



**BOARD BUDGET AND FINANCE COMMITTEE MEETING  
WEDNESDAY, JUNE 4, 2014, 2:00 P.M.  
RIVERSIDE TRANSIT AGENCY BOARD ROOM  
1825 THIRD STREET  
RIVERSIDE, CA 92507**

<u>ITEM</u>	<u>RECOMMENDATION</u>
1. <u>CALL TO ORDER</u>	
2. <u>SELF-INTRODUCTIONS</u>	
3. <u>PUBLIC COMMENTS – NON-AGENDA ITEMS</u> 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. <u>APPROVAL OF MINUTES – MAY 7, 2014 COMMITTEE MEETING</u> (P.3)	APPROVE
5. <u>CASH FLOW PROJECTIONS</u> (P.6)	RECEIVE AND FILE
6. <u>QUARTERLY CAPITAL STATUS</u> (P.8)	RECEIVE AND FILE
7. <u>QUARTERLY NATURAL GAS PROCUREMENT STATUS REPORT</u> (P.9)	RECEIVE AND FILE
8. <u>AUTHORIZATION TO TRANSFER ONE (1) SURPLUS 2001 NABI TRANSIT BUS TO THE CITY OF CORONA FIRE DEPARTMENT, AND ONE (1) SURPLUS 2001 NABI TRANSIT BUS TO THE CITY OF RIVERSIDE FIRE DEPARTMENT</u> (P.16)	APPROVE

*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 in the office of the Clerk of the Board and at the reception desk while the meeting is in session.*

<u>ITEM</u>	<u>RECOMMENDATION</u>
9. <u>AUTHORIZATION TO TRANSFER ONE (1) SURPLUS 2002 NABI TRANSIT BUS TO THE AMERICAN LEGION – LYNN MORT POST #200 IN LAKE ELSINORE (P.17)</u>	APPROVE
10. <u>AUTHORIZATION TO RENEW REVENUE AGREEMENT NO. 14-028 WITH THE CITY OF RIVERSIDE (CITY) FOR THE CITY EMPLOYEE PASS (CITY PASS) PROGRAM (P.18)</u>	APPROVE
11. <u>AUTHORIZATION TO RENEW REVENUE AGREEMENT WITH THE SUPERIOR COURTS OF CALIFORNIA, COUNTY OF RIVERSIDE, FOR ROUTE 50 (P.20)</u>	APPROVE
12. <u>AUTHORIZATION TO RENEW COOPERATIVE AGREEMENT NO. 12-027 WITH SUNLINE TRANSIT AGENCY (SUNLINE) FOR THE SHARING OF OPERATING EXPENSES ON SUNLINE ROUTE 220 (P.22)</u>	APPROVE
13. <u>AUTHORIZATION TO AWARD AGREEMENT NO. 14-019 TO DIVERSIFIED LANDSCAPE MANAGEMENT, INC., FOR BUS STOP IMPROVEMENTS AT THE GALLERIA AT TYLER MALL (GALLERIA) (P.24)</u>	APPROVE
14. <u>BOARD MEMBER COMMENTS AND REMARKS</u>	
15. <u>OTHER BUSINESS</u>	
16. <u>NEXT MEETING</u> BOARD BUDGET AND FINANCE COMMITTEE MEETING WEDNESDAY, JULY 2, 2014 2:00 P.M. RTA HEADQUARTERS 1825 THIRD STREET RIVERSIDE, CA 92507	
17. <u>ADJOURN</u>	

RTA BOARD BUDGET AND FINANCE COMMITTEE MEETING  
Minutes  
May 7, 2014

1. CALL TO ORDER

Committee Chair Johnston called the Board Budget and Finance Committee meeting to order at 2:01 p.m., on May 7, 2014, in the RTA Board Room.

2. SELF-INTRODUCTIONS

Self-introductions of those in attendance took place.

Committee Members Attending

1. Committee Chair, Frank Johnston, City of Jurupa Valley, Mayor
2. Chairman of the Board, Jeff Comerchero, City of Temecula, Mayor Pro Tem
3. Director Brenda Knight, City of Beaumont, Mayor
4. Director Linda Krupa, City of Hemet, Councilmember
5. Director Berwin Hanna, City of Norco, Mayor
6. First Vice-Chairman Andrew Kotyuk, City of San Jacinto, Councilmember
7. Alternate Ron Roberts, County of Riverside, District III, Legislative Assistant
8. Alternate Jaime Hurtado, County of Riverside, District V, Legislative Assistant

Committee Members Absent

1. Director Randon Lane, City of Murrieta, Councilmember

RTA Staff

1. Larry Rubio, Chief Executive Officer
2. Tammi Ford, Clerk of the Board
3. Tom Franklin, Chief Operating Officer
4. Craig Fajnor, Chief Financial Officer
5. Vince Rouzaud, Chief Procurement and Logistics Officer
6. Rohan Kuruppu, Director of Planning
7. Virginia Werly, Director of Contract Operations
8. Natalie Zaragoza, Contracts Manager
9. Laura Camacho, Director of Human Resources
10. Brad Weaver, Marketing Manager
11. Bob Bach, Director of Maintenance
12. Jim Kneepkens, Director of Marketing
13. Eric Ustation, Government Affairs Representative
14. Rick Kaczerowski, Director of Information Technologies
15. Kelly Bach, Performance Analysis and Reporting Manager
16. Joan Hepworth, Deputy Clerk of the Board

Other Attendees

1. Donna Johnston, City of Jurupa Valley

3. PUBLIC COMMENTS – NON-AGENDA ITEMS

None.

4. APPROVAL OF MINUTES – APRIL 2, 2014 COMMITTEE MEETING

M/S/C (HANNA/KRUPA) approving the April 2, 2014 committee meeting minutes.

The motion carried unanimously.

5. CASH FLOW PROJECTIONS

Mr. Fajnor presented the cash flow projections.

6. QUARTERLY INVESTMENT REPORT

Mr. Fajnor presented the quarterly investment report.

7. AUTHORIZATION TO AWARD AGREEMENT NO. 14-011 TO iCOLOR PRINTING & MAILING, INC. FOR THE PRINTING AND BINDING OF THE AGENCY'S RIDE GUIDE

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

- Authorize staff to award Agreement No. 14-011 to iColor Printing & Mailing, Inc. for the printing and binding of the Agency's Ride Guide for a one-year base period with two one-year options in the amount of \$306,360 with a ten percent contingency of \$30,636 for a total not-to-exceed contract amount of \$336,996.

