

# STAFF REPORT

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**DATE:** May 13, 2024  
**TO:** Sacramento Regional Transit Board of Directors  
**FROM:** Lisa Hinz, VP, Security, Safety and Customer Satisfaction  
**SUBJ:** POLICE SERVICES PERSONAL CONTRACT EMPLOYEES

## RECOMMENDATION

Adopt the Attached Resolutions.

## RESULT OF RECOMMENDED ACTION

Approving the Third Amendment to the Amended and Restated Personal Services Contract with Security and Safety Administrator Mark Sakauye.

Approving the Third Amendment to the Personal Services Contract with Background Investigator Stephen Lau.

Approving the First Amendment to the Personal Services Contracts with Police Services Administrator Douglas Voska, Social Services Practitioner Rosario Arteaga Esquivel, and Security and Safety Program Specialist Evan Kanenaga.

## FISCAL IMPACT

The total consideration for FY24-25 for one Security and Safety Administrator, one Background Investigator, one Police Services Administrator, one Social Services Practitioner, and one Security and Safety Program Specialist will not exceed \$385,000 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 FY2025 is included in the proposed FY24-25 operating budget.

## DISCUSSION

In May 2023, the Board approved the Second Amendment to the Amended and Restated Contract for Personal Services for Mark Sakauye, the Second Amendment to the Contract for Personal Services Contract for Stephen Lau, and the Personal Services Contract for Douglas Voska. 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 Rosario Arteaga Esquivel on October 9, 2023. Rosario Arteaga Esquivel's

contract expires on June 30, 2024, and SacRT is still in need of her services. Also, under the General Manager/CEO's authority, SacRT entered into a Personal Services Contract with Evan Kanenaga on September 15, 2023. Evan Kanenaga's contract expires on June 30, 2024, and SacRT is still in need of his services.

With SacRT's strong emphasis on security and safety, SacRT needs the services of one Security and Safety Administrator, one Background Investigator, one Police Services Administrator, one Social Services Practitioner, and one Security and Safety Specialist.

#### Security and Safety Administrator: Mark Sakauye

Mark Sakauye retired as a Police Lieutenant from the Sacramento Police Department after 29 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 for 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 Third Amendment to the Amended and Restated Contract for Personal Services with Security and Safety Administrator Mark Sakauye wherein the total consideration is increased by \$93,000 from \$517,500 to \$610,500, and the term is extended to June 30, 2025.

#### Background Investigator: Stephen Lau

Stephen Lau retired as a Police Sergeant from the Sacramento Police Department after 30 years in law enforcement. Two of those years were served at SacRT.

Lau's primary job duties are described as below:

- 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 Third Amendment to the Personal Services Contract with Background Investigator Stephen Lau, wherein the total consideration is increased by \$60,000 from \$133,000 to \$193,000, the hourly rate is increased from \$45 to \$50 effective July 1, 2024, and the term is extended to June 30, 2025.

Police Services Administrator: Douglas Voska

Douglas Voska retired as a Police Lieutenant from UC Davis after forty-two years in law enforcement. Thirteen of those years were served at SacRT as an officer and then a sergeant with the Sacramento Police Department. Voska was hired by UC Davis after he retired from the Sacramento Police Department.

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.

Voska'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.
- 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.
- 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.
- 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.
- Grant writer for security and safety related grants.
- 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.
- 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 for Personal Services Contract with Douglas Voska as the Police Services Administrator, wherein the total consideration is increased by \$82,000 from \$78,000 to \$160,000, and the term is extended to June 30, 2025.

#### Social Work Practitioner: Rosario Arteaga Esquivel

Rosario Arteaga Esquivel has been in social work for 9 years. She received her Masters in Social Work in 2022. Arteaga Esquivel oversees SacRT's Social Work Program that includes outreach for the unhoused population that utilize SacRT's bus and light rail system.

Arteaga Esquivel's primary job duties are listed below:

- Perform field work to proactively serve the homeless, mentally disabled, youth and elderly through SacRT's operating system.
- Serve as liaison with law enforcement, school officials, SacRT staff and the general public regarding difficult and/or complex situations regarding mental health and social services.
- Compile and prepare reports and documents on clinical activities; maintain records; prepare periodic reports.
- Identify emerging trends related to crimes and issues; develop and implement prevention and intervention program approaches; provide community education on current procedures and practices related to the unhoused, drug abuse, mental health, and criminal prevention and intervention strategies.
- Provide clinical assessment and initiate counseling/treatment efforts and make referrals of individuals and/or family members to available services; provide related short-term counseling to staff, citizens or others.
- Provide support and guidance to SacRT staff concerning victim advocacy, juvenile and adult crime, unhoused individuals, mental health, chemical dependency, and other services as needed.
- Represent functional area on committees and outside organizations; coordinate community service activities with SacRT and outside agencies as appropriate.
- Make presentations to the SacRT Board of Directors, community groups and outside agencies. Answer questions and provide information to the public.
- Perform related duties as assigned.

Staff recommends entering into the First Amendment for Personal Services Contract with Social Services Practitioner Rosario Arteaga Esquivel wherein the total consideration is increased by \$70,000 from \$50,000 to \$120,000, and the term is extended to June 30, 2025.

