RESOLUTION NO. 3961-24

A JOINT RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WINDSOR, THE WINDSOR REDEVELOPMENT SUCCESSOR AGENCY, AND THE WINDSOR JOINT POWERS FINANCING AUTHORITY SUPERSEDING RESOLUTION NO. 3787-22 AND ANY CONFLICTING RESOLUTIONS AND DESIGNATING POSITIONS REQUIRED TO FILE STATEMENTS OF ECONOMIC INTERESTS

WHEREAS, the Political Reform Act, Government Code Sections 81000 et seq., requires state and local government agencies to adopt and to promulgate conflict of interest codes that designates the disclosure filing requirements for designated officials and positions that are involved in or participating in the making of governmental decisions; and

WHEREAS, the Town of Windsor, Windsor Redevelopment Successor Agency, and the Windsor Joint Powers Financing Authority are agencies subject to the Political Reform Act's code-filing requirement; and

WHEREAS, 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 and which can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments to the Political Reform Act; and

WHEREAS, the Town of Windsor adopted this standard code and designated which officers and employees should disclose financial interests and describe which interests may be disclosed; and

WHEREAS, in accordance with the State of California Political Reform Act which requires every local government agency to review its conflict of interest code biennially; and

WHEREAS, the Town of Windsor, Windsor Redevelopment Successor Agency, and the Windsor Joint Powers Financing Authority are hereby updating the designated officers and positions that have reporting responsibilities within the respective agency.

NOW, THEREFORE BE IT RESOLVED that the Town Council of the Town of Windsor, the Windsor Redevelopment Successor Agency, and the Windsor Joint Powers Financing Authority do hereby incorporate, by reference, along with this resolution in which officers and employees are designated and disclosure categories are set forth, the terms of 2 Cal. Code of Regs. Section 18730 and any amendments duly adopted by the Fair Political Practices Commission; and

BE IT FURTHER RESOLVED that the terms of 2 Cal. Code of Regs. Section 18730 and any amendments duly adopted by the Fair Political Practices Commission along with this resolution constitute the Conflict of Interest Codes for the Town of Windsor, the Windsor Redevelopment Successor Agency, and the Windsor Joint Powers Financing Authority; and

BE IT FURTHER RESOLVED that all persons (officers, employees and consultants) holding designated positions as defined in Section 1(A), (B) and other legislative bodies shall electronically file Statements of Economic Interests (FPPC Form 700) when required by the Political Reform Act or when notified by the Town Clerk. A copy of the statement for all designated officers and employees will be retained by the Town; and

BE IT FURTHER RESOLVED AS FOLLOWS:

SECTION 1

The designated positions and disclosure categories relating to the filing of statements of economic interests as per the requirements of the Town, Windsor Redevelopment Successor Agency, and the Windsor Joint Powers Financing Authority Conflict of Interest Codes are:

A. Officials designated by California Government Code Section 87200 shall complete Form 700 and file electronically directly with the FPPC when required by the Political Reform Act or notified by the Town Clerk:

POSITION	DISCLOSURE CATEGORY
Mayor	1
Town Councilmembers	1
Planning Commissioners	1
Town Manager	1
Town Attorney	1
Administrative Services Director	1

B. Officials designated to complete Form 700 shall file electronically when required by the Political Reform Act or notified by Town Clerk as the Town's Filing Official:

DESIGNATED POSITIONS

TOWN DEPARTMENTS	DISCLOSURE CATEGORY
Administrative Services:	
Accountant	1
Accounting Manager	1
Finance Manager	1
Management Analyst	2-4
Revenue Manager	1
Senior Management Analyst	2-4

Community Development:	
Building Official	2-4
Community Development Director	2-4
Contract Code Enforcement Officer*	2-4
Planner I	2-4
Planner II	2-4
Planner III	2-4
Planning Manager	2-4
Senior Building Inspector	2-4
Human Resources:	
Human Resources Director	2-4
Principal Human Resources Analyst	2-4
Parks and Recreation:	
Parks and Facilities Superintendent	2-4
Parks and Recreation Director	2-4
Parks Maintenance Supervisor	2-4
Recreation Division Manager	2-4
Recreation Program Supervisor	2-4
Windsor Police:	
Police Chief	2-4
Public Works:	
Associate Civil Engineer	2-4
Collection and Reclamation Systems Supervisor	2-4
Deputy Director of Engineering	2-4
Deputy Director of Operations	2-4
Deputy Director of Water and Environmental Management	2-4
Engineer I	2-4
Engineer II	2-4
Engineer III	2-4
Environmental Program Manager	2-4
Project Manager	2-4
Public Works Director/Town Engineer	2-4
Public Works Inspector	2-4
Senior Civil Engineer	2-4
Streets Maintenance Supervisor	2-4
Water Systems Supervisor	2-4
Wastewater Treatment Superintendent	2-4

