



November 2, 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 – OCTOBER 5, 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 – SEPTEMBER 2016 (P.8)

RECEIVE AND FILE

B. TRANSPORTATION CENTER MONTHLY REPORT – SEPTEMBER 2016 (P.15)

RECEIVE AND FILE

6. AUTHORIZE A YOUTH HOLIDAY FARE OF 25 CENTS PER BOARDING FROM DECEMBER 18, 2016 THROUGH JANUARY 8, 2017 (P.19)

APPROVE

7. AUTHORIZATION TO AMEND MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS (WRCOG) AND THE RIVERSIDE TRANSIT AGENCY (AGENCY) TO FACILITATE DISBURSEMENT OF THE AGENCY'S SHARE OF TRANSPORTATION UNIFORM MITIGATION FEE (TUMF) FUNDS (P.22)

APPROVE

ITEM

RECOMMENDATION

8. AUTHORIZATION TO AMEND THE FISCAL YEAR 2016/2017 (FY17) SHORT RANGE TRANSIT PLAN (SRTP) AND OPERATING BUDGET DUE TO REVISING ROUTE 54 TO SUPPORT ADDITIONAL PERRIS VALLEY LINE (PVL) TRAINS SERVICING THE FESTIVAL OF LIGHTS (P.25)

APPROVE

9. BOARD MEMBER COMMENTS

10. ANNOUNCEMENTS

11. NEXT MEETING

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

12. MEETING ADJOURNMENT

RTA BOARD ADMINISTRATION AND OPERATIONS COMMITTEE MEETING
Minutes
October 5, 2016

1. **CALL TO ORDER**

Chairman Frank Johnston called the Board Administration and Operations Committee meeting to order at 1:05 p.m., on October 5, 2016, in the RTA Board Room. Committee Chair Randon Lane assumed the committee chair seat immediately following the opening of the meeting.

2. **SELF-INTRODUCTIONS**

Self-introductions of those in attendance took place.

Committee Members Attending

1. Committee Chair Randon Lane, City of Murrieta
2. Chairman Frank Johnston, City of Jurupa Valley
3. Director Art Welch, City of Banning
4. Director Daryl Hickman, City of Lake Elsinore
5. Director Greg August, City of Menifee
6. Director Andy Melendrez, City of Riverside
7. Alternate Donna Johnston, County of Riverside, District II

Committee Members Absent

1. Director Ike Bootsma, City of Eastvale
2. Director Jesse Molina, City of Moreno Valley
3. Director Tonya Burke, City of Perris
4. Director Bridgette Moore, City of Wildomar
5. Director Kevin Jeffries, County of Riverside, District 1

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. Natalie Zaragoza, Director of Contracts
11. Rick Kaczerowski, Director of Information Technologies
12. Brad Weaver, Marketing Manager
13. Eric Ustation, Government Affairs Manager
14. Adam Chavez, Deputy Director of Maintenance

15. Joe Forgiarini, Planning and Scheduling Manager
16. Jackie Bronson, HR Manager
17. Leif Lovegren, Planning Analyst

Other Attendees:

1. Eric Lewis, City of Moreno Valley
2. Paul Raver, Council Member City of Hemet
3. Joe Punsalin, KTU+A

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

None.

4. **APPROVAL OF MINUTES – SEPTEMBER 7, 2016 COMMITTEE MEETING**

M/S/C (WELCH/HICKMAN) approving the minutes of the September 7, 2016 Committee meeting.

The motion carried unanimously.

5. **CONSENT CALENDAR**

M/S/C (MELENDREZ/WELCH) approving the receipt and file of Item A – Personnel Reports – August 2016.

The motion carried unanimously.

M/S/C (MELENDREZ/WELCH) approving the receipt and file of Item B – Transportation Center Monthly Reports – August 2016.

The motion carried unanimously.

6. **TITLE VI PROGRAM 2016**

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

- Authorize staff to submit the attached Title VI Program 2016 update for FY14-16 to the FTA by November 1, 2016 to satisfy requirements under FTA Circular 4702.1B and the Civil Rights Act of 1964.

The motion carried unanimously.

7. STATE ROUTE 74/FLORIDA AVENUE COMPLETE STREETS PROJECT

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

- Authorize staff to submit a Letter of Intent (LOI) to commit up to \$268,448 of TUMF funds already programmed and approved in the TUMF TIP, subject to WRCOG's approval of RA, to participate in the SR 74/Florida Avenue Complete Streets Project and develop an MOU with Caltrans for improvement of bus stops along the SR 74/Florida Avenue as part of this project. (The MOU will be presented to the Board for consideration at a future date).

The motion carried unanimously.

8. CITY OF HEMET MOBILITY HUB PROJECT

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

- Authorize staff to prepare a conceptual plan for the Hemet Mobility Hub Project in partnership with the City of Hemet for a cost not to exceed \$139,000.
- Approve attached resolution authorizing staff to seek Federal, State, and local funding sources for the Hemet Mobility Hub Project.
- The Committee also directed that new developments near the proposed Hemet Mobility Hub be reflected in the plan.

The motion carried unanimously.

9. UPDATE ON FIRST AND LAST MILE STRATEGIC PLAN PROJECT

Mr. Rohan Kuruppu and Mr. Joe Punsalin from KTU+A presented an updated on the first and last mile strategic plan project.

10. BOARD MEMBER COMMENTS

Comments were made by the following Board members: Director Daryl Hickman.

11. ANNOUNCEMENTS

Larry Rubio made an announcement.

12. **NEXT MEETING**

Wednesday, November 2, 2016,
1:00 p.m.
Riverside Transit Agency
1825 Third Street
Riverside, CA 92507

13. **MEETING ADJOURNMENT**

The meeting was adjourned at 1:47 p.m.

DRAFT

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

November 2, 2016

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Laura Camacho, Chief Administrative Services Officer

SUBJECT: Personnel Report - September 2016

Summary: The attached report summarize personnel activity that occurred in September 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 - SEPTEMBER 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	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
Benefits Administrator	1	1
Human Resources Specialist	1	1
Human Resources Clerk	1	1
Admin Clerk - Human Resources	1	0
Receptionist	<u>1</u>	<u>1</u>
Department Subtotal	7	6
<u>RISK MANAGEMENT</u>		
Risk Manager	1	1
Safety & Security Officer	1	1
Risk Management Specialist	1	1
Department Subtotal	3	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	31	30
Property Maintainer	1	1
Tire Servicer	1	1
Servicer	<u>15</u>	<u>15</u>
Department Subtotal	63	62

DEPARTMENT AND TITLE	BUDGETED POSITIONS	FILLED POSITIONS
<u>MARKETING</u>		
Director of Marketing	1	1
Marketing Manager	1	1
Government Affairs Manager	1	1
Customer Information Supervisor	1	1
Customer Information Clerk, Senior Lead	1	1
Customer Information Clerk, On-Call	<u>19</u>	<u>17</u>
Department Subtotal	24	22
<u>OPERATIONS</u>		
Chief Operating Officer	1	1
Director of Operations	1	1
Operations Manager	1	1
Training Manager	1	1
Training Instructor	1	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	10
Surveillance Clerk	1	1
Transit Clerk	1	1
Full-Time ¹ Coach Operator	265	266
Part-Time Coach Operator	<u>0</u>	<u>19</u>
Department Subtotal	300	318
<u>CONTRACT OPERATIONS</u>		
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	<u>1</u>	<u>1</u>
Department Subtotal	12	12
<u>PLANNING</u>		
Director of Planning	1	1
Grants Manager	1	1
Planning & Scheduling Manager	1	1
Project Manager	1	1
Scheduling Analyst	1	1
Planning Analyst	1	1
Planning & Programming Specialist	<u>2</u>	<u>2</u>
Department Subtotal	8	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	1
Parts Clerk	<u>5</u>	<u>5</u>
Department Subtotal	11	11
Totals	446	460

