

# AGENDA

## COUNTYWIDE OVERSIGHT BOARD

COUNTY ADMINISTRATION  
700 H STREET, HEARING ROOM 2  
SACRAMENTO, CA 95814

**MONDAY**

**SEPTEMBER 10, 2018**

**1:30 PM**

---

### **MEMBERS:**

Troy Givans, Sacramento County Office of Economic Development; Jay Schenirer, City of Sacramento; LaShelle Dozier, Sacramento Housing & Redevelopment Agency; Tammy Sanchez, Sacramento County Office of Education; Terri Leimbach, Cordova Recreation & Park District; Jeff Frye (alternate), Sacramento Metro Fire District; Mario Rodriguez, Los Rios Community College District; Amar Hariharan, Member of the Public

### **STAFF:**

Stephanie Percival, Legal Counsel; Wendy Hartman, Senior Planner; Florence Evans, Clerk of the Board; Alma Munoz, Assistant Clerk; Kate Rose, Associate Planner

---

The Board welcomes and encourages participation in the meetings. The Chair will announce the maximum amount of time, typically three minutes, per speaker that will be allowed for presentation of testimony. Citizens may fill out a speaker card and present it to the Clerk. Matters under the jurisdiction of the Board, and not on the posted agenda, may be addressed by the general public at the Chair's discretion, typically during the period of Citizen's comments.

To request an accommodation or alternative format for meeting or printed materials, please call (916) 874-1659 at least three days prior to the meeting.

## **SECTION I - CALL TO ORDER**

## **SECTION II - ROLL CALL**

## **SECTION III - CONSENT MATTERS**

1. Election Of Chair And Vice-Chair For The Oversight Board
2. Adoption Of Annual Meeting Calendar
3. Introduction Presentation From Successor Agency Staff
  - a. Sacramento County Successor Agency
  - b. City Of Folsom Successor Agency
  - c. City Of Galt Successor Agency
  - d. City Of Isleton Successor Agency
  - e. City Of Rancho Cordova Successor Agency
  - f. City Of Sacramento Successor Agency
4. Designation Of Staff Contact For The State Department Of Finance

## **SECTION IV - ACTION / DISCUSSION MATTERS**

5. Adoption Of Oversight Board Bylaws And Sacramento County's Conflict Of Interest Code

## **V – BOARD MEMBER COMMENTS**

6. Comments From The Members

## **VI – CITIZEN COMMENTS**

7. Comments From The Public

## **VIII - ADJOURNMENT**

**COUNTYWIDE OVERSIGHT BOARD**

**NO MATERIAL MEMO**

**DATE:** SEPTEMBER 10, 2018

**SUBJECT:** ELECTION OF CHAIR AND VICE-CHAIR FOR  
THE OVERSIGHT BOARD

City of Folsom  
City of Galt  
City of Isleton  
City of Sacramento  
County of Sacramento

**SACRAMENTO COUNTYWIDE  
OVERSIGHT BOARD**

**Oversight Board Members**  
La Shelle Dozier  
Troy Givans  
Amar Hariharan  
Terri R. Laimbach  
Mario Rodriguez  
Tamara J. Sanchez  
Jay Schenirer

---

**For the Agenda of:** September 10, 2018  
**Agenda Item:** 2

**To:** Sacramento Countywide Oversight Board (Oversight Board)  
**From:** Oversight Board Staff  
**Subject:** Adoption Of Annual Meeting Calendar  
**Report Type:** Action  
**Contact:** Wendy W. Hartman, Oversight Board Administrator (916) 875-0527

**Overview/Background**

The Brown Act (Government Code 54950) requires that legislative bodies adopt a regular meeting schedule noting the location, date and time of their meetings. Meetings held other than per this adopted schedule are considered special meetings but still must comply with the Brown Act. Staff is proposing to hold meetings on the second Monday of every other month at the hour of 1:30 p.m. with the exception of the month of January 2019. In order to ensure the adoption of the Recognized Obligation Payment Schedule (ROPS) for each successor agency for submittal to the State Department of Finance by February 1<sup>st</sup>, staff is recommending that the regular meeting be held on January 7, 2019. This would allow time for a second meeting to be held in January if need be and still allow adequate time for staff to complete the paperwork necessary for the February 1<sup>st</sup> submittal deadline to the State Department of Finance.

**Proposed Meeting Schedule (September 2018 through January 2019)**

September 10, 2018  
November 12, 2018  
January 7, 2019  
January 14, 2019 (if needed to complete adoption of ROPS)

**Recommendation**

Pass a motion approving the meeting Calendar for the period of September 10, 2018 through January 2019.

