

1 **CONFLICT OF INTEREST CODE**

2 **APPENDIX "A"**

3 **GENERAL PROVISIONS**

4 When a designated employee is required to disclose investments and sources of
5 income, he/she need only disclose investments in business entities and sources of
6 income, which do business in the jurisdiction, plan to do business in the jurisdiction or
7 have done business in the jurisdiction, within the past two (2) years. In addition to other
8 activities, a business entity is doing business within the jurisdiction if it owns real property
9 within the jurisdiction. When a designated employee is required to disclose interest in real
10 property, he/she need only disclose real property, which is located in whole or in part
11 within not more than two (2) miles outside the boundaries of the jurisdiction or within (2)
12 miles of any land owned or used by the local government agency.

10 Designated employees shall disclose their financial interests pursuant to the
11 appropriate disclosure category designated for each position.

12 **DISCLOSURE CATEGORIES**

- 13 Category 1: Persons in this category shall disclose all
14 interests in real property.
- 15 Category 2: Persons in this category shall disclose all
16 investments.
- 17 Category 3: Persons in this category shall disclose all
18 sources of income.
- 19 Category 4: Persons in this category shall disclose all
20 investments in business entities and sources
21 of income of the type which, within the past two
22 years, have contracted with the designated
23 employee's department to provide services,
24 supplies, materials, machinery or equipment.
- 25 Category 5: Persons in this category shall disclose any
26 business entity in which the designated
27 employee is a director, officer, partner, trustee,
28 employee or holds any other position.
- 29 Category 6: Persons in this category shall disclose all
30 investments, interests in real property and
31 sources of income subject to the regulatory,
32 permit or licensing authority of the Board or
33 Commission on which the member serves.

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Disclosure Category:	Persons in this Category shall disclose the following:	700 Schedules
1	All interests in real property	B
2	All investments	A-1, A-2
3	All sources of income	A-2, B, C, D, E
4	<p>Investments in business entities of the type which, within the past two years, have contracted with the designated employee's department to provide services, supplies, materials, machinery or equipment</p> <p>Sources of income of the type which, within the past two years, have contracted with the designated employee's department to provide services, supplies, materials, machinery or equipment</p>	<p>A-1, A-2</p> <p>A-2, B, C, D, E</p>
5	Any business entity in which the designated employee is a director, officer, partner, trustee, employee or holds any other position	A-2, C
6	<p>All investments subject to the regulatory, permit or licensing authority of the Board of Commission on which the member serves</p> <p>All interests in real property subject to the regulatory, permit or licensing authority of the Board or Commission on which the member serves</p> <p>All sources of income subject to the regulatory, permit or licensing authority of the Board or Commission on which the member serves.</p>	<p>A-1, A-2</p> <p>B</p> <p>A-2, B, C, D, E</p>

1 **CONFLICT OF INTEREST CODE**

2 **APPENDIX "B"**

3 **Designated Position** **Disclosure Category**

4 **City Attorney**

5 City Attorney *87200 Filer
6 Assistant City Attorney 1, 2, 3, 4, 5
7 Deputy City Attorney I, II, and III 1, 2, 3, 4, 5
8 ~~Legal Operations Manager 1, 2, 3, 4, 5~~
9 Paralegal 1, 2, 3, 4, 5

10 **City Council**

11 Council Member *87200 Filer

13 **City Manager**

14 City Manager *87200 Filer
15 Assistant City Manager 4
16 Assistant to the City Manager 4
17 City Clerk 1, 2, 3, 4, 5
18 Cultural Affairs Manager 4
19 ~~Communications/Public information Manager 4~~
20 Deputy City Clerk 1, 2, 3, 4, 5
21 Economic Development Director 1, 2, 3, 4, 5
22 Economic Development Project Manager 1, 2, 3, 4, 5
23 Management Analyst - Cultural Affairs 4
24 Special Events Manager 4

26 **Consultants/Contract Employees**

27 All Departments and Divisions **

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Finance Department

Chief Financial Officer/City Treasurer	*87200 Filer
Accounting and Investment Manager	1, 2, 3, 4, 5
Assistant Chief Financial Officer	1, 2, 3, 4, 5
Buyer	1, 2, 3, 4, 5
Finance Manager	1, 2, 3, 4, 5
Financial Systems/Purchasing Manager	1, 2, 3, 4, 5
Management Analyst— Payroll	4
Management <u>Payroll</u> Analyst— Budget	—4
<u>Payroll Manager</u>	<u>1, 2, 3, 4, 5</u>
Payroll Supervisor	4
Purchasing Supervisor	1, 2, 3, 4, 5
Revenue and Budget Supervisor	1, 2, 3, 4, 5
Senior Accountant	4
Senior Enterprise Business Systems Analyst	4
Senior Financial Systems Business Analyst	4
Senior Management Analyst	4
Warehouse Supervisor	2, 3, 4, 5

Fire Department

Fire Chief	1, 2, 3, 5
Assistant Fire Chief	1, 2, 3, 5
Battalion Chief	1, 2, 3, 5
Emergency Preparedness Coordinator	4
Fire Captain (including Training Officer and EMS Coordinator)	1, 2, 3
Fire Marshal	1, 2, 3, 5

1 **Housing and Human Services Department**

2	Housing and Human Services Director	1, 2, 3, 4, 5, 6
3	<u>Enforcement Services Manager</u>	<u>1, 2, 3, 4, 5, 6</u>
4	Housing and Human Services Project Manager	1, 2, 3, 4, 5, 6
5	Housing and Rent Stabilization Coordinator	1, 4
6	Housing and Rent Stabilization Manager	1, 2, 3, 4, 5
7	Housing Program Coordinator	1, 2, 3, 4, 5
8	Housing Programs Supervisor	2, 3, 4, 5
9	Housing Specialist	1, 4
10	Human Services and Crisis Intervention Manager	1, 2, 3, 4, 5, 6
11	<u>Management Analyst</u>	<u>4</u>
12	Mental Health Clinician	1, 2, 3, 4, 5
13	Mental Health Specialist	1, 2, 3, 4, 5
14	Structural Rehabilitation Specialist	1, 4

