



CITY OF  
**FOLSOM**  
DISTINGUISHED BY NATURE

## Folsom City Council Staff Report

<b>MEETING DATE:</b>	11/12/2024
<b>AGENDA SECTION:</b>	Consent Calendar
<b>SUBJECT:</b>	Resolution No. 11285 - A Resolution Repealing Resolution No. 11260 and Designating Conflict of Interest Filing Positions and Disclosure Categories
<b>FROM:</b>	City Clerk's Department

### RECOMMENDATION / CITY COUNCIL ACTION

Staff recommends that the City Council approve Resolution No. 11285 - A Resolution Repealing Resolution No. 11260 and Designating Conflict of Interest Filing Positions and Disclosure Categories.

### BACKGROUND / ISSUE

All local California agencies are required to establish a Conflict of Interest Code. The purpose of a Conflict of Interest Code is to ensure that public officials and employees make decisions impartially, without undue influence from personal financial interests. This code aims to promote transparency and accountability by requiring individuals in positions of authority to disclose their financial interests that could potentially conflict with their public duties. By clearly defining disclosure requirements and prohibitions, the Conflict of Interest Code helps prevent corruption and maintains public trust in the integrity of city government operations.

Resolution No. 11260 was approved by the City Council on September 24, 2024. After approval, staff discovered that the resolution's exhibit was incorrect. Accordingly, an updated and corrected resolution and exhibit are now submitted for approval.

## **POLICY / RULE**

Under the Political Reform Act, specifically Government Code Section 87303 et seq., agencies must review their Conflict of Interest Codes every two years to assess the need for revisions. The City's last update was completed in 2022.

Section 7.01 of the City's Charter stipulates that "[t]he use of public office for private gain is prohibited. The City Council shall implement this prohibition by ordinance adopting and ensuring compliance with the laws of the State of California regarding such conflicts..."

Folsom Municipal Code Section 2.34.030 et seq. grants the City Council the authority to designate by resolution those positions involved in making or participating in decisions that could materially affect any financial interest.

## **ANALYSIS**

The City of Folsom's Conflict of Interest Code designates specific staff positions within the City that make or are involved in making financial decisions. Examples of financial decisions made by staff include contracting for services, purchasing goods and supplies, and overseeing financial investments or expenditures. Each designated position is assigned one or more disclosure categories based on the position's responsibility and authority. For example, positions involving contracting and purchasing are categorized under Disclosure Category 2.

For this year's update, department heads have reviewed the 2022 list of designated positions and their corresponding disclosure categories to identify any necessary updates. This review assessed whether positions should be added, removed, or reclassified based on their decision-making responsibilities and potential impact on personal financial interests.

Since the 2022 update to the Conflict of Interest Code, there have been changes in positions, including additions, reassignments, deletions, and re-titling. As a result, the appendix of designated positions also requires revision to accurately reflect the current structure and titles.

## **ATTACHMENTS**

1. Resolution No. 11285 - A Resolution Repealing Resolution No. 11260 and Designating Conflict of Interest Filing Positions and Disclosure Categories
2. Resolution No. 11260 - A Resolution Repealing Resolution No. 10900 and Designating Conflict of Interest Filing Positions and Disclosure Categories

Submitted,

Christa Freemantle, CMC  
City Clerk

## **ATTACHMENT 1**

**Resolution No. 11285 - A Resolution Repealing Resolution No. 11260 and Designating Conflict of Interest Filing Positions and Disclosure Categories**

**RESOLUTION NO. 11285**

**A RESOLUTION REPLACING RESOLUTION NO. 11260  
AND DESIGNATING CONFLICT OF INTEREST FILING POSITIONS  
AND DISCLOSURE CATEGORIES**

**WHEREAS**, the Political Reform Act, Government Code Section 87303 et seq. requires that agencies review biennially in even-numbered years the provisions of their Conflict of Interest Code, which includes designated positions and disclosure categories; and

**WHEREAS**, persons holding these positions are designated public officials, officials, employees and consultants as defined in Government Code Section 82019 et seq. are deemed to make or participate in the making of decisions which may foreseeably have a material effect on any personal financial interest; and

**WHEREAS**, Chapter 2.34 of the Folsom Municipal Code pertaining to the Conflict of Interest Code, authorizes the City Council to designate by resolution those designated Conflict of Interest staff positions which should file statements of economic interests; and

**WHEREAS**, that as a result of the review mandated by Government Code Section 87300 et seq. it has been determined that the current list of designated positions and disclosure categories should be updated:

**NOW THEREFORE, BE IT RESOLVED**, that Resolution No. 11260, which established the prior list of designated filers and disclosure categories is hereby replaced; and

**BE IT FURTHER RESOLVED**, that all public officials, officials, elected and appointed officers, persons holding designated positions and consultants that are subject to the filing and disclosure requirements pursuant to Exhibit "A" in accordance to the disclosure categories as set forth in Exhibit "B" shall file statements of economic interests in accordance with the forms and procedures established by the California Fair Political Practices Commission.

