



July 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 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 – JUNE 1, 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 – MAY 2016 \(P.7\)](#)

RECEIVE AND FILE

B. [TRANSPORTATION CENTER MONTHLY REPORT – MAY 2016 \(P.14\)](#)

RECEIVE AND FILE

6. [ADOPT UPDATED HARASSMENT PREVENTION POLICY \(P.18\)](#)

APPROVE

7. [APPROVE AMENDMENTS TO THE AGENCY'S POLICY FOR TRANSFERRING TITLE OF RETIRED PARATRANSIT VEHICLES, TYPE VII REVENUE VEHICLES, TROLLEYS AND SERVICE TRUCKS \(SURPLUS VEHICLES\) \(P.25\)](#)

APPROVE

8. [APPROVE RESOLUTIONS AUTHORIZING FILING OF GRANT APPLICATIONS FOR FISCAL YEAR 2016-2017 \(FY17\) \(P.31\)](#)

APPROVE

9. [SEPTEMBER 2016 SERVICE CHANGES \(P.47\)](#)

APPROVE

10. **BOARD MEMBER COMMENTS**

ITEM

RECOMMENDATION

11. ANNOUNCEMENTS

12. NEXT MEETING

Wednesday, September 7, 2016, 1:00 p.m.
Riverside Transit Agency
1825 Third Street
Riverside, CA 92507

13. MEETING ADJOURNMENT

RTA BOARD ADMINISTRATION AND OPERATIONS COMMITTEE MEETING
Minutes
June 1, 2016

1. **CALL TO ORDER**

Committee Chairman Randon Lane called the Board Administration and Operations Committee meeting to order at 1:00 p.m., on June 1, 2016, in the RTA Board Room.

2. **SELF-INTRODUCTIONS**

Self-introductions of those in attendance took place.

Committee Members Attending

1. Committee Chair Randon Lane, City of Murrieta
2. Director Art Welch, City of Banning
3. Director Daryl Hickman, City of Lake Elsinore
4. Director Greg August, City of Menifee
5. Director Jesse Molina, City of Moreno Valley
6. Director Andy Melendrez, City of Riverside
7. Director Bridgette Moore, City of Wildomar
8. Alternate Jerry Sincich, County of Riverside, District I
9. Alternate Donna Johnston, County of Riverside, District II

Committee Members Absent

1. Director Ike Bootsma, City of Eastvale
2. Director Tonya Burke, City of Perris

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. Bob Bach, Director of Maintenance
8. Jim Kneepkens, Director of Marketing
9. Rohan Kuruppu, Director of Planning
10. Virginia Werly, Director of Operations
11. Natalie Zaragoza, Director of Contracts
12. Rick Kaczerowski, Director of Information Technologies
13. Brad Weaver, Marketing Manager
14. Eric Ustation, Government Affairs Manager
15. Joan Hepworth, Deputy Clerk of the Board of Directors
16. Adam Chavez, Deputy Director of Maintenance

Other Attendees:

1. Eric Lewis, City of Moreno Valley
2. Miguel Lujano, City of Riverside
3. Frank Johnston, City of Jurupa Valley
4. Berwin Hanna, City of Norco
5. Randon Lane Jr., City of Murrieta

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

None.

4. **APPROVAL OF MINUTES – MAY 4, 2016 COMMITTEE MEETING**

M/S/C (HICKMAN/AUGUST) approving the minutes of the May 4, 2016 Committee meeting.

The motion carried unanimously.

5. **CONSENT CALENDAR**

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

The motion carried unanimously.

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

The motion carried unanimously.

6. **AUTHORIZATION TO RENEW AGREEMENT NO. 16-007 WITH THE CITY OF RIVERSIDE FOR THE CITY EMPLOYEE PASS (CITY PASS) PROGRAM**

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

- Authorize staff to renew Agreement No. 16-007 with the City of Riverside for the City Employee Pass Program for the period beginning July 1, 2016 through June 30, 2021. Annual reimbursement will be based on actual ridership.

The motion carried unanimously.

Director Jesse Molina arrived to the meeting at 2:14 p.m.

7. **AUTHORIZATION TO AMEND AGREEMENT NO. 10-035 WITH THE RIVERSIDE COMMUNITY COLLEGE DISTRICT TO INCLUDE NORCO COLLEGE IN THE STUDENT GO-PASS PROGRAM**

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

- Contingent upon approval by the RCCD Board of Trustees, authorize staff to amend Agreement No. 10-035 with the Riverside Community College District to include Norco College in the Go-Pass program for a period of three years beginning August 23, 2016 through August 22, 2019. The agreement will be based on the program's existing pricing structure.

The motion carried unanimously.

8. **BOARD MEMBER COMMENTS**

Comments were made by the following Board members: Director Daryl Hickman, Director Greg August, Director Andy Melendrez, Director Jesse Molina, Second Vice-Chair Art Welch, Director Bridgette Moore and Alternate Director Donna Johnston. Additional comments were made by Eric Lewis, City of Moreno Valley.

9. **ANNOUNCEMENTS**

Larry Rubio made an announcement.

10. **NEXT MEETING**

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

11. **MEETING ADJOURNMENT**

The meeting was adjourned at 1:22 p.m.

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

July 6, 2016

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Laura Camacho, Chief Administrative Services Officer

SUBJECT: Personnel Report - May 2016

Summary: The attached report summarizes personnel activity that occurred in May 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 - MAY 2016

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	0
Accounts Receivable Clerk	1	1
Currency Processor	<u>2</u>	<u>2</u>
Department Subtotal	12	11
<u>HUMAN RESOURCES</u>		
Chief Administrative Services Officer	1	1
Human Resources Manager	1	0
Labor Relations Officer	1	0
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	6
<u>RISK MANAGEMENT</u>		
Risk Manager	1	1
Safety & Security Officer	1	1
Risk Management Specialist	1	1
Claims Clerk	<u>1</u>	<u>0</u>
Department Subtotal	4	3
<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	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	30
Property Maintainer	1	1
Tire Servicer	1	1
Servicer	<u>15</u>	<u>13</u>
Department Subtotal	61	60

DEPARTMENT AND TITLE	BUDGETED POSITIONS	FILLED POSITIONS
<u>MARKETING</u>		
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>21</u>
Department Subtotal	25	26
<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	13
Operations Analyst	1	1
Stops/Zones Supervisor	1	1
Stops/Zones Groundskeeper	10	9
Surveillance Clerk	1	0
Transit Clerk	1	1
Full-Time ¹ Coach Operator	266	265
Part-Time Coach Operator	<u>0</u>	<u>3</u>
Department Subtotal	301	298
<u>CONTRACT OPERATIONS</u>		
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
<u>PLANNING</u>		
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
<u>PURCHASING</u>		
Chief Procurement & Logistics Officer	1	1
Director of Contracts	1	1
Contracts Manager	1	1
Contracts Administrator	1	1
Storeroom Supervisor	1	1
Buyer	1	0
Parts Clerk	<u>5</u>	<u>5</u>
Department Subtotal	11	10
Totals	450	441

¹The Agency currently has 12 Coach Operators on extended leaves of absences due to work related injuries or due to disability.

WORKFORCE DATA - MAY 2016

POSITION CLASSIFICATION*	TOTAL EMPLOYEES	% OF MINORITY EMPLOYEES	% OF FEMALE EMPLOYEES	CENSUS AVAILABILITY		UNDERUTILIZED	
				%MIN	%FEM	MIN	FEM
Executive/First/Mid Level Officials & Managers	50	54.0%	24.0%	38.2%	38.2%	No	Yes
Professionals	14	46.2%	23.1%	42.0%	55.9%	No	Yes
Administrative Support Workers	52	71.7%	75.5%	54.9%	73.5%	No	No
Operatives	268	78.0%	46.6%	74.4%	26.1%	No	No
Craft Workers	30	66.7%	0.0%	61.7%	3.2%	No	Yes
Laborers	11	63.6%	0.0%	79.2%	13.6%	Yes	Yes
Service Workers	14	92.9%	0.0%	65.4%	57.7%	Yes	Yes
Technicians	2	50.0%	0.0%	50.3%	48.6%	Yes	Yes
Total	441						

*Position classifications were recently updated to better align them with those recognized by the EEOC.

DISCIPLINE - MAY 2016

Gender EEO Categories**	COUNSELINGS, WARNINGS & WRITTEN REPRIMANDS								SUSPENSIONS & TERMINATIONS							
	MALE				FEMALE				MALE				FEMALE			
	C	AA	H	O	C	AA	H	O	C	AA	H	O	C	AA	H	O
Maintenance	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0
Operations	5	15	6	0	4	19	11	2	2	2	2	0	2	3	1	0
TOTALS	63								13							

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

APPLICATIONS - MAY 2016

POSITION TITLE	TOTAL APPLICANTS	RESPONDENTS TO EEO QUESTIONNAIRE	% OF MINORITY APPLICANTS	% OF FEMALE APPLICANTS
Accounts Payable Clerk	51	46	70%	72%
Buyer	62	54	65%	43%
HR Manager	74	71	62%	63%
Coach Operator	74	69	96%	43%
Servicer	23	20	90%	10%
Customer Information Clerk	3	3	100%	100%

PERSONNEL ACTIVITY - MAY 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	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	1
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	4	1	3	1	0	0	0	0	0	2	1	0	0	0	0	4
Resignations	3	1	2	1	0	0	0	0	0	1	0	0	0	0	0	2
Retirements	2	1	1	0	1	0	0	0	0	1	0	0	0	0	0	2
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

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

	Administration	Bargaining Unit		Administration	Bargaining Unit
Terminations	4	24	Terminations	4	24
Resignations	8	18	Resignations	11	20
Retirements	2	4	Retirements	0	10
Other	0	0	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

July 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 – May 2016

Summary: In May 2016, the Customer Information Center answered 35,016 calls, an 8.5% decrease compared to May 2015. Calls included 156 commendations, general comments and valid complaints. The number of calls to Dial-A-Ride was 12,094, a 1.4% increase compared to May 2015. 47,110 calls were received between the two call centers, which reflects a 6.1% 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

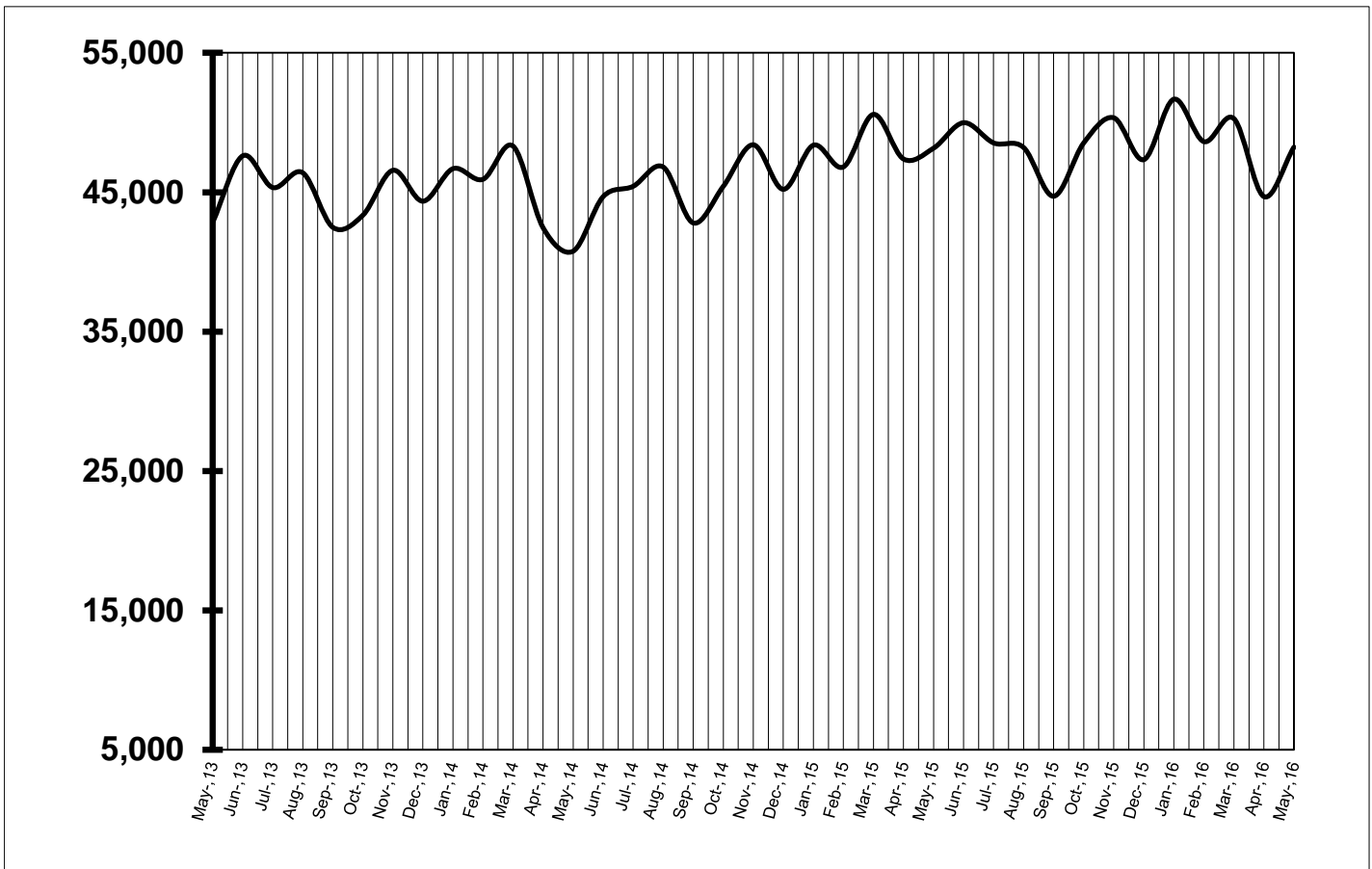
May 2016 Transportation Center Call Totals

