

## **STAFF REPORT**

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**DATE:** May 9, 2022  
**TO:** Sacramento Regional Transit Board of Directors  
**FROM:** Lisa Hinz, VP, Security, Safety and Customer Satisfaction  
**SUBJ:** POLICE SERVICES PERSONAL SERVICES CONTRACT EMPLOYEES

### RECOMMENDATION

Adopt the Attached Resolutions.

### RESULT OF RECOMMENDED ACTION

Approving the First Amendment to the Amended and Restated agreements, incorporating all previous amendments to the Police Services Personal Services Contract for Temporary Employment with 1 Security and Safety Administrator, Mark Sakauye and 2 Security and Safety Program Specialists, Tino Bamberger and Benjamin Louie.

Approving the First Amendment to the Personal Services Contract with 1 Background Investigator, Stephen Lau.

### FISCAL IMPACT

FY23: \$244,000

The total consideration for 1 Security and Safety Administrator, 2 Security and Safety Program Specialists, and 1 Background Investigator will not exceed \$244,000 and encompasses sufficient budget to cover additional hours that may be required due to emergencies, special events, and/or crime series. The maximum total consideration excludes FICA. Funding for FY 2023 will be included in the budgeting process.

### DISCUSSION

In May 2021, the Board approved the amended and restated Contracts for Personal Services for Mark Sakauye, Benjamin Louie, and Tino Bamberger extending their term to June 30, 2022. Their contracts are set to expire and SacRT is still in need of their services.

Under the General Manager/CEO's authority, SacRT entered into a Personal Services Contract with Stephen Lau on December 20, 2021. Stephen Lau's contract also expires June 30, 2022, and SacRT is still in need of his services.

With SacRT's strong emphasis on security and safety, SacRT needs the services for 1 Security and Safety Administrator, 2 Security and Safety Program Specialists, and 1 Background Investigator.

#### Security and Safety Administrator, Mark Sakauye

Sakauye retired as a Police Lieutenant from the Sacramento Police Department after twenty-nine years in law enforcement. Fifteen of those years were served at SacRT. Sakauye served as SacRT's Chief of Police Services during the latter part of his career at SacRT. Sakauye will perform the job functions listed below due to his in-depth knowledge of security administration and his familiarity with SacRT's operations.

- Oversee the administration of SacRT's System Security Program Plan including the performance of specific safety and security tasks as well as monitoring and providing support for the system security/safety activities and training throughout SacRT.
- Serve as the RTPS representative of the Safety and Security Committee and the liaison between the Security Committee and SacRT.
- Serve as the Project Manager on the U.S. Department of Homeland Security Transit Security Grant Program (TSGP).
- Research and identify applicable grant funding opportunities and work with SacRT's Chief of Police Operations and Finance Division in applying for funding for SacRT's safety and security projects, equipment, drills and exercises.
- Provide training for Transit Agents and Transit Officers on SacRT rules and laws, radio communications, professional communication and SacRT fare structure.
- Be the point of contact for both state and federal agencies in regards to security assessments and audits.
- Oversee the other security and safety personal services contractors.
- Design, develop, coordinate and conduct safety and security mandated emergency exercises.
- Create, update and maintain safety and security documents.
- Other security and safety duties as assigned.

Staff recommends entering into the First Amendment to the Amended and Restated Contract for Personal Services with Mark Sakauye as the Security and Safety Administrator, wherein the total consideration is increased by \$85,000 from \$342,500 to \$427,500, the hourly rate remains \$75.00, and the Contract is extended to June 30, 2023.

#### Security and Safety Program Specialist: Tino Bamberger

Bamberger retired as a Police Officer from the Sacramento Police Department after twenty-eight years in law enforcement. Ten of those years were served at SacRT.

Federal and State Regulators have mandated SacRT to enact numerous security program changes and enhancements since the September 11, 2001 attacks. Failure to meet these mandates would put SacRT at risk of losing funding and/or having operations suspended by regulatory agencies on both the state and federal level.

