

CITY OF SAN MATEO
RESOLUTION NO. ____ (2024)

**UPDATING THE LIST OF DESIGNATED POSITIONS AND DISCLOSURE CATEGORIES FOR THE
CITY OF SAN MATEO CONFLICT OF INTEREST CODES**

WHEREAS, the City has adopted a conflict of interest code designating certain positions that must disclose financial interests in conformance with state law; and

WHEREAS, state law requires that local conflicts of interest codes be updated to stay current with changes in staffing; and

WHEREAS, the City has conducted its biennial review and has determined that the existing codes must be amended to reflect staffing changes.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN MATEO, CALIFORNIA, HEREBY RESOLVES that:

1. The update to the City of San Mateo Conflict of Interest Codes is not a project subject to CEQA, because it is an organizational or administrative activity that will not result in direct or indirect physical changes to the environment. (CEQA Guidelines Section 15378(b)(5).)
2. The list of designated positions and the disclosure categories for each position, as shown in the attached Exhibit A, is approved.
3. The scope of disclosure categories, described in Exhibit B, is approved.

EXHIBIT A

LIST OF DESIGNATED EMPLOYEES

[illegible]

| | |
|---|---|
| Senior Development Review Technician | 1 |
| Senior Planner | 1 |
| FINANCE | |
| Accounting Manager | 2 |
| Budget Analyst | 2 |
| Budget Manager | 2 |
| Deputy Finance Director | 1 |
| Management Analyst I/II | 2 |
| Payroll Supervisor | 2 |
| Senior Management Analyst | 2 |
| HUMAN RESOURCES | |
| Human Resources Director | 1 |
| HRIS Analyst | 2 |
| Senior Human Resources Analyst | 2 |
| Senior Risk Management Analyst | 2 |
| INFORMATION TECHNOLOGY | |
| Consulting and Applications Manager | 2 |
| Director of Information Technology | 1 |
| GIS Coordinator | 2 |
| Systems and Network Manager | 2 |
| Customer Service Manager | 2 |
| LIBRARY | |
| City Librarian | 1 |
| Deputy City Librarian | 1 |
| Senior Management Analyst | 2 |
| Supervising Librarian | 2 |
| Supervising Library Assistant | 2 |
| PARKS AND RECREATION | |
| Business Manager | 2 |
| Communications and Public Relations Analyst | 2 |
| Community Services Manager | 1 |
| Community Services Section Manager | 2 |
| Community Services Supervisor | 2 |
| Deputy Director of Parks and Recreation | 1 |
| Golf Course Maintenance Supervisor | 2 |
| Golf Service Manager | 1 |
| Managing Arborist | 1 |
| Park and Landscape Manager | 1 |
| Park and Landscape Maintenance Supervisor | 1 |
| Parks and Recreation Director | 1 |
| Park Planning Administrator | 1 |
| Project Manager I/II | 1 |
| Senior Project Manager | 1 |

| | |
|---|---|
| POLICE | |
| Captain | 1 |
| Chief of Police | 1 |
| Communications and Public Relations Analyst | 2 |
| Business Manager | 1 |
| Deputy Chief of Police | 1 |
| Downtown Coordinator | 2 |
| Police Support Services Analyst | 2 |
| Management Analyst I/II | 2 |
| Lieutenant | 1 |
| Police Technical Services Administrator | 1 |
| Senior Business Systems Analyst | 2 |
| PUBLIC WORKS | |
| Building Maintenance Supervisor | 1 |
| Business Manager | 2 |
| Deputy Public Works Director | 1 |
| Engineering Manager | 1 |
| Facilities and Fleet Services Manager | 1 |
| Field Maintenance Manager | 1 |
| Fleet Services Supervisor | 1 |
| Management Analyst I/II | 2 |
| Principal Transportation Planner | 1 |
| Project Manager I/II | 1 |
| Public Works Director | 1 |
| Public Works Supervisor | 1 |
| Regulatory Compliance Manager | 1 |
| Senior Engineer | 1 |
| Senior Management Analyst | 2 |
| Senior Project Manager | 1 |
| Waste Management Supervisor | 1 |
| Wastewater Treatment Plant Maintenance Superintendent | 2 |
| Wastewater Treatment Plant Operations Superintendent | 2 |
| Wastewater Treatment Plant Manager | 1 |
| CITY WIDE | |
| New Positions ¹ | |
| Consultants ² | |

1. Persons appointed to new positions shall file statements in accordance with Disclosure Category 1, unless the city manager has determined and verified that a more limited disclosure is appropriate.
2. Consultants, as the term is defined in Section 18700.3 of Title 2, Div. 6 of the California Code of Regulations, shall file statements in accordance with Disclosure Category 1, unless the city manager has determined and verified that a more limited disclosure is appropriate.

EXHIBIT B

DISCLOSURE CATEGORIES

Disclosure Category

1. All investment and business positions in business entities, sources of income and interests in real property located or doing business in the City of San Mateo.¹
2. Investment and business positions in business entities and all sources of income located or doing business in the City of San Mateo.
3. Interests in real property located in the City of San Mateo.¹

¹ Real property is considered to be “located in the City of San Mateo” if any part of the property is located in, or within 2 miles of, the City limits.