



MEMORANDUM  
FROM THE OFFICE  
OF COUNTY COUNSEL

TO: Board of Supervisors  
FROM: Anthony J. La Bouff, County Counsel  
DATE: November 25, 2008  
RE: Review Local Agency Conflict of Interest Codes - Biennial Report

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**ACTION REQUESTED:**

Adopt the attached resolution acknowledging statements from local government agencies regarding the status of their conflict of interest codes, and approving amendments to those designated agencies' codes as indicated in the attached resolution.

**BACKGROUND:**

Pursuant to the Political Reform Act, the Placer County Board of Supervisors is the conflict of interest code reviewing body for local agencies, other than cities, that are located wholly within Placer County to ensure compliance with State law.

Each even-numbered year, the local agencies are required to submit a report to the County indicating whether their conflict of interest code is sufficient or requires amendment. This office has provided the required notice to the agencies on behalf of your Board, and has reviewed the responses to determine whether they are legally adequate.

All agencies have responded to our notice. We have reviewed each of the responses and find the documents submitted to be in compliance with the law. Those responses and amendments have been placed on file in the office of the Clerk-Recorder-Registrar of Voters, and copies are also available for review at the Clerk of the Board's office.

**RECOMMENDATION:**

Adopt the attached resolution approving the conflict of interest code reports and amendments from the designated agencies.

**Before the Board of Supervisors  
County of Placer, State of California**

In the matter of:

RESOLUTION APPROVING FAIR POLITICAL  
PRACTICES ACT 2008 BIENNIAL REPORTS  
AND AMENDMENTS TO CONFLICT OF  
INTEREST CODES OF PLACER COUNTY  
LOCAL AGENCIES.

Resol. No: \_\_\_\_\_

Ord. No. \_\_\_\_\_

First Reading: \_\_\_\_\_

The following Resolution was duly passed by the Board of Supervisors of the  
County of Placer at a regular meeting held \_\_\_\_\_ by the following vote on roll  
call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

\_\_\_\_\_  
Chairman, Board of Supervisors

Attest:  
Clerk of said Board

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WHEREAS, Government Code section 82011 identifies the Board of Supervisors as the "code reviewing body" with the responsibility to review the status of conflict of interest codes of local government agencies located wholly within the boundaries of the County of Placer; and

WHEREAS, Government Code section 87306.5 requires that in even numbered years such agencies report to your Board on the status of their conflict of interest code; and,

WHEREAS, the below listed agencies have provided the report required for 2008, including those who have amended their code as indicated.

NOW, THEREFORE IT IS HEREBY RESOLVED by the Board of Supervisors of the County of Placer that the Board acknowledges receipt of and hereby approves the reports and/or amendments submitted by the following local agencies:

| <u>Agency</u>   | <u>Status of Code</u> |
|---|-----------------------|
| Ackerman Elementary School District                         | Currently adequate    |
| Alpine Springs County Water District                        | Amended               |
| Alta Dutch Flat School District                             | Currently adequate    |
| Alta Fire Protection District                               | Currently adequate    |
| Auburn Area Recreation and Park District                    | Amended               |
| Auburn Public Cemetery District                             | Currently adequate    |
| Auburn Union School District                                | Currently adequate    |
| Auburn Valley Community Services District                   | Currently adequate    |
| Bizz Johnson Highway Interchange JPA                        | Amended               |
| Christian Valley Park Community Services District           | Currently adequate    |
| Colfax Cemetery District                                    | Currently adequate    |
| Colfax Elementary School District                           | Amended               |
| Eureka Union School District                                | Currently adequate    |
| First 5 Placer Children & Families Commission               | Currently adequate    |
| Foresthill Fire Protection District                         | Currently adequate    |
| Foresthill Public Utility District                          | Currently adequate    |
| Foresthill Union School District                            | Amended               |
| Heather Glen Community Services District                    | Currently adequate    |
| Loomis Fire Protection District                             | Amended               |
| Loomis Union School District                                | Currently adequate    |
| Meadow Vista County Water District                          | Currently adequate    |
| Middle Fork Project Finance Authority                       | Currently adequate    |
| Midway Heights County Water District                        | Amended               |
| Newcastle Elementary School District                        | Amended               |
| Newcastle Fire Protection District                          | Currently adequate    |
| Newcastle-Rocklin-Gold Hill Cemetery District               | Currently adequate    |
| Newcastle Sanitary District                                 | Currently adequate    |
| Northstar Community Services District                       | Amended               |
| North Tahoe Fire Protection District                        | Currently adequate    |
| North Tahoe Public Utility District                         | Amended               |
| Penryn Fire Protection District                             | Currently adequate    |
| Placer County Air Pollution Control District                | Currently adequate    |
| Placer County Cemetery District #1                          | Currently adequate    |
| Placer County Flood Control and Water Conservation District | Currently adequate    |
| Placer County In-Home Supportive Services Public Authority  | Currently adequate    |

