



ATTACHMENT A

COUNTY CLERK - RECORDER

MADALINE KRKA

CALAVERAS COUNTY GOVERNMENT CENTER
891 MOUNTAIN RANCH ROAD
SAN ANDREAS, CALIFORNIA 95249-9709
(209) 754-6375 or (209) 754-6376
ELECTIONS DIVISION

TO: Special Districts

FROM: Rebecca Turner, Elections Coordinator *RT*

DATE: November 18, 2014

RE: Certified Statement of the Results of the November 4, 2014 General Election

The enclosed Certified Statement of the Results is being sent to you pursuant to section 15372 of the Elections Code.

If you have any questions or need further information please contact the Election's Office at 754-6376.

Enclosures:

Results of Canvass

Sample Resolution

Sample Oath of Office

Oath of Office

STATE OF CALIFORNIA,)
) ss.
COUNTY OF CALAVERAS)

I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Subscribed and sworn to before me, this _____ day of _____, 20_____

(Place Name & Title of person administering oath here)

DISTRICT

RESOLUTION
NO. _____

RESOLUTION ACCEPTING THE CANVASS OF THE PRESIDENTIAL
GENERAL ELECTION HELD ON NOVEMBER 4, 2014 PURSUANT TO
DIVISION 15 CHAPTER 4 OF THE ELECTIONS CODE

WHEREAS, the election results for the General Election, held on
November 4, 2014, have been presented to the Board of _____
District by the County Clerk, following the canvass of said election;

NOW, THEREFORE, BE IT RESOLVED, that the Board of the
_____ District of the County of Calaveras hereby
accepts the canvass of the returns of the General Election, held on November
4, 2014, as delineated in Exhibit _____ attached hereto and made a
part hereof, is hereby accepted;

ON A MOTION by Director _____, seconded by Director
_____, the foregoing Resolution was duly passed and adopted by
the Board of the _____ District of the County of
Calaveras, State of California this _____ day of _____ 2014, by
the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Director

ATTEST:

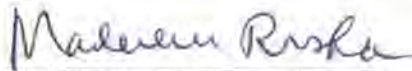
Secretary

CERTIFICATE OF COUNTY CLERK TO RESULTS OF THE CANVASS OF THE
GENERAL ELECTION

STATE OF CALIFORNIA)
) SS.
COUNTY OF CALAVERAS)

I, Madaline Krska, County Clerk of said County, do hereby certify that, in pursuance to the provisions of Elections Code Section 15300, et seq., I did canvass the results of the votes cast in the General Election, held in said County on November 4, 2014 for the elective public offices that were submitted to the vote of the voters, and that the Statement of Votes Cast to which this certificate is attached, shows the number of votes cast in the Mark Twain Health Care District in said County and in the respective precincts therein, and that the totals of the respective columns and the totals as shown for each candidate are true and correct.

Witness my hand and official seal this 14th day of November, 2014.



Madaline Krska
Madaline Krska
County Clerk

STATEMENT OF VOTES CAST AT THE
STATEWIDE GENERAL ELECTION
HELD ON NOVEMBER 4, 2014
CALAVERAS COUNTY
STATE OF CALIFORNIA

As a result of the canvass of the Statewide General Election held on November 4, 2014, the following candidates, having received a plurality of the votes cast for their respective county offices, are declared elected for a term of four (4) years:

Mark Twain Health Care District – 3 seats

Ann Radford

Lin Reed

Peter Oliver

RUN DATE:11/17/14 08:54 AM

REPORT-EL45 PAGE 001

VOTES PERCENT

MARK TWAIN HEALTH CARE DISTRICT

Vote for No More Than 3

ANN RADFORD	8,291	25.99
LIN REED	5,737	17.98
PETER OLIVER	9,848	30.87
FIRMAN BROWN	4,631	14.52
GEORGE FRY	3,288	10.31
WRITE-IN	105	.33
Total	31,900	

ATTACHMENT B

Chapter 17.50 - PLANNED DEVELOPMENT (PD) COMBINING ZONE

Sections:

17.50.010 - Purpose.

The purpose of the planned development combining zone are to:

- A. Provide flexibility for purposes of density transfer, planned unit development and condominium development;
- B. Encourage design innovation and provide more detailed county project review than would otherwise normally be allowed in the base zone, to improve the visual quality of a project and provide more efficient land use, to provide more open space, to protect fragile natural resources, and to develop public services at minimal cost;
- C. The intent of this chapter is to regulate site development and aesthetics, not the type of use. Permitted uses are as defined in the base zone.

(Ord. 2345 § 3 Exh. A(part), 1993; Ord. 1810 § 2(part), 1986; Ord. 1287 Exh. A(part), 1980; Ord. 945 § 44.01, 1978).

17.50.015 - Definitions.

For definitions of terms and uses, refer to Section 17.06.

(Ord. 2345 § 3 Exh. A(part), 1993).

17.50.020 - Permitted uses.

The land uses permitted within the base zoning district are not affected by the inclusion of the parcel within the planned development combining district. Such uses as specified in the base zoning district are also permitted uses within the planned development combining district. The planning commission shall review and approve the site development plans for all projects in a planned development combining zone, prior to issuance of a building permit or initiation of a land use. Prior to approval, the planning commission shall find that the project satisfies the requirements of Section 17.50.060.

(Ord. 2345 § 3 Exh. A(part), 1993).

17.50.030 - Conditional uses.

The land uses conditionally permitted within the base zoning district are not affected by the inclusion of the parcel within the planned development combining district. Such conditional uses as specified in the base zoning district are also allowed within the planned development combining district. The planning commission shall review and approve the site development plans for all projects in a planned development combining zone, as part of the use permit review process. Prior to approval, the planning commission shall find that the project satisfies the requirements of Section 17.50.060.

(Ord. 2345 § 3 Exh. A(part), 1993; Ord. 1810 § 2(part), 1986; Ord. 1287 Exh. A(part), 1980; Ord. 945 § 44.04, 1978).

17.50.040 - Subdivisions, condominiums, planned unit development.

The planned development combining district is required for all subdivisions, condominiums or planned unit developments in which the use of density transfer, common area or other development

flexibility methods create parcels that are smaller than the minimum parcel size permitted by the general plan or applicable community, special or specific plan. The PD combining zone, however, is not required for density transfer in which the minimum parcel created is not less than one acre with public water, nor less than five acres (with individual well), and the density permitted by the applicable plan is not exceeded.

- A. Example 1: The general plan density is one dwelling unit per seven thousand square feet; base zone is R1; public sewer and water are available; the parcel size prior to subdivision is twenty acres; the proponent is requesting approval of a tentative tract map with one hundred twenty lots averaging five thousand square feet in size, and a parcel to be owned in common. PD combining zone is required.
- B. Example 2: The general plan density is one dwelling unit per five acres; base zone is RR; public water is available; the parcel size prior to subdivision is twenty acres; the proponent is requesting approval of a tentative parcel map with three parcels of one acre each in size, and a fourth parcel of seventeen acres. The PD combining zone is not required.

(Ord. 2345 § 3 Exh. A(part), 1993; Ord. 1810 § 2(part), 1986; Ord. 1287 Exh. A(part), 1980; Ord. 945 § 44.04, 1978).

17.50.050 - Exemptions.

The requirements of this chapter are waived for the following:

- A. A change of use that requires a building permit for interior remodeling, and where physical exterior changes are limited to a change of copy to existing signs, painting, or landscaping;
- B. Single-family dwellings within a subdivision with the planned development combining zone applied for the purpose of density transfer.

(Ord. 2345 § 3 Exh. A(part), 1993; Ord. 1810 § 2(part), 1986; Ord. 1287 Exh. A(part), 1986; Ord. 1287 Exh. A(part), 1980; Ord. 945 § 44.08, 1978).

17.50.060 - Performance standards.

The following performance standards shall apply to all construction within the planned development combining district for which a permit is required:

- A. Landscaping:
 1. A minimum area equal to ten percent of the gross disturbed land area (building footprint, excavated area, parking area, sewage disposal area), shall be planted with new landscaping in a manner that improves the visual quality of the project from surrounding parcels and roads. Irrigation systems, including automatic, may be required. The proponent shall sign the landscape plan with a statement that landscaping shall be maintained in a vigorous and healthy condition in perpetuity,
 2. A maximum effort shall be made to retain all trees over twelve inches in diameter at breast height on the project site,
 3. Projects shall be designed to provide a maximum of vegetative cover between vehicle parking areas and adjacent streets,
 4. Cut and fill slopes shall be planted to prevent erosion. Such planting shall not be included in the ten percent landscaping requirements of this section;

