


DATE SUBMITTED 06/13/2018  
 SUBMITTED BY City Clerk  
 DATE ACTION REQUIRED 06/20/2018

**Agenda Item No** **E-9**  
 CITY COUNCIL ACTION (X)  
 PUBLIC HEARING REQUIRED ( )  
 RESOLUTION ( )  
 ORDINANCE 1<sup>ST</sup> READING ( )  
 ORDINANCE 2<sup>ND</sup> READING ( )  
 CITY CLERK'S INITIALS 

**IMPERIAL CITY COUNCIL  
 AGENDA ITEM**

**SUBJECT: DISCUSSION/ACTION: BIENNIAL REVIEW OF CONFLICT OF INTEREST CODE**

1. PROVIDE DIRECTION REGARDING THE 2018 CONFLICT OF INTEREST CODE BIENNIAL NOTICE.

DEPARTMENT INVOLVED: City Attorney, City Clerk, Human Resources


**BACKGROUND/SUMMARY:**

The Political Reform Act requires every local government agency to review their conflict of interest biennially to determine if it is accurate or if changes are needed. The City Council is the code reviewing body for the City. Upon review, should any conflict of interest code require changes, notification that amendments are needed will be submitted to the City Council by October 1, 2018. This code designates individual positions that make or participate in the making of government decisions and are required to file the Fair Political Practices Commission Form 700 – Statement of Economic Interest disclosing financial interests they may have within the city of Imperial. It is up to the agency that employs them to decide what their disclosure requirements are. Since the adoption of the most recent code, there have been several changes to the Position Allocation list and job descriptions and/or titles. Please see supplemental staff report for additional information.

FISCAL IMPACT: None

STAFF RECOMMENDATION: City Council directs staff to make necessary amendments and bring back a Resolution in final form for adoption.

MANAGER'S RECOMMENDATION:

MANAGER'S INITIAL 

**MOTION:**

SECONDED: APPROVED ( ) REJECTED ( )  
 AYES: DISAPPROVED ( ) DEFERRED ( )  
 NAYES:  
 ABSENT: REFERRED TO:



# staff report

Supplemental

**To:** City of Imperial City Council

**From:** Debra Jackson, City Clerk

**Date:** June 14, 2018

**Subject** **BIENNIAL CONFLICT OF INTEREST CODE REVIEW**

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## Background and Summary

The FPPC has suggested that if any of the following situations apply, our agency code probably needs to be amended.

- Is the current code more than five years old?
- Have there been any substantial changes to the agency's organizational structure since the last code was approved?
- Have any positions been eliminated or re-named since the last code was approved?
- Have any new positions been added since the last code was approved?
- Have there been any substantial changes in duties or responsibilities for any positions since the last code was approved?

As part of the review process, the most recent Position Allocation List is attached. This list when compared to the designated positions as per Resolution 2006-19 indicates that several positions have been deleted or titles changed to reflect current job descriptions.

The current designated positions are listed as Appendix A and attached for review

The most recent position allocation list is attached as well. This list is to be revised to reflect current positions and/or title changes.

**Recommendation**

Staff recommends that the Council directs staff to make necessary amendments and bring back a Resolution in final form for adoption.

Respectfully Submitted,

Debra Jackson  
City Clerk

# 2018 Local Agency Biennial Notice

Name of Agency: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone No. \_\_\_\_\_

Email: \_\_\_\_\_ Alternate Email: \_\_\_\_\_

**Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.**

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

**An amendment is required. The following amendments are necessary:**

(*Check all that apply.*)

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (*describe*) \_\_\_\_\_

**The code is currently under review by the code reviewing body.**

**No amendment is required.** (If your code is over five years old, amendments may be necessary.)

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## Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.*

\_\_\_\_\_  
*Signature of Chief Executive Officer*

\_\_\_\_\_  
*Date*

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 1, 2018**, or by the date specified by your agency, if earlier, to:

(*PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE*)

