

**CONFLICT OF INTEREST CODE OF THE
HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA**

**Approved February __, 2015, by the Board of Commissioners of the
Housing Authority of the County of Contra Costa**

Approved March __, 2015, by the Contra Costa County Board of Supervisors

**CONFLICT OF INTEREST CODE OF THE
HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA**

The Political Reform Act of 1974, 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, section 18730 of Title 2 of the California Code of Regulations, which contains the terms of a standard conflict of interest code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of section 18730 of Title 2 of the California Code of Regulations, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated by reference. This regulation, and the attached appendices of designated positions and disclosure categories, shall constitute the Conflict of Interest Code of the Housing Authority of the County of Contra Costa (“Authority”).

Persons holding designated positions shall file their statements of economic interests with the Secretary of the Board of Commissioners of the Authority, which shall be the filing officer.

EXHIBIT A

DESIGNATED POSITIONS

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Board of Commissioners	
Commissioners	1 & 2
Agency Personnel	
Executive Director	1 & 2
<u>Assistant County Counsel Regularly Assigned</u>	<u>1 & 2</u>
Administrative Services Officer	1 & 2
Director of Information Technology	1 & 2
Internal Auditor	1 & 2
Director of Finance	1 & 2
Deputy Executive Director for Housing Operations	1 & 2
Director of Development	1 & 2
Director of Assisted Housing Programs	1 & 2
<u>Director of Managed Housing Programs</u>	<u>1 & 2</u>
<u>Director of Asset Management</u>	<u>1 & 2</u>
<u>Director of General Services</u>	<u>1 & 2</u>
<u>Director of Facilities Management</u>	<u>1 & 2</u>
Financial Analyst	1 & 2
Accounting Supervisor	1 & 2
Human Resources & Training Officer	1 & 2
Purchasing Agent	1 & 2
Housing Manager	1 & 2
<u>Maintenance Supervisors</u>	<u>2</u>
<u>Maintenance Manager</u>	<u>1 & 2</u>
<u>Asset Manager</u>	<u>1 & 2</u>
Housing Services Counselor	1 & 2
Housing Development Officer	1 & 2
Housing Technical Officer	1 & 2
Housing Rehabilitation Officer	1 & 2
Program Analyst	1 & 2
<u>Consultants/New Positions*</u>	<u>1 & 2</u>

* The Authority Executive Director may determine in writing that a consultant is hired to perform a range of duties that is limited in scope and therefore is not required to comply with the disclosure requirements. The written determination is a public record and the Executive Director shall retain the determination for public inspection.

EXHIBIT B

DISCLOSURE CATEGORIES

~~Designated Employees in Group~~ **Persons holding designated positions in Disclosure Category “1” must report:**

All investments, interests in real property, business positions, sources of income, including gifts, loans, and travel payments, and any business entity in which the employee is a director, officer, partner, trustee, employee, or holds any position of management. These financial interests are reportable only if located within Contra Costa County or if the business entity is doing business or planning to do business in the County (and such plans are known by the person holding a designated position), or if the business entity has done business within the County at any time during the two years prior to the filing of the statement.

~~Designated Employees in~~ **Persons holding designated positions in Disclosure Category “2” must report:**

Investments in any business entity, ~~and~~ income from any source and status as a director, officer, partner, trustee, employee, or holder of a position of management in any business entity, which, within the last two years, has contracted, or in the future foreseeably may contract with the Housing Authority of the County of Contra Costa, or with any public agency within Contra Costa County, to provide services, supplies, materials, machinery, or equipment to either party.