



## Sacramento Public Library Authority

December 1, 2010

Agenda Item 8.0: Conflict of Interest Code Update

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

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

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

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

1. **Adopt** Resolution #10-04, 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. 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 the categories of disclosure and the list of designated filers remain up to date.

The revised Conflict of Interest Code for the Sacramento Public Library Authority continues to incorporate the terms of the standard Conflict of Interest Code promulgated by the FPPC in Regulation 18730. Changes include adding Branch Supervisors as designated filers, adding the new position of Risk Management Supervisor, removing inactive position titles, updating position titles, and revising the disclosure categories to more closely align with FPPC recommendations.

On September 23, 2010, the proposed amendments were released by the Authority Board for a 45-day public comment period, which ended on November 12, 2010. The only comment received was to update the position title of Facilities Superintendent to Special Projects and Remodeling Coordinator, which has been done. No other comments were received from the public or affected employees.

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.

### **ATTACHMENTS**

Resolution #10-04 – a Resolution Adopting the Conflict of Interest Code for the Sacramento Public Library Authority.

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

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**RESOLUTION NO. 10-04**

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

**December 1, 2010**

**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 12, 2010, in which comments were received pertaining to the list of Designated Filers, correcting the position title of Facilities Superintendent to Special Projects and Remodeling Coordinator.
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.

\_\_\_\_\_  
Roberta MacGlashan, Chair

ATTEST:

Rivkah K. Sass, Secretary

By: \_\_\_\_\_  
Brenda Haggard, Assistant Secretary

Exhibit A: Conflict of Interest Code

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

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

<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>2</sup>Revised titles of existing positions

<sup>3</sup>A new position that was added



# Sacramento Public Library

## **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 (Clean)**

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

<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>2</sup>Revised titles of existing positions

<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 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.

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