| MANUAL OF PERSONNEL RULES, PRACTICES, AND PROCEDURES | | SECTION: 1.00<br>Personal Conduct and Standards of Employment<br>SUBJECT: 1.20<br>Conflict of Interest |
|---|---|---|
| SUPERSEDES:<br>January 1, 2002 | NEW EFFECTIVE DATE:<br>January 1, 2006 | PAGE 1 OF 2 |
| APPROVED BY CITY MANAGER: Cynthia Kurtz | | |

I. State and City laws define and prohibit conflicts of interest for "designated employees" holding certain City positions. Because the nature of City employment requires public trust, it is necessary that all employees of the City maintain high standards of honesty, integrity and impartiality, and avoid conflicts of interest or situations that would lead persons to believe there may be misconduct or a conflict by an employee. As a general rule, no employee shall engage in any transactions or have any personal or financial interest, direct or indirect (as defined in the City's Conflict of Interest Code) which would lead the objective, reasonable person to believe that independence of judgment or action in the performance of official duties would be impaired.

II. The following are examples of conduct which the City deems to be conflicts of interest and as such are prohibited:

A. Engaging in private employment or rendering services for private interests when incompatible with the proper discharge of official duties or gives the appearance that independence of judgment or actions in the performance of official duties would be impaired.

B. Without legal authorization, using official influence, insignia of office or disclosing information, either confidential or not generally known or readily available to the public, concerning the property, government or business of the City for the purpose of furthering or influencing any private interest.

C. Appearing on behalf of or attempting to influence any agency, committee or official body of the City for the benefit of any private interest except for appearances by the employee as a member of the general public for self-representation on matters related solely to his or her personal interests.

D. Knowingly participate in any City decision which could affect his or her personal or financial interests. Upon learning of a possible conflict pursuant to this paragraph, the employee must make such facts known to his or her department head.

E. Soliciting or accepting, in the course of employment, directly or indirectly for the employee's personal use, any gift, gratuity, favor, promise of future benefit, discount not available to all public employees, entertainment, loan, or other things of value, from any person or entity doing business with the City, such as, but not limited to, vendors, contractors, developers, agents, attorneys or others.

III. No City employee or contractor who administers, makes recommendations or decisions regarding, or otherwise participates in the review process for disbursement of City sponsored grants or funds (including, but not limited to, Community Development Block Grants, Emergency Shelter Grants, Low and Moderate Income Housing Trust Fund, American Communities Fund, Home Investment Partnership Grants, Housing Enabled Local Partnership (HELP) Fund, Northwest Special Activity Fund, Human Services Endowment Fund, Supporting Housing Grants, Housing Opportunities for Persons with AIDS Grants, or Shelter Plus Care Grants) shall serve on the board of directors or other governing or decision making board of any organization that is applying for these funds. This prohibition applies for the period 12 months before, and 12 months after the employee or contractor's last participation in the disbursement of said City sponsored grants or funds. Such prohibition shall not apply when service on the governing or decision-making board of an organization applying for City grants or funds is by assignment of the City Manager as his or her designee to the board.

IV. Taxpayer Protection Act (Pasadena City Charter, Article XVII)

A City employee who makes a final decision to grant:

A. Any single contract in excess of $25,000, or cumulative contracts with the same person or entity that exceed $25,000 within one fiscal year;

B. Temporary use permits, or other exceptions to established land use plans or ordinances, where the decision has a value in excess of $25,000; or,

C. Tree removals, design review, and/or Pasadena Municipal Code interpretations where the decision has a value in excess of $25,000;

Is prohibited, for a period of one year after leaving employment or five years from the date of the approval, whichever is sooner, from accepting any of the following from the contractor or applicant, or from an officer, director, partner, trustee, or other person with a 10% equity, participation or revenue interest in the contracting entity:

A. Any gift, honoraria, emolument or personal or pecuniary benefit in excess of $50, excluding gift exceptions contained in the State Fair Political Practices Commission regulations (2 CCR 18940, et seq.), and excluding gifts from public agencies or gifts distributed by the City of Pasadena;

B. Any employment for compensation; or,

C. Any campaign contribution for any elective office for which the employee has declared an intent to run, or has established an account into which campaign contributions may be deposited.