



**BOARD ADMINISTRATION AND OPERATIONS COMMITTEE MEETING
WEDNESDAY, FEBRUARY 6, 2013, 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 – NOVEMBER 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 – OCTOBER TO DECEMBER 2012 \(P.6\)](#) RECEIVE AND FILE
 - B. [PERSONNEL REPORT – OCTOBER, NOVEMBER AND DECEMBER 2012 \(P.13\)](#) 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 AMENDMENTS TO THE AGENCY'S CONFLICT OF INTEREST CODE (P.32) APPROVE
7. COMPREHENSIVE OPERATIONAL ANALYSIS (COA) UPDATE (P.49) RECEIVE AND FILE
8. REVIEW DESIGN OF NEW GILLIG 40-FOOT HEAVY DUTY BUSES (P.52) DISCUSS
9. BOARD MEMBER COMMENTS AND REMARKS
10. OTHER BUSINESS
11. NEXT MEETING
ADMINISTRATION AND OPERATIONS COMMITTEE MEETING
WEDNESDAY, MARCH 6, 2013
1:00 P.M.
RTA HEADQUARTERS
1825 THIRD STREET
RIVERSIDE, CA 92507
12. ADJOURN

RTA BOARD ADMINISTRATION AND OPERATIONS COMMITTEE MEETING
Minutes
November 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 November 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. 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. Rick Kaczerowski, Director of Information Technologies
6. Jim Kneepkens, Director of Marketing
7. Laura Murillo, Director of Human Resources
8. Gordon Robinson, Director of Planning
9. Eric Ustation, Government Affairs Representative
10. Natalie Gomez, Clerk of the Board of Directors
11. Virginia Werly, Contract Operations Manager
12. Natalie Zaragoza, Contracts Manager
13. Bob Bach, Director of Maintenance
14. Brad Weaver, Marketing Manager
15. Kathy Thomas, Senior Planner
16. Lorelle Moe-Luna, Senior Planner

Other Attendees:

None.

3. PUBLIC COMMENTS – NON-AGENDA ITEMS:

None.

4. APPROVAL OF MINUTES – OCTOBER 3, 2012, COMMITTEE MEETING:
M/S/C (HICKMAN/BOOTSMA) approving the minutes of October 3, 2012, Committee meeting. The motion carried with seven affirmative votes and one abstention (FOX).

5. CONSENT CALENDAR:

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

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

6. APPROVE RESOLUTIONS AUTHORIZING FILING OF GRANT APPLICATIONS FOR FISCAL YEAR 2013 (FY13)

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

- 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.

The motion carried unanimously.

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

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

The motion carried unanimously.

8. BOARD MEMBER COMMENTS AND REMARKS

Director Hickman noted the Grand Prix Motorcycle Race would be held in Lake Elsinore on November 10 and 11.

Director Moore commented on Wildomar Park.

9. OTHER BUSINESS:

Committee Chair Zanowic announced the Nominating Committee members would be meeting at 1:30 p.m. in the Conference room.

10. NEXT MEETING:

Board Administration and Operations Committee Meeting

Wednesday, December 5, 2012

1:00 p.m.

RTA Headquarters

1825 Third Street

Riverside, CA 92507

11. ADJOURNMENT:

The meeting was adjourned at 1:17 p.m.

DRAFT

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

February 6, 2013

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

Summary: In October 2012, the Customer Information Center answered 33,622 calls, a 6.7% increase compared to October 2011. Calls included 191 commendations, general comments and valid complaints. The number of calls to Dial-A-Ride was 12,775, a 4.0% increase compared to October 2011. A total of 46,397 calls were received between the two call centers, an increase of 6.0% compared to the same period last year.

In November 2012, the Customer Information Center answered 31,081 calls, a 1.5% increase compared to November 2011. Calls included 159 commendations, general comments and valid complaints. The number of calls to Dial-A-Ride was 11,404, a 0.7% decrease compared to November 2011. A total of 42,485 calls were received between the two call centers, an increase of 0.9% compared to the same period last year.

In December 2012, the Customer Information Center answered 32,326 calls, a 2.2% decrease compared to December 2011. Calls included 176 commendations, general comments and valid complaints. The number of calls to Dial-A-Ride was 11,021, a 1.7% decrease compared to December 2011. A total of 43,347 calls were received between the two call centers, an decrease of 2.1% compared to the same period last year.

The attached reports present call volume history and details commendations, general comments and complaints by type.

Recommendation:

Receive and file.

