

RESOLUTION NO. 071078

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

* * * * *

**RESOLUTION APPROVING AMENDMENTS OF THE CONFLICT OF INTEREST
CODE FOR SELECT COUNTY DEPARTMENTS, SPECIAL DISTRICTS, SCHOOL
DISTRICTS AND OTHER AGENCIES.**

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

WHEREAS, the Political Reform Act of 1974 requires every public agency to adopt and promulgate a Conflict of Interest Code, designating employees who must file annual conflict of interest statements and said agencies shall review their Conflict of Interest Codes every two years; and

WHEREAS, the County, as well as, these other public agencies must amend their codes to address changed circumstances such as when new positions have been added or eliminated or the duties of positions have changed; and

WHEREAS, In 2009, the Skyline County Water District was dissolved and therefore no longer requires a Conflict of Interest Code. The San Mateo County Investment Advisory Committee's Conflict of Interest Code was amended to reflect its name change to San Mateo County Treasury Oversight Committee; and

WHEREAS, the amendments have been submitted to this Board for approval;
and

071078

NOW THEREFORE, IT IS HEREBY DETERMINED AND ORDERED that

- A) The amended Conflict of Interest Code for the Board listed in Attachment A, is hereby approved.
- B) The initial code and code amendments submitted by all other agencies listed in Attachments B, C, D, and E are hereby approved.
- C) Each designated employees and board members shall, within 30 days, file all Statements of Economic Interests (Form 700) with their agency. The agency shall make and retain a copy and forward the original to the County Clerk who shall be the filing officer.
- D) Any employee and/or board member who are added to an agency's list of designated filers as a result of a code amendment shall file an Assuming Office Statement (Form 700) within 30 days of the date which the County Clerk notifies his or her agency of this Board's approval of its amended code.
- E) Any employee and/or board member that is removed from an agency's designated list of filers as a result of a code amendment shall file a Leaving Office Statement (Form 700) within 30 days of the date which the County Clerk notifies his or her agency of this Board's approval of its amended code.
- F) Each designated employee shall file all annual statements of economic interest with the employee's agency. The agency shall make and retain a copy and forward the original to the County Clerk.

* * * * *

071078

Regularly passed and adopted this 5th day of October, 2010.

AYES and in favor of said resolution:

Supervisors:

MARK CHURCH

CAROLE GROOM

RICHARD S. GORDON

ROSE JACOBS GIBSON

ADRIENNE J. TISSIER

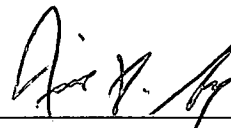
NOES and against said resolution:

Supervisors:

NONE

Absent Supervisors:

NONE



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.



Rebecca Romero, Deputy
Clerk of the Board of Supervisors

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ATTACHMENT A

COUNTY BOARDS & COMMISSIONS

- San Mateo Community Health Authority
- San Mateo County Investment Advisory Committee
- San Mateo Health Commission

2010 Local Agency Biennial Notice

Name of Agency: San Mateo Health Commission/San Mateo Community Health Authority
dba Health Plan of San Mateo
Mailing Address: 701 Gateway Blvd., Suite 400, South San Francisco, CA 94080
Contact Person: Corinne Burgess-Greenaway Office Phone No: (650) 616-2140
E-mail: cbg@hpsm.org Fax No: (650) 616-8038

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. This agency has reviewed its conflict-of-interest code and has determined that (*Check one box*):

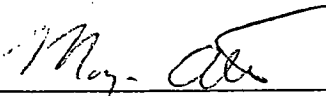
☒ **An amendment is required. The following amendments are necessary:**
(*Mark all that apply.*)

- ☒ Include new positions (including consultants) that must be designated.
- ☒ Delete positions that manage public investments from the list of designated positions.
- ☐ Revise disclosure categories.
- ☒ Revise the titles of existing positions.
- ☒ Delete titles of positions that have been abolished.
- ☐ Other (*describe*) _____

☐ **No amendment is required.**

Verification

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



Signature of Chief Executive Officer

7/21/2010

Date

Complete this notice regardless of how recently your code was approved or amended.
Please return this notice no later than **October 1, 2010**, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

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.

DRAFT

**APPENDIX
DESIGNATED OFFICIALS AND EMPLOYEES**

<u>Designated Positions</u>	<u>Disclosure Category</u>
Commissioners	1, 2, 3, 4
Administrative Services Manager	1, 2, 3, 4
Controller	1, 2, 3, 4
Executive Director <u>Chief Executive Officer</u>	1, 2, 3, 4
Director of Finance and Administrative Services	1, 2, 3, 4
<u>Director of System Improvement</u>	<u>1, 2, 3, 4</u>
Health and Provider Services Director	1, 2, 3, 4
Human Resources Director	1, 2, 3, 4
Legal Counsel	1, 2, 3, 4
<u>Manager of Governmental Affairs & Business Development</u>	<u>1, 2, 3, 4</u>
Medical Director	1, 2, 3, 4
Member Services & Outreach Director	1, 2, 3, 4
MIS Director <u>Director of MIS</u>	1, 2, 3, 4
MIS Operations Manager	1, 2, 3, 4
Pharmacy Services Manager	1, 2, 3, 4
Planning and Evaluation Services Director	
<u>Director of Compliance and Regulatory Affairs</u>	1, 2, 3, 4
Project Manager	<u>1, 2, 3, 4</u>
Provider Services Manager	1, 2, 3, 4
Quality Assessment & Improvement Manager	<u>1, 2, 3, 4</u>
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 ~~Executive Director~~ 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 ~~Executive Director's~~ 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.

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 _____

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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.

Approved 10/08/08

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APPENDIX **DESIGNATED OFFICIALS AND EMPLOYEES**

<u>Designated Positions</u>	<u>Disclosure Category</u>
Commissioners	1, 2, 3, 4
Administrative Services Manager	1, 2, 3, 4
Controller	1, 2, 3, 4
Executive Director	1, 2, 3, 4
Director of Finance and Administrative Services	1, 2, 3, 4
Health and Provider Services Director	1, 2, 3, 4
Human Resources Director	1, 2, 3, 4
Legal Counsel	1, 2, 3, 4
Medical Director	1, 2, 3, 4
Member Services & Outreach Director	1, 2, 3, 4
MIS Director	1, 2, 3, 4
MIS Operations Manager	1, 2, 3, 4
Pharmacy Services Manager	1, 2, 3, 4
Planning and Evaluation Services Director	1, 2, 3, 4
Project Manager	1, 2, 3, 4
Provider Services Manager	1, 2, 3, 4
Quality Assessment & Improvement 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 Executive Director 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 Executive Director'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.

Approved 10/08/08

071078

San Mateo Health Commission
and The San Mateo Community Health Authority

APPENDIX - DESIGNATED OFFICIALS AND EMPLOYEES With Incumbents

<u>Designated Positions</u>	<u>Disclosure Category</u>
Commissioners	1, 2, 3, 4
Philip Eastman	
Barbara Erbacher	
Richard Gordon	
David Boesch	
Katy Rhoades	
Stephen Scheifele, M.D.	
Teresa Guingona Ferrer	
Adrienne Tissier	
Raymond Jajeh, Pharm.D.	
David Amann	
Lorraine Auerbach	
Administrative Services Manager	1, 2, 3, 4
Fred Elsner	
Controller	1, 2, 3, 4
Jean Dail	
Executive Director	1, 2, 3, 4
Maya Altman	
Director of Finance and Administrative Services	1, 2, 3, 4
Ron Robinson	
Health and Provider Services Director	1, 2, 3, 4
Mari Baca	
Human Resources Director	1, 2, 3, 4
Cindy Lem - assumed office 7/15/09 filed late in Oct.	
Legal Counsel	1, 2, 3, 4
David Levy	
Medical Director	1, 2, 3, 4
Mary Giammona, M.D.	
Member Services & Outreach Director	1, 2, 3, 4
Carolyn Thon	
MIS Director	1, 2, 3, 4
Eben Yong	
MIS Operations Manager	1, 2, 3, 4
Jeff Buck	
Pharmacy Services Manager	1, 2, 3, 4
Barrie Cheung	
Planning and Evaluation Services Director	1, 2, 3, 4
Ellen Dunn-Malhotra	
Project Manager	1, 2, 3, 4
Cindy Moon	
Provider Services Manager	1, 2, 3, 4
Scott Slayton	
Quality Assessment & Improvement Manager	1, 2, 3, 4
Mary Denise Gurgens	
Consultants*	1, 2, 3, 4
Juanita Nebiolini	

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**SAN MATEO COUNTY BOARDS AND COMMISSIONS
CONFLICT OF INTEREST CODE**

List of Designated Members and Officers/ Description of Financial Disclosure Categories

Each person holding any position listed below must file statements disclosing the kinds of financial interest shown. 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</u>	<u>Disclosure Category</u>
Members and Alternate Members of the following Boards and Commissions:	1, 2, 3, 4
Agricultural Advisory Committee	
Arts Commission	
Assessment Appeals Board	
Board of Building Permit Appeals	
Colma Creek Citizens Advisory Committee	
Commission on Aging	
Commission on Disabilities	
Commission on the Status of Women	
Confined Animal Technical Advisory Committee	
Delinquency Prevention Committee (Juvenile Justice Commission)	
Design Review Committee	
Domestic Violence Council	
Drug and Alcohol Advisory Board	
Emergency Medical Care Committee	
Housing and Community Development Committee	
In-Home Support Services Public Authority	
Investment Advisory Committee	
Mental Health Advisory Board	
Midcoast Community Council	
North Fair Oaks Municipal Advisory Council	
Pescadero Municipal Community Advisory Council	
Planning Commission	
San Mateo County Civil Service Commission	
San Mateo County Parks and Recreation Commission	
San Mateo County Workforce Investment Board	
TANF Planning Council	
Youth Commission	
Hearing Officer*	1, 2, 3, 4

*For Boards and Commissions that use Hearing Officers.

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Attachment B

SAN MATEO COUNTY BOARDS AND COMMISSIONS 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 members of San Mateo County Boards and Commissions that may be materially affected by their official actions and to provide for the disqualification of designated officials from participation in 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 are designated and disclosure categories are set forth, constitute the Conflict of Interest Code of the San Mateo County Boards and Commissions.

Pursuant to the Political Reform Act and its regulations, all designated officers shall file statements of economic interests with 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 Board of Supervisors, 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.

2010 Local Agency Biennial Notice

Name of Agency: San Mateo County Investment Advisory Committee

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

Contact Person: Nilita L. Meitz Office Phone No: (650) 599-7230

E-mail: nmeitz@co.sanmateo.ca.us Fax No: (650) 363-4944

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. This agency has reviewed its conflict-of-interest code and has determined that (Check one box):


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

- ☐ Include new positions (including consultants) that must be designated.
- ☐ Delete positions that manage public investments from the list of designated positions.
- ☐ Revise disclosure categories.
- ☐ Revise the titles of existing positions.
- ☐ Delete titles of positions that have been abolished.
- ☒ Other (describe) Agency Name: Change Investment Advisory Committee to Treasury Oversight Committee

☐ **No amendment is required.**

Verification

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



Signature of Chief Executive Officer

7/27/10

Date

Complete this notice regardless of how recently your code was approved or amended.
Please return this notice no later than **October 1, 2010**, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

SAN MATEO COUNTY TREASURY OVERSIGHT COMMITTEE

MINUTES

July 27, 2009

MEMBERS IN ATTENDANCE

Rosalie O'Mahony (Council Member, City of Burlingame)
Reyna Farrales (Deputy County Manager- Alternate)
Marc J. Friedman (Member, Board of Trustees, Burlingame School District)
Larry J. Shaw (Vice President UBS/PaineWebber)
Anthony J. Zidich (City Treasurer, City of Daly City)

MEMBERS ABSENT

Theresa Parsons (Associate Superintendent, County Schools)
Patricia Reavey (Transportation Authority)
Linda Serdahl (Finance Manager, Bay Area Air Management District - Alternate)

OTHERS IN ATTENDANCE

John Beiers (County Counsel)
Joe Galligan (Retired Council Member, City of Burlingame)
Sandie Arnott (Deputy Treasurer-Tax Collector)
Lee Buffington (Tax Collector-Treasurer)
Charles M. Tovstein (Assistant Treasurer)
Joe Demee (Financial Services Manager)
Nilita Meitz (Executive Assistant, Treasurer's Office)

Dr. O'Mahony opened the meeting at 12:15 p.m.

MINUTES

Minutes of January 26th and April 20th, 2009 meeting were approved as submitted.

REPORT BY CHARLES TOVSTEIN

Mr. Tovstein reported the quarter as being outstanding with gross earnings of 3.42% for the month of June and 2.42% for the quarter ending June 30, 2009. Earnings for both the month of June 2009 and the quarter ending June 30, 2009 were due mainly to realized gains, trading profits and market volatility. He pointed out that credit tightened considerably, hence the sale and gain on such names as Morgan Stanley. He predicts next quarter's earnings to be more in line with market rates of 1.10% - 1.20%. He mentioned the fund as being extremely liquid and continues not to include State funds in the cashflow report. Mr. Tovstein turned the committee's attention to the year end earning's report and emphasized that the pool's loss in the first quarter of 2008-2009 was not \$155 Million but was actually closer to \$134 Million. The net earning number for fiscal year end 2008-2009 was minus 3.03%. This does not include the Lehman Securities which as of June 30, 2009 have an approximate value of \$25 Million and if added to the year end earnings would be roughly 100 basis points or a minus 2% for the fiscal year. Mr. Tovstein is making significant headway in gaining back the majority of the money lost from the Lehman bankruptcy and stated that historically, and from a private sector's view point, an investment manager is never judged by one quarter alone. Mr. Tovstein continued his report by announcing the value of the Lehman notes continue to increase in value and are now trading somewhere in the \$17-\$18 range. There seems to be quite a recent flurry of buying this paper with many people thinking the resulting bankruptcy number could be somewhere in the mid 20's. Mr. Friedman asked who legally would make the decision to sell the Lehman notes. Mr. Beiers said the Treasurer has the authority to invest and sell with the committee's oversight. The question is if we were to sell the Lehman notes now, how that would affect the legislation efforts and litigation. He spoke briefly on the following three components:

- 1) The Lehman Bankruptcy - According to Mr. Dennis Drebsky, the County's New York Bankruptcy lawyer, the bankruptcy action is moving quickly and he believes the bankruptcy will conclude in about a year or less. Mr. Drebsky also mentioned that at the end of that day, he believes and has heard the value of the notes would be in the range of 25-30 cents on the dollar.
- 2) Litigation - According to Mr. Joseph Cotchett, outside counsel representing the County Pool, the suit has been bogged down with procedural motions. It was transferred to the Southern District of New York and was originally filed in the Superior Court in San Francisco. The case is still alive and will be heard in New York.

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3) The legislative – Hearings were held in Washington D.C. in late April. Barney Frank's committee held hearings on the Lehman loss to public agencies around the country and it went very well. Although Secretary Geithner indicated that his interpretation of the TARP program did not apply to public agencies, Barney Frank, Jackie Speier and Ana Eshoo are currently scheduling a personal meeting with Secretary Geithner in hopes of persuading him that public agencies are indeed a part of the TARP program. **Mr. Buffington** informed the committee that after the Lehman loss, both the school district and community college hired counsel to represent them against the County. He asked if the statute of limitation was one year. Mr. Beiers said that when one public agency sues another public agency the statute of limitation is 3 years after the suit is filed.

Mr. Tovstein concluded his report by announcing that Standard & Poor's assigned its highest rating of AAAf/S1 to the County's Investment Portfolio. He then handed out the S&P's rating analysis. Regarding Deutsche Bank and Wells Fargo in response to Dr. O'Mahony, **Mr. Tovstein** said the pool is in compliance with the Government Code and the new prospective Investment Policy. Positions in both names are well within the 5% limitation. He stated that this is the final Investment Policy that will be submitted to the Board of Supervisors for their approval.

Mr. Buffington drew the committee's attention to the revised 2009 Investment Policy. He announced that after listening to all the comments from this committee, consultants, advisors and pool participants he feels this is a much tighter and workable policy and one that is currently being adhered to. **Mr. Tovstein** voiced his interest in purchasing San Mateo County's registered warrants and to have them included as authorized investments in the revised investment policy, in compliance with Government Code §17202. A discussion ensued regarding registered warrants and rating agencies. **Dr. O'Mahony** asked the committee members their opinion on whether or not to include registered warrants in the Investment Policy. The outcome was as follows: Larry Shaw- yes, Marc Friedman- yes, Anthony Zidich- yes, Reyna Farrales- no Rosalie O'Mahony- yes.

Dr. O'Mahony questioned Alan Biller's report stating the oversight committee does not provide adequate oversight. She was troubled with the definition of oversight and has always thought this committee to be an advisory committee. If this committee is indeed oversight, she would like to discuss ideas on how to be more useful. With the help of Mr. Beiers, it was agreed that the committee will be known as the San Mateo County Treasury Oversight Committee, created to advise

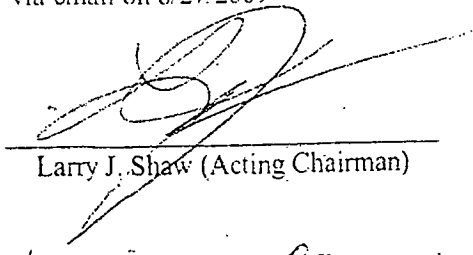
DATE OF NEXT MEETING

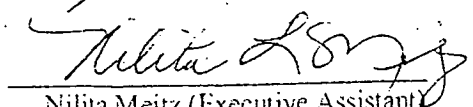
The next meeting of the Treasury Oversight Committee will be held on Monday, October 19, 2009 at 12:00 noon.

ADJOURNMENT

There being no additional business and no further questions, the meeting was adjourned at 1:01 p.m.

Approved by
Rosalie O'Mahony (Acting Chairperson)
via email on 8/27/2009


Larry J. Shaw (Acting Chairman)


Nilita Meitz (Executive Assistant)

071078

2010 Local Agency Biennial Notice

Name of Agency: San Mateo Health Commission/San Mateo Community Health Authority
dba Health Plan of San Mateo
Mailing Address: 701 Gateway Blvd., Suite 400, South San Francisco, CA 94080
Contact Person: Corinne Burgess-Greenaway Office Phone No: (650) 616-2140
E-mail: cbg@hpsm.org Fax No: (650) 616-8038

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. This agency has reviewed its conflict-of-interest code and has determined that (Check one box):

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

(Mark all that apply.)

- ☒ Include new positions (including consultants) that must be designated.
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- ☐ Other (describe) _____

☐ **No amendment is required.**

Verification

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Signature of Chief Executive Officer

9/14/10
Date

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(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

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 _____

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Draft submitted for Commission Approval
09/17/2010

071078

DRAFT

**APPENDIX
DESIGNATED OFFICIALS AND EMPLOYEES**

<u>Designated Positions</u>	<u>Disclosure Category</u>
Commissioners	1, 2, 3, 4
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Controller	1, 2, 3, 4
Executive Director <u>Chief Executive Officer</u>	1, 2, 3, 4
Director of Finance and Administrative Services	1, 2, 3, 4
<u>Director of System Improvement</u>	1, 2, 3, 4
Health and Provider Services Director	1, 2, 3, 4
Human Resources Director	1, 2, 3, 4
Legal Counsel	1, 2, 3, 4
<u>Manager of Governmental Affairs & Business Development</u>	1, 2, 3, 4
Medical Director	1, 2, 3, 4
Member Services & Outreach Director	1, 2, 3, 4
MIS Director <u>Director of MIS</u>	1, 2, 3, 4
MIS Operations Manager	1, 2, 3, 4
Pharmacy Services Manager	1, 2, 3, 4
Planning and Evaluation Services Director	
<u>Director of Compliance and Regulatory Affairs</u>	1, 2, 3, 4
Project Manager	1, 2, 3, 4
Provider Services Manager	1, 2, 3, 4
Quality Assessment & Improvement 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 ~~Executive Director~~ 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 ~~Executive Director's~~ 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.

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.

Approved 10/08/08

071078

**APPENDIX
DESIGNATED OFFICIALS AND EMPLOYEES**

<u>Designated Positions</u>	<u>Disclosure Category</u>
Commissioners	1, 2, 3, 4
Administrative Services Manager	1, 2, 3, 4
Controller	1, 2, 3, 4
Executive Director	1, 2, 3, 4
Director of Finance and Administrative Services	1, 2, 3, 4
Health and Provider Services Director	1, 2, 3, 4
Human Resources Director	1, 2, 3, 4
Legal Counsel	1, 2, 3, 4
Medical Director	1, 2, 3, 4
Member Services & Outreach Director	1, 2, 3, 4
MIS Director	1, 2, 3, 4
MIS Operations Manager	1, 2, 3, 4
Pharmacy Services Manager	1, 2, 3, 4
Planning and Evaluation Services Director	1, 2, 3, 4
Project Manager	1, 2, 3, 4
Provider Services Manager	1, 2, 3, 4
Quality Assessment & Improvement 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 Executive Director 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 Executive Director'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.

Approved 10/08/08

071078

San Mateo Health Commission
and The San Mateo Community Health Authority

APPENDIX - DESIGNATED OFFICIALS AND EMPLOYEES With Incumbents

<u>Designated Positions</u>	<u>Disclosure Category</u>
Commissioners	1, 2, 3, 4
Philip Eastman	
Barbara Erbacher	
Richard Gordon	
David Boesch	
Katy Rhoades	
Stephen Scheifele, M.D.	
Teresa Guingona Ferrer	
Adrienne Tissier	
Raymond Jajeh, Pharm.D.	
David Amann	
Lorraine Auerbach	
Administrative Services Manager	1, 2, 3, 4
Fred Elsner	
Controller	1, 2, 3, 4
Jean Dail	
Executive Director	1, 2, 3, 4
Maya Altman	
Director of Finance and Administrative Services	1, 2, 3, 4
Ron Robinson	
Health and Provider Services Director	1, 2, 3, 4
Mari Baca	
Human Resources Director	1, 2, 3, 4
Cindy Lem – assumed office 7/15/09 filed late in Oct.	
Legal Counsel	1, 2, 3, 4
David Levy	
Medical Director	1, 2, 3, 4
Mary Giammona, M.D.	
Member Services & Outreach Director	1, 2, 3, 4
Carolyn Thon	
MIS Director	1, 2, 3, 4
Eben Yong	
MIS Operations Manager	1, 2, 3, 4
Jeff Buck	
Pharmacy Services Manager	1, 2, 3, 4
Barrie Cheung	
Planning and Evaluation Services Director	1, 2, 3, 4
Ellen Dunn-Malhotra	
Project Manager	1, 2, 3, 4
Cindy Moon	
Provider Services Manager	1, 2, 3, 4
Scott Slayton	
Quality Assessment & Improvement Manager	1, 2, 3, 4
Mary Denise Gurgens	
Consultants*	1, 2, 3, 4
Juanita Nebiolini	

071078

ATTACHMENT B

COUNTY DEPARTMENTS

- Assessor-Clerk-Recorder
- Board of Supervisors
- County Manager's Office
- Department of Child Support Services
- Health System
- Human Services Agency
- Sheriff's Office

071078

2010 Local Agency Biennial Notice

Name of Agency: Assessor-Clerk-Recorder
Mailing Address: 555 County Center, Redwood City, CA 94063
Contact Person: Juliet Fernandez Office Phone No: 650.363.4779
E-mail: jfernandez@smcare.org Fax No: 650.363.1903

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. This agency has reviewed its conflict-of-interest code and has determined that (*Check one box*):

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

- ☒ Include new positions (including consultants) that must be designated. Departmental Systems Analyst
(Personal Property)
- ☐ Delete positions that manage public investments from the list of designated positions.
- ☐ Revise disclosure categories.
- ☐ Revise the titles of existing positions.
- ☐ Delete titles of positions that have been abolished.
- ☐ Other (*describe*) _____

☐ **No amendment is required.**

Verification

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



Signature of Chief Executive Officer

9/27/10

Date

Complete this notice regardless of how recently your code was approved or amended.

Please return this notice to:
Julieta R. Fernandez
Assessor-County Clerk-Recorder's Office
555 County Center, Redwood City, CA 94063

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

2010 Local Agency Biennial Notice

Name of Agency: Board of Supervisors (Staff)
Mailing Address: 400 County Center, Redwood City, CA 94063
Contact Person: Supervisor Rich Gordon Office Phone No: 650.363.4569
E-mail: rgordon@co.sanmateo.ca.us Fax No: 650.363.1856

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. This agency has reviewed its conflict-of-interest code and has determined that (Check one box):

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

- ☒ Include new positions (including consultants) that must be designated. Chief Legislative Aide
- ☐ Delete positions that manage public investments from the list of designated positions.
- ☐ Revise disclosure categories.
- ☐ Revise the titles of existing positions.
- ☐ Delete titles of positions that have been abolished.
- ☐ Other (describe) _____

☐ No amendment is required.

Verification

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



Signature of Chief Executive Officer

9/27/2010

Date

Complete this notice regardless of how recently your code was approved or amended.

Please return this notice to:
Julieta R. Fernandez
Assessor-County Clerk-Recorder's Office
555 County Center, Redwood City, CA 94063

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

2010 Local Agency Biennial Notice

Name of Agency: County of San Mateo, County Manager's Office

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

Contact Person: Ashnita Narayan Office Phone No: 650-363-4121

E-mail: axnarayan@co.sanmateo.ca.us Fax No: 650-363-1916

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. This agency has reviewed its conflict-of-interest code and has determined that *(Check one box)*:

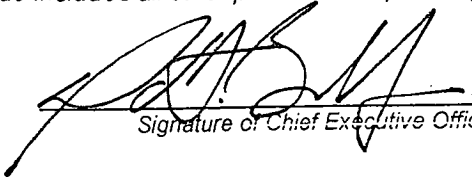
☒ **An amendment is required. The following amendments are necessary:**
(Mark all that apply.)

