

**CONFLICT-OF-INTEREST CODE FOR
HOUSING AUTHORITIES, CITY AND COUNTY OF FRESNO
(doing business as FRESNO HOUSING AUTHORITY)**

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) that contains the terms of a standard conflict-of-interest code and may be incorporated by reference in an agency's code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of California Code of Regulations, Title 2, 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 Appendices designating positions and establishing disclosure requirements shall constitute the conflict-of-interest code of the **The Fresno Housing Authority (the "Agency")**.

The Form 700s for designated positions, other than the members of the Agency's Boards of Commissioners and Alternates and Chief Executive Officer/Executive Director, shall be filed with the Agency. The Agency's Boards of Commissioners and Chief Executive Officer/Executive Director are to file their original Form 700s directly with the Clerk of the Board for the Fresno County Board of Supervisors using the electronic filing system. If the Form 700s are not filed electronically, the paper Form 700 and waiver shall be filed with the Agency and, upon receipt of these paper Form 700s with waivers, the Agency shall make and retain a copy and forward the original to the Clerk of the Board of Supervisors.

The Agency shall retain a copy of all electronically filed Form 700s, a copy of all paper Form 700s with waivers and the original Form 700s of designated positions and shall make the Form 700s available for public review, inspection, and reproduction. (Gov. Code section 81008.)

The provisions of all Conflict of Interest Codes and amendments thereto previously adopted by the Agency are hereby superseded.

Approved and/or authorized by the Board of Supervisors of the County of Fresno	
Meeting Date: <u>12.4.18</u>	Agenda Item No. <u>37</u>
By: <u>Kelly Hancock</u>	Date: <u>12.4.18</u>
Deputy Clerk	

APPENDIX A

PUBLIC OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

It has been determined that positions listed below manage public investments and will file a statement of economic interests pursuant to Government Code Section 87200. These positions are listed for informational purposes only:

- Members of the Boards of Commissioners
- Chief Executive Officer/Executive Director
- Deputy Executive Director
- Chief Financial Officer
- Director of Finance
- Consultants involved in the investment of public funds

An individual holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by Government Code Section 87200.

**APPENDIX B
DESIGNATED POSITIONS**

Designated Positions

Disclosure Categories

Chief of Staff	2, 3, 4, 5, 6
General Counsel	1
Chief Operations Officer	2, 3, 5, 6
Chief Administrative Officer	2, 3, 5, 6
Any other Chief, Officer, Director or Manager	2, 3
Special Assistant to the CEO/Executive Director	
Director of Housing Management	2, 3, 4, 6
Senior Manager Property Operations	2, 3, 4, 6
District Manager	2, 3, 4, 6
Quality Assurance and Special Projects Manager	2, 3, 4, 6
Area Manager	2, 3, 4, 6
Property Operations Manager	2, 3, 4, 6
Assistant Manager: Maintenance	2, 3, 4, 6
Property Manager	2, 3, 4, 6
Community Coordinator	2, 3, 4, 6
Property Operations Analyst	2, 3
Training & Special Projects Coordinator	2, 3
Director of Planning & Community Development	1, 3, 5, 6
Senior Manager Planning and Community Development	1, 3
Construction Operations Manager	2, 3
Construction Project Manager	2, 3
Senior Analyst Planning & Community Development	2, 3
All Planning & Community Development employees above the level of Administrative Assistant	2, 3
Director of Administrative Services	1, 2, 3, 5, 6
Controller	2, 3
Finance Manager	1
Accounting Manager	2, 3
Senior Accountant	2, 3
Accountant	2, 3
Senior Financial Analyst	1, 2, 3
Financial Analyst	1
Senior Manager Information Technology & Systems	2, 3, 4, 5
Senior Database Administrator	2, 3, 4, 5
Senior Systems Administrator	2, 3, 4, 5

Database Administrator & Report Writer	2, 3, 4, 5
Systems Administrator	2, 3, 4, 5
Business Operations Analyst	2, 3, 5, 6
Procurement Coordinator	2, 3, 5, 6
Operations Coordinator	2, 3, 5, 6
Director of Human Resources and Organizational Development	2, 3, 4, 5, 6
Human Resources Manager	2, 3, 4, 5
Senior Human Resources Analyst	2, 3, 4, 5
Human Resources Analyst	2, 3, 4, 5
Training & Development Analyst	2, 3, 4, 5
Director of Strategic Initiatives & Housing Programs	2, 3, 4, 6
Senior Manager Housing Choice	2, 3, 4, 6
Housing Programs Manager	2, 3, 4, 6
Resident Engagement Manager	2, 3
Assistant Manager Housing Choice	2, 3
Training Coordinator	2, 3
Communications Manager	2, 3
Communications Coordinator	2, 3
• Consultants/New Positions*	1

* Consultants/New Positions shall be included in the list of designated positions and shall disclose pursuant to the disclosure requirements in this code subject to the following limitation:

The Executive Director 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 thus is not required to comply fully with the disclosure requirements 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 Executive Director'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. (Gov. Code Sec. 81008.)

APPENDIX C DISCLOSURE CATEGORIES

Individuals holding designated positions must report their interests according to their assigned disclosure category(ies).

Disclosure Category 1

Interests in real property located within the jurisdiction or within two miles of the boundaries of the jurisdiction or within two miles of any land owned or used by the agency; and investments and business positions in business entities, and income, including loans, gifts, and travel payments, from all sources.

Disclosure Category 2

Interests in real property located within the jurisdiction or within two miles of the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Disclosure Category 3

Investments and business positions in business entities, and income, including loans, gifts, and travel payments, from sources, that provide services, supplies, materials, machinery, or equipment of the type utilized by the agency.

Disclosure Category 4

Investments and business positions in business entities, and income, including loans, gifts, and travel payments, from sources, that provide services, supplies, materials, machinery, or equipment of the type utilized by the designated position's division or department.

Disclosure Category 5

Investments and business positions in business entities, and income, including loans, gifts, and travel payments, from sources, that filed a claim against the agency during the previous two years, or have a claim pending.

Disclosure Category 6

Investments and business positions in business entities, and income, including loans, gifts, and travel payments, from sources of the type to request an entitlement to use agency property or facilities, including, but not limited to:

- a license
- utility permit
- station vendor permit.