



## REGIONAL TRANSIT AUTHORITY EXECUTIVE COMMITTEE AGENDA

PLEASE NOTE THE DATE, TIME, AND LOCATION:

**Wednesday, December 10, 2014**

**10:00 a.m. – 11:30 a.m.**

**SLOCOG Conference Room**  
**1114 Marsh Street**  
**San Luis Obispo, California**

This agenda is available/posted at: <http://www.slorta.org/board/rta-board-meetings>

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 by contacting the SLORTA offices at 781-4833. Please note that 48 hours advance notice will be necessary to honor a request.

- 1. Call Meeting to Order, Roll Call**
- 2. Public Comment:** The Committee reserves this portion of the agenda for members of the public to address the San Luis Obispo Regional Transit Authority Executive 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. Information Items**
  - A-1 Executive Director's Report (Information)
- 4. Action Items**
  - B-1 Budget Adjustment (Action)
  - B-2 Facility Siting Analysis (Action)
- 5. Consent Items**
  - C-1 Executive Committee Meeting Minutes of October 15, 2014 (Approve)
  - C-2 Agreement with Grover Beach for Security Camera System (Approve)

The Regional Transit Authority is a Joint Powers Agency serving the residents and visitors of:

**Arroyo Grande Atascadero Grover Beach Morro Bay Paso Robles Pismo Beach San Luis Obispo County of San Luis Obispo**

**6. RTA Board Agenda Review** – below are items that will be presented at the January 7, 2015 RTA Board meeting:

Information Items

- A-1 Executive Director's Report (Information)

Action Items

- B-1 Budget Adjustment (Action)
- B-2 Facility Siting Analysis (Action)

Consent Items

- C-1 Executive Committee Meeting Minutes of October 15, 2014 (Approve)
- C-2 RTA Board Meeting Minutes of November 5, 2014 (Approve)
- C-3 Agreement with Grover Beach for Security Camera System (Approve)
- C-4 Authorize Executive Director to Contract for SRTP Study (Approve)
- C-5 Authorize Executive Director to Contract for ITS Project (Approve)
- C-6 FTA Annual Certifications and Assurances (Approve)
- C-7 Resolution Authorizing RTA to Submit Application for Rural Transit Program Funds (Approve)

Closed Session Items

- D-1 It is the intention of the Board to meet in closed session concerning the following items:
  - 1. CONFERENCE WITH LABOR NEGOTIATOR (Govt. Code Section 54957.6)  
Agency representative: Shelly Higginbotham  
Unrepresented employee: Geoff Straw, Executive Director
  - 2. CONFERENCE WITH REAL PROPERTY NEGOTIATOR (Gov. Code Sec. 54956.8):  
Agency Negotiators: Geoff Straw  
Under Negotiation/Discussion: Price and Terms of Payment  
Property: 179 Cross St., San Luis Obispo, CA APN: 053-041-027  
Negotiating Party: Cornerstone Development, LLC

**7. Closed Session Items**

None

**8. Adjournment**

Next Executive Committee Meeting: **February 11, 2015**

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

**December 10, 2014**

**STAFF REPORT**

**AGENDA ITEM:** A-1

**TOPIC:** Executive Director's Report

**PRESENTED BY:** Geoff Straw

**STAFF RECOMMENDATION:** Accept as Information

**BACKGROUND/DISCUSSION:**

**Operations:**

RTA will conduct its next quarterly Employee of the Quarter barbecue lunch on January 23, 2015 from 11:30AM until 1:00PM, and the winner will join us at the March 4, 2015 Board meeting. Please add that event to your calendars.

I have been asked to serve on the Transportation and Circulation Committee as part of Cal Poly's Master Plan Update. I will report back on any initiatives that could impact RTA as this process moves forward.

The Regional Transportation Advisory Committee will meet on January 15, 2015 to discuss progress on the revised Runabout fare program change implementation slated for February 1<sup>st</sup>, and to discuss RTAC's role in the joint RTA/SLO Transit Short Range Transit Plan that will occur in 2015 and early 2016.

**Maintenance:**

RTA has sold two 1995 Gillig buses (148 and 149) through eBay auctions in the past two weeks. One additional 1997 Gillig bus (151), three cutaway vans and two staff cars will be sold through auction in the coming weeks.

RTA is fully utilizing its maintenance software system supplied by Ron Turley Associates. I expect to provide preliminary performance data at the January 2015 Board meeting.

RTA continues to meet preventive maintenance schedules according to manufacturer recommendations.

**Service Planning & Marketing:**

RTA published a Joint SLO Transit / RTA Short Range Transit Plans study Request for Proposals on November 3<sup>rd</sup> and will begin reviewing proposals soon after the December 17<sup>th</sup> deadline. Staff plans to conduct on-site interviews of the finalist firms the week of January 16<sup>th</sup>. Staff is seeking authorization to execute an agreement with the successful bidder during the January 7<sup>th</sup> Board meeting.

Staff worked closely with County Supervisor Ray and a private company in South County to sell advertising space on Nipomo Dial-A-Ride buses. Advertising revenues are considered “farebox revenues” under TDA law, and this transaction will ensure that the Nipomo service meets the TDA 10% farebox recovery ratio for the fiscal year and thus avoid a financial penalty. A special thanks goes out to RTA Marketing and Community Relations Manager Mary Gardner for her excellent work in making this happen. Look for a public outreach effort in the coming weeks to acknowledge this partnership.