- B. The design of all structures, fences and signs shall be compatible with the project location and its natural environment, or architectural characteristics as specified in any community plan requirement;
- C. Refuse Storage. All refuse collection areas shall be enclosed on all sides unless, by nature of the building design, the trash areas are obscured from the adjacent properties and from vehicular and pedestrian traffic. Refuse enclosures shall be of a six-foot height with adequate access for refuse vehicles;
- D. Screening. When a nonresidential or multifamily project is adjacent to residential zoning, a visual screen in the form of a wall, fence or landscaped planting shall be provided between the development and the residential zoning;
- E. Signs. The standards of Chapter 17.72 shall apply;
- F. Mechanical and Rooftop Devices. With the exception of solar collectors, all rooftop mechanical devices, pipes, vents and fans, shall be screened from view and baffled for sound;
- G. Access and vehicle parking shall meet the requirements of Chapter 17.70, plus the following requirements:
 - 1. Parking areas shall be screened from the view of highways and roads and peripheral residential areas to the greatest extent possible,
 - 2. Encroachment location and design, and sight distance, shall meet the requirements of the public works department.

(Ord. 2345 § 3 Exh. A(part), 1993; Ord. 1810 § 2(part), 1986; Ord. 1287 A(part), 1980; Ord. 945 § 44.10, 1978).

17.50.070 - Site development standards.

In the planned development combining zone, in place of the site development standards of a base zone, the following site development standards shall apply:

- A. Minimum parcel size for new parcels: no requirements;
- B. Maximum density: the requirements of the base zoning district shall apply;
- C. Maximum lot coverage: per approved development plan;
- D. Maximum building height: the requirements of the base zoning district shall apply;
- E. Minimum lot width: no requirements;
- F. Minimum lot depth: no requirements;
- G. Building setbacks:
 - 1. For purposes of this chapter, the following shall apply:
 - a. Front: per approved development plan,
 - b. Corner: per approved development plan,
 - c. Side: per approved development plan,
 - d. Rear: per approved development plan,
 - e. Between buildings: per approved site plan, or the requirements of the responsible fire protection agency,
 - f. Visual clearance: thirty-five feet;

2. In addition to the setbacks specified in subsection (G)(1), minimum building setbacks shall meet the requirements of Section 8.10.20 in order to achieve defensible space, which requires a thirty-foot setback from all property lines and/or center of the road for parcels one acre or larger, and the same practical effect shall be provided for parcels less than one acre. Procedures for exceptions to these standards shall comply with Sections 8.10.150 and 8.10.190.

(Ord. 2345 § 3 Exh. A(part), 1993; Ord. 2017 § 3 Exh. A(part), 1989; Ord. 1810 § 2(part), 1986; Ord. 1287 Exh. A(part), 1980; Ord. 945 § 44.12, 1978).



CALAVERAS COUNTY ATTACHMENT C

CLERK OF THE BOARD OF SUPERVISORS

91 Mountain Ranch Road

San Andreas, California 95249

(209) 754-6370

FAX (209) 754-6316

To: County Agencies
From: Diane Severud
Date: June 30, 2014
Re: 2014 Biennial Notice for Conflict of Interest Codes
Deadline: October 1, 2014

The Political Reform Act requires every local government agency to review its Conflict of Interest Code biennially. Each agency must submit to the County Board of Supervisors a notice indicating whether or not an amendment is necessary. For many agencies, the Conflict of Interest Code has not been amended for many years and the FPPC has recommended a new, shorter format that has been enclosed for your use. **Your agency must adopt a new Conflict of Interest Code at this time.** As you can see from the sample Conflict of Interest Code provided; someone from your agency will now be acting as the Filing Officer for the agency's original Form 700 filings instead of the Clerk of the Board of Supervisors. This responsibility was delegated to agencies by the Board of Supervisors on June 17, 2014.

The Board of Supervisors will continue to act as the Code Reviewing Body for all new and updated Conflict of Interest Codes, including the Biennial Update; however, your agency's filers will no longer be required to file their Statement of Economic Interests – Form 700s with the County. Your agency will be required to keep their own original filings and be required to produce them if requested by the public or the FPPC.

The enclosed "2014 Local Agency Biennial Notice" form must be returned to the Clerk of the Board of Supervisors no later than October 1, 2014. This document is not submitted to the Fair Political Practices Commission.

