



February 7, 2018  
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](http://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 10, 2018 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 2017 (P.7)**

RECEIVE AND FILE

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

RECEIVE AND FILE

6. **APPROVE RESOLUTION TO AUTHORIZE THE EXECUTION OF THE CERTIFICATIONS AND ASSURANCES FOR THE CALIFORNIA STATE OF GOOD REPAIR PROGRAM (P.18)**

APPROVE

7. **ADOPT UPDATED HUMAN RESOURCES POLICY SECTION 1-2 EQUAL EMPLOYMENT OPPORTUNITY (P.22)**

APPROVE

8. **BOARD MEMBER COMMENTS**

9. **ANNOUNCEMENTS**

**ITEM**

**RECOMMENDATION**

**10. NEXT MEETING**

Wednesday, March 7, 2018, 1:00 p.m.  
Riverside Transit Agency  
1825 Third Street  
Riverside, CA 92507

**11. MEETING ADJOURNMENT**

RTA BOARD ADMINISTRATION AND OPERATIONS COMMITTEE MEETING  
Minutes  
January 10, 2018

1. **CALL TO ORDER**

Committee Chair Tonya Burke called the Board Administration and Operations Committee meeting to order at 1:00 p.m., on January 10, 2018, in the RTA Board Room.

2. **SELF-INTRODUCTIONS**

Self-introductions of those in attendance took place.

Committee Members Attending

1. Tonya Burke, City of Perris
2. Daryl Hickman, City of Lake Elsinore
3. Greg August, City of Menifee
4. David Marquez, City of Moreno Valley
5. Andy Melendrez, City of Riverside
6. Alonso Ledezma, City of San Jacinto
7. Bridgette Moore, City of Wildomar
8. <sup>1</sup>Jerry Sincich, County of Riverside, District I

Committee Members Absent

1. Art Welch, City of Banning
2. 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. Rohan Kuruppu, Director of Planning
8. Jim Kneepkens, Director of Marketing
9. Adam Chavez, Director of Maintenance
10. Rick Majors, Director of Risk Management
11. Natalie Zaragoza, Director of Contracts
12. Rick Kaczerowski, Director of Information Technologies
13. Eric Ustation, Government Affairs Manager
14. Brad Weaver, Media and Public Relations Manager
15. Lisa Almilli, Mobility Manager

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<sup>1</sup>Alternate for Kevin Jeffries, County of Riverside, District I

Other Attendees:

1. Eric Lewis, City of Moreno Valley

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

None.

4. **APPROVAL OF MINUTES – DECEMBER 6, 2017 COMMITTEE MEETING**

M/S/C (MOORE/MARQUEZ) approving the minutes of the December 6, 2017 Committee meeting.

The motion carried unanimously.

Director Alonso Ledezma arrived to the meeting at 1:02 p.m.

5. **CONSENT CALENDAR**

Item 5A was pulled by Director Melendrez for separate discussion.

M/S/C (MELENDREZ/MOORE) approving the receipt and file of Item 5A – Personnel Reports – November 2017.

The motion carried unanimously.

M/S/C (MOORE/HICKMAN) approving the receipt and file of Item 5B – Transportation Center Monthly Reports – November 2017.

The motion carried unanimously.

6. **APPROVE AND ADOPT AGENCY CONFLICT OF INTEREST**

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

- Approve and adopt the Agency's Conflict of Interest Code and direct staff to submit it to the Riverside County Board of Supervisors for their consideration.

The motion carried unanimously.

7. **BOARD MEMBER COMMENTS**

Board member comments were made by Director Greg August, Director David Marquez, Director Daryl Hickman, Director Jerry Sincich, Director Bridgette Moore and Second Vice-Chairwoman Tonya Burke.

8. **ANNOUNCEMENTS**

Announcements were made by Larry Rubio.

9. **NEXT MEETING**

Wednesday, February 7, 2018

1:00 p.m.