Customer Information Center (CIC)	May 2016	May 2015	Percent Change
Information Calls	34,860	38,075	-8.4%
Complaints	106	118	-10.2%
Comments	32	34	-5.9%
Commendations	18	44	-59.1%
Total CIC Calls	35,016	38,271	-8.5%

Dial-A-Ride (DAR)

Total DAR Calls	12,094	11,925	1.4%
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Total Calls	47,110	50,196	-6.1%
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Complaints, Comments & Commendations

Valid Complaints

Category	May 2016	May 2015	12 Month Average per Month	Complaints per 10,000 Passengers
Bus Stop	9	0	3	0.12
Careless Driving	6	11	10	0.08
Conduct	5	10	6	0.06
Crowded	0	1	1	0.00
Customer Service	13	10	13	0.17
Early Bus	5	13	5	0.06
Fare Dispute	1	2	2	0.01
Late Bus	31	17	20	0.40
Missed Transfer	0	8	4	0.00
No Show	1	5	4	0.01
Passed By	8	17	13	0.10
Passenger Conduct	3	3	2	0.04
Reasonable Modification	0	1	0	0.00
Other	24	20	17	0.31
Total	106	118	101	1.38

Ridership

	May 2016	May 2015	12 Month Average per Month
All services	770,076	817,412	775,136

Comments

	May 2016	May 2015	12 Month Average per Month	Comments per 10,000 Passengers
General Comments	32	34	29	0.42

Commendations

	May 2016	May 2015	12 Month Average per Month	Commendations per 10,000 Passengers
General Commendations	18	44	22	0.23

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

July 6, 2016

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Laura Camacho, Chief Administrative Services Officer

SUBJECT: Adopt Updated Harassment Prevention Policy

Summary: The Department of Fair Employment and Housing released amendments which mandated additional requirements and provided further interpretation of the Fair Employment and Housing Act (FEHA). These additions were made effective April 1, 2016. While no substantive changes were made to the discrimination and harassment law, the amendments do outline employer harassment policy, notices, record-keeping, and training requirements.

A review of the Agency's notices, record-keeping, and training practices/procedures confirms we are in compliance with regulation requirements. Requirements include posting notices related to Pregnancy Disability Leave (PDL), ensuring supervisory sexual harassment training meets content requirements, and maintaining records of such supervisory training.

A review of our current Harassment Prevention Policy indicates changes must be made to be in compliance with the amendments to the regulations.

The regulations require employers to have a policy against unlawful sexual harassment, discrimination and retaliation. The Agency has had such a policy in place since March 22, 1996, however the regulations further require employers to add all protected classes recognized by California law to their policies, such as "gender identity," "transgender, and "gender expression." They also require employers to expand the definition of religious discrimination within their policies by adding the term "religious creed" to them. The Agency has added these terms to the attached draft Harassment Prevention Policy (see page 2).

The regulations also require employers to incorporate definitions for "quid pro quo" and "hostile work environment." These definitions are already incorporated in our current Policy.

The regulations also incorporate protections against harassment for unpaid interns and volunteers. These position classifications have been added to the attached draft Policy (see page 1).

The Agency took the opportunity to ensure all other elements within the policy were in compliance. In doing so, staff determined the term "military/veteran status" was required to be incorporated within the list of terms of protected classes (see page 2).

Changes to the attached draft policy are identified in bold, italicized and underlined and deletions are stricken out.

The updated policy has been reviewed by Agency General Counsel and they have confirmed compliance with the updated regulation amendments.

Fiscal Impact:

None

Recommendation:

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

- Adopt the updated Harassment Prevention Policy.

Distribution: All Employees		Subject: HARASSMENT PREVENTION POLICY	
Effective Date: March 22, 1996	Page No. 1	Pages Of 5	File Under Section: 1 - 3
Revision/Review Date: January 1, 2010 July 28, 2016		Approved By:	

PURPOSE

To state the Agency's policy on harassment prevention

POLICY

The Riverside Transit Agency intends to continue to provide employees with a positive working environment based on trust and mutual respect. Harassment as defined in this policy or any other conduct of an intimidating, unprofessional or personally offensive nature is strictly forbidden and will not be tolerated.

If you feel you have been the subject of harassment, the Agency must be notified as soon as possible. Please contact RTA's representative for complaints:

Name	<u>Laura Camacho</u>
Title	<u>Chief Administrative Services Officer</u>
Location	<u>Riverside Transit Agency</u>
Phone	<u>(951) 565-5080</u>
Address	<u>1825 Third Street</u> <u>Riverside, CA 92507</u>

Employees may also choose to complain to an immediate supervisor or any other management staff. Any supervisor or management staff who receives a complaint of harassment must notify the Chief Administrative Services Officer immediately.

All types of harassment complaints will be treated as confidentially as possible and investigated promptly, fairly and thoroughly. Retaliation against anyone making a complaint of harassment or assisting in the investigation of a harassment complaint is strictly prohibited and will subject the offender to disciplinary action.

GENERAL

Information About Harassment:

Sexual harassment is against the law. No manager or supervisor may threaten that an employee's submission to or rejection of sexual advances will influence wages, advancement, or any other term or condition of employment. ***Sexual harassment is prohibited by any employee of RTA, whether supervisor, manager, or co-workers, as well as any third parties engaging in such conduct towards any RTA employee, intern, volunteer, or person performing services pursuant to a contract.***

All Employees		HARASSMENT PREVENTION POLICY	
Effective Date: March 22, 1996	Page No. 2	Pages Of 5	File Under Section: 1 - 3
Revision/Review Date: January 1, 2010 July 28, 2016		Approved By:	

Unwelcome visual, verbal, or physical conduct of a sexual nature which creates a hostile, intimidating or offensive work environment is also prohibited.

In addition, harassment is also prohibited when based on an employee's protected class. "Protected class" includes race, color, age (40 years of age or over), sex, **gender, gender identity (which includes transgender), gender expression**, religion, **religious creed**, national origin, physical or mental disability, medical condition, sexual orientation, marital status, ancestry, **military/veteran status**, or genetic information, or any other class protected by state or federal law. This means that if an Agency employee, public official or contractor directs unwelcome conduct toward an employee because of his or her protected class and the conduct has the purpose or effect of creating a hostile work environment for the employee, that individual may be disciplined for engaging in harassing conduct.

When harassment occurs, the Agency will take prompt and appropriate remedial action, including disciplinary action against the harasser(s), up to and including termination.

Any employee who feels he/she has been harassed, or who is aware of another employee who has, is encouraged to immediately contact our organization's representative responsible for receiving such complaints. No adverse employment action will be taken against an employee who submits a complaint he/she believes to be valid, or an employee who assists in the investigation of such a complaint--no matter what the outcome of the investigation.

What is Sexual Harassment? Here is how sexual harassment is defined under the laws:

The Equal Employment Opportunity Commission (EEOC) Guidelines on Discrimination Because of Sex state:

"Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment,
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment."

Distribution: All Employees		Subject: HARASSMENT PREVENTION POLICY	
Effective Date: March 22, 1996	Page No. 3	Pages Of 5	File Under Section: 1 - 3
Revision/Review Date: January 1, 2010 July 28, 2016		Approved By:	

Thus, as defined by law, sexual harassment includes unwanted sexual advances, and visual, verbal, or physical conduct of a sexual nature. It includes suggestive remarks, unwanted touching, and pressure for sexual favors.

Conduct occurring off-duty, outside of the workplace, may still constitute sexual harassment prohibited by this policy. Conduct involving individuals outside the organization with whom an employee must interact in the performance of job responsibilities may also constitute a violation of this policy.

There are two types of illegal sexual harassment--quid pro quo and hostile work environment. Quid pro quo (this for that) is harassment that affects any aspect of an employee's terms or conditions of employment, for example, an offer of promotion by a supervisor in exchange for sexual favors. Hostile work environment is sexual harassment that creates a "hostile, intimidating, or offensive environment." A hostile environment can be created by verbal harassment (such as slurs or derogatory comments), physical harassment (such as offensive touching or interference with movement) and visual harassment (such as derogatory drawings and cartoons). Generally, hostile work environment harassment involves more than one incident--unless a single incident consists of outrageous conduct.

Examples of Sexual Harassment

- **Unwanted sexual advances:** unwanted physical contact, unwanted sexual gestures and unwanted discussions of a sexual nature; offering employment benefits in exchange for sexual favors; making or threatening reprisals after a negative response to sexual advances;
- **Visual conduct:** leering, making sexual gestures, or displaying sexually suggestive objects or pictures, cartoons, or posters;
- **Verbal conduct:** making or using sexually derogatory comments, epithets, slurs, and jokes; verbal sexual advances or propositions; verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, sexually suggestive or obscene letters, notes, or invitations;
- **Physical conduct:** touching, assaulting, or impeding or blocking movement.

If you have a question about whether particular conduct is sexual harassment, contact our Agency representative. If you wish, you may ask a question without revealing your identity.

Distribution: All Employees		Subject: HARASSMENT PREVENTION POLICY	
Effective Date: March 22, 1996	Page No. 4	Page Of 5	File Under Section: 1 - 3
Revision/Review Date: January 1, 2010 July 28, 2016		Approved By:	

Examples of Harassment based on other protected classes include but are not limited to:

- Making statements that reflect gender-based, racial, disability stereotypes of bias.
- Mocking employees because of their accent, culture, or names if they are from a different country.
- Making insensitive remarks about employees based on their protected class.
- Treating employees in an offensive manner or treating them differently because of their protected class.
- Imparting religious views on employees when they do not welcome such conduct.
- Viewing pornographic, racial, or disability based material on the internet.

How to Prevent/Stop Harassment on Your Own

If you feel someone is harassing you (either sexually or based on another protected class as defined in this policy), you are encouraged to let that person know how you feel, as directly as possible and as soon as possible. Tell the person what behavior you find offensive and say what you want or don't want to happen, such as "Please don't tell me jokes like that." Of course, you may immediately advise your supervisor or other supervisory staff of any type of conduct you feel is harassing.

In addition, if for any reason you are not comfortable trying to stop the harassment on your own, submit a complaint as explained in the next section.

How to Submit a Complaint

If you feel you have been the subject of harassment, this is what you should do:

1. Contact (by phone, mail, or a visit) RTA's representative for complaints or an immediate supervisor or other management staff. Supervisors must report any complaints received immediately to the Human Resources Department.
2. If you do not receive a prompt response from the Agency to your complaint, you then have the option of contacting the California Department of Fair Employment and Housing (DFEH). It serves as a neutral fact finder to help individual employees resolve harassment complaints. To find the office nearest you, look in the phone book under State of California, Department of Fair Employment and Housing. (You have one year from the date of harassment to file such a complaint.)
3. If you feel you need further assistance, you may also go to the Equal Employment Opportunity Commission (EEOC).

Distribution: All Employees		Subject: HARASSMENT PREVENTION POLICY	
Effective Date: March 22, 1996	Page No. 5	Pages Of 5	File Under Section: 1 - 3
Revision/Review Date: January 1, 2010 July 28, 2016		Approved By:	

What Will Happen When You Contact Our Organization's Representative

1. Our representative will talk with you to learn about your concerns and obtain information needed to investigate the concerns.
2. Your complaint will be promptly and thoroughly investigated. The investigation will include obtaining information from whomever you believe has been harassing you and anyone who may have been a witness to the harassment. The investigation will be kept as confidential as possible.
3. If harassment is found to have taken place, prompt and appropriate corrective action will be taken.
4. The Agency will follow up with you to see that no further harassment takes place.
5. No matter what the outcome of the investigation, no action will be taken against you because you have made a complaint, so long as you believed the complaint to be valid, or against anyone involved in the investigation of your complaint. Such a complaint will not affect your employment in any way.

