



Tulare County Transportation Authority

210 N. Church Street, Suite B
Visalia, California 93291
Phone (559) 623-0450
Fax (559) 733-6720
www.tularecog.org

Tulare County Transportation Authority	Date: Monday, February 26, 2024 Time: 1:00 PM Place: Exeter Veterans Memorial Building 324 N. Kaweah Ave. Exeter, CA 93221
Technical Advisory Committee	Date: Thursday, February 22, 2024 Time: 1:30 PM Place: Tulare County Association of Governments 210 N. Church Street, Suite B (Sequoia Conference Room) Visalia, CA 93291

NOTE: This meeting will allow members of the public to participate, observe, and provide comments in the meeting via Teleconference:

Zoom Meeting | Direct Link: <https://bit.ly/2Zt4BQY>

Toll Free Call in: 1(888) 475-4499 | **Meeting ID:** 744 710 0343 | **Passcode:** 82243742

Call in only instructions:

Enter your meeting ID followed by #, Enter # for participant ID, Enter the passcode followed by #.

Although members of the public are able to participate via teleconference, board members and TCAG staff will participate in person.

In compliance with the Americans with Disabilities Act and the California Ralph M. Brown Act, if you need special assistance to participate in this meeting, including auxiliary aids, translation requests, or other accommodations, or to be able to access this agenda and documents in the agenda packet, please contact the TCAG office at 559-623-0450 at least 3 days prior to the meeting. If information is needed in another language, contact (559) 623-0450. Si se necesita esta información en español, llame (559) 623-0450. Kung ang kailangang impormasyon ay sa Tagalog, tagawan ang (559) 623-0450

Any staff reports and supporting materials provided to the Board after the distribution of the agenda packet are available for public inspection at the TCAG office.

I. CALL TO ORDER & WELCOME

II. PUBLIC COMMENTS-TIMED ITEM

**NOTICE TO THE PUBLIC
PUBLIC COMMENT PERIOD**

At this time, members of the public may comment on any item of interest to the public and within the subject matter jurisdiction of TCAG but not appearing on this agenda. Under state law, matters presented under this item cannot be discussed or acted upon by the Board at this time. For items appearing on the agenda, the public is invited to make comments at the time the item comes up for Board consideration. Any person addressing the Board will be limited to a maximum of three (3) minutes so that all interested parties have an opportunity to speak with a total of fifteen (15) minutes allotted for the Public Comment Period. Speakers are requested to state their name(s) and address(es) for the record.

Convene as the Tulare County Transportation Authority

All items on the Consent Agenda are considered to be routine and non-controversial by Authority staff and will be approved by one motion if no member of the Authority Board or public wishes to comment or ask questions. Items pulled from the Calendar will be considered separately.

III. AUTHORITY CONSENT CALENDAR – ACTION AND INFORMATION ITEMS

Request approval of the Authority Consent Calendar Action Items III-A through III-B

- A. Action: Minutes of January 22, 2023, TCTA Board Meeting (Pages 01-02)
- B. Action: Minutes of January 18, 2023, Technical Advisory Committee Meeting (Pages 03-04)

IV. AUTHORITY ACTION/DISCUSSION ITEMS

- A. Action: Adoption of Resolution: 2020 Measure R Strategic Work Plan – Amendment No. 10 (Pages 05-08)
- B. Information: Measure R Revenues (Pages 09-12)
- C. Information: Conflict of Interest Code (Form 700) Due April 2, 2024 (Pages 13-19)

V. OTHER BUSINESS

- A. Information: Item from Staff
- B. Information: Item from Board Members
- C. Request from Board Members for Future Agenda Items

VI. ADJOURN

The next scheduled Tulare County Transportation Authority (TCTA) meeting will be held on **Monday, March 18, 2024 at 1:00 p.m. at the Tulare Ag Auditorium, 4437 S. Laspina Ave, Tulare, CA 93274.** The Technical Advisory Committee (TAC) will meet on **Thursday, March 14, 2024 at 1:30 p.m. at the Tulare County Association of Governments (TCAG), 210 N. Church Street, Suite B, Sequoia Conference Room, Visalia, CA 93291.**