**PASSED AND ADOPTED** on this 12<sup>th</sup> day of November, 2024, by the following roll-call vote:

**AYES:** Councilmember(s):  
**NOES:** Councilmember(s):  
**ABSENT:** Councilmember(s):  
**ABSTAIN:** Councilmember(s):

\_\_\_\_\_  
Michael D. Kozlowski, MAYOR

ATTEST:

\_\_\_\_\_  
Christa Freemantle, CITY CLERK

**EXHIBIT "A"**

CITY OF FOLSOM  
CONFLICT OF INTEREST CODE  
APPENDIX OF DESIGNATED OFFICIALS/EMPLOYEES

I. Designated Positions.

The positions listed below constitute the list of designated positions required by the City of Folsom’s conflict of interest code (Folsom Municipal Code Chapter 2.34). Individuals holding these positions as designated public officials, officials, employees and consultants as defined in Government Code Section 82019 et seq. are deemed to make or participate in the making of decisions which may foreseeably have a material effect on any financial interest. The individuals occupying the designated positions shall disclose their economic interests in accordance with the corresponding disclosure categories, defined in Exhibit B.

<b>Dept</b>	<b>Position/Category</b>
City Attorney's Dept	Assistant City Attorney / CAT-01
City Attorney's Dept	City Attorney / 87200* Filer
City Attorney's Dept	Legal Analyst / CAT-02, CAT-04
City Attorney's Dept	Legal Secretary / CAT-01
City Clerk's Dept	City Clerk / CAT-01
City Clerk's Dept	Deputy City Clerk / CAT-02
City Manager's Dept	Administrative Support Specialist / CAT-02
City Manager's Dept	City Manager / 87200* Filer
City Manager's Dept	Communications Director / CAT-02
City Manager's Dept	Digital Communications Specialist / CAT-02
Community Development Dept	Associate Planner / CAT-03
Community Development Dept	Building Inspector I/II / CAT-03, CAT-04
Community Development Dept	Building Inspector Supervisor / CAT-03, CAT-04
Community Development Dept	City Engineer / CAT-02, CAT-03
Community Development Dept	Code Enforcement Officer I/II / CAT-02, CAT-03
Community Development Dept	Code Enforcement Supervisor / CAT-03
Community Development Dept	Community Development Director / CAT-01
Community Development Dept	Plan Check Engineer / CAT-03, CAT-04
Community Development Dept	Planning Manager / CAT-01
Community Development Dept	Principal Civil Engineer / CAT-01
Community Development Dept	Principal Planner / CAT-02, CAT-03
Community Development Dept	Senior Civil Engineer / CAT-02, CAT-03
Community Development Dept	Senior Planner / CAT-03, CAT-04

Community Development Dept	Urban Forester / CAT-03, CAT-04
Environmental and Water Resources Dept	Associate Civil Engineer / CAT-02, CAT-03
Environmental and Water Resources Dept	Director of Environmental/Water Resources / CAT-01
Environmental and Water Resources Dept	Management Analyst / CAT-02
Environmental and Water Resources Dept	Principal Engineer / CAT-02, CAT-03
Environmental and Water Resources Dept	Utility Maintenance Supervisor / CAT-02, CAT-04
Environmental and Water Resources Dept	Utility Manager / CAT-02, CAT-03, CAT-04
Environmental and Water Resources Dept	Wastewater Collection Supervisor / CAT-02, CAT-04
Environmental and Water Resources Dept	Water Distribution Supervisor / CAT-02
Environmental and Water Resources Dept	Water Treatment Plant Supervisor / CAT-02, CAT-04
Finance Dept	Deputy Treasurer / CAT-02
Finance Dept	Finance Director / Chief Financial Officer / 87200* Filer
Finance Dept	Financial Services Manager / CAT-01
Finance Dept	Information Systems Manager / CAT-02
Finance Dept	Revenue Supervisor / CAT-01, CAT-03
Finance Dept	Revenue/Disbursements Manager / CAT-01
Fire Dept	Fire Battalion Chief / CAT-02
Fire Dept	Fire Chief / CAT-01
Fire Dept	Fire Division Chief / CAT-02
Fire Dept	Fire Prevention Officer / CAT-02
Human Resources Dept	Human Resources Director / CAT-01
Human Resources Dept	Management Analyst / CAT-02
Human Resources Dept	Senior Management Analyst / CAT-02
Library Services	Library Director / CAT-02
Library Services	Library Supervisor / CAT-01
Lobbyist	Consultant / CAT-01
Parks and Recreation Dept	Community & Cultural Services Manager / CAT-02, CAT-03
Parks and Recreation Dept	Facilities Maintenance Supervisor / CAT-02, CAT-03
Parks and Recreation Dept	Parks and Recreation Director / CAT-01
Parks and Recreation Dept	Parks Maintenance Supervisor / CAT-02, CAT-03
Parks and Recreation Dept	Parks/Facilities Maintenance Manager / CAT-02, CAT-03
Parks and Recreation Dept	Recreation Supervisor / CAT-02, CAT-03

