



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: December 15, 2020
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 805-696-8957
Contact Info: Sheila Hess
805-696-8975
SUBJECT: 2019–2020 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:

- a) Approve by resolution the 2019–2020 Biennial Amendments to the Santa Barbara County Single Comprehensive Conflict of Interest Code for County Departments, Commissions/Boards/Committees and Dependent Special Districts (“Single Code”) (Attachment A) and
- b) Determine that the above action is an organizational or administrative activity of the government that will not result in direct or indirect physical changes in the environment and is therefore 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....” (Gov. Code § 87302, subd. (a).) 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. (Gov. Code § 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 the 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 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. (Gov. Code § 82011, subd. (b).) A Conflict of Interest Code is not effective until it is approved by the code reviewing body. (Gov. Code § 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 2019–2020 biennial review of the Single Code, each participating department and agency reviewed its 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 of Supervisors as the code reviewing body for approval (Attachment A).

Background:

The Clerk, Recorder and Assessor requests the Board of Supervisors, as the code reviewing body, to approve the 2019–2020 Biennial Amendments to the Single Code, contained in Attachment A and summarized below:

- a) Exhibit A updated the listed Recipient for various Departments/Agencies;
- b) Exhibit C-5 for the Auditor-Controller is amended by removing the position “Division Chief of Advanced & Specialty Accounting;”

- c) Exhibit C-12 for the District Attorney is amended by adding the position “Legal Support Manager;”
- d) Exhibit C-13 for the County Executive Office is amended by removing “Budget Director;” adding positions for “Principal Fiscal & Policy Analyst” and “Chief Information Security Officer;” and changing the name for “Public Information Officer” to “Communications Manager;” and changing the disclosure categories for “Fiscal & Policy Analyst” and “Emergency Manager;”
- e) Exhibit C-15 for the Fire Department is amended by adding positions for “IT Manager” and “Logistics Captain;”
- f) Exhibit C-16 for the First 5 Santa Barbara County Children and Families Commission is amended by removing “Public Information Specialist” and adding “Team Leader, General;”
- g) Exhibit C-21 for the County Executive Office – Human Resources Division is amended to change the name of the department from “County Executive Office – Human Resources Division” to “Human Resources Division;”
- h) Exhibit C-27 for the Planning & Development Department by adding positions for “Planning Process Analyst,” “Administrative Leader General” and “Department Business Specialist I–II;”
- i) Exhibit C-28 for the Probation Department by adding the position “Business Administration Operations Manager (1).”
- j) Exhibit C-29 for the Public Defender is amended by removing “Program Business Leader General” and adding “Assistant Department Leader, Executive;”
- k) Exhibit C-33 for the Department of Social Services is amended by changing “Team/Project Leader, Community Networks” to “Program/Business Leader, General, Community Networks” and “Team/Project Leader General, Operations Support & Special Projects” to “Program/Business Leader, General, Operations Support & Special Projects” and by adding Team/Project Leader, Human Resources” and “Team/Project Leader, Workforce Development Board;”
- l) Exhibit C-36 for the Treasurer-Tax Collector-Public Administration is amended by removing “Assistant Department Leader, Chief Investment Officer,” “Program Business Leader, Information Technology Manager,” “Enterprise Leader, Treasury/Tax Operations Manager,” “Enterprise Leader, Treasury Finance Chief,” “Program/Business Leader, Business Manager,” “Program Business Leader, Public Administrator/Public Guardian/Veterans Manager,” “Assistant Department Leader, Assistant Treasurer/Tax Collector/Public Administrator” and by adding “Assistant Department Leader,” “Enterprise Leader” and “Program/Business Leader.”

Special Instructions:

Please forward a copy of the minute order reflecting the Board of Supervisors’ action to the Elections Divisions, Attn: Sheila Hess.

Attachments:

Attachment A – Resolution of the Board of Supervisors Approving the 2019–2020 Biennial Amendments to the Santa Barbara County Single Comprehensive Conflict of Interest Code for County Departments Commissions/Boards/Committees and Dependent Special Districts

Attachment B – Final 2019–2020 Biennial Amendments to the Santa Barbara County Single Comprehensive Conflict of Interest Code for County Departments, Commissions/Boards/Committees and Dependent Special Districts

Authored by: Sheila Hess

cc: Joseph E. Holland, Renee Bischof, Elaina Cano