

## Chapter 2 Conflict of Interest

- §4.2.100: LEGAL REQUIREMENT.
- §4.2.105: ADOPTION OF CONFLICT OF INTEREST CODE.
- §4.2.110: FILING OF FORM 700.
- §4.2.115: PUBLIC INSPECTION AND REPRODUCTION.
- §4.2.120: APPENDIX A - DESIGNATED POSITIONS.
- §4.2.125: APPENDIX B - DISCLOSURE CATEGORIES.

### **§4.2.100: LEGAL REQUIREMENT.**

Under the Political Reform Act, California [Government Code](#) §81000 et seq., all public agencies are required to adopt a conflict of interest code. This code designates positions required to file Statements of Economic Interests (Form 700) and assigns disclosure categories specifying the types of interest to be reported. The Form 700 is a public document intended to alert public officials and members of the public to the types of financial interests that may create conflicts of interests.

### **§4.2.105: ADOPTION OF CONFLICT OF INTEREST CODE.**

Fair Political Practices Commission (FPPC) Regulation §18730 in Title 2, Division 6 of the [California Code of Regulations](#) is adopted and incorporated into this Chapter by reference. FPPC Regulation §18730, together with the designated positions set forth in Appendix A and the disclosure categories set forth in Appendix B, constitutes the formation and promulgation of the City's conflict of interest code.

### **§4.2.110: FILING OF FORM 700.**

The City Clerk is the City's filing officer. All Form 700s shall be filed with the City Clerk online through the City's electronic filing system. Failure to timely file the required Form 700 may result in disciplinary action by the relevant department head and/or in the imposition of administrative, criminal, and civil sanctions as provided in California [Government Code](#) §§81000-91014.

### **§4.2.115: PUBLIC INSPECTION AND REPRODUCTION.**

Every Form 700 filed pursuant to this Chapter shall be open for public inspection and reproduction in the office of the City Clerk during regular business hours.

## §4.2.120: APPENDIX A—DESIGNATED POSITIONS.

POSITION	DISCLOSURE CATEGORY
<b><u>City Attorney's Office</u></b>	
Assistant City Attorney	1
Associate Attorney	1
Deputy City Attorney	1
Senior Assistant City Attorney	1
<b><u>City Manager's Office</u></b>	
Assistant City Manager	1
Assistant to the City Manager	1
City Clerk	1
Deputy City Clerk	1
Deputy City Manager	1
Emergency Services Specialist	1
Public Information Officer	1
<b><u>Community Development Department</u></b>	
Building Inspector	1
Building Supervisor	1
Chief Building Official	1
Community Preservation Officer I	1
Community Preservation Officer II	1
Community Preservation Supervisor	1
Community Development Director	1
Economic Development Manager	1
Housing Manager	1
Planning Manager	1
Permits Center Coordinator	1
Principal Planner	1
Senior Building Inspector	1
Senior Engineer	1
Senior Planner	1
Supervising Building Inspector	1
<b><u>Engineering Division</u></b>	
City Engineer	1
Engineering Inspector	1
Engineering Manager	1
Senior Engineer	1
Supervising Engineering Inspector	1

<b>POSITION</b>	<b>DISCLOSURE CATEGORY</b>
<b><u>Finance Department</u></b>	
Assistant Finance Director	1
Finance Manager	1
Financial Analyst	1
Purchasing Technician	1
<b><u>General Positions</u></b>	
Administrative Specialist I	1
Administrative Specialist II	1
Administrative Specialist III	1
Administrative Specialist – Police Consultant*	*
Project Specialist I	1
Project Specialist II	1
Management Analyst I	1
Management Analyst II	1
Retired Annuitant*	*
Senior Management Analyst	1
Senior Project Specialist	1
<b><u>Information Technology Department</u></b>	
Assistant Chief Technology Officer	2
Chief Technology Officer	1
Innovation Technology Analyst	2
Information Technology Manager	1
<b><u>Human Resources Department</u></b>	
Human Resources Analyst	2
Human Resources Director	1
Senior Human Resources Analyst	2
<b><u>Human Services Department</u></b>	
Human Services Director	1
Human Services Manager	1
<b><u>Library Department</u></b>	
Assistant Library Director	1
Library Director	1
Library Services Manager	2

