

# **ATTACHMENT 1**

# **CONFLICT OF INTEREST CODE** **OF THE** **CITY OF LAKE FOREST**

(Amended ~~October 16, 2018~~ November 15, 2022)

The Political Reform Act (Gov Code § 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted 2 Cal. Code of Regulations section 18730 which contains the terms of a standard conflict of interest code which can be incorporated by reference in an agency's code. After public notice and hearing Section 18730 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 are hereby incorporated by reference. This incorporation page, Regulation 18730 and the attached Appendix designating positions and establishing disclosure categories, shall constitute the conflict of interest code of the **City of Lake Forest (the "City")**.

All officials, and designated positions required to submit a statement of economic interests shall file their statements with the **City Clerk** as the City's Filing Officer. The **City Clerk** shall make and retain a copy of all statements filed by Officials listed in Government Code Section 87200, and forward the originals of such statements to the Fair Political Practices Commission. The **City Clerk** shall retain the originals of the statements of all other officials and designated positions and. will make all retained statements available for public inspection and reproduction during regular business hours (Gov. Code § 81008.)

# APPENDIX

## CONFLICT OF INTEREST CODE OF THE CITY OF LAKE FOREST

(Amended ~~October 16, 2018~~ November 15, 2022)

### PART “A”

The Mayor, Members of the City Council and Planning Commission, the City Manager, the City Attorney, the City Treasurer, and all other City Officials who manage public investments as defined by 2 Cal. Code of Regs. § 18700.3, are NOT subject to the City's Code but must file disclosure statements under Government Code section 87200 et seq. [Regs. § 18730(b)(3)]

#### **OFFICIALS WHO MANAGE PUBLIC INVESTMENTS**

It has been determined that the positions listed below are Other City Officials who manage public investments.<sup>1</sup> These positions are listed here for informational purposes only.

Director of Finance

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<sup>1</sup> Individuals holding one of the above listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by § 87200.

**DESIGNATED POSITIONS**

**GOVERNED BY THE CONFLICT OF INTEREST CODE**

<b><u>DESIGNATED POSITIONS'</u></b> <b><u>TITLE OR FUNCTION</u></b>	<b><u>DISCLOSURE CATEGORIES</u></b> <b><u>ASSIGNED</u></b>
<u>Accounting Supervisor</u>	<u>5</u>
Administrative Services Manager	5
Assistant City Clerk	5
Assistant City Manager	1, 2
Assistant Director, Community Development	1, 2
Assistant Director, Finance	1, 2
Assistant Planner	2, 4, 5, 6
Assistant to the City Manager	1
Associate Planner	2, 3, 5, 6
Auditor, Finance Authority	1, 2
Building Official	5, 6
Building Permit Technician/Senior Building Permit Technician	6
Chief of Police Services	5, 6
City Attorney (Not filing under Gov. Code §87200)	1, 2
City Clerk	5
<del>Civil Engineering Associate</del> [Duties taken over by Engineering Aide]	<del>2, 3, 5, 6</del>
Code Enforcement Officer	6
Code Enforcement Supervisor	5, 6
<u>Communication and Marketing Manager</u>	<u>5</u>
<del>Contracts/Purchasing Administrator</del>	<del>4</del>
<u>Deputy City Manager</u>	<u>1, 2</u>
Director of Community Development	1, 2
Director of Community Services	5
Director of Management Services	4
Director of Public Works/City Engineer	1, 2

<u>DESIGNATED POSITIONS'</u> <u>TITLE OR FUNCTION</u>	<u>DISCLOSURE CATEGORIES</u> <u>ASSIGNED</u>
Economic Development/Housing Manager	1, 2
Engineering Services Manager/Assistant City Engineer	2, 3, 5, 6
Engineering Technician	5, 6
Environmental Manager	6
Facilities Manager	5
Facilities Supervisor	5
Fire Chief	5, 6
Housing Manager	1, 2
Human Resources Manager	4
<u>Information Technology Analyst</u>	<u>5</u>
Information Technology Manager	5
Landscape Inspector/Senior Landscape Inspector	3, 5
Management Analyst	5
Management Assistant	5
Planning Manager	2, 3, 5, 6
Principal Civil Engineer	2, 3, 5
Public Safety Manager	5, 6
Public Works Maintenance Manager	2, 3, 5, 6
Public Works Supervisor	5
<del>Records System Coordinator</del>	<del>5</del>
<del>Recreation Coordinator</del>	<del>5</del>
Recreation Manager	5
<del>Recreation Specialist</del>	<del>5</del>
Recreation Supervisor (ALL)	5
Senior Communications & Marketing Analyst	5
Senior Management Analyst	4
Senior Planner	2, 3, 5, 6
<u>Senior Recreation Supervisor</u>	<u>5</u>

DESIGNATED POSITIONS'  
TITLE OR FUNCTION

DISCLOSURE CATEGORIES  
ASSIGNED

Street Maintenance Inspector	2, 3, 5,
Traffic Engineering Manager	2, 3, 5

MEMBERS OF BOARDS,  
COMMITTEES AND COMMISSIONS

Oversight Committee to Successor Agency	1, 2
Parks & Recreation Commission	1, 2
Successor Agency	1, 2
Traffic & Parking Commission	1, 2

Consultants and New Positions<sup>2</sup>

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<sup>2</sup> Individuals serving as a consultant as defined in FPPC Reg 18700.3 or in a new position created since this Code was last approved that makes or participates in making decisions must file under the broadest disclosure set forth in this Code subject to the following limitation:

The City Manager may determine that, due to the range of duties or contractual obligations, it is more appropriate to designate a limited disclosure requirement. A clear explanation of the duties and a statement of the extent of the disclosure requirements must be in a written document. (Gov. Code § 82019; Reg. 18734.) 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. (Gov.Code § 81008.)

## **PART “B”**

### **DISCLOSURE CATEGORIES**

The disclosure categories listed below identify the types of economic investments that the designated position must disclose for each disclosure category to which ~~he or she~~ the designated is assigned.<sup>3</sup> “Investment” means financial interest in any business entity (including a consulting business or other independent contracting business) and are reportable if they are either located in or doing business in the jurisdiction, are planning to do business in the jurisdiction, or have done business during the previous two years in the jurisdiction of the City.

Category 1: All investments and business positions in business entities and sources of income, including gifts, loans and travel payments, that are located in, do business in, or own real property within the jurisdiction of the City.

Category 2: All interests in real property which is located in whole or in part within, or not more than two (2) miles outside, the jurisdiction of the City, including any leasehold, beneficial or ownership interest or option to acquire property.

Category 3: All investments and business positions in business entities and sources of income, including gifts, loans and travel payments, 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 business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by the City.

Category 5: All investments and business positions in business entities and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by the designated position’s department, unit or division.

Category 6: All investments and business positions and sources of income, including gifts, loans and travel payments, subject to the regulatory, permit, or licensing authority of the designated position’s department, unit or division.

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<sup>3</sup> This Conflict of Interest Code does not require the reporting of gifts from outside this agency’s jurisdiction if the source does not have some connection with or bearing upon the functions or duties of the position. (Reg. 18730)