



STAFF REPORT

DATE: February 26, 2024
TO: Sacramento Regional Transit Board of Directors
FROM: Henry Li, General Manager/CEO
SUBJ: GENERAL MANAGER'S REPORT

RECOMMENDATION

No Recommendation - For Information Only.

SacRT Meeting Calendar

Regional Transit Board Meeting

March 11, 2024
SacRT Auditorium
4:00 P.M

Quarterly Retirement Board Meeting

March 13, 2024
SacRT Auditorium
1:00 P.M

Mobility Advisory Council Meeting

March 21, 2024
SacRT Auditorium / Webconference
2:30 P.M

SacRT Proposed 2024 Service Modifications

SacRT's draft service modifications for calendar year 2024 are available for public review through Friday, March 1, 2024.

Proposed improvements include implementing 15-minute service frequency on the Gold Line from Sunrise Station to Historic Folsom Station to align with the existing system's service levels; adding weekend and holiday service on Folsom bus route 10; adding morning and evening trips on bus routes 1, 26, 33, 81, 84, and 93; and adding trip times on bus route 137 (Elk Grove/UC Davis Medical Center Express).

Implementing minor reductions in service to certain bus stops on Folsom bus route 10; discontinuing two early morning trips on bus route 51 (Stockton/Broadway); and discontinuing Folsom bus route 30 due to low ridership. Comments must be received by

5 p.m. on Friday, March 1, 2024. Visit [sacrt.com/2024service](https://www.sacrt.com/2024service) for details or call 916-321-BUSS (2877).

Take the Survey: Help Us Reshape the Future of SacRT

As part of our forward-thinking marketing strategy, we are on a mission to redefine SacRT's brand identity for the future. This involves creating an evolved style and logo that will not only modernize our image but also enhance visibility for both our riders and community members to make it easier to identify the spectrum of services SacRT offers. This initiative has special significance as we prepare to roll out our new fleet of low-floor light rail trains this summer.

In late 2022, SacRT engaged the community to discover how best to refresh our brand identity for the next decade. After more than 450 responses, we are ready to share the case study highlights and follow-up survey.

SacRT is close to finalizing our new logo but still needs additional community input. If you have not taken the short survey, we encourage you to take it. Your input will drive SacRT into the future. The survey will close on Thursday, February 29, 2024. Please find the survey at: <https://www.sacrt.com/apps/sacrt-seeking-input-on-new-brand-identity-and-logo/>



STAFF REPORT

DATE: February 26, 2024
TO: Sacramento Regional Transit Board of Directors
FROM: Greg Walters, EEO Officer
SUBJ: EQUAL EMPLOYMENT OPPORTUNITY UPDATE

RECOMMENDATION

No Recommendation - For Information Only.

INFORMATION

2023 was a great year for SacRT with respect to equal employment opportunity and keeping our workplace safe and comfortable for all employees. We continue to fulfill our FTA EEO compliance requirements with the help of our great management team.

Specific accomplishments include:

- Assisted managers with conducting EEO-related informational meetings with most employees. In 2023 they covered our harassment prevention policy and complaint procedures and reasonable accommodation requests based on disability or religion.
- Facilitated ongoing online EEO training for all employees on sexual harassment, discrimination, and harassment prevention.
- Responded to 15 EEO complaints, each resulting in no findings.

By the Numbers

12/31/2021			12/31/2022			12/31/2023		
Total Employees	1253	% of Total Employees	Total Employees	1291	% of Total Employees	Total Employees	1328	% of Total Employees
Persons of Color	868	69%	Persons of Color	926	71.7%	Persons of Color	946	71.2%
Veterans	52	4.20%	Veterans	52	4.0%	Veterans	72	5.4%
Disabled	58	4.60%	Disabled	61	4.7%	Disabled	71	5.3%

The most dramatic change is the increased number of employees identifying as veterans or disabled. This is a source of pride for our agency.

Promotions

2022 Promotions		
Amer Ind/AN	0	0
Asians	13	11%
Black	40	33%
Hispanic	23	19%
Multi Race	9	7%
White	36	30%
Haw/PI	0	0%
TOTALS	121	

2023 Promotions		
Amer Ind/AN	0	0
Asians	16	16%
Black	28	28%
Hispanic	24	24%
Multi Race	4	4%
White	27	27%
Haw/PI	2	2%
TOTALS	101	

The number of promotions varies by year based on turnover and job openings at higher levels. The percentage of promotions for Asians, Hispanics and females increased in 2023 compared to 2022. The number decreased slightly for Black, White and Multi-Race employees but 2023 hiring of black employees rose sharply so the promotion numbers should rise over time.

