



AGENDA REPORT

Meeting Date: November 4, 2010
Item Number: F-8
To: Honorable Mayor & City Council
From: Lourdes Sy-Rodriguez, Deputy City Clerk
Subject: 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 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 all City departments including Policy and Management. The proposed amendment (among other things) reflects current position titles, expands the list of positions required to report and improves consistency among similar positions among departments.

INTRODUCTION

Section 87300 of the Political Reform Act requires every government agency to adopt and promulgate a local Conflict of Interest Code which lists the positions designated to file the Form 700 Statement of Economic Interests and the disclosure categories of the types of interests to be reported. The Fair Political Practices Commission ("FPPC") requires that local agencies review its local Conflict of Interest Code biennially. Notwithstanding, revisions can be made at any time. This biennial review allows a local agency to determine whether its local Conflict of Interest Code is current and reflects new positions or whether changes are required. The City Council is the reviewing body for a local government's conflict of interest code. Accordingly, staff is forwarding to the City Council the proposed amendments to the City's local Conflict of Interest Code for the City Council's review and approval.

DISCUSSION

The City's departments review their Conflict of Interest Code and review the list of employees designated to file the Form 700 Statement of Economic Interests. According to the FPPC, "a primary purpose of code is to require disclosure of investments, interests in real property, sources of income and business positions that designated positions may affect in their decision-making." In this respect, the local conflict of interest code furthers the value of transparency in decision-making. Accordingly, the departments determine whether there should be changes to the current list of Form 700 filers such as adding or deleting positions or whether there should be amendments to the disclosure categories to reflect economic interests that relate to an employee's job duties.

The amendments presented in Attachment 2 to this report reflects changes to position titles, deletion of certain positions in the City because the position does not exist, inclusion of additional positions required to disclose, the expansion of disclosure categories, or the amendment of disclosure categories based on an employee's job duties. For example, the new title for the Director of Library Services is Assistant Director of Community Services-Library. Another example is in the Public Works and Transportation Department where the position of Support Services Manager no longer exists.

All of the revisions are redlined in Attachment 2 for the City Council's review. 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. In addition, the City Attorney's office will provide training classes on the various disclosure requirements of the Form 700.

FISCAL IMPACT

There is no fiscal impact to the City with this action.


for Byron Pope
Approved By

Attachment 1

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

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

CFO
Title-Official Capacity

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

Date: Oct. 29, 2010

Byron Pope
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

CITY CLERK'S OFFICE

CITY OF BEVERLY HILLS

The agency designated above hereby submits the following changes to the City Clerk's Office'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

City Clerk

Title-Official Capacity

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

Date: Oct. 29, 2010



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.

Susan Healy Keene

Department Head's Signature

Director of Community Development

Title-Official Capacity

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

Date: Oct. 29, 2010

Byron Pope

Signature: Byron Pope *for*
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.

Manahunt-Coffey
Department Head's Signature

Acting Director Community Services
Title-Official Capacity

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

Date: Oct. 29, 2010

Byron Pope
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

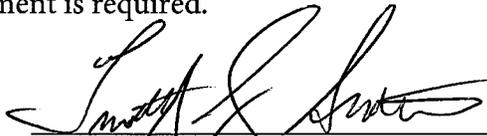
OF THE

FIRE DEPARTMENT

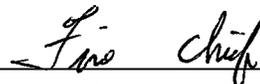
CITY OF BEVERLY HILLS

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.



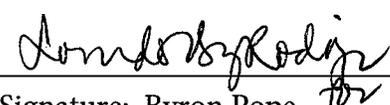
Department Head's Signature



Title-Official Capacity

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

Date: Oct. 29, 2010



Signature: Byron Pope
City Clerk

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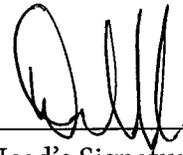
Signature

Official Capacity

CONFLICT OF INTEREST CODE
OF THE
INFORMATION TECHNOLOGY DEPARTMENT
CITY OF BEVERLY HILLS

The agency designated above hereby submits the following changes to the Information Technology 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.



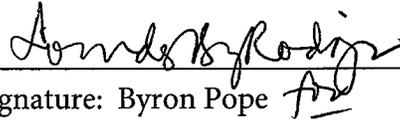
Department Head's Signature

Chief Information Officer

Title-Official Capacity

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

Date: Oct. 29, 2010



Signature: Byron Pope
City Clerk

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Other action, if any:

Signature

Official Capacity

CONFLICT OF INTEREST CODE

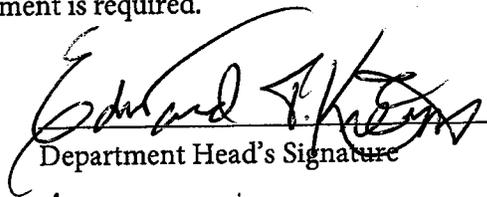
OF THE

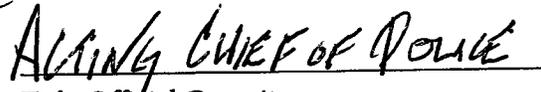
POLICE DEPARTMENT

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.

