



**BOARD ADMINISTRATION AND OPERATIONS COMMITTEE MEETING  
WEDNESDAY, APRIL 4, 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 – MARCH 7, 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 – FEBRUARY 2012 (P.7)** **RECEIVE AND FILE**
  - B. **PERSONNEL REPORT – FEBRUARY 2012 (P.10)** **RECEIVE AND FILE**
6. **APPROVE THE ATTACHED SMALL BUSINESS POLICY STATEMENT AS REQUIRED UNDER NEW FEDERAL TRANSIT ADMINISTRATION (FTA) GUIDELINES PER 49 C.F.R. PART 26 (P.17)** **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 FEDERAL TRANSIT ADMINISTRATION (FTA) ALTERNATIVES ANALYSIS PROGRAM TO STUDY PUBLIC TRANSPORTATION ALTERNATIVES INCLUDING BUS RAPID TRANSIT (BRT) SERVICES UNDER THE FTA NEW STARTS DEVELOPMENT PROCESS (P.20) APPROVE
8. AUTHORIZATION TO OPEN A PUBLIC HEARING TO CONSIDER THE DISCONTINUATION OF ROUTE 53 (P.24) APPROVE
9. BOARD MEMBER COMMENTS AND REMARKS
10. OTHER BUSINESS
11. NEXT MEETING  
ADMINISTRATION AND OPERATIONS COMMITTEE MEETING  
WEDNESDAY, MAY 2, 2012  
1:00 P.M.  
RTA HEADQUARTERS  
1825 THIRD STREET  
RIVERSIDE, CA 92507
12. ADJOURN

RTA BOARD ADMINISTRATION AND OPERATIONS COMMITTEE MEETING  
March 7, 2012

1. CALL TO ORDER:  
Committee Chair Zanowic called the Board Administration and Operations Committee meeting to order at 1:00 p.m., on March 7, 2012, in the RTA Board Room.

2. SELF-INTRODUCTIONS:  
Self introductions of those in attendance took place.

Board Committee Attendees:

1. Committee Chair Ella Zanowic, City of Calimesa Mayor
2. Director Jesse Molina, City of Moreno Valley Councilmember
3. Director Jeff Fox, City of Beaumont Councilmember
4. Director Daryl Hickman, City of Lake Elsinore Mayor Pro Tem
5. Director Ike Bootsma, City of Eastvale Councilmember
6. 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. Jim Kneepkens, Director of Marketing
6. Kathy Thomas, Senior Planner
7. Brad Weaver, Marketing Manager
8. Bob Bach, Director of Maintenance
9. Laura Murillo, Director of Human Resources
10. Natalie Gomez, Clerk of the Board of Directors
11. Natalie Zaragoza, Contracts Manager
12. Virginia Werly, Contract Operations Manager
13. Gordon Robinson, Director of Planning

Other Attendees:

Catryn Robinson, City of Banning  
Brenda Knight, City of Beaumont

3. PUBLIC COMMENTS – NON-AGENDA ITEMS:  
None.
4. APPROVAL OF MINUTES – February 1, 2012, COMMITTEE MEETING:  
M/S/C (ROBINSON/FOX) approving the minutes of February 1, 2012 Committee meeting. The motion carried unanimously.

5. CONSENT CALENDAR:

M/S/C (HICKMAN/BOOTSMA) approving the receipt and file of item A – Transportation Center Monthly Report – JANUARY 2012. The motion carried unanimously.

M/S/C (HICKMAN/BOOTSMA) approving the receipt and file of item B – Personnel Report – JANUARY 2012. The motion carried unanimously.

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

M/S/C (MOLINA/ROBINSON) approving and recommending 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 Supplement with the California Department of Transportation (Caltrans) for State Funded Transit Projects.

The motion carried unanimously.

7. AUTHORIZATION TO SUBMIT GRANT APPLICATION FOR FEDERAL FUNDING UNDER THE CLEAN FUELS PROGRAM AND APPROVE RESOLUTION IN ADVANCE OF APPLICATION SUBMITTAL

M/S/C (FOX/ROBINSON) approving and recommending 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.

The motion carried unanimously.

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

M/S/C (HICKMAN/ROBINSON) approving and recommending 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.

