

## **ATTACHMENT A**

### **BOARDS AND COMMISSIONS**

- **WORKFORCE INVESTMENT BOARD**

## 2016 Local Agency Biennial Notice

Name of Agency: County of San Mateo Workforce Investment Board

Mailing Address: 1 Davis Drive Belmont, CA 94002

Contact Person: Nicole Pollack

Phone No. (650) 802-7664

Email: npollack@smcgov.org

Alternate Email: \_\_\_\_\_

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:

(Check all that apply.)

- ☐ Include new positions
- ☐ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☒ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- ☒ Other (describe) The Workforce Investment Board was dissolved by the Board of Supervisors resolution 074099 on October 6, 2015

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

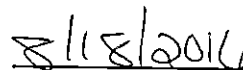
☐ No amendment is required. (If your code is over five years old, amendments may be necessary.)

### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that 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 are reported. The code includes all other provisions required by Government Code Section 87302.*



Signature of Chief Executive Officer



Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2016**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

**RESOLUTION NO. 074099**

**BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA**

**\* \* \* \* \***

**RESOLUTION TO DISSOLVE THE WORKFORCE INVESTMENT BOARD AS A  
COUNTY ADVISORY BOARD.**

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**RESOLVED**, by the Board of Supervisors of the County of San Mateo, State of California, that

**WHEREAS**, on February 29, 2000, pursuant to Resolution No. 63444, the Board of Supervisors created the County of San Mateo Workforce Investment Board to comply with Federal Workforce Investment Act of 1998 (Public Law 105-220); and

**WHEREAS**, the County of San Mateo Workforce Investment Board was responsible for developing a Workforce Development system local plan; selecting operators and providers; providing budget, administration and program oversight services for the local program activities; and the One-Stop system in accordance with the Workforce Investment Act; and

**WHEREAS**, the Workforce Innovation Opportunity Act (Public Law 113-128) replaced the Workforce Investment Act on January 1, 2015 with the purpose of supporting the alignment of workforce investment, education, and economic development systems in support of a comprehensive workforce development system in accordance with the labor market; and

**WHEREAS**, on January 27, 2015, by Resolution No. 073599, this Board

authorized combining local workforce investment areas and signed the joint powers agreement to join the NOVA consortium; and

**WHEREAS**, this Board transmitted its recommendation and authorization to the California Workforce Investment Board and the Employment Development Department within the designated timeframe to combine local workforce investment areas with the NOVA consortium; and

**WHEREAS**, the California Workforce Investment Board, the Governor of California and the Secretary of the Labor and Workforce Development Agency concurred with the recommendation; and

**WHEREAS**, the NOVA Workforce Development Board will represent the interests of San Mateo County businesses and job seekers on behalf of the local planning region and the purpose of the County of San Mateo Workforce Investment Board will be subsumed into the planning and direction of the NOVA Workforce Development Board.

**NOW THEREFORE, IT IS HEREBY DETERMINED AND ORDERED** that the County of San Mateo Workforce Investment Board, created by Resolution No. 63444, is hereby dissolved.

\* \* \* \* \*

RESOLUTION NUMBER: 074099

*Regularly passed and adopted this 6th day of October 2015*

*AYES and in favor of said resolution:*

*Supervisors:*

CAROLE GROOM

DAVE PINE

DON HORSLEY

WARREN SLOCUM

*NOES and against said resolution:*

*Supervisors:*

NONE

*Absent Supervisors:*

ADRIENNE J. TISSIER

CAROLE GROOM

President, Board of Supervisors  
County of San Mateo  
State of California

*Certificate of Delivery*

*I certify that a copy of the original resolution filed in the Office of the Clerk of the Board of Supervisors of San Mateo County has been delivered to the President of the Board of Supervisors.*

ESTHER

Deputy Clerk of the Board of Supervisors

## **ATTACHMENT B**

### **COUNTY DEPARTMENT OR OTHER PUBLIC AGENCY**

- CITY & COUNTY ASSOCIATION OF GOVERNMENTS (CCAG)
- COMMUNITY CORRECTIONS PARTNERSHIP
- CONTROLLER'S OFFICE
- COUNTY MANAGER'S OFFICE
- DEPARTMENT OF CHILD SUPPORT
- EVENT CENTER
- FIRE NET SIX
- HEALTH SYSTEM
- HUMAN RESOURCES DEPARTMENT
- HUMAN SERVICES AGENCY
- INFORMATION SERVICES DEPARTMENT
- PARKS DEPARTMENT
- PLANNING & BUILDING
- PROBATION DEPARTMENT
- SAN MATEO HEALTH COMMISSION
- SAN MATEO COMMUNITY HEALTH AUTHORITY
- SHERIFF'S OFFICE
- SUPERIOR COURT OF CALIFORNIA
- TRANSPORTATION AUTHORITY
- TREASURER-TAX COLLECTOR & REVENUE SERVICES

## 2016 Local Agency Biennial Notice

Name of Agency: City/County Association of Governments of San Mateo County (C/CAG)

Mailing Address: 555 County Center, 5th Floor, Redwood City, CA 94063

Contact Person: Sandy Wong Phone No. (650) 599-1409

Email: slwong@smcgov.org Alternate Email: \_\_\_\_\_

**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:**

(*Check all that apply.*)

- ☐ Include new positions
- ☐ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☐ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- ☒ Other (*describe*) Update a reference to California code of regulations, by changing §18701(a)(2) to §18700.3(a)(2).

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

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

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### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that 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 are reported. The code includes all other provisions required by Government Code Section 87302.*

  
\_\_\_\_\_  
Signature of Chief Executive Officer

August 15, 2016

\_\_\_\_\_  
Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2016**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

CONFLICT OF INTEREST CODE  
CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO  
COUNTY (C/CAG)

The purposes of this Conflict of Interest Code are to provide for the disclosure of investments, real property, income and business positions of designated City/County Association of Governments of San Mateo County (hereinafter referred to as "C/CAG") 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 C/CAG 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 the City/County Association of Governments of San Mateo County.

Pursuant to the Political Reform Act and its regulations, all designated officials and employees shall file statements of economic interests with C/CAG, which shall retain a copy and forward the originals to the San Mateo County Clerk, 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 C/CAG, 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.



City/County Association of Governments of San Mateo County (C/CAG)  
Conflict of Interest Code

List of Designated C/CAG Board Members and Employees.  
Description of Financial Disclosure Categories

Each person holding any position listed below must file statements disclosing the kinds of financial interest shown for the identified 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 Members or Employee</u>	<u>Disclosure Category</u>
Member	1, 2, 3, 4
Alternate Member	1, 2, 3, 4
Ex Officio Member	1, 2, 3, 4
Executive Director	1, 2, 3, 4
Consultants*	1, 2, 3, 4

\*Those consultants who, within the meaning of 2 Ca. Code of Regulations § 18700.3(a)(2) are required to file statements of economic interests, shall do so. During each calendar year, C/CAG 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.

## 2016 Local Agency Biennial Notice

Name of Agency: Community Corrections Partnership

Mailing Address: 400 County Center Redwood City CA 94063

Contact Person: Lyn Craig-Miller

Phone No. 650.312.5520

Email: L.Craig-Miller@smcgov.org

Alternate Email: \_\_\_\_\_

**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:**

(Check all that apply.)

- ☐ Include new positions
- ☐ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☐ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- ☒ Other (describe) New officers added, officers that have left office listed

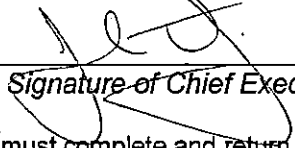
☐ **The code is currently under review by the code reviewing body.**

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

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### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that 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 are reported. The code includes all other provisions required by Government Code Section 87302.*

  
\_\_\_\_\_  
Signature of Chief Executive Officer

8-2-16  
\_\_\_\_\_  
Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2016**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

2016 Community Corrections Partnership (CCP) filers:

- |                       |   |
|-----------------------|---|
| • Becky Arredondo     | District Attorney's Office              |
| • Carlos Bolanos *    | San Mateo County Sheriff's Office       |
| • Anne Campbell       | County Office of Education              |
| • Rodina Catalano *   | San Mateo County Superior Court         |
| • John Digiacinto *   | San Mateo County Private Defender       |
| • Karen Francone      | Service League                          |
| • Stephen Kaplan      | Behavioral Health and Recovery Services |
| • John Keene *        | Chief Probation Officer, Chair          |
| • Susan Manheimer *   | San Mateo Police Department Chief       |
| • Iliana Rodriguez *  | Human Services Agency                   |
| • Louise Rogers       | Health System Department                |
| • Adrienne Tissier    | Board of Supervisors                    |
| • Jennifer Valencia * | Human Services Agency                   |
| • Stephen Wagstaffe*  | District Attorney                       |

\* Executive Committee

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No longer CCP filers:

- Jean Fraser, Health Systems
- John Joy, Human Services Agency
- John C. Fitton, Superior Court
- Greg Munks, Sheriff

## 2016 Local Agency Biennial Notice

Name of Agency: County of San Mateo - Controller's Office

Mailing Address: 555 County Center, 4th Floor, Redwood City, CA 94063

Contact Person: Juan Raigoza Phone No. 650-363-4777

Email: controller@smcgov.org Alternate Email: \_\_\_\_\_

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:

(Check all that apply.)

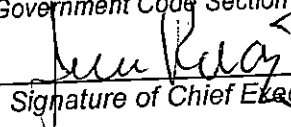
- ☒ Include new positions
- ☐ Revise disclosure categories
- ☒ Revise the titles of existing positions
- ☐ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- ☐ Other (describe) \_\_\_\_\_

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

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

### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that 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 are reported. The code includes all other provisions required by Government Code Section 87302.*

  
Signature of Chief Executive Officer

8-26-16  
Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2016**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

**Conflict of Interest Code of the  
OFFICE OF THE CONTROLLER**

**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 the OFFICE OF THE CONTROLLER.

Pursuant to Section 18730(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 2 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.

**San Mateo County Controller  
Conflict of Interest Code**

List of Designated Positions in the San Mateo County Controller'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.

<b>Designated Employees</b>	<b>Disclosure Category</b>
Controller**	**
Assistant Controller	1,2,3,4
Deputy Controllers	1,2,3,4
Administrative Services Manager	1,2,3,4
Financial Services Manager I – Payroll Manager	1,2,3,4
Controller Division Manager	1,2,3,4
Executive Assistant – Confidential	1,2,3,4
Office Specialist – Administration Division	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 Cal. Code of Regs. Section 18701(a)(2) are required to file statements of economic interests, shall do so. During each calendar year, the San Mateo County Controller'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 Controller 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.

**OFFICE OF THE CONTROLLER**  
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.



## 2016 Local Agency Biennial Notice

Name of Agency: COUNTY MANAGER'S OFFICE

Mailing Address: 400 COUNTY CENTER, REDWOOD CITY, CA 94063

Contact Person: JOHN L. MALTBIIE Phone No. 650.363.4121

Email: jaltbie@smcgov.org Alternate Email: 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*):

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

(*Check all that apply.*)

- ☒ Include new positions
- ☐ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☐ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- ☒ Other (*describe*) AGRICULTURE, WEIGHTS & MEASURES DIRECTOR & DEPUTY DIRECTOR

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

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

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### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that 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 are reported. The code includes all other provisions required by Government Code Section 87302.*

AUGUST 31, 2016

\_\_\_\_\_  
*Signature of Chief Executive Officer*

\_\_\_\_\_  
*Date*

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2016**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

## 2016 Local Agency Biennial Notice

Name of Agency: San Mateo County Department of Child Support

Mailing Address: 555 County Center, 2nd Floor, Redwood City, CA 94063

Contact Person: Kim Cagno Phone No. 650-363-1917

Email: Kcagno@smcgov.org Alternate Email: \_\_\_\_\_

**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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- ☐ Include new positions
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- ☒ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- ☐ Other (*describe*) \_\_\_\_\_


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\_\_\_\_\_  
Signature of Chief Executive Officer

August 31, 2016

\_\_\_\_\_  
Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2016**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

Conflict of Interest Code of the  
DEPARTMENT OF CHILD SUPPORT SERVICES  
County of San Mateo  
State of California

This Conflict of Interest Code has two purposes:

- To provide for the disclosure of investments, real property, income and business positions of designated San Mateo Department of Child Support Services officials and employees that may be materially affected by their official action and
- To provide for the disqualification of designated officials and employees from participation in San Mateo County Department of Child Support Services 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 code. The Fair Political Practices Commission has adopted a regulation, California Code of Regulations Section 18730, which contains the terms of 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 the 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 Department of Child Support Services.

Pursuant to the Political Reform Act and its regulations, all designated employees shall file statements of economic interests with the San Mateo County Department of Child Support Services, which shall retain a copy and forward the originals to the San Mateo County Clerk, 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 San Mateo County Department of Child Support Services, 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.

DEPARTMENT OF CHILD SUPPORT SERVICES  
Designated Official and Employees  
And Disclosure

Each person holding any position listed below must file statements disclosing the kinds of financial interests shown for the 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
Director	1,2,3,4

*Each department head, after consultation with the County Counsel, shall determine which consultants to the department must comply with the disclosure requirements of the department's Conflict of Interest Code. The department head shall give written notice to any consultant who is required to file Statement of Economic Interests. No consultant may participate in any decision in which the consultant has a financial interest, whether or not the consultant is required to file Statements of Economic Interest.*

DEPARTMENT OF CHILD SUPPORT SERVICES  
Description of Disclosure Categories

Category 1

A designated person assigned to Category 1 is required to disclose investments, which may foreseeable be materially affected by any decision made or participated in the designated employee by virtue of his or her position.

Category 2

A designated person assigned to Category 2 is required to disclose investments, which may foreseeable be materially affected by any decision made or participated in the designated employee by virtue of his or her position.

Category 3

A designated person assigned to Category 3 is required to disclose investments, which may foreseeable be materially affected by any decision made or participated in the designated employee by virtue of his or her position.

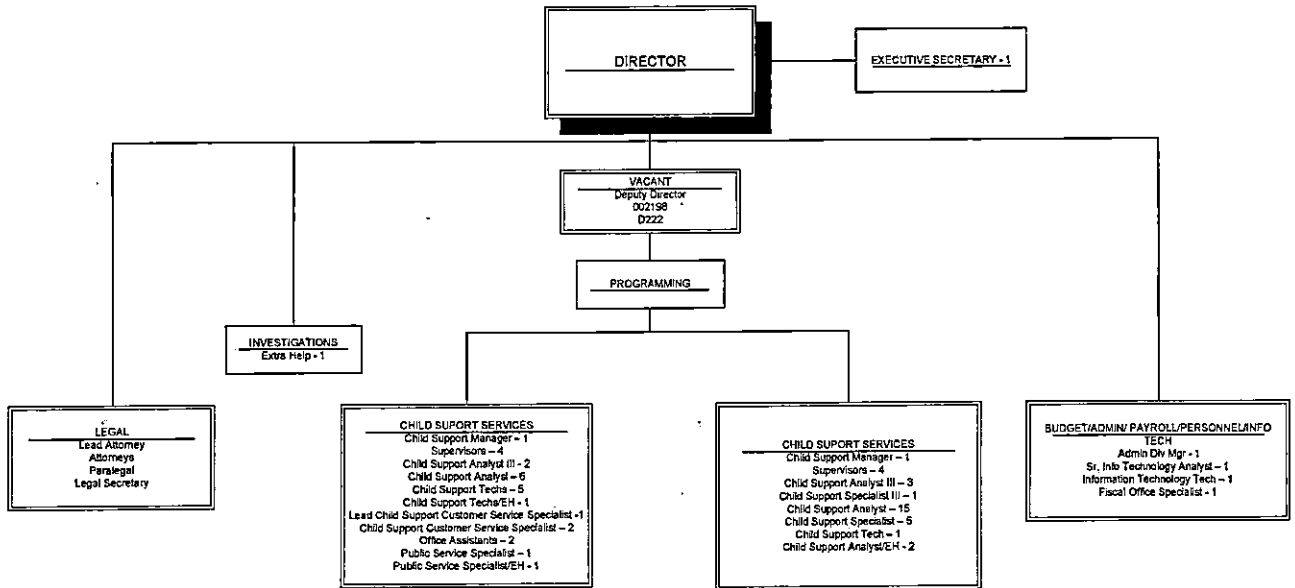
Category 4

A designated person assigned to Category 4 is required to disclose investments, which may foreseeable be materially affected by any decision made or participated in the designated employee by virtue of his or her position.

**SAN MATEO COUNTY  
DEPARTMENT OF CHILD SUPPORT SERVICES  
2016**

<b>NAME</b>	<b>TITLE</b>
Kim Cagno	Director

# SMC Department of Child Support Services



## 2016 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

Email: cking@smeventcenter.com Alternate Email: \_\_\_\_\_

**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:**

(Check all that apply.)

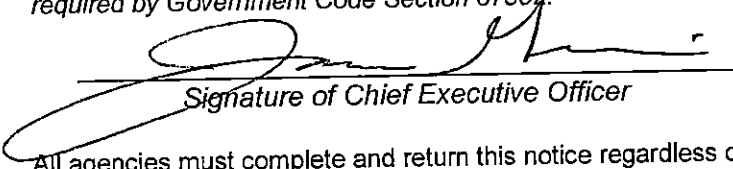
- ☒ Include new positions
- ☐ Revise disclosure categories
- ☒ Revise the titles of existing positions
- ☒ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- ☐ Other (describe) \_\_\_\_\_

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

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

### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that 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 are reported. The code includes all other provisions required by Government Code Section 87302.*

  
Signature of Chief Executive Officer

8/24/16  
Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2016**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

**PLEASE DO NOT RETURN THIS FORM TO THE FPCC.**



**Exposition and Fair Association  
DBA  
San Mateo County Event Center**

List of Designated Positions in the San Mateo County Event Center  
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>
Members, Board of Directors	1,2,3,4
General Manager	1,2,3,4
<del>Fair Manager</del>	1,2,3,4
<del>Assistant General Manager</del>	1,2,3,4
<del>Controller</del>	1,2,3,4
<del>Senior Event Manager</del>	1,2,3,4
<del>Office Manager</del>	1,2,3,4
<del>Operations Manager</del>	1,2,3,4
COO	
Director of Facilities	
Jockey Club Manager	
Director of Food and Beverage	
HR Director	
IT Manager	
Purchasing Manager	
Accounting Manager	
Assistant Fair Manager	
Consultants*	1,2,3,4
Entertainment	
Advertising	

\*The General Manager, 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 Event Center 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.

CONFLICT OF INTEREST CODE OF THE  
SAN MATEO COUNTY FAIR ASSOCIATION, INC.  
COUNTY OF SAN MATEO, STATE OF CALIFORNIA  
Adopted on the 9<sup>th</sup> day of July, 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 San Mateo County Fair Association, Inc. (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 18277, 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>Category</u>	<u>Designated Positions</u>	<u>Disclosure</u>
Members, Board of Directors		1, 2, 3, 4
General Manager		1, 2, 3, 4
Assistant Manager		1, 2, 3, 4
Controller		1, 3, 4
Executive Secretary		1, 3, 4
Maintenance Supervisor		1, 3, 4
Consultants*		1, 2, 3, 4

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\*With respect to Consultants the Fair General Manager 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.

The Fair General Manager shall forward a copy of this determination to the Board of Supervisors. Nothing herein excuses any such 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 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.

## 2016 Local Agency Biennial Notice

Name of Agency: Fire Net Six

Mailing Address: 808 Portola Road Portola Valley, CA 94028

Contact Person: Daniel J Ghiorso Phone No. 650-851-1594

Email: dghiorso@woodsidefire.org Alternate Email: \_\_\_\_\_

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:

(*Check all that apply.*)

- ☐ Include new positions
- ☐ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☐ Delete titles of positions that have been abolished and/or 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 over five years old, amendments may be necessary.)

---

### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that 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 are reported. The code includes all other provisions required by Government Code Section 87302.*

\_\_\_\_\_  
Signature of Chief Executive Officer

\_\_\_\_\_  
Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2016**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

**RESOLUTION NO. 2016-01**

**AMENDING A CONFLICT OF INTEREST CODE**

**NET SIX JOINT POWERS AUTHORITY**

WHEREAS, pursuant to previously adopted Resolution No. 1994-02, the Net Six Joint Powers Authority adopted an amended Conflict of Interest Code as required by the Political Reform Act of 1974; and

WHEREAS, California Government Code Section 87306.5 requires that the Net Six Joint Powers Authority 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 Net Six Joint Powers Authority 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 Secretary of the Board of Directors 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 Net Six Joint Powers Authority shall continue in full effect.

