



Agenda Date: 9/7/2016
Agenda Placement: 7C

Napa Sanitation District Board Agenda Letter

TO: Honorable Board of Directors
FROM: Cheryl P. Schuh for Timothy Healy - General Manager
NS-Administration
REPORT BY: Cheryl P. Schuh, Human Resources Officer/Clerk of the Board - 258-6003
SUBJECT: Review the District's Conflict of Interest Code

RECOMMENDATION

Review the District's Conflict of Interest Code and make staff's recommended revisions to Attachment A and Adopt Resolution Amending the Conflict of Interest Code.

EXECUTIVE SUMMARY

The Political Reform Act requires every local government agency to review its conflict of interest code biennially. Attached is our current Conflict of Interest Code Appendix A with recommended changes highlighted, and a clean copy of the Appendix A with the recommended revisions. Also attached is the completed 2016 Local Agency Biennial Notice form and the proposed Resolution Amending our Conflict of Interest Code.

It is staff's recommendation to revise Appendix A by the following:

1. Add new position of Technical Services Director, removing the Assistant General Manager/District Engineer position.
2. Add new position of Operations Services Director, removing the Plant Manager position.
3. Change Reclamation System Director to Reclamation System Manager.
4. Add position of Regular Compliance Manager, removing the Laboratory Supervisor position.
5. Add new position of Asset Management Analyst II.

Staff recommends no changes to attached Appendix B.

FISCAL IMPACT

Is there a Fiscal Impact? No

ENVIRONMENTAL IMPACT

None.

BACKGROUND AND DISCUSSION

None.

SUPPORTING DOCUMENTS

- A . Current Appendix A with Redlined Changes
- B . Revised Appendix A
- C . Appendix B
- D . Resolution Approving Conflict of Interest
- E . 2016 Local Agency Biennial Notice

Napa Sanitation District: Approve

Reviewed By: Timothy Healy