



**BOARD ADMINISTRATION AND OPERATIONS COMMITTEE MEETING
WEDNESDAY, JULY 10, 2013, 1:00 P.M.
RIVERSIDE TRANSIT AGENCY BOARD ROOM
1825 THIRD STREET
RIVERSIDE, CA 92507**

ITEM

RECOMMENDATION

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 – JUNE 5, 2013, 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 – MAY 2013 (P.7)

RECEIVE AND FILE

B. PERSONNEL REPORT – MAY 2013 (P.10)

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.

<u>ITEM</u>	<u>RECOMMENDATION</u>
6. <u>APPROVE RESOLUTIONS AUTHORIZING FILING OF GRANT APPLICATIONS FOR FISCAL YEAR 2014 (FY14) (P.17)</u>	APPROVE
7. <u>AUTHORIZATION TO AWARD AGREEMENT NO. 13-033 TO LA SIERRA UNIVERSITY FOR THE RENEWAL OF THE UNIVERSITY PASS PROGRAM (P.35)</u>	APPROVE
8. <u>AUTHORIZATION TO AWARD AGREEMENT NO. 13-034 TO CALIFORNIA BAPTIST UNIVERSITY FOR THE RENEWAL OF THE UNIVERSITY PASS PROGRAM (P.37)</u>	APPROVE
9. <u>BOARD MEMBER COMMENTS AND REMARKS</u>	
10. <u>OTHER BUSINESS</u>	
11. NEXT MEETING ADMINISTRATION AND OPERATIONS COMMITTEE MEETING WEDNESDAY, SEPTEMBER 4, 2013 1:00 P.M. RTA HEADQUARTERS 1825 THIRD STREET RIVERSIDE, CA 92507	
12. ADJOURN	

RTA BOARD ADMINISTRATION AND OPERATIONS COMMITTEE MEETING
Minutes
June 5, 2013

1. CALL TO ORDER:

Committee Chair Zanowic called the Board Administration and Operations Committee meeting to order at 1:00 p.m., on June 5, 2013, in the RTA Board Room.

2. SELF-INTRODUCTIONS:

Self-introductions of those in attendance took place.

Board Committee Attendees:

1. Chairman of the Board, Marion Ashley, County of Riverside, District V
2. Committee Chair Ella Zanowic, City of Calimesa, Councilmember
3. Director Art Welch, City of Banning, Councilmember
4. Director Jeff Fox, City of Beaumont, Councilmember
5. Director Ike Bootsma, City of Eastvale, Mayor
6. Director Daryl Hickman, City of Lake Elsinore, Mayor Pro Tem
7. Director Jesse Molina, City of Moreno Valley, Councilmember
8. Director Julio Rodriguez, City of Perris, Councilmember
9. Director Bridgette Moore, City of Wildomar, Councilmember
10. Alternate Thomas Ketcham, County of Riverside, District I

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. Bob Bach, Director of Maintenance
7. Jim Kneepkens, Director of Marketing
8. Brad Weaver, Marketing Manager
9. Laura Camacho, Director of Human Resources
10. Gordon Robinson, Director of Planning
11. Eric Ustation, Government Affairs Representative
12. Natalie Gomez, Clerk of the Board of Directors
13. Natalie Zaragoza, Contracts Manager
14. Kathy Thomas, Capital Improvements Program Manager

Other Attendees:

1. Elizabeth Urtiaga, City of Beaumont

3. PUBLIC COMMENTS – NON-AGENDA ITEMS

None.

4. APPROVAL OF MINUTES – MAY 1, 2013, COMMITTEE MEETING
M/S/C (FOX/BOOTSMA) approving the minutes of May 1, 2013, Committee meeting.

The motion carried unanimously.

5. CONSENT CALENDAR:

M/S/C (FOX/BOOTSMA) approving the receipt and file of item A – Transportation Center Monthly Report – April 2013.

The motion carried unanimously.

M/S/C (FOX/BOOTSMA) approving the receipt and file of item B – Personnel Report – April 2013.