Regularly passed and adopted by the Board of Directors of the Net Six Joint Powers Authority, State of California, on November 2, 2016, by the following vote:

AYES:

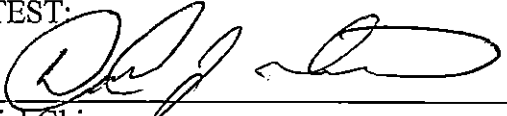
NOES:

ABSENT:

ABSTAIN:

  
Harold Schapelhouman  
President, Board of Directors  
Net Six Joint Powers Authority

ATTEST:

  
Daniel Ghiorso  
Secretary, Board of Directors  
Net Six Joint Powers Authority

**CONFLICT OF INTEREST CODE  
NET SIX JOINT POWERS AUTHORITY**

The purposes of this Code are to provide for the disclosure of investments, real property, income and business positions of designated Net Six Joint Powers Authority 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 Net Six Joint Powers Authority 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. Net Six Joint Powers Authority 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 Net Six Joint Powers Authority.

Designated officials and employees shall file statements of economic interests with the Net Six Joint Powers Authority. Upon receipt of the statements, the Net Six Joint Powers Authority 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>
Member, Board of Directors	1, 2, 3, 4
<u>Consultants*</u>	<u>1, 2, 3, 4</u>

\* The Board shall review the duties and authority of all consultants retained by the Net Six Joint Powers Authority. 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 Net Six Joint Powers Authority 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. A designated official or employee assigned to Category 1 is required to disclose direct or indirect investments in any business entity that may foreseeable 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 designed official or employee assigned to Category 2 is required to disclose interests in any real property that may foreseeable 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 foreseeable 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 3 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 foreseeable be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position.

#### 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 Net Six Joint Powers Authority-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 “Net Six Joint Powers Authority-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 Net Six Joint Powers Authority, or iii) did business or plans to do business in the Net Six Joint Powers Authority 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 Net Six Joint Powers Authority 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 Net Six Joint Powers Authority or within two miles of any land owned or used by the Net Six Joint Powers Authority.

### Category 3. All-Inclusive Reportable Income

A designated employee in this category shall disclose all income of the designated employee for any Net Six Joint Powers Authority-related source, which as of the date on which this code was adopted, aggregates \$500 or more or \$460 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 Net Six Joint Powers Authority-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 Net Six Joint Powers Authority-related source. Income of an individual also includes a pro rata share of any income of any Net Six Joint Powers Authority-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 "Net Six Joint Powers Authority-related" if and only if he, she or it: (I) resides in the boundaries of the Net Six Joint Powers Authority, (ii) has an interest in real property within the boundaries of the Net Six Joint Powers Authority, (iii) does business in the Net Six Joint Powers Authority 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 Net Six Joint Powers Authority 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 Net Six Joint Powers Authority.
- (b) Conducting a business in the boundaries of the Net Six Joint Powers Authority which requires a business license therefor pursuant to ordinances of the Net Six Joint Powers Authority.
- (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 Net Six Joint Powers Authority.

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 Net Six Joint Powers Authority.
- (b) Conducting a business in the boundaries of the Net Six Joint Powers Authority which requires a business license therefor pursuant to ordinances of the Net Six Joint Powers Authority.
- (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.

## 2016 Local Agency Biennial Notice

Name of Agency: San Mateo County Health System

Mailing Address: 225 37th Avenue, San Mateo, CA 944

Contact Person: Louise Rogers

Phone No. 650-573-2532

Email: lrogers@smcgov.org

Alternate Email: ssrinivasan@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:**

(*Check all that apply.*)

- ☒ Include new positions
- ☐ Revise disclosure categories
- ☒ Revise the titles of existing positions
- ☒ Delete titles of positions that have been abolished and/or 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 over five years old, amendments may be necessary.)

---

**Verification** (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that 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 are reported. The code includes all other provisions required by Government Code Section 87802.*

  
\_\_\_\_\_  
Signature of Chief Executive Officer

August 16, 2016  
\_\_\_\_\_  
Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2016**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

## Health System Biennial Review Notice 2016

### List of Designated Positions in the Health System and Financial Disclosure Categories Reporting Year 2016

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
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#### Administration

Chief	1,2,3,4
Deputy Chief	1,2,3,4
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
<del>Director of Strategic Operations</del>	<del>1,2,3,4</del>
±Health Services Manager II	1,2,3,4

#### Aging and Adult Services

Director	1,2,3,4
±Deputy Director	1,2,3,4
Financial Services Manager II	1,2,3,4
<del>Health Services Manager I (Property Estate Unit)</del>	<del>1,2,3,4</del> change title to
±Financial Services Manager I (Property Estate Unit)	1,2,3,4

#### Behavioral Health and Recovery Services

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

#### Correctional Health

Director	1,2,3,4
Food Services Manager	1,2,3,4
±Administrative Service Manager I	1,2,3,4

#### Emergency Medical Services

Director	1,2,3,4
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#### Environmental Health Services

Director	1,2,3,4
<del>Fiscal Officer - II</del>	<del>1,2,3,4</del> change title to
±Health Services Manager	1,2,3,4



Family Health Services

Director	1,2,3,4
Financial Services Manager II	1,2,3,4

±LEAP

±Director	1,2,3,4
±Deputy Director	1,2,3,4

Public Health Policy & Planning

Director	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

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
<del>Director of Acute Care</del>	<del>1,2,3,4</del>
<del>Director of Revenue Cycle (Financial Sves Mgr II)</del>	<del>1,2,3,4 change title to</del>
±Manager, of Revenue	1,2,3,4
<del>Director, Reimbursement</del>	<del>1,2,3,4 change title to</del>
±Manager, of Reimbursement	1,2,3,4
<del>Director of Clinical Ancillary Services</del>	<del>1,2,3,4</del>
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
<del>Manager of Corporate Compliance</del>	<del>1,2,3,4 change title to</del>
±Manager of Corporate & HIPPA Compliance	1,2,3,4
Manager, Materials Management	1,2,3,4
±Buyer II, Materials Management	1,2,3,4
±Buyer II, 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
<del>Medical Director of Quality</del>	<del>1,2,3,4 change title to</del>
±Chief, Quality & Experience Officer	1,2,3,4
Medical Director, Long Term Care	1,2,3,4
Medical Director, Primary Care	1,2,3,4

U.C. Cooperative Extension

County Director	1,2,3,4
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± New

## 2016 Local Agency Biennial Notice

Name of Agency: Human Resources Department

Mailing Address: 455 County Center, 5th Floor, Redwood City, CA 94063

Contact Person: Donna Vaillancourt Phone No. 650-363-4132

Email: dvaillancourt@smcgov.org

Alternate Email: \_\_\_\_\_

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:

(*Check all that apply.*)

- ☐ Include new positions
- ☐ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☐ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- ☒ Other (*describe*) Position has been transferred to Office of Sustainability

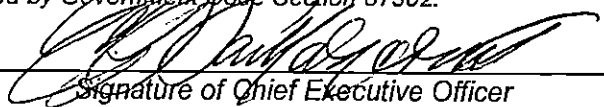
☐ The code is currently under review by the code reviewing body.

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

---

### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that 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 are reported. The code includes all other provisions required by Government Code Section 87302.*

  
\_\_\_\_\_  
Signature of Chief Executive Officer

\_\_\_\_\_  
August 4, 2016

\_\_\_\_\_  
Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than October 3, 2016, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

**PLEASE DO NOT RETURN THIS FORM TO THE 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
Employee Relations Manager	1,2,3,4
Financial Services Manager	1,2,3,4
Buyer I/II	1,2,3,4
<del>Surplus Property Officer</del>	<del>1,2,3,4</del>
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 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.

## 2016 Local Agency Biennial Notice

Name of Agency: Human Services Agency - County of San Mateo

Mailing Address: 1 Davis Drive, Belmont CA 94002

Contact Person: Iliana Rodriguez

Phone No. 650-~~803~~ 7555

Email: irodriguez@smcgov.org

Alternate Email: sperrier@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:**

(*Check all that apply.*)

- ☒ Include new positions
- ☐ Revise disclosure categories
- ☒ Revise the titles of existing positions
- ☐ Delete titles of positions that have been abolished and/or 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 over five years old, amendments may be necessary.)

---

### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that 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 are reported. The code includes all other provisions required by Government Code Section 87302.*

  
\_\_\_\_\_  
Signature of Chief Executive Officer

8-16-2016

\_\_\_\_\_  
Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2016**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

**PLEASE DO NOT RETURN THIS FORM TO THE 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
<del>Deputy Director of Human Services</del> <sup>1</sup> ASSISTANT DIRECTOR	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 *Title incorrect, see above*  
*ADD: Director of Finance*

## 2016 Local Agency Biennial Notice

Name of Agency: Information Services Department  
Mailing Address: 455 County Center Drive  
Contact Person: Jon Walton Phone No. (650) 599-1284  
Email: jwalton@smcga.org Alternate Email: \_\_\_\_\_

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:

(Check all that apply.)

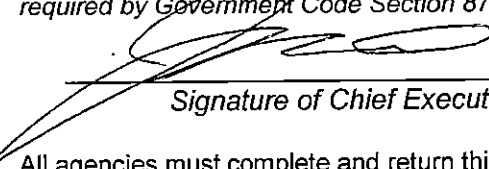
- ☒ Include new positions
- ☐ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☐ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- ☐ Other (describe) Sean Thakkar - Assistant Chief Information Officer

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

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

### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that 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 are reported. The code includes all other provisions required by Government Code Section 87302.*

  
\_\_\_\_\_  
Signature of Chief Executive Officer

8-23-2016

\_\_\_\_\_  
Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2016**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**



## 2016 Local Agency Biennial Notice

Name of Agency: San Mateo County Parks Department

Mailing Address: 455 County Center, 4th Floor, Redwood City, CA 94063

Contact Person: Marlene Finley Phone No. (650) 599-1394

Email: mfinley@smcgov.org Alternate Email: bbennett@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:

(*Check all that apply.*)

- ☒ Include new positions
- ☐ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☐ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- ☒ Other (*describe*) Add omitted Harbormaster position and Consultant

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

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

### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that 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 are reported. The code includes all other provisions required by Government Code Section 87302.*

Marlene Finley  
Signature of Chief Executive Officer

9/8/2016  
Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2016**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

## San Mateo County Parks Department (2014)

### 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.

## San Mateo County Parks Department (2016)

### 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.

<u>Designated Employees</u>	<u>Disclosure Category</u>
<b>Parks Department</b>	
Director	1,2,3,4
<b><i>Assistant Parks Director</i></b>	1,2,3,4
Parks Superintendent	1,2,3,4
<b><i>Administrative Services Manager</i></b>	1,2,3,4
Senior Planner	1,2,3,4
Natural Resource Manager	1,2,3,4
<b><i>Harbormaster</i></b>	1,2,3,4
<b><i>Consultant</i></b>	
<b><i>Development Consultant</i></b>	1,2,3,4
<u>Parks and Recreation Commission</u>	
Regular Member	1,2,3,4

The ***bolded italic titles*** represent new positions of Assistant Parks Director, Administrative Services Manager and correction of omission of Harbormaster position (he has filed annually – was not on our 2014 Local Agency Biennial Notice) and addition of Development Consultant (Cecily Harris).

## 2016 Local Agency Biennial Notice

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

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

Contact Person: Janneth Lujan Phone No. 650-363-1859

Email: jlujan@smcgov.org Alternate Email: \_\_\_\_\_

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:

(Check all that apply.)

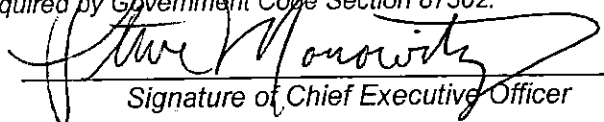
- ☒ Include new positions
- ☐ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☒ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- ☐ Other (describe) \_\_\_\_\_

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

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

### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that 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 are reported. The code includes all other provisions required by Government Code Section 87302.*

  
\_\_\_\_\_  
Signature of Chief Executive Officer

August 30, 2016

\_\_\_\_\_  
Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2016**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

**PLEASE DO NOT RETURN THIS FORM TO THE 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.

<b>Designated Employees</b>	<b>Disclosure Category</b>
Community Development Director	1,2,3,4
Deputy Director	1,2,3,4
Planning Services Manager	1,2,3,4
Management Analyst III- Administrative Services Manager	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.

## 2016 Local Agency Biennial Notice

Name of Agency: San Mateo County Probation Department

Mailing Address: 222 Paul Scannell Drive, San Mateo CA 9402

Contact Person: Lyn Craig-Miller

Phone No. 650.312.5520

Email: LCraig-Miller@smcgov.org

Alternate Email: \_\_\_\_\_

**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:**

(*Check all that apply.*)

- ☒ Include new positions
- ☐ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☒ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- ☐ Other (*describe*) \_\_\_\_\_

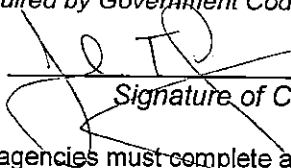
☐ **The code is currently under review by the code reviewing body.**

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

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### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that 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 are reported. The code includes all other provisions required by Government Code Section 87302.*



\_\_\_\_\_  
Signature of Chief Executive Officer

8-2-16

\_\_\_\_\_  
Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2016**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**





## **PROBATION DEPARTMENT COUNTY OF SAN MATEO**

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Aug. 17, 2016

### **Conflict of Interest Code of the DEPARTMENT OF PROBATION**

**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 hearing 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 DEPARTMENT OF PROBATION (hereafter "Agency").

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.



## **PROBATION DEPARTMENT COUNTY OF SAN MATEO**

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### **PROBATION DEPARTMENT Designated Officials and Employees And Disclosure Categories**

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

<b>Designated Positions</b>	<b>Disclosure Category</b>
Chief Probation Officer (1)	1, 2, 3, 4
Assistant Chief Probation Officer (1)	1, 2, 3, 4
Deputy Chief Probation Officer (3)	1, 2, 3, 4
Deputy Director of Administration (1)	1, 2, 3, 4



## PROBATION DEPARTMENT COUNTY OF SAN MATEO

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### PROBATION 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.



## PROBATION DEPARTMENT COUNTY OF SAN MATEO

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Program. In 1998, Mr. Silver was promoted to Deputy Probation Officer in the Juvenile Services Division where he supervised both general and intensive caseloads. In 2002, Mr. Silver was promoted to Senior Deputy Probation Officer for the Juvenile Investigations Unit.

In 2005, Mr. Silver transitioned into management when he was promoted to Probation Services Manager I overseeing the Juvenile Field Supervision Unit. In 2007, he was promoted to Probation Services Manager II in the Juvenile Services Division. He was assigned oversight of five units including Investigations, Placement, Family Preservation, The Assessment Center and General Supervision. In 2009, he was re-assigned to Camp Glenwood.

Finally, in November of 2009, Mr. Silver was promoted to Deputy Chief Probation Officer, serving in Court Services, Re-entry and Realignment Services and Institutions Services.

With the promotion of Deputy Chief Silver to Assistant Chief, the Department will fold the Realignment & Reentry Division into the Adult Division. The new organizational structure is attached to this memo. In addition, the Deputy Chiefs are reassigned as follows:

- Deputy Chief Christine Villanis will be moving to the Institutions Division.
- Deputy Chief Roy Brasil will be moving to the Juvenile Division.
- Deputy Chief Regina Wilson-Henry will assume responsibility of the Realignment Division under the newly formed Adult and Realignment Division.

These changes will be effective October 11, 2015.

Members of the Board are welcome to join the Probation Department on October 8, 2015 at 3:00 p.m. for Mr. Silver's Swearing-In Ceremony.

### **Fiscal Impact**

There is no fiscal impact with accepting this report.

## 2016 Local Agency Biennial Notice

Name of Agency: San Mateo Health Commission/San Mateo Community Health Authority

Mailing Address: 801 Gateway Blvd., Suite 100, South San Francisco, CA 94080

Contact Person: Maya Altman Phone No. 650-616-2145

Email: maya.altman@hpsm.org Alternate Email: corinne.burgess@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:**

(*Check all that apply.*)

- ☒ Include new positions
- ☐ Revise disclosure categories
- ☒ Revise the titles of existing positions
- ☒ Delete titles of positions that have been abolished and/or 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 over five years old, amendments may be necessary.)

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### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that 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 are reported. The code includes all other provisions required by Government Code Section 87302.*



\_\_\_\_\_  
Signature of Chief Executive Officer

August 2, 2016

\_\_\_\_\_  
Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2016**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

**RESOLUTION OF THE**

**SAN MATEO HEALTH COMMISSION and  
THE SAN MATEO COMMUNITY HEALTH AUTHORITY**

**IN THE MATTER OF APPROVAL OF A REVISED  
CONFLICT OF INTEREST CODE**

**RESOLUTION 2016 - 19**

**RECITAL: WHEREAS,**

- A. The San Mateo Health Commission has adopted a conflict of interest code for the Health Plan of San Mateo;
- B. The appendix to the code outlines the positions which are required to complete the California Form 700 - Statement of Economic Interests when assuming positions, annually, and when leaving positions; and
- C. Changes to positions titles have necessitated updating the list of designated filers.

**NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:**

- 1. The San Mateo Health Commission approves the revised Conflict of Interest Code for the San Mateo Health Commission and San Mateo Community Health Authority as attached, to be submitted for approval to the San Mateo County Board of Supervisors.


**PASSED, APPROVED, AND ADOPTED** by the San Mateo Health Commission this 11th day of May, 2016 by the following votes:

AYES: Aviles, Erbacher, Ferrer, Horsley, Jensen, Mason, Pon, Vinson.

NOES: -0-

ABSTAINED: -0-

ABSENT: Pine.

  
Barbara Erbacher, Chairperson

ATTEST:

APPROVED AS TO FORM:

BY:   
C. Burgess, Clerk

  
Nirrit Eriksson  
DEPUTY COUNTY COUNSEL

DRAFT

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
<del>Accounting Manager</del> <u>Controller</u>	1, 2, 3, 4
Administrative Services Manager	1, 2, 3, 4
<del>Associate Medical Director</del>	<del>1, 2, 3, 4</del>
Chief Executive Officer	1, 2, 3, 4
<u>Chief Medical Officer</u>	<u>1, 2, 3, 4</u>
Claims Director	1, 2, 3, 4
<del>Director of Behavioral Health</del> <u>Deputy Chief Medical Officer</u>	1, 2, 3, 4
<del>Director of Compliance and Regulatory Affairs</del> <u>Chief Compliance Officer</u>	1, 2, 3, 4
<del>Director of Finance and Administrative Services</del> <u>Chief Financial Officer</u>	1, 2, 3, 4
<del>Director of MIS</del> <u>Chief Information Officer</u>	1, 2, 3, 4
<del>Director of Provider Network Development and Services</del> <u>Chief Network Officer</u>	1, 2, 3, 4
<del>Director of System Improvement</del> <u>Chief Performance Officer</u>	1, 2, 3, 4
<del>Director of Health Services</del>	<del>1, 2, 3, 4</del>
<del>Director of Human Resources</del> <u>Chief Human Resources Officer</u>	1, 2, 3, 4
Legal Counsel	1, 2, 3, 4
<del>Manager</del> <u>Director of Financial Planning &amp; Analysis</u>	1, 2, 3, 4
<del>Governmental Affairs &amp; Business Development Director</del> <u>Chief Strategy Officer</u>	1, 2, 3, 4
Medical Director	1, 2, 3, 4
<del>Director of Member Services &amp; Outreach</del> <u>Chief Services Officer</u>	1, 2, 3, 4
<u>Medicare Risk Adjustment Director</u>	<u>1, 2, 3, 4</u>
<del>MIS</del> <u>IT Operations Manager</u>	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
<del>Quality Assessment and Improvement Manager</del>	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.



