

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

136A



FROM: County Counsel

SUBMITTAL DATE:
December 19, 2012

SUBJECT: Approval of the Conflict of Interest Code of the Riverside Unified School District

RECOMMENDED MOTION: That the Board of Supervisors approves the Conflict of Interest Code submitted by Riverside Unified School 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)

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

ATTACHMENTS FILED WITH THE CLERK OF THE BOARD
Departmental Concurrence

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

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

C.E.O. RECOMMENDATION:

APPROVE

BY: Denise C. Harden

County Executive Office Signature

- Consent
- Policy
- Consent
- Policy

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

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 school district.

The Riverside Unified School 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 Riverside Unified School District's Conflict of Interest Code as revised and that the Clerk of the Board notify the Agency of the action taken.

CONFLICT OF INTEREST CODE FOR THE
RIVERSIDE UNIFIED SCHOOL DISTRICT
(Amended November 13, 2012)

The Political Reform Act (Gov. Code § 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. § 18730) that contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing Regulation 18730 may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This incorporation page, Regulation 18730 and the attached Appendix designating positions and establishing disclosure categories, shall constitute the conflict of interest code of the **Riverside Unified School District** (the "**District**").

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

APPENDIX

CONFLICT OF INTEREST CODE

OF THE

RIVERSIDE UNIFIED SCHOOL DISTRICT

(Amended November 13, 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 must file disclosure statements under Government Code Section 87200 et seq. [Regs. § 18730(b)(3)] These positions are listed here for informational purposes only.

It has been determined that the positions listed below are officials who manage public investments¹:

Members of the Board of Education

Superintendent

Director, Business Services

Deputy Superintendent, Business and Governmental Relations

Financial Consultants

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

DESIGNATED POSITIONS

GOVERNED BY THE CONFLICT OF INTEREST CODE

<u>DESIGNATED POSITIONS'</u> <u>TITLE OR FUNCTION</u>	<u>DISCLOSURE CATEGORIES</u> <u>ASSIGNED</u>
Assistant Director, Building Trades	3, 5
Assistant Director, Equipment/Communications	5
Assistant Director, Facilities Projects	2, 3, 5
Assistant Director, Maintenance and Operations – Grounds/Custodial	5
Assistant Director, SELPA, Special Education Department	5
Assistant Personnel Administrator	5
Assistant Principal (ALL)	5
Assistant Superintendent, Human Resources	4
Assistant Superintendent, Instructional Services	5
Assistant Superintendent, Network Information Systems	5
Assistant Superintendent, Operations	2, 4
Budget Manager	5
Campus Manager	5
Child Welfare & Attendance Manager	5
Contract Analyst	1
Coordinator, Early Childhood and Family Education	5
Coordinator, Pupil Services, SELPA	5

DESIGNATED POSITIONS'
TITLE OR FUNCTION

DISCLOSURE CATEGORIES
ASSIGNED

Director, Certificated Personnel	5
Director, Classified Personnel	5
Director, Computing Services	5
Director, Education (ALL)	5
Director, Educational Options	5
Director, Instructional Services	5
Director, Instructional Technology	5
Director, Maintenance & Operations	2, 3, 5
Director, Network Services	5
Director, Nutrition Services	5
Director, Planning and Development	2, 3, 5
Director, Program Development & Extended Learning Opportunities	1
Director, Program Quality/English Learner Services	5
Director, Risk Management	4
Energy Education Specialist	5
Executive Assistant to the Superintendent	5
Executive Director, SELPA, Special Education Department/Pupil Services	5
General Counsel	1, 2
Instructional Services Specialist (ALL)	5

DESIGNATED POSITIONS'
TITLE OR FUNCTION

DISCLOSURE CATEGORIES
ASSIGNED

Manager of Systems	5
Manager, Central Kitchen	5
Manager, Computer Applications	5
Manager, Fiscal Services	4
Manager, Network/Computer Services	5
Manager, Nutritional Services Operations	5
Manager, Publications	5
Manager, Purchasing	4
Network Specialist	5
Operations Manager	5
Principal (ALL)	5
Program Specialist (ALL)	5
Senior Program Evaluator, Educational Accountability	5
Software Engineer	5
Technical Services Manager	5
Transportation Manager	5

MEMBERS OF BOARDS,
COMMITTEES AND COMMISSIONS

Budget Advisory Committee	1, 2
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DESIGNATED POSITIONS'
TITLE OR FUNCTION

DISCLOSURE CATEGORIES
ASSIGNED

Consultants and New Positions²

² Individuals serving as a consultant as defined in FPPC Reg 18701 or in a new position must file under the broadest disclosure set forth in this Code subject to the following limitation:

The Superintendent may determine that, due to the range of duties or contractual obligations, it is more appropriate to designate a limited disclosure requirement. A clear explanation of the duties and a statement of the extent of the disclosure requirements must be in a written document. The Superintendent'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 economic investments that the designated position must disclose for each disclosure category to which he or she is assigned.

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

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

Category 3: All investments and business positions in business entities, and sources of income, including gifts, loan and travel payments, 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 business entities, and sources of income, including gifts, loan and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by the District.

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

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