



# Sacramento Public Library Authority

November 30, 2011 Agenda Item 9.0: Amendment: Sacramento Public Library Conflict of Interest Code – Designated Filers

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

**FROM: Rivkah K. Sass, Library Director**

**RE: Amendment: Sacramento Public Library Conflict of Interest Code – Designated Filers**

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

**Adopt** Resolution 11-54, A Resolution adopting an amended list of designated positions and disclosure categories for the 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.

In December, 2010, the Authority adopted its revised Conflict of Interest Code as part of the biennial review required by FPPC regulations. The Authority desires to amend its designated employee list to reflect added and/or modified employee positions, per Government Code §81000, et seq., which requires a local agency to update its code to reflect changed circumstances relating to its designated filers and disclosure categories.

Changes include adding the new position of Strategic Communication Officer as a designated filer, removing inactive position titles, and updating the position title “Director of Finance” to “Finance Manager.” Appendix A reflects the designated positions list and disclosure categories with the proposed modifications.

Upon adoption by the Authority Board, staff will transmit the Authority’s amended Conflict of Interest Code to the Sacramento County Board of Supervisors.

## **ATTACHMENTS**

Attachment A: Appendix A - Designated Officers / Employees / Consultants (Redline)

Resolution #11-54 – a Resolution adopting an amended list of designated positions and disclosure categories for the Conflict of Interest Code

Exhibit A: Conflict of Interest Code Appendix A (Clean)

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

<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. Deputy Library Director	1 through 4
4. Authority Counsel	1 through 4
5. <sup>1</sup> Consultants	1 through 4
6. Management Staff:	2 through 4
a) Human Resources Manager	
b) <sup>2</sup> <u>Finance Manager (formerly Director of Finance)</u>	
a) Director of Facilities	
d) Public Services Manager	
e) Collection Development Manager	
f) Youth Services Manager	
g) Outreach and Community Services Manager	
h) Information Technology Manager	
i) Capital Projects Manager	
j) <sup>3</sup> <u>Strategic Communications Officer</u>	
7. Supervisory Staff	2 through 4
a) Special Projects and Remodeling Coordinator	
b) <del>Facilities Services Supervisor</del>	
c) <del>Visual Communication Supervisor</del>	
d) Risk Management Supervisor	
e) Branch Supervisor	
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

## RESOLUTION NO. 11-54

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

**November 30, 2011**

### **A RESOLUTION ADOPTING AN AMENDED LIST OF DESIGNATED POSITIONS AND DISCLOSURE CATEGORIES FOR THE CONFLICT OF INTEREST CODE**

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

1. The amendment to the list of designated positions and disclosure categories attached hereto as Exhibit A, Appendix A, is hereby adopted.
2. This adopted and amended conflict of interest code is effective immediately and newly added designees are required to file within 30 days of the effective date of the Code.
3. The Governing Board hereby delegates to the Secretary of the Governing Board the authority to carry out the duties of filing officer for the newly added designees in the above stated Appendix.

\_\_\_\_\_  
Sandy Sheedy, Chair

ATTEST:

Rivkah K. Sass, Secretary

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

Exhibit A: Conflict of Interest Code Appendix A

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# 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 (Clean)**

<u>Designated Positions</u>	<u>Applicable Disclosure Categories</u>
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2. Library Director	1 through 4
3. Deputy Library Director	1 through 4
4. Authority Counsel	1 through 4
5. <sup>1</sup> Consultants	1 through 4
6. Management Staff:	2 through 4
a) Human Resources Manager	
b) <sup>2</sup> <a href="#">Finance Manager (formerly Director of Finance)</a>	
a) Director of Facilities	
d) Public Services Manager	
e) Collection Development Manager	
f) Youth Services Manager	
g) Outreach and Community Services Manager	
h) Information Technology Manager	
i) Capital Projects Manager	
j) <sup>3</sup> <a href="#">Strategic Communications Officer</a>	
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
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<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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