

8. RESOLUTION NO. 24-48 - BIENNIAL CONFLICT OF INTEREST CODE UPDATE
Staff recommends City Council adopt Resolution No. 24-48, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORWALK ADOPTING A CONFLICT OF INTEREST CODE, WHICH INCORPORATES BY REFERENCE THE STANDARD CONFLICT OF INTEREST CODE PREPARED BY THE FAIR POLITICAL PRACTICES COMMISSION AND REPEALING RESOLUTION NO. 22-53.

RESOLUTION NO. 24-48

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORWALK
ADOPTING A CONFLICT OF INTEREST CODE, WHICH
INCORPORATES BY REFERENCE THE STANDARD CONFLICT OF
INTEREST CODE PREPARED BY THE FAIR POLITICAL PRACTICES
COMMISSION AND REPEALING RESOLUTION NO. 22-53**

WHEREAS, the Political Reform Act, Government Code Sections 81000, et seq., requires the City to adopt a Conflict of Interest Code for each department of the City; and

WHEREAS, the Fair Political Practices Commission has adopted a Model Conflict of Interest Code (the "Model Code"). The Model Code, codified at 2 California Code of Regulations Section 18730, can be incorporated by reference by the City as its conflict of interest code. That Model Code will be amended by the Fair Political Practices Commission from time to time to conform to amendments to the Political Reform Act; and

WHEREAS, the titles of various employees and positions in the City have been changed, added, or deleted since the last adoption of an updated conflict of interest code, thereby necessitating an amendment to the City's current Conflict of Interest Code.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF NORWALK
HEREBY DETERMINES, FINDS, AND RESOLVES AS FOLLOWS:**

Section 1. 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, as specified in the attached "Exhibit A" and it along with Appendices A & B are hereby approved and constitute the Conflict of Interest Code of the City.

Section 2. Persons holding designated positions listed in Appendix "A" shall file Statements of Economic Interest pursuant to the Model Code with the information required for the disclosure category assigned to them and specified in Appendix "B."

Section 3. Norwalk City Council Resolution No. 22-53 is hereby repealed.

Section 4. The Mayor, or presiding officer, is hereby authorized to affix her signature to this Resolution signifying its adoption by the City Council of the City of Norwalk and the City Clerk or her duly appointed assistant, is directed to attest thereto.

APPROVED AND ADOPTED on this 17th day of September 2024.

**MARGARITA L. RIOS
MAYOR**

ATTEST:

**THERESA DEVOY, CMC
CITY CLERK**

**CONFLICT OF INTEREST CODE FOR
THE CITY OF NORWALK**

The Political Reform Act (Government Code Section 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 California Code of Regulations Section 18730) that contains the terms of a standard conflict of interest code and may be incorporated by reference in an agency's code. After public notice and hearing, the standard code 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, along with the attached Appendix "A", in which individuals and their categories are designated, and Appendix "B", in which disclosure categories are described are hereby incorporated by reference and shall constitute the conflict of interest code for the City of Norwalk.

Individuals holding designated positions shall file their statements with the Office of the City Clerk, which will retain the statements and make the statements available for public inspection and reproduction. (Gov. Code Section 81008).

APPENDIX "A"

DESIGNATED EMPLOYEES

DISCLOSURE CATEGORIES

(See Appendix "B" for Description)

ADMINISTRATION

Deputy City Manager	1
Information Technology Manager	1
Sr. Management Analyst	2, 3
Management Analyst	2, 3

ASSISTANT CITY ATTORNEY

1

CITY CLERK'S

City Clerk	1
Assistant City Clerk	2

COMMUNICATIONS AND PUBLIC AFFAIRS

Director of Communications and Public Affairs	1
Sr. Management Analyst	2, 3
Senior Production Supervisor	2

COMMUNITY DEVELOPMENT

Administration

Director of Community Development	1
Sr. Management Analyst	2, 3
Management Analyst	2, 3

Planning

Development Services Manager	1
Senior Planner	3, 4
Associate Planner	3, 4
Assistant Planner	3, 4
Planning Technician	2, 3

Building & Safety

Building & Safety Manager (Bldg. Official)	1
Plans Examiner	3, 4
Senior Building Inspector	3, 4
Building Inspector (II, I)	3, 4
Permit Technician II	3
Permit Technician	3

CDBG/HOME

Management Analyst	3, 4
Community Development Specialist	3, 4
Community Development Assistant	3, 4

Housing Authority

Housing Manager	1
Sr. Management Analyst	2, 3
Housing Specialist (I, II)	3, 4
Housing Authority Commissioner	1

FINANCE

Controller/Deputy City Treasurer	1
Senior Accountant	2
Financial Analyst	2
Sr. Management Analyst	2

HUMAN RESOURCES

Director of Human Resources/Risk Manager	1
Human Resources Manager	2

PUBLIC SAFETY

Director of Public Safety	1
Public Safety Manager	2
Emergency Preparedness Manager	2
Public Safety Officer III	2
Management Analyst	3
Creative Coordinator	2

Code Compliance

Code Compliance Inspector	3, 4
Supervising Code Compliance Inspector	3, 4

PUBLIC SERVICES

Director of Public Works/City Engineer	1
Public Services Superintendent	2, 3
Sr. Civil Engineer	2, 3
Maintenance Supervisor	2
Water Utilities Supervisor	2
Senior Management Analyst	2
Management Analyst	2

Engineering

Principal Civil Engineer	2, 3
Associate Engineer	3, 4

Assistant Engineer	3, 4
Traffic Engineer	3, 4
Engineering Technician	3, 4
Management Analyst	3

RECREATION AND PARKS SERVICES

Director of Recreation and Parks Services	1
Recreation Superintendent	1
Recreation Supervisor	2

SOCIAL SERVICES

Director of Social Services	1
Social Services Superintendent	2
Social Services Coordinator	2
Senior Center Manager	2
Childcare Program Supervisor	2
Recreation Supervisor	2
Management Assistant	2

TRANSPORTATION

Executive Director of Regional Transportation	1
Manager Transit Operations	2
Transit Administration Officer	2
Fleet Maintenance Manager	2
Fleet Maintenance Supervisor	2
Transit Administrative Specialist	2
Customer Service Supervisor	2
Special Project Coordinator	2
Senior Management Analyst – Transit Grants Analyst	2
Senior Management Analyst – Procurement Analyst	2
Storekeeper	2
Lead Equipment Mechanic	2
Management Analyst	2

CONSULTANTS

With respect to consultants, see Appendix B. The City Manager shall determine in writing if a particular consultant performs a range of duties requiring disclosure hereunder. That determination shall include a description of the consultant's duties and a statement of the extent of disclosures requirements. A copy of that determination shall be filed with the City Clerk and a copy forwarded to the City Council.

NOTE: City Council, City Manager, City Attorney, Director of Finance/Treasurer, and Planning Commissioners are required to submit disclosure statements pursuant to state law (California Government Code Sections 87200, et. seq.)

APPENDIX "B"

DISCLOSURE CATEGORY 1 *(full disclosure - broad and indefinable duties)*

Persons in this category shall disclose:

- Reportable interests in real property in the jurisdiction. (FPPC Form 700, Schedule B).
- Reportable investments. (FPPC Form 700, Schedule A-1 and A-2).
- Reportable income, loans and business positions. (FPPC Form 700, Schedule C).
- Reportable gifts and travel payments, advances and reimbursements. (FPPC Form 700, Schedules D and E).

DISCLOSURE CATEGORY 2 *(disclosure relating to services and supplies associated with job assignment only)*

Persons in this category shall disclose:

- Reportable investments (FPPC Form 700, Schedule A-1 and A-2) and reportable income, loans and business positions (FPPC Form 700, Schedule C) with persons and/or entities and sources of income that provide services, supplies, materials, machinery or equipment utilized by the Designated Employee's Department.
- Reportable gifts and travel payments, advances and reimbursements (FPPC Form 700, Schedules D and E) from persons and/or entities that provide services, supplies, materials, machinery or equipment of the type utilized by the Designated Employee's Department.

DISCLOSURE CATEGORY 3 *(disclosure for those approving, issuing, or regulating permits or licenses)*

Persons in this category shall disclose:

- Reportable investments (FPPC Form 700, Schedule A-1 and A-2) and reportable income, loans and business positions (FPPC Form 700, Schedule C) with persons and/or entities and sources of income that are subject to the regulatory, permit, or licensing authority of the Designated Employee's Department.
- Reportable gifts and travel payments, advances and reimbursements (FPPC Form 700, Schedules D and E) from persons and/or entities that are subject to the regulatory, permit or licensing authority of the Designated Employee's Department.

DISCLOSURE CATEGORY 4 *(disclosure for those who make decisions affecting real property interests)*

Persons in this category shall disclose:

- Reportable interests in real property in the jurisdiction (FPPC Form 700, Schedule B).
- Reportable investments (FPPC Form 700, Schedule A-1 and A-2) in real property in the jurisdiction.
- Reportable income, loans and business positions (FPPC Form 700, Schedule C) with persons and/or entities and sources of income that engage in land development, construction, or the acquisition or sale of real property in the jurisdiction of the City.
- Reportable gifts and travel payments, advances and reimbursements (FPPC Form 700, Schedules D and E) from persons and/or entities that engage in land development, construction, or the acquisition or sale of real property in the jurisdiction of the City.

DISCLOSURE CATEGORY XX *(disclosure for consultants who serve in a staff capacity with the City).*

For consultants who serve in a staff capacity with the City, the consultant shall disclose based on the disclosure categories assigned elsewhere in this Conflict of Interest Code for that staff position.

For consultants who do not serve in a staff capacity for the City, such consultant shall disclose in all categories described below unless the City Manager determines 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 fully comply with the disclosure requirements below. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The City Manager'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. The City Manager's determination shall also be filed with the City Clerk and a copy forwarded to the City Council.

Persons in this category shall disclose:

- Reportable interests in real property in the jurisdiction. (FPPC Form 700, Schedule B).
- Reportable investments. (FPPC Form 700, Schedule A-1 and A-2).
- Reportable income, loans and business positions. (FPPC Form 700, Schedule C).
- Reportable gifts and travel payments, advances and reimbursements. (FPPC Form 700, Schedules D and E).

History

6/23/80	Resolution No. 3148 – Adopting code for CC, PC, NHA, and employees, repeals all others
12/12/83	Resolution No. 3453 – Adopting code, repealing all others
3/16/93	Resolution No. 4218 – Adopting code, repealing Res. No. 3453
3/17/98	Resolution No. 4562 – Adopting Code, repealing Res. 4218
4/7/98	Resolution No. 4564 – Amending Appendix A of Res. No. 4562
11/7/00	Resolution No. 00-63 – Amending Appendix A of Res. No. 4564
12/17/02	Resolution No. 02-82 – Adopting code, repealing Res. No. 4562
12/7/04	Resolution No. 04-69 – Adopting code, repealing Res. No. 02-82
11/21/06	Resolution No. 06-60 – Adopting Code, repealing Res. No. 04-69
8/21/07	Resolution No. 07-46 – Amending Appendix A of Res. 06-60
3/4/08	Resolution No. 08-11 – Amending Appendix A of Res. 06-60
7/1/08	Resolution No. 08-42 – Amending Appendix A of Res. 06-60
10/7/08	Resolution No. 08-61 – Adopting code, repealing Res. 06-60
08/17/10	Resolution No. 10-31 – Adopting code, repealing Res. 08-61
1/17/12	Resolution No. 12-05 – Amending Appendix A of Resolution No. 10-31
8/21/12	Resolution No. 12-38- Adopting code, repealing Res. 10-31 as part of biennial review
4/16/13	Resolution No. 13-27 – Amending Appendix A of Res. 12-38
8/20/13	Resolution No. 13-64 - Amending Appendix A of Res. 12-38
11/04/14	Resolution No. 14-73 – Adopting updated code; repealing Res. No. 12-37
10/06/15	Resolution No. 15-60 - Amending Appendix A of Res. 14-73
10/04/16	Resolution No. 16-59 – Adopting code, repealing Res. Nos 14-73 & 15-60
8/07/18	Resolution No. 18-51 – Adopting updated code; repealing Res. 16-59
9/15/20	Resolution No. 20-60 – Adopting code, repealing Res. No. 18-51
9/20/22	Resolution No. 22-53 - Adopting code, repealing Res. No. 20-60

