

APPENDIX

CONFLICT OF INTEREST CODE OF THE COUNTY OF SANTA CLARA

EXHIBIT “A”
LIST OF DESIGNATED POSITIONS FOR
FACILITIES AND FLEET DEPARTMENT

Designated Position	Disclosure Category
Administration	
Director, Facilities and Fleet	1
Deputy Director, Facilities and Fleet-Administration	1
Deputy Director, Facilities and Fleet-Building Operations	1
Deputy Director, Facilities and Fleet-Capital Programs	1
Facilities	
Administrative Services Manager	3
Assistant Manager, Building Operations	3
Assistant Planner	3
Assistant Real Estate Agent	4
Associate Planner	3
Associate Real Estate Agent	4
Building Operations Supervisor	3
Capital Projects Manager	3
Chief of Construction Services	3
Chief of Facilities Planning Services	3
Climate Change/Sustainability Program Manager	3
Custodial Services Manager	6
Departmental Fiscal Officer	3
Financial Analyst	3
Junior Real Estate Agent	4
Maintenance Project Manager	3

Designated Position	Disclosure Category
Management Analyst, Contracts	3
Manager of Real Estate Assets	1
Principal Safety & Environmental Compliance Specialist – FAF	1
Program Manager I	1
Program Manager II	1
Senior Departmental Fiscal Officer	3
Senior Facilities Engineer/Architect	3
Senior Planner	3
Senior Real Estate Agent	4
Senior Management Analyst	3
Telecommunications Operations Manager	3
Utilities Engineer/Program Manager	3
Work Center Manager	3
Fleet Management	
Associate Management Analyst, Fleet	5
Fleet Logistics Supervisor	5
Fleet Manager	5
Fleet Operations Manager	5
Fleet Parts Coordinator	5
Management Analyst, Fleet	5
Applicable to Entire Department	
Consultant	2

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EXHIBIT "B" DISCLOSURE CATEGORIES FOR FACILITIES AND FLEET DEPARTMENT

Pursuant to the County of Santa Clara's Conflict of Interest Code, Disclosure Categories 1 and 2 shall read as follows for all Code Agencies.

Disclosure Category 1: Persons in this category shall disclose:

(1) all investments in, business positions in, and income (including gifts, loans and travel payments) from:

(a) all sources that provide, plan to provide, or have provided in the last two years, facilities, goods, software, hardware, or related technology, equipment, vehicles, machinery or services, including training or consulting services, to the County;

(b) all sources that are subject to the regulatory, monitoring, investigatory, enforcement, valuation, certification, permit or licensing authority of, or have an application for a license, permit or certificate pending before, the County;

(c) all sources that receive, are planning to apply to receive, or have received in the last two years, grants or other monies from or through the County; and sources that receive referrals to provide assessments and/or treatments that are required or recommended by the County; and

(2) all interests in real property in the County of Santa Clara located entirely or partly within the County, or within two miles of County boundaries, or of any land owned or used by the County.

Disclosure Category 2: Each Consultant shall disclose: (1) all investments in, business positions in, and income (including gifts, loans and travel payments) from: (a) all sources that provide, plan to provide, or have provided in the last two years, facilities, goods, software, hardware, or related technology, equipment, vehicles, machinery or services, including training or consulting services, to the County; (b) all sources that are subject to the regulatory, monitoring, investigatory, enforcement, valuation, certification, permit or licensing authority of, or have an application for a license, permit or certificate pending before, the County; (c) all sources that receive, are planning to apply to receive, or have received in the last two years, grants or other monies from or through the County; and

sources that receive referrals to provide assessments and/or treatments that are required or recommended by the County; and (2) all interests in real property in the County of Santa Clara located entirely or partly within the County, or within two miles of County boundaries, or of any land owned or used by the County, subject to the following limitation: the Code Agency for which a consultant works may determine in writing, following approval by County Counsel as to form and legality, that the particular consultant is hired to perform a range of duties that is limited in scope and, thus, is not required to comply with the full disclosure requirements described above, but instead must comply with more tailored disclosure requirements specific to that consultant. Such a determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements.

In addition to the above two categories, the Facilities and Fleet Department shall have the following categories:

Disclosure Category 3: Persons in this category shall disclose:

(1) all investments in, business positions in, and income (including gifts, loans and travel payments) from:

(a) all sources that provide, plan to provide, or have provided in the last two years, facilities, goods, software, hardware, or related technology, equipment, vehicles, machinery or services, including training or consulting services, (i) to the Facilities and Fleet Department, or (ii) to the County of the type managed or administered by the Facilities and Fleet Department.

(b) all sources that provide land or facility development, construction, management, expansion, or renovation, including but not limited to supplying construction equipment or materials, architecture, design, engineering, land use planning, maintenance, rehabilitation, acquisition, disposal, lease, sale, management, or financing of real property, of the type utilized by the County;

(c) all sources that receive, are planning to apply to receive, or have received in the last two years, grants or other monies (i) from or through the Facilities and Fleet Department, or (ii) from or through the County related to the work of the Facilities and Fleet Department; and

(2) all interests in real property in the County of Santa Clara located entirely or partly within the County, or within two miles of County boundaries, or of any land owned or used by the County.

Disclosure Category 4: Persons in this category shall disclose:

(1) all investments in, business positions in, and income (including gifts, loans and travel payments) from:

(a) all sources that engage in the acquisition, disposal, lease, sale, management, appraisal, or financing of facilities or real property of the type utilized by the County;

(b) all sources that receive, are planning to apply to receive, or have received in the last two years, grants or other monies (i) from or through the Facilities and Fleet Department, or (ii) from or through the County related to the work of the Facilities and Fleet Department; and

(2) all interests in real property in the County of Santa Clara located entirely or partly within the County, or within two miles of County boundaries, or of any land owned or used by the County.

Disclosure Category 5: Persons in this category shall disclose:

(1) all investments in, business positions in, and income (including gifts, loans and travel payments) from:

(a) all sources that provide, plan to provide, or have provided in the last two years, facilities, goods, software, hardware, or related technology, equipment, vehicles, machinery or services, including training or consulting services, (i) to Fleet Management, or (ii) to the County of the type managed, administered, or serviced by Fleet Management; and

(b) all sources that receive, are planning to apply to receive, or have received in the last two years, grants or other monies from or through the County related to the work of Fleet Management; and

(2) all interests in real property in the County of Santa Clara located entirely or partly within the County, or within two miles of County boundaries, or of any land owned or used by the County.

Disclosure Category 6: Persons in this category shall disclose all investments in, business positions in, and income (including gifts, loans and travel payments) from:

(1) all sources that provide, plan to provide, or have provided in the last two years, facilities, goods, software, hardware, or related technology, equipment, vehicles, machinery or services, including training or consulting services, to the County related to custodial and grounds maintenance; and

(2) all sources that receive, are planning to apply to receive, or have received in the last two years, grants or other monies from or through the County related to custodial and grounds maintenance.

Disclosure Category 7: Persons in this category shall disclose all investments in, business positions in, and income (including gifts, loans and travel payments) from all sources that provide facilities, goods, software, hardware, or related technology, equipment, machinery, or services, including training or consulting services, related to information systems, computers, networks, applications, technological infrastructures or architectures, or telecommunications of the type utilized by the Facilities and Fleet Department.