



**BOARD ADMINISTRATION AND OPERATIONS COMMITTEE MEETING  
WEDNESDAY, NOVEMBER 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 – OCTOBER 3, 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 – SEPTEMBER \(P.6\)](#)** **RECEIVE AND FILE**
  - B. **[PERSONNEL REPORT – SEPTEMBER \(P.9\)](#)** **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. APPROVE RESOLUTIONS AUTHORIZING FILING OF GRANT APPLICATIONS FOR FISCAL YEAR 2013 (FY13) (P.16) APPROVE
7. AUTHORIZE STAFF TO CONDUCT A SITE FEASIBILITY STUDY TO DETERMINE THE HEMET TRANSIT CENTER LOCATION; AND AMEND THE TRANSPORTATION UNIFORM MITIGATION FEE (TUMF) TRANSPORTATION IMPROVEMENT PROGRAM (TIP) AND PROGRAM OF PROJECTS (POP) FOR FISCAL YEAR 2013 (FY13) THROUGH 2017 (FY17) TO RE-ALLOCATE TUMF FUNDING TO SUPPORT THE SITE FEASIBILITY STUDY AND BUS STOP IMPROVEMENTS IN THE CITIES OF HEMET AND SAN JACINTO (P.35) APPROVE
8. BOARD MEMBER COMMENTS AND REMARKS
9. OTHER BUSINESS
10. NEXT MEETING  
ADMINISTRATION AND OPERATIONS COMMITTEE MEETING  
WEDNESDAY, DECEMBER 5, 2012  
1:00 P.M.  
RTA HEADQUARTERS  
1825 THIRD STREET  
RIVERSIDE, CA 92507
11. ADJOURN

RTA BOARD ADMINISTRATION AND OPERATIONS COMMITTEE MEETING  
Minutes  
October 3, 2012

1. CALL TO ORDER:

Committee Chair Zanowic called the Board Administration and Operations Committee meeting to order at 1:00 p.m., on October 3, 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 Ike Bootsma, City of Eastvale, Councilmember
6. Director Daryl Hickman, City of Lake Elsinore, Mayor Pro Tem
7. Director Jesse Molina, City of Moreno Valley, Councilmember
8. Alternate Andrea Puga, County of Riverside, District II

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. Gordon Robinson, Director of Planning
8. Eric Ustation, Government Affairs Representative
9. Natalie Gomez, Clerk of the Board of Directors
10. Virginia Werly, Contract Operations Manager
11. Natalie Zaragoza, Contracts Manager
12. Bob Bach, Director of Maintenance
13. Brad Weaver, Marketing Manager
14. Kathy Thomas, Senior Planner
15. Lorelle Moe-Luna, Senior Planner

Other Attendees:

Amy Hickman, City of Lake Elsinore

3. PUBLIC COMMENTS – NON-AGENDA ITEMS:

None.

4. APPROVAL OF MINUTES – SEPTEMBER 10, 2012, COMMITTEE MEETING:

M/S/C (ROBINSON/HICKMAN) approving the minutes of September 10, 2012, Committee meeting. The motion carried unanimously.

5. CONSENT CALENDAR:

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

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

6. AUTHORIZATION TO AMEND THE AGENCY'S MEMORANDUMS OF UNDERSTANDING (MOUS) WITH THE CITIES OF CORONA AND RIVERSIDE FOR THE COORDINATION OF TRANSPORTATION SERVICES

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

- Authorize staff to amend the Memorandums of Understanding with the Cities of Corona and Riverside for the coordination of transportation services.

The motion carried unanimously.

7. CONDUCT PUBLIC HEARING TO CONSIDER PROPOSED REVISIONS TO THE PUBLIC HEARING POLICY TO REFLECT COMPLIANCE WITH FEDERAL TRANSIT ADMINISTRATION (FTA) TITLE VI GUIDELINES IN CIRCULAR 4702.1B EFFECTIVE OCTOBER 1, 2012 AND APPROVE PROPOSED REVISIONS TO THE PUBLIC HEARING POLICY EFFECTIVE WITH THE CLOSE OF THE PUBLIC HEARING ON OCTOBER 25, 2012

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

- Conduct public hearing to consider proposed revisions to the Public Hearing Policy to reflect compliance with Federal Transit Administration (FTA) U.S. Department of Transportation (DOT) Title VI guidelines in Circular 4702.1B effective October 1, 2012; and, approve proposed revisions to the Public Hearing Policy effective with the close of the public hearing on October 25, 2012.

The motion carried unanimously.

8. APPROVE BUS PASS SALES OUTLET POLICY

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

- Approve the Bus Pass Sales Outlet Policy.

The motion carried unanimously.

9. BOARD MEMBER COMMENTS AND REMARKS

Director Bootsma thanked RTA for the first covered bus stop in Eastvale.

Director Hickman commented that the Lake Elsinore Unity Parade originally scheduled for November 17 was delayed until 2013.

Director Molina commented that he had some concerns with changes to bus stops on Perris Blvd. Mr. Rubio stated RTA staff would look into his concerns.

Chairman McAllister commented that he thought it would be a good idea to modify a retired RTA vehicle as a food truck to take to parades and promote goodwill.

Committee Chair Zanowic commented that she attended a Mobility 21 regional transportation seminar in Anaheim.

10. OTHER BUSINESS:

None.

11. NEXT MEETING:

Board Administration and Operations Committee Meeting  
Wednesday, November 7, 2012  
1:00 p.m.  
RTA Headquarters  
1825 Third Street  
Riverside, CA 92507

12. ADJOURNMENT:

The meeting was adjourned at 1:29 p.m.

RIVERSIDE TRANSIT AGENCY  
1825 Third Street  
Riverside, CA 92507

November 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 – September 2012

Summary: In September 2012, the Customer Information Center answered 34,026 calls, a 2.1% increase compared to September 2011. Calls included 229 commendations, general comments and valid complaints. The number of calls to Dial-A-Ride was 11,309, a 3.3% decrease compared to September 2011. A total of 45,335 calls were received between the two call centers, an increase of 0.7% 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

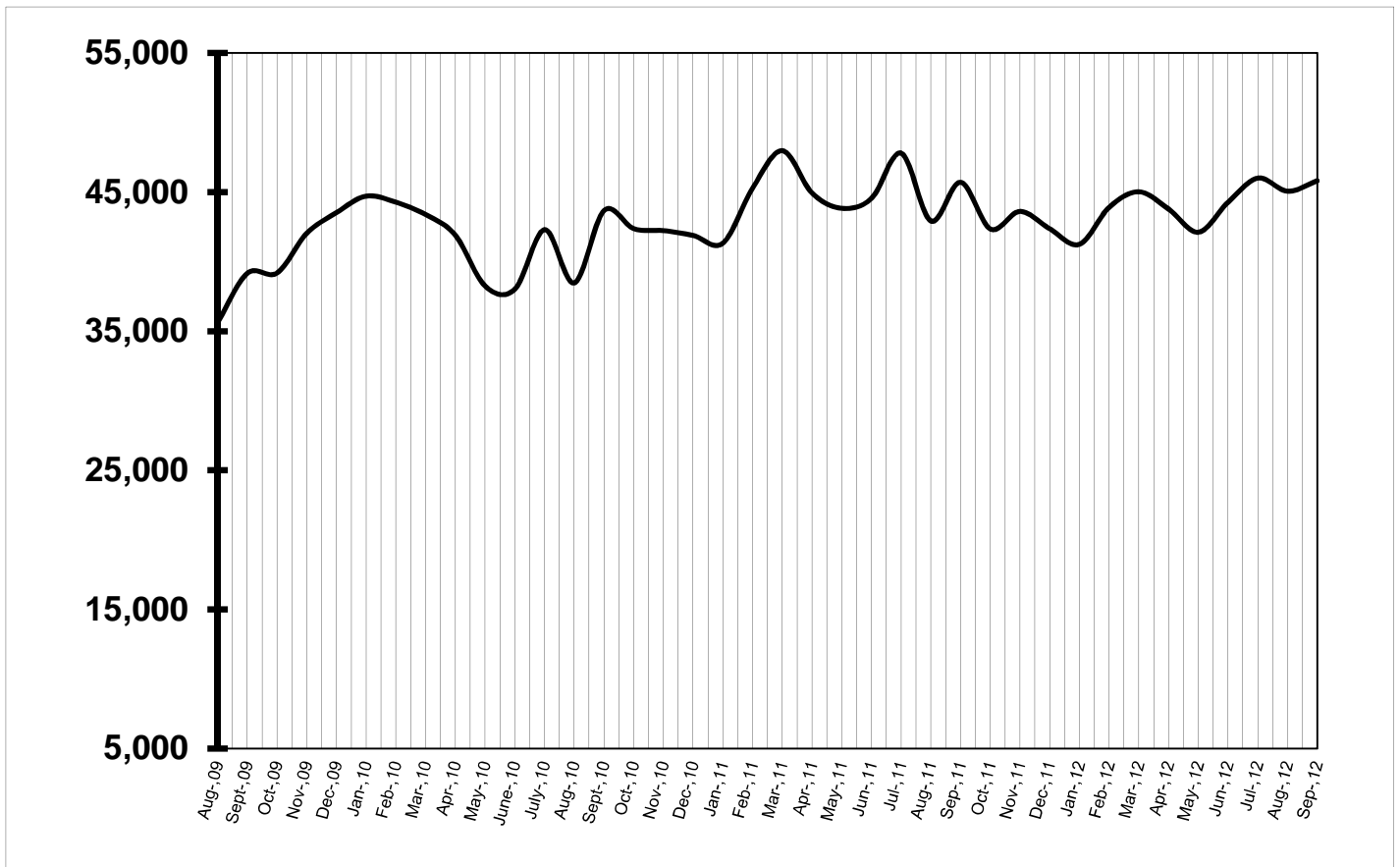
## September 2012 Transportation Center Call Totals