Parks and Recreation Dept	Senior Management Analyst / CAT-02
Parks and Recreation Dept	Senior Recreation Coordinator / CAT-01
Parks and Recreation Dept	Senior Trails Planner / CAT-02, CAT-03
Parks and Recreation Dept	Zoo Manager / CAT-02, CAT-03
Police Dept	Animal Control Officer / CAT-02, CAT-04
Police Dept	Commander / CAT-01
Police Dept	Police Chief / CAT-01
Police Dept	Police Lieutenant / CAT-02
Public Works Dept	Engineering Manager / CAT-02, CAT-03
Public Works Dept	Environmental Specialist Supervisor / CAT-02, CAT-04
Public Works Dept	Public Works Director / CAT-01
Public Works Dept	Section Manager / CAT-02, CAT-04
Public Works Dept	Senior Civil Engineer / CAT-02, CAT-03
Public Works Dept	Senior Environmental Specialist / CAT-01
Public Works Dept	Senior Management Analyst / CAT-02
Public Works Dept	Senior Traffic Control/Light Technician / CAT-01
Public Works Dept	Solid Waste Supervisor / CAT-01
Public Works Dept	Solid Waste/Fleet Manager / CAT-02, CAT-04
Public Works Dept	Streets Operations Supervisor / CAT-02, CAT-03
Special Counsel	Consultant / CAT-01

\* "87200 Filer(s)" refers to filers identified within Government Code section 87200\* et seq, This section establishes certain requirements for members of planning commissions, mayors, city managers, city attorneys, city treasurers, members of city councils, other public officials who manage public investments, and candidates for any of these offices to file statements of economic interest disclosing investments, interests in real property (excluding principal or personal residence) and any income received.

## **EXHIBIT "B"**

### **CITY OF FOLSOM CONFLICT OF INTEREST CODE DISCLOSURE CATEGORIES**

#### **Disclosure Categories**

##### **Category 1 – Officials and employees whose duties are broad and indefinable:**

Investments and business positions in business entities, and income including loans, gifts, and travel payments from sources located in or doing business in the jurisdiction.

Interests in real property located in the jurisdiction, including property located within a two-mile radius of any property owned or used by the City or within two miles of the boundaries of the City.

##### **Category 2 – Officials and employees whose duties involve contracting or purchasing:**

Investments and business positions in business entities and sources of income including those that provide services, supplies, materials, machinery or equipment of the type utilized by the City.

##### **Category 3 – Officials and employees whose decisions may affect real property interests:**

Investments and business positions in business entities and income including loans, gifts, and travel payments from sources that provide services, supplies, materials, machinery, or equipment of the type utilized by the City.

Engage in land development, construction or the acquisition or sale of real property.

Interests in real property located within the jurisdiction, including property located within a two-mile radius of any property owned or used by the City.

##### **Category 4 – Officials and employees with regulatory powers:**

Investments and business positions in business entities and sources of income including loans, gifts, and travel payments from sources that provide services, supplies, materials, machinery, or equipment of the type utilized by the Dept or division to which the filer is assigned.

