



July 27, 2017  
1:00 p.m.

## **AGENDA**

**Board Executive Committee Meeting  
Riverside County Administration Center  
Board of Supervisors Conference Room C  
4080 Lemon Street, Fifth Floor  
Riverside, CA 92501**

Any person with a disability who requires a modification or accommodation in order to participate in this meeting, or any person with limited English proficiency (LEP) who requires language assistance to communicate with the Riverside Transit Agency Board of Directors during the meeting, should contact the Riverside Transit Agency Clerk of the Board, telephone number (951) 565-5044, no fewer than two business days prior to this meeting to enable the Riverside Transit Agency to make reasonable arrangements to assure accessibility or language assistance for this meeting.

Agenda item descriptions are intended to provide members of the public a general summary of business to be conducted or discussed. Posting of any recommended action on an agenda item does not indicate what action will be taken. The Board of Directors may take any action it believes is appropriate on the agenda item and is not limited in any way by the notice of any recommendation.

All documents related to any agenda item are available for public inspection at [www.riversidetransit.com](http://www.riversidetransit.com) or through the Clerk of the Board's office at the Riverside Transit Agency, 1825 Third Street, Riverside, CA 92507.

### **ITEM**

### **RECOMMENDATION**

- 1. CALL TO ORDER**
- 2. SELF-INTRODUCTIONS**

**ITEM**

**RECOMMENDATION**

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

Members of the public may address the Board regarding any item within the subject matter jurisdiction of the Board; however, no action may be taken on off-agenda items unless authorized by law. Comments shall be limited to matters not listed on the agenda. Members of the public may comment on any matter listed on the agenda at the time that the Board considers that matter. Each person's presentation is limited to a maximum of three (3) minutes.

**RECEIVE COMMENTS**

**4. APPROVAL OF MINUTES – JUNE 22, 2017 EXECUTIVE COMMITTEE MEETING (P.3)**

**APPROVE**

**5. TRANSPORTATION NOW QUARTERLY ATTENDANCE REPORT (P.6)**

**RECEIVE AND FILE**

**6. RIVERSIDE FACILITY SECURITY UPGRADES**

**PRESENTATION**

**7. HONORARY NAMING POLICY (P.12)**

**APPROVE**

**8. AMERICANS WITH DISABILITIES ACT (ADA) DIAL-A-RIDE (DAR) SERVICE TRANSITION UPDATE**

**DISCUSS**

**9. CLOSED SESSION**

**A CLOSED SESSION WILL BE HELD PURSUANT TO GOVERNMENT CODE SECTION 54956.9(d)(4) – CONFERENCE WITH LEGAL COUNSEL – INITIATION OF LITIGATION – ONE MATTER**

**10. NEXT MEETING**

Thursday, September 28, 2017, 1:00 p.m.  
Riverside County Administration Center  
Board of Supervisors Conference Room C  
4080 Lemon Street, Fifth Floor, Riverside, CA 92501

**11. MEETING ADJOURNMENT**

RTA BOARD EXECUTIVE COMMITTEE MEETING MINUTES  
Minutes  
June 22, 2017

1. CALL TO ORDER

First Vice-Chairman Art Welch called the Board Executive Committee meeting to order at 1:02 p.m. on June 22, 2017 in the Board of Supervisor's Conference Room C, 4080 Lemon St., Riverside, CA.

2. SELF-INTRODUCTIONS

Self-introductions of those in attendance took place.

Committee Attendees

1. Chair Linda Krupa, City of Hemet
2. Immediate Past Chairman Frank Johnston, County of Riverside District II
3. First Vice-Chairman Art Welch, City of Banning
4. Second Vice-Chairman Randon Lane, City of Murrieta
5. Director Tonya Burke, City of Perris
6. Director Berwin Hanna, City of Norco

RTA Staff

1. Larry Rubio, Chief Executive Officer
2. Craig Fajnor, Chief Financial Officer
3. Vince Rouzaud, Chief Procurement & Logistics Officer
4. Jim Kneepkens, Director of Marketing

Other Attendees

1. James Donich, Agency General Counsel

3. PUBLIC COMMENTS - NON-AGENDA ITEMS

None.

