

COUNTY OF NEVADA
STATE OF CALIFORNIA
BOARD OF SUPERVISORS



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July 7, 2014

Ms. S.R. Jones, Executive Officer
Local Agency Formation Commission
950 Maidu Avenue
Nevada City, CA 95959

Re: 2014 Biennial Notice for Conflict of Interest Code

Dear S.R.:

The Political Reform Act requires every local government agency to review its Conflict-of-Interest Code biennially. No later than October 1 of each even-numbered year, each agency must submit to the County Board of Supervisors a notice indicating whether or not an amendment is necessary. To assist you in making that determination, please review the enclosed "How to Amend a Conflict of Interest Code," document. Also enclosed is the "2014 Local Agency Biennial Notice" form which must be completed and returned to the Board of Supervisors no later than October 1, 2014.

If amendments to an agency's Conflict-of-Interest Code are necessary, the amended code must be forwarded to the Board for approval within **90 days**. For example, if your agency files its notice on October 1, 2014, 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.

Please call the FPPC at (866) 275-3772 for more information. You can also visit the FPPC website at <http://www.fppc.ca.gov>.

Sincerely,

DONNA LANDI
Clerk of the Board

DL:ll

Enclosures: How to Amend a Conflict of Interest Code document, 2014 Local Agency Biennial Notice form

950 Maidu Avenue, Suite 200, Nevada City CA 95959-8617
phone: 530.265.1480 | fax: 530.265.9836 | toll free: 888.785.1480 | email: bdofsupervisors@co.nevada.ca.us
website: <http://www.mynevadacounty.com/nc/bos>

2014 Local Agency Biennial Notice

Name of Agency: Nevada LAFCo
Mailing Address: 950 Main St Ave, Suite 270
NEVADA CITY, CA 95959
Contact Person: (see below) Phone No: 530 265 7180
E-Mail: Deborah.Gilcrest@co.nevada.ca.us

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

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

An amendment is required. The following amendments are necessary:

(Mark all that apply.)

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

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

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

Verification

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



Signature of Chief Executive Officer

7.15.14

Date

Complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 1, 2014**, or by the date specified by your agency, if earlier, to:
(PLACE RETURN ADDRESS OF THE CODE REVIEWING BODY HERE)

PLEASE DO NOT RETURN THIS FORM TO THE FPPC

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
<u>2. Maintenance Supervisor.....2</u>
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.



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>.