

**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. RES-2024-151, 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

12/13/16

09/25/18

10/13/20

09/20/22

9/24/24

CITY OF SANTA ROSA CONFLICT OF INTEREST CODE
APPENDIX A
DESIGNATED POSITIONS

<u>City Departments</u>	<u>Disclosure Category</u>
<u>City Attorney's Office</u>	
Law Office Supervisor	B
Assistant City Attorney	A
Chief Assistant City Attorney	A
Deputy City Attorney	A
<u>City Manager's Office</u>	
Assistant City Manager	A
City Clerk	B
Communications and Intergovernmental Relations Officer	A
Community Engagement Manager	A
Intergovernmental Relations and Legislative Officer	A
Marketing and Outreach Coordinator	B
<u>Finance Department</u>	
Accounts Payable Supervisor	A
Administrative Services Officer	A
Budget and Financial Analysis Manager	A
Buyer	B
Deputy Director – Finance	A
Financial Analyst	A
Purchasing Agent	A
Senior Buyer	B
Stores Specialist	B
Supervising Accountant	A
Warehouse Coordinator	B
<u>Fire Department</u>	
Assistant Fire Marshal	B
Battalion Chief	B
Deputy Fire Chief	A
Division Chief	B
Division Chief Fire Marshal	A
Emergency Preparedness Manager	B
Fire Chief	A
<u>Housing and Community Services Department and Recreation Division</u>	
Administrative Services Officer	A
Deputy Director – Recreation	A
Director	A
Housing and Community Services Manager	A
Program Specialist I/II	B
Violence Prevention Program Manager	B

Human Resources Department

Deputy Director	A
Director	A
Labor Relations Manager	A
Principal Human Resources Analyst	B
Risk Manager	A
Risk Management Analyst	B

Information Technology

Chief Information Officer	A
Deputy Director	A
Information Technology Cybersecurity Manager	B
Information Technology Section Manager	B
Information Technology Supervisor	B

Planning and Economic Development Department

Administrative Services Officer	A
Arts and Culture Manager	B
Assistant Engineer	B
Associate Civil Engineer	B
Building Inspector I/II	B
Building Inspector Trainee	B
Building Plans Examiner	B
Chief Building Official	A
City Planner	B
City Planner Trainee	C
Civil Engineering Technician	B
Code Enforcement Officer I/II	A
Deputy Director – Economic Development	A
Deputy Director - Engineering Development Services	A
Deputy Director – Planning	A
Development Review Coordinator	A
Director	A
Housing and Community Services Tech	C
Parking Citation Hearing Officer	B
Parking Manager	A
Permit Services Tech I/II	B
Plan Check Engineer	B
Economic Development Program Specialist I/II	B
Quality Control Associate	B
Senior Building Inspector	B
Senior Code Enforcement Officer	A
Senior Permit Services Technician	C
Senior Planner	B
Supervising Building Inspector	A
Supervising Engineer	A
Supervising Permit Technician	A
Supervising Planner	A

Police Department

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

Transportation & Public Works Department and Parks Division

Active Transportation Planner	B
Administrative Services Officer	A
Assistant Engineer	B
Associate Civil Engineer	B
Associate Real Property Agent	B
Associate Traffic Engineer	B
City Engineer	A
Civil Engineering Technician I/II/III	B
Deputy Director – Engineering Services	A
Deputy Director - Field Services	A
Deputy Director – Transportation Safety	A
Deputy Director – Transit	A
Director	A
Facilities Maintenance Supervisor	B
Fleet and Equipment Superintendent	A
Fleet and Equipment Supervisor	B
Materials Associate	B
Materials Engineer	B
Park Maintenance Superintendent	A
Park Maintenance Supervisor	B
Project Manager	B
Quality Control Associate	B
Real Property Manager	A
Safety and Training Coordinator	B
Warehouse Coordinator	B
Street Maintenance Supervisor	B
Supervising Engineer	B
Transit Planner	B
Transportation Planner	B

Water

Administrative Services Officer	A
Assistant Engineer	B
Associate Civil Engineer	B
Biosolids Coordinator	A
Budget and Financial Analysis Manager	A
Communications Coordinator	B
Deputy Director – Engineering Resources	A
Deputy Director – Environmental Services	A
Deputy Director – Regional Water Reuse Operations	A

Deputy Director – Water Administration	A
Deputy Director – Water and Sewer Operations	A
Deputy Director – Water Resources	A
Director	A
Environmental Compliance Inspector II	B
Environmental Compliance Inspector III	B
Environmental Services Officer	A
Environmental Compliance Supervisor	A
Information Technology Supervisor	B
Laboratory Supervisor	B
Marketing and Outreach Coordinator	B
Quality Assurance Program Coordinator	B
Quality Control Associate	B
Revenue Operations Supervisor	A
Safety and Training Coordinator	B
Senior Engineer Water Reuse Systems	A
Senior Environmental Specialist	B
Stormwater and Creeks Manager	B
Supervising Engineer	B
Sustainability Coordinator	B
Trucked Waste Program Coordinator	A
Utility System Superintendent	A
Utility System Supervisor	B
Warehouse Coordinator	B
Water Systems Technician Manager	A
Wastewater Maintenance Superintendent	A
Wastewater Reclamation Superintendent	A
Wastewater Treatment Superintendent	A
Wastewater Treatment Supervisor	B
Water Resources Manager	B
Water Reuse Maintenance Supervisor	B
Water Reuse Operations Supervisor	B
Water Quality System Supervisor	B
Water Quality Manager	A

Boards/Agencies/Commissions/Consultants**Disclosure Category**

Art in Public Places Committee (Members)	A
Board of Building Regulation Appeals (Members)	B
Board of Public Utilities (Members)	A
Community Advisory Board (Members)	A
Design Review and Preservation Board (Members)	A
Housing Authority (Members & Attorneys)	A
Public Financing Authority	A
Successor Agency to the Redevelopment Agency of the City of Santa Rosa (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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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.