



AGENDA REPORT

Meeting Date: November 1, 2016
Item Number: D-5
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. Final Revised Departmental Conflict of Interest Code Exhibits B

RECOMMENDATION

It is recommended that the City Council approve the amendments to the Conflict of Interest Code for the following City departments: Administrative Services, City Attorney, Community Development, Community Services, Information Technology, Police, Policy and Management, and Public Works.

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. As the City of Beverly Hills' code reviewing body, the City Council is requested to review and approve the attached amendments.

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 decisions on behalf of the City, 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: November 1, 2016

The Form 700 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

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

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.



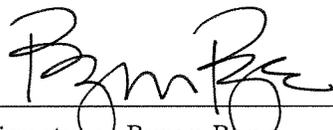
Department Head's Signature

CFO

Title-Official Capacity

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

Date: October 20, 2016



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

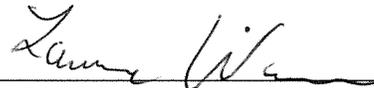
OF THE

CITY ATTORNEY'S OFFICE

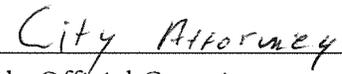
CITY OF BEVERLY HILLS

The agency designated above hereby submits the following changes to the City Attorney'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.



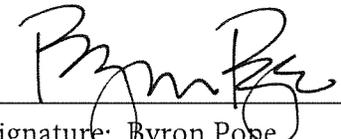
Department Head's Signature



Title-Official Capacity

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

Date: October 20, 2016



Signature: Byron Pope
City Clerk

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Other action, if any:

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Official Capacity

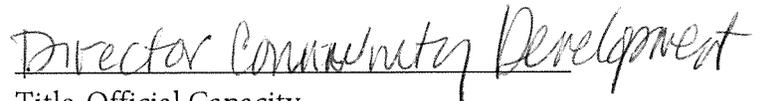
CONFLICT OF INTEREST CODE
OF THE
COMMUNITY DEVELOPMENT DEPARTMENT
CITY OF BEVERLY HILLS

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



Title-Official Capacity

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

Date: October 20, 2016



Signature: Byron Pope
City Clerk

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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.

Nancy Hunt-Coppers
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: *October 20, 2016*

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
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

CO

Title-Official Capacity

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

Date: October 20, 2016



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.

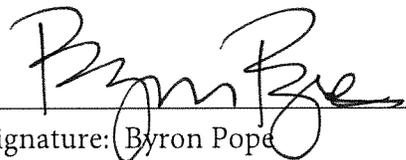


Department Head's Signature

Title-Official Capacity

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

Date: October 20, 2016



Signature: Byron Pope
City Clerk

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Other action, if any:

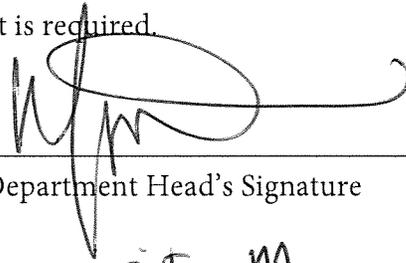
Signature

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.



Department Head's Signature

city Manager

Title-Official Capacity

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

Date: October 20, 2016



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:

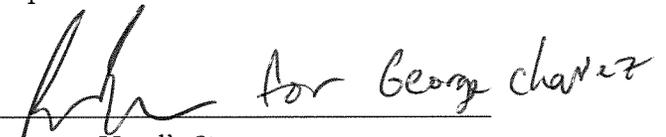
Signature

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.



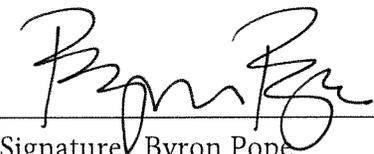
Department Head's Signature

Director of Public Works

Title-Official Capacity

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

Date: October 20, 2016



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
CAPITAL ASSETS DEPARTMENT
CITY OF BEVERLY HILLS

The agency designated above hereby submits the Capital Assets 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.