Riverside Transit Agency

Board Room

1825 Third Street

Riverside, CA 92507

10. **MEETING ADJOURNMENT**

The meeting was adjourned at 1:19 p.m.

RIVERSIDE TRANSIT AGENCY  
1825 Third Street  
Riverside, CA 92507

February 7, 2018

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Laura Camacho, Chief Administrative Services Officer

SUBJECT: Personnel Report - December 2017

Summary: The attached report summarizes personnel activity that occurred in December 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 - DECEMBER 2017**

<b>DEPARTMENT AND TITLE</b>	<b>FY BUDGETED POSITIONS</b>	<b>FILLED POSITIONS</b>
<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	0
Controller	1	1
Grants Financial Administrator	1	1
Accounting Supervisor	1	1
Grants Financial Analyst	1	1
Payroll Administrator	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	11
<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	1
Admin Clerk - Human Resources	1	1
Receptionist	<u>2</u>	<u>1</u>
Department Subtotal	8	7
<u>RISK MANAGEMENT</u>		
Director of Risk Management	1	1
Risk Manager	1	0
Transit Safety & Security Manager	1	1
Risk Management Specialist	<u>2</u>	<u>1</u>
Department Subtotal	4	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	0
Maintenance Manager	1	0
Facilities Manager	1	1
Maintenance Quality Control	1	1
Contract Operations Maintenance Supervisor	1	0
Maintenance Supervisor	6	7
Electronic Technician	2	2
Groundskeeper	1	1
Mechanic	34	27
Property Maintainer	1	1
Tire Servicer	1	1
Servicer	<u>16</u>	<u>15</u>
Department Subtotal	67	57



<u>DEPARTMENT AND TITLE</u>	<u>FY BUDGETED POSITIONS</u>	<u>FILLED POSITIONS</u>
<u>MARKETING</u>		
Director of Marketing	1	1
Media & Public Relations Manager	1	1
Government Affairs Manager	1	1
Community Engagement Coordinator	1	1
Marketing Coordinator	1	1
ADA Certification Specialist	2	2
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>18</u>	<u>11</u>
Department Subtotal	29	22
<u>OPERATIONS</u>		
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	16
Operations Analyst	1	1
Stops/Zones Supervisor	1	1
Stops/Zones <sup>1</sup> Groundskeeper	10	11
Surveillance Clerk	1	1
Transit Clerk	1	1
Full-Time Coach Operator	298	283
Part-Time Coach Operator	<u>0</u>	<u>24</u>
Department Subtotal	335	345
<u>CONTRACT OPERATIONS</u>		
Contract Operations Manager	1	1
Contract Operations Specialist	3	3
Mobility Manager	1	1
Travel Training Specialist	4	3
Medi-Cal Administrative Activity (MAA) Coordinator	<u>1</u>	<u>1</u>
Department Subtotal	10	9
<u>PLANNING</u>		
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
<u>PURCHASING</u>		
Chief Procurement & Logistics Officer	1	1
Director of Contracts	1	1
Contracts Administrator	3	3
Storeroom Supervisor	1	1
Buyer	1	1
Parts Clerk	<u>5</u>	<u>5</u>
Department Subtotal	12	12
<b>Totals</b>	<b>491</b>	<b>480</b>

<sup>1</sup>There are currently two Stops/Zones Groundskeepers on extended leave.

