

RESOLUTION NO. _____

**A RESOLUTION OF THE BOARD OF SUPERVISORS
OF THE COUNTY OF LASSEN
AMENDING THE CONFLICT OF INTEREST CODE
OF THE COUNTY OF LASSEN**

WHEREAS, the Political Reform Act, Government Code sections 81000, et seq., requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted California Code of Regulations, Title 2, section 18730, which contains the terms of a standard Conflict of Interest Code, which can be incorporated by reference by government agencies; and

WHEREAS, the California Government Code sets forth that the Code Reviewing Body for each County is its Board of Supervisors and that changes to a county's Conflict of Interest Code must be brought before the Code Reviewing Body for approval. (Government Code §§ 82011 and 87306.); and

WHEREAS, recognizing that different positions have different levels of power and responsibility, this Conflict of Interest Code establishes categories of disclosure to which positions are assigned based on the scope of their decision making authority. Positions with no significant decision making responsibility are classified as exempt and are not required to file statements under this code. (Cal. Code Regs., Title 2, § 18730, et seq.; Govt. Code § 82019, et seq.)

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. That the foregoing recitals are true and correct.
2. The terms and provisions of California Code of Regulations, Title 2, section 18730 and any amendments thereto, duly adopted by the Fair Political Practices Commission, along with the attached Appendices in which officers, employees, and consultants are designated and disclosure categories are set forth, are hereby incorporated by reference and constitute the Conflict of Interest Code of the County of Lassen.
3. Designated positions shall file statements of economic interests for each assigned disclosure category with the Lassen County Clerk annually during the month of March. The Lassen County Clerk shall make the statements available for public inspection and reproduction when appropriate pursuant to Government Code section 81008.
4. Consultants are also subject to the disclosure requirements of this Conflict of Interest Code if they are in a position to make decisions or influence decisions that could have an effect on their financial interest. See Appendix A.

The foregoing resolution was adopted at a regular meeting of the Board of Supervisors of the County of Lassen, California, held on the _____ day of January, 2019 by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

CHAIRMAN OF THE BOARD OF SUPERVISORS
COUNTY OF LASSEN, STATE OF CALIFORNIA

ATTEST:
JULIE BUSTAMANTE
Clerk of the Board

By _____
MICHELE YDERRAGA, Deputy Clerk of the Board

I, MICHELE YDERRAGA, Deputy Clerk of the Board of Supervisors, County of Lassen, do hereby certify that the foregoing resolution was adopted by the Lassen County Board of Supervisors at a regular meeting thereof held on the _____ day of January, 2019.

Deputy Clerk of the Board
Board of Supervisors, County of Lassen

RESOLUTION NO.:

APPENDIX A

DESIGNATED POSITIONS AND DISCLOSURE CATEGORY BY DEPARTMENT

<u>DEPARTMENT/POSITION</u>	<u>DISCLOSURE CATEGORY</u>
<u>Agricultural Commissioner</u>	1,2,3,4,5,6
Sealer of Weights and Measures	1,2,3,4,5,6
<u>Agricultural Extension Department Head</u>	1,2,3,4,5,6
<u>Assessor</u>	1,2,3,4,5,6
Chief Appraiser	1,2,3,4,5,6
Senior Auditor/Appraiser	1,2,3,4,5,6
Senior Appraiser	1,2,3,4,5,6
Administrative Assistant	1,2,3,4,5,6
Assistant/Associate Auditor-Appraiser	1,2,3,4,5,6
Assistant/Associate Appraiser	1,2,3,4,5,6
<u>Auditor</u>	1,2,3,4,5,6
Assistant Auditor	1,2,3,4,5,6
Accountant/Auditor	1,2,3,4,5,6
<u>Child Support Services Director</u>	1,2,3,4,5,6
Child Support Account Specialist	1,2,3,4,5,6
Child Support Assistant I, II	1,2,3,4,5,6
Senior Child Support Attorney	1,2,3,4,5,6
Child Support Specialist I, II, III	1,2,3,4,5,6
Administrative Assistant/Child Support Supervisor	1,2,3,4,5,6
Program Manager	1,2,3,4,5,6
<u>Consultant</u>	1,2,3,4,5,6
(as defined by Government Code §82019 and regulations thereunder)	
<u>County Administrative Officer (per Govt. Code §87200)</u>	1,2,3,4,5,6
Deputy County Administrative Officer	1,2,3,4,5,6
Executive Assistant	1,2,3,4,5,6
Assistant to CAO/Budget Analyst	1,2,3,4,5,6
Administrative Hearing Officer	1,2,3,4,5,6
Network Systems Administrator	1,2,3,4,5,6
Veteran's Service Officer	1,2,3,4,5,6
<u>County Clerk/Recorder</u>	1,2,3,4,5,6
Senior Recorder	1,2,3,4,5,6
Administrative Assistant – Elections	1,2,3,4,5,6
Administrative Secretary	1,2,3,4,5,6