Riverside Transit Agency

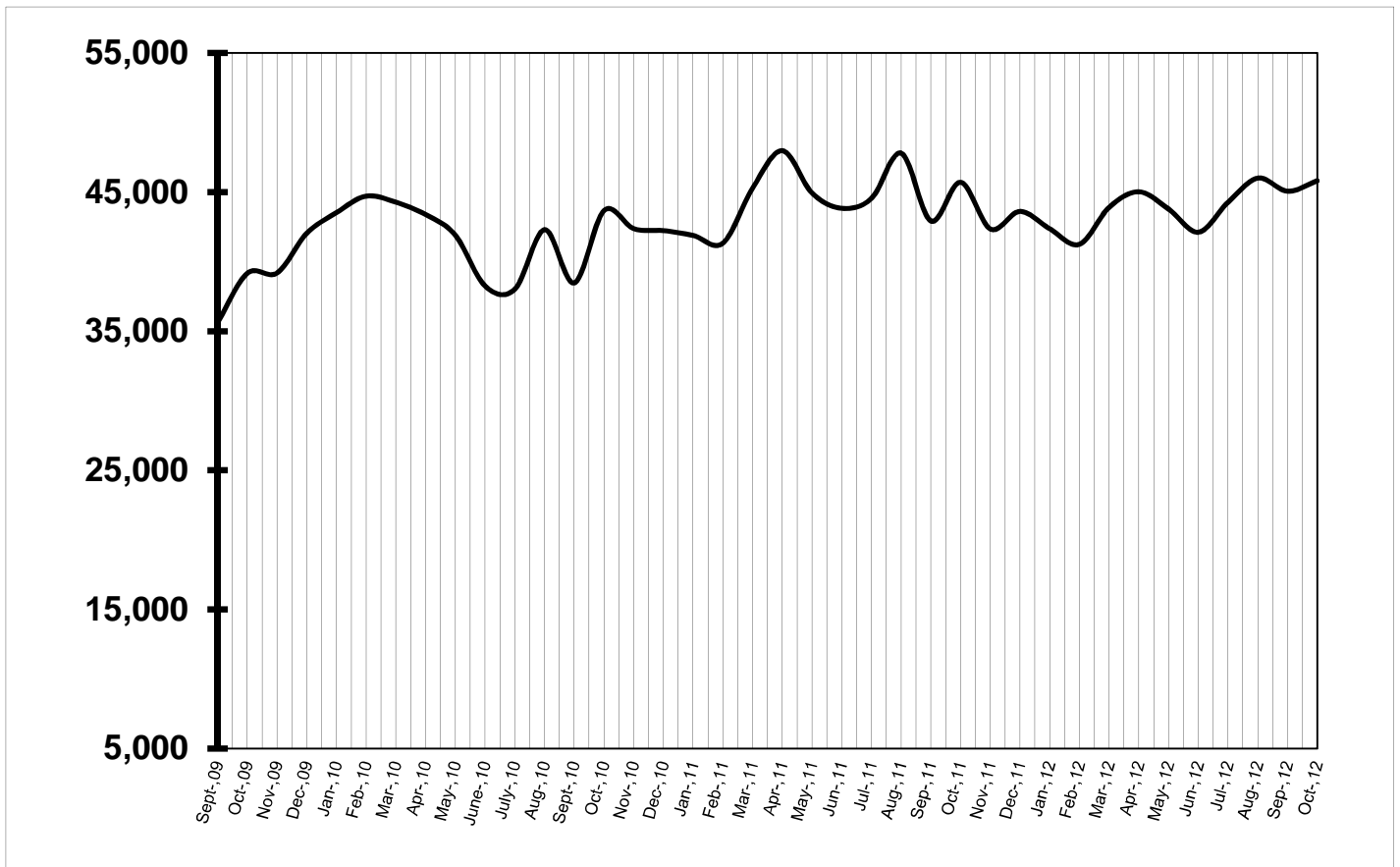
October 2012 Transportation Center Call Totals

Customer Information Center (CIC)	October 2012	October 2011	Percent Change
Information Calls	33,431	31,288	6.8%
Complaints	146	154	-5.2%
Comments	24	41	-41.5%
Commendations	21	14	50.0%
Total CIC Calls	33,622	31,497	6.7%

Dial-A-Ride (DAR)

Total DAR Calls	12,775	12,280	4.0%
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Total Calls	46,397	43,777	6.0%
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Complaints, Comments & Commendations

Valid Complaints

Category	October 2012	October 2011	12 Month Average per Month	Complaints per 10,000 Passengers
Bus Stop	4	1	4	0.28
Careless Driving	16	22	16	0.32
Conduct	0	0	1	0.05
Crowded	29	30	21	0.21
Customer Service	7	4	4	0.00
Early Bus	10	15	14	0.39
Fare Dispute	6	6	5	0.09
Late Bus	6	3	3	0.13
Missed Transfer	27	43	26	0.08
No Show	17	6	9	0.08
Passed By	4	4	6	0.36
Passenger Conduct	17	18	19	0.23
Other	3	2	5	0.04
Total	146	154	134	2.26

Ridership

	October 2012	October 2011	12 Month Average per Month
All services	944,622	801,033	751,637

Comments

	October 2012	October 2011	12 Month Average per Month	Comments per 10,000 Passengers
General Comments	24	41	51	0.32

Commendations

	October 2012	October 2011	12 Month Average per Month	Commendations per 10,000 Passengers
General Commendations	21	14	32	0.28

Riverside Transit Agency

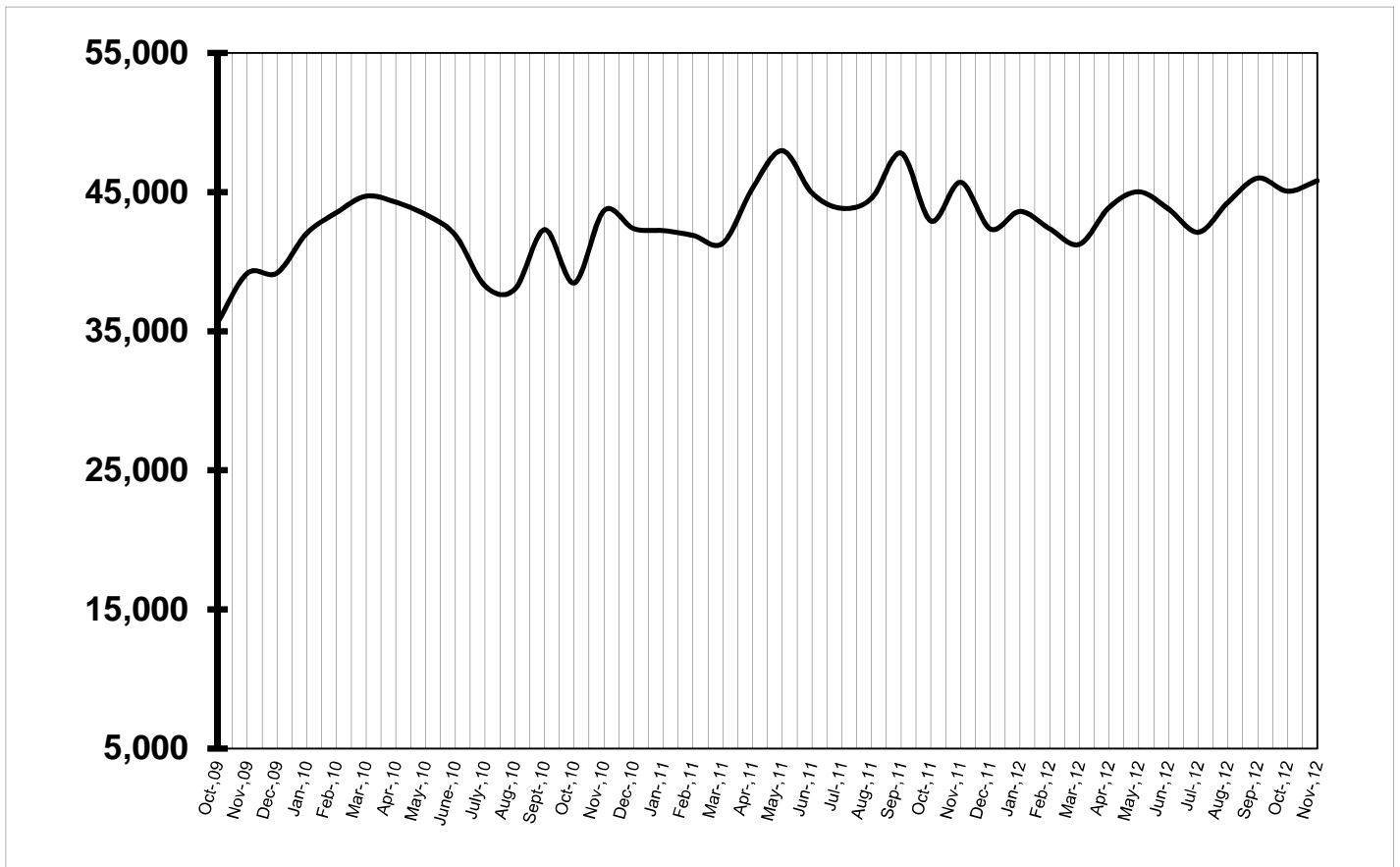
November 2012 Transportation Center Call Totals

