



March 7, 2018
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 – FEBRUARY 7, 2018 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 – JANUARY 2018 (P.7)

RECEIVE AND FILE

B. TRANSPORTATION CENTER MONTHLY REPORT – JANUARY 2018 (P.14)

RECEIVE AND FILE

6. AUTHORIZE A YOUTH SUMMER FARE OF 25 CENTS PER BOARDING FROM JUNE 1, 2018 THROUGH SEPTEMBER 3, 2018 (P.18)

APPROVE

7. RESOLUTION TO AUTHORIZE FILING OF APPLICATION FOR FISCAL YEAR 2018 (FY18) LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) FUNDS (P.21)

APPROVE

8. BOARD MEMBER COMMENTS

9. ANNOUNCEMENTS

ITEM

RECOMMENDATION

10. NEXT MEETING

Wednesday, April 4, 2018, 1:00 p.m.
Riverside Transit Agency
1825 Third Street
Riverside, CA 92507

11. MEETING ADJOURNMENT

RTA BOARD ADMINISTRATION AND OPERATIONS COMMITTEE MEETING
Minutes
February 7, 2018

1. **CALL TO ORDER**

Committee Chair Nancy Carroll called the Board Administration and Operations Committee meeting to order at 12:59 p.m., on February 7, 2018, in the RTA Board Room.

2. **SELF-INTRODUCTIONS**

Self-introductions of those in attendance took place.

Committee Members Attending

1. Nancy Carroll, City of Beaumont
2. Tonya Burke, City of Perris
3. Daryl Hickman, City of Lake Elsinore
4. Greg August, City of Menifee
5. David Marquez, City of Moreno Valley
6. Randon Lane, City of Murrieta
7. Andy Melendrez, City of Riverside
8. Bridgette Moore, City of Wildomar
9. ¹Jerry Sincich, County of Riverside, District I

Committee Members Absent

1. Alonso Ledezma, City of San Jacinto

RTA Staff

1. Larry Rubio, Chief Executive Officer
2. Tammi Ford, Clerk of the Board of Directors
3. Tom Franklin, Chief Operating Officer
4. Craig Fajnor, Chief Financial Officer
5. Vince Rouzaud, Chief Procurement and Logistics Officer
6. Laura Camacho, Chief Administrative Services Officer
7. Rohan Kuruppu, Director of Planning
8. Jim Kneepkens, Director of Marketing
9. Adam Chavez, Director of Maintenance
10. Rick Majors, Director of Risk Management
11. Natalie Zaragoza, Director of Contracts
12. Rick Kaczerowski, Director of Information Technologies
13. Eric Ustation, Government Affairs Manager
14. Brad Weaver, Media and Public Relations Manager
15. Lisa Almilli, Mobility Manager

¹Alternate for Kevin Jeffries, County of Riverside, District I

16. Luciano Rose, Operations Manager
17. Kristin Warsinski, Planning & Programming Specialist

Other Attendees

1. Art Welch, City of Banning
2. Eric Lewis, City of Moreno Valley

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

None.

4. **APPROVAL OF MINUTES – JANUARY 10, 2018 COMMITTEE MEETING**

M/S/C (HICKMAN/BURKE) approving the minutes of the January 10, 2018 Committee meeting.

The motion carried unanimously.

5. **CONSENT CALENDAR**

M/S/C (BURKE/LANE) approving the receipt and file of Item 5A – Personnel Report – December 2017.

The motion carried unanimously.

M/S/C (BURKE/LANE) approving the receipt and file of Item 5B – Transportation Center Monthly Report – December 2017.

The motion carried unanimously.

6. **APPROVE RESOLUTION TO AUTHORIZE THE EXECUTION OF THE CERTIFICATIONS AND ASSURANCES FOR THE CALIFORNIA STATE OF GOOD REPAIR PROGRAM**

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

- Approve Resolution No. 2018-01 and authorize the Board Chair to execute the resolution on behalf of the Agency.
- Approve resolution authorizing the Chief Executive Officer or assigned designee to file and execute all required documents of the FY18 State of Good Repair Program with the California Department of Transportation.

The motion carried unanimously.