<u>County Counsel</u> (per Govt. Code §87200)	1,2,3,4,5,6
Senior Deputy County Counsel	1,2,3,4,5,6
Deputy County Counsel	1,2,3,4,5,6
Contract Attorney	1,2,3,4,5,6
<u>District Attorney</u> (per Govt. Code §87200)	1,2,3,4,5,6
Assistant District Attorney	1,2,3,4,5,6
Senior Deputy District Attorney	1,2,3,4,5,6
Deputy District Attorney	1,2,3,4,5,6
Senior District Attorney Investigator	1,2,3,4,5,6
Program Coordinator	1,2,3,4,5,6
Special Prosecutor	1,2,3,4,5,6
<u>Fair Manager</u>	1,2,3,4,5,6
Administrative Secretary	1,2,3,4,5,6
<u>Health and Social Services Department</u>	
Director of Health and Social Services	1,2,3,4,5,6
Administrative Assistant/Compliance Officer	1,2,3,4,5,6
Program Manager	1,2,3,4,5,6
Chief Fiscal Manager	1,2,3,4,5,6
Chief of Economic Development Housing	1,2,3,4,5,6
Director of Environmental Health	1,2,3,4,5,6
Environmental Health Specialist I, II, III	1,2,3,4,5,6
Fiscal Officer/Administrative Assistant	1,2,3,4,5,6
Director of Behavioral Health	1,2,3,4,5,6
Fiscal Officer/Administrative Assistant	1,2,3,4,5,6
Behavioral Health Clinical Supervisor	1,2,3,4,5,6
Supervising Substance Abuse Worker	1,2,3,4,5,6
Behavioral Health Analyst	1,2,3,4,5,6
Director of Public Health	1,2,3,4,5,6
County Health Officer	1,2,3,4,5,6
Supervising Public Health Nurse	1,2,3,4,5,6
Fiscal Officer/Administrative Assistant	1,2,3,4,5,6
Director of Community Social Services	1,2,3,4,5,6
Office Assistant Supervisor	1,2,3,4,5,6
Staff Analyst	1,2,3,4,5,6
Fiscal Officer/Administrative Assistant	1,2,3,4,5,6
Program Manager	1,2,3,4,5,6
Integrated Caseworker Supervisor	1,2,3,4,5,6
Director of Public Guardian/Public Administrator	1,2,3,4,5,6
Deputy Public Guardian/Public Administrator	1,2,3,4,5,6
<u>Child & Family Services</u>	
Program Manager	1,2,3,4,5,6
Social Worker Supervisor I, II	1,2,3,4,5,6
Staff Analyst	1,2,3,4,5,6

Planning and Building Services

Director of Planning and Building Services	1,2,3,4,5,6
Assistant Director of Planning and Building Services	1,2,3,4,5,6
Chief Planner	1,2,3,4,5,6
Senior Planner	1,2,3,4,5,6
Associate Planner	1,2,3,4,5,6
Assistant Planner	1,2,3,4,5,6
Code Enforcement Officer	1,2,3,4,5,6
Senior Inspector/Plans Examiner	1,2,3,4,5,6
Building Inspector I, II	1,2,3,4,5,6
Chief Building Official	1,2,3,4,5,6
Administrative Assistant	1,2,3,4,5,6
Surveyor	1,2,3,4,5,6
Natural Resources Technician	1,2,3,4,5,6
Senior Building Technician	1,2,3,4,5,6

