



AGENDA
REGIONAL TRANSIT ADVISORY COMMITTEE

Thursday, January 15, 2015
2:00 p.m. – 3:30 p.m.
San Luis Obispo Council of Governments
1114 Marsh Street
San Luis Obispo, CA 93401

Individuals wishing accessibility accommodations at this meeting under the Americans with Disabilities Act (ADA) may request such accommodations to aid hearing, visual, or mobility impairment (including Limited English Proficiency [LEP]) by contacting the RTA offices at 781-4833. Please note that 48 hours advance notice will be necessary to honor your request.

- 1. CALL MEETING TO ORDER, ROLL CALL**

- 2. PUBLIC COMMENTS:** This portion of the agenda is set aside for any members of the public to directly address the Regional Transit Advisory Committee on any items not on the agenda and within the jurisdiction of the Committee. Comments are limited to three minutes per speaker. The Committee will listen to all communication, but in compliance with the Brown Act, will not take any action on items that are not on the agenda.

- 3. ELECTION OF OFFICERS:** Elect RTAC Chair & Vice Chair

- A. INFORMATION AGENDA ITEMS:**
 - A-1 Executive Director’s Report (Verbal)
 - A-2 Member Comments/ Reports from Jurisdictions (Receive)
 - A-3 Review FY14-15 Budget Assumptions & Discuss FY15-16 Budget Calendar (Receive)
 - A-4 Update on Runabout Fare Increase (Verbal)
 - A-5 RTAC’s Role in Short Range Transit Plan Study (Verbal)

B. ACTION AGENDA ITEMS:

B-1 None

C. CONSENT AGENDA ITEMS:

The following items are considered routine and non-controversial by staff and will be approved by one motion if no member of the RTAC or public wishes an item be removed. If discussion is desired by anyone, the item will be removed from the consent agenda and will be considered separately. Questions of clarification may be made by RTAC members, without the removal of the item from the Consent Agenda. Staff recommendations for each item are noted following the item.

C-1 RTAC Minutes of October 16, 2014 (Approve)

D. ADJOURNMENT

Next Meeting: April 16, 2015

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

January 15, 2015

STAFF REPORT

AGENDA ITEM: A-3

TOPIC: Review FY14-15 Budget Assumptions
& Discuss FY15-16 Budget Calendar

ACTION: Receive

PRESENTED BY: Geoff Straw

STAFF RECOMMENDATION: Receive

Proposed Budget Calendar for FY15-16

February 11 Detailed budget assumptions and revenue forecast to Executive Committee.

March 4 Obtain Board concurrence on proposed draft budget assumptions.

March 5 Provide mid-year FY15 Budget data to Board with any recommended budget amendment.

March 31 Based on feedback from Executive Committee draft FY16 Budget Draft complete.

April 15 Draft FY16 Budget presentation to Executive Committee

April 16 Formal FY16 Budget presentation to RTAC

May 6 Final Board Budget presentation. Board adoption of FY16 Budget.

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

March 5, 2014

STAFF REPORT

AGENDA ITEM:	B-1
TOPIC:	Fiscal Years 2015 and 2016 Budget Assumptions
ACTION:	Approve Budget Assumptions
PRESENTED BY:	Geoff Straw
STAFF RECOMMENDATION:	Approve Budget Assumptions to enable staff to begin development of FY14-15 & FY15-16 Operating Budget

BACKGROUND/DISCUSSION:

The following report outlines staff's budget assumptions recommendation for RTA's Fiscal Year 2014-15 and 2015-16 Operating Budget, and it is the first step in the development of our operating budget and operating program. It should be noted that RTA is again developing a two-year operating budget and five-year capital budget. Upon the Board's guidance and approval of these assumptions, staff will prepare a detailed report along with preliminary budget numbers for presentation to the Executive Committee at their April 16th meeting prior to the final draft budget presentation to the Board in May.

Objectives

- Maintain service levels and hours of service that meet the demand of our customers and communities through the effective and efficient delivery of RTA Fixed Route, Runabout, Dial-a-Ride and Trolley services.
- Increase our reserves for the Fiscal Year 2014-15 budget cycle.
- Continue to work with the SLOCOG efficiencies committee in evaluating region-wide service efficiencies.
- Evaluate options and provide analysis on the 5-year capital improvement program and methods to fund these needs.
- Address overcrowding on fixed route runs during peak travel periods.
- Address increasing demand on Runabout service.
- Project the impacts of North County Consolidated Services for both fiscal years.
- Successfully develop a new Collective Bargaining Agreement with Teamsters Local 986 (the previous CBA expired on January 31, 2014).

Revenue

- SLOCOG is working on State Transit Assistance (STA) funding projections for FY14-15. Once those targets are more firmly established, RTA will assume a proportional change in overall STA funding in our FY14-15 budget, and will budget the same amount for FY15-16.
- Staff is not recommending a fare program change for FY14-15, although we may have to consider changes in FY14-15 if TDA or other funding shortfalls emerge or if the collective bargaining agreement wages/benefits currently being negotiated will require it.
- Fare revenue is projected to be \$1,175,000 (farebox and pass sales revenue only) for FY14-15 – roughly 5.4% higher than the \$1,115,000 originally projected in the second year of the current two-year operating budget.
- Federal Transit Administration (FTA) Section 5307, 5311 and 5339 operating and capital funding for both fiscal years shall remain consistent with FY13-14 levels. Should authorizations for federal transportation programs under the MAP-21 successor legislation in FY14-15 increase or decrease for any of these programs, staff would adjust these assumptions accordingly.
- During the current fiscal year, RTA was awarded a total of \$800,000 in FTA Section 5316 JARC funding for FY14-15 to support Route 10 operations and North Coast services (RTA Route 15 and related Runabout). That has temporarily “filled a hole” identified in the second year of the current two-year budget, and will reduce the initially projected need for LTF funds in FY14-15. However, it is the last award of discretionary JARC funds, unless the program is restored in the MAP-21 successor legislation. Staff will work with the Budget Committee and RTAC on options for future years and the impact on LTF.
- FTA Section 5307 operating funding from the City of Santa Maria for Route 10 will be budgeted at \$200,000 for both fiscal years, which is consistent with FY13-14 levels.
- FTA Congestion Mitigation Air Quality funding is assumed to purchase two over-the-road coaches in late FY14-15, and to operate three years of additional express runs on the 101 corridor beginning in FY15-16.
- FY13-14 LTF revenue was budgeted at \$3,756,623. Once the FY14-15 targets are further refined by SLOCOG, RTA will assume a proportional increase/decrease in overall LTF funding in our FY14-15 budget and a similar increase/decrease in the FY15-16 budget. Should there be a budget shortfall due to the loss of funding in either fiscal year, staff would evaluate and make appropriate recommendations on a potential budget amendment or use of reserve funds.
- Staff will continue to explore new revenue resources at the federal, state, and local levels.

Expenses

- Service levels, number of revenue service hours, miles and span of service for RTA fixed route services will be budgeted at current levels for FY14-15.
- Runabout service hours and miles are expected to increase based on increasing demand.

- Should staff be unable to secure adequate funding to operate projected fixed route and Runabout service levels, a reduction of service would be proposed and/or a potential increase in LTF funding would be requested for the Board's consideration.
- Detailed miles/hours and span of service for each route and Runabout will be provided with the draft budget. In addition, detailed miles/hours and span of service will be provided separately for SLO County Services and North County Consolidated Services.
- Staff will use the 2012-14 RTA Strategic Business Plan, the 2010 Fixed Route Performance Standards, the 2012-15 RTA Service Improvement Program, as well as the findings from the 2010 Short Range Transit Plan, to evaluate potential efficiencies and with Board concurrence implement efficiencies during the course of the two fiscal years.
- Fuel consumption and price will be budgeted conservatively; diesel fuel will be budgeted at \$4.15 per gallon. Included in the fuel line item will be diesel exhaust fluid (DEF), used to lower diesel exhaust emissions on the new vehicles.
- CalTIP liability premiums will be increased 10% annually.
- Workers Compensation premiums are projected to increase 20%, with the realization that workers compensation is especially challenging this year for almost everyone. Staff will be working with our broker on this in an effort to obtain a better number prior to April. We have also established an employee committee that has evaluated work comp injuries and has initiated a proactive program to address the number of claims and severity of the claims that we have had during the last year. It is expected that this effort will hasten the return of employees back to work following lost-time work-related injuries.
- For FY14-15 core RTA services, the number of budgeted positions will remain essentially the same as FY13-14, with the following exception: staff is proposing one additional full-time Bus Operator to address burgeoning demand on Runabout services. However, should revenue projections in April indicate that FY14-15 revenue is down, there will be a requisite reduction in the number of FTE's and service levels based upon projected revenue.
- For FY14-15, it is anticipated that the overall number of budgeted positions will increase as part of the North County Consolidation. It should be noted that the marginal costs and revenues of the consolidation will be treated in the budget the same way that SLO County services are depicted: as a separate and distinct column.
- Staff is still closely monitoring the anticipated impacts of the Affordable Care Act on both the number of employees and the costs of per-employee healthcare costs. For budget-making purposes, staff is assuming a 8% annual increase for healthcare costs for each of the next two fiscal years.
- Based on the current projected funding, a 2% annual Cost of Living (COLA) adjustment will be budgeted for non-union employees; the impending new Collective Bargaining Agreement will likely identify annual increases based upon longevity for Bus Operators and Mechanics. Employees within the salary range for their position will be eligible for a step merit increase subject to performance assessments.

