



**ALAMEDA COUNTY**  
**AUDITOR-CONTROLLER AGENCY**  
**MELISSA WILK**  
 AUDITOR-CONTROLLER/CLERK-RECORDER

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April 3, 2023

Honorable Board of Supervisors  
 County of Alameda  
 1221 Oak Street, Suite 536  
 Oakland, California 94612-4305

Dear Board Members:

**SUBJECT: APPROVE A REVISION TO THE ALAMEDA COUNTY AUDITOR-CONTROLLER AGENCY CONFLICT OF INTEREST CODE APPENDIX OF DESIGNATED POSITIONS**

**RECOMMENDATION:**

Approve a revision to the Alameda County Auditor-Controller Agency Conflict of Interest Code Appendix of Designated Positions to update the list of designated filers.

**DISCUSSION/SUMMARY:**

The Political Reform Act (Government Code Section 81000, et seq.) requires every government agency to review its Conflict of Interest Code biennially for accuracy and potential updates.

Review of the Alameda County Auditor-Controller Agency Conflict of Interest Code, Disclosure Categories and Appendix of Designated Positions determined that a revision to the Agency's Appendix of Designated Positions was necessary to update the list of designated filers. Attached is the updated Appendix of Designated Positions (filers who are required to submit annual statements disclosing their reportable financial interests in accordance with the Political Reform Act of 1974). On March 29, 2022, your Board approved the Agency's updated Conflict of Interest Code and Disclosure Categories (Item No. 11).

**FINANCING:**

This recommendation has no financial impact on Alameda County.

VISION 2026 GOAL:

This amended Code of Appendix of Designated Positions meets the 10x goal pathway of Employment for All in support of our shared vision of a **Prosperous and Vibrant Economy**.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Melissa Wilk". The signature is fluid and cursive, with a large initial "M" and a long, sweeping underline.

Melissa Wilk  
Auditor-Controller/Clerk-Recorder

Attachments

c: Susan S. Muranishi, County Administrator  
Donna R. Ziegler, County Counsel

**AUDITOR-CONTROLLER AGENCY  
CONFLICT OF INTEREST CODE**

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 adopted 2 California Code of Regulations Section 18730 that contains the terms of a standard conflict of interest code, which can 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 that attached Appendix, designating positions and establishing disclosure categories, shall constitute the conflict of interest code of the Auditor-Controller Agency.

Individuals holding designated positions shall file their statements of economic interests with the Auditor-Controller Agency Administrative Specialist, who reports directly to the elected Auditor-Controller/Clerk-Recorder, who will make the statements available for public inspection and reproduction (Gov. Code Sec. 81008). All statements will be retained by the Filing Officer of the Auditor-Controller Agency. The original statement of the Auditor-Controller/Clerk Recorder, an elected official, shall be filed with the Clerk, Board of Supervisors.

**AUDITOR-CONTROLLER AGENCY****SUMMARY OF RULES AND  
DISCLOSURE CATEGORIES**

Any employee of the Auditor-Controller Agency who approves or influences the approval of contracts or transactions is covered by this conflict of interest code. None of these employees may have a direct or indirect interest in any contract or transaction with the County; or receive any commission, money, gift or any thing of value; or derive any profit, benefit or advantage, directly or indirectly, from or by reason of any dealing with, or service for the County him/herself or otherwise, except his/her lawful compensation.

Discipline, up to and including termination, may result from violations of this Code. This discipline will be in addition to any penalties set forth in the referenced regulations of the State of California.

**DISCLOSURE CATEGORIES**

<b>Category</b>	<b>Disclosure</b>
1	Investments and business positions in business entities, sources of income and interests in real property.
2	Investments and business positions in business entities and income from sources which provide services, supplies, materials, machinery or equipment of the type used by Alameda County.
3	Investments and business positions in business entities and income from sources which provide, supply, manufacture or service computer hardware or software of the type used by the County.
4	Investments and business positions in business entities and income from sources which are of the type to have done business with the County in the previous two years; income from individuals who are County employees, as well as all interests in real property.

**AUDITOR-CONTROLLER AGENCY****APPENDIX OF DESIGNATED EMPLOYEES**

The following classification/position is required to file a conflict of interest statement (Form 700) with the Alameda County Clerk, Board of Supervisors.

<b><u>Classification/Position</u></b>	<b><u>Disclosure Category</u></b>
Auditor-Controller/Clerk Recorder	1

The following classifications/positions are required to file a conflict of interest statement (Form 700) at the beginning of each calendar year with the Filing Officer of the Auditor-Controller Agency:

<b><u>Classification/Position</u></b>	<b><u>Disclosure Category</u></b>
Chief Deputy Auditor-Controller	1
Assistant Controller	1
Assistant County Clerk Recorder	1
Departmental Human Resources Officer	1
Division Chief, Auditor	1
Principal Auditor, Central Collections	1
Principal Auditor, Consolidated Accounting	1
Principal Auditor, Disbursements	1
Public Art Program Coordinator	1
Senior Auditor, SLEB Certification	1
Senior Supervising Auditor, SLEB Certification	1
Administrative Specialist II	2