

TO: ALL SPECIAL DISTRICTS WHICH HAVE NOT RESPONDED  
TO COUNTY COUNSEL MEMO DATED OCTOBER 18, 1976  
FROM: LOUIS T. LOZANO, DEPUTY COUNTY COUNSEL  
RE: CONFLICT OF INTEREST CODES  
DATE: NOVEMBER 19, 1976

As Exhibits A and B have not been returned to me by your district, I will assume that you have either retained private counsel to prepare your conflict of interest code or that you are preparing it without the help of an attorney, and in either case, you do not need the help of this office in that regard.

I would like to remind you that your code must be submitted to the Board of Supervisors before February 1, 1977. If you fail to adopt and submit a code, the Board of Supervisors may, if it chooses to, adopt a code for you. If the board decides not to do so, any person living in your district or any employee of the district or the Fair Political Practices Commission can bring a lawsuit against your district to have a code imposed on the district by the court and recover attorney's fees and court costs from your district.

On Saturday, December 11, 1976, at 9:00 a.m., I will hold a meeting in the Jury Assembly Room located on the B-2 level of the Fresno County Courthouse, Fresno, California, to explain the purpose and requirements of the Political Reform Act and the individual conflict of interest codes. At that time, I will answer any questions which you might have. I urge you to send at least one person from your district to this meeting, but all board members, designated employees, and any interested citizen in your district are welcome to attend. Free parking is available to those who attend in the jury parking area of the bottom level of the underground garage located on "M" Street between Fresno Street and Tulare Street.

Please indicate on the bottom of this memo the number of people who will attend this meeting and return that portion to me by December 3, 1976, so that necessary seating can be arranged.

Thank you for your cooperation.

CUT ALONG THIS LINE AND RETURN THIS TO

Fresno County Counsel's Office  
Room 304, Hall of Records  
Fresno, California 93721  
(209) 488-3479

Name of District \_\_\_\_\_  
Number planning to attend meeting on December 11, 1976 \_\_\_\_\_

\_\_\_\_\_  
(sign and give title)

TO: ALL DISTRICTS LOCATED IN FRESNO COUNTY

FROM: LOUIS T. LOZANO  
DEPUTY COUNTY COUNSEL

JAMES A. VAUGHAN  
ADMINISTRATIVE ANALYST

RE: CONFLICT OF INTEREST CODES

DATE: OCTOBER 18, 1976

Our offices have been charged with the responsibility of assisting each district in preparing its Conflict of Interest Code. If your district has retained private counsel for this purpose, you may ignore this memorandum. Otherwise, your assistance is required by us to assist you in complying with the requirements of the Political Reform Act of 1974.

We are currently in the process of drafting a basic Code, which when adopted to the individual needs and requirements of each county district and agency, will comply with the purpose of the law.

The final code will consist of a basic Code and Exhibits A and B. It is in preparing these exhibits that we need your help. On the enclosed page marked Exhibit A, please list the title of all job positions within your district, including board members and outside consultants, underlining each position in which any degree of discretion is exercised in conducting the district's business that could possibly financially benefit the employee. On the enclosed page marked Exhibit B, please list the type and varieties of private investments, interests in real property, and sources of income which could be affected by decisions made by persons holding the underlined positions on Exhibit A.

Enclosed is a sample Appendix B for a typical water district. This is to provide you with a guideline of the type of information we are requesting. The number and kind of positions and the types of investments may be different for each district.

Please return both Exhibits to us by October 29, 1976. After these have been received, meetings will be scheduled in the various parts of the county to discuss the Code and answer any questions you may have concerning it.

Should you have any questions regarding the enclosed, please feel free to contact us. Thank you for your cooperation.

Return to Room 304, Hall of Records  
Fresno, California 93721  
by October 29, 1976

Name of District \_\_\_\_\_

Name of Person Compiling This List \_\_\_\_\_

EXHIBIT A

Please list below the title of all positions in your district, including board members and outside consultants who are under contract to the district or regularly used by the district. Underline those titles in which an employee may exercise any degree of discretion that could have a financial effect on an employee or consultant. In determining which titles to underline, a guideline to use is whether a person holding the position has authority to decide how and where district funds are to be spent. Please use reverse side if additional space is needed.

