



**BOARD ADMINISTRATION AND OPERATIONS COMMITTEE MEETING
WEDNESDAY, MARCH 7, 2012, 1:00 P.M.
RIVERSIDE TRANSIT AGENCY BOARD ROOM
1825 THIRD STREET
RIVERSIDE, CA 92507**

1. **CALL TO ORDER**
2. **SELF-INTRODUCTIONS**
3. **PUBLIC COMMENTS– NON-AGENDA ITEMS** **RECEIVE COMMENTS**
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
4. **APPROVAL OF MINUTES – FEBRUARY 1, 2012, COMMITTEE MEETING (P.3)** **APPROVE**
5. **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. **TRANSPORTATION CENTER MONTHLY REPORT – JANUARY 2012 (P.6)** **RECEIVE AND FILE**
 - B. **PERSONNEL REPORT – JANUARY 2012 (P.9)** **RECEIVE AND FILE**
6. **APPROVE RESOLUTION NO. 2012-01 AUTHORIZING STAFF TO ENTER INTO A MASTER AGREEMENT AND PROGRAM SUPPLEMENTS WITH THE CALIFORNIA DEPARTMENT OF TRANSPORTATION (CALTRANS) FOR STATE FUNDED TRANSIT PROJECTS (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.

7. AUTHORIZATION TO SUBMIT GRANT APPLICATION FOR FEDERAL FUNDING UNDER THE CLEAN FUELS PROGRAM AND APPROVE RESOLUTION IN ADVANCE OF APPLICATION SUBMITTAL (P.20) APPROVE
8. RATIFY FY2011-12 CALIFORNIA TRANSIT SECURITY GRANT PROGRAM-CALIFORNIA TRANSIT ASSISTANCE FUND (CTSGP-CTAF) GRANT APPLICATION AND APPROVE RESOLUTION 2012-05 TO OBTAIN FY2011-12 CTSGP-CTAF FUNDS (P.24) APPROVE
9. APPROVE RESOLUTION 2012-07 AUTHORIZING STAFF TO SUBMIT A GRANT APPLICATION FOR STATE FUNDING UNDER THE CALIFORNIA DEPARTMENT OF TRANSPORTATION (CALTRANS) FY2013 COMMUNITY-BASED TRANSPORTATION PLANNING GRANT (P.27) APPROVE
10. BOARD MEMBER COMMENTS AND REMARKS
11. OTHER BUSINESS
12. NEXT MEETING
ADMINISTRATION AND OPERATIONS COMMITTEE MEETING
WEDNESDAY, APRIL 4, 2012
1:00 P.M.
RTA HEADQUARTERS
1825 THIRD STREET
RIVERSIDE, CA 92507
13. ADJOURN

RTA BOARD ADMINISTRATION AND OPERATIONS COMMITTEE MEETING
February 1, 2012

1. CALL TO ORDER:
Committee Chair Zanowic called the Board Administration and Operations Committee meeting to order at 1:00 p.m., on February 1, 2012, in the RTA Board Room.
2. SELF-INTRODUCTIONS:
Self introductions of those in attendance took place.

Board Committee Attendees:

1. Chairman of the Board Doug McAllister, City of Murrieta Mayor
2. Committee Chair Ella Zanowic, City of Calimesa Mayor
3. Director Jesse Molina, City of Moreno Valley Councilmember
4. Director Jeff Fox, City of Beaumont Councilmember
5. Director Daryl Hickman, City of Lake Elsinore Mayor Pro Tem
6. Director Ike Bootsma, City of Eastvale Councilmember
7. Director Don Robinson, City of Banning Mayor

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. Rick Kaczerowski, Director of Information Technologies
6. Jim Kneepkens, Director of Marketing
7. Lorelle Moe-Luna, Senior Planner
8. Bob Bach, Director of Maintenance
9. Laura Murillo, Director of Human Resources
10. Natalie Gomez, Clerk of the Board of Directors
11. Eric Ustation, Government Affairs Representative
12. Natalie Zaragoza, Contracts Manager
13. Virginia Werly, Contract Operations Manager
14. Gordon Robinson, Director of Planning

Other Attendees:

C.B. Spurlin, City of Lake Elsinore

3. PUBLIC COMMENTS – NON-AGENDA ITEMS:
None.
4. APPROVAL OF MINUTES – November 2, 2011, COMMITTEE MEETING:
M/S/C (FOX/ROBINSON) approving the minutes of November 2, 2011, Committee meeting. The motion carried with six affirmative votes and one abstention (ZANOWIC).

5. CONSENT CALENDAR:

M/S/C (FOX/HICKMAN) approving the receipt and file of item A – Transportation Center Monthly Report – October, November and December 2011. The motion carried unanimously.

