



Legislation Text

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**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