



AGENDA REPORT SUMMARY

Meeting Date: November 29, 2022

Subject Approve updated Conflict of Interest Code: Adopt Resolution 2022-XX updating the Los Altos Conflict of Interest Code for staff and commissioners pursuant to the Political Reform Act of 1974

Prepared by: Angel Rodriguez, Interim City Clerk

Reviewed by: Jon Maginot, Assistant City Manger

Approved by: Gabriel Engeland, City Manager

Attachment(s):

1. Resolution 2022-XX: A Resolution of The City Council Of The City Of Los Altos Approving And Adopting An Amended Conflict Of Interest Code Pursuant To The Political Reform Act Of 1974
2. Exhibit A: Conflict of Interest Code

Initiated by:

State Law

Previous Council Consideration:

October 13, 2020

Fiscal Impact:

None

Environmental Review:

Not applicable

Policy Question(s) for Council Consideration:

- Are the positions designated within the Conflict of Interest Code consistent with the regulation to identify those positions which make or participate in making governmental decisions?

Summary:

- Adoption of the City's Conflict of Interest Code is required every two years
- Those positions which make or participate in making governmental decisions have been identified

City Manager

GE

Reviewed By:

City Attorney

JH

Finance Director

JE



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Staff Recommendation:

Adopt Resolution No. 2022-XX amending the City of Los Altos Conflict of Interest



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Purpose

To adopt the City’s biennial Conflict of Interest Code.

Discussion/Analysis

The purpose of the biennial COI Code review is to determine if changes to the code are needed. According to Fair Political Practices Commission (FPPC) Regulation 18730, the COI Code designates those positions in the City which “make or participate in the making of decisions which may foreseeably have a material effect on economic interests.” The Code must further specify the extent of disclosure required. Upon a review of the City’s current Code, it was determined that an amendment is necessary.

Since the last update to the COI Code, staff positions have been created and/or eliminated and titles and responsibilities have changed. In addition, the City Attorney’s office has conducted a thorough review of the list of positions and determined that additional positions should be added to the list. Exhibit A to Resolution No. 2022-XX contains the list of positions and their designated disclosure requirements.

The following positions are recommended to be added to the City’s Conflict of Interest Code and have been included in the proposed Resolution.

- Assistant City Clerk
- Development Services Manager
- Public Works Director/City Engineer
- Environmental Services and Utilities Director
- Human Resources Director
- Park, Recreation and Community Services Director
- Management Analyst I/II
- Senior Human Resources Analyst
- Transportation Services Manager

The following positions are recommended to be deleted to the City’s Conflict of Interest Code and have been removed in the proposed Resolution.

- Assistant/Associate Planner
- Building Inspector
- Community Development Director
- Construction Inspector



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Deputy City Manager/City Clerk
Engineering Services Director/City Engineer
Human Resource Analyst
Information Technology Analyst
Network System Administrator
Maintenance Services Director
Recreation Coordinator
Recreation Director
Senior/Recreation Supervisor
Transportation Project Manager

Each individual designated by the COI Code must file an annual Statement of Economic Interests (Form 700) with the City Clerk's Office, as well as Assuming Office and Leaving Office statements when applicable.

It should be noted that those serving on the City Council and the Planning Commission, as well as the City Manager, City Attorney and Administrative Services/Finance Director are designated in Government Code Section 87200 and therefore are not listed in the City's Code.

Background

California Government Code Section 87300 et seq. requires all local government agencies to establish a Conflict of Interest (COI) Code and to review that Code biennially. The City of Los Altos COI was last amended on October 13, 2020.

Recommendation

Adopt Resolution No. 2022-XX amending the City of Los Altos Conflict of Interest.