



## AGENDA REPORT

**Meeting Date:** October 20, 2015  
**Item Number:** E-8  
**To:** Honorable Mayor & City Council  
**From:** Lourdes Sy-Rodriguez, Assistant City Clerk  
**Subject:** APPROVAL OF AMENDMENTS TO CONFLICT OF INTEREST  
CODES FOR VARIOUS CITY DEPARTMENTS  
**Attachments:** 1. Conflict of Interest Code Amendment Pages Signed by Department  
Head  
2. Redlined Departmental Conflict of Interest Code Exhibits B  
3. Revised Departmental Conflict of Interest Code Exhibits B

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### RECOMMENDATION

Staff recommends that the City Council approve the amendments to the Conflict of Interest Code for the following City departments: City Clerk, Community Development, Police, Policy and Management, and Public Works Services.

### INTRODUCTION

Section 87300 of the Political Reform Act requires that government agencies 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. Certain employees, especially those who make and participate in making governmental decisions, are required by State law to file the Form 700 to disclose their personal financial interests if their position is listed in the local agency's Conflict of Interest Code. These individuals are called "designated employees" or "code filers."

Meeting Date: October 20, 2015

The form alerts public officials about their economic interests and potential areas of conflict in relation to their duties, and provides 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 of April 1 for the preceding calendar year.

**FISCAL IMPACT**

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

Byron Pope   
\_\_\_\_\_  
Approved By

# **Attachment 1**

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.

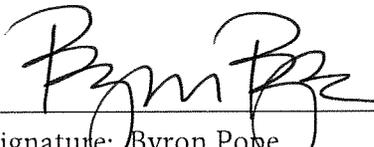
\_\_\_\_\_ Put a check mark on this line if no amendment is required.

  
\_\_\_\_\_  
Department/Head's Signature

\_\_\_\_\_  
City Clerk  
Title-Official Capacity

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

Date: September 25, 2015

  
\_\_\_\_\_  
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:

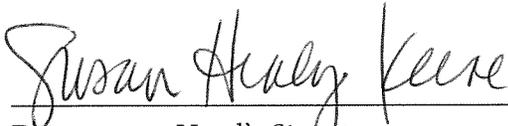
\_\_\_\_\_  
Signature

\_\_\_\_\_  
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 OF COMMUNITY DEVELOPMENT*  
\_\_\_\_\_  
Title-Official Capacity

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

Date: September 25, 2015

  
\_\_\_\_\_  
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:

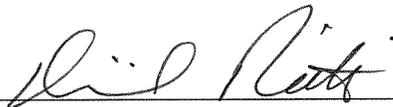
\_\_\_\_\_  
Signature

\_\_\_\_\_  
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.

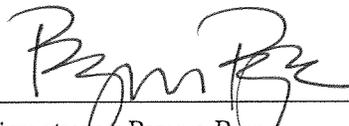
\_\_\_\_\_ Put a check mark on this line if no amendment is required.

  
\_\_\_\_\_  
Department Head's Signature

CHIEF OF POLICE  
\_\_\_\_\_  
Title-Official Capacity

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

Date: September 25, 2015

  
\_\_\_\_\_  
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:

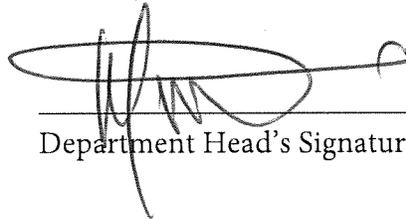
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Official Capacity

**CONFLICT OF INTEREST CODE**  
**OF THE**  
**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.



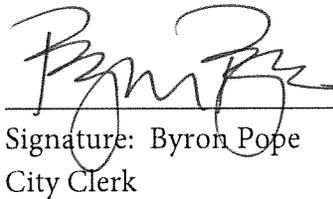
\_\_\_\_\_  
Department Head's Signature

\_\_\_\_\_  
Interim City Manager

\_\_\_\_\_  
Title-Official Capacity

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

Date: September 25, 2015



\_\_\_\_\_  
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**  
**PUBLIC WORKS SERVICES DEPARTMENT**  
**CITY OF BEVERLY HILLS**

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

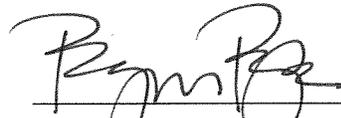
\_\_\_\_\_ Put a check mark on this line if no amendment is required.

  
\_\_\_\_\_  
Department Head's Signature

*Director of Public Works Services*  
\_\_\_\_\_  
Title-Official Capacity

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

Date: September 25, 2015

  
\_\_\_\_\_  
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"**

**CITY CLERK'S OFFICE**

<b>Position Title</b>	<b>Disclosure Requirements</b>
City Clerk	All Categories
Assistant City Clerk	All Categories
<del>Deputy City Clerk</del>	
Management Analyst	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.)

Strikethrough	= delete
Double Strikethrough	= change
Bold	= add

**EXHIBIT “B”**

**COMMUNITY DEVELOPMENT DEPARTMENT (ADMINISTRATIVE)**

<b>Position Title</b>	<b>Disclosure Requirements</b>
Director of Community Development	All Categories
Management Analyst	All Categories

**COMMUNITY DEVELOPMENT DEPARTMENT (PLANNING)**

<b>Position Title</b>	<b>Disclosure Requirements</b>
City Planner/Assistant Director of Community Development	All Categories
Principal Planner (2)	All Categories
Senior Planner (4)	All Categories
Associate Planner (5)	All Categories
Assistant Planner (2)	All Categories
Urban Designer	All Categories

**COMMUNITY DEVELOPMENT DEPARTMENT (BUILDING AND SAFETY)**

<b>Position Title</b>	<b>Disclosure Requirements</b>
City Building Official/Assistant Director of Community Development	All Categories
<b>Deputy Building Official</b>	<b>All Categories</b>
Plan Reviewer (2)	All Categories
Principal Plan Review Engineer	All Categories

Senior Plan Review Engineer/Architect (2)	All Categories
Building Inspector I (2)	All Categories
Building Inspector II	All Categories
Senior Building Inspector (6)	All Categories
Code Enforcement Manager	All Categories
Senior Code Enforcement Officer	All Categories
Code Enforcement Officer (3)	All Categories
Plan Review and Building Inspection Manager	All Categories
Customer Service Representative Supervisor	All Categories
Customer Service Representative (3)	All Categories
Development Services Tech I	All Categories
Development Services Tech II (3)	All Categories
Civil Engineer	All Categories
E-Gov Manager	All Categories
Supervising Plan Review Engineer	All Categories

**COMMUNITY DEVELOPMENT DEPARTMENT (TRANSPORTATION PLANNING & TRAFFIC ENGINEERING)**

<b>Position Title</b>	<b>Disclosure Requirements</b>
Deputy Director of Transportation	All Categories
Senior Transportation Engineer	All Categories
Transportation Planner	All Categories
Traffic Technician	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.)

Strikethrough	= delete
Double Strikethrough	= change
Bold	= add

**EXHIBIT “B”**

**POLICE DEPARTMENT**

<b>Position Title</b>	<b>Disclosure Requirements</b>
Chief of Police	All Categories
Police Captain (2)	All Categories
Police Commander	All Categories
Police Lieutenant (7)	All Categories
Records and Jail Manager	All Categories
Senior Management Analyst	All Categories
<del>Communications and Identification Bureau Manager</del>	<del>All Categories</del>
<b>Public Safety Communications and Evidence Manager</b>	<b>All Categories</b>

Consultant

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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.)

Strikethrough	= delete
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Bold	= add

**EXHIBIT “B”**

**POLICY AND MANAGEMENT**

<b>Position Title</b>	<b>Disclosure Requirements</b>
City Manager	All Categories
Assistant City Manager	All Categories
Deputy City Manager (2)	All Categories
Director of Emergency Management	All Categories
Senior Management Analyst	All Categories
Office Manager	Categories C & D only
Marketing and Economic Sustainability Manager	All Categories
<b>Public Information Manager</b>	<b>Categories C &amp; D only</b>
<b>Community Outreach Manager</b>	<b>Categories C &amp; D only</b>

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.)

Strikethrough	= delete Double
Strikethrough	= change
Bold	= add

## EXHIBIT "B"

### PUBLIC WORKS SERVICES

<b>Position Title</b>	<b>Disclosure Requirements</b>
Director of Public Works Services	All Categories
Deputy Director of Public Works Services/Operational Support	All Categories
Solid Waste Manager	All Categories
Solid Waste and Stormwater Supervisor	All Categories
Solid Waste Inspector (2)	All Categories
Parking Services Manager (2)	All Categories
<del>Maintenance Operations Manager</del>	<del>All Categories</del>
<b>Water System Production/Operations Supervisor</b>	<b>All Categories</b>
Facilities Maintenance Manager	All Categories
Vehicle Maintenance Manager	All Categories
Central Storeroom Supervisor	All Categories
Assistant Director of Public Works Services/Parking & Facilities Operations	All Categories
Assistant Director of Public Works Services/Infrastructure & Field Operations	All Categories
Customer Services Supervisor	Categories C & D only
Management Analyst	All Categories
Senior Management Analyst (3)	All Categories
Parking Supervisor (3)	All Categories

<b>Water System Inspector</b>	<b>All Categories</b>
Environmental Programs Inspector	All Categories
Water Quality Specialist	All Categories
Water Operations Manager	All Categories
<del>Director of Parking Operations</del>	<del>All Categories</del>
Street Superintendent	All Categories
Drainage System Supervisor	All Categories
Electrical/Comm System Supervisor	All Categories
Maintenance Supervisor (2)	All Categories
Field Supervisor	All Categories
<del>Parking Meter Supervisor</del>	<del>All Categories</del>
Parking Technician Supervisor	All Categories
Water System Operations Supervisor	All Categories
Street Maintenance Supervisor	All Categories
Audit & Permit Administrator	All Categories
<b>Environmental Compliance &amp; Sustainability Manager</b>	<b>All Categories</b>
<b>Planning &amp; Research Analyst</b>	<b>All Categories</b>
<b>Conservation Administrator</b>	<b>All Categories</b>
<b>Water Resource Manager</b>	<b>All Categories</b>
<b>Project Manager</b>	<b>All Categories</b>

