

12. Consider approving in concept "Ordinance Amending Section 1.04.140 of the Santa Cruz County Code Relating to Definitions and Titles Associated With the County Administrative Office", and take related actions ()



## **County of Santa Cruz Board of Supervisors**

### **Agenda Item Submittal**

**From:** Personnel

**Subject:** Amendment to County Code Section 1.04.140 - County Administrative Officer Title Change

**Meeting Date:** February 25, 2025

**Formal Title:** Consider approving in concept "Ordinance Amending Section 1.04.140 of the Santa Cruz County Code Relating to Definitions and Titles Associated With the County Administrative Office", and take related actions

### **Recommended Actions**

1. Consider approving in concept the attached "Ordinance Amending Section 1.04.140 of the Santa Cruz County Code Relating to Definitions and Titles Associated With the County Administrative Office" to reflect proposed changes to associated position titles and department name of the County Administrative Office;
2. Schedule the ordinance for final adoption on March 11, 2025;
3. Direct the Clerk of the Board to publish the Notice of Proposed Ordinance Summary in a newspaper of general circulation at least five days prior to the scheduled second reading and final adoption, pursuant to Government Code Section 25124; and
4. Authorize the Personnel Director, the Auditor-Controller-Treasurer-Tax Collector, and the County Administrative Officer to take all necessary administrative steps to effectuate the changes as described in this ordinance.

### **Executive Summary**

The County Administrative Office (CAO) and the Personnel Department are requesting an amendment to the County Code to change the title of the County Administrative Officer to "County Executive Officer" and the name of the department to the "County Executive Office." Additionally, updating and conforming the related position titles of Assistant County Administrative Officer and Deputy County Administrative Officer.

### **Discussion**

The County Administrative Office is responsible for supervising County departments and functions, maintaining the County budget, managing strategic initiatives, communications, legislative advocacy, intergovernmental relations, and emergency operations. The proposed changes aim to clarify the positions' purpose and department's role, emphasizing a more executive, strategic and leadership-oriented function within the County Administrative Office.

Additionally, the Personnel Department conducted a study of our eight comparable counties. Based on our review, four of the eight counties have modernized their department name to "County Executive Office." The study also identified that five of

eight counties have updated the County Administrative Officer classification title to “County Executive Officer” and made conforming changes to related position titles.

### **Financial Impact**

The County Administrative Officer classification and any corresponding positions are currently designated in the County Administrative Office’s budget. There will be no additional impact on the County Budget.

### **Strategic Initiatives**

Equity Framework - Workplace & Workforce, Leadership, Operations & Services  
Operational Plan - Operational Excellence

### **Submitted By:**

Ajita Patel, Personnel Director

### **Recommended By:**

Carlos J. Palacios, County Administrative Officer

### **Artificial Intelligence Acknowledgment:**

Artificial Intelligence (AI) did not significantly contribute to the development of this agenda item.

**PUBLIC NOTICE  
PROPOSED ORDINANCE  
(SUMMARY)**

Board of Supervisors Information (for Clerk Use only):

Approved in Concept: Click or tap to enter a date.

AMS Item: Click or tap here to enter text.

Scheduled for Second Reading & Final Adoption: 3/11/2025

Ordinance Title:

ORDINANCE AMENDING SECTION 1.04.140 OF THE SANTA CRUZ COUNTY CODE RELATED TO DEFINITIONS ASSOCIATED WITH THE COUNTY ADMINISTRATIVE OFFICE.

Ordinance Summary:

County Code section 1.04.140 provides definitions of terms used in the Santa Cruz County Code. This ordinance adds definitions of the following terms: Assistant County Administrative Officer, County Administrative Office, County Administrative Officer, and Deputy County Administrative Officer.

The full text of this ordinance is available for public review at the Office of the Clerk of the Board, Room 520, Governmental Center Building, 701 Ocean Street, 5th Floor, Santa Cruz, California 95060; and on the Internet at:

<https://santacruzcountyca.iqm2.com>

**For Clerk Use Only:**

By: Click or tap here to enter text.

Dated: Click or tap to enter a date.

**1.04.140- Definitions and interpretation of terms in the Santa Cruz County Code.**

(A)— “Across” includes along, in or upon.

(B)— “Assistant County Administrative Officer” means Assistant County Executive Officer wherever that position title is used in this Code.

(C) “Auditor” means the Santa Cruz County Auditor-Controller-Treasurer-Tax Collector.

(D) “Board” or “Board of Supervisors” means the Board of Supervisors of the County of Santa Cruz.

(E) “Code” means the Santa Cruz County Code.

(F) “County” means the County of Santa Cruz.

~~(F)~~—(G) “County Administrative Office” means County Executive Office wherever that department title is used in this Code.

(H) “County Administrative Officer” means County Executive Officer wherever that position title is used in this Code.

(I) “Deputy County Administrative Officer” means Deputy County Executive Officer wherever that position title is used in this Code.

