



# Agenda

# Riverside Transit Agency Board of Directors Meeting

Regular Meeting No. 2012-11A  
December 12, 2012  
2:00 p.m.

County of Riverside Administrative Building  
Board of Supervisors Chambers  
4080 Lemon Street, First Floor  
Riverside, CA 92501

**PLEASE NOTE: The Chairman of the Board kindly requests that cell phones be turned off during the meeting**

## ITEM

## RECOMMENDATION

1. CALL TO ORDER
2. ROLL CALL
3. FLAG SALUTE

4. **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**

5. **PRESENTATION**

**MAKE PRESENTATION**

**TO DIRECTOR ANDY MELENDREZ FOR FIVE YEARS OF SERVICE AS A MEMBER OF THE BOARD**

*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 RTA Board during the meeting should contact the RTA Clerk of the Board, telephone number (951) 565-5044, no fewer than two business days prior to this meeting to enable RTA to make reasonable arrangements to assure accessibility or language assistance for this meeting.*

*Agenda related writings or documents provided to the Board of Directors are available for public inspection during the meeting or may be requested from the office of the Clerk of the Board.*

ITEM

RECOMMENDATION

5. PRESENTATION

MAKE PRESENTATION

TO DIRECTOR JOANNE EVANS FOR HER YEARS OF SERVICE AS A MEMBER OF THE BOARD

TO DIRECTOR BOB BUSTER FOR TWENTY YEARS OF SERVICE AS A MEMBER OF THE BOARD

TO DIRECTOR DOUG MCALLISTER FOR HIS SERVICE AS CHAIRMAN OF THE BOARD

6. APPROVAL OF MINUTES – NOVEMBER 14, 2012, BOARD MEETING (P.5)

APPROVE

7. 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 be pulled from the calendar for separate discussion

A. Financial Profile – November 2012 (P.12)

RECEIVE AND FILE

B. Ridership Report – November 2012 (P.25)

RECEIVE AND FILE

C. On Time Performance – November 2012 (P.31)

RECEIVE AND FILE

D. Travel Training Report – November 2012 (P.32)

RECEIVE AND FILE

E. Budget and Finance Committee Meeting – 12/5/12 Draft Minutes (P.34)

RECEIVE AND FILE

F. November 2012 Productivity Improvement Program (PIP) Results (P.37)

RECEIVE AND FILE

G. Transportation NOW Update – November 2012 (P.45)

RECEIVE AND FILE

<u>ITEM</u>	<u>RECOMMENDATION</u>
<b>7. CONSENT CALENDAR</b>	
<b>H. <u>Authorization to Award Agreement No. 12-039 to Sunbelt Flooring Inc. to Recoat the Epoxy Floors in the Maintenance Department (P.47)</u></b>  <i>(Board Budget and Finance Committee Reviewed and Recommended 12/5/12)</i>	<b>APPROVE</b>
<b>I. <u>Authorization to Issue a Sole Source Purchase Order to Hansen Information Technologies (Hansen) for Software Licensing and Technical Support Services (P.49)</u></b>  <i>(Board Budget and Finance Committee Reviewed and Recommended 12/5/12)</i>	<b>APPROVE</b>
<b>J. <u>Adopt Agency's FY13 Update to Transportation Uniform Mitigation Fee (TUMF), Transportation Improvement Program (TIP) and Program of Projects (POP) for FY13 Through FY17 (P.51)</u></b>  <i>(Board Budget and Finance Committee Reviewed and Recommended 12/5/12)</i>	<b>APPROVE</b>
<b>8. <u>AUTHORIZATION TO MODIFY ADMINISTRATIVE EMPLOYEES' CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM (CALPERS) MEMBER CONTRIBUTIONS (P.57)</u></b>  <i>(Continued from the November 14, 2012 Board of Directors Meeting)</i>	<b>APPROVE</b>
<b>9. <u>AUTHORIZATION TO AMEND REVENUE AGREEMENT NO. 10-035 WITH THE RIVERSIDE COMMUNITY COLLEGE DISTRICT (RCCD); AND, AUTHORIZATION TO WORK WITH RCCD STAFF AND STUDENTS TO EXPLORE SERVICE ENHANCEMENT OPTIONS (P.61)</u></b>	<b>APPROVE</b>

10. FUEL TASK FORCE UPDATE; AUTHORIZATION TO ISSUE A REQUEST FOR PROPOSAL FOR THE PURCHASE OF NATURAL GAS AND THIRD-PARTY CONSULTING SERVICES ASSOCIATED WITH CALIFORNIA ASSEMBLY BILL (AB) 32 (P.64) APPROVE
11. ELECTION OF BOARD OFFICERS (P.68) HOLD ELECTION
12. APPROVE BOARD MEETING CALENDAR FOR 2013 (P.70) APPROVE
13. BOARD MEMBER COMMENTS AND REMARKS
14. ANNOUNCEMENTS
15. CLOSED SESSION  
MEET WITH DESIGNATED REPRESENTATIVE LARRY RUBIO REGARDING THE COACH OPERATORS AND MAINTENANCE EMPLOYEES REPRESENTED BY THE AMALGAMATED TRANSIT UNION, LOCAL 1277
16. NEXT MEETING  
Regular Meeting of the RTA Board of Directors  
Thursday, January 24, 2013  
3:00 p.m.  
Board of Supervisors Chambers  
County Administrative Center  
4080 Lemon Street, First Floor  
Riverside, CA 92501
17. MEETING ADJOURNMENT

RIVERSIDE TRANSIT AGENCY  
Board of Directors  
Minutes of Meeting No. 2012-10A  
Regular Meeting  
November 14, 2012

**1. CALL TO ORDER**

Chairman Doug McAllister called the regular meeting of the Riverside Transit Agency Board of Directors to order at 2:04 p.m., on Wednesday, November 14, 2012, in the Riverside County Board of Supervisors Chambers, 4080 Lemon Street, Riverside, CA.

**2. ROLL CALL**

Present:

1. Don Robinson, City of Banning
2. Ella Zanolovic, City of Calimesa
3. Barry Talbot, City of Canyon Lake
4. <sup>1</sup>Karen Spiegel, City of Corona
5. Ike Bootsma, City of Eastvale
6. <sup>2</sup>Linda Krupa, City of Hemet
7. Frank Johnston, City of Jurupa Valley
8. Daryl Hickman, City of Lake Elsinore
9. Wallace Edgerton, City of Menifee
10. Jesse Molina, City of Moreno Valley
11. Doug McAllister, City of Murrieta
12. Andy Melendrez, City of Riverside
13. Andrew Kotyuk, City of San Jacinto
14. Jeff Comerchero, City of Temecula
15. Bridgette Moore, City of Wildomar
16. <sup>3</sup>Donna Johnston, County of Riverside, District II
17. <sup>4</sup>Ron Roberts, County of Riverside, District III
18. Marion Ashley, County of Riverside, District V

Absent:

1. Jeff Fox, City of Beaumont
2. Harvey Sullivan, City of Norco
3. Joanne Evans, City of Perris
4. Bob Buster, County of Riverside District I

**3. FLAG SALUTE**

Director Andy Melendrez led the attendees in the flag salute.

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

Ms. Christina Duran spoke about the Multi-modal Transit Center. Ms. Joanne Hornsby spoke about the Downtown Terminal. Ms. Aurora Chavez spoke about the Downtown Terminal. Mr. Alfred Jackson spoke about bus service.

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<sup>1</sup>Alternate for City of Corona

<sup>2</sup>Alternate for City of Hemet

<sup>3</sup>Alternate for Director John Tavaglione, County of Riverside, District II

<sup>4</sup>Alternate for Director Jeff Stone, County of Riverside, District III

**5. PRESENTATION**

Chairman McAllister presented awards to Director Talbot and Director Robinson for their years of service as members of the Board.

**6 LEGISLATIVE CONSULTANT UPDATE**

Mr. Turch provided a legislative update. Chairman McAllister thanked Mr. Turch for his exemplary work this past year on behalf of RTA.

**7. APPROVAL OF MINUTES – OCTOBER 25, 2012, BOARD MEETING**

M/S/C (COMERCHERO/EDGERTON) approving the October 25, 2012, Board meeting minutes. The motion carried with sixteen affirmative votes and two abstentions. (SPIEGEL/ASHLEY)

**8. CONSENT CALENDAR**

M/S/C (HICKMAN/ROBERTS) approving the receipt and file of item A –Financial Profile – October 2012. The motion carried unanimously.

M/S/C (HICKMAN/ROBERTS) approving the receipt and file of item B – Ridership Report – October 2012. The motion carried unanimously.

M/S/C (HICKMAN/ROBERTS) approving the receipt and file of item C – On Time Performance – October 2012. The motion carried unanimously.

M/S/C (HICKMAN/ROBERTS) approving the receipt and file of item D – Travel Training Report – October 2012. The motion carried unanimously.

M/S/C (HICKMAN/ROBERTS) approving the receipt and file of item E – Administration and Operations Committee Meeting – 11/7/12 Draft Minutes. The motion carried unanimously.

M/S/C (HICKMAN/ROBERTS) approving the receipt and file of item F – Budget and Finance Committee Meeting – 11/7/12 Draft Minutes. The motion carried unanimously.

M/S/C (HICKMAN/ROBERTS) approving the receipt and file of item G – October 2012 Productivity Improvement Program (PIP) Results. The motion carried unanimously.

M/S/C (HICKMAN/ROBERTS) approving the receipt and file of item H – Transportation NOW Update – October 2012. The motion carried unanimously.

M/S/C (HICKMAN/ROBERTS) approving the receipt and file of item I – Authorization to Award a Sole Source Agreement to Automatic Data Processing, Inc. (ADP) for Third Party Payroll Services. The motion carried unanimously.

M/S/C (HICKMAN/ROBERTS) approving the receipt and file of item J – Approve Resolutions Authorizing Filing of Grant Applications for Fiscal Year 2013 (FY13). The motion carried unanimously.

9. **FISCAL YEAR 2011/2012 (FY12) FINANCIAL AUDIT RESULTS**

Mr. Fajnor introduced Mr. Ryan Nielsen, Brown Armstrong’s senior audit manager, to present the FY 11-12 Financial Audit results.

M/S/C (EDGERTON/ROBINSON) as to the following:

Accept the Riverside Transit Agency’s FY12 Audited Financial Statements and Single Audit Reports as submitted as final documents.

The motion carried unanimously.

Director Kotyuk left during the presentation.

10. **AUTHORIZATION TO MODIFY ADMINISTRATIVE EMPLOYEES’ CALIFORNIA PUBLIC EMPLOYEES’ RETIREMENT SYSTEM (CALPERS) MEMBER CONTRIBUTIONS AND AUTHORIZATION TO IMPLEMENT MID-YEAR ADJUSTMENTS TO THE FISCAL YEAR 2012/2013 (FY13) OPERATING BUDGET AS PART OF THE FY13 SHORT RANGE TRANSIT PLAN (SRTP)**

M/S/C (COMERCHERO/TALBOT) as to the following:

- Adopt the proposed FY13 mid-year Operating Budget.
- Continue the authorization to modify administrative employees’ California Public Employees’ Retirement System (CALPERS) member contributions, and CALPERS Resolution No. 2012-18 to the December Board Meeting.

The motion carried unanimously.

11. **AUTHORIZATION TO AWARD AGREEMENT NO.12-036 TO TRANSPORTATION MANAGEMENT & DESIGN, INC. (TMD) FOR A COMPREHENSIVE OPERATIONAL ANALYSIS**

M/S/C (TALBOT/ASHLEY) as to the following:

Authorize staff to award a contract to Transportation Management & Design Inc. for the preparation of a Comprehensive Operational Analysis in an amount that shall not exceed \$783,284. The recommendation shall also include a comparative analysis of any sites identified for the relocation of the Riverside terminal with the proposed Vine Street location in Riverside.

The motion carried unanimously.

Alternate Roberts left during the presentation.

12. **AUTHORIZE STAFF TO CONDUCT A SITE FEASIBILITY STUDY TO DETERMINE THE HEMET TRANSIT CENTER LOCATION; AND AMEND THE TRANSPORTATION UNIFORM MITIGATION FEE (TUMF) TRANSPORTATION IMPROVEMENT PROGRAM (TIP) AND PROGRAM OF PROJECTS (POP) FOR FISCAL YEAR 2013 (FY13) THROUGH 2017 (FY17) TO RE-ALLOCATE TUMF FUNDING TO SUPPORT THE SITE FEASIBILITY STUDY AND BUS STOP IMPROVEMENTS IN THE CITIES OF HEMET AND SAN JACINTO**

M/S/C (MELENDREZ/EDGERTON) as to the following:

- Authorize staff to conduct a site feasibility study to determine the Hemet Transit Center location.
- Authorize staff to amend the FY13-17 Transportation Uniform Mitigation Fee (TUMF), Transportation Improvement Program (TIP) and Program of Projects (POP) to re-allocate TUMF funding to support the Hemet Transit Center project, including the site feasibility study, and bus stop improvements in the Cities of Hemet and San Jacinto.

The motion carried unanimously.

13. **BOARD MEMBER COMMENTS AND REMARKS**

Alternate Krupa wished everyone a Happy Thanksgiving. She invited all to the Hemet Holiday parade, "Celebrating 90 years of Ramona," to be held on December 1 at 9 am.

Director Robinson commented that the Mid-County Justice Center in Banning is one-third completed. He stated he would like to see a transit center in Banning.

Director Edgerton stated he would be returning to the RTA Board and would greatly miss some of the people he met who would not be coming back. He complimented Mr. Rubio and his staff for being the best management team he has ever had the pleasure of working with.

Director Melendrez commented that it was a pleasure to work with Directors Robinson, Talbot and Evans on the commission and they would be missed. He invited everyone to the Festival of Lights ceremony on November 23. There will be an ice skating rink and Santa Claus to help celebrate the spirit of Christmas. He wished everyone a nice Thanksgiving.

Director Zanowic wished Directors Robinson, Talbot and Evans all the best. She stated they were all a wonderful asset to the Board and it was nice to know them.

Director Bootsma wished everyone a Happy Thanksgiving and announced three upcoming events: December 1, Light the Night tree lighting at the Van Leeuwan Driving Range, December 8, a Christmas party for the Jurupa Community Service Districts and December 16, the Spark of Love Toy Drive Event at the Eastvale Fire Station.

Director Molina thanked Mr. Rubio and his staff for their efforts. He stated he would like to see an intermodal transit center in Moreno Valley. Director Molina wished everyone a Happy Thanksgiving.



Director Ashley wished everyone a very Happy Thanksgiving. He invited everyone to the Festival of Trees that starts the Tuesday before Thanksgiving. The event will be held at the Riverside Municipal Auditorium and the proceeds will go to support the Riverside County Regional Medical Center Children's wing. Director Ashley congratulated everyone who won the reelection and gave his best to Directors Evans and Talbot for their great service over their past years. Director Ashley stated that Chairman McAllister would be recognized and honored at the December Board meeting for his stellar year as Chairman. Director Melendrez commented that Director Ashley has been an excellent sponsor of the Festival of Trees and this was a regional event for the entire county.

#### **14. ANNOUNCEMENTS**

Mr. Rubio announced RTA will not be operating buses and administrative offices will be dark on Thanksgiving. Normal bus operations would resume on Friday, November 23.

Mr. Rubio announced RTA will be participating in a number of events; the Riverside Festival of Lights Switch-on Ceremony on Friday, November 23, Hemet's Holiday Parade on Saturday, December 1, Temecula's Electric Light Parade on Friday, December 7, Perris Valley's Holiday Parade and Yucaipa/Calimesa's Holiday Parade on Saturday, December 8, and the Beaumont Christmas Light Parade on Saturday, December 15. He wished everyone a Happy Thanksgiving.

#### **15. NEXT MEETING**

##### **REGULAR MEETING OF THE RTA BOARD OF DIRECTORS**

**WEDNESDAY, DECEMBER 12, 2012**

**2:00 P.M.**

**BOARD OF SUPERVISORS CHAMBERS**

**COUNTY ADMINISTRATIVE CENTER**

**4080 LEMON STREET, FIRST FLOOR**

**RIVERSIDE, CA 92501**

Chairman McAllister announced Agenda item 16 for a closed session to review the performance of the Chief Executive Officer. He asked Board members to stay for a quorum and all others to exit the chambers.

The Board of Directors went into Closed Session at 3:39 p.m.

#### **16. CLOSED SESSION**

A. Pursuant to government code section 54957 to review the performance of the Chief Executive Officer.

B. Pursuant to government code section 54957.6 to meet with designated representative Chairman McAllister to discuss the compensation of the Chief Executive Officer.

The Board of Directors returned to Open Session at 3:58 p.m.

17. **CONSIDERATION OF NINTH AMENDMENT TO CONTRACT OF EMPLOYMENT OF CHIEF EXECUTIVE OFFICER LARRY RUBIO**

Chairman McAllister reconvened the Board at 3:58 p.m. and stated that the Board is now reporting from the closed session of the annual review of RTA's Chief Executive Officer's performance.

M/S/C (COMERCHERO/EDGERTON) as to the following:

- Amend Mr. Rubio's contract of employment to increase Mr. Rubio's annual salary from \$197,505 to \$222,480, subject to the discretion of Mr. Rubio to allocate any amount of the increase as deferred compensation and the remainder as increased annual salary.

The motion carried unanimously.

18. **MEETING ADJOURNMENT**

The meeting was adjourned at 4:00 p.m.

