

RESOLUTION NO. 97-2009

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE
COUNTY OF TEHAMA AMENDING THE CONFLICT OF INTEREST CODE FOR THE
COUNTY OF TEHAMA, EFFECTIVE JANUARY 1, 2010**

WHEREAS the Political Reform Act of 1974 (Gov. Code, §§ 81000 et seq.) requires every local government agency to adopt a Conflict of Interest Code; and

WHEREAS on January 2, 1974, the Tehama County Board of Supervisors adopted a Conflict of Interest Code ("Code") for the County of Tehama, including a listing of Designated Employees; and

WHEREAS the Code has since periodically been amended and updated as required by law; and

WHEREAS the County of Tehama has reviewed the Code as amended and concluded that the Code requires further modification; and

WHEREAS the Tehama County Board of Supervisors, in compliance with Government Code section 87311, has held a duly noticed public hearing to give the officers, employees, members, consultants, and residents of Tehama County adequate notice and a fair opportunity to present their views regarding the proposed modifications to the Code;

NOW, THEREFORE, BE IT RESOLVED that this Resolution and its attachments shall supersede the Code as amended and shall become the Conflict of Interest Code for the County of Tehama, effective January 1, 2010.

The foregoing resolution was offered on a motion by Supervisor Willard, seconded by Supervisor Warner, and carried by the following vote of the Board:

AYES: Supervisors Avilla, Willard, Warner, Williams and Russell

NOES: None

ABSENT OR NOT VOTING: None



CHAIRMAN, Board of Supervisors

STATE OF CALIFORNIA)
) ss
COUNTY OF TEHAMA)

I, BEVERLY ROSS, County Clerk and ex-officio Clerk of the Board of Supervisors of the County of Tehama, State of California, hereby certify the above and foregoing to be a full, true and correct copy of a resolution adopted by said Board of Supervisors on the 15th day of December, 2009.

DATED: This 23rd day of December, 2009.

BEVERLY ROSS, County Clerk and ex-officio
Clerk of the Board of Supervisors of the County of
Tehama, State of California.

By Mackenz Parkinson
Deputy

ATTACHMENT A

**CONFLICT OF INTEREST CODE FOR THE
COUNTY OF TEHAMA**

The Political Reform Act of 1974 (Gov. Code, §§ 81000 et seq.) requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation (Cal. Code Regs., tit. 2, § 18730) which contains the terms of a standard Conflict of Interest Code. This regulation, including any future amendments made by the Fair Political Practices Commission, may be incorporated by reference into a local agency's Conflict of Interest Code. Therefore, the terms of California Code of Regulations, title 2, section 18730 and any future amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference into this Code and along with the attachments hereto constitutes the Conflict of Interest Code of the County of Tehama.

ATTACHMENT B

**COUNTY OF TEHAMA CONFLICT OF INTEREST CODE
DESIGNATED EMPLOYEES**

Under provisions of the Code, Designated Employees shall file statements of economic interests. Listed below are the designated positions for County of Tehama "agency" and the appropriate disclosure category for filing the statement of economic interests:

POSITION	DISCLOSURE CATEGORY:
<u>ADMINISTRATION:</u>	
Administrative Analyst	I
Administrative Secretary III (Conf.)	II
Buyer I/II	I
Senior Buyer	I
Personnel Director	I
Personnel Analyst II	II
Risk Manager/Fiscal Manager	I
Facilities Maintenance and Improvement Director	I
<u>AGRICULTURAL DEPARTMENT:</u>	
Agricultural Commissioner & Director of Weights & Measures	I
Assistant Agricultural Commissioner/Sealer of Weights & Measures	I
Deputy Agricultural Commissioner/Sealer of Weights & Measures	III
Agricultural Biologist/Weights & Measures Specialist I/II/III	III
Animal Care Center Manager	I
Office Manager I	II
<u>ASSESSOR:</u>	
Assessor	I
Assistant Assessor	I
Transfer Analyst	IV
Principal Appraiser	IV
Senior Auditor Appraiser	IV
Appraiser I/II	IV
Senior Appraiser	IV
Office Manager III	II
<u>AUDITOR:</u>	
Auditor - Controller	I
Assistant Auditor - Controller	I

BUILDING & SAFETY:

Building Official	I
Code Enforcement Officer	IV
Plans Check Engineer	IV
Combination Building Inspector/Plans Examiner	IV
Combination Building Inspector	IV

CHILD SUPPORT SERVICES:

Child Support Services Director	I
Child Support Attorney I/II/III	I
Account Clerk Supervisor I	II
Staff Services Analyst	II

COMMUNITY ACTION AGENCY:

Community Services Coordinator	II
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CONSERVATOR/PUBLIC GUARDIAN:

Public Guardian/Public Administrator	I
Deputy Public Conservator/Public Guardian/Public Administrator	I

CONSULTANTS

Consultants (Regardless of contracting Department)	I
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COUNTY CLERK & RECORDER:

County Clerk & Recorder	I
Assistant Recorder	II
Assistant Clerk of the Board	II
Assistant Registrar of Voters	II

COUNTY COUNSEL:

Assistant County Counsel	I
Deputy County Counsel I/II/III	I
Office Manager I	II

DISTRICT ATTORNEY:

Assistant District Attorney	I
Deputy District Attorney I/II/III/IV	I
Victim/Witness Coordinator	II
Chief Investigator	II
Office Manager III	II

ENVIRONMENTAL HEALTH:

Director of Environmental Health	I
Environmental Health Specialist Senior	III

Environmental Health Specialist I/II III
Administrative Secretary III II

COUNTY FIRE:

Fire Chief I
Fire Marshal/ Battalion Chief assigned to Tehama County Fire IV
Staff Services Analyst assigned to Tehama County Fire II
Fire Equipment Manager assigned to Tehama County Fire II
Fire Safety Inspector IV

FLOOD CONTROL/WATER CONSERVATION:

Deputy Director of Public Works/Water Resources I

LIBRARY:

County Librarian I

HEALTH SERVICES AGENCY:

Executive Director, Health Services Agency I
Health Services Assistant Executive Director, Administration I
Health Services Assistant Executive Director, Program I
Mental Health Director I
Public Health Director I
Clinic Director I
Drug and Alcohol Director I
Physician/Medical Director I
Health Officer I
Licensed Clinical Supervisor II
Quality Assurance Manager II
Supervising Public Health Nurse II
Compliance Officer II
Fiscal Data Supervisor (includes bilingual) II
Case Resource Supervisor II
Drug/Alcohol Supervisor II
Business Operations Supervisor II
Community Health Education Supervisor II
Supervising Clinic Nurse II
Information Systems Specialist I/II II
Supervising Registered Dietician II

PLANNING DEPARTMENT:

Planning Director I
Planner I IV
Planner II II, IV

PROBATION:

Chief Probation Officer	I
Division Director	I
Juvenile Hall Superintendent	I
Dietary Supervisor	II
Office Manager II	II

PUBLIC WORKS:

Director of Public Works	I
Chief Deputy Director of Public Works	I
Deputy Director of Public Works /Administration	I
Deputy Director of Public Works/Operations	I
Deputy Director of Public Works/Transportation	I
Senior Civil Engineer	IV
Civil Engineer	IV
Program Supervisor	IV
Fleet Maintenance Supervisor	II
Public Works Maintenance Supervisor	IV
Inventory Controller	II
Office Manager I	II
Chief Surveyor	IV

SHERIFF:

Sheriff-Coroner	I
Undersheriff	I
Captain	II
Dietary Supervisor	II
Lieutenant	II
Administrative Secretary III	II
Public Safety Vehicle Mechanic	II
Facilities Maintenance Tech. II	II
Sheriff's Services Officer III	II
Animal Regulation Officer	III

DEPARTMENT OF SOCIAL SERVICES:

Social Services Director	I
Chief Deputy Social Services Director	I
Deputy Director of Social Services/Administration	I
Program Manager I	II
Senior Staff Services Analyst	II
Account Clerk Supervisor	II
Social Worker Supervisor I/II	II

TREASURER/TAX COLLECTOR:

Assistant Treasurer/Tax Collector

I

VETERANS SERVICE OFFICER:

Veterans Service Officer

II

AGRICULTURAL EXTENSION:

Office Manager I

II

GOVERNMENT CODE SECTION 87200 FILERS:

These county positions are required to file per Section 87200 of the Government Code
The Original documents will be sent to Fair Political Practices Commission, Copies are
retained in the County Clerk's Office, Elections Division.

Members of the Board of Supervisors
Chief Administrator
District Attorney
Planning Commissioners
County Counsel
County Treasurer
Public Officials who manage public investments

ATTACHMENT C

**COUNTY OF TEHAMA CONFLICT OF INTEREST CODE
COMMITTEES, COMMISSIONS, and SPECIAL DISTRICTS**

The following committees, commissions, and special districts (governed by the Board of Supervisors sitting *ex officio*) have been determined by the Tehama County Board of Supervisors to constitute part of the County of Tehama “agency” for purposes of this Code. Therefore, the following members, officers, and employees of these committees, commissions, and special districts are Designated Employees of the County of Tehama for purposes of this Code and shall file Conflict of Interest Statements at the same time and in the same manner as other Designated Employees.

