



**BOARD ADMINISTRATION AND OPERATIONS COMMITTEE MEETING
WEDNESDAY, JANUARY 14, 2015, 1:00 P.M.
RIVERSIDE TRANSIT AGENCY BOARD ROOM
1825 THIRD STREET
RIVERSIDE, CA 92507**

<u>ITEM</u>	<u>RECOMMENDATION</u>
1. <u>CALL TO ORDER</u>	
2. <u>SELF-INTRODUCTIONS</u>	
3. <u>PUBLIC COMMENTS – NON-AGENDA ITEMS</u> Members of the public may address the Board regarding any item within the subject matter jurisdiction of the Board; however, no action may be taken on off-agenda items unless authorized by law. Comments shall be limited to matters not listed on the agenda. Members of the public may comment on any matter listed on the agenda at the time that the Board considers that matter. Each person’s presentation is limited to a maximum of three (3) minutes.	RECEIVE COMMENTS
4. <u>APPROVAL OF MINUTES – DECEMBER 3, 2014 COMMITTEE MEETING (P.3)</u>	APPROVE
5. <u>CONSENT CALENDAR</u> All items on the Consent Calendar will be approved by one motion and there will be no discussion on individual items unless a Board member or member of the public requests a specific item to be pulled from the calendar for separate discussion.	
A. <u>PERSONNEL REPORT – NOVEMBER 2014 (P.6)</u>	RECEIVE AND FILE
B. <u>TRANSPORTATION CENTER MONTHLY REPORT – NOVEMBER 2014 (P.13)</u>	RECEIVE AND FILE

Any person with a disability who requires a modification or accommodation in order to participate in this meeting or any person with limited English proficiency (LEP) who requires language assistance to communicate with the RTA Board during the meeting should contact the RTA Clerk of the Board, telephone number (951) 565-5044, no fewer than two business days prior to this meeting to enable RTA to make reasonable arrangements to assure accessibility or language assistance for this meeting.

Agenda related writings or documents provided to the Board of Directors are available for public inspection in the office of the Clerk of the Board and at the reception desk while the meeting is in session.

ITEM

RECOMMENDATION

6. **APPROVE AMENDMENTS TO THE AGENCY'S CONFLICT OF INTEREST CODE (P.17)**

APPROVE

7. **BOARD MEMBER COMMENTS AND REMARKS**

8. **ANNOUNCEMENTS**

9. **NEXT MEETING**

BOARD ADMINISTRATION AND OPERATIONS COMMITTEE

WEDNESDAY, FEBRUARY 4, 2015

1:00 P.M.

RTA HEADQUARTERS

1825 THIRD STREET

RIVERSIDE, CA 92507

10. **ADJOURN**

RTA BOARD ADMINISTRATION AND OPERATIONS COMMITTEE MEETING
Minutes
December 3, 2014

1. CALL TO ORDER

Committee Chair Edgerton called the Board Administration and Operations Committee meeting to order at 1:00 p.m., on December 3, 2014, in the RTA Board Room.

2. SELF-INTRODUCTIONS

Self-introductions of those in attendance took place.

Committee Members Attending

1. Committee Chair Wallace Edgerton, City of Menifee, Deputy Mayor
2. Second Vice-Chairwoman Ella Zanowic, City of Calimesa, Councilmember
3. Director Art Welch, City of Banning, Mayor Pro Tem
4. Director Ike Bootsma, City of Eastvale, Mayor
5. Director Mark Yarbrough, City of Perris, Councilmember
6. Director Daryl Hickman, City of Lake Elsinore, Councilmember
7. Director Andy Melendrez, City of Riverside, Councilmember
8. Director Bridgette Moore, City of Wildomar, Councilmember
9. Director Jesse Molina, City of Moreno Valley, Mayor
10. Alternate Jerry Sincich, County of Riverside, District I, Alternate-at-Large
11. Alternate Donna Johnston, County of Riverside, District II, Alternate-at-Large

RTA Staff

1. Larry Rubio, Chief Executive Officer
2. Tammi Ford, Clerk of the Board
3. Tom Franklin, Chief Operating Officer
4. Craig Fajnor, Chief Financial Officer
5. Vince Rouzaud, Chief Procurement and Logistics Officer
6. Jim Kneepkens, Director of Marketing
7. Rick Kaczerowski, Director of Information Technologies
8. Virginia Werly, Director of Contract Operations
9. Brad Weaver, Marketing Manager
10. Eric Ustation, Government Affairs Representative
11. Natalie Zaragoza, Contracts Manager
12. Joan Hepworth, Deputy Clerk of the Board
13. Joe Forgiarini, Planning and Scheduling Manager
14. Mervin Acebo, Grants Manager

Other Attendees:

1. Frank Johnston, City of Jurupa Valley, Mayor
2. Eric Lewis, City of Moreno Valley

3. PUBLIC COMMENTS – NON-AGENDA ITEMS

None.

4. APPROVAL OF MINUTES – OCTOBER 23, 2014 COMMITTEE MEETING

M/S/C (BOOTSMA/WELCH) approving the minutes of the October 23, 2014 Committee meeting.

The motion carried unanimously.

5. CONSENT CALENDAR

M/S/C (ZANOWIC/BOOTSMA) approving the receipt and file of Item A – Personnel Report – September and October 2014.

