



45-DAY PUBLIC NOTICE AND COMMENT PERIOD

NOTICE OF INTENTION TO AMEND THE CONFLICT-OF-INTEREST CODE OF THE CITY OF UKIAH

NOTICE IS HEREBY GIVEN that the City of Ukiah pursuant to the authority vested in it by section 87306 of the Government Code, proposes amendment to its Conflict-of-Interest Code. A comment period has been established commencing on October 12, 2018, and closing on November 26, 2018. All inquiries should be directed to the contact listed below.

The City of Ukiah proposes to amend its conflict of interest code to include employee positions that involve the making or participation in the making of decisions that may foreseeably have a material effect on any financial interest, as set forth in subdivision (a) of section 87302 of the Government Code. The amendment carries out the purposes of the law and no other alternative would do so and be less burdensome to affected persons.

In addition to other technical modifications, the changes to the conflict of interest code include:

1. The Deputy City Manager is assigned to the broadest disclosure category, Category 1 on the revised City of Ukiah Conflict of Interest Code. The Deputy City Manager reports to the City Manager, and is responsible for acting as City Manager in the City Manager's absence and is involved in the City's economic development. The Deputy City Manager will frequently make or participate in making decisions that may have a material effect on all of the entities in all of the required disclosure categories.
2. The below listed Boards and Commission are being assigned to the broadest disclosure category, Category 1 (*this list does not include the Planning Commission or the Building Board of Appeals which already exists on the Conflict of Interest Code*). Each of these Boards and Commissions are instrumental in advising or making recommendations to the City Council without significant intervening substantive review:
 - a. Demolition Permit Review Committee
 - b. Design Review Board
 - c. Investment Oversight Committee
 - d. Traffic Engineering Committee
3. The Senior Civil Engineer and the Engineering Analyst are assigned to the *Procurement Decisions – Agency-wide Authority*, Category 2 on the revised City of Ukiah Conflict of Interest Code. The Senior Civil Engineer and the Engineering Analyst are instrumental in writing or making recommendations for bid specifications for city-wide projects, and for procuring or making recommendations for the procurement of materials for city-wide projects.
4. The Information Technology (IT) Administrator was previously listed in Category 2 as an Information Technology (IT) Coordinator, but is being reassigned to *Information Technology* category, which is Category 4, which did not exist on the previous Conflict of Interest Code. The Information Technology (IT) Administrator is instrumental in the procurement of technological materials and/or services, advising, or making recommendations for the procurement of technological materials and/or services that may have a material effect on all of the entities in all of the required disclosure categories.
5. The Project and Grant Administrator (two positions) were listed under Category 2, and are being reassigned to the *Grant Funding* category, which is Category 5, which did not previously exist on the Conflict of Interest Code. The Project and Grant Administrators are instrumental in writing grants and acquiring funding for city-wide projects that may have a material effect on all of the entities in all of the required disclosure categories.

6. The Building Official and Building Inspector are being assigned to the *Regulatory/Licenses/Permits* category, which is Category 6 on the revised City of Ukiah Conflict of Interest Code. The Building Official and Building Inspector are responsible for regulating and issuing permits for city-wide projects, that may also have a material effect on all of the entities in all of the required disclosure categories.

Information on the code amendment is available on the City's website at: <http://www.cityofukiah.com/public-records-request/> (on the Economic Disclosures tab), or may be obtained from Kristine Lawler, City Clerk at (707) 463-6217 or klawler@cityofukiah.com.

Any interested person may submit written comments relating to the proposed amendment by submitting them no later than November 26, 2018, or at the conclusion of the public hearing, if requested, whichever comes later. At this time, no public hearing is scheduled. A person may request a hearing no later than Tuesday, November 13, 2018.

The City of Ukiah has determined that the proposed amendments:

1. Impose no mandate on local agencies or school districts.
2. Impose no costs or savings on any state agency.
3. Impose no costs on any local agency or school district that are required to be reimbursed under Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code.
4. Will not result in any nondiscretionary costs or savings to local agencies.
5. Will not result in any costs or savings in federal funding to the state.
6. Will not have any potential cost impact on private persons, businesses or small businesses.

All inquiries concerning this proposed amendment and any communication required by this notice should be directed to: Kristine Lawler, City Clerk at (707) 463-6217 or klawler@cityofukiah.com.