



AGENDA REPORT

Meeting Date: November 20, 2012
Item Number: F-5
To: Honorable Mayor & City Council
From: Lourdes Sy-Rodriguez, Deputy City Clerk
Subject: APPROVAL OF AMENDMENTS TO CONFLICT OF INTEREST
CODES FOR VARIOUS CITY DEPARTMENTS
Attachments:

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

RECOMMENDATION

Staff recommends that the City Council approve the amendments to the Conflict of Interest Code for Community Development, Community Services, and Fire Department.

INTRODUCTION

Section 87300 of the Political Reform Act requires that every government agency adopt and promulgate 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. Employees and officeholders at all state and local government agencies who make and participate in making governmental decisions, as well as candidates for public office are required to file the Form 700 to disclose their personal financial interest. These individuals are called "designated employees" or "code filers."

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The form alerts public officials about their economic interests and potential areas of conflict in relation to their duties, and provide information to members of the public who may monitor official actions for any conflicts.

The amendments presented in Exhibits B are a result of staffing and position /title 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

A handwritten signature in black ink, appearing to be 'BP', written over a horizontal line.

Attachment 1

CONFLICT OF INTEREST CODE

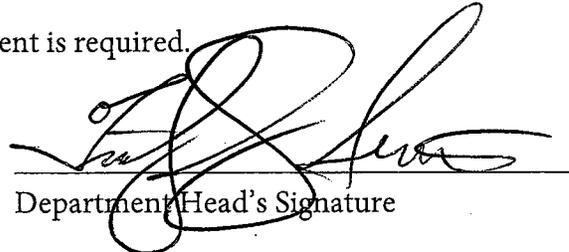
OF THE

FIRE DEPARTMENT

CITY OF BEVERLY HILLS

The agency designated above hereby submits the following changes to the Fire 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

Fire Chief

Title-Official Capacity

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

Date: November 15, 2012



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:

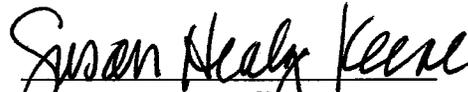
Signature

Official Capacity

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

The agency designated above hereby submits the following changes to the Community Development 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.



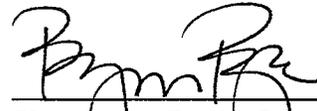
Department Head's Signature

DIRECTOR

Title-Official Capacity

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

Date: November 15, 2012



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
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

Director of Community Services

Title-Official Capacity

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

Date: November 15, 2012



Signature: Byron Pope
City Clerk

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Other action, if any:

Signature

Official Capacity

Attachment 2

Strikethrough	= delete position
Double Strikethrough	= title change
Bold	= add position

EXHIBIT "B"

COMMUNITY DEVELOPMENT DEPARTMENT (ADMINISTRATIVE)

Position Title	Position Allocation Code Number	Disclosure Requirements
Director of Community Development	AK00/1	All Categories
Management Analyst	BT00/1	All Categories

COMMUNITY DEVELOPMENT DEPARTMENT (PLANNING)

Position Title	Position Allocation Code Number	Disclosure Requirements
City Planner/Assistant Director of Community Development	BF00/1	All Categories
Principal Planner	IC00/1, IC00/2	All Categories
Senior Planner	BL00/1, BL00/2, BL00/3, BL00/4	All Categories
Associate Planner	HL00/1, HL00/2, HL00/3, HL00/4	All Categories
Assistant Planner	GC00/1, GC00/2	All Categories
Urban Designer	YC00/1	All Categories

Strikethrough	= delete position
Double Strikethrough	= title change
Bold	= add position

COMMUNITY DEVELOPMENT DEPARTMENT (BUILDING AND SAFETY)

Position Title	Position Allocation Code Number	Disclosure Requirements
City Building Official/Assistant Director of Community Development	AI00/1	All Categories
Plan Reviewer	WNUF/1, WN00/2	All Categories
Principal Plan Review Engineer	XZ00/1	All Categories
Senior Plan Review Engineer/Architect	HG00/1, HG00/2	All Categories
Building Inspector I	GE00/1, GE00/2	All Categories
Building Inspector II	GF00/1	All Categories
Senior Building Inspector	CT00/1, CT00/2, CT00/3, CT00/4, CT00/5, CT00/6	All Categories
Code Enforcement Manager	HV00/1	All Categories
Senior Code Enforcement Officer	HQ00/1	All Categories
Code Enforcement Officer	HP00/1, HP00/2, HP00/3	All Categories
Building Inspection Manager	HA00/1	All Categories
Customer Service Representative Supervisor	BQ00/1	Categories C & D only
Customer Service Representative	FU00/1, FU00/2, FU00/3	Categories C & D only
Permit Center Manager	IN00/1	All Categories
Development Services Tech I	IQ00/1	All Categories

Strikethrough	= delete position
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EXHIBIT "B"

COMMUNITY SERVICES DEPARTMENT (RECREATION AND PARKS)

Position Title	Position Allocation Code Number	Disclosure Requirements
Director of Community Services	AR00/1	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
Library Services Manager	PF00/1, PF00/2	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"

FIRE DEPARTMENT

Position Title	Position Allocation Code Number	Disclosure Requirements
Fire Chief	AV00/1	All Categories
Deputy Fire Chief	AC00/2	All Categories
Fire Battalion Chief	AU00/1, AU00/3, AU00/4	All Categories
Fire Battalion Chief (Fire Marshal)	AU01/1	All Categories
Battalion Chief (Training)	-	All Categories
Management Analyst	BT00/3	All Categories
Deputy Fire Marshal	KP00/1	All Categories

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Senior Planner	BL00/1, BL00/2, BL00/3, BL00/4	All Categories
Associate Planner	HL00/1, HL00/2, HL00/3, HL00/4	All Categories
Assistant Planner	GC00/1, GC00/2	All Categories
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Building Inspector I	GE00/1, GE00/2	All Categories
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Senior Building Inspector	CT00/1, CT00/2, CT00/3, CT00/4, CT00/5, CT00/6	All Categories
Code Enforcement Manager	HV00/1	All Categories
Senior Code Enforcement Officer	HQ00/1	All Categories
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Building Inspection Manager	HA00/1	All Categories
Customer Service Representative Supervisor	BQ00/1	Categories C & D only
Customer Service Representative	FU00/1, FU00/2, FU00/3	Categories C & D only
Permit Center Manager	IN00/1	All Categories
Development Services Tech I	IQ00/1	All Categories

Development Services Technician II	IQ00/2, IQ00/3, IQ00/4	All Categories
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Civil Engineer	HS00/1	All Categories
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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

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Position Title	Position Allocation Code Number	Disclosure Requirements
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Library Services Manager	PF00/1, PF00/2	All Categories
Librarian III	BS00/1, BS00/2, BS00/3, BS00/4	All Categories

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Deputy Fire Chief	AC00/2	All Categories
Fire Battalion Chief	AU00/1, AU00/3, AU00/4	All Categories
Fire Battalion Chief (Fire Marshal)	AU01/1	All Categories
Battalion Chief (Training)	-	All Categories
Management Analyst	BT00/3	All Categories
Deputy Fire Marshal	KP00/1	All Categories

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