



## SUMMARY REPORT

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**Agenda Date:** 1/24/2023

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**To:** Board of Supervisors, Community Development Commission Board of Commissioners, Sonoma County Agricultural Preservation and Open Space District Board of Directors and Sonoma County Water Agency Board of Directors

**Department or Agency Name(s):** County Counsel

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

**Vote Requirement:** Majority

**Supervisory District(s):** All

**Title:**

Conflict of Interest Code Update for Non-County Agencies

**Recommended Action:**

Acting as the Board of Directors of the Sonoma County Agricultural and Open Space District (SCAPOSD), adopt a resolution approving the amendment to the SCAPOSD's Conflict of Interest Code.

Acting as the Board of Supervisors in its role as the code reviewing body, adopt resolutions approving conflict of interest code amendments for the SCAPOSD, Bodega Bay Public Utility District, Cazadero Community Services District, Northern Sonoma County Air Pollution Control District, Sonoma County Employee Retirement Association, Sonoma County Fire District, Valley of the Moon Water District, Sonoma County Library Commission, Sonoma County Tourism Bureau, Sonoma County Transportation Authority, Fort Ross School District, Gravenstein School District, Mark West Union School District, Oak Grove Union School District, Old Adobe Union School District, Santa Rosa City School District, Sonoma Valley Unified School District, West Side Union School District, West Sonoma County Union High School District and Wright Elementary School District.

Acting as the Board of Supervisors in its role as the code reviewing body, adopt resolutions approving conflict of interest codes for the newly created RED Housing Fund and Renewable Enterprise District.

Acting as the Board of Supervisors in its role as the code reviewing body, adopt resolutions dissolving conflict of interest codes for the Bodega Bay Fire Protection District, Forestville Fire Protection District, Palm Drive Health Care District, Sotoyome Resource Conservation District, and Southern Sonoma County Resource Conservation District.

**Executive Summary:**

State law 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"). This item requests two actions. The first recommended action is by the Board of Directors of the Sonoma County Agricultural and Open Space Preserve District to adopt its updated conflict of interest code. The second recommended action is by the Board of Supervisors acting as the code reviewing body to approve all of the non-County entities' updated conflict of interest codes, including amendments to codes, adopting new codes

and dissolving codes of entities that no longer exist.

**Discussion:**

***Sonoma County Agricultural Preserve and Open Space District***

The Sonoma County Agricultural Preserve and Open Space District is updating its code. The District is amending its code to add positions and revise the titles of existing positions.

***Board of Supervisors***

Once local jurisdictions approve their updated conflict of interest codes, they submit them to the Board of Supervisors for approval as the code reviewing body for all jurisdictions, except cities, within the County. This board item involves the standard biannual review of conflict of interest code amendments. State law requires that at the close of each even numbered year each agency review its code and determine whether any changes should be made. Amended and newly adopted codes must then be reviewed and approved by the Board of Supervisors as the code reviewing body for the local agencies. A number of agencies and districts in the County have amended their codes to update position titles and add or delete positions that are no longer required to be included in the conflict of interest codes. In addition, staff recommends adopting new conflict of interest codes for the newly created RED Housing Fund and the Renewable Enterprise District and dissolving the conflict of interest codes for the Bodega Bay Fire Protection District, Forestville Fire Protection District, Palm Drive Health Care District, Sotoyome Resource Conservation District, and Southern Sonoma County Resource Conservation District, as those agencies no longer exist.

County Counsel has reviewed these changes, and the codes as submitted appear to comply with the requirements of the Political Reform Act. The agencies have been notified that the Board would consider this matter today, and they were requested to notify district employees of their right to be heard on proposed amendments. No one has requested an opportunity to appear.

**Strategic Plan:**

N/A

**Prior Board Actions:**

Biannually, last in 2021: Approved Conflict of Interest Code amendments for various agencies.

**FISCAL SUMMARY**

<b>Expenditures</b>	<b>FY 22-23 Adopted</b>	<b>FY23-24 Projected</b>	<b>FY 24-25 Projected</b>
Budgeted Expenses			
Additional Appropriation Requested			
<b>Total Expenditures</b>			
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance			

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Contingencies			
<b>Total Sources</b>			

**Narrative Explanation of Fiscal Impacts:**

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

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

**Narrative Explanation of Staffing Impacts (If Required):**

N/A

**Attachments:**

1. Resolution of the Board of Directors of SCAPOSD approving the amendment of the Conflict of Interest Code.
2. Resolutions of the Board of Supervisors in its role as the code reviewing body approving Conflict of Interest Codes for Various Agencies.

**Related Items “On File” with the Clerk of the Board:**

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