

## RESOLUTION NO. 2016-0243

Adopted by the Sacramento City Council

July 12, 2016

### **ADOPTING THE CONFLICT OF INTEREST CODE FOR THE CITY OF SACRAMENTO AND REPEALING RESOLUTION 2016-0022 BACKGROUND**

- A. Under the Political Reform Act, Government Code § 81000 et seq., every state and local government agency is required to adopt and promulgate a conflict of interest code; and
- B. On January 26, 2016, the City Council of the City of Sacramento adopted Resolution 2016-0022, 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 because of changed circumstances, including the creation of new positions that must be designated in the Conflict of Interest Code; and
- D. The Fair Political Practices Commission has adopted a regulation (Cal. Code Regs., tit. 2, § 18730) that contains the terms of a 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 The Conflict of Interest Code adopted by Resolution 2016-0022 is hereby repealed in its entirety; provided, however, this shall not affect or excuse any act or omission or any other penalty or forfeiture incurred or accrued under the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 2016-0022; 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 2016-0022.
- 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.

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Adopted by the City of Sacramento City Council on July 12, 2016, by the following vote:

Ayes: Members Ashby, Guerra, Hansen, Harris, Jennings, and Schenirer

Noes: None

Abstain: None

Absent: Members Carr, Warren and Mayor Johnson

Attest:

**Shirley Concolino** Digitally signed by Shirley Concolino  
DN: cn=Shirley Concolino, o=City of Sacramento, ou=City  
Clerk, email=sconcolino@cityofsacramento.org, c=US  
Date: 2016.07.25 08:14:40 -07'00'

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Shirley Concolino, City Clerk

## 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; Title 2, California Code of Regulations, section 18730, which along with any amendments to Section 18730 duly adopted by the Fair Political Practices Commission are hereby incorporated by reference; **Appendix 1**, which designates employees; **Appendix 2**, which sets forth disclosure categories; and, **Appendix 3**, 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.

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, Sacramento City Financing Authority, and the Sacramento Public 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 and the Sacramento Public 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.

The Measure U Citizens Oversight Committee is not included in this Conflict of Interest Code because its members do not make or participate in the making of decisions that may foreseeably have a material effect on any financial interest.

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

## DESIGNATED POSITIONS

Department	Classification	Disclosure Category
<b>All Departments</b>		
	Consultant	*see footnote 1 below
	Volunteer	*see footnote 2 below
<b>Associated Agencies</b>		
	Executive Director Sacramento City-County Office of Metropolitan Water Planning	1, 2, 3, 4
	Program Manager (OES)	1, 2, 3, 4
	Senior Management Analyst (LAFCO)	6
<b>City Attorney's Office</b>		
	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
<b>City Clerk's Office</b>		
	Assistant City Clerk	5
	City Clerk	5
<b>City Auditor's Office</b>		
	Auditor	1, 2, 3, 4
	Assistant City Auditor	1, 2, 3, 4
	City Auditor	1, 2, 3, 4
	Senior Auditor	1, 2, 3, 4
<b>City Independent Budget Analyst</b>		
	Independent Budget Analyst	1,2,3,4
	Fiscal Policy Analyst	1, 2, 3, 4
	Principal Fiscal Policy Analyst	1, 2, 3, 4
	Senior Fiscal Policy Analyst	1, 2, 3, 4
<b>City Manager's Office</b>		
	Assistant City Manager	1, 2, 3, 4
	Deputy City Manager	1, 2, 3, 4
	Director of Government Affairs	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
	Program Specialist	1, 2, 3, 4
	Special Projects Manager	1, 2, 3, 4

<b>City Treasurer's Office</b>		
	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
<b>Convention and Cultural Services</b>		
	Administrative Officer ( <i>CC&amp;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
	Metropolitan Arts Manager	21
	Program Manager	4, 11, 17, 21, 24
<b>Community Development</b>		
	Administrative Analyst	6
	Administrative Officer	4, 6, 8, 11, 23
	Animal Care Services Manager	5
	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 &amp; 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 Development Project Manager	6
	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 Animal Care Officer	5
	Senior Animal Care Technician	5
	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 Animal Care Officer	5
	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
	Veterinarian	5
	Zoning Investigator	4, 5, 8, 9, 11, 23
	<b>Economic Development</b>	
	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
	<b>Finance</b>	
	Accounting Manager	1, 2, 3
	Administrative Technician ( <i>Procurement</i> )	5
	Budget Manager	1, 2, 3, 4
	Director of Finance	1, 2, 3, 4
	Operations Manager	1, 2, 3, 4



