

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.

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

15 **DISCLOSURE CATEGORIES**

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

1 CONFLICT OF INTEREST CODE

2 APPENDIX "BA"

3 Designated Position Disclosure Category

4 City Attorney

5 City Attorney *87200 Filer

6 Assistant City Attorney 1, 2, 3, 4, 5

7 ~~Assistant City Prosecutor~~ 1, 2, 3, 4, 5

8 ~~Sr. Deputy City Attorney~~ 1, 2, 3, 4, 5

9 Deputy City Attorney I, & II, and III 1, 2, 3, 4, 5

10 Legal Operations Manager 1, 2, 3, 4, 5

11 ~~Paralegal~~ 1, 2, 3, 4, 5

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12 City Council

13 ~~Council Member~~ *87200 Filer

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14 ~~Administration~~ City Manager

15 ~~Administration~~ City Manager

16 City Manager *87200 Filer

17 Assistant City Manager 4

18 Assistant to the City Manager 4

19 ~~City Clerk~~ 1, 2, 3, 4, 5

20 ~~Cultural Affairs Manager~~ 4

21 ~~Deputy City Clerk~~ 1, 2, 3, 4, 5

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22 ~~Administrative Services Department~~

23 ~~Human Resources & Equity Manager~~ 4

24 ~~Human Resources Analyst~~ 4

25 ~~Risk Analyst~~ 4

26 ~~Cultural Affairs Manager~~ 4

27 ~~City Clerk~~ 1, 2, 3, 4, 5

1 Deputy City Clerk 1, 2, 3, 4, 5

2 **Community Development Department**

3 Community Development Economic Development Director 1, 2, 3, 4, 5

4 ~~Deputy Community Development Director / Economic Development Manager gr. 1,~~
5 ~~2, 3, 4, 5~~

6 Management Analyst - Cultural Affairs 4

7 Deputy Community Development Director/Planning Manager 1, 2, 3, 4, 5

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

9 Special Events Manager 4

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

11 Housing & Rent Stabilization Manager 1, 2, 3, 4, 5

12 Housing Programs Supervisor 2, 3, 4, 5

13 Housing Specialist 1, 4

14 Housing & Rent Stabilization Coordinator 1, 4

15 Structural Rehabilitation Specialist 1, 4

16 Building Official 1, 2, 3

17 Deputy Building Official 1, 2, 3

18 Senior Building & Safety Inspector 1, 2, 3

19 Enforcement Services Manager 1, 2, 3

20 Senior Management Analyst 4

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22 **Consultants/Contract Employees**

23 (All Departments and Divisions) **

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25 **Finance Department**

26 Chief Financial Officer/City Treasurer *87200 Filer

27 Accounting and Investment Manager 1, 2, 3, 4, 5

28 Assistant Chief Financial Officer 1, 2, 3, 4, 5

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1	Accounting & Investment Manager	1, 2, 3, 4, 5
2	Buyer	1, 2, 3, 4, 5
3	Finance Manager	1, 2, 3, 4, 5
4	Financial Systems/Purchasing Manager	1, 2, 3, 4, 5
5	Management Analyst – Payroll	4
6	Management Analyst – Budget	4
7	Payroll Supervisor	4
8	Procurement & Financial Services Manager	1, 2, 3, 4, 5
9	Purchasing Supervisor	1, 2, 3, 4, 5
10	Revenue and Budget Supervisor	1, 2, 3, 4, 5
11	Revenue Operations Manager	1, 2, 3, 4, 5
12	Senior Accountant	4
13	Warehouse Supervisor	2, 3, 4, 5
14	Budget Management Analyst	4
15	Senior- Enterprise Business Systems Analyst	4
16	Senior Financial Systems Business Analyst	4
17	Senior Management Analyst	4
18	Warehouse Supervisor	2, 3, 4, 5

Fire Department

20	Fire Chief	1, 2, 3, 5
21	Assistant Fire Chief	1, 2, 3, 5
22	Battalion Chief (including Fire Marshal)	1, 2, 3, 5
23	Emergency Preparedness Coordinator	4
24	Fire Captain (including Training Officer and EMS Coordinator)	1, 2, 3
25	Fire Marshal	1, 2, 3, 5
26	Emergency Preparedness Coordinator	4
27	Emergency Preparedness Coordinator	4

