



# CITY OF DEL REY OAKS

650 CANYON DEL REY BLVD., DEL REY OAKS, CALIFORNIA 93940

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**DATE:** June 25, 2024

**TO:** Honorable Mayor and City Council

**FROM:** John Guertin, City Manager

**SUBJECT:** Conflict of Interest Code

**CEQA:** This action does not constitute a “project” as defined by the California Environmental Quality Act (CEQA) guidelines section 15378 as it is an organizational activity of the City that will not result in direct or indirect physical changes in the environment.

## **Recommendation**

That Council adopt the attached resolution amending the Conflict of Interest Code.

## **Background**

The City is required to review the Conflict of Interest Code every 2 years for necessary revisions. The attached resolution incorporates revisions to certain job titles that have occurred over the past two years.

## **Summary & Discussion**

The Political Reform Act requires the City to review its Conflict of Interest Code every two years. The Code includes a list of designated positions and disclosure responsibilities for each position subject to the Conflict of Interest Code for Designated Employees. Disclosure statements from designated positions are due each April and within 30 days of a person either assuming or leaving a designated position.

The attached Resolution amends the City’s Conflict of Interest Code to update the list of designated positions to reflect administrative changes, including title changes and positions added or deleted from the Table of Organization.

## **Fiscal Impacts**

None

## **Recommended Action**

Adopt the attached resolution amending the Conflict of Interest Code.

Respectfully Submitted,

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John Guertin  
City Manager

## **ATTACHMENTS:**

1. Resolution No. 2024-06

RESOLUTION NO. 2024-06

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DEL REY OAKS  
REVIEWING THE CITY’S CONFLICT OF INTEREST CODE AND  
FINDING THAT NO AMENDMENTS ARE REQUIRED

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**WHEREAS**, the Political Reform Act, Government Code Section 81000 *et seq.*, requires state and local government agencies to adopt and promulgate conflict of interest codes;

**WHEREAS**, the California Fair Political Practices Commission has adopted a regulation, 2 Cal Code of Regulations Section 18730, which contains the terms of a standard conflict of interest code, which can be incorporated by reference, and which may be amended by the Fair Political Practices Commission, after public notice and hearings, to conform to amendments in the Political Reform Act;

**WHEREAS**, the City Council has previously adopted that conflict of interest code by reference, pursuant to Government Code Section 81000 *et seq.*, along with the attached Appendices A and B in which members and employees are designated and disclosure categories are set forth, as the “Conflict of Interest Code of the City of Del Rey Oaks” (“Conflict of Interest Code”);

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Del Rey Oaks, as follows:

1. Adoption by Incorporation. The Political Reform Act of 1974, Government Code §81000 *et seq.*, requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission had adopted 2 California Code of Regulations §18730, which contains the terms of a standard model Conflict of interest Code, which may be incorporated by reference, and which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings. The City of Del Rey Oaks incorporates by reference 2 Cal. Code of Regs. §18730, and any amendments thereto duly adopted by the Fair Political Practices Commission.

2. Designated Positions and Disclosure Categories. The Conflict of Interest Code, along with the attached Appendix A and Appendix B in which members and employees are designated and disclosure categories are set forth, does constitute the Conflict of Interest Code of the City of Del Rey Oaks. Designated employees shall file their statements with the City which will make the statements available for public inspection and reproduction. (Government Code §81008). Statements for all designated employees will be retained by the City.

3. The Council hereby directs the City Clerk, in succeeding even-numbered years, to review the Conflict of Interest Code to determine if any revisions are required. If revisions are required, the necessary amendment shall be presented to the Council not later than October 1<sup>st</sup> of such year. If no revisions are required, the City Clerk shall submit a report to the Council stating that amendments to the Code are not required.

**PASSED AND ADOPTED** by the City Council of the City of Del Rey Oaks at a regular meeting duly held on June 25, 2024, by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

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Scott Donaldson, Mayor

ATTEST:

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Karen Minami, City Clerk

## APPENDIX A

<u>Designated Position</u>	<u>Designated Category</u>
City Manager	1
City Council Member/Mayor	1
Planning Commissioner	1
City Clerk	1
Deputy City Clerk/Permit Clerk	1
Administrative Services Technician	1
Chief of Police	1
Police Officer – All ranks	1
Maintenance/Public Works Supervisor	1
Consultant*	1

\* CONSULTANTS: Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The City Manager may determine in writing that a particular consultant, although a “designated position,” is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements as described in Appendix B. Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of the disclosure requirements. The City Manager’s determination is a public record and shall be retained for public inspection in the same manner and location as set forth in this Resolution.

NOTE: City Council Members, the City Manager, City Attorney, Planning Commission Members and all City Officials (including employees and consultants) who manage public investments shall not be considered designated positions herein so long as those individuals are required to file Disclosure Statements pursuant to Government Code Section 87200 et seq. or successors thereto.

## **APPENDIX B**

### **DISCLOSURE CATEGORIES**

Disclosure Category 1. All investments and business positions in business entities, sources of income including gifts, loans and travel payments, and interests in real property. (Form 700 and all schedules (A through E)).