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CLERK OF THE BOARD OF SUPERVISORS

CONFLICT OF INTEREST CODE

The Political Reform Act, Government Code Sections 81000, et seq., requires SANDAG to adopt and promulgate a Conflict of Interest Code. The Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regs. Section 18730, which contains the terms of a standard model Conflict of Interest Code, which can be incorporated by reference, and which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings. Therefore, the terms of 2 Cal. Code of Regs. Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission along with the attached Appendices in which officials, consultants and employees are designated and disclosure categories are set forth, are hereby incorporated by reference and constitute the Conflict of Interest Code of SANDAG.

The persons holding positions listed in the Appendix are designated employees, consultants, or officials. It has been determined that these persons make or participate in the making of decisions that may foreseeably have a material effect on financial interests. Designated persons shall file statements of economic interests with SANDAG when assuming or leaving their position and annually while holding the position. SANDAG will make the statements available for public inspection and reproduction (Gov. Code Section 81008). Statements for all designated employees will be retained by SANDAG and provided to the Code Reviewing Body, the County of San Diego.

Approved and/or authorized by the Board of Supervisors of the County of San Diego.	
Meeting Date: 5/5/15	Minute Order No. 6
By: <i>Henry Hijena</i>	Date: 5/7/15
Deputy Clerk of the Board Supervisors	

APPENDIX A

Table 1

Designated Positions	Disclosure Categories (see Appendix B)
Members and alternate members of the Board of Directors	1, 2, 4
Members and alternate members of the Policy Advisory Committees	1, 2, 4
Members and alternate members of committees or working groups making decisions influencing expenditure of public funds	1, 2, 4
Accountant (I, II, Associate, Staff, Senior)	3, 4
Accounting Analyst	3, 4
Administrative Analyst (Associate, Senior)	3, 4
Administrative Office Specialist III	3, 4
Borders Program Manager	3, 4
Budget Program Manager	2, 4
Business Development Manager	3, 4
Business Services Manager and Supervisor	2, 4
Capital Development Project Manager	1, 3, 4
Chief Deputy Executive Director	1, 2, 4
Chief Economist	2, 4
Chief Technology Officer	3, 4
Contracts and Procurement Analyst (I, II, Associate, Senior)	1, 2, 4
Contracts Engineer (Associate, Senior)	1, 2, 4
Counsel (Associate, Deputy, Senior, Special)	1, 2, 4
Creative Services Manager	3, 4
Customer Services Manager	3, 4
Customer Services Representative III	3, 4
Database Administrator	3, 4
Department Director	1, 2, 4
Division Directors (Communications, Criminal Justice Research, Engineering & Construction, Public Safety, Rail Operations)	1, 2, 4

Designated Positions	Disclosure Categories (see Appendix B)
Economic Research Analyst (I, II, Associate, Senior, Principal)	3, 4
Engineer (Assistant I, Assistant II, Associate, Senior, Principal)	1, 3, 4
Executive Assistant/Clerk of the Board	1, 2, 4
Executive Director	1, 2, 4
Facilities and Operations Coordinator	3, 4
Finance Manager	1, 2, 4
Financial Analyst (I, II, Associate, Senior)	3, 4
Financial Programming Manager	1, 2, 4
Goods Movement Policy Manager	1, 3, 4
Human Resources Analyst (I, II, Associate, Senior)	3, 4
Information Systems Administrator	3, 4
Information Systems Engineer	3, 4
Information Systems Manager	3, 4
Information Systems Analyst (I, II, Associate, Senior)	3, 4
Information Systems Specialist (I, II, III)	3, 4
Landscaping Supervisor	3, 4
Legislative Analyst (I, II, Associate, Senior, Principal)	1, 2, 4
Maintenance and Facilities Supervisor	3, 4
Maintenance Field Technician (Senior)	3, 4
Manager of Contracts and Procurement	1, 2, 4
Manager of Human Resources	3, 4
Manager of Small Business Development	2, 4
Marketing Analyst (I, II, Associate, Senior)	3, 4
Marketing Specialist	3, 4
Marketing Communications Manager	3, 4
Network Administrator	3, 4
Office Administrator	3, 4

Designated Positions	Disclosure Categories (see Appendix B)
Office Services Specialist III	3, 4
Paralegal	1, 2, 4
Principal Management Internal Auditor	1, 2, 4
Programmer Analyst (I, II, Associate, Senior)	3, 4
Project Control Manager	1, 2, 4
Project Coordinator	3, 4
Project Development Program Manager	1, 2, 4
Public Information Officer (I, II, Associate, Senior)	3, 4
Quality Assurance Engineer (Senior)	3, 4
Regional Economist (I,II, Associate, Senior, Principal)	3, 4
Regional Planner (Assistant I, Assistant II, Associate, Senior, Principal)	1, 3, 4
Research Analyst (I, II, Associate, Senior, Principal)	3, 4
Roadway Operations Manager	3, 4
Systems Engineer (I, II, Associate Senior)	3, 4
Technology Program Analyst (I, II, Associate, Senior, Principal)	3, 4
Toll Operations Supervisor	3, 4
Transportation Modeler (I, II, Associate, Senior, Principal)	3, 4

Pursuant to 2 Cal. Code of Regs. Section 18701, SANDAG consultants who pursuant to a contract with SANDAG, perform the same functions that would otherwise be performed by the persons designated in Table 1 of this document; who manage public investments; who grant agency approval to a contract or to the specifications for such a contract; or who decide whether the policies, standards, or guidelines for SANDAG have been met, also are required to fill out and submit a disclosure of financial interests. Those consultants are required to report in accordance with the disclosure categories shown in Table 2. Consultants will be designated and informed of their obligation to file disclosures whenever any person who, in the opinion of SANDAG, may reasonably be expected to make, participate in making, or in any way attempt to use his/her position as a "consultant" to influence a governmental decision in which the person might reasonably be expected to have a financial interest.

Table 2

Type of Consultant	Designated Position Title	Disclosure Categories (see Appendix B)
Bond Counsel	Consultant	2, 4
Disclosure Counsel	Consultant	2, 4
Lobbying	Consultant	1, 2, 4
Project Oversight	Consultant	1, 2, 4
Disadvantaged Business Enterprise Advisor	Consultant	2, 4
Labor Compliance Advisor	Consultant	2, 4

Public Officials Who Manage Public Investments

The following positions also are listed below because the individuals holding these positions must file under Government Code Section 87200 as they are involved in the investment of public funds. These positions are listed here for informational purposes only:

Table 3

Public Official Description
Members and alternate members of the Board of Directors
Members and alternate members of the Policy Advisory Committees
Members and alternate members of committees or working groups making decisions influencing expenditure of public funds
Executive Director
Chief Deputy Executive Director
Director of Finance
General Counsel
Public Financial Management, Project Managers

APPENDIX B

When a designated person is required to disclose investment and sources of income, he or she need to disclose investments in business entities and sources of income that do business in SANDAG's jurisdiction, plan to do business in the jurisdiction, or have done business in the jurisdiction in the past two years. In addition to other activities, a business entity is doing business within the jurisdiction if it owns real property within the jurisdiction. Persons designated in Appendix A shall disclose their financial interests pursuant to the appropriate disclosure categories described in the table below.

Table 4

Disclosure Category	Description
1	Interests in real property located within the jurisdiction or within two miles of the boundaries of the jurisdiction or within two miles of any land owned or used by SANDAG.
2	Investments and business positions in business entities, and income, including loans, gifts,* and travel payments, from sources that provide services, supplies, materials, machinery, or equipment of the type utilized by SANDAG.
3	Investments and business positions in business entities, and income, including loans, gifts,* and travel payments, from sources that provide services, supplies, materials, machinery, or equipment of the type utilized by the department or division to which the filer is assigned duties.
4	Investments and business positions in business entities, and income, including loans, gifts,* and travel payments, from sources that have filed a claim against SANDAG in the previous two years, or have a claim pending.

* Gifts with a value of less than \$50 aggregate per year are not reportable financial interests at SANDAG

Amended January 2010

Amended March 2012

Amended December 2013

Amended March 2015



Consent Agenda

Action: APPROVE

JURISDICTION	VOTE	TALLY
Carlsbad	Yes	1
Chula Vista	Yes	1
Coronado	Yes	1
County A	Yes	1
County B	Yes	
Del Mar	Yes	1
El Cajon	Yes	1
Encinitas	Yes	1
Escondido	Yes	1
Imperial Beach	Yes	1
La Mesa	Yes	1
Lemon Grove	Yes	1
National City	Yes	1
Oceanside	Yes	1
Poway	Yes	1
San Diego A	Yes	1
San Marcos	Yes	1
Santee	Yes	1
Solana Beach	Yes	1
Vista	Yes	1

TALLY

19

100%

Pass

Board of Directors Meeting – March 27, 2015



**BOARD OF DIRECTORS
MARCH 27, 2015**

ACTION REQUESTED - APPROVE

PROPOSED AMENDMENTS TO CONFLICT OF INTEREST CODE File Number 8000100

Introduction

From time to time, and no less often than every two years, staff reviews the SANDAG Conflict of Interest Code (Code) to determine if updates are needed. Proposed amendments to the Code shown in Attachment 1 reflect updates to existing job titles and the addition of new positions to the list of designated positions.

Recommendation

The Board of Directors is asked to approve the proposed amendments to the Conflict of Interest Code, in substantially the same form as Attachment 1.

Discussion

The proposed amendments will implement necessary updates to the list of designated employee positions subject to filing annual economic disclosure statements, including the addition and removal of new and obsolete employee positions, respectively. Changes also are proposed to the way consultant firms are listed in order to streamline the updating process. Now that financial disclosure form (Form 700) filing is being converted to an online electronic process, issues arise if the position titles in the Code vary from those listed in the forms that are filed. These differences sometimes arise as consultant firm employees who are unfamiliar with the process enter their information. The County of San Diego, which serves as the SANDAG Code Reviewing Body, has suggested that SANDAG simplify the way it lists its designated consultants in order to reduce the chance for discrepancies. For this reason, it is proposed that the formerly lengthy and more detailed Table 2 be streamlined into categories instead of listing each consultant by firm name.

GARY L. GALLEGOS
Executive Director

Attachment: 1. Conflict of Interest Code (with proposed amendments shown as tracked changes)

Key Staff Contact: Julie Wiley, (619) 699-6966, julie.wiley@sandag.org



CONFLICT OF INTEREST CODE

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Administrative Analyst (Associate, Senior)	3, 4
Administrative Office Specialist III	3, 4
Borders Program Manager	3, 4
Budget Program Manager	2, 4
Business Development Manager	3, 4
Business Services Manager and Supervisor	2, 4
Capital Development Project Manager	1, 3, 4
Chief Deputy Executive Director	1, 2, 4
Chief Economist	2, 4
Chief Technology Officer	3, 4
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Counsel (Associate, Deputy, Senior, Special)	1, 2, 4
Creative Services Manager	3, 4
Customer Services Manager	3, 4
Customer Services Representative III	3, 4
Database Administrator	3, 4
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Manager of Financial Planning and Project Control	1, 2, 4
Manager of Human Resources	3, 4
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Marketing Analyst (I, II, Associate, Senior)	3, 4
Marketing Specialist	3, 4
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Network Administrator	3, 4

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Office Services Specialist III	3, 4
Paralegal	1, 2, 4
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Roadway Operations Manager	3, 4
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Technology Program Analyst (I, II, Associate, Senior, Principal)	3, 4
Toll Operations Supervisor	3, 4
TransNet and Legislative Affairs Program Director	1, 2, 4
Transportation Modeler (I, II, Associate, Senior, Principal)	3, 4

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Project Oversight	Consultant	1, 2, 4
Disadvantaged Business Enterprise Advisor	Consultant	2, 4
Labor Compliance Advisor	Consultant	2, 4

Type of Consultant	Designated Firm Name and Job Description	Disclosure Categories (see Appendix B)
Bond Counsel	Orrick, Harrington, & Sutcliffe	2, 4
Disclosure Counsel	Nossaman, Guthner, Knox & Elliott LLP Fulbright & Jaworski LLP	2, 4
Lobbying	Ellison Wilson Advocacy, Peyser Associates, Project Managers	1, 2, 4
Project Oversight	CH2M Hill, Project Managers	1, 2, 4
Project Oversight	HNTB, Project Managers	1, 2, 4
Project Oversight	PB Americas, Project Managers	1, 2, 4
Project Oversight	City of Santee, Project Managers	1, 2, 4
Project Oversight	Caltrans, Corridor Directors and Task Order Managers	1, 2, 4
Project Oversight	David Evans & Assoc., Project Managers	1, 2, 4
Project Oversight	City Works, Project Managers	1, 2, 4
Project Oversight	ASM Affiliates, Project Managers	1, 2, 4
Project Oversight	BRG Consulting, Project Managers	1, 2, 4
Project Oversight	Brown Marketing Strategies, Project Managers	1, 2, 4
Project Oversight	Cruz Estrella's CADD & Drafting, Project Managers	1, 2, 4

Type of Consultant	Designated Firm Name and Job Description	Disclosure Categories (see Appendix B)
Project Oversight	Frank-Wilson & Associates, Project Managers	1, 2, 4
Project Oversight	HDR Engineering, Inc., Project Managers	1, 2, 4
Project Oversight	InfraConsult, LLC, Project Managers	1, 2, 4
Project Oversight	Katz & Associates, Project Managers	1, 2, 4
Project Oversight	LSA Associates, Project Managers	1, 2, 4
Project Oversight	Media Planning & Placement, Project Managers	1, 2, 4
Project Oversight	Merkel and Associates, Project Managers	1, 2, 4
Project Oversight	MTS, Project Managers	1, 2, 4
Project Oversight	PGH Wong Engineering, Project Managers	1, 2, 4
Project Oversight	Pro Media, Project Managers	1, 2, 4
Project Oversight	Quality Infrastructure Corp., Project Managers	1, 2, 4
Project Oversight	RailPros, Project Managers	1, 2, 4
Project Oversight	Southwest Strategies, Project Managers	1, 2, 4
Project Oversight	TY Lin, Project Managers	1, 2, 4
Project Oversight	Wiggans Group, Inc., Project Managers	1, 2, 4
Disadvantaged Business Enterprise and Labor Compliance	Positions at GCAP with the following titles: President Senior Analyst Analyst	2, 4

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4	Investments and business positions in business entities, and income, including loans, gifts,* and travel payments, from sources that have filed a claim against SANDAG in the previous two years, or have a claim pending.

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Amended January 2010

Amended March 2012

Amended December 2013

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