

**CONFLICT OF INTEREST CODE  
COUNTY OF MENDOCINO**

**Disclosure of Financial Interests**

The Political Reform Act, Government Code §§81000-91015, requires each state and local government agency to adopt and promulgate a Conflict of Interest Code. The Fair Political Practices Commission has adopted a regulation, found in Title 2, California Code of Regulations, §18730, which contains the terms of a standard Conflict of Interest Code. This code can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments of the Political Reform Act. The terms of the standard Conflict of Interest Code in Title 2, California Code of Regulations, §18730 and any amendments to it duly adopted by the Fair Political Practices Commission have been incorporated by reference by Resolution of the Board of Supervisors of Mendocino County, along with attached Appendixes A through D, in which members and employees are designated and disclosure categories are set forth, and the place of filing is specified. Such terms and amendments and Appendixes are incorporated in the Conflict of Interest Code of the County of Mendocino.

**Designated Positions.** The positions listed in Appendix A are designated positions. Persons holding those positions are deemed to participate in the making of decisions which may foreseeably have a material effect on a financial interest.

**Economic Disclosure Statements.** Designated employees shall file statements of economic interest with the agency. Upon receipt of the statements of the various designated members and employees, the designated agency shall make and retain a copy and forward the original of these statements to the place of filing as indicated on Appendix C, attached.

## APPENDIX A

### PART I - DESIGNATED EMPLOYEES

Under provisions of this Code, designated employees shall file statements of economic interests. The following are designated employees because their positions involve the making or participating in the making of governmental decisions, which could materially and foreseeably have a financial impact on the official's private financial interests. A financial impact or effect is presumed to be both foreseeable and material if the financial interest is "explicitly" or directly involved in the decision. A financial interest is explicitly involved in the decision whenever the interest is a named party in, or the subject of, a governmental decision before the official or the official's agency. Any reportable investments, interests in real property, and sources of income held by the designated employee's spouse or dependent children must be reported as though held by the designated employee personally.

Consultants to the County of Mendocino hold designated positions under this Conflict of Interest Code and are required to comply with the disclosure requirements described below. The Chief Executive Officer may determine in writing that a particular consultant is hired to perform a range of duties that are limited in scope and thus not required to comply with the disclosure requirements described in these categories. Such determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Chief Executive Officer shall forward a copy of this determination to the Board of Supervisors. However, nothing herein will excuse any such consultant from any other provision of this Conflict of Interest Code.

DESIGNATED POSITIONS	DISCLOSURE CATEGORY
<b>AGRICULTURE</b>	
Agricultural Commissioner/Sealer of Weights and Measures	1
Assistant Agricultural Commissioner/Sealer of Weights Measures	2
<b>ASSESSOR/CLERK-RECORDER/ELECTIONS</b>	
Assessor Clerk-Recorder	1
Assistant Assessor	1
Assistant Clerk Recorder/Registrar	
Chief Property Appraiser	1
Real Property Appraiser I/II/III	1
Senior Auditor-Appraiser	1
Auditor-Appraiser	1
<b>ALTERNATE PUBLIC DEFENDER</b>	
Alternate Defender	1
<b>ANIMAL CARE</b>	
Animal Care Director	1
<b>AUDITOR-CONTROLLER</b>	
Auditor-Controller	1
Assistant Auditor-Controller	3
Chief Deputy Auditor-Controller	3

<b>BEHAVIORAL HEALTH &amp; RECOVERY SERVICES</b>	
Health Services Director	1
County Health Officer	1
Chief Psychiatrist	3
Deputy Director Mental Health Clinical Services	3
Deputy Director BHRS Operations	3
<b>CHILD SUPPORT SERVICES</b>	
Child Support Services Director	1
<b>CLERK OF THE BOARD</b>	
Clerk of the Board of Supervisors	3
Senior Deputy Clerk of the Board	3
<b>COUNTY COUNSEL</b>	
Chief Deputy County Counsel	1
Deputy County Counsel I/II/III/IV	1
Assistant County Counsel	1
<b>DISTRICT ATTORNEY</b>	
Administrative Services Manager	3
Assistant District Attorney	3
Chief Deputy District Attorney	3
Chief District Attorney Investigator	3
<b>EXECUTIVE OFFICE</b>	
Assistant Chief Executive Officer	1
Deputy Chief Executive Officer	1
Administrative Analyst	1
Economic Development Coordinator	1
Senior Administrative Analyst	1
Principal Administrative Analyst	1
Executive Division Manager	1
Procurement and Purchasing Coordinator	1
Fleet and Facilities Maintenance Superintendent	1
Capital Project Manager	1
Facility Project Specialist	3
Risk Manager	1
<b>HUMAN RESOURCES</b>	
Director of Human Resources	1
Human Resources Manager	3
Assistant Human Resources Director	3
<b>INFORMATION SERVICES</b>	
Director of Information Services	1
Information Services Business Application Manager	3
Information Systems Operations Manager	3
Information Systems Network Manager	3

<b>LIBRARY</b>	
County Librarian/Director	1
Administrative Services Manager	3
Branch Librarians	
<b>MUSEUM</b>	
Administrative Services Manager	1
<b>PLANNING AND BUILDING SERVICES</b>	
Planning and Building Services Director	1
Assistant Planning and Building Services Director	1
Planner	1
Chief Planner	1
Senior Planner	1
Code Enforcement Manager	1
Supervising Code Enforcement Officer	2
Code Enforcement Officer	2
Chief Building Official	2
Senior Building Inspector	2
Building Inspector	2
Administrative Services Manager	3
Cannabis Program Manager	1
Senior Program Manager	1
<b>PROBATION</b>	
Chief Probation Officer	1
Assistant Chief Probation Officer	3
Administrative Services Manager	3
Probation Division Manager	3
<b>PUBLIC DEFENDER</b>	
Public Defender	1
Assistant Public Defender	3
Chief Deputy Public Defender	3
Chief Deputy Public Defender Investigator	3
Administrative Services Manager	3
<b>PUBLIC HEALTH</b>	
Health Services Director	1
Public Health Officer	1
Director of Nursing – Public Health	3
Administrative Services Manager	3
Environmental Health Director	1
Environmental Health Specialist	2
Senior Environmental Health Specialist	3
Environmental Health Manager	3
<b>SHERIFF'S OFFICE</b>	
Sheriff-Coroner	1
Undersheriff	1

Sheriff's Captain	1
Sheriff's Lieutenant	1
Administrative Services Manager	3
Computer Operations Manager	3
<b>SOCIAL SERVICES</b>	
Director of Social Services	1
Deputy Director – Family and Children Services	3
Deputy Director – Adult and Aging Services	3
Deputy Director - EFAS	3
Staff Services Administrator	3
Program Manager	3
Administrative Services Manager	3
Veterans' Service Officer	3
Deputy Public Guardian/Administrator	3
Senior Program Manager	3
Program Administrator	3
<b>TRANSPORTATION</b>	
Director of Transportation	1
Deputy Director of Transportation – Admin/Business Services	1
Deputy Director of Transportation – Engineering	1
Deputy Director of Transportation – Maintenance Services	1
Deputy Director of Transportation – Land Improvement	
Deputy Director of Transportation – Solid Waste and Water Agency	
Maintenance Operations Coordinator	3
Civil Engineer	1
Engineer	1
Senior Civil Engineer	1
Right of Way/Environmental Agent	1
Equipment Superintendent	3
County Surveyor	1
Deputy County Surveyor	1
<b>TREASURER-TAX COLLECTOR</b>	
Assistant Treasurer-Tax Collector	1
Chief Deputy Treasurer-Tax Collector	1
Investment Operations Analyst	1

## PART II - DESIGNATED BOARDS, COMMISSIONS, AND EMPLOYEES

Under the provisions of the standard code, the following Boards and Commissions and their designated members and employees make or participate in the making of decisions which may foreseeably have a material effect on any financial interest:

	<b><i>CATEGORY</i></b>
<b>Airport Land Use Commission</b> (all Commissioners)	2
<b>Air Quality Management District</b> (all Board members)	2
Air Pollution Control Officer	2
Senior Air Quality Specialist	2
Air Quality Management District Hearing Board	2
Air Quality Program Coordinator	2
<b>Archaeological Commission of Mendocino County</b> (all Commissioners)	2
<b>Board of Building and Housing Appeals</b> (all Board members)	2
<b>Gualala Municipal Advisory Council</b> (all members)	1
<b>Hopland Municipal Advisory Council</b> (all members)	1
<b>Laytonville Municipal Advisory Council</b> (all members)	1
<b>Mendocino Historical Review Board</b> (all Board members)	1
<b>Redwood Valley Municipal Advisory Council</b> (all members)	1
<b>Round Valley Area Municipal Advisory Council</b> (all members)	1
<b>Solid Waste Hearing Board</b> (all Board members)	2
<b>Water Agency</b> (all Board members)	1
<b>Westport Municipal Advisory Council</b> (all members)	1

## PART III: CONSULTANTS

Consultants<sup>1</sup>

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<sup>1</sup> Consultants shall disclose pursuant to Category subject to the following limitation:

The Chief Executive Officer or the Director of Human Resources 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 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. Such determination shall be a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

**APPENDIX B**

**CONFLICT OF INTEREST CODE  
COUNTY OF MENDOCINO**

**DISCLOSURE CATEGORIES FOR DESIGNATED POSITIONS  
(EMPLOYEES, COMMISSION AND BOARD MEMBERS,  
AND CONSULTANTS)**

CATEGORY 1: All sources of income (including receipt of gifts, loans, and travel payments), relative to investments in businesses and real estate (except principal place of residence).

CATEGORY 2: All investments, sources of income (including receipt of gifts, loans, and travel payments) and interest in real property subject to the regulatory, permit or licensing authority of the employee's department.

CATEGORY 3: All investments and sources of income (including receipt of gifts, loans, and travel payments) derived from sources, which are:

- A. Contractors or subcontractors engaged in the performance of work or services of the type utilized by the County of Mendocino or the employee's department; or
- B. Manufacturers, sellers, or lessors of supplies, machinery, or equipment of the type utilized by the County of Mendocino or the employee's department.

**APPENDIX C**

**CONFLICT OF INTEREST CODE  
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**PLACE OF FILING**

**PART I - DESIGNATED EMPLOYEES**

Where: County Clerk-Recorder  
County of Mendocino  
Administration Center  
501 Low Gap Rd., Rm. 1020  
Ukiah, CA 95482

The County Clerk shall furnish to each designated employee upon his or her appointment and termination, and annually during such designated employee's tenure, a Form 700 - Statement of Economic Interests. The designated employees will submit the completed Form 700 Statement of Economic Interests to the County Clerk for filing.

**PART II - BOARDS, COMMISSIONS, AND COMMITTEES (and  
designated employees of same)**

Where: County Clerk-Recorder  
County of Mendocino  
Administration Center  
501 Low Gap Rd., Rm. 1020  
Ukiah, CA 95482

The County Clerk shall furnish to each designated member upon his or her appointment and termination, and annually during such designated member's tenure, a Form 700 - Statement of Economic Interests. The members will submit the completed Form 700 - Statement of Economic Interests to the County Clerk for filing.

### **PART III - CONSULTANTS**

Where: County Clerk-Recorder  
County of Mendocino  
Administration Center  
501 Low Gap Rd., Rm. 1020  
Ukiah, CA 95482

The County Clerk shall furnish each designated Consultant upon his or her contract commencement and termination, and annually during such designated Consultant's tenure, a Form 700 - Statement of Economic Interests. The Consultant will submit the completed Form 700 - Statement of Economic Interests to the County Clerk for filing.

## **APPENDIX D**

County Officers, Boards and Commissions members required to file Conflict of Interest Disclosure Statements pursuant to Government Code § 87200 et seq. that are not subject to County Conflict of Interest Code:

Board of Supervisors (all Supervisors)  
County Treasurer- Tax Collector  
District Attorney  
Chief Executive Officer  
County Counsel  
Planning Commissioners  
Retirement Board Members