



**BOARD ADMINISTRATION AND OPERATIONS COMMITTEE MEETING
WEDNESDAY, SEPTEMBER 10, 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 – JULY 11, 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 – JUNE AND JULY 2012 \(P.6\)](#)** **RECEIVE AND FILE**
 - B. **[PERSONNEL REPORT – JUNE AND JULY 2012 \(P.11\)](#)** **RECEIVE AND FILE**

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.

6. [FREE BUS RIDES ON NEW YEAR'S EVE](#) (P.24) APPROVE
7. BOARD MEMBER COMMENTS AND REMARKS
8. OTHER BUSINESS
9. NEXT MEETING
ADMINISTRATION AND OPERATIONS COMMITTEE MEETING
WEDNESDAY, OCTOBER 3, 2012
1:00 P.M.
RTA HEADQUARTERS
1825 THIRD STREET
RIVERSIDE, CA 92507
10. ADJOURN

RTA BOARD ADMINISTRATION AND OPERATIONS COMMITTEE MEETING
July 11, 2012

1. CALL TO ORDER:

Committee Chair Zanowic called the Board Administration and Operations Committee meeting to order at 1:00 p.m., on July 11, 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. Committee Vice-Chair Bridgette Moore, City of Wildomar, Councilmember
3. Chairman of the Board, Doug McAllister, City of Murrieta, Mayor
4. Director Don Robinson, City of Banning, Mayor
5. Director Jeff Fox, City of Beaumont, Councilmember
6. Director Ike Bootsma, City of Eastvale, Councilmember
7. Director Daryl Hickman, City of Lake Elsinore, Mayor Pro Tem
8. Director Jesse Molina, City of Moreno Valley, Councilmember

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. Laura Murillo, Director of Human Resources
7. Natalie Gomez, Clerk of the Board of Directors
8. Natalie Zaragoza, Contracts Manager
9. Virginia Werly, Contract Operations Manager
10. Brad Weaver, Marketing Manager
11. Kathy Thomas, Senior Planner

Other Attendees:

None.

3. PUBLIC COMMENTS – NON-AGENDA ITEMS:

None.

4. APPROVAL OF MINUTES – June 6, 2012, COMMITTEE MEETING:

M/S/C (FOX/ROBINSON) approving the minutes of June 6, 2012, Committee meeting. The motion carried with seven affirmative votes and one abstention (MOORE).

5. CONSENT CALENDAR:

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

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

6. AUTHORIZATION TO RENEW UNIVERSITY PASS REVENUE AGREEMENT WITH LA SIERRA UNIVERSITY

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

- Authorize staff to enter into Agreement No. 12-010 with La Sierra University for the renewal of the U-Pass program for the 2012-13 academic school year in an amount that will generate up to \$20,000 in fare revenue.

The motion carried unanimously.

7. AUTHORIZATION TO RENEW UNIVERSITY PASS REVENUE AGREEMENT WITH CALIFORNIA BAPTIST UNIVERSITY

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

- Authorize staff to enter into Agreement No. 12-011 with Cal Baptist University for the renewal of the U-Pass program for the 2012-13 academic school year in an amount that will generate up to \$44,914 in fare revenue.

The motion carried unanimously.

8. AUTHORIZATION TO AMEND THE AGENCY'S AMERICANS WITH DISABILITIES ACT CERTIFICATION PROCESS TO INCLUDE APPROVAL FOR PERSONAL CARE ATTENDANTS TO TRAVEL FREE OF CHARGE ON FIXED ROUTE SERVICE

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

- Authorize staff to amend the Agency's Americans with Disabilities Act Policy to allow Personal Care Attendants to travel free of charge on the Agency's fixed route service when assisting an eligible person with a disability.

The motion carried unanimously.

9. BOARD MEMBER COMMENTS AND REMARKS

Director Robinson announced that Banning City Council approved participation in a Comprehensive Operational Analysis of the Pass Transit Systems at their meeting on July 10.

Director Molina announced the City of Moreno Valley passed their Long Range Business Plan. He reported Moreno Valley had a great 4th of July parade, fireworks display and many sponsors.

Director Moore announced the City of Wildomar partnered with the Friends of Wildomar Park to provide bus service to and from Harrah's the evening of August 17.

