



County of Sonoma

State of California

Date: July 22, 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 81000, 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 every agency shall amend its conflict of interest code when change is necessitated by changed circumstances, including the creation of new positions which must be designated and relevant changes in the duties assigned to existing positions; and

WHEREAS, the County of Sonoma has reviewed its conflict of interest code, and has determined that changes 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 amend its conflict of interest 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 an amendment to 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

**COUNTY CLERK-RECORDER-ASSESSOR-
REGISTRAR OF VOTERS** *(ROV adopting COIC as separate department)*

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

**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.

APPENDIX B

HUMAN SERVICES Amended July 8, 2025

<u>Designated Positions:</u>	<u>Disclosure Categories:</u>
Director of Human Services	1
Accountant I	3,6
Accountant II	3,6
Accountant III	3,6
Accounting Technician	3,6
Administrative Aide (except Economic Assistance & Employment & Training)	3,6
Administrative Services Officer I	3,6
Adult & Aging Supervisors, Adult & Aging Social Service Supervisor- I II (Replace / with //)	3,6
Adult & Aging Social Worker	3,6
Assistant Director	1
Chef (Family, Youth, and Children's)	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
Employment & Training Social Services Supervisor II (New position added)	3,6
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 (except Economic Assistance & Information Technology)	3,6
Program Specialist (except Economic Assistance)	3,6
Public Assistance Systems Manager (except Economic Assistance & Information Technology)	3,6
Public Assistance Systems Specialist (except Economic Assistance & Information Technology)	3,6
Residential Clinical Manager (Family, Youth, and Children's)	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.

COUNTY CLERK-RECORDER-ASSESSOR-

Designated Positions:

Disclosure Category:

County Clerk-Recorder-Assessor	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	**

**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.

APPENDIX B

HUMAN SERVICES Amended July 8, 2025

<u>Designated Positions:</u>	<u>Disclosure Categories:</u>
Director of Human Services	1
Accountant I	3,6
Accountant II	3,6
Accountant III	3,6
Accounting Technician	3,6
Administrative Aide (except Economic Assistance & Employment & Training)	3,6
Administrative Services Officer I	3,6
Adult & Aging Supervisors, Adult & Aging Social Service Supervisor II	3,6
Adult & Aging Social Worker	3,6
Assistant Director	1
Chef (Family, Youth, and Children's)	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
Employment & Training Social Services Supervisor II	3,6
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 (except Economic Assistance & Information Technology)	3,6
Program Specialist (except Economic Assistance)	3,6
Public Assistance Systems Manager (except Economic Assistance & Information Technology)	3,6
Public Assistance Systems Specialist (except Economic Assistance & Information Technology)	3,6
Residential Clinical Manager (Family, Youth, and Children's)	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.

APPENDIX “B”

**County Registrar of Voters Department
Conflict of Interest Code Adopted July 2025**

APPENDIX B

<u>Designated Positions</u>	<u>Disclosure categories</u>
Registrar of Voters	1
Chief Deputy Registrar of Voters	1
Elections Manager	1
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 Registrar of Voters 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 ROV’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.