

**RESOLUTION CC 2022-45**

**A RESOLUTION OF THE CITY COUNCIL AMENDING THE CITY OF  
GLENORA CONFLICT OF INTEREST CODE FOR 2022**

**THE CITY COUNCIL  
City of Glendora, California**

**WHEREAS**, the Glendora City Council that also serve as the Successor Agency of the former Community Redevelopment Agency, Glendora Housing Authority and the Glendora Public Finance Authority previously adopted Resolution CC 2020-46, adopting by reference the model Conflict-of-Interest Code set forth in Section § 18730 of the California Code of Regulations; and

**WHEREAS**, the Governing Body desires to add positions that must be designated; revise the titles of existing positions; and revise the disclosure category of existing positions.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF GLENORA,  
CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:**

**SECTION 1.** Rescind Resolutions CC 2020-46, CC 2020-46(SA), FN 2020-02, HA 2020-02 and any resolutions in conflict with this resolution are hereby rescinded and repealed.

**SECTION 2.** 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 Cal. Code of Regs. Section § 18730, which contains the terms of a standard Conflict-of-Interest Code, which can be incorporated by reference, and which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings. Therefore, the terms of 2 Cal. Code of Regs. Section § 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Exhibit A in which public officials and employees are designated and Exhibit B in which disclosure categories are set forth, constitute the Conflict-of-Interest Code of the City of Glendora, which is considered the "agency" within the purview of this code.

**SECTION 3.** In 2013, the City of Glendora received authorization from the FPPC to file statements of economic interest with the FPPC electronically.

**SECTION 4.** Designated employees shall file their statements with the City Clerk, who shall be and perform the duties of filing officer for the City of Glendora. Statements will be available for inspection and reproduction pursuant to Government Code Section § 81008. Statements for all designated employees will be retained by the City Clerk.

**SECTION 5.** Exhibit A (Listing Government Code Section § 87200 et seq. [Regs. § 18730(b)(3)] Article II Filers and Designated Employees and their disclosure categories) attached hereto amend and supersedes all pervious Exhibit A attachments to the City's Conflict-of-Interest Code.

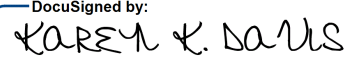
**SECTION 6.** Exhibit B (Explanation of disclosure categories) attached hereto amends and supersedes all pervious Exhibit B attachments to the City's Conflict-of-Interest Code.

**SECTION 7.** The Mayor shall sign this Resolution and the City Clerk/Communications Director shall attest and certify to the passage and adoption of this Resolution; and the same shall take effect and be in force adoption by the City Council.

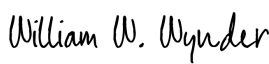
**SECTION 8.** The City Clerk/Communications Director is hereby directed to forward a copy of this resolution to the Glendora Human Resources Division.

**APPROVED and PASSED** this 23<sup>rd</sup> day of August, 2022.

City Council of Glendora, CA

BY:   
DocuSigned by:  
KAREN K. DAVIS  
B783429E00AE408...  
KAREN DAVIS  
Mayor  
Aug 26, 2022 | 11:26 PM PDT

APPROVED AS TO FORM:  
Aleshire & Wynder, LLP


  
DocuSigned by:  
WILLIAM W. WYNDER  
9E096A23BACC45E...  
WILLIAM W. WYNDER  
City Attorney  
Aug 26, 2022 | 5:10 PM PDT

**CERTIFICATION**

I, Kathleen R. Sessman, City Clerk/Communications Director of the City of Glendora, do hereby certify that the foregoing Resolution was duly adopted by the City Council of the City of Glendora at a regular meeting held on the 23<sup>rd</sup> day of August, 2022, by the following vote:

AYES: COUNCIL MEMBERS: Allawos, Fredendall, Thompson, Boyer, and Davis.  
NOES: COUNCIL MEMBERS: None.  
ABSENT: COUNCIL MEMBERS: None.  
ABSTAIN: COUNCIL MEMBERS: None.

Dated: August 24, 2022

  
DocuSigned by:  
KATHLEEN R. SESSMAN  
2252A9E44B69431  
KATHLEEN R. SESSMAN  
City Clerk/Communications Director  
Aug 30, 2022 | 8:50 AM PDT

**EXHIBIT A****DESIGNATED EMPLOYEES**

The positions listed below are designated positions and the individual occupying each position is deemed to make, or participate in the making of, decisions which may have a material effect on a financial interest of that individual. The individuals occupying the designated positions shall disclose their economic interests in accordance with the corresponding disclosure categories, defined in Exhibit B.

