



October 7, 2015
1:00 p.m.

AGENDA

**Board Administration and Operations Committee Meeting
Riverside Transit Agency – Board Room
1825 Third Street
Riverside, CA 92507**

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 Riverside Transit Agency Board of Directors during the meeting, should contact the Riverside Transit Agency Clerk of the Board, telephone number (951) 565-5044, no fewer than two business days prior to this meeting to enable the Riverside Transit Agency to make reasonable arrangements to assure accessibility or language assistance for this meeting.

Agenda item descriptions are intended to provide members of the public a general summary of business to be conducted or discussed. Posting of any recommended action on an agenda item does not indicate what action will be taken. The Board of Directors may take any action it believes is appropriate on the agenda item and is not limited in any way by the notice of any recommendation.

All documents related to any agenda item are available for public inspection at www.riversidetransit.com or through the Clerk of the Board's office at the Riverside Transit Agency, 1825 Third Street, Riverside, CA 92507.

ITEM

RECOMMENDATION

- 1. CALL TO ORDER**
- 2. SELF-INTRODUCTIONS**

ITEM

RECOMMENDATION

3. **PUBLIC COMMENTS – NON-AGENDA ITEMS**

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.

RECEIVE COMMENTS

4. APPROVAL OF MINUTES – SEPTEMBER 2, 2015, COMMITTEE MEETING (P.4)

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 to be pulled from the calendar for separate discussion.

A. PERSONNEL REPORT – AUGUST 2015 (P.7)

RECEIVE AND FILE

B. TRANSPORTATION CENTER MONTHLY REPORT – AUGUST 2015 (P.14)

RECEIVE AND FILE

6. AUTHORIZE RTA TO SUBMIT A GRANT APPLICATION FOR FISCAL YEAR 2016-2017 FEDERAL TRANSIT ADMINISTRATION SECTION 5304 FUNDING UNDER THE CALIFORNIA DEPARTMENT OF TRANSPORTATION (CALTRANS) DIVISION OF TRANSPORTATION PLANNING (P.18)

APPROVE

7. ADOPT CREDIT POLICY FOR PUBLIC/GOVERNMENT ENTITIES NOT UNDER AN EXISTING CONTRACTUAL ARRANGEMENT (P.22)

APPROVE

ITEM

RECOMMENDATION

8. ADOPT THE TRANSPORTATION UNIFORM MITIGATION FEE (TUMF) TRANSPORTATION IMPROVEMENT PROGRAM (TIP) ADMINISTRATIVE AMENDMENT AS PROVIDED BY THE WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS (WRCOG) (P.25)

APPROVE

9. BOARD MEMBER COMMENTS

10. ANOUNCEMENTS

11. NEXT MEETING

Administration and Operations Committee Meeting
Wednesday, November 4, 2015, 1:00 p.m.
Riverside Transit Agency
1825 Third Street
Riverside, CA 92507

12. MEETING ADJOURNMENT

RTA BOARD ADMINISTRATION AND OPERATIONS COMMITTEE MEETING
Minutes
September 2, 2015

1. **CALL TO ORDER**

Committee Chair Bootsma called the Board Administration and Operations Committee meeting to order at 1:00 p.m., on September 2, 2015, in the RTA Board Room.

2. **SELF-INTRODUCTIONS**

Self-introductions of those in attendance took place.

