



City of Sacramento City Council

915 I Street, Sacramento, CA, 95814
www.CityofSacramento.org

Meeting Date: 1/29/2013

Report Type: Consent

Title: 2013 Updated Conflict of Interest Code

Report ID: 2013-00032

Location: Citywide

Recommendation: Pass a Resolution 1) adopting the Conflict of Interest Code for the City of Sacramento; and 2) repealing Resolution 2011-663.

Contact: Stephanie Mizuno, Assistant City Clerk, (916) 808-8093; Holly Charl  ty, Deputy City Clerk, (916) 808-7605, Office of the City Clerk

Presenter: None

Department: City Clerk

Division: City Clerk

Dept ID: 04001011

Attachments:

1-Description/Analysis

2-Background

3-Attachment 1

4-Resolution

City Attorney Review

Approved as to Form
Michael Sparks
1/17/2013 9:54:34 AM

Approvals/Acknowledgements

Department Director or Designee: Stephanie Mizuno 1/16/2013 11:43:19 a.m.



Description/Analysis

Issue: With this action, City Council will adopt an updated version of the Conflict of Interest Code. In addition to making changes to reflect changed circumstances related to designated employees and disclosure categories, this updated version of the Conflict of Interest Code includes the use of new Fair Political Practices Commission (FPPC) forms; amends language to comply with filing requirements for the Redevelopment Agency Successor Agency; adds an Appendix 4 specifying the history of the Conflict of Interest Code; revises disclosure category 22; and, amends Appendix 2 as specified in Attachment 1 of this report.

Policy Considerations: Updating the conflict of interest code fulfills the City's obligation under the Political Reform Act to update its code to reflect changed circumstances.

Economic Impacts: None

Environmental Considerations: None

Sustainability: None

Commission/Committee Action: None

Rationale for Recommendation: Pursuant to Government Code §81000, et seq., local agencies are required to update their conflict of interest codes to reflect changed circumstances related to its designated filers and disclosure categories.

Financial Considerations: None

Emerging Small Business Development (ESBD): None

Background:

Since the City Council's most recent adoption of the Conflict of Interest Code in 2011 adoption, several changes have been made due to restructuring and other circumstances that require the City to update the conflict of interest code.

Exhibit A: Changes include amended language to comply with the filing requirements for the Redevelopment Agency Successor Agency; addition of language for use of FPPC Form 805 for Consultants; correction to Labor Relations title for escalation of failure to file; and, addition of language for use of FPPC Form 804 for New Positions.

Appendix 1: No changes.

Appendix 2: Changes are specified in Attachment 1 of this report and include the addition/deletion of classifications determined to have/not have decision making authority; deletion of defunded positions; modifications to classification titles to match budgeted positions; modification based on restructuring; and, administrative cleanup of format for consistency.

Administrative changes made in addition to those specified in Attachment 1 are as follows: Labor Relations Manager with disclosure categories 16, 25 under Labor Relations was modified to Human Resources Manager (*LR*) with disclosure categories 5, 16, 25 under Human Resources; Senior Management Analyst was removed from the Community Development Department; Special Projects Manager was removed from the Finance Department; Safety Officer under Human Resources was modified to Environmental Health & Safety Officer with no change to disclosure categories.

Appendix 3: Changes are limited to the modification of language for category 22.

Appendix 4: This is a new appendix that is being added to detail the history of the Conflict of Interest Code resolutions adopted by City Council.



Meeting Minutes

2013 Conflict of Interest Code Review Hearing January 10, 2013

915 I Street, Historic City Hall
Sacramento, CA 95814

Call to Order

The hearing was called to order at 2:00 pm by Holly Charléty, Deputy City Clerk.

Announcement

Deputy City Clerk Holly Charléty announced that the notice for the hearing was published in the Daily Recorder on 12/28/12 and each department posted their respective codes.

Members of the public were invited to speak or ask questions about the proposed changes to the Conflict of Interest Code. No response was received.

Department Presentations

1. Holly Charley, Deputy City Clerk opens the hearing for **Associated Agencies**.

The code for Associated Agencies is created.

The following positions are moved from Utilities to Associated Agencies:

1. Executive Director Sacramento City-County Office of Metropolitan Water Planning
2. SAFCA Council

The following position is moved from Community Development to Associated Agencies:

1. Senior Management Analyst (LAFCO)

The following positions are added to Associated Agencies:

1. Administrative Officer (SAFCA) with disclosure categories 1, 2, 3, 4
2. SAFCA Dir of Planning with disclosure categories 1, 2, 3, 4
3. SAFCA Executive Director with disclosure categories 1, 2, 3, 4
4. Senior Accountant Auditor (SAFCA) with disclosure categories 1, 2, 3, 4
5. Staff Aide (Management) (SAFCA) with disclosure categories 1, 2, 3, 4

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2. Angela Kolak, Law Office Administrator opened the hearing for the **City Attorney's Office**.

The Code for the City Attorney's Office is amended as follows:

The following position is modified:

1. Deputy City Attorney to Deputy City Attorney I, II
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3. Celia Yniguez, Council Operations Manager opened the hearing for the **City Auditor's Office**.

The Code for the City Auditor's Office is amended as follows:

The following positions are added:

1. Assistant City Auditor with disclosure categories 1, 2, 3, 4
 2. Senior Auditor with disclosure categories 1, 2, 3, 4
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4. Holly Charléty, Deputy City Clerk opened the hearing for the **City Clerk's Office** and **Sacramento Regional Arts Facilities Financing Authority**.

The Code for the City Clerk's Office has no changes.

The Code for the Sacramento Regional Arts Facilities Financing Authority has no changes.

5. Ilee Muller, Executive Assistant opened the hearing for the **City Manager's Office** and **Compensation Commission**.

The Code for the City Manager's Office is amended as follows:

The following positions are deleted:

1. Deputy Director of Public Safety Accountability
2. Director of Governmental Affairs
3. Director of the Office of Youth Development

The Code for the Compensation Commission has no changes.

6. Valerie Tedrow, Administrative Assistant opened the hearing for the **City Treasurer's Office**.

The Code for the City Treasurer's Office is amended as follows:

The following position is added:

1. Banking Operations Manager with disclosure categories 13, 14, 15, 20

The following position is deleted:

1. Investment and Operations Manger
-

7. Leslie Wisniewski, Administrative Officer opened the hearing for the **Convention, Culture & Leisure Department** and **Sacramento Metropolitan Arts Commission**.

The Code for the Convention, Culture & Leisure Department is amended as follows:

The following positions are deleted:

1. Golf Manager

2. Golf Superintendent
3. History & Science Manager
4. Zoo Curator

The following positions are modified:

1. Administrative Officer (Golf) with disclosure category 5 to disclosure categories 11, 21
2. Administrative Officer (Old Sacramento) with disclosure category 17 to disclosure categories 11, 17, 21
3. Art in Public Places Administrator to Arts Administrator with no change to disclosure categories
4. Historic District Manager with disclosure categories 5, 17 to disclosure categories 11, 17, 21
5. Principal Systems Engineer with disclosure categories 4, 5, 11 to IT Manager with disclosure categories 4, 11, 21, 22
6. Marina Manager with disclosure category 5 to disclosure category 21
7. Metropolitan Arts Manager with disclosure category 5 to disclosure category 21
8. Program Manager with disclosure categories 4, 5, 11 to disclosure categories 4, 11, 17, 21, 24

The Code for the Sacramento Metropolitan Arts Commission has no changes.

8. Amber Delgado, Administrative Assistant opened the hearing for the **Community Development Department, the Board of Plumbing Examiners, Building and Fire Code Advisory and Appeals Board, Code Enforcement Hearing Examiners, Design Commission, Electrical Code Advisory and Appeals Board, Housing Codes Advisory and Appeals Board, Mechanical and Plumbing Code Advisory and Appeals Board, and Preservation Commission .**

The Code for the Community Development Department is amended as follows:

The following position is added:

1. Painter with disclosure category 5

The following position is deleted:

1. Customer Service Supervisor

The following positions are modified:

1. Program Manager with disclosure categories 1, 2, 3, 4 to Program Manager with disclosure categories 6, 8
2. Support Services Manager with disclosure categories 1, 2, 3, 4 to Support Services Manager with disclosure categories 6, 8, 22

The following positions are moved to Community Development from Code Enforcement with no change to disclosure categories:

1. Chief of Housing and Dangerous Buildings
2. Code Enforcement Manager
3. Code Enforcement Officer

4. Department System Specialist I, II
5. Information Technology Supervisor
6. Information Technology Support Specialist II
7. Senior Code Enforcement Officer
8. Zoning Investigator

The following position is moved to Community Development from Code Enforcement:

1. Administrative Analyst with disclosure categories 4, 11, 12, 22 to Administrative Analyst with disclosure category 6

The remaining positions from Code Enforcement are deleted:

1. Building Inspector I, II, III, IV
2. Code Enforcement Director
3. Program Manager
4. Senior Supervising Building Inspector
5. Supervising Building Inspector
6. Support Services Manager

Therefore the Code Enforcement Department is deleted from the code.

