



June 7, 2017
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 – MAY 3, 2017 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 – APRIL 2017 (P.7)

RECEIVE AND FILE

B. TRANSPORTATION CENTER MONTHLY REPORT – APRIL 2017 (P.14)

RECEIVE AND FILE

6. APPROVE RESOLUTION AUTHORIZING THE FILING OF GRANT APPLICATIONS WITH CALIFORNIA DEPARTMENT OF TRANSPORTATION (CALTRANS) FOR FEDERAL FISCAL YEARS (FFY) 2017 AND 2018 FEDERAL TRANSIT ADMINISTRATION (FTA) SECTION 5311 FORMULA GRANTS FOR RURAL AREAS (P.18)

APPROVE

7. AUTHORIZE FREE RIDES ON RAPIDLINK FROM AUGUST 28, 2017 THROUGH SEPTEMBER 1, 2017 (P.24)

APPROVE

8. AUTHORIZATION TO ENTER INTO A MEMORANDUM OF UNDERSTANDING (MOU) WITH THE UNIVERSITY OF CALIFORNIA, RIVERSIDE (UCR) FOR DEVELOPMENT OF THE UCR MOBILITY HUB (P.26)

APPROVE

ITEM

RECOMMENDATION

10. BOARD MEMBER COMMENTS

11. ANNOUNCEMENTS

12. NEXT MEETING

Wednesday, July 12, 2017, 1:00 p.m.
Riverside Transit Agency
1825 Third Street
Riverside, CA 92507

13. MEETING ADJOURNMENT

RTA BOARD ADMINISTRATION AND OPERATIONS COMMITTEE MEETING
Minutes
May 3, 2017

1. **CALL TO ORDER**

Committee Chair Tonya Burke called the Board Administration and Operations Committee meeting to order at 1:00 p.m., on May 3, 2017, in the RTA Board Room.

2. **SELF-INTRODUCTIONS**

Self-introductions of those in attendance took place.

Committee Members Attending

1. Committee Chair Tonya Burke, City of Perris
2. First Vice-Chairman Art Welch, City of Banning
3. Second Vice-Chairman Randon Lane, City of Murrieta
4. Director Daryl Hickman, City of Lake Elsinore
5. Director Greg August, City of Menifee
6. Director David Marquez, City of Moreno Valley
7. Director Andy Melendrez, City of Riverside
8. Director Alonso Ledezma, City of San Jacinto
9. Director Bridgette Moore, City of Wildomar

Committee Members Absent

1. Kevin Jeffries, County of Riverside, District I

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. Adam Chavez, Deputy Director of Maintenance
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. Stephanie Macias, Contract Operations Manager
16. Lisa Almilli, Mobility Manager
17. Michael Jung, Planning Intern

Other Attendees:

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

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

None.

4. **APPROVAL OF MINUTES – APRIL 5, 2017 COMMITTEE MEETING**

M/S/C (LANE/MOORE) approving the minutes of the April 5, 2017 Committee meeting.

The motion carried unanimously.

5. **CONSENT CALENDAR**

M/S/C (HICKMAN/LANE) approving the receipt and file of Item A – Personnel Report – March 2017.

The motion carried unanimously.

M/S/C (HICKMAN/LANE) approving the receipt and file of Item B – Transportation Center Monthly Report – March 2017.

The motion carried unanimously.

Director Andy Melendrez arrived to the meeting at 1:02 p.m.

6. **AUTHORIZATION TO RENEW AGREEMENT NO. 17-011 WITH THE CITY OF TEMECULA FOR REIMBURSEMENT OF FARE REVENUE FOR ROUTE 55**

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

- Contingent upon approval by the Temecula City Council, authorize staff to renew Agreement No. 17-011 with the City of Temecula for reimbursement of \$16,600 in fare revenue for the operation of Route 55.

The motion carried unanimously.

7. **ADOPT HUMAN RESOURCES POLICY SECTION 6-6 CELL PHONE ALLOWANCE EFFECTIVE JULY 1, 2017**

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

- Adopt Human Resources Policy Section 6-6 Cell Phone Allowance Effective July 1, 2017.

The motion carried unanimously.

8. **BOARD MEMBER COMMENTS**

Comments were made by Director Alonso Ledezma, Director Daryl Hickman, Director Bridgette Moore, Second Vice-Chairman Randon Lane, and Director Andy Melendrez.

