

**RESOLUTION NO. 2024-\_\_\_\_\_**

**A RESOLUTION OF THE NAPA COUNTY BOARD OF SUPERVISORS  
STATE OF CALIFORNIA,  
AMENDING ITS CONFLICT OF INTEREST CODE**

**WHEREAS**, the Political Reform Act of 1974 (Government Code section 8100, *et seq.*) requires every state and local government agency to adopt a Conflict of Interest Code; and

**WHEREAS**, the Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations section 18730) containing a standardized conflict of interest code which may be incorporated by reference into the code of local government agencies; and

**WHEREAS**, on June 17, 1980, the Board of Supervisors of the County (the “Board”) adopted a Conflict of Interest Code which incorporated by reference the standardized code authorized by law which may be amended from time to time by the Fair Political Practices Commission to conform with amendments in the Political Reform Act; and

**WHEREAS**, County’s Conflict of Interest code includes a list of positions that are subject to mandatory disclosure of financial information, entitled “APPENDIX A – Designated Positions-Disclosure Categories;” and

**WHEREAS**, from time to time, the list of designated positions requires amendment so as to update the titles of positions, add new positions which should be required to file disclosure statements, reevaluate the disclosure categories of various positions, and delete those positions or titles no longer in use; and

**WHEREAS**, County’s Conflict of Interest Code provides for seven (7) categories of disclosure in “APPENDIX B – DISCLOSURE CATEGORIES;” and

**WHEREAS**, notice of the proposed revisions to the Conflict of Interest Code of the County has been given in the manner required by County Resolution No. 98-145; and

**WHEREAS**, the Board has concluded that it is necessary to amend and readopt its Conflict of Interest Code, a copy of which is attached hereto as Exhibit “A;”

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

1. The Napa County Conflict of Interest Code is amended and readopted in the form set forth as attached in Exhibit “A.”
2. The amendment described in Exhibit “A” and readoption of the Napa County Conflict of Interest Code shall be effective June 1, 2024.

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**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 9th day of April, 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<br>Office of County Counsel<br><br>By: <u>Ryan FitzGerald (e-sign)</u><br>Deputy County Counsel<br><br>Date: <u>March 15, 2024</u><br><br>PL No. 110698 | APPROVED BY THE NAPA COUNTY<br>BOARD OF SUPERVISORS<br><br>Date: _____<br>Processed By: _____<br><br>_____<br>Deputy Clerk of the Board | ATTEST: NEHA HOSKINS<br>Clerk of the Board of Supervisors<br><br>By: _____<br>_____ |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|

**EXHIBIT “A”**  
**NAPA COUNTY CONFLICT OF INTEREST CODE**  
**Effective June 1, 2024**

**Section 1. Citation and Incorporation of Standard Conflict of Interest Code.**

The Political Reform Act (Govt. Code sec. 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. sec. 18730) that contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency’s code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. sec. 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation, the additional provisions set forth below, and the attached Appendices, designating positions and establishing disclosure categories, shall constitute the conflict of interest code of Napa County (“County”). This document and its attached Appendices may together be cited as the Napa County Conflict of Interest Code (“Code”).

**Section 2. Definitions.**

- A. The definitions contained in the Political Reform Act and the regulations of the Fair Political Practices Commission, as amended from time to time, are hereby incorporated by reference into this Code.
- B. “Filing Officer” shall mean the office or officer with whom any statement or report is required to be filed by the Act or its implementing regulations. If copies of a statement or report are required to be filed with more than one office or officer, the one first named is the filing officer, and the copy filed with the filing officer shall be signed in the original and shall be deemed the original copy. The filing officer for each designated employee is the Elections Division of the office of the Assessor-Recorder-County Clerk.
- C. “Statement of Economic Interests” refers to that document developed by the Fair Political Practices Commission and more commonly known and referred to as “Form 700.”

**Section 3. Designated Employees.**

Individuals holding designated positions shall file their statements of economic interests with the County, which will make the statements available for public inspection and reproduction (Govt. Code sec. 81008). All statements will be retained by the County. Statements may be retained and made available electronically. The persons holding the positions listed in Appendix “A” are the designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on their economic interests.

**Note:** State law, rather than the Napa County Conflict of Interest Code, governs the disclosure requirements for members of the Planning Commission and the Board of Supervisors, the District Attorney, the County Counsel, the County Treasurer, the Chief Executive Officer, and other public officials who manage public investments (Govt. Code sec. 87200 *et seq.*). In accordance with Govt. Code 87302(a), the Napa County Conflict of Interest Code does not list these positions as “Designated Employees”.