The codes for the Building and Fire Code Advisory and Appeals Board, the Design Commission, Electrical Code Advisory and Appeals Board, and the Mechanical and Plumbing Code Advisory and Appeals board are deleted.

The Construction Code Board of Appeals is added with disclosure category 29a.

The codes for the Board of Plumbing Examiners, Code Enforcement Hearing Examiners, Housing Codes Advisory and Appeals Board, and Preservation Commission have no changes.

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9. JoAn Domino Day, Senior Staff Assistant opened the hearing for the Economic Development Department.

The Code for the Economic Development Department is amended as follows:

The following positions are added:

1. Administrative Analyst with disclosure categories 1, 2, 3, 4
2. Junior Development Project Manager with disclosure categories 1, 2, 3, 4

The following positions are deleted:

1. Administrative Officer
2. Economic Development Project Manager
3. Media and Communications Specialist
4. Program Analyst (Small Business)
5. Program Specialist (Small Business)

The following positions are modified with no change to disclosure categories:

1. Senior Economic Development Project Manager to Senior Development Project Manager

10. Julie Coffeen, Program Analyst opened the hearing for the Finance Department.

The Code for the Finance Department has no changes.

11. Michael Stover, Administrative Officer opened the hearing for the Fire Department.

The Code for the Fire Department is amended as follows:

The following positions are added:

1. Assistant Civil Engineer with disclosure categories 4, 5, 9, 11, 23
2. Program Analyst with disclosure categories 4, 6, 9, 23

The following positions are modified:

1. Program Manager to EMS Coordinator with no change to disclosure categories
2. Fire Captain, EMT Instructor with disclosure categories 4, 5 to Fire Captain with disclosure categories 4, 5, 8
3. Fire Captain, Paramedic Instructor with disclosure categories 4, 5 to Fire Captain (Paramedic) with disclosure categories 4, 5, 8
4. Fire Assistant Chief with disclosure categories 4, 5 to disclosure categories 4, 6, 8, 9, 11, 23
5. Fire Prevention Officer I, II with disclosure categories 4, 5 to disclosure categories 4, 5, 8, 9, 11, 23
6. Senior Fire Prevention Officer with disclosure categories 4, 5 to 4, 5, 8, 9, 11, 23

12. Henri Goldenberg, Administrative Analyst opened the hearing for the **General Services Department** and **Animal Care Services Citizens Advisory Commission**.

The Code for the General Services Department is amended as follows:

The following positions are deleted:

1. Administrative Analyst (Contracts-Facilities)
2. Administrative Officer (Animal Care)
3. Administrative Technician (City Hall – Facilities)
4. Administrative Technician (OOD)
5. Assistant Architect (Facilities)
6. Building Maintenance Worker (Facilities)
7. Carpenter (Facilities)
8. Electrician R2 (Facilities)
9. Equipment Maintenance Supervisor (Fleet)
10. HVAC Systems Mechanic (Facilities)
11. Information Technology Supervisor (OOD)
12. Maintenance Worker (Facilities)
13. Painter (Facilities)
14. Plumber (Facilities)

15. Program Analyst (Facilities & Fleet)
16. Program Specialist (Procurement)
17. Senior Architect (Facilities)
18. Senior Building Maintenance Worker (Facilities)
19. Senior Department Systems Specialist (OOD)
20. Senior Management Analyst (OOD)
21. Sheet Metal Worker (Facilities)
22. Special Projects Manager (OOD)
23. Store Clerk II (Facilities)

The following positions are added:

1. Associate Mechanical Engineer with disclosure categories 4, 5, 9, 11, 23, 24
2. Fleet Management Technician with disclosure category 7
3. Program Manager (OOD) with disclosure category 6
4. Program Specialist (Integrated Waste-Media) with disclosure category 5
5. Support Services Manager with disclosure category 6

The following positions are moved from Utilities to General Services with no change to disclosure categories:

1. Integrated Waste Collection Superintendent
2. Integrated Waste General Manager
3. Integrated Waste Planning Superintendent

The following positions are modified with no change to disclosure categories:

1. Storekeeper (Fleet) to Fleet Services Coordinator
2. Building Services Manager (Facilities) to Program Analyst (Facilities - City Hall)
3. Program Specialist (Facilities, Fleet) to Program Specialist (Facilities, Fleet, Integrated Waste)

The Code for the Animal Care Services Citizens Advisory Commission has no changes.

13. Lizette Rojas, Administrative Assistant opened the hearing for the **Human Resources Department, the Administration, Investment and Fiscal Management Board, Civil Service Board, Retirement Hearing Commission, and Sacramento Disabilities Advisory Commission.**

The Code for the Human Resources Department is amended as follows:

The following position is deleted:

1. Administrative Analyst

The following position is modified with no change to disclosure categories:

1. Program Specialist to Program Specialist (OD)

The following position is moved from Labor Relations to Human Resources with no change to disclosure categories:

1. Labor Relations Officer

The remaining positions from the Labor Relations Department are deleted:

1. Director of Labor Relations
2. Labor Relations Manager

Therefore the Labor Relations Department is deleted from the code.

The Codes for the Administration, Investment and Fiscal Management Board, Civil Service Board, Retirement Hearing Commission, and Sacramento Disabilities Advisory Commission have no changes.

14. Ignacio Estevez, Program Manager opened the hearing for the **Information Technology Department**.

The Code for the Information Technology Department is amended as follows:

The following position is modified with no change to disclosure categories:

1. Principal Systems Engineer (Principal Security Officer) to Principal Systems Engineer

The following positions are added:

1. Principal Applications Developer with disclosure category 22
 2. Telecommunication Engineer III with disclosure category 22
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15. Celia Yniguez, Council Operations Manager opened the hearing for the **Mayor/Council Office**.

The Code for the Mayor/Council Office is amended as follows:

The following position is deleted:

1. Chief Service Officer

The following position is added:

1. Staff Aide (Management) with disclosure categories 1, 2, 3, 4
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16. Sheila Colson, Senior Personnel Coordinator opened the hearing for the **Parks and Recreation Department and Parks and Recreation Commission**.

The Code for the Parks and Recreation Department is amended as follows:

The following positions are added:

1. Camp Sacramento Supervisor with disclosure categories 6, 9, 23
2. Parks Supervisor with disclosure category 5
3. Program Coordinator with disclosure category 6
4. Program Supervisor with disclosure category 6

The following positions are deleted:

1. Assistant Planner

2. Associate Planner
3. Construction Inspector III
4. Department System Specialist II
5. Junior Landscape Assistant
6. Media & Communication Specialist
7. Senior Landscape Architect
8. Senior Planner
9. Staff Aide (Management)
10. Systems Engineer

The following positions are modified:

1. Administrative officer with disclosure categories 4, 5, 11, 12, 22 to disclosure category 6
2. Program Specialist with disclosure categories 4, 5, 11, 12, 22 to disclosure categories 4, 5, 11, 12
3. Recreation Superintendent with disclosure categories 6, 22 to disclosure category 6
4. Supervising Graphic Designer with disclosure categories 5, 22 to disclosure category 5

The following position is moved from Neighborhood Services to Parks and Recreation and amended as follows:

1. Director of Neighborhood Services to Program Manager (Neighborhood Services) with no change to disclosure categories.

The remaining position from neighborhood services is deleted:

1. Neighborhood Services Area Manager

Therefore the Neighborhood Services Department is removed from the code.

The Code for the Parks and Recreation Commission has no changes.