Committee Members Attending

1. Committee Chair Ike Bootsma, City of Eastvale
2. First Vice-Chairwoman Ella Zanowic, City of Calimesa
3. Director Art Welch, City of Banning
4. Alternate Greg August, City of Menifee
5. Director Jesse Molina, City of Moreno Valley
6. Director Tonya Burke, City of Perris
7. Director Daryl Hickman, City of Lake Elsinore
8. Director Andy Melendrez, City of Riverside
9. Director Bridgette Moore, City of Wildomar
10. Alternate Jerry Sincich, County of Riverside, District I
11. Alternate Donna Johnston, County of Riverside, District II

RTA Staff

1. Larry Rubio, Chief Executive Officer
2. Tammi Ford, Clerk of the Board of Directors
3. Tom Franklin, Chief Operating Officer
4. Craig Fajnor, Chief Financial Officer
5. Vince Rouzaud, Chief Procurement and Logistics Officer
6. Laura Camacho, Chief Administrative Services Officer
7. Rohan Kuruppu, Director of Planning
8. Jim Kneepkens, Director of Marketing
9. Bob Bach, Director of Maintenance
10. Virginia Werly, Director of Operations
11. Rick Kaczerowski, Director of Information Technologies
12. Natalie Zaragoza, Director of Contracts
13. Brad Weaver, Marketing Manager
14. Eric Ustation, Government Affairs Manager
15. Joan Hepworth, Deputy Clerk of the Board of Directors
16. Joe Forgiarini, Planning and Scheduling Manager

Other Attendees:

1. Frank Johnston, City of Jurupa Valley, Council Member
2. Berwin Hanna, City of Norco, Council Member
3. Eric Lewis, City of Moreno Valley

3. **PUBLIC COMMENTS – NON-AGENDA ITEMS**

None.

4. **APPROVAL OF MINUTES – JULY 1, 2015 COMMITTEE MEETING**

M/S/C (MOORE/HICKMAN) approving the minutes of the July 1, 2015 Committee meeting.

The motion carried unanimously.

5. **CONSENT CALENDAR**

M/S/C (MOORE/HICKMAN) approving the receipt and file of Item A – Personnel Report – June and July 2015.

The motion carried unanimously.

M/S/C (MOORE/HICKMAN) approving the receipt and file of Item B – Transportation Center Monthly Report – June and July 2015.

The motion carried unanimously.

6. **HOLIDAY EVENTS SCHEDULE**

M/S/C (HICKMAN/WELCH) 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. **FREE BUS RIDES ON NEW YEAR'S EVE**

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

- Authorize the Agency to offer free rides on all fixed route buses from 2:30 p.m. to the end of business on Thursday, December 31, 2015.

The motion carried unanimously.

8. **AUTHORIZATION TO RENEW AGREEMENT NO. 15-026 WITH LA SIERRA UNIVERSITY FOR THE UNIVERSITY PASS PROGRAM**

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

- Authorize staff to renew Agreement No. 15-026 with LSU to continue the U-Pass program from September 29, 2015 through September 28, 2016. The Agreement will generate up to \$19,278 in fare revenue.

The motion carried unanimously.

9. **BOARD MEMBER COMMENTS**

Comments were made by the following Board members: Director Daryl Hickman, Director Art Welch, Committee Chair Ike Bootsma, Director Jesse Molina, Alternate Jerry Sincich, Director Andy Melendrez and First Vice-Chairwoman Ella Zanowic.

10. **ANNOUNCEMENTS**

Larry Rubio made an announcement.

11. **NEXT MEETING**

Board Administration and Operations Committee Meeting
Wednesday, October 7, 2015, 1:00 p.m.
RTA Headquarters
1825 Third Street
Riverside, CA 92507

12. **MEETING ADJOURNMENT**

The meeting was adjourned at 1:26 p.m.

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

October 7, 2015

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Laura Camacho, Chief Administrative Services Officer

SUBJECT: Personnel Report - August 2015

Summary: The attached report summarizes personnel activity that occurred in August 2015. 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.