Transportation Supervisor Promotions

	Males	Females
2022	9	1
2023	1	3

	2022 Demographics		Promotions	
M	868	67%	90	74%
F	424	33%	32	26%
TOTALS	1292		122	

	2023 Demographics		Promotions	
M	885	67%	68	65%
F	445	33%	36	35%
TOTALS	1330		104	

A “watch” area from last year was the number of male versus female promotions into the most hotly contested promotional category, Transportation Supervisors. Those numbers improved for females in 2023 as did percentage of promotions of females overall (26% up to 35%)

Underutilization

SacRT will update our underutilization data later this month but we already know we met our 2023 goals for increasing the number of veterans and those identifying as disabled.

“Underutilization” refers to the presence of fewer minorities or women in a particular job group than would reasonably be expected, given their availability in the talent pool we recruit from. It also refers to the presence of fewer veterans or individuals with disabilities in our workforce than the established federal goals

Complaints

SacRT had 15 EEO-related complaints in 2023 which is a remarkably consistent and reasonably low number given the size of our agency. 13 complaints were internal, two originated with the Civil Rights Department. There were no findings of discrimination, harassment or retaliation in any of the complaints and they are all closed. That said, most complaints present an opportunity for us to improve the working environment for those originating the complaints and we took full advantage of that whenever possible.

Training in 2022

EEO continues to present EEO-related and discrimination/harassment prevention training to all new employees. Additionally, our employees continue to take an online state-mandated harassment prevention class at least once every two years.

What is Next?

The focus for the next year will be on State and FTA compliance-related tasks including:

- Voluntary self-identification update (race, gender, vet or disabled)
- Mandatory harassment prevention training for all employees required every two years
- Preparation for next FTA audit
- Quickly and fairly respond to all employee complaints
- Review and further enhance hiring and selection process with HR and develop and deliver training in the enhanced process; training will include developing tools and skills to hire the best people to serve our communities

EEO continues to monitor our disciplinary actions with respect to fairness and preventing adverse impact.



STAFF REPORT

DATE: February 26, 2024
TO: Sacramento Regional Transit Board of Directors
FROM: Coye E. Carter, Internal Accountability and Compliance Auditor
SUBJ: INTERNAL AUDIT UPDATE

RECOMMENDATION

No Recommendation - For Information Only.

Internal Audit **Semiannual Report to the Board of Directors**

The Sacramento Regional Transit District's (SacRT) Internal Audit (IA) Unit plans, coordinates, and oversees organizational internal audit and risk assessment activities. IA reviews the integrity and efficiency of SacRT's critical activities, projects, and programs to determine if internal controls are adequate and effective in mitigating operational risks and complying with applicable laws and regulations. Additionally, IA works collaboratively with management and staff at all levels to implement necessary changes and corrective actions to assist SacRT with accomplishing its organizational goals and missions.

IA created an Internal Audit Plan for fiscal years 2024 through 2026 and continuously schedules identified operational areas for review. The Internal Audit Plan was developed through interviews with SacRT Leadership, managers, and staff along with review of financial reports, audit reports, and governing regulations for transportation agencies. Several engagements identified on the Internal Audit Plan, and additional special project reviews requested by SacRT Leadership, were completed or are on-going for the period of May 1, 2023 through January 31, 2024:

- Key Custody and I.D. Badge Access Review – (Completed)
- ADA Record Retention Compliance Review – (Completed)
- Capital Assets Review – (Completed)
- CPUC 14-B Checklist Audit – (Completed)
- NTSB Light Rail Accident Investigation Follow Up Review – (Completed)
- Cell Phone Issuance Review – (Ongoing)
- Light Rail Rolling Stock Maintenance Review – (Ongoing)

Additionally, IA continues to support SacRT's Strategic Plan and four strategic organizational pillars with the following engagements scheduled for fiscal years ending June 30, 2024, June 30, 2025, and June 30, 2026:

- 2025 FTA Triennial Review
- Light Rail Flagging Activities Review
- Light Rail Training Curriculum Review
- IT – Active Directory (AD) Review
- Elk Grove Annexation
- Take-Home Vehicle Review
- Federal Transportation Administration (FTA) Grant (5307 and 5337) Compliance Review
- Grant Activities Tracking Review
- Subrecipient Monitoring Review
- California Public Utilities Commission (CPUC) Safety Compliance Review
- Cash Handling Review
- Travel Reimbursement Review
- Revenue Contract Review

The Internal Audit Plan is periodically re-evaluated and adjusted to suit organizational priorities and accommodate special project requests from SacRT Leadership.