Please review the enclosed information. The amended Code and the agency's resolution or official documentation must be forwarded to the Board of Supervisors for approval within 90 days of filing the biennial notice. For example, if your agency files its notice on the October 1, 2014 deadline, indicating that an amendment is necessary, the amendment is due to the Board of Supervisors by December 30, 2014. **An agency's amended code is not effective until it has been approved by the Board of Supervisors.**

The FPPC offers free seminars on how to amend a Conflict of Interest Code and the duties of the Filing Officer. Information is also available on the FPPC's website at www.fppc.ca.gov.

An informational meeting is scheduled for Wednesday, August 13, 2014 at 6:00 PM in the Board of Supervisors Chambers. I am available for questions any time; you may call me at 209/754-6370 or contact me via email at dseverud@co.calaveras.ca.us.



CALAVERAS COUNTY

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enclosures

Steps for Adoption of Updated Conflict of Interest Code

- ✓ Review the current list of Designated Positions, referring to the "How to Review a Conflict-of-Interest Code" enclosure. Determine if all positions having authority to make financial decisions are included and have the appropriate Disclosure Category.
- ✓ Write a resolution using the template provided. Include the following three items as attachments to the resolution.
- ✓ Write Conflict of Interest Code (inserting information specific to your District) using the sample provided.
- ✓ Write Appendix A – Designated Positions (inserting information specific to your District) using the sample provided.
- ✓ Attach Appendix B – Disclosure Categories.
- ✓ Agendize adoption of the resolution for a board meeting.
- ✓ The resolution should specify how each director voted by listing their name in the "Ayes, Noes, Absent or Abstain" portion of the resolution.
- ✓ Complete and sign the 2014 Local Agency Biennial Notice.
- ✓ Upon adoption, forward a copy of the resolution, including all attachments, and the 2014 Local Agency Biennial Notice to the Clerk of the Board of Supervisors.
- ✓ Once the Board of Supervisors has approved the 2014 Biennial Update, the new Conflict of Interest Code for your District will become effective.

1 BOARD OF SUPERVISORS, COUNTY OF CALAVERAS
2 STATE OF CALIFORNIA
3 June 17, 2014

4 RESOLUTION
5 NO. 2014- 093

6 RESOLUTION REVISING THE CONFLICT OF INTEREST CODES FOR THE
7 BOARDS, COMMISSIONS, AGENCIES AND DISTRICTS FOR WHICH THE
8 COUNTY OF CALAVERAS IS THE CODE REVIEWING BODY.

9 **WHEREAS**, the Political Reform Act, Government Code Section 81000 et seq., requires state and local
10 government agencies to adopt conflict of interest codes identifying (1) those positions in which officers or
11 employees make decisions affecting government spending ("designated positions") and (2) types of personal
12 interests which could be affected by those decisions ("disclosure categories"); and

13 **WHEREAS**, state law establishes a system where local jurisdictions adopt Conflict of Interest Codes and
14 submit them to the Board of Supervisors for approval as the "Code Reviewing Body" for all jurisdictions, except
15 cities, within the county; and

16 **WHEREAS**, for many boards, commissions, agencies and districts in the County of Calaveras, the Clerk
17 of the Board of Supervisors serves as the Filing Officer for all of the board members, commissioners and other
18 individuals who are designated in the agencies' Conflict of Interest Codes; and

19 **WHEREAS**, the duties of a Filing Officer include reviewing and maintaining the statements of economic
20 interests (Form 700s) for designated employees identified in the Conflict of Interest Codes; and

21 **WHEREAS**, state law requires the County, as the Code Reviewing Body, to continue to serve as the
22 Filing Officer and maintain Form 700s for heads of agencies, including members of boards and commissions
23 (Government Code Section 87500(j)); and

24 **WHEREAS**, however, the state law authorizes the Code Reviewing Body to delegate the Filing
25 Officer responsibilities for other designated positions to the agencies that designate those positions in their
26 Conflict of Interest Codes and direct those designated positions to file their Form 700s with their own agencies
27 (Government Code Section 87500(o)); and

28 **WHEREAS**, the Clerk of the Board of Supervisors shall notify all of the impacted boards, commissions,
agencies and districts in the county to explain the authority to delegate these Filing Officer responsibilities and
respond to questions.

1 **NOW THEREFORE BE IT RESOLVED**, the Calaveras County Board of Supervisors hereby revises
2 the Conflict of Interest Codes for the boards, commissions, agencies and districts for which the County of
3 Calaveras is the Code Reviewing Body to delegate the Filing Officer responsibilities for designated positions as
4 authorized by state law.

