



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
Assessor
Department No.: 062
For Agenda Of: 11/29/22
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 Assessor and
Director(s) Registrar of Voters
Contact Info: Melinda Greene
(805) 568-2574
SUBJECT: 2021 – 2022 Biennial Amendments to the County of Santa Barbara Single
Comprehensive Conflict of Interest Code for County Departments,
Commissions/Boards/Committees and Dependent Special Districts

County Counsel Concurrence

As to form: Yes

Other Concurrence: N/A

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Approve by resolution the 2021 – 2022 Biennial Amendments to the County of Santa Barbara 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 Environment 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” (Gov. Code § 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 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 (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 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 Assessor adopted a Conflict of Interest Code on December 5, 1995, entitled “[County of Santa Barbara] 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 coordinate the filing of financial disclosure statements (Form 700s). Form 700s are filed electronically or by mail with the Clerk-Recorder Assessor.

The Single Code is administered by the Clerk-Recorder 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 Assessor, and subsequently approved by the Board.

As part of the 2021 - 2022 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 Assessor and are being presented to the Board as the code reviewing body for approval (Attachment A).

Background:

The Clerk-Recorder Assessor requests that the Board, as the code reviewing body, approve the 2021 – 2022 Biennial Amendments to the Single Code, contained in the attached Conflict of Interest Codes (Attachment A) and summarized below:

- a) Exhibit A is amended by updating the listed Recipient for various Departments/Agencies.
- b) Exhibit C-1 for the Agricultural Commissioner/Sealer of Weights and Measures is amended by removing the positions “Supervising Agricultural Biologist,” “Supervising Weights and Measures Inspector,” and “Compliance Coordinator,” adding the position “Agricultural/Weights and Measures Inspector, Supervising.”
- c) Exhibit C-2 for the Agricultural Preserve Advisory Committee is amended by removing the position “Agricultural Representative and Alternate.”
- d) Exhibit C-3 for the Behavioral Wellness Department is amended by removing the position “Quality Care Management Coordinator,” adding the position “Quality Control Management Division Chief.”
- e) Exhibit C-5 for the Auditor-Controller is amended by adding the position “Advanced Accounting Division Chief.”
- f) Exhibit C-7 for Child Support Services is amended by removing the position “Business Manager,” adding the position “Child Support Services Project Manager.”
- g) Exhibit C-9 for the Clerk-Recorder Assessor is amended by adding the positions “Clerk-Recorder Manager” and “Election Manager.”
- h) Exhibit C-10 for the Community Services Department is amended by adding the position “Enterprise Leader;” removing the positions “Administrative Professional (Confidential),” “Chief Curator/Visual Arts Coordinator,” “Senior Housing Specialist,” “Manager Energy and Sustainability Initiatives,” “Administrative Leader, emPowerSBC Program;” changing the position titles “Program and Project Business Leader, Capital Projects Manager” to “Program Business Leader, Capital Projects Manager,” and “Program and Project Business Leader, Business Manager” to “Program Business Leader, Business Manager.”
- i) Exhibit C-13 for the Executive Office is amended by adding the positions “Chief Information Officer,” “Chief Data Officer,” “County Compliance and Accountability Officer,” and “Outreach Coordinator;” removing the position “CSBTV Manager.”
- j) Exhibit C-15 for the Fire Department is amended by adding the position “Division Chief of Support Services;” changing the position title “Division Chief” to “Division Chief EMS and Training;” modifying the disclosure category for the position “Logistics Captain” from “6” to “4.”
- k) Exhibit C-16 for First 5 Santa Barbara County Children and Families Commission is amended by adding the position “Department Business Specialist II;” removing the position “First 5 Specialist.”
- l) Exhibit C-28 for the Probation Department is amended by adding the position “Reentry Coordinator” and “HR Manager” changing the position titles “Probation Managers (10)” to “Probation Managers (6)” and “Project Manager (2)” to “Project Manager (1).”
- m) Exhibit C-29 for the Public Defender is amended by adding the position “Assistant Department Leader, Attorney.”
- n) Exhibit C-30 for the Public Health Department is amended by adding the position “Admin Leader.”
- o) Exhibit C-32 for the Sheriff/Coroner Department is amended by adding the position “Chief Administrative Officer.”
- p) Exhibit C-33 for the Social Services Department is amended by removing the position “Computer Systems Specialist, Supervisor.”

Special Instructions:

Please forward a copy of the minute order reflecting the Board's action to the Clerk-Recorder Assessor, Attn: Melinda Greene.

Attachments:

Attachment A – Resolution of the Board of Supervisors Approving the 2021 – 2022 Biennial Amendments to the County of Santa Barbara Single Comprehensive Conflict of Interest Code for County Departments Commissions/Boards/Committees and Dependent Special Districts.

Attachment B – Final 2021 – 2022 Biennial Amendments to the County of Santa Barbara Single Comprehensive Conflict of Interest Code for County Departments, Commissions/Boards/Committees and Dependent Special Districts.

Attachment C – Resolution of the County of Santa Barbara Clerk-Recorder Assessor Adopting the 2021–2022 Biennial amendments to the County of Santa Barbara Single Comprehensive Conflict of Interest Code for County Departments, Commissions/Boards/Committees and Dependent Special Districts.

Authored by: Melinda Greene and Celeste Turbeville

cc: Joseph E. Holland, Clerk-Recorder Assessor and Registrar of Voters