



CITY OF SACRAMENTO

DEPARTMENT OF FINANCE

JACK R. CRIST
Director of Finance

March 7, 1986
FA:86100:JRC:KMF

ADMINISTRATION
BUDGET DIVISION
REVENUE DIVISION
ACCOUNTING DIVISION

City Council
Sacramento, California

CITY MANAGER'S OFFICE
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Honorable Members in Session:

RE: Conflict of Interest Audit

SUMMARY

I am enclosing for Council information and review a copy of the external auditors Conflict of Interest Code Review for the fiscal year ended June 30, 1985.

RECOMMENDATION

Management staff concurs with the recommendation made by Price Waterhouse for the City to improve its control over new hires, terminations and transfers in reporting Conflict of Interest Code compliance. The new Information Masterplan will include these changes. This report is for Council information only and requires no action.

Respectfully submitted,

JACK R. CRIST
Director of Finance

Attachment

APPROVED FOR COUNCIL INFORMATION:

WALTER J. SLIPE
City Manager

APPROVED
BY THE CITY COUNCIL

MAR 18 1986

OFFICE OF THE
CITY CLERK

CITY OF SACRAMENTO
CONFLICT OF INTEREST CODE REVIEW

OCTOBER 2, 1985

Price Waterhouse



October 2, 1985

To the Honorable Mayor and the
City Council of the City of Sacramento

CONFLICT OF INTEREST CODE REVIEW

As requested by the City Council, we have reviewed the City's Conflict of Interest Code (the Code) and supplemental codes together with the related reporting files for the fiscal year ended June 30, 1985. The purpose of our review was to determine that the controls surrounding the reporting and record keeping functions are adequate to assure that the City maintains a record of compliance with the reporting requirements of the Code. The review was not intended to verify the information contained in the disclosures reported by the designated employees or City officials, although such disclosures were reviewed for internal and chronological consistency. Any apparent inconsistencies noted have been discussed with the City Clerk, who has made inquiries of the individuals for corrective action, as appropriate.

SUMMARY CONCLUSION

Based on the results of our limited review described above, nothing came to our attention which would indicate that the files are not complete in all material respects or that the record keeping and reporting system is inadequate.

RECOMMENDATION

We believe that the reporting and record keeping procedures could be strengthened by the implementation of the following recommendation, which was also included in our report dated September 6, 1984. We believe this recommendation continues to have merit. Consequently, we have included it again for your further consideration.



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To the Honorable Mayor and the
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RECOMMENDATION 1:

Controls over new hires, terminations and transfers should be improved.

Although the controls over annual reporting are generally good, there is no formal system of reporting changes such as new hires, transfers and terminations. Each of these changes requires certain reports from designated employees within a limited time. Timely notification of such changes is necessary for compliance with the Code. To improve the timeliness of filing, the individual within each department who is responsible for Code reporting compliance should notify the City Clerk in writing of such changes when they occur.

To ensure that appropriate reports are ultimately filed, the Personnel Department should notify the City Clerk of all personnel changes.

Management's Response:

Management concurs with this recommendation. The City Clerk, Director of Finance, Director of Personnel and Data Processing Director have held several meetings to plan the implementation of this recommendation. Generally, some significant computer programming changes to the City's "Position Control" reports are required. These changes will be included in the City's Information Masterplan for prioritization and implementation in the near future.

* * * * *



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To the Honorable Mayor and the
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We wish to express our appreciation for the cooperation and courtesy extended to us by employees of the City. We will be happy to meet with you at your convenience to discuss further this recommendation.

Yours very truly,

Price Waterhouse



CITY OF SACRAMENTO

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LORRAINE MAGANA
CITY CLERK

MEMORANDUM

TO: WALTER J. SLIPE, CITY MANAGER

FROM: LORRAINE MAGANA, CITY CLERK *JM*

SUBJECT: REFERRAL OF ITEM NO. 27-1 AND 27-2, COUNCIL
AGENDA OF JULY 29, 1986

DATE: AUGUST 5, 1986

Pursuant to Council action, the following matter is referred to you:

Request for Commendatory Resolution be prepared for Rick Kushman who is leaving Sacramento Union to join Channel 10. (Serna)

Request preparation of Commendatory Resolution honoring Greg LeMond. (Johnson)

LM/lw/27-1, 27-2

*Lorraine -
The Reso for Rick Kushman was presented at the Council meeting on August 5th. The Reso for Greg LeMond was passed and approved the same night and presented on Aug. 11. Christine*