



## **PUBLIC CABLE TELEVISION AUTHORITY**

**A Joint Powers Agency of the Cities of Fountain Valley, Stanton, and Westminster**  
7800 Katella Avenue, Stanton, CA 90680

### ***REGULAR MEETING AGENDA***

**October 16, 2024**

**9:00 A.M.**

**MEETING LOCATION:** Stanton City Hall, City Council Chambers  
7800 Katella Avenue Stanton, CA 90680

IN ACCORDANCE WITH THE REQUIREMENTS OF CALIFORNIA GOVERNMENT CODE SECTION 54954.2, THIS AGENDA IS POSTED NOT LESS THAN 72 HOURS PRIOR TO THE MEETING DATE AND TIME ABOVE. ALL WRITTEN MATERIALS RELATING TO EACH AGENDA ITEM ARE AVAILABLE FOR PUBLIC INSPECTION IN THE OFFICE OF THE CITY CLERK OF EACH MEMBER CITY OF PCTA:

Fountain Valley City Hall, 10200 Slater Avenue, Fountain Valley, CA 92708  
Stanton City Hall, 7800 Katella Avenue, Stanton, CA 90680  
Westminster City Hall, 8200 Westminster Boulevard, Westminster, CA 92683

ALL AGENDAS, NOTICES, AND RELATED DOCUMENTS CAN BE ACCESSED ONLINE AT:  
<https://www.fountainvalley.gov/599/Public-Cable-Television-Authority>.

IN THE EVENT ANY MATTER NOT LISTED ON THIS AGENDA IS PROPOSED TO BE SUBMITTED TO THE BOARD FOR DISCUSSION AND/OR ACTION, IT WILL BE DONE IN COMPLIANCE WITH BROWN ACT REQUIREMENTS.

### **ORDER OF BUSINESS:**

1. Call to Order
2. Pledge of Allegiance & Roll Call
3. Public Comments: Persons wishing to address the Board on PCTA matters may as determined by the Chair; comments are limited to three minutes or deferred until the specific agenda item.
4. Consent Calendar: All matters listed under the Consent Calendar are considered to be routine and will be enacted on simultaneously with one motion without discussion, unless separate action and/or discussion is requested by a board member, staff, or a member of the public.
  - A. Minute Approval of September 18, 2024, Regular Meeting: See backup to Item 4A.
  - B. Receive/File Register: None received at time of posting.
  - C. Receive/File Treasurer's/Administrative Expenditure Reports: None received at time of posting.

5. Reports:
  - A. Report of Board
  - B. Report of Treasurer
  - C. Report of Attorney
  - D. Report of Administration
  
6. New Business
  - A. Reimbursement for City of Stanton Employee
    - i. Summary: The City of Stanton is requesting its quarterly reimbursement for City of Stanton employee Danny Hitt, related to PCTA administrative and operations support from July, 2024 to September, 2024 in the amount of \$8,107.00. (Attachment 6A)
    - ii. Recommended action: Approve reimbursement not to exceed \$8,107.00.
  
  - B. Review and adopt the Biennial Conflict of Interest Code for PCTA
    - i. Summary: The Political Reform Act of 1974, Government Code section 81000 et seq. (the “Act”) requires all public agencies to adopt and maintain a conflict of interest code establishing the rules for disclosure of personal assets and the disqualification from making or participating in the making of any decisions that may affect any personal assets designating positions and establishing disclosure categories. (Attachment 6B)
    - ii. Recommended action: It is recommended that the Board of Directors adopt Resolution No. 2024-01 approving and adopting the amended Conflict of Interest Code pursuant to the Political Reform Act of 1974.
  
  - C. Discuss Board’s interest in Staff submitting PCTA productions for industry awards and recognition
    - i. Summary: Historically, PCTA annually submitted video productions for awards and recognition. PCTA has regularly won awards for our production work year after year, and it adds to the organization’s overall credibility.
    - ii. Recommended action: Board to give approval to Staff to review and submit to the various industry awards entities and set an annual monetary amount for Staff to spend on awards submissions.
  
7. ADJOURNMENT TO November 20, 2024, at Stanton City Council Chambers, 7800 Katella Avenue, Stanton, CA 90680.



## MINUTES

**Regular Meeting of September 18, 2024**

**7800 Katella Avenue, Stanton, CA 92680**

Both Chair Shawver and Vice-Chair Ho were not present to start the meeting. Director Warren motioned to elect Director Grandis to be Acting-Chair, motion seconded by Director Bui.

