



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** COUNTY MANAGER

**File #:** 21-630

Board Meeting Date: 8/3/2021

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**Special Notice:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors  
**From:** Michael P. Callagy, County Manager  
**Subject:** Amending Conflict of Interest Code to Include Deferred Compensation Advisory Committee

### **RECOMMENDATION:**

Adopt a resolution amending the County of San Mateo's Conflict of Interest Code to include the Deferred Compensation Advisory Committee ("Committee") as it pertains to members of the County's Boards and Commissions.

### **BACKGROUND:**

The County established a Deferred Compensation Plan ("Plan") for its officers and employees and created the Committee to enforce and administer the Plan according to its terms. The Committee currently consists of nine-members, all of whom serve at the pleasure of the County Manager. The Committee has the authority to determine questions relating to Plan participant eligibility; compute and certify to the County the amount and kind of benefits payable to Plan participants and their beneficiaries; maintain all data, records, and documents pertaining to administration of the Plan; and make such rules for the regulation of the Plan as are not inconsistent with the terms of the Plan.

The Political Reform Act of 1974 requires every public agency, including the County, to adopt and promulgate a Conflict of Interest Code, designating employees who must file annual conflict of interest statements. The County's Conflict of Interest Code (the "Code"), as it pertains to the County's Boards and Commissions, was adopted on February 26, 2008, and has been amended from time to time to reflect the addition and deletion of various County Board and Commissions.

### **DISCUSSION**

Staff recommends that the Code be amended to add the Committee. Once added, Committee members, designated employees, and designated contractors will be required to file Statements of Economic Interests (Form 700) within 30 days of the amendment and then file a Form 700 each subsequent year, upon leaving office, and should they be removed from the Committee's list of filing officers. All Form 700s will be filed with the County's Director of Human Resources, the designated filing official for the Committee, who shall make and retain a copy of and forward the original to the

County Clerk, the filing officer.

**FISCAL IMPACT:**

There is no fiscal impact associated with adoption of this resolution amending the Conflict of Interest Code to include the Committee.