TULARE COUNTY TRANSPORTATION AUTHORITY

BOARD OF GOVERNORS	AGENCY	ALTERNATE
Larry Micari	Tulare County-District 1	*
Pete Vander Poel	Tulare County-District 2	*
Amy Shuklian - Chair	Tulare County-District 3	*
Eddie Valero	Tulare County-District 4	*
Dennis Townsend	Tulare County-District 5	*
Maribel Reynosa	City of Dinuba	Linda Launer
Vicki Riddle	City of Exeter	Justin Mills
Paul Boyer	City of Farmersville	Tina Hernandez
Hipolito Cerros	City of Lindsay	Ramona Caudillo
Martha A. Flores – Vice-Chair	City of Porterville	Greg Meister
Terry Sayre	City of Tulare	Jose Sigala
Brian Poochigian	City of Visalia	Brett Taylor
Rudy Mendoza	City of Woodlake	Jose Martinez

***No Alternate (Required to be an elected official)**

=====

TCAG STAFF

Ted Smalley, Executive Director
Ben Kimball, Deputy Executive Director
Ben Giuliani, Executive Officer- LAFCo
Leslie Davis, Finance Director
Holly Gallo, TCAG Accountant I
Roberto Brady, Principal Regional Planner
Derek Winning, Principal Regional Planner
Gabriel Gutierrez, Principal Regional Planner
Kasia Poleszczuk, Senior Regional Planner
Steven Ingoldsby, Senior Regional Planner
Giancarlo Bruno, Regional Planner
Sheela Bhongir, Regional Planner
John Washam, Regional Planner
Gail Miller, Associate Regional Planner-EH
Maria Garza, Associate Regional Planner-EH
Brideget Moore, TCAG Analyst III
Amie Kane, TCAG Analyst II
Servando Quintanilla, TCAG Analyst II
Wendy Aguilera, TCAG Administrative Clerk II
Tara Adams, TCAG Administrative Clerk I
Elena Nava, TCAG Administrative Clerk I

Office Address

Tulare County Association of Governments
210 N. Church, Suite B
Visalia, CA 93291

P: (559) 623-0450
F: (559) 733-6720
www.tularecog.org

This page intentionally left blank.

AGENDA ITEM: III-A
TULARE COUNTY ASSOCIATION OF GOVERNMENTS
TULARE COUNTY TRANSPORTATION AUTHORITY

Executive Minutes January 22, 2024

Board Members	Alternates	Member/Alternate	Agency
Larry Micari		M	Tulare County-Dist. 1
Pete Vander Poel, Chair		M	Tulare County-Dist. 2
Amy Shuklian		M	Tulare County-Dist. 3
Eddie Valero		M	Tulare County-Dist. 4
Dennis Townsend		M	Tulare County-Dist. 5
Maribel Reynosa	Linda Launer	--	City of Dinuba
Vicki Riddle	Justin Mills	M	City of Exeter
Paul Boyer	Tina Hernandez	A	City of Farmersville
Hipolito Cerros	Ramona Caudillo	-	City of Lindsay
Martha A. Flores, Vice-Chair	Greg Meister	M	City of Porterville
Terry Sayre	Jose Sigala	A	City of Tulare
Brian Poochigian	Brett Taylor	M	City of Visalia
Rudy Mendoza	Jose Martinez	--	City of Woodlake

*Members that participated in this meeting via Zoom, and or Teleconference.

Counsel and TCAG Staff Present (X)

- | | |
|---|---|
| <p><input checked="" type="checkbox"/> Jeff Kuhn, Tulare Co. Deputy Counsel</p> <p><input checked="" type="checkbox"/> Ted Smalley, Executive Director</p> <p><input checked="" type="checkbox"/> Benjamin Kimball, Deputy Executive Director</p> <p><input checked="" type="checkbox"/> Benjamin Giuliani, Executive Officer-LAFCO</p> <p><input checked="" type="checkbox"/> Leslie Davis, Deputy Director of Finance</p> <p><input checked="" type="checkbox"/> Roberto Brady, Principal Regional Planner</p> <p><input checked="" type="checkbox"/> Derek Winning, Principal Regional Planner</p> <p><input checked="" type="checkbox"/> Gabriel Gutierrez, Principal Regional Planner</p> <p><input type="checkbox"/> Kasia Poleszczuk, Senior Regional Planner</p> <p><input checked="" type="checkbox"/> Steven Ingoldsby, Senior Regional Planner</p> <p><input type="checkbox"/> John Washam, Regional Planner</p> | <p><input checked="" type="checkbox"/> Giancarlo Bruno, Regional Planner</p> <p><input checked="" type="checkbox"/> Sheela Bhongir, Regional Planner</p> <p><input type="checkbox"/> Gail Miller, Associate Regional Planner/EH</p> <p><input type="checkbox"/> Maria Garza, Associate Regional Planner/EH</p> <p><input type="checkbox"/> Holly Gallo, Accountant I</p> <p><input type="checkbox"/> Vacant, Accountant I</p> <p><input checked="" type="checkbox"/> Brideget Moore, TCAG Analyst III</p> <p><input checked="" type="checkbox"/> Amie Kane, TCAG Analyst II</p> <p><input checked="" type="checkbox"/> Servando Quintanilla, TCAG Analyst II</p> <p><input checked="" type="checkbox"/> Wendy Aguilera, TCAG Administrative Clerk II</p> <p><input checked="" type="checkbox"/> Tara Adams, TCAG Administrative Clerk I</p> <p><input type="checkbox"/> Elena Nava, TCAG Administrative Clerk I</p> |
|---|---|

I. CALL TO ORDER & WELCOME

The Tulare County Transportation Authority was called to order by Chair Shuklian at 1:41 p.m. on January 22, 2024, at the Tulare County Board of Supervisors Chambers, 2800 W. Burrel Ave., Visalia, CA 93291.

II. PUBLIC COMMENTS

Public comments opened/closed at 1:41 p.m. No public comments received.

III. AUTHORITY CONSENT CALENDAR – ACTION/INFORMATION ITEMS

Request approval of the Authority Consent Calendar Action Items III-A through III-B.

A. Action: Minutes of December 11, 2023, Transportation Authority Meeting

B. Action: Minutes of December 07, 2023 Technical Advisory Committee Meeting

Upon a motion by Member Flores, and second by Member Valero, the Tulare County Transportation Authority unanimously approved the Authority Consent Calendar Action Items III-A through III-B. Absent: Reynosa, Cerros and Mendoza

IV. AUTHORITY ACTION/DISCUSSION ITEMS

A. Information: Measure R Revenues Updates

Ms. Davis shared the November 2023 allocation of \$4,855,173 and December 2023 of \$3,392,078. December's allocation represented a 1% decrease year to date, compared to \$3,554,955 during 2022. Mr. Vander Poel questioned if the 1% decrease could be a cause for concern. Ms. Davis shared that the decrease had been an economic indicator and had occurred previously.

B. Information: Conflict of Interest Code (Form 700) Due April 2, 2024

No report given, duplicate item from the Tulare County Association (TCAG) board meeting.

V. OTHER BUSINESS

A. Information: Items from Staff

B. Information: Items from Board Members

C. Request from Board Members for Future Agenda Items

There were no items reported or comments noted for Other Business Items V-A through V-C.

VI. ADJOURN

The Tulare County Transportation Authority adjourned at 1:43 p.m.

Item III-B
TCTA Technical Advisory Committee Meeting
Tulare County Association of Governments - 210 N. Church Street, Suite B, Visalia, CA
93291
January 18, 2024 – Summary Meeting Minutes

City of Dinuba	<i>Absent</i>
City of Exeter	<i>Absent</i>
City of Farmersville	<i>Absent</i>
City of Lindsay	<i>Absent</i>
County of Tulare	Karla Arteaga
City of Porterville	<i>Absent</i>
City of Tulare	<i>Absent</i>
City of Woodlake	<i>Absent</i>
City of Visalia	<i>Absent</i>
Tule River Indian Reservation	<i>Absent</i>
TCAG	Ben Kimball
Caltrans	Lorena Mendibles

Others Present: Eddie Wendt*, Frank Senteno*

TCAG Staff Present: Ben Kimball, Ben Giuliani, Leslie Davis, Roberto Brady, Derek Winning, Giancarlo Bruno, Sheela Bhongir, John Washam, Holly Gallo, Brideget Moore, Amie Kane, Tara Adams, and Servando Quintanilla Recording.

*Indicates members present online

SUMMARY MEETING MINUTES

(Minutes reflect agenda items discussed only)

I. CALL TO ORDER:

The meeting convened as the Tulare County Transportation Authority Meeting and was called to order by Mr. Kimball at 2:03 p.m.

All action and informational documents were distributed for review and discussion. All actionable items would be voted on at the next Tulare County Transportation Authority (TCTA) Board meeting, scheduled for January 22, 2024.

II. PUBLIC COMMENTS – TIMED ITEM

Public comments opened and closed at 2:03 pm. No public comments received.

IV. AUTHORITY ACTION/DISCUSSION ITEMS

A. Information: Measure R Revenues Update

Ms. Davis reported that the Measure R Revenues were \$4.6 million in November compared to \$4.8 million from the prior year. Ms. Davis reported \$3.39 million received in the month of December compared to \$3.5 million the previous year. Ms. Davis reported a 1% decrease year-to-date from the previous year and it was stable.

B. Information: Conflict of Interest Code (Form 700) Due April 2, 2024

Ms. Aguilera reiterated that Form 700s were due in April.

VI. ADJOURN

The TCTA Technical Advisory Committee adjourned at 2:05 pm.

The next scheduled meeting of the Tulare County Transportation Authority (TCTA) meeting will be held on **Monday, February 26, 2024 at 1:00 p.m. at the Exeter Veterans Memorial Building, 1324 N Kaweah Ave, Exeter, CA 93221.** The Technical Advisory Committee will meet on **Thursday, February 22, 2024 at 1:30 p.m. at the Tulare County Association of Governments (TCAG), 210 N. Church Street, Suite B, Sequoia Conference Room, Visalia, CA 93291.**

Tulare County Association of Governments
Sitting as the Tulare County Transportation Authority

AGENDA ITEM IV-A

February 26, 2024

Prepared by Leslie Davis, TCAG Staff

SUBJECT:

Action: Adoption of Resolution: 2020 Measure R Strategic Work Plan – Amendment No. 10

BACKGROUND:

The Measure R Expenditure Plan serves as a guide for the use of transportation funds that will be generated through the Tulare County half-cent transportation sales tax through 2037. The Expenditure Plan was developed by the Tulare County Association of Governments and its nine member agencies (Dinuba, Exeter, Farmersville, Lindsay, Porterville, Tulare, Visalia, Woodlake, and the County of Tulare) and approved by the voters in November 2006. The Expenditure Plan represents diverse community interests and addresses major regional transportation needs in Tulare County through the year 2037. The Plan provides a detailed blueprint that will allow for the leveraging of state and federal funds through the revenues that are received through Measure R. The Plan provides funds for regional road improvements, public transit, rehabilitation of existing roads, and other transportation programs that will improve mobility and air quality within the County and each of the cities.

The Measure R Strategic Work Plan is the master plan for the delivery of Measure R projects over a five-year period. The 2020 plan was approved with Resolution No. 2020-119 at the October 1, 2020 Board meeting and Amendment No.1 was approved with Resolution No. 2020-120 on December 14, 2020, Amendment No. 2 was approved with Resolution No. 2021-100 on April 19, 2021, Amendment No. 3 was approved on August 16, 2021 with Resolution No. 2021-106, Amendment No. 4 was approved September 20,2021 with Resolution No. 2021-107. Amendment No. 5 was approved on October 18, 2021 with Resolution No. 2021-112, Amendment No. 6 was approved on February 28, 2022 with Resolution No. 2022-103, Amendment No. 7 was approved on October 17, 2022 with Resolution No. 2022-106, Amendment No. 8 was approved on October 16, 2023 with Resolution No. 2023-105, and Amendment No. 9 was approved on December 11, 2023 with Resolution No. 2023-109. It details the revenue projections and possible financing tools needed to deliver Measure R projects. It takes into consideration the Measure R Expenditure Plan and the Measure R Policies and Procedures and gathers them into one document that will produce Measure R projects in a timely and efficient manner. The Strategic Work Plan is updated every two years and amended when there are financial changes that affect the member agencies.

DISCUSSION:

Exeter Streetlighting

The City of Exeter requests Measure R funds in the amount not to exceed \$600,000 to support the replacement of streetlights in their central downtown business district. The City of Exeter will contribute the first \$400,000 as a match toward this project. The total cost is estimated at \$750,000 of which the first \$400,000 will be paid by the City of Exeter. Many of the streetlights in the downtown area (specifically between H Street

and D Street) have become antiquated and currently out of service due to non-working internal components which are obsolete and no longer available. This has posed a major safety concern for pedestrians, motorists, cyclists, transit users and other people who live, work and visit the City of Exeter. The Measure R portion for the Exeter Lighting project is funded from the K Road Corridor Bike/Pedestrian project allocation.

Kamm Avenue Safety Improvements

The City of Dinuba requests Measure R funds in the amount of \$3,000,000 to design and construct the Kamm Avenue Safety Improvements project to improve driver and pedestrian safety along Kamm Avenue. Traffic at this stretch of road will be impacted due to the construction of a new high school at the intersection of Kamm and Alta Avenues. The dollars will fund design services including project initiation, project management, topographic survey, utility research and coordination, environmental engineering, geotechnical analysis, schematic landscape plans, construction plans, cost estimate and specification. The Measure R portion for the City of Dinuba Kamm Avenue Safety Improvements is from the Ave 416 to Ave 400 Dinuba Corridor Improvements regional project allocation.

RECOMMENDATIONS:

Approve Exeter Lighting for \$600,000 and Dinuba Safety Corridor Improvements for \$3,000,000

FISCAL IMPACT:

No fiscal impact, funding is already allocated within the expenditure plan. The Measure R portion for the City of Dinuba Kamm Avenue Safety Improvements is from the Ave 416 to Ave 400 Dinuba Corridor Improvements regional project allocation. The Measure R portion for the Exeter Lighting project is from the K Road Corridor Bike/Pedestrian project allocation.

ATTACHMENTS:

1. Resolution authorizing the 2020 Strategic Work Plan Amendment No.10 as outlined above under recommendation.

BEFORE THE
TULARE COUNTY TRANSPORTATION AUTHORITY
COUNTY OF TULARE, STATE OF CALIFORNIA

In the matter of:

APPROVE AMENDMENT NO. 10 TO THE)
MEASURE R 2020 STRATEGIC WORK PLAN)

Resolution No. 2023-XXX

WHEREAS, on November 7, 2006, the citizens of Tulare County approved Measure R and the Measure R Expenditure Plan; and

WHEREAS, on April 16, 2007, the Measure R Policies and Procedures were adopted; and

WHEREAS, the Measure R Expenditure Plan serves as a guide for the use of transportation funds that will be generated through the Tulare County half-cent transportation sales tax over the next thirty years; and

WHEREAS, the member agencies approved the Measure R Expenditure Plan Amendment No. 5 by their respective Boards during the months of July and August 2020; and

WHEREAS, the 2020 Strategic Work Plan was approved on October 1, 2020 with Resolution No. 2020-119. Amendment No.1 was approved with Resolution No. 2020-120 on December 14, 2020, Amendment No. 2 was approved with Resolution No. 2021-100 on April 19, 2021, Amendment No. 3 was approved on August 16, 2021 with Resolution No. 2021-106, Amendment No. 4 was approved September 20,2021 with Resolution No. 2021-107. Amendment No. 5 was approved on October 18, 2021 with Resolution No. 2021-112, Amendment No. 6 was approved on February 28, Amendment No. 7 was approved on October 17, 2022 with Resolution No. 2022-106, Amendment No. 8 was approved on October 16, 2023 with Resolution No. 2023-105, and Amendment No. 9 was approved on December 11, 2023 with Resolution No. 2023-109; and

