



February 1, 2017
1:00 p.m.

AGENDA

**Board Administration and Operations Committee Meeting
Riverside Transit Agency – Board Room
1825 Third Street
Riverside, CA 92507**

Any person with a disability who requires a modification or accommodation in order to participate in this meeting, or any person with limited English proficiency (LEP) who requires language assistance to communicate with the Riverside Transit Agency Board of Directors during the meeting, should contact the Riverside Transit Agency Clerk of the Board, telephone number (951) 565-5044, no fewer than two business days prior to this meeting to enable the Riverside Transit Agency to make reasonable arrangements to assure accessibility or language assistance for this meeting.

Agenda item descriptions are intended to provide members of the public a general summary of business to be conducted or discussed. Posting of any recommended action on an agenda item does not indicate what action will be taken. The Board of Directors may take any action it believes is appropriate on the agenda item and is not limited in any way by the notice of any recommendation.

All documents related to any agenda item are available for public inspection at www.riversidetransit.com or through the Clerk of the Board's office at the Riverside Transit Agency, 1825 Third Street, Riverside, CA 92507.

ITEM

RECOMMENDATION

- 1. CALL TO ORDER**
- 2. SELF-INTRODUCTIONS**

ITEM

RECOMMENDATION

3. **PUBLIC COMMENTS – NON-AGENDA ITEMS**

Members of the public may address the Board regarding any item within the subject matter jurisdiction of the Board; however, no action may be taken on off-agenda items unless authorized by law. Comments shall be limited to matters not listed on the agenda. Members of the public may comment on any matter listed on the agenda at the time that the Board considers that matter. Each person's presentation is limited to a maximum of three (3) minutes.

RECEIVE COMMENTS

4. APPROVAL OF MINUTES – JANUARY 11, 2017 COMMITTEE MEETING (P.4)

APPROVE

5. **CONSENT CALENDAR**

All items on the Consent Calendar will be approved by one motion and there will be no discussion on individual items unless a board member or member of the public requests a specific item to be pulled from the calendar for separate discussion.

A. PERSONNEL REPORT – DECEMBER 2016 (P.7)

RECEIVE AND FILE

B. TRANSPORTATION CENTER MONTHLY REPORT – DECEMBER (P.14)

RECEIVE AND FILE

6. AUTHORIZE THE FILING OF RESOLUTION 2017-02 WITH THE CALIFORNIA DEPARTMENT OF TRANSPORTATION (CALTRANS) FOR FEDERAL FISCAL YEAR (FFY) 2017 SECTION 5310 ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAM GRANT APPLICATION (P.18)

APPROVE

7. APPROVE RESOLUTION NO. 2017-01 PERMITTING THE HUMAN RESOURCES DEPARTMENT TO ACCESS STATE AND FEDERAL SUMMARY CRIMINAL HISTORY INFORMATION FOR EMPLOYMENT PURPOSES THROUGH FINGERPRINTING (P.22)

APPROVE

ITEM

RECOMMENDATION

- 8. POTENTIAL CHANGE IN PROVIDER OF LIABILITY
AND VEHICLE PHYSICAL DAMAGE INSURANCE**

PRESENTATION

- 9. BOARD MEMBER COMMENTS**

- 10. ANNOUNCEMENTS**

- 11. NEXT MEETING**

Wednesday, March 1, 2017, 1:00 p.m.
Riverside Transit Agency
1825 Third Street
Riverside, CA 92507

- 12. MEETING ADJOURNMENT**

RTA BOARD ADMINISTRATION AND OPERATIONS COMMITTEE MEETING
Minutes
January 11, 2017

1. **CALL TO ORDER**

Committee Chairman Randon Lane called the Board Administration and Operations Committee meeting to order at 1:00 p.m., on January 11, 2017, in the RTA Board Room.

2. **SELF-INTRODUCTIONS**

Self-introductions of those in attendance took place.