The motion carried unanimously.

8. AUTHORIZATION TO AWARD AGREEMENT NO. 14-001 TO VOLOGY, INC. (VOLOGY) TO PROVIDE NETWORKING SUPPORT SERVICES FOR THE AGENCY'S VMWARE AND NETWORK ENVIRONMENTS

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

- Authorize staff to award an agreement to Vology, Inc. to provide Networking Support services for the Agency's VMware and Network Environments for a three-year base period with two one-year options in the amount of \$157,500 with a ten percent contingency of \$15,750 for a total not-to-exceed contract amount of \$173,250.

The motion carried unanimously.

9. AUTHORIZATION TO AMEND AGREEMENT NO. 13-001 WITH GHI ENERGY, LLC TO EXTEND THE CALENDAR YEAR 2013 LOW CARBON FUEL STANDARDS CREDIT RATE PER-THERM OF NATURAL GAS THROUGH CALENDAR YEAR 2015

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

- Authorize staff to amend Agreement No. 13-001 with GHI Energy, LLC to extend the calendar year 2013 LCFS credit rate per-therm through calendar year 2015.

The motion carried unanimously.

10. REQUEST TO OPEN PUBLIC HEARING ON THE FISCAL YEAR 2014/2015 (FY15) OPERATING BUDGET, CAPITAL BUDGET, AND SHORT RANGE TRANSIT PLAN (SRTP)

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

- Open the public hearing on the FY15 Operating budget, FY15 Capital budget, and the FY15 – FY17 SRTP, and continue this item to the June 26, 2014 Board of Directors meeting.

The motion carried unanimously.

11. BOARD MEMBER COMMENTS AND REMARKS

Director Krupa thanked Mr. Rubio and staff for assisting the Veteran's Alliance with a bus maintenance issue it had with the van they received from RTA.

12. OTHER BUSINESS

None.

13. NEXT MEETING

Board Budget and Finance Committee Meeting  
Wednesday, June 4, 2014  
2:00 p.m.  
RTA Headquarters  
1825 Third Street  
Riverside, CA 92507

14. MEETING ADJOURNMENT

The meeting was adjourned at 2:36 p.m.

RIVERSIDE TRANSIT AGENCY  
1825 Third Street  
Riverside, CA 92507

June 4, 2014

TO: BOARD BUDGET AND FINANCE COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Craig Fajnor, Chief Financial Officer

SUBJECT: Cash Flow Projections

Summary: The Agency develops cash flow projections for the entire fiscal year representing weekly increments. Due to the size of the report, it is difficult to portray the entire fiscal year.

The attached report represents actual cash performance through late-May 2014 with projections through July 2014. This reporting period covers the remainder of FY14 and the beginning of FY15.

Recommendation:

Receive and file.

**Riverside Transit Agency  
FY14 Cash Flow Projection**

	Actual											
1	General Account	5/23/2014	5/30/2014	6/6/2014	6/13/2014	6/20/2014	6/27/2014	7/4/2014	7/11/2014	7/18/2014	7/25/2014	8/1/2014
2	Est. Cash, Beg Balance (Book)	(20,380)	(7,956)	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
3	<b>Receipts:</b>											
4	LTF Operating - recurring						74,469				4,200,000	
5	LTF GASB 43/45										133,333	
6	FET Credit											
7	RIN's Credit			6,561					3,000			
8	LCFS									15,000		
9	CalPERS CERBT Disbursement											
9	Farebox	118,584	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000
10	Total Other Farebox	57,166	26,186	29,875	17,141	74,602	89,124	12,982	1,200	30,978	72,521	253,842
11	Total Other Local	2,669	1,000	1,000	1,000	1,000	1,000	20,000	1,000	1,000	4,000	20,000
12	FTA Operating				998,054				966,667			
13	Capital - Local, State		15,000	15,000	15,000	15,000	15,000	20,000	20,000	20,000	20,000	20,000
14	Echo - FTA Capital	57,138	35,000	35,000	35,000	35,000	35,000	60,000	60,000	60,000	60,000	60,000
15	Transfer from Investment to Gen Acct.	4,165,248	1,105,872	2,127,664		136,498	3,434,907	374,618	1,653,133	175,972		508,058
16	<b>Disbursements:</b>											
17	Payroll = Net+Tax		(640,000)		(640,000)		(640,000)		(805,000)		(660,000)	
18	A/P Wires	(107,114)	(370,102)	(2,100,100)	(24,500)	(147,100)	(444,500)	(357,600)	(1,770,000)	(172,950)	(20,000)	(731,900)
19	A/P Checks	(137,680)	(175,000)	(175,000)	(175,000)	(175,000)	(175,000)	(185,000)	(185,000)	(185,000)	(185,000)	(185,000)
20	Capital Expenditures	(4,143,588)	(90,000)	(90,000)	(90,000)	(90,000)	(1,090,000)	(95,000)	(95,000)	(95,000)	(95,000)	(95,000)
21	Transfer to GASB Trust Acct.						(1,450,000)					
22	Actual Ending Book Balance / Targeted Minimum Balance	(7,956)	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000

**23 LAIF Account:**

24	Beginning balance	15,150,000	15,100,000	13,994,127	11,866,464	12,153,159	12,016,661	9,581,754	9,207,136	7,554,003	7,384,991	11,064,845
25	Quarterly Interest Income									6,960		
26	Transfers to/from Gen Acct.	(4,165,248)	(1,105,872)	(2,127,664)	286,695	(136,498)	(3,434,907)	(374,618)	(1,653,133)	(175,972)	3,679,854	(508,058)
27	Transfers to/from County Pool	4,115,248	-	-	-	-	1,000,000	-	-	-	-	-
28	Ending balance	15,100,000	13,994,127	11,866,464	12,153,159	12,016,661	9,581,754	9,207,136	7,554,003	7,384,991	11,064,845	10,556,787