Customer Information Center (CIC)	September 2012	September 2011	Percent Change
Information Calls	33,797	33,054	2.2%
Complaints	166	178	-6.7%
Comments	42	67	-37.3%
Commendations	21	34	-38.2%
<b>Total CIC Calls</b>	<b>34,026</b>	<b>33,333</b>	<b>2.1%</b>

### Dial-A-Ride (DAR)

<b>Total DAR Calls</b>	<b>11,309</b>	<b>11,692</b>	<b>-3.3%</b>
------------------------	---------------	---------------	--------------

<b>Total Calls</b>	<b>45,335</b>	<b>45,025</b>	<b>0.7%</b>
--------------------	---------------	---------------	-------------



# Complaints, Comments & Commendations

## Valid Complaints

Category	September 2012	September 2011	12 Month Average per Month	Complaints per 10,000 Passengers
Bus Stop	6	1	4	0.28
Careless Driving	18	20	17	0.57
Conduct	1	0	1	0.08
Crowded	17	30	20	0.24
Customer Service	10	2	3	0.01
Early Bus	13	17	15	0.23
Fare Dispute	9	5	5	0.14
Late Bus	6	3	3	0.18
Missed Transfer	44	49	25	0.12
No Show	4	12	7	0.08
Passed By	5	14	6	0.59
Passenger Conduct	24	23	20	0.05
Other	9	2	5	0.12
<b>Total</b>	<b>166</b>	<b>178</b>	<b>131</b>	<b>2.70</b>

## Ridership

	September 2012	September 2011	12 Month Average per Month
All services	778,820	769,571	739,672

## Comments

	September 2012	September 2011	12 Month Average per Month	Comments per 10,000 Passengers
General Comments	42	67	54	0.57

## Commendations

	September 2012	September 2011	12 Month Average per Month	Commendations per 10,000 Passengers
General Commendations	21	34	31	0.28



RIVERSIDE TRANSIT AGENCY  
1825 Third Street  
Riverside, CA 92507

November 7, 2012

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Laura Murillo, Director of Human Resources

SUBJECT: Personnel Report – September 2012

Summary: The attached report summarizes personnel activity that occurred in September 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**  
**September 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
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
<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, Part Time	<u>2</u>	<u>2</u>
Department Subtotal	10	10
<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	6	6
Electronic Technician	1	1
Groundskeeper	1	1
Mechanic	27	27
Property Maintainer	1	1
Tire Servicer	1	1
Servicer	<u>11</u>	<u>11</u>
Department Subtotal	52	52

<b>DEPARTMENT AND TITLE</b>	<b>BUDGETED POSITIONS</b>	<b>FILLED POSITIONS</b>
<b><u>MARKETING</u></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	<u>16</u>	<u>16</u>
Department Subtotal	21	21
<b><u>OPERATIONS</u></b>		
Chief Operating Officer	1	1
Operations Manager	1	1
Executive Assistant	1	1
Operations Supervisor	14	13
Operations Analyst	2	2
Stops/Zones Supervisor	1	1
Stops/Zones Groundskeeper	8	8
Transit Clerk	1	1
Coach Operator		
Full-Time	191	191
Part-Time <sup>1</sup>	<u>22</u>	<u>24</u>
Department Subtotal	242	243
<b><u>CONTRACT OPERATIONS</u></b>		
Contract Operations Manager	1	1
Contract Operations Analyst	1	1
Contract Operations Specialist	2	2
Customer Service Specialist, Full-Time	2	2
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
<b><u>PLANNING</u></b>		
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
<b><u>PURCHASING</u></b>		
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
<b>Totals</b>	<b>367</b>	<b>367</b>

<sup>1</sup>The Agency experienced the following extended leaves of absences: 5 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	45	51.1%	33.3%	31.4%	39.9%	No	Yes
Professionals	14	35.7%	28.6%	34.6%	49.8%	No	Yes
Administrative Support Workers	43	67.4%	79.1%	48.6%	72.8%	No	No
Operatives	215	72.6%	40.5%	69.9%	70.8%	No	Yes
Craft Workers	28	57.1%	0.0%	48.2%	5.6%	No	Yes
Laborers	10	40.0%	0.0%	73.7%	15.3%	Yes	Yes
Service Workers	12	83.3%	8.3%	59.2%	56.2%	No	Yes
<b>Total</b>	<b>367</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	0	0	2	0	0	1	0	0	0	1	0	0	0	0	0	0
Operations	5	6	1	5	1	4	7	0	1	2	0	0	2	1	0	0
	(19)				(13)				(4)				(3)			

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	82	82%	51%
Operations Supervisor	24	67%	29%

**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	1	1														0
Promotions	0															0
Transfers	0															0
Demotions	0															0
Terminations	0				1	1						1				3
Resignations	0															0
Retirements	0				1											1
Other	0															0

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

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

MULTI = Two or More Races

RIVERSIDE TRANSIT AGENCY  
1825 Third Street  
Riverside, CA 92507

November 7, 2012

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE  
THRU: Larry Rubio, Chief Executive Officer  
FROM: Gordon Robinson, Director of Planning  
SUBJECT: Approve Resolutions Authorizing Filing of Grant Applications for Fiscal Year 2013 (FY13)

Summary: Every year staff submits federal, state, and local annual grant applications for funding operating and capital projects approved in the Short Range Transit Plan (SRTP) and annual budget. These grant opportunities typically are offered by the following organizations:

- Caltrans
- Federal Transit Administration (FTA)
- Riverside County Transportation Commission (RCTC)
- South Coast Air Quality Management District
- Southern California Association of Governments
- State of California Strategic Growth Council
- Western Riverside Council of Governments (WRCOG)

In regards to changes with federal grant funding, after ten short-term bills extending surface transportation laws under the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) which expired on September 30, 2009, Moving Ahead for Progress in the 21st Century Act (MAP-21) became effective on October 1, 2012. Effective through September 30, 2014, MAP-21 eliminated congressional earmark funding and repealed and consolidated other transit programs.

Under the federal, state, and regional organizations listed above, a resolution of the Board of Directors (Board) is often required authorizing the submittal of the grant application. While staff makes every effort to inform the Board of and seek authorization prior to submitting applications, occasionally the turnaround timeframe to submit is brief. Although there has not been a need for a pre-authorization of a resolution within this fiscal year, staff is requesting Board approval in order to ensure the timely submission of future grant applications.



In the event that staff cannot prepare a Board item seeking authorization to submit an application prior to the submittal date, staff will include a pre-authorized resolution with the application; staff will then return to the Board at its next regularly scheduled meeting to request ratification of the application and resolution.

Fiscal Impact:

There are no fiscal impacts associated with this item.

Recommendation:

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

Authorize staff to submit grant applications and resolutions during the course of FY13, as necessary, subject to subsequent Board ratification.

RESOLUTION No. 2012-10

RESOLUTION OF THE BOARD OF DIRECTORS OF THE RIVERSIDE TRANSIT AGENCY AUTHORIZING THE FILING OF APPLICATIONS WITH THE FEDERAL TRANSIT ADMINISTRATION, AN OPERATING ADMINISTRATION OF THE UNITED STATES DEPARTMENT OF TRANSPORTATION, FOR FEDERAL TRANSPORTATION ASSISTANCE UNDER SECTIONS 5307, 5309, 5316 (JARC), AND 5317 (NEW FREEDOM) 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 FISCAL YEAR 2012-13

WHEREAS, the Federal Transportation Administrator has been delegated authority to award Federal financial assistance for transportation 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 Riverside Transit Agency Board of Directors:

1. That the Chief Executive Officer or assigned designee are 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 assigned designee are authorized to execute and file with its applications the annual certifications and assurances and other documents the Federal Transportation Administration requires before awarding a Federal assistance grant or cooperative agreement.

3. That the Chief Executive Officer or assigned designee are 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 November 14, 2012.

ATTEST:

\_\_\_\_\_  
Natalie Gomez  
Clerk of the Board of Directors

RESOLUTION No. 2012-11

RESOLUTION OF THE BOARD OF DIRECTORS OF THE RIVERSIDE TRANSIT AGENCY AUTHORIZING THE FILING OF A GRANT APPLICATION WITH THE SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT FOR CONGESTION MITIGATION AND AIR QUALITY, CARL MOYER PROGRAM AND OTHER CAPITAL OR OPERATING ASSISTANCE GRANTS FOR FISCAL YEAR 2012/2013

WHEREAS, the South Coast Air Quality Management District is authorized to make grants for mass transportation programs or projects; and

WHEREAS, the grant contract for financial assistance will impose certain obligations upon the applicant, including the provision of the local share of the project costs in the program; and

WHEREAS, it is the goal of the applicant that minority business enterprises be utilized to the fullest extent possible in connection with this/these project(s), and that definite procedures shall be established and administered to ensure that minority businesses shall have the maximum contracts or consultants for construction, supplies, equipment and other services.

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

1. That the Chief Executive Officer or his assigned designee is authorized to execute and file an application on behalf of the Riverside Transit Agency with the South Coast Air Quality Management District to aid in the financing of capital and/or operating assistance projects.

2. That said Chief Executive Officer or his assigned designee is authorized to execute and file with such application, amendment, assurance or any other document required by the South Coast Air Quality Management District.

3. That said Chief Executive Officer or his assigned designee is authorized to furnish such additional information as the South Coast Air Quality Management District may require in connection with the application for the program or project.

4. That said Chief Executive Officer or his assigned designee is authorized to set forth and execute affirmative minority business policies in connection with the program's or project's procurement needs.

5. That the Chief Executive Officer or his assigned designee is authorized to execute a grant agreement on behalf of the Riverside Transit Agency with the South Coast Air Quality Management District for aid in the financing of the capital and operating assistance programs or projects.

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 November 14, 2012.

ATTEST:

\_\_\_\_\_  
Natalie Gomez  
Clerk of the Board of Directors

RESOLUTION No. 2012-12

RESOLUTION OF THE BOARD OF DIRECTORS OF THE RIVERSIDE TRANSIT AGENCY AUTHORIZING THE FILING OF A GRANT APPLICATION WITH THE CALIFORNIA DEPARTMENT OF TRANSPORTATION (CALTRANS), UNITED STATES OF AMERICA, FOR SECTIONS 5310, 5311, 5311(f), 5316 (JARC) AND 5317 (NEW FREEDOM) GRANTS FOR CAPITAL OR OPERATING ASSISTANCE FOR FISCAL YEAR 2012-13

WHEREAS, the Secretary of Transportation is authorized to make grants for mass transportation programs or projects; and

WHEREAS, the grant contract for financial assistance will impose certain obligations upon the applicant, including the provision of the local share of the project costs in the program; and

WHEREAS, it is required by the U.S. Department of Transportation in accord with the provisions of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for assistance under the Urban Mass Transportation Act of 1964, as amended, the applicant gives an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and the U.S. Department of Transportation requirements thereunder; and

WHEREAS, it is the goal of the applicant that minority business enterprise be utilized to the fullest extent possible in connection with this/these project(s), and that definite procedures shall be established and administered to ensure that minority business shall have the maximum contracts or consultants for construction, supplies, equipment and other services.

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

of Directors:

1. That the Chief Executive Officer or his assigned designee is authorized to execute and file an application on behalf of the Riverside Transit Agency with the U.S. Department of Transportation to aid in the financing of capital and operating assistance projects.

2. That said Chief Executive Officer or his assigned designee is authorized to execute and file with such application, amendment, assurance or any other document required by the U.S. Department of Transportation effectuating the purpose of Title VI of the Civil Rights Act of 1964.

3. That said Chief Executive Officer or his assigned designee is authorized to furnish such additional information as the U.S. Department of Transportation may require in connection with the application for the program or project.

4. That said Chief Executive Officer or his assigned designee is authorized to set forth and execute affirmative minority business policies in connection with the program's or project's procurement needs.

5. That the Chief Executive Officer or his assigned designee is authorized to execute a grant agreement on behalf of the Riverside Transit Agency with the U.S. Department of Transportation for aid in the financing of the capital and operating assistance programs or projects.

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 November 14, 2012.

ATTEST:

---

Natalie Gomez  
Clerk of the Board of Directors



RESOLUTION No. 2012-13

RESOLUTION OF THE BOARD OF DIRECTORS OF THE RIVERSIDE TRANSIT AGENCY AUTHORIZING THE FILING OF A GRANT APPLICATION WITH THE WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS (WRCOG), FOR CAPITAL OR OPERATING ASSISTANCE GRANT FOR FISCAL YEAR 2012-13

WHEREAS, the Western Riverside Council of Governments is authorized to make grants for mass transportation programs or projects; and

WHEREAS, the grant contract for financial assistance will impose certain obligations upon the applicant, including the provision of the local share of the project costs in the program; and

WHEREAS, it is the goal of the applicant that minority business enterprises be utilized to the fullest extent possible in connection with this/these project(s), and that definite procedures shall be established and administered to ensure that minority businesses shall have maximum contracts or consultants for construction, supplies, equipment and other services.

