

**CITY OF NAPA  
CONFLICT OF INTEREST CODE**

**2014-2016**

Each person identified in the Exhibit "A" as a "public official identified in California Government Code Section 87200" or as a "designated employee" shall file with the City Clerk a Statement of Economic Interest (providing the information required by the relevant Disclosure Category identified on this Exhibit "A" and Exhibit "B").

1. The phrase "public official identified in California Government Code Section 87200" means the person holding each of the following positions:
  - a. Mayor
  - b. Each City Councilmember
  - c. Each Planning Commissioner
  - d. City Manager
  - e. City Attorney
  - f. City Treasurer
  - g. Any City official who manages public investments (per 2 Cal. Code Regs. Section 18701 (b))
  
2. The term "designated employee" means any public official (including any officer, employee, or consultant) whose position with the City either: (a) is identified on this Exhibit "A"; or (b) entails the making or participation in making of governmental decisions which may have a foreseeable material effect (either positive or negative) on any financial interest of the person, and the position of the person has been identified by the City Manager as a "designated employee" in a written notice to the person with a copy on file with the City Clerk. The term "designated employee" also means any public official who is a member of a legislative body appointed by City Council if the body either: (i) is identified on this Exhibit "A"; or (ii) makes or participates in making governmental decisions which may have a foreseeable material effect on any financial interest of the member, and the member has been identified as a "designated employee" by the City Manager in a written notice to the member with a copy on file with the City Clerk.
  - a. A "public official" is any person who (in their capacity as a salaried or unsalaried officer, employee, consultant, or member of a legislative body appointed by City Council), is authorized to make or participate in making a governmental decision.
  
  - b. A "legislative body" is any body of people, created by City Charter or formal action of the City Council, to act in an advisory or decision-making capacity regarding matters within the subject matter jurisdiction of the City, which is subject to the requirements of the California Brown Act. (See California Government Code Section 54952.)

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- c. A “governmental decision” shall include (per 2 Cal. Code Regs. Sections 18701 through 18702.4) either:
1. An obligation or commitment of a City agency to any course of action.
  2. Entering into any contract on behalf of a City agency.
  3. Approve a rate, rule, regulation, policy, standard, or guideline.
  4. Adopt or enforce a law.
  5. Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement.
  6. Approve a plan, design, report, study, or similar item.
- d. A public official is authorized to make or participate in making a governmental decision if the public official is authorized to take any one or more of the following actions (per 2 Cal. Code Regs. Sections 18701 through 18702.4):
1. Vote on a governmental decision as a member of a legislative body appointed by City Council.
  2. Compel a governmental decision, or prevent a governmental decision, either by reason of an exclusive power to initiate the decision or by reason of a veto that may not be overridden.
  3. Make substantive recommendations that are, and over an extended period of time, and have been regularly approved without significant amendment or modification by another public official or governmental agency.
- e. A “consultant” specifically includes any person who is authorized to act in a staff capacity to perform the same or substantially all the same duties that would otherwise be performed by an employee holding a position identified on this Exhibit “A” as either a designated employee or a “public official identified in California Government Code Section 87200.”
- f. The phrase “foreseeable material effect on any financial interest” shall be interpreted in accordance with 2 Cal. Code Regs. Sections 18700, *et seq.*

**Public Officials Specified in Government Code Section 87200:  
Disclosure Category 1**

- Mayor
- City Councilmembers
- City Manager
- City Attorney
- City Treasurer (Finance Director)
- Planning Commissioners
- Any City official who manages public investments (per Cal. Code Regs. Sections 18701 (b))

**Each member of the following Legislative Bodies, that are City Agencies, shall be deemed a Designated Employee: Disclosure Category 1**

- Housing Authority of the City of Napa
- Parking Authority of the City of Napa
- Napa Public Facilities Financing Authority
- Successor Agency to the Napa Community Redevelopment Agency
- Napa Redevelopment Successor Agency Oversight Board

**Each member of the following Legislative Bodies that are City Boards, Commissions and Committees, shall be deemed a Designated Employee: Disclosure Category 1**

- Building and Fire Code Board of Appeals (Housing Appeals Board)
- Civil Service Commission
- Community Development Block Grant Committee
- Cultural Heritage Commission
- Disability Access Board of Appeals
- Public Art Steering Committee
- Parks and Recreations Advisory Commission
- Tree Advisory Commission

**Each of the following positions shall be deemed a Designated Employee with the following Disclosure Categories:**

<b>Department</b>	<b>Position</b>	<b>Disclosure Category</b>
<b>CITY MANAGER</b>		
	Assistant City Manager for Administrative Services	1
	Assistant to the City Manager	1
	Community Outreach Coordinator	1
	Auditor	1
	Deputy Auditor	1