M/S/C (FOX/HICKMAN) approving the receipt and file of item B – Personnel Report – October, November and December 2011. The motion carried unanimously.

6. APPROVE AMENDMENTS TO THE AGENCY'S CONFLICT OF INTEREST CODE

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

- Approve the RTA Conflict of Interest Code and direct staff to submit it to the Riverside County Board of Supervisors for their consideration.

The motion carried unanimously.

7. AUTHORIZE STAFF TO ENTER INTO AN AGREEMENT WITH THE RIVERSIDE COUNTY TRANSPORTATION COMMISSION (RCTC) TO FUND AND IMPLEMENT A TEMPORARY SHUTTLE SERVICE (PROPOSED ROUTE 54) TO SUPPORT THE STATE ROUTE 91 HIGH-OCCUPANCY VEHICLE CONSTRUCTION PROJECT AND AMEND THE FY12 SHORT RANGE TRANSIT PLAN (SRTP) AND FY12 OPERATING BUDGET

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

- Authorize staff to enter into an agreement with RCTC to fund the operation of temporary shuttle service Route 54 effective on approximately March 1, 2012 based on the described service design and funding source.
- Approve amending the FY12 SRTP and FY12 Operating budget as discussed above and direct staff to seek final approval from RCTC.

The motion carried unanimously.

8. BOARD MEMBER COMMENTS AND REMARKS

Director Robinson requested more information on RTA's 35th anniversary celebration. Mr. Kneepkens informed the committee members that a lunch event would be held at RTA's headquarters. Past Board members and retired employees have been invited, a formal program will commence after lunch with guest speakers and invitations will be mailed soon.

9. OTHER BUSINESS:

None.

10. NEXT MEETING:

Board Administration and Operations Committee Meeting

Wednesday, March 7, 2011

1:00 p.m.

RTA Headquarters

1825 Third Street

Riverside, CA 92507

11. ADJOURNMENT:

The meeting was adjourned at 1:12 p.m.

DRAFT

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

March 7, 2012

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Jim Kneepkens, Director of Marketing

SUBJECT: Transportation Center Monthly Report – January 2012

Summary: In January 2012, the Customer Information Center answered 33,815 calls, an 8.3% decrease compared to January 2011. Calls included 226 commendations, general comments and valid complaints. The number of calls to Dial-A-Ride was 12,193, an 11.7% increase compared to January 2011. A total of 46,008 calls were received between the two call centers, a decrease of 3.8% compared to the same period last year.

The attached report presents call volume history and details commendations, general comments and complaints by type.

Recommendation:

Receive and file.

Riverside Transit Agency

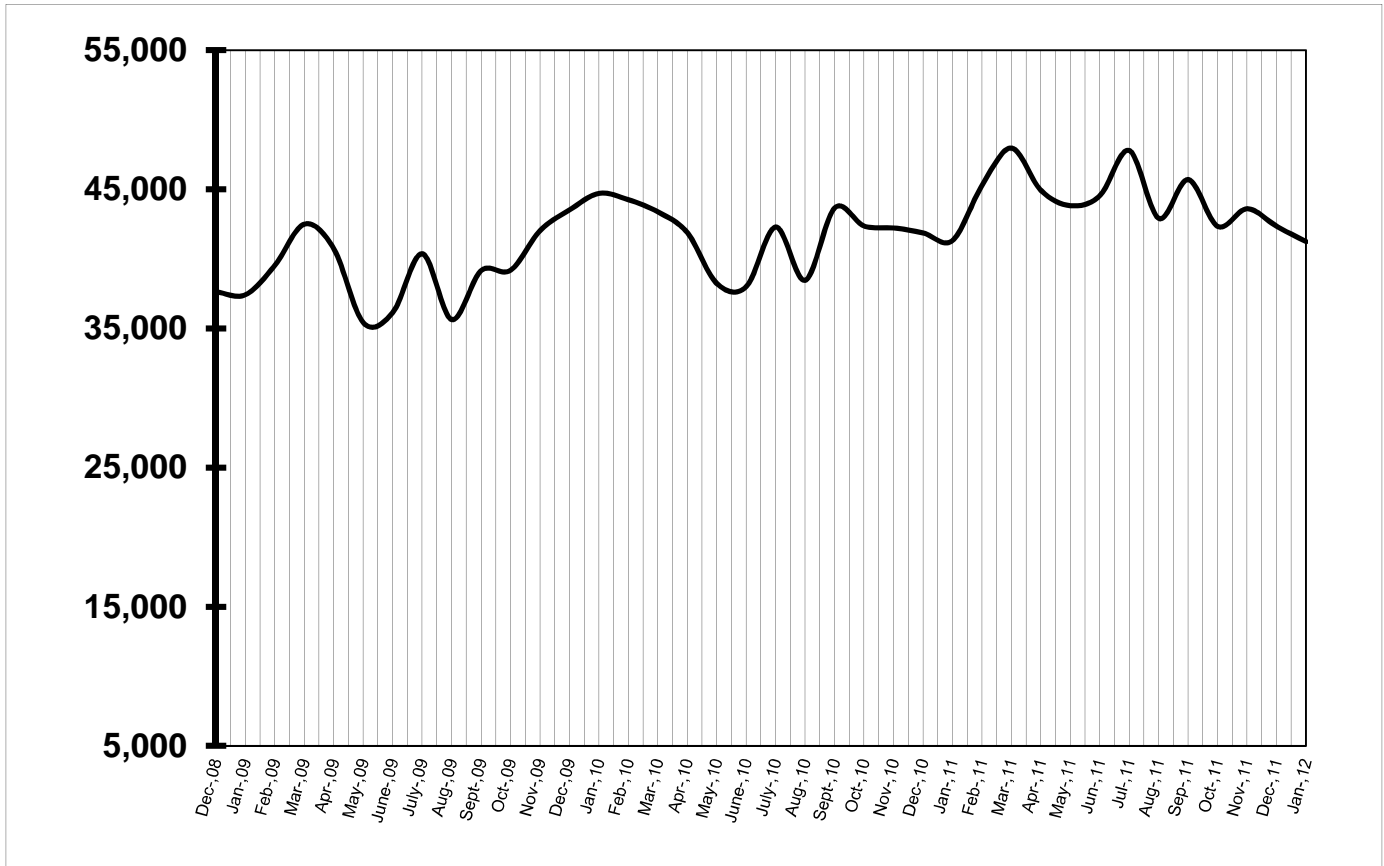
January 2011 Transportation Center Call Totals