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

1. That the Chief Executive Officer or his assigned designee is authorized to execute and file an application on behalf of the Riverside Transit Agency with the Western Riverside Council of Governments to aid in the financing of capital and/or operating assistance projects.

2. That said Chief Executive Officer or his assigned designee is authorized to execute and file with such application, amendment, assurance or any other document required by the Western Riverside Council of Governments.

3. That said Chief Executive Officer or his assigned designee is authorized to furnish such additional information as the Western Riverside Council of Governments may require in connection with the application for programs or projects.

4. That said Chief Executive Officer or his assigned designee is authorized to set forth and execute affirmative minority business policies in connection with the program's or project's procurement needs.

5. That the Chief Executive Officer or his assigned designee is authorized to execute a grant agreement on behalf of the Riverside Transit Agency with the Western Riverside Council of Governments for aid in the financing of the capital and operating assistance programs or projects.

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 November 14, 2012.

ATTEST:

\_\_\_\_\_  
Natalie Gomez  
Clerk of the Board of Directors

RESOLUTION NO. 2012-14

RESOLUTION OF THE BOARD OF DIRECTORS OF THE RIVERSIDE TRANSIT AGENCY AUTHORIZING THE FILING OF A GRANT APPLICATION WITH THE STATE OF CALIFORNIA STRATEGIC GROWTH COUNCIL FOR SUSTAINABLE COMMUNITIES PLANNING GRANTS AND INCENTIVES PROGRAM (PROPOSITION 84), SGC

WHEREAS, the Legislature and Governor of the State of California have provided funds for the Sustainable Communities Planning Grant and Incentives Program under the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006 (Proposition 84); and

WHEREAS, the Strategic Growth Council has been delegated the responsibility for the administration of this grant program, establishing necessary procedures; and

WHEREAS, said procedures require all award recipients commit to threshold requirements;

WHEREAS, said procedures established by the Strategic Growth Council require a resolution certifying the approval of application(s) by the Applicant's governing board before submission of said application(s) to the State; and

WHEREAS, the applicant, if selected, will enter into an agreement with the State of California to carry out the development of the proposal:

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

1. Approves the filing of an application for the Sustainable Communities Planning Grant And Incentive Program in order to become a more sustainable community; and
2. Certifies that applicant will have sufficient funds to develop the Proposal or will secure the resources to do so; and
3. Certifies that the Proposal will comply with any applicable laws and regulations including being consistent with the State's Planning Priorities identified in Government Code section 65041.1 and summarized below:
  - a. Promote infill development and invest in existing communities
  - b. Protect, preserve and enhance agricultural land and natural resources; and
  - c. Encourage location and resource efficient new development; and

4. Certifies that threshold requirements outlined in the guidelines, including consideration of Ocean Protection Council Sea Level Rise Guidance will be met; and
5. Agrees to reduce, on as permanent a basis as feasible, greenhouse gas emissions consistent with California Global Warming Solutions Act of 2006 (Division 25.5 (commencing with Section 3850) of the Health and Safety Code); any applicable regional plan; and
6. Agrees to meet the Collaboration Requirements of the focus area applicable to the Proposal; and includes all required documents in the application package; and
7. Appoints the Chief Executive Officer, or designee, as agent to conduct all negotiations, execute and submit all documents including, but not limited to applications, agreements, payment requests and so on, which may be necessary for the completion of the aforementioned project(s).

ADOPTED this 14th day of November 2012.

RIVERSIDE TRANSIT AGENCY

---

Doug McAllister  
Chairman of the Board of Directors

RIVERSIDE TRANSIT AGENCY

---

Natalie Gomez  
Clerk of the Board of Directors

RESOLUTION No. 2012-15

RESOLUTION OF THE BOARD OF DIRECTORS OF THE RIVERSIDE TRANSIT AGENCY AUTHORIZING THE FILING OF A GRANT APPLICATION WITH THE SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS (SCAG) FOR CAPITAL OR OPERATING ASSISTANCE GRANT FOR FISCAL YEAR 2012-13

WHEREAS, the Southern California Association of Governments is authorized to make grants for mass transportation programs or projects; and

WHEREAS, the grant contract for financial assistance will impose certain obligations upon the applicant, including the provision of the local share of the project costs in the program; and

WHEREAS, it is the goal of the applicant that minority business enterprises be utilized to the fullest extent possible in connection with this/these project(s), and that definite procedures shall be established and administered to ensure that minority businesses shall have the maximum contracts or consultants for construction, supplies, equipment and other services.