Respectfully submitted,



---

Wendy W. Hartman, AICP  
Oversight Board Administrator

City of Folsom  
City of Galt  
City of Isleton  
City of Sacramento  
County of Sacramento

**SACRAMENTO COUNTYWIDE  
OVERSIGHT BOARD**

**Oversight Board Members**  
La Shelle Dozier  
Troy Givans  
Amar Hariharan  
Terri R. Laimbach  
Mario Rodriquez  
Tamara J. Sanchez  
Jay Schenirer

---

**For the Agenda of:** September 10, 2018  
**Agenda Item: 3**

**To:** Sacramento Countywide Oversight Board  
**Subject:** Introduction Presentation From Successor Agency Staff  
**Report Type:** Presentation  
**Contact:** Kate Rose, Oversight Board Staff (916) 874-1192

**Overview/Background**

To better assist the Sacramento Countywide Oversight Board in its efforts to wind down the affairs of the member successor agencies, staff from each of the successor agencies will present an oral report outlining the current status of their work programs.

- a. Sacramento County Successor Agency
- b. City Of Folsom Successor Agency
- c. City Of Galt Successor Agency
- d. City Of Isleton Successor Agency
- e. City Of Rancho Cordova Successor Agency
- f. City Of Sacramento Successor Agency

**Recommendation**

Receive and file an oral report regarding the activities and status of each of the member successor agencies.

Respectfully submitted,

  
\_\_\_\_\_  
Kate Rose, Oversight Board Staff

City of Folsom  
City of Galt  
City of Isleton  
City of Sacramento  
County of Sacramento

**SACRAMENTO COUNTYWIDE  
OVERSIGHT BOARD**

**Oversight Board Members**  
La Shelle Dozier  
Troy Givans  
Amar Hariharan  
Terri R. Laimbach  
Mario Rodriguez  
Tamara J. Sanchez  
Jay Schenirer

---

**For the Agenda of:** September 10, 2018  
**Agenda Item: 4**

**To:** Sacramento Countywide Oversight Board (Oversight Board)  
**From:** Oversight Board Staff  
**Subject:** Designation Of Staff Contact For The State Department Of Finance  
**Report Type:** Action  
**Contact:** Wendy W. Hartman, Oversight Board Administrator; (916) 875-0527


**Overview/Background**

Health & Safety Code section 34179(h) requires that oversight boards designate an official to whom the State Department of Finance may communicate and request information relating to oversight board actions.

**Recommendation**

Pass a motion approving Wendy Hartman as staff contact to review requests made by the State Department of Finance for the Sacramento Countywide Oversight Board.

Respectfully submitted,



---

Wendy W. Hartman, AICP  
Oversight Board Administrator

City of Folsom  
City of Galt  
City of Isleton  
City of Sacramento  
County of Sacramento

**SACRAMENTO COUNTYWIDE  
OVERSIGHT BOARD**

**Oversight Board Members**  
La Shelle Dozier  
Troy Givans  
Amar Hariharan  
Terri R. Laimbach  
Mario Rodriquez  
Tamara J. Sanchez  
Jay Schenirer

**For the Agenda of:** September 10, 2018  
**Agenda Item:** 5

**To:** Sacramento Countywide Oversight Board (Oversight Board)  
**From:** Oversight Board Staff  
**Subject:** Oversight Board Bylaws And Conflict Of Interest Code  
**Report Type:** Action  
**Contact:** Wendy W. Hartman, Oversight Board Administrator; (916) 875-0527

**Overview/Background**

As a new governing board, the Oversight Board must adopt Rules of Procedure to set forth how it will conduct business and administer its duties under AB 1X 26 (Health and Safety Code Part 1.85, Chapter 4, Section 34179: Oversight Boards). Oversight Board staff has prepared the attached Bylaws (Attachment 1) for the Oversight Board's consideration.

Pursuant to the Political Reform Act, the Oversight Board is also required to adopt a Conflict of Interest Code. Oversight Board staff has provided a copy of the Sacramento County Conflict of Interest Code (Attachment 2) as it applies to the Oversight Board.

**Discussion**

The Bylaws included in Attachment 1 are primarily based on the rules that were adopted for the Sacramento County Oversight Board, which are modeled after the Sacramento County Board of Supervisors Rules of Procedure. Oversight Board staff also reached out to the Successor Agency staff in each of the participating cities for input on the proposed Bylaws.