Motion carried: 4-0

**1. Call to Order:** Acting Chair Glenn Grandis called the meeting to order at 9:05 A.M.

**2. Roll Call:**

Present: Director Glenn Grandis, City of Fountain Valley, Director Carol Warren, City of Stanton, Director NamQuan Nguyen, City of Westminster and Director Ted Bui, City of Fountain Valley

Absent: Chair David J. Shawver, City of Stanton

Excused: Vice-Chair Kimberly Ho, City of Westminster

**3. Public Comments:** None.

**4. Consent Calendar:**

Director Warren motioned to approve the Consent Calendar Seconded by Director Bui.

Motion carried by the following vote:

AYES: 4 (Warren, Grandis, Bui, Nguyen)

NOES: None

ABSTAIN: None

ABSENT: 2 (Ho, Shawver)

Motion unanimously carried 4-0

**A. Minutes Approved:** Regular Meeting of August 21, 2024.

**5. Reports:**

**A. Report of Board**

- i. Directed Warren commented on how much she enjoyed the PCTA coverage of Stanton's NNO event. Director Grandis added that PCTA has been doing a lot of good work.

**B. Report of Treasurer**

- i. None.

C. Report of Attorney

- i. None.

D. Report of Administration

- i. Staff gave update on FY2021 Audit being officially recorded and completed.

**6. New Business**

A. Reimbursement for City of Stanton

- ii. Summary: The City of Stanton is requesting its quarterly reimbursement for City of Stanton employee Danny Hitt, related to PCTA administrative and operations support in the amount of \$12,165.35. (Attachment 6A)
- iii. Recommended Action: Approve reimbursement not to exceed \$12, 165.35.

Board motioned to approve reimbursement to City of Stanton in the amount not to exceed \$12,165.35.

Motion/Second: Warren/Bui

Motion carried 4-0

B. June 19<sup>th</sup> Board meeting FY 2024-2025 Budget Workshop Review

1. FY 2024-25 Budget Presentation by Director Grandis. (Attachment 6B1)

Discuss the autonomy with which each City can spend their approved budget. (Attachment 6B2)

Board agrees to officially adopt FY 24-25 budget

Motion/Second: Grandis/Warren

Motion carried 4-0

1. Discuss the autonomy with which each City can spend their approved budget. (Attachment 6B2)

Board motions to allow each member city to decide how to spend their respective budgets.

If a member city exceeds their budget, additional funding will come from that member cities Administrative General Fund.

Motion/Second: Grandis/Bui

Motion carried 4-0

2. Discuss need for maximum reimbursement amount for Westminster Council upgrades. (Attachment 6B3)

Board motions to continue this item.

Motion/Second: Grandis/Nguyen

Motion carried 4-0

\*Chair Shawver arrived for the meeting at 9:14am

3. Discuss capital purchases / Westminster lift purchase vs. rent. (Attachment 6B4)  
Board motions to continue this item while staff gathers drone pilot cost information.

Motion/Second: Shawver/Warren  
Motion carried 5-0

4. Discuss possibility of creating a Capital Improvement Fund. (Attachment 6B5)  
Board updates on July 17<sup>th</sup> Board meeting action.

6. Discuss protocol for compiling an approved vendor/contractor list. (Attachment 6B6)  
Board agrees current process is sufficient. No action needed.

7. Discuss rate structure for contractors. (Attachment 6B7)  
Board motions to increase contractor rate to \$40 per hour, with a three-hour time guarantee, and to increase the editor rates as recommended by staff.

\*Director Grandis left right before roll call vote

Motion/Second: Shawver/Nguyen  
Motion carried by the following roll call vote:

|                 |     |
|-----------------|-----|
| Director Nguyen | YES |
| Director Warren | YES |
| Director Bui    | YES |
| Chair Shawver   | YES |

Motion carried 4-0

8. Discuss the potential to rent out the Production Truck to increase PCTA revenues.  
(Attachment 6B8)

Board recommends renting the production truck for a minimum starting price of \$1,500 per day, plus the cost of a PCTA engineer and PCTA contractor for the day. No vote taken.

**7. Adjournment: 10:06 A.M.**

To the next regularly scheduled meeting, October 16, 2024, at 9:00 A.M. at Stanton City Hall, Council Chambers, 7800 Katella Avenue, Stanton, CA 90680.

