



CC Regular Meeting AGENDA ITEM REPORT

Meeting: September 17, 2024
Title: 2024 Conflict of Interest Code Biennial Update
Presented by: Fabian Velez, Chief Deputy City Clerk
Recommendation: Adopt Resolution CC 2024-85.

EXECUTIVE SUMMARY:

Under the Political Reform Act, all public agencies are required to adopt a conflict of interest code designating positions required to file Statement of Economic Interests (Form 700), and assigning disclosure categories specifying the types of interests to be reported. The Form 700 is a public document intended to inform public officials and members of the public about the types off financial interests that may create conflicts of interests. The conflict of interest code must be reviewed every two years to determine if it is accurate and up-to-date, or if it needs to be amended. The Political Reform Act requires the 2024 Conflict of Interest Code Biennial Notice (Attachment A) to be filed with the agency’s code-reviewing body by October 1, 2024.

DISCUSSION:

In accordance with Government Code Section 87306.5, a review has been conducted of the City Conflict of Interest Code applicable to the City Council, the Successor Agency to the Covina redevelopment Agency, the Covina Public Financing Agency and the Covina Housing Authority.

On June 18, 2024, the 2024 Local Biennial Notice form was distributed to the Department Directors for Review. Upon Review, it was determined that changes to the City’s current Conflict of Interest Code are necessary. It is therefore required that the City amend its Conflict of Interest Code to reflect its current structure. Deletions are noted by strike-through and additions are in boldface type in the current code (Attachment B) for City Council consideration. The following is a breakdown of each amendment:

Department	Position	Change
Administration	Information Technology Coordinator	Remove
	Senior Information Technology Coordinator	Remove
	Deputy City Manager	Add
Finance	Deputy Director, Administrative Services - Finance	Add
Human Resources/Risk Management	Deputy Director, Administrative Services – Human Resources	Add
	Management Analyst Trainee	Add
Community Development	Associate Planner	Remove
	Building Official	Remove
	City Planner	Remove
	General Building Inspector I/II	Remove
	Senior Management Analyst	Remove
	Senior Housing/CDBG Development Manager	Remove
	Senior Planner	Remove
	Deputy Director of Community Development/Building Official	Add
	Planning Manager	Add

	Administrative Technician	Add
	Economic Development Manager	Add
	Senior Neighborhood Preservation Officer	Add
	Neighborhood Preservation Officer	Add
Parks & Recreation/Library	Management Analyst	Changing of disclosure category
	Parks and Recreation Manager	Remove
	Recreation and Library Services Manager	Add
Public Works	Parks Maintenance Superintendent	Remove
	Deputy Director, Public Works – Operations and Transportation	Add
	Deputy Director, Public Works/City Engineer	Add
	Parks & Building Superintendent	Add
	Equipment Maintenance Superintendent	Add
Records Management	Deputy City Clerk/Records Manager	Add

FISCAL IMPACT:

There is no fiscal impact associated with the updating of the Conflict of Interest Code.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

Not applicable.

Respectfully submitted,


 Fabian Velez
 Chief Deputy City Clerk