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SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

June 19, 1980

CITY MANAGER'S OFFICE
RECEIVED
JUN 20 1980

Redevelopment Agency of the
City of Sacramento
Housing Authority of the
City of Sacramento
Sacramento, California

CITY GOVERNING BOARD
PHILLIP L. ISENBERG, MAYOR
LLOYD CONNELLY
BLAINE H. FISHER
THOMAS R. HOEBER
DOUGLAS N. POPE
JOHN ROBERTS
LYNN ROBIE
ANNE RUDIN
DANIEL E. THOMPSON

Honorable Members in Session:

SUBJECT: Adoption of Employees Conflict of Interest Code

SUMMARY

COUNTY GOVERNING BOARD
ILLA COLLIN
C. TOBIAS (TOBY) JOHNSON
JOSEPH E. (TED) SHEEDY
SANDRA R. SMOLEY
FRED G. WADE

Attached are resolutions by which you adopt a Conflict of Interest Code for employees of the Redevelopment Agency of the City of Sacramento and the Housing Authority of the City of Sacramento.

EXECUTIVE DIRECTOR
WILLIAM G. SELINE

BACKGROUND

P.O. Box 1834
SACRAMENTO, CA 95809
630 I STREET
SACRAMENTO, CA 95814
(916) 444-9210

The Political Reform Act of 1974 requires that each local agency adopt a Conflict of Interest Code for its employees. The purpose of the Code is to provide reasonable assurance that all foreseeable potential conflicts of interests of such employees will be disclosed and prevented and to provide specific guidance to employees of their obligation to avoid conflicts of interest and to disclose appropriate financial interests.

Once adopted the Code must be reviewed by the City Council which is the code reviewing body for the Redevelopment Agency and the Housing Authority. The review is to assure its conformity with standards mandated by the Act.

Following published notice, a public hearing was held by the Sacramento Housing and Redevelopment Commission at its regular meeting on April 7, 1980. No changes were recommended during this hearing. The hearing was then duly closed.

APPROVED
SACRAMENTO HOUSING AUTHORITY

Date 7/1/80

APPROVED
SACRAMENTO REDEVELOPMENT AGENCY

Date 7/1/80

7- 1-80

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

Redevelopment Agency of the
City of Sacramento
Housing Authority of the
City of Sacramento
June 19, 1980
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FINANCIAL DATA

No financial implication.

VOTE AND RECOMMENDATION OF COMMISSION

At its regular meeting of April 7, 1980, the Sacramento Housing and Redevelopment Commission adopted a motion recommending adoption of the employees' Conflict of Interest Codes. The votes were recorded as follows:

AYES: Fisher, Luevano, A. Miller, Serna, Teramoto, B. Miller
NOES: Coleman
ABSENT: Knepprath, Walton

RECOMMENDATION

It is my recommendation that you adopt the attached resolutions.

Respectfully submitted,



WILLIAM G. SELINE
Executive Director

TRANSMITTAL TO COUNCIL:



WALTER J. SLIFE
City Manager

Contact Person: Brenton A. Bleier

RESOLUTION NO. 2919

Adopted by the Redevelopment Agency of the City of Sacramento

July 11, 1980

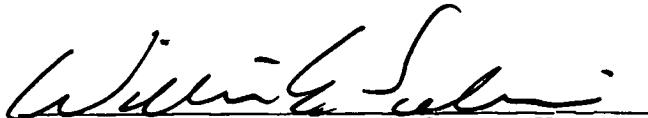
ADOPTING CONFLICT OF INTEREST CODE
FOR EMPLOYEES OF THE REDEVELOPMENT AGENCY
OF THE CITY OF SACRAMENTO

BE IT RESOLVED BY THE REDEVELOPMENT AGENCY OF THE
CITY OF SACRAMENTO:

Section 1. Pursuant to the Political Reform Act of
1974, the Redevelopment Agency hereby adopts the attached Conflict
of Interest Code applicable to employees of the Redevelopment Agency
of the City of Sacramento.

CHAIRPERSON

ATTEST:



SECRETARY

APPROVED
SACRAMENTO REDEVELOPMENT AGENCY

Date 7/11/80

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY
Sacramento, California 95814

CONFLICT OF INTEREST CODE

Adopted by:

CONFLICT OF INTEREST CODESection 1
DEFINITIONS

"Agency" shall mean the governing body of the Housing Authority of the City of Sacramento, the Redevelopment Agency of the City of Sacramento, the Housing Authority of the County of Sacramento, or the Redevelopment Agency of the County of Sacramento, as the case may be.