Attachment 6B



|           |            |
|-----------|------------|
| DATE      | INVOICE NO |
| 9/30/2024 | 0000473    |

|   |
|---|
| <b>BILL TO</b>  |
| Public Cable Television Authority<br>10350 Fern Avenue<br>Stanton, CA 90680 |

| DESCRIPTION                                     | QUANTITY | EFFECTIVE RATE | AMOUNT          | DISCOUNT    | CREDIT      | DUE DATE         |                 |
|---|----------|----------------|-----------------|-------------|-------------|------------------|-----------------|
|   |          |                |                 |             |             | Due Upon Receipt | BALANCE         |
| PREVIOUS OUTSTANDING BALANCE                    |          |                |                 |             |             |                  | 12,165.35       |
| July 2024 - September 2024 Staff Reimbursement: |          |                |                 |             |             |                  |                 |
| PCTA Reimbursement                              | 1.00     | 7,390.29       | 7,390.29        | 0.00        | 0.00        |                  | 7,390.29        |
| PCTA PEG  | 1.00     | 716.71         | 716.71          | 0.00        | 0.00        |                  | 716.71          |
| <b>INVOICE TOTAL:</b>                           |          |                | <b>8,107.00</b> | <b>0.00</b> | <b>0.00</b> |                  | <b>8,107.00</b> |

PLEASE DETACH BOTTOM PORTION & REMIT WITH YOUR PAYMENT

For questions please contact us at (714) 379-9222

Customer Name: Public Cable Television Authority  
 Customer No: 008308  
 Account No: 0000140 - Reimbursement for staff time and other expenses

|                  |            |
|------------------|------------|
| DUE DATE         | INVOICE NO |
| Due Upon Receipt | 0000473    |

**Please remit payment by the due date to:**

City of Stanton  
7800 Katella Avenue  
Stanton, CA 90680-3162

|                   |           |
|-------------------|-----------|
| Previous Balance: | 12,165.35 |
| Invoice Total:    | 8,107.00  |
| Discounts:        | 0.00      |
| Credit Applied:   | 0.00      |
| Ending Balance:   | 20,272.35 |

**INVOICE BALANCE: \$8,107.00**  
**AMOUNT PAID: \_\_\_\_\_**

# Accounts Receivable

## Invoices Proof List - Detail

User: VHolguin@StantonCA.gov  
 Printed: 10/02/2024 - 2:18 PM  
 Batch: 00004.09.2024



| Tran Group    | Invoice No | Tran Date<br>Fee Code | Customer Name<br>Debit Account    | Credit Account  | Account No | Tran Description<br>Detail Description         | Amount          |
|---------------|------------|-----------------------|-----------------------------------|-----------------|------------|--|-----------------|
| 605           | 0000473    | 9/30/2024             | Public Cable Television Authority |                 | 0000140    | July 2024 - September 2024 Staff Reimbursement | 8,107.00        |
|               |            | PCTA                  | 103-0000-123100                   | 103-0000-437135 |            | PCTA Reimbursement                             | 7,390.29        |
|               |            | PCTA                  | 103-0000-123100                   | 103-0000-437135 |            | PCTA PEG                                       | 716.71          |
| <b>Total:</b> |            |                       |                                   |                 |            |  | <b>8,107.00</b> |

# Accounts Receivable

Attachment 6B



## GL Distribution Report

User: VHolguin@StantonCA.gov  
Printed: 10/02/2024 - 2:18PM  
Batch: 00004.09.2024  
JE Date: 09/30/2024

| Section 1               | Account              | Description           | DR Amount | CR Amount |
|-------------------------|----------------------|-----------------------|-----------|-----------|
| 103 PCTA Administration |                      |                       |           |           |
|                         | 103-0000-123100      | Accounts Receivable   | 7,390.29  | 0.00      |
|                         | 103-0000-123100      | Accounts Receivable   | 716.71    | 0.00      |
|                         | 103-0000-437135      | Expense Reimbursement | 0.00      | 716.71    |
|                         | 103-0000-437135      | Expense Reimbursement | 0.00      | 7,390.29  |
|                         |                      |                       | <hr/>     | <hr/>     |
|                         | Section 1 103 Totals |                       | 8,107.00  | 8,107.00  |
|                         |                      |                       | <hr/>     | <hr/>     |
|                         | Report Totals:       |                       | 8,107.00  | 8,107.00  |
|                         |                      |                       | <hr/>     | <hr/>     |

