

APPROVED
NOV 20 2019

**BOARD OF RECREATION
AND PARK COMMISSIONERS**

BOARD REPORT

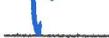
NO. 19-231

DATE November 20, 2019

C.D. All

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: **ADOPTION OF CONFLICT OF INTEREST CODE SCHEDULES A AND B**

| | | | |
|------------|---|------------------|-------|
| AP Diaz |  | S. Piña-Cortez | _____ |
| *H. Fujita |  | C. Santo Domingo | _____ |
| V. Israel |  | N. Williams | _____ |


General Manager

Approved X Disapproved _____ Withdrawn _____

RECOMMENDATION

Adopt the attached Conflict of Interest Code Schedules A and B.

SUMMARY

It has been over a decade since the Department of Recreation and Parks (RAP) staff reviewed, and the Board of Recreation and Park Commissioners (Board) adopted, the Conflict of Interest Code Schedules A and B (Report No. 06-308). Schedule A lists positions in RAP designated to make or participate in making government decisions and Schedule B identifies the economic interests that individuals within those designated positions must disclose.

Relevant changes in the duties assigned to existing positions and the creation of new positions necessitate the Board amend the RAP Conflict of Interest Code Schedules A and B. Whenever an agency intends to amend its conflict of interest code, it must give notice of its intention and provide interested persons with a written comment period. RAP has complied with that requirement.

RAP staff recommends the Board adopt the attached Conflict of Interest Code Schedules A and B which have been amended and incorporate input received during the written comment period.

FISCAL IMPACT STATEMENT

Approval of this Board Report will not impact RAP fiscally.

STRATEGIC PLAN IMPACT STATEMENT

Approval of this Board Report will not impact RAP's Strategic Plan.

BOARD REPORT

PG. 2 NO. 19-231

LIST OF ATTACHMENTS/EXHIBITS

- 1) Conflict of Interest Code Schedule A
- 2) Conflict of Interest Code Schedule B

This Report was prepared by Harold T. Fujita, Director, Human Resources Division.

City of Los Angeles
DEPARTMENT OF RECREATION AND PARKS
 Conflict of Interests Code
DESIGNATED POSITIONS
(Schedule A)

| <u>Position Title</u> | <u>Disclosure Category</u> |
|--|-----------------------------------|
| Accountant | 5 |
| Air Conditioning Mechanic Supervisor | 9 |
| Aquarium Educator | 9 |
| Aquatic Director | 13 |
| Aquatic Facility Manager | 13 |
| Architect | 5 |
| Associate Observatory Director | 13 |
| Architectural Associate | 2 |
| Assistant General Manager Recreation & Parks | 1 |
| Banning Residence Museum Director | 15 |
| Building Civil Engineer | 5, 11 |
| Building Repair Supervisor | 15 |
| Carpenter Supervisor | 9 |
| City Planner | 14 |
| City Planning Associate | 5 |
| Civil Engineer | 5 |
| Civil Engineering Associate | 5 |
| Chief Clerk Personnel | 4 |

| | |
|---|----|
| Chief Financial Officer | 1 |
| Chief Management Analyst | 8 |
| Chief Park Ranger | 8 |
| Child Care Center Director | 15 |
| Community Program Director | 6 |
| Construction & Maintenance Superintendent | 2 |
| Construction and Maintenance Supervisor | 2 |
| Consultant | * |
| Curator of Griffith Observatory | 13 |
| Departmental Chief Accountant | 1 |
| Director of Systems | 5 |
| Electrical Engineering Associate | 5 |
| Electrician Supervisor | 9 |
| Environmental Specialist | 3 |
| Environmental Supervisor | 5 |
| Equipment Specialist | 3 |
| Executive Director Expo Center | 1 |
| Financial Analyst | 5 |
| Fiscal Systems Specialist | 6 |
| General Manager | 1 |
| Golf Manager | 15 |
| Golf Operations Supervisor | 13 |
| Golf Starter Supervisor | 14 |
| Historic Site Curator | 9 |

