

**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. 28583, replaces any Conflict of Interest Code of the City of Santa Rosa previously in effect.

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  
01/30/13 (Appendix A)  
12/02/14

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

**DESIGNATED POSITIONS**

<b><u>City Departments</u></b>	<b><u>Disclosure Category</u></b>
<b><u>City Attorney's Office</u></b>	
Assistant City Attorney	A
Deputy City Attorney	A
Administrator – City Attorney's Office	B
<b><u>City Manager's Office</u></b>	
Deputy City Manager	A
City Clerk	B
Program Manager – Violence Prevention Partnership	B
<b><u>Community Development Department</u></b>	
Chief Building Official	A
Deputy Director – Planning	A
Director	A
Permit Intake Manager	B
Supervising Engineer	B
City Planner	C
Code Enforcement Officer	C
Plan Check Engineer	C
Senior Building Inspector	C
Senior Code Enforcement Officer	C
Senior Planner	C
Supervising Planner	C
<b><u>Economic Development and Housing Department</u></b>	
Administrative Services Officer	A
Director	A
Economic Development and Housing Manager	A
Marketing and Outreach Coordinator	B
Parking Program Coordinator	B
<b><u>Finance Department</u></b>	
Administrative Services Officer	A
Deputy Director – Finance	A
Financial Analyst	A
Financial Reporting Manager	A
Principal Financial Analyst	A
Purchasing Agent	A
Revenue Manager	A

Revenue Operations Supervisor	A
Supervising Accountant	A
Senior Buyer	B
Buyer	B

**Fire Department**

Administrative Services Officer	A
Deputy Fire Chief	A
Division Chief Fire Marshal	A
Fire Chief	A
Battalion Chief	B
Division Chief	B
Fire Protection Engineer	B
Senior Fire Inspector	B

**Human Resources Department**

Director	A
Risk Manager	A
Employee Relations Manager	B
Liability Claims Analyst	B
Risk Management Analyst	B

**Information Technology**

Chief Technology Officer	A
IT Section Manager	B

**Police Department**

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

**Recreation, Parks & Community Services Department**

Deputy Director - Parks	A
Deputy Director – Recreation	A
Director	A
Park Planning & Development Manager	A
Administrative Services Officer	B
Facilities Maintenance Coordinator	B
Marketing and Outreach Coordinator	B
Park Superintendent	B
Recreation Coordinator (Public Arts Program)	B

**Transportation & Public Works Department**

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

**Utilities**

Administrative Services Officer	A
Biosolids Coordinator	A
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
Director/City Engineer	A
Environmental Compliance Supervisor	A
Reclamation Superintendent	A
Utilities Mechanical Superintendent	A
Utility System Superintendent	A
Wastewater Treatment Superintendent	A
Associate Civil Engineer	B
Development Review Coordinator	B
Environmental Compliance Inspector II	B
Environmental Compliance Inspector III	B
Geysers Operations and Maintenance Coordinator	B
Laboratory Supervisor	B
Marketing and Outreach Coordinator	B
Quality Assurance Coordinator	B
Senior Environmental Specialist	B
Senior Water Resources Planner	B
Stores Specialist	B
Supervising Engineer	B
Utility System Supervisor	B
Water Quality Supervisor	B
Water Use Efficiency Program Coordinator	B

**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

**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.