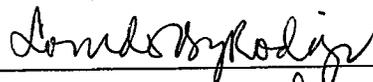
_____ Put a check mark on this line if no amendment is required.


Department Head's Signature


Title-Official Capacity

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

Date: Oct. 29, 2010


Signature: Byron Pope for
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:

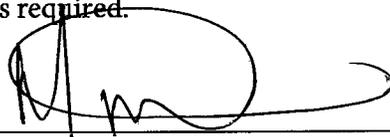
Signature

Official Capacity

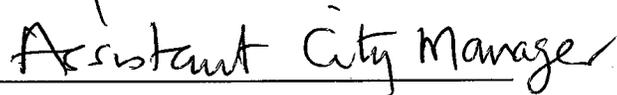
**CONFLICT OF INTEREST CODE
OF THE
POLICY AND MANAGEMENT
CITY OF BEVERLY HILLS**

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.



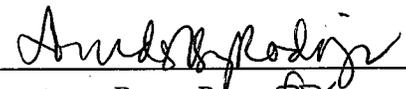
Department Head's Signature



Title-Official Capacity

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

Date: Oct. 29, 2010



Signature: Byron Pope
City Clerk

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Other action, if any:

Signature

Official Capacity

CONFLICT OF INTEREST CODE
OF THE
PUBLIC WORKS AND TRANSPORTATION DEPARTMENT
CITY OF BEVERLY HILLS

The agency designated above hereby submits the following changes to the Public Works and Transportation 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 PW & T

Title-Official Capacity

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

Date: Oct. 29, 2010



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

Attachment 2

Strikethrough	= delete
Double Strikethrough	= change
Bold	= add

EXHIBIT "B"

ADMINISTRATIVE SERVICES DEPARTMENT

Position Title	Position Allocation Code Number	Disclosure Requirements
City Treasurer	YA00/1	All Categories
Deputy City Treasurers	2 positions	All Categories
Chief Financial Officer	AO00/1	All Categories
Assistant Director of Administrative Services/Finance	AJ00/1	All Categories
Assistant Director of Administrative Services/Human Resources	AP00/1	All Categories Categories C & D only
Personnel Manager	DG00/1	Categories A & D only
Accounting Manager	EE00/1	All Categories
Budget and Management Officer	CU00/1	Categories A, C & D only Categories C & D only
Revenue Operations Investigator Revenue Investigator	GI00/1, GI00/2, GI00/3	Categories B, C & D only All Categories
Property Manager	WY00/1	All Categories Categories A, C & D only
Risk Manager	BD00/1	Categories A, C & D only Categories A, B & D only
Senior Budget & Financial Analysts Senior Management Analysts	EV00/1, EV00/2	All Categories Categories A, C & D only
Budget & Financial Analysts	EW01/1, EW01/2, EW01/3	All Categories

Management Analyst	BT00/1	All Categories
Human Resources Analyst	BV00/1	All Categories
Customer Services Specialist	CS00/2	Categories C & D only
Senior Customer Service Rep	SC00/1	Categories C & D only
Customer Service Rep	FU00/1, FU00/2, FU00/5, FU00/6, FU00/7	Categories C & D only

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.)

Strikethrough	= delete
Double Strikethrough	= change
Bold	= add

EXHIBIT "B"

CITY CLERK'S OFFICE

Position Title	Position Allocation Code Number	Disclosure Requirements
City Clerk	AD00/1	All Categories
Deputy City Clerk	AD01/1	All Categories
City Clerk Specialist	AD02/1	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.

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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"

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

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 WN00/1, WN00/2	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 All Categories
Customer Service Representative	FU00/1, FU00/2, FU00/3	Categories C & D only All Categories
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

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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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

COMMUNITY SERVICES DEPARTMENT (LIBRARY)

Position Title	Position Allocation Code Number	Disclosure Requirements
Assistant Director of Community Services/Library	AE00/1	All Categories
Director of Library Services		
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.

