REPORT TO COUNCIL 18
City of Sacramento

915 I Street, Sacramento, CA 95814-2604
www. CityofSacramento.org

Consent
February 20, 2007

Honorable Mayor and
Members of the City Council

Title: 2007 Updated Conflict of Interest Code

Location/Council District: Citywide

Recommendation: Adopt a **Resolution** 1) adopting the Conflict of Interest Code for the City of Sacramento; and 2) repealing resolution 2006-116.

Contact: Stephanie Mizuno, Assistant City Clerk, (916) 808-7200
Shirley Concolino, City Clerk, (916) 808-7200

Presenters: N/A

Department: City Clerk's Office

Division: N/A

Organization No: 0700

Description/Analysis

Issue: With this action, the City Council will adopt the updated version of the conflict of interest code for city departments and boards/commissions.

Policy Considerations:

Environmental Considerations: N/A

Commission/Committee Action: N/A

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 relating to its designated filers and disclosure categories. Updating the code also allows incorporation of provisions contained in Title 2, Division 6 of the California Code of Regulations that may have changed since the previous approval of the agency's code.

Financial Considerations: N/A

Emerging Small Business Development (ESBD): N/A

Respectfully Submitted by: S. Mizuno
Stephanie Mizuno
Assistant City Clerk

Recommendation Approved:

Shirley Conolino
City Clerk

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Attachment 1

Background:

On January 19, 2007 the City Clerk's Office held an open hearing with departments to review the proposed code changes. This hearing was noticed in the Daily Recorder, posted in City Hall, posted within each department, and provided to each affected filer. The minutes of that hearing are included with this report as "Attachment 2".

In summary, the updated code includes additions of classifications that have been deemed to have authorities that require filing; deletion of classifications that have been deemed not to have authorities that require filing; deletion of classifications that no longer exit; modification of classifications that have been re-classified; modification in disclosure categories to establish accurate disclosure; modifications to departments as a result of reorganization; and deletions or additions of boards and commissions that have been created or disbanded since the prior code adoption.

Attachment 2

Meeting Minutes

2007 Conflict of Interest Code Review Hearing

915 I Street, Historic Hearing Room
Sacramento, CA
January 19, 2007

Call to Order

The Conflict of Interest Code Hearing for city departments and boards and commissions was called to order at 1:33 p.m. by Stephanie Mizuno, Assistant City Clerk. The process of how the hearing would be conducted was explained. Jennifer Carlino, Senior Deputy City Clerk assisted.

Announcement

Assistant City Clerk Mizuno announced that notice of the hearing was published in the Daily Recorder on January 9, 2007, posted within each department (or provided directly to affected employees).

She asked if anyone in the audience was present to speak or ask questions about the proposed changes to the Code. No response was received.

Department Presentations

1. Jennifer Carlino, Senior Deputy City Clerk, opened the hearing for Vickie Smith, Agency Clerk, for the **Sacramento Housing and Redevelopment Agency** affiliated boards and commissions.

   The Code for the Alkali Flat Redevelopment Advisory Committee, Del Paso Heights Redevelopment Advisory Committee, North Sacramento Redevelopment Advisory Committee, Oak Park Redevelopment Advisory Committee, Sacramento Army Depot Redevelopment Advisory Committee, Stockton Boulevard Redevelopment Advisory Committee, 65th Street Redevelopment Advisory Committee, Old Sacramento Variance Appeals Board had no changes.

   With no testimony or protests received, the hearing for this department was closed and the Conflict of Interest Code was adopted for transmittal to the City Council.

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2. Lida Chew, Sr. Staff Assistant, opened the hearing for the **Utilities Department.**

The Code for the Utilities Department was amended as follows: Integrated Waste General Supervisor with disclosure categories 4, 5, 9, 29 was deleted; the following positions were modified deleting disclosure categories 9, 11, 29 and adding 3, 5: Administrative Officer, Associate Field Services Manager, Associate Civil Engineer, Associate Electrical Engineer, Business Services Manager, Engineering Manager, Field Services Manager, Information Technology Supervisor, Media and Communication Specialist, Plant Services Manager, Program Manager, Program Specialist, Senior Engineer, Special Project Engineer, Supervising Engineer, Integrated Waste Collections Superintendent, Integrated Waste General Manager , Integrated Waste Planning Superintendent, and Program Manager; the following positions were modified by adding disclosure category 3: Utility Construction Coordinator, Water and Sewer Superintendent, Field Services, and Water and Sewer Superintendent, Plant Services.

With no testimony or protests received, the hearing for this department was closed and the Conflict of Interest Code was adopted for transmittal to the City Council.

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3. Kathy Badgley, Law Office Administrator, opened the hearing for the **City Attorney's Office**.

The Code for the City Attorney's Office was amended as follows: Law Office Administrator and Special Assistant to the City Attorney were modified to delete disclosure categories 1, 2, 3, 4 and add disclosure category 5.

With no testimony or protests received, the hearing for this department was closed and the Conflict of Interest Code was adopted for transmittal to the City Council.

