

**RESOLUTION NO. 7879**

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,  
ADOPTING AN UPDATED CITY CONFLICT OF INTEREST CODE  
AND RESCINDING RESOLUTION NO. 7756**

**WHEREAS**, the Political Reform Act (Government Code Section 81000 et seq.) requires all public agencies to adopt and promulgate a Conflict of Interest Code (Code); and

**WHEREAS**, the City Council previously amended its Code by adopting Resolution No. 7756 on March 2, 2022, as set forth in Section 18730 of the California Code of Regulations; and

**WHEREAS**, the Political Reform Act requires that the City Council review its Code biennially to determine whether amendments are required; and

**WHEREAS**, a staff level review of the City's Code reveals that amendments are necessary to the list of Designated Positions and corresponding Disclosure Categories; and

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:**

**SECTION 1.** The City Council does hereby adopt the updated Conflict of Interest Code, a copy of which is attached hereto as "Exhibit A".

**SECTION 2.** Resolution No. 7756 is hereby rescinded.

**SECTION 3.** The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.


**PASSED, APPROVED AND ADOPTED ON** this 6th day of November 2024.

  
\_\_\_\_\_  
Evelyn G. Zneimer  
Mayor

**ATTEST:**

  
\_\_\_\_\_  
Mark Perez  
Deputy City Clerk

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Roxanne Diaz  
City Attorney

**I HEREBY CERTIFY** the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 6<sup>th</sup> day of November 2024, by the following vote:

**AYES:** Braun, Cacciotti, Donovan, Primuth, and Mayor Zneimer

**NOES:** None.

**ABSENT:** None.

**ABSTAINED:** None.



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Mark Perez  
Deputy City Clerk

**“EXHIBIT A”**  
**CONFLICT OF INTEREST CODE OF THE**  
**CITY OF SOUTH PASADENA, CALIFORNIA**  
(Adopted November 6, 2024)

The Political Reform Act (Government 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 regulation 2 California 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, 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 duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and along with the attached Appendices A and B, designating positions and establishing disclosure categories, shall constitute the Conflict of Interest Code of the City of South Pasadena.

Individuals holding designated positions shall file their statements of economic interests with City Clerk who will make statements available for public inspection and reproduction (Government Code § 81008) during regular business hours, at 1414 Mission Street, South Pasadena, CA 91030.

The City’s Code does not establish any disclosure obligation for Members of the City Council and Planning Commission, City Treasurer, City Manager, and City Attorney, as Government Code Section 87200 et seq., requires disclosure for those positions as a matter of state law.

**CONFLICT OF INTEREST CODE  
CITY OF SOUTH PASADENA, CALIFORNIA**

**APPENDIX A  
DISCLOSURE CATEGORIES**

**CATEGORY 1 (Full Disclosure)**

Must disclose all investments, business positions in business entities, and sources of income (including gifts, loans, and travel payments); and all interests in real property located in or within two miles of the jurisdiction of the City.

**CATEGORY 2 (Disclosure Related to Procurement, Real Property)**

Must disclose all investments, business positions in business entities, sources of income (including gifts, loans, and travel payments) if the source is of a type which provides, manufactures, or supplies goods, materials, equipment, machinery, or services (including training or consulting services) of the type utilized by the department in which the person is employed or the department(s) associated with the commission in the case of a commissioner; and all interests in real property located in or within two miles of the jurisdiction of the City.

**CATEGORY 3 (Disclosure Related to Procurement)**

Must disclose all investments, business positions in business entities, and sources of income (including gifts, loans, and travel payments) if the source is of a type which provides, manufactures, or supplies goods, materials, equipment, machinery, or services (including training or consulting services) of the type utilized by the department in which the person is employed.

**CATEGORY 4 (Disclosure Related to Regulatory/Licenses/Permits, Real Property)**

Must disclose all investments, business positions in business entities, sources of income (including gifts, loans, and travel payments) if the source is of a type that is subject to the regulatory, permit, or licensing authority of the City; and all interests in real property located in or within two miles of the jurisdiction of the City.

**CONSULTANTS**

Those consultants that will make, participate in the making, or act in a staff capacity for governmental decisions shall file statements of economic interests and such disclosure requirements shall conform to the range of duties. The City Manager shall make such determinations in writing to be filed with and retained in the same manner as the City's Conflict of Interest Code.

**CONFLICT OF INTEREST CODE  
CITY OF SOUTH PASADENA, CALIFORNIA  
APPENDIX B  
LIST OF DESIGNATED POSITIONS**

**DESIGNATED POSITIONS****DISCLOSURE CATEGORY****Government Code Section 87200 Filers**

City Attorney	Govt. Code §87200
City Manager	Govt. Code §87200
City Treasurer	Govt. Code §87200
Members of the City Council	Govt. Code §87200
Members of the Planning Commission	Govt. Code §87200

**Boards/Commissions/Committees**

Members of the Cultural Heritage Commission	4
Members of the Design Review Board	4
Members of the Finance Commission	1
Members of the Library Board of Trustees	2
Members of the Mobility, Transportation, and Infrastructure Commission	2
Members of the Public Works Commission	2
Members of Natural Resources and Environmental Commission	2
Members of Public Art Commission	2

**City Manager's Office**

Deputy City Manager	1
Assistant to the City Manager	1
Management Analyst	2

**Community Development Department**

Community Development Director	1
Deputy Community Development Director	1
Planning Manager	1
Assistant Planner	4
Associate Planner	4
Senior Planner	4
Community Improvement Coordinator	4
Senior Community Improvement Coordinator	4
Senior Management Analyst	4
Film Liaison	4
Planning Interns	4
Building Inspector	4
Building Official	4
Building Supervisor	4
Permit Counter Technician	4

**DESIGNATED POSITIONS****DISCLOSURE CATEGORY****Community Services Department**

Community Services Director	1
Community Services Deputy Director	1
Community Services Supervisor	3

**Finance Department**

Finance Director	1
Budget & Purchasing Manager	3
Accounting Manager- Controller	3
Finance Manager	3

**Fire Department**

Fire Chief	1
Fire Division Chief	1
Fire Captain	3
Fire Inspector	3

**Library Services Department**

Director of Library, Arts, and Culture	1
Library Support Services Manager	3
Library Public Services Manager	3

**Management Services Department**

Management Services Director	1
Human Resources Manager	1
Chief City Clerk	1
Senior Management Analyst	2
Deputy City Clerk	3

**Police Department**

Police Chief	1
Deputy Police Chief	1
Police Sergeant	3
Police Lieutenant	3
Management Analyst	2

**Public Works Department**

Public Works Director	1
Deputy Director of Public Works	1
Public Works Operations Manager	2
Water Operations Supervisor	3
Water Operations Manager	2
Environmental Services & Sustainability Manager	2
Facilities and Parks Supervisor	3
Principal Engineer	2
Street Supervisor	3

Senior Civil Engineer  
Transportation Project Manager

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