

ATTACHMENT A

BOARDS AND COMMISSIONS

- Community Corrections Partnership
- Juvenile Justice Coordinating Council

2014 Local Agency Biennial Notice

Name of Agency: San Mateo County Community Corrections Partnership (CCP)
Mailing Address: 222 Paul Scannell Drive San Mateo CA 94402
Contact Person: Lyn Craig-Miller Phone No: (650) 312-5520
E-Mail: LCraig-Miller@smcgov.org

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one box):

☒ **An amendment is required. The following amendments are necessary:**

(Mark all that apply.)

- ☒ Include new positions (including consultants) that must be designated
- ☐ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☒ Delete positions that no longer make or participate in making governmental decisions
- ☐ Other (describe) _____

☐ **The code is currently under review by the code reviewing body.**

☐ **No amendment is required.** (If your code is more than five years old, amendments may be necessary.)

Verification

This agency's conflict of interest code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure categories assigned to those positions accurately require the disclosure of all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions. The code includes all other provisions required by Government Code Section 87302.



Signature of Chief Executive Officer

8/25/14

Date

Complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **September 1, 2014** to:

Julieta R. Fernandez
Office of the Assessor-County Clerk-Recorder
555 County Center
Redwood City, CA 94063

PLEASE DO NOT SEND THIS FORM TO FPPC

2014 San Mateo County Community Corrections Partnership (CCP) Filers

John Keene, Chair*	Chief Probation Officer
Adrienne Tissier	Board of Supervisors
Steve Wagstaffe*	District Attorney
Becky Arredondo	District Attorney's, Office: Victims Representative
Jean Fraser,	Health System Department
Iliana Rodriguez*	Human Services Agency
Stephen Kaplan	Behavioral Health and Recovery Services
John Joy	Human Services Agency: Employment Services
John C. Fitton*	Superior Court
John Digiacinto*	Private Defender
Susan Manheimer*	Chief, San Mateo Police Department
Vacant	Service League
Greg Munks*	Sheriff
Anne Campbell	County Office of Education

*Executive Committee Members

No longer CCP filers:

Beverly Johnson
Stuart Forrest
Grace Nelson
Michael Nevin

2014 Local Agency Biennial Notice

Name of Agency: San Mateo County Juvenile Justice Coordinating Council
Mailing Address: 222 Paul Scannell Drive San Mateo CA 94402
Contact Person: Lyn Craig-Miller Phone No: (650) 312-5520
E-Mail: LCraig-Miller@smcgov.org

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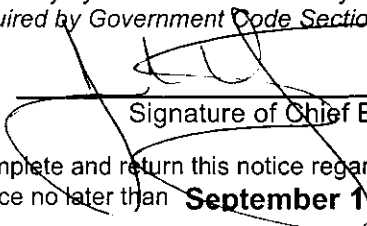
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Redwood City, CA 94063**

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2014 San Mateo County Juvenile Justice Coordinating Council (JJCC) Members

John Keene, Chair	Chief Probation Officer
David Pine	Board of Supervisors
John L. Maltbie	County Manager
Susan Etezadi	Superior Court
Steve Wagstaffe	District Attorney
Stephen Kaplan	Behavioral Health and Recovery Services
Loc Nguyen	Human Services Agency
Rick Halpern	Private Defender
Susan Manheimer	Chief San Mateo Police Department
Trisha Sanchez	Sheriff's Office
Joan Rosas	County Office of Education
Richard Boitano	Jefferson Union High School District
Jane Smithson	At-large community representative
Susan Swope	Juvenile Justice Delinquency Prevention Commission

No longer JJCC filers :

Gary Beasley
Mike Nevin

ATTACHMENT B

COUNTY DEPARTMENTS

- Assessor-County Clerk-Recorder
- Board of Supervisors
- County Counsel
- County Manager's Office
- Department of Public Works
- Health System
- Human Resources Department
- Human Services Agency
- Parks Department
- Planning and Building Department
- Probation Department
- Sheriff's Office
- Treasurer – Tax Collector Office

2014 Local Agency Biennial Notice

Name of Agency: San Mateo County Assessor-County Clerk-Recorder's Office
Mailing Address: 555 County Center, 3rd Floor, Redwood City, CA 94063
Contact Person: Mark Church Phone No: (650) 363-4988
E-Mail: mchurch@smcare.org

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

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Signature of Chief Executive Officer

8/29/14
Date

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Julieta R. Fernandez
Office of the Assessor-County Clerk-Recorder
555 County Center
Redwood City, CA 94063

PLEASE DO NOT SEND THIS FORM TO FPPC

**Assessor-County Clerk-Recorder's Office
Conflict of Interest Code**

**List of Designated Positions in the Assessor-County Clerk-Recorder's Office
and Financial Disclosure Categories**

Each person holding any position listed below must file statements disclosing the kinds of financial interest shown for the designated employee's position. Statements must be filed at the times and on the forms prescribed by law. Failure to file statements on time may result in penalties including but not limited to late fines.

<u>Designated Employees</u>	<u>Disclosure Category</u>
Assessor-County Clerk-Recorder	1, 2, 3, 4
Assistant Assessor-County Clerk-Recorder	1, 2, 3, 4
<u>Administrative Services Manager</u>	<u>1, 2, 3, 4</u>
Chief Appraiser	1, 2, 3, 4
Appraiser I	1, 2, 3, 4
Appraiser II	1, 2, 3, 4
Assessor-Recorder Support Services Supervisor (C/O)	1, 2, 3, 4
Assessor-Recorder Technician III (Recorder)	1, 2, 3, 4
Assessor-Recorder Technician III (C/O)	1, 2, 3, 4
Auditor-Appraiser I	1, 2, 3, 4
Auditor-Appraiser II	1, 2, 3, 4
Deputy Assessor-Clerk-Recorder	1, 2, 3, 4
Departmental Systems Analyst (Personal Property)	1, 2, 3, 4
Financial Services Manager	1, 2, 3, 4
Management Analyst	1, 2, 3, 4
Principal Appraiser	1, 2, 3, 4
Principal Auditor-Appraiser	1, 2, 3, 4
Senior Appraiser	1, 2, 3, 4
Senior Auditor-Appraiser	1, 2, 3, 4
Consultants*	1, 2, 3, 4

*Each Department Head, after consultation with the County Counsel, shall review the duties and authority of all consultants retained by the department. Those consultants who, within the meaning of 2 Ca. Code of Regulations 18700 (a)(2) are required to file statements of economic interests, shall do so. During each calendar year, the Assessor-County Clerk-Recorder's Office shall maintain a list of such consultants for public inspection in the same manner and location as this Conflict of Interest Code. Nothing herein excuses any consultant from any other provision of the Conflict of Interest Code, specifically those dealing with disqualification.

2014 Local Agency Biennial Notice

Name of Agency: Board of Supervisors
Mailing Address: 400 County Center, 1st Floor, Redwood City, CA 94063
Contact Person: Alicia Garcia Phone No: (650) 363-4121
E-Mail: agarcia@smcgov.org

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one box):

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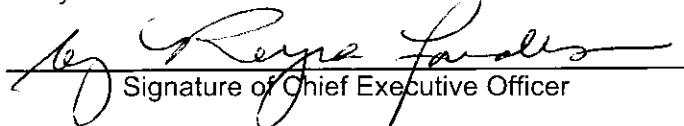
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Signature of Chief Executive Officer

8/29/14
Date

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Office of the Assessor-County Clerk-Recorder
555 County Center
Redwood City, CA 94063

PLEASE DO NOT SEND THIS FORM TO FPPC

Board of Supervisors (STAFF)
2014 Designated Positions and Disclosure Categories

List of Designated Positions in the Board of Supervisors' Office
and Financial Disclosure Categories

Each person holding any position listed below must file statements disclosing the kinds of financial interest shown for the designated employee's position. Statements must be filed at the times and on the forms prescribed by law. Failure to file statements on time may result in penalties including but not limited to late fines.

<u>Designated Positions</u>	<u>Disclosure Category</u>
Senior Legislative Aide	1,2,3,4
Legislative Aide	1,2,3,4
Executive Assistant to the Board of Supervisors	1,2,3,4

*The filing Official for the Board of Supervisors' Staff is the Clerk of the Board – the Filing Officer is the County Clerk

*The Board of Supervisors must file Statements of Economic Interest in accordance with Government Code sections 87200, et seq. The Board of Supervisors files the original statements with the County Clerk who must make and retain a copy and forward the original to the Fair Political Practices Commission. (Government Code section 87500(e)).

Disclosure Categories

Category 1. A designated official or employee assigned to Category 1 is required to disclose direct or indirect investments in any business entity that may foreseeably be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position.

Category 2. A designated official or employee assigned to Category 2 is required to disclose interests in any real property that may foreseeably be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position.

Category 3. A designated official or employee assigned to Category 3 is required to disclose any source of income that may foreseeably be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position.

Category 4. A designated official or employee assigned to Category 4 is required to disclose any business entity in which the designated official or employee is a director, officer, partner, trustee, employee or holds any position of management that may foreseeably be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position.

2014 Local Agency Biennial Notice

Name of Agency: SAN MATEO COUNTY COUNSEL
Mailing Address: 400 COUNTY CENTER, 6TH FLR, REDWOOD CITY, CA 94063-1662
Contact Person: PAUL A. OKADA Phone No: (650) 363-4761
E-Mail: pokada@smcgov.org

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This agency has reviewed its conflict of interest code and has determined that (check one box):

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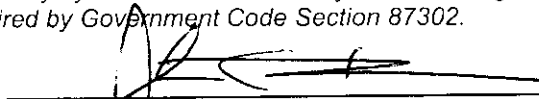
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Signature of Chief Executive Officer

8/29/17

Date

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Julieta R. Fernandez
Office of the Assessor-County Clerk-Recorder
555 County Center
Redwood City, CA 94063

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ATTACHMENT A

County Counsel

List of Designated Positions in the San Mateo County Counsel and Financial Disclosure Categories

Each person holding any position listed below must file statements disclosing the kinds of financial interest shown for the designated employee's position. Statements must be filed at the times and on the forms prescribed by law. Failure to file statements on time may result in penalties including but not limited to late fines.

<u>Designated Employees</u>	<u>Disclosure Category</u>
County Counsel	1,2,3,4
Assistant County Counsel	1,2,3,4
Chief Deputy County Counsel	1,2,3,4
Deputy County Counsel	1,2,3,4
Administrative Services Manager	1,2,3,4
Intern/Fellow III	1,2,3,4
Consultants*	1,2,3,4

*Each Department Head, after consultation with the County Counsel, shall review the duties and authority of all consultants retained by the department. Those consultants who, within the meaning of 2 Ca. Code of Regulations 18701 (a)(2) are required to file statements of economic interests, shall do so. During each calendar year, the County Manager's Office shall maintain a list of such consultants for public inspection in the same manner and location as this Conflict of Interest Code. Nothing herein excuses any consultant from any other provision of the Conflict of Interest Code, specifically those dealing with disqualification.

Disclosure Categories

Category 1. A designated official or employee assigned to Category 1 is required to disclose direct or indirect investments in any business entity that may foreseeably be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position.

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Category 3. A designated official or employee assigned to Category 3 is required to disclose any source of income that may foreseeably be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position.

Category 4. A designated official or employee assigned to Category 4 is required to disclose any business entity in which the designated official or employee is a director, officer, partner, trustee, employee or holds any position of management that may foreseeably be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position.

2014 Local Agency Biennial Notice

Name of Agency: County Manager's Office

Mailing Address: 400 County Center, 1st Floor, Redwood City, CA 94063

Contact Person: Alicia Garcia

Phone No: (650) 363-4121

E-Mail: agarcia@smcgov.org

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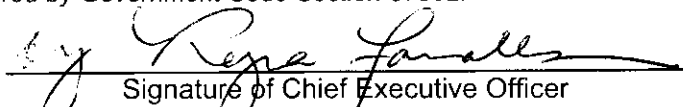
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8/29/14
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Office of the Assessor-County Clerk-Recorder
555 County Center
Redwood City, CA 94063

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County Manager's Office
2014 Designated Positions and Disclosure Categories

List of Designated Positions in the County Manager's Office
and Financial Disclosure Categories

Each person holding any position listed below must file statements disclosing the kinds of financial interest shown for the designated employee's position. Statements must be filed at the times and on the forms prescribed by law. Failure to file statements on time may result in penalties including but not limited to late fines.

<u>Designated Positions</u>	<u>Disclosure Category</u>
County Manager/Clerk of the Board	1,2,3,4
Assistant County Manager	1,2,3,4
Deputy County Manager (Performance, Fiscal, Health & Social Services)	1,2,3,4
Deputy County Manager (Criminal Justice and Realignment)	1,2,3,4
Deputy County Manager (Community Services)	1,2,3,4
Director of Budget, Policy and Performance	1,2,3,4
Director of Communications	1,2,3,4
Director of Legislation	1,2,3,4
Director of Library Services	1,2,3,4
Director of Sustainability	1,2,3,4
Director of Workforce and Economic Development	1,2,3,4
LAFCO, Executive Officer	1,2,3,4
County Fire Chief	1,2,3,4
Real Property Manager	1,2,3,4
Real Property Agent II	1,2,3,4
Real Property Agent III	1,2,3,4
Real Property Administrative Assistant II	1,2,3,4
Public Safety Communications Dispatch Manager	1,2,3,4

*Each Department Head, after consultation with the County Counsel, shall review the duties and authority of all consultants retained by the department. Those consultants who, within the meaning of 2 Ca. Code of Regulations 18700 (a)(2) are required to file statements of economic interests, shall do so. During each calendar year, the County Manager's Office shall maintain a list of such consultants for public inspection in the same manner and location as this Conflict of Interest Code. Nothing herein excuses any consultant from any other provision of the Conflict of Interest Code, specifically those dealing with disqualification.

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2014 Local Agency Biennial Notice

Name of Agency: County of San Mateo, Department of Public Works
Mailing Address: 555 County Center, 5th Floor, Redwood City, CA 94063
Contact Person: James C. Porter Phone No: 650-599-1421
E-Mail: jporter@smcgov.org

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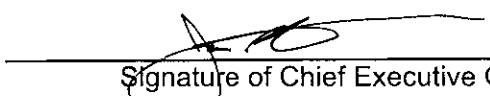
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Signature of Chief Executive Officer

8/7/14

Date

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Julieta R. Fernandez
Office of the Assessor-County Clerk-Recorder
555 County Center
Redwood City, CA 94063

PLEASE DO NOT SEND THIS FORM TO FPPC

San Mateo County Department of Public Works

List of Designated Positions in the San Mateo County Department of Public Works and Financial Disclosure Categories

Each person holding any position listed below must file statements disclosing the kinds of financial interest shown for the designated employee's position. Statements must be filed at the times and on the forms prescribed by law. Failure to file statements on time may result in penalties including but not limited to late fines.

<u>Designated Employees</u>	<u>Disclosure Category</u>
<u>Department of Public Works</u>	
Director	1,2,3,4
Deputy Director, Engineering and Resource Protection	1,2,3,4
Deputy Director, Administration and Airports	1,2,3,4
Deputy Director, Facility Services	1,2,3,4
Deputy Director, Road Services	1,2,3,4
Consultants*	1,2,3,4

*The Department Head, after consultation with the County Counsel, shall review the duties and authority of all consultants retained by the department. Those consultants who, within the meaning of 2 Ca. Code of Regulations 18700 (a)(2) are required to file statements of economic interests, shall do so. During each calendar year, the San Mateo County Department of Public Works shall maintain a list of such consultants for public inspection in the same manner and location as this Conflict of Interest Code. Nothing herein excuses any consultant from any other provision of the Conflict of Interest Code, specifically those dealing with disqualification.

The Parks Department was separated from Public Works on July 1, 2013. As a result the Superintendent of Parks, Senior Planner (Parks), and Regular/Alternate Members of the Parks and Recreation Commission were removed as designated employees.

2014 Local Agency Biennial Notice

Name of Agency: County of San Mateo Health System

Mailing Address: 225 37th Avenue, Room 178, San Mateo, CA 94403

Contact Person: Kimberlee Kimura

Phone No: 650-573-2761

E-Mail: kkimura@smcgov.org

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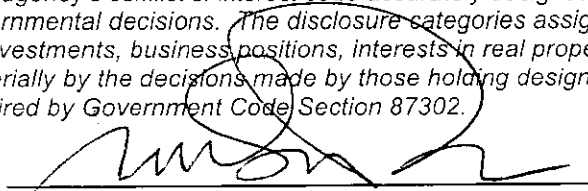
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- ☒ Other (describe) reflect changes in organizational structure

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Signature of Chief Executive Officer

Jean S. Fraser, San Mateo County Health System

8/25/14
Date

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Julieta R. Fernandez
Office of the Assessor-County Clerk-Recorder
555 County Center
Redwood City, CA 94063

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Health System Biennial Review Notice 2014

List of Designated Positions in the Health System and Financial Disclosure Categories

Each person holding any position listed below must file statements disclosing the kinds of financial interest shown for the designated employee's position. Statements must be filed at the times and on the forms prescribed by law. Failure to file statements on time may result in penalties including but not limited to late fines.

Designated Employees	Disclosure Category
<u>Administration</u>	
Chief	1,2,3,4
Deputy Chief	1,2,3,4
Director of Finance Chief Financial Officer	1,2,3,4
Director of Administration	1,2,3,4
Health Officer	1,2,3,4
±Chief Information Officer	1,2,3,4
±Director of Strategic Operations (prev.Policy& Planning)	1,2,3,4
<u>Aging and Adult Services</u>	
Director	1,2,3,4
±Financial Services Manager II	1,2,3,4
Health Services Manager I (Property Estate Unit)	1,2,3,4
<u>Behavioral Health and Recovery Services</u>	
Director	1,2,3,4
Assistant Director	1,2,3,4
Director of Alcohol and Other Drugs	1,2,3,4
Deputy Director, Children's Services	1,2,3,4
Deputy Director, Adult & Older Adult Services	1,2,3,4
±Deputy Director, Finance & Administration	1,2,3,4
Financial Services Manager II	1,2,3,4
Medical Director	1,2,3,4
<u>Correctional Health</u>	
Director	1,2,3,4
Food Services Manager	1,2,3,4
<u>Family Health Services</u>	
Director	1,2,3,4
Financial Services Manager II	1,2,3,4
<u>Policy and Planning (now under Public Health Policy & Planning)</u>	
Director (now under Public Health Policy & Planning)	1,2,3,4
Director of Strategic Operations(moved to Administration)	1,2,3,4
<u>Public Health Policy & Planning</u>	
Director	1,2,3,4
Director, Public Health Program	1,2,3,4
Financial Services Manager II	1,2,3,4
AIDS Program Manager	1,2,3,4
Animal Control & Licensing Program Manager	1,2,3,4

Environmental Health Services

Director	1,2,3,4
±Fiscal Officer II	1,2,3,4

Emergency Medical Services

Director	1,2,3,4
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San Mateo Medical Center

Chief Executive Officer	1,2,3,4
Chief Financial Officer	1,2,3,4
Chief Medical Officer	1,2,3,4
Chief Operation Officer	1,2,3,4
Chief of Medical Information	1,2,3,4
Clinical Services Manager – Laboratory	1,2,3,4
Controller (Financial Services Manager II)	1,2,3,4
Director of Acute Care	1,2,3,4
Director of Revenue Cycle (Financial Svcs Mgr II)	1,2,3,4
±Director, Reimbursement	1,2,3,4
Director of Clinical Ancillary Services	1,2,3,4
Director of Support Services	1,2,3,4
Director of Communications and Patient Experience	1,2,3,4
Director of Acute Psychiatry Services	1,2,3,4
Director/Chief of Nursing	1,2,3,4
Director of Nursing and Long Term Care	1,2,3,4
Director of Ambulatory Care	1,2,3,4
Manager of Corporate Compliance	1,2,3,4
Manager, Materials Management	1,2,3,4
Manager, Medical Staff Office/Physicians Relations	1,2,3,4
Manager, Pharmacy	1,2,3,4
Manager, Provider Contracting	1,2,3,4
Medical Director of Psychiatry	1,2,3,4
Medical Director of Quality	1,2,3,4
Medical Director, Long Term Care	1,2,3,4
Medical Director, Primary Care	1,2,3,4
Medical Staff, Chief of Staff	1,2,3,4

U.C. Cooperative Extension

County Director	1,2,3,4
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Consultants*

*Each Department Head, after consultation with the County Counsel, shall review the duties and authority of all consultants retained by the department. Those consultants who, within the meaning of 2 CA. Code of Regulations 18700 (a) (2) are required to file statements of economic interests, shall do so. During each calendar year, the Health Department shall maintain a list of such consultants for public inspection in the same manner and location as this Conflict of Interest Code. Nothing herein excuses any consultant from any other provision of the Conflict of Interest Code, specifically those dealing with disqualification

± New

SAN MATEO COUNTY
HEALTH DEPARTMENT

EFFECTIVE DATE: October 1, 2005

HEALTH POLICY NO.: A-14

SUBJECT: Governing Incompatible Activities and Outside Employment for
Employees of the San Mateo County Health Department

AUTHORITY: Federal, State and Local Confidentiality Regulations

The provisions of Chapter 2.188 of Title 2 of the San Mateo County Ordinance require that each Department Head must adopt rules relating to incompatible activities and outside employment.

SUPERCEDES:

PURPOSE:

To prohibit County employees from engaging in an employment, activity or enterprise which is inconsistent, incompatible, in conflict with or inimical to the duties imposed on such employees by virtue of their employment with the County of San Mateo.

POLICY:

1. All employees of the Health Department shall disclose all outside activities for compensation to the Director or Division Head to determine whether or not the activity relates to the employee's County duties or may be subject to review by any other officer, employee, board or commission of the County. Approval of such outside activities shall be based upon a determination by the Director or his/her designee that the activity in question is not in conflict with the employee's County responsibilities.
2. Section 2.188.070 of the Ordinance Code places a limit of twenty (20) hours per week on the outside employment of any employee holding a full-time position with the County. For Health Department employees, the limit for part-time employees will not exceed sixty (60) hours for combined County and outside employment. For senior management employees, given the nature of their position, it may not be possible for them to have any outside employment. Accordingly, senior management employees must request permission of the Director to part take in any outside employment. Said requests for outside employment will be decided on a case by case basis by the Director or his/her designee.


3. No employee shall engage in any outside employment, activity or enterprise for compensation or otherwise with any person, agency or organization that is under contract to provide services to San Mateo County nor with any agency with whom the employee works as part of his/her County employment.
4. No employee shall engage in any outside employment, activity or enterprise if it involves the use of County time, facilities, equipment, or supplies, or the influence or prestige of the employee's position for profit, gain, or advantage.
5. No employee, his/her spouse or domestic partner shall serve on any board, commission or similar body of any agency or organization which contracts with the Health Department or receives funding from the Health Department. Persons currently serving in such capacity shall report that fact in writing to the Director/Division Head within ten (10) calendar days of the receipt of these policies and shall have ninety (90) days to resign. This policy does not apply to appointments made by the Board of Supervisors as those appointments are governed by Ordinance code section 2.188.060.
6. No employees, his/her spouse or domestic partner shall purchase or otherwise acquire, either directly or indirectly, any real or personal property of any conservatee of the San Mateo County Public Guardian.
7. No employee of the Health Department shall assume responsibility for service, eligibility, licensing or inspection activities involving a relative of the employee by blood, adoption or marriage, or including any member of the employee's household.
8. No employee, his/her spouse or domestic partner shall serve on any body which has a contractual or legislative responsibility to regulate or monitor any of the services/activities provided by the Health Department for compensation or otherwise. Persons currently serving in such capacity shall report the fact in writing to the Director/Department Head within ten (10) calendar days from receipt of the policies and shall have ninety (90) days to resign. This policy does not apply to appointments made by the Board of Supervisors as those appointments are governed by Ordinance code section 2.188.060.
9. No employee shall refer to himself/herself for private care or treatment of any County patient or client or applicant for services by this Department. The only exception to this policy would be for the clinical benefit of the patient, and the referral must be approved by the Director or the Director's designee. Such approval shall be documented in writing in the patient's or client's record.
 - A. A roster shall be kept of all referrals from each unit of the Department to the private sector indicating the patient's or client's name, to whom referred and whether or not the referral was completed. The roster of outside referrals shall be periodically reviewed by the Director.

- B. Whenever possible, a patient or client should be given a choice between two or more qualified providers of service.

It is the responsibility of each employee to acknowledge receipt of these policies and to ask questions for which he/she needs clarification. All employees who are aware of any conflicts or potential conflicts of interest between their or their spouses or domestic partner's private activities and County employment, whether or not specifically mentioned herein, have the responsibility to discuss them with their Division or Department Director and to take the appropriate action.

An exemption to subdivisions 3, 5 and 8 of this policy may be obtained upon written application to the Director of the Health Department who shall determine, after consultation with County Counsel, that no conflict exists. The decision regarding this exemption will be provided in writing to the employee.

Failure to comply with these procedures may result in disciplinary action up to and including dismissal from County employment pursuant to Ordinance Code Section 2.188.050.



Charlene A. Silva, Director
Health Department

**COUNTY OF SAN MATEO
HEALTH DEPARTMENT**

Employee Statement: Policies Governing Incompatible Activities and Outside Employment

Name: _____
Division: _____
Work Site: _____

Please review the departmental Policies Governing Incompatible Activities and Outside Employment and check the appropriate item(s) below:

_____ I am not presently employed other than by the County or involved in any activities or enterprise prohibited by the policies.

_____ I am currently employed at the following non-County position or activity which is **(a)** not prohibited by the policies and **(b)** for less than 20 hours a week:

_____ I am planning on or am currently engaged in outside employment, activity or enterprise which is prohibited by the policies, and I am requesting to be exempted from the policies.

_____ The exemption is requested because the outside employment will be for _____ hours per week.

_____ The exemption is requested because the employment, activity or enterprise is prohibited by the policies.

Please describe the outside employment, activity or enterprise for which an exemption is sought, including name and address of employer and reasons for the exemption.

Number of hours per week: _____

_____ I have previously received written approval of the Department Head to be employed in a non-County position or to be involved in an activity or enterprise that is prohibited. **(Please attach a copy of the written approval).**

_____ I have read the policies and declare that the above information is correct to the best of my knowledge. I understand that I must resubmit this form in the event of a change in outside employment activity or enterprise status or if I am employed by a different department within the County.

Signature of Employee: _____ Date: _____

Supervisor: _____ Division: _____

Director: _____ Date: _____

To be completed by Department Head if an exemption is requested.

Action on requested approval:

_____ Approve _____ Disapprove

Comments:

Signature of Department Head

Date

Received notification of Department Head's action

Signature of Employee

Date

When complete, this document is to be placed in the employee's departmental personnel file.

2014 Local Agency Biennial Notice

Name of Agency: Human Resources Department
Mailing Address: 455 County Center, Redwood City, CA 94063
Contact Person: Donna Vaillancourt Phone No: 650-363-4132
E-Mail: dvaillancourt@smcgov.org

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one box):

☒ **An amendment is required. The following amendments are necessary:**

(Mark all that apply.)

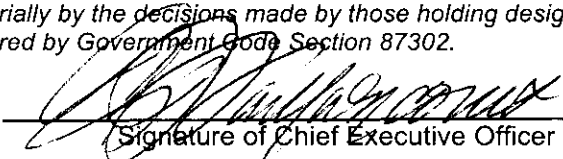
- ☒ Include new positions (including consultants) that must be designated
- ☐ Revise disclosure categories
- ☒ Revise the titles of existing positions
- ☐ Delete positions that no longer make or participate in making governmental decisions
- ☐ Other (describe) _____

☐ **The code is currently under review by the code reviewing body.**

☐ **No amendment is required.** (If your code is more than five years old, amendments may be necessary.)

Verification

This agency's conflict of interest code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure categories assigned to those positions accurately require the disclosure of all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions. The code includes all other provisions required by Government Code Section 87302.



Signature of Chief Executive Officer



Date

Complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **September 1, 2014 to:**

**Julieta R. Fernandez
Office of the Assessor-County Clerk-Recorder
555 County Center
Redwood City, CA 94063**

PLEASE DO NOT SEND THIS FORM TO FPPC

**Conflict of Interest Code of
San Mateo County
Human Resources Department**

**County of San Mateo
State of California**

The Political Reform Act, Government Code Section 81000, et seq., requires each state and local government agency to adopt and promulgate a Conflict of Interest Code. The Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regs. Section 18730, which contains the terms of a standard Conflict of Interest Code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix in which officials and employees are designated and disclosure categories are set forth, constitute the Conflict of Interest Code of San Mateo County Human Resources Department.

Pursuant to Section 18730 (b) (4) (B) of the Standard Code, all designated employees shall file statements of economic interests with their departments which shall make and retain a copy and forward the originals to the filing officer.

As directed by Government code Section 82011, the code reviewing body is the Board of Supervisors for the County of San Mateo. Pursuant to Title 2, Division 6 of the Cal. Code of Regs. Section 18227, the County Clerk for the County of San Mateo shall be the official responsible for reviewing and retaining statements of economic interests and making the statements available for public inspection and reproduction.

Human Resources Department

List of Designated Positions in the Human Resources Department and Financial Disclosure Categories

Each person holding any position listed below must file statements disclosing the kinds of financial interest shown for the designated employee's position. Statements must be filed at the times and on the forms prescribed by law. Failure to file statements on time may result in penalties including but not limited to late fines.

<u>Designated Employees</u>	<u>Disclosure Category</u>
Director	1,2,3,4
Human Resources Manager III	1,2,3,4
Assistant Director	1,2,3,4
Employee Relations Manager	1,2,3,4
Risk Manager	1,2,3,4
EEO Manager	1,2,3,4
Training Manager	1,2,3,4
Benefits Manager	1,2,3,4
Administrative Services Manager	1,2,3,4
Financial Services Manager	1,2,3,4
Buyer I/II	1,2,3,4
Surplus Property Officer	1,2,3,4

Consultants*	1,2,3,4
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*Each Department Head, after consultation with the County Counsel, shall review the duties and authority of all consultants retained by the department. Those consultants who, within the meaning of 2 Ca. Code of Regulations 18700 (a)(2) are required to file statements of economic interests, shall do so. During each calendar year, the Human Resources Department shall maintain a list of such consultants for public inspection in the same manner and location as this Conflict of Interest Code. Nothing herein excuses any consultant from any other provision of the Conflict of Interest Code, specifically those dealing with disqualification.

Human Resources Department
Description of Disclosure Categories

Category 1

A designated person assigned to Category 1 is required to disclose investments which may foreseeably be materially affected by any decision made or participated in by the designated employee.

Category 2

A designated person assigned to Category 2 is required to disclose interests in real property which may be materially affected by a decision made or participated in by the designated employee.

Category 3

A designated person assigned to Category 3 is required to disclose income which may be materially affected by any decision made or participated in by the designated employee.

Category 4

A designated person assigned to Category 4 is required to disclose any business entity in which the designated employee is a director, officer, partner, trustee, or holds any position of management which may be materially affected by any decision made or participated in by the designated employee.

2014 Local Agency Biennial Notice

Name of Agency: Human Service Agency
Mailing Address: 1 Davis Drive Belmont 94002
Contact Person: Al David Phone No: 650.802.7567
E-Mail: adavid@co.sanmateo.ca.us

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one box):

☒ **An amendment is required. The following amendments are necessary:**

(Mark all that apply.)

- ☒ Include new positions (including consultants) that must be designated
- ☐ Revise disclosure categories
- ☒ Revise the titles of existing positions
- ☒ Delete positions that no longer make or participate in making governmental decisions
- ☐ Other (describe) _____

☐ **The code is currently under review by the code reviewing body.**

☐ **No amendment is required.** (If your code is more than five years old, amendments may be necessary.)

Verification

This agency's conflict of interest code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure categories assigned to those positions accurately require the disclosure of all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions. The code includes all other provisions required by Government Code Section 87302.



Signature of Chief Executive Officer

8-29-14

Date

Complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **September 1, 2014 to:**

Julieta R. Fernandez
Office of the Assessor-County Clerk-Recorder
555 County Center
Redwood City, CA 94063

PLEASE DO NOT SEND THIS FORM TO FPPC

Human Services Agency

List of Designated Positions in the Human Services Agency and Financial Disclosure Categories

Each person holding any position listed below must file statements disclosing the kinds of financial interest shown for the designated employee's position. Statements must be filed at the times and on the forms prescribed by law. Failure to file statements on time may result in penalties including but not limited to late fines.

<u>Designated Employees</u>	<u>Disclosure Category</u>
Agency Director	1,2,3,4
Deputy Director of Human Services ¹	1,2,3,4
Director of SMC Works	1,2,3,4
Director of Collaborative Community Outcomes	1,2,3,4
Director of Administrative and Information Services	1,2,3,4
Director of Self Sufficiency Services	1,2,3,4
Director of Children & Family Services	1,2,3,4
Financial Services Manager II	1,2,3,4
Financial Services Manager I	1,2,3,4
Fraud Unit Supervisor	1,2,3,4
Human Services Manager II	1,2,3,4
Human Services Manager I	1,2,3,4
Management Analyst I/II/III	1,2,3,4
Senior Accountants	1,2,3,4
Consultants*	1,2,3,4

*Each Department Head, after consultation with the County Counsel, shall review the duties and authority of all consultants retained by the department. Those consultants who, within the meaning of 2 Ca. Code of Regulations 18700 (a)(2) are required to file statements of economic interests, shall do so. During each calendar year, the Human Services Agency shall maintain a list of such consultants for public inspection in the same manner and location as this Conflict of Interest Code. Nothing herein excuses any consultant from any other provision of the Conflict of Interest Code, specifically those dealing with disqualification.

1. The Deputy Director of Human Services was added

2014 Local Agency Biennial Notice

Name of Agency: County of San Mateo, Parks Department and Parks and Recreation Commission
Mailing Address: 455 County Center, 4th Floor, Redwood City, CA 94063
Contact Person: Marlene Finley Phone No: (650) 599-1394
E-Mail: mfinley@smcgov.org

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one box):

☒ **An amendment is required. The following amendments are necessary:**

(Mark all that apply.)

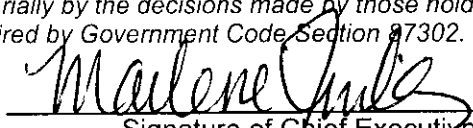
- ☐ Include new positions (including consultants) that must be designated
- ☐ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☐ Delete positions that no longer make or participate in making governmental decisions
- ☐ Other (describe) Parks was established as standalone department again April 23, 2013

☐ **The code is currently under review by the code reviewing body.**

☐ **No amendment is required.** (If your code is more than five years old, amendments may be necessary.)

Verification

This agency's conflict of interest code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure categories assigned to those positions accurately require the disclosure of all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions. The code includes all other provisions required by Government Code Section 87302.



Signature of Chief Executive Officer

9-2-2014

Date

Complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **September 1, 2014 to:**

Julieta R. Fernandez
Office of the Assessor-County Clerk-Recorder
555 County Center
Redwood City, CA 94063

PLEASE DO NOT SEND THIS FORM TO FPPC

San Mateo County Parks Department

List of Designated Positions in the San Mateo County Parks Department, the San Mateo County Parks and Recreation Commission, and Financial Disclosure Categories

Each person holding any position listed below must file statements disclosing the kinds of financial interest shown for the designated employee's position. Statements must be filed at the times and on the forms prescribed by law. Failure to file statements on time may result in penalties including but not limited to late fines.

Designated Employees

Disclosure Category

Parks Department

Director

1,2,3,4

Parks Superintendent

1,2,3,4

Senior Planner

1,2,3,4

Natural Resource Manager

1,2,3,4

Parks and Recreation Commission

Regular Member

1,2,3,4

The **bolded** titles represent the Parks Department establishment as a standalone department (previously was merged with Public Works) and new positions of Director and Natural Resource Manager.

Parks
San Mateo County Department of Public Works and Parks

Parks
List of Designated Positions in the San Mateo County Department of Public Works and Parks, the Parks and Recreation Commission, and Financial Disclosure Categories

Each person holding any position listed below must file statements disclosing the kinds of financial interest shown for the designated employee's position. Statements must be filed at the times and on the forms prescribed by law. Failure to file statements on time may result in penalties including but not limited to late fines.

<u>Designated Employees</u>	<u>Disclosure Category</u>
<i>PARKS</i> Department of Public Works and Parks	
Director	1,2,3,4
Deputy Director, Engineering and Resource Protection	1,2,3,4
Deputy Director, Administration and Airports	1,2,3,4
Deputy Director, Facility Services	1,2,3,4
Deputy Director, Road Services	1,2,3,4
✓ Superintendent of Parks	1,2,3,4
✓ Senior Planner (Parks)	1,2,3,4

Consultants* *Natural Resource Manager* 1,2,3,4

*The Department Head, after consultation with the County Counsel, shall review the duties and authority of all consultants retained by the department. Those consultants who, within the meaning of 2 Ca. Code of Regulations 18700 (a)(2), are required to file statements of economic interests, shall do so. During each calendar year, the San Mateo County Department of Public Works shall maintain a list of such consultants for public inspection in the same manner and location as this Conflict of Interest Code. Nothing herein excuses any consultant from any other provision of the Conflict of Interest Code, specifically those dealing with disqualification.

✓ Parks and Recreation Commission

Regular Member 1,2,3,4
Alternate Member 1,2,3,4

Hearing Officer* 1,2,3,4

* For Boards and Commissions that use Hearing Officers

The **bolded** titles represent the Parks Department employees and Parks and Recreation Commissioners that were merged with the Department of Public Works on February 14, 2011.

2014 Local Agency Biennial Notice

Name of Agency: Planning & Building, County of San Mateo

Mailing Address: 455 County Center, 2nd Floor, Redwood City, CA 94063

Contact Person: Heather Hardy Phone No: 650-363-1859

E-Mail: hhardy@smcgov.org

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one box):

☒ **An amendment is required. The following amendments are necessary:**

(Mark all that apply.)

- ☒ Include new positions (including consultants) that must be designated
- ☐ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☒ Delete positions that no longer make or participate in making governmental decisions
- ☐ Other (describe) _____

☐ **The code is currently under review by the code reviewing body.**

☐ **No amendment is required.** (If your code is more than five years old, amendments may be necessary.)

Verification

This agency's conflict of interest code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure categories assigned to those positions accurately require the disclosure of all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions. The code includes all other provisions required by Government Code Section 87302.


Signature of Chief Executive Officer

August 29, 2014

Date

Complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **September 1, 2014 to:**

Julieta R. Fernandez
Office of the Assessor-County Clerk-Recorder
555 County Center
Redwood City, CA 94063

PLEASE DO NOT SEND THIS FORM TO FPPC

**Conflict of Interest Code
PLANNING AND BUILDING DEPARTMENT**

**County of San Mateo
State of California**

The Political Reform Act, Government Code Section 81000, et seq., requires each County agency to adopt and promulgate a Conflict of Interest Code. The Fair Political Practices Commission has adopted a regulation, 2 CA. Code of Regs. Section 18730, which contains the terms of a standard Conflict of Interest Code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission (FPPC) after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 CA Code of Regs. Section 18730 and any amendments to it duly adopted by the FPPC are hereby incorporated by reference and, along with the attached Appendix in which officials and employees are set forth, constitute the Conflict of Interest Code of the PLANNING AND BUILDING DEPARTMENT.

Pursuant to Section 18730(b) of the Standard Code, all designated employees shall file Form 700 statements of economic interests with their departments which shall make and retain a copy and forward the originals to the filing officer.

As directed by Government Code Section 82011, the code reviewing body is the Board of Supervisors for the County of San Mateo. Pursuant to 2 CA Code of Regs. Section 18227, the County Clerk for the County of San Mateo shall be the official responsible for reviewing and retaining statements of economic interests and making the statements available for public review and reproduction.

Conflict of Interest Code
PLANNING AND BUILDING DEPARTMENT

County of San Mateo
State of California

List of designated positions in the San Mateo County Planning and Building Department and
Financial Disclosure Categories

Each person holding any position listed below must file statements disclosing the kinds of financial interest shown for the designated employee's position. Statements must be filed at the times and on the forms prescribed by law. Failure to file a statement will result in a referral to the FPPC Enforcement Division. A penalty of up to \$5,000 may be imposed.

Designated Employees	Disclosure Category
Community Development Director	1,2,3,4
Deputy Director	1,2,3,4
Planning Services Manager	1,2,3,4
Management Analyst III	1,2,3,4
Senior Planner	1,2,3,4
Design Review Officer	1,2,3,4
Building Inspector Manager	1,2,3,4
Assistant Building Inspector Manager	1,2,3,4
Building Inspector	1,2,3,4
Building Permit Technician	1,2,3,4
Building Permit Coordinator	1,2,3,4
Building Plans Specialist	1,2,3,4
Building – Geotechnical Section	1,2,3,4
Consultants*	

*Each Department Head, after consultation with the Office of the County Counsel, shall review the duties and authority of all consultants retained by the department. Those consultants who, within the meaning of 2 CA. Code of Regs. 18700 (a) (2) are required to file statements of economic interest, shall do so. During each calendar year, the Planning and Building Department shall maintain a list of such consultants for public inspection in the same manner and location as this Conflict of Interest Code. Nothing herein excuses any consultant from any other provision of the Conflict of Interest Code, specifically those involving disqualification.