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA. 92507

July 6, 2016

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Tammi Ford, Clerk of the Board of Directors

SUBJECT: Approve Amendments to the Agency's Policy for Transferring Title of Retired Paratransit Vehicles, Type VII Revenue Vehicles, Trolleys and Service Trucks (Surplus Vehicles)

Summary: The Riverside Transit Agency (RTA) has a policy which transfers title of vehicles and service trucks (surplus vehicles) to registered 501c non-profit or service organizations, municipalities, county agencies and special districts. These surplus vehicles have surpassed their useful life according to Federal Transit Administration (FTA) guidelines, and are at least four (4) years old and have accumulated over 100,000 road miles.

The policy outlines the criteria for eligibility, as well as the process for transfer of a vehicle. Recipients of a surplus vehicle must be located within the boundaries of those cities and the County of Riverside's Supervisorial Districts that are members of the Joint Powers Agreement of RTA, and must be endorsed by an RTA Board member through a formal written request for transfer made to the RTA Chief Executive Officer. In addition, recipients must agree not to sell, donate or otherwise transfer the vehicle to another party for a period of no less than one (1) year from the date of transfer by RTA.

RTA has recently reviewed the existing policy and has determined that the policy should be updated for the purpose of clarifying the procedures to transfer a vehicle, and to include Type VII 26 passenger and trolley vehicles in the policy. The last time this policy was updated was in 2005. The proposed updated policy is included in this staff report as Attachment A. To assist the Board in identifying the revisions, Staff has stricken deletions and bolded and italicized additions.

Fiscal Impact:

None.

Recommendation:

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

- Approve the amendment to the RTA Policy for Transferring Title of Retired Paratransit Vehicles, Type VII Revenue Vehicles, Trolleys and Service Trucks (Surplus Vehicles).

ATTACHMENT A

***POLICY FOR TRANSFERRING TITLE
OF RETIRED PARATRANSIT VEHICLES, TYPE VII
REVENUE VEHICLES, TROLLEYS AND SERVICE
TRUCKS (SURPLUS VEHICLES)***

ADOPTED BY :

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

***ADOPTED AND REVISED:
July 28, 2016***

Riverside Transit Agency
Policy for Transferring Title
of Retired Paratransit Vehicles, **Type VII Revenue Vehicles,**
Trolleys and Service Trucks (Surplus Vehicles)

Background:

The Riverside Transit Agency (RTA) transfers title of vehicles and service trucks (surplus vehicles) that, according to Federal Transit Administration (FTA) guidelines, have surpassed their useful life. These surplus vehicles are eligible for retirement when they reach at least four (4) years of age and/or have accumulated over 100,000 miles. This criteria may be changed from time-to-time, as determined by the FTA. Current criteria for the useful vehicle life of a specific vehicle can be found at www.fta.dot.com. Organizations requesting surplus vehicles will assume full liability **for the vehicle** upon transfer of title. In ~~many~~ **some** cases, surplus vehicles may not be in running condition. RTA will not perform any repairs to vehicles that are designated for retirement. ~~Organizations requesting surplus vehicles will assume full liability upon transfer of title.~~ Surplus vehicles will be provided as-is, where-is, with no warranty expressed or implied as to merchantability or fitness of purpose.

I. Policy

The RTA will consider the transfer of title of surplus vehicles to **a registered 501c non-profit or service organization, municipality, county agency, or special district located within the boundaries of those cities and the County of Riverside's Supervisorial Districts** that are members of the Joint Powers **Agreement Agency of the Riverside Transit Agency.** ~~and the County of Riverside's Supervisorial Districts 1, 2, 3, and 5 in accordance with the following procedures.~~

II. Procedures

- ~~1. Written notification of availability of surplus vehicles will be made by the Chief Executive Officer to each Board Member, each JPA member City Manager, and to each office of the four County Supervisors who serve as RTA Board Members.~~

1. There must be a formal written request addressed to the RTA Chief Executive Officer from the requesting ~~member.~~ **a member of the RTA Board of Directors.** JPA member.
2. ~~An internal panel assigned by~~ The Chief Executive Officer or designee will administer the review of surplus vehicle requests and actual transfers **of title to eligible recipients. Eligible recipients will be placed on a wait list until a surplus vehicle is available for transfer.**
3. **Verified registered 501c non-profit or service organizations, municipalities, special districts or county agencies located within the boundaries of the JPA are eligible to receive an available service truck, paratransit vehicle or Type VII revenue vehicle provided a vehicle has been identified as available.**
4. **When a surplus vehicle(s) becomes available for transfer,** ~~aa~~ lottery system will be utilized to randomly allocate the surplus vehicles **to eligible recipients currently on the wait list.** ~~when they become available. The surplus vehicles will be allocated through a random lottery process in numerical order, lowest bus number will be first.~~
5. **Eligible recipients remaining on the wait list after all available surplus vehicles have been distributed, will remain on the wait list in their current position and will be given priority over subsequent recipients added to the existing wait list.**
6. **Eligible recipients on the wait list who fail to respond or comply with the letter of agreement for transfer may be removed from the eligibility list and may be required to make a new request to receive a surplus vehicle.**
7. ~~Both service and non-profit agencies are eligible for donation of either a service truck or paratransit vehicle as long as vehicles are available. If requests for donation exceed the number of available vehicles, service agencies will be given preference for service trucks.~~
7. ~~A JPA member~~ **Any organization, municipality, special district or county agency** that receives a surplus vehicle through the RTA Vehicle Transfer Program will be ~~excluded from receiving~~ **ineligible to receive a transfer of** another surplus vehicle for a 1-year period unless the RTA has more surplus vehicles available than parties **eligible recipients** who want them.
8. Vehicle value is considered at current fair market value.
9. All RTA logos/decals, license plates, identification numbers, and striping will be removed or covered prior to release of any surplus vehicle.
10. ~~A pre-release~~ **Prior to transfer of a surplus vehicle, an** inspection will be

conducted by the **RTA** Maintenance Manager or an appointed alternate, and will be recorded in the surplus vehicle's permanent maintenance file.