"Code Reviewing Body" shall mean the Board of Supervisors of the County of Sacramento in the case of the Redevelopment Agency of the County of Sacramento and the Housing Authority of the County of Sacramento, and shall mean the City Council of the City of Sacramento in the case of the Redevelopment Agency of the City of Sacramento and the Housing Authority of the City of Sacramento.

Section 2
PURPOSE

Pursuant to the provisions of Government Code Section 87300, et seq., the Agency hereby adopts the following Conflict of Interest Code. 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 provisions of this Code are additional to Government Code Section 87100 and other laws pertaining to conflicts of interest, including but not limited to, Government Code Section 1090, et seq. Except as otherwise indicated, the definitions of said Act and regulations adopted pursuant thereto are incorporated herein and this Code shall be interpreted in a manner consistent therewith.

Section 3
CONSTRUCTION AND SEVERABILITY

The provisions of this chapter are to be construed liberally, to the end that the public interest is fully protected. If any provision of this chapter or the application of any provision of this chapter to any person or circumstance is judicially determined to be invalid, the remainder of this chapter or the application of such provision to other persons or circumstances shall not be affected by such determination.

Section 4
DESIGNATED POSITIONS

The positions listed on Exhibit "A" are designated positions. Officers and employees holding those positions are designated employees and are deemed to make, or participate in the making of, decisions which may foreseeably have a material effect on a financial interest.

Section 5
DISCLOSURE STATEMENTS

Designated positions shall be assigned to one or more of the disclosure categories set forth in Exhibit "B". Each designated employee occupying a designated position shall file an annual statement disclosing that employee's interest in investments, real property, and income, designated as reportable under the category to which the employee's position is assigned under Exhibit "B".

Section 6
PLACE AND TIME OF FILING

- (a) All designated employees required to submit a statement of financial interest shall file the original with the Executive Director of the Agency.
- (b) The Executive Director shall make and retain a copy and forward the original to the Agency.
- (c) A designated employee required to submit a statement of financial interest shall submit an initial statement within thirty (30) days after the effective date of this Code.
- (d) Employees appointed, promoted or transferred to designated positions shall file initial statements within thirty (30) days after date of employment, promotion or transfer.
- (e) Annual statements shall be filed during the month of January by all designated employees. Such statements shall cover the period of the preceding calendar year.
- (f) Members of the Agency and members of the Sacramento Housing and Redevelopment Commission may comply with the provisions of this Code by filing a duplicate of a statement filed with the City of Sacramento, the County of Sacramento, or other City or County agency, and a supplementary statement disclosing such additional information required by this Code.

- (g) Any designated employee whose employment with the Agency is terminated voluntarily or involuntarily shall, within thirty (30) days after termination file a disclosure statement covering the period between the closing date of his or her previous statement of economic interests and his or her termination date.

Section 7
CONTENTS OF DISCLOSURE STATEMENTS

Disclosure statements shall be made on forms supplied by the Executive Director, and shall contain the following information:

- (a) Contents of Investment and Real Property Reports: When an investment, or an interest in real property, is required to be reported, the statement shall contain:
- (1) A statement of the nature of the investment or interest;
 - (2) The name of the business entity in which each investment is held, and a general description of the business activity in which the business is engaged;
 - (3) The address or other precise location of the real property;
 - (4) A statement whether the fair market value of the investment, or interest in real property, exceeds Ten Thousand Dollars (\$10,000), and whether it exceeds One Hundred Thousand Dollars (\$100,000). Information related to the value of the designated employee's residence need not be provided.
- (b) Contents of Personal Income Reports: When personal income is required to be reported, the statement shall contain:
- (1) The name and address of each source of income totaling Two Hundred Fifty Dollars (\$250) or more in value, or Twenty-Five Dollars (\$25) or more in value if the income was a gift, and a general description of the business activity, if any, of each source;
 - (2) A statement whether the total value of income from each source was greater than One Thousand Dollars (\$1,000), and whether it was greater than Ten Thousand Dollars (\$10,000);