Committee Members Attending

1. Committee Chair Randon Lane, City of Murrieta
2. First Vice-Chairman Art Welch, City of Banning
3. Director Daryl Hickman, City of Lake Elsinore
4. Director Greg August, City of Menifee
5. Director David Marquez, City of Moreno Valley
6. Director Tonya Burke, City of Perris
7. Director Andy Melendrez, City of Riverside
8. Director Bridgette Moore, City of Wildomar
9. Alternate Frank Johnston, County of Riverside, District II

Committee Members Absent

1. Director Kevin Jeffries, County of Riverside, District I

RTA Staff

1. Larry Rubio, Chief Executive Officer
2. Tammi Ford, Clerk of the Board of Directors
3. Tom Franklin, Chief Operating Officer
4. Craig Fajnor, Chief Financial Officer
5. Vince Rouzaud, Chief Procurement and Logistics Officer
6. Laura Camacho, Chief Administrative Services Officer
7. Bob Bach, Director of Maintenance
8. Jim Kneepkens, Director of Marketing
9. Rohan Kuruppu, Director of Planning
10. Natalie Zaragoza, Director of Contracts
11. Rick Kaczerowski, Director of Information Technologies
12. Brad Weaver, Marketing Manager
13. Eric Ustation, Government Affairs Manager

Other Attendees:

1. Linda Krupa, City of Hemet
2. Anthony Kelly Jr., City of Jurupa Valley
3. Eric Lewis, City of Moreno Valley

3. **PUBLIC COMMENTS – NON-AGENDA ITEMS**

None.

4. **APPROVAL OF MINUTES – DECEMBER 7, 2016 COMMITTEE MEETING**

M/S/C (HICKMAN/MOORE) approving the minutes of the December 7, 2016 Committee meeting.

The motion carried with 8 affirmative votes and 1 abstention (JOHNSTON).

5. **CONSENT CALENDAR**

M/S/C (WELCH/HICKMAN) approving the receipt and file of Item A – Personnel Report – November 2016.

The motion carried unanimously.

M/S/C (WELCH/HICKMAN) approving the receipt and file of Item B – Transportation Center Monthly Report – November 2016.

The motion carried unanimously.

6. **FREE BUS RIDES FOR THE RIVERSIDE AREA VETERANS EXPO (RAVE) AND VETERANS STAND DOWN EVENT ON APRIL 21, 2017**

M/S/C (JOHNSTON/WELCH) approving and recommending this item to the full Board of Directors for their consideration as follows:

- Authorize the Agency to offer free rides on all fixed-route buses on April 21, 2017 between 4 a.m. and 6 p.m. for veterans, service members and their families with appropriate identification attending the RAVE and Veterans Stand Down event.

The motion carried unanimously.

7. **AUTHORIZE CLOSURE OF THE ADMINISTRATIVE OFFICES ON MONDAY, JULY 3, 2017**

M/S/C (HICKMAN/MELENDREZ) approving and recommending this item to the full Board of Directors for their consideration as follows:

- Authorize closure of the Administrative Offices on Monday, July 3, 2017.

The motion carried unanimously.

8. **BOARD MEMBER COMMENTS**

Comments were made by the following Board members: Director Daryl Hickman, Director David Marquez, First Vice-Chair Art Welch, Director Andy Melendrez, Alternate Director Frank Johnston and Committee Chair Randon Lane.

9. **ANNOUNCEMENTS**

Larry Rubio made an announcement.

10. **NEXT MEETING**

Wednesday, February 1, 2017, 1:00 p.m.
Riverside Transit Agency
1825 Third Street
Riverside, CA 92507

11. **MEETING ADJOURNMENT**

The meeting was adjourned at 1:16 p.m.

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

February 1, 2017

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Laura Camacho, Chief Administrative Services Officer

SUBJECT: Personnel Report - December 2016

Summary: The attached report summarizes personnel activity that occurred in December 2016. The following information is outlined in the report:

- Number of budgeted positions versus number of filled positions by department and position.
- Percentage of minority and female employees by position classification.
- Number of disciplinary actions by gender.
- Percentage of minority and female applicants by position.
- Number of minority and female employees by personnel actions.

Recommendation:

Receive and file.