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

## APPENDIX A

### Appendix of Designated Positions and Disclosure Categories

<u>Designated Positions</u>	<u>Disclosure Category</u>
Accounting Specialist	1, 2, 3 & 5
Administrative Secretary	1, 2, 3, 4 & 5
Administrative, Services Director	1, 2, 3, 4 & 5
Finance Officer	1, 2, 3, 4 & 5
Library Administrator	2
Community Development Director	1, 2, 3, 4 & 5
Director of Parks and Recreation	1, 2, 3, 4 & 5
Parks and Recreation Program Coordinator	1, 2 & 3
Sr. Groundskeeper	1, 2 & 3
Sr. Mechanic	1, 2 & 3
Water Plant Chief Operator	1, 2 & 3
Wastewater Plant Chief Operator	1, 2 & 3
Engineering/Technician Inspector	1, 2, 3, 4 & 5
Assistant Engineer	1, 2, 3, 4 & 5
City Planner	1, 2, 3, 4 & 5
Police Chief	1, 2, 3, 4 & 5
Police Captain	1, 2, 3 & 5
Police Sergeant	1, 2, 3 & 5
Consultants*	

Position Allocation

FUND	DEPARTMENT	CLASSIFICATION	FISCAL YEAR 2014-2015		FISCAL YEAR 2015-2016		FISCAL YEAR 2016-2017	
			ALLOCATION	NOT FUNDED	ALLOCATION	NOT FUNDED	ALLOCATION	NOT FUNDED
FUND	CITY COUNCIL	Council Member	5.0	0.0	5.0	0.0	5.0	0.0
100	Total		5.0	0.0	5.0	0.0	5.0	0.0
FUND	CITY CLERK	City Clerk	1.0	0.0	1.0	0.0	1.0	0.0
110	Total		1.0	0.0	1.0	0.0	1.0	0.0
FUND	CITY TREASURER	City Treasurer	1.0	0.0	1.0	0.0	1.0	0.0
100	Total		1.0	0.0	1.0	0.0	1.0	0.0
FUND	CITY MANAGER	City Manager	1.0	0.0	1.0	0.0	1.0	0.0
130	Executive Assistant		1.0	0.0	1.0	0.0	1.0	0.0
Total			2.0	0.0	2.0	0.0	2.0	0.0
FUND	FINANCE	Finance Director	1.0	0.0	1.0	0.0	1.0	0.0
140	Accounting Technician		0.0	0.0	1.0	0.0	1.0	0.0
140	Accounting Assistant III (Utility Clerk)		1.0	0.0	1.0	0.0	1.0	0.0
	Accounting Assistant II		1.0	0.0	1.0	0.0	1.0	0.0
	Accounting Assistant I		1.0	0.0	1.0	0.0	1.0	0.0
	Accounting Assistant I (Limited-Term)		1.0	0.0	1.0	0.0	1.0	0.0
Total			5.0	0.0	6.0	0.0	6.0	0.0
FUND	HUMAN RESOURC	Human Resources Director	0.90	0.0	1.00	0.0	1.00	0.0
150	Total		0.90	0.0	1.00	0.0	1.00	0.0
FUND	LIBRARY	Library Administrator	1.0	0.0	1.0	0.0	1.0	0.0
410	Library Technician		1.0	0.0	1.0	0.0	1.0	0.0
	Library Assistant I (Temp/PT)		1.0	0.0	1.0	0.0	1.0	0.0
	Library Assistant II (Temp/PT)		1.0	0.0	1.0	0.0	1.0	0.0
	Literacy Coordinator (Limited-Term)		0.5	0.0	0.5	0.0	0.5	0.0
Total			4.5	0.0	4.5	0.0	4.5	0.0
FUND	RECREATION	Parks & Recreation Director	1.0	0.0	1.0	0.0	1.0	0.0
420	Recreation Services Manager		1.0	0.0	1.0	0.0	1.0	0.0
