

**BEFORE THE BOARD OF SUPERVISORS OF THE
COUNTY OF AMADOR, STATE OF CALIFORNIA**

IN THE MATTER OF:

RESOLUTION ADOPTING AMENDMENTS TO
THE CONFLICT OF INTEREST CODE APPENDIX
OF DESIGNATED OFFICIALS AND EMPLOYEES
AND DISCLOSURE CATEGORIES

RESOLUTION NO. 16-107

WHEREAS, the Political Reform Act, Government Code § 81000, *et seq.*, requires every state or local government agency to adopt and promulgate a Conflict of Interest Code; and

WHEREAS, the Board of Supervisors has determined that the existing Conflict of Interest Code should be amended; and

WHEREAS, the Fair Political Practices Commission has adopted a regulation, 2 Cal Admin. Code § 18730, which contains the terms of a standard model Conflict of Interest Code, which can be incorporated by reference, and which will be amended to conform to amendments in the Political Reform Act after public notice and pursuant to the Administrative Procedure Act, Government Code § 11370, *et seq.*; and

WHEREAS, this body has determined that the attached Conflict of Interest Code and its Appendices of Designated Employees and Disclosure Categories accurately set forth those positions which should be designated and the categories of financial interests which should be made reportable.

THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Amador, State of California, that said Board of Supervisors does hereby approve and adopt the attached amended Conflict of Interest Code and Appendices of Employees and Disclosure Categories for the following officials, departments and agencies: Board of Supervisors; County Counsel's Office; Administrative Office; Administration; Human Resources, Information Technology, Risk Management; Community Development; Building Department, Planning Department, Environmental Health, Land Use, Public Works, Surveying and Engineering; Health & Human Services; Public Administrator/Guardian/Conservator, Behavioral Health Care Division; General Services Administration; Public Services; Agriculture/Weights and Measures; Air Pollution; Probation; Assessor's Office; Auditor/Controller; Clerk/Recorder; District Attorney's Office; Sheriff/Coroner's Office; Treasurer/Tax Collector; Code Enforcement; Elections Department; Office of Emergency Services.

The foregoing resolution was duly passed and adopted by the Board of Supervisors of the County of Amador at a regular meeting thereof, held on the 27th day of September, 2016, by the following vote:

AYES: John Plasse, Louis D. Boitano, Richard M. Forster, Lynn A. Morgan and Brian Oneto

NOES: None

ABSENT: None



John Plasse, Chairman, Board of Supervisors

ATTEST:

JENNIFER BURNS, Clerk of the Board of Supervisors,
Amador County, California



Deputy

COUNTY OF AMADOR
STATE OF CALIFORNIA

CONFLICT OF INTEREST CODE

The Political Reform Act (Government 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 standard conflict of interest code, contained in 2 California Code of Regulations §18730, that can be incorporated by reference in an agency's code. The Fair Political Practices Commission, after public notice and hearing, may amend §18730 to conform to amendments in the Political Reform Act.

The terms of 2 California Code of Regulations §18730, incorporated herein by reference, and any amendments to that regulation duly adopted by the Fair Political Practices, together with the attached Appendices I and II, in which officials and employees (together referred to as "designated employees") are designated and disclosure categories are set forth, constitute the Conflict of Interest Code for the County.

Designated employees shall file statements with the County, which shall make them available for public inspection and reproduction (Government Code §81008).

APPENDIX I

COUNTY OF AMADOR Conflict of Interest Code Disclosure Category Definitions

Disclosure Category 1: Broad Responsibilities Full Disclosure

Persons in this category shall disclose all interests in real property in the State of California, as well as investments, business positions, and sources of income, including gifts, loans and travel payments.

Disclosure Category 2: County-Wide Purchasing and Contracting Responsibilities

Persons in this category shall disclose all applicable investments, business positions and income, including loans, gifts and travel payments, from sources that provide leased facilities, goods, equipment, vehicles, machinery or services, including training or consulting services, of the type utilized by the County.

Disclosure Category 3: Agency/Department Purchasing and Contracting Responsibilities

Persons in this category shall disclose all applicable investments, business positions and income, including loans, gifts and travel payments, from sources that provide leased facilities, goods, equipment, vehicles, machinery or services of the type utilized by the Agency or Department.

