



COUNTY OF SONOMA

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

SUMMARY REPORT

Agenda Date: 2/6/2024

To: Board of Supervisors

Department or Agency Name(s): County Counsel

Staff Name and Phone Number: Kristin Horrell, Deputy County Counsel (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 action makes revisions to the County's Conflict of Interest Code. Conflict of Interest Codes are governed by state law, codified in California Government Code sections 87300-87314, and is a process to protect the public's interest in ensuring government employees are not making decisions to promote their own financial interests. The law requires that a Conflict of Interest Code be amended when change is necessitated by changed circumstances. The County Administrator's Office/Board of Supervisors and Permit Sonoma have determined that their respective list of designated employees need to be changed due to changed circumstances.

Discussion:

This item amends the County of Sonoma's own Conflict of Interest Code ("Code"). California Government code section 87302 requires that each local agency adopt a Conflict of Interest code identifying (1) those positions in which officers or employees make decisions affecting government spending ("designated employees"), and (2) the types of personal interests which could be affected by those decisions ("disclosure categories").

California Government Code section 87306 requires that a Conflict of Interest Code be amended when change is necessitated by changed circumstances, including the creation of new positions and relevant changes in the duties assigned to existing positions. The County Administrator's Office/Board of Supervisors and Permit Sonoma have both determined that their respective list of designated employees needs to be amended due to a change in circumstances. The changes made by each department reflect either new positions that make or participate in making governmental decisions or existing positions whose duties have changed and who now make or participate in making governmental decisions. County Counsel has reviewed and approved these changes.

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

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BOS/CAO: Existing positions whose duties have changed and who now make or participate in making governmental decisions.

Permit Sonoma: Include a new position that makes or participates in making governmental decisions.

The proposed changes to the County's Code are attached.

Strategic Plan:

Racial Equity:

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

No

[Click here to enter text.](#)

Prior Board Actions:

March 14, 2023 - The last amendment to the County's Conflict of Interest Code.

Biannually, last adoption on January 24, 2023.

FISCAL SUMMARY

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

This item has no fiscal impact and is administrative in nature.

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

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Narrative Explanation of Staffing Impacts (If Required):

N/A

Attachments:

Resolution Amending the Conflict of Interest Code for the County of Sonoma with Exhibits A and B

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

N/A