

Item 8 a

MEMORANDUM

Date: 04/01/2009
 To: Historic Resources Commissioners
 From: Don Bussey
 Re: Required Ethics Training

Knowing the amount of time you already commit to your Commission duties, I hesitate to share with you another requirement to fit into your busy schedules. However, AB 1234, requires certain public officials to be trained in general ethics principles and laws every two years. In addition to Board of Supervisors members and department heads, members of the Historic Resources Commission have been designated for this training.

The training may be accessed at the links below, and at the end of the training a certification of completion must be printed.

LINKS:

<http://www.fppc.ca.gov/index.html?id=477>

<http://www.localethics.fppc.ca.gov>

Note: This is a self-serve training program. It is your obligation to print a certificate and provide it to me. No copies can be retained by the program or the website. Please send your certificate to:

Santa Cruz County Planning,
 Attn.: D. Bussey
 701 Ocean Street, Rm 400
 Santa Cruz, CA 95060

<u>Commissioner</u>	<u>Training Date</u>	<u>Renewal Date</u>
Kennedy	May 2007	May 2009
Swift	June 2008	June 2010
Orlando		
Fisher		
Jenkins		

history, planning, pre-historic and historic archeology, folklore, cultural anthropology, curation, conservation, and landscape architecture or related disciplines, such as urban planning, American studies, American civilization, or cultural geography, to the extent that such professionals are available in the community. Commission membership may also include lay members who have demonstrated special interests, competence, experience, or knowledge in historic preservation.

- C. A local government may be certified without the minimum number or types of disciplines established in state procedures if it can be demonstrated to the satisfaction of the state that it has made a reasonable effort to fill those positions, or that some alternative composition of the commission best meets the needs of the protection of historic properties in the local community.
- D. Commission members shall be appointed by the chief elected local official, city council, or board of supervisors consistent with the provisions of the preservation ordinance. The appointing authority shall make interim appointments to fill unexpired terms in the event of vacancies occurring during the term of members of the commission. The appointing authority shall also act within sixty (60) days to fill a vacancy. Terms of office of the commission members shall be according to the local preservation ordinance.
- E. The commission shall meet at least four times a year, with meetings held in a public place, advertised in advance, and open to the public, pursuant to the Ralph M. Brown Act (G.C. Section 54950 et seq.) for open meetings. Written minutes of commission meetings shall be kept on file, available for public inspection, and submitted to the state as a part of the CLG Annual Report.
- F. Each commission member is required to attend at least one informational or educational meeting, seminar, workshop, or conference per year that pertains directly to the work and functions of the commission and would be approvable by the state. The CLG Regional Workshops sponsored by the OHP are important sources of information. The annual State Historic Preservation Conference generally provides special sessions devoted to the issues, objectives, and responsibilities of commissions. Commissions may also bring in professionals to provide training on site.
- G. An annual report of the activities of the commission shall be submitted to the state at the end of each calendar year. The reports shall include, but not be limited to, such information as narrative summary of accomplishments, summaries of new and corrected survey activities, number of properties designated under local ordinance in relation to inventory for community, summaries of National Register applications reviewed, summaries of historical contexts prepared, number of federal tax certifications reviewed, number of properties on which design review was held, number of properties on which environmental project reviews were conducted, property owners of Mills Act contracts approved, summarization of local preservation activities, list of local landmark designations, description of public education activities, lists of commission members and resumes, list of staff and resumes, detailed listing of commission and staff training received, commission attendance