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

The Code for the Transportation Department was amended as follows: the following positions were deleted: Administrative Analyst with disclosure categories 4, 5; Assistant Civil Engineer with disclosure categories 4, 5, 11, 30; Assistant Electrical Engineer with disclosure categories 4, 5, 11, 30; Program Analyst with disclosure categories 4, 5, 11, 30; and Senior Engineering Technician with disclosure categories 4, 5, 11, 30; the following positions were added: Supervising Financial Analyst for Engineering Services and Parking Services with disclosure category 6; and the following positions were modified: Program Manager <u>to</u> Operations General Supervisor with no change in disclosure categories, Administrative Officer <u>to</u> Operations General Supervisor with no change in disclosure categories, and Special Project Engineer <u>to</u> Operations Manager with no change in disclosure categories.

With no testimony or protests received, the hearing for this department was closed

and the Conflict of Interest Code was adopted for transmittal to the City Council.

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4. Diane Morrison, Administrative Officer, opened the hearing for the **Planning Department.**

   The Planning Department was added to the Code as a new department and the following positions were added: Administrative Officer with disclosure categories 4, 5, 9, 11, Associate Planner with disclosure category 6, Director of Planning with disclosure categories 1, 2, 3, 4, New Growth Manager with disclosure categories 1, 2, 3, 4, Principal Planner with disclosure categories 1, 2, 3, 4, Program Manager with disclosure categories 1, 2, 3, 4, Program Specialist (Special Districts) with disclosure categories 4, 5, 9, 11, Program Specialist (Infill) with disclosure category 6, Senior Planner with disclosure category 6, Senior Engineer with disclosure categories 4, 5, 9, 11, and General Plan Update Project Manager with disclosure categories 1, 2, 3, 4.

   With no testimony or protests received, the hearing for this department was closed and the Conflict of Interest Code was adopted for transmittal to the City Council.

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5. Sheila Colson, Personnel Transaction Coordinator, opened the hearing for the **Parks and Recreation Department** and the **Parks and Recreation Commission**.

   The Code for the Parks and Recreation Department was amended as follows: the following position was deleted: Administrative Analyst with disclosure categories 4, 5, 11, 12, 28; the following positions were added: System Engineer with the disclosure categories of 5, 28, Operations Manager with the disclosure categories of 1, 2, 3, 4, Supervising Landscape Architect with disclosure categories of 4, 5, 11, 12, 28, and Senior Planner with disclosure categories 4, 5, 9, 29, 30; and the following position was modified: Recreation Supervisor to Recreation General Supervisor with no change in disclosure categories.

   The Code for the Parks and Recreation Commission has no changes

   With no testimony or protests received, the hearing for this department was closed and the Conflict of Interest Code was adopted for transmittal to the City Council.

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6. Derrick Lim, Area Director, opened the hearing for the **Neighborhood Services Department.**

   The Code for the Neighborhood Services Department was amended as follows: the following positions are deleted: Administrative Analyst with disclosure categories 4, 5, Program Analyst with disclosure categories 4, 5, and Program Specialist with disclosure categories 4, 5.

   With no testimony or protests received, the hearing for this department was closed

and the Conflict of Interest Code was adopted for transmittal to the City Council.

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7. Mercedes Azar, Operations Manager, opened the hearing for the **Mayor/Council Office** and **Meadowview Development Committee.**

   The Code for the Mayor/Council Office and Meadowview Development Committee had no changes.

   With no testimony or protests received, the hearing for this department was closed and the Conflict of Interest Code was adopted for transmittal to the City Council.

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8. Shelley Banks, Labor Relations Analyst, opened the hearing for the **Labor Relations Department.**

   The Code for the Labor Relations Department had no changes.

   With no testimony or protests received, the hearing for this department was closed and the Conflict of Interest Code was adopted for transmittal to the City Council.

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

   The Code for the Information Technology Department had no changes.

   With no testimony or protests received, the hearing for this department was closed and the Conflict of Interest Code was adopted for transmittal to the City Council.

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

    The Code for the General Services Department was amended as follows: the following positions are deleted: Building Inspector II, Building Inspector III, and Supervising Building Inspector all with disclosure categories 4, 5, 9, 29; the following positions were added: Senior Animal Care Control Officer with disclosure category 5, Senior Animal Care Technician with disclosure category 5, Senior Systems Engineer with disclosure category 6, Information Technology Support Specialist II with disclosure category 6, Senior Department System Specialist with disclosure category 6, Building Inspector IV with disclosure category 4, 5, 9, 29, Real Property Agent I with disclosure category 4, 10, 11, Building Services Manager with disclosure category 6, Administrative Technician with disclosure category 6, Electrician Supervisor with disclosure category 5, Electrician R2 with disclosure category 5, Structural Maintenance Supervisor with disclosure category 5, Maintenance Worker with disclosure category 5, Building Maintenance Worker with disclosure category 5, Stationary Engineer with disclosure category 5, Plumber with

disclosure category 5, Carpenter with disclosure category 5, Painter with disclosure category 5, Sheet Metal Worker with disclosure category 5, Equipment Mechanic III with disclosure category 5, Equipment Maintenance Supervisor with disclosure category 5, Store Clerk II with disclosure category 5, and Storekeeper with disclosure category 5; and the following positions were modified: Facilities Superintendent to Facilities and Real Property Superintendent with no change in disclosure categories, and Media Communications Specialist to Program Specialist (Media) with no changes in disclosure categories.