PERSONNEL ACTIVITY - DECEMBER 2016

DEPARTMENT AND TITLE	BUDGETED POSITIONS	FILLED POSITIONS
<u>ADMINISTRATION</u>		
Chief Executive Officer	1	1
Executive Assistant/Clerk of the Board	<u>1</u>	<u>1</u>
Department Subtotal	2	2
<u>ACCOUNTING</u>		
Chief Financial Officer	1	1
Performance Reporting & Analysis Manager	1	1
Controller	1	1
Grants Financial Administrator	1	1
Accounting Supervisor	1	1
Grants Financial Analyst	1	1
Payroll Coordinator	1	1
Revenue Account Coordinator	1	1
Accounts Payable Clerk	1	1
Accounts Receivable Clerk	1	1
Currency Processor	<u>2</u>	<u>2</u>
Department Subtotal	12	12
<u>HUMAN RESOURCES</u>		
Chief Administrative Services Officer	1	1
Human Resources Manager	1	1
Benefits Administrator	1	1
Human Resources Specialist	1	1
Human Resources Clerk	1	0
Admin Clerk - Human Resources	1	1
Receptionist	<u>1</u>	<u>1</u>
Department Subtotal	7	6
<u>RISK MANAGEMENT</u>		
Risk Manager	1	1
Safety & Security Officer	1	1
Risk Management Specialist	1	1
Department Subtotal	3	3
<u>INFORMATION TECHNOLOGY</u>		
Director of Information Technology	1	1
ITS Administrator	1	1
Systems Administrator	1	1
IT Technician	<u>1</u>	<u>1</u>
Department Subtotal	4	4
<u>MAINTENANCE</u>		
Director of Maintenance	1	1
Deputy Director of Maintenance	1	1
Maintenance Manager	1	1
Facilities Manager	1	1
Maintenance Quality Control	1	1
Contract Operations Maintenance Supervisor	1	1
Maintenance Supervisor	6	6
Electronic Technician	2	2
Groundskeeper	1	1
Mechanic	31	30
Property Maintainer	1	1
Tire Servicer	1	1
Servicer	<u>15</u>	<u>14</u>
Department Subtotal	63	61

DEPARTMENT AND TITLE	BUDGETED POSITIONS	FILLED POSITIONS
MARKETING		
Director of Marketing	1	1
Marketing Manager	1	1
Government Affairs Manager	1	1
Customer Information Supervisor	1	1
Customer Information Clerk, Senior Lead	1	1
Customer Information Clerk, On-Call	<u>19</u>	<u>20</u>
Department Subtotal	24	25
OPERATIONS		
Chief Operating Officer	1	1
Director of Operations	1	1
Operations Manager	1	1
Assistant Operations Manager	0	1
Training Manager	1	1
Training Instructor	1	1
Executive Assistant/Deputy Clerk of the Board	1	1
Operations Supervisor	15	13
Operations Analyst	1	1
Stops/Zones Supervisor	1	1
Stops/Zones Groundskeeper	10	9
Surveillance Clerk	1	1
Transit Clerk	1	1
Full-Time ¹ Coach Operator	265	272
Part-Time ¹ Coach Operator	<u>0</u>	<u>15</u>
Department Subtotal	300	320
CONTRACT OPERATIONS		
Contract Operations Manager	1	1
Contract Operations Specialist	3	3
ADA Certification Specialist	2	2
Travel Training Supervisor	1	0
Mobility Manager	0	1
Travel Training Specialist	4	4
Medi-Cal Administrative Activity (MAA) Coordinator	<u>1</u>	<u>1</u>
Department Subtotal	12	12
PLANNING		
Director of Planning	1	1
Grants Manager	1	1
Planning & Scheduling Manager	1	1
Project Manager	1	1
Scheduling Analyst	1	1
Planning Analyst	1	1
Planning & Programming Specialist	<u>2</u>	<u>2</u>
Department Subtotal	8	8
PURCHASING		
Chief Procurement & Logistics Officer	1	1
Director of Contracts	1	1
Contracts Manager	1	1
Contracts Administrator	1	2
Storeroom Supervisor	1	1
Buyer	1	0
Parts Clerk	<u>5</u>	<u>5</u>
Department Subtotal	11	11
Totals	446	464

¹There are currently nine Coach Operators on extended leave, and additional personnel were added to assist with the Downtown Riverside service change.

