



SunLine Transit Agency
December 5, 2018
11:00 a.m. – 11:15 a.m.

AGENDA

BOARD OPERATIONS COMMITTEE

Wellness Training Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

In compliance with the Brown Act and Government Code Section 54957.5, agenda materials distributed 72 hours prior to the meeting, which are public records relating to open session agenda items, will be available for inspection by members of the public prior to the meeting at SunLine Transit Agency's Administration Building, 32505 Harry Oliver Trail, Thousand Palms, CA 92276 and on the Agency's website, www.sunline.org.

In compliance with the Americans with Disabilities Act, Government Code Section 54954.2, and the Federal Transit Administration Title VI, please contact the Clerk of the Board at (760) 343-3456 if special assistance is needed to participate in a Board meeting, including accessibility and translation services.

Notification of at least 48 hours prior to the meeting time will assist staff in assuring reasonable arrangements can be made to provide assistance at the meeting.

ITEM

RECOMMENDATION

1. CALL TO ORDER
2. ROLL CALL
3. PRESENTATIONS
4. FINALIZATION OF AGENDA
5. PUBLIC COMMENTS

RECEIVE COMMENTS

NON AGENDA ITEMS

Members of the public may address the Committee regarding any item within the subject matter jurisdiction of the Committee; however, no action may be taken on off-agenda items unless authorized. 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. Comments may be limited to 3 minutes in length.

ITEM

RECOMMENDATION

- 6. COMMITTEE MEMBER COMMENTS
- 7. **FIRST READING OF REVISED CONFLICT OF INTEREST CODE ORDINANCE**
(Staff: Tamara Miles, Compliance/Eligibility Officer)
- 8. ADJOURN

- RECEIVE COMMENTS
- ACTION**
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SunLine Transit Agency

DATE: December 5, 2018 **ACTION**

TO: Board Operations Committee
Board of Directors

FROM: Tamara Miles, Compliance/Eligibility Officer

RE: First Reading of Revised Conflict of Interest Code Ordinance

Recommendation

Recommend that the Board of Directors approve the attached ordinance for the first reading, which updates Appendix A of SunLine Transit Agency's Conflict of Interest Code.

Background

Under the Political Reform Act, local public agencies are required to review their Conflict of Interest Codes every two years. The attached ordinance has been updated to include titles that have been revised due to position reclassification. The list of covered positions has been updated to reflect those changes. There are no changes to any other aspect of the Conflict of Interest Code.

Financial Impact

No financial impact.

ORDINANCE NO. 2018-01

AN ORDINANCE OF SUNLINE TRANSIT AGENCY
AMENDING ORDINANCE NO. 2016-1 ESTABLISHING THE
SUNLINE TRANSIT AGENCY CONFLICT OF INTEREST
CODE

WHEREAS, the County of Riverside and the Coachella Valley cities comprising the joint powers agency known as SunLine Transit Agency (“SunLine”) is a local government agency required by Government Code Section 87300 to promulgate a Conflict of Interest Code; and

WHEREAS, the Political Reform Act, Government Code sections 81000, et seq., requires local agencies to review their conflict of interest codes in even numbered years and make any amendments that are necessary; and

WHEREAS, the Fair Political Practices Commission has adopted a provision at Title 2, section 18730 of the California Code of Regulations which sets forth the terms of a standard model conflict of interest code which may be incorporated by reference so as to constitute the adoption of a Conflict of Interest Code by SunLine; and

WHEREAS, the provisions of Title 2, section 18730 of the California Code of Regulations require local agencies to prepare a list of designated employees that are required to file a statement of economic interest and the formulation of disclosure categories for such employees; and

WHEREAS, the SunLine Board of Directors adopted the provisions of Title 2, section 18730 of the California Code of Regulations as SunLine’s Conflict of Interest Code through the adoption of Ordinance No. 2016-1, which included a list of designated employees that must file statements of economic interests as Appendix A and disclosure categories in Appendix B; and

WHEREAS, SunLine has reviewed its Conflict of Interest Code and determined that amendments to the list of designated employees are necessary and that no other amendments are necessary.

NOW, THEREFORE, the Board of Directors of SunLine Transit Agency does hereby ordain as follows:

SECTION 1: Ordinance No. 2016-1 is amended to revise Appendix A of the Conflict of Interest Code as stated herein.

APPENDIX A

The following designated employees make or participate in the making of decisions, which may have a material effect on a financial interest:

<u>Designated Positions</u>	<u>Disclosure Category</u>
CEO/General Manager	I, II, III
Chief Financial Officer	I, II, III
Deputy Chief Financial Officer	I, II, III
Deputy Chief Financial Services	I, II, III
Chief Performance Officer	I, II, III
Deputy Chief Performance Officer	I, II, III
Chief Administrative Officer	I, II, III
Deputy Chief Administrative Officer	I, II, III
Chief Operations Officer	I, II, III
Deputy Chief Operations Officer - Transportation	I, II, III
Deputy Chief Operations Officer - Maintenance	I, II, III
Chief Safety Officer	I, II, III
Deputy Chief Safety Officer	I, II, III
Taxi Administrator	I, II, III
Deputy Taxi Administrator	I, II, III
Superintendent of Transportation	I, II, III
Maintenance Superintendent	I, II, III
Facilities Maintenance Superintendent	I, II, III
Clerk of the Board	I, II, III
Compliance/Eligibility Officer	I, II, III
Alternative Fuels Manager	I, II, III
Procurement Manager	I, II, III

<u>Designated Positions</u>	<u>Disclosure Category</u>
Contracts Administrator	I, II, III
Contracts Assistant	I, II, III
IT Administrator	I, II, III
Assistant IT Administrator	I, II, III
Fuel Systems Specialist II	I, II, III
Materials & Inventory Manager	I, II, III
Materials Inventory Technician	I, II, III
Project Manager	I, II, III
Project Manager Assistant	I, II, III
Public Outreach Specialist	I, II, III
Consultants ¹	I, II, III
Any other employee at the discretion of the CEO/General Manager	I, II, III

¹ The General Manager 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 described 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 General Manager’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.

PART 2: SunLine shall certify to the passage and adoption of this ordinance and shall cause the same to be posted and published in the manner required by law.

PASSED, APPROVED AND ADOPTED by the Board of Directors of SunLine at a regular meeting held on the _____ day of _____, 2018

Date: _____

Chairman of the Board of Directors
SunLine Transit Agency

Date: _____

Lauren Skiver
CEO/General Manager
SunLine Transit Agency

Date: _____

Brittney B. Sowell
Clerk of the Board

APPROVED AS TO FORM:

Eric S. Vail, General Counsel