Customer Information Center (CIC)	January 2012	January 2011	Percent Change
Information Calls	33,589	36,681	-8.4%
Complaints	129	124	4.0%
Comments	59	56	5.4%
Commendations	38	26	46.2%
Total CIC Calls	33,815	36,887	-8.3%

Dial-A-Ride (DAR)

Total DAR Calls	12,193	10,920	11.7%
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Total Calls	46,008	47,807	-3.8%
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Complaints, Comments & Commendations

Valid Complaints

Category	January 2012	January 2011	12 Month Average per Month	Complaints per 10,000 Passengers
Bus Stop	2	3	3	0.54
Careless Driving	12	6	15	0.83
Conduct	23	11	20	0.03
Crowded	0	4	2	0.17
Customer Service	15	20	20	0.32
Early Bus	5	2	7	0.00
Fare Dispute	1	4	3	0.21
Late Bus	18	22	31	0.07
Missed Transfer	8	6	8	0.01
No Show	2	7	7	0.25
Passed By	31	16	24	0.11
Passenger Conduct	2	1	3	0.03
Other	10	22	30	0.14
Total	129	124	174	2.73

Ridership

	January 2012	January 2011	12 Month Average per Month
All services	720,465	664,823	708,238

Comments

	January 2012	January 2011	12 Month Average per Month	Comments per 10,000 Passengers
General Comments	59	56	49	0.83

Commendations

	January 2012	January 2011	12 Month Average per Month	Commendations per 10,000 Passengers
General Commendations	38	26	25	0.54

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

March 7, 2012

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Laura Murillo, Director of Human Resources

SUBJECT: Personnel Report – January 2012

Summary: The attached report summarizes personnel activity that occurred in January 2012. The following information is outlined in the report:

- Number of budgeted positions versus number of filled positions by department and position.
- Percentage of minority and female employees by position classification.
- Number of disciplinary actions by gender.
- Percentage of minority and female applicants by position.
- Number of minority and female employees by personnel actions.

Recommendation:

Receive and file.

