

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



**ITEM: 2.29**  
(ID # 20379)

**MEETING DATE:**  
Tuesday, May 23, 2023

**FROM :** COUNTY COUNSEL:

**SUBJECT:** COUNTY COUNSEL: Approval of the Amendment to the 2022 Riverside Transit Agency Conflict of Interest Code [Districts 1, 2] [\$0]

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

1. Approve the Amendment to the 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:**

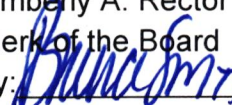
  
\_\_\_\_\_  
Minnie C. Tran, County Counsel 5/3/2023

---

**MINUTES OF THE BOARD OF SUPERVISORS**

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

Ayes: Jeffries, Spiegel, Washington, Perez, and Gutierrez  
Nays: None  
Absent: None  
Date: May 23, 2023  
xc: CO.CO., Transit, COBAB

Kimberly A. Rector  
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>	<b>N/A</b>
			<b>For Fiscal Year:</b>	N/A

**C.E.O. RECOMMENDATION:** Approval

**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 Riverside Transit Agency recently amended its Conflict of Interest Code on March 23, 2023, to delete positions, add titles, and revise titles of existing positions that participate in making governmental decisions. The Board of Directors for Riverside Transit Agency has adopted Item 8, amending its Conflict of Interest Code. 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 Conflict of Interest Code of the Riverside Transit Agency and has found that it complies with statutory requirements. A complete copy of the Conflict of Interest Code of the Riverside Transit Agency is attached.

It is recommended that the Board of Supervisors approve the 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.

**Impact on Residents and Businesses**

N/A

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

**Additional Fiscal Information**

N/A

**Contract History and Price Reasonableness**

N/A

**ATTACHMENTS:**

**Attachment A:** Certified Minutes


**Attachment B:** Riverside Transit Agency Conflict of Interest Code

**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 March 23, 2023, for Item 8 - 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:



Samantha Samaniego  
Clerk of the Board of Directors



March 23, 2023  
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:**  
March 23, 2023

**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 and the Chief Financial Officer, the Agency shall make and retain electronic and/or paper copies. Designated positions currently file their statement of economic interest electronically. Subsequently a copy is automatically sent to the SEI Filing Officer for the County of Riverside Board of Supervisors.

## APPENDIX "A"

### DESIGNATED POSITIONS

### DISCLOSURE CATEGORY

Assistant Contract Operations Manager	1, 2, 4
Assistant Operations Manager	1, 2, 4
Benefits Administrator	1, 2, 4
Buyer	1, 2, 4
Chief Administrative Services Officer	1, 2, 4
Chief Marketing Officer	1, 2, 4
Chief Technology Officer	1, 2, 4
Consultant*	1, 2, 3, 4
Contract Operations Manager	1, 2, 4
Contracts Administrator	1, 2, 3, 4
Controller	1, 2, 4
Director of Contracts	1, 2, 3, 4
Director of Maintenance	1, 2, 3, 4
Director of Planning	1, 2, 3, 4
Director of Risk Management	1, 2, 3, 4
Clerk of the Board/Executive Assistant	1, 2, 3, 4
Facilities Supervisor	1, 2, 3, 4
General Counsel	1, 2, 3, 4
Human Resources Manager	1, 2, 4
Human Resources Generalist	1, 2, 4
Maintenance Manager	1, 2, 3, 4
Media and Public Relations Manager	1, 2, 3, 4
Operations Manager	1, 2, 4
Risk Manager	1, 2, 3, 4
Senior Contracts Administrator	1, 2, 3, 4
Senior Facilities/Construction Project Manager	1, 2, 3, 4
Stops/Zones Supervisor	1, 2, 3, 4
Storeroom Supervisor	1, 2, 4
Systems Administrator	1, 2, 4
Training Manager	1, 2, 4
Transit Safety and Security Manager	1, 2, 4

\*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.

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



## APPENDIX "B"

### DISCLOSURE CATEGORIES

The disclosure categories listed below identify the types of investments, business entities, sources of income, including gifts, loans and travel payments, or real property which the Designated Position must disclose for each disclosure category to which the designated is assigned.<sup>3</sup> "Investment" means financial interest in any business entity (including a consulting business or other independent contracting business) and are reportable if they are either located in or doing business in the jurisdiction, are planning to do business in the jurisdiction, or have done business during the previous two years in the jurisdiction of the Agency.

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

#### **Category 1:**

All investments and business positions in, and sources of income (including gifts, loans and travel payments) from, business entities that do business or own real property within the jurisdiction of the Agency or have done business or owned real property within the jurisdiction of the Agency in the past two (2) years.

#### **Category 2:**

All interests in real property that is located, in whole or in part within, or not more than two (2) miles outside of, the jurisdiction of the Agency, including any leasehold, beneficial or ownership interest or option to acquire property.

#### **Category 3:**

All investments and business positions in, and sources of income (including gifts, loans and travel payments) from, business entities that are engaged in or obtained from land development, construction or the acquisition or sale of real property within the jurisdiction of the Agency.

#### **Category 4:**

All investments and business positions in, and sources of income (including gifts, loans and travel payments) from, business entities that provide services, supplies, materials, machinery, vehicles or equipment of a type purchased or leased by the Agency.

<sup>3</sup> This Conflict of Interest Code does not require the reporting of gifts from outside this Agency's jurisdiction if the sources does not have some connection with or bearing upon the functions or duties of the position. (Reg. 18730.1)