4. APPROVAL OF MINUTES – MAY 25, 2017 EXECUTIVE COMMITTEE MEETING

M/S/C (LANE/HANNA) approving the minutes of the May 25, 2017 Executive Committee meeting.

The motion carried unanimously.

5. AUTHORIZATION TO AMEND PURCHASE ORDER NO. 40576 WITH THE CONVERSE PROFESSIONAL GROUP, INC. TO INCLUDE A SUPPLEMENTAL PHASE II SUBSURFACE SITE ASSESSMENT OF PROPERTY IDENTIFIED AS COUNTY OF RIVERSIDE ASSESSOR'S PARCEL NO. 215-152-019

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

- Authorize staff to amend Purchase Order No. 40576 with The Converse Professional Group, Inc. to include a Supplemental Phase II Subsurface Site Assessment for property identified as County of Riverside Assessor's Parcel No. 215-152-019 in the amount of \$7,640.78.

The motion carried unanimously.

Chair Linda Krupa arrived to the meeting at 1:12 p.m.

6. AUTHORIZATION TO ENTER INTO NEGOTIATIONS FOR THE PURCHASE OF REAL PROPERTY LOCATED ON CACTUS AVENUE IN THE MARCH JOINT POWERS AUTHORITY

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

- Authorize staff to submit a Letter of Interest and engage in further discussions with the property owners and representatives of the March JPA that would lead to an agreement for the purchase of the subject property;
- Authorize staff to commission an appraisal/appraisal review of the subject property;
- Authorize staff to engage the assistance of General Counsel to assist in the due diligence process to purchase the subject property.

The motion carried unanimously.

7. NEXT MEETING

Board Executive Committee Meeting  
Thursday, July 27, 2017, 1:00 p.m.  
Riverside County Administration Center  
Board of Supervisors Conference Room C  
4080 Lemon St, Fifth Floor  
Riverside, CA 92501

8. MEETING ADJOURNMENT

The meeting was adjourned at 1:18 p.m.

RIVERSIDE TRANSIT AGENCY  
1825 Third Street  
Riverside, CA 92507

July 27, 2017

TO: BOARD EXECUTIVE COMMITTEE  
THRU: Larry Rubio, Chief Executive Officer  
FROM: Eric Ustation, Government Affairs Manager  
SUBJECT: Transportation NOW Quarterly Attendance Report

Summary: Transportation NOW has six chapters; Greater Riverside, Hemet/San Jacinto Valley, 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 staff.

Attached is the calendar year 2017 2nd quarter attendance report for all six chapters.

Recommendation:

Receive and file.

Transportation NOW Meeting Attendees  
April - June 2017

**Apr-17**

**Greater Riverside Chapter**

Chapter was dark in April

**Hemet/San Jacinto Valley Chapter**

1	Betty Day	Bus rider
2	Linda Krupa	City of Hemet Mayor
3	Alonso Ledezma	City of San Jacinto Mayor Pro Tem
4	Gary Nguyen	City of San Jacinto
5	Kathleen Prokop	Hemet resident
6	Holly Jo Reynolds	Bus rider
7	Samantha Stilwell	Assemblymember Melissa Melendez's Office
8	Eric Ustation	Riverside Transit Agency

**Moreno Valley / Perris Chapter**

1	Tonya Burke	City of Perris Councilmember
2	Cesar Gomez	Assemblymember Jose Medina's Office
3	Thomas Ketcham	Supervisor Kevin Jeffries' Office
4	Eric Lewis	City of Moreno Valley
5	Melanie Ling	Congressman Mark Takano's Office
6	Tyler Madary	Senator Richard Roth's Office
7	David Marquez	City of Moreno Valley Councilmember
8	Diana Martin	Community Stakeholder
9	Cynthia Mendez	City of Perris
10	Eric Ustation	Riverside Transit Agency
11	Jorrel Verella	Assemblymember Jose Medina's Office

**Northwest Chapter**

1	David Garcia	Bus rider
2	Dick Haley	City of Corona Mayor
3	Berwin Hanna	City of Norco Councilmember
4	Donna Johnston	Jurupa Valley School District Boardmember
5	Frank Johnston	City of Jurupa Valley Planning Commission
6	Sudesh Paul	City of Corona
7	Monica Raygoza	Corona Norco Unified School District
8	David Santillan	Assemblymember Sabrina Cervantes' Office
9	Jerry Sincich	Temescal Municipal Advisory Council
10	Eric Ustation	Riverside Transit Agency
11	Keith White	RTA rider

**San Gorgonio Pass Chapter**

1	Bertha Barraza	Mt. San Jacinto College
2	Lupe Barerra	Morongo Band of Mission Indians
3	Jeremiah Bryant	Omnitrans
4	Celina Cabrera	City of Beaumont
5	Max Calder	City of Banning
6	Nancy Carroll	City of Beaumont Councilmember
7	Melissa Castillo	Omnitrans
8	Ed Clark	City of Calimesa Councilmember
9	Pat Foster	City of Beaumont
10	Shane Helms	Morongo Band of Mission Indians
11	Mario Janesin	Community Access Center
12	Jack Marty	Riverside County Transportation Commission volunteer
13	Joyce McIntire	Calimesa resident

Transportation NOW Meeting Attendees  
April - June 2017

14	Steve Mehlman	Riverside County Council on Aging
15	Heidi Meraz	City of Banning
16	Harry Nead	Sun Lakes
17	Jim Overturf	Calimesa resident
18	Heather Rhodes	Banning Family Community Health Center
19	Ron Roy	Beaumont resident
20	Mike Simon	Plantation on the Lakes
21	Richard Skwara	Beaumont resident
22	Rita Skwara	Beaumont resident
23	Brenda Teeman	Beaumont resident
24	Richard Teeman	Beaumont resident
25	Vanessa Villalobos	Banning Family Community Health Center
26	Kenny Ware	City of Banning
27	Brad Weaver	Riverside Transit Agency
28	Art Welch	City of Banning Councilmember
29	Anita Worthen	Vet Expo/Beaumont resident

**Southwest Chapter**

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1	Tricia Almiron	Supervisor Kevin Jeffries' Office
2	Greg August	City of Menifee Councilmember
3	Katelyn Blackmer	Assemblymember Melissa Melendez's Office
4	Nicole Dailey	City of Lake Elsinore
5	Brian Crawford	City of Murrieta
6	Maryann Edwards	City of Temecula Mayor
7	Elena Garcia	Sierra Club
8	Daryl Hickman	City of Lake Elsinore Councilmember
9	Chris Hyland	Lake Elsinore Commissioner
10	Randon Lane	City of Murrieta Councilmember
11	Ken Mayes	Wildomar Resident
12	Michael Momeni	Sierra Club
13	Joseph Morabito	Wildomar Rap
14	Eric Ustation	Riverside Transit Agency

**May-17**

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**Greater Riverside Chapter**

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1	Clarissa Cervantes	SEIU
2	Anisa Escobedo	Escobedo Design
3	Rachel Gonzaga	Assemblymember Sabrina Cervantes' Office
4	John Krick	Alvord Unified School District
5	Melanie Ling	Congressman Mark Takano's Office
6	Tyler Madary	Senator Richard Roth's Office
7	Andy Melendrez	City of Riverside Councilmember
8	Stan Morrison	Security Bank
9	Araceli Ruiz	Supervisor Kevin Jeffries' Office
10	Arnold San Miguel	Southern California Association of Governments
11	Eric Ustation	Riverside Transit Agency