PERSONNEL ACTIVITY - AUGUST 2015

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
Grants Financial Administrator	1	1
Accounting Supervisor	1	1
Grants Financial Analyst	1	1
Payroll Coordinator	1	1
Revenue Account Coordinator	1	1
Accounts Payable Clerk	1	1
Accounts Receivable Clerk	1	1
Currency Processor	<u>2</u>	<u>2</u>
Department Subtotal	12	12
<u>HUMAN RESOURCES</u>		
Chief Administrative Services Officer	1	1
Human Resources Manager	1	1
Labor Relations Officer	1	1
Benefits Administrator	1	1
Human Resources Specialist	1	1
Human Resources Clerk	1	1
Admin Clerk - Human Resources	1	1
Receptionist	<u>1</u>	<u>1</u>
Department Subtotal	8	8
<u>RISK MANAGEMENT</u>		
Risk Manager	1	1
Safety & Security Officer	1	0
Risk Management Specialist	<u>1</u>	<u>1</u>
Department Subtotal	3	2
<u>INFORMATION TECHNOLOGY</u>		
Director of Information Technology	1	1
ITS Administrator	1	1
Systems Administrator	1	1
IT Technician	<u>1</u>	<u>1</u>
Department Subtotal	4	4
<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	2	2
Groundskeeper	1	1
Mechanic	29	28
Property Maintainer	1	1
Tire Servicer	1	1
Servicer	<u>13</u>	<u>12</u>
Department Subtotal	58	56

DEPARTMENT AND TITLE	BUDGETED POSITIONS	FILLED POSITIONS
<u>MARKETING</u>		
Director of Marketing	1	1
Marketing Manager	1	1
Government Affairs Manager	1	1
Customer Information Supervisor	1	1
Customer Information Clerk, Senior Lead	1	1
Customer Information Clerk, On-Call	<u>20</u>	<u>18</u>
Department Subtotal	25	23
<u>OPERATIONS</u>		
Chief Operating Officer	1	1
Operations Manager	1	1
Training Manager	1	1
Training Instructor	2	1
Executive Assistant/Deputy Clerk of the Board	1	1
Operations Supervisor	15	14
Operations Analyst	1	1
Stops/Zones Supervisor	1	1
Stops/Zones Groundskeeper	10	10
Transit Clerk	1	1
Full-Time ¹ Coach Operator	248	266
Part-Time Coach Operator	<u>0</u>	<u>1</u>
Department Subtotal	282	299
<u>CONTRACT OPERATIONS</u>		
Director of Operations	1	1
Contract Operations Manager	1	1
Contract Operations Specialist	2	2
ADA Certification Specialist	2	2
Travel Training Supervisor	1	1
Travel Training Specialist	4	4
Medi-Cal Administrative Activity (MAA) Coordinator	1	1
Contract Operations Administrative Clerk	<u>1</u>	<u>1</u>
Department Subtotal	13	13
<u>PLANNING</u>		
Director of Planning	1	1
Grants Manager	1	1
Planning & Scheduling Manager	1	1
Project Manager	1	1
Scheduling Analyst	1	0
Planning Analyst	1	1
Planning & Programming Specialist	2	2
Scheduling & Planning Specialist	0	0
Scheduling Specialist	0	0
Planning Technician	<u>0</u>	<u>0</u>
Department Subtotal	8	7
<u>PURCHASING</u>		
Chief Procurement & Logistics Officer	1	1
Director of Contracts	1	1
Contracts Administrator	2	1
Storeroom Supervisor	1	1
Buyer	1	1
Parts Clerk	<u>4</u>	<u>4</u>
Department Subtotal	10	9
Totals	425	435

¹The Agency currently has 11 Coach Operators on extended leaves of absences due to work related injuries or due to disability

WORKFORCE DATA - AUGUST 2015

POSITION CLASSIFICATION	TOTAL EMPLOYEES	% OF MINORITY EMPLOYEES	% OF FEMALE EMPLOYEES	CENSUS AVAILABILITY		UNDERUTILIZED	
				%MIN	%FEM	MIN	FEM
Executive/First/Mid Level Officials & Managers	36	50%	28%	38.2%	38.2%	No	Yes
Professionals	12	41.7%	25.0%	42.0%	55.9%	No	Yes
Administrative Support Workers	46	67.4%	76.1%	54.9%	73.5%	No	No
Operatives	267	75.3%	46.4%	74.4%	26.1%	No	No
Craft Workers	28	67.9%	0.0%	61.7%	3.2%	No	Yes
Laborers	12	58.3%	0.0%	79.2%	13.6%	No	Yes
Service Workers	15	93.3%	6.7%	65.4%	57.7%	No	Yes
Technicians	19	47.4%	26.3%	50.3%	48.6%	No	Yes
Total	435						

