

RESOLUTION NO. 02-61

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS  
RESCINDING RESOLUTION 97-27 AND APPROVING  
A REVISED CONFLICT OF INTEREST CODE

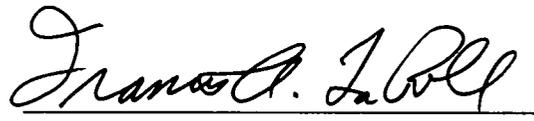
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THE CITY COUNCIL OF THE CITY OF LOS ALTOS DOES HEREBY RESOLVE:

1. The Conflict of Interest Code of the City of Los Altos, attached hereto (Exhibit "A"), is hereby approved. Resolution 97-27 is hereby rescinded.
2. Each agency of the City and each of the persons filling a designated position set forth in said Conflict of Interest Code shall comply with the provisions of said Code.
3. The Conflict of Interest Code hereinabove adopted is to be effective as of the date of adoption of this Resolution, and each person required to file a disclosure statement shall do so upon assuming office, annually thereafter, and upon leaving office, as required by law.

I HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution duly passed and adopted by the City Council of the City of Los Altos at a regular meeting thereof held on the 8<sup>th</sup> day of October, 2002, by the following roll call vote:

AYES: Mayor La Poll, Mayor Pro Tem Casto, Councilmembers Becker, Lear, and Moss  
NOES: None  
ABSENT: None

  
FRANCIS A. LA POLL, MAYOR

Attest:

  
CAROL SCHARZ, CITY CLERK

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

SECTION 1.           Purpose. Pursuant to the Provision of the Government Code Sections 87300, et seq., the City of Los Altos, California, hereby adopts the following Conflict of Interest Code. Nothing contained herein is intended to modify or abridge the provisions of the Political Reform Act of 1974 (Government Code Section 81000 et. seq.). The provisions of this Code are additional to Government Code Sections 1090 and 87100 and other laws pertaining to conflicts of interest. Except as otherwise indicated, the definitions of said Act and regulations adopted pursuant thereto are incorporated herein and this Code shall be interpreted in a manner consistent therewith.

SECTION 2.           Designated Positions. The positions listed on Exhibit "A", attached hereto and by this reference incorporated herein, are Designated Positions. Each officer and employee holding a positions listed on Exhibit "A" is a Designated Officer or Employee, and is required to file a disclosure statement (as prescribed hereinafter) where the said officer or employee may make a decision or in which said officer or employee may influence or participate, that may foreseeably have a material effect on his or her financial interest.

SECTION 3.           Disclosure Statement. Designated positions are set forth on Exhibit "A". Each Designated Officer or Employee shall file an annual statement disclosing that employee's interest in investments, real property, and income on Form 700 of the Fair Political Practices Commission, or successor form.

SECTION 4.           Time and Place of Filing.

- (a) All designated officers and employees required to submit a statement of financial interests shall file the original with the City Clerk of the City;
- (b) A designated officer or employee required to submit a statement of financial interest shall submit an initial statement within 30 days of the effective date of this Code.
- (c) Employees appointed, promoted, or transferred to designated position shall file initial statements within 30 days after date of employment.
- (d) Annual statements shall be filed by April 1 by all Designated Officers and Employees. Such statements shall cover the period of the preceding calendar year.

(e) Designated Officers and Employees who leave an office shall file, within 30 days of leaving office, a leaving office statement.

SECTION 5.           Contents of Disclosure Statements. Disclosure statements shall contain information required by Government Code Sections 28700, et. seq., and Form 700 of the California Fair Political Practices Commission.

SECTION 6.           Disqualifications. Designated officers or employees must disqualify themselves from making or participating in making of any decisions in which they have a reportable financial interest, when it is reasonably foreseeable that such interest may be materially affected by the decision. No designated officer or employee shall be required to disqualify himself or herself with respect to any matter which could not be legally acted upon or decided without his or her participation. Contracts shall not be entered into when such action would violate Government Code Sections 1090, et. seq.

**PERSONNEL COVERED UNDER THE  
CITY OF LOS ALTOS CONFLICT OF INTEREST CODE**

ADMINISTRATION AND FINANCE

City Manager  
Assistant City Manager/Finance Director  
City Attorney  
City Clerk  
Human Resources Manager  
Financial Services Manager

POLICE

Police Chief  
Police Captain

COMMUNITY DEVELOPMENT

Community Development Director  
Senior Planner  
Associate Planner  
Building Official  
Economic Development Coordinator

PUBLIC WORKS

Public Works Director  
Assistant Public Works Director  
Public Works Superintendent

RECREATION

Recreation Director  
Recreation Supervisors

CITY COUNCIL

PLANNING COMMISSIONERS

PARKS, ARTS, & RECREATION COMMISSIONERS