<b>POSITION</b>	<b>DISCLOSURE CATEGORY</b>
<b><u>Police Department</u></b>	
Assistant Police Chief	1
Police Captain	1
Police Chief	1
Police Lieutenant	1
Police Support Services Manager	1
Police Business Manager	1
<b><u>Public Works Department</u></b>	
Assistant Public Works Director	1
City Engineer	1
Deputy Public Works Director	1
Engineering Inspector	1
Engineering Manager	1
Fleet Supervisor	1
Public Works Administrative Manager	1
Public Works Director	1
Public Works Services Manager	1
Senior Engineer	1
Supervising Engineering Inspector	1
Street Supervisor	1
Traffic Supervisor	1
<b><u>Recreation and Parks Department</u></b>	
Park Supervisor	1
Parks and Landscape Manager	1
Recreation and Parks Director	1
Recreation Services Manager	1
<b><u>Water Pollution Control Plant Division</u></b>	
Environmental Protection Specialist I	2
Environmental Protection Specialist II	2
Environmental Services Supervisor	2
Plant Operations Supervisor	2
Water Pollution Control Manager	1
<b><u>Arts, Culture and Library Commission</u></b>	
Entire Board	2
<b><u>Community Police Review Board</u></b>	
Entire Board	1
<b><u>Human Services Commission</u></b>	
Entire Commission	2

**POSITION**

**DISCLOSURE  
CATEGORY**

**Rent Review Board**

Entire Board

2

\*A consultant or retired annuitant's disclosure category is determined by the responsible department head in consultation with the City Attorney based on the scope of services or duties.

**NOTE:** Members of the City Council, members of the Planning Commission, City Manager, City Attorney and Finance Director are required under California [Government Code](#) §87200 to file full disclosure of economic interests (Disclosure Category 1).

## **§4.2.125: APPENDIX B DISCLOSURE CATEGORIES.**

### **CATEGORY 1 – BROAD RESPONSIBILITIES, REGULATORY / PERMIT / LICENSING / GRANT AUTHORITY**

All designated employees and officials in this category shall disclose all sources of income, all interests in real property, and all investments and business positions in business entities. All designated employees and officials in this category shall also disclose sources of income or business entities that are subject to the regulatory, permit or licensing authority of the City of San Leandro, or which may receive grants from the City of San Leandro. All designated employees and officials in this category shall also disclose sources of income from business entities which engage in land development, construction or the acquisition or sale of real property, and all interests in real property.

Employees in this category must complete **all** schedules on the Form 700 Statement of Economic Interests Form:

- Schedule A-1: Investments (Stocks, Bonds, and Other Interests)
- Schedule A-2: Investments, Income, and Assets of Business Entities/Trusts
- Schedule B: Interests in Real Property
- Schedule C: Income, Loans, and Business Positions
- Schedule D: Income – Gifts
- Schedule E: Income – Gifts (Travel Payments, Advances, and Reimbursements)

### **CATEGORY 2 – PURCHASING DECISION FOR CITY AND DEPARTMENTS**

All designated employees in this category shall disclose investments, business positions and sources of income from business entities which provide services, supplies, materials, machinery or equipment of the type utilized by the City of San Leandro or by the employee's department or division.

Employees in this category must complete the following schedules on Form 700 Statements of Economic Interests:

- Schedule A-1: Investments (Stocks, Bonds, and Other Interests)
- Schedule A-2: Investments, Income, and Assets of Business Entities/Trusts
- Schedule C: Income, Loans, and Business Positions
- Schedule D: Income – Gifts