Customer Information Center (CIC)	November 2012	November 2011	Percent Change
Information Calls	30,922	30,419	1.7%
Complaints	121	122	-0.8%
Comments	29	55	-47.3%
Commendations	9	23	-60.9%
Total CIC Calls	31,081	30,619	1.5%

Dial-A-Ride (DAR)

Total DAR Calls	11,404	11,487	-0.7%
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Total Calls	42,485	42,106	0.9%
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Complaints, Comments & Commendations

Valid Complaints

Category	November 2012	November 2011	12 Month Average per Month	Complaints per 10,000 Passengers
Bus Stop	3	2	4	0.12
Careless Driving	12	23	16	0.38
Conduct	0	0	1	0.04
Crowded	21	19	21	0.16
Customer Service	2	2	4	0.00
Early Bus	12	15	14	0.28
Fare Dispute	11	6	6	0.03
Late Bus	1	0	3	0.16
Missed Transfer	32	16	27	0.15
No Show	7	5	8	0.01
Passed By	5	7	6	0.42
Passenger Conduct	11	26	19	0.09
Other	4	1	5	0.05
Total	121	122	134	1.89

Ridership

	November 2012	November 2011	12 Month Average per Month
All services	794,172	726,466	757,279

Comments

	November 2012	November 2011	12 Month Average per Month	Comments per 10,000 Passengers
General Comments	29	55	49	0.38

Commendations

	November 2012	November 2011	12 Month Average per Month	Commendations per 10,000 Passengers
General Commendations	9	23	31	0.12

Riverside Transit Agency

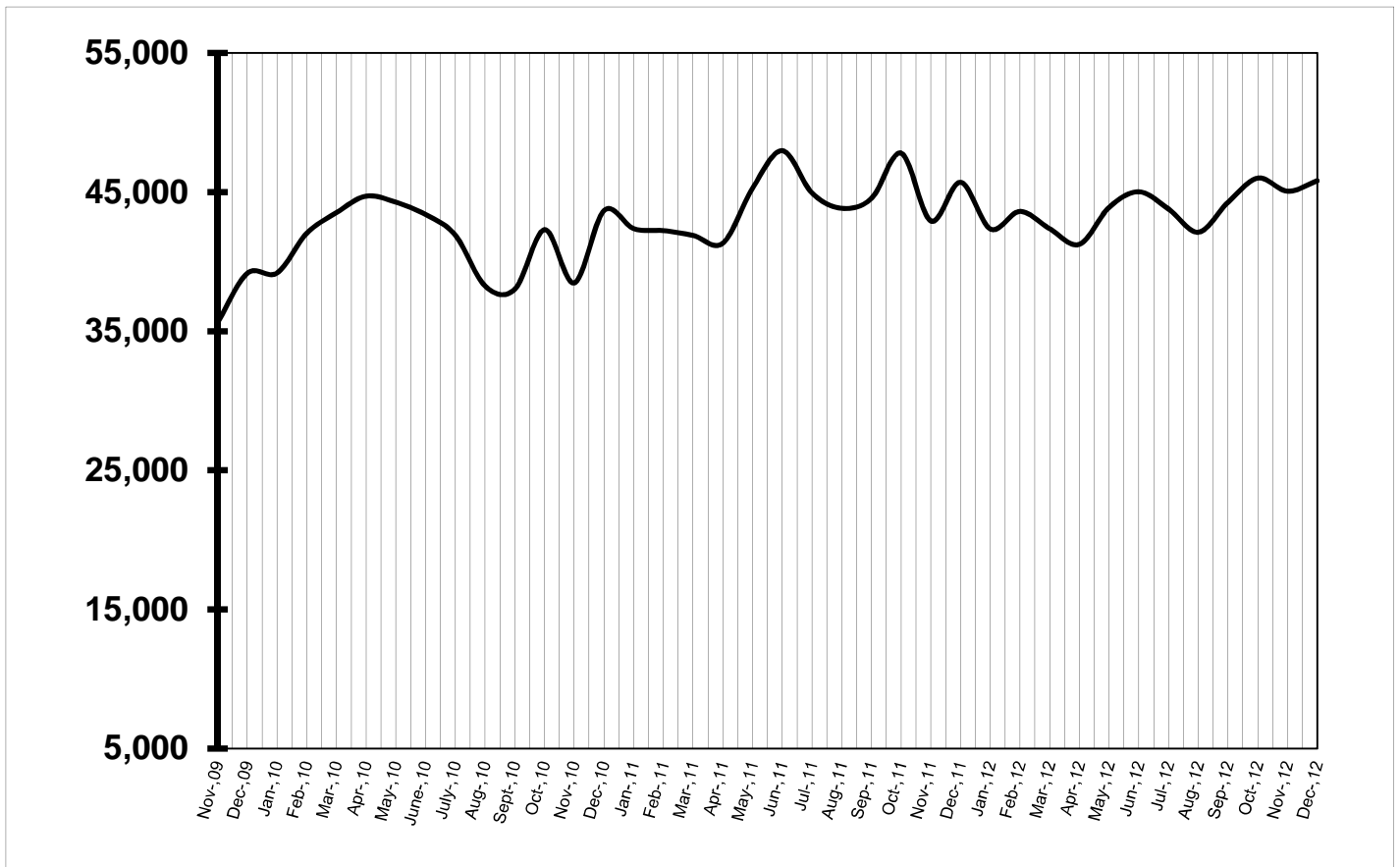
December 2012 Transportation Center Call Totals

