

**LEGISLATIVE VERSION**  
**(SHOWS CHANGES MADE**

**CONFLICT OF INTEREST CODE**  
**OF THE**  
**CITY OF WEST HOLLYWOOD**

# CONFLICT OF INTEREST CODE OF THE CITY OF WEST HOLLYWOOD

**~~(Adopted November 19, 2018~~ Amended December 7, 2020)**

The Political Reform Act (Gov. Code § 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. § 18730) that contains the terms of a standard conflict of interest code which can be incorporated by reference in an agency's code. After public notice and hearing Regulation 18730 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 incorporation page, Regulation 18730 and the attached Appendix designating positions and establishing disclosure categories, shall constitute the conflict of interest code of the **City of West Hollywood (the "City")**.

The Mayor, Members of the City Council and Planning Commission, the City Manager, the City Attorney and the City Treasurer, shall electronically file their annual statements of economic interests directly with the Fair Political Practices Commission. All other officials and designated positions required to submit a statement of economic interests shall file their statements with the **City Clerk** as the City's Filing Officer. ~~The City Clerk shall make and retain a copy of all statements filed by the Mayor, Members of the City Council and Planning Commission, the City Manager, the City Attorney and the City Treasurer, and forward the originals of such statements to the Fair Political Practices Commission.~~ The **City Clerk** shall retain the original statements filed by all other officials and designated positions and will make all retained statements available for public inspection and reproduction during regular business hours. (Gov. Code § 81008.)

All officials and designated positions required to submit a statement of economic interests shall receive ethics training as required pursuant to Government Code section 53235 (AB 1234). The City's Filing Officer shall annually provide all filers with information on training available to meet the requirements of Section 53235, and maintain required records indicating the dates that filers satisfied the training requirements and the entity that provided the training. These records shall be retained for five years after the date of training and are public records subject to disclosure under the California Public Records Act. (Gov. Code § 53235.2.)

**APPENDIX**

**CONFLICT OF INTEREST CODE**

**OF THE**

**CITY OF WEST HOLLYWOOD**

**(Adopted November 19, 2018 Amended December 7, 2020)**

**PART “A”**

The Mayor, Members of the City Council and Planning Commission, the City Manager, the City Attorney, the City Treasurer, and All Other City Officials who manage public investments, as defined by 2 Cal. Code of Regs. §18700.3(b), are NOT subject to the City’s Code but must file disclosure statements under Government Code section 87200 et seq. [Regs. § 18730(b)(3)]

**OFFICIALS WHO MANAGE PUBLIC INVESTMENTS**

It has been determined that the positions listed below are Other City Officials who manage public investments<sup>1</sup>. These positions are listed here for informational purposes only.

Investment Consultant

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<sup>1</sup> Individuals holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by § 87200.

# DESIGNATED POSITIONS

## GOVERNED BY THE CONFLICT OF INTEREST CODE

[For ease of reference the positions have been listed alphabetically and separation of departments have been removed]

<u>DESIGNATED POSITION'</u> <u>TITLE OR FUNCTION</u>	<u>DISCLOSURE CATEGORIES</u> <u>ASSIGNED</u>
Accounting/Financial Specialist	4
Administrative Analyst	5
Administrative Coordinator	5
Aquatics Supervisor	5
Arts Manager	5, 7
Assistant City Manager <u>(ALL)</u>	1, 2
<del>Assistant Director of Community Development</del> [All duties assigned to Assistant City Manager] <u>1, 2</u>	
Building and Safety Manager / Building Official	2, 3, 5, 6
Building Maintenance Supervisor	5
Business Development Manager	1, 2
CATV Supervisor	5
City Attorney (not filing under 87200, incl. Asst and Deputy)	1, 2
City Clerk	5
Civil Engineer (ALL)	2, 3, 5
Code Compliance Manager	5, 6
Code Compliance Officer (ALL)	6
Code Compliance Supervisor	5, 6
Combination Building Inspector (ALL)	5, 6
Communications Manager	5

<u>DESIGNATED POSITION' TITLE OR FUNCTION</u>	<u>DISCLOSURE CATEGORIES ASSIGNED</u>
Community & Legislative Affairs Manager	1, 2
<u>Community &amp; Legislative Affairs Supervisor</u>	<u>5</u>
Community Affairs Coordinator	5
Community Events Coordinator	5
<del>Deputy City Manager/ Director of Community Development</del> [All duties assigned to an additional Assistant City Manager]	<del>1, 2</del>
<del>Deputy</del> Director of Finance & Technology Services	4
<u>Digital Media Manager</u>	<u>5</u>
Director of Administrative Services	4
Director of Communications	5
<del>Director of Economic Development</del> [Department abolished – position no longer exist]	<del>1, 2</del>
Director of Human Services & Rent Stabilization	5
Director of Public Safety	5, 7
Director of Public Works	1, 2
<del>Economic Development &amp; Cultural Affairs Coordinator</del> [Duties assigned to City Manager Dept.]	<del>4</del>
<del>Economic Development Analyst</del> <u>Business Development Analyst</u>	1, 2
Emergency Management Coordinator	5, 7
<u>Engineering Manager</u> /City Engineer	2, 3, 5
Environmental Programs Coordinator	5, 7
Event Services Coordinator	5, 6
Event Services Supervisor	5, 6
Facilities & Field Services Manager	2, 5
Facilities & Landscape Maintenance Superintendent	5
Human Resources Analyst	5
Human Resources Manager	5
<u>Human Resources Supervisor</u>	<u>5</u>
Information Technology Management Analyst	5
Information Technology Manager	5
Information Technology Systems Analyst	5
<del>Innovation &amp; Strategic Initiatives Manager</del> Department abolished – positions split into two positions now Innovations Manager and Strategic Initiatives Manager]	<del>2, 5</del>

