

30 April 2019

Clerk of the Board

**CONFLICT OF INTEREST CODE
General Services Agency**

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 General Services Agency, 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 General Services Agency. Persons holding positions designated in Exhibit A shall file Form 700 Statements of Economic Interests with the Clerk of the Ventura County Board of Supervisors' Office which shall be the Filing Officer.

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 this 29th day of April, 2019:

By:  _____

DAVID J. SASEK, P.E.
Director
General Services Agency

AMENDED CONFLICT OF INTEREST CODE
General Services Agency

EXHIBIT A
Designated Positions

# of POSITIONS	POSITION TITLE	DISCLOSURE CATEGORIES (From Exhibit B)
1	Agency Director	1
1	Chief Deputy Director, F & M	1
1	Deputy Director, Administration	1
1	Deputy Director, Fleet	1
1	Deputy Director, Parks	1
4	Manager (Facilities and Maintenance)	1
1	Manager (Fiscal Services)	1
1	Manager (Materials)	1
1	Fleet Operations Manager	3, 4
8	Staff Services Manager I/II/III	4
1	Staff Services Specialist I/II (Fleet)	4
1	Staff Services Specialist I/II (Projects)	3
1	Principal Engineer	1
5	Facility Operation Specialist	3, 4
1	Facility Project Manager	3, 4
6	Facility Project Specialist	3, 4
1	Energy Manager	3, 3
1	Senior Parts Specialist (F & M)	4
1	Senior Parts Specialist (Fleet)	4
3	Parts Specialist (Fleet)	4
4	Inv. Mgt. Assistant II/III	4
1	Warehouse Supervisor	4
1	Parks Operation Supervisor	4
1	Administrative Officer II, Procurement	1
1	Principal Accountant	3, 4
2	Principal Buyer	3, 4, 5
4	Senior Buyer	3, 4, 5
1	Buyer	3, 4, 5
16	Deputized Purchasing Agent ¹	4, 5
1	Customer Service Supervisor (Fleet)	4
1	Operations Supervisor (Fleet)	4
Consultants ¹		

¹ The disclosure, if any, required of a consultant will be determined on a case-by-case basis by the head of the agency or designee. The determination of whether a consultant has disclosure requirements should be made in writing on a Fair Political Practices Commission Form 805. 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 Form 805 is a public record and should be retained for public inspection either in the same manner and location as the Conflict of Interest Code, or with appropriate documentation at the location where the Conflict of Interest Code is maintained, cross-referencing to the Form 805.

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, ROBERT O. HUBER AND JOHN C. ZARAGOZA
May 21, 2019 at 8:30 a.m.**

CONSENT – COUNTY EXECUTIVE OFFICE – Adoption of an Amended Conflict of Interest Code for the General Services Agency.

- (X) All Board members are present.

- (X) Upon motion of Supervisor Zaragoza, seconded by Supervisor Long, and duly carried, the Board hereby approves the recommendations as stated in the respective Board letters for Consent Items 11 – 33, with a revised Board letter for item 29.

By: 
Lori Gaines
Deputy Clerk of the Board