

POLICY 070: Purpose of Board Policies (con't)

- 070.2 Various statements in this manual with reference to sections of the Public Resources codes, County Ordinances, local laws, and local County Administrative practices have been adopted for use by the District.

POLICY TITLE: Adoption/Amendment of Policies
POLICY NUMBER: 1010

1010 Consideration by the Board of Directors to adopt a new policy or amend an existing policy may be initiated by any Director or the Recreation Director. The proposed adoption or amendment shall be initiated by a Director or Recreation Director submitting a written draft of the proposed new or amended policy to each Director and the Recreation Director by way of the District office, and requesting that the item be included for consideration on the agenda of the next appropriate regular meeting of the Board of Directors.

1010.1 Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Directors and shall require a 3/5 affirmative vote of the entire Board of Directors.

1010.2 Copies of the proposed new or amended policy shall be included in the agenda-information packet for any meeting in which they are scheduled for consideration (listed on the agenda). A copy of the proposed new or amended policy(ies) shall be made available to each Director for review at least three (3) days prior to any meeting at which the policy(ies) are to be considered.

POLICY TITLE: Conflict of Interest
POLICY NUMBER: 1020

1020 The Political Reform Act, Government Code Section 80111, 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 Reg. Section 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 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 and, along with the attached Appendix in which members and employees are designated and disclosure categories are set forth, constitute the conflict of interest code of the Cuyama Valley Recreation District

1020.1 Pursuant to Section 4 of the standard code, designated employees shall file statements of economic interest with the agency. Upon receipt of the statements of the Cuyama Valley Recreation District and Chief Executive Officer, the agency shall make and retain a copy and forward the original of the statements to the Santa Barbara County-Clerk Recorder (place where statements will be filed). Statements for all other designated employees will be retained by the agency.

1020.2 Designated Positions are as follows:

- 1020.2.1 Board of Directors
- 1020.2.2 Director

1020.3 Designated employees must report interests in real property which are located in whole or in part within the boundaries of the District, including any leasehold, beneficial or ownership interest or option to acquire such interest in real property. Investments and business positions in business entities or income from sources which: 1) are contractors or subcontractors engaged in the performance of work or services of the type utilized by the District, or 2) which manufacture, sell or provide supplies, materials, books, machinery, services or equipment of the type utilized by the District.

ATTACHMENT B

CONFLICT OF INTEREST CODE FOR THE CUYAMA VALLEY RECREATION DISTRICT

The Political Reform Act, Government Code Section 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 Reg. Section 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 the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix in which members and employees are designated and disclosure categories are set forth, constitute the conflict of interest code of Cuyama Valley Recreation District.

Pursuant to Section 4 of the standard code, designated employees shall file statements of economic interests with the agency. Upon receipt of the statements of the Cuyama Valley Recreation District and Chief Executive Officer, the agency shall make and retain a copy and forward the original of the statements to the **Santa Barbara County-Clerk Recorder** (place where statements will be filed). Statements for all other designated employees will be retained by the agency.

Cuyama Valley Recreation District

1. Your agency's code reviewing body will assist you in setting out the place of filing.

ATTACHMENT C

Sample Disclosure Categories for Developing Conflict of Interest Codes

These categories are not all inclusive but are merely to assist you in creating disclosure categories individualized to your agency's function.

If you find you are still in need of assistance in developing disclosure categories more specific to your agency's function, please contact us. We may be able to provide you with a sample of a conflict of interest code for an agency structured similar to yours.

Designated employees whose duties are broad and indefinable:

(1) All sources of income, (2) interests in real property, and (3) investments and business positions in business entities.

Designated employees whose duties involve contracting or purchasing:

Contracts or makes purchases for entire agency:

Investments and business positions in business entities, and sources of income, which provide services, supplies, materials, machinery or equipment of the type utilized by the agency.

Contracts or makes purchases for specific departments:

Investments and business positions in business entities, and sources of income, which provide services, supplies, materials, machinery or equipment of the type utilized by the designated employee's department or division.

Agencies with regulatory powers :

All investments and business positions in business entities and sources of income, which are subject to the regulatory, permit or licensing authority of the Cuyama Valley Recreation District.

Designated employees whose decisions may affect real property interests:

Investments and business positions in business entities, and sources of income, which engage in land development, construction or the acquisition or sale of real property, and all interests in real property.

Agencies which provide pooled self-insurance benefits:

Investments and business positions in business entities, and sources of income from:

1. Persons or entities which provide services, supplies, materials, machinery or equipment of the type utilized by the agency.
2. Entities which are engaged in the business of insurance including, but not limited to, insurance companies, carriers, holding companies, underwriters, brokers, solicitors, agents, adjusters, claims managers and actuaries.
3. Financial institutions including, but not limited to, banks, savings and loan associations and credit unions.
4. Entities or persons who have filed a claim, or have a claim pending against the agency.
5. All interests in real property.

ATTACHMENT D

Consultant Disclosure Category

This consultant disclosure category should be part of your code. You should add the position "consultant" as the last designated position in the appendix of the code. An asterisk would bring the reader down to the consultant disclosure category which would be located at the bottom of the page.

Consultant *

* Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation.

The (executive director or executive officer) 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 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 (executive director's or executive officer'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.

ALL CITIES, COUNTIES, OR LOCAL AGENCIES which have adopted the standardized conflict of interest code (2 Cal. Code of Regs. Section 18730) need to let us know so that we can keep them up to date on amendments to the code. Please take a minute to complete this form and return it to: