

ORDINANCE NO. 527.1

**AN ORDINANCE OF THE BOARD OF SUPERVISORS OF THE COUNTY OF KINGS
AMENDING SECTIONS 2-23 THROUGH 2-39 OF THE KINGS COUNTY CODE OF
ORDINANCES**

The Board of Supervisors of the County of Kings, State of California, ordains as follows:

SECTION 1. AMENDMENT OF ARTICLE II OF CHAPTER 2 OF THE KINGS
COUNTY CODE OF ODINANCES.

Article II of Chapter 2 Sections 2-23 through 2-39 of the Kings County Code of Ordinances
are hereby amended to read as follows:

ARTICLE II. – COUNTY EXECUTIVE OFFICER

Section 2-23. – Creation of office.

The office of county executive officer is hereby created.

Section 2-24. – Purpose; general principles.

The board of supervisors intends by adopting this article to provide effective
centralized administration for the government of Kings County, to the extent practical in a
county not having a charter form of government. In order to successfully carry out this
objective, it is necessary to observe the following general principles:

- (1) The board of supervisors, individually and collectively, shall:
 - a. Allow the county executive officer to make day-to-day administrative decisions;
 - b. Require all administrative matters to come to the board through the office of the county executive officer; and
 - c. Consider the county executive officer as its representative.
- (2) The county executive officer shall be professionally trained and technically competent and shall:
 - a. Understand the relationship of elected department heads to the voters, the board of supervisors, and to other department heads;

- b. Comprehend the importance of working with all department heads and make full use of their expertise to solve administrative problems; and
- c. Maintain good communications with the board of supervisors, department heads, and the public.

Section 2-25. – Appointment and removal.

The board of supervisors shall appoint the county executive officer. The county executive officer shall be employed by contract, and is an at-will employee who serves at the pleasure of the board of supervisors and may by majority vote be removed from office upon ninety (90) days written notice of such removal; except that the county executive officer shall not be removed during the first one hundred twenty (120) days following any change in membership of the board of supervisors except upon a four-fifths vote. Any action to remove shall be taken at a regular board meeting. The board may also relieve the county executive officer of his or her duties during the ninety (90) or one hundred twenty (120) days' notice period, as the case may be.

Section 2-26. – Salary and benefits.

The salary of the county executive officer shall be set by the board of supervisors and paid in the same manner as the salary of county management employees. Benefits shall be equivalent to benefits conferred upon management county employees.

Section 2-27. – Executive powers and duties generally.

The county executive officer shall be the chief executive 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, advisory agencies, and special districts under the jurisdiction of the board of supervisors. To this end, the county executive officer shall have those powers and duties set forth in this article and as reasonably implied therefrom and shall be authorized to assign or delegate the administration of these duties to any department or person under board of supervisors' control, subject to the limitations imposed by law. The county executive officer shall directly manage all county functions and operations except those committed by law to elected officers of the county and be cognizant of the administration of all departments.

Section 2-28. – General administration.

The county executive officer shall:

- (1) Administer and enforce policies established by the board of supervisors; promulgate rules and regulations as necessary to implement board policies;
- (2) Refer policy matters, and other matters beyond the county executive officer's authority, to the board of supervisors for determination, direction, or authorization;
- (3) Supervise and direct the preparation, revision, maintenance, coordination, and control of long-range plans for management of county property and the construction, alteration, and use of physical facilities necessary and proper to render county services under the jurisdiction of the board;
- (4) 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;
- (5) 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;
- (6) 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 agenda items; propose necessary revisions of the Policy and Procedures Manual and Ordinance Code in conjunction with the county counsel; make reports to the board on county matters as needed;
- (7) Implement at 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, including 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;

- (8) Negotiate contracts on behalf of the board of supervisors, subject to the limitations and procedures established by state law or authorized by the board; be responsible for the administration of all county contracts and their faithful performance;
- (9) Recommend to the board of supervisors the preparation and revision of state and federal grants-in-aid and contract programs as are, in the county executive officer's judgment, beneficial and necessary for the prevention or solution of problems in the county;
- (10) 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;
- (11) Review and make recommendations on risk management and proper level of insurance coverage;
- (12) Analyze the need for and make recommendations on hiring services, outside consultants, experts and advisors to perform and advise on any functions of county government;
- (13) Serve as the representative whose duty it shall be to meet and confer in good faith regarding wages, hours and other terms and conditions of employment in an attempt to reach agreement with representatives of certified labor organizations; and
- (14) Perform, such other duties as may be lawfully prescribed by ordinance or by resolution or order of the board of supervisors.

