



AGENDA REPORT

Meeting Date: October 18, 2011
Item Number: H-11
To: Honorable Mayor & City Council
From: Lourdes Sy-Rodriguez, Deputy City Clerk
Subject: APPROVAL OF AMENDMENTS TO CONFLICT OF INTEREST
CODES FOR VARIOUS DEPARTMENTS

Attachments:

1. Amendment Pages Signed by Department Heads
2. Redlined Departmental Conflict of Interest Code Exhibit B
3. Revised Departmental Conflict of Interest Code Exhibit B

RECOMMENDATION

Staff recommends that the City Council approve the amendments to the Conflict of Interest Code for the Community Services, Police, and Policy and Management Departments.

INTRODUCTION

Section 87300 of the Political Reform Act requires that every government agency adopt and disseminate a Conflict of Interest Code which lists the positions designated to file the Form 700 Statement of Economic Interests and their disclosure categories. Section 87306 requires that agencies amend its Conflict of Interest Code in the event of changed circumstances such as creation of new positions, relevant changes in the duties assigned to existing positions, and/or deletion of positions. The City Council, as the City of Beverly Hills' code reviewing body, is requested to review and approve the amendments herewith presented.

DISCUSSION

Each year the City's departments review their Conflict of Interest Code and submit a list of employees designated to file the Form 700 Statement of Economic Interests. The amendments presented in Exhibit B are a result of staffing changes.

Upon approval of the Conflict of Interest Codes, all designated employees will be given a copy of their respective Conflict of Interest Code and Form 700 Statement of Economic Interests for filing by the designated deadline.

FISCAL IMPACT

There are no fiscal impacts as a result of this action.

Byron Pope
Approved By

Handwritten signature of Byron Pope, consisting of the letters 'BP' in a stylized, cursive font.

Attachment 1

CONFLICT OF INTEREST CODE
OF THE
COMMUNITY SERVICES DEPARTMENT
CITY OF BEVERLY HILLS

The agency designated above hereby submits the following changes to the Community Services Department's Conflict of Interest Code to the code reviewing body, the City Council of the City of Beverly Hills.

_____ Put a check mark on this line if no amendment is required.



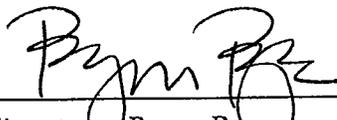
Department Head's Signature



Title-Official Capacity

Received on behalf of the City Council of the City of Beverly Hills:

Date: October 13, 2011



Signature: Byron Pope
City Clerk

The attached changes to the Department's Conflict of Interest Code, having been submitted by the agency designated above, was approved by order of the City Council of the City of Beverly Hills on _____.

Other action, if any:

Signature

Official Capacity

CONFLICT OF INTEREST CODE

OF THE

POLICE DEPARTMENT

CITY OF BEVERLY HILLS

The agency designated above hereby submits the following changes to the Police Department's Conflict of Interest Code to the code reviewing body, the City Council of the City of Beverly Hills.

_____ Put a check mark on this line if no amendment is required.



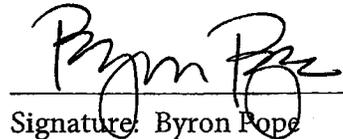
Department Head's Signature

CHIEF OF POLICE

Title-Official Capacity

Received on behalf of the City Council of the City of Beverly Hills:

Date: October 13, 2011



Signature: Byron Pope
City Clerk

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Other action, if any:

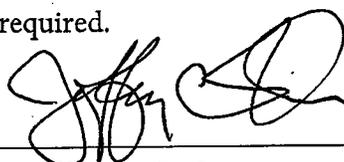
Signature

Official Capacity

**CONFLICT OF INTEREST CODE
OF THE
POLICY AND MANAGEMENT
CITY OF BEVERLY HILLS**

The agency designated above hereby submits the following changes to the Policy and Management's Conflict of Interest Code to the code reviewing body, the City Council of the City of Beverly Hills.

_____ Put a check mark on this line if no amendment is required.



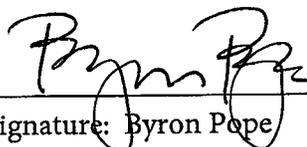
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Title-Official Capacity

Received on behalf of the City Council of the City of Beverly Hills:

Date: October 13, 2011



Signature: Byron Pope
City Clerk

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Other action, if any:

Signature

Official Capacity

Attachment 2

Strikethrough	= delete
Double Strikethrough	= change
Bold	= add

EXHIBIT "B"

COMMUNITY SERVICES DEPARTMENT (RECREATION AND PARKS)

Position Title	Position Allocation Code Number	Disclosure Requirements
Director of Community Services	AR00/1	All Categories
Assistant Director of Community Services/Recreation and Parks	CH00/1	All Categories
Recreation Services Manager	GQ00/1, GQ00/2, GQ00/3	All Categories
Parks and Urban Forest Manager	GU00/1	All Categories
General Park Maintenance Supervisor	NY00/1	All Categories
Park Service Supervisors	NP00/1, NP00/2, NP00/3, NP00/4	All Categories
Senior Recreation Supervisors	EI00/1, EI00/2, EI00/3	All Categories
Recreation Supervisors	EB00/1, EB00/2, EB00/3	All Categories
Market Manager	MM00/1	All Categories

COMMUNITY SERVICES DEPARTMENT (ADMINISTRATIVE SUPPORT)

Position Title	Position Allocation Code Number	Disclosure Requirements
Community Services Administrator	WM00/1	All Categories
Management Analyst	BT00/1	All categories

Events and Filming Supervisor	EJ00/1	All Categories
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COMMUNITY SERVICES DEPARTMENT (LIBRARY)

Position Title	Position Allocation Code Number	Disclosure Requirements
Assistant Director of Community Services/Library	AE00/1	All Categories
Senior Librarian	EG00/1, EG00/2	All Categories
Librarian III	BS00/1, BS00/2, BS00/3, BS00/4	All Categories

COMMUNITY SERVICES DEPARTMENT (HUMAN SERVICES)

Position Title	Position Allocation Code Number	Disclosure Requirements
Human Services Administrator	MZ00/1	All Categories
Human Services Outreach Manager	FY00/1	All Categories

Consultant

For consultants who serve in a staff capacity with the City, the consultant shall disclose based on the disclosure categories assigned elsewhere in this Conflict of Interest Code for that staff position.

