

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

The City Clerk's Office recommends that the Council, by resolution, adopt an amended Conflict of Interest Code for designated positions within the City of Santa Rosa, as required by the biennial review provisions of the Political Reform Act. Approval of this action has no impact on current fiscal year budget.

EXECUTIVE SUMMARY

The Political Reform Act requires local agencies to review their conflict of interest codes biennially in even-numbered years and determine whether amendments are necessary due to changed circumstances. The proposed amendments update the City's designated positions to reflect organizational changes and positions that have been added, deleted, renamed, or transferred since the Code was last amended in 2024.

GOAL

This item relates to Council Strategic Priority #1 – Achieve and Maintain Fiscal Sustainability and Budgeting Excellence by supporting governmental accountability, financial transparency, and compliance with the Political Reform Act.

BACKGROUND/PRIOR COUNCIL REVIEW

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

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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.

The Council has adopted previous amendments to the Conflict of Interest Code, as identified in Exhibit A to the Resolution. The Code was most recently amended on September 24, 2024, by Resolution No. RES-2024-151.

ANALYSIS

Government Code Section 87306.5 requires the City to review its Conflict of Interest Code biennially in even-numbered years and amend the Code when changed circumstances make an amendment necessary. Because positions and organizational structures may have changed since the Code was last amended, each department reviewed its positions and their assigned duties to determine whether the list of positions required to file a Form 700 should be updated.

Staff has reviewed the list of designated positions (Attachment 1) and recommends the following changes:

City Attorney's Office

Law Office Supervisor

Title Change only

Parking Citation Hearing Officer

Deleted

Communications and Intergovernmental Relations (CIRO)

Chief Communications and Intergovernmental Relations Officer

Deleted (Moved to City Manager's Office)

Community Engagement Manager

Deleted (Moved to City Manager's Office)

Intergovernmental Relations and Legislative Officer

Deleted (Moved to City Manager's Office)

Marketing and Outreach Coordinator

Deleted (Moved to City Manager's Office)

Deleted (Moved to City Manager's Office)

City Manager's Office

Communications and Intergovernmental Relations Officer

Added /Title Change (Moved from CIRO)

Community Engagement Manager

Added (Moved from CIRO)

Intergovernmental Relations and Legislative Officer

Added (Moved from CIRO)

Marketing and Outreach Coordinator

Added (Moved from CIRO)

Finance Department

Parking Manager

Deleted

Stores Specialist

Added

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Warehouse Coordinator Added

Housing and Community Services and Recreation Division

Deputy Director - Recreation

Department Name
Change
Added (Moved from
Recreation & Parks)

Human Resources

Labor Relations Manager

Title Change only

Planning and Economic Development Department

Arts and Culture Manager

Title Change only

Assistant Chief Building Official

Deleted

Building Inspector I/II

Title Change only

Building Plans Examiner

Title Change only

Code Enforcement Officer I/II

Added

Community Development Technician

Deleted

Housing and Community Services Tech

Added

Parking Citation Hearing Officer

Added

Permit Intake Manager

Deleted

Parking Manager

Added

Permit Services Technician I/II

Added

Economic Development Program Specialist I/II

Title Change only

Senior Permit Services Technician

Title Change only

Supervising Building Inspector

Added

Supervising Permit Technician

Added

Police Department

Technical Services Manager

Title Change only

Recreation & Parks Department

Deleted

Administrative Services Officer

Deleted

Deputy Director – Park Planning

Deleted

Deputy Director – Recreation Director

Deleted (Moved to
Housing and
Community Services
and Recreation
Division)

Transportation & Public Works and Parks Division

Civil Engineering Technician I/II/III

Title Change only

Facilities Maintenance and Operations Coordinator

Deleted

Facilities Maintenance Supervisor

Added

Fleet and Equipment Superintendent

Title Change only

Fleet and Equipment Supervisor

Title Change only

Park Maintenance Superintendent

Added

Park Maintenance Supervisor

Added

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Project Manager	Added
Warehouse Coordinator	Title Change only
Zero Waste Coordinator	Deleted

Water

Assistant Engineer	Added
Communications Coordinator	Added
Department Information Technology Supervisor	Deleted
Deputy Director – Water Administration	Title Change only
Information Technology Supervisor	Added
Quality Assurance Program Coordinator	Title Change only
Quality Control Associate	Added
Senior Engineer Water Reuse Systems	Added
Senior Water Resources Planner	Deleted
Stores Specialist	Deleted
Trucked Waste Program Coordinator	Added
Warehouse Coordinator	Added
Water Systems Technician Manager	Added
Water Resources Manager	Added
Water Reuse Engineer	Deleted
Water Reuse Maintenance Supervisor	Added

Boards/Agencies/Commissions/Consultants

Cultural Heritage Board Members	Deleted
Design Review and Preservation Board	Title Change only

FISCAL IMPACT

Approval of this action does not have a fiscal impact on the General Fund.

ENVIRONMENTAL IMPACT

Pursuant to CEQA Guidelines Section 15378(b)(5), the recommended action is not a “project” subject to the California Environmental Quality Act (CEQA) because amending the City’s Conflict of Interest Code to update designated positions is an administrative activity that will not result in either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment. In the alternative, the recommended action is exempt from CEQA pursuant to CEQA Guidelines Section 15061(b)(3) because it can be seen with certainty that there is no possibility that the recommended action may have a significant effect on the environment.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

On May 11, 2026, the City Clerk's Office directed all City departments to review their designated positions and submit proposed modifications by June 1, 2026. On July 1, 2026, the City Clerk's Office distributed an updated draft reflecting the departmental changes and requested final revisions by July 24, 2026.

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