

File

NOVEMBER 30, 1979

PERSONNEL AND PUBLIC EMPLOYEES COMMITTEE

9:00 A.M.

City Hall Council Chambers
915 I Street
Sacramento, CA

- SUBJECTS:
1. Supplemental Conflict of Interest Codes - Proposed Amendments
 2. Affirmative Action Status Report
 - a. Plan Development
 - b. Goals and Timetables for Women and Minorities
 3. Part Time Employment Policies - Department of Community Services

Committee Members: Thomas Hoeber, Chair; Anne Rudin; Daniel Thompson

SPECIAL
SACRAMENTO CITY COUNCIL
MEETINGS

I HEREBY CALL Special Meetings of the Sacramento City Council to be conducted concurrently with the Council Committee meetings listed below and on the reverse side of this page, which is incorporated herein by reference. The Special Meetings are called to permit City Council members who are not on the listed committees to attend the meetings and participate in the discussion.

The meetings will be held at the date, time and place indicated below and on the reverse side of this page and the subjects to be considered and acted upon shall be those shown below and on the reverse side of this page.

Issued this 21st day of November 1979.

PHILLIP L. ISENBERG
MAYOR

ATTEST:

LORRAINE MAGANA
CITY CLERK

TUESDAY, NOVEMBER 27

JOINT MEETING

BUDGET AND FINANCE COMMITTEE

AND

PLANNING AND COMMUNITY DEVELOPMENT COMMITTEE

3:30 P.M.

City Hall Council Chambers
915 I Street
Sacramento, CA

SUBJECT: McClellan Redevelopment Plan

Committee Members: Lloyd Connelly, Chair; Thomas Hoeber; Douglas Pope;
Daniel Thompson; Anne Rudin; Patrick Donovan;
Blaine Fisher; John Roberts

IMMEDIATELY FOLLOWING THE JOINT MEETING

Budget and Finance Committee

4:00 P.M.

- SUBJECTS:
1. Proposed Sale of Airport/Lanai Shopping Center Property
 2. Mayor and City Council Monthly Meeting Allowance
 3. Financial Report of the Redevelopment Agency of the City of Sacramento
 4. Financial Statements, Local Tax Fund
 5. Increase in 1979-80 City Engineer's Budget for Engineering and Architectural Services
 6. Resolution Authorizing the Appropriation of Additional Funds/Bid Award for Robla Drainage Project 12-1, Area III
 7. Progress Report on Proposed Railroad Museum Parking Garage and Recommendation for Council Approval to Proceed with Construction Documents
 8. Ordinance Adding Section to City Code Relating to Exemption from Admissions Tax for Certain Live Theatre Performances
 9. Investment Policy Issues

Committee Members: Lloyd Connelly, Chair; Thomas Hoeber; Douglas Pope;
Daniel Thompson

(REVERSE)



CITY OF SACRAMENTO

①

DEPARTMENT OF LAW

812 TENTH ST. SACRAMENTO, CALIF. 95814
SUITE 201 TELEPHONE (916) 449-5346

CITY MANAGER'S OFFICE

RECEIVED

NOV 21 1979

JAMES P. JACKSON
CITY ATTORNEY
THEODORE H. KOBEY, JR.
ASSISTANT CITY ATTORNEY
LELIAND J. SAVAGE
ELIZABETH HASSARD SILVER
DAVID BENJAMIN
SAM JACKSON
SABINA ANN GILBERT
STEPHEN B. NOCITA

November 21, 1979

MEMORANDUM

TO: PERSONNEL & PUBLIC EMPLOYEES COMMITTEE
FROM: THEODORE H. KOBEY, JR., Assistant City Attorney
RE: SUPPLEMENTAL CONFLICT OF INTEREST CODES

SUMMARY

Attached for the Committee's review are the supplemental conflict of interest codes for City employees and for members of the City Council, Boards and Commissions. Also included is a summary of alternatives with respect to conflict of interests in City matters involving relatives of City employees.

DISCUSSION

Attached is a supplemental conflict of interest code for City employees who are designated employees under existing City departmental conflict of interest codes. It would preclude such employees from making or participating in decisions on matters before the City in instances where the employee has an interest in real property or an investment in a business entity with the person who is now an applicant before the City. The interest in real property or business entity held with the applicant which would preclude participation by the employee in the matter now before the City could be in real property or a business entity located outside as well as inside the City.

The rationale behind such a prohibition is that the employee's ownership of a financial interest with an applicant might preclude his or her exercise of unbiased judgment on the application.