9. **ANNOUNCEMENTS**

Larry Rubio made an announcement.

10. **NEXT MEETING**

Wednesday, June 7, 2017, 1:00 p.m.
Riverside Transit Agency
1825 Third Street
Riverside, CA 92507

11. **MEETING ADJOURNMENT**

The meeting was adjourned at 1:20 p.m. in honor of Master Sergeant Buford Johnson, a Tuskegee Airman and long-time Inland Empire resident, who passed away on April 15, 2017.

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

June 7, 2017

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Laura Camacho, Chief Administrative Services Officer

SUBJECT: Personnel Report - April 2017

Summary: The attached report summarizes personnel activity that occurred in April 2017. 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 - April 2017

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	0
Admin Clerk - Human Resources	1	1
Receptionist	<u>2</u>	<u>2</u>
Department Subtotal	8	7
<u>RISK MANAGEMENT</u>		
Risk Manager	1	1
Safety & Security Officer	1	0
Risk Management Specialist	<u>2</u>	<u>1</u>
Department Subtotal	4	2
<u>INFORMATION TECHNOLOGY</u>		
Director of Information Technology	1	1
ITS Administrator	1	1
Systems Administrator	1	1
IT Technician	<u>1</u>	<u>1</u>
Department Subtotal	4	4
<u>MAINTENANCE</u>		
Director of Maintenance	1	1
Deputy Director of Maintenance	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>12</u>
Department Subtotal	63	59

DEPARTMENT AND TITLE	BUDGETED POSITIONS	FILLED POSITIONS
MARKETING		
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, Full-Time	2	2
Customer Information Clerk, On-Call	<u>17</u>	<u>16</u>
Department Subtotal	24	23
OPERATIONS		
Chief Operating Officer	1	1
Operations Manager	1	1
Assistant Operations Manager	1	1
Training Manager	1	1
Training Instructor	2	2
Executive Assistant/Deputy Clerk of the Board	1	1
Operations Supervisor	16	13
Operations Analyst	1	1
Stops/Zones Supervisor	1	1
Stops/Zones ¹ Groundskeeper	10	11
Surveillance Clerk	1	1
Transit Clerk	1	1
Full-Time ² Coach Operator	265	266
Part-Time ² Coach Operator	<u>0</u>	<u>22</u>
Department Subtotal	302	323
CONTRACT OPERATIONS		
Contract Operations Manager	1	1
Contract Operations Specialist	3	3
ADA Certification Specialist	2	2
Mobility Manager	1	1
Travel Training Specialist	4	3
Medi-Cal Administrative Activity (MAA) Coordinator	<u>1</u>	<u>1</u>
Department Subtotal	12	11
PLANNING		
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	1	1
Planning & Scheduling Technician	<u>1</u>	<u>1</u>
Department Subtotal	8	8
PURCHASING		
Chief Procurement & Logistics Officer	1	1
Director of Contracts	1	1
Contracts Manager	1	0
Contracts Administrator	2	2
Storeroom Supervisor	1	1
Buyer	1	1
Parts Clerk	<u>5</u>	<u>5</u>
Department Subtotal	12	11
Totals	451	462

¹There are currently two Stops/Zones Groundskeepers on extended leave.

²There are currently eleven Coach Operators on extended leave, and additional personnel were added to assist with the Downtown Riverside service change.

WORKFORCE DATA - APRIL 2017

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	15	46.7%	33.3%	42.0%	55.9%	No	Yes
Administrative Support Workers	51	70.6%	76.5%	54.9%	73.5%	No	No
Operatives	288	79.5%	46.5%	74.4%	26.1%	No	No
Craft Workers	30	70.0%	0.0%	61.7%	3.2%	No	Yes
Laborers	13	53.8%	0.0%	79.2%	13.6%	Yes	Yes
Service Workers	13	92.3%	0.0%	65.4%	57.7%	No	Yes
Technicians	2	50.0%	0.0%	50.3%	48.6%	No	Yes
Total	462						

APPLICATIONS - APRIL 2017

POSITION TITLE	TOTAL APPLICANTS	RESPONDENTS TO EEO QUESTIONNAIRE	% OF MINORITY APPLICANTS	% OF FEMALE APPLICANTS
CIC On-Call, Spanish	27	26	92%	86%
Coach Operator	73	70	79%	59%
Contracts Administrator	77	69	61%	52%
Human Resources Clerk	229	210	79%	79%
Operations Supervisor	18	16	81%	39%
Operations Supervisor, Promotional	5	5	80%	40%

total applications 429

DISCIPLINE - APRIL 2017

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	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0
Operations	10	14	14	0	4	21	14	0	0	4	3	0	0	2	3	1
TOTALS	78								14							