Conflict of Interest Code
PLANNING AND BUILDING DEPARTMENT
Description of Disclosure Categories

Category 1

A designated official or employee assigned to Category 1 is required to disclose investments which may foreseeably be materially affected by any decision made or participated in by the designated official or employee.

Category 2

A designated official or employee assigned to Category 2 is required to disclose interests in real property which may foreseeably be materially affected by any decision made or participated in by the designated official or employee.

Category 3

A designated official or employee assigned to Category 3 is required to disclose income which may foreseeably be materially affected by any decision made or participated in by the designated official or employee.

Category 4

A designated official or employee assigned to Category 4 is required to disclose any business entity in which the designated official or employee is a director, officer, partner, trustee, employee or holds any position of management that may foreseeably be affected materially by any decision made or participated in by the designated official or employee.

2014 Local Agency Biennial Notice

Name of Agency: San Mateo County Probation Department
Mailing Address: 222 Paul Scannell Drive San Mateo CA 94402
Contact Person: Lyn Craig-Miller Phone No: (650) 312-5520
E-Mail: LCraig-Miller@smcgov.org

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one box):

☒ **An amendment is required. The following amendments are necessary:**

(Mark all that apply.)

- ☒ Include new positions (including consultants) that must be designated
- ☐ Revise disclosure categories
- ☒ Revise the titles of existing positions
- ☐ Delete positions that no longer make or participate in making governmental decisions
- ☐ Other (describe) _____

☐ **The code is currently under review by the code reviewing body.**

☐ **No amendment is required.** (If your code is more than five years old, amendments may be necessary.)

Verification

This agency's conflict of interest code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure categories assigned to those positions accurately require the disclosure of all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions. The code includes all other provisions required by Government Code Section 87302.

Signature of Chief Executive Officer

8/25/14

Date

Complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **September 1, 2014** to:

Julieta R. Fernandez
Office of the Assessor-County Clerk-Recorder
555 County Center
Redwood City, CA 94063

PLEASE DO NOT SEND THIS FORM TO FPPC

In 2013 the Probation Department underwent an internal reorganization.

Two divisions were renamed:

- Juvenile Services Division (formerly Supervision Services)
- Adult Services (formerly Court Services)

Chief Stuart Forrest retired.

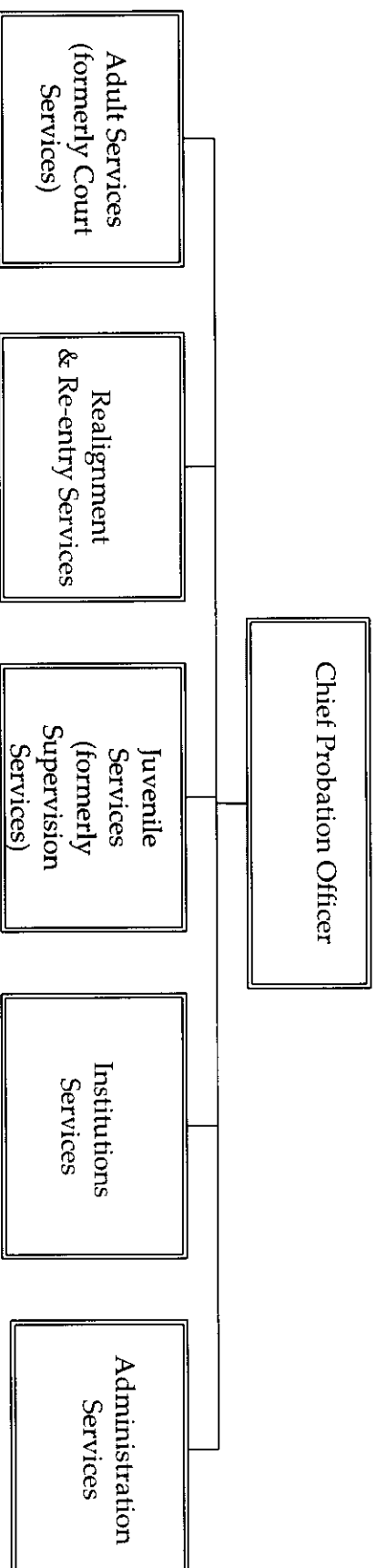
Chief John Keene assumed office.

The current structure is as follows:

- Chief Probation Officer: John Keene
- Assistant Chief Probation Officer: Vacant
- Deputy Chief Probation Officer, Intuitions: Larry Silver
- Deputy Chief Probation Officer, Realignment Services: Roy Brasil
- Deputy Chief Probation Officer, Juvenile Services (formerly Supervision Services): Christine Villanis
- Deputy Chief Probation Officer, Adult Services (formerly Court Services): Regina Wilson-Henry
- Deputy Director of Administrative Services: Hong Yan Liu
- Fiscal Services Manager II: Vacant

See attached Org chart, and excerpt from budget book.

Probation Department



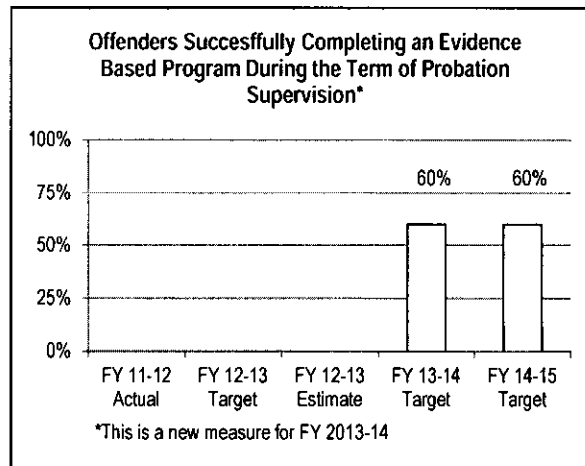
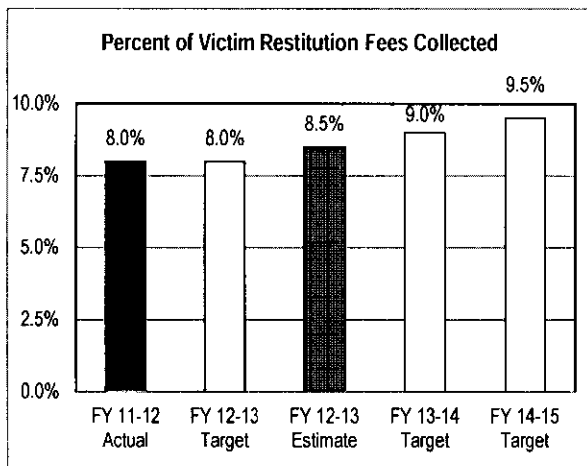
Department Locator

County

Criminal Justice

▷ Probation Department

Key Department Measures



Mission Statement

The mission of the San Mateo County Probation Department is to protect community safety, reduce crime, and assist the victims of crime through offender accountability and rehabilitation.

Overview

The San Mateo Probation Department is responsible for the supervision of approximately 3,800 adult and 2,000 juvenile probationers and 24-hour supervision, or detention, for up to as many as 270 youth in the Juvenile Hall, Camp Glenwood, and Camp Kemp. The Department also provides services to the Superior Court in the Redwood City Hall of Justice and South San Francisco along with Juvenile Court at the Youth Services Center.

Consistent with all other law enforcement and criminal justice organizations, the primary purpose of probation is the protection of public safety, which is achieved in three specialized ways:

- Investigating major elements of crimes, the impact upon victims, the criminal histories and behavior of offenders, plus possible sentencing alternative and provide this information to the Superior Court in the form of accurate and impartial reports and recommendations.
- Monitoring and supervising those placed on probation to ensure that court ordered "conditions of probation" are obeyed and public safety is maintained
- Providing opportunities for probationers to receive treatment, resources, and services that will prevent future criminal activities

Within the criminal justice system, probation represents the link between the application of appropriate consequences for illegal behavior and the establishment of offenders to productive, law-abiding lives. This specialized criminal justice role often leads to public confusion about what probation is about. Even among law enforcement and social service communities, the role of probation is sometimes misunderstood because it is a successful and cost-effective balance of both enforcement and treatment. Probation Officers are responsible for monitoring probationers in the community by enforcing court-ordered restrictions and providing access to rehabilitation programs as well as promoting victim safety

and restoration. Additionally, Probation Officers provide investigative reports to the Superior Court to aid judges in reaching dispositions. Through probation, the Superior Court can make the best decisions based upon accurate and impartial information. The public is protected from those who might continue to commit probation violations and new crimes. Probationers are provided with the resources, treatment and encouragement necessary to restore themselves as full participants in the community.

One of the major accomplishments in FY 2012-13 is the completion of Phase I of a department wide reorganization. The Department began a major reorganization project in the second half of this fiscal year. The purpose of the reorganization is to organize the department into four major divisions:

- Institutions: Including Juvenile Hall, Camp Glenwood (boys), and Camp Kemp (girls)
- Juvenile: Includes all supervision units, the Assessment Center, placement services, court investigations and Juvenile Traffic Court
- Realignment: This division is responsible for supervision of all parolees released to the county, as well as individuals released from jail after serving county prison sentences. The division is also responsible for all adult re-entry services and specialty court programs.
- Adult: includes all supervision functions of adult probationers not covered by Realignment. This division is also responsible for providing pre-sentence reports to the Superior Court as well as pre-trial services.

FY 2012-13 provided many opportunities for the Department to enhance how to address the needs of supervisees in realignment, re-entry, and collaborative court's. The Department conducted the first joint operation with local law enforcement agencies to support offender compliance with court orders. The Post Release Community Supervision (PRCS) unit was restructured to provide a single point of contact for incoming cases. This enabled better communication between partner agencies and provided consistency for offenders reporting to Probation for the first time. In a collaborative effort with the Sheriff's Office, Correctional Health, and Behavioral Health, the re-entry process was improved by supporting enhanced case management 60 days prior to offenders release from jail. In a collaborative effort with the Courts, the District Attorney, the Private Defender Program, and Behavioral Health, the Department also implemented the County's Veteran's Treatment Court.

Other accomplishments include the implementation of the CAIS risk assessment screening tool for adult investigations; the development and implementation of the Prison Rape Elimination Act (PREA) policy and procedures to comply with Federal Department of Justice mandate, regarding the prevention of sexual assaults in juvenile facilities; and the creation of the Proud Parenting Program funded by a State grant of \$137,000 for young parents between 14 and 25 years of age who are on probation. This program provides comprehensive parenting education, CPR training, education counseling, money management classes, job and career guidance for participants. To date, approximately 36 young parents have entered the program.

Probation will continue to face many challenges and demands in the next two years. Phase II of the department reorganization will be accomplished in FY 2013-14. This phase will include adopting new workload standards and reallocating workload and staff accordingly. The reorganization will also allow the Department to re-prioritize functions and ensure, through reallocation of resources, that priority programs are adequately resourced and workload is distributed equally across the staff. This will require the Department to quantify workload expectations based on the newly adopted workload standards. Although Phase II will be completed in FY 2013-14, it is expected that modification and adjustment of the reorganization will continue over the next two fiscal years.

Camp Kemp, a 30-bed residential girls camp, was closed in June of 2011 as a cost savings measure due to the under utilization of the residential program. Since that time this relatively new facility has sat empty. Upon the closure of the camp – the girls program was moved to the maximum security Juvenile Hall. This move, although cost effective, creates a problem for viable treatment due to the maximum security environment. Juvenile defense attorneys have also questioned the "equal treatment" tenet of the U.S. constitution as it relates to the Department's "approach" to boys

and girls. The boys' Camp Glenwood is located in an open setting in the mountains; a minimum security open facility. For the former facility that housed Camp Kemp to open, an effective, cost neutral program needs to be developed. Planning meetings are now being conducted with stake holders, county partners and probation staff. The goal is to find a viable option to the current camp program that meets the needs of treatment in a cost effective manner. This will require a creative effort that may result in the facility serving multiple programs. It may include a small residential program with a larger non-residential program that would operate during the daytime and evening hours.

A new integrated and comprehensive probation case management system with good reporting functions is being implemented to meet the growing data reporting requirements to track probation program outcomes and performance. The implementation is expected to take about eighteen to twenty-four months. The process of a vendor selection was a minimal challenge given the complex project ahead of implementing a new system, migrating data, testing, training an entire department while simultaneously re-engineering the business process. Once implemented, the new case management system will enhance the department's capability to manage the statutorily mandated function of the Probation clients with a continuum of service from juvenile to adult; manage the Juvenile Traffic Court; have interface capability to provide State and Federal mandated reporting; and the capability of interfacing with County Criminal Justice partners.

Replacing the current Juvenile Hall security system is also a pressing need for the Department. The Juvenile Hall requires consistent operation and reliability in the security system and is currently experiencing intermittent failures and a lack of effective performance in the system. The current system is equipped with outmoded analog cameras, which do not have audio capability with which to adequately monitor the housing units. The system continues to operate, but it has become highly intermittent and unreliable. It is failing for a combination of reasons: aging server PCs, poor placement of devices, and corrupted configuration of the application software. It is critical to replace the current system with an effective new system that can meet the needs of the Department to continuously provide secure custody services for youth in the Juvenile Hall.

Additionally, as a majority of girls booked into our system for committing a crime, are subsequently identified as trauma victims, including commercially sexually exploited children (CSEC) and human trafficking (HT) victim. The Department will identify internal capacity to create positions, which will work exclusively with CSEC and HT victims. Staff in these positions will also work with internal and external stakeholders to develop and implement specific procedures in an effort to provide a comprehensive system of care for CSEC and HT victims in our care.

Other initiatives over the next two years include working with partners to incorporate new treatment modalities that better serve the realignment population; and expanding evidence based (EBP) programs for adult probationers by implementing Moral Recognition Therapy; extending Cognitive Behavioral Training courses; providing refresher training for Probation officers in EBP Motivational Interviewing; and identifying in-house trainers to deliver EBP curriculum to staff.

2014 Local Agency Biennial Notice

Name of Agency: San Mateo County Sheriff's Office
Mailing Address: 400 County Center, Redwood City, CA 94063
Contact Person: Sheriff Greg Munks Phone No: (650) 599-1664
E-Mail: gmunks@smcgov.org

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one box):

☒ **An amendment is required. The following amendments are necessary:**

(Mark all that apply.)

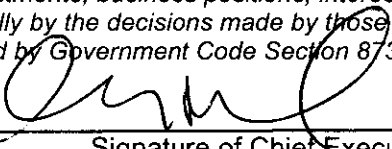
- ☐ Include new positions (including consultants) that must be designated
- ☐ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☐ Delete positions that no longer make or participate in making governmental decisions
- ☒ Other (describe) Add an s to Assistant Sheriff (we now have two)

☐ **The code is currently under review by the code reviewing body.**

☐ **No amendment is required.** (If your code is more than five years old, amendments may be necessary.)

Verification

This agency's conflict of interest code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure categories assigned to those positions accurately require the disclosure of all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions. The code includes all other provisions required by Government Code Section 87302.



Signature of Chief Executive Officer

9/2/14

Date

Complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **September 1, 2014 to:**

Julieta R. Fernandez
Office of the Assessor-County Clerk-Recorder
555 County Center
Redwood City, CA 94063

PLEASE DO NOT SEND THIS FORM TO FPPC

San Mateo County Sheriff's Office

List of Designated Positions in the San Mateo County Sheriff's Office and Financial Disclosure Categories

Each person holding any position listed below must file statements disclosing the kinds of financial interest shown for the designated employee's position. Statements must be filed at the times and on the forms prescribed by law. Failure to file statements on time may result in penalties including but not limited to late fines.

<u>Designated Employees</u>	<u>Disclosure Category</u>
Sheriff **	1,2,3,4
Undersheriff	1,2,3,4
Assistant Sheriff <u>Assistant Sheriffs</u>	1,2,3,4
Captains	1,2,3,4
Lieutenants	1,2,3,4
Deputy Director Sheriff's Administrative Svc	1,2,3,4
Information Technology Manager	1,2,3,4
Management Analyst – Contracts	1,2,3,4
Financial Services Manager	1,2,3,4
Senior Accountant - HIDTA	1,2,3,4
Laboratory Director	1,2,3,4
Management Analyst - Fiscal	1,2,3,4
Captain – U	1,2,3,4
Capital Projects Manager	1,2,3,4
Jail Planning Sergeant	1,2,3,4
Community Program Supervisor	1,2,3,4
Criminal Records Manager	1,2,3,4
Consultants*	1,2,3,4

*Each Department Head, after consultation with the County Counsel, shall review the duties and authority of all consultants retained by the department. Those consultants who, within the meaning of 2 Ca. Code of Regulations 18700 (a)(2) are required to file statements of economic interests, shall do so. During each calendar year, the San Mateo County Sheriff's Office shall maintain a list of such consultants for public inspection in the same manner and location as this Conflict of Interest Code. Nothing herein excuses any consultant from any other provision of the Conflict of Interest Code, specifically those dealing with disqualification.

**The Sheriff must file Statements of Economic Interest in accordance with Government Code Section 87200 et seq. The Controller files the original statements with the County Clerk who must make and retain a copy and forward the original to the Fair Political Practices Commission.

2014 Local Agency Biennial Notice

Name of Agency: San Mateo County Treasurer-Tax Collector

Mailing Address: 555 County Center, 1st floor, Redwood City, CA 94063

Contact Person: Gina M. Luiz Phone No: (650) 599-7230

E-Mail: gluiz@smcgov.org

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one box):

☒ **An amendment is required. The following amendments are necessary:**

(Mark all that apply.)

- ☒ Include new positions (including consultants) that must be designated
- ☐ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☐ Delete positions that no longer make or participate in making governmental decisions
- ☐ Other (describe) _____

☐ **The code is currently under review by the code reviewing body.**

☐ **No amendment is required.** (If your code is more than five years old, amendments may be necessary.)

Verification

This agency's conflict of interest code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure categories assigned to those positions accurately require the disclosure of all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions. The code includes all other provisions required by Government Code Section 87302.



Signature of Chief Executive Officer

8/5/14

Date

Complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **September 1, 2014 to:**

Julieta R. Fernandez
Office of the Assessor-County Clerk-Recorder
555 County Center
Redwood City, CA 94063

PLEASE DO NOT SEND THIS FORM TO FPPC

**San Mateo County Tax Collector/Treasurer/Revenue Services
Conflict of Interest Code**

List of Designated Positions in the Tax Collector/Treasurer/Revenue Services Department
and Financial Disclosure Categories

Each person holding any position listed below must file statements disclosing the kinds of financial interest shown for the designated employee's position. Statements must be filed at the times and on the forms prescribed by law. Failure to file statements on time may result in penalties including but not limited to late fines.

<u>Designated Employees</u>	<u>Disclosure Category</u>
Treasurer-Tax Collector**	1,2,3,4
Assistant Treasurer	1,2,3,4
Assistant Tax Collector	1,2,3,4
Deputy Treasurer-Tax Collector	1,2,3,4
Information Technology Manager	1,2,3,4
Financial Services Manager (Treasurer)	1,2,3,4
Financial Services Manager (Rev. Services)	1,2,3,4
Executive Assistant	1,2,3,4
Administrative Assistant	1,2,3,4
Fiscal Office Services Supervisor	1,2,3,4
Consultants*	1,2,3,4
Management Analyst	1,2,3,4
<u>Banking and Cash Management Supervisor</u>	1,2,3,4

*Each Department Head, after consultation with the County Counsel, shall review the duties and authority of all consultants retained by the department. Those consultants who, within the meaning of 2 Ca. Code of Regulations 18700 (a)(2) are required to file statements of economic interests, shall do so. During each calendar year, the Treasurer/Tax Collector shall maintain a list of such consultants for public inspection in the same manner and location as this Conflict of Interest Code. Nothing herein excuses any consultant from any other provision of the Conflict of Interest Code, specifically those dealing with disqualification.

**The Treasurer-Tax Collector must file Statements of Economic Interest in accordance with Government Code section 87200 et seq. The Treasurer-Tax Collector files the original statements with the County Clerk who must make and retain a copy and forward the original to the Fair Political Practices Commission.

ATTACHMENT C

SPECIAL DISTRICTS

- Central County Fire Department
- Coastside County Water District
- Coastside Fire Protection District
- Harbor District
- Menlo Park Fire Protection District
- Mid-Peninsula Water District
- Montara Water & Sanitary District
- North Coast County Water District
- San Mateo County Transit District
- Sequoia Healthcare District
- Silicon Valley Clean Water

2014 Local Agency Biennial Notice

Name of Agency: Central County Fire Department
Mailing Address: 1001 Laurel Street, Suite A, San Carlos, CA 94070
Contact Person: Jean Savaree, Department General Counsel Phone No: (650) 593-3117
E-Mail: jbs@adcl.com

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one box):

☒ **An amendment is required. The following amendments are necessary:**

(Mark all that apply.)

- ☐ Include new positions (including consultants) that must be designated
- ☒ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☐ Delete positions that no longer make or participate in making governmental decisions
- ☐ Other (describe) _____

☐ **The code is currently under review by the code reviewing body.**

☐ **No amendment is required.** (If your code is more than five years old, amendments may be necessary.)

Verification

This agency's conflict of interest code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure categories assigned to those positions accurately require the disclosure of all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions. The code includes all other provisions required by Government Code Section 87302.



Signature of Chief Executive Officer
Mark Ladas, Fire Chief

8/18/14

Date

Complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **September 1, 2014 to:**

Julieta R. Fernandez
Office of the Assessor-County Clerk-Recorder
555 County Center
Redwood City, CA 94063

PLEASE DO NOT SEND THIS FORM TO FPPC

RESOLUTION NO. 14-06
AMENDING A CONFLICT OF INTEREST CODE
CENTRAL COUNTY FIRE DEPARTMENT

WHEREAS, pursuant to previously adopted Resolution, the Fire Board of the Central County Fire Department adopted a Conflict of Interest Code as required by the Political Reform Act of 1974; and

WHEREAS, California Government Code Section 87306.5 requires that the Department review its Conflict of Interest Code every even-numbered year and revise it if necessary.

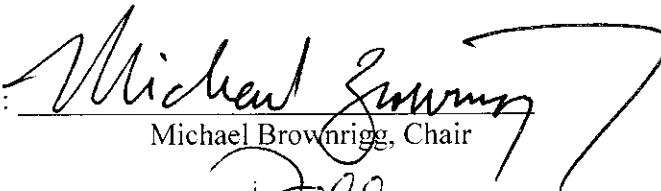
NOW, THEREFORE, BE IT RESOLVED by the Fire Board of the Central County Fire Department that the attached Conflict of Interest Code is hereby amended, in the form presented to the Board; and

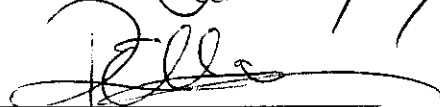
BE IT FURTHER RESOLVED that if no comments are received pursuant to the 45-day written comment period, there will be no additional public hearing on the proposed code; and

BE IT FURTHER RESOLVED that the Fire Chief is directed to transmit a copy of the Amended Conflict of Interest Code ("Code") to the Board of Supervisors of the County of San Mateo for its review and approval; and

BE IT FURTHER RESOLVED that the effective date of the amended Code shall be upon its approval by the Board of Supervisors and, unless and until the Code is so approved, that the Code previously adopted by the Central County Fire Department shall continue in full effect.

Approved at a regular meeting of the Board of Directors at Burlingame City Hall this 16th day of September, 2014.

SIGNED: 
Michael Brownrigg, Chair

ATTEST: 
Rubina Ellam, Secretary

I hereby certify that the foregoing is a true and correct copy of Resolution 14-06 adopted by the Board of Directors of Central County Fire Department, at its regular meeting held on the 16th day of September, 2014 by the following vote of the members thereof:

AYES: Board Members Brownrigg, Benton, Chuang, Keighran

NOES: Board Members _____

ABSENT: Board Members _____

ABSTAIN: Board Members _____

CONFLICT OF INTEREST CODE
CENTRAL COUNTY FIRE DEPARTMENT

The purposes of this Code are to provide for the disclosure of investments, real property, income and business positions of designated Department officials and employees that may be materially affected by their official actions and to provide for the disqualification of designated officials and employees from participation in Department decisions in which they may have a financial interest.

The Political Reform Act of 1974 (Government Code Sections 81000 et seq.) requires state and local governmental agencies to adopt and promulgate conflict of interest codes. Central County Fire Department adopted a Conflict of Interest Code as required by the Political Reform Act of 1974.

The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. Section 18730), which contains the terms of a standard conflict of interest code that can be incorporated by reference in an agency's code. After public notice and hearing it 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 regulation and the attached Appendix designating officials and employees and establishing disclosure categories shall constitute the Conflict of Interest Code of the Central County Fire Department.

Designated officials and employees shall file statements of economic interests with the Department. Upon receipt of the statements, the Department shall make and retain copies and forward the originals of these statements to the San Mateo County Board of Supervisors, in care of the San Mateo County Clerk.

APPENDIX A

DESIGNATED OFFICIALS AND EMPLOYEES

<u>Designated Positions</u>	<u>Assigned Disclosure Categories</u>
Chief Administrative Officer	1, 2, 3
Secretary	4
Treasurer	1, 2, 3
Fire Chief	1, 2, 3
Deputy Fire Chief	1, 2, 3
Battalion Fire Chiefs	1, 2, 3
Members of the Joint Powers Board	1, 2, 3
Legal Counsel	1, 2, 3
Division Chiefs	5
Fire Marshal	5
Fire Inspectors	5
Consultants*	1, 2, 3, 4

* The Board shall review the duties and authority of all consultants retained by the Department. Those consultants who, within the meaning of 2 Cal. Code of Regulations 18701(a)(2), are required to file statements of economic interests, shall do so. During each calendar year, the Department shall maintain a list of such consultants for public inspection in the same manner and location as this Conflict of Interest Code.

Nothing herein excuses any consultant from any other provision of this Conflict of Interest Code, specifically those dealing with disqualification.

DISCLOSURE CATEGORIES

Category 1. All-Inclusive Reportable Investments

A designated employee in this category shall disclose all reportable investments (worth more than \$2,000):

- (a) Owned by the designated employee, his or her spouse or dependent child;
- (b) Owned by an agent on behalf of the designated employee;
- (c) Owned by any business entity controlled by the designated employee (i.e., any business entity in which the designated employee, his or her agents, spouse and dependent children hold more than a 50% ownership interest);
- (d) Owned by a trust in which the designated employee has a substantial interest (i.e., a trust in which the designated employee, his or her spouse and dependent children have a present or future interest worth more than \$2,000);
- (e) Representing the pro rata share (worth more than \$2,000) of the designated employee, his or her spouse and dependent children, of investments of any business entity or trust in which the designated employee, his or her spouse and dependent children own, directly, indirectly or beneficially, a 10% interest or greater.

“Investment” means any financial interest in or security issued by a Central County Fire Department-related business entity, including, but not limited to common stock, preferred stock, rights, warrants, options, debt instruments and any partnership or other ownership interest.

A business entity is “Central County Fire Department -related” if and only if the business entity or any parent, subsidiary or otherwise related business entity: i) has an interest in real property within the jurisdiction, ii) does business in the Central County Fire Department, or iii) did business or plans to do business in the Central County Fire Department at any time during the period commencing two years prior to and ending one year after the time the designated employee is required by this Code to file his or her next Statement of Economic Interests or to disqualify himself or herself with respect to a Central County Fire Department decision. (The term “parent, subsidiary, or otherwise related business entity” shall be construed as specifically defined by the Commission.)

No asset is deemed an “investment” unless its fair market value exceeds \$2,000.

The term “investment” does not include a time or demand deposit in a financial institution, shares in a credit union, any insurance policy, or any bond or other debt instrument issued by any government or government agency.

Category 2. All-Inclusive Reportable Interests in Real Property

A designated employee in this category shall disclose all interests (worth more than \$2,000) in real property located within the jurisdiction if the interests are:

- (a) Held or owned by the designated employee, his or her spouse and dependent child; or
- (b) The pro rata share (worth more than \$2,000) of interests in real property of any business entity or trust in which the designated employee or spouse owns, directly or indirectly or beneficially, a 10% interest or greater.

“Interest in real property” includes any leasehold, beneficial or ownership interest, or any option to acquire such an interest, in real property, but does not include the principal residence of the filer.

Real property shall be deemed to be “located within the jurisdiction” if the property or any part of it is located within or not more than two miles outside the boundaries of the Central County Fire Department or within two miles of any land owned or used by the Central County Fire Department.

Category 3. All-Inclusive Reportable Income

A designated employee in this category shall disclose all income of the designated employee for any Central County Fire Department-related source, which as of the date on which this code was adopted, aggregating aggregates \$500 or more (or ~~\$300~~440 or more in the case of gifts) during the reporting period.

- (a) “Income” means, except as provided in subsection b), income of any nature from any Central County Fire Department -related source, including but not limited to any salary, wage, advance, payment, honorarium, award, gift, including any gift of food or beverage, loan, forgiveness or payment of indebtedness, discount in the price of anything of value unless the discount is available to members of the general public without regard to official status, rebate, reimbursement for expenses, per diem, or contribution to an insurance or pension program paid by any person other than an employer, and including any community property interest in income of a spouse from a Central County Fire Department -related source. Income of an individual also includes a pro rata share of any income of any Central County Fire Department -related business entity or trust in which the individual or spouse owns, directly, indirectly or beneficially, a ten percent interest or greater.

A source, business entity or trust is “Central County Fire Department -related” if and only if he, she or it: (I) resides in the boundaries of the Central County Fire Department, (ii) has an interest in real property within the boundaries of the Central County Fire Department, (iii) does business in the Central County Fire Department at any time during the period commencing two years prior to and ending one year after his or her next Statement of Economic Interests or to disqualify himself or herself with respect to a Central County Fire Department decision.

- (b) “Income” does not include:

(1) Campaign contributions required to be reported under Chapter 4 of the Act;

(2) Salary and reimbursement for expenses or per diem received from a state or local government agency and reimbursement for travel expenses and per diem received from a bona fide educational, academic or charitable organization;

(3) Gifts of informational material, such as books, pamphlets, reports, calendars or periodicals;

(4) Gifts which are not used and which, within thirty days after receipt, are returned to the donor or delivered to a charitable organization without being claimed as a charitable contribution for tax purposes;

(5) Gifts from an individual’s spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, aunt, uncle, or first cousin or the spouse of any such person; provided that a gift from any such person shall be considered income if the donor is acting as an agent or intermediary for any person not covered by this paragraph;

(6) Gifts of hospitality involving food, beverages, or lodging provided to the designated employee, if such hospitality has been reciprocated within the filing period. "Reciprocity" as used in this subsection includes the providing by the designated employee to the host of any consideration, including entertainment or household gift of a reasonable similar benefit or value;

(7) Any devise or inheritance;

(8) Interest, dividends or premiums on a time or demand deposit in a financial institution, shares in a credit union or any insurance policy, payments received under any insurance policy, or any bond or other debt instrument issued by any government or government agency;

(9) Dividends, interest or any other return on a security which is registered with the Securities and Exchange Commission of the United States Government; and

(10) Loans by a commercial lending institution in the regular course of business.

- (c) "Honorarium" means a payment for speaking at any event, participating in a panel or seminar or engaging in any similar activity. For purposes of this subsection, free admission, food, beverages and similar nominal benefits provided to a filer at an event at which he or she speaks, participates in a panel or seminar, or performs a similar service, and reimbursement or advance for actual intra-state travel and for necessary accommodations provided directly in connection with the event are not payment and need not be reported by the designated employee.

An honorarium must be reported as a gift unless it is clear from all of the surrounding circumstances that the services provided represented equal or greater value than the payment received. If it is clear from the surrounding circumstances that the services provided were of equal or greater value than the payment received, the honorarium is income, not a gift. When the designated employee claims that the honorarium is not a gift, he shall have the burden of proving that the consideration is of equal or greater value unless the designated employee is a defendant in a criminal action.

A prize or an award shall be disclosed as a gift unless the prize or award is received on the basis of a bona fide competition not related to the designated employee's official status. Prizes or awards which are not disclosed as gifts shall be disclosed as income.

Category 4. Less-Inclusive Reportable Investments

A designated employee in this category shall disclose those, and only those, Category 1 reportable investments which pertain to a business entity, a business activity of which is that of:

- (a) Providing within the last two (2) years, or foreseeable in the future, services, supplies, materials, machinery or equipment to the Central County Fire Department.
- (b) Conducting a business in the boundaries of the Central County Fire Department which requires a business license therefor pursuant to ordinances of the Central County Fire Department.
- (c) Sale, purchase, exchange, lease or rental, or financing, for its own account or as broker, of real property or the development, syndication or subdivision of real property or construction thereon of buildings or structures.

Category 5. Less-Inclusive Reportable Interests in Real Property

A designated employee in this category shall disclose those, and only those, Category 2 reportable interests in real property where the property or any part of it is located within or not more than 500 feet outside the boundaries of the Central County Fire Department.

Category 6. Less-Inclusive Types of Reportable Income

A designated employee in this category shall disclose those, and only those types of Category 3 reportable income which are derived from a source, an activity of which is that of:

- (a) Providing within the last two (2) years, or foreseeable in the future, services, supplies, materials, machinery or equipment to the Central County Fire Department.
- (b) Conducting a business in the boundaries of the Central County Fire Department which requires a business license therefor pursuant to ordinances of the Central County Fire Department.
- (c) Sale, purchase, exchange, lease or rental, or financing, for its own account or as broker, of real property or the development, syndication, or subdivision, of real property or construction thereon of buildings or structures.

2014 Local Agency Biennial Notice

Name of Agency: Coastside County Water District
Mailing Address: 766 Main Street Half Moon Bay, CA 94019
Contact Person: David Dickson, General Manager Phone No: 650-726-4405
E-Mail: DDickson@coastsidewater.org

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one box):

☒ **An amendment is required. The following amendments are necessary:**

(Mark all that apply.)

- ☒ Include new positions (including consultants) that must be designated
- ☐ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☐ Delete positions that no longer make or participate in making governmental decisions
- ☐ Other (describe) _____

☐ **The code is currently under review by the code reviewing body.**

☐ **No amendment is required.** (If your code is more than five years old, amendments may be necessary.)

Verification

This agency's conflict of interest code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure categories assigned to those positions accurately require the disclosure of all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions. The code includes all other provisions required by Government Code Section 87302.



Signature of Chief Executive Officer

10/16/14

Date

Complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **September 1, 2014 to:**

**Julieta R. Fernandez
Office of the Assessor-County Clerk-Recorder
555 County Center
Redwood City, CA 94063**

PLEASE DO NOT SEND THIS FORM TO FPPC

RESOLUTION NO. - 2014-07
A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE COASTSIDE COUNTY WATER DISTRICT
ADOPTING AN AMENDED CONFLICT OF INTEREST CODE

WHEREAS, California Government Code Section 87306.5 requires that the District review its Conflict of Interest Code and revise it if necessary; and

WHEREAS, the Attorney and General Manager have reviewed the current Conflict of Interest Code and have determined that the Code should be updated to include the new Assistant General Manager position; and

WHEREAS, the Attorney and General Manager recommend adopting the amended Conflict-of-Interest Code.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Coastsides County Water District, that the amended Conflict-of-Interest Code is hereby adopted, in the form attached hereto and presented to the Board of Directors; and

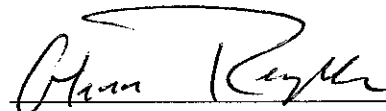
BE IT FURTHER RESOLVED that the General Manager is directed to transmit the amended Conflict-of-Interest Code to the County of San Mateo for its review and approval.

PASSED AND ADOPTED this 14th day of October, 2014, by the following vote:

AYES: Directors Coverdell, Flint, and Glassberg, Vice-President Mickelsen and President Reynolds

NOES:

ABSENT:



Glenn Reynolds, President
Board of Directors

ATTEST:



David R. Dickson, General Manager
Secretary of the District

**CONFLICT-OF-INTEREST CODE
COASTSIDE COUNTY WATER DISTRICT**

**Amended on the 14th day of October, 2014
by Resolution No. 2014-07**

**CONFLICT-OF-INTEREST CODE
COASTSIDE COUNTY WATER DISTRICT**

The Political Reform Act, Government Code Sections 81000 et seq., requires state and local government agencies to adopt and promulgate Conflict-of-Interest Codes. The California Fair Political Practices Commission has adopted a regulation which contains the terms of a standard Conflict-of-Interest Code. This regulation is codified at Title 2 California Code of Regulations Section 18730. This regulation may be incorporated by reference by local agencies. After public notice and hearing, the regulation may be amended by the Fair Political Practices Commission to conform to future amendments to 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 regulation and the attached Appendix, designating positions and establishing disclosure categories, shall constitute the conflict-of-interest code of the Coastside County Water District (District or CCWD).

-Individuals holding designated positions shall file Statements of Economic Interest with the Secretary of the District, which shall make and retain a copy and forward the originals to the County Assessor-Clerk-Recorder, which shall be the filing officer.

APPENDIX

DESIGNATED EMPLOYEES AND DISCLOSURE_CATEGORIES FOR THE COASTSIDE COUNTY WATER DISTRICT CONFLICT-OF-INTEREST CODE

<u>Designated Positions*</u>	<u>Disclosure Category</u>
<u>Assistant General Manager</u>	<u>1, 2</u>
Superintendent	1, 2
District Engineer	1, 2
Attorney	1, 2
Water Resource Analyst	1, 2
Consultants/New Positions**	1, 2

* The following positions are not covered by the Conflict-Of-Interest Code because they must file a Statement of Economic Interest pursuant to Government Code Section 87200 and, therefore, are listed for information purposes only:

Members, Board of Directors

General Manager

An individual 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 their position has been categorized incorrectly. The Fair Political Practices Commission makes the determination whether a position is covered by Section 87200.

** Consultants and new positions shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The General Manager may determine in writing that a particular consultant or new 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 disclosure requirements described in this section. Such written determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. Such determination is a public record and shall be

retained for public inspection in the same manner and location as this Conflict-of-Interest Code.

APPENDIX B:
DISCLOSURE CATEGORIES

Category 1.

Designated positions assigned to this category shall report:

All interests in real property located in whole or in part within the CCWD service area or within two miles of the CCWD service area. ▸

Category 2.

Designated positions assigned to this category shall report:

All investments, business positions and income, including gifts, loans and travel payments, from sources that provide leased facilities, goods, equipment, vehicles, machinery or services, including training or consulting services, of the type utilized by the CCWD.

2014 Local Agency Biennial Notice

Name of Agency: Coastside Fire Protection District
Mailing Address: 1191 Main Street, Half Moon Bay, CA 94019
Contact Person: Paul Cole, Assistant Fire Chief Phone No: 650-726-5213
E-Mail: paul.cole@fire.ca.gov

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one box):

☒ **An amendment is required. The following amendments are necessary:**

(Mark all that apply.)

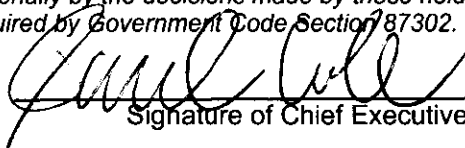
- ☐ Include new positions (including consultants) that must be designated
- ☒ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☐ Delete positions that no longer make or participate in making governmental decisions
- ☐ Other (describe) _____

☐ **The code is currently under review by the code reviewing body.**

☐ **No amendment is required.** (If your code is more than five years old, amendments may be necessary.)

Verification

This agency's conflict of interest code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure categories assigned to those positions accurately require the disclosure of all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions. The code includes all other provisions required by Government Code Section 87302.



Signature of Chief Executive Officer

Date

Complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **September 1, 2014 to:**

Julieta R. Fernandez
Office of the Assessor-County Clerk-Recorder
555 County Center
Redwood City, CA 94063

PLEASE DO NOT SEND THIS FORM TO FPPC

RESOLUTION NO. 2014-33

AMENDING A CONFLICT OF INTEREST CODE

COASTSIDE FIRE PROTECTION DISTRICT

WHEREAS, pursuant to previously adopted Resolutions, Point Montara and Half Moon Bay Fire Protection Districts, the predecessors in interest to Coastside Fire Protection District, and the Coastside Fire Protection District itself adopted Conflict of Interest Codes as required by the Political Reform Act of 1974; and

WHEREAS, California Government Code Section 87306.5 requires that the District review its Conflict of Interest Code every even-numbered year and revise it if necessary.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Coastside Fire Protection District that the attached Conflict of Interest Code is hereby amended, in the form presented to the Board of Directors; and

BE IT FURTHER RESOLVED that if no comments are received pursuant to the 45-day written comment period, there will be no additional public hearing on the proposed code; and

BE IT FURTHER RESOLVED that the Fire Chief of the District is directed to transmit a copy of the Amended Conflict of Interest Code ("Code") to the Board of Supervisors of the County of San Mateo for its review and approval; and

BE IT FURTHER RESOLVED that the effective date of the amended Code shall be upon its approval by the Board of Supervisors and, unless and until the Code is so approved, that the Code previously adopted by the Coastside Fire Protection District shall continue in full effect.

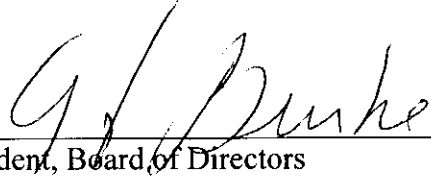
Regularly passed and adopted by the Board of Directors of the Coastside Fire Protection District, State of California, on August 27, 2014, by the following vote:

AYES: Gary Burke, Ginny McShane, J.B.Cockrell, Harvey Rarback

NOES:


ABSENT:

ABSTAIN:



President, Board of Directors
Coastside Fire Protection District

ATTEST:



Secretary of the District

CONFLICT OF INTEREST CODE

COASTSIDE FIRE PROTECTION DISTRICT

The purposes of this Code are to provide for the disclosure of investments, real property, income and business positions of designated District officials and employees that may be materially affected by their official actions and to provide for the disqualification of designated officials and employees from participation in District decisions in which they may have a financial interest.

The Political Reform Act of 1974 (Government Code Sections 81000 et seq.) requires state and local governmental agencies to adopt and promulgate conflict of interest codes. Coastside Fire Protection District adopted a Conflict of Interest Code as required by the Political Reform Act of 1974.

The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. Section 18730), which contains the terms of a standard conflict of interest code that can be incorporated by reference in an agency's code. After public notice and hearing it 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 regulation and the attached Appendix designating officials and employees and establishing disclosure categories shall constitute the Conflict of Interest Code of the Coastside Fire Protection District.

Designated officials and employees shall file statements of economic interests with the District. Upon receipt of the statements, the District shall make and retain copies and forward the

originals of these statements to the San Mateo County Board of Supervisors, in care of the San Mateo County Clerk.

APPENDIX

DESIGNATED OFFICIALS AND EMPLOYEES

<u>Designated Positions</u>	<u>Disclosure Category</u>
Board of Directors	1, 2, 3, 4
Consultants*	1, 2, 3, 4

* The Board shall review the duties and authority of all consultants retained by the District. Those consultants who, within the meaning of 2 Cal. Code of Regulations 18701(a)(2), are required to file statements of economic interests, shall do so. During each calendar year, the District shall maintain a list of such consultants for public inspection in the same manner and location as this Conflict of Interest Code.

Nothing herein excuses any consultant from any other provision of this Conflict of Interest Code, specifically those dealing with disqualification.

DISCLOSURE CATEGORIES

Category 1. All-Inclusive Reportable Investments

A designated employee in this category shall disclose all reportable investments (worth more than \$2,000):

- (a) Owned by the designated employee, his or her spouse or dependent child;
- (b) Owned by an agent on behalf of the designated employee;
- (c) Owned by any business entity controlled by the designated employee (i.e., any business entity in which the designated employee, his or her agents, spouse and dependent children hold more than a 50% ownership interest);
- (d) Owned by a trust in which the designated employee has a substantial interest (i.e., a trust in which the designated employee, his or her spouse and dependent children have a present or future interest worth more than \$2,000);
- (e) Representing the pro rata share (worth more than \$2,000) of the designated employee, his or her spouse and dependent children, of investments of any

business entity or trust in which the designated employee, his or her spouse and dependent children own, directly, indirectly or beneficially, a 10% interest or greater.

“Investment” means any financial interest in or security issued by a Coastside Fire Protection District-related business entity, including, but not limited to common stock, preferred stock, rights, warrants, options, debt instruments and any partnership or other ownership interest.

A business entity is “Coastside Fire Protection District-related” if and only if the business entity or any parent, subsidiary or otherwise related business entity: i) has an interest in real property within the jurisdiction, ii) does business in the Coastside Fire Protection District, or iii) did business or plans to do business in the Coastside Fire Protection District at any time during the period commencing two years prior to and ending one year after the time the designated employee is required by this Code to file his or her next Statement of Economic Interests or to disqualify himself or herself with respect to a Coastside Fire Protection District decision. (The term “parent, subsidiary, or otherwise related business entity” shall be construed as specifically defined by the Commission.)

No asset is deemed an “investment” unless its fair market value exceeds \$2,000.

The term “investment” does not include a time or demand deposit in a financial institution, shares in a credit union, any insurance policy, or any bond or other debt instrument issued by any government or government agency.

Category 2. All-Inclusive Reportable Interests in Real Property

A designated employee in this category shall disclose all interests (worth more than \$2,000) in real property located within the jurisdiction if the interests are:

- (a) Held or owned by the designated employee, his or her spouse and dependent child; or

- (b) The pro rata share (worth more than \$2,000) of interests in real property of any business entity or trust in which the designated employee or spouse owns, directly or indirectly or beneficially, a 10% interest or greater.

“Interest in real property” includes any leasehold, beneficial or ownership interest, or any option to acquire such an interest, in real property, but does not include the principal residence of the filer.

Real property shall be deemed to be “located within the jurisdiction” if the property or any part of it is located within or not more than two miles outside the boundaries of the Coastsides Fire Protection District or within two miles of any land owned or used by the Coastsides Fire Protection District.

Category 3. All-Inclusive Reportable Income

A designated employee in this category shall disclose all income of the designated employee for any Coastsides Fire Protection District-related source, which as of the date on which this code was adopted, aggregating aggregates \$500 or more (or \$300440 or more in the case of gifts) during the reporting period.

- (a) “Income” means, except as provided in subsection b), income of any nature from any Coastsides Fire Protection District-related source, including but not limited to any salary, wage, advance, payment, honorarium, award, gift, including any gift of food or beverage, loan, forgiveness or payment of indebtedness, discount in the price of anything of value unless the discount is available to members of the general public without regard to official status, rebate, reimbursement for expenses, per diem, or contribution to an insurance or pension program paid by any person other than an employer, and including any community property interest in income of a spouse from a Coastsides Fire Protection District-related source. Income of an individual also includes a pro rata share of any income of any Coastsides Fire Protection District-related business entity or trust in which the individual or spouse owns, directly, indirectly or beneficially, a ten percent interest or greater.

A source, business entity or trust is “Coastsides Fire Protection District-related” if and only if he, she or it: (i) resides in the boundaries of the Coastsides Fire Protection District, (ii) has an interest in real property within the boundaries of the Coastsides Fire Protection District, (iii) does business in the Coastsides Fire

Protection District at any time during the period commencing two years prior to and ending one year after his or her next Statement of Economic Interests or to disqualify himself or herself with respect to a Coastside Fire Protection District decision.

(b) "Income" does not include:

(1) Campaign contributions required to be reported under Chapter 4 of the Act;

(2) Salary and reimbursement for expenses or per diem received from a state or local government agency and reimbursement for travel expenses and per diem received from a bona fide educational, academic or charitable organization;

(3) Gifts of informational material, such as books, pamphlets, reports, calendars or periodicals;

(4) Gifts which are not used and which, within thirty days after receipt, are returned to the donor or delivered to a charitable organization without being claimed as a charitable contribution for tax purposes;

(5) Gifts from an individual's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, aunt, uncle, or first cousin or the spouse of any such person; provided that a gift from any such person shall be considered income if the donor is acting as an agent or intermediary for any person not covered by this paragraph;

(6) Gifts of hospitality involving food, beverages, or lodging provided to the designated employee, if such hospitality has been reciprocated within the filing period. "Reciprocity" as used in this subsection includes the providing by the designated employee to the host of any consideration, including entertainment or household gift of a reasonable similar benefit or value;

(7) Any devise or inheritance;

(8) Interest, dividends or premiums on a time or demand deposit in a financial institution, shares in a credit union or any insurance policy, payments received under any insurance policy, or any bond or other debt instrument issued by any government or government agency;

(9) Dividends, interest or any other return on a security which is registered with the Securities and Exchange Commission of the United States Government; and

(10) Loans by a commercial lending institution in the regular course of business.

- (c) "Honorarium" means a payment for speaking at any event, participating in a panel or seminar or engaging in any similar activity. For purposes of this subsection, free admission, food, beverages and similar nominal benefits provided to a filer at an event at which he or she speaks, participates in a panel or seminar, or performs a similar service, and reimbursement or advance for actual intra-state travel and for necessary accommodations provided directly in connection with the event are not payment and need not be reported by the designated employee.

An honorarium must be reported as a gift unless it is clear from all of the surrounding circumstances that the services provided represented equal or greater value than the payment received. If it is clear from the surrounding circumstances that the services provided were of equal or greater value than the payment received, the honorarium is income, not a gift. When the designated employee claims that the honorarium is not a gift, he shall have the burden of proving that the consideration is of equal or greater value unless the designated employee is a defendant in a criminal action.

A prize or an award shall be disclosed as a gift unless the prize or award is received on the basis of a bona fide competition not related to the designated employee's official status. Prizes or awards which are not disclosed as gifts shall be disclosed as income.

Category 4. Less-Inclusive Reportable Investments

A designated employee in this category shall disclose those, and only those, Category 1 reportable investments which pertain to a business entity, a business activity of which is that of:

- (a) Providing within the last two (2) years, or foreseeable in the future, services, supplies, materials, machinery or equipment to the Coastsides Fire Protection District.
- (b) Conducting a business in the boundaries of the Coastsides Fire Protection District which requires a business license therefor pursuant to ordinances of the Coastsides Fire Protection District.
- (c) Sale, purchase, exchange, lease or rental, or financing, for its own account or as broker, of real property or the development, syndication or subdivision of real property or construction thereon of buildings or structures.

Category 5. Less-Inclusive Reportable Interests in Real Property

A designated employee in this category shall disclose those, and only those, Category 2 reportable interests in real property where the property or any part of it is located within or not more than 500 feet outside the boundaries of the Coastside Fire Protection District.

Category 6. Less-Inclusive Types of Reportable Income

A designated employee in this category shall disclose those, and only those types of Category 3 reportable income which are derived from a source, an activity of which is that of:

- (a) Providing within the last two (2) years, or foreseeable in the future, services, supplies, materials, machinery or equipment to the Coastside Fire Protection District.
- (b) Conducting a business in the boundaries of the Coastside Fire Protection District which requires a business license therefor pursuant to ordinances of the Coastside Fire Protection District.
- (c) Sale, purchase, exchange, lease or rental, or financing, for its own account or as broker, of real property or the development, syndication, or subdivision, of real property or construction thereon of buildings or structures.

2014 Local Agency Biennial Notice

Name of Agency: San Mateo County Harbor District
Mailing Address: 400 Oyster Point Blvd., Suite 300 South San Francisco, CA 94080
Contact Person: Peter Grenell Phone No: (650) 583-4400
E-Mail: harbordistrict@smharbor.com

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one box):

☒ **An amendment is required. The following amendments are necessary:**

(Mark all that apply.)

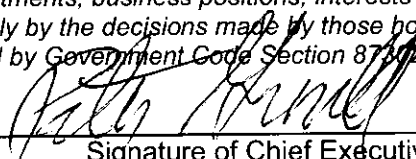
- ☐ Include new positions (including consultants) that must be designated
- ☐ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☐ Delete positions that no longer make or participate in making governmental decisions
- ☒ Other (describe) Revised to meet current FPPC standards and include required language

☒ **The code is currently under review by the code reviewing body.**

☐ **No amendment is required.** (If your code is more than five years old, amendments may be necessary.)

Verification

This agency's conflict of interest code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure categories assigned to those positions accurately require the disclosure of all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions. The code includes all other provisions required by Government Code Section 87302.



Signature of Chief Executive Officer

Aug, 28, 2014

Date

Complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **September 1, 2014 to:**

**Julieta R. Fernandez
Office of the Assessor-County Clerk-Recorder
555 County Center
Redwood City, CA 94063**

PLEASE DO NOT SEND THIS FORM TO FPPC

Resolution 26-14
to
Adopt A Revised Conflict of Interest Code
of the
San Mateo County Harbor District

WHEREAS, the San Mateo County Harbor District (the District) adopted an amended Conflict of Interest Code (Code) as required by the Political Reform Act of 1974 on June 19, 1996; and

WHEREAS, California Government Code Section 87306.5 requires that the District reviews its Code every even-numbered year and revise if necessary; and

WHEREAS, Legal Counsel and staff have reviewed the current Code and have determined that the Code should be updated to reflect current standard language recommended by the Fair Political Practices Commission, the listing of the officers and employees who must disclose their economic interests on an annual basis should be updated and that the Disclosure Categories should be amended to tailor the requirements more closely to financial interests that could lead to a conflict of interest in the performance of staff duties on behalf of the District; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Harbor Commissioners for San Mateo County Harbor District hereby adopts the revised Conflict of Interest Code in the form attached hereto and presented to the Board of Harbor Commissioners.

BE IT FURTHER RESOLVED that the General Manager is directed to submit a copy of the revised Conflict of Interest Code to the Board of Supervisors of the County of San Mateo for its review and approval.

Approved this 1st day of October, 2014, at the regular meeting of the Board of Harbor Commissioners by recorded vote as follows:

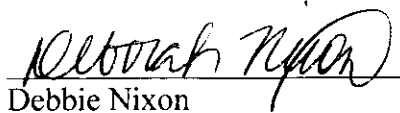
For: Bernardo, Brennan, Holsinger, Parravano, Tucker

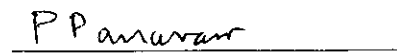
Against: None

Absent: None

Attested

Board of Harbor Commissioners


Debbie Nixon
Deputy Secretary


Pietro Parravano
President

San Mateo County Harbor District Conflict of Interest Code

2.20.010 General

The Political Reform Act of 1974 (Government Code Sections 81000 et seq.) requires state and local government agencies to adopt and promulgate a Conflict of Interest Code. The Fair Political Practices Commission (FPPC) has adopted a regulation (2 California Code of Regulations Section 18730), which contains the terms of a standard Conflict of Interest Code and can be incorporated by reference in an agency's code. After public notice and hearing, it may be amended by the FPPC 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 Section 2.20.010, and Sections 2.20.20 and 2.20.40, designating positions and establishing disclosure categories, shall constitute the conflict-of-interest code of the San Mateo County Harbor District (the District).

Individuals holding designated positions shall file statements of economic interests with the District, which will make the statements available for public inspection and reproduction. (Gov. Code Sec. 81008.) The District will retain a copy of each statement and forward the originals to the San Mateo County Board of Supervisors, which shall be the filing officer.

2.20.20 Designated Positions

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Deputy Harbormaster	1, 2, 3, 4
Director of Finance	1, 2, 3, 4
Harbormaster	1, 2, 3, 4
Human Resources Manager	1, 2, 3, 4
Project Coordinator/Executive Assistant	1, 2, 3, 4
Consultant*	1, 2, 3, 4

* Consultants/ New Positions are 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 General Manager may determine in writing that a particular consultant or new 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 disclosure requirements in this section. Such written determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The General 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 Section 81008.)

The following positions are NOT covered by the conflict-of-interest code because they must file a statement of economic interests pursuant to Government Code Section 87200 and, therefore, are listed for information purposes only:

Board of Commissioners
General Manager

An individual 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 their position has been categorized incorrectly. The Fair Political Practices Commission makes the determination whether a position is covered by Section 87200.

2.20.040 Disclosure Categories

1. Reportable interests in real property located in the District or within two miles of the District. (Form 700, Schedule B.)
2. Reportable income and business positions. (Form 700, Schedule C).
3. Reportable investments. (Form 700, Schedules A-1 and A-2).
4. Reportable gifts and travel gifts. (Form 700, Schedules D and E).

2014 Local Agency Biennial Notice

Name of Agency: Menlo Park Fire Protection District
Mailing Address: 170 Middlefield Road, Menlo Park, CA 94025
Contact Person: Michelle Radcliffe Phone No: 650-688-1466
E-Mail: mradcliffe@menlofire.org

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one box):

☒ An amendment is required. The following amendments are necessary:
(Mark all that apply.)

- ☐ Include new positions (including consultants) that must be designated
- ☐ Revise disclosure categories
- ☒ Revise the titles of existing positions
- ☐ Delete positions that no longer make or participate in making governmental decisions
- ☐ Other (describe) _____

☐ The code is currently under review by the code reviewing body.

☐ No amendment is required. (If your code is more than five years old, amendments may be necessary.)

Verification

This agency's conflict of interest code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure categories assigned to those positions accurately require the disclosure of all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions. The code includes all other provisions required by Government Code Section 87302.

Harold Schepelhorn
Signature of Chief Executive Officer

10-28-2014
Date

Complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 1, 2014**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF THE CODE REVIEWING BODY HERE)

PLEASE DO NOT RETURN THIS FORM TO THE FPPC

Field Code Changed

CONFLICT OF INTEREST CODE
MENLO PARK FIRE PROTECTION DISTRICT

MENLO PARK FIRE PROTECTION DISTRICT

The Political Reform Act of 1974 (Government Code Sections 81000 et seq.) requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted regulations (2 Cal. Code of Regs. Section 18730), which contain the terms of a standard Conflict of Interest Code and can be incorporated by reference in an agency's code. After public notice and hearing, it 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 duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendix, designating officials and employees and establishing disclosure categories, shall constitute the Conflict of Interest Code of the Menlo Park Fire Protection District.

Designated officials and employees shall file statements of economic interests with the Fire Chief or his designee for the Menlo Park Fire Protection District, who will make the statements available for public inspection and reproduction (Government Code Section 81008). The Fire Chief or his designee will retain statements for all designated officials and employees.

MENLO PARK FIRE PROTECTION DISTRICT
APPENDIX OF DESIGNATED OFFICIALS AND EMPLOYEES
DISCLOSURE CATEGORIES

<u>Designated Positions</u>	<u>Disclosure Category</u>	
Directors	1, 2, 3	
Fire Chief	1, 2, 3	
Deputy Fire Chief	1, 2, 3	
Division Chiefs	1, 2, 3	
Battalion Chiefs	1, 2, 3	
Director of Administrative Services Manager	1, 2, 3	
IT Manager	1, 2, 3	
Director of Human Resources	1, 2, 3	
Human Resources Manager	1, 2, 3	
Legal Counsel	1, 2, 3	
Emergency Services Manager	1, 2, 3	
Disaster Response Manager	1, 2, 3	
Consultants *	(Subject to determination by the Fire Chief)	

* The Fire Chief shall review the duties and authority of all consultants retained by the District. Those consultants who, within the meaning of 2 California Code of Regulations 18700 (a)(2) are required to file Statements of Economic Interests, shall do so. During each calendar year, the Menlo Park Fire Protection District shall maintain a list of such consultants for public inspection in the same manner and location as this Conflict of Interest Code. Nothing herein excuses any consultant from any other provision of the Conflict of Interest Code, specifically those dealing with disqualification.

CATEGORIES OF REPORTABLE ECONOMIC INTERESTS

Category 1. All-Inclusive Reportable Investments

A designated employee in this category shall disclose all investments that meet or exceed the reportable investment threshold, as provided in 2 California Code of Regulations Section 18730. (At the time of the adoption of this Code, a reportable investment is one that is worth more than \$2,000):

- (a) Owned by the designated employee, his or her spouse or dependent child;
- (b) Owned by an agent on behalf of the designated employee;
- (c) Owned by any business entity controlled by the designated employee (i.e., any business entity in which the designated employee, his or her agents, spouse and dependent children hold more than a 50% ownership interest);
- (d) Owned by a trust in which the designated employee has a substantial interest (i.e., a trust in which the designated employee, his or her spouse and dependent children have a present or future interest worth more than the reportable threshold);
- (e) Representing the pro rata share (worth more than the reportable threshold) of the designated employee, his or her spouse and dependent children, of investments of any business entity or trust in which the designated employee, his or her spouse and dependent children own, directly, indirectly or beneficially, a 10% interest or greater.

“Investment” means any financial interest in or security issued by a Menlo Park Fire Protection District-related business entity, including, but not limited to common stock, preferred stock, rights, warrants, options, debt instruments and any partnership or other ownership interest.

A business entity is “Menlo Park Fire Protection District-related” if and only if the business entity or any parent, subsidiary or otherwise related business entity: i) has an interest in real property within the jurisdiction, ii) does business in the Menlo Park Fire Protection District, or iii) did business or plans to do business in the Menlo Park Fire Protection District at any time during the period commencing two years prior to and ending one year after the time the designated employee is required by this Code to file his or her next Statement of Economic Interests or to disqualify himself or herself with respect to a Menlo Park Fire Protection District decision. (The term “parent, subsidiary, or otherwise related business entity” shall be construed as specifically defined by the Commission.)

No asset is deemed an "investment" unless its fair market value exceeds the reportable threshold.

The term "investment" does not include a time or demand deposit in a financial institution, shares in a credit union, any insurance policy, or any bond or other debt instrument issued by any government or government agency.

Category 2. All-Inclusive Reportable Interests in Real Property

A designated employee in this category shall disclose all interests in real property located within the jurisdiction that meet or exceed the threshold for reportable interests in real property, as provided in 2 California Code of Regulations Section 18730, (at the time of the adoption of this Code, the threshold for reportable interests in real property is \$2,000) and if the interests are:

- (a) Held or owned by the designated employee, his or her spouse and dependent child; or
- (b) The pro rata share (meeting or exceeding the reportable threshold) of interests in real property of any business entity or trust in which the designated employee or spouse owns, directly or indirectly or beneficially, a 10% interest or greater.

"Interest in real property" includes any leasehold, beneficial or ownership interest, or any option to acquire such an interest, in real property, but does not include the principal residence of the filer.

Real property shall be deemed to be "located within the jurisdiction" if the property or any part of it is located within or not more than two miles outside the boundaries of the Menlo Park Fire Protection District or within two miles of any land owned or used by the Menlo Park Fire Protection District.

Category 3. All-Inclusive Reportable Income

A designated employee in this category shall disclose all income of the designated employee for any Menlo Park Fire Protection District-related source that meets or exceeds the reportable income threshold or the reportable gift threshold, as provided in 2 California Code of Regulations Section 18730, during the reporting period. (At the time of the adoption of this Code, the reportable income threshold is \$500, and the reportable gift threshold is \$50.)

- (a) "Income" means, except as provided in subsection b), income of any nature from any Menlo Park Fire Protection District-related source, including but not limited to any salary, wage, advance, payment, honorarium, award, gift, including any gift of food or beverage,
-

loan, forgiveness or payment of indebtedness, discount in the price of anything of value unless the discount is available to members of the general public without regard to official status, rebate, reimbursement for expenses, per diem, or contribution to an insurance or pension program paid by any person other than an employer, and including any community property interest in income of a spouse from a Menlo Park Fire Protection District-related source. Income of an individual also includes a pro rata share of any income of any Menlo Park Fire Protection District-related business entity or trust in which the individual or spouse owns, directly, indirectly or beneficially, a ten percent interest or greater.

A source, business entity or trust is "Menlo Park Fire Protection District-related" if and only if he, she or it: (i) resides in the boundaries of the Menlo Park Fire Protection District, (ii) has an interest in real property within the boundaries of the Menlo Park Fire Protection District, (iii) does business in the boundaries of the Menlo Park Fire Protection District at any time during the period commencing two years prior to and ending one year after his or her next Statement of Economic Interests or to disqualify himself or herself with respect to a Menlo Park Fire Protection District decision.

(b) "Income" does not include:

(1) Campaign contributions required to be reported under Chapter 4 of the Act;

(2) Salary and reimbursement for expenses or per diem received from a state or local government agency and reimbursement for travel expenses and per diem received from a bona fide educational, academic or charitable organization;

(3) Gifts of informational material, such as books, pamphlets, reports, calendars or periodicals;

(4) Gifts which are not used and which, within thirty days after receipt, are returned to the donor or delivered to a charitable organization without being claimed as a charitable contribution for tax purposes;

(5) Gifts from an individual's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, aunt, uncle, or first cousin or the spouse of any such person; provided that a gift from any such person shall be considered income if the donor is acting as an agent or intermediary for any person not covered by this paragraph;

(6) Gifts of hospitality involving food, beverages, or lodging provided to the designated employee, if such hospitality has been reciprocated within the filing period. "Reciprocity" as used in this subsection includes the providing by the designated employee to the host of any consideration, including entertainment or household gift of a reasonable similar benefit or value;

(7) Any devise or inheritance;

(8) Interest, dividends or premiums on a time or demand deposit in a financial institution, shares in a credit union or any insurance policy, payments received under any insurance policy, or any bond or other debt instrument issued by any government or government agency;

(9) Dividends, interest or any other return on a security which is registered with the Securities and Exchange Commission of the United States Government; and

(10) Loans by a commercial lending institution in the regular course of business.

(c) "Honorarium" means a payment for speaking at any event, participating in a panel or seminar or engaging in any similar activity. For purposes of this subsection, free admission, food, beverages and similar nominal benefits provided to a filer at an event at which he or she speaks, participates in a panel or seminar, or performs a similar service, and reimbursement or advance for actual intra-state travel and for necessary accommodations provided directly in connection with the event are not payment and need not be reported by the designated employee.

An honorarium must be reported as a gift unless it is clear from all of the surrounding circumstances that the services provided represented equal or greater value than the payment received. If it is clear from the surrounding circumstances that the services provided were of equal or greater value than the payment received, the honorarium is income, not a gift. When the designated employee claims that the honorarium is not a gift, he shall have the burden of proving that the consideration is of equal or greater value unless the designated employee is a defendant in a criminal action.

A prize or an award shall be disclosed as a gift unless the prize or award is received on the basis of a bona fide competition not related to the designated employee's official status. Prizes or awards which are not disclosed as gifts shall be disclosed as income.

Category 4. Less-Inclusive Reportable Investments

A designated employee in this category shall disclose those, and only those, Category 1 reportable investments which pertain to a business entity, a business activity of which is that of:

- (a) Providing within the last two (2) years, or foreseeable in the future, services, supplies, materials, machinery or equipment to the Menlo Park Fire Protection District.
- (b) Conducting a business in the boundaries of the Menlo Park Fire Protection District which requires a business license therefore pursuant to ordinances of the Menlo Park Fire Protection District.
- (c) Sale, purchase, exchange, lease or rental, or financing, for its own account or as broker, of real property or the development, syndication or subdivision of real property or construction thereon of buildings or structures.

Category 5. Less-Inclusive Reportable Interests in Real Property

A designated employee in this category shall disclose those, and only those, Category 2 reportable interests in real property where the property or any part of it is located within or not more than 500 feet outside the boundaries of the Menlo Park Fire Protection District.

Category 6. Less-Inclusive Types of Reportable Income

A designated employee in this category shall disclose those, and only those types of Category 3 reportable income which are derived from a source, an activity of which is that of:

- (a) Providing within the last two (2) years, or foreseeable in the future, services, supplies, materials, machinery or equipment to the Menlo Park Fire Protection District.
- (b) Conducting a business in the boundaries of the Menlo Park Fire Protection District which requires a business license therefor pursuant to ordinances of the Menlo Park Fire Protection District.
- (c) Sale, purchase, exchange, lease or rental, or financing, for its own account or as broker, of real property or the development, syndication, or subdivision, of real property or construction thereon of buildings or structures.

CONFLICT OF INTEREST CODE
MENLO PARK FIRE PROTECTION DISTRICT

MENLO PARK FIRE PROTECTION DISTRICT

The Political Reform Act of 1974 (Government Code Sections 81000 et seq.) requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted regulations (2 Cal. Code of Regs. Section 18730), which contain the terms of a standard Conflict of Interest Code and can be incorporated by reference in an agency's code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act.

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MENLO PARK FIRE PROTECTION DISTRICT
APPENDIX OF DESIGNATED OFFICIALS AND EMPLOYEES
DISCLOSURE CATEGORIES

<u>Designated Positions</u>	<u>Disclosure Category</u>
Directors	1, 2, 3
Fire Chief	1, 2, 3
Deputy Fire Chief	1, 2, 3
Division Chiefs	1, 2, 3
Battalion Chiefs	1, 2, 3
Administrative Services Manager	1, 2, 3
IT Manager	1, 2, 3
Director of Human Resources	1, 2, 3
Human Resources Manager	1, 2, 3
Legal Counsel	1, 2, 3
Emergency Services Manager	1, 2, 3
Disaster Response Manager	1, 2, 3
Consultants *	(Subject to determination by the Fire Chief)

* The Fire Chief shall review the duties and authority of all consultants retained by the District. Those consultants who, within the meaning of 2 California Code of Regulations 18700 (a)(2) are required to file Statements of Economic Interests, shall do so. During each calendar year, the Menlo Park Fire Protection District shall maintain a list of such consultants for public inspection in the same manner and location as this Conflict of Interest Code. Nothing herein excuses any consultant from any other provision of the Conflict of Interest Code, specifically those dealing with disqualification.

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- (a) Owned by the designated employee, his or her spouse or dependent child;
- (b) Owned by an agent on behalf of the designated employee;
- (c) Owned by any business entity controlled by the designated employee (i.e., any business entity in which the designated employee, his or her agents, spouse and dependent children hold more than a 50% ownership interest);
- (d) Owned by a trust in which the designated employee has a substantial interest (i.e., a trust in which the designated employee, his or her spouse and dependent children have a present or future interest worth more than the reportable threshold);
- (e) Representing the pro rata share (worth more than the reportable threshold) of the designated employee, his or her spouse and dependent children, of investments of any business entity or trust in which the designated employee, his or her spouse and dependent children own, directly, indirectly or beneficially, a 10% interest or greater.

“Investment” means any financial interest in or security issued by a Menlo Park Fire Protection District-related business entity, including, but not limited to common stock, preferred stock, rights, warrants, options, debt instruments and any partnership or other ownership interest.

A business entity is “Menlo Park Fire Protection District-related” if and only if the business entity or any parent, subsidiary or otherwise related business entity: i) has an interest in real property within the jurisdiction, ii) does business in the Menlo Park Fire Protection District, or iii) did business or plans to do business in the Menlo Park Fire Protection District at any time during the period commencing two years prior to and ending one year after the time the designated employee is required by this Code to file his or her next Statement of Economic Interests or to disqualify himself or herself with respect to a Menlo Park Fire Protection District decision. (The term “parent, subsidiary, or otherwise related business entity” shall be construed as specifically defined by the Commission.)

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Category 2. All-Inclusive Reportable Interests in Real Property

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“Interest in real property” includes any leasehold, beneficial or ownership interest, or any option to acquire such an interest, in real property, but does not include the principal residence of the filer.

Real property shall be deemed to be “located within the jurisdiction” if the property or any part of it is located within or not more than two miles outside the boundaries of the Menlo Park Fire Protection District or within two miles of any land owned or used by the Menlo Park Fire Protection District.

Category 3. All-Inclusive Reportable Income

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loan, forgiveness or payment of indebtedness, discount in the price of anything of value unless the discount is available to members of the general public without regard to official status, rebate, reimbursement for expenses, per diem, or contribution to an insurance or pension program paid by any person other than an employer, and including any community property interest in income of a spouse from a Menlo Park Fire Protection District-related source. Income of an individual also includes a pro rata share of any income of any Menlo Park Fire Protection District-related business entity or trust in which the individual or spouse owns, directly, indirectly or beneficially, a ten percent interest or greater.

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(4) Gifts which are not used and which, within thirty days after receipt, are returned to the donor or delivered to a charitable organization without being claimed as a charitable contribution for tax purposes;

(5) Gifts from an individual's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, aunt, uncle, or first cousin or the spouse of any such person; provided that a gift from any such person shall be considered income if the donor is acting as an agent or intermediary for any person not covered by this paragraph;

(6) Gifts of hospitality involving food, beverages, or lodging provided to the designated employee, if such hospitality has been reciprocated within the filing period. "Reciprocity" as used in this subsection includes the providing by the designated employee to the host of any consideration, including entertainment or household gift of a reasonable similar benefit or value;

(7) Any devise or inheritance;

(8) Interest, dividends or premiums on a time or demand deposit in a financial institution, shares in a credit union or any insurance policy, payments received under any insurance policy, or any bond or other debt instrument issued by any government or government agency;

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(10) Loans by a commercial lending institution in the regular course of business.

(c) "Honorarium" means a payment for speaking at any event, participating in a panel or seminar or engaging in any similar activity. For purposes of this subsection, free admission, food, beverages and similar nominal benefits provided to a filer at an event at which he or she speaks, participates in a panel or seminar, or performs a similar service, and reimbursement or advance for actual intra-state travel and for necessary accommodations provided directly in connection with the event are not payment and need not be reported by the designated employee.

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Category 4. Less-Inclusive Reportable Investments

A designated employee in this category shall disclose those, and only those, Category 1 reportable investments which pertain to a business entity, a business activity of which is that of:

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- (c) Sale, purchase, exchange, lease or rental, or financing, for its own account or as broker, of real property or the development, syndication or subdivision of real property or construction thereon of buildings or structures.

Category 5. Less-Inclusive Reportable Interests in Real Property

A designated employee in this category shall disclose those, and only those, Category 2 reportable interests in real property where the property or any part of it is located within or not more than 500 feet outside the boundaries of the Menlo Park Fire Protection District.

Category 6. Less-Inclusive Types of Reportable Income

A designated employee in this category shall disclose those, and only those types of Category 3 reportable income which are derived from a source, an activity of which is that of:

- (a) Providing within the last two (2) years, or foreseeable in the future, services, supplies, materials, machinery or equipment to the Menlo Park Fire Protection District.
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2014 Local Agency Biennial Notice

Name of Agency: MID-PENINSULA WATER DISTRICT
Mailing Address: P O Box 129, Belmont, CA 94002
Contact Person: Tammy Rudock Phone No: 650-591-8941
E-Mail: tammyr@midpeninsulawater.org

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one box):

☒ **An amendment is required. The following amendments are necessary:**

(Mark all that apply.)

- ☒ Include new positions (including consultants) that must be designated
- ☐ Revise disclosure categories
- ☒ Revise the titles of existing positions
- ☐ Delete positions that no longer make or participate in making governmental decisions
- ☐ Other (describe) _____

☐ **The code is currently under review by the code reviewing body.**

☐ **No amendment is required.** (If your code is more than five years old, amendments may be necessary.)

Verification

This agency's conflict of interest code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure categories assigned to those positions accurately require the disclosure of all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions. The code includes all other provisions required by Government Code Section 87302.


Signature of Chief Executive Officer

8/18/14
Date

Complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **September 1, 2014 to:**

Julieta R. Fernandez
Office of the Assessor-County Clerk-Recorder
555 County Center
Redwood City, CA 94063

PLEASE DO NOT SEND THIS FORM TO FPPC

RESOLUTION NO. 2014-17

ADOPTING AN AMENDED CONFLICT OF INTEREST CODE

MID-PENINSULA WATER DISTRICT

WHEREAS, pursuant to Resolution No. 76-27, dated November 18, 1976, the District adopted a Conflict of Interest Code as required by the Political Reform Act of 1974; and

WHEREAS, pursuant to Resolution No 2002-16, dated August 22, 2002 the District adopted as amended the Conflict of Interest Code, and pursuant to Resolution No. 2008-3, dated August 28, 2008 and Resolution No. 2010-3, dated August 26, 2010, the District amended the Conflict of Interest Code; and

WHEREAS, California Government Code Section 87306.5 requires that the District review its Conflict of Interest Code every even-numbered year and revise it if necessary; and

WHEREAS, the District Counsel and General Manager reviewed the current Conflict of Interest Code and have determined that the Code should be updated to reflect recent guidance from the Fair Political Practices Commission and to include the correct titles for the District Counsel, Operations Superintendent, and Administrative Services Manager positions; and

WHEREAS, the District Counsel and General Manager recommend adopting the amended Conflict of Interest Code.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Mid-Peninsula Water District that the amended Conflict of Interest Code hereby is adopted, in the form presented to the Board of Directors; and

BE IT FURTHER RESOLVED that the General Manager is directed to transmit a copy of the amended Conflict of Interest Code with the 2014 Local Agency Biennial Notice to the County Clerk of the Board of Supervisors of the County of San Mateo by November 1, 2014 for its review and approval; and

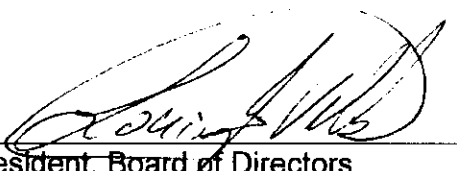
BE IT FURTHER RESOLVED that the effective date of the amended Code shall be upon its approval by the Board of Supervisors and unless and until the Code is so approved that the District's current Code shall continue in full effect.

REGULARLY PASSED AND ADOPTED this 23rd day of October, 2014, by the following vote:

AYES: Linvill, Stuebing, Warden, Zucca, and Vella

NOES: NONE

ABSENT: NONE



President, Board of Directors

ATTEST:



Secretary of the Board

CONFLICT OF INTEREST CODE

MID-PENINSULA WATER DISTRICT

Adopted on August 26, 2010
by Resolution No. 2010-3

Amended on October 23, 2014
by Resolution No. 2014-17

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate a Conflict of Interest Code. The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Section 18730), which contains the terms of a standard Conflict of Interest Code. It can be incorporated by reference and amended by the Fair Political Practices Commission after public notice and hearings 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 regulation and the attached Appendix designating officials and employees of the District and establishing disclosure categories shall constitute the Conflict of Interest Code of the Mid-Peninsula Water District.

Designated officials and employees shall file statements of economic interests with the District, which shall make the statements available for public inspection and reproduction (California Government Code Section 81008). Upon receipt of the statements of all designated officials and employees, the District shall make and retain a copy and forward the originals to the County Clerk for the County of San Mateo, as the code reviewing body.

Mid-Peninsula Water District

List of Designated Positions in the Mid-Peninsula Water District and Financial Disclosure Categories

Each person holding any position listed below must file statements disclosing the kinds of financial interest shown for the designated employee's position. Statements must be filed at the times and on the forms prescribed by law. Failure to file statements on time may result in penalties including but not limited to late fines.

<u>Designated Employees*</u>	<u>Disclosure Category</u>
Operations Superintendent	1,2,3,4
Administrative Services Manager	1,2,3,4
District Engineer	1,2,3,4
Consultants**	1,2,3,4

*The following positions are not covered by the Conflict of Interest Code because they must file a Statement of Economic Interest pursuant to Government Code Section 87200 and, therefore, are listed for information purposes only:

Board of Directors
General Manager
District Counsel

An individual 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 their position has been categorized incorrectly. The Fair Political Practices Commission makes the determination whether a position is covered by Section 87200.

**Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The General Manager may determine in writing that a particular consultant, 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 disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. Such determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

Nothing herein excuses any consultant from any other provisions of this Conflict of Interest Code, specifically those dealing with disqualification.

DISCLOSURE CATEGORIES

Category 1. A designated employee assigned to Category 1 is required to disclose investments which may foreseeably be materially affected by any decision made or participated in by the designated employee.

Category 2. A designated employee assigned to Category 2 is required to disclose interest in real property which may be materially affected by any decision made or participated in by the designated employee.

Category 3. A designated employee assigned to Category 3 is required to disclose income which may be materially affected by any decision made or participated in by the designated employee.

Category 4. A designated employee assigned to Category 4 is required to disclose any business entity in which the designated employee is a director, officer, partner, trustee, or holds any portion of management which may be materially affected by any decision made or participated in by the designated employee.

2014 Local Agency Biennial Notice

Name of Agency: Montara Water & Sanitary District
Mailing Address: P.O. Box 131, Montara, CA 94037
Contact Person: Clemens Heldmaier Phone No: 650-7283545
E-Mail: mwsd@coastside.net

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one box):

☒ **An amendment is required. The following amendments are necessary:**

(Mark all that apply.)

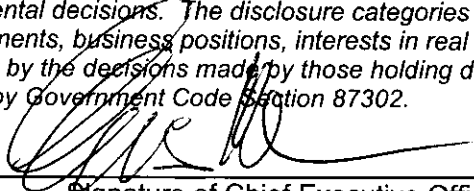
- ☒ Include new positions (including consultants) that must be designated
- ☐ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☐ Delete positions that no longer make or participate in making governmental decisions
- ☐ Other (describe) _____

☐ **The code is currently under review by the code reviewing body.**

☐ **No amendment is required.** (If your code is more than five years old, amendments may be necessary.)

Verification

This agency's conflict of interest code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure categories assigned to those positions accurately require the disclosure of all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions. The code includes all other provisions required by Government Code Section 87302.



Signature of Chief Executive Officer

9/1/2014

Date

Complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **September 1, 2014 to:**

Julieta R. Fernandez
Office of the Assessor-County Clerk-Recorder
555 County Center
Redwood City, CA 94063

PLEASE DO NOT SEND THIS FORM TO FPPC

RESOLUTION NO. 1526

RESOLUTION AMENDING CONFLICT OF INTEREST CODE OF THE MONTARA WATER AND SANITARY DISTRICT

WHEREAS, the Political Reform Act of 1974, as amended ("Act;" Govt. Code §81000, et seq.) requires every state or local government agency to adopt and promulgate a Conflict of Interest Code; and

WHEREAS, pursuant to Resolution No. 758 entitled, "A Resolution Adopting a Conflict of Interest Code for the Montara Sanitary District by Adopting Fair Political Practices Commission Standard Code," adopted July 31, 1986, this Board adopted the Conflict of Interest Code for the Montara Sanitary District by adopting by reference Section 18730 of Title 2, California Code of Regulations, and also by approving, as an exhibit thereto, Disclosure Categories for certain Designated Positions for the District; and

WHEREAS, the District's Conflict of Interest Code was thereafter amended pursuant to Resolution No. 1110, adopted September 5, 1996, resolution No. 1215, adopted October 7, 2004, and Resolution No. 1331, adopted June 2, 2005;

WHEREAS, this Board desires to make the non-substantive amendment to the Code by revising the title of the position of Manager to General Manager;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE MONTARA WATER AND SANITARY DISTRICT, a public agency in the County of San Mateo, California, as follows:

1. Exhibit "A," entitled, "Appendix to Montara Water and Sanitary District Conflict of Interest Code (Revised August 2, 2012)" attached hereto, is hereby approved and by this reference made a part of the Conflict of Interest Code of the Montara Water and Sanitary District as the Appendix thereto.

