapter 4 of Part 1 of Division 9 of the California Public Utilities Code, and shall have the powers and duties of such a commission.

(Ord. No. 721, §5; Ord. No. 781, §1; Ord. No. 1416, §1)

Sec. 2-246. Procedures for internal government of business

The aviation advisory committee may prepare and adopt rules and regulations for the internal government of its business and designate the time and place for its meetings, all subject to the approval of the board of supervisors.

(Ord. No. 721; §5; Ord. No. 1416, §1)

DIVISION 4. CIVIL SERVICE COMMISSION

Sec. 2-250. Created

A civil service commission is established in accordance with the provisions of Chapter 20 of this code and section 31110 et seq. of the Government Code.

(Ord. No. 1416, §1)

Sec. 2-251. Membership; qualifications; appointment; and removal

(a) The civil service commission shall consist of five members. One member shall be appointed from each supervisorial district and the appointment shall be ratified by a majority of the board members. The term of office of each member shall be for four years and the terms shall be staggered, with two terms expiring at one time, and three terms expiring two years thereafter.

(b) The board of supervisors may remove a member of the commission for cause, by the affirmative vote of at least three members, but only after informing the member, in writing, of its reason, and providing the member an opportunity to be heard in the member's own defense.

(Ord. No. 1416, §1)

Sec. 2-252. Purpose

The purpose of the civil service commission is to carry out those functions assigned to the commission by the provisions of Chapter 20 of this code.

(Ord. No. 1416, §1)

Sec. 2-253. Compensation

Members of the civil service commission shall be reimbursed for their actual and necessary expenses incurred in the performance of their duties, health and life insurance benefits, and shall receive a meeting allowance, all as established by the board of supervisors.

(Ord. No. 1416, §1)

Sec. 2-254. Staff

The county department of human resources shall render necessary staff services to the civil service commission.

(Ord. No. 1416, §1)

DIVISION 5. SOLANO COUNTY ASSESSMENT APPEALS BOARD

Sec. 2-260. Created

Pursuant to Section 13 of Article 13 of the California Constitution, and Article 1.5 of Chapter 1 of Division 1 of Part 3 of the Revenue and Taxation Code (commencing with Section 1620), there is created in the County of Solano an assessment appeals board.

(Ord. No. 1412, §1; Ord. No. 1416, §1)

Sec. 2-261. Composition

The Solano County Assessment Appeals Board shall consist of three members appointed directly by the Board of Supervisors at large from residents of Solano County. Approval of each member shall be by a majority vote of the Board of Supervisors. The Board of Supervisors shall appoint two (2) alternate members. Members shall have the minimum qualifications as set forth in Revenue and Taxation Code section 1624 et seq.

(Ord. No. 1412, §1; Ord. No. 1416, §1)

Sec. 2-262. Compensation

Members and alternates of the Solano County Assessment Appeals Board shall be compensated for attendance at regular and special meetings, and for mileage reimbursement at a rate to be established by Resolution of the Board of Supervisors.

(Ord. No. 1412, §1; Ord. No. 1416, §1)

Sec. 2-263. Powers and duties

The Solano County Assessment Appeals Board shall hear all matters pending before the Solano County Board of Equalization upon appointment of the third member; provided the Solano County Board of Equalization shall complete and

rule upon any evidentiary hearing commenced but not completed before such appointment and qualification. All new matters filed before the Solano County Assessment Appeals Board shall be heard by that Board. The Solano County Assessment Appeals Board shall have all powers of the Solano County Board of Equalization and all decisions of the Assessment Appeals Board shall have the same weight and finality as decisions of the Board of Equalization.

(Ord. No. 1412, §1; Ord. No. 1416, §1)

Sec. 2-264. Fee for findings of fact

(a) The fee for preparation of findings of fact for cases before the assessment appeals board shall be determined by the actual amount of time expended and the hourly rate paid to members of the Appeals Board. The minimum fee for preparation of findings is one hundred dollars (\$100) per parcel or application as appropriate.