- RTA will work with SLOCOG staff and members of the Regional Efficiencies Committees to evaluate efficiencies in the provision of service throughout the county.
- For budget-making purposes, staff is assuming Bus Operator and Mechanic annual wage increases similar to those in the last year of the recently-expired CBA for the next two fiscal years.

Proposed Budget Calendar

- February 19 Detailed budget assumptions and revenue forecast to Executive Committee.
- March 5 Obtain Board concurrence on proposed draft budget assumptions.
- March 5 Provide mid-year FY14 Budget data to Board with any recommended budget amendment.
- March 31 Based on feedback from Executive Committee draft FY15 Budget Draft complete.
- April 16 Draft FY15 Budget presentation to Executive Committee.
- April 17 Formal FY15 Budget presentation to RTAC.
- May 7 Final Board Budget presentation. Board adoption of FY15 Budget.

Staff Recommendation

Approve the budget assumptions and budget calendar so that a detailed work plan and budget may be developed.

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
REGIONAL TRANSIT ADVISORY COMMITTEE**

October 16, 2014

Draft MINUTES

C-1

Members Present:	Michael Seden – Hansen (<i>Chair</i>) Eric Greening (<i>Vice Chair</i>) Gamaliel Anguiano Dawn Patterson Dominique Bonino Todd Katz Phil Moores Mark Dariz	City of Paso Robles Fixed Route Representative SLO Transit Atascadero Transit Cal Poly Fixed Route Alternate Rep. South County Transit (SCT) Runabout/DAR Representative
Members Absent:	John Diodati Anthony Gutierrez Janeen Burlingame	County of San Luis Obispo Cuesta College Morro Bay Transit
Staff Present:	Geoff Straw Anna Mafort Tania Arnold	RTA RTA RTA
Guest:	Eliane Wilson Pete Rodgers	SLOCOG SLOCOG

1. Call Meeting to Order, Roll Call:

Chairperson **Michael Seden-Hansen** called the meeting to order at 2:05 p.m. Roll call was taken; a quorum was present.

2. Public Comments:

None

A. Information Agenda Items

A1. Manager's Report (Receive):

Mr. Straw said RTA graduated seven new bus operators last week. Cuesta North Campus Shuttle service began August 18 during the evenings, four runs per day, Monday through Thursday. It's free for Cuesta students and takes them to any bus stop they want to go in Paso Robles, Templeton or Atascadero. ADA riders can request a drop-off within ¼ mile of the fixed route service free of charge. The general public can also request a route deviation, but will be charged \$10. We average 4-5 riders per trip and most people travel around Paso Robles. We are moving the bus stop and will implement the change on November 3.

Mr. Straw summarized outreach efforts and feedback received to date on the proposed Runabout fare increases. The subsidy cost per rider is more than \$60 for Runabout, compared with \$3.50 for fixed routes. If the demand trend continues, we will need to find more money or cut services. He reviewed some of the current and suggested Runabout fares. **Mr. Eric Greening** inquired about the functionality of those riders who cited the increased fare would create a financial hardship. Are they capable of riding the fixed routes? **Mr. Straw** said staff can reach out to these people and provide more information and provide all options available to them. Travel training and an assessment process are likely to be the next steps in the process. The last fare increase was \$.25 in 2008. The fares should mirror twice the fixed route. The committee discussed the current RTAC bylaws and what role it plays in the Runabout appeals process.

Staff has been selling retired vehicles on eBay. Two sold for more than expected. Three more will soon be listed.

RTA is currently going out to bid for a new ITS program. The submission deadline is November 14.