Director Bootsma thanked the City of Lake Elsinore for the 4th of July fireworks.

Director Fox announced Beaumont's free summer concert series kicked off July 4 with Starship. The concerts will run every Wednesday for six weeks and are held at Stewart Park.

Committee Chair Zanowic announced Plantation on the Lakes held a 4th of July parade and she and Director Robinson were both aboard his antique 1934 Chevy fire engine. She thanked Mr. Kaczerowski's scout troop for providing the honor guard at the event.

10. OTHER BUSINESS:

None.

11. NEXT MEETING:

Board Administration and Operations Committee Meeting

Wednesday, September 5, 2012

1:00 p.m.

RTA Headquarters

1825 Third Street

Riverside, CA 92507

12. ADJOURNMENT:

The meeting was adjourned at 1:16 p.m.

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

September 10, 2012

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE
THRU: Larry Rubio, Chief Executive Officer
FROM: Jim Kneepkens, Director of Marketing
SUBJECT: Transportation Center Monthly Report – June and July 2012

Summary: In June 2012, the Customer Information Center answered 32,823 calls, a 5.7% increase compared to June 2011. Calls included 228 commendations, general comments and valid complaints. The number of calls to Dial-A-Ride was 11,910, a 5.5% increase compared to June 2011. A total of 44,733 calls were received between the two call centers, an increase of 5.7% compared to the same period last year.

In July 2012, the Customer Information Center answered 30,948 calls, a 1.2% increase compared to July 2011. Calls included 205 commendations, general comments and valid complaints. The number of calls to Dial-A-Ride was 11,877, a 11.4% increase compared to July 2011. A total of 42,825 calls were received between the two call centers, an increase 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

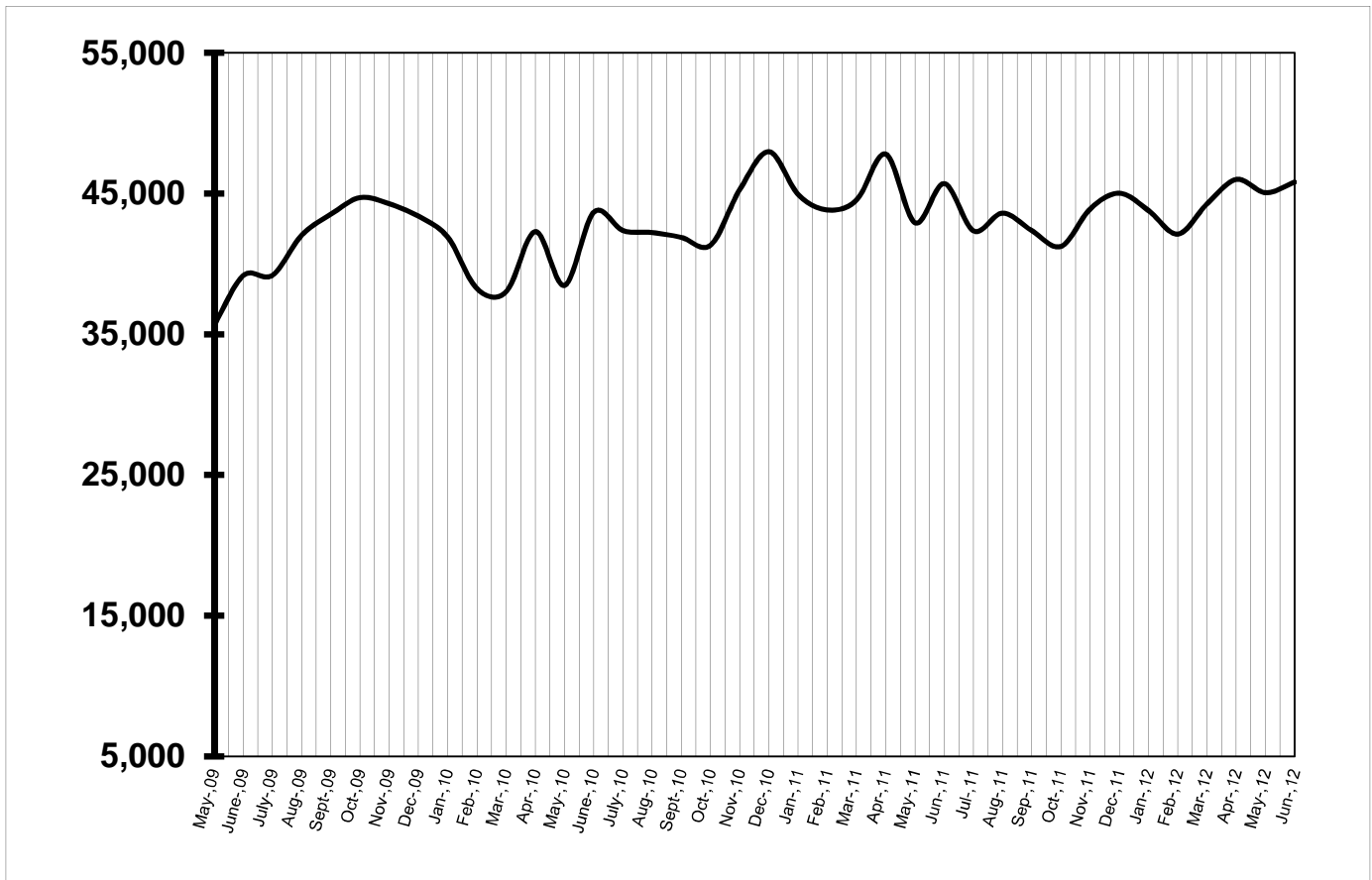
June 2012 Transportation Center Call Totals

