

## **SAN MATEO COUNTY BOARDS AND COMMISSIONS CONFLICT OF INTEREST CODE**

The purposes of this Conflict of Interest Code are to provide for the disclosure of investments, real property, income and business positions of designated members of San Mateo County Boards and Commissions that may be materially affected by their official actions and to provide for the disqualification of designated officials from participation in decisions in which they may have a financial interest.

### Background

The Political Reform Act of 1974 (Government Code Sections 81000 et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission ("FPPC") has adopted a regulation, California Code of Regulations Section 18730, which contains the terms of a standard conflict of interest code. This regulation and any amendments thereto may be incorporated by reference by local agencies and, together with the designation of employees and disclosure categories, meets the requirements of the Political Reform Act.

### Adoption of Conflict of Interest Code

The terms of Title 2 California Code of Regulations Section 18730 are hereby incorporated by reference and, along with the attached Appendix in which officials are designated and disclosure categories are set forth, constitute the Conflict of Interest Code of the San Mateo County Boards and Commissions.

Pursuant to the Political Reform Act and its regulations, all designated officers shall file statements of economic interests with the San Mateo County Clerk, which shall be the filing officer. The San Mateo County Board of Supervisors shall be the code reviewing body.

Subsequent amendments to Title 2 California Code of Regulations Section 18730 duly adopted by the Fair Political Practices Commission, after public notice and hearings, are also incorporated by reference unless the San Mateo County Board of Supervisors, within 90 days after the date on which an amendment to Section 18730 becomes effective, adopts a resolution providing that the amendment is not to be incorporated into this Code.

## SAN MATEO COUNTY BOARDS AND COMMISSIONS CONFLICT OF INTEREST CODE

### List of Designated Members and Officers/ Description of Financial Disclosure Categories

Each person holding any position listed below must file FPPC Form 700 – Statement of Economic Interests<sup>†</sup> disclosing the kinds of financial interest shown for the designated employee's position. Statements must be filed at the times and on the forms prescribed by law. Failure to file statements on time may result in penalties including but not limited to late fines. Each person holding a position who must file a Statements of Economic Interest in accordance with Government Code section 87200 *et seq* and California Code of Regulations shall file in accordance with those statutes, with the proviso that the original statements will be filed with the Clerk of the San Mateo County Board of Supervisors and with a copy to County Clerk. The County Clerk does not need to forward the Statement of Economic Interest to the Fair Political Practices Commission.

| <u>Designated</u>                                                              | <u>Disclosure Category</u> | <u>Filing Official</u>                             |
|--------------------------------------------------------------------------------|----------------------------|----------------------------------------------------|
| Arts Commission Members and Alternate Members                                  | 1, 2, 3, 4                 | Clerk of the San Mateo County Board of Supervisors |
| Assessment Appeals Board Members and Alternate Members                         | 1, 2, 3, 4                 | Clerk of the San Mateo County Board of Supervisors |
| Board of Building Permit Appeals Members and Alternate Members                 | 1, 2, 3, 4                 | Director of Building and Planning                  |
| Community Corrections Partnership Members                                      | 1, 2, 3, 4                 | Chief Probation Officer                            |
| Deferred Compensation Advisory Committee                                       | 1, 2, 3, 4                 | Director of Human Resources                        |
| Design Review Committee Members and Alternate Members                          | 1, 2, 3, 4                 | Director of Building and Planning                  |
| Joint Powers Financing Authority                                               | 1, 2, 3, 4                 | Clerk of the San Mateo County Board of Supervisors |
| Juvenile Justice Coordinating Council and Alternate Members                    | 1, 2, 3, 4                 | Chief Probation Officer                            |
| Licensing Board Members and Alternate Members                                  | 1, 2, 3, 4                 | Director of Building and Planning                  |
| Treasury Oversight Committee Members and Alternate Members                     | 1, 2, 3, 4                 | County Treasurer                                   |
| San Mateo County Civil Service Commission Members and Alternate Members        | 1, 2, 3, 4                 | Director of Human Resources                        |
| San Mateo County Parks and Recreation Commission Members and Alternate Members | 1, 2, 3, 4                 | Director of Parks and Recreation                   |
| Consultants <sup>††</sup>                                                      | 1, 2, 3, 4                 | Department, Agency or Division Director            |
| Hearing Officers <sup>†††</sup>                                                | 1, 2, 3, 4                 | Department, Agency or Division Director            |

<sup>†</sup>Each filer shall file his or her financial statement with the Filing Officials listed above.

<sup>††</sup>Those consultants who, within the meaning of Code of Regulations 18700(a)(2), are required to file statements of economic interests, shall do so. During each calendar year, the Boards and Commissions shall maintain a list of such consultants for public inspection in the same manner and location as this Conflict of Interest Code. Nothing herein excuses any consultant from any other provision of the Conflict of Interest Code, specifically those dealing with disqualification.

\*\*\*Each Department, Division or Agency after consultation with the County Counsel, shall review the duties and authority of all hearing officers retained by the above listed Boards and Commissions.

## Disclosure Categories

Category 1. A designated official or employee assigned to Category 1 is required to disclose direct or indirect investments in any business entity that may foreseeably be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position.

Category 2. A designated official or employee assigned to Category 2 is required to disclose interests in any real property that may foreseeably be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position.

Category 3. A designated official or employee assigned to Category 3 is required to disclose any source of income that may foreseeably be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position.

Category 4. A designated official or employee assigned to Category 4 is required to disclose any business entity in which the designated official or employee is a director, officer, partner, trustee, employee or holds any position of management that may foreseeably be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position.

## **Deferred Compensation Advisory Committee**

### List of Designated Positions and Applicable Disclosure Categories

Each person holding any position listed below must file statements disclosing the kinds of financial interests shown for the designated employee's position. Statements must be filed at the times and on the forms prescribed by law. Failure to file statements on time may result in penalties including but not limited to late fines.

| <u>Designated Employees</u> | <u>Disclosure Category</u> |
|-----------------------------|----------------------------|
| Regular Member              | 1, 2, 3, 4                 |
| Alternate Member            | 1, 2, 3, 4                 |
| Legal Counsel               | 1, 2, 3, 4                 |
| Consultants                 | 1, 2, 3, 4                 |

*\*"Consultants" are those contractors who have been determined by the Director of Human Resources to perform the functions of employees who, pursuant to California Code of regulations section 18700 (a)(2), are required to file statements of economic interests. The Director of Human Resources shall further determine the applicable disclosure categories.*