415	Crew Leader		1.0	0.0	1.0	0.0	1.0	0.0
	General Maintenance Worker /III		2.0	0.0	2.0	0.0	2.0	0.0
	Recreation Specialist		1.0	0.0	1.0	0.0	1.0	0.0
	Recreation Leaders I, II, III (Temp/PT)		4.0	0.0	4.0	0.0	4.0	0.0
	Lifeguard I, II, III (Temp/PT)		8.0	0.0	8.0	0.0	8.0	0.0
Total			18.0	0.0	18.0	0.0	18.0	0.0
FUND	PLANNING SERV	Planning & Development Director	1.0	0.0	1.0	0.0	1.0	0.0
310	Project Manager		1.0	0.0	1.0	0.0	1.0	0.0
350	Engineer		0.0	0.0	0.0	0.0	0.0	0.0
360	Planning Technician		1.0	0.0	1.0	0.0	1.0	0.0
350	Project Coordinator		1.0	0.0	0.0	0.0	0.0	0.0
310	Administrative Analyst		0.0	0.0	1.0	0.0	1.0	0.0
	Planner (Limited-Term)		0.0	0.0	0.0	0.0	0.0	1.0
	Building Inspector		1.0	0.0	1.0	0.0	1.0	0.0
	Engineering Tech/Insp (Limited-Term)		1.0	0.0	1.0	0.0	1.0	0.0
Total			6.00	0.00	6.00	0.00	6.00	1.00
FUND	POLICE DEPART	Chief of Police	1.0	0.0	1.0	0.0	1.0	0.0
210	Administrative Sergeant		1.0	0.0	1.0	0.0	1.0	0.0
211	Sergeant		3.0	0.0	3.0	0.0	3.0	0.0
215	Corporal		1.0	0.0	1.0	0.0	1.0	0.0
	Police Officer /III		11.0	0.0	11.0	0.0	11.0	0.0
	Police Officer I (Limited-Term)		1.0	0.0	1.0	0.0	1.0	0.0
	Police Services Technician (LT)		1.0	0.0	1.0	0.0	1.0	0.0
	Senior Records Clerk		1.0	0.0	1.0	0.0	1.0	0.0
	Records Clerk		1.0	0.0	1.0	0.0	1.0	0.0
	Records Clerk (Temp)		0.5	0.0	0.5	0.0	0.5	0.0
Total			21.5	0.0	21.5	0.0	21.5	0.0
FUND	PUBLIC SERVICES	Public Services Director	1.0	0.0	1.0	0.0	1.0	0.0
510	Public Services Manager		1.0	0.0	1.0	0.0	1.0	0.0
520	Public Services Foreman		1.0	0.0	1.0	0.0	1.0	0.0
345	Maintenance Electrician		1.0	0.0	1.0	0.0	1.0	0.0
320	General Maintenance Worker /III/III		7.0	0.0	7.0	0.0	7.0	0.0
300	GMW /III/III (Limited-Term)		2.0	0.0	2.0	0.0	2.0	0.0
	Wastewater Plant Chief Operator		1.0	0.0	1.0	0.0	1.0	0.0
	Wastewater Plant Operator OIT - II		4.0	0.0	4.0	0.0	4.0	0.0
	Wastewater Plant Operator I		0.0	0.0	0.0	0.0	0.0	0.0
	Wastewater Plant Operator		0.0	0.0	0.0	0.0	0.0	0.0
	Water Plant Chief Operator		1.0	0.0	1.0	0.0	1.0	0.0
	Water Plant Operators I - III		4.0	0.0	4.0	0.0	4.0	0.0
	Water Plant Operator III		0.0	0.0	0.0	0.0	0.0	0.0
	Water Plant Operator II		0.0	0.0	0.0	0.0	0.0	0.0
	Water Plant Operator I		0.0	0.0	0.0	0.0	0.0	0.0
Total			23.0	0.0	23.0	0.0	23.0	0.0
Total	Position Allocations		87.90	0.00	89.00	0.00	89.00	1.00

\*\*Prepared by Human Resources Department / Approved by City Council on 7/20/2016