

**CITY OF SANTA ROSA
CONFLICT OF INTEREST CODE**

SECTION 1. AUTHORITY. This code is adopted pursuant to and in compliance with Section 87300 of the California Government Code.

SECTION 2. STANDARDIZED CODE ADOPTED. The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. Section 18730) that contains the terms of a standard conflict of interest code and may be incorporated by reference in an agency’s code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act.

Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation, and the attached Appendices designating positions and establishing disclosure requirements, shall constitute the Conflict of Interest Code for the City of Santa Rosa. This Conflict of Interest Code of the City of Santa Rosa, adopted by Resolution No. _____, replaces any Conflict of Interest Code of the City of Santa Rosa previously in effect.

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SECTION 3. STATEMENTS OF ECONOMIC INTEREST. Individuals holding designated positions shall file their Statements of Economic Interest (Statements) with the City Clerk, who will retain the Statements and make the Statements available for public inspection and reproduction. (Gov. Code Section 81008.)

SECTION 4. EFFECTIVE DATE. This Conflict of Interest Code shall take effect immediately upon its approval by the Council of the City of Santa Rosa.

- Amended: 12/15/98
- 03/21/00
- 12/19/00
- 12/03/02
- 12/14/04
- 12/19/06
- 12/16/08
- 12/14/10
- 12/11/12
- 07/30/13
- 12/02/14
- 12/13/16
- 09/25/18

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**CITY OF SANTA ROSA CONFLICT OF INTEREST CODE
APPENDIX A**

DESIGNATED POSITIONS

City Departments

Disclosure Category

City Attorney's Office

Administrator – City Attorney's Office	B
Assistant City Attorney	A
<u>Chief Assistant City Attorney</u>	<u>A</u>
Deputy City Attorney	A
<u>Parking Citation Hearing Officer</u>	<u>B</u>

City Manager's Office

Assistant City Manager	A
City Clerk	B
<u>Communications and Intergovernmental Relations Officer</u>	<u>A</u>
Deputy City Manager	A
<u>Joint Powers Authority Administrator</u>	<u>A</u>

Finance Department

Accounts Payable Supervisor	A
Administrative Services Officer	A
Buyer	B
Deputy Director – Finance	A
Financial Analyst	A
Parking Citation Review Officer	B
Parking Manager	A
Payroll Manager	A
Principal Financial Analyst	A
Purchasing Agent	A
Revenue Manager	A
Revenue Operations Supervisor	A
Senior Buyer	B
Supervising Accountant	A

Fire Department

Administrative Services Officer	A
Assistant Fire Marshal	B
Battalion Chief	B
Deputy Fire Chief	A
Division Chief Fire Marshal	A
Emergency Preparedness Coordinator	B
Fire Chief	A

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Moved down [1]: Office of Community Engagement¶

Director - A¶
Program Manager – Violence Prevention Partnership - B¶

Planning and Economic Development Department¶

Administrative Services Officer
A¶
Building Inspector
B¶
Chief Building Official - A¶
Chief Building Inspector - A¶
City Planner - B¶
Deputy Director - Engineering Development Services - A¶
Deputy Director – Planning - A¶
Development Review Coordinator - A¶
Director - A¶
Economic Development and Housing Manager - A¶
Marketing and Outreach Coordinator - B¶
Permit Intake Manager - A¶
Plan Check Engineer - B¶
Senior Building Inspector - B¶
Senior Planner - B¶
Supervising Engineer - A¶
Supervising Planner - A¶

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Moved down [2]: Housing and Community Services Department¶

Administrative Services Officer - A¶
Code Enforcement Officer

C¶
Deputy Director - A¶
Director - A¶

Housing and Community Services Manager - A¶
Senior Code Enforcement Officer

C¶

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Housing and Community Services Department

Administrative Services Officer	A
Code Enforcement Officer	C
Deputy Director	A
Director	A
Housing and Community Services Manager	A
Senior Code Enforcement Officer	C

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Human Resources Department

Director	A
Employee Relations Manager	A
Employment Services Manager	A
Principal Human Resources Analyst	B
Risk Manager	A
Risk Management Analyst	B

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Information Technology

Chief Information Officer	A
Information Technology Section Manager	B

Office of Community Engagement

Director	A
Program Manager – Violence Prevention Partnership	B

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Planning and Economic Development Department

Administrative Services Officer	A
Arts Coordinator	B
Assistant Civil Engineer	B
Associate Civil Engineer	B
Building Inspector	B
Chief Building Official	A
Civil Engineering Technician	B
City Planner	B
Deputy Director - Engineering Development Services	A
Deputy Director – Planning	A
Development Review Coordinator	A
Director	A
Economic Development Manager	A
Marketing and Outreach Coordinator	B
Permit Intake Manager	A
Plan Check Engineer	B
Quality Control Associate	B
Senior Building Inspector	B
Senior Planner	B
Supervising Engineer	A
Supervising Planner	A

