



May 3, 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 – APRIL 5, 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 – MARCH 2017 (P.7)

RECEIVE AND FILE

B. TRANSPORTATION CENTER MONTHLY REPORT – MARCH 2017 (P.14)

RECEIVE AND FILE

6. AUTHORIZATION TO RENEW AGREEMENT NO. 17-011 WITH THE CITY OF TEMECULA FOR REIMBURSEMENT OF FARE REVENUE FOR ROUTE 55 (P.18)

APPROVE

7. ADOPT HUMAN RESOURCES POLICY SECTION 6-6 CELL PHONE ALLOWANCE EFFECTIVE JULY 1, 2017 (P.20)

APPROVE

8. BOARD MEMBER COMMENTS

9. ANNOUNCEMENTS

ITEM

RECOMMENDATION

10. NEXT MEETING

Wednesday, June 7, 2017, 1:00 p.m.
Riverside Transit Agency
1825 Third Street
Riverside, CA 92507

11. MEETING ADJOURNMENT

RTA BOARD ADMINISTRATION AND OPERATIONS COMMITTEE MEETING
Minutes
April 5, 2017

1. **CALL TO ORDER**

Committee Chair Tonya Burke called the Board Administration and Operations Committee meeting to order at 1:00 p.m., on April 5, 2017, in the RTA Board Room.

2. **SELF-INTRODUCTIONS**

Self-introductions of those in attendance took place.

Committee Members Attending

1. Committee Chair Tonya Burke, City of Perris
2. Alternate Director George Moyer, City of Banning
3. Chair Linda Krupa, City of Hemet
4. Director Daryl Hickman, City of Lake Elsinore
5. Director Greg August, City of Menifee
6. Director David Marquez, City of Moreno Valley
7. Director Andy Melendrez, City of Riverside
8. Director Alonso Ledezma, City of San Jacinto
9. Director Bridgette Moore, City of Wildomar
10. Alternate Director Jerry Sincich, County of Riverside, District I

Committee Members Absent

1. Second Vice-Chairman Randon Lane, City of Murrieta

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. Luciano Rose, Operations Manager
13. Stephanie Macias, Contract Operations Manager
14. Lisa Almilli, Mobility Manager
15. Joan Hepworth, Executive Assistant

Other Attendees:

1. Eric Lewis, City of Moreno Valley

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

None.

4. **APPROVAL OF MINUTES – MARCH 1, 2017 COMMITTEE MEETING**

M/S/C (HICKMAN/MELENDREZ) approving the minutes of the March 1, 2017 Committee meeting.

The motion carried unanimously.

5. **CONSENT CALENDAR**

M/S/C (MOORE/HICKMAN) approving the receipt and file of Item A – Personnel Report – February 2017.

The motion carried unanimously.

M/S/C (MOORE/HICKMAN) approving the receipt and file of Item B – Transportation Center Monthly Report – February 2017.

The motion carried unanimously.

6. **AUTHORIZATION TO REVISE THE AGENCY'S PARTICIPATION WITH THE UNIVERSITY OF CALIFORNIA, RIVERSIDE (UCR) BOURNS COLLEGE OF ENGINEERING CENTER FOR ENVIRONMENTAL RESEARCH AND TECHNOLOGY (CE-CERT) BY TRANSFERRING TWO 2002 NABI BUSES FOR USE IN THE U.S. DEPARTMENT OF ENERGY'S ADVANCED RESEARCH PROJECTS AGENCY ENERGY (ARPA-E) NEXT-GENERATION ENERGY TECHNOLOGIES FOR CONNECTED AND AUTOMATED ON-ROAD-VEHICLES (NEXTCAR) DEMONSTRATION PROJECT**

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

- Authorize staff to revise the Agency's participation with the University of California, Riverside Bourns College of Engineering Center for Environmental Research and Technology by transferring two 2002 NABI buses for use in the U.S. Department of Energy's Advanced Research Projects Agency Energy NEXT-Generation Energy Technologies for Connected and Automated on-Road-vehicles Demonstration Project.

The motion carried unanimously.

