



# 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

**Department or Agency Name(s):** County Administrator's Office

**Staff Name and Phone Number:** Christina Rivera (707) 565-2431

**Vote Requirement:** Majority

**Supervisorial District(s):** Countywide

**Title:**

Consider an Ordinance Modifying the Management Role of the County Administrator and Approve a Proposed Update to the Board of Supervisors Rules of Procedure.

**Recommended Action:**

- A) Resolution introducing, reading title of, and waiving further reading of an ordinance amending Sonoma County Code Section 2-8 regarding powers, duties, and responsibilities of the County Administrator.
- B) Approve Updated Board of Supervisors Rules of Procedure.

**Executive Summary:**

Sonoma County Code Section 2-8 outlines the powers, duties, and responsibilities of the County Administrator. Within these powers, duties, and responsibilities, is the role of appointing authority and administrative oversight of specific positions and departments. Following the January 28, 2020 Board of Supervisors Strategic Planning Retreat, direction was given to expand the list of departments that over which the County Administrator is the appointing authority. The Board also asked for updated Rules of Procedure to improve efficiencies of managing the County's operations.

**Discussion:**

Staff recommends the proposed ordinance to amend the powers, duties, and responsibilities of the County Administrator to improve the efficiencies of managing County operations. The proposed ordinance would amend Sonoma County Code Section 2-8 to expand the appointing authority with respect to the group of County department heads that are delegated to the County Administrator.

The proposed changes increase the list of departments over which the County Administrator has delegated authority. Currently, the County Code gives the County Administrator appointing authority over the following three departments: General Services, Information Systems, and Emergency Management. Under the proposed changes, six additional departments would be added to the list: Human Services, Child Support, Probation, Human Resources, Permit and Resource Management, and Public Defender.

The proposed ordinance, if this action is approved today, will be considered for final adoption on April 14, 2020 and then would become effective in 30 days. The proposed ordinance is attached along with a red-lined version to identify specific changes from the current law.

To further improve efficiency of County operations, staff also proposes the Board approve the updated Rules

of Procedure. The Rules clarify that many standard board items can be considered on consent calendar. The Rules encourage regular calendar items to be reserved for significant policy considerations, public hearings, ordinances, budget adjustments. Any board member can request that a consent calendar item be moved to the regular calendar for discussion.

Annually there will be two paths to bring new policy initiatives to the Board's agenda. The first path will be at the beginning of the calendar year when the Board reviews its priorities for the upcoming twelve months. The second path will be available mid-year after budget hearings. After budget hearings, the County Administrator will schedule a discussion to review the remaining six months of the year at which point a Board member may try to add a new policy by majority vote.

The Rules also make other miscellaneous changes to continue to ensure compliance with transparency laws and other Board policies and procedures.

**Prior Board Actions:**

**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:**

<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>

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

**Attachments:**

Resolution

CAO Authority Ordinance Strike-through Version

CAO Authority Ordinance Clean Version

Board Rules and Procedures Mark-Up Version

Board Rules and Procedures Clean Version

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