



COUNTY OF SONOMA

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

SUMMARY REPORT

Agenda Date: 1/28/2025

To: Board of Supervisors

Department or Agency Name(s): County Counsel

Staff Name and Phone Number: Deputy County Counsel Kristin Horrell, (707) 565-2421

Vote Requirement: Majority

Supervisorial District(s): All

Title:

County of Sonoma Conflict of Interest Code Update

Recommended Action:

Adopt the resolution revising the conflict of interest code for the County of Sonoma.

Executive Summary:

This item amends the County of Sonoma's Conflict of Interest Code ("COIC"). A COIC identifies the public officials, employees and consultants who should be filing statements of economic interest (Form 700s) and which financial interests must be disclosed for each respective position. State law requires that every two years a local agency review its COIC to ensure it accurately reflects the current structure of the organization and properly identifies all individuals who should be filing statement of economic interests. Accordingly, the County has reviewed its COIC and determined these amendments were needed.

Discussion:

This item amends the County of Sonoma's own Conflict of Interest Code ("COIC").

State law requires that each local agency adopt a COIC identifying (1) those positions in which officers or employees make or participate in making governmental decisions that affect government spending ("designated employees"), and (2) the types of personal interests which could be affected by those decisions ("disclosure categories").

State law also requires that every even numbered year, each local agency review its COIC to determine whether any changes should be made. By July 1, 2024, the Clerk of the Board contacted all Department Filing Officers and requested that Department Heads review the list of designated employees within their department. Departments have suggested changes to reflect positions added, title and responsibility changes, and positions deleted. County Counsel has reviewed and approved these changes.

Appendix A to the attached resolution designates the County's disclosure categories, which has been updated to add a newly tailored disclosure category. Appendix B to the attached resolution designates the changes being made to the County's list of designated employees.

County departments and offices that are amending their list of designated employees and/or disclosure categories are the Department of Agriculture, Weights & Measure, Auditor-Controller-Treasurer-Tax Collector,

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Clerk-Recorder-Assessor, Economic Development Collaborative, Human Resources, Human Services and Public Infrastructure.

Specific revisions to each department’s list of designated employees are as follows:

Department of Agriculture, Weights & Measure: Includes a new position that makes or participates in making governmental decisions.

Auditor-Controller-Treasurer-Tax Collector: Includes a new position that makes or participates in making governmental decisions.

Clerk-Recorder-Assessor: Includes a new position that makes or participates in making governmental decisions and deletes the title of a position that either no longer exists, is no longer allocated in the department, or no longer makes or participates in making governmental decisions.

Economic Development Collaborative: Includes new positions that make or participate in making governmental decisions and updates name of Department.

Human Resources: Includes new positions that make or participate in making governmental decisions, revises the title of an existing position and updates disclosure categories.

Human Services Department: Includes new positions that make or participate in making governmental decisions.

Public Infrastructure: Revises the title of existing positions and deletes the titles of a position no longer allocated in the department.

Staff requests the Board adopt the Resolution amending the County’s COIC.

Strategic Plan:

N/A

Racial Equity:

Was this item identified as an opportunity to apply the Racial Equity Toolkit?

No

Prior Board Actions:

Biennially, last in 2023: Approved Conflict of Interest Code amendments for various agencies.

FISCAL SUMMARY

Expenditures	FY23-24 Adopted	FY24-25 Projected	FY25-26 Projected
Budgeted Expenses			

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Additional Appropriation Requested			
Total Expenditures			
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance			
General Fund Contingencies			
Total Sources			

Narrative Explanation of Fiscal Impacts:

The action is administrative in nature; no budgetary impacts are associated with this item.

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

Narrative Explanation of Staffing Impacts (If Required):

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Attachments:

Resolution Amending the Conflict of Interest Code for the County of Sonoma

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

Click or tap here to enter text.