

Resolution No. 9471
Resolution of the Council of the City of Palo Alto Amending the
Conflict of Interest Code for Designated City Officers and
Employees as Required by the Political Reform Act and
Regulations of the Fair Political Practices Commission and
Repealing Resolution No. 9299

RECITALS

A. The Political Reform Act requires certain City officials, specified in section 87200 of the California Government Code, to file economic disclosure forms ("Form 700") and abstain from making or participating in making governmental decisions which have a reasonably foreseeable material effect on an economic interest; and

B. The Political Reform Act also requires the City to adopt a local conflict of interest code that enumerates specific City positions other than those specified in Government Code section 87200 which involve making or participating in making decisions which have a reasonably foreseeable material effect on an economic interest, and to designate for each position the specific types of investments, business positions, interests in real property and sources of income which are reportable based on the scope of the decision-making authority of the position; and

C. Consistent with Chapter 2.09 of the Palo Alto Municipal Code and the biennial schedule established by the Fair Political Practices Commission for amending local conflict of interest codes, the City reviews and amends its local conflict of interest code by resolution every two years.

NOW, THEREFORE, the Council of the City of Palo Alto does RESOLVE as follows:

SECTION 1. Resolution No. 9299 is hereby repealed.

SECTION 2. The Conflict of Interest Code for the City of Palo Alto is hereby amended to read as follows:

**CONFLICT OF INTEREST CODE FOR THE
CITY OF PALO ALTO**

The Political Reform Act, Government Code section 81000, et seq., requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. section 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing the regulation may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any

amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and Appendix A attached to this resolution and a part of it, designating officials and employees and establishing disclosure categories, shall constitute the conflict of interest code of the City of Palo Alto.

Designated employees shall file statements of economic interests with the City Clerk who will make the statements available for public inspection and reproduction. (Gov. Code, § 81008.) Statements for all designated employees will be retained by the City Clerk.

SECTION 3. The Conflict of Interest Code for the City of Palo Alto will be effective thirty (30) days from the date the City Council approves this resolution.

SECTION 4. The City Council finds that there is no possibility that this resolution will have a significant effect on the environment and upon that basis determines that this resolution is exempt from the California Environmental Quality Act.

INTRODUCED AND PASSED: December 1, 2014

AYES: BERMAN, BURT, HOLMAN, KLEIN, KNISS, PRICE, SCHARFF, SCHMID, SHEPHERD

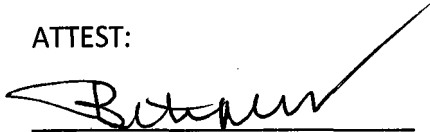
NOES:

ABSENT:

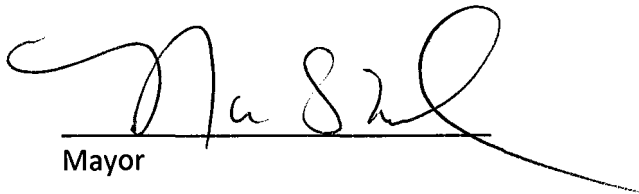
ABSTENTIONS:

ATTEST:

Adriana



City Clerk



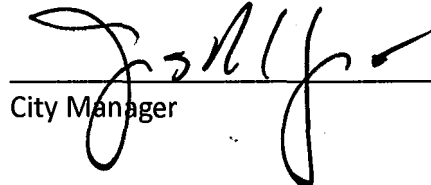
Mayor

APPROVED AS TO FORM:



Senior Deputy City Attorney

APPROVED:



City Manager

**APPENDIX A
DESIGNATED POSITIONS**

Titles Assigned Disclosure Category

ADMINISTRATIVE SERVICES DEPARTMENT

Finance Division

Accountant	4
Assistant Director, Administrative Services	1
Contracts Administrator	3
Manager, Accounting	1
Manager, Purchasing & Contract Admin	1
Senior Accountant	4
Senior Business Analyst	4
Senior Management Analyst.....	4
Warehouse Supervisor	5

Real Estate Division

Senior Management Analyst	4
Manager, Real Property	4

Budget & Management Analysis Division

Director, Office of Management and Budget	1
Principal Management Analyst.....	4
Senior Management Analyst	4

APPOINTED OFFICIALS

Standby Emergency Council.....	1
Architectural Review Board	1
Historic Resources Board	1
Human Relations Commission	1
Library Advisory Commission.....	1
Public Art Commission	1
Utilities Advisory Commission	1
Parks and Recreation Commission	1

CITY ATTORNEY

Assistant City Attorney	1
Claims Investigator.....	3
Deputy City Attorney	1
Legal Services Administrator	4
Senior Assistant City Attorney	1

