

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: DAISY GOMEZ, 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 the City of Santa Rosa.

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 December 2, 2014, the City Council adopted Resolution No. 28583 to amend Conflict of Interest Code for the City of Santa Rosa.

ANALYSIS

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

City Manager's Office

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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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 Guideline section 15378.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

City Clerk notified all City departments on September 2, 2016 to review and amend their conflict of interest codes and to provide any modifications by October 3, 2016.

ATTACHMENTS

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

CONTACT

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