WHEREAS, The City of Dinuba requests funds in the amount of \$3,000,000 to design and construct the Kamm Avenue Safety Improvements project to improve driver and pedestrian safety along Kamm Avenue. Traffic at this stretch of road will be impacted due to the construction of a new high school at the intersection of Kamm and Alta Avenues. The dollars will fund design services including project initiation, project management, topographic survey, utility research and coordination, environmental engineering, geotechnical analysis, schematic landscape plans, construction plans, cost estimate and specification. The Measure R portion for the City of Dinuba Kamm Avenue Safety Improvements is from the Ave 416 to Ave 400 Dinuba Corridor Improvements regional project allocation; and

WHEREAS, The City of Exeter requests Measure R funds in the amount not to exceed \$600,000 to support the replacement of streetlights in their central downtown business district. The City of Exeter will contribute the first \$400,000 as a match toward this project. The total cost is estimated at \$750,000 of which the first \$400,000 will be paid

by the City of Exeter. Many of the streetlights in the downtown area (specifically between H Street and D Street) have become antiquated and currently out of service due to non-working internal components which are obsolete and no longer available. This has posed a major safety concern for pedestrians, motorists, cyclists, transit users and other people who live, work and visit the City of Exeter. The Measure R portion for the Exeter Lighting project is funded from the K Road Corridor Bike/Pedestrian project allocation; and

WHEREAS, there is no fiscal impact, funding is already allocated within the expenditure plan. The Measure R portion for the City of Dinuba Kamm Avenue Safety Improvements is from the Ave 416 to Ave 400 Dinuba Corridor Improvements regional project allocation. The Measure R portion for the Exeter Lighting project is from the K Road Corridor Bike/Pedestrian project allocation.

NOW, THEREFORE, BE IT RESOLVED that the Transportation Authority of the County of Tulare authorizes Amendment No. 10 to the 2020 Strategic Work Plan to Approve Measure R funds for Exeter Lighting, \$600,000 and Dinuba Safety Corridor Improvements, \$3,000,000, reallocated from existing Measure R expenditure plan allocations as indicated above.

The foregoing Resolution was adopted upon motion of Member _____, seconded by Member _____, at a regular meeting held on the 26th day of February 2024, by the following vote:

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

TULARE COUNTY TRANSPORTATION AUTHORITY

Amy Shuklian
Chair, TCTA

Ted Smalley
Executive Director, TCTA

Tulare County Association of Governments
Sitting as the Tulare County Transportation Authority

AGENDA ITEM IV-B

February 26, 2024

Prepared by Leslie Davis, TCAG Staff

SUBJECT:

Information: Measure R Revenues

BACKGROUND:

On November 7, 2006, the voters of Tulare County approved Measure R (MR), imposing a ½-cent sales tax for transportation within the incorporated and unincorporated area of Tulare County through 2037. The transportation sales tax funds are spent in accordance with the Expenditure Plan that resulted from a joint effort among all the cities and the County of Tulare. The Expenditure Plan reflects the transportation needs of the residents of Tulare County. The plan includes funding for Regional Projects, Local Programs, Transit/Bike/Environmental Programs and Administration. The funds are distributed as follows:

1. Regional Projects (50%)
2. Local Programs (35%)
3. Transit/Bike/Environmental (14%)
4. Administration and Planning Program (1%)

Measure R revenue collection began on April 1, 2007. Monthly Measure R advancements are received by TCAG from the State Board of Equalization followed by quarterly clean-up disbursements. In total, TCAG receives eight advancements and four clean-up disbursements throughout a fiscal year.

The Measure R 2020 Strategic Work Plan was approved by the Authority on October 19, 2020 with Resolution No. 2020-119, amended on December 14, 2020 with Resolution No. 2020-120, amended on April 19, 2021 with Resolution No. 2021-100, amended August 26, 2021 with Resolution No. 2021-106, amended September 20, 2021 with Resolution No. 2021-107, amended October 18, 2021 with Resolution No. 2021-112, amended February 28, 2022 with Resolution No. 2022-103, amended October 17, 2022 with Resolution No. 2022-106, amended October 16, 2023 with Resolution No. 2023-105, and amended December 11, 2023 with Resolution No. 2023-109.

DISCUSSION

Status of Measure R Revenues

Fiscal Year 2023/2024 Measure R allocations have been received, payment requested, and distribution made through January 2024. The allocation for the month of January is \$3,710,068 compared to \$3,746,040 representing a 1% decrease YTD.

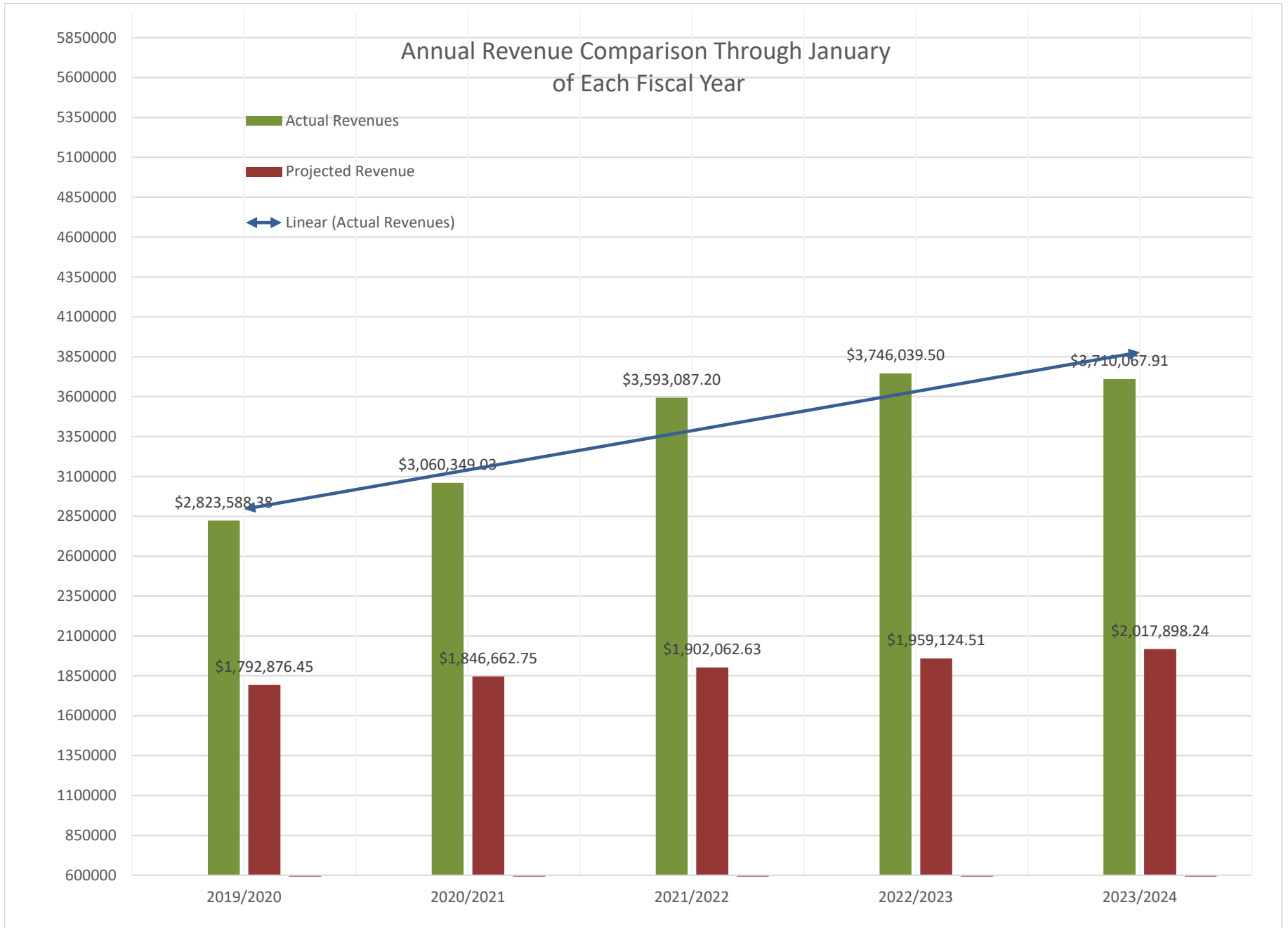
See attached revenue chart covering fiscal years 2019/2020, 2020/2021, 2021/2022, 2022/2023 and 2023/2024.