Customer Information Center (CIC)	December 2012	December 2011	Percent Change
Information Calls	32,150	32,866	-2.2%
Complaints	111	109	1.8%
Comments	37	54	-31.5%
Commendations	28	25	12.0%
Total CIC Calls	32,326	33,054	-2.2%

Dial-A-Ride (DAR)

Total DAR Calls	11,021	11,206	-1.7%
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Total Calls	43,347	44,260	-2.1%
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Complaints, Comments & Commendations

Valid Complaints

Category	December 2012	December 2011	12 Month Average per Month	Complaints per 10,000 Passengers
Bus Stop	1	0	4	0.37
Careless Driving	10	12	16	0.49
Conduct	0	0	1	0.01
Crowded	12	22	20	0.13
Customer Service	0	1	4	0.00
Early Bus	11	11	14	0.16
Fare Dispute	7	2	6	0.00
Late Bus	2	2	3	0.14
Missed Transfer	29	23	28	0.09
No Show	6	10	8	0.03
Passed By	8	5	7	0.38
Passenger Conduct	22	14	18	0.08
Other	3	7	4	0.04
Total	111	109	133	1.92

Ridership

	December 2012	December 2011	12 Month Average per Month
All services	686,106	664,073	759,116

Comments

	December 2012	December 2011	12 Month Average per Month	Comments per 10,000 Passengers
General Comments	37	54	47	0.49

Commendations

	December 2012	December 2011	12 Month Average per Month	Commendations per 10,000 Passengers
General Commendations	28	25	31	0.37

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

February 6, 2013

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Laura Murillo, Director of Human Resources

SUBJECT: Personnel Report – October, November and December 2012

Summary: The attached report summarizes personnel activity that occurred in October, November and December 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
October 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	27
Property Maintainer	1	1
Tire Servicer	1	1
Servicer	<u>11</u>	<u>10</u>
Department Subtotal	52	51

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	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 ¹	<u>22</u>	<u>31</u>
Department Subtotal	242	250
<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
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	373

¹The Agency experienced the following extended leaves of absences: 7 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	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	69.8%	81.4%	48.6%	72.8%	No	No
Operatives	222	73.0%	39.2%	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	11	90.9%	9.1%	59.2%	56.2%	No	Yes
Total	373						

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	2	3	0	0	0	0	0	0	0	0	0	0	0	0	0
Operations	5	9	3	1	3	5	8	0	1	1	1	0	0	0	1	0
	(23)				(16)				(3)				(1)			

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	86	80%	49%
Operations Supervisor	14	100%	43%
Servicer	46	78%	11%

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	9	7	2	4	1	1				1	1					8
Promotions	0															0
Transfers	0															0
Demotions	0															0
Terminations	2	1	1							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	6
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

MULIT = Two or More Races

SUMMARY OF BUDGETED POSITIONS
November 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	27
Property Maintainer	1	1
Tire Servicer	1	1
Servicer	<u>11</u>	<u>10</u>
Department Subtotal	52	51

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>15</u>
Department Subtotal	21	20
<u>OPERATIONS</u>		
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 ¹	191	196
Part-Time ¹	<u>22</u>	<u>25</u>
Department Subtotal	242	249
<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
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	371

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	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	42	69.0%	81.0%	48.6%	72.8%	No	No
Operatives	221	72.9%	39.4%	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	11	90.9%	9.1%	59.2%	56.2%	No	Yes
Total	371						

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	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Operations	2	1	6	3	3	8	2	0	0	0	1	1	0	1	0	0
	(12)				(13)				(2)				(1)			

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	67	91%	36%
Operations Supervisor	11	73%	18%

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	0															0
Promotions	0															0
Transfers	0															0
Demotions	0															0
Terminations	0															0
Resignations	1	1			1											1
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	7
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

MULIT = Two or More Races

SUMMARY OF BUDGETED POSITIONS
December 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>1</u>
Department Subtotal	10	9
<u>INFORMATION TECHNOLOGY</u>		
Director of Information Technology	1	1
ITS Administrator	1	1
Systems Analyst	<u>1</u>	<u>1</u>
Department Subtotal	3	3
<u>MAINTENANCE</u>		
Director of Maintenance	1	1
Maintenance Manager	1	1
Maintenance Quality Control	1	1
Contract Operations Maintenance Supervisor	1	1
Maintenance Supervisor	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>10</u>
Department Subtotal	52	51

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>15</u>
Department Subtotal	21	20
<u>OPERATIONS</u>		
Chief Operating Officer	1	1
Operations Manager	1	1
Executive Assistant	1	1
Operations Supervisor	14	14
Operations Analyst	1	1
Stops/Zones Supervisor	1	1
Stops/Zones Groundskeeper	8	8
Transit Clerk	1	1
Coach Operator		
Full-Time ¹	191	197
Part-Time	<u>22</u>	<u>22</u>
Department Subtotal	241	247
<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
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	366	368

¹The Agency experienced the following extended leaves of absences: 5 Coach Operators on workers' compensation, and 4 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	52.2%	32.6%	31.4%	39.9%	No	Yes
Professionals	13	38.5%	30.8%	34.6%	49.8%	No	Yes
Administrative Support Workers	41	68.3%	80.5%	48.6%	72.8%	No	No
Operatives	219	73.1%	39.3%	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	11	90.9%	9.1%	59.2%	56.2%	No	Yes
Total	368						

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	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Operations	7	4	2	1	2	5	3	0	0	2	0	0	0	0	0	0
	(17)				(10)				(2)				(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	71	82%	46%
Medical Administrative Activities Coordinator	10	80%	80%
Operations Supervisor	11	91%	18%
Project Manager	15	53%	27%
Training Instructor	18	72%	22%

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	0															0
Promotions	1	1		1												1
Transfers	0															0
Demotions	0															0
Terminations	0															0
Resignations	1		1							1						1
Retirements	2	1	1													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	7
Resignations	1	1
Retirements	1	3
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

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API = Asian/Pacific Islander

MULTI = Two or More Races

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA. 92507

February 6, 2013

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Vince Rouzaud, Chief Procurement and Logistics Officer

SUBJECT: Approve Amendments to the Agency's Conflict of Interest Code

Summary: The California Political Reform Act, Government Code Section 87306.5, requires public agencies to review their Conflict of Interest Code to ensure they are up-to-date and meet current legal requirements.