SUMMARY OF BUDGETED POSITIONS
January 2012

DEPARTMENT AND TITLE	BUDGETED POSITIONS	FILLED POSITIONS
<u>ADMINISTRATION</u>		
Chief Executive Officer	1	1
Executive Assistant/Clerk of the Board	<u>1</u>	<u>1</u>
Department Subtotal	2	2
<u>ACCOUNTING</u>		
Chief Financial Officer	1	1
Performance Reporting & Analysis Manager	1	1
Controller	1	1
Principal Financial Analyst	1	1
Accounting Supervisor	1	1
Planning Analyst	1	1
Payroll Coordinator	1	1
Revenue Account Coordinator	1	1
Accounts Payable Clerk	1	1
General Accounting Clerk	1	1
Coin Counter	<u>2</u>	<u>2</u>
Department Subtotal	12	12
<u>HUMAN RESOURCES</u>		
Director of Human Resources	1	1
Labor Relations Officer	1	1
Risk Manager	1	1
Training Manager	1	1
Risk Management Specialist	1	1
Human Resources Specialist - Benefits	1	1
Human Resources Specialist - Recruitment	1	1
Human Resources Clerk	1	1
Receptionist	<u>1</u>	<u>1</u>
Department Subtotal	9	9
<u>INFORMATION TECHNOLOGY</u>		
Director of Information Technology	1	1
ITS Administrator	1	1
Systems Analyst	<u>1</u>	<u>1</u>
Department Subtotal	3	3
<u>MAINTENANCE</u>		
Director of Maintenance	1	1
Maintenance Manager	1	1
Maintenance Quality Control	1	1
Contract Operations Maintenance Supervisor	1	1
Maintenance Supervisor	7	6
Electronic Technician	1	1
Groundskeeper	1	1
Mechanic	27	26
Property Maintainer	1	1
Tire Servicer	1	0
Servicer	<u>11</u>	<u>10</u>
Department Subtotal	53	49

DEPARTMENT AND TITLE	BUDGETED POSITIONS	FILLED POSITIONS
MARKETING		
Director of Marketing	1	1
Marketing Manager	1	1
Government Affairs Representative	1	1
Customer Information Supervisor	1	1
Customer Information Clerk, Full-Time	1	1
Customer Information Clerk, On-Call ¹	<u>16</u>	<u>17</u>
Department Subtotal	21	22
OPERATIONS		
Chief Operating Officer	1	1
Operations Manager	1	1
Executive Assistant	1	1
Operations Supervisor	14	12
Operations Analyst	2	2
Stops/Zones Supervisor	1	1
Stops/Zones Groundskeeper	8	8
Transit Clerk	1	1
Coach Operator		
Full-Time	181	181
Part-Time ²	<u>21</u>	<u>32</u>
Department Subtotal	231	240
CONTRACT OPERATIONS		
Contract Operations Manager	1	1
Contract Operations Analyst	1	1
Contract Operations Specialist	2	2
Customer Service Specialist, Full-Time	2	1
Customer Service Specialist, Part-Time	0	1
Travel Training Supervisor	1	1
Travel Training Specialist	2	1
Contract Operations Administrative Clerk, Full-Time	<u>1</u>	<u>1</u>
Department Subtotal	10	9
PLANNING		
Director of Planning	1	1
Senior Planner	2	1
Scheduling Analyst	<u>1</u>	<u>1</u>
Department Subtotal	4	3
PURCHASING		
Chief Procurement & Logistics Officer	1	1
Contracts Manager	1	1
Contracts Administrator	2	1
Storeroom Supervisor	1	1
Buyer	1	1
Parts Clerk	<u>4</u>	<u>4</u>
Department Subtotal	10	9
Totals	355	358

¹Although there are more filled than budgeted positions, the Agency will not go over the number of hours budgeted for On-Call, Customer Information Clerks (CIC) for FY 2012 as not all CICs work the maximum number of hours.

²The Agency experienced the following extended leaves of absences: 4 Coach Operators on workers' compensation, and 6 Coach Operators on disability leave.

TOTAL WORKFORCE AND UTILIZATION ANALYSIS

POSITION CLASSIFICATION	TOTAL EMPLOYEES	% OF MINORITY EMPLOYEES	% OF FEMALE EMPLOYEES	2000 CENSUS AVAILABILITY		UNDERUTILIZED	
				%MIN	%FEM	MIN	FEM
Executive/First/Mid Level Officials & Managers	43	48.8%	30.2%	31.4%	39.9%	No	Yes
Professionals	13	38.5%	23.1%	34.6%	49.8%	No	Yes
Administrative Support Workers	42	69.0%	78.6%	48.6%	72.8%	No	No
Operatives	213	71.8%	40.8%	69.9%	70.8%	No	Yes
Craft Workers	27	63.0%	0.0%	48.2%	5.6%	No	Yes
Laborers	10	40.0%	0.0%	73.7%	15.3%	Yes	Yes
Service Workers	10	100.0%	10.0%	59.2%	56.2%	No	Yes
Total	358						

DISCIPLINARY ACTIONS

DEPARTMENT	WARNINGS, COUNSELINGS & WRITTEN REPRIMANDS								SUSPENSIONS							
	Male				Female				Male				Female			
	(C	AA	H	O)	(C	AA	H	O)	(C	AA	H	O)	(C	AA	H	O)
Maintenance	1	0	4	0	0	0	0	0	0	0	0	0	0	0	0	
Operations	1	3	5	1	1	3	3	0	0	0	1	1	0	0	1	0
	(15)				(7)				(2)				(1)			