Disclosure Category 4: Regulatory Authority

Persons in this category shall disclose all applicable investments, business positions and income, including loans, gifts and travel payments, from sources that are subject to the regulatory, permit, or licensing authority of the designated employee's agency or department.

Disclosure Category 5: Decision-Making Authority Affecting Real Property

Persons in this category shall disclose all applicable investments, business positions and income, including loans, gifts and travel payments, from sources that engage in land development, construction or in the acquisition or sale of real property. Persons in this category shall further disclose all interests in real property located in the County, and any property owned or used by the County.

Disclosure Category 6: Interests in Real Property

All interests in real property in the State of California.

Disclosure Category 7: Decision-Making Authority Affecting Claims and/or Insurance

Persons in this category shall disclose all applicable investments, business positions and income, including loans and gifts, from:

A) Entities that are engaged in the business of insurance including, but not limited to, insurance companies, carriers, holding companies, underwriters, brokers, solicitors, agents, adjusters, claims managers and actuaries.

B) Income received from investments in, and business positions in business entities that offer, sell, or service group medical insurance, group life insurance, group dental insurance, pension plans, or that make investments or any way manage funds relating thereto, and that do business, or expect to do business, within the County.

* All disclosure required by the category, unless disclosure is limited to specific subject areas.

Definitions

Applicable Investments: Investments held by the designated employee, spouse and dependant children with an aggregate value of \$2,000 or more located or doing business in the jurisdiction. Includes investments held by a business entity or trust in which the designated employee, spouse and dependent children have an aggregate interest of 10% or greater.

Applicable Business Positions: Positions in which the designated employee is a director, officer, partner, trustee, employee or has held a position of management during the period covered by the report even if the employee received no income from the entity during the reported period.

Applicable Income: The designated employee's gross income (including loans) and the employee's community property interest in his or her spouse's gross income aggregating \$500 or more received from any source located in or doing business in the jurisdiction. (loans reported on a separate schedule)

Applicable Gift: Anything of value for which the designated employee has not provided equal or greater consideration to the donor. A gift is reportable if its fair market value is \$390 or more. In addition, multiple gifts aggregating \$390 or more received during the reporting period from a single source must be reported. Unless otherwise limited in the Disclosure Categories, gifts are reportable regardless of where the donor is located.

Applicable Interest in Real Property: Interests located in the jurisdiction in which the employee, spouse, or dependent children have direct, indirect, or beneficial interest aggregating \$2,000 or more any time during the reporting period. The employee is not required to report a residence used exclusively as a personal residence.

Jurisdiction: Means the County of Amador. Real property is deemed to be "within the jurisdiction" if the property or any part of it is located in or within two miles of the boundaries of the County or any property owned or used by the County, unless a smaller area is specified in the Disclosure Category.

APPENDIX II
County of Amador
Designated Employees and Disclosure Categories

AGENCY/DEPARTMENT	Applicable Disclosure Category
A. BOARD OF SUPERVISORS	
Supervisors (5)	1
B. COUNTY COUNSEL	
County Counsel	1
Deputy County Counsel (all classes)	1
C. ADMINISTRATIVE OFFICE	
County Administrative Officer	1
Deputy County Administrative Officer (Vacant)	1
Budget Analyst	3
D. ADMINISTRATION	
<u>Human Resources</u> Director	3 *
<u>Information Technology</u> Director	3 *
<u>Risk Management</u> HR Administrative Risk Manager	3, 7 *
*Limitations: Insurance providers, adjusters, medical providers.	
E. COMMUNITY DEVELOPMENT	
<u>Building</u> Community Development Director	3, 5, 6 *
Chief Building Official	5, 6 *
Building Inspector (all classes)	5, 6 *
Building Plans Checker (Vacant)	5, 6 *
Administrative Technician	5, 6 *
*Limitations: Architects; Contractors; building materials supply; construction or remodeling	