**WORKFORCE DATA - DECEMBER 2017**

<b>POSITION CLASSIFICATION</b>	<b>TOTAL EMPLOYEES</b>	<b>% OF MINORITY EMPLOYEES</b>	<b>% OF FEMALE EMPLOYEES</b>	<b>CENSUS AVAILABILITY</b>		<b>UNDERUTILIZED</b>	
				<b>%MIN</b>	<b>%FEM</b>	<b>MIN</b>	<b>FEM</b>
Executive/First/Mid Level Officials & Managers	51	54.9%	23.5%	38.2%	38.2%	No	Yes
Professionals	17	47.1%	41.2%	42.0%	55.9%	No	Yes
Administrative Support Workers	47	70.2%	76.6%	54.9%	73.5%	No	No
Operatives	307	77.2%	47.9%	74.4%	26.1%	No	No
Craft Workers	27	77.8%	0.0%	61.7%	3.2%	No	Yes
Laborers	13	61.5%	0.0%	79.2%	13.6%	Yes	Yes
Service Workers	16	87.5%	0.0%	65.4%	57.7%	No	Yes
Technicians	2	50.0%	0.0%	50.3%	48.6%	No	Yes
<b>Total</b>	<b>480</b>						

### APPLICATIONS - DECEMBER 2017

POSITION TITLE	TOTAL APPLICANTS	RESPONDENTS TO EEO QUESTIONNAIRE	% OF MINORITY APPLICANTS	% OF FEMALE APPLICANTS
A Mechanic	8	8	75%	0%
Body Mechanic A	4	4	50%	0%
Body Mechanic B - Apprentice	10	9	89%	0%
Coach Operator	90	84	88%	39%
Customer Information Clerk, On-Call - Bilingual	24	24	100%	92%
Deputy Director of Maintenance	16	16	44%	6%
Maintenance Supervisor	17	16	69%	12%
Risk Manager	13	11	82%	31%
Receptionist	323	302	79%	87%
<b>Total Applications</b>	<b>505</b>			

**DISCIPLINE - DECEMBER 2017**

Gender EEO Categories**	<b>COUNSELINGS, WARNINGS &amp; WRITTEN REPRIMANDS</b>								<b>SUSPENSIONS &amp; TERMINATIONS</b>							
	<b>MALE</b>				<b>FEMALE</b>				<b>MALE</b>				<b>FEMALE</b>			
	C	AA	H	O	C	AA	H	O	C	AA	H	O	C	AA	H	O
<b>Maintenance</b>	1	3	0	0	0	0	0	0	1	0	0	0	0	0	0	0
<b>Operations</b>	3	15	6	2	2	16	8	2	0	0	0	0	0	4	0	0
<b>TOTALS</b>	<b>58</b>								<b>5</b>							

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

**PERSONNEL ACTIVITY - DECEMBER 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	7	3	4	1	2	0	0	0	0	1	2	0	0	0	0	6
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	1	1	1	0	0	0	0	0	1	0	0	0	0	0	2
Resignations	2	2	0	1	1	0	0	0	0	0	0	0	0	0	0	2
Retirements	2	1	1	1	0	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 07/01/17 THROUGH 06/30/18  
FULL-TIME SEPARATIONS

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

	Administration	Bargaining Unit		Administration	Bargaining Unit
Terminations	2	4	Terminations	5	19
Resignations	0	9	Resignations	2	13
Retirements	4	2	Retirements	2	8
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

February 7, 2018

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Jim Kneepkens, Director of Marketing

SUBJECT: Transportation Center Monthly Report – December, 2017

Summary: In December 2017, the Customer Information Center answered 31,785 calls, a 9.3% decrease compared to December 2016. Calls included 82 commendations, general comments and valid complaints. The number of calls to Dial-A-Ride was 12,999, a 10.4% increase compared to December 2016. 44,784 calls were received between the two call centers, which reflects a 4.4% decrease 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