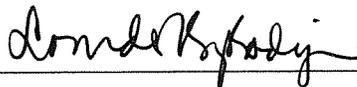
 for _____
Department Head's Signature

George Chavez, Director of Public Works/

Title-Official Capacity Assistant City Manager

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

Date: October 24, 2016

 _____
Signature: Byron Pope
City Clerk

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	Disclosure Requirements
City Treasurer	All Categories
Deputy City Treasurers (2)	All Categories
Chief Financial Officer	All Categories
Assistant Director of Administrative Services/Finance	All Categories
Assistant Director of Administrative Services/Human Resources	All Categories
Human Resources Manager	Categories A & D only
Accounting Manager	All Categories
Budget and Management Officer	Categories A, C & D only
Revenue Operations Investigator (2)	Categories B, C & D only
Risk Manager	Categories A, C & D only
Senior Budget & Financial Analysts (2)	All Categories
Budget & Financial Analysts (2)	All Categories
Management Analyst	All Categories
Principal HR Analyst	All Categories
Human Resources Analyst	All Categories
Customer Services Specialist	Categories C & D only
Senior Customer Service Rep	Categories C & D only
Customer Service Rep (5)	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 ATTORNEY'S OFFICE

Position Title	Disclosure Requirements
City Attorney	All Categories
Chief Assistant City Attorney	All Categories
Assistant City Attorney (4) (3)	All Categories
City Prosecutor (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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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)

Strikethrough	= delete
Double Strikethrough	= change
Bold	= add

EXHIBIT "B"

COMMUNITY DEVELOPMENT DEPARTMENT (ADMINISTRATIVE)

Position Title	Disclosure Requirements
Director of Community Development	All Categories
Management Analyst	All Categories
Senior Management Analyst	All Categories
Systems Integrator	All Categories

COMMUNITY DEVELOPMENT DEPARTMENT (PLANNING)

Position Title	Disclosure Requirements
City Planner/Assistant Director of Community Development	All Categories
Principal Planner (2)	All Categories
Senior Planner (4) (1)	All Categories
Associate Planner (5) (7)	All Categories
Assistant Planner (2) (3)	All Categories
Urban Designer	All Categories

COMMUNITY DEVELOPMENT DEPARTMENT (BUILDING AND SAFETY)

Position Title	Disclosure Requirements
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
Permit Center Supervisor	All Categories
Senior Plan Review Engineer/Architect (2) (5)	All Categories
Building Inspector I (2) (1)	All Categories
Building Inspector II (3)	All Categories
Senior Building Inspector (6) (4)	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
Supervising Building Inspector	All Categories

COMMUNITY DEVELOPMENT DEPARTMENT (TRANSPORTATION PLANNING & TRAFFIC ENGINEERING)

Position Title	Disclosure Requirements
Deputy Director of Transportation	All Categories
Senior Transportation Engineer	All Categories
Transportation Planner	All Categories
Traffic Technician	All Categories
Transportation Planning 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.)

Strikethrough	= delete
Double Strikethrough	= change
Bold	= add

EXHIBIT "B"

COMMUNITY SERVICES DEPARTMENT (RECREATION AND PARKS)

Position Title	Disclosure Requirements
Director of Community Services	All Categories
Recreation Services Manager	All Categories
Parks and Urban Forest Manager	All Categories
General Park Maintenance Supervisor	All Categories
Park Service Supervisors	All Categories
Senior Recreation Supervisors	All Categories
Recreation Supervisors	All Categories
Market Manager	All Categories

COMMUNITY SERVICES DEPARTMENT (ADMINISTRATIVE SUPPORT)

Position Title	Disclosure Requirements
Community Services Administrator	All Categories
Management Analyst	All categories
Events and Filming Supervisor	All Categories

COMMUNITY SERVICES DEPARTMENT (LIBRARY)

Position Title	Disclosure Requirements
Assistant Director of Community Services/Library	All Categories
Senior Librarian	All Categories

Library Services Manager **All Categories**

Librarian III All Categories

COMMUNITY SERVICES DEPARTMENT (HUMAN SERVICES)

