

W. 13.a.

## SUPPLEMENTAL MATERIAL

### Section 19. ADMINISTRATIVE DEPARTMENTS.

- (1) For purposes of carrying out the policies of the county and administering its affairs, the County shall perform administrative functions which shall be within the limitations of this charter.
- (a) finance and auditing functions, which shall include the functions of the county treasurer under state law and the functions of the county clerk under state law;
  - (b) records and elections functions, which shall include the functions of the county clerk under state law regarding elections, recording, filing, and the courts;
  - (c) health and sanitation functions, which shall include the requirements prescribed by state law for the county health officer, the county sanitarian, and the county board of health;
  - (d) public works functions, which shall include the functions of the county surveyor and county engineer under state law and all road and highway functions of the county;
  - (e) public safety functions, which shall include the functions of the constable and the sheriff under state law, except the functions of the sheriff regarding the collection of taxes;
  - (f) assessment and taxation functions, which shall include the functions of the assessor under state law and the functions of the sheriff under state law that pertain to the collection of taxes;
  - (g) general administration functions, which shall include whatever functions the board of county commissioners prescribes for it; and
  - (h) youth services (juvenile) functions which shall include all functions required under state law for juvenile delinquency and dependency cases.

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Section 21. APPOINTIVE ADMINISTRATIVE OFFICERS AND EMPLOYEES. Except as this charter provides to the contrary,

- (1) each administrative function of the county shall include whatever offices and positions the board of county commissioners or their designee establishes in that department;
- (2) all administrative officers and employees of the county other than elective administrative officers shall be appointed by the board or pursuant to its authority;
- (3) the functions of administrative officers and employees of the county shall be whatever functions the board of county commissioners or their designee prescribes for them.

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Section 22. CHANGES IN ADMINISTRATIVE DEPARTMENTS.

(1) Except as this charter provides to the contrary, the board of county commissioners may establish, combine, separate, or abolish any administrative functions except for the functions of public safety, criminal prosecution, or assessment and taxation.

(2) Any action combining, changing or abolishing the functions of public safety, the district attorney's office or the department of assessment and taxation or and action, taking away any of the roles or duties of those functions, may have no legal effect until approved either

(a) by the head of the department or

(b) by the legal voters of the county at a regular or special county election.

(3) A function of a county officer or agency prescribed by state law but not allocated to any county officer or agency by this charter shall be allocated to whatever department of the county the county administrator determines.

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