

**CONFLICT OF INTEREST CODE**  
**CITY OF SANTA MARIA**

The California Political Reform Act of 1974, as amended, (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. (See, Government Code Sections 87300-87313.) The Fair Political Practices Commission has adopted a regulation (Section 18730 of Title 2 of the California Code of Regulations), which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act of 1974. Therefore, the terms of Section 18730 of Title 2 of the California Code of Regulations, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated herein by this reference, and along with the attached Appendices in which public officials and employees are designated and disclosure categories are set forth, shall constitute the Conflict of Interest Code of the City of Santa Maria, its Boards, Commissions, Committees, and Consultants.

Public officials and employees shall file Statements of Economic Interests (FPPC Form 700) with the City Clerk, who is designated as the Filing Officer. The City Clerk shall administer this Conflict of Interest Code at the local level and shall notify each public official and employee of his or her filing obligation. Public officials and employees are required to file an Assuming Office Statement when they assume a designated position, an Annual Statement each year and a Leaving Office Statement within thirty days of resignation or termination.

Upon receipt of the statements of the City Council, Planning Commission, City Manager, City Attorney, and City Treasurer, the Records/City Clerk Division shall make and retain a copy and forward the original of these statements to the Fair Political Practices Commission. Statements of all other officials and designated employees will be retained by the Records/City Clerk Division in accordance with State law. Once filed, all FPPC Form 700s are public records and the City Clerk shall make all statements available for public inspection and reproduction, pursuant to Government Code Section 81008.

Any change provided for in this conflict of interest code shall not affect or excuse any offense or act committed or done or omission or any penalty or forfeiture incurred or accruing under any other conflict of interest code; nor shall it affect any prosecution, suit, or proceeding pending or any judgment rendered in connection with any other conflict of interest code.

**TABLE OF CONTENTS**  
**LISTING OF APPENDIXES**

<b><u>APPENDIX</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>PAGE</u></b>
A	DESIGNATED POSITIONS BY DEPARTMENT	3
B	BOARDS, COMMISSIONS & COMMITTEES DESIGNATED POSITIONS	8
C	DISCLOSURE CATEGORIES	9
D	CONSULTANT CONFLICT OF INTEREST QUESTIONNAIRE	10

## APPENDIX A

### CITY OF SANTA MARIA DESIGNATED POSITIONS

<u>Department/ Designated Position</u>	<u>Disclosure Category</u> <sup>1</sup>
<b>ADMINISTRATIVE SERVICES</b>	
Accountant	1
Accounting and Budget Manager	1
Administrative Assistant – Budget	4, 6, 7, 8
City Treasurer <sup>2</sup>	---
Community Programs Manager	1
Director of Administrative Services	1
GIS Manager	6, 7, 8
Information Technology Manager	6, 7
Senior Systems Analyst	6, 7
Systems Analyst I, II & III	6, 7
Treasury Manager	1
Utility Billing Supervisor	4, 6, 7, 8
Consultant I, II & III	Decision-making capacity <sup>3</sup> Acting in staff capacity <sup>4</sup>
	1 ---
Block Grants Advisory Committee Members	1
Successor Agency Oversight Board Members	1
<b>CITY ATTORNEY</b>	
Assistant City Attorney	1
City Attorney <sup>2</sup>	---
Code Compliance Coordinator	1
Code Compliance Officer I & II	1
Code Compliance Technician	1
Deputy City Attorney I & II	1
Investigative Officer I & II	3
Senior Assistant City Attorney – Utilities Counsel	1
Senior Code Compliance Officer	1
Code Compliance Hearing Officer	1
<b>CITY MANAGER</b>	
Assistant City Manager	1
Chief Deputy City Clerk	1

**APPENDIX A**  
(Continued)

<b><u>Department/ Designated Position</u></b>	<b><u>Disclosure Category</u></b>
<b>CITY MANAGER (con't)</b>	
City Clerk	1
City Manager <sup>2</sup>	---
Human Resources Manager	8
Management Analyst I & II	8
PEG Station Manager	1
Records Coordinator/Deputy City Clerk	4
Risk Manager/Business License Inspector	8
City Council <sup>2</sup>	---
Consultant I, II & III	Decision-making capacity <sup>3</sup> Acting in staff capacity <sup>4</sup>
	1
Intern – Professional <sup>4</sup>	---
	---
 <b>COMMUNITY DEVELOPMENT</b>	
Advance Planner	1
Building Division Manager	1
Building Inspector I & II	1
Chief Building Inspector	1
Director of Community Development	1
Permit Processing Supervisor	1
Plan Check Engineer	1
Planner I, II & III	1
Planning Division Manager	1
Planning Technician	1
Plans Examiner	1
Consultant I, II & III	Decision-making capacity <sup>3</sup> Acting in staff capacity <sup>4</sup>
	1
	---
Temporary Planner <sup>4</sup>	---
Board of Appeals Members	1
Planning Commission Commissioners <sup>2</sup>	---

**APPENDIX A  
(Continued)**

<b><u>Department/ Designated Position</u></b>	<b><u>Disclosure Category</u></b>
<b>FIRE</b>	
Deputy Fire Chief	1
Fire Battalion Chief	1
Fire Captain	1
Fire Chief	1
Fire Prevention Officer I & II	6, 7, 8, 9
<b>LIBRARY</b>	
City Librarian	1
Librarian II	6
Librarian III	6, 7, 8
Principal Librarian	6, 7, 8
Library Board of Trustees	1
<b>POLICE</b>	
Police Chief	1
Police Division Commander	3
Police Lieutenant	3
Police Sergeant	3
Business Services Manager	4, 5, 6, 7, 8
Dispatch Supervisor	6, 7, 8
Police Records Supervisor	6, 7, 8
Training Coordinator	6, 7, 8
Provisional Officer <sup>4</sup>	---
<b>PUBLIC WORKS</b>	
Director of Public Works/City Engineer	1
Fleet Services Supervisor	1
Principal Civil Engineer	1
Public Works Inspector	5, 6, 7, 8
Senior Civil Engineer	1
Senior Crew Leader/Maintenance Specialist	5, 6, 7, 8
Street Maintenance Supervisor	1
Streets and Facilities Supervisor	1
Traffic Operations Coordinator	5, 6, 7, 8
Transit Coordinator	10
Transit Services Manager	1

**APPENDIX A  
(Continued)**

<b><u>Department/ Designated Position</u></b>	<b><u>Disclosure Category</u></b>
<b>PUBLIC WORKS (con't)</b>	
Consultant I, II & III	Decision-making capacity <sup>3</sup> Acting in staff capacity <sup>4</sup>
	1
Intern – Professional <sup>4</sup>	---
	---
<b>RECREATION AND PARKS</b>	
Director of Recreation and Parks	1
Park/Landscape Design Supervisor	5, 6, 7, 8
Parks and Forest Supervisor	5, 6, 7, 8
Parks Services Manager	1
Recreation Services Manager	1
Recreation Supervisor	6, 7, 8
Senior Crew Leader/Maintenance Specialist	5, 6, 7, 8
Special Districts Coordinator	5, 6, 7, 8
Special Districts Planning Technician	5, 6, 7, 8
Special Districts Technician	5, 6, 7, 8
Provisional Officer <sup>4</sup>	---
Recreation and Parks Commissioners	1
<b>UTILITIES</b>	
Business Services Manager	4, 5, 6, 7, 8
Director of Utilities	1
Regulatory Compliance Supervisor	1
Solid Waste Manager	1
Solid Waste Operations Supervisor	5, 6, 7, 8
Utilities Analyst	6, 7, 8
Utilities Engineer	3
Utilities Project Coordinator	3
Utilities Technology Analyst	6, 7
Water Distribution Supervisor	5, 6, 7, 8
Water Resources Manager	5, 6, 7, 8
Water Resources Supervisor	5, 6, 7, 8
Consultant I, II & III	Decision-making capacity <sup>3</sup> Acting in staff capacity <sup>4</sup>
	1
	---

**APPENDIX A  
(Continued)**

**Department/  
Designated Position**

**Disclosure  
Category**

**OTHER POSITIONS**

Part time, Limited Service Positions  
and Retired Annuitants <sup>5</sup>

---

=====

<sup>1</sup> Disclosure Categories are contained in Appendix C.

<sup>2</sup> The City Treasurer, City Attorney, City Manager, as well as members of the City Council and Planning Commission are subject to the reporting requirements of Article 2, Chapter 7, Title 9 of the Government Code of the State of California (section 87200, et seq.), and therefore are exempt from the requirements of this Local Conflict of Interest Code pursuant to Government Code section 87302(a).

<sup>3</sup> Consultants, as defined in section 18701(a)(2) of Title 2 of the California Code of Regulations, shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The City Manager may determine in writing that a particular consultant, although a "designated employee," is hired to perform a range of duties that is limited in scope and thus not required to fully comply with the disclosure requirements described in this section. 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 the disclosure statements filed under this Conflict of Interest Code.

<sup>4</sup> If the duties of the position are performed by an individual who would perform the same or substantially all the same duties for the City that would otherwise be performed by an individual holding a designated staff position in this Code shall disclose pursuant to the disclosure category required by this Code for the comparable designated staff position.

<sup>5</sup> Part time, Limited Service Positions and Retired Annuitants may be included in the list of designated employees when the City Manager determines that they are performing work that is the functional equivalent of a designated position. If such a determination is made, then disclosure shall be pursuant to the disclosure category required by this Code for the comparable designated staff position.

**APPENDIX B**

**BOARDS, COMMISSIONS & COMMITTEES**  
**DESIGNATED POSITIONS**

<b><u>Designated Board</u></b>	<b><u>Department</u></b>	<b><u>Disclosure Category</u></b> <sup>1</sup>
Block Grants Advisory Committee Members	Administrative Services	1
Board of Appeals Members	Community Development	1
Library Board of Trustees Members	Library	4, 5, 6, 7, 8
Planning Commission Members <sup>2</sup>	Community Development	---
Recreation and Parks Commission Members	Recreation and Parks	1
Successor Agency Oversight Board Members	Administrative Services	1

---

<sup>1</sup> Disclosure Categories are contained in Appendix C.

<sup>2</sup> Members of the Planning Commission are subject to the reporting requirements of Article 2, Chapter 7, Title 9 of the Government Code of the State of California (section 87200, et seq.), and therefore are exempt from the requirements of this Local Conflict of Interest Code pursuant to Government Code section 87302(a).

## APPENDIX C

### DISCLOSURE CATEGORIES

- 1 All interests in real property, investments and business positions in business entities, and sources of income, including gifts, loans, and travel payments.
- 2 Interests in real property.
- 3 Investments and business positions in business entities, and all sources of income, including gifts, loans, and travel payments.
- 4 Investments and business positions in business entities, and sources of income, including gifts, loans, and travel payments, from entities providing business and office supplies, including election supplies.
- 5 Investments and business positions in business entities, and sources of income, including gifts, loans, and travel payments, from entities providing construction or demolition materials, supplies, equipment or labor.
- 6 Investments and business positions in business entities, and sources of income, including gifts, loans, and travel payments, from entities providing materials or supplies of the type used by the official's or designated employee's department.
- 7 Investments and business positions in business entities, and sources of income, including gifts, loans, and travel payments, from entities providing equipment or machinery of the type used by the official's or designated employee's department.
- 8 Investments and business positions in business entities, and sources of income, including gifts, loans, and travel payments, from entities providing training, professional services, or labor (skilled or unskilled) of the type used by the official's or designated employee's department.
- 9 Investments and business positions in business entities and sources of income, including gifts, loans, and travel payments, from entities providing fire fighting or prevention services or equipment.
- 10 Investments and business positions in business entities, and sources of income, including gifts, loans, and travel payments, from entities providing mass transportation services or equipment.

