

## **Title 2**

### **ADMINISTRATION**

#### **Chapters:**

- 2.04 BOARD OF SUPERVISORS<sup>1</sup>**
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- 2.70 CARE AND DISPOSAL OF UNCLAIMED PROPERTY**
- 2.80 UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT**
- 2.90 MASTER FEE SCHEDULE**

Chapter 2.60 Enforcement and Penalty was repealed by Ordinance 1060 adopted August 1995.  
Chapter 2.12 Clerk of the Board was repealed by Ordinance 1222 adopted November 2, 2010.

## Chapter 2.04

### BOARD OF SUPERVISORS<sup>1</sup>

#### Sections:

- 2.04.010**      *Regular meetings.*
- 2.04.020**      *Special Meetings.*
- 2.04.030**      *Salaries and expenses of supervisors.*
- 2.04.060**      *Newly elected supervisors.*
- 2.04.100**      *County board of equalization.*

#### **2.04.010 Regular meetings.**

Regular meetings of the board shall be held on the first, third and fifth Tuesday of each month in Willows, California. (Ord 1040 § 1 (Part), 1993; Ord 1036 § 1(Part), 1993; Ord. 731 § 1, 1980; Ord. 480 § 1, 1967.)

#### **2.04.020 Special Meetings.**

All special meetings of the board shall be called and held in the manner provided by law. (Ord. 480 § 2, 1967.)

#### **2.04.030 Salaries and expenses of supervisors.**

- A. On January 1 of each year or as soon thereafter as the board may deem appropriate, the Board of Supervisors will establish by ordinance the compensation of the supervisors, or may elect, as other County employees, to receive a salary based on the County pay schedule, which shall specify the range and step as appropriate, as stated in Section 3.06.021, 3.06.022 and 3.06.023. The Chairman shall receive an additional \$100 per month more than other members of the Board of Supervisors. In the event the supervisors do not enact an annual ordinance adjusting salaries, the supervisors will continue to receive the compensation pursuant to the last valid enacted ordinance.
- B. Members of the Board of Supervisors who opt out of Group Health Insurance Coverage shall receive a net monthly payment equivalent to 90% of the employee only Premium for the lowest cost health plan available, minus the amount the County must contribute to taxes, retirement contributions and other costs directly tied to salary. The board member must provide proof of Health insurance coverage in order to qualify for this payment. This payment is not authorized for members who are eligible for Medicare Part A. This payment is not authorized for members whose health insurance is subsidized by the County.
- C. Each Supervisor shall receive an annual transportation allowance for miles traveled within the County or, at the supervisor's election shall be paid, in a manner consistent with the methods for paying mileage for regular county employees, mileage expenses for miles traveled in the discharge of the supervisors' responsibilities. The rate at which mileage shall be reimbursed pursuant to this section shall be the current rate recognized by the United States Internal Revenue Service as exempt from taxation under the Internal Revenue Code.
- D. Each supervisor shall be entitled to receive necessary expenses incurred in the performance of the supervisors' duties provided funds have been budgeted for such purposes.
- E. The clerk of the board of supervisors shall maintain in a separate file all ordinances establishing and adjusting supervisors' salaries.

(Ord. 1195 § 2, 2007; Ord. 1187 § 2, 2006; Ord. 1180 § 1, 2005; Ord. 1149 § 1, 2, 2002; Ord. 1146 § 1, Ord. 1145 § 1, 2002; Ord 1124 § 1 (Part), 2000; Ord. 1111 § 1, 1999; Ord. 1110 § 1, 1999; Ord. 1090 § 1, 1997; Ord. 986 § 1,2, 1991; Ord. 846 §1, 1986; Ord. 823 § 1, 1985; Ord. 828 § 1, 1985; Ord. 817 § 1, 1984; Ord. 806 § 1, 1984; Ord. 759 § 1, 1981; Ord. 750 § 2, 1981; Ord. 718 § 1, 1979; Ord. 714 § 1, 1979; Ord. 664 § 1, 1977; Ord. 658 § 1, 1977)

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<sup>1</sup> For statutory provisions relating to the board of supervisors, see Gov. Code § 25000 et seq.; for the statutory provisions requiring that meetings of county boards of supervisors be open and public, see Gov. Code §§ 25080, 54953.

**2.04.060 Newly elected supervisors.**

- A. Upon request for a first-time supervisor elect, the board of supervisors may authorize the use of county general fund moneys for the training, and orientation of a supervisor-elect prior to the assumption of office by that supervisor-elect, including the payment of course fees, course materials, travel and per diem expenses.
- B. Such training and orientation programs, and expenses therefor, shall be those the board deems proper and beneficial to the exercise of supervisorial duties by the newly elected supervisors.
- C. In order for the board to expend county funds for the training and orientation of a supervisor-elect, the following shall be required:
  - 1. The supervisor-elect shall make a formal request of the board of supervisors for training and orientation;
  - 2. The request shall include information and/or attachments setting forth the relevant training data and/or course curriculum;
  - 3. The request shall include an itemization of estimated expenditures.

(Ord. 776 § 1, 1982.)

**2.04.100 County board of equalization.**

Effective September 6, 1982, and pursuant to the authority granted under Section 16 of Article 13 of the California Constitution and Revenue and Taxation Code Section 1601 et seq., the board of supervisors shall constitute the county board of equalization for the county. Except as otherwise provided by law, the county board of equalization shall equalize the value of all property on the local assessment roll by adjusting individual assessments. (Ord. 783 § 2, 1982.)

## Chapter 2.06

### COUNTY ADMINISTRATIVE OFFICER<sup>2</sup>

#### Sections:

- 2.06.010** *Office created.*
- 2.06.020** *Appointment and salary.*
- 2.06.030** *Consolidation of budgets.*
- 2.06.040** *Qualifications.*
- 2.06.050** *Selection, term of office, and retention.*
- 2.06.060** *General duties.*
- 2.06.070** *Special duties.*
- 2.06.080** *Delegation of Duties and Responsibilities.*

#### **2.06.010 Office created.**

There is hereby created in and for the County of Glenn a position to be known and designated as "County Administrative Officer."

- A. No provision of this article is intended to vest in the County Administrative Officer any duty or grant to him or her any authority that is vested by law in any other County officer or employee.
- B. Nothing herein shall be construed to delegate to him or her any authority or duty required to be performed by the Board of Supervisors.
- C. The County Administrative Officer shall have no power to bind, obligate or commit the County of Glenn or the Board of Supervisors in connection with any contractual obligation unless specifically authorized by action of the Board of Supervisors.

(Ord. 1172 § 2, 2005.)

#### **2.06.020 Appointment and salary.**

Upon appointment, the County Administrative Officer becomes an employee of the County. The Board of Supervisors shall set his or her salary and other terms and conditions of employment. (Ord. 1172 § 2, 2005.)

#### **2.06.030 Consolidation of budgets.**

The County Administrative Officer shall have budget authority over the Personnel Department and the Clerk of the Board of Supervisors. However, each shall operate as a division of the office of the County Administrative Officer. This section applies to the budget adopted for each fiscal year commencing after the operative date of this chapter. (Ord. 1172 § 2, 2005.)

#### **2.06.040 Qualifications.**

- A. The County Administrative Officer shall be appointed by the Board of Supervisors on the basis of educational qualifications and executive ability.
- B. He or she shall be chosen upon the basis of knowledge and skills in public administration as set forth in the County Classification Specifications for this position as adopted by the Board of Supervisors and incorporated into this Code Section by this reference.

(Ord. 1172 § 2, 2005.)

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<sup>2</sup> Former chapter 2.06 personnel director was repealed and replaced as 2.08 by Ordinance 1172, and created the county administrative office and added the personnel department and clerk of the board office as divisions thereof. For statutory provisions relating to the county administrative officer, see Gov. Code § 25000 et seq.; for statutory provisions relating to the clerk of board of supervisors, see Gov. Code § 25100 et seq.

**2.06.050 Selection, term of office, and retention.**

- A. The County Administrative Officer shall be appointed by resolution of the Board of Supervisors or by contract with the board of supervisors. The terms of any such resolution or contract shall incorporate by reference the provisions of this chapter.
- B. The term of the first County Administrative Officer shall commence on the effective date of the resolution or contract and shall terminate at 12:00 a.m. on January 1, 2007. Thereafter, the regular term of office of the County Administrative Officer shall be three years, commencing on January 1 of the year 2007 and ending at 12:00 a.m. every third year thereafter.
- C. The County Administrative Officer may be removed from office:
  - 1. By majority vote of the Board of Supervisors upon 45 days' written notice of such removal;
  - 2. Except that the County Administrator shall not be removed during the first 120 days following any change in membership of the Board of Supervisors;
    - (a) Unless there is a four-fifths vote of said Board of Supervisors. Such notice of removal shall be given at a regular meeting of the Board.
    - (b) Upon such removal, the Board may appoint an Acting County Administrator until a permanent successor is selected.
- D. Maintain residence within the County during his or her tenure in office, but he or she need not be a resident of the County at the time of appointment.
- E. A vacancy occurring in the position of the County Administrative Officer shall be filled in the same manner as appointment of the County Administrative Officer, but the Board may, by resolution or contract, appoint an interim County Administrative Officer to complete any term in lieu of appointment of a County Administrative Officer for that purpose.

(Ord. 1172 § 2, 2005.)

**2.06.060 General duties.**

The County Administrative Officer shall have the following duties and responsibilities, which may include, but are not limited to, the following:

- A. He or she shall be the Chief Administrative Officer of the County and, as such, act as the primary administrative advisor to the Board of Supervisors on all matters relating to the efficient and economical administration of County Government.
- B. He or she shall also hold the position of the Clerk of the Board, and the office of the Clerk of the Board will become a division of the County Administrative Officer's office, and the employees of the Clerk of the Board will become the employees of the County Administrative Officer.
- C. He or she will oversee the County Personnel Department, which becomes a division of the County Administrative office. The County Administrative Officer will work closely with the County Personnel Department.
- D. He or she shall 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.
- E. He or she shall directly manage all County functions and operations except those committed by law or Board of Supervisors' action to elected County officers or appointed department heads, and shall be cognizant of the administration of all departments.
- F. He or she shall exercise the full authority of the Board of Supervisors to work with the Personnel Director to recruit, interview, and recommend to the Board of Supervisors a minimum of two persons qualified for appointment to the position of non-elected department head by the Board of Supervisors.
- G. He or she shall conduct research and make studies and investigations that could result in greater economy and efficiency in County government. He or she shall review and make recommendations to the Board of Supervisors on the basis of management principles such organizational changes as proposed by departments.
- H. He or she shall recommend to the Board the creation, dissolution, merger or modification of organizational elements or work programs as deemed necessary for the efficient and economical operation of County government.
- I. He or she shall recommend to the Board policies and adopt procedures for the orderly conduct of the County's administrative affairs.

- J. He or she shall cause the budget planning process to be compatible with approved County policies and long-range plans. He or she shall work with the Director of Finance to evaluate the budget estimates of all departments and shall coordinate with the Director of Finance on the submission of a recommended annual budget to the Board of Supervisors.
- K. At the direction of the Board of Supervisors, he or she shall conduct comprehensive management reviews and analyses of programs, projects, and departments, and report his or her findings and recommendations to the Board.
- L. He or she attends and participates in meetings of the Board of Supervisors and supervises agenda preparation and follow-up.
- M. He or she provides assistance and direction to County departments and staff in the preparation of agenda items and backup documentation.
- N. He or she acts as a department head for the County Administrative Office; supervises, assigns, and reviews the work of administrative staff; hires and discharges administrative office personnel.
- O. Keeps current on pertinent federal, state and county laws and regulations pertaining to county government operations.
- P. He or she is responsible to the Board of Supervisors for strategies to assure County compliance with legal mandates, responsive and accountable County services, and cooperative solutions to regional problems.

(Ord. 1172 § 2, 2005.)

**2.06.070 Special duties.**

The County Administrative Officer shall perform such other duties as assigned by a majority vote of the Board of Supervisors and shall keep the Board advised of any and all matters which may be pertinent to the discharge of its responsibilities. (Ord. 1172 § 2, 2005.)

**2.06.080 Delegation of duties and responsibilities.**

If the Board chooses not to immediately fill the position of County Administrative Officer should it become vacant, the Board may by resolution or order delegate and assign any and/or all of the duties and responsibilities of the County Administrative Officer enumerated herein and as otherwise previously performed by the County Administrative Officer. (Ord. 1216 § 2, 2010.)

**Chapter 2.08**  
**PERSONNEL DIRECTOR**

**Sections:**

- 2.08.010**            *Office created.*  
**2.08.020**            *Appointment and salary.*  
**2.08.030**            *Qualifications.*  
**2.08.040**            *General duties.*  
**2.08.050**            *Special duties.*

**2.08.010 Office created.**

There is created in and for the county of Glenn the office of personnel director. (Ord. 1239 § 1, 2013; Ord. 1223 § 1, 2010; Ord. 1172 § 3, 2005; Ord. 1010 § 2, 1992; Ord. 864 § 2 (part), 1987.)

**2.08.020 Appointment and salary.**

The personnel director for the county shall be appointed by the board of supervisors, to serve at its pleasure. The salary of the personnel director shall be set by resolution of the board. (Ord. 1223 § 1, 2010; Ord. 1172 § 3, 2005; Ord. 1010 § 2 (part), 1992; Ord. 864 § 2 (part), 1987.)

**2.08.030 Qualifications.**

The personnel director shall possess extensive, broad-based experience in performing the duties set forth herein. (Ord. 1172 § 3, 2005; Ord. 1010 § 2, 1992; Ord. 864 § 2 (part), 1987.)

**2.08.040 General duties.**

The personnel director shall assist the board of supervisors in its enforcement of all rules, regulations and policies of the board concerning personnel matters. (Ord. 1223 § 1, 2010; Ord. 1172 § 3, 2005; Ord. 1010 § 2, 1992; Ord. 864 § 2 (part), 1987.)

**2.08.050 Special duties.**

Subject to the administrative direction of the board of supervisors, the personnel director shall exercise the following powers and perform the following duties, and all county officers and employees shall cooperate with the personnel director in the exercise and performance of such powers and duties:

- A. Advise the board on matters of personnel practices;
- B. Plan, maintain and direct central personnel services;
- C. Administer the county employee relations program;
- D. Act as the Board of Supervisor's representative in negotiations with employee groups;
- E. Conduct salary surveys and maintain the county personnel classification system, including recommending to the board the appropriate salary interrelationships of county classes;
- F. Supervise and conduct county recruitment activities;
- G. Make recommendations on departmental personnel-related budget requests;
- H. Administer the county personnel ordinance and policy and maintain a central records system for personnel matters;
- I. Administer the County Affirmative Action Program;
- J. Administer the county safety program as the Glenn County Safety Officer.

(Ord. 1239 § 1, 2013; Ord. 1223 § 1, 2010; Ord. 1182 § 1, 2006; Ord. 1172 § 3, 2005; Ord 1010 § 2, 1992; Ord. 864 § 2 (part), 1987)



**CHAPTER 2.10  
CONSOLIDATED OFFICE OF  
DIRECTOR OF FINANCE<sup>3</sup>**

Sections:

- 2.10.010**      *Office established.*
- 2.10.020**      *Consolidation of duties.*
- 2.10.030**      *Consolidation of budgets.*
- 2.10.040**      *Qualifications.*
- 2.10.050**      *Selection, term of office, and retention.*
- 2.10.060**      *Duties.*
- 2.10.070**      *Investment authority.*

**2.10.010 Office established.**

There is in the government of Glenn County the consolidated office of director of finance. (Ord. 1078 § 4, 1996.)

**2.10.020 Consolidation of duties.**

The duties of the offices of county auditor, county controller, county treasurer and county tax collector are consolidated with the duties of the office of county director of finance. (Ord. 1078 § 4, 1996.)

**2.10.030 Consolidation of budgets.**

The annual budgets of the offices of county auditor, county controller, county treasurer and county tax collector are consolidated with the annual budget of the office of director of finance. This section applies to the budget adopted for each fiscal year commencing after the operative date of this chapter. (Ord. 1078 § 4, 1996.)

**2.10.040 Qualifications.**

No person may be appointed director of finance unless the person meets any of the criteria required by Government Code Section 26945 for appointment to the office of county auditor or any of the criteria required by Government Code Section 27000.7 for appointment to the office of county treasurer. (Ord. 1078 § 4, 1996.)

**2.10.050 Selection, term of office, and retention.**

- A. The director of finance shall be appointed by resolution of the board of supervisors or by contract with the board of supervisors. The terms of any such resolution or contract shall incorporate by reference the provisions of this chapter.
- B. The term of the first director of finance shall commence on the effective date of the resolution or contract and shall terminate at 12:01 am on January 1, 2000. Thereafter, the regular term of office of the director of finance shall be four years, commencing on January 1 of the year 2000 and every fourth year thereafter. Notwithstanding any other provision in this section, effective January 1, 2012 and continuing thereafter, the regular term of office of the Director of Finance shall be two (2) years.
- C. The director of finance may be removed from office:
  - 1. By majority vote of the board of supervisors if the board finds, after a hearing before it, that good and sufficient cause exists for such removal. Unless the director and the board agree otherwise, the hearing shall be held not less than 10 days after service on the director of a notice setting forth the proposed grounds for the removal, a summary of the

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<sup>3</sup> Glenn County Measure C approved by the voters at the primary election held on March 26, 1996, was implemented by Ordinance 1078 which repealed the position of Treasurer-Tax Collector (previous Chapter 2.08; [Ord. 286 § 1, 1950; 1072 § 1, 1996]) and Auditor (previous Chapter 2.12; [Ord. 559 §§ 1,2, 1973]) and created the consolidated office of director of finance (Chapter 2.10).

Ordinance 1078 was adopted pursuant to Sections 24300.5, 24301 and 24305 and Chapter 4.6 (commencing with Section 26980) of Part 3, Division 2, Title 3 of the Government Code.

facts alleged to support each ground, and the date, time and place of the hearing before the board.

2. By proceeding under Article 3 (commencing with Section 3060) of Chapter 7 of Division 4 of Title 1 of the Government Code.
  3. In the case of a director appointed by contract, by the procedures and on the terms, if any, specified in the contract.
- D. A vacancy in the office occurring during a term shall be filled for the remainder of the term in the same manner as appointment of a director for a regular term, but the board may by resolution or contract appoint an interim director to complete any term in lieu of appointment of a director for that purpose.

(Ord. 1230 § 2, 2011; Ord. 1078 § 4, 1996.)

#### **2.10.060 Duties.**

The director of finance shall:

- A. Perform all statutory duties of all the offices consolidated with the duties of the office of director of finance.
- B. Pursuant to the budget policy established by the board of supervisors:
  1. Tabulate the proposed annual budget for the county and for those special districts whose affairs and finances are supervised and controlled by the board; and
  2. Compile and publish the final budget for each of these entities.
- C. Serve as chief accounting officer for and provide fiscal support services to subordinate service or financing districts or agencies governed by the board of supervisors.
- D. Establish and maintain a fiscal control system for all contracts that authorize the payment or receipt of money by:
  1. The county;
  2. Any special district whose affairs and finances are supervised and controlled by the board;
  3. Any county officer or agent acting on behalf of the county or such a special district; or
  4. Any district or agency for which the director is designated chief accounting officer by state law or county ordinance or resolution.
- E. Invest or reinvest the funds of the county and the funds of other depositors in the county treasury, pursuant to Chapter 4 (commencing with Section 53600) of Part 1 of Division 2 of Title 5 of the Government Code.
- F. Upon request of the board of supervisors, recommend the names of persons or firms competent to perform the annual independent audit of the office required by statute.
- G. Consistent with the provisions, requirements and limitations of the county's personnel system:
  1. Appoint two qualified assistants, one to administer and oversee the auditor and controller functions of the office, and one to administer and oversee the treasurer and tax collector functions of the office.
  2. Designate one of these assistants as next in authority to the director, to temporarily discharge the duties of the director in the director's absence or during any vacancy in the office of director.
- H. Complete any training required by statute for the offices of treasurer and tax collector.
- I. Perform other duties incidental to the primary duties of the office, as directed by the board of supervisors.

(Ord. 1078 § 4, 1996.)

#### **2.10.070 Investment Authority.**

Pursuant to Government Code Sections 27000.1 and 53607, the Director of Finance has the authority to invest or reinvest the funds of the County and the funds of other depositors in the County treasury, pursuant to Chapter 4 (commencing with Section 53600) of Part 1 of Division 2 of Title 5 of the Government Code for the period until June 30, 1998. (Board Order 3/17/98 changed section number; Ord. 1093 § 1, 1997)

CHAPTER 2.14

ASSESSOR-CLERK-RECORDER<sup>4</sup>

**Section:**

- 2.14.010 Duties of offices consolidated.*
- 2.14.020 Budgets of offices consolidated*

**2.14.010 Duties of offices consolidated.**

The duties of the offices of county assessor, county clerk and county recorder are hereby consolidated. (Ord. 1070 § 3, 1996.)

**2.14.020 Budgets of offices consolidated.**

The budgets of the offices of county assessor, county clerk and county recorder are hereby consolidated. (Ord. 1070 § 3, 1996.)

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<sup>4</sup> Former Chapter 2.14 repealed and the offices and duties of county clerk and county recorder were separated by Ordinance 1070. Ordinance History: Ord. 400 § 1, § 2, and § 3, 1962; Ord 734 § 1, 1980; Ord. 1070 § 2, 1996.

**Chapter 2.16**  
**COUNTY COUNSEL<sup>5</sup>**

**Sections:**

- 2.16.010**      *Office created.*
- 2.16.020**      *Appointment.*
- 2.16.030**      *Duties.*

**2.16.010 Office created.**

There is created in and for the county the office of county counsel. (Ord. 400 § 1, 1962.)

**2.16.020 Appointment.**

The county counsel shall be appointed by the board to serve for the term prescribed by law, said term to commence on December 31, 1962. (Ord. 400 § 2, 1962.)

**2.16.030 Duties.**

The duties of the county counsel are as set forth in the Government Code of the state of California. The county counsel shall ensure that representation is provided to the public guardian-conservator in all court proceedings involving the office pursuant to the proper pursuit of the duties of the office of public guardian-conservator. All court-awarded attorney fees generated in the proceedings shall be deposited in the county treasury. (Ord. 1240 § 1, 2013; Ord. 1182 § 2, 2006; Ord. 751 § 2, 1981; Ord. 400 § 3, 1962.)

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<sup>5</sup> For statutory provisions regarding the county counsel, see Gov. Code § 27640 et seq.

## Chapter 2.20

### SHERIFF-CORONER-LAW ENFORCEMENT OFFICERS' TRAINING<sup>6</sup>

#### Sections:

- 2.20.010** *Sheriff and Coroner duties consolidated.*
- 2.20.015** *Sheriff-Coroner and Animal Control Officer duties consolidated.*
- 2.20.020** *Property record and receipt required.*
- 2.20.030** *Property disposition and report.*
- 2.20.040** *Unclaimed property disposition.*
- 2.20.050** *Law enforcement officers' training--State statutes adopted.*
- 2.20.060** *Law enforcement officers' training--Recruitment, training standards adopted.*
- 2.20.065** *Corrections program--State aid--Selection and training standards.*
- 2.20.070** *Coroner--Embalming fees.*

#### **2.20.010 Sheriff and Coroner duties consolidated.**

The duties of the offices of sheriff and coroner are hereby consolidated. (Ord. 461 § 2, 1966.)

#### **2.20.015 Sheriff-Coroner and Animal Control Officer duties consolidated.**

The duties of the offices of Sheriff-Coroner and the Animal Control Officer are hereby consolidated, and are referenced in Title 8, Animals, of the Glenn County Code. (Ord. 1194 § 2, 2007)

#### **2.20.020 Property record and receipt required.**

The sheriff of the county shall make and keep a permanent record concerning all property coming into his or her possession as a result of the investigation of crime, or otherwise, which record shall provide for identification of each item recorded as to time and place of receipt and disposition of such property. The sheriff shall obtain a receipt and keep the same as a permanent record for all articles and items in his or her possession and delivered to the owner thereof or to other law enforcement agencies. (Ord. 1269 § 10, 2018; Ord. 379 § 1, 1959.)

#### **2.20.030 Property disposition and report.**

Any property, including money, which comes into the possession of the sheriff in the course of his or her official duties, and which property is not required to either be retained by him or her in the performance of his or her official duties or as to which there is no other provision of law for the disposal thereof, and which property has remained unclaimed for more than one year shall be disposed of by the sheriff in the following manner:

- A. Currency or coin shall be deposited with the county treasurer for deposit to the general fund of the county.
- B. All other property shall be sold by the sheriff at public auction to the highest bidder and the proceeds thereof paid over to the county treasurer for deposit to the general fund of the county. Notice of such sale shall be given by the sheriff at least five days before the time fixed therefor by publication once in a newspaper of general circulation published in the county. The notice shall give the time and place of the sale and a brief general description of the property involved.
- C. Any property which, in the opinion of the sheriff, is worthless or which if sold at public auction would not bring a sum sufficient to offset the cost of conducting the sale may be destroyed by the sheriff, or may, under the direction of the sheriff, be repaired and renovated by county prisoners and given to the director of welfare for distribution to needy persons. All property not purchased at a public auction may be disposed of in the same manner as above specified.
- D. The sheriff shall file a written report annually on or before the first day of January with the county clerk recording all of his or her proceedings under this section.

(Ord. 1269 § 10, 2018; Ord. 379 § 2, 1959.)

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<sup>6</sup> For statutory provisions regarding the office of sheriff, see Gov. Code § 26600 et seq.; for the provisions regarding the office of coroner, see Gov. Code § 27460 et seq.

**2.20.040 Unclaimed property disposition.**

Any property placed in the custody of the sheriff for the purpose of discovering the true and rightful owner thereof, shall be returned to the person depositing the same upon the filing of a written request with the sheriff within six months of the date of deposit. The request shall contain a statement by the finder that he or she desires the return of the property in order to perfect his or her title thereto pursuant to the provisions of the Civil Code of the state of California. (Ord. 1269 § 10, 2018; Ord. 379 3, 1959.)

**2.20.050 Law enforcement officers' training--State statutes adopted.**

The county declares that it desires to qualify to receive aid from the state of California under the provisions of Chapter I of Title 4, Part 4 of the California Penal Code. (Ord. 391 § 1, 1961.)

**2.20.060 Law enforcement officers' training--Recruitment, training standards adopted.**

Pursuant to Section 13522 of Chapter 1 of Title 4, Part 4 of the California Penal Code, the county, while receiving aid from the state of California, will adhere to the standards for recruitment and training established by the California Commission on Peace Officer Standards Training. (Ord. 391 § 2, 1961.)

**2.20.065 Corrections program--State aid--Selection and training standards.**

A. While receiving any state aid pursuant to Article 3, commencing with Section 6040, of the California Penal Code, the county will adhere to the standards for selection and training established by the Board of Corrections.  
(Ord. 813 § 1, 1984.)

**2.20.070 Coroner--Embalming fees.**

Whenever the coroner takes custody of a dead body pursuant to law, he or she shall make a reasonable attempt to locate the family within twenty-four hours. At the end of twenty-four hours, he or she may embalm the body, or authorize the embalming by a mortician. If the embalming has been requested by the family or by a person authorized to take charge of the body prior to such embalming, and such family or person has agreed to accept the expense, the coroner may charge and collect up to one hundred dollars. Any family, however, which has not been located within twenty-four hours of his or her custody of the body, shall not be charged more than thirty dollars. (Ord. 1269 § 10, 2018; Ord. 684 § 1, 1978.)

## Chapter 2.24

### PUBLIC GUARDIAN-CONSERVATOR-ADMINISTRATOR<sup>7</sup>

#### Sections:

- 2.24.010**      *Office designated.*
- 2.24.020**      *Duties.*
- 2.24.030**      *Salary.*

#### **2.24.010 Office designated.**

There is created in and for the county of Glenn, the office of public guardian-conservator. The office of the public administrator is hereby combined with the office of the public guardian-conservator and the position shall be appointed by the Board of Supervisors. The Board of Supervisors is also authorized to appoint the same person to the offices of public guardian-conservator and the public administrator. (Ord. 1139 § 4, 2001; Ord. 876 § 1, 1987; Ord. 539 § 1, 1971.)

#### **2.24.020 Duties.**

- A. The duties and responsibilities of the public guardian-conservator-administrator shall be as set forth in Welfare and Institutions Code Section 8000 et seq., and shall include acting as conservator and guardian of the person and/or estate of the appropriate individuals pursuant to the applicable provisions of the Probate Code and the Welfare and Institutions Code.
- B. The public guardian-conservator-administrator shall also have the duties of conservatorship investigations as defined in Welfare and Institutions Code Section 5008(g) and as provided in Welfare and Institutions Code Sections 5350 et seq.
- C. The public-guardian-administrator shall also have the duties of administrator as defined in Probate Code Section 7000 et seq.

(Ord. 1139 § 4, 2001; Ord. 752, 1981; Ord. 751 § 1 (part), 1981; Ord. 539 § 2, 1971.)

#### **2.24.030 Salary.**

- A. The salary of the public guardian-conservator-administrator and all deputy public guardian-conservator-administrators shall be as prescribed from time to time by resolution of the Board of Supervisors. Such resolution may provide that the public guardian-conservator-administrator shall receive a salary or retain all fees allowed by order of the court or any combination of salary and fees.
- B. All court-awarded fees for the services of the public guardian-conservator-administrator which are not specifically allowed by resolution to be retained by the public guardian-conservator-administrator shall be deposited in the county treasury.

(Ord. 1139 § 4, 2001; Ord. 845 § 1, 1986; Ord. 751 § 1 (part), 1981; Ord. 539 § 3, 1971.)

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<sup>7</sup> For the statutory provisions relating to the public administrator, see Government Code § 27440 et seq.; public guardian, see Welfare & Institutions Code §§ 8000 and 8015. For the statutory provisions relating to the position combination of Public Guardian-Conservator-Administrator and authority for the Board of Supervisors to appoint rather than elect, see Government Code § 24011.

## Chapter 2.26

### HEALTH SERVICES DIRECTOR

#### Sections:

<b>2.26.010</b>	<b><i>Office created.</i></b>
<b>2.26.020</b>	<b><i>Appointment.</i></b>
<b>2.26.030</b>	<b><i>Duties.</i></b>
<b>2.26.040</b>	<b><i>Staff.</i></b>

#### **2.26.010 Office created.**

There is created in and for the county, the office of health services director. (Ord. 816 § 1 (part), 1984.)

#### **2.26.020 Appointment.**

The health services director for the county shall be appointed by the board of supervisors and shall hold the office at the pleasure of the board. In addition to such other qualifications as deemed necessary by the board, the health services director shall possess those qualifications set forth in Section 5607 of the Welfare and Institutions Code. (Ord. 816 § 1 (part), 1984.)

#### **2.26.030 Duties.**

The health services director shall be responsible for the following:

- A. The duties of mental health director as set forth in Sections 5600 et seq., of the Welfare and Institutions Code;
  - B. The county alcohol program, pursuant to the provisions of Chapter 4 (commencing with Section 11795) of Part 2 of Division 10.5 of the Health and Safety Code;
  - C. The county drug program, pursuant to the provisions of Article 1 (commencing with Section 11960) of Chapter 2 of Part 3 of Division 10.5 of the Health and Safety Code;
  - D. The administrative responsibility over public and environmental health. The county health officer shall report to the health services director only concerning the administrative duties of the county health officer; but the county health officer shall not be responsible to the health services director concerning his or her duties set forth in Section 452 of the Health and Safety Code and other provisions of law;
  - E. Other duties as assigned by the board of supervisors.
- (Ord. 1269 § 10, 2018; Ord. 816 § 1 (part), 1984.)

#### **2.26.040 Staff.**

The board of supervisors shall furnish the health services director with such staff and funds as will enable him or her to perform properly the duties as set forth above. (Ord. 1269 § 10, 2018; Ord. 816 § 1 (part), 1984.)



**Chapter 2.28**  
**HEARING OFFICER**

**Sections:**

- 2.28.010**      *Office established.*
- 2.28.020**      *Powers and duties.*
- 2.28.030**      *Compensation.*

**2.28.010 Office established.**

Pursuant to the authority granted under Section 27720 of the Government Code, there is established in the county the office of county hearing officer. (Ord. 588 § 1, 1974.)

**2.28.020 Powers and duties.**

The duties, authority, powers and qualifications of the county hearing officer shall be as set forth in Chapter 14, Part 3, Division 2 of Title 3 of the Government Code of the state of California, as amended. (Ord. 588 § 2, 1974.)

**2.28.030 Compensation.**

The compensation of the county hearing officer shall be fixed by resolution of the board. (Ord. 588 § 3, 1974.)

**Chapter 2.30**  
**PUBLIC WORKS DIRECTOR**

**Sections:**

- 2.30.010**      *Office created.*
- 2.30.020**      *Appointment.*
- 2.30.030**      *Duties.*
- 2.30.040**      *Authority to accept road right-of-way.*

**2.30.010 Office created.**

There is created in and for the county, the office of public works director by consolidating the duties of the road commissioner and surveyor under the provision of Section 24300(q) of the Government Code of the state of California. (Ord. 800 § 2 (part), 1983.)

**2.30.020 Appointment.**

The public works director for the county shall be appointed by the board pursuant to Section 2006 of the Streets and Highways Code of the state of California. (Ord. 800 § 2 (part), 1983.)

**2.30.030 Duties.**

The public works director shall, in addition to the duties imposed by law as road commissioner, engineer and surveyor, be responsible for all public works, airports, roads, and solid waste disposal in the unincorporated area of the county of Glenn. (Ord. 800 § 2 (part), 1983.)

**2.30.040 Authority to accept road right-of-way.**

- A. The public works director is designated by the board of supervisors pursuant to Section 941(d) of the Streets and Highways Code of the state to accept, on behalf of the board, roads or portions thereof, into the county road system and to record conveyances to the county of real property interest for road uses and purposes. The public works director shall report all acceptances and recordings to the board at the end of each fiscal year.

- B. Pursuant to Section 66463(b) of the Government Code, the county public works director shall have the authority to approve, conditionally approve or disapprove parcel maps and shall have the authority to accept or reject dedications and offers of dedications that are made by a statement on the map.  
(Ord. 983 § 1, 1991; Ord. 974 § 1, 1990.)

## Chapter 2.32

### COUNTY VETERAN SERVICE OFFICER<sup>8</sup>

#### Sections:

- 2.32.010** *County veteran service officer--Position created.*  
**2.32.020** *County veteran service officer--Salary.*  
**2.32.030** *County veteran service officer--Appointment and duties.*

**2.32.010 County veteran service officer--Position created.**

The position of county veteran service officer for the county is created. (Ord. 826 § 1 (part), 1985.)

**2.32.020 County veteran service officer--Salary.**

The salary of the county veteran service officer shall be fixed by resolution of the board of supervisors. (Ord. 826 § 1 (part), 1985.)

**2.32.030 County veteran service officer--Appointment and duties.**

The county veteran service officer shall be appointed by the board and shall hold the office at the pleasure of the board. The county veteran service officer shall have such authority and powers as are now or may hereafter be allowed him or her by law, and he or she shall perform such duties as are now imposed by law and such additional duties as shall be required by the board. (Ord. 1269 § 10, 2018; Ord. 826 § 1 (part), 1985.)

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<sup>8</sup> Prior ordinance history: Ord. 256.