**Hemet/San Jacinto Valley Chapter**

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1	Linda Krupa	City of Hemet Mayor
2	Rohan Kuruppu	Riverside Transit Agency
3	Randon Lane	City of Murrieta Councilmember
4	Alonso Ledezma	City of San Jacinto Mayor Pro Tem
5	Gary Nguyen	City of San Jacinto
6	Jim Pangrazzi	San Jacinto community activist



Transportation NOW Meeting Attendees  
April - June 2017

7	Kahtleen Prokop	Hemet resident
8	Eric Ustation	Riverside Transit Agency
9	Kristin Warsinski	Riverside Transit Agency
10	Branden Webb	Assemblymember Melissa Melendez's Office
11	Derek Wieske	City of Hemet

**Moreno Valley / Perris Chapter**

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1	Katelyn Blackmer	Assemblymember Melissa Melendez's Office
2	Tonya Burke	City of Perris Councilmember
3	Barry Busch	Supervisor Marion Ashley's Office
4	Cesar Gomez	Assemblymember Jose Medina's Office
5	Edward Init	City of Moreno Valley
6	Thomas Ketcham	Supervisor Kevin Jeffries' Office
7	Melanie Ling	Congressman Mark Takano's Office
8	Tyler Madary	Senator Richard Roth's Office
9	Diana Martin	Community stakeholder
10	Cynthia Mendez	City of Perris
11	Eric Ustation	Riverside Transit Agency

**Northwest Chapter**

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1	David Garcia	Bus rider
2	Dick Haley	City of Corona Mayor
3	Berwin Hanna	City of Norco Councilmember
4	Donna Johnston	Jurupa Valley School District Boardmember
5	Frank Johnston	City of Jurupa Valley Planning Commission
6	Sudesh Paul	City of Corona
7	David Santillan	Assemblymember Sabrina Cervantes' Office
8	Jerry Sincich	Temescal Municipal Advisory Council
9	Eric Ustation	Riverside Transit Agency

**San Geronio Pass Chapter**

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1	Bertha Barraza	Mt. San Jacinto College
2	Lupe Barerra	Morongo Band of Mission Indians
3	Celina Cabrera	City of Beaumont
4	Max Calder	City of Banning
5	Nancy Carroll	City of Beaumont Councilmember
6	Pat Foster	City of Beaumont
7	Elizabeth Gibbs	City of Beaumont
8	Mario Janesin	Community Access Center
9	Harry Nead	Sun Lakes, RTA rider
10	Jim Overturf	Calimesa resident
11	Heather Rhodes	Banning Family Community Health Center
12	Ron Roy	Beaumont resident
13	Shane Scissions	Beaumont Pass Transit
14	James Searcy	Sun Lakes Board Member
15	Mike Simon	Plantation on the Lakes
16	Brenda Teeman	Beaumont resident
17	Richard Teeman	Beaumont resident
18	Eric Ustation	Riverside Transit Agency
19	Vanessa Villalobos	Banning Family Community Health Center
20	Art Welch	City of Banning Councilmember
21	Daniel Wong	South Coast Air Quality Management District
22	Anita Worthen	Vet Expo/Beaumont resident

Transportation NOW Meeting Attendees  
April - June 2017

**Southwest Chapter**

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1	Tricia Almiron	Supervisor Kevin Jeffries' Office
2	Greg August	City of Menifee Councilmember
3	Nicole Dailey	City of Lake Elsinore
4	Amy Hickman	Lake Elsinore
5	Daryl Hickman	City of Lake Elsinore Councilmember
6	Chris Hyland	Lake Elsinore Commissioner
7	Ken Mayes	Wildomar resident
8	Michael Momeni	Sierra Club
9	Joseph Morabito	Wildomar Rap
10	Jessica Sanchez	WRCOG fellow
11	Marsha Swanson	City of Wildomar Councilmember
12	Eric Ustation	Riverside Transit Agency
13	Branden Webb	Assemblymember Melissa Melendez's Office

