



AGENDA REPORT

Meeting Date: August 21, 2007
Item Number: F-16
To: Honorable Mayor & City Council
From: Patty Ogden, Assistant City Clerk
Subject: APPROVAL OF AMENDMENTS TO CONFLICT OF INTEREST
CODES FOR VARIOUS CITY DEPARTMENTS
Attachments: 1. Amendments Signed by Department Heads
2. Revised Conflict of Interest Exhibits
3. Redlines of Department's Conflict of Interest Code Exhibit

RECOMMENDATION

It is recommended the City Council adopt the amendments to the Conflict of Interest Codes for Administrative Services, Policy and Management, Community Development, Community Services, Information Technology and Public Works and Transportation.

INTRODUCTION

Each department of the City has adopted a standardized Conflict of Interest Code which lists the department's positions designated to file Statements of Economic Interest (Form 700). The City Council is being asked to review the additions, deletions and title changes, and approve the corresponding amendments to the Conflict of Interest Code.

DISCUSSION

The Political Reform Act requires every local government agency to review its Conflict of Interest Code to determine if it is accurate, or if the code must be amended. At this review, Government Code Section 87306 requires that any changes in circumstance such as: creation of new positions, relevant changes in duties assigned to existing positions, or deletions of such positions, is reflected in the update to each department's Conflict of Interest Code.

All employees affected by the recommended changes have been notified. Copies of the department's Conflict of Interest Code and a sample of the Manual and Form 700 were sent to employees where applicable.

Meeting Date: August 21, 2007

FISCAL IMPACT

There is no financial impact as a result of this action.

n/a

Finance Approval

Byron Pope, City Clerk 

Approved By

**AMENDMENTS TO THE
CONFLICT OF INTEREST CODE
OF THE
ADMINISTRATIVE SERVICES
City of Beverly Hills**

The agency designated above hereby submits the following changes to the Department's Conflict of Interest Code to the code reviewing body of the jurisdiction designated above.



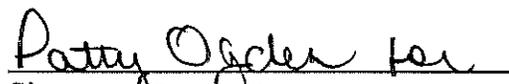
Department Head's Signature



Title-Official Capacity

Received on behalf of the code reviewing body of the jurisdiction designated above:

Date: 8/14/07



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 code reviewing body on _____.

Other action, if any:

Signature

Official Capacity

CONFLICT OF INTEREST CODE

ADMINISTRATIVE SERVICES DEPARTMENT

EXHIBIT "A"

<u>Position Title</u>	<u>Position Allocation Code Number</u>
City Treasurer	YA00/1 (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 (Categories C & D only)
Accounting Manager	EE00/1 (All categories)
Budget and Management Officer	CU00/1 (Categories C & D only)
Revenue Investigator	GI00/1, GI00/2, GI00/3 (All categories)
Property Manager	WY00/1 (Categories A, C & D only)
Risk Manager	BD00/1 (Categories A, B & 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 code for that staff position.

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

Persons required to disclose in this category shall disclose pursuant to categories A, B, and C 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, and C. 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 Positions Listed Above

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

Rev. 7/07

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

CONFLICT OF INTEREST CODE

ADMINISTRATIVE SERVICES DEPARTMENT

EXHIBIT "A"

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Chief Financial Officer	AO00/1 (All categories)
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Assistant Director of Administrative Services/Human Resources	AP00/1 (Categories C & D only)
Accounting Manager	EE00/1 (All categories)
Budget and Management Officer	CU00/1 (Categories C& D only)
Revenue Investigator	GI00/1, GI00/2, GI00/3 (All categories)
Property Manager	WY00/1 (Categories A, C & D only)
Risk Manager	BD00/1 (Categories A, B & D only)

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

Rev. 7/07

**AMENDMENTS TO THE
CONFLICT OF INTEREST CODE
OF THE
COMMUNITY DEVELOPMENT DEPARTMENT
City of Beverly Hills**

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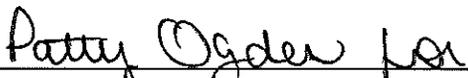
Department Head's Signature

Director of Community Development

Title-Official Capacity

Received on behalf of the code reviewing body of the jurisdiction designated above:

Date: 2/19/07



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 code reviewing body on _____.