Mr. Straw concluded his report.

A2. Member Comments/ Reports from Jurisdictions (Receive):

Ms. Dawn Patterson said the City of Atascadero just completed its CHP Annual Exam and passed with flying colors.

Mr. Greening said fixed route riders are generally happy. Drivers are very cool and competent. Standees are shifting from the 7:08 a.m. to the 6:53 a.m. runs out of Atascadero.

Mr. Gamaliel Anguiano said SLO Transit enjoyed the biggest September yet with a 4% increase in ridership. October 20-24 will mark week-long free rides in honor of Rideshare month. We started a pilot program of providing hand sanitizers on the buses in preparation to the cold and flu season. Finally we are expanding WiFi on 3-4 buses in the next few days.

Ms. Dominique Bonino said Cal Poly is hosting several fares for Rideshare month.

Ms. Eliane Wilson said in 14 days she will be making her presentation on paratransit in three different countries, including France, Spain and California.

Mr. Pete Rodgers said the SLOCOG Highway 101 Mobility Study is on the website. He discussed the RFP for vanpools. Staff is working with CalTrans about creating a freeway park and ride at Spyglass in Shell Beach.

Mr. Todd Katz noted San Luis Obispo synchronized the stop lights along Higuera and Los Osos Valley Road, making traffic control more effective.

Mr. Phil Moores said South County Transit will launch a test Route 26 on December 3. This will provide express service from Ramona Garden Park to the Pismo Beach Premium Outlets

transit center, out to Shell Beach and back around. The goal is to determine if this will assist with productivity and if it is something riders would like to have on an on-going basis.

B. Action Items

B1. Planning & Programming of FTA-Funded Projects (Recommend): Mr. Straw

announced SLOCOG staff requested all transit operators in the three urbanized areas of the county to prepare a five year capital project list. They will present a two-year Program of Projects to the December 3rd Board meeting. One challenge is that the two-year federal transportation bill known as Moving Ahead for Progress in the 21st Century (MAP-21) expired September 30. It did not include discretionary funds for transit capital projects. Cal Trans controls FTA 5339, which is a capital projects fund created out of MAP-21. None of the 5339 funds have been released.

Mr. Straw concluded his report.

B2. Authorize Prop 1B Grant Submittals (Recommend): Mr. Straw presented the resolution to apply for the Prop 1B funds still available. There are two components: Approximately \$2.1 Million for Capital Projects, and about \$213,000 for Safety and Security measures.

Staff asks RTAC to recommend authorizing the attached resolution authorizing the RTA Executive Director to submit a Proposition 1B grant application of up to \$2.1 million for potential capital projects and up to \$213,000 for potential Safety and Security Capital projects for the fiscal years 2014/15 and 2015/16 apportionments.

Mr. Straw concluded his report.

Mr. Anguiano made a motion to approve staff recommendation. **Mr. Greening** seconded and the motion carried on a voice vote with no oppositions or abstentions.

B3. Joint SLO Transit/RTA Short Range Transit Plan (Recommend):

Mr. Straw presented the Scope of Work for the Joint RTA and SLO Transit seven-year plan. There are four primary objectives: Assess the current and projected conditions; assess core RTA and SLO Transit services; develop a financially constrained plan for the two services; and, identify and make recommendations for individual and joint service efficiencies.

There are three key components for the RTAC and SLO Transit's Mass Transit Committee to jointly consider as identified on the Scope of Work: 1) Overview of the systems on page 4; 2) Overview of draft revenue on page 7; and, 3) Review of draft plans as outlined on page 12.

The two groups will come together for joint meetings to review these three key components. These meetings are expected to take place in March 2015, July 2015 and January 2016. Each governing body will present their own meeting minutes.

Mr. Rodgers inquired about the five-year plan. **Mr. Straw** said this plan will be a five-year constrained plus two additional years unconstrained. He noted that March is the best time of the year to conduct passenger surveys.

C. CONSENT AGENDA ITEMS:

C-1 RTAC Minutes of 7-17-14 (approve)

Mr. Greening made a motion to approve the draft minutes and **Ms. Patterson** seconded. The motion carried with a voice vote with **Mr. Dariz** abstaining.

D. ADJOURNMENT:

The meeting adjourned at 3:12 p.m.

Next RTAC Meeting: **January 15, 2015**

Respectfully Submitted:

Anna Mafort-Lacy
Administrative Assistant
San Luis Obispo Regional Transit Authority