ATTACHMENT:

1. Annual Revenue Comparison

This page intentionally left blank.

Attachment 1



This page intentionally left blank.

Tulare County Association of Governments
Sitting as the Tulare County Transportation Authority

AGENDA ITEM VIII-C

February 26, 2024

Prepared by Wendy Aguilera, TCAG Staff

SUBJECT:

Information: Conflict of Interest Code (Form 700) Due April 2, 2024

BACKGROUND:

The Tulare County Association of Governments is required to adopt and maintain a conflict of interest code. This code outlines who must disclose information on an annual basis, and what type of information must be disclosed.

DISCUSSION:

The Political Reform Act requires certain officials and employees who serve in positions designated in an agency's conflict of interest code to file a Statement of Economic Interest (Form 700). Appendix A of this staff report provides a listing of positions that are designated to provide a Form 700 by April 2, 2024. Appendix B lists the disclosure categories for those designated positions. The Form 700 is available in an interactive version on the Fair Political Practices Commission website: www.fppc.ca.gov.

ATTACHMENTS:

1. Appendix A- Designated Employees
2. Appendix B- Disclosure Categories

This page intentionally left blank.

**APPENDIX A
(DESIGNATED EMPLOYEES)**

<u>DESIGNATED POSITIONS</u>	<u>DISCLOSURE CATEGORIES</u>
Members of TCAG Board	1, 2, 3
Alternate Members of TCAG Board	1, 2, 3
Executive Director	1, 2, 3
Deputy Executive Director	1, 2, 3
Finance Director	1, 2, 3
Principal Planner	1, 2, 3
LAFCo Executive Officer	1, 2, 3
Consultant*	1

* Consultants are included as designated employees and shall disclose pursuant to the broadest disclosure category, subject to the following limitation:

The executive director/executive officer of this local agency may determine in writing whether a particular consultant is a “designated employee” or whether the consultant is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements required by this code. 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 determination of the executive director/executive officer is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

This page intentionally left blank.

APPENDIX B

2023 CONFLICT OF INTEREST CODE DISCLOSURE CATEGORIES

1. **Full Disclosure:**

All interests in real property located entirely or partly within this Agency's jurisdiction or boundaries, or within two miles of this Agency's jurisdiction or boundaries or of any land owned or used by this Agency. Such interests include any leasehold, ownership interest or option to acquire such interest in real property.

All investments, business positions, and sources of income, including gifts, loans and travel payments.

(Intended for board members and high-level decision-making employees with broad duties)

2. **Full Disclosure (excluding interests in real property):**

All investments, business positions, and sources of income, including gifts, loans and travel payments.

3. **Interests in Real Property (only):**

All interests in real property located entirely or partly within this Agency's jurisdiction or boundaries, or within two miles of this Agency's jurisdiction or boundaries or of any land owned or used by this Agency. Such interests include any leasehold, ownership interest or option to acquire such interest in real property.

4. **General Contracting:**

- A. All investments, business positions, and sources of income, including gifts, loans and travel payments, from sources that provide, or have provided in the last two years, leased facilities, goods, supplies, materials, equipment, vehicles, machinery, services, or the like, including training or consulting services, of the type utilized by the agency.

(Intended for employees whose duties and decisions involve contracting and purchasing for the entire County)

5. Regulatory, Permit or Licensing Duties:

All investments, business positions, and sources of income, including gifts, loans and travel payments, from sources that are subject to the regulatory, permit or licensing authority of, or have an application for a license or permit pending before the agency.

6. Grant/Service Providers/Agencies that Oversee Programs :

A. All investments, business positions, and sources of income, including gifts, loans and travel payments, or income from a nonprofit organization, if the source is of the type to receive grants or other monies from or through the agency.

(Intended for employees whose duties and decisions involve awards of monies or grants to organizations or individuals)

This page intentionally left blank.