

CITY COUNCIL RESOLUTION NO. 121-15

**RESOLUTION OF THE COUNCIL OF THE CITY OF RICHMOND, CALIFORNIA,
AMENDING CONFLICT OF INTEREST CODE FOR THE CITY OF RICHMOND**

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 Fair Political Practices Commission has adopted a regulation (Title 2, Division 6, California Code of Regulations section 187302) which contains the terms of a standard conflict of interest code that meets the requirements of the Political Reform Act; and

WHEREAS, the terms of Title 2, Division 6, California Code of Regulations section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference; and

WHEREAS, the City of Richmond's Conflict of Interest Code includes, in addition to Title 2, Division 6, California Code of regulations section 18730, appendices of those positions that are required to disclose financial information ("designated positions") and disclosure categories; and

WHEREAS, said appendices of Resolution No. 3-14, which include designated positions and disclosure categories, have been reviewed by the City Attorney's Office; and

WHEREAS, based on this review, the City Attorney's Office determined that the City of Richmond's Conflict of Interest Code should be amended to reflect current positions and duties.

NOW, THEREFORE, BE IT RESOLVED, by the Council of the City of Richmond, as follows:

- A. Resolution No. 3-14, adopted January 14, 2014, is hereby rescinded and is of no further force and effect.
- B. City council members, the mayor, the city manager, the city attorney, members of the planning commission, public officials who manage public investments, and any other officer who may be subject to the provisions of Government Code section 87200, shall file one original Statement of Economic Interest (Form 700) with the City Clerk who shall make and retain a copy and forward the original to the Fair Political Practices Commission which shall be the filing officer.
- C. This Resolution, including the attached Appendix A (Designated Positions), Appendix B (Disclosure Categories), and Appendix C (Regulations of the Fair Political Practices Commission, Title 2, Division 6, California Code of Regulations section 18730) shall constitute the City of Richmond's Conflict of Interest Code.
- D. The terms of Title 2, Division 6, California Code of Regulations section 18730 and any amendments adopted by the Fair Political Practices Commission, are hereby incorporated by reference as Appendix C.
- E. City Clerk as Filing Officer: An individual holding a designated position shall file his or her Statement of Economic Interest (Form 700) with the City Clerk to whom the Richmond City Council hereby designates the authority to carry out the duties of the filing officer.
- F. Point of Contact for each Department: No later than March 1, every department head shall designate an individual in his or her department whose duty it is to notify each designated employee by March 1 that he or she must submit an original Statement of Economic Interest to the City Clerk by April 1. No later than March 15, the department head shall also notify the City Clerk who he or she assigns to notify the designated employees within the department. In addition to notifying each designated employee that he or she must submit a Form 700, the point of contact for each

department should also provide each designated employee a Form 700 (either electronic or hard copy) to complete. No later than March 15, the point of contact for each department shall send the City Clerk a list of names of all designated employees.

- G. Departing Designated Employees: The point of contact shall notify departing designated employees that he or she must submit a Form 700 no later than his or her last day of service. The point of contact must also provide the name of the departing designated employee to the City Clerk before his or her last day of employment.
- H. New Designated Employees: When a new employee starts in a department, the point of contact shall determine if the employee is a designated employee, and if he or she is a designated employee, the point of contact must notify the City Clerk within 10 days of his or her starting date. The point of contact must also notify a new designated employee within the department that he or she must submit a completed Form 700 to the City Clerk within 30 days of his or her initial start date.
- I. Individuals holding designated positions shall file their Statement of Economic Interest no later than April 1 with the City Clerk, who will retain the statements and make them available for public inspection and reproduction.

I certify that the foregoing resolution was passed and adopted by the Council of the City of Richmond at a regular meeting thereof held December 15, 2015, by the following vote:

- AYES: Councilmembers Bates, Beckles, Martinez, McLaughlin, Pimplé, Vice Mayor Myrick, and Mayor Butt.
- NOES: None.
- ABSTENTIONS: None.
- ABSENT: None.

PAMELA CHRISTIAN
CLERK OF THE CITY OF RICHMOND

(SEAL)

Approved:

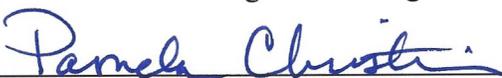
TOM BUTT
Mayor

Approved as to form:

BRUCE GOODMILLER
City Attorney

State of California }
County of Contra Costa : ss.
City of Richmond }

I certify that the foregoing is a true copy of **Resolution No. 121-15**, finally passed and adopted by the City Council of the City of Richmond at a regular meeting held on December 15, 2015.


Pamela Christian, Clerk of the City of Richmond

APPENDIX A - DESIGNATED POSITIONS

CITY ATTORNEY'S OFFICE

Designated Position	Disclosure Category
Assistant City Attorney	1, 2
City Attorney (87200 Filer)	1, 2
Senior Assistant City Attorney	1, 2
Supervising Office Assistant	6

CITY CLERK'S OFFICE

Designated Position	Disclosure Category
City Clerk (87200 Filer)	1, 2
Assistant City Clerk	1, 2

CITY MANAGER'S OFFICE

Designated Position	Disclosure Category
Administrative Chief	1, 2
City Manager (87200 Filer)	1, 2
Community Affairs Coordinator	5
Economic Development Administrator	5
Environmental Manager	5
Management Analyst I, II	5
Paratransit Coordinator	5, 6
Project Manager II	5
Senior Management Analyst	5

CITY COUNCIL

Designated Position	Disclosure Category
Members of the City Council (87200 Filer)	1, 2
Staff Assistant to City Council	1, 2

EMPLOYMENT AND TRAINING DEPARTMENT

Designated Position	Disclosure Category
Employment Program Manager	6
Employment Program Specialist	6
Employment and Training Director	1, 2
Finance Manager	6
Project Coordinator	1, 2
Senior Employment Program Specialist	6

FINANCE DEPARTMENT

Designated Position	Disclosure Category
Accountant (1, II)	1, 2
Accounting Manager	1, 2
Budget Administrator	1, 2
Budget Analyst (I, II, Senior)	1, 4
Buyer (I, II, Senior)	5
Finance Director / Treasurer	1, 2
Investment Analyst	1, 2
Payroll Supervisor	1, 2
Revenue Manager	1, 2
Senior Accountant	1,2

FIRE DEPARTMENT

Designated Position	Disclosure Category
Administrative Services Analyst	6
Assistant Administrative Analyst	6
Battalion Chief	1
Fire Chief	1, 2
Deputy Chief	1, 2
Deputy Fire Marshal	1, 2
Emergency Services Manager	1
Fire Inspector I, II	1, 2
Fire Marshal	1, 2

HOUSING AUTHORITY

Designated Position	Disclosure Category
Accountant I, II	1, 2
Assisted Housing Manager	2, 7
Executive Director of Housing Authority	1, 2
Finance Manager	1, 2
Housing Program Analyst	2, 6, 7
Housing Program Specialist (I, II, III)	2, 6, 7
Project Manager I, II	1, 2
Management Analyst II	1, 2
Resident Services Executive Officer	1, 2

HOUSING & COMMUNITY DEVELOPMENT

Designated Position	Disclosure Category
Community Development Program Manager	1
Development Project Manager (II)	6
Housing & Community Director	1, 2
Project Manager (II)	6
Senior Accountant	1, 2
Senior Administrative Analyst	6
Senior Project Manager	1, 2

HUMAN RESOURCES MANAGEMENT DEPARTMENT

Designated Position	Disclosure Category
Employee Benefits Analyst	5
Finance Manager	1
Human Resources Management Director	1, 2
Human Resources Personnel Officer	1
Principal Personnel Analyst	1
Risk Manager	1, 2
Senior Employee Benefits Analyst	1
Senior Personnel Analyst	1

INFORMATION TECHNOLOGY DEPARTMENT

Designated Position	Disclosure Category
Business Systems Manager	6
Cable Television Administrator	6
Cable Television Programming Coordinator	6
Cable Television Coordinator	6
GIS Coordinator	6
Information Technology Director	1
Systems and Networking Manager	6
Web Coordinator	6

LIBRARY AND CULTURAL SERVICES

Designated Position	Disclosure Category
Administrative Librarian – Adult Access Services	6
Administrative Librarian – Children and Extension Services	6
Arts and Culture Manager	6
Budget Analyst	6
Director of Library and Cultural Services	1, 2
Executive Secretary	6
Head of Reference	6
Learning Center Manager	6
Librarian (I, II)	6
Library Access Services Manager	6
Literacy Program Manager	6

OFFICE OF NEIGHBORHOOD SAFETY

Designated Position	Disclosure Category
Accountant II	6
Project Coordinator	6

OFFICE OF THE MAYOR

Designated Position	Disclosure Category
Admin Trainee	1,2
Assistant to the Mayor	1,2
Mayor (87200 Filer)	1,2
Secretary to the Mayor	1,2

PLANNING AND BUILDING SERVICES DEPARTMENT

Designated Position	Disclosure Category
Accountant II	1, 2
Associate Planner	1, 2
Building Inspector Supervisor	1, 2
Building Inspector	1, 2
Permit Technician (II)	1, 2
Plan Check Engineer	1, 2
Planning Director	1, 2
Senior Building Inspector	1, 2
Senior Planner	1, 2

POLICE DEPARTMENT

Designated Position	Disclosure Category
Accountant II	6
Code Enforcement Superintendent	2, 5
Code Enforcement Manager	2, 5
Code Enforcement Officer (I, II)	2, 5
Communications Manager	6
Assistant Police Chief	1, 2
Internal Affairs Lieutenant	1,
Police Captain	1, 2
Police Chief	1, 2
Executive Secretary II	6
Senior Accountant	5

PORT DEPARTMENT

Designated Position	Disclosure Category
Executive Director	1, 2
Executive Secretary II	6
Port Marketing/Operations Manager	1
Financial Manager	2, 6
Operations Administrator	2, 6