(J) “Department of Planning” or “Planning Department” means the Department of Community Development and Infrastructure wherever those department titles are used in this Code.

(K) “Department of Public Works” or “Public Works Department” means the Department of Community Development and Infrastructure wherever those department titles are used in this Code.

(L) “Director of Public Works” or “Director of the Department of Public Works” means the Director of the Department of Community Development and Infrastructure wherever those position titles are used in this Code.

(M) “Director of the Planning Department” or “Planning Director” means the Director of the Department of Community Development and Infrastructure wherever those position titles are used in this Code.

(N) “Ex officio” means by virtue of office.

(O) “Goods” means and includes wares and merchandise.

(P) “May” means “allowed to” or “able to” as distinguished from “shall.”

(Q) “Oath” includes affirmation.

(R) “Operate” or “engage in” means and includes carry on, keep, conduct, maintain, or cause to be kept or maintained.

(S) “Owner,” as applied to a building or land, means and includes any part owner, joint owner, tenant in common, or joint tenant of the whole or part of such building or land.

(T) “Person,” unless it otherwise appears from the context as used, means and includes any person, firm, association, corporation, organization, partnership, business trust, company, public agency, school district, the State of California, and its political subdivisions or instrumentalities.

(U) “Risk Manager” refers to that specific person employed within the Personnel Department who supervises the County’s risk management activities.

(V) “Sale” means and includes any sale, exchange, barter, or offer for sale.

(W) “SCCC” means Santa Cruz County Code.

(X) “Shall” is mandatory except where it is used to direct a County or other public officer or employee to perform certain acts, in which case it is directory only.

(Y) Singular and Plural. The singular number includes the plural, and the plural the singular.

(Z) “State” means the State of California.

(AA) “Street” means and includes all streets, highways, public roads, County roads, avenues, lanes, alleys, courts, places, squares, curbs, sidewalks, parkways, or other public ways in the County which have been or may hereafter be dedicated and open to public use, or such other public property so designated in any law of this State.

(BB) “Tenant” or “occupant,” as applied to a building or land, means and shall include any person who legally inhabits and or uses the whole or part of such building or land, whether alone or with others.

(CC) Tense. The present tense includes the past and future tense, and the future, the present.

(DD) Titles of Officers and Departments. The use of the title of any officer, employee, office, commission, department or board shall mean such officer, employee, office, commission, department or board of the County of Santa Cruz.

(EE) “Writing” means handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing, any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored. Whenever any notice, report, statement or record is required or authorized by any County ordinance or code provision, it shall be made in writing in the English language unless it is expressly provided otherwise.

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE AMENDING SECTION 1.04.140 OF THE SANTA CRUZ COUNTY  
CODE RELATING TO DEFINITIONS ASSOCIATED WITH THE COUNTY  
ADMINISTRATIVE OFFICE**

The Board of Supervisors of the County of Santa Cruz (the “Board”) hereby finds and declares the following:

WHEREAS, Santa Cruz County Code Chapter 2.08 creates the position of County Administrative Officer, and defines the qualifications for, and the authorities of, the position, among other matters; and

WHEREAS, other counties in California use the more modern and clearer title of County Executive Officer for the role of County Administrative Officer; and

WHEREAS, the Board of Supervisors wishes to change the title of the County Administrative Officer to County Executive Officer and the name of the department to the County Executive Office to more clearly express the purpose and role of the position and department; and

WHEREAS, the Board of Supervisors also wishes to make conforming changes to the position titles of Assistant County Administrative Officer and Deputy County Administrative Officer;

NOW, THEREFORE, the Board of Supervisors of the County of Santa Cruz hereby ordains as follows:

**SECTION I**

Section 1.04.140 of the Santa Cruz County Code is hereby amended to read as follows:

**1.04.140 Definitions and interpretation of terms in the Santa Cruz County Code.**

- (A) “Across” includes along, in or upon.
- (B) “Assistant County Administrative Officer” means Assistant County Executive Officer wherever that position title is used in this Code.
- (C) “Auditor” means the Santa Cruz County Auditor-Controller-Treasurer-Tax Collector.
- (D) “Board” or “Board of Supervisors” means the Board of Supervisors of the County of Santa Cruz.
- (E) “Code” means the Santa Cruz County Code.
- (F) “County” means the County of Santa Cruz.

(G) “County Administrative Office” means County Executive Office wherever that department title is used in this Code.

(H) “County Administrative Officer” means County Executive Officer wherever that position title is used in this Code.

(I) “Deputy County Administrative Officer” means Deputy County Executive Officer wherever that position title is used in this Code.

(J) “Department of Planning” or “Planning Department” means the Department of Community Development and Infrastructure wherever those department titles are used in this Code.

(K) “Department of Public Works” or “Public Works Department” means the Department of Community Development and Infrastructure wherever those department titles are used in this Code.

(L) “Director of Public Works” or “Director of the Department of Public Works” means the Director of the Department of Community Development and Infrastructure wherever those position titles are used in this Code.