| | |
|--------------------------------------|----|
| Landscape Architect | 13 |
| Landscape Architectural Associate | 9 |
| Management Analyst | 2 |
| Marine Aquarium Administrator | 15 |
| Marine Aquarium Program Director | 9 |
| Marine Aquarium Exhibits Director | 9 |
| Maritime Museum Director | 15 |
| Maritime Museum Curator | 9 |
| Mechanical Repair General Supervisor | 9 |
| Member, Board of Commissioners | 1 |
| Observatory Director | 15 |
| Observatory Program Supervisor | 13 |
| Observatory Technical Supervisor | 9 |
| Park Maintenance Supervisor | 13 |
| Park Services Supervisor | 13 |
| Payroll Supervisor | 4 |
| Personnel Director | 8 |
| Personnel Records Supervisor | 11 |
| Playground Equipment Supervisor | 9 |
| Principal Accountant | 8 |
| Principal Civil Engineer | 5 |
| Principal Clerk Personnel | 4 |
| Principal Project Coordinator | 5 |
| Principal Recreation Supervisor | 15 |

| | |
|---|----|
| Public Information Director | 1 |
| Public Relations Specialist | 5 |
| Recreation Facility Director | 15 |
| Recreation Supervisor | 15 |
| Recreation Coordinator | 15 |
| Risk Manager | 5 |
| Roofer Supervisor | 9 |
| Safety Engineer | 5 |
| Safety Engineering Associate | 5 |
| Senior Accountant | 8 |
| Senior Auditor | 1 |
| Senior Management Analyst | 8 |
| Senior Park Ranger | 14 |
| Senior Personnel Analyst | 8 |
| Senior Photographer | 11 |
| Senior Recreation Director | 15 |
| Senior Systems Analyst | 6 |
| Service Coordinator | 2 |
| Sheet Metal Supervisor | 9 |
| Structural Engineering Associate | 5 |
| Superintendent of Recreation and Parks Operations | 1 |
| Systems Analyst | 2 |
| Systems Programmer | 2 |

| | |
|------------------------------|---|
| Video Production Coordinator | 9 |
| Volunteer Coordinator | 2 |

- * Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation:

The General Manager may determine in writing that a particular consultant, although a "designated position," 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 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. The General Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interests code. (Gov. Code Section 81008.)

City of Los Angeles

DEPARTMENT OF RECREATION AND PARKS

Conflict of Interests Code
DISCLOSURE CATEGORIES
(Schedule B)

An individual whose position is identified in the Designated Positions section (Schedule A) of an agency's conflict of interests code is a filer and must disclose each economic interest identified below for the disclosure category associated with the individual's position. Disclosure must be made by filing the California Form 700 on specified schedules.

The definitions for investments, business positions, sources of income, interests in real property, doing business, gifts, and other terms may be found in the California Political Reform Act, its associated regulations, and the instructions for the California Form 700. The term "division" means a subset of the filer's agency and, depending on the agency's structure, may also be known as a department, group, office, section, or other similar term used to indicate a subordinate unit of the agency.

Economic interests must be disclosed for the applicable reporting period. In general, the following types of Form 700 filings have the following reporting periods:

- Annual: January 1 through December 31 of the previous calendar year.
- Assuming Office: the date the filer assumes office for investments, business positions, and interests in real property; for income, the 12 months immediately preceding the date the filer assumes office.
- Leaving Office: the last date covered by the filer's most recent filing through the date the filer left the designated position.

Reporting periods may vary in individual circumstances and for other types of filings and should be verified with the Ethics Commission.

Category 1

Any investment, business position, source of income, or interest in real property.

Category 2

- A. Any investment in, business position with, or income from a source that did any of the following:
 1. Provides the type of services, goods, or equipment used by the filer's agency;
 2. Provided or sought to provide services, goods, or equipment to the filer's agency;

or

3. Was a party or sought to become a party to a written agreement with the filer's agency.
- B. Any interest in real property that was involved in a contracting decision made by or pending with the filer's agency or is located within 500 feet of such property.
- C. Any investment in, business position with, or income from a source that rented, leased, subrented, sublet, purchased, or sold real property or facilities to or from the filer's agency.
- D. Any investment in, business position with, or income from a source that applied for or received a grant from or provided grant funding to the City when the filer's agency provided a review, recommendation, or referral.

Category 3

- A. Any investment in, business position with, or income from a source that was involved as a party, participant, or representative in an investigative, enforcement, claim, litigation, regulatory, legislative, permitting, or licensing issue made by or pending with the filer's agency.
- B. Any interest in real property that was involved in an enforcement, regulatory, legislative, permitting, or licensing decision made by or pending with the filer's agency or is located within 500 feet of such property.

