

RESOLUTION NO. 6942

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
AMENDING THE CITY'S CONFLICT OF INTEREST CODE FOR DESIGNATED
EMPLOYEES, CONSULTANTS, BOARDS, ADVISORY BODIES AND
COMMISSIONS OF THE CITY OF MENLO PARK**

WHEREAS, provisions of the Political Reform Act require local agencies to adopt and promulgate conflict of interest codes; and

WHEREAS, the Fair Political Practices Commission (FPPC) has adopted a regulation, Title 2, Division 6, California Code of Regulations §§18730 and 18750, which contains the terms of a model conflict of interest code which meets the requirements of the Political Reform Act; and

WHEREAS, Title 2 California Code of Regulations §§18730 and 18750 have been incorporated by reference in the City's Conflict of Interest Code; and

WHEREAS, the City's Conflict of Interest Code also includes Exhibit A – 2024 Conflict of Interest Code detailing the designated positions and disclosure categories; and

WHEREAS, said Exhibit A contains the listing of designated positions and disclosure categories which have been reviewed, and this review has disclosed that they should be amended to reflect current conditions; and

WHEREAS, the City of Menlo Park has previously adopted Resolution No. 6869, adopting a conflict of interest code for various City employees, consultants, boards, advisory bodies and commissions.

NOW, THEREFORE, BE IT RESOLVED that the terms of Title 2 California Code of Regulations §§18730 and 18750 and any amendments to it duly adopted by the FPPC shall, along with Exhibit A – 2024 Conflict of Interest Code for the City of Menlo Park, which are attached hereto incorporated herein by reference, in which members, employees, and consultants are designated and disclosure categories are set forth, constitute the Conflict of Interest Code of the City of Menlo Park; and

BE IT FURTHER RESOLVED that all designated members, employees, and consultants of the City of Menlo Park set forth on Exhibit A – 2024 Conflict of Interest Code shall file statements of economic interest with the City Clerk of the City of Menlo Park; and

BE IT FURTHER RESOLVED that Resolution No. 6869 be repealed by the adoption of this resolution, which shall control over prior versions.

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I, Judi A. Herren, City Clerk of Menlo Park, do hereby certify that the above and foregoing City Council Resolution was duly and regularly passed and adopted at a meeting by said City Council on the eighth day of October, 2024, by the following votes:

AYES: Combs, Nash, Taylor, Wolosin

NOES: None

ABSENT: Doerr

ABSTAIN: None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this ninth day of October, 2024.


90280A20D0DE101

Judi A. Herren, City Clerk

Exhibits:

A. Conflict of Interest Code – 2024 update designated positions

APPENDIX
CONFLICT OF INTEREST CODE – 2024 UPDATE
DESIGNATED POSITIONS
AND DISCLOSURE OBLIGATIONS¹
ADOPTED OCT. 8, 2024

Acting/Assistant City Attorney
Advisory bodies related to land use, real property, and housing element
Administrative Services Director
Assistant Administrative Services Director
Assistant City Manager
Assistant Community Development Director – Building
Assistant Community Development Director – Planning
Assistant Library and Community Services Director
Assistant Public Works Director
Assistant Public Works Director – Engineering
Assistant Public Works Director – Maintenance
Assistant Public Works Director – Transportation
Assistant to the City Manager
Associate Planner
Building Official
Business Manager
Chief Water Operator
City Arborist
City Clerk
Community Development Director
Consultant/Contract employees
Contract Planner
Deputy City Clerk
Deputy City Manager
Deputy Community Development Director – Housing
Economic Development Manager
Engineering Services Manager
Finance and Budget Manager
Finance Director
Housing and Economic Development Manager
Housing Manager
Human Resources Director
Human Resources Manager
Human Resources Technician I
Human Resources Technician II
Information Technology Manager
Internal Services Manager
Library and Community Services Director
Library and Community Services Supervisor
Library and Community Services Manager
Management Analyst II
Network Administrator

¹ Positions covered under Government Code §87200 (City Council, Planning Commission, City Manager, City Attorney and Administrative Services Director) are not covered by the local Conflict of Interest Code.

Permit Manager
Planning Manager
Principal Planner
Police Chief
Police Commander
Principal Planner
Public Engagement Manager
Public Works Director
Public Works Superintendent
Public Works Supervisor – Facilities
Public Works Supervisor – Fleet
Public Works Supervisor – Parks
Public Works Supervisor – Streets
Public Works Supervisor – Trees
Recreation Coordinator
Revenue and Claims Manager
Senior Accountant
Senior Civil Engineer
Senior GIS Analyst
Senior Human Resources Technician
Senior Management Analyst
Senior Planner
Senior Project Manager
Senior Transportation Engineer
Senior Transportation Planner
Sustainability Manager
Transportation Consultant
Transportation Director
Transportation Manager

Consultants:

An individual is a consultant if either of the following apply:

1. the person serves in a staff capacity with the agency and in that capacity performs the same or substantially all the same duties for the agency that would otherwise be performed by a person holding a position specified or that should be specified in the City's Conflict of Interest Code; or
2. the person makes a governmental decision listed in California Code of Regulations (CCR) §18730, Title 2.

The city manager and/or the city attorney may determine in writing that a particular consultant is hired to perform a range of duties that are limited in scope and thus is not required to comply with the disclosure obligations in the conflict of interest code. 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 and/or the city attorney'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.

Disclosure categories:

All designated employees and consultants required to file under the City of Menlo Park conflict of interest code must disclose in the following categories as defined by the Fair Political

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Practices Commission (FPPC) investments and business positions in business entities, and incomes, including loans, gifts, and travel payments from sources that provide services, supplies, materials, machinery, or equipment of the type utilized by the designate position's division or department.