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

With no testimony or protests received, the hearing for this department was closed and the Conflict of Interest Code was adopted for transmittal to the City Council.

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11. Tosha Cherry, Administrative Analyst, opened the hearing for the **Human Resources Department**, for 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 positions were modified as follows: Safety Officer to Environmental Health and Safety Officer with no change in disclosure categories, Organizational Manager to Human Resources Manager with no change in disclosure categories, Loss Control Manager to Human Resources Manager (Loss Control) with no change in disclosure categories, and Equal Employment Manager to Human Resources Manager (Equal Employment) with no change in disclosure categories.

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

With no testimony or protests received, the hearing for this department was closed and the Conflict of Interest Code was adopted for transmittal to the City Council.

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12. Lanisa Larrabee, Administrative Analyst, opened the hearing for the **Fire Department.**

The Code for the Fire Department was amended as follows: Staff Aide Management with disclosure categories 4, 5 was added; and the following position is modified: Emergency Service Coordinator to Program Manager with no changes in disclosure categories.

With no testimony or protests received, the hearing for this department was closed and the Conflict of Interest Code was adopted for transmittal to the City Council.

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13. Mary Hernandez, Administrative Assistant, opened the hearing for the **Finance Department** and **Small Business Development & Employment Advisory.**

The Code for the Finance Department was amended as follows: the following position is amended: Buyer I, II, and III to Program Analysts (Procurement) with no change in disclosure categories.

The Code for the Small Business Development & Employment Advisory had no changes.

With no testimony or protests received, the hearing for this department was closed and the Conflict of Interest Code was adopted for transmittal to the City Council.

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14. Noreen James, Administrative Technician, opened the hearing for the **Economic Development Department.**

The Code for the Economic Development Department had no changes.

With no testimony or protests received, the hearing for this department was closed and the Conflict of Interest Code was adopted for transmittal to the City Council.

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15. Valerie Brown, Program Analyst, opened the hearing for the **Development Services Department, Board of Plumbing Examiners, Building and Fire Code Advisory and Appeals Board, Construction Codes Advisory and Appeals Board, Design Commission, Design Review and Preservation Board, Development Oversight Commission, Electrical Code Advisory and Appeals Board, Mechanical and Plumbing Code Advisory and Appeals Board**, and **Preservation Commission.**

The Code for the Development Services Department was amended as follows:

The following positions are deleted: Director of Planning with disclosure categories 1, 2, 3, 4, Natomas Manager with disclosure categories 1, 2, 3, 4, Program Specialist for the Development Oversight Commission with disclosure categories 8, 9, 11, 29, Senior Engineer (Special Districts) with disclosure categories 4, 5, 9, 11, Program Specialist (Special Districts) with disclosure categories 4, 5, 9, 11, and Special Project Manager (Infill) with disclosure category 6.

The following positions were added: Assistant Building Official with disclosure categories 1, 2, 3, 4, Program Specialist with disclosure categories 4, 5, 8, 11, 29 to combine all positions, Operations Manager with disclosure categories 1, 2, 3, 4, Director of Development with disclosure categories 1, 2, 3, 4, Business Services Manager with disclosure categories 1, 2, 3, 4, Urban Design Manager with disclosure categories 1, 2, 3, 4, Senior Architect with disclosure categories 4, 5, 6, 9, 11, 29, Senior Development Project Manager with disclosure categories 1, 2, 3,

4, Development Project Manager with disclosure categories 1, 2, 3, 4, Media and Communications Specialist with disclosure categories 4, 5, 8, 11, 29, and Senior Supervising Building Inspector with disclosure categories 4, 8, 9, 11, 29.

The following positions were amended as follows: Senior Engineer with disclosure categories 4, 8, 9, 29, adding disclosure categories 5, 11, Supervising Engineer combining all positions and expanding disclosure categories to 4, 5, 6, 9, 11, 29, Administrative Officer combining all positions and deleting disclosure category 9 and adding disclosure categories 4, 5, 6, 8, 11, 29, and Program Manager deleting disclosure category 6 and adding disclosure categories 1, 2, 3, 4.

The Codes for the Board of Plumbing Examiners and Development Oversight Commission had no changes.

The Codes for the Construction Codes Advisory and Appeals Board with disclosure categories 1, 2, 3, 4 and Design Review and Preservation Board with disclosure categories 1, 2, 3, 4 were deleted as both boards have been disbanded.

Building and Fire Code Advisory and Appeals Board with disclosure categories 1, 2, 3, 4; Electrical Code Advisory and Appeals Board with disclosure categories 1, 2, 3, 4; Mechanical and Plumbing Code Advisory and Appeals Board with disclosure categories 1, 2, 3, 4; Design Commission with disclosure categories 1, 2, 3, 4; and Preservation Commission with disclosure categories 1, 2, 3, 4 were added to the Code.

With no testimony or protests received, the hearing for this department was closed and the Conflict of Interest Code was adopted for transmittal to the City Council.

