



Pomona Valley  
Transportation  
Authority

A partnership of the cities of Claremont, La Verne, Pomona and San Dimas

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December 14, 2022

**AGENDA  
ITEM #4**

**MEMORANDUM**

To: Pomona Valley Transportation Authority  
From: George L. Sparks, PVT Administrator  
Subject: **Adoption of Conflict of Interest Code**

**Recommendation:** *Approve Adoption of a PVT Conflict of Interest Code*

**Background**

The Political Reform Act requires state and local government agencies to adopt conflict of interest codes. The proposed code has been developed with the assistance of Los Angeles County Conflict of Interest staff. Once the code is approved it will be forwarded to the County for approval by the County Board of Supervisors.

**Code of Conduct Requirements**

The proposed code requires the specified staff and board members to make economic disclosures. These disclosures are the same as those required of city council members and other public officials (statement of economic interests (Form 700) FPPC. The disclosure fall into four categories.

**CATEGORY 1**

Persons in this category shall disclose all interest in real property within the jurisdiction.

**CATEGORY 2**

Persons in this category shall disclose all investments and business positions.

**CATEGORY 3**

Persons in this category shall disclose all income (including gifts, loans, and travel payments) and business positions.

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CATEGORY 4

Persons in this category shall disclose all business positions, investments in, or income (including gifts, loans, and travel payments) received from business entities that manufacture, provide, or sell services and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclosure category.

For PVTA disclosure categories 1,2 and 3 apply to board members and the Administrator. Category 4 applies to the Senior Program Manager.

The proposed conflict of interest code is attached.

**Conflict of Interest Code**  
**of the**

**POMONA VALLEY TRANSPORTATION AUTHORITY**

**Incorporation of FPPC Regulation 18730 (2 California Code of Regulations,  
Section 18730) by Reference**

The Political Reform Act (Government Code Section 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. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it 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 into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

**Place of Filing of Statements of Economic Interests**

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head; or his or her designee. The agency shall make and retain a copy of all statements filed by Board of Directors and Administrator and forward the originals of such statements to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

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EXHIBIT "A"

DEFINITIONS:

**Jurisdiction:** Refers to the geographical area (land, property, cities, and unincorporated areas) within the boundaries of the Pomona Valley Transportation Authority.

CATEGORY 1

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Persons are not required to disclose a residence, such as a home or vacation cabin, used exclusively as a personal residence; however, a residence in which a person rents out a room or for which a person claims a business deduction may be reportable.

CATEGORY 2

Persons in this category shall disclose all investments and business positions.

CATEGORY 3

Persons in this category shall disclose all income (including gifts, loans and travel payments) and business positions.

CATEGORY 4

Persons in this category shall disclose all business positions, investments in, or income (including gifts, loans and travel payments) received from business entities that manufacture, provide or sell services and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclosure category.

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EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Member, Board of Directors	1, 2, 3
Administrator	1, 2, 3
Sr. Program Manger	4
Consultants/New Positions <sup>1</sup>	

<sup>1</sup> Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitations:

The Administrator and/or his or her designee may determine in writing that a particular consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with disclosure requirements in this section. Such written determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The Administrator and/or his or her designee'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 Section 81008.)

Individuals who perform under contract the identical duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interests in the categories assigned to that designated position.

EFFECTIVE DATE: