

(R-96-1162)

RESOLUTION NUMBER R- 287239

ADOPTED ON APR 23 1996

A RESOLUTION AMENDING THE CONFLICT OF
INTEREST CODE FOR THE CITY OF SAN DIEGO'S
HOUSING COMMISSION

WHEREAS, on April 2, 1979, the City Council, by Resolution No. R-223203, adopted a Conflict of Interest Code ("Code") for the San Diego Housing Commission pursuant to Government Code section 87307; and

WHEREAS, the Code required that Commission members disclose reportable items in a manner substantially equivalent to that of the Political Reform Act and regulations of the Fair Political Practices Commission; and

WHEREAS, on June 9, 1980, the City Council, by Resolution No. R-251994, amended the Code to include certain designated positions (employees) as well as to update provisions affected by amendments to the Government Code and the Political Reform Act; and

WHEREAS, on February 24, 1986, the City Council, by Resolution No. R-265127, again amended the Code to include by reference the appropriate provisions of the California Administrative Code (now known as the California Code of Regulations) and any duly adopted amendments thereto; and

WHEREAS, on September 10, 1990, the City Council, by Resolution No. R-276415, again amended the Code to update designation of positions subject to disclosure requirements; and

WHEREAS, on April 15, 1991, the City Council, by Resolution No. R-277694, again amended the Code to update designation of positions subject to disclosure requirements; and

WHEREAS, on October 5, 1992, the City Council, by Resolution No. R-280798, again amended the Code to update designation of positions subject to disclosure requirements; and

WHEREAS, at its meeting of December 5, 1994, the City Council, by Resolution No. 285024, again amended the Code to update designation of positions subject to disclosure requirements; and

WHEREAS, at its meeting of March 11, 1996, the Housing Commission approved and forwarded to the Housing Authority for approval an amended Conflict of Interest Code Policy in the form attached, which updates designation of positions (employees) subject to disclosure requirements; and

WHEREAS, the Executive Director of the Housing Commission has certified to the Housing Authority that employees affected by the proposed changes to the Code, including appendices, have had a fair opportunity to review those changes; NOW, THEREFORE,

BE IT RESOLVED, by the City Council of The City of San Diego, that the revised Conflict of Interest Code for the San Diego Housing Commission, a copy of which is attached hereto, including Appendix A (with Attachments 1, 2 and 3), is hereby approved.

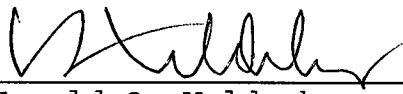
BE IT FURTHER RESOLVED, that pursuant to Section b(4) of the Standard Code, designated employees shall file statements of economic interests with the Secretary of the Board (Executive Director) of the Housing Commission. Upon receipt of the

statements, the Secretary of the Board shall make a copy of these statements and forward the copies to the Clerk of The City of San Diego. The Secretary of the Board shall retain the originals.

BE IT FURTHER RESOLVED, that the Conflict of Interest Code for the Housing Commission adopted by Resolution No. R-223203 on April 2, 1979, as amended by Resolution Nos. R-251994, R-265127, R-276416, R-277694, R-280798, and R-285024 be and the same is hereby rescinded.

APPROVED: JOHN W. WITT, City Attorney

By



Harold O. Valderhaug
Chief Deputy City Attorney

HOV:ps
03/25/96
Or.Dept:Hsg.Comm.
R-96-1162
Form=r-t

San Diego Housing Commission
POLICY

Subject: CONFLICT OF INTEREST CODE

Number: PO101.000

Effective Date: 11/3/94

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1. BACKGROUND

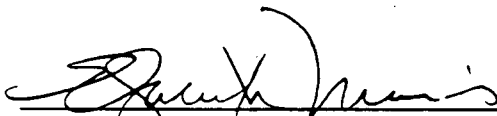
- 1.1 The Political Reform Act, Government Code Section 81000, et seq., requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regulations Section 18730, which contains the terms of a standard 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 Regulations 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 San Diego Housing Commission.
- 1.2 Pursuant to Section b(4) of the Standard Code, designated employees shall file statements of economic interests with the Secretary of the Board (Executive Director) of the Housing Commission. Upon receipt of the statements, the Secretary of the Board shall make a copy of these statements and forward the copies to the Clerk of the City of San Diego. The Secretary of the Board shall retain the originals.


