



# Biennial Conflict of Interest Code Review

City Council Meeting  
September 27, 2022

Stephanie Williams  
City Clerk

# Mandated Provision

As required by the Political Reform Act (Government Code Section 87300 et. seq.), the City is required to review and amend, biennially, the previously adopted Conflict of Interest Code. This Code designates employees who must periodically disclose certain personal financial holdings based on their position by filing a Statement of Economic Interests (Form 700). These filers are informally referred to as designated officials.

# PROCESS

- 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.
- 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.
- 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.
- Staff has reviewed the list of designated positions and recommends the changes included in Exhibit A.

# 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.