

RESOLUTION NO. 7870

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDLANDS
AMENDING ITS CONFLICT OF INTEREST CODE PURSUANT TO
THE POLITICAL REFORM ACT OF 1974, INCLUDING THOSE CITY DESIGNATED
EMPLOYEES IN THEIR CAPACITY AS STAFF FOR THE SUCCESSOR AGENCY TO THE
FORMER REDEVELOPMENT AGENCY OF THE CITY OF REDLANDS AND
RESCINDING RESOLUTION NO. 7666

WHEREAS, the Legislature of the State of California enacted the Political Reform Act of 1974, Government Code section 81000 *et seq.* (the “Act”), which contains provisions relating to conflicts of interest which potentially affect all officers, employees, and consultants of the City of Redlands (the “City”), and requires all public agencies to adopt and promulgate a Conflict of Interest Code; and

WHEREAS, the City adopted a Conflict of Interest Code pursuant to the Political Reform Act of 1974 by Resolution No. 3290 on October 5, 1976; and

WHEREAS, the City has amended its Conflict of Interest Code periodically as mandated by law and as deemed necessary by the City Council of the City (this “City Council”); and

WHEREAS, this City Council last amended its Conflict of Interest Code by Resolution No. 7666 on December 6, 2016; and

WHEREAS, this City Council wishes to update its Conflict of Interest Code to identify the current designated City employees and consultants that are subject to the Conflict of Interest Code; and

WHEREAS, on November 1, 2011, this City Council approved Resolution No. 7089 electing to serve as the successor agency (“Successor Agency”) pursuant to AB X1 26 to the former Redevelopment Agency of the City of Redlands; and

WHEREAS, this City Council, for purposes of carrying out its role as Successor Agency, has amended the City’s Conflict of Interest Code, including those current designated City employees and consultants serving in the capacity as staff to the Successor Agency, and consultants, that are subject to the City’s Conflict of Interest Code;

NOW, THEREFORE, be it resolved by the City Council of the City of Redlands that the Conflict of Interest Code as set forth in Resolution No. 7666 is hereby rescinded in its entirety and replaced with the Conflict of Interest Code, attached as Exhibit “1,” which is hereby adopted for the City of Redlands in its capacity as Successor Agency to the former Redevelopment Agency of the City of Redlands.

ADOPTED AND APPROVED this 4th day of September, 2018.


Paul W. Foster, Mayor

ATTEST:


Jeanne Donaldson, City Clerk

I, Jeanne Donaldson, City Clerk of the City of Redlands, hereby certify that the foregoing Resolution No. 7870 was duly adopted by the City Council at a regular meeting thereof, held on the 4th day of September, 2018, by the following vote:

AYES: Councilmembers Barich, Tejada, Momberger, James; Mayor Foster
NOES: None
ABSENT: None
ABSTAIN: None



Jeanne Donaldson, City Clerk

EXHIBIT "1"

CITY OF REDLANDS AND THE SUCCESSOR AGENCY TO THE FORMER
REDEVELOPMENT AGENCY OF THE CITY OF REDLANDS

CONFLICT OF INTEREST CODE

Adopted: October 5, 1976
Last Amended: September 4, 2018

TABLE OF CONTENTS

A. Purpose/Incorporation by Reference

1. Statement of Purpose 3

2. Incorporation by Reference..... 3

B. Definition of Terms..... 3

C. Disclosure Statements

1. Designated Employees..... 4

2. Disclosure Requirements 4

3. Statements of Economic Interests: Time of Filing Statements;
Contents Thereof 4

4. Statement for Persons who Resign 30 Days after Appointment 4

5. Place of Filing Statements..... 4

6. Forms for Statements 4

D. Manner of Reporting 5

E. Disqualification..... 5

F. Opinions of the Commission and Counsel

1. Request for Opinion and Reliance 5

2. Evidence of Good Faith 5

G. Legislative or Judicial Amendments 6

H. Force and Effect of Code..... 6

Exhibit “A” - Designated Positions 7

Exhibit “B” - Disclosure Categories..... 9

ADDENDUM

Reference Definitions10

CONFLICT OF INTEREST CODE
OF THE
CITY OF REDLANDS, AND OF THE SUCCESSOR AGENCY TO THE FORMER
REDEVELOPMENT AGENCY OF THE CITY OF REDLANDS

A. Purpose/Incorporation by Reference.

1. Statement of Purpose. It is the purpose of this Code to provide for the disclosure of designated employee assets and income which may be materially affected by such employees' official actions, and, in appropriate circumstances, to provide that designated employees should be disqualified from acting in order that conflicts of interest may be avoided. Nothing contained herein is intended to modify or abridge the provisions of the Political Reform Act of 1974 (Government Code section 81000 *et seq.*) (the "Act").