- (3) A description of the services rendered or other consideration, if any, for which the income was received;
 - (4) In the case of a gift, the name and address of the donor, the amount or other description of the gift, and the date on which the gift was received.
- (c) Content of Business Income Reports: When income of a business, including income of a sole proprietorship, is required to be reported, the statement shall contain:
- (1) The name and address, and a general description of the business activity of the business;
 - (2) In the case of a business which provides legal or brokerage services, the name of every person who paid fees to the business if the filer's pro rata share of fees from such person was equal to or greater than One Thousand Dollars (\$1,000);
 - (3) In the case of a business not covered by subparagraph (2), the name of every person from whom the business received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than Ten Thousand Dollars (\$10,000) during a calendar year.
- (d) Contents of Reports of Management Positions: When management positions are required to be reported, designated employees shall list the name of each business not specified above in which he is a director, officer, partner, trustee, employee or in which he holds any position of management.
- (e) Initial Statement: The initial statement filed by an employee appointed to a designated position shall disclose any reportable investments and interests in real property, but not income.
- (f) Acquisition or Disposal During Reporting Period: In the case of a statement filed under Section 6, if the investment, or interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the date of acquisition or disposal shall be indicated.

Section 8
DISQUALIFICATION

Designated employees must disqualify themselves from making or participating in the making of any decisions which will foreseeably have a material financial effect, distinguishable from its effect on the public generally, on any reportable interest of that employee, or any other financial interest as defined in Government Code Section 87103. No designated employee shall be prevented from making or participating in the making of any decision to the extent his or her participation is legally required for the decision to be made.

Section 9
MANNER OF DISQUALIFICATION

A designated employee required to disqualify himself or herself shall notify his or her immediate supervisor in writing. A copy of this notice shall be retained by the immediate supervisor who shall forward a copy of the notice to the Executive Director, and the original shall be forwarded to the Agency. Upon receipt of such statement, the supervisor shall immediately reassign the matter to another employee.

Section 10
OPINIONS OF ATTORNEY

Any employee occupying a designated position with the Agency may request the Attorney for the Agency to issue an opinion pertaining to his duties and responsibilities under this Code. The Attorney shall, within thirty (30) days, either issue the opinion or advise the employee who made the request whether an opinion will be issued. No employee who acts in good faith on an opinion issued to him by the Attorney for the Agency shall be subject to criminal or civil penalties under this Code for so acting, provided that the performance of the employee is consistent with and pursuant to the material facts as stated in the opinion request. The opinions of the Attorney for the Agency relative to this Code shall be public records and may from time to time be published.

Section 11
DEFINITION OF TERMS

Definition of terms contained in this Code shall be consistent with

the definition of identical terms contained in the Political Reform Act of 1974, Government Code Section 87100, et seq., and with the definition of identical terms contained in Regulations of the Fair Political Practices Commission, 2 Cal. Adm. Code, Sections 18700-18704. Any amendments to the Act and Regulations shall be incorporated into this Conflict of Interest Code.

Section 12
STATUTE OF LIMITATIONS

No action shall be brought pursuant to Government Code Section 91003 to restrain the execution of or to set aside official action of the Agency unless the complaint or petition is filed and served upon the Agency within thirty (30) days following the official action.

Section 13
CONFLICTS OF INTEREST VIOLATION

Any designated employee of the Agency who violates this Code shall be subject to discipline by the Agency including dismissal consistent with any applicable personnel laws, regulations and procedures or other penalties as are provided in Government Code Sections 91000 through 91014.

Section 14
EFFECTIVE DATE OF CODE

This Conflict of Interest Code shall become effective thirty (30) days after approval by the Code Reviewing Body.

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EXHIBIT "A"

DESIGNATED POSITIONS

<u>Designated Employee</u>	<u>Disclosure Categories</u>
Executive Director	1, 2, 3, 4
Deputy Director	1, 2, 3, 4
Assistant Director-Finance	1, 2, 3, 4
Assistant Director-Research and Development	1, 2, 3, 4
Assistant Director-Real Estate	1, 2, 3, 4
Assistant Director-Management and Maintenance	1, 2, 3, 4
Chief Counsel	1, 2, 3, 4
Agency Attorney	1, 2, 3, 4
Chief-Community Services	1, 2, 3, 4
Assistant Controller	1, 2, 3, 4
Project Manager (Architect)	1, 6, 7, 9, 16
Project Manager (Engineer)	1, 6, 7, 9, 16
Project Manager (Rehabilitation)	1, 5, 7, 9, 10, 15, 16
Staff Attorney	1, 2, 3, 4
Director-Nutrition Program	12, 16
Director-Foster Grandparent Program	13, 16
Chief of Housing Management and Maintenance	1, 11, 14, 16
Chief Land Agent	5, 16
Associate Land Agent	5, 6, 16
Senior Land Agent	5, 16