**Section 4. Disclosure Categories.**

A. The disclosure categories set forth in Appendix “B” specify which kinds of economic interests are reportable. All designated employees shall disclose in their statement of economic interests those economic interests described in the disclosure category to which they are assigned in Appendix “A.” It has been determined that the economic interests set forth in each designated employees’ disclosure category are the kinds of economic interests which it is foreseeable the employees could materially affect through the conduct of their offices.

**Section 5. Statements of Economic Interests; Place of Filing.**

All designated employees shall file statements of economic interests with the Filing Officer. The Filing Officer may implement, consistent with all approvals required and regulations of the Fair Political Practices Commission, an electronic system through which designated employees shall file statements of economic interests.

## **NAPA COUNTY CONFLICT OF INTEREST CODE**

### **APPENDIX A**

#### **Designated Positions - Disclosure Categories 2024**

| <b><u>DESIGNATED POSITIONS</u></b>                                     | <b><u>DISCLOSURE CATEGORIES</u></b> |
|------------------------------------------------------------------------|-------------------------------------|
| <b><u>AGRICULTURAL COMMISSIONER/SEALER</u></b>                         |                                     |
| Agricultural Commissioner/Sealer of Weights & Measures                 | 2                                   |
| Agricultural/Weights and Measures Inspector I/II/III/IV                | 3                                   |
| Assistant Agricultural Commissioner/Sealer of Weights & Measures       | 2                                   |
| Deputy Agricultural Commissioner/Sealer of Weights & Measures          | 2                                   |
| Staff Services Analyst I/II                                            | 6                                   |
| <b><u>ASSESSOR/RECORDER/COUNTY CLERK</u></b>                           |                                     |
| <b>Assessor</b>                                                        |                                     |
| Appraiser I/II/III                                                     | 2                                   |
| Assessor/Recorder/County Clerk                                         | 1                                   |
| Auditor-Appraiser I/II                                                 | 2                                   |
| Chief Appraiser                                                        | 2                                   |
| Mapping and Title Supervisor                                           | 7                                   |
| Staff Services Manager                                                 | 6                                   |
| Supervising Appraiser                                                  | 2                                   |
| Supervising Auditor-Appraiser                                          | 2                                   |
| <b>Elections</b>                                                       |                                     |
| Election Services Manager                                              | 4                                   |
| <b>Recorder</b>                                                        |                                     |
| Assessment-Records Supervisor                                          | 4                                   |
| <b><u>AUDITOR-CONTROLLER</u></b>                                       |                                     |
| Accountant-Auditor I/II/III (within the Internal Audit division only)  | 5                                   |
| Accountant-Auditor Manager                                             | 2                                   |
| Assistant Auditor-Controller                                           | 2                                   |
| Auditor-Controller                                                     | 2                                   |
| Principal Grant Compliance Auditor                                     | 5                                   |
| Senior Accountant-Auditor (within in the Internal Audit division only) | 5                                   |
| <b><u>CHILD SUPPORT SERVICES</u></b>                                   |                                     |
| Assistant Director of Child Support Services                           | 4                                   |
| Attorney I/II/III                                                      | 4                                   |

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### **Designated Positions - Disclosure Categories 2024**

| <b><u>DESIGNATED POSITIONS</u></b>                                    | <b><u>DISCLOSURE CATEGORIES</u></b> |
|-----------------------------------------------------------------------|-------------------------------------|
| Director of Child Support Services                                    | 4                                   |
| Staff Services Analyst I/II                                           | 6                                   |
| Staff Services Manager                                                | 6                                   |
| <br><b><u>CORRECTIONS</u></b>                                         |                                     |
| <b>Corrections</b>                                                    |                                     |
| Assistant Director of Corrections                                     | 2                                   |
| Correctional Lieutenant                                               | 6                                   |
| Director of Corrections                                               | 2                                   |
| Staff Services Analyst I/II                                           | 6                                   |
| Staff Services Manager                                                | 6                                   |
| Supervising Staff Services Analyst                                    | 6                                   |
| <br><b>Re-Entry</b>                                                   |                                     |
| Correctional Lieutenant                                               | 6                                   |
| <br><b><u>COUNTY COUNSEL</u></b>                                      |                                     |
| Assistant County Counsel                                              | 2                                   |
| Chief Deputy County Counsel                                           | 2                                   |
| Deputy County Counsel I/II/III/IV                                     | 2                                   |
| Legal Office Manager                                                  | 6                                   |
| <br><b><u>COUNTY EXECUTIVE OFFICE</u></b>                             |                                     |
| <b>County Executive Office</b>                                        |                                     |
| Assistant County Executive Officer                                    | 2                                   |
| Clerk of the Board                                                    | 2                                   |
| Communication and PIO                                                 | 4                                   |
| Deputy Clerk of the Board I/II (when serving as Clerk of the Board)   | 4                                   |
| Deputy County Executive Officer                                       | 2                                   |
| Executive Assistant-CEO                                               | 5                                   |
| Management Analyst I/II                                               | 4                                   |
| Principal/Senior Management Analyst                                   | 4                                   |
| Public Information Officer                                            | 4                                   |
| Risk and Emergency Services Manager                                   | 2                                   |
| Safety Officer and ADA Coordinator                                    | 4                                   |
| Senior Deputy Clerk of the Board (when serving as Clerk of the Board) | 4                                   |
| Staff Assistant-BOS                                                   | 4                                   |
| Staff Services Analyst I/II                                           | 5                                   |