C=Caucasian, AA=African American, H=Hispanic, O=Other

APPLICATION ANALYSIS

POSITION TITLE	TOTAL APPLICANTS	% OF MINORITY APPLICANTS	% OF FEMALE APPLICANTS
A Mechanic	21	62%	5%
Coach Operator, Part-Time	91	85%	26%
Contracts Administrator	14	29%	43%
Operations Supervisor	21	76%	33%
Travel Training Specialist	16	44%	44%

PERSONNEL ACTIVITY

Full-Time and Part-Time:

Personnel Activity	All Employees			Minority Employees Male						Minority Employees Female						Total Minorities
	Total	Male	Female	AA	HISP	API	AIAN	NHOPI	MULTI	AA	HISP	API	AIAN	NHOPI	MULTI	
Activity																
New Hires	13	10	3	3	5					3						11
Promotions	1		1								1					1
Transfers	1		1													0
Demotions	0															0
Terminations	3	1	2							2						2
Resignations	2	1	1		1					1						2
Retirements	0															0
Other	0															0

FOR FISCAL YEAR 07/01/11 THROUGH 06/30/12
FULL-TIME SEPARATIONS

	<u>Administration</u>	<u>Other</u>
Terminations	2	10
Resignations	2	4
Retirements	1	5
Other	0	1

FOR FISCAL YEAR 07/01/10 THROUGH 06/30/11
FULL-TIME SEPARATIONS

	<u>Administration</u>	<u>Other</u>
Terminations	7	8
Resignations	2	6
Retirements	2	9
Other	0	1

AA = African American

HISP = Hispanic

API = Asian Pacific Islander

AIAN = American Indian or Alaskan Native

NHOPI = Native Hawaiian or Other Pacific Islander

MULIT = Two or More Races

RIVERSIDE TRANSIT AGENCY
1825 Third St.
Riverside, CA 92507

March 7, 2012

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Vince Rouzaud, Chief Procurement and Logistics Officer

SUBJECT: Approve Resolution No. 2012-01 Authorizing Staff to enter into a Master Agreement and Program Supplements with the California Department of Transportation (Caltrans) for State Funded Transit Projects

Summary: In order to be eligible to participate in the grant application process and receive financial assistance for state funded transit projects, the Agency is required to have in place a Master Agreement with Caltrans. The Master Agreement outlines the requirements imposed by the state on agencies that apply for funding for transit specific projects and is typically valid for 10 years. The Agency's current agreement with Caltrans will expire on April 3, 2012.

The applicable funding sources covered by this Master Agreement include the following:

- General Fund
- State Highway Account
- Public Transportation Account
- Transportation Investment Fund
- Traffic Congestion Relief Fund (TCR) GC 14556.40
- Clean Air and Transportation Improvement Act of 1990 (Prop.116) Bond Fund
- Other State Funding Sources
- Federal Funding Programs Administered by the State

It should be noted that this Master Agreement does not eliminate or replace the need for the Agency to submit individual grant applications as funding becomes available for specific transit-related projects. As grant opportunities arise, staff will continue to review for applicability and when appropriate, complete the grant application, obtain Board approval and submit to Caltrans. Once a grant application is approved, the Agency is required to execute a Program Supplement which generally includes a detailed Scope of

Work, including project description, project schedule, overall funding plan and project financial plan as required by the applicable program guidelines.

Fiscal Impact:

In order to continue to be eligible for state funding opportunities, the Agency is required to have a Master Agreement with Caltrans. There is no specific fiscal impact associated with this Master Agreement.

Recommendation:

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

- Approve Resolution No. 2012-01 authorizing staff to enter into a Master Agreement and Program Supplements with the California Department of Transportation (Caltrans) for State Funded Transit Projects.

RESOLUTION # 2012-01

**AUTHORIZATION FOR THE EXECUTION OF A MASTER AGREEMENT
AND PROGRAM SUPPLEMENTS FOR STATE-FUNDED TRANSIT
PROJECTS**

WHEREAS, the Riverside Transit Agency may receive state funding from the California Department of Transportation (Department) now or sometime in the future for transit projects; and

WHEREAS, substantial revisions were made to the programming and funding process for the transportation projects programmed in the State Transportation Improvement Program, by Chapter 622 (SB 45) of the Statutes of 1997; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to execute an agreement with the Department before it can be reimbursed for project expenditures; and

WHEREAS, the Department utilizes Master Agreements for State-Funded Transit Projects, along with associated Program Supplements, for the purpose of administering and reimbursing state transit funds to local agencies; and

WHEREAS, the Riverside Transit Agency wishes to delegate authorization to execute these agreements and any amendments thereto to the Chief Executive Officer.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Riverside Transit Agency that the fund recipient agrees to comply with all conditions and requirements set forth in this agreement and applicable statutes, regulations and guidelines for all state-funded transit projects.