2. The District Secretary is hereby authorized and directed to forward a copy of this resolution to the County Clerk-Recorder, County of San Mateo, California, for and on behalf of the Board of Supervisors of said County, as the Code Reviewing Body for the District.


* * * * *

I hereby certify that the foregoing resolution was duly and regularly adopted by the Board of the Montara Water and Sanitary District, a public agency in the County of San Mateo, California, at a regular meeting thereof held on the 2nd day of August 2012, by the following vote:

Ayes, Directors: Boyd, Harvey, Slater-Carter, Thol्लाug & Ptacek

Noes, Directors:

Absent, Directors:



Secretary, Montara Water and Sanitary
District

Countersigned:



President, Montara Water and Sanitary
District Board

APPENDIX
TO
MONTARA WATER AND SANITARY DISTRICT
CONFLICT OF INTEREST CODE
(Revised August 2, 2012)

DESIGNATED OFFICERS AND EMPLOYEES

<u>Designated Positions</u>	<u>Categories</u>
1. Directors	1, 2, 3, 4
2. Candidates for Office of Director*	1, 2, 3, 4
3. Treasurer	(see below)
4. General Manager	1, 2, 3, 4
5. Superintendent of Water Operations	1, 2, 3, 4
6. Consultants**	1, 2, 3, 4

*CANDIDATES

Candidates for the office of Director shall file their Statement of Economic Interests at the time of filing their Declaration of Candidacy. The Statement shall disclose investments, interests in real property and income received during the 12 months immediately preceding the date of filing.

**CONSULTANTS

Consultants shall disclose pursuant to the broadest Disclosure Category in the Code subject to the following limitation:

The General Manager may determine, in writing, that a particular consultant, although a "Designated Employee," has been employed to perform a range of duties which are limited in scope, and thus shall not be required fully to comply with the disclosure requirements described in this Appendix. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Manager's determination shall be a public record, and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

INVESTMENT MANAGEMENT – DISTRICT TREASURER

The District Treasurer manages public investments. The person holding that position shall file a disclosure statement pursuant to Government Code Section 87200. Said position is covered by this Code for disqualification purposes only.

DISCLOSURE CATEGORIES DEFINED

Category 1. A designated official or employee assigned to Category 1 is required to disclose direct or indirect investments in any business entity that may foreseeably be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position.

Category 2. A designated official or employee assigned to Category 2 is required to disclose interests in any real property that may foreseeably be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position.

Category 3. A designated official or employee assigned to Category 3 is required to disclose any source of income that may foreseeably be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position.

Category 4. A designated official or employee assigned to Category 4 is required to disclose any business entity in which the designated official or employee is a director, officer, partner, trustee, employee or holds any position of management that may foreseeably be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position.

2014 Local Agency Biennial Notice

Name of Agency: North Coast County Water District
Mailing Address: P.O. Box 1039 2400 Francisco Blvd. Pacifica, CA 94044
Contact Person: Cari Lemke, General Manager Phone No: 650-355-3462
E-Mail: clemke@nccwd.com

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one box):

☒ **An amendment is required. The following amendments are necessary:**

(Mark all that apply.)

- ☐ Include new positions (including consultants) that must be designated
- ☐ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☒ Delete positions that no longer make or participate in making governmental decisions
- ☐ Other (describe) _____

☐ **The code is currently under review by the code reviewing body.**

☐ **No amendment is required.** (If your code is more than five years old, amendments may be necessary.)

Verification

This agency's conflict of interest code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure categories assigned to those positions accurately require the disclosure of all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions. The code includes all other provisions required by Government Code Section 87302.



Signature of Chief Executive Officer

9/4/14
Date

Complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **September 1, 2014 to:**

**Julieta R. Fernandez
Office of the Assessor-County Clerk-Recorder
555 County Center
Redwood City, CA 94063**

PLEASE DO NOT SEND THIS FORM TO FPPC

**CONFLICT-OF-INTEREST CODE
NORTH COAST COUNTY WATER DISTRICT**

**Confirmed on the 15th day of October, 2014
by Resolution No. 1066**

**CONFLICT-OF-INTEREST CODE
NORTH COAST COUNTY WATER DISTRICT**

The Political Reform Act, Government Code Sections 81000 et seq., requires state and local government agencies to adopt and promulgate Conflict-of-Interest Codes. The California Fair Political Practices Commission has adopted a regulation which contains the terms of a standard Conflict-of-Interest Code. This regulation is codified at Title 2 California Code of Regulations Section 18730. This regulation may be incorporated by reference by local agencies. After public notice and hearing, the regulation may be amended by the Fair Political Practices Commission to conform to future amendments to 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 regulation and the attached Appendix, designating positions and establishing disclosure categories, shall constitute the conflict-of-interest code of the North Coast County Water District (District).

Individuals holding designated positions shall file Statements of Economic Interests with the District, which shall make and retain a copy and forward the originals to the San Mateo County Board of Supervisors, which shall be the filing officer.

APPENDIX A:
DESIGNATED EMPLOYEES

<u>Designated Positions*</u>	<u>Disclosure Category</u>
Superintendent	1, 2
Attorney	1, 2
Consultants/New Positions**	1, 2

* The following positions are not covered by the Conflict-Of-Interest Code because they must file a Statement of Economic Interest pursuant to Government Code Section 87200 and, therefore, are listed for information purposes only:

Members, Board of Directors

General Manager

An individual 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 their position has been categorized incorrectly. The Fair Political Practices Commission makes the determination whether a position is covered by Section 87200.

** Consultants and new positions shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The General Manager may determine in writing that a particular consultant or new 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 disclosure requirements described in this section. Such written determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. Such determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict-of-Interest Code.

APPENDIX B:
DISCLOSURE CATEGORIES

Category 1.

Designated positions assigned to this category shall report:

All interests in real property located in whole or in part within the District's service area or within two miles of the District's service area.

Category 2.

Designated positions assigned to this category shall report:

All investments, business positions and income, including gifts, loans and travel payments, from sources that provide leased facilities, goods, equipment, vehicles, machinery or services, including training or consulting services, of the type utilized by the District.

RESOLUTION NO. 1066

ADOPTING AN AMENDED CONFLICT OF INTEREST CODE

NORTH COAST COUNTY WATER DISTRICT

WHEREAS, California Government Code Section 87306.5 requires that the District review its Conflict of Interest Code and revise it if necessary; and

WHEREAS, the Attorney and General Manager have reviewed the current Conflict of Interest Code and have determined that the Code should be updated to add a new position, Superintendent, and remove two positions that have been eliminated: the Assistant General Manager and District Engineer; and

WHEREAS, the Attorney and General Manager recommend adopting the amended Conflict-of-Interest Code.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the North Coast County Water District, that the amended Conflict-of-Interest Code is hereby adopted, in the form attached hereto and presented to the Board of Directors; and

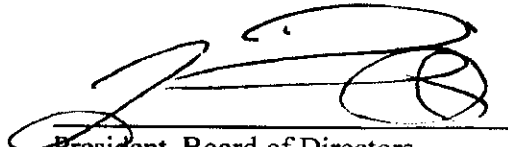
BE IT FURTHER RESOLVED that the General Manager is directed to transmit the amended Conflict-of-Interest Code to the County of San Mateo for its review and approval.

REGULARLY PASSED AND ADOPTED this 15th day of October, 2014, by the following vote:

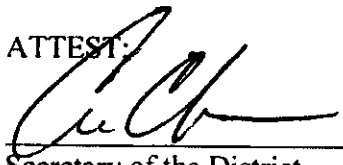
AYES: Directors Ash, Burgett, De Jarnatt, Cosgrove and Piccolotti

NOES: None

ABSENT: None



President, Board of Directors
North Coast County Water District

ATTEST: 

Secretary of the District

2014 Local Agency Biennial Notice

Name of Agency: San Mateo County Transit District
Mailing Address: 1250 San Carlos Avenue, San Carlos, CA 94070
Contact Person: Martha Martinez Phone No: (650) 508-6242
E-Mail: martinezm@samtrans.com

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one box):

☒ **An amendment is required. The following amendments are necessary:**

(Mark all that apply.)

- ☒ Include new positions (including consultants) that must be designated
- ☐ Revise disclosure categories
- ☒ Revise the titles of existing positions
- ☒ Delete positions that no longer make or participate in making governmental decisions
- ☐ Other (describe) _____

☐ **The code is currently under review by the code reviewing body.**

☐ **No amendment is required.** (If your code is more than five years old, amendments may be necessary.)

Verification

This agency's conflict of interest code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure categories assigned to those positions accurately require the disclosure of all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions. The code includes all other provisions required by Government Code Section 87302.


Signature of Chief Executive Officer

July 10 2014
Date

Complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 1, 2014**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF THE CODE REVIEWING BODY HERE)

PLEASE DO NOT RETURN THIS FORM TO THE FPPC

RESOLUTION NO. 2014 – 47

* * *

BOARD OF DIRECTORS, SAN MATEO COUNTY TRANSIT DISTRICT
STATE OF CALIFORNIA

ADOPTING THE AMENDED CONFLICT OF INTEREST CODE

WHEREAS, pursuant to Resolution No. 1976-81, dated November 23, 1976, the San Mateo County Transit District (District) adopted a Conflict of Interest Code (Code) as required by the Political Reform Act of 1974; and

WHEREAS, California Government Code Section 87306.5 requires the District review its Code every even-numbered year and revise it if necessary; and

WHEREAS, legal counsel and staff have reviewed the current Code, last amended in 2012, and have determined the Code and its Appendices, listing the designated positions who must disclose their economic interests on an annual basis and disclosure categories for such positions, should be updated to reflect current staffing positions and organization, as well as standard Conflict of Interest Code language and disclosure category descriptions used by the Fair Political Practices Commission; and

WHEREAS, legal counsel and staff recommend adopting the amendments as reflected in the attached Code.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the San Mateo County Transit District the amended Conflict of Interest Code is hereby adopted, in the form presented to the Board of Directors; and

BE IT FURTHER RESOLVED the District Secretary is directed to transmit a copy of the amended Conflict of Interest Code to the San Mateo County Board of Supervisors for its review and approval.

Regularly passed and adopted this 5th day of November, 2014 by the following vote:

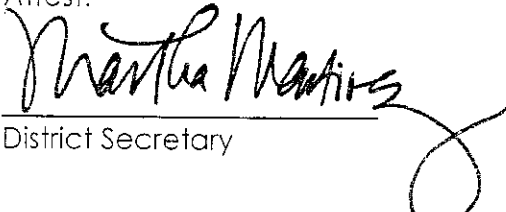
AYES: GROOM, HARRIS, MATSUMOTO, TISSIER, GEE

NOES: NONE

ABSENT: GUILBAULT, KERSTEEN-TUCKER


Chair, San Mateo County Transit District

Attest:


District Secretary

**CONFLICT OF INTEREST CODE
SAN MATEO COUNTY TRANSIT DISTRICT**

Adopted on November 23, 1976
by Resolution No. 1976-81

Approved by the
San Mateo County Board of Supervisors
on the August 15, 1978

Amended on November 16, 1992
by Resolution No. 1992-102

Amended on September 14, 1994
by Resolution No. 1994-73

Amended on September 16, 1996
by Resolution No. 1996-53

Amended on September 22, 1998
by Resolution No. 1998-66

Amended on October 12, 2000
by Resolution No. 2000-78

Amended on November 13, 2002
by Resolution No. 2002-72

Amended on October 20, 2004
by Resolution No. 2004-38

Amended on October 11, 2006
by Resolution No. 2006-41

Amended on November 12, 2008
by Resolution No. 2008-64

Amended on November 10, 2010
by Resolution No. 2010-70

Amended on November 14, 2012
by Resolution No. 2012-50

Amended on November 5, 2014
by Resolution No. 2014-47

SAN MATEO COUNTY TRANSIT DISTRICT

CONFLICT OF INTEREST CODE

The Political Reform Act of 1974 (Government Code Sections 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 Cal. Code of Regs. Section 18730), which contains the terms of a standard Conflict of Interest Code and can be incorporated by reference in an agency's code. After public notice and hearing, it 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 duly adopted by the Fair Political Practice Commission are hereby incorporated by reference. This regulation and the attached Appendices, designating positions and establishing disclosure categories, shall constitute the Conflict of Interest Code of the San Mateo County Transit District (District).

Individuals holding designated positions shall file statements of economic interests with the District, which will make the statements available for public inspection and reproduction. (Gov. Code Section 81008.) The District Secretary, on behalf of the District, shall make and retain a copy of the statements and forward the originals to the San Mateo County Board of Supervisors, which shall be the filing officer.

APPENDIX A: DESIGNATED POSITIONS

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Associate Contract Officer	2
Attorney	1, 2, 3
Bus Maintenance Contract Administrator	2
Buyer	2
Chief of Protective Services	2, 3
Construction Manager	5
Contract Officer	2
Controller	2, 3
Deputy CEO, Operations and Engineering	1, 5
Deputy Director, Engineering Support	1, 5
Director, Budgets	5
Director, Bus Transportation	1, 5
Director, Contracts and Procurement	1, 2
Director, Engineering and Construction	1, 2
Director, Finance	2
Director, Government and Community Affairs	1, 4
Director, Grants	5
Director, Human Resources	3, 5
Director, Information Technology and Telecommunications	2
Director, Maintenance	5
Director, Planning	1, 4
Director, Safety	3, 5
Disadvantaged Business Enterprises Officer	3, 5
District Secretary	1, 2, 3
Employee Relations Officer	3
Engineer	5
Executive Officer, Customer Service and Marketing	1, 2, 3
Executive Officer, Planning and Development	1, 2, 3
Executive Officer, Public Affairs	1, 2, 3
Facilities Contract Administrator	5
Government Affairs Officer	4

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Labor Compliance Officer	3
Manager, Accessible Transit Services	5
Manager, Budgets	5
Manager, Bus Contracts	5
Manager, Capital Projects and Environmental Planning	1, 4
Manager, Communications	4
Manager, Customer Service	5
Manager, Employee Relations and Civil Rights	3
Manager, Engineering	1, 2
Manager, ERP Hosting and Support Services	2
Manager, Finance Special Projects	5
Manager, Finance Treasury	5
Manager, General Ledger	5
Manager, IT Operations and Telecommunications	2
Manager, Marketing	4
Manager, Market Research and Development	4
Manager, Operations Planning	1, 4
Manager, Operations Technology	2
Manager, Personnel Operations	3, 5
Manager, Real Estate and Property Development	1, 4
Manager, Software Systems Development	2
Manager, Standards and Procedures	5
Manager, Stations and Access	5
Manager, Strategic Development	4
Manager, Technology Research and Development	2
Manager, Transit Operations Training	5
Operations Technology Administrator	2
Planner	4
Principal Planner	4
Principal Planner, Sustainability	2
Project Manager	2
Public Information Officer	2
Senior Contract Officer	2
Senior Designer	2

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Senior Engineer	2
Senior Real Estate Officer	1, 4
Superintendent, Bus Maintenance	5
Superintendent, Bus Transportation	2
Superintendent, Maintenance Technical Services	5
Superintendent, Materials and Inventory Control	5
Supervisor, Distribution	5
Supervisor, Facilities Maintenance	5
Consultants/New Positions	*

*Consultants/New Positions are 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 General Manager/CEO may determine in writing that a particular consultant or new 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 disclosure requirements in this section. Such written determination shall include a description of the consultant or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The General Manager/CEO 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.)

Officials Who Manage Public Investments

The following positions are NOT covered by the conflict-of-interest code because they must file under Government Code Section 87200 and, therefore, are listed for informational purposes only:

General Manager/CEO
Board Members
Deputy CEO, Finance and Administration

An individual 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 their position has been categorized incorrectly. The Fair Political Practices Commission makes the determination whether a position is covered by Section 87200.

APPENDIX B: DISCLOSURE CATEGORIES

DISCLOSURE CATEGORIES

- Category 1. Interests in real property located within the District and/or within a two-mile radius of any land owned or used by the District.
- Category 2. Investments, and business positions in business entities and income (including receipt of gifts, loans, and travel payments) from sources of the type that provide products, services, supplies, material, machinery, or equipment utilized by the District or in projects funded by the District. Such sources include, but are not limited to, buses, insurance and information technology, telecommunications, public utilities, consultants, transportation companies, and manufacturers.
- Category 3. Investments, and business positions in business entities and income (including receipt of gifts, loans, and travel payments) from sources that have filed a claim with or against the District within the last two years or have a claim pending with or against the District.
- Category 4. Investments, and business positions in business entities and income (including receipt of gifts, loans, and travel payments) from sources of the type that provide services in the marketing, advertising, transit or environmental planning sectors.
- Category 5. Investments, and business positions in business entities and income (including receipt of gifts, loans, and travel payments) from sources of the type that provide supplies, material, machinery, or equipment utilized by the designated position's division.

**CONFLICT OF INTEREST CODE
SAN MATEO COUNTY TRANSIT DISTRICT**

Adopted on November 23, 1976
by Resolution No. 1976-81

Approved by the
San Mateo County Board of Supervisors
on the August 15, 1978

Amended on November 16, 1992
by Resolution No. 1992-102

Amended on September 14, 1994
by Resolution No. 1994-73

Amended on September 16, 1996
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by Resolution No. 1998-66

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by Resolution No. 2000-78

Amended on November 13, 2002
by Resolution No. 2002-72

Amended on October 20, 2004
by Resolution No. 2004-38

Amended on October 11, 2006
by Resolution 2006-41

Amended on November 12, 2008
by Resolution 2008-64

Amended on November 10, 2010
by Resolution 2010-70

Amended on November 14, 2012
by Resolution 2012-50

SAN MATEO COUNTY TRANSIT DISTRICT

CONFLICT OF INTEREST CODE

The Political Reform Act of 1974 (Government Code Sections 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 Cal. Code of Regs. Section 18730), which contains the terms of a standard Conflict of Interest Code and can be incorporated by reference in an agency's code. After public notice and hearing, it 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 duly adopted by the Fair Political Practice Commission are hereby incorporated by reference. This regulation and the attached Appendices, designating positions and establishing disclosure categories, shall constitute the Conflict of Interest Code of the San Mateo County Transit District (District).

Individuals holding designated positions shall file statements of economic interests with the District, which will make the statements available for public inspection and reproduction. (Gov. Code Section 81008.) The District Secretary, on behalf of the District, shall make and retain a copy of the statements and forward the originals to the San Mateo County Board of Supervisors, which shall be the filing officer.

APPENDIX A: DESIGNATED POSITIONS

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Associate Contract Officer	2
Attorney	1, 2, 3, 4
Bus Maintenance Contract Administrator	2
Buyer	2
Chief Engineer, Track & Structures	1, 5
Chief of Protective Services	2, 3
Construction Manager	5
Contract Officer	2
<u>Controller</u>	<u>2, 3</u>
Deputy CEO, Operations and Engineering	1, 5
Deputy Director, Engineering Support	1, 5
Deputy Director <u>Principal Planner</u> , Sustainability	2
Director, Budgets and Grants	5
Director, Bus Transportation	1, 5
Director, Contracts and Procurement	1, 2
Director, Engineering and Construction	1, 2
Director, Finance	2
Director, Government and Community Affairs	1, 4
Director, Human Resources	3, 5
Director, Information Technology and Telecommunications	2
Director, Maintenance	5
Director, Planning	1, 4
Director, Risk Management <u>Safety</u>	3, 5
Disadvantaged Business Enterprises Officer	3, 5
District Secretary	1, 2, 3, 4
Employee Relations Officer	3
Engineer	5
Executive Officer, Customer Service and Marketing	1, 2, 3, 4
Executive Officer, Planning and Development	1, 2, 3, 4
Executive Officer, Public Affairs	1, 2, 3, 4
Facilities Contract Administrator	5

	<u>Designated Positions</u>	<u>Disclosure Categories</u>
	Government Affairs Officer	4
	Labor Relations Compliance Officer	3
	Manager, Accessible Transit Services	5
	Manager, Budgets	5
	Manager, Bus Contracts	5
	Manager, Capital Projects and Environmental Planning	1, 4
	Manager, Communications	4
	Manager, Customer Service	5
	Manager, Employee Relations and Civil Rights	3
	Manager, Engineering	1, 2
	<u>Manager, ERP Hosting and Support Services</u>	2
	Manager, Finance Special Projects	5
	Manager, Finance Treasury	5
	Manager, General Ledger	5
	Manager, Grants and Fund Programming Director, Grants	5
	Manager, Information Technology Operations	2
	Manager, IT Operations and Telecommunications	2
	Manager, Marketing	4
	Manager, Operations Planning	1, 4
	Manager, Operations Technology	2
	Manager, Personnel Operations	3, 5
	Manager, Real Estate and Property Development	1, 4
	Manager, Software Systems Development	2
	Manager, Standards and Procedures	5
	Manager, Stations and Access	5
	Manager, Strategic Development	4
	Manager, Technology Research and Development	2
	Manager, Transit Operations Training	5
	Operations Technology Administrator	2
	<u>Planner</u>	4
	<u>Principal Planner</u>	4
	Project Manager	2
	Public Information Officer	2

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Senior Contract Officer	2
<u>Senior Designer</u>	<u>2, 4</u>
Senior Engineer	2
Senior Real Estate Officer	1, 4
Superintendent, Bus Maintenance	5
<u>Superintendent, Bus Transportation</u>	<u>2</u>
Superintendent, Maintenance Technical Services	5
Superintendent, Materials and Inventory Control	5
Supervisor, Distribution	5
Supervisor, Facilities Maintenance	5
<u>Supervisor, Sales Manager, Market Research and Development</u>	4
Consultants/New Positions	*

*Consultants/New Positions are 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 General Manager/CEO may determine in writing that a particular consultant or new 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 disclosure requirements in this section. Such written determination shall include a description of the consultant or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The General Manager/CEO 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.)

Officials Who Manage Public Investments

The following positions are NOT covered by the conflict-of-interest code because they must file under Government Code Section 87200 and, therefore, are listed for informational purposes only:

General Manager/CEO
Board Members
Deputy CEO, Finance and Administration

An individual 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 their position has been categorized incorrectly. The Fair Political Practices Commission makes the determination whether a position is covered by Section 87200.

APPENDIX B: DISCLOSURE CATEGORIES

DISCLOSURE CATEGORIES

- | Category 1. ~~All~~ interests in real property located within the District and/or within a two-mile radius of any land owned or used by the District.
- | Category 2. Investments, and business positions in business entities and income (including receipt of gifts, loans, and travel payments) from sources of the type that provide products, services, supplies, material, machinery, or equipment utilized by the District or in projects funded by the District. Such sources include, but are not limited to, buses, insurance and information technology, telecommunications products, public utilities, consultants, transportation companies, and manufacturers.
- | Category 3. Investments, and business positions in business entities and income (including receipt of gifts, loans, and travel payments) from sources that have filed a claim with or against the District within the last two years or have a claim pending with or against the District.
- | Category 4. Investments, and business positions in business entities and income (including receipt of gifts, loans, and travel payments) from sources of the type that provide services in the marketing, advertising, transit or environmental planning sectors.
- | Category 5. Investments, and business positions in business entities and income (including receipt of gifts, loans, and travel payments) from sources of the type that provide supplies, material, machinery, or equipment utilized by the designated position's division.

2014 Local Agency Biennial Notice

Name of Agency: SEQUOIA HEALTHCARE DISTRICT
Mailing Address: 525 VETERANS BLVD., REDWOOD CITY CA 94063
Contact Person: JANEENE JOHNSON Phone No: 650-421-2155 x 201
E-Mail: jjohnson@sequoiahealthcaredistrict.com

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one box):

☒ **An amendment is required. The following amendments are necessary:**

(Mark all that apply.)

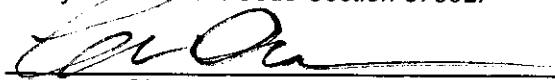
- ☐ Include new positions (including consultants) that must be designated
- ☐ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☐ Delete positions that no longer make or participate in making governmental decisions
- ☒ Other (describe) Changed "Hospital" to "Healthcare"; eliminated 2 amendments which cancelled each other out.

☐ **The code is currently under review by the code reviewing body.**

☐ **No amendment is required.** (If your code is more than five years old, amendments may be necessary.)

Verification

This agency's conflict of interest code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure categories assigned to those positions accurately require the disclosure of all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions. The code includes all other provisions required by Government Code Section 87302.


Signature of Chief Executive Officer

8/7/2014
Date

Complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **September 1, 2014 to:**

Julieta R. Fernandez
Office of the Assessor-County Clerk-Recorder
555 County Center
Redwood City, CA 94063

PLEASE DO NOT SEND THIS FORM TO FPPC

MEMORANDUM

TO: Members of the Board of Trustees
Lee Michelson

FROM: Mark D. Hudak

DATE: August 5, 2014

SUBJECT: Revised Conflict of Interest Code

As part of our effort to bring the District's internal documents up to date, a new version of the District's Conflict of Interest Code has been prepared.

By way of background, the County Board of Supervisors originally had been designated as the reviewing body and the County Clerk as the filing official for the District's Statements of Economic Interests. This is typical for special districts. At one point, the County Clerk decided that he would no longer act as the filing official for special districts, so our code had to be amended. Within a short time, the County Clerk decided that he should be the filing official after all, so our code had to be amended again to restore the status quo.

The version proposed for adoption eliminates the references to the prior amendments, which had cancelled each other out. It also changes the references from "Hospital District" to "Healthcare District." Aside from these technical changes, there are no substantive changes to the Conflict of Interest Code.

cc: Janeene Johnson

SEQUOIA HOSPITAL DISTRICT
County of San Mateo, State of California
RESOLUTION NO. 14-4
ADOPTING REVISED CONFLICT OF INTEREST CODE
FOR THIS HEALTHCARE DISTRICT

RESOLVED by the Board of Directors, SEQUOIA HEALTHCARE DISTRICT, County of San Mateo, State of California, that

WHEREAS the Political Reform Act, Government Code Section 81000, et seq., requires state and local government agencies to adopt and promulgate Conflict of Interest Codes, and

WHEREAS the Fair Political Practices Commission has adopted a regulation, 2 Cal. Adm. Code Section 18730, which contains the terms of a standard Conflict of Interest Code,

NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED that a Revised Conflict of Interest Code, in the form set forth in Exhibit 1, attached hereto, be adopted for SEQUOIA HEALTHCARE DISTRICT, to become effective upon approval thereof by the Board of Supervisors of San Mateo County.

PASSED AND ADOPTED by the Board of Directors, SEQUOIA HEALTHCARE DISTRICT, this 6th day of August, 2014 by the following vote:

AYES: DIRECTORS FARE, GRITTIN, KANE, SHEFFREN

NOES: NONE

ABSENT: NONE

ABSTAIN: DIRECTOR HICKEY

ATTEST: Janeene Johnson
Janeene Johnson, Clerk of the Board

Jonny Sheffren
Jonny Sheffren
President, Board of Directors

EXHIBIT 1
CONFLICT OF INTEREST CODE OF THE SEQUOIA HEALTHCARE DISTRICT
County of San Mateo, State of California
Adopted on the 6th day of August, 2014
Approved by the Code Reviewing Body on the ____ date if ____, 2014

The Political Reform Act, Government Code Section 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 Cal. Adm. Code Section 18730, which contains the terms of a standard Conflict of Interest Code, which can be incorporated by reference, and which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform act after public notice and hearings. Therefore, the terms of 2 Cal. Adm. Code Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix in which officials and employees are designated and disclosure categories are set forth, constitute the Conflict of Interest Code of the SEQUOIA HEALTHCARE DISTRICT (HEREAFTER "Agency.")

Pursuant to Section 18730(b)(4)(B) of the Standard Code, all designated employees shall file statements of economic interests with the agency, which shall make and retain a copy and forward the originals to the code reviewing body, which shall be the filing officer.

As directed by Government Code Section 82011, the code reviewing body is the Board of Supervisors for the County of San Mateo. Pursuant to Title 2, Division 6 of the California Administrative Code, Section 18227, the County Clerk for the County of San Mateo shall be the official responsible for receiving and retaining statements of economic interests filed with the Board of Supervisors.

DESIGNATED OFFICIALS AND EMPLOYEES

<u>Designated Positions (amended 8/19/98)</u>	<u>Category</u>
Member, Board of Directors	1, 2, 3, 4
Chief Executive Officer	1, 2, 3, 4
Consultants *	

*With respect to Consultants, the President of the Board of Directors may determine in writing that a particular consultant is hired to perform a range of duties that are limited in scope and thus he is not required to comply with the disclosure requirements described in these categories. Such determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The President of the Board of Directors shall forward a copy of this determination to the Board of Supervisors for the County of San Mateo. Nothing herein excuses any consultant from any other provisions of this Conflict of Interest Code.

DESIGNATED CATEGORIES

Category 1: A designated employee assigned to Category 1 is required to disclose investments which may foreseeable be materially affected by any decision made or participated in by the designated employee.

Category 2: A designated employee assigned to Category 2 is required to disclose interests in real property which may be materially affected by any decision made or participated in by the designated employee.

Category 3: A designated employee assigned to Category 3 is required to disclose income which may be materially affected by any decision made or participated in by the designated employee.

Category 4: A designated employee assigned to Category 4 is required to close any business entity in which the designated employee is a director, officer, partner, trustee, or holds any position of management which may be materially affected by any decision made or participated in by the designated employee.

"Designated Employee," as stated above, shall include designated officials, board members, and consultants.

SEQUOIA HOSPITAL DISTRICT
County of San Mateo, State of California
RESOLUTION NO. 14-486-12

ADOPTING REVISED CONFLICT OF INTEREST CODE
FOR THIS HEALTHCARE~~HOSPITAL~~ DISTRICT

RESOLVED by the Board of Directors, SEQUOIA HEALTHCARE~~HOSPITAL~~
DISTRICT, County of San Mateo, State of California, that

WHEREAS the Political Reform Act, Government Code Section 81000, et seq., requires
state and local government agencies to adopt and promulgate Conflict of Interest Codes, and

WHEREAS the Fair Political Practices Commission has adopted a regulation, 2 Cal.
Adm. Code Section 18730, which contains the terms of a standard Conflict of Interest Code,

NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED that a Revised
Conflict of Interest Code, in the form set forth in Exhibit 1, attached hereto, be adopted for
SEQUOIA HEALTHCARE~~HOSPITAL~~ DISTRICT, to become effective upon approval thereof
by the Board of Supervisors of San Mateo County.

PASSED AND ADOPTED by the Board of Directors, SEQUOIA
HEALTHCARE~~HOSPITAL~~ DISTRICT, this 6th~~25th~~ day of August, 2014 ~~June, 1986~~, by the
following vote:

AYES: _____
NOES: _____
ABSENT: _____
ABSTAIN: _____

ATTEST:

Jerry Shefren ~~Daniel W. Meub, M.D.~~
President, Board of Directors

EXHIBIT 1
CONFLICT OF INTEREST CODE OF THE SEQUOIA HEALTHCARE~~HOSPITAL~~
DISTRICT

County of San Mateo, State of California

Adopted on the 6th ~~25th~~ day of August, 2014~~June, 1986~~

Approved by the Code Reviewing Body on the ____ date if ____, 2014~~1986~~

The Political Reform Act, Government Code Section 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 Cal. Adm. Code Section 18730, which contains the terms of a standard Conflict of Interest Code, which can be incorporated by reference, and which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform act after public notice and hearings. Therefore, the terms of 2 Cal. Adm. Code Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix in which officials and employees are designated and disclosure categories are set forth, constitute the Conflict of Interest Code of the SEQUOIA HEALTHCARE~~HOSPITAL~~ DISTRICT (HEREAFTER "Agency.")

Pursuant to Section 18730(b)(4)(B) of the Standard Code, all designated employees shall file statements of economic interests with the agency, which shall make and retain a copy and forward the originals to the code reviewing body, which shall be the filing officer.

As directed by Government Code Section 82011, the code reviewing body is the Board of Supervisors for the County of San Mateo. Pursuant to Title 2, Division 6 of the California Administrative Code, Section 18227, the County Clerk for the County of San Mateo shall be the official responsible for receiving and retaining statements of economic interests filed with the Board of Supervisors.

DESIGNATED OFFICIALS AND EMPLOYEES

Designated Positions (amended 8/19/98)

Category

Member, Board of Directors

1, 2, 3, 4

Chief Executive Officer

1, 2, 3, 4

Consultants *

*With respect to Consultants, the President of the Board of Directors may determine in writing that a particular consultant is hired to perform a range of duties that are limited in scope and thus he is not required to comply with the disclosure requirements described in these categories. Such determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The President of the Board of Directors shall forward a copy of this determination to the Board of Supervisors for the County of San Mateo. Nothing herein excuses any consultant from any other provisions of this Conflict of Interest Code.

DESIGNATED CATEGORIES

Category 1: A designated employee assigned to Category 1 is required to disclose investments which may foreseeable be materially affected by any decision made or participated in by the designated employee.

Category 2: A designated employee assigned to Category 2 is required to disclose interests in real property which may be materially affected by any decision made or participated in by the designated employee.

Category 3: A designated employee assigned to Category 3 is required to disclose income which may be materially affected by any decision made or participated in by the designated employee.

Category 4: A designated employee assigned to Category 4 is required to close any business entity in which the designated employee is a director, officer, partner, trustee, or holds any position of management which may be materially affected by any decision made or participated in by the designated employee.

"Designated Employee," as stated above, shall include designated officials, board members, and consultants.

2014 Local Agency Biennial Notice

Name of Agency: Silicon Valley Clean Water

Mailing Address: 1400 Radio Road, Redwood City, CA 94065

Contact Person: Linda Bruemmer

Phone No: 650-832-6226

E-Mail: lbruemmer@svcw.org

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one box):

☒ **An amendment is required. The following amendments are necessary:**

(Mark all that apply.)

- ☐ Include new positions (including consultants) that must be designated
- ☐ Revise disclosure categories
- ☒ Revise the titles of existing positions
- ☒ Delete positions that no longer make or participate in making governmental decisions
- ☐ Other (describe) _____

☐ **The code is currently under review by the code reviewing body.**

☐ **No amendment is required.** (If your code is more than five years old, amendments may be necessary.)

Verification

This agency's conflict of interest code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure categories assigned to those positions accurately require the disclosure of all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions. The code includes all other provisions required by Government Code Section 87302.



Signature of Chief Executive Officer



Date

Complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **September 1, 2014 to:**

Julieta R. Fernandez
Office of the Assessor-County Clerk-Recorder
555 County Center
Redwood City, CA 94063

PLEASE DO NOT SEND THIS FORM TO FPPC

RESOLUTION NO. SVCW 14-40

RESOLUTION APPROVING AMENDMENT TO SILICON VALLEY CLEAN WATER CONFLICT OF INTEREST CODE

WHEREAS, pursuant to Resolution No. 80-13 adopted May 6, 1980, this Commission adopted by reference a Conflict of Interest Code for the Silicon Valley Clean Water ("Authority") comprised of the provisions of California Code of Regulations, Title 2, Section 18730; and

WHEREAS, the Code has been amended from time to time to conform to the requirements of law and to provide revisions to the list of Designated Employees subject thereto; and

WHEREAS, changed circumstances have occurred necessitating further amendment to the Code including the addition of new positions and changed titles of positions subject to the reporting requirements thereof;

NOW, THEREFORE;

BE IT RESOLVED BY THE COMMISSION OF SOUTH BAYSIDE SYSTEM AUTHORITY AS FOLLOWS:

1. The Appendix of the Conflict of Interest Code of the Silicon Valley Clean Water is hereby proposed to be amended as set forth in Exhibit "A" hereof, attached hereto and incorporated herein.

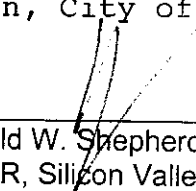
2. The Secretary of the Authority is hereby authorized and directed to transmit a copy of this resolution to the Assessor-County Clerk-Recorder, County of San Mateo, acting for and on behalf of the Authority's Code Reviewing Body.

Regularly passed and adopted by the Commission of Silicon Valley Clean Water at a Regular meeting thereof held on the 14th day of August 2014, by the following vote:

AYES, and in favor of the passage and adoption of the foregoing resolution: Ronald W. Shepherd, West Bay Sanitary District; Eric Reed, City of Belmont; John Seybert, City of Redwood City; Robert Grassilli, City of San

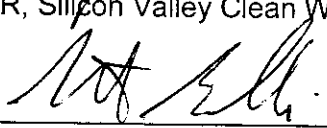
NOES, and against the passage and adoption of the foregoing resolution: San Carlos
None

ABSENT: Warren Lieberman, City of Belmont



Ronald W. Shepherd
CHAIR, Silicon Valley Clean Water

Attest:



Robert Grassilli
SECRETARY, Silicon Valley Clean Water

EXHIBIT A

2014 CONFLICT OF INTEREST UPDATE

SILICON VALLEY CLEAN WATER DESIGNATED OFFICIALS AND EMPLOYEES

Designated Positions

Commission, Commission of SBSA
Secretary, SBSA
Manager
Assistant Manager/Authority Engineer
Wastewater Superintendent
Administrative Services Director
Safety Director
IS Director
Engineering Director
Environmental Services Director
Operations Director
Maintenance Director
Laboratory Director
Chief Financial Officer
Attorney
Consultant*

Disclosure Categories

All Categories
All Categories
All Categories
All Categories
All Categories
3, 4
3, 4
3, 4
3, 4
3, 4
3, 4
3, 4
3, 4
3, 4
All Categories
All Categories

* Consultant is defined in Regulation 18700(a) (2) in 2 California Code of Regulations.

The (executive director or executive officer) may determine in writing that a particular consultant, 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 disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of the disclosure requirements (Exhibit B). The (executive director or executive officer'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.

EXHIBIT B

2014 CONFLICT OF INTEREST UPDATE

SILICON VALLEY CLEAN WATER

DESIGNATED CATEGORIES

CATEGORY 1. A designated employee assigned to Category 1 is required to disclose investments which may foreseeably be materially affected by any decision made or participated in by the designated employee.

CATEGORY 2. A designated employee assigned to Category 2 is required to disclose interests in real property which may be materially affected by any decision made or participate in by the designated employee.

CATEGORY 3. A designated employee assigned to Category 3 is required to disclose income which may be materially affected by any decision made or participated in by the designated employee.

CATEGORY 4. A designated employee assigned to Category 4 is required to disclose any business entity in which the designated employee is a director, officer, partner, trustee, or holds any position of management which may be materially affected by any decision made or participated in by the designated employee.

2014 CONFLICT OF INTEREST UPDATE

ISSUE

To approve and amend the Silicon Valley Clean Water's Conflict of Interest Code adding to list of designated positions of the Authority's Conflict of Interest Code, Exhibit A (attached).

BACKGROUND

The Political Reform Act requires all local agencies which have adopted Conflict of Interest Codes to review their Conflict of Interest Code biennially and amend their Code if changes necessitate. The recent reorganization of the Authority requires that certain titles/positions be removed, replaced or added to the list of designated positions.

The position of Chief Financial Officer has been added to the classification of employees of Silicon Valley Clean Water. Due to the nature of the duties of the position it has been added to the Authority's Conflict of Interest Code, Exhibit A (attached) and the person holding the position of Chief Financial Officer will be required to file an annual Statement of Economic Interest.

This Resolution amends the SVCW Conflict of Interest Code to include the position of Chief Financial Officer referred to above.

RECOMMENDATION

Move adoption of RESOLUTION APPROVING 2014 CONFLICT OF INTEREST UPDATE FOR THE SILICON VALLEY CLEAN WATER

Report By: _____

EXHIBIT A

2014 CONFLICT OF INTEREST UPDATE

SILICON VALLEY CLEAN WATER DESIGNATED OFFICIALS AND EMPLOYEES

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Commission, Commission of SVCW	All Categories
Secretary, SVCW	All Categories
Manager	All Categories
Assistant Manager/Authority Engineer	All Categories
Wastewater Superintendent	All Categories
Chief Financial Officer	All Categories
Administrative Services Director	3, 4
Safety Director	3, 4
IS Director	3, 4
Engineering Director	3, 4
Environmental Services Director	3, 4
Operations Director	3, 4
Maintenance Director	3, 4
Laboratory Director	3, 4
Attorney	All Categories
Consultant*	All Categories

* Consultant is defined in Regulation 18700(a) (2) in 2 California Code of Regulations.

The (executive director or executive officer) may determine in writing that a particular consultant, 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 disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of the disclosure requirements (Exhibit B). The (executive director or executive officer'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.

