

RESOLUTION NO. 2022-056

A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF THOUSAND OAKS UPDATING  
DESIGNATED EMPLOYEES, OFFICERS, AND  
DISCLOSURE CATEGORY LIST FOR FAIR  
POLITICAL PRACTICES ACT REQUIREMENTS  
(CONFLICT OF INTEREST) AND RESCINDING  
RESOLUTION NO. 2020-053

WHEREAS, the Political Reform Act, Government Code §87300, et seq. requires every state and local government agency to adopt and declare a Conflict of Interest Code; and

WHEREAS, the Fair Political Practices Commission (FPPC) has adopted a regulation which contains terms of a standard model Conflict of Interest Code (Title 2 California Code of Regulations §18730), which is incorporated by reference, and will be amended to conform to amendments in the Political Reform Act after public notice and hearing conducted by the FPPC; and

WHEREAS, a designated employee is anyone within the City of Thousand Oaks who is an officer, employee, committee member or consultant who is designated in the Code because the position entails the making or participation in the making of decisions which may foreseeably have a material effect on any financial interest (G.C. §82019); and

WHEREAS, the term “designated employee” does not include public officials specified in Government Code §87200, e.g. City Councilmembers, Planning Commissioners, City Manager, City Attorney, City Treasurer, etc., nor does it include a position which is solely clerical, ministerial or manual; and

WHEREAS, the City Council has previously designated employees, officers and disclosure categories in Resolution No. 2020-053 which now needs to be revised. The City Council determines the attached Appendices A-C accurately set forth those updated positions that should be designated and categories of financial interest which should be made reportable.

NOW, THEREFORE, the City Council of the City of Thousand Oaks resolves as follows:

Section 1. Council Resolution No. 2020-053 is hereby rescinded and superseded by this Resolution, and the attached Appendices A-C in which officials and employees are designated and disclosure categories are set forth.

Section 2. Persons holding designated positions shall file Statements of Economic Interests pursuant to the City's Conflict of Interest Code. The City Clerk shall carry out the duties of Filing Officer for the City Council, who is the Code Reviewing Body. FPPC approved the City's eDisclosure system, provided the City with a SAN number, thus allowing for the electronic submission of Form 700s. For all 87200 filers, the City Clerk accepts the electronic filing and forwards a digital original to the FPPC. For all other designated filers, the City Clerk is the Filing Officer and retains the statements in digital format in eDisclosure. The City Clerk will make the statements available for public inspection and reproduction (G.C. §81008).

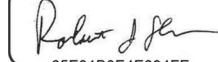
PASSED AND ADOPTED this 6th day of December, 2022, by the following vote:

Ayes: Councilmembers Bill-de la Peña, Adam, McNamee, Jones, and Mayor Engler

Noes: None

Absent: None

DocuSigned by:



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Bob Engler, Mayor  
City of Thousand Oaks, California

ATTEST/CERTIFY:

DocuSigned by:



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Laura B. Maguire, Acting City Clerk

Date Attested: 12/7/2022

APPROVED AS TO FORM:

Office of the City Attorney

DocuSigned by:

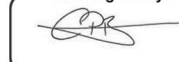


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Patrick J. Hehir, Chief Assistant City Attorney

APPROVED AS TO ADMINISTRATION:

DocuSigned by:



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Andrew P. Powers, City Manager

*The presence of electronic signature certifies that the foregoing is a true and correct copy as approved by the City of Thousand Oaks City Council on the date cited above.*