NOW THEREFORE, BE IT FURTHER RESOLVED that the Chief Executive Officer, be authorized to execute the Master Agreement and all Program Supplements for State-Funded Transit Projects and any Amendments thereto with the California Department of Transportation.

RIVERSIDE TRANSIT AGENCY

APPROVED AS TO FORM:

Doug McAllister
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 March 22, 2012.

ATTEST:

Natalie Gomez
Clerk of the Board of Directors

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

March 7, 2012

TO: ADMINISTRATION AND OPERATIONS COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Craig Fajnor, Chief Financial Officer

SUBJECT: Authorization to Submit Grant Application for Federal Funding Under the Clean Fuels Program and Approve Resolution in Advance of Application Submittal

Summary: On February 7, 2012, the Federal Transit Administration (FTA) began soliciting competitive grant program applications for the Clean Fuels Grant Program (Clean Fuels). Subject to funding availability by Congress, the FTA will fund the Clean Fuels with approximately \$51.5 million. Eligible applicants include designated recipients of Federal urbanized formula funds in non-attainment areas for ozone and carbon monoxide (CO) under the Clean Air Act as well as projects that meet eligibility under the Bus and Bus Facilities Program. The Agency operates service in a non-attainment area and our project is eligible for Bus and Bus Facilities Program funding. As such, the Agency will be applying for Federal funding under the State of Good Repair (SGR) and Bus and Bus Facility Livability Initiatives (BLV) grant programs of the overall Bus and Bus Facilities Program.

As the total contemplated Clean Fuels grant funding (\$51.5 million) is more limited than that under SGR (\$650 million) and BLV (\$125 million), the Clean Fuels grant award range is between \$100,000 and \$5,000,000. The Agency intends to apply for \$4,800,000 in Federal funding toward the heavy-duty compressed natural gas (CNG) bus replacement program. Further, our request will include a 50% local match, which effectively doubles our request to a total of \$9,600,000. Staff believes that increasing our local match share improves our likelihood of being awarded Federal funding.

Applications for Clean Fuels grant funds are due no later than April 5, 2012.

If authorized, staff will apply for a total of \$9.6 million in combined Federal and local match funds in its Clean Fuels grant application for the following project:

- Replacement of 16 heavy-duty CNG buses that have reached the end of their useful lives based on mileage at the time of grant application

The 16 replacement buses are part of the Agency's overall heavy-duty CNG bus fleet replacement plan. By the end of the current calendar year (2012), the Agency's entire 40-foot bus fleet – 94 buses – is anticipated to be eligible for retirement based on miles driven.

Attachment A to this staff report is a Board resolution to support the application to seek Federal funding for heavy-duty CNG bus replacement under the Clean Fuels program.

Fiscal Impact:

Should the Agency be awarded all or a portion of the requested \$4.8 million in Federal funds, an equal amount (up to \$4.8 million) of non-Federal funds will be required for the local match. Sufficient local match funding has been programmed by the Riverside County Transportation Commission to support these requests.

Recommendation:

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

- Authorize staff to submit a grant application for Federal funding for heavy-duty CNG bus replacement under the Clean Fuels Program.
- Approve Resolution 2012-06 in support of submitting the grant application for Federal funding for heavy-duty CNG bus replacement under Clean Fuels Program.

ATTACHMENT A

RESOLUTION NO. 2012-06

RESOLUTION OF THE BOARD OF DIRECTORS OF THE RIVERSIDE TRANSIT AGENCY AUTHORIZING THE FILING OF APPLICATION WITH THE FEDERAL TRANSIT ADMINISTRATION, AN OPERATING ADMINISTRATION OF THE UNITED STATES DEPARTMENT OF TRANSPORTATION FOR FEDERAL TRANSPORTATION ASSISTANCE UNDER CLEAN FUELS SECTION 5308 AS AUTHORIZED BY 49 U.S.C. CHAPTER 53, TITLE 23 UNITED STATES CODE, AND OTHER FEDERAL STATUTES ADMINISTERED BY THE FEDERAL TRANSIT ADMINISTRATION FOR THE 2011/2012 FISCAL YEAR

WHEREAS, the Federal Transit Administration has been delegated authority to award Federal financial assistance for transportation projects;

WHEREAS, the grant or cooperative agreement for Federal financial assistance will impose certain obligations upon the Applicant, and may require the Applicant to provide the local share of the project cost;

WHEREAS, the Applicant has or will provide all annual certifications and assurances to the Federal Transit Administration required for the project;

NOW, THEREFORE, BE IT RESOLVED by the Riverside Transit Agency Board of Directors:

1. That the Chief Executive Officer or his designee is authorized to execute and file an application for Federal assistance on behalf of the Riverside Transit Agency with the Federal Transit Administration for Federal assistance authorized by 49 U.S.C. chapter 53, Title 23, United States Code, or other Federal statutes authorizing a project administered by the Federal Transit Administration. The Riverside Transit Agency is a Grantee as defined by 49 U.S.C. § 5307(a)-(2).