EXHIBIT B

2014 CONFLICT OF INTEREST UPDATE

SILICON VALLEY CLEAN WATER

DESIGNATED CATEGORIES

CATEGORY 1. A designated employee assigned to Category 1 is required to disclose investments which may foreseeably be materially affected by any decision made or participated in by the designated employee.

CATEGORY 2. A designated employee assigned to Category 2 is required to disclose interests in real property which may be materially affected by any decision made or participate in by the designated employee.

CATEGORY 3. A designated employee assigned to Category 3 is required to disclose income which may be materially affected by any decision made or participated in by the designated employee.

CATEGORY 4. A designated employee assigned to Category 4 is required to disclose any business entity in which the designated employee is a director, officer, partner, trustee, or holds any position of management which may be materially affected by any decision made or participated in by the designated employee.

ATTACHMENT D

SCHOOL DISTRICTS

- Burlingame School District
- Connect Community Charter School
- Design Tech High School
- Hillsborough City School District
- Jefferson Elementary School District
- Jefferson Union High School District
- Las Lomas Elementary School District
- Millbrae School District
- Office of Education
- Pacifica School District
- Portola Valley Elementary School District
- San Carlos School District
- San Mateo Union High School District

2014 Local Agency Biennial Notice

Name of Agency: Burlingame School District
Mailing Address: 1825 Trousdale Dr. Burlingame Ca 94010
Contact Person: Maggie MacIsaac Phone No: 650-259-3805
E-Mail: mmacisaac@bsd.k12.ca.us

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one box):

☒ **An amendment is required. The following amendments are necessary:**

(Mark all that apply.)

- ☒ Include new positions (including consultants) that must be designated
- ☐ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☒ Delete positions that no longer make or participate in making governmental decisions
- ☐ Other (describe) _____

☐ **The code is currently under review by the code reviewing body.**

☐ **No amendment is required.** (If your code is more than five years old, amendments may be necessary.)

Verification

This agency's conflict of interest code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure categories assigned to those positions accurately require the disclosure of all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions. The code includes all other provisions required by Government Code Section 87302.

Maggie MacIsaac
Signature of Chief Executive Officer

August 26, 2014
Date

Complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **September 1, 2014 to:**

Julieta R. Fernandez
Office of the Assessor-County Clerk-Recorder
555 County Center
Redwood City, CA 94063

PLEASE DO NOT SEND THIS FORM TO FPPC

Conflict Of Interest

Incompatible Activities

Board of Trustees members shall not engage in any employment or activity which is inconsistent with, incompatible with, in conflict with or inimical to the Board member's duties as an officer of the district. (Government Code 1126)

Conflict of Interest Code

The district's conflict of interest code shall be comprised of the terms of 2CCR 18730 and any amendments to it adopted by the Fair Political Practices Commission, together with a district attachment specifying designated positions and the specific types of disclosure statements required for each position.

Upon direction by the code reviewing body, the Board shall review the district's conflict of interest code in even-numbered years. If no change in the code is required, the district shall submit by September 1 a written statement to that effect to the code reviewing body. If a change in the code is necessitated by changed circumstances, the district shall submit an amended code to the code reviewing body. (Government Code 87306.5)

When a change in the district's conflict of interest code is necessitated by changed circumstances, such as the creation of new designated positions, amendments or revisions, the changed code shall be submitted to the code reviewing body within 90 days. (Government Code 87306)

When reviewing and preparing conflict of interest codes, the district shall provide officers, employees, consultants and members of the community adequate notice and a fair opportunity to present their views. (Government Code 87311)

If a Board member or designated employee determines that he/she has a financial interest in a decision, as described in Government Code 87103, this determination shall be disclosed. The member shall be disqualified from voting unless his/her participation is legally required. (2 CCR 18700)

Statements of economic interests submitted to the district by designated employees in accordance with the conflict of interest code shall be available for public inspection and reproduction. (Government Code 81008)

Financial Interest

Board members and designated employees shall not be financially interested in any contract made by the Board or in any contract they make in their capacity as Board members or designated employees. (Government Code 1090)

A Board member shall not be considered to be financially interested in a contract if his/her interest includes, but is not limited to, any of the following: (Government Code 1091.5)

1. That of an officer who is being reimbursed for his/her actual and necessary expenses incurred in the performance of an official duty
2. That of a recipient of public services generally provided by the public body or board of which he/she is a member, on the same terms and conditions as if he or she were not a member of the board
3. That of a landlord or tenant of the contracting party if such contracting party is the federal government or any federal department or agency, this state or an adjoining state, any department or agency of this state or an adjoining state, any county or city of this state or an adjoining state, or any public corporation or special, judicial or other public district of this state or an adjoining state unless the subject matter of such contract is the property in which such officer or employee has such interest as landlord or tenant in which even his/her interest shall be deemed a remote interest within the meaning of, and subject to, the provisions of Government Code 1091
4. That of a spouse of an officer or employee of the district if his/her spouse's employment or officeholding has existed for at least one year prior to his/her election or appointment
5. That of a nonsalaried member of a nonprofit corporation, provided that such interest is disclosed to the Board at the time of the first consideration of the contract, and provided further that such interest is noted in its official records
6. That of a noncompensated officer of a nonprofit, tax-exempt corporation which, as one of its primary purposes, supports the functions of the nonprofit board or to which the school Board has a legal obligation to give particular consideration, and provided further that such interest is noted in its official records
7. That of a person receiving salary, per diem, or reimbursement for expenses from a governmental entity, unless the contract directly involves the department of the government entity that employs the officer or employee, provided that such interest is disclosed to the Board at the time of consideration of the contract, and provided further that such interest is noted in its official records
8. That of an attorney of the contracting party or that of an owner, officer, employee or agent of a firm which renders, or has rendered, service to the contracting party in the capacity of stockbroker, insurance agent, insurance broker, real estate agent, or real estate broker, if these individuals have not received and will not receive remuneration, consideration, or a commission as a result of the contract and if these individuals have an ownership interest of less than 10 percent in the law practice or firm, stock brokerage firm, insurance firm or real estate firm

In addition, a Board member or employee shall not be deemed to be interested in a contract made pursuant to competitive bidding under a procedure established by law if his/her sole interest is that of an officer, director, or employee of a bank or savings and loan association with which a party

to the contract has the relationship of borrower or depositor, debtor or creditor. (Government Code 1091.5)

A Board member shall not be deemed to be financially interested in a contract if he/she has only a remote interest in the contract and if the remote interest is disclosed during a Board meeting and noted in the official Board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other Board member to enter into the contract. Remote interests are specified in Government Code 1091(b); they include, but are not limited to, the interest of a parent in the earnings of his/her minor child. (Government Code 1091)

A Board member may enter into a contract if the rule of necessity or legally required participation applies as defined in Government Code 87101.

Even if there is no prohibited or remote interest, a Board member shall abstain from voting on personnel matters that uniquely affect a relative of the Board member. A Board member may vote, however, on collective bargaining agreements and personnel matters that affect a class of employees to which the relative belongs. "Relative" means an adult who is related to the person by blood or affinity within the third degree, as determined by the common law, or an individual in an adoptive relationship within the third degree. (Education Code 35107)

A relationship within the third degree includes the individual's parents, grandparents and great-grandparents, children, grandchildren and great-grandchildren, brothers, sisters, aunts and uncles, nieces and nephews, and the similar family of the individual's spouse unless the individual is widowed or divorced.

Disqualification for Board Members Who Manage Public Investments

A Board member who manages public investments pursuant to Government Code 87200 and who has a financial interest in a decision shall, upon identifying a conflict or potential conflict of interest and immediately prior to the consideration of the matter, do all of the following:

1. Publicly identify the financial interest that gives rise to the conflict or potential conflict of interest in detail sufficient to be understood by the public, except that disclosure of the exact street address of a residence is not required. (Government Code 87105)
2. Recuse himself/herself from discussing and voting on the matter, or otherwise acting in violation of Government Code 87100. This Board member shall not be counted toward achieving a quorum while the item is discussed. (Government Code 87105; 2 CCR 18702.5)
3. Leave the room until after the discussion, vote and any other disposition of the matter is concluded, unless the matter has been placed on the portion of the agenda reserved for uncontested matters. (Government Code 87105)

If the item is on the consent calendar, the Board member must recuse himself/herself from discussing or voting on that matter, but the Board member is not required to leave the room during the consent calendar. (2 CCR 18702.5)

(cf. 3430 - Investing)

The Board member may speak on the issue during the time that the general public speaks on the issue. The Board member shall recuse himself/herself from voting on the matter and leave the dais to speak from the same area as members of the public. He/she may listen to the public discussion of the matter with members of the public. (Government Code 87105; 2 CCR 18702.5)

If the Board's decision is made during closed session, the public identification may be made orally during the open session before the Board goes into closed session and shall be limited to a declaration that his/her recusal is because of a conflict of interest pursuant to Government Code 87100. The Board member shall not be present when the decision is considered in closed session or knowingly obtain or review a recording or any other non-public information regarding the Board's decision. (2 CCR 18702.5)

Gifts

Board members and designated employees may accept gifts only under the conditions and limitations specified in Government Code 89503 and 2 CCR 18730.

The limitations on gifts do not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value. (Government Code 89503)

Gifts of travel and related lodging and subsistence shall be subject to the prevailing gift limitation except as described in Government Code 89506.

A gift of travel does not include travel provided by the district for Board members and designated employees. (Government Code 89506)

Honoraria

Board members and designated employees shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering, in accordance with law. (Government Code 89501, 89502)

The term honorarium does not include: (Government Code 89501)

1. Earned income for personal services customarily provided in connection with a bona fide business, trade or profession unless the sole or predominant activity of the business, trade or profession is making speeches
2. Any honorarium which is not used and, within 30 days after receipt, is either returned to the donor or delivered to the district for donation into the general fund without being claimed as a deduction from income for tax purposes

APPENDIX

DESIGNATED POSITIONS/DISCLOSURE CATEGORIES

It has been determined that persons occupying the following positions manage public investments and shall file a full statement of economic interests pursuant to Government Code 87200:

Board of Trustees Members

Superintendent of Schools

1. Persons occupying the following positions are designated employees in Category 1:

Assistant/Associate Superintendent

Director of Facilities

Director of Special Ed/Student Services

Designated persons in this category must report:

a. Interests in real property located entirely or partly within district boundaries, or within two miles of district boundaries or of any land owned or used by the district. Such interests include any leasehold, beneficial or ownership interest or option to acquire such interest in real property.

b. Investments or business positions in or income from sources which:

(1) Are engaged in the acquisition or disposal of real property within the district

(2) Are contractors or subcontractors which are or have been within the past two years engaged in work or services of the type used by the district or

(3) Manufacture or sell supplies, books, machinery or equipment of the type used by the district

2. Persons occupying the following positions are designated employees in Category 2:

Principal

Assistant Principal

Supervisor

Designated persons in this category must report investments or business positions in or income from sources which:

a. Are contractors or subcontractors engaged in work or services of the type used by the department which the designated person manages or directs, or

b. Manufacture or sell supplies, books, machinery or equipment of the type used by the department which the designated person manages or directs. For the purposes of this category, a principal's department is his/her entire school.

3. Consultants are designated employees who must disclose financial interests as determined on a case-by-case basis by the Superintendent or designee. The Superintendent or designee's written determination shall include a description of the consultant's duties and a statement of the extent of disclosure requirements based upon that description. All such determinations are public records and shall be retained for public inspection along with this conflict of interest code.

A consultant is an individual who, pursuant to a contract with the district, makes a governmental decision whether to: (2 CCR 18701)

a. Approve a rate, rule or regulation

b. Adopt or enforce a law

c. Issue, deny, suspend or revoke a permit, license, application, certificate, approval, order or similar authorization or entitlement

d. Authorize the district to enter into, modify or renew a contract that requires district approval

e. Grant district approval to a contract or contract specifications which require district approval and in which the district is a party

f. Grant district approval to a plan, design, report, study or similar item

g. Adopt or grant district approval of district policies, standards or guidelines

A consultant is also an individual who, pursuant to a contract with the district, serves in a staff capacity with the district and in that capacity participates in making a governmental decision as defined in 2 CCR 18702.2 or performs the same or substantially all the same duties for the district that would otherwise be performed by an individual holding a position specified in the district's Conflict of Interest Code. (2 CCR 18701)

Legal Reference:

EDUCATION CODE

1006 Qualifications for holding office

35107 School district employees

35230-35240 Corrupt practices

35233 Prohibitions applicable to members of governing boards

35239 Compensation for board members in districts under 70 ADA

GOVERNMENT CODE

1090-1098 Prohibitions applicable to specified officers

1125-1129 Incompatible activities

81000-91015 Political Reform Act of 1974, especially:

82011 Code reviewing body

82019 Definition of designated employee

82028 Definition of gifts

82030 Definition of income

87100-87103.6 General prohibitions

87200-87210 Disclosure

87300-87313 Conflict of interest code

87500 Statements of economic interests

89501-89503 Honoraria and gifts

91000-91014 Enforcement

CODE OF REGULATIONS, TITLE 2

18110-18997 Regulations of the Fair Political Practices Commission, especially:

18702.5 Public identification of a conflict of interest for Section 87200 filers

COURT DECISIONS

Thorpe v. Long Beach Community College District, (2000) 83 Cal.App.4th. 655

Kunec v. Brea Redevelopment Agency, (1997) 55 Cal.App.4th 511

ATTORNEY GENERAL OPINIONS

86 Ops.Cal.Atty.Gen. 138(2003)

85 Ops.Cal.Atty.Gen. 60 (2002)

82 Ops.Cal.Atty.Gen. 83 (1999)

81 Ops.Cal.Atty.Gen. 327 (1998)

80 Ops.Cal.Atty.Gen. 320 (1997)

69 Ops.Cal.Atty.Gen. 255 (1986)

68 Ops.Cal.Atty.Gen. 171 (1985)

65 Ops.Cal.Atty.Gen. 606 (1982)

Management Resources:

WEB SITES

Fair Political Practices Commission: <http://www.fppc.ca.gov>

Bylaw BURLINGAME SCHOOL DISTRICT

adopted: September 21, 2010 Burlingame, California

Revised: August 21, 2012

Revised: August 19, 2014

CONNECT COMMUNITY CHARTER SCHOOL

CONFLICT OF INTEREST CODE

I. ADOPTION

In compliance with the Political Reform Act of 1974, California Government Code section 87100, et seq., the Connect Community Charter School hereby adopts this Conflict of Interest Code ("Code"), which shall apply to all governing board members and all other designated employees of Connect Community Charter School ("Charter School"), as required by California Government Code section 87300. As the Charter School has also agreed in its charter to comply with Government Code section 1090, in addition to the Political Reform Act, this Code also conforms to the requirements of Government Code section 1090.

II. DEFINITION OF TERMS

As applicable to a California public charter school, the definitions contained in the Political Reform Act of 1974, the regulations of the Fair Political Practices Commission, specifically California Code of Regulations section 18730, and any amendments or modifications to the Act and regulations are incorporated by reference to this Code.

III. DESIGNATED REPORTERS

Governing board members and certain designated employees of this Charter School who hold positions that involve the making or participation in the making, of decisions that may foreseeably have a material effect on any financial interest, shall be "Designated Reporters." The Designated Reporters are listed in "Exhibit A" attached to this policy and incorporated by reference herein.

IV. STATEMENT OF ECONOMIC INTERESTS: FILING

Each Designated Reporter shall file a Form 700 Statement of Economic Interest ("Form 700") at the time and manner prescribed by California Code of Regulations, title 2, section 18730, disclosing reportable investments, interests in real property, business positions, and income required to be reported under the category or categories to which the Designated Reporter's position is assigned in "Exhibit A."

Designated Reporters shall file their Statements of Economic Interests ("Form 700") with the Charter School. Upon receipt of the Forms 700 for all Designated Reporters (see Exhibit A), the Charter School shall make and retain copies and forward the originals to the San Mateo County Board of Supervisors. Copies of all Forms 700 retained by the Charter School will be available for public inspection and reproduction. (Govt. Code section 81008.)

V. DISQUALIFICATION

No Designated Reporter shall make, participate in making, or try to use his/her official position to influence any Charter School decision which he/she knows or has reason to know will have a

reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family.

VI. MANNER OF DISQUALIFICATION

A. Non-Governing Board Member Designated Reporters

When a non-Governing Board member Designated Reporter determines that he/she should not make a decision because of a disqualifying interest, he/she should submit a written disclosure of the disqualifying interest to his/her immediate supervisor. The supervisor shall immediately reassign the matter to another employee and shall forward the disclosure notice to the Charter School Principal, who shall record the employee's disqualification. Where the Designated Reporter in question is the Principal, this determination and disclosure shall be made in writing to his/her appointing authority (the Governing Board).

B. Governing Board Member Designated Reporters

Financial interest in a contract: Where a Governing Board member has a personal, material financial interest in a contract the financial interest will be reviewed under Government Code section 1090, et seq., to determine whether the remote or non-interest exceptions apply. Should the Board determine that no applicable remote or noninterest exceptions apply, the Board must either: (1) not enter into the contract, as Government Code section 1090 prevents the entire Board from voting on the contract; or (2) prior to the Board discussion of and/or taking any action on the contract at issue, the Board member must resign from the Board. The resignation shall be made part of the Board's official record.

All other financial interests: Governing Board members shall disclose a disqualifying interest at the meeting during which consideration of the decision takes place. This disclosure shall be made part of the Board's official record. The Board member shall refrain from participating in the decision in any way (i.e., the Board member with the disqualifying interest shall refrain from voting on the matter and shall leave the room during Board discussion and when the final vote is taken) and comply with any applicable provisions of the Charter School bylaws.

DESIGNATED REPORTERS

<u>Designated Position</u>	<u>Assigned Disclosure Category</u>
Members of the Governing Board	1, 2, 3
Charter School Principal	1, 2, 3
Consultants	*

*Consultants are 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 Charter School Principal may determine in writing that a particular consultant although a "designated reporter" is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Charter School Principal'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. (Govt. Code section 81008.)

EXHIBIT B

DISCLOSURE CATEGORIES

Category 1

Designated positions assigned to this category must report:

- a. Interests in real property which are located in whole or in part within the boundaries (and a two mile radius) of any county in which the Charter School operates.
- b. Investments in, income (including gifts, loans, and travel payments), from, and business positions in any business entity of the type which engages in the acquisition or disposal of real property or are engaged in building construction or design.

Category 2

Designated positions assigned to this category must report:

Investments in, income (including gifts, loans, and travel payments), from, and business positions in any business entity of the type which engages in the manufacture, sale, repair, rental or distribution of school supplies, books, materials, school furnishings or equipment to be utilized by the Charter School, its parents, teachers and students for educational purposes. This includes, but is not limited to, educational supplies, textbooks and items used for extracurricular courses.

Category 3

Designated positions assigned to this category must report:

Investments in, income (including gifts, loans, and travel payments), from sources which are engaged in the performance of work or services of the type to be utilized by the Charter School, its parents, teachers and students for educational purposes. This includes, but is not limited to, student services commonly provided in public schools such as speech therapists and counselors.

2014 Local Agency Biennial Notice

Name of Agency: Design Tech High School
Mailing Address: 400 Murchison Dr, Millbrae, CA 94030
Contact Person: kmontgomery@dtechhs.org Phone No: 650-714-2631
E-Mail: kmontgomery@dtechhs.org

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one box):

☐ **An amendment is required. The following amendments are necessary:**

(Mark all that apply.)

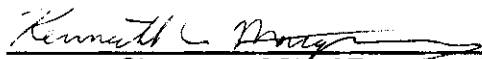
- ☐ Include new positions (including consultants) that must be designated
- ☐ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☐ Delete positions that no longer make or participate in making governmental decisions
- ☐ Other (describe) _____

☐ **The code is currently under review by the code reviewing body.**

☐ **No amendment is required.** (If your code is more than five years old, amendments may be necessary.)

Verification

This agency's conflict of interest code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure categories assigned to those positions accurately require the disclosure of all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions. The code includes all other provisions required by Government Code Section 87302.


Signature of Chief Executive Officer

8.25.14
Date

Complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 1, 2014**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF THE CODE REVIEWING BODY HERE)

PLEASE DO NOT RETURN THIS FORM TO THE FPPC

DESIGN TECH HIGH SCHOOL

CONFLICT OF INTEREST CODE

I. ADOPTION

In compliance with the Political Reform Act of 1974, California Government Code Section 87100, et seq., Design Tech High School (hereafter "DTHS") hereby adopts this Conflict of Interest Code ("Code"), which shall apply to all governing board members, candidates for member of the governing board, and all other designated DTHS employees, as specifically required by California Government Code Section 87300.

II. DEFINITION OF TERMS

As applicable to a California public charter school, the definitions contained in the Political Reform Act of 1974, the regulations of the Fair Political Practices Commission, specifically California Code of Regulations Section 18730, and any amendments or modifications to the Act and regulations are incorporated by reference to this Code.

III. DESIGNATED EMPLOYEES

Employees of DTHS, including governing board members and candidates for election and/or appointment to the governing board, who hold positions that involve the making or participation in the making, of decisions that may foreseeably have a material effect on any financial interest, shall be "designated employees." The designated positions are listed in "Exhibit A" attached to this policy and incorporated by reference herein.

IV. STATEMENT OF ECONOMIC INTERESTS: FILING

Each designated employee, including governing board members and candidates for election and/or appointment to the governing board, shall file a Statement of Economic Interest ("Statement") at the time and manner prescribed by California Code of Regulations, title 2, section 18730, disclosing reportable investments, interests in real property, business positions, and income required to be reported under the category or categories to which the employee's position is assigned in "Exhibit A."

An investment, interest in real property or income shall be reportable, if the business entity in which the investment is held, the interest in real property, the business position, or source of income, may foreseeably be affected materially by a decision made or participated in by the designated employee by virtue of his or her position. The specific disclosure responsibilities assigned to each position are set forth in "Exhibit B."

Statements Filed With DTHS. All Statements shall be supplied by and filed with DTHS. DTHS's filing officer shall make and retain a copy of the Statement and forward the original to the County Board of Supervisors.

V. DISQUALIFICATION

No designated employee shall make, participate in making, or try to use his/her official position to influence any DTHS decision which he/she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family.

VI. MANNER OF DISQUALIFICATION

A. Non-Governing Board Member Designated Employees

When a non-Governing Board member designated employee determines that he/she should not make a decision because of a disqualifying interest, he/she should submit a written disclosure of the disqualifying interest to his/her immediate supervisor. The supervisor shall immediately reassign the matter to another employee and shall forward the disclosure notice to the DTHS Principal, who shall record the employee's disqualification. In the case of a designated employee who is head of an agency, this determination and disclosure shall be made in writing to his/her appointing authority.

B. Governing Board Member Designated Employees

Governing Board members shall disclose a disqualifying interest at the meeting during which consideration of the decision takes place. This disclosure shall be made part of the Board's official record. The Board member shall refrain from participating in the decision in any way (i.e., the Board member with the disqualifying interest shall refrain from voting on the matter and shall leave the room during Board discussion and when the final vote is taken) and comply with any applicable provisions of the DTHS bylaws.

EXHIBIT A

Designated Positions

- I. Persons occupying the following positions are designated employees and must disclose financial interests in all categories defined in “Exhibit B” (i.e., categories 1, 2, and 3).
 - A. Members of the Governing Board and their alternates (if applicable)
 - B. Candidates for Member of the Governing Board
 - C. Corporate Officers (e.g., CEO/President, CFO/Treasurer, Secretary, etc.)
 - D. Executive Director of DTHS
 - E. Associate Director of DTHS
 - F. Consultants¹

- II. Persons occupying the following positions are designated employees and must disclose financial interests defined in Categories 2 and 3 of “Exhibit B.”
 - A. Information Systems Technician
 - B. Contractor

EXHIBIT B

Disclosure Categories

Category 1 Reporting:

- A. Interest in real property which is located in whole or in part either (1) within the boundaries of the District, or (2) within two miles of the boundaries of the District, including any leasehold, beneficial or ownership interests or option to acquire such interest in real property.

(Interests in real property of an individual include a business entity’s share of interest in real property of any business entity or trust in which the designated employee or his or her spouse owns, directly, indirectly, or beneficially, a 10% interest or greater.)
- B. Investments in or income from persons or business entities which are contractors or sub-contractors which are or have been within the previous two-year period engaged in the performance of building construction or design within the District.
- C. Investments in or income from persons or business entities engaged in the acquisition or disposal of real property within the jurisdiction.

¹ The DTHS Principal may determine, in writing, that a particular consultant, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. The DTHS Principal’s determination is a public record and shall be retained for public inspection in the same manner and location of interest code.

(Investment includes any financial interest in or security issued by a business entity, including but not limited to common stock, preferred stock, rights, warrants, options, debt instruments and any partnership interest or other ownership interests.)

(Investments of any individual include a pro rata share of investments of any business entity or trust in which the designated employee or his or her spouse owns, directly, indirectly or beneficially, a ten percent interest or greater.)

(Investment does not include a time or demand deposit in a financial institution, shares in a credit union, any insurance policy, or any bond or other debt instrument issued by any government or government agency.)

Category 2 Reporting:

- A. Investments in or income from business entities which manufacture or sell supplies, books, machinery or equipment of the type utilized by the department for which the designated employee is Manager or DTHS Principal. Investments include interests described in Category 1.

Category 3 Reporting:

- A. Investments in or income from business entities which are contractors or sub-contractors engaged in the performance of work or services of the type utilized by the department for which the designated employee is Manager or DTHS Principal. Investments include the interests described in Category 1.

2014 Local Agency Biennial Notice

Name of Agency: HILLSBOROUGH CITY SCHOOL DISTRICT

Mailing Address: 300 EL CERRILLO AVENUE

Contact Person: ANTHONY RANII Phone No: 650.548.4210

E-Mail: aranii@hcsd.k12.ca.us

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one box):

☒ **An amendment is required. The following amendments are necessary:**

(Mark all that apply.)


- ☐ Include new positions (including consultants) that must be designated
- ☐ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☐ Delete positions that no longer make or participate in making governmental decisions
- ☒ Other (describe) TYPOGRAPHICAL ERROR(S)

☐ **The code is currently under review by the code reviewing body.**

☐ **No amendment is required.** (If your code is more than five years old, amendments may be necessary.)

Verification

This agency's conflict of interest code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure categories assigned to those positions accurately require the disclosure of all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions. The code includes all other provisions required by Government Code Section 87302.



Signature of Chief Executive Officer

9/11/14

Date

Complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **September 1, 2014 to:**

Julieta R. Fernandez
Office of the Assessor-County Clerk-Recorder
555 County Center
Redwood City, CA 94063

PLEASE DO NOT SEND THIS FORM TO FPPC

HILLSBOROUGH CITY SCHOOL DISTRICT CONFLICT OF INTEREST CODE

The purposes of this Conflict of Interest Code are to provide for the disclosure of investments, real property, income and business positions of designated Hillsborough City School District officials and employees that may be materially affected by their official actions and to provide for the disqualification of designated officials and employees from participation in Hillsborough City School District decisions in which they may have a financial interest.

BACKGROUND

The Political Reform Act of 1974 (Government Code Sections 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, California Code of Regulations Section 18730, which contains the terms of a standard conflict of interest code. This regulation and any amendments thereto may be incorporated by reference by local agencies and, together with the designation of employees and disclosure categories, meets the requirements of the Political Reform Act.

ADOPTION OF CONFLICT OF INTEREST CODE

The terms of Title 2 California Code of Regulations Section 18730 are hereby incorporated by reference and, along with the attached Appendix in which officials and employees are designated and disclosure categories are set forth, constitute the Conflict of Interest Code of Hillsborough City School District.

Pursuant to the Political Reform Act and its regulations, all designated employees shall file statement of economic interest with the Superintendent of the Hillsborough City School District which shall be the filing officer. The San Mateo County Board of Supervisors shall be the code reviewing body.

Subsequent amendments to Title 2 California Code of Regulations Section 18730 duly adopted by the Fair Political Practices Commission, after public notice and hearings, are also incorporated by reference unless the Hillsborough City School District, within 90 days after the date on which an amendment to Section 18730 becomes effective, adopts a resolution providing that the amendment is not to be incorporated into this Code.

LIST OF DESIGNATED HILLSBOROUGH CITY SCHOOL DISTRICT OFFICIALS
AND EMPLOYEES AND DESCRIPTION OF FINANCIAL DISCLOSURE
CATEGORIES

Each person holding any position listed below must file statements disclosing the kinds of financial interest shown for the designated employee's position. Statements must be filed at the times and on the forms prescribed by law. Failure to file statements on time may result in penalties including but not limited to late fines.

Designated Positions	Disclosure Category
Board of Trustees	1,2,3,4
Superintendent	1,2,3,4
Assistant Superintendent	1,2,3,4
Facilities Construction Manager	1,2,3,4
Principals	1,2,3,4
Business Manager	1,2,3,4
Consultants*	1,2,3,4

** Each agency or department shall review the duties and authority of all consultants retained by the agency. Those consultants who, within the meaning of 2 Ca. Code of Regulations 18700 (a)(2) are required to file statements of economic interests, shall do so. During each calendar year, the Hillsborough City School District shall maintain a list of such consultants for public inspection in the same manner and location as this Conflict of Interest Code. Nothing herein excuses any consultant from any other provision of the Conflict of Interest Code, specifically those dealing with disqualification.*

DESCRIPTION OF DISCLOSURE CATEGORIES

Category 1

A designated person assigned to Category 1 is required to disclose investments which may foreseeably be materially affected by any decision made or participated in by the designated employee.

Category 2

A designated person assigned to Category 2 is required to disclose interests in real property which may be materially affected by a decision made or participated in by the designated employee.

Category 3

A designated person assigned to Category 3 is required to disclose income which may be materially affected by any decision made or participated in by the designated employee.

Category 4

A designated person assigned to Category 4 is required to disclose any business entity in which the designated employee is a director, officer, partner, trustee, or holds any position of management which may be materially affected by any decision made or participated in by the designated employee.

2014 Local Agency Biennial Notice

Name of Agency: Jefferson Elementary School District
Mailing Address: 101 Lincoln Avenue, Daly City, CA 94015
Contact Person: Bernardo Vidales Phone No: (650) 746-2400
E-Mail: bvidales@jsd.k12.ca.us

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one box):

☒ **An amendment is required. The following amendments are necessary:**

(Mark all that apply.)

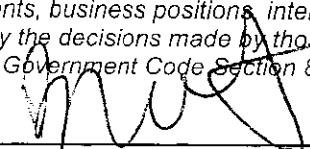
- ☒ Include new positions (including consultants) that must be designated
- ☐ Revise disclosure categories
- ☒ Revise the titles of existing positions
- ☒ Delete positions that no longer make or participate in making governmental decisions
- ☐ Other (describe) _____

☐ **The code is currently under review by the code reviewing body.**

☐ **No amendment is required.** (If your code is more than five years old, amendments may be necessary.)

Verification

This agency's conflict of interest code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure categories assigned to those positions accurately require the disclosure of all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions. The code includes all other provisions required by Government Code Section 87302.



Signature of Chief Executive Officer

9/25/14

Date

Complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **September 1, 2014 to:**

Julieta R. Fernandez
Office of the Assessor-County Clerk-Recorder
555 County Center
Redwood City, CA 94063

PLEASE DO NOT SEND THIS FORM TO FPPC

JEFFERSON ELEMENTARY SCHOOL DISTRICT

RESOLUTION #14-09-24C

CONFLICT OF INTEREST CODE

WHEREAS, the Political Reform Act, Government Code 87300-87313, requires each public agency in California to adopt a conflict of interest code; and

WHEREAS, the Governing Board of the Jefferson Elementary School District has previously adopted a local conflict of interest code; and

WHEREAS, past and future amendments to the Political Reform Act and implementing regulations may require conforming amendments to be made to the district's conflict of interest code; and

WHEREAS, a regulation adopted by the Fair Political Practices Commission, 2 CCR 18730, provides that incorporation by reference of the terms of that regulation, along with an agency-specific appendix designating positions and disclosure categories shall constitute the adoption and amendment of a conflict of interest code in conformance with Government Code 87300 and 87306; and

WHEREAS, the Jefferson Elementary School District has recently reviewed its positions, and the duties of each position, and has determined that changes to the current conflict of interest code are necessary; and

WHEREAS, any earlier resolutions, bylaws, and/or appendices containing the district's conflict of interest code shall be rescinded and superseded by this resolution and Appendix; and

NOW, THEREFORE, BE IT RESOLVED that the Jefferson Elementary School District Governing Board adopts the following Conflict of Interest Code including its Appendix of Designated Employees and Disclosure Categories.

PASSED AND ADOPTED THIS 24th DAY OF SEPTEMBER, 2014

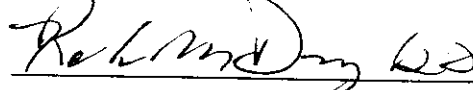
AYES: Shakeel Ali, Rebecca Douglass, Joseph Otayde, Joseph Waters

NOES: None

ABSTENTIONS: None

ABSENT: Marie Brizuela

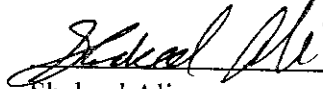
In Witness Whereof,



Rebecca Douglass, PhD, President

Absent

Marie Brizuela, Clerk



Shakeel Ali



Joseph Otayde



Joseph Waters

JEFFERSON ELEMENTARY SCHOOL DISTRICT
GOVERNING BOARD

Dated: 9/24/14



**Conflict of Interest Code of the
Jefferson Elementary School District**

The provisions of 2 CCR 18730 and any amendments to it adopted by the Fair Political Practices Commission, together with the attached Appendix specifying designated positions and disclosure categories, are incorporated by reference and shall constitute the district's conflict of interest code.

Governing Board members and designated employees shall file a Statement of Economic Interest/Form 700 in accordance with the disclosure categories listed in the attached Appendix. The Statement of Economic Interest shall be filed with the district's filing officer and/or, if so required, with the district's code reviewing body. The district's filing officer shall make the statements available for public review and inspection.

APPENDIX

Disclosure Categories

1. **Category 1:** A person designated Category 1 shall disclose:
 - a. Interests in real property located entirely or partly within district boundaries, or within two miles of district boundaries, or of any land owned or used by the district.
 - b. Investments or business positions in or income from sources which are engaged in the acquisition or disposal of real property within the district, are contractors or subcontractors which are or have been within the past two years engaged in work or services of the type used by the district, or manufacture or sell supplies, books, machinery, or equipment of the type used by the district.
2. **Category 2:** A person designated Category 2 shall disclose:
 - a. Investments or business positions in or income from sources which are contractors or subcontractors engaged in work or services of the type used by the department which the designated person manages or directs.
 - b. Investments or business positions in or income from sources which manufacture or sell supplies, books, machinery, or equipment of the type used by the department which the designated person manages or directs. For the purposes of this category, a principal's department is his/her entire school.

Designated Positions

<u>Designated Position</u>	<u>Disclosure Category</u>
Governing Board Members	1
Superintendent of Schools	1
Assistant Superintendents	1
Director of Fiscal Services	2
Director of Maintenance and Operations/Bond Program	2
Personnel Commissioners	2
General Manager of Food Service Operations	2
Information Technology Manager	2
Director of Special Education	2

Disclosures for Consultants

Consultants are designated employees who must disclose financial interests as determined on a case-by-case basis by the Superintendent or designee. The Superintendent or designee's written determination shall include a description of the consultant's duties and a statement of the extent of disclosure requirements based upon that description. All such determinations are public records and shall be retained for public inspection along with this conflict of interest code.

A consultant is an individual who, pursuant to a contract with the district, makes a governmental decision whether to: (2 CCR 18701)

1. Approve a rate, rule, or regulation
2. Adopt or enforce a law
3. Issue, deny, suspend, or revoke a permit, license, application, certificate, approval, order, or similar authorization or entitlement
4. Authorize the district to enter into, modify, or renew a contract that requires district approval
5. Grant district approval to a contract that requires district approval and in which the district is a party, or to the specifications for such a contract
6. Grant district approval to a plan, design, report, study, or similar item
7. Adopt or grant district approval of district policies, standards, or guidelines

A consultant is also an individual who, pursuant to a contract with the district, serves in a staff capacity with the district and in that capacity participates in making a governmental decision as defined in 2 CCR 18702.2 or performs the same or substantially all the same duties for the district that would otherwise be performed by an individual holding a position specified in the district's conflict of interest code. (2 CCR 18701)

Jefferson Elementary School District

Created : September 26, 2014 at 08:59 AM

Meeting: Regular Governing Board Meeting : VI.
BOARD POLICIES/ADMINISTRATIVE REGULATIONS -
Bernie Vidales

1. Board Policies/Administrative Regulations: BB/E 9270 Conflict of Interest - Second Reading (10 min.).....Discussion/Action (D) (V)

September 10, 2014

Status:

Discussion Item

Motion Made By : Joseph Otayde.

Motion Seconded By : Joseph Waters.


Compendium (Quick Summary/Abstract)

The Board will review and revise Board Policies/Administrative Regulations: BB/E 9270 Conflict of Interest as stated in a second reading.

Recommendation

The Administration recommends updates to the attached Board Policies/Administrative Regulations: BB/E 9270 Conflict of Interest as stated in a second reading.

Associated File Attachments

 [BB/E 9270 Conflict Of Interest - Second Reading 09.10.14 \(Files\)](#)

Minutes

(Video time: 1:24:33)

Votes

Motion Made By : Joseph Otayde.

Motion Seconded By : Joseph Waters.

Rebecca Douglass - **Yes**

Shakeel Ali - **Yes**

Joseph Otayde - **Yes**

Joseph Waters - **Yes**

Board Bylaw

Conflict Of Interest

BB 9270

Board Bylaws

The Governing Board desires to maintain the highest ethical standards and help ensure that decisions are made in the best interest of the district and the public. In accordance with law, Board members and designated employees shall disclose any conflict of interest and, as necessary, shall abstain from participating in the decision.

(cf. 9005 - Governance Standards)

The Board shall adopt a resolution that specifies the terms of the district's conflict of interest code, the district's designated positions, and the disclosure categories required for each position.

Upon direction by the code reviewing body, the Board shall review the district's conflict of interest code and submit any changes to the code reviewing body.

When a change in the district's conflict of interest code is necessitated due to changed circumstances, such as the creation of new designated positions, changes to the duties assigned to existing positions, amendments, or revisions, the amended code shall be submitted to the code reviewing body within 90 days. (Government Code 87306)

When reviewing and preparing the district's conflict of interest code, the Superintendent or designee shall provide officers, employees, consultants, and members of the community adequate notice and a fair opportunity to present their views. (Government Code 87311)

(cf. 9320 - Meetings and Notices)

Board members and designated employees shall annually file a Statement of Economic Interest/Form 700 in accordance with the disclosure categories specified in the district's conflict of interest code. A Board member who leaves office or a designated employee who leaves district employment shall, within 30 days, file a revised statement covering the period of time between the closing date of the last statement and the date of leaving office or district employment. (Government Code 87302, 87500)

(cf. 4117.2/4217.2/4317.2 - Resignation)

(cf. 9222 - Resignation)

Conflict of Interest under the Political Reform Act

A Board member or designated employee shall not make, participate in making, or in any way use or attempt to use his/her official position to influence a governmental decision in which he/she knows or has reason to know that he/she has a disqualifying conflict of interest. A conflict of interest exists if the decision will have a "reasonably foreseeable material financial effect" on one or more of the Board member's or designated employee's "economic interests,"

unless the effect is indistinguishable from the effect on the public generally or the Board member's or designated employee's participation is legally required. (Government Code 87100, 87101, 87103; 2 CCR 18700-18709)

A Board member or designated employee makes a governmental decision when, acting within the authority of his/her office or position, he/she votes on a matter, appoints a person, obligates or commits the district to any course of action, or enters into any contractual agreement on behalf of the district. (2 CCR 18702.1)

A Board member who has a disqualifying conflict of interest on an agenda item that will be heard in an open meeting of the Board shall abstain from voting on the matter. He/she may remain on the dais, but his/her presence shall not be counted towards achieving a quorum for that matter. A Board member with a disqualifying conflict of interest shall not be present during a closed session meeting of the Board when the decision is considered and shall not obtain or review a recording or any other nonpublic information regarding the issue. (2 CCR 18702.1)

(cf. 3430 - Investing)

Conflict of Interest under Government Code 1090

Board members, employees, or district consultants shall not be financially interested in any contract made by the Board on behalf of the district, including in the development, preliminary discussions, negotiations, compromises, planning, reasoning, and specifications and solicitations for bids. If a Board member has such a financial interest, the district is barred from entering into the contract. (Government Code 1090; *Klistoff v. Superior Court*, (2007) 157 Cal.App. 4th 469)

A Board member shall not be considered to be financially interested in a contract if his/her interest is a "noninterest" as defined in Government Code 1091.5. One such noninterest is when a Board member's spouse/registered domestic partner has been a district employee for at least one year prior to the Board member's election or appointment. (Government Code 1091.5)

A Board member shall not be considered to be financially interested in a contract if he/she has only a "remote interest" in the contract as specified in Government Code 1091 and if the remote interest is disclosed during a Board meeting and noted in the official Board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other Board member to enter into the contract. (Government Code 1091)

Even if there is not a prohibited conflict of interest, a Board member shall abstain from voting on personnel matters that uniquely affect his/her relatives. However, a Board member may vote on collective bargaining agreements and personnel matters that affect a class of employees to which his/her relative belongs. Relative means an adult who is related to the Board member by blood or affinity within the third degree, as determined by the common law, or an individual in an adoptive relationship within the third degree. (Education Code 35107)

A relationship within the third degree includes an individual's parents, grandparents, great-grandparents, children, grandchildren, great-grandchildren, brothers, sisters, aunts,

uncles, nieces, nephews, and the similar family of the individual's spouse/registered domestic partner unless the individual is widowed or divorced.

