

## CONFLICT OF INTEREST

Policy # **1130**  
Original Effective Date: 04/05/1994  
Revision Date: 01/15/2020  
Type of Policy:  BOARD  DISTRICT  FIRE  PARKS

### POLICY

1130.1 Cosumnes Community Services District (“District”) employees shall file statement of economic interest in compliance with state and local law.

### PURPOSE AND SCOPE

1130.2 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 (“FPPC”) has adopted a regulation (2 Cal. Code of Regs. §18730) which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the FPPC after public notice and hearings to conform to amendments in the Political Reform Act.

1130.3 This policy applies to all District elected officials, executives, and employees listed in Appendix Part I.

### APPLICATION / PROCEDURE

1130.4 The Board of Directors (“Board”) approved and adopted the FPPC’s standard conflict of interest code. Therefore, the terms of 2 Cal. Code of Regs. §18730 and any amendments to it duly adopted by the FPPC are hereby incorporated by reference and, along with the attached Appendix, in which Directors of the Board and employees are designated, and in which disclosure categories are set forth, constitute the conflict of interest code of the District. .

1130.5 All District officials that are required to file statements of economic interest pursuant to Government Code Section 87200 et seq., including the General Manager, District Counsel, Chief Administrative Officer and Members of the Board of Directors, shall file their statements of economic interests electronically with the Clerk of the Board of Supervisors of the County of Sacramento. All other officials and designated positions required to submit a statement of economic interests pursuant to the District’s Conflict of Interest Code shall file their statements with the Assistant to the General Manager as the District’s Filing Officer to be retained as required. The Assistant to the General Manager will make all retained statements available for public inspection and reproduction during regular business hours (Gov. Code §81008).

### REFERENCES

1130.6 Appendix, Conflict of Interest Code of the Cosumnes Community Services District

**APPENDIX**

**CONFLICT OF INTEREST CODE**

**OF THE**

**COSUMNES COMMUNITY SERVICES DISTRICT**

**(Amended January 15, 2020)**

**PART I**

**OFFICIALS WHO MANAGE PUBLIC INVESTMENTS**

District Officials who manage public investments, as defined by 2 Cal. Code of Regs. §18700.3(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 investments<sup>1</sup>:

Members of the Board of Directors

General Manager

Chief Administrative Officer

District Counsel

Investment Consultant

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<sup>1</sup> Individuals holding one of these 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**

<i>Designated Positions' Title or Function</i>	<i>Disclosure Categories Assigned</i>
Accountant	5
Administrator of Parks & Recreation	1,2
Assistant Landscape Architect/Landscape Assistant	2,3,5
Battalion Chief	5
Building Maintenance Supervisor	5
Chief of Planning, Design and Construction	1,2
Construction Project Manager	2,3,5,6,7
Deputy Fire Chief	5
Director of Human Resources	5
EMS Division Performance & Development Coordinator	5
Facilities Manager	2,5
Fire Chief	1,2
Fire Marshal	2,5
General Equipment Mechanic III	5
Golf Course Manager	5
Golf Professional	5
Human Resource Analyst	5
Information Systems Manager	5
Landscape Maintenance Inspector	5
Maintenance Supervisor	5
Management Analyst (ALL)	5,7
Marketing and Communication Supervisor	5
Park Maintenance Manager	5
Park Maintenance Supervisor	5
Parks and Recreation Director	5,7
Recreation Manager	5,7
Recreation Supervisor	5
Senior Landscape Architect	2, 3, 5, 7

Consultant and New Positions <sup>2</sup>

2 Individuals providing services as a Consultant defined in Regulation 18700.3(a), or in a new position created since this Code was last approved that make or participate in making decisions shall disclose pursuant to the broadest disclosure category in this Code subject to the following limitation:

The General Manager may determine that, due to the range of duties or contractual obligations, it is more appropriate to assign 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. (Gov. Code §82019; FPPC Regs 18219 and 18734.). The General Manager'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. (Gov. Code §81008.)

## PART II

### DISCLOSURE CATEGORIES

The disclosure categories listed below identify the types of economic interests that the designated position must disclose for each disclosure category to which he or she is assigned.<sup>3</sup> "Investment" means financial interest in any business entity (including a consulting business or other independent contracting business) and are reportable if they are either located in or doing business in the jurisdiction, are planning to do business in the jurisdiction, or have done business during the previous two years in the jurisdiction of the District.

CATEGORY 1: All Investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that are located in, doing 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, loans and travel payments, that are engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of District.

CATEGORY 4: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type utilized by the District.

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

CATEGORY 6: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, subject to the regulatory, permit, or licensing authority of the designated employee's department, unit or division.

CATEGORY 7: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, or income from a nonprofit or other organization, if the source is of the type to receive grants or other monies from or through the District or its subdivisions.

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<sup>3</sup> This Conflict of Interest Code does not require the reporting of gifts outside this agency's jurisdiction if the source does not have some connection with or bearing upon the functions or duties of the position. (Reg. 18730.1)