Town Clerk's Office:	
Deputy Town Clerk	2-4
Town Clerk/Public Information Officer	2-4
Town Manager's Office:	
Assistant Town Manager	1
Economic Development Manager	2-4
Government Operations Manager	2-4
Senior Management Analyst	2-4
Sustainability Coordinator	2-4

List of Other Legislative Bodies required to file Form 700 electronically when required by the Political Reform Act or notified by Town Clerk as the Town's Filing Official:

COUNCIL AGENCIES	DISCLOSURE CATEGORIES
Windsor Redevelopment Successor Agency	
Chair	1-4
Vice Chair	1-4
Agency Board Members	1-4
Executive Director	1-4
Agency Counsel	1-4
Treasurer	1-4
Windsor Joint Powers Financing Authority	
Chair	1-4
Vice Chair	1-4
Agency Board Members	1-4
Executive Director	1-4
Treasurer/Auditor	1-4

Other:

Consultants*

The Town Manager/Windsor Redevelopment Successor Agency Executive Director or its designee will make a determination that shall require a particular consultant to file a Statement of Economic Interests if he/she finds that a consultant will:

A. Make a government decision to:
   - approve a rate, rule or regulation;
   - adopt or enforce a law;
   - issue, deny, suspend or revoke any permit, license, application, certificate, approval, order or similar authorization or entitlement;
   - authorize the Town and/or the Windsor Redevelopment Successor Agency to enter into, modify or renew a contract provided it is the type of contract which requires

Town and/or Windsor Redevelopment Successor Agency approval;

- grant Town and/or Windsor Redevelopment Successor Agency approval to a contract which requires Town and/or Windsor Redevelopment Successor Agency approval and which the Town and/or Windsor Redevelopment Successor Agency is the party or to the specifications for such contract;
- grant Town and/or Windsor Redevelopment Successor Agency approval to a plan, design, report, study or similar term; or
- adopt or grant approval of policies, standards or guidelines for the Town and/or Windsor Redevelopment Successor Agency or for any subdivision thereof; or

B. Serve in a staff capacity with the Town and/or Windsor Redevelopment Successor Agency and in that capacity perform the same or substantially all of the same duties for the Town and/or Windsor Redevelopment Successor Agency that would otherwise be performed by an individual holding a position specified in the Town's and/or Windsor Redevelopment Successor Agency's Conflict of Interest Code.

*The position of consultant includes County staff hired by the Town and/or Windsor Redevelopment Successor Agency on a contract basis.

C. Explanation of Disclosure Categories:

Category 1:
All designated employees in this category shall disclose all sources of income, all interests in real property, and all investments and business positions in business entities.

Category 2:
All designated employees in this category shall disclose investments, business positions and sources of income from business entities that provide services, supplies, materials, machinery or equipment of the type utilized by the Town of Windsor.

Category 3:
All designated employees in this category shall disclose all investments, business positions and sources of income from business entities, and interests in real property, which are subject to the regulatory, permit or licensing authority of the Town of Windsor, or which may receive grants from the Town of Windsor.

Category 4:
All designated employees in this category shall disclose all investments, business positions and sources of income from business entities, which engage in land development, construction or the acquisition or sale of real property in Windsor, and all interests in real property in Windsor.

SECTION 2

BE IT FURTHER RESOLVED that the Town Council of the Town of Windsor, the Windsor Redevelopment Successor Agency, and the Windsor Joint Powers Financing Authority adopt this resolution superseding Resolution No. 3787-22 and designating positions required to file statements of economic interests.

PASSED, APPROVED AND ADOPTED this 18th day of September 2024, by the following vote:

AYES:	**COUNCILMEMBERS FUDGE, SALMON, WALL, VICE MAYOR POTTER AND MAYOR REYNOZA**
NOES:	**NONE**
ABSTAIN:	**NONE**
ABSENT:	**NONE**

ROSA REYNOZA, MAYOR

ATTEST:

IRENE CAMACHO-WERBY, TOWN CLERK/SECRETARY