WORKFORCE DATA - DECEMBER 2016

POSITION CLASSIFICATION	TOTAL EMPLOYEES	% OF MINORITY EMPLOYEES	% OF FEMALE EMPLOYEES	CENSUS AVAILABILITY		UNDERUTILIZED	
				%MIN	%FEM	MIN	FEM
Executive/First/Mid Level Officials & Managers	52	58.3%	25.0%	38.2%	38.2%	No	Yes
Professionals	14	42.9%	28.6%	42.0%	55.9%	No	Yes
Administrative Support Workers	53	69.8%	73.6%	54.9%	73.5%	No	No
Operatives	287	79.4%	46.7%	74.4%	26.1%	No	No
Craft Workers	30	70.0%	0.0%	61.7%	3.2%	No	Yes
Laborers	11	54.5%	0.0%	79.2%	13.6%	Yes	Yes
Service Workers	15	93.3%	0.0%	65.4%	57.7%	No	Yes
Technicians	2	50.0%	0.0%	50.3%	48.6%	No	Yes
Total	464						

APPLICATIONS - DECDEMBER 2016

<u>POSITION TITLE</u>	<u>TOTAL APPLICANTS</u>	<u>RESPONDENTS TO EEO QUESTIONNAIRE</u>	<u>% OF MINORITY APPLICANTS</u>	<u>% OF FEMALE APPLICANTS</u>
B Mechanic	5	5	100%	0%
Buyer	6	6	50%	33%
Coach Operator, Part-Time	99	93	83%	45%
Customer Information Clerk, Full-Time	7	7	100%	100%
Human Resources Clerk	443	410	77%	75%
Operations Supervisor	21	19	74%	48%
Risk Management Specialist	29	29	66%	38%
Training Instructor	10	10	70%	30%
total applications	620			

DISCIPLINE - DECEMBER 2016

Gender EEO Categories**	COUNSELINGS, WARNINGS & WRITTEN REPRIMANDS								SUSPENSIONS & TERMINATIONS							
	MALE				FEMALE				MALE				FEMALE			
	C	AA	H	O	C	AA	H	O	C	AA	H	O	C	AA	H	O
Maintenance	0	1	2	0	0	0	0	0	1	0	0	0	0	0	0	0
Operations	8	14	7	3	6	21	10	0	0	2	0	0	0	1	3	0
TOTALS	72								7							

**EEO Category Codes: C = Caucasian, AA = African American, H = Hispanic, O = Other

PERSONNEL ACTIVITY - DECEMBER 2016

Full-Time and Part-Time Employees

Personnel Activity	All Employees			Minority Employees Male						Minority Employees Female						Total
	Total	Male	Female	AA	HISP	API	AIAN	NHOPI	MULTI	AA	HISP	API	AIAN	NHOPI	MULTI	
New Hires	4	2	2	2	0	0	0	0	0	1	1	0	0	0	0	4
Promotions	3	1	2	0	0	0	0	0	0	1	0	0	0	0	0	1
Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Demotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Terminations	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Resignations	3	1	2	0	1	0	0	0	0	1	0	0	0	0	1	3
Retirements	2	1	1	1	0	0	0	0	0	1	0	0	0	0	0	2
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

FOR FISCAL YEAR 07/01/16 THROUGH 06/30/17
FULL-TIME SEPARATIONS

FOR FISCAL YEAR 07/01/15 THROUGH 06/30/16
FULL-TIME SEPARATIONS

	Administration	Bargaining Unit		Administration	Bargaining Unit
Terminations	2	8	Terminations	4	27
Resignations	2	11	Resignations	8	20
Retirements	1	5	Retirements	2	6
Other	0	0	Other	0	0

AA = African American
HISP = Hispanic
API = Asian/Pacific Islander
AIAN = American Indian or Alaskan Native
NHOPI = Native Hawaiian or Other Pacific Islander
MULIT = Two or More Races

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

February 1, 2017

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Jim Kneepkens, Director of Marketing

SUBJECT: Transportation Center Monthly Report – December 2016

Summary: In December 2016, the Customer Information Center answered 35,061 calls, a 5.7% increase compared to December 2015. Calls included 109 commendations, general comments and valid complaints. The number of calls to Dial-A-Ride was 11,773, a 6.4% increase compared to December 2015. 46,834 calls were received between the two call centers, which reflects a 5.9% increase compared to the same period last year.