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1	Community Development Department Housing and Human Services Department	
2	Community Development Housing and Human Services Director	
3	1, 2, 3, 4, 5, <u>6</u>	
4	Deputy Community Development Director/Planning Manager	1, 2, 3, 4, 5
5	Deputy Community Development Director /Economic Dev. Mgr.	1, 2, 3, 4, 5
6	Advance Planning Manager	1, 2, 3, 4, 5
7	Economic Development Project Manager	1, 2, 3, 4, 5
8	Senior Planner	1, 2, 3, 4, 5
9	Housing and Human Services Project Manager	1, 2, 3, 4, 5, 6
10	Housing and Rent Stabilization Coordinator	1, 4
11	Housing <u>and</u> Rent Stabilization Manager	1, 2, 3, 4, 5
12	Housing Program Coordinator	1, 2, 3, 4, 5
13	Housing Programs Supervisor	2, 3, 4, 5
14	Housing Specialist	1, 4
15	Housing & Rent Stabilization Coordinator	1, 4
16	Human Services and Crisis Intervention Manager	1, 2, 3, 4, 5, 6
17	Mental Health Clinician	1, 2, 3, 4, 5
18	Mental Health Specialist	1, 2, 3, 4, 5
19	Structural Rehabilitation Specialist	1, 4
20	Building Official	1, 2, 3
21	Deputy Building Official	1, 2, 3
22	Senior Building & Safety Inspector	1, 2, 3
23	Enforcement Services Manager	1, 2, 3
24	Senior Management Analyst	4
25	Administrative Services Human Resources Department	
26	Director of Human Resources	1, 2, 3, 4, 5
27	Human Resources & Equity Manager	4
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1	Human Resources Analyst	4
2	Human Resources Associate	4
3	Risk Analyst <u>Manager</u>	1, 2, 3, 4, 5
4	Senior Human Resources and <u>& Equity Manager</u>	1, 2, 3, 4, 5
5	Cultural Affairs Manager	4
6	City Clerk	1, 2, 3, 4, 5
7	Deputy City Clerk	1, 2, 3, 4, 5
8	<u>Information Technology Department</u>	
9	Chief Information Officer	4
10	Technical Services Manager	4
11	Systems Development Manager	4
12	Systems Support Manager	4
13	<u>Parks, Recreation and Community Services Department</u>	
14	Parks, Recreation and Community Services Director	1, 2, 3, 4, 5
15	Senior Management Analyst	4
16	Parks Maintenance Supervisor	4
17	Parks Manager	4
18	Recreation and Community Services Manager	4
19	Recreation and Community Services Supervisor	4
20	Senior Management Analyst	4
21	Special Events Coordinator	4
22	Recreation and Community Services Supervisor	4
23	Recreation Manager	4
24	<u>Community Development Planning and Development Department</u>	
25	Planning and Development Director	1, 2, 3, 4, 5
26	Community Development Director	1, 2, 3, 4, 5
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1	Deputy Community Development Director/Planning Manager	1, 2, 3, 4, 5
2	Deputy Community Development Director /Economic Dev. Mgr.	1, 2, 3, 4, 5
3	Advance Planning Manager	1, 2, 3, 4, 5
4	<u>Building Official</u>	<u>1, 2, 3, 4, 5</u>
5	<u>Current Planning Manager</u>	<u>1, 2, 3, 4, 5</u>
6	<u>Deputy Building Official</u>	<u>1, 2, 3, 4, 5</u>
7	<u>Enforcement Services Manager</u>	<u>1, 2, 3</u>
8	<u>Senior Building and Safety Inspector</u>	<u>1, 2, 3</u>
9	<u>Senior Management Analyst</u>	<u>4</u>
10	<u>Senior Planner</u>	<u>1, 2, 3, 4, 5</u>
11	<u>Economic Development Project Manager</u>	<u>1, 2, 3, 4, 5</u>
12	<u>Senior Planner</u>	<u>1, 2, 3, 4, 5</u>
13	<u>Housing & Rent Stabilization Manager</u>	<u>1, 2, 3, 4, 5</u>
14	Housing Programs Supervisor	2, 3, 4, 5
15	Housing Specialist	1, 4
16	Housing & Rent Stabilization Coordinator	1, 4
17	Structural Rehabilitation Specialist	1, 4
18	<u>Building Official</u>	<u>1, 2, 3</u>
19	<u>Deputy Building Official</u>	<u>1, 2, 3</u>
20	<u>Senior Building & Safety Inspector</u>	<u>1, 2, 3</u>
21	<u>Enforcement Services Manager</u>	<u>1, 2, 3</u>
22	<u>Senior Management Analyst</u>	<u>4</u>
23	Police Department	
24	Police Chief	1, 2, 3, 4, 5
25	Assistant Police Chief	1, 2, 3, 4, 5
26	<u>Forensic Supervisor</u>	<u>4</u>
27	<u>Management Analyst</u>	<u>4</u>
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1	Police Captain	1, 2, 3, 5
2	Police Lieutenant	1, 2, 3, 5
3	Management Analyst	4
4	Senior Management Analyst	4
5	Public Works	
6	Public Works Director/City Engineer	1, 2, 3, 4, 5
7	Assistant Environment Programs and Operations Manager	4
8	Assistant Maintenance Operations Manager	4
9	Building Maintenance Supervisor	1, 2, 3, 4, 5
10	CIP¹ and Environmental Compliance Inspector	4
11	Engineering Services Manager	1, 2, 3, 5 4
12	Environmental Coordinator	3, 4, 54
13	Environmental Programs and Operations Manager	4
14	Facility/Electrical Maintenance Supervisor	1, 2, 3, 4, 5
15	Maintenance Operations Manager	4
16	Management Analyst	4
17	Mobility and Traffic Engineering Manager	4
18	Assistant Maintenance Operations Manager	4
19	Senior Civil Engineer	1, 2, 3, 5
20	Environmental Programs & Operations Manager	4
21	Assistant Environment Programs & Operations Mgr	4
22	Mobility & Traffic Engineering Mgr	4
23	Solid Waste & Recycling Operations Supervisor	4
24	Senior Management Analyst	4
25	Solid Waste and Recycling Operations Supervisor	4