11. ~~The new owner will, with~~ **In** concurrence ~~of~~ **with the transfer of** title transfer, **the new owner** agrees to accept the transferred surplus vehicle(s) as-is, where-is, and agrees to accept full responsibility for the surplus vehicle(s) and to indemnify and hold the RTA harmless against all claims or losses in connection with the possession and/or operation of the surplus vehicle(s), **and will provide valid proof of insurance for the surplus vehicle to RTA at, or before, the time of transfer.**
12. Any surplus vehicle that cannot pass a safety inspection at the time of transfer will be towed at the new owner's expense.
13. The RTA will provide a written agreement between the RTA and the new owner containing the provisions of this procedure.
14. As part of the agreement, the requesting **organization, municipality, special district or** ~~city of~~ County **Agency** will not sell, donate or transfer the surplus vehicle for a period of no less than one (1) year from date of transfer of the surplus vehicle ~~from~~ **by** RTA.
15. As part of the agreement, the requesting **organization, municipality, special district or** ~~city of~~ County **Agency** will use the surplus vehicle directly, or assign the use of the surplus vehicle to a third party, for transportation purposes for no less than one (1) year from the date of transfer ~~from~~ **by** RTA.
16. The RTA may from from time-to-time amend this policy as FTA, RTA or other regulations mandate.

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

July 6, 2016

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE
THRU: Larry Rubio, Chief Executive Officer
FROM: Rohan Kuruppu, Director of Planning
SUBJECT: Approve Resolutions Authorizing Filing of Grant Applications for Fiscal Year 2016-2017 (FY17)

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

Grant opportunities are typically offered by the following organizations:

- Federal Transit Administration (FTA)
- California Department of Transportation (Caltrans)
- California Strategic Growth Council (SGC)
- Riverside County Transportation Commission (RCTC)
- South Coast Air Quality Management District (SCAQMD)
- Southern California Association of Governments (SCAG)

A Board approved resolution is often necessary for the submittal of grant applications. 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 the grant applications.

Approval of the attached resolutions will allow staff to apply for grants from Federal, State, and local sources throughout FY17. Some of these funding sources may require an agency match in order to receive an award. If the program timeline requires immediate action, these resolutions will be used to submit the grant application. Staff will return to the Board at its next available meeting to request ratification of the specific application and resolution.

Fiscal Impact:

None

Recommendation:

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

- Approve attached Resolutions (No. 2016-06 to No. 2016-12).
- Authorize staff to submit grant applications and use applicable resolutions during the course of FY17, as necessary, subject to subsequent Board ratification.

RESOLUTION No. 2016-06

RESOLUTION OF THE BOARD OF DIRECTORS OF THE RIVERSIDE TRANSIT AGENCY AUTHORIZING THE FILING OF APPLICATIONS WITH THE FEDERAL TRANSIT ADMINISTRATION (FTA) FOR FEDERAL TRANSPORTATION ASSISTANCE GRANTS UNDER SECTIONS 5307, 5309 AND 5339 AS AUTHORIZED BY CHAPTER 53 OF TITLE 49, U.S.C, AS AMENDED BY FIXING AMERICA'S SURFACE TRANSPORTATION (FAST) ACT AND OTHER FEDERAL STATUTES ADMINISTERED BY FTA FOR FISCAL YEAR 2016-2017

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

WHEREAS, FTA has been delegated authority to award Federal financial assistance for transportation projects; and

WHEREAS, the grant contract 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 Riverside Transit Agency is an eligible project sponsor for FTA Section 5307, 5309 and 5339 program assistance.

WHEREAS, the Riverside Transit Agency has or will provide all annual certifications and assurances to FTA 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 is authorized to file and execute grant applications on behalf of the Riverside Transit Agency with FTA for Federal assistance authorized by Chapter 53 of Title 49, U.S.C., as amended by FAST Act and other Federal statutes administered by FTA.
2. That the Chief Executive Officer or assigned designee is authorized to file and execute grant application certifications and assurances and other documents that FTA requires before awarding a grant contract or cooperative agreement.
3. That the Chief Executive Officer or assigned designee is authorized to execute grant and cooperative agreements with FTA on behalf of the Riverside Transit Agency.

Passed and approved this 28th day of July, 2016.

AGENCY BOARD DESIGNEE:

RIVERSIDE TRANSIT AGENCY

APPROVED AS TO FORM:

Frank Johnston
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 July 28, 2016.

ATTEST:

Tammi Ford
Clerk of the Board of Directors

RESOLUTION No. 2016-07

RESOLUTION OF THE BOARD OF DIRECTORS OF THE RIVERSIDE TRANSIT AGENCY AUTHORIZING THE FILING OF APPLICATIONS WITH THE CALIFORNIA DEPARTMENT OF TRANSPORTATION (CALTRANS) FOR FEDERAL TRANSPORTATION ASSISTANCE GRANTS UNDER SECTIONS 5304, 5311, AND 5339 AS AUTHORIZED BY CHAPTER 53 OF TITLE 49, U.S.C, AS AMENDED BY FIXING AMERICA'S SURFACE TRANSPORTATION (FAST) ACT AND OTHER FEDERAL STATUTES ADMINISTERED BY FTA FOR FISCAL YEAR 2016-2017

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

WHEREAS, the Governor of the State of California has delegated the designated recipient responsibilities to Caltrans to administer Section 5311 grants to support public transit serviced in non-urbanized areas which have populations of fewer than 50,000 residents and Section 5339 Small Urban grants for urban areas which have populations of 50,000 to 200,000 residents; and

WHEREAS, the grant contract 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, it is required by 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 Federal Transit Act, 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, the Riverside Transit Agency agrees to utilize disadvantaged business enterprises (DBEs) to the fullest extent possible in connection with the project(s), has established the procedures and will ensure maximum utilization of contracts or consultants for construction, supplies, equipment and other services; and

WHEREAS, the Riverside Transit Agency is an eligible project sponsor for FTA Section 5304, 5311, and 5339 program assistance.

WHEREAS, the Riverside Transit Agency has or will provide all annual certifications and assurances to Caltrans 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 is authorized to file and execute grant applications on behalf of the Riverside Transit Agency with Caltrans for Federal assistance authorized by Chapter 53 of Title 49, U.S.C., as amended by FAST Act and other Federal statutes administered by FTA.

2. That the Chief Executive Officer or assigned designee is authorized to file and execute grant application certifications and assurances and other documents that Caltrans requires before awarding a grant contract or cooperative agreement.