The Oversight Board consists of seven members and; therefore, would ordinarily have a quorum of four members and would approve an action with three affirmative votes. However, it is important to note that pursuant to Health and Safety Code Section 34179(e), a majority of the total membership or a minimum of four affirmative votes is required for the transaction of Oversight Board business.

The Bylaws also establish the regular meeting date and time and place (i.e., 2<sup>nd</sup> Monday of every other month at 1:30 pm or as approved through the adoption of an annual meeting calendar), so

changes to the proposed Bylaws may be needed if the Oversight Board Members select a different meeting place or date or time.

The Bylaws stipulate that meetings shall be conducted in accordance with the Ralph M. Brown Act (Government Code Section 54950) and Robert's Rules of Order. In instances where the Bylaws are silent, the Sacramento County Board of Supervisors Rules of Procedure shall apply.

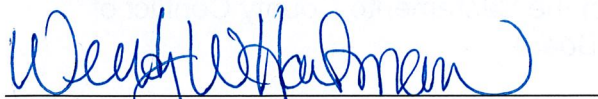
The Political Reform Act requires governmental agencies to identify and designate those positions and offices within the organization which are subject to a conflict of interest disclosure. The Sacramento County Board of Supervisors adopted a Conflict of Interest Code of the Boards, Committees, Commissions and Councils (BCCC) on January 12, 2016. The Code indicates that all new BCCCs are automatically incorporated into the County's Conflict of Interest Code unless indicated by the resolution creating such BCCC. The Sacramento County Board of Supervisors recognized the establishment of the Sacramento Countywide Oversight Board on May 8, 2018 pursuant to the requirements of AB 1X 26. The Resolutions (Resolution No. 2018-0285 and RSA-2018-0001) recognizing the establishment of the Countywide Oversight Board did not exempt the Oversight Board from inclusion in the Sacramento County Conflict of Interest Code. Therefore, the Sacramento County Conflict of Interest Code of the BCCC applies to the Oversight Board.

The Sacramento County Conflict of Interest Code of the BCCC requires that all appointees to a BCCC file a Form 700 (Statement of Economic Interests) and shall also complete Ethics training.

### **Recommendation**

Pass a motion adopting the Bylaws for the Sacramento Countywide Oversight Board as provided in Attachment 1 and acknowledge that the Countywide Oversight Board is subject to the Sacramento County Conflict of Interest Code as provided in Attachment 2.

Respectfully submitted,



Wendy W. Hartman, AICP  
Oversight Board Administrator

Attachments:

1. Bylaws
2. Conflict of Interest Code



## **BYLAWS OF THE SACRAMENTO COUNTYWIDE OVERSIGHT BOARD**

### **ARTICLE I – THE OVERSIGHT BOARD**

#### Section 1. Name

The official name shall be the Sacramento Countywide Oversight Board (herein referred to as Oversight Board).

#### Section 2. Regular Meeting Location, Date and Time

The office and regular place of meeting of the Oversight Board shall be at the County of Sacramento Administration Building, 700 H Street, Sacramento, CA 95814. Meetings will be held the second Monday of every other month at the hour of 1:30 p.m., except upon adoption of an annual meeting calendar, regular meetings may be cancelled or rescheduled to a different date. The Oversight Board shall hold a regular meeting in January of each year for the purposes of adopting a Recognized Obligation Payment Schedule (ROPS) for each Successor Agency, holding elections, and adopting an annual meeting calendar. The Oversight Board may hold its meetings at such other locations as the Oversight Board may from time to time designate by resolution, in the order of adjournment, or notice of call of any special meeting.

If the regular meeting date falls on a legal holiday, the meeting shall be held on such day as shall be prescribed by the Oversight Board in adoption of its annual calendar.

#### Section 3. General

The Oversight Board's duties, the number of its members, the members' qualifications and their appointment, removal and terms of office shall be prescribed by state law, including Health and Safety Code Sections 34170, 34179, 34180, 34181, and 34191.

#### Section 4. Vacancies

When a seat of the Oversight Board becomes vacant, the position will be filled by a member appointed in accordance with state law.

#### Section 5. Compensation

Oversight Board members shall serve without compensation or reimbursement of expenses.

## **ARTICLE II – MEETINGS**

### Section 1. Quorum

Four (4) board members of the Oversight Board shall constitute a quorum for the purpose of conducting the Oversight Board's business and exercising its powers and for all other purposes. A lesser number of members present at a meeting may adjourn the meeting or adjourn the meeting to a stated time.