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| <b><u>DESIGNATED POSITIONS</u></b>                               | <b><u>DISCLOSURE CATEGORIES</u></b> |
|------------------------------------------------------------------|-------------------------------------|
| <b>Central Services</b>                                          |                                     |
| Buyer I/II/III                                                   | 5                                   |
| Purchasing Manager                                               | 2                                   |
| Senior Buyer                                                     | 5                                   |
| Webmaster                                                        | 5                                   |
| <b>Fire Department</b>                                           |                                     |
| Fire Administrator                                               | 2                                   |
| Project Manager – Fire                                           | 2                                   |
| <b>Housing and Homeless Services</b>                             |                                     |
| Director of Housing and Homeless Services                        | 2                                   |
| Housing and Community Development Program Manager                | 2                                   |
| Project Manager – Housing and Homeless Services                  | 5                                   |
| Staff Services Analyst I/II                                      | 5                                   |
| Staff Services Manager                                           | 5                                   |
| Systems Support Analyst – Housing and Homeless Services          | 6                                   |
| <b>Human Resources</b>                                           |                                     |
| Assistant Director of Human Resources                            | 4                                   |
| Benefits Administrator                                           | 4                                   |
| Deputy Director, Labor Relations                                 | 4                                   |
| Director of Human Resources                                      | 4                                   |
| HR Information Systems Analyst                                   | 6                                   |
| Staff Services Manager                                           | 5                                   |
| <b>Information Technology Services</b>                           |                                     |
| Chief Information Officer                                        | 4                                   |
| Communications Manager                                           | 5                                   |
| Deputy Chief Information Officer – Applications and Development  | 4                                   |
| Deputy Chief Information Officer – Infrastructure and Operations | 4                                   |
| Information Systems Manager                                      | 5                                   |
| Information Systems Supervisor                                   | 5                                   |
| Project Manager                                                  | 5                                   |
| Senior Communications Systems Specialist                         | 6                                   |
| Senior Information Systems Specialist                            | 5                                   |
| Staff Services Analyst I/II                                      | 5                                   |
| Staff Services Manager                                           | 5                                   |

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| <b><u>DESIGNATED POSITIONS</u></b>                 | <b><u>DISCLOSURE CATEGORIES</u></b> |
|----------------------------------------------------|-------------------------------------|
| <b><u>COUNTY LIBRARY</u></b>                       |                                     |
| Assistant Director of Library Services             | 2                                   |
| Director of Library Services                       | 2                                   |
| Staff Services Analyst I/II                        | 6                                   |
| <b><u>DISTRICT ATTORNEY</u></b>                    |                                     |
| Assistant District Attorney                        | 2                                   |
| Attorney I/II/III/IV                               | 4                                   |
| Chief Deputy District Attorney                     | 2                                   |
| Chief District Attorney Investigator               | 4                                   |
| Staff Services Analyst I/II                        | 6                                   |
| Staff Services Manager                             | 6                                   |
| Supervising District Attorney Investigator         | 4                                   |
| Victim Services Volunteer Coordinator              | 6                                   |
| Victim Witness Advocate I/II                       | 6                                   |
| Victim Witness Program Manager                     | 6                                   |
| <b><u>HEALTH AND HUMAN SERVICES</u></b>            |                                     |
| <b>Administration</b>                              |                                     |
| Assistant Compliance and Privacy Officer           | 4                                   |
| Assistant Director of Health and Human Services    | 2                                   |
| Chief Fiscal Officer                               | 4                                   |
| Compliance and Privacy Officer                     | 4                                   |
| Deputy Chief Fiscal Officer                        | 4                                   |
| Deputy Director of HHSA – Admin Services           | 4                                   |
| Director of Health and Human Services              | 2                                   |
| Health Records Information Manager                 | 6                                   |
| Principal Quality Management Specialist – Licensed | 6                                   |
| Project Manager – HHSA                             | 6                                   |
| Quality Management Specialist                      | 6                                   |
| Senior Quality Management Specialist               | 6                                   |
| Senior Systems Support Analyst                     | 6                                   |
| Staff Services Analyst I/II                        | 6                                   |
| Staff Services Manager                             | 6                                   |
| Supervising Staff Services Analyst                 | 6                                   |
| <b>Behavioral Health</b>                           |                                     |

