

Metro Ethics Department

Quarterly Activities Report



Training

AB 1234 Ethics Training:

Completed December 2006 for Metro, PTSC, & Expo Board Members, Sector Council Members and CEOs. Two new Sector Council members to be trained before year end.

Contractor and Small Business Training:

Provided training to contractors at Vender Faire, TBAC meetings, and Pre-bid meetings.



Training

New Employee Orientation:

Provided every Monday morning for all new employees, including new bus and rail operators.

Management Orientation:

Provided two classes with the Law Department on ethics for new managers.



Training

Sponsorship Committee:

Completed orientation of members

Division Training:

Conducted visits with all transportation and maintenance personnel on first two shifts.

Visits with all rail division personnel in progress.

Training Council:

Participate in Agency wide committee on employee training.

Ethics Awareness Survey

- 700 surveys were completed by employees at USG, 818 Building & Divisions.
- Excellent knowledge (80% - 100%) re: gifts, honesty in the workplace & use of Metro resources.
- Good knowledge (60% - 70%) of conflict of interest & outside/post employment.
- Employees are less well informed about honoraria



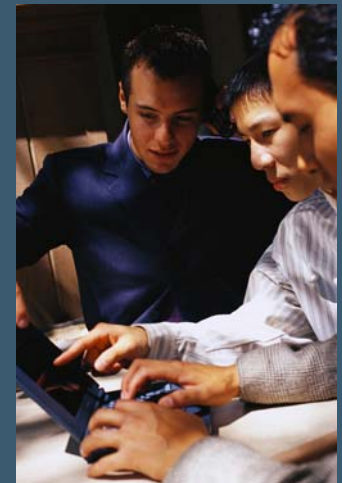
Customer Code of Conduct

- Reconstituted Committee again.
- Circulated to GMs and persons in Operations and Administration including Safety and Security.
- Circulation to Sector Councils and Unions in progress.



Statement of Economic Interest – Form 700s

- Completed processing approximately 1200 filers.
- Few outstanding forms due to leaves of absence.
- Update our web site with latest forms & attended the FPPC 2007 Filing Officer orientation.
- Biennial Certification obtained for Conflict of Interest Code.



Lobbyist Registration

- Processed 500 registered lobbyist in January 2007 resulting in \$14,340.00 income to the general fund.
- 30 new lobbyists registered and 37 terminated in first half 2007.
- Disseminated lobbyist registration information to contractors at the April 2007 Vendor Faire .



Ethics Advice

- 50+ ethics advice memos were issued in response to inquiries regarding gifts, conflicts of interest and travel reimbursements.
- Provided support to Procurement on numerous bids/proposals to ensure integrity of process and minimize successful protests of awards.
- Board conflicts reports were distributed as required for both Expo and Metro board meetings.

Summary

- Completed the Fiscal Year 2007 within budget.
- Training goals and outreach efforts to the Sectors and bus operating divisions were met.

