

ORDINANCE NO. 3661

AN ORDINANCE AMENDING SECTION 1-35-1010 OF THE ORDINANCE  
CODE OF TULARE COUNTY, PERTAINING TO INVENTORY FILING.

THE BOARD OF SUPERVISORS OF THE COUNTY OF TULARE ORDAINS  
AS FOLLOWS:

**Section 1.** Section 1-35-1010 of Chapter 35 ("Inventories of County-Owned Property") of Part I ("Government and Administration") of the Tulare County Ordinance Code is amended to read as follows:

**§ 1-35-1010. INVENTORY FILING:**

Notwithstanding section 107.7 of the County Auditor-Controller's "Capital Assets Procedures Manual," beginning with the inventory for the 2019-20 fiscal year, the following procedures shall apply to Tulare County Agency and Department heads required to file annual inventories of county property in their possession pursuant to California Government Code Section 24051:

(a) Pursuant to the requirements of California Government Code Section 24051, each County Agency and Department head must file with the County Purchasing Agent (which term includes his or her designee) and the County Clerk-Recorder an inventory of all County property in their possession. This must be done annually.

(b) Each year between June 25th and July 10th preceding the month in which the inventories are to be certified, the Purchasing Agent will furnish each Agency and Department an inventory of capitalized equipment. The inventory of equipment costing less than \$10,000 must be furnished by the Agency or Department. Agencies and Departments are responsible for providing the Purchasing Agent with inventory corrections and revisions by no later than July 25th. Thereafter the Purchasing Agent shall make necessary corrections and revisions to the inventories and return them to the Agency and Department heads for final action. The complete inventory must be filed by no later than the 25th of August each fiscal year with the County Clerk-Recorder. A copy of the recorded affidavit must be provided to the Purchasing Agent by August 31st of each fiscal year.

(c) Each County Agency and Department will conduct a physical inventory of all equipment in its possession, noting any exceptions on the Purchasing Agent's capitalized equipment inventory or the Agency/Department's list of equipment costing less than \$10,000. An affidavit shall be signed under oath by the Agency or Department head in the

presence of either the Auditor-Controller/Treasurer-Tax Collector, the County Clerk-Recorder, any other County officer or sworn deputy as specified in California Government Code Section 24000, or before a Notary Public. The affidavit, the Purchasing Agent's capitalized equipment inventory, and the Agency/Department's list of equipment costing less than \$10,000, shall be returned to the Purchasing Agent and filed with the County Clerk-Recorder.

(d) The Purchasing Agent, in consultation with the Auditor-Controller/Treasurer-Tax Collector, is authorized to take such actions and provide such supplemental procedures and instructions as may be necessary or convenient to carry out these procedures.

**Section 2.** The foregoing ordinance shall take effect thirty (30) days from the date of the passage hereof, and prior to the expiration of fifteen (15) days from the passage hereof the full text shall be published once in the Sun-Gazette, a newspaper printed and published in the County of Tulare, State of California, together with the names of the members of the Board of Supervisors voting for and against the same.

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THE FOREGOING ORDINANCE was passed and adopted by the Board of Supervisors of the County of Tulare, State of California, on the 8th day of July, 2025, at a regular meeting of said Board duly and regularly convened on said day by the following vote:

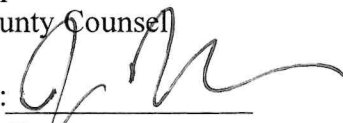
AYES: SUPERVISORS MICARI, VANDER POEL, SHUKLIAN, VALERO,  
AND TOWNSEND  
NOES: NONE  
ABSTAIN: NONE  
ABSENT: NONE

COUNTY OF TULARE  
By:   
Chair, Board of Supervisors

ATTEST: JASON T. BRITT  
County Administrative Officer/  
Clerk of the Board of Supervisors  
By:   
Deputy Clerk



Approved as to Form:  
County Counsel

By:   
Deputy  
Matter # 2025769