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**APPENDIX A**

## Disclosure Category

<b>I. <u>DESIGNATED EMPLOYEES</u></b>		<b><u>Refer to Appendix B</u></b>
<b>A. City Attorney</b>		
1. Assistant City Attorney		1
2. Chief Assistant City Attorney		1
3. Deputy City Attorney		1
<b>B. City Clerk</b>		
1. City Clerk		1
2. Deputy City Clerk		1
<b>C. City Manager</b>		
1. Assistant City Manager		1
2. Assistant to the City Manager		1
3. Cable Operations Supervisor		3
4. Communications and Marketing Analyst		3
5. Communications and Marketing Associate Analyst		3
6. Community Services Analyst		3
7. Deputy City Manager		1
8. Director of Strategic Communications & Public Affairs		1
9. Economic Development Analyst		3
10. Economic Development Manager		1
11. Legislative Affairs/Intergovernmental Division Manager		3
<b>D. Community Development</b>		
1. Assistant Planner		2
2. Associate Planner		2
3. Building Inspection Supervisor		2
4. Building Official Advisor		1
5. Building Official/Building Division Manager		1
6. Building Services Division Manager		1
7. Code Compliance Manager		2
8. Code Compliance Officer I/II		2
9. Combination Building Inspector I/II		2
10. Community Development Analyst		2
11. Community Development Director		1
12. Community Development Operations Manager		2
13. Community Development Technician I/II		2
14. COSCA Administrator		1
15. Deputy Community Development Director		1
16. Plan Check Assistant		2

## Disclosure Category

DESIGNATED EMPLOYEESRefer to Appendix B

17. Plan Check Associate	2
18. Plan Check Supervisor	2
19. Planning Division Manager	1
20. Senior Analyst	3
21. Senior Code Compliance Officer	2
22. Senior Combination Building Inspector	2
23. Senior Community Development Technician	3
24. Senior Planner	2
 E. Cultural Affairs	
1. Associate Analyst	3
2. Box Office Supervisor	3
3. Communications and Marketing Associate	3
4. Cultural Affairs Director	1
5. Deputy Cultural Affairs Director	1
6. House Supervisor	3
7. Theatres Technical Supervisor	3
 F. Finance	
1. Accountant	3
2. Accounting Manager	1
3. Accounting Supervisor	1
4. Administrative Hearing Officer	3
5. Assistant Analyst	3
6. Associate Analyst (with Purchasing duties)	3
7. Budget Officer	1
8. City Auditor	3
9. Debt and Investment Analyst	3
10. Deputy Finance Director	1
11. Facilities Maintenance Supervisor	2
12. Facilities Manager	2
13. Finance Director	1
14. GIS Analyst	3
15. Hourly City Worker – Senior Accountant	3
16. Information Technology Analyst II/III	3
17. Information Technology Manager	3
18. Information Technology Supervisor	3
19. Purchasing Specialist I/II	3
20. Purchasing Supervisor	1
21. Revenue Operations Manager	3
22. Revenue Operations Supervisor	3
23. Senior Accountant	3
24. Senior Financial Analyst	3
25. Senior Information Technology Analyst	3
26. Senior Purchasing Specialist	3

## Disclosure Category

DESIGNATED EMPLOYEESRefer to Appendix B

G. Human Resources	
1. Associate Human Resources Analyst	3
2. Deputy Human Resources Director	1
3. Human Resources Director	1
4. Senior Human Resources Analyst	3
H. Library	
1. Deputy Library Services Director	1
2. Library Division Manager	3
3. Library Services Director	1
I. Public Works	
1. Assistant Analyst	3
2. Assistant Transit Planner	3
3. Associate Analyst	3
4. Associate Engineer	2
5. Construction Inspection Supervisor	2
6. Construction Inspector I/II	2
7. Deputy Public Works Director	1
8. Disaster Services Coordinator	3
9. Engineering Assistant	2
10. Engineering Associate	2
11. Engineering Division Manager	1
12. Environmental Compliance Analyst	3
13. Environmental Program Inspector I/II	3
14. Fleet Services Supervisor	3
15. Laboratory Supervisor	3
16. Landscape Maintenance Supervisor	3
17. Public Works Director	1
18. Public Works Superintendent	1
19. Senior Analyst	3
20. Senior Construction Inspector	2
21. Senior Engineer	2
22. Senior Environmental Compliance Inspector	3
23. Senior Instrumentation & Electrical Technician	3
24. Street Maintenance Supervisor	3
25. Surveyor	2
26. Sustainability Analyst	3
27. Sustainability Division Manager	1
28. Transit Program Manager	1
29. Transportation Planner	3

