Sacramento Public Library Authority

November 29, 2012 **Agenda Item 12.0: Conflict of Interest Code Biennial Update**

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

FROM: **Janeth San Pedro, Authority Counsel**

RE: **Conflict of Interest Code Biennial Update**

RECOMMENDED ACTION(S):

Adopt Resolution #12-48, A Resolution Adopting the Conflict of Interest Code for the Sacramento Public Library Authority.

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. S pecific 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 the changes proposed. The changes include eliminating inactive position titles, updating existing position title, adding the current position of Safety and Security Officer and the new positions of Administrative Analyst and Library Communications Analyst as designated filers. No other comments were received from the public or affected employees.

The proposed amendment was available to the public and provided to all affected employees during a 45-day comment period commencing on September 28, 2012, and ending November 13, 2012.

Upon adoption by the Authority Board, staff will transmit the Authority's amended Conflict of Interest Code to the Sacramento County Board of Supervisors, as required by FPPC regulations.

The Authority will update its Conflict of Interest Code as needed to reflect current law or to change the list of Designated Officers/Employees/Consultants as new positions are added or job responsibilities change.

ATTACHMENT(S)

Resolution #12-48, A Resolution Adopting the Conflict of Interest Code for Sacramento Public Library Authority.

Exhibit A: Conflict of Interest Code with Appendices A and B

Sacramento Public Library Authority

RESOLUTION NO. 12-48

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

November 29, 2012

A RESOLUTION ADOPTING THE CONFLICT OF INTEREST CODE FOR THE SACRAMENTO PUBLIC LIBRARY AUTHORITY

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

1. The Political Reform Act requires every local government agency to review its conflict-of-interest code biennially, each even-numbered year, and submit amendments to its code reviewing body.

2. The code reviewing body for the Sacramento Public Library is the County of Sacramento Board of Supervisors and code amendments are not effective until they have been approved by the code reviewing body.

3. The Sacramento Public Library Authority completed a 45-day public comment period that ended on November 13, 2012, in which no comments were received pertaining to the list of Designated Filers, eliminating the inactive positions of Outreach and Community Services Manager, Facilities Services Supervisor, Visual Communications Supervisor and Risk Management Supervisor, correcting the title Youth and Community Services Manager, and adding Safety and Security Officer, Administrative Analyst and Library Communications Analyst to the list.

4. The amended Conflict of Interest Code as set forth in Exhibit A, which includes Appendix A, Designated Officers/Employees/Consultants and Appendix B, Disclosure Categories List, is hereby adopted as the Conflict of Interest Code of the Sacramento Public Library Authority.

5. The Governing Board hereby delegates to the Secretary of the Governing Board the authority to carry out the duties of filing officer for the designated employees in the above stated Appendix.

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Sophia Scherman, Chair

ATTEST:

Rivkah K. Sass, Secretary

By: _____

Roxana Puerner, Acting Assistant Secretary

Exhibit A: Conflict of Interest Code

Sacramento Public Library Authority

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.

Sacramento Public Library Authority
Conflict of Interest Code
Designated Officers / Employees / Consultants
Appendix A (Redline)

Designated Positions Categories	**Applicable Disclosure**
1. Members and Alternate Members of the Board	1 through 4
2. Library Director	1 through 4
3. Deputy Library Director	1 through 4
4. Authority Counsel	1 through 4
5. [1]Consultants	1 through 4
6. Management Staff:	2 through 4
a) Human Resources Manager	
b) Director of Finance	
a) Director of Facilities	
d) Public Services Manager	
e) Collection Development Manager	
f) [2]Youth and Community Services Manager	
~~g) Outreach and Community Services Manager~~	
g) Information Technology Manager	
h) Capital Projects Manager	
7. Supervisory Staff	2 through 4
a) Special Projects and Remodeling Coordinator	
~~b) Facilities Services Supervisor~~	
~~c) Visual Communication Supervisor~~	
~~d) Risk Management Supervisor~~	
b) Branch Supervisor	
8. Non-Management Staff	2 through 4
a) Accountant / Budget Analyst	
b) Senior Accountant	
c) Buyer/Contract Coordinator	
d) [3]Safety and Security Officer	
e) [3]Administrative Analyst	
f) [3]Library Communications Analyst	

[1]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.

[2] Revised title of existing position

[3] New positions added as designated filers

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

Designated Positions	Applicable Disclosure Categories
1. Members and Alternate Members of the Board	1 through 4
2. Library Director	1 through 4
3. Deputy Library Director	1 through 4
4. Authority Counsel	1 through 4
5. [1]Consultants	1 through 4
6. Management Staff:	2 through 4
a) Human Resources Manager	
b) Director of Finance	
c) Director of Facilities	
d) Public Services Manager	
e) Collection Development Manager	
f) [1]Youth and Community Services Manager	
g) Information Technology Manager	
h) Capital Projects Manager	
7. Supervisory Staff	2 through 4
a) Special Projects and Remodeling Coordinator	
b) Branch Supervisor	
8. Non-Management Staff	2 through 4
a) Accountant / Budget Analyst	
b) Senior Accountant	
c) Buyer/Contract Coordinator	
d) [2]Safety and Security Officer	
e) [3]Administrative Analyst	
f) [3]Library Communications Analyst	

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[2] Revised title of existing position

[3] New positions that have been 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 sources that provide goods, supplies, material, machinery, equipment or services, including consulting services, of the type utilized by the library.

CATEGORY 3

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.