

RESOLUTION NO. 21-10-05-02

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
DANA POINT, CALIFORNIA, AMENDING THE CITY'S
CONFLICT OF INTEREST CODE**

WHEREAS, the Political Reform Act, California Government Code §81000, et seq., requires the adoption of a Conflict of Interest Code;

WHEREAS, the City is required by law to amend its Conflict of Interest Code when the designated employees covered by the Code have changed;

WHEREAS, on October 1, 2020, the City Council amended its Conflict of Interest Code and designated certain individuals as covered by the Code;

NOW, THEREFORE, the City Council of the City of Dana Point, does resolve, determine, find and order as follows:

Attachment B of Resolution No. 21-10-05-02 is hereby modified to read as indicated in the new Attachment B attached to this resolution.

Any portion of the City's Conflict of Interest Code, which is not expressly modified or repealed, shall remain in full force and effect.

The City Clerk shall certify as to the passage and adoption of this resolution, enter it into the book of original resolutions, and cause the filing of said Conflict of Interest Code in the manner prescribed by law.

PASSED, APPROVED, AND ADOPTED this 5th day of October 2021.



JAMEY FEDERICO, MAYOR

ATTEST:



SHAYNA SHARKE
CITY CLERK

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss
CITY OF DANA POINT)

I, SHAYNA SHARKE, City Clerk of the City of Dana Point, California, do hereby certify that the foregoing is a true and correct copy of Resolution No. 21-10-05-02 adopted by the City Council of the City of Dana Point, California, at a regular meeting thereof, held on the 5th day of October 2021, by the following vote:

AYES: Council Member Mike Frost, Council Member Richard A. Viczorek,
Council Member Michael Villar, Mayor Pro Tem Joseph L. Muller,
Mayor Jamey M. Federico

NOES: None

ABSENT: None

ABSTAIN: None

(SEAL)



Shayna Sharke
City Clerk

ATTACHMENT B

Designated Employees and Disclosure Categories

The following position classifications are held by individuals involved in the making or participation in the making of decisions that may have a material effect on financial interests:

<u>Designated Position</u>	<u>Disclosure Categories</u>
Accountant.....	1
Accounting Supervisor.....	1
Assistant City Manager.....	1
Assistant City Manager/Director of Economic Development and Community Services	1
Building Official.....	1
Building Inspector.....	1
Chief of Police.....	1
Chief Building Inspector.....	1
Planning Manager	1
City Clerk.....	1
City Engineer	1
Code Enforcement Officer.....	1
<u>Code Enforcement Supervisor.....</u>	<u>1</u>
Community Development Manager.....	1
Consultant*	1
Deputy City Clerk.....	1
Director of Public Works/City Engineer.....	1
Director of Administrative Services.....	1
Director of Community Development.....	1
Director of General Services.....	1
Economic Development Manager.....	1
Exempt Officials**	0
Facilities Operations Manager.....	1
Finance Manager.....	1
Fire Chief	1
Human Resources/Risk Manager.....	1
Management Analyst.....	1
Natural Resources Protection Officer.....	1
Parks Manager	1
<u>Parks Superintendent</u>	<u>1</u>
Personnel Analyst.....	1
Principal Engineer.....	1
Principal Planner.....	1
Recreation Supervisor.....	1
Recreation Manager.....	1
Senior Building Inspector.....	1
Senior Construction Inspector.....	1
Senior Civil Engineer.....	1
Senior Management Analyst.....	1
Senior Structural Engineer.....	1
Street Manager/Public Works Inspector.....	1
Senior Planner	1
Ocean Water Quality Subcommittee.....	1
Traffic Improvement Subcommittee.....	1
Arts and Culture Commission.....	1
Financial Review Committee.....	1

* See Attachment C for explanation of Consultant filing.

** The Mayor, City Council Members, Members of the Planning Commission, City Manager, City Attorney, City Treasurer, and officials who manage public investments are all required to file disclosure statements (Form 700) pursuant to State law and thus are not included herein. It has been determined that the positions that manage public investments will file a Statement of Economic Interests pursuant to Government Code §87200.