<u>Planning</u> Planning Director Planner (all classes) <u>Environmental Health</u> Environmental Health Director Environmental Health Specialists (all classes)	3, 4, 5, 6 4, 5, 6 3, 4 * 3, 4 * <small>*Limitations: Commercial entities subject to sanitation laws; well drilling firms; sanitation system providers/installers; soil testing firms; water testing firms; laboratories; sanitation contractors; medical supply firms; engineering firms; contractors; pest control supplies and services.</small>
<u>Land Use</u> Community Development Director <u>Public Works</u> Community Development Director Deputy Director (Vacant) Maintenance Superintendent Senior Civil Engineer Assistant Civil Engineer (Vacant) Senior Engineering Technician Engineering Technician Inspector (all classes)	3, 4, 5, 6 3, 4, 5, 6 3, 4, 5, 6 3, 5, 6 * 3, 5, 6 * 3, 5, 6 * 3, 5, 6 * 3, 5, 6 * 4, 5, 6 * <small>*Limitations: Contractors, building supply and equipment sales/rental firms.</small>
<u>Surveying and Engineering</u> County Surveyor Deputy County Surveyor (Vacant)	3, 5 * 3, 5 * <small>*Limitations: Limited to surveying and engineering firms.</small>
F. HEALTH & HUMAN SERVICES	
HHS Director <u>Public Administrator/Conservator/Guardian</u> Public Administrator/Conservator/Guardian Deputy PA/PC/PG	3 * <small>*Limitations: Providers of Mental Health services; Mental Health referral agencies; Mental Health evaluators; drug and/or alcohol abuse/dependency services; pharmaceuticals.</small> 3 3

IHSS Director	3 *
Deputy Director of Social Services	3 *
Deputy Director of Finance	3, 4 *
<u>Behavioral Health Care Division</u>	
Director	3, 4 *
Deputy Director	3, 4 *
Compliance Officer (Vacant)	3 *
MHSA Program Coordinator	3 *
Program Manager Clinical (Vacant)	3 *
Behavioral Health Care Supervisor Alcohol and Drug	3 **
Finance and Administrative Supervisor	3
	*Limitations: Medical providers, commercial entities subject to sanitation laws.
	**Limitations: Pharmaceuticals; drug/alcohol dependency treatment or counseling; provider courses, workshops, or seminars related to substance abuse.
G. GENERAL SERVICES ADMINISTRATION	
GSA Director	2
Deputy Director of GSA (Vacant)	2
Director of Animal Control	3 *
Animal Control Officer III	3 *
Facilities & Project Manager	3
Purchasing Assistant	3
Finance and Administrative Supervisor	3
	*Limitations: Real property used for or suitable for agriculture and/or grazing; kennels; animal husbandry; animal feed; products for animal use.
H. PUBLIC SERVICES	
County Librarian	3
Museum Curator	3

I. AGRICULTURE/WEIGHTS AND MEASURES	
Agricultural Commissioner	3 *
Deputy Ag Commissioner (Vacant)	3 *
Agricultural and Standards Inspector (all classes)	3 *
*Limitations: Farming, ranching, and growing of agricultural commodities; viticulture; agricultural chemical sales; pest control operations; nursery businesses; commercial establishments employing weighing and measuring devices; weighmaster operations; prepackaging of goods for sale.	
J. AIR POLLUTION	
Air Pollution Control Officer	1
K. PROBATION	
Chief Probation Officer	3
Deputy Chief Probation Officer	3
L. ASSESSOR	
Assessor	5, 6
Assistant Assessor	5, 6
Appraisers (all classes)	5, 6
M. AUDITOR	
Auditor/Controller	3 *
Assistant Auditor/Controller	3 *
*Limitations: Audit firms, audit-related goods and/or services, data processing firms.	
N. CLERK/RECORDER	
Clerk/Recorder	3
Chief Deputy Clerk/Recorder	3
O. DISTRICT ATTORNEY	
District Attorney	1
Chief Assistant District Attorney	1
Chief of the Bureau of Investigation	3

P. SHERIFF/CORONER	
Sheriff/Coroner	1
Undersheriff	1
Sheriff's Captain (all classes)	3 *
*Limitations: Business entities providing supplies, services, equipment or machinery of the type used by the agency.	
Q. TREASURER/TAX COLLECTOR	
Treasurer/Tax Collector	1
R. CODE ENFORCEMENT	
Code Enforcement Officer	5, 6
S. ELECTIONS	
Chief Registrar of Voters	3
Deputy Registrar of Voters	3
Elections Supervisor (Vacant)	3
T. EMERGENCY SERVICES	
Emergency Services Coordinator	3