¹ Capital Improvement Projects

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1	<u>Management Analyst</u>	4
2	Traffic Engineer	1, 2, 3, 5
3	Traffic Engineer Analyst	4
4	<u>Environmental Coordinator</u>	3, 4, 5

Transportation Department

6	<u>Chief Transportation Officer</u> Director	4
7	Deputy Assistant Chief Transportation <u>Officer</u> Director	4
8	<u>Facility Maintenance Supervisor</u>	4
9	<u>Fleet Services Manager</u>	4
10	<u>Management Analyst</u>	4
11	Senior Management Analyst	4
12	Transit Planning Mgr	4
13	Fleet Services Manager	4
14	Transit Operations Manager	4
15	Transit Operations Analyst	4
16	<u>Transit Operations Manager</u>	4
17	<u>Transit Planning Manager</u>	4
18	<u>Management Analyst</u>	4

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CONFLICT OF INTEREST CODE

APPENDIX "C"

Designated Position

Disclosure Category

Building and Safety Appeals Board

Board Member

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Civil Service Commission

Commissioner

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Committee on Permits and Licenses

Committee Member

1, 2, 3, 4, 5, 6

Consultants/Contract Employees

(All Departments and Divisions)

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Cultural Affairs Commission

Commissioner

1, 2, 3, 4, 5, 6

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Finance Advisory Committee

Committee Member

1, 2, 3, 4, 5

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Municipal Code Appeals Committee

Committee Member

1, 2, 3, 4, 5, 6

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Parks, Recreation and Community Services Commission

Commissioner

1, 2, 3, 4, 5

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Planning Commission

Planning Commissioner

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1 *Disclosure obligations for these designated positions are set forth in Government Code
2 § 87200, et seq. These positions are designated in this Conflict of Interest Code solely for
3 disqualification purposes.

4 **Consultants shall be included in the list of designated employees and shall disclose
5 pursuant to the broadest disclosure category in the Code subject to the following
6 limitation: The City Manager may determine in writing that a particular consultant,
7 although a "designated position," is hired to perform a range of duties that is limited in
8 scope and thus is not required to fully comply with the disclosure requirements herein.
9 Such written determination shall include a description of the consultant's duties and,
10 based upon that description, a statement of the extent of disclosure requirements. The
11 City Manager's determination is a public record and shall be retained for public inspection
12 in the same manner and location as this Conflict of Interest Code.
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