



# CITY OF SAN MATEO

City Hall  
330 W. 20th Avenue  
San Mateo CA 94403  
www.cityofsanmateo.org

## Administrative Report

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Agenda Number: 11., Status: Passed

File ID: 2019-014

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**TO:** City Council  
**FROM:** Drew Corbett, City Manager  
**PREPARED BY:** City Manager's Office  
**MEETING DATE:** Monday, January 07, 2019

**SUBJECT:**  
City Treasurer/Fiscal Director - Appointment

### RECOMMENDATION

Approve the City Manager's appointment of Richard Lee as the City Treasurer/Fiscal Director.

### BACKGROUND

City Charter Section 4.10 provides for a City Treasurer/Fiscal Director to be appointed by the City Manager, subject to approval by the City Council. If approved, the City Treasurer/Fiscal Director serves at the pleasure of the City Manager as head of the Finance Department.

*"Section 4.10. TREASURER / FISCAL DIRECTOR. POWERS AND DUTIES. There shall be a city treasurer/fiscal director who shall be appointed by the city manager, subject to approval by the city council, and who shall serve at the pleasure of the city manager as the head of the finance department. The treasurer/fiscal director shall have the power and shall be required to receive and safely keep all money and securities belonging to the city, and pay out the same only on written authority of the city manager or other officer or officers designated by the city manager or as otherwise authorized by law, this Charter or ordinances adopted pursuant thereto, and not otherwise. He/she shall also serve as ex officio tax and license collector for the city with the duties thereof as provided by ordinance or the general law of the state, unless the council by ordinance provided otherwise ...."*

The recruitment process for the Finance Director position has been completed, and the City Manager recommends appointing Richard Lee as the City Treasurer/Fiscal Director. If approved by the Council, Mr. Lee will formally begin his appointment immediately.

### BUDGET IMPACT

There is no fiscal impact related to this action.

### ENVIRONMENTAL DETERMINATION

Under section 15378(b)(2) of the CEQA Guidelines, Council action on this item is not a project subject to CEQA review because approval of the appointment of the City Treasurer/Fiscal Director is a personnel-related action.

### NOTICE PROVIDED

All meeting noticing requirements have been met.

### ATTACHMENTS

None.

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