	June 2012	June 2011	Percent Change
Customer Information Center (CIC)			
Information Calls	32,595	30,793	5.9%
Complaints	151	183	-17.5%
Comments	38	46	-17.4%
Commendations	39	20	95.0%
Total CIC Calls	32,823	31,042	5.7%

Dial-A-Ride (DAR)

Total DAR Calls	11,910	11,285	5.5%
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Total Calls	44,733	42,327	5.7%
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Complaints, Comments & Commendations

Valid Complaints

Category	June 2012	June 2011	12 Month Average per Month	Complaints per 10,000 Passengers
Bus Stop	8	5	3	0.53
Careless Driving	15	13	16	0.52
Conduct	18	19	22	0.11
Crowded	0	0	3	0.20
Customer Service	14	20	16	0.25
Early Bus	9	8	5	0.00
Fare Dispute	1	2	3	0.19
Late Bus	24	14	28	0.12
Missed Transfer	9	5	9	0.01
No Show	10	11	8	0.33
Passed By	17	28	20	0.12
Passenger Conduct	2	5	3	0.14
Other	24	53	26	0.33
Total	151	183	160	2.85

Ridership

	June 2012	June 2011	12 Month Average per Month
All services	681,316	650,201	733,356

Comments

	June 2012	June 2011	12 Month Average per Month	Comments per 10,000 Passengers
General Comments	38	46	58	0.52

Commendations

	June 2012	June 2011	12 Month Average per Month	Commendations per 10,000 Passengers
General Commendations	39	20	32	0.53

