

**RESOLUTION NO. 2020-106**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS  
ADOPTING A REVISED CONFLICT OF INTEREST CODE AND A LIST OF  
DESIGNATED POSITIONS**

**WHEREAS**, the Political Reform Act, Government Code Sections 81000, et seq., requires every state or local government agency to adopt and promulgate a conflict of interest code;

**WHEREAS**, the Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regulations Section 18730, which contains the terms of a standard model conflict of interest code, which can be incorporated by reference, and which will be amended by the Fair Political Practices Commission to conform to any amendments in the Political Reform Act after public notice and hearing pursuant to the Administrative Procedures Act, Government Code Sections 11370, et seq.;

**WHEREAS**, incorporation by reference of the terms of the aforementioned regulation and amendments to it as the conflict of interest code of the City of Citrus Heights (the “City”) will save the City time and money by minimizing the actions required of the City to keep its conflict of interest code in conformity with the Political Reform Act; and

**WHEREAS**, the Political Reform Act requires every local government agency to review its conflict of interest code biennially to determine if it is accurate or needs to be amended.

**NOW, THEREFORE, BE IT RESOLVED** as follows:

1. The terms of 2 Cal. Code of Regulations Section 18730, and any amendments to that section which may be duly adopted by the Fair Political Practices Commission, is hereby adopted by reference as the body of the Conflict of Interest Code of the City of Citrus Heights.
2. The list of designated positions and disclosure categories attached hereto as Appendix “A” is hereby adopted as the Appendix of Designated Positions and Disclosure Categories referred to in 2 Cal. Code of Regulations Section 18730.
3. All persons holding designated positions shall file statements of economic interests with the City Clerk of the City of Citrus Heights, who shall be the filing officer with respect to these statements. The statements will be made available for public inspection and reproduction. Statements for all designated positions will be retained by the City of Citrus Heights.
4. This amended conflict of interest code is effective immediately and newly added designees are required to file within 30 days of the effective date of the Code.

**PASSED AND ADOPTED** by the City Council of the City of Citrus Heights, California this 8<sup>th</sup> day of October 2020, by the following vote, to wit:

**AYES:** Council Members: Bruins, Daniels, Middleton, Miller, Slowey  
**NOES:** Council Members: None  
**ABSENT:** Council Members: None  
**ABSTAIN:** Council Members: None



\_\_\_\_\_  
**Jeff Slowey, Mayor**

**ATTEST:**



\_\_\_\_\_  
**Amy Van, City Clerk**

APPENDIX “A”

APPENDIX OF DESIGNATED POSITIONS AND DISCLOSURE CATEGORIES

I. Designated Positions.

<b>Position</b>	<b>Disclosure Category</b>
Accountant	1
Assistant City Attorney	1
Assistant Chief of Police	1
Assistant City Clerk	1
Assistant City Manager	1
Assistant Engineer	3, 4
Assistant to the City Manager	1
Associate Civil Engineer	1
Associate Engineer	1
Associate Planner	1
Building Inspector I/II	3
Chief Building Official	1
Chief of Police	1
City Clerk	1
City Engineer	1
City Manager’s Executive Assistant	2
Communications Officer	1
Community Development Director	1
Community Services Director	1
Construction/Maintenance Inspector I/II	3
Construction/Maintenance Inspector Supervisor	1
Database and Applications Analyst	2
Development Specialist I/II	1
Economic Development & Communications Manager	1
Facility and Grounds Manager	1
Finance Manager	1
General Services Director	1
Grants and Housing Program Technician I/II	3
Housing & Human Services Program Coordinator	1
Human Resources Analyst I/II	1
Human Resources Manager	1
Information Technology Analyst II	2
Information Technology Manager	1
Management Analyst I/II	1
Operations Manager	1
Planning Manager	1
Police Commander	1
Police Communications Supervisor	4
Police Lieutenant	2, 4
Principal Accountant-Auditor	1
Principal Civil Engineer	1
Senior Accountant-Auditor	1
Senior Building Inspector	3
Senior Civil/Traffic Engineer	3, 4