|  |                    |
|--|--------------------|
| Placer County Law Library                    | Amended            |
| Placer County Mosquito Abatement District    | Amended            |
| Placer County Office of Education            | Amended            |
| Placer County Redevelopment Agency           | Currently adequate |
| Placer County Resource Conservation District | Currently adequate |
| Placer County Transportation Planning Agency | Currently adequate |
| Placer County Water Agency                   | Currently adequate |
| Placer Union High School District            | Amended            |
| Placer Hills Fire Protection District        | Amended            |
| Placer Hills Union School District           | Currently adequate |
| Rocklin Fire Protection District             | Currently adequate |
| Rocklin Unified School District              | Amended            |
| Roseville City School District               | Amended            |
| Roseville Public Cemetery District           | Currently adequate |
| Sierra Lakes County Water District           | Currently adequate |
| South Placer Fire District                   | Currently adequate |
| South Placer Municipal Utility District      | Amended            |
| South Placer Wastewater Authority            | Currently adequate |
| Squaw Valley Public Service District         | Amended            |
| Suburban Pines Community Service District    | Currently adequate |
| Tahoe City Cemetery District                 | Currently adequate |
| Talmont Resort Improvement District          | Currently adequate |
| Western Placer Unified School District       | Amended            |
| Western Placer Waste Management Authority    | Currently adequate |

(Conclusion)

**Before the Board of Supervisors  
County of Placer, State of California**

In the matter of:

Resol. No: \_\_\_\_\_

A RESOLUTION AMENDING THE  
PLACER COUNTY CONFLICT OF  
INTEREST CODE APPENDIX OF  
DESIGNATED POSITIONS.

The following RESOLUTION was duly passed November 25, 2008 by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

\_\_\_\_\_  
CHAIRMAN, BOARD OF SUPERVISORS

Attest:  
Clerk of said Board

\_\_\_\_\_  
  
The Board of Supervisors of the County of Placer, State of California, does hereby resolve that the Placer County Conflict of Interest Code Appendix designating positions within the County mandated to disclose certain financial interests pursuant to the Political Reform Act, is hereby amended as shown in the attached appendix.

## UPDATED APPENDIX TO CHAPTER 2.84: CONFLICT OF INTEREST REGULATIONS

### Disclosure Categories:

#### **Full Disclosure – Category I**

*All Department Heads/Assistant Department Heads/Deputy Department Heads*

#### **Limited Disclosure – Category II**

*All other designated positions*

### ADMINISTRATIVE SERVICES

#### Administration & Management:

Director, Administrative Services  
Deputy Director, Administrative Services  
Administrative Services Officer  
Accountant/Auditor

#### Central Services:

Central Services Manager

#### Communications:

Information Technology Manager  
Telecommunications Supervisor  
Information Technology Supervisor

#### IT Services:

Deputy Director/Information Technology  
Information Technology Manager  
Information Technology Supervisor