Common Law Doctrine Against Conflict of Interest

A Board member shall abstain from any official action in which his/her private or personal interest may conflict with his/her official duties.

Rule of Necessity or Legally Required Participation

On a case-by-case basis and upon advice of legal counsel, a Board member with a financial interest in a contract may participate in the making of the contract if the rule of necessity or legally required participation applies pursuant to Government Code 87101 and 2 CCR 18708.

Incompatible Offices and Activities

Board members shall not engage in any employment or activity or hold any office which is inconsistent with, incompatible with, in conflict with, or inimical to the Board member's duties as an officer of the district. (Government Code 1099, 1126)

(cf. 4136/4236/4336 - Nonschool Employment)

Gifts

Board members and designated employees may accept gifts only under the conditions and limitations specified in Government Code 89503 and 2 CCR 18730.

The limitation on gifts does not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays, and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value. (Government Code 89503)

Gifts of travel and related lodging and subsistence shall be subject to the current gift limitation except as described in Government Code 89506.

A gift of travel does not include travel provided by the district for Board members and designated employees. (Government Code 89506)

Honoraria

Board members and designated employees shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering, in accordance with law. (Government Code 89501, 89502)

The term honorarium does not include: (Government Code 89501)

1. Earned income for personal services customarily provided in connection with a bona fide business, trade, or profession unless the sole or predominant activity of the business, trade, or profession is making speeches

2. Any honorarium which is not used and, within 30 days after receipt, is either returned to the donor or delivered to the district for donation into the general fund without being claimed as a deduction from income for tax purposes

Legal Reference:

EDUCATION CODE

- 1006 Qualifications for holding office
- 35107 School district employees
- 35230-35240 Corrupt practices, especially:
- 35233 Prohibitions applicable to members of governing boards
- 41000-41003 Moneys received by school districts

FAMILY CODE

- 297.5 Rights, protections, and benefits of registered domestic partners

GOVERNMENT CODE

- 1090-1099 Prohibitions applicable to specified officers
- 1125-1129 Incompatible activities
- 81000-91014 Political Reform Act of 1974, especially:
- 82011 Code reviewing body
- 87100-87103.6 General prohibitions
- 87200-87210 Disclosure
- 87300-87313 Conflict of interest code
- 87500 Statements of economic interests
- 89501-89503 Honoraria and gifts
- 91000-91014 Enforcement

PENAL CODE

- 85-88 Bribes

CODE OF REGULATIONS, TITLE 2

- 18110-18997 Regulations of the Fair Political Practices Commission, especially:
- 18702.5 Public identification of a conflict of interest for Section 87200 filers

COURT DECISIONS

- Klistoff v. Superior Court, (2007) 157 Cal.App.4th 469
- Thorpe v. Long Beach Community College District, (2000) 83 Cal.App.4th 655
- Kunec v. Brea Redevelopment Agency, (1997) 55 Cal.App.4th 511

ATTORNEY GENERAL OPINIONS

- 92 Ops.Cal.Atty.Gen. 26 (2009)
- 92 Ops.Cal.Atty.Gen. 19 (2009)
- 89 Ops.Cal.Atty.Gen. 217 (2006)
- 86 Ops.Cal.Atty.Gen. 138(2003)
- 85 Ops.Cal.Atty.Gen. 60 (2002)
- 82 Ops.Cal.Atty.Gen. 83 (1999)
- 81 Ops.Cal.Atty.Gen. 327 (1998)
- 80 Ops.Cal.Atty.Gen. 320 (1997)
- 69 Ops.Cal.Atty.Gen. 255 (1986)
- 68 Ops.Cal.Atty.Gen. 171 (1985)
- 65 Ops.Cal.Atty.Gen. 606 (1982)
- 63 Ops.Cal.Atty.Gen. 868 (1980)

Management Resources:

CSBA PUBLICATIONS

Conflict of Interest: Overview of Key Issues for Governing Board Members, Fact Sheet, July 2010

FAIR POLITICAL PRACTICES COMMISSION PUBLICATIONS

Can I Vote? A Basic Overview of Public Officials' Obligations Under the Conflict-of-Interest Rules, 2005

INSTITUTE FOR LOCAL GOVERNMENT PUBLICATIONS

Understanding the Basics of Public Service Ethics: Personal Financial Gain Laws, 2009

Understanding the Basics of Public Service Ethics: Transparency Laws, 2009

WEB SITES

CSBA: <http://www.csba.org>

Fair Political Practices Commission: <http://www.fppc.ca.gov>

Institute of Local Government: <http://www.ca-ilg.org>

Bylaw

adopted: August 8, 2012

JEFFERSON SCHOOL DISTRICT

Daly City, California

Exhibit
Conflict Of Interest

E 9270
Board Bylaws

RESOLUTION ADOPTING A
CONFLICT OF INTEREST CODE

WHEREAS, the Political Reform Act, Government Code 87300-87313, requires each public agency in California to adopt a conflict of interest code; and

WHEREAS, the Governing Board of the Jefferson School District has previously adopted a local conflict of interest code; and

WHEREAS, past and future amendments to the Political Reform Act and implementing regulations may require conforming amendments to be made to the district's conflict of interest code; and

WHEREAS, a regulation adopted by the Fair Political Practices Commission, 2 CCR 18730, provides that incorporation by reference of the terms of that regulation, along with an agency-specific appendix designating positions and disclosure categories shall constitute the adoption and amendment of a conflict of interest code in conformance with Government Code 87300 and 87306; and

WHEREAS, the Jefferson School District has recently reviewed its positions, and the duties of each position, and has determined that (changes/no changes) to the current conflict of interest code are necessary; and

WHEREAS, any earlier resolutions, bylaws, and/or appendices containing the district's conflict of interest code shall be rescinded and superseded by this resolution and Appendix; and

NOW THEREFORE BE IT RESOLVED that the Jefferson School District Governing Board adopts the following Conflict of Interest Code including its Appendix of Designated Employees and Disclosure Categories.

PASSED AND ADOPTED THIS _____ day of _____, _____ at a meeting, by the following vote:

AYES: _____ NOES: _____ ABSENT: _____

Attest:

Secretary/President

Conflict of Interest Code of the
Jefferson School District

The provisions of 2 CCR 18730 and any amendments to it adopted by the Fair Political Practices Commission, together with the attached Appendix specifying designated positions and disclosure categories, are incorporated by reference and shall constitute the district's conflict of interest code.

Governing Board members and designated employees shall file a Statement of Economic Interest/Form 700 in accordance with the disclosure categories listed in the attached Appendix. The Statement of Economic Interest shall be filed with the district's filing officer and/or, if so required, with the district's code reviewing body. The district's filing officer shall make the statements available for public review and inspection.

APPENDIX

Disclosure Categories

1. Category 1: A person designated Category 1 shall disclose:
 - a. Interests in real property located entirely or partly within district boundaries, or within two miles of district boundaries, or of any land owned or used by the district.
 - b. Investments or business positions in or income from sources which are engaged in the acquisition or disposal of real property within the district, are contractors or subcontractors which are or have been within the past two years engaged in work or services of the type used by the district, or manufacture or sell supplies, books, machinery, or equipment of the type used by the district.
2. Category 2: A person designated Category 2 shall disclose:
 - a. Investments or business positions in or income from sources which are contractors or subcontractors engaged in work or services of the type used by the department which the designated person manages or directs.
 - b. Investments or business positions in or income from sources which manufacture or sell supplies, books, machinery, or equipment of the type used by the department which the designated person manages or directs. For the purposes of this category, a principal's department is his/her entire school.

Designated Positions

Designated Position	Disclosure Category
Governing Board Members	1
Superintendent of Schools	1
Assistant/Associate Superintendents	1
Director of Fiscal Services	2

~~Director of Curriculum and Instruction~~ — 2
 Director of Maintenance and Operations/Bond Program ~~Director~~ 2
 Personnel Commissioners 2
~~Director~~ General Manager of Food Services Operations 2
~~Technology Coordinator~~ Information Technology Manager 2
 Director of Special Education 2

Disclosures for Consultants

Consultants are designated employees who must disclose financial interests as determined on a case-by-case basis by the Superintendent or designee. The Superintendent or designee's written determination shall include a description of the consultant's duties and a statement of the extent of disclosure requirements based upon that description. All such determinations are public records and shall be retained for public inspection along with this conflict of interest code.

A consultant is an individual who, pursuant to a contract with the district, makes a governmental decision whether to: (2 CCR 18701)

1. Approve a rate, rule, or regulation
2. Adopt or enforce a law
3. Issue, deny, suspend, or revoke a permit, license, application, certificate, approval, order, or similar authorization or entitlement
4. Authorize the district to enter into, modify, or renew a contract that requires district approval
5. Grant district approval to a contract that requires district approval and in which the district is a party, or to the specifications for such a contract
6. Grant district approval to a plan, design, report, study, or similar item
7. Adopt or grant district approval of district policies, standards, or guidelines

A consultant is also an individual who, pursuant to a contract with the district, serves in a staff capacity with the district and in that capacity participates in making a governmental decision as defined in 2 CCR 18702.2 or performs the same or substantially all the same duties for the district that would otherwise be performed by an individual holding a position specified in the district's conflict of interest code. (2 CCR 18701)

2014 Local Agency Biennial Notice

Name of Agency: Jefferson Union High School District
Mailing Address: 699 Serramonte Blvd., Suite 100, Daly City, CA 94044
Contact Person: Ami Cowan Phone No: 650-550-7969
E-Mail: acowan@juhsd.net

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one box):

☒ **An amendment is required. The following amendments are necessary:**

(Mark all that apply.)

- ☒ Include new positions (including consultants) that must be designated
- ☐ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☐ Delete positions that no longer make or participate in making governmental decisions

☒ Other (describe) New Position Director of Categorical Programs and,
reinstated position Director of Human Resources - E9270(b)

☐ **The code is currently under review by the code reviewing body.**

☒ **No amendment is required.** (If your code is more than five years old, amendments may be necessary.)

Verification

This agency's conflict of interest code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure categories assigned to those positions accurately require the disclosure of all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions. The code includes all other provisions required by Government Code Section 87302.



Signature of Chief Executive Officer

August 26, 2014

Date

Complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **September 1, 2014 to:**

Julieta R. Fernandez
Office of the Assessor-County Clerk-Recorder
555 County Center
Redwood City, CA 94063

PLEASE DO NOT SEND THIS FORM TO FPPC

CONFLICT OF INTEREST

**APPENDIX
DESIGNATED POSITIONS/DISCLOSURE CATEGORIES**

It has been determined that persons occupying the following positions manage public investments and shall file a full statement of economic interests pursuant to Government Code 87200:

Board of Trustees Members
Superintendent of Schools

1. Category 1: A person designated Category 1 shall disclose:
 - a. Interests in real property located entirely or partly within district boundaries, or within two miles of district boundaries, or of any land owned or used by the district.
 - b. Investments or business positions in or income from sources which are engaged in the acquisition or disposal of real property within the district, are contractors or subcontractors which are or have been within the past two years engaged in work or services of the type used by the district, or manufacture or sell supplies, books, machinery, or equipment of the type used by the district.
2. Category 2: A person designated Category 2 shall disclose:
 - a. Investments or business positions in or income from sources which are contractors or subcontractors engaged in work or services of the type used by the department which the designated person manages or directs.
 - b. Investments or business positions in or income from sources which manufacture or sell supplies, books, machinery, or equipment of the type used by the department which the designated person manages or directs. For the purposes of this category, a principal's department is his/her entire school.
3. Full Disclosure: Because it has been determined that the District's Board members and/or Superintendent "manage public investments," they and other persons designated for "full disclosure" shall disclose, in accordance with Government Code 87200:
 - a. Interests in real property located entirely or partly within district boundaries, or within two miles of district boundaries, or of any land owned or used by the district.

CONFLICT OF INTEREST

- b. Investments, business positions, and sources of income, including gifts, loans and travel payments.

Designated Positions

DESIGNATED POSITION DISCLOSURE CATEGORY

Full Disclosure

Board of Trustees
Superintendent of Schools

Category 1

Associate Superintendent-Education
Associate Superintendent-Business Services
Associate Superintendent-Pupil Personnel/Special Education

Category 2

Director, Adult Education
Director, Daly City Youth Health Center
Director, Categorical Programs
Director, Technology and Information Services
Director, Maintenance/Operations, Health and Safety/ Transportation
Director, Food Services
Director, Human Resources
Project Manager
Principals

Disclosures for Consultants

Consultants are designated employees who must disclose financial interests as determined on a case-by-case basis by the Superintendent or designee. The Superintendent or designee's written determination shall include a description of the consultant's duties and a statement of the extent of disclosure of disclosure requirements based upon that description. All such determinations are public records and shall be retained for public inspection along with this conflict of interest code.

A consultant is an individual who, pursuant to a contract with the District, makes a governmental decision whether to: (2 CCR 18701)

1. Approve a rate, rule or regulation
2. Adopt or enforce a law

CONFLICT OF INTEREST

Disclosures for Consultants

3. Issue, deny, suspend, or revoke a permit, license, application, certificate, approval, order or similar authorization or entitlement
4. Authorize the district to enter into, modify, or renew a contract that requires district approval
5. Grant district approval to a contract that requires district approval and in which the district is a party, or to the specifications for such a contract
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A consultant is also an individual who, pursuant to a contract with the district, serves in a staff capacity with the district and in that capacity participates in making a governmental decision as defined in 2 CCR 18702.2 or performs the same or substantially all the same duties for the district that would otherwise be performed by an individual holding a position specified in the district's conflict of interest code.

Exhibit

Approved: 8/02/11

Revised: 6/18/14

Revised:

CONFLICT OF INTEREST

The Board of Trustees desires to maintain the highest ethical standards and help ensure that decisions are made in the best interest of the district and the public. In accordance with law, Board members and designated employees shall disclose any conflict of interest and, as necessary, shall abstain from participating in the decision.

(cf. 9005 - Governance Standards)

The Board shall adopt a resolution that specifies the terms of the district's conflict of interest code, the district's designated positions, and the disclosure categories required for each position.

Upon direction by the code reviewing body, the Board shall review the district's conflict of interest code and submit any changes to the code reviewing body.

When a change in the district's conflict of interest code is necessitated due to changed circumstances, such as the creation of new designated positions, changes to the duties assigned to existing positions, amendments, or revisions, the amended code shall be submitted to the code reviewing body within 90 days. (Government Code 87306)

When reviewing and preparing the district's conflict of interest code, the Superintendent or designee shall provide officers, employees, consultants, and members of the community adequate notice and a fair opportunity to present their views. (Government Code 87311)

(cf. 9320 - Meetings and Notices)

Board members and designated employees shall annually file a Statement of Economic Interest/Form 700 in accordance with the disclosure categories specified in the district's conflict of interest code. A Board member who leaves office or a designated employee who leaves district employment shall, within 30 days, file a revised statement covering the period of time between the closing date of the last statement and the date of leaving office or district employment. (Government Code 87302, 87500)

(cf. 4117.2/4217.2/4317.2 - Resignation)

(cf. 9222 - Resignation)

Conflict of Interest under the Political Reform Act

A Board member or designated employee shall not make, participate in making, or in any way use or attempt to use his/her official position to influence a governmental decision in which he/she knows or has reason to know that he/she has a disqualifying conflict of interest. A conflict of interest exists if the decision will have a "reasonably foreseeable material financial effect" on one or more of the Board member's or designated employee's "economic interests," unless the effect is indistinguishable from the effect on the public generally or the Board

CONFLICT OF INTEREST

Conflict of Interest under the Political Reform Act (Continued)

member's or designated employee's participation is legally required. (Government Code 87100, 87101, 87103; 2 CCR 18700-18709)

A Board member or designated employee makes a governmental decision when, acting within the authority of his/her office or position, he/she votes on a matter, appoints a person, obligates or commits the district to any course of action, or enters into any contractual agreement on behalf of the district. (2 CCR 18702.1)

A Board member who has a disqualifying conflict of interest on an agenda item that will be heard in an open meeting of the Board shall abstain from voting on the matter. He/she may remain on the dais, but his/her presence shall not be counted towards achieving a quorum for that matter. A Board member with a disqualifying conflict of interest shall not be present during a closed session meeting of the Board when the decision is considered and shall not obtain or review a recording or any other nonpublic information regarding the issue. (2 CCR 18702.1)

Additional Requirements for Boards that Manage Public Investments

A Board member who manages public investments pursuant to Government Code 87200 and who has a financial interest in a decision shall, upon identifying a conflict or potential conflict of interest and immediately prior to the consideration of the matter, do all of the following: (Government Code 87105; 2 CCR 18702.5)

1. Publicly identify each financial interest that gives rise to the conflict or potential conflict of interest in detail sufficient to be understood by the public, except that disclosure of the exact street address of a residence is not required.
2. Recuse himself/herself from discussing and voting on the matter, or otherwise acting in violation of Government Code 87100. The Board member shall not be counted toward achieving a quorum while the item is discussed.

However, the Board member may speak on the issue during the time that the general public speaks on it and may leave the dais to speak from the same area as members of the public. He/she may listen to the public discussion of the matter with members of the public.

3. Leave the room until after the discussion, vote, and any other disposition of the matter is concluded, unless the matter has been placed on the portion of the agenda reserved for uncontested matters.

CONFLICT OF INTEREST

Additional Requirements for Boards that Manage Public Investments

If the item is on the consent calendar, the Board member must recuse himself/herself from discussing or voting on that matter, but the Board member is not required to leave the room during consideration of the consent calendar.

4. If the Board's decision is made during closed session, disclose his/her interest orally during the open session preceding the closed session. This disclosure shall be limited to a declaration that his/her recusal is because of a conflict of interest pursuant to Government Code 87100. He/she shall not be present when the item is considered in closed session and shall not knowingly obtain or review a recording or any other nonpublic information regarding the Board's decision.

(cf. 3430 - Investing)

Conflict of Interest under Government Code 1090

Board members, employees, or district consultants shall not be financially interested in any contract made by the Board on behalf of the district, including in the development, preliminary discussions, negotiations, compromises, planning, reasoning, and specifications and solicitations for bids. If a Board member has such a financial interest, the district is barred from entering into the contract. (Government Code 1090; *Klistoff v. Superior Court*, (2007) 157 Cal.App. 4th 469)

A Board member shall not be considered to be financially interested in a contract if his/her interest is a "noninterest" as defined in Government Code 1091.5. One such noninterest is when a Board member's spouse/registered domestic partner has been a district employee for at least one year prior to the Board member's election or appointment. (Government Code 1091.5)

A Board member shall not be considered to be financially interested in a contract if he/she has only a "remote interest" in the contract as specified in Government Code 1091 and if the remote interest is disclosed during a Board meeting and noted in the official Board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other Board member to enter into the contract. (Government Code 1091)

Even if there is not a prohibited conflict of interest, a Board member shall abstain from voting on personnel matters that uniquely affect his/her relatives. However, a Board member may vote on collective bargaining agreements and personnel matters that affect a class of employees to which his/her relative belongs. Relative means an adult who is related to the Board member by blood or affinity within the third degree, as determined by the common law, or an individual in an adoptive relationship within the third degree. (Education Code 35107)

CONFLICT OF INTEREST

Conflict of Interest under Government Code 1090

A relationship within the third degree includes an individual's parents, grandparents, great-grandparents, children, grandchildren, great-grandchildren, brothers, sisters, aunts, uncles, nieces, nephews, and the similar family of the individual's spouse/registered domestic partner unless the individual is widowed or divorced.

Common Law Doctrine Against Conflict of Interest

A Board member shall abstain from any official action in which his/her private or personal interest may conflict with his/her official duties.

Rule of Necessity or Legally Required Participation

On a case-by-case basis and upon advice of legal counsel, a Board member with a financial interest in a contract may participate in the making of the contract if the rule of necessity or legally required participation applies pursuant to Government Code 87101 and 2 CCR 18708.

Incompatible Offices and Activities

Board members shall not engage in any employment or activity or hold any office which is inconsistent with, incompatible with, in conflict with, or inimical to the Board member's duties as an officer of the district. (Government Code 1099, 1126)

(cf. 4136/4236/4336 - Nonschool Employment)

Gifts

Board members and designated employees may accept gifts only under the conditions and limitations specified in Government Code 89503 and 2 CCR 18730.

The limitation on gifts does not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays, and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value. (Government Code 89503)

Gifts of travel and related lodging and subsistence shall be subject to the current gift limitation except as described in Government Code 89506.

A gift of travel does not include travel provided by the district for Board members and designated employees. (Government Code 89506)

CONFLICT OF INTEREST

Honoraria

Board members and designated employees shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering, in accordance with law. (Government Code 89501, 89502)

The term honorarium does not include: (Government Code 89501)

1. Earned income for personal services customarily provided in connection with a bona fide business, trade, or profession unless the sole or predominant activity of the business, trade, or profession is making speeches
2. Any honorarium which is not used and, within 30 days after receipt, is either returned to the donor or delivered to the district for donation into the general fund without being claimed as a deduction from income for tax purposes

Legal Reference:

EDUCATION CODE

1006 Qualifications for holding office

35107 School district employees

35230-35240 Corrupt practices, especially:

35233 Prohibitions applicable to members of governing boards

41000-41003 Moneys received by school districts

FAMILY CODE

297.5 Rights, protections, and benefits of registered domestic partners

GOVERNMENT CODE

1090-1099 Prohibitions applicable to specified officers

1125-1129 Incompatible activities

81000-91014 Political Reform Act of 1974, especially:

82011 Code reviewing body

87100-87103.6 General prohibitions

87200-87210 Disclosure

87300-87313 Conflict of interest code

87500 Statements of economic interests

89501-89503 Honoraria and gifts

91000-91014 Enforcement

PENAL CODE

85-88 Bribes

CODE OF REGULATIONS, TITLE 2

18110-18997 Regulations of the Fair Political Practices Commission, especially:

18702.5 Public identification of a conflict of interest for Section 87200 filers

Board Bylaws

BB 9270 (f)

CONFLICT OF INTEREST

Legal Reference:

COURT DECISIONS

Klistoff v. Superior Court, (2007) 157 Cal.App.4th 469

Thorpe v. Long Beach Community College District, (2000) 83 Cal.App.4th 655

Kunec v. Brea Redevelopment Agency, (1997) 55 Cal.App.4th 511

ATTORNEY GENERAL OPINIONS

92 Ops.Cal.Atty.Gen. 26 (2009)

92 Ops.Cal.Atty.Gen. 19 (2009)

89 Ops.Cal.Atty.Gen. 217 (2006)

86 Ops.Cal.Atty.Gen. 138(2003)

85 Ops.Cal.Atty.Gen. 60 (2002)

82 Ops.Cal.Atty.Gen. 83 (1999)

81 Ops.Cal.Atty.Gen. 327 (1998)

80 Ops.Cal.Atty.Gen. 320 (1997)

69 Ops.Cal.Atty.Gen. 255 (1986)

68 Ops.Cal.Atty.Gen. 171 (1985)

65 Ops.Cal.Atty.Gen. 606 (1982)

63 Ops.Cal.Atty.Gen. 868 (1980)

Management Resources:

CSBA PUBLICATIONS

Conflict of Interest: Overview of Key Issues for Governing Board Members, Fact Sheet, July 2010

FAIR POLITICAL PRACTICES COMMISSION PUBLICATIONS

Can I Vote? A Basic Overview of Public Officials' Obligations Under the Conflict-of-Interest Rules, 2005

INSTITUTE FOR LOCAL GOVERNMENT PUBLICATIONS

Understanding the Basics of Public Service Ethics: Personal Financial Gain Laws, 2009

Understanding the Basics of Public Service Ethics: Transparency Laws, 2009

WEB SITES

CSBA: <http://www.csba.org>

Fair Political Practices Commission: <http://www.fppc.ca.gov>

Institute of Local Government: <http://www.ca-ilg.org>

Board Bylaw

Adopted: 9/17/02

Revised: 3/30/04

Revised: 8/04/04

Revised: 12/07/04

Revised: 03/15/05

Revised: 08/15/06

Revised: 08/02/11

JEFFERSON UNION HIGH SCHOOL DISTRICT

Daly City, California

2014 Local Agency Biennial Notice

Name of Agency: LAS LOMITAL ELEMENTARY SCHOOL DISTRICT
Mailing Address: 1011 ALTSCHUL AVENUE, MENLO PARK, CA 94025
Contact Person: ANNA STRAUSS Phone No: 650.854.2800
E-Mail: astrauss@llesd.org

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one box):

☒ **An amendment is required. The following amendments are necessary:**

(Mark all that apply.)

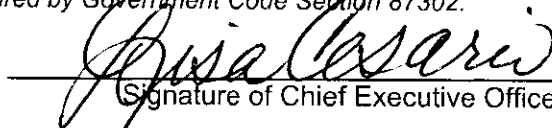
- ☒ Include new positions (including consultants) that must be designated
- ☐ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☐ Delete positions that no longer make or participate in making governmental decisions
- ☐ Other (describe) _____

☐ **The code is currently under review by the code reviewing body.**

☐ **No amendment is required.** (If your code is more than five years old, amendments may be necessary.)

Verification

This agency's conflict of interest code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure categories assigned to those positions accurately require the disclosure of all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions. The code includes all other provisions required by Government Code Section 87302.


Signature of Chief Executive Officer

Oct. 21, 2014
Date

Complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **September 1, 2014 to:**

Julieta R. Fernandez
Office of the Assessor-County Clerk-Recorder
555 County Center
Redwood City, CA 94063

PLEASE DO NOT SEND THIS FORM TO FPPC

LAS LOMITAS ELEMENTARY SCHOOL DISTRICT
Board Policy

BOARD BYLAWS

BP 9270

Conflict of Interest

Incompatible Activities

Governing Board members shall not engage in any employment or activity which is inconsistent with, incompatible with, in conflict with, or inimical to a board member's duties as an officer of the District. (Government Code 1126)

Conflict of Interest Code

Designated employees of the District, including Board members, shall adhere to the financial disclosure requirements of the District's conflict of interest code adopted pursuant to the provisions of Government Code 8100 et seq.

The District's conflict of interest code shall comprise the terms of the California Code of Regulations, Title 2, Section 18730 and any amendments to it adopted by the Fair Political Practices Commission, together with a District attachment specifying designated positions and the specific types of disclosure statements required for each position. (See Exhibit 7600.)

When a change in the District's conflict of interest code is necessitated by changed circumstances such as the creation of new positions, amendments or revisions shall be submitted to the code reviewing body within 90 days. (Government Code 87306)

Upon receiving the statements of designated employees and members of the Governing Board, the District shall make and retain copies in the Office of the Superintendent, and shall forward the originals to the code reviewing body (Office of the County Clerk for San Mateo County).

The Governing Board shall review the District's conflict of interest code in even-numbered years and send the code reviewing body either an amended code or, by October 1 of that year, a statement to the effect that no change is necessary. (Government Code 87306.5)

When reviewing and preparing conflict of interest codes, the District shall provide officers, employees, consultants and members of the community adequate notice and a fair opportunity to present their views. (Government Code 87311)

Statements of economic interests submitted to the District by designated employees and members of the Governing Board in accordance with the conflict of interest code shall be available for public inspection and reproduction. (Government Code 81008)

Financial Interest

Governing Board members and designated employees shall not be financially interested in any contract made by the Board or in any contract they make in their capacity as Board members or designated employees. (Government Code 1090)

A Board member shall **not** be considered to be financially interested in a contract if his/her interest includes, but is not limited to, any of the following: (Government Code 1091.5)

1. that of an officer in being reimbursed for his/her actual and necessary expenses incurred in the performance of an official duty;
2. that of a recipient of public services generally provided by the public body or board of which he/she is a member, on the same terms and conditions as if he or she were not a member of the board;
3. that of a landlord or tenant of the contracting party if such contracting party is the federal government or any federal department or agency, this state or an adjoining state, any department or agency of this state or an adjoining state, any county or city of this state or an adjoining state, or any public corporation or special, judicial or other public district of this state or an adjoining state, unless the subject matter of such contract is the property in which such officer or employee has

LAS LOMITAS ELEMENTARY SCHOOL DISTRICT
Board Policy

Conflict of Interest (continued):

BP 9270

Financial Interest (continued):

such interest as landlord or tenant even if his/her interest shall be deemed a remote interest within the meaning of, and subject to, the provisions of Government Code 1091;

4. that of a spouse of an officer or employee of a public agency if his/her spouse's employment or office-holding has existed for at least one year prior to his/her election or appointment;
5. that of a non-salaried member of a nonprofit corporation, provided that such interest is disclosed to the Board at the time of the first consideration of the contract, and provided further that such interest is noted in its official records;
6. that of a non-compensated officer of a nonprofit, tax-exempt corporation which, as one of its primary purposes, supports the functions of the Board or to which the Board has legal obligation to give particular consideration, and provided further that such interest is noted in its official records;
7. that of compensation for employment with a governmental agency, other than the governmental agency that employs the officer or employee, provided that the interest is disclosed to the Board at the time of consideration of the contract, and provided further that the interest is noted in the minutes of the meeting; and/or
8. that of an attorney of the contracting party of that of an owner, officer, employee or agent of a firm which renders, or has rendered, service to the contracting party in the capacity of stockbroker, insurance agent, insurance broker, real estate agent, or real estate broker if these individuals have an ownership interest of less than 10 percent in the law practice or firm, stock brokerage firm, insurance firm, or real estate firm.

In addition, a Governing Board member or employee shall **not** be deemed to be interested in a contract made pursuant to competitive bidding under a procedure established by law if his/her sole interest is that of an officer, director, or employee of a bank or savings and loan association with which a party to the contract has the relationship of borrower or depositor, debtor or creditor. (Government Code 1091.5)

A Governing Board member shall **not** be deemed to be financially interested in a contract if he/she has only a remote interest in the contract and if the remote interest is disclosed during a Board meeting and noted in the official Board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other Board member to enter into the contract. Remote interests are specified in Government Code 1091(b); they include, but are not limited to, the interest of a parent in the earnings of his/her minor child. (Government Code 1091)

If a Governing Board member or designated employee determines that he/she has a financial interest in a decision, as described in Government Code 87103, this determination shall be disclosed and made part of the Board's official minutes. In the case of a designated employee, this announcement shall be made in writing and submitted to the Board. (Code of Regulations, Title 2, Section 18700)

A Governing Board member shall abstain from voting on personnel matters that uniquely affect a relative of the Board member. A Board member may vote, however, on collective bargaining agreements and personnel matters that affect a class of employees to which the relative belongs. (Education Code 35107)

Gifts

Governing Board members and designated employees shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law if the employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interests. (Government Code 89503)

The above limitations on gifts do not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value. (Government Code 89503)

LAS LOMITAS ELEMENTARY SCHOOL DISTRICT

Board Policy

Conflict of Interest (continued):

BP 9270

Gifts (continued):

Gifts of travel and related lodging and subsistence shall be subject to the above limitations except as described in Government Code 89506.

A gift of travel does not include travel provided by the district for Governing Board members and designated employees. (Government Code 89506)

Honoraria

Governing Board members and designated employees shall not accept any honorarium. "Honorarium" is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering, if the Board member or employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interests. (Government Code 89502)

The term "honorarium" does not include: (Government Code 89501)

1. earned income for personal services customarily provided in connection with a bona fide business, trade or profession unless the sole or predominant activity of the business, trade or profession is making speeches, and/or
2. any honorarium which is not used and, within 30 days after receipt, is either returned to the donor or delivered to the District for donation into the general fund without being claimed as a deduction from income for tax purposes.

Legal References:

Education Code

- § 1006 Qualifications for holding office
- § 35107 School district employees
- § 35230-35240 Corrupt practices
- § 35233 Prohibitions applicable to members of governing boards

Government Code

- 1090-1098 Prohibitions applicable to specified officers
- 1125-1129 Incompatible activities
- 81000-91015 Political Reform Act of 1974, especially:
 - 82011 Code reviewing body
 - 82019 Definition of designated employee
 - 82028 Definition of gifts
 - 82030 Definition of income
- 87100-87103.6 General prohibitions
- 87200-87210 Disclosure
- 87300-87313 Conflict of interest code
- 87500 Statements of economic interests
- 89501-89503 Honoraria and gifts
- 91000-91014 Enforcement

Code of Regulations, Title 2

- § 18100-18730 Regulations of the Fair Political Practices Commission

Original Adoption (as BP 7600) December 1976

Revised: February 1982

Revised: December 1998

Reviewed: August 2000 and August 2004

Revised: September 8, 2004

Revised: October 13, 2004

Number Changed: May 17, 2006

Reviewed: August 9, 2006 and September 10, 2008

Reviewed: August 22, 2012

Conflict of Interest Code

AR 9270

Regulations of the Fair Political Practices Commission

The District's conflict of interest code shall comprise the terms of the California Code of Regulations, Title 2, Section 18730 and any amendments to it adopted by the Fair Political Practices Commission (see Exhibit 9270). The designated positions and the specific types of disclosure statements required for each position are indicated below.

Designated Positions and Disclosure Requirements

1. Category 1

Persons occupying the following positions are designated in Category 1:

- Chief Business Officer
- Governing Board
- Superintendent

Designated persons in this category must report:

- a. Interests in real property located entirely or partly within district boundaries, or within two miles of district boundaries or of any land owned or used by the district. Such interests include any leasehold, beneficial or ownership interest or option to acquire such interest in real property.
- b. Investments or business positions in or income from sources which:
 - (1) are engaged in the acquisition or disposal of real property within the District,
 - (2) are contractors or subcontractors which are or have been within the past two years engaged in work or services of the type used by the District, or
 - (3) manufacture or sell supplies, books, machinery or equipment of the type used by the District.

2. Category 2

Persons occupying the following positions are designated employees in Category 2:

- Principal
- Assistant Principal
- Director of Student Services
- Director of Technology
- Director of Curriculum and Instruction
- Supervisor of Maintenance, Operations, and Transportation
- **Director of Bond Projects**

Designated persons in this category must report investments or business positions in or income from sources which:

- a. are contractors or subcontractors engaged in work or services of the type used by the department which the designated person manages or directs, or
- b. manufacture or sell supplies, books, machinery or equipment of the type used by the department which the designated person manages or directs. For the purposes of this category, a principal's department is his/her entire school.

3. Consultants

Consultants are designated employees who must disclose financial interests as determined on a case-by-case basis by the Superintendent or Chief Business Officer. The Superintendent or Chief Business Officer's written determination shall include a description of the consultant's duties and a statement of the extent

LAS LOMITAS ELEMENTARY SCHOOL DISTRICT
Administrative Regulations

of disclosure requirements based upon that description. All such determinations are public records and shall be retained for public inspection along with this Conflict of Interest Code.

Conflict of Interest Code (continued):

AR 9270

3. Consultants (continued):

A consultant is an individual who, pursuant to a contract with the district, makes any of several specified governmental decisions or serves in a staff capacity with the district, performing the same or substantially the same duties for the district that would otherwise be performed by an individual holding a position specified in the District's Conflict of Interest Code. Consultants are individuals who decide whether to: (Code of Regulations, Title 2, Section 18700)

- a. approve a rate, rule or regulation;
- b. adopt or enforce a law;
- c. issue, deny, suspend or revoke a permit, license, application, certificate, approval, order, or similar authorization or entitlement;
- d. authorize the District to enter into, modify or renew a contract that requires District approval;
- e. grant District approval to a contract or contract specifications which require District approval and in which the District is a party;
- f. grant District approval to a plan, design, report, study, or similar item; or
- g. adopt or grant district approval of District policies, standards or guidelines.

It should be noted that exceptions to this list exist within the Government Code's definitions of gifts, income, interest in real property, and investment. (See Government Code 82028, 82030, 82033, and 82034.)

Original Implementation (as AR7600) December 9, 1998

Reviewed: August 2000 and August 2004

Revised: September 8, 2004

Number Changed to AR9270: May 17, 2006

Reviewed: August 9, 2006 and September 10, 2008

Revised: August 30, 2012

Revised: October 21, 2014

2014 Local Agency Biennial Notice

Name of Agency: Millbrae School District
Mailing Address: 555 Richmond Drive Millbrae, CA 94030
Contact Person: Linda C. Luna Phone No: (650) 697-5693 ext 29
E-Mail: Lluna@msd.k12.ca.us

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one box):

☒ **An amendment is required. The following amendments are necessary:**

(Mark all that apply.)

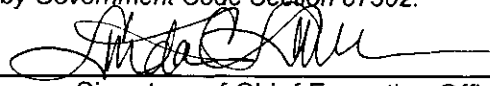
- ☒ Include new positions (including consultants) that must be designated
 - ☐ Revise disclosure categories
 - ☐ Revise the titles of existing positions
- ☒ Delete positions that no longer make or participate in making governmental decisions
- ☐ Other (describe) _____

☐ **The code is currently under review by the code reviewing body.**

☐ **No amendment is required.** (If your code is more than five years old, amendments may be necessary.)

Verification

This agency's conflict of interest code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure categories assigned to those positions accurately require the disclosure of all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions. The code includes all other provisions required by Government Code Section 87302.



Signature of Chief Executive Officer

24 October 2014

Date

Complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **September 1, 2014 to:**

Julieta R. Fernandez
Office of the Assessor-County Clerk-Recorder
555 County Center
Redwood City, CA 94063

PLEASE DO NOT SEND THIS FORM TO FPPC

Millbrae School District

List of Designated Positions in the Millbrae School District

And Financial Disclosure Categories

Each person holding any position listed below must file statements disclosing the kinds of financial interest shown for the designated employee's position. Statements must be filed at the times and on the forms prescribed by law. Failure to file statements on time may result in penalties including but not limited to late fines.

<u>Designated Employees</u>	<u>Disclosure Category</u>
Board of Trustees	1
Superintendent	1
Chief Business Official	2
Principals	2
Assistant Principal	2
Assistant Superintendent, Educational Services	2
Director of Special Education and Student Services	2
Dean of Students	2

*Each Department Head, after consultation with the County Counsel, shall review the duties and authority of all consultants retained by the department. Those consultants who, within the meaning of 2 Ca. Code of Regulations 18700 (a)(2) are required to file statements of economic interests, shall do so. During each calendar year, the Millbrae School District shall maintain a list of such consultants for public inspection in the same manner and location as the Conflict of Interest Code. Nothing herein excuses any consultant from any other provision of the Conflict of Interest Code, specifically those dealing with disqualification.

2014 Local Agency Biennial Notice

Name of Agency: San Mateo County Office of Education
Mailing Address: 101 Twin Dolphin Drive, Redwood City CA 94065
Contact Person: Anne E. Campbell Phone No: 650 802-5554
E-Mail: acampbell@smcoe.org

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one box):

☒ **An amendment is required. The following amendments are necessary:**

(Mark all that apply.)

- ☒ Include new positions (including consultants) that must be designated
- ☐ Revise disclosure categories
- ☒ Revise the titles of existing positions
- ☒ Delete positions that no longer make or participate in making governmental decisions
- ☐ Other (describe) _____

☐ **The code is currently under review by the code reviewing body.**


☐ **No amendment is required.** (If your code is more than five years old, amendments may be necessary.)

Verification

This agency's conflict of interest code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure categories assigned to those positions accurately require the disclosure of all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions. The code includes all other provisions required by Government Code Section 87302.



Signature of Chief Executive Officer



Date

Complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **September 1, 2014 to:**

Julieta R. Fernandez
Office of the Assessor-County Clerk-Recorder
555 County Center
Redwood City, CA 94063

PLEASE DO NOT SEND THIS FORM TO FPPC

EXHIBIT A

CONFLICT OF INTEREST CODE OF THE SAN MATEO COUNTY BOARD OF EDUCATION AND SUPERINTENDENT OF SCHOOLS COUNTY OF SAN MATEO, STATE OF CALIFORNIA

Approved by the Code Reviewing Body on the 25th day of August, 1987

The Political Reform Act, Government Code Section 81000, et seq., requires state and local government agencies to adopt promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a Regulation, 2 Cal. Adm. Code Section 18730, which contains the terms of a standard Conflict of Interest Code, which can be incorporated by reference, and which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings. Therefore, the terms of 2 Cal. Adm. Code Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix in which officials and employees are designated and disclosure categories are set forth, constitute the Conflict of Interest Code of the SAN MATEO COUNTY BOARD OF EDUCATION AND THE SAN MATEO COUNTY SUPERINTENDENT OF SCHOOLS (hereafter "agency").