Section 2-29. – Budgetary matters.

The county executive officer shall:

- (1) Develop budget instructions and policies, revenue estimates, and departmental budget targets to guide departments in budget preparation;
- (2) 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;

- (3) 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;
- (4) 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, 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; and
- (5) Keep the board informed of the financial status of the county and of other matters of major significance which affect the county.

Section 2-30. – Departmental supervision.

The county executive officer shall:

- (1) Have and exercise direct oversight of all appointed department heads and their agencies and departments, except for the County Counsel, which reports directly to the board of supervisors. He or she shall exercise the full authority of the board of supervisors to select, appoint, evaluate, terminate and retain those department heads, within the limitations established by state law or the board of supervisors;
- (2) Act as the executive agent of the board of supervisors in overseeing the implementation of authorized projects and programs; assuring appropriate coordination of departmental operations; and resolving interdepartmental problems and disputes;
- (3) Evaluate all proposed departmental programs and recommend programs to the board of supervisors that should be approved or modified; periodically evaluate existing departmental programs and recommend changes to the board where they are indicated;

- (4) Evaluate departmental organization subject to the limitations of state law or the directives of the board of supervisors; recommend changes in interdepartmental organization, structure, duties or responsibilities when warranted, including authorizing the transfer of equipment between departments, recommend assigning 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;
- (5) Provide management training and develop leadership qualities among department heads to build a county management team that can plan for and meet future challenges;
- (6) 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;
- (7) Periodically review requests to fill permanent and limited-term personnel positions to assure that such positions are required and that salary funds are available; authorize advanced step; authorize and control the use of extra help and payment for overtime within available funds; and
- (8) Be responsible for orientation of new county supervisors and new department heads.

Section 2-31. – Evaluation of department heads; recommendations for appointment, suspension or dismissal.

The county executive officer shall:

- (1) Select, appoint, and establish the salary qualified candidates to fill each vacancy occurring in a department head position which the county executive officer has the power to fill, except for elective officers, and members of boards and commissions;
- (2) Dismissal or suspend any department head, except for elective officers, appointive officers with fixed terms of office, and members of boards and commissions; and

- (3) Evaluate the on-the-job performance of each department head including appointive officers with fixed terms of office and excluding elective officers. The county executive office may prepare a written record of the review. The county executive officer shall discuss his or her evaluation with the department head.

Section 2-32 – Scope of office.

No provision of this article is intended to vest in the county executive officer any duty or grant any authority which is vested by general law in or on any other county officer or employee. No provision of this article shall be construed to delegate to the county executive officer any authority required to be performed by the board of supervisors. Unless expressly authorized by a majority of the board of supervisors, the county executive officer shall have no power to bind, obligate, or commit the county or the board of supervisors in any manner. Guided by the principles established in section 2-24 above, it is the intention of the board of supervisors to adopt this article to create a position to which may be delegated executive duties, budgetary matters, and departmental supervision to be performed in and under its direction.

Sections 2-33 through 2-39. – Reserved.

SECTION 2: EFFECTIVE DATE. This Ordinance shall take effect thirty (30) days after its adoption and before the expiration of fifteen (15) days after its passage; it (or a summary) shall be published with the names of the members of the Board of Supervisors voting for and against the same in the Hanford Sentinel newspaper published in the County of Kings.

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The foregoing ordinance was duly and properly introduced at a regular meeting of the Board of Supervisors held on September 30, 2025, and adopted at a regular meeting of the Board of Supervisors of the County of Kings held on October 7, 2025, by the following vote:

AYES: Supervisors: Robinson, Valle, Neves, Verboon
NOES: Supervisors: None
ABSENT: Supervisors: Thayer
ABSTAIN: Supervisors: None



Chairman of the Board of Supervisors
County of Kings, State of California

Witness my hand and seal of said Board of Supervisors on this 7th day of October, 2025.



Clerk of said Board of Supervisors