5
6 **BE IT FURTHER RESOLVED**, all designated positions listed in an agency's Conflict of Interest
7 Code shall file their statement of economic interests with their own agency unless otherwise required by state law
8 (heads of agencies, board members and commission members shall continue to file with the Clerk of the Board of
9 Supervisors or as otherwise directed by state law).

10 **ON A MOTION** by Supervisor Spellman seconded by Supervisor Callaway, the foregoing
11 Resolution was duly passed and adopted by the Board of Supervisors of the County of Calaveras, State of
12 California, this 17th day of June, 2014, by the following vote:

13
14 AYES: Supervisors Edson, Wright, Callaway, Ponte and Spellman
15 NOES: None
16 ABSENT: None
17 ABSTAINED: None

Debbie Ponte
Chair

17 ATTEST:
18 *[Signature]*
19 Clerk of the Board of Supervisors
20 of the County of Calaveras

*****INSERT NAME*** AGENCY OR DISTRICT**

CONFLICT-OF-INTEREST CODE

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Section 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, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendices, designating positions and establishing disclosure categories, shall constitute the conflict-of-interest code of the *****Insert Name *** (Agency) or (District)**.

Individuals holding designated positions shall file their statements of economic interests with the *****Insert designated position title*****, which will make the statements available for public inspection and reproduction. (Gov. Code Sec. 81008.) All statements will be retained by the **(Agency) or (District)**.

CONFLICT-OF-INTEREST CODE

APPENDIX A-DESIGNATED POSITIONS

<u>Designated Positions</u>	<u>Disclosure Category</u>
{Include the positions as applicable}	
Members of the Board of Directors**	1, 2
General Manager	1, 2
District Clerk/Executive Secretary	2
Information Technology Administrator	2
Controller	2
Consultants* {Note: FPPC recommends all COI codes include consultants}	*

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

The 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 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 General Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code (Gov. Code Section 81008).

**{Note: If it's determined that the Board Members are 87200 filers, the following language would be added and Board Members would be removed from the designated positions listed above}

OFFICIALS WHO MANAGE PUBLIC INVESTMENTS:

The following positions are not covered by the code because it must file under Section 87200 and, therefore, is listed for informational purposes only:

{Include the positions as applicable}

Board Members

Director of Finance

An individual holding the above listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding his/her filing obligations if he/she believes that the position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by section 87200.

CONFLICT-OF-INTEREST CODE

APPENDIX B-DISCLOSURE CATEGORIES

Disclosure Category 1

Designated positions assigned to this category shall report:

Interests in real property located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the District.

Disclosure Category 2

Designated positions assigned to this category shall report:

Investments and business positions in business entities, and sources of income, including loans, gifts, and travel payments, from sources of the type that provide services, supplies, materials, machinery, or equipment to the District. Such sources include but are not limited to architects, engineering and construction firms.

How to Review a Conflict-of-Interest Code¹

Who is a Designated Employee?



Designate these Positions:

High level positions that have authority to vote on a matter, appoint a person, obligate or commit his or her agency to a course of action, or enter into any contractual agreement on behalf of his or her agency.

Mid-level positions that have authority to negotiate decisions on behalf of the agency, without significant substantive review; or

Positions that advise or make recommendations to the decision-maker by conducting research or an investigation, preparing or presenting a report, analysis or opinion that requires the exercise of judgment on the part of the employee and the employee is attempting to influence the decision.

A designated employee is an officer, employee, member, or consultant of an agency whose position is designated in the code because the position entails the making or participation in the making of governmental decisions that may foreseeably have a material effect on his or her financial interest. (*Government Code Section 82019.*)

Who Should Not be Designated?



Do Not Designate these Positions:

- Board of Supervisors
- Chief Administrative Officers
- District Attorneys
- County Counsels
- County Treasurers
- Planning Commissioners
- City Council Members
- Mayors
- City Managers
- City Attorneys
- City Treasurers
- Other city, county, and local agency public officials who manage public investments
- Solely clerical, ministerial, or manual positions
- Unsalaries members of boards or commissions that are solely advisory

Review:

First, eliminate positions outlined above that are not designated employees.

Second, evaluate the remaining employees, committees, officers, or consultants. Top level management personnel are normally broad policy makers and should be designated. Beyond that, read duty statements and talk to supervisors. Each position should be analyzed to determine if it makes decisions. Be sure all positions that have authority to authorize contracts are designated.