The motion carried unanimously.

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

M/S/C (MOLINA/BOOTSMA) approving and recommending 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.

The motion carried unanimously.

10. BOARD MEMBER COMMENTS AND REMARKS

Director Molina stated that school buses are being taken away and RTA can expect ridership to increase. Director Molina requested committee members look at safe routes to schools and consider sidewalks and stop signs.

Committee Chair Zanowic thanked Mr. Weaver and Mr. Ustation for their support at the T-NOW meeting on March 1. Committee Chair Zanowic commented that Calimesa has a safe route in town and they will be getting a new Boys and Girls Club in Calimesa.

Director Robinson announced that Beaumont and Banning have a new rate structure for transit and they match exactly. This is the start of a new unified Pass Transit system and next step is to seek proposals for route and design changes.

11. OTHER BUSINESS:

Mr. Rubio announced RTA's 35<sup>th</sup> anniversary would be held on March 15 at 11:30 a.m. at RTA headquarters. There will be a great lunch and guest speakers.

12. NEXT MEETING:

Board Administration and Operations Committee Meeting  
Wednesday, April 4, 2012  
1:00 p.m.  
RTA Headquarters  
1825 Third Street  
Riverside, CA 92507

13. ADJOURNMENT:

The meeting was adjourned at 1:22 p.m.

DRAFT

RIVERSIDE TRANSIT AGENCY  
1825 Third Street  
Riverside, CA 92507

April 4, 2012

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Jim Kneepkens, Director of Marketing

SUBJECT: Transportation Center Monthly Report – February 2012

Summary: In February 2012, the Customer Information Center answered 32,893 calls, a .7% decrease compared to February 2011. Calls included 230 commendations, general comments and valid complaints. The number of calls to Dial-A-Ride was 12,168, a 24.5% increase compared to February 2011. A total of 45,061 calls were received between the two call centers, an increase of 5.1% 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

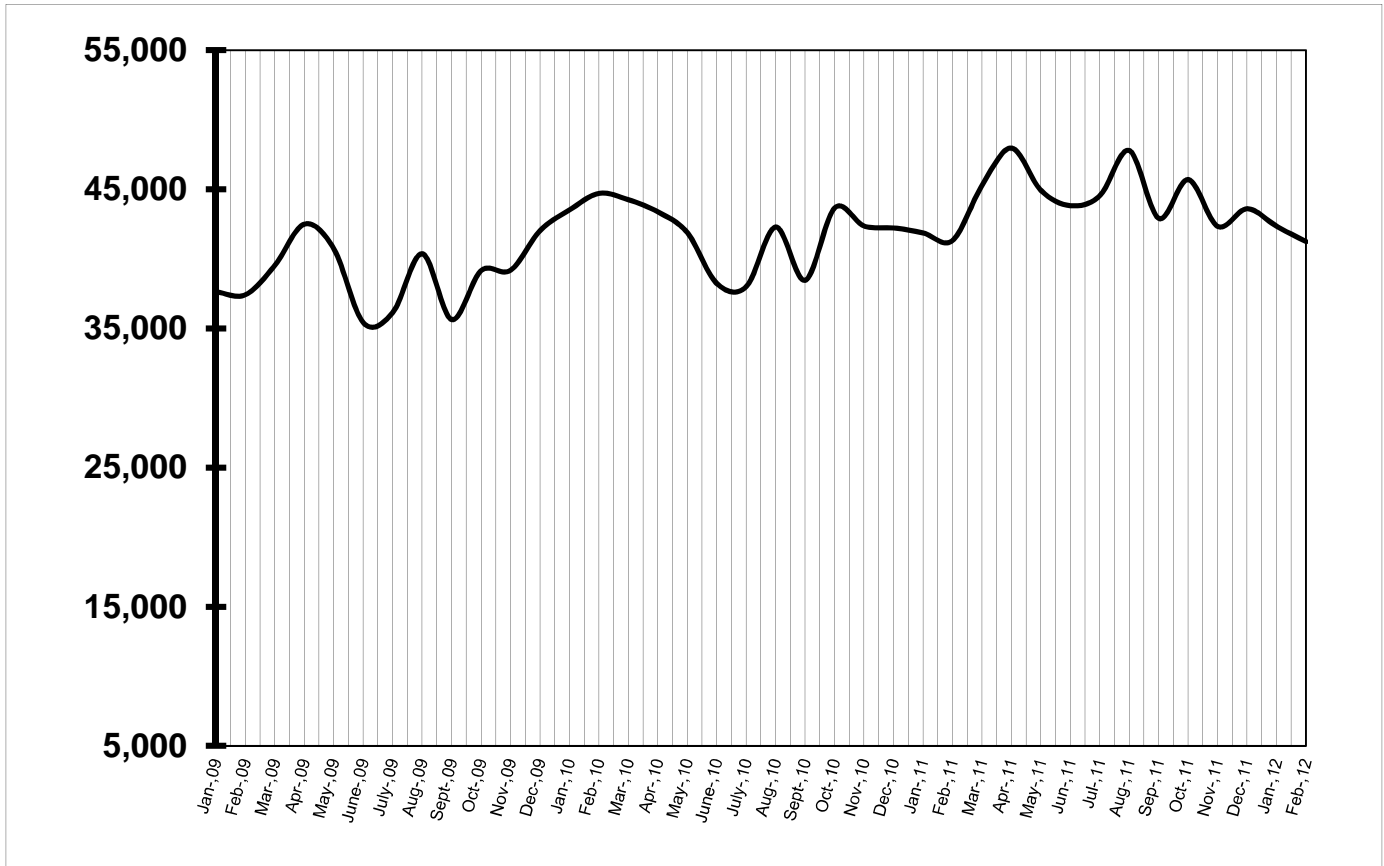
## February 2012 Transportation Center Call Totals

