



City of South San Francisco

City Council

Resolution: RES 141-2024

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

File Number: 24-843

Enactment Number: RES 141-2024

RESOLUTION AMENDING THE CITY'S CONFLICT OF INTEREST CODE TO UPDATE THE 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, 123-2016, 181-2018, 125-2020, and 204-2022, the City Council previously adopted the City's Conflict of Interest Code ("COI"), the list of designated positions subject to the COI, and sources income which are reportable; 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 Conflict of Interest Code, including designation of positions and the applicable disclosure categories for the positions, as shown in Exhibit A and Exhibit B.

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At a meeting of the City Council on 9/25/2024, a motion was made by Councilmember Nicolas, seconded by Councilmember Nagales, that this Resolution be approved. The motion passed.

Yes: 5 Mayor Coleman, Vice Mayor Flores, Councilmember Addiego,
Councilmember Nagales, and Councilmember Nicolas

Attest by

Rosa Govea Acosta, City Clerk

Resolution No. 141-2024

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

Designated Positions		Disclosure Category
1	<u>Boards and Commissions Members</u>	
1.1	City Council	Form 700 (87200 Filer)
1.2	Successor Agency to the Redevelopment Agency	Form 700 (87200 Filer)
1.3	Planning Commission	Form 700 (87200 Filer)
1.4	Bicycle and Pedestrian Advisory Committee (BPAC)	1, 2, 4, 6
1.5	Conference Center Authority	6
1.6	Cultural Arts Commission	1, 2
1.7	Design Review Board	1, 2, 3, 4
1.8	Commission on Equity and Public Safety	1, 2, 4, 6
1.9	Housing Authority	1
1.10	Housing Authority Tenant Commission	1
1.11	Library Board	6
1.12	Measure W Citizens' Oversight Committee	1, 2, 3, 4, 5, 6
1.13	Parking Place Commission	3, 4, 6
1.14	Parks & Recreation Commission	1, 2, 3, 4
1.15	Traffic Safety Commission	3, 4, 6
2	<u>City Attorney</u>	
2.1	City Attorney	Form 700 (87200 Filer)
2.2	Assistant City Attorney	1, 2, 3, 4, 5, 6
3	<u>City Clerk</u>	
3.1	City Clerk	1, 2, 3, 4, 5, 6
3.2	Assistant City Clerk	6
3.3	Deputy City Clerk	6
4	<u>City Manager</u>	
4.1	City Manager	Form 700 (87200 Filer)
4.2	Assistant City Manager	1, 2, 4, 6
4.3	Assistant to the City Manager	1, 2, 4
4.4	Communications Director	1, 2, 4
4.5	Director of Capital Projects	1, 2, 4
4.6	Deputy Director of Capital Projects	1, 2, 4
4.7	Management Analyst I/II	1, 2, 4
4.8	Deputy City Manager	1, 2, 4
4.9	Diversity, Equity, and Inclusion Officer	1, 2, 4
4.10	Communications Manager	1, 2, 4
5	<u>City Treasurer</u>	
5.1	City Treasurer	Form 700 (87200 Filer)
6	<u>South San Francisco Conference Center</u>	
6.1	Executive Director	1

7	<u>Consultants</u>	Form 700 (87200 Filer)
8	<u>Economic & Community Development Department</u>	
8.1	Director of Economic & Community Development	1, 2, 4
8.2	Deputy Economic & Community Development Director	1, 2, 4
8.3	City Planner	1, 2, 4
8.4	Principal Planner	1, 2, 4
8.5	Senior Planner	1, 2, 4
8.6	Associate Planner	1, 2, 4
8.7	Building Plan Reviewer	1, 2, 4
8.8	Community Development Coordinator	1, 2, 4
8.9	City Building Official	1, 2, 4
8.10	Assistant Building Official	1, 2, 4
8.11	Senior Building Inspector	1, 2, 4
8.12	Building Inspector	1, 2, 4
8.13	Planning Technician	1, 2, 4
8.14	Senior Permit Technician	1, 2, 4
8.15	Permit Technician	1, 2, 4
8.16	Economic Development Coordinator	1, 2, 4
8.17	Management Analyst I/II	1, 2, 4
8.18	Housing Manager	1, 2, 4
8.19	Economic Development Manager	1, 2, 4
8.20	Community Resource Analyst	1, 2, 4
8.21	Economic Development Specialist	1, 2, 4
9	<u>Finance Department</u>	
9.1	Director of Finance	1, 3, 4, 5
9.2	Deputy Finance Director	1, 3, 4, 5
9.3	Financial Services Manager	1, 3, 4, 5
9.4	Management Analyst I/II	1, 2, 4
9.5	Senior Financial Analyst	1, 2, 4
9.6	Financial Analyst I/II	1, 2, 4
9.7	Payroll Administrator	1, 2, 4
9.8	Senior Accountant	1, 2, 4
9.9	Accountant I/II	1, 2, 4
9.10	Accounting Supervisor	1, 3, 4, 5

10	<u>Fire Department</u>	
10.1	Fire Chief	6
10.2	Deputy Fire Chief	6
10.3	Fire Battalion Chief (40 hours)	6
10.4	Fire Battalion Chief (56 hours)	6
10.5	EMS Battalion Chief	6
10.6	Fire Marshall	1, 2, 4, 6
10.7	Fire Captain (40 hours)	6
10.8	Fire Captain (56 hours)	6
10.9	Safety Inspector I/II/III	1, 2, 4
10.10	Emergency Services Manager	1, 2, 4, 6
10.11	Management Analyst I/II	1, 2, 4
10.12	Deputy Fire Marshall	6
10.13	Emergency Services Captain	1, 2, 4, 6
11	<u>Housing Authority</u>	
11.1	Executive Director	1, 2, 4
12	<u>Human Resource Department</u>	
12.1	Director of Human Resources	6
12.2	Human Resource Manager	6
12.3	Human Resource Analyst Senior	6
12.4	Human Resource Analyst I/II	6
13	<u>Information Technology Department</u>	
13.1	Director of Information Technology	6
13.2	Information Technology Manager	6
13.3	Senior Information Systems Administrator	6
13.4	Information Systems Administrator	6
13.5	Applications Analyst	6
14	<u>Library Department</u>	
14.1	Library Director	6
14.2	Assistant Library Director	5
14.3	Literacy Program Manager	6
14.4	Library Program Manager	6
14.5	Management Analyst I/II	6
15	<u>Parks and Recreation Department</u>	
15.1	Parks and Recreation Director	1, 2, 4, 6
15.2	Parks and Recreation Deputy Director	2, 4, 5, 6
15.3	Maintenance Supervisor	2, 4, 5, 6
15.4	Program Manager	2, 4, 5, 6
15.5	Business Manager	2, 4, 5, 6
15.6	Recreation and Community Services Manager	2, 4, 5, 6
15.7	Recreation and Community Services Supervisor	2, 4, 5, 6
15.8	Recreation and Community Services Program Coordinator	2, 4, 5, 6
15.9	Management Analyst I/II	1, 2, 4
16	<u>Police Department</u>	

16.1	Police Chief	6
16.2	Deputy Police Chief	6
16.3	Police Captain	6
16.4	Police Lieutenant	6
16.5	Police Sergeant	6
16.6	Police Corporal	6
16.7	Police Communications & Records Manager	6
16.8	Management Analyst I/II	6
17	<u>Public Works Department</u>	
17.1	Director of Public Works	1, 2, 4, 6
17.2	Public Works Deputy Director	1, 2, 4, 6
17.3	Plant Superintendent	1, 2, 4, 6
17.4	Assistant Plant Superintendent	1, 2, 4, 6
17.5	Principal Engineer	1, 2, 4, 6
17.6	Senior Engineer	1, 2, 4, 6
17.7	Associate Engineer	1, 2, 4, 6
17.8	Public Works Inspector	1, 2, 4, 6
17.9	Laboratory Supervisor	1, 2, 4, 6
17.10	Plant Maintenance Supervisor	1, 2, 4, 6
17.11	Environmental Compliance Supervisor	1, 2, 4, 6
17.12	Senior Environmental Compliance Inspector	1, 2, 4, 6
17.13	Environmental Compliance Inspector I/II	1, 2, 4, 6
17.14	Program Manager	1, 2, 4, 6
17.15	Management Analyst I/II	1, 2, 4, 6
17.16	Code Enforcement Officer	1, 2, 4, 6
17.17	Electrical Maintenance Supervisor	1, 2, 4, 6
17.18	Technical Services Supervisor	1, 2, 4, 6

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. (Schedule 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. (Schedule 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. (Schedule 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. (Schedule 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. (Schedule 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. (Schedule A, C, D, E)