Designated EmployeeDisclosure Categories

Loan Officer	1, 5, 9, 16
Supervisor (Purchasing and Contracts)	7, 8, 12, 16
Rehabilitation Supervisor	1, 7, 9, 16
Property Rehabilitation Supervisor	1, 7, 9, 16
Community Services Supervisor-Relocation	1, 10, 15, 16
Area Housing Manager	1, 11, 14, 16
Assistant Housing Manager	1, 11, 14, 16
Chief of Building Maintenance	1, 11, 14, 16
Maintenance Supervisor	1, 11, 14, 16
Storekeeper	8, 12, 16
General Clerk II (Associate Buyer)	8, 12, 16

EXHIBIT "B"

DISCLOSURE CATEGORIES

CATEGORY 1:

Interests in real property.

CATEGORY 2:

Investments in any business activity.

CATEGORY 3:

Any source of income.

CATEGORY 4:

Any business entity in which the designated employee is director, officer, partner, trustee, employee or holds any position of management.

CATEGORY 5:

- (a) Investments in any business entity of the type which, at the time relevant to when a disclosure statement must be filed under this code, is contracting, or within the past two (2) years has contracted to provide services to the Agency. "Services" means the following: (1) businesses involved in real estate sales or rentals; (2) title insurance companies, escrow companies and other businesses offering services associated with the conveyance of real property; (3) businesses involved in developing real property for residential, industrial or commercial uses.
- (b) Any source of income from: (1) a business entity described in subdivision (a) above; and, (2) any person with an ownership interest in a business entity described in subdivision (a) above or who is employed by such a business entity.

CATEGORY 6:

- (a) Investments in any business entity of the type which, at the time relevant to when a disclosure statement must be filed under this code, is contracting, or within the past two (2) years has contracted with the Agency to provide construction, engineering, architectural, or other work or services.

CATEGORY 6 (Continued)

- (b) Any source of income from: (1) a business entity described in subdivision (a) above; and (2) any person with an ownership interest in a business entity described in subdivision (a) above or who is employed by such a business entity.

CATEGORY 7:

- (a) Investments in any business entity of the type which, at the time relevant to when a disclosure statement must be filed under this code, is contracting, or within the past two (2) years has contracted with the Agency to manufacture or sell construction and building materials and supplies.
- (b) Any source of income from: (1) a business entity described in subdivision (a) above; and (2) any person with an ownership interest in a business entity described in subdivision (a) above or who is employed by such a business entity.

CATEGORY 8:

- (a) Investments in any business entity of the type which, at the time relevant to when a disclosure statement must be filed under this code, is contracting, or within the past two (2) years has contracted with the Agency to provide services, supplies, materials, machinery, appliances, motor vehicles or equipment to the Agency.
- (b) Any source of income from: (1) a business entity described in subdivision (a) above; and (2) any person with an ownership interest in a business entity described in subdivision (a) above or who is employed by such a business entity.

CATEGORY 9:

- (a) Investments in any business entity of the type which, at the time relevant to when a disclosure statement must be filed under this code, is contracting, or within the past two (2) years has contracted to provide services to the Agency or any person receiving a rehabilitation loan or grant from the Agency. "Services" means the following: (1) businesses involved in real property development, rehabilitation, construction, repair, or maintenance; (2) business involved in providing services, supplies, materials, machinery or equipment.
- (b) Any source of income from: (1) a business entity described in subdivision (a) above; and (2) any person with an ownership interest in a business entity described in subdivision

(a) above or who is employed by such a business entity.

CATEGORY 10:

- (a) Investments in any business entity of the type which, at the time relevant to when a disclosure statement must be filed under this code, is contracting, or within the past two (2) years has contracted with the Agency or with persons or businesses receiving relocation assistance from or through the Agency to provide services, the lease or sale of real property or moving of personal property for persons or businesses receiving relocation assistance by or through the Agency.
- (b) Any source of income from: (1) a business entity described in subdivision (a) above; and (2) any person with an ownership interest in a business entity described in subdivision (a) above or who is employed by such a business entity.

