

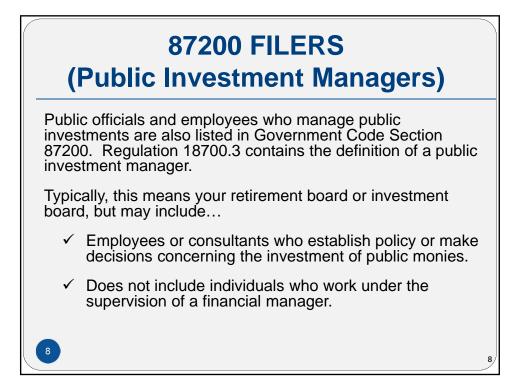
WHO IS LISTED IN GOV. CODE SECTION 87200?

County Officials

- Board of Supervisors
- Chief Administrative Officer
- County Counsel
- District Attorney
- Planning Commissioners
- County Treasurer

City Officials

- Mayor/Council members
- Chief Administrative Officer
- City Manager
- City Attorney
- Planning Commissioners
- Treasurer

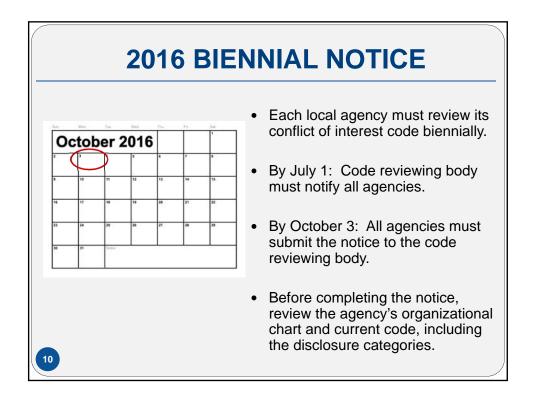


SAMPLE LANGUAGE 87200 FILERS (Public Investment Managers)

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

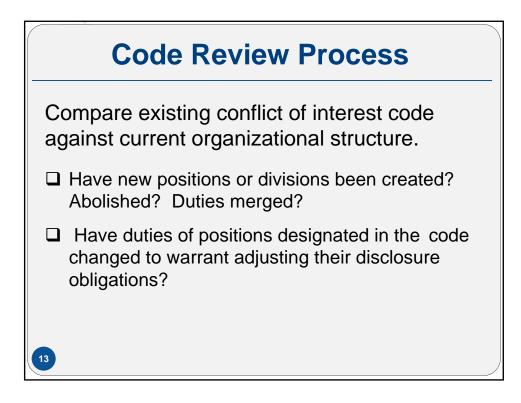
Board Members Alternate Board Members Executive Director Chief Financial Officer

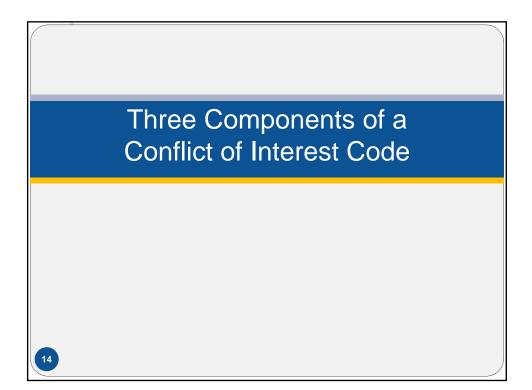
Individuals holding the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by Government Code Section 87200.

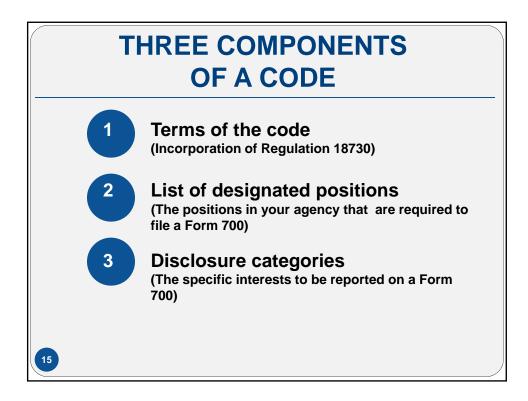


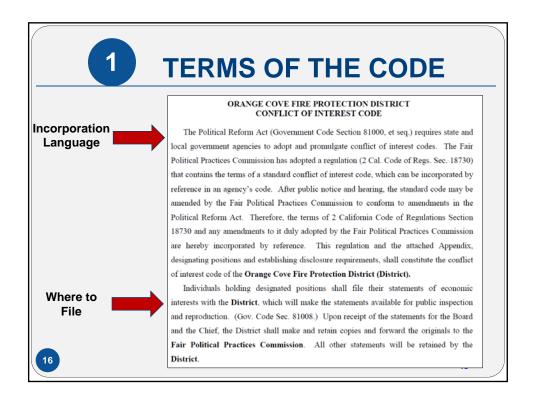
	2016 Multi-County Agency Biennial Notice
Nan	ne of Agency: Orange Fire Protection District
Mail	ing Address: PO Box 428, Orange City, CA 9555
Con	tact Person; Jeff Meyers Phone No. 555,555,5555
Ema	ail: jeffmeyers@ofpd.org Alternate Email: staff@ofpd.org
Cou	nties Served: <u>Solano, Yolo</u>
No.	of Employees: 10 No. of Form 700 Filers: 8
help	urate disclosure is essential to monitor whether officials have conflicts of interest and to be ensure public trust in government. The biennial review examines current programs to ure that the agency's code includes disclosure by those agency officials who make or ticipate in making governmental decisions.
help ens part	o ensure public trust in government. The biennial review examines current programs to ure that the agency's code includes disclosure by those agency officials who make or
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	CODE R	CODE REVIEWING BODY				
	City:	City Council				
	County:	Board of Supervisors (including most school districts and public charter schools, water districts, fire districts, etc., if wholly within the county)				
12	Multi-County:	Fair Political Practices Commission				



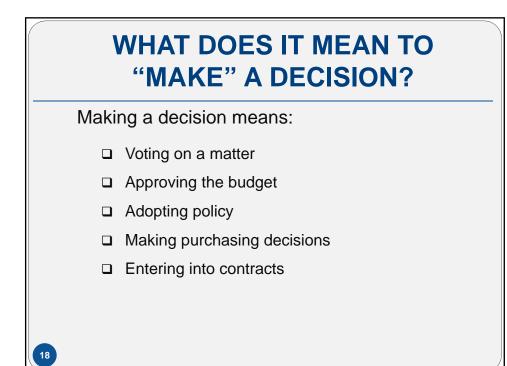


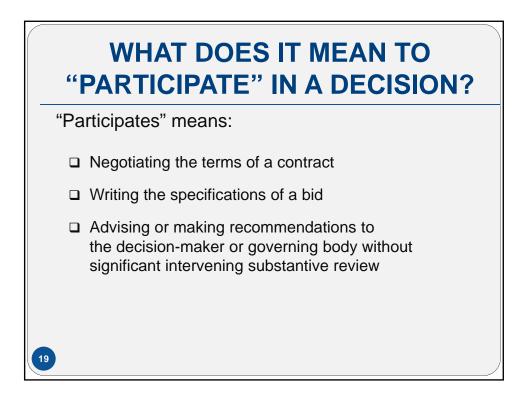






Every position in your agency that is involved in making or participating in making governmental decisions must be designated in your agency's code.





DEVELOPING YOUR LIST OF "DESIGNATED POSITIONS"

- Maintain in the code your broad policy/decision makers
- Eliminate positions whose duties are clerical, secretarial, ministerial, or manual

Then

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 Review the duty statements of everyone between these two levels. Look closely at how many levels of substantive review these positions have.

DEVELOPING YOUR LIST OF "DESIGNATED POSITIONS"

KEEP

Broad policy decisions makers. For example, Directors and executive staff.

REVIEW DUTY STATEMENTS FOR

Positions that aren't broad policy decision makers or clerical, secretarial, ministerial, or manual. For example, Information Systems Analyst, Fleet Manager, Purchasing Agent, and Administrative Officer.

ELIMINATE

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Positions whose duties are clerical, secretarial, ministerial, or manual. For example, secretary and tree trimmer.

DESIGNATION BASED ON DUTIES

Based on the stated duties, which of the following positions should be in the agency's code?

Director of Operations

Prepares and administers the department budget. Works independently in the development of capital improvement projects.

Administrative Assistant

Prepares accounting spreadsheets and meeting minutes, schedules meetings, posts information on website.

PROBABLY NOT

NEW BOARDS & COMMISSIONS

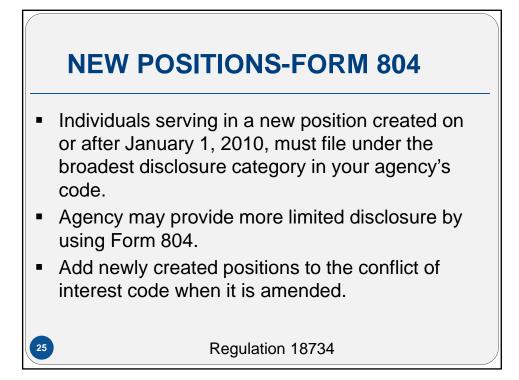
Other than those which are solely advisory, when a board or commission is formed, the members must file under full disclosure until the positions are included in a conflict of interest code.

