



Staff Report

File #: 22-0906

REQUEST FOR CITY COUNCIL ACTION

DATE: 12/07/2022

TO: Honorable Mayor and City Council Members

FROM: City Manager's Office - City Clerk

SUBJECT:

Resolution approving the amended Conflict of Interest Code pursuant to the Political Reform Act of 1974.

EXECUTIVE SUMMARY:

This staff report asks Council to consider the approval of the amended Conflict of Interest Code pursuant to the Political Reform Act (Government Code Section 87300, et seq), which requires every local agency to review the Conflict of Interest Code biennially to determine potential revisions to ensure accuracy.

RECOMMENDED ACTION:

That the City Council adopt Resolution No. 2022-120, approving the amended Conflict of Interest Code.

BACKGROUND & HISTORY:

Every government agency must adopt a Conflict of Interest Code. A Conflict of Interest Code is the official document requiring those individuals holding designated positions with the City to disclose certain financial interests to help avoid conflicts of interest. A Conflict of Interest Code tells public officials, governmental employees, and consultants what financial interests they must disclose on their Statement of Economic Interests (Form 700).

The City's Conflict of Interest Code was adopted in 1981 and has been periodically updated since that time. The Political Reform Act requires every local government agency to review its Conflict of Interest Code biennially and determine if it needs to be amended.

ANALYSIS:

Every elected official and public employee who makes or influences governmental decisions is required to submit a Statement of Economic Interest, also known as Form 700.

Upon reviewing the Conflict of Interest Code, staff has determined that an amendment is required to accurately reflect current staffing, position titles, and designated positions. During 2021, there was an organizational realignment as well some classification changes which resulted in positions being reclassified or removed. These changes are reflected in the update proposed herein. Below are the updates for the 2022 Conflict of Interest Code:

Add the following positions:

Administrative Program Analyst
Administrative Services Manager IV
Assistant Director of Utilities
Budget Manager
Building Inspector I/II Flex
Building Inspector Supervisor
Business Supervisor
Chief Communications Officer
CIP Supervisor
Code Enforcement Officer I/II Flex
Customer Care Supervisor
Data Scientist
Deputy City Attorney II (Litigation)
Development Services Manager
Director of Utilities
Electric Utility Analyst
Executive Assistant
Finance Director
Fleet Superintendent
Library Manager
Maintenance Manager
Occupational Health & Safety Manager
Operations Analyst
Operations Manager
Parks Supervisor
Planning and Development Director
Plan Check Manager
Property and Contract Technician
Public Safety Communications Manager
Public Works Director/City Engineer
Senior Public Works Inspector
Transportation Program Manager
Utility Billing & Administration Manager

Remove the following positions:

Assistant City Manager/Administrative Services Director
Administrative Services Analyst I/II

Administrative Services Director
Administrative Services Manager (All)
Assistant General Manager
Assistant Public Works Director
Assistant Public Works Director/City Engineer
Business Manager - DWP
Business Supervisor - DWP
Business System Analyst
Chief Digital Officer
Code Enforcement Manager
Community Development Director
Construction Manager
Customer Services Supervisor
Deputy Finance Director
Deputy Human Resources Director
Development & Support Supervisor
District Engineer
DWP Customer Care Manager
DWP Customer Care Supervisor
DWP Operations Analyst I & II
DWP Operations Manager
Economic Development Manager (All)
Economic Development Manager/Strategic Partnerships
Electric Utility Analyst II
Executive Assistant (All)
Finance and Administration Manager
Finance Manager (All)
Finance/CDBG Manager
Fleet Services Superintendent
Fleet Services Supervisor
General Manager
GIS Administrator
Housing/Leasing Manager
Library and Recreation Services Assistant Director
Library and Recreation Services Director
Library Director
Library Services Manager
Maintenance Manager II
Management Services Chief of Staff
Management Services Supervisor
Office Manager
Parks Superintendent
Property and Contracts Administrator
Property and Contracts Manager
Public Safety Administrative Supervisor I/II

Public Safety Finance Deputy Director
Public Works Operations Service Manager
Public Works Program Administrator
Public Works Program Manager
Public Works Specialist
Purchasing Technician
Recreation Services Manager
Regulatory Supervisor
Safety Manager
Senior System Engineer
Support Service Administrator
Transportation Planning Manager
Transportation Planning Supervisor
Utilities Project Manager
Web and Digital Media Manager

Proper noticing has been provided in accordance with the law. Adoption of the proposed resolution and the amended Conflict of Interest Code will ensure compliance with State law provisions.

FINANCIAL IMPACT:

The biennial review of the City's Conflict of Interest Code does not have a fiscal impact.

ENVIRONMENTAL ANALYSIS:

This action is exempt pursuant to Section 15061(b)(3) of the Guidelines for the California Environmental Quality Act (CEQA), which states that a project is exempt from CEQA if the activity is covered by the common sense exemption that CEQA applies only to projects that have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. This action is for the 2022 biennial review of the City's Conflict of Interest Code and there is no possibility that this project will have a significant effect on the environment. Therefore, no environmental analysis is required.

PREPARED BY: SYLVIA EDWARDS, CITY CLERK

REVIEWED BY: ROGER BRADLEY, ASSISTANT CITY MANAGER

Attachments:

1. Exhibit 1 - Resolution No. 2022-120
2. Exhibit 2 - Amended 2022 Conflict of Interest Redline
3. Exhibit 3 - Amended 2022 Conflict of Interest Final