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

1. That the Chief Executive Officer or his assigned designee is authorized to execute and file an application on behalf of the Riverside Transit Agency with the Southern California Association of Governments to aid in the financing of capital and/or operating assistance projects.

2. That said Chief Executive Officer or his assigned designee is authorized to execute and file with such application, amendment, assurance or any other document

required by the Southern California Association of Governments.

3. That said Chief Executive Officer or his assigned designee is authorized to furnish such additional information as the Southern California Association of Governments may require in connection with the application for programs or projects.

4. That said Chief Executive Officer or his assigned designee is authorized to set forth and execute affirmative minority business policies in connection with the program's or project's procurement needs.

5. That the Chief Executive Officer or his assigned designee is authorized to execute a grant agreement on behalf of the Riverside Transit Agency with the Southern California Association of Governments for aid in the financing of the capital and operating assistance programs or projects.

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 November 14, 2012.

ATTEST:

\_\_\_\_\_  
Natalie Gomez  
Clerk of the Board of Directors

RESOLUTION No. 2012-16

GOVERNING BODY RESOLUTION FOR FY 2012-13  
PROPOSITION 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

WHEREAS, Proposition 1B transit funding assistance is available to jurisdictions and agencies in the State of California; and

WHEREAS, the Riverside Transit Agency is eligible for such funding; and

WHEREAS, the Board of Directors wishes to delegate authority to apply and obtain such funding.

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

1. That the Chief Executive Officer or his assigned designee 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 FY 2012-13 Proposition 1B California Transit Security Grant Program-California Transit Assistance Fund (CTSGP-CTAF) Grant Funds provided by the Governor's Office of Homeland Security.

ADOPTED this 14th day of November 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 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 November 14, 2012.

ATTEST:

---

Natalie Gomez  
Clerk of the Board of Directors



RESOLUTION No. 2012-17

GOVERNING BODY RESOLUTION FOR FY 2012-13 PROPOSITION 1B (CAPITAL) PUBLIC TRANSPORTATION, MODERNIZATION, IMPROVEMENT, AND SERVICE ENHANCEMENT ACCOUNT (PTMISEA) GRANT FUNDS BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE RIVERSIDE TRANSIT AGENCY

WHEREAS, Proposition 1B transit funding assistance is available to jurisdictions and agencies in the State of California; and

WHEREAS, the Riverside Transit Agency is eligible for such funding; and

WHEREAS, the Board of Directors wishes to delegate authority to apply and obtain such funding.

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

1. That the Chief Executive Officer or his assigned designee 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 FY 2012-13 Proposition 1B Capital Grant Funds provided through the Public Transportation, Modernization, Improvement, and Service Enhancement Account (PTMISEA) Program.

ADOPTED this 14th day of November 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 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 November 14, 2012.

ATTEST:

---

Natalie Gomez  
Clerk of the Board of Directors

RIVERSIDE TRANSIT AGENCY  
1825 Third Street  
Riverside, CA 92507

November 7, 2012

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Gordon Robinson, Director of Planning

SUBJECT: Authorize Staff to Conduct a Site Feasibility Study to Determine the Hemet Transit Center Location; and Amend the Transportation Uniform Mitigation Fee (TUMF) Transportation Improvement Program (TIP) and Program of Projects (POP) for Fiscal Year 2013 (FY13) through 2017 (FY17) to Re-allocate TUMF Funding to Support the Site Feasibility Study and Bus Stop Improvements in the Cities of Hemet and San Jacinto

Summary: In 2002, the Agency approached the City of Hemet (City) about locating a site for a new transit center in the City's downtown area. The City identified property between Florida and Latham Avenues in downtown Hemet. This site was chosen due to its adjacency to the San Jacinto Branch Line of the proposed Metrolink Commuter Rail project identified in the *Riverside County Integrated Project* (the County's General Plan). In August of 2005, the Agency was awarded a Federal Transit Administration (FTA) congressional earmark grant of \$302,912. Shortly thereafter, the City applied for a Compass Blueprint Demonstration Project through the Southern California Association of Governments (SCAG) to develop a plan for a new transit village that would connect new development to the regional transit system. Over a two-year period (2006-2007) the City and SCAG developed scenarios, conducted community outreach efforts and workshops, designed concepts, and finalized a site plan.

In 2007, the City reconsidered its plan and determined that an alternative site, adjacent to the railroad tracks, was a more suitable location for the transit center. This new site, located at the northeast corner of Menlo Avenue and State Street fulfilled the locational criteria of the Hemet Metrolink Station Plan. The Agency received an additional FTA congressional earmark grant of \$340,123 for the development of the transit center. Total available federal funding today is \$637,435.