Probation

Chief Probation Officer	1,2,3,4,5,6
Deputy Chief Probation Officer	1,2,3,4,5,6
Juvenile Hall Superintendent	1,2,3,4,5,6
Administrative Assistant/Fiscal Officer	1,2,3,4,5,6

Public Defender

Assistant Public Defender	1,2,3,4,5,6
Senior Deputy Public Defender	1,2,3,4,5,6
Deputy Public Defender	1,2,3,4,5,6
Senior Legal Secretary	1,2,3,4,5,6

Public Works

Director of Public Works/Transportation	1,2,3,4,5,6
Assistant Director Public Works (Facilities Manager)	1,2,3,4,5,6
Transportation Project Manager I, II	1,2,3,4,5,6
Assistant/Associate Transportation Planner	1,2,3,4,5,6
Assistant Engineer	1,2,3,4,5,6
Associate Engineer	1,2,3,4,5,6
Buildings & Grounds Supervisor	1,2,3,4,5,6
Road Field Supervisor	1,2,3,4,5,6
Administrative Assistant	1,2,3,4,5,6
Heavy Equipment Mechanic Supervisor	1,2,3,4,5,6
Road Maintenance Supervisor	1,2,3,4,5,6
Road Account Auditor	1,2,3,4,5,6
Trail Coordinator	1,2,3,4,5,6
Facilities Project Manager I, II	1,2,3,4,5,6

Sheriff/Coroner

Undersheriff	1,2,3,4,5,6
Captain	1,2,3,4,5,6
Lieutenant	1,2,3,4,5,6
Sergeant	1,2,3,4,5,6

Welfare Investigator	1,2,3,4,5,6
Correctional Corporal	1,2,3,4,5,6
Executive Assistant	1,2,3,4,5,6
Correctional Counselor	1,2,3,4,5,6
Lead Dispatch	1,2,3,4,5,6
Sheriff's Maintenance Supervisor I, II	1,2,3,4,5,6
Automotive Technician Motor Pool I, II	1,2,3,4,5,6
Civil/Levey Officer	1,2,3,4,5,6
<u>Treasurer/Tax Collector (per Govt. Code §87200)</u>	1,2,3,4,5,6
Assistant Treasurer/Tax Collector	1,2,3,4,5,6
Associate Treasurer/Tax Collector	1,2,3,4,5,6
<u>Advisory Committee Appointees</u>	1,2,3,4,5,6
(Includes all appointees unless a specific committee is identified herein requiring different categories of disclosure)	
APPOINTED BOARDS AND COMMISSIONS*	
Abandoned Vehicle Abatement Appeals Board (Inactive) **	1,2,3,4,5,6
Abandoned Vehicle Abatement Service Authority	1,2,3,4,5,6
Abandoned Vehicle Hearing Board	1,2,3,4,5,6
Abatement of Dangerous Building Appeals Board (Inactive) **	1,2,3,4, ,6
Air Pollution Control Governing Board	1,2,3,4,5,6
Air Pollution Control District Hearing Board **	1,2,3,4,5,6
Airport Land Use Commission **	1,2,3,4,5,6
Architectural Review Committee	1,2,3,4, ,6
Assessment Appeals Board	1,2,3,4,5,6
Basin Management Objective Groundwater Committee	1,2,3,4,5,6
Basin Management Objective Technical Advisory Committee	1,2,3,4,5,6
Behavioral Health Advisory Board	1,2,3,4, ,6
Building Appeals Board	1,2,3,4, ,6
In-Home Support Services Advisory Board	1,2,3,4, ,6
Indian Gaming Local Community Benefit Committee	1,2,3,4, ,6
Historic Building Review Committee	1,2,3,4, ,6
Honey Lake Valley Resource Conservation District	1,2,3,4,5,6
Land Conservation Committee	1,2,3,4, ,6
Lassen County Children & Families Commission	1,2,3,4,5,6
Lassen County Fair Board	1,2,3,4,5,6
Lassen County Fair Advisory Board	1,2,3,4,5,6
Lassen County General Plan Visioning & Advisory Committee (Inactive) **	1,2,3,4,5,6
Lassen County Housing Authority	1,2,3,4,5,6
Lassen County Law Library Board of Trustees	1,2,3,4, ,6
Lassen County Natural Resources Coordination Council	1,2,3,4,5,6
Lassen-Modoc Flood Control District Advisory Board***	1,2,3,4,5,6
Lassen-Plumas-Sierra Community Action Agency	1,2,3,4, ,6
Lassen Transit Service Agency	1,2,3,4,5,6
Planning Commission (per Govt. Code §87200)	1,2,3,4,5,6
Solid Waste Hearing Panel **	1,2,3,4,5,6