**APPENDIX  
DESIGNATED OFFICIALS AND EMPLOYEES**

**Designated Positions**

**Incumbents**

San Mateo Health Commissioners:	Jeanette Aviles, M.D. Don Horsley Teresa Guingona Ferrer Tricia Berke Vinson Barbara Erbacher Dave Pine Vincent Mason, M.D. George Pon, R.Ph. Peggy Jensen John Ferrelli
Controller	Francine Lester
Administrative Services Manager	Fred Elsner
Chief Executive Officer	Maya Altman
Chief Medical Officer	Margaret Beed, M.D.
Claims Director	Matthew Javaheri
Deputy Chief Medical Officer	[vacant]
Chief Compliance Officer	Ian Johansson
Chief Financial Officer	Ron Robinson
Chief Information Officer	Eben Yong
Chief Network Officer	Edward Ortiz
Chief Performance Officer	Chris Baughman
Chief Human Resources Officer	Vicki Simpson
Legal Counsel	Nirit Eriksson
Director of Financial Planning & Analysis	Lia Vedovini
Chief Strategy Officer	Khoa Nguyen
Medical Director	Richard Moore, M.D.
Chief Services Officer	Carolyn Thon
Medicare Risk Adjustment Director	Katie-Elyse Turner
IT Operations Manager	Jeff Buck
Network Relations Manager	David Reis
Pharmacy Services Manager	Barrie Cheung
Provider Services Manager	Rhonda Bibbins
Quality Improvement Manager	Nicole Ford
Special Projects Manager	Rosemary Stuessy
Consultants*	Dane Bigham

## 2016 Local Agency Biennial Notice

Name of Agency: San Mateo Health Commission/San Mateo Community Health Authority

Mailing Address: 801 Gateway Blvd., Suite 100, South San Francisco, CA 94080

Contact Person: Maya Altman Phone No. 650-616-2145

Email: maya.altman@hpsm.org Alternate Email: corinne.burgess@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:**

(*Check all that apply.*)

- ☒ Include new positions
- ☐ Revise disclosure categories
- ☒ Revise the titles of existing positions
- ☒ Delete titles of positions that have been abolished and/or 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 over five years old, amendments may be necessary.)

---

### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that 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 are reported. The code includes all other provisions required by Government Code Section 87302.*



\_\_\_\_\_  
Signature of Chief Executive Officer

\_\_\_\_\_  
August 2, 2016

\_\_\_\_\_  
Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2016**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

**RESOLUTION OF THE**  
**SAN MATEO HEALTH COMMISSION and**  
**THE SAN MATEO COMMUNITY HEALTH AUTHORITY**

**IN THE MATTER OF APPROVAL OF A REVISED  
CONFLICT OF INTEREST CODE**

**RESOLUTION 2016 - 19**

**RECITAL: WHEREAS,**

- A. The San Mateo Health Commission has adopted a conflict of interest code for the Health Plan of San Mateo;
- B. The appendix to the code outlines the positions which are required to complete the California Form 700 – Statement of Economic Interests when assuming positions, annually, and when leaving positions; and
- C. Changes to positions titles have necessitated updating the list of designated filers.

**NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:**

- 1. The San Mateo Health Commission approves the revised Conflict of Interest Code for the San Mateo Health Commission and San Mateo Community Health Authority as attached, to be submitted for approval to the San Mateo County Board of Supervisors.


**PASSED, APPROVED, AND ADOPTED** by the San Mateo Health Commission this 11th day of May, 2016 by the following votes:

AYES: Aviles, Erbacher, Ferrer, Horsley, Jensen, Mason, Pon, Vinson.


NOES: -0-

ABSTAINED: -0- \_\_\_\_\_

ABSENT: Pine.

  
Barbara Erbacher, Chairperson

ATTEST:

BY:   
C. Burgess, Clerk

APPROVED AS TO FORM:

  
Nirrit Eriksson  
DEPUTY COUNTY COUNSEL

DRAFT

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 <u>Controller</u>	1, 2, 3, 4
Administrative Services Manager	1, 2, 3, 4
<del>Associate Medical Director</del>	<del>1, 2, 3, 4</del>
Chief Executive Officer	1, 2, 3, 4
<u>Chief Medical Officer</u>	<u>1, 2, 3, 4</u>
Claims Director	1, 2, 3, 4
<del>Director of Behavioral Health</del> <u>Deputy Chief Medical Officer</u>	1, 2, 3, 4
<del>Director of Compliance and Regulatory Affairs</del> <u>Chief Compliance Officer</u>	1, 2, 3, 4
<del>Director of Finance and Administrative Services</del> <u>Chief Financial Officer</u>	1, 2, 3, 4
<del>Director of MIS</del> <u>Chief Information Officer</u>	1, 2, 3, 4
<del>Director of Provider Network Development and Services</del> <u>Chief Network Officer</u>	1, 2, 3, 4
<del>Director of System Improvement</del> <u>Chief Performance Officer</u>	1, 2, 3, 4
<del>Director of Health Services</del>	<del>1, 2, 3, 4</del>
<del>Director of Human Resources</del> <u>Chief Human Resources Officer</u>	1, 2, 3, 4
Legal Counsel	1, 2, 3, 4
Manager- <u>Director of Financial Planning &amp; Analysis</u>	1, 2, 3, 4
<del>Governmental Affairs &amp; Business Development Director</del> <u>Chief Strategy Officer</u>	1, 2, 3, 4
Medical Director	1, 2, 3, 4
<del>Director of Member Services &amp; Outreach</del> <u>Chief Services Officer</u>	1, 2, 3, 4
<u>Medicare Risk Adjustment Director</u>	<u>1, 2, 3, 4</u>
<u>MIS-IT Operations Manager</u>	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
<del>Quality Assessment and Improvement Manager</del>	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.

**APPENDIX**  
**DESIGNATED OFFICIALS AND EMPLOYEES**

**Designated Positions**

**Incumbents**

San Mateo Health Commissioners:

Jeanette Aviles, M.D.  
Don Horsley  
Teresa Guingona Ferrer  
Tricia Berke Vinson  
Barbara Erbacher  
Dave Pine  
Vincent Mason, M.D.  
George Pon, R.Ph.  
Peggy Jensen  
John Ferrelli

Controller

Francine Lester

Administrative Services Manager

Fred Elsner

Chief Executive Officer

Maya Altman

Chief Medical Officer

Margaret Beed, M.D.

Claims Director

Matthew Javaheri

Deputy Chief Medical Officer

[vacant]

Chief Compliance Officer

Ian Johansson

Chief Financial Officer

Ron Robinson

Chief Information Officer

Eben Yong

Chief Network Officer

Edward Ortiz

Chief Performance Officer

Chris Baughman

Chief Human Resources Officer

Vicki Simpson

Legal Counsel

Nirit Eriksson

Director of Financial Planning & Analysis

Lia Vedovini

Chief Strategy Officer

Khoa Nguyen

Medical Director

Richard Moore, M.D.

Chief Services Officer

Carolyn Thon

Medicare Risk Adjustment Director

Katie-Elyse Turner

IT Operations Manager

Jeff Buck

Network Relations Manager

David Reis

Pharmacy Services Manager

Barrie Cheung

Provider Services Manager

Rhonda Bibbins

Quality Improvement Manager

Nicole Ford

Special Projects Manager

Rosemary Stuessy

Consultants\*

Dane Bigham

## 2016 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 Carlos Bolanos Phone No. (650) 599-1664

Email: cbolanos@smcgov.org Alternate Email: cathomas@smcgov.org (Carolyn Thomas)

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:**

(*Check all that apply.*)

- ☐ Include new positions
- ☐ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☒ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- ☒ Other (*describe*) Add an s to Financial Services Manager (we now have two)

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

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

---

### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that 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 are reported. The code includes all other provisions required by Government Code Section 87302.*

---

Signature of Chief Executive Officer

---

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2016**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

**PLEASE DO NOT RETURN THIS FORM TO THE 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 Sheriffs	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
<del>Financial Services Manager</del> <u>Financial Services Managers</u>	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
<del>Jail Planning Sergeant</del>	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.



## 2016 Local Agency Biennial Notice

Name of Agency: Superior Court of California, County of San Mateo

Mailing Address: 400 County Center Redwood City, CA 94063

Contact Person: Ron Mortenson Phone No. 650.261-5697

Email: rmortenson@sanmateocourt.org

Alternate Email: \_\_\_\_\_

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:

(Check all that apply.)

- ☐ Include new positions
- ☐ Revise disclosure categories
- ☒ Revise the titles of existing positions
- ☐ Delete titles of positions that have been abolished and/or 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 over five years old, amendments may be necessary.)

---

### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that 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 are reported. The code includes all other provisions required by Government Code Section 87302.*

  
Signature of ~~Chief Executive Officer~~  
Court

8/30/16  
Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2016**, or by the date specified by your agency; if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

**Superior Court of California, County of San Mateo**  
**Conflict of Interest Code**  
(Revised effective September 1, 2016)

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.

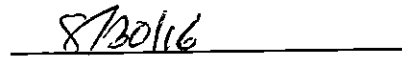
4. REVIEWING BODY

Pursuant to the California Government Code, Section 82011(g), the code reviewing body is the Presiding Judge of this Superior Court.

RESPECTFULLY SUBMITTED,



Rodina Catalano  
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 30TH day of August, 2016.



Hon. John L. Grandsaert, 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
<b>Executive Officers</b>	
Court Executive Officer/ <u>Clerk &amp; Jury</u> Commissioner	1
Deputy Court Executive Officer	1
Court Director of Finance	1
Court Director of <del>Court</del> Information Technology	2, 3, 4, 5, 7, 9, 11, 12
<u>Court</u> Human Resources and <del>Administrative Services</del> 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
<del>Senior Court Services Manager</del> <u>Chief of Court Operations</u>	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
<del>Court Management</del> <u>Public Policy Analyst I / II III – Contracts</u>	2, 4, 6, 7, 8, 9, 11, 12
<del>Administration</del>	1*
Consultants *	

\* 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 2016

- 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, 2016)

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,



Rodina Catalano  
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 30TH day of August, 2016.



Hon. John L. Grandsaert, 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
<b>Executive Officers</b>	
Court Executive Officer/Clerk & Jury Commissioner	1
Deputy Court Executive Officer	1
Court Director of Finance	1
Court Director of Information Technology	2, 3, 4, 5, 7, 9, 11, 12
Court Human Resources 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
Chief of Court Operations	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
Public Policy Analyst I / II	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 2016

- 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.

## 2016 Local Agency Biennial Notice

Name of Agency: San Mateo County Transportation Authority

Mailing Address: PO Box 3006, San Carlos, CA 94070

Contact Person: Martha Martinez Phone No. 650-508-6242

Email: martinezm@samtrans.com Alternate Email: \_\_\_\_\_

**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:**

(*Check all that apply.*)

- ☒ Include new positions
- ☐ Revise disclosure categories
- ☒ Revise the titles of existing positions
- ☒ Delete titles of positions that have been abolished and/or 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 over five years old, amendments may be necessary.)

---

### **Verification (to be completed if no amendment is required)**

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that 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 are reported. The code includes all other provisions required by Government Code Section 87302.*

---

Signature of Chief Executive Officer

---

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2016**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF 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.

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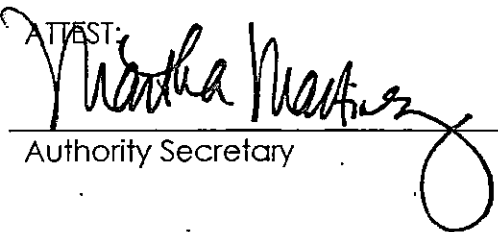
Regularly passed and adopted this 6<sup>th</sup> day of November, 2014 by the following vote:


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 2<sup>nd</sup> day of March, 1989  
by Resolution No. 1989 - 1

Approved by the  
San Mateo County Board of Supervisors  
on the 2<sup>nd</sup> day of March, 1989

Amended on the 3<sup>rd</sup> day of December, 1992  
by Resolution No. 1992-12

Amended on the 1<sup>st</sup> day of September, 1994  
by Resolution No. 1994-21

Amended on the 7<sup>th</sup> day of November, 1996  
by Resolution No. 1996-16

Amended on the 1<sup>st</sup> day of October, 1998  
by Resolution No. 1998-29

Amended on the 5<sup>th</sup> day of October, 2000  
by Resolution No. 2000-22

Amended on the 7<sup>th</sup> day of November, 2002  
by Resolution No. 2002-19

Amended on the 7<sup>th</sup> day of October, 2004  
by Resolution No. 2004-14

Amended on the 5<sup>th</sup> day of October, 2006  
by Resolution No. 2006-22

Amended on the 6<sup>th</sup> day of November, 2008  
by Resolution No. 2008-20

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Amended on the 2<sup>nd</sup> day of December, 2010  
by Resolution No. 2010-29

Amended on the 1<sup>st</sup> of November, 2012  
by Resolution No. 2012-20

Amended on the 6<sup>th</sup> of November, 2014  
by Resolution No. 2014-21

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# **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**

<b><u>Designated Positions<sup>1</sup></u></b>	<b><u>Disclosure Categories</u></b>
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 Treasurer<sup>2</sup>

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.

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<sup>1</sup> 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.

<sup>2</sup> 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.

## 2016 Local Agency Biennial Notice

Name of Agency: San Mateo County Treasurer-Tax Collector-Revenue Services

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

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

Email: gluiz@smcgov.org

Alternate Email: \_\_\_\_\_

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:

(Check all that apply.)

- ☒ Include new positions
- ☐ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☒ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- ☐ Other (describe) \_\_\_\_\_

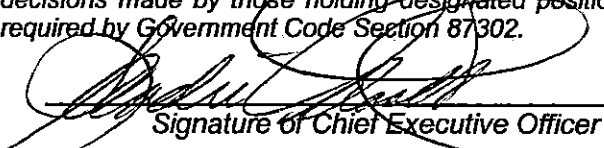
☐ The code is currently under review by the code reviewing body.

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

---

### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that 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 are reported. The code includes all other provisions required by Government Code Section 87302.*

  
\_\_\_\_\_  
Signature of Chief Executive Officer

8/4/16  
\_\_\_\_\_  
Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2016**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

**PLEASE DO NOT RETURN THIS FORM TO THE 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 (vacant)	1,2,3,4
Information Technology Manager	1,2,3,4
<b>Departmental Systems Analyst</b>	<b>1,2,3,4</b>
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
Banking and Cash Management Supervisor	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 DISTRICT**

- CENTRAL COUNTY FIRE DEPARTMENT
- COASTSIDE FIRE PROTECTION DISTRICT
- GRANADA COMMUNITY SERVICES DISTRICT
- HARBOR DISTRICT
- LOS TRANCOS COUNTY WATER DISTRICT
- MENLO PARK FIRE PROTECTION DISTRICT
- MOSQUITO AND VECTOR CONTROL DISTRICT
- SEWER AUTHORITY MID-COASTSIDE
- SILICON VALLEY CLEAN WATER
- TRANSIT DISTRICT
- WOODSIDE FIRE PROTECTION DISTRICT

## 2016 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

Email: jbs@adcl.com Alternate Email: mcardinale@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:**

(Check all that apply.)

- ☒ Include new positions
- ☒ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☐ Delete titles of positions that have been abolished and/or 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 over five years old, amendments may be necessary.)

### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that 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 are reported. The code includes all other provisions required by Government Code Section 87302.*

  
\_\_\_\_\_  
Signature of ~~Chief~~ Executive Officer  
John Kammeyer, Fire Chief

9/14/16  
\_\_\_\_\_  
Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2016**, or by the date specified by your agency, if earlier, to: **Julieta R. Fernandez, Office of the Assessor-County Clerk-Recorder**

555 County Center, Redwood City, CA 94063

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

## 2016 Local Agency Biennial Notice

Name of Agency: Coastside Fire Protection District

Mailing Address: 1001 Laurel Street, Suite A, San Carlos, CA 94070

Contact Person: Jean Savaree, District General Council Phone No. 650-593-3117

Email: jbs@adcl.com Alternate Email: mcardinale@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:

(Check all that apply.)

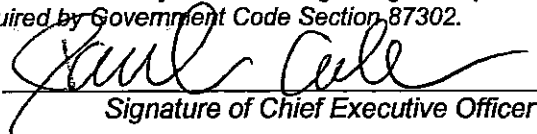
- ☐ Include new positions
- ☒ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☐ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- ☐ Other (*describe*) \_\_\_\_\_

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

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

### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that 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 are reported. The code includes all other provisions required by Government Code Section 87302.*

  
Signature of Chief Executive Officer

8/24/16

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2016**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

## 2016 Local Agency Biennial Notice

Name of Agency: Granada Community Services District

Mailing Address: Post Office Box 335, El Granada, CA 94018

Contact Person: Delia Comito

Phone No. 650-726-7093

Email: dcomito@granada.ca.gov

Alternate Email: gsd@granada.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:**

(*Check all that apply.*)

- ☒ Include new positions
- ☐ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☒ Delete titles of positions that have been abolished and/or 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 over five years old, amendments may be necessary.)

---

### **Verification** (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that 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 are reported. The code includes all other provisions required by Government Code Section 87302.*

\_\_\_\_\_  
*Signature of Chief Executive Officer*

\_\_\_\_\_  
*Date*

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2016**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**



EXHIBIT "A"  
Granada Community Services District  
Designated Officials and Employees

KEY

A – Abolished Position (position no longer used)  
D – Deleted Position (position has been removed from PRA disclosures)  
M – Moved  
N – New  
NC – No Change  
R – Renamed or Reclassified  
CC – Category Change

Designated Positions	Assigned Disclosure Category	Status Under Proposed Code	Justification
General Manager	1, 2, 3, 4	NC	
Assistant General Manager	1, 2, 3, 4	N	
Legal Counsel	1, 2, 3, 4	NC	
District Engineer	1, 2, 3, 4	NC	
District Administrator	1	R	Position reclassified under Assistant General Manager
Consultants*	1, 2, 3, 4	NC	
Director		NC	
Candidates for Director		NC	

Officials who manage public investments:

It has been determined that the positions below manage public investments and will file a Statement of Economic Interest pursuant to Government Code 87200:

Director  
Candidates for Director

- With respect to consultants, the District Board may determine in writing whether a particular consultant is hired to perform a range of duties which are limited in scope and thus the consultant 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 on that description, a statement of the extent of disclosure requirements. The District Board shall forward a copy of this determination to the Board of Supervisors of the County of San Mateo. Nothing herein excuses any such consultant from any other provisions of this Conflict of Interest Code.



# LOCAL AGENCY FORMATION COMMISSION

455 COUNTY CENTER, 2ND FLOOR • REDWOOD CITY, CA 94063-1663 • PHONE (650) 363-4224 • FAX (650) 363-4849

## CERTIFICATE OF COMPLETION

Pursuant to Government Code Section 57200 et seq., this Certificate is issued by the Executive Officer of the Local Agency Formation Commission of San Mateo County (LAFCo), California.

1. The short-form designation, as determined by LAFCo, is Reorganization of the Granada Sanitary District forming the Granada Community Services District
2. The name of each district or city involved in this change of organization and the kind or type of change of organization ordered for each city or district are as follows:

City or District

Type of Change of Organization

Granada Community Services District

Reorganization/Formation

3. The above listed district is located within the following counties: San Mateo County
4. A description of the boundaries of the above-cited change of organization or reorganization is shown on the attached map, marked Exhibit A and by reference incorporated herein.
5. The territory involved in this change of organization is inhabited.
6. This change of organization has been approved subject to the terms and conditions contained in LAFCo Resolution 1176 a copy of which is attached hereto, marked Exhibit B and by reference incorporated herein.
7. LAFCo Resolution No. 1185 ordering this change of organization was adopted on October 1, 2014, is marked Exhibit C and by reference incorporated herein.

I hereby certify that I have examined the above-cited resolution, including any terms and conditions, and the map and have found these documents to be in compliance with Resolution 1176, adopted on January 15, 2014.

Dated: October 1, 2014

*Martha Poyatos*

Martha Poyatos  
Executive Officer

**2014-089377 CONF**

3:34 pm 10/01/14 CCL Fee: NO FEE

Count of pages 33

Recorded In Official Records

County of San Mateo

Mark Church

Assessor-County Clerk-Recorder



\* R 0 0 0 1 9 1 5 1 9 8 \*

**Resolution No. 1185**

**Resolution of Conducting Authority  
Pursuant to Government Code Section 57000 et seq.  
And Ordering Reorganization of Granada Sanitary District  
Forming the Granada Community Services District**

**San Mateo  
Local Agency Formation Commission  
455 County Center  
Redwood City, California 94063  
Phone (650) 363-4224 Fax (650) 363-4849**

**Whereas**, on January 15, 2014, the San Mateo Local Agency Formation Commission ("San Mateo LAFCo") adopted Resolution 1176 approving the above noted dissolution and delegating conducting authority proceedings to the Executive Officer; and

**Whereas**, on June 3, 2014 a majority of the voters in the Granada Sanitary District voted in favor of the reorganization.

