

# REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
13	12/08/14	Open	Action	12/01/14

Subject: Approving a Revised Appendix A to Title II, RT's Conflict of Interest Code

## ISSUE

Whether to Amend Title II (Conflict of Interest and Code of Ethics) of Sacramento Regional Transit District's Administrative Code to Revise Appendix A.

## RECOMMENDED ACTION

Adopt Resolution No. 14-12-\_\_\_\_\_ Amending Title II (Conflict of Interest and Code of Ethics) of Sacramento Regional Transit District's Administrative Code to Revise Appendix A.

## FISCAL IMPACT

None

## DISCUSSION

The Political Reform Act (the Act) requires RT to review its Conflict of Interest Code every two years. The Act further requires that the Code be amended whenever a newly-created job would be subject to the Act's reporting requirements.

RT has added several such jobs since the last amendment to the Conflict of Interest Code. The proposed amendment adds newly-created jobs and eliminates or renames other jobs to conform to RT's adopted job descriptions as set out in Attachment 1. The newly-created jobs are set out in italics in Attachment 1. The eliminated and renamed jobs are identified with strike-through in Attachment 1.

Staff recommends that the Board approve this revision to Title II of the Administrative Code as set out in the attached resolution.

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Approved:

Presented:

Final 12/2/14  
General Manager/CEO

Timothy Spangler, Chief Counsel

**ATTACHMENT 1  
APPENDIX A**

**CONFLICT OF INTEREST CODE OF THE  
SACRAMENTO REGIONAL TRANSIT DISTRICT**

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Accessible Services Administrator	2, 3
AGM of Engineering & Construction	1
AGM of Marketing & Communications	1
AGM of Planning & Transit System Development	1
Attorney I	2-6
Attorney II	2-6
Attorney III	2-6
<del>Benefits Administrator</del>	<del>3, 4</del>
<i>Chief Counsel</i>	1
<del>Chief Administrative Officer/EEO Officer</del>	<del>1</del>
Chief of Facilities & Business Support Services	1
<del>Chief Legal Counsel</del>	<del>1</del>
Chief Operating Officer	1
Compliance & Quality Assurance Auditor	2, 3
<del>Community Bus Services Superintendent</del>	<del>2, 3</del>
Consultant (not those involved in the investment of public funds)	*
<i>Deputy Chief Counsel</i>	1
Director, Accessible Services & Customer Advocacy	2, 3
Director, Bus Maintenance	2, 3
Director, <del>of</del> Civil & Track Design	2, 3
Director, Community Bus Services	2
Director, Construction Management	2, 3
Director, Facilities	2-6
Director, Human Resources	2-4
Director, Information Technology	2, 3
Director, Labor Relations	2, 3
Director, Light Rail	2, 3
<i>Director, Long Range Planning</i>	2, 3
Director, Office of Management and Budget	2, 3
Director, Planning	2, 3
Director, Procurement Services	2, 3
Director, Project Management	2, 3
Director, Real Estate	2, 3, 5, 6
Director, Safety	3, 4
Director, Scheduling	2, 3
Director, Systems Design	2, 3
Director, Transportation	2, 3
Equal Employment Opportunity Administrator	3, 4

## SACRAMENTO REGIONAL TRANSIT DISTRICT

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Human Resources Administrator	3
<del>Human Resources Manager</del>	<del>3, 4</del>
Manager, Accounting	2, 3
Manager, Community and Governmental Affairs	1
Manager, Contracts and Disadvantaged Business Enterprises	3
Manager, Customer Service	2, 3
<del>Manager, Employee Programs</del>	<del>2, 3</del>
<del>Manager, Employee Relations</del>	<del>3, 4</del>
Manager, Enterprise Resource & Databases	3
Manager, Marketing and Communications	2, 3
Manager, Quality Assurance	2, 3
<i>Manager, Revenue</i>	2, 3
Material Management Superintendent	3
<i>Pension and Retiree Services Administrator</i>	3
<i>Principal Civil Engineer</i>	2, 3
<i>Principal Planner</i>	2, 3
<i>Principal Systems Engineer</i>	2, 3
Procurement Analyst I	3
Procurement Analyst II	3
Purchasing and Material Administrator	3
Quality Assurance Administrator	3
Real Estate Administrator, Acquisition, & Joint Development	2, 3, 5, 6
Real Estate Administrator, Asset Management	2, 3, 5, 6
<i>Real Estate Administrator, Transit-Oriented Development and Joint Development</i>	2, 3, 5, 6
Revenue Manager	2, 3
<del>Senior Architect</del>	<del>2, 3</del>
Senior Attorney	2-6
Senior Procurement Analyst	3
<del>Senior Property Analyst</del>	<del>2, 3, 5, 6</del>

\*Consultants shall be included in the list of designated positions and shall disclose pursuant to the disclosure requirements in this code subject to the following limitation:

The General Manager may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to comply fully with the disclosure requirements in this section. 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 General Manager'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.

# SACRAMENTO REGIONAL TRANSIT DISTRICT

## DISCLOSURE CATEGORIES

### Disclosure Requirements

Individuals holding designated positions must report their interests according to the following corresponding disclosure category(ies) to which their position has been assigned.

#### Disclosure Category 1

Interests in real property located within the jurisdiction or within two miles of the boundaries of the jurisdiction or within two miles of any land owned or used by the District; and investments and business positions in business entities, and income, including loans, gifts, and travel payments, from all sources.