POSITION	DISCLOSURE CATEGORIES
Accounting Manager	1
Assistant City Manager	1
Assistant Director - Finance	1
Assistant Director - Human Resources	1
Assistant Planner	3
Assistant Public Works Director	1
Associate Planner	2
Building Inspector	3
Building Official	2
Chief of Police	1
City Clerk/Communications Director (Also serves as Secretary to Housing Authority, Successor Agency of the former Glendora Community Redevelopment Agency and Oversight Board.)	1
City Planner	1
Civil Engineering Assistant	3
Community Development Director (Also serves as Assistant Executive Director to Housing Authority and Successor Agency of the former Glendora Community Redevelopment Agency)	1
Community Services Director	1
Construction Inspector	3
Deputy City Clerk/Records Manager	1
Economic Development & Housing Manager	2
Facilities Maintenance Supervisor	2
Human Resources Analyst	2
Human Resources Technician	3
Human Services Superintendent	2
Information Technology Director	1
Information Systems Technology Supervisor	2
Landscape/Contracts Supervisor	2
Library Director	1
Library Services Manager	2
Management Aide	3
Management Analyst/Senior Management Analyst	3
Office Coordinator	2
Parks Supervisor	2
Payroll Accountant	3
Payroll Supervisor	2
Plans Examiner	3
Police Captain	1
Police Lieutenant	2
Police Records Supervisor	2
Principal Civil Engineer	2
Public Works Director	1

Public Works Maintenance & Operations Manager	2
Public Works Maintenance & Operations Supervisor	2
Purchasing Coordinator	2
Recreation Superintendent	2
Recreation Supervisor	2
Registered Associate Civil Engineer	3
Risk Management Administrator	1
Senior Human Resources Analyst	2
Senior Management Analyst	2
Senior Planner	2
Support Services Supervisor	2
Transportation Manager	2
Water Division Manager	2
Water Production Supervisor	2
Water Utility Supervisor	2

CITY BOARDS, COMMISSIONS AND COMMITTEES	DISCLOSURE CATEGORIES
Board of Library Trustees	1
Community Services Commission	1
Water Commission	1

CONSULTANTS	DISCLOSURE CATEGORIES
Claims Adjustor	1
Interim Staff	1
Misc. Consultants	1
Outside Attorneys (e.g., Water Rates, Assessment District, etc.)	1
Special Counsel	1

Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitations:

The City Manager or a designee 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 fully comply with the disclosure requirements described in this section. 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 (*See Consultant Conflict of Interest Questionnaire*). 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.

See  
 Consultant  
 Conflict  
 of  
 Interest  
 Questionnaire

**City of Glendora  
 Consultant Conflict of Interest Questionnaire**

Consultants, as defined by Section 18701 of the Regulations of the Fair Political Practices Commission, Title 2, Division 6 of the California Code of Regulations, are required to file a Statement of Economic Interests within 30 days of approval of a contract services agreement with the City or its subdivisions, on an annual basis thereafter during the term of the contract, and within 30 days of completion of the contract.

The answers to the following questionnaire will help to determine whether the scope of duties to be performed includes the making or participating in the making of governmental decisions which may foreseeably have a material effect on the consultant's own financial interests.

Consultant Name: \_\_\_\_\_ Contact No.: \_\_\_\_\_

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Address City State ZIP

Project Description: \_\_\_\_\_

Contract Term: Begins: \_\_\_\_\_ Ends: \_\_\_\_\_

Administering Dept.  City Clerk  City Manager  Community Services  Finance  Human Resources  
 Library  Planning  Police  Public Works

- A. Will consultant make or participate in making or influencing or recommending governmental decisions whether to:
1. Approve a rate, rule or regulation? Yes \_\_\_\_\_ No \_\_\_\_\_
  2. Adopt or enforce a law? Yes \_\_\_\_\_ No \_\_\_\_\_
  3. Issue, deny, suspend or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement? Yes \_\_\_\_\_ No \_\_\_\_\_
  4. Authorize the agency to enter into, modify, or renew a contract provided it is the type of contract which requires agency approval? Yes \_\_\_\_\_ No \_\_\_\_\_
  5. Grant agency approval to a contract which requires it and to which the agency is a party, or to the specifications for such a contract? Yes \_\_\_\_\_ No \_\_\_\_\_
  6. Grant agency approval to a plan, design, report study, or similar item? Yes \_\_\_\_\_ No \_\_\_\_\_
  7. Adopt or grant agency approval of policies, standards, or guidelines for the agency, or for any subdivision thereof? Yes \_\_\_\_\_ No \_\_\_\_\_
- B. Will the consultant serve in a staff capacity with the agency and in that capacity perform the same or substantially all the same duties for the agency that would otherwise be performed by an individual holding a position specified in the City's Conflict of Interest Code? Yes \_\_\_\_\_ No \_\_\_\_\_
- C. Will the consultant manage public investments? Yes \_\_\_\_\_ No \_\_\_\_\_