ATTACHMENT C

Consultants

Commission Regulation 18701 defines "consultant" as an individual who, pursuant to a contract with a state or local government agency:

- A. Makes a governmental decision whether to:
 - (i) Approve a rate, rule, or regulation;
 - (ii) Adopt or enforce a law;
 - (iii) Issue, deny, suspend, or revoke any permit license, application, certificate, approval, order, or similar authorization or entitlement;
 - (iv) Authorize the agency to enter into, modify, or renew a contract, provided it is the type of contract which requires agency approval;
 - (v) Grant agency approval to a contract which requires agency approval and in which the agency is a party or to the specifications for such a contract;
 - (vi) Grant agency approval to a plan, design, report, study, or similar item;
 - (vii) Adopt, or grant agency approval of policies, standards, or guidelines for the agency, or for any subdivision thereof; or
- B. Serves in a staff capacity with the agency and in that capacity participates in making a governmental decision as defined in Regulation 18702.2 or performs the same or substantially all the same duties for the agency that would otherwise be performed by an individual holding a position specified in the agency's Conflict of Interest Code.

Consultant*

Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The City 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 described in the section. Such written determination shall include a description of the consultant's duties and, based upon the description, a statement of the extent of disclosure requirements. The City Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

ATTACHMENT D

Categories of Reportable Economic Interests

Designated Persons in Category "1" Must Report:

All investments, interests in real property, income and any business entity in which the person is a director, officer, partner, trustee, employee, or holds any position of management. These financial interests are only reportable if located within and subject to the jurisdiction of the City, or the business entity is doing business or planning to do business within an area subject to the City's jurisdiction at any time during the two years immediately prior to the filing of the statement.

Designated Persons in Category "2" Must Report:

All investments and business positions in business entities, and income from sources which provide the type of materials, equipment or services of the type used by the employee's department or the City.

SUPPORTING DOCUMENT C**PROPOSED SALARY RANGE ADJUSTMENTS - EFFECTIVE 10/01/2021**

<i>Represented Classifications</i>					
Position Title	Current Salary Minimum	102% of Current Salary Maximum	Proposed Salary Minimum	102% of Proposed Salary Maximum	Percentage Increase to Range Max
Account Clerk	3,704	5,010	3,863	5,122	102.2%
Accounting Technician	4,445	6,012	4,636	6,147	102.2%
Administrative Assistant	4,022	5,440	4,217	5,592	102.8%
Administrative Aide	4,468	6,044	4,686	6,214	102.8%
Assistant Administrative Analyst	4,971	6,723	5,210	6,908	102.8%
Assistant Planner	5,194	7,025	5,457	7,236	103.0%
Associate Planner	6,008	8,126	6,265	8,308	102.2%
Building Facilities Maint. Wrkr I	3,718	5,029	3,820	5,065	100.7%
Building Facilities Maint. Wrkr II	4,130	5,587	4,244	5,628	100.7%
Building Facilities Maint. Wrkr III	4,590	6,208	4,716	6,253	100.7%
Building Inspector	5,360	7,250	5,576	7,394	102.0%
City Clerk Specialist	4,590	6,208	4,682	6,208	100.0%
Code Enforcement Officer	4,965	6,716	5,193	6,886	102.5%
Code Enforcement Supervisor	5,958	8,059	6,232	8,263	102.5%
Code Enforcement Technician	4,220	5,709	4,414	5,853	102.5%
Engineering Technician III	5,799	7,843	6,036	8,004	102.1%
Parks Coordinator	4,468	6,044	4,686	6,214	102.8%
Parks Maintenance Worker III	4,590	6,208	4,716	6,253	100.7%
Parks Supervisor	6,265	8,474	6,467	8,575	101.2%
Permit Technician	4,296	5,811	4,514	5,985	103.0%
Recreation Coordinator	4,468	6,044	4,686	6,214	102.8%
Recreation Specialist	3,798	5,137	3,983	5,282	102.8%
Recreation Supervisor I	4,739	6,410	4,919	6,522	101.7%
Recreation Supervisor II	5,916	8,001	6,155	8,161	102.0%
Senior Account Clerk			4,249	5,634	<i>new</i>
Senior Administrative Assistant	4,468	6,044	4,686	6,214	102.8%

