

SANTA BARBARA COUNTY
SINGLE COMPREHENSIVE CONFLICT OF INTEREST CODE
FOR COUNTY DEPARTMENTS, COMMISSIONS/BOARDS/COMMITTEES
AND DEPENDENT SPECIAL DISTRICTS

I. Background

- a. The Political Reform Act Government Code Sections 81000 et seq. ("Political Reform Act") requires state and local government agencies, with final decision making authority, to adopt and promulgate Conflict of Interest Codes;
- b. A Conflict of Interest Code designates the positions within an agency that "involve the making or participation in the making of decisions which may foreseeably have a material effect on any financial interest" of the designated public official. Government Code Section 87302(a). Designated public officials must periodically disclose certain investments, interests in real property, sources of income, gifts, loans and business positions. The disclosures are compiled on a Statement of Economic Interests Form 700 ("Form 700").
- c. The Fair Political Practices Commission ("FPPC") is the State agency primarily charged with enforcing the Political Reform Act. The Political Reform Act implementing regulations are adopted by the FPPC and are located at Title 2, Division 6, Sections 18110 et.seq., of the California Code of Regulations ("CCR");
- d. Title 2 CCR Section 18730 sets forth a Model Standard Conflict of Interest Code ("Model Standard Code") that includes the required basic provisions for a Conflict of Interest Code;

II. Santa Barbara County's Conflict of Interest Code

- a. On October 3, 1995, the Santa Barbara County Board of Supervisors directed the Santa Barbara County Clerk, Recorder and Assessor to adopt the Model Standard Code as a comprehensive Conflict of Interest Code covering multiple agencies. On December 5, 1995, the Clerk, Recorder and Assessor adopted a comprehensive Conflict of Interest Code for County Departments and certain County related Commissions/Boards/Committees and Dependent Special Districts ("Code Agencies") by incorporating by reference the Model Standard Code. This Conflict of Interest Code is entitled the "Santa Barbara County Single Comprehensive Conflict of Interest Code for County Departments, Commissions/Boards/Committees and Dependent Special Districts" ("Single Code");
- b. Exhibit A of the Single Code, lists the Code Agencies covered by the Single Code;
- c. Exhibit B of the Single Code, lists the Disclosure Categories for reporting financial interests to the FPPC;

- d. Exhibit C of the Single Code, lists the designated positions within each Code Agency and specifies the Disclosure Category applicable to each designated position;
- e. The Board of Supervisors is the "Code Reviewing Body" for the Single Code (Government Code Section 82011).
- f. As the Code Reviewing Body, the Board of Supervisors approved the initial Single Code and has approved all subsequent amendments. (Government Code Section 87303).
- g. The Single Code is intended to help ensure timely amendments, and designates the County Clerk, Recorder and Assessor as the central location for filing Form 700s
- h. Each holder of a designated position shall file the following Form 700s at such times as required by the FPPC Regulations:
 - **Assuming Office Statements.** All persons assuming designated positions listed in the Single Code shall file a Form 700 within 30 days after assuming the designated position, or being nominated, or appointed to a Commission, Board, Committee or Dependent Special Districts.
 - **Annual Statements.** All designated employees shall file a Form 700 no later than April 1.
 - **Leaving Office Statements.** All persons who leave designated positions or transfer to a new position with no filing requirement, shall file Form 700 within 30 days after leaving office.
- i. Where to file:
 - Designated employees may file their statements online which will be submitted to the County Clerk, Recorder and Assessor. Statements will be made available for public inspection and reproduction (Gov. Code Section 81108).
 - Designated employees who file using a paper Form 700 shall file with the Code Agency. Upon receipt of the statement filed by the designated employee, a copy shall be retained with the Code Agency and the original shall be forwarded to the County Clerk, Recorder and Assessor.
- j. Every Code Agency shall amend its Exhibit C when necessitated by changed circumstances, including the creation of new positions which must be designated or relevant changes in the duties assigned to existing positions. Amendments shall be submitted to the County Clerk, Recorder and Assessor for review and adoption.
- k. Each Code Agency, shall review its Exhibit C biennially in the even-numbered years as required by Government Code 87306.5. A courtesy notification may be sent by the County Clerk, Recorder and Assessor reminding agencies of this review. If no change in the Code Agency's Exhibit C is required, the Code Agency shall submit a written statement to that effect, to the County Clerk, Recorder and Assessor, no later than October 1 of the same year.

If a change in the Code Agency's Exhibit C is necessitated by changed circumstances, the Code Agency shall submit the amendment to the County Clerk, Recorder and Assessor no later than August 1 of the same year the change too effect.

- l. The County Clerk, Recorder and Assessors shall adopt and promulgate, all amendments to the Single Code, and shall submit all amendments to the Board of Supervisors, for approval as the Code Reviewing Body by the filing deadline of October 1st or first business day of October.
- m. The Clerk, Recorder and Assessor shall designate an officer for the Code Agencies ("Filing Officer").
- n. Each Code Agency shall designate an official ("Filing Official"). The Filing Official shall be responsible for carrying out the duties set forth in the Model Standard Code and shall coordinate the activities of the Code Agency with the Filing Officer.
- o. The Filing Officer shall inform and provide the Filing Official any notices of action required; including biennial notices, reorganization to Code Agencies, and actions necessary to accomplish amendments. The Filing Officer will submit such notices to the Clerk of the Board for approval by the Board of Supervisors.

EXHIBIT A

EXHIBIT and DISTRIBUTION LIST

For local agencies and County of Santa Barbara Departments that are subject to the Santa Barbara County Single Comprehensive Conflict of Interest Code.

<u>Exhibit No.</u>	<u>Department/Agency</u>	<u>Department/Agency Recipient</u>
C-1	Agricultural Commission/Sealer of Weights and Measures; Cooperative Extension, University of California, Santa Barbara County	Cathleen M. Fisher, Agricultural Commissioner/ Weights & Measures Sealer
C-2	Agricultural Preserve Advisory Committee, Santa Barbara County	Debbie Trupe, Chair of APAC
C-3	Behavioral Wellness Department, Santa Barbara County	Dr. Alice Gleghorn, Director of Public Health
C-4	Assessment Appeals Board, Santa Barbara County	Jacquelyne Alexander, Clerk of the Board, Deputy Clerk
C-5	Auditor-Controller, Santa Barbara County	Theodore A. Fallati, Auditor-Controller
C-6/A	Board of Architectural Review - Central, Santa Barbara County	Bethany Clough, Chair of CBAR
C-6/B	Board of Architectural Review - Montecito, Santa Barbara County	Sam Maphis, Chair of MBAR
C-6/C	Board of Architectural Review - North, Santa Barbara County	Kevin Small, Chair of NBAR
C-6/D	Board of Architectural Review - South, Santa Barbara County	Alex Pujo, Chair of SBAR
C-7	Child Support Services, Santa Barbara County	Carrie M. Topliffe, Director of Child Support Services
C-8	Civil Service Commission, Santa Barbara County	Shen Rajan, Secretary to the Commission
C-9	Clerk, Recorder and Assessor, Santa Barbara County	Joseph E. Holland, Clerk, Recorder and Assessor
C-10	Community Services Department, Santa Barbara County	George Chapjian, Director of Community Services

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<u>Exhibit No.</u>	<u>Department/Agency</u>	<u>Department/Agency Recipient</u>
C-11	County Counsel, Santa Barbara County	Michael Ghizzoni, County Counsel
C-12	District Attorney, Santa Barbara County	Kelly D. Scott, Chief Deputy District Attorney
C-13	Executive Office, Santa Barbara County	Mona Miyasato, County Executive Officer
C-14	Finance Corporation, Inc., Santa Barbara County	Anne Rierson, Senior Deputy County Counsel
C-15	Fire Department, Santa Barbara County	Eric L. Peterson, Fire Chief
C-16	First 5 Santa Barbara County, Children and Families Commission	Ben Romo, Executive Director
C-17	Fish and Game Commission, Santa Barbara County	William T. Giorgi, Chair of Commission
C-18	Flood Control and Water Conservation District, Santa Barbara County	Scott McGolpin, Director of Public Works
C-19	General Services Department, Santa Barbara County	Matthew P. Pontes, Director of General Services
C-20	Historic Landmarks Advisory Commission, Cunningham), Santa Barbara County	Howard Wittausch (Bob Chair of HLAC
C-21	CEO/Human Resources Division, Santa Barbara County	Lori Gentles, Director of Human Resources
C-22	Human Services Commission, Santa Barbara County	Terri Maus-Nisich, Director of Human Services Commission
C-23	Indian Gaming Local Community Benefit Committee, Santa Barbara County	Mona Miyasato, County Executive Officer
C-24	In-Home Care Network-Public Authority, Santa Barbara County	Brad Parks, Manager of Adult Services