DISCIPLINE - AUGUST 2015

DEPARTMENT	<u>WARNINGS, COUNSELINGS & WRITTEN REPRIMANDS</u>								<u>SUSPENSIONS & TERMINATIONS</u>							
	Male				Female				Male				Female			
	(C	AA	H	O)	(C	AA	H	O)	(C	AA	H	O)	(C	AA	H	O)
Maintenance	0	2	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Operations	12	5	4	0	4	9	1	0	2	2	0	0	0	0	0	0
	(24)				(14)				(4)				(0)			

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

APPLICATIONS - AUGUST 2015

<u>POSITION TITLE</u>	<u>TOTAL APPLICANTS</u>	<u>RESPONDENTS TO EEO QUESTIONNAIRE</u>	<u>% OF MINORITY APPLICANTS</u>	<u>% OF FEMALE APPLICANTS</u>
Customer Information Clerk	31	29	45%	71%
Coach Operator	73	68	57%	57%
Contracts Administrator	58	51	20%	57%
Scheduling Analyst	41	39	33%	41%

PERSONNEL ACTIVITY - AUGUST 2015

Full-Time and Part-Time Employees

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	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Promotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Demotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Terminations	3	3	0	1	1	0	0	0	1	0	0	0	0	0	0	3
Resignations	4	3	1	1	1	0	0	0	1	0	1	0	0	0	0	4
Retirements	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

FOR FISCAL YEAR 07/01/15 THROUGH 06/30/16
FULL-TIME SEPARATIONS

	<u>Administration</u>	<u>Other</u>
Terminations	1	5
Resignations	3	4
Retirements	0	1
Other	0	0

FOR FISCAL YEAR 07/01/14 THROUGH 06/30/15
FULL-TIME SEPARATIONS

	<u>Administration</u>	<u>Other</u>
Terminations	4	24
Resignations	11	20
Retirements	0	10
Other	1	0

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

October 7, 2015

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Jim Kneepkens, Director of Marketing

SUBJECT: Transportation Center Monthly Report – August 2015

Summary: In August 2015, the Customer Information Center answered 39,585 calls, a 14.9% increase compared to August 2014. Calls included 174 commendations, general comments and valid complaints. The number of calls to Dial-A-Ride was 12,576, a 19.3% decrease compared to August 2014. 52,161 calls were received between the two call centers, which reflect a 4.3% increase compared to the same period last year.

The attached report presents call volume history and details commendations, general comments and complaints by type.

Recommendation:

Receive and file.

