

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: STEPHANIE WILLIAMS, CITY CLERK
CITY MANAGER'S OFFICE
SUBJECT: ADOPTING AMENDED CONFLICT OF INTEREST CODE

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the City Clerk that the Council, by resolution, adopt an amended Conflict of Interest Code for designated positions in the City of Santa Rosa as required by the Political Reform Act to be done biennially in even-numbered years.

EXECUTIVE SUMMARY

The Political Reform Act requires all departments and advisory boards that have previously adopted conflict of interest codes to review the designated positions biennially in even-numbered years and report to the Council any necessary amendments.

BACKGROUND

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.

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.

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

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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.

PRIOR CITY COUNCIL REVIEW

On October 13, 2020, the City Council adopted Resolution No. RES-2020-168 to amend Conflict of Interest Code for the City of Santa Rosa.

ANALYSIS

Staff has reviewed the list of designated positions (Attachment 1) and recommends the following changes:

Finance

Parking Program Coordinator	Deleted
Revenue Operations Supervisor	Deleted

Fire Department

Administrative Services Officer	Deleted
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Housing and Community Services

Homeless Services	Deleted
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Human Resources

Deputy Director	Added
Employee Relations Manager	Deleted
Employment Services Manager	Deleted

Planning and Economic Development

Assistant Chief Building Official	Added
Assistant City Manager	Deleted

Transportation & Public Works

City Engineer	Added
Assistant City Manager/City Engineer	Deleted
Facilities & Planning Coordinator	Added
Materials Associate	Added
Materials Engineer	Added
Real Property Manager	Added
Stores Specialist	Added

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Water

Associate Right of Way Agent	Deleted
Deputy Director – Engineering Resources	Added
Deputy Director – Water and Engineering Resources	Deleted
Development Review Coordinator	Deleted
Geysers Operations and Maintenance Coordinator	Deleted
Real Property Manager	Deleted
Revenue Operations Supervisor	Added
Senior Buyer	Deleted
Utilities Mechanical Superintendent	Deleted
Wastewater Maintenance Supervisor	Added

FISCAL IMPACT

Approval of this action does not have a fiscal impact on the General Fund.

ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guidelines Section 15378.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

City Clerk notified all City departments on March 3, 2022, to review and amend their conflict of interest codes and to provide any modifications by March 31, 2022. An updated conflict of interest codes was provided to all departments with their changes on July 11, 2022 and asked to submit final revisions by July 22, 2022.

ATTACHMENTS

- Attachment 1 – Redline Conflict of Interest Code
- Attachment 2 – FPPC Regulation 18730
- Resolution/Exhibit A – Conflict of Interest Code

CONTACT

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