The attached reports presents call volume history and details commendations, general comments and complaints by type.

Recommendation:

Receive and file.

Riverside Transit Agency

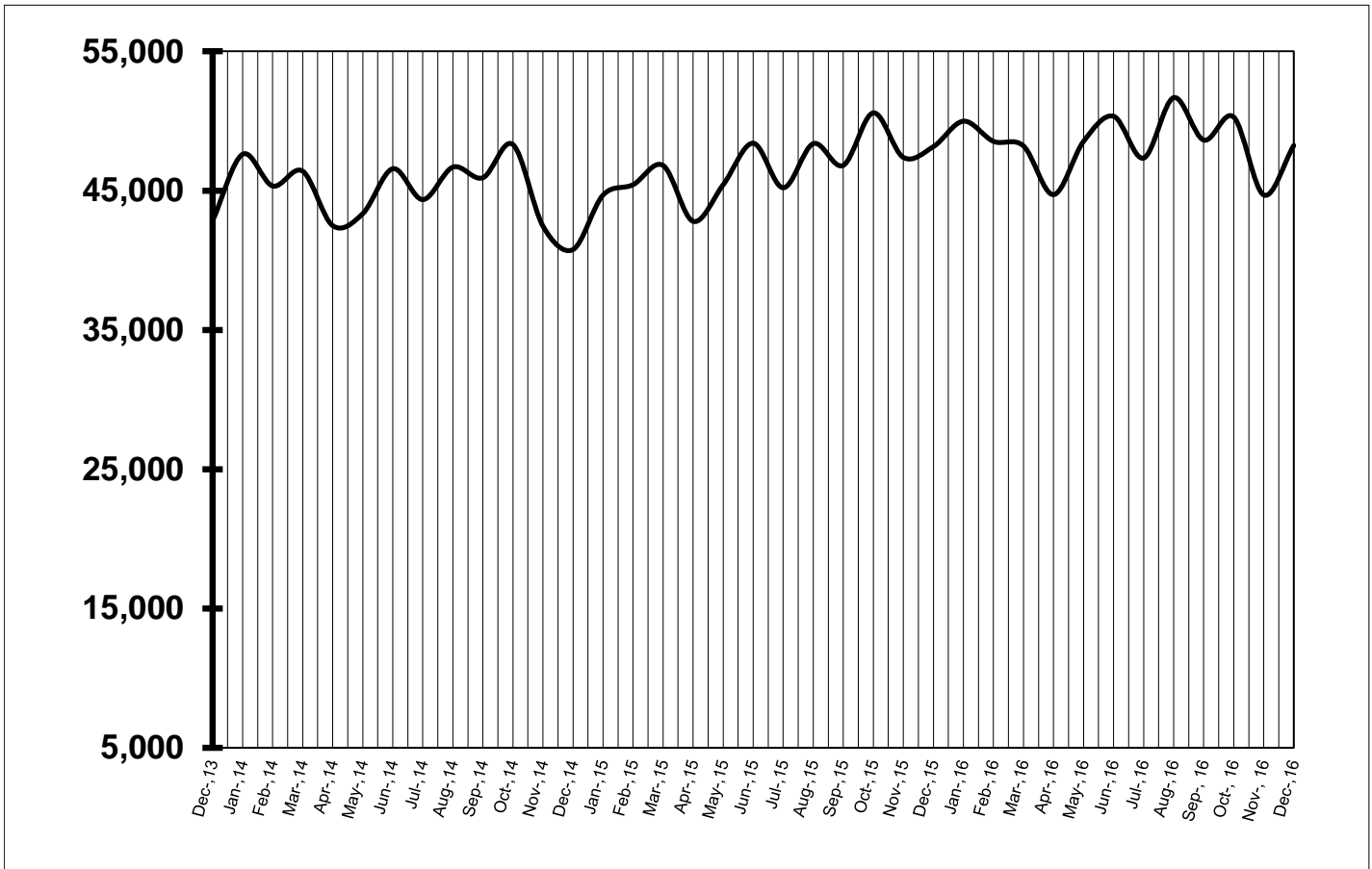
December 2016 Transportation Center Call Totals