**Jun-17**

**Greater Riverside Chapter**

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1	Ernie Benzor	Villegas Community Action Group
2	Clarissa Cervantes	SEIU
3	Marla Dye	Riverside County Transportation Commission
4	Melanie Ling	Congressman Mark Takano's Office
5	Tyler Madary	Senator Richard Roth's Office
6	Araceli Ruiz	Supervisor Kevin Jeffries' Office
7	Arnold San Miguel	Southern California Association of Governments
8	Giselle Sorias	Assemblymember Sabrina Cervantes' Office
9	Eric Ustation	Riverside Transit Agency
10	Jorrel Verella	Assemblymember Jose Medina's Office

**Hemet/San Jacinto Valley Chapter**

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1	CW Cecchi	Hemet Transportation and Parking Commission
2	Maura Fuentes	Hemet Unified School District
3	Linda Krupa	City of Hemet Mayor
4	Randon Lane	City of Murrieta Councilmember
5	Alonso Ledezma	City of San Jacinto Mayor Pro Tem
6	Alex Meyerhoff	Hemet City Manager
7	Gary Nguyen	City of San Jacinto
8	James Pangrazzi	San Jacinto resident
9	Kathleen Prokop	San Jacinto resident
10	Eric Ustation	Riverside Transit Agency
11	Branden Webb	Assemblymember Melissa Melendez's Office

**Moreno Valley / Perris Chapter**

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1	Tonya Burke	City of Perris Councilmember
2	Barry Busch	Supervisor Marion Ashley's Office
3	Cesar Gomez	Assemblymember Jose Medina's Office
4	LaDonna Jempson	Moreno Valley resident
5	Thomas Ketcham	Supervisor Kevin Jeffries' Office
6	Randon Lane	City of Murrieta Councilmember
7	Eric Lewis	City of Moreno Valley
8	David Marquez	City of Moreno Valley Councilmember
9	Diana Martin	Community stakeholder
10	Tom Smith	Resident
11	Eric Ustation	Riverside Transit Agency
12	Jonathan Vaughn	Community member

Transportation NOW Meeting Attendees  
April - June 2017

**Northwest Chapter**

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1	Berwin Hanna	City of Norco Councilmember
2	Joe Indrawan	City of Eastvale
3	Donna Johnston	Jurupa Valley School District Boardmember
4	Frank Johnston	City of Jurupa Valley Planning Commission
5	Tyler Madary	Senator Richard Roth's Office
6	Gerardo Sanabria	City of Corona
7	David Santillan	Assemblymember Sabrina Cervantes' Office
8	Jerry Sincich	Temescal Municipal Advisory Council
9	Eric Ustation	Riverside Transit Agency
10	Keith White	RTA rider

**San Gorgonio Pass Chapter**

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1	Michael Arthur	Sunline Transit Agency
2	Melanie Bonilla	Supervisor Marion Ashley's Office
3	Celina Cabrera	Beaumont Pass Transit
4	Max Calder	City of Banning
5	Nancy Carroll	City of Beaumont Treasurer
6	Andy Downard	Butterfli Technologies
7	Elizabeth Gibbs	City of Beaumont
8	Greg Linsmeier	Butterfli Technologies
9	Joyce McIntire	City of Calimesa Mayor Pro Tem
10	Steve Mehlman	Riverside County Council on Aging
11	Linda Molina	City of Calimesa Councilmember
12	Harry Nead	Sun Lakes resident
13	Diego Rojo	Sunline Transit Agency
14	Ron Roy	Beaumont resident
15	Shane Scissons	City of Beaumont
16	Mike Simon	Calimesa resident
17	Richard Skwara	Braille Institute
18	Rita Skwara	Sun Lakes resident
19	Brenda Teeman	Beaumont resident
20	Richard Teeman	Beaumont resident
21	Eric Ustation	Riverside Transit Agency
22	Art Welch	City of Banning Councilmember
23	Anita Worthen	Beaumont resident