Riverside Transit Agency

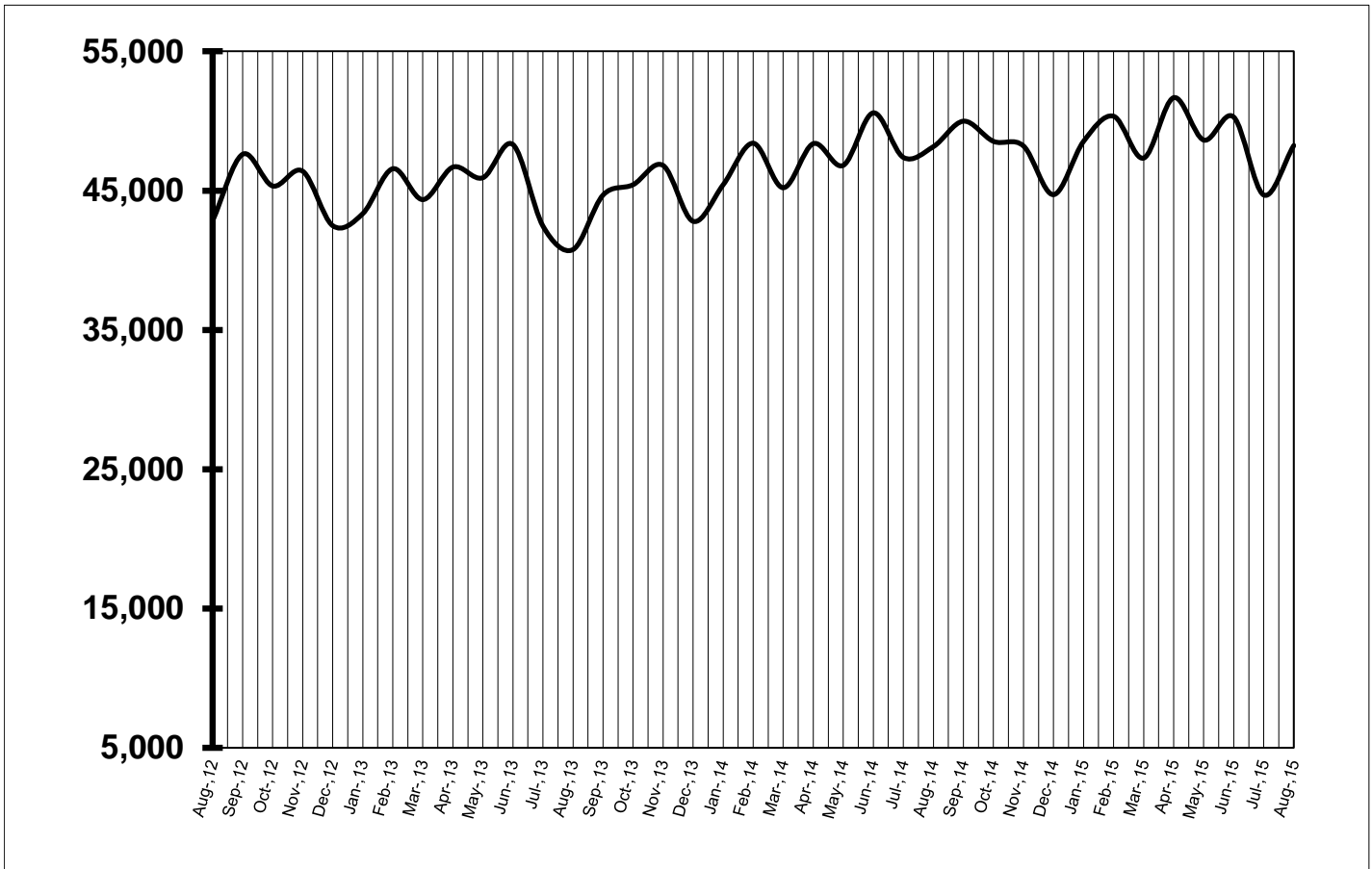
August 2015 Transportation Center Call Totals

Customer Information Center (CIC)	August 2015	August 2014	Percent Change
Information Calls	39,411	34,195	15.3%
Complaints	103	130	-20.8%
Comments	36	91	-60.4%
Commendations	35	21	66.7%
Total CIC Calls	39,585	34,437	14.9%

Dial-A-Ride (DAR)

Total DAR Calls	12,576	15,575	-19.3%
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Total Calls	52,161	50,012	4.3%
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Complaints, Comments & Commendations

Valid Complaints

Category	August 2015	August 2014	12 Month Average per Month	Complaints per 10,000 Passengers
Bus Stop	2	9	3	0.03
Careless Driving	16	15	11	0.22
Conduct	6	6	7	0.08
Crowded	1	3	1	0.01
Customer Service	12	15	17	0.16
Early Bus	7	5	8	0.09
Fare Dispute	2	5	3	0.03
Late Bus	17	27	21	0.23
Missed Transfer	6	4	5	0.08
No Show	5	9	5	0.07
Passed By	11	18	16	0.15
Passenger Conduct	0	1	3	0.00
Reasonable Modification	0	0	0	0.00
Other Total	18	13	18	0.24
Total	103	130	118	1.39

Ridership

	August 2015	August 2014	12 Month Average per Month
All services	742,711	778,809	799,425

Comments

	August 2015	August 2014	12 Month Average per Month	Comments per 10,000 Passengers
General Comments	36	91	48	0.48

Commendations

	July 2015	July 2014	12 Month Average per Month	Commendations per 10,000 Passengers
General Commendations	35	21	26	0.47

Complaints, Comments and Commendations

Category Descriptions

Complaints

Bus Stops: Stop needs cleaning, nearby landscape needs cleaning, stop equipment broken or not working properly.

Driving Concerns: Driver makes inappropriate lane change, brakes too hard, drives too slow, accelerates too fast, stops too far from stop or curb, blocks traffic, bus temperature too hot.

Driver Conduct: Driver provided poor customer service, does not assist customers needing help, rushes customer.

Crowded: Customer is uncomfortable due to bus being too full, customer unable to find a seat.

Customer Service: Customer provided with wrong information, employee provided poor customer service.

Early Bus: Bus arrives or departs bus stop ahead of schedule.

Fare Dispute: Pass stuck in farebox, college ID card not working, customer overpaid and requests a refund, customer not provided appropriate discount.

Late Bus: Bus arrives or departs bus stop behind schedule.

Missed Transfer: Early or late bus causes customer to miss transfer with another bus.

No Show: Bus does not arrive as scheduled.

Passed By: Bus passes stop without picking up customer

Passenger Conduct: Fellow customer plays music too loud, talks too loud, uses profanity, uses extra seat for personal belongings.

Reasonable Modification: Request from person with disability for modification of Agency practice or policy.

Other: Bike rack full, pass outlet out of passes, bus displays the wrong headsign.

Comments

Request for new, later or more frequent bus service; request for restroom at transfer facility; request for new fare category; request for bus stop amenities; request for new bus stop.

Commendations

Customer appreciates new buses, commends driver for courtesy, assisting customer with special needs, providing great customer service or returning lost item.

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

October 7, 2015

TO: BOARD BUDGET AND FINANCE COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Rohan Kuruppu, Director of Planning

SUBJECT: Authorize RTA to Submit a Grant Application for Fiscal Year 2016-2017 Federal Transit Administration Section 5304 Funding Under the California Department of Transportation (Caltrans) Division of Transportation Planning

Summary: Each year, Caltrans, Division of Transportation Planning, administers statewide transportation planning grant programs utilizing State and Federal funds. Regional planning agencies, transit agencies, and other community and governmental entities are eligible to apply as a primary or sub-applicant based on the specific grant program category.

To fully implement the adopted downtown Riverside operating plan and to further improve intermodal connectivity between other transit services (Metrolink, Omnitrans, SunLine, Megabus, bicycles, and pedestrians, etc.), staff is seeking funding to develop a conceptual plan for the Vine Street Layover Facility under the *Transit Planning for Sustainable Communities* grant program, which is funded by the FTA Section 5304 Statewide Planning Program.

As a condition of implementing the downtown Riverside operating plan, RTA is planning to vacate the city owned downtown Riverside station. In return, the City of Riverside will transfer ownership of a 2.4 acre parcel on Vine Street to RTA, to facilitate bus layovers.

The expected outcomes of the planning study are: a conceptual plan/marketing plan, a cost estimate for developing the site, and a schedule for development of the property to enable RTA to move the buses from the temporary on-street layover onto this off street site.

The conceptual plan will be developed with regional intermodal connectivity and the City of Riverside's ultimate vision to build a truly multimodal transit facility, consistent with their downtown Riverside specific plan. While the development of the ultimate vision is several

years away, RTA has to immediately address these new operational needs. The conceptual plan will be developed in partnership with the City of Riverside and Riverside County Transportation Commission (RCTC).

RTA will seek a total of \$150,000 via the Transit Planning for Sustainable Communities federal grant program through Caltrans. A minimum 11.47% local match is required for a total of \$19,435 in local match funds.

Fiscal Impact:

Should the Agency be awarded all or a portion of the requested \$150,000 Federal funds under the Caltrans Transportation Planning Grant program, an amount up to \$19,435 (11.47% of the total project cost), will be programmed in the Fiscal Year 2016/2017 Short Range Transit Plan using Local Transportation Funds (LTF).

Recommendations:

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

- Authorize RTA to submit a grant application for FY16-17 FTA Section 5304 funding under the Caltrans Transportation Planning Grant Program and adopt the supporting Resolution.

RESOLUTION No. 2015-04

RESOLUTION OF THE BOARD OF DIRECTORS OF THE RIVERSIDE TRANSIT AGENCY AUTHORIZING RIVERSIDE TRANSIT AGENCY (RTA) TO APPLY FOR THE FISCAL YEAR 2016 FEDERAL TRANSIT ADMINISTRATION (FTA) SECTION 5304 FUNDING UNDER THE CALIFORNIA DEPARTMENT OF TRANSPORTATION (CALTRANS) SUSTAINABLE TRANSPORTATION PLANNING GRANT PROGRAM

WHEREAS, the RTA is an eligible project sponsor and may receive funding from the FTA Section 5304 Transportation Planning Grant Program; and

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

WHEREAS, FTA named the Department of Transportation (Caltrans) as the administrative agency for the FTA Section 5304 Grant Program; and

WHEREAS, Caltrans has developed guidelines for the purpose of administering and distributing FTA Section 5304 funds to eligible project sponsors (local agencies).

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the RTA that the fund recipient agrees to comply with all conditions and requirements set forth in applicable statutes, regulations, and guidelines for all FTA Section 5304 funded transit projects.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of Directors of the RTA that it hereby authorizes the submittal of the project nomination and allocation request to Caltrans requesting \$150,000 in FY 2016-2017 FTA Section 5304 funds for the Vine Street Layover Facility Conceptual Plan.

Passed and approved this 24th day of October, 2015.

AGENCY BOARD DESIGNEE:

RIVERSIDE TRANSIT AGENCY

APPROVED AS TO FORM:

Andrew Kotyuk
Chairman, Board of Directors

James Donich
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 the Riverside Transit Agency held on October 24, 2015.

ATTEST:

Tammi Ford
Clerk of the Board of Directors

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

October 7, 2015

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Craig Fajnor, Chief Financial Officer

SUBJECT: Adopt Credit Policy for Public/Government Entities Not Under an Existing Contractual Arrangement

Background: More than 40 percent of customers who ride Agency buses each day use a bus pass. Bus riders who purchase a bus pass potentially realize savings per ride when compared to paying cash fare. The Agency benefits from riders using bus passes as it expedites the fare collection process and speeds up boarding which, in turn, assists in achieving on-time performance. Bus passes stimulate ridership because of their prepaid nature and convenience.

The Agency recognizes the importance of having bus passes (fare media) accessible to customers through convenient and various means. The Agency provides fare media for sale primarily at its Riverside headquarters, on its website, by mail or by phone and through bus pass sales outlets located throughout western Riverside County. The Agency also has contractual arrangements regarding fares and use of service with multiple public/governmental entities including the City of Riverside, the U-Pass and Go-Pass programs with local colleges and universities, and Metrolink. These agreements have net 30-day payment/credit terms built into them.

Summary: For an entity to be granted credit/payment terms under the current Board-approved policy, a Credit Sales Application and Pass Sales Agreement are completed. Upon receipt, credit and bank references are checked. A Dun & Bradstreet (D&B) report is also generated to provide current and historical business information and to help determine credit risk. Staff currently offers COD, net 30 and consignment terms depending on credit worthiness.

Over the past ten years, the Agency has rarely encountered issues, such as lower fare media sales or customer complaints, with the application of its Board-approved credit policy. Payment delinquencies have occurred with both government and non-government entities, but they have not been severe.

As the Agency values increasing ridership, providing excellent customer service, and sustaining a positive corporate image, the question arose about granting public/government entities credit/payment terms when current credit evaluation techniques may not allow them. More specifically, extending such entities 30 day payment terms regardless of current credit worthiness review and establishing a credit limit.

Staff views the adoption of such a modification of current policy as very low risk due to the following reasons:

- Agency services are mostly provided in the western portion of Riverside County with limited overlap into neighboring Los Angeles, Orange and San Diego counties
- Limited additional public/government entities not under a current contractual arrangement
- Continued staff diligence to ensure negative financial impacts such as significant delinquencies of time and amount do not materialize

Based on the above, staff recommends initially offering net 30 day payment terms and a credit cap of up to \$2,500 to any governmental/public entity who requests them. Staff will still continue to collect currently-requested credit application information and routinely monitor repayment timing and order history in order to not subject the Agency to undue financial hardship.

Fiscal Impact:

Granting additional public/government entities (not currently under a contractual arrangement that includes credit/payment terms) 30-day net payment terms and up to a \$2,500 limit would not put the Agency at severe financial risk. This amount is approximately .03% of annual farebox revenue. Payment performance would continue to be monitored weekly to ensure aged/outstanding receivables do not grow beyond that amount.

Recommendation:

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

- Adopt this revision to the current Bus Pass Sales Outlet Policy for the establishment of credit for Public/Government entities not under an existing contractual arrangement.

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

October 7, 2015

TO: BOARD BUDGET AND FINANCE COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Rohan Kuruppu, Director of Planning

SUBJECT: Adopt the Transportation Uniform Mitigation Fee (TUMF) Transportation Improvement Program (TIP) Administrative Amendment as provided by the Western Riverside Council of Governments (WRCOG)

Summary: The TUMF TIP consists of projects approved by the governing bodies of the Riverside Transit Agency (RTA) and WRCOG. The TUMF TIP is fully updated biennially. In the subsequent alternating years (when no TUMF TIP preparation occurs), an Administrative Amendment allows for changes such as reallocating approved project funds to coincide with updated project schedules or reallocating funds from completed projects to other approved projects within a TUMF zone.

The Agency's last Administrative Amendment was approved by the Board of Directors in December 2014. Therefore, this typically would have been a full TUMF TIP update year. However, because of the mandatory TUMF Nexus Study that is underway, another Administrative Amendment is necessary to keep project funding streams current. The Nexus Study completion and adoption date is unknown at this point.

As a part of this Administrative Amendment, WRCOG will carry forward all fund balances from FY14/15 to FY15/16 (updated table will be provided at the Committee Meeting). This will enable RTA to deliver projects approved in the current TUMF TIP as planned. WRCOG is required to do a Nexus Study approximately every five years in order to adhere to the Mitigation Fee Act which governs imposing development impact fees in California. Upon approval of the Nexus Study, there will be a full TUMF TIP update.

Fiscal Impact:

There is no fiscal impact from adopting this WRCOG TUMF TIP Administrative Amendment.

Recommendation:

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

- Adopt the FY16-FY20 TUMF TIP Administrative Amendment as recommended by WRCOG.
- Authorize the CEO to approve and execute all Reimbursement Agreements (RA) that require adjustments that correspond to Administrative Amendments in the TIP.