

RESOLUTION NO. 2018-077

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. 2016-069

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

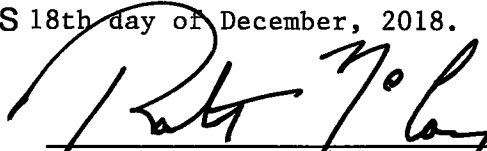
WHEREAS, the City Council has previously designated employees, officers and disclosure categories in Resolution No. 2016-069 which now needs to be revised. The City Council determines the attached Appendices A-C accurately set forth those updated positions that should be designated and categories of 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 Council Resolution No. 2016-069 is hereby rescinded and superseded by this Resolution, and the attached Appendices A-C in which officials and employees are designated and disclosure categories are set forth.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 700's. 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 18th day of December, 2018.



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Robert McCoy, Mayor  
City of Thousand Oaks, California

ATTEST:



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*for* Cynthia M. Rodriguez, City Clerk

APPROVED AS TO FORM:  
Office of the City Attorney



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Tracy M. Noonan, City Attorney

APPROVED AS TO ADMINISTRATION:



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Andrew P. Powers, City Manager

CERTIFICATION

STATE OF CALIFORNIA     )  
COUNTY OF VENTURA     ) SS.  
CITY OF THOUSAND OAKS    )

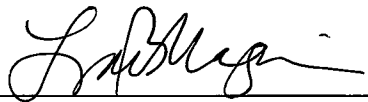
I, CYNTHIA M. RODRIGUEZ, City Clerk of the City of Thousand Oaks, DO HEREBY CERTIFY that the foregoing is a full, true, and correct copy of Resolution No. 2018-077 which was duly and regularly passed and adopted by said City Council at a regular meeting held December 18, 2018 by the following vote:

AYES: Councilmembers Bill-de la Peña, Engler, Jones, Adam, and Mayor McCoy

NOES: None

ABSENT: None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Thousand Oaks, California.

*for*   
\_\_\_\_\_  
Cynthia M. Rodriguez, City Clerk  
City of Thousand Oaks, California

12/19/18  
\_\_\_\_\_  
Date Attested

## APPENDIX A

I. <u>DESIGNATED EMPLOYEES</u>	Disclosure Category <u>Refer to Appendix B</u>
A. City Attorney	
1. Assistant City Attorney	1
2. Deputy City Attorney	1
B. City Clerk	
1. City Clerk	1
2. Deputy City Clerk	1
C. City Manager	
1. Assistant City Manager	1
2. Assistant to the City Manager	1
3. Cable Operations Supervisor	3
4. Economic Development Manager	1
5. Legislative Affairs/Intergovernmental Division Manager	3
6. Assistant Economic Development Analyst	3
7. Communications and Marketing Analyst	3
D. Community Development – Building Division	
1. Building Inspection Supervisor	2
2. Combination Building Inspector I/II	2
3. Community Development Technician I/II	2
4. Deputy Community Development Director	1
5. Building Official/Building Division Manager	1
6. Plan Check Assistant	2
7. Plan Check Associate	2
8. Plan Check Supervisor	2
9. Senior Combination Building Inspector	2
E. Community Development – Planning Division	
1. Assistant Analyst	3
2. Assistant Planner	2
3. Associate Planner	2
4. Code Compliance Manager	2
5. Code Compliance Officer I/II	2
6. Community Development Director	1
7. Community Development Technician I/II	3
8. COSCA Manager	1
9. Housing Coordinator	2
10. Deputy Community Development Director	1
11. Operations Manager	2
12. Planning Division Manager	1
13. Senior Analyst	3
14. Senior Planner	2

DESIGNATED EMPLOYEES

Disclosure Category  
Refer to Appendix B

F.	Cultural Affairs	
1.	Box Office Supervisor	3
2.	Communications and Marketing Associate	3
3.	Cultural Affairs Director	1
4.	Deputy Cultural Affairs Director	1
5.	House Supervisor	3
6.	Theatres Technical Supervisor	3
G.	Human Resources	
1.	Associate Human Resources Analyst	3
2.	Deputy City Manager/Human Resources Director	1
3.	Deputy Human Resources Director/Risk Manager	1
H.	Finance	
1.	Accountant	3
2.	Accounting Manager	1
3.	Assistant Analyst	3
4.	Associate Analyst (w/Purchasing duties)	3
5.	Budget Officer	1
6.	City Auditor	3
7.	Debt and Investment Analyst	3
8.	Deputy Finance Director	1
9.	Facilities Maintenance Supervisor	2
10.	Facilities Manager	2
11.	Finance Director/City Treasurer	1
12.	Information Technology Analyst III	3
13.	Information Technology Manager	3
14.	Information Technology Supervisor	3
15.	Revenue Operations Manager	3
16.	Revenue Operations Supervisor	3
17.	Senior Accountant	3
18.	Senior Financial Analyst	3
19.	Senior Information Technology Analyst	3
20.	Senior Purchasing Specialist	3
21.	Treasury/Revenue Assistant	3
I.	Library	
1.	Associate Analyst	3
2.	Deputy Library Services Director	1
3.	Library Division Manager	3
4.	Library Services Director	1

DESIGNATED EMPLOYEES

<b>J. Public Works</b>		
1.	Assistant Analyst	3
2.	Assistant Transit Analyst	3
3.	Associate Analyst	3
4.	Associate Engineer	2
5.	Construction Inspection Supervisor	2
6.	Construction Inspector	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 Programs Coordinator	3
13.	Environmental Programs Inspector I/II	3
14.	Fleet Services Supervisor	3
15.	GIS Analyst	3
16.	Landscape Maintenance Supervisor	3
17.	Plan Check Assistant	3
18.	Public Works Director	1
19.	Public Works Superintendent	1
20.	Purchasing Specialist I/II	3
21.	Resource Division Manager	1
22.	Senior Analyst	3
23.	Senior Construction Inspector	2
24.	Senior Engineer	2
25.	Senior Environmental Programs Inspector	3
26.	Senior Purchasing Specialist	3
27.	Senior Transit Analyst	3
28.	Sr. Instrumentation & Electrical Technician	3
29.	Street Maintenance Supervisor	3
30.	Surveyor	2
31.	Sustainability Analyst	3
32.	Sustainability Division Manager	1
33.	Transportation Planner	3
34.	Utility Maintenance Supervisor	3
35.	Utilities Superintendent	1
36.	Wastewater Treatment Plant Maintenance Supervisor	3
37.	Wastewater Treatment Plant Operations Supervisor	3
38.	Water Quality Supervisor	3
 <b>K. Non-Departmental Designations</b>		
1.	Department Director/Deputy City Manager	1

II. DESIGNATED COMMITTEE MEMBERS

A. Business Roundtable	5
B. City Investment Review Committee	5
C. Cultural Affairs Commission	4
D. Disabled Access Appeals Advisory Board	5
E. Rent Adjustment Commission	5
F. Traffic and Transportation Advisory Commission	5
G. Successor Agency to Redevelopment Agency	1

DESIGNATED EMPLOYEES

Disclosure Category  
Refer to Appendix B

III. CONTRACT EMPLOYEES AND CONSULTANTS

A. Plan Check Consultants	2
B. Contract Employees	★
C. Designated Consultants	★

★ Category designation as 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 §18701) 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 18702.2 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.