**29 County Pool Account:**

30	Beginning balance	11,707,455	7,592,207	7,592,207	7,592,207	7,608,228	7,608,228	6,608,228	6,608,228	6,611,149	6,611,149	6,611,149
31	Quarterly Interest Income				16,021				2,921			
32	Transfers to/from Gen Acct.	-	-	-	-	-	-	-	-	-	-	-
33	Transfers to/from LAIF	(4,115,248)	-	-	-	-	(1,000,000)	-	-	-	-	-
34	Ending balance	7,592,207	7,592,207	7,592,207	7,608,228	7,608,228	6,608,228	6,608,228	6,611,149	6,611,149	6,611,149	6,611,149

<i>Restricted</i>	9,049,827	9,049,827	9,049,827	9,065,848	9,065,848	6,615,848	6,608,228	6,611,149	6,611,149	6,611,149	6,611,149
<i>Available for Operating</i>	13,634,423	12,586,507	10,458,844	10,745,539	10,609,041	9,624,134	9,257,136	7,604,003	7,434,991	11,114,845	10,606,787

RIVERSIDE TRANSIT AGENCY  
1825 Third Street  
Riverside, CA 92507

June 4, 2014

TO: BOARD BUDGET AND FINANCE COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Craig Fajnor, Chief Financial Officer

SUBJECT: Quarterly Capital Status

Summary: The Agency has, at any one time, a multitude of capital projects in progress or pending as circumstances and funding dictate. These capital projects are funded through a variety of funding sources including, but not limited to, Federal, State, and Local grants. Capital items funded with these grants include, but are not limited to, Revenue and Non-Revenue Vehicles, Public Transit Facilities, Operational Facility Improvements, and Information Systems.

Depending on the nature of the project, it can take multiple years to accumulate the required funding to complete the project. It can also take multiple years to complete the project once it has commenced. Examples of such a scenario are the heavy-duty CNG bus purchases and the development of various transit centers.

The Agency will always have capital needs due to replacement of retired assets, acquisition and/or maintenance of Agency infrastructure, and unique needs such as transit centers to serve the transportation needs of our customers. As such, the Agency should always have a backlog of open projects that preserve the future of the Agency.

A presentation will be given at the committee meeting which provides an update on the Agency's capital projects, focusing on the activities from March through May 2014. The Agency is required to provide quarterly reporting to the Federal Transportation Administration (FTA) and the Riverside County Transportation Commission (RCTC) one month after the end of each quarter. This reporting was submitted.

Recommendation:

Receive and file.



RIVERSIDE TRANSIT AGENCY  
1825 Third Street  
Riverside, CA 92507

June 4, 2014

TO: BOARD BUDGET AND FINANCE COMMITTEE  
THRU: Larry Rubio, Chief Executive Officer  
FROM: Craig Fajnor, Chief Financial Officer  
SUBJECT: Quarterly Natural Gas Procurement Status Report

Summary: Prior to August 1, 2013, the Agency had always purchased its natural gas (converted to compressed natural gas or CNG) requirements for fueling revenue and non-revenue vehicles from the southern California Gas Company (SoCal Gas). The cost of the gas from SoCal Gas included the commodity cost of the gas as well as the transmission costs and related taxes/fees.

At their May 2013 meeting, the Board authorized staff to enter into a multi-year contract with GHI LLC for the Agency's CNG commodity requirements. The highlights of the GHI contract are as follows:

- GHI provides a fixed 4% discount off the SoCal Gas commodity cost (in the contract base years; 1-3)
- GHI provides the Agency with 5% of the total Renewable Identification Number (RINs) Credit earned
- GHI will both opt-in on the Agency's behalf for the California Air Resources Board (CARB) Low Carbon Fuel Standards (LCFS) Credit program and financially administer the Agency's LCFS Credits
- GHI provides the Agency with 100% of the LCFS Credit value earned
- GHI will provide a fixed 6% discount off of the SoCal Gas commodity cost (in the contract option years; 4-5)

In January 2013, the Board approved and adopted the Agency's 2013 Investment Policy. A significant addition to the policy for the current year was the inclusion of language regarding the purchase of natural gas.

In summary, the natural gas purchase language outlines the acceptable ways staff can purchase natural gas requirements for use in fueling Agency vehicles, whether from SoCal Gas or an Energy Services Provider (ESP). The policy also includes language that describes the discipline to purchase a long-term fixed price-per-therm contract provided certain parameters are met. The policy also states that if the Agency buys its CNG requirements from an entity other than SoCal Gas, then staff would prepare a quarterly report for the Board regarding the performance results under the new purchase arrangement and provide a performance comparison to the prior purchase arrangement.

Attachment A to this staff report identifies the cost savings the Agency has experienced by purchasing natural gas from GHI for conversion to CNG versus purchasing it from SoCal Gas. The savings are calculated and depicted for both a monthly and trailing quarter basis.

Attachment B to this staff report identifies the RINs Credit earned by the Agency under its natural gas purchase arrangement with GHI. RINs credits are earned and paid monthly. As a reminder, no such opportunity existed with SoCal Gas nor was it offered by the other responsible and responsive bidder during the formal procurement process.

Attachment C to this staff report identifies the LCFS Credits earned by the Agency under its natural gas purchase arrangement with GHI. LCFS credits are earned monthly but paid quarterly. As a reminder, no viable means to provide this credit to the Agency was offered by the other responsible and responsive bidder during the formal procurement process.

Attachment D to this staff report indicates the key statistics being measured and tracked to determine whether or not the Agency should convert from the current monthly floating index cost per therm purchase arrangement to a longer-term fixed price per therm purchase arrangement. The statistics are kept to follow the discipline installed as part of the annual investment policy.

The Fuel Task Force met in early April to discuss possible modifications to the current investment policy. These modifications would involve alternate points at which to consider a period purchase for natural gas. The task force opted to observe the natural gas commodity market over the remainder of the calendar year and adjust the investment policy accordingly in 2015.