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| <b><u>DESIGNATED POSITIONS</u></b>                         | <b><u>DISCLOSURE CATEGORIES</u></b> |
|------------------------------------------------------------|-------------------------------------|
| Alcohol and Drug Counselor I/II/III                        | 6                                   |
| Assistant Deputy Director of HHSA – Behavioral Health      | 4                                   |
| Behavioral Health Manager                                  | 4                                   |
| Behavioral Health Quality Coordinator                      | 6                                   |
| Deputy Director of HHSA – Behavioral Health                | 4                                   |
| Forensic Mental Health Counselor                           | 6                                   |
| Forensic Mental Health Counselor – Registered              | 6                                   |
| Health Education Specialist                                | 6                                   |
| HHS Utilization Review Coordinator                         | 6                                   |
| Mental Health Counselor I/II/III – Licensed                | 6                                   |
| Mental Health Counselor I/II/III – Registered              | 6                                   |
| Mental Health Nurse Practitioner                           | 6                                   |
| Mental Health Provider Services Coordinator                | 6                                   |
| Mental Health Worker I/II                                  | 6                                   |
| Project Manager – HHSA                                     | 6                                   |
| Psychiatric Medical Director                               | 6                                   |
| Psychiatric Nurse                                          | 6                                   |
| Senior Mental Health Worker                                | 6                                   |
| Staff Services Analyst I/II                                | 6                                   |
| Staff Services Manager                                     | 6                                   |
| Supervising Mental Health Counselor I/II – Licensed        | 6                                   |
| <b>Child Welfare Services</b>                              |                                     |
| Assistant Deputy Director of HHSA – Child Welfare Services | 4                                   |
| Child Protective Services Worker I/II                      | 6                                   |
| Deputy Director of HHSA – Child Welfare Services           | 4                                   |
| Project Manager – HHSA                                     | 6                                   |
| Social Worker I/II/III                                     | 6                                   |
| Social Worker Supervisor I/II                              | 6                                   |
| Staff Services Analyst I/II                                | 6                                   |
| Staff Services Manager                                     | 6                                   |
| Supervising Staff Services Analyst                         | 6                                   |
| <b>Comprehensive Services for Older Adult</b>              |                                     |
| Aging and Disability Program Manager                       | 6                                   |
| Assistant Public Administrator/Guardian/Conservator        | 2                                   |
| Deputy Director of HHSA – Aging and Disability Services    | 4                                   |
| Deputy Public Administrator/Guardian/Conservator           | 2                                   |
| Mental Health Counselor I/II/III – Licensed                | 6                                   |
| Probate Assistant                                          | 6                                   |
| Social Worker I/II/III/IV                                  | 6                                   |

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| <b><u>DESIGNATED POSITIONS</u></b>                            | <b><u>DISCLOSURE CATEGORIES</u></b> |
|---------------------------------------------------------------|-------------------------------------|
| Social Worker Supervisor I/II                                 | 6                                   |
| Staff Services Analyst I/II                                   | 6                                   |
| Supervising Deputy Public Administrator/Guardian/Conservator  | 2                                   |
| Supervising Staff Services Analyst                            | 6                                   |
| Veterans Services Officer                                     | 6                                   |
| Veterans Services Representative                              | 6                                   |
| <b>Public Health</b>                                          |                                     |
| Community Health Assistant                                    | 6                                   |
| Deputy Director of HHSA – Public Health/Public Health Officer | 4                                   |
| Emergency Medical Services Administrator                      | 6                                   |
| Emergency Medical Services Specialist                         | 6                                   |
| Health Education Specialist                                   | 6                                   |
| Health Services Nursing Supervisor                            | 6                                   |
| Occupational Therapist                                        | 6                                   |
| Physical Therapist                                            | 6                                   |
| Project Manager – HHSA                                        | 6                                   |
| Public Health Manager                                         | 6                                   |
| Public Health Nurse                                           | 6                                   |
| Public Health Nursing Manager/Public Health Nursing Director  | 6                                   |
| Staff Nurse                                                   | 6                                   |
| Staff Services Analyst I/II                                   | 6                                   |
| Supervising Staff Nurse                                       | 6                                   |
| Supervising Staff Services Analyst                            | 6                                   |
| Supervising Therapist                                         | 6                                   |
| WIC Coordinator/Nutrition Supervisor                          | 6                                   |
| WIC Nutrition Assistant I/II                                  | 6                                   |
| <b>Self Sufficiency</b>                                       |                                     |
| Community Aide                                                | 6                                   |
| Deputy Director of HHSA – Self Sufficiency Programs           | 4                                   |
| Eligibility Specialist I/II/III                               | 6                                   |
| Eligibility Supervisor                                        | 6                                   |
| Employment Services Worker                                    | 6                                   |
| Self Sufficiency Manager                                      | 6                                   |
| Senior Employment Services Worker                             | 6                                   |
| Senior Systems Support Analyst                                | 6                                   |
| Social Worker I/II/III/IV                                     | 6                                   |
| Staff Services Analyst I/II                                   | 6                                   |
| Supervising Employment Services Worker                        | 6                                   |
| Supervising Staff Services Analyst                            | 6                                   |

