



**BOARD OF SUPERVISORS
AGENDA LETTER**

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: County Counsel
Department No.: 0710
For Agenda Of: March 16, 2010
Placement: Administrative
Estimated Tme: n/a
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: County Counsel Dennis A. Marshall x2950
Contact Info: Jerry F. Czuleger x2950

SUBJECT: **Approval of the Conflict of Interest Code of the Santa Barbara County Employees Retirement System**

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: n/a

Other Concurrence: n/a

Recommended Actions:

That the Board of Supervisors approve the attached Conflicts of Interest Code of the Santa Barbara County Employees Retirement System ("SBCERS").

Summary Text:

SBCERS adopted the attached Conflicts of Interest Code on February 24, 2010. The Conflicts of Interest Code designates the covered positions and the mandated reporting categories for each position as set forth in the Political Reform Act of 1974, Government Code Section 81000 et seq. Up to this time, SBCERS has been included in the Santa Barbara County Single Comprehensive Conflicts of Interest Code, but now SBCERS believes it would be better served by the adoption of its own Conflicts of Interest Code.

Background:

All public agencies are required by the Political Reform Act of 1974 to:

1. Adopt local conflicts of interest codes identifying the reporting requirements of covered employees; and
2. Review the need for any revisions to their local conflicts of interest codes at least every two years.

The Board of Supervisors is the "code reviewing body" for the SBCERS's Conflict of Interest Code. Government Code Section 87303. Thus, SBCERS's Conflict of Interest Code is not effective until approved by the Board of Supervisors.

Special Instructions:

Please forward a copy of the minute order reflecting the Board's action to:

- Retirement Deputy Chief Executive Officer Lila Deeds at the Santa Barbara County Employees Retirement System; and
- Senior Deputy County Counsel Jerry F. Czuleger.

Attachments:

The Santa Barbara County Employees Retirement Systems Conflicts of Interest Code.

Authored by:

Senior Deputy County Counsel Jerry F. Czuleger

cc:

Santa Barbara County Employees Retirement System

SANTA BARBARA COUNTY EMPLOYEES' RETIREMENT SYSTEM
CONFLICT OF INTEREST CODE
ADOPTED FEBRUARY 24, 2010

I. PURPOSE

The Political Reform Act of 1974, Government Code Section 81000 et seq. (the "PRA"), requires state and local government agencies to adopt and promulgate conflict of interest codes. Prior to the adoption of this Code, SBCERS has been subject to a conflict of interest code maintained by the County of Santa Barbara (the "County"). SBCERS and the County are in agreement that SBCERS would be better served by the adoption of its own conflict of interest code to more specifically address the obligations of staff and independent contractors under its direct supervision.

II. POLICY OBJECTIVES

The Fair Political Practices Commission ("FPPC") has adopted a regulation, Title 2, California Code of Regulations, Section 18730, which contains the terms of a standardized conflict of interest code which is amended from time to time to conform with amendments to the PRA. Any local agency may incorporate the standard conflict of interest code, with the obligation that it supplement the provisions of such code with a designation of employees and other individuals who are obligated to submit disclosure statements pursuant to the PRA. The following policy seeks to comply with this statutory directive, and to promote the policy set forth in Government Code Section 87100, which states that "No public official at any level of state or local government shall make, participate in making or in any way attempt to use his official position to influence a governmental decision in which he knows or has reason to know he has a financial interest."

III. INCORPORATION OF SECTION 18730

The provisions of Title 2, California Code of Regulations, section 18730, and any amendments to it duly adopted by the FPPC are hereby incorporated by reference and, along with the other provisions contained herein, including Exhibits A and B hereto, shall constitute the conflict of interest code of SBCERS.

IV. POLICY GUIDELINES

1. MEMBERS OF THE BOARD OF RETIREMENT

Although not specifically mentioned in the Exhibits to this Code, members of the Board of Retirement are separately obligated by Government Code Section 87200 to submit a general filing, as a general filing is further described in Exhibit A hereto, in that they are public officials with responsibility for investment of public funds.

2. CATEGORIES OF DISCLOSURE AND INDIVIDUALS SUBJECT TO DISCLOSURE

The categories of disclosure required by the Code are described in Exhibit A. The individuals subject to requirements of disclosure, and the category of disclosure required for such individuals, are described in Exhibit B. Disclosure statements are public records pursuant to Government Code Section 81008(a).

3. TIMING OF DISCLOSURES.

All individuals affected by this Code who have not previously filed disclosure forms pursuant to prior policy or otherwise, shall make an initial filing within 30 days of the adoption of this Code. Individuals appointed, promoted or transferred to designated positions shall file initial statements within 30 days thereafter. All affected individuals shall thereafter file annual statements prior to April 1 concerning the prior calendar year. All affected individuals shall file a termination statement within 30 days of leaving a position for which a statement is required, unless assuming a similar position with SBCERS with the same or more inclusive filing requirements.

4. LOCATION OF DISCLOSURES.

Every designated employee shall file the original of his or her statement of financial interests with the Clerk of the Board of Retirement in the Retirement Office. The Clerk of the Board of Retirement shall make and retain a copy, and forward the original to the Clerk-Recorder-Assessor of the County of Santa Barbara.

V. POLICY REVIEW

The Retirement Board shall review this Code prior to July 1 of each even numbered calendar year to ensure that its provisions remain relevant and appropriate.

VI. AMENDMENT HISTORY

This Policy was adopted by the Retirement Board on February 24, 2010, to be effective March 1, 2010, subject to the approval of the Board of Supervisors.

Exhibit A

Disclosure Categories

General:

General filers shall complete all schedules for form 700 to the same extent as officials governed by the provisions of Government Code Section 87200.

Category 1:

Individuals designated in Category 1 on Exhibit B shall complete all schedules of Form 700 unless there are no reportable interests for a schedule. A "reportable interest" shall be any business entity or source of income, of a type in which the Board is authorized to invest or to contract with for investment services.

Category 2:

Individuals designated in Category 2 on Exhibit B shall complete all schedules of Form 700, except those relating to interests in real property (Form 700, Schedules B and C), unless there are no reportable interests for a schedule. A "reportable interest" shall be any business entity or source of income which (a) within the filing period has contracted with the Board to provide products or services to the Retirement System or the Retirement Office or (b) may do so within the foreseeable future.

Exhibit "B"
Designated Position Categories

<u>Designated Positions</u>	<u>Disclosure Category</u>
Retirement Chief Executive Officer	General
Retirement Deputy Chief Executive Officer	General
Retirement Chief Investment Officer	General
Retirement Financial & Systems Analyst (Investment)	1
Retirement Financial & Systems Analyst (Accounting & Systems)	2
Retirement Financial Accounting Analyst	2
Retirement Benefits Program Manager	2
Disability Program Manager	2
Fiduciary and Investment Counsel	1
Outside General Counsel	1, 2
Investment Consultants*	1

* Defined as consultants who materially assist SBCERS in decisions made by SBCERS regarding directing and approving investment transactions, formulating or approving investment policies, formulating or approving asset allocation guidelines, and/or selecting and retaining investment managers.