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Police Department

Administrative Services Officer	A
Police Captain	A
Police Chief	A
Police Lieutenant	B
Technical Services Division Manager	A

Recreation and Parks Department

Administrative Services Officer	A
Deputy Director - Parks	A
Deputy Director – Recreation	A
Director	A
Marketing and Outreach Coordinator	B
Park Maintenance Superintendent	B

Transportation & Public Works Department

Administrative Services Officer	A
Associate Civil Engineer	B
Deputy Director – Engineering Services	A
Deputy Director - Field Services	A
Deputy Director – Traffic Engineering	A
Deputy Director – Transit	A
Director/City Engineer	A
Facilities Maintenance and Operations Coordinator	B
Fleet Maintenance Superintendent	A
Marketing and Outreach Coordinator	B
Street Maintenance Superintendent	A
Supervising Engineer	B
Transit Planner	B
Transportation Planner	B

Water

Administrative Services Officer	A
Associate Civil Engineer	B
<u>Associate Right-of-Way Agent</u>	<u>A</u>
Biosolids Coordinator	A
Department Information <u>Technology</u> Supervisor	B
<u>Deputy Director – Engineering Resources</u>	<u>A</u>
Deputy Director – Environmental Services	A
Deputy Director – Local Operations	A
Deputy Director – Utility Operations	A
Deputy Director – Water and Engineering Resources	A
Deputy Director – Utilities Administration	A
Development Review Coordinator	B
Director/City Engineer	A
Environmental Compliance Inspector II	B
Environmental Compliance Inspector III	B
Environmental <u>Services</u> Officer	<u>A</u>

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Environmental Compliance Supervisor	A
Geysers Operations and Maintenance Coordinator	B
Laboratory Supervisor	B
Marketing and Outreach Coordinator	B
Quality Assurance Coordinator	B
Right-of-Way Agent	A
Safety and Training Coordinator	B
Senior Buyer	B
Senior Environmental Specialist	B
Senior Water Resources Planner	B
Stores Specialist	B
Supervising Engineer	B
Sustainability Coordinator	B
Utilities Mechanical Superintendent	A
Utility System Supervisor	B
Utility System Superintendent	A
Wastewater Reclamation Superintendent	A
Wastewater Treatment Superintendent	A
Wastewater Treatment Supervisor	B
Water Reuse Engineer	A
Water Quality Supervisor	B

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Boards/Agencies/Commissions/Consultants

Disclosure Category

Art in Public Places Committee (Members)	A
Board of Building Regulation Appeals (Members)	C
Board of Public Utilities (Members)	A
Cultural Heritage Board (Members)	C
Design Review Board (Members)	A
Housing Authority (Members & Attorneys)	A
Community Advisory Board (Members)	A
Successor Agency to the Redevelopment Agency of the City of Santa Rosa (Members and Attorneys)	A
Oversight Board to the City of Santa Rosa as Successor Agency (Members and Attorneys)	A

Consultants*

* Consultants, as defined in California Code of Regulations, title 2, section 18701, shall disclose pursuant to the broadest disclosure category in the Conflict of Interest Code subject to the following limitation:

The City Manager may determine in writing that a particular consultant, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described herein. Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. The City Manager’s determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

Public Officials Who Manage Public Investments (Specified in Government Code Section 87200):

The positions listed below manage public investments and shall file a statement of economic interests pursuant to Government Code section 87200. These positions are listed for informational purposes only.

1. Members of the Santa Rosa City Council
2. City Manager
3. City Attorney
4. Chief Financial Officer
5. Members of the Santa Rosa Planning Commission

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**CITY OF SANTA ROSA CONFLICT OF INTEREST CODE
APPENDIX B
DISCLOSURE CATEGORIES**

A. Full Disclosure

Persons holding designated positions assigned **Disclosure Category A** shall disclose all income, investment interests, management positions and interests in real property within the City of Santa Rosa or within two miles of its boundaries, other than savings accounts, insurance policies, or government bonds and interest, premiums or dividends derived therefrom, and dividends or returns on securities registered with the U. S. Securities and Exchange Commission. Nothing in this Conflict of Interest Code is intended to require the reporting of gifts from outside the agency's jurisdiction if the purpose of disclosure of the source of the gift does not have some connection with or bearing upon the functions or duties of the position for which the reporting is required.

B. Partial Disclosure, including Income and Investments

Persons holding designated positions assigned **Disclosure Category B** shall disclose all investment interests and management positions in any business entity or source of income, which does business with the City of Santa Rosa, or has done business with the City during the two years prior to the time a statement is required to be filed hereunder, through the filer's department or agency; or which manufactures, sells, provides or furnishes goods or services of the type and character which the City might reasonably be expected to purchase, contract for or use through the filer's agency or department.

C. Partial Disclosure, including Real Property

Persons holding designated positions assigned **Disclosure Category C** shall disclose interests in real property and interest or management positions in any business entity which owns real property, if the property is located within the City of Santa Rosa or within two miles of its boundaries, or within two miles of any land owned by or used by the City.

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