	February 2012	February 2011	Percent Change
<b>Customer Information Center (CIC)</b>			
Information Calls	32,663	32,948	-0.9%
Complaints	124	103	20.4%
Comments	68	52	30.8%
Commendations	38	16	137.5%
<b>Total CIC Calls</b>	<b>32,893</b>	<b>33,119</b>	<b>-0.7%</b>

### Dial-A-Ride (DAR)

<b>Total DAR Calls</b>	<b>12,168</b>	<b>9,771</b>	<b>24.5%</b>
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<b>Total Calls</b>	<b>45,061</b>	<b>42,890</b>	<b>5.1%</b>
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# Complaints, Comments & Commendations

## Valid Complaints

Category	February 2012	February 2011	12 Month Average per Month	Complaints per 10,000 Passengers
Bus Stop	0	3	3	0.53
Careless Driving	17	11	16	0.95
Conduct	21	9	22	0.00
Crowded	0	1	2	0.24
Customer Service	10	13	18	0.29
Early Bus	2	5	6	0.00
Fare Dispute	2	0	3	0.14
Late Bus	21	11	30	0.03
Missed Transfer	11	3	8	0.03
No Show	4	5	7	0.29
Passed By	15	24	23	0.15
Passenger Conduct	0	3	3	0.06
Other	21	15	30	0.29
<b>Total</b>	<b>124</b>	<b>103</b>	<b>171</b>	<b>3.00</b>

## Ridership

	February 2012	February 2011	12 Month Average per Month
All services	758,511	658,720	716,554

## Comments

	February 2012	February 2011	12 Month Average per Month	Comments per 10,000 Passengers
General Comments	68	52	52	0.95

## Commendations

	February 2012	February 2011	12 Month Average per Month	Commendations per 10,000 Passengers
General Commendations	38	16	27	0.53

RIVERSIDE TRANSIT AGENCY  
1825 Third Street  
Riverside, CA 92507

April 4, 2012

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Laura Murillo, Director of Human Resources

SUBJECT: Personnel Report – February 2012

Summary: The attached report summarizes personnel activity that occurred in February 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**  
February 2012

<b>DEPARTMENT AND TITLE</b>	<b>BUDGETED POSITIONS</b>	<b>FILLED POSITIONS</b>
<b><u>ADMINISTRATION</u></b>		
Chief Executive Officer	1	1
Executive Assistant/Clerk of the Board	<u>1</u>	<u>1</u>
Department Subtotal	2	2
<b><u>ACCOUNTING</u></b>		
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
<b><u>HUMAN RESOURCES</u></b>		
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
<b><u>INFORMATION TECHNOLOGY</u></b>		
Director of Information Technology	1	1
ITS Administrator	1	1
Systems Analyst	<u>1</u>	<u>1</u>
Department Subtotal	3	3
<b><u>MAINTENANCE</u></b>		
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