2. POLICY

- 2.1 CONFLICT OF INTEREST CODE FOR THE SAN DIEGO HOUSING COMMISSION (Regulation of the Fair Political Practices Commission, Title 2, Division 6 of the California Code of Regulations)
- 2.2 18730. Provisions of Conflict of Interest Codes Incorporation by reference of the terms of this regulation along with the designation of employees and the formulation of disclosure categories in the Appendix referred to below constitute the adoption and promulgation of a conflict of interest code within the meaning of Government Code Section 87300 or the amendment of a conflict of interest code within the meaning of Government Code Section 87306 if the terms of this regulation are substituted for terms of a conflict of interest code already in effect. A code so amended or adopted and promulgated requires the reporting of reportable items in a manner substantially equivalent to the requirements of Article 2 of Chapter 7 of the Political Reform Act, Government Code Sections 81000, et seq. The requirements of a conflict of interest code are in addition to other requirements of the Political Reform Act, such as the general prohibition against conflicts of interest contained in Government Code Section 87100, and to other state or local laws pertaining to conflicts of interest.

[Supersedes Policy 101.000, Issued 4/2/79, Effective 4/15/91]

Authorized:


Elizabeth C. Morris, Executive Director


Carrol M. Vaughan, Deputy Executive Dir.
Operations

12-23-94
Date

12-24-94
Date

DOCUMENT NO. UL-287239

FILED JUN 11 1996

OFFICE OF THE CITY CLERK
SAN DIEGO, CALIFORNIA

R- 287239

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2.3 The terms of a conflict of interest code amended or adopted and promulgated pursuant to this regulation are as follows:

- A. **Definitions** The definitions contained in the Political Reform Act of 1974, regulations of the Fair Political Practices Commission (2 Cal. Code of Regs. Sections 18100, et seq.), and any amendments to the Act or regulations, are incorporated by reference into this conflict of interest code.
- B. **Designated Employees** The persons holding positions listed in the Appendix are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on financial interests.
- C. **Disclosure Categories** This Code does not establish any disclosure obligation for those designated employees who are also specified in Government Code Section 87200 if they are designated in this code in that same capacity or if the geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction in which those persons must report their financial interests pursuant to Article 2 of Chapter 7 of the Political Reform Act, Government Code Sections 87200, et seq.¹ Such persons are covered by this code for disqualification purposes only. With respect to all other designated employees, the disclosure categories set forth in the Appendix specify which kinds of financial interests are reportable. Such a designated employee shall disclose in his/her statement of economic interests those financial interests he/she has which are of the kind described in the disclosure categories to which he/she is assigned in the Appendix. It has been determined that the financial interests set forth in a designated employee's disclosure categories are the kinds of financial interests which he/she foreseeably can affect materially through the conduct of his/her office.
- D. **Statements of Economic Interests - Place of Filing** The code reviewing body shall instruct all designated employees within its code to file statements of economic interests with the agency or with the code reviewing body, as provided by the code reviewing body in the agency's conflict of interest code.²

¹ Designated employees who are required to file statements of economic interests under any other agency's Conflict of Interest Code, or under Article 2 for a different jurisdiction, may expand their statement of economic interests to cover reportable interests in both jurisdictions, and file copies of this expanded statement with both entities in lieu of filing separate and distinct statements, provided that each copy of such expanded statement filed in place of an original is signed and verified by the designated employee as if it were an original. See Government Code Section 81004.

² See Government Code Section 81010 and 2 Cal. Code of Regs. Section 18115 for the duties of filing officers and persons in agencies who make and retain copies of statements and forward the originals to the filing officer.

San Diego Housing Commission
6300 J. L. HULL
COMMUNITY DEVELOPMENT
APPROVED FOR THE BOARD

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E. Statements of Economic Interests - Time of Filing

1. Initial Statements. All designated employees employed by the agency on the effective date of this code, as originally adopted, promulgated and approved by the code reviewing body, shall file statements within 30 days after the effective date of this code. Thereafter, each person already in a position when it is designated by an amendment to this code shall file an initial statement within 30 days after the effective date of the amendment.
2. Assuming Office Statements. All persons assuming designated positions after the effective date of this code shall file statements within 30 days after assuming the designated positions, or if subject to State Senate confirmation, 30 days after being nominated or appointed.
3. Annual Statements. All designated employees shall file statements no later than April 1.
4. Leaving Office Statements. All persons who leave designated positions shall file statements within 30 days after leaving office.

F. Statements for Persons Who Resign 30 Days After Appointment. Persons who resign within 30 days of initial appointment are not deemed to have assumed office or left office provided they did not make or participate in the making of, or use their position to influence any decision and did not receive or become entitled to receive any form of payment as a result of their appointment. Such persons shall not file either an assuming or leaving office statement.