**APPENDIX D**

**CONSULTANT CONFLICT OF INTEREST QUESTIONNAIRE**

**(FORM ON FOLLOWING PAGE)**

**CITY OF SANTA MARIA  
CONSULTANT CONFLICT OF INTEREST QUESTIONNAIRE**

Consultants, as defined by Section 18701 of the Regulations of the Fair Political Practices Commission, Title 2, Division 6 of the California Code of Regulations, are required to file a Statement of Economic Interests within 30 days of approval of a contract services agreement with the City or its subdivisions, on an annual basis thereafter during the term of the contract, and within 30 days of completion of the contract.

The answers to the following questionnaire will help to determine whether the scope of duties to be performed includes the making or participating in the making of governmental decisions which may foreseeably have a material effect on the consultant's own financial interests. *This section to be completed by Department administering contract.*

Consultant Name \_\_\_\_\_

Company Name \_\_\_\_\_

Project Description \_\_\_\_\_

Contract Term      Begins \_\_\_\_\_      Ends \_\_\_\_\_

Administering Dept \_\_\_\_\_

Scope of Work – be specific (can attached copy of contract) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- A. Will consultant make governmental decisions whether to:
- |  |           |          |
|--|-----------|----------|
| 1. Approve a rate, rule or regulation?   | Yes _____ | No _____ |
| 2. Adopt or enforce a law?   | Yes _____ | No _____ |
| 3. Issue, deny, suspend or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement?             | _____     | _____    |
| 4. Authorize the agency to enter into, modify, or renew a contract provided it is the type of contract which requires agency approval?                 | Yes _____ | No _____ |
| 5. Grant agency approval to a contract which requires agency approval and in which the agency is a party or to the specifications for such a contract? | Yes _____ | No _____ |
| 6. Grant agency approval to a plan, design, report study, or similar item?   | Yes _____ | No _____ |
| 7. Adopt or grant agency approval of policies, standards, or guidelines for the agency, or for any subdivision thereof?                                | Yes _____ | No _____ |
- B. Will the consultant participate in making governmental decisions or serve in a staff capacity with the agency and in that capacity perform the same or substantially all the same duties for the agency that would otherwise be performed by an individual holding a position specified in the City's Conflict of Interest Code?
- Yes \_\_\_\_\_ No \_\_\_\_\_

C. Will the consultant manage public investments?

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

*When complete, please forward to the City Clerk's office.*

\_\_\_\_\_  
This portion to be completed by the City Manager or his/her designee based on the information provided by the Department.

- Consultant will participate in making governmental decisions or serve in a staff capacity with the agency and in that capacity perform the same or substantially all the same duties for the agency that would otherwise be performed by an individual holding a position specified in the City's Conflict of Interest Code and will have the same disclosure requirements as listed in the Conflict of Interest Code for that position.
- Consultant's duties are limited in scope under this contract. Based on these duties this Consultant is limited to disclosure of interests in the following areas:
  - Interests in entities that do business or own real property within the jurisdiction.
  - Interests in real property located within the jurisdiction.
  - Interests in entities engaged in land development, construction or the acquisition or sale of real property.
  - Interests in entities that are financial institutions.
  - Interests in entities that provide services, supplies, materials, etc. utilized by the agency.
  - Interests in entities that provide services, supplies, materials, etc. utilized by the assigned department.
  - Interests in entities that are subject to the regulatory, permit, or licensing authority of the assigned department.
  - Interests in entities that provide: \_\_\_\_\_
- Consultant is exempted from any disclosure requirement because Consultant does not meet the definition of "Consultant" under the Political Reform Act or due to the extremely limited scope of duties under this contact.

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Date