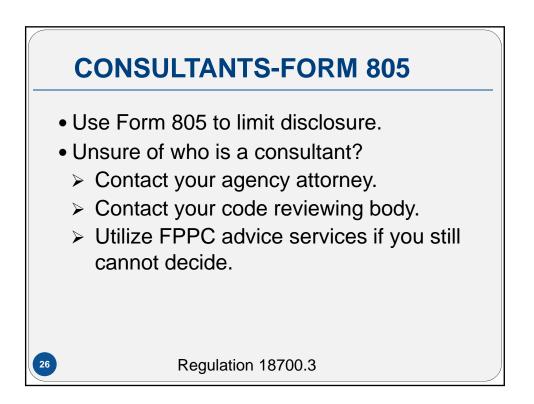
For board and commission members, including alternates, Form 700s are due no later than 30 days after assuming office.

Regulation 18700 and 18754 Government Code Section 87302.6

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	POSITION LIST SAMPLE			
	Designated Positions D	isclosure (<u>Categories</u>	
	Board Members & Alternates	1		
	Chief Executive Officers	1		
	Principals	2		
	Director of Information Technology	2		
	Risk Manager	3		
	Transportation Commissioners	3		
	Purchasing Agent	4		
24	Consultants/New Positions	*		





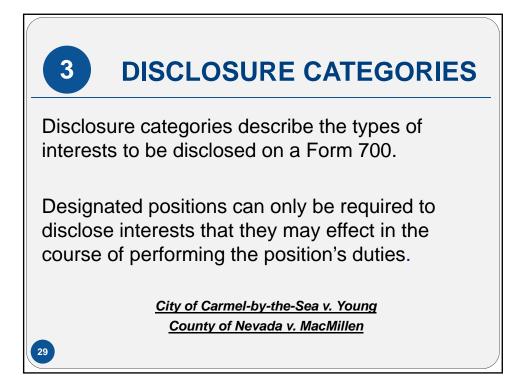
SAMPLE CONSULTANT/NEW POSITION LANGUAGE

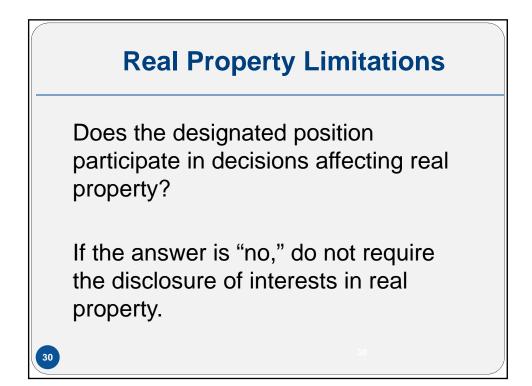
*Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation:

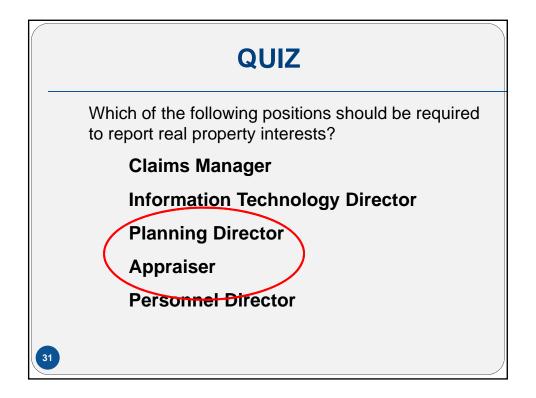
The [head of agency or his/her designee] may determine in writing that a particular consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The [head of agency or his/her designee'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.)