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

PERSONNEL ACTIVITY - APRIL 2017

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	6	4	2	1	0	0	0	0	0	0	2	0	0	0	0	3
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	2	1	1	1	0	0	0	0	0	1	0	0	0	0	0	2
Resignations	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	1
Retirements	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

FOR FISCAL YEAR 07/01/16 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	4	14	Terminations	4	27
Resignations	3	11	Resignations	8	20
Retirements	2	8	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

June 7, 2017

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Jim Kneepkens, Director of Marketing

SUBJECT: Transportation Center Monthly Report – April 2017

Summary: In April 2017, the Customer Information Center answered 32,351 calls, a 4.4% decrease compared to April 2016. Calls included 123 commendations, general comments and valid complaints. The number of calls to Dial-A-Ride was 11,296, a 1.2% decrease compared to April 2016. 43,647 calls were received between the two call centers, which reflects a 3.6% 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

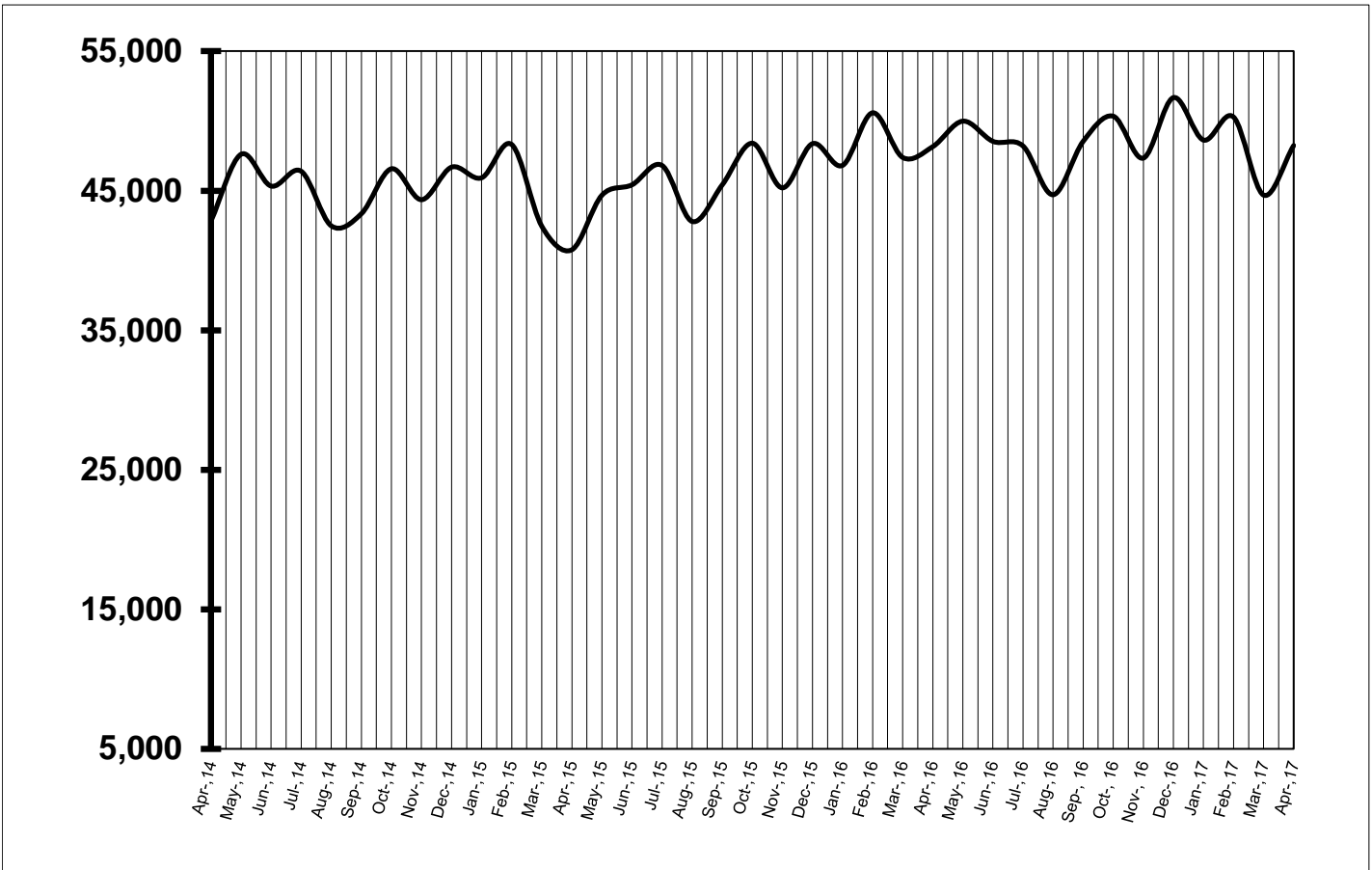
April 2017 Transportation Center Call Totals