- ☐ Include new positions (including consultants) that must be designated.
- ☐ Delete positions that manage public investments from the list of designated positions.
- ☐ Revise disclosure categories.
- ☐ Revise the titles of existing positions.
- ☒ Delete titles of positions that have been abolished. (See attached list)
- ☐ Other *(describe)* _____

☐ **No amendment is required.**

Verification

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



Signature of Chief Executive Officer

8/17/2010

Date

Complete this notice regardless of how recently your code was approved or amended.
Please return this notice no later than **October 1, 2010**, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

County Manager's Office

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

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

<u>Designated Employees</u>	<u>Disclosure Category</u>
Administrative Services Officer	1,2,3,4
Assistant Chief	1,2,3,4
Assistant County Manager	1,2,3,4
Assistant Director of Library Services	1,2,3,4
Budget Director	1,2,3,4
Buyers	1,2,3,4
County Fire Chief	1,2,3,4
County Manager/Clerk of the Board	1,2,3,4
Deputy County Manager	1,2,3,4
Director of Economic Development and Property	1,2,3,4
Director of Library Services	1,2,3,4
LAFCO, Executive Officer	1,2,3,4
Public Safety Communications, Communications Dispatch Manager	1,2,3,4
Purchasing, Administrative Services Manager	1,2,3,4
Real Property Agent I/II/III	1,2,3,4
Surplus Property Officer	1,2,3,4

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

2010 Local Agency Biennial Notice

Name of Agency: San Mateo County Department of Child Support Services
Mailing Address: 555 County Center, 2nd Floor
Contact Person: Iliana Rodriguez Office Phone No. 650-363-4935
E-mail: lrodriguez@co.sanmateo.ca.us Fax No: 650-365-3982

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. This agency has reviewed its conflict-of-interest code and has determined that (*Check one box*):

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

- ☐ Include new positions (including consultants) that must be designated.
- ☒ Delete positions that manage public investments from the list of designated positions.
- ☐ Revised disclosure categories.
- ☐ Revise the titles of existing positions.
- ☐ Delete titles of positions that have been abolished.
- ☐ Other (*describe*) _____

☐ **No amendment is required.**

Verification

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


Signature of Chief Executive Officer

Aug 12, 2010
Date

Complete this notice regardless of how recently your code was approved or amended.
Please return this notice no later than **October 1, 2010**, to:

San Mateo Assessor-County Clerk-Recorder
555 County Center
Redwood City, CA 94063
Attention: Juliet Fernandez

071078

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 County Department of Child Support Services 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 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 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 with the designation of employee and disclosures 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 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 interest 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,

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

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.

Each person holding any position 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.

Designated Positions	Disclosure Category
Director	1,2,3,4
Deputy Director	1,2,3,4
DCSS Administrative Manager	1,2,3,4
Child Support Manager	1,2,3,4
Lead Child Support Attorney	1,2,3,4
Consultants*	

Child Support Manager, Lead Child Support Attorney and Consultants have been deleted.

**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 Statements 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 by the designated employee by virtue of his or her position.

Category 2

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

Category 3

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

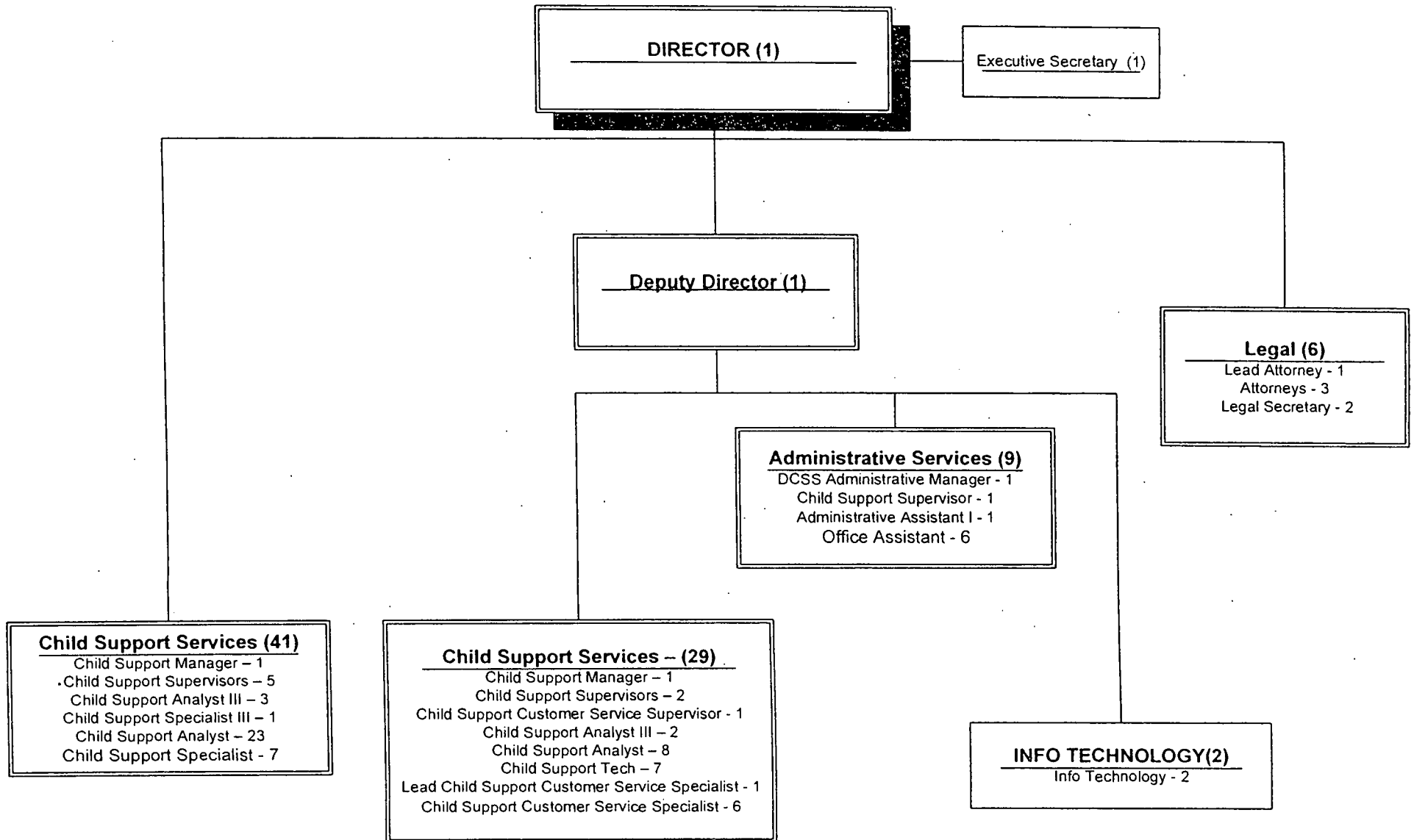
Category 4

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 by virtue of his or her position.

SAN MATEO COUNTY
DEPARTMENT OF CHILD SUPPORT SERVICES
2010

NAME	TITLE
Iliana Rodriguez	Director
Ignacio J. Guerrero	Deputy Director
Rita M. Cortes	DCSS Administrative Division Manager

SMC Department of Child Support Services



071078

2010 Local Agency Biennial Notice

Name of Agency: Human Services Agency
Mailing Address: 1 Davis Drive, Belmont CA 94002
Contact Person: Patty Lockman Office Phone No: 802-7930
E-mail: plockman@co.sanmateo.ca.us Fax No: 8 598-9810

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. This agency has reviewed its conflict-of-interest code and has determined that (Check one box):

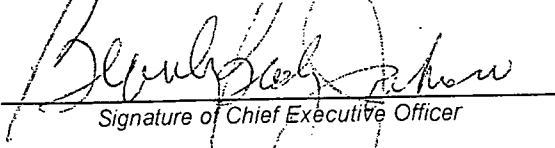
☒ An amendment is required. The following amendments are necessary:
(Mark all that apply.)

- ☒ Include new positions (including consultants) that must be designated.
 - ☐ Delete positions that manage public investments from the list of designated positions.
 - ☐ Revise disclosure categories.
- ☒ Revise the titles of existing positions.
- ☒ Delete titles of positions that have been abolished.
 - ☐ Other (describe) _____

☐ No amendment is required.

Verification

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


Signature of Chief Executive Officer

8/9/10
Date

Complete this notice regardless of how recently your code was approved or amended.
Please return this notice no later than **October 1, 2010**, 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
Director of Program Support SMC Works ¹	1,2,3,4
Director of Prevention & Early Intervention	1,2,3,4
Director of Automation	1,2,3,4
Director of Self Sufficiency Services	1,2,3,4
Director of Children & Family Services	1,2,3,4
Director of Financial Services	1,2,3,4
Director of Northern Region ²	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 ³	1,2,3,4
Management Analyst II ⁴	
Office Services Manager ⁵	1,2,3,4
Senior Accountants	1,2,3,4
Social Services Program Specialist-Management Fair Hearings ⁶	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. Reflects revision to classification title.
2. Position classification eliminated.
3. Classification series which includes all Management Analyst positions.
4. Position classification combined (see no. 3) as a series that is flexibly staffed.
5. Position classification previously existed but new as a designated filer.
6. Position classification eliminated.

2010 Local Agency Biennial Notice

Name of Agency: County of San Mateo Health System

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

Contact Person: Arthur Morris Office Phone No: 650-573-2761

E-mail: amorris@co.sanmateo.ca.us Fax No: 650-573-2788

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. This agency has reviewed its conflict-of-interest code and has determined that (*Check one box*):

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

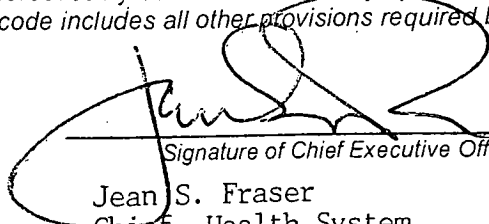
(*Mark all that apply.*)

- ☒ Include new positions (including consultants) that must be designated.
- ☐ Delete positions that manage public investments from the list of designated positions.
- ☐ Revise disclosure categories.
- ☒ Revise the titles of existing positions.
- ☒ Delete titles of positions that have been abolished.
- ☒ Other (*describe*) reflect changes in organizational structure

☐ **No amendment is required.**

Verification

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



Signature of Chief Executive Officer
Jean S. Fraser
Chief, Health System

8/18/10

Date

Complete this notice regardless of how recently your code was approved or amended.
Please return this notice no later than **October 1, 2010**, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

Health System

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

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

Designated Employees	Disclosure Category
<u>Administration</u>	
Chief	1,2,3,4
Director of Finance Chief Financial Officer	1,2,3,4
Director of Administration	1,2,3,4
Health Officer	1,2,3,4
Deputy Health Officer	1,2,3,4
EMS Director	1,2,3,4
Financial Services Manager II	1,2,3,4
<u>Aging and Adult Services</u>	
Director	1,2,3,4
Financial Services Manager II	1,2,3,4
†Financial Services Manager I (Property Estate Unit)	1,2,3,4
<u>Agriculture Commissioner/Sealer of Weights & Measures</u>	
Director	1,2,3,4
Deputy Director	1,2,3,4
<u>Behavioral Health and Recovery Services</u>	
Director	1,2,3,4
Assistant Director	1,2,3,4
Director of Alcohol and Other Drugs	1,2,3,4
Deputy Director	1,2,3,4
Financial Services Manager II	1,2,3,4
Medial Director	1,2,3,4
<u>Correctional Health</u>	
Director	1,2,3,4
Food Services Manager	1,2,3,4
<u>Family Health Services</u>	
Director	1,2,3,4
Financial Services Manager II	1,2,3,4
<u>Policy and Planning</u>	
Director	1,2,3,4
†Director of Strategic Operations	1,2,3,4

2010 Local Agency Biennial Notice
County of San Mateo Health System
August 18, 2010

Public Health and Environmental Protection

Community Health

Director	1,2,3,4
Deputy Director, Public Health Programs	1,2,3,4
Financial Services Manager II	1,2,3,4
Deputy Director, Environmental Health	1,2,3,4
Fiscal Officer, Environmental Health	1,2,3,4
AIDS Program Manager	1,2,3,4
EMS Director	1,2,3,4
Deputy Health Officer	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
‡Director of Acute Care	1,2,3,4
Director of Clinical Ancillary Services	1,2,3,4
‡Director of Revenue Cycle (Financial Services Manager II)	1,2,3,4
Director of Support Services	1,2,3,4
Director of Communications and Patient Experience	1,2,3,4
Director of Acute Psychiatry Services	1,2,3,4
Director of Nursing and Long Term Care	1,2,3,4
Director of Ambulatory Care	1,2,3,4
‡Manager, Corporate Compliance (Administrative Services Manager I)	1,2,3,4
Manager, Materials Management	1,2,3,4
Manager, Medical Staff Office/Physicians Relations	1,2,3,4
Manager, Pharmacy	1,2,3,4
Manager, Provider Contracting	1,2,3,4
Medical Director of Psychiatry	1,2,3,4
Medical Director of Quality	1,2,3,4
Medical Director, Long Term Care	1,2,3,4
Medical Director, Primary Care	1,2,3,4
Medical Staff, Chief of Staff	1,2,3,4

U.C. Cooperative Extension

County Director	1,2,3,4
-----------------	---------

Consultants*

‡New

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

2010 Local Agency Biennial Notice

Name of Agency: San Mateo County Sheriff's Office
Mailing Address: 400 County Center, Redwood City, CA 94063
Contact Person: Sheriff Greg Munks Office Phone No: (650) 599-1664
E-mail: gmunks@co.sanmateo.ca.us Fax No: (650) 599-1327

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. This agency has reviewed its conflict-of-interest code and has determined that (Check one box):

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

- ☐ Include new positions (including consultants) that must be designated.
- ☐ Delete positions that manage public investments from the list of designated positions.
- ☐ Revise disclosure categories.
- ☐ Revise the titles of existing positions.
- ☒ Delete titles of positions that have been abolished.
- ☐ Other (describe) _____

☐ **No amendment is required.**

Verification

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



Signature of Chief Executive Officer

Greg Munks, Sheriff

8/24/10

Date

Complete this notice regardless of how recently your code was approved or amended.
Please return this notice no later than **October 1, 2010**, 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 Sheriff	1,2,3,4
Captains	1,2,3,4
Lieutenants	1,2,3,4
Deputy Director	1,2,3,4
Quality Assurance Manager – Forensic Lab	1,2,3,4
Information Technology Manager	1,2,3,4
Management Analyst – Contracts	1,2,3,4
Financial Services Manager	1,2,3,4
Administrative Assistant – Grants	1,2,3,4
HIDTA Executive Director	1,2,3,4
Senior Accountant - HIDTA	1,2,3,4
Assistant Deputy Director – NCRTTAC	1,2,3,4
Laboratory Director	1,2,3,4
Management Analyst - Fiscal	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.

2010 Local Agency Biennial Notice

Name of Agency: East Palo Alto Sanitary District
Mailing Address: 901 Weeks Street, East Palo Alto, CA 94303
Contact Person: Lee Hawkins Office Phone No: 650-325-9021
E-mail: lhawkins@epasd.com Fax No: 650-325-5173

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. This agency has reviewed its conflict-of-interest code and has determined that (Check one box):

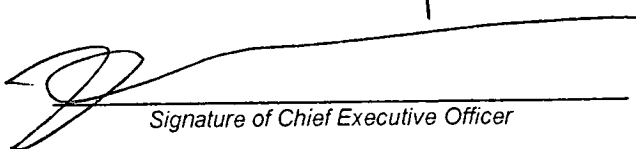
☒ An amendment is required. The following amendments are necessary:
(Mark all that apply.)

- ☒ Include new positions (including consultants) that must be designated.
- ☐ Delete positions that manage public investments from the list of designated positions.
- ☒ Revise disclosure categories.
- ☐ Revise the titles of existing positions.
- ☐ Delete titles of positions that have been abolished.
- ☒ Other (describe) Adopt FPPC Standard provisions

☐ No amendment is required.

Verification

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

 8/24/10
Signature of Chief Executive Officer Date

Complete this notice regardless of how recently your code was approved or amended.
Please return this notice no later than **October 1, 2010**, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

2010 Local Agency Biennial Notice

Name of Agency: LOS TRANCOS COUNTY WATER DISTRICT
Mailing Address: 162 LOS TRANCOS CIRCLE, PORTOLA VALLEY, CA 94028
Contact Person: TOM URIDEL Office Phone No: 650.851.7091
E-mail: tom.uridel@lrcwd.org Fax No: N/A

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. This agency has reviewed its conflict-of-interest code and has determined that (Check one box):

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

- ☐ Include new positions (including consultants) that must be designated.
- ☐ Delete positions that manage public investments from the list of designated positions.
- ☐ Revise disclosure categories.
- ☐ Revise the titles of existing positions.
- ☐ Delete titles of positions that have been abolished.
- ☐ Other (describe) SIMPLIFY CODE

☐ No amendment is required.

Verification

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

Thomas V. Uridel

Signature of Chief Executive Officer

8/31/10

Date

Complete this notice regardless of how recently your code was approved or amended.

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

2010 Local Agency Biennial Notice

Name of Agency: Los Trancos County Water District

Mailing Address: 162 Los Trancos Circle, Portola Valley, CA 94028

Contact Person: Tom Uridel

Office Phone No. (650) 851-7091

E-mail: tom.uridel@ltcwg.org

Fax No. N/A

This agency has reviewed its conflict-of-interest code and has determined that:

- ☐ **An amendment is required. The following amendments are necessary:**
(Check all that apply)

- ☐ Include new positions (including consultants) that must be designated.
- ☐ Delete positions that manage public investments from the list of designated positions.
- ☐ Revise disclosure categories.
- ☐ Revise the titles of existing positions.
- ☐ Delete titles of positions that have been abolished.
- ☒ Other (describe) Simplify code

- ☐ **No amendment is required.**

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

Thomas V. Uridel
Signature of Chief Executive Officer

(BOARD PRESIDENT) TVU
7/8/10

Date

Complete this notice regardless of how recently your code was approved or amended.

Please return this notice no later than **August 31, 2010** to:

Office of the Board of Supervisors
400 County Center
Redwood City, CA 94063

071078

RESOLUTION NO. 203

RESOLUTION OF THE BOARD OF DIRECTORS OF THE
LOS TRANCOS COUNTY WATER DISTRICT ADOPTING
CONFLICT OF INTEREST CODE

WHEREAS, the Political Reform Act, Government Code Section 81000, et seq., requires the Los Trancos County Water District ("District") to review its Conflict of Interest Code ("Code") every even-numbered year;

WHEREAS, the District's Code is reviewed and approved by the County of San Mateo Board of Supervisors; and

WHEREAS, the District wishes to amend its Code to simplify the designated positions and disclosure obligations.

NOW, THEREFORE, the Board of Directors of the District does hereby **RESOLVE** as follows:

1. Incorporation by Reference. 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 public officials and employees are designated, constitute the Conflict of Interest Code of the Los Trancos County Water District, which is considered the "agency" within the purview of this code.

2. Statements. The persons holding the positions listed in the Appendix, attached as Exhibit A, shall file their statements of economic interest with the District Clerk, who shall be and perform the duties of filing officer for the Los Trancos County Water District. Statements of economic interest shall be maintained and available for inspection and reproduction pursuant to Government Code Section 81008.

3. Savings Clause. Any change provided for in this Conflict of Interest Code shall not affect nor excuse any offense or act committed or done or omission or any penalty or forfeiture incurred or accruing under any other Conflict of Interest Code; nor shall it affect any prosecution, suit, or proceeding pending or any judgment rendered in connection with any other Conflict of Interest Code.

4. Supersession. This Resolution supercedes any previous resolutions of the District regarding conflicts of interest.

Copy sent to County

8-19-2010

071078

5. Filing. The District Counsel is hereby directed to file a copy of the Conflict of Interest Code with the Office of the County Counsel of the County of San Mateo by October 1, 2010.

REGULARLY PASSED AND ADOPTED this 8th day of JULY, 2010.

Thomas V. Wied
President of the Board

ATTEST:

Mary McDonald
Clerk of the Board

Exhibit A

APPENDIX

**DESIGNATED POSITIONS
AND DISCLOSURE OBLIGATIONS**

DESIGNATED PUBLIC OFFICIALS

Member of Board of Directors
District Counsel

OTHER DESIGNATED EMPLOYEES

Consultant

DISCLOSURE CATEGORIES

Disclosure Category 1: Full Disclosure - All investments, business positions, interests in real property and sources of income, including gifts, loans and travel payments.

Disclosure Category 2: Limited Disclosure - The Board of Directors may determine in writing that a particular consultant is not required to provide Full Disclosure. 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 determination of the Board of Directors is public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

REQUIRED DISCLOSURES FOR DESIGNATED POSITIONS

Designated Position	Disclosure Category
Member of Board of Directors	1
District Counsel	1
Consultant	2

2010 Local Agency Biennial Notice

Name of Agency: MEALB PARK FIRE DISTRICT
Mailing Address: 170 MIDDLEFIELD RD. MEALB PARK 94025
Contact Person: D. RIDING Office Phone No: 650-329-9216
E-mail: DERANAR@MEALB.FIRE.ORG Fax No: _____

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. This agency has reviewed its conflict-of-interest code and has determined that (Check one box):

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

- ☒ Include new positions (including consultants) that must be designated.
- ☐ Delete positions that manage public investments from the list of designated positions.
- ☐ Revise disclosure categories.
- ☐ Revise the titles of existing positions.
- ☐ Delete titles of positions that have been abolished.
- ☐ Other (describe) _____

☐ No amendment is required.

Verification

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

[Signature]
Signature of Chief Executive Officer

8-4-2010
Date

Complete this notice regardless of how recently your code was approved or amended.
Please return this notice no later than **October 1, 2010**, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

Resolution No. 1242-2008

**RESOLUTION OF THE BOARD OF THE
MENLO PARK FIRE PROTECTION DISTRICT
AUTHORIZING AMENDMENTS TO THE
CONFLICT OF INTEREST CODE**

WHEREAS, the Board of Directors received a report from the Clerk of the Board regarding the proposed amendments to the Menlo Park Fire Protection District Conflict of Interest Code; and

WHEREAS, the Board of Directors has reviewed and accepted the report as submitted; and

WHEREAS, the Conflict of Interest Code of the Menlo Park Fire Protection District, originally adopted in 1986 by Board Resolution No. 731 and most recently amended on August 20, 2002 by the Board's adoption of Resolution No. 1004, is hereby repealed; and

WHEREAS, the Conflict of Interest Code is further amended to reference and incorporate by reference 2 California Code of Regulations §18730, to add the positions of Director of Administrative Services, Division Chiefs, Battalion Chiefs, IT Manager, and Human Resources Manager as designated employees, and to delete the position of Business Manager; and

WHEREAS, a copy of the amended Code reflecting the changes is attached to this Resolution and is approved and adopted; and

WHEREAS, 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.

NOW, THEREFORE, BE IT HERBY RESOLVED the Board of Directors authorizes

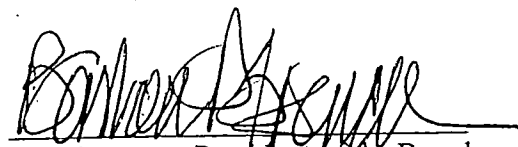
I HEREBY CERTIFY that the above and foregoing resolution was passed and adopted by the Board of Directors of the Menlo Park Fire Protection District at its regular meeting held on the 26th day of August, 2008, by the following vote:

AYES: Spencer, Brown, Carpenter, Ohtaki


NOES:

ABSENT: Ianson

ABSTAIN:


Bart Spencer, President of the Board

ATTESTED:


Deanna Riding, Clerk of the Board

071078

CONFLICT OF INTEREST CODE
MENLO PARK FIRE PROTECTION DISTRICT

071078

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.

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 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 aggregating \$500 or more (or \$390 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 Menlo Park Fire Protection District-related source, including but not limited to any salary, wage, advance, payment, honorarium, award, gift, including any gift of food or beverage, loan, forgiveness or payment of indebtedness, discount in the price of anything of value unless the discount is available to members of the general public without regard to official status, rebate, reimbursement for expenses, per diem, or contribution to an insurance or pension program paid by any person other than an employer, and including any community property interest in income of a spouse from a Menlo Park Fire Protection District-related source. Income of an individual also includes a pro rata share of any income of any Menlo Park Fire Protection District-related business entity or trust in which the individual or spouse owns, directly, indirectly or beneficially, a ten percent interest or greater.

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

(b) "Income" does not include:

- (1) Campaign contributions required to be reported under Chapter 4 of the Act;
 - (2) Salary and reimbursement for expenses or per diem received from a state or local government agency and reimbursement for travel expenses and per diem received from a bona fide educational, academic or charitable organization;
 - (3) Gifts of informational material, such as books, pamphlets, reports, calendars or periodicals;
 - (4) Gifts which are not used and which, within thirty days after receipt, are returned to the donor or delivered to a charitable organization without being claimed as a charitable contribution for tax purposes;
 - (5) Gifts from an individual's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, aunt, uncle, or first cousin or the spouse of any such person; provided that a gift from any such person shall be considered income if the donor is acting as an agent or intermediary for any person not covered by this paragraph;
 - (6) Gifts of hospitality involving food, beverages, or lodging provided to the designated employee, if such hospitality has been reciprocated within the filing period. "Reciprocity" as used in this subsection includes the providing by the designated employee to the host of any consideration, including entertainment or household gift of a reasonable similar benefit or value;
 - (7) Any devise or inheritance;
 - (8) Interest, dividends or premiums on a time or demand deposit in a financial institution, shares in a credit union or any insurance policy, payments received under any insurance policy, or any bond or other debt instrument issued by any government or government agency;
 - (9) Dividends, interest or any other return on a security which is registered with the Securities and Exchange Commission of the United States Government; and
 - (10) Loans by a commercial lending institution in the regular course of business.
- (c) "Honorarium" means a payment for speaking at any event, participating in a panel or seminar or engaging in any similar activity. For purposes of this subsection, free admission, food, beverages and similar nominal benefits provided to a filer at an event at which he or she speaks, participates in a panel or seminar, or performs a similar service, and reimbursement or advance for actual intra-state travel and for necessary accommodations

provided directly in connection with the event are not payment and need not be reported by the designated employee.