Position Title	Disclosure Requirements
Human Services Administrator	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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Double Strikethrough	= change
Bold	= add

EXHIBIT “B”

INFORMATION TECHNOLOGY DEPARTMENT

Position Title	Disclosure Requirements
Chief Information Officer	All Categories
Assistant Chief Information Officer	All Categories
Multimedia Services Manager	All Categories
Network Administrator	All Categories
Senior Management Analyst	All Categories
Management Analyst	All Categories
IT Systems Architect	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
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Bold	= add

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) (8)	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.)
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EXHIBIT “B”

POLICY AND MANAGEMENT

Position Title	Disclosure Requirements
City Manager	All Categories
Assistant City Manager	All Categories
Deputy City Manager (2)	All Categories
Assistant to the City Manager	All Categories
Director of Emergency Management	All Categories
Senior Management Analyst	All Categories
Office Manager	Categories C & D only
Executive Assistant to the City Council	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

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Disclosure Categories For All Positions Listed

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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.)

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EXHIBIT "B"

PUBLIC WORKS ~~SERVICES~~ DEPARTMENT

Position Title	Disclosure Requirements
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

Parks and Urban Forest Manager	All Categories
General Parks Maintenance Supervisor	All Categories
Parks Services Supervisors	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
Water Conservation Administrator	All Categories
Water Resource Manager	All Categories
Project Manager	All Categories
Utility Services Manager	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 D and E)

Strikethrough	= delete
Double Strikethrough	= change
Bold	= add

EXHIBIT "B"

CAPITAL ASSETS PUBLIC WORKS DEPARTMENT

Position Title	Disclosure Requirements
Deputy City Manager/Director of Capital Assets	All Categories
Real Estate and Property Manager	All Categories
Director of Project Administration City Architect	All Categories
Project Administrator	All Categories
Project Manager	All Categories
Associate Project Manager	All Categories
City Engineer	All Categories
Principal Civil Engineer	All Categories
Civil Engineer	All Categories
Supervising Public Works Inspector	All Categories
Public Works Inspector II	All Categories

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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	Disclosure Requirements
City Treasurer	All Categories
Deputy City Treasurers (2)	All Categories
Chief Financial Officer	All Categories
Assistant Director of Administrative Services/Finance	All Categories
Assistant Director of Administrative Services/Human Resources	All Categories
Human Resources Manager	Categories A & D only
Accounting Manager	All Categories
Budget and Management Officer	Categories A, C & D only
Revenue Operations Investigator (2)	Categories B, C & D only
Risk Manager	Categories A, C & D only
Senior Budget & Financial Analysts (2)	All Categories
Budget & Financial Analysts (2)	All Categories
Management Analyst	All Categories
Principal HR Analyst	All Categories
Human Resources Analyst	All Categories
Customer Services Specialist	Categories C & D only
Senior Customer Service Rep	Categories C & D only
Customer Service Rep (5)	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 ATTORNEY'S OFFICE

Position Title	Disclosure Requirements
City Attorney	All Categories
Chief Assistant City Attorney	All Categories
Assistant City Attorney (3)	All Categories
City Prosecutor (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, Schedule C)
- D. Reportable gifts and travel payments. (FPPC Form 700, Schedules D and E)

EXHIBIT "B"

COMMUNITY DEVELOPMENT DEPARTMENT (ADMINISTRATIVE)

Position Title	Disclosure Requirements
Director of Community Development	All Categories
Management Analyst	All Categories
Senior Management Analyst	All Categories
Systems Integrator	All Categories

COMMUNITY DEVELOPMENT DEPARTMENT (PLANNING)

Position Title	Disclosure Requirements
City Planner/Assistant Director of Community Development	All Categories
Principal Planner (2)	All Categories
Senior Planner (1)	All Categories
Associate Planner (7)	All Categories
Assistant Planner (3)	All Categories
Urban Designer	All Categories

COMMUNITY DEVELOPMENT DEPARTMENT (BUILDING AND SAFETY)

