

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 September 25, 2018, the City Council adopted Resolution No. RES-2018-162 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:

City Manager's Office

Associate-Right-of-Way	Deleted
Communications & Intergovernmental Relations Officer	Deleted
Deputy City Manager	Deleted
Joint Powers Authority Administrator	Deleted

Communications and Intergovernmental Relations

Department Added

Chief Communications and Intergovernmental Relations Officer	Added
Intergovernmental Relations and Legislative Officer	Added
Marketing & Outreach Coordinator	Added

Finance

Financial Analysis Manager	Title Changed from Principal Financial Analyst
Parking Citation Review Officer	Deleted
Parking Program Coordinator	Added
Payroll Manager	Deleted
Revenue Manager	Deleted

Fire

Emergency Preparedness Manager	Title Changed from Emergency Preparedness Coordinator
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Housing and Community Services

Code Enforcement Officer	Deleted (Moved to Planning & Economic Development)
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Program Specialist I/II	Added
Senior Code Enforcement Officer	Deleted (Moved to Planning & Economic Development)

Office of Community Engagement

Director	Deleted
Deputy Director	Added

Planning & Economic Development

Arts and Culture Coordinator	Title Changed from Arts Coordinator
Assistant Engineer	Title Changed from Assistant Civil Engineer
Building Inspector Trainee	Added
City Planner Trainee	Added
Code Enforcement Officer	Added (Moved from Housing & Community Services)
Deputy Director – Economic Development	Title Changed from Economic Development Manager
Director/Assistant City Manager	Title Changed from Director
Program Specialist I/II	Added
Senior Code Enforcement Officer	Added (Moved from Housing & Community Services)

Recreation Department

Deputy Director – Parks	Deleted
Director	Deleted
Marketing & Outreach Coordinator	Deleted
Parks Maintenance Superintendent	Deleted

Transportation & Public Works

Active Transportation Planner	Added
Assistant Engineer	Added
Assistant Land Surveyor	Added
Associate Land Surveyor	Added
Associate Traffic Engineer	Added
Civil Engineering Technician	Added
Deputy Director – Park Planning	Added
Director/Assistant City Manager/City Engineer	Title Changed from Director/City Engineer
Fleet Superintendent	Title Changed from Fleet Maintenance Superintendent
Marketing & Outreach Coordinator	Deleted
Quality Control Associate	Added
Supervising Land Surveyor	Added
Zero Waste Coordinator	Added

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Water

Deputy Director – Water Resources	Title Changed from Deputy Director – Engineering Resources
Deputy Director – Water and Sewer Operations	Title Changed from Deputy Director – Local Operations
Deputy Director – Regional Water Reuse Operations	Title Changed from Deputy Director – Utility Operations
Director	Title Changed from Director/City Engineer
Real Property Manager	Title Changed from Right-of-Way Agent
Stormwater and Creeks Manager	Added

Boards/Agencies/Commissions/Consultants

Oversight Board to the City of Santa Rosa as Successor Agency	Deleted
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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 April 15, 2020 to review and amend their conflict of interest codes and to provide any modifications by June 1, 2020.

ATTACHMENTS

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

CONTACT

Stephanie Williams, City Clerk

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