

<u>MEETING DATE</u>	05/22/06
<u>AGENDA ITEM</u>	Update the City's Conflict of Interest Code Pursuant to the Political Reform Act by Adopting a Resolution Incorporating the Terms of Title 2 of California Administrative Code Section 18730 Pertaining to Conflict of Interest Codes and Rescinding Resolution No 2003-R018

ATTACHMENTS

		<u>Pages</u>
1	Proposed Resolution	1-9
2	Redline version of Appendix A	10-12

RESOLUTION NO 2006-R_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CULVER CITY, CALIFORNIA INCORPORATING BY REFERENCE, THE TERMS OF TITLE 2 OF CALIFORNIA ADMINISTRATIVE CODE SECTION 18730 PERTAINING TO CONFLICT OF INTEREST CODES AND RESCINDING RESOLUTION NO 2003-R018

WHEREAS, the Political Reform Act, Government Code §§ 81000, et seq , requires every state or local government agency to adopt and promulgate a Conflict of Interest Code, and

WHEREAS, the Fair Political Practices Commission has adopted a regulation, 2 Cal Adm Code § 18730, which can be incorporated by reference and which can be amended to conform to amendments in the Political Reform Act, after public notice and hearing conducted by the Fair Political Practices Commission pursuant to the Administrative Procedure Act, Government Code §§ 11370, et seq , and

WHEREAS, the City Council has determined that Appendix "A," attached hereto and incorporated herein, accurately sets forth those positions that should be designated and the categories of financial interests that should be made reportable

NOW THEREFORE, the City Council of the City of Culver City California DOES HEREBY RESOLVE as follows

1 The terms of 2 Cal Adm Code § 18730 and any amendments thereto, which have been duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, together with the attached Appendix 'A' in which officials and employees are designated and disclosure categories are set forth shall constitute the Conflict of Interest Code of the City and the following departments

- Chief Administrative Officer/Administration
- City Attorney
- City Clerk
- City Treasurer
- Community Development Department
- Fire Department
- Parks Recreation and Community Services Department
- Police Department
- Public Works Department
- Transportation Department

2 Future amendments to the terms of 2 Cal Adm Code § 18730, which are duly adopted by the Fair Political Practices Commission, shall become part of the City's Conflict of Interest Code upon the expiration of forty-five (45) days after receipt by the City Council, unless the City Council by Resolution decides not to adopt such amendments in whole or in part. The City Council hereby reserves the right not to adopt any provisions not within the jurisdiction of the Fair Political Practices Commission pursuant to Government Code § 81000, et seq

3 Designated employees shall file annual statements of economic interests with the City Clerk, to whom the City Council hereby delegates the authority to carry out the duties of filing officer. The Form 700 statements of designated employees shall be retained as official records by the City Clerk and shall be made available for public inspection and reproduction in accordance with Government Code § 81008

4 Upon receipt of Form 700 statements completed by City Council Members, Planning Commissioners, the Chief Administrative Officer, the City Attorney and

the City Treasurer, the City Clerk shall make and retain a copy and forward the original of these statements to the Fair Political Practices Commission

5 Resolution No 2003R-018 is hereby rescinded

APPROVED AND ADOPTED this 22nd day of May, 2006

GARY SILBINGER, MAYOR
City of Culver City, California

ATTEST

APPROVED AS TO FORM

CHRISTOPHER ARMENTA,
City Clerk

CAROL A SCHWAB,
City Attorney

**CONFLICT OF INTEREST CODE
APPENDIX "A"**

Designated Position

Disclosure

Administration

Chief Administrative Officer	*
Assistant Chief Administrative Officer	1, 2, 3, 4, 5
City Controller	1, 2, 3, 4, 5
Information Technology Director	4
Intergovernmental Relations Officer	4
Personnel & Employee Relations Director	4
Deputy Personnel Director	4
Personnel Analyst	4
Budget Division Manager	4
Technical Services Manager	4
Management Analyst/Grants	4
Budget Management Analyst	4
Purchasing Officer	2, 3, 4, 5
Warehouse Supervisor	2, 3, 4, 5
Systems Development Manager	4
Risk Manager	4
Claims and Safety Coordinator	4

City Attorney

City Attorney	*
Assistant City Attorney	1, 2, 3, 4, 5
Assistant City Prosecutor	1, 2, 3, 4, 5
Deputy City Attorney I & II	1, 2, 3, 4, 5
Legal Operations Manager	1, 2, 3, 4, 5
Management Analyst/Community Outreach Coordinator	1, 2, 3, 4, 5

City Clerk

City Clerk	1, 2, 3, 4, 5
Deputy City Clerk	1, 2, 3, 4, 5

City Council

*

City Treasurer

City Treasurer	*
Deputy City Treasurer	1, 2, 3, 4, 5
Accounting Division Manager	1, 2, 3, 4, 5
Accounting Division Manager – Operations	1, 2, 3, 4, 5