# Project Management

Attachment 6B



## Task 2 Label Detail By Project Label

User: VHolguin@StantonCA.gov

Printed: 10/2/2024 - 1:48 PM

| Label         | Code          | Description    |             |               |              |                    |                  |  |                       |                       |
|---------------|---------------|----------------|-------------|---------------|--------------|--------------------|------------------|--|-----------------------|-----------------------|
| Project Label | OTHER         | Other Projects |             |               |              |                    |                  |  |                       |                       |
|               | 2024-604      | PCTA-PEG       |             |               |              |                    |                  |  |                       |                       |
| <u>Date</u>   | <u>Amount</u> | <u>ALFRE</u>   | <u>LEMS</u> | <u>System</u> | <u>Hours</u> | <u>Description</u> | <u>Reference</u> | <u>Line Item Description</u>                               | <u>Revenue Amount</u> | <u>Expense Amount</u> |
| 08/23/2024    | 332.76        | Expense        | S           | AP            | 0.00         | USB3019            | US BANK          | Adobe Pro & Creative Cloud Apps for PCTA/JUL-2024(partial) | 0.00                  | 332.76                |
| 09/17/2024    | 383.95        | Expense        | S           | GL            | 0.00         |                    | 2025-03-112      | Adobe Pro & Creative Cloud Apps for PCTA/AUG-2024          | 0.00                  | 383.95                |
| Service       | Totals:       |                |             |               | 716.71       |                    |                  |  |                       |                       |
|               |               | PCTA-PEG       |             |               |              |                    | Totals:          |  | 0.00                  | 716.71                |
|               |               |                |             |               |              |                    | Total Amount:    |  | 0.00                  | 716.71                |

# Project Management

Attachment 6B



## Task 2 Label Detail By Project Label

User: VHolguin@StantonCA.gov  
 Printed: 10/2/2024 - 1:50 PM

| Label         | Code     | Description    |      |                |          |             |             |  |                |                |
|---------------|----------|----------------|------|----------------|----------|-------------|-------------|--|----------------|----------------|
| Project Label | OTHER    | Other Projects |      |                |          |             |             |  |                |                |
|               | 2024-605 | PCTA-FRANCHISE |      |                |          |             |             |  |                |                |
| Date          | Amount   | ALFRE          | LEMS | System         | Hours    | Description | Reference   | Line Item Description                    | Revenue Amount | Expense Amount |
| 07/18/2024    | 12.15    | Expense        | L    | PR             | 0.00     | HitD        | Hitt        | HitD Employee Benefit                    | 0.00           | 12.15          |
| 07/18/2024    | 838.20   | Expense        | L    | PR             | 24.50    | HitD        | Hitt        | HitD Employee Gross                      | 0.00           | 838.20         |
| 07/31/2024    | 14.75    | Expense        | L    | PR             | 0.00     | HitD        | Hitt        | UAL AND ADMIN OH-JUL 2024                | 0.00           | 14.75          |
| 07/31/2024    | 1.14     | Expense        | L    | PR             | 0.00     | HitD        | Hitt        | UAL AND ADMIN OH-JUL 2024                | 0.00           | 1.14           |
| 08/01/2024    | 16.37    | Expense        | L    | PR             | 0.00     | HitD        | Hitt        | HitD Employee Benefit                    | 0.00           | 16.37          |
| 08/01/2024    | 1,129.01 | Expense        | L    | PR             | 33.00    | HitD        | Hitt        | HitD Employee Gross                      | 0.00           | 1,129.01       |
| 08/15/2024    | 17.36    | Expense        | L    | PR             | 0.00     | HitD        | Hitt        | HitD Employee Benefit                    | 0.00           | 17.36          |
| 08/15/2024    | 1,197.43 | Expense        | L    | PR             | 35.00    | HitD        | Hitt        | HitD Employee Gross                      | 0.00           | 1,197.43       |
| 08/29/2024    | 17.61    | Expense        | L    | PR             | 0.00     | HitD        | Hitt        | HitD Employee Benefit                    | 0.00           | 17.61          |
| 08/29/2024    | 1,214.54 | Expense        | L    | PR             | 35.50    | HitD        | Hitt        | HitD Employee Gross                      | 0.00           | 1,214.54       |
| 08/31/2024    | 4.81     | Expense        | L    | PR             | 0.00     | HitD        | Hitt        | UAL AND ADMIN OH-AUG 2024                | 0.00           | 4.81           |
| 08/31/2024    | 62.32    | Expense        | L    | PR             | 0.00     | HitD        | Hitt        | UAL AND ADMIN OH-AUG 2024                | 0.00           | 62.32          |
| 08/31/2024    | 0.69     | Expense        | M    | GL             | 0.00     |             | 156-02-2025 | Rec Postage Distribution for August 2024 | 0.00           | 0.69           |
| 09/12/2024    | 18.60    | Expense        | L    | PR             | 0.00     | HitD        | Hitt        | HitD Employee Benefit                    | 0.00           | 18.60          |
| 09/12/2024    | 1,282.96 | Expense        | L    | PR             | 37.50    | HitD        | Hitt        | HitD Employee Gross                      | 0.00           | 1,282.96       |
| 09/26/2024    | 1,488.24 | Expense        | L    | PR             | 43.50    | HitD        | Hitt        | HitD Employee Gross                      | 0.00           | 1,488.24       |
| 09/26/2024    | 21.58    | Expense        | L    | PR             | 0.00     | HitD        | Hitt        | HitD Employee Benefit                    | 0.00           | 21.58          |
| 09/30/2024    | 3.76     | Expense        | L    | PR             | 0.00     | HitD        | Hitt        | UAL AND ADMIN OH-SEP 2024                | 0.00           | 3.76           |
| 09/30/2024    | 48.77    | Expense        | L    | PR             | 0.00     | HitD        | Hitt        | UAL AND ADMIN OH-SEP 2024                | 0.00           | 48.77          |
| Labor         | Totals:  |                |      |                | 8,695.29 |             |             |  |                |                |
|               |          |                |      | PCTA-FRANCHISE |          |             |             | Totals:                                  | 0.00           | 7,390.29       |
|               |          |                |      |                |          |             |             | Total Amount:                            | 0.00           | 7,390.29       |