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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

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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"

FIRE DEPARTMENT

Position Title	Position Allocation Code Number	Disclosure Requirements
Fire Chief	AV00/1	All Categories
Deputy Fire Chief	AC00/1 , AC00/2	All Categories
Fire Battalion Chief	AU00/1, AU00/2 , 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

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.

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EXHIBIT "B"

INFORMATION TECHNOLOGY DEPARTMENT

Position Title	Position Allocation Code Number	Disclosure Requirements
Chief Information Officer	AG00/1	All Categories
Assistant Chief Information Officer	MB00/1	All Categories
Multimedia Services Manager	CM00/1	All Categories
Senior Management Analyst	SM00/3	All Categories
Management Analyst	BT00/7	All Categories

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Disclosure Categories For All Positions Listed

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- 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

Consultant

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Disclosure Categories For All Positions Listed

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- 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

Consultant

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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.)

Strikethrough	= delete
Double Strikethrough	= change
Bold	= add

EXHIBIT "B"

PUBLIC WORKS AND TRANSPORTATION DEPARTMENT (PUBLIC WORKS & ENGINEERING)

Position Title	Position Allocation Code Number	Disclosure Requirements
Director of Public Works and Transportation	FW00/1	All Categories
Director of Project Administration	CZ00/1	All Categories
Solid Waste Manager	EF00/1	All Categories
Solid Waste and Stormwater Supervisor	FV00/1	All Categories
Solid Waste Inspector	HI00/1, HI00/2	All Categories
Parking Operations Manager	BE00/1	All Categories
Parking Services Manager	GX00/1	All Categories
Maintenance Operations Manager	BR00/1	All Categories
Facilities Maintenance Manager	FR00/1	All Categories
Vehicle Maintenance Manager	CB00/1	All Categories
Central Storeroom Supervisor	FG00/1	All Categories
Assistant Director of Public Works and Transportation	AX00/1	All Categories
Deputy City Engineer	CW00/1	All Categories
Civil Engineer	HS00/1, HS00/2, HS00/3, HS00/4	All Categories
Traffic Engineer	GD00/1	All Categories
Public Works Inspector	HC00/4	All Categories
Public Works Inspector II	UT00/1, UT00/2,	All Categories

	UT00/3	
Environmental Utilities Manager	VU00/1	All Categories
Customer Services Supervisor	BQ00/1	Categories C & D only All Categories
Management Analyst	BT00/1	All Categories
Senior Management Analyst	SM00/2	All Categories
Parking Supervisor	WH00/1, WH00/2, WH00/3	All Categories
Project Administrator	DF00/1, DF00/2	All Categories
Environmental Programs Inspector	HH00/1, HH00/2	All Categories
Water Quality Specialist	WU00/1	All Categories
Water Operations Manager	WV00/1	All Categories
Director of Parking Operations	WW00/1	All Categories
Project Manager	GH00/1, GH00/2	All Categories
Associate Project Manager	IB00/1	All Categories
Street Superintendent	DO00/1	All Categories
Support Services Manager	HX00/1	All Categories
Principal Civil Engineer	HZ00/1	All Categories
Drainage System Supervisor	OE00/1	All Categories
Electrical/Comm System Supervisor	ON00/1	All Categories
Maintenance Supervisor	NU00/1, NU00/2	All Categories
Field Supervisor	FN00/1	All Categories
Parking Meter Supervisor	NQ00/1	All Categories
Water System Operations Supervisor	OZ00/1	All Categories

Street Maintenance Supervisor	OK00/1	All Categories
Supervising Public Works Inspector	FP00/1	All Categories
Civil Engineering GIS Specialist	IT00/1	All Categories
Senior Facilities Maintenance Mechanic	FH00/1, FH00/2	All Categories

PUBLIC WORKS AND TRANSPORTATION DEPARTMENT (TRANSPORTATION)

Position Title	Position Allocation Code Number	Disclosure Requirements
Deputy Director of Transportation	CY00/1	All Categories
Transportation Planner	BN00/1	All Categories
Customer Services Supervisor	BQ00/1	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.)