Category 4

- A. Any income from an individual, or an immediate family member of an individual, who was employed by or applied for any position within the filer's agency.
- B. Any investment in, business position with, or income from a source that represented or sought to represent an employee or group of employees in the filer's agency.
- C. Any investment in, business position with, or income from a source that did any of the following:
 1. Provides the type of services, goods, or equipment used by the filer's division;
 2. Provided or sought to provide services, goods, or equipment to the filer's division;
or
 3. Was a party or sought to become a party to a written agreement with the filer's division.
- D. Any investment in, business position with, or income from a source that provided or sought to provide benefits, services, goods, or equipment to the filer's agency or its employees when the filer's division provided a review, recommendation, or referral.

Category 5

- A. Any investment in, business position with, or income from a source that did any of the following:
 - 1. Provides the type of services, goods, or equipment used by the filer's agency;
 - 2. Provided or sought to provide services, goods, or equipment to the filer's agency;
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 - 3. Was a party or sought to become a party to a written agreement with the filer's agency.
- B. Any interest in real property that was involved in a contracting decision made by or pending with the filer's agency or is located within 500 feet of such property.
- C. Any investment in, business position with, or income from a source that rented, leased, subrented, sublet, purchased, or sold real property or facilities to or from the filer's agency.
- D. Any investment in, business position with, or income from a source that applied for or received a grant from or provided grant funding to the City when the filer's agency provided a review, recommendation, or referral.
- E. Any investment in, business position with, or income from a source that was involved as a party, participant, or representative in an investigative, enforcement, claim, litigation, regulatory, legislative, permitting, or licensing issue made by or pending with the filer's agency.
- F. Any interest in real property that was involved in an enforcement, regulatory, legislative, permitting, or licensing decision made by or pending with the filer's agency or is located within 500 feet of such property.

Category 6

- A. Any investment in, business position with, or income from a source that did any of the following:
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 - 2. Provided or sought to provide services, goods, or equipment to the filer's agency;
or
 - 3. Was a party or sought to become a party to a written agreement with the filer's agency.
- B. Any interest in real property that was involved in a contracting decision made by or pending with the filer's agency or is located within 500 feet of such property.
- C. Any investment in, business position with, or income from a source that rented, leased, subrented, sublet, purchased, or sold real property or facilities to or from the filer's agency.

- D. Any investment in, business position with, or income from a source that applied for or received a grant from or provided grant funding to the City when the filer's agency provided a review, recommendation, or referral.
- E. Any income from an individual, or an immediate family member of an individual, who was employed by or applied for any position within the filer's agency.
- F. Any investment in, business position with, or income from a source that represented or sought to represent an employee or group of employees in the filer's agency.
- G. Any investment in, business position with, or income from a source that provided or sought to provide benefits, services, goods, or equipment to the filer's agency or its employees when the filer's division provided a review, recommendation, or referral.

Category 7

- A. Any investment in, business position with, or income from a source that was involved as a party, participant, or representative in an investigative, enforcement, claim, litigation, regulatory, legislative, permitting, or licensing issue made by or pending with the filer's agency.
- B. Any interest in real property that was involved in an enforcement, regulatory, legislative, permitting, or licensing decision made by or pending with the filer's agency or is located within 500 feet of such property.
- C. Any income from an individual, or an immediate family member of an individual, who was employed by or applied for any position within the filer's agency.
- D. Any investment in, business position with, or income from a source that represented or sought to represent an employee or group of employees in the filer's agency.
- E. Any investment in, business position with, or income from a source that did any of the following:
 - 1. Provides the type of services, goods, or equipment used by the filer's division;
 - 2. Provided or sought to provide services, goods, or equipment to the filer's division;
or
 - 3. Was a party or sought to become a party to a written agreement with the filer's division.
- F. Any investment in, business position with, or income from a source that provided or sought to provide benefits, services, goods, or equipment to the filer's agency or its employees when the filer's division provided a review, recommendation, or referral.

