

Council Meeting of  
November 20, 2012

Honorable Mayor and Members  
of the City Council  
City Hall  
Torrance, California

**Members of the Council:**

**SUBJECT: City Clerk – Adopt Resolution Amending the City of Torrance  
Conflict of Interest Code**

**RECOMMENDATION**

Recommendation of the City Clerk that City Council adopt a Resolution amending the City of Torrance Conflict of Interest Code.

**EXPENDITURE: NONE**

**BACKGROUND/ANALYSIS**

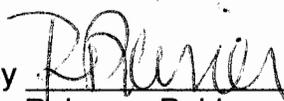
The California Political Reform Act requires every local government agency to review its conflict of interest code biennially to determine its accuracy or, alternatively, that required amendments are necessary. Notice was given to the City Council, as the code reviewing body, on October 1. It has been determined that the current code adopted in 2010 requires an amendment, and the proposed Resolution incorporates recommended changes.

Amendments include title changes, position additions, position deletions, additional filing requirements, and departmental position shifts. The attached document reflects the current positions in each department and level of disclosure required for each position.

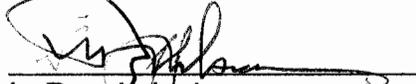
Those individuals serving in the positions designated in the Conflict of Interest Code are required to file Statements of Economic Interest (Form 700) annually in April to cover activity for in each previous calendar year in addition to assuming and leaving office statements.

Respectfully submitted,

SUE HERBERS  
CITY CLERK

By   
\_\_\_\_\_  
Rebecca Poirier  
Deputy City Clerk

CONCUR:

  
\_\_\_\_\_  
LeRoy J. Jackson  
City Manager

Attachment: Resolution No. 2012-\_\_



**RESOLUTION NO. 2012 - \_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TORRANCE AMENDING THE CITY'S CONFLICT OF INTEREST CODE WHICH INCORPORATES BY REFERENCE THE FAIR POLITICAL PRACTICES COMMISSION'S STANDARD MODEL CONFLICT OF INTEREST CODE.**

**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; and

**WHEREAS**, the Political Reform Act requires every local government agency to review its conflict of interest code biennially to determine if it is accurate or, alternatively, that the code must be amended; and

**WHEREAS**, it has been determined that the City's Conflict of Interest Code needs to be amended to delete positions and change position titles; and

**WHEREAS**, the 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. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearing to conform to amendments in the Political Reform Act; and

**WHEREAS**, this body has determined that the attached Indexes accurately set forth those designated positions and categories of reportable financial interest.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF TORRANCE DOES RESOLVE AS FOLLOWS:**

**SECTION 1.** The terms of Title 2 California Code of Regulations, Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of the City of Torrance by reference. This regulation and the attached Appendices designating officials and employees and establishing economic disclosure categories shall constitute the Conflict of Interest Code of the City of Torrance.

**SECTION 2.** The City Council hereby designates the City Clerk as the person to whom all officials and employees required to submit a Statement of Economic Interest pursuant to this Conflict of Interest Code shall file their statements with. The City Clerk shall retain the originals of said statements, which shall be available for public inspection and reproduction.

**EXHIBIT A**  
**REPORTING CATEGORIES**

**Category 1.**

Persons in this category shall disclose all interests in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the Agency.

Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

**Category 2.**

Persons in this category shall disclose all investments and business positions. The Political Reform Act defines investment as follows:

"Investment" means any financial interest in or security issued by a business entity, including but not limited to common stock, preferred stock, rights, warrants, options, debt instruments and any partnership or other ownership interest, if the business entity or any parent, subsidiary or otherwise related business within the jurisdiction at any time during the two years prior to the time any statement or other action is required under this title. No asset shall be deemed an Investment unless its fair market value equals or exceeds two thousand dollars (\$2,000). The term 'Investment' does not include a time or demand deposit in a financial institution, shares in a credit union, any insurance policy, interest in a diversified mutual fund registered with the Securities and Exchange Commission under the Investment Company Act of 1940 or a common trust fund which is created pursuant to Section 1564 of the Financial Code, or any bond or other debt instrument issued by any government or government Agency. Investments of an individual include pro rata share of investments of any business entity mutual fund or trust in which the individual or spouse owns directly, indirectly or beneficially, a 10 percent interest or greater.

According to the Political Reform Act, a business position is a position of director, officer, partner, trustee, employee, or any position of management in any organization or enterprise operated for profit, including but not limited to a proprietorship, partnership, firm, business trust, joint venture, syndicate, corporation or association.

**Category 3.**

Persons in this category shall disclose all income and business positions.

The Political Reform Act defines income as follows:

"Income" means a payment received, including but not limited to any salary, wage, advance, dividend, interest, rent, proceeds from any sale, gift, including any gift of food or beverage, loan forgiveness or payment of indebtedness received by flier, reimbursement for expenses, per diem, or contribution to an insurance or pension program paid by any person other than an employer, and including any community property interest in the income of a spouse. Income also includes an outstanding loan. Income of an individual also includes a pro rata share of any business entity or trust in which the individual or spouse owns, directly, indirectly or beneficially, a 10 percent interest or greater.

