



Board Policy No. 701

Conflict of Interest Code for the Alameda-Contra Costa Transit District

ADOPTED: 01/1990

RECENT AMENDMENT: 9/12/21

SEE ALSO: 702

SUBJECT CATEGORY: SECTION 700, CONFLICTS OF INTEREST & ETHICS

SUBSECTION: GENERAL

CONTROL DEPARTMENT: DISTRICT SECRETARY

I. ATTACHMENTS

Conflict of Interest Code for the Alameda-Contra Costa Transit District.



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. Sec. 18730) that contains the terms of a standard conflict-of-interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, the standard code 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 positions and establishing disclosure categories, shall constitute the conflict-of-interest code of the **Alameda-Contra Costa Transit District (District)**.

Individuals holding designated positions shall file their statements of economic interests with the **District Secretary**, who will make the statements available for public inspection and reproduction. (Gov. Code Sec. 81008) All statements will be retained by the **District**.

**DISCLOSURE CATEGORIES
ALAMEDA-CONTRA COSTA TRANSIT DISTRICT
CONFLICT-OF-INTEREST CODE**

Designated positions shall disclose pursuant to the appropriate disclosure category as indicated in Appendix B.

- CATEGORY 1 -** Investments and business positions in business entities and sources of income, including loans, gifts, and travel payments, from entities that provide services, products, equipment, information technology or telecommunications goods, products or services of the type utilized by the District, including, but not limited to, public utilities; consultants; transportation companies and manufacturers; hardware and software companies; computer consultant services; training companies; data processing firms and media services.
- CATEGORY 2 -** Investments and business positions in business entities, and sources of income, including loans, gifts, and travel payments, from, entities that provide services, products, or equipment of the type utilized by the designated position's department or division.
- CATEGORY 3 -** All interests in real property located within a half mile from property owned by the District or any existing or proposed District route.
- CATEGORY 4 -** Investments and business positions in business entities, and sources of income, including loans, gifts, and travel payments, from entities that filed a claim against the District during the previous two years, or have a claim pending against the District.
- CATEGORY 5 -** Investments and business positions in business entities, and sources of income, including loans, gifts, and travel payments from entities including nonprofit organizations that have appeared before the District in regards to District projects or District decisions such as fleet purchases or route changes during the previous two years.
- CATEGORY 6 -** Investments and business positions in business entities and sources of income, including loans, gifts and travel payments if the business entity or source provides information technology or telecommunications goods, products or services including computer hardware or software companies, computer consultant services, IT training companies, data processing firms and media services.

DESIGNATED POSITIONS*
ALAMEDA-CONTRA COSTA TRANSIT DISTRICT
CONFLICT-OF-INTEREST CODE

GOVERNMENT CODE SECTION 87200 FILERS

The following positions are not covered by the code because they must file under Government Code Section 87200 and, therefore, are listed for informational purposes only:

- General Manager
- Chief Financial Officer
- Director of Revenue Management
- Treasury Services Administrator
- Board of Directors
- Candidates for Board of Directors
- Chief Operating Officer

An individual holding one of the above listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by Government Code Section 87200.

ADVISORY COMMITTEES

POSITION	CATEGORY
Members of the Accessibility Advisory Committee	1
Members of the Policy Steering Committee (BRT)	1,3

BOARD OF DIRECTORS AND EMPLOYEES

POSITION	CATEGORY
Accessible Services Manager	1
Accessible Services Specialist	2
Accounting Manager	1
Apprentice and Training Coordinator	2
Assistant Contract Specialist	1
Assistant Director of Maintenance	1, 4,5
Assistant Director of Procurement and Materials	1,4
Assistant Director of Transportation	1, 4,5
Assistant District Secretary	1
Assistant General Counsel	1,3,4,5
Assistant Materials Superintendent	1