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| <b><u>DESIGNATED POSITIONS</u></b>                                        | <b><u>DISCLOSURE CATEGORIES</u></b> |
|---------------------------------------------------------------------------|-------------------------------------|
| Workforce Development Specialist I/II                                     | 6                                   |
| <b><u>PLANNING, BUILDING &amp; ENVIRONMENTAL SERVICES</u></b>             |                                     |
| <b>Building</b>                                                           |                                     |
| Building Inspector I/II/III                                               | 3, 7                                |
| Chief Building Official                                                   | 2                                   |
| Code Compliance Officer I/II/III                                          | 3, 7                                |
| Code Compliance/Process Improvement Manager                               | 2                                   |
| Code Compliance Supervisor                                                | 2                                   |
| Field Inspection Supervisor                                               | 2                                   |
| Permit Coordinator                                                        | 2                                   |
| Permit Technician I/II                                                    | 3, 7                                |
| Plans & Permits Supervisor                                                | 2                                   |
| Plans Examiner                                                            | 3, 7                                |
| <b>Environmental Health</b>                                               |                                     |
| Environmental Health Manager                                              | 2                                   |
| Environmental Health Specialist I/II                                      | 3                                   |
| Environmental Health Supervisor                                           | 2                                   |
| Environmental Management Coordinator                                      | 2                                   |
| Permit Technician I/II                                                    | 3, 7                                |
| Senior Environmental Health Specialist                                    | 3                                   |
| <b>Local Enforcement Agency</b>                                           |                                     |
| Environmental Health Specialist I/II                                      | 3, 7                                |
| Senior Environmental Health Specialist                                    | 3, 7                                |
| Solid Waste Program Manager                                               | 2                                   |
| <b>Natural Resources</b>                                                  |                                     |
| Natural Resources Conservation Manager                                    | 2                                   |
| Planner I/II/III                                                          | 2                                   |
| Supervising Planner                                                       | 2                                   |
| <b>Parks</b>                                                              |                                     |
| Park and Open Space Program Manager                                       | 2                                   |
| Principal Planner                                                         | 2                                   |
| <b>Planning, Building, and Environmental Services</b>                     |                                     |
| Administrative Secretary I/II (when serving as Planning Commission clerk) | 2                                   |
| Assistant Director of Planning, Building & Environmental Services         | 2                                   |

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### **Designated Positions - Disclosure Categories 2024**

| <b><u>DESIGNATED POSITIONS</u></b>                                | <b><u>DISCLOSURE CATEGORIES</u></b> |
|-------------------------------------------------------------------|-------------------------------------|
| Associate Engineer                                                | 3, 7                                |
| Deputy Director of Planning, Building & Environmental Services    | 2                                   |
| Director of Planning, Building & Environmental Services           | 2                                   |
| Engineering Manager                                               | 2                                   |
| Engineering Supervisor                                            | 3, 7                                |
| Engineering Technician I/II/III                                   | 3, 7                                |
| Geographic Information Systems Department Coordinator             | 6                                   |
| Office Assistant I/II (when serving as Planning Commission clerk) | 2                                   |
| Planner I/II/III                                                  | 2                                   |
| Planning Permit Technician                                        | 3, 7                                |
| Principal Planner                                                 | 2                                   |
| Secretary (when serving as Planning Commission clerk)             | 2                                   |
| Senior Systems Support Analyst                                    | 6                                   |
| Staff Services Analyst I/II                                       | 5                                   |
| Staff Services Manager                                            | 5                                   |
| Supervising Planner                                               | 2                                   |
| <b><u>PROBATION</u></b>                                           |                                     |
| <b>Juvenile Hall</b>                                              |                                     |
| Assistant Juvenile Hall Superintendent                            | 4                                   |
| Juvenile Hall Superintendent                                      | 4                                   |
| <b>Probation</b>                                                  |                                     |
| Assistant Chief Probation Officer                                 | 4                                   |
| Chief Deputy Probation Officer                                    | 4                                   |
| Chief Probation Officer                                           | 4                                   |
| Probation Officer I/II/III                                        | 6                                   |
| Probation Services Program Manager                                | 6                                   |
| Staff Services Analyst I/II                                       | 6                                   |
| Staff Services Manager                                            | 6                                   |
| Supervising Probation Officer                                     | 6                                   |
| Supervising Staff Services Analyst                                | 6                                   |
| <b><u>PUBLIC DEFENDER</u></b>                                     |                                     |
| Assistant Public Defender                                         | 6                                   |
| Chief Deputy Public Defender                                      | 6                                   |
| Legal Office Manager                                              | 6                                   |
| Public Defender                                                   | 6                                   |
| Supervising Public Defender Investigator                          | 6                                   |

## **APPENDIX A**

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| <b><u>DESIGNATED POSITIONS</u></b>                                  | <b><u>DISCLOSURE CATEGORIES</u></b> |
|---------------------------------------------------------------------|-------------------------------------|
| <b><u>PUBLIC WORKS</u></b>                                          |                                     |
| <b>Airport</b>                                                      |                                     |
| Airport Manager                                                     | 2                                   |
| Assistant Airport Manager                                           | 2                                   |
| Staff Services Analyst I/II                                         | 6                                   |
| <b>Animal Shelter</b>                                               |                                     |
| Animal Shelter Manager                                              | 2                                   |
| Animal Shelter Supervisor                                           | 6                                   |
| Community Programs Coordinator                                      | 6                                   |
| <b>Fleet Management</b>                                             |                                     |
| Fleet Manager                                                       | 5                                   |
| <b>Property Management</b>                                          |                                     |
| Facilities Superintendent                                           | 5                                   |
| Supervising Building Maintenance Worker                             | 6                                   |
| Supervising Custodian                                               | 6                                   |
| <b>Public Works</b>                                                 |                                     |
| Associate Engineer                                                  | 5, 7                                |
| Concessions Manager                                                 | 4                                   |
| Construction Inspector                                              | 3, 6                                |
| County Surveyor                                                     | 7                                   |
| Deputy Director of Public Works – County Engineering                | 2                                   |
| Deputy Director of Public Works – Flood Control and Water Resources | 2                                   |
| Deputy Director of Public Works – General Services                  | 2                                   |
| Director of Public Works                                            | 2                                   |
| Engineering Manager                                                 | 2                                   |
| Engineering Supervisor                                              | 5, 7                                |
| Engineering Technician I/II/III/IV                                  | 6, 7                                |
| Natural Resources Conservation Manager                              | 2                                   |
| Principal Engineer                                                  | 2                                   |
| Principal Planner                                                   | 2                                   |
| Public Works Accounting Manager                                     | 6                                   |
| Public Works Administrative Manager                                 | 2                                   |
| Senior Engineer                                                     | 5, 7                                |
| Senior Flood Project Analyst                                        | 5, 7                                |
| Staff Services Analyst I/II                                         | 5                                   |

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| <b><u>DESIGNATED POSITIONS</u></b>                        | <b><u>DISCLOSURE CATEGORIES</u></b> |
|-----------------------------------------------------------|-------------------------------------|
| Stormwater Program Manager                                | 2                                   |
| Supervising Staff Services Analyst                        | 2                                   |
| Watershed & Flood Control Operations Manager              | 2                                   |
| Watershed & Flood Control Operations Specialist           | 6, 7                                |
| Watershed & Flood Control Resource Specialist             | 6, 7                                |
| <b>Roads</b>                                              |                                     |
| Assistant Public Works Superintendent                     | 2                                   |
| Engineering Technician I/II/III/IV                        | 5, 7                                |
| Public Works Superintendent                               | 2                                   |
| Road Maintenance Supervisor                               | 5                                   |
| Supervising Staff Services Analyst                        | 2                                   |
| <b><u>SHERIFF/CORONER</u></b>                             |                                     |
| <b>Coroner</b>                                            |                                     |
| Lieutenant                                                | 6                                   |
| <b>Sheriff</b>                                            |                                     |
| Captain                                                   | 2                                   |
| Emergency Services Officer                                | 2                                   |
| Lieutenant                                                | 6                                   |
| Sheriff-Coroner                                           | 1                                   |
| Sheriff Administrative Manager                            | 4, 6                                |
| Staff Services Analyst I/II                               | 6                                   |
| Undersheriff                                              | 1                                   |
| <b><u>TREASURER/TAX COLLECTOR</u></b>                     |                                     |
| Assistant Treasurer-Tax Collector                         | 1                                   |
| Treasury Manager                                          | 1                                   |
| <b><u>BOARDS, COMMITTEES AND COMMISSIONS</u></b>          |                                     |
| Advisory Board on Drug and Alcohol Programs – Member      | 4                                   |
| Assessment Appeals Board – Member                         | 2                                   |
| Building Board of Appeals – Member                        | 3, 7                                |
| Dangerous Animal Hearing Panel – Member                   | 3                                   |
| Deferred Compensation Board of Control – Member           | 2                                   |
| Grand Jury – Member                                       | 2                                   |
| Independent Hearing Panel for Solid Waste Issues – Member | 3, 7                                |
| Library Commission – Member                               | 6, 7                                |
| Mental Health Board – Member                              | 4                                   |

## **APPENDIX A**

### **Designated Positions - Disclosure Categories 2024**

| <b><u>DESIGNATED POSITIONS</u></b>           | <b><u>DISCLOSURE CATEGORIES</u></b> |
|----------------------------------------------|-------------------------------------|
| Napa County Debt Advisory Committee – Member | 2                                   |
| Solid Waste Local Task Force – Member        | 3, 7                                |
| Treasury Oversight Committee                 | 1                                   |
| <b><u>FOR ALL DEPARTMENTS</u></b>            |                                     |
| Consultant*                                  | 2**                                 |

\* The department head may determine in writing that a particular consultant, although holding a “designated position,” is hired to perform a range of duties that is limited in scope and is therefore not required to fully comply with the disclosure requirements of this section. Such written determination must include a description of the consultant’s duties and the extent of disclosure, if any, required. The determination of the department head is a public record. It must be retained for public inspection in the same manner and location as this code.

\*\*The department head, in coordination with County Counsel, may determine in writing that the designated disclosures are not necessary and set interim disclosure requirements that are more tailored to positions with a limited range of duties. Such written determination must include a description of the consultant’s duties and the extent of disclosure, if any, required. The determination of the department head is a public record. It must be retained for public inspection in the same manner and location as this code.

**APPENDIX B**  
**DISCLOSURE CATEGORIES<sup>i</sup>**

**CATEGORY 1.** Persons in this category shall disclose (i) all income including gifts, loans and travel payments as defined in Government Code section 82030<sup>ii</sup>, (ii) all investments as defined in

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<sup>i</sup> The terms contained herein which are defined in the following footnotes apply to all disclosure categories unless otherwise indicated.

<sup>ii</sup> “**Income**” (a) “Income” means, except as provided in subdivision (b), a payment received, including but not limited to any salary, wage, advance, dividend, interest, rent, proceeds from any sale, gift, including any gift of food or beverage, loan, forgiveness or payment of indebtedness received by the filer, reimbursement for expenses, per diem, or contribution to an insurance or pension program paid by any person other than an employer, and including any community property interest in the income of a spouse. Income also includes an outstanding loan. Income of an individual also includes a pro rata share of any income of any business entity or trust in which the individual or spouse owns, directly, indirectly or beneficially, a 10-percent interest or greater. “Income,” other than a gift, does not include income received from any source outside the jurisdiction and not doing business within the jurisdiction, not planning to do business within the jurisdiction, or not having done business within the jurisdiction during the two years prior to the time any statement or other action is required under this title.

(b) “Income” also does not include:

- (1) Campaign contributions required to be reported under Chapter 4 (commencing with Section 84100).
- (2) Salary and reimbursement for expenses or per diem, and social security, disability, or other similar benefit payments received from a state, local, or federal government agency and reimbursement for travel expenses and per diem received from a bona fide nonprofit entity exempt from taxation under Section 501(c)(3) of the Internal Revenue Code.
- (3) Any devise or inheritance.
- (4) Interest, dividends, or premiums on a time or demand deposit in a financial institution, shares in a credit union or any insurance policy, payments received under any insurance policy, or any bond or other debt instrument issued by any government or government agency.
- (5) Dividends, interest, or any other return on a security which is registered with the Securities and Exchange Commission of the United States government or a commodity future registered with the Commodity Futures Trading Commission of the United States government, except proceeds from the sale of these securities and commodities futures.
- (6) Redemption of a mutual fund.
- (7) Alimony or child support payments.
- (8) Any loan or loans from a commercial lending institution which are made in the lender's regular course of business on terms available to members of the public without regard to official status.
- (9) Any loan from or payments received on a loan made to an individual's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, uncle, aunt, or first cousin, or the spouse of any such person, provided that a loan or loan payment received from any such person shall be considered income if the individual is acting as an agent or intermediary for any person not covered by this paragraph.
- (10) Any indebtedness created as part of a retail installment or credit card transaction if made in the lender's regular course of business on terms available to members of the public without regard to official status.
- (11) Payments received under a defined benefit pension plan qualified under Internal Revenue Code Section 401(a).
- (12) Proceeds from the sale of securities registered with the Securities and Exchange Commission of the United States government or from the sale of commodities futures registered with the Commodity Futures Trading Commission of the United States government if the filer sells the securities or the commodities futures on a stock or commodities exchange and does not know or have reason to know the identity of the purchaser.

## APPENDIX B

### Disclosure Categories

Government Code section 82034<sup>iii</sup>, (iii) interests in real property as defined in Government Code section 82033<sup>iv</sup>, and (iv) all business positions as defined in the California Code of Regulations, section 18730, Subsection (b)(7)(D)<sup>v</sup>.