3. That the Chief Executive Officer or assigned designee is authorized to execute grant and cooperative agreements with Caltrans on behalf of the Riverside Transit Agency.

Passed and approved this 28th day of July, 2016.

AGENCY BOARD DESIGNEE:

RIVERSIDE TRANSIT AGENCY

APPROVED AS TO FORM:

Frank Johnston
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 July 28, 2016.

ATTEST:

Tammi Ford
Clerk of the Board of Directors

RESOLUTION No. 2016-08

RESOLUTION OF THE BOARD OF DIRECTORS OF THE RIVERSIDE TRANSIT AGENCY AUTHORIZING THE FILING OF APPLICATIONS WITH THE CALIFORNIA DEPARTMENT OF TRANSPORTATION (CALTRANS) AS DESIGNATED BY THE STATE FOR FUNDING OPPORTUNITIES AVAILABLE FROM THE CAP AND TRADE PROGRAM ESTABLISHED BY THE CALIFORNIA LEGISLATURE IN 2014 BY SENATE BILL 862 (SB 862) FOR FISCAL YEAR 2016-2017

WHEREAS, Senate Bill 862 (2014) names Caltrans as the administering agency for these funds; and

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

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

WHEREAS, the Riverside Transit Agency (RTA) is an eligible project sponsor and may receive funding from the Cap and Trade Program; and

WHEREAS, RTA wishes to delegate authority to the Chief Executive Officer or his assigned designee to file grant applications with necessary documents and execute grant agreements and any amendments.

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

1. RTA agrees to comply with all conditions and requirements set forth in the Certification and Assurances and the Authorized Agent documents and applicable statutes, regulations and guidelines for all transit projects funded with the Cap and Trade funds.

2. That the Chief Executive Officer or assigned designee is authorized to file and execute grant applications on behalf of the Riverside Transit Agency with Caltrans for the Cap and Trade funds.

3. That the Chief Executive Officer or assigned designee is authorized to file and execute grant contract or funding agreement with necessary documents that the administration agency requires before awarding a grant contract or funding agreement.

4. That the Chief Executive Officer or assigned designee is authorized to execute grant contract and funding agreements with Caltrans on behalf of the Riverside Transit Agency.

Resolution No. 2016-08
Page 2 of 2

Passed and approved this 28th day of July, 2016.

AGENCY BOARD DESIGNEE:

RIVERSIDE TRANSIT AGENCY

APPROVED AS TO FORM:

Frank Johnston
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 July 28, 2016.

ATTEST:

Tammi Ford
Clerk of the Board of Directors

RESOLUTION No. 2016-09

RESOLUTION OF THE BOARD OF DIRECTORS OF THE RIVERSIDE TRANSIT AGENCY AUTHORIZING THE FILING OF APPLICATIONS WITH THE STRATEGIC GROWTH COUNCIL (SGC) AS DESIGNATED BY THE STATE FOR FUNDING OPPORTUNITIES AVAILABLE FROM SUSTAINABLE COMMUNITIES PLANNING GRANTS AND INCENTIVES PROGRAM (PROPOSITION 84) FOR FISCAL YEAR 2016-2017

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 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 by 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.
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 his 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 28th day of July, 2016.

AGENCY BOARD DESIGNEE:

RIVERSIDE TRANSIT AGENCY

APPROVED AS TO FORM:

Frank Johnston
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 July 28, 2016.

ATTEST:

Tammi Ford
Clerk of the Board of Directors

RESOLUTION No. 2016-10

RESOLUTION OF THE BOARD OF DIRECTORS OF THE RIVERSIDE TRANSIT AGENCY AUTHORIZING THE FILING OF GRANT APPLICATIONS WITH THE RIVERSIDE TRANSPORTATION COMMISSION (RCTC) FOR MEASURE A, CAPITAL OR OPERATING ASSISTANCE GRANTS FOR FISCAL YEAR 2016-2017

WHEREAS, the Riverside County Transportation Commission, is authorized to issue grants for mass transportation programs or projects; and

WHEREAS, the agreement 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, the Riverside Transit Agency agrees to utilize disadvantaged business enterprises (DBEs) to the fullest extent possible in connection with the project(s), has established the procedures and will ensure maximum utilization of 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 file and execute grant applications on behalf of the Riverside Transit Agency with RCTC for aid in financing of capital and operating assistance programs or projects.

2. That the Chief Executive Officer or his assigned designee is authorized to file and execute such application, amendment, assurance or any necessary document required by RCTC.

3. That the 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 the 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 28th day of July, 2016.

AGENCY BOARD DESIGNEE:

RIVERSIDE TRANSIT AGENCY

APPROVED AS TO FORM:

Frank Johnston
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 July 28, 2016.

ATTEST:

Tammi Ford
Clerk of the Board of Directors

RESOLUTION No. 2016-11

RESOLUTION OF THE BOARD OF DIRECTORS OF THE RIVERSIDE TRANSIT AGENCY AUTHORIZING THE FILING OF GRANT APPLICATIONS WITH THE SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT (SCAQMD), FOR CONGESTION MITIGATION AND AIR QUALITY, CARL MOYER PROGRAM AND OTHER CAPITAL OR OPERATING ASSISTANCE GRANTS FOR FISCAL YEAR 2016-17

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

WHEREAS, the agreement 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, the Riverside Transit Agency agrees to utilize disadvantaged business enterprises (DBEs) to the fullest extent possible in connection with the project(s), has established the procedures and will ensure maximum utilization of 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 file and execute grant applications on behalf of the Riverside Transit Agency with SCAQMD for aid in financing of capital and operating assistance programs or projects.
2. That the Chief Executive Officer or his assigned designee is authorized to file and execute such application, amendment, assurance or any necessary document required by 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 the Chief Executive Officer or his assigned designee is authorized to set forth and execute DBE 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 SCAQMD for aid in financing of capital and operating assistance programs or projects.

Passed and approved this 28th day of July, 2016.

AGENCY BOARD DESIGNEE:

RIVERSIDE TRANSIT AGENCY

APPROVED AS TO FORM:

Frank Johnston
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 July 28, 2016.