(M) “Director of the Planning Department” or “Planning Director” means the Director of the Department of Community Development and Infrastructure wherever those position titles are used in this Code.

(N) “Ex officio” means by virtue of office.

(O) “Goods” means and includes wares and merchandise.

(P) “May” means “allowed to” or “able to” as distinguished from “shall.”

(Q) “Oath” includes affirmation.

(R) “Operate” or “engage in” means and includes carry on, keep, conduct, maintain, or cause to be kept or maintained.

(S) “Owner,” as applied to a building or land, means and includes any part owner, joint owner, tenant in common, or joint tenant of the whole or part of such building or land.

(T) “Person,” unless it otherwise appears from the context as used, means and includes any person, firm, association, corporation, organization, partnership, business trust, company, public agency, school district, the State of California, and its political subdivisions or instrumentalities.

(U) “Risk Manager” refers to that specific person employed within the Personnel Department



who supervises the County's risk management activities.

(V) "Sale" means and includes any sale, exchange, barter, or offer for sale.

(W) "SCCC" means Santa Cruz County Code.

(X) "Shall" is mandatory except where it is used to direct a County or other public officer or employee to perform certain acts, in which case it is directory only.

(Y) Singular and Plural. The singular number includes the plural, and the plural the singular.

(Z) "State" means the State of California.

(AA) "Street" means and includes all streets, highways, public roads, County roads, avenues, lanes, alleys, courts, places, squares, curbs, sidewalks, parkways, or other public ways in the County which have been or may hereafter be dedicated and open to public use, or such other public property so designated in any law of this State.

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(DD) Titles of Officers and Departments. The use of the title of any officer, employee, office, commission, department or board shall mean such officer, employee, office, commission, department or board of the County of Santa Cruz.

(EE) "Writing" means handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing, any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored. Whenever any notice, report, statement or record is required or authorized by any County ordinance or code provision, it shall be made in writing in the English language unless it is expressly provided otherwise.

## SECTION II

Should any section, clause, or provision of this ordinance be declared by the courts to be invalid, the same shall not affect the validity of the ordinance as a whole, or parts thereof, other than the part so declared to be invalid.

## SECTION III

This ordinance shall take effect on the 31st day following final adoption.

PASSED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2025, by the Board of Supervisors of the County of Santa Cruz by the following vote:

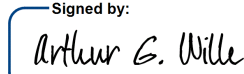
AYES: SUPERVISORS  
NOES: SUPERVISORS  
ABSENT: SUPERVISORS  
ABSTAIN: SUPERVISORS

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Felipe Hernandez  
Chairperson of the Board of Supervisors

ATTEST: \_\_\_\_\_  
Juliette Rezzato  
Clerk of the Board

APPROVED AS TO FORM:

Signed by:  
  
\_\_\_\_\_  
Arthur G. Wille  
Assistant County Counsel

## Certificate Of Completion

Envelope Id: 3A44BCC2-0DAE-47CB-BACE-6C0F9FF43B36	Status: Completed
Subject: Complete with Docusign: Ordinance Amending Ord Code section 1.04.140 -Clean.docx	
Source Envelope:	
Document Pages: 4	Signatures: 1
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Jennifer Espino-Smith
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	701 Ocean Street
	Santa Cruz, CA 95060
	Jennifer.Espino-Smith@santacruzcountyca.gov
	IP Address: 63.194.190.100

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## Signer Events

Signer	Signature	Timestamp
Arthur G. Wille Arthur.Wille@santacruzcountyca.gov County of Santa Cruz Assistant County Counsel Security Level: Email, Account Authentication (None)	<div>Signed by:</div>  <div>FD318C222C994D0...</div> <div>Signature Adoption: Pre-selected Style Using IP Address: 75.221.94.150</div>	<div>Sent: 1/31/2025 1:35:59 PM</div> <div>Viewed: 1/31/2025 2:35:22 PM</div> <div>Signed: 1/31/2025 2:36:22 PM</div>

**Electronic Record and Signature Disclosure:**  
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In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	1/31/2025 1:35:59 PM
Certified Delivered	Security Checked	1/31/2025 2:35:22 PM
Signing Complete	Security Checked	1/31/2025 2:36:22 PM
Completed	Security Checked	1/31/2025 2:36:22 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, County of Santa Cruz (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact County of Santa Cruz:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [nada.algharib@santacruzcounty.us](mailto:nada.algharib@santacruzcounty.us)

### **To advise County of Santa Cruz of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [nada.algharib@santacruzcounty.us](mailto:nada.algharib@santacruzcounty.us) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

### **To request paper copies from County of Santa Cruz**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [nada.algharib@santacruzcounty.us](mailto:nada.algharib@santacruzcounty.us) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

### **To withdraw your consent with County of Santa Cruz**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [nada.algharib@santacruzcounty.us](mailto:nada.algharib@santacruzcounty.us) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

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To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify County of Santa Cruz as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by County of Santa Cruz during the course of your relationship with County of Santa Cruz.