Attached is an updated Code, which has been reviewed by Agency general counsel to incorporate certain requirements that are mandated by the State. Exhibit "A" has been amended to conform with current employment positions and responsibilities at the Agency.

As the code reviewing body for the county and local agencies, it will be necessary for the Riverside County Board of Supervisors to approve the updated Code following action by this Board.

To assist the Board in identifying the revisions, staff has stricken deletions and bolded and italicized additions. A summary of the changes is listed below:

Page/Section #	Change
Cover Page	February 23, 2012 has been changed to February 28, 2013.
Section 8.1A Page 7	Prohibition on Receipt of Gifts in Excess of \$420 has been changed to \$440.
Section 9 D Page 11	Self-employment, Business owner, While holding office or for one-year thereafter has been added.
Section 9 E Page 11	Disqualification, Gifts Aggregating \$420 has been changed to \$440.
Section 12 Page 12	December 15, 2010 has been changed to December 13, 2012.
EXHIBIT A, Designated Positions Page 13	The following positions have been added: Capital Improvements Project Manager; Director of Contract Operations; Medical Administrative Activities Coordinator and Project Manager.

Fiscal Impact:

None.

Recommendation:

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

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

CONFLICT OF INTEREST CODE

ADOPTED BY THE

**BOARD OF DIRECTORS
RIVERSIDE TRANSIT AGENCY
1825 THIRD STREET
RIVERSIDE, CA 92507-3484
PHONE: 951-565-5000**

REVISED

~~February 23, 2012~~

February 28, 2013

CONFLICT OF INTEREST CODE

RIVERSIDE TRANSIT AGENCY

The Political Reform Act, Government Code Sections 81000, et seq., requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation, 2 California Administrative Code Section 18730, which contains the terms of a standard Conflict of Interest Code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Administrative Code Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix in which members and employees are designated and disclosure categories are set forth, constitute the Conflict of Interest Code of the Riverside Transit Agency.

**CONFLICT OF INTEREST CODE
RIVERSIDE TRANSIT AGENCY**

18730. Provisions of Conflict of Interest Codes

(a) Incorporation by reference of the terms of this regulation along with the designation of employees and the formulation of disclosure categories in the Appendix referred to below constitute the adoption and promulgation of a conflict of interest code within the meaning of Government Code Section 87300 or the amendment of a conflict of interest code within the meaning of Government Code Section 87306 if the terms of this regulation are substituted for terms of a conflict of interest code already in effect. A code so amended or adopted and promulgated requires the reporting of reportable items in a manner substantially equivalent to the requirements of Article 2 of Chapter 7 of the Political Reform Act, Government Code Sections 81000, et seq. The requirements of a conflict of interest code are in addition to other requirements of the Political Reform Act such as the general prohibition against conflicts of interest contained in Government Code Section 87100, and to other state or local laws pertaining to conflicts of interest.

(b) The terms of a conflict of interest code amended or adopted and promulgated pursuant to this regulation are as follows:

(1) Section 1. Definitions. The definitions contained in the Political Reform Act of 1974, regulations of the Fair Political Practices Commission (2 Cal. Code of Regs. Sections 18110, et seq.), and any amendments to the Act or regulations, are incorporated by reference into this conflict of interest code.

(2) Section 2. Designated Employees. The persons holding positions listed in the Appendix are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on economic interests.

(3) Section 3. Disclosure Categories. This code does not establish any disclosure obligation for those designated employees who are also specified in Government Code Section 87200 if they are designated in this code in that same capacity or if the geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction in which those persons must report their economic interests pursuant to Article 2 of Chapter 7 of the Political Reform Act, Government Code Sections 87200 et seq.

In addition, this code does not establish any disclosure obligation for any designated employees who are designated in a conflict of interest code for another agency, if all of the

following apply:

(A) The geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction of the other agency;

(B) The disclosure assigned in the code of the other agency is the same as that required under Article 2 of Chapter 7 of the Political Reform Act, Government Code Section 87200; and

(C) The filing officer is the same for both agencies.¹

Such persons are covered by this code for disqualification purposes only. With respect to all other designated employees, the disclosure categories set forth in the Appendix specify which kinds of economic interests are reportable. Such a designated employee shall disclose in his or her statement of economic interests those economic interests he or she has which are of the kind described in the disclosure categories to which he or she is assigned in the Appendix. It has been determined that the economic interests set forth in a designated employee's disclosure categories are the kinds of economic interests which he or she foreseeably can affect materially through the conduct of his or her office.

(4) Section 4. Statements of Economic Interests: Place of Filing.

Statements of Economic Interests shall be filed with the Chief Executive Officer of the Riverside Transit Agency.²

(5) Section 5. Statements of Economic Interests: Time of Filing.

(A) **Initial Statements.** All designated employees employed by the agency on the effective date of this code, as originally adopted, promulgated and approved by the code reviewing body, shall file statements within 30 days after the effective date of this code. Thereafter, each person already in a position when it is designated by an amendment to this code shall file an initial statement within 30 days after the effective date of the amendment.

(B) **Assuming Office Statements.** All persons assuming designated positions after the effective date of this code shall file statements within 30 days after assuming the designated positions, or if subject to State Senate confirmation, 30 days after being nominated or appointed.

(C) **Annual Statements.** All designated employees shall file statements no later than April 1.

(D) **Leaving Office Statements.** All persons who leave designated positions shall file statements within 30 days after leaving office.

(5.5) Section 5.5. Statements for Persons Who Resign Prior to Assuming Office. Any person who resigns within 12 months of initial appointment, or within 30 days of the date of notice provided by the filing officer to file an assuming office statement, is not deemed to have assumed office or left office, provided he or she did not make or participate in the making of, or use his or her position to influence any decision and did not receive or become entitled to receive any form of payment as a result of his or her appointment. Such persons shall not file either an assuming or leaving office statement.

(A) Any person who resigns a position within 30 days of the date of a notice from the filing officer shall do both of the following:

- (1) File a written resignation with the appointing power; and
- (2) File a written statement with the filing officer declaring under penalty of perjury that during the period between appointment and resignation he or she did not make, participate in the making, or use the position to influence any decision of the agency or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position.

(6) Section 6. Contents of and Period Covered by Statements of Economic Interests.