CATEGORY 11:

- (a) Investments in any business entity of the type which, at the time relevant to when a disclosure statement must be filed under this code, is contracting, or within the past two (2) years has contracted to provide services to the Agency. "Services" means the following: (1) businesses involved in real property sales, leasing or management; (2) businesses involved in providing services, supplies, materials, machinery, appliances, or equipment to the Housing Management and Maintenance Division.
- (b) Any source of income from: (1) a business entity described in subdivision (a) above; and (2) any person with an ownership interest in a business entity described in subdivision (a) above or who is employed by such a business entity.

CATEGORY 12:

- (a) Investments in any business entity of the type which, at the time relevant to when a disclosure statement must be filed under this code, is contracting, or within the past two (2) years has contracted with the Agency to provide services, supplies, materials, machinery, equipment, meals or food products to the Elderly Nutrition Program.
- (b) Any source of income from: (1) a business entity described in subdivision (a) above; and (2) any person with an ownership interest in a business entity described in subdivision (a) above or who is employed by such a business entity.

CATEGORY 13:

- (a) Investments in any business's entity of the type which, at the time relevant to when a disclosure statement must be filed under this code, is contracting, or within the past two (2) years has contracted with the Agency to provide services or receive services from the Foster Grandparent Program.
- (b) Any source of income from: (1) a business entity described in subdivision (a) above; and (2) any person with an ownership interest in a business entity described in subdivision (a) above or who is employed by such a business entity.

CATEGORY 14:

Sources of income, including gifts from any agency, tenant or spouse or dependent children of such tenant.

CATEGORY 15:

Sources of income, including gifts from any person or business receiving relocation assistance from or through the Agency.

CATEGORY 16:

Any designated employee in this category shall disclose his or her status as a director, officer, partner, trustee, employee, or any position of management in any business entity an investment in which or source of income from which is required to be disclosed by the designated employee under the provisions of this code.

RESOLUTION NO. 1810

Adopted by the Housing Authority of the City of Sacramento

July 21, 1980


ADOPTING CONFLICT OF INTEREST CODE
FOR EMPLOYEES OF THE HOUSING AUTHORITY OF
THE CITY OF SACRAMENTO

BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE
CITY OF SACRAMENTO:

Section 1. Pursuant to the Political Reform Act
of 1974, the Housing Authority of the City of Sacramento
hereby adopts the attached Conflict of Interest Code appli-
cable to employees of the Housing Authority of the City of
Sacramento.

CHAIRPERSON

ATTEST:


SECRETARY

APPROVED
SACRAMENTO HOUSING AUTHORITY

Date 7/1/80

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY
Sacramento, California 95814

CONFLICT OF INTEREST CODE

Adopted by:

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

CONFLICT OF INTEREST CODE

Section 1
DEFINITIONS

"Agency" shall mean the governing body of the Housing Authority of the City of Sacramento, the Redevelopment Agency of the City of Sacramento, the Housing Authority of the County of Sacramento, or the Redevelopment Agency of the County of Sacramento, as the case may be.

"Code Reviewing Body" shall mean the Board of Supervisors of the County of Sacramento in the case of the Redevelopment Agency of the County of Sacramento and the Housing Authority of the County of Sacramento, and shall mean the City Council of the City of Sacramento in the case of the Redevelopment Agency of the City of Sacramento and the Housing Authority of the City of Sacramento.

Section 2
PURPOSE

Pursuant to the provisions of Government Code Section 87300, et seq., the Agency hereby adopts the following Conflict of Interest Code. 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 provisions of this Code are additional to Government Code Section 87100 and other laws pertaining to conflicts of interest, including but not limited to, Government Code Section 1090, et seq. Except as otherwise indicated, the definitions of said Act and regulations adopted pursuant thereto are incorporated herein and this Code shall be interpreted in a manner consistent therewith.

Section 3
CONSTRUCTION AND SEVERABILITY

The provisions of this chapter are to be construed liberally, to the end that the public interest is fully protected. If any provision of this chapter or the application of any provision of this chapter to any person or circumstance is judicially determined to be invalid, the remainder of this chapter or the application of such provision to other persons or circumstances shall not be affected by such determination.

Section 4
DESIGNATED POSITIONS

The positions listed on Exhibit "A" are designated positions. Officers and employees holding those positions are designated employees and are deemed to make, or participate in the making of, decisions which may foreseeably have a material effect on a financial interest.

