



# COUNTY OF SONOMA

575 ADMINISTRATION  
DRIVE, ROOM 102A  
SANTA ROSA, CA 95403

## SUMMARY REPORT

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**Agenda Date:** 4/14/2020

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**To:** Board of Supervisors, County of Sonoma

**Department or Agency Name(s):** County Counsel and County Administrators Office

**Staff Name and Phone Number:** Bruce Goldstein, 707-565-2421

**Vote Requirement:** Majority

**Supervisorial District(s):** All

**Title:**

Resolution Approving Standby Officer Designations for Each Member of the Board of Supervisors and an Order of Succession for the Director of Emergency Services/the County Administrator.

**Recommended Action:**

Adopt a Resolution approving standby officer designations for each member of the Board of Supervisors and an Order of Succession for the Director of Emergency Services/the County Administrator.

**Executive Summary:**

On March 2, 2020, a local emergency and a local health emergency was declared concerning the Novel Coronavirus Disease (COVID-19) outbreak which was ratified by the Board of Supervisors on March 3, 2020. On March 4, 2020, the State of California declared a public emergency and the federal government declared a federal emergency concerning the Novel Coronavirus Disease (COVID-19) outbreak.

To ensure the continuity of governance and the effective operation for the County of Sonoma in the event that any member of the Board of Supervisors or the Director of Emergency Services/the County Administrator are unable to serve during an emergency/disaster, up to three alternate members for each position can be appointed, pursuant to Government Code section 8638 and Sonoma County Code sections 10-18 and 10-5(h), respectively.

**Discussion:**

Government Code section 8638, states in pertinent part, "To provide for the continuance of the legislative and executive departments of the political subdivision during a...state of emergency or a local emergency the governing body thereof shall have the power to appoint the following standby officers: (a) Three for each member of the governing body; and (b) Three for the chief executive, if he is not a member of the governing body....Standby officers shall be designated Nos. 1, 2, and 3 as the case may be."

Sonoma County Code section 10-18 authorizes the Board of Supervisors to "appoint three standby officers for each member of such board to success to such member's duties in the event of his unavailability as a result of a disaster."

Sonoma County Code section 10-4 designates the County Administrator as the Director of Emergency Services. Sonoma County Code section 10-5(h) authorizes that the Director of Emergency Services “shall designate the order of succession to that office to take effect in the event the director is unable to attend meetings, or to otherwise perform his duties during an emergency.”

Attachment A to the attached resolution sets forth the standby officers as appointed by each Board of Supervisor. Attachment B to the attached resolution sets forth the standby officers as appointed by the Director of Emergency Services/the County Administrator for approval by the Board of Supervisors. The qualifications of each standby officer has been carefully considered and consideration has been given to places of residence and work, in accordance with California Government Code section 8639.

We are asking the Board to approve the attached Resolution appointing the standby officers as designated by each Board Member and approve the standby officers appointed by the Director of Emergency Services/the County Administrator. These individuals would be asked to fill the post in the event of an emergency in which a Board member becomes unavailable, until the Board member can return or until the election or appointment of a new Supervisor. Once standby officers are appointed, each shall have the opportunity to attend an orientation training conducted by County Counsel and the Director of Emergency Services/the County Administrator, who shall also arrange the swearing in for the standby officers. This is a key component of our continuity of government planning to ensure the governing body will be able to continue to conduct business during this emergency.

**Prior Board Actions:**

N/A

**FISCAL SUMMARY**

<b>Expenditures</b>	<b>FY 19-20 Adopted</b>	<b>FY20-21 Projected</b>	<b>FY 21-22 Projected</b>
Budgeted Expenses			
Additional Appropriation Requested			
<b>Total Expenditures</b>			
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance			
Contingencies			
<b>Total Sources</b>			

**Narrative Explanation of Fiscal Impacts:**

N/A

<b>Staffing Impacts:</b>			
<b>Position Title (Payroll Classification)</b>	<b>Monthly Salary Range (A-I Step)</b>	<b>Additions (Number)</b>	<b>Deletions (Number)</b>

**Narrative Explanation of Staffing Impacts (If Required):**

N/A

**Attachments:**

Resolution Appointing Standby Officers for the Board Members and Designating the Order of Succession for the Director of Emergency Services/the County Administrator

**Related Items "On File" with the Clerk of the Board:**

N/A