

FORM APPROVED COUNTY COUNSEL  
 BY: GREGORY P. PRIAMOS DATE 11/21/14

**SUBMITTAL TO THE RIVERSIDE COMMUNITY HOUSING CORP.  
 BOARD OF DIRECTORS  
 COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



651

**FROM:** Riverside Community Housing Corp.

**SUBMITTAL DATE:**  
 December 22, 2014

**SUBJECT:** Approve, Adopt and Promulgate the Conflict of Interest Code; and Authorize the Code to be Submitted to the Code Reviewing Body for Approval, All Districts, [\$0]

**RECOMMENDED MOTION:** That the Board of Directors:

1. Approve, adopt and promulgate the attached Conflict of Interest Code; and
2. Authorize the attached Conflict of Interest Code to be submitted to the Code Reviewing Body for approval.

**BACKGROUND:  
 Summary**

Because of its relationship with the Housing Authority of the County of Riverside, the Riverside Community Housing Corp. (RCHC) is subject to the conflict of interest provisions set forth by the Fair Political Practices Commission (FPPC), including the requirements of the Political Reform Act (CA Government Code §81000, et seq.).

(Continued)

Robert Field  
 Chief Executive Officer

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 0	\$ 0	\$ 0	\$ 0	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0	
SOURCE OF FUNDS: N/A				Budget Adjustment: No	
				For Fiscal Year: 2014/15	

**C.E.O. RECOMMENDATION:**

APPROVE

BY:   
 Rohini Dasika

County Executive Office Signature

**MINUTES OF THE RIVERSIDE COMMUNITY HOUSING CORP. BOARD OF DIRECTORS**

- A-30
- 4/5 Vote
- Positions Added
- Change Order

Prev. Agn. Ref.: N/A

District: ALL

Agenda Number:

14 - 1

**SUBMITTAL TO THE RIVERSIDE COMMUNITY HOUSING CORP. BOARD OF DIRECTORS,  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

**FROM:** Riverside Community Housing Corp.

**FORM 11:** Approve, adopt and promulgate the conflict of Interest Code.

**DATE:** December 22, 2014

**PAGE:** 2 of 2

**BACKGROUND:**

**Summary** (Continued)

Pursuant to the Political Reform Act, RCHC must adopt and promulgate a conflict of interest code. Attached hereto is a Conflict of Interest Code which incorporates standard code requirements set forth by the FPPC and has been approved as to form by General Counsel. Staff recommends that the RCHC Board of Directors (Board) approve, adopt and promulgate the attached Conflict of Interest Code.

Additionally, the Political Reform Act stipulates that the Conflict of Interest Code is effective on the date it is approved by RCHC's Code Reviewing Body. The Riverside County Board of Supervisors serves as RCHC's Code Reviewing Body. Staff recommends that the Board authorize submission of the attached Conflict of Interest Code, which has been approved as to form by County Counsel, to the Board of Supervisors for approval.

**Impact on Citizens and Businesses**

Approving this Form 11 has a beneficial impact on citizens and businesses by remaining compliant with regulatory requirements and establishing a Conflict of Interest Code.

**Attachments:**

Conflict of Interest Code

## **CONFLICT OF INTEREST CODE**

The Political Reform Act (CA Government Code §81000, et seq.) stipulates that local agencies shall adopt and promulgate a conflict of interest code. The Fair Political Practices Commission (FPPC) has adopted a regulation (2 CA Code of Regulations §18730) which contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. The standard code may be amended by the FPPC in order to conform to amendments of the Political Reform Act. Therefore, the terms of 2 California Code of Regulations §18730, and any amendments to it duly adopted by the FPPC, are hereby incorporated by reference. This regulation and the attached Exhibits shall constitute the Riverside Community Housing Corporation (RCHC) Conflict of Interest Code.

Attached hereto as **Exhibit 1** is a list of designated officers and employees, together with disclosure categories assigned to each such designated officer or employee.

Attached hereto as **Exhibit 2** is a schedule of disclosure categories identifying the economic interest which must be disclosed by designated officers or employees within such category. Each designated officer or employee shall file statements of economic interests with the Filing Officer at the times and in the manner prescribed by law.

### **Filing Officer**

The Form 700 Filing Officer for RCHC shall be the individual designated as such in RCHC's Bylaws. The RCHC Secretary, or designee, shall make and retain a copy of all statements filed by designated officers and employees and forward the originals of the statements to the Filing Officer. A copy of each statement shall be forwarded to the County of Riverside Economic Development Agency Human Resources Department.

### **Code Reviewing Body**

The Code Reviewing Body for RCHC's Conflict of Interest Code shall be the Riverside County Board of Supervisors.

### **Adoption and Promulgation of Code**

In conformance with Government Code §87300 et seq., the Riverside Community Housing Corporation hereby adopts and promulgates this Conflict of Interest Code.

## EXHIBIT 1 DESIGNATED OFFICERS AND EMPLOYEES

Designated Employees	Disclosure Categories
Board of Directors	1, 2, 3, 4, 5, 6, 7
Chief Executive Officer	1, 2, 3, 4, 5, 6, 7
Chief Operating Officer	1, 2, 3, 4, 5, 6, 7
Chief Financial Officer	1, 2, 3, 4, 5, 6, 7
Secretary	1, 2, 3, 4, 5, 6, 7
Chairperson	1, 2, 3, 4, 5, 6, 7
Any Other RCHC Officers	1, 2, 3, 4, 5, 6, 7
Members of the Board of Supervisors * Functioning as Members of the RCHC Board of Directors	1, 2, 3, 4, 5, 6, 7
EDA Assistant CEO** Functioning as an RCHC Officer or Staff	1, 2, 3, 4, 5, 6, 7
EDA Managing Director** Functioning as an RCHC Officer or Staff	1, 2, 3, 4, 5, 6, 7
HACR Deputy Executive Director** Functioning as an RCHC Officer or Staff	1, 2, 3, 4, 5, 6, 7
HACR or EDA Deputy Director** Functioning as an RCHC Officer or Staff	1, 2, 3, 4, 5, 6, 7
HACR or EDA Assistant Director** Functioning as an RCHC Officer or Staff	1, 2, 3, 4, 5, 6, 7
HACR or EDA Fiscal Manager** Functioning as an RCHC Officer or Staff	1, 2, 3, 4, 5, 6, 7
HACR or EDA Principal Development Specialist** Functioning as an RCHC Officer or Staff	1, 2, 3, 4, 5, 6, 7
Riverside County Counsel* Functioning as RCHC legal Counsel	1, 2, 3, 4, 5, 6, 7
Any Other Designated Employees** Functioning as RCHC Directors, Officers or Staff, Pursuant to County of Riverside Conflict of Interest Code, and any amendments thereto	As indicated in the Resolution
Designated Consultants***	1, 2, 3, 4, 5, 6, 7

\*CA Gov. Code §87200

\*\* 2 CA Code of Regs. §18701

\*\*\* Designated consultants are consultants to RCHC that make or participate in making decisions or who act in a capacity equivalent to any of the designated employee classifications above (Form 700 Reference Pamphlet). This includes outside legal counsel (FPCC advice line 3/11/14).

## **EXHIBIT 2**

### **DISCLOSURE CATEGORIES AND CONTENTS**

Form 700 Statement of Economic Interest Disclosure Categories are as follows:

1. Category 1: All investment and business positions in, and sources of income (including gifts, loans and travel payments) from, all business entities that do business or own real property in Riverside County, plan to do business or own real property in Riverside County within the next year or have done business or owned real property in the county within the past 2 years.
2. Category 2: All interests in real property which is located, in whole or part, within or not more than 2 miles outside the boundaries of Riverside County.
3. Category 3: All investments in, and sources of income (including gifts, loans and travel payment) from business entities that are engaged in land development, construction or the acquisition or sale of real property in Riverside County, plan to engage in such activities in the County within the next year or have engaged in such activities in the County within the past 2 years.
4. Category 4: All investments and business positions in, and sources of income (including gifts, loans and travel payments) from, business entities that are banking, savings and loan or other financial institutions.
5. Category 5: All investments and business positions in, and sources of income (including gifts, loans and travel payments) from, business entities that provide services, supplies, materials, machinery or equipment of a type purchased or leased by the County of Riverside.
6. Category 6: All investments and business positions in, and sources of income (including gifts, loans and travel payments) from, business entities that provide services, supplies, materials, machinery or equipment of a type used or administered or proposed to be acquired by, leased by, used by or administered by the designated employee's department or reviewed, commented upon or recommended by the designated member's Board, Commission, Committee or Council.
7. Category 7: All investments and business positions in, and sources of income (including gifts, loans and travel payments) from, business entities subject to review, regulation, permitting or licensing authority of the designated employee's department, or designated member's Board, Commission, Committee or Council which will be subject to such authority within the next year or have been subject to such authority within the past 2 years (County of Riverside Conflict of Interest Code, and any amendments thereto).

Contents of the FPPC Form 700 shall be as follows:

1. Initial statements shall disclose any reportable investments, interests in real property and business positions held on the effective date of the code and income received during the 12 months prior to the effective date of the code.
2. Annual statements shall disclose any reportable investments, interests in real property, income and business positions 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.

3. Assuming office statements shall disclose any reportable investments, interests in real property and business positions held on the date of assuming office and income received during the 12 months prior to the date of assuming office.
4. Leaving office statements shall disclose reportable investments, interests in real property, income and business positions held or received during the period between the closing date of the last statement filed and the date of leaving office (2 CA Code of Regs. §18730).