

**ALAMEDA COUNTY BOARD OF SUPERVISORS
MINUTE ORDER**

The following action was taken by the Alameda County Board of Supervisors on 01/28/2014

Approved as Recommended Other

Unanimous Chan: Haggerty: Miley: Valle: Carson: - 4

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Documents to be signed by Agency/Purchasing Agent:

File No. 29116

Item No. 44

Copies sent to:

Christine Gouig, Housing Authority of the County of Alameda, 1489 Salmon Way, Hayward, CA 94544

Special Notes:



I certify that the foregoing is a correct copy of a Minute Order adopted by the Board of Supervisors, Alameda County, State of California.

ATTEST:
Clerk of the Board
Board of Supervisors

By: _____

Deputy

January 8, 2014

The Honorable Board of Supervisors
County of Alameda
1221 Oak Street, Room 536
Oakland, CA 94612

SUBJECT: Conflict of Interest Code Amendment –
Housing Authority of the County of Alameda

Dear Board Members:

RECOMMENDATION:

Approve the amended Conflict of Interest Code (Code) for the Housing Authority of the County of Alameda (HACA).

DISCUSSION / SUMMARY:

The Political Reform Act (Government Code §81000) requires state and local governmental agencies to adopt and promulgate a Conflict of Interest Code and to review the Code on a biennial basis.

HACA has reviewed its Code and determined that changes to department and job titles warrant an amendment to its Code. Specifically, the Housing Assistance and Family Services Manager and Housing Assistance and Housing Management Manager positions have been removed from the Code's list of designated employees (Appendix A) and the positions of Programs Manager and Special Programs Manager have been added to this list.

An agency's amended code is not effective until it is approved in a public meeting by the agency and is subsequently approved by the Board of Supervisors. On October 30, 2013, the HACA Housing Commission adopted Resolution No. 13-09 approving the proposed amendments to HACA's Code. HACA now submits this request with the recommendation that the Board of Supervisors approve HACA's Conflict of Interest Code.

FINANCIAL IMPACT:

There is no financial impact on the County.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Christine Gougl', with a long horizontal line extending to the right.

Christine Gougl
Executive Director

Enclosures:

- 1) Amended Conflict of Interest Code
- 2) HACA Resolution No. 13-09



Housing Authority of the
County of Alameda

22941 Atherton Street, Hayward, CA 94541

Tel. 510.536.8876 TDD 510.727.8551 Fax 510.537.8236 www.haca.net

**CONFLICT OF INTEREST CODE
FOR THE**

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA
("Housing Authority")**

Revised: November 10, 2010 - Resolution No. 17-10

The Political Reform Act (Government Code §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 conflict of interest code, which can be incorporated by reference in an agency's Code. After public notice it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations 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** Appendix "A" designating employees, establishing disclosure categories, and identifying officials and employees required to file disclosure statements pursuant to Gov. Code Section 87200, shall constitute the Conflict of Interest Code of the Housing Authority of the County of Alameda ("Housing Authority").

Designated employees and officers and employees filing statements pursuant to Gov. Code Section 87200 shall file their statements with the Secretary to the Executive Director of the Housing Authority who will retain said statements, or copies thereof, and make them available for public inspection and reproduction. (Gov. Code Section 81008). Upon receipt of the statement(s) for all persons filing pursuant to Gov. Code § 87200, the Secretary shall maintain originals for all designated employees of the Housing Authority with the exception of those statements filed by the Housing Commissioners. The Secretary shall maintain copies of the Commissioners' statements and forward the originals to the Clerk of the Alameda County Board of Supervisors.

Officials who Manage Public Investments:

It has been determined that the positions listed below manage investments and will file a statement of economic interests pursuant to Government Code Section 87200:

Commissioners
Accountant

Finance Director
Executive Director

DISCLOSURE CATEGORIES

Designated employees must disclose:

I. Rental Property

Any interest in real property within the County of Alameda used as or for residential rental.

II. Other Real Property

Any interest in real property which could be sold or used for residential development within the County of Alameda County

III. Business Entities and Sources of Income That May Provide Goods and Services to HACA

Investments and business positions in business entities and sources of income which are of the type which contract with HACA to supply goods, services, materials, supplies or leased space. Such entities may include, but are not limited to, construction contractors, architects and architectural firms, and business entities which provide legal, brokerage, financing, insurance, property management, investment services or materials and supplies.

IV. Business Entities and Sources of Income That Engage in Land & Real Estate Development

Investments and business positions in business entities and sources of income which engage in land development, construction, acquisition and/or sale of real property for development of residential rental housing.