7. **AUTHORIZATION TO RENEW REVENUE AGREEMENT NO. 17-015 WITH THE UNIVERSITY OF CALIFORNIA, RIVERSIDE FOR THE UNIVERSITY PASS (U-PASS); AUTHORIZATION TO RENEW REVENUE AGREEMENT NO. 17-012 WITH THE UNIVERSITY OF CALIFORNIA, RIVERSIDE FOR THE OPERATION OF ROUTE 51 (CREST CRUISER)**

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

- Authorize staff to renew Revenue Agreement No. 17-015 to continue the U-Pass program with UCR reimbursing the Agency at \$.90 per-trip with a maximum cap of \$35 per-rider per-month for a not-to-exceed amount of \$360,000 from July 1, 2017 through June 30, 2018.
- Authorize staff to renew Revenue Agreement No. 17-012 with UCR for reimbursement of operating expenses of \$148,382.94 for Route 51 (Crest Cruiser) from July 1, 2017 through June 30, 2018.

The motion carried unanimously.

8. **BOARD MEMBER COMMENTS**

Comments were made by Director Alonso Ledezma, Director David Marquez and Director Andy Melendrez.

9. **ANNOUNCEMENTS**

Larry Rubio made an announcement.

10. **NEXT MEETING**

Wednesday, May 3, 2017, 1:00 p.m.
Riverside Transit Agency
1825 Third Street
Riverside, CA 92507

11. **MEETING ADJOURNMENT**

The meeting was adjourned at 1:14 p.m.

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

May 3, 2017

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Laura Camacho, Chief Administrative Services Officer

SUBJECT: Personnel Report - March 2017

Summary: The attached report summarizes personnel activity that occurred in March 2017. 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 - March 2017

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>2</u>	<u>2</u>
Department Subtotal	8	7
<u>RISK MANAGEMENT</u>		
Risk Manager	1	1
Safety & Security Officer	1	0
Risk Management Specialist	<u>2</u>	<u>1</u>
Department Subtotal	4	2
<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>13</u>
Department Subtotal	63	60

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, Full-Time	2	2
Customer Information Clerk, On-Call	<u>17</u>	<u>15</u>
Department Subtotal	24	22
OPERATIONS		
Chief Operating Officer	1	1
Operations Manager	1	1
Assistant Operations Manager	1	1
Training Manager	1	1
Training Instructor	2	2
Executive Assistant/Deputy Clerk of the Board	1	1
Operations Supervisor	16	13
Operations Analyst	1	1
Stops/Zones Supervisor	1	1
Stops/Zones Groundskeeper	10	10
Surveillance Clerk	1	1
Transit Clerk	1	1
Full-Time ¹ Coach Operator	265	267
Part-Time ¹ Coach Operator	<u>0</u>	<u>18</u>
Department Subtotal	302	319
CONTRACT OPERATIONS		
Contract Operations Manager	1	1
Contract Operations Specialist	3	3
ADA Certification Specialist	2	2
Mobility Manager	1	1
Travel Training Specialist	4	3
Medi-Cal Administrative Activity (MAA) Coordinator	<u>1</u>	<u>1</u>
Department Subtotal	12	11
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	1	1
Planning & Scheduling Technician	<u>1</u>	<u>1</u>
Department Subtotal	8	8
PURCHASING		
Chief Procurement & Logistics Officer	1	1
Director of Contracts	1	1
Contracts Manager	1	1
Contracts Administrator	2	2
Storeroom Supervisor	1	1
Buyer	1	1
Parts Clerk	<u>5</u>	<u>5</u>
Department Subtotal	12	12
Totals	451	459

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

WORKFORCE DATA - MARCH 2017

POSITION CLASSIFICATION	TOTAL EMPLOYEES	% OF MINORITY EMPLOYEES	% OF FEMALE EMPLOYEES	CENSUS AVAILABILITY		UNDERUTILIZED	
				%MIN	%FEM	MIN	FEM
Executive/First/Mid Level Officials & Managers	51	58.3%	25.0%	38.2%	38.2%	No	Yes
Professionals	15	38.5%	30.8%	42.0%	55.9%	Yes	Yes
Administrative Support Workers	50	69.8%	73.6%	54.9%	73.5%	No	No
Operatives	285	79.9%	46.4%	74.4%	26.1%	No	No
Craft Workers	30	70.0%	0.0%	61.7%	3.2%	No	Yes
Laborers	12	58.3%	0.0%	79.2%	13.6%	Yes	Yes
Service Workers	14	93.8%	0.0%	65.4%	57.7%	No	Yes
Technicians	2	50.0%	0.0%	50.3%	48.6%	No	Yes
Total	459						

APPLICATIONS - MARCH 2017

POSITION TITLE	TOTAL APPLICANTS	RESPONDENTS TO EEO QUESTIONNAIRE	% OF MINORITY APPLICANTS	% OF FEMALE APPLICANTS
A Body Mechanic	7	6	83	0%
Coach Operator, Part-Time	91	87	91%	47%
Customer Information Clerk, On-Call	31	29	93%	87%
Human Resources Clerk	312	285	77%	77%
Operations Supervisor	24	23	70%	21%
Servicer	49	47	83%	6%
total applications	514			

DISCIPLINE - MARCH 2017

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	1	1	4	0	0	0	0	0	0	0	0	0	0	0	0	0
Operations	6	14	13	3	8	33	9	1	1	2	0	0	0	7	1	0
TOTALS	93								11							

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

PERSONNEL ACTIVITY - MARCH 2017

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	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Promotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
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	2	2	0	0	1	0	0	0	0	0	0	0	0	0	0	1
Resignations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Retirements	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	1
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	4	12	Terminations	4	27
Resignations	2	11	Resignations	8	20
Retirements	2	8	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
MULTI = Two or More Races

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

May 3, 2017

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Jim Kneepkens, Director of Marketing

SUBJECT: Transportation Center Monthly Report – March 2017

Summary: In March 2017, the Customer Information Center answered 35,535 calls, a .50% increase compared to March 2016. Calls included 141 commendations, general comments and valid complaints. The number of calls to Dial-A-Ride was 13,364, a 10.7% increase compared to March 2016. 48,899 calls were received between the two call centers, which reflects a 3.1% 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

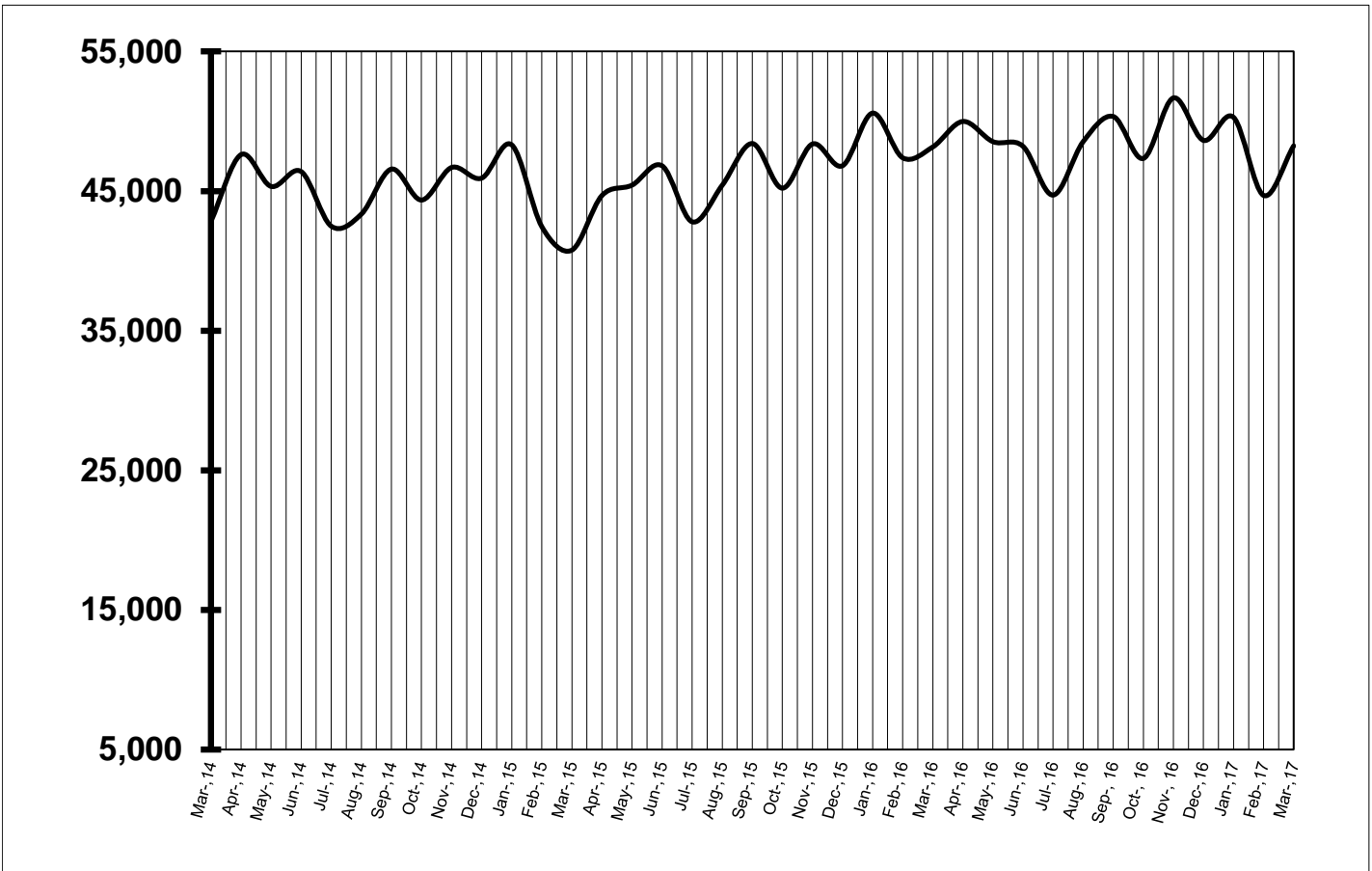
March 2017 Transportation Center Call Totals