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

WORKFORCE DATA - SEPTEMBER 2016

POSITION CLASSIFICATION	TOTAL EMPLOYEES	% OF MINORITY EMPLOYEES	% OF FEMALE EMPLOYEES	CENSUS AVAILABILITY		UNDERUTILIZED	
				%MIN	%FEM	MIN	FEM
Executive/First/Mid Level Officials & Managers	51	54.9%	25.5%	38.2%	38.2%	No	Yes
Professionals	14	42.6%	28.6%	42.0%	55.9%	No	Yes
Administrative Support Workers	50	70.0%	72.0%	54.9%	73.5%	No	Yes
Operatives	285	77.9%	47.7%	74.4%	26.1%	No	No
Craft Workers	30	66.7%	0.0%	61.7%	3.2%	No	Yes
Laborers	12	58.3%	0.0%	79.2%	13.6%	Yes	Yes
Service Workers	16	93.8%	0.0%	65.4%	57.7%	No	Yes
Technicians	2	50.0%	0.0%	50.3%	48.6%	Yes	Yes
Total	460						

APPLICATIONS - SEPTEMBER 2016

POSITION TITLE	TOTAL APPLICANTS	RESPONDENTS TO EEO QUESTIONNAIRE	% OF MINORITY APPLICANTS	% OF FEMALE APPLICANTS
Administrative Clerk	406	380	77%	84%
Coach Operator	68	65	80%	57%
Customer Information Clerk	46	42	90%	65%
Maintenance Supervisor	34	30	47%	0%
Operations Supervisor	46	46	61%	28%
Servicer	21	21	81%	10%
Training Instructor	33	33	64%	33%
total applications	654			

DISCIPLINE - SEPTEMBER 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	1	2	3		0	0	0	0	0	0	1	0	0	0	0	0
Operations	8	18	13	1	4	26	11	3	1	1	1		1	6	0	0
TOTALS	90								11							

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

PERSONNEL ACTIVITY - SEPTEMBER 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	17	9	8	4	2	1	0	0	1	5	1	0	0	0	1	15
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	1	0	1	0	0	0	0	0	0	1	0	0	0	0	0	1
Resignations	3	2	1	1	1	0	0	0	0	1	0	0	0	0	0	3
Retirements	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

FOR FISCAL YEAR 07/01/16 THROUGH 06/30/17
FULL-TIME SEPARATIONS

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

	Administration	Bargaining Unit		Administration	Bargaining Unit
Terminations	2	5	Terminations	4	27
Resignations	0	7	Resignations	8	20
Retirements	0	2	Retirements	2	6
Other	0	0	Other	0	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

November 2, 2016

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Jim Kneepkens, Director of Marketing

SUBJECT: Transportation Center Monthly Report – September 2016

Summary: In September 2016, the Customer Information Center answered 31,520 calls, a 19.9% decrease compared to September 2015. Calls included 162 commendations, general comments and valid complaints. The number of calls to Dial-A-Ride was 12,401, a 2.5% decrease compared to September 2015. 43,921 calls were received between the two call centers, which reflects a 15.6% decrease compared to the same period last year.

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

Recommendation:

Receive and file.