The motion carried unanimously.

6. HOLIDAY EVENTS SCHEDULE

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

- Authorize staff to work with the individual cities and organizing groups and coordinate Riverside Transit Agency's involvement in holiday events.

The motion carried unanimously.

7. AUTHORIZATION TO RENEW AGREEMENT NO. 13-029 WITH THE CITY OF RIVERSIDE (CITY) FOR THE RENEWAL OF THE CITY EMPLOYEE PASS (CITY PASS) PROGRAM

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

- Authorize staff to renew Agreement No. 13-029 with the City of Riverside for the City Employee Pass Program for the period beginning July 1, 2013 through June 30, 2014.

The motion carried unanimously.

8. AUTHORIZATION TO TRANSFER TWO SURPLUS, CALTRANS TYPE II VEHICLES TO THE CITY OF BEAUMONT FOR SUPPORT AND EXPANSION OF SERVICE OF PASS TRANSIT COMMUTER LINK ROUTE 120

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

- Authorize staff to transfer two surplus Caltrans, Type II vehicles to the City of Beaumont for support and expansion of service of Pass Transit Commuter Link Route 120.

The motion carried unanimously.

9. UPDATE ON FISCAL YEAR 2013/2014 (FY14) OPERATING BUDGET, CAPITAL BUDGET, AND SHORT RANGE TRANSIT PLAN (SRTP) PUBLIC COMMENTS

Mr. Fajnor provided an update on the FY14 Operating Budget, Capital Budget, and Short Range Transit Plan Public Comments.

Chairman of the Board, Ashley arrived at the meeting at 1:12 pm.

10. BOARD MEMBER COMMENTS

Director Rodriguez announced two events in the City of Perris; Rods and Rails on June 8 and the kick-off for the Live Well Campaign on June 15.

Director Moore announced that the cities of Eastvale, Menifee, Wildomar and Jurupa Valley met with the Governor's office on June 4 regarding SB156. There is a hearing on the bill on June 12.

Director Fox announced the Cherry Festival starts on June 6. The concert series starts on July 4.

Director Bootsma announced an inaugural Chili Cook-Off Fundraiser to be held in Eastvale on June 8. The event is hosted by Big Paws Canine, an organization that trains service therapy and companion dogs and provides them to disabled veterans and former first responders.

Director Hickman announced they had two thousand participants at the Lake Elsinore Memorial Day service.

Director Molina announced Moreno Valley would be hosting "Movies in the Park" and hiking events. There will also be a swimming contest for lifeguards at Lake Perris.

Committee Chair Zanowic announced new housing tracts in the City of Calimesa are due to be built. There will be a 4th of July event at the Plantation on the Lakes.

Chairman of the Board Ashley announced that Supervisor Tavaglione had surgery on his bicep and will be back to work on June 10. He is in good spirits and doing well.

11. OTHER BUSINESS

None.

12. NEXT MEETING

Board Administration and Operations Committee Meeting

Wednesday, July 10, 2013

1:00 p.m.

RTA Headquarters

1825 Third Street

Riverside, CA 92507

13. ADJOURNMENT

The meeting was adjourned at 1:25 p.m.

DRAFT

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

July 10, 2013

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Jim Kneepkens, Director of Marketing

SUBJECT: Transportation Center Monthly Report – May 2013

Summary: In May 2013, the Customer Information Center answered 35,186 calls, a 0.8% decrease compared to May 2012. Calls included 270 commendations, general comments and valid complaints. The number of calls to Dial-A-Ride was 13,126, a 2.2% increase compared to May 2012. A total of 48,312 calls were received between the two call centers, which reflects no change 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

