



## VALLEJO FLOOD AND WASTEWATER DISTRICT

*Wastewater. Stormwater. Floodwater.*

### CONFLICT OF INTEREST CODE, APPENDIX A

*Amended: September 11, 2018, Resolution 2018-5878*

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The Political Reform Act, 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 California Code of Regulations, section 18730, which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Accordingly, the terms of Title 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 the officials and employees and the disclosure categories, shall constitute the conflict of interest code of the Vallejo Flood and Wastewater District (the "District")

District Officials who manage public investments, as defined by Title 2 California Code of Regulations, section 18700.3 are not subject to this Conflict of Interest Code because they must file under Government Code section 87200 et seq. These positions are listed for informational purposes only<sup>1</sup>.

- Each Member of the Board of Trustees
- District Manager
- Finance Director

Designated positions required to submit a Statement of Economic Interests shall file the statement with the Clerk of the Board, who will then make the statements available for public inspection and reproduction (Government Code section 81008). This includes the statements filed pursuant to Government Code section 87200 et seq.

The District Manager and each member of the Board of Trustees shall file electronically with Solano County, using the County's eDisclosure filing system, pursuant to Government Code section 87500(k).

Any filer required to disqualify themselves shall give notice of disqualification to the Clerk of the Board, to his or her immediate supervisor, and department manager. Such notice shall be in writing and shall be made part of the official records of the Clerk of the Board. The filer shall then refrain from participation and shall attempt in no way to use his or her official position to influence any other person with respect to the matter.

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<sup>1</sup> Individuals holding one of the listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by Government Code section 87200 et seq.

## LIST OF DESIGNATED EMPLOYEES

Individuals holding the following positions must file a Statement of Economic Interests (Form 700).

Classification	Disclosure Categories
Assistant Field Operations Superintendent	2
Associate Engineer	2, 3, 4
Consultant /New Positions	1, 4 *
Director of Administration/Clerk of the Board	2
Director of Engineering/District Engineer	2, 3, 4
Director of Plant Operations & Facilities Maintenance	2
Director of Safety and Risk Management	2
District Legal Counsel (Consultant)	1, 4
Engineering Supervisor	2, 3, 4
Environmental Services Director	2, 3, 4
Environmental Specialist	2, 3, 4
Facilities Maintenance Superintendent	2
Field Operations Superintendent	2
Finance Supervisor	2
Human Resources Director	2

\* Individuals providing services as a Consultant as defined in Title 2 California Code of Regulations sections 18700.3 and 18734, or in a new position as defined in Regulation 18734 that make or participate in making governmental decisions shall disclose pursuant to the broadest disclosure category in this Code subject to the following limitation:

The District Manager (or designee) may determine in writing that, due to the range of duties or contractual obligations, it is more appropriate to assign a limited disclosure requirement.

- a. Not later than ten (10) days after an authorized District representative has signed a consultant contract, the department manager (or designee) shall submit to the Clerk of the Board, a completed Fair Political Practices Commission Form 805 (Agency Report of Consultants), or subsequent form, which identifies the consultant and disclosure categories. The District Manager (or designee) will review the department's recommendation and make the final determination. The District Manager (or designee) determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.
- b. Not later than ten (10) days after the final approval of a newly created position, the department manager (or designee) shall submit to the Clerk of the Board, a completed Fair Political Practices Commission Form 804 (Agency Report of New Positions), or subsequent form, which identifies the classification and disclosure categories. The District Manager (or designee) will review the department's recommendation and make the final determination. The District Manager (or designee) determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

## **APPENDIX B**

### **DISCLOSURE CATEGORIES**

The disclosure categories listed below identify the types of investments, sources of income or real property which the Designated Employees must disclose for each category to which the position is assigned.

1. All investments, business positions in business entities, and sources of income including gifts, loans and travel payments from sources that do business or own real property in the District, plan to do business or own real property in the District within the next year or have done business or owned real property in the District within the past two (2) years.
2. All investments, business positions in business entities, and sources of income including gifts, loans and travel payments from sources that provide goods, services, including consulting services, facilities, equipment, machinery, vehicles, or any leased facilities of the type used by the Designated Employee's department.
3. All investments, business positions in business entities, and sources of income, including gifts, loans and travel payments from sources that are subject to the regulatory or permitting authority of the Designated Employee's department.
4. All interests in real property which are located in whole or in part within, or not more than, two (2) miles outside of the jurisdiction of the District.

### **FURTHER INFORMATION AND INSTRUCTIONS**

Further information and instructions regarding the Statement of Economic Interests (Form 700) may be found within Form 700 itself, and the Form 700 Reference Pamphlet, both available at the California Fair Political Practices Commission website: [www.fppc.ca.gov](http://www.fppc.ca.gov)