Bamberger's primary job duties are described below:

- Maintaining SacRT's System Security Plan (SSP). The SSP is mandated by the California Public Utilities Commission (CPUC) under General Order 164-E and by the Federal Transit Administration (FTA) / Transportation Security Administration (TSA) under 49 CFR 659.19. SacRT's SSP was created by Bamberger. The CPUC recertified SacRT's SSP on August 7, 2020.
- Regularly updating and maintaining SacRT's Threat and Vulnerability Assessments (TVA). The TVA's are also mandated by CPUC General Order 164-E and by the FTA/TSA under 49 CFR 659.23. TVA's are required for all aspects of operations and must be integrated with the safety certification process. SacRT's TVA's were created by Bamberger and have been audited several times by both the CPUC and the FTA/TSA and have never been found to be deficient.
- Responsibility for regulatory security audits. This includes the yearly CPUC internal audits, the CPUC triennial audits, the FTA/TSA biennial BASE audit and any other audits to which SacRT is subject. Bamberger has been responsible for SacRT's regulatory security audits for several years. The last FTA/TSA BASE audit received multiple industry commendations for "smart security practices."
- Performing the security portion of Preliminary Hazard Analysis projects as required by regulation for all extensions. Also, performing Crime Prevention through Environmental Design (CPTED) assessments for SacRT, whether in response to regulations for new/renovation projects or to address criminal issues existing within the current system.
- Continuing to act as the grant writer for security and safety related grants. Bamberger has extensive experience in this area and has secured well over a million dollars in grant funding for SacRT. Security grant funding is linked to SacRT having current TVA's and an approved SSP.
- Drafting exercise plans and after-action reports for SacRT's exercises and drills as well as assisting in the execution of the exercises as exercise staff.
- Drafting departmental Standard Operating Procedures (SOP) to address audit and exercise related issues as they arise.
- Producing monthly crime statistic reports. Acting as SacRT's Police Services' Crime Analyst. Continuing to be responsible for SacRT's monthly entries into the FTA's National Transit Database (NTD) as required by Federal regulation. This task requires access to the controlled databases of local law enforcement.
- Responsible for maintaining scheduling information for all Transit Officers and Transit Agents in Sacramento County's "Subpoena Tracker" program. This program helps reduce SacRT's court overtime costs by scheduling fare enforcement court appearances during normal work hours.
- Assist in security training and producing training materials as needed.
- Create, update and maintain safety and security documents.
- Other security and safety duties as assigned.

Staff recommends entering into the First Amendment to the Amended and Restated Contract for Personal Services with Tino Bamberger as the Security and Safety Program Specialist, wherein the total consideration is increased by \$53,000 from

\$267,500 to \$320,500, the hourly rate remains \$45.00, and the Contract is extended to June 30, 2023.

### Security and Safety Program Specialist: Benjamin Louie

Louie retired as a Police Officer from the Sacramento Police Department after thirty-one years in law enforcement. Ten of those years were served at SacRT.

Louie will perform the job functions listed below due to his qualification skills and experience:

- Coordinate community outreach events such as Community Education on Transit Safety and Personal Safety.
- Coordinate Emergency Preparation (E-Prep) and Crime Prevention through Environmental Design (CPTED), and transit safety/security and evaluate threat and vulnerability of SacRT's facilities.
- Teach operational skills and communication skills to SacRT's Customer Service Division.
- Provide training for current and incoming SacRT Police Officers and Deputies as well as allied law enforcement agencies, in the following training areas; researching and teaching applicable transit related legal codes, statutes and regulations; Transit Terrorist and Tactics (T4); Train the Trainer for System Security Awareness for Transit Employees; Train the Trainer for Terrorist Activity Recognition; VTT presenter and Response for Transit employees.
- Analyze intelligence information for numerous government entities as it relates to transit.
- Provide training for Transit Agents and Transit Officers on SacRT rules and applicable laws, radio communications, professional communication and SacRT's fare structure.
- Design, develop, coordinate and conduct safety and security emergency exercises.
- Draft exercise plans and after-action reports for SacRT's exercises and drills.
- Give monthly presentations during New Employee Orientations in the following areas:
  - Summary of RTPS
  - System Security
  - Professional Communication Skills
  - Community Safety Programs
  - Identify Operating Procedures for suspicious person and packages
  - Active Shooter
  - Personal Safety
  - Violence in the Workplace
- Provide security related informational topics to SacRT employees when requested.
- Create, update and maintain safety and security documents.
- Other security and safety duties as assigned.

Staff recommends entering into the First Amendment to the Amended and Restated Contract for Personal Services with Benjamin Louie as the Security and Safety Program Specialist, wherein the total consideration is increased by \$53,000 from \$267,500 to \$320,500, the hourly rate remains \$45.00, and the Contract is extended to June 30, 2023.

## Background Investigator: Stephen Lau

Lau retired as a Police Sergeant from the Sacramento Police Department after thirty years in law enforcement. Two of those years were served in SacRT.

