



April 6, 2016  
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](http://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 – MARCH 2, 2016 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 – FEBRUARY 2016 (P.7)**

**RECEIVE AND FILE**

**B. TRANSPORTATION CENTER MONTHLY REPORT – FEBRUARY 2016 (P.14)**

**RECEIVE AND FILE**

**6. AUTHORIZATION TO RENEW REVENUE AGREEMENT NO. 16-018 WITH THE UNIVERSITY OF CALIFORNIA, RIVERSIDE FOR THE UNIVERSITY PASS (U-PASS); AUTHORIZATION TO RENEW REVENUE AGREEMENT NO. 16-020 WITH THE UNIVERSITY OF CALIFORNIA, RIVERSIDE FOR THE OPERATION OF ROUTE 51 (CREST CRUISER) (P.18)**

**APPROVE**

**7. AUTHORIZATION TO RENEW REVENUE AGREEMENT NO. 16-019 WITH THE CITY OF TEMECULA FOR ROUTE 55 (P.21)**

**APPROVE**

**8. BOARD MEMBER COMMENTS**

**ITEM**

**RECOMMENDATION**

**9. ANNOUNCEMENTS**

**10. NEXT MEETING**

Wednesday, May 4, 2016, 1:00 p.m.  
Riverside Transit Agency  
1825 Third Street  
Riverside, CA 92507

**11. MEETING ADJOURNMENT**

RTA BOARD ADMINISTRATION AND OPERATIONS COMMITTEE MEETING  
Minutes  
March 2, 2016

1. **CALL TO ORDER**

Chairman Frank Johnston called the Board Administration and Operations Committee meeting to order at 1:00 p.m., on March 2, 2016, in the RTA Board Room.

2. **SELF-INTRODUCTIONS**

Self-introductions of those in attendance took place.

Committee Members Attending

1. Chairman Frank Johnston, City of Jurupa Valley
2. Director Art Welch, City of Banning
3. Director Ike Bootsma, City of Eastvale
4. Director Greg August, City of Menifee
5. Director Jesse Molina, City of Moreno Valley
6. Director Tonya Burke, City of Perris
7. Director Andy Melendrez, City of Riverside
8. Director Bridgette Moore, City of Wildomar
9. Alternate Jerry Sincich, County of Riverside, District I
10. Alternate Donna Johnston, County of Riverside, District II

Committee Members Absent

1. Committee Chair Randon Lane, City of Murrieta
2. Director Daryl Hickman, City of Lake Elsinore

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. Jim Kneepkens, Director of Marketing
8. Rohan Kuruppu, Director of Planning
9. Rick Kaczerowski, Director of Information Technologies
10. Brad Weaver, Marketing Manager
11. Eric Ustation, Government Affairs Manager
12. Joan Hepworth, Deputy Clerk of the Board of Directors
13. Kristin Warsinski, Planning & Programming Specialist

Other Attendees:

1. Eric Lewis, City of Moreno Valley
2. Linda Krupa, City of Hemet
3. Berwin Hanna, City of Norco

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

None.

4. **APPROVAL OF MINUTES – FEBRUARY 3, 2016 COMMITTEE MEETING**

M/S/C (MOLINA/BOOTSMA) approving the minutes of the February 3, 2016 Committee meeting.

The motion carried unanimously.

5. **CONSENT CALENDAR**

M/S/C (WELCH/MOORE) approving the receipt and file of Item A – Personnel Report – January 2016.

The motion carried unanimously.

M/S/C (WELCH/MOORE) approving the receipt and file of Item B – Transportation Center Monthly Report – January 2016.

The motion carried unanimously.

6. **APPROVE RESOLUTION AUTHORIZING THE FY16 FEDERAL FUNDING UNDER FEDERAL TRANSIT ADMINISTRATION (FTA) SECTION 5311 (49 U.S.C. SECTION 5311) WITH CALIFORNIA DEPARTMENT OF TRANSPORTATION (CALTRANS)**

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

- Approve Resolution No. 2016-04 authorizing the Chief Executive Officer or his designee to file and execute applications with the California Department of Transportation to aid in the financing of operating assistance projects pursuant to FTA Section 5311.