<b>DEPARTMENT AND TITLE</b>	<b>BUDGETED POSITIONS</b>	<b>FILLED POSITIONS</b>
<b>MARKETING</b>		
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 <sup>1</sup>	<u>16</u>	<u>17</u>
Department Subtotal	21	22
<b>OPERATIONS</b>		
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	183
Part-Time <sup>2</sup>	<u>21</u>	<u>28</u>
Department Subtotal	231	238
<b>CONTRACT OPERATIONS</b>		
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
<b>PLANNING</b>		
Director of Planning	1	1
Senior Planner	2	2
Scheduling Analyst	<u>1</u>	<u>1</u>
Department Subtotal	4	4
<b>PURCHASING</b>		
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
<b>Totals</b>	<b>355</b>	<b>357</b>

<sup>1</sup>Although 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.

<sup>2</sup>The Agency experienced the following extended leaves of absences: 6 Coach Operators on workers' compensation, and 5 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	44	50.0%	34.1%	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	211	71.6%	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	90.0%	10.0%	59.2%	56.2%	No	Yes
<b>Total</b>	<b>357</b>						

## 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	2	0	4	0	0	1	0	0	0	1	0	0	0	0	0	0
Operations	3	1	4	0	4	3	2	0	0	2	1	0	0	0	0	0
	(14)				(10)				(4)				(0)			

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

### APPLICATION ANALYSIS

<u>POSITION TITLE</u>	<u>TOTAL APPLICANTS</u>	<u>% OF MINORITY APPLICANTS</u>	<u>% OF FEMALE APPLICANTS</u>
Coach Operator, Part-Time	87	84%	41%
Contracts Administrator	15	73%	40%
Operations Supervisor	11	55%	55%

**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	Total
Activity																
New Hires	2	1	1											1	1	
Promotions	0														0	
Transfers	0														0	
Demotions	0														0	
Terminations	0														0	
Resignations	0														0	
Retirements	1		1						1						1	
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	6
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

AIAN = American Indian or Alaskan Native

HISP = Hispanic

NHOPI = Native Hawaiian or Other Pacific Islander

API = Asian Pacific Islander

MULIT = Two or More Races



RIVERSIDE TRANSIT AGENCY  
1825 Third Street  
Riverside, CA 92507

April 4, 2012

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE  
THRU: Larry Rubio, Chief Executive Officer  
FROM: Vince Rouzaud, Chief Procurement and Logistics Officer  
SUBJECT: Approve the Attached Small Business Policy Statement as Required Under new Federal Transit Administration (FTA) Guidelines per 49 C.F.R. Part 26

Summary: Historically, the Agency has been required to establish and submit an annual Disadvantaged Business Enterprise (DBE) participation goal to the FTA in order to maintain the Agency's eligibility to receive Federal financial assistance from the United States Department of Transportation (U.S. DOT).

In Federal fiscal year 2010, the U.S. DOT amended provisions of 49 C.F.R Part 26, effectively changing the requirement from an annual DBE goal to a triennial goal. Our current DBE goal of 2%, approved by the Board in July 2009 and submitted to the FTA in August 2009, is in effect through September 30, 2012.

In Federal fiscal year 2011, the U.S. DOT amended provisions of 49 C.F.R. Part 26 to include a new requirement. The Agency now must submit a Small Business Participation element in its DBE Program which will become effective with the renewal of the Agency's DBE Program in September of 2012. The proposed text of this Small Business Participation element is attached and defines the steps that staff will undertake to comply with this new requirement.

Fiscal Impact:

Establishing the 3-year DBE participation goal with the Small Business Participation element is required for continued eligibility to receive Federal financial-assistance from the FTA.

Recommendation:

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

- Approve the attached Small Business Policy Statement.



