



Finance Department
Joe Snyder, Chief Financial Officer

From: Lisa Cummins, Procurement Manager *LC*
To: Mayor and City Council Members
Date: August 15, 2022
Re: Conflict of Interest Disclosure

Mayor and City Council Members:

During the evaluation process, it was brought to the attention of Purchasing that one of the employees for OHM, Mr. Ben Weaver, and OHM's proposed Project Manager for the Gateway and Streetscape Planning Consultant project, is a current board member on the Planning Commission. As soon as the disclosure was made to Purchasing, a review of the City's Ethics Ordinance and discussion with the City's Attorney was conducted and it was determined that the appropriate action was to disclose this information to City Council and the City's stakeholders and identify the steps that will be taken

In review of the City's Ethics ordinance, the Procurement Manger has identified that there is not a real and direct conflict of interest at this time, but there could be a possibility potential for conflict of interest in the future. One of those potentials for conflict of interest would be if the Planning Commission should require any involvement in this project, or any project Mr. Weaver works on for the City in the future as an employee of OHM. In discussion with the City's Planning and Economic Director, Sara Roediger, it has been communicated that there isn't any expectation of Planning Commission involvement in this project.

With all these things in mind, and in order for the City to continue to be fully transparent and ethical in its business transactions and in how we conduct business, it has determined that the following steps will be taken with OHM to address the concern related to the potential for conflict of interest and the required actions that will have to be taken should there become a real conflict of interest.

1. Mr. Ben Weaver, as a Planning Commission Board Member, will not be allowed to have any involvement, direct or indirect, as it relates to any action related to projects he is working on with OHM for the City, this includes any reviewing or input on any work he is performing.
2. Mr. Ben Weaver will be required to recuse himself from any board action related to any projects he has involvement in, including with the City or any private sector businesses that come before Planning Commission.
3. In the event OHM is unsure as to whether or not there is potential or real conflict for a project, they will submit in writing to the City's Procurement Manager listing the project, type of interest, work details, relationship to the project, name of business entity, and the duration of the interest. A written response from the City's Procurement Manager will be provided to OHM, with the required action, or steps to be taken.

I appreciate your attention and consideration of the above matter. If there are any questions or concerns, please contact me and I will be happy to discuss further.