Customer Information Center (CIC)	April 2017	April 2016	Percent Change
Information Calls	32,228	33,684	-4.3%
Complaints	76	88	-13.6%
Comments	33	22	50.0%
Commendations	14	31	-54.8%
Total CIC Calls	32,351	33,825	-4.4%

Dial-A-Ride (DAR)

Total DAR Calls	11,296	11,437	-1.2%
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Total Calls	43,647	45,262	-3.6%
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Complaints, Comments & Commendations

Valid Complaints

Category	April 2017	April 2016	12 Month Average per Month	Complaints per 10,000 Passengers
Bus Stop	1	2	3	0.01
Careless Driving	9	9	9	0.12
Conduct	4	4	4	0.06
Crowded	0	0	0	0.00
Customer Service	6	16	11	0.08
Early Bus	4	9	6	0.06
Fare Dispute	2	3	2	0.03
Late Bus	14	15	15	0.19
Missed Transfer	2	0	3	0.03
No Show	3	1	4	0.04
Passed By	10	9	12	0.14
Passenger Conduct	1	3	1	0.01
Reasonable Modification	0	0	0	0.00
Other	20	17	20	0.28
Total	76	88	91	1.05

Ridership

	April 2017	April 2016	12 Month Average per Month
All services	720,404	755,155	730,319

Comments

	April 2017	April 2016	12 Month Average per Month	Comments per 10,000 Passengers
General Comments	33	22	35	0.46

Commendations

	April 2017	April 2016	12 Month Average per Month	Commendations per 10,000 Passengers
General Commendations	14	31	19	0.19

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

June 7, 2017

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Rohan Kuruppu, Director of Planning

SUBJECT: Approve Resolution Authorizing the filing of Grant Applications with California Department of Transportation (Caltrans) for Federal Fiscal Years (FFY) 2017 and 2018 Federal Transit Administration (FTA) Section 5311 Formula Grants for Rural Areas

Summary: Title 49 of the United States Code (U.S.C.) Section 5311 authorizes federal formula grant funds for public transit agencies in rural areas. A rural area is an area encompassing a population of less than 50,000 people that has not been designated in the most recent decennial census as an 'urbanized area' by the Secretary of Commerce. The Federal Transit Administration (FTA) apportions funds to governors of each state annually. The Governor of California has designated the California Department of Transportation as the designated recipient of these funds.

The Riverside Transit Agency (RTA) is apportioned \$555,774 for FFY17 and \$568,468 for FFY18. The apportioned funds will be used to fund transit operations in the rural areas of RTA's Network. This is an ongoing program and the funds support continued operations in the rural areas.

A Resolution authorizing the filing of a grant application with Caltrans for the annual apportionment of FTA Section 5311 program funds is required to apply for these funds. Applications will be prepared separately and submitted accompanied by the requested resolutions.

Fiscal Impact:

Approval of the resolutions will allow RTA to apply for \$1,124,242 of Section 5311 funding.

Recommendation:

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

- Approve Resolution Nos. 2017-06 and 2017-07 and authorize Board Chair to execute the resolutions on behalf of the Agency.
- Approve resolution authorizing the Chief Executive Officer or assigned designee to file and execute applications with Caltrans FFY17 FTA Section 5311 funds.
- Approve resolution authorizing the Chief Executive Officer or assigned designee to file and execute applications with Caltrans for FFY18 FTA Section 5311 funds.
- Direct staff to submit grant applications for FFY17 and FFY18 FTA Section 5311 funds.

