

## **ATTACHMENT B**

### **COUNTY DEPARTMENTS OR OTHER PUBLIC AGENCIES**

- Controller
- County Manager
- Human Resources
- Information Services Department
- LAFCO
- Office of Education
- Peninsula Clean Energy Authority
- Peninsula Traffic Congestion Relief Alliance
- Planning & Building
- San Mateo Community Health Authority
- San Mateo Health Commission
- Sheriff's Office
- Transit Authority

## 2018 Local Agency Biennial Notice

Name of Agency: County of San Mateo - Controller's Office  
Mailing Address: 555 County Center, 4th Floor, Redwood City, CA 94063-1665  
Contact Person: Juan Raigoza Phone No. 650-363-4777  
Email: controller@smcgov.org Alternate Email: jireyes@smcgov.org

**Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.**

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

☒ **An amendment is required. The following amendments are necessary:**

(*Check all that apply.*)

- ☒ Include new positions
- ☐ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☒ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- ☐ Other (*describe*) \_\_\_\_\_

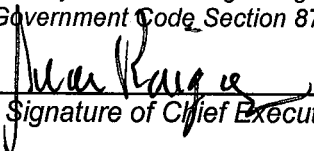
☐ **The code is currently under review by the code reviewing body.**

☐ **No amendment is required.** (If your code is over five years old, amendments may be necessary.)

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### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.*

  
Signature of Chief Executive Officer

8-28-18  
Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **September 1, 2018**, to:

Attention: *Juliet Fernandez*  
Office of the Assessor-County Clerk-Recorder  
555 County Center, Redwood City, CA 94063

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

**Conflict of Interest Code of the  
OFFICE OF THE CONTROLLER**

**County of San Mateo  
State of California**

The Political Reform Act, Government Code Section 81000, et seq., requires each state and local government agency to adopt and promulgate a Conflict of Interest Code. The Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regs. Section 18730, which contains the terms of a standard Conflict of Interest Code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix in which officials and employees are designated and disclosure categories are set forth, constitute the Conflict of Interest Code of the OFFICE OF THE CONTROLLER.

Pursuant to Section 18730(b) of the Standard Code, all designated employees shall file statements of economic interests with their departments which shall make and retain a copy and forward the originals to the filing officer.

As directed by Government Code Section 82011, the code reviewing body is the Board of Supervisors for the County of San Mateo. Pursuant to 2 Cal. Code of Regs. Section 18227, the County Clerk for the County of San Mateo shall be the official responsible for reviewing and retaining statements of economic interests and making the statements available for public inspection and reproduction.

**San Mateo County Controller  
Conflict of Interest Code**

List of Designated Positions in the San Mateo County Controller's Office and Financial  
Disclosure Categories

Each person holding any position listed below must file statements disclosing the kinds of financial interest shown for the designated employee's position. Statements must be filed at the times and on the forms prescribed by law. Failure to file statements on time may result in penalties including but not limited to late fines.

| <b>Designated Employees</b>                    | <b>Disclosure Category</b> |
|--|----------------------------|
| Controller**                                   | **                         |
| Assistant Controller                           | 1,2,3,4                    |
| Deputy Controllers                             | 1,2,3,4                    |
| Financial Services Manager I – Payroll Manager | 1,2,3,4                    |
| Financial Services Manager II                  | 1,2,3,4                    |
| Controller Division Manager                    | 1,2,3,4                    |
| Executive Assistant – Confidential             | 1,2,3,4                    |
| Administrative Assistant                       | 1,2,3,4                    |
| Office Specialist – Administration Division    | 1,2,3,4                    |
| Consultants*                                   | 1,2,3,4                    |

\*Each Department Head, after consultation with the County Counsel, shall review the duties and authority of all consultants retained by the department. Those consultants who, within the meaning of 2 Cal. Code of Regs. Section 18701(a)(2) are required to file statements of economic interests, shall do so. During each calendar year, the San Mateo County Controller's Office shall maintain a list of such consultants for public inspection in the same manner and location as this Conflict of Interest Code. Nothing herein excuses any consultant from any other provision of the Conflict of Interest Code, specifically those dealing with disqualification.

\*\*The Controller must file Statements of Economic Interest in accordance with Government Code Section 87200 et seq. The Controller files the original statements with the County Clerk who must make and retain a copy and forward the original to the Fair Political Practices Commission.

**OFFICE OF THE CONTROLLER**  
Description of Disclosure Categories

Category 1

A designated person assigned to Category 1 is required to disclose investments which may foreseeably be materially affected by any decision made or participated in by the designated employee.

Category 2

A designated person assigned to Category 2 is required to disclose interests in real property which may be materially affected by a decision made or participated in by the designated employee.

Category 3

A designated person assigned to Category 3 is required to disclose income which may be materially affected by any decision made or participated in by the designated employee.

Category 4

A designated person assigned to Category 4 is required to disclose any business entity in which the designated employee is a director, officer, partner, trustee, or holds any position of management which may be materially affected by any decision made or participated in by the designated employee.

## 2018 Local Agency Biennial Notice

Name of Agency: County of San Mateo - County Manager's Office  
Mailing Address: Government Center - 400 County Center, 1st Floor, Redwood City, CA 94063  
Contact Person: Michael P. Callagy Phone No. (650) 363-4121  
Email: mcallagy@smcgov.org Alternate Email: khurst@smcgov.org - Executive Secretary

**Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.**

This agency has reviewed its conflict of interest code and has determined that *(check one BOX)*:

☒ **An amendment is required. The following amendments are necessary:**

*(Check all that apply.)*

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other *(describe)* Adding Office of Sustainability, Project Development Unit & Revenue Services

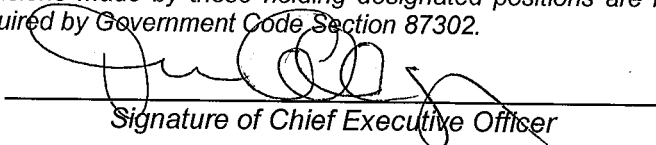
☐ **The code is currently under review by the code reviewing body.**

☐ **No amendment is required.** (If your code is over five years old, amendments may be necessary.)

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### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.*

  
Signature of Chief Executive Officer

11/21/18  
Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **September 1, 2018**, to:

Attention: Juliet Fernandez  
Office of the Assessor-County Clerk-Recorder  
555 County Center, Redwood City, CA 94063

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

**2018 DESIGNATED POSITION AND DISCLOSURE CATEGORIES  
GOVERNED BY THE CONFLICT OF INTEREST**

**COUNTY MANAGER'S OFFICE**

Each person holding any position listed below must file statements disclosing the kinds of financial interest shown for the designated employee's position. Statements must be filed at the times and on the forms prescribed by law. Failure to file statements on time may result in penalties including but not limited to late fines.