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16. Linda Delong, Administrative Officer, opened the hearing for the **Convention, Culture & Leisure Department** and the **Sacramento Metropolitan Arts Commission.**

The Code for the Convention, Culture & Leisure Department was amended as follows: Curator of History with disclosure category 5 was added.

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

With no testimony or protests received, the hearing for this department was closed and the Conflict of Interest Code was adopted for transmittal to the City Council.

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17. Amber Bartosh, Administrative Assistant, opened the hearing for the **Code Enforcement Department**, the **Housing Code Advisory and Appeals Board**, and the **Code Enforcement Hearing Examiners**.

The Code for the Code Enforcement Department was amended as follows: Building Inspector I with disclosure categories 4, 7, 8, 9, 11, 29 was added to the Code; the

Code for the Housing Code Advisory and Appeals Board had no changes; and the Code for Code Enforcement Hearing Examiners had no changes.

With no testimony or protests received, the hearing for this department was closed and the Conflict of Interest Code was adopted for transmittal to the City Council.

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18. Carol Jones, Staff Services Administrator, opened the hearing for the **City Treasurer's Office**.

The Code for the City Treasurer's Office had no changes.

With no testimony or protests received, the hearing for this department was closed and the Conflict of Interest Code was adopted for transmittal to the City Council.

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19. Kathy Trapp, Staff Services Supervisor, opened the hearing for the **City Manager's Office** and the **Compensation Commission**.

The Code for the City Manager's Office was amended as follows: Citizen Complaint Officer with disclosure categories 1, 2, 3, 4 was deleted; and the following positions were added: Director of Governmental Affairs with disclosure categories 1, 2, 3, 4 and Deputy Director of Public Safety Accountability with disclosure categories 1, 2, 3, 4.

The Code for the Compensation Commission had no changes

With no testimony or protests received, the hearing for this department was closed and the Conflict of Interest Code was adopted for transmittal to the City Council.

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20. Jennifer Carlino, Senior Deputy City Clerk, opened the hearing for the **City Clerk's Office** and the **Sacramento Regional Arts Facilities Financing Authority**.

The Code for the City Clerk's Office was amended as follows: the Program Manager position with a disclosure category 5 was added; and the Code for the Sacramento Regional Arts Facilities Financing Authority had no changes

With no testimony or protests received, the hearing for this department was closed and the Conflict of Interest Code was adopted for transmittal to the City Council.

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21. Jennifer Carlino, Senior Deputy City Clerk in the City Clerk's Office, opened the hearing on behalf of Jeannette Bonner, for the **Police Department** and the **Community Racial Profiling Commission**.

The Code for the Police Department was amended as follows: the following positions were added: Principal Engineer with disclosure categories 5, 28,

Information Technology Supervisor with disclosure categories 5, 28, Senior Systems Engineer with disclosure categories 5, 28, Senior Applications Developer with disclosure categories 5, 28, Senior Account Auditor with disclosure categories 1, 2, 3, 4, Account Auditor with disclosure category 6, and Program Manager with disclosure categories 1, 2, 3, 4; Information Technology Manager position was modified changing disclosure categories from 1, 2, 3, 4 to 5, 28.

The Code for the Community Racial Profiling Commission had no changes.

With no testimony or protests received, the hearing for this department was closed and the Conflict of Interest Code was adopted for transmittal to the City Council.

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

Adjournment

With no further business to be conducted the hearing was adjourned at 2:00 p.m.

Respectfully submitted,

Stephanie Mizuno
Assistant City Clerk

Approved:

Shirley Concolino
City Clerk

RESOLUTION NO. 2007-____

Adopted by the Sacramento City Council

_____, 2007

ADOPTING THE CONFLICT OF INTEREST CODE FOR THE CITY OF SACRAMENTO AND REPEALING RESOLUTION 2006-116

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 February 14, 2006, the City Council of the City of Sacramento adopted Resolution 2006-116 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, 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 2006-116 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 2006-116; 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 2006-116.

Section 2. The Conflict of Interest Code attached hereto as Exhibit A is hereby adopted.

Section 3. This resolution will take effect on the date it is passed.

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Exhibit A

Adopted by the City of Sacramento City Council on _____, 2007 by the following vote:

EXHIBIT A

THE CONFLICT OF INTEREST CODE OF THE CITY OF SACRAMENTO

SECTION 100. The terms of 2 California Code of Regulations section 18730, which is attached hereto as **Appendix 1**, and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with **Appendix 2** and **Appendix 3** which designates officials and employees and sets forth disclosure categories, constitute the Conflict of Interest Code of the City of Sacramento.

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 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 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 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 700. The City Manager, or designated representative, shall make the initial determination as to whether individuals are consultants, as defined in 2 Cal. Code Reg. § 18701. In making such determination, the City Manager or designated representative may consult with and rely upon the advice of the City Attorney. The requirements of this Conflict of Interest Code shall be included in the contract which is entered into between the City and the consultant.

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 Labor Relations Director 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.