<u>DESIGNATED POSITION' TITLE OR FUNCTION</u>	<u>DISCLOSURE CATEGORIES ASSIGNED</u>
Innovation Analyst	2, 5
<u>Innovation Manager</u>	<u>5</u>
Lead Maintenance Technician	5
Long Range <del>&amp; Mobility</del> Planning Manager	2, 3, 5
Mediator	1, 2
Neighborhood Traffic Management Program Specialist	2, 3, 5
Parking Analyst	5
Parking Operations Manager	2, 5
Parking Operations Supervisor	5
Planner (ALL)	2, 3, 5
Planning Manager	2, 3, 5
Project Coordinator	2, 5
Project Development Administrator	2, 3, 5
<u>Property Development Manger</u>	<u>2, 3, 5</u>
<u>Public Art Administrator</u>	<u>5</u>
<del>Public</del> Arts Coordinator	5
Public Information Officer	5
Public Safety Supervisor	5
Recreation Coordinator	5
Recreation Services Manager	5, 6
Recreation Supervisor	5
Rent Stabilization & Housing Manager	2, 5
Revenue <del>Management</del> Manager	4
Senior Administrative Analyst	2, 5
Senior Financial Management Analyst	5, 7
Senior Maintenance Technician	5
Senior Management Analyst	1, 2
Senior Project Management Supervisor	2, 3, 5
Senior Transportation Planer	2, 3, 5
Senior Transportation Planner	2, 3, 5

<u>DESIGNATED POSITION' TITLE OR FUNCTION</u>	<u>DISCLOSURE CATEGORIES ASSIGNED</u>
Social Services Manager	5
Social Services Program Administrator	5, 7
Social Services Supervisor	5, 7
Special Events Manager	5
Staff Attorney	1, 2
<u>Strategic Initiatives Manager</u>	<u>5</u>
Street Maintenance Supervisor	5
Systems Engineer Supervisor	5
Systems Engineer	5
Transportation Program Administrator	2, 5
<u>Urban Design and Architecture Studio Manager/City Architect</u>	<u>2, 3, 5</u>
Urban Designer	2, 3, 5, 6
Urban Forestry & Landscape Maintenance Supervisor	5

**MEMBERS OF COMMITTEES,  
BOARDS & COMMISSIONS**

Arts & Cultural Affairs	5
Business License	1, 2
Historic Preservation	2, 3, 5
Human Services	5
Public Facilities	2, 3, 5
Public Safety	2, 5
Rent Stabilization	2, 5
Transportation	1, 2

Consultants and New Positions<sup>2</sup>

<sup>2</sup> Individuals serving as a consultant as defined in FPPC Reg 18700.3(a) or in a new position created since this Code was last approved that makes or participates in making decisions must file under the broadest disclosure set forth in this Code subject to the following limitation:

The City Manager may determine that, due to the range of duties or contractual obligations, it is more appropriate to assign a limited disclosure requirement. A clear explanation of the duties and a statement of the extent of the disclosure requirements must be in a written document. (Gov. Code Sec. 82019; FPPC Regulations 18219 and 18734.). The City Manger's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code. (Gov. Code Sec. 81008.)

## **PART "B"**

### **DISCLOSURE CATEGORIES**

The disclosure categories listed below identify the types of economic interests that the designated position must disclose for each disclosure category to which he or she is assigned.<sup>3</sup> "Investment" means financial interest in any business entity (including a consulting business or other independent contracting business) and are reportable if they are either located in, doing business in, planning to do business in, or have done business during the previous two years in the jurisdiction of the City.

Category 1: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that are located in, do business in, or own real property within the jurisdiction of the City.

Category 2: All interests in real property which is located in whole or in part within, or not more than two (2) miles outside, the boundaries of the City, including any leasehold, beneficial or ownership interest or option to acquire property.

Category 3: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that are engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of the City.

Category 4: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by the City.

Category 5: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by the designated position's department, unit or division.

Category 6: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, subject to the regulatory, permit, or licensing authority of the designated employee's department, unit or division.

Category 7: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, or income from a nonprofit or other organization. If the source is of the type to receive grants or other monies from or through the City of its subdivisions.

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<sup>3</sup> This Conflict of Interest Code does not require the reporting of gifts from outside this agency's jurisdiction if the source does not have some connection with or bearing upon the functions or duties of the position. (Reg. 18730.1)