15 **Human Resources Department**

16	Director of Human Resources	1, 2, 3, 4, 5
17	Human Resources Analyst	4
18	<u>Human Resources Associate</u>	<u>4</u>
19	<u>Management Analyst</u>	<u>4</u>
20	Risk Manager	1, 2, 3, 4, 5
21	Senior Human Resources and Equity Manager	1, 2, 3, 4, 5
22	<u>Senior Human Resources and Equity Analyst</u>	<u>4</u>

23 **Information Technology Department**

24	Chief Information Officer	4
25	Systems Support Manager	4

1 **Parks, Recreation and Community Services Department**

2 Parks, Recreation and Community Services Director 1, 2, 3, 4, 5

3 Parks Maintenance Supervisor 4

4 ~~Parks Manager 4~~

5 Recreation and Community Services Manager 1, 2, 3, 4, 5

6 Recreation and Community Services Supervisor 4

7 Senior Management Analyst 4

8 **Planning and Development Department**

9 Planning and Development Director 1, 2, 3, 4, 5

10 Advance Planning Manager 1, 2, 3, 4, 5

11 Building Official 1, 2, 3, 4, 5

12 Current Planning Manager 1, 2, 3, 4, 5

13 Deputy Building Official 1, 2, 3, 4, 5

14 Senior Building and Safety Inspector 1, 2, 3

15 Senior Management Analyst 4

16 Senior Planner 1, 2, 3, 4, 5

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18 **Police Department**

19 Police Chief 1, 2, 3, 4, 5

20 ~~Administrative Services Manager 4~~

21 Assistant Police Chief 1, 2, 3, 4, 5

22 Forensic Supervisor 4

23 Management Analyst 4

24 Police Captain 1, 2, 3, 5

25 Police Lieutenant 1, 2, 3, 5

26 ~~Senior Management Analyst 4~~

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1 **Public Works**

2	Public Works Director/City Engineer	1, 2, 3, 4, 5
3	Assistant Environment Programs and Operations Manager	4
4	Assistant Maintenance Operations Manager	4
5	Building Maintenance Supervisor	1, 2, 3, 4, 5
6	CIP ¹ and Environmental Compliance Inspector	4
7	Engineering Services Manager	4
8	Environmental Coordinator	4
9	Environmental Programs and Operations Manager	4
10	Facility/Electrical Maintenance Supervisor	1, 2, 3, 4, 5
11	Maintenance Operations Manager	4
12	Management Analyst	4
13	Mobility and Traffic Engineering Manager	4
14	Senior Civil Engineer	1, 2, 3, 5
15	Senior Management Analyst	4
16	<u>Senior</u> Solid Waste and Recycling Operations Crew Supervisor	—————4
17	Traffic Engineer	1, 2, 3, 5
18	Traffic Engineer Analyst	4

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¹ Capital Improvement Projects

1 **Transportation Department**

2	Chief Transportation Officer	4
3	Assistant Chief Transportation Officer	4
4	Facility Maintenance Supervisor	4
5	Fleet Services Manager	4
6	Management Analyst	4
7	<u>Safety and Training Coordinator</u>	<u>5</u>
8	Senior Management Analyst	4
9	Transit Operations Analyst	4
10	Transit Operations Manager	4
11	Transit Planning Manager	4

12
13 *Disclosure obligations for these designated positions are set forth in Government Code
14 § 87200, et seq. These positions are designated in this Conflict of Interest Code solely for
disqualification purposes.

15 **Consultants shall be included in the list of designated employees and shall disclose
16 pursuant to the broadest disclosure category in ~~the~~ this Code subject to the following
17 limitation: The City Manager may determine, in writing and in accordance with applicable
18 law, that a particular which consultants, although in a “designated positions,” is-are hired
19 to perform a range of duties that do not involve making or participating in making
20 governmental decisions on behalf of the City and, is limited in scope and thus, is-are not
21 required to ~~fully~~ comply with the broadest disclosure requirements herein. Such written
22 determination shall include a description of the consultant’s duties and, based upon that
23 description, a statement of the extent of disclosure requirements. The City Manager’s
24 determination is a public record and shall be retained for public inspection in the same
25 manner and location as this ~~Conflict of Interest~~ Code.

1 CONFLICT OF INTEREST CODE

2 APPENDIX "C"

3 <u>Designated Position</u>	<u>Disclosure Category</u>
4 <u>Building and Safety Appeals Board</u>	
5 Board Member	1, 2, 3, 4, 5, 6
6 <u>Civil Service Commission</u>	
7 Commissioner	1, 2, 3, 4, 5
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9 <u>Consultants/Contract Employees</u>	
10 All Departments and Divisions	**
11 <u>Cultural Affairs Commission</u>	
12 Commissioner	1, 2, 3, 4, 5, 6
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14 <u>Finance Advisory Committee</u>	
15 Committee Member	1, 2, 3, 4, 5
16	
17 <u>Municipal Code Appeals Committee</u>	
18 Committee Member	1, 2, 3, 4, 5, 6
19 <u>Parks, Recreation and Community Services Commission</u>	
20 Commissioner	1, 2, 3, 4, 5
21	
22 <u>Planning Commission</u>	
23 Planning Commissioner	*87200 Filer
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