Riverside Transit Agency

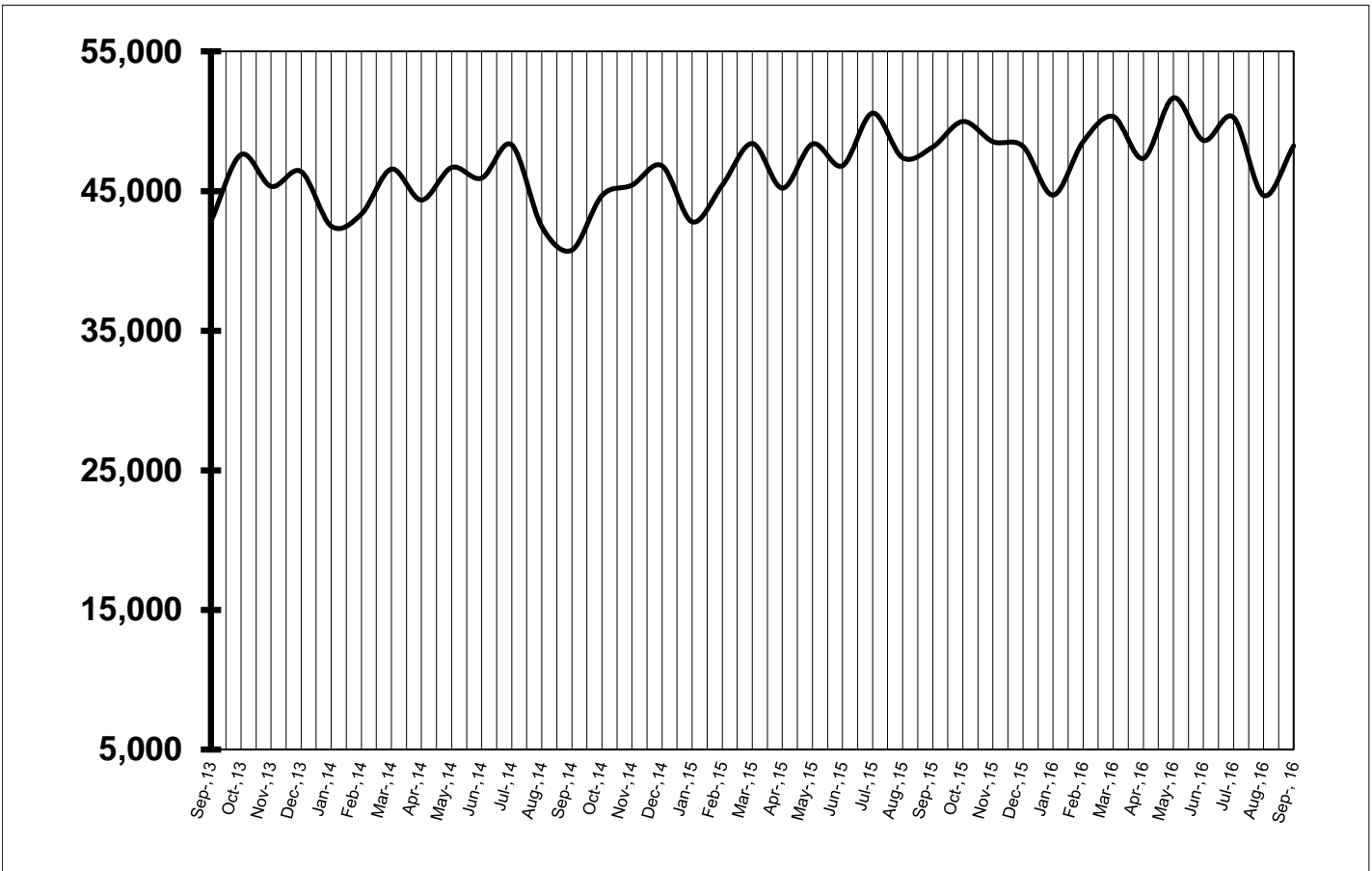
September 2016 Transportation Center Call Totals

Customer Information Center (CIC)	September 2016	September 2015	Percent Change
Information Calls	31,358	39,115	-19.8%
Complaints	105	143	-26.6%
Comments	37	52	-28.8%
Commendations	20	24	-16.7%
Total CIC Calls	31,520	39,334	-19.9%

Dial-A-Ride (DAR)

Total DAR Calls	12,401	12,719	-2.5%
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Total Calls	43,921	52,053	-15.6%
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Complaints, Comments & Commendations

Valid Complaints

Category	September 2016	September 2015	12 Month Average per Month	Complaints per 10,000 Passengers
Bus Stop	3	4	3	0.04
Careless Driving	15	14	10	0.19
Conduct	6	12	6	0.07
Crowded	0	1	0	0.00
Customer Service	13	18	13	0.16
Early Bus	8	2	5	0.10
Fare Dispute	2	0	2	0.02
Late Bus	18	33	20	0.22
Missed Transfer	0	8	3	0.00
No Show	4	7	4	0.05
Passed By	20	18	13	0.25
Passenger Conduct	0	3	2	0.00
Reasonable Modification	0	0	0	0.00
Other	16	23	18	0.20
Total	105	143	98	1.31

Ridership

	September 2016	September 2015	12 Month Average per Month
All services	801,308	848,225	759,663

Comments

	September 2016	September 2015	12 Month Average per Month	Comments per 10,000 Passengers
General Comments	37	52	33	0.46

Commendations

	September 2016	September 2015	12 Month Average per Month	Commendations per 10,000 Passengers
General Commendations	20	24	21	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

November 2, 2016

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Jim Kneepkens, Director of Marketing
Craig Fajnor, Chief Financial Officer

SUBJECT: Authorize a Youth Holiday Fare of 25 Cents per Boarding from December 18, 2016 through January 8, 2017

Summary: Historically, Riverside Transit Agency (RTA) bus ridership drops during the winter holiday season. This drop begins in late December and continues through the first week of January as students stop riding the bus to get to local schools and colleges, commuters take vacations and most school districts take a three-week winter recess. During last year's winter break, RTA ridership dropped 35 percent but quickly increased 41 percent in the three weeks following the break.