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

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

Category 4. Less-Inclusive Reportable Investments

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

- (a) Providing within the last two (2) years, or foreseeable in the future, services, supplies, materials, machinery or equipment to the Menlo Park Fire Protection District.
- (b) Conducting a business in the boundaries of the Menlo Park Fire Protection District which requires a business license 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.

Category 5. Less-Inclusive Reportable Interests in Real Property

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

Category 6. Less-Inclusive Types of Reportable Income

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

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

(b) Conducting a business in the boundaries of the Menlo Park Fire Protection District which requires a business license 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 constriction thereon of buildings or structures.

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

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

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

CATEGORIES OF REPORTABLE ECONOMIC INTERESTS

Category 1. All-Inclusive Reportable Investments

A designated employee in this category shall disclose all 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 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 \$2,000.

071078

Resolution No. 1397-2010

**RESOLUTION OF THE BOARD OF THE
MENLO PARK FIRE PROTECTION DISTRICT
AUTHORIZING AMENDMENTS TO THE CONFLICT OF INTEREST CODE**

WHEREAS, the Board of Directors received a report from the Clerk of the Board regarding the proposed amendment to the Menlo Park Fire Protection District Conflict of Interest Code; and

WHEREAS, the Board of Directors has reviewed and accepted the report as submitted; and

WHEREAS, the Conflict of Interest Code of the Menlo Park Fire Protection District, originally adopted in 1986 by Board Resolution No. 731 and most recently amended by the Board's adoption of Resolution No. 1242-2008, is hereby repealed; and

WHEREAS, the Conflict of Interest Code is further amended to add the position of Emergency Services Manager as a designated employees, and

WHEREAS, a copy of the amended Code reflecting the changes is attached to this Resolution and is approved and adopted; and

WHEREAS, 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.

NOW, THEREFORE, BE IT HERBY RESOLVED the Board of Directors authorizes

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 24th day of August 2010 by the following vote:

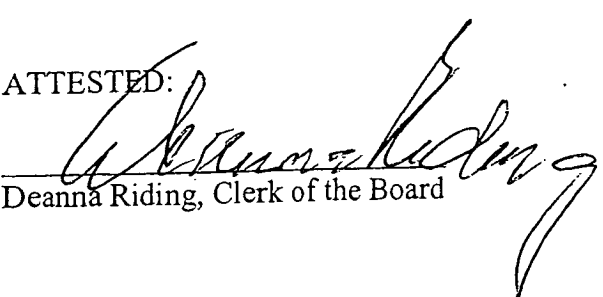
AYES: Ohtaki, Ianson, Spencer, Nachtsheim, Nelson

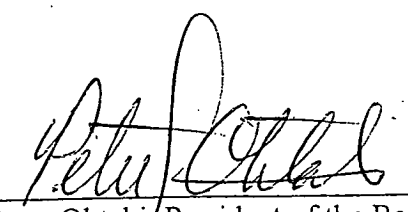
NOES:

ABSENT:

ABSTAIN:

ATTESTED:


Deanna Riding, Clerk of the Board


Peter Ohtaki, President of the Board

071078

Exhibit 2

**CONFLICT OF INTEREST CODE
MENLO PARK FIRE PROTECTION DISTRICT**

071078

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.

071078

CATEGORIES OF REPORTABLE ECONOMIC INTERESTS

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 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 \$2,000.

071078

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 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 aggregating \$500 or more (or \$390 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 Menlo Park Fire Protection District-related source, including but not limited to any salary, wage, advance, payment, honorarium, award, gift, including any gift of food or beverage, loan, forgiveness or payment of indebtedness, discount in the price of anything of value unless the discount is available to members of the general public without regard to official status, rebate, reimbursement for expenses, per diem, or contribution to an insurance or pension program paid by any person other than an employer, and including any community property interest in income of a spouse from a Menlo Park Fire Protection District-related source. Income of an individual also includes a pro rata share of any income of any Menlo Park Fire Protection District-related business entity or trust in which the individual or spouse owns, directly, indirectly or beneficially, a ten percent interest or greater.

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

(b) "Income" does not include:

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

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

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

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

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

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

(7) Any devise or inheritance;

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

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

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

(c) "Honorarium" means a payment for speaking at any event, participating in a panel or seminar or engaging in any similar activity. For purposes of this subsection, free admission, food, beverages and similar nominal benefits provided to a filer at an event at which he or she speaks, participates in a panel or seminar, or performs a similar service, and reimbursement or advance for actual intra-state travel and for necessary accommodations

provided directly in connection with the event are not payment and need not be reported by the designated employee.

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

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

Category 4. Less-Inclusive Reportable Investments

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

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

Category 5. Less-Inclusive Reportable Interests in Real Property

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

Category 6. Less-Inclusive Types of Reportable Income

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

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

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

<u>Designated Positions</u>	<u>Disclosure Category</u>
Directors	1, 2, 3
Fire Chief	1, 2, 3
Deputy Fire Chief	1, 2, 3
Division Chiefs	1, 2, 3
Battalion Chiefs	1, 2, 3
Director of Administrative Services	1, 2, 3
IT Manager	1, 2, 3
Human Resources Manager	1, 2, 3
Legal Counsel	1, 2, 3
Emergency Services Manager (New Position)	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.

2010 Local Agency Biennial Notice

Name of Agency: mid-Peninsula Water District

Mailing Address: P O Box 129, Belmont, CA 94002

Contact Person: Cathy Remeleh

Office Phone No: 650-591-8941

E-mail: cathya@midpeninsulawater.org

Fax No: 650-591-4998

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. This agency has reviewed its conflict-of-interest code and has determined that *(Check one box)*:

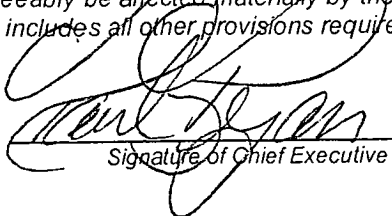
☒ **An amendment is required. The following amendments are necessary:**
(Mark all that apply.)

- ☐ Include new positions (including consultants) that must be designated.
- ☒ Delete positions that manage public investments from the list of designated positions.
- ☐ Revise disclosure categories.
- ☐ Revise the titles of existing positions.
- ☐ Delete titles of positions that have been abolished.
- ☒ Other *(describe)* We made revisions to the description of the process for consultants.

☐ **No amendment is required.**

Verification

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



Signature of Chief Executive Officer

5/26/10

Date

Complete this notice regardless of how recently your code was approved or amended.
Please return this notice no later than **October 1, 2010**, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

CONFLICT OF INTEREST CODE

MID-PENINSULA WATER DISTRICT

Adopted by Mid-Peninsula Water District
On August 26, 2010
By Resolution 2010-3

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

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

Mid-Peninsula Water District

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

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

<u>Designated Employees*</u>	<u>Disclosure Category</u>
Field Superintendent	1,2,3,4
Secretary	1,2,3,4
General Counsel	1,2,3,4
District Engineer	1,2,3,4
Consultants**	1,2,3,4.

*It has been determined that the positions listed below manage public investments and will file a statement of economic interests pursuant to Government Code Section 87200:

Board of Directors

General Manager

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

The General Manager may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. Such determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

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

DISCLOSURE CATEGORIES

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

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

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

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

CONFLICT OF INTEREST CODE

MID-PENINSULA WATER DISTRICT

Adopted by Mid-Peninsula Water District
On August ___, 2010
By Resolution 2010-___

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

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

Mid-Peninsula Water District

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

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

<u>Designated Employees*</u>	<u>Disclosure Category</u>
Board of Directors	1,2,3,4
General Manager	1,2,3,4
Field Superintendent	1,2,3,4
Secretary	1,2,3,4
General Counsel	1,2,3,4
District Engineer	1,2,3,4
Consultants**	1,2,3,4

*It has been determined that the positions listed below manage public investments and will file a statement of economic interests pursuant to Government Code Section 87200:

Board of Directors
General Manager

~~**The General Manager 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 Mid Peninsula Water 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.~~

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

The General Manager may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. Such determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

DISCLOSURE CATEGORIES

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

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

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

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

RESOLUTION NO. 2010-3

ADOPTING AN AMENDED CONFLICT OF INTEREST CODE

MID-PENINSULA WATER DISTRICT

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

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

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

WHEREAS, the General Counsel and staff have reviewed the current Conflict of Interest Code and have determined that the Code should be amended to reflect the public officials who manage public investments and the process for consultant disclosures, each of which are non-substantive changes to the Code that do not enumerate any new positions and therefore do not require public notice, and General Counsel and staff recommend adopting the amended Conflict of Interest Code, which is attached.

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

BE IT FURTHER RESOLVED that the General Manager is directed to transmit a copy of the amended Conflict of Interest Code with the 2010 Local Agency Biennial Notice to the

County Clerk of the Board of Supervisors of the County of San Mateo by September 1, 2010 for its review and approval; and

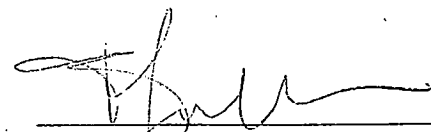
BE IT FURTHER RESOLVED that the effective date of the amended Code shall be upon its approval by the Board of Supervisors and unless and until the Code is so approved that the District's current Code shall continue in full effect.

REGULARLY PASSED AND ADOPTED this 26th day of August, 2010, by the following vote:

AYES: Directors Altscher, Linvill, Stuebing, Vella & Zucca


NOES: None

ABSENT: None



President, Board of Directors (Acting)

ATTEST:



Secretary of the District

2010 Local Agency Biennial Notice

Name of Agency: PENINSULA HEALTH CARE DISTRICT
Mailing Address: 1600 TROUSDALE DRIVE, SUITE 1210, BURLINGAME, CA 94010
Contact Person: CHERYL A. FAMA Office Phone No: (650) 697-6900
E-mail: ADMIN@PENINSULAHEALTHCARE Fax No: (650) 652-9374
DISTRICT.ORG

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. This agency has reviewed its conflict-of-interest code and has determined that (Check one box):

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

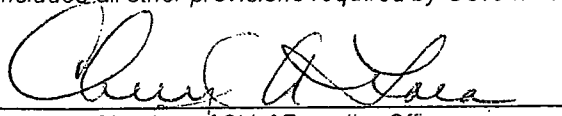
- ☒ Include new positions (including consultants) that must be designated.
- ☒ Delete positions that manage public investments from the list of designated positions.
- ☐ Revise disclosure categories.
- ☐ Revise the titles of existing positions.
- ☐ Delete titles of positions that have been abolished.

☒ Other (describe) Deleted Legal Counsel from designated positions. With CEO position in place, District's legal counsel functions as a "consultant."
CAF

☐ No amendment is required.

Verification

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


Signature of Chief Executive Officer

8/5/10
Date

Complete this notice regardless of how recently your code was approved or amended.
Please return this notice no later than October 1, 2010, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

PENINSULA HEALTH CARE DISTRICT

CONFLICT OF INTEREST CODE

The Political Reform Act (California Government code Sections 81000, et seq.) requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The California Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Section 18730, hereinafter "Regulation") which contains the terms of a standard Conflict of Interest Code which 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. The Regulation further provides that incorporation of its terms by reference along with the designation of employees and the formulation of disclosure categories in an Appendix shall constitute the adoption and promulgation of a conflict of interest code within the meaning of Government Code Section 87300 or the amendment of a conflict of interest code within the meaning of Government Code Section 87307. Therefore, the terms of the Regulation and any amendments to it, duly adopted by the Fair Political Practices Commission, are hereby incorporated by reference. The Regulation and the attached Appendix designating officials and employees and establishing disclosure categories constitute the Conflict of Interest Code of the Peninsula Health Care District.

Designated officials and employees and any person who manages the District's investments shall file statements of economic interests with the District, which will make the statements available for public inspection and reproduction. (California Government Code Section 81008). Upon receipt of the statements of all designated officials and employees, the District shall make and retain a copy and forward the original of these statements to the County Clerk for the County San Mateo.

APPENDIX

DESIGNATED OFFICIALS AND EMPLOYEES*

Public Official	Disclosure Categories
-----------------	-----------------------

President, Secretary, All Other Board Appointed District Officers (if such Officers are appointed by the District**)	1, 2, 3, 4
Chief Executive Officer*	1, 2, 3, 4
Consultants***	1, 2, 3, 4

*It has been determined that the additional positions listed below manage public investments and will file a statement of economic interests pursuant to government code Section 87200:

**If any such officer manages public investments, as defined by 2 California Code of Regulations Section 18720, such officer will not be considered a designated employee but shall file a statement of economic interests pursuant to Government code Section 87200. Any person holding more than one of these offices, or holding one or more of these offices and also serving as a Director shall be required to file only one disclosure statement.

***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 Chairperson of the Board of Directors or the Board of Directors shall, before or at the time of engagement of a particular consultant, determine in writing whether or not the consultant is being engaged to perform a range of duties that is limited in scope and thus is not required to comply with the disclosure requirements described in this Code, either fully or in part. 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, if any. If it is determined at or before the time of engagement that a particular consultant's range of duties are such as to not require full or any compliance with the disclosure requirements of this Code, but it later appears that the consultant's duties have so expanded or otherwise changed so that full or additional compliance should be required, the Chairperson of the Board of Directors or the Board of Directors shall make such determination in writing within a reasonable time. All such written determinations are public records and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

In making such determination, the Chairperson of the Board of Directors or the Board of Directors, as the case may be, shall be guided by the principle that consultants required to comply with disclosure requirements shall be those who make governmental decisions as provided in 2 California Code of Regulations Section 18700(a)(2)(A), or who serve in a staff capacity with the District and in that capacity perform substantially all the same duties for the District as would otherwise be performed by a person holding a position specified in this Conflict of Interest Code, as provided in 2 California code of Regulations Section 18700(a)(2)(B).

DISCLOSURE CATEGORIES

071078

Category 1. A designated official or employee assigned to Category 1 is required to disclose investments.

Category 2. A designated official or employee assigned to Category 2 is required to disclose interests in real property.

Category 3. A designated official or employee assigned to Category 3 is required to disclose income.

Category 4. A designated official or employee assigned to Category 4 is required to disclose any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management.

071078

PENINSULA HEALTH CARE DISTRICT

CONFLICT OF INTEREST CODE

The Political Reform Act (California Government code Sections 81000, et seq.) requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The California Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Section 18730, hereinafter "Regulation") which contains the terms of a standard Conflict of Interest Code which 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. The Regulation further provides that incorporation of its terms by reference along with the designation of employees and the formulation of disclosure categories in an Appendix shall constitute the adoption and promulgation of a conflict of interest code within the meaning of Government Code Section 87300 or the amendment of a conflict of interest code within the meaning of Government Code Section 87307. Therefore, the terms of the Regulation and any amendments to it, duly adopted by the Fair Political Practices Commission, are hereby incorporated by reference. The Regulation and the attached Appendix designating officials and employees and establishing disclosure categories constitute the Conflict of Interest Code of the Peninsula Health Care District.

Designated officials and employees and any person who manages the District's investments shall file statements of economic interests with the District, which will make the statements available for public inspection and reproduction. (California Government Code Section 81008). Upon receipt of the statements of all designated officials and employees, the District shall make and retain a copy and forward the original of these statements to the County Clerk for the County San Mateo.

071078

APPENDIX

DESIGNATED OFFICIALS AND EMPLOYEES*

Public Official

Disclosure Categories

President, Secretary, All Other Board	
Appointed District Officers (if such	
Officers are appointed by the District**)	1, 2, 3, 4
Chief Executive Officer*	1, 2, 3, 4
Legal Counsel	1, 2, 3, 4
Consultants***	1, 2, 3, 4

*It has been determined that the additional positions listed below manage public investments and will file a statement of economic interests pursuant to government code Section 87200:

~~Members, Board of Directors~~

**If any such officer manages public investments, as defined by 2 California Code of Regulations Section 18720, such officer will not be considered a designated employee but shall file a statement of economic interests pursuant to Government code Section 87200. Any person holding more than one of these offices, or holding one or more of these offices and also serving as a Director shall be required to file only one disclosure statement.

***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 Chairperson of the Board of Directors or the Board of Directors shall, before or at the time of engagement of a particular consultant, determine in writing whether or not the consultant is being engaged to perform a range of duties that is limited in scope and thus is not required to comply with the disclosure requirements described in this Code, either fully or in part. 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, if any. If it is determined at or before the time of engagement that a particular consultant's range of duties are such as to not require full or any compliance with the disclosure requirements of this Code, but it later appears that the consultant's duties have so expanded or otherwise changed so that full or additional compliance should be required, the Chairperson of the Board of Directors or the Board of Directors shall make such determination in writing within a reasonable time. All such written determinations are public records and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

In making such determination, the Chairperson of the Board of Directors or the Board of Directors, as the case may be, shall be guided by the principle that consultants required to comply with disclosure requirements shall be those who make governmental decisions as provided in 2 California Code of Regulations Section 18700(a)(2)(A), or who serve in a staff capacity with the District and in that capacity perform substantially all the same duties for the District as would otherwise be performed by a person holding a position specified in this Conflict of Interest Code, as provided in 2 California code of Regulations Section 18700(a)(2)(B).

DISCLOSURE CATEGORIES

Category 1. A designated official or employee assigned to Category 1 is required to disclose investments.

Category 2. A designated official or employee assigned to Category 2 is required to disclose interests in real property.

Category 3. A designated official or employee assigned to Category 3 is required to disclose income.

Category 4. A designated official or employee assigned to Category 4 is required to disclose any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management.

RESOLUTION NO. 2010-05

OF THE

BOARD OF DIRECTORS
PENINSULA HEALTH CARE DISTRICT

RESOLUTION CONFIRMING REVIEW AND ACCURACY OF THE CONFLICT OF INTEREST CODE

RECITALS

- A. California Government Code Section 87306.5 requires that the Peninsula Health Care District review its Conflict of Interest Code and revise if necessary.
- B. Legal Counsel has reviewed the current Conflict of Interest Code, which the District last revised in 2008 pursuant to Resolution No. 2008-03, and has determined that the Code should be updated to reflect the position of Chief Executive Officer and to delete Legal Counsel from the "Designated Officials and Employees" delineated in the Appendix.
- C. The Board of Directors of the Peninsula Health Care District desires to adopt the amended Conflict of Interest Code.

RESOLUTION

NOW, THEREFORE, BE IT RESOLVED that the amended Conflict of Interest Code attached hereto and incorporated herein is hereby adopted and that the District's Filing Official is directed to transmit a copy of the amended Code to the County Clerk for the County of San Mateo for approval by the Board of Supervisors of the County of San Mateo.

Passed and adopted at a meeting of the Board of Directors of the Peninsula Health Care District duly held on the 22nd day of July 2010.

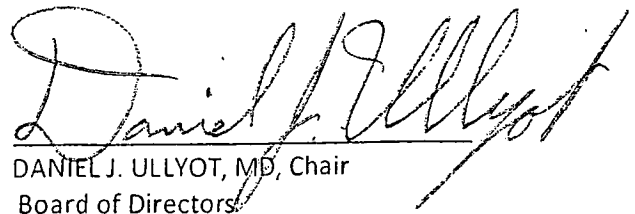
AYES in favor thereof: Directors Ulliot, Navarro, Galligan, Cappel, and Newman

NOES: None

ABSENT: None

APPROVED:


HELEN C. GALLIGAN, Secretary
Board of Directors


DANIEL J. ULLYOT, MD, Chair
Board of Directors

071078



LOCAL AGENCY FORMATION COMMISSION

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

September 3, 2010

Warren Slocum
San Mateo County Clerk-Assessor-Recorder
555 County Center
Redwood City, CA 94063

Subject: Dissolution of Skyline County Water District effective June 30, 2009

Dear Mr. Slocum:

In regard to Conflict-of-Interest Code Biennial Notice and the Skyline County Water District, please be advised that the Skyline County Water District was dissolved effective June 30, 2009. Attached is a copy of the recorded certificate of completion and resolution ordering the dissolution.

Sincerely,

A handwritten signature in cursive script, appearing to read "Martha Poyatos".

Martha Poyatos
Executive Officer

ATTACHMENT C

SPECIAL DISTRICTS

- East Palo Alto Sanitary District
- Los Trancos County Water District
- Menlo Park Fire Protection District
- Mid-Peninsula Water District
- Peninsula Health Care District
- Skyline County Water District
- San Mateo County Transit District



LOCAL AGENCY FORMAT

455 COUNTY CENTER, 2ND FLOOR • REDWOOD CITY, CA 94063-1

2009-086212 CONF

11:24am 06/30/09 CCL Fee: NO FEE

Count of pages 8

Recorded in Official Records

County of San Mateo

Warren Slocum

Assessor-County Clerk-Recorder



* 2 0 0 9 0 0 8 6 2 1 2 A R *

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 Dissolution of Skyline County Water 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

Skyline County Water District.

Dissolution

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 1128, a copy of which is attached hereto, marked Exhibit B and by reference incorporated herein.
7. LAFCo Resolution No. 1130 ordering this change of organization was adopted on June 30, 2009, 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 1128, adopted on May 20, 2009.

Dated: June 30, 2009

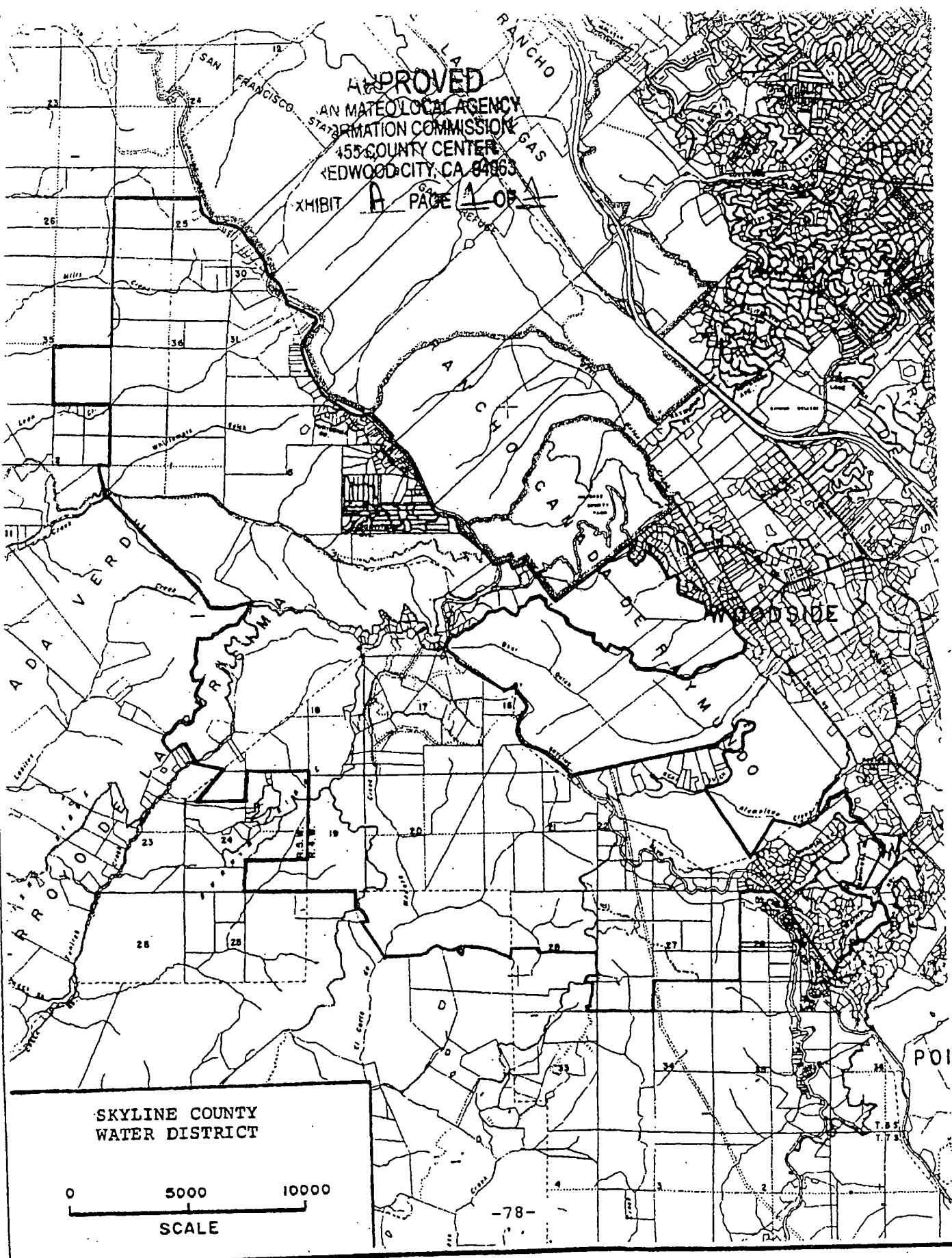
Martha Poyatos
Executive Officer

071078

APPROVED

AN MATEO LOCAL AGENCY
FORMATION COMMISSION
455 COUNTY CENTER
REDWOOD CITY, CA 94063

EXHIBIT A PAGE 1 OF 1



SKYLINE COUNTY
WATER DISTRICT

0 5000 10000
SCALE

071078

RESOLUTION NO. 1128

RESOLUTION OF THE LOCAL AGENCY FORMATION COMMISSION
OF THE COUNTY OF SAN MATEO
MAKING DETERMINATIONS AND APPROVING
THE PROPOSED DISSOLUTION OF
SKYLINE COUNTY WATER DISTRICT

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

WHEREAS, a proposal for the dissolution of Skyline County Water District in the County of San Mateo, has been filed with the Executive Officer of this Commission pursuant to Title 5, Division 3, commencing with Section 56000 of the Government Code; and

WHEREAS, said proposal was submitted by resolution of the Skyline County Water District because the District has executed an agreement of sale of the District's water system and assets to the California Water Service Company, resulting in reduced water rates and the District will no longer operate as a water district; and

WHEREAS, the Executive Officer has reviewed the proposal and prepared a report, including recommendations thereon, the proposal and report having been presented to and considered by this Commission; and

WHEREAS, the Commission called for and held a public hearing on May 20, 2009, the hearing having been held on the date and at the time and place noticed therefor, and at the hearing the Commission heard and received all oral and written comments and evidence which were made, presented, or filed, and all persons present were given an opportunity to hear and be heard with respect to the proposal and the Executive Officer's report; and

APPROVED
SAN MATEO LOCAL AGENCY
FORMATION COMMISSION
455 COUNTY CENTER
REDWOOD CITY, CA 94063
EXHIBIT B PAGE 1 OF 3

071078

NOW THEREFORE, the Local Agency Formation Commission of the County of San Mateo DOES HEREBY RESOLVE, DETERMINE AND ORDER as follows:

Section 1. This proposal is approved upon the following conditions:

- 1) The effective date of the dissolution will be June 30, 2009
- 2) All SCWD billing and accounts receivable be transferred to Cal Water, rather than succeeding to the County of San Mateo as successor agency.
- 3) SCWD shall settle all loans, debts and liabilities to the extent possible, including retiring the CAPMARK Finance, Inc. loan, personnel costs, and miscellaneous accounts payable.
- 4) Closing of the Agreement of sale between SCWD and Cal Water and assumption of water service by Cal Water.

