

ORLAND CEMETERY DISTRICT
CONFLICT OF INTEREST CODE

The Political Reform Act (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 (2 Cal. Code Regs. § 18730) that contains the terms of a standard conflict of interest code which can be incorporated by reference in an agency's code. After public notice and hearing Regulation 18730 may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This incorporation page, Regulation 18730 (attached) and the attached Appendix designating positions and establishing disclosure categories, shall constitute the conflict-of-interest code of the **ORLAND CEMETERY DISTRICT (the "District")**.

All officials and designated positions required to submit a statement of economic interests shall file their statements with the **District Manager – Clerk of the Board** as the District's Filing Officer. The **District Manager – Clerk of the Board** shall make and retain a copy of all statements filed by the Board of Trustees and District Manager and forward the originals of such statements to the Clerk of the Board of Supervisors of the County of Glenn. The **District Manager – Clerk of the Board** shall retain the original statements filed by all other officials and designated positions and will make all retained statements available for public inspection and reproduction during regular business hours. (Gov. Code § 81008.)

All officials and designated positions required to submit a statement of economic interests shall receive ethics training as required pursuant to Government Code section 53235 (AB 1234). The **District Manager – Clerk of the Board** shall annually provide all filers with information on training available to meet the requirements of Section 53235 and maintain required records indicating the dates that filers satisfied the training requirements and the entity that provided the training. These records shall be retained for five years after the date of training and are public records subject to disclosure under the California Public Records Act. (Gov. Code § 53235.2.)

APPENDIX

PART “A”

OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

Officials who manage public investments, as defined by 2 Cal. Code of Regs. §18700.3(b), are NOT subject to the District’s Code but must file disclosure statements under Government Code section 87200 et seq. [Regs. § 18730(b)(3).]

It has been determined that the positions listed below are officials who manage public investments.¹ These positions are listed here for informational purposes only:

Members, Board of Trustees

Consultants

¹ Individuals holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by § 87200.

DESIGNATED POSITIONS

GOVERNED BY THE CONFLICT-OF-INTEREST CODE

| DESIGNATED POSITIONS' TITLE OR FUNCTION | DISCLOSURE CATEGORIES ASSIGNED |
|---|--------------------------------|
| General Counsel | 1, 2 |
| District Manager | 2, 4 |
| Grounds Foreman | 5 |
| Groundskeepers (All) | 5 |
| Office Assistant | 5 |
| Consultants and New Positions | 2 |

² Individuals serving as a consultant as defined in FPPC Reg. 18700.3(a) or in a new position created since this Code was last approved that make or participate in making decisions must file under the broadest disclosure set forth in this Code subject to the following limitation:

The District Manager may determine that, due to the range of duties or contractual obligations, it is more appropriate to assign a limited disclosure requirement. A clear explanation of the duties and a statement of the extent of the disclosure requirements must be in a written document. (Gov. Code § 82019; FPPC Regs 18219 and 18734.) The District Manger'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. (Gov. Code Sec. 81008.)

PART "B"

DISCLOSURE CATEGORIES

The disclosure categories listed below identify the types of economic interests that the designated position must disclose for each disclosure category to which he or she is assigned. "Investment" means financial interest in any business entity (including a consulting business or other independent contracting business) and are reportable if they are either located in, doing business in, planning to do business in, or have done business during the previous two years in the jurisdiction of the District.

Category 1: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments.

Category 2: All interests in real property which is located in whole or in part within, or not more than two (2) miles outside, the boundaries of the District.

Category 3: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that are engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of the District.

Category 4: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by the District.

Category 5: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by the designated position's department, unit or division.

Orland Cemetery District

CONFLICT OF INTEREST CODE

Adopted November 14th, 2017

The Political Reform Act (Government Code, Section 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 (2 Cal. Code of Regs. Sec 18730) which contains the terms of a standard conflict of interest code, which contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, the regulation may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act.

Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, is hereby incorporated herein by reference. This regulation and the attached Appendix designating officials and employees and establishing disclosure categories shall constitute the conflict of interest code of the Orland Cemetery District.

Designated officers/employees shall file their statements with the Orland Cemetery District which will make the statements available for public inspection and reproduction. (Government Code 81008) upon receipt of the statements, the Orland Cemetery District shall make and retain a copy and forward the originals to the Fair Political Practices Commission.

PUBLIC OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

Persons holding the following positions are NOT subject to this code because they must file statements under Government code 87200, and therefore are listed for informational purposes only:

- o **Members of the Board of Trustees**

An individual holding one of the above listed positions may contact the fair Political Practices Commission for assistance or written advice regarding their filing obligation if they believe that their position had been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by Section 87200.

