



# *CITY COUNCIL AGENDA REPORT*

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**MEETING DATE:** September 18, 2012    **ITEM NUMBER:**

**SUBJECT:** BIENNIAL REVIEW OF CITY CONFLICT OF INTEREST CODE

**DATE:** September 7, 2012

**FROM:** CHIEF EXECUTIVE OFFICE/CITY CLERK DIVISION

**PRESENTATION BY:** BRENDA GREEN, INTERIM CITY CLERK

**FOR FURTHER INFORMATION CONTACT:** BRENDA GREEN/714-754-5221

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## **RECOMMENDATION:**

City Council approve Resolution No. 12-\_\_ Entitled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COSTA MESA, CALIFORNIA, ADOPTING AMENDMENTS TO ITS CONFLICT OF INTEREST CODE."

## **BACKGROUND:**

The Political Reform Act in Government Code Section 87303 requires public agencies to perform a biennial review of, and amend when necessary, the agency's Conflict of Interest Code. This year, the "designated positions" (Attachment B) have been updated to reflect positions which have been added, deleted, or undergone a title change.

## **FISCAL REVIEW:**

No Fiscal Impact.

## **LEGAL REVIEW:**

Legal has reviewed the documents and approved them as to form.

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BRENDA GREEN  
Interim City Clerk

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RICK FRANCIS  
Assistant CEO

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TOM DUARTE  
City Attorney

**Distribution:** Chief Executive Officer, Assistant Chief Executive Officer, City Clerk  
City Attorney, Staff, File

**Attachments:** A Resolution 12-\_\_  
B Designated Positions

RESOLUTION NO. 12-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COSTA MESA, CALIFORNIA, REVISING THE LIST OF DESIGNATED POSITIONS FOR THE CITY'S CONFLICT OF INTEREST CODE

THE CITY COUNCIL OF THE CITY OF COSTA MESA DOES HEREBY  
RESOLVE AS FOLLOWS:

WHEREAS, pursuant to the California Political Reform Act of 1974 every city is required to adopt a conflict of interest code and Costa Mesa has adopted its conflicts code, which appears in Costa Mesa Municipal Code Title 2, Chapter X; and

WHEREAS, the Conflict of Interest Code contains a list of City officials and employees called "designated employees" whose positions involve the making or participation in the making of decisions that may foreseeably have a material financial effect on an economic interest of the employee; and

WHEREAS, the Conflict of Interest Code is required to be amended from time to time to incorporate new state law requirements and update the list of positions of designated employees; and

WHEREAS, the City's Conflict of Interest Code now needs to be amended to update the list of designated positions.

BE IT RESOLVED that the Costa Mesa City Council hereby amends the list of designated positions shown on Appendix "A" with the new, revised Appendix "A" that is attached hereto and incorporated herein.

PASSED AND ADOPTED this 18<sup>th</sup> day of September, 2012.

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Eric R. Bever, Mayor

ATTEST:

APPROVED AS TO FORM:

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Brenda Green, Interim City Clerk

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Thomas Duarte, City Attorney

STATE OF CALIFORNIA )  
COUNTY OF ORANGE ) ss  
CITY OF COSTA MESA )

I, BRENDA GREEN, Interim City Clerk of the City of Costa Mesa, DO HEREBY CERTIFY that the above and foregoing is the original of Resolution No. 12- and was duly passed and adopted by the City Council of the City of Costa Mesa at a regular meeting held on the 18th day of September, 2012, by the following roll call vote, to wit:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

IN WITNESS WHEREOF, I have hereby set my hand and affixed the seal of the City of Costa Mesa this 18th day of September, 2012.

\_\_\_\_\_  
BRENDA GREEN, INTERIM CITY CLERK

(SEAL)

## APPENDIX A

The term "Designated" refers to employees or officials, set forth by position or job classifications. A designated employee or official, for the purpose of this resolution, and in compliance with the City's Conflict of Interest Code (Costa Mesa Municipal Code Section 2-401, et al) shall include a spouse and immediate members of the family. Any person hired or promoted into a job classification included in this resolution shall become a designated employee for the purpose of the City's conflict of Interest Code without further action of the City Council.

### DEPARTMENT/POSITION TITLES

### REPORTING CATEGORY

#### **Chief Executive Officer's Office**

Assistant Chief Executive Officer	All
Management Analyst	All
City Clerk	All
<u>Public Affairs Manager</u>	All
<del>Neighborhood Improvement Manager</del>	All
<del>CDBG/Home Coordinator</del>	All
<del>Assistant City Manager</del>	All

#### **Human Resources**

Administrative Services Director	All
<del>Management Information Services Manager</del>	All
Human Resources Manager	All
<del>Human Resources Administrator</del>	All
Human Resources Analyst	All
Principal Human Resources Analyst	All
Management Analyst	All

#### **City Attorney's Office**

Assistant City Attorney	All
Deputy City Attorney	All

#### **Development Services Department**

<u>Economic &amp; Development Services Director</u>	All
<u>Economic Development Director</u>	All
Development Service Director	All
Assistant Development Services Director	All
Principal Planner	All
Senior Planner	All
Associate Planner	All
Assistant Planner	All
Building Official	All
Building Inspector	All
Senior Electrical Inspector	All
Senior Plumbing/Mechanical Inspector	All
Chief Plans Examiner	All
Plan Checker (consultant)	All

Code Enforcement Officer	1 & 4
Plan Checker	All
Chief of Inspection	All
Chief of Code Enforcement	All
Building Technician I & II	All
Combination Building Inspector	All
Plan Check Engineer	All
Plan Review Consultants	All
Management Analyst	All
Permit Processing Specialist	All

### **Finance and Information Technology Department**

Assistant Finance Director	All
Budget Research Officer	All
Accounting Supervisor	All
Purchasing Supervisor	All
Buyer	All
Revenue Supervisor	All
Tax Auditing Specialist	1 & 4
Protection Analyst	All
Management Analyst	All
Hazardous Materials Specialist (Consultant)	All
Information Technology Manager	All
Telecommunications Manager	All

### **Police Department**

Police Chief	All
Police Captain	All
Police Administrative Services Commander	All

### **Public Services Department**

Director of Public Services	All
City Engineer	All
Senior Engineer	All
Transportation Services Manager	All
Construction Inspector	All
Chief Construction Inspector	All
Assistant Engineer	All
Associate Engineer	All
Maintenance Services Manager	All
Facilities and Equipment Supervisor	All
Contract Administrator	All
Recreation Manager	All

### **Commissions**

Parks and Recreation Commission	All
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