**Now therefore**, as delegated by the San Mateo Local Agency Formation Commission, the Executive Officer acting as conducting authority resolves that:

1. This action is being taken pursuant to the Cortese Knox Hertzberg Local Government Reorganization Act of 2000.
2. In accordance with Government Code Sections 57000 et seq. and 61014(f), the reorganization was approved by 60% of the voters in the District boundaries and the reorganization is hereby ordered.
3. The change of organization is designated: **Reorganization of the Granada Sanitary District forming the Granada Community Services District**
4. The exterior boundaries are described in Attachment A.
5. The type of change of organization is: Reorganization forming the Granada Community Services District.
6. The reason for this change of organization is: To add the powers of park and recreation in the unincorporated area of the reorganized Granada Community Services District.

**APPROVED  
SAN MATEO LOCAL AGENCY  
FORMATION COMMISSION  
455 COUNTY CENTER  
REDWOOD CITY, CA 94063**

**EXHIBIT C PAGE 1 OF 2**

LAFCo Resolution No. 1185

7. This change of organization is subject to all the terms and conditions adopted by San Mateo LAFCo by Resolution 1176, as described in Exhibit B, attached hereto and incorporated by reference herein.
8. The regular San Mateo County assessment roll will be utilized.
9. No existing bonded indebtedness shall be affected by this reorganization.
10. The effective date of the dissolution is October 1, 2014.

Accordingly, the subject change of organization is hereby ordered as described above pursuant to authority of the Local Agency Formation Commission of San Mateo County as delegated by the Commission to its Executive Officer.

  
Martha Poyatos, Executive Officer

Date: October 1, 2014

APPROVED  
SAN MATEO LOCAL AGENCY  
FORMATION COMMISSION  
455 COUNTY CENTER  
REDWOOD CITY, CA 94063  
EXHIBIT C PAGE 2 OF 2

**RESOLUTION OF LOCAL AGENCY FORMATION COMMISSION  
OF THE COUNTY OF SAN MATEO  
MAKING DETERMINATIONS PURSUANT TO  
GOVERNMENT CODE SECTIONS 56425,  
AMENDING THE SPHERE OF INFLUENCE OF GRANADA SANITARY DISTRICT  
AND APPROVING THE REORGANIZATION FORMING THE GRANADA  
COMMUNITY SERVICES DISTRICT**

RESOLVED, by the Local Agency Formation Commission of the County of San Mateo,  
State of California, that

WHEREAS, a resolution of application was heretofore filed with the Executive Officer  
of the San Mateo Local Agency Formation Commission by the Granada Sanitary District,  
hereinafter referred to as GSD, pursuant to Title 5, Division 3, commencing with Section 56000  
of the Government Code;

WHEREAS, said resolution of application shall be referred to as LAFCO File 13-05 -  
Proposed Reorganization of the Granada Sanitary District involving sphere amendment  
and reorganization into the Granada Community Services District (Hereinafter sphere of  
influence amendment and reorganization application);

WHEREAS, said sphere of influence amendment and reorganization application includes  
the following components:

- 1) Amendment of the GSD sphere of influence to exclude rural lands as shown on  
map marked Exhibit A;
- 2) Formation of the Granada Community Services District (GCSD) pursuant to  
Government Code Section 61000 et seq. with amended boundaries to exclude  
rural lands as shown in Exhibit A;

## 2016 Local Agency Biennial Notice

Name of Agency: San Mateo County Harbor District

Mailing Address: PO Box 1449 Avenue Alhambra

Contact Person: Steve McGrath

Phone No. 650-583-4400

Email: smcgrath@smharbor.com

Alternate Email: \_\_\_\_\_

**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:**

(*Check all that apply.*)

- ☒ Include new positions
- ☒ Revise disclosure categories
- ☒ Revise the titles of existing positions
- ☒ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- ☐ Other (*describe*) \_\_\_\_\_

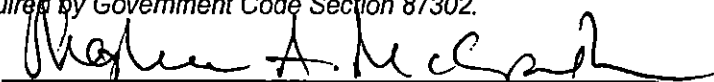
☐ **The code is currently under review by the code reviewing body.**

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

---

### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that 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 are reported. The code includes all other provisions required by Government Code Section 87302.*

  
Signature of Chief Executive Officer

8/9/16  
Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2016**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

## 2016 Local Agency Biennial Notice

Name of Agency: LOS TRANCOS COUNTY WATER DISTRICT (DISSOLVED)

Mailing Address: 555 COUNTY CENTER, REDWOOD CITY, CA 94063

Contact Person: JIM PORTER Phone No. 650.363.4100

Email: jporter@smcgov.org Alternate Email: jcheechov@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:**

(*Check all that apply.*)

- ☐ Include new positions
- ☐ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☐ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- ☒ Other (*describe*) DISSOLVED; DISTRICT'S ASSETS TRANSFERRED TO LOS TRANCOS COUNTY MAINTENANCE DISTRICT

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

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

---

### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that 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 are reported. The code includes all other provisions required by Government Code Section 87302.*

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*Signature of Chief Executive Officer*

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*Date*

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2016**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**



**COUNTY OF SAN MATEO**  
Inter-Departmental Correspondence  
Public Works



**Date:** April 15, 2015  
**Board Meeting Date:** May 19, 2015  
**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** James C. Porter, Director of Public Works

**Subject:** Formation of Los Trancos County Maintenance District

**RECOMMENDATION:**

Adopt a Resolution:

- A) Considering the formation of a County Maintenance District to finance and manage regional maintenance and improvements within the Los Trancos/Vista Verde community; and
- B) After considering the formation of a County Maintenance District, declaring the intention to form a County Maintenance District and setting Tuesday, July 7, 2015 at 9:00 a.m., at the regularly scheduled Board meeting, as the time and place for a public hearing to consider any and all objections to the formation of said district.

**BACKGROUND:**

The Los Trancos County Water District currently collects approximately \$300,000 in tax revenues annually, but no longer operates a potable water distribution system.

The establishment of a Los Trancos/Vista Verde County Maintenance District would create a successor agency that could manage revenues from the water district after it is dissolved and use those revenues on enhanced fire safety, stormwater and roadway improvements and land stewardship in the District area.

Section 5820 et seq. of the State of California Streets and Highways Code provides that a county board of supervisors may, by resolution:

1. Declare its intent to form a County Maintenance district; and
2. Set a time and date of a public hearing where the Board of Supervisors considers any and all protests to the formation of the district.



**DISCUSSION:**

The Local Agency Formation Commission (LAFCO) previously recommended that the Los Trancos County Water District (LTCWD) be dissolved, and reaffirmed this when the District sold its water distribution system in 2005 to the California Water Service Company. Subsequent to the sale of the water system, the LTCWD continued to collect annual tax revenues of approximately \$300,000; and with these funds, initiated various projects of community interest, including vegetation and land management and storm drainage improvement studies.

LAFCO determined that the LTCWD never specifically applied for and received authorization to perform these functions and that the County and Woodside Fire Protection District include the territory and have the capacity to provide these services assuming property tax is transferred for this purpose.

The LTCWD is currently contemplating dissolution. In working with community members, the LTCWD has drafted a draft dissolution document including a plan for service which would establish guidelines for the dissolution of the district and for management of the District's assets to be transferred to a newly created County Maintenance District. LAFCo has reviewed the draft document which would be included in the formal application to LAFCo.

In order for such a transfer to be viable, a CMD must first be established. The establishment of a Los Trancos/Vista Verde County Maintenance District by your Board would create a successor agency for the LTCWD, should the LTCWD determine that it wishes such a transfer to occur. The new CMD would fund the management of a local lake, vegetation management related to fire department access to the community, stormwater management and roadway maintenance.

Boundaries of the proposed district are described in Exhibit A, and include tax rate areas 007-006, 007-003 commonly known as Los Trancos Woods and Vista Verde and tax rate area 019-062 comprising Oak Forest Court.

Legal staff from the LTCWD, and County Counsel have worked closely on creating a guideline document attached hereto as "Exhibit A", which would establish the goals and outlines of a Los Trancos/Vista Verde CMD, including the allocation of resources received through the CMD and the contemplated improvements.

County Counsel has reviewed and approved the Resolution as to form.

Approval of this action contributes to the Shared Vision 2025 outcome of an Environmentally Conscious Community by working closely with the community to establish appropriate fund management resources for funds that are dedicated to the community.

**FISCAL IMPACT:**

There is no financial obligation associated with the establishment of a CMD. If the newly created CMD were to be established as the successor agency for the LTCWD, the CMD would operate solely using tax revenue formerly received by the LTCWD which would go to the CMD after the dissolution of the LTCWD.

There is no impact to the General Fund associated with either the creation of a CMD or with future management of a Los Trancos/Vista Verde CMD.

Attachment: Guideline Document for Goals of Los Trancos/Vista Verde CMD

## **EXHIBIT A-SERVICES**

### **Los Trancos County Maintenance District ENHANCED - Storm Drainage and Road Improvements**

- I. We will renumber and format once finalized.
  - a. CMD funds - All funds distributed by the CMD to the San Mateo County Public Works Department (DPW) for Storm Drainage and Road Improvements shall solely be used for Enhanced Storm Drainage and Roadway Improvement Work within the boundaries of the CMD ("Enhanced Funds").
    - 1.No Enhanced Funds are to be applied to routine maintenance or improvements to existing facilities that could be otherwise funded through regular appropriations of County monies or other publicly available funding for maintenance or improvements of existing facilities.
    - 2.Certain deficiencies in the existing storm drainage infrastructure within the CMD have been identified and documented in the Storm Drainage Management Master Plan -Final dated December 2013 (2013 SDMP) attached as Exhibit A-1. The 2013 SDMP shall serve to identify and prioritize suggested Enhanced Storm Drainage and Roadway Improvement Work. The information provided in the 2013 SDMP and associated reviews and suggested project prioritization provided by members of the Los Trancos County Water District Board constitute recommendations only. Project selection and scope is solely the responsibility of the San Mateo County DPW.
    - 3.Addressing and resolving storm drainage issues within the CMD identified by the SDMP or newly identified storm drainage issues shall be completed before Enhanced Funds are allocated to improvements that solely address roadway improvements.
  - b. Enhanced Storm Drainage and Road Way Improvement Work shall be defined as any improvements or necessary additions to the existing storm drainage systems and/or associated roadways that serve to correct deficiencies as identified by the staff of the DPW, excepting work that would be identified as routine maintenance or replacement of existing facilities that have reached the end of useful service life ("Enhanced Storm Drainage and Road Way Improvement Work").
- II. Use of Enhanced Funds for Enhanced Storm Drainage and Roadway Improvement Work.

- a. The San Mateo County Department of Public Works ("DPW") will, within 1 year of the date of approval of this outline of services by the San Mateo County Board of Supervisors, create and provide the Community Advisory Committee with a prioritized list of improvement projects to be funded by the Enhanced Funds allocated under this outline of services.
- b. The DPW will annually thereafter, communicate in writing to the Community Advisory Committee an accounting of Enhanced Funds allocated, Enhanced Funds dispersed on improvement activities, and fund balance as provided by the County financial system.
- c. Representatives of the DPW will meet at least 1 time per year with representatives of the Community Advisory Council formed as a part of the creation of the CMD to conduct a review of past and planned activities.
- d. Enhanced Funds are to be allocated only for Enhanced Storm Drainage and Improvement Work on public property or public easements, except as noted in II.d.1– and II.d.4 below.
  - 1. Projects that necessitate expenditure of Enhanced Funds on private property as an integral and indispensable part of the public portion of the project may be undertaken using Enhanced Funds for the construction of project facilities and appropriate restoration of private property disturbed through the process of construction, subject to the acquisition and/or presence of a public utility or storm drainage easement.
  - 2. Any portions of projects constructed on private property will only be undertaken if the owner(s) of said properties(s) have granted to the County an easement or right of entry as is required for the project.
  - 1. Enhanced Funds may be expended as compensation for obtaining said easements where said easements provide unlimited and unrestricted access to the County for purposes of constructing, maintaining and or upgrading public drainage facilities within the easement, and also temporary construction easements or rights of entry necessary to perform work.
  - 2. The costs associated with preparing and executing the necessary easements and rights of entry shall be covered entirely by Enhanced Funds.
  - 3. No Enhanced Funds shall be allocated to fund improvements that are considered a responsibility of a private property owner even if those improvements are located within a public right of way.
- e. Enhanced Funds may be used to improve existing public or private

roadways if necessary to bring these roadways up to a level that can be accepted for maintenance by the County as needed in order to implement projects to materially improve the storm drainage facilities in the CMD.

- f. Storm Drainage projects will be prioritized in the sequence as follows in sections II.f.1– II.f.4. In all cases prioritization of projects is ultimately left to the judgment of technically appropriate members of the DPW staff.
  - 1. Projects to mitigate risks of possible flooding of occupied structures or other infrastructure.
  - 2. Projects that will reduce the risks of flooding that could lead to landslide threats to roadways, other structures, or other infrastructure.
  - 3. Projects to mitigate risks of possible flooding of garages and other outbuildings.
  - 4. Projects that mitigate risks to landscaping and property appearance.
  - 5. An initial review of projects and prioritization has been created and reviewed by the Board of Directors of the District and is attached hereto as Exhibit A-2. This review is a recommendation only and is meant to serve as a starting point for recommendations by the DPW.

iii. Use of Enhanced Funds for roadway improvements

- a. Some of the public roadways in the CMD are substantially below current county standards and community safety may be improved if some private roadways in the CMD are considered for upgrade and dedication for county maintenance purposes.
  - 1. As Enhanced Funds become available the DPW should consider possible improvements on both public and privately maintained roadways within public rights of ways and prioritize projects in conjunction with prioritized storm drainage projects.
  - 2. Any improvements to privately maintained roadways within public rights of ways should only be undertaken with the unanimous consent of property owners of the existing rights of way.
  - 3. Any portions of projects constructed on private property will only be undertaken if the owner(s) of said properties(s) have granted to the County an easement for the construction, maintenance and public use of the roadway.
  - 4. Enhanced Funds may be expended as compensation for obtaining said easements where said easements provide unlimited and unrestricted access to the County for purposes of constructing, maintaining and or upgrading public drainage facilities within the

easement, and also temporary construction easements and rights of entry. The costs associated with preparing and executing the necessary easements and rights of entry shall be covered entirely by Enhanced Funds.

s. Improvement funding may be augmented through co-funding through the creation of benefit assessment districts for individual roadways with Enhanced Funds covering the community benefit portion and benefit assessment Enhanced Funds covering the private benefit portion.

b. Enhanced Funds may also be applied to scheduling repaving of some roadways deteriorated through multiple construction projects at a point in time sooner than would occur under the standard County formulas for determining repaving schedules.

iv. Emergency repairs

a. In the event of significant landslides affecting roadways or catastrophic events such as fire, earthquake, or extreme rain events that cause damage to infrastructure within the CMD, available Enhanced Funds may be loaned for emergency damage repairs.

b. Any such loans will only be made upon approval of the San Mateo County Board of Supervisors.

c. Loans will be made on a maximum terms of 3 years.

d. Loans will be made at an interest rate based on the average daily LIBOR index (or an equivalent index if LIBOR ceases to exist) plus 1.0%.

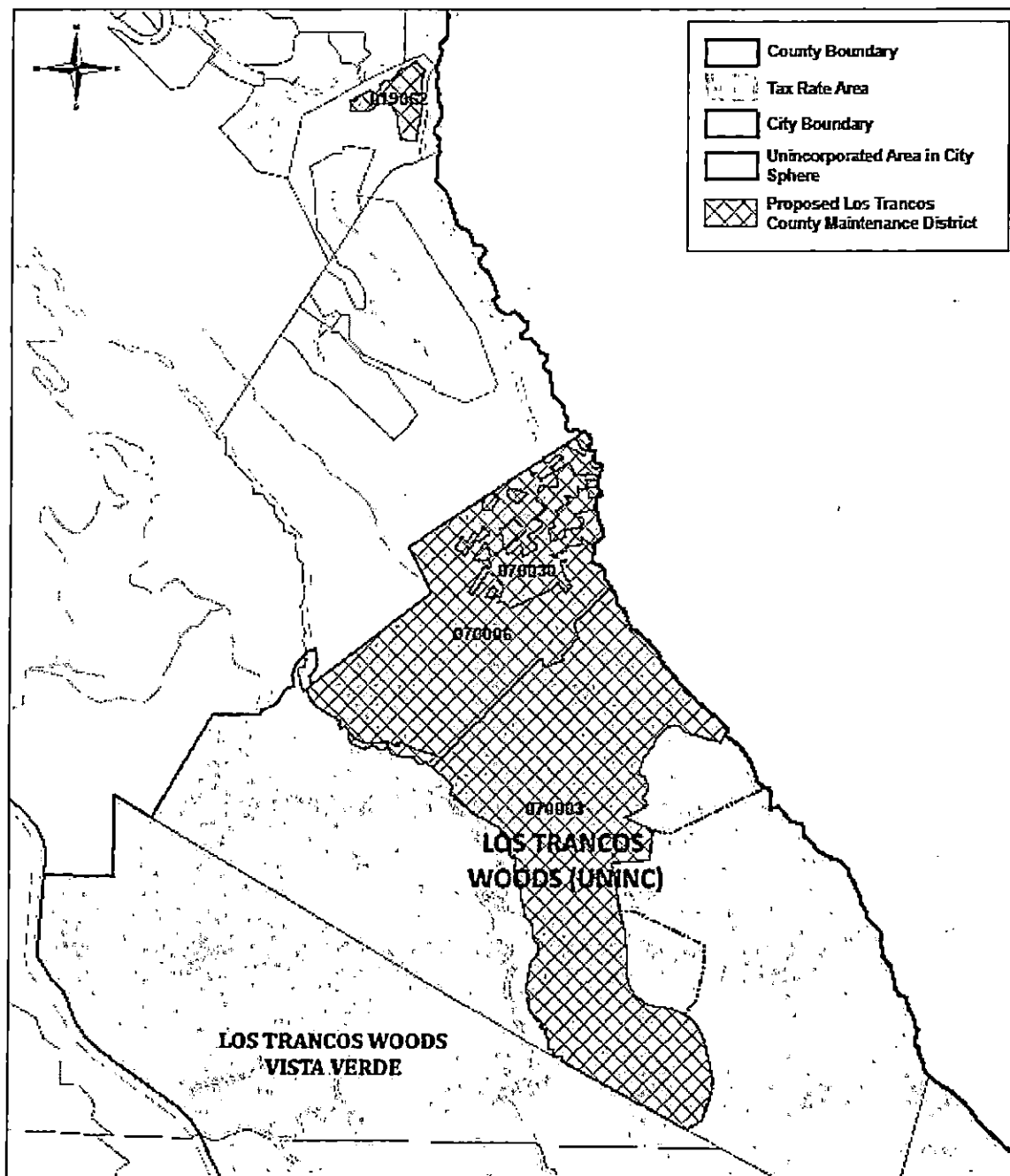
e. Loan duration can be extended on an annual basis for an additional 3 years maximum

v. Notwithstanding anything to the contrary in this Exhibit A the Director of Public Works for San Mateo County shall have authority to determine how best to provide Enhanced Storm Drain and Roadway Improvement to the area served by the CMD. This discretion shall include, but not be limited to the right to increase, decrease and/or suspend any of the programs listed above and to add new programs. Before exercising discretion to suspend or add a new program the Director of Public Works shall advise the Community Advisory Council. The express intent of this Agreement is to provide funding for Enhanced Storm Drain and Roadway Improvements, with an initial emphasis on Storm Drainage, and for the Director of Public Works in consultation with the Community Advisory Council to use the Director's knowledge and expertise to provide Enhanced Storm Drainage and Roadway Improvements in the most efficient manner possible to reflect the advances in technology and engineering and changes in need for Enhanced Storm Drainage and Roadway Improvements in the CMD.

## **RECOMMENDATIONS FOR THE ESTABLISHMENT OF THE LOS TRANCOS COMMUNITY ADVISORY COMMITTEE**

The Los Trancos County Water District's Board of Directors proposes the following:

1. It will be named, "Los Trancos Community Advisory Committee".
2. The CAC's mission is to be the conduit between the Los Trancos Community Maintenance District ("LTCMD") and the residents of the unincorporated area of the Los Trancos County Maintenance District. It will provide input to the LTCMD on enhanced fire protection and enhanced storm drainage improvements, emerging changes and needs, provide local communications and review of the CMD's annual accounting.
3. To the extent possible, the CAC will be balanced between residents from Los Trancos Woods and Vista Verde.
4. The CAC would be composed between of no fewer than 5 members and no more than 9 members so to ensure a broad, local participation and representation.
5. The CAC will elect its own Chair and Vice Chair while creating its own bylaws within the first year of operation. Those bylaws will be reviewed and approved by County Counsel.
6. The LTCMD will appointment a representative to be the LTCMD's contact with the CAC.
7. The CAC will have one contact person who will communicate with the LTCMD representative and represent the CAC with the County.
8. Annual accounting will be provided to the CAC from the LTCMD.
9. CAC Meeting schedule will be determined by the members but will meet a minimum of 2 meetings per year.