Section 2. The boundaries of the district to be dissolved are as they exist on May 20, 2009.

Section 3. The territory of the proposed district to be dissolved consists of 17 square miles and is assigned the following distinctive, short form designation: Dissolution of the Skyline County Water District.

Section 4. The County of San Mateo is designated as short-term Successor of the District for the purpose of winding down the affairs of the Dissolved District, pursuant to 57451.

Section 5. The Executive Officer is hereby delegated all responsibilities set forth in Government Code Section 57000 et seq. and directed to conduct protest proceedings in accordance with Government Code Section 57000.

APPROVED
SAN MATEO LOCAL AGENCY
FORMATION COMMISSION
455 COUNTY CENTER
REDWOOD CITY, CA 94063
EXHIBIT B PAGE 2 OF 3

071078

Regularly passed and adopted this 20th day of May, 2009.

Ayes and in favor of said resolution:

Commissioners:

Gallagher
Jones
Patridge
Richardson
Tissier
Gordon

Noes and against said resolution:

Craig

Commissioners Absent and/or Abstentions:

Commissioners: None

[Signature]
Chairman
Local Agency Formation Commission
County of San Mateo
State of California

ATTEST:

[Signature]
Executive Officer
Local Agency Formation Commission

Date: 5/21/09

I certify that this is a true and correct copy of the resolution above set forth.

Date: JUN 30, 2009

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

EXHIBIT B PAGE 3 OF 3

[Signature]
Sharon A. Humphrey
Clerk to the Commission
Local Agency Formation Commission

Resolution No. 1130

**Resolution of Conducting Authority
Making Findings on Value of Written Protest
Filed and Not Withdrawn
Pursuant to Government Code Section 57000 et seq.
And Ordering Dissolution**

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

Re: LAFCo File No. 09-05—Dissolution of Skyline County Water District

Whereas, on May 20, 2009, the San Mateo Local Agency Formation Commission ("San Mateo LAFCo") adopted Resolution 1128 approving the above noted dissolution and delegating conducting authority proceedings to the Executive Officer; and

Whereas, on June 22, 2009 the Executive Officer, as delegated by the Commission, acting as conducting authority, held a noticed protest hearing and received and considered protests; and

Whereas, a total of no written protests were received; and

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 56854 and 57081, no written protests were submitted, and this dissolution is hereby ordered without an election.
3. The change of organization is designated: **Dissolution of Skyline County Water District**
4. The exterior boundaries are described in Attachment A.
5. The type of change of organization is: Dissolution.
6. The reason for this change of organization is: The Skyline County Water District has transferred the District's water system and service responsibility to California Water Service Company to provide more cost effective and efficient water service and will no longer provide the service for which it was formed.

APPROVED
SAN MATEO LOCAL AGENCY
FORMATION COMMISSION
455 COUNTY CENTER
REDWOOD CITY, CA 94063
EXHIBIT C PAGE 1 OF 2

2010 Local Agency Biennial Notice

Name of Agency: San Mateo County Transit District

Mailing Address: PO Box 3006, San Carlos, CA 94070-1306

Contact Person: Martha Martinez Office Phone No: (650) 508-6242

E-mail: martinezm@samtrans.com Fax No: (650) 508-6325

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. This agency has reviewed its conflict-of-interest code and has determined that *(Check one box)*:

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

- ☒ Include new positions (including consultants) that must be designated.
- ☐ Delete positions that manage public investments from the list of designated positions.
- ☐ Revise disclosure categories.
- ☒ Revise the titles of existing positions.
- ☒ Delete titles of positions that have been abolished.
- ☐ Other *(describe)* _____

☐ **No amendment is required.**

Verification

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



Signature of Chief Executive Officer

August 30, 2010

Date

Complete this notice regardless of how recently your code was approved or amended.
Please return this notice no later than **October 1, 2010**, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

County of San Mateo

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

ATTACHMENT D

SCHOOL DISTRICTS

- Brisbane School District
- Cabrillo Unified School District
- Community College District
- Menlo Park City School District
- Millbrae School District
- Office of Education
- Pacifica School District
- San Mateo Union High School District
- South San Francisco Unified School District
- Woodside Elementary School District

2010 Local Agency Biennial Notice

Name of Agency: Brisbane School District
Mailing Address: 1 Solano Street
Contact Person: Aida Gamba Office Phone No: 415-467-0550
E-mail: aidagamba@race.com Fax No: 415-467-2914

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. This agency has reviewed its conflict-of-interest code and has determined that (Check one box):

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

- ☐ Include new positions (including consultants) that must be designated.
- ☐ Delete positions that manage public investments from the list of designated positions.
- ☐ Revise disclosure categories.
- ☒ Revise the titles of existing positions.
- ☐ Delete titles of positions that have been abolished.
- ☐ Other (describe) _____

☐ No amendment is required.

Verification

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

Goni Pusta

Signature of Chief Executive Officer

9/9/10

Date

Complete this notice regardless of how recently your code was approved or amended.
Please return this notice no later than October 1, 2010, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

BRISBANE SCHOOL DISTRICT
Bylaws of the Board
CONFLICT OF INTEREST

BB 9270 (a)

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 the 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)

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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

BRISBANE SCHOOL DISTRICT
Bylaws of the Board
CONFLICT OF INTEREST

BB 9270 (c)

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)

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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

APPENDIX
Brisbane School District
LIST OF DESIGNATED OFFICIALS 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 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
Governing Board Members	1, 2, 3, 4
Superintendent of Schools	1, 2, 3, 4
Purchasing Agent <u>Coordinator of Business Services</u>	1
Principal	2
Supervisor of Maintenance and Operations and <u>Transportation Director</u>	2
Consultant	1, 2, 3, 4

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.

CONFLICT OF INTEREST

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

1090-1096 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

BRISBANE SCHOOL DISTRICT
Bylaws of the Board
CONFLICT OF INTEREST

BB 9270 (g)

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
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

Revision: July 14, 2010

071078

(B) Conflict Resolution/Bullying – Lipman School has made great process in this regard. A formal update of the program will be provided at the September board meeting. Ms. Presta will check with Mrs. Heckerman to ascertain the possibility of including the elementary schools in the program without the additional cost.

(C) FEMA/Hillside – it was agreed that as movement on this project is out the district's control, this should not be one of the district's goals.

(D) Highly Effective Teaching/Balance with achievement – Ms. Presta noted that last year's theme, Increasing Absence of Threat, improved the tenor of all three schools. This year, she wants to focus on higher achievement for all students. She has been pushing for a continuity of programs and curriculum at all schools, including district-wide benchmark assessments.

(E) Support Teachers and Staff – It was suggested that E is a means to D. While the board will continue to try to improve morale and increase professional development, board members wanted to remain focused on the students.

7. ~~Public Comment~~ (Public comment was heard under Item 3.)

8. **Action Items**

A. Curriculum/Instruction – No Items

B. Support/Board

8.B.1 **Review and Update of Board Policies: Revision and Adoption**

BP/AR 3156 – Emergencies and Disaster Preparedness Plan

BP 4000 – Personnel Concepts and Roles

AR 5111 – Admission

BP 6111 – School Calendar

BP 6145 – Extracurricular and Cocurricular Activities

BP/AR 6173 – Education for Homeless Children

BP/AR 6173.1 – Education for Foster Youth

BB 9270 – Conflict of Interest

Motion to adopt board policy revisions by Trustee Van Stralen. Seconded by Trustee Walker. Approval unanimous.

8.B.2 **Agreement for Compensation to County of San Mateo for Collection of Special Taxes**

Motion to approve agreement by Trustee Ledda. Seconded by Trustee Dettmer. Approval unanimous.

8.B.3 **Adoption, Resolution 2010-2011, No. 1 – Supporting Senate Constitutional Amendment 6**

Motion to adopt resolution by Trustee Dettmer. Seconded by Trustee Van Stralen. Those in favor: Ledda, Walker, Blank, Van Stralen, Dettmer. Those opposed: none. Resolution adopted.

C. *Personnel Recommendations*

8.C.1 **Superintendent's Evaluation Process**

2010 Local Agency Biennial Notice

Name of Agency: Cabrillo Unified School District

Mailing Address: 498 Kelly Avenue Half Moon Bay, CA 94019

Contact Person: Janice Olson Office Phone No: 650 712-7112

E-mail: Olsonj@cabrillo.k12.ca.us Fax No: 650 712-0279

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. This agency has reviewed its conflict-of-interest code and has determined that (Check one box):

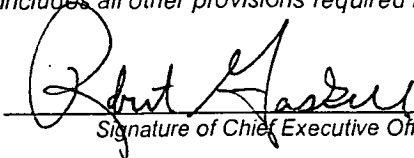
☒ **An amendment is required. The following amendments are necessary:**
(Mark all that apply.)

- ☐ Include new positions (including consultants) that must be designated.
- ☐ Delete positions that manage public investments from the list of designated positions.
- ☐ Revise disclosure categories.
- ☒ Revise the titles of existing positions.
- ☒ Delete titles of positions that have been abolished.
- ☐ Other (describe) _____

☐ **No amendment is required.**

Verification

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



Signature of Chief Executive Officer

August 27, 2010

Date

Complete this notice regardless of how recently your code was approved or amended.
Please return this notice no later than **October 1, 2010**, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

Cabrillo Unified School District

List of Designated Positions in the Cabrillo Unified 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>
Superintendent	1,2,3,4
Deputy Superintendent <u>Assistant Superintendent</u>	1,2,3,4
Directors	1,2,3,4
Principals	1,2,3,4
Assistant Principals	1,2,3,4
Program Coordinators	1,2,3,4
Supervisors	1,2,3,4
Dean of Students--	1,2,3,4
<u>Chief Business Official</u>	1,2,3,4
<u>Consultants*</u>	1,2,3,4

*The Superintendent 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 Cabrillo Unified 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.

2010 Multi-County Agency Biennial Notice

Name of Agency: San Mateo County Community College District

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

Contact Person: Barbara Christensen Office Phone No: 650-574-6510

E-mail: christensen@smccd.edu Fax No: 650-574-6566

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. This agency has reviewed its conflict-of-interest code and has determined that (check one box):

☒ **An amendment is required.** (Check all that apply.)

Substantive

- ☐ Include new positions (including consultants) that must be designated
- ☐ Delete Positions that manage public investments from the list of designated positions
- ☐ Revise disclosure categories
- ☐ Other (describe) _____

Non-Substantive

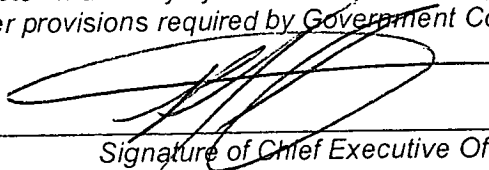
- ☐ Revise the titles of existing positions
- ☐ Modification of any provision of a code, provided no disclosure or disqualification obligations are disturbed
- ☒ Delete titles of positions that have been abolished
- ☐ Other (describe) _____

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

☐ **No amendments necessary.**

Verification

The 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 the disclosure of all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions. The code includes all other provisions required by Government Code section 87302.



Signature of Chief Executive Officer



Date

All agencies must complete and return this notice, including agencies whose codes are currently under review. Please return this notice no later than **October 1, 2010**, to:

Fair Political Practices Commission
428 J Street, Suite 620
Sacramento, CA 95814
(866) ASK-FPPC
Fax (916) 322-3711

**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 business entity that 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 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

Designated Positions	Disclosure Category
Board of Trustees	1,2,3,4
Chancellor-Superintendent	1,2,3,4
Executive Vice Chancellor	1,2,3,4
Vice Chancellors	1,2,3,4
College Presidents	1,2,3,4
Executive Director, Facilities, Maintenance and Operations	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
Senior Bookstore Buyer	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 2006 2010

071078

2010 Local Agency Biennial Notice

Name of Agency: Menlo Park City School District
Mailing Address: 181 Encinal Avenue, Atherton, CA 94027
Contact Person: Carol Metzler, Office Phone No: 650/321-7140, Ext. 5603
Executive Assistant
kranella@mpcsd.org
E-mail: cmetzler@mpcsd.org Fax No: 650/321-7184

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. This agency has reviewed its conflict-of-interest code and has determined that (Check one box):

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

(Mark all that apply.)

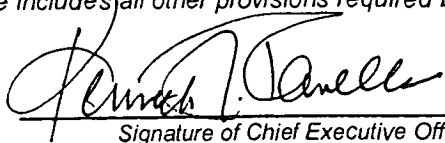
- ☐ Include new positions (including consultants) that must be designated.
- ☐ Delete positions that manage public investments from the list of designated positions.
- ☐ Revise disclosure categories.
- ☐ Revise the titles of existing positions.
- ☐ Delete titles of positions that have been abolished.

☒ **Other (describe)** Ralph Caputo (President/Labor Compliance Officer)
and Susan Matsumoto (Labor Compliance Officer) of RGM, Construction
Management Company - Consultant

☐ **No amendment is required.**

Verification

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



Signature of Chief Executive Officer

8-25-10

Date

Complete this notice regardless of how recently your code was approved or amended.
Please return this notice no later than **October 1, 2010**, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

CONFLICT OF INTEREST

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 California Administrative Code 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 California Administrative Code 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, constitutes the Conflict of Interest Code of the Menlo Park City School District. (Hereafter "Agency".)

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

As directed by Government Code 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 18227, the county Clerk of the County of San Mateo shall be the official responsible for receiving and retaining statements of economic interest 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 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.

CONFLICT OF INTEREST (continued)

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

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

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

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

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

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

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

Management Resources:

WEB SITES

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

Bylaw

Adopted: June 26, 2003

Amended: September 22, 2004

MENLO PARK CITY SCHOOL DISTRICT

Atherton, California

071078

MENLO PARK CITY SCHOOL DISTRICT
BOARD BY LAW #9270
APPENDIX

DESIGNATED OFFICIALS AND EMPLOYEES
FILING PERIOD 1/1/2009 – 12/31/2009

Working Copy

<u>DESIGNATED POSITIONS/NAMES</u>	<u>DISCLOSURE CATEGORY</u>
-----------------------------------	----------------------------

Governing Board

1,2,3,4

- Mark Box (term expires 2012)
- Jeff Child (term expires 2010)
- Deborah Fitz (term expires 2010)
- Maria Hilton (term expires 2012)
- Laura Rich (third term expires 2010)

Administrators

1,2,3,4

- Superintendent
 - Kenneth J. Ranella
- Assistant Superintendent Curriculum & Instruction
 - Jo Sauer Mitchell
- Chief Business Official
 - Diane White
- Director of Student Services
 - Olivia Mandilk
- Director of Technology
 - Jim Bowlby
- Supervisor of Maintenance, Operations, Transportation
 - Dennis Hatfield
- Director, Facility Planning and Construction – New title (Old title: Facility Planner/Project Manager)
 - Ahmad Sheikholeslami
- School Principals
 - David Ackerman, Oak Knoll School
 - Allison Liner, Encinal School
 - Linda Creighton – Assuming Office Statement
 - Mike Melton – Assuming Office Statement
 - Michael Moore, Hillview Middle School – Leaving Office Statement
 - Nancy Hendry, Laurel School – Leaving Office Statement
- School Vice-Principals
 - Maria Clemo, VP, Oak Knoll VP
 - Linda Creighton, VP, Laurel School – Leaving Office Statement
 - Joy Shmueli, VP Hillview Middle School
 - Joan von der Linden, VP Encinal School

Bond Oversight Committee

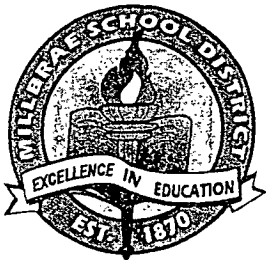
1,2,3,4

- Representing Menlo Park-Atherton Education Foundation: _____
- Mark Gilles (District parent – Oak Knoll School)
- Leslie Koonce (representing local business, Menlo Park Chamber of Commerce)
- Mary Elizabeth Suhr (District parent – Hillview Middle School)
- Kim Guthrie (representing PTO – Parent Teacher Organization) – Assuming Office
- Carey Pickus (representing PTO – Parent Teacher Organization) – Leaving Office Statement

RGM

- Ralph Caputo (President/Labor Compliance Officer)
- Susan Matsumoto (Labor Compliance Officer)

Review/Revised:	September 1994	August 2006
	August 1998	August 2007
	August 2000	August 2008
	August 2001	April 2009
	September 2002	April 2010



Millbrae School District

555 Richmond Drive, Millbrae, CA 94030

650-697-5693 • 650-697-6865 (fax) • <http://www.millbraeschooldistrict.org>

LINDA C. LUNA
Superintendent

CYNTHIA SHIEH
Chief Business Official

SUSAN PALMER
Director of Student Services

September 8, 2010

Juliet Fernandez
Office of Warren Slocum
Chief Elections Officer &
Assessor-County Clerk-Recorder
555 County Center
Redwood City, CA 94063

Dear Juliet,

Enclosed is the Millbrae School District's 2010 Local Agency Biennial Notice, List of Designated Positions in the Millbrae School District and Financial Disclosure Categories and a completed signed Form 700 for Susan Palmer, Student Services Director. Ms. Palmer will be leaving office effective, September 10, 2010.

Sincerely,

Carmela Evangelista
Administrative Assistant to the Superintendent

2010 Local Agency Biennial Notice

Name of Agency: Millbrae School District
Mailing Address: 555 Richmond Drive
Contact Person: Linda Luna Office Phone No: (650) 697-5693, Ext. 29
E-mail: lluna@mesd.k12.ca.us Fax No: (650) 697-6965

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. This agency has reviewed its conflict-of-interest code and has determined that (Check one box):

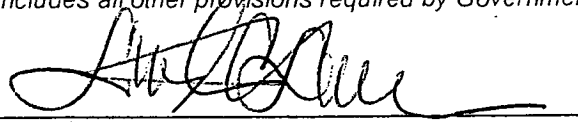
☒ An amendment is required. The following amendments are necessary:
(Mark all that apply.)

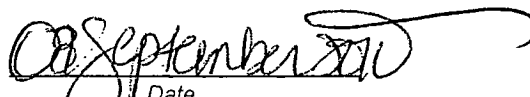
- ☒ Include new positions (including consultants) that must be designated.
- ☐ Delete positions that manage public investments from the list of designated positions.
- ☐ Revise disclosure categories.
- ☐ Revise the titles of existing positions.
- ☒ Delete titles of positions that have been abolished.
- ☐ Other (describe) _____

☐ No amendment is required.

Verification

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


Signature of Chief Executive Officer


Date

Complete this notice regardless of how recently your code was approved or amended.
Please return this notice no later than **October 1, 2010**, 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
<u>Principals</u>	2
<u>Assistant Principal</u>	2
Director of Curriculum & Instruction	1,2,3,4
Director of Student Services	1,2,3,4
Fiscal Analyst	1,2,3,4
<u>Director of Special Education</u>	2

- The Director of Curriculum & Instruction position has been eliminated.
- The Director of Student Services position has been eliminated.
- Principals have been added to the list as they are managers in the District and have the authority to negotiate decisions on behalf of the district with collective bargaining units.
- The Assistant Principal position is a management position.
- Director of Special Education is still vacant.

*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 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.



SAN MATEO COUNTY OFFICE OF EDUCATION

Jean Holbrook, Ed.D., County Superintendent of Schools

August 19, 2010

Juliet Fernandez
San Mateo County Clerk's Office
555 County Center
Redwood City CA 94063

RE: Conflict of Interest Code

I have completed the biennial review of the conflict of interest code for San Mateo County Board of Education and Superintendent of Schools, County of San Mateo, State of California. This letter provides revisions to the list of designated positions. There are no other amendments at this time.

I. The following positions have been eliminated and no longer exist at the County Office of Education:

1. Director, SMERC Library

II. The following positions have been renamed or reorganized and reclassified as positions requiring conflict of interest disclosure:

1. The position designated Senior Administrator, Board and Superintendent Support in the prior conflict of interest code is now designated Special Advisor to the Board and Superintendent.
2. The position designated Deputy Superintendent in the prior code is now designated as Deputy Superintendent, Student Services.
3. The position designated Associate Superintendent, Fiscal and Operational Services in the prior code is now designated as Deputy Superintendent, Fiscal and Operational Services Division.
4. The position designated Director, Preschool for All in the prior code is now designated Director, Early Childhood Quality Improvement Project (EQuIP).
5. The positions designated Director, Educational Services (Elementary Education Services) and Director, Educational Services (Secondary Education Services) have been combined in one position-Director, Special Education Services (K-12).

III. The following position is new and classified as requiring conflict of interest disclosure:

1. Superintendent, Bayshore Elementary School District.

Juliet Fernandez

August 19, 2010

Page 2 of 2

A copy of the list of designated positions and financial disclosure categories showing the changes in strikeout/underscore format is attached.

These changes were approved by the San Mateo County Board of Education at its regular meeting on August 18, 2010. As Chief Executive Officer, I declare this to be a true and accurate account of our conflict of interest code.

Sincerely,

A handwritten signature in cursive script that reads "Jean Holbrook".

Jean Holbrook, Ed. D.

San Mateo County Superintendent of Schools

KW

Attachments: 2010 Local Agency Biennial Notice

Conflict of Interest Code

List of Designated Positions and Financial Disclosure Categories

071078

2010 Local Agency Biennial Notice

Name of Agency: San Mateo County Office of Education
Mailing Address: 101 Twin Dolphin Dr, Redwood City CA 94065
Contact Person: Karen Williams Office Phone No: 650 802-5554
E-mail: kwilliams@smcoe.k12.ca.us Fax No: 650 802-5564

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. This agency has reviewed its conflict-of-interest code and has determined that (Check one box):

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

- ☒ Include new positions (including consultants) that must be designated.
- ☐ Delete positions that manage public investments from the list of designated positions.
- ☐ Revise disclosure categories.
- ☒ Revise the titles of existing positions.
- ☒ Delete titles of positions that have been abolished.
- ☐ Other (describe) _____

☐ **No amendment is required.**

Verification

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



Signature of Chief Executive Officer

8-19-10

Date

Complete this notice regardless of how recently your code was approved or amended.
Please return this notice no later than **October 1, 2010**, 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 Categories</u>
County Superintendent of Schools	1,2,3,4
<u>Deputy Superintendent, Student Services</u>	1,2,3,4
Deputy Superintendent	1,2,3,4
<u>Deputy Superintendent, Fiscal and Operational Services Division</u>	1,2,3,4
Associate Superintendent, Fiscal and Operational Services	1,2,3,4
Associate Superintendent, Instructional Services	1,2,3,4
Associate Superintendent, Human Resources	1,2,3,4
Senior Administrator, Board and Superintendent Support	1,2,3,4
<u>Special Advisor to the Board and Superintendent</u>	1,2,3,4
Administrator, Child, Youth and Family Services	1,2,3,4
Administrator, Classified Human Resources	1,2,3,4
Administrator, Curriculum Services	1,2,3,4
Administrator, District Business Services	1,2,3,4
Administrator, Information Technology Services	1,2,3,4
Administrator, Internal Business Services	1,2,3,4
Administrator, Regional Occupational Program	1,2,3,4
Administrator, SELPA (Special Education Local Plan Area)	1,2,3,4
Consultants*	1,2,3,4
Director, District Business Services	1,2,3,4
<u>Director, Early Childhood Quality Improvement Project (EQuIP)</u>	1,2,3,4
Director, Educational Services (BTSA Project)	1,2,3,4
Director, Educational Services (Court and Community Schools)	1,2,3,4
Director, Educational Services (Designated Instructional / Integrated Services)	1,2,3,4
Director, Educational Services (Early Childhood Education Services)	1,2,3,4
Director, Educational Services (Elementary Education Services)	1,2,3,4
Director, Educational Services (Networks for Success)	1,2,3,4
Director, Educational Services (Secondary Education Services)	1,2,3,4
Director, Outdoor/Environmental Education	1,2,3,4
Director, Preschool for All	1,2,3,4
Director, SMERC Library	1,2,3,4
<u>Director, Special Education Services (K-12)</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, Special Education Transportation	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, Special Education	1,2,3,4
<u>Superintendent, Bayshore Elementary School District</u>	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 25th day of August, 1987

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 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.

071078

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.



Pacifica School District

375 Reina del Mar Avenue • Pacifica, California 94044

Tel: (650) 733-6600 • Fax: (650) 557-9672

Academic Excellence ★ Standards for Success

www.pacificasd.org

Board of Trustees
Karen Ervin
Cynthia Kaufman
Eileen Manning-Villar
Michael O'Neill
Joan Weideman

District Administration
Wendy S. Tukloff, Ed.D.
Superintendent
Davide Celoria, Ed.D.
Associate Superintendent
Josephine Petersen
Chief Business Official

August 27, 2010

Juliet Fernandez
San Mateo County Clerk's Office
555 County Center
Redwood City, CA 94063

Dear Juliet:

The Pacifica School District has reviewed its Conflict of Interest Code and has determined we will have to revise the title of an existing position:

Designated position that needs to be revised:
Assistant Superintendent

Proposed revision for designated position:
Associate Superintendent

- We have enclosed the 2010 Local Agency Biennial Notice. As I explained to you on the telephone, Sonia Cruz left our district with no notice. We understand she has moved out of state. If this does not meet with your approval, please let us know.

Sincerely,

Sandy Ramirez
Executive Assistant to the Superintendent

Enclosure: 2010 Local Agency Biennial Notice

071078

2010 Local Agency Biennial Notice

Name of Agency: Pacifica School District
Mailing Address: 375 Reina Del Mar, Pacifica, CA 94044
Contact Person: Sandy Ramirez Office Phone No: (650) 738-6625
E-mail: sramirez@pacificasd.org Fax No: (650) 557-9647

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. This agency has reviewed its conflict-of-interest code and has determined that (Check one box):

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

- ☐ Include new positions (including consultants) that must be designated.
- ☐ Delete positions that manage public investments from the list of designated positions.
- ☐ Revise disclosure categories.
- ☒ Revise the titles of existing positions.
- ☐ Delete titles of positions that have been abolished.
- ☐ Other (describe) _____

☐ No amendment is required.

Verification

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

Wendy S. Tukloff
Signature of Chief Executive Officer
Wendy S. Tukloff, Ed. D.
Superintendent

8/27/10

Date

Complete this notice regardless of how recently your code was approved or amended.
Please return this notice no later than October 1, 2010, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

2010 Local Agency Biennial Notice

Name of Agency: San Mateo Union High School District
Mailing Address: 650 No. Delaware Street, San Mateo
Contact Person: Scott Laurence Office Phone No: (650) 558-2201
E-mail: slaurence@smuhd.org Fax No: (650) 762-0249

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. This agency has reviewed its conflict-of-interest code and has determined that (Check one box):

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

- ☒ Include new positions (including consultants) that must be designated.
- ☐ Delete positions that manage public investments from the list of designated positions.
- ☐ Revise disclosure categories.
- ☒ Revise the titles of existing positions.
- ☒ Delete titles of positions that have been abolished.
- ☐ Other (describe) _____

☐ No amendment is required.

Verification

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

Scott Laurence
Signature of Chief Executive Officer

August 23, 2010
Date

Complete this notice regardless of how recently your code was approved or amended.
Please return this notice no later than **October 1, 2010**, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

San Mateo Union High School District
650 No. Delaware St., San Mateo, CA 94401
PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

SAN MATEO UNION HIGH 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 San Mateo Union High 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 San Mateo Union High 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 San Mateo Union High School District.

Pursuant to the Political Reform Act and its regulations, all designated employees shall file statements of economic interests with the San Mateo Union High School District 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 Union High 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.

Disclosure Categories

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

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

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

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

SAN MATEO UNION HIGH SCHOOL DISTRICT

List of Designated Positions in the San Mateo Union High School District and Financial Disclosure Categories

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

<u>Designated Employees</u>	<u>Disclosure Categories</u>
Member of the Board of Trustees	1, 2, 3, 4
Superintendent	1, 2, 3, 4
Associate Superintendent Human Resources and Administrative Services	1, 2, 3, 4
Associate Superintendent Instructional Services	1, 2, 3, 4
Deputy Superintendent Business Services	1, 2, 3, 4
Director of Adult and Community Education	1, 2, 3, 4
<u>Accounting Manager of Accounting Services</u>	1, 2, 3, 4
Executive Officer of Maintenance and Operations <u>Officer</u>	1, 2, 3, 4
Legal Counsel	1, 2, 3, 4
Manager of Budget/Fiscal Services	1, 2, 3, 4
Facilities Use & Purchasing Coordinator	1, 2, 3, 4
<u>Director, Curriculum & Assessment</u>	1, 2, 3, 4
Executive Transportation Officer	1, 2, 3, 4
<u>EL Coordinator</u>	1, 2, 3, 4
<u>Capital Facilities Fiscal Manager</u>	1, 2, 3, 4
<u>Director of Special Education</u>	1, 2, 3, 4
<u>Director of Technology</u>	1, 2, 3, 4
Consultants*	1, 2, 3, 4

*Each agency or department shall review the duties and authority of all consultants retained by the 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 provision of the Conflict of Interest Code, specifically those dealing with disqualification.



SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
398 B Street, South San Francisco, CA 94080-4423
(650) 877-8700 / Fax (650) 583-4717
www.ssfusd.org

SUPERINTENDENT
Howard S. Cohen, Ed.D.

BOARD OF TRUSTEES
Judith M. Bush
Maurice D. Goodman
Shirlee J. Hoch
Liza Normandy
Philip J. Weise

August 24, 2010

Ms. Juliet Fernandez
Office of Warren Slocum
County Clerk-Recorder's Office
555 County Center
Redwood City, CA 94063

Dear Ms. Fernandez:

Enclosed you will find the following information:

- The Conflict of Interest Biennial Review Notice for the South San Francisco Unified School District.
- Amendments to Board Bylaw No. 9270, Conflict of Interest, approved by the Board of Trustees on August 12, 2010.
 - o Deletion of the position of Associate Superintendent, Education Services.
 - o Change title for Assistant Superintendent, Personnel Services to Associate Superintendent, Human Resources & Student Services.
 - o Change title for Assistant Superintendent, ELL Programs & Student Learning Support to Associate Superintendent, ELL Programs & Student Support

Please contact me if you have any questions.

Sincerely,

Janice Riordan
Senior Executive Assistant

Enclosure

.071078

2010 Local Agency Biennial Notice

Name of Agency: South San Francisco Unified School District

Mailing Address: 398 B Street, South San Francisco, CA 94080

Contact Person: Howard S. Cohen, Ed.D. Office Phone No: 650-877-8705

E-mail: hcohen@ssfusd.org Fax No: 650-588-8113

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. This agency has reviewed its conflict-of-interest code and has determined that (Check one box):

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

- ☐ Include new positions (including consultants) that must be designated.
- ☐ Delete positions that manage public investments from the list of designated positions.
- ☐ Revise disclosure categories.
- ☒ Revise the titles of existing positions.
- ☒ Delete titles of positions that have been abolished.
- ☐ Other (describe) _____

☐ **No amendment is required.**

Verification

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

Howard S. Cohen
Signature of Chief Executive Officer

8/24/10
Date

Complete this notice regardless of how recently your code was approved or amended.
Please return this notice no later than **October 1, 2010**, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

Adoption Date ~~10/22/09~~ **SECOND READING** 8/12/10

Key: New Wording Deletions

CONFLICT OF INTEREST

INCOMPATIBLE ACTIVITIES

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

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

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

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

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

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

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

FINANCIAL INTEREST

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

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

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

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

association with which a party to the contract has the relationship of borrower or depositor, debtor or creditor. (Government Code 1091.5)

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

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

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

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

APPENDIX

DESIGNATED POSITIONS/DISCLOSURE CATEGORIES

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

Governing Board Members
 Superintendent
 Associate Superintendent, Business
~~Associate Superintendent, Ed Services~~
~~Assistant~~ **Associate** Superintendent, ~~Personnel~~ **Human Resources & Student Services**
~~Assistant~~ **Associate** Superintendent, ELL Programs & Student Learning Support
 Purchasing Agent

Designated persons in this category must report:

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

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

- (1) Are engaged in the acquisition or disposal of real property within the district
- (2) Are contractors or subcontractors which are or have been within the past two years engaged in work or services of the type used by the district or
- (3) Manufacture or sell supplies, books, machinery or equipment of the type used by the district

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

Directors: Nutrition Services
 Business Services
 Facilities/Safety
 Curriculum & Categorical Programs
 Student Performance, **Program Evaluation** & Instructional Intervention

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

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

Legal Reference:

EDUCATION CODE

1006 Qualifications for holding office

35107 School district employees

35230-35240 Corrupt practices

35233 Prohibitions applicable to members of governing boards

35239 Compensation for board members in districts under 70 ADA

GOVERNMENT CODE

1090-1098 Prohibitions applicable to specified officers

1125-1129 Incompatible activities

81000-91015 Political Reform Act of 1974, especially:

82011 Code reviewing body

82019 Definition of designated employee

82028 Definition of gifts

82030 Definition of income

87100-87103.6 General prohibitions

87200-87210 Disclosure

87300-87313 Conflict of interest code

87500 Statements of economic interests

89501-89503 Honoraria and gifts

91000-91014 Enforcement

CODE OF REGULATIONS, TITLE 2

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

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

COURT DECISIONS

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

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

ATTORNEY GENERAL OPINIONS

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

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

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

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

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

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

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

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

Management Resources:

WEB SITES

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

2010 Local Agency Biennial Notice

Name of Agency: WOODSIDE ELEM SCHOOL DISTRICT
Mailing Address: 3195 WOODSIDE RD.
Contact Person: DIANA ABBATI Office Phone No: 650-851-1571 x 297
E-mail: dabbati@wmsd.k12.ca.us Fax No: 650-851-5577

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. This agency has reviewed its conflict-of-interest code and has determined that (Check one box):

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

- ☒ Include new positions (including consultants) that must be designated.
- ☐ Delete positions that manage public investments from the list of designated positions.
- ☐ Revise disclosure categories.
- ☐ Revise the titles of existing positions.
- ☒ Delete titles of positions that have been abolished.
- ☐ Other (describe) _____

☐ No amendment is required.

Verification

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

Diana Abbati
Signature of Chief Executive Officer

9-1-2010
Date

Complete this notice regardless of how recently your code was approved or amended.
Please return this notice no later than **October 1, 2010**, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

WOODSIDE SCHOOL DISTRICT
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.

Designated Positions	Disclosure Category
Board of Trustees	1 2 3 4
Superintendent	1 2 3 4
Assistant Superintendent DELETE	1 2 3 4
ADD: CHIEF BUSINESS OFFICIAL	
Consultants*	1 2 3 4

** With respect to consultants the Superintendent 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 the disclosure requirements. The Superintendent shall forward a copy of this determination to the County Clerk. Nothing herein excuses any such consultant from any other provisions of this Conflict of Interest Code.*

ADD: DIRECTOR OF STUDENT SERVICES
ADD: ASSISTANT PRINCIPAL

WOODSIDE SCHOOL DISTRICT

BYLAWS OF THE BOARD

Policy No.: 9270

Conflict of Interest – Page 1

Board Adopted: 10/9/06

District officers and employees are prohibited from engaging in any employment or activity, which is inconsistent, incompatible, in conflict with or inimical to their duties with the District.

The District adopts and incorporates by this reference the terms of California Code of Regulations, Title 2, Section 18730 and any amendments to it as may be adopted by the Fair Political Practices Commission.

Designated employees of the District, including Board members, shall adhere to the financial disclosure requirements of the District's conflict of interest code adopted pursuant to the provisions of Government Code and regulations of the Fair Political Practices Commission.

The District Superintendent/Principal or designee shall make and retain copies in the District office of all statements of employees in designated areas. Statements of economic interest shall be available for public inspection and reproduction.

Category of Employees

1. The positions which are deemed to be Category 1 employees must report:

- a. Interests in real property located entirely or partly within district boundaries, or with two miles of the district boundaries or of any land owned or used by the district. Such interests include any leasehold, beneficial or ownership interests or option to acquire such interest in real property.
- b. Investments or business positions in income from sources which are engaged in the acquisition or disposal of real property within the district; 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. Positions which are deemed to be Category 2 employees must report:

Investments or business positions in or income from sources which are contractors or subcontractors engaged in the work or services of the type used by the department which the designated person manages or directs; or, manufacture or sell supplies, books, machinery or equipment of the type used by the department which the designated person manages or directs.

071078

WOODSIDE SCHOOL DISTRICT

BYLAWS OF THE BOARD

Policy No.: 9270

Conflict of Interest – Page 2

Board Adopted: 10/9/06

3. Consultants shall disclose financial interests as determined by the Superintendent/Principal pursuant to the regulations of the Fair Political Practices Commission. However, in general a consultant must disclose financial interests if they approve a rate, rule or regulation, adopt or enforce a law, authorize the District to enter into modify or renew a contract that requires District approval, grant District approval to a contract or contract specifications which require District approval and in which the District is a party, grant District approval to a plan, design report, study or similar item; adopt or grant District approval of District policies, standards or guidelines.

The District Board of Trustees shall annually review and update, as necessary the category of employees who must file disclosure statements in accordance with the Fair Political Practice Commission's regulations. The annual review shall occur no later than October 1 of each fiscal year. At this time members of the public, officers and employees will be provided notice and an opportunity to present their views regarding the District's conflict of interest code.

071078

WOODSIDE SCHOOL DISTRICT

BYLAWS OF THE BOARD

Regulation No.: 9270

Conflict of Interest

Board Adopted: 10/9/06

It is acknowledged that the Board of Trustees and Superintendent/Principal are positions which manage public investments and shall make a full statement of economic interests pursuant to the California Government Code (87200). In addition the following category of employees shall file financial disclosure statements in accordance with the District's conflict of interest code, the Fair Political Practice Commission's regulations and the Government Code.

Category 1 Employees

One

Category 2 Employees

None

071078

2010 Local Agency Biennial Notice

Name of Agency: WOODSIDE ELEM SCHOOL DISTRICT
Mailing Address: 3195 WOODSIDE RD.
Contact Person: DIANA ABBATI Office Phone No: 650-851-1571 x 297
E-mail: dabbati@woodsde.k12.ca.us Fax No: 650-851-5577

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. This agency has reviewed its conflict-of-interest code and has determined that (Check one box):

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

- ☒ Include new positions (including consultants) that must be designated.
- ☐ Delete positions that manage public investments from the list of designated positions.
- ☐ Revise disclosure categories.
- ☐ Revise the titles of existing positions.
- ☒ Delete titles of positions that have been abolished.
- ☐ Other (describe) _____

☐ No amendment is required.

Verification

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

Diana Abbati
Signature of Chief Executive Officer

9-1-2010
Date

Complete this notice regardless of how recently your code was approved or amended.
Please return this notice no later than **October 1, 2010**, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

WOODSIDE SCHOOL DISTRICT
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.

Designated Positions	Disclosure Category
Board of Trustees	1 2 3 4
Superintendent	1 2 3 4
Assistant Superintendent DELETE	1 2 3 4
ADD: CHIEF BUSINESS OFFICIAL	
Consultants*	1 2 3 4

** With respect to consultants the Superintendent 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 the disclosure requirements. The Superintendent shall forward a copy of this determination to the County Clerk. Nothing herein excuses any such consultant from any other provisions of this Conflict of Interest Code.*

ADD: DIRECTOR OF STUDENT SERVICES

ADD: ASSISTANT PRINCIPAL

WOODSIDE SCHOOL DISTRICT

BYLAWS OF THE BOARD

Policy No.: 9270

Conflict of Interest – Page 1

Board Adopted: 10/9/06

District officers and employees are prohibited from engaging in any employment or activity, which is inconsistent, incompatible, in conflict with or inimical to their duties with the District.

The District adopts and incorporates by this reference the terms of California Code of Regulations, Title 2, Section 18730 and any amendments to it as may be adopted by the Fair Political Practices Commission.

Designated employees of the District, including Board members, shall adhere to the financial disclosure requirements of the District's conflict of interest code adopted pursuant to the provisions of Government Code and regulations of the Fair Political Practices Commission.

The District Superintendent/Principal or designee shall make and retain copies in the District office of all statements of employees in designated areas. Statements of economic interest shall be available for public inspection and reproduction.

Category of Employees

1. The positions which are deemed to be Category 1 employees must report:
 - a. Interests in real property located entirely or partly within district boundaries, or with two miles of the district boundaries or of any land owned or used by the district. Such interests include any leasehold, beneficial or ownership interests or option to acquire such interest in real property.
 - b. Investments or business positions in income from sources which are engaged in the acquisition or disposal of real property within the district; 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. Positions which are deemed to be Category 2 employees must report:

Investments or business positions in or income from sources which are contractors or subcontractors engaged in the work or services of the type used by the department which the designated person manages or directs; or, manufacture or sell supplies, books, machinery or equipment of the type used by the department which the designated person manages or directs.

071078

WOODSIDE SCHOOL DISTRICT

BYLAWS OF THE BOARD

Policy No.: 9270

Conflict of Interest – Page 2

Board Adopted: 10/9/06

-
3. Consultants shall disclose financial interests as determined by the Superintendent/Principal pursuant to the regulations of the Fair Political Practices Commission. However, in general a consultant must disclose financial interests if they approve a rate, rule or regulation, adopt or enforce a law, authorize the District to enter into modify or renew a contract that requires District approval, grant District approval to a contract or contract specifications which require District approval and in which the District is a party, grant District approval to a plan, design report, study or similar item; adopt or grant District approval of District policies, standards or guidelines.

The District Board of Trustees shall annually review and update, as necessary the category of employees who must file disclosure statements in accordance with the Fair Political Practice Commission's regulations. The annual review shall occur no later than October 1 of each fiscal year. At this time members of the public, officers and employees will be provided notice and an opportunity to present their views regarding the District's conflict of interest code.

071078

WOODSIDE SCHOOL DISTRICT

BYLAWS OF THE BOARD

Regulation No.: 9270

Conflict of Interest

Board Adopted: 10/9/06

It is acknowledged that the Board of Trustees and Superintendent/Principal are positions which manage public investments and shall make a full statement of economic interests pursuant to the California Government Code (87200). In addition the following category of employees shall file financial disclosure statements in accordance with the District's conflict of interest code, the Fair Political Practice Commission's regulations and the Government Code.

Category 1 Employees

One

Category 2 Employees

None

071078

ATTACHMENT E

OTHER AGENCIES

- First 5
- Housing Endowment & Regional Trust (HEART)
- Peninsula Traffic Congestion Relief Alliance
- San Mateo County Employees Retirement Association
- San Mateo Local Agency Formation Commission
- South Bayside System Authority
- San Mateo County Event Center
- San Mateo County Superior Court (Staff)
- San Mateo County Transportation Authority



Chonne Sherman
Communication and Operations Liaison
1700 S. El Camino Real, Suite 405
San Mateo, CA 94402
Ph: 650.372.9500 ext. 232
Fax: 650.372.9588
Cell: 650.868.2233
csherman@co.sanmateo.ca.us

MEMO

To:	Julieta Fernandez San Mateo County Clerk's Office	From:	Chonne Sherman Communications and Operation Liaison
Re:	2010 Local Agency Biennial Notice and Conflict of Interest Code – <i>Hand Delivered on August 31, 2010</i>	Date:	August 31, 2010

Hello Julieta:

The following pages contain the 2010 Local Agency Biennial Notice, Conflict of Interest Policy and First 5 San Mateo County June 28, 2010 Commission Meeting Minutes. Please call me if you have any questions about the above referenced documents.

Thank you,

A handwritten signature in black ink that reads "Chonne Sherman". The signature is fluid and cursive, with the first name "Chonne" being more prominent than the last name "Sherman".

Chonne Sherman

Attachments

071078

2010 Local Agency Biennial Notice

Name of Agency: FIRST 5 San Mateo County
Mailing Address: 1700 S. El Camino Real, Ste 405, San Mateo 94402
Contact Person: Debby Armstrong Office Phone No: 372-9500
E-mail: DArmstrong@co.sanmateo.ca.us Fax No: 372-9588
CSherman@co.sanmateo.ca.us

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. This agency has reviewed its conflict-of-interest code and has determined that (Check one box):

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

- ☐ Include new positions (including consultants) that must be designated.
- ☒ Delete positions that manage public investments from the list of designated positions.
- ☐ Revise disclosure categories.
- ☒ Revise the titles of existing positions. * See attached
- ☐ Delete titles of positions that have been abolished.
- ☐ Other (describe) _____

☐ No amendment is required.

Verification

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

J. Armstrong
Signature of Chief Executive Officer

8/26/10
Date

Complete this notice regardless of how recently your code was approved or amended.

Please return this notice no later than **October 1, 2010**, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.



August 30, 2010

First 5 San Mateo County 2010 Local Agency Biennial Amendments

Designated Employees First 5 San Mateo County Staff

**Revise the titles of existing positions.*

<u>NAME</u>	<u>COUNTY TITLE</u>	<u>INTERNAL TITLE</u>
Debby Armstrong	Executive Director	Executive Director
Michelle Blakely	Human Resources Manager I	Program & Planning Director
Maricela Watt	Financial Services Manager I	Finance & Administration Manager

FIRST 5 COMMISSION MEMBERS

**Delete the following positions that manage public investment from designated employees.*

<u>NAME</u>	<u>TITLE</u>
Jean Holbrook, Ed.D.	County Superintendent of Schools County Office of Education
David K. Mineta	Associate Director, San Mateo County Asian American Recovery Services

2010 FIRST 5 COMMISSION MEMBERS

<u>NAME</u>	<u>TITLE</u>
Richard Gordon	Board of Supervisors
Jean Fraser	Health System Chief
Harvey Kaplan, M.D.	Pediatric Physician, <i>Retired</i> - Public Member
Angel Barrios	Executive/Program Director Institute for Human and social Development, Inc.
Beverly Beasley Johnson, J.D.	Human Services Agency Director
Anne E. Campbell	County of Superintendent of Schools
Laura Walker	Public Member
Jorge Glascock,	Senior Director of Compensation, Benefits, Genentech
	Public Member
One Vacant	Public Member

071078



SUBJECT: CONFLICT OF INTEREST POLICY

PURPOSE: To facilitate compliance with Health and Safety Code §130140(d)(4)(A) requiring the county commission to adopt, in a public hearing, a policy consistent with state and local law regarding conflict of interest of Commission members.

To facilitate compliance with the Standards and Procedures for Audits of California Counties participating in the California Children and Families Program issued by the California State Controller, March 2006.

PART I. CONFLICT OF INTEREST CODE – GOVERNMENT CODE 87100

A. First 5 San Mateo County's Conflict of Interest Code was approved by the County of San Mateo Board of Supervisors, Resolution 63325, January 11, 2000. That Conflict of Interest Code was amended by First 5 San Mateo County and approved by the County of San Mateo Board of Supervisors, Resolution 67078, December 14, 2004.

First 5 San Mateo County's Conflict of Interest Code includes the following documents:

1. The conflict of interest code adopted by the San Mateo County Board of Supervisors and referenced above, as may be amended from time to time.
2. The Appendix of Designated Positions. The Appendix includes Commissioners, Executive Director, Program & Planning Director, Finance & Administration Manager, and Consultants (as appropriate).

B. Form 700 filing. All individuals listed as designated officials and employees on the Appendix to the Conflict of Interest Code shall file the Form 700, of the FPPC, when assuming office, annually thereafter, and when leaving office as required by regulation.

C. The Commission shall continue to have a conflict of interest code in effect at all times.

PART II. GOVERNMENT CODE SECTIONS 1090 et seq.

The First 5 San Mateo County Commission shall continue to conduct its business at all regular and special meetings of the Commission in accordance with the provisions of Government Code sections 1090, et seq., hereby incorporated by reference.

Pursuant to Section 1091.3 of the Government Code First 5 San Mateo County Commission members will recuse themselves from making, participating in making, or in any way attempting to use their official position to influence a decision on an agreement when the agreement directly relates to services to be provided by the

member or the entity the member represents or financially benefits the member or the entity the member represents.

PART III. GOVERNMENT CODE SECTIONS 1125, et seq. (INCOMPATIBLE ACTIVITIES)

The First 5 San Mateo County Commission shall continue to conduct its operations consistent with Government Code Sections 1125, et seq. Except as provided in Sections 1128 and 1129 of the Government Code, First 5 San Mateo County Commission officers and employees shall not engage in any employment, activity, or enterprise for compensation which is inconsistent, incompatible, in conflict with, or inimical to their duties as a First 5 San Mateo County Commission officer or employee or with the duties, functions, or responsibilities of their appointing power or the agency by which they are employed.

First 5 San Mateo County officers and employees shall not engage in any outside employment, activity, or enterprise if it: (1) involves the use for private gain or advantage of First 5 San Mateo County time, facilities, equipment and supplies; or the badge, uniform, prestige, or influence of First 5 San Mateo County office or employment or, (2) involves receipt or acceptance by the officer or employee of any money or other consideration from anyone other than First 5 San Mateo County for the performance of an act which the officer or employee, if not performing such act, would be required or expected to render in the regular course or hours of First 5 San Mateo County employment or as a part of his or her duties as a First 5 San Mateo County officer or employee or, (3) involves the performance of an act in other than his or her capacity as a First 5 San Mateo County officer or employee which act may later be subject directly or indirectly to the control, inspection, review, audit, or enforcement of any other officer or employee or the agency by which he or she is employed, or (4) involves the time demands as would render performance of his or her duties as a First 5 San Mateo County officer or employee less efficient.

Further, the incompatibility rules of the County of San Mateo, particularly the provisions of Section 2.75.060 of the Ordinance Code of the County of San Mateo, shall be, and are hereby adopted as the rules applicable to the First 5 San Mateo County Commissioners.

Further, each employee and officer of the First 5 Commission will be provided a copy of this policy. Engaging in incompatible activities will subject employees and officers to disciplinary action, up to and including termination. Any disciplinary action related to violation of this policy will be conducted in accordance with the First 5 Commission's general disciplinary processes, which provide the ability to contest imposition of discipline.

PART IV REPORTING A CONFLICT OF INTEREST

When a Commissioner first becomes aware of a conflict of interest or potential conflict of interest regarding a matter before the Commission or Committee, he or she must notify First 5 San Mateo County's legal counsel or the chairperson of the Commission or the Committee. The facts of the conflict of interest will be recorded in the minutes of the Commission or Committee meeting.

Date: June 28, 2010
 To: First 5 San Mateo County Commission
 From: Debby Armstrong, Executive Director
 Re: Approval of First 5 San Mateo County Policies

ACTION REQUESTED

Approve Annual Review of First 5 San Mateo County Policies and Recommended Policy Changes

BACKGROUND

The First 5 San Mateo County Finance & Administration Committee is committed to reviewing the Commission's policies on an annual basis to ensure compliance with mandates by the Legislature and other administrative processes to strengthen F5SMC's internal controls for operation. Currently there are 6 policies; 4 of which are in direct response to the mandates outlined in Assembly Bill 109 (Chan) and Senate Bill 35 (Florez) of 2006. They include: Contracting and Procurement; Conflict of Interest; Salary and Benefits; and Administrative Costs. The remaining 2 policies relate to F5SMC's Internal Controls regarding Non Supplantation and Intellectual Property Protocol.