Respectfully submitted,



Larry Rubio  
Chief Executive Officer



Natalie Gomez  
Clerk of the Board of Directors

ATTENDANCE SHEET

November 14, 2012

<u>NAME</u>	<u>ORGANIZATION/TITLE</u>
1. LARRY RUBIO	RTA, CHIEF EXECUTIVE OFFICER
2. KEN SMART	RTA, AGENCY GENERAL COUNSEL
3. NATALIE GOMEZ	RTA, CLERK OF THE BOARD
4. TOM FRANKLIN	RTA, CHIEF OPERATING OFFICER
5. CRAIG FAJNOR	RTA, CHIEF FINANCIAL OFFICER
6. VINCE ROUZAUD	RTA, CHIEF PROCUREMENT AND LOGISTICS OFFICER
7. BOB BACH	RTA, DIRECTOR OF MAINTENANCE
8. GORDON ROBINSON	RTA, DIRECTOR OF PLANNING
9. LORELLE MOE-LUNA	RTA, SENIOR PLANNER
10. LAURA MURILLO	RTA, DIRECTOR OF HUMAN RESOURCES
11. RICK KACZEROWSKI	RTA, DIRECTOR OF INFORMATION TECHNOLOGIES
12. JIM KNEEPKENS	RTA, DIRECTOR OF MARKETING
13. VIRGINIA WERLY	RTA, CONTRACT OPERATIONS MANAGER
14. BRAD WEAVER	RTA, MARKETING MANAGER
15. NATALIE ZARAGOZA	RTA, CONTRACTS MANAGER
16. KATHY THOMAS	RTA, SENIOR PLANNER
17. TAMMI FORD	RTA, DEPUTY CLERK OF THE BOARD
18. ERIC USTATION	RTA, GOVERNMENT AFFAIRS REPRESENTATIVE
19. CHARLIE RAMIREZ	RTA, CONTROLLER
20. RYAN NIELSEN	BROWN ARMSTRONG
21. KEITH WHITE	EASTVALE RESIDENT
22. JOANNE HORNSBY	RIVERSIDE RESIDENT
23. CHRISTINA DURAN	RIVERSIDE RESIDENT
24. CHINA DUNGFELDER	TMD CONSULTING
25. AURORA CHAVEZ	RIVERSIDE RESIDENT
26. RON AVERY	RIVERSIDE RESIDENT
27. MARY TURCH	DAVID TURCH'S WIFE
28. DAVID TURCH	DAVID TURCH AND ASSOCIATES
29. ALFRED JACKSON	MORENO VALLEY RESIDENT
30. HARRIETT GORDON	MORENO VALLEY RESIDENT
31. JOAN VIZTHUM	RIVERSIDE RESIDENT
32. MIRIAM MCALLISTER	MURRIETA RESIDENT

RIVERSIDE TRANSIT AGENCY  
1825 Third Street  
Riverside, CA 92507

December 12, 2012

TO: BOARD OF DIRECTORS  
THRU: Larry Rubio, Chief Executive Officer  
FROM: Craig Fajnor, Chief Financial Officer  
SUBJECT: Financial Profile – November 2012

Summary: The attached report summarizes the Agency's performance in the areas of revenues, operating expenses, ridership, and service levels (in terms of revenue service hours and revenue service miles) for fiscal year-to-date November FY13.

Recommendation:

Receive and file.

# FINANCIAL PROFILE

November 2012

## Overview

November total revenue of \$5,820,827 is \$206,639 or 4 percent over budget. Year-to-date revenue of \$31,630,974 is \$3,458,147 or 12 percent over budget. Both variances are attributable to greater than anticipated capital contribution and farebox revenue.

November operating expenses of \$4,567,141 are \$114,012 or 2 percent under budget. Year-to-date expenses of \$21,946,342 are \$1,371,786 or 6 percent under budget. Variance analysis by cost element is provided in the financial discussion below.

During the month of November, RTA carried a total of 794,172 passengers – another record. This is the 11th record month in the last 12 months. November ridership consisted of 613,971 passengers on directly operated fixed routes, 148,516 on contracted fixed routes, and 31,685 Dial-A-Ride/Taxi Overflow trips. This reflects a month-over-month system-wide increase of 9 percent when comparing November 2012 to November 2011. FY13 year-to-date system-wide ridership of 3,895,784 reflects an 8 percent increase over the same period in FY12. Monthly ridership on fixed route service increased 9 percent over the prior year, while FY13 year-to-date fixed route service ridership increased 8 percent over FY12. Of particular note, FY13 year-to-date CommuterLink ridership increased 9 percent over the same period in FY12. This increase is attributed to, in part, the marketing of this premium service. Monthly DAR/Taxi Overflow trips increased 6 percent over the same month in the prior year. FY13 year-to-date DAR/Taxi Overflow trips increased 8 percent over the FY12.

During November, RTA provided a total of 53,338 revenue service hours and logged a total of 859,332 combined revenue miles. This reflects an increase of 6 percent in hours and an increase of 2 percent in miles, respectively, when comparing November 2012 to November 2011. FY13 year-to-date actual revenue service hours of 269,221 and revenue miles of 4,418,132 reflect an increase of 5 percent in hours and an increase of 3 percent in miles, respectively, when compared to FY12.

November farebox revenue of \$873,428 is \$35,087 or 4 percent over budget. The year-to-date farebox revenue of \$4,554,144 is \$260,551 or 6 percent over budget. Both the monthly and year-to-date variances are attributed to the ridership growth discussed above.

### **Financial Discussion**

Salaries and benefits expense of \$2,340,642 is \$19,251 or 1 percent under budget in November. Year-to-date salaries and benefits expenses of \$10,970,103 are \$579,294 or 5 percent under budget. The monthly variance is attributed to less than anticipated overtime and medical expenses. The year-to-date variance is attributed to less than anticipated worker's compensation and medical expenses.

Purchased transportation expenses of \$1,620,719 are \$10,541 or 1 percent over budget in November. Year-to-date purchased transportation expenses of \$7,732,912 are \$452,024 or 6 percent under budget. The monthly variance is attributed to greater than anticipated contractual incentives for the provision of DAR service. The year-to-date variance is attributed to contractor efficiencies in the provision of DAR service as well as less than expected DAR ridership.

Total services expenses of \$171,114 are \$4,714 or 3 percent under budget in November. Year-to-date service expenses of \$919,628 are \$13,440 or 2 percent over budget. The monthly variance is attributed to less than anticipated use of contract services. The year-to-date variance is attributed to greater than anticipated CNG Compressor Maintenance expenses.

Materials and supplies expenses of \$259,338 are \$69,978 or 21 percent under budget in November. Year-to-date materials and supplies expenses of \$1,348,635 are \$263,847 or 16 percent under budget. Both the monthly and year-to-date variances are due to less than anticipated parts and fuel expenses.

Other expenses of \$175,329 are \$30,609 or 15 percent under budget in November. Year-to-date other expenses of \$975,064 are \$90,060 or 9 percent under budget. Both the monthly and year-to-date variances are attributed to less than anticipated utilities, marketing, and training expenses.

RTA Set of Books  
 Revenue Detail Report W/Capital Contribution  
 Current Period: NOV-13

Currency: USD  
 No specific Ledger requested

	PERIOD TO DATE				YEAR TO DATE							
	ACTUAL	PCT	BUDGET	PCT	VARIANCE	VAR %	ACTUAL	PCT	BUDGET	PCT	VARIANCE	VAR %
Passenger Fares	873,428.32	15.0	838,341.52	14.9	35,086.80	4.2	4,554,144.13	14.4	4,293,593.56	15.2	260,550.57	6.1
Local Operating Assistance												
TDA/LTF Gen Operating Assista	3,259,907.00	56.0	3,259,908.00	58.1	(1.00)	0.0	16,299,537.00	51.5	16,299,540.00	57.9	(3.00)	0.0
Measure A Operating Assistanc	254,041.67	4.4	254,475.50	4.5	(433.83)	(0.2)	1,279,700.69	4.0	1,272,377.50	4.5	7,323.19	0.6
State Operating Assistance												
Medi-Cal Revenue	26,791.00	(0.5)	0.00	0.0	26,791.00	n/m	110,255.00	(0.4)	0.00	0.0	110,255.00	n/m
Federal Operating Assistance												
Section 5307 (9)	1,041,666.67	17.9	1,041,666.67	18.6	0.00	0.0	5,208,333.35	16.5	5,208,333.35	18.5	0.00	0.0
Section 5311 (18)	35,517.33	0.6	35,517.33	0.6	0.00	0.0	177,586.65	0.6	177,586.65	0.6	0.00	0.0
Section 5316 JARC/New Freedom	68,188.50	1.2	79,695.75	1.4	(11,507.25)	(14.4)	367,623.04	1.3	398,478.75	1.4	(30,855.71)	(7.7)
Other Operating Assistance												
Other Revenue	110,765.43	1.9	104,583.33	1.9	6,182.10	5.9	547,812.79	1.7	522,916.65	1.9	24,896.14	4.8
<b>Total Operating</b>	<b>5,670,305.92</b>	<b>n/m</b>	<b>5,614,188.10</b>	<b>n/m</b>	<b>56,117.82</b>	<b>1.0</b>	<b>28,544,992.65</b>	<b>n/m</b>	<b>28,172,826.46</b>	<b>n/m</b>	<b>372,166.19</b>	<b>1.3</b>
Capital Contributions Revenue	150,521.17	n/m	0.00	n/m	150,521.17	n/m	3,085,981.03	n/m	0.00	n/m	3,085,981.03	n/m
<b>Total Revenue</b>	<b>5,820,827.09</b>	<b>100.0</b>	<b>5,614,188.10</b>	<b>100.0</b>	<b>206,638.99</b>	<b>3.7</b>	<b>31,630,973.68</b>	<b>100.0</b>	<b>28,172,826.46</b>	<b>100.0</b>	<b>3,458,147.22</b>	<b>12.3</b>

RTA Set of Books  
 Revenue Budget Variance Report  
 Current Period: NOV-13

Date: 05-DEC-12 15:41:56  
 Page: 1

Currency: USD  
 No specific Ledger requested

	PERIOD TO DATE				YEAR TO DATE							
	ACTUAL	PCT	BUDGET	PCT	VARIANCE	VAR %	ACTUAL	PCT	BUDGET	PCT	VARIANCE	VAR %
Farebox Revenue												
Revenue Line 1	140,889.40	16.1	140,772.04	16.8	117.36	0.1	730,902.56	16.0	723,405.64	16.8	7,496.92	1.0
Revenue Line 3	9,281.67	1.1	7,571.91	0.9	1,709.76	22.6	46,769.39	1.0	38,580.25	0.9	8,189.14	21.2
Revenue Line 7	11,015.26	1.3	10,744.23	1.3	271.03	2.5	59,029.34	1.3	55,458.22	1.3	3,571.12	6.4
Revenue Line 8	12,776.64	1.5	12,485.31	1.5	291.33	2.3	68,958.70	1.5	64,450.90	1.5	4,507.80	7.0
Revenue Line 10	17,852.66	2.0	18,273.51	2.2	(420.85)	(2.3)	94,618.32	2.1	93,884.49	2.2	733.83	0.8
Revenue Line 11	14,792.15	1.7	13,323.05	1.6	1,469.10	11.0	79,341.68	1.7	68,598.29	1.6	10,743.39	15.7
Revenue Line 12	23,051.72	2.6	20,117.22	2.4	2,934.50	14.6	122,515.24	2.7	103,813.62	2.4	18,701.62	18.0
Revenue Line 13	20,013.73	2.3	20,034.14	2.4	(20.41)	(0.1)	110,101.78	2.4	103,290.73	2.4	6,811.05	6.6
Revenue Line 14	15,238.16	1.7	17,729.71	2.1	(2,491.55)	(14.1)	93,460.65	2.1	91,429.30	2.1	2,031.35	2.2
Revenue Line 15	31,114.85	3.6	32,114.69	3.8	(999.84)	(3.1)	170,524.25	3.7	164,832.36	3.8	5,691.89	3.5
Revenue Line 16	53,854.63	6.2	48,332.51	5.8	5,522.12	11.4	264,913.70	5.8	248,286.59	5.8	16,627.11	6.7
Revenue Line 18	13,549.93	1.6	14,089.35	1.7	(539.42)	(3.8)	73,748.03	1.6	72,752.09	1.7	995.94	1.4
Revenue Line 19	43,772.90	5.0	48,301.96	5.8	(4,529.06)	(9.4)	218,319.35	4.8	248,576.85	5.8	(30,257.50)	(12.2)
Revenue Line 20	21,979.09	2.5	22,260.68	2.7	(281.59)	(1.3)	122,880.44	2.7	114,830.27	2.7	8,050.17	7.0
Revenue Line 21	11,754.73	1.3	11,783.00	1.4	(28.27)	(0.2)	61,991.49	1.4	60,070.23	1.4	1,921.26	3.2
Revenue Line 22	35,909.15	4.1	33,471.03	4.0	2,438.12	7.3	191,989.32	4.2	172,191.01	4.0	19,798.31	11.5
Revenue Line 23	6,969.73	0.8	7,468.84	0.9	(499.11)	(6.7)	36,958.71	0.8	38,483.00	0.9	(1,524.29)	(4.0)
Revenue Line 24	6,766.05	0.8	6,525.38	0.8	240.67	3.7	36,661.31	0.8	33,631.88	0.8	3,029.43	9.0
Revenue Line 27	45,842.41	5.2	40,904.04	4.9	4,938.37	12.1	237,398.70	5.2	210,789.89	4.9	26,608.81	12.6
Revenue Line 29	12,807.45	1.5	10,608.14	1.3	2,199.31	20.7	68,075.81	1.5	54,725.91	1.3	13,349.90	24.4
Revenue Line 30	5,758.26	0.7	5,981.20	0.7	(222.94)	(3.7)	33,063.96	0.7	30,605.23	0.7	2,458.73	8.0
Revenue Line 31	11,364.59	1.3	10,506.27	1.3	858.32	8.2	59,478.24	1.3	54,067.04	1.3	5,411.20	10.0
Revenue Line 32	9,123.85	1.0	8,542.65	1.0	581.20	6.8	46,806.61	1.0	43,983.13	1.0	2,823.48	6.4
Revenue Line 33	3,449.60	0.4	3,090.50	0.4	359.10	11.6	17,702.41	0.4	15,746.64	0.4	1,955.77	12.4
Revenue Line 35	6,190.81	0.7	5,985.76	0.7	205.05	3.4	33,796.41	0.7	30,500.57	0.7	3,295.84	10.8
Revenue Line 40	2,292.80	0.3	2,354.23	0.3	(61.43)	(2.6)	11,630.11	0.3	11,995.73	0.3	(365.62)	(3.0)
Revenue Line 41	8,392.83	1.0	8,041.56	1.0	351.27	4.4	43,426.61	1.0	41,307.26	1.0	2,119.35	5.1
Revenue Line 42	3,906.36	0.4	4,009.60	0.5	(103.24)	(2.6)	21,144.09	0.5	20,488.98	0.5	655.11	3.2
Revenue Line 49	17,361.48	2.0	17,194.60	2.1	166.88	1.0	93,827.77	2.1	88,632.42	2.1	5,195.35	5.9
Revenue Line 50	13,305.69	1.5	13,300.00	1.6	5.69	0.0	66,594.59	1.5	66,500.00	1.5	94.59	0.1
Revenue Line 51 Crest Cru	12,977.71	1.5	12,688.80	1.5	288.91	2.3	38,845.25	0.9	38,066.40	0.9	778.85	2.0
Revenue Line 54	0.00	0.0	0.00	0.0	0.00	n/m	88.19	0.0	0.00	0.0	88.19	n/m
Revenue Line 55	1,686.53	0.2	1,678.74	0.2	7.79	0.5	6,734.78	0.1	6,714.96	0.2	19.82	0.3
Revenue Line 61	5,449.79	0.6	5,303.12	0.6	146.67	2.8	27,598.09	0.6	27,019.42	0.6	578.67	2.1
Revenue Line 74	11,810.01	1.4	10,584.99	1.3	1,225.02	11.6	61,747.59	1.4	53,931.36	1.3	7,816.23	14.5
Revenue Line 79	8,445.63	1.0	8,046.15	1.0	399.48	5.0	45,369.09	1.0	40,999.06	1.0	4,370.03	10.7
Revenue Line 149/216	32,813.65	3.8	27,992.68	3.3	4,820.97	17.2	169,200.04	3.7	143,943.19	3.4	25,256.85	17.5
Revenue Commuter Line 202	4,071.16	0.5	3,634.90	0.4	436.26	12.0	28,744.93	0.6	26,039.96	0.6	2,704.97	10.4
Revenue Commuter Line 204	9,126.60	1.0	6,681.71	0.8	2,444.89	36.6	43,571.09	1.0	34,047.29	0.8	9,523.80	28.0
Revenue Commuter Line 206	15,908.64	1.8	14,295.59	1.7	1,613.05	11.3	79,371.16	1.7	72,842.57	1.7	6,528.59	9.0
Revenue Commuter Line 208	7,613.03	0.9	8,151.80	1.0	(538.77)	(6.6)	40,115.11	0.9	41,536.07	1.0	(1,420.96)	(3.4)
Revenue Commuter Line 210	1,888.55	0.2	2,080.92	0.2	(192.37)	(9.2)	14,252.61	0.3	15,269.03	0.4	(1,016.42)	(6.7)
Revenue Commuter Line 212	5,916.63	0.7	4,228.41	0.5	1,688.22	39.9	28,521.03	0.6	21,545.30	0.5	6,975.73	32.4
Revenue Commuter Line 217	6,523.31	0.7	3,874.32	0.5	2,648.99	68.4	32,333.60	0.7	19,743.49	0.5	12,590.11	63.8
Rev DAR Hemet/San Jacinto	25,430.03	2.9	23,278.76	2.8	2,151.27	9.2	134,318.07	2.9	120,314.07	2.8	14,004.00	11.6
Rev DAR Jurupa	3,737.65	0.4	3,442.55	0.4	295.10	8.6	17,393.67	0.4	17,774.73	0.4	(381.06)	(2.1)