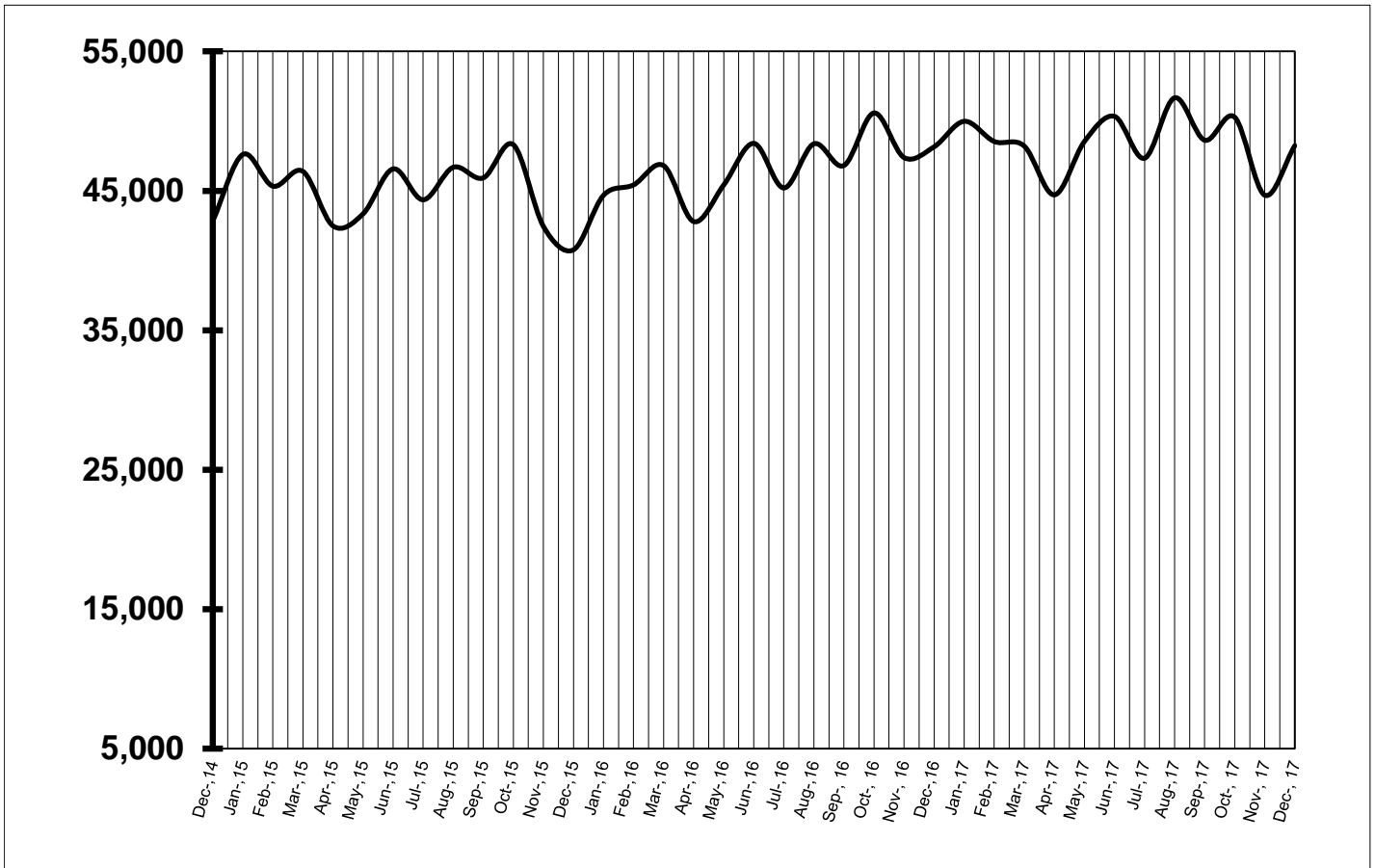
## December 2017 Transportation Center Call Totals

	December 2017	December 2016	Percent Change
<b>Customer Information Center (CIC)</b>			
Information Calls	31,703	34,952	-9.3%
Complaints	52	73	-28.8%
Comments	21	23	-8.7%
Commendations	9	13	-30.8%
<b>Total CIC Calls</b>	<b>31,785</b>	<b>35,061</b>	<b>-9.3%</b>

### Dial-A-Ride (DAR)

<b>Total DAR Calls</b>	<b>12,999</b>	<b>11,773</b>	<b>10.4%</b>
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<b>Total Calls</b>	<b>44,784</b>	<b>46,834</b>	<b>-4.4%</b>
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# Complaints, Comments & Commendations