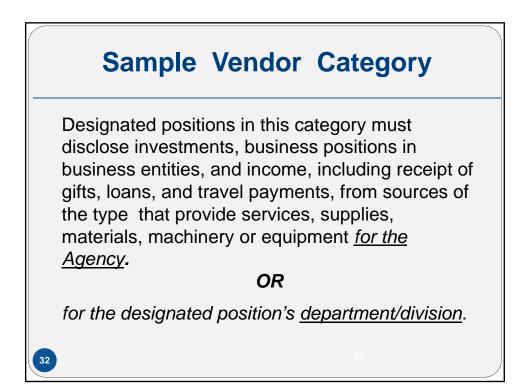
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Authority/Services Category

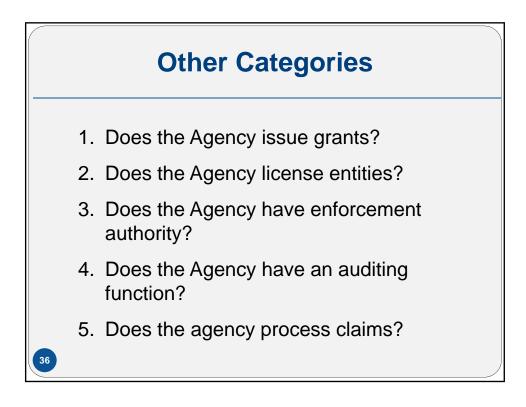
Designated positions in this category must disclose investments and business positions in business entities, and income, including receipt of gifts, loans, and travel payments, from sources of the type that provide health care products and services. Such sources include dental, mental, and ambulance services and medical products, including prescriptions and well being programs.

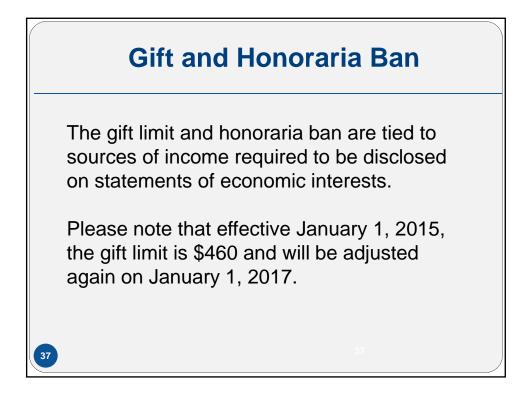


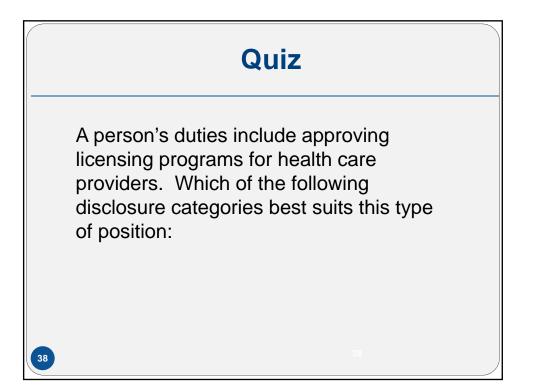
IT Category

Designated positions in this category must report investments, business positions in business entities, and income, including receipt of gifts, loans, and travel payments, from sources that provide information technology and telecommunications goods, products or services, including but not limited to, computer hardware or software companies, computer consultant services, training, data processing firms, and media services.

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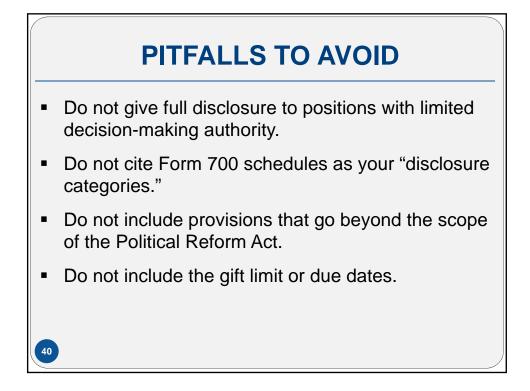
Quiz

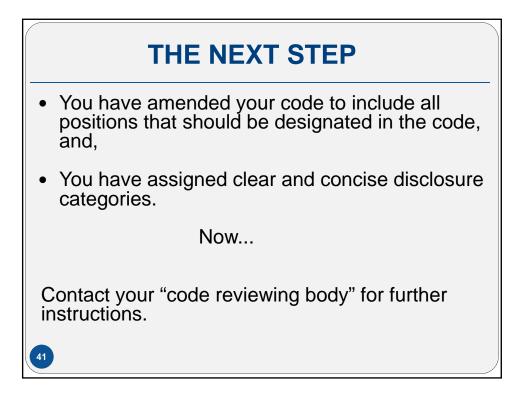
All interests in real property in the State of California, as well as investments, business positions and sources of income, including receipt of gifts, loans, and travel payments.

