

Chapter 2 Conflict of Interest

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§4.2.100: LEGAL REQUIREMENT.

Under the Political Reform Act, California [Government Code Section §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~~ 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 designated officials and employees shall file the required Form 700 pursuant to provisions of this Chapter with the City Clerk, the City's filing officer~~ 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 Sections §§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	
<u>City Attorney's Office</u>		
Assistant City Attorney		1
Associate Attorney		1
Deputy City Attorney		1
Senior Assistant City Attorney		1
<u>City Manager's Office</u>		
Administrative Analyst I		4
Assistant City Manager		1
Assistant to the City Manager		
City Clerk		1
Consultant		4
Deputy City Clerk		1
Deputy City Manager		1
Emergency Services Specialist		1
Public Information Officer		1
<u>Community Development Department</u>		
Building Inspector		1
Building Supervisor		1
Chief Building Official		1
Code Enforcement Officer Community Preservation Officer I		1
Community Preservation Officer II		1
Code Enforcement Supervisor Community Preservation Supervisor		1
Community Development Director		1
Economic Development Manager		1
Housing Community Development Block Grant 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
<u>Engineering/Transportation Division</u> Department		
City Engineer		1
Engineering Inspectors		1
Engineering Manager		1
Engineering and Transportation Director		4

Commented [SB1]: Added to reflect current staffing & operations

Commented [SB2]: Redundant; listed under General Positions

Commented [SB3]: Redundant; listed under General Positions

Commented [SB4]: Added to reflect current staffing & operations

Commented [SB5]: Added to reflect current staffing & operations

Commented [SB6]: Amended title

Commented [SB7]: Added to reflect current staffing & operations

Commented [SB8]: Amended title

Commented [SB9]: Amended title

Commented [SB10]: Positions moved under Public Works

Commented [SB11]: Amended title

Commented [SB12]: Added to reflect current staffing & operations

POSITION

**DISCLOSURE
CATEGORY**

~~Principal Engineer~~
Senior Engineer
Supervising Engineering Inspector

1
1
1

Commented [SB13]: Obsolete titles

Finance Department

Assistant Finance Director
~~Financial Services Finance Manager~~
Financial Analyst
Purchasing Technician

1
1
1
1

Commented [SB14]: Amended title

General Administrative Positions

~~Administrative Analyst I~~
~~Administrative Analyst II~~
Administrative Specialist I
Administrative Specialist II
Administrative Specialist III
~~Administrative Specialist – Police~~
Consultant*
Project Specialist I
Project Specialist II
~~Project Specialist III~~
Management Analyst I
~~Management Analyst II~~
~~Retired Annuitant*~~
Senior Management Analyst
~~Senior Project Specialist~~

4
4
1
1
1
1
1*
1
1
1
1
1
*
1
1

Commented [SB15]: Obsolete titles

Commented [SB16]: Added to reflect current staffing & operations

Commented [SB17]: Obsolete title

Commented [SB18]: Amended titles

Commented [SB19]: Added to reflect current staffing & operations

Information Technology Department

~~Assistant Information Services Manager~~
~~Chief Technology Officer~~
Chief Technology Officer
Innovation Technology Analyst
~~Information Technology Manager~~

2
1
2
1

Commented [SB20]: Amended title

Commented [SB21]: Amended title

Commented [SB22]: Added to reflect current staffing & operations

Human Resources Department

Human Resources Analyst
Human Resources Director
~~Senior Human Resources Analyst~~

2
1
2

Commented [SB23]: Added to reflect current staffing & operations

Human Services Department

~~Human Services Director~~
~~Human Services Manager~~

1
1

Commented [SB24]: Additions reflecting departmental reorganizations

Library Department

~~Assistant Library Director~~

1

Commented [SB25]: Addition to reflect staffing & operations

POSITION	DISCLOSURE CATEGORY
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Library Director	1
Library Services Manager	2

Police Department

Assistant Police Chief	1
Police Captain	1
Police Chief	1
Police Lieutenant	1
Police Support Services Manager	1
Police Business Manager	1

Commented [SB26]: Addition to reflect staffing & operations

Public Works ~~Services~~ Department

Assistant Public Works Director	1
City Engineer	1
Consultant	4
Deputy Public Works Director	1
Engineering Inspector	1
Engineering Manager	1
Environmental Services Supervisor	2
Environmental Protection Specialist I	2
Environmental Protection Specialist II	2
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
Water Pollution Control Manager	2

Commented [SB27]: Engineering positions moved to Public Works to reflect department reorganization

Commented [SB28]: Positions added to reflect staffing & operations

Recreation & ~~Human Services~~ and Parks Department

Park Supervisor	1
Parks and Landscape Manager	1
Recreation and Human Services Parks Director	1
Recreation and Human Services Manager	1

Commented [SB29]: Changes to reflect department reorganization

Water Pollution Control Plant Division

Environmental Protection Specialist I	2
Environmental Protection Specialist II	2
Environmental Services Supervisor	2
Plant Operations Supervisor	2
Water Pollution Control Manager	1

Commented [SB30]: Division removed from Public Works to reflect department reorganization

POSITION

**DISCLOSURE
CATEGORY**

~~Arts, Culture and Library Commission~~

Entire Board

2

Commented [SB31]: Reflects commission consolidations

~~Community Police Review Board~~

Entire Board

1

Commented [SB32]: Addition for recently created commission

~~Board of Zoning Adjustments~~

Entire Board

4

Commented [SB33]: Obsolete title

~~Human Services Commission~~

Entire Commission

2

~~Library Historical Commission~~

Entire Commission

2

~~Rent Review Board~~

Entire Board

2

~~Community Advisory Budget Task Force~~

Entire Board

4

Commented [SB34]: Task Force has ceased activity

*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 Section §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