

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



231
A

SUBMITTAL DATE:
September 20, 2012

FROM: County Counsel

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

RECOMMENDED MOTION: That the Board of Supervisors approves 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.

(Continued)

Departmental Concurrence

TAWNY V. LIEU, Deputy County Counsel
for PAMELA J. WALLS, County Counsel

FINANCIAL DATA	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

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

C.E.O. RECOMMENDATION: APPROVE
BY:
Denise C. Harden
County Executive Office Signature

- Consent
- Policy
- Consent
- Policy

Dept Recomm.:
Per Exec. Ofc.:

Prev. Agn. Ref.: 5/1/12: 26 | District: 2 | Agenda Number:

ATTACHMENTS FILED
WITH THE CLERK OF THE BOARD

2.7

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

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, the standard code 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 positions and establishing disclosure categories, shall constitute the conflict of interest code of the **Jurupa Community Services District** (the "**District**").

All officials and designated positions shall file their statements of economic interest with the **General Manager** as the District's Filing Officer. The **General Manager** 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 **General Manager** 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 February 13, 2012)¹

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 must file disclosure statements under 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 investments²:

Members of the Board of Directors

General Manager

Director of Finance & Administration

Financial Consultants

¹ Titles updated July 2012.

² Individuals holding one of 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 § 87200.

DESIGNATED POSITIONS

GOVERNED BY THE CONFLICT OF INTEREST CODE

<u>DESIGNATED POSITIONS'</u> <u>TITLE OR FUNCTION</u>	<u>DISCLOSURE CATEGORIES</u> <u>ASSIGNED</u>
Accounting Manager	5
Budget Analyst	4
Conservation Coordinator	2, 5
Customer Service Manager	5
Development Supervisor	2, 3, 5
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
Fleet Mechanic II	5
General Counsel	1, 2
Human Resources Analyst	5
Human Resources Manager	5
Information Technology Administrator	5
Information Technology Analyst	5

DESIGNATED POSITIONS'
TITLE OR FUNCTION

DISCLOSURE CATEGORIES
ASSIGNED

Parks Maintenance Supervisor	3, 5
Parks Services Supervisor	5
Public Information Officer	5
Records Retention Supervisor	5
Recreation Specialist	5
Recreation Supervisor	5
Safety Program Coordinator	5
Senior Water Treatment Plant Operator	5
Sewer Operations Manager	2, 3, 5
Sewer Service & Maintenance Foreman	5
Sewer Systems Supervisor	5
Source Control Supervisor	5
Warehouse/Inventory Control	4
Water Distribution Supervisor	5
Water Operations & Facilities Manager	2, 3, 5
Water Service & Maintenance Foreman	5
Water Treatment & Operations Supervisor	5

Consultants and New Positions³

³ Individuals providing services as a Consultant defined in Regulation 18701, or in a new position created since this Code was last approved that make or participate in making decisions shall disclose pursuant to the broadest disclosure category in this Code subject to the following limitation:

The General Manager may determine that, due to the range of duties or contractual obligations, it is more appropriate to assign a limited disclosure requirement. A clear explanation of the duties and a statement of the extent of the disclosure requirements must be in a written document. (Gov. Code Sec. 82019; FPPC Regulations 18219 and 18734.). 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. (Gov. Code Sec. 81008.)

EXHIBIT "B"

DISCLOSURE CATEGORIES

The disclosure categories listed below identify the types of economic interests that the Designated Position must disclose for each disclosure category to which he or she is assigned.

Category 1: All investments and business positions in business entities, 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 in business entities, 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 in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type utilized by the District.

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

FORM APPROVED COUNTY COUNSEL
BY:  9/20/12
TAWNY V. UEU DATE