

**RESOLUTION NO. 04-32**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS  
RESCINDING RESOLUTION NO. 02-61 AND ADOPTING A REVISED  
CONFLICT OF INTEREST CODE DESIGNATING POSITIONS FOR WHICH  
CONFLICT OF INTEREST FILINGS ARE REQUIRED**

**WHEREAS**, the City has previously adopted a Conflict of Interest Code in compliance with the provisions of the Political Reform Act, Government Code § 81000, et seq. by incorporating by reference California Code of Regulations § 18730, along with attached Appendix designated Exhibit "A" in which officials and employees of the City of Los Altos are designated and disclosure categories are set forth to constitute the Conflict of Interest Code of the City of Los Altos.

**WHEREAS**, the City Council has reviewed and considered administratively suggested changes to the Appendix listing designated positions of City officials and employees along with assigned disclosure categories;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LOS ALTOS THAT** it amends the Appendix to the City's Conflict of Interest Code as set forth in Exhibit "A" attached and incorporated. designated officials and employees shall file Statements of Economic Interests in compliance with the provisions of California Code of Regulations § 18730(b)(4)(A).

**I HEREBY CERTIFY** that this resolution was duly introduced and adopted at the Regular Meeting of the Los Altos City Council on the 12<sup>th</sup> day of October, 2004, by the following vote:

AYES: COLE, CASAS, LEAR, MOSS  
NOES: NONE  
ABSENT: PACKARD

  
\_\_\_\_\_  
John Moss, MAYOR

  
\_\_\_\_\_  
Susan Kitchens, CITY CLERK

**EXHIBIT "A"**

**CITY OF LOS ALTOS  
CONFLICT OF INTEREST CODE**

**DESIGNATED POSITIONS**

<b>Position</b>	<b>Disclosure Category</b>
<b>ADMINISTRATION AND FINANCE</b>	
City Attorney	<b>1</b>
City Clerk	1
Human Resources Manager	1
Financial Services Manager	1
<b>COMMUNITY DEVELOPMENT</b>	
Community Development Director	1
Economic Development Coordinator	1
Senior Planner	1
Building Official	1
<b>POLICE DEPARTMENT</b>	
Police Chief	1
Police Captain	1
<b>Police Services Manager</b>	<b>1</b>
<b>PUBLIC WORKS DEPARTMENT</b>	
Public Works Director	1
Assistant Public Works Director	1
Public Works Superintendent	1
<b>RECREATION</b>	
Recreation Director	1
Recreation Supervisors	1
<b>COMMISSIONS/COMMITTEES</b>	
<b>Citizens Financial Advisory Committee</b>	<b>1</b>
<b>Historical</b>	<b>1</b>
Parks, Arts and Recreation	1

Government Code Section 87200: Applicability: This article is applicable to City Councils, Planning Commissions, City Managers, City Treasurers (Finance Directors), City Attorneys and to candidates for any of these offices at any election

## CATEGORIES

### Category 1

A designated employee in this category must report all investments, interests in real property owned in the City of Los Altos, income and business entities in which he or she is a director, officer, partner, trustee, employee or holds any position of management.

### Category 2

A designated employee in this category must report income and business entities in which he or she has an investment or is a director, officer, partner, trustee, employee or holds any position of management, if the business entity or source of income is of the type which has done business with the City of Los Altos within the previous two years.

### Category 3

A designated employee in this category must report income and business entities in which he or she has an investment or is a director, officer, partner, trustee, employee or holds any position of management, if the business entity or source of income is of the type which within the previous two years has provided services, equipment, lease space, materials or supplies to the City.

\*Consultants are included in the list of designated employees and shall disclose pursuant to Category 1 subject to the following limitation:

The City Manager may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The City Manager'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.