V. *Consultants:

Consultants shall be included in the list of designated employees and shall disclose economic interests pursuant to the broadest disclosure category in the Code subject to the following limitation:

The Executive Director may determine in writing that a particular consultant, although a "Designated Employee," has been employed to perform a range of duties which are limited in scope, and thus shall not be required fully to comply with disclosure requirements described in this Appendix. 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 shall be a public record, and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

APPENDIX "A"
CONFLICT OF INTEREST CODE FOR THE
HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

<u>Designated Employees</u>	<u>Disclosure Categories</u>
Administrative Analyst	ALL
*Consultants	ALL
Deputy Director for Operations	ALL
Deputy Director for Programs	ALL
Eligibility Services Leadworker	I, III
Executive Assistant	ALL
Family Self-Sufficiency Leadworker	I, III
Housing Assistance and Housing Management Manager	ALL
Housing Assistance and Family Services Manager	ALL
Housing Inspector	I, III
Housing Management Assistant	I, III
Housing Management Leadworker	I, III
Housing Specialist	I, III
Human Resources Analyst	ALL
Information Technology Manager	ALL
Leasing Services Leadworker	I, III
Maintenance and Modernization Manager	ALL
Network Administrator	I, III
Procurement Analyst	ALL
Sr. Administrative Analyst	ALL

EDITED

APPENDIX "A"
CONFLICT OF INTEREST CODE FOR THE
HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

	<u>Designated Employees</u>	<u>Disclosure Categories</u>
	Administrative Analyst	ALL
	*Consultants	ALL
	Deputy Director for Operations	ALL
	Deputy Director for Programs	ALL
	Eligibility Services Leadworker	I, III
	Executive Assistant	ALL
	Family Self-Sufficiency Leadworker	I, III
DELETE	Housing Assistance and Housing Management Manager	ALL
DELETE	Housing Assistance and Family Services Manager	ALL
	Housing Inspector	I, III
	Housing Management Assistant	I, III
	Housing Management Leadworker	I, III
	Housing Specialist	I, III
	Human Resources Analyst	ALL
	Information Technology Manager	ALL
	Leasing Services Leadworker	I, III
	Maintenance and Modernization Manager	ALL
	Network Administrator	I, III
	Procurement Analyst	ALL
ADD	Programs Manager	ALL
ADD	Special Programs Manager	ALL
	Sr. Administrative Analyst	ALL

CLEAN

APPENDIX "A"
CONFLICT OF INTEREST CODE FOR THE
HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

<u>Designated Employees</u>	<u>Disclosure Categories</u>
Administrative Analyst	ALL
*Consultants	ALL
Deputy Director for Operations	ALL
Deputy Director for Programs	ALL
Eligibility Services Leadworker	I, III
Executive Assistant	ALL
Family Self-Sufficiency Leadworker	I, III
Housing Inspector	I, III
Housing Management Assistant	I, III
Housing Management Leadworker	I, III
Housing Specialist	I, III
Human Resources Analyst	ALL
Information Technology Manager	ALL
Leasing Services Leadworker	I, III
Maintenance and Modernization Manager	ALL
Network Administrator	I, III
Procurement Analyst	ALL
Programs Manager	ALL
Special Programs Manager	ALL
Sr. Administrative Analyst	ALL

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

RESOLUTION NO. 13-09

**APPROVING AMENDMENTS TO THE HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA
CONFLICT OF INTEREST CODE**

WHEREAS, the Political Reform Act (Government Code §81000 et seq.) requires every local governmental agency to review its Conflict of Interest Code ("Code") to determine if it is necessary to amend the Code; and

WHEREAS, the Housing Authority of the County of Alameda ("HACA") has reviewed its Code and has determined that amendments to the Code's List of Designated Employees are necessary including department names, job titles and newly created job classifications;

NOW, THEREFORE, BE IT RESOLVED, that the Housing Commission of the Housing Authority of the County of Alameda does hereby approve the amendments to the Code.

BE IT FURTHER RESOLVED, that the Executive Director shall submit the amended Code to the Alameda County Board of Supervisors for final approval.

PASSED, APPROVED AND ADOPTED by the Housing Commission of the Housing Authority of the County of Alameda on this 30TH of OCTOBER 2013 by the following vote:


AYES: CMRS. ASHER, BIDDLE, GACOSCOS, HADDOCK, IOSEFA, NATARAJAN,
PEIXOTO AND STEINER

NOES: NONE

ABSTAIN: NONE

EXCUSED: CMRS. APODACA AND CASHMERE

ABSENT: CMRS. GERRY AND REED



Ursula Reed
Chairperson

Attest:



Christine Gouig
Executive Director/Housing Commission Secretary

ADOPTED: OCTOBER 30, 2013