The motion carried unanimously.

**7. PERMANENTLY HONORING FORMER BOARD MEMBER JEFF FOX**

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

- Authorize Agency staff to work with the City of Beaumont to identify and dedicate a bus stop honoring former Board Member Jeff Fox and to assist with a public event unveiling the bus stop.
- Authorize the purchase and installation of a bronze plaque honoring Jeff Fox in an amount not to exceed \$500.

The motion carried unanimously.

**8. BOARD MEMBER COMMENTS**

Comments were made by the following Board members: Director Ike Bootsma, Director Jesse Molina and Director Andy Melendrez.

**9. ANNOUNCEMENTS**

Announcements were made by Larry Rubio.

**10. NEXT MEETING**

Wednesday, April 6, 2016, 1:00 p.m.  
Riverside Transit Agency  
1825 Third Street  
Riverside, CA 92507

**11. MEETING ADJOURNMENT**

The meeting was adjourned at 1:10 p.m.

RIVERSIDE TRANSIT AGENCY  
1825 Third Street  
Riverside, CA 92507

April 6, 2016

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Laura Camacho, Chief Administrative Services Officer

SUBJECT: Personnel Report - February 2016

Summary: The attached report summarizes personnel activity that occurred in February 2016. 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 - February 2016**

<b>DEPARTMENT AND TITLE</b>	<b>BUDGETED POSITIONS</b>	<b>FILLED POSITIONS</b>
<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	1	1
Claims Clerk	<u>1</u>	<u>0</u>
Department Subtotal	4	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
Deputy Director of Maintenance	0	0
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>15</u>	<u>11</u>
Department Subtotal	60	55



<b>DEPARTMENT AND TITLE</b>	<b>BUDGETED POSITIONS</b>	<b>FILLED POSITIONS</b>
<b>MARKETING</b>		
Director of Marketing	1	1
Marketing Manager	1	1
Government Affairs Manager	1	1
Community Engagement Coordinator	0	0
Customer Information Supervisor	1	1
Customer Information Clerk, Senior Lead	1	1
Customer Information Clerk, On-Call	<u>20</u>	<u>19</u>
Department Subtotal	25	24
<b>OPERATIONS</b>		
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	13
Operations Analyst	1	1
Stops/Zones Supervisor	1	1
Stops/Zones Groundskeeper	10	8
Surveillance Clerk	1	0
Transit Clerk	1	1
Full-Time <sup>1</sup> Coach Operator	266	264
Part-Time Coach Operator	<u>0</u>	<u>6</u>
Department Subtotal	301	299
<b>CONTRACT OPERATIONS</b>		
Director of Operations	1	1
Contract Operations Manager	1	1
Contract Operations Specialist	3	3
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>0</u>	<u>0</u>
Department Subtotal	13	13
<b>PLANNING</b>		
Director of Planning	1	1
Grants Manager	1	1
Planning & Scheduling Manager	1	1
Project Manager	1	1
Scheduling Analyst	2	1
Planning Analyst	1	1
Planning & Programming Specialist	2	2
Scheduling & Planning Specialist	0	0
Planning Technician	<u>0</u>	<u>0</u>
Department Subtotal	9	8
<b>PURCHASING</b>		
Chief Procurement & Logistics Officer	1	1
Director of Contracts	1	1
Contracts Manager	2	1
Storeroom Supervisor	1	0
Buyer	1	1
Parts Clerk	<u>5</u>	<u>3</u>
Department Subtotal	11	7
<b>Totals</b>	<b>449</b>	<b>434</b>

<sup>1</sup>The Agency currently has 09 Coach Operators on extended leaves of absences due to work related injuries or due to disability