## LOS TRANCOS COUNTY MAINTENANCE DISTRICT



LOCAL AGENCY FORMATION COMMISSION

COUNTY GIS



**RESOLUTION NO. 073800**

**BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA**

**\* \* \* \* \***

**RESOLUTION: A) CONSIDERING THE FORMATION OF A COUNTY MAINTENANCE DISTRICT TO FINANCE AND MANAGE REGIONAL MAINTENANCE AND IMPROVEMENTS WITHIN THE LOS TRANCOS/VISTA VERDE COMMUNITY; AND B) AFTER CONSIDERING THE FORMATION OF A COUNTY MAINTENANCE DISTRICT, DECLARING THE INTENTION TO FORM A COUNTY MAINTENANCE DISTRICT AND SETTING TUESDAY, JULY 7, 2015, AT 9:00 A.M., AT THE REGULARLY SCHEDULED BOARD MEETING, AS THE TIME AND PLACE FOR A PUBLIC HEARING TO CONSIDER ANY AND ALL OBJECTIONS TO THE FORMATION OF SAID DISTRICT**

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**RESOLVED**, by the Board of Supervisors of the County of San Mateo, State of California, that

**WHEREAS**, the Los Trancos County Water District (LTCWD) previously sold its water distribution system to the California Water Service Company; and

**WHEREAS**, the LTCWD continues to collect tax revenues originally intended to support the management of a water system purveyor; and

**WHEREAS**, LAFCo has recommended dissolution of the LTCWD; and

**WHEREAS**, LTCWD has identified the need for enhanced fire safety, storm water runoff and land stewardship that has no current funding source; and

**WHEREAS**, the LTCWD is considering dissolution and requesting that a County Management District (CMD) be created as a possible successor agency to a dissolved LTCWD; and

**WHEREAS**, management terms have been negotiated by the County and LTCWD; and

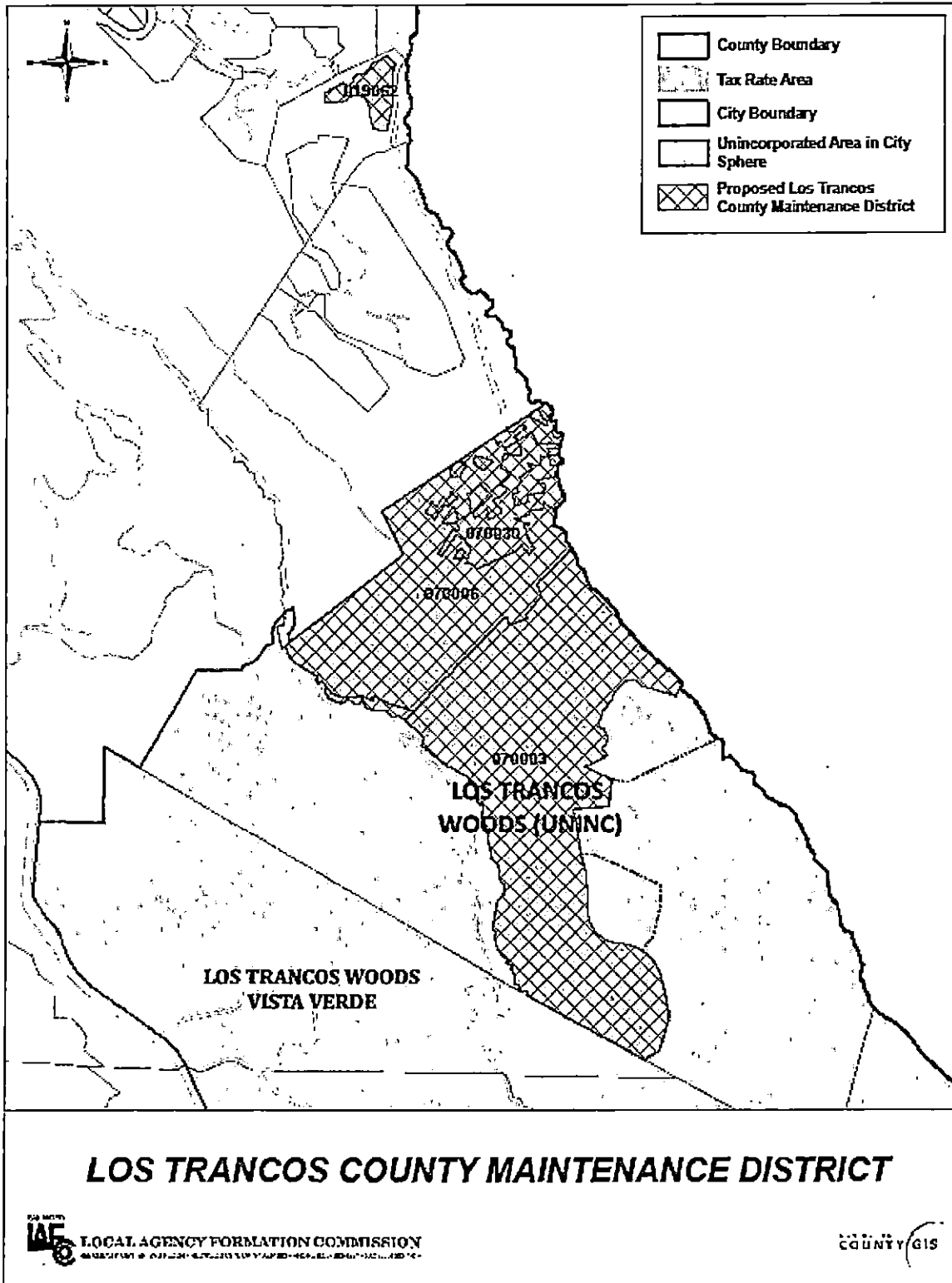
**WHEREAS**, the creation of a CMD will enable the dissolution of the LTCWD and formation of the CMD is conditioned upon dissolution of LTCWD.

**NOW THEREFORE, IT IS HEREBY DETERMINED AND ORDERED** that the Board of Supervisors has considered the formation of a County Maintenance District to finance and manage regional maintenance and improvements within the Los Trancos/Vista Verde community and wishes to declare the intention of forming a County Maintenance District. Boundaries of the proposed district are described in Exhibit A and include tax rate areas 007-006, 007-003 commonly known as Los Trancos Woods and Vista Verde and tax rate area 019-062 comprising Oak Forest Court.

**BE IT FURTHER RESOLVED** that a time and place for a public hearing to consider any and all objections to the formation of said district be set as Tuesday, July 7, 2015, at 9:00 a.m., at the regularly scheduled Board meeting.

\* \* \* \* \*

EXHIBIT A: BOUNDARIES OF PROPOSED DISTRICT



RESOLUTION NUMBER: 073800

*Regularly passed and adopted this 19th day of May 2015*

*AYES and in favor of said resolution:*

*Supervisors:*

CAROLE GROOM

DAVE PINE

DON HORSLEY

WARREN SLOCUM

ADRIENNE J. TISSIER

*NOES and against said resolution:*

*Supervisors:*

NONE

*Absent Supervisors:*


NONE

Carole Groom

*President, Board of Supervisors  
County of San Mateo  
State of California*

*Certificate of Delivery*

*I certify that a copy of the original resolution filed in the Office of the Clerk of the Board of Supervisors of San Mateo County has been delivered to the President of the Board of Supervisors.*



*Mina Lim Acting Deputy  
Clerk of the Board of Supervisors*

## 2016 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

Email: mradcliffe@menlofire.org Alternate Email: \_\_\_\_\_

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:

(Check all that apply.)

- ☒ Include new positions
- ☐ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☐ Delete titles of positions that have been abolished and/or 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 over five years old, amendments may be necessary.)

### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that 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 are reported. The code includes all other provisions required by Government Code Section 87302.*

Harold Schepelhorn  
Signature of Chief Executive Officer

8-4-16  
Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2016**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

**Resolution No. 1870-2016**

**RESOLUTION OF THE MENLO PARK FIRE PROTECTION DISTRICT AMENDING  
CONFLICT OF INTEREST CODE FOR 2016**

**WHEREAS**, the Conflict of Interest Code of the Menlo Park Fire Protection District was originally adopted in 1986 by Board Resolution No. 731 and most recently amended by the Board's adoption of Resolution 1759-2014; and

**WHEREAS**, upon its biennial review, staff determined that the position of Fire Marshall be included in the Conflict of the Interest Code; and

**WHEREAS**, upon its biennial review, staff determined that the position of Human Resources Director does not exist in the District and should be deleted from the Conflict of Interest Code.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Menlo Park Fire Protection District that:

1. The position of Fire Marshal be added as a designated position in the District's Conflict of Interest Code and the disclosure categories for this position as Categories 1, 2, and 3.
2. The position of Human Resources Director be deleted from the District's Conflict of Interest Code.
3. The Clerk of the Board is authorized and directed to transmit a true copy of this Resolution, including the amended Code, to the Board of Supervisors of San Mateo County for approval pursuant to Government Code section 87303.

**I HEREBY CERTIFY** that the above and foregoing resolution was passed and adopted by the Board of Directors of the Menlo Park Fire Protection District at its regular meeting held on the 20th of September, 2016, by the following vote:

AYES: SILANO, CARPENTER, IANSON, BERNSTEIN, KIRALY

NOES: NONE

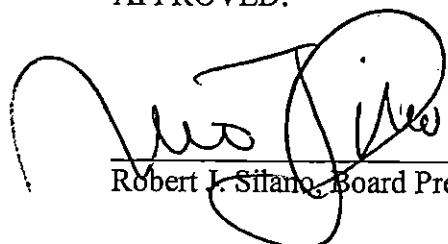
ABSENT: NONE

ABSTAIN: NONE

ATTESTED:

APPROVED:

  
Michelle Radcliffe, Clerk of the Board

  
Robert J. Silano, Board President

**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
Fire Marshal	1, 2, 3
Administrative Services Manager	1, 2, 3
IT Manager	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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## 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,
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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.

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.

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#### 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.

## 2016 Local Agency Biennial Notice

Name of Agency: San Mateo County Mosquito & Vector Control District

Mailing Address: 1351 Rollins Road, Burlingame, CA 94010

Contact Person: Chindi Peavey Phone No. 650-344-8592

Email: cpeavey@smcmvcd.org Alternate Email: drandall@smcmvcd.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. (See attached Conflict-of-Interest Code Amendment)**

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:**

(Check all that apply.)

- ☒ Include new positions
- ☐ Revise disclosure categories
- ☒ Revise the titles of existing positions
- ☐ Delete titles of positions that have been abolished and/or 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 over five years old, amendments may be necessary.)

### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that 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 are reported. The code includes all other provisions required by Government Code Section 87302.*

Chindi Peavey  
Signature of Chief Executive Officer

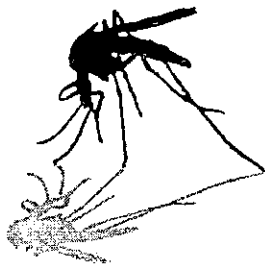
8/15/2016

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2016**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**



**San Mateo County**  
**Mosquito and Vector Control District**  
1351 Rollins Rd  
Burlingame CA 94010

**POLICIES AND PROCEDURES**

**TITLE:** Conflict of Interest

**NUMBER:** 1030

**1030.10** The Political Reform Act, Government Code §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. 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. §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 A in which members of the Board of Trustees and certain employees are designated, and in which disclosure categories are set forth, constitute the conflict of interest code of the San Mateo County Mosquito and Vector Control District.

**1030.20** Pursuant to the Political Reform Act and its regulations, all designated employees and the Board of Trustees shall file statements of economic interests with the San Mateo County Mosquito and Vector Control District Board Secretary, who shall be the filing officer. The San Mateo County Board of Supervisors shall be the code reviewing body. The San Mateo County Mosquito and Vector Control District shall retain such statements of economic interest and make them available for public inspection and reproduction pursuant to Gov. Code Section 81008.

**1030.30** 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 San Mateo County Mosquito and Vector Control 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.

**Issued:** August 25, 1987  
**Revised:** May 29, 2012  
**Legal Review:** January 29, 2014  
**Board Reviewed:** February 12, 2014



## **APPENDIX - A**

### **Conflict of Interest Code Designated Positions and Disclosure Statements**

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**Designated Position.** The positions listed below include those persons who are deemed to make, or participate in the making of decisions that may foreseeably have a material effect on any financial interest. The persons holding the designated positions listed shall disclose interests and investments in accordance with the corresponding disclosure categories, which are defined below.

<b><u>Designated Positions</u></b>	<b><u>Disclosure Category</u></b>
Members of the Board of Trustees	1, 2, 3 & 4
Manager	1, 2, 3 & 4
Assistant Manager	1, 2, 3 & 4
Finance Director	1, 2, 3 & 4
Accountant	1, 2, 3 & 4
Operations Supervisor	1, 2, 3 & 4
Laboratory Director	1, 2, 3 & 4
Vector Ecologist	1, 2, 3 & 4
Consultants *	

#### **Disclosure Categories**

1. A designated official or employee assigned to Category 1 is required to disclose direct or indirect investments in any business entity that may be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position.
2. A designated official or employee assigned to Category 2 is required to disclose interests in real property, which is located in whole or in part either within the boundaries of the District, or within two miles of the boundaries of the District that may be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position.
3. A designated official or employee assigned to Category 3 is required to disclose any source of income that may be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position.

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 be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position.

- \* Consultants 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 District Manager may determine in writing that a particular consultant, although within 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. The District Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

## 2016 Local Agency Biennial Notice

Name of Agency: Sewer Authority Mid-Coastside

Mailing Address: 1000 N Cabrillo Hwy Half Moon Bay, CA 94019

Contact Person: Kathy Matthews Phone No. 650-726-0124

Email: kmatthews@samcleanswater.org Alternate Email: bmarshall@samcleanswater.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:

(Check all that apply.)

- ☒ Include new positions
- ☐ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☒ Delete titles of positions that have been abolished and/or 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 over five years old, amendments may be necessary.)

### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that 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 are reported. The code includes all other provisions required by Government Code Section 87302.*

Brenda L. Marshall  
Signature of Chief Executive Officer

September 28, 2016  
Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2016**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

## 2016 Local Agency Biennial Notice

Name of Agency: Silicon Valley Clean Water

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

Contact Person: Ilana Schmidt

Phone No. 650-832-6223

Email: ischmidt@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:**

(*Check all that apply.*)

- ☒ Include new positions
- ☐ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☐ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- ☐ Other (*describe*) \_\_\_\_\_

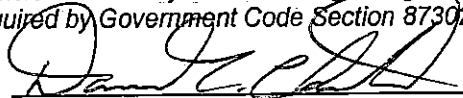
☐ **The code is currently under review by the code reviewing body.**

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

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### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that 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 are reported. The code includes all other provisions required by Government Code Section 87302.*

  
\_\_\_\_\_  
Signature of Chief Executive Officer

August 18, 2016  
\_\_\_\_\_  
Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2016**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

**RESOLUTION NO. SVCW 16 - 33****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 SILICON VALLEY CLEAN WATER  
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 Special meeting thereof held on the 18th day of August 2016, by the following vote:

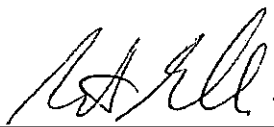
**AYES**, and in favor of the passage and adoption of the foregoing resolution:  
John Seybert, City of Redwood City; Ned Moritz, West Bay Sanitary District; Eric Reed, City of Belmont (Alternate); Robert Grassilli, City of San Carlos

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

**ABSENT**: None

(Signatures on Following Page)

  
\_\_\_\_\_  
John Seybert CHAIR  
Silicon Valley Clean Water

ATTEST: \_\_\_\_\_

Robert Grassilli, SECRETARY  
Silicon Valley Clean Water

## EXHIBIT A

### 2016 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
Human Resources 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**

### **2016 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.



2016 CONFLICT OF INTEREST UPDATE

COPY

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 every even-numbered year (this Commission last reviewed and amended the Code in August, 2014) and amend their Code if changes necessitate. A recent title change of one of the positions with the Authority requires that it be added to the list of designated positions.

DISCUSSION

The position of Human Resources Director 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 Human Resources Director 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 Human Resources Director referred to above.

RECOMMENDATION

Move adoption of RESOLUTION AMENDING AND APPROVING 2016 CONFLICT OF INTEREST UPDATE FOR SILICON VALLEY CLEAN WATER

Report By: L.B.

**EXHIBIT B**  
**2016 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.

## 2016 Local Agency Biennial Notice

Name of Agency: San Mateo County Transit District

Mailing Address: PO Box 3006, San Carlos, CA 94070

Contact Person: Martha Martinez Phone No. 650-508-6242

Email: martinezm@samtrans.com Alternate Email: \_\_\_\_\_

**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:**

(*Check all that apply.*)

- ☒ Include new positions
- ☐ Revise disclosure categories
- ☒ Revise the titles of existing positions
- ☒ Delete titles of positions that have been abolished and/or 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 over five years old, amendments may be necessary.)

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### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that 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 are reported. The code includes all other provisions required by Government Code Section 87302.*

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Signature of Chief Executive Officer

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Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2016**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

\* \* \*

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 5<sup>th</sup> day of November, 2014 by the following vote:

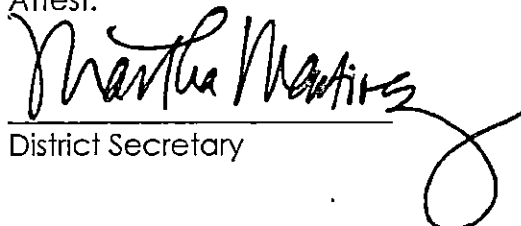
AYES: GROOM, HARRIS, MATSUMOTO, TISSIER, GEE

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.

## 2016 Local Agency Biennial Notice

Name of Agency: Woodside Fire Protection District

Mailing Address: 808 Portola Road Portola Valley, CA 94028

Contact Person: Daniel J Ghiorso Phone No. 650-851-1594

Email: dghiorso@woodsidefire.org Alternate Email: \_\_\_\_\_

**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:**

(*Check all that apply.*)

- ☒ Include new positions
- ☐ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☐ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- ☐ Other (*describe*) \_\_\_\_\_

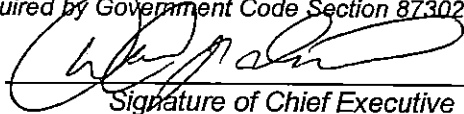
☐ **The code is currently under review by the code reviewing body.**

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

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### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that 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 are reported. The code includes all other provisions required by Government Code Section 87302.*

  
\_\_\_\_\_  
Signature of Chief Executive Officer

August 10, 2016

\_\_\_\_\_  
Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2016**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

CONFLICT OF INTEREST CODE  
WOODSIDE FIRE PROTECTION DISTRICT  
(WFPD)

The purposes of this Conflict of Interest Code are to provide for the disclosure of investments, real property, income and business positions of designated Woodside Fire Protection District (hereinafter referred to as "WFPD") 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 WFPD's 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, Title 2, 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 the Woodside Fire Protection District.

Pursuant to the Political Reform Act and its regulations, all designated employees shall file statements of economic interests with the WFPD, which shall retain a copy and forward the originals to the San Mateo County Clerk, who 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 WFPD, 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.

Woodside Fire Protection District  
Conflict of Interest Code

List of Designated WFPD Board Members and Employees.  
Description of Financial Disclosure Categories

Each person holding any position listed below must file statements disclosing the kinds of financial interest shown for the identified 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 Members or Employees

Disclosure Category

Board Member

1, 2, 3, 4

Fire Chief

1, 2, 3, 4

Deputy Fire Chief

1, 2, 3, 4

Battalion Chief

1, 2, 3, 4

Financial Manager/Treasurer

1, 2, 3, 4

Human Resource Officer

1, 2, 3, 4

Fire Marshal

1, 2, 3, 4

Deputy Fire Marshal

1, 2, 3, 4

Consultants\*

1, 2, 3, 4

\*Those consultants who, within the meaning of 2 Ca. Code of Regulations 18700 (a)(2), and as determined by the Fire Chief or the Secretary of the Board of Directors, are required to file statements of economic interests, shall do so. During each calendar year, WFPD 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.

