

Item No. 2-1

Supplemental Material

For

City of Sacramento

City Council
Financing Authority
Housing Authority
Redevelopment Agency

Agenda Packet

Submitted: February 13, 2009

For the Meeting of:

- Additional Material
 Revised Material

TITLE: Updated 2009 Conflict of Interest Code

This supplement contains additional amendments to the COI Code that were submitted by the City Attorney's Office after the departmental review hearing. These additions are deemed appropriate and necessary for the accuracy of the document.

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Please include this supplemental material in your agenda packet. This material will also be published to the City's Internet. For additional information, contact the City Clerk Department at Historic City Hall, 915 I Street, First Floor, Sacramento, CA 95814-2604, (916) 808-7200.

ATTACHMENT 1**Background:**

On January 15, 2009 the City Clerk's Office held an open hearing with departments to review the proposed code changes. This hearing was noticed in the Daily Recorder, posted in City Hall, posted within each department, and provided to each affected filer. The minutes of that hearing are included with this report as "Attachment 2".

In summary, the updated code includes additions of classifications that have been deemed to have authorities that require filing; deletion of classifications that have been deemed not to have authorities that require filing; deletion of classifications that no longer exist; modification of classifications that have been re-classified; modification in disclosure categories to establish accurate disclosure; modifications to departments as a result of reorganization; and deletions or additions of boards and commissions that have been created or disbanded since the prior code adoption.

After the code review hearing the City Attorney's Office determined that additional modifications to the code were necessary. These modifications relate to the expanded definition of consultant as it applies to volunteers, the inclusion of volunteer in the "all departments" category of the code, and a footnote defining disclosure requirements for volunteers. In addition, the disclosure categories for the classification of Chief of Staff to the Mayor in the Mayor/Council Office are modified to provide for the broadest disclosure as is appropriate for the authorities of the position.

EXHIBIT A

THE CONFLICT OF INTEREST CODE OF THE CITY OF SACRAMENTO

SECTION 100. The terms of 2 California Code of Regulations section 18730, which is attached hereto as **Appendix 1**, and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with **Appendix 2** and **Appendix 3** which designates officials and employees and sets forth disclosure categories, constitute the Conflict of Interest Code of the City of Sacramento.

SECTION 200. Designated employees shall file statements of economic interests pursuant to the provisions of this Conflict of Interest Code.

SECTION 300. Designated employees shall file their statements of economic interests with the City Clerk of the City of Sacramento to whom the City Council hereby delegates the authority to carry out the duties of filing officer.

SECTION 400. Notwithstanding the provisions of 2 California Code of Regulations section 18730, subdivision (b)(5)(C), all designated employees shall file their annual statements of economic interests no later than April 30 of each calendar year.

SECTION 500. The statements of economic interests that the members of the City Council file by virtue of their positions as members of the City Council shall suffice for the statements of economic interests they are required to file as members of the governing boards of the Economic Development Commission of the City of Sacramento, Housing Authority of the City of Sacramento, Redevelopment Agency of the City of Sacramento, and Sacramento City Financing Authority.

SECTION 600. The statements of economic interests that the City Treasurer, Director of Finance, City Attorney, and City Clerk file by virtue of their positions with the City of Sacramento shall suffice for the statements of economic interests they are required to file in connection with their positions with the Sacramento City Financing Authority.

SECTION 700. The City Manager, or designated representative, shall make the initial determination as to whether individuals are consultants, as defined in 2 Cal. Code Reg. § 18701. An individual may be a consultant whether he or she is compensated or is an unpaid volunteer. In making the initial such determination as to whether individuals are consultants, the City Manager or designated representative may consult with and rely upon the advice of the City Attorney. The requirements of this Conflict of Interest Code shall be included in the contract agreement which is entered into between the City and the consultant.

SECTION 800. Any filer required to disqualify himself or herself shall give notice of disqualification to the City Clerk, to his or her immediate supervisor and to his or her division or department head, if there is no division head. Such notice shall be in writing and shall be made part of the official records of the City Clerk. The filer shall then refrain from participation and shall attempt in no way to use his or her official position to influence any other person with respect to the matter.

