

TOWN OF WINDSOR AGENDA REPORT

Joint Windsor Town Council, Windsor Redevelopment Successor Agency and Windsor Water District Meeting Date: September 18, 2024

To: Mayor and Town Council; Successor Agency Chair and Board Members; Joint Powers Financing Authority Chair and Board Members; Water District President and Board Members
From: Sommer Hageman, Deputy Town Clerk
Subject: Biennial Review/Revision of Town Conflict of Interest Codes

Recommendation to Council:

Acting jointly as the Town Council, Windsor Redevelopment Successor Agency, and the Windsor Joint Powers Financing Authority, adopt a resolution superseding Resolution No. 3787-22 and any conflicting resolutions and designating positions required to file Statements of Economic Interests and thereby amending the Conflict of Interest Codes.

Recommendation to Windsor Water District Board:

Adopt a Windsor Water District resolution superseding Resolution No. 1908-22 WWD designating positions required to file Statements of Economic Interests and thereby amending the Windsor Water District's Conflict of Interest Code.

Strategic Plan Element:

The recommended action supports the goal of Organizational Effectiveness. Goal Statement: Achieve a high performing organization by nurturing an engaged workforce committed to a shared vision of public service.

Background:

The Political Reform Act requires certain Town officials, specified in Section 87200 of the California Government Code to file Statements of Economic Interests (Form 700) and abstain from making or participating in making governmental decisions which have a reasonably foreseeable material effect on an economic interest. The officials specified in Government Code 87200 include the Town Councilmembers, Planning Commissioners, Town Manager, Town Attorney, and the Administrative Services Director.

The Political Reform Act also requires the Town to adopt a local conflict of interest code that specifies Town positions that are involved in the making or participate in the making of governmental decisions which may foreseeably have a material financial effect on any economic interest. The positions designated in the Town's Conflict of Interest Code are also required to file Form 700.

The State of California Political Reform Act requires a complete review of the Town, Windsor Redevelopment Successor Agency, Windsor Joint Powers Financing Authority and Windsor Water District Conflict of Interest Codes on a biennial basis (every even-numbered year) to determine whether the codes are still accurate or must be amended.

In an effort to move in the direction of requiring the electronic filing of Statements of Economic Interest (Form 700) for transparency and to make these filings easier for officials to comply with this reporting obligation, the Town entered into a Professional Services Agreement with Granicus, LLC to provide this service. All filings are public and can be found on the Town's website.

Discussion:

Staff has subsequently reviewed the codes and staffing positions. Below are the recommended revisions to the Conflict of Interest Codes:

A. Town of Windsor Conflict of Interest Code:

The following Town positions that would file under Disclosure Categories 1-4 will be added, deleted and/or corrected as noted below:

Additions

- Accounting Manager (Administrative Services)
- Government Operations Manager (Town Manager)
- Management Analyst (Administrative Services)
- Parks Maintenance Supervisor (Parks and Recreation)
- Parks and Facilities Superintendent (Parks and Recreation)
- Town Clerk/Public Information Officer (Town Clerk's Office)

Deletions

- Accounting and Audit Manager (Administrative Services)
- Parks and Facilities Maintenance Supervisor (Parks and Recreation)
- Parks and Facilities Manager (Parks and Recreation)
- Town Clerk (Town Clerk's Office)

Other Changes

The Town Clerk's Office is now a separate listing from the Town Manager's Office. Therefore, the positions of Town Clerk/Public Information Officer and Deputy Town Clerk have been moved to the Town Clerk's Office within the resolution. Additionally, the Sustainability Coordinator has moved from the Town Manager's Office to Public Works.

B. Windsor Redevelopment Successor Agency Code:

No changes recommended.

C. Windsor Joint Powers Financing Authority:

No changes recommended.

D. Windsor Water District Conflict of Interest Code:

The following Town positions that would file under Disclosure Categories 1-4 will be added, deleted and/or corrected as noted below:

Additions:

- Deputy Director of Engineering (Public Works)
- Project Manager (Public Works)
- Senior Civil Engineer (Public Works)
- Sustainability Coordinator (Public Works)

Fiscal Impact:

The recommended actions are not subject to review under the California Environmental Quality Act (CEQA).

Environmental Review:

Not applicable.

Attachment(s):

1. Resolution - Town Council, Windsor Redevelopment Successor Agency, and Windsor Joint Powers Financing Authority Designated Filers
2. Resolution - Windsor Water District

Prepared by:

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Deputy Town Clerk

Reviewed by:

Irene Camacho-Werby
Town Clerk/PIO/Successory Agency
Secretary/Secretary

Recommended by:

Jon Davis
Town Manager/Successor Agency Executive Director/
Joint Powers Financing Authority Executive Director/
Windsor Water District General Manager