Dept. Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**--City Manager Review and Determination--**

If Director answered "yes" to any of the above questions the Consultant is considered a "Consultant" pursuant to the Political Reform Act and must file Statements of Economic Interest. The consultant would disclose according to City of Glendora's disclosure category as shown in the City's Conflict of Interest Code Resolution.

If Director answered no to all of the above, the Consultant does not have to file Statements of Economic Interest. Please complete the following section.

Based upon review of the Consultant Conflict of Interest Questionnaire, it is hereby determined that:

**ARTICLE II FILERS****Government Code Section §87200 et seq. [Regs. § 18730(b)(3)]**

The Mayor and City Council Members (also serve as the Successor Agency of the former Community Development Agency, Glendora Housing Authority and the Glendora Public Finance Authority); Planning Commission; the City Manager (also serves as the Executive Director of the Successor Agency of the former Community Redevelopment Agency, Glendora Public Financing Authority and Glendora Housing Authority), the City Attorney (also serves as the Attorney of the Successor Agency of the former Community Redevelopment Agency and Glendora Public Financing Authority and Housing Authority Counsel), the City Treasurer (also holds the positions of the Director of Finance, Finance Officer, Purchasing Agent), are NOT included as “designated positions” as the disclosure obligations for these positions are set forth by Government Code Section §87200, et. seq. Listed below for your reference is their disclosure categories.

POSITION	DISCLOSURE CATEGORIES
Mayor and City Council Members	Reference GC §87200-87210
Planning Commissioners	Reference GC§ 87200-87210
City Manager	Reference GC§ 87200-87210
City Attorney	Reference GC§ 87200-87210
City Treasurer (Administrative Services Director)	Reference GC§ 87200-87210

## EXHIBIT B

### DISCLOSURE CATEGORIES

The disclosure categories listed below identify the types of investments, business entities, sources of income, or real property which the Designated Employee must disclose for each disclosure category to which he or she is assigned.

**CATEGORY 1: DESIGNATED POSITIONS WITH DUTIES THAT ARE BROAD AND INDEFINABLE**

Positions in this category shall disclose: All investments, business positions in, and income or gifts from sources located in or doing business in the City of Glendora, interests in real property located in the City or within the City's sphere of influence, including property located within a two-mile radius of the City of Glendora or of any property owned or used by the City of Glendora.

**CATEGORY 2: DESIGNATED POSITIONS WITH DUTIES THAT INVOLVE CONTRACTING OR PURCHASING**

Positions in this category shall disclose: All investments, business positions in, and income or gifts from sources that provide services, supplies, materials, machinery or equipment of the type utilized by the city and/or a designated employee's department or division.

**CATEGORY 3: DESIGNATED POSITIONS WITH REGULATORY POWERS**

Positions in this category shall disclose: All investments, business positions in, and income or gifts from sources that provide services of the type utilized by the designated employee's department or from sources that are subject to the regulatory, permit or licensing authority of the City. Interests in real property located in the City of Glendora.

**Certificate Of Completion**

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Certificate Pages: 5	Initials: 0
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	Glendora, CA 91741
	edominguez@cityofglendora.org
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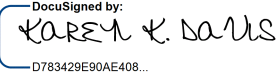
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**Signer Events**

KAREN K. DAVIS  
kdavis@cityofglendora.org  
Mayor  
Security Level: Email, Account Authentication (None)

**Signature**

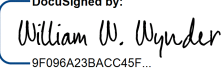
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William W. Wynder  
wwynder@awattorneys.com  
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Kathleen R. Sessman  
ksessman@cityofglendora.org  
City of Glendora  
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**Carbon Copy Events****Status****Timestamp**

City Clerk Group  
 CityClerkGroup@ci.glendora.ca.us  
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