The motion carried unanimously.

M/S/C (ZANOWIC/BOOTSMA) approving the receipt and file of Item B – Transportation Center Monthly Report – September and October 2014.

The motion carried unanimously.

Jesse Molina arrived to the meeting at 1:01 p.m.

Andy Melendrez arrived to the meeting at 1:02 p.m.

Mark Yarbrough arrived to the meeting at 1:04 p.m.

6. ADOPT AGENCY'S FY15 TRANSPORTATION UNIFORM MITIGATION FEE (TUMF) TRANSPORTATION IMPROVEMENT PROGRAM (TIP) AND PROGRAM OF PROJECTS (POP) FOR FY15 THROUGH FY19

M/S/C (HICKMAN/BOOTSMA) approving and recommending this item to the full Board of Directors for their consideration as follows:

- Adopt the Agency's updated FY15 TUMF TIP/POP covering the period of FY15 through FY19 and forward to WRCOG for approval.

The motion carried unanimously.

7. BOARD MEMBER COMMENTS AND REMARKS

Director Molina announced that the City of Moreno Valley is celebrating its 30th Birthday and all are invited to attend the birthday event 12/3/14 at 3:30 p.m. at the City Hall. He also commented that he visited New York and its transportation system utilizes automated machines to deposit fare money onto cards that work on public transportation and he would like to discuss the feasibility of that type of system for RTA.

Director Edgerton remembered Pearl Harbor and commented about what it was like to live during that time.

Director Bootsma announced the City of Eastvale would be holding their Winterfest on December 6 from 3 – 9 p.m. and everyone is welcome. He added that Santa would be there as well.

Director Melendrez announced that The City of Riverside was very busy with many events in December, including the Our Lady of Guadalupe pilgrimage on 12/6; a Day of Inclusion celebrating Diversity through storytelling at The Box at the Fox; and Riverside Poly vs. Redlands in the C.I.F. finals.

Director Hickman announced that the City of Lake Elsinore would be holding their Winterfest on December 6, with Santa and 40,000 lbs. of snow. He also announced that on December 18th, Santa would be giving 192 gifts to Head Start students.

Director Welch announced the City of Banning would be holding their Annual Phineas Festival on December 6 celebrating their founding member and all are invited to attend. He also announced that Gilman Ranch would be open which has the Stage Coach Museum. He invited all to visit and noted it is ranked as the #2 Best Museum.

Director Yarbrough announced the City of Perris would be have their tree lighting ceremony on December 6 at 5:30 p.m. and the Christmas Parade will be held December 13, and all are invited to attend.

Mr. Rubio announced that the Board Executive Committee meeting for December has been canceled. He also invited everyone to attend a luncheon on December 18 at 11:30 a.m. to honor retiring RTA General Counsel, Ken Smart.

8. OTHER BUSINESS

None.

9. NEXT MEETING

Board Administration and Operations Committee Meeting
Wednesday, January 7, 2014
1:00 p.m.
RTA Headquarters
1825 Third Street
Riverside, CA 92507

10. MEETING ADJOURNMENT

The meeting was adjourned at 1:18 p.m.

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

January 14, 2014

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Laura Camacho, Chief Administrative Services Officer

SUBJECT: Personnel Report – November 2014

Summary: The attached report summarizes personnel activity that occurred in November 2014. The following information is outlined in the report:

- Number of budgeted positions versus number of filled positions by department and position.
- Percentage of minority and female employees by position classification.
- Number of disciplinary actions by gender.
- Percentage of minority and female applicants by position.
- Number of minority and female employees by personnel actions.

Recommendation:

Receive and file.

SUMMARY OF BUDGETED POSITIONS
November 2014

DEPARTMENT AND TITLE	BUDGETED POSITIONS	FILLED POSITIONS
<u>ADMINISTRATION</u>		
Chief Executive Officer	1	1
Executive Assistant/Clerk of the Board	<u>1</u>	<u>1</u>
Department Subtotal	2	2
<u>ACCOUNTING</u>		
Chief Financial Officer	1	1
Performance Reporting & Analysis Manager	1	1
Controller	1	1
Grants Financial Administrator	1	1
Accounting Supervisor	1	1
Grants Financial Analyst	1	0
Payroll Coordinator	1	1
Revenue Account Coordinator	1	1
Accounts Payable Clerk	1	1
Accounts Receivable Clerk	1	1
Currency Processor	<u>2</u>	<u>2</u>
Department Subtotal	12	11
<u>HUMAN RESOURCES</u>		
Chief Administrative Services Officer	1	1
Human Resources Manager	1	0
Labor Relations Officer	1	1
Training Manager	1	0
Training Instructor	3	3
Benefits Administrator	1	1
Human Resources Specialist	1	1
Human Resources Clerk	2	1
Receptionist	<u>1</u>	<u>1</u>
Department Subtotal	12	9
<u>RISK MANAGEMENT</u>		
Risk Manager	1	1
Safety & Security Officer	1	0
Risk Management Specialist	1	1
Risk Management Clerk	<u>1</u>	<u>0</u>
Department Subtotal	4	2
<u>INFORMATION TECHNOLOGY</u>		
Director of Information Technology	1	1
ITS Administrator	1	1
Systems Administrator	1	1
IT Technician	<u>1</u>	<u>0</u>
Department Subtotal	4	3
<u>MAINTENANCE</u>		
Director of Maintenance	1	1
Maintenance Manager	1	1
Facilities Manager	1	1
Maintenance Quality Control	1	1
Contract Operations Maintenance Supervisor	1	1
Maintenance Supervisor	6	6
Electronic Technician	2	1
Groundskeeper	1	1
Mechanic	28	27
Property Maintainer	1	1
Tire Servicer	1	1
Servicer	<u>14</u>	<u>12</u>
Department Subtotal	58	54

