

CITY OF SEBASTOPOL  
CITY COUNCIL  
STAFF REPORT

**Meeting Date:** September 4, 2018  
**To:** Honorable Mayor and City Councilmembers  
**From:** City Administration  
**Subject:** Biennial Review of the Conflict of Interest Code  
**Recommendation :** This item is to request that the City Council approve by Minute Order the 2018 City of Sebastopol Conflict of Interest Code  
**Funding:** Currently Budgeted: \_\_\_\_\_ Yes \_\_\_\_\_ No XX N/A  
Net General Fund Cost:  
Amount: \$

**INTRODUCTION:** This item is to request that the City Council approve by Minute Order the 2018 City of Sebastopol Conflict of Interest Code.

**BACKGROUND:**  
California State Government Code Section 87300 requires that every state and local government agency adopt a Conflict of Interest Code. The Code lists each position within the agency filled by individuals who make or participate in making governmental decisions, which could affect their personal financial interests. The Code also requires individuals holding those positions to file annually disclosing certain personal interests. The State requires that each agency's Conflict of Interest Code be reviewed every other year in the even numbered year to be certain that the list of filers is consistent with government code.

**DISCUSSION:**  
Under the Political Reform Act, all public agencies are required to adopt a conflict of interest code and make amendments as needed. A code designates positions required to file FPPC Statements of Economic Interests (Form 700), and assigns disclosure categories specifying the types of interests to be reported. The Form 700 is a public document intended to alert public officials and members of the public to the types of financial interests that may create conflicts of interests.

Each person who holds a position designated in the City's Conflict of Interest Code must disclose specified types of financial interests by filing a Statement of Economic Interest – Form 700 annually with the City Clerk. The City's local Conflict of Interest Code does not include the City Council, Planning Commission, City Manager, City Attorney or Treasurer, as these positions are required under Government Code §87200 to file Statements of Economic Interests with the Fair Political Practices Commission (FPPC).

In accordance with Government Code § 87306.5, no later than July 1st of each even-numbered year, the City Council shall direct staff to conduct a biennial review of the City's Conflict of Interest Code, and if a change in the Code is required because of changes in changed circumstances, submit an amended Conflict of Interest Code in accordance with subdivision (a) of § 87302 and § 87303 to the City Council no later than October 1st of the same year.

Review of the Conflict of Interest Code consists of: (1) Evaluating the City's organizational structure to determine if any changes have occurred since the last review that would necessitate adding or deleting positions in order to accurately reflect all the positions that make or participate in the making of governmental financial decisions; and, (2) any changes that may need to be incorporated into the designated disclosure categories. To meet the requirements of the Political Reform.

In accordance with Government Code § 87306.5, at the June 5, 2018 City Council Meeting, you directed the City Clerk and City Attorney to: 1) review the City of Sebastopol Conflict of Interest Code as it applies to designated employees, Planning Commission, Design Review Board, and consultants and 2) return to the City Council with recommendations no later than October 1st.

Review of the Conflict of Interest Code consists of: (1) Evaluating the City's organizational structure to determine if any changes have occurred since the last review that would necessitate adding or deleting positions in order to accurately reflect all the positions that make or participate in the making of governmental financial decisions; and, (2) any changes that may need to be incorporated into the designated disclosure categories.

Staff has reviewed the present conflict of interest code and has found that it requires no updating as no new positions have been added or deleted.

**RECOMMENDATION:**

City Staff is requesting that the City Council, who is the code reviewing body for the City of Sebastopol, approve by Minute Order the 2018 City of Sebastopol Conflict of Interest Code.

**Attachment**

Conflict of Interest Code

-----  
Resolution of the City of Sebastopol Approving  
The Biennial Conflict of Interest Code Applicable to Designated Employees Pursuant to the Political  
Reform Act of 1974

WHEREAS, The Political Reform Act requires certain City officials, specified in section 87200 of the California Government Code, to file economic disclosure forms ("Form 700") and abstain from making or participating in making governmental decisions which have a reasonably foreseeable material effect on an economic interest; and

WHEREAS, The Political Reform Act also requires the City to adopt a local conflict of interest code that enumerates specific City positions other than those specified in Government Code section 87200 which involve making or participating in making decisions which have a reasonably foreseeable material effect on an economic interest, and to designate for each position the specific types of investments, business positions, interests in real property and sources of income which are reportable based on the scope of the decision-making authority of the position; and