7. **ADOPT UPDATED HUMAN RESOURCES POLICY SECTION 1-2 EQUAL EMPLOYMENT OPPORTUNITY**

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

- Approve and recommend to the full Board of Directors for their consideration the adoption of the updated Human Resources Policy section 1-2 Equal Employment Opportunity.

The motion carried unanimously.

8. **BOARD MEMBER COMMENTS**

Board member comments were made by Committee Chair Nancy Carroll, Director Greg August, Director Jerry Sincich, Director Bridgette Moore, First Vice-Chairman Randon Lane, Director Andy Melendrez and Director David Marquez.

9. **ANNOUNCEMENTS**

Announcements were made by Larry Rubio.

10. **NEXT MEETING**

Wednesday, March 7, 2018
1:00 p.m.
Riverside Transit Agency
Board Room
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

March 7, 2018

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Laura Camacho, Chief Administrative Services Officer

SUBJECT: Personnel Report - January 2018

Summary: The attached report summarizes personnel activity that occurred in January 2018. 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 - JANUARY 2018

DEPARTMENT AND TITLE	FY 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	0
Controller	1	1
Grants Financial Administrator	1	1
Accounting Supervisor	1	1
Grants Financial Analyst	1	1
Payroll Administrator	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	11
<u>HUMAN RESOURCES</u>		
Chief Administrative Services Officer	1	1
Human Resources Manager	1	1
Benefits Administrator	1	1
Human Resources Specialist	2	1
Human Resources Clerk	1	1
Admin Clerk - Human Resources	1	1
Receptionist	<u>2</u>	<u>1</u>
Department Subtotal	9	7
<u>RISK MANAGEMENT</u>		
Director of Risk Management	1	1
Risk Manager	1	0
Transit Safety & Security Manager	1	1
Risk Management Specialist	<u>1</u>	<u>1</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	0
Maintenance Manager	1	0
Facilities Manager	1	1
Maintenance Quality Control	1	1
Fleet Analyst	1	0
Contract Operations Maintenance Supervisor	1	1
Maintenance Supervisor	6	7
Electronic Technician	2	2
Groundskeeper	1	1
Mechanic	34	28
Property Maintainer	1	1
Tire Servicer	1	1
Servicer	<u>16</u>	<u>14</u>
Department Subtotal	68	58

DEPARTMENT AND TITLE	FY BUDGETED POSITIONS	FILLED POSITIONS
<u>MARKETING</u>		
Director of Marketing	1	1
Media & Public Relations Manager	1	1
Government Affairs Manager	1	1
Community Engagement Coordinator	1	1
Marketing Coordinator	1	1
ADA Certification Specialist	2	2
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>18</u>	<u>11</u>
Department Subtotal	29	22
<u>OPERATIONS</u>		
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	16
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 Coach Operator	298	284
Part-Time Coach Operator ²	<u>0</u>	<u>25</u>
Department Subtotal	335	347
<u>CONTRACT OPERATIONS</u>		
Contract Operations Manager	1	1
Contract Operations Specialist	3	3
Mobility Manager	1	1
Travel Training Specialist	4	3
Medi-Cal Administrative Activity (MAA) Coordinator	<u>1</u>	<u>1</u>
Department Subtotal	10	9
<u>PLANNING</u>		
Director of Planning	1	1
Grants Manager	1	0
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	7
<u>PURCHASING</u>		
Chief Procurement & Logistics Officer	1	1
Director of Contracts	1	1
Contracts Manager	0	1
Contracts Administrator	3	2
Storeroom Supervisor	1	1
Buyer	1	1
Parts Clerk	<u>5</u>	<u>5</u>
Department Subtotal	12	12
Totals	493	482

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

WORKFORCE DATA - JANUARY 2018

POSITION CLASSIFICATION	TOTAL EMPLOYEES	% OF MINORITY EMPLOYEES	% OF FEMALE EMPLOYEES	CENSUS AVAILABILITY		UNDERUTILIZED	
				%MIN	%FEM	MIN	FEM
Executive/First/Mid Level Officials & Managers	52	53.8%	23.1%	38.2%	38.2%	No	Yes
Professionals	16	50.0%	37.5%	42.0%	55.9%	No	Yes
Administrative Support Workers	47	70.2%	76.6%	54.9%	73.5%	No	No
Operatives	309	76.7%	46.9%	74.4%	26.1%	No	No
Craft Workers	28	78.6%	0.0%	61.7%	3.2%	No	Yes
Laborers	13	61.5%	0.0%	79.2%	13.6%	Yes	Yes
Service Workers	15	86.7%	0.0%	65.4%	57.7%	No	Yes
Technicians	2	50.0%	0.0%	50.3%	48.6%	No	Yes
Total	482						