Senior Building Inspector	6,950	9,400	7,232	9,589	102.0%
Senior Construction Inspector	6,306	8,529	6,593	8,742	102.5%
Senior Permit Technician	5,075	6,865	5,229	6,933	101.0%

<i>Part-time Positions: Hourly Range</i>	Current Salary Minimum	102% of Current Salary Maximum	Proposed Salary Minimum	102% of Proposed Salary Maximum	Percentage Increase to Range Max
Administrative Intern	13.11	17.58	13.63	18.08	102.8%
Administrative Assistant	23.20	31.38	24.33	32.26	102.8%
Public Works Intern	13.43	18.02	13.99	18.55	102.9%
Records Assistant	20.22	27.35	21.05	27.91	102.0%
Recreation Leader	12.01	15.92	12.61	16.72	105.0%
Staff Aide	13.11	17.58	13.63	18.08	102.8%

<i>Non-Represented Classifications</i>					
Position Title	Current Salary Minimum	Current Salary Maximum	Proposed Salary Minimum	Proposed Salary Maximum	Percentage Increase to Range Max
Accountant	5,546	7,501	5,781	7,666	102.2%
Accounting Supervisor	7,195	9,730	7,620	10,104	103.8%
Asst. City Manager/Dir. Economic Development & Community Svcs	13,794	18,657	14,379	19,066	102.2%
Assistant Engineer	5,730	7,750	5,891	7,811	100.8%
Associate Engineer	7,162	9,687	7,511	9,960	102.8%
Building Official	10,027	13,562	10,348	13,722	101.2%
Chief Building Inspector	8,340	11,280	8,678	11,507	102.0%
City Clerk	8,731	11,809	9,123	12,097	102.4%
City Councilmember	719	719	719	719	100.0%
City Engineer	10,027	13,562	10,348	13,722	101.2%
City Manager	18,333	20,833	18,333	20,833	100.0%
City Planning Commissioner	150	150	150	150	100.0%
Community Development Manager	8,107	10,965	8,517	11,294	103.0%
Community Outreach Worker	4,971	6,723	5,210	6,908	102.8%
Deputy City Clerk	5,691	7,698	5,805	7,698	100.0%
Dir. Community Development	12,540	16,961	13,072	17,333	102.2%

Dir. General Services	11,286	15,264	11,765	15,600	102.2%
Dir. Public Works/City Engineer	12,540	16,961	13,072	17,333	102.2%
Economic Development Manager	11,286	15,264	11,765	15,600	102.2%
Executive Assistant	5,351	7,238	5,575	7,392	102.1%
Facilities Operations Manager	8,107	10,965	8,517	11,294	103.0%
Finance Manager	7,914	10,704	8,476	11,239	105.0%
Human Resources/Risk Manager	6,974	9,432	7,469	9,904	105.0%
Management Analyst	5,949	8,046	6,158	8,166	101.5%
Natural Resources Protection Officer	5,854	7,918	6,078	8,059	101.8%
Parks Manager	8,107	10,965	8,517	11,294	103.0%
Parks Superintendent	6,891	9,321	7,240	9,600	103.0%
Personnel Analyst	5,949	8,046	6,158	8,166	101.5%
Planning Manager	10,027	13,562	10,348	13,722	101.2%
Principal Engineer	8,882	12,013	9,172	12,162	101.2%
Principal Planner	8,107	10,965	8,517	11,294	103.0%
Recreation Manager	8,107	10,965	8,517	11,294	103.0%
Senior Civil Engineer (Water Quality, Engineering, or Construction)	8,301	11,227	8,572	11,366	101.2%
Senior Management Analyst	6,841	9,252	7,082	9,391	101.5%
Senior Personnel Analyst	6,841	9,252	7,082	9,391	101.5%
Senior Planner	7,150	9,671	7,329	9,718	100.5%
Senior Structural Engineer	8,301	11,227	8,572	11,366	101.2%
Street Manager/PW Inspector	8,107	10,965	8,517	11,294	103.0%