## **PROPOSED SMALL BUSINESS POLICY STATEMENT**

### **A. PURPOSE**

Small businesses are important to the growth and development of Riverside County and they make valuable contributions to our nation's economy. The purpose of this statement is to establish a policy under which the Riverside Transit Agency (RTA) will seek to foster the growth and development of small business as a part of its Disadvantaged Business Enterprise Program.

### **B. POLICY AND RESPONSIBILITY**

It is the policy of the RTA to ensure that opportunities to compete for and receive a fair share of RTA's procurement expenditures are provided to small businesses. For purposes of this policy, small businesses are as defined in the Code of Federal Regulations, Title 49, Part 26.5 and the Small Business Act and Small Business Administration regulations under Title 13, part 121.

The RTA's Contract Manager shall serve as the Agency's point of contact for small businesses and will oversee the implementation of this policy.

### **C. FOSTERING SMALL BUSINESS PARTICIPATION**

It is the policy of the RTA to ensure that, on an annual basis, a reasonable number of prime contracts are of a size that small businesses, including DBEs, can reasonably perform. Small business participation is actively encouraged by careful procurement planning to eliminate unnecessary and unjustified bundling of contract requirements into a single contract. Unbundling requirements at the procurement level eliminates the preclusion of small business participation and encourages the participation of small business by offering meaningful contracting opportunities that small business can manage with their resources.

- I. It is the policy of the RTA to engage in outreach activities and programs to assist, counsel, and advise small businesses on how to pursue contracting opportunities with RTA.
- II. RTA shall continue to foster an environment where highly skilled suppliers and vendors may compete successfully for a fair share of RTA's procurement based on their own merits; and will encourage large businesses to increase subcontracting opportunities for small businesses.
- III. RTA will publish and post information to assist small businesses in its contracting efforts. For example, RTA will post on its website (1) a forecast of future contract opportunities, (2) Current procurement opportunities with RTA, and (3) "How to do Business with RTA" to assist small businesses in marketing its service and products to RTA.

RIVERSIDE TRANSIT AGENCY  
1825 Third Street  
Riverside, CA 92507

April 4, 2012

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Gordon Robinson, Director of Planning

SUBJECT: Authorization to Submit Grant Application for Federal Funding Under the Federal Transit Administration (FTA) Alternatives Analysis Program to Study Public Transportation Alternatives including Bus Rapid Transit (BRT) Services Under the FTA New Starts Development Process

Summary: On March 12, 2012, the FTA began soliciting competitive grant program applications for the Alternatives Analysis Program (AAP) in Federal Fiscal Year (FY) 2012 under Section 5339. Subject to funding availability by Congress, the FTA will fund the AAP with approximately \$25 million. Eligible applicants include States, metropolitan planning organizations, and local government authorities as defined in Section 5309(a)(1); the Agency is an eligible applicant in accordance with the cited regulations.

The purpose of the AAP is to financially assist eligible applicants in studying a wide range of public transportation alternatives designed to address a transportation problem or need in a corridor or sub-area. The Agency intends to apply for grant funding to further study and develop an implementation plan for a regional BRT system. BRT service can best be described as a high-quality bus-based transit system that delivers fast and cost-effective mobility; BRT emulates the performance of light-rail systems but at a fraction of the cost as it operates on existing infrastructure.

The subject of BRT is not new to the Agency. In December 2003, the Board adopted the results of a feasibility study conducted by the University of California at Berkeley (UCB) identifying BRT as an alternative for enhanced transit circulation. The study also identified the need for further analyses as critical elements and financial capital were necessary to bring it to fruition. The AAP is the first step of the FTA's New Starts development process. The AAP begins with a solid understanding of the transportation problems in need of solving, often within a particular corridor. The UCB study identified the Magnolia-

University Avenue corridor as the recommended route best served by BRT. However, other corridors were also considered for possible BRT implementation. The Alternative Analysis will develop and evaluate the costs, benefits and impacts of each alternative and identify a locally preferred alternative (LPA) to be advanced for further development. Once an LPA is selected the Agency would be eligible to pursue additional financial assistance through the FTA's New Starts program.

The total anticipated cost for the assessment is \$470,600. The Agency intends to apply for \$235,300 in Federal funding. Although the local match requirement is 20% of the project cost, staff proposes to increase the local match to 50% as it is believed it will improve the likelihood of being awarded.