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 Government Code section 87300 or the amendment of a conflict of interest code within the meaning of Government Code 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, Government Code 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 Government Code 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 (2 Cal. Code of Regs. sections18100, 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 Government Code 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, Government Code 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, Government Code 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 1.

(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 Government Code section 87302.6, the day after the closing date of the most recent statement filed by the member pursuant to 2 Cal. Code Regs. section 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) Investments and Real Property Disclosure.

When an investment or an interest in real property[3] 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 two thousand dollars ($2,000), exceeds ten thousand dollars ($10,000), exceeds one hundred thousand dollars ($100,000), or exceeds one million dollars ($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 five hundred dollars ($500) or more in value, or fifty dollars ($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 one thousand dollars ($1,000) or less, greater than one thousand dollars ($1,000), greater than ten thousand dollars ($10,000), or greater than one hundred thousand dollars ($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 ten thousand dollars ($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 Government Code 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 Government Code section 89506.

(8.1) Section 8.1 Prohibition on Receipt of Gifts in Excess of $360.

(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 $360 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 Government Code 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 five hundred dollars ($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 one hundred dollars ($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 two hundred fifty dollars ($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 two thousand dollars ($2,000) or more;

(B) Any real property in which the designated employee has a direct or indirect interest worth two thousand dollars ($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 five hundred dollars ($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 $360 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 one thousand dollars ($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 Government Code section 83114 and 2 Cal. Code Regs. sections 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, Government Code sections 81000 – 91014. In addition, a decision in relation to which a violation of the disqualification provisions of this code or of Government Code section 87100 or 87450 has occurred may be set aside as void pursuant to Government Code section 91003.

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

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[1] Designated 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 Government Code section 81004.

[2]See Government Code section 81010 and 2 Cal. Code of Regs. Section 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.

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

[4]Investments 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.

[5]A 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.

[6]Income 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.

APPENDIX 2

CITY OF SACRAMENTO
CONFLICT OF INTEREST CODE

DESIGNATED POSITIONS

The following is a listing of those classifications/positions that are required to submit a Statement of Economic Interests forms:

Department - Board or Commission	Classification	Disclosure Category
All Departments	Consultant	*see footnote below
City Attorney's Office	Assistant City Attorney	1, 2, 3, 4
	Deputy City Attorney	1, 2, 3, 4
	Special Assistant to City Attorney	5
	Law Office Administrator	5
	Senior Deputy City Attorney	1, 2, 3, 4
	Supervising Deputy City Attorney	1, 2, 3, 4
City Clerk's Office	Assistant City Clerk	5
	City Clerk	5
	Program Manager	5
City Manager's Office	Assistant City Manager	1, 2, 3, 4
	City Auditor	1, 2, 3, 4
	Deputy Director of Public Safety Accountability	1, 2, 3, 4
	Director of Public Safety Accountability	1, 2, 3, 4
	Director of Governmental Affairs	1, 2, 3, 4
	Media & Communications Officer	1, 2, 3, 4
City Treasurer's Office	Assistant City Treasurer	13, 14, 26
	Debt Analyst	13, 14, 26
	Investment Officer	13, 14, 26
	Investment Operations Analyst	13, 14, 26
	Senior Debt Analyst	13, 14, 26
	Senior Investment Officer	13, 14, 26
	Treasury Analyst	13, 14, 26
	Treasury Manager	13, 14, 26
Code Enforcement	Administrative Analyst	4, 11, 12, 28
	Building Inspector I, II, III, IV	4, 7, 8, 9, 11, 29
	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, 29
	Department Systems Specialist I, II	28
	Information Technology Support Specialist II	28
	Program Manager	1, 2, 3, 4

	Senior Code Enforcement Officer	4, 7, 8, 9, 11, 29
	Senior Supervising Building Inspector	4, 7, 8, 9, 11, 29
	Supervising Building Inspector	4, 7, 8, 9, 11, 29
	Support Services Manager	4, 11, 12, 28
	Zoning Investigator	4, 7, 8, 9, 11, 29
Convention, Culture & Leisure	Administrative Officer - CC & L Admin.	4, 5, 11, 17,27, 30
	Administrative Officer - Convention Center	5, 27
	Administrative Officer - Golf	5
	Administrative Officer - Old Sacramento	17
	Archivist	5
	Art in Public Places Coordinator	5
	Art in Public Places Specialist	5
	Art Museum Registrar	5
	Assistant Box Office Supervisor	5, 27
	Associate Curator of Art	5
	Convention Center General Manager	5, 27
	Curator of Art	5
	Curator of Education	5
	Curator of History	5
	Deputy Convention Center General Manager	5, 27
	Director of Convention, Culture & Leisure	4, 5, 11, 17,27, 30
	Events Services Manager	5, 27
	Events Services Supervisor - Box Office	5, 27
	Events Services Supervisor - Convention Center	5, 27
	Gold Superintendent	5
	Golf Manager	5
	History & Science Manager	5, 17
	Marina Manager	5
	Metropolitan Arts Manager	5
	Principal Systems Engineer	4, 5, 11
	Program Manager	4, 5, 11
	Zoo Curator	5, 17, 27, 30
Development Services	Administrative Officer	4, 5, 6, 8, 11, 29
	Assistant Building Official	1, 2, 3, 4
	Assistant Civil Engineer	4, 5, 9, 11
	Associate Architect	8, 9, 11, 29
	Associate Civil Engineer	4, 8, 9, 29
	Associate Civil Engineer (Eng. & Fin.)	4, 5, 9, 11
	Associate Mechanical Engineer	4, 8, 9, 29
	Associate Planner	6
	Building Inspector I, II, III, IV	4, 8, 9, 11
	Business Services Manager	1, 2, 3, 4
	Chief Building Inspector	4, 8, 9, 11, 29
	Chief Building Official	1, 2, 3, 4
	Development Project Manager	1, 2, 3, 4
	Director of Development	1, 2, 3, 4
	Engineering Manager	4, 5, 9, 11
	Fire Protection Engineer	4, 8, 9, 29
	Media and Communications Specialist	4, 5, 8, 11, 29