Section 5
DISCLOSURE STATEMENTS

Designated positions shall be assigned to one or more of the disclosure categories set forth in Exhibit "B". Each designated employee occupying a designated position shall file an annual statement disclosing that employee's interest in investments, real property, and income, designated as reportable under the category to which the employee's position is assigned under Exhibit "B".

Section 6
PLACE AND TIME OF FILING

- (a) All designated employees required to submit a statement of financial interest shall file the original with the Executive Director of the Agency.
- (b) The Executive Director shall make and retain a copy and forward the original to the Agency.
- (c) A designated employee required to submit a statement of financial interest shall submit an initial statement within thirty (30) days after the effective date of this Code.
- (d) Employees appointed, promoted or transferred to designated positions shall file initial statements within thirty (30) days after date of employment, promotion or transfer.
- (e) Annual statements shall be filed during the month of January by all designated employees. Such statements shall cover the period of the preceding calendar year.
- (f) Members of the Agency and members of the Sacramento Housing and Redevelopment Commission may comply with the provisions of this Code by filing a duplicate of a statement filed with the City of Sacramento, the County of Sacramento, or other City or County agency, and a supplementary statement disclosing such additional information required by this Code.

- (g) Any designated employee whose employment with the Agency is terminated voluntarily or involuntarily shall, within thirty (30) days after termination file a disclosure statement covering the period between the closing date of his or her previous statement of economic interests and his or her termination date.

Section 7
CONTENTS OF DISCLOSURE STATEMENTS

Disclosure statements shall be made on forms supplied by the Executive Director, and shall contain the following information:

- (a) Contents of Investment and Real Property Reports: When an investment, or an interest in real property, is required to be reported, the statement shall contain:
- (1) A statement of the nature of the investment or interest;
 - (2) The name of the business entity in which each investment is held, and a general description of the business activity in which the business is engaged;
 - (3) The address or other precise location of the real property;
 - (4) A statement whether the fair market value of the investment, or interest in real property, exceeds Ten Thousand Dollars (\$10,000), and whether it exceeds One Hundred Thousand Dollars (\$100,000). Information related to the value of the designated employee's residence need not be provided.
- (b) Contents of Personal Income Reports: When personal income is required to be reported, the statement shall contain:
- (1) The name and address of each source of income totaling Two Hundred Fifty Dollars (\$250) or more in value, or Twenty-Five Dollars (\$25) or more in value if the income was a gift, and a general description of the business activity, if any, of each source;
 - (2) A statement whether the total value of income from each source was greater than One Thousand Dollars (\$1,000), and whether it was greater than Ten Thousand Dollars (\$10,000);

- (3) A description of the services rendered or other consideration, if any, for which the income was received;
 - (4) In the case of a gift, the name and address of the donor, the amount or other description of the gift, and the date on which the gift was received.
- (c) Content of Business Income Reports: When income of a business, including income of a sole proprietorship, is required to be reported, the statement shall contain:
- (1) The name and address, and a general description of the business activity of the business;
 - (2) In the case of a business which provides legal or brokerage services, the name of every person who paid fees to the business if the filer's pro rata share of fees from such person was equal to or greater than One Thousand Dollars (\$1,000);
 - (3) In the case of a business not covered by subparagraph (2), the name of every person from whom the business received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than Ten Thousand Dollars (\$10,000) during a calendar year.
- (d) Contents of Reports of Management Positions: When management positions are required to be reported, designated employees shall list the name of each business not specified above in which he is a director, officer, partner, trustee, employee or in which he holds any position of management.
- (e) Initial Statement: The initial statement filed by an employee appointed to a designated position shall disclose any reportable investments and interests in real property, but not income.
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DISQUALIFICATION

Designated employees must disqualify themselves from making or participating in the making of any decisions which will foreseeably have a material financial effect, distinguishable from its effect on the public generally, on any reportable interest of that employee, or any other financial interest as defined in Government Code Section 87103. No designated employee shall be prevented from making or participating in the making of any decision to the extent his or her participation is legally required for the decision to be made.

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MANNER OF DISQUALIFICATION

A designated employee required to disqualify himself or herself shall notify his or her immediate supervisor in writing. A copy of this notice shall be retained by the immediate supervisor who shall forward a copy of the notice to the Executive Director, and the original shall be forwarded to the Agency. Upon receipt of such statement, the supervisor shall immediately reassign the matter to another employee.

Section 10
OPINIONS OF ATTORNEY

Any employee occupying a designated position with the Agency may request the Attorney for the Agency to issue an opinion pertaining to his duties and responsibilities under this Code. The Attorney shall, within thirty (30) days, either issue the opinion or advise the employee who made the request whether an opinion will be issued. No employee who acts in good faith on an opinion issued to him by the Attorney for the Agency shall be subject to criminal or civil penalties under this Code for so acting, provided that the performance of the employee is consistent with and pursuant to the material facts as stated in the opinion request. The opinions of the Attorney for the Agency relative to this Code shall be public records and may from time to time be published.

Section 11
DEFINITION OF TERMS

Definition of terms contained in this Code shall be consistent with

the definition of identical terms contained in the Political Reform Act of 1974, Government Code Section 87100, et seq., and with the definition of identical terms contained in Regulations of the Fair Political Practices Commission, 2 Cal. Adm. Code, Sections 18700-18704. Any amendments to the Act and Regulations shall be incorporated into this Conflict of Interest Code.

Section 12
STATUTE OF LIMITATIONS

No action shall be brought pursuant to Government Code Section 91003 to restrain the execution of or to set aside official action of the Agency unless the complaint or petition is filed and served upon the Agency within thirty (30) days following the official action.

Section 13
CONFLICTS OF INTEREST VIOLATION

Any designated employee of the Agency who violates this Code shall be subject to discipline by the Agency including dismissal consistent with any applicable personnel laws, regulations and procedures or other penalties as are provided in Government Code Sections 91000 through 91014.

Section 14
EFFECTIVE DATE OF CODE

This Conflict of Interest Code shall become effective thirty (30) days after approval by the Code Reviewing Body.

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EXHIBIT "A"

DESIGNATED POSITIONS

<u>Designated Employee</u>	<u>Disclosure Categories</u>
Executive Director	1, 2, 3, 4
Deputy Director	1, 2, 3, 4
Assistant Director-Finance	1, 2, 3, 4
Assistant Director-Research and Development	1, 2, 3, 4
Assistant Director-Real Estate	1, 2, 3, 4
Assistant Director-Management and Maintenance	1, 2, 3, 4
Chief Counsel	1, 2, 3, 4
Agency Attorney	1, 2, 3, 4
Chief-Community Services	1, 2, 3, 4
Assistant Controller	1, 2, 3, 4
Project Manager (Architect)	1, 6, 7, 9, 16
Project Manager (Engineer)	1, 6, 7, 9, 16
Project Manager (Rehabilitation)	1, 5, 7, 9, 10, 15, 16
Staff Attorney	1, 2, 3, 4
Director-Nutrition Program	12, 16
Director-Foster Grandparent Program	13, 16
Chief of Housing Management and Maintenance	1, 11, 14, 16
Chief Land Agent	5, 16
Associate Land Agent	5, 6, 16
Senior Land Agent	5, 16

Designated EmployeeDisclosure Categories

Loan Officer	1, 5, 9, 16
Supervisor (Purchasing and Contracts)	7, 8, 12, 16
Rehabilitation Supervisor	1, 7, 9, 16
Property Rehabilitation Supervisor	1, 7, 9, 16
Community Services Supervisor-Relocation	1, 10, 15, 16
Area Housing Manager	1, 11, 14, 16
Assistant Housing Manager	1, 11, 14, 16
Chief of Building Maintenance	1, 11, 14, 16
Maintenance Supervisor	1, 11, 14, 16
Storekeeper	8, 12, 16
General Clerk II (Associate Buyer)	8, 12, 16

EXHIBIT "B"

DISCLOSURE CATEGORIES

CATEGORY 1:

Interests in real property.

CATEGORY 2:

Investments in any business activity.

CATEGORY 3:

Any source of income.

CATEGORY 4:

Any business entity in which the designated employee is director, officer, partner, trustee, employee or holds any position of management.

CATEGORY 5:

- (a) Investments in any business entity of the type which, at the time relevant to when a disclosure statement must be filed under this code, is contracting, or within the past two (2) years has contracted to provide services to the Agency. "Services" means the following: (1) businesses involved in real estate sales or rentals; (2) title insurance companies, escrow companies and other businesses offering services associated with the conveyance of real property; (3) businesses involved in developing real property for residential, industrial or commercial uses.
- (b) Any source of income from: (1) a business entity described in subdivision (a) above; and, (2) any person with an ownership interest in a business entity described in subdivision (a) above or who is employed by such a business entity.