RTA Set of Books  
 Revenue Budget Variance Report  
 Current Period: NOV-13

Date: 05-DEC-12 15:41:56  
 Page: 2

Currency: USD  
 No specific Ledger requested

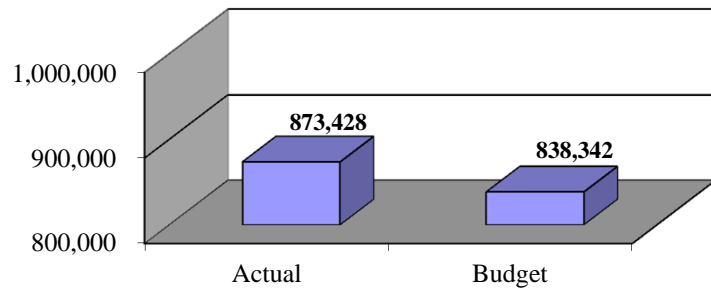
	PERIOD TO DATE				YEAR TO DATE							
	ACTUAL	PCT	BUDGET	PCT	VARIANCE	VAR %	ACTUAL	PCT	BUDGET	PCT	VARIANCE	VAR %
Rev DAR Lake Elsinore	4,515.49	0.5	4,125.18	0.5	390.31	9.5	23,047.53	0.5	21,551.70	0.5	1,495.83	6.9
Rev DAR Moreno Valley	20,527.27	2.4	21,074.57	2.5	(547.30)	(2.6)	113,076.69	2.5	109,144.97	2.5	3,931.72	3.6
Rev DAR Norco	6,713.89	0.8	7,345.88	0.9	(631.99)	(8.6)	37,034.96	0.8	38,039.21	0.9	(1,004.25)	(2.6)
Rev DAR Perris	11,513.35	1.3	11,048.62	1.3	464.73	4.2	62,413.59	1.4	57,231.23	1.3	5,182.36	9.1
Rev DAR Sun City	5,269.43	0.6	3,997.12	0.5	1,272.31	31.8	24,875.00	0.5	20,740.30	0.5	4,134.70	19.9
Rev DAR Banning/Beaumont	796.46	0.1	674.33	0.1	122.13	18.1	4,345.77	0.1	3,515.68	0.1	830.09	23.6



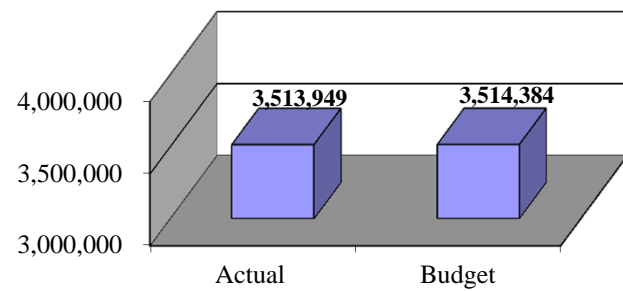
Rev DAR Grand Terrace, Hi	1,881.84	0.2	2,520.49	0.3	(638.65)	(25.3)	9,167.68	0.2	13,119.38	0.3	(3,951.70)	(30.1)
Rev DAR Riverside	25,667.95	2.9	24,159.16	2.9	1,508.79	6.2	130,895.89	2.9	124,982.15	2.9	5,913.74	4.7
Rev DAR Murrieta/Temecula	12,765.14	1.5	11,515.62	1.4	1,249.52	10.9	64,453.15	1.4	59,573.52	1.4	4,879.63	8.2
Grand Total	873,428.32	100.0	838,341.52	100.0	35,086.80	4.2	4,554,144.13	100.0	4,293,593.56	100.0	260,550.57	6.1
Grand Total	873,428.32	n/m	838,341.52	n/m	35,086.80	4.2	4,554,144.13	n/m	4,293,593.56	n/m	260,550.57	6.1

**RIVERSIDE TRANSIT AGENCY  
REVENUE GRAPHS  
November 2012**

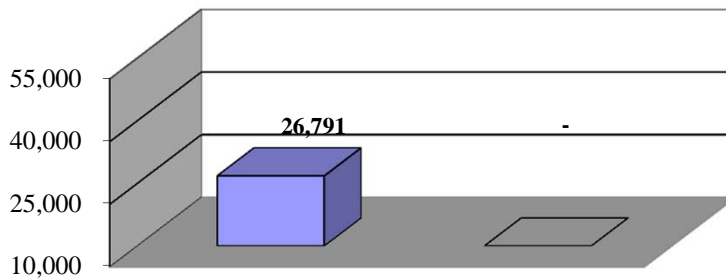
**Passenger Fares**



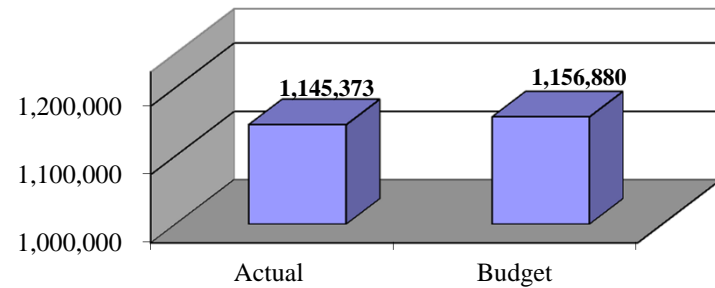
**Local Operating**



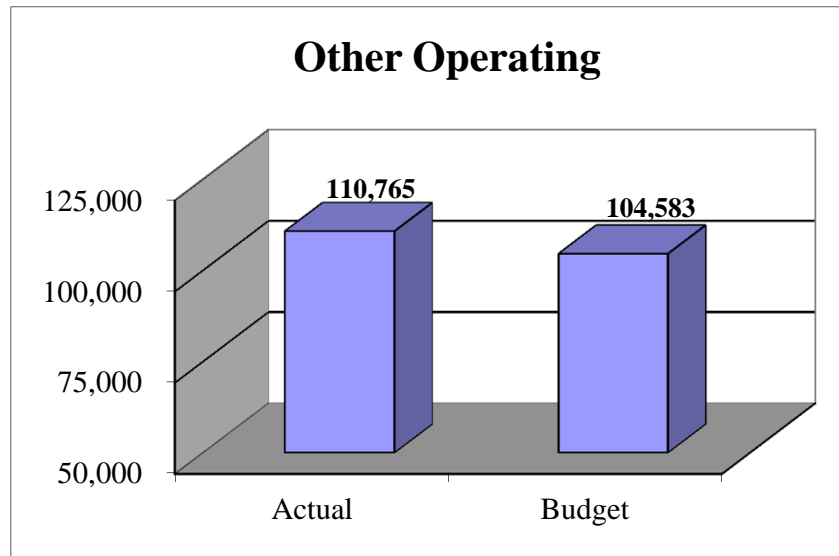
**State Operating**



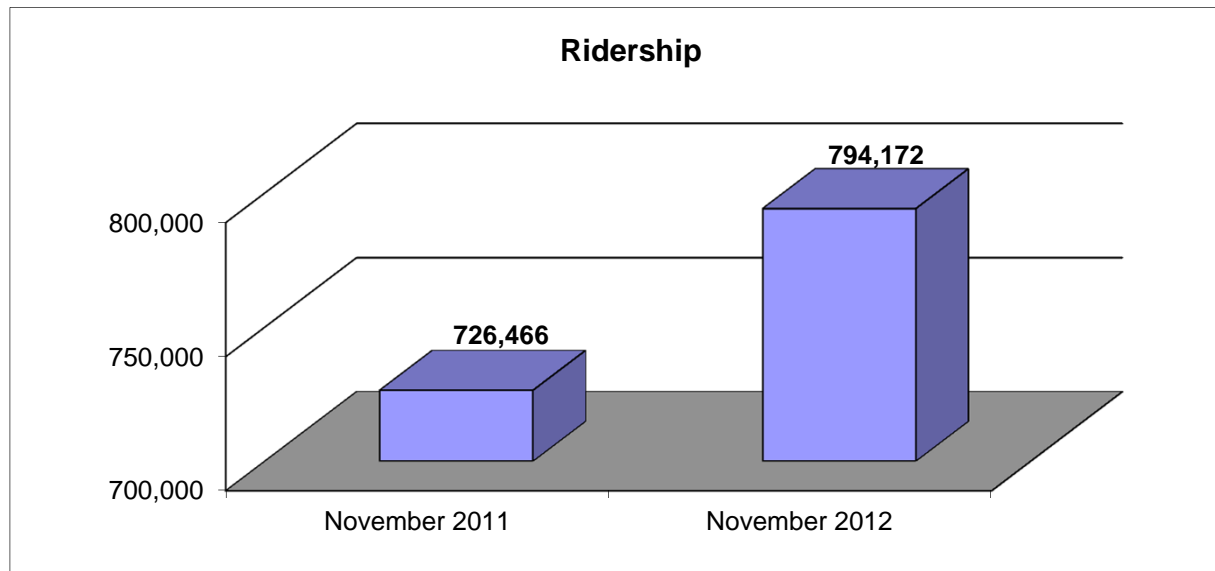
**Federal Operating**



RIVERSIDE TRANSIT AGENCY  
REVENUE GRAPHS  
November 2012



RIVERSIDE TRANSIT AGENCY  
REVENUE GRAPHS  
November 2012



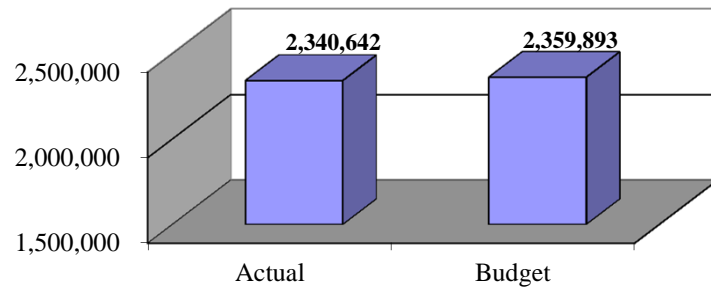
RTA Set of Books  
 Operating Expense vs Budget Summary Report  
 Current Period: NOV-13

Currency: USD  
 No specific Ledger requested

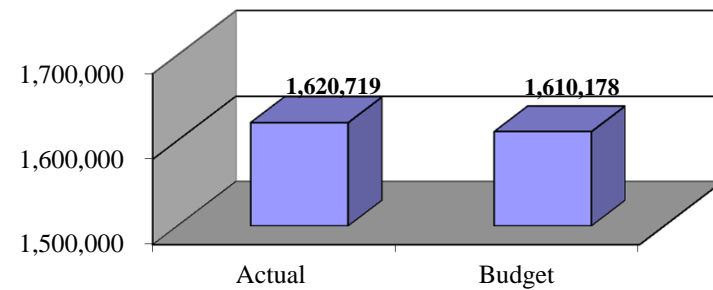
	<----- Period to Date ----->						----- Year to date ----->					
	Actual	PCT	Budget	PCT	Variance	Var%	Actual	PCT	Budget	PCT	Variance	Var%
<b>Expenses</b>												
Salaries Union	830,136.12	18.2	889,400.64	19.0	59,264.52	6.7	4,251,370.79	19.4	4,519,545.08	19.4	268,174.29	5.9
Salaries Admin	395,651.94	8.7	396,557.92	8.5	905.98	0.2	2,082,168.55	9.5	2,100,685.99	9.0	18,517.44	0.9
Total Fringe Ben.	1,114,853.50	24.4	1,073,934.01	22.9	(40,919.49)	(3.8)	4,636,563.46	21.1	4,929,166.07	21.1	292,602.61	5.9
<b>Total Salaries &amp; Benefit</b>	<b>2,340,641.56</b>	<b>51.2</b>	<b>2,359,892.57</b>	<b>50.4</b>	<b>19,251.01</b>	<b>0.8</b>	<b>10,970,102.80</b>	<b>50.0</b>	<b>11,549,397.14</b>	<b>49.5</b>	<b>579,294.34</b>	<b>5.0</b>
Purchased Transportation	1,620,719.11	35.5	1,610,177.91	34.4	(10,541.20)	(0.7)	7,732,912.47	35.2	8,184,936.31	35.1	452,023.84	5.5
<b>Total Services</b>	<b>171,113.87</b>	<b>3.7</b>	<b>175,828.28</b>	<b>3.8</b>	<b>4,714.41</b>	<b>2.7</b>	<b>919,627.68</b>	<b>4.2</b>	<b>906,188.08</b>	<b>3.9</b>	<b>(13,439.60)</b>	<b>(1.5)</b>
Fuel & Lube	122,364.68	2.7	138,619.00	3.0	16,254.32	11.7	556,150.42	2.5	631,252.68	2.7	75,102.26	11.9
Tires & Tubes	292.49	0.0	850.00	0.0	557.51	65.6	292.49	0.0	4,250.00	0.0	3,957.51	93.1
Parts	116,965.61	2.6	160,427.87	3.4	43,462.26	27.1	664,789.32	3.0	829,880.54	3.6	165,091.22	19.9
Supplies	13,588.92	0.3	17,587.26	0.4	3,998.34	22.7	75,803.06	0.3	87,936.30	0.4	12,133.24	13.8
Other	6,126.62	0.1	11,832.52	0.3	5,705.90	48.2	51,599.47	0.2	59,162.60	0.3	7,563.13	12.8
<b>Total Material &amp; Supplie</b>	<b>259,338.32</b>	<b>5.7</b>	<b>329,316.65</b>	<b>7.0</b>	<b>69,978.33</b>	<b>21.2</b>	<b>1,348,634.76</b>	<b>6.1</b>	<b>1,612,482.12</b>	<b>6.9</b>	<b>263,847.36</b>	<b>16.4</b>
Utilities	48,864.57	1.1	55,933.61	1.2	7,069.04	12.6	304,977.76	1.4	316,394.08	1.4	11,416.32	3.6
Insurance	60,385.76	1.3	59,212.42	1.3	(1,173.34)	(2.0)	349,876.55	1.6	296,062.10	1.3	(53,814.45)	(18.2)
Taxes & Permits	970.66	0.0	5,024.67	0.1	4,054.01	80.7	13,415.90	0.1	17,743.35	0.1	4,327.45	24.4
Advertising & Promoti	6,775.54	0.1	16,544.73	0.4	9,769.19	59.0	62,043.46	0.3	82,723.65	0.4	20,680.19	25.0
Dues & Subscriptions	6,132.43	0.1	6,078.24	0.1	(54.19)	(0.9)	26,978.29	0.1	32,531.20	0.1	5,552.91	17.1
Training	10,496.45	0.2	23,180.51	0.5	12,684.06	54.7	47,355.64	0.2	119,702.55	0.5	72,346.91	60.4
Interest Expense	0.00	0.0	0.00	0.0	0.00	n/m	304.87	0.0	150.00	0.0	(154.87)	-103.2
Miscellaneous	41,703.12	0.9	39,963.38	0.9	(1,739.74)	(4.4)	170,111.78	0.8	199,816.90	0.9	29,705.12	14.9
<b>Total Other Expenses</b>	<b>175,328.53</b>	<b>3.8</b>	<b>205,937.56</b>	<b>4.4</b>	<b>30,609.03</b>	<b>14.9</b>	<b>975,064.25</b>	<b>4.4</b>	<b>1,065,123.83</b>	<b>4.6</b>	<b>90,059.58</b>	<b>8.5</b>
<b>Total Expenses</b>	<b>4,567,141.39</b>	<b>100.0</b>	<b>4,681,152.97</b>	<b>100.0</b>	<b>114,011.58</b>	<b>2.4</b>	<b>21,946,341.96</b>	<b>100.0</b>	<b>23,318,127.48</b>	<b>100.0</b>	<b>1,371,785.52</b>	<b>5.9</b>
<b>Net Operating Expenses</b>	<b>4,567,141.39</b>	<b>100.0</b>	<b>4,681,152.97</b>	<b>100.0</b>	<b>114,011.58</b>	<b>2.4</b>	<b>21,946,341.96</b>	<b>100.0</b>	<b>23,318,127.48</b>	<b>100.0</b>	<b>1,371,785.52</b>	<b>5.9</b>