Customer Information Center (CIC)	December 2016	December 2015	Percent Change
Information Calls	34,952	33,049	5.8%
Complaints	73	87	-16.1%
Comments	23	22	4.5%
Commendations	13	14	-7.1%
Total CIC Calls	35,061	33,172	5.7%

Dial-A-Ride (DAR)

Total DAR Calls	11,773	11,066	6.4%
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Total Calls	46,834	44,238	5.9%
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Complaints, Comments & Commendations

Valid Complaints

Category	December 2016	December 2015	12 Month Average per Month	Complaints per 10,000 Passengers
Bus Stop	1	0	4	0.01
Careless Driving	4	9	9	0.05
Conduct	4	6	4	0.05
Crowded	0	2	0	0.00
Customer Service	9	16	11	0.12
Early Bus	5	1	5	0.07
Fare Dispute	2	2	2	0.03
Late Bus	9	17	17	0.12
Missed Transfer	2	4	2	0.03
No Show	4	2	3	0.05
Passed By	11	15	11	0.14
Passenger Conduct	2	2	1	0.03
Reasonable Modification	0	0	0	0.00
Other	20	11	19	0.26
Total	73	87	88	0.96

Ridership

	December 2016	December 2015	12 Month Average per Month
All services	761,630	777,213	749,759

Comments

	December 2016	December 2015	12 Month Average per Month	Comments per 10,000 Passengers
General Comments	23	22	32	0.30

Commendations

	December 2016	December 2015	12 Month Average per Month	Commendations per 10,000 Passengers
General Commendations	13	14	18	0.17

Complaints, Comments and Commendations

Category Descriptions

Complaints

Bus Stops: Stop needs cleaning, nearby landscape needs cleaning, stop equipment broken or not working properly.

Driving Concerns: Driver makes inappropriate lane change, brakes too hard, drives too slow, accelerates too fast, stops too far from stop or curb, blocks traffic, bus temperature too hot.

Driver Conduct: Driver provided poor customer service, does not assist customers needing help, rushes customer.

Crowded: Customer is uncomfortable due to bus being too full, customer unable to find a seat.

Customer Service: Customer provided with wrong information, employee provided poor customer service.

Early Bus: Bus arrives or departs bus stop ahead of schedule.

Fare Dispute: Pass stuck in farebox, college ID card not working, customer overpaid and requests a refund, customer not provided appropriate discount.

Late Bus: Bus arrives or departs bus stop behind schedule.

Missed Transfer: Early or late bus causes customer to miss transfer with another bus.

No Show: Bus does not arrive as scheduled.

Passed By: Bus passes stop without picking up customer

Passenger Conduct: Fellow customer plays music too loud, talks too loud, uses profanity, uses extra seat for personal belongings.

Reasonable Modification: Request from person with disability for modification of Agency practice or policy.

Other: Bike rack full, pass outlet out of passes, bus displays the wrong headsign.

Comments

Request for new, later or more frequent bus service; request for restroom at transfer facility; request for new fare category; request for bus stop amenities; request for new bus stop.

Commendations

Customer appreciates new buses, commends driver for courtesy, assisting customer with special needs, providing great customer service or returning lost item.

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

February 1, 2017

TO: BOARD BUDGET AND FINANCE COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Rohan Kuruppu, Director of Planning

SUBJECT: Authorize the Filing of Resolution 2017-02 with the California Department of Transportation (CalTrans) for Federal Fiscal Year (FFY) 2017 Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program Grant Application

Summary: On December 4, 2015, the Fixing America's Surface Transportation (FAST) Act was signed into law, reauthorizing surface transportation programs through FFY 2020. FTA Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities (one of the FAST Act programs) makes Federal resources available to States and designated recipients to improve mobility for seniors and individuals with disabilities by removing barriers to transportation service and expanding transportation mobility options. This program supports transportation services planned, designed and carried out to meet the special transportation needs of seniors and individuals with disabilities in all areas- large urbanized (over 200,000), small urbanized (50,000-200,000), and rural (under 50,000). Eligible projects include both traditional capital investment and nontraditional investment beyond the Americans with Disabilities Act (ADA) complementary paratransit services.