APPENDIX "A"

DESIGNATED EMPLOYEES

DISCLOSURE CATEGORIES

(See Appendix "B" for Description)

ADMINISTRATION

Deputy City Manager	1
Information Technology Manager	1
Sr. Management Analyst	2, 3
Management Analyst	2, 3

ASSISTANT CITY ATTORNEY

1

CITY CLERK'S

City Clerk	1
Assistant City Clerk	2

COMMUNICATIONS AND PUBLIC AFFAIRS

Director of Communications and Public Affairs	1
Sr. Management Analyst	2, 3
Creative Coordinator	2
<u>Senior</u> Production Supervisor	2

COMMUNITY DEVELOPMENT

<u>Administration</u>	
Director of Community Development	1
Sr. Management Analyst	2, 3
Management Analyst	2, 3
<u>Planning</u>	
Development Services Manager	1
Senior Planner	3, 4
Associate Planner	3, 4
Assistant Planner	3, 4
Planning Technician	2, 3
<u>Building & Safety</u>	
Building & Safety Manager (Bldg. Official)	1
Plans Examiner	3, 4
Senior Building Inspector	3, 4
Building Inspector (II, I)	3, 4
Permit Technician II	3
Permit Technician	3

CDBG/HOME

Management Analyst	3, 4
Community Development Specialist	3, 4
Community Development Assistant	3, 4

Housing Authority

Housing Manager	1
Sr. Management Analyst	2, 3
Housing Specialist (I, II)	3, 4
Housing Authority Commissioner	1

FINANCE

Controller/Deputy City Treasurer	1
Senior Accountant	2
Financial Analyst	2
Sr. Management Analyst	2

HUMAN RESOURCES

Director of Human Resources/Risk Manager	1
Principle Human Resources Analyst <u>Human Resources Manager</u>	2

PUBLIC SAFETY

Director of Public Safety	1
Public Safety Manager	2
Emergency Preparedness Manager	2
Public Safety Officer III	2
Management Analyst	3
<u>Creative Coordinator</u>	<u>2</u>

Code Compliance

Code Compliance Inspector	3, 4
Supervising Code Compliance Inspector	3, 4

PUBLIC SERVICES

Director of Public Works/City Engineer	1
Public Services Manager <u>Superintendent</u>	2, 3
Sr. Civil Engineer	2, 3
Maintenance Supervisor	2
Water Utilities Supervisor	2
<u>Senior Management Analyst</u>	<u>2</u>
<u>Management Analyst</u>	<u>2</u>

Engineering

Principal Civil Engineer	2, 3
Associate Engineer	3, 4

Assistant Engineer	3, 4
Traffic Engineer	3, 4
Engineering Technician	3, 4
Management Analyst	3

RECREATION AND PARKS SERVICES

Director of Recreation and Parks Services	1
Recreation Superintendent	1
Recreation Supervisor	2

SOCIAL SERVICES

Director of Social Services	1
<u>Social Services Superintendent</u>	<u>2</u>
Social Services Supervisor	2
Social Services Coordinator	2
Senior Center Manager	2
Childcare Program Supervisor	2
Childcare Coordinator	2
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