APPLICATIONS - JANUARY 2018

POSITION TITLE	TOTAL APPLICANTS	RESPONDENTS TO EEO QUESTIONNAIRE	% OF MINORITY APPLICANTS	% OF FEMALE APPLICANTS
A Mechanic	10	10	100%	0%
B Mechanic	9	9	67%	0%
Body Mechanic A	2	2	50%	0%
Body Mechanic B - Apprentice *Internal	4	4	50%	0%
Coach Operator	105	100	83%	41%
Customer Information Clerk, On-Call - Bilingual	54	51	94%	74%
Deputy Director of Maintenance	15	14	57%	0%
Fleet Analyst	40	36	58%	23%
Grants Manager	10	9	67%	60%
Risk Manager	14	11	36%	50%
Receptionist	155	145	82%	73%
Servicer	99	94	87%	13%
Total Applications	517			

DISCIPLINE - JANUARY 2018

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	4	0	0	0	0	0	0	3	0	0	0	0	0	0
Operations	1	10	6	0	5	17	4	2	0	4	1	0	0	6	2	0
TOTALS	50								16							

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

PERSONNEL ACTIVITY - JANUARY 2018

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	12	9	3	0	6	0	1	0	0	2	0	0	0	0	0	9
Promotions	2	1	1	0	1	0	0	0	0	0	0	0	0	0	0	1
Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Demotions	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	1
Terminations	7	1	6	0	0	0	0	0	0	4	0	0	1	0	0	5
Resignations	3	3	0	1	1	0	0	0	0	0	0	0	0	0	0	2
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 07/01/17 THROUGH 06/30/18
FULL-TIME SEPARATIONS

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

	Administration	Bargaining Unit		Administration	Bargaining Unit
Terminations	3	8	Terminations	5	19
Resignations	0	11	Resignations	2	13
Retirements	4	2	Retirements	2	8
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

March 7, 2018

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE
THRU: Larry Rubio, Chief Executive Officer
FROM: Jim Kneepkens, Director of Marketing
SUBJECT: Transportation Center Monthly Report – January 2018

Summary: In January 2018, the Customer Information Center answered 31,964 calls, a 15.1% decrease compared to January 2017. Calls included 133 commendations, general comments and valid complaints. The number of calls to Dial-A-Ride was 12,515, a 1.9% increase compared to January 2017. 44,479 calls were received between the two call centers, which reflects a 10.9% 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

