



# COUNTY OF SONOMA

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

## SUMMARY REPORT

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**Agenda Date:** 3/14/2023

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**To:** Board of Supervisors

**Department or Agency Name(s):** County Counsel and County Administrator's Office

**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 recommended action is a follow-up to the Conflict-of-Interest Code amendment that was approved by your Board on January 24, 2023. This item makes additional revisions to the County of Sonoma's own Conflict-of-Interest Code. This is a process to protect the public's interest in ensuring government employees are not making decisions to promote their own financial interests and includes updates to County positions that are listed as having authority to impact spending and recommend changes.

**Discussion:**

This item relates to the County of Sonoma's own Conflict of Interest Code ("code").

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").

State law requires that every even numbered year, each local agency review its code and determine whether any changes should be made. The biennial update was approved by your Board on January 24, 2023. However, subsequent changes needed to be made to some department codes, which are being brought before Your Board for approval today. These changes reflect positions added, title and responsibility changes, and positions deleted. County Counsel has reviewed and approved these changes. The revisions included in this update are:

**Human Resources:** Include new positions that make or participate in making governmental decisions revise the titles of existing positions and delete the titles of position that no longer exist, are no longer allocated in the department, or no longer make or participate in making governmental decisions.

**Permit Sonoma:** Include new positions that make or participate in making governmental decisions, and revise the titles of existing positions.

**Probation:** Include new positions that make or participate in making governmental decisions and/or revise the titles of existing positions and/or delete the titles of position that no longer exist, are no longer allocated in the department, or no longer make or participate in making governmental decisions.

**Public Infrastructure:** . Delete the titles of position that no longer exist, are no longer allocated in the department, or no longer make or participate in making governmental decisions.

**Strategic Plan:**

**Prior Board Actions:**

Biennially, last on January 24, 2023: Approved Conflict of Interest Code amendments for County of Sonoma.

**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>n/a</b>	<b>n/a</b>	<b>n/a</b>
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance			
Contingencies			
<b>Total Sources</b>			

**Narrative Explanation of Fiscal Impacts:**

This 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>

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**Agenda Date:** 3/14/2023

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

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**Attachments:**

Resolution with Appendices A and B

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

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