CATEGORY 6:

- (a) Investments in any business entity of the type which, at the time relevant to when a disclosure statement must be filed under this code, is contracting, or within the past two (2) years has contracted with the Agency to provide construction, engineering, architectural, or other work or services.

CATEGORY 6 (Continued)

- (b) Any source of income from: (1) a business entity described in subdivision (a) above; and (2) any person with an ownership interest in a business entity described in subdivision (a) above or who is employed by such a business entity.

CATEGORY 7:

- (a) Investments in any business entity of the type which, at the time relevant to when a disclosure statement must be filed under this code, is contracting, or within the past two (2) years has contracted with the Agency to manufacture or sell construction and building materials and supplies.
- (b) Any source of income from: (1) a business entity described in subdivision (a) above; and (2) any person with an ownership interest in a business entity described in subdivision (a) above or who is employed by such a business entity.

CATEGORY 8:

- (a) Investments in any business entity of the type which, at the time relevant to when a disclosure statement must be filed under this code, is contracting, or within the past two (2) years has contracted with the Agency to provide services, supplies, materials, machinery, appliances, motor vehicles or equipment to the Agency.
- (b) Any source of income from: (1) a business entity described in subdivision (a) above; and (2) any person with an ownership interest in a business entity described in subdivision (a) above or who is employed by such a business entity.

CATEGORY 9:

- (a) Investments in any business entity of the type which, at the time relevant to when a disclosure statement must be filed under this code, is contracting, or within the past two (2) years has contracted to provide services to the Agency or any person receiving a rehabilitation loan or grant from the Agency. "Services" means the following: (1) businesses involved in real property development, rehabilitation, construction, repair, or maintenance; (2) business involved in providing services, supplies, materials, machinery or equipment.
- (b) Any source of income from: (1) a business entity described in subdivision (a) above; and (2) any person with an ownership interest in a business entity described in subdivision

(a) above or who is employed by such a business entity.

CATEGORY 10:

- (a) Investments in any business entity of the type which, at the time relevant to when a disclosure statement must be filed under this code, is contracting, or within the past two (2) years has contracted with the Agency or with persons or businesses receiving relocation assistance from or through the Agency to provide services, the lease or sale of real property or moving of personal property for persons or businesses receiving relocation assistance by or through the Agency.
- (b) Any source of income from: (1) a business entity described in subdivision (a) above; and (2) any person with an ownership interest in a business entity described in subdivision (a) above or who is employed by such a business entity.

CATEGORY 11:

- (a) Investments in any business entity of the type which, at the time relevant to when a disclosure statement must be filed under this code, is contracting, or within the past two (2) years has contracted to provide services to the Agency. "Services" means the following: (1) businesses involved in real property sales, leasing or management; (2) businesses involved in providing services, supplies, materials, machinery, appliances, or equipment to the Housing Management and Maintenance Division.
- (b) Any source of income from: (1) a business entity described in subdivision (a) above; and (2) any person with an ownership interest in a business entity described in subdivision (a) above or who is employed by such a business entity.

CATEGORY 12:

- (a) Investments in any business entity of the type which, at the time relevant to when a disclosure statement must be filed under this code, is contracting, or within the past two (2) years has contracted with the Agency to provide services, supplies, materials, machinery, equipment, meals or food products to the Elderly Nutrition Program.
- (b) Any source of income from: (1) a business entity described in subdivision (a) above; and (2) any person with an ownership interest in a business entity described in subdivision (a) above or who is employed by such a business entity.

CATEGORY 13:

- (a) Investements in any business entity of the type which, at the time relevant to when a disclosure statement must be filed under this code, is contracting, or within the past two (2) years has contracted with the Agency to provide services or receive services from the Foster Grandparent Program.
- (b) Any source of income from: (1) a business entity described in subdivision (a) above; and (2) any person with an ownership interest in a business entity described in subdivision (a) above or who is employed by such a business entity.

CATEGORY 14:

Sources of income, including gifts from any agency, tenant or spouse or dependent children of such tenant.

CATEGORY 15:

Sources of income, including gifts from any person or business receiving relocation assistance from or through the Agency.

CATEGORY 16:

Any designated employee in this category shall disclose his or her status as a director, officer, partner, trustee, employee, or any position of management in any business entity an investment in which or source of income from which is required to be disclosed by the designated employee under the provisions of this code.