

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

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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.

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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 13, 2016, the City Council adopted Resolution No. 28893 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 Attorney's Office**

Chief Assistant City Attorney	Added
Parking Citation Hearing Officer	Added

**City Manager's Office**

Associate-Right-of-Way	Added
Communications & Intergovernmental Relations Officer	Added
Executive Management Assistant	Deleted

**Human Resources**

Principal Human Resources Analyst	Added
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**Planning & Economic Development**

Arts Coordinator	Added
Assistant Civil Engineer	Added
Associate Civil Engineer	Added
Chief Building Inspector	Deleted
Civil Engineering Technician	Added
Economic Development Manager	Title Changed
Quality Control Associate	Added

**Recreation and Parks**

Arts Coordinator	Moved to Planning & Economic Development
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**Water**

Associate Right-of-Way Agent	Added
Department Information Technology Supervisor	Title Changed
Deputy Director-Engineering Resources	Added
Environmental Services Officer	Title Changed
Senior Buyer	Added
Sustainability Coordinator	Title Changed
Wastewater Reclamation Superintendent	Title Changed
Wastewater Treatment Supervisor	Title Changed
Water Reuse Engineer	Title Changed

**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 August 13, 2018 to review and amend their conflict of interest codes and to provide any modifications by August 30, 2018.

**ATTACHMENTS**

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

**CONTACT**

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