

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



FROM: County Counsel

SUBMITTAL DATE:
December 19, 2012

SUBJECT: Approval of the Conflict of Interest Code of the Lake Hemet Municipal Water District

RECOMMENDED MOTION: That the Board of Supervisors approves the Conflict of Interest Code submitted by Lake Hemet Municipal Water 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

- Policy
- Consent
- Policy
- Consent

Dep't Recomm.:
Per Exec. Ofc.:

Prev. Agn. Ref.: 3/22/11: 24 | District: 3 | Agenda Number:

ATTACHMENTS FILED
WITH THE CLERK OF THE BOARD

Government Code Section 82011 identifies the code reviewing body as 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 water district.

The Lake Hemet Municipal Water 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 Lake Hemet Municipal Water 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

OF THE

LAKE HEMET MUNICIPAL

WATER DISTRICT

[All amendments or changes to the provisions of the Political Reform Act of 1974 and the FPPC Regulations effective through November 2, 2012 have been incorporated into this Code and its Addendum.]

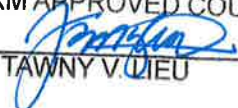
FORM APPROVED COUNTY COUNSEL
BY:  12-19-12
TAWNY V. DIEU DATE

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ADDENDUM Ai-A47

CONFLICT OF INTEREST CODE
OF THE
LAKE HEMET MUNICIPAL WATER DISTRICT

(Updated through November 2, 2012)

Section A. PURPOSE:

1. **Statement of Purpose.** It is the purpose of this Code to provide for the disclosure of Designated Employees' assets and income which may be materially affected by their official actions, and, in appropriate circumstances, to provide that Designated Employees should be disqualified from acting in order that conflicts of interest may be avoided. Nothing contained herein is intended to modify or abridge the provisions of the Political Reform Act of 1974 (Government Code Sections 81000 et seq.). The requirements of this Code are in addition to other requirements of the Political Reform Act and to other state or local laws pertaining to conflicts of interest. [Gov. Code § 81002(c); 2 Cal. Code of Regs. § 18730(a)]

Section B. DEFINITION OF TERMS:

1. **Definitions.** This Code contains a number of key terms, such as “Designated Employee,” “interests in real property within jurisdiction,” “investments in business entities,” “income,” and decisions “made” or “participated in” by a Designated Employee, which are defined in the Political Reform Act of 1974 and the regulations of the Fair Political Practices Commission (2 Cal. Code of Regs. sections 18100 et seq.). These definitions and regulations, and any amendments to the Act or regulations, are incorporated by reference into this Conflict of Interest Code. [2 Cal. Code of Regs §18730(b)(1)]

Summaries of certain definitions are contained in the attached Addendum which is provided for convenience of reference only and is not a part of this Code. The definitions of key terms contained in the Act or the regulations are amended and changed from time to time. The summaries of definitions contained in the Addendum will be updated accordingly on a periodic basis.

Section C. DISCLOSURE STATEMENTS:

1. **Designated Employees.** The persons holding positions listed in Exhibit “A” of the Appendix of this Code are “Designated Employees.” It has been determined that these officers and employees make or participate in the making of decisions which may foreseeably have a material effect on economic interests. [Gov. Code §§87302(a), 82019(a)(3); 2 Cal. Code of Regs §18730(b)(2)]

2. Disclosure Requirements. Each Designated Employee shall file statements, as described herein, disclosing interests in real property, investments in business entities, business positions held, and income or sources of income received which might foreseeably be affected materially by the operations of the District. The disclosure categories set forth in Exhibit "B" of the Appendix specify which kinds of financial interests are reportable. It has been determined that the types of investments, interests in real property, business positions, income, and sources of income assigned to each Designated Employee in Exhibit "A" of the Appendix are the type that may be affected materially by decisions made or participated in by the Designated Employee by virtue of his or her position and are reportable.

This Code does not establish any disclosure obligation for those Designated Employees who are also specified in Government Code section 87200. [Gov. Code §§87302(a), 87302(b); 2 Cal. Code of Regs. §18730(b)(3)]

3. Statements of Economic Interests: Time for Filing; Contents Thereof.

(a) **Initial Statements.** All Designated Employees employed on the effective date of this Code, as originally adopted, promulgated and approved by the code-reviewing body, shall file statements within **30 days** after the effective date of this Code. Thereafter, each person already in a position when it is designated by an amendment to this Code shall file an initial statement within **30 days** after the effective date of the amendment. Initial statements shall disclose any reportable investments, interests in real property, and business positions

held on the effective date of this Code, and income, including gifts and loans, received during the 12 months prior to the effective date of this Code.

(b) Assuming Office Statements. All persons who are elected, appointed, promoted or transferred to a designated position after the effective date of this Code shall file statements within **30 days** after assuming the designated position, disclosing any reportable investments, interests in real property, and business positions held on the date of assuming office, and income, including gifts and loans, received during the 12 months prior to the date of assuming office.

(c) Annual Statements. Annual statements shall be filed by all Designated Employees on or before **April 1** of each year, disclosing any reportable investments, interests in real property, business positions and income held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the Code or the date of assuming office, whichever is later.

(d) Leaving Office Statements. Every Designated Employee who leaves office and does not assume another designated position for the District shall file a statement within **30 days** after leaving office, disclosing any reportable investments, interests in real property, business positions and income held or received during the period between the closing date of the last statement filed and the date of leaving office. [Gov. Code §87302(b); 2 Cal. Code of Regs. §§18730(b)(5), 18730(b)(6)]

4. Statements for Persons Who Resign Prior to Assuming Office.

Any person who resigns within 12 months of initial appointment, or within 30 days of the date of the notice provided by the filing officer to file an assuming office statement, is not deemed to have assumed office or left office, provided he or she did not make or participate in the making of, or use of his or her position to influence any decision and did not receive or become entitled to receive any form of payment as a result of his or her appointment. Such persons shall not file either an assuming or leaving office statement.

(a) Any person who resigns a position within 30 days of the date of a notice from the filing officer shall do both of the following:

- (1) File a written resignation with the appointing power; and
- (2) File a written statement with the filing officer declaring under penalty of perjury that during the period between appointment and resignation he or she did not make, participate in the making or use the position to influence any decision of the District, or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position. [Gov. Code §87302(d); 2 Cal. Code of Regs. §18730(b)(5.5)]

5. Place of Filing Statements. All Officials and Designated Employees required to submit a statement of economic interests shall file the original with the District's filing officer. The filing officer shall make and retain a copy of all statements filed by officials who manage public investments, and forward the originals of such statements to the Clerk of the Board of Supervisors. The filing officer shall

retain the originals of the statements of all other Designated Employees. [Gov. Code §87500(j); 2 Cal. Code of Regs §§18730(b)(4), 18115, 18753]

6. Forms for Statements. Statements for disclosing economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the District's filing officer. [Gov. Code §81010(a); 2 Cal. Code of Regs. §§18730(b)(7), 18115 (b)(2)]

Section D. MANNER OF REPORTING:

1. Contents of Reports of Investments and Interests in Real Property. Investments and interests in real property which have a fair market value of less than two thousand dollars (\$2,000) are not investments and interests in real property within the meaning of the Political Reform Act.

Investments or interests in real property of an individual include those held by the individual's spouse, including registered domestic partner¹ ("spouse"), and dependent children, as well as the pro rata share of any investment or interest in real property of any business entity or trust in which the individual, spouse and dependent children own, in the aggregate, a direct, indirect or beneficial interest of 10% greater.

When an investment or interest in real property² is required to be reported under this Code, the statement shall contain the following:

(a) A statement of the nature of the investment or interest;

¹ The term "spouse" shall include domestic partners registered with the California Secretary of State's Office and recognized by California State Law. [2 Cal. Code of Regs §18229; Fam. Code §297]

² For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer. [Gov. Code §§87302(b), 87206(f); 2 Cal. Code of Regs. §18730(b)(7)(A), fn 3]

(b) The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;

(c) The address or other precise location of the real property.

(d) A statement whether the fair market value of the investment or interest in real property equals or exceeds two thousand dollars (\$2,000), exceeds ten thousand dollars (\$10,000), exceeds one hundred thousand dollars (\$100,000), or exceeds one million dollars (\$1,000,000). [Gov. Code §§82033, 82034, 87206; 2 Cal. Code of Regs. §18730(b)(7)(A)]

2. Contents of Reports of Personal Income. Personal income of a Designated Employee includes his or her own income as well as his or her community property interest in the income of his or her spouse, but does not include salary or reimbursement for expenses received from a state, federal or local government agency.

When personal income is required to be reported under this Code, the statement shall contain:

(a) The name and address of each source of income aggregating five hundred dollars (\$500) or more in value per year, or fifty dollars (\$50) or more in value if the income was a gift, and a general description of the business activity, if any, of each source;

(b) A statement whether the aggregate value of the income from each source, or in the case of a loan, the highest amount owned to each source, was a least five hundred dollars (\$500), greater than one thousand dollars

(\$1,000), greater than ten thousand dollars (\$10,000), or greater than one hundred thousand dollars (\$100,000);

(c) A description of the consideration, if any, for which the income was received;

(d) In the case of a gift, the name, address and business activity of the donor and any intermediary through which the gift was made; a description of the gift; the amount or value of the gift; and the date on which the gift was received.

(e) In the case of a loan, the annual interest rate and the security, if any, given for the loan and the term of the loan. [Gov. Code §§82030,87302(b),87207; 2 Cal. Code of Regs. §18730(b)(7)(B)]

3. Contents of Reports of Business Entity Income. Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer and the filer's spouse in the business entity aggregates a 10% or greater interest. The disclosure of persons who are clients or customers of a business entity is required only if the clients or customers are within one of the disclosure categories of the filer.

When income of a business entity, including income of a sole proprietorship, is required to be reported under this Code, the statement shall contain:

(a) The name, address and a general description of the business activity of the business entity; and

(b) The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person

was equal to or greater than ten thousand dollars (\$10,000) during a calendar year. [Gov. Code §§87302(b), 87207(b); 2 Cal. Code of Regs §18730(b)(7)(C)]

4. **Contents of Reports of Business Position Disclosure.** When business positions are required to be reported, a Designated Employee shall list the name and address of each business entity in which he or she is a director, officer, partner, trustee, employee, or in which he or she holds any position of management, a description of the business activity in which the business entity is engaged, and the Designated Employee's position with the business entity. [Gov. Code §87302(b), 2 Cal. Code of Regs §18730(b)(7)(D)]

5. **Acquisition or Disposal During Reporting Period.** In the case of an annual statement or a leaving office statement, the statement shall include any investments or interests in real property that was partially or wholly acquired or disposed of at any time during the period covered by the statement, whether or not they are still held at the time of filing, and shall contain the date of acquisition or disposal. [Gov. Code §§87302(b), 87206; 2 Cal. Code of Regs §18730(b)(7)(E)]

Section E. HONORARIA AND GIFTS:

1. **Prohibition on Receipt of Honoraria.** No Designated Employee shall accept any honorarium from any source if he or she would be required to report the receipt of income or gifts from that source on his or her statement of economic interests.

This Section does not limit or prohibit payments, advances, or reimbursements for travel, including actual transportation and related lodging and

subsistence which is reasonably related to a governmental purpose as specified in Government Code section 89506. [Gov. Code §89501, 89502; 2 Cal. Code of Regs. §18730(b)(8)(A)]

2. Prohibition on Receipt of Gifts. No Designated Employee shall accept gifts with a total value of more than four hundred twenty dollars (\$420)³ in a calendar year from any single source, if he or she would be required to report the receipt of income or gifts from that source on his or her statement of economic interests.

This Section does not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence permitted by Government Code section 89506; or wedding gifts and gifts exchanged between individuals on birthdays, holidays, and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value. [Gov. Code §89503, 2 Cal. Code of Regs. §18730(b)(8.1)(A)].

Nothing in this Section and in this Code shall be interpreted to require the reporting of gifts from outside of the District's jurisdiction if the purpose of disclosure of the source of the gift does not have some connection with or bearing upon the functions or duties of the position for which the reporting is required. Nothing in this language is intended to create an inference that all gifts within the District's jurisdiction are reportable. [2 Cal. Code of Regs. §18930.1].

³ Beginning January 1, 1993, the FPPC shall adjust the gift limitation in this section on January 1 of each odd-numbered year to reflect changes in the Consumer Price Index, rounded to the nearest ten (\$10.) [Gov. Code §89503(f)]

Section F. LOANS:

1. Loans to Public Officials.

(a) Except as set forth in Subsection (c), below, no elected officer of the District shall, from the date of his her election to office, while he or she holds office, receive a personal loan from any officer, employee, member or consultant of the District or any agency over which the District has direction and control.

(b) No elected officer of the District shall, from the date of his or her election to office, while he or she holds office, receive a personal loan from any person who has a contract with the District or any agency over which the District has direction and control.

This Section shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on the terms available to members to the public without regard to the public official's status.

(c) This Section shall not apply to the following:

(1) Loans made to the campaign committee of an elected officer or candidate for elective office.

(2) Loans made to the public official by his or her spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such persons, provided that the person making the loan

is not acting as an agent or intermediary for any person not otherwise exempted under this Section.

(3) Loans from a person, which in the aggregate, do not exceed five hundred dollars (\$500) at any given time.

(4) Loans made, or offered in writing, before January 1, 1998.

2. Loan Terms.

(a) Except as set forth in Subsection (b), below, no elected officer shall, from the date of his or her election to office, while he or she holds office, receive a personal loan of five hundred dollars (\$500) or more, except when the loan is in writing and clearly states the terms of the loan, including the parties to the loan agreement, date of the loan, amount of the loan, term of the loan, date or dates when payments shall be due on the loan and the amount of the payments, and the rate of interest paid on the loan.

(b) This Section shall not apply to the following types of loans:

(1) Loans made to the campaign committee of an elected officer.

(2) Loans made to the elected officer by his or her spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such persons, provided that the person

making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this Section.

(3) Loans made, or offered in writing, before January 1, 1998.

(4) Nothing in this Section shall exempt any person from any other provision of this Code or the Act.

3. Personal Loans. Except as set forth in Subsection (c), below, a personal loan received by any Designated Employee shall become a gift to the Designated Employee for the purposes of this Code in the following circumstances:

(a) If the loan has a defined date or dates for repayment, when the statute of limitations for filing an action for default has expired.

(b) If the loan has no defined date or dates for repayment, when one year has elapsed from the later of the following:

(1) The date the loan was made.

(2) The date the last payment of one hundred dollars (\$100) or more was made on the loan.

(3) The date upon which the debtor has made payments on the loan aggregating to less than two hundred fifty dollars (\$250) during the previous 12 months.

(c) This Section shall not apply in the following types of loans:

(1) A loan made to the campaign committee of an elected officer or a candidate for elective office.

(2) A loan that would otherwise not be a gift under the Act.

(3) A loan that would otherwise be a gift as set forth in this Section, but on which the creditor has taken reasonable action to collect the balance due.

(4) A loan that would otherwise be a gift as set forth in this Section, but on which the creditor, based on reasonable business considerations, has not undertaken collection action. Except in a criminal action, a creditor who claims that a loan is not a gift on the basis of this subsection has the burden of proving that the decision for not taking collection action was based on reasonable business considerations.

(5) A loan made to a debtor who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy.

(6) Nothing in this Section shall exempt any person from any other provision of this Code or the Act. [Gov. Code §83112; 2 Cal. Code of Regs. §§ 18730(b)(8.2-8.4)]

Section G. DISQUALIFICATION:

1. **Disqualification Requirements.** No Designated Employee shall make, participate in the making, or in any way attempt to use his or her official position to influence the making of any governmental decision which he or she knows or has reason to know will have a reasonably foreseeable material financial effect,

distinguishable from its effect on the public generally, on the official or a member of his or her immediate family, or on:

(a) Any business entity in which the Designated Employee has a direct or indirect investment worth two thousand dollars (\$2,000) or more:

(b) Any real property in which the Designated Employee has a direct interest worth two thousand dollars (\$2,000) or more;

(c) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars (\$500) or more in value provided to, received by, or promised to the Designated Employee within 12 months prior to the time when the decision is made;

(d) Any business entity in which the Designated Employee is a director, officer, partners, trustee, employee, or holds any position of management; or

(e) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating four hundred twenty dollars (\$420) or more in value provided to, received by, or promised to the Designated Employee within 12 months prior to the time when the decision is made. [Gov. Code §87103, 87302(c); 2 Cal. Code of Regs §18730(b)(9)]

2. **Disclosure of Disqualifying Interest.** When a Designated Employee determines that he or she has a disqualifying interest in a decision, the

determination not to act may be accompanied by disclosure of the disqualifying interest.
[Gov. Code §87302(c); 2 Cal. Code of Regs. §18730(b)(10)]

Officials specified in Government Code section 87200, including officials who manage the investment of public funds, must identify conflicts of interests pursuant to 2 Cal. Code of Regs. Section 18702.5.

3. Rights as Citizen. Nothing contained herein shall abridge the right of any Designated Employee to contact the District to submit information or express views in the same manner as any other member of the general public before the District in its prescribed governmental function solely to represent himself or herself on a matter relating to his or her personal interest. An Official's "personal interests" include, but are not limited to:

(a) An interest in real property which is wholly owned by the official or members of his her immediate family;

(b) A business entity wholly owned by the official or members of his or her immediate family;

(c) A business over which the official exercises sole direction and control, or over which the official and his or her spouse jointly exercise sole direction and control.

Nothing contained herein shall be construed to abridge the right of any Designated Employee to communicate with the general public or with the press. [2 Cal. Code of Regs. §18702.4(b)(1) & (2)]

4. Legally Required Participation. This Code does not prevent a Designated Employee from making or participating in the making of any governmental

decision to the extent that his or her participation is legally required for the decision to be made. The fact that the vote of Designated Employee who is on a voting body is needed to break a tie does not make his or her participation legally required for the purposes of this Section. The Attorney for the District shall advise any Designated Employee on a case-by-case basis whether or not the "Rule of Necessity" is applicable. [Gov. Code §§87101, 87302(c); 2 Cal. Code of Regs. §18730(b)9.3)]

Section H. OPINIONS OF THE COMMISSION AND COUNSEL:

1. **Request for Opinion and Reliance.** Any Designated Employee who is unsure of any duty, right, or privilege of participation in any matter under this Code or under the provisions of the Political Reform Act of 1974 may request assistance from the Fair Political Practices Commission or an opinion from the Attorney for the District. Nothing in this Section shall require the Attorney for the District to issue any formal or informal opinion. [Gov. Code §83114; 2 Cal. Code of Regs. §18730(b)11]

2. **Evidence of Good Faith.** If an opinion is rendered by the Attorney for the District or the Fair Political Practices Commission stating in full the facts and law upon which the opinion is based, compliance therewith by the Designated Employee is evidence of good faith in any criminal proceeding and is a presumption affecting the burden of proof of any civil proceeding brought under the Act or this Code. The Designated Employee's good faith compliance with such opinion shall also constitute a complete defense to any disciplinary action brought by the District under Section 91003.5 of the Act or this Code. [Gov. Code §83114; 2 Cal. Code of Regs. §18320]

Section I. LEGISLATIVE OR JUDICIAL AMENDMENTS:

1. **Automatic Amendment of Code.** All amendments or changes to the provisions of the Political Reform Act of 1974, occurring as the result of legislative amendment or judicial decision only, shall automatically and immediately be incorporated into this Code and this Code shall, without further action, thereupon be deemed amended and changed to reflect such legislative or judicial amendment or decision.

Section J. FORCE AND EFFECT OF CODE:

1. **Violations.** This Code has the force and effect of law. Designated Employees violating any provision of this Code are subject to the administrative, criminal and civil sanctions provided by the Political Reform Act of 1974, Government sections 81000 et seq.

Additionally, a decision in relation to which a violation of the disqualification provisions of this Code or Government Code section 87100 has occurred may be set aside as void pursuant to Government Code section 91003. [Gov. Code §87300; 2 Cal. Code of Regs §18730(b)(12)]

Section K. STATUTE OF LIMITATIONS:

1. **Civil Actions.** No civil action alleging a violation of any provision of this Code shall be filed more than four (4) years after the date the violation occurred.

2. **Criminal Actions.** Prosecution for violation of this Code must be commenced within four (4) years after the date on which the violation occurred.

3. **Administrative Proceedings**. No administrative action alleging a violation of any of the provisions of this Code shall be commenced more than five (5) years after the date on which the violation occurred. [Gov. Code §§91000, 91000.5, 91011]

APPENDIX

CONFLICT OF INTEREST CODE

OF THE

LAKE HEMET MUNICIPAL WATER DISTRICT

(Amended November 15, 2012)

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 investments⁴:

Members of the Board of Directors

General Manager

Financial Consultants

⁴ 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

<u>DESIGNATED EMPLOYEES'</u> <u>TITLE OR FUNCTION</u>	<u>DISCLOSURE CATEGORIES</u> <u>ASSIGNED</u>
Assistant General Manager	1, 2
Purchasing Manager	5
Construction Manager	3, 6
Customer Service Officer	6
District Secretary	4, 5
Field Services Supervisor	3, 6
Jr. Accountant	4, 5
Maintenance Manager	5
Administrative Services Manager	4, 5
General Counsel	1, 2
Special Water Rights Counsel	1, 2
Human Resources Specialist	6
Water / Sewer Operations Manager	3, 6
Consultant ⁵	

⁵

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 in business entities, and sources of income, 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, and sources of income from, business entities that are engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of the District.

Category 4: All investments and business positions in, and sources of income from, business entities that are banking, savings and loan, or other financial institutions.

Category 5: All investments and business positions in, and sources of income from, business entities that provide services, supplies, materials, machinery, vehicles or equipment of a type purchased or leased by the District.

Category 6: All investments and business positions in, and sources of income from, business entities that provide services, supplies, materials, machinery, vehicles or equipment of a type purchased or leased by the Designated Employee's Department.

ADDENDUM

REFERENCE DEFINITIONS

FOR

CONFLICT OF INTEREST CODE

OF THE

LAKE HEMET MUNICIPAL WATER DISTRICT

[All amendments or changes to the provisions of the Political Reform Act of 1974 and the FPPC Regulations effective through November 2, 2012, have been incorporated into this Code and its Addendum.]

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DEFINITIONS

1. **“Other Public Officials Who Manage Public Investments”**:

(a) As used in the District’s Conflict of Interest Code and the Act, this term means:

(1) Members of boards and commissions, including pension and retirement boards or commissions, or of committees thereof, who exercise responsibility for the management of public investments;

(2) High-level officers and employees of the District who exercise primary responsibility for the management of public investments, such as chief or principal investment officers or chief financial managers. This definition shall not include officers and employees who work under the supervision of the chief or principal investment officers or the chief financial managers; and

(3) Individuals who, pursuant to a contract with the District, perform the same or substantially all the same functions that would otherwise be performed by the public officials described in this definition.

(b) The following definitions shall apply to this Section:

(1) *“Public Investments”* means the investment of public moneys in real estate, securities, or other economic interests for the production of revenue or other financial return.

(2) *“Public Moneys”* means all moneys belonging to, received by, or held by the District, or by an officer thereof acting in his or her official capacity, and includes the proceeds of all bonds and other evidence of indebtedness, trust funds held by public pension and retirement systems deferred compensation funds held for investment by public agencies, and public moneys held by a financial institution under a trust indenture to which the District is a party.

(3) *“Management of public investments”* means the following non-ministerial functions:

- (A) Directing the investment of public moneys;
- (B) Formulating or approving investment policies;
- (C) Approving or establishing guidelines for asset allocations; or
- (D) Approving investment transactions.

(c) Those public officials coming within the definition contained in Subsection (a) above are subject to the conflict-of-interest disclosure requirements of Article 2, Chapter 7 of the Political Reform Act and must file a Statement of Economic Interests accordingly. [2 Cal. Code of Regs §18701(b)]

2. **“Designated Employee”**: Any officer, employee, member or consultant of the District whose position is so designated in the Appendix of the District’s Conflict of Interest Code. The Appendix sets forth those positions which entail the making or participation in the making of decisions which may foreseeably have a material effect on financial interests, but does not include any unsalaried member of any

board or commission which serves a solely advisory function, or any public official specified in Government Code Section 87200. [Gov. Code §82019]

3. **“Public Official”**: Any natural person who is a member, officer, employee or consultant of the District. The term “public official” also includes individuals who perform the same or substantially the same duties as an individual holding an office or a position listed in Government Code Section 87200 or the Conflict of Interest Code including ***“other public officials who manage public investments”*** as defined in Definition No. 1, above.

(a) *“Member”* shall include, but not be limited to, salaried or unsalaried members of committees, boards or commissions with decision-making authority. A committee, board or commission possesses decision-making authority whenever:

(1) It may make a final governmental decision;

(2) It may compel a governmental decision, or it may prevent a governmental decision either by reason of an exclusive power to initiate the decision or by reason of a veto that may not be overridden; or

(3) It makes substantive recommendations that are, and over an extended period of time have been, regularly approved without significant amendment or modification by another public official or the District.

(b) A committee, board, or commission does not possess decision making authority under subsection (a) if it is formed for the sole purpose

of researching a topic and preparing a report or recommendation for submission to another governmental body that has final decision-making authority.

(c) **“Consultant”** means an individual who, pursuant to a contract with the District:

(1) **Makes a governmental decision** whether to:

(A) Approve a rate, rule, or regulation;

(B) Adopt or enforce a law;

(C) Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement;

(D) Authorize the District to enter into, modify, or renew a contract provided it is the type of contract which requires District approval;

(E) Grant District approval to a contract which requires District approval in which the District is a party or to the specifications for such a contract;

(F) Grant District approval to a plan, design, report, study, or similar item;

(G) Adopt, or grant District approval of, policies, standards, or guidelines for the District, or for any subdivision thereof; or

(2) Serves in a staff capacity with the District and in that capacity participates in making a governmental decision as defined in Definition 5, below, or performs the same or substantially all the same duties for the District that would otherwise be performed by an individual

holding a position specified in the District's Conflict of Interest Code. [Gov. Code §82048; 2 Cal. Code of Regs §18701 (a)]

4. **"Making Governmental Decision"**: A public official "*makes a governmental decision,*" except as provided in Definition 5(b) herein, when the official, acting within the authority of his or her office or position:

- (a) Votes on a matter;
- (b) Appoints a person;
- (c) Obligates or commits the District to any course of action;
- (d) Enters into any contractual agreement on behalf of the District;
- (e) Determines not to act, within the meaning of Subsections (a), (b), (c), or (d), unless such determination is made because of his or her financial interest. When the determination not to act occurs because of the official's financial interest, the official's determination may be accompanied by an oral or written disclosure of the financial interest.

When an official with a disqualifying conflict of interest abstains from making a governmental decision in an open session of the District, board or committee and the official remains on the dais or in his or her designated seat during deliberations of the governmental decision in which he or she is disqualified, his or her presence shall not be counted toward achieving a quorum.

During a close meeting of the District, board or committee, a disqualified official shall not be present when the decision is considered, or

obtain or review a recording or any non-public information regarding the governmental decision. [2 Cal. Code of Regs §18702.1]

5. **“Participating in the Making of Governmental Decisions”:**

(a) A public official **“participates in the making of a governmental decision,”** except as provided in Subsection (b) of this definition, when the official, acting within the authority of his or her office or position:

(1) Negotiates, without significant substantive review, with a governmental entity or private person regarding a decision to:

(A) Approve a rate, rule, or regulation;

(B) Adopt or enforce a law;

(C) Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement;

(D) Authorize the District to enter into, modify, or renew a contract provided it is the type of contract which requires District approval;

(E) Grant District approval to a contract which requires District approval and in which the District is a party, or to the specifications for such a contract;

(F) Grant District approval to a plan, design, report, study, or similar item;

(G) Adopt, or grant District approval of, policies, standards, or guidelines for the District, or for any subdivision thereof; or

(2) Advises or makes recommendations to the decision-maker, either directly or without significant intervening substantive review, by:

(A) Conducting research or making any investigation which requires the exercise of judgment on the part of the official and the purpose of which is to influence a governmental decision as referenced in Subsection 5(a)(1) above; or

(B) Preparing or presenting any report, analysis, or opinion, orally or in writing, which requires the exercise of judgment on the part of the official and the purpose of which is to influence a governmental decision as referenced in Subsection 5(a)(1), above.

[2 Cal. Code of Regs. §18702.2]

(b) *“Making”* or *“participating in making”* a governmental decision shall not include:

(1) Actions of official which are solely ministerial, secretarial, manual or clerical;

(2) Appearances by a public official² as a member of the general public before the District or an agency in the course of its prescribed governmental function to represent himself or herself on

matters related solely to the official's personal interests as defined in Definition 6(c), below [2 Cal. Code of Regs. §18702.4 (b)(1)]; or

(3) Actions by public officials relating to their compensation or the terms or conditions of their employment or contract. In the case of public officials who are "*consultants*," as defined in Definition 3(b), above, this includes actions by consultants relating to the terms or conditions of the contract pursuant to which they provide services to the District, so long as they are acting in their private capacity. (2 Cal. Code of Regs §§18702.2, 18702.4(a)]

6. "Using or Attempting to Use Official Position to Influence":

(a) With regard to a governmental decision which is within or before the District, or an agency appointed by or subject to the budgetary control of the District, an official is attempting to use his or her official position to influence a decision if, for the purpose of influencing the decision, the official contacts, or appears before, or otherwise attempts to influence, any member, officer, employee or consultant of the District or agency. Attempts to influence include, but are not limited to appearances or contacts by the official on behalf of a business entity, client, or customer.

(b) With regard to a governmental decision which is within or before an agency not covered by Subsection (a), above, the official is attempting to use his or her official position to influence the decision if, for the purpose influencing the decision, the official acts or purports to act on behalf of, or as the representative of, the District to any member, officer, employee or consultant of

an agency. Such actions include, but are not limited to the use of official stationery. [2 Cal. Code of Regs. §18702.3]

(c) Notwithstanding Subsections (a) and (b) of this definition, an official is not attempting to use his or her official position to influence a governmental decision of the District if the official:

(1) Appears in the same manner as any other member of the general public before the District or any other agency in the course of its prescribed governmental function solely to represent himself or herself on a matter which is related to his or her personal interests. An official's "*personal interests*" include, but are not limited to:

(A) An interest in real property which is wholly owned by the official or members of his or her immediate family;

(B) A business entity wholly owned by the official or members of his or her immediate family; or

(C) A business entity over which the official exercises sole direction and control, or over which the official and his or her spouse jointly exercise sole direction and control.

(2) Communications with the general public or the press.

(3) Negotiates his or her compensation or the terms and conditions of his or her employment contract.

(4) Prepares drawings or submissions of an architectural engineering or similar nature to be used by a client in connection with a proceeding before the District or any other agency. However, this

provision applies only if the official has no other direct oral or written contact with the agency with regard to the client's proceeding before the agency except for necessary contact with agency staff concerning the processing or evaluation of the drawings or submissions prepared by the official.

(5) Appears before a design or architectural review committee or similar body of which he or she is a member to present drawings or submissions of an architectural, engineering or similar nature which the official has prepared for a client if the following three criteria are met:

(A) The review committee's sole function is to review architectural or engineering plans or designs and to make recommendations in that instance concerning those plans or designs to a planning commission or other agency;

(B) The ordinance or other provision of law requires that the review committee include architects, engineers or persons in related professions, and the official was appointed to the body to fulfill this requirement; and

(C) The official is a sole practitioner. (2 Cal. Code of Regs §18702.4(b)]

7. **“Public Identification of a Conflict of Interest for Section 87200**

Filers”:

(a) Government Code Section 87105 and 2 California Code of Regulations Section 18702.5 apply when a public official who holds an office specified in Government Code Section 87200 has a financial interest in a decision within the meaning of Government Code Section 87100, and the governmental decision relates to an agenda item which is noticed for a meeting subject to the provisions of the Bagley-Keene Act (Gov. Code §§11120 et. seq.) or the Brown Act (Gov. Code §§54950 et seq.).

(b) **Content & Timing of Identification:** The public official shall, following the announcement of the agenda item to be discussed or voted upon but before either the discussion or vote commences, do all of the following:

(1) **The public official shall publicly identify:**

(A) Each type of economic interest held by the public official which is involved in the decision and give rise to the conflict of interest (i.e. investment, business position, interest in real property, personal financial effect, or the receipt or promise of income or gifts), and

(B) The following details identifying the economic interest(s):

(i) if an investment, the name of the business entity in which each investment is held;

(ii) if a business position, a general description of the business activity in which the business entity is engaged as well as the name of the business entity;

(iii) if real property, the address or another indication of the location of the property, unless the property is the public official's principal or personal residence, in which case, identification that the property is a residence;

(iv) if income or gifts, then identification of the source; and

(v) if personal financial effect, then identification of the expense, liability, asset or income affected.

(2) **Form of Identification:** If the governmental decision is to be made during an open session of a public meeting, the public identification shall be made orally and shall be made part of the official public record.

(3) **Recusal/Leaving the Room:** The public official must recuse himself or herself and leave the room after the identification required by subdivisions (b)(1) and (b)(2) of 2 California Code of Regulations Section 18702.5 is made. He or she shall not be counted toward achieving a quorum while the item is discussed.

(c) **Special Rules for Closed Session:** If the governmental decision is made during a closed session of a public meeting the public

identification may be made orally during the open session before the body goes into closed session and shall be limited to a declaration that his or her recusal is because of a conflict of interest under Government Code Section 87100. The declaration shall be made part of the official public record. The public official shall not be present when the decision is considered in closed session or knowingly obtain or review a recording or any other non-public information regarding the governmental decision.

(d) **Exceptions:**

(1) **Uncontested Matters:** The exception from leaving the room granted in Government Code Section 87105(a)(3) for a “matter [that] has been placed on the portion of the agenda reserved for uncontested matters” shall mean agenda items on the consent calendar. When the matter in which the public official has a financial interest is on the consent calendar, the public official must comply with subdivisions (b)(1) and (b)(2) of 2 California Code of Regulations Section 18702.5, and recuse himself or herself from discussing or voting on that matter, but the public official is not required to leave the room during the consent calendar.

(2) **Absence:** If the public official is absent when the agenda item subject to subdivision (a) of 2 California Code of Regulations Section 18702.5 is considered, then Government Code Section 87105 and this regulation impose no public identification duties on the public official for that item at that meeting.

(3) **Speaking as a Member of the Public Regarding an**

Applicable Personal Interest: When a personal interest found in 2 Cal. Code of Regs. Section 18702.4(b) is present, a public official may speak as a member of the general public if he or she complies with subdivisions(b)(1) and (b)(2) of 2 California Code of Regulations Section 18702.5, recuses himself or herself from voting on the matter and leaves the dais to speak from the same area as the members of the public. He or she may listen to the public discussion of the matter with the members of the public.[2 Cal. Code Regs. §18702.5]

8. **“Financial Interest”:** An official has a financial interest in a decision if it is reasonably foreseeable that the decision will have a material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family, or on:

(a) Any business entity in which the public official has a direct or indirect investment worth \$2,000 or more;

(b) Any real property in which the public official has a direct or indirect interest worth \$2,000 or more;

(c) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating \$500 or more in value provided to, received by, or promised to the public official within 12 months prior to the time when the decision is made;

(d) Any business entity in which the official is a director, officer, partner, trustee, employee , or holds any position of management; or

(e) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating \$420 or more in value provided to, received by, or promised to the public official within 12 months prior to the time when the decision is made. The amount of the value of gifts by this subdivision shall be adjusted biennially by the FPPC.

(f) **“Indirect Investment or Interest”**: Any investment or interest owned by the spouse or dependent child of a public official, held or owned by an agent on behalf of a public official, or by a business entity or trust in which the official, the official’s agents, spouse and dependent children own directly, indirectly or beneficially, a 10% interest or greater. [Govt. Code §87103]

9. **“Investment”**: Any financial interest in or security issued by a business entity, including but not limited to common stock, preferred stock, rights, warrants, options, debt instruments and any partnership or other ownership interest owned directly, indirectly or beneficially by the public official, or other filer, or his or her immediate family, if the business entity or any parent, subsidiary or otherwise related business entity has an interest in real property within the jurisdiction, or does business or plans to do business within the jurisdiction, or has done business within the jurisdiction at any time during the two years prior to the time any statement or other action is required under the District’s Conflict of Interest Code. No asset shall be deemed an investment unless its fair market value equals or exceeds \$2,000.

Investments of an individual include a pro rata share of investments of any business entity, mutual fund, or trust in which the individual or immediate family owns, directly, indirectly or beneficially, a 10% interest or greater.

The term "*investment*" does not include a time or demand deposit in a financial institution, shares in a credit union, any insurance policy, interest in a diversified mutual fund registered with the Securities and Exchange Commission under the Investment Company Act of 1940 or a common trust fund which is created pursuant to Section 1564 of the Financial Code, or any bond or other debt instrument issued by any government or government agency. [Gov. Code §82034]

10. "Doing Business in the Jurisdiction": A person is "doing business in the jurisdiction" if that person has business contacts on a regular or substantial basis with a person who maintains a physical presence in the jurisdiction of a public official. "Business contacts" include, but are not limited to, manufacturing, distributing, selling, purchasing, or providing services or goods. "Business contacts" do not include marketing via the Internet, telephone, television, radio, or printed media. [2 Cal. Code of Regs §18230]

11. "Interest in Real Property": Includes any leasehold, beneficial or ownership interest, or an option to acquire such an interest in real property located within the jurisdiction 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 two thousand dollars (\$2,000) or more. Interests in real property of any individual include a pro rata share of interests in real property of any business entity or trust in which the

individual or immediate family owns, directly, indirectly or beneficially, a 10% interest or greater. [Gov. Code §82033]

12. **“Real Property Within the Jurisdiction”**: Jurisdiction is the region, county, city, district, or other geographical area in which the District has control. Real property shall be deemed to be *“within the jurisdiction”* if the property or any part of a parcel of real property is located within or not more than two miles outside the boundaries of the jurisdiction of the District or within two miles of any land owned or used by the District. [Gov. Code §82035]

13. **“Income”**:

(a) *“Income”* means, except as provided in Subsection (b), a payment received, including but not limited to any salary, wage, advance, dividend, interest, rent, proceeds of any sale, gift, including any gift of food or beverage, loan, forgiveness or payment of indebtedness received by filer, reimbursement for expenses, per diem, or contribution to an insurance or pension program paid by any person other than an employer, and including any community property interest in income of a spouse. Income also includes an outstanding loan. Income of an individual also includes a pro rata share of any income or any business entity or trust in which the individual or spouse owns, directly, indirectly, or beneficially, a 10% interest or greater.

(b) *“Income,”* other than a gift, does not include:

(1) Income received from any source outside the jurisdiction and not doing business within the jurisdiction, not planning to do business within the jurisdiction, or not having done business within the

jurisdiction during the two years prior to the time any statement or other action is required;

(2) Campaign contributions required to be reported under Chapter 4 of the Political Reform Act of 1974;

(3) Salary and reimbursement for expenses per diem, social security, disability, or other similar benefit payments received from a state, local or federal government agency, and reimbursement for travel expenses and per diem received from a bona fide nonprofit entity exempt from taxation under Section 501(c)(3) of the Internal Revenue Code:

(4) Any devise or inheritance;

(5) Interest, dividends or premiums on a time or demand deposit in a financial institution, shares in a credit union or any insurance policy, payments received under any insurance policy, or any bond or other debt instrument issued by any government or government agency;

(6) Dividends, interest or any other return on a security which is registered with the Securities & Exchange Commission of the United States government or a commodity future registered with the Commodity Futures Trading Commission of the United States government, except proceeds from the sale of these securities and commodities futures;

(7) Redemption of a mutual fund;

(8) Alimony or child support payments;

(9) Any loan or loans from a commercial lending institution which are made in the lender's regular course of business on terms available to members of the public without regard to official status;

(10) Any loan from or any payments received on a loan made to an individual's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, uncle, aunt or first cousin, or the spouse of any such person, provided that a loan or loan payment received from any such person shall be considered income if he or she is acting as an agent or intermediary for any person not covered by this paragraph;

(11) Any indebtedness created as part of a retail installment or credit card transaction if made in the lender's regular course of business on terms available to members of the public without regard to official status;

(12) Payments received under a defined benefit pension plan qualified under Internal Revenue Code Section 401(a).

(13) Proceeds from the sale of securities registered with the Securities and Exchange Commission of the United States government or from the sale of commodities futures registered with the Commodity Futures Trading Commission of the United States government if the filer sells the securities or the commodities futures on a stock or commodities exchange and does not know or have reason to know the identity of the purchaser. [Gov. Code §82030]

14. **“Salary and Reimbursement for Expenses or Per Diem**

Received”:

(a) *“Salary”* means any and all payments made by a government agency to a public official, or accrued to the benefit of a public official, as consideration for the public official’s services to the government agency. Such payments include wages, consultants’ fees, pension benefits, health and other insurance coverage, rights to compensated vacation and leave time, free or discounted transportation, payment or indemnification of legal defense costs, and similar benefits.

(b) *“Per Diem”* from an agency means payment of a fixed sum of money, accruing daily to a public official when the public official is required to incur increased daily living expenses.

(c) *“Reimbursement for Expenses”* received from an agency means a payment to a public official, in compensation for otherwise uncompensated actual expenses incurred or to be incurred within 60 days by the public official in the course of his or her official duties. [2 Cal. Code of Regs. §18232]

15. **“Gift”**:

(a) Except as provided in Subsection (b), below, a gift is any payment that confers a personal benefit on the recipient to the extent that consideration of equal or greater value is not received and includes a rebate or discount in the price of anything of value unless the rebate or discount is made in the regular course of business to members of the public without regard to official

status. Any person, other than a defendant in a criminal action, who claims that a payment is not a gift by reason of receipt of consideration has the burden of proving that the consideration received is of equal or greater value. [Gov. Code §82028]

A gift includes the following:

(1) Except as provided in 2 Cal Code of Regs ' 18944.1 and 18944.2, a payment by the District from the District=s assets that provides food, beverage, entertainment, goods or services of more than a nominal value to an official in that District unless the payment is a lawful expenditure of public moneys. [2 Cal Code of Regs ' 18944.3].

(2) An item won by a District employee in a District raffle when the item awarded in the raffle has been received by the District from a source other than a District employee and the District did not purchase the item from its funds, the payment is a gift to the employee from the source who provided the item to the District and the District is the intermediary of the gift, when the value of the gift is \$50 or more. The employee is required to report this gift on his or her statement of economic interests, and the District and employee shall comply with Gov. Code ' 87210 or 87313 as applicable. The value of the gift is the fair market value of the item less any consideration paid by the employee to participate in the raffle. [2 Cal Code of Regs ' 18944.2(b)(1)]

(3) An item won by a District employee in a District raffle when the item awarded in the raffle has been obtained with District funds

or is otherwise an asset of the District and not donated to the District by a non-District source, it is a gift if it is food, beverage, entertainment, goods, or services of more than a nominal value unless the payment is a lawful expenditure of public moneys. [2 Cal Code of Regs ' 18944.2(b)(2), 18944.3]

(b) **Exceptions:** None of the following is a gift and none is subject to any limitation on gifts:

(1) Informational material which serves primarily to convey information and which is provided for the purpose of assisting the recipient in the performance of his or her official duties or of the elective office he or she seeks, Informational material may include:

(A) Books, reports, pamphlets, calendars, periodicals, videotapes, or free or discounted admission to informational conferences or seminars;

(B) Scale models, pictorial representations, maps, and other such items, provided that where the item has a fair market value in excess of \$420, the burden shall be on the recipient to demonstrate that the item is informational material;

(C) On-site demonstrations, tours or inspections designed specifically for the purpose of assisting the recipient public officials or candidates in the performance of either their official duties or of the elective office they seek.

No payment for transportation to an inspection, tour or demonstration site, nor reimbursement for any expenses in connection therewith, shall be deemed *"informational material"* except insofar as such transportation is not commercially obtainable. [Gov. Code § 82028(b)(1); 2 Cal. Code of Regs. §18942.1]

(2) Except for passes and tickets as provided in 2 Cal. Code of Regs. §18946.1, a gift that is not used and that, within 30 days after receipt or acceptance, is returned to the donor or donor's agent or intermediary, or donated to a non-profit entity exempt from taxation under Section 501(c)(3) of the Internal Revenue Code or a government agency without being claimed as a charitable contribution or deduction for tax purposes. In such event, neither the recipient nor the donor shall be required to disclose the recipient or making a gift or activity expense.

(3) Gifts for which, within 30 days after receipt or acceptance, reimbursement is made to the donor, or the donor's agent or intermediary, for all or a portion of the gift. In such event the value of the gift is reduced by the amount of the reimbursement, and the amount of any gift or activity expense which must be disclosed is reduced by the amount of the reimbursement.

(4) In order to relieve the recipient of an otherwise disqualifying financial interest based upon the receipt or acceptance of a gift valued at \$420 or more pursuant to Government Code Section 87100,

the return, donation, or reimbursement of the gift pursuant to this section or to 2 Cal. Code of Regs. Section 18943(a):

(A) Must occur within 30 days of receipt or acceptance and prior to the date the recipient makes, participates in making, or uses his or her official position to influence the government decision in question; or

(B) If the return, donation, or reimbursement has not been made prior to the decision, the recipient must publicly disclose the receipt or acceptance of the gift on the public record, disclose its value, and declare that the return, donation, or reimbursement will occur within two working days following the decision. The subsequent return, donation, or reimbursement must be made within two working days, and within 30 days from receipt or acceptance, and must be documented in the public record.

(5) Gifts from an individual's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such person, unless the donor is acting as an agent or intermediary for any person not identified by this paragraph.

(6)(A) Gifts given directly to members of an official's immediate family unless the gift confers a clear personal benefit on the official. A gift to an official's immediate family member confers

a clear personal benefit on the official in any of the following circumstances:

(i) It is reasonably foreseeable at the time the gift is made that the official will enjoy a financial benefit from the gift. A "financial benefit" from the gift includes, but is not limited to, a payment, other than occasional meals, lodging, or local transportation, to fulfill a commitment, obligation or expense of the type normally paid by a family for the ordinary care and support of one of its members.

(ii) It is reasonably foreseeable at the time the gift is made that the official will use the gift, except for minimal use.

(iii) The official exercises discretion and control over who will use or dispose of the gift. Exercising "discretion and control" includes, but it not limited to, when an official, or his or her agent, requests a gift for, or to be used by, the official=s family member.

(B) A gift given solely to a member of an official=s family unless the gift confers a presumed personal benefit on the official. A gift to an official=s family member confers a presumed personal benefit on the official if the gift is made to a family member of an official who is subject to Government Code Section 87200 by a donor who is or has been directly involved in a governmental

decision, as defined in 2 Cal. Code of Regs. ' 18704.1(a) in which the official will foreseeably participate or has participated in the prior 12-month period.

(C) A gift to an official=s family member that would not be a gift under the Code if given to the official directly.

(D) A gift to an official=s family member that the official can show is from a donor when there is an established working, social, or similar relationship between the donor and the official=s family member independent of the relationship between the donor and the official and the donor is not a donor who is or has been directly involved in a governmental decision, as defined in 2 Cal. Code of Regs. ' 18704.1(a), in which the official will foreseeably participate or has participated in the prior 12-month period.

(7) Campaign contributions required to be reported under Chapter 4 of the Act.

(8) Any devise or inheritance.

(9) Personalized plaques or trophies with an individual value of less than \$250.

(10) (A) The cost of hospitality (including food, beverages, or occasional lodging) provided to an official by an individual in the individual=s home when the individual is present, unless one of the following provisions applies:

(i) Any part of the hospitality is paid directly or reimbursed by another person.

(ii) Any person deducts any part of the cost of such hospitality as a business expense on any government tax return.

(iii) There is an understanding between the individual extending the hospitality and another person that any amount of compensation the individual receives from that person includes a portion to be utilized to provide gifts of hospitality in the individual's home.

(B) In determining the applicability of subparagraph (A) the following applies:

(i) The cost of providing hospitality does not include any part of the value or rental cost of the home nor does it include any depreciation value on the home where the hospitality is extended.

(ii) An official may presume that the cost of the home hospitality is paid by the host unless the host discloses to the official, or it is clear from the surrounding circumstances at the time the hospitality is provided, that a person, other than the host, paid the cost of the hospitality.

(11) Presents exchanged between an official who is required to file a statement of economic interests and an individual, other

than a lobbyist, on holidays, birthdays, or similar occasions provided that the presents exchanged are not substantially disproportionate in value. For purposes of this subdivision, and notwithstanding 2 Cal. Code of Regs. ' 18946.2(b), Agifts exchanged@ includes food, beverages, entertainment, and nominal benefits provided at the occasion by the honoree or another individual, other than a lobbyist hosting the event.

(12) Leave credits, including vacation, sick leave, or compensatory time off, donated to an official in accordance with a bona fide catastrophic or similar emergency leave program established by the official's employer and available to all employees in the same job classification or position. This shall not include donations of cash.

(13) Payments received under a government agency program or a program established by a bona fide charitable organization exempt from taxation under Section 501(c)(3) of the Internal Revenue Code designed to provide disaster relief or food, shelter, or similar assistance to qualified recipients if such payments are available to members of the public without regard to official status.

(14) Free admission, and refreshments and similar non-cash nominal benefits provided to an official during the entire event at which the official gives a speech, participates in a panel or seminar, or provides a similar service, and actual intrastate transportation and any necessary lodging and subsistence provided directly in connection with the speech, panel, seminar, or service, including but not limited to meals

and beverages on the day of the activity. These items are not payments and need not be reported by any filer.

(15) The transportation, lodging, and subsistence specified by 2 Cal. Code of Regs. Section 18950.4 (in connection with campaign activities).

(c) The following items, if they are otherwise gifts, are exempt from the limitations on gifts described above:

(1) Payments for transportation, lodging, and subsistence that are exempt from limits on gifts by Government Code Section 89506 and 2 Cal. Code of Regs. Sections 18950, et. seq.

(2) Wedding gifts.

(A) Notwithstanding the provisions of 2 Cal. Code of Regs. Section 18943 (Subsection (b)(5), above) wedding gifts given to an official and his or her spouse or spouse-to-be-to be are considered as gifts to both spouses equally, and the official is deemed to receive one-half of the value as determined by 2 Cal. Code of Regs. Section 18946, unless the gift is peculiarly adaptable to the personal use and enjoyment of one spouse or specifically and unequivocally intended exclusively for the use and enjoyment by one spouse, in which event full value of the gift is attributed to that spouse. [Gov. Code §82028; 2 Cal. Code of Regs. §§18942, 18942.1, 18943, 18944, 18946.3]

(16) (A) An item won by a District employee in a District raffle when the item awarded in the raffle has been received by the District from a source other than a District employee and the District did not purchase the item from its funds, the payment is not a gift when the value of the gift is less than \$50. [2 Cal Code of Regs. ' 18944.2(b)(1)].

(B) An item won by an employee of the District in an employee raffle when the item awarded in the raffle has been received by the District from a District employee who is not acting as an intermediary for another donor. [2 Cal Code of Regs. ' 18944.2(b)(3)].

(C) When an employee of the District participates in an employee gift exchange, any item received by the employee is not a gift so long as the item received is provided by another employee of the District and the gifts are not substantially disproportionate in value. [2 Cal Code of Regs. ' 18944.2(c)].

(17) Tickets or passes for admission to a facility, event, show or performance, for entertainment, amusement, recreation, or similar purpose admission as follows:

(A) A ticket of pass provided by a source other than the District when the ticket or pass is provided to an official for his or her admission to an event at which the official performs a ceremonial role or function on behalf of the District.

(B) A ticket or pass provided to an official of the District by the District when the official treats the ticket or pass as income consistent with applicable state and federal income tax laws and the District reports distribution of the ticket or pass as income to the official and posts the information on the District's website in the manner provided in 2 Cal Code of Regs. ' 18944.1(d).

(C) A ticket or pass provided to an official of the District by the District that otherwise is a gift under Gov. Code Section 82028, unless the official can prove that equal or greater value has been provided in exchange therefore, under 2 Cal Code of Regs. ' 18944.1(a)(1).

(D) A ticket or pass provided to an official of the District by the District which the District obtains pursuant to the terms of a contract for use of public property, because the District controls the event, or that is purchased by the District at fair market value, the distribution of the ticket or pass is made under the provisions of a written policy of the District for the distribution of tickets or passes purchase to 2 Cal Code of Regs. ' 18944.1(c).

(18) A monetary payment to the District, loan, gift, or other transfer and the payment for, or provision of, goods and services shall not be considered a gift to the an official of the District if all of the following conditions are met:

(A) The general manager of the District or his or her designee controls the District's use of the payment, and the donor has not designated the official who may use the payment, but may identify the purpose of the payment. If the payment will provide a personal benefit to an official, the general manager or his or her designee may not select himself or herself as the individual who will use the payment.

(B) The payment is used for official District business.

(C) Within 30 days after the use of the payment, the District reports the payment on a form prescribed by the FPPC under 2 Cal Code of Regs. ' 18944.(c)(3)(A).

(19) A grant, reimbursement, funding or other payment received by the District from a federal government agency for education, training, or other inter-agency programs. [2 Cal Code of Regs. ' 18944.(f)].

16. "Honorarium":

(a) "*Honorarium*" is any payment made in consideration for any speech given, article published or attendance at any public or private conference, convention, meeting, social event, meal, or like gathering.

(b) In addition to the exceptions contained in Definition 14(b), above, (2 Cal. Code of Regs §18942), the term "*honorarium*" does not include:

(1) Earned income for personal services which are customarily provided in connection with the practice of or employment in a bona fide business, trade, or profession, such as teaching, practicing

law, medicine, insurance, real estate, banking, or building contracting, unless the sole or predominant activity of the business, trade, or profession is making speeches.

(2) Any honorarium which is not used, and, within 30 days after receipt is either returned to the donor or delivered to the District for donation to the District's general fund or equivalent without being claimed as a deduction from income for tax purposes. [Gov. Code §89501; 2 Cal. Code Regs. §18932]

17. **Economic Interests**: The term "economic interest" includes interests in business entities, real property, source of income, source of gifts, and personal financial effect. For purposes of disqualification, see these terms defined below:

(a) **Economic Interest – Business Entities:** A public official has an *economic interest* in a business entity if any of the following are true:

(1) The public official has a *direct* or *indirect* investment worth \$2,000 or more in the business entity.

(2) The public official is a director, officer, partner, trustee, employee, or holds any position of management in the business entity.

(3) An official has an *economic interest* in a business entity which is a *parent* or *subsidiary of*, or is otherwise related to, a business entity in which the official has one of the interests defined in this

Definition. [See 2 Cal. Code of Regs § 18703.1(d) for definition of “*Parent, Subsidiary, Otherwise Related Business Entity.*”]

(4) Although a public official may not have an *economic interest* in a given business entity pursuant to Subsections (1)-(3), above, the public official may nonetheless have an *economic interest* in the business entity if it is a source of income to him or her.

(5) The public official owns a 50% or greater interest in a business entity.

(6) The public official regardless of the extent of the ownership interest in that entity, has the power to direct or cause the direction of the management and policies of the business entity.

(b) **Economic Interest – Real Property:** A public official has an *economic interest* in any real property in which the public official has a direct or indirect interest worth \$2,000 or more in fair market value. [See Definition 11, above, for detailed definition of *interest in real property.*]

(c) **Economic Interest – Source of Income:** A public official has an *economic interest* in any person from whom he or she has received income, including commission income and incentive compensation as defined in 2. Cal. Code of Regs. Section 18703.3, aggregating \$500 within 12 months prior to the time when the relevant government decision is made. For purposes of Government Code Sections 87100 and 87103(c), a public official’s *income* includes income which has been promised to the public official but not yet received by him or her, if he or she has a legally enforceable right to the promised income. [See

Definition 13, above, for detailed definition of *income*.] [See 2 Cal. Code of Regs. Section 18703.3 regarding former employers, sources of commission income to brokers, agents and salespersons, and sources of incentive compensation.]

(d) **Economic Interest – Source of Gifts:** A public official has an *economic interest* in any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating \$420 or more in value provided to, received by, or promised to the public official within 12 months prior to the time when the decision is made. [See Definition 15, above, for detailed definition of *Gift*.]

(e) **Economic Interest – Personal Finances:** A public official has an *economic interest* in his or her personal finances and those of his or her immediate family. A governmental decision will have an effect on this economic interest if the decision will result in the personal expenses, income, assets, or liabilities of the official, or his or her immediate family increasing or decreasing. [See Definition 13, above, for detailed definition of *income* and see Definition 23, below, for detailed definition of *immediate family*.] [2 Cal. Code of Regs. §§18703 – 18703.5]

18. **“Directly or Indirectly Involved”:** In order to determine if a governmental decision’s reasonably foreseeable financial effect on a given economic interest is material, it must first be determined if the official’s economic interest is directly involved or indirectly involved in the governmental decision.

(a) **Business Entities, Sources of Income, Sources of Gifts:**
A person, including business entities, sources of income, and sources of gifts, is

directly involved in a decision before an official's agency when that person, either directly or by an agent;

(1) Initiates the proceeding in which the decision will be made by filing an application, claim, appeal, or similar request, or;

(2) Is a named party in, or is the subject of, the proceeding concerning the decision before the official or the official's agency. A person is the subject of a proceeding if a decision involves the issuance, renewal, approval, denial or revocation of any license, permit, or other entitlement to, or contract with, the subject person.

If a business entity, source of income, or source of a gift is directly involved in a governmental decision, apply the materiality standards in 2 Cal. Code of Regs. Sections 18705.1(a), 18705.3(a) or 18705.4(a), respectively. If a business entity, source of income, or source of a gift is not directly involved in a governmental decision, apply the materiality standards in 2 Cal. Code of Regs. Sections 18705.1(b), 18705.3(b), or 18705.4(b), respectively.

(b) **Interest in Real Property:** Real property in which a public official has an economic interest is directly involved in a governmental decision if that real property is the subject of the governmental decision, or if any part of that real property is located within 500 feet of the boundaries (or proposed boundaries) of the real property which is the subject of the governmental decision. Real property is the "subject of the governmental decision" if:

(1) The governmental decision involves the zoning or rezoning, annexation or deannexation, sale, purchase, or lease, or

inclusion in or exclusion from any city, county, district or other local governmental subdivision, of the real property in which the official has an interest or a similar decision affecting such real property. For purposes of this Section, the terms “zoning” and “rezoning” shall refer to the act of establishing or changing the zoning or land designation on the subject to real property. The terms “zoning” and “rezoning” shall NOT refer to an amendment of an existing zoning ordinance or other land use regulation (such as changes in the uses permitted, or development standards applicable, within a particular zoning category) which is applicable to all other properties designated in that category, which shall be analyzed under 2 Cal. Code of Regs. Section 18705.2(b)

(2) The governmental decision involves the issuance, denial or revocation of a license, permit or other land use entitlement authorizing a specific use or uses of such real property.

(3) The governmental decision involves the imposition, repeal or modification of any taxes or fees assessed or imposed on such real property.

(4) The governmental decision is to designate the survey area, to select the project area, to adopt the preliminary plan, to form a project area committee, to certify the environmental document, to adopt the redevelopment plan, to add territory to the redevelopment area, or to rescind or amend any of the above decisions; and real property in which the official has an interest, or any part of it is located within the boundaries

(or the proposed boundaries) of the redevelopment area. For purposes of this Section, real property is located “within 500 feet of the boundaries (or proposed boundaries) of the real property which is the subject of the governmental decision” if any part of the real property is within 500 feet of the boundaries (or proposed boundaries) of the redevelopment project area.

(5) The governmental decision involves construction of, or improvements to, streets, water, sewer, storm drainage or similar facilities, and the real property will receive new or improved services. As used in this Section, “new or improved services” does NOT include repairs, replacement, or maintenance of existing streets, water, sewer, storm drainage or similar facilities.

(6) Real property in which a public has an interest is not directly involved in a governmental decision, but is instead indirectly involved if:

(A) The decision solely concerns the amendment of an existing zoning ordinance or other land use regulation (such as changes in the uses permitted, or development standards applicable within a particular zoning category) which is applicable to all other properties designated in that category, which shall be analyzed under 2 Cal. Code Regs. Section 18705.2(b).

(B) The decision solely concerns repairs, replacement, or maintenance of existing streets, water, sewer, storm drainage or similar facilities.

(C) The decision solely concerns the adoption or amendment of a general plan and all of the following apply:

(i) The decision only identifies planning objectives or is otherwise or is otherwise exclusively one of policy. A decision will not qualify under this subdivision if the decision is initiated by the public official, by a person this is an economic interest of the public official, or by a person representing either the public official or an economic interest of the public official.

(ii) The decision requires a further decision or decisions by the public official's agency prior to implementing the planning or policy objectives. Examples of further decisions include, but are not limited to, permitting, licensing, rezoning, or the approval of or change to a zoning variance, land use ordinance, or specific plan or its equivalent.

(iii) The decision does not concern an identifiable parcel or parcels or development project. A decision does not "concern an identifiable parcel or parcels" solely because, in the proceeding before the agency in

which the decision is made, the parcel or parcels are merely included in an area depicted on a map or diagram offered in connection with the decision, provided that the map or diagram depicts all parcels located within the agency's jurisdiction and economic interests of the official are not singled out.

(iv) The decision does not concern the agency's prior, concurrent, or subsequent approval of, or change to, a permit, license, zoning designation, zoning variance, land use ordinance, or specific plan or its equivalent.

(v) The following definitions apply to this subsection.

a. A decision "*solely concerns the adoption or amendment of a general plan*" when the decision, in the manner described in Government Code Sections 65301 and 65301.5, grants approval of, substitutes for, or modifies any component of, a general plan, including elements, a statement of development policies, maps, diagrams, and texts, or any other component setting forth objectives, principles, standards, and plan proposals, as described in Government Code Sections 65402 and 65303.

b. “*General Plan*” means “general plan” as used in Government Code, Title 7 (Planning and Zoning) Division 1 (Local Planning), Article 5, sections 65300, et seq.

c. “*Specific plan or its equivalent*” means a “specific plan” or any equivalent plan adopted by the jurisdiction to meet the purposes described in Government Code, Title 7 (Planning and Zoning), Division 1 (Local Planning), Article 8, sections 65450, et. seq.

(vi) Determining the applicable materiality standard

a. If the real property in which the public official has an economic interest is directly involved in a governmental decision, apply the materiality standards in California Code of Regulations Section 18705.2(a).

b. If a real property interest is not directly in a governmental decision, apply the materiality standards in California Code of Regulations Section 18705.2(b).

(c) **Economic Interest in Personal Finances:** A public official or his or her immediate family are deemed to be directly involved in a

Governmental decision which has any financial effect on his or her personal finances or those of his or her immediate family. [2 Cal. Code of Regs. §§18704 – 18704.5]

19. “Materiality Standards”:

(a) **Specific Rules.** In order to determine if a governmental decision’s reasonably foreseeable financial effect on a given economic interest is material;

(1) For governmental decisions which affect economic interests in real property – apply 2 Cal. Code of Regs. Section 18705.1;

(2) For governmental decisions which affect economic interests in real property – apply 2. Cal Code of Regs. Section 18705.2;

(3) For governmental decisions which affect economic interests in sources of income – apply 2 Cal. Code of Regs. Section 18705.3;

(4) For governmental decisions which affect economic interests in sources of gifts – apply 2 Cal. Code of Regs. Section 18705.4;

(5) For governmental decisions which affect the personal expenses, income, assets or liabilities of the public official or his or her immediate family (personal financial effect) apply 2 Cal. Code of Regs. Section 18705.5.

(b) **General Rule.** Whenever the specific provisions of 2 Cal. Code of Regs. Sections 18705.1 through 18705.5, inclusive, cannot be applied, the following general rule shall apply:

The financial effect of a governmental decision is material if the decision will have a significant effect on the official or a member of the official's immediate family, or on the source of income, the source of gifts, the business entity, or the real property, which is an economic interest of the official.

(c) **Special Rules.** Notwithstanding 2 Cal. Code of Regs. Sections 18705.1 through 18705.5, inclusive, an official does not have to disqualify himself for herself from a governmental decision if:

(1) Although a conflict of interest would otherwise exist under 2 Cal. Code of Regs. Section 18705.1 through 18705.4, inclusive, and 18706, the decision will have not financial effect on the person or business entity who appears before the official, or on the real property in which the official holds a direct or indirect interest, or on the personal finances of the official and/or his immediate family. [2 Cal. Code of Regs. §18705]

20. **“Public Generally”**: Notwithstanding a determination that the reasonably foreseeable financial effect of a governmental decision on a public official's economic interests is material, a public official does not have a disqualifying conflict of interest in the governmental decision if the governmental decision affects the public official's economic interests in a manner which is indistinguishable from the manner in

which the decision will affect the public generally, as set forth in 2 Cal. Code of Regs. 18707 – 18707.9.

(a) To determine if the effect of a decision is not distinguishable from the effect on the public generally as set forth above, apply Steps One through Four below:

(1) **Step One:** Identify each specific person or real property (economic interest) that is materially affected by the governmental decision.

(2) **Step Two:** For each person or real property identified in Step One, determine the applicable “significant segment” rule according to 2 Cal. Code of Regs. Section 18707.1(b).

(3) **Step Three:** Determine if the significant segment is affected by the governmental decision as set forth in the applicable “significant segment” rule. If the answer is “no,” then the analysis ends because the first prong of two-part test set forth in Section 18707.1(b) is not met, and the public official cannot participate in the governmental decision. If the answer is “yes,” proceed to Step Four.

(4) **Step Four:** Following the provisions of 2 Cal. Code of Regs. Section 18707.1(b)(2), determine if the person or real property identified in Step One is affected by the governmental decision in “substantially the same manner” as other persons or real property in the applicable significant segment. If the answer is “yes” as to each person or real property identified in Step One, then the effect of the decision is not

distinguishable from the effect on the public generally and the public official may participate in the decision. If the answer is “no” as to any person or real property identified in Step One, the public official may not participate in the governmental decision unless one of the special rules set forth in 2 Cal. Code of Regs. Sections 18707.2 – 18707.9 applies to each person or real property triggering the conflict of interest. [2 Cal. Code of Regs. §18707]

21. Determining Whether a Material Financial Effect is Reasonably

Foreseeable”:

(a) A material financial effect on an economic interest is reasonably foreseeable if it is substantially likely that one or more of the materiality standards applicable to that economic interest will be met as a result of a governmental decision.

(b) In determining whether a governmental decision will have a reasonably foreseeable material financial effect on an economic interest as defined in subsection (a) above, the following factor should be considered. These factors are not intended to be an exclusive list of the relevant facts that may be considered in determining whether a financial effect is reasonably foreseeable, but are included as general guidelines:

(1) The extent to which the official or the official's source of income has engaged, is engaged, or plans on engaging in business activity in the jurisdiction;

(2) The market share held by the official or the official's source of income in the jurisdiction;

(3) The extent to which the official or the official's source of income has competition for business in the jurisdiction;

(4) The scope of the governmental decision in question;
and

(5) The extent to which the occurrence of the material financial effect is contingent upon intervening events, not including future governmental decisions by the official's agency, or any other agency appointed by or subject to the budgetary control of the official's agency.

(c) Possession of a real estate sales or brokerage license, or any other professional license, without regard to the official's business activity or likely business activity, does not in itself make a material financial effect on the official's economic interest reasonably foreseeable. [2 Cal. Code of Regs. §18706]

22. “Business Entity”: Any organization or enterprise operated for profit, including but not limited to, a proprietorship, partnership, firm, business trust, joint venture, syndicate, corporation or association. [Gov. Code §82005]

23. “Immediate Family”: Immediate Family means the spouse and dependent children, including an adoptive child or stepchild) who is under the age of 18 years old and whom the official is entitled to claim as a dependent on his or her federal tax return. It also includes a child (including an adoptive child or stepchild) that is at least 18, but no more than 23, years old and is a full-time or part-time student, has the

same principal residence as the official, (not including the time the child is away from the official's residence while attending school) and does not provide over one-half of his or her own support. [2 Cal Code of Regs § 18229, 18229.1 and 18943]

24. **“Spouse”**: The term “spouse” shall include domestic partners registered with the California Secretary of State’s Office and recognized by California State Law. [2 Cal. Code of Regs §18229; Fam. Code §297]

25. **“District”**: Lake Hemet Municipal Water District.

26. **”Board”**: Board of Directors of the District.

27. **“Filing Officer”**: The filing officer is the person who receives and retains the original statements of economic interests with duties as set forth in 2 Cal. Code of Regs. Section 18115. The filing officer shall also be the filing official for statements filed by all other public officials who manage public investments.

The filing officer/official for the District shall be the Assistant Secretary to the Board.

28. **“Act”**: Political Reform Act of 1974, Government Code Sections 81000 et. seq.

29. **“FPPC”**: The Fair Political Practices Commission which was established by the Act to administer and implement the Act.

30. **“Code Reviewing Body”**: The Code Reviewing Body for the District is the Board of Supervisors of the County of Riverside.