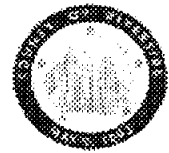


**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

639A



**FROM:** County Counsel

**SUBMITTAL DATE:**  
February 3, 2011

**SUBJECT:** Approval of the Conflict of Interest Code of the Jurupa Community Services District

**RECOMMENDED MOTION:** That the Board of Supervisors approve the Conflict of Interest Code submitted by Jurupa Community Services District.

**BACKGROUND:** Government Code section 87306.5 requires that all local agencies review their Conflict of Interest Code, and the listings of designated positions for employees who must disclose along with the types of disclosure required, and make appropriate amendments to each as required.

Departmental Concurrence

(Continued)

*RA Fong*

L. ALEXANDRA FONG, Deputy County Counsel  
for PAMELA J. WALLS, County Counsel

|                       |                               |        |                         |     |
|-----------------------|-------------------------------|--------|-------------------------|-----|
| <b>FINANCIAL DATA</b> | Current F.Y. Total Cost:      | \$ N/A | In Current Year Budget: | N/A |
|                       | Current F.Y. Net County Cost: | \$ N/A | Budget Adjustment:      | N/A |
|                       | Annual Net County Cost:       | \$ N/A | For Fiscal Year:        | N/A |

|                         |                                  |                          |
|-------------------------|----------------------------------|--------------------------|
| <b>SOURCE OF FUNDS:</b> | Positions To Be Deleted Per A-30 | <input type="checkbox"/> |
|                         | Requires 4/5 Vote                | <input type="checkbox"/> |

**C.E.O. RECOMMENDATION:** APPROVE  
BY: *Jennifer L. Sargent*  
County Executive Office Signature: Jennifer L. Sargent

ATTACHMENTS FILED WITH THE CLERK OF THE BOARD  
 Policy  
 Consent  
 Per Exec. Ofc.:

2.14

Government Code Section 82011 identifies the Board of Supervisors for the County, within which a local government agency (as defined by Government Code Section 82041) is located. A local government agency, as defined by Government Code Section 82041, includes a community services district.

The Jurupa Community Services District recently revised its Conflict of Interest Code and has submitted it for approval by the Board of Supervisors as the code reviewing body.

This office has reviewed the revised code and has found that it complies with statutory requirements. It is recommended that the Board of Supervisors approve Jurupa Community Services District's Conflict of Interest Code as revised and that the Clerk of the Board notify the Agency of the action taken.

**CONFLICT OF INTEREST CODE FOR THE**  
**JURUPA COMMUNITY SERVICES DISTRICT**

**(Amended October 25, 2010)**

The Political Reform Act (Gov. Code § 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 Cal. Code of Regs. § 18730) which contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. 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. This regulation and the attached Appendix designating officials and employees and establishing disclosure categories, shall constitute the conflict of interest code of the Jurupa Community Services District (the "District").

All officials and designated employees required to submit a statement of economic interests shall file their statements with the General Manager as the District's Filing Officer. The Filing Officer shall make and retain a copy of all statements filed by Members of the Board of Directors and the General Manager, and forward the originals of such statements to the Clerk of the Board of Supervisors of the County of Riverside. The Filing Officer shall retain the originals of the statements filed by all other officials and designated employees and make all statements available for public inspection and reproduction during regular business hours. (Gov. Code § 81008.)

# APPENDIX

## CONFLICT OF INTEREST CODE

### OF THE

## JURUPA COMMUNITY SERVICES DISTRICT

(Amended October 25, 2010)

### EXHIBIT "A"

#### OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

District Officials who manage public investments, as defined by 2 Cal. Code of Regs. § 18701(b), are NOT subject to the District's Code, but are subject to the disclosure requirements of the Act. (Government Code Section 87200 et seq.). [Regs. § 18730(b)(3)] These positions are listed here for informational purposes only.

It has been determined that the positions listed below are officials who manage public investments<sup>1</sup>:

Members of the Board of Directors

General Manager

Director of Finance

Financial Consultants

---

<sup>1</sup> Individuals holding one of the above-listed positions may contact the FPPC for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The FPPC makes the final determination whether a position is covered by § 87200.

**DESIGNATED POSITIONS**

**GOVERNED BY THE CONFLICT OF INTEREST CODE**

| <b><u>DESIGNATED EMPLOYEES'</u></b><br><b><u>TITLE OR FUNCTION</u></b> | <b><u>DISCLOSURE CATEGORIES</u></b><br><b><u>ASSIGNED</u></b> |
|--|---|
| Accounting Manager   | 5   |
| Collections Service & Maintenance Foreman                              | 5   |
| Customer Service Manager   | 5   |
| Development Supervisor   | 2, 3, 5   |
| Director of Administration   | 4   |
| Director of Engineering & Operations                                   | 2, 3, 4   |
| Director of Parks & Community Affairs                                  | 2, 3, 5   |
| Engineering Manager  | 2, 3, 5   |
| Facilities & Fleet Coordinator   | 5   |
| Finance Manager  | 1, 2  |
| General Counsel  | 1, 2  |
| Human Resources Analyst  | 5   |
| Human Resources Manager  | 5   |
| Information Technology Administrator                                   | 5   |
| Information Technology Technician                                      | 5   |
| Operations Manager   | 3, 5  |
| Parks Services Supervisor  | 5   |

| <u>DESIGNATED EMPLOYEES'</u><br><u>TITLE OR FUNCTION</u> | <u>DISCLOSURE CATEGORIES</u><br><u>ASSIGNED</u> |
|--|---|
| Parks Supervisor   | 3, 5  |
| Public Information Officer                               | 5   |
| Records Retention Supervisor                             | 5   |
| Recreation Coordinator                                   | 5   |
| Safety Coordinator                                       | 5   |
| Senior Water Treatment Plant Operator                    | 5   |
| Sewer Systems Supervisor                                 | 5   |
| Warehouse/Inventory Control                              | 4   |
| Water Distribution Supervisor                            | 5   |
| Water Service & Maintenance Foreman                      | 5   |
| Water Treatment Supervisor                               | 5   |
| Consultant <sup>2</sup>                                  |   |

---

<sup>2</sup> Consultants shall be included in the list of Designated Employees and shall disclose pursuant to the broadest disclosure category in this Code subject to the following limitation:

The General Manager may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this Section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The General Manager'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.

## EXHIBIT "B"

### DISCLOSURE CATEGORIES

The disclosure categories listed below identify the types of investments, business entities, sources of income, including gifts, loans and travel payments, or real property which the Designated Employee must disclose for each disclosure category to which he or she is assigned.

Category 1: All investments and business positions and sources of income, including gifts, loans and travel payments, that are located in, do business in or own real property within the jurisdiction of the District.

Category 2: All interests in real property which is located in whole or in part within, or not more than two (2) miles outside, the jurisdiction of the District.

Category 3: All investments and business positions and sources of income, including gifts, loans and travel payments, that are engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of District.

Category 4: All investments and business positions and sources of income, including gifts, loans and travel payments, that provide services, supplies, materials, machinery, vehicles or equipment of a type utilized by the District.

Category 5: All investments and business positions and sources of income, including gifts, loans and travel payments, that provide services, supplies, materials, machinery, vehicles or equipment of a type purchased or leased by the Designated Employee's department, unit or division.

FORM APPROVED COUNTY COUNSEL  
BY: L. Alex Fong 2/3/11  
L. ALEXANDRA FONG DATE