ATTEST:

Tammi Ford
Clerk of the Board of Directors

RESOLUTION No. 2016-12

RESOLUTION OF THE BOARD OF DIRECTORS OF THE RIVERSIDE TRANSIT AGENCY AUTHORIZING THE FILING OF GRANT APPLICATIONS WITH THE SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS (SCAG) FOR CAPITAL OR OPERATING ASSISTANCE GRANTS FOR FISCAL YEAR 2016-17

WHEREAS, the Southern California Association of Governments 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, the Riverside Transit Agency agrees to utilize disadvantaged business enterprises (DBEs) to the fullest extent possible in connection with the project(s), has established the procedures and will ensure maximum utilization of 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 the 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 the 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 the 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 28th day of July, 2016.

AGENCY BOARD DESIGNEE:

RIVERSIDE TRANSIT AGENCY

APPROVED AS TO FORM:

Frank Johnston
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 July 28, 2016.

ATTEST:

Tammi Ford
Clerk of the Board of Directors

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

July 6, 2016

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Rohan Kuruppu, Director of Planning

SUBJECT: September 2016 Service Changes

Summary: Each year Riverside Transit Agency's (RTA) staff reviews the on-time performance at a route level to maintain on-time performance in line with the system goal of 85 percent as well as to ensure sufficient recovery time is available for coach operators to ensure safety. Additionally, regular service changes are necessary to achieve better connectivity between RTA bus routes, interagency routes and Metrolink rail service. These changes are generally implemented during one of the three annual programmed service changes in January, May, and September.

The service changes proposed here are slated for implementation in September 2016. To improve the on-time performance and transfer connections between routes, additional time would be added to directly-operated Routes 1, 11, 12, 14, 15, 16, 19, 22, 27, 29, and 206. The proposed changes will result in an additional 5.4 revenue hours of service each weekday and about 3 hours per Saturday and Sunday. This increase was not included in the FY17 operating budget. The proposed changes will improve service reliability and therefore help preserve existing ridership. Thus, no ridership impact is anticipated. A summary of the additional hours per route is shown in Exhibit A.

With the use of RTA's new Clever Devices automatic passenger counting system and analytics, staff was able to identify several low productivity trips (five or less passengers per trip or service frequency provided is not in line with level of demand). Eliminating such poor performing trips will offset the resulting incremental cost of the added service hours above with minimal negative ridership impact. These trips are listed in Exhibit B.

The six weekday, two Saturday, and four Sunday trips listed for elimination represent a 0.3, 0.12, and 0.4 percent of weekday, Saturday, and Sunday service hours, respectively. These trips have been identified in a fair and equitable manner consistent with Title VI requirements. Consequently, a public hearing is not required as the percentage of daily service hours is well below the 25 percent threshold.

Fiscal Impact:

The estimated cost of the proposed revenue service hour increase is \$87,291. The estimated cost savings from the proposed revenue service hour reductions is \$96,153. This results in an operational cost saving of \$8,862. The estimated loss in fare revenue is \$6,004. There is no farebox recovery ratio impact.

Recommendation:

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

- Authorize staff to implement the proposed service changes in September 2016.

Exhibit A: Added Hours per Route for On-Time Performance Improvements

Route	Weekday	Saturday	Sunday
1	2.27	0.93	0.92
11	0.08	1.25	1.33
12	0.22	1.65	1.47
14	1.38	-0.08	-0.13
15	0.08	-0.05	-0.13
16	0.70	-0.52	-0.50
19	0.30		
22	0.08		
27	0.07		
29	0.13	0.00	0.00
206	0.08		
Impact (Hrs./Day): Run Time Reviews Operating Days Impacted (FY17)	5.40 208	3.18 41	2.95 44
Hours/Day Type (FY17)	1123.2	130.4	129.8
Total Hours (FY17)	1383.4	\$87,291	

The added hours provide extra minutes of running time as needed for many trips across the impacted routes to improve on-time performance

Exhibit B: List of Trips for Elimination

The following table lists service hour impacts from trip eliminations outlined below:

Total Service Hour Reduction

Route	Weekday	Saturday	Sunday
10	3.22	0.00	0.00
14	0.83	0.88	0.88
15	1.38	0.00	0.00
16	0.83	0.62	2.73
Daily Overall Impact (Hrs.): Trip Eliminations Operating Days Impacted (FY17)	6.26	1.50	3.61
Operating Days Impacted (FY17)	208	41	44
Hours per Day Type (FY17)	1303.5	61.4	159.0
Total Hours/\$ (FY17)	-1523.8	\$96,153	

Details of trips to be eliminated:

Route 10 (City of Riverside):

- Eliminate 5:29 a.m. westbound trip weekdays between Riverside Downtown Terminal and Galleria at Tyler (average 5 passengers): First trip westbound will then be 6:09 a.m. weekdays.
- Eliminate 7:00 a.m. westbound Riverside Downtown Terminal to Galleria at Tyler school terms only trip weekdays (average 30 passengers): these passengers can ride the regular Route 10 trip that will run 5 min. later.
- Eliminate 7:18 a.m. eastbound Riverside Downtown Terminal to Mt. Vernon & Watkins school terms only trip weekdays (average 7 passengers): the passengers can ride the regular Route 10 trip that runs at the same time.

Route 14 (City of Riverside):

- Eliminate 7:54 p.m. eastbound Galleria at Tyler to Riverside Downtown Terminal trip weekdays (average 4 passengers): Route 1 and 10 trips available within 0.5 miles.
- Eliminate 7:12 p.m. westbound Riverside Downtown Terminal to Galleria at Tyler trip weekends (average 5 passengers): Route 1 and 10 trips available within 0.5 miles.

Route 15 (City of Riverside)

- Eliminate 9:33 p.m. eastbound Merced & Magnolia to Riverside Downtown Terminal trip weekdays (average 6): Route 15 eastbound trips available approximately ½ hour before and after this trip.

Route 16 (Cities of Riverside and Moreno Valley)

- Combine the eastbound 9:38 p.m. and 10:03 p.m. Riverside Downtown Terminal to Moreno Valley Mall trips weekdays (Average 8 and 6 passengers respectively) to one single trip at 9:54 p.m.
- Eliminate the eastbound 6:52 a.m. Riverside Downtown Terminal to Moreno Valley Mall Saturday trip (average 9 passengers) and adjust surrounding trips to provide approximately 45 min. instead of 30 min. service.
- Eliminate the eastbound 6:52 a.m. and 8:17 a.m. and westbound 7:35 a.m. trips between Riverside Downtown Terminal and Moreno Valley Mall Sundays (average 6, 9, and 9 passengers respectively). Adjust surrounding trips to provide approximately 45 min. instead of 30 min. service between 6:30 a.m. and 8:00 a.m. Sundays.