RESOLUTION NO. 2017-06

RESOLUTION OF THE BOARD OF DIRECTORS OF THE RIVERSIDE TRANSIT AGENCY AUTHORIZING FILING OF APPLICATION WITH THE CALIFORNIA DEPARTMENT OF TRANSPORTATION FOR FEDERAL TRANSPORTATION ASSISTANCE UNDER SECTION 5311 AS AUTHORIZED BY U.S.C. TITLE 49 CHAPTER 53 FOR FEDERAL FISCAL YEAR 2017

WHEREAS, the U. S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration to support capital/operating assistance projects for non-urbanized public transportation systems under Section 5311 of the Federal Transit Act (**FTA C 9040.1G**); and

WHEREAS, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5311 grants for transportation projects for the general public for the rural transit and intercity bus; and

WHEREAS, Riverside Transit Agency desires to apply for said financial assistance to permit operation of service in Western Riverside County; and

WHEREAS, the Riverside Transit Agency has, to the maximum extent feasible, coordinated with other transportation providers and users in the region (including social service agencies).

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Board of Directors does hereby authorize the Chief Executive Officer or assigned designee of the Riverside Transit Agency, to file and execute applications on behalf of the Riverside Transit Agency with the Department to aid in the financing of operating assistance projects pursuant to Section 5311 of the Federal Transit Act (**FTA C 9040.1G**), as amended.

That the Chief Executive Officer or assigned designee of the Riverside Transit Agency is authorized to execute and file all certification of assurances, contracts or agreements or any other document required by the Department.

That the Chief Executive Officer or assigned designee of the Riverside Transit Agency is authorized to provide additional information as the Department may require in connection with the application for the Section 5311 projects.

That the Chief Executive Officer or assigned designee of the Riverside Transit Agency is authorized to submit and approve request for reimbursement of funds from the Department for the Section 5311 project(s).

Resolution No. 2017-06
Page 2 of 2

Passed and approved this 22nd day of June, 2017.

AGENCY BOARD DESIGNEE:

RIVERSIDE TRANSIT AGENCY

APPROVED AS TO FORM:

Linda Krupa
Chair, 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 June 22, 2017.

ATTEST:

Tammi Ford
Clerk of the Board of Directors

RESOLUTION NO. 2017-07

RESOLUTION OF THE BOARD OF DIRECTORS OF THE RIVERSIDE TRANSIT AGENCY AUTHORIZING FILING OF APPLICATION WITH THE CALIFORNIA DEPARTMENT OF TRANSPORTATION FOR FEDERAL TRANSPORTATION ASSISTANCE UNDER SECTION 5311 AS AUTHORIZED BY U.S.C. TITLE 49 CHAPTER 53 FOR FEDERAL FISCAL YEAR 2018

WHEREAS, the U. S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration to support capital/operating assistance projects for non-urbanized public transportation systems under Section 5311 of the Federal Transit Act (**FTA C 9040.1G**); and

WHEREAS, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5311 grants for transportation projects for the general public for the rural transit and intercity bus; and

WHEREAS, Riverside Transit Agency desires to apply for said financial assistance to permit operation of service in Western Riverside County; and

WHEREAS, the Riverside Transit Agency has, to the maximum extent feasible, coordinated with other transportation providers and users in the region (including social service agencies).

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Board of Directors does hereby authorize the Chief Executive Officer or assigned designee of the Riverside Transit Agency, to file and execute applications on behalf of the Riverside Transit Agency with the Department to aid in the financing of operating assistance projects pursuant to Section 5311 of the Federal Transit Act (**FTA C 9040.1G**), as amended.

That the Chief Executive Officer or assigned designee of the Riverside Transit Agency is authorized to execute and file all certification of assurances, contracts or agreements or any other document required by the Department.

That the Chief Executive Officer or assigned designee of the Riverside Transit Agency is authorized to provide additional information as the Department may require in connection with the application for the Section 5311 projects.

That the Chief Executive Officer or assigned designee of the Riverside Transit Agency is authorized to submit and approve request for reimbursement of funds from the Department for the Section 5311 project(s).

Passed and approved this 22nd day of June, 2017.

AGENCY BOARD DESIGNEE:

RIVERSIDE TRANSIT AGENCY

APPROVED AS TO FORM:

Linda Krupa
Chair, 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 June 22, 2017.

ATTEST:

Tammi Ford
Clerk of the Board of Directors

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

June 7, 2017

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE
THRU: Larry Rubio, Chief Executive Officer
FROM: Jim Kneepkens, Director of Marketing
SUBJECT: Authorize Free Rides on RapidLink from August 28, 2017 through September 1, 2017

Summary: In January 2015, the Riverside Transit Agency (RTA) Board of Directors approved implementation of limited-stop bus service on Route 1 between the University of California, Riverside (UCR) and the Corona Transit Center along the University and Magnolia avenues corridor. This service will be known as the RapidLink Gold Line. Service will launch on August 28, 2017.

RapidLink service between the Corona Transit Center and UCR will serve 14 bus stops along the busy 19-mile corridor. With few exceptions, these special stops will be reserved exclusively for RapidLink buses and come with modern shelters, solar-powered lighting and information signage. Stops will be located at many popular destinations.

RapidLink's weekday service will be frequent with buses departing Corona and UCR every 15 minutes during peak commuting hours. RapidLink travel times will be up to 30 percent faster than Route 1, which travels along the same corridor. The cost to ride will be the same as existing RTA local bus routes.

Extensive prep work for the launch of RapidLink was completed during 2016 and early 2017. This includes a marketing plan, message development and initial outreach to employees and customers. Implementation of an effective marketing and public outreach plan will help effectively introduce the new service.

To help promote the new service and to encourage trial usage, staff proposes offering free rides on RapidLink service during the first week of service, August 28 through September 1. Free rides will encourage new riders and help existing ones adapt to the new

service. If approved, the free ride promotion will become part of the marketing program.

Fiscal Impact:

The loss in revenue is estimated to be less than \$4,400 by providing free rides on RapidLink during the first week of service.

Recommendation:

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

- Authorize the Agency to provide free rides on RapidLink during the first week of service from August 28, 2017 through September 1, 2017.

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

June 7, 2017

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Vince Rouzaud, Chief Procurement and Logistics Officer
Rohan Kuruppu, Director of Planning

SUBJECT: Authorization to enter into a Memorandum of Understanding (MOU) with the University of California, Riverside (UCR) for Development of the UCR Mobility Hub

Summary: According to the California Department of Finance, Riverside County is one of the fastest growing counties in the State with a current population of 2,308,441 residents. Within three years (2020), this population is projected to increase by over seven percent (7%) to 2,478,059. The county is also home to the University of California, Riverside (UCR) campus which has approximately 23,000 students. Twenty-one percent of UCR's student body rides the Agency's buses making UCR one of the busiest destinations. Each weekday, UCR students, faculty and staff average 1,785 boardings and alightings (Table 1). Planned service improvements, the growing popularity of the U-Pass Program, parking fee increases, traffic congestion and environmental challenges are projected to increase ridership in the future.

The existing on-street bus stop on Canyon Crest Drive along the western edge of the University is currently served by routes 1, 51, and 204. This location cannot accommodate further expansion and there is no room for the placement of bus shelters or other passenger amenities. To better serve the campus, in April 2015, the Agency partnered with UCR to study the feasibility of developing a mobility hub on campus as part of a larger redevelopment project initiated by the University. The conceptual plan was completed in early 2016 and was presented to the Board of Directors for approval at the February 2016 meeting. In addition to endorsing the conceptual plan, the Board also directed staff to work with UCR on a Memorandum of Understanding outlining the project's funding, cost sharing responsibilities and other project delivery requirements.

The proposed UCR Mobility Hub will have capacity for six buses and

will be utilized by current and proposed routes (1, 16, 51, 52, 204, RapidLink Gold Line and Blue Line) allowing passengers to have access to multiple routes for convenient transfers. Table 2 provides a summary of the current and proposed transit services that would be anchored at the new UCR Mobility Hub. In addition to a six bay bus plaza, the project will also include bus shelters, benches, trash receptacles, security features, drought tolerant landscaping, connectivity to UCR’s bicycle amenities and improved integration with existing bike lanes and trails.

More important, the proposed Mobility Hub will provide an efficient access point and turn-around location, allowing buses to reduce their travel time to and from the campus. With a reduction in travel time, the same number of buses can provide a higher frequency service. The estimated annual operating cost savings that can be gained from these efficiencies is estimated at \$600,000. In turn, these cost savings can be reallocated for expanded service as recommended in the Ten-Year Transit Network Plan.

