

CITY OF FAIRFIELD ADMINISTRATIVE POLICY

Chapter 100 - Administration

Section 5 - Conflict of Interest Statements

Purpose

All state and local government agencies (including cities and counties) are required to adopt conflict of interest codes designating certain positions that have decision-making capacity or participate in the making of decisions, which may affect financial interests. The City of Fairfield has adopted a Conflict of Interest Code covering each department and some commissions of the City. This code may also cover consultants and persons under personal service contract with the City. This administrative regulation outlines the procedures for implementing the Council-adopted Conflict of Interest Code.

Policy

Each year a resolution is adopted by the City Council, which delineates the disclosure category and lists the designated positions within each department and / or commission. Every person holding a designated position is required to file Statements of Economic Interests with the Deputy City Clerk. All Statements of Economic Interests are public records.

1. Initial Statement. Each person holding a designated position is required to file an initial statement within 30 days after the date of hire, the date of appointment or the date of contract. If your office or position has been added to a newly-adopted or newly-amended conflict of interest code, check the "Assuming Office/Initial" box and enter the effective date of the code or amendment, whichever is applicable.
2. Assuming Office Statements. Each person who is hired or appointed to fill a designated position must file a Statement of Economic Interests within 30 days of starting work.
3. Annual Statements. Each person holding a designated position must file an annual statement by April 1st of each year, covering the previous calendar year.
4. Leaving Office Statements. Every person who leaves a designated position must file a leaving office statement within 30 days of the date of transfer or separation from employment or membership on a commission. Leaving office statements cover the period starting with the date of the last statement through the date the filer ceases to hold a designated position.

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City Clerk's Office Responsibility

The Deputy City Clerk shall notify each person holding a designated position of their filing obligation with respect to the initial statement and shall provide a copy of the applicable disclosure categories and the disclosure form to be used. The kinds of interests reportable by designated employees vary as specified in the disclosure categories for each department or commission.

The Deputy City Clerk shall notify all designated employees of their filing requirements with respect to the assuming office and annual statements and to provide the applicable disclosure category and appropriate disclosure form.

The Deputy City Clerk shall notify all designated employees by the following schedule:

Due April 1, 2020

Annual Notice	First Non-Filer Notice	Second Non-Filer Notice	Enforcement Referral	87200 Filers
March 1 or earlier	Within 30 days after annual deadline (May 1 or earlier)	Within 30 days after first non-filer notice is sent (June 1 or earlier)	Within 30 days after second non-filer notice is sent (July 1 or earlier)	87200 Filers must be forwarded to FPPC by April 7

The Deputy City Clerk shall notify members of designated commissions of all filing requirements, including the annual and the leaving office statements. The Deputy City Clerk shall provide each appointee to a commission with a copy of the applicable disclosure category and appropriate disclosure form at the time the member is appointed to office.

The Deputy City Clerk shall notify those persons required to file in connection with consultant contracts with the City of Fairfield.

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All Statements of Economic Interests shall be filed with the Deputy City Clerk who is designated as the Filing Officer.

As filing officer the Deputy City Clerk will maintain a log with a record of each notification, communicated by any means, and should include a notation whether the notice was provided orally or in writing by personal delivery, email or mail. The agency will maintain a copy of all written notifications. This information will be included with the referral to the FPPC.

Failure to file statements with the Deputy City Clerk on or before the deadlines may result in payment of fines imposed in accordance with guidelines established by the California Fair Political Practices Commission. The Filing Officer is required to report violations of the Act to the appropriate enforcement agency. The adopted Conflict of Interest Code contains a list of designated positions and their disclosure categories.

The Deputy City Clerk shall review the list from time to time and any amendments or update of positions shall be brought to the City Attorney for recommendation to the City Council for action.

Human Resources Department Responsibility

The Human Resources Department shall notify a new employee during the hiring process that he/she may hold a designated position and that the Deputy City Clerk will notify them if they will be obligated to file a Statement of Economic Interest.

