



City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: July 7, 2009

SUBJECT: Conflict of Interest Code Amendments

Report in Brief

The law states that for each even-numbered year the City Council shall direct the Director of Administrative Services (City Clerk) to assess the need to amend the City's Conflict of Interest Code. Changes are not required more frequently than this legal requirement. However, it is prudent to add, remove, or adjust positions within the City more often than the two year period. With the many changes to the positions within the City due to the restructuring related to the budget reductions and the need to examine our current Departmental staffing, the request to directed updates comes before Council at this time.

Staff recommends that the City Council direct the Director of Administrative Services to review the City's Conflict of Interests Code and report to Council should changes to the adopted Code be necessary.

Background

The Fair Political Practices Commission requires local government agencies to review the Conflict of Interest Code biennially to determine whether the Code is accurate or is in need of revision. The responsibility for such review falls upon the office of the Director of Administrative Services (DAS). Council must, as per the law, direct the DAS to perform such review and report back to the Council not later than October 1st if changes to the Code are needed. As there have been many changes over the past year, Senior Staff will be asked to re-evaluate those positions which may need to be added to the listing of those required to complete the Form 700. As well, there may be others whose duties have changed significantly that should be removed from the reporting requirements. That analysis will take a bit of time, thus the request for direction from the Council is coming before you earlier this year. The recommended action so directs the DAS to conduct such review.

Discussion

This action is prudent and necessary in response to the significant changes in the City's organization due to the reduction in staff. As an example, the loss of two department directors due to retirement will transfer some responsibilities to other positions. The Conflict of Interest Code needs to be reviewed to determine if the new responsibilities generate the need to file a Conflict of Interest Statement.

Fiscal Impact

There are no additional expenses associated with the review and processing of possible changes to the Conflict of Interest Code.

Recommendation for Action

Staff recommends that the City Council direct the Director of Administrative Services to review the City's Conflict of Interests Code and report to Council should changes to the adopted Code be necessary.

Prepared by: Sue Vannucci, Director of
Administrative Services

Mark G. Deven
City Manager