



STAFF REPORT

AGENDA NO: 9h

MEETING DATE: May 18, 2026

To: Honorable Mayor and City Council

Date: May 18, 2026

From: Meaghan Hassel-Shearer, City Clerk – (650) 558-7203

Subject: Adoption of a Resolution Confirming the List of Designated Officials and Employees Required to File Form 700s Pursuant to the City of Burlingame's Conflict of Interest Code

RECOMMENDATION

Staff recommends that the City Council adopt the attached resolution confirming the list of designated officials and employees required to file Form 700s pursuant to the City of Burlingame's Conflict of Interest Code.

BACKGROUND

California Government Code §87306.5 requires that each local agency review and, if necessary, revise its Conflict of Interest Code in every even-numbered year. City Council 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. The City's Conflict of Interest Code details who in the City organization must file a Statement of Economic Interests, known as Form 700. The City of Burlingame has adopted a Conflict of Interest Code that incorporates by reference the Fair Political Practices Commission's (FPPC) Standard Model Conflict of Interest Code contained in 2 California Code of Regulations §18730. While this Code is automatically updated whenever the model code is changed, the City is required, in even-numbered years, to review and, if necessary, revise its list of "Designated Employees" (those employees, elected, and appointed officials required to file the Form 700) and their "Disclosure Categories" (the economic interests that must be disclosed on the Form 700).

The last review of and revision to the City's Conflict of Interest Code occurred in 2024.

Certain positions are required to file their Form 700 with the State:

- City Councilmembers
- Planning Commissioners
- City Manager
- City Attorney
- Chief Financial Officer/Treasurer

These positions are governed by the statutory conflict of interest provisions of Article 2 of Chapter 7 of the Political Reform Act of 1974. Therefore, they are not included on the City's list of designated positions required to file Form 700s with the City.

DISCUSSION

Adoption of an updated Conflict of Interest Code is required by state law. Attached to this report is a resolution providing for a list of Designated Employees and Disclosure Categories. Since the last review, additions are needed to the list of filers:

- 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 Manager – 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

The City Council should review the list and adopt the resolution.

FISCAL IMPACT

None.

Exhibit:

- Resolution Confirming the List of Designated Officials and Employees Required to File Form 700s