(b) A deposit, in the amount of one hundred dollars (\$100), to cover the fee for preparation of findings shall be made prior to the conclusion of the hearing. Such deposit may be returned only in accordance with the provisions of Revenue and Taxation Code section 1611.5. If a request for findings of fact is abandoned by a party prior to the conclusion of the hearing, the other party may, orally or in writing, request findings upon payment of the required fee or deposit, and shall become responsible for payment of any additional fees determined by the board.

(c) The chairperson of the board, after preparation of the findings, shall provide the parties with a statement of additional fees for preparation of the findings which are in excess of the deposit amount previously submitted. Fees in excess of the deposit shall be paid by the requesting party prior to delivery of the findings.

(Ord. No. 1412, §1; Ord. No. 1416, §1)

Sec. 2-265. Counsel

County Counsel shall serve as legal counsel to the assessment appeals board.

(Ord. No. 1412, §1; Ord. No. 1416, §1)

ARTICLE IV. GRAND JURY

Sec. 2-270. Grand jurors' reimbursements

Grand Jurors of Solano County shall receive the following reimbursements:

(a) For general meetings, \$15.00 per meeting.

(b) For committee meetings, \$15.00 per meeting.

- (c) For committee approved investigative sessions, \$15.00 per session.
- (d) For orientation sessions, \$15.00 per session.
- (e) For training sessions, \$15.00 per session.
- (f) For attending eligible meetings and sessions, reimbursement at the rate provided to County employees for each mile actually traveled under the County's Travel Policy.
- (g) For meals, including tips, reimbursement at the Internal Revenue Service per diem rate provided to County employees under the County's Travel Policy and Meal/Refreshment Policy.

(Ord. No. 1165, §1; Ord. No. 1416, §1; Ord. No. 1681, §2.)

ARTICLE V. VOLUNTARY CAMPAIGN FINANCIAL CEILINGS AND LIMITS

(Ord. No. 1550, §1; Ord. No. 1577, §1)

Sec. 2-285. Independent expenditures for campaign literature

Any person who makes independent expenditures for a mass mailing, slate mailing, or other campaign materials which support or oppose any candidate for local elective office shall prominently place the following statement on the mailing or materials in typeface no smaller than 14 points:

Notice to Voters (Required by Solano County)

This mailing is not authorized or approved by any candidate for county office or by any election official. It is paid for by (name and committee identification number, address, city, state). Total cost of this mailing is \$(amount).

Sec. 2-286. Penalties

The penalties and remedies for violations of the Article shall be those set forth in the Acts.

(Ord. No. 1550, §1)

**ARTICLE VI. DISCLOSURE OF CONFIDENTIAL
CONSUMER INFORMATION BY FINANCIAL INSTITUTIONS**

Sec. 2-300. Repealed (Ord. No. 1626, §1; Ord. No. 1636, §1)

Sec. 2-301. Repealed (Ord. No. 1626, §1; Ord. No. 1636, §1)

Sec. 2-302. Repealed (Ord. No. 1626, §1; Ord. No. 1636, §1)

Sec. 2-303. Repealed (Ord. No. 1626, §1; Ord. No. 1636, §1)

Sec. 2-304. Repealed (Ord. No. 1626, §1; Ord. No. 1636, §1)

Sec. 2-305. Repealed (Ord. No. 1626, §1; Ord. No. 1636, §1)

Sec. 2-306. Repealed (Ord. No. 1626, §1; Ord. No. 1636, §1)

(Ord. No. 1155, §1; Ord. No. 1158, §2; Ord. No. 1184, §1; Ord. No. 1205, §1;
Ord. No. 1235, §1; Ord. No. 1297, §1; Ord. No. 1335, §2; Ord. No. 1337, §1; Ord.
No. 1355, §1, 2; Ord. No. 1356, §1; Ord. No. 1357, §1; Ord. No. 1358, §1; Ord.
No. 1359, §1; Ord. No. 1368, §1, 2; Ord. No. 1369, §1; Ord. No. 1371, §1; Ord.
No. 1387, §§2, 3, 4; Ord. No. 1412, §1)