



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: Clerk, Recorder and Assessor
Department No.: 062
For Agenda Of: 01/29/2019
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Joseph E. Holland, County Clerk, Recorder and Assessor
Director(s) 805-696-8957
Contact Info: Sheila Hess
805-696-8975
SUBJECT: 2017 - 2018 Biennial Amendments to the Santa Barbara County Single Comprehensive Conflict of Interest Code for County Departments, Commissions/Boards/Committees and Dependent Special Districts

County Counsel Concurrence

As to form: Select_Concurrence

Other Concurrence: Select_Other

As to form: Select_Concurrence

Auditor-Controller Concurrence

As to form: Select_Concurrence

Recommended Actions:

That the Board of Supervisors, as the Code Reviewing Body:

- a) Approve by resolution the Santa Barbara County Single Comprehensive Conflict of Interest Code for County Departments, Commissions/Boards/Committees and Dependent Special Districts with the 2017-2018 Biennial Amendments (“Single Code”) (Attachment A);
- b) Determine that the above action is an organizational or administrative activity of government that is not a project under the California Environmental Quality Act (CEQA) pursuant to section 15378(b)(5) of the CEQA Guidelines.

Summary Text:

Every state and local government agency is required to adopt a “Conflict of Interest Code” (Government Code Section 87300). A Conflict of Interest Code designates the positions within an agency that “involve the making or participation in the making of the decisions which may foreseeably have a material effect on any financial interest...” (Government Code Section 87302). Persons holding designated positions must periodically disclose certain investments, interests in real property, sources of income, gifts, loans and business positions. The financial disclosures are compiled on Form 700 as required by the Political Reform Act (Government Code Section 81000 et seq.). The Fair Political

Practices Commission (“FPPC”) is the State agency charged with the enforcement of the Political Reform Act.

Agencies must amend their Conflict of Interest Code when necessary to add or delete designated positions, or to revise the disclosure categories correlated with designated positions. At a minimum, the Political Reform Act requires every local government agency to review its Conflict of Interest Code every two years.

The County Board of Supervisors is the “code reviewing body” for County Departments, Commissions/Boards/Committees, Dependent Special Districts, and any other local government agency whose jurisdiction is solely within the county (Government Code Section 82011). A Conflict of Interest Code is not effective, until it is approved by the code reviewing body. (Government Code Section 87303).

On October 3, 1995, the Board of Supervisors directed the Clerk, Recorder and Assessor to adopt a Conflict of Interest Code for County Departments, Commissions/ Boards/Committees and Dependent Special Districts (Resolution No. 95-450). The Clerk, Recorder and Assessor adopted a Conflict of Interest Code on December 5, 1995, entitled “Santa Barbara County Single Comprehensive Conflict of Interest Code for County Departments, Commissions/Boards/Committees and Dependent Special Districts” (“Single Code”). The Single Code was adopted to help ensure and coordinate timely amendments and to coordinate the filing of financial disclosure statements (Form 700s). Form 700s are filed electronically or by mail, with the Clerk, Recorder and Assessor.

The Single Code is administered by the Clerk, Recorder and Assessor, and has been amended periodically at least every two years. In 2016, major revisions to the Single Code were adopted by the Clerk, Recorder and Assessor, and subsequently approved by the Board of Supervisors.

As part of the 2017-2018 biennial review of the Single Code, each participating Department and Agency reviewed their designated positions and corresponding disclosure categories and, where necessary, made revisions. Those revisions, plus minor formatting amendments have been adopted by the Clerk, Recorder and Assessor, and are being presented to the Board as the code reviewing body, for approval (Attachment A).

Background:

The Clerk, Recorder and Assessor requests the Board, as the code reviewing body, approve the 2017/2018 biennial amendments of the Single Code, contained in Attachment A and summarized below:

- a) Exhibit A revise by deleting the title “Exhibit and Distribution List”, and replace with “Departments/Agencies Subject to the Single Code”.
- b) Exhibit A update the listed Recipient for various Departments/Agencies.
- c) Exhibit C-1 through C-41, first paragraph, end of third sentence – delete “County Single Comprehensive Code” and replace with “County Single Comprehensive Conflict of Interest Code for County Departments, Commissions/Boards/Committees and Dependent Special Districts”.
- d) Exhibit C-1 through C-41 end of footer, delete “et.seq.” and replace with “et seq”.
- e) Exhibit C-1 for the Agricultural Commissioner/Sealer of Weights and Measures Department is amended by adding a position for “Supervising Weights & Measures Inspector”.