Next, review the disclosure categories. Employees should only disclose economic interests that relate to their job. Do not assign the same disclosure to every position as jobs are different. The disclosure category assignments must adequately differentiate between positions.

Contact other cities or counties for examples and guidance. The FPPC also posts model disclosure categories on its website.

Check Duty Statements Review Disclosure Categories



¹ This information sheet should not be used to determine whether an agency is required to adopt a conflict-of-interest code. Contact the FPPC for assistance in making that determination.

How to Amend a Conflict-of-Interest Code

The following are the FPPC's guidelines of the steps necessary to amend a conflict-of-interest code. Additional information may be required depending on the specific amendment. The FPPC's website, www.fppc.ca.gov, has available all of the necessary forms and documents to prepare an amendment. When the code reviewing body is a City Council or Board of Supervisors, contact the local code reviewing body concerning their code amendment procedures.

Non-Substantive Amendments

1. Provide a letter or memorandum describing the positions that have been deleted or renamed.
2. Include a copy of the entire code showing the changes in strikeout/underscore format.
3. Include a declaration by the chief executive officer.

Substantive Amendments

1. Prepare the proposed amendment using strikeout/underscore format.
2. Prepare a Notice of Intention and conduct a public comment period. Multi-county agencies must have a 45-day comment period. Other local agencies must follow the city's or county's requirements. Provide a copy of the notice to:
 - a. Members of the public and to each employee affected by the proposed amendment.
 - b. Multi-county agencies should also forward the notice to the FPPC.
3. Submit to the code reviewing body the proposed code amendment in strikeout/underscore format. Multi-county agencies must provide the following:
 - a. A declaration by the Chief Executive Officer
 - b. A summary of any hearing, including the names and addresses of any participants
 - c. Copies of all written comments
 - d. Written justification for all changes
 - e. The most current organizational chart of the agency
 - f. Job descriptions of all positions being added or whose disclosure category is being changed
 - g. Minutes of the last two agency board meetings, if available

Example strikeout/underscore format

<u>III. PUBLIC WORKS OFFICE</u>	
<u>MAINTENANCE DIVISION</u>	
1. Maintenance Superintendent.....	2
<u>2. Maintenance Supervisor.....</u>	<u>2</u>
2. Asst. Maintenance Superintendent.....	2
3. Senior Equipment Technician.....	3
3. Equipment Services Technician.....	3
• The Public Works Office became the Maintenance Division.	
• The Asst. Maintenance Superintendent was reclassified to Maintenance Supervisor.	
• The Equipment Services Technician position has been deleted.	



Technical
Assistance
Division

Should You Amend Your Agency's Conflict of Interest Code?

A conflict of interest code tells public officials, governmental employees, and consultants what financial interests they must disclose on their Statement of Economic Interests (Form 700). It is the basis for the transparency that California's Political Reform Act requires of public officials. But how do you know if your agency's code is what it should be? And how do you go about amending it? The information below may help you with these issues.

THINGS TO THINK ABOUT ...

- Is your current code more than five years old?
- Have there been any substantial changes to your agency's organizational structure since the last code was approved?
- Have any positions been eliminated or re-named since the last code was approved?
- Have any new positions been added to your agency since the last code was approved?
- Have there been any substantial changes in duties or responsibilities for any positions since the last code was approved?

If you answered yes to any of these questions, your agency's conflict of interest code will likely need to be amended. Each agency must complete the enclosed Biennial Notice and return it to their code reviewing body no later than October 1, 2014. The code reviewing body will provide further instructions on the code amendment and approval process.

If you have any questions, or you are still not sure if you should amend your agency's conflict of interest code, please consider participating in a free webinar or a seminar at the FPPC. For more information, visit <http://www.fppc.ca.gov/index.php?id=359>.

2014 Local Agency Biennial Notice

Name of Agency: _____

Mailing Address: _____

Contact Person: _____ Office Phone No: _____

E-mail: _____ Fax No: _____

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

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

An amendment is required. The following amendments are necessary:

(*Mark all that apply.*)

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

No amendment is required.

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

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 Authorized Representative

Date

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

*Calaveras County Board of Supervisors
Attention: Diane Severud
891 Mountain Ranch Road
San Andreas, CA 95249*

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.



Technical
Assistance
Division

Should You Amend Your Agency's Conflict of Interest Code?

A conflict of interest code tells public officials, governmental employees, and consultants what financial interests they must disclose on their Statement of Economic Interests (Form 700). It is the basis for the transparency that California's Political Reform Act requires of public officials. But how do you know if your agency's code is what it should be? And how do you go about amending it? The information below may help you with these issues.

