

**CONFLICT OF INTEREST CODE
OF THE
CITY OF EL PASO DE ROBLES**

Exhibit A

CONFLICT OF INTEREST CODE OF THE CITY OF EL PASO DE ROBLES

(Amended September 17, 2024)

The Political Reform Act (Gov. Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. § 18730) that contains the terms of a standard conflict of interest code which can be incorporated by reference in an agency's code. After public notice and hearing Section 18730 may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This incorporation page, Regulation 18730 and the attached Appendix designating positions and establishing disclosure categories, shall constitute the conflict of interest code of the **City of El Paso de Robles (the "City")**.

The Mayor, Members of the City Council, Planning Commission, the City Manager, the City Attorney, and the City Treasurer, shall file their annual statements of economic interest directly with the Fair Political Practice Commission. All other officials and designated positions required to submit a statement of economic interests shall file their statements with the **City Clerk** as the City's Filing Officer. The **City Clerk** shall retain the original statements filed by all other officials and designated positions and will make all retained statements available for public inspection and reproduction during regular business hours. (Gov. Code § 81008.)

All officials and designated positions required to submit a statement of economic interests shall receive ethics training as required pursuant to Government Code section 53235 (AB 1234). The City's Filing Officer shall annually provide all filers with information on training available to meet the requirements of Section 53235 and maintain required records indicating the dates that filers satisfied the training requirements and the entity that provided the training. These records shall be retained for five years after the date of training and are public records subject to disclosure under the California Public Records Act. (Gov. Code § 53235.2.)

September 2024

Exhibit A

APPENDIX

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OF THE

CITY OF EL PASO DE ROBLES

(Amended September 17, 2024)

PART "A"

The Mayor, Members of the City Council and Planning Commission, the City Manager, the City Attorney, the City Treasurer, and All Other City Officials who manage public investments, as defined by 2 Cal. Code of Regs. §18700.3(b), are NOT subject to the City's Code but must file disclosure statements under Government Code Section 87200 et seq. [Regs. § 18730(b)(3)]

OTHER CITY OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

It has been determined that the positions listed below are Other City Officials who manage public investments¹. These positions are listed here for informational purposes only.

Investment Consultant / PFM Asset Management LLC

¹ Individuals holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by § 87200.

DESIGNATED POSITIONS

GOVERNED BY THE CONFLICT OF INTEREST CODE

<u>DESIGNATED POSITIONS'</u> <u>TITLE OR FUNCTION</u>	<u>DISCLOSURE CATEGORIES</u> <u>ASSIGNED</u>
<u>Executive Management:</u>	
Assistant City Manager	1, 2
Police Chief	1, 2
Fire Chief	1, 2
Director of Administrative Services	1, 2
Director of Community Development	1, 2
Director of Community Services	1, 2
Director of Public Works	1, 2
Director of Utilities	1,2
<u>Staff</u>	
Attorney, Assistant City	1, 2
Building Inspector	6
Building Inspector, Senior	6
Building Official, Deputy	2, 3, 5
Building Official, Chief	2, 3, 5
Building Technician	5
City Clerk	5
Utility Billing Supervisor	5
Coordinator, Airport Services	2, 5
Coordinator, Aquatics	5

Coordinator, Civic Engagement	5, 7
Coordinator, Emergency Services	5
Coordinator, HR Specialist	5
Coordinator, Librarian	5
Coordinator, Parking	5
Coordinator, Payroll/Risk	5
Coordinator, Recreation	5, 7
Coordinator, Solid Waste	5
Coordinator, Training	5
Coordinator, Volunteer	5
Deputy Fire Chief	5, 7
Deputy Police Chief	5, 7
Development Services Technician	2,3,5
Engineer Technician	6
Engineer, Assistant Capital Projects	2, 3, 5
Engineer, Capital Projects	2, 3, 5
Engineer, City	2, 3, 5
Engineer, Senior Development Review	2, 3, 5
Engineer, Water Utility	5
Engineering Inspector	6
Engineering Inspector, Senior	6
Fire Battalion Chief	5
Fire Captain/Acting Captain	6
Fire Prevention Specialist	6
GIS Analyst	5

Maintenance Services Superintendent	5
Manager, Airport	2,5
Manager, City Librarian	5,7
Manager, Development Services	2, 3, 5
Manager, Economic Development	1,2
Manager, Finance	1, 2
Manager, Human Resources	5
Manager, Industrial Waste	5, 6
Manager, Information Technology	5
Manager, Public Works Operations	5, 6
Manager, Recreation Services	5, 7
Manager, Recycled Water	5, 6
Manager, Support Services	5
Manager, Utilities Planning and Engineering	5, 6
Manager, Wastewater	5, 6
Manager, Storm Water	5, 6
Manager, Water Resources	5, 6
Planner, Assistant	2, 3, 5
Planner, Associate	2, 3, 5
Planner, City	2, 3, 5
Planner, Senior	2, 3, 5
Planning Technician	2, 3, 5
Police Commander	5
Senior Accountant	1,2
Superintendent, Facilities	5

Supervisor, Fleet	4
Supervisor, Parks & Trails	5
Supervisor, Landscape	5
Supervisor, Records	5
Supervisor, Streets Maintenance	5
Tech Supervisor, Wastewater	5
Tech Supervisor, Water	5

ADVISORY BODIES & COMMISSIONS

Airport Commission	1, 2
Housing Authority	1, 2

Consultants and New Positions²

² An individual serving as a consultant as defined in FPPC Reg 18700.3(a) or in a new position created since this Code was last approved who makes or participates in making decisions must file under the broadest disclosure set forth in this Code subject to the following limitation:

The City Manager may determine that, due to the range of duties or contractual obligations, it is more appropriate to assign a limited disclosure requirement. A clear explanation of the duties and a statement of the extent of the disclosure requirements must be in a written document. (Gov. Code Sec. 82019; FPPC Regulations 18219 and 18734.). 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. (Gov. Code Sec. 81008.)

PART “B”

DISCLOSURE CATEGORIES

The disclosure categories listed below identify the types of economic interests that the designated position must disclose for each disclosure category to which he or she is assigned.³ “Investment” means a financial interest in any business entity (including a consulting business or other independent contracting business) and is reportable if it is either located in, doing business in, planning to do business in, or has done business during the previous two years in the jurisdiction of the City.

Category 1: All investments and business positions in business entities, and sources of income, including gifts, loans, and travel payments.

Category 2: All interests in real property which is located in whole or in part within, or not more than two miles outside, the boundaries of the City, including any leasehold, beneficial or ownership interest or option to acquire property.

Category 3: All investments and business positions in business entities, and sources of income, including gifts, loans, and travel payments, that are engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of the City.

Category 4: All investments and business positions in business entities, and sources of income, including gifts, loans, and travel payments, that provide services, products, materials, machinery, vehicles, or equipment of a type purchased or leased by the City.

Category 5: All investments and business positions in business entities, and sources of income, including gifts, loans, and travel payments, that provide services, products, materials, machinery, vehicles, or equipment of a type purchased or leased by the designated position’s department, unit, or division.

Category 6: All investments and business positions in business entities, and sources of income, including gifts, loans, and travel payments, subject to the regulatory, permit, or licensing authority of the designated employee's department, unit, or division.

Category 7: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, or income from a nonprofit organization, if the source is of the type to receive grants or other monies from or through the City or its subdivisions.

³ This Conflict of Interest Code does not require the reporting of gifts from outside this agency’s jurisdiction if the source does not have some connection with or bearing upon the functions or duties of the position. (Reg. 18730.1)
September 2024