With ridership expected to dip again this holiday season, staff believes this is an ideal time to reintroduce RTA as a viable holiday transportation option. In effort to promote public transportation and increase ridership during the holiday break for students in grades 1-12, staff proposes offering 25-cent rides during the upcoming holiday break. The promotion would run from December 18, 2016 to January 8, 2017. The 25-cent-per-boarding fare would be offered on any fixed-route bus including CommuterLink express buses. To qualify for the reduced fare, students would be required to show a school-issued student ID card from the current school year, an RTA Youth ID card, a California driver's license or state ID showing the student is 18 years old or younger.

On May 26, 2016, the RTA Board of Directors authorized a youth summer promotional fare of 25 cents per boarding for all fixed-route buses from June 1, 2016 through September 10, 2016. There were 148,000 boardings this summer utilizing the youth fare promotion. Staff estimates this represents approximately 38,000 more riders in the youth fare category than there would have been if there was no summer fare promotion.

The 25-cent promotional youth holiday fare presents an opportunity for significant savings to young customers. The regular youth fare on local bus service is \$1.50 per boarding, \$4 for a 1-day pass and \$35 for a 30-day pass. Youth CommuterLink fares are \$3 per boarding, \$7 for a 1-day pass and \$75 for a 30-day pass. The proposed cash discount provides immediate savings and instant access to the bus. And, rather than spending money on bus fare, students can have more cash in their pockets at their destinations.

The promotional fare is designed to raise awareness and remind students and parents that public transportation is an available option during the winter holiday break. During the promotion, staff expects a 10 percent increase in youth ridership. Beyond the promotion, the goal is that new riders would continue to ride and current riders would become more frequent riders.

Marketing of the promotional fare will target both students and their parents, with the latter often the decision-makers on how their children get around during the holiday break. Promotional materials will promote popular destinations accessible by bus --- the mall, the movies, the beach, or any place where they can hang out with friends --- all without bothering mom or dad for a ride. Marketing materials will also promote some of the benefits of riding the bus --- convenience, safety, reducing pollution, and time and money saved by the parents.

The promotional fare will be advertised on our website, social media, through email alerts, on-board brochures, rider alerts, and mailings to the schools and other local partners.

When the promotion ends, staff will analyze ridership to determine if the promotion had any immediate success or created any potential long-term ridership.

Fiscal Impact:

Although staff estimates a 10 percent increase in youth ridership during the promotion, a reduction in farebox revenue of \$31,700 is expected, resulting in a reduction of the budgeted farebox ratio of .04%.

Recommendation:

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

- Authorize Agency staff to implement a youth holiday fare of 25 cents per boarding on all fixed-route buses from December 18, 2016 through January 8, 2017.

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

November 2, 2016

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Vince Rouzaud, Chief Procurement and Logistics Officer

SUBJECT: Authorization to Amend Memorandum of Understanding (MOU) Between the Western Riverside Council of Governments (WRCOG) and the Riverside Transit Agency (Agency) to Facilitate Disbursement of the Agency's Share of Transportation Uniform Mitigation Fee (TUMF) Funds

Background: The TUMF Program is administrated by WRCOG as the council of governments for Western Riverside County. WRCOG provides a forum for its member agencies to address and collaborate on transportation and transit issues affecting the sub-regions of Western Riverside County. The objective of the TUMF Program is to address the sub-region's transportation funding shortfalls through the establishment and administration of TUMF fees that are levied on new developments and allocate them in accordance with the TUMF Nexus Study, as periodically updated. Projects eligible for TUMF funding must be considered "regionally significant".

Like the regionally significant arterial highway and street improvement projects, public transit plays a pivotal role in transportation mitigation measures and is a key element of the TUMF program. As the major service provider for public bus transit services in Western Riverside County, RTA receives 1.64 percent of TUMF revenues collected. Since the program's inception, TUMF revenues collected on behalf of the RTA have been held on account at WRCOG.

TUMF fees have contributed to the following transit projects.

- Corona Multimodal Transit Center
- Perris Transit Center (RCTC as lead agency)
- Eastvale Gateway Transit Enhancements
- Perris Transit Enhancements
- San Jacinto Transit Enhancements
- Lake Elsinore/Walmart Transit Enhancements
- Lake Elsinore Outlet Transit Enhancements
- Menifee Town Center Transfer Station
- Inland Valley Medical Center Shelter (Wildomar)

- Trautwein/Van Buren Transit Enhancements (Riverside)
- Galleria at Tyler Bus Stop Improvements (Riverside)
- Moreno Valley Mall Transfer Station

To date, the Agency and WRCOG have utilized project specific reimbursement agreements as a method of disbursing the Agency's share of the TUMF Program fees. Specifically, the Agency would submit a list of planned projects in the form of the TUMF Transit Improvement Plan (TIP) and then individual reimbursement agreements would be drafted and executed at the initiation of each project.

Summary: To make this process more efficient and streamlined, both agencies agree that the redundant generation of individual reimbursement agreements for each project should be eliminated. Under the proposed amendment, TUMF fund disbursements will occur quarterly without the use of individual project reimbursement agreements. Annual updates to the TUMF TIP will continue to be presented to the Agency's Board of Directors for approval. The Agency's submittal and reporting requirements to WRCOG will remain unchanged and are as summarized below:

- Submit:
 - a) The 5-year TUMF TIP that conforms with that year's Nexus Study;
 - b) A list of all projects funded in whole or part by the Agency's TUMF funds, along with information about the amount of TUMF revenues expended on each project, and the total expenditure made of the Agency's TUMF funds during the prior fiscal year; and,
 - c) A list of all projects anticipated to be funded by the Agency's TUMF Share, in whole or in part, during the upcoming fiscal year, and the amount of TUMF revenues expected to be expended on such projects.
- Report the balance of unexpended TUMF funds held by the Agency as of the close of the preceding fiscal year.

The Agency will continue to be responsible for compliance with the TUMF Administrative Plan as adopted and periodically revised by the WRCOG Executive Committee.

Fiscal Impact:

There is no fiscal impact associated with this action. The amended MOU only changes the process by which TUMF funds are disbursed to the

Agency.

Recommendation:

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

- Authorize staff to amend Memorandum of Understanding with the Western Riverside County of Governments to facilitate the disbursement of the Agency's share of TUMF funds.

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

November 2, 2016

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Craig Fajnor, Chief Financial Officer
Tom Franklin, Chief Operating Officer

SUBJECT: Authorization to Amend the Fiscal Year 2016/2017 (FY17) Short Range Transit Plan (SRTP) and Operating Budget due to Revising Route 54 to Support Additional Perris Valley Line (PVL) Trains Servicing the Festival of Lights

Background: At their May 26, 2016 meeting, the Agency Board of Directors adopted the original FY17 Operating budget, Capital budget, and SRTP. These budgets, as an integral part of the SRTP, support the Agency mission and goals of providing safe, reliable, and cost-effective transportation while increasing ridership and being fiscally responsible with taxpayer funds. The original adopted FY17 Operating budget was \$75,997,588 and was compliant with the Farebox Recovery Ratio requirement.

At their September 22, 2016 meeting, the Board approved a \$225,000 adjustment to the original Operating Budget related to the implementation of Route 54. The current Operating Budget is \$76,222,588 and is still compliant with the Farebox Recovery Ratio requirement.

However, an additional urgent item related to Route 54 requires Board consideration to adjust the current Board-approved Operating budget.

Summary: The Riverside County Transportation Commission (RCTC) contacted the Agency on Tuesday, October 18th, about a desire to provide alternative transportation options to relieve congestion from the Festival of Lights (FOL) in Downtown Riverside. The plan to accomplish this uses a mix of existing scheduled Metrolink trains from Los Angeles and specially-scheduled trains from South Perris to Riverside with specially-scheduled return trains late at night running just for the event. RCTC also desires FOL overflow parking at the Downtown Riverside Metrolink station.