(A) **Contents of Initial Statements.** Initial statements shall disclose any reportable investments, interests in real property and business positions held on the effective date of the code and income received during the 12 months prior to the effective date of the code.

(B) **Contents of Assuming Office Statements.** Assuming office statements shall disclose any reportable investments, interests in real property and business positions held on the date of assuming office or, if subject to State Senate confirmation or appointment, on the date of nomination, and income received during the 12 months prior to the date of assuming office or the date of being appointed or nominated, respectively.

(C) **Contents of Annual Statements.** Annual statements shall disclose any reportable investments, interests in real property, income and business positions held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the code or the date of assuming office whichever is later, or for a board or commission member subject to Government Code section 87302.6, the day after the closing date of the most recent statement filed by the member pursuant to 2 Cal. Code Regs. section 18754.

(D) **Contents of Leaving Office Statements.** Leaving office statements shall disclose reportable investments, interests in real property, income and business positions held or received during the period between the closing date of the last statement filed and the date of leaving office.

(7) **Section 7. Manner of Reporting.** Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the agency, and shall contain the following information:

(A) **Investments and Real Property Disclosure.** When an investment or an interest in real property³ is required to be reported,⁴ the statement shall contain the following:

1. A statement of the nature of the investment or interest;
2. The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;
3. The address or other precise location of the real property;
4. A statement whether the fair market value of the investment or interest in real property equals or exceeds two thousand dollars (\$2,000), exceeds ten thousand dollars (\$10,000), exceeds one hundred thousand dollars (\$100,000), or exceeds one million dollars (\$1,000,000).

(B) **Personal Income Disclosure.** When personal income is required to be reported,⁵ the statement shall contain:

1. The name and address of each source of income aggregating five hundred dollars (\$500) or more in value or fifty dollars (\$50) or more in value if the income was a gift, and a general description of the business activity, if any, of each source;
2. A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was one thousand dollars (\$1,000) or less, greater than one thousand dollars (\$1,000), greater than ten thousand dollars (\$10,000), or greater than one hundred thousand dollars (\$100,000).
3. A description of the consideration, if any, for which the income was received;
4. In the case of a gift, the name, address and business activity of the donor and any intermediary through which the gift was made; a description of the gift; the amount or value of the gift; and the date on which the gift was received.
5. In the case of a loan, the annual interest rate and the security, if any, given for the loan and for the term of the loan.

(C) **Business Entity Income Disclosure.** When income of a business entity, including income of a sole proprietorship, is required to be reported,⁶ the statement shall contain:

1. The name, address, and a general description of the business activity of the business entity;
2. The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than ten thousand dollars (\$10,000).

(D) **Business Position Disclosure.** When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which he or she is a director, officer, partner, trustee, employee, or in which he or she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.

(E) **Acquisition or Disposal During Reporting Period.** In the case of an annual or leaving office statement, if an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

(8) Section 8. Prohibition on Receipt of Honoraria.

(A) No member of a state board or commission, and no designated employee of a state agency or local government agency, shall accept any honorarium from any source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.

Subdivisions (a), (b), and (c) of Government Code Section 89501 shall apply to the prohibitions in this section.

This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Government Code Section 89506.

(8.1) Section 8.1. Prohibition on Receipt of Gifts in Excess of ~~\$420~~ \$440

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept gifts with a total value of more than ~~\$420~~ **\$440** in a calendar year from any single source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of

economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.

Subdivisions (e), (f), and (g) of Government Code Section 89503 shall apply to the prohibitions in this section.

(8.2) Section 8.2. Loans to Public Officials.

(A) No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the elected officer holds office or over which the elected officer's agency has direction and control.

(B) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the public official holds office or over which the public official's agency has direction and control. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(C) No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status.

(D) No public official who is exempt from the state civil services system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created

as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(E) This section shall not apply to the following:

1. Loans made to the campaign committee of an elected officer or candidate for elective office.

2. Loans made by a public official's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such persons, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.

3. Loans from a person which, in the aggregate, do not exceed five hundred dollars (\$500) at any given time.

4. Loans made, or offered in writing, before January 1, 1998.

8.3 Section 8.3. Loan Terms.

(A) Except as set forth in subdivision (B), no elected officer of a state or local government agency shall, from the date of his or her election to office through the date he or she vacates office, receive a personal loan of five hundred (\$500) or more, except when the loan is in writing and clearly states the terms of the loan, including the parties to the loan agreement, date of the loan, amount of the loan, term of the loan, date or dates when payments shall be due on the loan and the amount of the payments, and the rate of interest paid on the loan.

(B) This section shall not apply to the following types of loans:

1. Loans made to the campaign committee of the elected officer.

2. Loans made to the elected officer by his or her spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such person, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.

3. Loans made, or offered in writing, before January 1, 1998.

(C) Nothing in this section shall exempt any person from any other provision of

Title 9 of the Government Code.

8.4 Section 8.4. Personal Loans.

(A) Except as set forth in subdivision (B), a personal loan received by any designated employee shall become a gift to the designated employee for the purposes of this section in the following circumstances.

1. If the loan has a defined date or dates for repayment, when the statute of limitations for filing an action for default has expired.

2. If the loan has no defined date or dates for repayment, when one year has elapsed from the later of the following:

a. The date the loan was made.

b. The date the last payment of one hundred dollars (\$100) or more was made on the loan.

c. The date upon which the debtor has made payments on the loan aggregating to less than two hundred fifty dollars (\$250) during the previous 12 months.

(B) This section shall not apply to the following types of loans:

1. A loan made to the campaign committee of an elected officer or a candidate for elective office.

2. A loan that would otherwise not be a gift as defined in this title.

3. A loan that would otherwise be a gift as set forth under subdivision (A), but to which the creditor has taken reasonable action to collect the balance due.

4. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor, based on reasonable business considerations, has not undertaken collection action. Except in a criminal action, a creditor who claims that a loan is not a gift on the basis of this paragraph has the burden of providing that the decision for not taking collection action was based on reasonable business considerations.

5. A loan made to a debtor who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy.

(C) Nothing in this section shall exempt any person from any other provisions of Title 9 of the Government Code.