PUBLIC WORKS DEPARTMENT

Designated Position	Disclosure Category
Associate Civil Engineer	2, 5
Building Maintenance Supervisor	6
Electrical Supervisor	6
Equipment Services Superintendent	1, 2
Parks Supervisor	2, 6
Public Works Administrative Manager	6
Public Works Facilities Maintenance Superintendent	1, 2
Public Works Operations and Maintenance Director	1, 2
Public Works Street Maintenance Superintendent	1, 2
Senior Civil Engineer	2, 5
Superintendent of Parks and Landscaping	1, 2

RECREATION DEPARTMENT

Designated Position	Disclosure Category
Accountant	1, 2
Administrative Aide	6
Community Services Administrative Manager	6
Community Services Director	6
Community Services Program Manager	6
Finance Manager	6
Neighborhood Safety Director	5
Office Assistant II	6
Office Specialist	6
Recreation Director	1, 2
Recreation Program Coordinator	6
Recreation Supervisor	6

SUCCESSOR AGENCY TO THE RICHMOND COMMUNITY REDEVELOPMENT
AGENCY

Designated Position	Disclosure Category
Capital Projects Manager	1, 2
Development Project Manager	2, 3
Redevelopment Specialist III	2, 3

UTILITIES DEPARTMENT

Designated Position	Disclosure Category
Construction Inspector I/II	2, 5, 7
Engineering Infrastructure Administrator	6
Management Analyst II	5
Office Assistant I/II	3, 6
Project Coordinator	6
Source Control Inspector I/II/II	2, 3, 5, 7
Wastewater/Stormwater Manager	1, 2

ARTS AND CULTURE COMMISSION

Designated Position	Disclosure Category
Members of the Arts and Culture Commission	1, 2

COMMUNITY DEVELOPMENT COMMISSION

Designated Position	Disclosure Category
Members of the Community Development Commission	1, 2

DESIGN REVIEW BOARD

Designated Position	Disclosure Category
Members of the Design Review Board	1, 2

ECONOMIC DEVELOPMENT COMMISSION

Designated Position	Disclosure Category
Members of the Economic Development Commission	1, 2

GENERAL PENSION BOARD

Designated Position	Disclosure Category
Members of the General Pension Board	1

HISTORIC PRESERVATION ADVISORY COMMITTEE

Designated Position	Disclosure Category
Members of the Historic Preservation Advisory Committee	1, 2

HOUSING ADVISORY COMMISSION

Designated Position	Disclosure Category
Members of the Housing Advisory Commission	1, 2

PERSONNEL BOARD

Designated Position	Disclosure Category
Members of the Personnel Board	1

PLANNING COMMISSION

Designated Position	Disclosure Category
Members of the Planning Commission (87200 Filer)	1, 2

POLICE COMMISSION

Designated Position	Disclosure Category
Investigative Appeals Officer	1
Members of the Police Commission	1

POLICE AND FIREMEN'S PENSION BOARD

Designated Position	Disclosure Category
Members of the Police and Firemen's Pension Board	1

REVOLVING LOAN FUND

Designated Position	Disclosure Category
Members of the Revolving Loan Fund	1, 2

WORKFORCE INVESTMENT BOARD

Designated Position

Members of the Workforce Investment Board

Disclosure Category

1

MISCELLANEOUS

Designated Position

Consultant*

Disclosure Category

TBD

*The City Manager, in consultation with the City Attorney, may determine in writing that a particular consultant is hired to perform a range of duties that is limited in scope and thus is not required to comply with the disclosure requirement above. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the Disclosure Category required. The City Manager's determination is a public record and shall be retained for public inspection in the same manner and location as Statements of Economic Interests filed pursuant to this conflict of interest code.

APPENDIX B - DISCLOSURE CATEGORIES

Individuals holding designated positions must report their interests according to the following corresponding disclosure category(ies) to which their position has been assigned.

Category 1: All management positions and investments in business entities, and all sources of income, including gifts, loans, and travel payments.

Category 2: All interests in real property which are located in whole or in part within, or within two (2) miles of, the jurisdiction of the City of Richmond. (Do not include primary residence)

Category 3: All investments and management positions in, and sources of income from, business entities 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 management positions in, and sources of income from, business entities that are banking, savings and loan, insurance, or other related financial institutions.

Category 5: All investments, management positions and sources of income, including gifts, loans and travel payments, from sources that provide leased facilities, goods, equipment, vehicles, machinery or services, including training or consulting services, of the type utilized by the City of Richmond.

Category 6: All investments, management positions and sources of income, including gifts, loans and travel payments, from sources that provide leased facilities, goods, equipment, vehicles, machinery or services, including training or consulting services, of the type utilized by the Designated Employee's Department.

Category 7: All investments and management positions in, and sources of income from entities which are or could reasonably be expected to become subject to the regulatory, permit, or licensing authority of the Designated Employee's Department.