

Statements of Economic Interest – Form 700

Form 700

Every elected official and public employee who makes or influences governmental decisions is required to submit a Statement of Economic Interest, also known as the Form 700. The Form 700 provides transparency and ensures accountability in two ways:

1. It provides necessary information to the public about an official's personal financial interests to ensure that officials are making decisions in the best interest of the public and not enhancing their personal finances.
2. It serves as a reminder to the public official of potential conflicts of interest so the official can abstain from making or participating in governmental decisions that are deemed conflicts of interest.

Filing a Form 700

The Fair Political Practices Commission (FPPC) is available to answer any questions you may have on Form 700 reporting or filing. However in order to better assist you, you should obtain your "disclosure category". A disclosure category is a description of the types of financial interests you must disclose on your Form 700 based on your job classification or position. Each agency defines its own disclosure categories for each position based on the type and scope of work performed.

The Town Council adopted Resolution 2016-047 which lists the designated positions and disclosure category. All designated positions are required to complete categories 1 through 13.

Once filed, the form is a public document and must be made available to the public on request (Section 81008).

Late Penalties

Any person who files a Statement of Economic Interests Form 700 after the deadline imposed by the Political Reform Act is liable for a late fine pursuant to Government Code Section 91013. Fines issued pursuant to this section shall not exceed \$10 per day up to a maximum of \$100. File on time!

RESOLUTION 2018-045

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS AMENDING THE APPENDICES OF THE TOWN'S CONFLICT OF INTEREST CODE PURSUANT TO DIVISION 4 OF ARTICLE III OF CHAPTER 2 OF THE LOS GATOS TOWN CODE

WHEREAS, the Political Reform Act, Government Code section 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, 2 California Code of Regulations Section 18730, which contains the terms of a standard conflict of interest code, which can be incorporated by reference and which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings. The terms of California Code of Regulations Section 18730 have been adopted by reference by the Town Council in Division 4 of Article III of Chapter 2 of the Los Gatos Town Code.

WHEREAS, the Town Council adopted Ordinance 2139 intended to better facilitate the process of updating the Town's Conflict of Interest Code by authorizing the adoption and periodic updates of the detailed appendices required by 2 California Code of Regulations Section 18730 containing the designation of positions and disclosure categories.

WHEREAS, this resolution is intended to update the Town of Los Gatos Conflict of Interest Code by amending the detailed appendices containing the designation of positions and disclosure categories to include both the Successor Agency of the Redevelopment Agency of the Town of Los Gatos and the Oversight Board to the Successor Agency of the Redevelopment Agency of the Town of Los Gatos.

NOW THEREFORE, BE IT RESOLVED: The following shall constitute the Appendix "A" to the Town of Los Gatos Conflict of Interest Code, by listing of those positions that are required to submit Statements of Economic Interests pursuant to the Political Reform Act of 1974, as amended. The Town Council/Redevelopment Agency hereby finds that the officers and employees holding the following designated positions make, or participate in the making of decisions which may reasonably have a material effect on financial interests, and are, therefore, designated employees of the Town of Los Gatos solely for purposes of the Fair Political Practices Act and required to make financial disclosures as specified:

DESIGNATED POSITIONS**DISCLOSURE CATEGORY**

ADMINISTRATION

Town Council	1 through 13
Town Manager	1 through 13
Assistant Town Manager	1 through 13
Administrative Analyst	1 through 13
Town Clerk Administrator	1 through 13
Deputy Clerk	1 through 13
Finance Director	1 through 13
Finance and Budget Manager	1 through 13
Human Resources Director	1 through 13
Information Technology Manager	1 through 13
Economic Vitality Manager	1 through 13
Events and Marketing Specialist	1 through 13

COMMUNITY DEVELOPMENT

Community Development Director	1 through 13
Planning Manager	1 through 13
Administrative Analyst	1 through 13
Administrative Technician	1 through 13
Senior Planner	1 through 13
Assistant Planner	1 through 13
Associate Planner	1 through 13
Planning Technician	1 through 13
Permit Technicians	1 through 13
Code Compliance Officer	1 through 13
Building Official	1 through 13
Senior Building Inspector	1 through 13
Building Inspector	1 through 13

LIBRARY

Library Director	1 through 13
Library Manager	1 through 13

PARKS AND PUBLIC WORKS

Director of Parks and Public Works	1 through 13
Assistant Director/Town Engineer	1 through 13
Superintendent	1 through 13
Senior Administrative Analyst	1 through 13
Arborist	1 through 13
Assistant Engineer	1 through 13
Associate Engineer	1 through 13

Traffic Engineer	1 through 13
Public Works Inspector	1 through 13
Engineering Technician	1 through 13
Environmental Programs Specialist	1 through 13
Project Manager/Construction Project Manager	1 through 13
Transportation and Mobility Manager	1 through 13
Operations Manager	1 through 13

POLICE DEPARTMENT

Police Chief	1 through 13
Police Captain	1 through 13
Records and Evidence Manager	1 through 13
Senior Administrative Analyst	1 through 13
Community Outreach Coordinator	1 through 13

