

RESOLUTION NO.

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BURLINGAME
CONFIRMING THE LIST OF DESIGNATED OFFICIALS AND EMPLOYEES REQUIRED TO
FILE FORM 700S PURSUANT TO THE CITY OF BURLINGAME'S CONFLICT OF INTEREST
CODE**

WHEREAS, the Political Reform Act, Government Code Sections 81000 and following, requires the City to adopt a Conflict of Interest Code for the City; and

WHEREAS, in every even-numbered year, the Political Reform Act requires each local agency to review and, if necessary, amend its Conflict of Interest Code; and

WHEREAS, Resolution 47-1980 adopted a City Conflict of Interest Code, and the list of designated employees required to file statements of economic interests was subsequently amended by Resolutions 19-1987, 51-1992, 90-1996, 12-1998, 32-1998, 102-2000, 23-2001, 99-2002, 14-2003, 80-2008, 82-2010, 93-2014, 67-2016, 85-2018, 53-2020, 42-2022, and 58-2024; and

WHEREAS, the following changes were made to the list of designated officials and employees that were listed in Resolution Number 058-2024:

- Administrative Assistant (City Clerk's Office) – Disclosure Category 2
- Assistant Community Development Director – Disclosure Category 1
- Building Division Supervisor – Disclosure Category 1
- Deputy City Manager – Disclosure Category 1
- Deputy Finance Director – Disclosure Category 1
- Deputy Recreation Director – Disclosure Category 2
- Environmental Regulatory Compliance Manager – Disclosure Category 2
- Information Technology Manager – Disclosure Category 2
- Police Services Manager – Disclosure Category 2
- Recreation Manager – Disclosure Category 2
- Senior Accountant – Disclosure Category 1
- Senior Human Resources Analyst – Disclosure Category 2
- Technology Analyst II – Disclosure Category 2

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BURLINGAME
RESOLVES AS FOLLOWS:**

1. The City Council adopts by reference, as its Conflict of Interest Code, 2 California Code of Regulations Section 18730; a copy of said code is available for review in the Office of the City Clerk.

2. The City Council confirms the List of Designated Officers/Employees in Exhibit A attached and incorporated herein.

Michael Brownrigg, Mayor

I, Meaghan Hassel-Shearer, City Clerk of the City of Burlingame, certify that the foregoing Resolution was introduced at a regular meeting of the City Council held on the 18th day of May, 2026 and was adopted thereafter by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

Meaghan Hassel-Shearer, City Clerk

APPENDIX A

LIST OF DESIGNATED OFFICERS/EMPLOYEES AND DISCLOSURE CATEGORIES

The following City officers and employees are designated for filing statements of economic interests pursuant to the City Conflict of Interest Code and the Political Reform Act:

Designated Positions	Disclosure Category
BOARDS, COUNCIL, AND COMMISSIONS	
Beautification Commission	I
Library Board of Trustees	I
Parks and Recreation Commission	I
Traffic, Safety and Parking Commission	I
CITY ATTORNEY'S OFFICE	
Assistant City Attorney	I
Code Compliance Officer	I
Code Compliance Officer and Senior Risk Analyst	I
CITY MANAGER'S OFFICE	
Assistant to the City Manager	II
Deputy City Manager	I
Sustainability Program Manager	II
CITY CLERK'S OFFICE	
City Clerk	I
Administrative Assistant	II
COMMUNITY DEVELOPMENT DEPARTMENT	
Community Development Director	I
Assistant Community Development Director	I
Assistant Planner	I
Associate Planner	I
Building Division Supervisor	I
Building Inspector	I
Chief Building Official	I
Planning Manager	I
Planning Technician	I
Senior Building Inspector	I
Senior Planner	I
CONSULTANTS	
Design Review	I
Information Technology Service	II
Planner	I
Water Quality Treatment Plant Contractor	I
Environmental Compliance Officer	II
Plant Manager	I

Designated Positions	Disclosure Category
Storm Water Coordinator	I
FINANCE DEPARTMENT	
Deputy Finance Director	I
Financial Services Manager	I
Information Technology Manager	II
Senior Accountant	I
Technology Analyst II	II
HUMAN RESOURCES DEPARTMENT	
Human Resources Director	I
Human Resources Analyst II	II
Senior Human Resources Analyst	II
LIBRARY	
City Librarian	I
Library Circulation Supervisor	II
Librarian III***	II
Library Assistant II – Acquisitions and Accounts Payable/Receivable	II
Library Services Manager	II
PARKS AND RECREATION DEPARTMENT	
Parks and Recreation Director	I
Deputy Recreation Manager	II
Recreation Manager	II
Recreation Supervisor	II
Parks Superintendent/City Arborist	II
Parks Supervisor	II
Senior Management Analyst	II
POLICE DEPARTMENT	
Chief of Police	I
Administrative Assistant to Chief	II
Facilities and Fleet Maintenance (assigned Police Officer)	II
Information Technology Services (assigned Police Officer)	II
Police Captain	I
Police Services Manager	II
PUBLIC WORKS DEPARTMENT	
Director of Public Works	I
Assistant Director of Public Works	I
Assistant Engineer	II
Associate Engineer	II
Deputy Director of Public Works Operations	I

Designated Positions	Disclosure Category
Environmental Regulatory Compliance Manager	II
Facilities Division Manager	I
Fleet Manager	II
Senior Management Analyst	II
Public Works Inspector	II
Senior Civil Engineer	I
Senior Public Works Inspector	II
Street and Sewer Supervisor	II
Streets, Storm Drains, and Sewers Division Manager	I
Transportation Engineer	I
Water Division Manager	I
Water Quality Supervisor	II
Water Supervisor	II
*** Employees designated for "purchasing only"	

DISCLOSURE CATEGORIES:

- I Statements of Designated Employees in Disclosure Category I shall include:
 - a) Investment and business positions in any business entity;
 - b) Income; and
 - c) Interests in real property within the requirements of the Statement of Economic Interests as to reportability. Designated employees in Category I shall complete Schedules A through F.

- II Statements of Designated Employees in Disclosure Category II shall include:
 - a) Investments and business positions in any business entity; and
 - b) Income within the requirements of the Statement of Economic Interests as to reportability. Designated employees in Category II shall complete Schedules A, C through F.