Applications for the AAP grant funds are due no later than April 19, 2012.

Attachment A to this staff report is a Board resolution recommended for ratification to seek Federal funding for the FTA AAP. Anticipated notice of award is August 2012. 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 amount under the FY12 FTA AAP, an amount up to \$235,300 in local matching funds will be programmed from specific funding sources with Board approval at a future date. The Riverside County Transportation Commission supports this activity.

Recommendation:

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

- Approve Resolution 2012-08 authorizing staff to submit a grant application for Federal funding under the AAP grant to study public transportation alternatives including Bus Rapid Transit (BRT) services under the FTA New Starts development process.

**ATTACHMENT A**

**RESOLUTION NO. 2012-08**

**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 THE ALTERNATIVES ANALYSIS PROGRAM SECTION 5339 AS AUTHORIZED BY 49 UNITED STATES CODE CHAPTER 53, 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 planning projects; and

**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; and

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

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

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, or other Federal statutes authorizing a project administered by the Federal Transit Administration.

2. That the Chief Executive Officer or his designee is authorized to execute and file with its application 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:

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Doug McAllister  
Chairman of the Board of Directors

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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 April 19, 2012.

ATTEST:

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Natalie Gomez  
Clerk of the Board of Directors

RIVERSIDE TRANSIT AGENCY  
1825 Third Street  
Riverside, CA 92507

April 4, 2012

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE  
THRU: Larry Rubio, Chief Executive Officer  
FROM: Gordon Robinson, Director of Planning  
SUBJECT: Authorization to Open a Public Hearing to Consider the Discontinuation of Route 53

Summary: In partnership with the University of California at Riverside (UCR), Route 53 began operation in September 2009. Route 53, known as the Bear Runner, operates during the UCR academic year, Monday through Thursday, every 40 minutes, from approximately 7:00pm to 12:30am. The service targets students leaving campus during late night hours and is fully funded by UCR.

Although Route 53 meets the farebox recovery requirement, (due to its funding source), ridership is the lowest in the system with an average of 13 weekday boardings and 2.4 passengers per revenue service hour. Upon reviewing ridership levels and performance indicators with UCR staff, UCR has informed the Agency that it does not deem this Route effective and will discontinue its funding at the beginning of the FY13 academic year, resulting in the last day of full subsidy for this Route through Thursday, June 7, 2012. As a result, staff is recommending the discontinuation of Route 53.

Under Federal Transit Administration (FTA) guidelines as stated in FTA Circular 9030.1D, Chapter IV., Section 8.0 and in the Agency's Public Hearing Policy, a public hearing must be held if routing and timetable reductions exceed 25 percent of their current configuration to provide the public the opportunity to comment on the proposed change. Publication of the public comment period is made to ensure that the public has at least 30 days notification to submit feedback.

Staff is requesting authorization to open a public hearing to consider discontinuing operation of Route 53. If approved, staff will distribute public hearing notices encouraging feedback via email, phone, postal mail, or attendance at a proposed public meeting. The Agency will also utilize social media communication methods such as Twitter, Facebook, and i-Alerts to notify customers of the proposed service discontinuation. The public hearing will be open over 30 days during which a public meeting will be held on May 3, 2012 at the location and time listed below:



UCR, Bannockburn Village Room J102, 6:00 PM
3637 Canyon Crest Drive
Riverside, CA 92507

In addition, staff will discuss this proposal with the Greater Riverside T-NOW Chapter at their May 2012 meeting. Staff will then return to the Board at the May 2012 Board of Directors meeting with a listing of the comments received. Pending Board approval, staff will seek authorization to close the public hearing at that meeting.

Fiscal Impact:

There is no fiscal impact for distributing public hearing notices, holding community meetings, or for conducting a public hearing.

Recommendation:

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

- Authorize the opening of a public hearing to consider the discontinuation of Route 53.