2. Incorporation by Reference. The Act requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted regulations (2 Cal. Code of Regs., section 18730 *et seq.*) which contain the terms of a standard conflict of interest code, and which can be incorporated by reference in an agency's code. After public notice and hearing, the agency's conflict of interest code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the provisions of 2 California Code of Regulations section 18730 *et seq.*, and any amendments to them duly adopted by the Fair Political Practices Commission, are hereby incorporated by reference. These regulations, and the attached Appendix designating officials and employees and establishing disclosure categories, shall constitute the Conflict of Interest Code of the City of Redlands ("City").

3. Public Availability. Designated employees shall file their statements with the City, which will then make the statements available for public inspection and reproduction (Government Code section 81008). Statements for designated employees will be retained by the City.

B. Definition of Terms. This Conflict of Interest Code contains a number of key terms, such as "designated employee," "interests in real property within the jurisdiction," "investments in business entities," "income," and decisions "made" or "participated in" by a designated employee, which are defined in the Act and the regulations of the Fair Political Practices Commission (2 Cal. Code of Regs., section 18110 *et seq.*). These definitions and regulations, and any amendments to the Act or regulations, are incorporated by reference into this Conflict of Interest Code. Summaries of certain definitions are contained in the attached Addendum which is provided for convenience of reference only, and are not a part of this Conflict of Interest Code. The definitions of key terms contained in the Act or the regulations are amended and changed from time to time. The summaries of definitions contained in the Addendum will be updated accordingly on a periodic basis.

C. Disclosure Statements.

1. Designated Employees. The persons holding positions listed in Exhibit "A" of the Appendix of this Conflict of Interest Code are "designated employees." It has been determined that these officers and employees make or participate in the making of decisions which may foreseeably have a material effect on financial interests.

2. Disclosure Requirements. Each designated employee shall file an annual statement disclosing interests in real property within the City's jurisdiction, investments in business entities, business positions held or received during the previous calendar year, and income or sources of income which might foreseeably be affected materially by the operations of the City. The City has determined that it is foreseeable that the types of investments, interests in real property, business positions held or received during the previous calendar year, and income, and sources of income listed in Exhibit "B" of the Appendix may be affected materially by decisions made or participated in by the designated employee by virtue of his or her position, and are reportable if held by the designated employee.

3. Statements of Economic Interests: Time of Filing Statements; Contents Thereof.

(a) Initial Statements. All designated employees employed on the effective date of this Conflict of Interest Code, as originally adopted, promulgated and approved by the City Council, shall file statements within thirty (30) days after the effective date of this Conflict of Interest Code. Thereafter, each person already in a position when it is designated by an amendment to this Conflict of Interest Code shall file an initial statement within thirty (30) days after the effective date of the amendment. Initial statements shall disclose any reportable investments, interests in real property, income and business positions held or received during the twelve (12) months prior to the effective date of this Conflict of Interest Code.

(b) Assuming Office Statements. All new designated employees who are appointed, promoted or transferred to a designated position after the effective date of this Conflict of Interest Code shall file statements within thirty (30) days after assuming the designated position, disclosing any reportable income, investments, interests in real property and business positions held or received during the twelve (12) months prior to the date of assuming office.

(c) Annual Statements. Annual statements shall be filed by all designated employees on or before April 1 of each year, disclosing any reportable investments, interests in real property, income and business positions held or received in the period since the closing date of the employee's previously filed statement and December 31.

(d) Leaving Office Statements. Every designated employee who leaves office and does not assume another designated position for the City shall file a statement within thirty (30) days after leaving office disclosing any reportable investments, interests in real property, income

and business positions held or received during the period since the last previous statement was filed.