CATEGORY 2. Persons in this category shall disclose (i) all income including gifts, loans and travel payments as defined in Government Code section 82030, (ii) all investments as defined in Government Code section 82034, (iii) interests in real property as defined in Government Code section 82033, and (iv) all business positions as defined in Title 2 of the California Code of Regulations, section 18730, Subsection (b)(7)(D). Gifts for purposes of this category shall not include gifts received from any source outside the jurisdiction and not doing business within the jurisdiction, not planning to do business within the jurisdiction, or not having done business within the jurisdiction during the previous two calendar years.

CATEGORY 3. Persons in this category shall disclose (i) all income including gifts, loans and travel payments as defined in Government Code section 82030, (ii) all investments as defined in Government Code section 82034, and (iii) all business positions as defined in Title 2 of the California Code of Regulations, section 18730, Subsection (b)(7)(D) from sources that are

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<sup>iii</sup> “Investment” “Investment” means any financial interest in or security issued by a business entity, including but not limited to common stock, preferred stock, rights, warrants, options, debt instruments and any partnership or other ownership interest owned directly, indirectly or beneficially by the public official, or other filer, or their immediate family, if the business entity or any parent, subsidiary or otherwise related business entity has an interest in real property in the jurisdiction, or does business or plans to do business in the jurisdiction, or has done business within the jurisdiction at any time during the two years prior to the time any statement or other action is required under this title. No asset shall be deemed an investment unless its fair market value equals or exceeds two thousand dollars (\$ 2,000). The term “investment” does not include a time or demand deposit in a financial institution, shares in a credit union, any insurance policy, interest in a diversified mutual fund registered with the Securities and Exchange Commission under the Investment Company Act of 1940 or a common trust fund which is created pursuant to Section 1564 of the Financial Code, or any bond or other debt instrument issued by any government or government agency. Investments of an individual includes a pro rata share of investments of any business entity, mutual fund, or trust in which the individual or immediate family owns, directly, indirectly or beneficially, a 10-percent interest or greater. The term “parent, subsidiary or otherwise related business entity” shall be specifically defined by regulations of the commission.

<sup>iv</sup> “Interest in real property” “Interest in real property” includes any leasehold, beneficial or ownership interest or an option to acquire such an interest in real property located in the jurisdiction owned directly, indirectly or beneficially by the public official, or other filer, or their immediate family if the fair market value of the interest is two thousand dollars (\$ 2,000) or more. Interests in real property of an individual includes a pro rata share of interests in real property of any business entity or trust in which the individual or immediate family owns, directly, indirectly or beneficially, a 10-percent interest or greater.

<sup>v</sup> “Business Position Disclosure” When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which the designated employee is a director, officer, partner, trustee, employee, or in which the designated employee holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.

## **APPENDIX B**

### **Disclosure Categories**

subject to the regulatory, permit or licensing authority of, or have an application for a license or permit pending before, the Department to which the person is assigned.

CATEGORY 4. Persons in this category shall disclose (i) all income including gifts, loans and travel payments as defined in Government Code section 82030, (ii) all investments as defined in Government Code section 82034, and (iii) all business positions as defined in Title 2 of the California Code of Regulations, section 18730, Subsection (b)(7)(D). Income for purposes of this category shall not include income received from any source outside the jurisdiction and not doing business within the jurisdiction, not planning to do business within the jurisdiction, or not having done business within the jurisdiction during the previous two calendar years.

CATEGORY 5. Persons in this category shall disclose (i) all income including gifts, loans and travel payments as defined in Government Code section 82030, (ii) all investments as defined in Government Code section 82034, and (iii) all business positions as defined in Title 2 of the California Code of Regulations, section 18730, Subsection (b)(7)(D) from sources that provides, or contracts with the County or its Purchasing Agent to provide, or may foreseeably provide, goods, services, supplies, materials, machinery or equipment to Napa County, or has contracted with the County or its Purchasing Agent to supply goods, services, supplies, materials, machinery or equipment within the last two calendar years.

CATEGORY 6. Persons in this category shall disclose (i) all income including gifts, loans and travel payments as defined in Government Code section 82030, (ii) all investments as defined in Government Code section 82034, and (iii) all business positions as defined in Title 2 of the California Code of Regulations, section 18730, Subsection (b)(7)(D) from sources that provide, or contracts with the County to provide, or may foreseeably provide, goods, services, supplies, materials, machinery or equipment to the Department to which the person is assigned, or within the previous two calendar years has contracted with the County to supply goods, services, supplies, materials, machinery or equipment to the Department to which the person is assigned.

CATEGORY 7. Persons in this category shall disclose all interests in real property located inside the geographic boundaries of the County of Napa, or located within two miles of the geographic boundaries of the County of Napa.