Customer Information Center (CIC)	February 2017	February 2016	Percent Change
Information Calls	35,394	35,255	0.4%
Complaints	93	81	14.8%
Comments	32	25	28.0%
Commendations	16	11	45.5%
Total CIC Calls	35,535	35,372	0.5%

Dial-A-Ride (DAR)

Total DAR Calls	13,364	12,073	10.7%
------------------------	---------------	---------------	--------------

Total Calls	48,899	47,445	3.1%
--------------------	---------------	---------------	-------------



Complaints, Comments & Commendations

Valid Complaints

Category	March 2017	March 2016	12 Month Average per Month	Complaints per 10,000 Passengers
Bus Stop	5	6	4	0.06
Careless Driving	13	8	9	0.16
Conduct	1	3	4	0.01
Crowded	0	0	0	0.00
Customer Service	17	12	12	0.21
Early Bus	5	3	6	0.06
Fare Dispute	2	1	2	0.03
Late Bus	11	20	16	0.14
Missed Transfer	6	4	3	0.08
No Show	6	4	4	0.08
Passed By	10	2	12	0.13
Passenger Conduct	1	0	1	0.01
Reasonable Modification	0	0	0	0.00
Other	16	18	20	0.20
Total	93	81	91	1.17

Ridership

	March 2017	March 2016	12 Month Average per Month
All services	793,034	801,686	733,215

Comments

	March 2017	March 2016	12 Month Average per Month	Comments per 10,000 Passengers
General Comments	32	25	34	0.40

Commendations

	March 2017	March 2016	12 Month Average per Month	Commendations per 10,000 Passengers
General Commendations	16	11	19	0.20

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

May 3, 2017

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Vince Rouzaud, Chief Procurement and Logistics Officer

SUBJECT: Authorization to Renew Agreement No. 17-011 with the City of Temecula for Reimbursement of Fare Revenue for Route 55

Summary: Since June 2009, the Agency and the City of Temecula (City) have partnered in a cost sharing agreement for the operation of Route 55 which is also known as the Temecula Trolley. The Temecula Trolley began as one of two demonstration routes, Route 55 and Route 57 that served the Harveston housing development, the Promenade Mall and the Old Town area of Temecula. The current agreement between the Agency and the City is due to expire on June 30, 2017.