G. Contents of and Period Covered by Statements of Economic Interests

1. Contents of Initial Statements. Initial statements shall disclose any reportable investments, interests in real property and business positions held on the effective date of the code and income received during the 12 months prior to the effective date of the code.
2. Contents of Assuming Office Statements. Assuming office statements shall disclose any reportable investments, interests in real property and business positions held on the date of assuming office or, if subject to State Senate confirmation or appointment, on the date of nomination, and income received during the 12 months prior to the date of assuming office or the date of being appointed or nominated, respectively.
3. Contents of Annual Statements. Annual statements shall disclose any reportable investments, interests in real property, income and business positions held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the code or the date of assuming office whichever is later.

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4. **Contents of Leaving Office Statements.** Leaving office statements shall disclose reportable investments, interests in real property, income and business positions held or received during the period between the closing date of the last statement filed and the date of leaving office.

H. **Manner of Reporting.** Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the agency, and shall contain the following information:

1. **Investments and Real Property Disclosure.** When an investment or an interest in real property³ is required to be reported,⁴ the statement shall contain the following:

- a. A statement of the nature of the investment or interest;
- b. The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;
- c. The address or other precise location of the real property;
- d. A statement whether the fair market value of the investment or interest in real property exceeds one thousand dollars (\$1,000), exceeds ten thousand dollars (\$10,000), or exceeds one hundred thousand dollars (\$100,000).

2. **Personal Income Disclosure.** When personal income is required to be reported,⁵ the statement shall contain:

- a. The name and address of each source of income aggregating two hundred fifty dollars (\$250) or more in value or fifty dollars (\$50) or more in value if the income was a gift, and a general description of the business activity, if any, of each source;
- b. A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was one thousand dollars (\$1,000) or less, greater than one thousand dollars (\$1,000), or greater than ten thousand dollars (\$10,000);

³ For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.

⁴ Investments and interests in real property which have a fair market value of less than \$1,000 are not investments and interests in real property within the meaning of the Political Reform Act. However, investments or interests in real property of an individual include those held by the individual's spouse and dependent children as well as pro rata share of any investment or interest in real property of any business entity or trust in which the individual, spouse and dependent children own, in the aggregate, a direct, indirect or beneficial interest of 10 percent or greater.

⁵ A designated employee's income includes his/her community property interest in the income or his/her spouse but does not include salary or reimbursement for expenses received from a state, local or federal government agency.

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- c. A description of the consideration, if any, for which the income was received;
 - d. In the case of a gift, the name, address and business activity of the donor and any intermediary through which the gift was made; a description of the gift; the amount or value of the gift; and the date on which the gift was received;
 - e. In the case of a loan, the annual interest rate and the security, if any, given for the loan.
3. Business Entity Income Disclosure. When income of a business entity, including income of a sole proprietorship, is required to be reported,⁶ the statement shall contain:
- a. The name, address, and a general description of the business activity of the business entity;
 - b. The name of every person from whom the business entity 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).
4. Business Position Disclosure. When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which he or she is a director, officer, partner, trustee, employee, or in which he or she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.
5. Acquisition or Disposal During Reporting Period. In the case of an annual or leaving office statement, if an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.
- I. Disqualification. No designated employee shall make, participate in making, or in any way attempt to use his or her official position to influence the making of any governmental decision which he or she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family or on:

⁶ Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer and the filer's spouse in the business entity aggregates a 10 percent or greater interest. In addition, the disclosure of persons who are clients or customers of a business entity is required only if the clients or customers are within one of the disclosure categories of the filer.

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1. Any business entity in which the designated employee has a direct or indirect investment worth one thousand dollars (\$1,000) or more;
 2. Any real property in which the designated employee has a direct or indirect interest worth one thousand dollars (\$1,000) or more;
 3. Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating two hundred fifty dollars (\$250) or more in value provided to, received by or promised to the designated employee within 12 months prior to the time when the decision is made;
 4. Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management; or
 5. Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating \$250 or more in value provided to; received by, or promised to the designated employee within 12 months prior to the time when the decision is made.
- J. Legally Required Participation. 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. The fact that the vote of a designated employee who is on a voting board is needed to break a tie does not make his or her participation legally required for purposes of this section.
- K. Disqualification of State Officers and Employees. In addition to the general disqualification provisions of Section 8, no state administrative official shall make, participate in making, or use his or her official position to influence any governmental decision directly relating to any contract where the state administrative official knows or has reason to know that any party to the contract is a person with whom the state administrative official, or any member of his or her immediate family has, within 12 months prior to the time when the official action is to be taken:
1. Engaged in a business transaction or transactions on terms not available to members of the public, regarding any investment or interest in real property; or
 2. Engaged in a business transaction or transactions on terms not available to members of the public regarding the rendering of goods or services totaling in value one thousand dollars (\$1,000) or more.
- L. State Agency Prohibition on Receipt of Honoraria. No member of a state board or commission, and no designated employee of a state agency, shall accept any honorarium from any source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.

