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.