2. That the Chief Executive Officer or his designee is authorized to execute and file with its applications the annual certifications and assurances and other documents the Federal Transit Administration requires before awarding a Federal assistance grant or cooperative agreement.

3. That the Chief Executive Officer or his designee is authorized to execute grant and cooperative agreements with the Federal Transit Administration on behalf of the Riverside Transit Agency.

RIVERSIDE TRANSIT AGENCY

APPROVED AS TO FORM:

Doug McAllister
Chairman of the Board of Directors

Kennard R. Smart, Jr.
Agency General Counsel

CERTIFICATION

The undersigned duly qualified Clerk of the Board of Directors, acting on behalf 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 the Riverside Transit Agency held on March 22, 2012.

ATTEST:

Natalie Gomez
Clerk of the Board of Directors

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

March 7, 2012

TO: ADMINISTRATION AND OPERATIONS COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Craig Fajnor, Chief Financial Officer

SUBJECT: Ratify FY2011-12 California Transit Security Grant Program-California Transit Assistance Fund (CTSGP-CTAF) Grant Application and Approve Resolution 2012-05 to Obtain FY2011-12 CTSGP-CTAF Funds

Summary: On November 7, 2006, California voters approved Proposition 1B entitled “The Highway Safety, Traffic Reduction, Air Quality and Port Security Bond Act of 2006,” which is commonly known as “Prop 1B.” Prop 1B provides funding for two categories of transportation capital improvement.

This item falls under the California Transit Security Grant Program-California Transit Assistance Fund (CTSGP-CTAF) or “Prop 1B Security” program. Prop 1B Security funds can only be utilized for transit system safety, security and disaster response capital projects. Thus, these funds are restricted to capital projects with safety and security objective and cannot, for example, be used for operating costs.

Each year the State solicits requests for Prop 1B Security projects that meet the necessary criteria and then finances the approved projects through the sale of bonds. Eligible security projects include construction or renovation projects designed to enhance the security of public transit stations or other transit facilities and the installation of fencing, barriers, gates or related security enhancements that are designed to improve the physical security of transit stations or other transit facilities and equipment.

RTA received notice from the California Emergency Management Agency (CalEMA) of the State’s FY2011-12 call for projects for Prop 1B Security funds but deferred its application submittal due to the uncertainty as to when the funds would become available.

In late January, after discussions with CalEMA and Riverside County Transportation Commission (RCTC) staff, Agency staff applied for a total of \$894,790 of FY2011-12 Prop 1B Security funding for the following project:

- Operations and Facilities Security Improvements

Despite having received a Notification of Project Eligibility (NOPE) from CalEMA – effectively pre-approval, the State of California requires applicants to obtain formal resolutions by their Board of Directors approving their agency’s request prior to official award.

Attachment A to this staff report is Resolution 2012-05. If approved and executed, this Resolution will be provided to CalEMA to enable formal approval of the FY2011-12 Prop 1B Security grant to the Agency.

Fiscal Impact:

When received, the Agency will use the requested \$894,790 in Prop 1B CTSGP-CTAF funds for capital security activities at its operational sites, bus stops/transit centers, and on its vehicle fleet. Receipt of awarded funds will be dependent upon the successful sale of bonds by the State.

Recommendation:

Recommend this item to the full Board of Directors for their consideration as follows:

- Ratify the \$894,790 FY2011-12 Prop 1B CTSGP-CTAF grant application submitted by staff and approve Resolution 2012-05 authorizing the Chief Executive Officer to execute all actions required to obtain \$894,790 in FY2011-12 Prop 1B CTSGP-CTAF funds.

Attachment A

Resolution 2012-05

Governing Body Resolution
For FY2011-12 Prop. 1B California Transit Security Grant Program-California
Transit Assistance Fund (CTSGP-CTAF) Grant Funds

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF
THE RIVERSIDE TRANSIT AGENCY

That the Chief Executive Officer is hereby authorized to execute for and on behalf of the named applicant, a public entity established under the laws of the State of California, any actions necessary for the purpose of obtaining Prop. 1B California Transit Security Grant Program-California Transit Assistance Fund (CTSGP-CTAF) grant funds from Grant ID FY 2011-12 Proposition 1B 6461-0002 provided by the California Emergency Management Agency.

ADOPTED this 22nd day of March 2012.

RIVERSIDE TRANSIT AGENCY

APPROVED AS TO FORM:

Doug McAllister
Chairman of the Board

Kennard R. Smart, Jr.
Agency's 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 March 22, 2012.