From 2009 through 2011, the operating expenses for these two routes were fully paid for by funds collected by the City from Lennar Homes, the residential developer of the Harveston housing community. Because these routes were 100-percent reimbursed by Lennar Homes, passengers boarding the trolley were not charged a fare. At the conclusion of the demonstration period, the City decided to discontinue Route 57 due to minimal ridership.

In contrast, Route 55 has been and continues to be successful. In order to continue to operate Route 55 without increasing overall costs, the City and the Agency worked closely to streamline less productive service in the Temecula area and apply those savings towards Route 55's operational expenses. Additionally, to offset passenger fares, the City agreed to pay a portion of the route's expenses in order for the Agency to meet the State of California's mandatory farebox recovery ratio.

Staff has discussed renewal of the agreement with City staff and they have again agreed to budget funds to offset passenger fares. However, final approval of the agreement will be contingent upon the Temecula City Council's adoption of the City's annual budget which occurs in June.

Route 55 will continue to serve the Harveston Community with stops at local schools, the Promenade Mall and County Center Drive. The route operates ten months out of the year from mid-August through early June when ridership is at its highest. Service is Monday through Friday every 15 minutes during peak morning and afternoon hours only. For FY18, staff is projecting 1,144 revenue service hours.

If approved, the new agreement would become effective July 1, 2017 and run through June 30, 2018.

Fiscal Impact:

The agreement will generate approximately \$16,600 in fare revenue, a minimum of 20-percent of the route's annual operating expenses. Sufficient funding has been programmed in the FY18 operating budget for the remaining expenses.

Recommendation:

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

- Contingent upon approval by the Temecula City Council, authorize staff to renew Agreement No. 17-011 with the City of Temecula for reimbursement of \$16,600 in fare revenue for the operation of Route 55.

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

May 3, 2017

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE
THRU: Larry Rubio, Chief Executive Officer
FROM: Laura Camacho, Chief Administrative Services Officer
SUBJECT: Adopt Human Resources Policy Section 6-6 Cell Phone Allowance Effective July 1, 2017

Summary: The Agency currently reimburses cell phone expenses to, or supplies cell phones and maintains associated service plans for, designated employees. Designated employees are those who, as required by their position, must be accessible during non-business hours on a regular basis. The Chief Executive Officer determines which positions are required to maintain a cell phone for business related purposes.

A monthly cell phone allowance of \$100 is being recommended to give employees the flexibility of purchasing a cell phone and service plan of their choice. This will also improve efficiencies in terms of reducing staff time currently necessary to maintain Agency issued cell phones and to process reimbursements for business related cell phone expenses. Staff time required to process and reconcile bills monthly, to submit expense reports, to troubleshoot cell phone and service plan issues, and to process reimbursement payments would be significantly reduced.

The allowance is meant to cover up to \$100 of all expenses related to obtaining a cell phone and maintaining a service plan in working order while employee is eligible for allowance. Any costs exceeding the amount covered by the allowance will be the responsibility of the designated employee. Additionally, the designated employee will be responsible for replacing lost or stolen cell phones, notifying the Agency when this occurs, and obtaining technical and service related support directly from their cell phone provider.

Fiscal Impact:

There are fourteen employees who are currently either reimbursed for cell phone expenses, or maintain a cell phone and service plan paid for by the Agency. The average per month, per person cost is \$70; a total of \$11,760 per year. This does not include staff time

necessary to manage Agency purchased cell phones and service plans. Implementing the allowance would increase the annual cost by \$5,040 for a total of \$16,800.

Funding to cover this request will be included in the FY18 budget.

Recommendation:

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

- Adopt Human Resources Policy Section 6-6 Cell Phone Allowance Effective July 1, 2017.

Riverside Transit Agency

Human Resource Policies and Procedures

Distribution: All Administrative Employees		Subject: CELL PHONE ALLOWANCE	
Effective Date: July 1, 2017	Page No. 1	Pages Of 2	File Under Section: 6 - 6
Revision Date:		Approved By:	

PURPOSE

To establish the extent to which the Agency may subsidize, through a cell phone allowance, personally owned cell phones used to conduct Agency business.

