County of Ventura

2018 Local Agency Biennial Notice

JUL 18 2018

Clerk of the Board

Name of Agency: Conejo Recreation & Park District

Mailing Address: 403 W. Hillcrest Drive Thousand Oaks CA 91360

Contact Person: Aline Reynders Phone No. 805-495-6471

Email: areynders@crpd.or Alternate Email: jfriedl@crpd.org

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that *(check one BOX):*

☑ **An amendment is required. The following amendments are necessary:**

(Check all that apply.)

- ⊙ Include new positions
- ○ Revise disclosure categories
- ○ Revise the titles of existing positions
- ⊙ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- ○ Other *(describe)* _____

☐ **The code is currently under review by the code reviewing body.**

☐ **No amendment is required.** (If your code is over five years old, amendments may be necessary.)

Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.

_____ _____

Signature of Chief Executive Officer *Date*

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 1, 2018**, or by the date specified by your agency, if earlier, to:

Board of Supervisors
800 S. Victoria Avenue
Ventura, CA 93009-1920

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

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CONFLICT OF INTEREST CODE
CONEJO RECREATION & PARK DISTRICT

The Political Reform Act, Government Code section 81000 et seq., requires local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code Regs., § 18730) which contains the terms of a standard Conflict of Interest Code, which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings.

The terms of California Code of Regulations, Title 2, Section 18730, and any amendment to it duly adopted by the Fair Political Practices Commission, are hereby incorporated by reference as the Conflict of Interest Code for the **CONEJO RECREATION & PARK DISTRICT,** and along with the attached Exhibit A, which designates positions requiring disclosure and Exhibit B, which sets forth disclosure categories for each designated position, constitute the Conflict of Interest Code of the **CONEJO RECREATION & PARK DISTRICT**. Persons holding positions designated in Exhibit A shall file Form 700 Statements of Economic Interests with the Filing Officer specified for that position in Exhibit A.

IN PREPARING THE FORM 700, DESIGNATED FILERS NEED ONLY DISCLOSE THOSE FINANCIAL INTERESTS FALLING WITHIN THE DISCLOSURE CATEGORIES DESIGNATED FOR THAT FILER'S POSITION AS STATED IN EXHIBITS A AND B.

APPROVED AND ADOPTED by the Board of Directors of the Conejo Recreation Park District this 5th day of July, 2018:

By: _____
Print Name: JIM FRIEDL
Title: GENERAL MANAGER

Attest: _____
Aline Reynders, Executive Assistant

CONFLICT OF INTEREST CODE
CONEJO RECREATION AND PARK DISTRICT

EXHIBIT A

DESIGNATED POSITIONS

No. of Positions	Designated Positions List	Disclosure Category	Filing Officer
5	All members of the Board of Directors*	1	County Clerk of Board (COB)
Up to 15	Members of Goebel Senior Commission	4	Local Agency's Clerk (AC)
1	General Manager*	1	COB
1	Administrator of Management Services*	1	COB
1	Administrator of Parks & Planning	1	COB
1	Administrator of Recreation & Community Services	4, 5 & 6	COB
1	Senior Park Planner	2 & 3	COB
1	Park Superintendent	2, 3, 4 & 5	COB
1	Building Maintenance Supervisor	4	COB
2	Grounds Supervisor	4	COB
1	Projects/Contracts Supervisor	4 & 5	COB
1	Accounting Supervisor	4 & 6	COB
1	Park Operations Analyst	4	COB
2	Recreations Services Manager	4, 5 & 6	COB
1	Information Technology Analyst	4	COB
1	Human Resources Supervisor	4	COB
tbd	Consultant	**	AC

* "OFFICIALS WHO MANAGE PUBLIC INVESTMENTS"
(Members of the Board of Directors, General Manager and Administrator, Management Services)

** The disclosure, if any, required of a consultant, will be determined on a case-by-case basis by the General Manager of the Agency or his designee. The determination of whether a particular consultant has or will have disclosure requirements is to be made in writing. The determination should include a description of the consultant's duties and based upon that description, a statement of the extent, if any, of the disclosure requirements. Each writing, or the combined writing, is a public record and is to be retained for public inspection either in the same manner and location as this Conflict of Interest Code, or, with appropriate documentation at the location where the Conflict of Interest Code is maintained, cross-referenced to the consultant determinations(s). See Form 805.

Revised:
July 5, 2018

EXHIBIT B – DISCLOSURE CATEGORIES

The terms *italicized* below have specific meaning under the Political Reform Act. In addition, the financial interests of a spouse, domestic partner and dependent children of the public official holding the designated position may require reporting. Consult the instructions and reference pamphlet of the Form 700 for explanation.

Category 1 – BROADEST DISCLOSURE

[SEE FORM 700 SCHEDULES A-1, A-2, B, C, D and E]

(1) All sources of *income*, *gifts*, *loans* and *travel payments*;
(2) All *interests in real property*; and
(3) All *investments* and *business positions* in *business entities*.

Category 2 – REAL PROPERTY

[SEE FORM 700 SCHEDULE B]

All interests in real property, including interests in real property held by business entities and trusts in which the public official holds a business position or has an investment or other financial interest.

Category 3 – LAND DEVELOPMENT, CONSTRUCTION AND TRANSACTION

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All investments, business positions and sources of income, gifts, loans and travel payments, from sources which engage in land development, construction, or real property acquisition or sale.

Category 4 – PROCUREMENT

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All investments, business positions and sources of income, gifts, loans and travel payments, from sources which provide services, supplies, materials, machinery or equipment which the designated position procures or assists in procuring on behalf of their agency or department.

Category 5 – REGULATION AND PERMITTING

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All investments, business positions and sources of income, gifts, loans and travel payments, from sources which are subject to the regulatory, permitting or licensing authority of, or have an application or license pending before, the designated position's agency or department.

Category 6 – FUNDING

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All investments, business positions and sources of income, gifts, loans and travel payments, from sources which receive grants or other funding from or through the designated position's agency or department.

BOARD MINUTES
BOARD OF SUPERVISORS, COUNTY OF VENTURA, STATE OF CALIFORNIA

SUPERVISORS STEVE BENNETT, LINDA PARKS,
KELLY LONG, PETER C. FOY AND JOHN C. ZARAGOZA
December 4, 2018 at 8:30 a.m.

CONSENT – COUNTY EXECUTIVE OFFICE – Adoption of Conflict of Interest Codes for 118 Local Agencies; and Receive and File 2018 Biennial Notices.

(X) All Board members are present.

(X) Upon motion of Supervisor Long, seconded by Supervisor Zaragoza, and duly carried, the Board hereby approves the recommendations as stated in the respective Board letters for Consent Items 12 - 33.

By: Lori Gaines
Lori Gaines
Deputy Clerk of the Board

Item #13
12/4/18