



**VENTURA COUNTY TRANSPORTATION COMMISSION
AIRPORT LAND USE COMMISSION
SERVICE AUTHORITY FOR FREEWAY EMERGENCIES
CONSOLIDATED TRANSPORTATION SERVICES AGENCY
CONGESTION MANAGEMENT AGENCY**
www.goventura.org

SPECIAL MEETING AGENDA

**CAMARILLO CITY HALL
601 CARMEN DRIVE
CAMARILLO, CA
FRIDAY, OCTOBER 3, 2014
9:01 AM**

In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if special assistance is needed to participate in a Commission meeting, please contact the Clerk of the Board at (805) 642-1591 ext 101. Notification of at least 48 hours prior to meeting time will assist staff in assuring that reasonable arrangements can be made to provide accessibility at the meeting.

NOTICE IS HEREBY GIVEN, pursuant to Section 54956 of the Government Code of the State of California, the Ventura County Transportation Commission, Airport Land Use Commission, Service Authority for Freeway Emergencies, Consolidated Transportation Services Agency, and Congestion Management Agency will hold a Special Meeting on FRIDAY, the 3rd day of October, 2014, at 9:01 am, in the Camarillo City Hall, 601 Carmen Drive, Camarillo, CA.

Purpose of the meeting:

- 1. Call to Order**
- 2. Roll Call**
- 3. Public Comments** – comments are limited to items on the Special Meeting Agenda
- 4. Resolution to update the Conflict of Interest Code to amend the list of positions required to file disclosures and to adopt an updated definition of Category 1 disclosure**
- 5. Adjournment**



October 3, 2014

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION, AIRPORT LAND USE COMMISSION, SERVICE AUTHORITY FOR FREEWAY EMERGENCIES, CONSOLIDATED TRANSPORTATION SERVICES AGENCY, AND CONGESTION MANAGEMENT AGENCY

FROM: DONNA COLE, CLERK OF COMMISSION/PUBLIC INFORMATION OFFICER

SUBJECT: RESOLUTION AMENDING CONFLICT OF INTEREST CODE TO EXPAND LIST OF POSITIONS REQUIRED TO FILE DISCLOSURES AND UPDATING DEFINITION OF CATEGORY 1 DISCLOSURES

RECOMMENDATION

- Approve the resolution amending the Conflict of Interest Code to expand the list of positions required to file disclosures and to update the definition of Category 1 disclosures.

DISCUSSION

Under the Political Reform Act, Public entities are required to periodically update their conflict of interest codes. Pursuant to this periodic update, three (3) additional positions are being added to the list of positions required to file disclosures. The three (3) positions are Program Manager TDM, Program Manager Transit Contracts, Program Manager GoVentura Services. Further, the definition of a Category 1 disclosure is being updated to reflect recent changes in state law. The new definition is substantially similar to the previous definition, but is slightly more expansive. The General Counsel recommended that this item be considered at a special meeting to allow for submission of the final resolution to the County close to the requested deadline of October 1, 2014.

RESOLUTION NO. 2014-10

**A JOINT RESOLUTION OF THE VENTURA COUNTY
TRANSPORTATION COMMISSION, THE VENTURA
COUNTY AIRPORT LAND USE COMMISSION, THE
VENTURA COUNTY SERVICE AUTHORITY FOR FREEWAY
EMERGENCIES, THE CONSOLIDATED TRANSPORTATION
SERVICES AGENCY FOR VENTURA COUNTY AND THE
VENTURA COUNTY CONGESTION MANAGEMENT
AGENCY RESCINDING RESOLUTION 12-10 AND
ADOPTING AN AMENDED CONFLICT OF INTEREST CODE
FOR SAID ORGANIZATIONS**

THE VENTURA COUNTY TRANSPORTATION COMMISSION ("VCTC"), THE VENTURA COUNTY AIRPORT LAND USE COMMISSION ("ALUC"), THE VENTURA COUNTY SERVICE AUTHORITY FOR FREEWAY EMERGENCIES ("SAFE"), THE CONSOLIDATED TRANSPORTATION SERVICES AGENCY FOR VENTURA COUNTY ("CTSA") AND THE VENTURA COUNTY CONGESTION MANAGEMENT AGENCY ("CMP") (hereafter, collectively referred to as "VCTC Agencies"), do hereby resolve as follows:

WHEREAS, the Fair Political Practices Commission has adopted a regulation (Cal. Admin. Code. Title 2, §18730) which contains the terms of a standard conflict of interest code which can be incorporated by reference, and which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearing; and

WHEREAS, the VCTC Agencies wish to continue to operate with a Conflict of Interest Code which incorporates the standard conflict of interest code approved by the Fair Political Practices Commission;

NOW, THEREFORE, THE VCTC AGENCIES HEREBY DECLARE, DETERMINE AND RESOLVE AS FOLLOWS:

- I. To the extent amended on Appendix A to Exhibit 1 hereto, the standard Conflict of Interest Code attached to this Resolution and incorporated herein as Exhibit 1 is hereby re-adopted.
- II. To the extent amended on Appendix B to Exhibit 1 hereto, the disclosure category definitions attached to this Resolution and incorporated herein as Exhibit 1 are hereby re-adopted.
- III. The Chair of the VCTC Agencies is hereby authorized to execute this Resolution adopting the Conflict of Interest Code incorporated herein.
- IV. The Executive Director of the VCTC Agencies shall certify the adoption of this Resolution and shall be the designated person to receive and file statements of economic interests for VCTC. Upon receipt of such statements, the Executive Director is directed to retain a copy for a period of not less than 10 years and forward the originals to the County Clerk.
- V. The Secretary of the VCTC Agencies is authorized to forward a copy of the adopted Conflict of Interest Code to the Board of Supervisors for approval and adoption.