As shown in Exhibit A, the UCR Mobility Hub will be located at the gateway to the campus, signifying UCR’s commitment to mobility, sustainability, affordability and the community’s access to education. This location and its visibility calls for an attractive design and quality construction consistent with the campus architecture. For operating safety, the City of Riverside is requiring a traffic signal at the University Avenue and Canyon Crest Drive intersection as an element of this project. The project budget of \$4.9 million is based on the February 2016 UCR Mobility Hub Conceptual Study Report and is consistent with similar projects completed in the Inland Empire.

Fiscal Impact:

This item is included in the Board approved capital budget. Funding to cover this request is in the form of Federal Transit Administration (FTA) Section 5339 under Agreement No. M-009-016 between the Agency and the Southern California Association of Governments (SCAG) and Transportation Uniform Mitigation Fee (TUMF) funds. A profile of the proposed budget is shown below:

Funding Source		
Federal		
Section 5339	TUMF	Total
\$ 1,492,532.00	\$ 3,457,468.00	\$ 4,950,000.00

UCR will bear any additional expenses beyond the Agency's \$4.95 million contribution. In addition, UCR will provide the land (2.5 acres) to build the Mobility Hub at the gateway to the campus and will also provide ongoing daily maintenance, security, restroom facilities and utilities as their contribution to the project.

Recommendation:

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

- Authorize staff to enter into a Memorandum of Understanding (MOU) with the University of California, Riverside (UCR) in the amount of \$4,950,000 for development of the UCR Mobility Hub.

Table 1: UCR Ridership				
Route Number	Origin to Destination	Ridership (Average Weekday)		
		Boardings	Alightings	Total
Route 1	UCR to Corona	301	373	674
Route 16	UCR to Moreno Valley and Perris	338	373	711
Route 51	UCR to Canyon Crest Towne Centre	86	224	310
CommuterLink 204	UCR to Ontario and Montclair Express	41	49	90
Route 52	UCR to Hunter Park Metrolink Station	TBD	TBD	TBD
RapidLink GoldLine	UCR to Riverside and Corona (Limited Stops)	TBD	TBD	TBD
RapidLink BlueLine	UCR to Moreno Valley and Perris (Limited Stops)	TBD	TBD	TBD

Table 2: UCR Mobility Hub Service Plan								
Route Number	Current Frequency (minutes)		Proposed Frequency (minutes)		Current Span of Service		Proposed Span of Service	
Route 1	Weekdays	15	Weekdays	15	Weekdays	4:00am - 11:30pm	Weekdays	4:00am - 11:30pm
	Saturdays	30	Saturdays	30	Saturdays	6:30am - 10:00pm	Saturdays	5:30am - 11:00pm
	Sundays	30	Sundays	30	Sundays	5:30am - 10:00pm	Sundays	5:30am - 10:00pm
Route 16	Weekdays	20	Weekdays	15	Weekdays	4:00am - 11:00pm	Weekdays	4:00am - 11:00pm
	Saturdays	30	Saturdays	30	Saturdays	6:30am - 10:00pm	Saturdays	6:30am - 10:00pm
	Sundays	30	Sundays	30	Sundays	6:30am - 8:00pm	Sundays	6:30am - 8:00pm
Route 51	Weekdays	40	Weekdays	40	Weekdays	7:00am - 6:00pm	Weekdays	7:00am - 6:00pm
CommuterLink 204	Weekdays (morning)	70	Weekdays (morning)	60	Weekdays (morning)	4:30am - 8:00am	Weekdays (morning)	4:30am - 9:00am
	Weekdays (afternoon)	70	Weekdays (afternoon)	60	Weekdays (afternoon)	2:00pm - 7:30pm	Weekdays (afternoon)	2:00pm - 8:30pm
Route 52	N/A	N/A	Weekdays	30	N/A	N/A	Weekdays	5:00am - 7:30pm
RapidLink GoldLine	N/A	N/A	Weekdays (morning)	15	N/A	N/A	Weekdays (morning)	5:30am - 8:30am
	N/A	N/A	Weekdays (afternoon)	15	N/A	N/A	Weekdays (afternoon)	2:30pm - 5:30pm
RapidLink BlueLine	N/A	N/A	Weekdays (morning)	15	N/A	N/A	Weekdays (morning)	5:30am - 8:30am
	N/A	N/A	Weekdays (afternoon)	15	N/A	N/A	Weekdays (afternoon)	2:30pm - 5:30pm

Exhibit A - UCR Mobility Hub at the gateway to the UCR campus