DRAFT

## **ATTACHMENT D**

### **SCHOOL DISTRICT**

- BRISBANE SCHOOL DISTRICT
- BURLINGAME SCHOOL DISTRICT
- COMMUNITY COLLEGE DISTRICT
- HILLSBOROUGH CITY SCHOOL DISTRICT
- JEFFERSON ELEMENTARY SCHOOL DISTRICT
- JEFFERSON UNION HIGH SCHOOL DISTRICT
- LA HONDA-PESCADERO UNIFIED SCHOOL DISTRICT
- LAS LOMITAS ELEMENTARY SCHOOL DISTRICT
- MILLBRAE SCHOOL DISTRICT
- OFFICE OF EDUCATION
- RAVENSWOOD CITY SCHOOL DISTRICT
- REDWOOD CITY SCHOOL DISTRICT
- SAN CARLOS SCHOOL DISTRICT
- SAN MATEO UNION HIGH SCHOOL DISTRICT

## 2016 Local Agency Biennial Notice

Name of Agency: Brisbane School District

Mailing Address: 1 Solano Street

Contact Person: Ronan Collver

Phone No. 415-467-0550

Email: rcollver@brisbanesd.org

Alternate Email: \_\_\_\_\_

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:

(Check all that apply.)

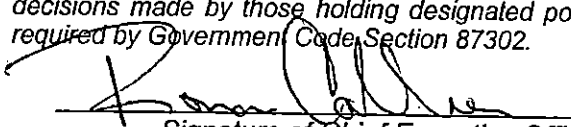
- ☒ Include new positions
- ☐ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☒ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- ☐ Other (describe) \_\_\_\_\_

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

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

### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that 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 are reported. The code includes all other provisions required by Government Code Section 87302.*

  
Signature of Chief Executive Officer

08/22/2016

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2016**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**



**APPENDIX**  
**BRISBANE SCHOOL DISTRICT LIST OF DESIGNATED 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.

<u>Designated Employees</u>	<u>Disclosure Category</u>
Governing Board Members	1, 2, 3, 4
Superintendent of Schools	1, 2, 3, 4
<del>Chief Business Official</del>	<del>1</del>
Principal	2
Director of Maintenance, Operations and Transportation	2
Consultant	1, 2, 3, 4
Any position that has an authorized signature	2

1. **Persons designated in Category 1 must report** 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, including:
  - 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 designated in Category 2 must report** 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.
3. **Persons designated in Category 3 must report** interests in 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.
4. **Persons designated in Category 4 must report** 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.

Consultants are designated employees who must disclose financial interests. 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 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. Consultants are individuals who decide 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

*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

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

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

Brisbane School District  
*Bylaws of the Board*  
CONFLICT OF INTEREST

BB 9270 (f)

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>

*Adopted: 06/21/2004; 01/19/2005; 07/14/2010; 06/20/2012; 09/17/2014*  
*Update: September 16, 2015*

## **Purpose**

The Conflict of Interest Code provides for the disclosure of investments, real property, income and business positions of designated Brisbane 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 Brisbane School District decisions in which they may have a financial interest.

Pursuant to the Political Reform Act and its regulations, all designated employees shall file statements of economic interests with the County of San Mateo filing officer.

## **Conflict of Interest Code**

The district's conflict of interest code shall comprise of the terms of 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.

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 Brisbane 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 incorporated into this Code.

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)

## **Incompatible Activities**

Governing Board members shall not engage in any employment or activity that 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)

## **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 office-holding 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 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.

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 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. (2 CCR 18700)

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.

### **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 who manage public investments 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

## 2016 Local Agency Biennial Notice

Name of Agency: Burlingame School District

Mailing Address: 1825 Trousdale Drive, Burlingame Ca 94010

Contact Person: Maggie MacIsaac Phone No. 650-259-3805

Email: mmacisaac@burlingameschools.org Alternate Email: kdiktakis@burlingameschools.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:

(*Check all that apply.*)

- ☐ Include new positions
- ☐ Revise disclosure categories
- ☒ Revise the titles of existing positions
- ☐ Delete titles of positions that have been abolished and/or 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 over five years old, amendments may be necessary.)

---

### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that 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 are reported. The code includes all other provisions required by Government Code Section 87302.*

  
\_\_\_\_\_  
Signature of Chief Executive Officer

08-23-16

\_\_\_\_\_  
Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2016**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

Burlingame SD | BB 9270 Board Bylaws

Conflict Of Interest

No Board member, district employee, or other person in a designated position shall participate in the making of any decision for the district when the decision will or may be affected by his/her financial, family, or other personal interest or consideration.

(cf. 9005 - Governance Standards)

Even if a prohibited conflict of interest does not exist, 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.

The Board shall adopt for the district a conflict of interest code that incorporates the provisions of 2 CCR 18730 by reference, specifies the district's designated positions, and provides the disclosure categories required for each position. The conflict of interest code shall be submitted to the district's code reviewing body for approval, in accordance with Government Code 87303 and within the deadline for submission established by the code reviewing body. (Government Code 87303)

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 or, if no change is required, the Board shall submit a written statement to that effect. (Government Code 87306.5)

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 after the changed circumstances necessitating the amendments have become apparent. (Government Code 87306)

When reviewing and preparing conflict of interest codes, 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 required statement and the date of leaving office or district employment. (Government Code 87302, 87302.6)

(cf. 4117.2/4217.2/4317.2 - Resignation)

(cf. 9222 - Resignation)

#### Conflict of Interest under the Political Reform Act

A Board member, designated employee, or other person in a designated position 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 disqualifying conflict of interest exists if the decision will have a "reasonably foreseeable material financial effect," which is distinguishable from the effect on the public generally, on the Board member, designated employee, or other person in a designated position, his/her immediate family, or any financial interest described in 2 CCR 18700. (Government Code 87100, 87101, 87103; 2 CCR 18700-18709)

A Board member, designated employee, or other person in a designated position makes a governmental decision when he/she, acting within the authority of his/her office or position, authorizes or directs any action on a matter, votes or provides information or opinion on it, contacts or appears before a district official for the purpose of affecting the decision, or takes any other action specified in 2 CCR 18704.

However, a Board member shall participate in the making of a contract in which he/she has a financial interest if his/her participation is required by the rule of necessity or legally required participation pursuant to Government Code 87101 and 2 CCR 18705.

#### Additional Requirements for Boards that Manage Public Investments

Any 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 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 and deliberations 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 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)

(cf. 9321 - Closed Session Purposes and Agendas)

(cf. 9321.1 - Closed Session Actions and Reports)

Conflict of Interest under Government Code 1090 - Financial Interest in a Contract

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 in a contract made by the Board, the contract is void. (Government Code 1090) -

A Board member shall not be considered to be financially interested in a contract in which he/she has only a "remote interest," as specified in Government Code 1091, if the 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 or district official to enter into the contract. (Government Code 1091)

In addition, a Board member shall not be considered to be financially interested in a contract in which his/her interest is a "noninterest" as defined in Government Code 1091.5. Noninterest includes a Board member's interest in being reimbursed for his/her actual and necessary expenses incurred in the performance of his/her official duties, in the employment of his/her spouse/registered domestic partner who has been a district employee for at least one year prior to the Board member's election or appointment, or in any other applicable circumstance specified in Government Code 1091.5.

## 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.

## 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 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)

In addition, the limitation on gifts does not apply to informational materials such as books, reports, pamphlets, calendars, and periodicals. (Government Code 82028)

Gifts of travel and related lodging and subsistence shall be subject to the current gift limitation, except when: (Government Code 89506)

1. The travel is in connection with a speech given by a Board member or designated employee, provided the lodging and subsistence expenses are limited to the day immediately preceding, the day of, and the day immediately following the speech and the travel is within the United States.
2. The travel is provided by a person or agency specified in Government Code 89506, including a government, governmental agency or authority, bona fide public or private educational institution, as defined in Revenue and Taxation Code 203, or nonprofit organization exempt from taxation under section 501(c)(3) of the Internal Revenue Code.

Gifts of travel exempted from the gift limitation, as described in items #1 and 2 above, shall nevertheless be reportable on the recipient's Statement of Economic Interest/Form 700 as required by law.

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 conference, convention, meeting, social event, meal, or like gathering.  
(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

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.

b. Investments, business positions, and sources of income, including gifts, loans, and travel payments.

### Designated Positions

#### Designated Position and Disclosure Category

Governing Board Members 1

Superintendent of Schools 1

Assistant/Associate Superintendent 1

Director 2

Principal 2

Assistant Principal 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 18700.3)

1. Approve a rate, rule, or regulation
2. Adopt or enforce a law
3. Issue, deny, suspend, or revoke any 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 18704, subsections (a) and (b), 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 18700.3)

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

41015 Investments

## 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

82019 Definition, designated employee

82028 Definition, gift

82030 Definition, income

82033 Definition, interest in real property

82034 Definition, investment

87100-87103.6 General prohibitions

87200-87210 Disclosure

87300-87313 Conflict of interest code

87500 Statements of economic interests

89501-89503 Honoraria and gifts

89506 Ethics; travel

91000-91014 Enforcement

PENAL CODE

85-88 Bribes

REVENUE AND TAXATION CODE

203 Taxable and exempt property - colleges

CODE OF REGULATIONS, TITLE 2

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

REVENUE AND TAXATION CODE

203 Taxable and exempt property - colleges

COURT DECISIONS

McGee v. Balfour Beatty Construction, LLC, et al. (4/12/16, No. B262850)

Davis v. Fresno Unified School District (2015) 237 Cal.App.4th 261

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 BURLINGAME SCHOOL DISTRICT

adopted: September 21, 2010 Burlingame, California

revised: August 21, 2012

revised: August 19, 2014

revised: August 30, 2016

## 2016 Local Agency Biennial Notice

Name of Agency: San Mateo County Community College District

Mailing Address: 3401 CSM Drive, San Mateo, CA 94402

Contact Person: Eugene Whitlock Phone No. 650-358-6883

Email: whitlocke@smccd.edu

Alternate Email: \_\_\_\_\_

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:

(Check all that apply.)

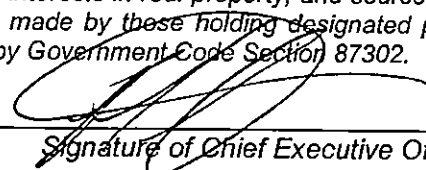
- ☐ Include new positions
- ☐ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☐ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- ☒ Other (describe) Revision of description of Designated Category 3

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

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

### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that 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 are reported. The code includes all other provisions required by Government Code Section 87302.*

  
\_\_\_\_\_  
Signature of Chief Executive Officer

8/24/16  
\_\_\_\_\_  
Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2016**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

**CONFLICT OF INTEREST CODE OF THE  
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
COUNTY OF SAN MATEO, STATE OF CALIFORNIA**

The Political Reform Act, Government Code Section 8100, et. seq., requires state and local government agencies to adopt 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 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 Community College District (Hereinafter "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 18277, 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 that 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 that 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 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 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 that may be materially affected by any decision made or participated in by the designated employee.

## **APPENDIX A**

### **SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT DESIGNATED OFFICIALS AND EMPLOYEES**

<b>Designated Positions</b>	<b>Disclosure Category</b>
Board of Trustees	1,2,3,4
Chancellor	1,2,3,4
Deputy Chancellor	1,2,3,4
Executive Vice Chancellor	1,2,3,4
Vice Chancellors	1,2,3,4
College Presidents	1,2,3,4
Consultants*	1,2,3,4
Director of Community/Government Relations	1,2,3,4
All Other Administrators	1,3,4
Bookstore Managers	1,3,4
Coordinators of Student Activities	1,3,4
Coordinators of Library Services	1,3,4
Buyers and Senior Buyers, Purchasing	1,3,4

\* The Chancellor, or designee, shall review the duties and authority of all consultants retained by the District. Those consultants who, within the meaning 2 CA. Code of Regulations 18700(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 the Conflict of Interest Code, specifically those dealing with disqualification.

August 2016

**RESOLUTION NO. 16-20**

**BY THE GOVERNING BOARD OF  
THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
STATE OF CALIFORNIA**

---

**RESOLUTION ADOPTING A CONFLICT OF INTEREST CODE**

**RESOLVED**, by the Board of Trustees of the San Mateo County Community College 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 to 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 designating 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 Mateo County Community College District has recently reviewed its appendix of designated positions and the duties of each position and has determined that certain changes to the appendix are necessary, and attached to this Resolution is the revised Conflict of Interest Code; and

**WHEREAS**, all earlier resolutions and/or appendices containing the District's conflict of interest code shall be rescinded and superseded by this resolution and appendix included as the Attachment to this resolution.

**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 Mateo County Community 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 Board of Trustees adopts the following Conflict of Interest Code including its hat the project described in and authorized by this Resolution is determined, in this Board's independent judgment, to be categorically exempt from CEQA under section 21084 of the California Public Resources Code and sections 15061 and 15301 of the CEQA Guidelines; that the Notice of Exemption regarding the project, which is attached as Exhibit A to this Resolution, and incorporated herein by reference, is hereby approved; and that the Superintendent (or his designee) is directed to file the Notice of Exemption, along with a certified copy of this Resolution, with the County Clerk for the County of San Mateo.

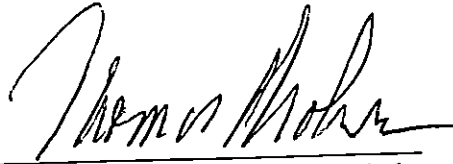
**REGULARLY PASSED AND ADOPTED** this 24<sup>th</sup> day of August, 2016.

Ayes: Maurice Goodman, Richard Holober, Dave Mandelkern, Thomas Mohr, Karen Schwarz

Noes: 0

Abstentions: 0

Attest:

A handwritten signature in cursive script, appearing to read "Thomas Mohr", written in dark ink.

Thomas Mohr, Vice President-Clerk  
Board of Trustees

## 2016 Local Agency Biennial Notice

Name of Agency: Hillsborough City School District  
Mailing Address: 300 El Cerrito Ave.  
Contact Person: Anthony Rani Phone No. 650-548-4210  
Email: arani@hcsd.k12.ca.us Alternate Email: kbender@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:

(Check all that apply.)

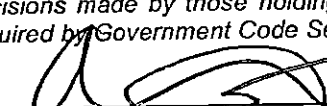
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- ☐ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☒ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- ☐ Other (describe) \_\_\_\_\_

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

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

### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that 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 are reported. The code includes all other provisions required by Government Code Section 87302.*

  
\_\_\_\_\_  
Signature of Chief Executive Officer

8/19/16  
\_\_\_\_\_  
Date

All agencies must complete and return this notice, regardless of how recently your code was approved or amended. Please return this notice no later than October 3, 2016, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

**PLEASE DO NOT RETURN THIS FORM TO THE 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.

<b>Designated Positions</b>	<b>Disclosure Category</b>
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
Chief Business Official	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.



DATE: August 1, 2016  
TO: All Filing Officials  
FROM: Mark Church, Assessor-County Clerk-Recorder  
SUBJECT: **Conflict of Interest Code (COI) Biennial Review Notice**

This is to remind you that Government Code §87306.5 requires each local agency to review its Conflict of Interest Code biennially to determine if it is accurate or, alternatively, if it must be amended. To assist you in making that determination, please review the attached "How to amend a Conflict of Interest Code" and "How to review a Conflict of Interest Code" documents. The attached "2016 Local Biennial Notice" form must be **returned to our office no later than September 1<sup>st</sup>**. Your agency must review its Conflict of Interest Code and submit a completed notice to:

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

Our office will then submit the completed notice to the code reviewing body for approval.

Please note that your agency's amended code is not effective until it has been approved.

Accordingly, we request your agency to:

- a) **Review** its Conflict of Interest Code and, if a change in the agency's code is necessitated by changed circumstances (events such as organizational changes, changes in staff duties and/or titles, the use of consultants and/or interim staff members), **indicate the changes on the notice and return the notice to us no later than September 1<sup>st</sup>**.
- b) Kindly submit the amended code adopted by your governing board to our office within 90 days of the date of the completed notice.
- c) **If no change** in the agency's code is required, indicate this on the notice form and forward it to our office **no later than September 1<sup>st</sup>**.

Our office also requests that your agency send a **copy of your most current Conflict of Interest Code** so that we may update our files.

If you have any questions, please do not hesitate to contact me at (650) 363-4988.

## 2016 Local Agency Biennial Notice

Name of Agency: Jefferson Elementary School District

Mailing Address: 101 Lincoln Avenue, Daly City, CA 94015

Contact Person: Bernie Vidales

Phone No. (650) 746-2400

Email: bvidales@jeffersonesd.org

Alternate Email: mcoviray@jeffersonesd.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:**

(*Check all that apply.*)

- ☒ Include new positions
- ☐ Revise disclosure categories
- ☒ Revise the titles of existing positions
- ☐ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- ☐ Other (*describe*) \_\_\_\_\_

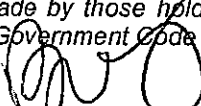
☐ **The code is currently under review by the code reviewing body.**

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

---

### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that 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 are reported. The code includes all other provisions required by Government Code Section 87302.*

  
\_\_\_\_\_  
Signature of Chief Executive Officer

Sept. 19, 1916  
\_\_\_\_\_  
Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2016**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

## 2016 Local Agency Biennial Notice

Name of Agency: Jefferson Elementary School District

Mailing Address: 101 Lincoln Avenue, Daly City, CA 94015

Contact Person: Bernie Vidales Phone No. (650) 746-2400

Email: bvidales@jeffersonesd.org Alternate Email: mcoviray@jeffersonesd.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:**

(Check all that apply.)

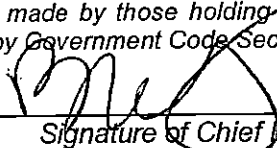
- ☐ Include new positions
- ☐ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☐ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- ☐ Other (describe) \_\_\_\_\_

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

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

### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that 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 are reported. The code includes all other provisions required by Government Code Section 87302.*

  
\_\_\_\_\_  
Signature of Chief Executive Officer

8/5/16  
\_\_\_\_\_  
Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2016**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

**JEFFERSON ELEMENTARY SCHOOL DISTRICT**

**RESOLUTION #16-09-14B**

**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 14<sup>th</sup> DAY OF SEPTEMBER, 2016**

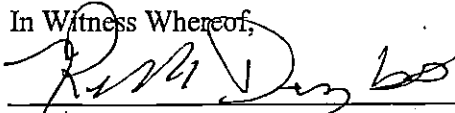
AYES: Ali, Brizuela, Douglass, Koo, Liaiga-Anoa'i

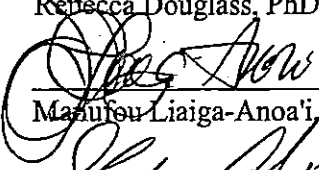
NOES: None

ABSTENTIONS: None

ABSENT: None

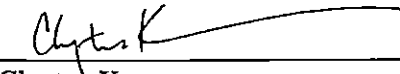
In Witness Whereof,

  
Rebecca Douglass, PhD, President

  
Manufou Liaiga-Anoa'i, Clerk

  
Shakeel Ali

  
Marie Brizuela

  
Clayton Koo

JEFFERSON ELEMENTARY SCHOOL DISTRICT  
GOVERNING BOARD

Dated: 9/14/16

**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/Construction Program	2
Personnel Commissioners	2
General Manager of Food Service Operations	2
Director of Technology and Curriculum Integration	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 18700.3)

1. Approve a rate, rule, or regulation
2. Adopt or enforce a law
3. Issue, deny, suspend, or revoke any 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 18704, subsections (a) and (b), 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 18700.3)

Regular Governing Board Meeting  
August 24, 2016 7:00 PM  
City Hall, Council Chambers  
333 - 90th Street, Daly City, CA 94015  
LIVE TELECAST: Comcast Channel 27 or RCN Channel 26

Agenda Item:           **12.A. Board Policies/Administrative Regulations: AR 6158 Independent Study and BB 9270 Conflict of Interest - First Reading (5 min.) - DISCUSSION/ACTION**

Quick Summary /    The Administration recommends updates to the attached Board Policies/Administrative  
Abstract:           Regulations: AR 6158 Independent Study (pulled from July 2016 CSBA Board Policy  
Revisions) and BB 9270 Conflict of Interest (pulled from May 2016 CSBA Board Policy  
Revisions) as stated in a first reading.