DEPARTMENT AND TITLE	BUDGETED POSITIONS	FILLED POSITIONS
<u>MARKETING</u>		
Director of Marketing	1	1
Marketing Manager	1	1
Government Affairs Representative	1	1
Customer Information Supervisor	1	1
Customer Information Clerk, Senior Lead	1	1
Customer Information Clerk, On-Call	<u>19</u>	<u>21</u>
Department Subtotal	24	26
<u>OPERATIONS</u>		
Chief Operating Officer	1	1
Operations Manager	1	1
Executive Assistant/Deputy Clerk of the Board	1	1
Operations Supervisor	15	15
Operations Analyst	1	1
Stops/Zones Supervisor	1	1
Stops/Zones Groundskeeper	9	11
Surveyor	2	2
Transit Clerk	2	1
Coach Operator		
Full-Time ¹	217	244
Part-Time	<u>30</u>	<u>2</u>
Department Subtotal	280	280
<u>CONTRACT OPERATIONS</u>		
Director of Contract Operations	1	1
Contract Operations Manager	1	1
Contract Operations Specialist	2	2
ADA Certification Specialist	2	2
Travel Training Supervisor	1	1
Travel Training Specialist	4	3
Medi-Cal Administrative Activity (MAA) Coordinator	1	1
Contract Operations Administrative Clerk	<u>1</u>	<u>1</u>
Department Subtotal	13	12
<u>PLANNING</u>		
Director of Planning	1	1
Grants Manager	1	1
Planning & Scheduling Manager	1	1
Project Manager	1	1
Scheduling Analyst	1	0
Planning Analyst	1	1
Planning & Programming Specialist	2	1
Scheduling Specialist	1	0
Planning Technician	<u>1</u>	<u>0</u>
Department Subtotal	10	6
<u>PURCHASING</u>		
Chief Procurement & Logistics Officer	1	1
Contracts Manager	1	1
Contracts Administrator	2	2
Storeroom Supervisor	1	1
Buyer	1	1
Parts Clerk	<u>4</u>	<u>4</u>
Department Subtotal	10	10
Totals	429	415

¹The Agency experienced the following extended leaves of absences: 11 Coach Operators on workers' compensation, and 8 Coach Operators on disability leave. In addition, Agency is temporarily hiring full-time operators to meet service demands.

TOTAL WORKFORCE AND UTILIZATION ANALYSIS

POSITION CLASSIFICATION	TOTAL EMPLOYEES	% OF MINORITY EMPLOYEES	% OF FEMALE EMPLOYEES	CENSUS AVAILABILITY		UNDERUTILIZED	
				%MIN	%FEM	MIN	FEM
Executive/First/Mid Level Officials & Managers	48	54.2%	27.1%	38.2%	39.9%	No	Yes
Professionals	16	31.3%	31.3%	34.6%	49.8%	No	Yes
Administrative Support Workers	51	70.6%	74.5%	48.6%	72.8%	No	No
Operatives	246	72.8%	42.7%	69.9%	70.8%	No	Yes
Craft Workers	28	64.3%	0.0%	48.2%	5.6%	No	Yes
Laborers	13	53.8%	0.0%	73.7%	15.3%	Yes	Yes
Service Workers	13	92.3%	0.0%	59.2%	56.2%	No	Yes
Total	415						

DISCIPLINARY ACTIONS

DEPARTMENT	WARNINGS, COUNSELINGS & WRITTEN REPRIMANDS								SUSPENSIONS							
	Male				Female				Male				Female			
	(C	AA	H	O)	(C	AA	H	O)	(C	AA	H	O)	(C	AA	H	O)
Maintenance	5	3	4	0	0	0	0	0	0	0	0	0	0	0	0	
Operations	7	8	4	0	8	8	6	1	0	0	0	2	0	3	0	0
	(31)				(23)				(2)				(3)			

C=Caucasian, AA=African American, H=Hispanic, O=Other

APPLICATION ANALYSIS

<u>POSITION TITLE</u>	<u>TOTAL APPLICANTS</u>	<u>% OF MINORITY APPLICANTS</u>	<u>% OF FEMALE APPLICANTS</u>
Grants Financial Analyst	12	75%	42%
IT Technician	15	67%	13%
Scheduling Analyst	16	75%	25%
Servicer	43	88%	12%
Travel Training Specialist	31	61%	68%

PERSONNEL ACTIVITY

Full-Time and Part-Time:

Personnel Activity	All Employees			Minority Employees Male						Minority Employees Female						Total Minorities
	Total	Male	Female	AA	HISP	API	AIAN	NHOPI	MULTI	AA	HISP	API	AIAN	NHOPI	MULTI	Total
New Hires	11	8	3		4	1				1	2					8
Promotions	0															0
Transfers	0															0
Demotions	0															0
Terminations	2	2			1											1
Resignations	1		1								1					1
Retirements	0															0
Other	0															0

FOR FISCAL YEAR 07/01/14 THROUGH 06/30/15
FULL-TIME SEPARATIONS

	<u>Administration</u>	<u>Other</u>
Terminations	2	8
Resignations	1	3
Retirements	0	3
Other	0	0

FOR FISCAL YEAR 07/01/13 THROUGH 06/30/14
FULL-TIME SEPARATIONS

	<u>Administration</u>	<u>Other</u>
Terminations	1	6
Resignations	5	9
Retirements	1	13
Other	0	0

AA = African American

AIAN = American Indian or Alaskan Native

HISP = Hispanic

NHOPI = Native Hawaiian or Other Pacific Islander

API = Asian/Pacific Islander

MULIT = Two or More Races

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

January 14, 2015

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Jim Kneepkens, Director of Marketing

SUBJECT: Transportation Center Monthly Report – November 2014

Summary: In November 2014, the Customer Information Center answered 33,186 calls, a 6.9% increase compared to November 2013. Calls included 183 commendations, general comments and valid complaints. The number of calls to Dial-A-Ride was 11,526, a 2.1% decrease compared to November 2013. A total of 44,712 calls were received between the two call centers, which reflects a 4.4% increase compared to the same period last year.

The attached report presents call volume history and details commendations, general comments and complaints by type.

Recommendation:

Receive and file.

Riverside Transit Agency

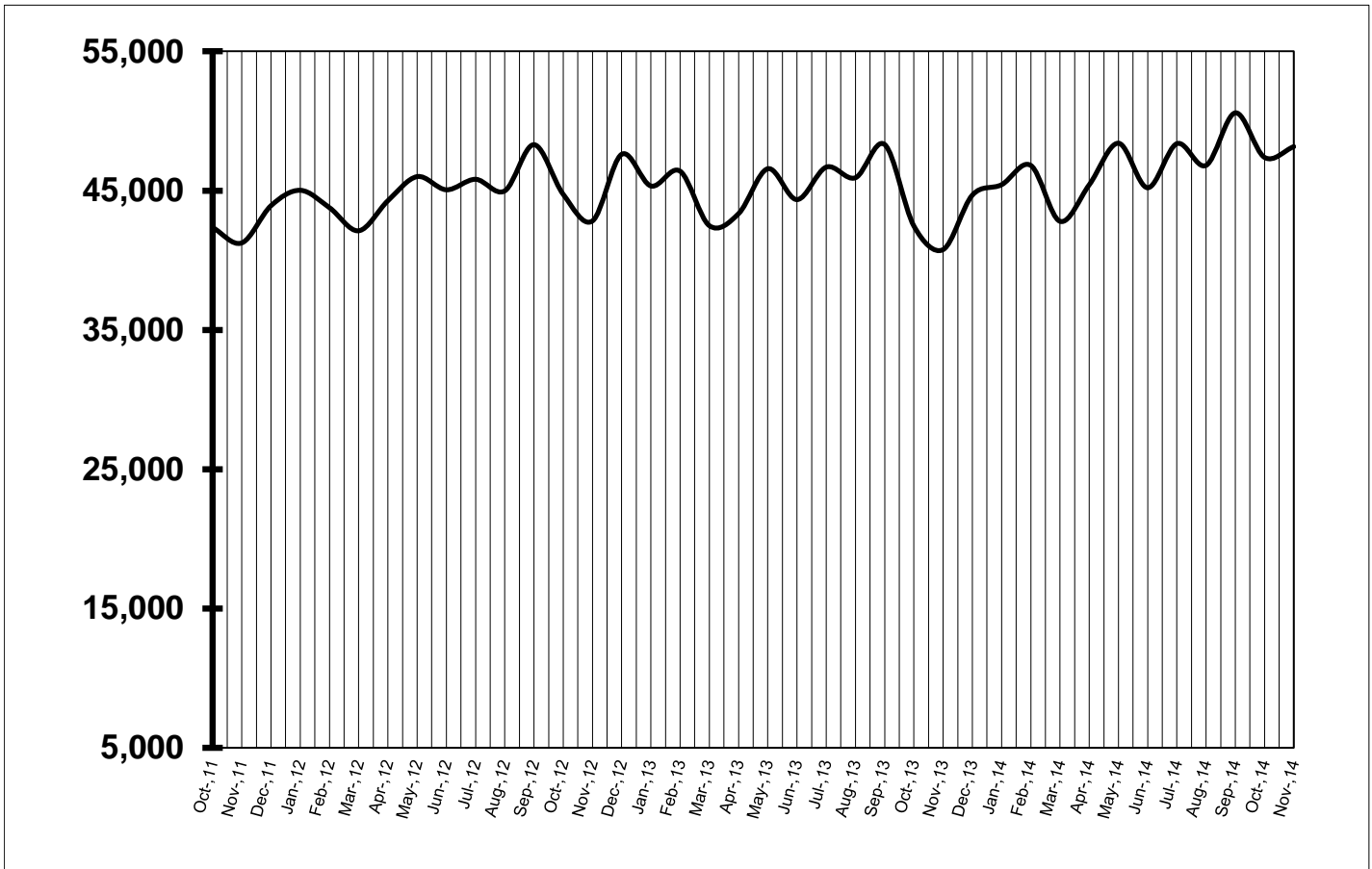
November 2014 Transportation Center Call Totals

