

**Santa Clara County
Vector Control District
Conflict of Interest Code**

Approved: 02/11/2020

SANTA CLARA COUNTY VECTOR CONTROL DISTRICT CONFLICT OF INTEREST CODE

The Political Reform Act (Government Code §§ 81000, *et seq.*, hereinafter referred to as the Act) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission (“FPPC”) has adopted a regulation (2 California Code of Regulations § 18730) 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 hearings it may be amended by the FPPC to conform to amendments in the Act. Therefore, the terms of 2 California Code of Regulations § 18730 and any amendments to it adopted by the FPPC are hereby incorporated by reference. This regulation and the text here designating officials and employees and establishing disclosure categories shall constitute the conflict of interest code of the Santa Clara County Vector Control District.

The full text of Section 18730, together with any amendments thereto, may be found at:
<http://www.fppc.ca.gov/content/dam/fppc/NS-Documents/LegalDiv/Regulations/Index/Chapter7/Article2/18730.pdf>.

Individuals holding a designated position shall file Statements of Economic Interests (Form 700s) with the District’s filing official. If Statements are received in signed paper format, the District filing official shall make and retain a copy and forward the original Statements to the filing officer, the County of Santa Clara Clerk of the Board of Supervisors. If Statements are electronically filed using the County of Santa Clara’s Form 700 e-filing system, both the District’s filing official and the County of Santa Clara Clerk of the Board of Supervisors will receive access to the e-filed Statements simultaneously. Statements of Economic Interests are public records available for public inspection and reproduction pursuant to Government Code section 81008.

The County of Santa Clara Board of Supervisors sits as the governing board of the Santa Clara County Vector Control District. The Board Members are subject to the disclosure requirements under Government Code section 87200, *et seq.*

DESIGNATED POSITIONS: The designated positions listed below are required to file Form 700 Statements of Economic Interests disclosing certain personal financial interests, such as investments, business positions, sources of income and interests in real property located in the District’s jurisdiction, based on the requirements of the disclosure category assigned to the designated position.

Designated Positions	Disclosure Category
Assistant Manager Vector Control District	1
Business Systems Analyst	2
Senior Business Systems Analyst	2
Vector Control District Manager	1
Vector Control Operations Supervisor	1
Vector Control Scientific – Technical Services Manager	1
Consultant	3
Newly Created Position	*

*** Newly Created Positions**

A newly created position that makes or participates in the making of governmental decisions that may foreseeably have a material effect on any financial interest of the position-holder, and which specific position title is not yet listed in the District's conflict of interest code is included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation: The Vector Control District Manager, or designee, may determine in writing that a particular newly created position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the broadest disclosure requirements, but instead must comply with more tailored disclosure requirements specific to that newly created position. Such written determination shall include a description of the newly created position's duties and, based upon that description, a statement of the extent of disclosure requirements. The District'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 Section 81008.)

As soon as the District has a newly created position that must file statements of economic interests, the District's filing official shall contact the County of Santa Clara Clerk of the Board of Supervisors Form 700 division to notify it of the new position title to be added in the County's electronic Form 700 record management system, known as eDisclosure. Upon this notification, the Clerk's office shall enter the actual position title of the newly created position into eDisclosure and the District's filing official shall ensure that the name of any individual(s) holding the newly created position is entered under that position title in eDisclosure.

Additionally, within 90 days of the creation of a newly created position that must file statements of economic interests, the District shall update this conflict-of-interest code to add the actual position title in its list of designated positions, and submit the amended conflict of interest code to the County of Santa Clara Office of the County Counsel for code-reviewing body approval by the County Board of Supervisors. (Gov. Code Sec. 87306.)

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DISCLOSURE CATEGORIES:

Disclosure Category 1: Persons in this category shall disclose:

(1) all investments in, business positions in, and income (including gifts, loans and travel payments) from:

- (a) all sources that provide, plan to provide, or have provided in the last two years, facilities, goods, software, hardware, or related technology, equipment, vehicles, machinery or services, including training or consulting services, to the District;
- (b) all sources that are subject to the regulatory, monitoring, investigatory, enforcement, permit or licensing authority of, or have an application for a license or permit pending before, the District;
- (c) all sources that receive, are planning to apply to receive, or have received in the last two years, referrals for services, grants or other monies from or through the District; and

(2) all interests in real property located entirely or partly within the District, or within two miles of District boundaries, or of any land owned or used by the District.

Disclosure Category 2: Persons in this category shall disclose all investments in, business positions in, and income (including gifts, loans and travel payments) from:

(1) all sources that provide facilities, goods, software, hardware, or related technology, equipment, vehicles, machinery or services, including training or consulting services, of the type utilized by the District, the County of Santa Clara Department of Environmental Health, or the County of Santa Clara Technology Services and Solutions as part of mosquito and general vector control; and

(2) all sources that are of the type to receive referrals for services, grants or other monies from or through the District or the County of Santa Clara Department of Environmental Health related to mosquito and general vector control.

Disclosure Category 3: Each Consultant, as defined for purposes of the Political Reform Act, shall disclose: (1) all investments in, business positions in, and income (including gifts, loans and travel payments) from: (a) all sources that provide, plan to provide, or have provided in the last two years, facilities, goods, software, hardware, or related technology, equipment, vehicles, machinery or services, including training or consulting services, to the District; (b) all sources that are subject to the regulatory, monitoring, investigatory, enforcement, permit or licensing authority of, or have an application for a license or permit pending before, the District; (c) all sources that receive, are planning to apply to receive, or have received in the last two years, referrals for services, grants or other monies from or through the District; and (2) all interests in real property located entirely or partly within the District, or within two miles of District boundaries, or of any land owned or used by the District, subject to the following limitation: the Vector Control District Manager, or designee, may determine in writing that a particular

consultant is hired to perform a range of duties that is limited in scope and, thus, is not required to comply with the full disclosure requirements described above, but instead must comply with more tailored disclosure requirements specific to that consultant. Such a determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements.