

# REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
4	09/10/18	Open	Action	09/04/18

Subject: Amending Appendix A of the Sacramento Regional Transit District's Administrative Code Title II - Conflict of Interest and Code of Ethics

## 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. 18-09-\_\_\_\_\_ 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 SacRT 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.

SacRT 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 SacRT'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 09/04/18

General Manager/CEO

Deputy 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
Attorney I	2-6
Attorney II	2-6
Attorney III	2-6
<i>Chief Auditor</i>	2, 3
Chief Counsel	1
<i>Chief, Environmental Health &amp; System Safety</i>	3, 4
Consultant (not those involved in the investment of public funds)	*
Deputy Chief Counsel	1
Deputy Chief Operating Officer	1
Director, Accessible Services & <del>Customer Advocacy</del>	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
<i>Director, Marketing, Communications &amp; Public Information</i>	2, 3
Director, Office of Management and Budget	2, 3
Director, Organizational Development	2, 3
Director, Planning	2, 3
Director, Procurement Services	2, 3
Director, Project Management	2, 3
Director, Real Estate	2, 3, 5, 6
<del>Director, Safety</del>	<del>3, 4</del>
Director, Scheduling	2, 3
Director, Systems Design	2, 3
Director, Transportation	2, 3
<i>Disadvantaged Business Enterprise Liaison Officer</i>	3
Equal Employment Opportunity Administrator	3, 4
Electronic Fare Collection Systems Administrator	3
Human Resources Administrator	3
<i>Internal (Accountability and Compliance) Auditor</i>	2, 3
Manager, Accounting	2, 3
Manager, Community and Governmental Affairs	1

## SACRAMENTO REGIONAL TRANSIT DISTRICT

<u>Designated Positions</u>	<u>Disclosure Categories</u>
<del>Manager, Contracts and Disadvantaged Business Enterprises</del>	<del>3</del>
<i>Manager, Customer Advocacy</i>	2, 3
Manager, Customer Service	2, 3
Manager, Enterprise Resource & Databases	3
Manager, Marketing and Communications	2, 3
Manager, Quality Assurance	2, 3
<i>Manager, Real Estate</i>	2, 3, 5, 6
Manager, Revenue	2, 3
Materiel Management Superintendent	3
Network and End User Operations Administrator	3
Pension and Retiree Services Administrator	3
<del>Principal Accountability and Compliance Auditor</del>	<del>2, 3</del>
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
Risk Administrator	3, 4
Senior Attorney	2-6
Senior Procurement Analyst	3
<i>Vice President, Administration</i>	1
<del>Vice President, Planning &amp; Accountability &amp; Performance</del>	<del>1</del>
Vice President, Communications and Partnerships	1
<i>Vice President, Engineering &amp; Facilities</i>	1
<del>Vice President, Safety &amp; Security Operations &amp; Police Services</del>	<del>1</del>
<del>Vice President, Strategic Planning and System Development</del>	<del>1</del>
Vice President, Transit Services/Chief Operating Officer	1

\*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~~ *Treasury Controller*
- Vice President, ~~Business Support Services~~ *Finance*/ Chief Financial Officer
- Deputy General Manager/COO
- 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. 18-09-\_\_\_\_\_

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

September 24, 2018

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

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

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

WHEREAS, SacRT 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.

\_\_\_\_\_  
PATRICK KENNEDY, Chair

A T T E S T:

HENRY LI, Secretary

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

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Consultant (not those involved in the investment of public funds)	*
Deputy Chief Counsel	1
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Director, Long Range Planning	2, 3
Director, Marketing, Communications & Public Information	2, 3
Director, Office of Management and Budget	2, 3
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Principal Planner	2, 3
Principal Systems Engineer	2, 3
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Risk Administrator	3, 4
Senior Attorney	2-6
Senior Procurement Analyst	3
Vice President, Administration	1
Vice President, Planning & Accountability	1
Vice President, Communications and Partnerships	1
Vice President, Engineering & Facilities	1
Vice President, Security Operations & Police Services	1
Vice President, Transit Services/Chief Operating Officer	1

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