17. Rhonda Mitchell, Senior Personnel Transaction Coordinator opened the hearing for the **Police Department and Community Racial Profiling Commission.**

The Code for the Police Department is amended as follows:

The following positions are modified with no change to disclosure categories:

1. Captain to Police Captain
2. Deputy Chief of Police to Deputy Police Chief
3. Lieutenant to Police Lieutenant
4. Sergeant (K-9 Unit) to Police Sergeant (K-9 Unit)

The following positions are deleted:

1. Burglary/Robbery Alarm Inspector
2. Senior Accountant Auditor

The code for the Community Racial Profiling Commission has no changes.

18. Flora B Horton, Administrative Assistant opened the hearing for the **Transportation Department**.

The Code for the Transportation Department is amended as follows:

The name of the department is changed from Transportation to Public Works

The following positions are added:

1. Construction Inspector I, II, III (Engineering) with disclosure categories 4, 5, 9, 11, 21, 23
2. Electrical Construction Inspector (Engineering) with disclosure categories 4, 5, 9, 11, 21, 23
3. Program Manager with disclosure categories 4, 5, 11, 24

The following position is modified:

1. Director of Transportation to Director of Public works with no change to disclosure categories.
 2. Supervising Construction Inspector with disclosure categories 4, 5 to disclosure categories 4, 5, 9, 11, 21, 23
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19. Grace Garcia, Administrative Assistant opened the hearing for the **Utilities Department and Utilities Rate Advisory Commission**.

The Code for the Utilities Department is amended as follows:

The following positions are deleted:

1. Administrative Officer
2. Assistant Field Services Manager
3. Special Project Engineer
4. Supervising Construction Inspector

The following positions are added:

1. Senior Management Analyst with disclosure categories 3, 4, 5
2. Supervising Financial Analyst with disclosure categories 3, 4, 5

The following positions are moved from Utilities to the General Services Department with no change to disclosure categories:

1. Integrated Waste Collection Superintendent
2. Integrated Waste General Manager
3. Integrated Waste Planning Superintendent

The following positions are moved from Utilities to the Associated Agencies Department with no change to disclosure categories:

1. Executive Director Sacramento City-County Office of Metropolitan Water Planning
2. SAFCA Counsel

The Code for the Utilities Rate Advisory Commission has no changes.

All of the disclosure categories noted herein are specifically described in the Code that was posted in the Office of the City Clerk, posted in each department, and provided to each affected filer.

Adjournment

With no further business to be conducted the hearing was adjourned at 2:50 pm.

Respectfully Submitted,

Holly Charléty
Deputy City Clerk

Approved:

Shirley Concolino
City Clerk



RESOLUTION NO. 2013-

Adopted by the Sacramento City Council

on _____

ADOPTING THE CONFLICT OF INTEREST CODE FOR THE CITY OF SACRAMENTO AND REPEALING RESOLUTION 2011-663

BACKGROUND

- A. The Political Reform Act, Government Code § 81000 et seq., requires state, and local government agencies to adopt and promulgate conflict of interest codes; and
- B. On December 13, 2011, the City Council of the City of Sacramento adopted Resolution 2011-663, which adopted the Conflict of Interest Code for the City of Sacramento; and
- C. The City Council of the City of Sacramento has determined that it should update the Conflict of Interest Code for the City of Sacramento; and
- D. The Fair Political Practices Commission has adopted a regulation, Title 2 California Code of Regulations § 18730, which contains the terms of a standard model conflict of interest code, which can be incorporated by reference, and which may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments to the Political Reform Act.

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:

- Section 1. The Conflict of Interest Code adopted by Resolution 2011-663 is hereby repealed in its entirety; provided, however, this shall not affect or excuse any act or omission or any other penalty or forfeiture incurred or accrued under the Conflict of Interest Code adopted by Resolution 2011-663; nor shall it affect any prosecution, suit, or proceeding that is pending or may be commenced or any judgment rendered in connection with the Conflict of Interest Code adopted by Resolution 2011-663.
- Section 2. The Conflict of Interest Code attached as Exhibit A is hereby adopted and is made part of this resolution.
- Section 3. This resolution will take effect on the date it is passed.

Table of Contents:

Exhibit A: The Conflict of Interest Code of the City of Sacramento

Appendix 1 – Regulations of the Fair Political Practices Commission, Title
2, California Code of Regulations, § 18730.

Appendix 2 – Designated Positions

Appendix 3 – Disclosure Categories

Appendix 4 – Code Resolution History

Adopted by the City of Sacramento City Council on _____ by the following
vote:

EXHIBIT A

THE CONFLICT OF INTEREST CODE OF THE CITY OF SACRAMENTO

SECTION 100. This is the Conflict of Interest Code of the City of Sacramento. The Conflict of Interest Code consists of the following: Sections 100 – 1300; **Appendix 1**, which contains the terms of Title 2, California Code of Regulations, section 18730, and any amendments to Section 18730 duly adopted by the Fair Political Practices Commission; **Appendix 2**, which designates employees; **Appendix 3**, which sets forth disclosure categories; and **Appendix 4**, which provides history of the Conflict of Interest Code.

SECTION 200. Designated employees shall file statements of economic interests pursuant to the provisions of this Conflict of Interest Code.

SECTION 300. Designated employees shall file their statements of economic interests with the City Clerk of the City of Sacramento to whom the City Council hereby delegates the authority to carry out the duties of filing officer.

SECTION 400. Notwithstanding the provisions of Title 2, California Code of Regulations, section 18730, subdivision (b)(5)(C), all designated employees shall file their annual statements of economic interests no later than April 30 of each calendar year.

SECTION 450. Every person who is required to file a statement of economic interests with the City Clerk shall prepare the statement using an electronic system prescribed by the City Clerk unless otherwise directed by the City Clerk. Regardless of the means of preparing the statement, one original statement shall be filed with the City Clerk.

SECTION 500. The statements of economic interests that the members of the City Council file by virtue of their positions as members of the City Council shall suffice for the statements of economic interests they are required to file as members of the governing boards of the Economic Development Commission of the City of Sacramento, Housing Authority of the City of Sacramento, Redevelopment Agency Successor Agency of the City of Sacramento, and Sacramento City Financing Authority.

SECTION 600. The statements of economic interests that the City Treasurer, Director of Finance, City Attorney, and City Clerk file by virtue of their positions with the City of Sacramento shall suffice for the statements of economic interests they are required to file in connection with their positions with the Sacramento City Financing Authority.

SECTION 650. Positions that manage public investments for the purposes of Government Code section 87200 include: (a) the members of the Administration, Investment and Fiscal Management Board and (b) the following positions in the City Treasurer's Office: (1) Chief Investment Officer and (2) Senior Investment Officer. These officials shall file their statements of economic interest with the City Clerk.

SECTION 700. The City Attorney, or designated representative, shall make the initial determination as to whether individuals are consultants, as defined in Title 2, Cal. Code Reg. section 18701. An individual may be a consultant whether he or she is compensated or is an unpaid volunteer. The requirements of this Conflict of Interest Code shall be included in every contract between the City and a consultant. Not later than ten (10) days after an authorized City representative signs a consultant contract, the department head (or designee) of the department responsible for the administration of the contract shall submit to the City Clerk a completed Fair Political Practices Commission Form 805 (Agency Report of Consultants), which identifies the consultant and disclosure categories.

SECTION 800. Any filer required to disqualify himself or herself shall give notice of disqualification to the City Clerk, to his or her immediate supervisor and to his or her division or department head, if there is no division head. Such notice shall be in writing and shall be made part of the official records of the City Clerk. 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.

SECTION 900. Upon request, any filer who is unsure of any right or obligation arising under this Conflict of Interest Code may request a formal opinion or letter of advice from the City Attorney. If an opinion is rendered by the City Attorney stating in full the facts and the law upon which the opinion is based, compliance by the filer may be evidence of good faith in any civil or criminal proceeding brought pursuant to the Political Reform Act of 1974 or this Conflict of Interest Code. The filer's good faith compliance with the opinion of the City Attorney shall also act as a complete defense to any disciplinary action that the City may bring under Government Code section 91003.5 or this Conflict of Interest Code.

SECTION 1000. Any board or commission member who fails to timely file a required statement of economic interests is subject to fine in accordance with the provisions of the Political Reform Act of 1974, together with any other penal or remedial measure authorized by that Act.