Senior Management Analyst	1
Senior Planner	1
Senior Traffic Technician	3
Support Services Manager	1
Support Services Supervisor	1
Traffic & Signal Operations Supervisor	1
Consultants	*

\* Disclosure by Consultants shall be subject to the following limitation:

The City Manager may determine in writing that a particular Consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the Consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The City Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

<b>Boards and Commissions</b>	<b>Disclosure Category</b>
Construction Board of Appeals	1

II. Public Officials Specified in Government Code Section 87200: The following positions shall file a statement of economic interests pursuant to Government Code section 87200:

Members of the Citrus Heights City Council
City Manager
City Attorney
Finance Director
Members of the Citrus Heights Planning Commission

III. Disclosure Categories.

<b>CATEGORY/ DESCRIPTION</b>	<b>DISCLOSURE</b>	<b>GIFTS/LOANS AND TRAVEL PAYMENTS</b>
<b>1 - "Full Disclosure"</b> For officials and employees whose duties are broad and indefinable.	All investments, business positions in, and income from sources located in or doing business in the City. Interest in real property located in the City, including property located within a two-mile radius of the City or of any property owned or used by the City of Citrus Heights.	Gifts, loans and travel payments from sources that: <ul style="list-style-type: none"> <li>▪ manufacture, sell or provide goods, equipment, vehicles, machinery or services, including training or consulting services;</li> <li>▪ provide leased facilities to the agency;</li> <li>▪ are subject to the regulatory, permit or licensing authority of or have an application for a license or permit pending before the City; and</li> <li>▪ or engage in land development, construction or the acquisition or sale of real property.</li> </ul>
<b>2 - "Limited Disclosure - Purchasing"</b> For officials and employees with limited decision making authority mainly related to purchasing goods and services.	All investments, business positions in, and income sources of the type which provides services, supplies, materials, machinery or equipment of the type utilized by the City of Citrus Heights.	Gifts, loans and travel payments from sources that: <ul style="list-style-type: none"> <li>▪ manufacture, sell or provide goods, equipment, vehicles, machinery or services, including training or consulting services;</li> <li>▪ provide leased facilities to the agency;</li> <li>▪ are subject to the regulatory, permit or licensing authority of or have an application for a license or permit pending before the City; and</li> </ul>

		<ul style="list-style-type: none"> <li>▪ engage in land development, construction or the acquisition or sale of real property.</li> </ul>
<p><b>3 – “Limited Disclosure – Real Property”</b> For officials and employees with limited decision making authority mainly related to land development, construction or the acquisition or sale of real property.</p>	<p>All investments, business positions in, and income sources of the type which provides services, supplies, materials, machinery or equipment of the type utilized by the City of Citrus Heights. Interest in real property located in the City, including property located within a two-mile radius of the City or of any property owned or used by the City of Citrus Heights.</p>	<p>Gifts, loans and travel payments from sources that:</p> <ul style="list-style-type: none"> <li>▪ manufacture, sell or provide goods, equipment, vehicles, machinery or services, including training or consulting services;</li> <li>▪ provide leased facilities to the agency;</li> <li>▪ are subject to the regulatory, permit or licensing authority of or have an application for a license or permit pending before the City; and</li> <li>▪ engage in land development, construction or the acquisition or sale of real property.</li> </ul>
<p><b>4 - “Limited Disclosure - Regulatory”</b> For officials and employees with limited decision making authority mainly related to regulatory permitting or licensing.</p>	<p>All investments, business positions in, and sources of income which are subject to the regulatory, permit or licensing authority of the City of Citrus Heights.</p>	<p>Gifts, loans and travel payments from sources that:</p> <ul style="list-style-type: none"> <li>▪ manufacture, sell or provide goods, equipment, vehicles, machinery or services, including training or consulting services;</li> <li>▪ provide leased facilities to the agency;</li> <li>▪ are subject to the regulatory, permit or licensing authority of or have an application for a license or permit pending before the City; and</li> <li>▪ engage in land development, construction or the acquisition or sale of real property.</li> </ul>