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- M. Manner of Disqualification. When a designated employee determines that he or she should not make a governmental decision because he or she has a disqualifying interest in it, the determination not to act must be accompanied by disclosure of the disqualifying interest. In the case of a voting body, this determination and disclosure shall be made part of the agency's official record; in the case of a designated employee who is the head of an agency, this determination and disclosure shall be made in writing to his or her appointing authority; and in the case of other designated employees, this determination and disclosure shall be made in writing to the designated employee's supervisor.
- N. Assistance of the Commission and Counsel. Any designated employee who is unsure of his or her duties under this code may request assistance from the Fair Political Practices Commission pursuant to Government Code Section 83114 or from the attorney for his or her agency, provided that nothing in this section requires the attorney for the agency to issue any formal or informal opinion.
- O. Violations. This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Government Code Sections 81000 - 91014. In addition, a decision in relation to which a violation of the disqualification provisions of this code or of Government Code Section 87100 or 87450 has occurred may be set aside as void pursuant to Government Code Section 91003.

Note: Authority cited: Section 83112, Government Code. Reference: Sections 87300-87302, Government Code.

HISTORY:

New Section filed 4/2/80 as an emergency; effective upon filing.

Editorial correction

Amendment of subsection (b) filed 1/9/81; effective thirtieth day thereafter

Amendment of subsection (b)(7)(B)l. filed 1/26/83; effective thirtieth day thereafter

Amendment of subsection (b)(7)(A) filed 11/10/83; effective thirtieth day thereafter

Amendment filed 4/13/87; operative 5/13/87

Amendment of subsection (b) filed 10/21/88; operative 11/10/88

Amendment filed 8/28/90; operative 9/27/90.

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APPENDIX A

General Provisions

When a designated employee is required to disclose investments and sources of income, the employee need only disclose investments in business entities and sources of income which 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 employee is required to disclose interests in real property, the employee need only disclose real property which is located in whole or in part within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned by the local government agency. (The boundaries of the San Diego Housing Commission's jurisdiction are depicted and described on Attachment A-3).

Designated employees shall disclose their financial interest pursuant to the appropriate disclosure category as indicated in the chart on Attachment A-2.

With respect to consultants, the Executive Director may determine in writing that a particular consultant is hired to perform a range of duties that are limited in scope and thus not required to comply with the disclosure requirements described in these categories. Such 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 shall forward a copy of this determination to the Clerk of the City of San Diego. Nothing herein excuses any such consultant from any other provision of this Conflict of Interest Code.

DESIGNATED POSITIONS

APPENDIX A - ATTACHMENT 1

Board of Commissioners
Legal Counsel
Members of the Rehabilitation Loan Committee
Members of the Housing Trust Fund Board of Trustees
~~Members of the Housing Development Corporation~~

Executive Director
Deputy Executive Director
Controller
~~Chief Financial Officer~~
Technical Services Manager
Development Program Manager
Information Systems Manager
Human Resources Manager
~~Rehab Loan Manager~~
General Services Manager
Housing Program Manager
Community Relations Officer
Equal Opportunity Officer
Assistant to the Executive Director
Finance and Development Project Manager
~~Financial Specialist~~
Sr. Housing Construction Specialist
~~Asst. Finance & Development Project Manager~~
Senior Planner
Housing Construction Specialist II
Housing Construction Specialist I/II
Senior Program Analyst
~~Sr. Human Resources Analyst~~
Housing Supervisor
~~Accounting Supervisor~~
~~Budget Supervisor~~
Administrative Analyst I/II
~~Human Resources Analyst I/II~~
Sr. Accountant
Program Analyst I/II
~~Sr. Loan Specialist~~
Budget Analyst
Accountant
Housing Specialist
Loan Specialist
General Services Supervisor
Executive Secretary
Housing Inspector
Sr. Housing Assistant
Housing Assistant I/II
Consultant

