



COUNTY OF SONOMA

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

SUMMARY REPORT

Agenda Date: 1/26/2021

To: Board of Supervisors

Department or Agency Name(s): County Counsel and County Administrators Office

Staff Name and Phone Number: Linda Schiltgen, Deputy County Counsel (707) 565-2421 and Marcie Woychik, Clerk of the Board

Vote Requirement: Majority

Supervisory 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 to make 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. Pursuant to state law, every two years County departments review positions that are listed as having authority to impact spending and recommend changes.

Discussion:

This agenda package relates to the County of Sonoma's own Conflict of Interest 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 at the close of each even numbered year, each agency review its code and determine whether any changes should be made. In the fall of 2019, the Clerk of the Board contacted all Department Heads and requested that they review the list of designated employees that related to their department. Department Heads have suggested certain changes to reflect positions added, title and responsibility changes, and positions deleted. County Counsel has reviewed and approved these changes.

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

BOS/CAO: Included new positions that make or participate in making governmental decisions.

Clerk-Recorder-Assessor: Included new positions that make or participate in making governmental decisions.

Department of Emergency Management: Included new positions, revised the titles of existing positions and deleted the titles of positions that no longer exist, are no longer allocated in the department, or no longer make or participate in making governmental decisions. Also, changed the name of the Department.

Department of Health Services: Deleted 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.

Economic Development Board: Included new positions that make or participate in making governmental decisions.

Human Services Department: Deleted 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.

Information Systems Department: Included new positions that make or participate in making governmental decisions and revised disclosure categories.

Permit Sonoma: Included new positions that make or participate in making governmental decisions.

Regional Parks: Included new positions that make or participate in making governmental decisions and revise disclosure categories.

Sheriff's Office/Coroner: Included new positions that make or participate in making governmental decisions.

Transportation and Public Works: Included revised disclosure categories.

Prior Board Actions:

Biannually, last in 2019: Approved Conflict of Interest Code amendments for various agencies.

FISCAL SUMMARY

Expenditures	FY 20-21 Adopted	FY21-22 Projected	FY 22-23 Projected
Budgeted Expenses			
Additional Appropriation Requested			
Total Expenditures	n/a	n/a	n/a
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance			
Contingencies			

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Total Sources			
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Narrative Explanation of Fiscal Impacts:

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

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

Narrative Explanation of Staffing Impacts (If Required):

N/A

Attachments:

Resolution with Appendices A and B

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

N/A