#### Disclosure Category 2

Interests in real property located within the jurisdiction or within two miles of the boundaries of the jurisdiction or within two miles of any land owned or used by the District.

#### Disclosure Category 3

Investments and business positions in business entities, and income, including loans, gifts, and travel payments, from sources that provide services, supplies, materials, machinery, or equipment of the type utilized by the department or division to which the filer is assigned duties.

#### Disclosure Category 4

Investments and business positions in business entities, and income, including loans, gifts, and travel payments, from sources that filed a claim against the District during the previous two years, or have a claim pending.

#### Disclosure Category 5

Investments and business positions in business entities, and income, including loans, gifts, and travel payments, from sources that are of the type to request an entitlement to use District property or facilities, including, but not limited to:

- a license
- utility permit
- station vendor permit.

#### Disclosure Category 6

Investments and business positions in business entities, and income, including loans, gifts, and travel payments, from sources that sought to acquire an interest in real property owned in whole or in part by the District during the previous two years, or have such a proposal pending.

## **SACRAMENTO REGIONAL TRANSIT DISTRICT**

### **87200 FILERS**

#### Public Officials Who Manage Public Investments

The following positions are not covered by this conflict of interest code because those individuals holding these positions must file under Government Code Section 87200. These positions are listed for informational purposes only:

- Board Members
- Retirement Board Members
- Director of Finance/Treasury
- Chief Financial Officer
- Deputy General Manager
- General Manager/CEO
- Consultants (those involved in the investment of public funds)

An individual 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.

RESOLUTION NO. 14-12-\_\_\_\_\_

Adopted by the Board of Directors of the Sacramento Regional Transit District on this date:

December 8, 2014

**AMENDING TITLE II (CONFLICT OF INTEREST AND CODE OF ETHICS) OF  
SACRAMENTO REGIONAL TRANSIT DISTRICT'S ADMINISTRATIVE CODE TO  
REVISE APPENDIX A.**

WHEREAS, the Political Reform Act of 1974 is set out as Title 9 (beginning with Section 81000) of the California Government Code; and

WHEREAS, pursuant to Section 87300 of the Political Reform Act, each state and local government agency must adopt and promulgate a Conflict of Interest Code; and

WHEREAS, each agency's Conflict of Interest Code must list each job classification that includes responsibilities involving the making or participation in the making of decisions that may foreseeably have a material effect on any financial interest, and for each listed job classification, the specific types of investments, business positions, interest in real property, and sources of income that are reportable; and

WHEREAS, each agency must amend its Conflict of Interest Code to revise the listing of job classifications and reportable interest for which a conflict of interest statement must be filed whenever job classification changes are made affecting responsibilities involving the making or participation in the making of decisions that may foreseeably have a material effect on any financial interest; and

WHEREAS, RT has adopted a Conflict of Interest Code pursuant to Government Code section 87300; and

WHEREAS, RT has added, revised and/or deleted certain job descriptions for salaried classifications and must update the listing of job classifications for which a conflict of interest statement must be filed and the reportable interests therefor.

NOW THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE SACRAMENTO REGIONAL TRANSIT DISTRICT AS FOLLOWS:

Section 1: Appendix A of Title II of Sacramento Regional Transit District Administrative Code is hereby amended to read in its entirety as set out in Exhibit 1.

Section 2: Section 1 will be effective 30 days after Sacramento County, as the code reviewing body, approves Exhibit 1.

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PHILLIP R. SERNA, Chair

A T T E S T:

MICHAEL R. WILEY, Secretary

By: \_\_\_\_\_  
Cindy Brooks, Assistant Secretary

**EXHIBIT 1  
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AGM of Marketing & Communications	1
AGM of Planning & Transit System Development	1
Attorney I	2-6
Attorney II	2-6
Attorney III	2-6
Chief Counsel	1
Chief Administrative Officer	1
Chief of Facilities & Business Support Services	1
Chief Operating Officer	1
Compliance & Quality Assurance Auditor	2, 3
Community Bus Services Superintendent	2, 3
Consultant (not those involved in the investment of public funds)	*
Deputy Chief Counsel	1
Director, Accessible Services & Customer Advocacy	2, 3
Director, Bus Maintenance	2, 3
Director, Civil & Track Design	2, 3
Director, Community Bus Services	2
Director, Construction Management	2, 3
Director, Facilities	2-6
Director, Human Resources	2-4
Director, Information Technology	2, 3
Director, Labor Relations	2, 3
Director, Light Rail	2, 3
Director, Long Range Planning	2, 3
Director, Office of Management and Budget	2, 3
Director, Planning	2, 3
Director, Procurement Services	2, 3
Director, Project Management	2, 3
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Manager, Contracts and Disadvantaged Business Enterprises	3
Manager, Customer Service	2, 3
Manager, Enterprise Resource & Databases	3
Manager, Marketing and Communications	2, 3
Manager, Quality Assurance	2, 3
Manager, Revenue	2, 3
Materiel Management Superintendent	3
Pension and Retiree Services Administrator	3
Principal Civil Engineer	2, 3
Principal Planner	2, 3
Principal Systems Engineer	2, 3
Procurement Analyst I	3
Procurement Analyst II	3
Purchasing and Materiel Administrator	3
Quality Assurance Administrator	3
Real Estate Administrator, Acquisition	2, 3, 5, 6
Real Estate Administrator, Asset Management	2, 3, 5, 6
Real Estate Administrator, Transit-Oriented Development and Joint Development	2, 3, 5, 6
Senior Attorney	2-6
Senior Procurement Analyst	3

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