APPENDIX

DESIGNATED POSITIONS

DISCLOSURE CATEGORY

District Manager

1

Consultants*

1

***Consultants shall be included in the list of designated employees and shall disclosure pursuant to the broadcast disclosure category in the code subject to the following limitations: The District Manager 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 described in this section. 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 District Manager'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.**

Adopted January 9th, 2018



COUNTY OF GLENN

CLERK OF THE BOARD

Willows Memorial Hall, 2nd Floor
525 West Sycamore Street
Willows, CA. 95988

SCOTT H. DE MOSS
Clerk of the Board of Supervisors

TINA BROTHERS, ASA III - Deputy Clerk
ANGELA LOPETGUY, ASA I - Deputy Clerk
ALONDRA LOPEZ-RENTERIA, ASA I - Deputy Clerk

Date: August 1, 2024

TO: Districts under the Jurisdiction of the Glenn County Board of Supervisors

SUBJECT: 2024 Conflict of Interest Code Biennial Notice

Pursuant to the Political Reform Act, local government agencies must review its Conflict-of-Interest Code biennially to determine its accuracy or if it is in need of amendment no later than October 1 of each even-numbered year.

The enclosed 2024 Local Agency Biennial Notice form must be returned to the Board of Supervisors **no later than October 1, 2024**. This document is not submitted to the Fair Political Practices Commission (FPPC). The FPPC is the code reviewing body for any agency with jurisdiction in more than one county and will contact them.

If amendments to an agency's conflict-of-interest code are necessary, the amended code must be forwarded to the Board for approval within **90 days**. An agency's amended code is not effective until it has been approved by the Board of Supervisors.

The FPPC offers workshops and webinars on Conflict-of-Interest Codes training and outreach. Information is also available on the FPPC website at <http://www.fppc.ca.gov/learn/training-and-outreach.html>.

Additionally, after reviewing our records, we found that we do not have several of the Districts Conflict-of-Interest Code and/or they are very old. Our office is requesting that your district forward a copy of your Conflict-of-Interest code and if possible, provide the date that it was approved by the Board of Supervisors. This information will enable us to have accurate information which is needed to run a successful program.

Thank you for your cooperation.

Sincerely,

Scott H. De Moss, Clerk of the Board

cc: County Counsel

2024 Conflict of Interest Code Biennial Notice Instructions for Local Agencies

The Political Reform Act requires every local government agency to review its conflict of interest code biennially. A conflict of interest code tells public officials, governmental employees, and consultants what financial interests they must disclose on their Statement of Economic Interests (Form 700).

By **July 1, 2024**: The code reviewing body must notify agencies and special districts within its jurisdiction to review their conflict of interest codes.

By **October 1, 2024**: The biennial notice must be filed with the agency's code reviewing body.

The FPPC has prepared a 2024 Local Agency Biennial Notice form for local agencies to complete or send to agencies within its jurisdiction to complete before submitting to the code reviewing body. The City Council is the code reviewing body for city agencies. The County Board of Supervisors is the code reviewing body for county agencies and any other local government agency whose jurisdiction is determined to be solely within the county (e.g., school districts, including certain charter schools). The FPPC is the code reviewing body for any agency with jurisdiction in **more than one county** and will contact them.

The Local Agency Biennial Notice is not forwarded to the FPPC.

If amendments to an agency's conflict of interest code are necessary, the amended code must be forwarded to the code reviewing body for approval within 90 days. An agency's amended code is not effective until it has been approved by the code reviewing body.

If you answer yes, to any of the questions below, your agency's code probably needs to be amended.

- Is the current code more than five years old?
- Have there been any substantial changes to the agency's organizational structure since the last code was approved?
- Have any positions been eliminated or re-named since the last code was approved?
- Have any new positions been added since the last code was approved?
- Have there been any substantial changes in duties or responsibilities for any positions since the last code was approved?

If you have any questions or are still not sure if you should amend your agency's conflict of interest code, please contact the FPPC. Additional information including an online webinar regarding how to amend a conflict of interest code is available on [FPPC's website](#).

2024 Local Agency Biennial Notice

Name of Agency: _____

Mailing Address: _____

Contact Person: _____ Phone No. _____

Email: _____ Alternate Email: _____

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that *(check one BOX)*:

An amendment is required. The following amendments are necessary:

(Check all that apply.)

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other *(describe)* _____

The code is currently under review by the code reviewing body.

No amendment is required. (If your code is over five years old, amendments may be necessary.)

Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.

Signature of Chief Executive Officer

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 1, 2024**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.