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<b>CITY ATTORNEY</b>		
	Assistant City Attorney	1
	Deputy City Attorney	1
<b>CITY CLERK</b>		
	City Clerk	1
	Deputy City Clerk	1
<b>COMMUNITY DEVELOPMENT</b>		
	Community Development Director	1
	Management Analyst II	2
<b>Building</b>		
	Chief Building Official	1
	Senior Building Inspector	3 & 4
	Building Inspector	3 & 4
	Plan Examiner	3 & 4
<b>Code Enforcement</b>		
	Code Enforcement Officer	1
<b>Housing</b>		
	Housing Manager	1
	Affordable Housing Program Supervisor	1
	Housing Rehabilitation Program Supervisor	1
	Rental Assistance Program Supervisor	1
	Affordable Housing Representative	1
	Housing Specialist	3
<b>Planning</b>		
	Planning Manager	1
	Senior Planner	1
	Associate Planner	1
	Assistant Planner	1
<b>ECONOMIC DEVELOPMENT</b>		
	Economic Development Manager	1
	Senior Development Project Coordinator	1
	Development Project Coordinator	1
<b>FINANCE</b>		
	Finance Director	1
	Finance Manager	1
	Accounting/Audit Supervisor	1
	Revenue Operations Supervisor	1
	Purchasing Agent	1
	Finance Analyst	1
<b>Information Technology</b>		
	Information Technology Manager	1
<b>FIRE</b>		
	Fire Chief	1
	Administrative Services Manager	2
	Fire Division Chief	2, 5

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	Battalion Chief	1
<b>HUMAN RESOURCES</b>		
	Human Resources Director	1
	Personnel Director/Civil Service Manager	1
	Management Analyst II	2
	Safety Officer	2
<b>PARKS AND RECREATION</b>		
	Parks and Recreation Director	1
	Recreation Supervisor	1
	Management Analyst II	2
	Parks, Trees, and Facilities Supervisor	1
<b>POLICE</b>		
	Police Chief	1
	Police Captain	1
	Police Lieutenant	5
	Communications Manager	1
<b>PUBLIC WORKS</b>		
	Public Works Director	1
	Deputy Public Works Director	1
	Administrative Services Manager	1
	Public Works Maintenance Manager	1
	Property Manager	1
	Water General Manager	1
	Water Quality Manager	1
	Water Resources Analyst	1
	Fleet Manager	1
	Senior Civil Engineer	3 & 4
	Associate Civil Engineer	3 & 4
	Assistant Engineer	3 & 4
	Materials Diversion Administrator	1
	Management Analyst II	2
	Construction Inspector	4
	Purchasing and Inventory Specialist	1
<b>CONSULTANTS</b>		
	Consultants, as defined by Section 18701 of the Regulation of the Fair Political Practices Commission, Title 2, Division 6 of the California Code of Regulations are required to file a Statement of Economic Interests Form within 30 days of approval of a contract services agreement with the City or its subdivisions, on an annual basis thereafter, during the term of the contract, and within 30 days of completion of the contract.	1
<b>DISCLOSURE FOR NEWLY CREATED POSITIONS</b>		
	Persons in newly created positions must file a Form 700 within thirty days of assuming office. Prior to filing a Form 700, the individual must complete a Form 804, which	

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	<p>records the designated disclosure category. In accordance with 2 Cal Code of Regs §18734, persons in newly created positions shall file under the broadest disclosure category in the agency's Conflict of Interest Code unless the City Manager determines the broadest disclosure is not necessary and sets an interim disclosure that is more tailored to positions with a limited range of duties. This determination shall include a description of the position's duties and, based upon that description, a statement of the extent of disclosure requirements.</p>	
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Appendix of Disclosure Categories

	<p><b>Definition:</b> <i>“ECONOMIC INTERESTS REQUIRED TO BE DISCLOSED”:</i>          The phrase “economic interests required to be disclosed” shall mean all economic interests as required by California Government Code Sections 87200, <i>et seq.</i>, and pursuant to the regulations promulgated by the Fair Political Practices Commission (“FPPC”) for the filing of the Statement of Economic Interests (Form 700). The economic interests required to be disclosed shall include all investments (Form 700, Schedules A-1 and A-2); real property (Form 700, Schedule B); and income, loans, and business positions (Form 700, Schedules C, D, and E). It should be noted that FPPC Regulations identify particular parameters and exceptions for the disclosure of economic interests.</p>
1	All economic interests required to be disclosed.
2	That portion of economic interests required to be disclosed that are investments (Form 700, Schedules A-1 and A-2); and income, loans, and business positions (Form 700, Schedules C, D, and E) to the extent that the economic interest involves the manufacture, distribution, sale, lease, or provision of goods (including any materials, supplies, or equipment) or services (including consulting, repairs, or maintenance) of the type utilized or regulated by the department or division to which the designated employee is assigned.
3	That portion of economic interests required to be disclosed that are real property interests (Form 700, Schedule B).
4	That portion of economic interests required to be disclosed that are investments (Form 700, Schedules A-1 and A-2); and income, loans, and business positions (Form 700, Schedules C, D, and E) to the extent that the economic interest involves private or public development or construction (including but not limited to developers, architects, engineers, consultants, contractors, subcontractors, and suppliers).
5	That portion of economic interests required to be disclosed that are real property interests (Form 700, Schedule B) to the extent that the real property interests are in residential rental property involving three or more units, or any other property subject to fire inspection.