Customer Information Center (CIC)	November 2014	November 2013	Percent Change
Information Calls	33,003	30,855	7.0%
Complaints	104	122	-14.8%
Comments	52	24	116.7%
Commendations	27	34	-20.6%
Total CIC Calls	33,186	31,035	6.9%

Dial-A-Ride (DAR)

Total DAR Calls	11,526	11,776	-2.1%
------------------------	---------------	---------------	--------------

Total Calls	44,712	42,811	4.4%
--------------------	---------------	---------------	-------------



Complaints, Comments & Commendations

Valid Complaints

Category	November 2014	November 2013	12 Month Average per Month	Complaints per 10,000 Passengers
Bus Stop	8	6	6	0.10
Careless Driving	8	11	12	0.10
Conduct	7	17	12	0.00
Crowded	0	1	1	0.00
Customer Service	15	13	12	0.09
Early Bus	9	4	2	0.00
Fare Dispute	3	2	16	0.19
Late Bus	15	21	6	0.12
Missed Transfer	4	6	4	0.04
No Show	6	6	24	0.19
Passed By	15	16	7	0.05
Passenger Conduct	1	0	4	0.08
Other	13	19	10	0.04
Total	104	122	115	1.01

Ridership

	November 2014	November 2013	12 Month Average per Month
All services	775,110	776,027	808,272

Comments

	November 2014	November 2013	12 Month Average per Month	Comments per 10,000 Passengers
General Comments	52	24	48	0.67

Commendations

	November 2014	November 2013	12 Month Average per Month	Commendations per 10,000 Passengers
General Commendations	27	34	24	0.35

Complaints, Comments and Commendations

Category Descriptions

Complaints

Bus Stops: Stop needs cleaning, nearby landscape needs cleaning, stop equipment broken or not working properly.

Driving Concerns: Driver makes inappropriate lane change, brakes too hard, drives too slow, accelerates too fast, stops too far from stop or curb, blocks traffic, bus temperature too hot.

Driver Conduct: Driver provided poor customer service, does not assist customers needing help, rushes customer.

Crowded: Customer is uncomfortable due to bus being too full, customer unable to find a seat.

Customer Service: Customer provided with wrong information, employee provided poor customer service.

Early Bus: Bus arrives or departs bus stop ahead of schedule.

Fare Dispute: Pass stuck in farebox, college ID card not working, customer overpaid and requests a refund, customer not provided appropriate discount.

Late Bus: Bus arrives or departs bus stop behind schedule.

Missed Transfer: Early or late bus causes customer to miss transfer with another bus.

No Show: Bus does not arrive as scheduled.

Passed By: Bus passes stop without picking up customer

Passenger Conduct: Fellow customer plays music too loud, talks too loud, uses profanity, uses extra seat for personal belongings.

Other: Bike rack full, pass outlet out of passes, bus displays the wrong headsign.

Comments

Request for new, later or more frequent bus service; request for restroom at transfer facility; request for new fare category; request for bus stop amenities; request for new bus stop.

Commendations

Customer appreciates new buses, commends driver for courtesy, assisting customer with special needs, providing great customer service or returning lost item.

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA. 92507

January 14, 2015

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Tammi Ford, Clerk of the Board of Directors

SUBJECT: Approve Amendments to the Agency's Conflict of Interest Code

Summary: The California Political Reform Act, Government Code Section 87306.5, requires public agencies to review their Conflict of Interest Code to ensure they are up-to-date and meet current legal requirements.

Attached is an updated Code, which has been reviewed by Agency general counsel to incorporate certain requirements that are mandated by the State. Exhibit "A" has been amended to conform with current employment positions and responsibilities at the Agency.

As the code reviewing body for the county and local agencies, it will be necessary for the Riverside County Board of Supervisors to approve the updated Code following action by this Board.

To assist the Board in identifying the revisions, staff has stricken deletions and bolded and italicized additions. A summary of the changes is listed below:

Page/Section #	Change
Cover Page	February 27, 2014 has been changed to January 22, 2015.
EXHIBIT A, Designated Positions	The following positions have been added: Benefits Administrator, Executive Assistant/Deputy Clerk of the Board, Grants Manager, Planning & Scheduling Manager; Safety & Security Officer.
EXHIBIT A, Designated Positions	The following positions have changed titles: Director of Human Resources to Chief Administrative Services Officer, Systems Analyst to Systems Administrator.
EXHIBIT A, Designated Positions	The following positions have been eliminated: Capital Improvements Project Manager, Senior Planner.

Fiscal Impact:

None.

Recommendation:

Approve and recommend this item to the full Board of Directors for their consideration as follows:

- Approve the RTA Conflict of Interest Code and direct staff to submit it to the Riverside County Board of Supervisors for their consideration.

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

**~~February 27, 2014~~
January 22, 2015**

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 Administrative Code 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 Administrative Code 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 Appendix in which members and employees are designated and disclosure categories are set forth, constitute the Conflict of Interest Code of the Riverside Transit Agency.

