Sacramento Public Library Authority

September 27, 2012

Agenda Item 8.0: Public Notice: Conflict of Interest Code Biennial Update

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

FROM: **Brenda Haggard, Clerk of the Authority Board**

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

RECOMMENDED ACTION(S):

Adopt Resolution 12-37, A Resolution Authorizing the Commencement of a Public Comment Period, Notifying the County of Sacramento of Code Revision, and Setting November 29, 2012, 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 proposed changes that are proposed. The only change recommended updates the position title of a designated filer.

The proposed amendment will be 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.

Comments received from the public and affected employees will be provided to the Authority Board at the regular meeting scheduled for November 29, 2012, 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 #12-37: A Resolution Authorizing the Commencement of a Public Comment Period, Notifying the County of Sacramento of Code Revision, and Setting November 29, 2012, for Action on the Amended Conflict of Interest Code.

THIS PAGE INTENTIONALLY LEFT BLANK

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

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) Finance Manager	
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~~	
h) Information Technology Manager	
i) Capital Projects Manager	
j) Strategic Communications Officer	
7. Supervisory Staff	2 through 4
a) Special Projects and Remodeling Coordinator	
b) Risk Management Supervisor	
c) Branch Supervisor	
8. Non-Management Staff	2 through 4
a) Accountant / Budget Analyst	
b) Senior Accountant	
c) Buyer/Contract Coordinator	

[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 titles of existing positions

[3]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 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.

Sacramento Public Library Authority

RESOLUTION NO. 12-37

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

September 27, 2012

A RESOLUTION AUTHORIZING THE COMMENCEMENT OF A PUBLIC COMMENT PERIOD, NOTIFYING THE COUNTY OF SACRAMENTO OF CODE REVISION, AND SETTING NOVEMBER 29, 2012, 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 Attachment A, is released for public comment.

2. Public comments and comments from affected employees will be accepted between September 28, 2012, and November 13, 2012: in writing at Library Administration, 828 I Street, Sacramento, CA 95814-2508; by e-mail to bhaggard@saclibrary.org; 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.

_____
Sophia Scherman, Chair

ATTEST:

Rivkah K. Sass, Secretary

By: _____
Brenda Haggard, Assistant Secretary