Fiscal Impact:

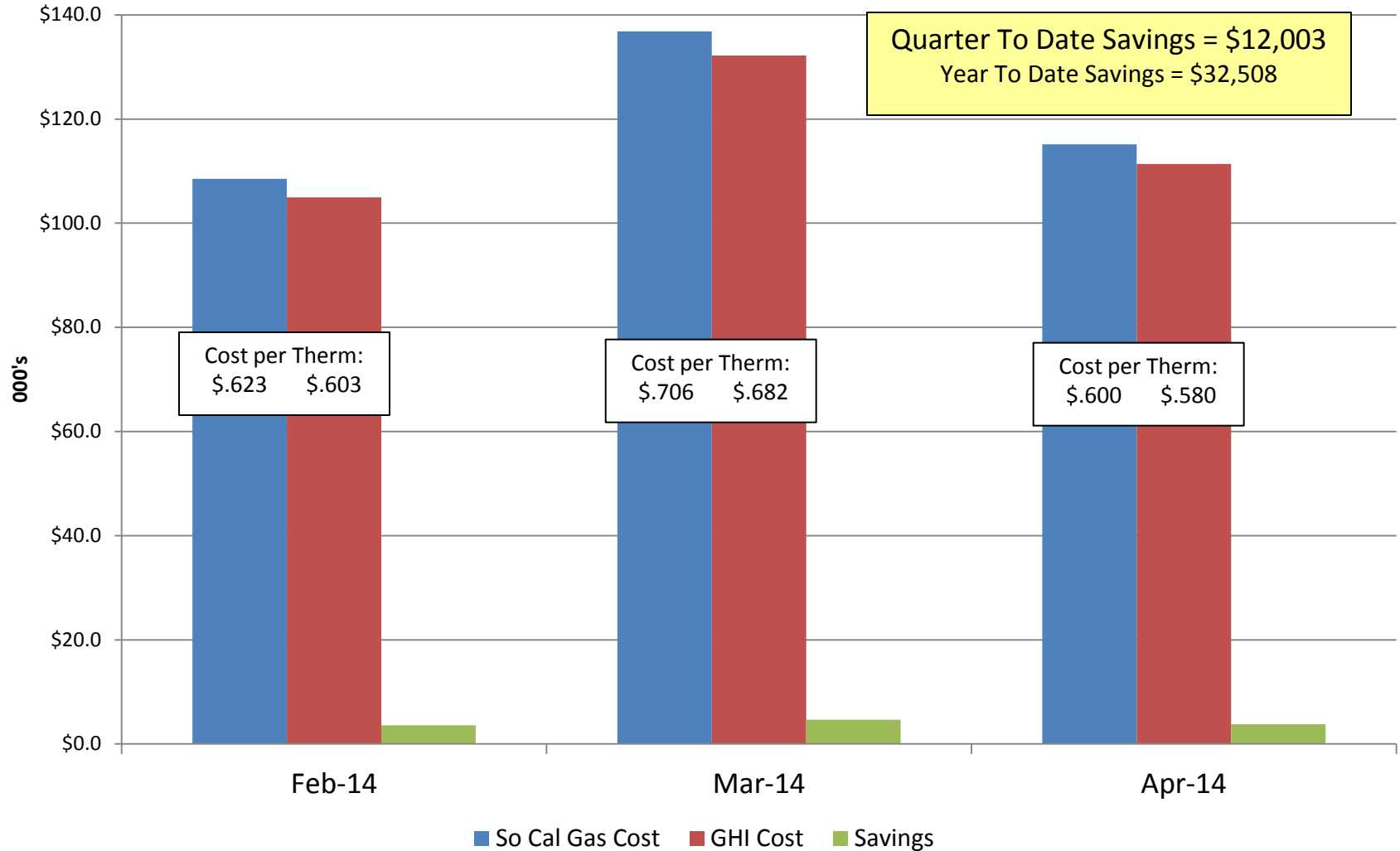
Under the current purchase arrangement with GHI, the Agency experienced \$12,003 of cost savings in the quarter covering February - April 2014 for its natural gas commodity requirements.

In addition, the Agency earned a total of \$56,932 of combined revenue from the Federal RINs and State LCFS Credits' programs.

Recommendation:

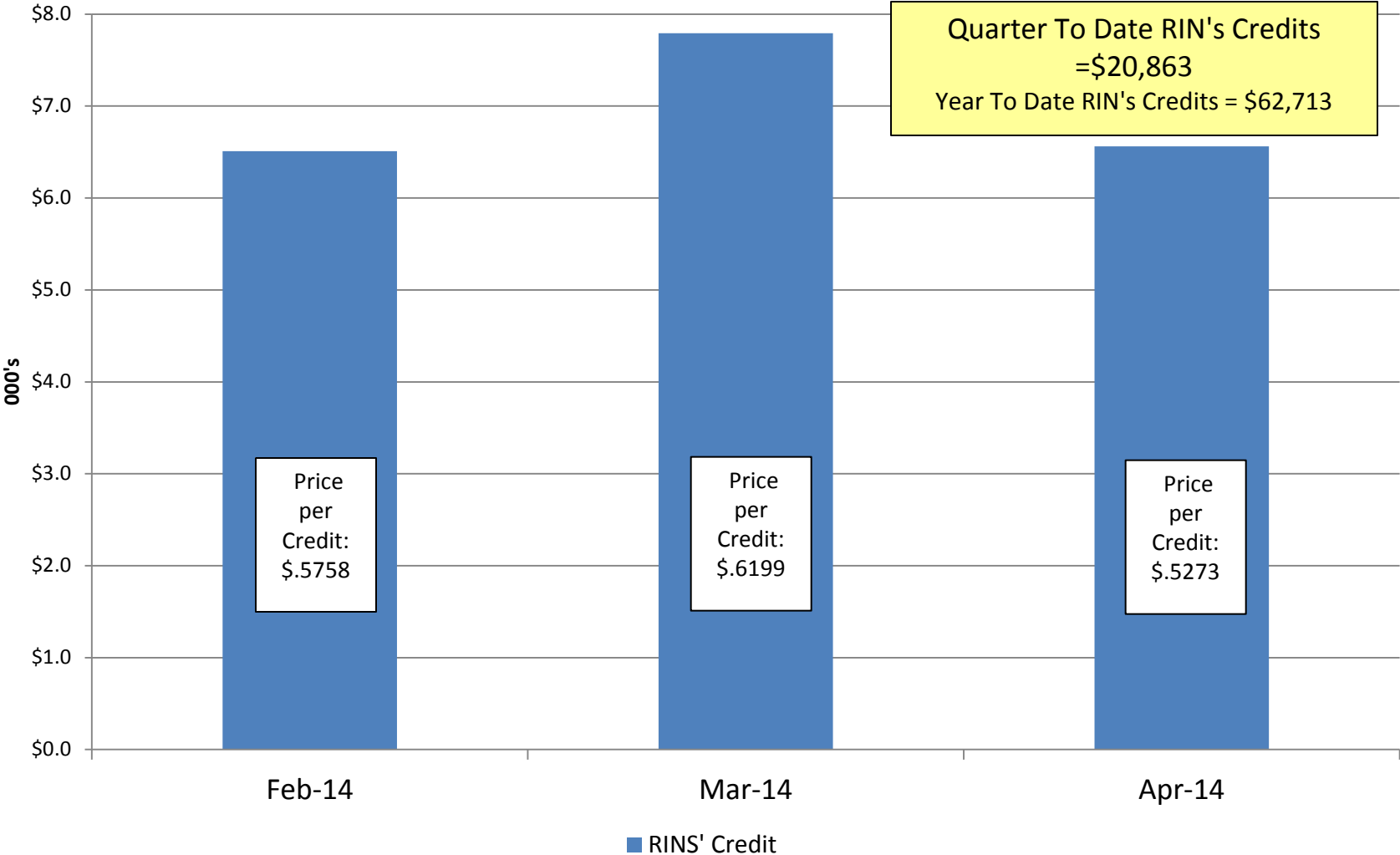
Receive and file.

