



Proposed Section 640.06 and Chapter 846 of the Codified Rules and Regulations

Committee of the Whole Presentation

January 7, 2020

Background

- Codified in 1989 (Resolution 1989-176)
- In process of comprehensive review and update to bring policies in line with current operations

Background

Today – proposing to add two new provisions:

- Section 640.06 – guidance for employee charitable activities
- Chapter 846 – controls on distribution and use of fare media

Table of Contents – Current Code

- PART TWO – Administration Code
- PART FOUR – Finance Code
- PART SIX – Personnel Code
- PART EIGHT – Vehicles and Operation Code
- PART TEN – Services Code

Charitable Activity

Strikes a balance between two priorities:

- Benefits community and improves Authority's image
- Need for employees to spend time on Authority's work

Charitable Activity

Authority time

- Generally not to be used for charitable activities
- General Manager may expressly approve activities such as blood drive, employee giving campaign

Charitable Activity

Fundraising

- May not solicit contractor, vendor, retail store, restaurant or other private person or entity with whom the Authority does business
- May not commingle proceeds with Authority funds
- Supervisors may not directly solicit employees

Charitable Activity

Non-Authority business or events

- Employees may attend charitable events, golf outings, receptions outside work hours or by using leave time
- If employee's supervisor determines activity is for Authority's business, may attend on work time

Charitable Activity

- Use of Authority resources for non-Authority business is strictly prohibited
- Directs General Manager to establish procedures

Management of Fare Media

- Must serve the Authority's operating needs
- Specifies purposes for which fare media can be used
- Grants General Manager authority to donate up to \$2,500 per request, up to \$10,000 per year, if in the Authority's best interest

Management of Fare Media

- Permits exchange for in-kind contribution of property or services up to \$10,000 per year
- Authorizes agreements for discounted or free fare media up to \$10,000 per year
- Directs General Manager to establish procedures

Recommendation

- Staff requests that the Committee of the Whole recommend these provisions to the Board of Trustees for approval.