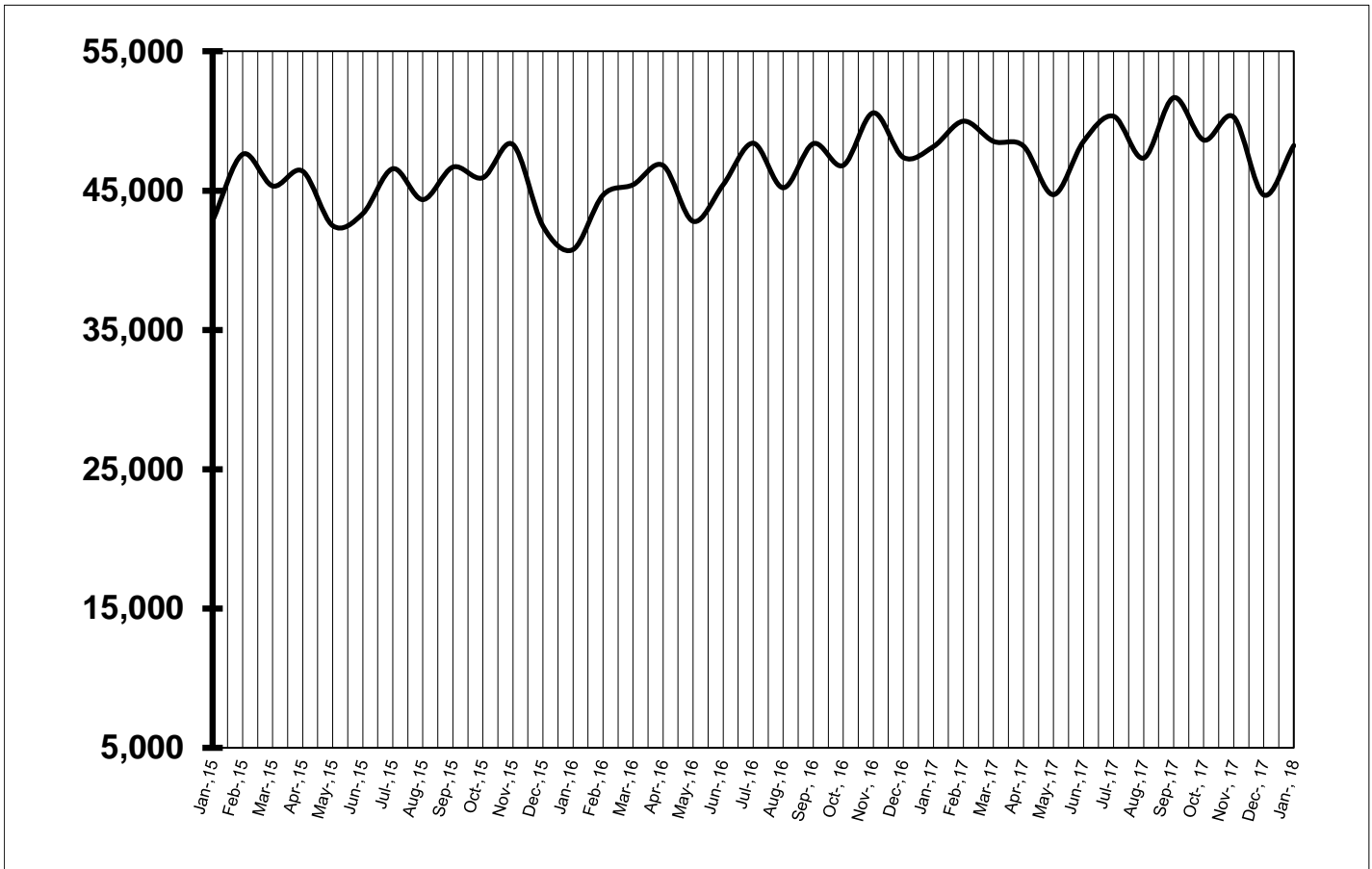
January 2018 Transportation Center Call Totals

Customer Information Center (CIC)	January 2018	January 2017	Percent Change
Information Calls	31,831	37,491	-15.1%
Complaints	81	84	-3.6%
Comments	48	38	26.3%
Commendations	4	14	-71.4%
Total CIC Calls	31,964	37,627	-15.1%

Dial-A-Ride (DAR)

Total DAR Calls	12,515	12,284	1.9%
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Total Calls	44,479	49,911	-10.9%
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Complaints, Comments & Commendations

Valid Complaints

Category	January 2018	January 2017	12 Month Average per Month	Complaints per 10,000 Passengers
Bus Stop	1	0	2	0.01
Careless Driving	6	9	9	0.09
Conduct	3	5	4	0.04
Crowded	0	1	0	0.00
Customer Service	13	11	11	0.19
Early Bus	11	7	6	0.16
Fare Dispute	0	0	1	0.00
Late Bus	10	5	10	0.14
Missed Transfer	2	6	2	0.03
No Show	1	3	3	0.01
Passed By	16	20	12	0.23
Passenger Conduct	0	2	1	0.00
Reasonable Modification	0	0	0	0.00
Other	18	15	16	0.26
Total	81	84	78	1.17

Ridership

	January 2018	January 2017	12 Month Average per Month
All services	689,802	663,285	716,816

Comments

	January 2018	January 2017	12 Month Average per Month	Comments per 10,000 Passengers
General Comments	48	38	34	0.70

Commendations

	January 2018	January 2017	12 Month Average per Month	Commendations per 10,000 Passengers
General Commendations	4	14	13	0.06

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

March 7, 2018

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 Summer Fare of 25 Cents per Boarding from June 1, 2018 through September 3, 2018

Summary: Historically, Riverside Transit Agency (RTA) bus ridership drops during the summer months. This begins in June, the end of the school year, as students stop riding the bus to get to local schools and colleges, commuters take vacations and warmer weather makes driving more comfortable.

