



County of Sonoma

State of California

Date: February 6, 2024

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, in Resolution No. 91-1227, this Board adopted a Conflict of Interest Code ("County Code") for the County of Sonoma; and

Whereas, the Political Reform Act, Government Code section 87306 requires that every agency shall amend its Conflict of Interest Code when change is necessitated by changed circumstances, including the creation of new position and relevant changes in the duties assigned to existing positions; 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 County Code due to changed circumstances and designate which officers and employees should 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 Exhibit A and Exhibit B, in which members and employees are designated and disclosure categories are set forth, constitute the County Code, 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:

Gorin:

Coursey:

Gore:

Hopkins:

Rabbitt:

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 |

* 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 "B" REVISED ~~January 2023~~ February 2024

Board of Supervisors / County Administrators Office

| <u>Designated Positions:</u> | <u>Disclosure Category:</u> |
|--|-----------------------------|
| Assistant County Administrator | 1 |
| Deputy County Administrator | 1 |
| Principal Analyst | 1 |
| Administrative Analyst I/II/III | 1 |
| Department Analyst I/II/III | 1 |
| Administrative Service Officer I/II/III | 1 |
| Climate Action Resiliency Director | 1 |
| Climate Analyst | 1 |
| County Communications Manager | 1 |
| County Communications Specialist | 1 |
| Chief Deputy Clerk of the Board | 1 |
| Board of Supervisors District Director | 1 |
| Board of Supervisors Aide | 1 |
| Board of Supervisors Field Representative | 1 |
| Energy & Sustainability Program Manager | 1 |
| Supervising County Communications Specialist | 1 |
| Department Analyst – Project | 1 |
| Administrative Analyst I/II/III – Project | 1 |
| Board of Supervisors Staff Assistant I/II | 1 |
| Board of Supervisors | * |
| County Administrator | * |
| Consultants | ** |

**Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclose 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 disclose 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’s Head determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

***Designated 87200 filers.** Government Code Section 87200 identifies, in part, County elected officials (Board of Supervisors) and the County Administrator as statutory filers who are required to file Statements of Economic Interests.

Appendix B – Revised ~~March 2023~~ February 2024 Permit and Resource Management Department

| <u>Designated Positions:</u> | <u>Disclosure Category:</u> |
|---|-----------------------------|
| Administrative Services Officer I | 1 |
| Assistant Director | 1 |
| Building Division Manager | 1 |
| Business Development Manager | 1 |
| Department Program Manager | 1 |
| Deputy Director – Engineering & Construction | 1 |
| Deputy Director – Planning | 1 |
| Director | 1 |
| Engineering Division Manager | 1 |
| PRMD Division Manager | 1 |
| Fire Warden / Marshal | 2 |
| Accountant, II, III | 3 |
| Administrative Aide | 3 |
| Department Analyst | 3 |
| Fire Services Officer (Assistant Fire Marshal, Hazmat/CUPA) | 3 |
| Building Inspector, I/II, Senior, Supervising | 4, 5 |
| Building Plans Examiner I/II, Senior | 4, 5 |
| Code Enforcement Inspector I/II, Senior, Supervisor | 4, 5 |
| Customer Service Supervisor | 4, 5 |
| Engineering Assistant, Junior, Senior | 4, 5 |
| Engineering Technician, Aide, I/II/III/ & IV | 4, 5 |
| Environmental Health Specialist Trainee, I/II, Senior, Supervisor | 4, 5 |
| Environmental Specialist, Senior | 4, 5 |
| Fire Inspector I, II, Senior | 4, 5 |
| Geologist, Professional | 4, 5 |
| Licensed Land Surveyor | 4, 5 |
| Permit Technician I/II | 4, 5 |
| Planner I/II/III, Supervising | 4, 5 |
| Planning Technician | 4, 5 |
| Consultants/Contractors | ** |

** Consultants/Contractors 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.

Appendix B Revised February 2024
Board of Supervisors / County Administrators Office

| <u>Designated Positions:</u> | <u>Disclosure Category:</u> |
|--|-----------------------------|
| Assistant County Administrator | 1 |
| Administrative Analyst I/II/III | 1 |
| Administrative Analyst I/II/III Project | 1 |
| Administrative Services Officer | 1 |
| Board of Supervisors Aide | 1 |
| Board of Supervisors Staff Assistant I/II | 1 |
| Board of Supervisors Field Representative | 1 |
| Chief Deputy Clerk of the Board | 1 |
| County Communications Manager | 1 |
| County Communications Specialist | 1 |
| Deputy County Administrator | 1 |
| Department Analyst | 1 |
| Department Analyst Project | 1 |
| Energy & Sustainability Program Manager | 1 |
| Principal Analyst | 1 |
| Supervising County Communications Specialist | 1 |
| <i>County Administrator</i> | * |
| <i>Board of Supervisors</i> | * |
| 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.

***Designated 87200 filers.** Government Code Section 87200 identifies, in part, County elected officials (Board of Supervisors) and the County Administrator as statutory filers who are required to file Statements of Economic Interests.

Appendix B – Revised February 2024 Permit and Resource Management Department

| <u>Designated Positions:</u> | <u>Disclosure Category:</u> |
|---|-----------------------------|
| Administrative Services Officer I | 1 |
| Assistant Director | 1 |
| Building Division Manager | 1 |
| Business Development Manager | 1 |
| Department Program Manager | 1 |
| Deputy Director – Engineering & Construction | 1 |
| Deputy Director – Planning | 1 |
| Director | 1 |
| Engineering Division Manager | 1 |
| PRMD Division Manager | 1 |
| Fire Warden / Marshal | 2 |
| Accountant, II, III | 3 |
| Administrative Aide | 3 |
| Department Analyst | 3 |
| Fire Services Officer (Assistant Fire Marshal, Hazmat/CUPA) | 3 |
| Building Inspector, I/II, Senior, Supervising | 4, 5 |
| Building Plans Examiner I/II, Senior | 4, 5 |
| Code Enforcement Inspector I/II, Senior, Supervisor | 4, 5 |
| Customer Service Supervisor | 4, 5 |
| Engineering Assistant, Junior, Senior | 4, 5 |
| Engineering Technician, Aide, I/II/III/ & IV | 4, 5 |
| Environmental Health Specialist Trainee, I/II, Senior, Supervisor | 4, 5 |
| Environmental Specialist, Senior | 4, 5 |
| Fire Inspector I, II, Senior | 4, 5 |
| Geologist, Professional | 4, 5 |
| Licensed Land Surveyor | 4, 5 |
| Permit Technician I/II | 4, 5 |
| Planner I/II/III, Supervising | 4, 5 |
| Planning Technician | 4, 5 |
| Consultants/Contractors | ** |

** Consultants/Contractors 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.