



**CITY OF LA HABRA  
CONFLICT OF INTEREST CODE**

**APPENDIX A TO RESOLUTION NO. CC 2024-\_\_\_  
DESIGNATED EMPLOYEE POSITIONS**

<u>POSITIONS</u>	<u>FILING CATEGORY</u>
<u>Administration:</u>	
Assistant City Attorney	1
Deputy City Attorney	1
Assistant City Manager	1
City Clerk	1
Assistant City Clerk	1
<u>Department of Finance and Administrative Services:</u>	
Deputy Director of Finance	1
Finance Manager	1
Deputy Director of Information Technology	1
<u>Department of Human Resources:</u>	
Director of Human Resources	1
Deputy Director of Human Resources	1
<u>Community and Economic Development Department:</u>	
Director of Community and Economic Development	1
Deputy Director of Community Development	1
Economic Development and Housing Manager	3
Project Manager	3
Planning Manager	3
Senior Planner	3
Code Enforcement Manager	3
Code Enforcement Supervisor	3
Chief Building Official	3
Permit Services Supervisor	3
<u>Department of Community Services:</u>	
Director of Community Services	1
Deputy Director of Community Services	1
Community Services Manager	2
Child Development Manager	2
Executive Director of Child Development	2
Assistant Director of Child Development	2
Employment & Training Manager	2
Recreation Manager	2
Children's Museum Manager	2
Building Maintenance Supervisor	2

**APPENDIX A TO RESOLUTION NO. CC 2024-\_\_ (continued)  
DESIGNATED EMPLOYEE POSITIONS**

**CITY OF LA HABRA CONFLICT OF INTEREST CODE**

<u>POSITIONS</u>	<u>FILING CATEGORY</u>
<u>Department of Public Works:</u>	
Director of Public Works	1
Water Sewer Manager	1
Operations Manager	1
Deputy Director of Public Works/City Engineer	1
Principal Engineer	2
Assistant Civil Engineer	2
Senior Civil Engineer	2
Traffic Manager	2
<u>Police Department:</u>	
Police Chief	1
Police Captains	1
<u>Consultant:</u>	
Board Member(s):	1
California Domestic Water Company Board Member(s)	1

Consultants shall disclose pursuant to the broadest disclosure category in the Code 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 described 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 (Gov. Code Sec. 81008).

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**APPENDIX B TO RESOLUTION NO. CC 2024-\_\_**

**DISCLOSURE CATEGORIES**

**GENERAL:** Financial interests are reportable only if located in the jurisdiction, or if the business entity is doing business or planning to do business in the jurisdiction or has done business in the jurisdiction at any time during the two years prior to the filing of the statement. Designated employees shall disclose their financial interests pursuant to the appropriate disclosure category as indicated in Appendix A.

**CATEGORY 1.** Designated Employees in Category 1 must report:

All investments, sources of income, as well as business positions in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management. Interests in real property located in the jurisdiction, including property within a two-mile radius of any property owned or used by the City of La Habra.

**CATEGORY 2.** Designated Employees in Category 2 must report:

- a. All investments in, income from, or his or her status as a director, officer, partner, trustee, employee, or holder of a position of management in any business entity that has contracted with the City of La Habra within the last two years to provide services, supplies, materials, machinery, instrumentation, or equipment to or for the City of La Habra.
- b. All investments in, income from, or his or her status as a director, officer, partner, trustee, employee, or holder of a position of management in any business entity which the employee knows or has reason to know is a supplier of services or goods to or for the City of La Habra or to any entity possessing a contract with the City of La Habra.

**CATEGORY 3.** Designated Employees in Category 3 must report:

- a. All investments in, income from, or his or her status as a director, officer, partner, trustee, employee, or holder of a position of management in any business subject to the regulatory, permit or licensing authority of the City of La Habra, and/or which engages in land development, construction or the acquisition or sale of real property.
- b. Interests in real property located within two miles of any land owned or used by the City of La Habra.

No disclosure is required by this Conflict of Interest Code for employees and officials (City Council, Planning Commissioner, City Manager, City Attorney, and Director of Finance/City Treasurer) who are regulated by and file Statements of Economic Interests pursuant to Government Code Sections 87200 - 87210.