STAFF REPORT

DATE: February 26, 2024
TO: Sacramento Regional Transit Board of Directors
FROM: Olga Sanchez-Ochoa, General Counsel
SUBJ: GENERAL COUNSEL UPDATE

Sacramento Regional Transit District Legal Services Department Update to the Board for 2023-24

Overview:

The Legal Department has been busy working with management on a number of projects since the second half of 2023, including the Light Rail Modernization project, disposition of SacRT's administrative complex in Midtown Sacramento, purchase of the new low-floor light rail vehicles, review of the Invitation for Bid for the Dos Rios Light Rail Station, relocation of administrative staff to 1102 Q Street, and a number of other important projects for the District. Below is a summary of some of the highlights.

Employment Litigation:

Responsibility for management and oversight of employment related litigation rests with the Legal Services Department. SacRT has experienced cost-savings by using SacRT's in-house attorneys to second chair each litigated matter, while outside counsel serves as first chair. Staff in SacRT's Legal Services Department handle all document gathering and review throughout the litigation process, which significantly reduces litigation costs. In addition, close oversight of these cases by in-house counsel has resulted in the quick, cost-effective resolution of most cases. SacRT also works with outside counsel on a case-by-case basis from time to time. SacRT Legal Services Department has also been working closely with Management to resolve employment issues early to avoid litigation by providing advice on disciplinary, leave administration, and other employment related process issues to reduce the likelihood of triggering a claim and ensuring positive outcomes for both the agency and SacRT's employees.

Safety & Security

In 2023, SacRT's VP of Safety, Security & Customer Service reached out to the Legal Services Department to request assistance in understanding SacRT's ability to exclude violent passengers who attack SacRT's frontline employees from having access to our system. Our department has spent an increasing amount of time providing advice and counsel to Operations and RTPS on the legal tools at SacRT's disposal to address violent

passengers. Given societal trends, I anticipate that we will be working closely throughout 2024 advising management on how to legally manage these challenges.

Unhoused Crises

As most every other public agency in the region has had to grapple with how best to address the unhoused crises, SacRT has navigated many challenges over the past few years related to the unhoused crises. SacRT Management has had to balance the need to protect its critical infrastructure and provide a reliable, clean, and safe transit system to the riding public vs. to find a socially responsible and compassionate solutions to the unhoused crises and its impact on SacRT's system. SacRT's Legal Services Department has been a partner to other departments at SacRT in finding that balance. Throughout the year we have provided legal counsel and advice to Management regarding whether *Martin v. Boise* governs SacRT's management of the unhoused crises within its system and how best to legally address the many challenges SacRT faces in this area. We also closely monitor cases being litigated in Sacramento, the Bay Area, Southern California and throughout the state to understand how courts are resolving such disputes and to help determine how those decisions might impact SacRT's efforts to protect its facilities, critical infrastructure, employees, and passengers from any negative impacts of the unhoused crises on the system.

In January 2024, the US Supreme Court agreed to review three 9th Circuit Court of Appeals cases prohibiting local municipalities from clearing encampments, except in limited instances. The cases, one originating in Grants Pass, Oregon, one from San Francisco, California and one from Boise, Idaho, will be reviewed by the Court. The municipalities involved in the three cases are hoping for more flexibility in clearing encampments. The Legal Services Department will be closely monitoring the situation and will be ready to review and interpret any ruling issued by SCOTUS, to understand the applicability to SacRT and its impact on SacRT's ability to manage the encroachment of unhoused encampments within 25' of SacRT's critical infrastructure.

SacRT's Administrative Code Revisions and District Policies

SacRT's Legal Services Department works closely with staff when changes or additions need to be made to SacRT's Administrative Code. In the last six months, the Legal Services Department has worked with management to amend Title III of the SacRT Administrative Code twice.

In November 2023 the Legal Services Department worked with the Clerk to the Board and the Deputy General Manager to modify Title III of the SacRT Administrative Code. Title III was amended and restated to change the Board Meeting start time from 5:30 pm to 4:00 pm.

In January 2024, the Legal Services Department again worked with the Clerk to the Board and the Deputy General Manager to again modify Title III of the SacRT Administrative Code. The changes made to the code included authorizing the Board to elect a Chair and Vice Chair to two-year terms, subject to affirmation, adopting clarifying amendments to §3.1.7.8 and §3.2.1.4 of Title III that clarified that each Board member has one vote, clarified the circumstances in which a 4/5ths vote is required, and providing the Board with more flexibility in determining the duration of an ad hoc task force. These clarifying

edits incorporated changes that aligned more closely to industry practices and incorporated statutory requirements.

California Public Records Act

SacRT's Legal Services Department historically handled responding to California Public Records Act (CPRA) requests. The Legal Services Department works closely with the Program Analyst in the General Manager/CEO's office to process all CPRA requests that are submitted by the public to SacRT. Since July 2023, the Legal Services Department and the GM's Program Analyst have processed approximately 79 of varying degrees of complexity.

Board Structure & Legislative Initiatives

The Legal Services Department works very closely with the Government Affairs team on legislative initiatives. Currently, SacRT is sponsoring two bills in the Legislature. The first bill is AB 1924 (Nguyen), which will modify SacRT's service boundaries to include the southern portion of Sacramento County, including the City of Galt. The second bill is authored by Assemblyman Kevin McCarty, and it will authorize SacRT to issue super senior lifetime passes to SacRT passengers aged 70 or older without having to provide the same passes to individuals with disabilities. SacRT's Legal Services Department worked closely with VP of Real Estate/Chief of Staff and SacRT's state lobbyist on drafting language and answering questions from Legislative Counsel and legislative committee consultants regarding the measures and the intent behind them. As the bills make their way through the legislative process, the Legal Services Department will continue to provide support to our Government Affairs staff.

Real Estate Support

Throughout the latter part of 2023, the Legal Services Department worked closely with the Real Estate Department on a number of key projects including navigating the Surplus Land Act ("SLA"), disposing of SacRT's midtown administrative complex, SacRT expanding its Q Street Lease, the acquisition of property rights necessary to complete the Light Rail Modernization Project, providing legal support for the Dos Rios Light Rail Station project, providing legal support for the close out of several remaining real estate transactions related to the SSCP2 project, providing legal support for SacRT's quest to acquire a new administrative campus and maintenance facility, and providing legal support for numerous easements, licenses, rights of entry and other real estate related transactions. There are several real estate related transactions that are in progress that SacRT's Legal Services Department will dedicate significant resources to in the remainder of 2024 to progress those transactions. In addition to what has already been mentioned, the SacRT Legal Services Department worked on the following real estate transactions during the latter part of 2023 and beginning of 2024:

1. Easton Development Easement Swap
2. SMUD ROE for Folsom 15-minute service
3. 65th Street Transfer Station Relocation amendment for concrete pad replacement
4. Ground Lease for Parking Purposes along Stockton Blvd

Pension Support

The Legal Services Department continues to serve the role of counsel to SacRT's pension staff as that staff performs their role of pension administrator. While the Retirement System has its own counsel, SacRT, as the pension administrator that executes the directives of the Retirement Boards, relies on SacRT's Legal Services Department to provide advice and counsel on pension related issues from the perspective of the pension administrator. In that role, SacRT's Legal Services Department continues to review all pension applications and approvals before their final approval by the General Manager/CEO. In addition, SacRT Legal Services Department continues to review all Qualified Domestic Relations Orders and works with Pension Administration on ensuring that all provisions in each QDRO comply with SacRT's pension plans.

Leave Administration

SacRT established a Leave Administration Committee approximately 13 years ago to manage complex leave requests submitted by employees. The Committee is a cross-departmental body made up of representatives from Human Resources, Labor Relations, EEO, Risk and Legal. SacRT's Legal Services Department has been actively engaged with the Committee throughout the second half of 2023 providing legal advice and counsel to the Committee on SacRT's legal obligations related to FMLA, ADA, CFRA, PDL and the various other leave laws that provide leave entitlement to employees in California.