## Attachment A CNG Cost Savings - So Cal Gas vs. GHI

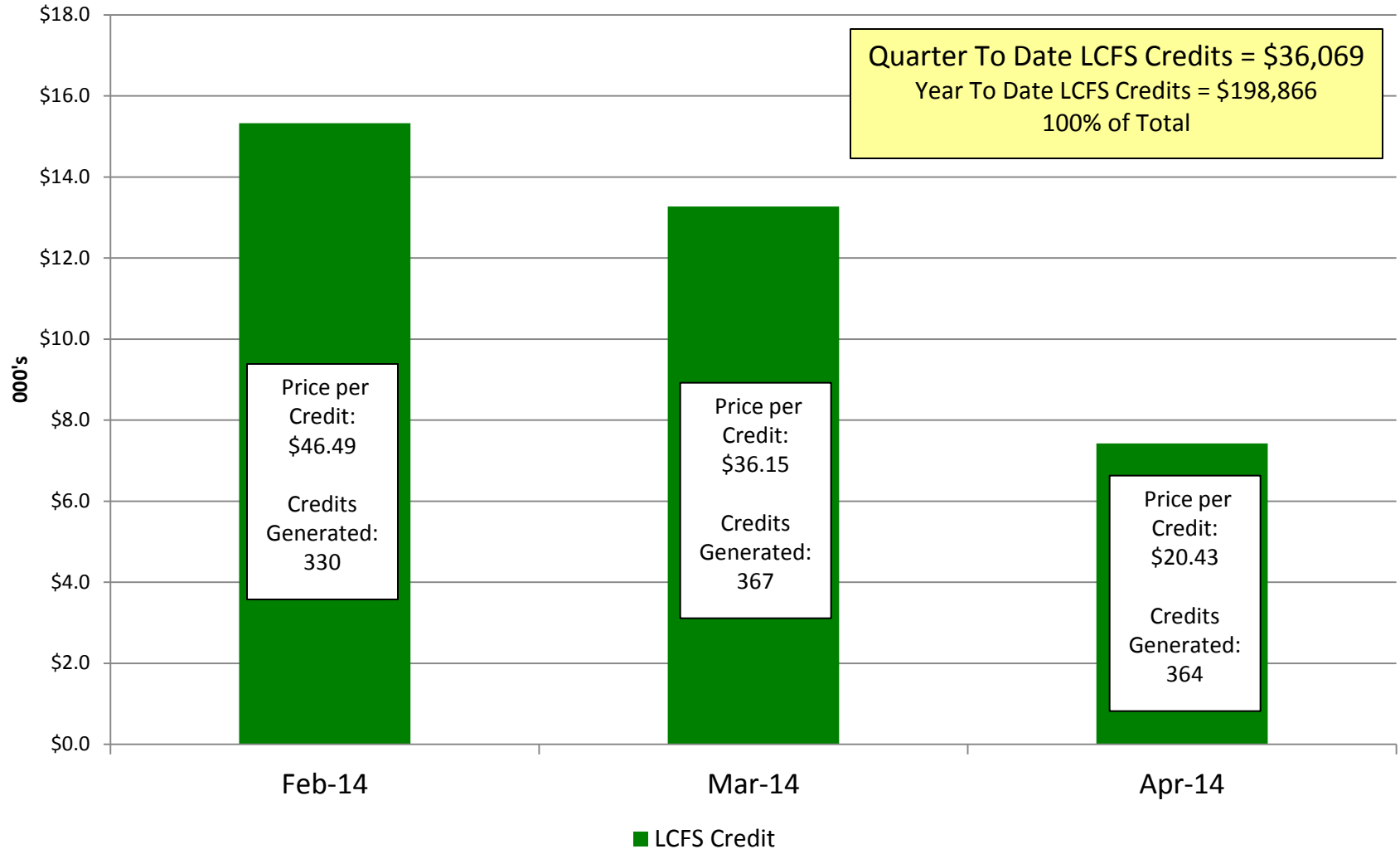


# Attachment B

## Renewable Identification Number (RIN's) Credit

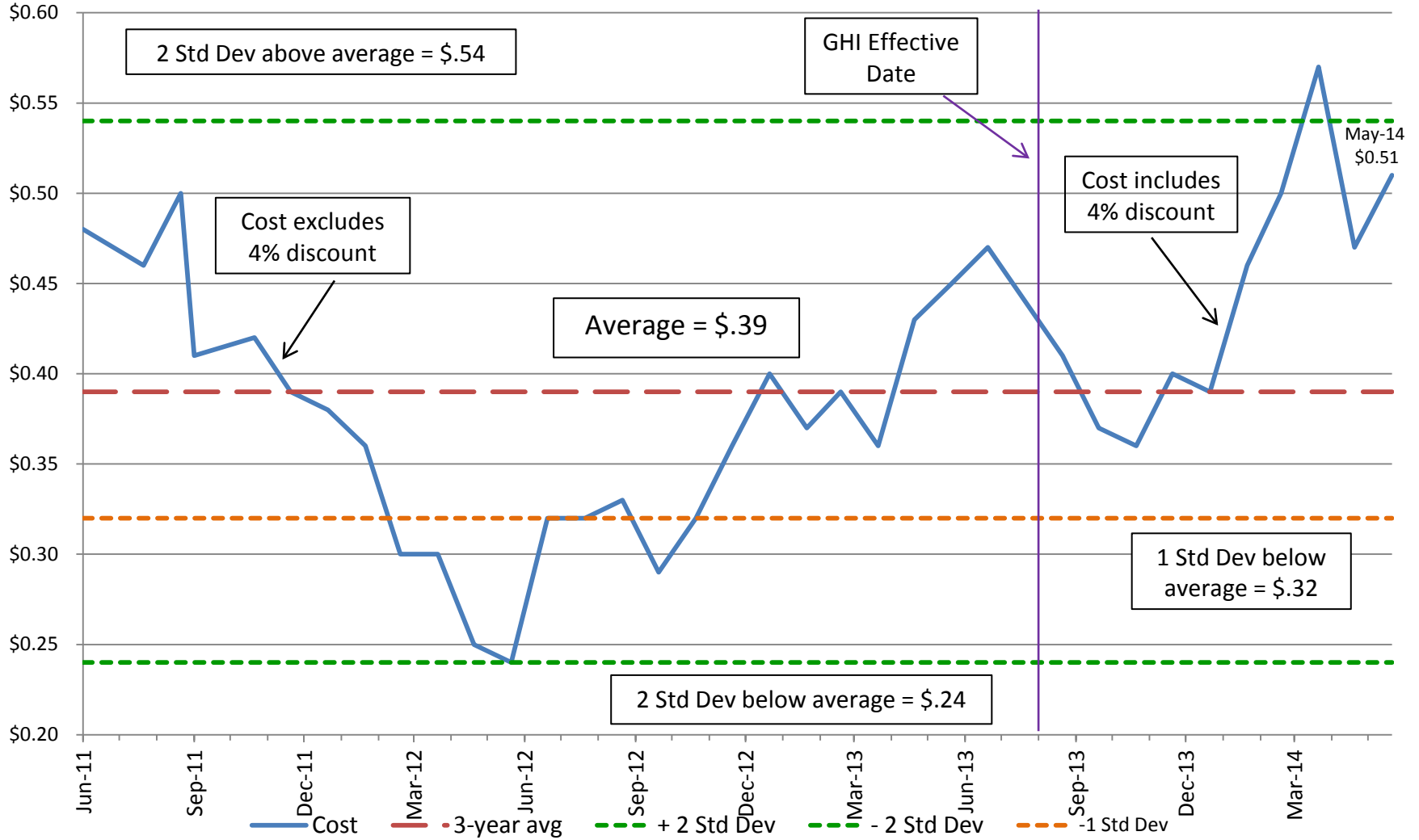


## Attachment C Low Carbon Fuel Standards (LCFS) Credit



## Attachment D

### CNG Cost per Therm Trailing 3 Years (commodity cost only)



RIVERSIDE TRANSIT AGENCY  
1825 Third Street  
Riverside, CA 92507

June 4, 2014

TO: BOARD BUDGET AND FINANCE COMMITTEE

FROM: Larry Rubio, Chief Executive Officer

SUBJECT: Authorization to Transfer One (1) Surplus 2001 NABI Transit Bus to the City of Corona Fire Department, and One (1) Surplus 2001 NABI Transit Bus to the City of Riverside Fire Department

Summary: The Agency received requests from the City of Corona Fire Department (CRD) and the City of Riverside Fire Department (RFD), requesting a surplus 40-foot heavy duty bus to be used as a training aid for Firefighters at their Department training facilities.

If approved, both the CFD and RFD plan to use the buses as training aids at their respective training facilities. They will be used by instructors to give firefighter students multiple hands on scenarios, learn the latest techniques for transit buses, school buses, tour coaches, big rig extractions, and advanced heavy vehicle stabilization for commercial vehicle rescues. The buses would be instrumental in the instruction and technical use for local firefighters and rescue personnel.

The Agency would receive consideration in the form of enhanced ability of firefighters to handle emergency situations involving RTA buses.

The subject vehicles are 2001, NABI compressed natural gas (CNG) buses which are inoperable. The buses are fully depreciated and have exceeded their useful lives according to the Federal Transit Administration's standards and the Agency's policy.

Fiscal Impact:

These buses have zero book value as they are fully depreciated.

Recommendation:

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

- Authorize the transfer of one (1) surplus 2001 NABI transit bus to the City of Corona Fire Department, and transfer one (1) surplus 2001 NABI transit bus to the City of Riverside Fire Department.



RIVERSIDE TRANSIT AGENCY  
1825 Third Street  
Riverside, CA 92507

June 4, 2014

TO: BOARD BUDGET AND FINANCE COMMITTEE  
FROM: Larry Rubio, Chief Executive Officer  
SUBJECT: Authorization to Transfer One (1) Surplus 2002 NABI Transit Bus to the American Legion – Lynn Mort Post #200 in Lake Elsinore

Summary: The Agency received a request from the American Legion – Lynn Mort Post #200 in Lake Elsinore requesting a surplus 40-foot heavy duty bus to be used for the purpose of serving military personnel, veterans, their families and the community.

If approved, the American Legion plans to use the bus to transport veterans to the Jerry L. Pettis Memorial V.A. Hospital in Loma Linda, CA, and from the hospital to the American Legion Post, to serve active duty military currently based out of Camp Pendleton, and to expand their service to other veterans, their families and the community. In addition to providing transportation to active military and veterans, the American Legion will utilize the bus as a shuttle for the community to the annual Memorial Day Service at the Lake Elsinore Cemetery.

The subject vehicle is a 2002, NABI compressed natural gas (CNG) bus. The bus is fully depreciated and has exceeded its useful life according to the Federal Transit Administration's standards and the Agency's policy.

Fiscal Impact:

This bus has zero book value as it is fully depreciated.

Recommendation:

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

- Authorize the transfer of one (1) surplus 2002 NABI transit bus to the American Legion – Lynn Mort Post #200 in Lake Elsinore.

RIVERSIDE TRANSIT AGENCY  
1825 Third Street  
Riverside, CA 92507

June 4, 2014

TO: BOARD BUDGET AND FINANCE COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Vince Rouzaud, Chief Procurement and Logistics Officer

SUBJECT: Authorization to Renew Revenue Agreement No. 14-028 with the City of Riverside (City) for the City Employee Pass (City Pass) Program

Summary: Since FY08, the Agency and the City have partnered in a City Pass program that allows City employees to ride the Agency's fixed-route transit network at no cost to the employee. The existing agreement between the Agency and the City is due to expire on June 30, 2014. Renewal of the program has been discussed with City staff and funds are being allocated to continue the program for next fiscal year.

