

# **TOWN OF YOUNTVILLE CONFLICT OF INTEREST CODE**

## **APPENDIX “A”**

“Public Official at any level of state or local government” means a member, officer, employee, or consultant of a state or local government agency. The term “public official” also includes individuals who perform the same or substantially the same duties as an individual holding an office or a position listed in Government Code Section 87200, including “other public officials who manage public investments” as that term is defined in 2 Cal. Code of Regs. Section 18700.3.

- (1) “Member” shall include, but not be limited to, salaried or unsalaried members of boards or commissions with decision-making authority. A board or commission possesses decision-making authority whenever:

- (A) It may make a final governmental decision;
- (B) It may compel a governmental decision, or it may prevent a governmental decision either by reason of an exclusive power to initiate the decision or by reason of a veto which may not be overridden; or
- (C) It makes substantive recommendations, which are, and over an extended period of time have been, regularly approved without significant amendment or modification by another public official or governmental agency.

- (2) A “designated employee” is an officer, employee, member or consultant of an agency whose position is designated in the code because the position entails the making or participation in the making of governmental decisions which may foreseeable have a material effect on any financial interest. (*Government Code Section 82019*)

- (A) *Making* a governmental decision means the person:

- 1. Votes on a matter;
- 2. Appoints a person;
- 3. Obligates or commits his or her agency to any course of action; or
- 4. Enters into any contractual agreement on behalf of his or her agency.

- (B) *Participating in the making* of a decision, means the person:

- 1. Negotiates, without significant substantive review, with a governmental entity or private person regarding the decision; or
- 2. Advises or makes recommendations to the decision-maker by conducting research or an investigation, preparing or presenting a report, analysis or opinion which requires the exercise of judgment on the part of the employee and the employee is attempting to influence the decision.

The term “designated employee” does not include:

- Public officials specified in Government Code Section 87200:
  - Planning Commissioners
  - Councilmembers
  - Mayors
  - City Managers
  - City Attorneys
  - City Treasurers

Other City, County and Local Agency Public Officials who manage public investments

- Solely clerical, ministerial or manual positions
- Unsalaries members of boards or commissions, which are solely advisory

(C) "Consultant" means an individual whom, pursuant to a contract with a state or local government agency:

Makes a governmental decision whether to:

1. Approve a rate, rule, or regulation;
2. Adopt or enforce a law;
3. Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order or similar authorization or entitlement;
4. Authorize the agency to enter into, modify, or renew a contract provided it is the type of contract, which requires agency approval;
5. Grant agency approval to a contract which requires agency approval and in which the agency is a party or to the specifications for such a contract;
6. Grant agency approval to a plan, design, report, study, or similar item;
7. Adopt, or grant agency approval of, policies, standards, or guidelines for the agency or for any subdivision thereof; or
8. Serves in a staff capacity with the agency and in that capacity perform the same or substantially all the same duties for the agency that would otherwise be performed by an individual holding a position specified in the agency's Conflict of Interest Code.

(D) The Town Manager or his/her designee may determine in writing that a particular consultant is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Town Manager or his/her designee's determination is a public record and shall be retained for public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

**TOWN OF YOUNTVILLE  
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**APPENDIX "A"**

The following is a listing of those persons who are required to submit Statements of Economic Interests pursuant to the Political Reform Act of 1974, as amended:

**Public Officials required to file Form 700:**

87100 & 87200 Filers\*

**Disclosure Category**

Category 1

Mayor  
Town Council  
Town Manager  
Town Attorney  
Administrative Services Director

\*Originals forwarded to FPPC; file copy retained with Town

**Members Required to File Form 700:**

**Town Boards:**

Housing Authority of the Town of Yountville  
Parking Authority of the Town of Yountville  
Finance Authority of the Town of Yountville  
Zoning & Design Review Board Commissioners  
Parks and Recreation Advisory Commission  
Yountville Arts Commission  
Town of Yountville Community Foundation  
Workforce and Affordable Housing Committee (Measure S)

**Commissions, Committees and Boards** *(May be required to file directly with agency)*

Napa County City Selection Committee  
Napa County Flood Control and Water Conservation District Board  
Napa Valley Transportation Authority (formerly Napa County Transportation & Planning Agency)  
NVRTA Active Transportation Advisory Committee  
Upper Valley Waste Management Authority  
PARSAC  
Countywide Measure A Financial Oversight Committee  
Napa County League of Governments (NCLOG)  
Napa County Youth Opportunities Commission  
Napa County Local Food Advisory Council

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The following is a listing of those persons who are required to submit Statements of Economic Interests pursuant to the Political Reform Act of 1974, as amended:

**List of Designated Town Employees Required to File Form 700:**

<b>Department</b>	<b>Position</b>	<b>Disclosure Category</b>
Administration	Town Manager	1, 2
	Town Attorney	1, 2
	Administrative Services Director	1, 2
	Communications Director/ Town Clerk	2, 6, 7
	Financial Analyst/Accountant	2, 6, 7
	Deputy Town Clerk/ Records Coordinator	2, 6, 7
	Code Compliance Officer	2, 6, 7
	Information System Administrator	2, 6, 7
Planning	Planning Director	1, 2
	Building Official	1, 2
	Management Analyst I/II	1, 2
	Assistant Planner	1, 2
Public Works	Public Works Director/Town Engineer	1, 2
	Deputy Public Works Director	1, 2
	Public Works Supervisor/Manager	2, 6, 7
	Utilities Operator Supervisor/Manager	2, 6, 7
	Management Analyst I/II	2, 6, 7
Parks & Recreation Services	Parks & Recreation Director	1, 2
	Parks & Recreation Supervisor/Manager	2, 6, 7
	Facilities & Events Specialist	2, 6, 7
Consultants*		1, 2

\* See Page 4, Section 3.C relating to consultants.

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**APPENDIX “B”**

**APPENDIX OF DISCLOSURE CATEGORIES**

**Disclosure Category Definitions**

1	All investments and sources of income.
2	All investments in real property.
3	All investments, interests in real property, and sources of income subject to the regulatory, permit, or licensing authority of the department.
4	Investments in business entities and business positions and sources of income which engage in land development, construction, or the acquisition or sale of real property
5	Interests in real property located within two miles of any land owned or used by the Town of Yountville.
6	Investments in business entities and business positions and sources of income of the type which, within the past two years, have contracted with the Town of Yountville to provide services, supplies, materials, machinery or equipment.
7	Investments in business entities and business positions and sources of income of the type which, within the past two years, have contracted with the designated employee's department to provide services, supplies, materials, machinery, or equipment.