Riverside Transit Agency

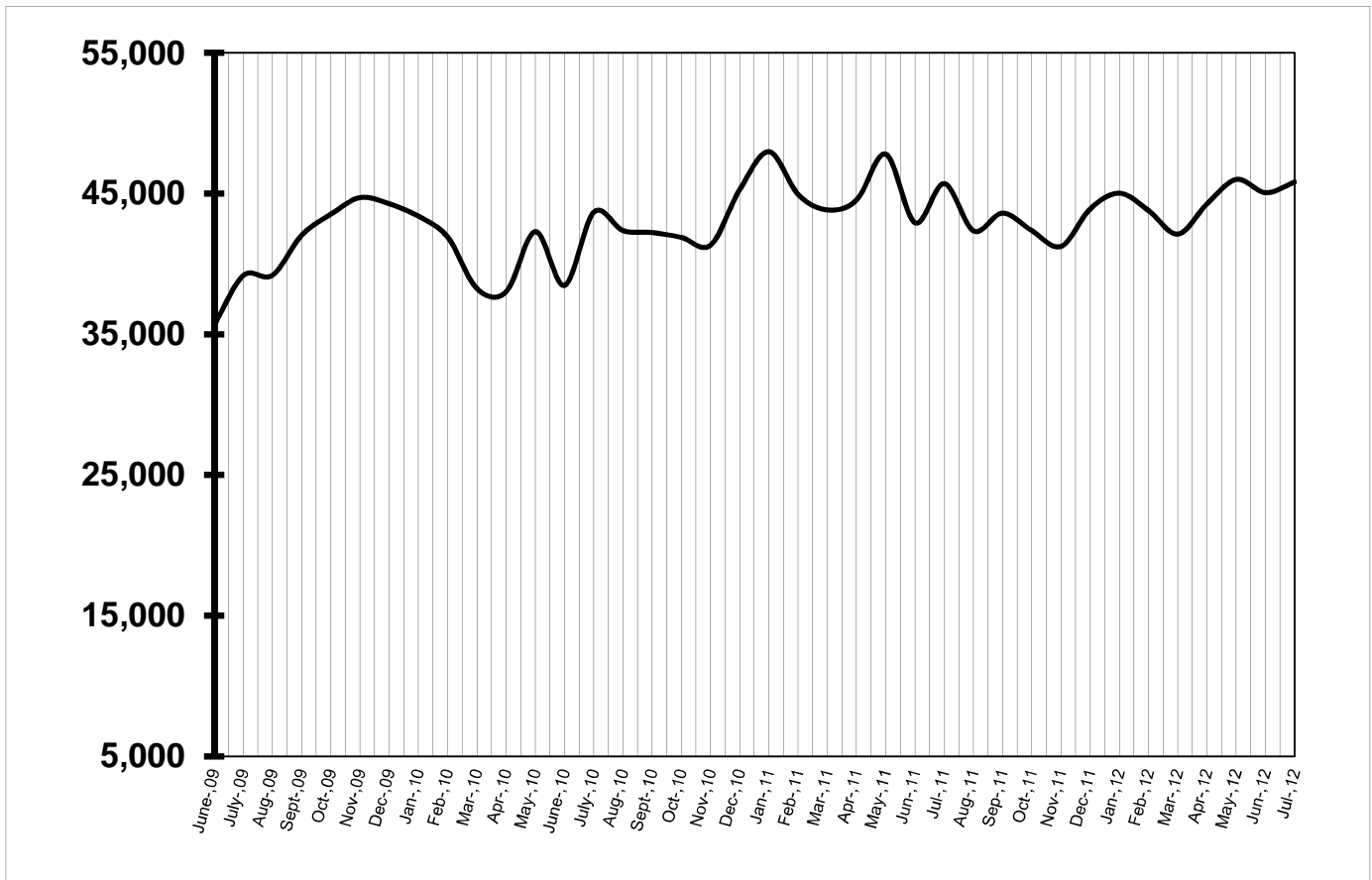
July 2012 Transportation Center Call Totals

Customer Information Center (CIC)	July 2012	July 2011	Percent Change
Information Calls	30,743	30,305	1.4%
Complaints	144	223	-35.4%
Comments	34	45	-24.4%
Commendations	27	15	80.0%
Total CIC Calls	30,948	30,588	1.2%

Dial-A-Ride (DAR)

Total DAR Calls	11,877	10,660	11.4%
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Total Calls	42,825	41,248	3.8%
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Complaints, Comments & Commendations

Valid Complaints

Category	July 2012	July 2011	12 Month Average per Month	Complaints per 10,000 Passengers
Bus Stop	5	0	3	0.37
Careless Driving	20	15	17	0.46
Conduct	18	20	22	0.07
Crowded	1	0	2	0.27
Customer Service	18	21	15	0.24
Early Bus	6	16	5	0.01
Fare Dispute	4	3	2	0.24
Late Bus	14	48	27	0.08
Missed Transfer	7	9	9	0.05
No Show	3	11	7	0.19
Passed By	25	30	19	0.10
Passenger Conduct	1	2	3	0.04
Other	22	48	22	0.30
Total	144	223	154	2.43

Ridership

	July 2012	July 2011	12 Month Average per Month
All services	641,921	602,912	736,607

Comments

	July 2012	July 2011	12 Month Average per Month	Comments per 10,000 Passengers
General Comments	34	45	56	0.46