Where the board or commission member's failure to file persists for more than thirty (30) days after the final filing date, the City Clerk will forthwith notify the member that he or she is disqualified from any participation in meetings or other activities of the board or commission, until the member both files the required statement of economic interests and pays any fines associated with the failure to file. If the member's failure to file and/or pay the associated fine persists for more than sixty (60) days after the final filing date, the member may be removed from the board or commission pursuant to the procedures specified in City Charter Section 232.

SECTION 1100. Upon request by the Office of the City Clerk, the Human Resources Manager for labor relations shall assist the City Clerk with any designated employee, other than a board or commission member, who fails to file any required statement of economic interests after written request by the department head (or designee) or the City Clerk's Office.

SECTION 1200. Designated employees violating any provision of this Conflict of Interest Code are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Government Code sections 81000 – 91014.

SECTION 1300 If the head of a department determines, as provided in Title 2, California Code of Regulation, section 18734, that it is not necessary for a person in a newly created position that is not yet covered by the Conflict of Interest Code to file under the broadest disclosure category in this Conflict of Interest Code, then the head of the department (or designee) shall complete and submit to the City Clerk a Fair Political Practices Commission Form 804 (Agency Report of New Positions). The head of the department shall consult with the City Attorney and City Clerk before making his or her determination.

Appendix 1

Regulations of the Fair Political Practices Commission, Title 2, Division 6, California Code of Regulations.

§ 18730. Provisions of Conflict-of-Interest Codes.

(a) Incorporation by reference of the terms of this regulation along with the designation of employees and the formulation of disclosure categories in the Appendix referred to below constitute the adoption and promulgation of a conflict-of-interest code within the meaning of Section 87300 or the amendment of a conflict-of-interest code within the meaning of Section 87306 if the terms of this regulation are substituted for terms of a conflict-of-interest code already in effect. A code so amended or adopted and promulgated requires the reporting of reportable items in a manner substantially equivalent to the requirements of article 2 of chapter 7 of the Political Reform Act, Sections 81000, et seq. The requirements of a conflict-of-interest code are in addition to other requirements of the Political Reform Act, such as the general prohibition against conflicts of interest contained in Section 87100, and to other state or local laws pertaining to conflicts of interest.

(b) The terms of a conflict-of-interest code amended or adopted and promulgated pursuant to this regulation are as follows:

(1) Section 1. Definitions.

The definitions contained in the Political Reform Act of 1974, regulations of the Fair Political Practices Commission (Regulations 18110, et seq.), and any amendments to the Act or regulations, are incorporated by reference into this conflict-of-interest code.

(2) Section 2. Designated Employees.

The persons holding positions listed in the Appendix are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on economic interests.

(3) Section 3. Disclosure Categories.

This code does not establish any disclosure obligation for those designated employees who are also specified in Section 87200 if they are designated in this code in that same capacity or if the geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction in which those persons must report their economic interests pursuant to article 2 of chapter 7 of the Political Reform Act, Sections 87200, et seq.

In addition, this code does not establish any disclosure obligation for any designated employees who are designated in a conflict-of-interest code for another agency, if all of the following apply:

(A) The geographical jurisdiction of this agency is the same as or is wholly

included within the jurisdiction of the other agency;

(B) The disclosure assigned in the code of the other agency is the same as that required under article 2 of chapter 7 of the Political Reform Act, Section 87200; and

(C) The filing officer is the same for both agencies.¹

Such persons are covered by this code for disqualification purposes only. With respect to all other designated employees, the disclosure categories set forth in the Appendix specify which kinds of economic interests are reportable. Such a designated employee shall disclose in his or her statement of economic interests those economic interests he or she has which are of the kind described in the disclosure categories to which he or she is assigned in the Appendix. It has been determined that the economic interests set forth in a designated employee's disclosure categories are the kinds of economic interests which he or she foreseeably can affect materially through the conduct of his or her office.

(4) Section 4. Statements of Economic Interests: Place of Filing.

The code reviewing body shall instruct all designated employees within its code to file statements of economic interests with the agency or with the code reviewing body, as provided by the code reviewing body in the agency's conflict-of-interest code.²

(5) Section 5. Statements of Economic Interests: Time of Filing.

(A) Initial Statements. All designated employees employed by the agency on the effective date of this code, as originally adopted, promulgated and approved by the code reviewing body, shall file statements within 30 days after the effective date of this code. Thereafter, each person already in a position when it is designated by an amendment to this code shall file an initial statement within 30 days after the effective date of the amendment.

(B) Assuming Office Statements. All persons assuming designated positions after the effective date of this code shall file statements within 30 days after assuming the designated positions, or if subject to State Senate confirmation, 30 days after being nominated or appointed.

(C) Annual Statements. All designated employees shall file statements no later than April

(D) Leaving Office Statements. All persons who leave designated positions shall file statements within 30 days after leaving office.

(5.5) Section 5.5. Statements for Persons Who Resign Prior to Assuming Office.

Any person who resigns within 12 months of initial appointment, or within 30 days of the date of notice provided by the filing officer to file an assuming office statement, is not deemed to have assumed office or left office, provided he or she did not make or participate in the making of, or use his or her position to influence any decision and did

not receive or become entitled to receive any form of payment as a result of his or her appointment. Such persons shall not file either an assuming or leaving office statement.

(A) Any person who resigns a position within 30 days of the date of a notice from the filing officer shall do both of the following:

(1) File a written resignation with the appointing power; and

(2) File a written statement with the filing officer declaring under penalty of perjury that during the period between appointment and resignation he or she did not make, participate in the making, or use the position to influence any decision of the agency or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position.

(6) Section 6. Contents of and Period Covered by Statements of Economic Interests. (A) Contents of Initial Statements.

Initial statements shall disclose any reportable investments, interests in real property and business positions held on the effective date of the code and income received during the 12 months prior to the effective date of the code.

(B) Contents of Assuming Office Statements.

Assuming office statements shall disclose any reportable investments, interests in real property and business positions held on the date of assuming office or, if subject to State Senate confirmation or appointment, on the date of nomination, and income received during the 12 months prior to the date of assuming office or the date of being appointed or nominated, respectively.

(C) Contents of Annual Statements. Annual statements shall disclose any reportable investments, interests in real property, income and business positions held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the code or the date of assuming office whichever is later, or for a board or commission member subject to Section 87302.6, the day after the closing date of the most recent statement filed by the member pursuant to Regulation 18754.

(D) Contents of Leaving Office Statements.

Leaving office statements shall disclose reportable investments, interests in real property, income and business positions held or received during the period between the closing date of the last statement filed and the date of leaving office.

(7) Section 7. Manner of Reporting.

Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the agency, and shall contain the following information: (A) Investment and Real Property Disclosure.

When an investment or an interest in real property³ is required to be reported,⁴ the statement shall contain the following:

1. A statement of the nature of the investment or interest;
2. The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;
3. The address or other precise location of the real property;
4. A statement whether the fair market value of the investment or interest in real property equals or exceeds \$2,000, exceeds \$10,000, exceeds \$100,000, or exceeds \$1,000,000.

(B) Personal Income Disclosure. When personal income is required to be reported,⁵ the statement shall contain:

1. The name and address of each source of income aggregating \$500 or more in value, or \$50 or more in value if the income was a gift, and a general description of the business activity, if any, of each source;
2. A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was \$1,000 or less, greater than \$1,000, greater than \$10,000, or greater than \$100,000;
3. A description of the consideration, if any, for which the income was received;
4. In the case of a gift, the name, address and business activity of the donor and any intermediary through which the gift was made; a description of the gift; the amount or value of the gift; and the date on which the gift was received;
5. In the case of a loan, the annual interest rate and the security, if any, given for the loan and the term of the loan.

(C) Business Entity Income Disclosure. When income of a business entity, including income of a sole proprietorship, is required to be reported,⁶ the statement shall contain:

1. The name, address, and a general description of the business activity of the business entity;
2. The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than \$10,000.

(D) Business Position Disclosure. When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which he or she is a director, officer, partner, trustee, employee, or in which he or she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.

(E) Acquisition or Disposal During Reporting Period. In the case of an annual or leaving office statement, if an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

(8) Section 8. Prohibition on Receipt of Honoraria.

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept any honorarium from any source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.

Subdivisions (a), (b), and (c) of Section 89501 shall apply to the prohibitions in this section.

This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Section 89506.

(8.1) Section 8.1. Prohibition on Receipt of Gifts in Excess of \$420.

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept gifts with a total value of more than \$420 in a calendar year from any single source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.

