
Administration and Projects Committee **STAFF REPORT**

Meeting Date: June 01, 2023

Subject	Approval to Adopt the Amended Conflict of Interest (COI) Code of the Contra Costa Transportation Authority
Summary of Issues	Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. Review of the Authority's COI Code examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions. Upon review of the Authority's COI Code, staff determined the need for an amendment to designate the new position of Programs Manager and Contracts Manager, remove the Director, Programs position, and add Category Disclosure 7 to the Director, Mobility Programs position.
Recommendations	Staff seeks approval of Resolution 23-30-A, which will adopt the Authority's Amended COI Code and direct that such COI Code be submitted to the Contra Costa County Board of Supervisors as the Authority's code-reviewing body (Government Code, Section (§) 82011) requesting approval of the COI Code as required under Government Code, § 87306.5.
Staff Contact	Tarienne Grover
Financial Implications	None
Options	The Authority Board can approve or provide other direction.
Attachments (See APC Packet dated 6/1/23)	A. Resolution 23-30-A B. COI Code (redline version)

	C. COI Code (clean version)
Changes from Committee	<i>None</i>

Background

The Political Reform Act (Act) requires all public agencies to adopt and maintain a COI Code establishing the rules for reporting personal assets and the prohibition from making or participating in the making of any decisions that may affect any personal assets. A COI Code must specifically designate all agency positions, except for those listed in Government Code § 87200, that make or participate in the making of decisions and assign specific types of personal assets to be disclosed that may be affected by the exercise of powers and duties of that position.

Pursuant to the Act, the Authority Board adopted a COI Code, which was approved by the Contra Costa County Board of Supervisors (CCCBOS). The Act further requires that an agency regularly review and amend its COI Code as necessary when directed by the code-reviewing body or when change is necessitated by changed circumstances (Government Code, § 87306 and § 87306.5). These changes ensure that the COI Code accurately reflects the current Fair Political Practices Commission's regulations, positions, and organizational structure in use by the Authority.

Upon review of the Authority's COI Code, staff determined the need for an amendment to designate the new positions of a Programs Manager and Contracts Manager, remove the Director, Programs position, and add Category Disclosure 7 to the Director, Mobility Programs position.

In December 2022, the Director, Programs, retired, which allowed this classification to be removed and the 1.0 Fulltime Equivalent to be re-classified to a Programs Manager.

On March 15, 2023, the Authority Board approved the new positions of a Programs Manager and Contracts Manager under Resolution 21-35-A (Rev 2), at which time recruitments were conducted and the positions are anticipated to be filled in July 2023.

Attached is a redline version of the Authority's proposed amended COI Code showing the

revisions made under Attachment B and a clean version shown under Attachment C.

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