

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: DINA MANIS, 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 September 27, 2022, the City Council adopted Resolution No. RES-2022-196 to amend Conflict of Interest Code for the City of Santa Rosa.

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:

Communications and Intergovernmental Relations

Community Engagement Manager Added

Fire Department

Division Chief Added

Housing and Community Services

Deputy Director Deleted

Human Resources

Employee Relations Manager Added

Information Technology

Information Technology Deputy Director Added

Information Technology Cybersecurity Manager Added

Information Technology Supervisor Added

Office of Community Engagement

Deputy Director Deleted

Program Manager – Violence Prevention Deleted

Planning and Economic Development

Community Development Technician Added

Marketing and Outreach Coordinator Deleted

Senior Community Development Technician Added

Recreation & Parks

**Department Name
Change**

Deputy Director – Park Planning Added

Director Added

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Program Manager – Violence Prevention Partnership Added

Transportation & Public Works

Associate Real Property Agent Added
Deputy Director – Park Planning Deleted
Fleet Maintenance Supervisor Added
Safety and Training Coordinator Added
Street Maintenance Supervisor Added

Water

Water Reuse Operations Supervisor Added
Water Quality System Supervisor Title Change only
Water Quality Manager Added

Boards/Agencies/Commissions/Consultants

Public Financing Authority 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 May 1, 2024, to review and amend their conflict of interest codes and to provide any modifications by June 1, 2024. An updated conflict of interest codes was provided to all departments with their changes on July 19, 2024 and asked to submit final revisions by July 30, 2024.

ATTACHMENTS

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

PRESENTER

Dina Manis, City Clerk