#### Procurement Services:

Purchasing Manager  
Senior Buyer  
Buyer I/II

#### Records Management:

Records Coordinator

#### Revenue & Reimbursement:

Revenue Services Manager

### AGRICULTURAL COMMISSIONER/SEALER

Agricultural Commissioner/Sealer

Deputy Agricultural Commissioner/Sealer

Agricultural Commission Members

Fish and Game Commission Members

### ASSESSOR

Assessor

Assistant Assessor

Administrative Services Officer-Senior

Administrative Supervisor

Appraisal Technician

Assessment Manager

Assessment Supervisor

Assistant/Associate Appraiser

Assistant/Associate Auditor-Appraiser

Chief Appraiser

GIS Technician II

Information Technology Supervisor

Information Technology Technician I/II

Managing Appraiser

Managing Auditor - Appraiser

Senior Appraiser

Senior Auditor-Appraiser

Senior Cadastral Technician

Senior Technology Solutions Analyst

Supervising Appraiser

**Technology Solutions Analyst I/II - add**

AUDITOR

Auditor-Controller  
Assistant Auditor-Controller

BOARD OF SUPERVISORS

Board of Supervisors  
Administrative Officer

Assessment Appeals Board

BUILDING DEPARTMENT

Chief Building Official  
Assistant Chief Building Official  
Supervising Building Inspector  
Senior Building Inspector  
Supervising Code Enforcement Officer

Building Inspector I/II  
~~Counter Services Manager~~  
Building Appeals Board Members  
Code Enforcement Officer

CHILD SUPPORT SERVICES

Director of Child Support Services  
Assistant Director of Child Support Services  
Supervising Child Support Attorney  
Child Support Program Manager

COMMUNITY DEVELOPMENT RESOURCE AGENCY

Director  
Environmental Coordinator  
Principal Planner

Information Technology Supervisor  
Administrative Services Officer - Senior  
Administrative Services Officer

COUNTY CLERK-RECORDER

County Clerk-Recorder-Registrar  
Assistant County Clerk  
Clerk-Recorder Manager  
Assistant Registrar of Voters  
Administrative Services Officer

Administrative Services Officer – Senior  
Elections Manager  
**IT – Supervisor - add**

COUNTY COUNSEL

County Counsel  
Chief Deputy County Counsel  
Senior Deputy County Counsel  
Deputy County Counsel

Accountant Auditor I/II  
Supervising Deputy County Counsel

COUNTY EXECUTIVE OFFICE

County Executive Officer  
Chief Assistant County Executive Officer  
**Administrative Services Manager - add**  
Assistant County Executive Officer  
Assistant Director Emergency Services  
Budget and Fiscal Operations Manager  
County Budget Administrator  
Director Economic Development  
Senior Economic Development Specialist

Emergency Services Program Manager  
Management Analyst I/II/Senior  
Principal Management Analyst  
Public Information Officer  
Risk Management Administrator  
Risk Management Investigator  
  
Economic Development Board Members  
Gold Country Settlement Funding Board

SUPERIOR COURTS

Note: Courts file under CA Rules of Court.  
Superior Court Judges & Commissioners

DISTRICT ATTORNEY OFFICE

District Attorney  
Assistant District Attorney  
Chief DA Investigator  
Administrative Services Officer  
Supervising Deputy District Attorney

Senior Deputy District Attorney  
Technology Solutions Analyst  
Victim Witness Supervisor  
Deputy District Attorney I/II/III/IV  
Supervising District Attorney Investigator

ENGINEERING AND SURVEYING

Director of Engineering and Surveying  
Asst. Director of Engineering & Surveying  
Senior Civil Engineer  
**Engineering Manager - add**

Senior Surveyor  
Associate Civil Engineer  
Associate Surveyor

FACILITY SERVICES

Director of Facility Services  
Assistant Director of Facility Services  
~~Deputy Director of Facility Services~~  
~~Administrative Services Officer~~  
~~Architect~~  
Assistant Building Maint. Superintendent  
~~Associate Civil Engineer~~  
Building Maintenance Superintendent  
Capital Improvements Manager  
~~Environmental Resource Specialist~~  
Museums Administrator  
Museums Program Manager  
Parks Administrator  
Parks and Grounds Superintendent  
Principal Planner  
Property Manager  
Senior Architect  
Senior Civil Engineer  
~~Senior Project Manager~~  
~~Senior Supervising Building Crafts Mechanic~~  
~~Solid Waste Program Manager~~  
~~Special Districts Program Manager~~

~~Utility Operations Supervisor~~

**Deputy Director of Facility Services -  
Environmental Engineering &  
Utilities - add**  
**Deputy Director of Facility Services –  
Parks Property & Museums – add**  
**Administrative Services Manager - add**  
**Deputy Director of Facility Services –  
Capital Facilities – add**  
**Senior Administrative Services Officer –  
add**  
**Environmental Engineering Program  
Manager – add**  
**Utility Program Manager – add**  
**Parks & Grounds Superintendent – add**  
  