Lau will perform the job functions listed below due to his qualifications, skills and experience:

- Perform background checks on potential Security Operations Center employees.
- Coordinate community outreach events such as Community Education on Transit Safety and Personal Safety.
- Coordinate Emergency Preparation (E-Prep) and Crime Prevention through Environmental Design (CPTED), and transit safety/security and evaluate threat and vulnerability of SacRT's facilities.
- Teach operational skills and communication skills to SacRT's Customer Service Division.
- Provide training for current and incoming SacRT Police Officers and Deputies as well as allied law enforcement agencies, in the following training areas; researching and teaching applicable transit related legal codes, statutes and regulations; Transit Terrorist and Tactics (T4); Train the Trainer for System Security Awareness for Transit Employees; Train the Trainer for Terrorist Activity Recognition; VTT presenter and Response for Transit employees.
- Analyze intelligence information for numerous government entities as it relates to transit.
- Provide training for Transit Agents and Transit Officers on SacRT rules and applicable laws, radio communications, professional communication and SacRT's fare structure.
- Design, develop, coordinate and conduct safety and security emergency exercises.
- Draft exercise plans and after-action reports for SacRT's exercises and drills.
- Give monthly presentations during New Employee Orientations in the following areas:
  - Summary of RTPS
  - System Security
  - Professional Communication Skills
  - Community Safety Programs
  - Identify Operating Procedures for suspicious person and packages
  - Active Shooter
  - Personal Safety
  - Violence in the Workplace
- Provide security related informational topics to SacRT employees when requested.
- Create, update and maintain safety and security documents.
- Other security and safety duties as assigned.

Staff recommends entering into the First Amendment to the Personal Services Contract with Stephen Lau as the Background Investigator, wherein the total consideration is increased by \$53,000 from \$50,000 to \$103,000, the hourly rate remains \$45.00, and the Contract is extended to June 30, 2023.

Each temporary employee has unique experience with security in public transportation. Contracting these positions will help the Security and Safety Division with its mission of

providing all aspects of security and safety. Staff recommends that the Board approve each of the agreements described herein above and authorize the Chair and General/Manager to execute each agreement incorporating all previous amendments.

RESOLUTION NO. 2022-05-053

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

May 9, 2022

**APPROVING THE FIRST AMENDMENT TO THE AMENDED AND RESTATED PERSONAL SERVICE CONTRACTS WITH 1 SECURITY AND SAFETY ADMINISTRATOR, MARK SAKAUYE AND 2 SECURITY AND SAFETY PROGRAM SPECIALISTS, TINO BAMBERGER AND BENJAMIN LOUIE**

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

THAT, the First Amendment to the Amended and Restated Contract for Personal Services between Sacramento Regional Transit District, therein referred to as "RT," and Mark Sakauye, therein referred as "Temporary Employee," whereby the total consideration is increased by \$85,000 from \$342,500 to \$427,500 and the term is extended to June 30, 2023, is hereby approved.

THAT, the First Amendment to the Amended and Restated Contract for Personal Services between Sacramento Regional Transit District, therein referred to as "RT," and Tino Bamberger, therein referred as "Temporary Employee," whereby the total consideration is increased by \$53,000 from \$267,500 to \$320,500 and the term is extended to June 30, 2023, is hereby approved.

THAT, the First Amendment to the Amended and Restated Contract for Personal Services between Sacramento Regional Transit District, therein referred to as "RT," and Benjamin Louie, therein referred as "Temporary Employee," whereby the total consideration is increased by \$53,000 from \$267,500 to \$320,500 and the term is extended to June 30, 2023, is hereby approved.

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STEVE MILLER, Chair

A T T E S T:

HENRY LI, Secretary

By: \_\_\_\_\_  
Tabetha Smith, Assistant Secretary

RESOLUTION NO. 2022-05-054

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

May 9, 2022

**APPROVING THE FIRST AMENDMENT TO THE CONTRACT FOR PERSONAL SERVICES WITH 1 BACKGROUND INVESTIGATOR, STEPHEN LAU**

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

THAT, the First Amendment to the Contract for Personal Services between Sacramento Regional Transit District, therein referred to as "SacRT," and Stephen Lau, therein referred to as "Temporary Employee," whereby the total consideration is increased by \$53,000 from \$50,000 to \$103,000 and the term is extended to June 30, 2023, is hereby approved.

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STEVE MILLER, Chair

A T T E S T:

HENRY LI, Secretary

By: \_\_\_\_\_  
Tabetha Smith, Assistant Secretary