	Program Analyst ( <i>Procurement</i> )	5
	Principal Management Analyst	1, 2, 3, 4
	Program Manager	1, 2, 3, 4
	Procurement Services Manager	5
	Program Specialist	5
	Program Specialist ( <i>Special Districts</i> )	4, 5, 9, 11
	Revenue Manager	1, 2, 3
	Special Districts Manager	1, 2, 3, 4
<b>Fire</b>		
	Administrative Analyst	4, 6, 8, 9
	Administrative Officer	4, 5
	Assistant Civil Engineer	4, 5, 9, 11, 23
	Cache Logistics Coordinator	6
	Development Services Technician	4, 6, 8, 9, 11, 23
	EMS Coordinator	4, 5
	Fire Assistant Chief	4, 6, 8, 9, 11, 23
	Fire Battalion Chief	4, 5
	Fire Captain	5
	Fire Captain (Paramedic)	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, 8, 9, 11, 23
	Fire Protection Engineer	4, 6, 8, 9, 11, 23
	Fire Service Worker	6
	Principal Systems Engineer	6
	Program Analyst	4, 6, 9, 23
	Program Specialist	4, 5
	Senior Accountant Auditor	6
	Senior Fire Prevention Officer	4, 5, 8, 9, 11, 23
	Staff Aide (Management)	4, 5
	Supervising Fire Service Worker	6
	Support Services Manager	4, 5, 8, 9
<b>Human Resources</b>		
	Director of Human Resources	6, 13, 16, 18, 19, 25, 26
	Administrative Officer	6, 13, 16, 18, 19, 25, 26
	Administrative Analyst	5, 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
	Principal 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
<b>Information Technology</b>		
	311 Manager	6
	Administrative Analyst (311, OOD)	5
	Chief Information Officer	4, 7, 22
	Geographic Information Systems Specialist III	6, 22
	Information Technology Manager	6, 22
	Information Technology Supervisor	6, 22
	Principal Applications Developer	6, 22
	Principal Systems Engineer	6, 22
	Program Analyst	6, 22
	Program Specialist	6, 22
	Senior Applications Developer	6, 22
	Senior Systems Engineer	6, 22
	Telecommunications Engineer III	6, 22
<b>Mayor/Council Office</b>		
	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
<b>Parks &amp; Recreation</b>		
	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	4, 5, 11, 12, 22
	Parks Maintenance Manager	4, 6
	Park Maintenance Superintendent	4, 6
	Parks Supervisor	5
	Plant Operator	5
	Principal Planner	4, 6
	Program Coordinator	6
	Program Manager	4, 6
	Program Manager (Neighborhood Services)	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

<b>Police</b>		
	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, &amp; 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
<b>Public Works</b>		
	Associate Architect	4, 5, 9, 11, 23, 24
	Administrative Analyst ( <i>Maintenance</i> )	6
	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
	Associate Electrical Engineer	4, 5, 11, 24
	Associate Mechanical Engineer	4, 5, 9, 11, 23, 24
	Associate Planner	6
	Building Inspector IV	4, 5, 9, 23
	Construction Inspector I, II, III	4, 5
	Construction Inspector I, II, III ( <i>Engineering</i> )	4, 5, 9, 11, 21, 23
	Contracts and Compliance Specialist	4, 5, 9, 11, 23, 24
	Director of Public Works	1, 2, 3, 4
	Electrical Construction Inspector II, III	4, 5
	Electrical Construction Inspector II, III ( <i>Engineering</i> )	4, 5, 9, 11, 21, 23
	Electrician Supervisor	5
	Electronic Maintenance Technician II	5
	Engineering Manager	4, 5, 11, 24
	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
	GIS Specialist III	6
	Information Technology Support Specialist II	6
	Integrated Waste Collection Superintendent	3, 4, 5
	Integrated Waste General Manager	3, 4, 5
	Integrated Waste General Supervisor	3, 4, 5

	Integrated Waste Planning Superintendent	3, 4, 5
	Marina Manager	21
	Mechanical Maintenance Supervisor	5, 9, 23
	Media and Communications Specialist	6
	Operations General Supervisor ( <i>Facilities, Fleet</i> )	5, 23
	Operations General Supervisor ( <i>Parking Svc, Urban Forest Svc</i> )	4, 5
	Operations General Supervisor ( <i>Street Svc</i> )	5
	Operations Manager	6
	Parking Enforcement Officer ( <i>Citation Review</i> )	4, 5
	Parking Enforcement Supervisor	4, 5
	Parking Manager	4, 5
	Principal Planner	6
	Program Analyst ( <i>Engineering, Maintenance</i> )	6
	Program Analyst (Facilities)	7
	Program Analyst ( <i>Facilities-City Hall</i> )	6
	Program Analyst ( <i>Parking</i> )	4, 5
	Program Manager	4, 5, 11, 24
	Program Manager ( <i>Facilities</i> )	4, 5, 9, 23
	Program Manager ( <i>OOD</i> )	6
	Program Specialist ( <i>Engineering Svc</i> )	4, 5, 11, 24
	Program Specialist ( <i>Facilities, Fleet, Integrated Waste</i> )	4, 5, 9, 23
	Program Specialist ( <i>OOD</i> )	6
	Program Specialist ( <i>Integrated Waste- Media</i> )	5
	Program Specialist ( <i>Parking Svc, Street Svc</i> )	4, 5
	Real Property Agent I, II, III	4, 10, 11
	Senior Architect	6
	Senior Engineer	4, 5, 9, 11, 23, 24
	Senior HVAC Systems Mechanic	5
	Senior Planner	6
	Senior Systems Engineer	6
	Special Projects Engineer	4, 5, 11, 24
	Streets Maintenance Supervisor	5
	Streets Manager	4, 5, 11, 24
	Structural Maintenance Supervisor	5
	Supervising Architect	4, 5, 9, 11, 23, 24
	Supervising Construction Inspector	4, 5, 9, 11, 21, 23
	Supervising Engineer	4, 5, 11, 24
	Supervising Financial Analyst	6
	Supervising Surveyor	4, 5
	Support Services Manager	6
	Telecom Engineer II	4, 5, 11, 24
	Traffic Control/Lighting Supervisor	5
	Traffic Engineer	4, 5, 11, 24
	Traffic Supervisor	5
	Urban Forestry Manager	4, 5