APPENDIX 2

CITY OF SACRAMENTO CONFLICT OF INTEREST CODE

DESIGNATED POSITIONS

The following is a listing of those classifications/positions that are required to submit a Statement of Economic Interests forms:

Department - Board or Commission	Classification	Disclosure Category
All Departments	Consultant	*see footnote <u>1</u> below
	<u>Volunteer</u>	*see footnote <u>2</u> below
City Attorney's Office	Assistant City Attorney	1, 2, 3, 4
	Deputy City Attorney	1, 2, 3, 4
	Special Assistant to City Attorney	5
	Law Office Administrator	5
	Senior Deputy City Attorney	1, 2, 3, 4
	Supervising Deputy City Attorney	1, 2, 3, 4
City Clerk's Office	Assistant City Clerk	5
	City Clerk	5
	Program Manager	5
City Manager's Office	Assistant City Manager	1, 2, 3, 4
	City Auditor	1, 2, 3, 4
	Deputy Director of Public Safety Accountability	1, 2, 3, 4
	Director of the Office of Youth Development	1, 2, 3, 4
	Director of Public Safety Accountability	1, 2, 3, 4
	Director of Governmental Affairs	1, 2, 3, 4
	E-Government Manager	1, 2, 3, 4
	Media & Communications Officer	1, 2, 3, 4
Special Project Manager	1, 2, 3, 4	
City Treasurer's Office	Chief Investment Officer	13, 14, 15, 26
	Debt Analyst	13, 14, 15, 26
	Investment and Operations Manager	13, 14, 15, 26
	Investment Operations Analyst	13, 14, 15, 26
	Senior Debt Analyst	13, 14, 15, 26
	Senior Investment Officer	13, 14, 15, 26
	Treasury Analyst	13, 14, 15, 26
Treasury Manager	13, 14, 15, 26	
Code Enforcement	Administrative Analyst	4, 11, 12, 28
	Building Inspector I, II, III, IV	4, 5, 8, 9, 11, 29
	Chief of Housing and Dangerous Buildings	1, 2, 3, 4
	Code Enforcement Director	1, 2, 3, 4
	Code Enforcement Manager	1, 2, 3, 4
	Code Enforcement Officer	4, 7, 8, 9, 11, 29

	Operations General Supervisor	5, 29
	Program Analyst (Fleet)	4, 5, 9, 29
	Program Specialist (Fleet Management)	4, 5, 9, 29
	Storekeeper	5
- Animal Care	Administrative Officer (Animal Care)	5
	Animal Care Services Manager	5
	Senior Animal Care Officer	5
	Senior Animal Care Technician	5
	Supervising Animal Care Officer	5
	Veterinarian	5
-Procurement Services	Administrative Technician (Contracts)	5
	Procurement Services Manager	5
	Program Analyst (Procurement)	5
	Program Specialist (Procurement)	5
-311/City Operator	Administrative Analyst	5
	Program Manager	6
Human Resources	Director of Human Resources	6, 13, 16, 21, 22, 31, 35
	Human Resources Manager (Equal Employment)	5, 31, 35
	Human Resources Manager	5, 13, 16, 21, 22, 31, 35
	Human Resources Manager (Loss Control)	5, 31, 35
	Human Resources Manager(Benefits)	5, 13, 16, 21, 22, 31, 35, 36, 37
	Organizational Development Specialist	5, 31, 35
	Program Specialist	5, 31, 35
	Risk Manager	5, 31, 35
	Safety Officer	5, 13, 16, 31, 35
	Support Services Manager	6, 13, 16, 21, 22, 31, 35, 36, 37
Information Technology	Chief Information Officer	28
	Information Technology Manager	28
	Information Technology Project Manager	28
	Information Technology Supervisor	28
	Principal Systems Engineer (Principal Security Officer)	28
	Program Manager	28
	Principal Information Technology Project Manager	28
	Supervising Information Technology Project Manager	28
Labor Relations	Director of Labor Relations	16, 31
	Labor Relations Manager	16, 31
	Labor Relations Officer	16, 31
Mayor/Council Office	Chief of Staff to the Mayor	<u>5, 1, 2, 3, 4</u>
	District Director	1, 2, 3, 4
	Mayor/Council Operations Manager	1, 2, 3, 4
	Special Assistant to the Mayor	1, 2, 3, 4