

#### **Sacramento Public Library Authority**

### Agenda Item 7.0: Conflict of Interest Code Update Notice of Intent to Revise

**TO:** Sacramento Public Library Authority Board Members

FROM: Brenda Haggard, Clerk of the Authority Board

**RE:** Conflict of Interest Code Update – Notice of Intent to Revise

#### **RECOMMENDED ACTION(S):**

 Adopt Resolution #10-03, A Resolution Authorizing the Commencement of a Public Comment Period, Notifying the County of Sacramento of Code Revision, and Setting December 1, 2010, for Action on the Amended Conflict of Interest Code.

#### **REASON FOR RECOMMENDATION**

California law requires each local agency to adopt a Conflict of Interest Code that provides for disclosure of financial interests by officers, employees, and consultants. Specific requirements are detailed in California Fair Political Practices Commission (FPPC) regulations.

FPPC regulations mandate a biennial review of each Conflict of Interest Code to ensure that categories of disclosure and job titles affected remain up-to-date.

The attached revised Sacramento Public Library Authority Conflict of Interest Code displays all changes that are proposed. Changes include adding new positions to the list of designated filers, updating position titles and revising disclosure categories to more closely track recommendations issued by the FPPC.

The proposed amendments will be available to the public and provided to all affected employees during a 45-day comment period commencing on September 27, 2010, and ending November 12, 2010.

Comments received from the public and affected employees will be provided to the Authority Board at the regular meeting scheduled for December 1, 2010, at which time staff will recommend adoption of the amended Conflict of Interest Code.

#### ATTACHMENT(S)

Attachment A: Proposed Conflict of Interest Code for Sacramento Public Library Authority

Resolution #10-03: A Resolution Authorizing the Commencement of a Public Comment Period, Notifying the County of Sacramento of Code Revision, and Setting December 1, 2010, for Action on the Amended Conflict of Interest Code.

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#### CONFLICT OF INTEREST CODE FOR THE SACRAMENTO PUBLIC LIBRARY AUTHORITY

The Political Reform Act, Government Code Section 81000, et seq., requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regs. Section 18730, that contains the terms of a standard conflict of interest code. It can be incorporated by reference, and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix in which officers, employees, and consultants are designated and disclosure categories are set forth, do constitute the Conflict of Interest Code of the Sacramento Public Library Authority.

Designated officers/employees/consultants shall file their statements with the Sacramento Public Library Authority, which will make the statements available for public inspection and reproduction (Gov. Code Section 81008). **Statements for all designated officers, employees, and consultants will be retained by the agency.** 

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#### **Sacramento Public Library Authority Conflict of Interest Code Designated Officers / Employees / Consultants** Appendix A

Designated Positions		<b>Applicable Disclosure Categories</b>
1.	Members and Alternate Members of the Board	1 through 4
2.	Library Director	1 through 4
3.	<sup>2</sup> Deputy Library Director	1 through 4
4.	Deputy Director of Administrative Services	1 through 4
<del>5.</del> -	Deputy Director of Public Services	<u>1 through 4</u>
4.	Authority Counsel	1 through 4
5.	<sup>1</sup> Consultants	1 through 4
6.	Management Staff:	2 through 4
	a) Director of Human Resources	
	a) <sup>2</sup> Human Resources Manager	
	b) Director of Finance	
	b) Director of Marketing	
	c) Director of Facilities	
	d) Marketing Manager—	
	d) Public Services Manager	
	e) <sup>2</sup> Collection Development Manager	
	f) Youth Services Manager	
	g) <sup>2</sup> Outreach and Community Services Manager	
	h) <sup>2</sup> Information Technology Manager	
	i) Capital Projects Manager	
6.	Supervisory Staff	2 through 4
	a) Facilities Superintendent	
	b) <sup>3</sup> Facilities Services Supervisor	
	c) Library Galleria Administrator	
	d) Library Supervisor III – Sacramento Room	
	e) Security Supervisor	
	c) Visual Communication Supervisor	
	d) <sup>3</sup> Risk Management Supervisor	
	e) <sup>3</sup> Branch Supervisor	
7.	Non-Management Staff	2 through 4
	a) Accountant / Budget Analyst	-
	b) Senior Accountant	
	c) Buyer/Contract Coordinator	
	<del>d) Revenue Specialist</del>	

<sup>&</sup>lt;sup>1</sup>Consultants shall be included in the list of designated filers and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The Sacramento Public Library Authority Library Director may determine in writing that a particular consultant, although a "designated filer," is hired to perform a range of duties that is limited in scope and thus is not required to comply fully with the disclosure requirements described in the list of disclosure categories. Such determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Library Director's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

<sup>&</sup>lt;sup>2</sup>Revised titles of existing positions

<sup>&</sup>lt;sup>3</sup>A new position that was added

# Sacramento Public Library Authority Conflict-of-Interest Code Disclosure Categories Appendix B

#### **Designated Filers must furnish information regarding:**

#### **CATEGORY 1**

All interests in real property located in the jurisdiction of the Authority, including leasehold, ownership interest or option to acquire such interest in real property.

#### **CATEGORY 2**

Investments in business entities, and income, including gifts, loans, and travel payments, from business entities, nonprofit corporations, and persons that publish books, periodicals and audio-visual material and any business entity that provides services sources that provide goods, supplies, material, machinery, or equipment or services, including consulting services, of the type utilized by the library.

#### **CATEGORY 3**

Investments in business entities, and income, including gifts, loans, and travel payments, from business entities, nonprofit corporations, and persons that engage in the performance of education, research, or professional consulting services of the type utilized by the library.

His or her status as a director, officer, partner, trustee, employee or holder of a position of management in any business entity or nonprofit corporation that contracts with the library.

#### **CATEGORY 4**

Investments in, business positions in, and income, including gifts, loans, and travel payments from: 1) Entities that are engaged in the business of insurance of the type utilized by the Library including, but not limited to, insurance companies, carriers, holding companies, underwriters, brokers, solicitors, agents, adjusters, claims managers and actuaries; 2) Financial institutions of the type utilized by the library including, but not limited to banks, savings and loan associations and credit unions.

#### **RESOLUTION NO. 10-03**

Adopted by the Governing Board of the Sacramento Public Library Authority on the date of:

#### **September 23, 2010**

## A RESOLUTION AUTHORIZING THE COMMENCEMENT OF A PUBLIC COMMENT PERIOD, NOTIFYING THE COUNTY OF SACRAMENTO OF CODE REVISION, AND SETTING DECEMBER 1, 2010, FOR ACTION ON THE AMENDED CONFLICT OF INTEREST CODE

BE IT HEREBY RESOLVED BY THE GOVERNING BOARD OF THE SACRAMENTO PUBLIC LIBRARY AUTHORITY AS FOLLOWS:

- 1. The draft Sacramento Public Library Authority Conflict of Interest Code, as set forth in Exhibit A, is released for public comment.
- 2. Public comments and comments from affected employees will be accepted between September 27, 2010, and November 12, 2010: in writing at Library Administration, 828 I Street, Sacramento, CA 95814-2508; by e-mail to <a href="mailto:bhaggard@saclibrary.org">bhaggard@saclibrary.org</a>; or by phone to 916-264-2808.
- 3. The Board Secretary shall inform the Authority's code-reviewing body, the County of Sacramento, that the Authority intends to amend its Conflict of Interest Code.

		Roberta MacGlashan, Chair		
ATTES	Т:			
Rivkah K. Sass, Secretary				
By:				
Ī	Brenda Haggard, Assistant Secretar	У		

Exhibit A: Draft Sacramento Public Library Authority Conflict of Interest Code

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