



County of Sonoma

State of California

Date: January 28, 2025

Item Number: _____

Resolution Number: _____

4/5 Vote Required

Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, Amending the Conflict of Interest Code for the County of Sonoma

WHEREAS, the Political Reform Act, Government Code 8100, et. seq., requires state and local government agencies to adopt conflict of interest codes; and

WHEREAS, the County of Sonoma has previously adopted a conflict of interest code; and

WHEREAS, State law requires the County to biennially review its conflict of interest code to determine if any changes need to be made to its list of designated employees and/or disclosure categories; and

WHEREAS, the County of Sonoma has reviewed its conflict of interest code, and has determined that changes to it are necessary;

WHEREAS, each County Department was requested to review employee designations and disclosure categories pertinent to the Department, and inform the Clerk of the Board and County Counsel of any necessary revisions; and

WHEREAS, the Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regulation Section 18730, which contains the terms of a standard conflict of interest code and which can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments to the Political Reform Act, and

WHEREAS, the County of Sonoma wishes to adopt this standard code to designate which officers and employees must disclose financial interests and describe which interests must be disclosed; and

WHEREAS, County Counsel has reviewed all proposed changes and believes the Code amendments comply with state law;

Now, Therefore, Be It Resolved, the terms of 2 Cal. Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix A and Appendix B, in which disclosure categories are set forth and employees are designated, constitute the Conflict of Interest Code of the County of Sonoma, and

Be It Further Resolved, pursuant to Section 4 of the standard code, Department Heads shall file statements of economic interest with the Clerk of the Sonoma County Board of Supervisors. Other designated employees shall file statements with their Department's clerk who shall retain them at the main place of business of the department.

Supervisors:

Hermosillo:

Rabbitt:

Coursey:

Gore:

Hopkins:

Ayes:

Noes:

Absent:

Abstain:

So Ordered.

APPENDIX A

DISCLOSURE CATEGORIES	FILE SCHEDULES
1. All sources of income* , gifts, investments* and business positions in business entities, and all interests in real property** . (Persons designated to report in this category shall complete all schedules.)	ALL SCHEDULES
2. Investments* and business positions in business entities, gifts* and income* from sources which provide services, supplies, materials, machinery or equipment of the type provided by or utilized by the county.	A1 A2 CE
3. Investments* and business positions in business entities, gifts and income from sources, which provide services, supplies, materials, machinery or equipment of the type utilized by or provided by the employee's department or division.	A1 A2 CE
4. Sources of gifts and income* from, and investments* and business positions in, business entities which are subject to the regulatory, permit or licensing authority of the employee's department.	A1 A2 CE
5. Sources of gifts and income* from, and investments* and business positions in, business entities, which engage in land development, construction or the acquisition or sale of real property** ; and all interests in real property** .	ALL SCHEDULES
6. All sources of gifts and income* from providing mental health or counseling services; and investments* and business positions in business entities which provide mental health or counseling services.	A1 A2 CE
7. Investments* and business positions in business entities and gifts and income* from sources which provide medical services, including but not limited to privately owned hospitals, medical clinics, laboratories, pharmacies and ambulance companies; and Investments* and business positions in business entities and gifts and income* from sources which manufacture, sell or distribute medical equipment or services of the type leased or loaned by the county to ambulance services, medical services such as police, sheriff and fire rescue units, trauma centers and emergency rooms; Investments* and business positions in business entities and gifts and income* from sources of the type providing training for persons engaged in medical service programs.	A1 A2 CE
8. Gifts and Income* from individuals who are county employees, or who appear before the Civil Service Commission as an employee's representative.	CE
9. Investments * and business positions in business entities and gifts and income* from sources which provide transportation services subject to the review or approval of the Transportation and Public Works Department and all interests in real property** . 9 (a) Investments , positions in business entities, and gifts and income from wineries, hotels, motels, restaurants, providers of entertainment, and other business entities of the type whose goods or services are used or purchased by tourists or to promote tourism; (b) any investments in, income and gifts from, or business positions in any entity that supplies goods or services to the Sonoma County Tourism Program; and (c) gifts of over \$50 from anyone with an interest in or who receives income from any industry listed in (a) or (b) above.	A1 A2 BC A1 A2 CD E
10(a) Investments, business positions in business entities, and income from sources which manufacture, sell, or distribute goods or services to the entertainment industry, including the movie industry, television industry, or advertisement industry; (b) any investments in, income from, or business positions in any entity which produces movies, television shows, or advertisements; (c) any investments in, income from, or business positions in any entity that supplies goods or services to the Sonoma County Film Office; and (d) gifts of over \$50 from anyone with an interest in or who receives income from any industry listed in (a), (b), or (c) above.	A1 A2 CD E
11. Investments, business positions in business entities, gifts and income from sources which provide services, supplies, materials, goods or facilities of the type utilized by the Committee, Commission or Board or that receive, are planning to receive, or have received, within the last two years, grants, sponsorships or other monies from the Committee, Commission or Board.	A1 A2 CDE