The Human Resources Department shall immediately notify the Deputy City Clerk when a new employee is hired. The Deputy City Clerk will determine if the employee is filling a designated position so that the statement form may be distributed upon his/her employment.

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The Human Resources Department shall immediately notify the Deputy City Clerk whenever an employee is promoted. The Deputy City Clerk shall determine if the position requires a Statement of Economic Interest.

The Human Resources Department shall immediately notify the City Clerk's Office when a person is terminated or resigns. This notice should include a mailing address if the employee has already departed.

Employee Responsibility

Each designated employee shall fill out the form, sign it under penalty of perjury and file it with the Deputy City Clerk by the filing deadline.

The list of designated employees is updated annually by Fairfield City Council resolution. Please contact the City Clerk for the current list.

Leaving office statements cover the period starting with the date of the last statement through the date the filer ceases to hold a designated position.



**CITY OF FAIRFIELD
CONFLICT OF INTEREST CODE**

<u>Position</u>	<u>Category</u>
Accounting Manager	1, 2, 4
Administrative Analyst	1, 2, 3, 4
Assistant City Attorney	1, 2, 3, 4
Assistant City Manager	1, 2, 3, 4
Assistant Civil Engineer	1, 2, 3, 4
Assistant Engineer	1, 2, 3, 4
Assistant Planner	1, 2, 3
Assistant Public Works Director	1, 2, 3, 4
Associate Civil Engineer	1, 2, 3, 4
Associate Planner	1, 2, 3
Battalion Chief	1, 2
Budget Officer	1, 2, 4
Building Inspector	1, 2, 3
Building Inspector Supervisor	1, 2, 3
Building Maintenance Manager	2, 3, 4
Chief Building Official	3
Chief of Police	1, 2
Chief Information Officer	4
City Clerk	1, 2, 3, 4
Code Enforcement Officer	1, 2
Code Enforcement Supervisor	1, 2
Communications Manager	1, 2, 3, 4
CDBG Advisory Committee Member	1, 2, 3, 4
Consultants*	1, 2, 3, 4
Crime Prevention Specialist	1, 2
Deputy Fire Chief	1, 2
Development Specialist	1, 2, 3
Director of Housing Services	1, 2, 3, 4
Director of Human Resources	1, 2, 3, 4
Director of Information Technology	1, 2, 3, 4

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Director of Parks & Recreation	1, 2, 3, 4
Director of Community Development	1, 2, 3, 4
Director of Finance	1, 2, 3, 4
Director of Public Works	1, 2, 3, 4
Dispatch Manager	1, 2, 3, 4
Economic Development Division Manager	1, 2, 3, 4
Economic Development Project Manager	1, 2, 3, 4
Economic Development Specialist	1, 2, 3
Executive Office Manager	1, 2, 3, 4
Human Resources Manager	1, 2, 3, 4
Financial Services Manager	1, 2, 4
Finance Support Supervisor	1, 2, 4
Fire Chief	1, 2
Fire Inspector (for code enforcement, plan review or inspection)	1, 2, 3
Fire Prevention Supervisor	1, 2, 3
Fleet Division Manager	1, 2, 3, 4
Homeless Services Manager	1, 2, 3, 4
Housing Authority Member (non-Council)	1, 2, 4
Housing Division Manager	1, 2, 3, 4
Housing Finance Analyst	1, 2, 3, 4
Housing Specialist	1, 2, 3, 4
I.T. Analyst	1, 2, 3, 4
I.T. Manager	1, 2, 3, 4
Landscape Maintenance Manager	1, 2, 3, 4
Management Analyst I and II	1, 2, 3, 4
Operations Superintendent	1, 2, 3, 4
Park Planning Manager	1, 2, 3, 4
Parks & Recreation Manager	1, 2, 3, 4
Parks & Recreation Superintendent	1, 2, 3, 4
Parks & Recreation Supervisor	1, 2, 3, 4
Permit Center Supervisor	1, 2, 3
Planning Division Manager	1, 2, 3, 4
Police Captain	1, 2, 3, 4
Police Communications Manager	1, 2
Police Community Engagement Manager	1, 2
Police Lieutenant	1, 2
Police Records and Property Manager	1, 2
Principal Accountant	1, 2, 3, 4
Principal Planner	1, 2, 4

