



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: MARCH 28, 2017**
FROM: PUBLIC WORKS DEPARTMENT **WARDS: ALL**
SUBJECT: CITY PASS REVENUE AGREEMENT #16-007 WITH RIVERSIDE TRANSIT AGENCY FOR THE CITY PASS PROGRAM FOR THE PERIOD JULY 1, 2016 THROUGH JUNE 30, 2021 IN THE AMOUNT OF \$76,118.08 FOR A TOTAL NOT TO EXCEED OF \$86,118.08

ISSUE:

Approve the City Pass Revenue Agreement #16-007 with the Riverside Transit Agency allowing full-time City of Riverside employees to ride Riverside Transit Agency routes at no cost, through the "City Pass Program," for the period of July 1, 2016, through June 30, 2021, in the amount of \$76,118.08, with a total not to exceed amount of \$86,118.08.

RECOMMENDATIONS:

1. Approve the City Pass Revenue Agreement #16-007 with the Riverside Transit Agency for the City Pass Program, allowing full-time City of Riverside employees to ride Riverside Transit Agency routes at no cost, for the amount of \$76,118.08 for the period from July 1, 2016 through June 30, 2021;
2. Authorize additional expenditures up to \$10,000 or 13% over the Riverside Transit Agency proposal of \$76,118.08 for a total amount not to exceed \$86,118.08, to reconcile Program costs with actual year-end ridership as needed; and,
3. Authorize the City Manager, or designee, to execute the agreement.

LEGISLATIVE HISTORY:

South Coast Air Quality Management District Rule 2202 requires employers of 250 or more full-time employees to reduce and offset vehicle emissions generated from employee commutes.

BACKGROUND:

Since 2007, the City has partnered with the Riverside Transit Agency (RTA) to offer full-time City employees no cost rides on RTA routes through the City Pass Program (Program). Although rides are no cost to employees, the City pays a fare of \$1.10 per boarding plus RTA's monthly Program administrative costs.

Although current base fares for these routes range from \$1.50 to \$3.00, RTA has held the Program fare constant at \$1.10 since 2012. Fiscal years 2014, 2015, and 2016 had 13,006, 12,707, and 10,717 boardings respectively with employees embarking from cities spanning Corona to the west, and Hemet and Temecula to the east and south respectively. It is estimated that as many as 35 employees per month use the program on one or more days.

DISCUSSION:

Based on ridership trends, 10,717 boardings are forecasted for FY 2016/17. With the RTA administrative fee, FY 2016/17 program costs are estimated to be \$15,088.94. Per the Agreement, the City would deposit \$15,088.94 with RTA upon execution. At the end of each month, RTA would calculate monthly boarding costs and withdraw those costs plus monthly administrative costs. At year-end, RTA will either refund any unexpended deposit or invoice the City for any boarding costs owed. Change order authority of 13% or up \$10,000 over the RTA proposal is needed to cover additional costs if participation increases. Using ridership data from 2012 to September 2016, staff has forecast annual ridership and program costs through FY 2020/21 to be \$76,118.08, as detailed in in Table 1 below.

Table 1: City Pass Program Estimated 5-year Ridership and Program Costs				
Program Year	Ridership Forecast*	Ridership Costs (at \$1.10 per)	RTA Administrative Fee	Total Annual Costs
16/17	10,717	\$11,788.70	\$3,300.24	\$15,088.94
17/18	10,717	\$11,788.70	\$3,366.24	\$15,154.94
18/19	10,717	\$11,788.70	\$3,433.57	\$15,222.27
19/20	10,717	\$11,788.70	\$3,502.24	\$15,290.94
20/21	10,717	\$11,788.70	\$3,572.29	\$15,360.99
5-year Program Costs:				\$76,118.08
Change Order Contingency:				\$10,000.00
Total:				\$86,118.08
*Estimates based on ridership trends from July 2012 through September 2016				

FISCAL IMPACT:

Sufficient funds have been budgeted in the Public Works Department Air Quality Improvement Fund (Account Numbers 4140100-450367 — City Pass Program and 4140100-450348 — Employee Rideshare Program) to continue the Program through June 30, 2018. The costs for fiscal years 2018/19 through 2020/21 will be included in future budgets.

Prepared by: Kris Martinez, Public Works Director
 Certified as to availability of funds: Scott G. Miller PhD, Chief Financial Officer/City Treasurer
 Approved by: Al Zelinka, FAICP, Assistant City Manager
 Approved as to form: Gary G. Geuss, City Attorney

Attachment: City Pass Revenue Agreement #16-007 – Riverside Transit Agency