Other action, if any:

Signature

Official Capacity

CONFLICT OF INTEREST CODE

COMMUNITY DEVELOPMENT DEPARTMENT
(ADMINISTRATIVE)

EXHIBIT "A"

<u>Position Title</u>	<u>Position Allocation Code Number</u>
Director of Community Development	AK00/1
Management Analyst	BT00/1

CONFLICT OF INTEREST CODE

COMMUNITY DEVELOPMENT DEPARTMENT
(PLANNING)

EXHIBIT "A"

<u>Position Title</u>	<u>Position Allocation Code Number</u>
City Planner/Asst Director of Community Devt	BF00/1
Principal Planner	IC00/1, IC00/2
Senior Planner	BL00/1, BL00/2, BL00/3, BL00/4
Associate Planner	HL00/1, HL00/2, HL00/3, HL00/4
Assistant Planner	GC00/1, GC00/2
Contract Planners	Civic Solutions (3)

CONFLICT OF INTEREST CODE

COMMUNITY DEVELOPMENT DEPARTMENT
(BUILDING AND SAFETY)

EXHIBIT "A"

<u>Position Title</u>	<u>Position Allocation Code Number</u>
City Building Official/Asst Director of Community Devt	AI00/1
Supervising Plan Review Engineer	XZ00/1
Senior Plan Review Engineer	HG00/1, HG00/2
Plan Review Engineer/Architect	WN00/1, WN00/2
Building Inspector I	GE00/1, GE00/2
Building Inspector II	GF00/1,
Senior Building Inspector	CT00/1, CT00/2, CT00/3, CT00/4, CT00/5, CT00/6
Plan Review Manager	BJ00/1
Code Enforcement Manager	HV00/1
Senior Code Enforcement Officer	HQ00/1
Code Enforcement Officer	HP00/1, HP00/2, HP00/3
Building Inspection Manager	HA00/1
Customer Service Rep Supervisor	BQ00/1
Customer Service Reps	FU00/1, FU00/2, FU00/3
Records Technician	
Contract Permit Technician	

THE POSITIONS ABOVE ARE DESIGNATED TO FILE IN ALL CATEGORIES

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Rev. 7/07

CONFLICT OF INTEREST CODE

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COMMUNITY DEVELOPMENT DEPARTMENT
(PLANNING)

EXHIBIT "A"

<u>Position Title</u>	<u>Position Allocation Code Number</u>
Director of Community Development	AK00/1 - MOVE TO NEW SECTION-ADMINISTRATIVE
City Planner	BF00/1
City Planner/Asst Director of Community Devt	BF00/1
Principal Planner	IC00/1, IC00/2
Senior Planner	BL00/1, BL00/2, BL00/3, BL00/4
Associate Planner	HL00/1, HL00/2, HL00/3, HL00/4
Assistant Planner	GC00/1, GC00/2
Contract Planners	Civic Solutions (3)

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COMMUNITY DEVELOPMENT DEPARTMENT
(BUILDING AND SAFETY)

EXHIBIT "A"

<u>Position Title</u>	<u>Position Allocation Code Number</u>
City Building Official	AI00/4
City Building Official/Asst Director of Community Devt	AI00/1
Supervising Plan Review Engineer	XZ00/1
Senior Plan Review Engineer	HG00/1, HG00/2
Plan Review Engineer/Architect	WN00/1, WN00/2
Building Inspector I	GE00/1, GE00/2
Building Inspector II	GF00/1,
Senior Building Inspector	CT00/1, CT00/2, CT00/3, CT00/4, CT00/5, CT00/6
Plan Review Manager	BJ00/1
Code Enforcement Manager	HV00/1
Senior Code Enforcement Officer	HQ00/1
Code Enforcement Officer	HP00/1, HP00/2, HP00/3
Building Inspection Manager	HA00/1
Management Analyst	BT00/1- MOVE TO NEW SECTION- ADMINISTRATIVE
Customer Service Rep Supervisor	BQ00/1
Customer Service Reps	FU00/1, FU00/2, FU00/3
Records Technician	
Contract Permit Technician	

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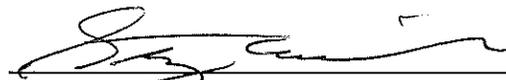
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Rev. 7/07

**AMENDMENTS TO THE
CONFLICT OF INTEREST CODE
OF THE
COMMUNITY SERVICES DEPARTMENT
City of Beverly Hills**

The agency designated above hereby submits the following changes to the Department's Conflict of Interest Code to the code reviewing body of the jurisdiction designated above.