Return to Room 304, Hall of Records  
Fresno, California 93721  
by October 29, 1976

Name of District \_\_\_\_\_

Name of Person Compiling This List \_\_\_\_\_

EXHIBIT B

Please list below the types and varieties of private investments, interests in real property, and sources of income which could be affected by decisions made by persons holding the underlined positions on Exhibit A. Next to the type of investments please indicate which position on Exhibit A could affect that investment. For example, the district's purchasing agent makes decisions which will financially benefit a supplier, therefore, his investment or interest in a supplier of goods that he purchases is disclosable. A guideline to use here is to ask yourself what types of private investments are affected by the function of your district. Please use reverse side if additional space is needed.

TITLE OF POSITION

TYPE OF BUSINESS ENTITY,  
INVESTMENT, SOURCE OF INCOME,  
OR REAL PROPERTY DISCLOSABLE

SAMPLE

APPENDIX B

<u>PUBLIC OFFICIAL'S FUNCTION/TITLE</u>	<u>TYPE OF BUSINESS ENTITY, INVESTMENT, SOURCE OF INCOME, OR REAL PROPERTY DISCLOSABLE</u>
1. Water Master	<ol style="list-style-type: none"><li>1. Real Property</li><li>2. Motor vehicles and specialty vehicles and parts therefor</li><li>3. Construction and building materials</li><li>4. Office equipment and supplies</li><li>5. Petroleum products</li><li>6. Pipes, valves, fittings, pumps, meters, etc.</li><li>7. Safety equipment and facilities.</li></ol>
2. Secretary	<ol style="list-style-type: none"><li>1. Office equipment and supplies</li><li>2. Employment agencies</li><li>3. Temporary help agencies</li><li>4. Educational and medical services and material.</li></ol>
3. Assessor or Candidates for Assessor	<ol style="list-style-type: none"><li>1. Real property</li></ol>
4. Engineering Consultants Architectural Consultants	<ol style="list-style-type: none"><li>1. Real property</li><li>2. Pipe, valves, fittings, pumps, tanks, meters, etc.</li><li>3. Construction and building materials</li><li>4. Soil tests, compaction and other agreements on grading requirements.</li></ol>
5. Financial Consultants Bond Counsel	<ol style="list-style-type: none"><li>1. Real property</li><li>2. Banks and savings and loans</li><li>3. Retirement of bond proceeding</li></ol>
6. EIR Consultants	<ol style="list-style-type: none"><li>1. Real property</li><li>2. Construction and building material</li><li>3. Pipe, valves, fittings, pumps, tanks, meters, etc.</li><li>4. EPA agreements and research</li></ol>
7. Directors or Candidates for Director District Manager Controller/Auditor/Treasurer Attorneys	<ol style="list-style-type: none"><li>1. Real property</li><li>2. Insurance companies</li><li>3. Public utilities</li><li>4. Audit agreements and contracts</li><li>5. Chlorine, alum, lime, copper, sulfate, etc.</li></ol>

6. Motor vehicles and specialty vehicles and parts therefor
7. Pipe, valves, fittings, pumps, tanks, meters, etc.
8. Newspapers
9. Construction and building materials
10. Office equipment and supplies
11. Computer hardware and software
12. Water quality testing
13. Petroleum products
14. Printing or reproduction services
15. Safety equipment and instruction material.
16. Employment agencies
17. Temporary help agencies
18. Educational and medical services and material
19. Soil tests, compaction and other agreements on grading requirements
20. Banks and savings and loan
21. Retirement of bond proceeding
22. EPA agreements and research
23. Real and personal property appraisal
24. General and specialty contracting
25. Chemical and fertilizer products
26. Consulting and other engineering services

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