(9) Section 9. Disqualification. No designated employee shall make, participate in making, or in any way attempt to use his or her official position to influence the making of any governmental decision which he or she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the

public generally, on the official or a member of his or her immediate family or on:

(A) Any business entity in which the designated employee has a direct or indirect investment worth two thousand dollars (\$2,000) or more;

(B) Any real property in which the designated employee has a direct or indirect interest worth two thousand dollars (\$2,000) or more;

(C) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars (\$500) or more in value provided to, received by or promised to the designated employee within 12 months prior to the time when the decision is made;

(D) Any business entity including **self-employment** in which the designated employee is a director, officer, partner, trustee, employee, **business owner**, or holds any position of management **while holding office or for one-year thereafter**; or

(E) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating ~~\$420~~ **\$440** or more provided to; received by, or promised to the designated employee within 12 months prior to the time when the decision is made.

(9.3) Section 9.3. Legally Required Participation. No designated employee shall be prevented from making or participating in the making of any decision to the extent his or her participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his or her participation legally required for purposes of this section.

(9.5) Section 9.5. Disqualification of State Officers and Employees. In addition to the general disqualification provisions of Section 9, no state administrative official shall make, participate in making, or use his or her official position to influence any governmental decision directly relating to any contract where the state administrative official knows or has reason to know that any party to the contract is a person with whom the state administrative official, or any member of his or her immediate family has, within 12 months prior to the time when the official action is to be taken:

(A) Engaged in a business transaction or transactions on terms not available to members of the public, regarding any investment or interest in real property; or

(B) Engaged in a business transaction or transactions on terms not available to members of the public regarding the rendering of goods or services totaling in value one thousand dollars (\$1,000) or more.

(10) Section 10. Disclosure of Disqualifying Interest. When a designated employee determines that he or she should not make a governmental decision because he or she has a disqualifying interest in it, the determination not to act must be accompanied by disclosure of the disqualifying interest.

(11) Section 11. Assistance of the Commission and Counsel. Any designated employee who is unsure of his or her duties under this code may request assistance from the Fair Political Practices Commission pursuant to Government Code Section 83114 and 2 Cal. Code Regs. sections 18329 and 18329.5 or from the attorney for his or her agency, provided that nothing in this section requires the attorney for the agency to issue any formal or informal opinion.

(12) Section 12. Violations. This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Government Code Sections 81000-91014. In addition, a decision in relation to which violation of the disqualification provisions of this code or of Government Code Section 87100 or 87450 has occurred may be set aside as void pursuant to Government Code Section 91003.

AUTHORITY: Section 83112, Gov. Code

REFERENCE: Sections 87300-87302, 89503, and 89504, Gov. Code

(Adopted by the Fair Political Practices Commission 8/6/91 and as amended through December ~~15, 2010~~ **13, 2012**)

¹Designated employees who are required to file statements of economic interests under any other agency's conflict of interest code, or under Article 2 for a different jurisdiction, may expand their statement of economic interests to cover reportable interests in both jurisdictions, and file copies of this expanded statement with both entities in lieu of filing separate and distinct statements, provided that each copy of such expanded statement filed in place of an original is signed and verified by the designated employee as if it were an original. See Government Code Section 81004.

²See Government Code Section 81010 and 2 Cal. Code of Regs. Section 18115 for the duties of filing officers and persons in agencies who make and retain copies of statements and forward the originals to the filing officer.

³For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.

⁴Investments and interests in real property which have a fair market value of less than \$1,000 are not investments and interests in real property within the meaning of the Political Reform Act. However, investments or interests in real property of an individual include those held by the individual's spouse and dependent children as well as a pro rata share of any investment or interest in real property of any business entity or trust in which the individual, spouse and dependent children own, in the aggregate, a direct, indirect or beneficial interest of 10 percent or greater.

⁵A designated employee's income includes his or her community property interest in the income of his or her spouse but does not include salary or reimbursement for expenses received from a state, local or federal government agency.

⁶Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer and the filer's spouse in the business entity aggregates a 10 percent or greater interest. In addition, the disclosure of persons who are clients or customers of a business entity is required only if the clients or customers are within one of the disclosure categories of the filer.

EXHIBIT "A"

DESIGNATED POSITIONS	DISCLOSURE CATEGORY
Buyer	1
Chief Procurement and Logistics Officer	1
Capital Improvements Project Manager	1
Contract Operations Manager	1
Contracts Administrator	1
Contracts Manager	1
Controller	1
Director of Contract Operations	1
Director of Human Resources	1
Director of Information Technologies	1
Director of Maintenance	1
Director of Marketing	1
Director of Planning	1
Executive Assistant/Clerk of the Board	1
General Counsel	1
Government Affairs Representative	1
Human Resources Specialist	1
Labor Relations Officer	1
Maintenance Manager	1
Maintenance Quality Control	1
Marketing Manager	1
Medical Administrative Activities Coordinator	1
Operations Manager	1
Performance Analysis and Reporting Manager	1
Project Manager	1
Risk Manager	1
Senior Planner	1
Stops/Zones Supervisor	1
Store Room Supervisor	1
Systems Analyst	1
Consultant*	1

OFFICIALS WHO MANAGE PUBLIC INVESTMENTS:

It has been determined that the positions listed below manage public investments and will file a Statement of Economic Interests pursuant to Government Code Section 87200:

- Members of Board of Directors
- Alternates to Members of Board of Directors
- Chief Executive Officer
- Chief Financial Officer
- Chief Operating Officer

*The chief executive officer may determine in writing that a particular consultant, although a "designated position" is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The chief executive officer's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

EXHIBIT "B"

DISCLOSURE CATEGORIES

Financial interests of employees holding positions designated in Exhibit "A" are to be reported in statements of economic interest as follows:

Designated Employees in Category 1 Must Report:

- A. Interests in real property within the jurisdiction.
- B. Investments in any business entity which, within the previous two years, has contracted, or in the future foreseeably may contract with the Riverside Transit Agency to provide services, supplies, materials or equipment to the Riverside Transit Agency.
- C. Income from any source which, within the last two years, have contracted with the Riverside Transit Agency to provide services, supplies, materials or equipment to the Riverside Transit Agency.

Designated Employees in Category 2 Must Report:

- A. Investments in any business entity which, within the previous two years, has contracted, or in the future foreseeably may contract with the Riverside Transit Agency to provide services, supplies, materials or equipment to the Riverside Transit Agency.
- B. Income from any source which, within the last two years, has contracted with the Riverside Transit Agency to provide services, supplies, materials or equipment to the Riverside Transit Agency.