AGENCY/POSITIONS:

DISCLOSURE CATEGORY:

Air Pollution Control District

Air Pollution Control Officer	I
Air Pollution Control Specialist	III
Hearing Board Members	I

Airport Land Use Commission

Members	I
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Building Inspection Board of Appeals

Members	I
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CalWorks Administrative Oversight Team

Members	I
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Community Action Agency Tripartite Advisory Board

Members	I
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In Home Support Services Public Authority

Executive Director	I
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Juvenile Justice Coordinating Council

Members	I
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Public Health Advisory Board

Members	I
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Technical Advisory Committee

Executive Officer	I
Members	I

Tehama County Interagency Coordinating Council
Members

I

Treasury Oversight Committee
Members

I

ATTACHMENT D

COUNTY OF TEHAMA CONFLICT OF INTEREST CODE DISCLOSURE CATEGORIES FOR DESIGNATED POSITIONS

CATEGORY I

Designated employees in this category shall disclose: All **interests in real property** within Tehama County,¹ and all **sources of income** (including **gifts, loans** and **travel payments**), and **investments** and **business positions** in business entities, located in, doing business in, planning to do business in, or which have done business during the previous two years in, or which have an interest in real property in Tehama County. A person in a Disclosure Category I designated position shall complete all schedules of the FPPC Form 700, if applicable. Disclosure Category I is intended to require the broadest possible disclosure, consistent with the provisions of the Political Reform Act of 1974 and its implementing regulations.

Consultants, as defined in California Code of Regulations, title 2, section 18701, subdivision (a)(2),² shall disclose pursuant to this disclosure category subject to the following limitations:

The Chief Administrator may determine in writing that a particular consultant, although a "designated position", is hired to perform a range of duties that is

¹ Pursuant to Government Code sections 82033 and 82035, for purposes of this Code, real property shall be considered "within Tehama County" if the property or any part of it is located within or not more than two miles outside the boundaries of the Tehama County or within two miles of any land owned or used by Tehama County.

² California Code of Regulations, title 2, section 18701, subdivision (a)(2) defines "Consultant" as follows:

"Consultant" means an individual who, pursuant to a contract with a state or local government agency:

- (A) Makes a governmental decision whether to:
 - (i) Approve a rate, rule, or regulation;
 - (ii) Adopt or enforce a law;
 - (iii) Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement;
 - (iv) Authorize the agency to enter into, modify, or renew a contract provided it is the type of contract that requires agency approval;
 - (v) Grant agency approval to a contract that requires agency approval and to which the agency is a party, or to the specifications for such a contract;
 - (vi) Grant agency approval to a plan, design, report, study, or similar item;
 - (vii) Adopt, or grant agency approval of, policies, standards, or guidelines for the agency, or for any subdivision thereof; or
- (B) Serves in a staff capacity with the agency and in that capacity participates in making a governmental decision as defined in regulation 18702.2 or performs the same or substantially all the same duties for the agency that would otherwise be performed by an individual holding a position specified in the agency's Conflict of Interest Code under Government Code section 87302.

limited in scope and thus is not required to fully comply with the disclosure requirements of this Disclosure Category I. 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 Chief Administrator's determination is a public record and shall be retained for public inspection in the same manner and location as the Conflict of Interest Code.

CATEGORY II

Designated employees in this category shall disclose: All **interests in real property** within Tehama County, and all **sources of income** (including **gifts, loans and travel payments**), and **investments and business positions** in business entities, that provide services, goods, property, supplies, materials, machinery or equipment of any type utilized by the employee's Department, or otherwise transact business with or have any contractual relationship with the employee's Department during the disclosure period.

CATEGORY III

Designated employees in this category shall disclose: All **interests in real property** within Tehama County, and all **sources of income** (including **gifts, loans and travel payments**), and **investments and business positions** in business entities, that are subject to the regulatory, permitting, or licensing authority of, or have an application for a license or permit pending before, the employee's Department.

CATEGORY IV

Designated employees in this category shall disclose: All **interests in real property** within Tehama County, all **sources of income** (including **gifts, loans and travel payments**) located in, doing business in, planning to do business in, or which have an interest in real property in Tehama County, all **investments** in business entities located in, doing business in, planning to do business in, or which have an interest in real property in Tehama County, and all **business positions** in business entities located in, doing business in, planning to do business in, or which have an interest in real property in Tehama County.

ATTACHMENT E

COUNTY OF TEHAMA CONFLICT OF INTEREST CODE PLACE OF FILING

WHERE: County Clerk & Recorder
Elections
444 Oak St., Rm. C
Red Bluff, CA 96080

Regular County Employees

Every County department head shall be required to enclose a Form 700 - Statement of Economic Interest in the appointment packet and termination packet for every designated employee in their department. The department head shall also provide a Form 700 - Statement of Economic Interests to any employee in their department upon a change of class that affects the employee's filing status under this Code. The department head shall notify the filing officer (County Clerk) within seven days of each employee assuming or leaving any designated position. *The employee shall complete and file the form with the Clerk-Recorder (Elections Department) at the above address within the time required by law.*

Committee/Commission Members and Employees

The County Clerk shall furnish to each designated member upon their appointment and termination a Form 700 - Statement of Economic Interests. The members shall submit the completed statement to the County Clerk (Elections Department) where it shall be held on file.

Consultants

The County Administration office shall furnish a Form 700 - Statement of Economic Interest to each consultant upon approval of the consultant's contract with the County. The consultant shall submit the completed statement to the County Clerk (Elections Department) where it shall be held on file.