(e) Candidates' Statements. Candidates for election to City positions shall file a statement no later than the final date for filing Declarations of Candidacy, disclosing reportable investments and interests in real property held on the final date for filing Declarations of Candidacy. This subsection shall not apply to candidates who filed statements with the City within the previous twelve (12) months under subsections (a), (b) or (c) of this Section.

4. Statement for Persons who Resign 30 Days after Appointment. Persons who resign within thirty (30) days of initial appointment are not deemed to have assumed office or left office provided they did not make or participate in the making of, or use their position to influence any decision and did not receive or become entitled to receive any form of payment as a result of their appointment. Such persons shall not file either an assuming or leaving office statement.

5. Place of Filing Statements. All designated employees required to submit a statement of economic interests shall file the original with the City Clerk. The City Clerk shall make and retain a copy of all statements filed by members of and candidates for the City Council of the City of Redlands, the City Manager and City officials who manage public investments, and the City Attorney, and forward the original of each such statement to the Fair Political Practices Commission ("FPPC"). The City Clerk shall retain the originals of the statements of all other designated employees.

6. Forms for Statements. Forms for filing disclosure statements will be made available by the City Clerk, and will adhere to the forms prescribed by the FPPC.

D. Manner of Reporting. The designated employee shall report all economic interests as required under California Code of Regulations section 18730.

E. Disqualification. Designated employees must disqualify themselves as required pursuant to California Code of Regulations section 18730 (section 9).

F. Opinions of the Commission and Counsel.

1. Request for Opinion and Reliance. Any designated employee who is unsure of any duty, right, or privilege of participation in any matter under this Code or under the provisions of the Act may request a formal opinion or letter of advice from the FPPC, or an opinion from the City Attorney, provided that nothing in this Conflict of Interest Code requires the City Attorney to issue any formal or informal opinion.

2. Evidence of Good Faith. If an opinion or a letter of advice is rendered by the FPPC stating in full the facts and law upon which the opinion is based, compliance therewith by the designated employee is evidence of good faith in any criminal proceeding and is a presumption affecting the burden of proof of any civil proceeding brought under the Act or this Conflict of Interest Code. The designated employee's good faith compliance with such opinion shall also

constitute a complete defense to any disciplinary action brought by the authority under section 91000 et seq. of the Act or this Conflict of Interest Code.

G. Legislative or Judicial Amendments. All amendments or changes to the provisions of the Act, occurring as the result of legislative amendment or judicial decision, shall automatically and immediately be incorporated into this Conflict of Interest Code and this Conflict of Interest Code shall, without further action, thereupon be deemed amended and changed to reflect such legislative or judicial amendment or decision.

H. Force and Effect of Code. This Conflict of Interest Code has the force and effect of law. Designated employees violating any provision of this Conflict of Interest Code are subject to the administrative, criminal and civil sanctions provided by the Act.

EXHIBIT "A"

DESIGNATED POSITIONS

The Mayor, Members of the City Council, Board Members of the Successor Agency, the City Manager, the Executive Director of the Successor Agency, and other City officials who manage public investments, and the City Attorney, are included in and governed by this Conflict of Interest Code only with respect to its disqualification provisions. For purpose of disclosure, the Mayor, members of the City Council and Board Members of the Successor Agency, Planning Commissioners, the City Manager, the Executive Director of the Successor Agency, City Attorney, City Treasurer, and the City officials who make public investments are governed by the statutory conflicts of interest provisions of Article 2 of Chapter 7 of the Political Reform Act of 1974 (Government Code section 87200 *et seq.*).