RCTC staff asked that the Agency support the effort of congestion relief with a shuttle from the Downtown Riverside Metrolink station to Downtown Riverside as close to the FOL event as possible. A plan was quickly developed to revise the Route 54 Downtown Riverside shuttle from the Downtown Riverside Metrolink station to Orange and 5th Street - one block from the FOL event - during certain time periods. The revised route will be labeled 54F Downtown shuttle. Route 54F will run on four Friday and four Saturday evenings between Thanksgiving and Christmas as listed below:

- Friday & Saturday November 25th & 26th
- Friday & Saturday December 2nd & 3rd
- Friday & Saturday December 9th & 10th
- Friday & Saturday December 16th & 17th

The operating plan to meet the service request utilizes five RTA buses, Coach Operators, support staff, as well as production of some marketing materials. Route 54F service represents 35 revenue service hours (RSH) per evening with the service being provided by the Agency's own fixed route operators and Operations Supervisors based in Riverside. FY17 RSH will increase by 280. Based on the current FY17 Operating Budget, the cost for these additional 280 RSH is \$41,122.

RCTC is fully supportive of the Agency's plan and has allocated 100 percent of Route 54F's operational costs utilizing RCTC Rail Program Measure A funding. Thus, the farebox recovery for this service will be 100 percent. As such, there will be no fare charged for this open-door service, which is also consistent with the free travel provided on the current Route 54 connecting Riverside Downtown Metrolink station to Downtown Riverside.

The current FY17 Operating Budget, as approved by the Board at its September 22, 2016 meeting, is \$76,222,588. The requested change discussed above will increase the FY17 Operating budget by \$41,122. Thus, the new FY17 Operating Budget would be \$76,263,710.

An Operating Budget comparison is shown below. The comparison depicts the change in cost elements from the current FY17 Operating Budget to the proposed FY17 Operating Budget.

	FY17 Adopted	FY17 Proposed	Change Incr.+/ (Decr.)	Comment
Salaries and Benefits	\$ 37,437,377	\$ 37,475,544	38,167	Coach operators, Operations Supervisors, Maintenance
Services	2,820,181	2,821,181	1,000	Marketing
Materials & Supplies	3,141,312	3,143,267	1,955	Fuel, parts
Purchased Transportation	27,773,994	27,773,994	-	
Other Expenses	5,049,724	5,049,724	-	
Total Operating Expenses	\$ 76,222,588	\$ 76,263,710	\$ 41,122	

The \$41,122 increase in operating revenues from this change will be in the form of RCTC Rail Program Measure A funding.

Operating Revenue	LTF	Measure A	Federal	All Other	Total
Updated FY17 SRTP Operating Revenue	\$44,449,217	\$2,804,000	\$15,503,861	\$13,465,510	\$76,222,588
Revised route 54F supporting additional PVL trains and FOL		\$41,122			\$41,122
Proposed FY17 SRTP Operating Revenue	\$44,449,217	\$2,845,122	\$15,503,861	\$13,465,510	\$76,263,710

A predetermined farebox ratio target of 17.48% was developed by the Agency and approved by both the RCTC and Caltrans for FY17. Once the target is established, it cannot be revised. The funds provided by RCTC to provide the requested service will be 100% farebox allowable. Thus, the current budgeted FRR of 20.09% following the September 2016 adjustment will increase by .04%. The proposed FY17 Operating Budget will still exceed the established target.

Fiscal Impact:

The current FY17 Operating Budget of \$76,222,588 will increase by \$41,122 to \$76,263,710. This increase will be fully-funded by RCTC utilizing Rail Program Measure A funding. The entire FY17 Operating Budget is fully funded with Federal, State, local and other revenue sources. Further, with this change, the Agency will meet or exceed the mandatory Farebox Recovery Ratio target for FY17 on a budgeted basis.

Recommendation:

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

- Authorize the proposed change to the FY17 Operating Budget.
- Direct staff to prepare appropriate amendments to the FY17 SRTP as a result of this action.
- Direct staff to implement the changes identified in this request.