



CITY OF

WOODLAND

CALIFORNIA

Conflict of Interest Code

(Amended August 20, 2024)

CONFLICT OF INTEREST CODE FOR THE CITY OF WOODLAND

The Political Reform Act (Gov. Code § 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) which 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 it 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 Woodland (the "City")**.

All 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 make and retain a copy of all statements filed by the Mayor, Members of the City Council and Planning Commission, the City Manager, the City Attorney and the City Treasurer, and forward the originals of such statements to the Fair Political Practices Commission. The **City Clerk** shall retain the originals of the statements filed by all other officials and designated positions and make all statements available for public inspection and reproduction during regular business hours. (Gov. Code § 81008.)

APPENDIX
CONFLICT OF INTEREST CODE
OF THE
CITY OF WOODLAND
(Amended December 20, 2022)

EXHIBIT “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. § 18701(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)]

OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

It has been determined that the positions listed below are Other City Officials who manage public investments.¹ These positions are listed here for informational purposes only.

Finance Officer
Financial Consultants

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>
Accountant I/II	4
Assistant City Manager	1, 2
Assistant Engineer	2, 3, 5
Assistant/Associate Civil Engineer	2, 3, 5
Assistant/Associate Planner	2, 3, 5
Associate Engineer	2, 3, 5
Building Inspection Services Manager	5
Building Inspector I/II	2, 3, 6
Business Relations and Resource Conservation Program Manager	1, 2
Chief Building Official	2, 5, 6
Chief Collection Systems Operator	2, 4, 5
Chief Information Officer	5
Chief Water Systems Operator	1, 2, 4, 5
City Clerk	5
City Engineer	2, 3, 5
Code Compliance Officer I/II	2, 6, 3
Communications and Strategic Policy Manager	1,2

<u>DESIGNATED POSITIONS'</u> <u>TITLE OR FUNCTION</u>	<u>DISCLOSURE CATEGORIES</u> <u>ASSIGNED</u>
Community Development Director	1, 2
Community Development Deputy Director	1, 2
Community Services Director	2, 5
Community Services Program Manager	5
Construction Project Manager/Senior Construction Project Manager	2, 3, 5
Data Services Manager	5
Deputy Fire Chief	5
Deputy Police Chief	5
Director of Administrative Services	4
Economic Development Manager	1
Electrical/Signs & Marking Supervisor	4, 5, 6
Engineering Assistant/Senior Engineering Assistant	2, 3, 5
Engineering Technician I/II/III	2, 3, 5
Environmental Compliance Specialist	5, 6
Environmental Resource Analyst/Senior	2, 5, 6
Financial Services Manager	2, 3, 4, 5
Fire Battalion Chief	5
Fire Chief	5
Fire Marshal	2, 5, 6
Fleet and Facilities Manager	2, 3, 4, 5
GIS Coordinator	5

<u>DESIGNATED POSITIONS'</u> <u>TITLE OR FUNCTION</u>	<u>DISCLOSURE CATEGORIES</u> <u>ASSIGNED</u>
Housing Analyst I/II	1
Human Resources Analyst I/II/Senior	5
Human Resources Manager	5
Infrastructure Administrator	4, 5
Junior Engineer	2, 3, 5
Library Program Manager II	5
Library Services Director	5
Management Analyst II/Senior	4, 5
Marketing and Business Relations Specialist	1, 2
Operations and Maintenance Superintendent	4, 5
Park Superintendent	2, 4, 5, 6
Police Chief	5
Police Lieutenant	5
Principal Civil Engineer	1, 2
Principal Planner	2, 3, 5
Principal Utilities Civil Engineer	2, 3, 5
Programmer Analyst/Senior	5
Public Works Director	1, 2
Senior Accountant	1, 2
Senior Associate Civil Engineer	2, 3, 5
Senior Building Inspector	2, 3, 5, 6

DESIGNATED POSITIONS'
TITLE OR FUNCTION

DISCLOSURE CATEGORIES
ASSIGNED

Senior Building Plans Examiner	2, 3, 5, 6
Senior Civil Engineer	1, 2
Senior Planner	1, 2
Social Services Manager	5
Technical Services Manager	5
Transportation Engineer	2, 3, 5
Treatment Plant Superintendent	2, 4, 5, 6
Utilities Administrator	2, 4, 5
Wastewater Systems Administrator	2, 4, 5, 6
Water Pollution Control Facility Superintendent	2, 4, 5, 6
Water Quality Specialist II/Senior	2, 3, 5
Water Systems Administrator	2, 4, 5, 6

MEMBERS OF BOARDS,
COMMITTEES AND COMMISSIONS

Library Board	5
Manufactured Homes Fair Practices Commission	1, 2
Successor Agency	1, 2

Consultants and New Positions²

² Individuals serving as a consultant as defined in FPPC Reg 18701 or in a new position created since this Code was last approved that 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 Manger'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.)

EXHIBIT “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

Category 1: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that are located in, that do business in or own real property within the jurisdiction of the City.

Category 2: All interests in real property which is located in whole or in part within, or not more than two (2) miles outside, the jurisdiction of the City.

Category 3: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, which engage in land development, construction, or 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, 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, 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 department, unit or division.

Category 7: All Investments, business positions and 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.

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)