1	Treasury Division Manager	1, 2, 3, 4 5
2	<u>Community Development Department</u>	
3	Community Development Director	1, 2, 3, 4 5
4	Deputy Community Development Director/Planning Manager	1, 2, 3, 4, 5
5	Economic Development Administrator	1 2, 3, 4 5
6	Redevelopment Administrator	1, 2, 3, 4 5
7	Redevelopment Project Manager	1, 2 3 4, 5
8	Redevelopment Project Specialist	4
9	Senior Planner	1, 2 3, 4, 5
10	Associate Planner	1, 2, 3, 5
11	Housing Programs Administrator	1, 2, 3, 4, 5
12	Housing Programs Supervisor	2, 3, 4, 5
13	Housing Assistant	1, 4
14	Housing Specialist	1, 4
15	Occupancy Specialist	1, 4
16	Structural Rehabilitation Specialist	1 4
17	Building Official	1 2, 3
18	Senior Building & Safety Inspector	1, 2 3
19	<u>Consultants</u> (All Departments and Divisions)	**
20	<u>Cultural Affairs Commissioners</u>	1, 2, 3, 4, 5, 6
21	<u>Fire Department</u>	
22	Fire Chief	1, 2 3, 5
23	Assistant Fire Chief	1, 2, 3 5
24	Battalion Chief (including Fire Marshal)	1, 2, 3, 5
25	Fire Captain (including EMS Coordinator)	1, 2, 3
26	<u>Parks, Recreation and Community Services Department</u>	
27	Parks Recreation and Community Services Director	1 2, 3 4 5
28	Senior Management Analyst	4
29	Parks Manager	4
30	Veterans Memorial Complex Manager	4
31	Recreation Manager	4
32	Senior and Social Services Manager	4
33	<u>Planning Commissioners</u>	*
34	<u>Police Department</u>	
35	Police Chief	1 2, 3 4 5
36	Assistant Chief	1, 2 3 4, 5

1	Police Captain	1 2 3, 5
	Police Lieutenant	1, 2, 3 5

2 Public Works

3	Public Works Director/City Engineer	1, 2, 3 4 5
4	Engineering Services Manager	1, 2, 3, 5
5	Maintenance Operations Manager	4
6	Senior Civil Engineer	1 2 3 5
7	Sanitation Manager	4
8	Senior Management Analyst	4
9	Traffic Engineer	1 2 3, 5
	Environmental Coordinator	3, 4, 5

9 Transportation Department

10	Transportation Director	4
11	Deputy Transportation Director	4
12	Senior Management Analyst	4
	Equipment Maintenance Manager	4
	Transit Operations Manager	4

13 *Disclosure obligations for these designated positions are set forth in Government Code
 14 § 87200, et seq These positions are designated in this Conflict of Interest Code solely
 15 for disqualification purposes

16 **Consultants shall be included in the list of designated employees and shall disclose
 17 pursuant to the broadest disclosure category in the Code subject to the following
 18 limitation The Chief Administrative Officer may determine in writing that a particular
 19 consultant, although a 'designated position,' is hired to perform a range of duties that is
 20 limited in scope and thus is not required to fully comply with the disclosure requirements
 21 herein Such written determination shall include a description of the consultant's duties
 22 and based upon that description a statement of the extent of disclosure requirements
 23 The Chief Administrative Officer's determination is a public record and shall be retained
 24 for public inspection in the same manner and location as this Conflict of Interest Code

22 GENERAL PROVISIONS

23 When a designated employee is required to disclose investments and sources of
 24 income, he/she need only disclose investments in business entities and sources of
 25 income, which do business in the jurisdiction, plan to do business in the jurisdiction or
 26 have done business in the jurisdiction within the past two (2) years In addition to other
 27 activities, a business entity is doing business within the jurisdiction if it owns real property
 28 within the jurisdiction When a designated employee is required to disclose interest in
 real property he/she need only disclose real property which is located in whole or in part
 within not more than two (2) miles outside the boundaries of the jurisdiction or within (2)
 miles of any land owned or used by the local government agency

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Designated employees shall disclose their financial interests pursuant to the appropriate disclosure category designated for each position

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1 **DISCLOSURE CATEGORIES**

2 Category 1

Persons in this category shall disclose all
interests in real property

4 Category 2

Persons in this category shall disclose all
investments

6 Category 3

Persons in this category shall disclose all
sources of income

8 Category 4

Persons in this category shall disclose all
investments in business entities and sources
of income of the type which, within the past two
years, have contracted with the designated
employee's department to provide services,
supplies, materials, machinery or equipment

12 Category 5

Persons in this category shall disclose any
business entity in which the designated
employee is a director, officer, partner, trustee,
employee or holds any other position

15 Category 6

Persons in this category shall disclose all
investments, interests in real property and
sources of income subject to the regulatory
permit or licensing authority of the Board or
Commission on which the member serves