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

February 6, 2013

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE
THRU: Larry Rubio, Chief Executive Officer
FROM: Gordon Robinson, Director of Planning
SUBJECT: Comprehensive Operational Analysis (COA) Update

Summary: In November 2012, the Board of Directors (Board) authorized staff to award a contract to Transportation Management & Design, Inc. (TMD) for the COA in an amount not to exceed \$783,284. The COA will serve as a blueprint for fixed route operational and capital enhancements for the next ten years. Included as a specific task, the consultant team will be evaluating an alternative site for the Riverside Transit Center which will include both the Vine Street and March Air Reserve Base locations. Throughout the 18-month study, stakeholder outreach will be a critical part in the development of the study's framework, strategies, alternatives, and recommendations. The last COA was completed in 2007.

Recently, staff and the consultant team kicked off the COA on January 14, 2013. At that meeting, staff highlighted how the study will align with other transit initiatives in the region as follows:

- Transit center projects including the identification of an alternative site for the Riverside Transit Center
- SR-91 Corridor Improvement Program
- Perris Valley Line and Future High Speed Rail

In addition, the five primary COA tasks were discussed in detail as follows:

1) Market Assessment

The market assessment includes conducting multiple surveys: on-board ride checks, on-board surveys, and non-user surveys, as well as an assessment of demographic, land use, trip generators and travel patterns in the region. Results of the analysis will identify unmet and future market needs, quantify the diverse set of development patterns in the region, and highlight key market opportunities for the Agency.

2) Service Assessment

The goal of this comprehensive assessment is to evaluate performance measurements by day of week at the route, route segment, trip, and stop level for all of the Agency's existing fixed route services.

3) Service Framework, Strategies, and Performance Standards

The results of the market and service assessments will form the basis for developing a clear transit vision within the Agency's service area. Through a collaborative process, the findings from the analysis will be synthesized into market priorities and service network design principles that include updated service standards, refreshed bus stop design guidelines, and the identification of rapid transit alternatives including Bus Rapid Transit and express bus services.

4) Stakeholder Outreach

The extensive public outreach effort is a vital opportunity for the community to provide input for the development of proposed service strategies, alternatives, and recommendations. All 18 cities, unincorporated communities, major colleges and universities, and several other stakeholders within the Agency's service area will be included in multiple outreach activities.

5) Ten Year Network and Capital Plan

The Ten Year Network and Capital Plan will include prioritized operational and capital recommendations to support the fixed route network over the next one to three years (short-term) based on available resources and funding, as well as mid- and long-term (four to six years and seven to ten years, respectively) that include a more generalized set of recommendations on a corridor and network level. The mid- and long-term periods will include recommendations based on future funding assumptions.

Lastly, the consultant team conducted a Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis. A summary of the analysis is included in Attachment A.

Fiscal Impact:

None.

Recommendation:

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

Receive and file.

Attachment A

Summary of Strengths, Weaknesses, Opportunities, Threats (SWOT) Analysis

Strengths	Weaknesses
<ul style="list-style-type: none"> • Streamlined decision making process with strong, supportive Board of Directors • Well-run agency (efficient) with experienced staff • Customer service (Call centers, drivers, culture) • Ability to adjust in a timely manner • Brand new fleet (All CNG) • Relationships with local universities, cities, and other key partners • Responsive contractors which share the goals of the agency • Growing ridership (record setting monthly ridership) 	<ul style="list-style-type: none"> • Geographic area served (multiple destination) • Limited resources (capacity and financial) limit significant expansion decisions • Challenge of serving rural areas • Balancing service allocation • Rural bus stops need to be ADA compliant • Balancing amenities (shelters/benches) • Lacking commuter-oriented perspective • Fulfilling SB375 requirements • Lack of control over land use decisions • Disabled oriented service centers located far away from fixed route • Addressing constrained transit hubs and park and rides • Lack of a commuter oriented perspective (30% of workforce travels out of county)
Opportunities	Threats
<ul style="list-style-type: none"> • Significant infrastructure investments (Perris Valley Line, 91 Express lanes extension) • Operating funds beginning to increase • Ridership increasing (increased revenue) • Gasoline prices push riders to transits • Realign routes to be more efficient • Changing consumer preferences and demographics that are supportive of transit use • Transit-oriented development (property at various stations) • Reallocating service hours (improve station connections) • Make connections work better to improve travel time and timed transfers 	<ul style="list-style-type: none"> • Sustainability, constrained financial resources • Economy (dropped to 2004 revenues) • Facility constraints and locations • Perception of using buses (political and public perceptions) • Difficulties expanding downtown and the university • Car-oriented communities • New growth/developments and serving these areas (outside of core service area) • Infrastructure hasn't caught up with population growth • Serving new distribution centers • I-15 and I-215 expanding without bus infrastructure (relationship with CalTrans) • Aging population and constrained Dial-A-Ride • Lack of a long-term federal spending bill • Changes to regulation • School district transportation • Fleet and spare bus sizes

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

February 6, 2013

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE
THRU: Larry Rubio, Chief Executive Officer
FROM: Jim Kneepkens, Director of Marketing
SUBJECT: Review Design of New Gillig 40-Foot Heavy Duty Buses.

Summary: At the September 27, 2012 Board of Directors meetings, the Board authorized the purchase of 97 low floor, 40-foot transit buses from Gillig, LLC, with an option to purchase up to 48 additional vehicles over a four-year period. The 97 vehicles include 81 fixed route and 16 CommuterLink buses. Delivery of the first vehicles is expected in the fall 2013 with the vehicles manufactured in one continuous production run at a rate of five vehicles per week. Upon receipt of the final, the 97 buses will replace and expand RTA's entire 40-foot heavy duty bus fleet.

Replacing the entire 40-foot fleet provides an opportunity to review the existing bus design and vehicle graphics which was developed in February 1994. During the design process, staff began with the current bus design and logo with intent to make it more modern, yet develop a look that will maintain design integrity for the life of the vehicles and beyond.

RTA worked with two design firms, Majic Consulting Group and Zhappo Studios. Both firms have several years of experience in the transit industry. After several revisions to many designs, staff sought the opinions of RTA staff and Board members on three different designs. Staff is continuing to test these designs and seek opinions of bus riders and the general public. The results of the market study will be presented at the Committee meeting.

Recommendation:

Review and discuss designs for the new Gillig 40-foot heavy duty buses.