

SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA



ITEM: 2.6  
(ID # 13188)

MEETING DATE:  
Tuesday, September 15, 2020

**FROM :** COUNTY COUNSEL:

**SUBJECT:** COUNTY COUNSEL: Approval of the Amended Conflict of Interest Code of the Riverside Transit Agency [District 1, 2, 3 and 5 ] [\$0]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Approve the Amended Conflict of Interest Code of the Riverside Transit Agency; and
2. Direct the Clerk of the Board to notify the Riverside Transit Agency of the action taken.

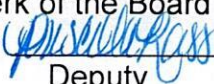
**ACTION:** Consent

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MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Jeffries, seconded by Supervisor Hewitt and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt  
Nays: None  
Absent: None  
Date: September 15, 2020  
xc: CoCo, RTA

Kecia R. Harper  
Clerk of the Board  
By:   
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,  
STATE OF CALIFORNIA**

<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	N/A	N/A	N/A	N/A
<b>NET COUNTY COST</b>	N/A	N/A	N/A	N/A
<b>SOURCE OF FUNDS: N/A</b>			<b>Budget Adjustment:</b>	No
			<b>For Fiscal Year:</b>	N/A

**C.E.O. RECOMMENDATION:** [CEO use]

**BACKGROUND:**

**Summary**

The Political Reform Act prohibits a public official from using his or her position to influence a government decision in which he or she has a financial interest. Government Code section 87300 requires local government agencies to adopt and promulgate a Conflict of Interest Code identifying officials and employees required to file statements of economic interest based on the positions they hold. A local government agency, as defined by Government Code section 82041, includes the Riverside Transit Agency.

Each even-numbered year, Government Code section 87306.5 requires local government agencies to review their Conflict of Interest Code, make appropriate revisions, if necessary, and submit an amended Conflict of Interest Code to the code reviewing body. Government Code section 82011(b) identifies the Board of Supervisors for the County of Riverside as the code reviewing body for a local government agency within its county.

The Board of Directors of the Riverside Transit Agency recently adopted an amended Conflict of Interest Code on July 23, 2020 to include new positions, revise the titles of existing positions and delete positions that have been abolished and/or no longer make or participate in making governmental decisions. The Riverside Transit Agency has submitted its amended Conflict of Interest Code for approval by the Board of Supervisors as the code reviewing body.

This office has reviewed the amended Conflict of Interest Code of the Riverside Transit Agency and has found that it complies with statutory requirements. A complete copy of the amended Conflict of Interest Code of the Riverside Transit Agency is attached.


It is recommended that the Board of Supervisors approve the amended Conflict of Interest Code of the Riverside Transit Agency, and direct the Clerk of the Board to notify the Riverside Transit Agency of the action taken.

**ATTACHMENTS**

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,  
STATE OF CALIFORNIA**

**ATTACHMENT A: MINUTE ORDER CERTIFICATION FROM RIVERSIDE TRANSIT  
AGENCY**

**ATTACHMENT B: CONFLICT OF INTEREST CODE OF THE RIVERSIDE TRANSIT  
AGENCY**

  
\_\_\_\_\_  
Gregory H. Priamos, Director County Counsel 9/2/2020



**Riverside Transit Agency**

1825 Third Street  
P.O. Box 59968  
Riverside, CA 92517-1968  
Phone: (951) 565-5000  
Fax: (951) 565-5001

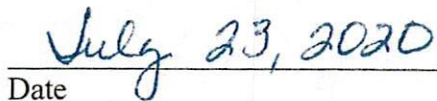
**CERTIFICATION**

The undersigned duly qualified Clerk of the Board of Directors of the Riverside Transit Agency certifies that the foregoing is a true and correct record of the unanimous action taken by the Board of Directors at their meeting of July 23, 2020 for Item 6K - Approve and Adopt Amendments to the Agency Conflict of Interest Code.

- Approve and adopt Amendments to the Agency's Conflict of Interest Code and direct staff to submit it to the Riverside County Board of Supervisors for their consideration.

ATTEST:

  
\_\_\_\_\_  
Joan L. Hepworth  
Clerk of the Board of Directors

  
\_\_\_\_\_  
Date



**RIVERSIDE TRANSIT AGENCY  
CONFLICT OF INTEREST CODE**

**ADOPTED BY THE**

**BOARD OF DIRECTORS  
RIVERSIDE TRANSIT AGENCY  
1825 THIRD STREET  
RIVERSIDE, CA 92507-3484  
PHONE: 951-565-5000**

**REVISED:  
July 23, 2020**

FORM APPROVED COUNTY COUNSEL

BY:   
DANIELLE D. MALAND

**CONFLICT OF INTEREST CODE  
RIVERSIDE TRANSIT AGENCY**

The Political Reform Act, Government Code Sections 81000, et seq., requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation, 2 California Code of Regulations Section 18730, which contains the terms of a standard Conflict of Interest Code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached appendices in which members and employees are designated and disclosure categories are set forth, constitute the Conflict of Interest Code of the Riverside Transit Agency (Agency).