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Disclosure Category	Persons in this Category shall disclose the following	700 Schedules
1	All interests in real property	B
2	All investments	A-1 A-2
3	All sources of income	A-2, B, C, D, E F
4	Investments in business entities of the type which, within the past two years, have contracted with the designated employee s department to provide services, supplies, materials, machinery or equipment	A-1 A-2
	Sources of income of the type which, within the past two years, have contracted with the designated employee's department to provide services, supplies, materials, machinery or equipment	A-2, B C D, E, F
5	Any business entity in which the designated employee is a director, officer, partner, trustee, employee or holds any other position	A-2, C
6	All investments subject to the regulatory, permit or licensing authority of the Board of Commission on which the member serves	A-1, A-2
	All interests in real property subject to the regulatory, permit or licensing authority of the Board or Commission on which the member serves	B
	All sources of income subject to the regulatory, permit or licensing authority of the Board or Commission on which the member serves	A-2, B C D E, F

CONFLICT OF INTEREST CODE **APPENDIX "A"**

Designated Position

Disclosure

Administration

Chief Administrative Officer	*
Assistant Chief Administrative Officer	1, 2, 3 4 5
City Controller	1, 2, 3 4 5
Information Technology Director	4
Intergovernmental Relations Officer	4
Personnel & Employee Relations Director	4
Deputy Personnel Director	4
Personnel Analyst	4
Budget Division Manager	4
Senior Management Analyst/Public Information Officer	4
Technical Services Manager	4
Management Analyst/Grants	4
Budget Management Analyst	4
Purchasing Officer	2, 3, 4, 5
Warehouse Supervisor	2, 3, 4, 5
Systems Development Manager	4
Risk Manager	4
Claims and Safety Coordinator	4

City Attorney

City Attorney	*
Assistant City Attorney	1 2, 3, 4, 5
Assistant City Prosecutor	1, 2, 3, 4 5
Deputy City Attorney I & II	1, 2 3 4, 5
Legal Operations Manager	1, 2, 3, 4, 5
Management Analyst/Community Outreach Coordinator	1 2 3 4 5

City Clerk

City Clerk	1, 2, 3, 4 5
Deputy City Clerk	1, 2, 3, 4 5

City Council

*

City Treasurer

City Treasurer	*
Deputy City Treasurer	1 2 3, 4, 5

Accounting Division Manager	1 2 3 4, 5
Accounting Division Manager – Operations	1, 2, 3, 4 5
Treasury Division Manager	1 2, 3 4 5

Community Development Department

Community Development Director	1, 2, 3, 4, 5
Deputy Community Development Director/Planning Manager	1, 2, 3, 4 5
<u>Economic Development Administrator</u>	1, 2, 3, 4, 5
Redevelopment Administrator	1, 2 3, 4, 5
Redevelopment Project Manager	1, 2, 3, 4, 5
Redevelopment Project Specialist	4
<u>Real Estate Coordinator</u>	1, 2, 3, 4, 5
<u>Urban Designer</u>	1 2, 3, 4, 5
Senior Planner	1, 2, 3 4 5
<u>Environmental Coordinator</u>	1 2, 3, 4, 5
Associate Planner	1, 2, 3, 5
Housing Programs Administrator	1, 2, 3, 4 5
Housing Programs Supervisor	2, 3, 4, 5
Housing Assistant	1 4
Housing Specialist	1, 4
Occupancy Specialist	1, 4
Structural Rehabilitation Specialist	1, 4
Building Official	1, 2, 3
Senior Building & Safety Inspector	1, 2, 3

Consultants (All Departments and Divisions)

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Cultural Affairs Commissioners 1, 2, 3, 4, 5, 6

Fire Department

Fire Chief	1, 2, 3, 5
Assistant Fire Chief	1 2 3, 5
Battalion Chief <u>(including Fire Marshal)</u>	1, 2 3 5
Fire Captain <u>(including EMS Coordinator)</u>	1, 2 3

Parks, Recreation and Community Services Department

Parks Recreation and Community Services Director	1, 2, 3, 4 5
Senior Management Analyst	4
Parks Manager	4
<u>Cultural Affairs-Veterans Memorial Complex Manager</u>	4
Recreation Manager	4
Senior and Social Services Manager	4

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Planning Commissioners

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Police Department

Police Chief	1 2 3 4, 5
Assistant Chief	1 2 3 4 5
Police Captain	1, 2, 3, 5
Chief's Lieutenant	1, 2 3 5
Police Lieutenant	1 2, 3, 5

Public Works

Public Works Director/City Engineer	1, 2, 3, 4, 5
Deputy Public Works Director/Engineering Services Manager	1, 2, 3, 5
Deputy Public Works Director/Maintenance Operations Manager	4
Senior Civil Engineer	1, 2, 3, 5
Maintenance Manager	4
Sanitation Manager	4
Senior Management Analyst	4
Traffic Engineer	1, 2, 3 5
Environmental Coordinator	3, 4, 5

Transportation Department

Transportation Director	4
Deputy Transportation Director	4
Senior Management Analyst	4
Equipment Maintenance Manager	4
Transit Operations Manager	4