Subdivisions (e), (f), and (g) of Section 89503 shall apply to the prohibitions in this section.

(8.2) Section 8.2. Loans to Public Officials.

(A) No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the elected officer holds office or over which the elected officer's agency has direction and control.

(B) No public official who is exempt from the state civil service system pursuant to

subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the public official holds office or over which the public official's agency has direction and control. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(C) No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status.

(D) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(E) This section shall not apply to the following:

1. Loans made to the campaign committee of an elected officer or candidate for elective office.

2. Loans made by a public official's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such persons, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.

3. Loans from a person which, in the aggregate, do not exceed five hundred dollars (\$500) at any given time.

4. Loans made, or offered in writing, before January 1, 1998.

(8.3) Section 8.3. Loan Terms.

(A) Except as set forth in subdivision (B), no elected officer of a state or local government agency shall, from the date of his or her election to office through the date

he or she vacates office, receive a personal loan of \$500 or more, except when the loan is in writing and clearly states the terms of the loan, including the parties to the loan agreement, date of the loan, amount of the loan, term of the loan, date or dates when payments shall be due on the loan and the amount of the payments, and the rate of interest paid on the loan.

(B) This section shall not apply to the following types of loans:

1. Loans made to the campaign committee of the elected officer.

2. Loans made to the elected officer by his or her spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such person, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.

3. Loans made, or offered in writing, before January 1, 1998.

(C) Nothing in this section shall exempt any person from any other provision of Title 9 of the Government Code.

(8.4) Section 8.4. Personal Loans.

(A) Except as set forth in subdivision (B), a personal loan received by any designated employee shall become a gift to the designated employee for the purposes of this section in the following circumstances:

1. If the loan has a defined date or dates for repayment, when the statute of limitations for filing an action for default has expired.

2. If the loan has no defined date or dates for repayment, when one year has elapsed from the later of the following:

a. The date the loan was made.

b. The date the last payment of \$100 or more was made on the loan.

c. The date upon which the debtor has made payments on the loan aggregating to less than \$250 during the previous 12 months.

(B) This section shall not apply to the following types of loans:

1. A loan made to the campaign committee of an elected officer or a candidate for elective office.

2. A loan that would otherwise not be a gift as defined in this title.

3. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor has taken reasonable action to collect the balance due.

4. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor, based on reasonable business considerations, has not undertaken collection action. Except in a criminal action, a creditor who claims that a loan is not a gift on the basis of this paragraph has the burden of proving that the decision for not taking collection action was based on reasonable business considerations.

5. A loan made to a debtor who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy.

(C) Nothing in this section shall exempt any person from any other provisions of Title 9 of the Government Code.

(9) Section 9. Disqualification.

No designated employee shall make, participate in making, or in any way attempt to use his or her official position to influence the making of any governmental decision which he or she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family or on:

(A) Any business entity in which the designated employee has a direct or indirect investment worth \$2,000 or more;

(B) Any real property in which the designated employee has a direct or indirect interest worth \$2,000 or more;

(C) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating \$500 or more in value provided to, received by or promised to the designated employee within 12 months prior to the time when the decision is made;

(D) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management; or

(E) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating \$420 or more provided to, received by, or promised to the designated employee within 12 months prior to the time when the decision is made.

(9.3) Section 9.3. Legally Required Participation.

No designated employee shall be prevented from making or participating in the making of any decision to the extent his or her participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his or her participation legally required for purposes of this section.

(9.5) Section 9.5. Disqualification of State Officers and Employees.

In addition to the general disqualification provisions of section 9, no state administrative official shall make, participate in making, or use his or her official position to influence any governmental decision directly relating to any contract where the state administrative official knows or has reason to know that any party to the contract is a person with whom the state administrative official, or any member of his or her immediate family has, within 12 months prior to the time when the official action is to be taken:

(A) Engaged in a business transaction or transactions on terms not available to members of the public, regarding any investment or interest in real property; or

(B) Engaged in a business transaction or transactions on terms not available to members of the public regarding the rendering of goods or services totaling in value \$1,000 or more.

(10) Section 10. Disclosure of Disqualifying Interest.

When a designated employee determines that he or she should not make a governmental decision because he or she has a disqualifying interest in it, the determination not to act may be accompanied by disclosure of the disqualifying interest.

(11) Section 11. Assistance of the Commission and Counsel.

Any designated employee who is unsure of his or her duties under this code may request assistance from the Fair Political Practices Commission pursuant to Section 83114 and Regulations 18329 and 18329.5 or from the attorney for his or her agency, provided that nothing in this section requires the attorney for the agency to issue any formal or informal opinion.

(12) Section 12. Violations.

This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Sections 81000-91014. In addition, a decision in relation to which a violation of the disqualification provisions of this code or of Section 87100 or 87450 has occurred may be set aside as void pursuant to Section 91003.

¹Designated employees who are required to file statements of economic interests under any other agency's conflict-of-interest code, or under article 2 for a different jurisdiction, may expand their statement of economic interests to cover reportable interests in both jurisdictions, and file copies of this expanded statement with both entities in lieu of filing separate and distinct statements, provided that each copy of such expanded statement filed in place of an original is signed and verified by the designated employee as if it were an original. See Section 81004.

²See Section 81010 and Regulation 18115 for the duties of filing officers and persons in agencies who make and retain copies of statements and forward the originals to the filing officer.

³For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.

⁴Investments and interests in real property which have a fair market value of less than \$2,000 are not investments and interests in real property within the meaning of the Political Reform Act. However, investments or interests in real property of an individual include those held by the individual's spouse and dependent children as well as a pro rata share of any investment or interest in real property of any business entity or trust in which the individual, spouse and dependent children own, in the aggregate, a direct, indirect or beneficial interest of 10 percent or greater.

⁵A designated employee's income includes his or her community property interest in the income of his or her spouse but does not include salary or reimbursement for expenses received from a state, local or federal government agency.

⁶Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer and the filer's spouse in the business entity aggregates a 10 percent or greater interest. In addition, the disclosure of persons who are clients or customers of a business entity is required only if the clients or customers are within one of the disclosure categories of the filer.

Note: Authority cited: Section 83112, Government Code. Reference: Sections 87103(e), 87300-87302, 89501, 89502 and 89503, Government Code.

Appendix 2

DESIGNATED POSITIONS

| Department | Classification | Disclosure Category |
|--------------------------------|---|-----------------------|
| All Departments | | |
| | Consultant | *see footnote 1 below |
| | Volunteer | *see footnote 2 below |
| | | |
| Associated Agencies | | |
| | Administrative Officer (SAFCA) | 1, 2, 3, 4 |
| | Executive Director Sacramento City-County Office of Metropolitan Water Planning | 1, 2, 3, 4 |
| | SAFCA Counsel | 1, 2, 3, 4 |
| | SAFCA Director of Planning | 1, 2, 3, 4 |
| | SAFCA Executive Director | 1, 2, 3, 4 |
| | Senior Accountant Auditor (SAFCA) | 1, 2, 3, 4 |
| | Senior Management Analyst (LAFCO) | 6 |
| | Staff Aide (Management) (SAFCA) | 1, 2, 3, 4 |
| | | |
| City Attorney's Office | | |
| | Assistant City Attorney | 1, 2, 3, 4 |
| | Deputy City Attorney I, II | 1, 2, 3, 4 |
| | Law Office Administrator | 5 |
| | Senior Deputy City Attorney | 1, 2, 3, 4 |
| | Special Assistant to City Attorney | 5 |
| | Supervising Deputy City Attorney | 1, 2, 3, 4 |
| | | |
| City Clerk's Office | | |
| | Assistant City Clerk | 5 |
| | City Clerk | 5 |
| | Program Manager | 5 |
| | | |
| City Auditor's Office | | |
| | Auditor | 1, 2, 3, 4 |
| | Assistant City Auditor | 1, 2, 3, 4 |
| | City Auditor | 1, 2, 3, 4 |
| | Senior Auditor | 1, 2, 3, 4 |
| | | |
| City Manager's Office | | |
| | Assistant City Manager | 1, 2, 3, 4 |
| | Deputy City Manager | 1, 2, 3, 4 |
| | Director of Public Safety Accountability | 1, 2, 3, 4 |
| | E-Government Manager | 1, 2, 3, 4 |
| | Media & Communications Officer | 1, 2, 3, 4 |
| | Special Project Manager | 1, 2, 3, 4 |
| | | |
| City Treasurer's Office | | |
| | Banking Operations Manager | 13, 14, 15, 20 |
| | Debt Analyst | 13, 14, 15, 20 |

