

BOARD POLICY

**Category: Board & General
Administrative Matters**

CONFLICT OF INTEREST CODE

FOR THE

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT

By Resolution No. 07-024, on April 18, 2007, the Alameda-Contra Costa Transit District Board of Directors accepted the attached amended District Conflict of Interest Code and approved incorporation of the amended Code into Board Policy 116.

CONFLICT OF INTEREST CODE FOR THE ALAMEDA-CONTRA COSTA TRANSIT DISTRICT

The Political Reform Act (Government Code Section 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 Cal. Code of Regs. 18730) which contains the terms of a standard Conflict of Interest Code. After public notice and hearing it may be amended by the Fair Political Practices Commission 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. This regulation and the attached Appendix designating officials and employees and establishing disclosure categories shall constitute the Conflict of Interest Code of the ALAMEDA-CONTRA COSTA TRANSIT DISTRICT.

Designated employees and the Government Code Section 87200 filers outlined in this code shall file their statements of economic interest with the Office of the District Secretary for the ALAMEDA-CONTRA COSTA TRANSIT DISTRICT, who will make the statements available for public inspection and reproduction (Gov. Code Section 81008). Statements for all designated employees will be retained by the ALAMEDA-CONTRA COSTA TRANSIT DISTRICT.

ADOPTED: BOARD OF DIRECTORS: JANUARY 24, 1990
ADOPTED: FAIR POLITICAL PRACTICES COMMISSION: APRIL 9, 1990
AMENDED: BOARD OF DIRECTORS: DECEMBER 12, 1990
AMENDED: FAIR POLITICAL PRACTICES COMMISSION: JULY 31, 1991
AMENDED: BOARD OF DIRECTORS: NOVEMBER 9, 1994
AMENDED: FAIR POLITICAL PRACTICES COMMISSION: MARCH 30, 1995
AMENDED: BOARD OF DIRECTORS: JULY 22, 1998
AMENDED: FAIR POLITICAL PRACTICES COMMISSION: APRIL 8, 1999
AMENDED: BOARD OF DIRECTORS: OCTOBER 11, 2001
AMENDED: FAIR POLITICAL PRACTICES COMMISSION: NOVEMBER 10, 2002
AMENDED: BOARD OF DIRECTORS: SEPTEMBER 15, 2004
AMENDED: FAIR POLITICAL PRACTICES COMMISSION: MAY 4, 2005
AMENDED: FAIR POLITICAL PRACTICES COMMISSION: MARCH 20, 2007
AMENDED: BOARD OF DIRECTORS: APRIL 18, 2007

DISCLOSURE CATEGORIES
ALAMEDA-CONTRA COSTA TRANSIT DISTRICT
CONFLICT OF INTEREST CODE
(Revision approved: FPPC: March 20, 2007)
(Revision adopted: Board of Directors: April 18, 2007)

GENERAL:

Financial interests are reportable only if located in the jurisdiction, or if the business entity is doing business or planning to do business in the jurisdiction or has done business in the jurisdiction at any time during the two years prior to the filing of the statement.

Jurisdiction shall mean the overall service area of the District. Certain types of financial interests need not be disclosed (example, principal place of residence) and certain thresholds exist for reportable investments or income. A complete description of interests which need not be reported are included in the Conflict of Interest Code and explained in filing forms.

Designated employees shall disclose their financial interests pursuant to the appropriate disclosure category as indicated in Attachment A.

CATEGORY 1 - All sources of income (including gifts, loans, and travel payments), interests in real property, and investments and business positions in business entities.

CATEGORY 2 - Investments and business positions in business entities, and sources of income (including gifts, loans, and travel payments), which **provide services, supplies, materials, machinery, or equipment of the type utilized by the agency.**

CATEGORY 3 - Investments and business positions in business entities, and sources of income (including gifts, loans, and travel payments), which **provide services, supplies, materials, machinery or equipment of the type utilized by the designated employee's department or division.**

CATEGORY 4 - Investments, business positions in business entities, and sources of income (including gifts, loans, and travel payments), from **banks, savings and loans, investment firms or investment brokerage entities which are the type in which the agency is empowered to invest its funds.**

CATEGORY 5 - All interests in real property located within the jurisdiction (service area) of the agency.