RIVERSIDE TRANSIT AGENCY  
EXPENSE GRAPHS  
November 2012

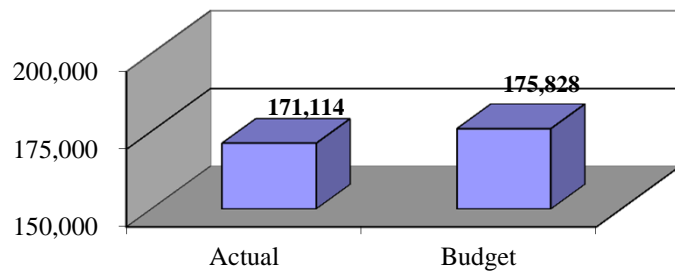
**Salaries & Benefits**



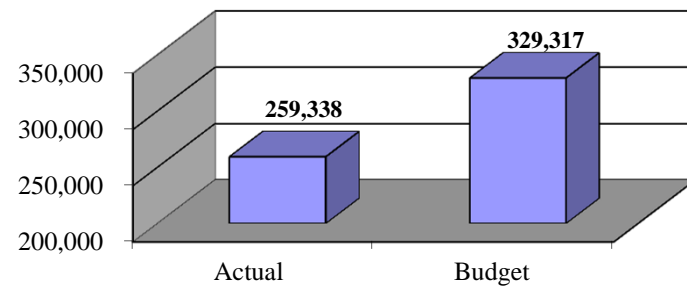
**Purchased Transportation**



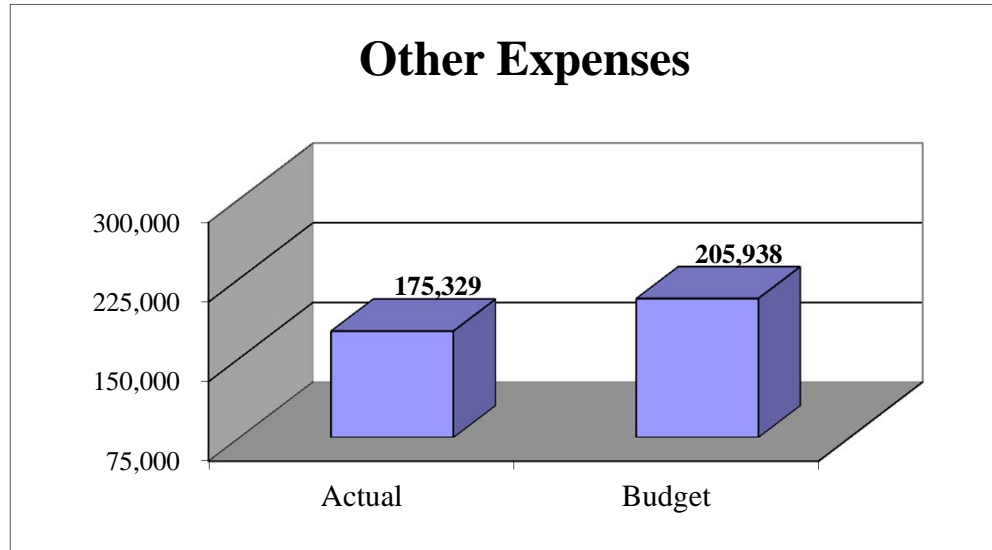
**Services**



**Materials & Supplies**



RIVERSIDE TRANSIT AGENCY  
EXPENSE GRAPHS  
November 2012



RTA Set of Books  
Comparative Balance Sheet  
Current Period: NOV-13

Currency: USD  
No specific Ledger requested

	As of NOV-13	As of NOV-12
	-----	-----
<b>Assets</b>		
Cash & Cash Items	54,061,246.24	31,115,427.93
Cash held by Trustee - Restricted	1,912,574.71	1,908,461.60
Receivables	710,290.71	515,359.08
Due from Other Governmental agencies	3,250,939.12	4,542,156.56
Interest Receivable	41,453.32	35,144.84
Materials & Supplies Inventory	624,042.88	771,225.59
Capital Assets	23,944,879.31	27,463,511.94
Financing Costs - COP	6,719.08	33,598.36
Other Assets	487,236.43	750,116.75
	-----	-----
<b>Total Assets</b>	<b>85,039,381.80</b>	<b>67,135,002.65</b>
	=====	=====
<b>Liabilities</b>		
Trade Payables	4,695,175.77	6,509,598.17
Accrued Payroll	99,599.29	677,936.53
Compensated Absences Payable	1,000,892.96	910,026.08
Interest Payable	13,000.00	25,533.34
Current portion of Capital lease Reserve	1,950,000.00	1,880,000.00
Reserve	1,077,790.08	1,068,064.79
Deferred revenue	39,163,002.70	16,252,381.61
Capital lease obligation - Long Term	0.00	1,950,000.00
	-----	-----
<b>Total Liabilities</b>	<b>47,999,460.80</b>	<b>29,273,540.52</b>
<b>Net Assets</b>		
Grants & Other Capital	9,629,360.55	9,629,360.55
Accumulated Earnings/Loss	27,410,560.45	28,232,101.58
	-----	-----
<b>Total Net Assets</b>	<b>37,039,921.00</b>	<b>37,861,462.13</b>
	-----	-----
<b>Total Liabilities &amp; Net Assets</b>	<b>85,039,381.80</b>	<b>67,135,002.65</b>
	=====	=====



RIVERSIDE TRANSIT AGENCY  
1825 Third Street  
Riverside, CA 92507

December 12, 2012

TO: BOARD OF DIRECTORS  
THRU: Larry Rubio, Chief Executive Officer  
FROM: Tom Franklin, Chief Operating Officer  
SUBJECT: Ridership for November 2012

Summary: Total system ridership for November 2012 increased 9.3% versus November 2011.

	Ridership		
	Nov-11	Nov-12	Change
Directly Operated	557,197	613,971	10.2%
Contract Operated	139,277	148,516	6.6%
Dial-A-Ride	29,992	31,685	5.6%
Total System	726,466	794,172	9.3%

Factors to consider when comparing to a year ago:

- **Calendar:** This November had the same number of weekdays, Saturdays, and Sundays as last year.
- **Weather:** Measurable rainfall occurred on five weekdays and one Sunday, compared to two weekdays, one Saturday, and two Sundays last year.
- **Schedule:** There was no significant change in service hours.
- **Other:** The average gas price in Riverside for November 2012 was \$3.78/gallon, compared to \$3.75/gallon last year. Across all modes, this is the highest November ridership in Agency history.

Recommendation:

Receive and file.

**Riverside Transit Agency  
 Month-End Ridership Summary  
 November 2012**

**Entire System**

	November 2012			Passengers Monthly Variance Nov. '12 vs. Nov. '11	Passengers FY-To-Date Variance FY2013 vs. FY2012 <sup>1</sup>
	Total Passengers	Passengers/ Revenue Hour	Passengers/ Revenue Mile		
<b>Directly Operated Route Total &gt;&gt;&gt;</b>	<b>613,971</b>	<b>23.73</b>	<b>1.68</b>	<b>10.2%</b>	<b>8.2%</b>
<b>Contracted Fixed Route Total &gt;&gt;&gt;</b>	<b>148,516</b>	<b>11.27</b>	<b>0.62</b>	<b>6.6%</b>	<b>6.8%</b>
<b>Total Fixed Routes &gt;&gt;&gt;</b>	<b>762,487</b>	<b>19.53</b>	<b>1.27</b>	<b>9.5%</b>	<b>8.0%</b>
<b>*Dial-a-Ride (Regular &amp; Taxi) Total &gt;&gt;&gt;</b>	<b>31,685</b>	<b>2.22</b>	<b>0.12</b>	<b>5.6%</b>	<b>7.7%</b>
<b>Entire System Total &gt;&gt;&gt;</b>	<b>794,172</b>	<b>14.89</b>	<b>0.92</b>	<b>9.3%</b>	<b>8.0%</b>

<b>Total Fixed Routes (excluding Commuter Links) &gt;&gt;&gt;</b>	<b>730,983</b>	<b>20.56</b>	<b>1.44</b>	<b>9.6%</b>	<b>7.9%</b>
<b>Commuter Link Total &gt;&gt;&gt;</b>	<b>31,504</b>	<b>8.99</b>	<b>0.33</b>	<b>6.9%</b>	<b>8.8%</b>
<b>Dial-A-Ride (Regular) Total &gt;&gt;&gt;</b>	<b>30,925</b>	<b>2.24</b>	<b>0.13</b>	<b>5.2%</b>	<b>7.6%</b>
<b>Taxi (Overflow) Total &gt;&gt;&gt;</b>	<b>760</b>	<b>1.53</b>	<b>0.06</b>	<b>28.8%</b>	<b>10.6%</b>
<b>Entire System Total &gt;&gt;&gt;</b>	<b>794,172</b>	<b>14.89</b>	<b>0.92</b>	<b>9.3%</b>	<b>8.0%</b>

<sup>1</sup> The FY-To-Date Variance is the difference between ridership from July-November 2012 versus July-November 2011.

\* The Dial-A-Ride routes serve exclusively seniors and persons with disabilities.

**Riverside Transit Agency  
Month-End Ridership Summary  
November 2012**

**Directly Operated Routes**

Route Number	Area Served	November 2012			Passengers Monthly Variance Nov. '12 vs. Nov. '11	Passengers FY-To-Date Variance FY2013 vs. FY2012 <sup>1</sup>
		Total Passengers	Passengers/ Revenue Hour	Passengers/ Revenue Mile		
1	Corona/ Downtown Riverside/ Magnolia/ UCR	164,344	33.01	3.09	10.2%	7.5%
10	Downtown Riverside/ Lincoln/ Galleria at Tyler	20,731	19.09	1.60	-1.3%	-0.1%
11	Moreno Valley Mall/ March ARB	16,058	20.66	1.69	7.1%	5.7%
12	Pierce and Sterling/ Stephens and Center	27,086	23.19	1.90	18.4%	13.6%
13	Chicago and Marlborough/ Galleria at Tyler	25,050	20.56	1.85	6.6%	6.9%
14	Galleria at Tyler/ Indiana/ VA Hospital	17,818	12.24	1.09	-8.4%	1.0%
15	Downtown Riverside/ Galleria at Tyler	37,952	25.60	2.14	4.0%	4.1%
16	Downtown Riverside/ Moreno Valley Mall	63,248	26.91	2.15	20.6%	16.6%
18	Sunnymead Ranch/ Moreno Valley RCC	17,235	22.51	1.75	5.4%	2.6%
19	Moreno Valley Mall/ Perris	48,037	30.37	2.34	22.8%	10.1%
20	Magnolia Center/ Moreno Valley RCC	26,536	20.47	1.33	1.8%	0.4%
21 <sup>2</sup>	Country Village/ Galleria at Tyler	7,434	16.15	1.03	-38.9%	-22.6%
22	Downtown Riverside/ Perris/ Lake Elsinore	38,584	23.11	1.29	7.1%	6.7%
27	Galleria at Tyler/ Hemet Valley Mall	45,277	19.04	0.96	13.8%	11.9%
29	Downtown Riverside/ Hamner & Limonite	13,532	18.54	1.14	8.1%	7.1%
41 <sup>3</sup>	Mead Valley/ Perris/ Moreno Valley/ RCRMC	5,736	23.12	1.44	20.7%	18.7%
49	Country Village/ Downtown Riverside	18,801	25.88	2.19	4.3%	3.5%
204 <sup>4</sup>	Riverside/ Country Village/ Ontario/ Montclair	5,521	12.88	0.49	N/A	N/A
206 <sup>5</sup>	Corona/ Lake Elsinore/ Murrieta/ Temecula	5,193	13.19	0.40	-6.1%	-4.8%
208 <sup>6</sup>	Temecula/ Murrieta/ Sun City/ Perris/ Moreno Valley/ Riverside	2,148	11.56	0.47	N/A	N/A
216	Orange County/ Corona/ Riverside	7,650	15.57	0.76	10.4%	17.5%
<b>Directly Operated Route Total &gt;&gt;&gt;&gt;</b>		<b>613,971</b>	<b>23.73</b>	<b>1.68</b>	<b>10.2%</b>	<b>8.2%</b>

<sup>1</sup> The FY-To-Date Variance is the difference between ridership from July-November 2012 versus July-November 2011.

<sup>2</sup> Route 21 is split between directly operated and contracted fixed route operations as of 9/9/12. Combined ridership for 21 DO and CO in November 2012 is 12,222, an increase of 0.5% over November 2011. PPH was 16.16.

<sup>3</sup> Route 41 is split between directly operated and contracted fixed route operations. Combined ridership for 41 DO and CO in November 2012 is 9,949, an increase of 8.4% over November 2011. PPH was 13.5.

<sup>4</sup> Route 204 moved to directly operated on 3/12/12. Ridership for 204 in November 2012 is 5,521, an increase of 7.4% over November 2011.

<sup>5</sup> Route 206 is split between directly operated and contracted fixed route operations as of 9/9/2012. Combined ridership for 206 DO and CO in November 2012 is 5,598, an increase of 1.3% over November 2011. PPH was 13.35.

<sup>6</sup> Route 208 is split between directly operated and contracted fixed route operations as of 1/9/2012. Combined ridership for 208 DO and CO in November 2012 is 4,387, an increase of 7.9% over November 2011. PPH was 7.08.

**Riverside Transit Agency  
Month-End Ridership Summary  
November 2012**

**Contracted Fixed Routes**

	Area Served	November 2012			Passengers Monthly Variance Nov. '12 vs. Nov. '11	Passengers FY-To-Date Variance FY2013 vs. FY2012 <sup>1</sup>
		Total Passengers	Passengers/ Revenue Hour	Passengers/ Revenue Mile		
3	Eastvale/ Norco/ Corona	9,552	12.06	0.91	11.7%	14.8%
7	Lake Elsinore/ Wildomar	11,621	14.47	0.98	9.1%	6.6%
8	Lake Elsinore	12,163	15.97	0.84	9.6%	10.1%
21 <sup>2</sup>	Country Village/ Galleria at Tyler	4,788	16.18	1.03	0.0%	0.0%
23	Temecula/ Murrieta/ Wildomar	7,024	8.96	0.56	0.9%	1.2%
24	Pechanga Resort/ Temecula	6,447	8.74	0.56	9.8%	9.4%
30	Perris	6,554	10.88	0.89	5.1%	6.7%
31	Banning/ Beaumont/ San Jacinto/ Hemet	11,637	14.53	0.82	10.6%	16.4%
32	Hemet/ San Jacinto	10,150	16.86	1.41	11.8%	19.3%
33	Hemet/ East Hemet	3,804	9.86	0.71	13.3%	11.9%
35	Banning/ Beaumont/ Moreno Valley Mall	6,872	12.61	0.50	6.8%	15.3%
40	Lake Elsinore/ Quail Valley/ Sun City	2,209	8.13	0.41	-1.3%	-3.7%
41 <sup>3</sup>	Mead Valley/ Perris/ Moreno Valley/ RCRMC	4,213	8.62	0.48	-4.9%	-0.2%
42	Estudillo Express - San Jacinto/ Soboba Casino	4,569	10.74	0.70	7.5%	6.8%
50	Downtown Riverside Jury Trolley - Red Line	450	2.78	0.38	-21.7%	0.1%
51	UCR Crest Cruiser	5,865	22.76	1.99	25.2%	16.2%
54 <sup>4</sup>	County Shuttle/ Downtown Riverside	98	1.00	0.10	0.0%	0.0%
55	Temecula Trolley- Green Line	3,003	25.58	1.80	19.5%	-0.1%
61	Sun City/ Menifee/ Murrieta/ Temecula	5,549	10.55	0.58	-9.2%	1.8%
74	San Jacinto/ Hemet/ Menifee/ Sun City/ Perris	12,896	15.32	0.83	15.3%	14.4%
79	Hemet/ Winchester/ French Valley/ Temecula	8,060	9.19	0.50	10.2%	10.6%
202	Murrieta/ Temecula/ Oceanside	1,669	4.16	0.15	4.8%	-0.3%
206 <sup>5</sup>	Corona/ Lake Elsinore/ Murrieta/ Temecula	405	15.75	0.49	0.0%	0.0%
208 <sup>6</sup>	Temecula/ Murrieta/ Sun City/ Perris/ Moreno Valley/ Riverside	2,239	5.16	0.20	-44.9%	-37.2%
210 <sup>7</sup>	Banning/ Beaumont/ Moreno Valley/ Riverside	681	7.68	0.33	-54.5%	-35.0%
212	Hemet/ San Jacinto/ Downtown Riverside	3,098	6.38	0.26	23.9%	16.5%
217	San Jacinto/ Hemet/ Temecula/ Escondido	2,900	5.09	0.16	31.6%	33.2%
<b>Contracted Fixed Route Total &gt;&gt;&gt;&gt;</b>		<b>148,516</b>	<b>11.27</b>	<b>0.62</b>	<b>6.6%</b>	<b>6.8%</b>

<sup>1</sup> The FY-To-Date Variance is the difference between ridership from July-November 2012 versus July-November 2011.

<sup>2</sup> Route 21 is split between directly operated and contracted fixed route operations as of 9/9/12. Combined ridership for 21 DO and CO in November 2012 is 12,222, an increase of 0.5% over November 2011. PPH was 16.16.

<sup>3</sup> Route 41 is split between directly operated and contracted fixed route operations. Combined ridership for 41 DO and CO in November 2012 is 9,949, an increase of 8.4% over November 2011. PPH was 13.5.

<sup>4</sup> Route 54 moved from DO to CO effective 10/22/12.

<sup>5</sup> Route 206 is split between directly operated and contracted fixed route operations as of 9/9/2012. Combined ridership for 206 DO and CO in November 2012 is 5,598, an increase of 1.3% over November 2011. PPH was 13.35.

<sup>6</sup> Route 208 is split between directly operated and contracted fixed route operations as of 1/9/2012. Combined ridership for 208 DO and CO in November 2012 is 4,387, an increase of 7.9% over November 2011. PPH was 7.08.

<sup>7</sup> Route 210 service reduced effective 9/9/12 due to new SunLine Route 220 (Palm Desert to Riverside).

**Riverside Transit Agency  
Month-End Ridership Summary  
November 2012**

**Dial-A-Ride Services**

	November 2012					Passengers Monthly Variance Nov. '12 vs. Nov. '11	Passengers FY-To-Date Variance FY2013 vs. FY2012 <sup>1</sup>
	Dial-a-ride Passengers	Taxi Passengers	Total Passengers	Passengers/ Revenue Hour	Passengers/ Revenue Mile		
Banning/ Beaumont - Banning/ Beaumont	192	25	217	2.36	0.10	39.1%	104.9%
Lake Elsinore - Lake Elsinore/ Canyon Lake/ Wildomar / Quail Valley	1,126	46	1,172	1.82	0.10	20.0%	20.5%
Highgrove - Highgrove/ Loma Linda	525	57	582	1.84	0.10	30.2%	28.6%
Hemet - Hemet/ Homeland/ Romoland/ San Jacinto/ Valle Vista/ Winchester	6,767	123	6,890	2.81	0.17	9.7%	12.8%
Jurupa - Jurupa/ Glen Avon/ Mira Loma/ Pedley/ Rubidoux	1,043	6	1,049	2.19	0.12	12.2%	0.8%
Moreno Valley - Moreno Valley	5,598	50	5,648	2.34	0.14	-9.9%	-4.8%
Murrieta/ Temecula - Murrieta/ Temecula	3,396	53	3,449	1.99	0.11	9.1%	12.2%
Corona/ Norco - Corona/ Norco	1,607	63	1,670	2.47	0.14	-7.4%	-1.3%
Perris - Perris/ Mead Valley/ Nuevo	3,075	77	3,152	2.02	0.10	9.7%	16.4%
Riverside - Riverside/ Woodcrest/ Arnold Heights/ Canyon Crest/Orangecrest	6,216	203	6,419	2.05	0.11	7.9%	4.7%
Sun City - Sun City/ Meniffee	1,380	57	1,437	1.81	0.10	25.5%	21.5%
<b>Dial-A-Ride (Seniors &amp; ADA) Total &gt;&gt;&gt;&gt;</b>	<b>30,925</b>	<b>760</b>	<b>31,685</b>	<b>2.22</b>	<b>0.12</b>	<b>5.6%</b>	<b>7.7%</b>

<sup>1</sup> The FY-To-Date Variance is the difference between ridership from July-November 2012 versus July-November 2011.