* Only investments in and sources of income and gifts from business entities, and sources of income, which do business in Sonoma County, plan to do business in Sonoma County, or have done business in Sonoma County within the past two years should be reported. In addition to other activities, a business entity is doing business within Sonoma County if it owns **real property** within the County.

** Interests in real property which is located in whole or in part within or not more than two miles outside the boundaries of Sonoma County or within two miles of any land owned or used by Sonoma County, or investments in business entities, which buy and sell real property in Sonoma County.

<u>CATEGORY</u>	<u>SCHEDULES</u>
Business Positions	A2,C
Commission Income	A2,C
Gifts received by family members	D (Disclosure may not be required)
Gifts received from family members	D (Disclosure not required, see Schedule D)
Income to my business	A2
Individual Retirement Account	A1, B
Investments	A1,A2
Loans made to others	C (Disclosure not required, but report repayments on Schedule C)
Loans received	B, C
Loans to my business	A2 A1,
Owning a business or partnership	A2
Real estate holdings	B (A2 if held by business entity/trust)
Rental income	B, C
Rental property	B (A2 if held by a business entity/trust)
Sale of home/automobile/boat	C
Sole proprietorship	A2
Spouse or registered domestic partner's income	A2,C
Stock holdings	A1, A2
Tickets and passes	D
Travel reimbursements or payments	E
Trusts	A2

APPENDIX A

DISCLOSURE CATEGORIES	FILE SCHEDULES
1. All sources of income* , gifts, investments* and business positions in business entities, and all interests in real property** . (Persons designated to report in this category shall complete all schedules.)	ALL SCHEDULES
2. Investments* and business positions in business entities, gifts* and income* from sources which provide services, supplies, materials, machinery or equipment of the type provided by or utilized by the county.	A1 A2 CE
3. Investments* and business positions in business entities, gifts and income from sources, which provide services, supplies, materials, machinery or equipment of the type utilized by or provided by the employee's department or division.	A1 A2 CE
4. Sources of gifts and income* from, and investments* and business positions in, business entities which are subject to the regulatory, permit or licensing authority of the employee's department.	A1 A2 CE
5. Sources of gifts and income* from, and investments* and business positions in, business entities, which engage in land development, construction or the acquisition or sale of real property** ; and all interests in real property** .	ALL SCHEDULES
6. All sources of gifts and income* from providing mental health or counseling services; and investments* and business positions in business entities which provide mental health or counseling services.	A1 A2 CE
7. Investments* and business positions in business entities and gifts and income* from sources which provide medical services, including but not limited to privately owned hospitals, medical clinics, laboratories, pharmacies and ambulance companies; and Investments* and business positions in business entities and gifts and income* from sources which manufacture, sell or distribute medical equipment or services of the type leased or loaned by the county to ambulance services, medical services such as police, sheriff and fire rescue units, trauma centers and emergency rooms; Investments* and business positions in business entities and gifts and income* from sources of the type providing training for persons engaged in medical service programs.	A1 A2 CE
8. Gifts and Income* from individuals who are county employees, or who appear before the Civil Service Commission as an employee's representative.	CE
9. Investments* and business positions in business entities and gifts and income* from sources which provide transportation services subject to the review or approval of the Transportation and Public Works Department and all interests in real property** . 9 (a) Investments , positions in business entities, and gifts and income from wineries, hotels, motels, restaurants, providers of entertainment, and other business entities of the type whose goods or services are used or purchased by tourists or to promote tourism; (b) any investments in, income and gifts from, or business positions in any entity that supplies goods or services to the Sonoma County Tourism Program; and (c) gifts of over \$50 from anyone with an interest in or who receives income from any industry listed in (a) or (b) above.	A1 A2 BC A1 A2 CD E
10(a) Investments , business positions in business entities, and income from sources which manufacture, sell, or distribute goods or services to the entertainment industry, including the movie industry, television industry, or advertisement industry; (b) any investments in, income from, or business positions in any entity which produces movies, television shows, or advertisements; (c) any investments in, income from, or business positions in any entity that supplies goods or services to the Sonoma County Film Office; and (d) gifts of over \$50 from anyone with an interest in or who receives income from any industry listed in (a), (b), or (c) above.	A1 A2 CD E
11. Investments , business positions in business entities, gifts and income from sources which provide services, supplies, materials, goods or facilities of the type utilized by the Committee, Commission or Board or that receive, are planning to receive, or have received, within the last two years, grants, sponsorships or other monies from the Committee, Commission or Board.	A1 A2 CDE