The City Pass was launched in January 2009 as a pilot program and continues to maintain its popularity with City employees. The program was designed to encourage City employees to use public transit by offering an affordable and convenient alternate mode of transportation. Ridership has remained steady over the last couple of years averaging over 12,000 passengers annually. Staff is projecting ridership will be similar for FY15.

The City Pass Agreement is structured to allow City employees with valid identification (ID) cards to board any RTA fixed-route or CommuterLink bus by swiping their ID cards through the farebox reader. The ID cards contain an encoded magnetic stripe which is unique to each cardholder. The farebox records the cardholder ID number along with the date and time the trip is taken. The Agency is reimbursed by the City at a discounted fare with the revenue generated from the program based on actual ridership.

The following table illustrates the monthly average and total ridership figures since the program began in FY09.

### Ridership Data

	Monthly Average	Total
FY 09 *	745	4,467
FY 10	830	9,956
FY 11	945	11,344
FY 12	1,015	12,182
FY 13	1,059	12,711
FY 14 **	1,062	12,749
FY 15 (Projected)	1,049	12,587

\* - six months only

\*\* - actuals/projections (thru Apr-2014 – 1<sup>st</sup> ten months)

If approved, the new Agreement would become effective July 1, 2014 and run through June 30, 2015.

#### Fiscal Impact:

Based on projected ridership for FY15, staff anticipates the City Pass program will generate approximately \$16,949 in fare revenue.

#### Recommendation:

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

- Authorize staff to renew Revenue Agreement No. 14-028 with the City of Riverside for reimbursement of up to \$16,949 in fare revenue for the City Employee Pass Program from July 1, 2014 through June 30, 2015.

RIVERSIDE TRANSIT AGENCY  
1825 Third Street  
Riverside, CA 92507

June 4, 2014

TO: BOARD BUDGET AND FINANCE COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Vince Rouzaud, Chief Procurement and Logistics Officer

SUBJECT: Authorization to Renew Revenue Agreement with the Superior Courts of California, County of Riverside, for Route 50

Summary: The Agency and the Superior Courts of California, County of Riverside (County), have partnered to operate the Route 50, also known as the Jury Trolley since November 2001. Route 50 was established to provide transportation for jurors from remote parking lots at Eden Lutheran and the First United Methodist Churches on Brockton Avenue to the Superior Courts building in downtown Riverside. While much of the ridership is comprised of jurors, Route 50 is open to the general public. Service is provided Monday through Thursday every 13-minutes during peak morning hours and every 27-minutes thereafter until 6:00 p.m.

The current Revenue Agreement between the Agency and the County, which began on July 1, 2009, will expire on June 30, 2014.

Prior to moving forward with renewal of the agreement, County staff advised the Agency that their internal procurement policies required the County to solicit competitive quotes from other transportation providers to ensure cost competitiveness.

Accordingly, on April 14, 2014, the Agency submitted a proposal in response to the County's Request for Quote (RFQ) for Fixed Route Transportation Services.

On May 7, 2014, the County advised staff that the Agency was the low bidder and that the County would like to continue its partnership with the Agency by entering into a one-year agreement with five one-year options. Similar to previous agreements, the new agreement is structured so that the County reimburses the Agency for 100 percent of the route's annual operating expenses, allowing jurors to ride at no cost.

If approved, the new Revenue Agreement will begin July 1, 2014, and extend through June 30, 2015. As mentioned previously, the Agreement may be renewed annually for up to five one-year options upon mutual consent of both parties.

Fiscal Impact:

For FY15 the County's maximum obligation to the Agency will be \$161,442. If exercised, the County's maximum obligation for option-year one (FY16) will be \$165,759. These amounts are calculated using the current hourly rates of the Agency's Contractor, Empire Transportation, and covers the route's direct operating expenses and administrative overhead based on operating 2,352 annual revenue service hours. The remaining four option year periods will occur after the expiration of the Agency's existing contract with Empire Transportation on June 30, 2016. Using the same revenue hour assumptions and factoring in a reasonable increase in hourly rates, the annual costs for the four additional option-year periods are estimated in the following table:

	FY15 Base Period	FY16 Option 1	FY17 Option 2	FY18 Option 3	FY19 Option 4	FY20 Option 5
<b>Cost per Service Hour</b>	\$ 68.64	\$ 70.47	\$ 80.20	\$ 82.79	\$ 85.42	\$ 88.07
<b>Annual Revenue Hours</b>	2,352.18	2,352.18	2,352.18	2,352.18	2,352.18	2,352.18
<b>Total Annual Costs</b>	\$ 161,442	\$ 165,759	\$ 188,645	\$ 194,737	\$ 200,924	\$ 207,157

Once the Agency re-procures these services the above costs for FY17 through FY20 will be subject to negotiation between the County and the Agency and will be based on the Agency's actual operating expenses in effect at that time.

Based on operating 2,352 revenue service hours for FY15, operating expenses for Route 50 will be approximately \$161,442. This amount is fully reimbursed by the County and covers all operational expenses (fuel, maintenance, labor, insurance, administration, etc.).

Recommendation:

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

- Authorize staff to renew its Revenue Agreement with the County of Riverside for reimbursement of operating expenses of \$161,442 for Route 50 from July 1, 2014, through June 30, 2015. The subject agreement will include five one-year options that, if exercised, will be based on the Agency's actual operating expenses in effect at that time.

RIVERSIDE TRANSIT AGENCY  
1825 Third Street  
Riverside, CA 92507

June 4, 2014

TO: BOARD BUDGET AND FINANCE COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Vince Rouzaud, Chief Procurement and Logistics Officer

SUBJECT: Authorization to Renew Cooperative Agreement No. 12-027 with SunLine Transit Agency (SunLine) for the Sharing of Operating Expenses on SunLine Route 220

Summary: In early in 2012, the Riverside County Transportation Commission (RCTC) initiated discussions between the Agency and SunLine for a new express bus route that would provide service from Palm Desert to downtown Riverside utilizing federal Job Access and Reverse Commute (JARC) and New Freedom funds. In June 2012, those discussions were finalized and the Board authorized staff to enter into a Cooperative Agreement with SunLine outlining the roles and responsibilities for each agency as the new route would extend beyond the boundaries of both agencies respective service areas.