With ridership expected to dip again this summer, staff believes now is an ideal time to reintroduce RTA as a viable summer transportation option. In an effort to promote public transportation and increase ridership during the summer for students in grades 1-12, staff proposes offering 25-cent rides for the entire summer. The promotion would run from June 1 through September 3. 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 most recent 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 March 22, 2017, the RTA Board of Directors authorized a youth summer promotional fare of 25 cents per boarding for all fixed-route buses from June 1, 2017 through September 4, 2017. There were 173,425 boardings last summer utilizing the youth fare promotion. Staff estimates this represents approximately 49,000 more riders in the youth fare category than there would have been if there was no summer fare promotion.

The 25-cent promotional youth summer 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.

While some transit agencies offer students a discounted summer pass, RTA staff believes the proposed reduced cash fare is more advantageous. The 25-cent cash fare would eliminate the need for students to travel to a pass outlet or purchase a pass online, or have a pass that can be lost, stolen or damaged. The 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 summer. Long-term, the promotion is a way to establish continued bus ridership among students. During the promotion, staff expects a three percent increase in youth ridership over last year's promotion. 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, the latter often the decision-makers on how their children get around during the summer. Promotional materials will promote popular destinations accessible by bus --- Disneyland, the beach, the mall, the movies, 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 directly to the schools and other local partners.

Fiscal Impact:

Projected youth ridership and revenue without promotion: 135,000 @ \$1.10 = \$148,500. The Youth cash fare is \$1.50, the Youth 1-day pass is \$4.00 and the Youth 30-day pass is \$35.00. The \$1.10 per boarding used in this calculation is the expected FY18 average fare per passenger.

Projected youth ridership and revenue with promotion: 178,000 @ \$0.25 = \$44,500.

Reduction in revenue = \$104,000 (\$148,500- \$44,500).

Although staff expects the promotion to increase youth ridership three percent over last year, staff also anticipates a reduction in revenue due to the fact that youth customers will be paying 25 cents instead of full fare to ride. As a result, a reduction in farebox revenue of \$104,000 is expected, resulting in an estimated .13 percent reduction of farebox recovery ratio based on the current FY18 budget.

Recommendation:

Authorize Agency staff to implement a youth summer fare of 25 cents per boarding on all fixed-route buses from June 1 through September 3, 2018.

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

March 7, 2018

TO: BOARD BUDGET AND FINANCE COMMITTEE
THRU: Larry Rubio, Chief Executive Officer
FROM: Rohan Kuruppu, Director of Planning
SUBJECT: Resolution to Authorize Filing of Application for Fiscal Year 2018 (FY18)
Low Carbon Transit Operations Program (LCTOP) Funds

Summary: The Cap and Trade LCTOP is one of several programs under the Transit, Affordable Housing, and Sustainable Communities Program established by the California Legislature in 2014 through Senate Bill 862 (SB 862). SB 862 establishes the LCTOP program as a formulaic program and will continuously appropriate 5% of the annual auction proceeds of the Greenhouse Gas Reduction Fund (GGRF) to this program. LCTOP was created to provide operating and capital assistance to transit agencies with the goal of reducing greenhouse gas emissions and improving mobility with an emphasis on serving disadvantaged communities. Additionally, Assembly Bill 1550 (AB 1550) of 2016 revised investments within disadvantaged communities to include an additional 5% investment in those low-income communities that may not necessarily be a disadvantaged community. The funds are distributed through the State Controller's Office in accordance with sections 99312 (b) (c), 99313, and 99314 of the Public Utilities Code (PUC). The Agency is specifically apportioned \$1,364,883 of FY18 LCTOP funds for operating and capital assistance. A supporting resolution approved by the Board of Directors is necessary to submit this grant application.

Projects must meet the following criteria in order to be considered for funding:

1. Project must reduce greenhouse gas emissions;
2. Project must be located in or provide benefits to a disadvantaged community defined by the California Environmental Protection Agency (CalEPA);
3. Project must increase transit ridership; and
4. Project must be fully funded (can include future funding plans).

