CALAVERAS COUNTY

CLERK OF THE BOARD OF SUPERVISORS

891 Mountain Ranch Road San Andreas, California 95249 (209) 754-6370 FAX (209) 754-6733

To: Special Districts
From: Stacy Simpson
Date: August 23, 2022
Re: 2022 Biennial Notice for Conflict of Interest Codes
Deadline: October 3, 2022

The Political Reform Act requires every local government agency to review its Conflict of Interest Code biennially. You must return the enclosed "2022 Local Agency Biennial Notice" form indicating whether or not an amendment is necessary to the Clerk of the Board of Supervisors no later than **October 3, 2022.** The Fair Political Practice Commission (FPPC) recommends that you review and update your code if you have not done so in the last five years. Please review the enclosed information to help you determine if an update is necessary.

This is also a good time to identify where your district's filers should be filing their 700 forms. Your district may be required to keep their own original filings and be required to produce them if requested by the public or the FPPC.

If you return the enclosed notice indicating that a code update is necessary, the amended Code and the agency's resolution or official documentation must be forwarded to the Clerk within 90 days of filing the biennial notice. For example, if your agency files its notice on October 3, 2022, the amendment is due to the Board of Supervisors by December 28, 2022.

The Board of Supervisors is the Code Reviewing Body for all Conflict of Interest Codes, and a district's amended code is not effective until it has been approved by the Board of Supervisors.

When reviewing the positions required to file Form 700s and their disclosure categories, keep in mind whether that position makes or influences financial decisions made by the district. As an example, a manager that makes recommendations to the district board regarding the use of an outside vendor or contractor should probably be required to file. Another example would be, a person that is contracted to provide professional services such as an engineer or attorney, may be required to file.

You are encouraged to review the online webinar on how to amend a conflict of interest code. The webinar is located on FPPC's website, http://www.fppc.ca.gov/learn/training-and-outreach/conflict-of-interest-code-reviewers.html

If you have any questions, please call me at 209/754-6370 or contact me via email at bosclerk@co.calaveras.ca.us.

enclosures