| <u>Designated Position</u>   | <u>Disclosure Category</u> |
|--|----------------------------|
| County Manager and Clerk of the Board                                | 1,2,3,4                    |
| Assistant County Manager   | 1,2,3,4                    |
| Deputy County Manager  | 1,2,3,4                    |
| Director of Budget, Policy and Performance<br>County Budget Director | 1,2,3,4                    |
| Assistant Director of Budget, Policy and Performance                 | 1,2,3,4                    |
| Director of Legislation<br>Chief Legislation Officer                 | 1,2,3,4                    |
| Director of Communications<br>Chief Communications Officer           | 1,2,3,4                    |
| Community Affairs Manager<br>Program Services Manager I              | 1,2,3,4                    |
| Director of Agricultural Services                                    | 1,2,3,4                    |
| Deputy Director of Agricultural Services                             | 1,2,3,4                    |
| Chief, CAL FIRE<br>San Mateo County                                  | 1,2,3,4                    |
| Director of Library Services   | 1,2,3,4                    |
| LAFCO, Executive Officer   | 1,2,3,4                    |
| Director<br>Director Office of Sustainability                        | 1,2,3,4                    |

|   |         |
|---|---------|
| Deputy Director<br>Assistant Director of Office of Sustainability             | 1,2,3,4 |
| Financial Services Manager<br>Financial Services Manager II                   | 1,2,3,4 |
| Resources Conversation Program Manager  | 1,2,3,4 |
| Surplus Property Manager  | 1,2,3,4 |
| Communications Officer  | 1,2,3,4 |
| Director, Project Development Unit<br>Project Development Director            | 1,2,3,4 |
| Deputy Director, Project Development Unit                                     | 1,2,3,4 |
| Senior Capital Projects Manager<br>Assistant Project Development Director     | 1,2,3,4 |
| Management Analyst  | 1,2,3,4 |
| Capital Projects Manager  | 1,2,3,4 |
| Communications Dispatch Manager   | 1,2,3,4 |
| Communications Dispatch Assistant Manager<br>Communications Assistant Manager | 1,2,3,4 |
| Real Property Manager   | 1,2,3,4 |
| Real Property Agent III   | 1,2,3,4 |
| Real Property Agent II  | 1,2,3,4 |
| Administrative Assistant II<br>Management Analyst                             | 1,2,3,4 |
| Revenue Services Manager  | 1,2,3,4 |

\*Each Filer Shall file his or her financial statement with the Filing Officer Listed above.



\*Each Department Head, after consultation with the County Counsel, shall review the duties and authority of all consultations retained by the department. Those consultants who, within the meaning on 2 Cal. Code of Regulations 18700(a)(2) are required to file statements of economic interests, shall do so. During each calendar year, the County Manager's Office shall maintain a list of such consultants for public inspection in the same manner and location as this Conflict of Interest Code. Nothing herein excuses any consultant from any other provision of the Conflict of Interest Code, specifically those dealing with disqualification.

## 2018 Local Agency Biennial Notice

Name of Agency: Human Resources Department

Mailing Address: 455 County Center

Contact Person: Rocio Kiryczun

Phone No. 650-363-4132

Email: rkiryczun@smcgov.org

Alternate Email: \_\_\_\_\_

**Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.**

This agency has reviewed its conflict of interest code and has determined that (check one BOX):

☒ **An amendment is required. The following amendments are necessary:**

(Check all that apply.)

- ☒ Include new positions
- ☐ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☐ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- ☐ Other (describe) \_\_\_\_\_

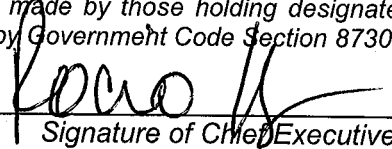
☐ **The code is currently under review by the code reviewing body.**

☐ **No amendment is required.** (If your code is over five years old, amendments may be necessary.)

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### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.*

  
\_\_\_\_\_  
Signature of Chief Executive Officer

August 13, 2018

\_\_\_\_\_  
Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **September 1, 2018**, to:

Attention: Juliet Fernandez  
Office of the Assessor-County Clerk-Recorder  
555 County Center, Redwood City, CA 94063

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

**Conflict of Interest Code of  
San Mateo County  
Human Resources Department**

**County of San Mateo  
State of California**

The Political Reform Act, Government Code Section 81000, et seq., requires each state and local government agency to adopt and promulgate a Conflict of Interest Code. The Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regs. Section 18730, which contains the terms of a standard Conflict of Interest Code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix in which officials and employees are designated and disclosure categories are set forth, constitute the Conflict of Interest Code of San Mateo County Human Resources Department.

Pursuant to Section 18730 (b) (4) (B) of the Standard Code, all designated employees shall file statements of economic interests with their departments which shall make and retain a copy and forward the originals to the filing officer.

As directed by Government code Section 82011, the code reviewing body is the Board of Supervisors for the County of San Mateo. Pursuant to Title 2, Division 6 of the Cal. Code of Regs. Section 18227, the County Clerk for the County of San Mateo shall be the official responsible for reviewing and retaining statements of economic interests and making the statements available for public inspection and reproduction.

## Human Resources Department

### List of Designated Positions in the Human Resources Department and Financial Disclosure Categories

Each person holding any position listed below must file statements disclosing the kinds of financial interest shown for the designated employee's position. Statements must be filed at the times and on the forms prescribed by law. Failure to file statements on time may result in penalties including but not limited to late fines.

| <u>Designated Employees</u>                   | <u>Disclosure Category</u> |
|---|----------------------------|
| Director                                      | 1,2,3,4                    |
| Human Resources Manager III – Deputy Director | 1,2,3,4                    |
| Human Resources Manager II – Benefits Manager | 1,2,3,4                    |
| Employee Relations Manager                    | 1,2,3,4                    |
| Financial Services Manager                    | 1,2,3,4                    |
| Procurement Manager                           | 1,2,3,4                    |
| Lead Buyer                                    | 1,2,3,4                    |
| Buyer I/II                                    | 1,2,3,4                    |
| Consultants*                                  | 1,2,3,4                    |

\*Each Department Head, after consultation with the County Counsel, shall review the duties and authority of all consultants retained by the department. Those consultants who, within the meaning of 2 Ca. Code of Regulations 18700 (a)(2) are required to file statements of economic interests, shall do so. During each calendar year, the Human Resources Department shall maintain a list of such consultants for public inspection in the same manner and location as this Conflict of Interest Code. Nothing herein excuses any consultant from any other provision of the Conflict of Interest Code, specifically those dealing with disqualification.

**Human Resources Department**  
Description of Disclosure Categories

**Category 1**

A designated person assigned to Category 1 is required to disclose investments which may foreseeably be materially affected by any decision made or participated in by the designated employee.

**Category 2**

A designated person assigned to Category 2 is required to disclose interests in real property which may be materially affected by a decision made or participated in by the designated employee.

**Category 3**

A designated person assigned to Category 3 is required to disclose income which may be materially affected by any decision made or participated in by the designated employee.

**Category 4**

A designated person assigned to Category 4 is required to disclose any business entity in which the designated employee is a director, officer, partner, trustee, or holds any position of management which may be materially affected by any decision made or participated in by the designated employee.

## 2018 Local Agency Biennial Notice

Name of Agency: Information Services Department, County of San Mateo  
Mailing Address: 455 County Center, 3rd Floor, Redwood City, CA 94063  
Contact Person: Rebecca Wise Phone No. 650-599-1769  
Email: rwise@smcgov.org Alternate Email: \_\_\_\_\_

**Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.**

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

☒ **An amendment is required. The following amendments are necessary:**

(*Check all that apply.*)

- ☒ Include new positions
- ☐ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☒ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- ☐ Other (*describe*) \_\_\_\_\_

☐ **The code is currently under review by the code reviewing body.**

☐ **No amendment is required.** (If your code is over five years old, amendments may be necessary.)

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### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.*

\_\_\_\_\_  
*Signature of Chief Executive Officer*

\_\_\_\_\_  
*Date*

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **September 1, 2018**, to:

*Attention: Juliet Fernandez  
Office of the Assessor-County Clerk-Recorder  
555 County Center, Redwood City, CA 94063*

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

**Conflict of Interest Code of the  
INFORMATION SERVICES DEPARTMENT**

**County of San Mateo  
State of California**

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Pursuant to Section 18730(b) (4) (B) of the Standard Code, all designated employees shall file statements of economic interests with their departments which shall make and retain a copy and forward the originals to the filing officer.

As directed by Government Code Section 82011, the code reviewing body is the Board of Supervisors for the County of San Mateo. Pursuant to Title 2, Division 6 of the Cal. Code of Regs. Section 18227, the County Clerk for the County of San Mateo shall be the official responsible for reviewing and retaining statements of economic interests and making the statements available for public inspection and reproduction.

INFORMATION SERVICES DEPARTMENT  
**Description of Disclosure Categories**

Category 1

A designated person assigned to Category 1 is required to disclose investments which may foreseeably be materially affected by any decision made or participated in by the designated employee.

Category 2

A designated person assigned to Category 2 is required to disclose interests in real property which may be materially affected by a decision made or participated in by the designated employee.

Category 3

A designated person assigned to Category 3 is required to disclose income which may be materially affected by any decision made or participated in by the designated employee.

Category 4

A designated person assigned to Category 4 is required to disclose any business entity in which the designated employee is a director, officer, partner, trustee, or holds any position of management which may be materially affected by any decision made or participated in by the designated employee.



## 2018 Local Agency Biennial Notice

Name of Agency: LOCAL AGENCY FORMATION COMMISSION  
Mailing Address: 455 COUNTY CENTER, 2ND FLOOR, REDWOOD CITY, CA 94063  
Contact Person: MARTHA POYATOS Phone No. 650-363-4224  
Email: MPOYATOS@SMCGOV.ORG Alternate Email: \_\_\_\_\_

**Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.**

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

☒ **An amendment is required. The following amendments are necessary:**

(*Check all that apply.*)

- ☒ Include new positions
- ☐ Revise disclosure categories
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\_\_\_\_\_  
Signature of Chief Executive Officer

\_\_\_\_\_  
Date

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Attention: Juliet Fernandez  
Office of the Assessor-County Clerk-Recorder  
555 County Center, Redwood City, CA 94063

**PLEASE DO NOT RETURN THIS FORM TO THE FPCC.**

## **San Mateo Local Agency Formation Commission**

### List of Designated Positions in the San Mateo Local Agency Formation Commission and Financial Disclosure Categories

Each person holding any position listed below must file statements disclosing the kinds of financial interest shown for the designated employee's position. Statements must be filed at the times and on the forms prescribed by law. Failure to file statements on time may result in penalties including but not limited to late fines.

| <u>Designated Employees</u>            | <u>Disclosure Category</u> |
|--|----------------------------|
| County Member                          | 1,2,3,4                    |
| Alternate County Member                | 1,2,3,4                    |
| City Member                            | 1,2,3,4                    |
| Alternate City Member                  | 1,2,3,4                    |
| Public Member                          | 1,2,3,4                    |
| Alternate Public Member                | 1,2,3,4                    |
| Independent Special District Member    | 1,2,3,4                    |
| Alternate Ind. Special District Member | 1,2,3,4                    |
| Executive Officer                      | 1,2,3,4                    |
| <u>Management Analyst</u>              | <u>1,2,3,4</u>             |
| Consultants                            | 1,2,3,4                    |

\*Each Department Head, after consultation with the County Counsel, shall review the duties and authority of all consultants retained by the department. Those consultants who, within the meaning of 2 Ca. Code of Regulations 18700 (a)(2) are required to file statements of economic interests, shall do so. During each calendar year, the San Mateo Local Agency Formation Commission shall maintain a list of such consultants for public inspection in the same manner and location as this Conflict of Interest Code. Nothing herein excuses any consultant from any other provision of the Conflict of Interest Code, specifically those dealing with disqualification.

Amended July 18, 2018

On a Motion by Commissioner Horsley, seconded by Commissioner Cosgrove and approved unanimously by voice vote.



# LOCAL AGENCY FORMATION COMMISSION

455 COUNTY CENTER, 2ND FLOOR • REDWOOD CITY, CA 94063-1663 • PHONE (650) 363-4224 • FAX (650) 363-4849

Date: August 27, 2018

To: Mark Church, Assessor-County Clerk-Recorder

From: Martha Poyatos, Executive Officer

A handwritten signature in black ink, appearing to read 'Martha Poyatos', written over the printed name.

Subject: Conflict of Interest Code (COI) Biennial Review

At the July 18, 2018 meeting of the San Mateo Local Agency Formation Commission (LAFCo), the Commission voted to amend the list of designated positions required to file financial disclosure statements to include the newly created position of Management Analyst.

Attached is the amended list.

## 2018 Local Agency Biennial Notice

Name of Agency: San Mateo County Office of Education

Mailing Address: 101 Twin Dolphin Drive, Redwood City CA 94065

Contact Person: Anne E. Campbell

Phone No. 650 802-5554

Email: acampbell@smcoe.org

Alternate Email: \_\_\_\_\_

**Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.**

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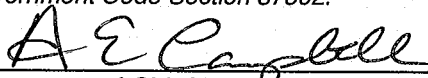
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- ☐ Other (*describe*) \_\_\_\_\_

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Signature of Chief Executive Officer

10/4/18  
Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **September 1, 2018**, to:

Attention: *Juliet Fernandez*  
Office of the Assessor-County Clerk-Recorder  
555 County Center, Redwood City, CA 94063

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

## San Mateo County Board of Education and Superintendent of Schools

### List of Designated Positions and Financial Disclosure Categories

Each person holding any position listed below must file statements disclosing the kinds of financial interest shown for the designated employee's position. Statements must be filed at the times and on the forms prescribed by law. Failure to file statements on time may result in penalties including but not limited to late fines.

| <u>Designated Positions</u>   | <u>Disclosure Category</u> |
|---|----------------------------|
| County Superintendent of Schools  | 1,2,3,4                    |
| Deputy Superintendent, Business Services  | 1,2,3,4                    |
| Deputy Superintendent, Instructional Services   | 1,2,3,4                    |
| Associate Superintendent, Human Resources/Teachers & Administrator Development        | 1,2,3,4                    |
| Associate Superintendent, Special Education Local Plan Area (SELPA)                   | 1,2,3,4                    |
| Associate Superintendent, Student Services  | 1,2,3,4                    |
| <del>Administrator, Curriculum and Instruction Services, Instructional Services</del> | 1,2,3,4                    |
| <del>Administrator, Curriculum and Instruction Services, Student Services</del>       | 1,2,3,4                    |
| Administrator, District Business Services   | 1,2,3,4                    |
| Administrator, Early Learning Support Services (ELSS)                                 | 1,2,3,4                    |
| <u>Administrator, Educational Services</u>  | 1,2,3,4                    |
| <del>Administrator, Educational Support Services</del>                                | 1,2,3,4                    |
| Administrator, Information Technology Services  | 1,2,3,4                    |
| Administrator, Internal Business Services   | 1,2,3,4                    |
| <del>Administrator, Learning Analytics and Continuous Improvement Services</del>      | 1,2,3,4                    |
| Administrator, Personnel Commission Services  | 1,2,3,4                    |
| Administrator, Special Education and Instruction, Student Services                    | 1,2,3,4                    |
| Administrator, Special Projects, Student Services                                     | 1,2,3,4                    |
| Administrator, Strategy and Communications  | 1,2,3,4                    |
| <u>Administrator, Systems for District Improvement</u>                                | 1,2,3,4                    |
| Consultants*  | 1,2,3,4                    |
| Director, Administrator and Beginning Teacher Services                                | 1,2,3,4                    |
| Director, District Business Services  | 1,2,3,4                    |
| <u>Director, Systems of Support</u>   | 1,2,3,4                    |
| Director, Human Resources/Teacher & Administrator Development                         | 1,2,3,4                    |
| Director, Maintenance, Operations and Transportation                                  | 1,2,3,4                    |
| <del>Director, Networks for Success (N4S)</del>                                       | 1,2,3,4                    |
| Director, Outdoor Environmental Education   | 1,2,3,4                    |
| Director, Safe and Supportive Schools   | 1,2,3,4                    |
| Director, Science, Technology, Engineering, Arts and Math                             | 1,2,3,4                    |
| <u>Director, State and Federal Initiatives and Special Projects</u>                   | 1,2,3,4                    |
| Manager, Information Technology Support   | 1,2,3,4                    |
| Manager, Internal Business Services   | 1,2,3,4                    |
| Manager, Network Services   | 1,2,3,4                    |
| Manager, State Preschool Program  | 1,2,3,4                    |
| Members, County Board of Education  | 1,2,3,4                    |
| Members, Personnel Commission   | 1,2,3,4                    |

- \* With respect to Consultants, the San Mateo County Superintendent of Schools may determine in writing that a particular consultant is hired to perform a range of duties that are limited in scope and thus is not required to comply with the disclosure requirements described in these categories. Such determination shall include a description of the consultant's duties, and, based upon that description, a statement of the extent of disclosure requirements. When it is determined that a consultant has disclosure responsibilities, the San Mateo County Superintendent of Schools shall forward a copy of this determination to the San Mateo County Board of Supervisors. Nothing herein excuses any such consultant from any other provisions of this Conflict of Interest Code.

## EXHIBIT A

### CONFLICT OF INTEREST CODE OF THE SAN MATEO COUNTY BOARD OF EDUCATION AND SUPERINTENDENT OF SCHOOLS COUNTY OF SAN MATEO, STATE OF CALIFORNIA

Approved by the Code Reviewing Body on the 25<sup>th</sup> day of August, 1987

The Political Reform Act, Government Code Section 81000, et seq., requires state and local government agencies to adopt promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a Regulation, 2 Cal. Adm. Code Section 18730, which 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. Adm. Code Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix in which officials and employees are designated and disclosure categories are set forth, constitute the Conflict of Interest Code of the SAN MATEO COUNTY BOARD OF EDUCATION AND THE SAN MATEO COUNTY SUPERINTENDENT OF SCHOOLS (hereafter "agency").

Pursuant to Section 18730 (b) (4) (B) of the Standard Code, all designated employees shall file statements of economic interests with the agency, which shall make and retain a copy and forward the originals to the code reviewing body, which shall be the filing officer.

As directed by Government Code Section 82011, the code reviewing body is the Board of Supervisors for the County of San Mateo. Pursuant to Title 2, Division 6 of the California Administrative Code, Section 18227, the County Clerk for the County of San Mateo shall be the official responsible for receiving and retaining statements of economic interests filed with the Board of Supervisors.



## **DESIGNATED CATEGORIES**

CATEGORY 1, A designated employee assigned to Category 1 is required to disclose investments which may foreseeably be materially affected by any decision made or participated in by the designated employee.

CATEGORY 2, A designated employee assigned to Category 2 is required to disclose interests in real property which may be materially affected by any decision made or participated in by the designated employee.

CATEGORY 3, A designated employee assigned to Category 3 is required to disclose income which may be materially affected by any decision made or participated in by the designated employee.

CATEGORY 4, A designated employee assigned to Category 4 is required to disclose any business entity in which the designated employee is a director, officer, partner, trustee, or holds any position of management which may be materially affected by any decision made or participated in by the designated employee.

## 2018 Local Agency Biennial Notice

Name of Agency: Peninsula Clean Energy Authority  
Mailing Address: 2075 Woodside Road, Redwood City, CA 94061  
Contact Person: Anne Bartoletti Phone No. 650.260.0111  
Email: abartoletti@peninsulacleanenergy.com Alternate Email: \_\_\_\_\_

**Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.**

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

☒ **An amendment is required. The following amendments are necessary:**

(*Check all that apply.*)

- ☒ Include new positions
- ☐ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☐ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- ☐ Other (*describe*) \_\_\_\_\_

☐ **The code is currently under review by the code reviewing body.**

☐ **No amendment is required.** (If your code is over five years old, amendments may be necessary.)

---

### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.*

\_\_\_\_\_  
Signature of Chief Executive Officer

\_\_\_\_\_  
Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **September 1, 2018**, to:

Attention: Juliet Fernandez  
Office of the Assessor-County Clerk-Recorder  
555 County Center, Redwood City, CA 94063

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

**Conflict of Interest Code of  
PENINSULA CLEAN ENERGY  
A Joint Powers Authority**

**County of San Mateo  
State of California**

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 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 the attached Appendix, designating positions and establishing disclosure categories, shall constitute the conflict of interest code of Peninsula Clean Energy.

As directed by Government Code Section 82011, the code reviewing body is the Board of Supervisors for the County of San Mateo. Pursuant to 2 Cal. Code of Regs. Section 18227 and Government Code Section 87500, the County Clerk for the County of San Mateo shall be the official responsible for reviewing and retaining statements of economic interests and making the statements available for public inspection and reproduction.

Individuals holding designated positions shall file their statements of economic interests with Peninsula Clean Energy, which will make the statements available for public inspection and reproduction (Gov. Code Sec. 81008). Upon receipt of the statements, Peninsula Clean Energy shall make and retain copies and forward the originals to the County Clerk.

**Peninsula Clean Energy  
Conflict of Interest Code**

List of Designated Positions for Peninsula Clean Energy and Financial Disclosure Categories

Each person holding any position listed below must file statements disclosing the kinds of financial interest shown for the designated employee's position. Statements must be filed at the times and on the forms prescribed by law. Failure to file statements on time may result in penalties including but not limited to late fines.

| <b>Designated Employees</b>                    | <b>Disclosure Category</b> |
|--|----------------------------|
| Members, Board of Directors                    | 1,2,3,4                    |
| Chief Executive Officer                        | 1,2,3,4                    |
| General Counsel                                | 1,2,3,4                    |
| Associate General Counsel                      | 1,2,3,4                    |
| Chief Financial Officer                        | 1,2,3,4                    |
| Director of Legislative and Regulatory Affairs | 1,2,3,4                    |
| Director of Energy Programs                    | 1,2,3,4                    |
| Director of Customer Care                      | 1,2,3,4                    |
| Director of Power Resources                    | 1,2,3,4                    |
| Director of Finance and Administration         | 1,2,3,4                    |
| Manager of Communications and Outreach         | 1,2,3,4                    |
| Power Resources Manager                        | 1,2,3,4                    |
| Office Manager                                 | 1,2,3,4                    |
| Renewable Energy Analyst                       | 1,2,3,4                    |
| Consultants*                                   | 1,2,3,4                    |

\*The Chief Executive Officer, after consultation with the County Counsel, shall review the duties and authority of all consultants retained by Peninsula Clean Energy. Those consultants who, within the meaning of 2 Cal. Code of Regs. Section 18700, et seq. are required to file statements of economic interests, shall do so. During each calendar year, Peninsula Clean Energy shall maintain a list of such consultants for public inspection in the same manner and location as this Conflict of Interest Code. Nothing herein excuses any consultant from any other provision of the Conflict of Interest Code, specifically those dealing with disqualification.

**Peninsula Clean Energy**  
Description of Disclosure Categories

Category 1

A designated person assigned to Category 1 is required to disclose investments which may foreseeably be materially affected by any decision made or participated in by the designated employee.

Category 2

A designated person assigned to Category 2 is required to disclose interests in real property which may be materially affected by a decision made or participated in by the designated employee.

Category 3

A designated person assigned to Category 3 is required to disclose income which may be materially affected by any decision made or participated in by the designated employee.

Category 4

A designated person assigned to Category 4 is required to disclose any business entity in which the designated employee is a director, officer, partner, trustee, or holds any position of management which may be materially affected by any decision made or participated in by the designated employee.



**REGULAR MEETING of the Board of Directors of the  
Peninsula Clean Energy Authority (PCEA)  
Thursday, June 28, 2018  
6:30 pm**

Peninsula Clean Energy, 2075 Woodside Road,  
Redwood City, CA 94061

*Meetings are accessible to people with disabilities. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact Anne Bartoletti, Board Clerk, at least 2 working days before the meeting at [abartoletti@peninsulacleanenergy.com](mailto:abartoletti@peninsulacleanenergy.com). Notification in advance of the meeting will enable the PCEA to make reasonable arrangements to ensure accessibility to this meeting and the materials related to it. Attendees to this meeting are reminded that other attendees may be sensitive to various chemical based products.*

*If you wish to speak to the Board, please fill out a speaker's slip located on the tables as you enter the Board meeting room. If you have anything that you wish to be distributed to the Board and included in the official record, please hand it to a member of PCEA staff who will distribute the information to the Board members and other staff.*

**CALL TO ORDER / ROLL CALL**

**PUBLIC COMMENT**

This item is reserved for persons wishing to address the Board on any PCEA-related matters that are as follows: 1) Not otherwise on this meeting agenda; 2) Listed on the Consent Agenda and/or Closed Session Agenda; 3) Chief Executive Officer's or Staff Report on the Regular Agenda; or 4) Board Members' Reports on the Regular Agenda. Public comments on matters not listed above shall be heard at the time the matter is called.

As with all public comment, members of the public who wish to address the Board are requested to complete a speaker's slip and provide it to PCEA staff. Speakers are customarily limited to two minutes, but an extension can be provided to you at the discretion of the Board Chair.

**ACTION TO SET AGENDA and TO APPROVE CONSENT AGENDA ITEMS**

This item is to set the final consent and regular agenda, and for the approval of the items listed on the consent agenda. All items on the consent agenda are approved by one action.

## **CLOSED SESSION**

(The Board will adjourn to closed session to consider the following items at the beginning of the agenda, or at any time during the meeting as time permits. At the conclusion of closed session, the Board will reconvene in open session to report on any actions taken for which a report is required by law.)

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Title: Chief Executive Officer
2. CONFERENCE WITH LABOR NEGOTIATORS  
Agency Designated Representatives: Jeff Aalfs and David Silberman  
Unrepresented Employee: Chief Executive Officer
3. RECONVENE OPEN SESSION AND REPORT OUT OF CLOSED SESSION

## **REGULAR AGENDA**

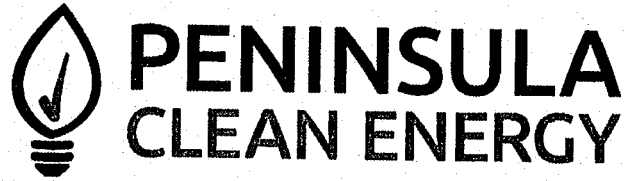
4. Approval of Employment Contract Amendment and Compensation Adjustment for Chief Executive Officer (Action)
5. Chair Report (Discussion)
6. CEO Report (Discussion)
7. Citizens Advisory Committee Report (Discussion)
8. Audit and Finance Committee Report (Discussion)
9. Regulatory and Legislative Report (Discussion)
10. Approve Department of Energy EV Infrastructure Grant Match and/or Funding for Innovative Electric Vehicle Infrastructure Pilots (Action)
11. Approve Data Management Contract (Action)
12. Approve Fiscal Year 2018-2019 Budget and 5-year Projections (Action)
13. Approve Financial Reserves Policy (Action)
14. CPUC IRP Preview (Discussion)
15. Board Members' Reports (Discussion)

## **CONSENT AGENDA**

16. Approval of the Minutes for the May 24, 2018 Meeting (Action)
17. Approve Contract for Maher Accountancy (Action)
18. Approve Update to PCE's Conflict of Interest Code (Action)
19. Marketing and Outreach Report (Information Only)
20. Receive Procurement Report (Information Only)

Public records that relate to any item on the open session agenda for a regular board meeting are available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members of the Board. The Board has designated the Peninsula Clean Energy office, located at 2075 Woodside Road, Redwood City, CA 94061, for the purpose of making those public records available for inspection. The documents are also available on the PCEA's Internet Web site. The website is located at: <http://www.peninsulacleanenergy.com>.





**REGULAR MEETING of the Board of Directors of the  
Peninsula Clean Energy Authority (PCEA)  
Thursday, June 28, 2018  
MINUTES**

Peninsula Clean Energy  
2075 Woodside Road, Redwood City, CA 94061  
6:30 p.m.

**CALL TO ORDER**

Meeting was called to order at 6:34 p.m.

**ROLL CALL**

**Present:** Jim Eggemeyer, County of San Mateo  
Carole Groom, County of San Mateo  
Jeff Aalfs, Town of Portola Valley, *Chair*  
Rick DeGolia, Town of Atherton, *Vice Chair*  
Julia Mates, City of Belmont  
Donna Colson, City of Burlingame  
Catherine Mahanpour, City of Foster City  
Laurence May, Town of Hillsborough  
Wayne Lee, City of Millbrae  
John Keener, City of Pacifica  
Marty Medina, City of San Bruno  
Cameron Johnson, City of San Carlos  
Joe Goethals, City of San Mateo  
Pradeep Gupta, City of South San Francisco  
Daniel Yost, Town of Woodside

**Absent:** City of Brisbane  
Town of Colma  
City of Daly City  
City of East Palo Alto  
City of Half Moon Bay  
City of Menlo Park  
City of Redwood City

**Staff:** Jan Pepper, Chief Executive Officer  
Jay Modi, Director of Finance and Administration  
Leslie Brown, Director of Customer Care  
Joseph Wiedman, Director of Legislative and Regulatory Affairs  
Siobhan Doherty, Director of Power Resources  
Kirsten Andrews-Schwind, Communications and Outreach Manager  
TJ Carter, Marketing Associate  
David Silberman, General Counsel  
Tina Caratan, Interim CFO  
Anne Bartoletti, Board Clerk/Executive Assistant to the CEO

**A quorum was established.**

**PUBLIC COMMENT:**

John Walti and Tom May, RTRO Energy

**ACTION TO SET THE AGENDA AND APPROVE CONSENT AGENDA ITEMS**

Motion Made / Seconded: May / Yost

**Motion passed 14-0 (Absent: Brisbane, Colma, Daly City, East Palo Alto, Half Moon Bay, Menlo Park, Millbrae, Redwood City)**

**REGULAR AGENDA**

Jeff Aalfs—Chair—announced that Action items were being moved up on the agenda.

**11. APPROVE DATA MANAGEMENT CONTRACT**

Leslie Brown—Director of Customer Care—reported that PCE received five responses to its RFP (Request for Proposals). She reported that GridX, SMUD (Sacramento Municipal Utility District), and Calpine were invited to present their proposals to PCE staff. She reported that upon completion of staff reviews of the proposals and presentations, staff recommend approving a new 2-year contract with Calpine.

Motion Made / Seconded: Gupta / DeGolia

**Motion passed 13-0 (Abstained: Woodside. Absent: Brisbane, Colma, Daly City, East Palo Alto, Half Moon Bay, Menlo Park, Millbrae, Redwood City)**

**12. APPROVE FISCAL YEAR 2018-2019 BUDGET AND 5-YEAR PROJECTIONS**

Jay Modi—Director of Finance and Administration—reported that the updated Fiscal Year forecast includes July 2017 through April 2018 data. Jay handed out and reviewed copies of the Fiscal Year 2018-2019 Budget and 5-Year Projections. Board members discussed budget projections for investments in local programs, and the pros and cons of maintaining a line of credit.

**PUBLIC COMMENT:**

Mark Roest, San Mateo

Motion Made / Seconded: Lee / May

**Motion passed 15-0 (Absent: Brisbane, Colma, Daly City, East Palo Alto, Half Moon Bay, Menlo Park, Redwood City)**

**13. APPROVE FINANCIAL RESERVES POLICY**

Jay Modi handed out copies of the draft Reserves Policy, a Reserve Policy Comparison between CCAs (Community Choice Aggregator), and Moody's Requirement Agencies Factor Grid. Board members discussed various revenue scenarios, potential industry and rate changes, and the Working Capital Reserves of other CCAs.

**PUBLIC COMMENT:**

None

Motion Made / Seconded: Lee / Yost

**Motion passed 15-0 (Absent: Brisbane, Colma, Daly City, East Palo Alto, Half Moon Bay, Menlo Park, Redwood City)**

**10. APPROVE DEPARTMENT OF ENERGY EV INFRASTRUCTURE GRANT MATCH AND/OR FUNDING FOR INNOVATIVE ELECTRIC VEHICLE INFRASTRUCTURE PILOTS**

Rafael Reyes—Director of Energy Programs—reported that PCE is developing a proposal to the Department of Energy (DOE) for \$1 million matching funds grant for strategies and measures that address Electric Vehicle infrastructure gaps for multi-unit dwellings and curbside charging. He reported that the action being requested of the Board will approve a \$1 million allocation over 3 years for this project, whether or not PCE wins the grant from the DOE. The Board members raised having the proposal brought back to the Board if PCE is not granted the matching funds from the DOE.

**PUBLIC COMMENT:**

Walter Melville, San Bruno

Motion Made / Seconded: DeGolia / Lee

**Motion passed 15-0 (Absent: Brisbane, Colma, Daly City, East Palo Alto, Half Moon Bay, Menlo Park, Redwood City)**

Jeff Aalfs announced that the Board of Directors will move into Closed Session.

## **CLOSED SESSION**

### **1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Title: Chief Executive Officer

### **2. CONFERENCE WITH LABOR NEGOTIATORS**

Agency Designated Representatives: Jeff Aalfs and David Silberman

Unrepresented Employee: Chief Executive Officer

### **3. RECONVENE OPEN SESSION AND REPORT OUT OF CLOSED SESSION**

David Silberman—General Counsel—reported that the Board members provided direction to negotiators to bring back an amendment to the CEO agreement.

## **REGULAR AGENDA**

Jeff Aalfs announced that agenda item 4. Approval of Employment Contract Amendment and Compensation Adjustment for Chief Executive Officer (Action), and agenda item 5. Chair Report (Discussion), will be skipped.

### **6. CEO REPORT**

Jan Pepper—CEO—reported that Alejandra Posada was promoted to the position of Energy Programs Associate, and Charlsie Chang was promoted to Public Affairs Associate. Jan reported that PCE's current recruitments include a Clean Energy Programs Manager, a Regulatory Analyst and a permanent CFO to be recruited through a search firm. The next positions to be posted will be for a Distributed Energy Procurement Manager and a Community Outreach Associate.

Jan reported on recent events that PCE staff and Board members attended, including the Business of Local Energy Symposium in Sacramento, the Silicon Valley Energy Summit at Stanford (where she presented on a panel and conducted a discussion on CCAs), and an *En Banc* hearing on the California Customer Choice Project at the CPUC (California Public Utilities Commission). Jan announced upcoming events including the CalCCA (California Community Choice Association) annual summit September 5-6 at Asilomar in Monterey, and the CAISO (California Independent System Operator) Stakeholder Conference October 17-18 in Sacramento.

**7. CITIZENS ADVISORY COMMITTEE REPORT**

Michael Closson—Chair of the Citizens Advisor Committee (CAC)—reported on activities and discussion that took place at the last meeting, including the swearing-in of new CAC members, and a presentation on the Brown Act.

**8. AUDIT AND FINANCE COMMITTEE REPORT**

Nothing to report.

**9. REGULATORY AND LEGISLATIVE REPORT**

Joe Wiedman—Director of Legislative and Regulatory Affairs—reported on May and June regulatory filings and outreach, and several bills in the California legislature.

**14. CPUC IRP PREVIEW**

Siobhan Doherty—Director of Power Resources—reported that the CPUC (California Public Utilities Commission) has created IRP (Integrated Resource Plan) requirements that differ from the strategic IRP that PCE produced in December 2017. She reported that the main purpose of the CPUC IRP is to provide CPUC staff with inputs from each LSE (Load Serving Entity) to forecast industry-wide procurement and determine whether LSEs in California are meeting the state's GHG (greenhouse gas) and reliability needs for 2030.

Siobhan reported on the submission requirements and modeling requirements for the CPUC IRP, and PCE's internal Portfolio Modeling objectives. She reported that IRPs are due to be submitted to the CPUC on August 1, 2018, and that the Board will be asked to approve the IRP submission at the July 26, 2018 Board meeting.

**PUBLIC COMMENT:**

Mark Roest, San Mateo

**15. BOARD MEMBERS' REPORTS**

Pradeep Gupta reported that the California Two-Thirds Vote for State and Local Revenue Increases Initiative has been withdrawn from the ballot.

**ADJOURNMENT**

Meeting was adjourned at 9:37 p.m.

## 2018 Local Agency Biennial Notice

Name of Agency: Peninsula Traffic Congestion Relief Alliance  
Mailing Address: 400 Oyster Point Blvd., Suite 409, South San Francisco, CA 94080  
Contact Person: John Ford Phone No. (650) 588-8170  
Email: john@commute.org Alternate Email: alliance@commute.org

**Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.**

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

☒ **An amendment is required. The following amendments are necessary:**

(*Check all that apply.*)

- ☐ Include new positions
- ☐ Revise disclosure categories
- ☒ Revise the titles of existing positions
- ☒ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- ☐ Other (*describe*) \_\_\_\_\_

☐ **The code is currently under review by the code reviewing body.**

☐ **No amendment is required.** (If your code is over five years old, amendments may be necessary.)