**Southwest Chapter**

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1	Greg August	City of Menifee Councilmember
2	Brian Crawford	City of Murrieta
3	Nicole Dailey	City of Lake Elsinore
4	Maryann Edwards	City of Temecula Mayor
5	Tom Edwards	Temecula resident
6	Amy Hickman	Lake Elsinore
7	Daryl Hickman	City of Lake Elsinore Councilmember
8	Chris Hyland	Lake Elsinore Commissioner
9	Jim Kneepkens	Riverside Transit Agency
10	Margaret Meyncke	Sierra Club
11	Michael Momeni	Sierra Club
12	Joseph Morabito	Wildomar Rap
13	Jessica Sanchez	Western Riverside Council of Governments Fellow
14	Branden Webb	Assemblymember Melissa Melendez's Office

RIVERSIDE TRANSIT AGENCY  
1825 Third Street  
Riverside, CA 92507

July 27, 2017

TO: BOARD EXECUTIVE COMMITTEE  
THRU: Larry Rubio, Chief Executive Officer  
FROM: Jim Kneepkens, Director of Marketing  
SUBJECT: Honorary Naming Policy

Summary: During the June 7, 2017 Board Administration and Operations Committee meeting, Second Vice Chairman Randon Lane requested staff to explore the development of a procedure for honorary naming or dedication of Riverside Transit Agency (Agency) property.

The Agency has real estate and transit assets such as owned or controlled real property, public facilities such as buildings or transit centers, bus shelters, bus benches and features or attributes of a facility such as a bench, walkway, hallway or room, or other public venue. The purpose of a naming policy would be to dedicate Agency assets after individuals or groups to honor their achievements. Consideration for naming would occur through an application process and the eligible individual, group or entity must have made a significant, positive contribution to the Agency, as evidenced by one or more examples of the following:

- Made a significant, positive contribution to the community without which the Agency property to be named or renamed likely would not have otherwise existed.
- Made an important contribution that enhanced in an extraordinary way the Agency property to be named, renamed or dedicated.
- Demonstrated continuous and longstanding exemplary public service or community volunteerism.
- Achieved such unique state, national, or international public distinction as to warrant recognition.
- Had a longstanding and beneficial affiliation with the Agency.

Such naming is not new to the Agency. On July 23, 2015, the Board honored former Board Member and Menifee Council

Member Wally Edgerton's contributions to RTA and the community by naming a bus stop at the campus of Mt. San Jacinto College in Menifee the Wallace Edgerton Memorial Bus Stop. This included a dedication ceremony and placement of a permanent bronze plaque in his honor.

Given Director Lane's request, the Agency recommends establishing a policy that will serve as a guide for future naming opportunities.

The Agency will consider naming suggestions from the community and the Agency Board of Directors reserves the right to make the ultimate decision. Consideration will be given to the individual's or group's background, accomplishments and in particular, the individual's or group's contribution to local public transportation. The name will be recognizable as fitting and appropriate for the named asset.

Naming right proposals will be further evaluated within the broader context of the Agency's corporate image, brand and interests of relevant stakeholders. The Agency may deny any proposal that violates any applicable ordinance, rule regulation or policy; is offensive or discriminatory; promotes a religion or political view; or is not in the best interests of the Agency and/or its customers.

Fiscal Impact:

Costs associated with honorary naming may include a dedication ceremony and placement of a plaque or naming sign. Exact costs will be determined and presented for approval to the Board of Directors at the time a recommendation is made.

Recommendation:

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

- Board Policy.

## **HONORARY NAMING POLICY**

### **POLICY STATEMENT:**

The Riverside Transit Agency (Agency) is committed to providing a fair, consistent and efficient process with respect to naming, renaming or dedication of Agency assets such as transit centers, operation or maintenance facilities, bus shelters, as well as the major elements of such Agency assets. On occasion, the Agency may wish to acknowledge the activities and significant contributions of a person, persons or family, civic or charitable groups to the community through the naming or dedication of an Agency asset.

