



**TRUCKEE TAHOE AIRPORT DISTRICT  
BOARD OF DIRECTOR STAFF REPORT**

**AGENDA TITLE: AMENDMENT OF THE CONFLICT OF INTEREST CODE  
PURSUANT TO THE POLITICAL REFORM ACT OF 1974**

**MEETING DATE: October 28, 2020**

**PREPARED BY: Lauren Tapia, District Clerk/HR Manager**

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**RECOMMENDED ACTION:** It is recommended that the Board of Directors of the Truckee Tahoe Airport District adopt Resolution No. 2020-08 adopting the District’s amended Conflict of Interest Code pursuant to the Political Reform Act of 1974. As well as approve the updated Board Policy Instruction 204 – Conflict of Interest 2020.

**SUMMARY:** Pursuant to Section 87306.5 of the Political Reform Act (the “Act”), the Fair Political Practices Commission (“FPPC”) directed the District to: (1) conduct a review of the District’s Conflict of Interest Code (“Code”) to determine if a change in the Code was necessary; (2) file a biennial notice regarding the results of the review no later than the required deadline, and (3) amend the District’s Code pursuant to the Act, if necessary.

During the review process, staff found that updates and amendments to the District’s Conflict of Interest Code are necessary. A redline version of the proposed amended Code is attached.

**BACKGROUND:** 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. The Act further requires that agencies regularly review and update their Codes as necessary when directed by the code-reviewing body or when change is necessitated by changed circumstances (Sections 87306 and 87306.5). The FPPC is the District’s code-reviewing body and directed that the Code be reviewed as required under the Act. During this review, staff found that amendments to the Code are necessary.

Attached is a redline version of the proposed amended Code showing the changes to be made to the District’s Code to bring it current. The revisions are based on the need to include positions

that must be designated, revise disclosure categories to allow for assignment to each position based on their official duties, and update FPPC language and footnoted information for standard code and declaration of officials who manage public investments.

**SAMPLE MOTION:**

- **Motion #1:** I move to approve Resolution 2020-08 ADOPTING AN AMENDED CONFLICT OF INTEREST CODE PURSUANT TO THE POLITICAL REFORM ACT OF 1974 and to waive the reading. (Roll Call Vote).
- **Motion #2:** I move to approve Board Policy Instruction 204 – Conflict of Interest Policy 2020.

**ATTACHMENTS:**

- RESOLUTION 2020-08 CONFLICT OF INTEREST POLICY -AMENDED
- POLICY INSTRUCTION 204 – CONFLICT OF INTEREST POLICY 2020
- LEGISLATIVE (REDLINED) VERSION OF PROPOSED AMENDED CONFLICT OF INTEREST CODE