

## CONFLICT OF INTEREST CODE EL DORADO COUNTY LAW LIBRARY

The Political Reform Act (Government Code §§81000, et seq.) requires local governmental agencies to adopt and promulgate a Conflict of Interest Code. The Code is designed to ensure board members and employees of this agency do not engage in governmental decision making whereby the officer or employee may have a personal financial interest.

Government Code §82019 requires board members and decision making employees designated in the agency's code to file periodic public statements disclosing their personal economic interests (Form 200) (See Government Code §87302(b)).

The FPPC (Fair Political Practices Commission) has adopted a regulation that contains the terms of a model conflict of interest code. The terms of 2.Cal.Code of Regs., §18730, and any amendments thereto, are hereby incorporated by this reference and together with the attached appendices (Appendix A - Designated Positions, Appendix B - Disclosure Categories) constitutes the conflict of interest code for this agency.

Persons serving in designated positions (Appendix A) shall file periodic disclosure statements (Form 700) with this agency at 550 Main Street, Suite A, Placerville, California, 95667, as required by law, and pursuant to notice from the Law Library Administrator, which is this agency's filing officer. The disclosure statements shall be retained at the place of filing for no less than seven years, and shall be made available for public inspection and reproduction upon request.

### Responsibilities of the Filing Officer

The filing officer shall provide notification to filers at least 30 days prior to the statutory deadline for filing their annual statement (Form 700). Notification shall be in writing and delivered in person, by email or U.S. mail. The notification shall include a list of the qualifying businesses which provided materials or services to the law library in the prior calendar year.

If a filer fails to file by the statutory deadline, the filing officer shall, no later than 120 days after the filing deadline, send a written notification to the non-filer that his or her statement has not been received. If the non-filer's statement has not been received in response to the first non-filer notification, the filing officer shall send a second non-filer notification within 30 days of the date of the first non-filer notification letter.

The filing officer is required by law to refer violations of the Act after the filer has been sent two written notifications. The referral should be made, using the enforcement referral form provided by the FPPC, no later than 45 days after the date of the second non-filer notification. The filing officer shall maintain a log with a record of each notification and how delivered as well as a copy of all written notifications. This information should be included with any referral to the enforcement agency.

The Board will review this policy biannually. The filing officer shall complete the required biennial notice on or before October 1st of that year and retain the original signed copy in the Administrator's office at the law library.

Date Adopted by Agency: \_\_\_\_\_

Date Approved by El Dorado County Board of Supervisors: \_\_\_\_\_

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**APPENDIX A**  
*(Designated Positions Disclosure Categories)*

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Law Library Trustee	1
Law Library Administrator (filing officer)	1

**APPENDIX B**  
*(Disclosure Categories)*

1. Full Disclosure

Interests in Real Property

All known interests in real property owned or used by this Agency. Such interests include any leasehold, beneficial or ownership interest or an option to acquire such an interest in real property owned directly, indirectly or beneficially by the public official, or other filer, or his or her immediate family if the fair market value of the interest is \$10,000 or more.

General Contracting

All known investments, business positions and income (including gifts, loans and travel payments) with a fair market value of \$10,000 or more per calendar year from sources that provide to the El Dorado County Law Library leased facilities, goods, equipment, vehicles, machinery or services, including training or consulting services, of the type utilized by the law library. A list of businesses providing said facilities or services for the filing period will be provided annually to the Designated Filers by the Administrator no later than 30 days prior to the filing deadline.