**CONFLICT OF INTEREST CODE
RIVERSIDE TRANSIT AGENCY**

18730. Provisions of Conflict of Interest Codes

(a) Incorporation by reference of the terms of this regulation along with the designation of employees and the formulation of disclosure categories in the Appendix referred to below constitute the adoption and promulgation of a conflict of interest code within the meaning of Government Code Section 87300 or the amendment of a conflict of interest code within the meaning of Government Code Section 87306 if the terms of this regulation are substituted for terms of a conflict of interest code already in effect. A code so amended or adopted and promulgated requires the reporting of reportable items in a manner substantially equivalent to the requirements of Article 2 of Chapter 7 of the Political Reform Act, Government Code Sections 81000, et seq. The requirements of a conflict of interest code are in addition to other requirements of the Political Reform Act such as the general prohibition against conflicts of interest contained in Government Code Section 87100, and to other state or local laws pertaining to conflicts of interest.

(b) The terms of a conflict of interest code amended or adopted and promulgated pursuant to this regulation are as follows:

(1) Section 1. Definitions. The definitions contained in the Political Reform Act of 1974, regulations of the Fair Political Practices Commission (2 Cal. Code of Regs. Sections 18110, et seq.), and any amendments to the Act or regulations, are incorporated by reference into this conflict of interest code.

(2) Section 2. Designated Employees. The persons holding positions listed in the Appendix are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on economic interests.

(3) Section 3. Disclosure Categories. This code does not establish any disclosure obligation for those designated employees who are also specified in Government Code Section 87200 if they are designated in this code in that same capacity or if the geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction in which those persons must report their economic interests pursuant to Article 2 of Chapter 7 of the Political Reform Act, Government Code Sections 87200 et seq.

In addition, this code does not establish any disclosure obligation for any designated employees who are designated in a conflict of interest code for another agency, if all of the

following apply:

(A) The geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction of the other agency;

(B) The disclosure assigned in the code of the other agency is the same as that required under Article 2 of Chapter 7 of the Political Reform Act, Government Code Section 87200; and

€ The filing officer is the same for both agencies.¹

Such persons are covered by this code for disqualification purposes only. With respect to all other designated employees, the disclosure categories set forth in the Appendix specify which kinds of economic interests are reportable. Such a designated employee shall disclose in his or her statement of economic interests those economic interests he or she has which are of the kind described in the disclosure categories to which he or she is assigned in the Appendix. It has been determined that the economic interests set forth in a designated employee's disclosure categories are the kinds of economic interests which he or she foreseeably can affect materially through the conduct of his or her office.

(4) Section 4. Statements of Economic Interests: Place of Filing.

Statements of Economic Interests shall be filed with the Chief Executive Officer of the Riverside Transit Agency.²

(5) Section 5. Statements of Economic Interests: Time of Filing.

(A) **Initial Statements.** All designated employees employed by the agency on the effective date of this code, as originally adopted, promulgated and approved by the code reviewing body, shall file statements within 30 days after the effective date of this code. Thereafter, each person already in a position when it is designated by an amendment to this code shall file an initial statement within 30 days after the effective date of the amendment.

(B) **Assuming Office Statements.** All persons assuming designated positions after the effective date of this code shall file statements within 30 days after assuming the designated positions, or if subject to State Senate confirmation, 30 days after being nominated or appointed.

(C) **Annual Statements.** All designated employees shall file statements no later than April 1.

(D) **Leaving Office Statements.** All persons who leave designated positions shall file statements within 30 days after leaving office.

(5.5) Section 5.5. Statements for Persons Who Resign Prior to Assuming Office. Any person who resigns within 12 months of initial appointment, or within 30 days of the date of notice provided by the filing officer to file an assuming office statement, is not deemed to have assumed office or left office, provided he or she did not make or participate in the making of, or use his or her position to influence any decision and did not receive or become entitled to receive any form of payment as a result of his or her appointment. Such persons shall not file either an assuming or leaving office statement.

(A) Any person who resigns a position within 30 days of the date of a notice from the filing officer shall do both of the following:

- (1) File a written resignation with the appointing power; and
- (2) File a written statement with the filing officer declaring under penalty of perjury that during the period between appointment and resignation he or she did not make, participate in the making, or use the position to influence any decision of the agency or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position.

(6) Section 6. Contents of and Period Covered by Statements of Economic Interests.

(A) **Contents of Initial Statements.** Initial statements shall disclose any reportable investments, interests in real property and business positions held on the effective date of the code and income received during the 12 months prior to the effective date of the code.

(B) **Contents of Assuming Office Statements.** Assuming office statements shall disclose any reportable investments, interests in real property and business positions held on the date of assuming office or, if subject to State Senate confirmation or appointment, on the date of nomination, and income received during the 12 months prior to the date of assuming office or the date of being appointed or nominated, respectively.

€ **Contents of Annual Statements.** Annual statements shall disclose any reportable investments, interests in real property, income and business positions held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the code or the date of assuming office whichever is later, or for a board or commission member subject to Government Code section 87302.6, the day after the closing date of the most recent statement filed by the member pursuant to 2 Cal. Code Regs. Section 18754.

(D) **Contents of Leaving Office Statements.** Leaving office statements shall disclose reportable investments, interests in real property, income and business positions held or received during the period between the closing date of the last statement filed and the date of leaving office.

(7) **Section 7. Manner of Reporting.** Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the agency, and shall contain the following information:

(A) **Investments and Real Property Disclosure.** When an investment or an interest in real property³ is required to be reported,⁴ the statement shall contain the following:

1. A statement of the nature of the investment or interest;
2. The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;
3. The address or other precise location of the real property;
4. A statement whether the fair market value of the investment or interest in real property equals or exceeds two thousand dollars (\$2,000), exceeds ten thousand dollars (\$10,000), exceeds one hundred thousand dollars (\$100,000), or exceeds one million dollars (\$1,000,000).

(B) **Personal Income Disclosure.** When personal income is required to be reported,⁵ the statement shall contain:

1. The name and address of each source of income aggregating five hundred dollars (\$500) or more in value or fifty dollars (\$50) or more in value if the income was a gift, and a general description of the business activity, if any, of each source;
2. A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was one thousand dollars (\$1,000) or less, greater than one thousand dollars (\$1,000), greater than ten thousand dollars (\$10,000), or greater than one hundred thousand dollars (\$100,000).
3. A description of the consideration, if any, for which the income was received;
4. In the case of a gift, the name, address and business activity of the donor and any intermediary through which the gift was made; a description of the gift; the amount or value of the gift; and the date on which the gift was received.
5. In the case of a loan, the annual interest rate and the security, if any, given for the loan and for the term of the loan.

€ **Business Entity Income Disclosure.** When income of a business entity, including income of a sole proprietorship, is required to be reported,⁶ the statement shall contain:

1. The name, address, and a general description of the business activity of the business entity;
2. The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than ten thousand dollars (\$10,000).

(D) **Business Position Disclosure.** When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which he or she is a director, officer, partner, trustee, employee, or in which he or she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.

€ **Acquisition or Disposal During Reporting Period.** In the case of an annual or leaving office statement, if an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

(8) Section 8. Prohibition on Receipt of Honoraria.

(A) No member of a state board or commission, and no designated employee of a state agency or local government agency, shall accept any honorarium from any source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.

Subdivisions (a), (b), and (c) of Government Code Section 89501 shall apply to the prohibitions in this section.

This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Government Code Section 89506.

(8.1) Section 8.1. Prohibition on Receipt of Gifts in Excess of \$440

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept gifts with a total value of more than \$440 in a calendar year from any single source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic

interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.

Subdivisions (e), (f), and (g) of Government Code Section 89503 shall apply to the prohibitions in this section.

(8.2) Section 8.2. Loans to Public Officials.

(A) No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the elected officer holds office or over which the elected officer's agency has direction and control.

(B) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the public official holds office or over which the public official's agency has direction and control. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(C) No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status.

(D) No public official who is exempt from the state civil services system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the

indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(E) This section shall not apply to the following:

1. Loans made to the campaign committee of an elected officer or candidate for elective office.

2. Loans made by a public official's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such persons, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.

3. Loans from a person which, in the aggregate, do not exceed five hundred dollars (\$500) at any given time.

4. Loans made, or offered in writing, before January 1, 1998.

8.3 Section 8.3. Loan Terms.

(A) Except as set forth in subdivision (B), no elected officer of a state or local government agency shall, from the date of his or her election to office through the date he or she vacates office, receive a personal loan of five hundred (\$500) or more, except when the loan is in writing and clearly states the terms of the loan, including the parties to the loan agreement, date of the loan, amount of the loan, term of the loan, date or dates when payments shall be due on the loan and the amount of the payments, and the rate of interest paid on the loan.

(B) This section shall not apply to the following types of loans:

1. Loans made to the campaign committee of the elected officer.

2. Loans made to the elected officer by his or her spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such person, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.

3. Loans made, or offered in writing, before January 1, 1998.

(C) Nothing in this section shall exempt any person from any other provision of Title 9 of the Government Code.

8.4 Section 8.4. Personal Loans.

(A) Except as set forth in subdivision (B), a personal loan received by any designated employee shall become a gift to the designated employee for the purposes of this section in the following circumstances.

1. If the loan has a defined date or dates for repayment, when the statute of limitations for filing an action for default has expired.

2. If the loan has no defined date or dates for repayment, when one year has elapsed from the later of the following:

a. The date the loan was made.

b. The date the last payment of one hundred dollars (\$100) or more was made on the loan.

c. The date upon which the debtor has made payments on the loan aggregating to less than two hundred fifty dollars (\$250) during the previous 12 months.

(B) This section shall not apply to the following types of loans:

1. A loan made to the campaign committee of an elected officer or a candidate for elective office.

2. A loan that would otherwise not be a gift as defined in this title.

3. A loan that would otherwise be a gift as set forth under subdivision (A), but to which the creditor has taken reasonable action to collect the balance due.

4. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor, based on reasonable business considerations, has not undertaken collection action. Except in a criminal action, a creditor who claims that a loan is not a gift on the basis of this paragraph has the burden of providing that the decision for not taking collection action was based on reasonable business considerations.

5. A loan made to a debtor who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy.

€ Nothing in this section shall exempt any person from any other provisions of Title 9 of the Government Code.

(9) Section 9. Disqualification. No designated employee shall make, participate in making, or in any way attempt to use his or her official position to influence the making of any governmental decision which he or she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family or on:

(A) Any business entity in which the designated employee has a direct or indirect investment worth two thousand dollars (\$2,000) or more;

(B) Any real property in which the designated employee has a direct or indirect interest worth two thousand dollars (\$2,000) or more;

€ Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars (\$500) or more in value provided to, received by or promised to the designated employee within 12 months prior to the time when the decision is made;

(D) Any business entity including self-employment in which the designated employee is a director, officer, partner, trustee, employee, business owner, or holds any position of management while holding office or for one-year thereafter; or

€ Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating \$440 or more provided to; received by, or promised to the designated employee within 12 months prior to the time when the decision is made.