| | | |
|--|---|---------------------|
| | Investment Operations Analyst | 13, 14, 15, 20 |
| | Senior Debt Analyst | 13, 14, 15, 20 |
| | Treasury Analyst | 13, 14, 15, 20 |
| | Treasury Manager | 13, 14, 15, 20 |
| | | |
| Convention, Culture & Leisure | | |
| | Administrative Officer (<i>CC&L Admin</i>) | 4, 5, 11, 17,21, 24 |
| | Administrative Officer (<i>Conv Center</i>) | 5, 21 |
| | Administrative Officer (<i>Golf</i>) | 11, 21 |
| | Administrative Officer (<i>Old Sacramento</i>) | 11, 17, 21 |
| | Archivist | 5 |
| | Arts Administrator | 5 |
| | Art in Public Places Specialist | 5 |
| | Art Museum Registrar | 5 |
| | Assistant Box Office Supervisor | 5, 21 |
| | Associate Curator of Art | 5 |
| | Convention Center General Manager | 5, 21 |
| | Curator of Art | 5 |
| | Curator of Education | 5 |
| | Curator of History | 5 |
| | Deputy Convention Center General Manager | 5, 21 |
| | Director of Convention, Culture & Leisure | 4, 5, 11, 17,21, 24 |
| | Events Services Manager | 5, 21 |
| | Events Services Supervisor (<i>Box Office, Conv Center</i>) | 5, 21 |
| | Historic District Manager | 11,17, 21 |
| | IT Manager | 4, 11, 21, 22 |
| | Marina Manager | 21 |
| | Metropolitan Arts Manager | 21 |
| | Program Manager | 4, 11, 17, 21, 24 |
| | | |
| Community Development | | |
| | Administrative Analyst | 6 |
| | Administrative Officer | 4, 6, 8, 11, 23 |
| | Assistant Civil Engineer | 4, 5, 9, 11 |
| | Assistant Planner | 6 |
| | Associate Architect | 8, 9, 11, 23 |
| | Associate Civil Engineer | 4, 8, 9, 23 |
| | Associate Civil Engineer (<i>Eng & Fin</i>) | 4, 5, 9, 11 |
| | Associate Mechanical Engineer | 4, 8, 9, 23 |
| | Associate Planner | 6 |
| | Building Inspector I, II, III, IV | 4, 5, 8, 9, 11, 23 |
| | Business Services Manager | 1, 2, 3, 4 |
| | Chief Building Inspector | 4, 5, 8, 9, 11, 23 |
| | Chief Building Official | 1, 2, 3, 4 |
| | Chief of Housing and Dangerous Buildings | 1, 2, 3, 4 |
| | Code Enforcement Manager | 1, 2, 3, 4 |
| | Code Enforcement Officer | 4, 7, 8, 9, 11, 23 |
| | Deputy Chief Building Official | 1, 2, 3, 4 |
| | Department Systems Specialist I, II | 22 |
| | Development Project Manager | 1, 2, 3, 4 |
| | Director of Development | 1, 2, 3, 4 |

| | | |
|-----------------------------|---|--------------------|
| | Fire Protection Engineer | 4, 8, 9, 23 |
| | Information Technology Supervisor | 22 |
| | Information Technology Support Specialist II | 22 |
| | Junior Planner | 6 |
| | Media and Communications Specialist | 4, 5, 8, 11, 23 |
| | New Growth Manager | 1, 2, 3, 4 |
| | Operations Manager | 1, 2, 3, 4 |
| | Painter | 5 |
| | Permit Services Manager | 1, 2, 3, 4 |
| | Planning Manager | 1, 2, 3, 4 |
| | Principal Applications Developer | 22 |
| | Principal Building Inspector | 4, 5, 8, 9, 11, 23 |
| | Principal Planner | 1, 2, 3, 4 |
| | Process Management Manager | 6 |
| | Program Manager | 6, 8 |
| | Program Specialist | 4, 5, 8, 11, 23 |
| | Program Specialist (<i>Infill</i>) | 6 |
| | Senior Architect | 4, 5, 6, 9, 11, 23 |
| | Senior Code Enforcement Officer | 4, 5, 8, 9, 11, 23 |
| | Senior Development Project Manager | 1, 2, 3, 4 |
| | Senior Engineer | 4, 5, 8, 9, 11, 23 |
| | Senior Engineering Technician | 4, 5, 9, 11 |
| | Senior Planner | 6 |
| | Senior Planner (<i>Long Range/New Growth</i>) | 4 |
| | Senior Supervising Building Inspector | 4, 5, 8, 9, 11, 23 |
| | Staff Aide (Management) | 6 |
| | Supervising Building Inspector | 4, 5, 8, 9, 11, 23 |
| | Supervising Engineer | 4, 5, 6, 9, 11, 23 |
| | Support Services Manager | 6, 8, 22 |
| | Urban Design Manager | 1, 2, 3, 4 |
| | Zoning Investigator | 4, 5, 8, 9, 11, 23 |
| | | |
| Economic Development | | |
| | Administrative Analyst | 1, 2, 3, 4 |
| | Director of Economic Development | 1, 2, 3, 4 |
| | Economic Development Manager | 1, 2, 3, 4 |
| | Junior Development Project Manager | 1, 2, 3, 4 |
| | Senior Development Project Manager | 1, 2, 3, 4 |
| | | |
| Finance | | |
| | Accounting Manager | 1, 2, 3 |
| | Budget Manager | 1, 2, 3, 4 |
| | Director of Finance | 1, 2, 3, 4 |
| | Principal Management Analyst | 1, 2, 3, 4 |
| | Program Manager | 1, 2, 3, 4 |
| | Program Specialist | 5 |
| | Program Specialist (<i>Special Districts</i>) | 4, 5, 9, 11 |
| | Revenue Manager | 1, 2, 3 |
| | | |
| Fire | | |
| | Administrative Officer | 4, 5 |

| | | |
|-------------------------|--|----------------------|
| | Assistant Civil Engineer | 4, 5, 9, 11, 23 |
| | EMS Coordinator | 4, 5 |
| | Fire Assistant Chief | 4, , 6, 8, 9, 11, 23 |
| | Fire Battalion Chief | 4, 5 |
| | Fire Captain | 4, 5, 8 |
| | Fire Captain (Paramedic) | 4, 5, 8 |
| | Fire Chief | 4, 5, 8, 9 |
| | Fire Deputy Chief | 4, 5, 8, 9 |
| | Fire Investigator I, II | 4, 5 |
| | Fire Prevention Officer I, II | 4, 5, 8, 9, 11, 23 |
| | Program Analyst | 4, 6, 9, 23 |
| | Program Specialist | 4, 5 |
| | Senior Fire Prevention Officer | 4, 5, 8, 9, 11, 23 |
| | Staff Aide (Management) | 4, 5 |
| | Support Services Manager | 4, 5, 8, 9 |
| | | |
| General Services | | |
| | Administrative Analyst (311, OOD) | 5 |
| | Administrative Officer (OOD) | 6 |
| | Administrative Technician (Contracts- Procurement) | 5 |
| | Animal Care Services Manager | 5 |
| | Associate Architect | 4, 5, 9, 11, 23, 24 |
| | Associate Mechanical Engineer | 4, 5, 9, 11, 23, 24 |
| | Building Inspector IV | 4, 5, 9, 23 |
| | Contracts Compliance Specialist | 4, 5, 9, 23 |
| | Director of General Services | 1, 2, 3, 4 |
| | Electrician Supervisor | 5 |
| | Electronic Maintenance Technician II | 5 |
| | Equipment Body Mechanic | 5 |
| | Equipment Mechanic III | 5 |
| | Facilities and Real Property Superintendent | 4, 5, 9, 23 |
| | Facilities Manager | 4, 5, 9, 11, 23, 24 |
| | Fleet Management Technician | 7 |
| | Fleet Manager | 4, 5, 9, 23 |
| | Fleet Services Coordinator | 5 |
| | Information Technology Support Specialist II | 6 |
| | Integrated Waste Collection Superintendent | 3, 4, 5 |
| | Integrated Waste General Manager | 3, 4, 5 |
| | Integrated Waste Planning Superintendent | 3, 4, 5 |
| | Mechanical Maintenance Supervisor | 5, 9, 23 |
| | Operations General Supervisor (Facilities, Fleet) | 5, 23 |
| | Procurement Services Manager | 5 |
| | Program Analyst (Facilities-City Hall) | 6 |
| | Program Analyst (Procurement) | 5 |
| | Program Manager (311, OOD) | 6 |
| | Program Manager (Facilities) | 4, 5, 9, 23 |
| | Program Specialist (OOD) | 6 |

