



## Staff Report

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File #: REPORT 18-0592, Version: 1

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**Honorable Mayor and Members of the Hermosa Beach City Council  
Regular Meeting of September 25, 2018**

**2018 LOCAL AGENCY BIENNIAL NOTICE REGARDING  
THE CITY'S CONFLICT OF INTEREST CODE  
(City Clerk Elaine Doerfling)**

**Recommended Action:**

Staff recommends that City Council:

1. Receive and file the 2018 Local Agency Biennial Notice indicating that the City's Conflict of Interest Code is currently under review; and
2. Direct staff to continue its review of the Code and, within 90 days, submit an amended version for Council adoption.

**Background:**

The Political Reform Act requires every local government agency to review its Conflict of Interest Code every two years to determine if it is accurate or, alternatively, if it must be amended. A Local Agency Biennial Notice must be presented to the legislative body by October 1, specifying whether or not the Code requires amendment or is still under review. If revisions are necessary, an amended Code must be reviewed and adopted by the legislative body within 90 days.

A Conflict of Interest Code consists of two basic parts: (1) the body of the Code, which contains the provisions required by Government Code § 87302; and (2) the appendix of the Code, which lists the designated positions within the agency and the corresponding disclosure categories for each position.

There were no changes in 2016 requiring amendment, therefore the last Code update was done in 2014. After reviewing the list of designated positions, the City Clerk has determined that the City's Conflict of Interest Code is no longer accurate and requires amendment (at a minimum, due to the addition of new positions and the reclassification, renaming and/or deletion of previously designated positions). Staff is currently conducting the review with regard to other elements of the Code, including disclosure categories, to ensure accuracy and compliance with State law. Staff will complete this review and present recommendations to amend the Code for City Council consideration within the 90-day timeline.

**Attachments: 2018 Local Agency Biennial Notice**

**Submitted by:** Elaine Doerfling, City Clerk

**Concur:** Suja Lowenthal, City Manager