DESIGNATED EMPLOYEE'S TITLE OR FUNCTION	DISCLOSURE CATEGORIES ASSIGNED
CITY CLERK'S OFFICE	
City Clerk	All Disclosure Categories (1-7)
CITY MANAGER'S OFFICE	
Assistant to the City Manager	All Disclosure Categories (1-7)
Emergency Operations Manager	All Disclosure Categories (1-7)
Emergency Operations Specialist	Disclosure Categories (1,3,5-7)
Purchasing Services Manager	All Disclosure Categories (1-7)
Management Analyst	Disclosure Categories (1,3,5-7)
Sr. Administrative Analyst	Disclosure Categories (1,3,5-7)
DEVELOPMENT SERVICES	
Development Services Director	All Disclosure Categories (1-7)
Assistant Development Services Director	All Disclosure Categories (1-7)
Administrative Analyst	Disclosure Categories (1,3,5-7)
Chief Building Official	Disclosure Categories (1-3,5-7)
Sr. Plans Examiner	Disclosure Categories (1-3,5-7)
Plans Examiner	Disclosure Categories (1,3,5-7)
Economic Development Manager	All Disclosure Categories (1-7)
Project Manager I/II	All Disclosure Categories (1-7)
City Planner	All Disclosure Categories (1-7)
Principal Planner	All Disclosure Categories (1-7)
Senior Planner	All Disclosure Categories (1-7)
Junior/Assistant/Associate Planner	All Disclosure Categories (1-7)
FIRE	
Fire Chief	All Disclosure Categories (1-7)
Fire Deputy Chief	All Disclosure Categories (1-7)
Fire Battalion Chief	Disclosure Categories (1-3, 5-7)
Fire Marshal	All Disclosure Categories (1-7)
Management Analyst	All Disclosure Categories (1-7)
EMS Coordinator	All Disclosure Categories (1-7)

DESIGNATED EMPLOYEE'S TITLE OR FUNCTION	DISCLOSURE CATEGORIES ASSIGNED
HUMAN RESOURCES/RISK	
Assistant, Director, HR/Risk Management	All Disclosures Categories(1-7)
Human Resources Manager	All Disclosure Categories (1-7)
Human Resources Analyst/Volunteer Coordinator	Disclosure Categories (1,3,5-7)
Occupational Health & Safety Administrator	Disclosure Categories (1,3, 5-7)
Risk/Safety Analyst	Disclosure Categories (1,3,5-7)
Human Resource Specialist	Disclosure Categories (1,3,5-7)
LIBRARY	
Library Director	All Disclosure Categories (1-7)
Archivist Curator	Disclosure Categories (1,3,5-7)
Principal Librarian	Disclosure Categories (1,3,5-7)
Senior Librarian	Disclosure Categories (1,3,5-7)
Associate Archivist	Disclosure Categories (1,3,5-7)
Management Analyst	Disclosure Categories (1,3,5-7)
Systems Administrator	Disclosure Categories (1,3,5-7)
Adult Literacy Coordinator	Disclosure Categories (1,3,5-7)
MANAGEMENT SERVICES/FINANCE	
Director, Management Services / Finance	All Disclosure Categories (1-7)
Assistant Finance Director	All Disclosure Categories (1-7)
Fiscal Manager	All Disclosure Categories (1-7)
Revenue Manager	Disclosure Categories (1,3-7)
GIS Supervisor	All Disclosure Categories (1-7)
Network Engineer II	All Disclosure Categories (1-7)
Network Engineer I	All Disclosure Categories (1-7)
Database Administrator	All Disclosure Categories (1-7)
Systems Administrator	All Disclosure Categories (1-7)
GIS Administrator	All Disclosure Categories (1-7)
Senior Systems Administrator	All Disclosure Categories (1-7)
Systems Administrator	All Disclosure Categories (1-7)
MUNICIPAL UTILITIES & ENGINEERING	
Director of Municipal Utilities and Public Works Engineering/City Engineer	All Disclosure Categories (1-7)
Deputy MUED Director/City Engineer	All Disclosure Categories (1-7)
One Stop Permit Center Manager	All Disclosure Categories (1-7)
Assistant City Engineer	All Disclosure Categories (1-7)
Principal Project Manager	Disclosure Categories (1-3,5-7)
Project Manager II/ Sr. Project Manager	Disclosure Categories (1-3,5-7)
Project Manager	Disclosure Categories (1,3,5-7)
Management Analyst	Disclosure Categories (1,3,5-7)
Water Resources Specialist	Disclosure Categories (1,3,5-7)
Senior Administrative Analyst	Disclosure Categories (1,3,5-7)
Asst/Assoc/Civil/Sr. Civil Engineers	Disclosure Categories (1,3,5-7)
Construction Inspector I/II	Disclosure Categories (1,3,5-7)
Senior Construction Inspector	Disclosure Categories (1,3,5-7)