For consultants who do not serve in a staff capacity with the City, the following disclosure categories shall be used:

Persons required to disclose in this category shall disclose pursuant to categories A, B, C and D below unless the Department Director determines in writing that a particular consultant 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 in

categories A, B, C and D. 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 Department Director'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.

Disclosure Categories For All Positions Listed

- A. Reportable investments. (FPPC Form 700, Schedules A-1 and A-2.)
- B. Reportable interests in real property in the Jurisdiction. (FPPC Form 700, Schedule B.)
- C. Reportable income, loans and business positions. (FPPC Form 700, Schedules C, D, B, and F.)
- D. Reportable gifts and travel payments. (FPPC Form 700, Schedules E and F.)

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EXHIBIT "B"

POLICE DEPARTMENT

Position Title	Position Allocation Code Number	Disclosure Requirements
Chief of Police	AY00/1	All Categories
Police Captain	DV00/1, DV00/2	All Categories
Police Commander	IX00/1	All Categories
Police Lieutenant	DW00/1, DW00/2, DW00/3, DW00/4, DW00/5, DW00/6, DW00/7	All Categories
Records and Jail Manager	GS00/1	All Categories
Senior Management Analyst	SM00/4	All Categories
Communications and Identification Bureau Manager	BZ00/1	All Categories

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Disclosure Categories For All Positions Listed

- A. Reportable investments. (FPPC Form 700, Schedules A-1 and A-2.)
- B. Reportable interests in real property in the Jurisdiction. (FPPC Form 700, Schedule B.)
- C. Reportable income, loans and business positions. (FPPC Form 700, Schedules C, D, B, and F.)
- D. Reportable gifts and travel payments. (FPPC Form 700, Schedules E and F.)

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EXHIBIT “B”

POLICY AND MANAGEMENT

Position Title	Position Allocation Code Number	Disclosure Requirements
City Manager	AF00/1	All Categories
Assistant City Manager	AW00/1	All Categories
Deputy City Manager	AL00/1, AL00/2	All Categories
Director of Emergency Management	AB00/1	All Categories
Director of Economic Development and Marketing	GW00/1	All Categories
Senior Management Analyst	SM00/1	All Categories
Office Manager	VW00/1	Categories C & D only
Marketing and Economic Sustainability Manager	JN00/1	All Categories
Management Analyst	BT00/1	All Categories

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- B. Reportable interests in real property in the Jurisdiction. (FPPC Form 700, Schedule B.)
- C. Reportable income, loans and business positions. (FPPC Form 700, Schedules C, D, B, and F.)
- D. Reportable gifts and travel payments. (FPPC Form 700, Schedules E and F.)

Attachment 3

EXHIBIT "B"

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Position Title	Position Allocation Code Number	Disclosure Requirements
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Recreation Services Manager	GQ00/1, GQ00/2, GQ00/3	All Categories
Parks and Urban Forest Manager	GU00/1	All Categories
General Park Maintenance Supervisor	NY00/1	All Categories
Park Service Supervisors	NP00/1, NP00/2, NP00/3, NP00/4	All Categories
Senior Recreation Supervisors	EI00/1, EI00/2, EI00/3	All Categories
Recreation Supervisors	EB00/1, EB00/2, EB00/3	All Categories
Market Manager	MM00/1	All Categories

COMMUNITY SERVICES DEPARTMENT (ADMINISTRATIVE SUPPORT)

Position Title	Position Allocation Code Number	Disclosure Requirements
Community Services Administrator	WM00/1	All Categories
Management Analyst	BT00/1	All categories
Events and Filming Supervisor	EJ00/1	All Categories

COMMUNITY SERVICES DEPARTMENT (LIBRARY)

Position Title	Position Allocation Code Number	Disclosure Requirements
Assistant Director of Community Services/Library	AE00/1	All Categories
Senior Librarian	EG00/1, EG00/2	All Categories
Librarian III	BS00/1, BS00/2, BS00/3, BS00/4	All Categories

COMMUNITY SERVICES DEPARTMENT (HUMAN SERVICES)

Position Title	Position Allocation Code Number	Disclosure Requirements
Human Services Administrator	MZ00/1	All Categories
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Police Commander	IX00/1	All Categories
Police Lieutenant	DW00/1, DW00/2, DW00/3, DW00/4, DW00/5, DW00/6, DW00/7	All Categories
Records and Jail Manager	GS00/1	All Categories
Senior Management Analyst	SM00/4	All Categories
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- D. Reportable gifts and travel payments. (FPPC Form 700, Schedules E and F.)

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Position Title	Position Allocation Code Number	Disclosure Requirements
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Deputy City Manager	AL00/1, AL00/2	All Categories
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Management Analyst	BT00/1	All Categories
Office Manager	VW00/1	Categories C & D only
Marketing and Economic Sustainability Manager	JN00/1	All Categories

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- D. Reportable gifts and travel payments. (FPPC Form 700, Schedules E and F.)