



2020 COMPREHENSIVE CONFLICT OF INTEREST CODE FOR THE CENTRAL MARIN SANITATION AGENCY

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 Regulations section 18730) that contains the terms of a standard conflict of interest code, which can be incorporated by reference, and which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings. Therefore, the terms of 2 Cal. Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission, along with the attached Appendix A in which officials and employees are designated and disclosure categories are set forth, and attached Appendix B, which describes how annual statements are distributed to required filers and designated employees, the place of filing and the due dates for the annual statements, are hereby incorporated by reference and constitute the conflict of interest code of the Central Marin Sanitation Agency (“Agency”).

Required filers and designated employees shall file annual statements of economic interest with the Agency on or before April 1st of each year. The Agency will make the statements available for public inspection and reproduction. (Gov. Code § 81008.) Upon receipt of the statements of the Commissioners, Alternate Commissioners, General Manager, and General Counsel, the Agency shall make and retain a copy and forward the original of these statements to the County of Marin. Statements for designated employees will be retained by the Agency.

APPENDIX A

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REQUIRED FILERS	DISCLOSURE CATEGORY
Commissioners	1
Alternate Commissioners	1
General Manager	1
Agency General Counsel	1

DESIGNATED EMPLOYEES	DISCLOSURE CATEGORY
Treatment Plant Manager	2
Administrative Services Manager	2
Regulatory Compliance Manager	2
Technical Services Manager	2
Consultant*	2

* Consultants, acting as Agency staff, shall be included in the list of designated employees and shall disclose pursuant to the category indicated, except that the General Manager may determine in writing that a particular consultant, although occupying 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 code. 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 General Manager determination is a public record and shall be retained for public inspection in the same manner.

DISCLOSURE CATEGORIES DEFINED

1. Positions in this category shall disclose all interests in real property, investments, income (including receipt of gifts, loans and travel payments), and business positions.
2. Investments and business positions in any business entity or income from any source if the business entity or source of income manufactures, distributes, or sells supplies, machinery or equipment of the type utilized by Agency, or provides professional services to the Agency.

APPENDIX B

PLACE OF FILING | FILING DATES

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REQUIRED FILERS

Where: Elections Department
3501 Civic Center Drive, Room 121
San Rafael, CA 94903

From the list of required filers, the General Manager of CMSA shall be required to enclose in each appointment packet and termination packet, a Form 700 – Statement of Economic Interests. The required filer will submit the completed statement to the Agency, which shall make and retain a copy and forward the original to the County of Marin Elections Department for filing. All required filers shall file their Statement of Economic Interests on or before April 1st of each year.

DESIGNATED EMPLOYEES

Where: CMSA
1301 Andersen Drive
San Rafael, CA 94901

From the list of designated employees, the General Manager of CMSA shall be required to enclose in each appointment packet and termination packet, a Form 700 – Statement of Economic Interests. The designated employee will submit the completed statement to the Agency, which shall make and retain a copy of the original. All designated employees shall file their Statement of Economic Interests on or before April 1st of each year.