RTA's innovative Travel Training Program is designed to assist people with disabilities and older adults who want to learn to travel safely and independently using public transportation. Travel Training is a free, self-paced process where an individual, regardless of ability or age, can learn to ride RTA's fixed-route system. A personal travel trainer customizes the learning experience for each participant while emphasizing safety and building confidence in travel skills. RTA's Travel Training program began in 2011 and has provided training to over 1,600 passengers with disabilities, seniors and veterans.

Caltrans has set a cap of \$1 million that each agency can apply for the 2017 grant cycle that includes FFY 2015, FFY16 and FFY 2017 apportionments. Staff recommends applying for the 5310 funds in amount of \$1 million. If Caltrans relaxes the cap later on, staff recommends applying for additional

funds as needed to support the Travel Training Program.

Fiscal Impact:

There is no fiscal impact by applying for the funds. Should the Agency be successful in obtaining the grant funds, the FFYs 2015, 2016 and 2017 Section 5310 programs local match will utilize Toll Credits provided by the Riverside County Transportation Commission in lieu of the required 20% local match.

Recommendation:

Approve and recommend this item to the full Board of Directors for their consideration as follows:

- Authorize the filing of Resolution 2017-02 with the California Department of Transportation for Federal Fiscal Year 2017 Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program grant application.

RESOLUTION No. 2017-02

RESOLUTION OF THE BOARD OF DIRECTORS OF THE RIVERSIDE TRANSIT AGENCY AUTHORIZING FILING OF APPLICATIONS WITH THE CALIFORNIA DEPARTMENT OF TRANSPORTATION (CALTRANS) FOR FEDERAL TRANSPORTATION ASSISTANCE UNDER SECTION 5310 AS AUTHORIZED BY U.S.C. TITLE 49 CHAPTER 53 FOR FEDERAL FISCAL YEARS 2015, 2016 AND 2017

WHEREAS, the U. S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration (FTA) to provide financial assistance for transportation services planned, designed, and carried out to meet the special transportation needs of seniors and individuals with disabilities under Section 5310 of the Federal Transit Act (**FTA C 9070.1G**); and

WHEREAS, the California Department of Transportation (Caltrans) has been designated by the Governor of the State of California to administer Section 5310 grants for transportation projects for seniors and individuals with disabilities; and

WHEREAS, the Riverside Transit Agency desires to apply for said financial assistance to support operation of Travel Training Program in its service area; and

WHEREAS, the Riverside Transit Agency has, to the maximum extent feasible, coordinated with other transportation providers and users in the region (including the social service agencies).

NOW, THEREFORE, BE IT RESOLVED by the Riverside Transit Agency Board of Directors:

1. That the Chief Executive Officer or assigned designee is authorized to execute and file applications on behalf of the Riverside Transit Agency with Caltrans for Federal assistance pursuant to Section 5310 of the Federal Transit Act (FTA C 9070.1G), as amended,
2. That the Chief Executive Officer or assigned designee is authorized to execute and file all certifications, assurances, contracts or agreements or any other document required by Caltrans.
3. That the Chief Executive Officer or assigned designee is authorized to commit the necessary local or State funds for the projects.

4. That the Chief Executive Officer or assigned designee is authorized to provide additional information as Caltrans may require in connection with the application for the Section 5310 projects.

5. That the Chief Executive Officer or assigned designee is authorized to submit and approve request for reimbursement of funds from Caltrans for the Section 5310 projects.

Passed and approved this 23rd day of February, 2017.

AGENCY BOARD DESIGNEE:

RIVERSIDE TRANSIT AGENCY

APPROVED AS TO FORM:

Linda Krupa
Chair, Board of Directors

James Donich
Agency General Counsel

CERTIFICATION

The undersigned duly qualified Clerk of the Board of Directors of the Riverside Transit Agency certifies that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the Riverside Transit Agency held on February 23, 2017.