Category 8

- A. Any investment in, business position with, or income from a source that did any of the following:

1. Provides the type of services, goods, or equipment used by the filer's agency;
 2. Provided or sought to provide services, goods, or equipment to the filer's agency;
or
 3. Was a party or sought to become a party to a written agreement with the filer's agency.
- B. Any interest in real property that was involved in a contracting decision made by or pending with the filer's agency or is located within 500 feet of such property.
- C. Any investment in, business position with, or income from a source that rented, leased, subrented, sublet, purchased, or sold real property or facilities to or from the filer's agency.
- D. Any investment in, business position with, or income from a source that applied for or received a grant from or provided grant funding to the City when the filer's agency provided a review, recommendation, or referral.
- E. Any investment in, business position with, or income from a source that was involved as a party, participant, or representative in an investigative, enforcement, claim, litigation, regulatory, legislative, permitting, or licensing issue made by or pending with the filer's agency.
- F. Any interest in real property that was involved in an enforcement, regulatory, legislative, permitting, or licensing decision made by or pending with the filer's agency or is located within 500 feet of such property.
- G. Any income from an individual, or an immediate family member of an individual, who was employed by or applied for any position within the filer's agency.
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- I. Any investment in, business position with, or income from a source that provided or sought to provide benefits, services, goods, or equipment to the filer's agency or its employees when the filer's division provided a review, recommendation, or referral.

Category 9

- A. Any investment in, business position with, or income from a source that did any of the following:
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 2. Provided or sought to provide services, goods, or equipment to the filer's division;
or
 3. Was a party or sought to become a party to a written agreement with the filer's division.

- B. Any interest in real property that was involved in a contracting decision made by or pending with the filer's division or is located within 500 feet of such property.
- C. Any investment in, business position with, or income from a source that rented, leased, subrented, sublet, purchased, or sold real property or facilities to or from the City when the filer's division provided a review, recommendation, or referral.
- D. Any investment in, business position with, or income from a source that applied for or received a grant from or provided grant funding to the City when the filer's division provided a review, recommendation, or referral.

Category 10

- A. Any investment in, business position with, or income from a source that was involved as a party, participant, or representative in an investigative, enforcement, claim, litigation, regulatory, legislative, permitting, or licensing issue made by or pending with the filer's division.
- B. Any interest in real property that was involved in an enforcement, regulatory, legislative, permitting, or licensing decision made by or pending with the filer's division or is located within 500 feet of such property.

Category 11

- A. Any income from an individual, or immediate family member of an individual, who was employed by or applied for any position with the filer's agency when the filer's division provided a review, recommendation, or referral.
- B. Any investment in, business position with, or income from a source that represented or sought to represent an employee or group of employees and for whom the filer's division provided a review, recommendation, or referral.
- C. Any investment in, business position with, or income from a source that did any of the following:
 - 1. Provides the type of services, goods, or equipment used by the filer's division;
 - 2. Provided or sought to provide services, goods, or equipment to the filer's division;
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 - 3. Was a party or sought to become a party to a written agreement with the filer's division.
- D. Any investment in, business position with, or income from a source that provided or sought to provide benefits, services, goods, or equipment to the filer's agency or its employees when the filer's division provided a review, recommendation, or referral.

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 - 3. Was a party or sought to become a party to a written agreement with the filer's division.
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- D. Any investment in, business position with, or income from a source that applied for or received a grant from or provided grant funding to the City when the filer's division provided a review, recommendation, or referral.
- E. Any investment in, business position with, or income from a source that was involved as a party, participant, or representative in an investigative, enforcement, claim, litigation, regulatory, legislative, permitting, or licensing issue made by or pending with the filer's division.
- F. Any interest in real property that was involved in an enforcement, regulatory, legislative, permitting, or licensing decision made by or pending with the filer's division or is located within 500 feet of such property.

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 - 3. Was a party or sought to become a party to a written agreement with the filer's division.
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filer's agency when the filer's division provided a review, recommendation, or referral.

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Category 15

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Category 16

- A. Any income from an individual, or an immediate family member of an individual, who was employed by or applied for any position within the City when the filer's division provided a review, recommendation, or referral.
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 - 3. Was a party or sought to become a party to a written agreement with the filer's division.
- D. Any investment in, business position with, or income from a source that provided or sought to provide benefits, services, goods, or equipment to City employees and for which the filer's division provided a review, recommendation, or referral.
- E. Any investment in, business position with, or income from a source that was involved as a party, participant, or representative in a personnel, investigative, enforcement, claim, or litigation matter that involved the filer's division.

Category 17

- A. Any investment in, business position with, or income from a source that was involved as a party, participant, or representative in an investigative, enforcement, claim, litigation, regulatory, legislative, permitting, or licensing issue made by or pending with the filer's agency.
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