Security and Safety Program Specialist: Evan Kanenaga

Evan Kanenaga retired as a Police Officer from the Sacramento Police Department after 28 years in law enforcement. Fifteen of those years were served at SacRT.

Kanenaga's primary job duties are described as below:

- Create monthly crime statistic reports. Acting as SacRT's Crime Analyst. Responsible for SacRT's 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.
- Provide security training and producing training materials as needed.
- Create, update and maintain safety and security documents.
- 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.

- Regularly updating and maintaining SacRT's Threat and Vulnerability Assessments (TVA's). 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 have been audited several times by both the CPUC and the FTA/TSA.
- Responsibility for regulatory security audits. This includes the yearly CPUC internal audits, the CPUC triennial audits, the FTA/TSA BASE audits and any other security audits to which SacRT is subject.
- Performing the security portion of Preliminary Hazard Analysis projects as required by regulation. Performing Crime Prevention through Environmental Design (CPTED) assessments for SacRT, whether in response to regulations for new/renovation projects or to address terrorism and/or criminal issues existing within the current system.
- Drafting exercise plans and after-action reports for SacRT's exercises and drills as well as assisting in the execution of the exercises.
- Drafting District wide and departmental Standard Operating Procedures/Policies (SOP) to address security and safety issues such as the District's recently adopted Workplace Violence Policy
- Other security and safety duties as assigned.

Staff recommends entering into the First Amendment for Personal Services Contract with Security and Safety Program Specialist Evan Kanenaga, wherein the total consideration is increased by \$80,000 from \$60,000 to \$140,000, the hourly rate is increased from \$45 to \$50 effective July 1, 2024, and the term is extended to June 30, 2025.

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 addressing 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. 2024-05-037

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

May 13, 2024

**APPROVING THE THIRD AMENDMENT TO THE AMENDED AND RESTATED PERSONAL SERVICES CONTRACT WITH MARK SAKAUYE**

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

THAT, the Third Amendment to the Amended and Restated Contract for Personal Services between Sacramento Regional Transit District, therein referred to as "SacRT," and Mark Sakauye, therein referred to as "TEMPORARY EMPLOYEE," whereby the total consideration is increased by \$93,000, from \$517,500 to \$610,500, and the term is extended to June 30, 2025, is hereby approved.

THAT, the General Manager/CEO and Board Chair are hereby authorized and directed to execute the Agreement herein approved.

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PATRICK KENNEDY, Chair

A T T E S T:

HENRY LI, Secretary

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

RESOLUTION NO. 2024-05-038

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

May 13, 2024

**APPROVING THE THIRD AMENDMENT TO THE PERSONAL SERVICES CONTRACT WITH STEPHEN LAU**

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

THAT, the Third Amendment to the Personal Services Contract 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 \$60,000 from \$133,000 to \$193,000, the hourly rate is increased from \$45 to \$50 effective July 1, 2024, and the term is extended to June 30, 2025, is hereby approved.

THAT, the General Manager/CEO and Board Chair are hereby authorized and directed to execute the Agreement herein approved.

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PATRICK KENNEDY, Chair

A T T E S T:

HENRY LI, Secretary

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



RESOLUTION NO. 2024-05-039

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

May 13, 2024

**APPROVING THE FIRST AMENDMENT TO THE PERSONAL SERVICES  
CONTRACT WITH DOUGLAS VOSKA**

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 Personal Services Contract between Sacramento Regional Transit District, therein referred to as "SacRT," and Douglas Voska, therein referred to as "TEMPORARY EMPLOYEE," whereby the total consideration is increased by \$82,000 from \$78,000 to \$160,000, and the term is extended to June 30, 2025, is hereby approved.

THAT, the General Manager/CEO and Board Chair are hereby authorized and directed to execute the Agreement herein approved.

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PATRICK KENNEDY, Chair

A T T E S T:

HENRY LI, Secretary

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

RESOLUTION NO. 2024-05-040

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

May 13, 2024

**APPROVING THE FIRST AMENDMENT TO THE PERSONAL SERVICES CONTRACT WITH ROSARIO ARTEAGA ESQUIVEL**

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 Personal Services Contract between Sacramento Regional Transit District, therein referred to as "SacRT," and Rosario Arteaga Esquivel, therein referred to as "TEMPORARY EMPLOYEE," whereby the total consideration is increased by \$70,000 from \$50,000 to \$120,000, and the term is extended to June 30, 2025, is hereby approved.

THAT, the General Manager/CEO and Board Chair are hereby authorized and directed to execute the Agreement herein approved.

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PATRICK KENNEDY, Chair

A T T E S T:

HENRY LI, Secretary

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

RESOLUTION NO. 2024-05-041

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

May 13, 2024

**APPROVING THE FIRST AMENDMENT TO THE PERSONAL SERVICES  
CONTRACT WITH EVAN KANENAGA**

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 Personal Services Contract between Sacramento Regional Transit District, therein referred to as "SacRT," and Evan Kanenaga, therein referred to as "TEMPORARY EMPLOYEE," whereby the total consideration is increased by \$80,000 from \$60,000 to \$140,000, the hourly rate is increased from \$45 to \$50 effective July 1, 2024, and the term is extended to June 30, 2025, is hereby approved.

THAT, the General Manager/CEO and Board Chair are hereby authorized and directed to execute the Agreement herein approved.

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

A T T E S T:

HENRY LI, Secretary

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