### **PURPOSE / APPLICATION:**

This policy establishes the processes and criteria for naming, renaming or dedicating Agency assets. The main objectives of this policy are:

- To recognize, on an exceptional basis, significant contributions that individuals or organizations have made to public life and the well-being of the people of western Riverside County;
- To provide direction on how to apply for approval to name, re-name or dedicate Agency property;
- To ensure a clear, efficient and timely naming process;
- To ensure the application of key criteria to determine the validity of a commemorative name;
- To ensure a proper approval process

The policy applies to all Agency employees and persons acting on behalf of the Agency, as well as members of the Board of Directors and the public with respect to naming of Agency assets.

### **SCOPE OF POLICY:**

The Agency establishes the following Honorary Naming Policy to provide guidance in approving honorary naming for Agency-owned property or facilities, honoring individuals or civic or charitable groups, as defined herein.

All applications for Honorary Naming shall also meet the following criteria, as determined by the Board of Directors in its sole discretion:

1. The personal contribution provided by the eligible name source shall be commensurate with the size and significance of the Agency property being named or renamed.
2. If the eligible name source is an individual, he or she may either be deceased or living, but at least one of the following conditions shall apply before an application submitted on their behalf will be considered. The eligible name source shall have done at least one of the following:

- a) Made a significant, positive contribution to the community without which the Agency property to be named or renamed likely would not have otherwise existed.
- b) Made an important contribution that enhanced in an extraordinary way the Agency property to be named or renamed.
- c) Demonstrated continuous and longstanding exemplary public service or community volunteerism.
- d) Achieved such unique state, national, or international public distinction as to warrant recognition.
- e) Has had a longstanding and beneficial affiliation with the Agency.
- f) Where the name of an individual or organization is so used, approval shall be obtained from the individual (his/her family) or the organization for such naming.

**PROCEDURES FOR APPLICATION:**

The naming or dedication process for Agency assets may involve a different course of action depending on the circumstances surrounding the request/requirement for naming.

A. Application Packet

- 1. All requests for Honorary Naming shall commence with the submission of a written application on a form provided by the Agency Clerk of the Board.
- 2. The application shall clearly identify the Agency property to be named or renamed, and shall include the applicant's suggestion for a proposed name. It is also incumbent upon the applicant to clearly illustrate and provide all necessary documentation supporting how the proposed names satisfy the criteria provided for in this policy.
- 3. For requests for Honorary Naming, the application packet shall include supporting background information and/or biographical information (newspaper articles, photos, proclamations, awards, certificates, etc.).

B. Application Process

- 1. The naming rights proposal shall be in writing and shall be reviewed by the Clerk of the Board and Chief Executive Officer to determine if it is complete. An application packet shall be deemed to be complete only if it contains all information needed to assess the criteria provided for in this policy. Agency staff shall notify applicant if any additional information is needed before the application can be deemed to be complete. When Agency property is requested to be renamed, a reasonable effort will be made to notify the individual, group or community organization after whom the existing name is based, or their duly recognized representative if they are deceased or no longer in business or operation.

When the application is found to be in compliance with applicable Agency policies, it shall be referred to the Board Executive Committee to consider the nomination.