## Chapter 2.34

### CHILD SUPPORT SERVICES DIRECTOR<sup>9</sup>

#### Sections:

<i>2.34.010</i>	<i>Office Created</i>
<i>2.34.020</i>	<i>Salary</i>
<i>2.34.030</i>	<i>Appointment</i>
<i>2.34.040</i>	<i>Duties</i>

#### **2.34.010 Office created**

There is created in and for the County of Glenn the office of Child Support Services Director. (Ord. 1144 § 1 (part), 2002.)

#### **2.34.020 Salary**

The salary of the Child Support Services Director shall be fixed by resolution of the Board of Supervisors. (Ord. 1144 § 1 (part), 2002.)

#### **2.34.030 Appointment**

The Child Support Services Director for the County shall be appointed by the Board of Supervisors and shall hold the office at the pleasure of the Board. In addition to such other qualifications as deemed necessary by the Board, the Child Support Services Director shall possess those qualifications set forth in the regulations promulgated by the State Department of Child Support Services. (Ord. 1144 § 1 (part), 2002.)

#### **2.34.040 Duties**

The Child Support Services Director shall have such authority and powers as are now or may hereafter be allowed him or her by law, and he or she shall perform such duties as are now or hereafter imposed by law and such additional duties as shall be required by the Board. (Ord. 1269 § 10, 2018; Ord. 1144 § 1 (part), 2002.)

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<sup>9</sup> For the statutory provisions relating to the creation of Local Child Support Services Agency as a new county department and the appointment of administrator positions by the Board of Supervisors, see California Family Code, Division 17, Section 17403.

## Chapter 2.36

### PLANNING AGENCY, COMMISSION AND DEPARTMENT<sup>10</sup>

#### Sections:

- 2.36.010** *Planning agency established.*
- 2.36.020** *Planning commission--Members.*
- 2.36.021** *Planning commission--Meetings.*
- 2.36.022** *Compensation--Reimbursement of expenses.*
- 2.36.023** *Rules of procedure.*
- 2.36.030** *Planning department personnel.*
- 2.36.040** *Planning commission--Powers and duties.*

#### **2.36.010 Planning agency established.**

There is established in the county, a planning agency consisting of a planning commission, a planning department and the board of supervisors of the county. (Ord. 599 § 1, 1974.)

#### **2.36.020 Planning commission--Members.**

- A. Membership on the Planning commission.
1. The Glenn County Planning commission shall consist of five members.
  2. The five members shall consist of one member from each Supervisorial district.
    - a. Each member of the Board of Supervisors shall nominate one planning commissioner from their own district.
  3. The Board of Supervisors shall ratify the nomination of a Planning commissioner by the board member from that Supervisorial district.
    - a. There shall be a balance of rural and urban representation by the members of the Planning commission.
  4. The Planning commissioners shall serve at the pleasure of the Board of Supervisors.
- (Ord. 1183 § 2, 2006; Ord. 1138 §§ 1 & 2, 2001; Ord. 863 § 1, 1987; Ord. 779 § 1, 1982; Ord. 683 § 1, 1978; Ord. 599 § 2, 1974.)

#### **2.36.021 Planning commission--Meetings.**

The regular meetings of the planning commission shall be held on the third Wednesday of each and every month. All such meetings shall be held at the Courthouse, Willows, California. The meeting of each month shall be held at nine a.m. (Ord. 1183 § 2, 2006; Ord. 814 § 1, 1984; Ord. 779 § 2, 1982.)

#### **2.36.022 Compensation--Reimbursement of expenses.**

- A. The members of the planning commission shall receive compensation at the rate of thirty-five dollars per meeting day attended to a maximum of seventy dollars per month.
- B. The members of the planning commission shall be reimbursed for necessary travel expenses, including travel to and from planning commission meetings, field inspections, and training programs at the prevailing rate for mileage paid to regular county employees.
- C. Term of Office.
1. Planning commissioners shall hold office for the term of two years.
    - a. If the Planning commissioner is no longer in the Supervisorial district he or she was appointed to represent due to redistricting, then that Planning commissioner shall finish his or her term of office.
  2. The terms of office of commissioners appointed to represent Supervisorial districts 1, 3, and 5, shall expire on June 30<sup>th</sup> of each odd-numbered year.
  3. The terms of office of commissioners appointed to represent Supervisorial districts 2, and 4 shall expire on June 30<sup>th</sup> of each even-numbered year.

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<sup>10</sup> For statutory provisions requiring counties to establish planning agencies, see Gov. Code § 65100. For the statutory provisions on planning by county agencies, see Gov. Code § 65300 et seq.

4. On or before the last meeting of the Board of Supervisors in June of each year, the Board shall appoint or reappoint members to fill the vacancies occurring on June 30<sup>th</sup> of that year.
    - a. In case of a vacancy occurring prior to the expiration of the term of office of a commissioner, the Board shall appoint a replacement to fill the remainder of the unexpired term of office.
  - D. Qualifications.
    1. Planning commissioners shall be residents of Glenn County.
      - a. Planning commissioners shall not be current employees of Glenn County.
      - b. A former employee shall not be appointed to the commission until one year has passed since leaving county employment.
  - E. Appointment Process.
    1. Applications shall be accepted from residents of all areas of the county before the end of an existing two-year term, or when a vacancy occurs.
    2. When more than one application is received, the Board of Supervisors will meet and interview the applicants at a Board meeting.
    3. The Board of Supervisors shall ratify the nomination of a Planning commissioner by the Board member from that Supervisorial district.
  - F. Planning commission chairperson and vice-chairperson.
    1. The chairperson and vice-chairperson of the Planning commission shall be elected by a majority vote of all members at the first meeting of the commission in July of each year, to serve in such positions for a term of one year.
- (Ord. 1183 § 2, 2006; Ord. 779 § 3, 1982.)

**2.36.023 Rules of procedure.**

Rules of procedure for planning commission meetings, agenda contents, distribution, and item scheduling requirements and other additional rules shall be adopted by the planning commission with the approval thereof by the board of supervisors. The rules shall be supplementary to and not in conflict with the rules for conduct of public hearings established by the board of supervisors. (Ord. 779 § 4, 1982.)

**2.36.030 Planning department personnel.**

The planning department shall consist of a planning director and such other staff personnel as shall be deemed appropriate by the board. (Ord. 599 § 3, 1974.)

**2.36.040 Planning commission--Powers and duties.**

The planning commission, in combination with the planning department and the board, shall have all of the powers and authority necessary and required for the functioning of a planning agency for the county in accordance with the provisions of Chapter 3 of Title 7 of the Government Code of the state of California. (Ord. 599 § 4, 1974.)

## Chapter 2.40

### AIRPORT LAND USE COMMISSION

#### Sections:

- 2.40.010**      *Establishment – Powers.*
- 2.40.020**      *Members – Compensation.*
- 2.40.030**      *Rules of procedure.*
- 2.40.040**      *Staff*

#### **2.40.010 Establishment – Powers.**

In accordance with Article 3.5 (commencing with Section 21670) of Chapter 4 of Part I of Division 9 of the Public Utilities Code, there is created and established an airport land use commission for the county. The commission shall have the powers and duties as set forth in the provisions of the Public Utilities Code. (Ord. 1183 § 2, 2006)

#### **2.40.020 Members – Compensation.**

The Commission shall consist of seven members appointed pursuant to Section 21670 of the Public Utilities Code. Compensation, if any, shall be set by resolution of the board of supervisors. (Ord. 1183 § 2, 2006)

#### **2.40.030 Rules of procedure.**

Rules of procedure for commission meetings, agenda contents, distribution and item scheduling requirements and any additional rules shall be adopted by the commission. (Ord. 1183 § 2, 2006)

#### **2.40.040 Staff**

Staff assistance, including the mailing of notices and the keeping of minutes, and necessary quarters, equipment and supplies shall be provided by the agency. (Ord. 1183 § 2, 2006)

Former History: 02.36.035 Technical Advisory Committee (Repealed by Ord. 1183 § 2, 2006; Ord. 1019 § (Part) 1, 1992; Ord. 785 § 1, 1982; Ord. 779 § 5, 1982.)

## Chapter 2.44

### DEPARTMENT OF SOCIAL SERVICES-- GENERAL ASSISTANCE PROGRAM<sup>11</sup>

#### Sections:

2.44.010	<i>Program adopted.</i>
2.44.020	<i>Purpose of adoption.</i>
2.44.030	<i>Standards established.</i>
2.44.040	<i>Standards--Approval and adoption.</i>
2.44.050	<i>Standards--Revisions.</i>
2.44.060	<i>Operating policy--Establishment.</i>
2.44.070	<i>Operating policy--Revisions.</i>
2.44.080	<i>Determination of eligibility.</i>
2.44.090	<i>Method of payment.</i>
2.44.100	<i>Determination of kindred responsibility.</i>
2.44.110	<i>Appeal.</i>
2.44.120	<i>Variances.</i>
2.44.130	<i>False statement a misdemeanor.</i>

#### **2.44.010 Program adopted.**

There is adopted an indigent relief program for the county, to be known as the general assistance program. The general assistance program shall be the means by which the board of supervisors, under the Welfare and Institutions Code of the state of California, discharges its responsibility to provide aid for needy residents of Glenn County; and by which the board exercises, under said code, its authority to provide emergency relief for needy nonresidents living within Glenn County. (Ord. 359 § 1, 1957.)