ATTEST:

Tammi Ford
Clerk of the Board of Directors

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

February 1, 2017

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Laura Camacho, Chief Administrative Services Officer

SUBJECT: Approve Resolution No. 2017-01 Permitting the Human Resources Department to Access State and Federal Summary Criminal History Information for Employment Purposes Through Fingerprinting

Summary: The Agency currently utilizes a third party vendor to conduct pre-employment background investigations as part of the Agency's hiring process. These background checks include a criminal history investigation and commences upon successful completion of any required testing and interviews for all positions within the Agency.

In an effort to enhance security, staff recommends the Agency move forward to obtain State and Federal criminal history directly from the California Department of Justice (DOJ) and Federal Bureau of Investigations (FBI) on all prospective hires. While the Agency currently receives state and national information through a third party vendor, the history that is provided is limited to seven years from the date of request. This is not the case through the fingerprinting process.

Criminal history background checks would be conducted using the DOJ Live Scan System. Digitally captured fingerprints and other key data points would be used by DOJ to gather statewide criminal conviction information going back to age 18 or younger where possible. A DOJ FBI check would also be required when the individual has resided outside of California. Prospective employees would be directed to a DOJ approved location to obtain fingerprints. The Agency is looking into potentially purchasing the Live Scan equipment to facilitate the fingerprinting of applicants in-house. However, prior to moving forward, a cost benefit analysis will be conducted to determine whether this approach is cost effective. If so, the equipment would be included in a future fiscal year budget request.

Fiscal Impact:

Below is a summary of what the additional cost would be to conduct criminal investigations through Live Scan Fingerprinting.

	Per Person Cost	Annual Cost*
Current criminal check cost through Third Party Vendor	\$42	\$4,200
New criminal check cost through fingerprinting (includes Live Scan collection cost, State check and Federal check)	\$69	\$6,900
Increase in per person cost	\$27	\$2,700

*Assuming 100 checks conducted annually.

Funding to cover this request is included in the FY17 budget.

Recommendation:

Approve and recommend this item to the full Board of Directors for their consideration as follows:

- Approve Resolution No. 2017-01 Permitting the Human Resources Department to Access State and Federal Summary Criminal History Information for Employment Purposes Through Fingerprinting.

RESOLUTION NO. 2017-01

RESOLUTION PERMITTING THE HUMAN RESOURCES
DEPARTMENT TO ACCESS STATE AND FEDERAL
SUMMARY CRIMINAL HISTORY INFORMATION FOR
EMPLOYMENT PURPOSES THROUGH
FINGERPRINTING

WHEREAS (1) Penal Code Sections 11105(b)(11) and 13300(b)(11) authorize cities, counties, districts and joint powers authorities to access state and local summary criminal history for employment, licensing or certification purposes; and

WHEREAS (2) Penal Code Section 11105(b)(11) authorizes cities, counties, districts and joint powers authorities to access federal level criminal history information by transmitting fingerprint images and related information to the Department of Justice to be transmitted to the Federal Bureau of Investigations; and

WHEREAS (3) Penal Code Sections 11105(b)(11) and 13300(b)(11) require that there be a requirement or exclusion from employment, licensing, or certification based on specific criminal conduct on the part of the subject of record; and

WHEREAS (4) Penal Code Sections 11105(b)(11) and 13300(b)(11) require the city council, Board of Supervisors, governing body of a city, county or district or joint powers authority to specifically authorize access to summary criminal history information for employment, licensing or certification purposes.

NOW THEREFORE, BE IT RESOLVED, that the Riverside Transit Agency is hereby authorized to access state and federal level summary criminal history information for employment (including volunteers, and contract employees), licensing of or certification for purposes and may not disseminate the information to a private entity.

Passed and approved this 23rd day of February, 2017.

AGENCY BOARD DESIGNEE:

RIVERSIDE TRANSIT AGENCY

APPROVED AS TO FORM:

Linda Krupa
Chair, Board of Directors

James Donich
Agency General Counsel

CERTIFICATION

The undersigned duly qualified Clerk of the Board of Directors of the Riverside Transit Agency certifies that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the Riverside Transit Agency held on February 23, 2017.

ATTEST:

Tammi Ford
Clerk of the Board of Directors