**STAFF REPORT**

**DATE:** October 16, 2024  
**To:** MEMBERS OF THE BOARD OF DIRECTORS, PUBLIC  
CABLE TELEVISION AUTHORITY  
**FROM:** Danny Hitt  
**SUBJECT:** ADOPTION OF THE CONFLICT OF INTEREST CODE  
PURSUANT TO THE POLITICAL REFORM ACT OF 1974

**RECOMMENDED ACTION**

It is recommended that the Board of Directors adopt *Resolution No. 2024-01* approving and adopting the amended Conflict of Interest Code pursuant to the Political Reform Act of 1974.

**SUMMARY**

The Political Reform Act of 1974, Government Code section 81000 et seq. (the "Act"), requires all public agencies to adopt and maintain a conflict of interest code establishing the rules for disclosure of personal assets and the disqualification from making or participating in the making of any decisions that may affect any personal assets designating positions and establishing disclosure categories.

Attached is a final of the proposed Code shows that the Authority needs to formally adopt the Standard Conflict of Interest Code provided by the Fair Political Practices Commission (FPPC) which incorporates 2 Cal. Code of Regs. Section 18730 by reference as the provisions of the Code, declares officials that manage the investment of public funds, lists all positions required to be designated in the Code, including Consultants and New Positions, and establishes a list of disclosure categories for assignment to designated positions and consultants based on the duties of each position.

Attachment:

- A. Resolution No. 2024-01
- B. Proposed Conflict of Interest Code

## RESOLUTION NO. 2024-01

### RESOLUTION OF THE BOARD OF DIRECTORS OF THE PUBLIC CABLE TELEVISION AUTHORITY ADOPTING A CONFLICT OF INTEREST CODE PURSUANT TO THE POLITICAL REFORM ACT OF 1974

**WHEREAS**, the State of California enacted the Political Reform Act of 1974, Government Code Section 81000 et seq. (the “Act”), which contains provisions relating to conflicts of interest which potentially affect all officers, employees and consultants of the Public Cable Television Authority (the “Authority”) and requires all public agencies to adopt and promulgate a Conflict of Interest Code; and

**WHEREAS**, the Board of Directors adopts a Conflict of Interest Code (the “Code”) which was proposed on October 16, 2024, in compliance with the Act; and

**WHEREAS**, the potential penalties for violation of the provisions of the Act are substantial and may include criminal and civil liability, as well as equitable relief which could result in the Authority being restrained or prevented from acting in cases where the provisions of the Act may have been violated; and

**WHEREAS**, notice of the time and place of a public meeting on, and of consideration by the Board of Directors of the Authority, the proposed Conflict of Interest Code was provided to each designated employee and publicly posted for review at the offices of the Authority; and

**WHEREAS**, a public meeting was held upon the proposed Conflict of Interest Code at a regular meeting of the Board of Directors on October 16, 2024, at which all present were given an opportunity to be heard on the proposed Conflict of Interest Code.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Public Cable Television Authority that the Board of Directors does hereby adopt the proposed Conflict of Interest Code, a copy of which is attached hereto and shall be on file with the filing officer, and available to the public for inspection and copying during regular business hours;

**BE IT FURTHER RESOLVED** that the said Conflict of Interest Code shall be submitted to the Board of Supervisors of the County of Orange for approval and said Code shall become effective 30 days after the Board of Supervisors approves the proposed Conflict of Interest Code as submitted.