Position Title	Disclosure Requirements
City Building Official/Assistant Director of Community Development	All Categories
Deputy Building Official	All Categories

Permit Center Supervisor	All Categories
Senior Plan Review Engineer/Architect (5)	All Categories
Building Inspector I (1)	All Categories
Building Inspector II (3)	All Categories
Senior Building Inspector (4)	All Categories
Code Enforcement Manager	All Categories
Senior Code Enforcement Officer	All Categories
Code Enforcement Officer (3)	All Categories
Customer Service Representative (3)	All Categories
Development Services Tech I	All Categories
Development Services Tech II (3)	All Categories
E-Gov Manager	All Categories
Supervising Plan Review Engineer	All Categories
Supervising Building Inspector	All Categories

COMMUNITY DEVELOPMENT DEPARTMENT (TRANSPORTATION PLANNING & TRAFFIC ENGINEERING)

Position Title	Disclosure Requirements
Deputy Director of Transportation	All Categories
Senior Transportation Engineer	All Categories
Transportation Planner	All Categories
Traffic Technician	All Categories
Transportation Planning 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.)

EXHIBIT "B"

COMMUNITY SERVICES DEPARTMENT (RECREATION AND PARKS)

Position Title	Disclosure Requirements
Director of Community Services	All Categories
Recreation Services Manager	All Categories
Senior Recreation Supervisors	All Categories
Recreation Supervisors	All Categories
Market Manager	All Categories

COMMUNITY SERVICES DEPARTMENT (ADMINISTRATIVE SUPPORT)

Position Title	Disclosure Requirements
Community Services Administrator	All Categories
Management Analyst	All categories
Events and Filming Supervisor	All Categories

COMMUNITY SERVICES DEPARTMENT (LIBRARY)

Position Title	Disclosure Requirements
Assistant Director of Community Services/Library	All Categories
Library Services Manager	All Categories
Librarian III	All Categories

COMMUNITY SERVICES DEPARTMENT (HUMAN SERVICES)

Position Title	Disclosure Requirements
Human Services Administrator	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	Disclosure Requirements
Chief Information Officer	All Categories
Assistant Chief Information Officer	All Categories
Multimedia Services Manager	All Categories
Network Administrator	All Categories
Senior Management Analyst	All Categories
Management Analyst	All Categories
IT Systems Architect	All Categories

Consultant

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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"

POLICE DEPARTMENT

Position Title	Disclosure Requirements
Chief of Police	All Categories
Police Captain (2)	All Categories
Police Lieutenant (8)	All Categories
Records and Jail Manager	All Categories
Senior Management Analyst	All Categories
Public Safety Communications and Evidence Manager	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.)

EXHIBIT “B”

POLICY AND MANAGEMENT

Position Title	Disclosure Requirements
City Manager	All Categories
Assistant City Manager	All Categories
Deputy City Manager	All Categories
Assistant to the City Manager	All Categories
Director of Emergency Management	All Categories
Senior Management Analyst	All Categories
Office Manager	Categories C & D only
Executive Assistant to the City Council	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

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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"

PUBLIC WORKS DEPARTMENT

Position Title	Disclosure Requirements
Director of Public Works	All Categories
Deputy Director of Public Works/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/Parking & Facilities Operations	All Categories
Assistant Director of Public Works/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

Parks and Urban Forest Manager	All Categories
General Parks Maintenance Supervisor	All Categories
Parks Services Supervisors	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
Water Conservation Administrator	All Categories
Water Resource Manager	All Categories
Project Manager	All Categories
Utility Services Manager	All Categories
Project Administrator	All Categories

Project Manager	All Categories
Associate Project Manager	All Categories
City Engineer	All Categories
Principal Civil Engineer	All Categories
Civil Engineer	All Categories
Supervising Public Works Inspector	All Categories
Public Works Inspector I	All Categories
Public Works Inspector II	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, Schedule C)
- D. Reportable gifts and travel payments. (FPPC Form 700, Schedules D and E)