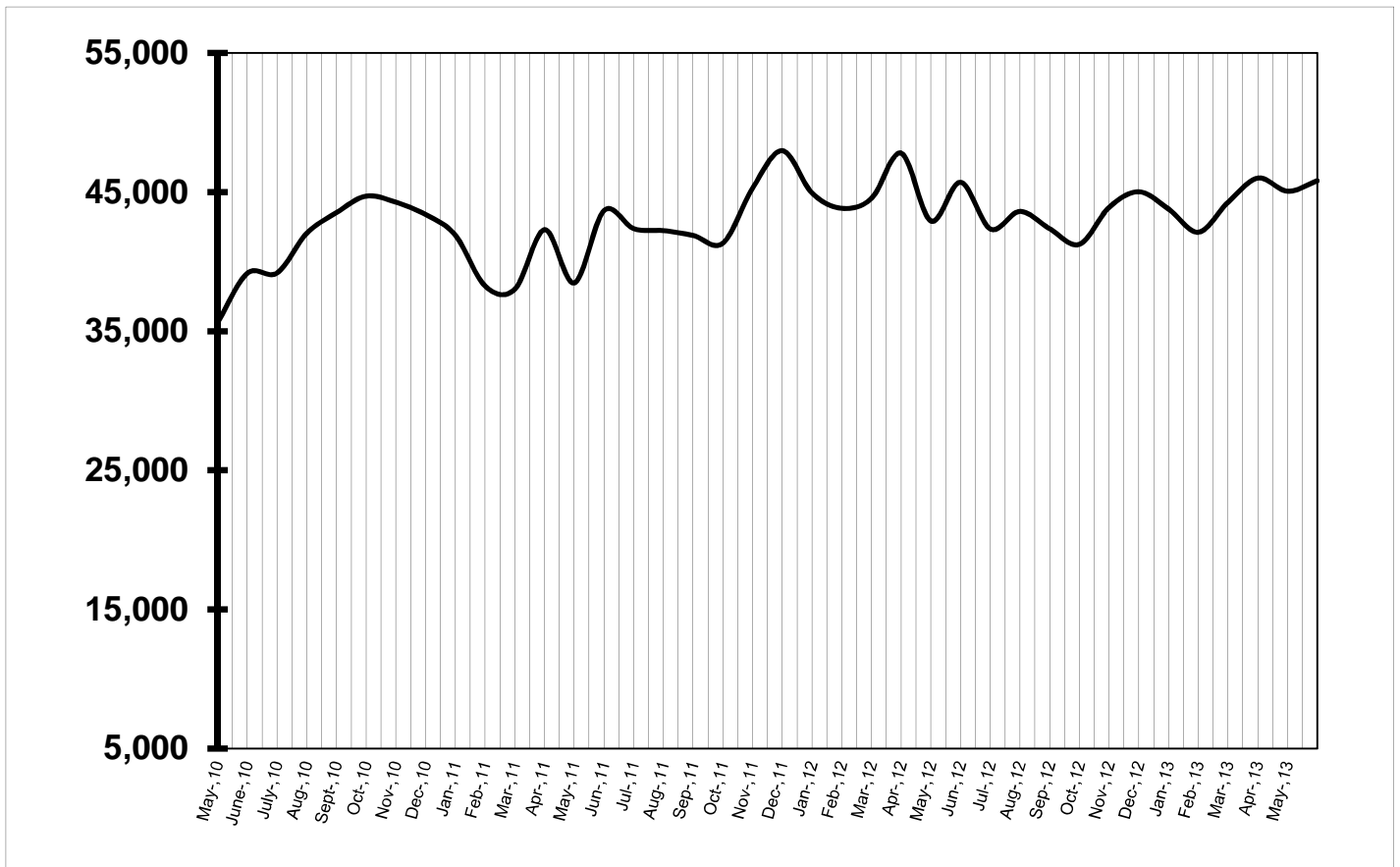
May 2013 Transportation Center Call Totals

Customer Information Center (CIC)	May 2013	May 2012	Percent Change
Information Calls	34,916	35,173	-0.7%
Complaints	198	184	7.6%
Comments	50	62	-19.4%
Commendations	22	34	-35.3%
Total CIC Calls	35,186	35,453	-0.8%

Dial-A-Ride (DAR)

Total DAR Calls	13,126	12,847	2.2%
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Total Calls	48,312	48,300	0.0%
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Complaints, Comments & Commendations

Valid Complaints

Category	May 2013	May 2012	12 Month Average per Month	Complaints per 10,000 Passengers
Bus Stop	12	4	5	0.14
Careless Driving	17	17	18	0.20
Conduct	25	24	23	0.30
Crowded	0	0	3	0.00
Customer Service	26	24	14	0.31
Early Bus	7	6	7	0.08
Fare Dispute	4	4	4	0.05
Late Bus	42	39	30	0.50
Missed Transfer	15	9	9	0.18
No Show	6	13	6	0.07
Passed By	16	12	20	0.19
Passenger Conduct	7	3	4	0.08
Other	21	29	23	0.25
Total	198	184	166	2.38

Ridership

	May 2013	May 2012	12 Month Average per Month
All services	832,165	810,607	770,827

Comments

	May 2013	May 2012	12 Month Average per Month	Comments per 10,000 Passengers
General Comments	50	62	41	0.60

Commendations

	May 2013	May 2012	12 Month Average per Month	Commendations per 10,000 Passengers
General Commendations	22	34	24	0.26

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

July 10, 2013

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Laura Camacho, Director of Human Resources

SUBJECT: Personnel Report – May 2013

Summary: The attached report summarizes personnel activity that occurred in May 2013. 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
May 2013

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	0
Training Manager	1	1
Training Instructor	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, Full Time	<u>1</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
Facilities 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>12</u>
Department Subtotal	53	54
Item 5B		11

DEPARTMENT AND TITLE	BUDGETED POSITIONS	FILLED POSITIONS
<u>MARKETING</u>		
Director of Marketing	1	1
Marketing Manager	1	1
Government Affairs Representative	1	1
Customer Information Supervisor	1	1
Customer Information Clerk, Full-Time	1	1
Customer Information Clerk, On-Call	<u>16</u>	<u>16</u>
Department Subtotal	21	21
<u>OPERATIONS</u>		
Chief Operating Officer	1	1
Operations Manager	1	1
Executive Assistant	1	1
Operations Supervisor	14	14
Operations Analyst	1	1
Stops/Zones Supervisor	1	1
Stops/Zones Groundskeeper	8	8
Transit Clerk	1	1
Coach Operator		
Full-Time ¹	191	194
Part-Time ¹	<u>22</u>	<u>28</u>
Department Subtotal	241	250
<u>CONTRACT OPERATIONS</u>		
Director of Contract Operations	1	1
Contract Operations Manager	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	1
Contract Operations Administrative Clerk	<u>1</u>	<u>1</u>
Department Subtotal	11	11
<u>PLANNING</u>		
Director of Planning	1	1
Senior Planner	2	1
Scheduling Analyst	1	1
Planning Analyst	<u>1</u>	<u>1</u>
Department Subtotal	5	4
<u>PURCHASING</u>		
Chief Procurement & Logistics Officer	1	1
Capital Improvement Program Manager	1	1
Project Manager	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	12	12
Totals	369	377

¹The Agency experienced the following extended leaves of absences: 6 Coach Operators on workers' compensation, and 2 Coach Operators on disability leave.

TOTAL WORKFORCE AND UTILIZATION ANALYSIS

POSITION CLASSIFICATION	TOTAL EMPLOYEES	% OF MINORITY EMPLOYEES	% OF FEMALE EMPLOYEES	2000 CENSUS AVAILABILITY		UNDERUTILIZED	
				%MIN	%FEM	MIN	FEM
Executive/First/Mid Level Officials & Managers	47	55.3%	29.8%	31.4%	39.9%	No	Yes
Professionals	14	28.6%	28.6%	34.6%	49.8%	Yes	Yes
Administrative Support Workers	43	65.1%	83.7%	48.6%	72.8%	No	No
Operatives	222	73.0%	41.4%	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	13	84.6%	7.7%	59.2%	56.2%	No	Yes
Total	377						