Pursuant to Section 18730 (b) (4) (B) of the Standard Code, all designated employees shall file statements of economic interests with the agency, which shall make and retain a copy and forward the originals to the code reviewing body, which shall be the filing officer.

As directed by Government Code Section 82011, the code reviewing body is the Board of Supervisors for the County of San Mateo. Pursuant to Title 2, Division 6 of the California Administrative Code, Section 18227, the County Clerk for the County of San Mateo shall be the official responsible for receiving and retaining statements of economic interests filed with the Board of Supervisors.

DESIGNATED CATEGORIES

CATEGORY 1, A designated employee assigned to Category 1 is required to disclose investments which may foreseeably be materially affected by any decision made or participated in by the designated employee.

CATEGORY 2, A designated employee assigned to Category 2 is required to disclose interests in real property which may be materially affected by any decision made or participated in by the designated employee.

CATEGORY 3, A designated employee assigned to Category 3 is required to disclose income which may be materially affected by any decision made or participated in by the designated employee.

CATEGORY 4, A designated employee assigned to Category 4 is required to disclose any business entity in which the designated employee is a director, officer, partner, trustee, or holds any position of management which may be materially affected by any decision made or participated in by the designated employee.

San Mateo County Board of Education and Superintendent of Schools

List of Designated Positions and Financial Disclosure Categories

Each person holding any position listed below must file statements disclosing the kinds of financial interest shown for the designated employee's position. Statements must be filed at the times and on the forms prescribed by law. Failure to file statements on time may result in penalties including but not limited to late fines.

<u>Designated Positions</u>	<u>Disclosure Category</u>
County Superintendent of Schools	1,2,3,4
Deputy Superintendent, Fiscal and Operational Services Division	1,2,3,4
<u>Deputy Superintendent, Business Services Division</u>	1,2,3,4
Deputy Superintendent, Instructional Services	1,2,3,4
Associate Superintendent, Human Resources	1,2,3,4
Associate Superintendent, Student Services	1,2,3,4
Administrator for Board Support and Community Relations	1,2,3,4
Administrator, Classified Human Resources	1,2,3,4
Administrator, Curriculum and Instruction Services	1,2,3,4
Administrator, District Business Services	1,2,3,4
Administrator, Educational Support Services	1,2,3,4
Administrator, Information Technology Services	1,2,3,4
Administrator, Internal Business Services	1,2,3,4
Administrator, Regional Occupational Program	1,2,3,4
<u>Administrator, Career Technical Education</u>	1,2,3,4
Consultants*	1,2,3,4
Director, Compliance, Assessment and Special Projects	1,2,3,4
<u>Director, Administrator and Beginning Teacher Services</u>	1,2,3,4
Director, District Business Services	1,2,3,4
Director, Early Learning Support Services (ELSS)	1,2,3,4
Director, Educational Services (Court and Community Schools)	1,2,3,4
Director, Educational Services (ECE/Infant, DIS/Integrated)	1,2,3,4
Director, Educational Services (Networks for Success)	1,2,3,4
<u>Director, Educational Services (Accountability, Innovation and Results –AIR)</u>	1,2,3,4
Director, Networks for Success (N4S)	1,2,3,4
Director, Outdoor/Environmental Education	1,2,3,4
Director, Science, Technology, Engineering and Math (STEM)	1,2,3,4
Manager, Facilities Services	1,2,3,4
Manager, Information Technology Support	1,2,3,4
Manager, Network Services	1,2,3,4
Manager, State Preschool Program	1,2,3,4
Manager, Transportation	1,2,3,4
Members, County Board of Education	1,2,3,4
Members, Personnel Commission	1,2,3,4
Senior Administrator, SELPA (Special Education Local Plan Area)	1,2,3,4
Senior Administrator, Special Education	1,2,3,4

- * With respect to Consultants, the San Mateo County Superintendent of Schools may determine in writing that a particular consultant is hired to perform a range of duties that are limited in scope and thus is not required to comply with the disclosure requirements described in these categories. Such determination shall include a description of the consultant's duties, and, based upon that description, a statement of the extent of disclosure requirements. When it is determined that a consultant has disclosure responsibilities, the San Mateo County Superintendent of Schools shall forward a copy of this determination to the San Mateo County Board of Supervisors. Nothing herein excuses any such consultant from any other provisions of this Conflict of Interest Code.

2014 Local Agency Biennial Notice

Name of Agency: Pacifica School District
Mailing Address: 375 Reina Del Mar, Pacifica, California 94044
Contact Person: Sandy Ramirez Phone No: 650-738-6625
E-Mail: sramirez@pacificasd.org

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one box):

☒ **An amendment is required. The following amendments are necessary:**

(Mark all that apply.)

- ☒ Include new positions (including consultants) that must be designated
- ☐ Revise disclosure categories
- ☒ Revise the titles of existing positions
- ☒ Delete positions that no longer make or participate in making governmental decisions
- ☐ Other (describe) _____

☐ **The code is currently under review by the code reviewing body.**

☐ **No amendment is required.** (If your code is more than five years old, amendments may be necessary.)

Verification

This agency's conflict of interest code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure categories assigned to those positions accurately require the disclosure of all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions. The code includes all other provisions required by Government Code Section 87302.


Signature of Chief Executive Officer

8/28/2014
Date

Complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **September 1, 2014 to:**

Julieta R. Fernandez
Office of the Assessor-County Clerk-Recorder
555 County Center
Redwood City, CA 94063

PLEASE DO NOT SEND THIS FORM TO FPPC

Resolution No. 2014-08-27-A
Board of Trustees, Pacifica School District
County of San Mateo, State of California

WHEREAS, the Political Reform Act, Government Code 87300-87313, requires each public agency in California to adopt a conflict of interest code; and

WHEREAS, the Governing Board of the Pacifica School District has previously adopted a local conflict of interest code; and

WHEREAS, past and future amendments to the Political Reform Act and implementing regulations may require conforming amendments to be made to the district's conflict of interest code; and

WHEREAS, a regulation adopted by the Fair Political Practices Commission, 2 CCR 18730, provides that incorporation by reference of the terms of that regulation, along with an agency-specific appendix designating positions and disclosure categories shall constitute the adoption and amendment of a conflict of interest code in conformance with Government Code 87300 and 87306; and

WHEREAS, the Pacifica School District has recently reviewed its positions, and the duties of each position, and has determined that changes to the current conflict of interest code are necessary; and

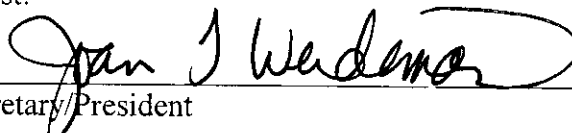
WHEREAS, any earlier resolutions, bylaws, and/or appendices containing the district's conflict of interest code shall be rescinded and superseded by this resolution and Appendix; and

NOW THEREFORE BE IT RESOLVED that the Pacifica School District Governing Board adopts the following Conflict of Interest Code including its Appendix of Designated Employees and Disclosure Categories.

PASSED AND ADOPTED THIS 27th day of August, 2014 at a Regular Board meeting, by the following vote:

AYES: 5 NOES: 0 ABSENT: 0

Attest:

 8/27/14
Secretary/President

Conflict of Interest Code of the Pacifica School District

The provisions of 2 CCR 18730 and any amendments to it adopted by the Fair Political Practices Commission, together with the attached Appendix specifying designated positions and disclosure categories, are incorporated by reference and shall constitute the district's conflict of interest code.

Governing Board members and designated employees shall file a Statement of Economic Interest/Form 700 in accordance with the disclosure categories listed in the attached Appendix. The Statement of Economic Interest shall be filed with the district's filing officer and/or, if so required, with the district's code reviewing body. The district's filing officer shall make the statements available for public review and inspection.

APPENDIX

Disclosure Categories

1. Category 1: A person designated Category 1 shall disclose:
 - a. Interests in real property located entirely or partly within district boundaries, or within two miles of district boundaries, or of any land owned or used by the district.
 - b. Investments or business positions in or income from sources which are engaged in the acquisition or disposal of real property within the district, are contractors or subcontractors which are or have been within the past two years engaged in work or services of the type used by the district, or manufacture or sell supplies, books, machinery, or equipment of the type used by the district.
2. Category 2: A person designated Category 2 shall disclose:
 - a. Investments or business positions in or income from sources which are contractors or subcontractors engaged in work or services of the type used by the department which the designated person manages or directs.
 - b. Investments or business positions in or income from sources which manufacture or sell supplies, books, machinery, or equipment of the type used by the department which the designated person manages or directs. For the purposes of this category, a principal's department is his/her entire school.

Designated Positions

Governing Board Members	1
Superintendent of Schools	1
Associate Superintendent	1
Chief Business Official	1
Director, Special Projects	2
Director, Linda Mar Education Center	2
Principal	2
Assistant Principal	2
Director, Maintenance, Operations and Facilities	2
Program Director, Occupational Therapist	2

Disclosures for Consultants

Consultants are designated employees who must disclose financial interests as determined on a case-by-case basis by the Superintendent or designee. The Superintendent or designee's written determination shall include a description of the consultant's duties and a statement of the extent of disclosure requirements based upon that description. All such determinations are public records and shall be retained for public inspection along with this conflict of interest code.

A consultant is an individual who, pursuant to a contract with the district, makes a governmental decision whether to: (2 CCR 18701)

1. Approve a rate, rule, or regulation
2. Adopt or enforce a law
3. Issue, deny, suspend, or revoke a permit, license, application, certificate, approval, order, or similar authorization or entitlement
4. Authorize the district to enter into, modify, or renew a contract that requires district approval
5. Grant district approval to a contract that requires district approval and in which the district is a party, or to the specifications for such a contract
6. Grant district approval to a plan, design, report, study, or similar item
7. Adopt or grant district approval of district policies, standards, or guidelines

A consultant is also an individual who, pursuant to a contract with the district, serves in a staff capacity with the district and in that capacity participates in making a governmental decision as defined in 2 CCR 18702.2 or performs the same or substantially all the same duties for the district that would otherwise be performed by an individual holding a position specified in the district's conflict of interest code. (2 CCR 18701)

2014 Local Agency Biennial Notice

Name of Agency: Portola Valley School Elementary School District

Mailing Address: 4575 Alpine Road

Contact Person: Karen Lucian

Phone No: (650) 851-1777

E-Mail: klucian@pvsd.net

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one box):

☒ **An amendment is required. The following amendments are necessary:**

(Mark all that apply.)

- ☒ Include new positions (including consultants) that must be designated
- ☐ Revise disclosure categories
- ☒ Revise the titles of existing positions
- ☒ Delete positions that no longer make or participate in making governmental decisions
- ☐ Other (describe) _____

☒ **The code is currently under review by the code reviewing body.** Reviewed/adopted 8/20/2014.

☐ **No amendment is required.** (If your code is more than five years old, amendments may be necessary.)

Verification

This agency's conflict of interest code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure categories assigned to those positions accurately require the disclosure of all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions. The code includes all other provisions required by Government Code Section 87302.



Signature of Chief Executive Officer

8.25.14

Date

Complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **September 1, 2014** to:

Julieta R. Fernandez
Office of the Assessor-County Clerk-Recorder
555 County Center
Redwood City, CA 94063

PLEASE DO NOT SEND THIS FORM TO FPPC

**Portola Valley School District
Governing Board of Trustees**

RESOLUTION #11-2014: ADOPTING A CONFLICT OF INTEREST CODE

WHEREAS, the Political Reform Act, Government Code 87300-87313, requires each public agency in California to adopt a conflict of interest code; and

WHEREAS, the Governing Board of the Portola Valley School District has previously adopted a local conflict of interest code; and

WHEREAS, past and future amendments to the Political Reform Act and implementing regulations may require conforming amendments to be made to the district's conflict of interest code; and

WHEREAS, a regulation adopted by the Fair Political Practices Commission, 2 CCR 18730, provides that incorporation by reference of the terms of that regulation, along with an agency-specific appendix designating positions and disclosure categories shall constitute the adoption and amendment of a conflict of interest code in conformance with Government Code 87300 and 87306; and

WHEREAS, the Portola Valley School District has recently reviewed its positions, and the duties of each position, and has determined that changes to the current conflict of interest code are necessary; and

WHEREAS, any earlier resolutions, bylaws, and/or appendices containing the district's conflict of interest code shall be rescinded and superseded by this resolution and Appendix; and

NOW THEREFORE BE IT RESOLVED that the Portola Valley School District Governing Board adopts the following Conflict of Interest Code including its Appendix of Designated Employees and Disclosure Categories.


PASSED AND ADOPTED THIS 20th day of August, 2014 at a meeting, by the following vote:

AYES: Trustees Caitha Ambler, Karen Tate, Linda Wong

NOES: None

ABSENT: Trustees Jocelyn Swisher and Timothy McAdam

Attest: Superintendent Lisa Gonzales



Governing Board Secretary

CONFLICT OF INTEREST

The Governing Board desires to maintain the highest ethical standards and help ensure that decisions are made in the best interest of the district and the public. In accordance with law, Board members and designated employees shall disclose any conflict of interest and, as necessary, shall abstain from participating in the decision.

(cf. 9005 - Governance Standards)

The Board shall adopt a resolution that specifies the terms of the district's conflict of interest code, the district's designated positions, and the disclosure categories required for each position.

Upon direction by the code reviewing body, the Board shall review the district's conflict of interest code and submit any changes to the code reviewing body.

When a change in the district's conflict of interest code is necessitated due to changed circumstances, such as the creation of new designated positions, changes to the duties assigned to existing positions, amendments, or revisions, the amended code shall be submitted to the code reviewing body within 90 days. (Government Code 87306)

When reviewing and preparing the district's conflict of interest code, the Superintendent or designee shall provide officers, employees, consultants, and members of the community adequate notice and a fair opportunity to present their views. (Government Code 87311)

(cf. 9320 - Meetings and Notices)

Board members and designated employees shall annually file a Statement of Economic Interest/Form 700 in accordance with the disclosure categories specified in the district's conflict of interest code. A Board member who leaves office or a designated employee who leaves district employment shall, within 30 days, file a revised statement covering the period of time between the closing date of the last statement and the date of leaving office or district employment. (Government Code 87302, 87500)

(cf. 4117.2/4217.2/4317.2 - Resignation)

(cf. 9222 - Resignation)

Conflict of Interest under the Political Reform Act

A Board member or designated employee shall not make, participate in making, or in any way use or attempt to use his/her official position to influence a governmental decision in which he/she knows or has reason to know that he/she has a disqualifying conflict of interest. A conflict of interest exists if the decision will have a "reasonably foreseeable material financial effect" on one or more of the Board member's or designated employee's "economic

CONFLICT OF INTEREST (continued)

interests," unless the effect is indistinguishable from the effect on the public generally or the Board member's or designated employee's participation is legally required. (Government Code 87100, 87101, 87103; 2 CCR 18700-18709)

A Board member or designated employee makes a governmental decision when, acting within the authority of his/her office or position, he/she votes on a matter, appoints a person, obligates or commits the district to any course of action, or enters into any contractual agreement on behalf of the district. (2 CCR 18702.1)

A Board member who has a disqualifying conflict of interest on an agenda item that will be heard in an open meeting of the Board shall abstain from voting on the matter. He/she may remain on the dais, but his/her presence shall not be counted towards achieving a quorum for that matter. A Board member with a disqualifying conflict of interest shall not be present during a closed session meeting of the Board when the decision is considered and shall not obtain or review a recording or any other nonpublic information regarding the issue. (2 CCR 18702.1)

Additional Requirements for Boards that Manage Public Investments

A Board member who manages public investments pursuant to Government Code 87200 and who has a financial interest in a decision shall, upon identifying a conflict or potential conflict of interest and immediately prior to the consideration of the matter, do all of the following: (Government Code 87105; 2 CCR 18702.5)

1. Publicly identify each financial interest that gives rise to the conflict or potential conflict of interest in detail sufficient to be understood by the public, except that disclosure of the exact street address of a residence is not required.
2. Recuse himself/herself from discussing and voting on the matter, or otherwise acting in violation of Government Code 87100. The Board member shall not be counted toward achieving a quorum while the item is discussed.

However, the Board member may speak on the issue during the time that the general public speaks on it and may leave the dais to speak from the same area as members of the public. He/she may listen to the public discussion of the matter with members of the public.

3. Leave the room until after the discussion, vote, and any other disposition of the matter is concluded, unless the matter has been placed on the portion of the agenda reserved for uncontested matters.

If the item is on the consent calendar, the Board member must recuse himself/herself from discussing or voting on that matter, but the Board member is not required to leave the room during consideration of the consent calendar.

CONFLICT OF INTEREST (continued)

4. If the Board's decision is made during closed session, disclose his/her interest orally during the open session preceding the closed session. This disclosure shall be limited to a declaration that his/her recusal is because of a conflict of interest pursuant to Government Code 87100. He/she shall not be present when the item is considered in closed session and shall not knowingly obtain or review a recording or any other nonpublic information regarding the Board's decision.

(cf. 3430 - Investing)

Conflict of Interest under Government Code 1090

Board members, employees, or district consultants shall not be financially interested in any contract made by the Board on behalf of the district, including in the development, preliminary discussions, negotiations, compromises, planning, reasoning, and specifications and solicitations for bids. If a Board member has such a financial interest, the district is barred from entering into the contract. (Government Code 1090; Klistoff v. Superior Court, (2007) 157 Cal.App. 4th 469)

A Board member shall not be considered to be financially interested in a contract if his/her interest is a "noninterest" as defined in Government Code 1091.5. One such noninterest is when a Board member's spouse/registered domestic partner has been a district employee for at least one year prior to the Board member's election or appointment. (Government Code 1091.5)

A Board member shall not be considered to be financially interested in a contract if he/she has only a "remote interest" in the contract as specified in Government Code 1091 and if the remote interest is disclosed during a Board meeting and noted in the official Board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other Board member to enter into the contract. (Government Code 1091)

Even if there is not a prohibited conflict of interest, a Board member shall abstain from voting on personnel matters that uniquely affect his/her relatives. However, a Board member may vote on collective bargaining agreements and personnel matters that affect a class of employees to which his/her relative belongs. *Relative* means an adult who is related to the Board member by blood or affinity within the third degree, as determined by the common law, or an individual in an adoptive relationship within the third degree. (Education Code 35107)

A relationship within the third degree includes an individual's parents, grandparents, great-grandparents, children, grandchildren, great-grandchildren, brothers, sisters, aunts, uncles, nieces, nephews, and the similar family of the individual's spouse/registered domestic partner unless the individual is widowed or divorced.

CONFLICT OF INTEREST (continued)

Common Law Doctrine Against Conflict of Interest

A Board member shall abstain from any official action in which his/her private or personal interest may conflict with his/her official duties.

Rule of Necessity or Legally Required Participation

On a case-by-case basis and upon advice of legal counsel, a Board member with a financial interest in a contract may participate in the making of the contract if the rule of necessity or legally required participation applies pursuant to Government Code 87101 and 2 CCR 18708.

Incompatible Offices and Activities

Board members shall not engage in any employment or activity or hold any office which is inconsistent with, incompatible with, in conflict with, or inimical to the Board member's duties as an officer of the district. (Government Code 1099, 1126)

(cf. 4136/4236/4336 - Nonschool Employment)

Gifts

Board members and designated employees may accept gifts only under the conditions and limitations specified in Government Code 89503 and 2 CCR 18730.

The limitation on gifts does not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays, and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value. (Government Code 89503)

Gifts of travel and related lodging and subsistence shall be subject to the current gift limitation except as described in Government Code 89506.

A gift of travel does not include travel provided by the district for Board members and designated employees. (Government Code 89506)

Honoraria

Board members and designated employees shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering, in accordance with law. (Government Code 89501, 89502)

CONFLICT OF INTEREST (continued)

The term *honorarium* does not include: (Government Code 89501)

1. Earned income for personal services customarily provided in connection with a bona fide business, trade, or profession unless the sole or predominant activity of the business, trade, or profession is making speeches
2. Any honorarium which is not used and, within 30 days after receipt, is either returned to the donor or delivered to the district for donation into the general fund without being claimed as a deduction from income for tax purposes

Legal Reference:

EDUCATION CODE

1006 *Qualifications for holding office*

35107 *School district employees*

35230-35240 *Corrupt practices, especially:*

35233 *Prohibitions applicable to members of governing boards*

41000-41003 *Moneys received by school districts*

FAMILY CODE

297.5 *Rights, protections, and benefits of registered domestic partners*

GOVERNMENT CODE

1090-1099 *Prohibitions applicable to specified officers*

1125-1129 *Incompatible activities*

81000-91014 *Political Reform Act of 1974, especially:*

82011 *Code reviewing body*

87100-87103.6 *General prohibitions*

87200-87210 *Disclosure*

87300-87313 *Conflict of interest code*

87500 *Statements of economic interests*

89501-89503 *Honoraria and gifts*

91000-91014 *Enforcement*

PENAL CODE

85-88 *Bribes*

CODE OF REGULATIONS, TITLE 2

18110-18997 *Regulations of the Fair Political Practices Commission, especially:*

18702.5 *Public identification of a conflict of interest for Section 87200 filers*

COURT DECISIONS

Klistoff v. Superior Court, (2007) 157 Cal.App.4th 469

Thorpe v. Long Beach Community College District, (2000) 83 Cal.App.4th 655

Kunec v. Brea Redevelopment Agency, (1997) 55 Cal.App.4th 511

Legal References continued: (see next page)

CONFLICT OF INTEREST (continued)

Legal Reference: (continued)

ATTORNEY GENERAL OPINIONS

92 Ops.Cal.Atty.Gen. 26 (2009)

92 Ops.Cal.Atty.Gen. 19 (2009)

89 Ops.Cal.Atty.Gen. 217 (2006)

86 Ops.Cal.Atty.Gen. 138(2003)

85 Ops.Cal.Atty.Gen. 60 (2002)

82 Ops.Cal.Atty.Gen. 83 (1999)

81 Ops.Cal.Atty.Gen. 327 (1998)

80 Ops.Cal.Atty.Gen. 320 (1997)

69 Ops.Cal.Atty.Gen. 255 (1986)

68 Ops.Cal.Atty.Gen. 171 (1985)

65 Ops.Cal.Atty.Gen. 606 (1982)

63 Ops.Cal.Atty.Gen. 868 (1980)

Management Resources:

CSBA PUBLICATIONS

Conflict of Interest: Overview of Key Issues for Governing Board Members, Fact Sheet, July 2010

FAIR POLITICAL PRACTICES COMMISSION PUBLICATIONS

Can I Vote? A Basic Overview of Public Officials' Obligations Under the Conflict-of-Interest Rules, 2005

INSTITUTE FOR LOCAL GOVERNMENT PUBLICATIONS

Understanding the Basics of Public Service Ethics: Personal Financial Gain Laws, 2009

Understanding the Basics of Public Service Ethics: Transparency Laws, 2009

WEB SITES

CSBA: <http://www.csba.org>

Fair Political Practices Commission: <http://www.fppc.ca.gov>

Institute of Local Government: <http://www.ca-ilg.org>

2014 Local Agency Biennial Notice

Name of Agency: San Carlos School District

Mailing Address: 1200 Industrial Road, Unit 9

Contact Person: Christina Carrier

Phone No: 650-590-5935

E-Mail: ccarrier@scsdk8.org

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one box):

☒ **An amendment is required. The following amendments are necessary:**

(Mark all that apply.)

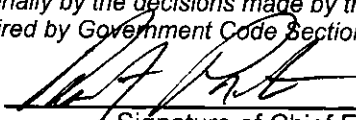
- ☐ Include new positions (including consultants) that must be designated
- ☐ Revise disclosure categories
- ☒ Revise the titles of existing positions
- ☐ Delete positions that no longer make or participate in making governmental decisions
- ☐ Other (describe) _____

☐ **The code is currently under review by the code reviewing body.**

☐ **No amendment is required.** (If your code is more than five years old, amendments may be necessary.)

Verification

This agency's conflict of interest code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure categories assigned to those positions accurately require the disclosure of all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions. The code includes all other provisions required by Government Code Section 87302.



Signature of Chief Executive Officer

8/15/14

Date

Complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **September 1, 2014 to:**

Julieta R. Fernandez
Office of the Assessor-County Clerk-Recorder
555 County Center
Redwood City, CA 94063

PLEASE DO NOT SEND THIS FORM TO FPPC

ATTACHMENT

Designated Positions and Disclosure Requirements

1. Persons occupying the following positions are designated employees in **Category 1**:

Governing Board Members
Superintendent of Schools
Associate Superintendent
Chief Operating Officer
Chief Business Officer

Designated persons in this category must report:

- a. Interests in real property other than his/her principal residence, located entirely or partly within district boundaries, or partly within district boundaries, or within two miles of district boundaries or of any land owned or used by the District. Such interests include any leasehold, beneficial or ownership interest or option to acquire such interest in real property.
- b. Investments or business positions in or income from sources which:
 - 1) Are engaged in the acquisition or disposal of real property within the district.
 - 2) Are contractors or subcontractors which are or have been within the past two years engaged in work or services of the type used by the District, or
 - 3) Manufacture or sell supplies, books, machinery or equipment of the type used by the District.

2. Persons occupying the following positions are designated employees in **Category 2**:

Director
Principal
Assistant Principal
Supervisor of Facilities: Maintenance, Operations and Transportation
Program Coordinator

Designated persons in this category must report investments or business positions in or income from sources which:

- a) Are contractors or subcontractors engaged in work or services of the type used by departments which the designated person manages or directs or

- b) Manufacture or sell supplies, books, machinery or equipment of the type used by the department which the designated person manages or directs. For the purposes of this category, a principal's department is his/her entire school.
- 3. Consultants are designated employees who must disclose financial interests as determined on a case-by-case basis by the Superintendent or designee. The Superintendent or designee's written determination shall include a description of the consultant's duties and a statement of the extent of disclosure requirements based upon that description. All such determinations are public records and shall be retained for public inspection along with this conflict of interest code.

A consultant is an individual who, pursuant to a contract with the district, makes any of several specified governmental decisions or serves in a staff capacity with the district, performing the same or substantially the same duties for the district that would otherwise be performed by an individual holding a position specified in the district's conflict of interest code. Consultants are individuals who decide whether to¹:

- a. Approve a rate, rule or regulation;
- b. Adopt or enforce a law;
- c. Issue, deny, suspend or revoke a permit license, application, certificate, approval, order or similar authorization or entitlement;
- d. Authorize the district to enter into, modify or renew a contract that requires district approval;
- e. Grant district approval to a contract or contract specifications which require district approval and in which the district is a party;
- f. Grant district approval to a plan, design, report, study or similar item; or
- g. Adopt or grant district approval of policies, standards or guidelines.

¹ Code of Regulations, Title 2, Section 18700.

Approved on

AUG 07 2014

Board Agenda

RESOLUTION NO. 2:14/15

SAN CARLOS ELEMENTARY SCHOOL DISTRICT

BOARD OF TRUSTEES

ADOPTION OF A CONFLICT OF INTEREST CODE

RESOLVED, by the Board of Trustees of the San Carlos Elementary School District in the County of San Mateo, State of California, that

WHEREAS, the Political Reform Act, Government Code sections 87300-87313, requires that each public agency in California adopt a conflict of interest code; and

WHEREAS, Section 18730 of Title 2 of the California Code of Regulations provides that incorporation by reference of the terms of that regulation, along with an agency-specific appendix designated positions and disclosures shall constitute the adoption and amendment of a conflict of interest code in conformance with sections 87300 and 87306 of the Government Code; and

WHEREAS, the San Carlos Elementary School District has recently reviewed its appendix of designated positions and the duties of each position and has determined that changes to the appendix are necessary; and

NOW, THEREFORE, IT IS HEREBY RESOLVED that the provisions of section 18730 of Title 2 of the California Code of Regulations and any amendments to it adopted by the California Fair Political Practices Commission, together with the appendix included as the Attachment to this Resolution specifying designated positions and disclosure categories, are incorporated by reference and shall constitute the San Carlos Elementary School District's Conflict of Interest Code.

IT IS HEREBY FURTHER RESOLVED that members of the Board of Trustees and designated employees shall file a Statement of Economic Interest/Form 700 in accordance with the disclosure categories listed in the appendix included as the Attachment to this Resolution. The Statement of Economic Interest shall be filed with the District's filing officer and/or if required, with the District's code reviewing body and the District's filing officer shall make the statements available for public review and inspection.

PASSED, APPROVED, AND ADOPTED this 7th day of August 2014.

AYES:

Adam Rak

Kathleen Farley

Seth Rosenblatt

Nicole Bergeron

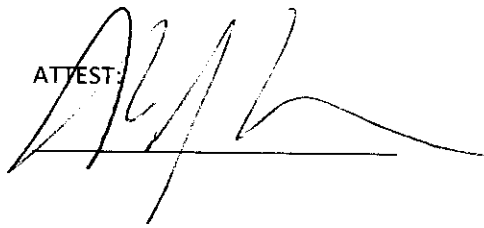
NOES:

Ø

ABSENCES:

Carol Elliott

ATTEST:



San Carlos ESD

Board Bylaw

Conflict Of Interest

BB 9270

Board Bylaws

The Governing Board desires to maintain the highest ethical standards and help ensure that decisions are made in the best interest of the district and the public. In accordance with law, Board members and designated employees shall disclose any conflict of interest and, as necessary, shall abstain from participating in the decision.

(cf. 9005 - Governance Standards)

The Board shall adopt a resolution that specifies the terms of the district's conflict of interest code, the district's designated positions, and the disclosure categories required for each position.

Upon direction by the code reviewing body, the Board shall review the district's conflict of interest code and submit any changes to the code reviewing body.

When a change in the district's conflict of interest code is necessitated due to changed circumstances, such as the creation of new designated positions, changes to the duties assigned to existing positions, amendments, or revisions, the amended code shall be submitted to the code reviewing body within 90 days. (Government Code 87306)

When reviewing and preparing the district's conflict of interest code, the Superintendent or designee shall provide officers, employees, consultants, and members of the community adequate notice and a fair opportunity to present their views. (Government Code 87311)

(cf. 9320 - Meetings and Notices)

Board members and designated employees shall annually file a Statement of Economic Interest/Form 700 in accordance with the disclosure categories specified in the district's conflict of interest code. A Board member who leaves office or a designated employee who leaves district employment shall, within 30 days, file a revised statement covering the period of time between the closing date of the last statement and the date of leaving office or district employment. (Government Code 87302, 87500)

(cf. 4117.2/4217.2/4317.2 - Resignation)

(cf. 9222 - Resignation)

Conflict of Interest under the Political Reform Act

A Board member or designated employee shall not make, participate in making, or in any way use or attempt to use his/her official position to influence a governmental decision in which he/she knows or has reason to know that he/she has a disqualifying conflict of interest. A conflict of interest exists if the decision will have a "reasonably foreseeable material financial effect" on one or more of the Board member's or designated employee's "economic

interests," unless the effect is indistinguishable from the effect on the public generally or the Board member's or designated employee's participation is legally required. (Government Code 87100, 87101, 87103; 2 CCR 18700-18709)

A Board member or designated employee makes a governmental decision when, acting within the authority of his/her office or position, he/she votes on a matter, appoints a person, obligates or commits the district to any course of action, or enters into any contractual agreement on behalf of the district. (2 CCR 18702.1)

A Board member who has a disqualifying conflict of interest on an agenda item that will be heard in an open meeting of the Board shall abstain from voting on the matter. He/she may remain on the dais, but his/her presence shall not be counted towards achieving a quorum for that matter. A Board member with a disqualifying conflict of interest shall not be present during a closed session meeting of the Board when the decision is considered and shall not obtain or review a recording or any other nonpublic information regarding the issue. (2 CCR 18702.1)

Additional Requirements for Boards that Manage Public Investments

A Board member who manages public investments pursuant to Government Code 87200 and who has a financial interest in a decision shall, upon identifying a conflict or potential conflict of interest and immediately prior to the consideration of the matter, do all of the following: (Government Code 87105; 2 CCR 18702.5)

1. Publicly identify each financial interest that gives rise to the conflict or potential conflict of interest in detail sufficient to be understood by the public, except that disclosure of the exact street address of a residence is not required.
2. Recuse himself/herself from discussing and voting on the matter, or otherwise acting in violation of Government Code 87100. The Board member shall not be counted toward achieving a quorum while the item is discussed.

However, the Board member may speak on the issue during the time that the general public speaks on it and may leave the dais to speak from the same area as members of the public. He/she may listen to the public discussion of the matter with members of the public.

3. Leave the room until after the discussion, vote, and any other disposition of the matter is concluded, unless the matter has been placed on the portion of the agenda reserved for uncontested matters.

If the item is on the consent calendar, the Board member must recuse himself/herself from discussing or voting on that matter, but the Board member is not required to leave the room during consideration of the consent calendar.

4. If the Board's decision is made during closed session, disclose his/her interest orally during the open session preceding the closed session. This disclosure shall be limited to a declaration that his/her recusal is because of a conflict of interest pursuant to Government Code 87100. He/she shall not be present when the item is considered in closed session and shall not knowingly obtain or review a recording or any other nonpublic information regarding the Board's decision.

(cf. 3430 - Investing)

Conflict of Interest under Government Code 1090

Board members, employees, or district consultants shall not be financially interested in any contract made by the Board on behalf of the district, including in the development, preliminary discussions, negotiations, compromises, planning, reasoning, and specifications and solicitations for bids. If a Board member has such a financial interest, the district is barred from entering into the contract. (Government Code 1090; *Klistoff v. Superior Court*, (2007) 157 Cal.App. 4th 469)

A Board member shall not be considered to be financially interested in a contract if his/her interest is a "noninterest" as defined in Government Code 1091.5. One such noninterest is when a Board member's spouse/registered domestic partner has been a district employee for at least one year prior to the Board member's election or appointment. (Government Code 1091.5)

A Board member shall not be considered to be financially interested in a contract if he/she has only a "remote interest" in the contract as specified in Government Code 1091 and if the remote interest is disclosed during a Board meeting and noted in the official Board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other Board member to enter into the contract. (Government Code 1091)

Even if there is not a prohibited conflict of interest, a Board member shall

abstain from voting on personnel matters that uniquely affect his/her relatives. However, a Board member may vote on collective bargaining agreements and personnel matters that affect a class of employees to which his/her relative belongs. Relative means an adult who is related to the Board member by blood or affinity within the third degree, as determined by the common law, or an individual in an adoptive relationship within the third degree. (Education Code 35107)

A relationship within the third degree includes an individual's parents, grandparents, great-grandparents, children, grandchildren, great-grandchildren, brothers, sisters, aunts, uncles, nieces, nephews, and the similar family of the individual's spouse/registered domestic partner unless the individual is widowed or divorced.

Common Law Doctrine Against Conflict of Interest

A Board member shall abstain from any official action in which his/her private or personal interest may conflict with his/her official duties.

Rule of Necessity or Legally Required Participation

On a case-by-case basis and upon advice of legal counsel, a Board member with a financial interest in a contract may participate in the making of the contract if the rule of necessity or legally required participation applies pursuant to Government Code 87101 and 2 CCR 18708.

Incompatible Offices and Activities

Board members shall not engage in any employment or activity or hold any office which is inconsistent with, incompatible with, in conflict with, or inimical to the Board member's duties as an officer of the district. (Government Code 1099, 1126)

(cf. 4136/4236/4336 - Nonschool Employment)

Gifts

Board members and designated employees may accept gifts only under the conditions and limitations specified in Government Code 89503 and 2 CCR 18730.

The limitation on gifts does not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays, and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value. (Government Code 89503)

Gifts of travel and related lodging and subsistence shall be subject to the

current gift limitation except as described in Government Code 89506.

A gift of travel does not include travel provided by the district for Board members and designated employees. (Government Code 89506)

Honoraria

Board members and designated employees shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering, in accordance with law. (Government Code 89501, 89502)

The term honorarium does not include: (Government Code 89501)

1. Earned income for personal services customarily provided in connection with a bona fide business, trade, or profession unless the sole or predominant activity of the business, trade, or profession is making speeches
2. Any honorarium which is not used and, within 30 days after receipt, is either returned to the donor or delivered to the district for donation into the general fund without being claimed as a deduction from income for tax purposes

Legal Reference:

EDUCATION CODE

1006 Qualifications for holding office

35107 School district employees

35230-35240 Corrupt practices, especially:

35233 Prohibitions applicable to members of governing boards

41000-41003 Moneys received by school districts

FAMILY CODE

297.5 Rights, protections, and benefits of registered domestic partners

GOVERNMENT CODE

1090-1099 Prohibitions applicable to specified officers

1125-1129 Incompatible activities

81000-91014 Political Reform Act of 1974, especially:

82011 Code reviewing body

87100-87103.6 General prohibitions

87200-87210 Disclosure

87300-87313 Conflict of interest code

87500 Statements of economic interests

89501-89503 Honoraria and gifts

91000-91014 Enforcement

PENAL CODE

85-88 Bribes

CODE OF REGULATIONS, TITLE 2

18110-18997 Regulations of the Fair Political Practices Commission,
especially:

18702.5 Public identification of a conflict of interest for Section 87200 filers

COURT DECISIONS

Klistoff v. Superior Court, (2007) 157 Cal.App.4th 469

Thorpe v. Long Beach Community College District, (2000) 83 Cal.App.4th 655

Kunec v. Brea Redevelopment Agency, (1997) 55 Cal.App.4th 511

ATTORNEY GENERAL OPINIONS

92 Ops.Cal.Atty.Gen. 26 (2009)

92 Ops.Cal.Atty.Gen. 19 (2009)

89 Ops.Cal.Atty.Gen. 217 (2006)

86 Ops.Cal.Atty.Gen. 138(2003)

85 Ops.Cal.Atty.Gen. 60 (2002)

82 Ops.Cal.Atty.Gen. 83 (1999)

81 Ops.Cal.Atty.Gen. 327 (1998)

80 Ops.Cal.Atty.Gen. 320 (1997)

69 Ops.Cal.Atty.Gen. 255 (1986)

68 Ops.Cal.Atty.Gen. 171 (1985)

65 Ops.Cal.Atty.Gen. 606 (1982)

63 Ops.Cal.Atty.Gen. 868 (1980)

Management Resources:

CSBA PUBLICATIONS

Conflict of Interest: Overview of Key Issues for Governing Board Members, Fact Sheet, July 2010

FAIR POLITICAL PRACTICES COMMISSION PUBLICATIONS

Can I Vote? A Basic Overview of Public Officials' Obligations Under the Conflict-of-Interest Rules, 2005

INSTITUTE FOR LOCAL GOVERNMENT PUBLICATIONS

Understanding the Basics of Public Service Ethics: Personal Financial Gain Laws, 2009

Understanding the Basics of Public Service Ethics: Transparency Laws, 2009

WEB SITES

CSBA: <http://www.csba.org>

Fair Political Practices Commission: <http://www.fppc.ca.gov>

Institute of Local Government: <http://www.ca-ilg.org>

Bylaw SAN CARLOS ELEMENTARY SCHOOL DISTRICT
adopted: June 6, 2013 San Carlos, California

2014 Local Agency Biennial Notice

Name of Agency: San Mateo Union High School District
Mailing Address: 650 N. Delaware Street, San Mateo, CA 94401
Contact Person: Roberta Beeken Phone No: (650) 558-2201
E-Mail: rbeeken@smuhdsd.org

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one box):

☒ **An amendment is required. The following amendments are necessary:**

(Mark all that apply.)

- ☒ Include new positions (including consultants) that must be designated
- ☒ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☐ Delete positions that no longer make or participate in making governmental decisions
- ☐ Other (describe) _____

☐ **The code is currently under review by the code reviewing body.**

☐ **No amendment is required.** (If your code is more than five years old, amendments may be necessary.)

Verification

This agency's conflict of interest code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure categories assigned to those positions accurately require the disclosure of all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions. The code includes all other provisions required by Government Code Section 87302.


Signature of Chief Executive Officer

9-11-14
Date

Complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **September 1, 2014 to:**

Julieta R. Fernandez
Office of the Assessor-County Clerk-Recorder
555 County Center
Redwood City, CA 94063

PLEASE DO NOT SEND THIS FORM TO FPPC

SAN MATEO UNION HIGH SCHOOL DISTRICT

List of Designated Positions in the San Mateo Union High School District and Financial Disclosure Categories

Each person holding any position listed below must file statements disclosing the kinds of financial interest shown for the designated employee's position. Statements must be filed at the times and on the forms prescribed by law. Failure to file statements on time may result in penalties including but not limited to late fines.