WHEREAS, The Political Reform Act requires local government agencies to adopt and promulgate a conflict of interest code, and to conduct a review of the code every two years; and

WHEREAS, It requires every local government agency to review its conflict of interest code biennially to determine if it is accurate or, alternatively, that the code must be amended; and

WHEREAS, In accordance with Government Code § 87306.5, at the June 5, 2018 City Council Meeting, the City Council directed the City Clerk and City Attorney to:

- 1) review the City of Sebastopol Conflict of Interest Code as it applies to designated employees, Planning Commission, Design Review Board, and consultants and
- 2) Return to the City Council with recommendations no later than October 1st, 2018; and

WHEREAS, City staff has reviewed the Code and found no amendments are required to be made to the Conflict of Interest Code at this time; and

WHEREAS, 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; and

WHEREAS, Attachment A to this resolution and a part of it, designating officials and employees and establishing disclosure categories, shall constitute the conflict of interest code of the City of Sebastopol; and

WHEREAS, Designated employees shall file statements of economic interests with the City Clerk who will make the statements available for public inspection and reproduction. (Gov. Code, § 81008.) Statements for all designated employees will be retained by the City Clerk.

NOW, THEREFORE, BE IT RESOLVED, that the City of Sebastopol City Council has determined that Code is approved as listed in Attachment A and all resolutions previous to or in conflict with this resolution are hereby rescinded.

DULY APPROVED AND ADOPTED this 4<sup>th</sup> day of September, 2018.

I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the City of Sebastopol City Council by the following vote:

**VOTE:**

Ayes:

Noes:

Abstain:

Absent:

APPROVED: \_\_\_\_\_

Mayor Patrick Slayter

ATTEST: \_\_\_\_\_

Mary Gourley, Assistant City Manager/City Clerk, MMC

APPROVED AS TO FORM: \_\_\_\_\_

Larry McLaughlin, City Attorney

ATTACHMENT A

APPENDIX A

CITY OF SEBASTOPOL

CONFLICT OF INTEREST CODE

The persons occupying the following positions are designated employees for the purposes of this Conflict of Interest Code and shall disclose their financial interests in accordance with the disclosure categories set forth herein and are required to submit Statements of Economic Interest Interests pursuant to the Political Reform Act of 1974.

<u>POSITION</u>	<u>DISCLOSURE CATEGORY</u>
Building Official	1
City Clerk/Assistant City Manager	1
City Engineer	1
Engineering Manager	1
Fire Chief	1
Planning Director	1
Police Chief	1
Public Works Superintendent	1
Traffic Engineer	1
Design Review Board	1
Successor Agency	1
Successor Agency to the Former Sebastopol Community Development Agency (OVERSIGHT BOARD)	1
Consultants*	

\* Consultant means an individual who, pursuant to a contract with a State or local government agency:

Makes a governmental decision whether to:

- (i) Approve a rate, rule or regulations;
- (ii) Adopt or enforce a law; Issue, deny, suspend, or revoke any permit, license, application, certificate, approval order, or similar authorization or entitlement;
- (iii) Authorize the agency to enter into, modify, or renew a contract provided it is the type of contract that requires agency approval;
- (iv) 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;
- (v) Grant agency approval to a plan, design, report, study or similar item;
- (vi) Adopt, or grant agency approval of policies, standards, or guidelines for the agency, or for any subdivision thereof; or

Serves in a staff capacity with the agency and in that capacity participates in making a governmental decision as defined in regulation 18702.2 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 under Government Code Section 87302.

Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code 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 described in this section. Such written determination shall include a description of the consultant's duties and based upon that description, a statement of the extend 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.

## APPENDIX B

### CITY OF SEBASTOPOL CONFLICT OF INTEREST CODE

#### DISCLOSURE CATEGORIES

All designated employees shall disclose their financial interests in accordance with the categories set forth in Appendix "A"

##### Category 1:

Persons designated in this category shall disclose: All investments, business positions in, and income from sources located in or doing business in the jurisdiction. Interests in real property located in the jurisdiction, including property located within a two-mile radius of the jurisdiction or of any property owned by or used by the agency. Income shall include gifts, loans, and travel payments. All sources of income, including investments, gifts, loans and travel payments as defined in Government Code Section 82030, or as amended.