**Riverside Transit Agency  
 Month-End Ridership Summary  
 November 2012**

Pass Program	November 2012	Passengers Monthly Variance Nov. '12 vs. Nov. '11	Passengers FY-To-Date Variance FY2013 vs. FY2012 <sup>1</sup>
	Total Passengers		
UCR U-PASS	47,863	25.2%	16.7%
RCC GO-PASS	78,068	9.6%	11.4%
LA SIERRA UNIVERSITY U-PASS	1,533	68.3%	46.0%
CAL BAPTIST UNIVERSITY U-PASS University discontinued pass eligibility for graduates.	2,959	-5.8%	9.7%
MT. SAN JACINTO COLLEGE GO-PASS YTD variance due to reduced summer schedule.	22,353	13.6%	3.1%
RIVERSIDE CITY EMPLOYEE PASS PROGRAM	1,024	13.7%	8.9%

<sup>1</sup> The FY-To-Date Variance is the difference between ridership from July-November 2012 versus July-November 2011.

RIVERSIDE TRANSIT AGENCY  
1825 Third Street  
Riverside, CA 92507

Dec 12, 2012

TO: BOARD OF DIRECTORS

THRU: Larry Rubio, Chief Executive Officer

FROM: Tom Franklin, Chief Operating Officer

SUBJECT: On Time Performance for November 2012

Summary: On time performance system-wide was 88% in November 2012 versus 90% in November 2011 and 87% in October 2012.

Recommendation:

Receive and file.

RIVERSIDE TRANSIT AGENCY  
1825 Third Street  
Riverside, CA 92507

December 12, 2012

TO: BOARD OF DIRECTORS  
THRU: Larry Rubio, Chief Executive Officer  
FROM: Virginia Werly, Contract Operations Manager  
SUBJECT: Travel Training Report - November 2012

Summary: The attached report summarizes the Agency's performance in the Travel Training Program for the month of November 2012 and for fiscal year-to-date FY2013. Highlights on this report are:

Item #1: 337 passenger trips generated on Fixed Route in Senior category this month; 1,692 year-to-date

Item #2: 2,981 passenger trips generated on Fixed Route in Disabled category this month; 10,476 year-to-date

Item #3: Total passenger trips generated on Fixed Route this month were 3,318; 12,168 year-to-date

Item #4: 153 unique persons served this month; 615 year-to-date

Item #5: A total of \$19,749 in expenses applied this month; \$101,093 year-to-date

Recommendation:

Receive and file.



Exhibit D-1 -- Quantitative Reporting Requirements

rev 07/24/12



Fiscal Year 2012/13 MONTHLY REPORT  
 OPERATOR: RTA Travel Training

PROJECT NAME: Travel Training

Information reported shall be for this project only.

Fill Only Unshaded Areas

	Year 1 Goal	Month			Qtr 1 Total	Month			Qtr 2 Total	Month			Qtr 3 Total	Month			Qtr 4 Total	FY 12/13 YTD Total
		Jul-12	Aug-12	Sep-12		Oct-12	Nov-12	Dec-12		Jan-13	Feb-13	Mar-13		Apr-13	May-13	Jun-13		
<b>OPERATING DATA</b>																		
1. Total One-Way Passenger Trips (report for this project only)								1									1	
1a. Seniors	500	426	331	297	1,054	301	337	2	0	638	0	0	0	0	0	0	0	1,692
1b. Disabled	1,500	1,014	1,259	1,676	3,949	3,546	2,981		0	6,527	0	0	0	0	0	0	0	10,476
1c. Low-Income																		
1d. Others								3									3	
Total Passenger Trips (sum of 1a thru 1d)	2,000	1,440	1,590	1,973	5,003	3,847	3,318	0	7,165	0	0	0	0	0	0	0	0	12,168
2. Total Unique Persons Served per Period*		37	124	40	190	24	32	0	24	0	0	0	0	0	0	0	0	202
3. Total Project Vehicle Service Hours																		
4. Total Project Vehicle Service Miles																		
<b>OTHER OPERATING DATA</b>																		
5. Number of vouchers distributed	300	45	129	172	346	153	0	0	153	0	0	0	0	0	0	0	0	499
5a. One-way trips supported by vouchers (est.)								4										4
5b. Unique persons receiving vouchers (est.)	75	41	126	150	317	145	153	0	298	0	0	0	0	0	0	0	0	615
5c. Number of agencies participating in voucher program																		
6. Miles reimbursed per Period	30,931	2,446	2,591	2,541	7,578	2,860	0	0	2,860	0	0	0	0	0	0	0	0	10,438
6a. One-way trips supported																		
6b. Unique persons traveling on mileage reimbursement (riders only)																		
7. Mobility Mgmt & Travel/Sensitivity Tng hrs per Period		72	119	50	240	115	0	0	115	0	0	0	0	0	0	0	0	355
8. Mobility Mgmt & Travel/Sensitivity Tng contacts per Period		89	161	385	635	170	0	0	170	0	0	0	0	0	0	0	0	805
<b>FINANCIAL DATA</b>																		
9. Award - Measure A/JARC/NF Subsidy	\$252,450	\$ 20,133	\$ 18,527	\$ 17,636	56,296	\$ 16,915			16,915								0	73,211
10. Farebox/Rider Donations					0				0								0	0
11. Agency Cash Match/ Other Contributions	\$28,050	\$ 2,237	\$ 2,058	\$ 1,959	6,254	\$ 1,879			1,879								0	8,133
12. In Kind Contributions					0				0								0	0
13. TOTAL REVENUE (sum of items 9 thru 12)	280,500	\$ 22,370	\$ 20,585	\$ 19,595	62,550	\$ 18,794	\$ 19,749	5	38,543	\$ -	\$ -	\$ -	0	\$ -	\$ -	\$ -	0	101,093
14. TOTAL OPERATING COST	280,500	\$ 22,370	\$ 20,585	\$ 19,595	62,550	\$ 18,794	\$ 19,749		38,543				0				0	101,093
15. Net Expenses (item 13 minus item 14)	0	\$ -	\$ -	\$ -	0	\$ -	\$ -	\$ -	0	\$ -	\$ -	\$ -	0	\$ -	\$ -	\$ -	0	0

16. Milestone Progress

	Completed?		Date Completed
a. Compile information on success of training and make necessary adjustments	YES	X NO	7/31/2012
b. Continue training of additional participants outside of pilot group in monthly increments	YES	X NO	7/31/12 and ongoing
c. Compile information on one-year anniversary of original participants	YES	NO	
d. Make necessary adjustments to training protocols based on survey results	YES	NO	
e. Continue training of additional participants outside of pilot group in monthly increments	YES	NO	

\* Tracked separately by Month, Quarter and Year

## RTA BOARD BUDGET AND FINANCE COMMITTEE MEETING

Minutes

December 5, 2012

### 1. CALL TO ORDER:

Acting Committee Chair Talbot called the Board Budget and Finance Committee meeting to order at 2:00 p.m., on December 5, 2012 in the RTA Board Room.

### 2. SELF-INTRODUCTIONS:

Self-introductions of those in attendance took place.

#### Board Committee Members Present:

1. Acting Committee Chair, Barry Talbot, City of Canyon Lake, Councilmember
2. Director Frank Johnston, City of Jurupa Valley, Councilmember
3. Director Wally Edgerton, City of Menifee, Deputy Mayor
4. Director Andy Melendrez, City of Riverside, Councilmember
5. Director Andrew Kotyuk, City of San Jacinto, Mayor
6. Alternate Andrea Puga, County of Riverside, District II
7. Alternate Ron Roberts, County of Riverside, District III
8. Alternate Jaime Hurtado, County of Riverside, District V

#### RTA Staff:

1. Larry Rubio, Chief Executive Officer
2. Tom Franklin, Chief Operating Officer
3. Craig Fajnor, Chief Financial Officer
4. Vince Rouzaud, Chief Procurement and Logistics Officer
5. Jim Kneepkens, Director of Marketing
6. Eric Ustation, Government Affairs Representative
7. Gordon Robinson, Director of Planning
8. Brad Weaver, Marketing Manager
9. Laura Camacho, Director of Human Resources
10. Natalie Gomez, Clerk of the Board
11. Virginia Werly, Contract Operations Manager
12. Natalie Zaragoza, Contracts Manager
13. Bob Bach, Director of Maintenance
14. Lorelle Moe-Luna, Senior Planner
15. Rick Kaczerowski, Director of Information Technologies
16. Kathy Thomas, Senior Planner

#### Other Attendees:

None.

### 3. PUBLIC COMMENTS - NON-AGENDA ITEMS:

None.

4. APPROVAL OF MINUTES NOVEMBER 7, 2012, COMMITTEE MEETING:  
M/S/C (KOTYUK/PUGA) approving the November 7, 2012, Committee meeting minutes.  
The motion carried unanimously.

5. QUARTERLY CAPITAL STATUS REPORT

Mr. Fajnor presented the Quarterly Capital Status Report.

6. CASH FLOW PROJECTIONS

Mr. Fajnor presented the Cash Flow Projections.

7. AUTHORIZATION TO ISSUE A SOLE SOURCE PURCHASE ORDER TO HANSEN INFORMATION TECHNOLOGIES (HANSEN) FOR SOFTWARE LICENSING AND TECHNICAL SUPPORT SERVICES

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

- Authorize staff to Issue a sole source purchase order to Hansen Information Technologies for software licensing and technical support services in an amount not to exceed \$54,345.71.

The motion carried unanimously.

8. AUTHORIZATION TO AWARD AGREEMENT NO. 12-039 TO SUNBELT FLOORING, INC. FOR THE APPLICATION OF EPOXY FLOOR COATINGS AT THE RIVERSIDE AND HEMET MAINTENANCE FACILITIES

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

- Authorize staff to award Agreement No. 12-039 to Sunbelt Flooring, Inc. for the application of epoxy floor coatings at the Riverside and Hemet facility maintenance buildings in the amount of \$195,207.00; with further authorization for an additional amount of \$19,520.70 as contingency.

The motion carried unanimously.

9. ADOPT AGENCY'S FY13 UPDATE TO TRANSPORTATION UNIFORM MITIGATION FEE (TUMF), TRANSPORTATION IMPROVEMENT PROGRAM (TIP) AND PROGRAM OF PROJECTS (POP) FOR FY13 THROUGH FY17

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

- Adopt the Agency's FY13 updated TUMF, TIP and POP for FY13 through FY17 and forward to WRCOG for approval and adoption.

The motion carried unanimously.

10. BOARD MEMBER COMMENTS AND REMARKS

Alternate Puga thanked RTA for a framed picture of the Chairpersons who were at the RTA 35<sup>th</sup> Anniversary event.

Director Melendrez announced the annual procession, or La Caminata, up Mount Rubidoux will take place at 8 a.m. on December 8. The procession starts at Our Lady of Guadalupe on Ninth Street in Riverside and ends atop the mountain. The event is open to the public and there will be Mariachi's and Folklórico dancers.

11. OTHER BUSINESS

Mr. Rubio informed the committee members that the next Board of Directors meeting will be on Wednesday, December 12, at 2 pm at the Riverside County Administrative Center.

Mr. Rubio announced Acting Committee Chairman Talbot's last meeting with RTA was today, December 5. Mr. Rubio thanked him for his great service, insight and for being a valued leader.

12. NEXT MEETING

Board Budget and Finance Committee Meeting  
Wednesday, January 9, 2013  
2:00 p.m.  
RTA Headquarters  
1825 Third Street  
Riverside, CA 92507

13. ADJOURN

The meeting adjourned at 2:29 p.m.

RIVERSIDE TRANSIT AGENCY  
1825 Third Street  
Riverside, CA 92507

December 12, 2012

TO: BOARD OF DIRECTORS  
THRU: Larry Rubio, Chief Executive Officer  
FROM: Craig Fajnor, Chief Financial Officer  
SUBJECT: November 2012 Productivity Improvement Program (PIP) Results


Summary: The Agency is required to achieve or exceed the mandatory Farebox Recovery Ratio target of 17.49% at the system-wide level for FY13. In addition, the Agency must achieve compliance with four (4) of the remaining seven (7) discretionary PIP metrics at the system-wide level.

The attached report presents PIP performance at the route, service segment, and system-wide levels for year-to-date November 2012. The Agency achieved or exceeded all eight PIP targets at the system-wide level. In particular, actual system-wide farebox recovery through November is 28.92%, exceeding the target by 11.43%.

Recommendation:

Receive and file.

PIP Performance Summary  
 FY2013 Year to Date  
 November 2012


 Shaded area indicates PIP target NOT met.

PIP Target								
	\$ 82.15	17.49%	\$ 4.82	\$ 0.69	\$ 67.84	\$ 4.05	11.99	0.71
Route	Cost Per RSH	Farebox Recovery Ratio	Subsidy Per Passenger	Subsidy Per Passenger Mile	Subsidy Per RSH	Subsidy Per RSM	Passengers Per RSH	Passengers Per RSM

DO Fixed Route

1	\$ 100.49	*	\$ 2.20	\$ 0.44	\$ 70.83	\$ 6.73	32.18	3.06
10	\$ 100.42	*	\$ 4.57	\$ 0.91	\$ 83.41	\$ 6.98	18.24	1.53
11	\$ 100.42	*	\$ 4.04	\$ 0.80	\$ 80.59	\$ 6.59	19.94	1.63
12	\$ 100.43	*	\$ 3.61	\$ 0.72	\$ 80.08	\$ 6.60	22.18	1.83
13	\$ 100.42	*	\$ 4.12	\$ 0.82	\$ 82.89	\$ 7.46	20.12	1.81
14	\$ 100.60	*	\$ 5.48	\$ 1.09	\$ 86.04	\$ 6.95	15.69	1.27
15	\$ 100.40	*	\$ 3.11	\$ 0.62	\$ 77.98	\$ 6.53	25.07	2.10
16	\$ 100.48	*	\$ 3.12	\$ 0.62	\$ 77.79	\$ 6.43	24.90	2.06
18	\$ 100.42	*	\$ 3.81	\$ 0.76	\$ 81.78	\$ 6.35	21.48	1.67
19	\$ 100.60	*	\$ 2.42	\$ 0.48	\$ 71.60	\$ 5.55	29.63	2.30
20	\$ 100.45	*	\$ 4.06	\$ 0.81	\$ 81.99	\$ 5.31	20.20	1.31
21	\$ 99.93	*	\$ 5.42	\$ 1.08	\$ 83.91	\$ 5.37	15.48	0.99
22	\$ 100.44	*	\$ 3.42	\$ 0.25	\$ 77.87	\$ 4.33	22.75	1.26
27	\$ 100.46	*	\$ 4.34	\$ 0.32	\$ 80.74	\$ 4.18	18.59	0.96
29	\$ 100.42	*	\$ 4.54	\$ 0.90	\$ 82.34	\$ 5.05	18.12	1.11
41D	\$ 100.39	*	\$ 3.82	\$ 0.76	\$ 80.91	\$ 5.01	21.18	1.31
49	\$ 100.42	*	\$ 2.96	\$ 0.59	\$ 75.36	\$ 6.36	25.44	2.15
54 <sup>1</sup>	\$ 99.26	*	\$ 18.30	\$ 3.66	\$ 10.98	\$ 1.62	0.60	0.09
204D	\$ 100.37	*	\$ 7.20	\$ 0.55	\$ 80.43	\$ 3.09	11.16	0.43
206	\$ 100.38	*	\$ 4.54	\$ 0.35	\$ 62.17	\$ 1.89	13.71	0.42
208D	\$ 100.39	*	\$ 8.37	\$ 0.64	\$ 86.40	\$ 3.52	10.33	0.42
216	\$ 100.41	*	\$ 2.19	\$ 0.16	\$ 33.45	\$ 1.63	15.28	0.75
DOFR Subtotal	\$ 100.45	*	\$ 3.34	\$ 0.52	\$ 76.87	\$ 5.46	23.05	1.64

PIP Performance Summary  
 FY2013 Year to Date  
 November 2012


 Shaded area indicates PIP target NOT met.