THINGS TO THINK ABOUT ...

- Is your current code more than five years old?
- Have there been any substantial changes to your agency's organizational structure since the last code was approved?
- Have any positions been eliminated or re-named since the last code was approved?
- Have any new positions been added to your agency since the last code was approved?
- Have there been any substantial changes in duties or responsibilities for any positions since the last code was approved?

If you answered yes to any of these questions, your agency's conflict of interest code will likely need to be amended. Each agency must complete the enclosed Biennial Notice and return it to their code reviewing body no later than October 1, 2014. The code reviewing body will provide further instructions on the code amendment and approval process.

If you have any questions, or you are still not sure if you should amend your agency's conflict of interest code, please consider participating in a free webinar or a seminar at the FPPC. For more information, visit <http://www.fppc.ca.gov/index.php?id=359>.

BOARD OF SUPERVISORS, COUNTY OF CALAVERAS
STATE OF CALIFORNIA
June 17, 2014

RESOLUTION
NO. 2014- 093

RESOLUTION REVISING THE CONFLICT OF INTEREST CODES FOR THE
BOARDS, COMMISSIONS, AGENCIES AND DISTRICTS FOR WHICH THE
COUNTY OF CALAVERAS IS THE CODE REVIEWING BODY.

WHEREAS, the Political Reform Act, Government Code Section 81000 et seq., requires state and local government agencies to adopt conflict of interest codes identifying (1) those positions in which officers or employees make decisions affecting government spending ("designated positions") and (2) types of personal interests which could be affected by those decisions ("disclosure categories"); and

WHEREAS, state law establishes a system where local jurisdictions adopt Conflict of Interest Codes and submit them to the Board of Supervisors for approval as the "Code Reviewing Body" for all jurisdictions, except cities, within the county; and

WHEREAS, for many boards, commissions, agencies and districts in the County of Calaveras, the Clerk of the Board of Supervisors serves as the Filing Officer for all of the board members, commissioners and other individuals who are designated in the agencies' Conflict of Interest Codes; and

WHEREAS, the duties of a Filing Officer include reviewing and maintaining the statements of economic interests (Form 700s) for designated employees identified in the Conflict of Interest Codes; and

WHEREAS, state law requires the County, as the Code Reviewing Body, to continue to serve as the Filing Officer and maintain Form 700s for heads of agencies, including members of boards and commissions (Government Code Section 87500(j)); and

WHEREAS, however, the state law authorizes the Code Reviewing Body to delegate the Filing Officer responsibilities for other designated positions to the agencies that designate those positions in their Conflict of Interest Codes and direct those designated positions to file their Form 700s with their own agencies (Government Code Section 87500(o)); and

WHEREAS, the Clerk of the Board of Supervisors shall notify all of the impacted boards, commissions, agencies and districts in the county to explain the authority to delegate these Filing Officer responsibilities and respond to questions.

1 **NOW THEREFORE BE IT RESOLVED**, the Calaveras County Board of Supervisors hereby revises
2 the Conflict of Interest Codes for the boards, commissions, agencies and districts for which the County of
3 Calaveras is the Code Reviewing Body to delegate the Filing Officer responsibilities for designated positions as
4 authorized by state law.

5
6 **BE IT FURTHER RESOLVED**, all designated positions listed in an agency's Conflict of Interest
7 Code shall file their statement of economic interests with their own agency unless otherwise required by state law
8 (heads of agencies, board members and commission members shall continue to file with the Clerk of the Board of
9 Supervisors or as otherwise directed by state law).

10 **ON A MOTION** by Supervisor Spellman seconded by Supervisor Callaway, the foregoing
11 Resolution was duly passed and adopted by the Board of Supervisors of the County of Calaveras, State of
12 California, this 17th day of June, 2014, by the following vote:

13
14 AYES: Supervisors Edson, Wright, Callaway, Ponte and Spellman
15 NOES: None
16 ABSENT: None
17 ABSTAINED: None

18 ATTEST:

19 Deborah A. Severud
20 Clerk of the Board of Supervisors
21 of the County of Calaveras

22
23 Debbie Ponte
24 Chair

How to Amend a Conflict-of-Interest Code

The following are the FPPC's guidelines of the steps necessary to amend a conflict-of-interest code. Additional information may be required depending on the specific amendment. The FPPC's website, www.fppc.ca.gov, has available all of the necessary forms and documents to prepare an amendment. When the code reviewing body is a City Council or Board of Supervisors, contact the local code reviewing body concerning their code amendment procedures.

