



MEMORANDUM

CLERK OF THE BOARD OF SUPERVISORS
A DIVISION OF THE ADMINISTRATIVE OFFICE
LAWRENCE G. LEES, CEO/CLERK OF THE BOARD
Mary Williams, Chief Deputy Clerk of the Board

1450 COURT STREET, SUITE 308B
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To: Shasta County Agencies
From: Shasta County Clerk of the Board's Office
Date: May 22, 2018
Subject: 2018 Biennial Notice for Conflict of Interest Codes

The Political Reform Act requires every local government agency to review its Conflict of Interest (COI) Code every two years to ensure COI Codes remain current and accurate. On even-numbered years, each agency must file a notice with the Shasta County Clerk of the Board of Supervisors indicating whether an amendment is necessary. **The enclosed 2018 Local Biennial Notice form must be returned to the Clerk of the Board no later than October 1, 2018.**

If amendments to your COI Code are necessary, the amended code must be forwarded to the Clerk of the Board for submission to the Board of Supervisors for approval. Your amended code is not effective until it has been approved by the Board of Supervisors (the code reviewing body).

If necessary to submit an amended COI Code, please include a copy of your Board meeting minutes and a letter from your legal counsel which conveys that the amended COI Code assures conformance with state law and with regulations promulgated by the Fair Political Practices Commission (FPPC).

The FPPC offers assistance in amending a COI Code. Information is available online at www.fppc.ca.gov. The FPPC advises that the following three basic components must be included:

- ✓ Language that incorporates FPPC Reg. 18730 or contains the basic provisions required in Government Code section 87302
- ✓ A list of designated positions whose duties include making or participating in making governmental decisions
- ✓ Disclosure categories specifying financial interests (investments, interests in real property, income, and business positions) that filers in designated positions must disclose

Enclosure: 2018 Local Agency Biennial Notice

2018 Local Agency Biennial Notice

Name of Agency: _____

Mailing Address: _____

Contact Person: _____ Phone No. _____

Email: _____ Alternate Email: _____

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

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

An amendment is required. The following amendments are necessary:

(*Check all that apply.*)

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

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

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

Verification (to be completed if no amendment is required)

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

Signature of Chief Executive Officer

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 1, 2018**, or by the date specified by your agency, if earlier, to:

Shasta County Clerk of the Board
1450 Court Street, Suite 308B
Redding, CA 96001-1673

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.