### Section 2. Voting

No action shall be taken by the Oversight Board except by affirmative vote of not less than four (4) members of the Oversight Board, except in situations where the law calls for a vote of greater than a majority; provided, however, a majority of a lesser number present may adjourn or adjourn to a stated time. For purposes of these Bylaws, a "majority vote" shall mean a majority of the full Oversight Board (i.e., four affirmative votes). In the event of a tie vote, the motion fails.

### Section 3. Manner and Recordation of Votes

Voting by members of the Oversight Board shall be by voice vote unless a Member requests a roll call vote for a particular vote. The Clerk shall enter all votes by the Oversight Board in the record of the Oversight Board's proceedings.

### Section 4. Special Meetings

A Special meeting may be called by the Chair of the Oversight Board or by a majority of the Oversight Board. Business at a special meeting shall be limited to the items specified in the special meeting notice. In addition, the means and method for calling such a special meeting shall be as set forth in the Ralph M. Brown Act, California Government Code Section 54950 et seq., as it now exists or may hereafter be amended (the "Brown Act").

### Section 5. Adjourned Meetings

The Oversight Board may adjourn any meeting to a time and place specified in the order of adjournment. When an order of adjournment of any meeting fails to state an hour at which the adjourned meeting is to be held, it shall be held at the hour specified for regular meetings. In adjourning any meeting, there shall be compliance with all procedures of the Brown Act.

### Section 6. Session

The Chairperson, or in their absence the Vice Chairperson, shall take the chair at the hour appointed for the meeting, and shall call the Oversight Board meeting to order. In the absence of the Chairperson and Vice Chairperson, the Oversight

Board Clerk, or their appointee, shall call the meeting to order, whereupon a temporary Chairperson shall be elected from among the members present. Upon the arrival of the Chairperson or Vice Chairperson, the Temporary Chairperson shall relinquish the chair upon the conclusion of the item before the Oversight Board.

#### Section 7. Record of Meetings/Action Summaries

The Oversight Board Clerk shall compile the records of any regular or special meeting of the Oversight Board, including a tally of the voted taken on any matter of business transacted. The Oversight Board Clerk shall record in the action summary the time and place of each meeting, the names of the Oversight Board members present, all official acts of the board and the voting records.

#### Section 8. The Ralph M. Brown Act

To ensure that the deliberations, as well as the action of the Oversight Board are performed at meetings open to the public and as to which the public has been given adequate notice, the provisions of the Ralph M. Brown Act (Government Code Section 54950 et seq.) apply.

#### Section 9. Robert's Rules of Order

All rules of order not herein provided for shall be determined in accordance with "Robert's Rules of Order Revised".

#### Section 10. Conflict of Interest:

All Oversight Board members are subject to the provisions of California Law, such as Chapter 7, Title 9, of the California Government Code, relative to conflicts of interest, and to conflicts of interest codes adopted by the Oversight Board.

### **ARTICLE III – OFFICERS AND STAFFING**

#### Section 1. Election of Chair and Vice Chair

The Board shall elect from its membership the Chair and the Vice Chair at the first regular meeting. Thereafter, at the first regular meeting in January elections shall occur. The term of office shall be for one year. The Chair and Vice-Chair shall serve at the pleasure of the Oversight Board during the term of office and may be removed from office by the Oversight Board at any time for any reason by a majority vote. The Vice-Chair shall perform the duties of the Chair in the absence or incapacity of the Chair. If after their election, the Chair or Vice Chair are no longer members of the Board, the Board shall elect a new Chair or Vice Chair, as applicable, at the next regular or special meeting.

## Section 2. Powers and Duties of Chair and Vice-Chair

- a. The Chair shall have the following powers and duties: preside at all meetings of the Oversight Board, sign all written resolutions of the Oversight Board; perform such other duties as may be required by state law or by resolution of the Oversight Board consistent with state law, confer with staff as appropriate to set the agenda for Oversight Board meetings. The Vice-Chair shall have and perform all powers and duties of the Chair in the event of and during the absence or disability of the Chair.
- b. The Chair shall be deprived of none of the rights or privileges of a Board member by reason of his/her occupying the Chair and may move, second, and debate from the Chair, except the Chair shall be the last to cast his/her vote.
- c. Subject to appeal to the full Oversight Board, the Chair shall rule on all procedural matters or questions not specifically covered by these Bylaws.
- d. With approval of the Oversight Board, the Chair may establish ad hoc subcommittees to perform specific tasks. Members of such subcommittees shall be appointed by the Chair.

