

**CONFLICT OF INTEREST CODE
OF THE
TOWN OF HILLSBOROUGH**

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(Amended September 14, 2020)

The Political Reform Act (Gov. Code § 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation, (tit. 2 Cal. Code of Regs, § 18730), that contains the terms of a standard conflict of interest code which can be incorporated by reference in an agency's code. After public notice and hearing, Regulation 18730 may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This incorporation page, Regulation 18730 and the attached Appendix designating positions and establishing disclosure categories, shall constitute the Conflict of Interest Code of the **Town of Hillsborough ("Town")**.

The Mayor, members of the City Council, the City Manager, the City Attorney and the City Treasurer, shall electronically file their annual statements of economic interests directly with the Fair Political Practices Commission. All other officials and designated positions required to submit a statement of economic interests shall file their statements with the **City Clerk** as the City's Filing Officer. All officials and designated positions required to submit a statement of economic Interests shall file their statements with the **City Clerk** as the Town's Filing Officer. The **City Clerk** shall make and retain a copy of all statements filed by the Mayor, members of the City Council, the City Manager, the City Attorney and the City Treasurer, and forward the originals of these statements to the Fair Political Practices Commission. The **City Clerk** shall retain the original statements filed by all other officials and designated positions and will make all retained statements available for public inspection and reproduction during regular business hours. (Gov. Code § 81008)

APPENDIX
CONFLICT OF INTEREST CODE
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(Amended September 14, 2020)

PART “A”

The Mayor, members of the City Council, the City Manager, the City Attorney, the City Treasurer, and all other Town Officials who manage public investments, as defined by Title 2, California Code of Regulations, section 18700.3(b), are NOT subject to the Town’s Conflict of Interest Code but must file disclosure statements under Government Code section 87200, et seq. [Regs. § 18730(b)(3).]

OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

It has been determined that the positions listed below are other Town officials who manage public investments¹. These positions are listed here for informational purposes only.

Finance Director
Financial Advisory Committee
Investment Consultant

¹ Individuals holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by § 87200.

**DESIGNATED POSITIONS
GOVERNED BY
THE CONFLICT OF INTEREST CODE**

<u>DESIGNATED POSITIONS'</u> <u>TITLE OR FUNCTION</u>	<u>DISCLOSURE CATEGORIES</u> <u>ASSIGNED</u>
<u>City Attorney's Office</u>	
Assistant City Attorney	1, 2
<u>City Manager's Office</u>	
Assistant City Manager	1, 2
Human Resources Manager	5
Human Resources Specialist	5
City Clerk	5
Management Analyst	5
<u>Building & Planning Department</u>	
Assistant Planner	2, 3, 6
Associate Planner	2, 3, 6
Building Inspector (All)	6
Building Official	2, 3, 5, 6
Chief Building Official	2, 3, 5, 6
Consulting Planner	1, 2
Director of Building and Planning	1, 2
Planning Manager	2, 3, 5, 6
<u>Finance Department</u>	
Assistant Finance Director	4
Budget Analyst	4
<u>Police Department</u>	
Management Analyst	5
Police Captain (2)	5
Police Chief	5
Police Lieutenant	5
Records Supervisor	5
<u>Public Works Department</u>	
Associate Civil Engineer	2, 3, 5
City Engineer	1, 2
Deputy Director of Public Works	1, 2
Director of Public Works	1, 2
GIS Coordinator	5

Management Analyst	2, 5, 7
Public Works Assistant Superintendent	5
Public Works Inspector	6
Public Works Superintendent	5
Public Works Supervisor (All)	5

**Members of Boards, Committees
& Commissions**

Architecture and Design Review Board	1, 2
Administrative Hearing Panel	2, 3, 5

Consultants & New Positions²

² Individuals serving as a consultant as defined in FPPC Reg 18700.3(a) or in a new position that makes or participates in making decisions must file under the broadest disclosure set forth in this Code subject to the following limitation:

The City Manager may determine that, due to the range of duties or contractual obligations, it is more appropriate to assign a limited disclosure requirement. A clear explanation of the duties and a statement of the extent of the disclosure requirements must be in a written document. (Gov. Code Sec. 82019; FPPC Regulations 18219 and 18734.). The City Manger’s determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code. (Gov. Code Sec. 81008.)

PART "B"

DISCLOSURE CATEGORIES

The disclosure categories listed below identify the types of economic interests that the designated position must disclose for each disclosure category to which he or she is assigned.³ "Investment" means financial interest in any business entity (including a consulting business or other independent contracting business) and are reportable if they are either located in, doing business in, planning to do business in, or have done business during the previous two years in the jurisdiction of the Town.

Category 1: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments.

Category 2: All interests in real property which is located in whole or in part within, or not more than two (2) miles outside, the boundaries of the Town, including any leasehold, beneficial or ownership interest or option to acquire property.

Category 3: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that are engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of the Town.

Category 4: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by the Town.

Category 5: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by the designated position's department, unit or division.

Category 6: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, subject to the regulatory, permit, or licensing authority of the designated employee's department, unit or division.

Category 7: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, or income from a nonprofit organization, if the source is of the type to receive grants or other monies from or through the Town or its subdivisions.

³ This Conflict of Interest Code does not require the reporting of gifts from outside this agency's jurisdiction if the source does not have some connection with or bearing upon the functions or duties of the position. (Reg. 18730.1)