PIP Target								
	\$ 82.15	17.49%	\$ 4.82	\$ 0.69	\$ 67.84	\$ 4.05	11.99	0.71
Route	Cost Per RSH	Farebox Recovery Ratio	Subsidy Per Passenger	Subsidy Per Passenger Mile	Subsidy Per RSH	Subsidy Per RSM	Passengers Per RSH	Passengers Per RSM

Contracted Fixed Route

3	\$ 67.09	*	\$ 4.83	\$ 0.71	\$ 55.46	\$ 4.15	11.49	0.86
7	\$ 67.37	*	\$ 3.72	\$ 0.55	\$ 51.45	\$ 3.47	13.82	0.93
8	\$ 67.69	*	\$ 3.15	\$ 0.47	\$ 48.76	\$ 2.64	15.46	0.84
21C	\$ 67.24	*	\$ 3.25	\$ 0.48	\$ 51.39	\$ 3.26	15.82	1.00
23	\$ 67.14	*	\$ 6.54	\$ 0.97	\$ 57.93	\$ 3.62	8.85	0.55
24	\$ 66.83	*	\$ 6.32	\$ 0.94	\$ 57.12	\$ 3.74	9.04	0.59
30	\$ 67.32	*	\$ 4.99	\$ 0.75	\$ 56.59	\$ 4.64	11.33	0.93
31	\$ 67.51	*	\$ 3.77	\$ 0.56	\$ 53.10	\$ 2.99	14.09	0.79
32	\$ 67.37	*	\$ 3.25	\$ 0.48	\$ 52.17	\$ 4.34	16.04	1.34
33	\$ 67.14	*	\$ 6.21	\$ 0.91	\$ 58.10	\$ 4.19	9.35	0.67
35	\$ 66.92	*	\$ 4.43	\$ 0.65	\$ 54.76	\$ 2.16	12.36	0.49
40	\$ 67.54	*	\$ 7.67	\$ 1.13	\$ 59.16	\$ 3.04	7.71	0.40
41C	\$ 67.48	*	\$ 7.34	\$ 1.09	\$ 58.23	\$ 3.23	7.94	0.44
42	\$ 67.57	*	\$ 5.47	\$ 0.82	\$ 57.80	\$ 3.80	10.57	0.69
50	\$ 67.93	*	\$ (0.67)	\$ (0.10)	\$ (2.57)	\$ (0.33)	3.81	0.49
51	\$ 67.32	*	\$ 0.13	\$ 0.02	\$ 2.87	\$ 0.25	22.90	2.02
54 <sup>1</sup>	\$ 67.59	*	\$ (3.90)	\$ (0.57)	\$ (4.16)	\$ (0.40)	1.07	0.10
55	\$ 66.41	*	\$ 1.75	\$ 0.26	\$ 50.91	\$ 3.58	29.03	2.04
61	\$ 66.99	*	\$ 5.54	\$ 0.81	\$ 56.64	\$ 3.09	10.23	0.56
74	\$ 67.25	*	\$ 3.14	\$ 0.46	\$ 46.66	\$ 2.54	14.86	0.81
79	\$ 67.32	*	\$ 5.81	\$ 0.85	\$ 53.18	\$ 2.92	9.15	0.50
202	\$ 66.72	*	\$ 12.77	\$ 0.49	\$ 55.91	\$ 2.05	4.38	0.16
206C	\$ 63.04	*	\$ 1.53	\$ 0.06	\$ 23.49	\$ 0.71	15.35	0.46
208C	\$ 66.72	*	\$ 10.39	\$ 0.41	\$ 54.49	\$ 2.10	5.24	0.20
210	\$ 73.78	*	\$ 6.80	\$ 0.27	\$ 52.07	\$ 2.28	7.66	0.34
212	\$ 66.50	*	\$ 7.15	\$ 0.28	\$ 41.41	\$ 1.66	5.79	0.23
217	\$ 67.08	*	\$ 8.60	\$ 0.34	\$ 43.90	\$ 1.37	5.10	0.16
Sunline <sup>1</sup>		*						
794		*						
COFR Subtotal	\$ 68.21	*	\$ 4.79	\$ 0.58	\$ 51.80	\$ 2.85	10.81	0.59
Total Fixed Route	\$ 89.60	*	\$ 3.62	\$ 0.53	\$ 68.43	\$ 4.43	18.93	1.23

**PIP Performance Summary**  
**FY2013 Year to Date**  
**November 2012**

 Shaded area indicates PIP target NOT met.

Route	PIP Target							
	\$ 82.15	17.49%	\$ 4.82	\$ 0.69	\$ 67.84	\$ 4.05	11.99	0.71
Route	Cost Per RSH	Farebox Recovery Ratio	Subsidy Per Passenger	Subsidy Per Passenger Mile	Subsidy Per RSH	Subsidy Per RSM	Passengers Per RSH	Passengers Per RSM

Dial-A-Ride (w/o Taxi)

Banning/Beaumont DAR	\$ 58.44	*	\$ 18.94	\$ 1.60	\$ 49.07	\$ 2.02	2.59	0.11
Lake Elsinore DAR	\$ 58.71	*	\$ 26.94	\$ 2.28	\$ 51.59	\$ 2.54	1.92	0.09
Grand Terrace DAR	\$ 58.64	*	\$ 28.14	\$ 2.38	\$ 52.86	\$ 2.59	1.88	0.09
Hemet DAR	\$ 58.63	*	\$ 16.03	\$ 1.36	\$ 47.48	\$ 2.75	2.96	0.17
Jurupa DAR	\$ 58.77	*	\$ 24.49	\$ 2.08	\$ 51.32	\$ 2.80	2.10	0.11
Moreno Valley DAR	\$ 58.53	*	\$ 20.50	\$ 1.74	\$ 49.58	\$ 2.86	2.42	0.14
Murrieta/Temecula DAR	\$ 58.58	*	\$ 25.33	\$ 2.15	\$ 51.26	\$ 2.73	2.02	0.11
Norco DAR	\$ 58.76	*	\$ 17.42	\$ 1.48	\$ 47.37	\$ 2.74	2.72	0.16
Perris DAR	\$ 58.65	*	\$ 23.54	\$ 1.99	\$ 50.70	\$ 2.44	2.15	0.10
Riverside DAR	\$ 58.57	*	\$ 23.73	\$ 2.01	\$ 50.18	\$ 2.54	2.11	0.11
Sun City DAR	\$ 58.61	*	\$ 27.11	\$ 2.30	\$ 51.91	\$ 2.61	1.91	0.10
Subtotal	\$ 58.61	*	\$ 21.59	\$ 1.83	\$ 49.91	\$ 2.66	2.31	0.12

Taxi

Banning/Beaumont Taxi	\$ 83.02	*	\$ 51.99	\$ 2.93	\$ 76.13	\$ 2.93	1.46	0.06
Lake Elsinore Taxi	\$ 94.15	*	\$ 59.36	\$ 2.90	\$ 87.52	\$ 2.90	1.47	0.05
Grand Terrace Taxi	\$ 88.47	*	\$ 47.56	\$ 2.88	\$ 80.47	\$ 2.88	1.69	0.06
Hemet Taxi	\$ 82.24	*	\$ 62.24	\$ 3.00	\$ 77.51	\$ 3.00	1.25	0.05
Jurupa Taxi	\$ 93.06	*	\$ 48.41	\$ 2.88	\$ 84.82	\$ 2.88	1.75	0.06
Moreno Valley Taxi	\$ 69.48	*	\$ 44.30	\$ 3.01	\$ 63.45	\$ 3.01	1.43	0.07
Murrieta/Temecula Taxi	\$ 81.29	*	\$ 60.40	\$ 2.96	\$ 75.49	\$ 2.96	1.25	0.05
Norco Taxi	\$ 100.72	*	\$ 46.36	\$ 2.86	\$ 92.37	\$ 2.86	1.99	0.06
Perris Taxi	\$ 79.27	*	\$ 38.64	\$ 2.94	\$ 72.66	\$ 2.94	1.88	0.08
Riverside Taxi	\$ 83.33	*	\$ 47.92	\$ 2.97	\$ 77.18	\$ 2.97	1.61	0.06
Sun City Taxi	\$ 74.27	*	\$ 53.55	\$ 2.96	\$ 68.65	\$ 2.96	1.28	0.06
Subtotal	\$ 83.52	*	\$ 51.49	\$ 2.95	\$ 77.35	\$ 2.95	1.50	0.06

Total DAR/Taxi      \$ 59.43      \*      \$ 22.24      \$ 1.87      \$ 50.82      \$ 2.67      2.29      0.12

Systemwide (Full Up)      \$ 81.52      28.92%      \$ 4.00      \$ 0.57      \$ 57.94      \$ 3.53      14.47      0.88

\* Transportation Development Act (TDA) and Riverside County Transportation Commission (RCTC) allow for certain revenues to be both included and excluded from farebox recovery ratio calculation. TDA allows for certain expenses to be excluded from farebox recovery ratio calculation. These inclusions and exclusions make route level analysis misleading and thus are only meaningful at the systemwide level.



# Productivity Improvement Program (PIP)

## Definitions

### **Passengers or Unlinked Passenger Trips**

The number of passengers who board buses. Passengers are counted each time they board the bus.

### **Revenue Service Hours (RSH)**

The hours that vehicles travel while in revenue service. Revenue service hours include layover/recovery time but exclude deadhead, training operators prior to revenue service and road tests.

### **Revenue Service Miles (RSM)**

The miles that vehicles travel while in revenue service. Revenue service miles exclude deadhead, training operators prior to revenue service and road tests.

### **Passenger Miles**

The total number of miles traveled by transit passengers. For example, a bus that carries 5 passengers for a distance of 3 miles incurs 15 passenger miles.

### **Operating Costs or Expenses**

All operating costs excluding depreciation, amortization, and capital expenditures.

### **Fare Revenue**

All revenues received in the following classifications – passenger fares for transit service and special transit fares. Fare revenues includes revenues earned under contractual agreements with public or private entities, either (1) for transit fares for a specified group of employees, members or clients, or (2) to guarantee a minimum revenue on a line operated especially for the benefit of the paying entity (e.g. an employer, shopping center, university, etc.). In addition to farebox cash and coin and passes, this area includes, but is not limited to, U-Pass agreements, the Measure A subsidy for OCTA Route 794, and OCTA's subsidy of RTA Route 216.

### **Other Local Revenue**

All revenues received in the following classifications – auxiliary transportation revenues, taxes levied directly by transit system, local cash grants & reimbursements – General Operating Assistance, local special fare assistance, and subsidy from other sectors of operation (e.g. lease, advertising, and interest income). This area also includes the Federal Excise Tax Credit for Alternative Fuel (CNG) Use and reimbursements from the California Employers Retiree Benefit Trust (CERBT) for retiree medical.

## **Subsidy**

Subsidy = (Operating Costs – Fare Revenue)

In calculating PIP indicators, Other Local Revenue is not factored into the Subsidy.

## **PIP Indicators**

### **Mandatory Indicator:**

#### **Farebox Recovery Ratio**

*Farebox Recovery Ratio = Net Revenue (Fare Revenue + Other Local Revenue) ÷ Net Operating Costs*

Farebox Recovery target is a “blended ratio” based on the mix of urban and rural service areas with urban areas having a target of 20% and rural areas a target of 10%. Farebox Recovery Ratio allows for both inclusions and exclusions of certain revenues and expenses, and is influenced by the containment of operating costs and the generation of revenues through passenger fares, advertising, interest income, etc.

#### **Farebox Recovery Ratio Inclusions**

In addition to cash and coin collected in the fareboxes, other local revenues can be included in the “fare revenue” numerator of the farebox recovery equation.

#### **Farebox Recovery Ratio Exemptions**

The TDA allows exemptions to the farebox recovery requirements for new routes, new route extensions, newly urbanized areas, and in the case of work stoppages. Routes may be excluded if the extension of services has been in operation for less than two full fiscal years. The two year extension of services applies until two years after the end of the fiscal year in which the extension of services was put into operation. If a route is exempted, both its revenue and costs are exempted from the farebox recovery calculation.

#### **AB813 Exemptions**

ADA (DAR/Taxi) operating costs above CPI growth over prior year may be excluded when calculating farebox recovery ratio.

### **Discretionary Indicators (4 of 7 required):**

#### **Cost Per Revenue Service Hour (RSH)**

*Cost Per RSH = Operating Costs ÷ RSH*

Target is established based on prior fiscal year through third quarter Cost Per RSH plus CPI growth. Cost Per RSH is influenced by CPI growth and other cost drivers above CPI and service changes. Costs for GASB 45 compliance above the Annual Required Contribution (ARC) are excluded from the operating expenses for purposes of calculating this value.

**Subsidy Per Passenger**

$$\text{Subsidy Per Passenger} = (\text{Operating Costs} - \text{Fare Revenue}) \div \text{Passengers}$$

Target is established based on prior fiscal year through third quarter Subsidy Per Passenger  $\pm 15\%$ . Subsidy Per Passenger is positively influenced by increasing passengers while incurring incremental operating cost below the average and/or increasing fare revenue without degradation of ridership. Costs for GASB 45 compliance above the Annual Required Contribution (ARC) are excluded from the operating expenses for purposes of calculating this value.

**Subsidy Per Passenger Mile**

$$\text{Subsidy Per Passenger Mile} = (\text{Operating Costs} - \text{Fare Revenue}) \div \text{Passenger Miles}$$

Target is established based on prior fiscal year through third quarter Subsidy Per Passenger Mile  $\pm 15\%$ . Subsidy Per Passenger Mile is positively influenced by higher revenue and/or lower costs. Costs for GASB 45 compliance above the Annual Required Contribution (ARC) are excluded from the operating expenses for purposes of calculating this value.

**Subsidy Per Revenue Service Hour (RSH)**

$$\text{Subsidy Per RSH} = (\text{Operating Costs} - \text{Fare Revenue}) \div \text{RSH}$$

Target is established based on prior fiscal year through third quarter Subsidy Per RSH  $\pm 15\%$ . Subsidy Per RSH is positively influenced by cost containment while increasing passenger fare revenue and/or productive service growth with below average incremental cost. Costs for GASB 45 compliance above the Annual Required Contribution (ARC) are excluded from the operating expenses for purposes of calculating this value.

**Subsidy Per Revenue Service Mile (RSM)**

$$\text{Subsidy Per RSM} = (\text{Operating Costs} - \text{Fare Revenue}) \div \text{RSM}$$

Target is established based on prior fiscal year through third quarter Subsidy Per RSM  $\pm 15\%$ . Subsidy Per RSM is positively influenced by cost containment and/or increasing fare revenue. Costs for GASB 45 compliance above the Annual Required Contribution (ARC) are excluded from the operating expenses for purposes of calculating this value.

**Passenger Per Revenue Service Hour (RSH)**

$$\text{Passenger Per RSH} = \text{Passengers} \div \text{RSH}$$

Target is established based on prior fiscal year through third quarter Passenger Per RSH  $\pm 15\%$ . Passenger Per RSH is positively influenced by an increase in ridership and/or a reduction of under utilized routes.

**Passenger Per Revenue Service Mile (RSM)**

$$\text{Passenger Per RSM} = \text{Passengers} \div \text{RSM}$$

Target is established based on prior fiscal year through third quarter Passenger Per RSM  $\pm$  15%. Passenger Per RSM is positively influenced by an increase in ridership and/or a reduction of underutilized routes.

RIVERSIDE TRANSIT AGENCY  
1825 Third Street  
Riverside, CA 92507

December 12, 2012

TO: BOARD OF DIRECTORS  
THRU: Larry Rubio, Chief Executive Officer  
FROM: Jim Kneepkens, Director of Marketing  
SUBJECT: Transportation NOW Update

Summary: Transportation NOW has six chapters: Greater Riverside, Hemet/San Jacinto Area, Moreno Valley/Perris, Northwest, San Gorgonio Pass and Southwest. Each chapter meets monthly at a location convenient to the membership. Attendance includes transit users, elected officials, transit advocates, community activists and Riverside Transit Agency (RTA) staff. This report summarizes the activities of each chapter for the month of November 2012.

Greater Riverside Chapter

The chapter held discussions on the future of bus shelters in Riverside. Some members would like to see more shelters and late night service. The chapter requested from RTA more information about the cost of placing and maintaining a bus shelter. Members will form a subcommittee to begin outlining chapter goals for 2013.

Hemet/San Jacinto Area Chapter

The chapter received a presentation from Riverside County Transportation Director Juan Perez on the Cajalco Road widening project. Further discussion on the possibility of using federally appropriated funds to pay for bus turnouts took place and both the cities of Hemet and San Jacinto are working with RTA to identify locations.

Moreno Valley/Perris Chapter

Chapter was dark in November.

Northwest Chapter

The chapter finalized their video contest rules. Entry forms to participate are due December 11, videos are due February 7, and results will be announced March 14, 2013. New chapter officers

were elected for 2013. They include Nelson Nelson as chairman, Jerry Sincich as vice-chair, and Gerry Sanabria as secretary.

San Gorgonio Pass Area Chapter

Chapter was dark in November.

Southwest Chapter

The chapter received a presentation from Gene Durham and Mark Dennis from the Lake Elsinore Unified School District on the reduction of home-to-school transportation. Discussion centered on how the district was able to partially restore funding to continue to transport students from geographically remote areas. Mr. Durham thanked RTA for being willing to partner with the school district to inform parents of alternatives to school bus transportation.

Recommendation:

Receive and file.

RIVERSIDE TRANSIT AGENCY  
1825 Third Street  
Riverside, CA 92507

December 12, 2012

TO: BOARD OF DIRECTORS  
THRU: Larry Rubio, Chief Executive Officer  
FROM: Vince Rouzaud, Chief Procurement and Logistics Officer  
SUBJECT: Authorization to Award Agreement No. 12-039 to Sunbelt Flooring, Inc. for the Application of Epoxy Floor Coatings at the Riverside and Hemet Maintenance Facilities

Summary: Included in the Agency's capital budget are several capital improvement projects for both the Riverside and Hemet facilities. One of the approved projects is the application of epoxy floor coatings in the maintenance buildings at both facilities. The existing floor surfaces are worn, have been patched in several areas and were last coated approximately seven years ago.

The project will consist of the complete removal of the existing floor coating, concrete preparation and the application of new epoxy material on the floor surfaces in the maintenance buildings at both facilities. In addition to aesthetics, recoating the floor surfaces protects against the penetration of motor oil, hydraulic oil, antifreeze, etc.

On September 12, 2012, staff issued Invitation for Bid (IFB) No. 12-039. The procurement was publicly advertised in a newspaper of general circulation and a notice was posted on the Agency's website along with a copy of the IFB document. The Agency also sent notices of the contracting opportunity to the Chambers' of Commerce for those cities that are members of the Joint Powers Agreement (JPA). On October 24, 2012, the Agency received bids from the following vendors:

<b>Firm Name / Location</b>	<b>Bid Amount</b>
Sunbelt Flooring, Inc. Chino, CA	\$195,207.00
Trueline Corona, CA	\$258,219.00
Magnesite Specialties, Inc. San Diego, CA	\$297,514.00
A.J. Fistes Corp. Long Beach, CA	\$403,984.00
Everlast Builders, Inc. Canyon Country, CA	\$550,000.00
Slater Waterproofing, Inc. Montclair, CA	\$551,489.00

In addition, one “no bid” response was received from Superior Systems located in Fallbrook, CA.