Attachments:

AR 6158 Independent Study (pulled from July 2016 CSBA BP Revisions) - First Reading 08.24.16  
BB 9270 Conflict of Interest (pulled from May 2016 CSBA BP Revisions) - 1st reading 08.24.16 . . . . .

# 11.G. \* Unpaid Leaves of Absence - Classified Personnel - ACTION Quick Summary / Abstract:

The Administration recommends approval of unpaid leaves of absence for the following employees:  
NINA CHRISTI REYES, Spec. Cir. Inst. Asst., FR, from 8/16/16 through 1/19/17;  
YASARY VILLALOBOS, Inst. Asst.-Afterschool Program, JFK, from 8/16/16 through 1/31/17.

## Minutes:

Approved under General Functions, item No. 7. A. - Consent Agenda.

## 12. BOARD POLICIES/ADMINISTRATIVE REGULATIONS - Bernie Vidales

### 12.A. Board Policies/Administrative Regulations: AR 6158 Independent Study and BB 9270 Conflict of Interest - First Reading (5 min.) - DISCUSSION/ACTION

#### Quick Summary / Abstract:

The Administration recommends updates to the attached Board Policies/Administrative Regulations: AR 6158 Independent Study (pulled from July 2016 CSBA Board Policy Revisions) and BB 9270 Conflict of Interest (pulled from May 2016 CSBA Board Policy Revisions) as stated in a first reading.

#### Actions:

##### Motion

Motion to approve the first reading of AR 6158 Independent Study and the second reading of BB 9270 Conflict of Interest. Passed with a motion by Clayton Koo and a second by Shakeel Ali.

##### Vote:

Yes Shakeel Ali.  
Yes Marie Brizuela.  
Yes Rebecca Douglass.  
Yes Clayton Koo.  
Absent Manufou Liaiga-Anoa'i.

#### Attachments:

- AR 6158 Independent Study (pulled from July 2016 CSBA BP Revisions) - First Reading 08.24.16
- BB 9270 Conflict of Interest (pulled from May 2016 CSBA BP Revisions) - 1st reading 08.24.16

### 12.B. Board Policies/Administrative Regulations: June 2016 Board Policy Revisions - First Reading (5 min.) - DISCUSSION/ACTION

#### Quick Summary / Abstract:

The Board will review and revise Board Policies/Administrative Regulations from June 2016 CSBA Board Policy Revisions as stated in a first reading.

#### Rationale:

The Jefferson Elementary School District receives revisions/updates to Board Policies quarterly as part of CSBA's Manual Maintenance Service. The revisions were reviewed by staff and the Board Policies Subcommittee, and are presented to the Board of Education for review and approval.

#### Recommended Motion:

The Administration recommends adoption of the following revised Board Policies/Administrative Regulations from June 2016 CSBA Board Policy Revisions as stated in a first reading:

BP 2121 Superintendent's Contract  
BB 9321 Closed Session Purposes and Agendas

#### Actions:

##### Motion

Motion to approve the June 2016 Board Policy Revisions as a second reading. Passed with a motion by Marie Brizuela and a second by Shakeel Ali.

##### Vote:

Yes Shakeel Ali.  
Yes Marie Brizuela.  
Yes Rebecca Douglass.  
Yes Clayton Koo.  
Absent Manufou Liaiga-Anoa'i.

#### Attachments:

- June 2016 Board Policy Revisions - 1st Reading 08.24.16

### 12.C. Board Policies/Administrative Regulations: December 2015 Board Policy Revisions - First Reading (5 min.) - DISCUSSION/ACTION

#### Quick Summary / Abstract:

The Board will review and revise Board Policies/Administrative Regulations from December 2015 CSBA Board Policy Revisions as stated in a first reading.

#### Rationale:

The Jefferson Elementary School District receives revisions/updates to Board Policies quarterly as part of CSBA's Manual Maintenance Service. The revisions were reviewed by staff and the Board Policies Subcommittee, and are presented to the Board of Education for review and approval.

CONFLICT OF INTEREST

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 \_\_\_\_\_ 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 \_\_\_\_\_ 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 \_\_\_\_\_ 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 (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>

## CONFLICT OF INTEREST (continued)

### *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*  
41015 *Investments*

#### 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*  
82019 *Definition, designated employee*  
82028 *Definition, gift*  
82030 *Definition, income*  
82033 *Definition, interest in real property*  
82034 *Definition, investment*  
87100-87103.6 *General prohibitions*  
87200-87210 *Disclosure*  
87300-87313 *Conflict of interest code*  
87500 *Statements of economic interests*  
89501-89503 *Honoraria and gifts*  
89506 *Ethics; travel*  
91000-91014 *Enforcement*

#### PENAL CODE

85-88 *Bribes*

#### REVENUE AND TAXATION CODE

203 *Taxable and exempt property - colleges*

#### CODE OF REGULATIONS, TITLE 2

18110-18997 *Regulations of the Fair Political Practices Commission, especially:*  
18700-18707 *General prohibitions*  
18722-18740 *Disclosure of interests*  
18750.1-18756 *Conflict of interest codes*

#### COURT DECISIONS

McGee v. Balfour Beatty Construction, LLC, et al. (4/12/16, No. B262850)  
Davis v. Fresno Unified School District (2015) 237 Cal.App.4th 261  
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

## **CONFLICT OF INTEREST (continued)**

Gifts of travel exempted from the gift limitation, as described in items #1 and 2 above, shall nevertheless be reportable on the recipient's Statement of Economic Interest/Form 700 as required by law.

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 conference, convention, meeting, social event, meal, or like gathering. (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: (see next page)*

## **CONFLICT OF INTEREST (continued)**

necessary expenses incurred in the performance of his/her official duties, in the employment of his/her spouse/registered domestic partner who has been a district employee for at least one year prior to the Board member's election or appointment, or in any other applicable circumstance specified in Government Code 1091.5.

### **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.

### **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)

In addition, the limitation on gifts does not apply to informational materials such as books, reports, pamphlets, calendars, and periodicals. (Government Code 82028)

Gifts of travel and related lodging and subsistence shall be subject to the current gift limitation, except when: (Government Code 89506)

1. The travel is in connection with a speech given by a Board member or designated employee, provided the lodging and subsistence expenses are limited to the day immediately preceding, the day of, and the day immediately following the speech and the travel is within the United States.
2. The travel is provided by a person or agency specified in Government Code 89506, including a government, governmental agency or authority, bona fide public or private educational institution, as defined in Revenue and Taxation Code 203, or nonprofit organization exempt from taxation under section 501(c)(3) of the Internal Revenue Code.



**CONFLICT OF INTEREST** (continued)

- ~~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 and deliberations 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)~~

~~(cf. 9321 Closed Session Purposes and Agendas)~~

~~(cf. 9321.1 Closed Session Actions and Reports)~~

**Conflict of Interest under Government Code 1090 - Financial Interest in a Contract**

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 in a contract made by the Board, the contract is void. (Government Code 1090)

A Board member shall not be considered to be financially interested in a contract in which he/she has only a "remote interest," as specified in Government Code 1091, if the 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 or district official to enter into the contract. (Government Code 1091)

In addition, a Board member shall not be considered to be financially interested in a contract in which his/her interest is a "noninterest" as defined in Government Code 1091.5. Noninterest includes a Board member's interest in being reimbursed for his/her actual and

## **CONFLICT OF INTEREST (continued)**

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 required statement and the date of leaving office or district employment. (Government Code 87302, 87302.6)

*(cf. 4117.2/4217.2/4317.2 - Resignation)*  
*(cf. 9222 - Resignation)*

### **Conflict of Interest under the Political Reform Act**

A Board member, designated employee, or other person in a designated position 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 disqualifying conflict of interest exists if the decision will have a "reasonably foreseeable material financial effect," which is distinguishable from the effect on the public generally, on the Board member, designated employee, or other person in a designated position, his/her immediate family, or any financial interest described in 2 CCR 18700. (Government Code 87100, 87101, 87103; 2 CCR 18700-18709)

A Board member, designated employee, or other person in a designated position makes a governmental decision when he/she, acting within the authority of his/her office or position, authorizes or directs any action on a matter, votes or provides information or opinion on it, contacts or appears before a district official for the purpose of affecting the decision, or takes any other action specified in 2 CCR 18704.

However, a Board member shall participate in the making of a contract in which he/she has a financial interest if his/her participation is required by the rule of necessity or legally required participation pursuant to Government Code 87101 and 2 CCR 18705.

### **Additional Requirements for Boards that Manage Public Investments**

~~Any 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 18707)~~

- ~~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.~~

## 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. Accordingly, no Board member, district employee, or other person in a designated position shall participate in the making of any decision for the district when the decision will or may be affected by his/her financial, family, or other personal interest or consideration.

*(cf. 9005 - Governance Standards)*

Even if a prohibited conflict of interest does not exist, 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.

The Board shall adopt for the district a conflict of interest code that incorporates the provisions of 2 CCR 18730 by reference, specifies the district's designated positions, and provides the disclosure categories required for each position. The conflict of interest code shall be submitted to the district's code reviewing body for approval, in accordance with Government Code 87303 and within the deadline for submission established by the code reviewing body. (Government Code 87303)

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 or, if no change is required, the Board shall submit a written statement to that effect. (Government Code 87306.5)

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 after the changed circumstances necessitating the amendments have become apparent. (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)*

**CONFLICT OF INTEREST (continued)**

3. Issue, deny, suspend, or revoke any 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 18704, subsections (a) and (b), 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 18700.3)



## Jefferson Union High School District

ADMINISTRATIVE OFFICES – SERRAMONTE DEL REY  
699 Serramonte Boulevard, Suite 100  
Daly City, CA 94015-4132  
650-550-7900 • FAX 650-550-7888

### Board of Trustees

Andrew Lie  
Jeanne L. Matysiak  
Nick Occhipinti  
Kalimah Y. Salahuddin  
Rosie Tejada

Dan Burns  
Superintendent

August 24, 2016

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

Dear Ms. Fernandez:

Enclosed please find the 2016 Local Agency Biennial Notice for the Jefferson Union High School District. There have been no changes to the Board Bylaws, only to the Conflict of Interest Appendix E 9270(b) which now includes three new positions.

The newly created positions are:

- Director, Career Technical Education/College Readiness
- Director, Student Services
- Director, Special Education.

The positions were approved by the Board of Trustees at its Regular Meeting of August 16, 2016.

I have also included a copy of our BB 9270 – Conflict of Interest Code for your files.

If you have any questions, please do not hesitate to call me at 650-550-7969.

Sincerely,

A handwritten signature in cursive script, appearing to read "Ami Cowan".

Ami Cowan  
Assistant to the Superintendent

Enc.

## 2016 Local Agency Biennial Notice

Name of Agency: Jefferson Union High School District

Mailing Address: 699 Serramonte Blvd., Suite 100, Daly City, CA 94015

Contact Person: Ami Cowan Phone No. 650-550-7969

Email: acowan@juhsd.net

Alternate Email: \_\_\_\_\_

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:

(Check all that apply.)

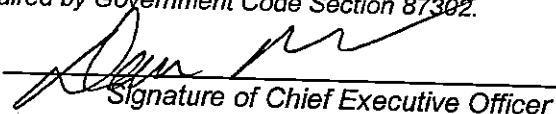
- ☒ Include new positions
- ☐ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☐ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- ☒ Other (describe) New Positions: Director Pupil Services, Director Special Education, and Director Career Technical Education/College Readiness

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

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

### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that 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 are reported. The code includes all other provisions required by Government Code Section 87302.*

  
Signature of Chief Executive Officer

August 24, 2016

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2016**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

## **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

**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.

## **Board Bylaws**

E 9270 (b)

### **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, Career Technical Education/College Readiness  
Director, Student Services  
Director, Special Education  
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
3. Issue, deny, suspend, or revoke a permit, license, application, certificate, approval, order or similar authorization or entitlement

**Board Bylaws**

**CONFLICT OF INTEREST**

**Disclosures for Consultants**

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.

Exhibit

Approved: 8/02/11

Revised: 6/08/14

Revised: 8/19/16

## 2016 Local Agency Biennial Notice

Name of Agency: La Honda Pescadero Unified School District

Mailing Address: 360 Butano Cut Off, Pescadero, CA 94060

Contact Person: Amy Wooliever Phone No. 650-879-0286

Email: amyw@lhpusd.com Alternate Email: tmcvey@lhpusd.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:**

(Check all that apply.)

- ☐ Include new positions
- ☐ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☐ Delete titles of positions that have been abolished and/or 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 over five years old, amendments may be necessary.)

---

### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that 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 are reported. The code includes all other provisions required by Government Code Section 87302.*



Signature of Chief Executive Officer

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2016**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**



## 2016 Local Agency Biennial Notice

Name of Agency: Las Lomas Elementary School District

Mailing Address: 1011 Altschul Ave Menlo Park, Ca 94025

Contact Person: Steven R. Fuentes

Phone No. 650-854-6311 ext. 14

Email: sfuentes@llesd.org

Alternate Email: \_\_\_\_\_

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:

(*Check all that apply.*)

- ☒ Include new positions
- ☐ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☐ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- ☒ Other (*describe*) Update language to reflect current government code requirements.

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

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

---

### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that 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 are reported. The code includes all other provisions required by Government Code Section 87302.*

\_\_\_\_\_  
Signature of Chief Executive Officer

\_\_\_\_\_  
Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2016**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

# Las Lomitas 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. Accordingly, no Board member, district employee, or other person in a designated position shall participate in the making of any decision for the district when the decision will or may be affected by his/her financial, family, or other personal interest or consideration. (cf. 9005 – Governance Standards)

Even if a prohibited conflict of interest does not exist, 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.

The Board shall adopt for the district a conflict of interest code that incorporates the provisions of 2 CCR 18730 by reference, specifies the district's designated positions, and provides the disclosure categories required for each position. The conflict of interest code shall be submitted to the district's code reviewing body for approval, in accordance with Government Code 87303 and within the deadline for submission established by the code reviewing body. (Government Code 87303)

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 or, if no change is required, the Board shall submit a written statement to that effect. (Government Code 87306.5)

When a change in the district's conflict of interest code is necessitated due to changed circumstances, such as the creation of a new designated position, 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 after the changed circumstances necessitating the amendments have become apparent. (Government Code 87306)

When reviewing and preparing the district's conflict of interest code, the Superintendent or designee shall provide officers, employees, consultants, and of the community adequate notice and a fair opportunity to present their views. (Government Code 87311)

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 required statement and the date of leaving office or district employment. (Government Code 87302, 87302.6)

A Board member, designated employee, or other person in a designated position 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 disqualifying conflict of interest exists if the decision will have a "reasonably foreseeable material financial effect", which is distinguishable from the effect on the public generally, on the Board member, designated employee, or other person in a designated position, his/her immediate family, or any financial interest described in 2 CCR 18700. (Government Code 87100, 87101, 87103; 2 CCR 18700-18709)

A Board member, designated employee, or other person in a designated position makes a governmental decision when he/she, acting within the authority of his/her office or position, authorizes or directs any action on a matter, affecting the decision, or takes any other action specified in 2 CCR 18704.

However, a Board member shall participate in the making of a contract in which he/she has a financial interest if his/her participation is required by rule of necessity or legally required participation pursuant to Government Code 87101 and 2 CCR 18705.

#### Conflict of Interest Code under Government Code 1090 – Financial Interest in a Contract

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 in a contract made by the Board, the contract is void. (Government Code 1090)

A Board member shall not be considered to be financially interested in a contract in which he/she has only a "remote interest", as specified in Government Code 1091, if the 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 or district official to enter in the contract. (Government Code 1091)

In addition, a Board member shall not be considered to be financially interested in a contract in which his/her interest is a "noninterest" as defined in Government Code 1091.5. Noninterest includes a Board member's interest in being reimbursed for his/her actual and necessary expenses incurred in the performance of his/her official duties, in the employment of his/her spouse/registered domestic partner who has been a district employee for at least one year prior to the Board member's election or appointment, or in any other applicable circumstance specified in

Government Code 1091.5.

#### 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.

#### Incompatible Offices and Activities

Board members shall not engage in any employment or activity or hold any offices 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)

#### Gifts

Board members and designated employees may accept only under the conditions and limitations specified 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)

In addition, the limitation on gifts does not apply to informational materials such as books, reports, pamphlets, calendars, and periodicals. (Government Code 89503)

Gifts of travel and related lodging and subsistence shall be subject to the current gift limitations except when: (Government Code 89506)

1. The travel is in connection with a speech given by a Board member or designated employee, provided the lodging and subsistence expenses are limited to the day immediately preceding, the day of, and the day immediately following the speech and the travel is within the United States.
2. The travel is provided by a person or agency specified in Government Code 89506, including a government, governmental agency or authority, bona fide public or private educational institution, as defined in Revenue and Taxation Code 203, or nonprofit organization exempt from taxation under section 501(c)(3) of the Internal Revenue Code.

Gifts of travel exempted from the gift limitation, as described in items #1 and 2 above, shall nevertheless be reportable on the recipient's Statement of Economic Interest/Form 700 as required by law.

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 conference, convention, meeting, social event, meal, or like gathering.  
(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 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

41015 Investments

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

82019 Definition, designated employee

82028 Definition, gift

82030 Definition, income

82033 Definition, interest in real property

82034 Definition, investment

87100-87103.6 General Prohibitions

87200-87210 Disclosure

87300-87313 Conflict of interest code

87500 Statements of economic interests

89501-89503 Honoraria and gifts

89506 Ethics; travel

91000-91014 Enforcement

PENAL CODE

85-88 Bribes

REVENUE AND TAXATION CODE

203 Taxable and exempt property – colleges

#### CODE OF REGULATIONS, TITLE 2

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

18700-18707 General prohibitions

18722-18740 Disclosure of interests

18750.1-18756 Conflict of interest codes

#### COURT DECISIONS

McGee v. Balfour Beatty Construction, LLC, et al. (4/12/16, No. B262850)

Davis v. Fresno Unified School (2015) 237 Cal.App.4<sup>th</sup> 261

Klistoff v. Superior Court, (2007) 157 Cal.App.4<sup>th</sup> 469

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

Kunec v. Brea Redevelopment Agency, (1997) 55 Cal.App.4<sup>th</sup> 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>

LAS LOMITAS ELEMENTARY SCHOOL DISTRICT  
Menlo Park, California

Bylaw Adopted: December 1976  
Revised: February 1982

Reviewed: August 2000  
Reviewed: August 2004  
Revised: September 8, 2004  
Revised: October 13, 2004  
Number Changed: May 17, 2006  
Reviewed: August 9, 2006  
Reviewed: September 2006  
Reviewed: June 12, 2013  
Revised: September 14, 2016

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# Las Lomas ESD

## Administrative Regulation

### Conflict Of Interest

AR 9270  
Board Bylaws

#### Conflict of Interest Code

The district's conflict of interest code shall comprise the terms of the 2 CCR 18730 and any amendments to it adopted by the Fair Political Practices Commission (see Exhibit 9270). The designated positions and disclosure categories below are incorporated by reference in 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. 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.

#### 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 with 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.

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 her/her entire school.

#### Designated Positions and Disclosure Category



## Category 1

Governing Board

Superintendent

Chief Business Officer

## Category 2

Principal

Assistant Principal

Director of Student Services

Director of Technology

Director of Curriculum and Instruction

Director of Bond Projects

Supervisor of Maintenance, Operations and Transportation

## 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 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 decisions whether to: (2 CCR 18700.3)

- 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 that requires district approval and in which the district is a party or to the specifications for such a contract
- 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 18704, subsections (a) and (b), 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 18700.3)

Regulation	LAS LOMITAS ELEMENTARY SCHOOL DISTRICT
approved:	December 9, 1998 (as AR 7600)      Menlo Park, California
reviewed:	August 2000
reviewed:	August 2004
revised:	September 8, 2004
revised:	May 17, 2006 (number changed to AR 9270)
reviewed:	August 9, 2006
reviewed:	September 19, 2008
revised:	August 30, 2012
reviewed:	June 12, 2013
revised:	September 14, 2016

## 2016 Local Agency Biennial Notice

Name of Agency:

Millbrae School District

Mailing Address:

555 Richmond Drive Millbrae, CA

Contact Person:

Vahn Phayprasert

Phone No.

(650) 697-5693, ext. 94030

Email:

vphayprasert@msd.k12-ca.us

Alternate Email:

vahnphay@gmail.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:

(Check all that apply.)

☒ Include new positions

☐ Revise disclosure categories

☐ Revise the titles of existing positions

☐ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions

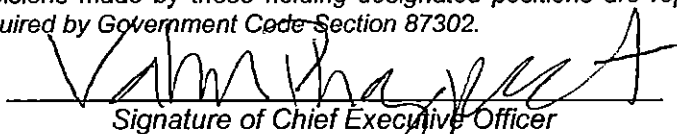
☐ Other (describe) \_\_\_\_\_

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

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

### Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that 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 are reported. The code includes all other provisions required by Government Code Section 87302.

  
Signature of Chief Executive Officer

9/6/16  
Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2016**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

**PLEASE DO NOT RETURN THIS FORM TO THE 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
Food Service Supervisor	2
Maintenance Supervisor	2
Supervisor of Business Services	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.

## 2016 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

Email: acampbell@smcoe.org Alternate Email: kwilliams@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:**

(*Check all that apply.*)

- ☒ Include new positions
- ☐ Revise disclosure categories
- ☒ Revise the titles of existing positions
- ☒ Delete titles of positions that have been abolished and/or 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 over five years old, amendments may be necessary.)

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### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that 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 are reported. The code includes all other provisions required by Government Code Section 87302.*

  
Signature of Chief Executive Officer

8/18/16  
Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2016**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

## 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
<del>Deputy Superintendent, Business Services Division</del>	1,2,3,4
<u>Deputy Superintendent, Business Services</u>	1,2,3,4
<del>Deputy Superintendent, Instructional Services Division</del>	1,2,3,4
<u>Deputy Superintendent, Instructional Services</u>	1,2,3,4
Associate Superintendent, Human Resources	1,2,3,4
<del>Associate Superintendent, Student Services Division</del>	1,2,3,4
<u>Associate Superintendent, Student Services</u>	1,2,3,4
<del>Administrator for Board Support and Community Relations</del>	1,2,3,4
<u>Administrator, Board/Superintendent Support and Community Relations</u>	1,2,3,4
<del>Administrator, Classified Human Resources</del>	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
<del>Administrator, Career Technical Education</del>	1,2,3,4
<u>Administrator, Personnel Commission Services</u>	1,2,3,4
<u>Administrator, Safe and Supportive Schools/Student Services</u>	1,2,3,4
<u>Administrator, Special Education and Staff Supports</u>	1,2,3,4
Consultants*	1,2,3,4
<u>Director, Accountability and District Support</u>	1,2,3,4
Director, Administrator and Beginning Teacher Services	1,2,3,4
Director, District Business Services	1,2,3,4
Director, Early Learning Support Services (ELSS)	1,2,3,4
<del>Director, Educational Services (Accountability, Innovation and Results - AIR)</del>	1,2,3,4
Director, Networks for Success (N4S)	1,2,3,4
Director, Outdoor Environmental Education	1,2,3,4
<del>Director, Science, Technology, Engineering and Math (STEM)</del>	1,2,3,4
<u>Director, Science, Technology, Engineering and Math</u>	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
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
<del>Senior Administrator, Special Education</del>	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.

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 25<sup>th</sup> 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.

## 2016 Local Agency Biennial Notice

Name of Agency: RAVENSWOOD CITY SCHOOL DISTRICT

Mailing Address: 2120 EUCLID AVENUE

Contact Person: Dr. Gloria M. Hernandez-Goff Phone No. (650) 329-2800 ext. 60110

Email: ghernandez@ravenswoodschools.org Alternate Email nmaldonado@ravenswoodschools.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:**

(Check all that apply.)

- ☒ Include new positions (**Director of Human Resources & Director of Maintenance/Construction/Transportation**)
- ☐ Revise disclosure categories
- ☒ Revise the titles of existing positions
- ☐ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- ☒ Other (describe) **Director of Transportation(deleted) replaced w/Director of Maintenance/Construction/Transportation**

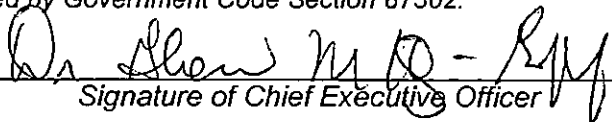
☐ **The code is currently under review by the code reviewing body.**

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

---

### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that 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 are reported. The code includes all other provisions required by Government Code Section 87302.*

  
Signature of Chief Executive Officer

8/25/2016  
Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2016**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

## EXHIBIT A

### RAVENSWOOD CITY SCHOOL DISTRICT Conflict of Interest Code

#### List of Designated Ravenswood City School District Members and Staff Description of Financial Disclosure Categories. 2016

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>
Trustees	1,2,3,4
Superintendent	1,2,3,4
C.B.O.	1,2,3,4
Assistant Superintendents	1,2,3,4
Director of Special Education	1,2,3,4
Director of Student Services and Auxiliary Programs	1,2,3,4
<b>Director of Human Resources ☺</b>	1,2,3,4
Director of Curriculum & instruction	1,2,3,4
Director of Technology	1,2,3,4
Director of Maintenance/Construction/ <b>Transportation ☺</b>	1,2,3,4
<del>Director of Transportation</del>	1,2,3,4
Consultants*	1,2,3,4

## EXHIBIT A

### RAVENSWOOD CITY SCHOOL DISTRICT Conflict of Interest Code

#### List of Designated Ravenswood City School District Members and Staff Description of Financial Disclosure Categories. 2012

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>
Trustees	1,2,3,4
Superintendent	1,2,3,4
C.B.O.	1,2,3,4
Assistant Superintendents	1,2,3,4
Director of Special Education	1,2,3,4
Director of Student Services and Auxiliary Programs	1,2,3,4
Director of Curriculum & instruction	1,2,3,4
Director of Technology	1,2,3,4
Director of Maintenance/Construction	1,2,3,4
Director of Transportation	1,2,3,4
Consultants*	1,2,3,4

## 2016 Local Agency Biennial Notice

Name of Agency: Redwood City School District  
Mailing Address: 750 Bradford Street, Redwood City, CA 94063  
Contact Person: Eliana Garcia Phone No. (650) 423-2230  
Email: lgarcia@resdk8.net Alternate Email: \_\_\_\_\_

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:

(Check all that apply.)

- ☒ Include new positions
- ☐ Revise disclosure categories
- ☒ Revise the titles of existing positions
- ☒ Delete titles of positions that have been abolished and/or 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 over five years old, amendments may be necessary.)

### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that 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 are reported. The code includes all other provisions required by Government Code Section 87302.*

  
Signature of Chief Executive Officer

8/18/16  
Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2016**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

## **Redwood City School District**

### List of Designated Positions in the Redwood City 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 Education Members	1,2,3,4
<ul style="list-style-type: none"><li>• Alisa MacAvoy – President</li><li>• Hilary Paulson – Vice President</li><li>• María Díaz-Slocum – Clerk</li><li>• Dennis McBride – Trustee</li><li>• Janet Lawson – Trustee</li></ul>	
Superintendent	1,2,3,4
<ul style="list-style-type: none"><li>• John R. Baker</li></ul>	
Chief Business Official	1,2,3,4
<ul style="list-style-type: none"><li>• Wael Saleh</li></ul>	
Director of Human Resources	1,2,3,4
<ul style="list-style-type: none"><li>• Leslie Crane</li></ul>	
Interim Directors of Maintenance/Operations	1,2,3,4
<ul style="list-style-type: none"><li>• Keith Kadera</li><li>• Martín Cervantes</li></ul>	
Executive Directors of Educational Services	1,2,3,4
<ul style="list-style-type: none"><li>• Linda Montes</li><li>• Wendy Kelly</li></ul>	
Consultants*	1,2,3,4

\* After consultation with County Counsel, the duties and authority of each consultant retained by the District shall be reviewed. 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 Redwood 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.

### 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.



## 2016 Local Agency Biennial Notice

Name of Agency: San Carlos School District

Mailing Address: 1200 Industrial Road, Unit 9, San Carlos, CA 94070

Contact Person: Robert Porter Phone No. 650-508-7333

Email: rporter@scsdk8.org

Alternate Email: \_\_\_\_\_

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:

(*Check all that apply.*)

- ☐ Include new positions
- ☐ Revise disclosure categories
- ☒ Revise the titles of existing positions
- ☐ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- ☐ Other (*describe*) \_\_\_\_\_

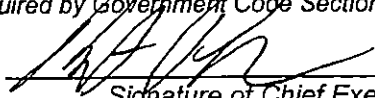
☐ The code is currently under review by the code reviewing body.

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

---

### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that 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 are reported. The code includes all other provisions required by Government Code Section 87302.*



Signature of Chief Executive Officer

9/11/16

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2016**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

Board Bylaws

CONFLICT OF INTEREST

Approved on  
E 9200(a)  
AUG 25 2016  
Board Agenda

RESOLUTION ADOPTING A  
CONFLICT OF INTEREST CODE  
RESOLUTION # 1:16/17

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 San Carlos 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 San Carlos School District has recently reviewed its positions, and the duties of each position, and has determined that no changes to the current conflict of interest code are necessary; and

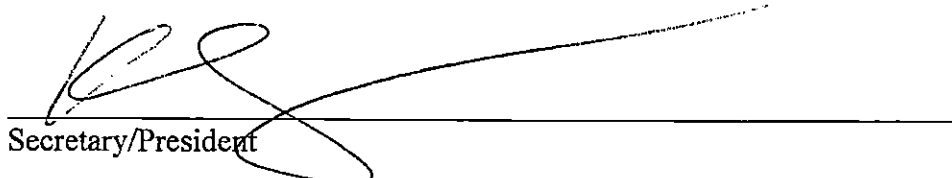
WHEREAS, any earlier resolutions, bylaws, and/or appendices containing the district's conflict of interest code shall be rescinded and superseded by this resolution and Appendix; and

NOW THEREFORE BE IT RESOLVED that the San Carlos School District Governing Board adopts the following Conflict of Interest Code including its Appendix of Designated Employees and Disclosure Categories.

PASSED AND ADOPTED THIS 25<sup>th</sup> day of August, 2016 at a meeting, by the following vote:

AYES: 4 NOES: 0 ABSENT: 1

Attest:

  
Secretary/President

**CONFLICT OF INTEREST (continued)**

**Conflict of Interest Code of the  
San Carlos 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.

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.
  - b. Investments, business positions, and sources of income, including gifts, loans, and travel payments.

### **Designated Positions**

<u>Designated Position</u>	<u>Disclosure Category</u>
Governing Board Members	1
Superintendent of Schools	1
Assistant Superintendent	1
Chief Operations Officer	1
Director of Finance	1
Director	2
Principal	2
Assistant Principal	2
Supervisor of Facilities, Maintenance, Operations and Transportation	2
Program Coordinator	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 18700.3)

1. Approve a rate, rule, or regulation
2. Adopt or enforce a law
3. Issue, deny, suspend, or revoke any 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 18704, subsections (a) and (b), 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 18700.3)

## Board Bylaws

### 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. Accordingly, no Board member, district employee, or other person in a designated position shall participate in the making of any decision for the district when the decision will or may be affected by his/her financial, family, or other personal interest or consideration.

*(cf. 9005 - Governance Standards)*

Even if a prohibited conflict of interest does not exist, 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.

The Board shall adopt for the district a conflict of interest code that incorporates the provisions of 2 CCR 18730 by reference, specifies the district's designated positions, and provides the disclosure categories required for each position. The conflict of interest code shall be submitted to the district's code reviewing body for approval, in accordance with Government Code 87303 and within the deadline for submission established by the code reviewing body. (Government Code 87303)

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 or, if no change is required, the Board shall submit a written statement to that effect. (Government Code 87306.5)

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 after the changed circumstances necessitating the amendments have become apparent. (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 required statement and the date of leaving office or district employment. (Government Code 87302, 87302.6)

*(cf. 4117.2/4217.2/4317.2 - Resignation)*  
*(cf. 9222 - Resignation)*

### **Conflict of Interest under the Political Reform Act**

A Board member, designated employee, or other person in a designated position 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 disqualifying conflict of interest exists if the decision will have a "reasonably foreseeable material financial effect," which is distinguishable from the effect on the public generally, on the Board member, designated employee, or other person in a designated position, his/her immediate family, or any financial interest described in 2 CCR 18700. (Government Code 87100, 87101, 87103; 2 CCR 18700-18709)

A Board member, designated employee, or other person in a designated position makes a governmental decision when he/she, acting within the authority of his/her office or position, authorizes or directs any action on a matter, votes or provides information or opinion on it, contacts or appears before a district official for the purpose of affecting the decision, or takes any other action specified in 2 CCR 18704.

However, a Board member shall participate in the making of a contract in which he/she has a financial interest if his/her participation is required by the rule of necessity or legally required participation pursuant to Government Code 87101 and 2 CCR 18705.

### **Additional Requirements for Boards that Manage Public Investments**

Any 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 18707)

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 and deliberations 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)*

*(cf. 9321 - Closed Session Purposes and Agendas)*

*(cf. 9321.1 - Closed Session Actions and Reports)*

### **Conflict of Interest under Government Code 1090 - Financial Interest in a Contract**

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 in a contract made by the Board, the contract is void. (Government Code 1090)

A Board member shall not be considered to be financially interested in a contract in which he/she has only a "remote interest," as specified in Government Code 1091, if the 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 or district official to enter into the contract. (Government Code 1091)

In addition, a Board member shall not be considered to be financially interested in a contract in which his/her interest is a "noninterest" as defined in Government Code 1091.5. Noninterest includes a Board member's interest in being reimbursed for his/her actual and necessary expenses incurred in the performance of his/her official duties, in the employment of his/her spouse/registered domestic partner who has been a district employee for at least one year prior to the Board member's election or appointment, or in any other applicable circumstance specified in Government Code 1091.5.

### **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.



## **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)

In addition, the limitation on gifts does not apply to informational materials such as books, reports, pamphlets, calendars, and periodicals. (Government Code 82028)

Gifts of travel and related lodging and subsistence shall be subject to the current gift limitation, except when: (Government Code 89506)

1. The travel is in connection with a speech given by a Board member or designated employee, provided the lodging and subsistence expenses are limited to the day immediately preceding, the day of, and the day immediately following the speech and the travel is within the United States.
2. The travel is provided by a person or agency specified in Government Code 89506, including a government, governmental agency or authority, bona fide public or private educational institution, as defined in Revenue and Taxation Code 203, or nonprofit organization exempt from taxation under section 501(c)(3) of the Internal Revenue Code.

Gifts of travel exempted from the gift limitation, as described in items #1 and 2 above, shall nevertheless be reportable on the recipient's Statement of Economic Interest/Form 700 as required by law.

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 conference, convention, meeting, social event, meal, or like gathering. (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*

41015 *Investments*

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*

82019 *Definition, designated employee*

82028 *Definition, gift*

82030 *Definition, income*

82033 *Definition, interest in real property*

82034 *Definition, investment*

87100-87103.6 *General prohibitions*

87200-87210 *Disclosure*

87300-87313 *Conflict of interest code*

87500 *Statements of economic interests*

89501-89503 *Honoraria and gifts*

89506 *Ethics; travel*

91000-91014 *Enforcement*

PENAL CODE

85-88 *Bribes*

REVENUE AND TAXATION CODE

203 *Taxable and exempt property - colleges*

CODE OF REGULATIONS, TITLE 2

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

18700-18707 *General prohibitions*

18722-18740 *Disclosure of interests*

18750.1-18756 *Conflict of interest codes*

COURT DECISIONS

*McGee v. Balfour Beatty Construction, LLC, et al.* (4/12/16, No. B262850)

*Davis v. Fresno Unified School District* (2015) 237 Cal.App.4th 261

*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>

## 2016 Local Agency Biennial Notice

Name of Agency: San Mateo Union High School District

Mailing Address: 650 N. Delaware Street

Contact Person: Roberta Beeken

Phone No. (650) 558-2201

Email: rbeeken@smuhdsd.org

Alternate Email: 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:**

(*Check all that apply.*)

- ☒ Include new positions
- ☐ Revise disclosure categories
- ☒ Revise the titles of existing positions
- ☒ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- ☐ Other (*describe*) \_\_\_\_\_

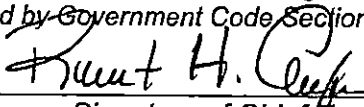
☒ **The code is currently under review by the code reviewing body.**

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

---

### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that 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 are reported. The code includes all other provisions required by Government Code Section 87302.*



Signature of Chief Executive Officer

9/1/2016

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2016**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

**PLEASE DO NOT RETURN THIS FORM TO THE 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
Deputy Superintendent Human Resources and Instructional Services	1,2,3,4
Deputy Superintendent Business Services	1,2,3,4
Associate Superintendent Student Services	1,2,3,4
Director of Adult and Community Education	1,2,3,4
Director of Student Services	1,2,3,4
Accounting Manager	1,2,3,4
Director Budget/Fiscal Services	1,2,3,4
Capital Facilities Fiscal/Purchasing Manager	1,2,3,4
Director Maintenance/Operations/Facilities Use	1,2,3,4
Director, Curriculum & Assessment	1,2,3,4
Executive Transportation Officer	1,2,3,4
Director of Special Education	1,2,3,4
Director of Technology	1,2,3,4
Director of Human Resources	1,2,3,4
Principals	1,2,3,4
Athletic Directors	1,2,3,4
*Legal Counsel	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

# SAN MATEO UNION HIGH SCHOOL DISTRICT (2014-2015)

## 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
<del>Associate Deputy Superintendent Human Resources and Administrative Services</del>	<del>1,2,3,4</del>
<del>Associate Superintendent Instructional Services</del>	<del>1,2,3,4</del>
Deputy Superintendent Business Services	1,2,3,4
<del>Associate Superintendent Student Services</del>	<del>1,2,3,4</del>
<del>Director of Alternative Programs/Attendance Adult and Welfare Community Education</del>	<del>1,2,3,4</del>
Director of Student Services	1,2,3,4
Accounting Manager	1,2,3,4
<del>Director Budget/Fiscal Services Manager</del>	<del>1,2,3,4</del>
Capital Facilities Fiscal/Purchasing Manager	1,2,3,4
<del>Director Maintenance and Operations Manager</del>	<del>1,2,3,4</del>
<del>Legal Counsel /Facilities Use</del>	<del>1,2,3,4</del>
Director, Curriculum & Assessment	1,2,3,4
Executive Transportation Officer	1,2,3,4
<del>Special Programs Manager</del>	<del>1,2,3,4</del>
Director of Special Education	1,2,3,4
Director of Technology	1,2,3,4
<del>Consultants* Director of Human Resources</del>	<del>1,2,3,4</del>
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
*Legal Counsel	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.

RESOLUTION NO. 16/17/05  
BOARD OF TRUSTEES OF THE SAN MATEO UNION HIGH SCHOOL DISTRICT

**RESOLUTION  
ADOPTING A CONFLICT OF INTEREST CODE**

*RESOLVED*, by the Board of Trustees of the San Mateo Union High 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 to 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 designating 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 Mateo Union High School District has recently reviewed its appendix of designated positions and the duties of each position and has determined that certain changes to the appendix are necessary, and attached to this Resolution is the revised Conflict of Interest Code; and

*WHEREAS*, all earlier resolutions and/or appendices containing the District's conflict of interest code shall be rescinded and superseded by this resolution and appendix, which is included as the Attachment to this resolution.

*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 Mateo Union High 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 Board of Trustees adopts the following Conflict of Interest Code including its hat the project described in and authorized by this Resolution is determined,

in this Board's independent judgment, to be categorically exempt from CEQA under section 21084 of the California Public Resources Code and sections 15061 and 15301 of the CEQA Guidelines; that the Notice of Exemption regarding the project, which is attached as Exhibit A to this Resolution, and incorporated herein by reference, is hereby approved; and that the Superintendent (or his designee) is directed to file the Notice of Exemption, along with a certified copy of this Resolution, with the County Clerk for the County of San Mateo.

*PASSED AND ADOPTED* by the Board of Trustees of the San Mateo Union High School District, San Mateo County, State of California, this 1st day of September, 2016, by the following vote:

AYES and in favor of said resolution:

Randy H. Culp  
Peter Hanley  
John Lees Dwyer  
Mike [Signature]

NOES and against said resolution:

\_\_\_\_\_  
\_\_\_\_\_

Absent:

Greg Land

Abstain:

\_\_\_\_\_  
Randy H. Culp

President, Board of Trustees

ATTEST:

John Lees Dwyer  
Clerk of the Board of Trustees