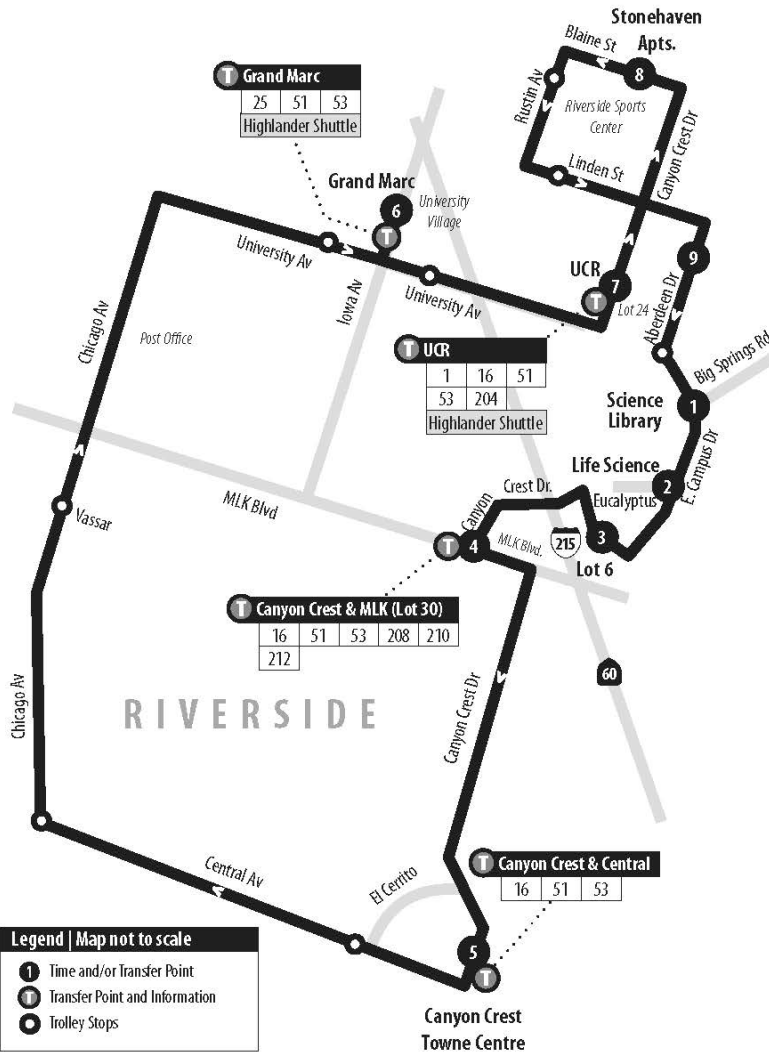
# Attachment A: Route 53 Map and Schedule

**53** Bear Runner  
UCR - Canyon Crest Towne Centre

Information Center  
(951) 565-5002  
Web site  
[www.RiversideTransit.com](http://www.RiversideTransit.com)

Routing and timetables subject to change.

**RUNS ON UCR ACADEMIC DAYS ONLY. Service resumes September 19. No service on weekends or the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. Does not run Nov. 11, 24-25, Dec. 12-30, Jan. 16.**



**53** Monday through Thursday | UCR to Canyon Crest - Bear Runner

A.M. times are in PLAIN, P.M. times are in BOLD | Times are approximate

E Campus Dr at Science Library	Life Science Rivera	UCR Lot 6	UCR Lot 30	Canyon Crest Town Centre	Grand Marc	UCR at Bannockburn	Stonehaven	Aberdeen & Linden	E Campus Dr at Science Library
1	2	3	4	5	6	7	8	9	1
—	—	—	—	—	—	7:06	7:08	7:12	7:14
7:20	7:21	7:23	7:26	7:30	7:42	7:46	7:48	7:52	7:54
8:00	8:01	8:03	8:06	8:10	8:22	8:26	8:28	8:32	8:34
8:40	8:41	8:43	8:46	8:50	9:02	9:06	9:08	9:12	9:14
9:20	9:21	9:23	9:26	9:30	9:42	9:46	9:48	9:52	9:54
10:00	10:01	10:03	10:06	10:10	10:22	10:26	10:28	10:32	10:34
10:40	10:41	10:43	10:46	10:50	11:02	11:06	11:08	11:12	11:14
11:20	11:21	11:23	11:26	11:30	11:42	11:46	11:48	11:52	11:54
12:00	12:01	12:03	12:06	12:10	12:22	12:26	12:28	12:31	—