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Public Works Construction Manager	1, 2, 3, 4
Public Works Inspector	1, 2, 3, 4
Risk Manager	1, 2, 3, 4
Senior Civil Engineer	1, 2, 3, 4
Senior Economic Development Project Manager	1, 2, 3, 4
Senior Management Analyst	1, 2, 3, 4
Senior Management Analyst/Police	1, 2, 3, 4
Senior Planner	1, 2, 3, 4
Senior Housing Project Manager	1, 2, 3, 4
Senior Transportation Planner	1, 2, 3, 4
Street Maintenance Manager	1, 2, 3, 4
Traffic Engineer	1, 2, 3, 4
Transit Operations Manager	3, 4
Transportation Manager	1, 2, 4
Vehicle Maintenance Manager	1, 2, 3, 4
Water Distribution Manager	2, 4
Water Treatment Manager	2, 4

*Bold represents added positions and strike throughs represent deleted positions.

Disclosure for the following positions is regulated by State law:

City Attorney

City Manager

Mayor and Council

Planning Commissioner

City Treasurer

*The City Attorney may determine in writing that a particular consultant, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. 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 City Attorney’s determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

Summary of Categories

Category 1. Persons in this category shall disclose interests in real property if the real property is located in the city of Fairfield.

Category 2. Persons in this category shall disclose income from sources of income and business entities in which he/she has an investment, if the business entity or source of income owns real property within the city of Fairfield and does business within the city of Fairfield.

Category 3. Persons in this category shall disclose income from sources of income and business entities in which he/she has an investment, if the source of income or business entity is in the construction or building industry within the city of Fairfield.

Category 4. Persons in this category shall disclose income from sources of income and investments in business entities in which he/she has an investment, if the source of income or business entity within the previous two years provided services, equipment, lease space, materials, or supplies to the City of Fairfield, Fairfield Housing Authority, or Successor Agency to the Fairfield Redevelopment Agency.

CITY OF FAIRFIELD

RESOLUTION NO. 2021-242

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FAIRFIELD APPROVING AMENDMENTS TO THE CITY OF FAIRFIELD CONFLICT OF INTEREST CODE

WHEREAS, the Political Reform Act, Government Code Section 81000, et seq., (the "Political Reform Act") requires local agencies to adopt and promulgate a Conflict of Interest Code; and

WHEREAS, the Political Reform Act requires local agencies to perform a biennial review of their agency's Conflict of Interest Code; and

WHEREAS, Government Code Section 87306 requires local agencies to amend its Conflict of Interest Code whenever new positions are created or when job reclassifications which rename or delete previously designated positions are made; and

WHEREAS, the City Council of the City of Fairfield has adopted and amended from time to time a Conflict of Interest Code, with the most recent Code adopted by Resolution 2021-47.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FAIRFIELD HEREBY RESOLVES:

Section 1. The City Council rescinds Resolution 2021-47 and approves and adopts the attached list showing the designated positions and assigned disclosure categories for the Conflict of Interest Code for the City of Fairfield and its Affiliated Agencies.

Section 2. The City Council adopts the Summary of Disclosures, as attached hereto, summarizing the disclosure categories for the Conflict of Interest Code for the City of Fairfield and its Affiliated Agencies.

PASSED AND ADOPTED this 21st day of September 2021, by the following vote:

AYES: COUNCILMEMBERS: PRICE / BERTANI / MOY / PANDURO / TIMM / TONNESEN / VACCARO

NOES: COUNCILMEMBERS: None

ABSENT: COUNCILMEMBERS: None

ABSTAIN: COUNCILMEMBERS: None

Harry T. Price
MAYOR

ATTEST:

Karen L. Rees
CITY CLERK