TOWN ATTORNEY

Town Attorney	1 through 13
Deputy Town Attorney	1 through 13

COMMISSIONERS, COMMITTEE AND BOARD MEMBERS

Arts and Culture Commission	1 through 13
Bicycle and Pedestrian Advisory Commission	1 through 13
Building Board of Appeals	1 through 13
Community and Senior Services Commission	1 through 13
Conceptual Development Advisory Commission	1 through 13
Development Review Committee	1 through 13
General Plan Committee	1 through 13
General Plan Advisory Committee	1 through 13
Historic Preservation Committee	1 through 13
Library Board	1 through 13
Parks Commission	1 through 13
Personnel Board	1 through 13
Planning Commission	1 through 13
Transportation and Parking Commission	1 through 13

SPECIFIED CONSULTANTS

Those consultants defined as a “consultant” by the Fair Political Practice Commission and as determined by the Town Attorney in writing	1 through 13
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A Consultant is defined as an individual who contracts with or whose employer contracts with state or local government agencies and who makes, participates in making, or acts in a staff capacity for making governmental decisions.

FPPC Regulation 18700.3 defines "consultants" as including the following individuals who make a governmental decision whether to:

- Approve a rate, rule, or Regulation
- Adopt or enforce a law
- Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement
- Authorize the agency to enter into, modify, or renew a contract provided it is the type of contract that requires agency approval
- Grant agency approval to a contract that requires agency approval and to which the agency is a party, or to the specifications for such a contract
- Grant agency approval to a plan, design, report, study, or similar item
- Adopt, or grant agency approval of, policies, standards, or guidelines for the agency or for any of its subdivisions

A consultant also is an individual who serves in a staff capacity with the agency and:

- Participates in making a governmental decision; or
- Performs the same or substantially all the same duties for the agency that would otherwise be performed by an individual holding a position specified in the agency's conflict-of-interest code.

In addition, the Town Attorney may determine in writing that a particular consultant is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with these disclosure requirements. 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 Attorney's determination is a public record and shall be available for inspection.

BE IT FURTHER RESOLVED: The following list shall constitute Appendix "B" to the Town of Los Gatos Conflict of Interest Code, as amended, by listing of the disclosure categories that are required pursuant to the Political Reform Act of 1974. When a designated employee is required to disclose investments and sources of income, he or she need only disclose investments in business entities and sources of income with those who do business in the Town of Los Gatos, plan to do business in the Town of Los Gatos, or have done business in the Town of Los Gatos within the past two (2) years. In addition to other activities, a business entity is doing business within the Town of Los Gatos if it owns real property within the Town of Los Gatos. When a designated employee is required to disclose interests in real property, he or she need only disclose real property which is located in whole or in part within the Town or not more than two (2) miles outside of Town Boundaries or not more than two (2) miles of any land owned or used by the Town of Los Gatos.

General Provisions

Designated employees shall disclose their financial interest pursuant to the appropriate disclosure category as indicated in section 2.30.610.

- Category 1: Investments (which are not held through a business entity or trust)
- Category 2: Interests in Real Property (which are not held through a business entity or trust)
- Category 3: Interests in Real Property Held by a Business Entity or Trust
- Category 4: Investments held by a Business Entity or Trust
- Category 5: Income (other than loans, gifts and honoraria)
- Category 6: Income (travel payments, advances, reimbursements)
- Category 7: Income -- Loans (received or outstanding during the reporting period)
- Category 8: Income -- Gifts
- Category 9: Income -- Honoraria
- Category 10: Commission Income Received by Brokers, Agents and Salespersons
- Category 11: Income and Loans to Business Entities or Trusts
- Category 12: Income from Rental Property
- Category 13: Business Positions

BE IT FURTHER RESOLVED: Any change provided in the appendices of the Town of Los Gatos Conflict of Interest Code shall not affect or excuse any offense or act committed or done or omission or any penalty or forfeiture incurred or accruing under any other Conflict of Interest Code, nor shall it affect any prosecution, suit, or proceeding pending or any judgment rendered in connection with any other conflict of interest code.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the 18th day of September, 2018, by the following vote:

COUNCIL MEMBERS:

AYES: Marcia Jensen, Steve Leonardis, Marico Sayoc, Barbara Spector, Mayor Rob Rennie

NAYS: None.

ABSENT: None.

ABSTAIN: None.

