



City of South San Francisco

P.O. Box 711 (City Hall,
400 Grand Avenue)
South San Francisco, CA

City Council

Resolution: RES 181-2018

File Number: 18-908

Enactment Number: RES 181-2018

RESOLUTION AMENDING THE CITY'S CONFLICT OF INTEREST CODE TO UPDATE THE LIST OF DESIGNATED POSITIONS.

WHEREAS, pursuant to the Political Reform Act (Article III of Chapter 7 of the Government Code, commencing with Section 81000), each government agency is required to adopt a Conflict of Interest Code (Government Code Section 87300 et seq.); and

WHEREAS, pursuant to Government Code Section 87302, the Conflict of Interest Code shall provide for specific enumeration of the positions within the City, other than those specified in Government Code Section 87200, which involve the making or participation in the making of decisions which may foreseeably have material effect on any financial interest and for each such enumerated position, the specific types of investments, business positions, interests in real property, and sources of income which are reportable; and

WHEREAS, by Resolution No. 129-87, as amended most recently by Resolutions 28-2014 and 123-2016, the City Council previously adopted the City's Conflict of Interest Code ("COI") and the list of designated positions subject to the COI; and

WHEREAS, an update to the list of designated positions subject to the COI is necessary because of recent additions, deletions, revisions and changed responsibilities related to City positions.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of South San Francisco hereby adopts the updated COI, including designation of positions and the applicable disclosure categories for the positions, as shown in Exhibit 1 and Exhibit 2.

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At a meeting of the City Council on 10/24/2018, a motion was made by Richard Garbarino, seconded by Pradeep Gupta, that this Resolution be approved. The motion passed.

Yes: 4 Mayor Normandy, Councilmember Garbarino, Councilmember Gupta, and Councilmember Addiego

Absent: 1 Mayor Pro Tem Matsumoto

Attest by

Krista Martinelli

Exhibit 1

DESIGNATION OF POSITIONS AND
APPLICABLE DISCLOSURE CATEGORIES
FOR THE CITY OF SOUTH SAN FRANCISCO

Designated Positions	Disclosure Category
<u>Members of the following Boards and Commissions</u>	
1.1 City Council	Form 700
1.2 Measure W Citizens' Oversight Committee	1, 2, 3, 4, 5, 6
1.3 Design Review Board	1, 2, 3, 4
1.4 Housing Authority	1
1.5 Library Board	6
1.6 Parking Place Commission	3, 4, 6
1.7 Planning Commission	Form 700
1.8 Parks & Recreation Commission	1, 2, 4, 6
1.9 Conference Center Board	6
1.10 Cultural Arts Commission	1, 2
1.11 Bicycle and Pedestrian Advisory Committee (BPAC)	1, 2, 4, 6
1.12 Mosquito Abatement District – SSF Representative	1, 2, 3, 4, 5, 6
1.13 Colma Creek Advisory Committee – Representatives	1, 2, 3, 4, 5, 6
<u>2. City Manager</u>	
2.1 City Manager	Form 700
2.2 Assistant City Manager	1, 2, 4, 6
2.3 Assistant to the City Manager	1, 2, 4
2.4 Communications Director	1, 2, 4
2.5 Management Analyst I/II	1, 2, 4
<u>3. City Clerk</u>	
3.1 City Clerk	Form 700
3.2 Deputy City Clerk	6
<u>4. City Attorney</u>	
4.1 City Attorney	Form 700
4.2 Assistant City Attorney	1, 2, 3, 4, 5, 6
<u>5. City Treasurer</u>	
5.1 City Treasurer	Form 700
5.2 Deputy City Treasurer	1, 2, 3, 4, 5, 6

6.	<u>Economic & Community Development Department</u>	
6.1	Economic and Community Development Director	1, 2, 4
6.2	Economic and Community Development Deputy Director	1, 2, 4
6.3	Principal Planner	1, 2, 4
6.4	Senior Planner	1, 2, 4
6.5	Associate Planner	1, 2, 4
6.6	Building Plan Reviewer	1, 2, 4
6.7	Community Development Coordinator	1, 2, 4
6.8	Building Official	1, 2, 4
6.9	Assistant Building Official	1, 2, 4
6.10	Senior Building Inspector	1, 2, 4
6.11	Building Inspector	1, 2, 4
6.12	Planning Technician	1, 2, 4
6.13	Senior Permit Technician	1, 2, 4
6.14	Permit Technician	1, 2, 4
6.15	Economic Development Coordinator	1, 2, 4
6.16	Management Analyst I/II	1, 2, 4
7.	<u>Human Resources Department</u>	
7.1	Human Resources Director	6
7.2	Human Resources Manager	6
7.3	Human Resources Analyst I/II	6
8.	<u>Public Works Department</u>	
8.1	Public Works Director	1, 2, 4, 6
8.2	Assistant Public Works Director/City Engineer	1, 2, 4, 6
8.3	Public Works Deputy Director	1, 2, 4, 6
8.4	Plant Superintendent	1, 2, 4, 6
8.5	Assistant Plant Superintendent	1, 2, 4, 6
8.6	Principal Engineer	1, 2, 4, 6
8.7	Senior Civil Engineer	1, 2, 4, 6
8.8	Associate Civil Engineer	1, 2, 4, 6
8.9	Public Works Inspector	1, 2, 4, 6
8.10	Laboratory Supervisor	1, 2, 4, 6
8.11	Plant Maintenance Supervisor	1, 2, 4, 6
8.12	Environmental Compliance Supervisor	1, 2, 4, 6
8.13	Senior Environmental Compliance Inspector	1, 2, 4, 6
8.14	Environmental Compliance Inspector I/II	1, 2, 4, 6
8.15	Program Manager – Public Works	1, 2, 4, 6
8.16	Public Works Administrator	1, 2, 4, 6
8.17	Management Analyst I/II	1, 2, 4, 6
8.18	Code Enforcement Officer	1, 2, 4, 6
9.	<u>Finance Department</u>	
9.1	Finance Director	1, 3, 4, 5
9.2	Financial Services Manager	1, 3, 4, 5

10. <u>Fire Department</u>		
10.1	Fire Chief	6
10.2	Deputy Fire Chief	6
10.3	Battalion Chief	6
10.4	EMS Battalion Chief	6
10.5	Fire Marshal	1, 2, 4, 6
10.6	Fire Captain	6
10.7	Safety Inspector I/II/III	1, 2, 4
10.8	Emergency Services Manager	1, 2, 4, 6
10.9	Management Analyst I/II	1, 2, 4
11. <u>Library Department</u>		
11.1	Library Director	6
11.2	Assistant Library Director	5
11.3	Literacy Program Manager	6
11.4	Library Program Manager	6
11.5	Management Analyst I/II	6
12. <u>Parks and Recreation Department</u>		
12.1	Parks and Recreation Director	1, 2, 4, 6
12.2	Program Manager – Facilities	2, 4, 5, 6
12.3	Program Manager – Parks	2, 4, 5, 6
12.4	Program Manager – Recreation & Community Services	2, 4, 5, 6
12.5	Business Manager (<i>Public Works Administrator</i>)	2, 4, 5, 6
12.6	Landscape Architect	2, 4, 5, 6
12.7	Facilities Supervisor	2, 4, 5, 6
12.8	Parks Supervisor	2, 4, 5, 6
12.9	Recreation and Community Services Supervisor	2, 4, 5, 6
13. <u>Police Department</u>		
13.1	Chief of Police	6
13.2	Deputy Police Chief	6
13.3	Police Captain	6
13.4	Police Lieutenant	6
13.5	Police Sergeant	6
13.6	Police Communications & Records Manager	6
13.7	Management Analyst I/II	6
14. <u>Consultants</u>		Form 700
15. <u>Housing Authority</u>		
15.1	Executive Director	1, 2, 4
16. <u>Conference Center</u>		
16.1	Executive Director	1

17. <u>Information Technology Department</u>	6
17.1 Chief Innovation Officer	6
17.2 Information Technology Manager	

DISCLOSURE CATEGORIES

A. APPROPRIATE FORMS

All persons holding offices or positions specified in Government Code Section 87200 shall file FPPC Form 700 for purposes of complying with the financial disclosure requirements of the Conflict of Interest Code. All other positions and offices designated in Resolution 32-2008 shall file FPPC form 700 based on the disclosure categories listed below.

B. DISCLOSURE CATEGORIES

- Category 1: All investments, sources of income, interests in real property or business positions in which the designated employee or official is a director, officer, partner, trustee, employee or holds any position of management. (Schedules All A-E)
- Category 2: All interest in real property located in the City of South San Francisco, within two (2) miles of the City of South San Francisco or within two (2) miles of any land owned or used by the City of South San Francisco. (Schedules B & C)
- Category 3: All investments, interests in real property or sources of income subject to the regulatory, permit or licensing authority of the department, board or commission, or agency. (Schedules All A-E)
- Category 4: Investments in business entities and sources of income which engage in land development, construction or the acquisition or sale of real property. (Schedules A, C, D, E)
- Categories 5 : Investments in, income from and positions held in business entities of the types which, within the past two (2) years, have contracted with the City of South San Francisco to provide services, supplies, materials, machinery or equipment. (Schedules A, C, D, E)
- Category 6: Investment in, income from and positions held in business entities of the type which, within the past two (2) years, have contracted with the designated employee's department to provide services, supplies, materials, machinery and equipment. (Schedules A, C, D, E)