



**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:
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Director(s) Joseph E. Holland, County Clerk Recorder and Assessor
Contact Info: Sheila Hess 696-8975 / Renee Bischof 696-8963
SUBJECT: 2014 - 2015 Biennial Amendments to the 'Santa Barbara County Single Comprehensive Conflict of Interest Code for County Departments, Commissions/Boards/Committees' (Single Code)

County Counsel Concurrence:

As to form: ☒ Yes ☐ No ☐ N/A

Other Concurrence: N/A

As to form: ☐ Yes ☐ No ☒ N/A

Auditor-Controller Concurrence:

As to form: ☐ Yes ☐ No ☒ N/A

Recommended Action(s):

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

- a. Approve by resolution the attached 2014-2015 Biennial Amendments to the "Santa Barbara County Single Comprehensive Conflict of Interest Code for County Departments, Commission/Boards/Committees and Dependent Special Districts" ("Single Code"); and
- 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 decisions which may foreseeably have a material effect on any financial interest" of the public official. Government Code Section 87302(a). The designated public officials 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 Sections 81000 et seq. Agencies must amend their conflict of interest codes when necessary to add or delete positions and disclosure categories. Conflict of interest codes must be reviewed at least every two years.

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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 “Santa Barbara County Single Comprehensive Conflict of Interest Code for County Departments, Commissions/Boards/Committees and Dependent Special Districts” (“Single Code”) was adopted by the Clerk-Recorder-Assessor on December 5, 1995. The Single Code is intended to help ensure timely amendments and the coordinated filing of financial disclosure statements. The financial disclosure statements (Form 700’s) are filed in the Office of the Clerk-Recorder-Assessor; this provides a central repository for public access. The Board of Supervisors is the “code reviewing body” for the Single Code, and thus amendments are not effective until approved by the Board. Government Code Section 87303.

The Single Code has been amended by adding and/or deleting agencies, and revising the list of designated positions and the required disclosure categories.

In addition to the specific amendments delineated below, the list of member agencies has been alphabetized and new Exhibit numbers have been assigned. Also nine Exhibit numbers that previously were labeled “Intentionally left blank” are now being utilized.

The 2014-2015 Biennial Amendments to the Single Code are summarized as follows:

- a) Exhibit No. C-1, the Agricultural Commissioner/Sealer of Weights and Measures; Cooperative Extension, University of California is amended by reclassifying the “Supervising Weights and Measures Inspector” to “Deputy Sealer”; removing “Agricultural Program Specialist”; and adding “Compliance Coordinator”.
- b) Exhibit No. C-9, the Clerk, Recorder and Assessor is amended by updating “Mapping G/S Supervisor” to “Mapping/GIS Supervisor”; updating “Program Business Leader” to “Program/Business Leader”; and removing “EDP System & Program Analyst Sr.”.
- c) Exhibit No. C-10, the Community Services Department is amended by removing the Human Services Commission. The Human Services Commission is now assigned to Exhibit C-22.
- d) Exhibit No. C-13, the Executive Office is amended by reclassifying the “Emergency Operations Chief” to “Director or Emergency Management”; removing the “Deputy County Executive Officer” and “Communications Director”; and adding “Budget Director”, “Risk Manager”, “Admin Leader” and “Team/Project Leader”.
- e) Exhibit No. C-14, the Finance Corporation is amended by adding “County Treasury Finance Chief” and the “Deputy County Counsel” assigned to the Finance Corporation.
- f) Exhibit No. C-15, the Fire Department is amended by adding “Air & Wildland Battalion Chief”.
- g) Exhibit No. C-21, County Executive Office (CEO)/Human Resources Division is amended by renaming from “Human Resources” to “County Executive Office (CEO)/Human Resources Division”; and adding “Enterprise Leader – Asst. HR Director” and “Program/Business Leader – Business Center”.
- h) Exhibit No. C-22, Human Services Commission is moved from Community Services Department exhibit and added as a separate exhibit.

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- i) Exhibit No. C-24, the In-Home Care Network – Public Authority is amended by removing “Program Business Leader – General” and “Department Business Specialist”.
- j) Exhibit No. C-26, Oversight Board of the Successor Agency to the Former County of Santa Barbara Redevelopment Agency was established October 12, 2012 and is added to the Single Code.
- k) Exhibit No. C-27, the Planning & Development Department is amended by adding “Electronic Data Processing Systems and Programming Analyst I/II” and “Civil Engineer”.
- l) Exhibit No. C-28, the Probation Department is amended by reclassifying “Senior IT Manager” to “Chief Innovation Officer”.
- m) Exhibit No. C-33, the Social Services Department is amended by removing “Cost Analysis II”, and adding “DBS (CalWORKs/WTW)” and “DBS (Children & Adult)”.
- n) Exhibit No. C-34, the Surf Development Company is a new agency that was established on June 21, 2012 and is now being added to the Single Code in accordance with In re Siegel 3 FPPC Ops. 62.
- o) Exhibit No. C-35, the Surf Solar Company, Inc. is a new agency that was established on June 21, 2012 and is now being added to the Single Code in accordance with In re Siegel 3 FPPC Ops. 62.
- p) Exhibit No. C-36, the Treasurer-Tax Collector-Public Administrator is amended by reclassifying “Investment/Debt Manager (Enterprise Leader)” to “Investment/Debt Manager (Assistant Department Leader)”, “Data Processing Manager (Program-Business Leader)” to “Information Technology Manager (Program-Business Leader)”, and “Public Administration Guardian Veterans” to “Public Administrator/Public Guardian/Veterans”; and adding “Assistant Treasurer-Tax Collector-Public Administrator (Assistant Departmental Leader)”.
- q) Exhibit No. C-38, the Workforce Investment Board is amended by reclassifying “Assistant Department Leader” to “Team Leader”.

All other provisions of the Single Code that are not addressed in these amendments remain in effect.

Fiscal and Facilities Impacts:

Budgeted: ☒ Yes ☐ No

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Special Instructions:

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

Attachments:

Resolution approving 2014-2015 Biennial Amendments to the Single Code.

Authored by: Sheila Hess/Renee Bischof

cc: Billie Alvarez, Renee Bischof, Joe Holland