	Operations Manager	1, 2, 3, 4
	Permit Services Manager	1, 2, 3, 4
	Planning Manager	1, 2, 3, 4
	Principal Applications Developer	28
	Principal Building Inspector	4, 8, 9, 11, 29
	Principal Planner	1, 2, 3, 4
	Process Management Manager	6
	Program Manager	1, 2, 3, 4
	Program Specialist	4, 5, 8, 11, 29
	Senior Architect	4, 5, 6, 9, 11, 29
	Senior Development Project Manager	1, 2, 3, 4
	Senior Engineer	4, 5, 8, 9, 11, 29
	Senior Engineering Technician	4, 5, 9, 11
	Senior Management Analyst	6
	Senior Planner	6
	Senior Supervising Building Inspector	4, 8, 9, 11, 29
	Staff Aide (Management)	6
	Supervising Building Inspector	4, 8, 9, 11
	Supervising Engineer	4, 5, 6, 9, 11, 29
	Supervising Surveyor	4, 5, 9
	Urban Design Manager	1, 2, 3, 4
Economic Development	Administrative Officer	4, 5
	Director of Economic Development	1, 2, 3, 4
	Economic Development Manager	1, 2, 3, 4
	Economic Development Project Manager	1, 2, 3, 4
	Senior Economic 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
	Procurement Services Manager	5
	Program Analyst (Procurement)	5
	Program Specialist	5
	Revenue Manager	1, 2, 3
	Special Projects Manager	5
Fire	Fire Assistant Chief	4, 5
	Fire Battalion Chief	4, 5
	Fire Captain, Paramedic Instructor	4, 5
	Fire Captain, Prevention	4, 5
	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
	Fire Captain, EMT Instructor	4, 5
	Program Manager	4, 5
	Program Specialist	4, 5
	Senior Fire Prevention Officer	4, 5

	Staff Aide (Management)	4, 5
	Support Services Manager	4, 5, 8, 9
General Services		
-Business Operations	Director of General Services	1, 2, 3, 4
	Administrative Analyst (Contracts)	4, 5, 9, 29
	Administrative Officer	6
	Information Technology Supervisor	6
	Senior Systems Engineer	6
	Information Technology Support Specialist II	6
	Senior Department Systems Specialist	6
	Program Manager	6
	Program Specialist	4, 5, 9, 29
	Program Specialist (Media)	6
	Supervising Financial Analyst	6
- Facilities/Property Mgmt.	Administrative Technician (City Hall)	6
	Assistant Architect	4, 5, 9, 11, 29, 30
	Associate Architect	4, 5, 9, 11, 29, 30
	Building Inspector V	4, 5, 9, 29
	Building Maintenance Worker	5
	Building Services Manager	6
	Carpenter	5
	Electrician R2	5
	Electrician Supervisor	5
	Equipment Maintenance Supervisor	5
	Equipment Mechanic III	5
	Facilities Manager	4, 5, 9, 11, 29, 30
	Facilities and Real Property Superintendent	4, 5, 9, 29
	Maintenance Worker	5
	Mechanical Maintenance Supervisor	5, 9, 29
	Operations General Supervisor	5, 29
	Painter	5
	Plumber	5
	Program Manager	4, 5, 9, 29
	Real Property Agent I, II, III	4, 10, 11
	Senior Architect	4, 5, 9, 11, 29, 30
	Senior Engineer	4, 5, 9, 11, 29, 30
	Sheet Metal Worker	5
	Stationary Engineer	5
	Store Clerk II	5
	Storekeeper	5
	Structural Maintenance Supervisor	5
	Supervising Architect	4, 5, 9, 11, 29, 30
	Supervising Real Property Agent	4, 10, 11
- Fleet	Fleet Manager	4, 5, 9, 29
	Operations General Supervisor	5, 29
	Program Analyst (Fleet)	4, 5, 9, 29

