

READ AND CONSIDERED

DATE 8/16/2021 BY B

Response to Grand Jury Report Form

Report Title: Rohnert Park District Elections

Report Date: June 20, 2021

Response by: Darrin Jenkins Title: City Manager

Agency/Department Name: City of Rohnert Park

FINDINGS: F5

I (we) agree with the findings numbered F1, F2, F3, F4, F6, and F7

I (we) disagree wholly or partially with the findings numbered: F5

(Attach a statement specifying any portions of the findings that are disputed with an explanation of the reasons.)

RECOMMENDATIONS: R1, R2

Recommendations numbered: R1, R2 have been implemented.

(Attach a summary describing the implemented actions.)

Recommendations numbered: _____ have not yet been implemented, but will be implemented in the future.

(Attach a timeframe for the implementation.)

Recommendations numbered: _____ require(s) further analysis.

(Attach an explanation and the scope and parameters of an analysis or study, and a timeframe for the matter to be prepared for discussion by the officer or director of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This timeframe shall not exceed six months from the date of publication of the Grand Jury report.)

Recommendations numbered: _____ will not be implemented because they are not warranted or are not reasonable.

(Attach an explanation.)

Date: 8/12/2021 Signed: Darrin Jenkins

Number of pages attached: 2

Response to Grand Jury Report on Rohnert Park Election Districts

City of Rohnert Park Clarifications and Responses

FINDINGS

Finding F5: The City of Rohnert Park does not monitor or track the ethics training required by California Assembly Bill 1234 of all local agency officials in office on or after January 1, 2007.

Response: Rohnert Park disagrees wholly with this finding.

The City of Rohnert Park created an AB 1234 Compliance Log in 2011 to monitor and track the ethics training required by California Assembly Bill 1234 of all local agency officials in office on or after January 1, 2007. This compliance log is used to track ethics training for all City of Rohnert Park publically elected officials and positions designated in the City of Rohnert Park's conflict of interest code. Information tracked in the log includes the assumed office date, leaving office date, date of the current certificate, and due date for the next training.

RECOMMENDATIONS

Recommendation R1: *The City of Rohnert Park establish a procedure to monitor and track ethics training for publicly elected officials as required by California Assembly Bill No. 1234. This should occur by December 31, 2021. (F5)*

Response: The City of Rohnert Park has established a procedure to monitor and track ethics training. The City Clerk's Office contacts the City Attorney's Office in March in even numbered years to make training arrangements. Traditionally, the in-person training takes place in May and is held in the City Hall Council Chamber. Once a date is selected, an Outlook calendar invite is prepared and sent to all affected parties outlining the training details. Once the training concludes, certificates of completion are collected and scanned into the City's electronic records management system, the training log is updated to reflect the current certificate date and when the next training is due, and follow-up notifications are sent to non-compliant individuals inviting them to complete training. Reminders to non-compliant individuals are sent periodically until all certificates are acquired.

Recommendation R2: *The City of Rohnert Park notify elected officials of ethics training bi-annual deadlines by December 31, 2021. (F5)*

Response: The City of Rohnert Park notified elected officials of ethics training bi-annual deadlines on November 4, 2020 and due to the COVID-19 Pandemic, directed elected officials to attend an online training course instead holding an in-person training. Emails reminding elected officials to attend the training and submit their certificate to the City Clerk's Office were sent until the City Clerk's Office had received the certificates from each elected official. The City of Rohnert Park will continue to notify elected officials of the ethics training bi-annual deadlines each even numbered year.