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	3	0	1	0	0	1	0	0	1	1	0	0	0	0	0	0
Operations	5	5	6	1	3	8	4	0	3	0	0	0	0	0	1	0
	(21)				(16)				(5)				(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	33	82%	58%
Risk Manager	11	82%	36%

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
New Hires	7	3	4		1						1	1				3
Promotions	0															0
Transfers	0															0
Demotions	0															0
Terminations	1	1		1												1
Resignations	1	1				1										1
Retirements	2	2														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	8
Resignations	2	4
Retirements	1	8
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
HISP = Hispanic
API = Asian/Pacific Islander

AIAN = American Indian or Alaskan Native
NHOPI = Native Hawaiian or Other Pacific Islander
MULIT = Two or More Races

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

July 10, 2013

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 2014 (FY14)

Summary: Every year, staff submits federal, state, and local grant applications for funding known operating expenses and capital projects identified in the approved Short Range Transit Plan (SRTP) and annual budget. In addition, new grant opportunities may present themselves after adoption of the SRTP.

Grant opportunities are typically offered by the following organizations:

- Federal Transit Administration
- California Department of Transportation
- California Emergency Management Agency
- California Strategic Growth Council
- Riverside County Transportation Commission
- South Coast Air Quality Management District
- Southern California Association of Governments

A governing body resolution authorized by the Board of Directors (Board) is often required to be included with grant applications upon submittal by staff. Attachment A contains resolutions under the listed organizations in support of grant funding opportunities. While staff makes every effort to inform the Board and seek authorization prior to submitting applications, occasionally the turnaround timeframe to submit is brief and does not fit well with the Board reporting cycle. As such, staff is seeking Board authorization to complete the attached resolutions in order to ensure the timely submission of grant applications in FY14.

In the event that staff is unable to prepare a Board staff report requesting authorization to submit a Board resolution with a given grant application prior to its 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 specific 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 FY14, as necessary, subject to subsequent Board ratification.

ATTACHMENT A

RESOLUTION No. 2013-06

RESOLUTION OF THE BOARD OF DIRECTORS OF THE RIVERSIDE TRANSIT AGENCY AUTHORIZING THE FILING OF APPLICATIONS WITH THE FEDERAL TRANSIT ADMINISTRATION (FTA), AN OPERATING ADMINISTRATION OF THE UNITED STATES DEPARTMENT OF TRANSPORTATION, FOR FEDERAL TRANSPORTATION ASSISTANCE GRANTS UNDER SECTIONS 5304, 5307, 5308, 5309, 5311, 5311(f), 5316, AND 5317 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 2013-14

WHEREAS, the Federal Transit Administration (FTA) 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.

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 FTA 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 FTA. 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 FTA 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 FTA on behalf of the Riverside Transit Agency.

Passed and approved this 25th day of July, 2013.

RIVERSIDE TRANSIT AGENCY

APPROVED AS TO FORM:

Marion Ashley
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 July 25, 2013.

ATTEST:

Natalie Gomez
Clerk of the Board of Directors

RESOLUTION No. 2013-07

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, UNDER FEDERAL TRANSPORTATION SECTIONS 5304, 5310, 5311, 5311(f), 5316 AND 5317 GRANTS FOR CAPITAL OR OPERATING ASSISTANCE FOR FISCAL YEAR 2013-14

WHEREAS, the Secretary of Transportation is authorized to issue 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 California Department of Transportation (CALTRANS) 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 the Title VI of the Civil Rights Act of 1964 and CALTRANS 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 CALTRANS to aid in the financing of capital and operating programs and 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 CALTRANS effectuating the purpose of the 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 CALTRANS 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 programs or projects 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 CALTRANS for aid in the financing of capital and operating programs or projects.

Passed and approved this 25th day of July, 2013.

RIVERSIDE TRANSIT AGENCY

APPROVED AS TO FORM:

Marion Ashley
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 July 25, 2013.

ATTEST:

Natalie Gomez
Clerk of the Board of Directors

RESOLUTION No. 2013-08

RESOLUTION OF THE BOARD OF DIRECTORS OF THE RIVERSIDE TRANSIT AGENCY FOR THE AUTHORIZATION AND EXECUTION OF THE CERTIFICATIONS AND ASSURANCES FOR FISCAL YEAR 2013-14 WITH THE CALIFORNIA DEPARTMENT OF TRANSPORTATION (CALTRANS) FOR THE PROPOSITION 1B (CAPITAL) PUBLIC TRANSPORTATION, MODERNIZATION, IMPROVEMENT, AND SERVICE ENHANCEMENT ACCOUNT (PTMISEA) BOND PROGRAM

WHEREAS, the Riverside Transit Agency is an eligible project sponsor and may receive state funding from the Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) now or sometime in the future for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 88 (2007) named the California Department of Transportation (CALTRANS) as the administrative agency for the PTMISEA; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing PTMISEA funds to eligible project sponsors (local agencies); and

WHEREAS, the Riverside Transit Agency wishes to delegate authorization to execute these documents and any amendments thereto to the Chief Executive Officer or his assigned designee.

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

NOW THEREFORE, BE IT FURTHER RESOLVED that the Chief Executive Officer or his assigned designee be authorized to execute all required documents of the PTMISEA program and any Amendments thereto with CALTRANS.

Passed and approved this 25th day of July, 2013.

RIVERSIDE TRANSIT AGENCY

APPROVED AS TO FORM:

Marion Ashley
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 July 25, 2013.

ATTEST:

Natalie Gomez
Clerk of the Board of Directors

RESOLUTION No. 2013-09

RESOLUTION OF THE BOARD OF DIRECTORS OF THE RIVERSIDE TRANSIT AGENCY AUTHORIZING THE FILING OF A GRANT APPLICATION WITH THE CALIFORNIA EMERGENCY MANAGEMENT AGENCY (CAL EMA) FOR FISCAL YEAR 2013-14 PROPOSITION 1B CALIFORNIA TRANSIT SECURITY GRANT PROGRAM – CALIFORNIA TRANSIT ASSISTANCE FUND (CTSGP-CTAF) GRANT FUNDS

WHEREAS, the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006 authorizes the issuance of general obligation bonds for specified purposes, including, but not limited to, funding made available for capital projects that provide increased protection against security and safety threats, and for capital expenditures to increase the capacity of transit operators to develop disaster response transportation systems; and

WHEREAS, the California Emergency Management Agency (Cal EMA) administers such funds deposited in the Transit System Safety, Security, and Disaster Response Account under the California Transit Security Grant Program (CTSGP); and

WHEREAS, the Riverside Transit Agency is eligible to receive CTSGP funds; and

WHEREAS, the Riverside Transit Agency will apply for FY 2013-14 CTSGP funds under the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006; and

WHEREAS, the Riverside Transit Agency recognizes that it is responsible for compliance with all Cal EMA CTSGP grant assurances, and state and federal laws, including, but not limited to, laws governing the use of bond funds; and

WHEREAS, Cal EMA requires the Riverside Transit Agency to complete and submit a Governing Body Resolution for the purposes of identifying agent(s) authorized to act on behalf of the Riverside Transit Agency to execute actions necessary to obtain CTSGP funds from Cal EMA and ensure continued compliance with Cal EMA CTSGP assurances, and state and federal laws.

THEREFORE, IT IS HEREBY RESOLVED by The Board of Directors of the Riverside Transit Agency that the Chief Executive Officer, and/or Designee, is hereby authorized to execute for and on behalf of the Riverside Transit Agency, a public entity established under the laws of the State of California, any actions necessary for the purpose of obtaining financial assistance provided by Cal EMA under the CTSGP.

Passed and approved this 25th day of July, 2013.

RIVERSIDE TRANSIT AGENCY

APPROVED AS TO FORM:

Marion Ashley
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 July 25, 2013.