ATTEST:

Natalie Gomez
Clerk of the Board of Directors

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

March 7, 2012

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Gordon Robinson, Director of Planning

SUBJECT: Approve Resolution 2012-07 Authorizing Staff to Submit a Grant Application for State Funding Under the California Department of Transportation (Caltrans) FY2013 Community-Based Transportation Planning Grant

Summary: Each year, the California Department of Transportation (Caltrans) administers a competitive transportation planning grant program utilizing State funds. Regional planning agencies, transit agencies and other community and governmental entities are eligible to apply. On January 19, 2012, staff attended a formal information session conducted by Caltrans and determined that the Community-Based Transportation Planning (CBTP) grant would enable the Agency to effectively coordinate transportation and land use planning activities to promote the integration of enhanced mobility options.

Staff desires to utilize grant funding to: 1) develop an Intermodal Transit Mobility Assessment that will focus on evaluating transit connectivity at facilities with existing or forecasted high ridership concentrations throughout western Riverside County; 2) identify strategic sustainable improvements needed to maximize the use and connectivity to and from transit facilities; and, 3) ensure all alternative modes of motorized and non-motorized travel are well integrated to encourage regional transit use.

This planning effort will involve the following elements:

- Extensive analysis and site evaluation of key transfer points, and highly utilized origins and destinations including park and ride locations, transit centers, and rail stations;
- Development of service alternatives with recommendations; and
- Stakeholder outreach activities to identify site specific solutions with the best potential to increase ridership and intermodal connectivity by addressing one of the largest barriers to transit use: the first- and last-mile leg of the door-to-door commute.

Caltrans has budgeted \$3,000,000 for the program with a maximum grant award of \$300,000. If authorized, staff will apply for a total of \$289,575 via the CBTP grant. A minimum 10% local match is required. In accordance with the grant guidelines, staff will meet the 10% local match, which is for a total of \$28,960. In total, the estimated project budget is \$318,535.

Applications for grant funds are due no later than April 2, 2012. Attachment A is a Board resolution requiring ratification to seek State funding for this grant application. Expected notice of award from Caltrans to applicants is anticipated in February 2013. If the Agency receives notice of award, a subsequent Board item would be prepared to award a consultant contract to complete the assessment. At that time, staff would request amendments to the Short Range Transit Plan and the Operating budget.

Fiscal Impact:

Should the Agency be awarded all or a portion of the requested \$289,575 State funds under the FY13 Community-Based Transportation Planning grant, an amount up to \$28,960 in Local Transportation Funds (LTF) will be programmed. The Riverside County Transportation Commission supports this activity.

Recommendations:

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

- Approve Resolution 2012-07 authorizing staff to submit a grant application for State funding under the FY13 CBTP grant.
- Pending notice of award, authorize staff to include an amount up to \$28,960 in LTF as a local cash match.

ATTACHMENT A

RESOLUTION NO. 2012-07

RESOLUTION OF THE BOARD OF DIRECTORS OF THE RIVERSIDE TRANSIT AGENCY AUTHORIZING THE FILING OF APPLICATION WITH THE CALIFORNIA DEPARTMENT OF TRANSPORTATION FOR FY2013 AND APPROVING THE EXECUTIVE DIRECTOR TO EXECUTE AGREEMENTS WITH THE CALIFORNIA DEPARTMENT OF TRANSPORTATION

WHEREAS, the California Department of Transportation, Division of Transportation Planning has been delegated authority to award State and Federal financial assistance for transportation planning projects; and

WHEREAS, the Board of Directors of for the Riverside Transit Agency is eligible to receive Federal and/or State funding for certain transportation planning related plans, through the California Department of Transportation; and

WHEREAS, the grant application and Fund Transfer Agreement for State financial assistance will impose certain obligations upon the Applicant, and may require the Applicant to provide the local share of the project cost; and

WHEREAS, a Fund Transfer Agreement is needed to be executed with the California Department of Transportation before such funds can be claimed through the Transportation Planning Grant Programs; and

WHEREAS, the Riverside Transit Agency wishes to delegate authorization to execute these agreements and any amendments thereto;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Riverside Transit Agency, authorize the Executive Director to execute all Fund Transfer Agreements and any amendments thereto with the California Department of Transportation.

APPROVED AND PASSED this 22th day of March, 2012.

RIVERSIDE TRANSIT AGENCY

APPROVED AS TO FORM:

Doug McAllister
Chairman of the Board of Directors

Kennard R. Smart, Jr.
Agency General Counsel

CERTIFICATION

The undersigned duly qualified Clerk of the Board of Directors, acting on behalf 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 the Riverside Transit Agency held on March 22, 2012.

ATTEST:

Natalie Gomez
Clerk of the Board of Directors