**Category 4.**

Persons in this category shall disclose all business Positions, investments in, or income (including gifts and loans) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the Agency and associated with the job assignment of designated positions assigned this disclosure category.

**Category 5.**

Persons in this category shall disclose all business positions, investments in, or income (including gifts and loans) received from business entities that provide, manufacture or sell service, supplies, provisions or other property of a type utilized by the Agency in an aggregate amount of \$10,000 or more per annum.

**Category 6.**

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interest disclosing reportable interest in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendation or counsel to the Agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the-City Manager of the Agency.

**SECTION 3.** That the effective date of this resolution is \_\_\_\_\_, 2012.

**APPROVED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2012.

APPROVED AS TO FORM:  
JOHN FELLOWS III, City Attorney

\_\_\_\_\_  
Mayor Frank Scotto  
ATTEST:

by \_\_\_\_\_  
Patrick Q. Sullivan, Assistant City Attorney

\_\_\_\_\_  
Sue Herbers, City Clerk



**EXHIBIT B****Positions and Categories filing Conflict of Interest Statements**

<b><i>Department</i></b>	<b><i>Categories</i></b>
<b>City Attorney's Office</b>	
City Attorney	1,2,3,4,5
Assistant City Attorney	1,2,3,4,5
Deputy City Attorney	1,2,3,4,5
Law Office Administrator	1,2,3,4,5
Paralegal	1,2,3,4,5
Legal Counselor	1,2,3,4,5
<b>City Clerk's Office</b>	
City Clerk	1,2,3,4,5
Deputy City Clerk	1,2,3,4,5
<b>City Manager's Office</b>	
City Manager	1,2,3,4,5
Assistant City Manager	1,2,3,4,5
Assistant to the City Manager	1,2,3,4,5
Senior Management Associate	1,2,3,4
Management Associate	1,2,3,4
Cable and Community Relations Manager	1,2,3,4
<del>Cable-TV Production Supervisor</del>	<del>1,2,3,4</del>
<del>Community Relations Specialist</del>	<del>1,2,3,4</del>
<del>Human Resources Director</del>	<del>3,3,4</del>
<del>Human Resources Administrator</del>	<del>2,3,4</del>
<del>Human Resources Manager</del>	<del>2,3,4</del>
<del>Civil Service Manager</del>	<del>2,3,4</del>
<b>City Treasurer's Office</b>	
City Treasurer	1,2,3,4,5
Deputy City Treasurer	1,2,3,4,5
<del>Civil Service Department</del>	
<del>Civil Service Manager</del>	<del>2,3,4,5</del>
<b>Communication and Information Technology Department</b>	
Information Technology Director	1,2,3,4,5
Information Technology Manager	1,2,3,4,5
Communications Manager	1,2,3,4,5
Communications Supervisor/Telecom	4
Communications Supervisor/Radio	4
Systems Analyst	
<del>Information Technology Analyst (Supervisor)</del>	<del>4</del>
<del>Administrative Analyst</del>	<del>4</del>

<b>Department</b>	<b>Categories</b>
<b>Community Development Department</b>	
Community Development Director	1,2,3,4,5
Deputy Community Development Director	1,2,3,4,5
Building Regulations Administrator	1,2,3,4,5
Structural Plans Examiner	1,2,3,4
Plans Examiner	1,2,3,4
Building Inspection Supervisor	1,2,3,4
Senior Mechanical and Plumbing Inspector	1,2,3,4
Senior Electrical Inspector	1,2,3,4
Senior Grading Inspector	1,2,3,4
Senior Building Inspector	1,2,3,4
Senior Public Works Inspector	1,2,3,4
Building Inspector	1,2,3,4
Public Works Inspector	1,2,3,4
Permits Technician I	1,2,3,4
Permits Technician II	1,2,3,4
Planning Manager	1,2,3,4
Senior Planning Associate	1,2,3
Senior Housing Specialist	1,2,3
Planning Associate	1,2,3
Planning Assistant	1,2,3
Associate Engineer	1,2,3,4
Supervising Sr. Environmental Quality Officer	1,2,3,4
Senior Environmental Quality Officer	1,2,3
Environmental Quality Officer	1,2,3
Housing Specialist	1,2,3
Planning & Engineering Manager	1,2,3,4
<b>Community Services Department</b>	
Community Services Director	1,2,3,4,5
Senior Business Manager	1,2,3,4,5
Administrative Analyst	1,2,3,4,5
Program Coordinator	2,3,4
City Librarian	1,2,3,4,5
Library Services Manager	2,3,4
Principal Librarian	2,3,4
Senior Librarian	2,3,4
Librarian	4
Park Services Manager	1,2,3,4,5
Park Services Supervisor	2,3,4
Cultural Services Manager	1,2,3,4,5
Senior Recreation Supervisor	2,3,4
Recreation Supervisor	2,3,4
Program Coordinator	2,3,4
Recreation Services Manager	1,2,3,4,5
Recreation Supervisor	2,3,4
Program Coordinator	2,3,4
Market Manager	2,3,4
Nature Center Manager	2,3,4
<u>Home Improvement Instructor</u>	<u>2,3,4</u>
<u>Home Improvement Coordinator</u>	<u>2,3,4</u>

