



Town of Discovery Bay

| | | |
|--|---|-------------------------------|
| Program Area: Board | Policy Name: Conflict of Interest | Policy Number: 001 |
| Date Established: January 28, 1998 | Date Amended: October 17, 2018 | Resolution: 2018-13 |

Purpose

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 Regs. Section 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 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. This regulation and the attached Appendix in which members and employees are designated and disclosure categories are set forth, constitute the conflict of interest code of the Town of Discovery Bay Community Service District.

Requirements

Designated members and employees shall file statements of economic interests with the Town of Discovery Bay Community Service District. The statements will be available for public inspection and reproduction. (Gov. Code §81008).

Designated Positions

Disclosure Categories:

| | |
|--------------------------------|-----|
| Directors | All |
| General Manager | All |
| Water and Wastewater Manager | All |
| Parks & Landscape Manager | All |
| Finance Manager | All |
| Recreation Programs Supervisor | All |
| Attorney | All |
| Consulting Engineers* | All |
| Consultants* | All |

*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 President of the Board 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 this is not required to fully comply with the disclosure requirements described in this section. Such a 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 President'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.

DISCLOSURE CATEGORIES

- All investments and business positions in business entities, and all sources of income and interests in real property as set forth below. This category is known as full disclosure.
1. Investments in or income from persons or businesses engaged in the business of providing service or supplies, including, but not limited to, equipment; machinery, or office supplies, to the Town of Discovery Bay Community Services District, or could foreseeably provide services or supplies to the Town of Discovery Bay Community Services District.
 2. Interests in real property located in whole or in part within the boundaries of the Discovery Bay Community Services District, or within a two-mile radius of the Town of Discovery Bay Community Services District, including any leasehold, beneficial or ownership interest or option to acquire such interest in real property if the fair market value of the interest is greater than \$2,000.00.
 3. Business positions, including, but not limited to, status as a director, officer, sole owner, partner, trustee, employee, or holder of a position of management in any business entity which, in the prior two years had contracted with, or in the future may contract with, the Town of Discovery Bay Community Services District to provide services or supplies to the Town of Discovery Bay Community Services District.
 4. Gifts received from any single source or person with a single gift value more than \$50 as well as gifts with a cumulative total of \$500 or more received in a 12 month period, as well as gifts required to be disclosed in the annual statement required in Government Code §87302.