In January 2010, staff discussed the annual review of the 6 policies with the Finance & Administration Committee. At that time, the Committee noticed that the Local # of the Service Employees International Union (SEIU) mentioned in the Salary and Benefits Policy was not current and would need revision. The Committee also discussed a change to the Intellectual Property Protocol which would provide grantees more flexibility to disseminate data without Commission approval. Staff was directed to check with other First 5 County Commissions regarding their protocol for data dissemination.

UPDATE

Staff completed the Annual Review of First 5 San Mateo County Policies for 2010, which included a thorough review of our policies and recommendations for revision, a review of similar policies implemented by other First 5 County Commissions, and working with County Counsel to finalize staff's recommendations.

As a result of this analysis, staff recommends no changes to the Supplantation and the Administrative Costs policies. Staff does, however, recommend changes to 4 policies as outlined below.

1. Contracting and Procurement: The revision includes more specificity to three items: sections of the Government Code and Public Contract Code relative to contracting and procurement compliance; purchasing United States-grown produce and processed foods when economically feasible to do so; and purchasing recycled products. The additions reflect statutory requirements.
2. Salaries and Benefits: The revision includes the recommendation noted by the Finance & Administration Committee in January 2010 to update information about the Service Employees International Union.
3. Conflict of Interest: The revision includes further definition of a conflict of interest and the procedure for recognizing and reporting conflict of interest issues.

4. Intellectual Property Protocol: The revision includes changing the approval process for grantees to disseminate data. Staff and County Counsel believe it is more effective to have the protocol included and simplified as a term of the First 5 San Mateo County's contract template in lieu of having a separate policy. As a result, staff has incorporated language into the contract template to define the protocol, explain the process of obtaining approval and identifying the consequence for violation.

As a result of Staff's recommendation, First 5 San Mateo County will have 5 policies that the Finance & Administration Committee will review annually. All revisions are highlighted in the attached documents. Due to extensive revisions to the Intellectual Property Protocol and Conflict of Interest Policies, also attached are the current versions. (See Attachments 8A-F)

FISCAL IMPACT

None

RECOMMENDATION

Approve Annual Review of First 5 San Mateo County Policies and Recommended Policy Changes

First 5 San Mateo County
COMMISSION MEETING
MINUTES

June 28, 2010

Present:

- Commission Members: Angel Barrios, Beverly Beasley Johnson, Jean Fraser, Jorge Glascock, Rich Gordon, Harvey Kaplan, David Mineta, and Laura Walker
- Staff: Cynthia Alvarez, Debby Armstrong, Michelle Blakely, Jenifer Clark, David Fleishman, Jason Gordon, Karen Pisani, Emily Roberts, Chonne Sherman, and Mey Winata
- County Counsel: David Silberman
- Youth Commissioners: Terry Chan and Sylvia Chen

Absent: Jean Holbrook

1. Call to Order and Roll Call

Commissioner Kaplan called the meeting to order at 4:02 p.m.

2. Approval of Agenda

There being no changes to the agenda, the June 28, 2010 agenda was approved.

MOTION: A motion for approval of the June 28, 2010 Agenda was made by Commissioner Beasley Johnson and seconded by Commissioner Fraser. Unanimously Approved.

3. Oral Communication from the Public

None.

4. Oral Communication from the Commission

None.

5. Approval of Minutes for the May 24, 2010 Commission Meeting

There being no additions or comments to the minutes, the May 24, 2010 Commission Meeting Minutes were approved.

MOTION: A motion for approval of the May 24, 2010 Commission Meeting Minutes was made by Commissioner Beasley Johnson and seconded by Commissioner Fraser. Unanimously Approved.

6. Executive Director's Report

Debby Armstrong provided the following verbal update:

- State Budget Update: The Governor's May Revise includes proposals to eliminate CalWORKs and nearly all state child care services. The governor's budget plan, as well as proposals put forth by state Senate and Assembly Democrats, all included an assumption of nearly \$2 billion in federal assistance through an extension of the American Recovery and Reinvestment Act (ARRA).
- First 5 San Mateo County is currently in the process of conducting the annual financial audit with an external auditor.
- The First 5 Association of California is collecting information and data from all 58 county commissions which in turn will be disseminated to the state commission and state legislators.

The purpose is to inform both the state commission and state legislators of the work being done statewide from all county commissions. In a recent analysis of F5SMC funding, over 200 positions have been created which has greatly benefited the local workforce in San Mateo County.

- Debby Armstrong reminded the Commission that there will not be a Commission meeting in July.
- Dr. Scott Morrow and Anand Chabra, M.D., contacted Debby Armstrong to discuss F5SMC's assistance in providing factual information about Bordetella Pertussis to the public. F5SMC will be coordinating with the Health System to distribute a Health Bulletin which will be sent to grantees and contacts countywide.

The Commission commented on the importance of disseminating information about infectious diseases to the community. A request had been made from the San Mateo County Health System to include information on Bordetella Pertussis in the Kit for New Parents. Debby Armstrong elaborated that due to the limited amount of customized pieces that can be included in the Kit for New Parents, the information relating to Bordetella Pertussis could not be included at this time; however the information could be presented through a coordinated Health Bulletin with the San Mateo County Health System as previously mentioned.

7. Consideration of Committee Updates and Reports

Full reports of the Program and Planning Committee, Finance and Administration Committee, and Early Childhood Advisory Committee were provided to the Commission and members of the public.

8. Approve First 5 San Mateo County Policies

First 5 San Mateo County is required to review the Commission's policies on an annual basis. At the Finance and Administration Committee's January 2010 meeting, the committee discussed the review of the six policies. Four of the policies are mandated and include the following: Contracting and Procurement; Conflict of Interest; Salary and Benefits; and Administrative Costs. The remaining two are F5SMC's internal control policies and include the following: Supplantation and Intellectual Property Protocol. All recommended changes to each policy, which have been discussed with County Counsel, are included for review at today's meeting. With regard to the Intellectual Property Protocol policy, the recommendation is to eliminate the policy and incorporate it into F5SMC's contract language template.

MOTION: A motion to approve First 5 San Mateo County Policies was made by Commissioner Gordon and seconded by Commissioner Fraser. Unanimously Approved.

9. Approve Contract Recommendations for Bridges to Success (School Readiness Initiative) Lead Agencies

Debby Armstrong and Michelle Blakely provided a presentation on Bridges to Success. Commissioners Barrios and Walker recused themselves from both discussion and voting. The following are highlights from the presentation:

- Nine communities will participate in the Bridges to Success program. These communities include both North and South Counties and Coastsides communities.
- All communities will receive services from the four desired Bridges to Success areas of Ready Children, Ready Families, Ready Schools, and Ready Communities.
- The leadership for the Bridges to Success project will be based on a co-lead model with Silicon Valley Community Foundation (SVCF) and Youth and Family Enrichment Services (YFES) as the co-leads respectively.

- The breakdown of overall funding resources for BTS includes: 75% of F5SMC direct funding, 6% leveraged (other sources), 11% in-kind (partners), and 8% F5SMC braided (other F5SMC contracts).
- The funding recommendation for SVCF would be for 30 months through December 2012 in the amount of \$2,230,000. SVCF funding includes the Kickoff to Kindergarten program in the summer of 2012. The funding recommendation for YFES would be for 24 months through June 2012 in the amount of \$1,757,716.

Commissioners had the following questions following the presentation: whether all nine of the participating communities will receive all of the services and what the role of the partners will be in this project. Michelle Blakely explained that all nine of the participating communities will be receiving all the outlined services based upon the available resources within each community. There will also be opportunities for partners to participate in the project through training, development, planning, and triaging. In conclusion, Erica Wood, Vice President of Community Leadership at SVCF, and Michael Garb, CEO of YFES, expressed their support of the Bridges to Success project and briefly shared their experiences with the project thus far.

MOTION: A motion for approval of contract with Silicon Valley Community Foundation in the amount of \$2,230,000 for a 30 month term July 1, 2010 through December 31, 2012 was made by Commissioner Gordon and seconded by Commissioner Fraser. Unanimously Approved.

MOTION: A motion for approval of contract with Youth and Family Enrichment Services in the amount of \$1,757,716 for a 24 month term July 1, 2010 through June 30, 2012 was made by Commissioner Gordon and seconded by Commissioner Fraser. Unanimously Approved.

ROLL CALL:

<u>YESSES:</u>	Commissioners Beasley Johnson, Fraser, Glascock, Gordon, Kaplan, and Mineta
<u>NOES:</u>	None
<u>RECUSED:</u>	Commissioners Barrios and Walker
<u>ABSENT:</u>	Commissioner Holbrook

10. Approve Child Care Coordinating Council (Service Corps) Amendment Extending Contract Term to September 30, 2010

At its June 29, 2009 meeting, the First 5 San Mateo County Commission approved extending the current Service Corps contract by one year through FY 09/10, to allow time to transition the program administratively and structurally. A no-cost term extension through September 30, 2010 is being requested to allow for final invoice processing and fiscal reconciliation of the Child Care Coordinating Council's two grantors of the current Service Corps program (Prevent Child Abuse - California and First 5 Orange County) which follow an October through September timeframe. Commissioner Walker recused herself from both discussion and voting.

MOTION: A motion to approve the Child Care Coordinating Council (Service Corps) Amendment Extending Contract Term to September 30, 2010 was made by Commissioner Fraser and seconded by Commissioner Mineta. Unanimously Approved.

ROLL CALL:

<u>YESSES:</u>	Commissioners Barrios, Beasley Johnson, Fraser, Glascock, Gordon, Kaplan, and Mineta
<u>NOES:</u>	None

RECUSED: Commissioner Walker

ABSENT: Commissioner Holbrook

11. Approve Child Care Coordinating Council Agreement (First 5 Building Kids Up Service Corps Program) in the Amount of \$160,000 for FY2010/11

F5SMC Commission approved transitioning the program administratively and structurally in order to realize savings via reduced administrative overhead, and to address the direct-service needs of our community by converting the program to an AmeriCorps-only effort. 4Cs and F5SMC were recently notified that California Volunteers did not grant an award for "Building Kids Up" and that 4Cs will be invited to apply again next fiscal year. Prevent Child Abuse California (PCA-CA), however, is eager to work with 4Cs and is ready to enter into a contract to pilot "Building Kids Up" starting July 1, 2010. On December 14, 2009, the Finance Committee recommended funding the Service Corps Program (via the 3-5 year-old component of the California Volunteers application) in the amount of \$160,000 during FY2010/11. The funding for "Building Kids Up" via PCA-CA is in line with the Finance Committee's prior recommendation, F5SMC's Strategic Plan and Long-Term Financial Plan, and is allocated within the approved Cycle 1 budget.

The Commission asked for the reason of the late notification from California Volunteers and how will this affect the number of children served. Debby Armstrong explained that 4Cs had anticipated hearing from California Volunteers at the beginning of the month; however notification wasn't received until last week. The number of children served will remain the same and only be targeted to the 0-5 population instead of the previously targeted group of 0-8 years old. Commissioner Walker recused herself from both discussion and voting.

MOTION: A motion to approve the Child Care Coordinating Council Agreement (First 5 Building Kids Up Service Corps Program) in the Amount of \$160,000 for FY2010/11 was made by Commissioner Fraser and seconded by Commissioner Beasley Johnson. Unanimously Approved.

ROLL CALL: YESSES: Commissioners Barrios, Beasley Johnson, Fraser, Glascock, Gordon, Kaplan, and Mineta

NOES: None

RECUSED: Commissioner Walker

ABSENT: Commissioner Holbrook

12. First 5 San Mateo County 2008-2009 Annual Report to the Community

Debby Armstrong presented the First 5 San Mateo County Annual Report to the Community for 2008-2009 which was available to the Commission and members of the public. The Annual Report highlights the work and achievements that have been made through F5SMC investments. The Annual Report will be distributed county-wide from government entities to local businesses, community partners, and media. Additionally, Debby Armstrong thanked F5SMC staff for their contributions in producing the Annual Report.

Debby Armstrong and Commissioner Kaplan presented F5SMC's 1st Spotlight on Excellence Award to Jeanie McLoughlin, Director of the Early Childhood Quality Improvement Project (EQulP), for her outstanding achievement of strategies & activities in the Focus Area of Early Learning through her successful implementation of the Preschool for All Program while demonstrating the Core Values and Guiding Principles of Excellence, Innovation, and Leadership. Jeanie McLoughlin expressed her thanks to the Commission, F5SMC staff, and community partners for the award and support throughout the years.

13. Farewell to Commissioner Mineta

Debby Armstrong and Commissioner Kaplan thanked Commissioner Mineta for his work as a F5SMC Commissioner and wished him well in his new post as Deputy Director of Demand Reduction for the Obama Administration.

14. Meeting Adjournment

Commissioner Gordon motioned to adjourn the meeting. Commissioner Walker seconded. The meeting adjourned at 5:15 pm.

2010 Local Agency Biennial Notice

Name of Agency: HOUSING ENDOWMENT AND REGIONAL TRUST

Mailing Address: 139 MITCHELL AVE., SUITE 108, SO. SAN FRANCISCO, CA 94080

Contact Person: CHRISTOPHER MOHR Office Phone No: (650) 872-4444

E-mail: cmohr@heartofsmc.org Fax No: (650) 872-4411

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. This agency has reviewed its conflict-of-interest code and has determined that (Check one box):

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

- ☐ Include new positions (including consultants) that must be designated.
- ☐ Delete positions that manage public investments from the list of designated positions.
- ☐ Revise disclosure categories.
- ☐ Revise the titles of existing positions.
- ☐ Delete titles of positions that have been abolished.
- ☒ Other (describe) AGENCY NAME CHANGE

☐ No amendment is required.

Verification

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

Christopher Mohr
Signature of Chief Executive Officer

08/23/10
Date

Complete this notice regardless of how recently your code was approved or amended.
Please return this notice no later than **October 1, 2010**, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

CONFLICT OF INTEREST CODE
HOUSING ENDOWMENT AND REGIONAL TRUST OF SAN MATEO COUNTY
(H.E.A.R.T.)

The purposes of this Conflict of Interest Code are to provide for the disclosure of investments, real property, income and business positions of designated Housing Endowment and Regional Trust of San Mateo County (hereinafter referred to as "H.E.A.R.T.") 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 H.E.A.R.T.'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 Housing Endowment and Regional Trust of San Mateo County.

Pursuant to the Political Reform Act and its regulations, all designated employees shall file statements of economic interests with H.E.A.R.T., 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 H.E.A.R.T., 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.

HOUSING ENDOWMENT AND REGIONAL TRUST OF SAN MATEO COUNTY
(H.E.A.R.T.)
CONFLICT OF INTEREST CODE

List of Designated H.E.A.R.T. 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, City Council	1, 2, 3, 4
Member, Board of Supervisors	1, 2, 3, 4
At Large Director	1, 2, 3, 4
Financial Manager	1, 2, 3, 4
Managing Agent	1, 2, 3, 4
Treasurer	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 Managing Agent or the Secretary of the Board of Directors, are required to file statements of economic interests, shall do so. During each calendar year, H.E.A.R.T. 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.

CONFLICT OF INTEREST CODE
HOUSING ENDOWMENT AND REGIONAL TRUST OF SAN MATEO COUNTY
(H.E.A.R.T.)

The purposes of this Conflict of Interest Code are to provide for the disclosure of investments, real property, income and business positions of designated Housing and Endowment and Regional Trust of San Mateo County (hereinafter referred to as "H.E.A.R.T.") 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 H.E.A.R.T.'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 Housing and Endowment and Regional Trust of San Mateo County.

Pursuant to the Political Reform Act and its regulations, all designated employees shall file statements of economic interests with H.E.A.R.T., 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 H.E.A.R.T., 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.

HOUSING AND ENDOWMENT AND REGIONAL TRUST OF SAN MATEO
COUNTY

(H.E.A.R.T.)
CONFLICT OF INTEREST CODE

List of Designated H.E.A.R.T. 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, City Council	1, 2, 3, 4
Member, Board of Supervisors	1, 2, 3, 4
At Large Director	1, 2, 3, 4
Financial Manager	1, 2, 3, 4
Managing Agent	1, 2, 3, 4
Treasurer	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 Managing Agent or the Secretary of the Board of Directors, are required to file statements of economic interests, shall do so. During each calendar year, H.E.A.R.T. 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.

071078

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.

071078



HOUSING ENDOWMENT AND REGIONAL TRUST
HEART
OF SAN MATEO COUNTY

REVISION OF
CONFLICT OF
INTEREST CODE:
PAGE 3, ITEM 6
ADOPTED 7/28/10

Minutes from Board of Directors Meeting of July 28, 2010

Location: Silicon Valley Community Foundation Conference Center,
1300 S. El Camino Real, San Mateo

Board Members Present: Rose Jacobs Gibson, chair, Denise Aquila, Linda Asbury, Julie Baigent, John Boyle, John Conover, Larry Franzella, Pedro Gonzalez, Michele Jackson, Elizabeth Lewis, Jack Matthews, Bill Nack, Dan Quigg, John Seybert, Paul Shepherd
Treasurer: Joe Galligan
Staff: Duane Bay, Sherri Stevenson, Paula Stinson, Lee Thompson
Members of the Public: Jennifer McGuire, Laura Peterhans

1.0 CALL TO ORDER/ROLL CALL

Supervisor Rose Jacobs Gibson called the meeting to order at 3:06 pm with a quorum present.

2.0 APPROVE MINUTES FROM MEETING OF 5/26/2010: Move approval of minutes as presented (M/S: Quigg/Franzella): Passed unanimously.

3.0 TESTIMONIAL FROM HEART HOMEBUYER

Jacobs Gibson introduced Jennifer McGuire. With help from the Homebuyer Assistance Program, she and her husband bought a condo in Foster City. McGuire's husband is in law enforcement; she's a paralegal in a Burlingame firm and a law student at the University of San Francisco. They spoke to lenders who worked with FHA, but realized that only one condominium complex had been approved. She saw HEART's logo on the Foster City website and called Meriwest. They were approved for any condo in the area, and closed in 25 days in Foster City. This would not have been possible without the help from HEART and Meriwest.

Paul Shepherd encouraged McGuire to register to vote and track how the city council members vote on affordable housing issues. Galligan suggested that she tell her story at a city council meeting and thank them.

John Boyle asked for suggestions for marketing HEART's program. McGuire suggested increasing awareness of HEART with more local lenders, advertising online and with MLS listings, and marketing to large apartment complexes.

Duane Bay asked for feedback about DOH staff. McGuire only had contact with Meriwest. Bay pointed out that DOH staff works in the background with Meriwest, so people aren't necessarily aware of all the work going on.

071072

4.0 NOMINATING COMMITTEE (Asbury)

4.1 Nomination of officers

Linda Asbury reported the committee recommends the Chair should be an elected member and the Vice Chair should be in line to become the Chair. The committee nominates Supervisor Rose Jacobs Gibson as Chair.

Move to appoint Rose Jacobs Gibson as Chair for a term ending 6/30/2012 (M/S: Baigent/Lewis): Passed unanimously.

Jacobs Gibson thanked the Board. HEART has an opportunity to be innovative about how we want to proceed. The next 2-5 years will be very critical. Asbury said the committee nominates Jack Matthews as Vice Chair.

Move to appoint Jack Matthews as Vice Chair for a term ending 6/30/2012 (M/S: Quigg/Baigent): Passed unanimously.

5.0 FINANCE COMMITTEE (Galligan)

5.1 Appointment of Treasurer

Jacobs Gibson thanked Galligan for his work with the Board and the Finance Committee. Boyle said the Finance Committee recommends the Board appoint Galligan as Treasurer.

Move to appoint Joe Galligan Treasurer for a term ending 6/30/2012 (M/S: Boyle/Baigent): Passed unanimously.

5.2 Review unaudited financial report for FY2010

The unaudited financial report through June 30, 2010, was included in the packet. A pre-meeting was held with the County auditor to prepare for the FY2010 audit. The Finance Committee discussed whether there is a different funding source should the cities decide against full participation. This subject should go to the Executive Committee.

Boyle said that creating an endowment would be ideal. Some of the donor funds could go to administration instead of program. Galligan said we do have an interest spread, and could utilize some of the interest on our investments. Jacobs Gibson announced that we received a letter from Daly City saying they have decided not to contribute at all. Galligan will be available to serve on a committee to discuss the alternatives.

Move to accept unaudited financial report for FY2010 (M/S: Quigg/Seybert): Passed unanimously.

Bay noted that the joint powers agreement requires one year notice of withdrawal from membership. Jacobs Gibson said we will review and respond to the letter, and the Executive Committee will report back at the next meeting. Any members who know Daly City Council Members should contact them. Bill Nack and Pedro Gonzalez will help.

5.3 Proposed bank account signers

The Finance Committee proposed that the Board consider approval of the recommended signers on bank accounts held outside the San Mateo County

Pooled Investment Fund, and that checks for more than \$5,000 require two signatures.

Move to authorize the HEART Executive Director (Chris Mohr), San Mateo County Housing Director (Duane Bay), and HEART Treasurer (Joe Galligan) as signers for bank accounts, and that two signatures be required for checks over \$5,000 (M/S: Quigg/Boyle): Passed unanimously.

Shepherd suggests we take a look at our expenses and see what savings might be possible, and also what the opportunities are for services needed.

6.0 REVIEW CONFLICT OF INTEREST CODE

Deputy County Counsel Lee Thompson said the conflict of interest code is reviewed every two years. The only change is the name, from "HEAT" to "HEART." The Board of Supervisors will approve the amendment.

Boyle suggested the level of disclosure described, "consistent with Form 700," is not clear. Thompson said Form 700, the conflict of interest form, is what all the jurisdictions use by state law. Jacobs Gibson said people think the Form 700 is more complicated and intrusive than it is; we can offer new members a copy of the form and clarify any questions.

Move to adopt the revised conflict of interest code (M/S: Aquila/Baigent): Passed unanimously.

7.0 PROGRAM UPDATE (Shepherd):

7.1 Review Prop. 1C allocation

Shepherd said the Program Committee met. The State of California has allocated a \$2 million matching grant from Prop. 1C funds. \$1.3M will be used for the "Opening Doors" downpayment assistance program and \$700K for the QuickStart loan fund. In order to maximize our chances to get a grant, we had 65% for affordable housing.

7.2 Program updates

- **Homebuyer Program:** The 10th homebuyer loan has been made.
- **QuickStart:** Loan documents are being processed for 2000 South Delaware, the former police station site in San Mateo.
- **El Camino Family Housing** in South San Francisco will start drawing funds in August or September.

8.0 FUND DEVELOPMENT COMMITTEE (Conover):

8.1 Fund development activities in 2010

John Conover reported the following:

- *Executive Briefing and Luncheon:* We charged admission, sold sponsorships, and received additional donations for our \$25,000 challenge match grants. There were 280 attendees and \$58,970 was raised.
- *Tours:* We are planning tours of HEART-funded housing in San Bruno/Colma/Daly City and in San Mateo the week of November 3-10, 2010.

- *Community Reinvestment Act funds:* Franklin Templeton is considering a \$200,000 loan to HEART, to fund the loan to Palo Alto Partners for 2000 South Delaware in San Mateo.
- We are applying for \$20,000 in administrative grants from Bank of America and Chase for the coming year.
- We have raised over \$85,000 since January 1, 2010. We are now just \$250,000 short of our \$3 million private sector fundraising goal. If we receive the loan from Franklin Templeton, we will be even closer to our goal.

8.2 Business plan update

- HEART has been accepted as a client of the Stanford University Alumni Consulting Team (ACT) program, Stanford Business School, to work with a pro-bono team of professionals in Fall-Winter 2010 to develop a business plan. We are waiting to see if they can put together a team for us in the fall.
- Paula Stinson: We have a little bit of money for a consultant if SBS doesn't come through. We are working to produce a business plan in 2010.
- Randy Royce is working on a cash flow projection for the Finance Committee.

8.3 Ideas for May 2011 lunch

Conover said that May 10, 11 or 12 are possible 2011 lunch dates, and we will be searching for a venue. The Fund Development Committee agreed that having a major employer as a keynote speaker was part of our success this year. The committee leans towards asking a major employer in San Mateo County again. Some possible names have been circulated, including someone from Genentech; Elon Musk, Tesla Motors; John Martin, Gilead Sciences; Safra Catz, Oracle Corporation, and a representative from either YouTube or Google. Other suggestions from the Board are: someone from Facebook, Kaiser, Sequoia, and Stanford Medical.

We will develop our list and ask the Board for names at September's meeting.

9.0 EXECUTIVE COMMITTEE: *No meeting.*

10.0 LEGISLATIVE COMMITTEE: *No meeting.*

11.0 EXECUTIVE DIRECTOR'S REPORT
No oral report. Refer to "Dashboard" in packet.

12.0 PUBLIC COMMENT – None

- Laura Peterhans said that a parish that works with PIA may be able to help with Daly City. Peterson will contact them.

13.0 NEWS/ANNOUNCEMENTS – None

- Anna Eshoo introduced Congressional legislation in the 2010 House appropriations bill to appropriate \$1M for HEART's loan funds. It was not accepted.

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- Jacobs Gibson noted that San Mateo County is now in a better position to pursue sharing of redevelopment funds. Assembly Member Jerry Hill told Jacobs Gibson that a southern California legislator is interested in the concept, since cities have no way to work together to support one another. Jacobs Gibson told him we had a bill to do this, but it did not pass. This would be a good time to start it again. The regional approach makes much more sense.