Senior Deputy City Attorney	1
Secretary to City Attorney	4

CITY AUDITOR

City Auditor	1
Performance Auditor	1
Senior Performance Auditor	1

CITY CLERK

City Clerk	1
Assistant City Clerk	3
Deputy City Clerk	3
Hearing Officer	1

CITY MANAGER

Assistant City Manager /Chief Operating Officer	1
Chief Communications Manager	1
Chief Sustainability Officer.....	1
Executive Assistant to the City Manager	3
Manager, Economic Development and Redevelopment.....	1
Senior Management Analyst.....	3

COMMUNITY SERVICES

Administrative Assistant	3
Assistant Director, Community Services.....	1
Director, Community Services	1
Management Analyst.....	5
Senior Management Analyst	5

Arts & Sciences Division

Manager, Arts and Science	6
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Recreation Division

Community Service Manager	5
Community Services Senior Program Manager	5
Community Services Superintendent	5
Coordinator, Recreation Programs	5
Recreation Division Manager.....	6
Supervisor, Recreation Programs	5

Open Space, Parks and Golf Division

Community Service Manager..... 5
Open Space, Parks and Golf Division Manager..... 6
Superintendent, Open Space, Parks and Golf 5

DEVELOPMENT SERVICES

Director, Development Services1
Development Services Manager.....1
Assistant Building Official.....4
Building Inspector.....4
Building Inspector Specialist.....4
Chief Building Official.....1
Plan Check Engineer.....4
Plans Examiner.....4
Planning Manager.....4
Project Coordinator.....4
Senior Management Analyst.....4

FIRE DEPARTMENT

Fire Chief..... 1
Battalion Chief..... 6
Deputy Fire Chief 1
Emergency Medical Services (EMS) Chief..... 1
Emergency Medical Services (EMS) Director 6
Emergency Medical Services Data Specialist 7
Fire Marshal 1
Geographic Information System Specialist..... 9

PEOPLE STRATEGIES & OPERATIONS (PSO)

Director, People Strategies & Operations 1
Assistant Director, PSO 1
Manager, Employee Relations 3
Manager, Employee Benefits.....3
Senior Human Relations Administrator 3
Senior Management Analyst3

INFORMATION TECHNOLOGY DEPARTMENT

Director, Information Technology/Chief Information Officer 1
Information Technology Security Manager 2
Information Technology Governance & Planning Manger 2
Manager, Information Technology Services..... 2

Principal Management Analyst.....	3
Senior Management Analyst.....	3
Senior Technologist.....	9
Technologist.....	9

LIBRARY DEPARTMENT

Director, Libraries	1
Assistant Director, Libraries.....	3
Division Head, Collection and Technical Services Division	5
Library Services Manager.....	4

OFFICE OF EMERGENCY SERVICES

Emergency Services (OES) Director	1
Office of Emergency Services (OES) Coordinator	1

PLANNING & COMMUNITY ENVIRONMENT DEPARTMENT (9/19/12)

Director, Planning and Community Environment.....	1
Assistant Director, Planning and Community Environment	1
Associate Planner	4
Chief Planning Official.....	1
Chief Transportation Official.....	1
Code Enforcement Officer.....	4
Parking Manager.....	4
Planner.....	4
Planning Manager	4
Senior Management Analyst.....	1
Senior Planner.....	4

POLICE DEPARTMENT

Police Division

Police Chief.....	1
Assistant Police Chief.....	1
Police Captain	1
Police Lieutenant	1
Senior Management Analyst	3
Supervisor, Police Services.....	3

Animal Services Division

Superintendent, Animal Services.....	7
Supervisor, Animal Services	7
Veterinarian	7

Communications Division

Deputy Director Technical Services Division 9

PUBLIC WORKS DEPARTMENT

Administration Division

Director, Public Works/City Engineer 1
Assistant Director, Special Projects 1
Senior Management Analyst 3

Airport Division

Airport Manager.....1
Management Analyst.....3

Engineering Services Division

Assistant Director, Engineering Services 1
Management Analyst..... 3
Project Manager 4
Senior Engineer 4
Supervisor, Inspection & Surveying 4
Senior Project Manager 4

Public Services Division

Assistant Director, Public Services 1
Assistant Fleet Manager 5
Fleet Manager 5
Management Analyst..... 3
Manager, Maintenance Operations..... 5
Project Manager. 5
Urban Forester 5

Environmental Services Division

Assistant Director, Environmental Services 1
Assistant Manager, Water Quality Control Operations..... 3
Assistant Manager, Water Quality Control Maintenance 3
Coordinator, Public Works Projects..... 5
Management Analyst..... 3
Manager, Environmental Control Programs..... 4
Manager, Laboratory Services 5
Manager, Solid Waste 6
Manager, Water Quality Control 4
Manager, Watershed Protection 4
Senior Engineer 4

UTILITIES DEPARTMENT

Director, Utilities..... 1
Senior Business Analyst 4
Senior Management Analyst 3
Utilities Communications Manager 5
Utilities Compliance Manager..... 5

Customer Support Services Division

Assistant Director, Customer Support Services 1
Manager, Customer Service and Meter Reading..... 4
Manager, Credit and Collections 4
Manager, Utility Marketing Services 4