#### **Regulations Regarding Gifts**

Gifts from outside the agency's jurisdiction shall not be required to be reported if the purpose of disclosure of the gift does not have some connection with or bearing upon the duties of the position. (18730.1, Title 2, Div 6, CA Code of Regulations)



## ATTACHMENT 2

Resolution No. 11260- A Resolution Repealing Resolution No.10900 and Designating Conflict of Interest Filing Positions and Disclosure Categories

**RESOLUTION NO. 11260**

**A RESOLUTION REPEALING RESOLUTION NO. 10900  
AND DESIGNATING CONFLICT OF INTEREST FILING POSITIONS  
AND DISCLOSURE CATEGORIES**

**WHEREAS**, the Political Reform Act, Government Code Section 87303 et seq. requires that agencies review biennially in even-numbered years the provisions of their Conflict of Interest Code, which includes designated positions and disclosure categories; and

**WHEREAS**, persons holding these positions are designated public officials, officials, employees and consultants as defined in Government Code Section 82019 et seq. are deemed to make or participate in the making of decisions which may foreseeably have a material effect on any personal financial interest; and

**WHEREAS**, Chapter 2.34 of the Folsom Municipal Code pertaining to the Conflict of Interest Code, authorizes the City Council to designate by resolution those designated Conflict of Interest staff positions which should file statements of economic interests; and

**WHEREAS**, that as a result of the review mandated by Government Code Section 87300 et seq. it has been determined that the current list of designated positions and disclosure categories should be updated:

**NOW THEREFORE, BE IT RESOLVED**, that Resolution No. 10900, which established the prior list of designated filers and disclosure categories is hereby replaced; and

**BE IT FURTHER RESOLVED**, that all public officials, officials, elected and appointed officers, persons holding designated positions and consultants that are subject to the filing and disclosure requirements pursuant to Exhibit "A" in accordance to the disclosure categories as set forth in Exhibit "B" shall file statements of economic interests in accordance with the forms and procedures established by the California Fair Political Practices Commission.

**PASSED AND ADOPTED** on this 24<sup>th</sup> day of September 2024, by the following roll-call vote:

**AYES:** Councilmember(s): Aquino, Rodriguez, Rohrbough, Kozlowski  
**NOES:** Councilmember(s): None  
**ABSENT:** Councilmember(s): Chalamcherla  
**ABSTAIN:** Councilmember(s): None

*Mike Kozlowski*  
\_\_\_\_\_  
Michael D. Kozlowski, MAYOR

ATTEST:

*Christa Freemantle*  
\_\_\_\_\_  
Christa Freemantle, CITY CLERK

## EXHIBIT "A"

### CITY OF FOLSOM CONFLICT OF INTEREST CODE APPENDIX OF DESIGNATED OFFICIALS/EMPLOYEES

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Department	Designated Position/Category
City Attorney's Department	Assistant City Attorney / CAT-01
City Attorney's Department	City Attorney / 87200 Filer
City Attorney's Department	Legal Analyst / CAT-02, CAT-04
City Attorney's Department	Legal Secretary / CAT-01
City Clerk's Department	City Clerk / CAT-01
City Clerk's Department	Deputy City Clerk / CAT-02
City Council	87200 Filers
City Manager's Department	Administrative Support Specialist / CAT-01
City Manager's Department	City Manager / 87200 Filer
City Manager's Department	Communications Director / CAT-02
City Manager's Department	Digital Communications Specialist / CAT-01
Commission / Committee Members	Planning Commissioners / 87200 Filer All Others: CAT-03, CAT-04
Community Development Department	Associate Planner / CAT-03

Community Development Department	Building Inspector I/II / CAT-03, CAT-04
Community Development Department	Building Inspector Supervisor / CAT-03, CAT-04
Community Development Department	City Engineer / CAT-02, CAT-03
Community Development Department	Code Enforcement Officer I/II / CAT-02, CAT-03
Community Development Department	Code Enforcement Supervisor / CAT-03
Community Development Department	Community Development Director / CAT-01
Community Development Department	Plan Check Engineer / CAT-03, CAT-04
Community Development Department	Planning Manager / CAT-01
Community Development Department	Principal Civil Engineer / CAT-01
Community Development Department	Senior Civil Engineer / CAT-02, CAT-03
Community Development Department	Senior Planner / CAT-03, CAT-04
Community Development Department	Urban Forester / CAT-03, CAT-04
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Fire Department	Administrative Assistant / CAT-02
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Fire Department	Fire Battalion Chief / CAT-02
Fire Department	Fire Chief / CAT-01
Fire Department	Fire Division Chief / CAT-02
Fire Department	Fire Prevention Officer / CAT-02
Human Resources Department	Human Resources Director / CAT-01
Human Resources Department	Senior Management Analyst / CAT-02
Library Services	Librarian / CAT-01
Library Services	Library Manager / CAT-02
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## EXHIBIT "B"

### CITY OF FOLSOM CONFLICT OF INTEREST CODE DISCLOSURE CATEGORIES

#### Disclosure Categories

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