Since a portion of SunLine Route 220 would overlap the Agency's Route 210 service between Banning and Downtown Riverside, the Board also authorized the elimination of three trips on Route 210 as passengers traveling on those trips would not be impacted as the SunLine Route 220 schedule offered the same trip times, connections and destinations. The Board further directed staff to apply the resulting savings in Route 210 operating expenses towards the Agency's share of expenses for the SunLine Route 220.

SunLine Route 220 originates at Town Center Way and Hahn in Palm Desert and travels to the Downtown Riverside Transit Terminal with two westbound morning trips and two eastbound afternoon trips. This service is operated Monday through Friday and serves nine stops along the way in Palm Desert, Rancho Mirage, Morongo Casino, Banning, Beaumont, Moreno Valley, University of California at Riverside, Riverside Downtown Metrolink Station, and ending at the Downtown Riverside Transit Terminal.

SunLine dedicates vehicles to this service that are equipped with reclining coach seats, luggage racks, bike racks, and complimentary Wi-Fi

technology. Ridership data provided by SunLine shows passenger boardings averaging approximately 13,600 trips annually.

The current term for this agreement expires on September 30, 2014, with the 12-month renewal beginning October 1, 2014. This agreement may be renewed annually upon the mutual consent of both agencies.

Fiscal Impact:

The agreement renewal is structured so that the Agency reimburses SunLine for its proportionate share, approximately 66 percent, of the annual net operating expenses for those miles operated within the Agency's service area. Based on this cost sharing arrangement, the Agency's expenses for this renewal period will be \$103,700. Funding for this agreement was included in the Agency's FY15 operating budget.

For comparison, if the Agency were to reinstate the three trips between Banning and downtown Riverside, the Agency's annual cost for those trips would be \$83,710.13. For the approximate \$20,000 in additional costs to the Agency, SunLine is providing enhanced service that connects Palm Desert to downtown Riverside. Moreover, SunLine Route 220 covers a gap in the Agency's service area that had existed previously between Banning and the eastern edge of its service area.

Recommendation:

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

- Authorize staff to renew Cooperative Agreement No. 12-027 with SunLine Transit Agency in the amount of \$103,700 for the Agency's share of operating expenses for the SunLine Route 220 from October 1, 2014 through September 30, 2015.

RIVERSIDE TRANSIT AGENCY  
1825 Third Street  
Riverside, CA 92507

June 4, 2014

TO: BOARD BUDGET AND FINANCE COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Vince Rouzaud, Chief Procurement and Logistics Officer

SUBJECT: Authorization to Award Agreement No. 14-019 to Diversified Landscape Management, Inc., for Bus Stop Improvements at the Galleria at Tyler Mall (Galleria)

Summary: At the November 21, 2013, Board of Directors meeting, the Board adopted the Agency's updated FY14 Transportation Uniform Mitigation Fee (TUMF) Transportation Improvement Program (TIP) for FY14 through FY18. Among the projects approved in the TIP were improvements to the Agency's bus stops at the Galleria Mall.

Additionally, at the same Board meeting, the Board authorized staff to enter into Memorandum of Understanding (MOU) 13-037 with the Galleria at Tyler Mall Limited Partnership for bus stop improvements, operations and on-going maintenance. The MOU outlines the responsibilities of each party throughout the construction phase and delineates the parameters under which the Agency will continue to operate and maintain its facilities on mall property once construction is complete.

The Agency has had bus stops at the Galleria since the 1980's. The Galleria is a major destination and transfer point for passengers travelling to and from Riverside as well as the surrounding communities. This location is a critical regional link in the Agency's network served by Routes 1, 10, 12, 13, 14, 15, 21, 27 and 216. This transfer point also has one of the highest ridership concentrations in the system with a weekday average of 1,560 boardings and 1,530 alightings.

The proposed improvements include adding Americans with Disabilities Act (ADA) accessible concrete pads and the installation of three new transit shelters along the Magnolia Avenue bus turnout and replacing the existing four shelters along the mall entrance road. The project will also include the installation of Automatic Traveler Information System (ATIS) signs that will offer passengers real time arrival and departure information. Other improvements include landscaping, hardscape, fencing and solar lighting for passenger safety. The project's plans, specifications and engineer's construction cost estimate were developed by TKE Engineering, Inc., Riverside, CA.



On April 23, 2014, staff issued Invitation for Bid (IFB) No. 14-019. The procurement was publicly advertised in a newspaper of general circulation and a notice was posted on the Agency’s website. In addition, the Agency sent e-mail notices of the contracting opportunity to the Chambers’ of Commerce of those cities which are members of the Joint Powers Agreement. On May 21, 2014, the Agency received bids from the following four vendors:

Firm Name / Location	Bid Amount
Diversified Landscape Management, Inc., Corona	\$372,508.52
Sigma Services, Inc., Ventura	\$476,509.00
Humphrey Constructors, Diamond Bar	\$505,976.50
Adams/Mallory Construction Co., Inc., Placentia	\$506,668.00

Staff reviewed the low bidder’s submittal to ensure compliance with the requirements of the IFB. In addition, references were checked to confirm previous customers were satisfied with their performance and quality of work. Based on a thorough review of bid documentation, staff recommends awarding a contract to Diversified Landscape Management, Inc., the lowest responsive and responsible bidder.

In addition to the base bid amount, staff is also recommending the contract include a ten percent contingency of \$37,250.85 to be utilized in the event of unforeseen circumstances.

Fiscal Impact:

Improvements to the Galleria Mall are included in the Agency’s capital improvement budget. Sufficient funding is available in the form of Federal 5309, TUMF, Proposition 1B Security and State Transportation Assistance to cover the cost of this contract, \$372,508.52, plus the contingency amount of \$37,250.85 for a total contract amount of \$409,759.37.

Recommendation:

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

- Authorize staff to award Agreement No. 14-019 to Diversified Landscape Management, Inc., for bus stop improvements at the Galleria in the amount of \$372,508.52, with a ten percent contingency of \$37,250.85 for a total not-to-exceed amount of \$409,759.37.