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|  | CITY OF BELVEDERE – ADMINISTRATIVE POLICY MANUAL POLICY 3.3 CONFLICT OF INTEREST CODE | | |
| | Last Revised Date: | 9/12/2022 | Revised by: |
| Authority: | City Council | | |

3.3.1 ADOPTION & CONTENTS OF THE CONFLICT-OF-INTEREST CODE

The City of Belvedere’s Conflict-of-Interest Code was last updated and adopted in its entirety by City Council Resolution No. 2022-48 on September 12, 2022.

The body of the Conflict-of-Interest Code is a word-for-word copy of the Regulations of the Fair Political Practices Commission, Title 2, Division 6, California Code of Regulations. The Conflict-of-Interest Code has an appendix consisting of two parts which spell out which of Belvedere’s public officials must file Statements of Economic Interests and what financial interests they are required to disclose. The appendix is reproduced in the following two sections.

3.3.2 C.O.I. CODE – APPENDIX SECTION 1 – SCHEDULE OF DESIGNATED PUBLIC OFFICIALS

| POSITION | DISCLOSURE CATEGORY |
|---|---------------------|
| Public officials whose duties are broad and indefinable: <ul style="list-style-type: none"> • Assistant City Attorney | 1 |
| Public officials with limited decision-making authority over insurance matters and purchasing and who make recommendations to the city council, thereby participating in the making of governmental decisions: <ul style="list-style-type: none"> • Risk Management Officer | 2 |
| Public officials with limited decision-making authority, such as purchasing, contracting for services, and/or making recommendations to the city council, and who work for specific departments within the City: <ul style="list-style-type: none"> • City Clerk/Management Analyst • City Engineer • IT Coordinator • Police Chief • Public Works Director/ Emergency Preparedness Manager | 3 |

| POSITION | DISCLOSURE CATEGORY |
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| <p>Members of the planning and building departments who issue permits and/or make recommendations to the planning commission:</p> <ul style="list-style-type: none"> • Administrative Clerk • Assistant Planner • Associate Planner • Building Official/Code Enforcement Officer • Director of Planning & Building • Planning Intern | 4 |
| <p>Consultants who serve in a staff capacity that is equivalent to a designated position.</p> | <p>Same category as the designated position.</p> |
| <p>Consultants who serve in a staff capacity that is equivalent to a designated position, but who are hired to perform a range of duties that is limited in scope.</p> | <p>The City Clerk or City Attorney shall describe in writing the consultant’s duties and, based upon the description, state the extent of disclosure requirements. <i>(This determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.)</i></p> |
| <p>Consultants who serve in a capacity for which there is no equivalent designated position, who are hired to make or participate in the making of governmental decisions which may foreseeably have a material effect on any financial interest of the City of Belvedere.</p> | <p>The City Clerk or City Attorney shall determine whether disclosure is required. If so, the City Attorney shall describe in writing the consultant’s duties and, based upon the description, state what those requirements are.</p> |
| <ul style="list-style-type: none"> • Positions which do not entail the making or participation in the making of governmental decisions which may foreseeably have a material effect on any financial interest of the City of Belvedere. • Unsalaries members of boards or commissions which serve in a solely advisory capacity. • Positions that are clerical, secretarial, manual, or ministerial. | <p>Not required to disclose economic interests.</p> |

| POSITION | DISCLOSURE CATEGORY |
|---|---|
| <ul style="list-style-type: none"> • Public officials who file a statement of economic interest pursuant to Government Code Section 87200: <ul style="list-style-type: none"> ○ City Council members. ○ Planning Commissioners. ○ City Manager/City Treasurer ○ City Attorney • Public officials who manage public investments as defined by 2 California Code of Regulations Section 18701(b): <ul style="list-style-type: none"> ○ Administrative Services Manager | <p>These officials are subject to the disclosure requirements of Government Code Section 87200 et seq. rather than to this conflict of interest code.</p> |

3.3.3 C.O.I. CODE – APPENDIX SECTION 2 - DISCLOSURE CATEGORIES

| Category | Disclosure Requirements |
|----------|--|
| <p>1</p> | <ul style="list-style-type: none"> • All investments, business positions in, and income (including gifts, loans, and travel payments) from sources which are now: located in the city; doing business in the city; and/or which own real property in the city. • All investments, business positions in, and income (including gifts, loans, and travel payments) from sources which plan within the next calendar year to: be located in the city; do business in the city; and/or acquire real property in the city. • All interest in real property, except for a primary residence, which is located in whole or in part within, or within a two-mile radius of, the limits of the city. • All investments, business positions in, and income (including gifts, loans, and travel payments) from sources that: <ul style="list-style-type: none"> ○ Manufacture, sell or provide goods, equipment, vehicles, machinery or services, including training or consulting services, of the type utilized by the City of Belvedere. ○ Are subject to the regulatory, permit or licensing authority of, or have an application for a license or permit pending before the City of Belvedere. ○ Engage in construction, or the acquisition or sale of real property, on the Tiburon peninsula. ○ Are the type of entity with which the City of Belvedere is empowered to invest funds. ○ Engage in the business of insurance, including but not limited to, insurance companies, carriers, holding companies, underwriters, brokers, solicitors, agents, adjusters, claims managers and actuaries. ○ Are financial institutions, including but not limited to: banks and savings and loan associations. ○ Have filed a claim, or have a claim pending, against the City of Belvedere. ○ Deliver concessions or services on behalf of the City of Belvedere by virtue of the City’s authority. |

| Category | Disclosure Requirements |
|----------|--|
| 2 | <p>All investments, business positions in, and income (including gifts, loans, and travel payments) from sources that:</p> <ul style="list-style-type: none"> ○ Manufacture, sell or provide goods, equipment, vehicles, machinery or services, including training or consulting services, of the type utilized by the City of Belvedere. ○ Engage in the business of insurance, including but not limited to, insurance companies, carriers, holding companies, underwriters, brokers, solicitors, agents, adjusters, claims managers and actuaries. ○ Have filed a claim, or have a claim pending, against the City of Belvedere. ○ Deliver concessions or services on behalf of the City of Belvedere by virtue of the City’s authority. |
| 3 | <p>All investments, business positions in, and income (including gifts, loans, and travel payments) from sources that:</p> <ul style="list-style-type: none"> ○ Manufacture, sell or provide goods, equipment, vehicles, machinery or services, including training or consulting services, of the type utilized by the employee’s designated department. |
| 4 | <ul style="list-style-type: none"> ● All investments, business positions in, and income (including gifts, loans, and travel payments) from sources which are now: located in the city and/or which own real property in the city. ● All investments, business positions in, and income (including gifts, loans, and travel payments) from sources which plan within the next calendar year to be located in the city and/or acquire real property in the city. ● All interest in real property, except for a primary residence, which is located in whole or in part within, or within a two-mile radius of, the limits of the city. ● All investments, business positions in, and income (including gifts, loans, and travel payments) from sources that: <ul style="list-style-type: none"> ○ Are subject to the regulatory, permit or licensing authority of, or have an application for a license or permit pending before the planning or building departments of the City of Belvedere. ○ Engage in construction, or the acquisition or sale of real property, on the Tiburon peninsula. ○ Provide consulting services of the type utilized by the employee’s designated department. |