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Rental income	B, C
Rental property	B (A2 if held by a business entity/trust)
Sale of home/automobile/boat	C
Sole proprietorship	A2
Spouse or registered domestic partner's income	A2,C
Stock holdings	A1, A2
Tickets and passes	D
Travel reimbursements or payments	E
Trusts	A2

AG Commissioner – Weights and Measures

APPENDIX B

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Administrative Services Officer	1
Agricultural Commissioner/Sealer	1
Agricultural Vineyard & Conservation Coordinator	1
Agricultural/Weights & Measures Inspector I/II/III	4
Assistant Agricultural Commissioner/Sealer	1
Chief Deputy Agricultural Commissioner	3, 4, 5
Chief Deputy Sealer	3, 4
Department Analyst	3
<u>Department Program Manager</u>	<u>1</u>
Deputy Agricultural Commissioner	4, 5
Senior Agricultural/Weights & Measures Inspector	4, 5

*Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following:

The Department Head may determine in writing that a particular consultant, although in a “designated position” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant’s duties and based upon that description, a statement of the extent of the disclosure requirements. The Chairman’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code.

APPENDIX B- Revised January 2025
Auditor-Controller-Treasurer-Tax Collector

<u>Designated Positions:</u>	<u>Disclosure Category:</u>
Auditor-Controller-Treasurer-Tax Collector	1 (Statutory Filer) *
Assistant Auditor-Controller-Treasurer-Tax Collector	1 (Statutory Filer) **
Investment and Debt Officer	1 (Statutory Filer) **
Treasury Manager	1 (Statutory Filer) **
Treasury Oversight Committee Member <u>and Appointed Alternates</u>	1**
Accounting Manager	3**
Audit Manager	3**
Enterprise Financial Systems Manager	3**
Administrative Services Officer II	3**
Administrative Services Officer I (Disaster Finance Officer)	3**
Consultants	***

* Original Form 700 filed with Clerk of the Sonoma County Board of Supervisors and forwarded to FPPC per Government Code §87500(e)

** Form 700 filed with the Auditor-Controller-Treasurer-Tax Collector's Office

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**COUNTY CLERK-RECORDER-ASSESSOR-
REGISTRAR OF VOTERS**

Designated Positions:

Disclosure Category:

County Clerk-Recorder-Assessor-Registrar of Voters	1
Administrative Services Officer	1
Department Analyst	1
Department Information Systems Manager	1
Consultants	**
Chief Deputy County Clerk-Recorder	3
Chief Deputy Assessor	3,5
Department Information Systems Specialist	5
Department Information Systems Coordinator	5
Chief of Assessment Standards	5
Chief Appraiser	5
Appraiser I/II/III/IV	5
Assessment Process Manager	5
Supervising Assessment Specialist (Ownership/Exemption)	5
Assessment Specialist (Ownership/Exemption)	5
Supervising Auditor-Appraiser	5
Senior Auditor-Appraiser	5
Auditor-Appraiser I/II	5
Valuation Consultants	**
Chief Deputy Registrar of Voters	1
Elections Manager	1

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ECONOMIC DEVELOPMENT COLLABORATIVE

<u>Designated Positions:</u>	<u>Disclosure Category:</u>
Executive Director	1
<u>Director of Business & Innovation</u>	<u>2</u>
<u>Business Development Manager</u>	<u>2</u>
Program Managers	2
Broadband Analyst	2
<u>Fiscal Analyst</u>	<u>3</u>
<u>Creative Sonoma Analyst</u>	<u>2</u>
Consultants	**

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APPENDIX B – Revised January ~~2023~~2025

Human Resources

Designated Positions:

Disclosure Categories:

Director	1
Deputy Human Resources Director	2,7
Risk Manager	2,7
Civil Service Commissioners	8
Commission on Human Rights Commissioners	<u>11</u>
Commission on the Status of Women Commissioners	<u>11</u>
Employee and Labor Relations Manager	2,7
Recruitment and Classification Manager	2,7
Employee Benefits Manager	2,7
Equal Employment Opportunity Manager	2,7
Human Resources Information Systems Manager	2,7
Risk Management Analyst III	2,7
Training Manager	2,7
Administrative Services Officer II	2,7
Supervising Human Resources Analyst	<u>2</u>
Department Program Manager	2
Department Analyst	2
Consultants	*

*Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitations:

The Department Head may determine in writing that a particular consultant, although in a “Designated Position” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant’s duties and based upon that description, a statement of the extent of the disclosure requirements. The Department Head’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

HUMAN SERVICES – January 2025

Designated Positions:	Disclosure Category
Director of Human Services	1
Accountant I	3, 6
Accountant II	3, 6
Accountant III	3, 6
Accounting Technician	3, 6
Administrative Aide	3, 6
Administrative Services Officer I	3, 6
Adult & Aging Supervisors, Adult & Aging Social Service Sup. I	3, 6
Adult & Aging Social Worker	3, 6
Assistant Director	1
Chef	3, 6
Chief Public Administrator/Guardian/Conservator	3
Child Protective Services Social Work Supervisor	3, 6
Department Accounting Manager	3, 6
Department Administrative Services Director	1
Department Analyst	3, 6
Department Information Systems Manager	3
Family, Youth & Children Eligibility Supervisor	3, 6
Family, Youth & Children Legal Staff Supervisor	3, 6
Family, Youth & Children Office Support Supervisor	3, 6
Family, Youth & Children Social Service Supervisor I	3, 6
Human Services Division Director	1
Human Services Section Manager	3, 6
IHSS Public Authority Manager	3, 6
Program Development Manager	3, 6
Program Planning & Evaluation Analyst	3, 6
Program Specialist	3, 6
Public Assistance Systems Manager	3, 6
Public Assistance Systems Specialist	3, 6
Residential Clinical Manager	3, 6
Senior Department Human Resources Manager	1
Senior Department Information Systems Manager	3
Senior Storekeeper	3
Supervising Accountant	3, 6
Valley of the Moon Children's Home Manager	3, 6
Veterans Service Officer	6, 7
Consultants	**

**Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

REVISED HUMAN SERVICES DEPT. 10-31-2024

The department head may determine in writing that a particular consultant, although a "designated position", is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and based upon that description, a statement of the extent of disclosure requirements. The department head's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

Sonoma County Public Infrastructure Appendix B - Revised January 2025

Designated Positions

Disclosure Category

Administrative Services Officer II (<i>Fiscal</i>)	1
Airport Manager	1
Airport Marketing Specialist	3, 9
Airport Property Specialist (Right of Way Agent II)	3, 5
Assistant Airport Manager	3, 5, 9
Assistant Fleet Manager	2
Assistant Purchasing Agent	2
Buyer	2
Capital Projects Manager	2
Deputy Director	1
Director	1
Energy and Sustainability Manager (this position moved to CEO)	2
Engineering Division Manager	3
Fleet Manager	2
Fleet & Equipment Manager (Public Works Roads)	3
Integrated Waste Operations Division Manager	3, 4
Purchasing Agent	1
Real Estate Manager	2,5
Road Operations Division Manager	3
Roads Operation Coordinator	3
Senior Capital Projects Manager	2
Transit Systems Manager	3, 9
Transit Specialist II	3
Vegetation Control Advisor	3
Consultants	**

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AG Commissioner/Weights & Measures – Revised January 2025
APPENDIX B

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Administrative Services Officer	1
Agricultural Commissioner/Sealer	1
Agricultural Vineyard & Conservation Coordinator	1
Agricultural/Weights & Measures Inspector I/II/III	4
Assistant Agricultural Commissioner/Sealer	1
Chief Deputy Agricultural Commissioner	3, 4, 5
Chief Deputy Sealer	3, 4
Department Analyst	3
Department Program Manager	1
Deputy Agricultural Commissioner	4, 5
Senior Agricultural/Weights & Measures Inspector	4, 5

*Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following:

The Department Head may determine in writing that a particular consultant, although in a “designated position” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant’s duties and based upon that description, a statement of the extent of the disclosure requirements. The Chairman’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code.

APPENDIX B- Revised January 2025
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<u>Designated Positions:</u>	<u>Disclosure Category:</u>
Auditor-Controller-Treasurer-Tax Collector	1 (Statutory Filer) *
Assistant Auditor-Controller-Treasurer-Tax Collector	1 (Statutory Filer) **
Investment and Debt Officer	1 (Statutory Filer) **
Treasury Manager	1 (Statutory Filer) **
Treasury Oversight Committee Member and Appointed Alternates	1**
Accounting Manager	3**
Audit Manager	3**
Enterprise Financial Systems Manager	3**
Administrative Services Officer II	3**
Administrative Services Officer I (Disaster Finance Officer)	3**
Consultants	***