## Section 3. Staffing

- a. Staff of the Oversight Board shall consist of the Oversight Board Administrator, Oversight Board Clerk and such other employees as are deemed necessary.
- b. Oversight Board Clerk – The Clerk of the Board of Supervisors of Sacramento County or her/his designee shall serve as the Oversight Board Clerk and Secretary to the Board. The Oversight Board Clerk shall keep the records of the Oversight Board, shall act as recording secretary at meetings of the Oversight Board, shall record all votes, keep a record of the proceedings of the Oversight Board in a journal of proceedings to be kept for such purpose and shall perform all duties incident to the office. The Oversight Board Clerk shall maintain a record of all official proceedings of the Oversight Board and its programs. In the absence of the Oversight Board Clerk, her/his designee shall act as the Oversight Board Clerk.

## Section 4. Agenda Preparation and Delivery

- a. For all regular and special meetings, the Oversight Board Clerk shall cause to be prepared an agenda setting for the time and place of the

meeting and a brief description of each item of business to be transacted or discussed at the meeting.

- b. Regular meeting agendas and background materials shall be made accessible to each Oversight Board member at least three days prior to the date of the meeting. Special meeting agendas shall be sent to each Oversight Board member as soon as practical prior to the day of the meeting.
- c. At least 72 hours before each regular meeting or 24 hours before each special meeting, the Oversight Board Clerk or her/his representative shall post the agenda at a publicly accessible bulletin board.

## **ARTICLE IV – ADDRESSING THE OVERSIGHT BOARD**

### Section 1. Addressing the Board

Any member of the public desiring to address the Oversight Board shall first be recognized by the Chair. The Chair may, in the interest of facilitating the conduct of business of the Oversight Board, limit the time which a person may expend in addressing the Oversight Board, or establish a uniform time limit for each person addressing the Oversight Board in relation to a particular matter.

### Section 2. Time limits on addressing the Board

Members of the public desiring to exercise the right to address the Oversight Board respecting matters over which the Oversight Board has jurisdiction but which are not identified on the posted agenda for that meeting, may do so following the transaction by the Oversight Board of all business for that meeting identified on the posted agenda and all off-agenda matters. Unless otherwise ordered by the Oversight Board, no person desiring to exercise such right as to a matter which does not appear on the posted agenda may speak longer than five minutes at a particular regular meeting. No action, other than placement of the item on a future agenda, may be taken by the Oversight Board.

## **ARTICLE V – RECONSIDERATION OR RESCISSION**

### Section 1. Motion to reconsider

A motion to reconsider may be made in relation to any prior Oversight Board action taken at the same or at the prior meeting. If the motion to reconsider is approved, the prior Oversight Board action shall remain unaffected unless, after reconsideration, the Oversight Board acts to modify the prior action. If reconsidering an action taken at the prior meeting, the reconsideration must be included in the agenda.

### Section 2. Motion to rescind

A motion to rescind may be made in relation to any prior Oversight Board action taken at the same or at the prior meeting. If the motion to rescind is approved, the effect shall be to nullify and vacate the prior Oversight Board action. If acting to rescind an action taken at the prior meeting, the rescission must be included in the agenda.

### Section 3. Legal requirements

A motion to reconsider or a motion to rescind may not be made in relation to any prior Oversight Board action if the action involved is a matter over which the Oversight Board has lost jurisdiction or if for any other reason reconsideration or rescission of the action would not comply with any applicable legal requirement.

### Section 4. Voting on motions

A motion to reconsider or rescind may be made only by a member who has voted with the majority in acting on the matter to which the motion relates.

## **ARTICLE VI – AMENDMENTS TO BYLAWS**

The Bylaws of the Oversight Board may be amended by the Oversight Board at any regular or special meeting by a vote of the majority of the Oversight Board members, provided that no such amendment shall be adopted unless at least seven days written notice thereof has been previously given to all members of the Oversight Board. Such notice shall identify the section or sections of the Bylaws and Rules of Procedure proposed to be amended.

## **ARTICLE VII – RULES DIRECTORY**

To the extent not required by State laws, these rules of procedure shall be considered directory only; and compliance herewith shall not be considered mandatory or jurisdictional. If these bylaws are silent on any subject, refer to the Sacramento County Board of Supervisors Rules of Procedure.

Original Bylaws Adopted September 10, 2018.