Attorney (I, II, III)	1,4
B	
Budget Manager	1
Buyer	1
C	
Capital Planning and Grants Manager	1, 5
Chief Information Officer	1, 4,5
Claims and Liability Administrator	1, 4
Claims and Liability Manager	1, 4
Contract Specialist	1
Contracts Compliance Administrator	1,4
Contracts Services Manager	1
Controller	1
Customer Services Manager	1
D	
Director of Bus Rapid Transit	1,3,4,5
Director of Capital Projects	1,3,4,5
Director of Civil Rights and Compliance Programs	1
Director of Legislative Affairs and Community Relations	1, 5
Director of Maintenance	1, 4,5
Director of Management and Budget	1
Director of Project Controls and Systems Analysis	1
Director of Service Development and Planning	1,3,4,5
Director of Service Supervision	1,3,4,5
Director of Systems and Software Development	1, 4,5
Director of Transportation	1, 4,5
District Secretary	1
E	
Electronic Systems Supervisor	1
Enterprise Network Engineer	1
Enterprise Software Engineer	1
Environmental Engineer	1
Equal Employment Opportunity Program Administrator	2, 6
Executive Director of External Affairs, Marketing & Communications	1, 5
Executive Director of Human Resources	1,4
Executive Director of Planning & Engineering	1,3,4,5
External Affairs Representative	1, 5
F	
Facilities Maintenance Manager	1
Finance Administrator	1
G	
General Counsel	1,3,4,5
H	

Human Resources Administrator	2
Human Resources Manager	2,6
I	
Incident Review Administrator	2,6
Incident Review Specialist	2
Information Services Project Manager	1
Information Technology Manager	1
Internal Audit Manager	1
L	
Labor & Employee Relations Manager	1
M	
Maintenance Superintendent	2,4
Maintenance Technical Supervisor	2
Manager of Special Projects/Services	1
Manager of Systems Analysis	2
Marketing Administrator	1
Marketing and Communications Director	1
Marketing/Communications Manager	1
Media Affairs Manager	1
Materials Superintendent	1
O	
Operations and Data Systems Administrator	1, 4
Operations Control Center Manager	1,4
P	
Payroll Manager	2,6
Planning Data Administrator	1
Planning Data Analyst	2
Planning Operations Administrator	2
Principal Financial Analyst	1
Print Shop Supervisor	2
Procurement & Materials Director	1,4
Program Administrator	2
Program Manager	2
Project Controls Administrator	1
Project Manager	1, 4,5
Protective Services Manager	1, 4
Purchasing Manager	1
R	
Real Estate Manager	1,3,4,5
S	
Safety Administrator	2,6
Safety Manager	1,4,6
Scheduling Data Administrator	1

Senior Attorney	1,4
Senior Buyer	1
Senior Capital Planning Specialist	1, 5
Senior Claims and Liability Analyst	1, 4
Senior Claims Representative	1, 4
Senior Contracts Specialist	1
Senior Grants Administrator	1,5
Senior Human Resources Administrator	2,6
Senior Maintenance Supervisor	1
Senior Management Analyst	1, 4
Senior Payroll Specialist	2
Senior PeopleSoft Engineer	1
Senior Program Specialist	2
Senior Project Manager	1, 5
Senior Transportation Planner	1, 5
Service Planning Manager	1,3,4,5
T	
Technical Services Manager	2,5
Telecommunications Administrator	1
Title VI Program Administrator	2
Traffic and Schedules Administrator	2,3
Traffic and Schedules Manager	1
Traffic Engineer	1
Transit Schedules Manager	1
Training/Education Manager	2,6
Transportation Planner	2, 5
Transportation Planning Manager	1,3,5
Transportation Superintendents	2,4

CONSULTANTS/NEW POSITIONS *

*Consultants/new positions shall be included in the list of designated positions 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 or new position, 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 determination shall include a description of the consultant’s or new position’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 (Gov. Code Sec. 81008).

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 8/13/ 2021. This code will become effective on 9/12/ 2021.



John M. Peser, Jr.

Senior Commission Counsel

Fair Political Practices Commission