ATTEST:

Natalie Gomez
Clerk of the Board of Directors

RESOLUTION No. 2013-10

RESOLUTION OF THE BOARD OF DIRECTORS OF THE RIVERSIDE TRANSIT AGENCY AUTHORIZING THE FILING OF A GRANT APPLICATION FOR FISCAL YEAR 2013-14 WITH THE CALIFORNIA STRATEGIC GROWTH COUNCIL FOR SUSTAINABLE COMMUNITIES PLANNING GRANTS AND INCENTIVES PROGRAM (PROPOSITION 84)

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; and

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.
2. Certifies that applicant will have sufficient funds to develop the Proposal or will secure the resources to do so.
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.

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.
6. Agrees to meet the Collaboration Requirements of the focus area applicable to the Proposal; and includes all required documents in the application package.
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).

Passed and approved this 25th day of July, 2013.

RIVERSIDE TRANSIT AGENCY

APPROVED AS TO FORM:

Marion Ashley
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 July 25, 2013.

ATTEST:

Natalie Gomez
Clerk of the Board of Directors

RESOLUTION No. 2013-11

RESOLUTION OF THE BOARD OF DIRECTORS OF THE RIVERSIDE TRANSIT AGENCY AUTHORIZING THE FILING OF A GRANT APPLICATION WITH THE RIVERSIDE COUNTY TRANSPORTATION COMMISSION (RCTC), FOR CAPITAL OR OPERATING ASSISTANCE GRANTS FOR FISCAL YEAR 2013-14

WHEREAS, the Riverside County Transportation Commission (RCTC) is authorized to issue 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 RCTC to aid in the financing of capital and operating assistance programs or 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 RCTC.
3. That said Chief Executive Officer or his assigned designee is authorized to furnish such additional information as RCTC 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 programs or projects 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 RCTC for aid in the financing of capital and operating assistance programs or projects.

Passed and approved this 25th day of July, 2013.

RIVERSIDE TRANSIT AGENCY

APPROVED AS TO FORM:

Marion Ashley
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 July 25, 2013.

ATTEST:

Natalie Gomez
Clerk of the Board of Directors

RESOLUTION No. 2013-12

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 (SCAQMD) DISTRICT FOR CONGESTION MITIGATION AND AIR QUALITY, CARL MOYER PROGRAM AND OTHER CAPITAL OR OPERATING ASSISTANCE GRANTS FOR FISCAL YEAR 2013-14

WHEREAS, the South Coast Air Quality Management District (SCAQMD) is authorized to issue 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 SCAQMD to aid in the financing of capital and operating programs or 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 SCAQMD.

3. That said Chief Executive Officer or his assigned designee is authorized to furnish such additional information as the SCAQMD 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 programs or projects 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 SCAQMD for aid in the financing of capital and operating programs or projects.

Passed and approved this 25th day of July, 2013.

RIVERSIDE TRANSIT AGENCY

APPROVED AS TO FORM:

Marion Ashley
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 July 25, 2013.

ATTEST:

Natalie Gomez
Clerk of the Board of Directors

RESOLUTION No. 2013-13

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 GRANTS FOR FISCAL YEAR 2013-14

WHEREAS, the Southern California Association of Governments (SCAG) is authorized to issue 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 SCAG to aid in the financing of capital and operating programs or 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 SCAG.
3. That said Chief Executive Officer or his assigned designee is authorized to furnish such additional information as SCAG 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 programs or projects 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 SCAG for aid in the financing of capital and operating programs or projects.

Passed and approved this 25th day of July, 2013.

RIVERSIDE TRANSIT AGENCY

APPROVED AS TO FORM:

Marion Ashley
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 July 25, 2013.

ATTEST:

Natalie Gomez
Clerk of the Board of Directors

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

July 10, 2013

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Vince Rouzaud, Chief Procurement and Logistics Officer

SUBJECT: Authorization to Award Agreement No. 13-033 to La Sierra University for the Renewal of the University Pass Program

Summary: Since FY09, the Agency and La Sierra University (LSU) have partnered in a University Pass (U-Pass) program that allows students, faculty and staff to ride the Agency's fixed-route and CommuterLink buses at a discounted fare which is reimbursed by LSU on a fixed amount per-rider basis. The program is part of the Agency's successful college and university pass programs which encourage the use of public transit by offering an affordable and convenient alternate mode of transportation.