**COUNTY OF SACRAMENTO**

**CONFLICT OF INTEREST CODE**

**BOARDS, COMMITTEES, COMMISSIONS & COUNCILS**

**SECTION 1. ADOPTION OF 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) which contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. 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. Regulation 18730 along with the information listed in this document and the attached Appendices (Exhibits) designating officials and employees and establishing disclosure categories, shall constitute the conflict of interest code of the County of Sacramento.

The full text of Regulation 18730, together with any amendments thereto, may be found at: <http://www.fppc.ca.gov/legal/regs/current/18730.pdf>.

**SECTION 2. LIST OF DESIGNATED POSITIONS AND DISCLOSURE CATEGORIES (EXHIBITS A AND B)**

Each County board and commission subject to this Code (hereafter "Code Agency" or "Code Agencies") shall have an Exhibit A to this Code setting forth its designated positions required to file Statements of Economic Interests and setting forth the disclosure categories specifying the required disclosure interests (e.g., income, investments, business positions, real property) and the reportable sources of those interests.

**SECTION 3. COUNTY BOARDS AND COMMISSIONS SUBJECT TO THIS CODE**

Upon determination by the Office of County Counsel the following County board or commission is required to have a conflict of interest code with designated positions subject to Statement of Economic Interests disclosure, such board or commission shall be subject to this Code. Below is the list of each County board and commission with its own Exhibit A to this Code to specify its designated positions and disclosure categories.

Adult and Aging Commission
Antelope Community Planning Advisory Council
Assessment Appeals Board
Building Board of Appeals
Cemetery Advisory Commission
Children's Coalition

Cordova Community Planning Advisory Council
Cosumnes Area Community Planning Advisory Council
County Service Area #4B - Sloughhouse/Wilton/Cosumnes
County Service Area #4C -Delta
Delta Citizens Municipal Advisory Council
Elk Grove-Cosumnes Cemetery District
Fair Oaks Cemetery District
First 5 Sacramento Commission
HIV Health Services Planning Council
Human Services Coordinating Council
In-Home Supportive Services Advisory Committee
Locke Management Association
Mission Oaks Recreation & Park District
Natomas Community Planning Advisory Council
North Highlands/Foothill Farms Community Planning Advisory Council
Orangevale Community Planning Advisory Council
Public Health Advisory Board
Recreation and Park Commission
Sacramento County Healthcare for the Homeless Co-Applicant Board
Sacramento County Mental Health Board
Sacramento County Redevelopment Successor Agency Oversight Board
Sacramento County Treasury Oversight Committee
South Sacramento Area Community Planning Advisory Council
Southeast Area Community Planning Advisory Council
Steering Committee on the Reduction of African American Child Deaths
Subdivision Review Committee
Sunrise Recreation and Park District
Sylvan Cemetery District
Vineyard Area Community Planning Advisory Council

Pursuant to Resolution No. 1990-1347, this Conflict of Interest Code including Exhibit A, shall automatically include all Boards, Committees, Commissions and Councils hereinafter created solely by the Board of Supervisors except as indicated by the resolution creating such Board, Committee, Commission or Council or amendment thereto.

Any person may propose amendments to the disclosure requirements of this code regarding any County Board, Committee, Commission or Council. In order to initiate the appeal process the appointee must make a written request to the Clerk of the Board of Supervisors containing reasons for the proposed amendments. The Clerk of the Board of Supervisors shall notify the Office of the County Counsel of the proposed amendment and schedule the matter for public hearing. County



Counsel shall make a recommendation regarding the proposed amendment at the public hearing at which time this Board shall issue its ruling.

#### **SECTION 4. AMENDMENTS TO CODE AGENCIES' EXHIBITS A AND B**

(a) Every Code Agency shall amend its Exhibits "A" when change is necessitated by changed circumstances, including the creation of new positions which must be designated and relevant changes in the duties assigned to existing positions. Amendments or revisions shall be submitted to the Board of Supervisors by the Department of Personnel Services.

(b) Notwithstanding subdivision (a), upon direction by the Board of Supervisors, each Code Agency shall review its Exhibits A in even-numbered years, upon notification by the Clerk of the Board. If no change in the Code Agency's Exhibit A is required, the head of the Code Agency shall submit a written statement to that effect to the Clerk of the Board no later than October 1 of the same year. If a change in the Code Agency's Exhibit A is necessitated by changed circumstances, the Code Agency shall submit an amended Exhibit A through the Clerk of the Board to the Board of Supervisors.