Commendations

	July 2012	July 2011	12 Month Average per Month	Commendations per 10,000 Passengers
General Commendations	27	15	33	0.37

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

September 5, 2012

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Laura Murillo, Director of Human Resources

SUBJECT: Personnel Report – June and July 2012

Summary: The attached report summarizes personnel activity that occurred in June and July 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

June 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, Part Time	0	2
Receptionist, Full Time	<u>1</u>	<u>0</u>
Department Subtotal	9	10
<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	28
Property Maintainer	1	1
Tire Servicer	1	1
Servicer	<u>11</u>	<u>10</u>
Department Subtotal	53	52
Item 5B		12

DEPARTMENT AND TITLE	BUDGETED POSITIONS	FILLED POSITIONS
<u>MARKETING</u>		
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	<u>16</u>	<u>16</u>
Department Subtotal	21	21
<u>OPERATIONS</u>		
Chief Operating Officer	1	1
Operations Manager	1	1
Executive Assistant	1	1
Operations Supervisor	14	14
Operations Analyst	2	2
Stops/Zones Supervisor	1	1
Stops/Zones Groundskeeper	8	8
Transit Clerk	1	1
Coach Operator		
Full-Time ¹	181	184
Part-Time ¹	<u>21</u>	<u>33</u>
Department Subtotal	231	246
<u>CONTRACT OPERATIONS</u>		
Contract Operations Manager	1	1
Contract Operations Analyst	1	1
Contract Operations Specialist	2	2
Customer Service Specialist, Full-Time	2	2
Customer Service Specialist, Part-Time	0	0
Travel Training Supervisor	1	1
Travel Training Specialist	2	2
Contract Operations Administrative Clerk, Full-Time	<u>1</u>	<u>1</u>
Department Subtotal	10	10
<u>PLANNING</u>		
Director of Planning	1	1
Senior Planner	2	2
Scheduling Analyst	<u>1</u>	<u>1</u>
Department Subtotal	4	4
<u>PURCHASING</u>		
Chief Procurement & Logistics Officer	1	1
Contracts Manager	1	1
Contracts Administrator	2	2
Storeroom Supervisor	1	1
Buyer	1	1
Parts Clerk	<u>4</u>	<u>4</u>
Department Subtotal	10	10
Totals	355	370

¹The Agency experienced the following extended leaves of absences: 5 Coach Operators on workers' compensation, and 3 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	46	50.0%	32.6%	31.4%	39.9%	No	Yes
Professionals	14	35.7%	28.6%	34.6%	49.8%	No	Yes
Administrative Support Workers	43	67.4%	76.7%	48.6%	72.8%	No	No
Operatives	217	72.4%	40.6%	69.9%	70.8%	No	Yes
Craft Workers	29	58.6%	0.0%	48.2%	5.6%	No	Yes
Laborers	10	40.0%	0.0%	73.7%	15.3%	Yes	Yes
Service Workers	11	90.9%	8.3%	59.2%	56.2%	No	Yes
Total	370						

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	3	0	0	0	0	0	0	1	1	0	0	0	0	0
Operations	2	7	5	1	2	6	3	0	2	0	3	0	2	0	0	0
	(19)				(11)				(7)				(2)			

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	108	85%	45%
Coin Counter	34	71%	56%

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	7	5	2	1	1				1		2					5
Promotions	1	1														0
Transfers	0															0
Demotions	0															0
Terminations	1	1		1												1
Resignations	0															0
Retirements	1	1														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	12
Resignations	2	4
Retirements	2	8
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
MULTI = Two or More Races

SUMMARY OF BUDGETED POSITIONS
July 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
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	11	11
<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, Part Time	<u>2</u>	<u>2</u>
Department Subtotal	10	10
<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	6	6
Electronic Technician	1	1
Groundskeeper	1	1
Mechanic	27	28
Property Maintainer	1	1
Tire Servicer	1	1
Servicer	<u>11</u>	<u>10</u>
Department Subtotal	52	52