#### **2.44.020 Purpose of adoption.**

The general assistance program is adopted to assure uniform operation of indigent relief activities throughout the county; to promote, protect and secure the general welfare of the people thereof and to assist and encourage indigents to be self-supporting. (Ord. 359 § 2, 1957.)

#### **2.44.030 Standards established.**

The Glenn County department of social services shall list the basic requirements of all people for decent, healthy, minimum standards of living and shall assign money values to each of the requirements in accordance with the minimum costs of the requirements. The department shall also list the special requirements of some persons for decent and healthy living and shall assign money values to each of the special requirements in accordance with the minimum costs of the special requirements. These basic and special requirements expressed in money figures shall be known as the standards of general assistance. (Ord. 937 § 2 (part), 1989; Ord. 359 § 3.1, 1957.)

#### **2.44.040 Standards--Approval and adoption.**

The standards of general assistance shall be submitted by the Glenn County department of social services to the board for approval and adoption. (Ord. 937 § 2, (part), 1989; Ord. 359 § 3.2, 1957.)

#### **2.44.050 Standards--Revisions.**

After adoption, the standards of general assistance shall be revised upward or downward by the Glenn County department of social services as the costs of the basic and special requirements vary, but such revisions shall have prior approval and adoption by the board before becoming effective. (Ord. 937 § 2 (part), 1989; Ord. 359 § 3.3, 1957.)

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<sup>11</sup> For the statutory provisions regarding county aid to indigent persons, see Welf. and Inst. Code § 17000 et seq.

**2.44.060 Operating policy--Establishment.**

The department of social services shall develop detailed operating policies and procedures based on this chapter, and shall submit these for review and approval of the board. Such policies and procedures shall become effective upon approval by the board. (Ord. 937 § 2, (part), 1989; Ord. 359 § 4.1, 1957.)

**2.44.070 Operating policy--Revisions.**

Revisions, deletions or additions of operating policies and procedures as developed by the department of social services, shall be submitted for review and approval of the board before becoming effective. (Ord. 937 § 2 (part), 1989; Ord. 359 § 4.2, 1957.)

**2.44.080 Determination of eligibility.**

- A. Eligibility for general assistance shall be determined by the Glenn County department of social services by measuring an applicant's readily available resources against the established standards of general assistance. Those persons, found to have such resources in lesser amounts than their needs as determined by the standards of general assistance, shall be considered to be eligible for general assistance insofar as need is concerned.
- B. Eligibility for general assistance, insofar as residence is concerned, shall be determined by the department in accordance with the Welfare and Institutions Code of the state of California, and shall change to conform to any amendments to said code.

(Ord. 937 § 2 (part), 1989; Ord. 359 § 5, 1957.)

**2.44.090 Method of payment.**

General assistance may be paid by Glenn County warrant, aid in kind, or surplus commodities. (Ord. 359 § 6, 1957.)

**2.44.100 Determination of kindred responsibility.**

- A. Determination of those kindred of recipients held to be responsible to support or contribute to the support of general assistance, recipients shall be made in accordance with the Welfare and Institutions Code of the state of California and shall change to conform to any amendments to said code.
- B. A standard for determining the extent of liability of the kindred to support recipients of general assistance shall be developed by the department of social services; such standard shall become effective upon approval of adoption by the board, and shall not be changed without prior approval of the board.

(Ord. 937 § 2 (part), 1989; Ord. 359 § 7, 1957.)

**2.44.110 Appeal.**

Any applicant for or recipient of general assistance who believes that general assistance has been improperly denied by the Glenn County department of social services or that general assistance has been granted by the department in a lesser amount than required by the standards of general assistance, may present the matter to the board of supervisors. (Ord. 937 § 2 (part), 1989; Ord. 359 § 8, 1957.)

**2.44.120 Variances.**

Where conditions exist which make compliance with any rule impracticable, the department of social services may recommend that the board modify or amend any requirement set forth in this chapter. (Ord. 937 § 2 (part), 1989; Ord. 359 § 9, 1957.)

**2.44.130 False statement a misdemeanor.**

Every person who knowingly gives any false or fraudulent statements or information to obtain assistance or benefits under this chapter is guilty of a misdemeanor. (Ord. 1060 § 14, 1995; Ord. 359 § 10, 1957.)



## Chapter 2.48

### AGRICULTURE AND HOME ECONOMICS SERVICES

#### Sections:

- 2.48.010**      *Established.*  
**2.48.020**      *Reasons for adoption.*

#### **2.48.010 Established.**

The board is authorized and directed to enter into agreement with the University of California and the United States Department of Agriculture to establish agricultural extension and home economics service in the county, and, to that end, for each fiscal year, to appropriate and use the requisite county funds and place them at the disposition of the University of California and the United States Department of Agriculture for the expenses of the farm advisor, home economics demonstration agent, and other extension agents for the county, as the director of extension may direct, the entire salary of the farm advisor, home economics demonstration agent, and other extension agents, to be borne by the University of California and the United States Department of Agriculture jointly; all in accordance with Section 31401 of the Education Code of the state of California. (Ord. 274 § 1 (part), 1948.)

#### **2.48.020 Reasons for adoption.**

The reasons for the adoption of this chapter and for the establishment of agricultural extension and home economics service in Glenn County are the following advantages thus made available; Glenn County is the only agricultural county in California not taking advantage of this service; the forty-eight other agricultural counties in California find such service a necessity, or an economically indispensable aid:

- A. To have dairy herd improvement cow test records;
- B. To have 4-H Clubs in the county;
- C. To have home economics demonstrations and assistance;
- D. To have the best available assistance in increasing butterfat content of production from dairies, neighboring counties having found this assistance caused such increase to extend twenty-five percent;
- E. To have supervised test plots for seed and fertilizers;
- F. To have requisite information to eradicate or control animal disease and insect pests;
- G. To have the value of the federal and state aid that county taxes already support lost to the county if the county fails to bear its relatively small share of the expense to make available to it agricultural extension and home economics service.

(Ord. 274 § 1 (part), 1948.)

## Chapter 2.50

### FISH, GAME AND RECREATION COMMISSION

#### Sections:

- 2.50.010**      *Established.*  
**2.50.020**      *Duties of commission.*  
**2.50.030**      *Authority of governing board.*

#### **2.50.010 Established.**

There is established in the county a fish and game commission to be known as the Glenn County fish, game and recreation commission. The commission shall consist of ten members (two selected from each supervisorial district) appointed by the board of supervisors to serve at the pleasure of the board of supervisors. The board of supervisors shall also appoint a commissioner-at-large who shall serve as an alternate. The compensation, if any, of the members of the commission shall be set by resolution of the board of supervisors. (Ord. 904 § 1 (part), 1988.)

#### **2.50.020 Duties of commission.**

The fish, game and recreation commission shall have the following duties and responsibilities:

- A. Manage the propagation and conservation of fish and game pursuant to Section 13100 of the Fish and Game Code. This includes the expenditure of funds under the direction of the board of supervisors received by the county pursuant to Section 13003 of the Fish and Game Code. All expenditures shall conform to the rules and regulations governing such funds pursuant to state and local law and such direction as may be given by the Glenn County auditor.
- B. The commission shall also have authority to manage and expend moneys within its budgetary limitations as set by the board of supervisors for development and management of recreation within the county.
- C. Establish bylaws for the conduct of its meetings. Said bylaws shall become effective only after approval by the board of supervisors.
- D. Report to the board of supervisors on a regular basis concerning the duties set forth in this section and the expenditure of money from the fish and game propagation fund.
- E. In carrying out the duties set forth in this section the commission shall comply with all ordinances, resolutions, rules and regulations established by the board of supervisors concerning all matters within its authority, including but not limited to contracts, the expenditure of funds and meetings.
- F. In addition to the express powers set forth in this section, the commission shall also have the responsibility to study and advise the board of supervisors on all matters concerning fish, game and recreation within the county.

(Ord. 904 § 1 (part), 1988.)

#### **2.50.030 Authority of governing board.**

The commission shall only have the authority expressly set forth in this chapter or expressly delegated to the commission by resolution of the board of supervisors. (Ord. 904 § 1 (part), 1988.)

## Chapter 2.52

### EMERGENCY SERVICES AND ORGANIZATION<sup>12</sup>

#### Sections:

<i>2.52.010</i>	<i>Chapter purpose.</i>
<i>2.52.020</i>	<i>Emergency defined.</i>
<i>2.52.030</i>	<i>Disaster council--Created--Membership.</i>
<i>2.52.040</i>	<i>Disaster council--Powers and duties.</i>
<i>2.52.050</i>	<i>Emergency services director and assistant director--Offices created--Powers and duties.</i>
<i>2.52.060</i>	<i>Emergency organization.</i>
<i>2.52.070</i>	<i>Emergency plan.</i>
<i>2.52.080</i>	<i>Expenditures.</i>
<i>2.52.090</i>	<i>Acts prohibited.</i>

#### **2.52.010 Chapter purpose.**

The declared purposes of this chapter are to provide for the preparation and carrying out of plans for the protection of persons and property within this county in the event of an emergency; the direction of the emergency organization; and the coordination of the emergency functions of this county with all other public agencies, corporations, organizations, and affected private persons. (Ord. 553 § 1, 1972.)

