



# STAFF REPORT

DATE: 12/18/2024  
TO: Honorable Mayor and City Council Members  
FROM: Office of the City Manager – City Clerk

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**2024-166**

## REQUEST FOR CITY COUNCIL ACTION

### **SUBJECT:**

RESOLUTION APPROVING THE AMENDED CONFLICT OF INTEREST CODE PURSUANT TO THE POLITICAL REFORM ACT OF 1974

### **EXECUTIVE SUMMARY:**

This staff report asks Council to consider the approval of the amended Conflict of Interest Code pursuant to the Political Reform Act (Government Code Section 87300, et seq), which requires every local agency to review the Conflict of Interest Code biennially to determine potential revisions to ensure accuracy.

### **RECOMMENDED ACTION:**

That the City Council adopt Resolution No. 2024-111, approving the amended Conflict of Interest Code.

### **BACKGROUND & HISTORY:**

Every government agency must adopt a Conflict of Interest Code. A Conflict of Interest Code is the official document requiring those individuals holding designated positions with the City to disclose certain financial interests to help avoid conflicts of interest. A Conflict of Interest Code tells public officials, governmental employees, and consultants what financial interests they must disclose on their Statement of Economic Interests (Form 700). The City's Conflict of Interest Code was adopted in 1981 and has been periodically

updated since that time. The Political Reform Act requires every local government agency to review its Conflict of Interest Code biennially and determine if it needs to be amended.

**ANALYSIS:**

Every elected official and public employee who makes or influences governmental decisions is required to submit a Statement of Economic Interest, also known as Form 700.

Upon reviewing the Conflict of Interest Code, staff has determined that an amendment is required to accurately reflect current staffing, position titles, and designated positions. Below are the updates for the 2024 Conflict of Interest Code:

**Add the following positions:**

Budget Supervisor  
Building Inspection Supervisor  
Code Compliance Inspector  
Community Assistance Manager  
Construction Manager  
Economic Development Manager  
Electric Utility Manager  
Facilities, Parks & Trails Manager  
Homeless Solutions Manager  
Library Supervisor  
Project Manager  
Public Information Officer  
Recreation Services Manager  
Recreation Services Supervisor  
Senior Code Compliance Inspector  
Senior Deputy City Attorney  
Senior Project Manager  
Transit Program Manager

**Remove the following positions:**

Building Inspector Supervisor  
Code Enforcement Officer I/II Flex  
Recreation Supervisor  
Senior Code Enforcement Officer  
Transportation Program Manager

**FINANCIAL IMPACT:**

The biennial review of the City's Conflict of Interest Code does not have a fiscal impact.

**ENVIRONMENTAL ANALYSIS:**

This action is exempt pursuant to Section 15061(b)(3) of the Guidelines for the California Environmental Quality Act (CEQA), which states that a project is exempt from CEQA if the activity is covered by the common sense exemption that CEQA applies only to projects that have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. This action is for the 2024 biennial review of the City's Conflict of Interest Code and there is no possibility that this project will have a significant effect on the environment. Therefore, no environmental analysis is required.

**PREPARED BY: SYLVIA EDWARDS, CITY CLERK**

**REVIEWED BY: JUSTIN TUCKER, ASSISTANT CITY MANAGER**

**ATTACHMENTS:**

1. Exhibit 1 – Resolution No. 2024-111
2. Exhibit 2 – Amended 2024 Conflict of Interest Redline
3. Exhibit 3 – Amended 2024 Conflict of Interest Final