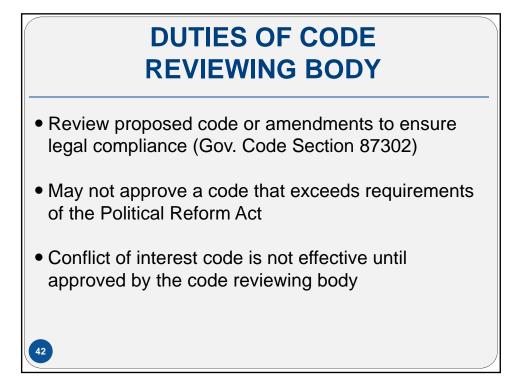
OR

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All investments, business positions and income, including receipt of gifts, loans, and travel payments, from sources that are subject to the regulatory, permit or licensing authority of, or have an application for a license or permit pending before the agency.







PROVIDING NOTICE

Review and preparation of codes by <u>local</u> <u>government agencies</u> must be carried out under procedures that guarantee to officers, employees, members, and consultants of the agency, and to residents of the jurisdiction, **adequate notice** and a **fair opportunity** to present their views.

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Approval Process for Multi-County Agencies

NON-SUBSTANTIVE AMENDMENTS

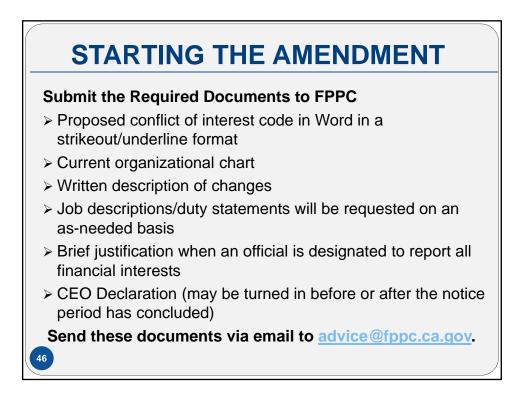
These amendments do <u>not</u> require public notice and are limited to the following:

• Title changes

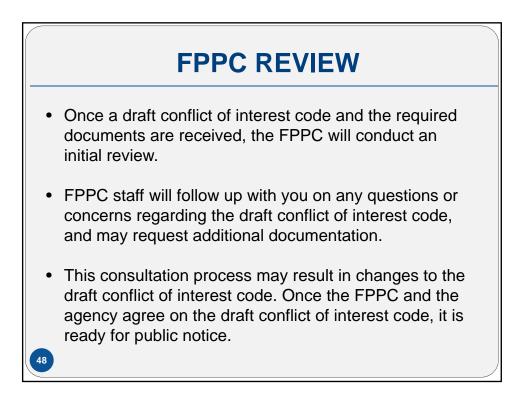
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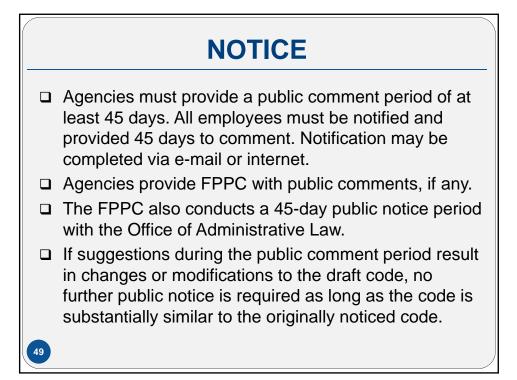
- Deleting positions that have been abolished
- Minor changes such as correcting typographical errors or adding clarifying language

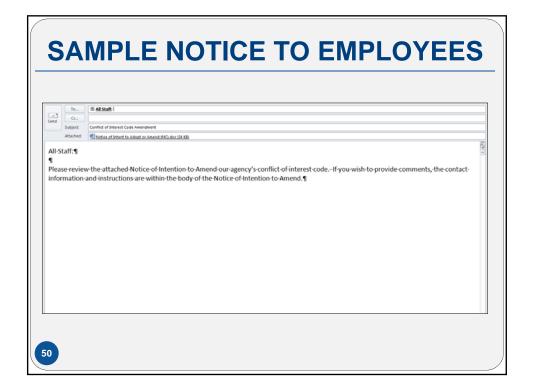
However, if you discover you need to add positions or change disclosure categories, your amendment will be substantive.











Type of Position	When To File Next Form 700	
Positions with revised disclosure categories	Next Annual	
Newly created positions, Form 804 and assuming office Form 700 on file	Next Annual	
Newly added positions	File assuming office Form 700 within 30 days of effective date of code	
Deleted positions due to changed duties	File leaving office Form 700 within 30 days of effective date of code	
Positions listed in code that were determined to have never participated in government decisions	The agency may remove the position from the list of Form 700 filings and is not required to obtain a leaving office Form 700	

