

ORDINANCE NO _____

AN ORDINANCE AMENDING

COUNTY CODE CHAPTER 2 – ADMINISTRATION

ARTICLE X

THE BOARD OF SUPERVISORS OF THE COUNTY OF SANTA BARBARA ORDAINS AS FOLLOWS:

SECTION 1. Article X, Sec. 2-71 of Chapter 2 - Administration is hereby amended to read as follows:

Sec. 2-71. - Powers and duties.

The county executive officer shall have the following duties, responsibilities and authorities:

(a) The county executive officer shall be the chief administrative officer of the county and, as such, act as the primary advisor to the board of supervisors on all matters relating to the efficient and effective administration of county government.

(b) The county executive officer shall review and make recommendations on board agenda items; make periodic reports to the board on county matters and assure that items proposed for placement on the board's agenda are complete and sufficient for board decision-making; the county executive officer may withhold items from an agenda as necessary. This provision does not apply to members of the board of supervisors, each of whom has an unfettered ability to place items on the board agenda.

(c) The county executive officer shall act as the executive agent of the board of supervisors in the county's intergovernmental relationships. The county executive officer shall oversee the county's implementation of authorized intergovernmental projects and programs, assure appropriate coordination of departmental operations and resolve problems and disputes.

(d) The county executive officer shall be responsible for the management of all county functions and operations except those committed by law to elected or appointed officers of the county and be cognizant of the administration of all departments. In so doing, the county executive officer shall ensure that board of supervisors and administrative policies, regulations and operating programs are implemented.

The county executive officer shall coordinate interdepartmental activities and assist department directors in solving problems that inhibit efficient operations within a department or create friction among departments. In cases of interdepartmental disputes, the county executive officer shall mediate and seek a resolution of conflict.

(e) The county executive officer shall be responsible for the assignment of work areas, space planning and technology infrastructure among county departments.

(f) The county executive officer or designated assistant county executive officer shall exercise direct oversight of all appointed department directors and their agencies and departments except for the county counsel, who reports directly to the board of supervisors. Such appointed department directors and their agencies shall report to and be supervised by the county executive officer or designated assistant county executive officer. The county executive officer or designated assistant county executive officer shall annually evaluate the performance of appointed department directors and submit such evaluations to the board of supervisors for comment. Except as expressly provided by California law, the county executive officer shall select, appoint, suspend, remove and retain appointed department

directors. The board of supervisors shall approve the appointment of an appointed department director. At the time of appointment of any new county executive officer, the board of supervisors may reevaluate the authority provided in this section.

(g) The county executive officer shall manage the administration of county personnel ordinances including the recruitment, examination, appointment or dismissal of affected county employees, direct the county employee relations program and make, or cause to be made, recommendations to the board of supervisors concerning existing personnel conditions, or requests for additional personnel, or for any change in the classification or salary of any county employee, officer or official, presented by any department director, county officer or official thereof, or recognized employee organizations.

(h) The county executive officer shall conduct research and make studies, investigations and recommendations that could result in greater economy, efficiency and effectiveness in county government or improvement to county operations. The county executive officer shall approve on the basis of management principles such organizational changes as proposed by departments.

The county executive officer shall recommend to the board of supervisors the creation, dissolution, merger or modification of organizational elements, departments or work programs as deemed necessary for the efficient, and effective operation of county government. The county executive officer shall recommend to the board policies and procedures for the orderly conduct of the county's administrative and operational business and preparation for future county growth and development.

(i) The county executive officer, with prior approval of the board of supervisors, may retain the services of such consultants, experts or advisors, as the county executive officer deems necessary for the performance of designated duties and responsibilities.

(j) The county executive officer shall be the head of the county executive office and, subject to budget approval, is authorized to organize, staff, and administer this office to carry out all of its responsibilities.

(k) The county executive officer shall cause both the operating and capital budget planning processes to be compatible with approved county policies and long range plans. The county executive officer shall direct the preparation of and evaluate the budget requests of all departments including actual and estimated expenditures, revenues, reserves and designations. The county executive officer shall direct the preparation of the proposed budget including its timing, schedule, forms and format of department input. The county executive officer shall submit the proposed annual operating and capital budgets to the board of supervisors and shall exercise continuous review of revenues and expenditures to ensure budgetary integrity. The county executive officer shall implement any necessary fiscal controls and keep the board of supervisors informed of the financial status of the county. All departmental requests for supplemental appropriations and budget revisions shall be reviewed by the county executive officer for approval or denial with a recommendation to the board of supervisors for final approval or denial.

(m) The county executive officer shall, from time to time, conduct comprehensive management reviews and analyses of programs, projects and departments, and report the findings and recommendations to the board of supervisors.

(n) The county executive officer shall attend all meetings of the board of supervisors, except when excused, and may participate in the discussion of any matter, but shall not vote.

The county executive officer shall represent the board of supervisors in the county's governmental relationships, in accordance with board policies and instructions.

(p) The county executive officer shall assist the board of supervisors in the development and implementation of the county's strategic plan, goals and priorities, assigning responsibility for their implementation; perform such other duties as the board may direct; and keep the board advised of any and all matters that may be pertinent to the discharge of its responsibilities.

(q) Nothing contained in this article shall be construed as restricting the ability of county officers or appointed department directors from directly contacting members of the board of supervisors.

SECTION 2. This Ordinance shall take effect and be in force thirty days from the date of its final passage. Notice shall be published in accordance with Government Code Section 25124.

PASSED, APPROVED, AND ADOPTED by the Board of Supervisors of the County of Santa Barbara,
State of California, this ____day of _____, 2022, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

JOAN HARTMANN, CHAIR, BOARD OF
SUPERVISORS
COUNTY OF SANTA BARBARA

ATTEST:

MONA MIYASATO
COUNTY EXECUTIVE OFFICER
CLERK OF THE BOARD

By: _____
Deputy Clerk

APPROVED AS TO FORM:

RACHEL VAN MULLEM
COUNTY COUNSEL

By: _____
Deputy County Counsel