

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

818a



FROM: County Counsel

SUBMITTAL DATE:
January 22, 2015

SUBJECT: Approval of the Conflict of Interest Code of the Riverside Community Housing Corp.


RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the Conflict of Interest Code submitted by Riverside Community Housing Corp.; and
2. Direct the Clerk of the Board to notify Riverside Community Housing Corp. of the action taken.

BACKGROUND:
Summary

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

Departmental Concurrence



 GREGORY P. PRIAMOS
 County Counsel

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ N/A	\$ N/A	\$ N/A	\$ N/A	Consent <input type="checkbox"/> Policy <input type="checkbox"/>
NET COUNTY COST	\$ N/A	\$ N/A	\$ N/A	\$ N/A	

SOURCE OF FUNDS: N/A

Budget Adjustment: N/A
For Fiscal Year: N/A

C.E.O. RECOMMENDATION:

APPROVE

County Executive Office Signature

BY: 
Denise C. Harden

MINUTES OF THE BOARD OF SUPERVISORS

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

Prev. Agn. Ref.: N/A District: ALL Agenda Number:

2-15

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA
FORM 11: Riverside Community Housing Corp.**

DATE: January 22, 2015

PAGE: 2 of 2

BACKGROUND:

Summary (continued)

Government Code Section 82011 identifies the Board of Supervisors for the County of Riverside as the code reviewing body for a local government agency within its county. A local government agency, as defined by Government Code Section 82041, includes Riverside Community Housing Corp.

Riverside Community Housing Corp. recently enacted its Conflict of Interest Code, which was approved by its Board of Directors on January 6, 2015. Riverside Community Housing Corp. has submitted it for approval by the Board of Supervisors as the code reviewing body.

This office has reviewed the revised Conflict of Interest Code and has found that it complies with statutory requirements. A copy of Riverside Community Housing Corp.'s Conflict of Interest Code is attached.

It is recommended that the Board of Supervisors approve Riverside Community Housing Corp.'s Code and that the Clerk of the Board notify the Agency of the action taken.

Impact on Citizens and Businesses

N/A.

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.

FORM APPROVED COUNTY COUNSEL
BY: Alexandra Fong 4/8/15
L. ALEXANDRA FONG DATE

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 (FPPC 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).