DESIGNATED EMPLOYEE'S TITLE OR FUNCTION	DISCLOSURE CATEGORIES ASSIGNED
Wastewater Operations Manager	All Disclosure Categories (1-7)
Utilities Operations Manager	All Disclosure (1-7)
Water Production/Maintenance Superintendent	Disclosure Categories (1,3,5-7)
Water Distribution Superintendent	Disclosure Categories (1,3,5-7)
Water Production Operations Supervisor	Disclosure Categories (1,3,5-7)
Water Productions Maintenance Supervisor	Disclosure Categories (1,3,5-7)
Water Distribution Supervisor	Disclosure Categories (1,3,5-7)
Senior Water Treatment Operator	Disclosure Categories (1,3,5-7)
Utilities Maintenance Foreperson	Disclosure Categories (1,3,5-7)
Water Quality Technician I/II	Disclosure Categories (1,3,5-7)
Wastewater Operations Supervisor	Disclosure Categories (1,3,5-7)
Laboratory Supervisor	Disclosure Categories (1,3,5-7)
Regulatory Compliance Officer	Disclosure Categories (1,3,5-7)
Plant Mechanic I/II	Disclosure Categories (1,3,5-7)
Wastewater Collection System Supervisor	Disclosure Categories (1,3,5-7)
Senior Environmental Compliance Inspector	Disclosure Categories (1,3,5-7)
NPDES Inspector I/II	Disclosure Categories (1,3,5-7)
POLICE	
Chief of Police	All Disclosure Categories (1-7)
Assistant Chief of Police	All Disclosure Categories (1-7)
Police Lieutenants	Disclosure Categories (1,3,5-7)
Police Operations Manager	Disclosure Categories (1,3,5-7)
Management Analyst	Disclosure Categories (1,3,5-7)
QUALITY OF LIFE	
Quality of Life Director	All Disclosure Categories (1-7)
Assistant Quality of Life Director	All Disclosure Categories (1-7)
Senior Project Manager	All Disclosure Categories (1-7)
Sustainability Manager	All Disclosure Categories (1-7)
Senior Administrative Analyst	Disclosure Categories (1,3,5-7)
Field Services Supervisor	Disclosure Categories (1,3,5-7)
Project Assistant	Disclosure Categories (1,3,5-7)
Administrative Technician	Disclosure Categories (1,3,5-7)
Solid Waste Coordinator	Disclosure Categories (1,3,5-7)
Fleet Services Coordinator	Disclosure Categories (1,3,5-7)
Field Services Coordinator	Disclosure Categories (1,3,5-7)
Cemetery Manager	Disclosure Categories (1,3,5-7)
Recreation Services Coordinator	Disclosure Categories (1,3,5-7)
Field Services Superintendent	Disclosure Categories (1,3,5-7)
Airport Supervisor	Disclosure Categories (1,3,5-7)
Senior Building Maintenance Worker	Disclosure Categories (1,3,5-7)
Building Maintenance Worker	Disclosure Categories (1,3,5-7)
Solid Waste Manager	Disclosure Categories (1,3,5-7)
Senior Solid Waste Truck Driver	Disclosure Categories (1,3,5-7)
Field Services Coordinator	Disclosure Categories (1,3,5-7)

DESIGNATED EMPLOYEE'S TITLE OR FUNCTION	DISCLOSURE CATEGORIES ASSIGNED
Cemetery Sales and Services Representative	Disclosure Categories (1,3,5-7)
Program Specialist	Disclosure Categories (1,3,5-7)
COMMISSIONS	
Historic and Scenic Preservation Commissioners	Disclosure Categories (1,2,3,7)
Library Board of Trustees	All Disclosure Categories (1-7)
Consultants *	

* Consultants, who provide services under contract to fill one of the above-referenced designated positions, shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in this Code subject to the following limitation: The City Manager may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that are 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. The City 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.

