

RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

POLICY & PROCEDURE MANUAL

POLICY TITLE: Conflict of Interest

POLICY NUMBER: 1020

1020.1 The Political Reform Act, Government 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 Regulations 18730) which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. 18730 and any amendments to its duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix A in which members of the Board of Directors and employees are designated, and in which disclosure categories are set forth and constitute the conflict of interest code of the Rio Linda Elverta Recreation and Park District.

1020.2 Designated employees shall file statements of economic interest with the Clerks of the County of Sacramento County.

PART 1- DESIGNATED EMPLOYEES

<u>Positions</u>	<u>Disclosure</u>	<u>Applicable</u>
Board Members	5	700
General Manager	1	700
Attorneys	1	700
Consultants	2	700
Administrative Services Supervisor	1	700
Recreation Supervisor	1	700
Park Supervisor	1	700

PART II – DISCLOSURE CATEGORIES

1020.3 Investments and business positions in any business entity and sources of income listed in Appendix B are disclosable if:

1020.3.1 The business entity or business position in which the investment is held or which is the source of income is of the type which, within the last two years, has contracted with the District, or,

1020.3.2 The business entity or business position in which the investment is held or which is the source of income is of the type which, within the last two years, has contracted to furnish supplies or services as subcontractors in any contract with the District.

1020.4 With respect to designated positions, investments or business position in any business entity of source of income which are (1) private (service(s) similar to those provide by district) companies or (2) entitles or persons engaged in real estate development or owners or real estate, and interest in real property are disclosable if held, regardless of any contractual relationship with the District at any time (sub sentence (2) assumes the district provides an enterprise service that is essential to real estate development).

1020.5 Consultants shall disclose all sources of income, interests in real property and investments and business positions in business entities.

1020.5.1 The Administrator of the District may determine in writing that a particular consultant, although a “designated position,” is hired to perform, a range of duties that is 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. Such determination shall be a public record and shall be retained for public inspection in the same manner and locations as this conflict of interest code.

PART III – APPLICABLE FPPC FORM

1020.5 In accordance with Government Code 87200, certain District officers are required to disclose upon assuming and leaving office, and annually while in office – their investments, income, and interests in real property by way of FPPC Form 700. Those positions in Part I, above, designed to file Form 700 are those “directing the investment of public monies, formulating or approving investment policies, approving or establishing guidelines for asset allocations, or approving investment transactions.”

1020.6 All interest in real property as well as investments and business positions in business entities and income from sources which provide facilities, services, supplies, or equipment of the type utilized by the District, including but not limited to:

- 1020.6.1** Pipes, valves, fittings, etc.
- 1020.6.2** Pumps, motors, etc.
- 1020.6.3** Meters and other water measurement equipment
- 1020.6.4** Construction and building materials
- 1020.6.5** Engineering services, including hydrology services
- 1020.6.6** Construction contractors
- 1020.6.7** Safety equipment facilities
- 1020.6.8** Hardware tools and supplies
- 1020.6.9** Freight and hauling
- 1020.6.10** Motor vehicles, heavy equipment, special vehicles and parts and service thereto
- 1020.6.11** Petroleum products
- 1020.6.12** Photographic services, supplies and equipment
- 1020.6.13** Janitorial services
- 1020.6.14** Water quality testing
- 1020.6.15** Pesticides and herbicides
- 1020.6.16** Communications equipment and services
- 1020.6.17** Well drilling supplies and contractors
- 1020.6.18** Electrical equipment, including pumping equipment
- 1020.6.19** Computer hardware and software
- 1020.6.20** Architectural services
- 1020.6.21** Water treatment equipment, supplies and services
- 1020.6.22** Custom farming services such as weed abatement, etc.
- 1020.6.23** Telemetering equipment
- 1020.6.24** Appraisal services
- 1029.6.25** Printing, reproduction, record keeping, etc.
- 1020.6.26** Office equipment
- 1020.6.27** Accounting services
- 1020.6.28** Real estate agents/brokers and investment firms
- 1020.6.29** Title companies
- 1020.6.30** Public utilities
- 1020.6.31** Canal and pipeline maintenance services
- 1020.6.32** Insurance companies