- Animal Care	Administrative Officer (Animal Care)	5
	Animal Care Services Manager	5
	Senior Animal Care Officer	5
	Senior Animal Care Technician	5
	Supervising Animal Care Officer	5
	Veterinarian	5
Human Resources	Director of Human Resources	5, 13, 16, 21, 22, 31, 35
	Human Resources Manager (Equal Employment)	5, 31, 35
	Human Resources Manager	5, 13, 16, 21, 22, 31, 35
	Human Resources Manager (Loss Control)	5, 31
	Human Resources Manager	5, 13, 16, 21, 22, 31, 35
	Risk Manager	5, 31
	Safety Officer	5, 13, 16, 31, 35
Information Technology	Chief Information Officer	28
	Information Technology Manager	28
	Information Technology Project Manager	28
	Information Technology Supervisor	28
	Principal Systems Engineer (Principal Security Officer)	28
	Program Manager	28
	Senior Information Technology Project Manager	28
Labor Relations	Director of Labor Relations	16, 31
	Labor Relations Manager	16, 31
Mayor/Council Office	Chief of Staff to the Mayor	5
	District Director	1, 2, 3, 4
	Mayor/Council Operations Manager	1, 2, 3, 4
	Special Assistant to the Mayor	1, 2, 3, 4
Neighborhood Services	Neighborhood Services Area Director	1, 2, 3, 4
Parks & Recreation	Administrative Officer	4, 5, 11, 12, 28
	Assistant Landscape Architect	4, 5, 9, 29, 30
	Associate Landscape Architect	4, 5, 9, 29, 30
	Department Systems Specialist II	5, 28
	Director of Parks and Recreation	1, 2, 3, 4
	Geographic Information Systems Specialist III	5, 28
	Graphic Designer	5, 28
	Information Technology Supervisor	5, 28
	Information Technology Support Specialist II	5, 28
	Media & Communications Specialist	4, 5, 11, 12, 28
	Operations Manager	1, 2, 3, 4
	Park Planning Design & Development Manager	4, 5, 11, 12, 28
	Park Maintenance Superintendent	4, 6
	Parks Maintenance Manager	4, 6
	Principal Planner	4, 6

	Program Manager	4, 6
	Program Specialist	4, 5, 11, 12, 28
	Recreation Manager	6
	Recreation Superintendent	6, 28
	Recreation General Supervisor	5
	Senior Landscape Architect	4, 5, 9, 29, 30
	Supervising Landscape Architect	4, 5, 11, 12, 28
	Senior Planner	4, 5, 9, 29, 30
	Support Services Manager	4, 5, 11, 12, 28
	Systems Engineer	5, 28
Planning	Administrative Officer	4, 5, 9, 11
	Associate Planner	6
	Director of Planning	1, 2, 3, 4
	General Plan Update Project Manager	1, 2, 3, 4,
	New Growth Manager	1, 2, 3, 4
	Principal Planner	1, 2, 3, 4
	Program Manager	1, 2, 3, 4
	Program Specialist (Special Districts)	4, 5, 9, 11
	Program Specialist (Infill)	6
	Senior Planner	6
	Senior Engineer	4, 5, 9, 11
Police	Accountant Auditor	6
	Administrative Analyst (Licensing/Permits)	5
	Administrative Officer	1, 2, 3, 4
	Burglary/Robbery Alarm Inspector	8
	Captain	1, 2, 3, 4
	Chief of Police	1, 2, 3, 4
	Deputy Chief of Police	1, 2, 3, 4
	Information Technology Manager	5, 28
	Information Technology Supervisor	5, 28
	Lieutenant	1, 2, 3, 4
	Police Administrative Manager	1, 2, 3, 4
	Principal Engineer	5, 28
	Program Manager	1, 2, 3, 4
	Senior Accountant Auditor	1, 2, 3, 4
	Senior Applications Developer	5, 28
	Senior Systems Engineer	5, 28
	Sergeant, K-9 Unit	5
Transportation		
- Director's Office	Administrative Officer	6
	Director of Transportation	1, 2, 3, 4
	Media and Communications Specialist	6
	Principal Planner	6
	Program Manager	6
	Operations Manager	6
-Engineering Services	Administrative Officer	4, 5, 11, 30
	Associate Civil Engineer	4, 5, 11, 30

	Associate Electrical Engineer	4, 5, 11, 30
	Construction Inspector II, III	4, 5
	Electrical Construction Inspector II, III	4, 5
	Engineering Manager	4, 5, 11, 30
	Program Specialist	4, 5, 11, 30
	Senior Engineer	4, 5, 11, 30
	Special Projects Engineer	4, 5, 11, 30
	Supervising Construction Inspector	4, 5
	Supervising Engineer	4, 5, 11, 30
	Supervising Financial Analyst	6
	Supervising Surveyor	4, 5
	Traffic Engineer	4, 5, 11, 30
- Parking Services	Operations General Supervisor	4, 5
	Parking Enforcement Officer (citation review)	4, 5
	Parking Enforcement Supervisor	4, 5
	Parking Manager	4, 5
	Program Specialist	4, 5
	Supervising Financial Analyst	6
- Street Services	Construction Inspector I, II, III	4, 5
	Program Specialist	4, 5
	Operations General Supervisor	5
	Streets Manager	4, 5, 11, 30
	Supervising Engineer	4, 5, 11, 30
	Traffic Control/Lighting Supervisor	5
	Traffic Supervisor	5
Utilities	Administrative Officer	3, 4, 5
	Assistant Field Services Manager	3, 4, 5
	Associate Civil Engineer	3, 4, 5
	Associate Electrical Engineer	3, 4, 5
	Business Services Manager	3, 4, 5
	Executive Director Sacramento City-County Office of Metropolitan Water Planning	1, 2, 3, 4
	Director of Utilities	1, 2, 3, 4
	Engineering Manager	3, 4, 5
	Field Services Manager	3, 4, 5
	Information Technology Supervisor	3, 4, 5
	Media & Communication Specialist	3, 4, 5
	Plant Services Manager	3, 4, 5
	Program Manager	3, 4, 5
	Program Specialist	3, 4, 5
	SAFCA Counsel	1, 2, 3, 4
	Senior Engineer	3, 4, 5
	Special Project Engineer	3, 4, 5
	Supervising Engineer	3, 4, 5
	Utility Construction Coordinator	3, 4, 5
	Water & Sewer Superintendent, Field Services	3, 4, 5
	Water & Sewer Superintendent, Plant Services	3, 4, 5
	Integrated Waste Collection Superintendent	3, 4, 5
	Integrated Waste General Manager	3, 4, 5

