

DESIGNATED POSITION LIST		
DEPARTMENT/COMMISSION	POSITION	DISCLOSURE CATEGORY
CityNet Services	Director	1
	Business Manager	1
	Programming Technology Manager	2
	System Engineer	1
	Information Technology Manager	3, 4
	Information Technology Analyst I/II	3, 4
	Systems Administrator	3, 4
City Clerk	City Clerk	1
	Deputy City Clerk	3
City Manager	City Manager	1 5
	Assistant City Manager	1
	Executive Assistant to the City Manager	4
	Management Analyst	4
<u>City Attorney</u>	<u>City Attorney</u>	1 5
	<u>Management Analyst</u>	4
Community & Economic Development	Director	1
	Senior Planner	1
	Associate Planner	2, 4
	Assistant Planner	2, 4
	Planning & Housing Manager	1
	Chief Building Official	1
	Building Inspector I/II	2, 4
	Community Development Technician I/II	2
	<u>Management Analyst</u>	2 , 3, 4
Finance	Director	1
	<u>Budget Officer</u>	3
	<u>Procurement Officer</u>	3
	Financial Services Manager	3, 4
	Accounting Manager	3, 4
	Financial Services Supervisor	4
	Accountant	4
Fire	Chief	1
	Battalion Chief	1
	<u>Fire Marshal</u>	1
Human Resources	<u>Director</u>	1
	Human Resources Manager	1
	Management Analyst	4
Community Services	Director	1
	<u>Deputy Director</u>	1
	Community Services Superintendent	2, 3, 4

	Maintenance Services Manager	2, 3
	Parks & Facilities Services Manager	2, 3, 4
	Recreation Services Manager	3, 4
	Recreation Services Supervisor	3, 4
	Recreation Services Coordinator	3, 4
	Library Services Manager	3, 4
	Field Supervisor	4
DESIGNATED POSITION LIST		
DEPARTMENT/COMMISSION	POSITION	DISCLOSURE CATEGORY
Police	Chief	1
	Captain	1
	Lieutenant	4
	Sergeant - Administrative	4
	Communications & Records Supervisor	4
	Management Analyst	4
	Code Enforcement Officer	2, 4
	Senior Code Enforcement Officer	2, 4
Public Works	Director	1
	Deputy Director Public Works - Admin & Engineering	1
	Deputy Director Public Works - Utilities & Operations	1
	Principal Civil Engineer	1
	<u>Senior Civil Engineer</u>	<u>2, 4</u>
	Associate Civil Engineer	2, 4
	Assistant Engineer	2, 4
	Maintenance Services Manager	2, 3, 4
	Field Supervisor	2, 3, 4
	Management Analyst	2, 3, 4
	Engineering Technician/Public Works Inspector	2, 4
	Water System and Conservation Manager	2, 3, 4
<u>City Council</u>	<u>Mayor & Councilmembers</u>	<u>4 5</u>
<u>Planning Commission</u>	<u>Planning Commission Members</u>	<u>4 5</u>
<u>Consultants</u>	<u>Consultants</u>	<u>**</u>

DISCLOSURE CATEGORIES:

Category 1

- Similar to Government Code Section 87200 code filers (Elected Officials, City Manager, City Attorney, etc.), persons in this category shall disclose requires disclosure of all sources of income, loans and business positions; investments; gifts and travel payments, advances and reimbursements; and interests in real property in San Bruno, and any business entity in which the employee holds a position.
- This is the broadest category – all department directors are in this category. (FPPC Form 700, Schedules A-1, A-2, B, C, D and E).

Category 2

- Persons in this category shall disclose ~~Requires disclosure of~~ all investments, sources of income, loans, investments, and business positions in companies that engage in land development, ~~construction activities or acquisition or sale of real property.~~
- This category typically applies to planning and public works personnel.
(See, FPPC Form 700, Schedules A-1, A-2, and C).

Category 3

- Persons in this category shall disclose ~~Requires disclosure of~~ all investments, sources of income, loans, investments, and business positions in companies *of the type* that contract *with the City* to provide goods, services, supplies, etc.
- This category typically applies to positions handling contracts affecting all city departments.
(See, FPPC Form 700, Schedules A-1, A-2, and C).

Category 4

- Persons in this category shall disclose ~~Requires disclosure of~~ all investments, sources of income, loans, investments, and business positions in companies *of the type* that typically contract with the employee's *department*.
- This category typically applies to supervisors and managers making contract recommendations and decisions for a particular department.
(See, FPPC Form 700, Schedules A-1, A-2, and C).

Category 5

- Disclosure is required on FPPC Form 700 pursuant to Government Code Section 87200. No additional disclosure is required by this Conflict of Interest Code.

** Consultants

For consultants* who serve in a staff capacity with the City, the consultant shall disclose based on the disclosure categories assigned elsewhere in this Conflict of Interest Code for that staff position.

For consultants who do not serve in a staff capacity for the City, the following disclosure categories shall be used: Persons required to disclose in this category shall disclose pursuant to categories A, B, C and D below unless the City Manager determines in writing that a particular consultant 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 in categories A, B, C and D. 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. The City Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

- A. Reportable interests in real property in the jurisdiction. (FPPC Form 700, Schedule B.)
- B. Reportable income, loans and business positions. (FPPC Form 700, Schedule C.)
- C. Reportable investments. (FPPC Form 700, Schedules A-1 and A-2.)

D. Reportable gifts and travel payments, advances and reimbursements. (FPPC Form 700, Schedules D and E).

CONSULTANT DESCRIPTION

Fair Political Practices Commission Regulation 18700.3 defines “consultant” as an individual who, pursuant to a contract with a state or local government agency:

- (1) Makes a governmental decision whether to:
 - (A) Approve a rate, rule, or regulation;
 - (B) Adopt or enforce a law;
 - (C) Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement;
 - (D) Authorize the agency to enter into, modify, or renew a contract provided it is the type of contract that requires agency approval;
 - (E) Grant agency approval to a contract that requires agency approval and to which the agency is a party, or to the specifications for such a contract;
 - (F) Grant agency approval to a plan, design, report, study, or similar item;
 - (G) Adopt, or grant agency approval of, policies, standards, or guidelines for the agency, or for any subdivision thereof; or
- (2) Serves in a staff capacity with the agency and in that capacity participates in making a governmental decision as defined in Regulation 18704(a) and (b) or performs the same or substantially all the same duties for the agency that would otherwise be performed by an individual holding a position specified in the agency's Conflict of Interest Code under Section 87302.

The City Manager 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 consultants duties and, based upon that description, a statement of the extent of disclosure requirements. The City Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.