**APPROVED AND ADOPTED** this 16<sup>th</sup> day of October, 2024.

\_\_\_\_\_  
David J. Shawver, Chairman

ATTEST:

I, Danny Hitt, Secretary of the Public Cable Television Authority, DO HEREBY CERTIFY that the foregoing Resolution, being Resolution No. 2024-01 has been duly signed by the Chairman and attested by the Secretary, all at a regular meeting of the Public Cable Television Authority, held on October 16, 2024, and that the same was adopted, signed and approved by the following vote to wit:

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

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

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

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

\_\_\_\_\_  
Danny Hitt, Secretary

# **CONFLICT OF INTEREST CODE OF THE PUBLIC CABLE TELEVISION AUTHORITY**

**(Adopted October 16, 2024)**

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regulations section 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 California Code of Regulations section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendix designating positions and establishing disclosure categories, shall constitute the conflict of interest code of the **Public Cable Television Authority** ("**Authority**").

All officials and designated positions shall file their statements of economic interests with the Clerk as the Authority's Filing Officer/Official. The Clerk shall make and retain a copy of all statements filed by the Board of Directors and forward the originals of such statements to the Clerk of the Board of Supervisors of the County of Orange. The Clerk shall retain the original statements filed by all other officials and designated positions and will make all retained statements available for public inspection and reproduction during regular business hours. (Gov. Code § 81008.)

# APPENDIX

## CONFLICT OF INTEREST CODE

### OF THE

## PUBLIC CABLE TELEVISION AUTHORITY

### PART "A"

#### OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

Authority Officials who manage public investments, as defined by 2 Cal. Code of Regs. § 18700.3(b), are NOT subject to the Authority's Code, but must file disclosure statements under Government Code Section 87200 et seq. [Regs. § 18730(b)(3)] These positions are listed here for informational purposes only.

It has been determined that the positions listed below are officials who manage public investments<sup>1</sup>:

Members of the Board of Directors and their Alternates

Executive Director

---

<sup>1</sup> Individuals holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by Government Code Section 87200.

# DESIGNATED POSITIONS

## GOVERNED BY THE CONFLICT OF INTEREST CODE

| <u>DESIGNATED POSITIONS'</u><br><u>TITLE OR FUNCTION</u> | <u>DISCLOSURE CATEGORIES</u><br><u>ASSIGNED</u> |
|--|---|
| Legal Counsel  | 1, 2  |
| Supervising Liaison                                      | 5   |

Consultants and New Positions<sup>2</sup>

---

<sup>2</sup> Individuals providing services as a Consultant defined in Regulation 18700.3, or in a new position created since this Code was last approved that makes or participates in making decisions, as identified in Reg. 18734, shall disclose pursuant to the broadest disclosure category in this Code subject to the following limitation:

The Executive Director may determine that due to the range of duties or contractual obligations, it is more appropriate to assign a limited disclosure requirement. A clear explanation of the duties and a statement of the extent of the disclosure requirements must be in a written document. (Gov. Code Sec. 82019; FPPC Regulations 18219 and 18734.) The Executive Director's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code. (Gov. Code Sec. 81008.)

# **PART “B”**

## **DISCLOSURE CATEGORIES**

The disclosure categories listed below identify the types of economic interests that the designated position must disclose for each disclosure category to which the designated is assigned.<sup>3</sup> Such economic interests are reportable if they are either located in or doing business in the jurisdiction, are planning to do business in the jurisdiction, or have done business during the previous two years in the jurisdiction of the Authority.

Category 1: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that are located in, do business in, or own real property within the jurisdiction of the Authority.

Category 2: All interests in real property which is located in whole or in part within, or not more than two (2) miles outside, the jurisdiction of the Authority, including any leasehold, beneficial or ownership interest or option to acquire property.

Category 3: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that are engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of the Authority.

Category 4: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type utilized by the Authority.

Category 5: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by the Designated Position’s Department.

---

<sup>3</sup> This Conflict of Interest Code does not require the reporting of gifts from outside this agency’s jurisdiction if the source does not have some connection with or bearing upon the functions or duties of the position. (Reg. 18730.1)