Procurement Support and Drafting of Contracts

The Legal Services Department has participated in the majority of procurements over the past 6 months, including assisting in the drafting and review of bid documents, providing advice and counsel during the selection process, drafting the contracts and providing assistance with contract interpretation after contract execution. In the latter half of 2023 and the beginning of 2024, the Legal Services Department worked on a number of significant procurements and other project agreements including:

1. Siemens amendment for purchase of 8 additional low-floor LRVs
2. Dos Rios IFB
3. Watt/180 Transit Center Improvements IFB
4. Low Floor Vehicle Platform Phase 3 IFB
5. Low Floor Vehicle Platform Phase 1 CCOs
6. CM Work Orders for Low Floor Vehicle Platform
7. On-Call Planning Support Services Contracts
8. Final closeout of FVM contract with Scheidt & Bachmann
9. Solicitation for CAF Midlife Overhaul
10. On-Call Real Estate Seller Representative Services
11. Globe Station Mini high platform
12. CCOs for Aldridge Contract for 15-minute service to Folsom
13. Solicitations for Contactless fare payment system (hardware and software components)
14. Clever Devices IVN5 Contract to update Clever Devices hardware and software
15. Empathy Bereavement Benefit services contract

16. Light Rail Station Enhancement Services contract with Davra (to communicate what type of vehicle is arriving at Central Business District stations)
17. New Los Rios Student Transit Pass Agreement
18. Risk Management Information System Contract
19. General Liability and Workers Compensation Claims Audit Services
20. Contracts for Railroad Flagging Support Services
21. Shane Brown Electric contract for Emergency Repairs at 1400 29th Street
22. SKK 1800 24th Street Construction and Maintenance Agreement for Off-Site Improvements to support theater project adjacent to SacRT's 23rd Street light rail station
23. ANGI CNG Training to train SacRT's Facilities staff to maintain critical compressor equipment for CNG service
24. Building sign for 1102 Q Street
25. Contract for On-Call Revenue Vehicle Auto Body Repair to allow SacRT to have an ongoing contract in place to speedily repair revenue vehicles damaged in accidents

In addition to the procurements listed above, SacRT Legal worked on numerous other smaller procurements. SacRT Legal anticipates that it will continue to serve a role in the procurement process in the remainder of 2024. In the last six months, SacRT Legal has drafted 226 contracts.

General Legal Support

During the latter half of 2023, SacRT's Legal Services Department provided advice and counsel to SacRT Management on the many projects the district is progressing. We provided advice and counsel on labor and employment issues, real property, CEQA, NEPA, PEPPA, Title VI, First Amendment issues, procurement, Brown Act, FPPC and conflicts issues, leave administration, and the many legal issues that arise daily at a high performing public transit agency. We have faced many challenges during this year and anticipate that the remainder of 2024 will be no different. In addition to the projects already mentioned previously in this update, we also dedicated significant staff time to the following projects:

1. Student Transit Pass Agreement with Sacramento County to subsidize RydeFreeRT
2. DGS CNG purchase agreement to continue to allow SacRT to purchase biogas and earn renewable energy credits.
3. City of Rancho Cordova Interchange Project Agreement to support City of Rancho Cordova's project for development south of Folsom Blvd
4. Updating the Record Retention Schedule
5. Reviewing CBA's in anticipation of new contract negotiations
6. Providing support to Human Resources on reviewing criminal background check results for prospective employees

We look forward to continuing to assist SacRT Management progress the Board's many initiatives and priorities.



SacRT In the Community Blog

SacRT General Manager/CEO's Update
Monday, February 26, 2024



SacRT Weather Response



New Low Floor Light Rail Vehicles



Sacramento New Technology HS



California Transit Works



MLK March for the Dream



Honoring Rosa Parks

Ride SacRT for FREE on Transit Equity Day!

Systemwide FREE rides on
Sunday, February 4, 2024.



Rosa Parks – Transit Equity Day



MAC Executive Committee Meeting



"I'm looking forward to working with them this year on their many projects that will help people, families, and communities get to where they need to go throughout the region."

– Congresswoman Doris Matsui

Congresswoman Matsui Briefing



Vice President Visit



Former SacRT GM/CEO Bill Bourne