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C-25	Laguna Sanitation District, Santa Barbara County	Scott McGolpin, Director of Public Works
C-26	Oversight Board of the Successor Agency to the Former Co. of Santa Barbara Redevelopment Agency	Joseph Toney Oversight Board Secretary
C-27	Planning and Development Department, Santa Barbara County	Dr. Glenn Russell, Director of Planning and Development
C-28	Probation Department, Santa Barbara County	Guadalupe Rabago Chief Probation Officer
C-29	Public Defender, Santa Barbara County	Kenneth Clayman, Interim Public Defender
C-30	Public Health Department, Santa Barbara County	Takashi Wada, M.D. Director of Public Health
C-31	Public Works Department, Santa Barbara County	Scott McGolpin, Director of Public Works
C-32	Sheriff-Coroner, Santa Barbara County	Bill Brown, Sheriff-Coroner
C-33	Social Services Department, Santa Barbara County	Daniel Nielson, Director of Social Services
C-34	Surf Development Company, Santa Barbara County	Ray Down, Chair of the Board
C-35	Surf Solar Enterprises & Surf Solar Company, Santa Barbara County	Alfred Holzheu, Chair of the Board
C-36	Treasurer-Tax Collector/Public Administrator, Santa Barbara County	Harry E. Hagen, Treasurer-Tax Collector
C-37	Water Agency, Santa Barbara County	Scott McGolpin, Director of Public Works
C-38	Workforce Investment Board, Santa Barbara County	Raymond L. McDonald, Executive Director

EXHIBIT “B” – STANDARD DISCLOSURE CATEGORIES

A. APPROPRIATE FORMS

Designated employees/officials shall file FPPC form 700s based on the corresponding disclosure categories specified in Exhibit C.

B. STANDARD DISCLOSURE CATEGORIES

When a designated employee or official is required to disclose investments, business positions or sources of income, he or she need only disclose investments and business positions in business entities and sources of income which do business, plan to do business or have done business in the last two (2) years in the County of Santa Barbara. When a designated employee or official is required to disclose real property he or she need only disclose real property located in the County of Santa Barbara, or within two miles of the County of Santa Barbara.

Category 1

All investments; business positions; interests in real property; sources of income including receipt of loans, gifts and travel payments. (Must file FPPC Form 700 with all schedules.)

Category 2

Interests in real property. (Must file FPPC Form 700 with schedule that discloses interests in real property).

Category 3

Investments, business positions, interests in real property and sources of income, including receipt of loans, gifts, and travel payments, subject to the regulatory, permit or licensing authority of the designated employee/officer’s Code Agency. (Must file FPPC Form 700 schedules disclosing interests in investments, real property, business positions, income of loans, gifts and travel payments)

Category 4

Investments in business entities and sources of income, including receipt of loans, gifts, and travel payments, from sources of the type that engage in land development, construction or the acquisition of real property. (Must file FPPC Form 700 schedules disclosing interests in investments, real property, business positions, income of loans, gifts and travel payments)

Category 5

Investments in business entities and sources of income, including receipt of loans, gifts, and travel payments, from sources of the type that contracts with the County of Santa Barbara to provide services, supplies, materials, machinery or equipment to any County department or agency. (Must file FPPC Form 700 schedules disclosing interests in investments, real property, business positions, income of loans, gifts and travel payments)

Category 6

Investments in business entities and sources of income, including receipt of loans, gifts, and travel payments, from sources of the type that contracts with the County of Santa Barbara to provide to the designated employee’s Code Agency, services, supplies, materials, machinery or equipment. (Must

file FPPC Form 700 schedules disclosing interests in investments, real property, business positions, income of loans, gifts and travel payments)

Category 7 – Specific to Consultants, Interim positions, New Positions.

Shall disclose pursuant to Category 1, subject to the following limitation:

With respect to consultants, interim positions and new positions, the County Executive Officer of the County may determine in writing that a particular consultant, interim position or a new position, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant, interim position or a new position, duties and, based upon that description, a statement of the extent of disclosure requirements. Such determination shall be a public record and shall be retained for public inspection in the same manner and locations as this conflict of interest code.