Based on the above criteria and recommended service improvements of the Comprehensive Operational Analysis (COA) Final Report adopted by the Board of Directors in January 2015, staff recommends utilizing \$1,221,633 of the FY18 LCTOP allocation to increase Route 27 weekday frequency to every 30 minutes from current 60 minutes between Perris and Hemet. This improvement will provide the much needed 30 minute service along the busiest segment of Route 27 and better support the Perris Valley Metrolink line. Route 27 currently serves Riverside, Perris and Hemet and the current 60 minute frequency between Riverside and Perris will be maintained. Increasing the service frequency is the most requested service improvement by passengers; frequency improvements attract new riders and typically result in ridership increases.

Additionally, with the availability of these LCTOP funds, the Agency is proposing to launch an extensive effort to promote the new RapidLink Gold Line with a goal of attracting new passengers and increasing the awareness of limited stop bus service. The program will include free summer fares from June 1 through September 3, 2018. Staff recommends allocating the remaining \$143,250 in FY18 LCTOP funds to support this marketing effort. LCTOP funds will offset the fare revenue discount resulting from this program.

A complete service plan, including Route 27 frequency improvements will be presented in greater detail to the Board for approval as part of the FY2019 Short Range Transit Plan (SRTP). Processing this LCTOP grant application in anticipation of the SRTP approval in May 2018 will allow staff to implement the much needed Route 27 frequency improvements and carryout the proposed marketing effort this summer, when ridership historically reaches an annual low point due to local schools and colleges being on summer recess.

Fiscal Impact:

The FY18 LCTOP grant funds will provide \$143,250 to support RTA's special promotion of RapidLink Gold Line and \$1,221,633 will support the Route 27 frequency improvements.

Recommendation:

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

- Approve Resolution No. 2018-03 and authorize the Board Chair to execute the resolution on behalf of the Agency.
- Approve Resolution authorizing the Chief Executive Officer or assigned designee to file the application and execute the Certifications and Assurances for FY18 LCTOP funds.

RESOLUTION No. 2018-03

RESOLUTION OF THE BOARD OF DIRECTORS OF THE RIVERSIDE TRANSIT AGENCY AUTHORIZING THE EXECUTION OF THE CERTIFICATIONS AND ASSURANCES AND AUTHORIZED AGENT FORMS FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) FOR THE FOLLOWING PROJECT(S): ROUTE 27 FREQUENCY IMPROVEMENTS AND RAPIDLINK GOLD LINE FARE DISCOUNT PROGRAM, \$1,217,786 PUC 99313, \$147,097 PUC 99314

WHEREAS, the Riverside Transit Agency (RTA) is an eligible project sponsor and may receive state funding from the LCTOP for transit projects; and

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

WHEREAS, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

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

WHEREAS, RTA wishes to delegate authorization to execute these documents and any amendments thereto to the **Larry Rubio, Chief Executive Officer**; and

WHEREAS, RTA wishes to implement the LCTOP project(s) list above; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of RTA that the fund recipient 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 LCTOP funded transit projects.

NOW THEREFORE, BE IT FURTHER RESOLVED that **Chief Executive Officer or his assigned designee**, be authorized to execute all required documents of the LCTOP program and any Amendments thereto with the California Department of Transportation.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of RTA that it hereby authorizes the submittal of the following project nomination and allocation request to the Department in FY 2017-2018 LCTOP funds:

Project Name: Route 27 Frequency Improvements

Amount of LCTOP funds requested: \$1,221,633

Project Description: Improve the frequency of Route 27 from 60 minutes to 30 minutes weekdays.

Contributing Sponsor: Riverside County Transportation Commission

Project Name: *RapidLink Gold Line Fare Discount Program*

Amount of LCTOP funds requested: *\$143,250*

Project Description: *Increase awareness and ridership on new RapidLink route by offering free fares June 1 – September 3, 2018.*

Contributing Sponsor: *Riverside County Transportation Commission*

Passed and approved this 22nd day of March, 2018.

AGENCY BOARD DESIGNEE:

RIVERSIDE TRANSIT AGENCY

APPROVED AS TO FORM:

Art Welch
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 March 22, 2018.

ATTEST:

Tammi Ford
Clerk of the Board of Directors