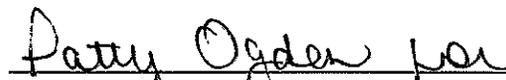
Department Head's Signature

Director, Comm Services

Title-Official Capacity

Received on behalf of the code reviewing body of the jurisdiction designated above:

Date: 8/10/07



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 code reviewing body on _____.

Other action, if any:

Signature

Official Capacity

CONFLICT OF INTEREST CODE

COMMUNITY SERVICES DEPARTMENT
(RECREATION & PARKS)

EXHIBIT "A"

<u>Position Title</u>	<u>Position Allocation Code Number</u>
Director of Community Services	AR00/1
Assistant Director of Community Services/Recreation and Parks	CH00/1
Recreation Services Manager	GQ00/1, GQ00/2, GQ00/3
Community & Cultural Services Administrator	WM00/1

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CONFLICT OF INTEREST CODE

COMMUNITY SERVICES DEPARTMENT
(LIBRARY)

EXHIBIT "A"

<u>Position Title</u>	<u>Position Allocation Code Number</u>
Assistant Director of Community Services/City Librarian	AE00/1
Senior Librarian	EG00/1, EG00/2
Librarian III	BS00/1, BS00/2, BS00/3, BS00/4

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Strikethrough	= delete position
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Bold	= add position

CONFLICT OF INTEREST CODE

COMMUNITY SERVICES DEPARTMENT
(LIBRARY)

EXHIBIT "A"

<u>Position Title</u>	<u>Position Allocation Code Number</u>
Director of Library Services	AE00/1
Assistant Director of Community Services/City Librarian	AE00/1
Senior Librarian	EG00/1, EG00/2
Librarian III	BS00/1, BS00/2, BS00/3, BS00/4

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CONFLICT OF INTEREST CODE

COMMUNITY SERVICES DEPARTMENT
(RECREATION & PARKS)

EXHIBIT "A"

<u>Position Title</u>	<u>Position Allocation Code Number</u>
Director of Community Services	AR00/1
Deputy Director of Recreation and Parks	CH00/1
Assistant Director of Community Services/Recreation and Parks	CH00/1
Recreation Services Manager	GQ00/1, GQ00/2, GQ00/3
Community & Cultural Services Administrator	WM00/1

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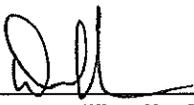
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**AMENDMENTS TO THE
CONFLICT OF INTEREST CODE
OF THE
INFORMATION TECHNOLOGY
City of Beverly Hills**

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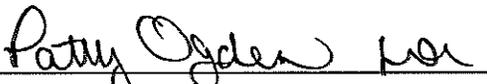


Department Head's Signature

Chief Information Officer
Title-Official Capacity

Received on behalf of the code reviewing body of the jurisdiction designated above:

Date: 8/10/07



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 code reviewing body on _____.

Other action, if any:

Signature

Official Capacity

CONFLICT OF INTEREST CODE

INFORMATION TECHNOLOGY DEPARTMENT

EXHIBIT "A"

<u>Position Title</u>	<u>Position Allocation Code Number</u>
Chief Information Officer	AG00/1
Assistant Chief Information Officer	MB00/1

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CONFLICT OF INTEREST CODE

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INFORMATION TECHNOLOGY DEPARTMENT

EXHIBIT "A"

<u>Position Title</u>	<u>Position Allocation Code Number</u>
Director of Information Technology	AG00/1
Chief Information Officer	AG00/1
Deputy Director of Information Technology	MB00/1
Assistant Chief Information Officer	MB00/1
Art Director	BI00/1

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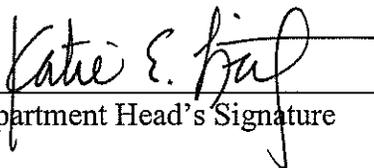
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**AMENDMENTS TO THE
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POLICY & MANAGEMENT
City of Beverly Hills**

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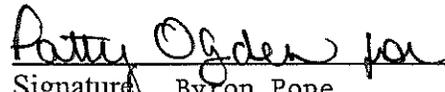
Department Head's Signature



Title-Official Capacity

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Date: 8/10/07



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City Clerk

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Other action, if any:

Signature

Official Capacity

CONFLICT OF INTEREST CODE

POLICY & MANAGEMENT

EXHIBIT "A"

<u>Position Title</u>	<u>Position Allocation Code Number</u>
Assistant City Manager	AW00/1
Deputy City Manager	AL00/1
Deputy City Manager	AL00/2
Director of Communications	AT00/1
Director of Emergency Management	AB00/1
Director of Economic Dev & Marketing	GW00/1
Project Manager	GH00/1

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POLICY & MANAGEMENT

EXHIBIT "A"

<u>Position Title</u>	<u>Position Allocation Code Number</u>
Assistant City Manager	AW00/1
Deputy City Manager	AL00/1
Deputy City Manager	AL00/2
Director of Communications and Marketing	AT00/1
Director of Emergency Management	AB00/1
Director of Economic Dev & Marketing	GW00/1
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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 and business positions. (FPPC Form 700, Schedules C, D, E, and F.)

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

Rev. 7/07

**AMENDMENTS TO THE
CONFLICT OF INTEREST CODE
OF THE
PUBLIC WORKS & TRANSPORTATION
City of Beverly Hills**

The agency designated above hereby submits the following changes to the Department's Conflict of Interest Code to the code reviewing body of the jurisdiction designated above.



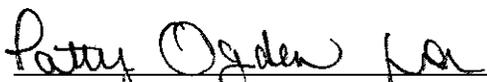
Department Head's Signature

DIRECTOR OF PUBLIC WORKS & TRANSPORTATION

Title-Official Capacity

Received on behalf of the code reviewing body of the jurisdiction designated above:

Date: 8/1/07



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 code reviewing body on _____.

Other action, if any:

Signature

Official Capacity

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

CONFLICT OF INTEREST CODE

PUBLIC WORKS DEPARTMENT
(TRANSPORTATION)

EXHIBIT "A"

<u>Position Title</u>	<u>Position Allocation Code Number</u>
Deputy Director of Transportation	CY00/1
Transportation Operations Manager	BU00/1
Customer Services Supervisor	BQ00/1

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CONFLICT OF INTEREST CODE

PUBLIC WORKS DEPARTMENT
(PUBLIC WORKS & ENGINEERING)

EXHIBIT "A"

<u>Position Title</u>	<u>Position Allocation Code Number</u>
Director of Public Works	FW00/1
Director of Project Administration	CZ00/1
Solid Waste Manager	EF00/1
Solid Waste and Stormwater Supervisor	FV00/1
Solid Waste Inspector	HI00/1, HI00/2
Parking Operations Manager	BE00/1
Maintenance Operations Manager	BR00/1
Facilities Maintenance Manager	FR00/1
Vehicle Maintenance Manager	CB00/1
Central Storeroom Supervisor	FG00/1
Assistant Director of Public Works and Transportation	AX00/1
Deputy City Engineer	CW00/1
Project Civil Engineer	HS00/1, HS00/2, HS00/3, HS00/4
Traffic Engineer	GD00/1
Public Works Inspector	HC00/4
Public Works Inspector II	UT00/1, UT00/2, UT00/3
Environmental Utilities Manager	VU00/1
Customer Svcs Supervisor	BQ00/1
Management Analyst	BT00/1

Senior Management Analyst	SM00/1
Parking Supervisor	WH00/1, WH00/2, WH00/3
Project Administrator	DF00/1, DF00/2
Environmental Programs Inspector	HH00/1, HH00/2
Water Quality Specialist	WU00/1
Water Operations Manager	WV00/1
Director of Parking Operations	WW00/1
Project Manager	GH00/1, GH00/2
Street Superintendent	DO00/1
Support Services Manager	HX00/1
Principal Civil Engineer	HZ00/1
Drainage System Supervisor	OE00/1
Electrical/Comm Sys Supervisor	ON00/1
Maintenance Supervisor	NU00/1, NU00/2
Field Supervisor	FN00/1
Parking Meter Supervisor	NQ00/1
Water System Operations Supervisor	OZ00/1
Street Maintenance Supervisor	OK00/1
Supervising Public Works Inspector	FP00/1
Senior Facilities Maint Mechanic	FH00/1, FH00/2

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Rev. 7/07

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(PUBLIC WORKS & ENGINEERING)

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