<u>Designated Employees</u>	<u>Disclosure Categories</u>
Member of the Board of Trustees	1,2,3,4
Superintendent	1,2,3,4
Associate Superintendent Human Resources and Administrative Services	1,2,3,4
Associate Superintendent Instructional Services	1,2,3,4
Deputy Superintendent Business Services	1,2,3,4
Director of Alternative Programs/Attendance and Welfare	1,2,3,4
Accounting Manager	1,2,3,4
Budget/Fiscal Services Manager	1,2,3,4
Capital Facilities Fiscal/Purchasing Manager	1,2,3,4
Maintenance and Operations Manager	1,2,3,4
Legal Counsel	1,2,3,4
Director, Curriculum & Assessment	1,2,3,4
Executive Transportation Officer	1,2,3,4
Special Programs Manager	1,2,3,4
Director of Special Education	1,2,3,4
Director of Technology	1,2,3,4
Consultants*	1,2,3,4
Performing Arts Center Manager	1,2,3,4
Student Nutrition Service Manager	1,2,3,4
Facilities Use Supervisor	1,2,3,4
Facilities Use Coordinator	1,2,3,4
Wellness Programs, Manager	1,2,3,4
Principals	1,2,3,4
Athletic Directors	1,2,3,4

*Each agency or department shall review the duties and authority of all consultants retained by the department. Those consultants who, within the meaning of 2 CA. Code Regulations 18700(a)(2) are required to file statements of economic interests, shall do so. During each calendar year, the San Mateo Union High School District shall maintain a list of such consultants for public inspection in the same manner and location as this Conflict of Interest Code. Nothing herein excuses any consultant from any other provisions of the Conflict of Interest Code, specifically those dealing with disqualification.

Approved by the Board of Trustees
September 11, 2014

ATTACHMENT E

OTHER AGENCIES

- San Mateo County Event Center
- San Mateo County Health Commission/Community Health Authority
- San Mateo County Transportation Authority
- San Mateo Operational Area Emergency Services Council
- Superior Court of California, County of San Mateo (Staff)

2014 Local Agency Biennial Notice

Name of Agency: San Mateo County Event Center
Mailing Address: 2495 South Delaware Street, San Mateo, CA 94403
Contact Person: Charlene King Phone No: 650-574-3247
E-Mail: cking@smeventcenter.com

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one box):

☒ **An amendment is required. The following amendments are necessary:**

(Mark all that apply.)

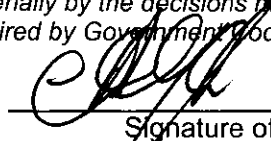
- ☒ Include new positions (including consultants) that must be designated
- ☐ Revise disclosure categories
- ☒ Revise the titles of existing positions
- ☐ Delete positions that no longer make or participate in making governmental decisions
- ☐ Other (describe) _____

☐ **The code is currently under review by the code reviewing body.**

☐ **No amendment is required.** (If your code is more than five years old, amendments may be necessary.)

Verification

This agency's conflict of interest code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure categories assigned to those positions accurately require the disclosure of all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions. The code includes all other provisions required by Government Code Section 87302.



Signature of Chief Executive Officer

8/29/14

Date

Complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **September 1, 2014 to:**

Julieta R. Fernandez
Office of the Assessor-County Clerk-Recorder
555 County Center
Redwood City, CA 94063

PLEASE DO NOT SEND THIS FORM TO FPPC

Exposition and Fair Association
DBA
San Mateo County Event Center
List of Designated Filers

Members, Board of Directors

David Jay Caro
Peter J Chartz
Kari Foppiano
William Gass
Jonathan Gervais
Beverly Miller
Michael Pacelli
John A Zirelli

SVP & General Manager

Chris Carpenter

Fair & Festival Event Manager

Matthew Cranford

VP of Operations

Ronny Tompot

Director of Finance

Diane Baumann

Event Manager

Yuri Castro
Erminia Martinez

HR/Office Manager

Charlene King

Director of Facilities

Darryl Reavis

Jockey Club Manager

Jim Fetter

Food & Beverage Manager

Robert Carney

Consultants

Ethan Hirsch

2014 Local Agency Biennial Notice

Name of Agency: San Mateo Health Commission/San Mateo Community Health Authority
Mailing Address: 701 Gateway Blvd., Suite 400, So. San Francisco, CA 94080
Contact Person: Maya Altman Phone No: 650-616-2145
E-Mail: maya.altman@hpsm.org

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one box):

☐ An amendment is required. The following amendments are necessary:

(Mark all that apply.)

- ☐ Include new positions (including consultants) that must be designated
- ☐ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☐ Delete positions that no longer make or participate in making governmental decisions
- ☐ Other (describe) _____

☒ The code is currently under review by the code reviewing body.

☐ No amendment is required. (If your code is more than five years old, amendments may be necessary.)

Verification

This agency's conflict of interest code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure categories assigned to those positions accurately require the disclosure of all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions. The code includes all other provisions required by Government Code Section 87302.


Signature of Chief Executive Officer

8/29/14
Date

Complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **September 1, 2014 to:**

Julieta R. Fernandez
Office of the Assessor-County Clerk-Recorder
555 County Center
Redwood City, CA 94063

PLEASE DO NOT SEND THIS FORM TO FPPC

CONFLICT OF INTEREST CODE OF THE
SAN MATEO HEALTH COMMISSION
AND THE SAN MATEO COMMUNITY HEALTH AUTHORITY
COUNTY OF SAN MATEO, STATE OF CALIFORNIA

Approved by the Code Reviewing Body on the _____

The Political Reform Act, Government Code Section 81000, et seq., requires state and local government agencies to adopt promulgated Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation, 2 Cal. Adm. Code Section 18730, which contains the terms of a standard Conflict of Interest Code, which can be incorporated by reference, and which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings. Therefore, the term of 2 Cal. Adm. Code Section 18730 and any amendments to it duly adopted by the Fair Political practices Commission are hereby incorporated by reference and, along with the attached Appendix in which officials and employees are designated and disclosure categories are set forth, constitute the Conflict of Interest Code of the SAN MATEO HEALTH COMMISSION and THE SAN MATEO COMMUNITY HEALTH AUTHORITY (hereafter "Agency").

Pursuant to Section 18730 (b) (4) (B) of the Standard Code, all designated employees shall file statements of economic interests with the agency, which shall make and retain a copy and forward the originals to the code reviewing body, which shall be the filing officer.

As directed by Government Code Section 82011, the code reviewing body is the Board of Supervisors for the County of San Mateo. Pursuant to Title 2, division 6 of the California Administrative Code, Section 18227, the County Clerk for the County of San Mateo shall be the official responsible for receiving and retaining statements of economic interests filed with the Board of Supervisors.

APPENDIX DESIGNATED OFFICIALS AND EMPLOYEES

<u>Designated Positions</u>	<u>Disclosure Category</u>
Commissioners	1, 2, 3, 4
Accounting Manager	1, 2, 3, 4
Administrative Services Manager	1, 2, 3, 4
Associate Medical Director	1, 2, 3, 4
Chief Executive Officer	1, 2, 3, 4
Claims Director	1, 2, 3, 4
Director of Behavioral Health	1, 2, 3, 4
Director of Compliance and Regulatory Affairs	1, 2, 3, 4
Director of Finance and Administrative Services	1, 2, 3, 4
Director of MIS	1, 2, 3, 4
Director of Provider Network Development and Services	1, 2, 3, 4
Director of System Improvement	1, 2, 3, 4
Director of Health Services	1, 2, 3, 4
Director of Human Resources Director	1, 2, 3, 4
Legal Counsel	1, 2, 3, 4
Manager of Financial Planning & Analysis	1, 2, 3, 4
Director of Governmental Affairs & Business Development Director	1, 2, 3, 4
Medical Director	1, 2, 3, 4
Director of Member Services & Outreach Director	1, 2, 3, 4
MIS Operations Manager	1, 2, 3, 4
Network Relations Manager	1, 2, 3, 4
Pharmacy Services Manager	1, 2, 3, 4
Provider Services Manager	1, 2, 3, 4
Quality Assessment and Improvement Manager	1, 2, 3, 4
Special Projects Manager	1, 2, 3, 4
Consultants*	1, 2, 3, 4

* Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The Chief Executive Officer may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to comply fully with the disclosure requirements described in this section. Such determination shall include a description of the consultant's duties, and, based upon that description, a statement of the extent of disclosure requirements. The Chief Executive Officer'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 and shall forward a copy of this determination to the San Mateo County Board of Supervisors. Nothing herein excuses any such consultant from any other provisions of the Conflict of Interest Code.

RESOLUTION OF THE
SAN MATEO HEALTH COMMISSION and
THE SAN MATEO COMMUNITY HEALTH AUTHORITY

IN THE MATTER TO ADOPTING
REVISED CONFLICT OF INTEREST CODE
FOR THE SAN MATEO HEALTH COMMISSION
AND SAN MATEO COMMUNITY HEALTH AUTHORITY

RESOLUTION 2014 - 34

RECITAL: WHEREAS,

- A. The San Mateo Health Commission and San Mateo Community Health Authority have previously adopted a Conflict of Interest Code; and
- B. Biennial reviews are required by the Fair Political Practices Commission to update the code to reflect organizational changes that affect the code; and
- C. Changes have occurred requiring the Conflict of Interest Code to be amended.

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

- 1. The San Mateo Health Commission adopts the amended Conflict of Interest Code and Appendix - Designated Officials and Employees, as attached.

PASSED, APPROVED, AND ADOPTED by the San Mateo Health Commission this 10th day of September, 2014 by the following votes:

AYES: Aviles, Erbacher, Horsley, Mason, Pine, Pon.

NOES: -0-

ABSTAINED: -0-

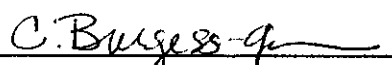
ABSENT: Allen, Farrales, Ferrer.



Don Horsley, Chairperson

ATTEST:

APPROVED AS TO FORM:

BY: 

C. Burgess-Greenaway, Clerk



David A. Levy
DEPUTY COUNTY COUNSEL

2014 Local Agency Biennial Notice

Name of Agency: San Mateo County Transportation Authority
Mailing Address: 1250 San Carlos Avenue, San Carlos, CA 94070
Contact Person: Martha Martinez Phone No: (650) 508-6242
E-Mail: martinezm@samtrans.com

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one box):

☒ **An amendment is required. The following amendments are necessary:**

(Mark all that apply.)

- Include new positions (including consultants) that must be designated
- Revise disclosure categories
- Revise the titles of existing positions
- Delete positions that no longer make or participate in making governmental decisions
- Other (describe) _____

☐ **The code is currently under review by the code reviewing body.**

☐ **No amendment is required.** (If your code is more than five years old, amendments may be necessary.)

Verification

This agency's conflict of interest code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure categories assigned to those positions accurately require the disclosure of all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions. The code includes all other provisions required by Government Code Section 87302.


Signature of Chief Executive Officer

July 10, 2014
Date

Complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 1, 2014**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF THE CODE REVIEWING BODY HERE)

PLEASE DO NOT RETURN THIS FORM TO THE FPPC

RESOLUTION NO. 2014 – 21

BOARD OF DIRECTORS, SAN MATEO COUNTY TRANSPORTATION AUTHORITY
STATE OF CALIFORNIA

* * *

ADOPTING THE AMENDED CONFLICT OF INTEREST CODE

WHEREAS, pursuant to Resolution No. 1989-1, dated March 2, 1989, the San Mateo County Transportation Authority (TA) adopted a Conflict of Interest Code (Code) as required by the Political Reform Act of 1974; and

WHEREAS, California Government Code Section 87306.5 requires that the TA review its Code every even-numbered year and revise it if necessary; and

WHEREAS, legal counsel and staff have reviewed the current Code, last amended in 2012, and have determined that the Code and its Appendices, listing the designated positions who must disclose their economic interests on an annual basis and disclosure categories for such positions, should be updated to reflect current staffing positions and organization, as well as standard Conflict of Interest Code language and disclosure category descriptions used by the Fair Political Practices Commission; and

WHEREAS, legal counsel and staff recommend adopting the amendments as reflected in the attached Code.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the San Mateo County Transportation Authority that the amended Conflict of Interest Code is hereby adopted, in the form presented to the Board of Directors; and

BE IT FURTHER RESOLVED that the Authority Secretary is directed to transmit a copy of the amended Conflict of Interest Code to the San Mateo County Board of Supervisors for its review and approval.


Regularly passed and adopted this 6th day of November, 2014 by the following vote:

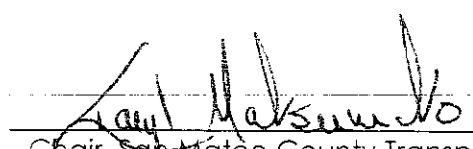
AYES: CANEPA, GROOM, HORSLEY, NAGEL, PATRIDGE, MATSUMOTO

NOES: NONE

ABSENT: FOUST

ATTEST:


Authority Secretary


Chair, San Mateo County Transportation Authority

CONFLICT OF INTEREST CODE

SAN MATEO COUNTY TRANSPORTATION AUTHORITY

Adopted on the 2nd day of March, 1989
by Resolution No. 1989 - 1

Approved by the
San Mateo County Board of Supervisors
on the 2nd day of March, 1989

Amended on the 3rd day of December, 1992
by Resolution No. 1992-12

Amended on the 1st day of September, 1994
by Resolution No. 1994-21

Amended on the 7th day of November, 1996
by Resolution No. 1996-16

Amended on the 1st day of October, 1998
by Resolution No. 1998-29

Amended on the 5th day of October, 2000
by Resolution No. 2000-22

Amended on the 7th day of November, 2002
by Resolution No. 2002-19

Amended on the 7th day of October, 2004
by Resolution No. 2004-14

Amended on the 5th day of October, 2006
by Resolution No. 2006-22

Amended on the 6th day of November, 2008
by Resolution No. 2008-20

Amended on the 2nd day of December, 2010
by Resolution No. 2010-29

Amended on the 1st of November, 2012
by Resolution No. 2012-20

Amended on the 6th of November, 2014
by Resolution No. 2014-21

CONFLICT OF INTEREST CODE

SAN MATEO COUNTY TRANSPORTATION AUTHORITY

The Political Reform Act of 1974 (Government Code Sections 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 Cal. Code of Regs. Section 18370) which contains the terms of a standard Conflict of Interest Code and can be incorporated by reference in an agency's code. After public notice and hearing, it 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 regulation and the attached Appendices, designating positions and establishing disclosure categories, shall constitute the Conflict of Interest Code of the San Mateo County Transportation Authority.

Individuals holding designated positions shall file statements of economic interests with the Authority which will make the statements available for public inspection and reproduction. (Gov. Code Section 81008). The Authority Secretary, on behalf of the Authority, shall make and retain a copy of the statements and forward the originals to the San Mateo County Board of Supervisors, which shall be the filing officer.

APPENDIX A: DESIGNATED POSITIONS

<u>Designated Positions¹</u>	<u>Disclosure Categories</u>
Associate Contract Officer	2
Attorney	1, 2, 3, 6
Authority Secretary	1, 2, 3, 6
Contract Officer	2
Controller	2, 3, 6
Deputy CEO, Operations and Engineering	1, 5, 6
Director, Budgets	5, 6
Director, Contracts and Procurement	1, 2
Director, Finance	2, 6
Director, Government and Community Affairs	1, 4, 5
Director, Grants	5, 6
Director, Planning	1, 4, 5, 6
Director, Transportation Authority Program	1, 2, 3, 6
Executive Officer, Customer Service and Marketing	1, 2, 3, 6
Executive Officer, Planning and Development	1, 2, 3, 6
Executive Officer, Public Affairs	1, 2, 3, 6
Government Affairs Officer	5
Manager, Budgets	5, 6
Manager, Capital Projects and Environmental Planning	1, 4, 5, 6
Manager, Communications	5
Manager, Engineering	1, 2, 6
Manager, Finance Special Projects	5, 6
Manager, Finance Treasury	5, 6
Manager, General Ledger	5, 6
Manager, Grants and Capital Accounting	5, 6
Manager, Marketing	5
Manager, Programming and Monitoring	5, 6
Manager, Real Estate & Property Development	1, 4, 5
Manager, Strategic Development	4
Planner	4
Project Manager	2
Public Information Officer	5

Senior Contract Officer	2
Senior Engineer	1, 2, 6
Senior Real Estate Officer	1, 4, 5, 6
Consultants/New Positions	*

*Consultants/New Positions shall be 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 Executive Director may determine in writing that a particular consultant or new 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 disclosure requirements in this section. Such written determination shall include a description of the consultant or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The Executive Director 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.)

Officials Who Manage Public Investments

The following positions are NOT covered by the conflict-of-interest code because they must file under Government Code Section 87200 and, therefore, are listed for informational purposes only:

Authority Members
Deputy CEO, Finance and Administration
Executive Director
San Mateo County Treasurer²

An individual 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 their position has been categorized incorrectly. The Fair Political Practices Commission makes the determination whether a position is covered by Section 87200.

¹ Pursuant to Resolution No. 1988-3 enacted on September 23, 1988, the Authority appointed and designated San Mateo County Transit District (SamTrans) as the management team of the Authority. Unless noted otherwise, all designated officers and employees listed above are officers and employees of SamTrans. The Executive Director is also the General Manager of SamTrans.

² The Authority invests funds with the San Mateo County Treasurer.

APPENDIX B: DISCLOSURE CATEGORIES

- Category 1. Interests in real property located within the jurisdiction of the TA and/or within a two-mile radius of any land owned or used by the TA.
- Category 2. Investments, and business positions in business entities and income (including receipt of gifts, loans, and travel payments) from sources of the type that provide products, services, supplies, materials, machinery, or equipment utilized by the TA or in projects funded by the TA. Such sources include, but are not limited to, buses, insurance, information technology, telecommunications, public utilities, consultants, transportation companies, and manufacturers.
- Category 3. Investments, and business positions in business entities and income (including receipt of gifts, loans, and travel payments) from sources that have filed a claim with or against the TA within the last two years or have a claim pending with or against the TA.
- Category 4. Investments, and business positions in business entities and income (including receipt of gifts, loans, and travel payments) from sources of the type that provide services in the marketing, advertising, transit or environmental planning sectors.
- Category 5. Investments, and business positions in business entities and income (including receipt of gifts, loans, and travel payments) from sources of the type that provide products, services, supplies, materials, machinery, or equipment utilized by the designated position's division.
- Category 6. All investments, business positions and income, including gifts, loans and travel payments, or income from a nonprofit organization, if the source is of the type to receive grants or other monies from or through the TA.

CONFLICT OF INTEREST CODE

SAN MATEO COUNTY TRANSPORTATION AUTHORITY

Adopted on the 2nd day of March, 1989
by Resolution No. 1989 - 1

Approved by the
San Mateo County Board of Supervisors
on the 2nd day of March, 1989

Amended on the 3rd day of December 1992
by Resolution No. 1992-12

Amended on the 1st day of September 1994
by Resolution No. 1994-21

Amended on the 7th day of November 1996
by Resolution No. 1996-16

Amended on the 1st day of October 1998
by Resolution No. 1998-29

Amended on the 5th day of October 2000
by Resolution No. 2000-22

Amended on the 7th day of November, 2002
by Resolution No. 2002-19

Amended on the 7th day of October, 2004
by Resolution No. 2004-14

Amended on the 5th day of October 2006
by Resolution No. 2006-22

Amended on the 6th day of November 2008
by Resolution No. 2008-20

Amended on the 2nd day of December 2010
by Resolution No. 2010-29

Amended on the 1st of November 2012
By Resolution No. 2012-20

CONFLICT OF INTEREST CODE

SAN MATEO COUNTY TRANSPORTATION AUTHORITY

The Political Reform Act of 1974 (Government Code Sections 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 Cal. Code of Regs. Section 18370) which contains the terms of a standard Conflict of Interest Code and can be incorporated by reference in an agency's code. After public notice and hearing, it 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 regulation and the attached Appendices, designating positions and establishing disclosure categories, shall constitute the Conflict of Interest Code of the San Mateo County Transportation Authority.

Individuals holding designated positions shall file statements of economic interests with the Authority which will make the statements available for public inspection and reproduction. (Gov. Code Section 81008). The Authority Secretary, on behalf of the Authority, shall make and retain a copy of the statements and forward the originals to the San Mateo County Board of Supervisors, which shall be the filing officer.

APPENDIX A: DESIGNATED POSITIONS

<u>Designated Positions¹</u>	<u>Disclosure Categories</u>
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Attorney	1, 2, 3, 6
Authority Secretary	1, 2, 3, 6
Contract Officer	2
<u>Controller</u>	<u>2, 3, 6</u>
Deputy CEO, Operations and Engineering	1, 5, 6
Director, Budgets and Grants	5, 6
Director, Contracts and Procurement	1, 2
Director, Finance	2, 6
Director, Government and Community Affairs	1, 4, 5
Director, Planning	1, 4, 5, 6
Director, Transportation Authority Program	1, 2, 3, 6
Executive Officer, Customer Service and Marketing	1, 2, 3, 6
Executive Officer, Planning and Development	1, 2, 3, 6
Executive Officer, Public Affairs	1, 2, 3, 6
Government Affairs Officer	5
Manager, Budgets	5, 6
Manager, Grants and Fund Programming	
<u>Director, Grants</u>	<u>5, 6</u>
Manager, Capital Projects and Environmental Planning	1, 4, 5, 6
Manager, Communications	5
Manager, Engineering	1, 2, 6
Manager, Finance Special Projects	5, 6
Manager, Finance Treasury	5, 6
Manager, General Ledger	5, 6
Manager, Grants and Capital Accounting	5, 6
Manager, Marketing	5
<u>Manager, Programming and Monitoring</u>	<u>5, 6</u>
Manager, Real Estate & Property Development	1, 4, 5

<u>Designated Positions¹</u>	<u>Disclosure Categories</u>
Manager, Strategic Development	4
Planner	4
Project Manager	2
Public Information Officer	5
Senior Contract Officer	2
Senior Engineer	1, 2, 6
Senior Real Estate Officer	1, 4, 5, 6
Consultants/New Positions	*

*Consultants/New Positions shall be 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 Executive Director may determine in writing that a particular consultant or new 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 disclosure requirements in this section. Such written determination shall include a description of the consultant or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The Executive Director 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.)

Officials Who Manage Public Investments

The following positions are NOT covered by the conflict-of-interest code because they must file under Government Code Section 87200 and, therefore, are listed for informational purposes only:

Authority Members
Deputy CEO, Finance and Administration
Executive Director
San Mateo County Treasurer²

An individual 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 their position has been categorized incorrectly. The Fair Political Practices Commission makes the determination whether a position is covered by Section 87200.

¹ Pursuant to Resolution No. 1988-3 enacted on September 23, 1988, the Authority appointed and designated San Mateo County Transit District (SamTrans) as the management team of the Authority. Unless noted otherwise, all designated officers and employees listed above are officers and employees of SamTrans. The Executive Director is also the General Manager of SamTrans.

² The Authority invests funds with the San Mateo County Treasurer.

APPENDIX B: DISCLOSURE CATEGORIES

- Category 1. ~~All~~ interests in real property located within the jurisdiction of the TA and/or within a two-mile radius of any land owned or used by the TA.
- Category 2. Investments, and business positions in business entities and income (including receipt of gifts, loans, and travel payments) from sources of the type that provide products, services, supplies, materials, machinery, or equipment utilized by the TA or in projects funded by the TA. Such sources include, but are not limited to, buses, insurance, and information technology, telecommunications, public utilities, consultants, transportation companies, and manufacturers ~~products~~.
- Category 3. Investments, and business positions in business entities and income (including receipt of gifts, loans, and travel payments) from sources that have filed a claim with or against the ~~District~~ TA within the last two years or have a claim pending with or against the TA.
- Category 4. Investments, and business positions in business entities and income (including receipt of gifts, loans, and travel payments) from sources of the type that provide services in the marketing, advertising, transit or environmental planning sectors.
- Category 5. Investments, and business positions in business entities and income (including receipt of gifts, loans, and travel payments) from sources of the type that provide products, services, supplies, materials, machinery, or equipment utilized by the designated position's division.
- Category 6. All investments, business positions and income, including gifts, loans and travel payments, or income from a nonprofit organization, if the source is of the type to receive grants or other monies from or through the ~~(name of agency)~~ TA.

2014 Local Agency Biennial Notice

Name of Agency: San Mateo Operational Area Emergency Services Council
Mailing Address: 555 County Center, Suite 413, Redwood City, CA 94063
Contact Person: Lt. Jeff Kearnan Phone No: (650) 599-1295
E-Mail: Jkearnan@smcgov.org

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one box):

☐ **An amendment is required. The following amendments are necessary:**

(Mark all that apply.)

- ☐ Include new positions (including consultants) that must be designated
- ☐ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☐ Delete positions that no longer make or participate in making governmental decisions

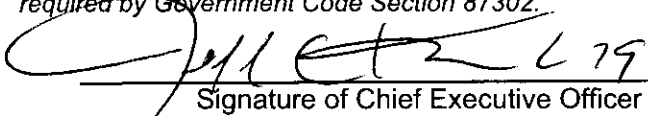
☒ Other (describe) New Submission

☐ **The code is currently under review by the code reviewing body.**

☐ **No amendment is required.** (If your code is more than five years old, amendments may be necessary.)

Verification

This agency's conflict of interest code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure categories assigned to those positions accurately require the disclosure of all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions. The code includes all other provisions required by Government Code Section 87302.


Signature of Chief Executive Officer

8/21/14
Date

Complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **September 1, 2014 to:**

Julieta R. Fernandez
Office of the Assessor-County Clerk-Recorder
555 County Center
Redwood City, CA 94063

PLEASE DO NOT SEND THIS FORM TO FPPC

APPENDIX A

Designated Positions

Disclosure Categories

Members and Officers of the Emergency Services Council 1,2,3,4

Employees (At present the Authority has no direct employees.
Should the Authority have employees in the future
this Code shall be amended accordingly.)

Consultants* 1,2,3,4

*Each Department Head, after consultation with the County Counsel, shall review the duties and authority of all consultants retained by the department. Those consultants who, within the meaning of 2 Ca. Code of Regulations 18700 (a)(2) are required to file statements of economic interests, shall do so. During each calendar year, the San Mateo County Sheriff's Office shall maintain a list of such consultants for public inspection in the same manner and location as this Conflict of Interest Code. Nothing herein excuses any consultant from any other provision of the Conflict of Interest Code, specifically those dealing with disqualification.

Disclosure Categories

Category 1. A designated official or employee assigned to Category 1 is required to disclose direct or indirect investments in any business entity that may foreseeably be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position.

Category 2. A designated official or employee assigned to Category 2 is required to disclose interests in any real property that may foreseeably be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position.

Category 3. A designated official or employee assigned to Category 3 is required to disclose any source of income that may foreseeably be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position.

Category 4. A designated official or employee assigned to Category 4 is required to disclose any business entity in which the designated official or employee is a director, officer, partner, trustee, employee or holds any position of management that may foreseeably be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position.



San Mateo Operational Area Emergency Services Council

Conflict of Interest Code

The Political Reform Act (Government Code Section 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 Cal. Code of Regs. 18730) which contains the terms of a standard Conflict of Interest Code. After public notice and hearing, it 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 regulation and the attached Appendix A designating officials and establishing disclosure categories shall constitute the Conflict of Interest Code of the San Mateo Operational Area Emergency Services Organization.

Designated officials shall file statements of economic interest with the Authority, which will make the statements, which are public records, available for public inspection and reproduction pursuant to Government Code Section 81008. Upon receipt of the statements, the Authority shall make and retain a copy of them at the San Mateo County Office of Emergency Services, 555 County Center 4th Floor, Redwood City CA 94063 and forward the originals to the Fair Political Practices Commission.

2014 Local Agency Biennial Notice

Name of Agency: SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN MATEO
Mailing Address: 400 COUNTY CENTER, 2ND FLOOR, REDWOOD CITY, CA 94063
Contact Person: Timothy Gee Phone No: 650-261-5040
E-Mail: tgee@sanmateocourt.org

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one box):

☒ **An amendment is required. The following amendments are necessary:**

(Mark all that apply.)

- ☐ Include new positions (including consultants) that must be designated
- ☐ Revise disclosure categories
- ☒ Revise the titles of existing positions
- ☒ Delete positions that no longer make or participate in making governmental decisions
- ☐ Other (describe) _____

☐ **The code is currently under review by the code reviewing body.**

☐ **No amendment is required.** (If your code is more than five years old, amendments may be necessary.)

Verification

This agency's conflict of interest code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure categories assigned to those positions accurately require the disclosure of all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions. The code includes all other provisions required by Government Code Section 87302.

Signature of Chief Executive Officer

10/22/2014
Date

Complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **September 1, 2014 to:**

Julieta R. Fernandez
Office of the Assessor-County Clerk-Recorder
555 County Center
Redwood City, CA 94063

PLEASE DO NOT SEND THIS FORM TO FPPC

Superior Court of California, County of San Mateo
Conflict of Interest Code
(Revised effective September 1, 2014)

The following shall constitute the Conflict of Interest Code for the Superior Court of California, County of San Mateo in accordance with the California Government Code, section 87300, et seq., and shall supercede all prior Codes and Revisions thereto:

1. AUTHORITY FOR THE CODE

This Conflict of Interest Code is adopted in order to comply with the Political Reform Act (Gov. Code, § 81000 et seq.) that requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. § 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 it 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 regulation and the attached Appendices designating officials and employees and establishing disclosure categories shall constitute the conflict of interest code of the Superior Court of California, County of San Mateo.

2. FILING REQUIREMENT

Designated employees shall file statements of economic interests on an annual basis. The type of filing required is determined according to their level of disclosure as designated below. The Statements shall be filed with the Executive Assistant to the Court Executive Officer, or any other designee, on forms prescribed by the Fair Political Practices Commission.

Statements shall be filed annually by the due date, as prescribed by law, for the preceding year. In addition to the annual Statement, designated employees are required to file a statement of economic interests when they terminate their position with the Court whether by leaving the Court or by transferring to another division.

3. PUBLIC RECORDS

Every report and statement filed pursuant to this Code is open for public inspection during the regular business hours of the Court. No conditions shall be imposed upon persons desiring to inspect such reports and statements, nor shall information or

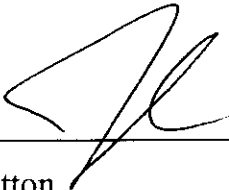
Superior Court of California, County of San Mateo
Conflict of Interest Code 2014

identification be required from such persons. Copies shall be provided at a charge as defined in the Court's current Fee Schedule for copying of court records.

4. REVIEWING BODY

Pursuant to the California Government Code, Section 82011(g), the code reviewing body is the Presiding Judge of this Superior Court.

RESPECTFULLY SUBMITTED,

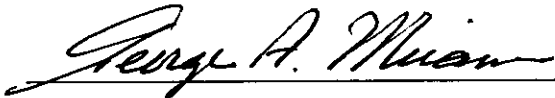


John Fitton
Court Executive Officer

10/22/2014

Dated

This Amended Conflict of Interest Code is reviewed and approved by the Code Reviewing Body pursuant to California Government Code, sections 82011(g) and 87303 on this 22nd day of October, 2014.



OCT 22 2014

~~Hon. Robert D Foiles, Presiding Judge~~

HON. GEORGE MIRAM, ACTING PRESIDING JUDGE

APPENDIX A: DESIGNATED CLASSIFICATIONS AND DISCLOSURE CATEGORIES

Each employee listed below must file statements disclosing the kinds of financial interests shown for the employee's position. Statements must be filed at the time and on the forms prescribed by law (see FPPC Form 700, Schedules A1, A2, B, C, D, E, and F).

List of Designated Classifications	Assigned Disclosure Categories
Executive Officers	
Court Executive Officer/Jury Commissioner	1
Deputy Court Executive Officer	1
Court Director of Finance	1
Court Director of Court Information Technology	2, 3, 4, 5, 7, 9, 11, 12
Human Resources and Administrative Services Director	2, 3, 5, 6, 7, 9, 10, 11, 12
ADR Program Managing Attorney	3, 9, 10, 11, 12
Court Budget Analyst II	1
Court Facilities Manager	6, 7, 8, 9, 11, 12
Court Human Resources Analyst I / II	3, 5, 9, 12
Court Services Manager	2, 4, 7, 9, 10, 11, 12
Court Services Supervisor – Court Reporters Coordinator	2, 3, 7, 11
Court Interpreter Coordinator	2, 3, 7, 11
Senior Court Services Manager	2, 3, 4, 5, 7, 9, 10, 11, 12
Senior Managing Attorney	3, 5, 7, 9, 10, 11, 12
Senior/Supervising Court Attorney – Family Law Facilitator	3, 9, 11, 12
Senior/Supervising Court Attorney – Legal Research	3, 4, 5, 6, 7, 9, 11, 12
Court Management Analyst II/III – Master Calendar	2, 3, 7, 11
Court Management Analyst III – Contracts Administration	2, 4, 6, 7, 8, 9, 11, 12
Consultants *	1*

* The Court Executive Officer, after consultation with Counsel, will determine which consultants to the Court must comply with the disclosure requirements of the department's Conflict of Interest Code and the level of disclosure that will be necessary. The Court Executive Officer will give written notice to any consultant who is required to file Statements of Economic Interests and inform the consultant as to the level of disclosure that will be required.

APPENDIX B: DISCLOSURE CATEGORIES

Definitions and scope of reporting for each reportable category is contained in the Instructions to Schedules A1, A2, B, C, D, E and F to FPPC Form 700, which are made a part herein by this reference. Filers are to refer to these Instructions to the Schedules for clarification of terms and scope of reporting.

Category 1	All investments, sources of income, interests in real property, and positions in business entities.
Category 2	Investments, sources of income, and business positions in business entities that are providers of printing, graphics hardware and software, duplicating, and publishing services, equipment, and supplies.
Category 3	Investments, sources of income, and business positions in business entities that are providers of recruitment advertising and media services, personnel and employment services, employee payroll and benefits services, organization development and employee education services, and human resources consulting.
Category 4	Investments, sources of income, and business positions in business entities that are providers of information systems hardware and/or software, telecommunications services, records management equipment, and information systems consulting services.
Category 5	Investments, sources of income, and business positions in business entities that are providers of equipment, supplies, and services of the type used by the Training Division in producing judicial and/or staff education materials and programs, including computer and audio-video equipment.
Category 6	Investments, sources of income, and business positions in business entities that are providers of supplies, equipment, real property, and services of the type used by the Court within the past two years, including, but not limited to, building maintenance, and security services, supplies, and equipment.
Category 7	Investments, sources of income, and business positions in business entities that are providers of office and business equipment, furniture, supplies, and services.
Category 8	Investments, sources of income, and business positions in business entities that are providers of building and court security services, supplies, and equipment.

Superior Court of California, County of San Mateo
Conflict of Interest Code 2014

- Category 9 Investments, sources of income, and business positions in business entities that are providers of consulting services that provide data gathering or policy analysis to assist in the enhancement of court administration and judicial branch policy decisions.
- Category 10 All investments and business positions in, and income from, business entities or nonprofit organizations that (1) provide consulting, surveying, or research services on matters relating to trial court budgets.
- Category 11 Investments, sources of income, and business positions in business entities that are providers of services, supplies, materials, machinery, or equipment of the type utilized by the trial courts.
- Category 12 All investments and business positions in, and income from, business entities or nonprofit organizations that (1) provide consulting, surveying, or research services on matters relating to family or juvenile law; or (2) receive, or will be likely to receive, Judicial Council grant funding based on a recommendation from the member's advisory committee.

Superior Court of California, County of San Mateo
Conflict of Interest Code

(Revised effective September 1, 2014)
(Changes indicated)

The following shall constitute the Conflict of Interest Code for the Superior Court of California, County of San Mateo in accordance with the California Government Code, section 87300, et seq., and shall supercede all prior Codes and Revisions thereto:

1. AUTHORITY FOR THE CODE

This Conflict of Interest Code is adopted in order to comply with the Political Reform Act (Gov. Code, § 81000 et seq.) that requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. § 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 it 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 regulation and the attached Appendices designating officials and employees and establishing disclosure categories shall constitute the conflict of interest code of the Superior Court of California, County of San Mateo.

2. FILING REQUIREMENT

Designated employees shall file statements of economic interests on an annual basis. The type of filing required is determined according to their level of disclosure as designated below. The Statements shall be filed with the Executive Assistant to the Court Executive Officer, or any other designee, on forms prescribed by the Fair Political Practices Commission.

Statements shall be filed annually by the due date, as prescribed by law, for the preceding year. In addition to the annual Statement, designated employees are required to file a statement of economic interests when they terminate their position with the Court whether by leaving the Court or by transferring to another division.

3. PUBLIC RECORDS

Every report and statement filed pursuant to this Code is open for public inspection during the regular business hours of the Court. No conditions shall be imposed upon persons desiring to inspect such reports and statements, nor shall information or

identification be required from such persons. Copies shall be provided at a charge as defined in the Court's current Fee Schedule for copying of court records.

4. REVIEWING BODY

Pursuant to the California Government Code, Section 82011(g), the code reviewing body is the Presiding Judge of this Superior Court.

RESPECTFULLY SUBMITTED,

John Fitton
Court Executive Officer

Dated

This Amended Conflict of Interest Code is reviewed and approved by the Code Reviewing Body pursuant to California Government Code, sections 82011(g) and 87303 on this _____ day of October, 2014.

Hon. Robert D Foiles, Presiding Judge

APPENDIX A: DESIGNATED CLASSIFICATIONS AND DISCLOSURE CATEGORIES

Each employee listed below must file statements disclosing the kinds of financial interests shown for the employee's position. Statements must be filed at the time and on the forms prescribed by law (see FPPC Form 700, Schedules A1, A2, B, C, D, E, and F).

List of Designated Classifications	Assigned Disclosure Categories
Executive Officers	
Court Executive Officer/Jury Commissioner	1
Deputy Court Executive Officer	1
Court Director of Finance	1
Court Director of Court Information Technology	2, 3, 4, 5, 7, 9, 11, 12
Human Resources and Administrative Services Director	2, 3, 5, 6, 7, 9, 10, 11, 12
ADR Program Managing Attorney	3, 9, 10, 11, 12
Court Budget Analyst II	1
Court Facilities Manager	6, 7, 8, 9, 11, 12
Court Human Resources Analyst I / II	3, 5, 9, 12
Court Services Manager	2, 4, 7, 9, 10, 11, 12
Court Services Supervisor – Records	2, 3, 4, 5, 7, 9, 10, 11, 12
Court Services Supervisor – Court Reporters Coordinator	2, 3, 7, 11
Court Interpreter Coordinator	2, 3, 7, 11
Senior Court Services Manager	2, 3, 4, 5, 7, 9, 10, 11, 12
Senior Managing Attorney	3, 5, 7, 9, 10, 11, 12
Senior/Supervising Court Attorney – Family Law Facilitator	3, 9, 11, 12
Senior/Supervising Court Attorney – Legal Research	3, 4, 5, 6, 7, 9, 11, 12
Court Management Analyst II/III – Interpreters/Court Master	2, 3, 7, 11
Calendar Reporters	
Court Management Analyst III – Contracts Administration	2, 4, 6, 7, 8, 9, 11, 12
Management Analyst III – Facilities	6, 7, 8, 9, 11, 12
Consultants *	1*

* The Court Executive Officer, after consultation with Counsel, will determine which consultants to the Court must comply with the disclosure requirements of the department's Conflict of Interest Code and the level of disclosure that will be necessary. The Court Executive Officer will give written notice to any consultant who is required to file Statements of Economic Interests and inform the consultant as to the level of disclosure that will be required.

APPENDIX B: DISCLOSURE CATEGORIES

Definitions and scope of reporting for each reportable category is contained in the Instructions to Schedules A1, A2, B, C, D, E and F to FPPC Form 700, which are made a part herein by this reference. Filers are to refer to these Instructions to the Schedules for clarification of terms and scope of reporting.

- | | |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Category 1 | All investments, sources of income, interests in real property, and positions in business entities. |
| Category 2 | Investments, sources of income, and business positions in business entities that are providers of printing, graphics hardware and software, duplicating, and publishing services, equipment, and supplies. |
| Category 3 | Investments, sources of income, and business positions in business entities that are providers of recruitment advertising and media services, personnel and employment services, employee payroll and benefits services, organization development and employee education services, and human resources consulting. |
| Category 4 | Investments, sources of income, and business positions in business entities that are providers of information systems hardware and/or software, telecommunications services, records management equipment, and information systems consulting services. |
| Category 5 | Investments, sources of income, and business positions in business entities that are providers of equipment, supplies, and services of the type used by the Training Division in producing judicial and/or staff education materials and programs, including computer and audio-video equipment. |
| Category 6 | Investments, sources of income, and business positions in business entities that are providers of supplies, equipment, real property, and services of the type used by the Court within the past two years, including, but not limited to, building maintenance, and security services, supplies, and equipment. |
| Category 7 | Investments, sources of income, and business positions in business entities that are providers of office and business equipment, furniture, supplies, and services. |
| Category 8 | Investments, sources of income, and business positions in business entities that are providers of building and court security services, supplies, and equipment. |

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- Category 9 Investments, sources of income, and business positions in business entities that are providers of consulting services that provide data gathering or policy analysis to assist in the enhancement of court administration and judicial branch policy decisions.
- Category 10 All investments and business positions in, and income from, business entities or nonprofit organizations that (1) provide consulting, surveying, or research services on matters relating to trial court budgets.
- Category 11 Investments, sources of income, and business positions in business entities that are providers of services, supplies, materials, machinery, or equipment of the type utilized by the trial courts.
- Category 12 All investments and business positions in, and income from, business entities or nonprofit organizations that (1) provide consulting, surveying, or research services on matters relating to family or juvenile law; or (2) receive, or will be likely to receive, Judicial Council grant funding based on a recommendation from the member's advisory committee.