2. The final recommendation of the Board Executive Committee shall be for either approval or denial of the nomination. The Committee may also recommend conditions, including the specific term, for the naming rights. Prior to making a final recommendation, the Committee shall fully investigate the nomination, and shall consider compliance with this policy and any other factor the Committee deems relevant to the nomination. A recommendation for approval will be referred to the Board of Directors for consideration.
  3. The Agency Board of Directors shall consider the Committee recommendation. The approval of any honorary naming rights nomination shall be by resolution of the Board of Directors.
- C. Agency Rights. Each application for Honorary Naming will be considered on a case-by-case basis and shall be subject to the following rights of the Agency:
1. Final approval or disapproval is at the sole and absolute discretion of the Board of Directors.
  2. The Board of Directors reserves the right to reject any application without cause for any or no reason.
  3. A proposed name will not be approved if it meets any of the following:
    - a) Causes confusion due to duplication or similar names already existing on Agency property or within the jurisdiction.
    - b) Includes the name of a business, organization or group which is substantially involved in the sale of alcohol, tobacco, firearms, pornography, or sexually explicit goods or services, or whose activities are such that they are not in the best interests of the Agency.
    - c) Is discriminatory or derogatory towards any classification protected under federal or state law.
    - d) Conflicts with any federal, state or local law, rule or regulation, or with any grant or other source of funds for the Agency property to be named or renamed.
    - e) No vested rights shall be conferred or received by any individual or entity as a result of this policy or any action taken under this policy.

**DEFINITIONS:**

The following words will have the meaning ascribed to them herein:

- A. "Civic or charitable group" shall mean a nonprofit entity, family, or group that has made a substantial contribution to the community, either through civic involvement, involvement in historic events relevant to specific Agency property,



or to the geographical location of specific Agency property; or made a financial and/or in-kind donation to support a specific public service or Agency property. For-profit entities of any type shall not be considered a civic or charitable group.

- B. "Individual" shall mean a person who has made a substantial contribution to the community, either through civic involvement, involvement in historical events relevant to the specific Agency property, or to the geographical location of specific Agency property.
- C. "Honorary naming" shall mean the naming or dedication of Agency property to honor the service, commitment, or other type of participation by an individual, or civic or charitable group.
- D. "Agency property" shall mean Riverside Transit Agency-owned or controlled real property, public facilities such as buildings or transit centers, bus shelters, bus benches features or attributes of a facility such as a bench, walkway, hallway or room, or other public venue.



## Application for Honorary Naming of Agency Property

Please follow the instructions below when submitting an application for naming, renaming or dedication of Agency property. All information must be in accordance with the Riverside Transit Agency (Agency) Honorary Naming Policy. Applicants are encouraged to read the policy in its entirety before submitting an application.

Date of application submission: \_\_\_\_\_

Name of applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

This application is for honorary naming, renaming or dedication of Agency property. Complete the application by providing detailed information as noted. This application packet must include supporting background information and/or biographical information (newspaper articles, photos, proclamations, awards, certificates, etc.). Letters of support are recommended and may be attached to this application.

**For questions, please call the Riverside Transit Agency Clerk of the Board at (951) 565-5000. Send completed applications to the Clerk of the Board, 1825 Third Street, Riverside, CA 92507.**

**AGENCY PROPERTY**

Address/description of proposed Agency property for naming or dedication: \_\_\_\_\_

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**NAME OF PERSON, PERSONS OR ORGANIZATION TO BE CONSIDERED**

Name: \_\_\_\_\_

The proposed person(s) or organization must have made a significant, positive contribution to the Agency, as evidenced by one or more examples of the following:

- Made a significant, positive contribution to the community without which the Agency property to be named or renamed likely would not have otherwise existed.
- Made an important contribution that enhanced in an extraordinary way the Agency property to be named, renamed or dedicated.
- Demonstrated continuous and longstanding exemplary public service or community volunteerism.
- Achieved such unique state, national, or international public distinction as to warrant recognition.
- Has had a longstanding and beneficial affiliation with the Agency.

Please check above which categories apply and explain why (attach more sheets if necessary): \_\_\_\_\_

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**PROPOSED NAME**

Suggested name for the Agency property: \_\_\_\_\_

**EXECUTION**

The person(s) executing this application on behalf of the proposed names(s) acknowledges that they have the authority to act on behalf of the proposed, and agrees to be bound by all terms and conditions of the Riverside Transit Agency Naming Policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Title (if applicable)

\_\_\_\_\_  
Title (if applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date