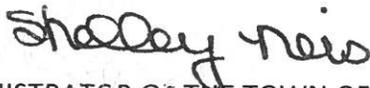
SIGNED:



MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE: 9/18/18

ATTEST:



CLERK ADMINISTRATOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE: 9/20/2018

ORDINANCE 2267

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS AMENDING TOWN CODE CHAPTER 2, DIVISION 4 – CONFLICT OF INTEREST, SECTION 2.30.615. – FILING OF STATEMENTS AND ADDING SECTION 2.30.620. – RELATING TO ELECTRONIC AND PAPERLESS FILING OF FAIR POLITICAL PRACTICES COMMISSION CAMPAIGN DISCLOSURE STATEMENTS

WHEREAS, California Government Code Section 84615 provides that a legislative body of a local government agency may adopt an ordinance that requires an elected officer, candidate, or committee, required to file statements, reports, or other documents required by Chapter 4 of the Political Reform Act to file such statements, reports or other documents online or electronically with the Town Clerk; and

WHEREAS, in any instance in which the original statement is required to be filed with the Secretary of State and a copy of that statement is required to be filed with the local government agency, the ordinance shall require, that the copy be filed online or electronically by 2019; and

WHEREAS, the Town Council expressly finds and determines that the Town Clerk's web-based system contains multiple safeguards to protect the integrity and security of the data, and will operate securely and effectively and will not unduly burden filers; and

WHEREAS, the Town Clerk will operate the electronic filing system in compliance with the requirements of California Government Code Section 84615 and any other applicable laws.

NOW, THEREFORE, THE PEOPLE OF THE TOWN OF LOS GATOS AND THE TOWN COUNCIL DO HEREBY ORDAIN AS FOLLOWS:

SECTION 1. CODE AMENDMENT

Chapter 2 Division 4 – CONFLICT OF INTEREST is hereby amended and added, as follows:

DIVISION 4. - CONFLICT OF INTEREST

Sec. 2.30.615. - Filing of statements.

Council Members, Commissioners, designated employees, and designated consultants shall file statements of economic interests electronically with the Town Clerk who shall be and perform the duties of filing officer for the Town of Los Gatos. Council Members, employees, and/or Commission members, who serve in more than one capacity, shall be required to file only one statement of economic interest, as required by law.

Section 2.30.620. – Filing of Campaign Statements.

Any elected officer, candidate, or committee required to file statements, reports, or other documents (“Statements”) as required by Chapter 4 of the Political Reform Act (California Government Code Section 84100 et seq.) may file such Statements using the Town Clerk Administrator’s online system according to procedures established by the Clerk Administrator. These procedures shall ensure that the online system complies with the requirements set forth in Section 84615 of the Government Code. From and after February 1, 2019, elected officers, candidates, and committees required to file Statements must file such Statements using the Town Clerk Administrator’s online system, unless exempt from the requirement to file online pursuant to Government Code Section 84615(a).

SECTION 2. CONSTRUCTION

The Town Council intends this Ordinance to supplement, not to duplicate or contradict, applicable state and federal law and this Ordinance shall be construed in light of that intent. To the extent the provisions of the Los Gatos Municipal Code as amended by this Ordinance are substantially the same as the provisions of that Code as it read prior to the adoption of this Ordinance, those amended provisions shall be construed as continuations of the earlier provisions and not as new enactments.

SECTION 3. CEQA

The Town Council finds and determines that the adoption of this ordinance is exempt from the requirements of the California Environmental Quality Act (CEQA) per CEQA Guidelines under the General Rule (Section 15061(b)(3)), which sets forth that the CEQA applies only to projects which have the potential for causing a significant effect on the environment. It can be seen with certainty that the proposed Town Code text amendments will have no significant negative effect on the environment.

SECTION 4. SEVERABILITY

If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held by a court of competent jurisdiction to be invalid, such a decision shall not affect the validity of the remaining portions of this ordinance. The Town Council of the Town of Los Gatos hereby declares that it would have passed this ordinance and each section or subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared invalid. Except as expressly modified in this Ordinance, all other sections set forth in the Los Gatos Town Code shall remain unchanged and shall be in full force and effect.

SECTION 5. EFFECTIVE DATE

This ordinance shall take effect immediately and will be enforced thirty (30) days after its adoption.

SECTION 6. PUBLICATION AND POSTING

In lieu of publication of the full text of the ordinance within fifteen (15) days after its passage, a summary of the ordinance may be published at least five (5) days prior to and fifteen (15) days after adoption by the Town Council and a certified copy shall be posted in the office of the Town Clerk, pursuant to GC 36933(c)(1).

SECTION 7. INTRODUCTION AND ADOPTION

This Ordinance was introduced at a regular meeting of the Town Council of the Town of Los Gatos on the 5th day of December 2017, and adopted by the following vote as an ordinance of the Town of Los Gatos at a regular meeting of the Town Council of the Town of Los Gatos on the 19th day of December, 2017. This ordinance takes effect 30 days after it is adopted. In lieu of publication of the full text of the ordinance within fifteen (15) days after its passage a summary of the ordinance may be published at least five (5) days prior to and fifteen (15) days after adoption by the Town Council and a certified copy shall be posted in the office of the Town Clerk, pursuant to GC 36933(c)(1).

COUNCIL MEMBERS:

AYES: Marcia Jensen, Steve Leonardis, Marico Sayoc, Barbara Spector, Mayor Rob Rennie

NAYS: None.

ABSENT: None.

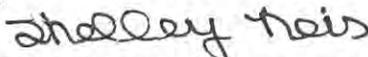
ABSTAIN: None.

SIGNED: 

MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE: 12/20/17

ATTEST:



CLERK ADMINISTRATOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE: 12/20/17