## Disclosure Category

DESIGNATED EMPLOYEESRefer to Appendix B

30. Utilities Superintendent	1
31. Utilities Maintenance Supervisor	3
32. Wastewater Treatment Plant Maintenance Supervisor	3
33. Wastewater Treatment Plant Operations Supervisor	3
34. Water Quality Supervisor	3

II. DESIGNATED COMMITTEE MEMBERS

A. Business Roundtable	5
B. Community Funding Review Committee	4
C. Disabled Access Appeals Advisory	5
D. Investment Review Committee	5
E. Traffic and Transportation Advisory Commission	5
F. Successor Agency to Redevelopment Agency	1

III. CONSULTANTS

Position title and category designation to be determined by City Clerk upon review of job duties and consultation with City Attorney and hiring department, as necessary.

## **APPENDIX B**

Disclosure categories pertain to investments, real property, business positions and sources of income, including loans, gifts and travel payments from sources located in or doing business within the jurisdiction of the City of Thousand Oaks (City).

### **GENERAL PROVISIONS**

#### **Category 1**

A designated employee or committee member in this category must report all investments, business positions in business entities income, interests in real property, gifts, loans and travel payments, from any source, in or doing business in, the jurisdiction of the City.

#### **Category 2**

- A. A designated employee in this category must report all investments, business positions in business entities, income, gifts, loans and travel payments from any source, in, or doing business in, the jurisdiction of the City which:
  - 1. Engage in the appraisal, acquisition, disposal, development of real property, or rehabilitation or construction of improvements on real property including architects, contractors and subcontractors.
  - 2. Provide services, supplies, materials, machinery, or equipment of any type utilized by any City Department and/or employee's division.
- B. A designated employee in this category must report interests in real property located within the jurisdiction of the City.

#### **Category 3**

A designated employee in this category must report all investments and business positions in business entities, income, gifts, loans and travel payments from any source, in or doing business in, the jurisdiction of the City which provide services, supplies, materials, machinery, or equipment of any type utilized by designated filers department and/or division.

#### **Category 4**

A designated committee member in this category must report all investments, business positions in business entities, income, gifts, loans and travel payments from any source, in or doing business in, the jurisdiction of the City which are subject to the regulation or supervision of the Board/Committee/Commission.

#### **Category 5**

A designated committee member in this category must report all investments, business positions in business entities, income, interests in real property, gifts, loans and travel payments from any source, in or doing business in, the jurisdiction of the City which are subject to the regulation or supervision of the Board/Committee/Commission.

## **APPENDIX C**

### **CONSULTANT DESCRIPTION**

1. Fair Political Practices Commission Regulation (California Code of Regulations §18700.3) defines “consultant” as an individual who, pursuant to a contract with a state or local government agency:
  - A. Makes a governmental decision whether to:
    - (i) Approve a rate, rule or regulation;
    - (ii) Adopt or enforce a law;
    - (iii) Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order or similar authorization or entitlement;
    - (iv) Authorize the agency to enter into, modify or renew a contract provided it is the type of contract that requires agency approval;
    - (v) Grant agency approval to a contract that requires agency approval and to which the agency is a party or to the specifications for such a contract;
    - (vi) Grant agency approval to plan, design, report, study or similar item;
    - (vii) Adopt, or grant agency approval of, policies, standards, or guidelines for the agency, or for any subdivision thereof; or
  - B. Serves in a staff capacity with the agency and in that capacity participates in making a governmental decision as defined in regulation 18704(a) and (b) or performs the same or substantially all the same duties for the agency that would otherwise be performed by an individual holding a position specified in the agency’s Conflict of Interest Code under Government Code § 87302.
2. Consultants (individuals working with the City) may be included in the list of designated employees and shall disclose pursuant to determination of City Clerk, with consultation with City Attorney and hiring department as necessary.