In 2008, the City declared that the Menlo Avenue and State Street site was no longer a suitable location for the proposed transit center and sold the property. This decision was made shortly after the Governor of California declared a state of fiscal emergency as the general fund faced a \$3.3 billion shortfall as well as a

projected deficit of \$14.5 billion for the next budget year. As a result, the Agency filed amendments to its FTA grants to change the location of the transit center to the intersection of Wentworth Drive and Scaramella Circle at the Agency's Hemet facility to protect the federal funds against a potential funding lapse.

Between 2009 and the present, the Agency continued to work with City staff to advance the transit center project. During this period, at the direction of the City, staff was asked to locate the transit center adjacent to a new courthouse project which met the objectives of the Hemet Metrolink Station Plan. Up to this point, the transit center location has not been finalized due to the lack of direction at the state level regarding the construction of the courthouse project. Recently, on October 26, 2012, the Judicial Council of California met to decide which courthouse projects will proceed and which will be indefinitely delayed. Based on recommendations from the Court Facilities Working Group, the courthouse project is to be reassessed to explore a lease option. In addition, it was noted that if the project proceeds as a new construction effort, it should proceed with site acquisition actions.

In order to pinpoint the location of the proposed transit center in light of on-going uncertainty at the state level, staff is seeking Board approval to conduct a site feasibility study to determine the optimal Hemet Transit Center location. Available FTA Section 5309 and matching Transportation Uniform Mitigation Fee (TUMF) funds would be used to support the Hemet Transit Center project including the site feasibility study. Because the federal funds are earmarks, the Agency must expedite this project to avoid potential near-term FTA funding de-obligation actions. Based on the procurement timeline, staff estimates it will return to the Board in February 2013 to request approval of the contract award for the site feasibility study.

It's important that the Agency strives to complete this project in a timely manner. The Hemet Transit Center project is designated as a Transportation Control Measure (TCM) for this geographic region of western Riverside County. The Agency must demonstrate significant progress to complete the TCM project by December 31, 2015 or face regional non-compliance funding status with the Riverside County Transportation Commission (RCTC) and SCAG.

In addition, staff is recommending the following changes to be incorporated in the Agency's FY13-17 TUMF Transportation Improvement Program (TIP) and Program of Projects (POP), or TUMF TIP, which is anticipated to be approved by the Board in December 2012:

- Retain TUMF funding in the amount of \$159,359 of the \$798,165 programmed to use as local matching funds with federal funds of \$673,435 identified above to support the Hemet Transit Center project including the site feasibility study.

- Re-allocate remaining Hemet Transit Center TUMF funds of \$638,806 to support bus stop improvements, including bus turnouts, at specific stops in the cities of Hemet and San Jacinto.

Bus turnouts are defined as a branch from or widening of a road that permits buses to stop, without obstructing traffic, while laying over or while passengers board and alight.<sup>1</sup> In order to determine the best locations for the placement of turnouts, staff has been in contact with City staff from San Jacinto and Hemet to initiate the identification of specific stop locations where turnouts are warranted. As part of this effort, staff has analyzed ridership activity at stops within both cities. Although stops near the intersection of Florida Avenue and Sanderson Avenue, Florida Avenue and San Jacinto Street, and State Street and Ramona Boulevard have been identified as potential locations based on high concentrations of ridership activity, additional analysis and coordination with staff from both cities will be required prior to beginning subsequent engineering and construction efforts.

Although staff is recommending stop improvements primarily at high ridership locations, staff will continue to work closely with representatives from both cities to define the exact locations of improvements in alignment with the upcoming FY13-17 TUMF TIP.

If the above recommendations are supported by the Board, staff will submit these requests to RCTC and the Western Riverside Council of Governments (WRCOG) for consideration. If approved by RCTC, RCTC will submit these changes to SCAG for modification of and subsequent FTA approval for the current Federal Transportation Improvement Program (FTIP) to include these project updates. WRCOG's approval would be achieved through the annual TUMF TIP amendment process.

Fiscal Impact:

None at this time.

Recommendations:

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

- Authorize staff to conduct a site feasibility study to determine the Hemet Transit Center location.

<sup>1</sup> Transit Cooperative Research Program Transit Capacity and Quality of Service Manual - 2nd Edition, 2003

- Authorize staff to amend the FY13-17 Transportation Uniform Mitigation Fee (TUMF) Transportation Improvement Program (TIP) and Program of Projects (POP) to re-allocate TUMF funding to support the Hemet Transit Center project including the site feasibility study, and bus stop improvements in the Cities of Hemet and San Jacinto.