- f) Exhibit C-3 for the Behavioral Wellness Department is amended to change to change the department name from “Behavior Wellness” to “Behavioral Wellness”.
- g) Exhibit C-13 for the Executive Office Department is amended by removing the positions “Fiscal & Policy Analyst”, “Business Manager”, reassigning the “CSBTVM Manager” position under the Clerk of the Board, changing “Assistant County Executive Officer” to “Deputy County Executive Officer”, and changing “Director of Emergency Management” to “Director, Office of Emergency Management”.
- h) Exhibit C-15 for the Fire Department is amended by adding the position “Division Chief” and removing “Support Services Division Chief” and “Operations Division Chief”.
- i) Exhibit C-16 for the First 5 Santa Barbara County Children and Families Commission Department is amended by removing “First 5 Santa Barbara County Children and Families Commission” from the “Assistant Department Leader, Executive” and “Commissioner” position titles.
- j) Exhibit C-19 for the General Services Department is amended by adding the positions “Enterprise Leader” and “Facilities Supervisor”; removing the positions “Department Business Specialist, Facilities”, “Program Business Leader, Finance”, “Program Business Leader, Purchasing”, “Program Business Leader, Vehicle”, “Program Business Leader, Facilities”, “Program Business Leader, Real Property”, “Program Business Leader, Capital Project”, “Team/Project Leader, Energy”, “Team/Project Leader, Capital Project”, “Team/Project Leader, Real Property”, “Team Project Leader, ICT”; removing “Purchasing” from “Department Business Specialist, Purchasing”, “Facilities” from “Team/Project Leader, Facilities” and “ICT” from “Program Business Leader, ICT”.
- k) Exhibit C-21 for the County Executive Office – Human Resources Division is amended by removing the positions “Program/Business Leader, Benefits”, “Program/Business Leader, Budget”, “Enterprise Leader, Recruitment”, “Enterprise Leader, Organization Development”, “Program Business Leader, Recruitment”; removing “Business Center” from “Program/Business Leader, Business Center”, “Employee Relations” from “Enterprise Leader, Employee Relations”, “Recruitment” from “Administrative Leader, Recruitment” and “General” from “Team/Project Leader, General”.
- l) Exhibit C-26 for the Oversight Board of the Successor Agency has been removed from the Single Code. It has been replaced by Exhibit C-41 for the Santa Barbara Countywide Oversight Board.
- m) Exhibit C-29 for the Public Defender Department is amended by adding a position for “Program Business Leader – General”.
- n) Exhibit C-30 for the Public Health Department is amended by adding positions for “Geologist”, “Department Corporate Leader/Exec” and “Contractor” and removing “Department/Corporate Leader, Attorney/Physician”.
- o) Exhibit C-33 for the Department of Social Services is amended by adding positions for “Team Project Leader, IT”, “Computer Systems Specialist, Supervisor” and “EDP System & Program Analyst Sr. (Analyst Group/Operations & Tech Support)”, removing “Department Business Specialist, Facilities”, and removing “Manager” from “Team/Project Leader, Operations Support & Special Projects Manager”.
- p) Exhibit C- 37 for the Water Agency Department has been amended by removing the position for “Team/Project Leader, General”. This position was reclassified to “Program/Business Leader, General”.

Special Instructions:

Please forward a copy of the minute order reflecting the Board's action to the Elections Division, Attn: Sheila Hess

Attachments:

Attachment A – Board Resolution approving the Santa Barbara County Single Comprehensive Conflict of Interest Code for County Departments, Commissions/Boards/Committees and Dependent Special Districts with the 2017-2018 Biennial Amendments

Attachment B – Final 2017-2018 Biennial Review of the Santa Barbara Single Comprehensive Conflict of Interest Code for County Departments, Commissions/Boards/Committees and Dependent Special Districts (“Single Code”)

Authored by: Sheila Hess

cc: Joe Holland, Renee Bischof, Heather McCaslin