Staff carefully reviewed the low bidder’s submittal to ensure it complied with the requirements of the IFB and that pricing was consistent with the cost estimate provided by an independent engineering firm. Based on the above pricing, staff recommends awarding a contract to Sunbelt Flooring, Inc., the lowest responsive and responsible bidder.

As with all construction-type projects, staff is recommending the award include a ten percent contingency amount of \$19,520.70 to be utilized in the event of unforeseen circumstances.

Fiscal Impact:

Sufficient funds to cover this request are included in the Agency’s FY13 capital budget.

Committee Recommendation:

This item was discussed at the Board Budget and Finance Committee meeting of December 5, 2012. The Committee members unanimously approved and recommended this item to the full Board of Directors for their consideration.

Recommendation:

Authorize staff to award Agreement No. 12-039 to Sunbelt Flooring, Inc. for the application of epoxy floor coatings at the Riverside and Hemet facility maintenance buildings in the amount of \$195,207.00; with further authorization for an additional amount of \$19,520.70 as contingency.



RIVERSIDE TRANSIT AGENCY  
1825 Third St.  
Riverside, CA 92507

December 12, 2012

TO: BOARD OF DIRECTORS

THRU: Larry Rubio, Chief Executive Officer

FROM: Vince Rouzaud, Chief Procurement and Logistics Officer

SUBJECT: Authorization to Issue a Sole Source Purchase Order to Hansen Information Technologies (Hansen) for Software Licensing and Technical Support Services

Summary: At the February 2000, Board of Directors meeting, the Board authorized staff to award a \$1.8 million contract for the purchase and implementation of an Enterprise Resource Planning (ERP) information management system (ERP system). The ERP system is comprised of two integrated software platforms; Oracle financial applications for the Agency's accounting, budgeting, payroll, grants management, fixed assets, purchasing and human resources, and Spear Technologies software (now Hansen) for inventory control and vehicle maintenance.

Hansen software is proprietary and the vendor has exclusive control over licensing and technical support for its products. Because of its proprietary nature, the Agency is required to have an annual license and a technical support agreement in order to be eligible for annual software updates and technical support.

In addition, Hansen requires clients to be current with new software releases in order to maintain their continued eligibility for technical support under Hansen's software maintenance agreement. Technical support is a critical component in maintaining system integrity.

Staff has determined that both the licensing and the technical support services for Hansen software cannot be obtained under normal small purchase procedures, sealed bids, or competitive proposals, because no competition exists. Since competitive pricing is not available, staff conducts a price analysis each year to determine if Hansen's renewal pricing is fair and reasonable.

Based on the current CPI of 2.7% for Riverside/San Bernardino Counties, this year's increase of 2% above last year's pricing is deemed fair and reasonable.

Staff has been very satisfied with the performance of Hanson software and the responsiveness of Hanson staff. Staff has determined it would not be economically feasible to switch to a new vendor for its inventory and maintenance software needs and renewing the agreement with Hanson is in the best interests of the Agency.

Fiscal Impact:

Sufficient funds to cover Hansen Information Technologies software licensing and technical support services has been included in the Agency's FY13 operating budget.

Committee Recommendation:

This item was discussed at the Board Budget and Finance Committee meeting of December 5, 2012. The Committee members unanimously approved and recommended this item to the full Board of Directors for their consideration.

Recommendation:

Authorize staff to Issue a sole source purchase order to Hansen Information Technologies for software licensing and technical support services in an amount not to exceed \$54,345.71.

RIVERSIDE TRANSIT AGENCY  
1825 Third Street  
Riverside, CA 92507

December 12, 2012

TO: BOARD OF DIRECTORS

THRU: Larry Rubio, Chief Executive Officer

FROM: Gordon Robinson, Director of Planning  
Craig Fajnor, Chief Financial Officer

SUBJECT: Adopt Agency's FY13 Update to Transportation Uniform Mitigation Fee (TUMF) Transportation Improvement Program (TIP) and Program of Projects (POP) for FY13 through FY17

Summary: Each year, the Western Riverside Council of Governments (WRCOG) updates the TUMF revenue forecast for a five-year cycle. The forecast is provided to the Agency for use in its annual TIP update as required in the TUMF Program Administrative Plan. The TIP shows a five-year cash flow programming of TUMF revenues coupled with forecasted project expenditures. The updated TIP reflects additional transit enhancements, changes in estimated project costs, project phase schedules, and funding allocations.

The last TUMF TIP update was adopted by the Board of Directors (Board) in December 2011. This year's update, which covers FY13 through FY17, is based on an updated POP that includes a Comprehensive Operational Analysis (COA), three transit centers, and nine transit service enhancement projects to guide and accommodate future transit growth throughout the region. The POP update, like the TIP, reflects changes in project expenditures, project phasing, and funding. The timing and distribution of funds is based on the annual TUMF revenue forecast provided by WRCOG as well as funding received through other sources. Based on recent actions by the Board during the months of September through November 2012, the FY13-17 TUMF TIP contains all approved TUMF funding adjustments.

The Agency's TUMF revenue balance, as of the end of FY12, is \$14.4 million. An additional \$1.2 million in projected revenue and interest is forecasted through FY17. The Agency generally utilizes TUMF funds as local match for federal funding, but it can be used to fully fund a WRCOG approved activity. A minimum 80/20 ratio of federal to local participation is usually required when utilizing federal grant funding.

The current POP classifies projects into two categories: transit centers and transit service enhancements. Details of each category are discussed as follows.

### Transit Centers

The original WRCOG TUMF Nexus study included ten transit center projects proposed for development. Three transit centers, which are further described and discussed below, are planned for implementation within the next five-year period.

Location	Features/Amenities	Total Estimated Cost	TUMF Share
Hemet Transit Center	Bus transfer station, 2-4 bus bays, shelters, parking	\$0.80 Million	\$0.16 Million
Northwest Transit Center	Site feasibility study under COA effort will provide list of features and amenities based on optimal site selection	To be determined *	\$2.28 Million
Twin Cities Transit Center	Bus transfer station, 10-14 bus bays, shelters, parking	\$9.14 Million	\$6.36 Million

\* Cost estimates will not be available until the COA study is completed.

#### Hemet Transit Center:

The City of Hemet has identified a potential site for the Hemet Transit Center - adjacent to the proposed Hemet Courthouse near State and Devonshire. The proposed transit center is planned to have 2 to 4 bus bays. However, due to on-going delays at the state level, the location of the courthouse and transit center remains undefined. In order to expend federal congressional earmark funding in the near term to avoid potential de-obligation actions, on November 14, 2012, the Board approved the recommendations outlined below:

- Retain TUMF funding in the amount of \$159,359 of the \$798,165 programmed to use as local matching funds with federal funds of \$637,435 identified above to support the Hemet Transit Center project including the completion of a site feasibility study to determine the optimal transit center site. With this change, the total funding secured to complete the transit center is \$.80 million consisting of Federal and TUMF funds.
- Re-allocate remaining Hemet Transit Center TUMF funds of \$638,806 to support bus stop improvements, including bus turnouts, at specific stops in the cities of Hemet and San Jacinto. These improvements

are listed as Hemet and San Jacinto Transfer Station projects under the Transit Service Enhancements section below. The funding is split equally between the two activities.

#### Northwest Transit Center:

As approved by the Board at their October 25, 2012 meeting, staff will conduct a site feasibility study as part of the COA to determine an alternative location for the existing downtown Riverside Transit Terminal. Sites under consideration include a location west of the I-215 and south of Alessandro Boulevard on land controlled by the March Joint Powers Authority. The total estimated project cost is unknown at this time. TUMF funds of \$2.28 million are proposed in the FY13-17 TUMF TIP.

#### Twin Cities Transit Center:

The Twin Cities Transit Center is a joint project with the cities of Temecula and Murrieta. The transit center is proposed to have 10 to 14 bus bays adjacent to a park-and-ride facility. Because the previously identified site at 27199 Jefferson Avenue was not feasible due to environmental concerns expressed by the Army Corp of Engineers, staff will conduct a site feasibility study to find the optimal location of the transit center as approved by the Board at their October 25, 2012 meeting. In addition, based on Board approval at that meeting, staff is re-directing TUMF funds in the amount of \$4.56 million from the Riverside Transit Center project included in the FY12-16 TUMF TIP to the Twin Cities Transit Center project. Total funding secured to date is \$9.14 million consisting of Federal, TUMF, and local funds.

### **Transit Service Enhancements**

With the contract award approved by the Board on November 14, 2012, the COA will provide the Agency with a roadmap for identifying adjustments to and/or adding new services and infrastructure within the bus system to increase efficiency, cost-effectiveness, and sustainability. An estimated TUMF funded expenditure of \$300,000 for FY13 through FY14 is included in the updated POP.

In addition to the COA and transit centers, the Agency has programmed transit stop enhancement projects to enhance the capacity needed to accommodate future ridership growth. The WRCOG TUMF Nexus Study (2009) concludes that various improvements are needed as a result of future development. Improvements to the public transportation system are recognized and enhancements to infrastructure are critical to creating both a highly effective operation that increases mobility for transit-dependent riders and serves as a sustainable alternative to automobile travel.

Transit enhancements eligible for TUMF funding include bus stop amenities, and Advanced Traveler Information System (ATIS) technology to improve

system-wide utilization and communication. ATIS will be installed in bus stops along the proposed Bus Rapid Transit (BRT) corridor and at various transit stops as funding allows. The ATIS provides real-time information on bus arrivals and departures, as well as other beneficial information the riding public can utilize to plan their trips. The inclusion of these projects increases the capacity for passengers connecting at major transfer locations that are served by regional, express, and local routes. The following enhancement projects, excluding the COA, are identified for implementation within the next five years:

Projects for Future Growth Impacts *	Estimated TUMF Funded Expenditures between FY13 and FY17
Moreno Valley Mall Transfer Station	\$405,488
Hemet Transfer Stations	\$319,403
San Jacinto Transfer Stations	\$319,403
Tyler Mall Transfer Station	\$250,000
Riverside Metrolink Station	\$75,000
Perris Transfer Nodes	\$75,000
Limonite and Hamner (Eastvale Gateway)	\$50,000
Lake Elsinore Outlet Center	\$50,000
Menifee Town Center Transfer Station	\$50,000
Total Estimated Expenditures	\$1,594,294

\* Projects are listed in descending order of estimated value.

Attachment A is the FY13 through FY17 TUMF TIP which contains estimated TUMF funding totals by project number, description, status, and phase. With Board approval of the Agency's FY13-17 TUMF TIP, the TIP will be forwarded to WRCOG for adoption in early 2013.

Fiscal Impact:

\$13.6 million of TUMF expenditures are forecasted between FY13 and FY17.

Committee Recommendation:

This item was discussed at the Board Budget and Finance Committee meeting of December 5, 2012. The Committee members unanimously approved and recommended this item to the full Board of Directors for their consideration.

Recommendation:

Adopt the Agency's FY13 updated TUMF TIP and POP for FY13 through FY17 and forward to WRCOG for approval and adoption.

**2013 Draft Riverside Transit Agency's 5-Year TIP Amendment**

Fiscal Year						Current Programmed Phase Balance	Total Programmed Payments/ Expenditures		Original Programmed Phase Cost
	FY12-13	FY13-14	FY14-15	FY15-16	FY16-17				
Revised Forecast Revenues	\$ 227,408	\$ 230,819	\$ 234,282	\$ 237,796	\$ 241,363	\$ 13,612,589	\$ (29,676.00)	\$ 13,642,265	
Carryover Revenues (As of 6/30/2012)*	\$ 14,430,870	\$ 12,883,439	\$ 3,721,710	\$ 3,394,183	\$ 3,066,979	Adopted February 2012 TIP			
						5-Year Avail Forecast/Cash	5-Year Programmed	5-Year Delta	
Available Revenues	\$ 14,658,278	\$ 13,114,258	\$ 3,955,992	\$ 3,631,979	\$ 3,308,342	\$ 15,395,811	\$ 15,537,512.00	\$ (141,701)	
09-HSJ-RTA-1130 Hemet Transit Center	PLN CON \$ 59,359	\$ 100,000	\$ -	\$ -	\$ -	\$ 159,359	\$ -	\$ 159,359	
12-NW-RTA-1131 Northwest Transit Center	PLN CON \$ 80,487	\$ 2,200,000	\$ -	\$ -	\$ -	\$ 2,280,487	\$ -	\$ 2,280,487	
09-SW-RTA-1132 Twin Cities (Temecula/Murrieta)Transit Center	PLN CON \$ 291,352.00	\$ 6,069,496.00	\$ -	\$ -	\$ -	\$ 6,360,848	\$ -	\$ 6,360,848	
<b>Transit Service Enhancements</b>						<b>\$ 4,811,895</b>	<b>\$ (26,586.00)</b>	<b>\$ 4,838,481</b>	
07-NW-RTA-1118 Enhancements	PLN ENH \$ -	\$ 479,259	\$ 565,000	\$ 565,000	\$ 1,308,342	\$ 2,917,601	\$ (26,586.00)	\$ 2,944,187	
12-HSJ-RTA-1159 Hemet Transfer Station	PLN ENH \$ 319,403	\$ -	\$ -	\$ -	\$ -	\$ 319,403	\$ -	\$ 319,403	
11-SW-RTA-1146 Lake Elsinore Outlet Center	PLN ENH \$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000	
11-NW-RTA-1148 Limonite and Hamner (Eastvale Gateway)	PLN ENH \$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000	
11-NW-RTA-1143 Long Range Planning Study (COA)	PLN ENH \$ 160,000	\$ 140,000	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ 300,000	
11-CN-RTA-1149 Menifee Town Center Transfer Station	PLN ENH \$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000	
11-CN-RTA-1144 Moreno Valley Mall Transfer Station	PLN ENH \$ 25,000	\$ 380,488	\$ -	\$ -	\$ -	\$ 405,488	\$ -	\$ 405,488	
11-CN-RTA-1145 Perris Transfer Nodes	PLN ENH \$ 50,000	\$ 25,000	\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ 75,000	
11-NW-RTA-1147 Riverside Metrolink Station	PLN ENH \$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ 75,000	
12-HSJ-RTA-1160 San Jacinto Transfer Station	PLN ENH \$ 319,403	\$ -	\$ -	\$ -	\$ -	\$ 319,403	\$ -	\$ 319,403	
11-NW-RTA-1142 Tyler Mall Transfer Station	PLN ENH \$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ 250,000	
<b>Total Programmed Enhancements</b>						<b>\$ 4,811,895</b>	<b>\$ (26,586)</b>	<b>\$ 4,838,481</b>	
<b>Total Capital Funded Expenditures</b>	<b>\$ 1,780,004</b>	<b>\$ 9,394,243</b>	<b>\$ 565,000</b>	<b>\$ 565,000</b>	<b>\$ 1,308,342</b>				
<b>Total Funded Balance Carryover*</b>	<b>\$ 12,878,274</b>	<b>\$ 3,720,015</b>	<b>\$ 3,390,992</b>	<b>\$ 3,066,979</b>	<b>\$ 2,000,000</b>				

Summary Table								
Fiscal Year	FY12/13	FY13/14	FY14/15	FY15/16	FY16/17	5-Year Total Available Forecast/Cash	5-Year Total Programmed	5-Year Balance
Available Revenue	\$ 14,658,278	\$ 13,114,258	\$ 3,955,992	\$ 3,631,979	\$ 3,308,342			
Programmed Phases	\$ 1,780,004	\$ 9,394,243	\$ 565,000	\$ 565,000	\$ 1,308,342	\$ 15,602,538	\$ 13,612,589.00	\$ 1,989,949
Carryover Balance	\$ 12,878,274	\$ 3,720,015	\$ 3,390,992	\$ 3,066,979	\$ 2,000,000			

*Notes: Programmed Carryover Balance does not reflect actual available cash  
 Status: PLN=Planned, STD=Started, PND=Pending final invoice, CPL=Completed, TER=Terminated.  
 Phases: planning=PA&ED, engineering=ENG, right-of-way=ROW, construction=CON, enhancements=ENH  
 Actual Revenue Forecasts, Carryover, and Payments thru 6/30/12. Yellow highlight=obligated funds or over-program alert.*



RIVERSIDE TRANSIT AGENCY  
1825 Third Street  
Riverside, CA 92507

December 12, 2012

TO: BOARD OF DIRECTORS

THRU: Larry Rubio, Chief Executive Officer

FROM: Laura Murillo, Director of Human Resources  
Craig Fajnor, Chief Financial Officer

SUBJECT: Authorization to Modify Administrative Employees' California Public Employees' Retirement System (CalPERS) Member Contributions

Summary: In September of this year, Governor Brown signed into law a pension reform bill which requires several changes to the California Public Employees' Retirement System (CalPERS). As a CalPERS employer, some of these changes ultimately affect the Agency. Although many of the mandates are already being adhered to by the Agency, there are a few that must be implemented by certain designated times.

The legislation requires employees hired prior to January 1, 2013 to begin paying at least 50% of the total normal pension costs, up to a maximum of 8.000%, by January 1, 2018. The 50% amount is estimated to be 7.056%<sup>1</sup> instead of the 7.000% that employees currently contribute. Employers have the option of implementing this mandate prior to January 1, 2018 if they so choose. In addition, all new pension-eligible employees hired on or after January 1, 2013 must pay at least 50% of the total normal pension costs, up to a maximum of 8.000%.

Currently, pension contributions are paid in the following manner:

Employee Type	Dates of Hire	Contributions paid by Employee	Contributions paid by Agency	# of Employees
Administrative	On or before 6/30/11	0.000%	15.714%	63
Administrative	On or after 7/1/11	7.000%	8.714%	18
Bargaining Unit <sup>2</sup>	All	7.000%	8.714%	289

<sup>1</sup>This percentage may fluctuate from year-to-year based on CalPERS actuarial results.

<sup>2</sup>Provided for comparison purposes only.

