

**ORLAND CEMETERY DISTRICT  
CONFLICT OF INTEREST CODE**

~~Approved: September 10, 2024~~

~~Reviewed: January 13, 2026~~

The Political Reform Act (~~Gover~~nm~~ent~~ent Code ~~§~~S~~ection~~ection 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 California~~ia~~ Code Regulations~~ulations~~: ~~§~~S~~ection~~ection 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.<sup>†</sup> These positions are listed here for informational purposes only:~~

~~Members, Board of Trustees~~

~~Consultants~~

~~<sup>†</sup> 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<br>FUNCTION | DISCLOSURE CATEGORIES<br>ASSIGNED |
|--------------------------------------------|-----------------------------------|
| <u>Members, Board of Trustees</u>          | <u>1, 2</u>                       |
| General Counsel                            | 1, 2                              |
| District Manager                           | <del>2</del> , 4                  |
| <del>Grounds Foreman</del>                 | 5                                 |
| <del>Groundskeepers (All)</del>            | 5                                 |
| <del>Administrative Assistant</del>        | 5                                 |
| Consultants and New Positions              | <del>2</del>                      |

<sup>2</sup> 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 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. (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~~ Such economic interests 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), that are located in, do business in or own real property within the jurisdiction of the District.

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~~ the jurisdiction of the District, including any leasehold, beneficial or ownership interest or option to acquire property.

Category 3: All investments, ~~and~~ business positions in business entities, and sources of income, (including receipt of 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 receipt gifts, loans and travel payments), that provide services (including training or consulting services), products, materials, machinery, vehicles or equipment of ~~a the~~ type purchased or leased by the District.

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

~~PASSED, APPROVED AND ADOPTED by the Board of Trustees of the Orland Cemetery District in a regular meeting held at its regular place of meeting this the 10<sup>th</sup> day of September 2024.~~

Vote:

AYES: (3) ~~Beale, Donnelley, and Tefelski~~

NOES: (0)

ATTEST: (0)

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~~Staci Buttermore, Secretary~~  
~~Orland Cemetery District~~

~~Ricke Beale, Chairperson~~  
~~Orland Cemetery District~~  
~~Board of Trustees~~

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