#### **2.52.020 Emergency defined.**

As used in this chapter, "emergency" means the actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within this county caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake, or other conditions, including conditions resulting from war or imminent threat of war, but other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of this county, requiring the combined forces of other political subdivisions to combat. (Ord. 553 § 2, 1972.)

#### **2.52.030 Disaster council--Created--Membership.**

The Glenn County disaster council is created and shall consist of the following:

- A. The chairman of the board, who shall be chairman;
- B. The director of emergency services, who shall be vice chairman;
- C. Such chiefs of emergency services as are provided for in a current emergency plan of this county, adopted pursuant to this chapter;
- D. Such representatives of civic, business, labor, veterans, professional, or other organizations having an official emergency responsibility, as may be appointed by the board.

(Ord. 553 § 3, 1972.)

#### **2.52.040 Disaster council--Powers and duties.**

It shall be the duty of the Glenn County disaster council, and it is empowered, to develop and recommend for adoption by the board, emergency and mutual aid plans and agreements and such ordinances and resolutions and rules and regulations as are necessary to implement such plans and agreements. The disaster council shall meet upon call of the chairman or, in his or her absence from the county or inability to call such meeting, upon call of the vice chairman. (Ord. 1269 § 10, 2018; Ord. 553 § 4, 1972.)

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<sup>12</sup> For statutory provisions authorizing cities and counties to establish disaster relief bodies, see Gov. Code § 8610 et seq. For the statutory provisions on the State Emergency Council's rules and regulations governing disaster service workers, see Gov. Code § 8580.

**2.52.050 Emergency services director and assistant director--Offices created--Powers and duties.**

- A. There is created the office of director of emergency services who shall be appointed by the board.
- B. There is created the office of assistant director of emergency services, who shall be appointed by the director.
- C. The director is empowered to:
  - 1. Request the board to proclaim the existence or threatened existence of a local emergency if the board is in session, or to issue such proclamation if the board is not in session. Whenever a local emergency is proclaimed by the director, the board shall take action to ratify the proclamation within seven days thereafter or the proclamation shall have no further force or effect;
  - 2. Recommend that the chairman of the board request the Governor to proclaim a "State of Emergency" when, in the opinion of the director, the locally available resources are inadequate to cope with the emergency;
  - 3. Control and direct the effort of the emergency organization of this county for the accomplishment of the purposes of this chapter;
  - 4. Direct cooperation between and coordination of services and staff of the emergency organization of this county; and resolve questions of authority and responsibility that may arise between them;
  - 5. Represent this county in all dealings with public or private agencies on matters pertaining to emergencies as defined in Section 2.52.020;
  - 6. In the event of the proclamation of a "local emergency" as provided in Section 2.52.050 C (1) and (2), the proclamation of a "state of emergency" by the Governor or the Director of the State Office of Emergency Services, or the existence of a "state of war emergency," the director is empowered:
    - a. To make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency; provided, however, such rules and regulations must be confirmed at the earliest practicable time by the board;
    - b. To obtain vital supplies and equipment, and such other properties found lacking and needed for the protection of life and property and to bind the county for the fair value thereof, and, if required immediately, to commandeer the same for public use;
    - c. To require emergency services of any county officer or employee and, in the event of the proclamation of a "state emergency" in the county or the existence of a "state of war emergency", to command the aid of as many citizens of this county as he or she deems necessary in the execution of his or her duties; such persons shall be entitled to all privileges, benefits, and immunities as are provided by state law for registered disaster service workers;
    - d. To requisition necessary personnel or material of any county department or agency; and
    - e. To execute all of his or her ordinary power as director of emergency services, all of the special powers conferred upon him or her by this chapter or by resolution or emergency plan pursuant hereto adopted by the board, all powers conferred upon him or her by any statute, by any agreement approved by the board, and by any other lawful authority.
- D. The director of emergency services shall designate the order of succession to that office, to take effect in the event the director is unavailable to attend meetings and otherwise perform his duties during an emergency. Such order of succession shall be approved by the board.
- E. The director of emergency services shall, with the assistance of the emergency service chiefs, develop emergency plans and manage the emergency programs of this county, and shall have such other powers and duties as may be assigned by the board.

(Ord. 1269 § 10, 2018; Ord. 555 § 1, 1972; Ord. 553 § 5, 1972.)

**2.52.060 Emergency organization.**

All officers and employees of this county, together with those volunteer forces enrolled to aid them during an emergency, and all groups, organizations, and persons who may by agreement or operation of law, including persons impressed into service under the provisions of Section 2.52.050 C(6)(c) of this chapter, be charged with duties incident to the protection of life and property in this county during such emergency, shall constitute the emergency organization of the county. (Ord. 553 § 6, 1972.)

**2.52.070 Emergency plan.**

The Glenn County disaster council shall be responsible for the development of the county emergency plan, which plan shall provide for the effective mobilization of all the resources of this county, both public and private, to meet any condition constituting a local emergency, state of emergency, or state of war emergency; and shall provide for the organization, powers and duties, services, and staff of the emergency organization. Such plan shall take effect upon adoption by resolution of the board. (Ord. 553 § 7, 1972.)

**2.52.080 Expenditures.**

Any expenditures made in connection with emergency activities, including mutual aid activities, shall be deemed conclusively to be for the direct protection and benefit of the inhabitants and property of the county. (Ord. 553 § 8, 1972.)

**2.52.090 Acts prohibited.**

No person shall, during a state of war or local emergency:

- A. Willfully obstruct, hinder, or delay any public officer or employee in the enforcement of any lawful rule or regulation issued pursuant to this chapter, or in the performance of any duty imposed upon the officer or employee by virtue of this chapter;
- B. Do any act forbidden by any lawful rule or regulation issued pursuant to this chapter, if such act is of such a nature as to give or be likely to give assistance to the enemy, or to imperil the lives or property of inhabitants of this county, or to prevent, hinder, or delay the defense or protection thereof;
- C. Wear, carry, or display, without authority, any means of identification specified by the emergency agency of the state.

(Ord. 1060 § 15, 1995; Ord. 553 § 9, 1972.)

## Chapter 2.56

### FEES FOR CIVIL SERVICES RENDERED BY DISTRICT ATTORNEY

#### Sections:

<i>2.56.010</i>	<i>Establishment.</i>
<i>2.56.020</i>	<i>Service fees.</i>
<i>2.56.030</i>	<i>Attorney fees.</i>
<i>2.56.040</i>	<i>Court fees.</i>
<i>2.56.050</i>	<i>Payment of fees.</i>

#### **2.56.010 Establishment.**

The district attorney is authorized to assess service fees as specified in Section 2.56.020, attorney fees as specified in 2.56.030, and court fees as specified in Section 2.56.040 for all services rendered in civil proceedings to obtain and enforce for child or spousal support, to establish paternity or obtain medical care for children or parents in any action where the district attorney is authorized to seek such in behalf of the county, the child or the parent. (Ord. 659 (part), 1977.)

#### **2.56.020 Service fees.**

Support orders paid through the Glenn County family trust fund shall have added to each support payment a fee of two percent. (Ord. 659 (part), 1977.)

#### **2.56.030 Attorney fees.**

A reasonable attorney fee shall be requested whenever permitted by law. Such fee sought will be an amount equal to that already provided by statute or rules of court, or five percent of the amount of a support order, or will be based on an hourly rate of fifty dollars, whichever is less. (Ord. 659 (part), 1977.)

#### **2.56.040 Court fees.**

The district attorney shall seek reimbursement of court costs (filing fee) from each support obligor. (Ord. 659 (part), 1977.)

#### **2.56.050 Payment of fees.**

Fees provided by Sections 2.56.020 and 2.56.030 shall be transferred to the general fund of the county. Fees provided by Section 2.56.040 shall be transferred to the county clerk. (Ord. 659 (part), 1977.)

## Chapter 2.65

### INDUSTRIAL DEVELOPMENT AUTHORITY

#### Sections:

- 2.65.010**      *Declaration of need.*
- 2.65.020**      *Establishment--Powers.*
- 2.65.030**      *Board of directors.*
- 2.65.040**      *Glenn County industrial development authority.*

#### **2.65.010 Declaration of need.**

In accordance with the California Industrial Development Financing Act (Government Code § 91500 et seq.), the board of supervisors finds and declares that there is a need for an industrial development authority to function in the unincorporated areas of the county. (Ord. 786 § 1 (part), 1982.)

#### **2.65.020 Establishment--Powers.**

The board of supervisors further declares that an industrial development authority shall function in the unincorporated areas of the county and is established, in accomplishment of the purposes of the Act, and to carry out and complete projects and perform and exercise derivative obligations and powers as set forth in the Act. (Ord. 786 § 1 (part), 1982.)

#### **2.65.030 Board of directors.**

The board of supervisors further declares itself to be board of directors of such industrial development authority, and all the rights, powers, privileges, duties, liabilities, disabilities and immunities vested in such a board under the Act shall be vested in this board of supervisors as such board. (Ord. 786 § 1 (part), 1982.)

#### **2.65.040 Glenn County industrial development authority.**

The authority established in the county by the Act and authorized to transact business and exercise its powers thereunder by this chapter shall be known as "the Glenn County industrial development authority." (Ord. 786 § 1 (part), 1982.)

## Chapter 2.70

### CARE AND DISPOSAL OF UNCLAIMED PROPERTY

#### Sections:

- 2.70.010**      *Authority.*
- 2.70.020**      *Purpose.*
- 2.70.030**      *Definition.*
- 2.70.040**      *Care and restitution.*
- 2.70.050**      *Procedure for sale.*

#### **2.70.010 Authority.**

This chapter is enacted pursuant to the authority provided by Section 2080.4 of the Civil Code. (Ord. 851 § 1 (part), 1986.)

#### **2.70.020 Purpose.**

The provisions of this chapter shall apply to the care, restitution, sale or destruction of unclaimed property in the possession of the sheriff of the county. (Ord. 851 § 1 (part), 1986.)

#### **2.70.030 Definition.**

"Unclaimed property" means any property found by the officers or employees of the county of Glenn upon the public streets or ways of the county or elsewhere, where the owner of the same is unknown. "Unclaimed property" also means any property in the possession of the sheriff of Glenn County which the owner thereof has not claimed and redeemed within the time limits set forth below. Property held as evidence, dangerous weapons or deadly weapons, narcotic or dangerous drugs, explosives or any property of any kind whatsoever which is prohibited by law as the same are defined or described in state or federal statutes, shall not constitute unclaimed property as herein defined. (Ord. 851 § 1 (part), 1986.)

#### **2.70.040 Care and restitution.**

All unclaimed property as above defined shall be kept by the sheriff using ordinary care to keep the same safely. If an owner appears prior to three months from the date the property came into the possession of the sheriff and produces reasonable proof of his or her ownership, and offers reimbursement to the sheriff for any storage charges incurred, the property shall be delivered to said owner upon his or her payment of the storage charges, if any, and upon said owner executing a receipt for the property. (Ord. 1269 § 10, 2018; Ord. 851 § 1, (part), 1986.)

#### **2.70.050 Procedure for sale.**

- A. The sheriff is authorized and empowered to sell at public auction, to the highest bidder, for cash, or to transfer said property to the county purchasing agent for sale to the public at public auction, any article of personal property in his or her possession, unclaimed for a period of three months.
- B. In the event the sheriff elects to sell said property, he or she shall give notice of the date, time and place of sale at least five days before the time fixed therefor by publication once in a newspaper of general circulation published in the county of Glenn.
- C. In the event the sheriff elects to transfer said property to the county purchasing agent for sale to the public at public auction, the county purchasing agent shall give notice of the time and place of sale in the same manner as provided by Article 7 (commencing with Section 25500) of Chapter 5, Part 2, Division 2, Title 3 of the Government Code for the sale of surplus personal property.
- D. If the property is transferred to the county purchasing agent pursuant to this chapter, such property shall not be redeemable by the owner or other person entitled to possession. If the county purchasing agent determines that any such property transferred to it for sale is needed for a public use, such property may be retained by the county and need not be sold.
- E. The net proceeds from any sale conducted pursuant to this chapter shall be delivered to the county treasurer for deposit in the general fund.
- F. Property for which no bid is made at such sale may be given to a nonprofit charitable organization, destroyed or otherwise disposed of as the county purchasing agent, or his or her authorized



representative, may direct.  
(Ord. 1269 § 10, 2018; Ord. 851 § 1 (part), 1986.)

## Chapter 2.80

### UNIFORM COST ACCOUNTING FOR CERTAIN PUBLIC PROJECTS

#### Sections:

- 2.80.010** *Informal bid procedures.*
- 2.80.020** *Contractors list.*
- 2.80.030** *Notice inviting informal bids.*
- 2.80.040** *Award of contracts.*
- 2.80.050** *Interpretation and application of chapter.*

#### **2.80.010 Informal bid procedures.**

Public projects, as defined by the Act and State of California amendments thereof, are adopted, incorporated, and made a part of this title by reference without further publication, and, in accordance with the limits listed in Section 22032 of the Public Contract Code, may be let to contract by informal procedures as set forth in Section 22032, et seq. of the Public Contract Code and sections 2.80.020 through 2.80.040, below. (Ord. 1193 § 2, 2007; Ord. 1058 §1, 1995.)

#### **2.80.020 Contractors list.**

A list of contractors shall be developed and maintained by the Public Works Director or an appointed designee in accordance with the provisions of Section 22034 of the Public Contract Code and criteria promulgated from time to time by the California Uniform Construction Cost Accounting Commission. (Ord. 1269 § 1, 2018; Ord. 1193 § 2, 2007; Ord. 1058 §1, 1995.)

#### **2.80.030 Notice inviting informal bids.**

Where a public project is to be performed which is subject to the provisions of this chapter, a notice inviting informal bids shall be mailed to all contractors for the category of work to be bid, as shown on the list developed in accordance with section 2.80.020, and to all construction trade journals as specified by the California Uniform Construction Code Accounting Commission in accordance with Section 22036 of the Public Contract Code. Additional contractors and/or construction trade journals may be notified at the discretion of the department/agency soliciting bids, provided however:

- A. If there is no list of qualified contractors maintained by the county for the particular category of work to be performed, the notice inviting bids shall be sent only to the construction trade journals specified by the Commission.
- B. If the product or service is proprietary in nature such that it can be obtained only from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors.

(Ord. 1193 § 2, 2007; Ord. 1058 §1, 1995.)

#### **2.80.040 Award of contracts.**

For public projects within their respective responsibilities and for which adequate funds are budgeted, and which are eligible for informal bidding pursuant to this chapter, the Planning and Community Development Services Agency and the Public Works Agency Director or an appointed designee is authorized to adopt plans, specifications and working details, give the notices required by this chapter, and award informal bids pursuant to this chapter. (Ord. 1269 § 2, 2018; Ord. 1193 § 1, 2007; Ord. 1058 §1, 1995.)

#### **2.80.050 Interpretation and application of chapter.**

- A. Nothing in this chapter shall be deemed or construed to prohibit the board of supervisors or the road commissioner from utilizing, as an alternative to the procedures set forth in the Uniform Construction Code Accounting Act, the procedures set forth in Article 25 (commencing with Section 20390) of Chapter 1 of Part 3 of Division 2 of the Public Contract Code.

- B. Nothing in this chapter shall be deemed or construed to impose procedures or create requirements applicable to public projects in cases of emergency, as provided in the Public Contract Code or the Government Code.
- C. It is the intent of the Board of Supervisors that this chapter be interpreted and applied in ways consistent with the Uniform Construction Code Accounting Act.  
(Ord. 1193 § 3, 2007; Ord. 1058 §1, 1995.)

**Chapter 2.90**

**MASTER FEE SCHEDULE**

**Sections:**

- 2.90.010**      *Intent and purpose.*
- 2.90.020**      *Types of fees included.*
- 2.90.030**      *Revisions to the Master Fee Schedule.*
- 2.90.040**      *Liability for non-payment.*

**2.90.010 Intent and purpose.**

- A. The intent of having a Glenn County Master Fee Schedule is to provide the public and others in the County with one document that has all fees for services authorized by the Board of Supervisors.
- B. The purpose is to review and update the Master Fee Schedule at reasonable and timely intervals, and to provide for ease of use and access to fees for services, charges, and a better understanding by the public of all fees charged by the County of Glenn.  
(Ord. 1173, 2005.)

**2.90.020 Types of fees included.**

A. The Master Fee Schedule shall contain the Glenn County and State-approved fees for, but not limited to, fees for permits, services, parking, and other such legal instruments which grant permission or authority to do a specific activity or to exercise a certain privilege, except that the fee schedule for the Glenn County Air Pollution Control District may be included as a courtesy to the citizens. (Ord. 1173, 2005.)

**2.90.030 Revisions to the Master Fee Schedule.**

A. The Master Fee Schedule, including but not limited to the type and amount of fees charged for services provided, may be adopted and amended by a Resolution of the Board of Supervisors during the annual budget process, and at other times of the fiscal year as necessary.

B. The procedures for revising the Master Fee Schedule are contained in the Glenn County Administrative Manual, at Chapter 5.23, adopted by Resolution.

(Ord. 1173, 2005.)

**2.90.040 Liability for non-payment.**

The amount of any fee listed in the Master Fee Schedule shall be a debt to the County of Glenn. Any person failing to pay a fee shall be liable to an action in the name of the County in any court of competent jurisdiction for the amount of the fee and the penalty imposed on such non-payment. (Ord. 1173, 2005.)