**Park Commission Members - add**

FARM ADVISOR

Director

GRAND JURY

Grand Jury Members

HEALTH & HUMAN SERVICES

**Dept.** Director of Health & Human Services  
Director of Health **Human** Services  
Director of Administration - HHS  
Administrative Services Officer  
Budget and Fiscal Operations Manager  
Chief Physician  
Client Services Program Director  
Client Services Program Supervisor  
Client Services Program Manager  
**Public** Health Officer  
HHS Facilities Manager  
HHS Assistant **Dept.** Director  
Information Technology Manager  
Information Technology Supervisor  
Lab Director

Pharmacist  
Public Authority Manager  
Senior Accountant Auditor  
Senior Staff Services Analyst  
**Director, Children's System of Care**  
**Assistant Director, Children's System of  
Care**  
**Director, Adult System of Care**  
**Assistant Director, Adult System of Care**  
**Director, Environmental Health**  
**Director, Community Health / Clinics**  
**Assistant Director, Community Health /  
Clinics**  
**Assistant Director, Human Services**

LIBRARY

Director of Library Services  
Assistant Director of Library Services

Administrative Services Officer  
Library Services Manager

PERSONNEL

Personnel Director  
Assistant Personnel Director  
Administrative Services Officer/Senior  
Employee Services Manager - HHS  
Executive Secretary  
Personnel Analyst I/II  
Personnel Services Manager

Senior Personnel Analyst  
Senior Technology Solutions Analyst  
**Administrative Secretary**

Civil Service Commission Members

PLANNING

Director of Planning  
Deputy Director of Planning  
Supervising Planner  
Principal Planner

Senior Planner  
Assistant/Associate Planner

Planning Commission Members

PROBATION

Chief Probation Officer  
Administrative Services Officer  
Assistant Chief Probation Officer  
Food Service Manager  
Juvenile Detention Facility Superintendent

Asst Juvenile Detention Facility  
Superintendent  
Probation Manager  
Technology Solutions Analyst I/II  
**Senior Technology Solutions Analyst**

PUBLIC WORKS

Administration:

Director of Public Works  
~~Administrative Services Officer~~  
Senior Administrative Services Officer

Road Maintenance Division:

~~Public Works Manager~~  
**Engineering Manager**  
Assistant Road Superintendent

Fleet Operations Division:

Public Works Manager  
Assistant Fleet Services Superintendent

Transit Division:

Senior Transportation Systems Supervisor  
**Public Works Manager**

Engineering Division:

Assistant Director of Public Works  
Associate Civil Engineer  
Deputy Director  
Right-of-Way Agent  
Senior Civil Engineer

**NPDES Division**

**Engineering Manager**  
**Associate Civil Engineer**

**Flood Control Special District**

**District Engineer**  
**Associate Civil Engineer**

SHERIFF-CORONER-MARSHAL

Sheriff

Undersheriff

Captain

Administrative Services Manager

Communication Services Manager

Information Technology Analyst

Information Technology Supervisor

TREASURER-TAX COLLECTOR

Treasurer-Tax Collector

Assistant Treasurer-Tax Collector

Treasurer-Tax Manager

Administrative Services Officer

Chief Deputy Treasurer

Senior Accountant-Auditor

Technology Solutions Analyst

Treasury Oversight Committee Members

VETERAN'S SERVICES OFFICE

Veteran's Services Officer

Assistant Veteran's Services Officer

COUNTY BOARDS AND COMMISSIONS:

\*Agriculture Commission  
\*Assessment Appeals Board  
Bond Screening Committee  
Building Appeals Board  
Child Care Local Planning Council  
\*Civil Service Commission  
Deferred Compensation Committee  
\*Economic Development Board\*  
\*Fish and Game Commission  
\*Gold Country Settlement Funding/Corp  
Grand Jury  
**Hazardous Vegetation Abatement Hearing Body**  
Housing and Dangerous Buildings Appeals Hearing Panel  
In Home Support Services Advisory Commission  
Mental Health, Alcohol and Drug Advisory Board  
**Placer County Audit Committee**  
\*Planning Commission  
Solid Waste Independent Hearing Panel  
\*Treasury Oversight Committee

\* Listed under oversight department in body of document