

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE  
COUNTY OF NAPA, STATE OF CALIFORNIA, ESTABLISHING  
A PROCEDURE FOR THE PREPARATION AND ADOPTION OF  
AMENDMENTS TO ITS CONFLICT OF INTEREST CODE  
UNDER THE POLITICAL REFORM ACT OF 1974**

**WHEREAS**, in 1980 the Board of Supervisors for the County of Napa (the "County") adopted a Conflict of Interest Code for the County of Napa (the "Code") pursuant to the Political Reform Act of 1974 ("the Act"); and

**WHEREAS**, the Act requires that local agencies review and, if necessary due to changed circumstances, amend their conflict of interest codes each even-numbered year; and

**WHEREAS**, the Act requires that local agencies amend their conflict of interest codes within 90 days after changed circumstances necessitating an amendment become apparent; and

**WHEREAS**, the creation of new positions and changes to duties assigned to existing positions are examples of changed circumstances for the purposes of the Act; and

**WHEREAS**, the Act requires that amendments to conflict of interest codes be carried out under procedures which guarantee that officers, employees, members of boards and commissions, consultants, and residents of the jurisdiction have adequate notice and a fair opportunity to present their views; and

**WHEREAS**, in 1998, through Resolution Number 98-145, the Board of Supervisors adopted and implemented procedures for amending the Code which guarantee adequate notice and a fair opportunity to be heard; and

**WHEREAS**, the 1998 procedures are tailored to facilitate thorough biennial reviews and updates rather than responding to changed circumstances promptly as they become apparent; and

**WHEREAS**, technological developments have created new ways for the County to provide notice that were not anticipated in the 1998 procedures; and

**WHEREAS**, the adoption and implementation of the following procedure for amending the Code guarantees adequate notice and a fair opportunity for interested parties to present their views while ensuring that the County can amend its Code within 90 days in response to changed circumstances.

**NOW, THEREFORE, BE IT RESOLVED** by the Napa County Board of Supervisors, State of California, as follows:

To assure that officers, employees, members of boards and commissions, and residents of Napa County have adequate notice and a fair opportunity to present their views regarding amendments to the Code as required by the Act, the following procedure shall be utilized to biennially review and, if necessary, amend the Code:

1. Solicit recommendations from each Department Head regarding how the Code should be amended to reflect changed circumstances in his or her own Department.
2. Draft an agenda item which discusses the law and recommended changes, including a draft resolution which implements the amendments to the Code recommended by Department Heads, and which is supported by any appropriate backup material.
3. Distribute copies of the draft agenda item, resolution, and any backup material to Department Heads for distribution to all officers, employees, members of boards and commissions, and consultants of the County affected by the proposed amendment at least 10 days prior to the proposed adoption date.
4. Publish notice of the proposed amendment to the County's SharePoint site at least 10 days prior to the proposed adoption date.
5. Agendize the proposed amendment on the Board of Supervisors' consent calendar.
6. Publish notice of the proposed amendment as part of the meeting agenda packet at least 72 hours before the proposed adoption date.
7. Upon request, sever the item from the consent calendar for comment and discussion.
8. Adopt the resolution amending the Code.

To assure that officers, employees, members of boards and commissions, and residents of Napa County have adequate notice and a fair opportunity to present their views regarding amendments to the Code as required by the Act, the following procedure shall be utilized to amend the Code within 90 days of changed circumstances being apparent:

1. Draft an agenda item which discusses the law and recommended changes, including a draft resolution which implements the changes necessitated by changed circumstances, and which is supported by any appropriate backup material.
2. Agendize the proposed amendment on the Board of Supervisors' consent calendar.
3. Publish notice of the proposed amendment as part of the meeting agenda packet at least 72 hours before the proposed adoption date.
4. Upon request, sever the item from the consent calendar for comment and discussion.
5. Adopt the resolution amending the Code.

This resolution supersedes and replaces Resolution 98-145 and its procedures shall apply to all Code amendments initiated after May 7, 2024.

///

///

///

///

///

///

///

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** by the Napa County Board of Supervisors, State of California, at a regular meeting of the Board held on the 7th day of May 2024, by the following vote:

AYES: SUPERVISORS \_\_\_\_\_

NOES: SUPERVISORS \_\_\_\_\_

ABSTAIN: SUPERVISORS \_\_\_\_\_

ABSENT: SUPERVISORS \_\_\_\_\_

NAPA COUNTY, a political subdivision of the State of California

By: \_\_\_\_\_

JOELLE GALLAGHER, Chair of the Board of Supervisors

APPROVED AS TO FORM Office of County Counsel  By: <u>Ryan FitzGerald (e-sign)</u> Deputy County Counsel  Date: <u>March 20, 2024</u>  PL No. 112086	APPROVED BY THE NAPA COUNTY BOARD OF SUPERVISORS  Date: _____ Processed By: _____  Deputy Clerk of the Board	ATTEST: NEHA HOSKINS Clerk of the Board of Supervisors  By: _____
---	--	--