14.0 NEXT MEETING: SEPTEMBER 22, 2010

15.0 ADJOURNMENT: Jacobs Gibson adjourned the meeting at 4:09 pm

07:073

2010 Local Agency Biennial Notice

Name of Agency: Peninsula Traffic Congestion Relief Alliance

Mailing Address: 1150 Bayhill Drive, Suite 107, San Bruno, CA 94066

Contact Person: Christine Maley-Grubl, Executive Director Office Phone No: (650) 588-8170

E-mail: christine@commute.org Fax No: (650) 588-8171

Accurate disclosure is essential to monitor whether official have conflicts of interest and to help ensure public trust in government. This agency has reviewed its conflict-of-interest code and has determined that (Check one box):

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

☒ Include new positions (including consultants) that must be designated.

Delete positions that manage public investments from the list of designated positions.

☒ Revise disclosure categories.

☐ Revise the titles of existing positions.

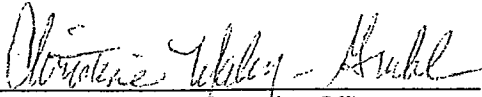
☐ Delete titles of positions that have been abolished.

☐ Other (describe) _____

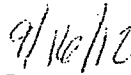
☐ No amendment is required.

Verification

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



Signature of Chief Executive Officer



Date

Complete this notice regardless of how recently your code was approved or amended.
Please return this notice no later than October 1, 2010, to:

Juliet Fernandez
San Mateo County Clerk's Office
555 County Center
Redwood City, CA 94063

Peninsula Traffic Congestion Relief Alliance

List of Designated Positions in the Peninsula Traffic Congestion Relief Alliance 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>
Governing Board Members	1,2,3,4 87200
Supervisory Committee Members	1,2,3,4
Attorney	1,2,3,4
Executive Director	1,2,3,4 87200
Daly City Director of Finance	1,2,3,4 87200
Consultants*	1,2,3,4

*Each Department Head, after consulting with 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 Peninsula Traffic Congestion Relief Alliance 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.

Administrative & Finance Manager	5, 6, 7
Shuttle Programs Manager	5, 6, 7
Transportation Programs Manager	5, 6, 7

CONFLICT OF INTEREST CODE

PENINSULA TRAFFIC CONGESTION RELIEF ALLIANCE

Adopted on the 6th day of September 2000
by Resolution 2000-2

Amended on the 21st day of October 2010
by Resolution 2010-_____

The Political Reform Act, Government Code Sections 81000 et seq., requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The California Fair Political Practices Commission has adopted a regulation, Section 18730 of Title 2 of the California Code of Regulations, 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 Section 18730 of Title 2 of California Code of Regulations 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 members and employees are designated and disclosure categories are set forth, constitute the Conflict of Interest Code of the Peninsula Traffic Congestion Relief Alliance ("Alliance").

Designated officials and employees shall file statements of economic interests with the Alliance, which will make the statements available for public inspection and reproduction. (Cal. Gov't Code Section 81008). Upon receipt of the statements of all designated officials and employees, the Alliance shall make and retain a copy and forward the original of these statements to the County of San Mateo Clerk of the Board of Supervisors.

APPENDIX

DESIGNATED OFFICIALS AND EMPLOYEES¹

	Disclosure Categories
Supervisory Committee Member	1, 2, 3, 4
Attorney	1, 2, 3, 4
Consultant ²	1, 2, 3, 4
Administrative and Finance Manager	5, 6, 7
Shuttle Programs Manager	5, 6, 7
Transportation Programs Manager	5, 6, 7

DISCLOSURE CATEGORIES

Category 1. A designated official or employee assigned to Category 1 is required to disclose investments.

Category 2. A designated official or employee assigned to Category 2 is required to disclose interests in real property.

Category 3. A designated official or employee assigned to Category 3 is required to disclose sources of income.

Category 4. A designated official or employee assigned to Category 4 is required to disclose any business entity in which the designated employee is a director, officer, partner, trustee, employee or holds any position of management.

¹It has been determined that the positions listed below manage public investments and will file a statement of economic interests pursuant to Government Code Section 87200:

Governing Board Member
Executive Director
Daly City Director of Finance

² Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the Code. However, the Executive Director may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Executive Director'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.

Category 5. A designated official or employee assigned to Category 5 is required to disclose any interests in real property located within the Alliance's jurisdiction or within two miles of the boundaries of the jurisdiction.

Category 6. A designated official or employee assigned to Category 6 is required to disclose any income from, or investments or business positions in, business entities or other sources that provide services, supplies, materials, machinery or equipment of the type utilized by or contracted for by the Alliance.

Category 7. A designated official or employee assigned to Category 7 is required to disclose any income from, or investments or business positions in, business entities or other sources with offices or other facilities located in the Alliance's jurisdiction or within two miles of the boundaries of the jurisdiction.

RESOLUTION NO. 2010-__

APPROVING AMENDMENT OF CONFLICT OF INTEREST CODE

WHEREAS, the Political Reform Act of 1974, Government Code Section 83700 *et seq.* requires that the Peninsula Traffic Congestion Relief Alliance (the "Alliance") adopt a Conflict of Interest Code ("Code"), review it every even-numbered year, and revise it if necessary; and

WHEREAS, the Alliance adopted a Code pursuant to Resolution No. 2000-2 and has not amended it since that time; and

WHEREAS, the Executive Director and Attorney have reviewed the current Code, including the Appendix to the Code listing the officers and employees who must disclose their economic interests on an annual basis, and have determined that the Appendix should be updated to reflect the current complement of employees and their potential economic interests, and that additional non-substantive amendments are advisable at this time; and

WHEREAS, the Executive Director has recommended adopting the amendments as reflected in the attached Code.

NOW THEREFORE, BE IT RESOLVED, that the Governing Board of the Peninsula Traffic Congestion Relief Alliance hereby amends and adopts the revised Conflict of Interest Code; and

BE IT FURTHER RESOLVED that the Secretary of the Alliance is directed to transmit the revised Conflict of Interest Code to the San Mateo County Clerk's Office and is authorized to take any other actions necessary to give effect to this resolution.

PASSED AND ADOPTED THIS 21st day of October 2010, by the following vote:

AYES:

NOES:

ABSENT:

Signed: _____
Chair, Governing Board

Attest: _____
Secretary of the Alliance

071073

2010 Local Agency Biennial Notice

Name of Agency: SAN MATEO County Employees' RETIREMENT ASSOC.
Mailing Address: 100 MARINE PARKWAY, SUITE 125
Contact Person: GARY CLIFTON Office Phone No: (650) 599-7231
E-mail: gclifton@SAMCERA.ORG Fax No: (650) 591-1488

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. This agency has reviewed its conflict-of-interest code and has determined that (Check one box):

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

- ☒ Include new positions (including consultants) that must be designated.
- ☒ Delete positions that manage public investments from the list of designated positions.
- ☒ Revise disclosure categories.
- ☐ Revise the titles of existing positions.
- ☐ Delete titles of positions that have been abolished.
- ☐ Other (describe) _____

☐ No amendment is required.

Verification

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



Signature of Chief Executive Officer

9/1/2010

Date

Complete this notice regardless of how recently your code was approved or amended.
Please return this notice no later than **October 1, 2010**, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

San Mateo County Employees' Retirement Association
Board of Retirement

February 23, 2010

Agenda Item 7.8

To: Board of Retirement

From: Gary Clifton, Chief Investment Officer

Subject: Annual Review & Approval of Amendments to *SamCERA's Conflict of Interest Code*

RECOMMENDATION: Staff recommends that the board review and approve the amendments to the *Conflict of Interest Code*, Resolution, 98-99-15. The amendments will not be effective until the 2001 filing.

BACKGROUND: The Political Reform Act declares that public officials, whether elected or appointed, are required to perform their duties in an impartial manner, free from bias caused by their own financial interests or the financial interests of persons who support them. Government Code §87300 mandates that California political subdivisions and independent public agencies adopt conflict of interest codes.

There are two types of filers for FPPC Form 700 Statements of Economic Interest: Government Code §87100 filers and Government Code §87200 filers. Officials "who manage public investments" are §87200 filers and are required to file statements of economic interests under Chapter 7, Article 2, of the Act. (Sections 87200-87210.) Public officials "who manage public investments" include those "[m]embers of boards and commissions, including pension and retirement boards and commissions, or committees thereof, who exercise responsibility for the management of public investments." (California Administrative Code Title 2, §18701(b)(1)(A).)

The Fair Political Practices Commission has opined that "consultants" include "investment consultant and investment management firm employees and principals ... who provide services to [SamCERA] ... with influence over the investment decisions pertaining to the [retirement fund] ... in positions that involve the making or participation in the making of decisions which may foreseeably have a material effect on any financial interest ... are required to file financial disclosure statements for ... investments in and income from, business entities which are or may foreseeably be invested in by [SamCERA] and investments in, and income from, persons or business entities engaged in buying and selling securities for the account of [SamCERA]."

DISCUSSION: It is important to note that this amendment to *SamCERA's* code changes the disclosure requirements for the Trustees. State and local officials who are listed in Government Code §87200, are prohibited from accepting a gift or gifts totaling more than \$420 in a calendar year from **any** single source unless an exception applies such as gifts from family members. This is contrasted to designated filers, in which the \$420 gift limit prohibition is applicable only to sources of income that would otherwise be required to report on the statement of economic interests.

The resolution approving the Conflict of Interest Code identifies the firms that meet the definition of consultant. In the past few months *SamCERA* has entered into agreement with two new investment managers and Barclays Global Investors was acquired by BlackRock Capital Management. The BlackRock name will be used for all BGI assets. The resolution needs to be amended to include the new managers and eliminate the Barclays Global Investor's name. The proposed amended resolution appears below.

071078

SAN MATEO COUNTY EMPLOYEES' RETIREMENT ASSOCIATION

Conflict of Interest Code

RESOLUTION 98-99-15, as amended

THIS RESOLUTION, adopted by the Board of Retirement (Board) of the San Mateo County Employees' Retirement Association (SamCERA), amends SamCERA's Conflict of Interest Code and provides for its implementation.

WHEREAS, the board has adopted a *Code of Fiduciary Conduct* which requires among other things, that Trustees, the Chief Executive Officer, Consultants, Investment Managers and other professionals retained by the board and SamCERA staff shall comply with the provisions of the California Constitution; the Political Reform Act of 1974, as amended...and all other laws pertinent to the conduct of public pension fund fiduciaries; and

WHEREAS, Government Code §87300 mandates the adoption of a Conflict of Interest Code by independent public agencies; and

WHEREAS, the board, by Resolution 96-97-03, adopted the Conflict of Interest Code provisions of California Fair Political Practices Commission (FPPC) Regulation 18730; and

WHEREAS, Government Code §87306.5 mandates that the board review its *designation of employees and disclosure categories* from time to time. Therefore, be it

RESOLVED that the board hereby redefines SamCERA's *List of Designated Individuals and Disclosure Categories* per FPPC Regulation 18730, to read as follows:

List of Designated Individuals and Applicable Disclosure Categories

Each individual holding a *Designated Position* must file FPPC Form 700--*Statement of Economic Interests* disclosing the applicable financial interests indicated for the position in accordance with Government Code §87200, *et seq.*

San Mateo County Employees' Retirement Association

List of Designated Positions in the San Mateo County Employees' Retirement Association 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.

	Disclosure Category
Trustees and Alternate Trustees	*
Designated Employees	Disclosure Category
Chief Executive Officer	1,2,3,4
Assistant Executive Officer	1,2,3,4
Investment and Finance Manager	1,2,3,4
Consultants**	1,2,3,4
County Counsel Acting As Chief Counsel to the Board	1,2,3,4
Actuary	1,2,3,4
Investment Managers	1,2,3,4

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* The Trustees and Alternate Trustees must file Statements of Economic Interest in accordance with Government Code Section 87200 et seq. However, the original statements will be filed with SamCERA and with a copy to County Clerk. The County Clerk does not need to forward the Statement of Economic Interest to the Fair Political Practices Commission.

**In addition to the consultants listed, the Chief Executive Officer, after consultation with the County Counsel, shall review the duties and authority of all consultants retained by San Mateo County Employees' Retirement Association. 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 Employees' Retirement Association

Be it further

RESOLVED that the board hereby adopts the following

DESCRIPTION OF FINANCIAL DISCLOSURE CATEGORIES

Category 1: Investments that may be materially affected by any decision made or participated in by the designated individual must be disclosed on Schedules A-1 &/or A-2 of Form 700.

Category 2: Interests in Real Property that may be materially affected by any decision made or participated in by the designated individual must be disclosed on Schedules B &/or C of Form 700. If the designated individual is a trustee, designated alternate trustee, or SamCERA staff member, disclosure is only required on real property located in the County of San Mateo.

Category 3: Income that may be materially affected by any decision made or participated in by the designated individual must be disclosed on Schedules C, D, E, &/or F of Form 700.

Category 4: A Business Entity in which the designated individual 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 individual must be disclosed on Schedule C of FPPC Form 700. Be it further

<u>Designated Positions</u>	<u>Applicable Disclosure Categories</u>
Trustees & Alternate Trustees	
Chief Executive Officer	
Assistant Executive Officer	1, 2, 3, 4
Chief Technology Officer	1, 2, 3, 4
Chief Investment Officer	1, 2, 3, 4
Consultants specifically identified to file by the Board of Retirement	1, 3,
Real Estate Consultants specifically identified to file by the Board of Retirement	1, 2, 3, 4

Be it further

RESOLVED that the board hereby adopts the following

DESCRIPTION OF FINANCIAL DISCLOSURE CATEGORIES

Category 1: Investments that may be materially affected by any decision made or participated in by the designated individual must be disclosed on Schedules A-1 &/or A-2 of Form 700.

Category 2: Interests in Real Property that may be materially affected by any decision made or participated in by the designated individual must be disclosed on Schedules B &/or C of Form 700. If the designated individual is a trustee, designated alternate trustee, or SamCERA staff member, disclosure is only required on real property located in the County of San Mateo.

Category 3: Income that may be materially affected by any decision made or participated in by the designated individual must be disclosed on Schedules C, D, E, &/or F of Form 700.

Category 4: A Business Entity in which the designated individual 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 individual must be disclosed on Schedule C of FPPC Form 700.

Be it further

RESOLVED that the board, in concert with the opinion of the FPPC, defines as *consultants specifically identified to file by the Board of Retirement* "employees and principals who provide services to the board, with influence over the investment decisions pertaining to the retirement fund and in positions that involve the making or participation in the making of decisions which may foreseeably have a material effect on any reportable financial interest". Be it further

RESOLVED that the board hereby authorizes the Chief Executive Officer to instruct the following firms to identify employees and principals who meet the definition of consultant set forth above: Aberdeen Asset Management, Angelo Gordon, Artio Global Investors, AXA Rosenberg Investment Management LLC, ~~Barelays Global Investors~~, Barrow Hanley Mewhinney & Strauss, Inc., BlackRock Capital Management, Inc., Brown Brothers Harriman, Chartwell Investment Partners, D.E. Shaw Investment Management LLC, INVESCO Realty Advisors, Jennison Associates, Mondrian Investment Partners, Pyramis Global Advisors, Strategic Investment Solutions, T. Rowe Price Associates, Inc., The Boston Company Asset Management LLC, and Western Asset Management. Be it further

RESOLVED that the board hereby instructs the Chief Executive Officer to provide ~~for~~ annual disclosure Form 700s to all trustees and ~~by all individuals in the Designated Positions~~. Each individual receiving said form holding a Designated Position must file the original Form 700 with the Chief Executive Officer who must make and retain a copy and forward the original to the County Clerk, ~~who must make and retain a copy and forward the original to the FPPC~~. Form 700 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. Be it further

RESOLVED that the board hereby instructs the Chief Executive Officer to implement a program to provide reasonable assurance that foreseeable potential conflict of interest situations will be disclosed and prevented and to provide each affected person with a clear and specific statement of his or her duties under the Conflict of Interest Code. Be it further

RESOLVED that the board hereby instructs the Chief Executive Officer to supply the necessary forms and manuals, to monitor timely and complete filing compliance, to take action regarding late filings and to report apparent violations of the Conflict of Interest Code to the Board.

ADOPTED by unanimous vote, February 23, 1999

AMENDED by unanimous vote, February 22, 2000

AMENDED by unanimous vote, February 27, 2001

AMENDED by unanimous vote, February 26, 2002

AMENDED by unanimous vote, March 25, 2003

AMENDED by unanimous vote, February 22, 2005

AMENDED by unanimous vote, January 24, 2006

AMENDED by unanimous vote, February 26, 2008

AMENDED by unanimous vote, July 28, 2009

SAN MATEO COUNTY EMPLOYEES' RETIREMENT ASSOCIATION
Conflict of Interest Code
RESOLUTION 98-99-15, as amended

*THIS RESOLUTION, adopted by the Board of Retirement (Board) of the
San Mateo County Employees' Retirement Association (SamCERA),
amends SamCERA's Conflict of Interest Code and provides for its implementation.*

WHEREAS, the board has adopted a *Code of Fiduciary Conduct* which requires among other things, that Trustees, the Chief Executive Officer, Consultants, Investment Managers and other professionals retained by the board and SamCERA staff shall comply with the provisions of the California Constitution; the Political Reform Act of 1974, as amended...and all other laws pertinent to the conduct of public pension fund fiduciaries; and

WHEREAS, Government Code §87300 mandates the adoption of a Conflict of Interest Code by independent public agencies; and

WHEREAS, the board, by Resolution 96-97-03, adopted the Conflict of Interest Code provisions of California Fair Political Practices Commission (FPPC) Regulation 18730; and

WHEREAS, Government Code §87306.5 mandates that the board review its *designation of employees and disclosure categories* from time to time. Therefore, be it

RESOLVED that the board hereby redefines SamCERA's *List of Designated Individuals and Disclosure Categories* per FPPC Regulation 18730, to read as follows:

List of Designated Individuals and Applicable Disclosure Categories

Each individual holding a *Designated Position* must file FPPC Form 700--*Statement of Economic Interests* disclosing the applicable financial interests indicated for the position in accordance with Government Code §87200, *et seq.*

San Mateo County Employees' Retirement Association

List of Designated Positions in the San Mateo County Employees' Retirement Association
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.

	Disclosure Category
Trustees and Alternate Trustees	*
Designated Employees	Disclosure Category
Chief Executive Officer	1,2,3,4
Assistant Executive Officer	1,2,3,4
Investment and Finance Manager	1,2,3,4
Consultants**	1,2,3,4
County Counsel Acting As Chief Counsel to the Board	1,2,3,4
Actuary	1,2,3,4
Investment Managers	1,2,3,4

071078

* The Trustees and Alternate Trustees must file Statements of Economic Interest in accordance with Government Code Section 87200 et seq. However, the original statements will be filed with SamCERA and with a copy to County Clerk. The County Clerk does not need to forward the Statement of Economic Interest to the Fair Political Practices Commission.

**In addition to the consultants listed, the Chief Executive Officer, after consultation with the County Counsel, shall review the duties and authority of all consultants retained by San Mateo County Employees' Retirement Association. 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 Employees' Retirement Association

Be it further

RESOLVED that the board hereby adopts the following

DESCRIPTION OF FINANCIAL DISCLOSURE CATEGORIES

Category 1: Investments that may be materially affected by any decision made or participated in by the designated individual must be disclosed on Schedules A-1 &/or A-2 of Form 700.

Category 2: Interests in Real Property that may be materially affected by any decision made or participated in by the designated individual must be disclosed on Schedules B &/or C of Form 700. If the designated individual is a trustee, designated alternate trustee, or SamCERA staff member, disclosure is only required on real property located in the County of San Mateo.

Category 3: Income that may be materially affected by any decision made or participated in by the designated individual must be disclosed on Schedules C, D, E, &/or F of Form 700.

Category 4: A Business Entity in which the designated individual 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 individual must be disclosed on Schedule C of FPPC Form 700. Be it further

RESOLVED that the board, in concert with the opinion of the FPPC, defines as *consultants specifically identified to file by the Board of Retirement* "employees and principals who provide services to the board, with influence over the investment decisions pertaining to the retirement fund and in positions that involve the making or participation in the making of decisions which may foreseeably have a material effect on any reportable financial interest". Be it further

RESOLVED that the board hereby authorizes the Chief Executive Officer to instruct the following firms to identify employees and principals who meet the definition of consultant set forth above: Aberdeen Asset Management, Angelo Gordon, Artio Global Investors, AXA Rosenberg Investment Management LLC, Barrow Hanley Mewhinney & Strauss, Inc., BlackRock Capital Management, Inc., Brown Brothers Harriman, Chartwell Investment Partners, D.E. Shaw Investment Management LLC, INVESCO Realty Advisors, Jennison Associates, Mondrian Investment Partners, Pyramis Global Advisors, Strategic Investment Solutions, T. Rowe Price Associates, Inc., The Boston Company Asset Management LLC, and Western Asset Management. Be it further

RESOLVED that the board hereby instructs the Chief Executive Officer to provide annual disclosure Form 700s to all trustees and all individuals in the *Designated Positions*. Each individual receiving said form must file the original Form 700 with the Chief Executive Officer who must make and retain a copy and forward the original to the County Clerk. Form 700 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. Be it further

RESOLVED that the board hereby instructs the Chief Executive Officer to implement a program to provide

reasonable assurance that foreseeable potential conflict of interest situations will be disclosed and prevented and to provide each affected person with a clear and specific statement of his or her duties under the Conflict of Interest Code. Be it further

RESOLVED that the board hereby instructs the Chief Executive Officer to supply the necessary forms and manuals, to monitor timely and complete filing compliance, to take action regarding late filings and to report apparent violations of the Conflict of Interest Code to the Board.

ADOPTED by unanimous vote, February 23, 1999

AMENDED by unanimous vote, February 22, 2000

AMENDED by unanimous vote, February 27, 2001

AMENDED by unanimous vote, February 26, 2002

AMENDED by unanimous vote, March 25, 2003

AMENDED by unanimous vote, February 22, 2005

AMENDED by unanimous vote, January 24, 2006

AMENDED by unanimous vote, February 26, 2008

AMENDED by unanimous vote, July 28, 2009

AMENDED by unanimous vote, February 23, 2010

2010 Local Agency Biennial Notice

Name of Agency: SAN MATEO COUNTY EMPLOYEES' RETIREMENT ASSOC.
Mailing Address: 100 MARINE PARKWAY SUITE 125
Contact Person: GARY CLIFTON Office Phone No: (650) 599-7231
E-mail: gclifton@SANCERA.ORG Fax No: (650) 591-1488

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. This agency has reviewed its conflict-of-interest code and has determined that (Check one box):

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

- ☒ Include new positions (including consultants) that must be designated.
- ☒ Delete positions that manage public investments from the list of designated positions.
- ☒ Revise disclosure categories.
- ☐ Revise the titles of existing positions.
- ☐ Delete titles of positions that have been abolished.
- ☐ Other (describe) _____

☐ No amendment is required.

Verification

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



Signature of Chief Executive Officer

9/1/2010

Date

Complete this notice regardless of how recently your code was approved or amended.
Please return this notice no later than **October 1, 2010**, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

San Mateo County Employees' Retirement Association
Board of Retirement

February 23, 2010

Agenda Item 7.8

To: Board of Retirement

From: Gary Clifton, Chief Investment Officer

Subject: Annual Review & Approval of Amendments to *SamCERA's Conflict of Interest Code*

RECOMMENDATION: Staff recommends that the board review and approve the amendments to the *Conflict of Interest Code*, Resolution, 98-99-15. The amendments will not be effective until the 2001 filing.

BACKGROUND: The Political Reform Act declares that public officials, whether elected or appointed, are required to perform their duties in an impartial manner, free from bias caused by their own financial interests or the financial interests of persons who support them. Government Code §87300 mandates that California political subdivisions and independent public agencies adopt conflict of interest codes.

There are two types of filers for FPPC Form 700 Statements of Economic Interest: Government Code §87100 filers and Government Code §87200 filers. Officials "who manage public investments" are §87200 filers and are required to file statements of economic interests under Chapter 7, Article 2, of the Act. (Sections 87200-87210.) Public officials "who manage public investments" include those "[m]embers of boards and commissions, including pension and retirement boards and commissions, or committees thereof, who exercise responsibility for the management of public investments." (California Administrative Code Title 2, §18701(b)(1)(A).)

The Fair Political Practices Commission has opined that "consultants" include "investment consultant and investment management firm employees and principals ... who provide services to [SamCERA] ... with influence over the investment decisions pertaining to the [retirement fund] ... in positions that involve the making or participation in the making of decisions which may foreseeably have a material effect on any financial interest ... are required to file financial disclosure statements for ... investments in and income from, business entities which are or may foreseeably be invested in by [SamCERA] and investments in, and income from, persons or business entities engaged in buying and selling securities for the account of [SamCERA]."

DISCUSSION: It is important to note that this amendment to *SamCERA's* code changes the disclosure requirements for the Trustees. State and local officials who are listed in Government Code §87200, are prohibited from accepting a gift or gifts totaling more than \$420 in a calendar year from **any** single source unless an exception applies such as gifts from family members. This is contrasted to designated filers, in which the \$420 gift limit prohibition is applicable only to sources of income that would otherwise be required to report on the statement of economic interests.

The resolution approving the Conflict of Interest Code identifies the firms that meet the definition of consultant. In the past few months *SamCERA* has entered into agreement with two new investment managers and Barclays Global Investors was acquired by BlackRock Capital Management. The BlackRock name will be used for all BGI assets. The resolution needs to be amended to include the new managers and eliminate the Barclays Global Investor's name. The proposed amended resolution appears below.

071078

SAN MATEO COUNTY EMPLOYEES' RETIREMENT ASSOCIATION

Conflict of Interest Code

RESOLUTION 98-99-15, as amended

THIS RESOLUTION, adopted by the Board of Retirement (Board) of the San Mateo County Employees' Retirement Association (SamCERA), amends SamCERA's Conflict of Interest Code and provides for its implementation.