Non-Substantive Amendments

1. Provide a letter or memorandum describing the positions that have been deleted or renamed.
2. Include a copy of the entire code showing the changes in strikeout/underscore format.
3. Include a declaration by the chief executive officer.

Substantive Amendments

1. Prepare the proposed amendment using strikeout/underscore format.
2. Prepare a Notice of Intention and conduct a public comment period. Multi-county agencies must have a 45-day comment period. Other local agencies must follow the city's or county's requirements. Provide a copy of the notice to:
 - a. Members of the public and to each employee affected by the proposed amendment.
 - b. Multi-county agencies should also forward the notice to the FPPC.
3. Submit to the code reviewing body the proposed code amendment in strikeout/underscore format. Multi-county agencies must provide the following:
 - a. A declaration by the Chief Executive Officer
 - b. A summary of any hearing, including the names and addresses of any participants
 - c. Copies of all written comments
 - d. Written justification for all changes
 - e. The most current organizational chart of the agency
 - f. Job descriptions of all positions being added or whose disclosure category is being changed
 - g. Minutes of the last two agency board meetings, if available

Example strikeout/underscore format

III. PUBLIC WORKS OFFICE	
<u>MAINTENANCE DIVISION</u>	
1. Maintenance Superintendent.....	2
2. Maintenance Supervisor.....	2
2. Asst. Maintenance Superintendent.....	2
3. Senior Equipment Technician.....	3
3. Equipment Services Technician.....	3
<ul style="list-style-type: none">• The Public Works Office became the Maintenance Division.• The Asst. Maintenance Superintendent was reclassified to Maintenance Supervisor.• The Equipment Services Technician position has been deleted.	



ACHD Update for October 2014



Executive Director

Ken Cohen, ACHD's new Executive Director joined ACHD on October 20. During his first week on the job, Ken attended the ACHD Board of Directors meeting and ACHD Committee meetings. Ken's attendance at these events afforded him the opportunity to meet trustees and Chief Executive Officers from each District in attendance and learn more about their activities. Ken has substantial experience in public and private hospitals, as well as public agency experience. In addition, Ken is very familiar with the state and federal legislative processes that impact Healthcare Districts. A Press Release about Ken's new position may be found [here](#). If you would like to welcome Ken to ACHD, have questions for him, or would like additional information about ACHD programs and services, please contact Ken at ken.cohen@achd.org or at (916) 266-5277.



Certified Healthcare District

Beach Cities Health District has become the third District to be designated as an ACHD Certified Healthcare District and this achievement will be recognized at their November Board meeting.

Healthcare Districts that have achieved Certified status have demonstrated compliance with public agency reporting and meet criteria in the following subject areas:

- Transparency
- Website Content
- Executive Compensation and Benefits
- State Agency Reporting
- Financial Reporting

The Certification period is for three years, and ACHD will assist Districts in promoting that achievement within their respective communities. Districts may request the application materials for becoming a Certified Healthcare District by contacting Tom Petersen, tom.petersen@achd.org.



ACHD.org

The ACHD website has a new look. Changes include enhanced mobile device capabilities and ease-of-use navigation features. My ACHD, the Member Only section, continues to be populated with information and support resources. If you do not have user credentials for My ACHD you can request them by clicking on the "sign up now" feature at the bottom of the achd.org home page.



Legislative Updates

The 2014 Legislative Session has ended and the Governor has completed his work. You can find a summary of the status of the bills that ACHD Advocacy staff was active on [here](#). Also, contact the [Advocacy Team](#) for our Legislative Report card, a summary of how Legislators voted on issues of importance to ACHD and ALPHA Fund or find it in the "Advocacy Center" on My ACHD.



ACHD Update for October 2014



2015 Events

Leadership Academy, January 22-23, [Hyatt Regency, Sacramento](#)

Confirmed Speakers:

- Karma Bass, MPH FACHE-Tools for Effective Governance
- Martha Knutson, Esq.-The Brown Act and Fair Political Practices Commission Obligations
- James Marta, CPA ARPM- Public Entity Accounting-Practical Advice for Trustees

Legislative Day, April 13-14, [Hyatt Regency, Sacramento](#)

Annual Meeting, May 6-8, [Monterey Plaza Hotel, Monterey](#)