#### **SECTION 5. FILING OFFICIALS**

Each Code Agency shall have at least one designated Filing Official. The Filing Official is responsible for, among other things: (1) forwarding the Statements of Economic Interests from the Code Agency's filers to the Clerk of the Board or ensuring the filers' Statements are e-filed in the County's electronic system; (2) supplying the necessary forms and manuals prescribed by the Fair Political Practices Commission to the Code Agency's filers; (3) notifying the Clerk of the Board regarding new individuals in designated positions, individuals leaving designated positions, and other events affecting filing obligations; and (4) notifying the Clerk of the Board no later than February 1 of each year of the names and positions of every person whose Statements of Economic Interests must be forwarded to the Clerk of the Board.

#### **SECTION 6. FILING REQUIREMENTS**

Each individual holding a position designated in this Code, other than those officials who file pursuant to Government Code section 87200 (identified in Exhibit C to this Code), shall file Statements of Economic Interests disclosing the information required by the position's assigned disclosure category as set forth in this Code, on such forms as may be specified by the Fair Political Practices Commission (Form 700 unless otherwise provided by the Commission), and at such times required by Regulation 18730. Every individual holding a position designated in this Code shall retain his or her filing obligations, notwithstanding any reclassification or title change that may occur in the future as to the same job duties.

Statements of Economic Interests may be filed via paper submission or electronically using the County's electronic Form 700 system known as eDisclosure. Filers shall submit paper-submitted Statements of Economic Interests to the Filing Official of their Code Agency. If Statements of Economic Interests are e-filed in eDisclosure, both the Code Agency Filing Official and the County Clerk of the Board's Office receive notice and access to the e-filed Statements simultaneously.

**SECTION 7. FAILURE TO FILE**

Failure to file Statements of Economic Interests on time may result in penalties imposed by state law, including, but not limited to, monetary fines. Members of County boards and commissions who fail to file Statements of Economic Interests may be subject to removal by the Board of Supervisors.

**SECTION 8. FILING OFFICER**

With the exception of those officials who file pursuant to Government Code section 87200 (identified in Exhibit C to this Code), the Clerk of the Board shall be the Filing Officer. Statements of Economic Interests submitted to the Clerk of the Board by designated employees in accordance with this Code shall be available for public inspection and reproduction pursuant to Government Code section 81008.

**SECTION 9. DISCLOSURE CATEGORIES**

For each Code Agency, disclosure categories shall include Categories A through F as specified in Section 9, and such additional categories as determined by each Code Agency and included in each Code Agency's Exhibit A and B attached to and incorporated into this Code.

**SECTION 9. DISCLOSURE CATEGORIES A THROUGH F**

**Disclosure Category A:** Persons designated in this category are members of a BCCC appointed by the Board of Supervisors that have been designated to disclose:

(1) all investments, business entities, and income from:

(a) all sources that provide, plan to provide, or have provided in the last two years, facilities, goods, software, hardware, or related technology, equipment, vehicles, machinery or services, construction or engineering services, publishing, printing, reproduction services or selling newspapers including training or consulting services;

(b) all sources that are subject to the regulatory, monitoring, investigatory, enforcement, valuation, certification, permit or licensing authority of the County, or have an application for a license, permit or certificate pending before the County;

(c) all sources that receive, are planning to apply to receive, or have received in the last two years, grants or other monies from or through the County.

Designated persons in this category shall complete Schedules A-1 and A-2 of Form 700, if applicable. See FPPC Schedules A-1 and A-2 for additional information.

**Disclosure Category B:** Persons designated in this category are members of a BCCC appointed by the Board of Supervisors that have been designated to disclose:

(1) all interest in real property in the County of Sacramento located entirely or partly within the County, or within two miles of County boundaries, or of any land owned or used by the County (except personal residence occupied by you or your family, if used exclusively as a personal residence) This could include:

(a) any leasehold beneficial or ownership interest or portion to acquire such interest in real property, if the fair market value of the interest is two thousand dollars (\$2,000) or more.

(b) all sources that involve real estate sales or rental or services associated with the conveyance of real property.

Designated persons in this category shall complete Schedule B of Form 700, if applicable. See FPPC Schedule B for additional information.

**Disclosure Category C:** Persons designated in this category are members of a BCCC appointed by the Board of Supervisors that have been designated to disclose:

(1) all income, loans, and business positions from:

(a) all sources that provide, plan to provide, or have provided in the last two years, facilities, goods, software, hardware, or related technology, equipment, vehicles, machinery or services, construction or engineering services, publishing, printing, reproduction services or selling newspapers including training or consulting services;

(b) all sources that are subject to the regulatory, monitoring, investigatory, enforcement, valuation, certification, permit or licensing authority of the County, or have an application for a license, permit or certificate pending before the County;

(c) all sources that receive, are planning to apply to receive, or have received in the last two years, grants or other monies from or through the County.