Attachment 3

EXHIBIT "B"

ADMINISTRATIVE SERVICES DEPARTMENT

Position Title	Position Allocation Code Number	Disclosure Requirements
City Treasurer	YA00/1	All Categories
Deputy City Treasurers	2 positions	All Categories
Chief Financial Officer	AO00/1	All Categories
Assistant Director of Administrative Services/Finance	AJ00/1	All Categories
Assistant Director of Administrative Services/Human Resources	AP00/1	All Categories
Personnel Manager	DG00/1	Categories A & D only
Accounting Manager	EE00/1	All Categories
Budget and Management Officer	CU00/1	Categories A, C & D only
Revenue Operations Investigator	GI00/1, GI00/2, GI00/3	Categories B, C & D only
Property Manager	WY00/1	All Categories
Risk Manager	BD00/1	Categories A, C & D only
Senior Budget & Financial Analysts	EV00/1, EV00/2	All Categories
Budget & Financial Analysts	EW01/1, EW01/2, EW01/3	All Categories
Management Analyst	BT00/1	All Categories
Human Resources Analyst	BV00/1	All Categories

Customer Services Specialist	CS00/2	Categories C & D only
Senior Customer Service Rep	SC00/1	Categories C & D only
Customer Service Rep	FU00/1, FU00/2, FU00/5, FU00/6, FU00/7	Categories C & D only

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.)

EXHIBIT "B"

CITY CLERK'S OFFICE

Position Title	Position Allocation Code Number	Disclosure Requirements
City Clerk	AD00/1	All Categories
Deputy City Clerk	AD01/1	All Categories
City Clerk Specialist	AD02/1	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.)

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

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
Development Services Technician II	IQ00/2, IQ00/3, IQ00/4	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:

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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.)

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

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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.)

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

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.)

EXHIBIT "B"

INFORMATION TECHNOLOGY DEPARTMENT

Position Title	Position Allocation Code Number	Disclosure Requirements
Chief Information Officer	AG00/1	All Categories
Assistant Chief Information Officer	MB00/1	All Categories
Multimedia Services Manager	CM00/1	All Categories
Senior Management Analyst	SM00/3	All Categories
Management Analyst	BT00/7	All Categories

Consultant

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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.)

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

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.

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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.)

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

Consultant

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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.)

EXHIBIT "B"

PUBLIC WORKS AND TRANSPORTATION DEPARTMENT (PUBLIC WORKS & ENGINEERING)

Position Title	Position Allocation Code Number	Disclosure Requirements
Director of Public Works and Transportation	FW00/1	All Categories
Director of Project Administration	CZ00/1	All Categories
Solid Waste Manager	EF00/1	All Categories
Solid Waste and Stormwater Supervisor	FV00/1	All Categories
Solid Waste Inspector	HI00/1, HI00/2	All Categories
Parking Operations Manager	BE00/1	All Categories
Parking Services Manager	GX00/1	All Categories
Maintenance Operations Manager	BR00/1	All Categories
Facilities Maintenance Manager	FR00/1	All Categories
Vehicle Maintenance Manager	CB00/1	All Categories
Central Storeroom Supervisor	FG00/1	All Categories
Assistant Director of Public Works and Transportation	AX00/1	All Categories
Deputy City Engineer	CW00/1	All Categories
Civil Engineer	HS00/1, HS00/2, HS00/3, HS00/4	All Categories
Traffic Engineer	GD00/1	All Categories
Public Works Inspector	HC00/4	All Categories
Public Works Inspector II	UT00/1, UT00/2,	All Categories

	UT00/3	
Environmental Utilities Manager	VU00/1	All Categories
Customer Services Supervisor	BQ00/1	Categories C & D only
Management Analyst	BT00/1	All Categories
Senior Management Analyst	SM00/2	All Categories
Parking Supervisor	WH00/1, WH00/2, WH00/3	All Categories
Project Administrator	DF00/1, DF00/2	All Categories
Environmental Programs Inspector	HH00/1, HH00/2	All Categories
Water Quality Specialist	WU00/1	All Categories
Water Operations Manager	WV00/1	All Categories
Director of Parking Operations	WW00/1	All Categories
Project Manager	GH00/1, GH00/2	All Categories
Associate Project Manager	IB00/1	All Categories
Street Superintendent	DO00/1	All Categories
Principal Civil Engineer	HZ00/1	All Categories
Drainage System Supervisor	OE00/1	All Categories
Electrical/Comm System Supervisor	ON00/1	All Categories
Maintenance Supervisor	NU00/1, NU00/2	All Categories
Field Supervisor	FN00/1	All Categories
Parking Meter Supervisor	NQ00/1	All Categories
Water System Operations Supervisor	OZ00/1	All Categories
Street Maintenance Supervisor	OK00/1	All Categories

Supervising Public Works Inspector	FP00/1	All Categories
Civil Engineering GIS Specialist	IT00/1	All Categories

PUBLIC WORKS AND TRANSPORTATION DEPARTMENT (TRANSPORTATION)

Position Title	Position Allocation Code Number	Disclosure Requirements
Deputy Director of Transportation	CY00/1	All Categories
Transportation Planner	BN00/1	All Categories
Customer Services Supervisor	BQ00/1	All Categories

Consultant

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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.)