	Integrated Waste Planning Superintendent	3, 4, 5
	Program Manager	3, 4, 5
***Footnote**	* 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 Manager 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.	

Board or Commission	**Disclosure Category**
Administration, Investment and Fiscal Management Board	13, 15
Animal Care Services Citizens Advisory Committee	4, 34
Board of Plumbing Examiners	19, 20
Building and Fire Code Advisory and Appeals Board	1, 2, 3, 4
Civil Service Board	21, 22, 31
Community Racial Profiling Commission	23
Compensation Commission	1, 2, 3, 4
Design Commission	1, 2, 3, 4
Development Oversight Commission	1, 2, 3, 4
Electrical Code Advisory and Appeals Board	1, 2, 3, 4
Housing Codes Advisory & Appeals Board	1, 2, 3, 4
Code Enforcement Hearing Examiners	1, 2, 3, 4
Mechanical and Plumbing Code Advisory and Appeals Board	1, 2, 3, 4
Meadowview Development Committee	17
Old Sacramento Variance & Appeals Board	17
Parks and Recreation Commission	4, 24
Preservation Commission	1, 2, 3, 4
Retirement Hearing Commission	16, 36, 37
Sacramento Disabilities Advisory Commission	1, 2, 3, 4
Sacramento Metropolitan Arts Commission	25
Sacramento Regional Arts Facilities Financing Authority	1, 2, 3, 4
Small Business Development & Employment Advisory	21, 22, 31
65th Street Redevelopment Advisory Committee	17, 18
Alkali Flat Redevelopment Advisory Committee	17, 18
Del Paso Heights Redevelopment Advisory Committee	17, 18
North Sacramento Redevelopment Advisory Committee	17, 18
Oak Park Redevelopment Advisory Committee	17, 18
Sacramento Army Depot Redevelopment Advisory Committee	17, 18
Stockton Boulevard Redevelopment Advisory Committee	17, 18

APPENDIX 3

CITY OF SACRAMENTO
CONFLICT OF INTEREST CODE

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.

No.	Description
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.
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 within the jurisdiction. For the purposes of this disclosure category, the term "jurisdiction" means the following: (1) the redevelopment project area coming under the jurisdiction of the designated employee's redevelopment advisory committee; (2) the Meadowview Development Area; (3) the Old Sacramento Historical Area, as defined in Sacramento City Code section 15.112.010; (4) any historic district, as defined in Sacramento City Code section 15.124.030; or, (5) 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 do business with the Sacramento Housing and Redevelopment Agency or any of the entities administered by the Sacramento Housing and Redevelopment Agency.
19	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.
20	All investments in, and income from, business entities, unions, or organizations that are comprised of, represent, or employ journey-level plumbers or plumber trainees.
21	All investments and business positions in business entities, and income from sources, that are recognized employee organizations representing employee groups of the City.
22	All investments and business positions in business entities, and income from sources, that provide employment placement services or personnel consulting services.

No.	Description
23	All investments and business positions in business entities, and income from sources, that collect, analyze, or interpret traffic stop data.
24	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.
25	All investments and business positions in business entities, and income from sources, that engage in the creation, fabrication, display, or sale of artwork.
26	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.
27	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.
28	All investments and business positions in business entities, and income from sources, that provide services, including consulting services, computer software, hardware, or peripherals of the type used by the designated employee's unit.
29	All investments and business positions in business entities, and income from sources, that provides construction or engineering services.
30	All investments and business positions in business entities, and income from sources, that are engaged in architecture, landscape architecture, or civil engineering.
31	All income from a City employee or the spouse, registered domestic partner, or dependent children of such employee.
32	All investments and business positions in business entities, and income from sources, that are subject to regulation under the City's Building, Electrical, Mechanical, or Plumbing Codes.
33	All investments and business positions in business entities, and income from sources, that are, or that employ any individual, described in Sacramento City Code section 2.48.020(A) – (H).
34	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.
35	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.

No.	Description
35	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.
36	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.
37	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.