



CITY COUNCIL AGENDA REPORT

MEETING DATE: September 19, 2006

ITEM NUMBER: **VI-20**

SUBJECT: Resolution Amending Conflict of Interest Code

DATE: September 11, 2006

FROM: City Manager

PRESENTATION BY: Julie Folcik, City Clerk

FOR FURTHER INFORMATION CONTACT:

Julie Folcik, City Clerk (714) 754-5225

RECOMMENDATION:

Adopt Resolution revising the City's Conflicts of Interest Code's list of designated employees.

BACKGROUND:

As required by the Political Reform Act every local agency is to review its conflict of interest code biennially to determine its accuracy. As referenced in the City's Conflict of Interest Code (Costa Mesa Municipal Code Section 2-401) a resolution may be adopted to update the list of "designated positions and employees" who are deemed to make, or participate in making, decisions that may foreseeably have a material financial effect on economic interest of the employee.

ANALYSIS:

A review of the City departments was conducted to determine the changes that must be made to the list of designated employees who are required to file the annual conflict of interest forms. It was determined that there were no changes reported for the Finance, Public Services, Police and Fire departments. For the departments of Administrative Services, City Attorney, City Manager, and Development Services there were two positions that was deleted and seven titles that were added or revised. This Resolution (Exhibit A) updates the list of designated employees pursuant to Section 2-401 of Title 2, Chapter X, of the Costa Mesa Municipal Code.

ALTERNATIVES CONSIDERED:

Since State law requires updating the list of designated employees, there is no alternative to this requirement.

FISCAL REVIEW:

There is no fiscal impact.

LEGAL REVIEW:

This report and resolution was reviewed and approved as to form by the City Attorney.

CONCLUSION:

As required by the Political Reform Act a bi-annual review was conducted of the City's conflict of interest code. It is requested that the Council adopt this Resolution which appropriately updates the list of designated employees required to file under the established provisions.



JULIE FOLCIK
City Clerk



ALLAN ROEDER
City Manager

DISTRIBUTION: Allan Roeder, City Manager
Thomas R. Hatch, Assistant City Manager

ATTACHMENT: 1. Resolution revising the List of Designated Positions for the City's Conflict of Interest Code.

RESOLUTION NO. 06-

A RESOLUTION 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 19th day of September, 2006.

Allan R. Mansoor, Mayor

ATTEST:

APPROVED AS TO FORM:

Julie Folcik, City Clerk

Kimberly Hall Barlow, City Attorney

APPENDIX A

Designated employees or officials are set forth by position or job classification and are intended to include one or more persons where one or more appointments have been or will be made to a classified position. A designated employee or official, for the purpose of this ordinance, shall include a spouse and immediate members of the family. Any person hired or promoted into a job classification included in this ordinance shall become a designated employee for the purposes of this ordinance without further action of the City Council.

DEPARTMENT

REPORTING CATEGORY

Administrative Services Department

Administrative Services Director	All
Management Information Services Manager	All
Telecommunications Manager	All
Recreation Manager	All
Human Resources Manager	All
Risk Manager	All
Risk Administrator	All
Management Analyst	All

City Attorney's Office

Assistant City Attorney	All
Senior Deputy City Attorney	All
Deputy City Attorney	All

City Manager's Office

Assistant City Manager	All
Legislative and Public Affairs Manager	All
Neighborhood Improvement Manager	All
Management Analyst	All
CDBG/HOME Coordinator	All
Deputy City Clerk	All
City Clerk	All

Development Services Department

Development Services Director	All
Assistant Development Services Director	All
Planning and Redevelopment Manager	All
Principal Planner	All
Senior Planner	All
Associate Planner	All

Assistant Planner	All
Building Official	All
Chief Building Inspector	All
Senior Building Inspector	All
Building Inspector	All
Chief Electrical Inspector	All
Senior Electrical Inspector	All
Chief Plumbing/Mechanical Inspector	All
Senior Plumbing/Mechanical Inspector	All
Electrical Inspector	All
Chief Plans Examiner	All
Plan Checker	All
Code Enforcement Officer	1 & 4
Plan Checker (Consultant)	All
Chief of Inspection	All
Chief of Code Enforcement	All
Building Technician I & II	All
Combination Inspector	All
Plan Check Engineer	All
Plan Review Consultants	All
Management Analyst	All

Finance Department

Assistant Finance Director	All
Budget Research Officer	All
Accounting Supervisor	All
Purchasing Supervisor	All
Buyer	All
Revenue Supervisor	All
Revenue Investment Specialist	All
Grant Administrator	All
Tax Auditing Specialist	1 & 4
Business License Inspector	1 & 4

Fire Department

Fire Chief	All
Deputy Fire Chief	All
Battalion Chief	All
Fire Division Chief/Fire Marshal	All
Fire Protection Analyst	All
Management Analyst	All
Hazardous Materials Specialist (Consultant)	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
Fairview Park Plan Administrator	All
Facilities and Equipment Supervisor	All

Commissions

Parks and Recreation Commissioners	All
------------------------------------	-----