CITY OF SAN MATEO
RESOLUTION NO. ____ (2026)

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.
4. The reference to members of the City of San Mateo Joint Powers Financing Authority governing board, as described in Exhibit C, is approved.

EXHIBIT A

LIST OF DESIGNATED EMPLOYEES

POSITIONS	DISCLOSURE CATEGORY
CITY ATTORNEY	
Assistant City Attorney	1
CITY CLERK	
City Clerk	1
Deputy City Clerk	2
Management Analyst I/II	2
CITY MANAGER	
Assistant City Manager	1
Business Manager	1
Communications Manager	1
Economic Development Manager	1
Management Analyst II	1
Senior Management Analyst	1
COMMUNITY DEVELOPMENT	
Assistant Planner	1
Associate Planner	1
Building Inspector I/II/Senior	1
Building Official	1
Business Manager	1
Code Enforcement Manager	1
Code Enforcement Officer I/II	1
Community Development Director	1
Deputy Building Official	1
Deputy Community Development Director	1
Development Review Technician I/II/Senior	1
Housing and Neighborhood Services Manager	1
Housing Specialist I/II/Senior	1
Inspection Supervisor	1
Management Analyst I/II	1
Managing Arborist	1
Permit Center Supervisor	1
Plan Checker I/II/Engineer	1
Plan Check Supervisor	1
Planning Manager	1
Principal Planner	1
Senior Management Analyst	1

Senior Code Enforcement Officer	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
HUMAN RESOURCES	
Human Resources Director	1
Deputy Director, HR	1
HRIS Analyst	1
Senior Human Resources Analyst	1
Senior Risk Management Analyst	1
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
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
Downtown Coordinator	2
Police Support Services Analyst	1
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
Senior/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.

EXHIBIT C

POSITIONS	DISCLOSURE CATEGORY
Members of the City of San Mateo Joint Powers Financing Authority Governing Board[3]	1

[3] The Bylaws of City of San Mateo Joint Powers Financing Authority ("JPA") provide that the JPA shall be administered by a governing board whose members shall be the City Council of the City of San Mateo. (Bylaws §1.2.) The JPA must adopt a conflict of interest code (Bylaws §1.5), and it has adopted the conflict of interest code of the City as its own (JPA Reso. No. 36 (1993).)