Tall Whitetop Control Funding Committee	1,2,3,4,5,6
Technical Advisory Committee	1,2,3,4,5,6
Transit Utilization and Performance Committee	1,2,3,4,5,6
Transportation Commission	1,2,3,4,5,6
Treasury Oversight Commission	1,2,3,4,5,6
Veterans Memorial Building Task Force	1,2,3,4, ,6

* Executive Director/Officer/Manager of Appointed Boards and Commissions must file even though they are not members.

** For Boards/Commissions that rarely meet: Members must file an assuming office statement within 30 days of the first meeting, and thereafter are subject to filing requirements.

*** Lassen County appointees only.

Consultants:

California Code of Regulations, Title 2, section 18701(a)(2) defines "consultant" as 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 which requires agency approval;
 - (v) Grant agency approval to a contract which requires agency approval and in 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 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.

It is not the business or firm providing services to the County that is considered the consultant. The **individual(s)** working for the firm who provide the services are considered the consultants. These individuals must file statements of economic interests based on their **personal** financial interests and are subject to disqualification and other laws affecting public officials.

The Chief Administrative Officer (CAO) may determine in writing that a particular consultant, although a designated position, is hired to perform a range of duties that is limited-in scope and thus is not required to comply fully with the disclosure requirements. Such determination shall

include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The CAO's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

APPENDIX B DISCLOSURE CATEGORIES

Category 1

Persons in this category shall disclose all interests in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the local government agency.

Persons shall not be required to disclose property used primarily as their residence or for personal recreational purposes.

Category 2

Persons in this category shall disclose all investments.

"Investment" means any financial interest in or security issued by a business entity, including but not limited to common stock, preferred stock, rights, warrants, options, debt instruments and any partnership or other ownership interest, owned directly, indirectly, or beneficially by the public official, or other filer, or his or her immediate family, if the business entity or any parent, subsidiary or otherwise related business entity has an interest in real property in the jurisdiction, or does business or plans to do business in the jurisdiction, or has done business within the jurisdiction at any time during the two years prior to the time any statement or other action is required under this title. No asset shall be deemed an investment unless its fair market value equals or exceeds two thousand dollars (\$2,000.00). The term "investment" does not include a time or demand deposit in a financial institution, shares in a credit union, any insurance policy, interest in a diversified mutual fund registered with the Securities and Exchange Commission under the Investment Company Act of 1940 or a common trust fund created pursuant to Section 1564 of the Financial Code, or any bond or other debt instrument issued by any government or government agency. Investments of an individual includes a pro-rata share of investments of any business entity, mutual fund, or trust in which the individual or immediate family owns, directly, indirectly, or beneficially, a ten percent interest or greater. The term "parent, subsidiary or otherwise related business entity" shall be specifically defined by regulations of the commission. (Government Code § 82034.)

Category 3

Persons in this category shall disclose all income received from any source located or doing business within the jurisdiction or expecting to do business within the jurisdiction. Income received from a public agency need not be disclosed.

Category 4

Persons in this category shall disclose all income from and investments in businesses that provide or sell services or supplies of the type associated with job assignment and utilized by the Department.

Category 5

Persons in this category shall disclose all items (including real property) valued over \$460.00 received as a gift, purchased from, or sold to any person applying for or receiving any services from the Department.

Category 6

Persons in this category shall disclose all business positions held in business entities which are located or doing or expecting to do business within the jurisdiction and which business entities may foreseeably be affected materially by any decision made or participated in by the person by virtue of his or her position. "Business Entity" as used herein includes both for-profit and non-profit entities.