POLICY

The Agency may provide a cell phone allowance to designated employees. The monthly allowance shall be approved by the Board of Directors.

ELIGIBILITY

The Agency may provide a \$100 monthly cell phone allowance to employees who:

- Make critical decisions directly related to the Agency; or
- Must be reached beyond normal business hours or on weekends, on a regular basis; or
- Must be reached for business related emergencies.

The chief executive officer has sole discretion in determining who meets the eligibility criteria for the cell phone allowance.

EMPLOYEE RESPONSIBILITY

The monthly cell phone allowance shall cover up to \$100 of all expenses related to maintaining an active cell phone account for business use, which may include the following:

- Cell phone
- Accessories
- Service plans (including voice, data, text, etc.)

Riverside Transit Agency Human Resource Policies and Procedures

Distribution: All Administrative Employees		Subject: CELL PHONE ALLOWANCE	
Effective Date: July 1, 2017	Page No. 2	Pages Of 2	File Under Section: 6 - 6
Revision Date:		Approved By:	

It is the sole responsibility of the employee receiving a cell phone allowance to:

- Replace lost or stolen devices or accessories.
- Obtain technical and service support directly from their cell phone provider.
- Maintain cell phone in working order at all times while covered under this allowance.
- Notify the department head immediately if they have lost, had stolen or canceled a cell phone/plan for which they receive an allowance.

CELL PHONE USAGE & SAFETY


Employees must use discretion in relaying confidential information over cell devices since cell phone transmissions are not secure. E-mail/text or other communication accounts such as Twitter, transmissions may be similarly not secure, therefore confidential information should not be transmitted using these channels through the cell devices. Furthermore, Agency business related communication transmitted via cell phone is subject to the Public Records Act.

Misuse of a cell phone by using it in ways inconsistent with Agency policy (See Section 1-6 Safety*) or with local, state and federal laws will result in the cancellation of the cell phone allowance and possible termination of employment.

**Section 1-6 Safety policy attached for reference*

Riverside Transit Agency

Human Resource Policies and Procedures

Distribution: All Employees		Subject: SAFETY	
Effective Date: July 1, 1997	Page No. 1	Pages Of 2	File Under Section: 1 - 6
Revision/Review Date: January 1, 2010		Approved By: 	

PURPOSE

Safety and regulatory compliance is management’s first consideration when developing and implementing policies, procedures and programs affecting the Agency’s operation.

POLICY

Every employee should understand the importance of safety in the workplace. By remaining safety conscious, employees can protect their own interests as well as those of their co-workers. Accordingly, the Agency emphasizes “safety first” and expects all employees to take steps to promote safety in the workplace.

In keeping with this commitment, the Agency has established an “Injury and Illness Prevention Program” as part of its safety program. The risk manager has responsibility for administering and implementing our Injury and Illness Prevention Program.

RULES

Agency Vehicles:

Employees utilizing Agency vehicles must adhere to the following directives:


- Cell Phones/Wireless Communication Devices: In adherence to California Law, employees shall not use a handheld wireless telephone while operating any Agency vehicle. In addition, employees are prohibited from writing, sending or reading text-based communications or emails on an electronic wireless communication device, such as a cell phone, while operating any Agency vehicle.

Parking Lot Safety & Security:

- For the security of employees and their vehicles, all employees are required to display a parking permit when parked either in Riverside or Hemet parking lots.
- Employees must park in non-visitor and non-carpool (unless authorized) parking spaces.

Riverside Transit Agency

Human Resource Policies and Procedures

Distribution: All Employees		Subject: SAFETY	
Effective Date: July 1, 1997	Page No. 2	Pages Of 2	File Under Section: 1 - 6
Revision/Review Date: January 1, 2010		Approved By: 	

- Employees shall follow all signs relating to right-of-way and proper direction of travel (i.e. upper parking lot at the Riverside facility). Parking lot speed limit is 5 mph.

Reporting Unsafe Conditions:

It is the responsibility of every employee to be aware of their surroundings and to report any unsafe or unsecure condition to their supervisor or the risk management department. The Agency has established a program through which employees can identify and make suggestions relating to safety issues. All suggestions or issues identified are addressed monthly at the Agency's Safety Committee meetings.