PASSED APPROVED AND ADOPTED this _____ day of October, 2014

RALPH FERNANDEZ, Chair

ATTEST:

DARREN KETTLE,
Executive Director

APPROVED AS TO FORM:

STEVE MATTAS,
General Counsel
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**2014 CONFLICT OF INTEREST CODE FOR
VENTURA COUNTY TRANSPORTATION COMMISSION,
VENTURA COUNTY AIRPORT LAND USE COMMISSION,
VENTURA COUNTY SERVICE AUTHORITY FOR FREEWAY EMERGENCIES,
CONSOLIDATED TRANSPORTATION SERVICES
AGENCY FOR VENTURA COUNTY,
AND VENTURA COUNTY CONGESTION MANAGEMENT AGENCY
(hereafter collectively referred to as, "VCTC AGENCIES")**

The Political Reform Act, Government Code section 81000 et seq., requires local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code Regs., § 18730) which contains the terms of a standard Conflict of Interest Code, which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings.

The terms of California Code of Regulations, Title 2, Section 18730, and any amendment to the regulations duly adopted by the Fair Political Practices Commission, are hereby incorporated by reference as the Conflict of Interest Code for the VCTC AGENCIES and along with the attached Appendix A, which designates positions requiring disclosure and Appendix B, which sets forth disclosure categories for each designated position, constitute the Conflict of Interest Code of the VCTC AGENCIES holding positions designated in Appendix A shall file Form 700 Statements of Economic Interests with the Filing Officer specified for that position in Appendix A.

IN PREPARING THE FORM 700, DESIGNATED FILERS NEED ONLY DISCLOSE THOSE FINANCIAL INTERESTS FALLING WITHIN THE DISCLOSURE CATEGORIES DESIGNATED FOR THAT FILER'S POSITION AS STATED IN APPENDICES A AND B.

APPROVED AND ADOPTED this __ day of _____, 2014:

By: _____
Print Name: _____
Title: _____

APPENDIX A – DESIGNATED POSITIONS AND FILING OFFICERS

# of POSITIONS	POSITION TITLE	DISCLOSURE CATEGORIES (From Appendix B)	FILING OFFICER (Designate County Clerk of Board [COB] or Local Agency's Clerk [AC])
17	Commissioner	1	
1	Executive Director	1	
1	Finance Director	1	
1	Director of Programming	1	
1	Director of Planning and Technology	1	
1	Director of Bus Transit	1	
1	Clerk of the Board/Public Information Officer	1	
1	Program Manager TDM	1	
1	Program Manager Transit Contracts	1	
1	Program Manager GoVentura Services	1	
1 (Consultant) ¹	General Counsel	1	

APPENDIX B – DISCLOSURE CATEGORIES

The terms *italicized* below have specific meaning under the Political Reform Act. In addition, the financial interests of a spouse, domestic partner and dependent children of the public official holding the designated position may require reporting. Consult the instructions and reference pamphlet of the Form 700 for explanation.

Category 1 – BROADEST DISCLOSURE

[SEE FORM 700 SCHEDULES A-1, A-2, B, C, D and E]

- (1) All sources of *income, gifts, loans and travel payments*;
- (2) All *interests in real property*; and

¹ The disclosure, if any, required of a consultant will be determined on a case-by-case basis by the head of the agency or designee. The determination of whether a consultant has disclosure requirements should be made in writing on a Fair Political Practices Commission Form 805. The determination should include a description of the consultant's duties and based upon that description, a statement of the extent, if any, of the disclosure requirements. Each Form 805 is a public record and should be retained for public inspection either in the same manner and location as the Conflict of Interest Code, or with appropriate documentation at the location where the Conflict of Interest Code is maintained, cross-referencing to the Form 805.

- (3) All *investments* and *business positions* in *business entities*.

Category 2 – REAL PROPERTY

[SEE FORM 700 SCHEDULE B]

All *interests in real property*, including *interests in real property* held by *business entities* and trusts in which the public official holds a business position or has an *investment* or other financial interest.

Category 3 – LAND DEVELOPMENT, CONSTRUCTION AND TRANSACTION

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments*, *business positions* and sources of *income*, *gifts*, *loans* and *travel payments*, from sources which engage in land development, construction, or real property acquisition or sale.

Category 4 – PROCUREMENT

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments*, *business positions* and sources of *income*, *gifts*, *loans* and *travel payments*, from sources which provide services, supplies, materials, machinery or equipment which the designated position procures or assists in procuring on behalf of their agency or department.

Category 5 – REGULATION AND PERMITTING

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments*, *business positions* and sources of *income*, *gifts*, *loans* and *travel payments*, from sources which are subject to the regulatory, permitting or licensing authority of, or have an application or license pending before, the designated position's agency or department.

Category 6 – FUNDING

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments*, *business positions* and sources of *income*, *gifts*, *loans* and *travel payments*, from sources which receive grants or other funding from or through the designated position's agency or department.

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