CONSULTANTS: Any consultant who performs the ongoing duties of any of the designated positions shall be assigned the same disclosure categories as that position, subject to the following limitation:

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 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 Managers determination shall be filed with the District Secretary and is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

**DESIGNATED EMPLOYEES
ALAMEDA-CONTRA COSTA TRANSIT DISTRICT
CONFLICT OF INTEREST CODE
(Revision approved: FPPC: March 20, 2007)
(Revision adopted: Board of Directors: April 18, 2007)**

GOVERNMENT CODE SECTION 87200 FILERS

POSITION	CATEGORY
General Manager	1
Chief Financial Officer	1
Treasury Manager	1
Treasury Services Administrator	1

BOARD OF DIRECTORS AND DISTRICT SECRETARY

POSITION	CATEGORY
Members of the Board of Directors	1
District Secretary	1
Assistant District Secretary	1

ADVISORY COMMITTEES

POSITION	CATEGORY
Members of the Accessibility Advisory Committee	2

EXTERNAL/MARKETING/HUMAN RESOURCES

POSITION	CATEGORY
Deputy General Manager	1
Assistant General Manager	1
External Affairs Representative	1
Internal Audit Manager	1
Manager of Special Projects (vacant)	1
Marketing and Communications Director	1
Marketing and Community Relations Manager	1
Media Affairs Manager	1
Customer Services Manager	1
Chief Human Resources Officer	1
Human Resources Manager	1
Human Resources Administrator	2
Human Resources Administrator/Benefits	2
Recruitment/Employment Services Administrator	2

FINANCIAL SERVICES

POSITION	CATEGORY
Special Assistant to the Chief Financial Officer	1
Controller	1
Accounting Manager	1
Finance Administrator	2
Budget Manager	1
Capital Planning/Grants Administration Manager	1
Electronic Revenue Systems Supervisor	2,4

LEGAL DIVISION

POSITION	CATEGORY
General Counsel	1
Assistant General Counsel	1
Attorney – All	1
Procurement & Materials Director	1
Procurement Project Manager	1
Materials Superintendent	2
Purchasing Manager	1
Contract Specialists	2
Senior Buyer	2
Buyer	2
DBE/Contract Compliance Administrator (vacant)	2
Risk Manager	1
Risk Administrator (vacant)	2

MAINTENANCE

POSITION	CATEGORY
Chief Maintenance Officer	1
Assistant General Manager-Engineering	1
Environmental Engineer	1
Director of Maintenance	1
Maintenance Service Administrator	1
Technical Services Administrator	3
Maintenance Superintendent	3
Central Maintenance Superintendent	3
Apprentice and Training Coordinator	3
Facilities Maintenance Manager	1
Operations Technology Administrator (vacant)	1
Manager of Special Projects/Services	1
Electronic Communication Systems Supervisor	2,4

OPERATIONS

POSITION	CATEGORY
Chief Transportation Officer	1
Director of Service Supervision	1
Director of Transportation	1
Transportation Superintendents	3
Protective Services Manager	1
Training/Education Center Manager	3
Safety Specialist	3

SERVICE DEVELOPMENT

POSITION	CATEGORY
Deputy General Manager Service Development	1
Transportation Planning Manager	1
Senior Transportation Planner	3,5
Transportation Planner	2,4
Traffic Engineer	1
Traffic and Schedules Administrator	3,5
Accessible Services Manager	3,5
Senior Accessible Services Specialist	3,5
Manager of Special Projects	1
Planning Operations Administrator	3,5

TECHNOLOGY SERVICES

POSITION	CATEGORY
Chief Technology Officer	1
Director of Information Technology	1
Information Services Customer Services Manager	1
Information Services Manager (vacant)	1
Information Services Project Manager	1
Information Services Support Manager	1

CONSULTANTS

POSITION	CATEGORY
Information Services Project Manager	1
Environmental Consultants	1

*Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation: 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, 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.

This is the last page of the conflict-of-interest code for the Alameda-Contra Costa Transit District.



CERTIFICATION OF FPPC APPROVAL

Pursuant to Government Code section 87303, the conflict-of-interest code for the Alameda-Contra Costa Transit District was approved on March 20, 2007. This code will become effective on April 26, 2007.

A handwritten signature in black ink, appearing to read "Michael Salerno", written over a horizontal line.

Michael Salerno
Executive Director
Fair Political Practices Commission