EXHIBIT "B"

DISCLOSURE CATEGORIES

The disclosure categories listed below identify the types of investments, business entities, sources of income, or real property, which the designated employee must disclose for each disclosure category for each disclosure category to which he or she is assigned.

Category 1: All investments and business positions in, and sources of income from, business entities that do business or own real property within the jurisdiction of the City, plan to do business or own real property within the jurisdiction of the City within the next year, or have done business or owned real property within the jurisdiction of the City within the past two (2) years.

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 City.

Category 3: All investments and business positions in, and sources of income from, business entities that are engaged in land development, construction, or the acquisition or sale of real property within the jurisdiction of the City, plan to engage in such activities within the jurisdiction of the City within the next year, or have engaged in such activities within the jurisdiction of the City within the past two (2) years.

Category 4: All investments and business positions in, and sources of income from, business entities that are banking, savings and loan, or other financial institutions.

Category 5: All investments and business positions in, and sources of income from, business entities that provide services, supplies, materials, machinery, vehicles or equipment of a type purchased or leased by the City.

Category 6: All investments and business positions in, and sources of income from, business entities that provide services, supplies, materials, machinery, vehicles or equipment of a type purchased or leased by the Designated Employee's Department.

Category 7: All investments and business positions in, and sources of income from, business entities subject to the regulatory, permit, or licensing authority of the Designated Employee's Department, will be subject to such authority within the next year, or have been subject to such authority within the past two (2) years.

ADDENDUM

REFERENCE DEFINITIONS
FOR THE
CONFLICT OF INTEREST CODE
OF THE
THE CITY OF REDLANDS

TABLE OF CONTENTS

DEFINITIONS

1.	"Public Official"	Addendum – 12
2.	"Member"	Addendum – 12
3	"Consultant"	Addendum – 12
4.	"Designated Employee".....	Addendum – 13
5.	"Making Governmental Decisions"	Addendum – 13
6.	"Participating in the Making of Governmental Decisions"	Addendum – 13
7.	"Financial Interest"	Addendum – 14
8.	"Material Financial Effect"	Addendum – 15
9.	"Business Entity"	Addendum – 15
10.	"City"	Addendum – 15
11.	"Act"	Addendum – 15

DEFINITIONS

1. "Public Official" means every member, officer, employee or consultant of a state or local government agency, but does not include judges and court commissioners in the Judicial branch of government. "Public official" also does not include members of the Board of Governors and designated employees of the State Bar of California, members of the Judicial Council and members of the Commission on Judicial Performance, provided that they are subject to the provisions of Article 2.5 (commencing with Section 6035) of Chapter 4 of Division 3 of the Business and Professions Code as provided in Section 6038 of that article. Government Code § 82048.

2. "Member" shall include, but not be limited to, salaried or unsalaried members of committees, boards or commissions with decision making authority.

A. A committee, board or commission possesses decision making authority whenever:

i. It may make a final governmental decision, or

ii. It may compel a governmental decision; or it may prevent a governmental decision either by reason of an exclusive power to initiate the decision or by reason of a veto that may not be overridden; or

iii. It makes substantive recommendations that are, and over an extended period of time have been, regularly approved without significant amendment or modification by a public official or the City Council. 2 CCR § 18701.

B. A committee, board, or commission does not possess decision making authority of it is formed for the sole purpose of researching a topic and preparing a report of recommendation for submission to another governmental body that has final decision making authority.

3. "Consultant" means an individual who, pursuant to a contract with a state or local government agency:

A. Makes a governmental decision whether to:

i. Approve a rate, rule or regulation;

ii. Adopt or enforce a law;

iii. Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement;

- iv. Authorize the agency to enter into, modify, or renew a contract provided it is the type of contract that requires agency approval;
- v. Grant agency approval to a contract that requires agency approval and to which the agency is a party, or to the specifications for such a contract;
- vi. Grant agency approval to a plan, design, report, study, or similar item;
- vii. Adopt, or grant agency approval of, policies, standards, or guidelines for the agency, or for any subdivision thereof; or

B. Serves in a staff capacity with the agency and in that capacity participates in making a governmental decision as defined in regulation 18702.2 or performs the same or substantially all the same duties for the agency that would otherwise be performed by an individual holding a position specified in the agency's Conflict of Interest Code under Government Code section 87302. 2 CCR § 18701.