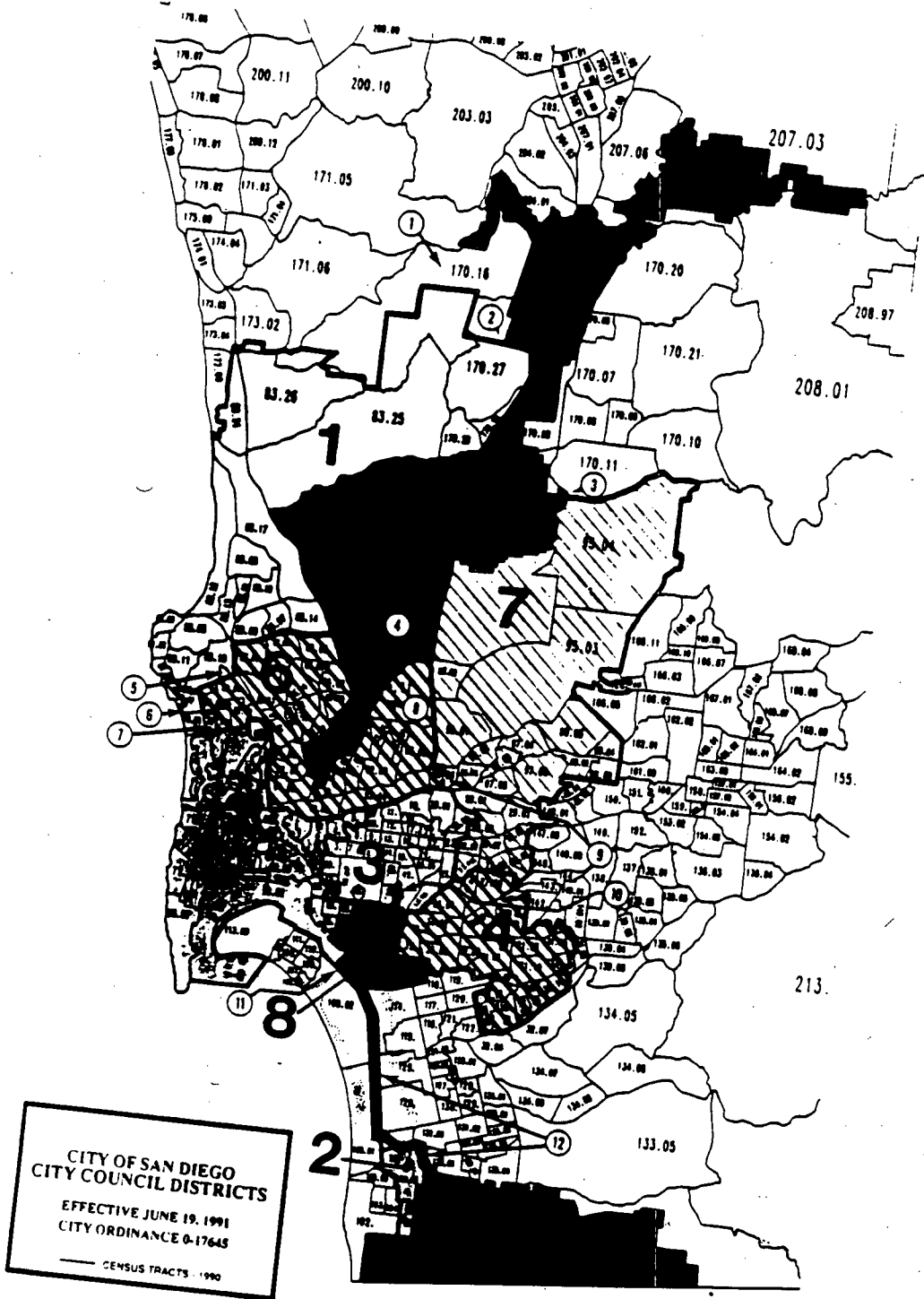
APPENDIX A - ATTACHMENT 2

DISCLOSURE CATEGORIES

Investments, business positions, interests in real property and income within the following categories shall be reportable:

1. Real property within the City of San Diego Limits
2. Real estate development, maintenance or management companies
3. Construction, building materials or demolition companies
4. Engineering, surveying, architectural and appraising companies
5. Soils testing, analysis, and compaction companies
6. Office equipment and supplies companies
7. Newspapers, printing and reproduction services companies
8. Banks and savings and loan companies
9. Securities and investment companies
10. Title insurance and escrow companies
11. Financial audit services companies
12. Insurance companies, including brokers and agencies
13. Companies or consultants in the following categories:
 - a. Fiscal
 - b. Financial
 - c. Architectural
 - d. Legal (excluding income from sources other than those described in this Attachment A-2)
 - e. Engineering
 - f. Planning
 - g. Property Management
 - h. Management and Administration
 - i. Economic
 - j. Real Estate
 - k. Appraisers
 - l. Property Acquisition
 - m. Relocation or moving

APPENDIX A - ATTACHMENT 3



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