All designated positions shall file their statements of economic interest with the Clerk of the Board for Agency. The Clerk of the Board shall retain the originals of the statements filed by the designated employees and shall make the statements available for public inspection and reproduction during regular business hours pursuant to Government Code Section 81008. Upon receipt of the statements for the Members of the Board of Directors, Alternates to Members of the Board of Directors, Chief Executive Officer, Chief Financial Officer and the Chief Operating Officer, the Agency shall make and retain copies and forward the originals to the SEI Filing Officer for the County of Riverside Board of Supervisors.

## APPENDIX "A"

### DESIGNATED POSITIONS

### DISCLOSURE CATEGORY

Benefits Administrator	1
Budget Administrator	1
Buyer	1
Chief Administrative Services Officer	1
Chief Procurement and Logistics Officer	1
Consultant*	1
Contract Operations Manager	1
Contracts Administrator	1
Contracts Manager	1
Controller	1
Director of Contracts	1
Director of Information Technologies	1
Director of Maintenance	1
Director of Marketing	1
Director of Planning	1
Director of Risk Management	1
Clerk of the Board/Administrative Specialist	4
General Counsel	1
Government Affairs Manager	1
Human Resources Manager	1
Human Resources Specialist	1
Maintenance Manager	1
Media and Public Relations Manager	1
Operations Manager	1
Project Manager	1
Risk Manager	1
Senior Contracts Administrator	1
Senior Facilities/Construction Project Manager	1
Stops/Zones Supervisor	1
Storeroom Supervisor	1
Systems Administrator	1
Training Manager	1
Transit Safety and Security Manager	1

\*The chief executive officer 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 fully comply 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 chief executive officer'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.

**OFFICIALS WHO MANAGE PUBLIC INVESTMENTS:**

It has been determined that the positions listed below manage public investments and are not covered by this Conflict of Interest Code. They must file disclosure statements pursuant to Government Code Section 87200 and utilize Disclosure Category 1:

- Members of Board of Directors
- Alternates to Members of Board of Directors
- Chief Executive Officer
- Chief Financial Officer
- Chief Operating Officer



## APPENDIX "B"

### DISCLOSURE CATEGORIES

Financial interests of employees holding positions designated in Appendix "A" are to be reported in statements of economic interest as follows:

#### **Designated Employees in Category 1 Must Report:**

- A. Interests in real property within the jurisdiction.
- B. Investments in any business entity which, within the previous two years, has contracted, or in the future foreseeably may contract with the Riverside Transit Agency to provide services, supplies, materials or equipment to the Riverside Transit Agency.
- C. Income from any source which, within the last two years, have contracted with the Riverside Transit Agency to provide services, supplies, materials or equipment to the Riverside Transit Agency.

#### **Designated Employees in Category 2 Must Report:**

- A. Investments in any business entity which, within the previous two years, has contracted, or in the future foreseeably may contract with the Riverside Transit Agency to provide services, supplies, materials or equipment to the Riverside Transit Agency.
- B. Income from any source which, within the last two years, has contracted with the Riverside Transit Agency to provide services, supplies, materials or equipment to the Riverside Transit Agency.

**RIVERSIDE TRANSIT AGENCY  
CONFLICT OF INTEREST CODE**

**ADOPTED BY THE**

**BOARD OF DIRECTORS  
RIVERSIDE TRANSIT AGENCY  
1825 THIRD STREET  
RIVERSIDE, CA 92507-3484  
PHONE: 951-565-5000**

**REVISED**  
~~January 25, 2018~~  
*July 23, 2020*

**CONFLICT OF INTEREST CODE  
RIVERSIDE TRANSIT AGENCY**

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Consultant*	1
Contract Operations Manager	1
Contracts Administrator	1
Contracts Manager	1
Controller	1
<del>Deputy Director of Maintenance</del>	<del>4</del>
<del>Director of Operations</del>	<del>4</del>
Director of Contracts	1
Director of Information Technologies	1
Director of Maintenance	1
Director of Marketing	1
Director of Planning	1
Director of Risk Management	1
<del>Executive Assistant/Clerk of the Board/<b>Administrative Specialist</b></del>	<del>4</del>
<del>Executive Assistant/Deputy Clerk of the Board</del>	<del>4</del>
<del>Facilities Manager</del>	<del>4</del>
General Counsel	1
Government Affairs Manager	1
<del>Grants Manager</del>	<del>4</del>
Human Resources Manager	1
Human Resources Specialist	1
<del>Labor Relations Officer</del>	<del>4</del>
Maintenance Manager	1
<del>Maintenance Quality Control</del>	<del>4</del>
Media and Public Relations Manager	1
<del>Medical Administrative Activities Coordinator</del>	<del>4</del>
<del>Mobility Manager</del>	<del>4</del>
Operations Manager	1
<del>Performance Analysis and Reporting Manager</del>	<del>4</del>
<del>Planning &amp; Scheduling Manager</del>	<del>4</del>
Project Manager	1
Risk Manager	1
<b>Senior Contracts Administrator</b>	<b>1</b>
<b>Senior Facilities/Construction Project Manager</b>	<b>1</b>
Stops/Zones Supervisor	1
Storeroom Supervisor	1
Systems Administrator	1

Training Manager  
Transit Safety and Security Manager

1  
1

\*The chief executive officer 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 fully comply 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 chief executive officer'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.

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