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**COUNTY CLERK-RECORDER-ASSESSOR-
REGISTRAR OF VOTERS**

Designated Positions:

Disclosure Category:

County Clerk-Recorder-Assessor-Registrar of Voters	1
Administrative Services Officer	1
Department Analyst	1
Department Information Systems Manager	1
Consultants	**
Chief Deputy County Clerk-Recorder	3
Chief Deputy Assessor	3,5
Department Information Systems Specialist	5
Chief of Assessment Standards	5
Chief Appraiser	5
Appraiser I/II/III/IV	5
Assessment Process Manager	5
Supervising Assessment Specialist (Ownership/Exemption)	5
Assessment Specialist (Ownership/Exemption)	5
Supervising Auditor-Appraiser	5
Senior Auditor-Appraiser	5
Auditor-Appraiser I/II	5
Valuation Consultants	**
Chief Deputy Registrar of Voters	1
Elections Manager	1

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ECONOMIC DEVELOPMENT COLLABORATIVE

<u>Designated Positions:</u>	<u>Disclosure Category:</u>
Executive Director	1
Business Development Manager	2
Program Managers	2
Broadband Analyst	2
Fiscal Analyst	3
Creative Sonoma Analyst	2
Consultants	**

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APPENDIX B – Revised January 2025

Human Resources

Designated Positions:

Disclosure Categories:

Director	1
Deputy Human Resources Director	2
Risk Manager	2
Civil Service Commissioners	8
Commission on Human Rights Commissioners	11
Commission on the Status of Women Commissioners	11
Employee and Labor Relations Manager	2
Recruitment and Classification Manager	2
Employee Benefits Manager	2
Equal Employment Opportunity Manager	2
Human Resources Information Systems Manager	2
Risk Management Analyst III	2
Training Manager	2
Administrative Services Officer II	2
Supervising Human Resources Analyst	2
Department Program Manager	2
Department Analyst	2
Consultants	*

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Accountant II	3, 6
Accountant III	3, 6
Accounting Technician	3, 6
Administrative Aide	3, 6
Administrative Services Officer I	3, 6
Adult & Aging Supervisors, Adult & Aging Social Service Sup. I	3, 6
Adult & Aging Social Worker	3, 6
Assistant Director	1
Chef	3, 6
Chief Public Administrator/Guardian/Conservator	3
Child Protective Services Social Work Supervisor	3, 6
Department Accounting Manager	3, 6
Department Administrative Services Director	1
Department Analyst	3, 6
Department Information Systems Manager	3
Family, Youth & Children Eligibility Supervisor	3, 6
Family, Youth & Children Legal Staff Supervisor	3, 6
Family, Youth & Children Office Support Supervisor	3, 6
Family, Youth & Children Social Service Supervisor I	3, 6
Human Services Division Director	1
Human Services Section Manager	3, 6
IHSS Public Authority Manager	3, 6
Program Development Manager	3, 6
Program Planning & Evaluation Analyst	3, 6
Program Specialist	3, 6
Public Assistance Systems Manager	3, 6
Public Assistance Systems Specialist	3, 6
Residential Clinical Manager	3, 6
Senior Department Human Resources Manager	1
Senior Department Information Systems Manager	3
Senior Storekeeper	3
Supervising Accountant	3, 6
Valley of the Moon Children's Home Manager	3, 6
Veterans Service Officer	6, 7
Consultants	**

**Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The department head may determine in writing that a particular consultant, although a "designated position", is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and based upon that description, a statement of the extent of disclosure requirements. The department head's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

Sonoma County Public Infrastructure Appendix B – Revised January 2025

Designated Positions

Disclosure Category

Administrative Services Officer II (<i>Fiscal</i>)	1
Airport Manager	1
Airport Marketing Specialist	3, 9
Airport Property Specialist (Right of Way Agent II)	3, 5
Assistant Airport Manager	3, 5, 9
Assistant Fleet Manager	2
Assistant Purchasing Agent	2
Buyer	2
Capital Projects Manager	2
Deputy Director	1
Director	1
Engineering Division Manager	3
Fleet Manager	2
Fleet & Equipment Manager (Roads)	3
Integrated Waste Operations Division Manager	3, 4
Purchasing Agent	1
Real Estate Manager	2,5
Road Operations Division Manager	3
Roads Operation Coordinator	3
Senior Capital Projects Manager	2
Transit Systems Manager	3, 9
Transit Specialist II	3
Vegetation Control Advisor	3
Consultants	**

***consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitations: The department head may determine in writing that a particular consultant, although a "Designated Position" is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the Consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The department head's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.*