## Valid Complaints

Category	December 2017	December 2016	12 Month Average per Month	Complaints per 10,000 Passengers
Bus Stop	1	1	2	0.02
Careless Driving	5	4	9	0.08
Conduct	1	4	4	0.02
Crowded	0	0	0	0.00
Customer Service	8	9	10	0.12
Early Bus	3	5	5	0.05
Fare Dispute	0	2	1	0.00
Late Bus	11	9	10	0.17
Missed Transfer	0	2	2	0.00
No Show	1	4	4	0.02
Passed By	7	11	12	0.11
Passenger Conduct	0	2	1	0.00
Reasonable Modification	0	0	0	0.00
Other	15	20	17	0.23
<b>Total</b>	<b>52</b>	<b>73</b>	<b>78</b>	<b>0.79</b>

## Ridership

	December 2017	December 2016	12 Month Average per Month
All services	656,012	667,630	714,607

## Comments

	December 2017	December 2016	12 Month Average per Month	Comments per 10,000 Passengers
General Comments	21	23	33	0.32

## Commendations

	December 2017	December 2016	12 Month Average per Month	Commendations per 10,000 Passengers
General Commendations	9	13	14	0.14



## **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 7, 2018

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE  
THRU: Larry Rubio, Chief Executive Officer  
FROM: Rohan Kuruppu, Director of Planning  
SUBJECT: Approve Resolution to Authorize the Execution of the Certifications and Assurances for the California State of Good Repair Program

Summary: The Road Repair and Accountability Act of 2017, Senate Bill (SB) 1 (Chapter 5, Statutes of 2017), signed by the Governor on April 28, 2017, includes a program that will provide additional revenues for transit infrastructure repair and service improvements. This investment in public transit will be referred to as the State of Good Repair (SGR) program and is funded by a portion of the new Transportation Improvement Fee on vehicle registrations effective January 1, 2018. The SGR program provides funding of approximately \$105 million annually to the State Transit Assistance (STA) account. These funds are to be made available for eligible transit maintenance, rehabilitation and capital projects. In collaboration with the State Controller's Office (SCO), the California Department of Transportation (Caltrans) is tasked with the management and administration of the SGR Program. Half of the available funds in the program are allocated according to population and the other half according to transit operator revenues. Riverside Transit Agency (RTA) is slated to receive \$1,856,095 in FY2018.

The SGR Program will benefit the public by providing public transportation agencies with a consistent and dependable revenue source to invest in the upgrade, repair and improvement of their agency's transportation infrastructure and in turn improve transportation services.

Eligible projects include:

- Transit capital projects or services to maintain or repair a transit operator's existing transit vehicle fleet or facilities, including the rehabilitation and modernization of existing vehicles or facilities.
- The design, acquisition and construction of new vehicles or facilities that improve existing transit services.
- Transit services that complement local efforts for repair and improvement of local transportation infrastructure.

Based on the above criteria, staff has evaluated the Agency's needs and recommends utilizing the FY18 SGR Program allocation for Facility and Fuel Station Enhancements and Upgrades. Due to the age of the Riverside facility, regular repairs are frequent and necessary. Additionally, RTA's fuel station has passed its useful life and needs to be upgraded in order to maintain reliability of service and support existing transit services. Some expected improvements include but are not limited to: facility Americans with Disability Act (ADA) upgrades, heating ventilation and air conditioning (HVAC) replacement, fuel station upgrades, security enhancements for the front lobby, and enhanced maintenance facilities including upgraded equipment. If approved, the resolution, certifications and assurances, and project list will be submitted to the Riverside County Transportation Commission (RCTC) for inclusion in their SGR request to Caltrans.

Fiscal Impact:

The FY18 SGR Program funds will provide \$1,856,095 to support upgrades and enhancements to RTA's existing facilities and fuel station.

Recommendation:

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

- Approve Resolution No. 2018-01 and authorize the Board Chair to execute the resolution on behalf of the Agency.
- Approve resolution authorizing the Chief Executive Officer or assigned designee to file and execute all required documents of the FY18 State of Good Repair Program with the California Department of Transportation.

RESOLUTION No. 2018-01

RESOLUTION OF THE BOARD OF DIRECTORS OF THE RIVERSIDE TRANSIT AGENCY AUTHORIZING THE EXECUTION OF THE CERTIFICATIONS AND ASSURANCES FOR THE CALIFORNIA STATE OF GOOD REPAIR PROGRAM

**WHEREAS**, the Riverside Transit Agency is an eligible project sponsor and may receive State Transit Assistance funding from the State of Good Repair Account (SGR) now or sometime in the future for transit projects; and

**WHEREAS**, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

**WHEREAS**, Senate Bill 1 (2017) named the Department of Transportation (Department) as the administrative agency for the SGR; and

**WHEREAS**, the Department has developed guidelines for the purpose of administering and distributing SGR funds to eligible project sponsors (local agencies); and

**WHEREAS**, the Riverside Transit Agency\_wishes to delegate authorization to execute these documents and any amendments thereto to the Chief Executive Officer.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Riverside Transit Agency that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances document and applicable statutes, regulations and guidelines for all SGR funded transit projects.

**NOW THEREFORE, BE IT FURTHER RESOLVED** that the Chief Executive Officer\_is authorized to execute all required documents of the SGR program and any Amendments thereto with the California Department of Transportation.

Passed and approved this 22nd day of February, 2018.

AGENCY BOARD DESIGNEE:

RIVERSIDE TRANSIT AGENCY

APPROVED AS TO FORM:

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Art Welch  
Chair, Board of Directors

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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 22, 2018.

ATTEST:

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Tammi Ford  
Clerk of the Board of Directors

RIVERSIDE TRANSIT AGENCY  
1825 Third Street  
Riverside, CA 92507

February 7, 2018

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE  
THRU: Larry Rubio, Chief Executive Officer  
FROM: Laura Camacho, Chief Administrative Services Officer  
SUBJECT: Adopt Updated Human Resources Policy Section 1-2 Equal Employment Opportunity

Summary: As a recipient of federal funding, the Agency must include within RTA's Human Resource (HR) Policies and Procedures an Equal Employment Opportunity (EEO) Policy in compliance with Federal Transit Administration Circular 4704.1A EEO Requirements and Guidelines for Federal Transit Administration Recipients ("Circular").

The EEO Policy must communicate the Agency's commitment to equal employment opportunities and serves as a reminder that all employees are protected under the EEO laws and those employees may seek assistance if they believe they have been subject to unlawful employment discrimination. While the Agency has previously adopted an EEO Policy within its HR Policies and Procedures, additional elements outlined by the Circular further define EEO for the Agency and its employees.

The required elements contained within the Circular have been incorporated into the attached Section 1-2 Equal Employment Opportunity policy. Changes are shown in bold, italicized and strike-through text.

The updated policy was reviewed and approved by the Agency's General Counsel.

Fiscal Impact:

None

Recommendation:

Approve and recommend to the full Board of Directors for their consideration the adoption of the updated Human Resources Policy section 1-2 Equal Employment Opportunity.