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|-------------------------------|---|---------------------------|
| | Program Specialist (<i>Facilities, Fleet, Integrated Waste</i>) | 4, 5, 9, 23 |
| | Program Specialist (<i>Integrated Waste- Media</i>) | 5 |
| | Real Property Agent I, II, III | 4, 10, 11 |
| | Senior Animal Care Officer | 5 |
| | Senior Animal Care Technician | 5 |
| | Senior Engineer | 4, 5, 9, 11, 23, 24 |
| | Senior HVAC Systems Mechanic | 5 |
| | Senior Systems Engineer | 6 |
| | Structural Maintenance Supervisor | 5 |
| | Supervising Animal Care Officer | 5 |
| | Supervising Architect | 4, 5, 9, 11, 23, 24 |
| | Supervising Financial Analyst | 6 |
| | Supervising Real Property Agent | 4, 10, 11 |
| | Support Services Manager | 6 |
| | Veterinarian | 5 |
| | | |
| Human Resources | | |
| | Director of Human Resources | 6, 13, 16, 18, 19, 25, 26 |
| | Human Resources Manager | 5, 13, 16, 18, 19, 25, 26 |
| | Human Resources Manager (<i>Benefits</i>) | 5,13,16,18,19,25,26,27 |
| | Human Resources Manager (<i>Equal Emp</i>) | 5, 16, 18, 25, 26 |
| | Human Resources Manager (<i>LR</i>) | 5, 16, 25 |
| | Human Resources Manager (<i>Loss Control</i>) | 5, 16, 18, 25, 26 |
| | Labor Relations Officer | 16, 25 |
| | Organizational Development Specialist | 5, 25, 26 |
| | Personnel Analyst | 5,16,18,19,25,26 |
| | Program Specialist (<i>OD</i>) | 5, 25, 26 |
| | Risk Manager | 5, 16,18,19,25,26 |
| | Environmental Health & Safety Officer | 5, 13, 16, 18,25, 26 |
| | Senior Personnel Analyst | 5,16,18,19,25,26 |
| | Support Services Manager | 6,13,16,18,19,25,26,27 |
| | | |
| Information Technology | | |
| | Chief Information Officer | 22 |
| | Information Technology Manager | 22 |
| | Information Technology Project Manager | 22 |
| | Information Technology Supervisor | 22 |
| | Principal Applications Developer | 22 |
| | Principal Systems Engineer | 22 |
| | Program Manager | 22 |
| | Principal Info Technology Project Manager | 22 |
| | Supervising Info Technology Project Manager | 22 |
| | Telecommunications Engineer III | 22 |
| Mayor/Council Office | | |
| | Chief of Staff to the Mayor | 1, 2, 3, 4 |
| | District Director | 1, 2, 3, 4 |
| | Mayor/Council Operations Manager | 1, 2, 3, 4 |
| | Special Assistant to the Mayor | 1, 2, 3, 4 |

| | | |
|-------------------------------|--|------------------|
| | Staff Aide (Management) | 1, 2, 3, 4 |
| Parks & Recreation | | |
| | Administrative Officer | 6 |
| | Associate Landscape Architect | 4, 5, 9, 23, 24 |
| | Camp Sacramento Supervisor | 6, 9, 23 |
| | Director of Parks and Recreation | 1, 2, 3, 4 |
| | Geographic Information Systems Specialist III | 5, 22 |
| | Information Technology Supervisor | 5, 22 |
| | Information Technology Support Specialist I, II | 5, 22 |
| | Landscape Assistant | 4, 5, 9, 23, 24 |
| | Operations Manager | 1, 2, 3, 4 |
| | Park Planning Design & Development Manager | 4, 5, 11, 12, 22 |
| | Parks Maintenance Manager | 4, 6 |
| | Park Maintenance Superintendent | 4, 6 |
| | Parks Supervisor | 5 |
| | Principal Planner | 4, 6 |
| | Program Coordinator | 6 |
| | Program Manager | 4, 6 |
| | Program Manager (<i>Neighborhood Services</i>) | 1, 2, 3, 4 |
| | Program Specialist | 4, 5, 11, 12 |
| | Program Supervisor | 6 |
| | Recreation General Supervisor | 5 |
| | Recreation Manager | 6 |
| | Recreation Superintendent | 6 |
| | Supervising Landscape Architect | 4, 5, 11, 12, 22 |
| | Supervising Graphic Designer | 5 |
| | Support Services Manager | 4, 5, 11, 12, 22 |
| Police | | |
| | Accountant Auditor | 6 |
| | Administrative Officer | 1, 2, 3, 4 |
| | Police Captain | 1, 2, 3, 4 |
| | Chief of Police | 1, 2, 3, 4 |
| | Deputy Police Chief | 1, 2, 3, 4 |
| | Information Technology Manager | 5, 22 |
| | Information Technology Supervisor | 5, 22 |
| | Police Lieutenant | 1, 2, 3, 4 |
| | Police Administrative Manager | 1, 2, 3, 4 |
| | Principal Systems Engineer | 5, 22 |
| | Program Analyst (<i>Licensing/Permits, Procurement, & Tow Hearing</i>) | 5 |
| | Program Manager | 1, 2, 3, 4 |
| | Senior Applications Developer | 5, 22 |
| | Senior Systems Engineer | 5, 22 |
| | Police Sergeant (<i>K-9 Unit</i>) | 5 |
| Public Works | | |
| | Administrative Officer (<i>Director's Office</i>) | 6 |
| | Administrative Officer (<i>Engineering</i>) | 4, 5, 11, 24 |
| | Assistant Civil Engineer | 4, 5, 11, 24 |
| | Associate Civil Engineer | 4, 5, 11, 24 |

| | | |
|--------------------|--|---------|
| | Program Manager | 3, 4, 5 |
| | Program Specialist | 3, 4, 5 |
| | Senior Engineer | 3, 4, 5 |
| | Senior Management Analyst | 3, 4, 5 |
| | Stores Administrator | 6 |
| | Supervising Engineer | 3, 4, 5 |
| | Supervising Financial Analyst | 3, 4, 5 |
| | Support Services Manager | 6 |
| | Utility Construction Coordinator | 3, 4, 5 |
| | Water & Sewer Superintendent, Field Services | 3, 4, 5 |
| | Water & Sewer Superintendent, Plant Services | 3, 4, 5 |
| | | |
| *Footnote 1 | * Consultants, as defined in 2 Cal. Code Reg. § 18701, shall disclose the broadest group of disclosure categories in this Conflict of Interest Code, subject to the following limitation: the City Attorney or designated representative may determine in writing that a particular consultant, although a designated employee, is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described herein. | |
| *Footnote 2 | * Volunteers who are consultants, as defined in 2 Cal. Code Reg. § 18701, shall disclose the broadest group of disclosure categories in this Conflict of Interest Code, subject to the following limitation: the City Attorney or designated representative may determine in writing that a particular volunteer, although a designated employee, is retained to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described herein. | |

| Board or Commission | Disclosure Category |
|---|----------------------------|
| Animal Care Services Citizens Advisory Committee | 28 b |
| Board of Plumbing Examiners | 28 c |
| Civil Service Board | 28 d |
| Community Racial Profiling Commission | 28 e |
| Compensation Commission | 28 a |
| Construction Code Board of Appeals | 28 a |
| Housing Codes Advisory & Appeals Board | 28 a |
| Code Enforcement Hearing Examiners | 28 a |
| Parks and Recreation Commission | 28 f |
| Preservation Commission | 28 a |
| Retirement Hearing Commission | 28 g |
| Sacramento Disabilities Advisory Commission | 28 a |
| Sacramento Metropolitan Arts Commission | 28 h |
| Sacramento Regional Arts Facilities Financing Authority | 28 a |
| Utilities Rate Advisory Commission | 28 i |