---

### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.*

\_\_\_\_\_  
*Signature of Chief Executive Officer*

\_\_\_\_\_  
*Date*

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **September 1, 2018**, to:

*Attention: Juliet Fernandez  
Office of the Assessor-County Clerk-Recorder  
555 County Center, Redwood City, CA 94063*

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

## 2018 Local Agency Biennial Notice

Name of Agency: Planning and Building, County of San Mateo  
Mailing Address: 455 County Center, 2nd Floor, Redwood City, CA 94063  
Contact Person: Janneth Lujan Phone No. 650-363-1859  
Email: jlujan@smcgov.org Alternate Email: \_\_\_\_\_

**Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.**

This agency has reviewed its conflict of interest code and has determined that *(check one BOX)*:

☒ **An amendment is required. The following amendments are necessary:**

*(Check all that apply.)*

- ☒ Include new positions
- ☐ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☐ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- ☐ Other *(describe)* \_\_\_\_\_

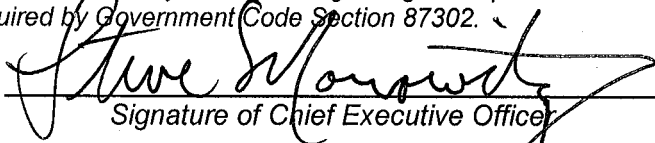
☐ **The code is currently under review by the code reviewing body.**

☐ **No amendment is required.** (If your code is over five years old, amendments may be necessary.)

---

### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.*

  
Signature of Chief Executive Officer

September 4, 2018

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **September 1, 2018**, to:

Attention: *Juliet Fernandez*  
Office of the Assessor-County Clerk-Recorder  
555 County Center, Redwood City, CA 94063

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

**Conflict of Interest Code**  
**PLANNING AND BUILDING DEPARTMENT**

**County of San Mateo**  
**State of California**

The Political Reform Act, Government Code Section 81000, et seq., requires each County agency to adopt and promulgate a Conflict of Interest Code. The Fair Political Practices Commission has adopted a regulation, 2 CA. Code of Regs. Section 18730, which contains the terms of a standard Conflict of Interest Code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission (FPPC) after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 CA Code of Regs. Section 18730 and any amendments to it duly adopted by the FPPC are hereby incorporated by reference and, along with the attached Appendix in which officials and employees are set forth, constitute the Conflict of Interest Code of the PLANNING AND BUILDING DEPARTMENT.

Pursuant to Section 18730(b) of the Standard Code, all designated employees shall file Form 700 statements of economic interests with their departments which shall make and retain a copy and forward the originals to the filing officer.

As directed by Government Code Section 82011, the code reviewing body is the Board of Supervisors for the County of San Mateo. Pursuant to 2 CA Code of Regs. Section 18227, the County Clerk for the County of San Mateo shall be the official responsible for reviewing and retaining statements of economic interests and making the statements available for public review and reproduction.



**Conflict of Interest Code**  
**PLANNING AND BUILDING DEPARTMENT**

**County of San Mateo**  
**State of California**

List of designated positions in the San Mateo County Planning and Building Department and  
Financial Disclosure Categories

Each person holding any position listed below must file statements disclosing the kinds of financial interest shown for the designated employee's position. Statements must be filed at the times and on the forms prescribed by law. Failure to file a statement will result in a referral to the FPPC Enforcement Division. A penalty of up to \$5,000 may be imposed.

| <b>Designated Employees</b>          | <b>Disclosure Category</b> |
|--------------------------------------|----------------------------|
| Community Development Director       | 1,2,3,4                    |
| Deputy Director                      | 1,2,3,4                    |
| Planning Services Manager            | 1,2,3,4                    |
| Administrative Services Manager      | 1,2,3,4                    |
| Senior Planner                       | 1,2,3,4                    |
| Design Review Officer                | 1,2,3,4                    |
| Building Inspector Manager           | 1,2,3,4                    |
| Assistant Building Inspector Manager | 1,2,3,4                    |
| Building Inspector                   | 1,2,3,4                    |
| Building Permit Technician           | 1,2,3,4                    |
| Building Permit Coordinator          | 1,2,3,4                    |
| Building Plans Specialist            | 1,2,3,4                    |
| Building – Geotechnical Section      | 1,2,3,4                    |
| <b><u>Associate Engineer</u></b>     | 1,2,3,4                    |
| Consultants*                         |                            |

\*Each Department Head, after consultation with the Office of the County Counsel, shall review the duties and authority of all consultants retained by the department. Those consultants who, within the meaning of 2 CA. Code of Regs. 18700 (a) (2) are required to file statements of economic interest, shall do so. During each calendar year, the Planning and Building Department shall maintain a list of such consultants for public inspection in the same manner and location as this Conflict of Interest Code. Nothing herein excuses any consultant from any other provision of the Conflict of Interest Code, specifically those involving disqualification.

**Conflict of Interest Code**  
**PLANNING AND BUILDING DEPARTMENT**  
**Description of Disclosure Categories**

**Category 1**

A designated official or employee assigned to Category 1 is required to disclose investments which may foreseeably be materially affected by any decision made or participated in by the designated official or employee.

**Category 2**

A designated official or employee assigned to Category 2 is required to disclose interests in real property which may foreseeably be materially affected by any decision made or participated in by the designated official or employee.

**Category 3**

A designated official or employee assigned to Category 3 is required to disclose income which may foreseeably be materially affected by any decision made or participated in by the designated official or employee.

**Category 4**

A designated official or employee assigned to Category 4 is required to disclose any business entity in which the designated official or employee is a director, officer, partner, trustee, employee or holds any position of management that may foreseeably be affected materially by any decision made or participated in by the designated official or employee.

## 2018 Local Agency Biennial Notice

Name of Agency: San Mateo Health Commission/San Mateo Community Health Authority  
Mailing Address: 801 Gateway Blvd., Suite 100, South San Francisco, CA 94080  
Contact Person: Maya Altman Phone No. (650) 616-2145  
Email: maya.altman@hpsm.org Alternate Email: corinne.burgess@hpsm.org

**Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.**

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

☒ **An amendment is required. The following amendments are necessary:**

(*Check all that apply.*)

- ☒ Include new positions
- ☐ Revise disclosure categories
- ☒ Revise the titles of existing positions
- ☒ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- ☐ Other (*describe*) \_\_\_\_\_

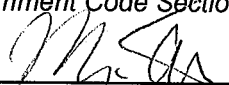
☐ **The code is currently under review by the code reviewing body.**

☐ **No amendment is required.** (If your code is over five years old, amendments may be necessary.)

---

### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.*

  
\_\_\_\_\_  
Signature of Chief Executive Officer

July 17, 2018

\_\_\_\_\_  
Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **September 1, 2018**, to:

**Attention: Juliet Fernandez**  
**Office of the Assessor-County Clerk-Recorder**  
**555 County Center, Redwood City, CA 94063**

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

**RESOLUTION OF THE**  
**SAN MATEO HEALTH COMMISSION and**  
**THE SAN MATEO COMMUNITY HEALTH AUTHORITY**

**IN THE MATTER OF APPROVAL OF A REVISED  
CONFLICT OF INTEREST CODE**

**RESOLUTION 2018 - 29**

**RECITAL: WHEREAS,**

- A. The San Mateo Health Commission and San Mateo Community Health Authority have adopted a conflict of interest code for the Health Plan of San Mateo;
- B. The appendix to the code designates the positions required to complete the California Form 700 – Statement of Economic Interests when assuming office, annually, and when leaving office; and
- C. Changes to position titles and the addition of newly formed positions have necessitated updating the list of designated filers.

**NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:**

- 1. The San Mateo Health Commission approves the revised Conflict of Interest Code for the San Mateo Health Commission and San Mateo Community Health Authority as attached, to be submitted for approval to the San Mateo County Board of Supervisors.

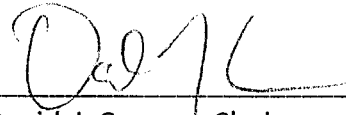
PASSED, APPROVED, AND ADOPTED by the San Mateo Health Commission this 11th day of July, 2018 by the following votes:

AYES: Aviles, Canepa, Ferrer, France, Horsley, Jensen, Pon, Tai, Zuniga.

NOES: -0-

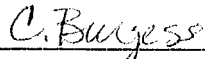
ABSTAINED: -0-

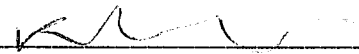
ABSENT: -0-

  
\_\_\_\_\_  
David J. Canepa, Chairperson

ATTEST:

APPROVED AS TO FORM:

BY:   
\_\_\_\_\_  
C. Burgess, Clerk

  
\_\_\_\_\_  
Kristina Paszek  
DEPUTY COUNTY COUNSEL

**CONFLICT OF INTEREST CODE OF THE  
SAN MATEO HEALTH COMMISSION  
AND THE SAN MATEO COMMUNITY HEALTH AUTHORITY  
COUNTY OF SAN MATEO, STATE OF CALIFORNIA**

Approved by the Code Reviewing Body on the \_\_\_\_\_

The Political Reform Act, Government Code Section 81000, et seq., requires state and local government agencies to adopt promulgated Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation, 2 Cal. Adm. Code Section 18730, which 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 term of 2 Cal. Adm. Code Section 18730 and any amendments to it, duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix in which officials and employees are designated and disclosure categories are set forth, constitute the Conflict of Interest Code of the SAN MATEO HEALTH COMMISSION and THE SAN MATEO COMMUNITY HEALTH AUTHORITY (hereafter "Agency").

Pursuant to Section 18730 (b) (4) (B) of the Standard Code, all designated employees shall file statements of economic interests with the agency, which shall make and retain a copy and forward the originals to the code reviewing body, which shall be the filing officer.

As directed by Government Code Section 82011, the code reviewing body is the Board of Supervisors for the County of San Mateo. Pursuant to Title 2, division 6 of the California Administrative Code, Section 18227, the County Clerk for the County of San Mateo shall be the official responsible for receiving and retaining statements of economic interests filed with the Board of Supervisors.

## APPENDIX

### DESIGNATED OFFICIALS AND EMPLOYEES

| <u>Designated Positions</u>               | <u>Disclosure Category</u> |
|---|----------------------------|
| Chief Executive Officer                   | 1, 2, 3, 4                 |
| Chief Medical Officer                     | 1, 2, 3, 4                 |
| Chief Compliance Officer                  | 1, 2, 3, 4                 |
| Chief Financial Officer                   | 1, 2, 3, 4                 |
| Chief Human Resources Officer             | 1, 2, 3, 4                 |
| Chief Information Officer                 | 1, 2, 3, 4                 |
| Chief Performance Officer                 | 1, 2, 3, 4                 |
| Chief Strategy Officer                    | 1, 2, 3, 4                 |
| Claims Director                           | 1, 2, 3, 4                 |
| Commissioners                             | 1, 2, 3, 4                 |
| Controller                                | 1, 2, 3, 4                 |
| Deputy Chief Executive Officer            | 1, 2, 3, 4                 |
| Deputy Chief Medical Officer              | 1, 2, 3, 4                 |
| Director of Adult Demonstration Projects  | 1, 2, 3, 4                 |
| Director of Behavioral Health             | 1, 2, 3, 4                 |
| Director of Customer Support              | 1, 2, 3, 4                 |
| Director of Financial Planning & Analysis | 1, 2, 3, 4                 |
| Director of Health Services Operations    | 1, 2, 3, 4                 |
| Director of Pharmacy                      | 1, 2, 3, 4                 |
| Director of Provider Services             | 1, 2, 3, 4                 |
| Director of Quality Improvement           | 1, 2, 3, 4                 |
| Facilities Director                       | 1, 2, 3, 4                 |
| IT Operations Manager                     | 1, 2, 3, 4                 |
| Legal Counsel                             | 1, 2, 3, 4                 |
| Medical Director                          | 1, 2, 3, 4                 |
| Medicare Risk Adjustment Director         | 1, 2, 3, 4                 |
| Provider Services Manager                 | 1, 2, 3, 4                 |
| Senior Medical Director                   | 1, 2, 3, 4                 |
| Consultants*                              | 1, 2, 3, 4                 |

\* Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The Chief Executive Officer 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 comply fully with the disclosure requirements described in this section. Such determination shall include a description of the consultant's duties, and, based upon that description, a statement of the extent of disclosure requirements. The Chief Executive Officer'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 and shall forward a copy of this determination to the San Mateo County Board of Supervisors. Nothing herein excuses any such consultant from any other provisions of the Conflict of Interest Code.

## 2018 Local Agency Biennial Notice

Name of Agency: San Mateo County Sheriff's Office  
Mailing Address: 400 County Center, Redwood City, CA 94063  
Contact Person: Sheriff Carlos Bolanos Phone No. (650) 599-1664  
Email: cbolanos@smcgov.org Alternate Email: cathomas@smcgov.org (Carolyn Thomas)

**Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.**

This agency has reviewed its conflict of interest code and has determined that (check one BOX):

☒ **An amendment is required. The following amendments are necessary:**

(Check all that apply.)

- ☐ Include new positions
- ☐ Revise disclosure categories
- ☒ Revise the titles of existing positions
- ☒ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- ☐ Other (describe) \_\_\_\_\_

☐ **The code is currently under review by the code reviewing body.**

☐ **No amendment is required.** (If your code is over five years old, amendments may be necessary.)

**Verification** (~~to be completed if no amendment is required~~) *CB*

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.*

*Carl H. Bolan*

Signature of Chief Executive Officer

8/27/18

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **September 1, 2018**, to:

Attention: Juliet Fernandez  
Office of the Assessor-County Clerk-Recorder  
555 County Center, Redwood City, CA 94063

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

## 2018 Local Agency Biennial Notice

Name of Agency: San Mateo County Transportation Authority  
Mailing Address: 1250 San Carlos Avenue, San Carlos, CA 94070  
Contact Person: Cindy Gumpal Phone No. 650-508-6279  
Email: gumpalc@samtrans.com Alternate Email: \_\_\_\_\_

**Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.**

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☐ **No amendment is required.** (If your code is over five years old, amendments may be necessary.)

### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87802.*

\_\_\_\_\_  
Signature of Chief Executive Officer

9-11-18

\_\_\_\_\_  
Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 1, 2018**, or by the date specified by your agency, if earlier, to:

Attention: Julieta Fernandez  
Office of the Assessor-County Clerk-Recorder  
555 County Center, Redwood City, CA 94063

RE)

PC.

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

[www.fppc.ca.gov](http://www.fppc.ca.gov)

For more information, contact the FPPC at [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov) (866.275.3772)

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