The following table illustrates the monthly average and total ridership figures for each fiscal year since the program began in January 2009.

	Monthly Average	Annual Total
FY09 *	512	3,072
FY 10	590	7,082
FY 11	700	8,403
FY 12	1,269	15,224
FY 13 **	1,363	16,360
FY 14 (Projected)	1,480	17,759

(* based on ridership for the 6 months from January, 2009, through June, 2009)

(** based on a combination of ridership data through May, 2013, and projections through June, 2013)

The U-Pass Agreement is structured so that it allows LSU students, faculty and staff with valid identification (ID) cards to board any RTA fixed-route bus by swiping their ID cards through the farebox reader. The ID cards contain an encoded magnetic stripe which is unique to each cardholder. The farebox records the cardholder ID number along with the date and time the trip is taken. Each trip is reimbursed by LSU at a discounted rate of \$.90 per-trip with a maximum cap of \$35 per-rider, per-month.

Because the U-Pass has encouraged students, faculty and staff to use mass transit, reducing the number of vehicle trips in and around the LSU campus, LSU would like to continue its partnership with the Agency for an additional year. Ridership for the upcoming year is projected to increase slightly to 1,480 trips per-month or 17,759 trips annually.

Fiscal Impact:

Under the U-Pass program, LSU will reimburse the Agency up to \$19,171. These costs include the cost of the Agency's administrative overhead (marketing, accounting and contract administration).

Recommendation:

Authorize staff to award Agreement No. 13-033 to LSU for the renewal of the U-Pass program in an amount that will generate up to \$19,171 in fare revenue.

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

July 10, 2013

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE
THRU: Larry Rubio, Chief Executive Officer
FROM: Vince Rouzaud, Chief Procurement and Logistics Officer
SUBJECT: Authorization to Award Agreement No. 13-034 to California Baptist University for the Renewal of the University Pass Program

Summary: Since FY10, the Agency and California Baptist University (CBU) have partnered in a University Pass (U-Pass) program that allows students, faculty and staff to ride the Agency's fixed-route and CommuterLink buses at a discounted fare which is reimbursed by CBU on a fixed amount per-rider basis. The program is part of the Agency's successful college and university pass programs which encourage the use of public transit by offering an affordable and convenient alternate mode of transportation.

The following table illustrates the monthly average and total ridership figures since the program began in September 2009.

	Monthly Average	Annual Total
FY 10 *	1,448	14,487
FY 11	2,004	24,052
FY 12	2,859	34,308
FY 13 **	2,753	33,044
FY 14 (Projected)	3,060	36,716

(* based on ridership for the 10 months from September, 2009, through June, 2010)

(** based on a combination of ridership data through May, 2013, and projections through June, 2013)

The U-Pass Agreement is structured so that it allows CBU students, faculty and staff with valid identification (ID) cards to board any RTA fixed-route bus by swiping their ID cards through the farebox reader. The ID cards contain an encoded magnetic stripe which is unique to each cardholder. The farebox records the cardholder ID number along with the date and time the trip is taken. Each trip is reimbursed by CBU at a discounted rate of \$.90 per-trip with a maximum cap of \$35 per-rider, per-month.

Because the U-Pass has encouraged students, faculty and staff to use mass transit, reducing the number of vehicle trips in and around the CBU campus, CBU would like to continue its partnership with the Agency for an additional year. Ridership for the next 12-months is projected to increase slightly to 3,060 trips per-month or 36,716 trips annually.

Fiscal Impact:

Under the U-Pass program, CBU will reimburse the Agency up to \$36,602. These costs include the cost of the Agency's administrative overhead (marketing, accounting and contract administration).

Recommendation:

Authorize staff to award Agreement No. 13-034 to CBU for the renewal of the U-Pass program in an amount that will generate up to \$36,602 in fare revenue.