Although changes to contribution rates are not required by the legislation to be effective until January 1, 2018, the Board Executive Committee recommended taking a proactive approach by implementing the change for administrative employees on January 6, 2013. At this time CalPERS does not have a mechanism in place to implement the pension reform contribution changes to the fullest extent. It can, however, accept the Agency's change to require employees to begin contributing 7.000% effective January, 2013 by way of the attached resolution. At such time as CalPERS establishes procedures to require employees to pay 50% of normal cost, staff will take necessary steps to implement them.

Therefore, at this time, staff recommends implementing the following change in administrative employee contributions:

<b>Employee Type</b>	<b>Dates of Hire</b>	<b>Effective</b>	<b>Contributions paid by Employee</b>	<b>Contributions paid by Agency</b>	<b># of Employees</b>
Administrative	On or before 6/30/11	1/6/13	7.000%	8.714%	63
Administrative	All	TBD by CalPERS	Additional amount necessary to pay up to 50% of the total normal cost (capped at 8%), which is currently estimated at .056%	Currently estimated at 8.6588%	81 + future new employees

For current administrative employees (63) hired prior to July 1, 2011, staff further recommends off-setting a significant portion of the reduction in employer-paid pension benefits by providing them a salary increase of 6.00% effective January 6, 2013. Maximum salary ranges would be adjusted by this percentage increase as well. Administrative employees hired on or after July 1, 2011 would not receive a pay increase as they are currently paying 7% of the employee share of the normal cost.

Fiscal Impact:

Staff's recommended implementation would result in no cost impact to the Agency in FY13.

Committee Recommendation:

This item was discussed at the Executive Committee Meeting on October 25, 2012. The committee members unanimously approved and recommended this item to the full Board of Directors for their consideration.

Board of Directors Recommendation:

This item was presented at the Board of Directors Meeting on November 14, 2012 and it was recommended that it be continued until the Board of Directors Meeting of December 12, 2012.

Recommendation:

- Approve Resolution No. 2012-18
- Direct staff to implement the requested changes outlined in this report.

**RESOLUTION NO. 2012-18**  
**RESOLUTION FOR EMPLOYER PAID MEMBER CONTRIBUTIONS**

WHEREAS, the governing body of the Riverside Transit Agency has the authority to implement Government Code Section 20691;

WHEREAS, the governing body of the Riverside Transit Agency has a written labor policy or agreement which specifically provides for the normal member contributions to be paid by the employer;

WHEREAS, one of the steps in the procedures to implement Section 20691 is the adoption by the governing body of the Riverside Transit Agency of a Resolution to commence said Employer Paid Member Contributions (EPMC); the governing body desires to modify the member contribution paid by the Riverside Transit Agency for eligible members.

WHEREAS, the governing body of the Riverside Transit Agency has identified the following conditions for the purpose of its election to pay EPMC:

- This benefit shall apply to all eligible Administrative employees.
- This benefit shall consist of paying 0% of the normal member contributions as EPMC for eligible employees regardless of hire date.
- The effective date of this Resolution shall be January 6, 2013.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the Riverside Transit Agency elects to pay EPMC, as set forth above.

RIVERSIDE TRANSIT AGENCY

APPROVED AS TO FORM:

\_\_\_\_\_  
Marion Ashley  
Chairman of the Board of Directors

\_\_\_\_\_  
Kennard R. Smart, Jr.  
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 said Board of Directors held on December 12, 2012.

ATTEST:

\_\_\_\_\_  
Natalie Gomez  
Clerk of the Board of Directors

RIVERSIDE TRANSIT AGENCY  
1825 Third Street  
Riverside, CA 92507

December 12, 2012

TO: BOARD OF DIRECTORS

THRU: Larry Rubio, Chief Executive Officer

FROM: Jim Kneepkens, Director of Marketing

SUBJECT: Authorization to Amend Revenue Agreement No. 10-035 with the Riverside Community College District (RCCD); and, Authorization to Work with RCCD Staff and Students to Explore Service Enhancement Options

Summary: At the December 17, 2009 and April 22, 2010 Board of Directors meetings, the Board authorized the development and implementation of a five-year Go-Pass program with the Riverside Community College District (RCCD). The Go-Pass program, which began in August 2010, allows all current Riverside City College (RCC) and Moreno Valley College (MVC) students to use their valid student ID cards for unlimited rides on all Riverside Transit Agency (RTA) fixed-route and CommuterLink express buses. The program is paid by student fees of \$5.00 per semester for part-time students (those taking less than six units) and \$5.50 per semester for full-time students (those taking six or more units).

MVC has two campus locations: the main campus on Lasselle Street in Moreno Valley and a satellite facility at the Ben Clark Training Center (BCTC) on Davis Street in Riverside. BCTC is a regional training site that provides basic and advanced training to public safety personnel. It is comprised of a partnership with MVC, Riverside County Sheriff's Department, California Department of Forestry & Fire Protection, Riverside County Fire Department, California Highway Patrol and Riverside County Probation Department. The BCTC prepares students to work as law enforcement officers, firefighters, paramedics, emergency medical technicians, correctional officers, dispatchers, probation officers, and juvenile correctional counselors.

Earlier this year, MVC staff advised RTA staff that students who attend BCTC and those who drive their own vehicles to college and pay a parking fee did not want to pay the transit fee. MVC staff requested an opt-out modification to the existing agreement. RTA was not in favor of this proposed modification as the fees collected are deeply discounted and a large reduction in participation could jeopardize the program. RTA staff agreed to continue working with MVC to find a solution to meet the request of BCTC and non-transit users.

On May 2, 2012, MVC Vice President of Student services Greg Sandoval notified RTA that MVC students were concluding a vote that considered repealing the transit fee agreement. On May 1 and 2, 2012, during the annual spring election, 339 votes were cast on the Go-Pass issue with 164 in favor of keeping the program and 175 in favor of terminating. The specific breakdown of the votes between the campus proper and the BCTC were not available. However, then acting President Tom Harris verbally informed RTA that the campus proper had a majority vote to keep the transit fee and the BCTC had a majority vote to repeal the transit fee. Due to low voter turnout at the campus proper, the BCTC votes repealed the transit fee program.

On August 1, 2012, RTA staff met with Vice President Sandoval, Coordinator of Student Services Frankie Moore, staff from the BCTC, and Associated Students Moreno Valley College President Charmaine Williams. At that meeting, all in attendance agreed that because of the program's success, working together so the Go-Pass program could remain an integral part of student life at Moreno Valley College was important.

On December 4, 2012, the RCCD Board of Trustees Planning and Operations Committee considered an item proposing a contract amendment of the Go-Pass transportation fee for MVC students. RCCD staff recommendation, at the request of the Associated Students, was that the Board of Trustees terminate the Go-Pass Program at MVC. The recommendation was presented because students from the BCTC were questioning the payment of the fee, the lack of opportunity to vote in the spring 2010 election at the BCTC site, and lack of direct bus service to the facility. However, the Trustees were concerned about elimination of the program which serves 22 percent of students, many who would otherwise be unable to attend college. The Trustees directed MVC staff to work with RTA to find a solution that provides students access to affordable public transportation.

RTA staff working with RCCD staff developed the below listed recommendations to address the concern of the students and Trustees.

1. RTA proposes to amend our agreement with RCCD so that only those students attending Riverside City College and the Moreno Valley College main campus on Lasselle Street would qualify for the Go-Pass program. Students exclusively attending MVC's satellite facility at the Ben Clark Training Center would not be part of the program and therefore would not be required to pay the transit fee. Staff proposes to maintain the current fee structure at \$5 per semester for part-time students (those taking less than six units) and \$5.50 per semester for full-time students (those taking six or more units).
2. As part of our ongoing efforts to meet students' changing needs, RTA will examine ways to enhance bus schedules at MVC. RTA will work collaboratively with College administration to develop schedules that would better coincide with class start and end times, including potentially adding trips to benefit students enrolled in late-afternoon and evening classes.
3. RTA is aware that many MVC students use more than one route to get to campus. RTA will re-examine how our service is delivered at one of our most popular transfer locations, the Moreno Valley Mall. Possible solutions include the creation of express service between the Mall and College. This could alleviate crowded conditions and ensure faster and more direct service for students.

These three proposals were developed with MVC staff and reflected the College's interests.

Recommendation:

- Authorize staff to amend revenue Agreement No. 10-035 with the Riverside Community College District (RCCD).
- Authorize staff to Work with RCCD staff and students to explore service enhancement options.

RIVERSIDE TRANSIT AGENCY  
1825 Third Street  
Riverside, CA 92507

December 12, 2012

TO: BOARD OF DIRECTORS

THRU: Larry Rubio, Chief Executive Officer

FROM: Vince Rouzaud, Chief Procurement and Logistics Officer  
Craig Fajnor, Chief Financial Officer

SUBJECT: Fuel Task Force Update; Authorization to Issue a Request For Proposal for the Purchase of Natural Gas and Third-Party Consulting Services Associated with California Assembly Bill (AB) 32

Summary: Since the early 1990's, when the Agency began transitioning its fleet of 40-foot buses from diesel to clean burning natural gas, the Agency has purchased its natural gas fuel requirements through the local public utility, the Southern California Gas Company (SoCal Gas). Natural gas is also a commodity traded by professional brokers on the New York Mercantile Exchange (NYMEX) using many different investment instruments and/or investment strategies.

The price the Agency pays for natural gas through SoCal Gas is based on a per-therm index price that fluctuates each month to reflect market conditions such as demand, supply, weather, usage, etc. This price also includes pipeline transmission fees. SoCal Gas does not sell natural gas through any other arrangement other than this monthly floating index price. In order to pursue other procurement strategies for natural gas, the Agency would be required to leave SoCal Gas and contract with an approved Energy Services Provider (ESP). In the event the Agency chose to switch to an ESP for its natural gas requirements, it would still be obligated to pay SoCal Gas for pipeline transmission and related fees. And, the opt-out period would be for a minimum of one-year unless the ESP is unable to meet its legal obligation to fulfill the contract.

In April 2012, in response to recommendations by Director Kotyuk, Chairman McAllister formed a Fuel Task Force (TF) to review and analyze alternative strategies for the purchase of natural gas. The objectives of the TF were two-fold: 1) Develop an investment policy that would help guide the natural gas buying process so that the Agency executes sound and prudent investment decisions, and 2) determine if the Agency could take advantage of historically low pricing and possibly lock-in pricing at a fixed amount for a fixed-period of time, thus enabling the Agency to more accurately predict and budget its fuel costs as well as save money.



The TF was tasked to research alternative procurement strategies that would meet the TF's objectives without exposing the Agency to excessive risk.

Staff's initial research determined that many peer transit agencies are paying a premium for natural gas because they entered into fixed-price contracts while prices were high and were then unable to take advantage of falling prices in the natural gas market. However, Director Kotyuk suggested the Agency first establish an investment policy discipline that would reduce risk and maximize savings based on statistical analysis used to establish the parameters in which the Agency would execute a buy order for natural gas supplies.

Timing for this approach is appropriate since recent advances in fracking technologies have increased natural gas inventories to record levels which caused prices to drop to a ten-year historical low. Many analysts believe that known reserves equal an approximate 100 year supply and anticipate low prices to continue for some time.

While the Investment Policy is currently in the process of being developed, the framework is embodied in the following:

The goal of the Investment Policy will be to create upside cost risk (buying gas at lower than current prices or locking in a fixed price that is lower than the statistical average for an extended period of time) while preventing downside cost risk (buying gas at a historically high price for an extended period of time). The Investment Policy will be enacted as necessary pending the outcome of the RFP process. The investment policy will outline the "buy price" goal of minus one to two standard deviations below the trailing 3-year price average experienced by the Agency. Once the Investment Policy is completed, it will be brought before the full Board of Directors for consideration.

It's also important to note that as the TF researched the natural gas fuels market it became aware of an important benefit that over time may generate substantial revenue for the Agency.

The California Global Warming Solutions Act of 2006 (Assembly Bill AB 32) is a cap-and-trade program that places a limit on various pollution generators but allows that cap to be exceeded through the purchase of credits from businesses that fall below their cap. The program requires California to reduce greenhouse gas emissions to 1990 levels by 2020. Under cap-and-trade, an overall limit on greenhouse gas emissions from capped sectors will be established by the cap-and-trade program and facilities subject to the cap will be able to trade credits (allowances) to emit greenhouse gas emissions over the established cap.

As part of the cap-and-trade program, the California Air Resources Board (CARB) will hold allowance auctions to allow market participants to acquire allowances directly from CARB. Natural gas is considered a clean burning fuel under the state's cap-and-trade program. Under CARB regulations, and

as the owner of three Compressed Natural Gas (CNG) fueling stations, the Agency will earn Low Carbon Fuel Standards (LCFS) credits (allowances) for CNG therm usage which may be sold to other entities that will have difficulty attaining the legislated standards. The current value of LCFS credits is estimated at approximately \$.025 per-therm. It is anticipated that, as compliance obligations of AB32 become more restrictive, the value of the LCFS credits will increase.

In order to participate in CARB LCFS auctions, the Agency must opt-in to the cap-and-trade program as a regulated party that earns credits for its CNG usage. Because the Agency does not have staff with expertise in this area, it would be necessary to contract with a third-party provider of natural gas to register as the regulated party on behalf of the Agency. The regulated party would assume all responsibilities associated with program management and regulatory and compliance issues. Should this program generate sufficient revenue, the Agency may elect to hire staff to administer the program directly.

As mentioned previously, SoCal Gas does not sell natural gas other than through the monthly floating index price. Staff has found that in order to pursue other purchasing strategies for natural gas, the Agency would be required to contract with an Energy Services Provider (ESP). It is expected the ESP would also participate as the regulated party on behalf of the Agency for the LCFS credits.

At the November 8, 2012 Fuel Task Force meeting, the TF directed staff to move forward with the following recommendations:

- Issue a formal Request for Proposals (RFP) to survey the market to determine if contracting with an ESP for natural gas fuel requirements is advantageous to the Agency.
- Include provisions in the Scope of Work to enable the ESP to register on behalf of the Agency as the regulated party in California's cap-and-trade program and assume all responsibilities associated with program management, regulatory and compliance issues, and participate in the LCFS auction process.
- Develop an Investment Policy structured so that the Agency would be able to purchase natural gas from an ESP at pricing tied to a published index, such as at the SoCal Gas floating index price, less a percentage, or convert the agreement into a fixed-price contract based upon the discipline established within the Investment Policy adopted by the Board.

Fiscal Impact:

There is no fiscal impact at this time.

Recommendation:

Authorize staff to issue a Request for Proposals to contract with an Energy Service Provider for the purchase of natural gas and third party consulting services associated with California Assembly Bill (AB) 32.

RIVERSIDE TRANSIT AGENCY  
1825 Third Street  
Riverside, CA 92507

December 12, 2012

TO: BOARD OF DIRECTORS  
FROM: Larry Rubio, Chief Executive Officer  
SUBJECT: Election of Board Officers

Summary: Section III.A. of the Procedures of the Board of Directors provides as follows:

*“At the regular meeting in December of each year, the Board shall elect a Chairman, a Vice-Chairman and a Second Vice-Chairman to be effective upon election, and who shall serve at the pleasure of the Board and until successors take office.”*

The officer positions of the Board with the incumbent in each position are as follows:

Doug McAllister	Chairman
Marion Ashley	First-Vice Chairman
Barry Talbot	Second-Vice Chairman

The nominating Committee composed of Chairman McAllister, Directors Robinson, Hickman, Molina and Melendrez, met on November 7<sup>th</sup> and recommended the following directors as Board officers:

Marion Ashley	Chairman
Jeff Comerchero	First-Vice Chairman
Andrew Kotyuk	Second-Vice Chairman
Wallace Edgerton	Second-Vice Chairman

Subsequent to receiving the Nominating Committee's recommendation, Director Edgerton declined the nomination.

Attached are the Board approved voting procedures.

Recommendation:

Hold election.

## **Voting Procedure if Two or More Nominees for a Board Office**

1. Nominations for Board Officers will be made from the floor by any Board member/alternate without the need for a second. Each Board office will be considered separately (Chairman, First Vice Chairman and Second Vice Chairman).
2. An Alternate Director is not eligible to be a Board Officer.
3. The names of each nominee will be printed on an easel that will be positioned in plain sight of the Board members.
4. The Chairman of the Board will direct Board members/alternates to cast their votes. The method for voting will be to print one candidate's name (from those listed on the easel) onto a provided ballot. The voting Board member/alternate will also print his/her own name on the ballot and sign the ballot.
5. The ballots will be collected by the clerk of the board.
6. The clerk of the board will tally the votes, and then announce the number of votes for each candidate and who voted for that candidate.
7. If any candidate receives 12 or more votes he/she will be declared the winner by the Chairman of the Board.
8. If no candidate receives at least 12 votes, there will immediately be a runoff election between the two candidates receiving the most votes. The process for the runoff election will follow steps 4-7 above.
9. The maximum number of runoff elections at a Board meeting should be two.
10. In the event no candidate receives at least twelve (12) votes after two runoff elections, then the election for the office should be continued to the next meeting of the Board. All remaining elections for Board Officers, if any, shall also be continued to the next meeting of the Board.
11. At the next meeting of the Board, the election(s) for the remaining Officer(s), including the office that was the subject of the runoff election, will follow this voting procedure, commencing with Step 1.



## Board Meeting Calendar for 2013

Unless otherwise notified, all meetings in 2013 will convene at 3:00 p.m. in the Board of Supervisors Chambers at the County Administrative Center, 4080 Lemon Street, First Floor in Riverside, California.

<u>MONTH</u>	<u>DATE</u>
January	24
February	28
March	28
April	25
May	23
June	27
July	25
August	Dark
September	26
October	24
November	21
December	19

All meetings are set for the fourth Thursday of each month with the exception of the meetings in November and December. The meetings in these two months will be scheduled for the third Thursday of the month due to the Thanksgiving and Christmas holidays.

Any questions regarding Board meeting dates and times should be directed to Natalie Gomez, clerk of the board of directors, at (951) 565-5044.