**WORKFORCE DATA - February 2016**

POSITION CLASSIFICATION	TOTAL EMPLOYEES	% OF MINORITY EMPLOYEES	% OF FEMALE EMPLOYEES	CENSUS AVAILABILITY		UNDERUTILIZED	
				%MIN	%FEM	MIN	FEM
Executive/First/Mid Level Officials & Managers	35	48.6%	25.7%	38.2%	38.2%	No	Yes
Professionals	13	38.5%	30.8%	42.0%	55.9%	No	Yes
Administrative Support Workers	46	67.4%	76.1%	54.9%	73.5%	No	No
Operatives	270	77.0%	47.4%	74.4%	26.1%	No	No
Craft Workers	28	67.9%	0.0%	61.7%	3.2%	No	Yes
Laborers	10	60.0%	0.0%	79.2%	13.6%	No	Yes
Service Workers	14	79.2%	8.3%	65.4%	57.7%	No	Yes
Technicians	18	44.0%	22.2%	50.3%	48.6%	Yes	Yes
<b>Total</b>	<b>434</b>						

**DISCIPLINE - February 2016**

Gender EEO Categories**	<b>COUNSELINGS, WARNINGS &amp; WRITTEN REPRIMANDS</b>								<b>SUSPENSIONS &amp; TERMINATIONS</b>							
	<b>MALE</b>				<b>FEMALE</b>				<b>MALE</b>				<b>FEMALE</b>			
	C	AA	H	O	C	AA	H	O	C	AA	H	O	C	AA	H	O
<b>Maintenance</b>	2	1	2	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Operations</b>	4	8	7	4	5	25	6	3	1	2	2	1	0	3	6	1
<b>TOTALS</b>	<b>67</b>								<b>16</b>							

\*\*EEO Category Codes: C = Caucasian, AA = African American, H = Hispanic, O = Other

**APPLICATIONS - February 2016**

<u>POSITION TITLE</u>	<u>TOTAL APPLICANTS</u>	<u>RESPONDENTS TO EEO QUESTIONNAIRE</u>	<u>% OF MINORITY APPLICANTS</u>	<u>% OF FEMALE APPLICANTS</u>
Claims Clerk	131	125	74%	75%
Coach Operator (Part-Time)	50	47	96%	34%
Community Engagement Coordinator	120	107	73%	58%
Contracts Manager	33	32	69%	55%
Customer Information Clerk, On Call	28	26	88%	86%
Deputy Director of Maintenance	17	16	50%	6%
Grants Manager	13	11	91%	69%
Parts Clerk	62	62	92%	35%
Project Manager	7	6	83%	29%
Safety and Security Officer	71	66	71%	21%
Scheduling Analyst	40	38	79%	45%
Surveillance Clerk	141	134	72%	49%
Training Instructor	13	13	69%	15%

**PERSONNEL ACTIVITY - February 2016**

**Full-Time and Part-Time Employees**

Personnel Activity	All Employees			Minority Employees Male						Minority Employees Female						Total
	Total	Male	Female	AA	HISP	API	AIAN	NHOPI	MULTI	AA	HISP	API	AIAN	NHOPI	MULTI	
New Hires	4	1	3	0	0	0	0	0	1	2	1	0	0	0	0	4
Promotions	5	4	1	0	2	0	0	0	2	0	1	0	0	0	0	5
Transfers	2	1	1	0	1	0	0	0	0	1	0	0	0	0	0	2
Demotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Terminations	3	1	2	0	0	0	0	0	1	1	0	0	0	0	1	3
Resignations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Retirements	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	1
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

	Administration	Other
Terminations	4	19
Resignations	4	12
Retirements	1	3
Other	0	0

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

	Administration	Other
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  
MULTI = Two or More Races

RIVERSIDE TRANSIT AGENCY  
1825 Third Street  
Riverside, CA 92507

April 6, 2016

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Jim Kneepkens, Director of Marketing

SUBJECT: Transportation Center Monthly Report – February 2016

Summary: In February 2016, the Customer Information Center answered 34,716 calls, a 3.2% decrease compared to February 2015. Calls included 128 commendations, general comments and valid complaints. The number of calls to Dial-A-Ride was 11,382, representing two additional calls compared to January 2015. 46,098 calls were received between the two call centers, which reflects a 2.5% decrease 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

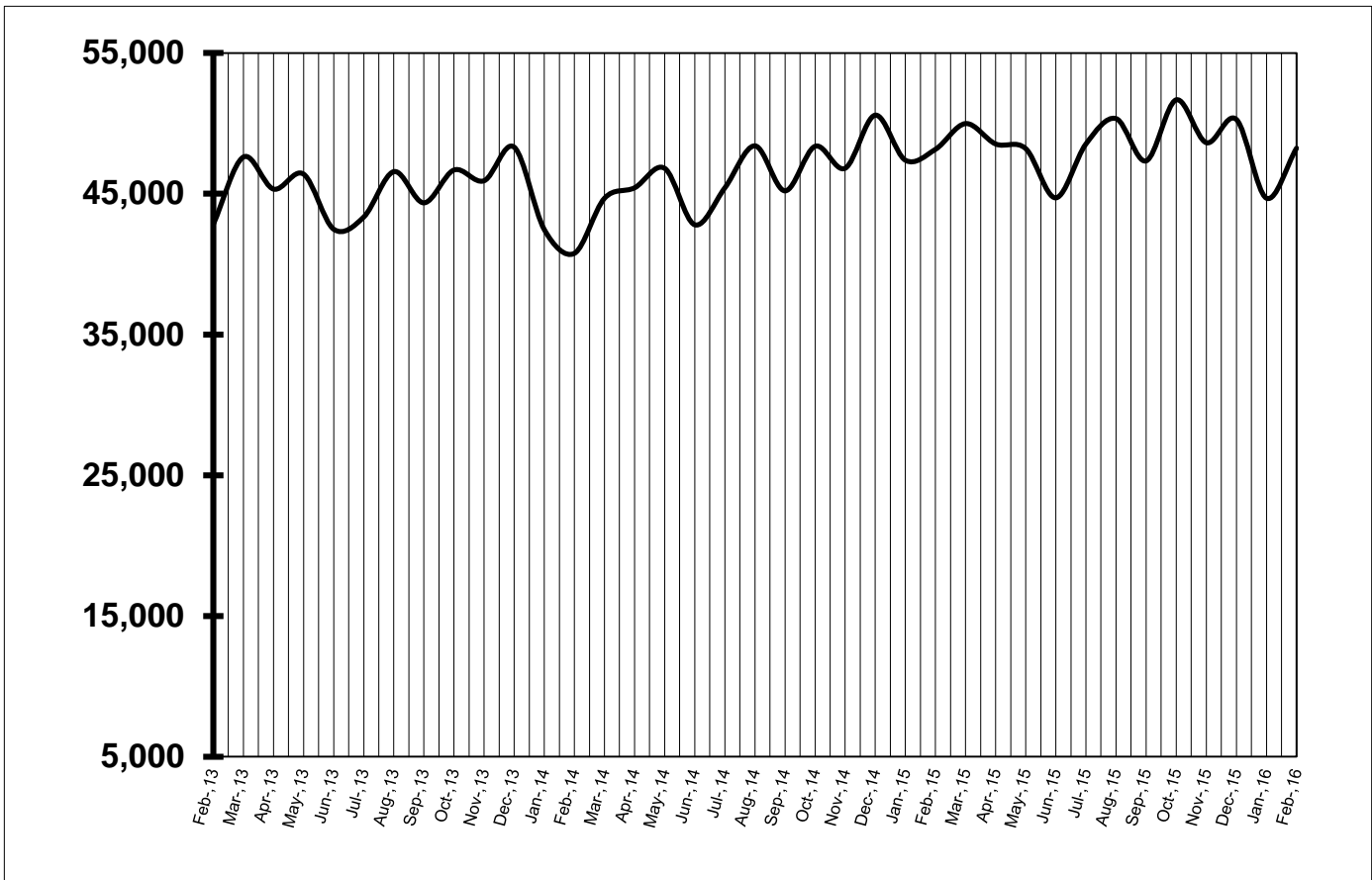
## February 2016 Transportation Center Call Totals

Customer Information Center (CIC)	February 2016	February 2015	Percent Change
Information Calls	34,588	35,702	-3.1%
Complaints	76	105	-27.6%
Comments	33	47	-29.8%
Commendations	19	24	-20.8%
<b>Total CIC Calls</b>	<b>34,716</b>	<b>35,878</b>	<b>-3.2%</b>

### Dial-A-Ride (DAR)

<b>Total DAR Calls</b>	<b>11,382</b>	<b>11,380</b>	<b>0.0%</b>
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<b>Total Calls</b>	<b>46,098</b>	<b>47,258</b>	<b>-2.5%</b>
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# Complaints, Comments & Commendations

## Valid Complaints

Category	February 2016	February 2015	12 Month Average per Month	Complaints per 10,000 Passengers
Bus Stop	4	3	2	0.05
Careless Driving	15	15	11	0.19
Conduct	3	5	7	0.04
Crowded	0	0	1	0.00
Customer Service	9	13	14	0.12
Early Bus	1	5	6	0.01
Fare Dispute	0	4	2	0.00
Late Bus	18	22	20	0.23
Missed Transfer	1	5	5	0.01
No Show	0	2	5	0.00
Passed By	9	17	15	0.12
Passenger Conduct	0	0	2	0.00
Reasonable Modification	2	0	0	0.03
Other	14	14	17	0.18
<b>Total</b>	<b>76</b>	<b>105</b>	<b>107</b>	<b>0.98</b>

## Ridership

	February 2016	February 2015	12 Month Average per Month
All services	774,590	788,724	789,712

## Comments

	February 2016	February 2015	12 Month Average per Month	Comments per 10,000 Passengers
General Comments	33	47	33	0.43

## Commendations

	February 2016	February 2015	12 Month Average per Month	Commendations per 10,000 Passengers
General Commendations	19	24	24	0.25



## **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

April 6, 2016

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Vince Rouzaud, Chief Procurement and Logistics Officer

SUBJECT: Authorization to Renew Revenue Agreement No. 16-018 with the University of California, Riverside for the University Pass (U-Pass); Authorization to Renew Revenue Agreement No. 16-020 with the University of California, Riverside for the Operation of Route 51 (Crest Cruiser)

Summary: The Agency has two revenue agreements with the University of California, Riverside (UCR) that are due to expire on June 30, 2016. One agreement is for the University's U-Pass program and the other agreement funds the operation of Route 51.

U-Pass

The U-pass was launched in the summer of 2006 as a pilot program allowing UCR's approximate 20,000 students to ride the Agency's fixed-route transit network at a discounted fare. This fare was reimbursed by the University on a fixed-amount per-student basis. The program was designed to encourage and provide an affordable and convenient alternative for students traveling in and around the UCR campus as well as throughout the Agency's service area. Because of the programs popularity, it was later expanded to include UCR faculty and staff.

The U-Pass enables UCR students, faculty and staff members with valid University 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 UCR at a discounted rate of \$.90 per-trip with a maximum cap of \$35 per-rider, per-month (the equivalent of a 30-day student pass).

The partnership between the Agency and UCR was so successful it became the catalyst for expanding the college pass programs which now include Moreno Valley College, Riverside City College, Mount San Jacinto College, La Sierra and Cal Baptist Universities.

For the period ending this June 30, ridership under this program is expected to again slightly exceed 400,000 trips. For the renewal, the per-trip cost and monthly maximum cap will continue at \$.90 and \$35, respectively with the total not to exceed amount of the U-Pass Agreement remaining unchanged at \$360,000.

#### Route 51 - Crest Cruiser

The Agency also provides fixed-route service in and around the UCR campus with Route 51. This route, which is also known as the Crest Cruiser, was operated by UCR until 2006 when the college asked the Agency to take over the route's operation. The Agreement is structured so that 100% of the route's operating expenses are fully reimbursed by UCR. For the renewal, the total not to exceed amount of the Route 51 Agreement will increase from the current \$123,230 cap to \$148,382.94.

Upon renewal of the Agreement, the Crest Cruiser will continue to operate during the regular academic school year, excluding holidays, break periods and the summer session, for a total of 164 school days. Hours of service will remain the same and begin at 7:00 a.m. and run through 6:03 p.m., Monday through Friday.

#### Fiscal Impact:

##### U-Pass

The U-Pass Agreement reimburses the Agency \$.90 per-trip, with a not to exceed cap of \$35 per-rider, per-month. Based on projected ridership for FY17, staff estimates this program will generate up to \$360,000 in fare revenue.

##### Crest Cruiser

With projected revenue service hours of 1,812.2 for FY17, operating expenses for the Crest Cruiser will be approximately \$148,382.94. This amount is fully reimbursed by UCR and covers all operational expenses (fuel, maintenance, labor, insurance, etc.).

#### Recommendation:

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

- Authorize staff to renew Revenue Agreement No. 16-018 to continue the U-Pass program with UCR reimbursing the Agency at \$.90 per-trip with a maximum cap of \$35 per-rider per-month for a not-to-exceed amount of \$360,000 from July 1, 2016 to June 30, 2017.

- Authorize staff to renew Revenue Agreement No. 16-020 with UCR for reimbursement of operating expenses of \$148,382.94 for Route 51 (Crest Cruiser) from July 1, 2016 through June 30, 2017.

RIVERSIDE TRANSIT AGENCY  
1825 Third Street  
Riverside, CA 92507

April 6, 2016

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Vince Rouzaud, Chief Procurement and Logistics Officer

SUBJECT: Authorization to Renew Revenue Agreement No. 16-019 with the City of Temecula for Route 55

Summary: Since June 2009, the Agency and the City of Temecula (City) have partnered in a cost sharing agreement for the operation of Route 55 which is also known as the Temecula Trolley. The Temecula Trolley began as one of two demonstration routes, Route 55 and Route 57 that served the Harveston development, the Promenade Mall and the Old Town area of Temecula.

From 2009 through 2011, the operating expenses for these two routes were fully paid for by funds collected by the City from Lennar Homes, the residential developer of the Harveston housing community in Temecula. Because these routes were 100-percent reimbursed by Lennar Homes, passengers boarding the trolley were not charged a fare. At the conclusion of the demonstration period, the City decided to discontinue Route 57 due to minimal ridership.

In contrast, Route 55 was very successful. To continue to operate Route 55 without increasing overall costs, the City and the Agency worked closely to streamline less productive service in the Temecula area and apply those savings towards the operational expenses for Route 55. Additionally, the City agreed to pay 20-percent of the route's expenses to offset passenger fares in order to meet the State of California's mandatory farebox recovery ratio. The current revenue agreement between the Agency and the City is due to expire on June 30, 2016.

Staff has discussed renewal of the revenue agreement with City staff and they have again agreed to budget funds equal to 20-percent of the route's annual operating expenses. However, final approval of the agreement will be contingent upon the Temecula City Council's adoption of the City's annual budget which occurs in June.

Route 55 will continue to serve the Harveston Community with stops at local schools, the Promenade Mall and County Center Drive. The route operates ten months out of the year from mid-August through mid-June when ridership is at its highest. Service is Monday through Friday every 15 minutes during peak morning and afternoon hours only. Since this service began, ridership has grown steadily averaging 19.54 passengers per revenue hour, which is the fifth highest system-wide. For FY17, staff is projecting 1,188 revenue service hours.

If approved, the new revenue agreement would become effective July 1, 2016 and run through June 30, 2017.

Fiscal Impact:

The revenue agreement will generate approximately \$19,454.69 in fare revenue, a minimum of 20 percent of the route's annual operating expenses. Sufficient funding has been programmed in the FY17 operating budget for the remaining expenses.

Recommendation:

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

- Contingent upon approval by the Temecula City Council, authorize staff to renew Revenue Agreement No. 16-019 with the City of Temecula for reimbursement of \$19,454.69 in fare revenue for the operation of Route 55 from July 1, 2016 through June 30, 2017.