Designated employees in this category shall complete Schedule C of Form 700, if applicable. See FPPC Schedule C for additional information.

**Disclosure Category D:** Persons designated in this category are members of a BCCC appointed by the Board of Supervisors that have been designated to disclose all income from gifts. Designated persons in this category shall complete Schedule D of Form 700, if applicable. See FPPC Schedule E for additional information.

**Disclosure Category E:** Persons designated in this category are members of a BCCC appointed by the Board of Supervisors that have been designated to disclose all travel payments, advances, and reimbursements for travel related expenses including lodging and meals. Designated

persons in this category shall complete Schedule E of Form 700, if applicable. See FPPC Schedule E for additional information.

**Disclosure Category F:** Persons designated in this category are members of a BCCC appointed by the Board of Supervisors and are consultants and/or contractors that provide services to the County of Sacramento and shall disclose:

(1) All investments, business positions and income, including gifts, loans and travel payments, from sources that provide leased facilities, goods, equipment, vehicles, machinery or services, including training or consulting services, of the type utilized by the County.

(2) all interests in real property in the County of Sacramento located entirely or partly within the County, or within two miles of county boundaries, or of any land owned or used by the County (except personal residence occupied by you or your family, if used exclusively as a personal residence), subject to the following limitation: the County may determine in writing, following approval by County Counsel as to form and legality, that the particular consultant is hired to perform a range of duties that is limited in scope and, thus, is not required to comply with the full disclosure requirements described above, but instead must comply with more tailored disclosure requirements specific to that consultant/contractor. Such a determination shall include a description of the consultant's/contractor's duties and, based upon that description, a statement of the extent of disclosure requirements.

Designated persons in this category shall complete all FPPC schedules of Form 700, if applicable.

#### **SECTION 10. INTERIM DISCLOSURE REQUIRED FOR NEWLY CREATED POSITIONS PENDING CODE AMENDMENT**

(a) Persons in newly created positions that make or participate in the making of decisions that may foreseeably have a material effect on any financial interest and are not yet listed in this Code, shall file interim disclosure.

(b) As soon as any Code Agency determines that it has a newly created position that must file Statements of Economic Interests, the Code Agency Filing Official shall contact the Clerk of the Board for review of the appropriate disclosure requirements. The Clerk of the Board shall work with the Office of the County Counsel and the Code Agency to determine the appropriate interim disclosure and update the Code Agency's Exhibit.

(c) Persons in positions specified in subdivision (a) of this Section shall file under Category A, the broadest disclosure category, in this Code until the Code Agency amends its Exhibit to reflect the Code Agency/position and its specified disclosure category. However, prior to the Exhibit amendment, the Code Agency for which the position works may determine in writing, following approval by County Counsel, that the position performs a range of duties that are limited in scope

and, thus, is not required to comply with the disclosure requirements of Category A, but must comply with more tailored disclosure requirements specific to that position. Such a determination shall include a description of the position's duties and, based upon that description, a statement of the extent of disclosure requirements.

(d) A written determination under this Section shall be a public record and shall be retained for public inspection in the Clerk of the Board's Office.

**APPENDIX**

**CONFLICT OF INTEREST CODE OF THE COUNTY OF SACRAMENTO  
BOARDS, COMMITTEES, COMMISSIONS & COUNCILS**

**EXHIBIT "A" AND "B"**

**LIST OF DESIGNATED POSITIONS & DISCLOSURE CATEGORIES**

Table of Contents

Page

The Countywide Oversight Board will be added to Exhibit A and B upon the next update of the Conflict of Interest Code. The Update is expected to occur prior to the end of 2018. A Copy of the entire Conflict of Interest Code including the staff report and resolutions is available on the County of Sacramento website at: <http://www.sccob.saccounty.net/Documents/County%20COI%20BCCC%201-2016.pdf>

**COUNTYWIDE OVERSIGHT BOARD**

**NO MATERIAL MEMO**

**DATE:** SEPTEMBER 10, 2018

**SUBJECT:** COMMENTS FROM THE MEMBERS

**COUNTYWIDE OVERSIGHT BOARD**

**NO MATERIAL MEMO**

**DATE:** SEPTEMBER 10, 2018

**SUBJECT:** COMMENTS FROM THE PUBLIC