Appendix 3

DISCLOSURE CATEGORIES

Definition

As used in this appendix, the term “unit” means the particular division, board, commission, office, or other entity using the disclosure category.

| No. | Description |
|-----|---|
| 1 | All investments. |
| 2 | All business positions in business entities. |
| 3 | All sources of income. |
| 4 | All interests in real property. |
| 5 | All investments and business positions in business entities, and income from sources, that provide goods, services, including consulting services, facilities, equipment, or machinery of the type used by the designated employee’s unit. |
| 6 | All investments and business positions in business entities, and income from sources, that provide goods, services, including consulting services, facilities, equipment, or machinery of the type used by the designated employee’s department. |
| 7 | All investments and business positions in business entities, and income from sources, that provide goods, services, including consulting services, facilities, equipment, or machinery of the type used by the City. |
| 8 | All investments and business positions in business entities, and income from sources, that are currently regulated, permitted, or licensed by, or have an application for a license or permit pending before, the designated employee’s unit. |
| 9 | All investments and business positions in business entities, and income from sources, that are engaged in manufacturing or sales of construction or building materials or supplies. |
| 10 | All investments and business positions in business entities, and income from sources, that provide title insurance, escrow services, or offer services associated with the conveyance of real property. |
| 11 | All investments and business positions in business entities, and income from sources, that are engaged in real estate investment, including those engaged in real estate sales, leasing, or rentals, or development of real property. |
| 12 | All investments and business positions in business entities, and income from sources, that are engaged in land use planning or consulting, including environmental planning or consulting. |
| 13 | All investments and business positions in business entities, and income from sources, that are trust companies, actuarial firms, investment counseling firms, brokerage firms, savings and loan associations, real estate brokerage or development companies, banks, or financial institutions. |

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| 14 | All investments and business positions in business entities, interests in real property, and income from sources, in which the City, or any of its trust funds, is authorized to invest funds. |
| 15 | All investments and business positions in business entities, interests in real property, and income from sources, in which the Sacramento City Employees' Retirement System is authorized to invest funds. |
| 16 | All income from recognized employee organizations. |
| 17 | All interests in real property located in whole or in part within the boundaries, or within 500 feet of the boundaries, of the jurisdiction and all investments and business positions in business entities, and income from sources, located or doing business within the jurisdiction. For the purposes of this disclosure category, the term "jurisdiction" means the following: (1) the Old Sacramento Historical Area, as defined in Sacramento City Code section 15.112.010; (2) any historic district, as defined in Sacramento City Code section 15.124.030; or, (3) the Old City or Old Sacramento, as defined in Sacramento City Code section 17.16.010. |
| 18 | All investments and business positions in business entities, and income from sources, that are recognized employee organizations representing employee groups of the City. |
| 19 | All investments and business positions in business entities, and income from sources, that provide employment placement services or personnel consulting services. |
| 20 | All investments and business positions in business entities, interests in real property, and income from sources, the type of which municipalities are permitted to invest under California law. |
| 21 | All investments and business positions in business entities, and income from sources, that provide goods, services, including consulting services, facilities, equipment, or machinery of the type used by the designated employee's unit or at any facility or location under the control of the designated employee's unit. |
| 22 | All investments and business positions in business entities, and income from sources, that provide computer software, hardware, or peripherals of the type used by the City, and services, including consulting services, related to these items. |
| 23 | All investments and business positions in business entities, and income from sources, that provides construction or engineering services. |
| 24 | All investments and business positions in business entities, and income from sources, that are engaged in architecture, landscape architecture, or civil engineering. |
| 25 | All income from a City employee or the spouse, registered domestic partner, or dependent children of such employee. |
| 26 | All investments, business positions or interests in, or income from, a business entity or real property in which a City employee, or the spouse, registered domestic partner, or dependent children of such employee also has an investment, business position or interest. |

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| 27 | <p>All income from the City, a member of the Sacramento City Employees' Retirement System ("System"), the spouse, registered domestic partner, or dependent children of such member, or a survivor(s) of such member receiving benefits under the System; <u>and</u> all investments, business positions or interests in, or income from, a business entity or real property in which a member of the System, the spouse, registered domestic partner, or dependent children of such member, or a survivor(s) of such member receiving benefits under the System also has an investment, business position or interest.</p> |
| 28 | <p>a. All investments; All business positions in business entities; All sources of income; and All interests in real property.</p> <p>b. All interests in real property; and All investments and business positions in business entities, and income from sources, that provide goods, services, including consulting services, facilities, equipment, or machinery of the type used by the Animal Care Services Division.</p> <p>c. All investments and business positions in business entities, and income from sources, that are engaged in work that is subject to regulation under the City's plumbing code or manufacture or supply materials for use by business entities that employ journey-level plumbers or plumber trainees; and All investments in, and income from, business entities, unions, or organizations that are comprised of, represent, or employ journey-level plumbers or plumber trainees.</p> <p>d. All investments and business positions in business entities, and income from sources, that are recognized employee organizations representing employee groups of the City; All investments and business positions in business entities, and income from sources, that provide employment placement services or personnel consulting services; and All income from a City employee or the spouse, registered domestic partner, or dependent children of such employee.</p> <p>e. All investments and business positions in business entities, and income from sources, that collect, analyze, or interpret traffic stop data.</p> <p>f. All interests in real property; and All investments and business positions in business entities, and income from sources, that provide goods, services, including consulting services, facilities, equipment, or machinery of the type used by the Department of Parks and Recreation.</p> <p>g. All income from recognized employee organizations; All investments, business positions or interests in, or income from, a business entity or real property in which a member of the System, the spouse, registered domestic partner, or dependent children of such member, or a survivor(s) of such member receiving benefits under the System also has an investment, business position or interest; and All investments, business positions or interests in, or income from, a business entity or real property in which a member of the System, the spouse, registered domestic partner, or dependent children of such member, or a survivor(s) of such member receiving benefits under the System also has an investment, business position or interest.</p> <p>h. All investments and business positions in business entities, and income from sources, that engage in the creation, fabrication, display, or sale of artwork.</p> <p>i. All interests in real property; and All investments and business positions in businesses entities, and income from sources, that provide utility services, goods, services, including consulting services, facilities, equipment, or machinery of the type used by the City Department of Utilities in connection with the provision of utility service or utility services pursuant to Title 13 of the Sacramento City Code.</p> |

Appendix 4

CODE RESOLUTION HISTORY

The following details the history of the Conflict of Interest Code resolutions adopted by City Council. Full resolutions are available in CCM.

Resolution 77-680 was the original Conflict of Interest Code for City boards and commissions. Amendments 80-392; 81-254; 85-0658; 87-011; 87-108; 87-548; 88-050; 88-178; 88-180; 89-141; 89-143; 89-923; 90-157; 90-159; 91-206; 91-208; 92-179; 92-229; 92-230; 92-281; 92-623; 92-691; 92-758; 93-131; 93-221.

Resolution 79-414 was the original Conflict of Interest Code for designated City employees. Amendments 79-414; 80-393; 80-394; 81-255; 85-064; 85-216; 85-275; 85-644; 86-277; 86-278; 86-361; 86-637; 87-107; 87-303; 87-505; 87-533; 87-539; 87-555; 87-706; 87-726; 87-740; 87-804; 87-868; 87-973; 88-177; 88-179; 88-313; 88-357; 88-393; 88-576; 88-608; 88-908; 88-909; 88-962; 88-993; 89-995; 89-140; 89-142; 89-325; 89-412; 89-541; 89-634; 89-673; 89-687; 89-709; 89-771; 89-853; 89-884; 90-030; 90-156; 90-158; 90-299; 90-533; 90-642; 90-644; 90-767; 90-799; 90-916; 91-022; 91-166; 91-205; 91-207; 91-486; 91-604; 91-649; 91-693; 91-807; 91-974; 92-009; 92-039; 92-152; 92-227; 92-228; 92-796; 92-840; 93-120; 93-503; 93-559; 93-660; 93-678; 93-737.

Resolution 94-160 consolidated the City board and commissions and designated City employees into one Conflict of Interest Code. Amendments 94-217; 94-627; 95-125; 95-427; 95-429; 95-632; 95-673; 96-014; 96-039; 96-685; 96-504; 96-424; 96-121; 2000-294; 2001-487; 2002-217; 2003-534; 2005-222; 2006-116; 2007-112; 2008-092; 2009-097; 2010-071; 2011-113; 2011-269; 2011-063.