

MEMORANDUM

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TO: Board of Commissioners

THRU: Jean Goebel
Executive Director

FROM: Sandy Tebbs
Clerk to the Board of Commissioners

RE; **Amend Conflict of Interest Code**

DATE: January 8, 2018

The Conflict of Interest Code for the Housing Authority was last reviewed in August 2016. We have changed titles for two positions from Manager to Director and those positions need to be amended on our Conflict of Interest Code.

The County Board of Supervisors requires the Board to review its conflict of interest code biennially and 2018 is the biennial year.

ACTION: Request the Board Review and Approve the current Conflict of Interest Code dated January 2018.

CONFLICT OF INTEREST CODE OF THE
HOUSING AUTHORITY OF THE COUNTY OF MONTEREY

(a) The Political Reform Act of 1974, Government Code sections 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, which contains the terms of a standard model Conflict of Interest Code, which can be incorporated by reference, and which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings. Therefore, the terms of 2 Cal. Code of Regs. section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission, along with the attached Appendix in which officials and employees are designated and disclosure categories are set forth are hereby incorporated by reference and constitute the Conflict of Interest Code of the Housing Authority of the County of Monterey

(b) Pursuant to Government Code section 81008 and 2 Cal. Code of Regs. section 18730(b)(4), all designated employees shall file statements of economic interest with their agency. Upon receipt of the statement of the Commissioners, the agency shall make and retain a copy and forward the original of the statement to the code reviewing body. Statements for all other designated employees shall be retained by the agency, which shall make the statements available for public inspection and/or reproduction.

(c) APPENDIX

EXHIBIT A: DESIGNATED POSITIONS

List of Designated Positions	Assigned Disclosure Categories
Commissioners	1
Executive Director	1
Director of Finance/Accounting	1
Director of Housing Management Manager	1
Director of Housing Programs Manager	1
Human Resources Manager	1
Consultants	1

EXHIBIT B: DISCLOSURE CATEGORIES

General Provisions

When a member, officer, or employee who holds a designated position is required to disclose investments and sources of income, he or she shall disclose investments in business entities and sources of income which do business in the jurisdiction, plan to do business in the jurisdiction, or have done business in the jurisdiction within the past two years. In addition to other activities, a business entity is doing business within the jurisdiction if it owns real property within the jurisdiction.

When a designated member, officer, or employee who holds a designated position is required to disclose sources of income, he or she shall disclose gifts received from donors located inside as well as outside the jurisdiction.

When a designated member, officer, or employee who holds a designated position is required to disclose interest in real property, he or she shall disclose the type of real property described below, if it is located in whole or in part within, or not more than two miles outside of the boundaries of the jurisdiction, or within two miles of any land owned or used by the Housing Authority of the County of Monterey.

When a designated member, officer, or employee who holds a designated position is required to disclose business position, he or she shall disclose positions in business entities that do business in the jurisdiction, plan to do business in the jurisdiction, or have done business in the jurisdiction within the past two years.

For purposes of this Conflict of Interest Code, the jurisdiction of the Housing Authority of the County of Monterey is the County of Monterey.

DISCLOSURE CATEGORY 1:

A member, officer, or employee holding a position assigned to Disclosure Category 1 shall, in the manner described above, report:

All investments and business positions in business entities and sources of income in the jurisdiction.

Interests in real property in the jurisdiction, which were acquired by, leased, or otherwise used by the Housing Authority of the County of Monterey.

His or her status as director, officer, partner, trustee, employee, or holder of a management position in any business entity in the jurisdiction.

Adopted: February 1994
Amended: November 1998
Amended: October 2000
Amended: February 2002
Amended: October 2002
Amended: February 2004
Amended: April 2005
Amended: December 2005
Amended: February 2009
Amended: April 2010
Amended: August 2010
Amended: April 2011
Amended: December 2011
Amended: December 2013
Reviewed: July 2015
Reviewed: August 2016
Amended: January 2018