4. "Designated Employee" means any official of the Agency whose position is so designated in the Appendix of the Agency's Conflict of Interest Code. The Appendix sets forth those positions which entail the making or participation in the making of decisions which may foreseeably have a material financial effect on any financial interest, but does not include any unsalaried member of any board or commission which serves a solely advisory function. Government Code § 82019.

5. "Making a Governmental Decision." A public official "makes a governmental decision," except as provided in 2 California Code of Regulations section 18702.4, when the official, acting within the authority of his or her office or position:

- (1) Votes on a matter;
- (2) Appoints a person;
- (3) Obligates or commits his or her agency to any course of action;
- (4) Enters into any contractual agreement on behalf of his or her agency;

(5) Determines not to act, within the meaning of subdivisions 1, 2, 3, 4, above, unless such determination is made because of his or her financial interest. When the determination not to act occurs because of the official's financial interest, the official's determination may be accompanied by an oral or written disclosure of the financial interest. 2 CCR § 18702.1

6. "Participating in the Making of Governmental Decisions": A public official "participates in making a governmental decision," except as provided in Title 2, Code of Regulations, section 18702.4, when, acting within the authority of his or her position, the official:

(a) Negotiates, without significant substantive review, with a governmental entity or private person regarding a governmental decision referenced in Title 2, California Code of Regulations, section 18701(a)(2)(A); or

(b) Advises or makes recommendations to the decision maker either directly or without significant intervening substantive review, by:

(1) Conducting research or making any investigation which requires the exercise of judgment on the part of the official and the purpose of which is to influence a governmental decision referenced in Title 2, California Code of Regulations, section 18701(a)(2)(A); or

(2) Preparing or presenting any report, analysis, or opinion, orally, or in writing, which requires the exercise of judgment on the part of the official and the purpose of which is to influence a governmental decision referenced in Title 2, California Code of Regulations, section 18701(a)(2)(A). 2 CCR § 18702.2

7. "Financial Interest": A public official has a financial interest in a decision within the meaning of Section 87100 if it is reasonably foreseeable that the decision will have a material financial effect, distinguishable from its effect on the public generally, on the official, a member of his or her immediate family, or on any of the following:

(a) Any business entity in which the public official has a direct or indirect investment worth two thousand dollars (\$2,000) or more.

(b) Any real property in which the public official has a direct or indirect interest worth two thousand dollars (\$2,000) or more.

(c) Any source of income, except gifts or loans by a commercial lending institution made in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars (\$500) or more in value provided or promised to, received by, the public official within 12 months prior to the time when the decision is made.

(d) Any business entity in which the public official is a director, officer, partner, trustee, employee, or holds any position of management.

(e) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating two hundred fifty dollars (\$250) or more in value provided to, received by, or promised to the public official within 12 months prior to the time when the decision is made. The amount of the value of gifts specified by this subsection shall be adjusted biennially by the commission to equal the same amount determined by the commission pursuant to subdivision (f) of Section 89503.

For purposes of this section, indirect investment or interest means any investment or interest owned by the spouse or dependent child of a public official, by an agent on behalf of a public official, or by a business entity or trust in which the official, the official's agents, spouse,

and dependent children own directly, indirectly, or beneficially a 10-percent interest or greater. Government Code § 87103.

8. "Material Financial Effect" means the financial effect of a governmental decision on a financial interest of a public official is material if, at the time the official makes or participates in making the decision, the decision will have a significant effect on the official or a member of the official's immediate family, or on the source of income, the source of gifts, the business entity, or the real property, which is an economic interest of the official. In determining whether it is reasonably foreseeable that the effects of a governmental decision will be significant, consideration should be given to the factors defined in Title 2 CCR sections 18705, 18705.1, 18705.2, 18705.3, 18705.4 and 18705.5. 2 CCR § 18705

9. "Business Entity" means any organization or enterprise operated for profit, including but not limited to a proprietorship, partnership, firm, business trust, joint venture, syndicate, corporation or association. Government Code § 82005.

10. "Act" means the Political Reform Act of 1974, Government Code section 81000 et seq.