# Riverside Transit Agency

## Human Resource Policies and Procedures

Distribution: <b>All Employees</b>		Subject: <b><del>AFFIRMATIVE ACTION</del>/EQUAL EMPLOYMENT OPPORTUNITY</b>	
Effective Date: <b>July 1, 1989</b>	Page No. <b>1</b>	Pages <b>Of 3</b>	File Under Section: <b>1 - 2</b>
Revision/Review Date: <b>February 22, 2018</b>		Approved By:	

### **PURPOSE**

~~The purpose of the program is to ensure the promotion of equal opportunity for all persons employed, or seeking employment, without regard to race, color, age (40 years of age and over), sex, religion, national origin, physical or mental disability, medical condition, sexual orientation, marital status, ancestry or genetic information. The program is action oriented and will be re-evaluated and revised when necessary. Commitment to a realistic Affirmative Action Program has as its foundation the designation of a responsible, qualified, and sincere affirmative action/equal opportunity officer, (currently the director of human resources) who is dedicated to the philosophy and policy of this program.~~

### **POLICY**

~~It shall be the policy of the Riverside Transit Agency to hire the best qualified people to perform the various tasks necessary in providing an attractive and efficient transportation system at reasonable costs. An integral part of this policy is to provide equal opportunity to all applicants for employment and to administer all personnel practices such as recruitment, hiring, training, promotions, and other terms, conditions, and privileges of employment in a manner which does not discriminate on the basis of race, color, age (40 years of age and over), religion, sex, national origin, physical or mental disability, medical condition, sexual orientation, marital status, ancestry or genetic information.~~

~~It shall also be the policy of the Riverside Transit Agency to take affirmative steps to recruit and hire the best qualified candidates from those classes of applicants who have been historically underrepresented in employment in the transit industry.~~

### **POLICY**

***The Riverside Transit Agency (RTA) has a strong commitment to the community it serves and its employees. As an equal opportunity employer, RTA strives to have a workforce that reflects the community it serves. No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity and expression, sexual orientation, pregnancy, childbirth, breastfeeding or related medical conditions), age (40 years of age and over), marital status, genetic information, medical condition, disability (mental and physical), military and veteran status, or other protected class.***

# Riverside Transit Agency

## Human Resource Policies and Procedures

Distribution:  All Employees		Subject:  <del>AFFIRMATIVE ACTION</del> EQUAL EMPLOYMENT OPPORTUNITY	
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***RTA Equal Employment Opportunity (EEO) policy applies to all employment actions, including but not limited to, recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation.***

***All applicants and employees have the right to file complaints alleging discrimination. Retaliation against an individual who files a charge or complaint of discrimination, participates in an employment discrimination proceeding (such as an investigation or lawsuit), or otherwise engages in protected activity is strictly prohibited and will not be tolerated. RTA is committed to providing reasonable accommodations to applicants and employees who need them because of a disability or to practice or observe their religion, absent undue hardship.***

***The Chief Executive Officer maintains overall responsibility and accountability for RTA's compliance with its EEO Policy and Program. To ensure day-to-day management, including program preparation, monitoring, and complaint investigation, the CEO has appointed the Chief Administrative Services Officer as RTA's EEO Officer. The Chief Administrative Services Officer will report directly to the CEO and acts with the CEO's authority with all levels of management, labor unions, and employees. If the actions of the Human Resources Department are in question, the Executive Assistant to the CEO would serve as the EEO Officer. Their contact information is listed below:***

- ***Laura Camacho, Chief Administrative Services Officer, (951) 565-5080***
- ***Tammi Ford, Executive Assistant to the CEO, (951) 565-5044***

***All RTA executives, management, and supervisory personnel, however, share in the responsibility for implementing and monitoring RTA's EEO Policy and Program within their respective areas and will be assigned specific tasks to ensure compliance is achieved. RTA will evaluate its managers' and supervisors' performance on their successful implementation of RTA's policies and procedures, in the same way RTA assesses their performance regarding its other goals.***

***RTA is committed to undertaking and developing a written nondiscrimination program that sets forth the policies, practices and procedures, with goals and timetables, to which the agency is committed and make the EEO Program available for inspection by any employee or applicant for employment upon request.***



**Riverside Transit Agency  
Human Resource Policies and Procedures**

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*The CEO is personally committed to a workplace that acts upon its daily responsibility to treat all applicants and employees with dignity and respect, as well as equitably under the guidelines of our EEO Policy and Program.*