Resource Management Division

Assistant Director, Resource Management 1
Resource Planner 3
Senior Resource Planner 3

Engineering Division

Assistant Director, Utilities Engineering 1
Electric Project Engineer 4
Engineering Manager, Electric 4
Engineering Manager, Water-Gas-Wastewater 4
Manager, Utilities Telecommunications..... 1
Project Engineer 4
Senior Project Engineer 4
Senior Electrical Engineer 4

Operations Division

Assistant Director, Utilities Operations. 1
Manager, Electric Operations 4
Manager, W-G-W Operations..... 4
Utilities Supervisor 4

OTHER REPORTING REQUIREMENTS

Newly created positions between conflict code amendments.....1-9,
As Applicable and City Clerk to work with Department to fill out FPPC Form 804 at the time a
new position is created

Consultants (Defined in FPPC Regulation 18701(a)(2)) 1-9,
As Applicable¹ and City Clerk to work with Department to complete FPPC form 805 at the time a
consultant is hired

Members of Task Forces, Special Committees and Similar Advisory Bodies Created by the City
Council.....1,
if applicable²

¹ Pursuant to Palo Alto Municipal Code section 2.09.060, the City Manager may determine in writing that a particular consultant, although a designated position, 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. Any such written determination shall include a description of the consultant's duties and, based upon the description, a statement of the extent of disclosure requirements, if any. The City Manager may also determine whether a particular contract consultant constitutes a "consultant" as the term is defined in the Political Reform Act and regulations promulgated there under or whether the contract consultant is a registered professional engineer or licensed land surveyor exempted from the conflict of interest provisions under Government Code Section 87100.1. The City Manager's determination is a public record and shall be retained for public inspection in the same manner and location as the Conflict of Interest Code.

² The City Attorney and City Clerk shall coordinate to determine whether a newly created body provides that committees, boards, or commissions possesses decision making authority pursuant to Fair Political Practices Regulation 18701 and make a recommendation to the Council on whether the body should be subject to the disclosure requirements. Factors to be considered include but are not limited to whether the body will perform a role that compels or prevents a governmental decision, or make substantive recommendations that may be regularly approved without significant modification by another public official or governmental agency over an extended period of time.

**APPENDIX A
DISCLOSURE CATEGORIES**

1. FULL DISCLOSURE

What to report? All investments and business positions in business entities, sources of income including gifts, loans and travel payments, and interests in real property.

What Form 700 schedules? All Schedules (A through E)

2. ALL INCOME

What to report? All investments and business positions in business entities and sources of income including gifts, loans and travel payments.

What Form 700 schedules? A, C, D, E

3. CITY-RELATED INCOME

What to report? All investments and business positions in business entities and sources of income including gifts, loans and travel payments if the source is of a type which provides, manufactures, or supplies services, supplies, materials, machinery or equipment of the type utilized by or subject to the review or approval of the City.

What Form 700 schedules? A, C, D, E

4. CITY-RELATED INCOME, REAL PROPERTY

What to report? All investments and business positions in business entities and sources of income including gifts, loans and travel payments if the source is of a type which provides, manufactures, or supplies services, supplies, materials, machinery or equipment of the type utilized by or subject to the review or approval of the City and all interests in real property.

What Form 700 schedules? All Schedules (A through E)

5. DEPARTMENT-RELATED INCOME

What to report? All investments and business positions in business entities and sources of income including gifts, loans and travel payments if the source is of a type if the source is of a type which provides, manufactures or supplies equipment, supplies, material, services or machinery of the type utilized by or subject to the review or approval of the department in which that person is employed.

What Form 700 schedules? A, C, D, E

6. DEPARTMENT-RELATED INCOME, REAL PROPERTY

What to report? All investments and business positions in business entities and sources of income including gifts, loans and travel payments if the source is of a type if the source is of a type which provides, manufactures or supplies equipment, supplies, material, services or machinery of the type utilized by or subject to the review or approval of the department in which that person is employed and all interests in real property.

What Form 700 schedules? All Schedules (A through E)

7. DIVISION- RELATED INCOME

What to report? All investments and business positions in business entities and sources of income including gifts, loans and travel payments, which provide manufacture or supply supplies, equipment, machinery, services or material of the type utilized by or subject to the review or approval of the division in which that person is employed.

What Form 700 schedules? A, C, D, E

8. DIVISION-RELATED INCOME, REAL PROPERTY

What to report? All investments and business positions in business entities and sources of income including gifts, loans and travel payments, which provide manufacture or supply supplies, equipment, machinery, services or material of the type utilized by or subject to the review or approval of the division in which that person is employed and all interests in real property.

What Form 700 schedules? All Schedules (A through E)

9. CITY-RELATED COMPUTER HARDWARE & SOFTWARE

What to report? All investments in business entities and sources of income including gifts, loans and travel payments, which provide supply, manufacture or service computer hardware or software of the type utilized by the City.

What Form 700 schedules? A, C, D, E