

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
SUBJECT: ADOPTING AMENDED CONFLICT OF INTEREST CODE  
STAFF PRESENTER: TERRI A. GRIFFIN, CITY CLERK  
CITY MANAGER'S OFFICE

AGENDA ACTION: RESOLUTION

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ISSUE

Should the City Council adopt an amended Conflict of Interest Code (Code) for the City of Santa Rosa?

BACKGROUND

1. The Political Reform Act requires certain City officials, specified in section 87200 of the California Government Code, to file economic disclosure forms ("Form 700") and abstain from making or participating in making governmental decisions which have a reasonably foreseeable material effect on an economic interest. The officials specified in Government Code section 87200 include City Council members, Planning Commissioners, City Manager, City Attorney, and Chief Financial Officer.
2. The Political Reform Act also requires the City to adopt a local conflict of interest code that enumerates specific City positions that involve the making or participation in the making of governmental decisions, which may foreseeably have a material financial effect on any economic interest. The positions designated in the City's Conflict of Interest Code are also required to file a Form 700.
3. Government Code section 87306.5 requires the City to review and, as needed, amend its Conflict of Interest Code biennially in even-numbered years. In that positions may have been created or deleted since the Code was last amended, the list of designated positions is reviewed to determine whether there is a need to modify the list of designated positions required to file a Form 700. In addition, each department reviews the functions and duties performed by certain positions within the department to determine whether those positions should be included in the City's Conflict of Interest Code.

ANALYSIS

Staff has reviewed the list of designated positions (Appendix A) and recommends the following changes:

# APPROVAL OF AMENDMENTS TO CONFLICT OF INTEREST CODE

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## City Manager's Office

Assistant City Manager	Deleted
Deputy City Manager	Added
Violence Prevention Partnership Program Manager	Title Changed

## Community Development

Assistant Director – Chief Building Official	Title Changed
Code Enforcement Officer	Added
Deputy Director - Planning	Added
Development Review Coordinator	Moved to Utilities

## Finance Department

Budget and Financial Analysis Manager	Deleted
Deputy Director – Finance	Added
Principal Financial Analyst	Added

## Fire Department

Division Chief Fire Marshal	Title Changed
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## Recreation and Parks

General Services Administrator	Deleted
Marketing and Outreach Coordinator	Added
Recreation Coordinator (Public Arts Program)	Added
Recreation Superintendent	Deleted

## Transportation and Public Works

Development Review Coordinator	Moved to Utilities
Marketing and Outreach Coordinator	Added
Right of Way Agent	Deleted
Transportation Planner	Added

## Utilities

Deputy Director – Engineering Services	Deleted
Deputy Director – Water and Engineering Resources	Title Changed
Deputy Director – Utilities Administration	Added
Utilities Project Development Manager	Deleted
Development Review Coordinator	Moved to Utilities
Marketing and Outreach Coordinator	Added
Materials Engineer	Deleted
Senior Environmental Specialist	Added
Supervising Engineer	Title Changed
Water Use Efficiency Coordinator	Added

## Boards/Commissions/Committees

Art in Public Places Committee	Added
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### RECOMMENDATION

It is recommended by the City Clerk that the Council, by resolution, adopt an amended Conflict of Interest Code for the City of Santa Rosa.

Author: Terri A. Griffin, City Clerk

Attachments:

1. Redline List of Designated Positions (Appendix A)
2. FPPC Regulation section 18730 – Provisions of Conflict of Interest Codes