DEPARTMENT AND TITLE	BUDGETED POSITIONS	FILLED POSITIONS
<u>MARKETING</u>		
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	<u>16</u>	<u>16</u>
Department Subtotal	21	21
<u>OPERATIONS</u>		
Chief Operating Officer	1	1
Operations Manager	1	1
Executive Assistant	1	1
Operations Supervisor	14	14
Operations Analyst	2	2
Stops/Zones Supervisor	1	1
Stops/Zones Groundskeeper	8	8
Transit Clerk	1	1
Coach Operator		
Full-Time ¹	191	192
Part-Time ¹	<u>22</u>	<u>27</u>
Department Subtotal	242	248
<u>CONTRACT OPERATIONS</u>		
Contract Operations Manager	1	1
Contract Operations Analyst	1	1
Contract Operations Specialist	2	2
Customer Service Specialist, Full-Time	2	2
Customer Service Specialist, Part-Time	0	0
Travel Training Supervisor	1	1
Travel Training Specialist	2	2
Medi-Cal Administrative Activity (MAA) Coordinator	1	0
Contract Operations Administrative Clerk	<u>1</u>	<u>1</u>
Department Subtotal	11	10
<u>PLANNING</u>		
Director of Planning	1	1
Senior Planner	2	2
Scheduling Analyst	1	1
Planning Analyst	<u>1</u>	<u>1</u>
Department Subtotal	5	5
<u>PURCHASING</u>		
Chief Procurement & Logistics Officer	1	1
Contracts Manager	1	1
Contracts Administrator	2	2
Storeroom Supervisor	1	1
Buyer	1	1
Parts Clerk	<u>4</u>	<u>4</u>
Department Subtotal	10	10
Totals	367	372

¹The Agency experienced the following extended leaves of absences: 7 Coach Operators on workers' compensation, and 2 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	46	50.0%	32.6%	31.4%	39.9%	No	Yes
Professionals	14	35.7%	28.6%	34.6%	49.8%	No	Yes
Administrative Support Workers	43	67.4%	76.7%	48.6%	72.8%	No	No
Operatives	219	73.1%	40.6%	69.9%	70.8%	No	Yes
Craft Workers	29	58.6%	0.0%	48.2%	5.6%	No	Yes
Laborers	10	40.0%	0.0%	73.7%	15.3%	Yes	Yes
Service Workers	11	90.9%	8.3%	59.2%	56.2%	No	Yes
Total	372						

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	0	1	3	0	0	0	0	0	0	0	0	0	0	0	0	0
Operations	4	10	7	1	3	14	8	0	6	1	2	0	2	0	0	0
	(26)				(25)				(9)				(2)			

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	115	84%	41%
Coin Counter	81	85%	65%

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	5	4	1	1	1				1		1				4	
Promotions	0														0	
Transfers	0														0	
Demotions	0														0	
Terminations	2	2		1											1	
Resignations	1	1													0	
Retirements	0														0	
Other	0														0	

FOR FISCAL YEAR 07/01/12 THROUGH 06/30/13
FULL-TIME SEPARATIONS

	<u>Administration</u>	<u>Other</u>
Terminations	0	1
Resignations	0	0
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	12
Resignations	2	4
Retirements	2	8
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

September 10, 2012

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE
THRU: Larry Rubio, Chief Executive Officer
FROM: Jim Kneepkens, Director of Marketing
SUBJECT: Free Bus Rides on New Year's Eve

Summary: For the past several years, RTA has offered free rides on New Year's Eve on all fixed bus routes to help support riders who have to work that evening and to provide an alternate mode of transportation to those who do not want to drive or should not drive on the holiday.

For this holiday season, staff recommends again offering free bus service on all of RTA's fixed routes on Monday, December 31 from 6:00 p.m. until the end of each bus schedule, which varies by route.

The New Year's holiday is a perfect time for RTA to say "thank you" to the communities we serve for their year-round patronage of public transportation and to show RTA's concern about the personal safety of people who will be out celebrating the holiday. Hopefully, many will be persuaded to leave their cars at home and instead use public transit, lessening the likelihood of accidents, unwanted injuries and even fatalities.

The free rides will be promoted through the website, Rider News, iAlerts, Facebook, Twitter and a press release.

Fiscal Impact:

The loss in revenue is estimated to be less than \$1,000 by providing this public service.

Recommendation:

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

- Authorize the Agency to offer free rides on all fixed route buses from 6:00 p.m. to the end of business on Monday, December 31, 2012.