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

# **Attachment 3**

## EXHIBIT "B"

### CITY CLERK'S OFFICE

Position Title	Disclosure Requirements
City Clerk	All Categories
Assistant City Clerk	All Categories
Management Analyst	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 DEVELOPMENT DEPARTMENT (ADMINISTRATIVE)**

<b>Position Title</b>	<b>Disclosure Requirements</b>
Director of Community Development	All Categories
Management Analyst	All Categories

**COMMUNITY DEVELOPMENT DEPARTMENT (PLANNING)**

<b>Position Title</b>	<b>Disclosure Requirements</b>
City Planner/Assistant Director of Community Development	All Categories
Principal Planner (2)	All Categories
Senior Planner (4)	All Categories
Associate Planner (5)	All Categories
Assistant Planner (2)	All Categories
Urban Designer	All Categories

**COMMUNITY DEVELOPMENT DEPARTMENT (BUILDING AND SAFETY)**

<b>Position Title</b>	<b>Disclosure Requirements</b>
City Building Official/Assistant Director of Community Development	All Categories
Deputy Building Official	All Categories
Plan Reviewer (2)	All Categories
Principal Plan Review Engineer	All Categories

Senior Plan Review Engineer/Architect (2)	All Categories
Building Inspector I (2)	All Categories
Building Inspector II	All Categories
Senior Building Inspector (6)	All Categories
Code Enforcement Manager	All Categories
Senior Code Enforcement Officer	All Categories
Code Enforcement Officer (3)	All Categories
Plan Review and Building Inspection Manager	All Categories
Customer Service Representative Supervisor	All Categories
Customer Service Representative (3)	All Categories
Development Services Tech I	All Categories
Development Services Tech II (3)	All Categories
Civil Engineer	All Categories
E-Gov Manager	All Categories
Supervising Plan Review Engineer	All Categories

**COMMUNITY DEVELOPMENT DEPARTMENT (TRANSPORTATION PLANNING & TRAFFIC ENGINEERING)**

<b>Position Title</b>	<b>Disclosure Requirements</b>
Deputy Director of Transportation	All Categories
Senior Transportation Engineer	All Categories
Transportation Planner	All Categories
Traffic Technician	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.)

## EXHIBIT "B"

### POLICE DEPARTMENT

Position Title	Disclosure Requirements
Chief of Police	All Categories
Police Captain (2)	All Categories
Police Commander	All Categories
Police Lieutenant (7)	All Categories
Records and Jail Manager	All Categories
Senior Management Analyst	All Categories
Public Safety Communications and Evidence Manager	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.)

## EXHIBIT "B"

### POLICY AND MANAGEMENT

<b>Position Title</b>	<b>Disclosure Requirements</b>
City Manager	All Categories
Assistant City Manager	All Categories
Deputy City Manager (2)	All Categories
Director of Emergency Management	All Categories
Senior Management Analyst	All Categories
Office Manager	Categories C & D only
Marketing and Economic Sustainability Manager	All Categories
Public Information Manager	Categories C & D only
Community Outreach Manager	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.

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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 SERVICES

<b>Position Title</b>	<b>Disclosure Requirements</b>
Director of Public Works Services	All Categories
Deputy Director of Public Works Services/Operational Support	All Categories
Solid Waste Manager	All Categories
Solid Waste and Stormwater Supervisor	All Categories
Solid Waste Inspector (2)	All Categories
Parking Services Manager (2)	All Categories
Water System Production/Operations Supervisor	All Categories
Facilities Maintenance Manager	All Categories
Vehicle Maintenance Manager	All Categories
Central Storeroom Supervisor	All Categories
Assistant Director of Public Works Services/Parking & Facilities Operations	All Categories
Assistant Director of Public Works Services/Infrastructure & Field Operations	All Categories
Customer Services Supervisor	Categories C & D only
Management Analyst	All Categories
Senior Management Analyst (3)	All Categories
Parking Supervisor (3)	All Categories
Water System Inspector	All Categories

Environmental Programs Inspector	All Categories
Water Quality Specialist	All Categories
Water Operations Manager	All Categories
Street Superintendent	All Categories
Drainage System Supervisor	All Categories
Electrical/Comm System Supervisor	All Categories
Maintenance Supervisor (2)	All Categories
Field Supervisor	All Categories
Parking Technician Supervisor	All Categories
Water System Operations Supervisor	All Categories
Street Maintenance Supervisor	All Categories
Audit & Permit Administrator	All Categories
Environmental Compliance & Sustainability Manager	All Categories
Planning & Research Analyst	All Categories
Conservation Administrator	All Categories
Water Resource Manager	All Categories
Project Manager	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, Schedule C)
- D. Reportable gifts and travel payments. (FPPC Form 700, Schedules D and E)