(9.3) Section 9.3. Legally Required Participation. No designated employee shall be prevented from making or participating in the making of any decision to the extent his or her participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his or her participation legally required for purposes of this section.

(9.5) Section 9.5. Disqualification of State Officers and Employees. In addition to the general disqualification provisions of Section 9, no state administrative official shall make, participate in making, or use his or her official position to influence any governmental decision directly relating to any contract where the state administrative official knows or has reason to know that any party to the contract is a person with whom the state administrative official, or any member of his or her immediate family has, within 12 months prior to the time when the official action is to be taken:

(A) Engaged in a business transaction or transactions on terms not available to members of the public, regarding any investment or interest in real property; or

(B) Engaged in a business transaction or transactions on terms not available to members of the public regarding the rendering of goods or services totaling in value one thousand dollars (\$1,000) or more.

(10) Section 10. Disclosure of Disqualifying Interest. When a designated employee determines that he or she should not make a governmental decision because he or she has a disqualifying interest in it, the determination not to act must be accompanied by disclosure of the disqualifying interest.

(11) Section 11. Assistance of the Commission and Counsel. Any designated employee who is unsure of his or her duties under this code may request assistance from the Fair Political Practices Commission pursuant to Government Code Section 83114 and 2 Cal. Code Regs. Sections 18329 and 18329.5 or from the attorney for his or her agency, provided that nothing in this section requires the attorney for the agency to issue any formal or informal opinion.

(12) Section 12. Violations. This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Government Code Sections 81000-91014. In addition, a decision in relation to which violation of the disqualification provisions of this code or of Government Code Section 87100 or 87450 has occurred may be set aside as void pursuant to Government Code Section 91003.

AUTHORITY: Section 83112, Gov. Code

REFERENCE: Sections 87300-87302, 89503, and 89504, Gov. Code

(Adopted by the Fair Political Practices Commission 8/6/91 and as amended through December 13, 2012)

¹Designated employees who are required to file statements of economic interests under any other agency's conflict of interest code, or under Article 2 for a different jurisdiction, may expand their statement of economic interests to cover reportable interests in both jurisdictions, and file copies of this expanded statement with both entities in lieu of filing separate and distinct statements, provided that each copy of such expanded statement filed in place of an original is signed and verified by the designated employee as if it were an original. See Government Code Section 81004.

²See Government Code Section 81010 and 2 Cal. Code of Regs. Section 18115 for the duties of filing officers and persons in agencies who make and retain copies of statements and forward the originals to the filing officer.

³For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.

⁴Investments and interests in real property which have a fair market value of less than \$1,000 are not investments and interests in real property within the meaning of the Political Reform Act. However, investments or interests in real property of an individual include those held by the individual's spouse and dependent children as well as a pro rata share of any investment or interest in real property of any business entity or trust in which the individual, spouse and dependent children own, in the aggregate, a direct, indirect or beneficial interest of 10 percent or greater.

⁵A designated employee's income includes his or her community property interest in the income of his or her spouse but does not include salary or reimbursement for expenses received from a state, local or federal government agency.

⁶Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer and the filer's spouse in the business entity aggregates a 10 percent or greater interest. In addition, the disclosure of persons who are clients or customers of a business entity is required only if the clients or customers are within one of the disclosure categories of the filer.

EXHIBIT "A"

DESIGNATED POSITIONS	DISCLOSURE CATEGORY
Benefits Administrator	1
Buyer	1
Chief Procurement and Logistics Officer	1
Capital Improvements Project Manager	4
Contract Operations Manager	1
Contracts Administrator	1
Contracts Manager	1
Controller	1
Director of Contract Operations	1
Director of Human Resources Chief Administrative Services Officer	1
Director of Information Technologies	1
Director of Maintenance	1
Director of Marketing	1
Director of Planning	1
Executive Assistant/Clerk of the Board	1
Executive Assistant/Deputy Clerk of the Board	1
Facilities Manager	1
General Counsel	1
Government Affairs Representative	1
Grants Manager	1
Human Resources Manager	1
Human Resources Specialist	1
Labor Relations Officer	1
Maintenance Manager	1
Maintenance Quality Control	1
Marketing Manager	1
Medical Administrative Activities Coordinator	1
Operations Manager	1
Performance Analysis and Reporting Manager	1
Planning & Scheduling Manager	1
Project Manager	1
Risk Manager	1
Safety & Security Officer	1
Senior Planner	4
Stops/Zones Supervisor	1
Store Room Supervisor	1
Systems Analyst Systems Administrator	1
Consultant*	1

OFFICIALS WHO MANAGE PUBLIC INVESTMENTS:

It has been determined that the positions listed below manage public investments and will file a Statement of Economic Interests pursuant to Government Code Section 87200:

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

*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.

EXHIBIT "B"

DISCLOSURE CATEGORIES

Financial interests of employees holding positions designated in Exhibit "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.

THIS PAGE INTENTIONALLY LEFT BLANK