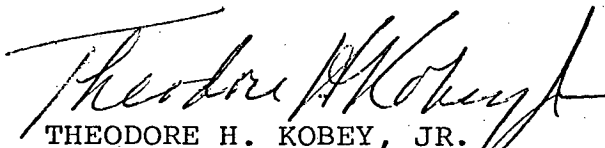
Also attached is a separate supplemental conflict of interest code which would create the same prohibition for members of the City Council and City Boards and Commissions.

November 21, 1979

The Committee also requested a report on the feasibility of requiring the disclosure by City employees of familial relationships within the third degree of collateral consanguinity (uncles, nephews) and the first degree of lineal consanguinity (parents, children) and of prohibiting action on matters involving such relatives.

There are several alternatives in this area. The first would be to require disclosure and prohibit action by designated City employees generally, on the rationale that an employee may not be able to exercise his or her independent judgment in such a case. The second alternative would be to make the disclosure and prohibition applicable only to employees in the personnel department. The reason for limiting the requirements to the personnel department is basically that if a problem were to arise in this area, it seemed most likely that it would arise in connection with the hiring or promotion of City employees.

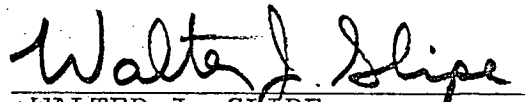
Another alternative would be to prohibit action on matters involving relatives only and not to require disclosure for either of the alternatives above. This would obviate the administrative burden which would otherwise result from handling filings by employees in addition to those already required by the existing departmental conflict of interest codes.


THEODORE H. KOBAY, JR.
Assistant City Attorney

THK:mb

attachments

FOR TRANSMITTAL:


WALTER J. SLUPE
City Manager

SUPPLEMENTAL CONFLICT OF INTEREST CODE
FOR CITY EMPLOYEES

Section 1. Applicability.

This Conflict of Interest Code shall apply to each designated employee required to file a statement disclosing financial interests pursuant to the Conflict of Interest Code adopted by the City Council for his or her department pursuant to the provisions of the Political Reform Act of 1974 (California Government Code Sections 81000 et. seq.)

Section 2. Disqualification.

Each City employee shall disqualify himself or herself from making or participating in the making of any decision when he or she knows or in the exercise of reasonable diligence should know that another person, with whom the City employee has an interest in real property or an investment in a business entity, is an applicant or is principally involved in a matter before the department in which the City employee is employed, or the City Council or any Board or Commission of the City. No such City employee shall be prevented from making or participating in the making of any decision to the extent his or her participation is legally required for the decision to be made.

Section 3. Manner of Disqualification.

A City employee required to disqualify himself or herself shall give written notice of disqualification to the City Clerk,

to his or her immediate supervisor and to his or her division head or department head if there is no division head. The notice of disqualification shall include the name of the applicant or person principally involved in the matter before the department and whether the City employee has an interest in real property or an investment in a business entity with such person. Such notice shall be given as soon as is reasonably possible after said employee learns or, in the exercise of reasonable diligence should have learned of the facts requiring disqualification and shall be made part of the official records of the City Clerk. The City employee shall refrain from participation and shall not attempt in any way to use his or her official position to influence any other person with respect to the matter.

Section 4. Opinions of City Attorney.

Upon request, any City employee who is unsure of any right or obligation arising under this Code may request a formal opinion or letter of advice from the City Attorney. If an opinion is rendered by the City Attorney stating in full the facts and the law upon which the opinion is based, compliance by the City official may be evidence of good faith in any civil or criminal proceeding brought pursuant to law.

Section 5. Definition of Terms.

a. "Board." For purposes of this Code, the term "Board" shall include the City Council and the Boards and Commissions listed below:

Administration, Investment and Fiscal
Management Board of the City
Retirement System;
Architectural Review Board;
Civil Service Board;
Construction Code Advisory and Appeals Board;
Housing Code Advisory and Appeals Board;
Old Sacramento Variance Appeals Board;
Planning Commission;
Preservation Board;
Retirement Hearing Commission

b. "Business entity." For purposes of this Code, the term "business entity" shall mean any organization or enterprise operated for profit, including, but not limited to, a proprietorship, partnership, firm, business trust, joint venture, syndicate, corporation or association.

c. "City employee." For purposes of this Code, the term "City employee" shall mean any employee identified in Section 1 of this Code.

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(3) Shall apply to a City employee, if the employee and the person who is an applicant or is principally involved in the matter before such City employee's department, the City Council or any Board, each have a \$25,000 or greater or ten percent (10%) or greater investment in such business entity.

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(1) A person who has a twenty-five percent (25%) or greater investment in the business entity or a twenty-five percent (25%) or greater ownership interest in the real property for which an application is made, or

(2) A person who is appealing a disciplinary action to the Civil Service Board, or,

(3) A person who is appealing a decision of the Retirement System Manager to the Retirement Hearing Commission, or,

(4) A person with a financial interest in the outcome of the decision of the City employee's department, the City Council or any Board which will exceed \$5,000.

Section 6.

The provisions of this supplemental Code are in addition to the conflict of interest provisions in the Political Reform Act of 1974 (Government Code Sections 87100, et. seq.) and the Conflict of Interest Codes for the various departments of the City of Sacramento.

Section 7. Effective Date.

This Code shall become effective on _____.

9/6/78

SUPPLEMENTAL CONFLICT OF INTEREST CODE FOR
CITY COUNCIL AND CITY BOARDS AND COMMISSIONS

Section 1. Applicability.

This Supplemental Conflict of Interest Code shall apply to members of the City Council and members of the following Boards and Commissions:

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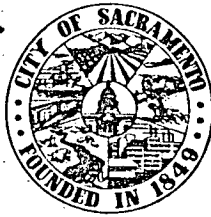
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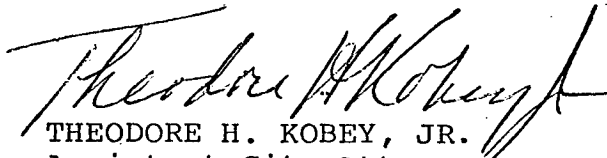
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CITY OF SACRAMENTO

DEPARTMENT OF PERSONNEL

801 NINTH STREET, ROOM 201
SACRAMENTO, CALIF. 95814
TELEPHONE (916) 449-5270

Donna L. Giles
~~XXXXXXXXXXXXXXXXXXXX~~
DIRECTOR OF PERSONNEL

April 9, 1979

Personnel and Public Employees Committee
of the City Council
Sacramento, California

Honorable Members in Session:

SUBJECT: Due Dates for Affirmative Action Goals for Women, Affirmative Action Plan, and Timetables

At the January 19, 1979, meeting of the Personnel and Public Employees Committee, the City Manager was requested to direct the Personnel Director to develop for Committee consideration (1) goals for women within sixty days, (2) Affirmative Action Plan in writing by May 30, 1979, and (3) specific timetables for employment of minorities and women by September 30, 1979.

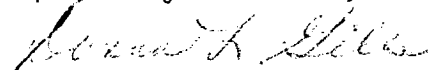
As the new Personnel Director, I share the concern for an active documented Affirmative Action Program; however, because of the recency of my appointment, I would like to ask for an extension of the due dates in order to allow sufficient time for the development of a workable and effective program. I am working with the City Manager to create a new Affirmative Action Officer position which will assist in providing the needed concentration and commitment in the delivery of an effective Affirmative Action Program. We hope to have this position established very soon.

RECOMMENDATION


It is recommended that the following projected completion dates be approved by the Personnel and Public Employees Committee:

1. May 30, 1979, for the initial report on the employment goals for women.
2. September 30, 1979, for the development of a written Affirmative Action Plan.
3. December 30, 1979, for the timetables for the employment of minorities and women.

Respectfully submitted,


Donna L. Giles
Director of Personnel

RECOMMENDATION APPROVED:


Walter J. Slife
City Manager



CITY OF SACRAMENTO

DEPARTMENT OF PERSONNEL

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Respectfully submitted,

Donna L. Giles
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Director of Personnel

RECOMMENDATION APPROVED:

Walter J. Slife
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City Manager



CITY OF SACRAMENTO

DEPARTMENT OF PERSONNEL

801 NINTH STREET, ROOM 201
SACRAMENTO, CALIF. 95814
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Donna L. Giles
~~XXXXXXXXXXXXXXXXXXXX~~
DIRECTOR OF PERSONNEL

April 9, 1979

Personnel and Public Employees Committee
of the City Council
Sacramento, California

Honorable Members in Session:

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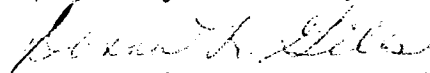
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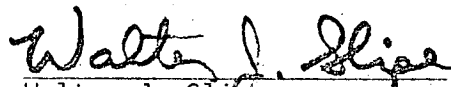
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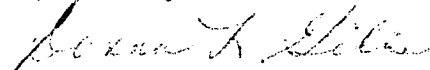
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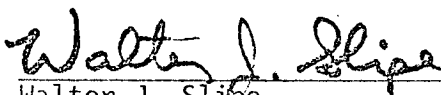
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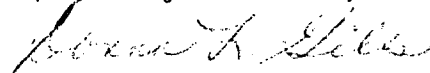
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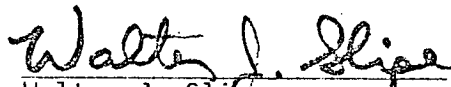
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