



---

**NEVADA COUNTY BOARD OF SUPERVISORS**  
**Board Agenda Memo**

---

**MEETING DATE:** September 24, 2024  
**TO:** Board of Supervisors  
**FROM:** Katharine L. Elliott, County Counsel  
**SUBJECT:** Resolution approving and adopting the County-wide Conflict of Interest Code

---

**RECOMMENDATION:** Approve the Resolution

**FUNDING:** Not applicable

**BACKGROUND:** Under the California Political Reform Act ("Act"), all local agencies are required to adopt a conflict of interest code. The attached Conflict of Interest Code ("Code") lists County positions in Appendices A-C that make or participate in making governmental decisions and are therefore required to file an annual Statement of Economic Interests (Form 700). The Code also determines which financial interests must be disclosed. The Form 700 is a public document intended to alert public officials and members of the public to the types of financial interests (including investments, interests in real property, sources of income, and business positions) that may create conflicts of interests or otherwise affect a public official's decision-making. The Act applies to both paid and volunteer positions.

Typically, any position that involves voting on matters, making recommendations directly to the Board, negotiating contracts, or making recommendations on purchases without substantive review must be included in a county's conflict of interest code. Government Code section 87200 lists positions that do not have to be listed in our Code because they are automatically required to file a Form 700. The Board of Supervisors, County Executive Officer, County Counsel, District Attorney, Treasurer-Tax Collector, and all Planning Commissioners are required to file a Form 700 under Government Code section 87200 and are simply listed in the County's Conflict of Interest Code for convenience. The County's Conflict of Interest Code covers everyone else, including all our Board-appointed commissioners, mid- to upper-level management employees, and independent contractors.

State law requires the County to review, update, and make corrections to the Code every two years, in even-numbered years. This review is required to determine whether certain job classifications should be added or deleted from the list of covered positions and whether the

categories of disclosure for each position should be defined or assigned differently. Any changes must be approved by December 31, 2024.

Staff has completed its biennial review of the County's Conflict of Interest Code and recommends that the list of Designated Employees listed in Appendix A through C be updated to reflect the County's current organizational structure. The proposed Code adds, deletes, and modifies position titles consistent with the County's personnel staffing resolutions and makes minor corrections to the existing Code.

Item Initiated By: Trevor Koski, Assistant County Counsel  
Item Approved By: Katharine L. Elliott, County Counsel

Submittal Date: 8/30/2024  
Revision Date: