



CITY OF PALO ALTO OFFICE OF THE CITY CLERK

September 26, 2016

The Honorable City Council
Palo Alto, California

Conflict of Interest Code Biennial Notice

ATTACHMENTS:

- Attachment A: 2016 Local Agency Biennial Notice - Palo Alto (PDF)
- Attachment B: Notice 2016 (DOC)

Department Head: Beth Minor, City Clerk

2016 Local Agency Biennial Notice

Name of Agency: City of Palo Alto

Mailing Address: City Clerk's Office, 250 Hamilton Avenue, Palo Alto, CA 94301

Contact Person: Beth Minor Phone No. 650-329-2379

Email: beth.minor@cityofpaloalto.org Alternate Email: city.clerk@cityofpaloalto.org

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that *(check one BOX)*:

An amendment is required. The following amendments are necessary:

(Check all that apply.)

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other *(describe)* Revise department name(s)

The code is currently under review by the code reviewing body.

No amendment is required. (If your code is over five years old, amendments may be necessary.)

Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.

DocuSigned by:
Beth Minor
49F98020871482

Signature of Chief Executive Officer

9/12/2016

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2016**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

Certificate Of Completion

| | |
|---|-----------------------------------|
| Envelope Id: 11D838788CFD471AA7C1E73DC74625B2 | Status: Completed |
| Subject: Please DocuSign this document: 2016 Local Agency Biennial Notice.pdf | |
| Source Envelope: | |
| Document Pages: 1 | Signatures: 1 |
| Certificate Pages: 1 | Initials: 0 |
| AutoNav: Enabled | Envelope Originator: |
| Envelopeld Stamping: Enabled | David Carnahan |
| Time Zone: (UTC-08:00) Pacific Time (US & Canada) | 250 Hamilton Ave |
| | Palo Alto , CA 94301 |
| | david.carnahan@cityofpaloalto.org |
| | IP Address: 199.33.32.254 |

Record Tracking

| | | |
|----------------------|-----------------------------------|--------------------|
| Status: Original | Holder: David Carnahan | Location: DocuSign |
| 9/9/2016 11:09:07 AM | david.carnahan@cityofpaloalto.org | |

Signer Events

Beth Minor
 Beth.minor@cityofpaloalto.org
 City Clerk
 City of Palo Alto
 Security Level: Email, Account Authentication (None)
 Electronic Record and Signature Disclosure:
 Not Offered via DocuSign
 ID:

Signature

DocuSigned by:

 45F95502DB71492...
 Using IP Address: 199.33.32.254

Timestamp

Sent: 9/9/2016 11:11:15 AM
 Resent: 9/12/2016 2:10:55 PM
 Viewed: 9/12/2016 2:32:39 PM
 Signed: 9/12/2016 2:35:08 PM

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Notary Events

Timestamp

Envelope Summary Events

Status

Timestamps

| | | |
|---------------------|------------------|----------------------|
| Envelope Sent | Hashed/Encrypted | 9/12/2016 2:10:55 PM |
| Certified Delivered | Security Checked | 9/12/2016 2:32:40 PM |
| Signing Complete | Security Checked | 9/12/2016 2:35:08 PM |
| Completed | Security Checked | 9/12/2016 2:35:08 PM |



NOTICE OF INTENTION TO AMEND THE CITY OF PALO ALTO CONFLICT OF INTEREST CODE

NOTICE IS HEREBY GIVEN that the Council of City of Palo Alto intends to adopt or amend a conflict-of-interest code pursuant to Government Code Section 87302, the code will designate employees who must disclose certain investments, income, interests in real property, and business positions, and who must disqualify themselves from making or participating in the making of governmental decisions affecting those interests.

A written comment period has been established commencing on September 26, 2016 and terminating on December 5, 2016. Any interested person may present written comments concerning the proposed code no later than December 5, 2016 to the City of Palo Alto, 250 Hamilton Avenue, Palo Alto, CA 94301. No public hearing on this matter will be held unless any interested person or his or her representative requests a public hearing no later than 15 days prior to the close of the written comment period.

The City of Palo Alto has prepared a written explanation of the reasons for the designations and the disclosure responsibilities and has available all of the information upon which its proposal is based.

A conflict of interest code designates those employees, members, officers, or consultants who make or participate in the making of decisions which may affect financial interests and who must disclose those interests on financial disclosure statements. A copy of the proposed conflict of interest code will be available in the City Clerk's office on September 26, 2016, for inspection during normal business hours.

Copies of the proposed code and all of the information upon which it is based may be obtained from the City of Palo Alto, 250 Hamilton Avenue, Palo Alto, CA 94301. Any inquiries concerning the proposed code should be directed to the City Clerk's Office at 250 Hamilton Avenue, Palo Alto, CA 94301, City.Clerk@cityofpaloalto.com, 650-329-2571.

BETH D. MINOR
City Clerk