WHEREAS, the board has adopted a *Code of Fiduciary Conduct* which requires among other things, that Trustees, the Chief Executive Officer, Consultants, Investment Managers and other professionals retained by the board and SamCERA staff shall comply with the provisions of the California Constitution; the Political Reform Act of 1974, as amended...and all other laws pertinent to the conduct of public pension fund fiduciaries; and

WHEREAS, Government Code §87300 mandates the adoption of a Conflict of Interest Code by independent public agencies; and

WHEREAS, the board, by Resolution 96-97-03, adopted the Conflict of Interest Code provisions of California Fair Political Practices Commission (FPPC) Regulation 18730; and

WHEREAS, Government Code §87306.5 mandates that the board review its designation of employees and disclosure categories from time to time. Therefore, be it

RESOLVED that the board hereby redefines SamCERA's List of Designated Individuals and Disclosure Categories per FPPC Regulation 18730, to read as follows:

List of Designated Individuals and Applicable Disclosure Categories

Each individual holding a *Designated Position* must file FPPC Form 700--Statement of Economic Interests disclosing the applicable financial interests indicated for the position in accordance with Government Code §87200, *et seq.*

San Mateo County Employees' Retirement Association

List of Designated Positions in the San Mateo County Employees' Retirement Association 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.

	Disclosure Category
Trustees and Alternate Trustees	*
Designated Employees	Disclosure Category
Chief Executive Officer	1,2,3,4
Assistant Executive Officer	1,2,3,4
Investment and Finance Manager	1,2,3,4
Consultants**	1,2,3,4
County Counsel Acting As Chief Counsel to the Board	1,2,3,4
Actuary	1,2,3,4
Investment Managers	1,2,3,4

* The Trustees and Alternate Trustees must file Statements of Economic Interest in accordance with Government Code Section 87200 et seq. However, the original statements will be filed with SamCERA and with a copy to County Clerk. The County Clerk does not need to forward the Statement of Economic Interest to the Fair Political Practices Commission.

**In addition to the consultants listed, the Chief Executive Officer, after consultation with the County Counsel, shall review the duties and authority of all consultants retained by San Mateo County Employees' Retirement Association. 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 Employees' Retirement Association

Be it further

RESOLVED that the board hereby adopts the following

DESCRIPTION OF FINANCIAL DISCLOSURE CATEGORIES

Category 1: Investments that may be materially affected by any decision made or participated in by the designated individual must be disclosed on Schedules A-1 &/or A-2 of Form 700.

Category 2: Interests in Real Property that may be materially affected by any decision made or participated in by the designated individual must be disclosed on Schedules B &/or C of Form 700. If the designated individual is a trustee, designated alternate trustee, or SamCERA staff member, disclosure is only required on real property located in the County of San Mateo.

Category 3: Income that may be materially affected by any decision made or participated in by the designated individual must be disclosed on Schedules C, D, E, &/or F of Form 700.

Category 4: A Business Entity in which the designated individual 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 individual must be disclosed on Schedule C of FPPC Form 700. Be it further

RESOLVED that the board, in concert with the opinion of the FPPC, defines as *consultants specifically identified to file by the Board of Retirement* "employees and principals who provide services to the board, with influence over the investment decisions pertaining to the retirement fund and in positions that involve the making or participation in the making of decisions which may foreseeably have a material effect on any reportable financial interest". Be it further

RESOLVED that the board hereby authorizes the Chief Executive Officer to instruct the following firms to identify employees and principals who meet the definition of consultant set forth above: Aberdeen Asset Management, Angelo Gordon, Artio Global Investors, AXA Rosenberg Investment Management LLC, Barrow Hanley Mewhinney & Strauss, Inc., BlackRock Capital Management, Inc., Brown Brothers Harriman, Chartwell Investment Partners, D.E. Shaw Investment Management LLC, INVESCO Realty Advisors, Jennison Associates, Mondrian Investment Partners, Pyramis Global Advisors, Strategic Investment Solutions, T. Rowe Price Associates, Inc., The Boston Company Asset Management LLC, and Western Asset Management. Be it further

RESOLVED that the board hereby instructs the Chief Executive Officer to provide annual disclosure Form 700s to all trustees and all individuals in the *Designated Positions*. Each individual receiving said form must file the original Form 700 with the Chief Executive Officer who must make and retain a copy and forward the original to the County Clerk. Form 700 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. Be it further

RESOLVED that the board hereby instructs the Chief Executive Officer to implement a program to provide reasonable assurance that foreseeable potential conflict of interest situations will be disclosed

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Deleted: Designated Positions . Applicable Disclosure Categories¶
Trustees & Alternate Trustees 1, 2, 3, 4¶
Chief Executive Officer 1, 2, 3, 4¶
Assistant Executive Officer . . 1, 2, 3, 4¶
Chief Technology Officer . 1, 2, 3, 4¶
Chief Investment Officer . 1, 2, 3, 4¶
Consultants specifically identified to file by the Board of Retirement . . 1, 3, 4¶
Real Estate Consultants specifically identified to file by the Board of Retirement . 1, 2, 3, 4¶
Be it further¶
RESOLVED that the board hereby adopts the following¶
DESCRIPTION OF FINANCIAL DISCLOSURE CATEGORIES¶
Category 1: Investments that may be materially affected by any decision made or participated in by the designated individual must be disclosed on Schedules A-1 &/or A-2 of Form 700.¶
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Category 3: Income that may be materially affected by any decision made or participated in by the designated individual must be disclosed on Schedules C, D, E, &/or F of Form 700.¶
Category 4: A Business Entity in which the designated individual 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 individual must be disclosed on Schedule C of FPPC Form 700. Be it further¶

Deleted: Barclays Global Investors,

Deleted: for

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Deleted: holding a Designated Position

Deleted: who must make and retain a copy and forward the original to the FPPC.

071078

and prevented and to provide each affected person with a clear and specific statement of his or her duties under the Conflict of Interest Code. Be it further

RESOLVED that the board hereby instructs the Chief Executive Officer to supply the necessary forms and manuals, to monitor timely and complete filing compliance, to take action regarding late filings and to report apparent violations of the Conflict of Interest Code to the Board.

ADOPTED by unanimous vote, February 23, 1999

AMENDED by unanimous vote, February 22, 2000

AMENDED by unanimous vote, February 27, 2001

AMENDED by unanimous vote, February 26, 2002

AMENDED by unanimous vote, March 25, 2003

AMENDED by unanimous vote, February 22, 2005

AMENDED by unanimous vote, January 24, 2006

AMENDED by unanimous vote, February 26, 2008

AMENDED by unanimous vote, July 28, 2009

SAN MATEO COUNTY EMPLOYEES' RETIREMENT ASSOCIATION
Conflict of Interest Code
RESOLUTION 98-99-15, as amended

*THIS RESOLUTION, adopted by the Board of Retirement (Board) of the
San Mateo County Employees' Retirement Association (SamCERA),
amends SamCERA's Conflict of Interest Code and provides for its implementation.*

WHEREAS, the board has adopted a *Code of Fiduciary Conduct* which requires among other things, that Trustees, the Chief Executive Officer, Consultants, Investment Managers and other professionals retained by the board and SamCERA staff shall comply with the provisions of the California Constitution; the Political Reform Act of 1974, as amended...and all other laws pertinent to the conduct of public pension fund fiduciaries; and

WHEREAS, Government Code §87300 mandates the adoption of a Conflict of Interest Code by independent public agencies; and

WHEREAS, the board, by Resolution 96-97-03, adopted the Conflict of Interest Code provisions of California Fair Political Practices Commission (FPPC) Regulation 18730; and

WHEREAS, Government Code §87306.5 mandates that the board review its *designation of employees and disclosure categories* from time to time. Therefore, be it

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List of Designated Individuals and Applicable Disclosure Categories

Each individual holding a *Designated Position* must file FPPC Form 700--*Statement of Economic Interests* disclosing the applicable financial interests indicated for the position in accordance with Government Code §87200, *et seq.*

San Mateo County Employees' Retirement Association

List of Designated Positions in the San Mateo County Employees' Retirement Association
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.

Disclosure Category

Trustees and Alternate Trustees

*

Designated Employees

Disclosure Category

Chief Executive Officer	1,2,3,4
Assistant Executive Officer	1,2,3,4
Investment and Finance Manager	1,2,3,4
Consultants**	1,2,3,4
County Counsel Acting As Chief Counsel to the Board	1,2,3,4
Actuary	1,2,3,4
Investment Managers	1,2,3,4

071073

* The Trustees and Alternate Trustees must file Statements of Economic Interest in accordance with Government Code Section 87200 et seq. However, the original statements will be filed with SamCERA and with a copy to County Clerk. The County Clerk does not need to forward the Statement of Economic Interest to the Fair Political Practices Commission.

**In addition to the consultants listed, the Chief Executive Officer, after consultation with the County Counsel, shall review the duties and authority of all consultants retained by San Mateo County Employees' Retirement Association. 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 Employees' Retirement Association

Be it further

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DESCRIPTION OF FINANCIAL DISCLOSURE CATEGORIES

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Category 3: Income that may be materially affected by any decision made or participated in by the designated individual must be disclosed on Schedules C, D, E, &/or F of Form 700.

Category 4: A Business Entity in which the designated individual 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 individual must be disclosed on Schedule C of FPPC Form 700. Be it further

RESOLVED that the board, in concert with the opinion of the FPPC, defines as *consultants specifically identified to file by the Board of Retirement* "employees and principals who provide services to the board, with influence over the investment decisions pertaining to the retirement fund and in positions that involve the making or participation in the making of decisions which may foreseeably have a material effect on any reportable financial interest". Be it further

RESOLVED that the board hereby authorizes the Chief Executive Officer to instruct the following firms to identify employees and principals who meet the definition of consultant set forth above: Aberdeen Asset Management, Angelo Gordon, Artio Global Investors, AXA Rosenberg Investment Management LLC, Barrow Hanley Mewhinney & Strauss, Inc., BlackRock Capital Management, Inc., Brown Brothers Harriman, Chartwell Investment Partners, D.E. Shaw Investment Management LLC, INVESCO Realty Advisors, Jennison Associates, Mondrian Investment Partners, Pyramis Global Advisors, Strategic Investment Solutions, T. Rowe Price Associates, Inc., The Boston Company Asset Management LLC, and Western Asset Management. Be it further

RESOLVED that the board hereby instructs the Chief Executive Officer to provide annual disclosure Form 700s to all trustees and all individuals in the *Designated Positions*. Each individual receiving said form must file the original Form 700 with the Chief Executive Officer who must make and retain a copy and forward the original to the County Clerk. Form 700 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. Be it further

RESOLVED that the board hereby instructs the Chief Executive Officer to implement a program to provide

reasonable assurance that foreseeable potential conflict of interest situations will be disclosed and prevented and to provide each affected person with a clear and specific statement of his or her duties under the Conflict of Interest Code. Be it further

RESOLVED that the board hereby instructs the Chief Executive Officer to supply the necessary forms and manuals, to monitor timely and complete filing compliance, to take action regarding late filings and to report apparent violations of the Conflict of Interest Code to the Board.

ADOPTED by unanimous vote, February 23, 1999

AMENDED by unanimous vote, February 22, 2000

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AMENDED by unanimous vote, February 22, 2005

AMENDED by unanimous vote, January 24, 2006

AMENDED by unanimous vote, February 26, 2008

AMENDED by unanimous vote, July 28, 2009

AMENDED by unanimous vote, February 23, 2010

2010 Local Agency Biennial Notice

Name of Agency: San Mateo Local Agency Formation Commission

Mailing Address: 455 County Center, Redwood City, CA 94063

Contact Person: Martha Poyatos Office Phone No: 650/363-4224

E-mail: mpoyatos@co.sanmateo.ca.us Fax No: 650/363-4849

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. This agency has reviewed its conflict-of-interest code and has determined that (Check one box):

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

- ☐ Include new positions (including consultants) that must be designated.
- ☐ Delete positions that manage public investments from the list of designated positions.
- ☐ Revise disclosure categories.
- ☐ Revise the titles of existing positions.
- ☒ Delete titles of positions that have been abolished.
- ☐ Other (describe) _____

☐ No amendment is required.

Verification

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


Signature of Chief Executive Officer

7/23/2010
Date

Complete this notice regardless of how recently your code was approved or amended.
Please return this notice no later than October 1, 2010, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

San Mateo Local Agency Formation Commission

List of Designated Positions in the San Mateo Local Agency Formation 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>
County Member of the Commission	1,2,3,4
Alternate County Member	1,2,3,4
City Member	1,2,3,4
Alternate City Member	1,2,3,4
Public Member	1,2,3,4
Alternate Public Member	1,2,3,4
Special District Member	1,2,3,4
Alternate Special District Member	1,2,3,4
Executive Officer	1,2,3,4
LAFCo Analyst	1,2,3,4
Director, Environmental Services Agency	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 Local Agency Formation Commission 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.

2010 Local Agency Biennial Notice

Name of Agency: South Bayside System Authority
Mailing Address: 1400 Radio Road, Redwood City, CA 94065
Contact Person: Linda Bruemmer/Dan Child Office Phone No: 650-832-6226/650-832-6224
E-mail: lbruemmer@sbsa.org/dchild@ Fax No: 650-591-7122
sbsa.org

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. This agency has reviewed its conflict-of-interest code and has determined that (*Check one box*):

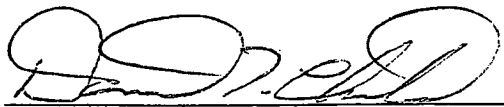
☒ **An amendment is required. The following amendments are necessary:**
(*Mark all that apply.*)

- ☒ Include new positions (including consultants) that must be designated.
- ☐ Delete positions that manage public investments from the list of designated positions.
- ☐ Revise disclosure categories.
- ☒ Revise the titles of existing positions.
- ☐ Delete titles of positions that have been abolished.
- ☐ Other (*describe*) _____

☐ **No amendment is required.**

Verification

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



Signature of Chief Executive Officer

08/31/2010

Date

Complete this notice regardless of how recently your code was approved or amended.
Please return this notice no later than **October 1, 2010**, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)
1400 Radio Road, Redwood City, CA 94065

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

2010 Local Agency Biennial Notice

Name of Agency: South Bayside System Authority
Mailing Address: 1400 Radio Road, Redwood City, CA 94065
Contact Person: Linda Bruemmer/Dan Child Office Phone No: 650-832-6226/650-832-6224
E-mail: lbruemmer@sbsa.org/dchild@ Fax No: 650-591-7122
sbsa.org

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(Mark all that apply.)

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- ☒ Revise the titles of existing positions.
- ☐ Delete titles of positions that have been abolished.
- ☐ Other (describe) _____

☐ **No amendment is required.**

Verification

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



Signature of Chief Executive Officer

08/31/2010

Date

Complete this notice regardless of how recently your code was approved or amended.
Please return this notice no later than **October 1, 2010**, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

1400 Radio Road, Redwood City, CA 94065

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

2010 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 Office Phone No: 650-574-3247
E-mail: cking@smeventcenter.com Fax No: 650-574-3985

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. This agency has reviewed its conflict-of-interest code and has determined that (Check one box):

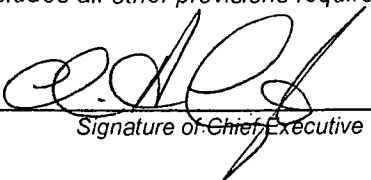
☒ **An amendment is required. The following amendments are necessary:**
(Mark all that apply.)

- ☐ Include new positions (including consultants) that must be designated.
- ☐ Delete positions that manage public investments from the list of designated positions.
- ☐ Revise disclosure categories.
- ☒ Revise the titles of existing positions.
- ☐ Delete titles of positions that have been abolished.
- ☐ Other (describe) _____

☐ **No amendment is required.**

Verification

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



Signature of Chief Executive Officer

8/25/10

Date

Complete this notice regardless of how recently your code was approved or amended.
Please return this notice no later than **October 1, 2010**, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

**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
Fair Manager Fair & Festival Event Manager	1,2,3,4
Assistant General Manager	1,2,3,4
Controller Accounting Manager	1,2,3,4
Senior Event Manager	1,2,3,4
Office Manager	1,2,3,4
Operations Manager	1,2,3,4
Consultants*	1,2,3,4

*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.

2010 Local Agency Biennial Notice

Name of Agency: SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN MATEO

Mailing Address: 400 COUNTY CENTER, 2ND FLOOR, REDWOOD CITY, CA 94063

Contact Person: TIMOTHY GEE Office Phone No: 650-599-1790

E-mail: TGEE@SANMATEOCOURT.ORG Fax No: 650-363-4698

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. This agency has reviewed its conflict-of-interest code and has determined that (*Check one box*):

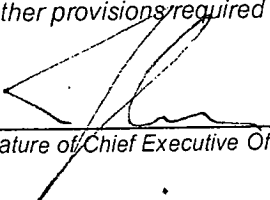
☒ **An amendment is required. The following amendments are necessary:**
(*Mark all that apply.*)

- ☐ Include new positions (including consultants) that must be designated.
- ☐ Delete positions that manage public investments from the list of designated positions.
- ☒ Revise disclosure categories.
- ☒ Revise the titles of existing positions.
- ☒ Delete titles of positions that have been abolished.
- ☐ Other (*describe*) _____

☐ **No amendment is required.**

Verification

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



Signature of Chief Executive Officer

8/31/10

Date

Complete this notice regardless of how recently your code was approved or amended.
Please return this notice no later than **October 1, 2010**, 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

List of Designated Superior Court of California, County of San Mateo 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 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>
Court Executive Officer/Jury Commissioner	1
Deputy Court Executive Officers	1
Deputy Court Executive Officer—Operations	1
Deputy Court Executive Officer—Administrative Support	1
Court Director of Finance	1
Court Director of Court Information Technology	2,3,4,5,7,9,11,12
ADR Program Director	1,3,5,7,9,10,11,12
Court Services Manager	1,2,3,4,5,7,9,10,11,12
Court Services Supervisor – Records	2,4,7,9,11,12
Chief Court Investigator	1
Court Services Supervisor, Court Reporters Coordinator	2,3,7,11
Court Services Supervisor, Interpreters Services Coordinator	1,2,3,7,11
Family Court Services Manager	9,11,12
Family Law Facilitator	5,9,10,12
Supervising Research Attorney	1
Senior/Supervising Court Attorney	3,9,10,11,12
Manager—Court Human Resources Manager	2,3,5,7,9,10,11,12
Court Services Manager II—Personnel	3
Management Analyst III – Contracts Administration	1,2,4,6,7,8,9,11,12
Management Analyst III—Court Training Manager	2,3,5,9,11
Management Analyst III – Facilities	5,6,7,8,9,11,12
Management Analyst III – Fiscal	1
Management Analyst III—Court Human Resources Analyst I/II	3,5,9,11,12
Management Analyst II – Court Human Resources	2,3,5,7,9,10,11,12
Consultants*	*

* The Court Executive Officer, after consultation with the 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.

071078

Superior Court of California, County of San Mateo
Conflict of Interest Code
(Revised effective September 1, 2010)

The following shall constitute the Conflict of Interest Code for the Superior Court of California, County of San Mateo in accordance with the California Government Code, section 87300, et seq., and shall supercede all prior Codes and Revisions thereto:

1. AUTHORITY FOR THE CODE

This Conflict of Interest Code is adopted in order to comply with the Political Reform Act (Gov. Code, § 81000 et seq.) that requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs., § 18730) that contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendices designating officials and employees and establishing disclosure categories, shall constitute the conflict of interest code of the Superior Court of California, County of San Mateo.

2. FILING REQUIREMENT

Designated employees shall file statements of economic interests on an annual basis. The type of filing required is determined according to their level of disclosure as designated below. The Statements shall be filed with the Executive Assistant to the Court Executive Officer, or any other designee, on forms prescribed by the Fair Political Practices Commission.

Statements shall be filed annually by the due date, as prescribed by law, for the preceding year. In addition to the annual Statement, designated employees are required to file a statement of economic interests when they terminate their position with the Court whether by leaving the Court or by transferring to another division.

3. PUBLIC RECORDS

Every report and statement filed pursuant to this Code is open for public inspection during the regular business hours of the Court. No conditions shall be imposed upon persons desiring to inspect such reports and statements, nor shall information or

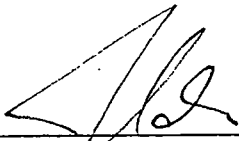
Superior Court of California, County of San Mateo
Conflict of Interest Code 2010

identification be required from such persons. Copies shall be provided at a charge as defined in the Court's current Fee Schedule for copying of court records.

4. REVIEWING BODY

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

RESPECTFULLY SUBMITTED,

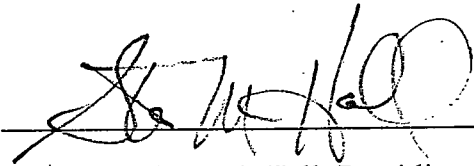


John Fitton
Court Executive Officer

8/31/10

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 31st day of August, 2010.



Stephen M. Hall, Presiding Judge

APPENDIX A: DESIGNATED CLASSIFICATIONS AND DISCLOSURE CATEGORIES

Each employee listed below must file statements disclosing the kinds of financial interests shown for the employee's position. Statements must be filed at the time and on the forms prescribed by law (see FPPC Form 700, Schedules A1, A2, B, C, D, E, and F).

List of Designated Classifications	Assigned Disclosure Categories
Executive Officers	
Court Executive Officer/Jury Commissioner	1
Deputy Court Executive Officers	1
Court Director of Finance	1
Court Director of Court Information Technology	2, 3, 4, 5, 7, 9, 11, 12
ADR Program Administrator	3, 5, 7, 9, 10, 11, 12
Court Services Manager	2, 3, 4, 5, 7, 9, 10, 11, 12
Court Services Supervisor – Records	2, 7, 9, 11, 12
Court Services Supervisor – Court Reporters Coordinator	2, 3, 7, 11
Court Services Supervisor, Interpreters	2, 3, 7, 11
Senior/Supervising Court Attorney	3, 9, 10, 11, 12
Court Human Resources Manager	2, 3, 5, 7, 9, 10, 11, 12
Management Analyst III – Contracts Administration	2, 4, 6, 7, 8, 9, 11, 12,
Management Analyst III – Facilities	6, 7, 8, 9, 11, 12
Management Analyst III – Fiscal	1
Court Human Resources Analyst I / II	3, 5, 9, 12
Management Analyst II – Court Human Resources	2, 3, 5, 7, 9, 10, 11, 12
Consultants *	1*

* The Court Executive Officer, after consultation with the 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. |

Superior Court of California, County of San Mateo
Conflict of Interest Code 2010

- Category 8 Investments, sources of income, and business positions in business entities that are providers of building and court security services, supplies, and equipment.
- 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.

2010 Local Agency Biennial Notice

Name of Agency: San Mateo County Transportation Authority

Mailing Address: PO Box 3006, San Carlos, CA 94070-1306

Contact Person: Martha Martinez Office Phone No: (650) 508-6242

E-mail: martinezm@samtrans.com Fax No: (650) 508-6325

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. This agency has reviewed its conflict-of-interest code and has determined that *(Check one box)*:

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

(Mark all that apply.)

- ☒ Include new positions (including consultants) that must be designated.
- ☐ Delete positions that manage public investments from the list of designated positions.
- ☐ Revise disclosure categories.
- ☒ Revise the titles of existing positions.
- ☒ Delete titles of positions that have been abolished.
- ☐ Other *(describe)* _____

☐ **No amendment is required.**

Verification

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



Signature of Chief Executive Officer

August 30, 2010

Date

Complete this notice regardless of how recently your code was approved or amended.
Please return this notice no later than **October 1, 2010**, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

County of San Mateo

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

CONFLICT OF INTEREST CODE
SAN MATEO COUNTY TRANSPORTATION AUTHORITY

Adopted on the 2nd day of March, 1989
by Resolution No. 1989 - 1

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

Amended on the 3rd day of December 1992
by Resolution No. 1992 - 12

Amended on the 1st day of September 1994
by Resolution No. 1994 - 21

Amended on the 7th day of November 1996
by Resolution No. 1996 - 16

Amended on the 1st day of October 1998
by Resolution No. 1998 - 29

Amended on the 5th day of October 2000
by Resolution No. 2000 - 22

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

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

Amended on the 5th day of October 2006
by Resolution No. 2006-22

Amended on the 6th day of November 2008
by Resolution No. 2008-20

RESOLUTION NO. 2008 -20

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 (Authority) 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 Authority review its Code every even-numbered year and revise it if necessary; and

WHEREAS, the Attorney and staff have reviewed the current Code, last amended in 2006, and have determined that the Appendix to the Code listing the designated employees who must disclose their economic interests on an annual basis should be updated to reflect current staffing positions and organization; 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 Board of Supervisors of the County of San Mateo for its review and approval.

Regularly passed and adopted this 6th day of November 2008, by the following vote:

AYES: CHURCH, GORDON, LEE, MATSUMOTO, O'MAHONY, FOUST


NOES: NONE

ABSENT: VREELAND



Chair, San Mateo County Transportation Authority

ATTEST



Authority Secretary

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 Appendix, designating officials and employees and establishing disclosure categories, shall constitute the Conflict of Interest Code of the San Mateo County Transportation Authority.

Designated officials and employees shall file statements of economic interests with the Authority who will make the statements available for public inspection and reproduction. (Gov. Code Section 81008). 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.

disclosure) pursuant to Government Code Section 87200. Consultants who manage public investments shall also file a statement of economic interests pursuant to Government Code Section 87200.

Authority Members
Chief Financial Officer
San Mateo County Treasurer³

DISCLOSURE CATEGORIES

- Category 1. All sources of income, investments and business positions in business entities.
- Category 2. Interests in real property.
- Category 3. Investments and business positions in business entities and sources of income which provide services, supplies, materials, machinery or equipment of the type utilized by the San Mateo County Transportation Authority.

¹ Pursuant to Resolution No. 1988-3 enacted on September 23, 1988, the Authority appointed and designated San Mateo County Transit District (SamTrans) as the management team of the Authority. Unless noted otherwise, all designated officers and employees listed above are officers and employees of SamTrans. The Executive Director is also the General Manager of SamTrans.

² 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 Executive Director may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus not required to fully comply with the disclosure requirements 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 Executive Director'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. Nothing herein excuses any consultant from any other provision of the Conflict of Interest Code.

³ The Authority invests funds with the San Mateo County Treasurer.