<b>Department</b>	<b>Categories</b>
<b>Finance Department</b>	
Finance Director	1,2,3,4,5
Assistant Finance Director	1,2,3,4,5
Senior Accountant	1,2,3,4,5
Accounting Manager	1,2,3,4,5
Audit Manager	1,2,3,4,5
Budget Manager	1,2,3,4,5
Purchasing Agent	1,2,3,4,5
<u>Risk Manager</u>	<u>2,3,4</u>
<u>Workers Compensation Manager</u>	<u>2,3,4</u>
<u>Workers Comp Claims Examiner</u>	<u>2,3,4</u>
<b>Fire Department</b>	
Fire Chief	1,2,3,4,5
Deputy Fire Chief	1,2,3,4,5
Battalion Fire Chief - Admin & Hazmat	1,2,3,4
Battalion Fire Chief	1,2,3,4
Fire Captain	4
Fire Fighter (Special Assignment = 40 hr assignment)	4
Senior Fire Prevention Officer	4
Senior Fire Inspector	4
Fire Prevention Officer	4
Hazardous Materials Analyst	4
Hazardous Materials Specialist	4
<u>Fire Prevention Manager (Non-sworn)</u>	<u>4</u>
<u>Business Manager (Non-sworn)</u>	<u>4</u>
<b>General Services Department</b>	
General Services Director	1,2,3,4,5
Facility Services Manager	2,3,4,5
Fleet Services Manager	1,2,3,4,5
Building Maintenance Supervisor	2,3,4,5
Air Conditioning & Heating Supervisor	2,3,4,5
Facility Services Supervisor	2,3,4,5
Facility Operations Manager	2,3,4,5
<u>Senior Business Manager</u>	<u>2,3,4,5</u>
Business Manager	2,3,4,5
Sr. Building Inspector	2,3,4,5
Fleet Services Supervisor	1,2,3,4,5
Warehouse Supervisor	2,3,4,5
Auto Parts Storekeeper	2,3,4,5
Administrative Analyst	2,3,4,5
Central Services Supervisor	2,3,4,5
Airport Operations Supervisor	4
<u>Human Resources Department</u>	
<u>Human Resources Director</u>	<u>2,3,4</u>
<u>Human Resources Manager</u>	<u>2,3,4</u>
<u>Risk Manager</u>	<u>2,3,4</u>
<u>Workers Compensation Manager</u>	<u>2,3,4</u>
<u>Workers Comp Claims Examiner</u>	<u>2,3,4</u>
<u>Home Improvement Instructor</u>	<u>2,3,4</u>

<b>Department</b>	<b>Categories</b>
<b>Police Department</b>	
Chief of Police	1,2,3,4,5
Deputy Chief	1,2,3,4,5
Police Captain	1,2,3,4,5
Police Lieutenant	1,2,3,4,5
Police Records Administrator	1,2,3,4,5
Juvenile Diversion Coordinator	1,2,3,4,5
<b>Public Works Department</b>	
Public Works Director	1,2,3,4,5
Deputy Public Works Director	1,2,3,4,5
Sanitation Services Manager	1,2,3,4,5
Street Operations Manager	1,2,3,4,5
Streetscape Manager	1,2,3,4,5
Senior Water Service Supervisor	1,2,3,4,5
Engineering Manager	1,2,3,4,5
Public Works Supervisor	1,2,3,4,5
Water Service Supervisor	1,2,3,4,5
Traffic & Lighting Supervisor	1,2,3,4,5
Administrative Analyst	1,2,3,4
Waste Management Coordinator	4
Associate Engineer	1,2,3,4
Assistant Engineer	1,2,3,4
Water Tech III	1,2,3,4
<b>Transit Department</b>	
Transit Director	1,2,3,4,5
Assistant Manager, Transit Administration	1,2,3,4,5
Assistant Manager, Transit Operations	1,2,3,4,5
Business Manager	2,3,4,5
Administrative Analyst	2,3,4,5
Staff Assistant	2,3,4
Fleet Services Manager	1,2,3,4,5
Fleet Services Supervisor	1,2,3,4,5
Auto Parts Storekeeper	2,3,4,5
Storekeeper	2,3,4,5
<b>COMMISSIONS</b>	
Airport Commission	1,2,3,4,5
Cable Television Advisory Board	1,2,3,4,5
Civil Service Commission	1,2,3,4,5
Commission on Aging	1,2,3,4,5
Cultural Arts Commission	1,2,3,4,5
<del>Disaster Council</del>	<del>1,2,3,4,5</del>
Environmental Quality & Energy Conservation Commission	1,2,3,4,5
<del>Ethics and Integrity Committee</del>	<del>1,2,3,4,5</del>
Library Commission	1,2,3,4,5
Parks & Recreation Commission	1,2,3,4,5
Planning Commission (GC 87200)	1,2,3,4,5
Traffic Commission	1,2,3,4,5
Water Commission	1,2,3,4,5
Oversight Board to the City of Torrance as Successor Agency to the Redevelopment Agency of the City of Torrance (added April 27, 2012)	1,2,3,4,5