<b>Utilities</b>		
	Associate Civil Engineer	3, 4, 5
	Associate Electrical Engineer	3, 4, 5
	Business Services Manager	3, 4, 5
	Construction Inspector II, III	4, 5, 9, 11, 21, 23
	Director of Utilities	1, 2, 3, 4
	Engineering Manager	3, 4, 5
	Information Technology Supervisor	3, 4, 5
	Media & Communication Specialist	3, 4, 5
	Operations Manager	3, 4, 5
	Plant Services Manager	3, 4, 5
	Principal Engineer	3, 4, 6
	Program Manager	3, 4, 5
	Program Specialist	3, 4, 5
	Senior Accountant Auditor	5, 6
	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, 16, 18, 19, 25, 26
	Utility Construction Coordinator	3, 4, 5
	Utilities Operations & Maintenance Superintendent	3, 4, 5
<b>*Footnote 1</b>	* 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.	
<b>*Footnote 2</b>	* 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.	

<b>Board or Commission</b>	<b>Disclosure Category</b>
Animal Care Services Citizens Advisory Committee	28 b
Board of Plumbing Examiners	28 c
Civil Service Board	28 d
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 Community Police Commission	28 e
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 2

### 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.

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.



27	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.
28	<p><b>a.</b> All investments; All business positions in business entities; All sources of income; and All interests in real property.</p> <p><b>b.</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><b>c.</b> 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><b>d.</b> 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><b>e.</b> All investments and business positions in business entities, and income from sources, that provide goods or services, including consulting services, related to bias-free policing, community-police relations, or law enforcement training programs, workforce diversity, community engagement, or accountability.</p> <p><b>f.</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 Department of Parks and Recreation.</p> <p><b>g.</b> 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><b>h.</b> 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><b>i.</b> 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 3

### 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 R1977-0680** was the original Conflict of Interest Code for City boards and commissions. Amendments R1980-0392; R1981-0254; R1985-0658; R1987-0011; R1987-0108; R1987-0548; R1988-0050; R1988-0178; R1988-0180; R1989-0141; R1989-0143; R1989-0923; R1990-0157; R1990-0159; R1991-0206; R1991-0208; R1992-0179; R1992-0229; R1992-0230; R1992-0281; R1992-0623; R1992-0691; R1992-0758; R1993-0131; R1993- R19221.

**Resolution R1979-0414** was the original Conflict of Interest Code for designated City employees. Amendments R1979-0414; R1980-0393; R1980-0394; R1981-0255; R1985-0064; R1985-0216; R1985-0275; R1985-0644; R1986-0277; R1986-0278; R1986-0361; R1986-0637; R1987-0107; R1987-0303; R1987-0505; R1987-0533; R1987-0539; R1987-0555; R1987-0706; R1987-0726; R1987-0740; R1987-0804; R1987-0868; R1987-0973; R1988-0177; R1988-0179; R1988-0313; R1988-0357; R1988-0393; R1988-0576; R1988-0608; R1988-0908; R1988-0909; R1988-0962; R1988-0993; R1989-0995; R1989-0140; R1989-0142; R1989-0325; R1989-0412; R1989-0541; R1989-0634; R1989-0673; R1989-0687; R1989-0709; R1989-0771; R1989-0853; R1989-0884; R1990-0030; R1990-0156; R1990-0158; R1990-0299; R1990-0533; R1990-0642; R1990-0644; R1990-0767; R1990-0799; R1990-0916; R1991-0022; R1991-0166; R1991-0205; R1991-0207; R1991-0486; R1991-0604; R1991-0649; R1991-0693; R1991-0807; R1991-0974; R1992-0009; R1992-0039; R1992-0152; R1992-0227; R1992-0228; R1992-0796; R1992-0840; R1993-0120; R1993-0503; R1993-0559; R1993-0660; R1993-0678; R1993-0737.

**Resolution R1994-160** consolidated the City board and commissions and designated City employees into one Conflict of Interest Code. Amendments R1994-0217; R1994-0627; R1995-0125; R1995-0427; R1995-0429; R1995-0632; R1995-0673; R1996-0014; R1996-0039; R1996-0685; R1996-0504; R1996-0424; R1996-0121; R2000-0294; R2001-0487; R2002-0217; R2003-0534; R2005-0222; R2006-0116; R2007-0112; R2008-0092; R2009-0097; R2010-0071; R2011-0113; R2011-0269; R2011-0063; R2013-0023; R2014-0025; R2015-0215; R2016-0022.