**Finance and Administration:**

Staff will present a budget adjustment proposal under Agenda Item B-1 to account for our failure to carry-forward two capital projects from the FY13-14 budget. In essence, both projects were fully-funded in previous fiscal year and staff began the procurement process. However, neither capital project was fully delivered in FY13-14, and we are now requesting that the revenues and expenses be formally recognized in the FY14-15 budget.

Staff will provide preliminary financial and operating data through November 30th at the January 7<sup>th</sup> RTA Board meeting.

The County Counsel office began sending out the Executive Director Annual Review documents in early December. A closed session will be planned for the January 7, 2015 Board meeting to complete that review, and any compensation recommendations could be considered at the March 4, 2015 Board meeting.

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

**December 10, 2014**

**STAFF REPORT**

**AGENDA ITEM:** B-1

**TOPIC:** Fiscal Year 2015 Budget Amendment

**ACTION:** Approve FY15 Budget Amendment

**PRESENTED BY:** Geoff Straw

**STAFF RECOMMENDATION:** Approve Budget Amendment

**SUMMARY:**

The Fiscal Year 2014-15 RTA operating and capital budget was adopted on May 7, 2014 and was based on a range of assumptions, including anticipated funding and delivery dates for FY14-15 operating and capital projects, as well as FY13-14.

At this time, staff is bringing back two items that were completed after the FY13-14 was over. The following is a detailed description of the proposed budget adjustment that has been incorporated and highlighted in the amended budget on the following pages.

1. Purchase of maintenance software and equipment was approved as part of the March 5, 2014 agenda. The Request for Proposals was released on April 2, 2014 with the project completing implementation in October 2014.
  - (a) The **funding** is as follows and is included on page B-1-3 in the *Amended Capital Budget* column for FY14-15.
    - i. Capital Projects Reserve: added to the previously approved amount by \$12,000 (carryover *State Transit Assistance (STA)* funds)
    - ii. Federal Transit Adm (FTA) (Section 5307 North County): added to the previously approved amount by \$48,000
  - (b) The **expenditure** was added miscellaneous capital section page B-1-4 under maintenance software for a total of \$60,000
2. Purchase of cutaway vehicles was approved as part of the November 6, 2013 agenda. The procurement was delayed due to vendor backlog caused by multiple agencies ordering at the same time due to FTA clearance delays.
  - (a) The **funding** is as follows and is included on page B-1-3 in the *Amended Capital Budget* column for FY14-15.
    - i. Capital Projects Reserve: added to the previously approved amount by \$57,200 (carryover *State Transit Assistance (STA)* funds)

- ii. Federal Transit Adm (FTA) (Section 5307 North County): added to the previously approved amount by \$324,000
- (b) The **expenditure** was added vehicles section page B-1-4 under Runabout vehicles for a revised total of \$572,200 (previous amount was \$191,000)

The net effect for the above referenced budget adjustments has no impact on the local jurisdictions.

**Staff Recommendation**

Approve the budget amendment as indicated in the staff report.

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY  
AMENDED CAPITAL REVENUE BUDGET FOR 2014/2015**

	2012/2013 ACTUAL	2013/2014 AMENDED CAPITAL BUDGET	2013/2014 ADOPTED SLOCAT BUDGET	2013/2014 ADOPTED N. COUNTY BUDGET	2014/2015 AMENDED CAPITAL BUDGET	2014/2015 ADOPTED SLOCAT BUDGET	2014/2015 ADOPTED N. COUNTY BUDGET	2015/2016 PROJECTED CAPITAL BUDGET	2015/2016 PROJECTED SLOCAT BUDGET	2015/2016 PROPOSED N. COUNTY BUDGET
FUNDING SOURCES:										
CAPITAL PROJECTS RESERVE	288,479	540,660	-	TBD	589,600	109,960	-	444,960	20,660	35,010
1. ESTIMATED FUND BALANCE	288,479	540,660	-	-	589,600	109,960	-	444,960	20,660	35,010
2. LESS REQUIRED RESERVES FOR FISCAL YEAR										
CAPITAL PROJECTS RESERVE	288,479	318,373	-	TBD	363,150	20,660	35,010	370,784	20,660	35,010
TOTAL	288,479	318,373	-	-	363,150	20,660	35,010	370,784	20,660	35,010
3. FUND BALANCE AVAILABLE	-	222,287	-	TBD	226,450	89,300	(35,010)	74,176	-	-
<b>NON TDA SOURCES</b>										
STATE TRANSIT ASSISTANCE (STA)	355,400	544,071	-	-	636,640	-	-	561,640	-	-
PROPOSITION 1B FUNDING - SAFETY & SECURITY	10,400	400,000	-	-	558,030	-	-	-	-	-
PROPOSITION 1B FUNDING - BUILDING LOAN PAYDOWN	-	800,000	-	-	-	-	-	-	-	-
PROPOSITION 1B FUNDING - PROPERTY PURCHASE	-	1,534,165	-	-	-	-	-	-	-	-
PROPOSITION 1B FUNDING - BUS REPLACEMENT	181,787	961,000	-	-	407,750	-	-	-	-	-
RURAL TRANSIT FUND (Capital)	52,458	75,000	-	-	491,240	-	-	601,364	-	-
SERVICE AUTHORITY FOR FREEWAYS AND EXPRESSWAYS	-	-	-	-	-	-	-	-	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5307) - San Luis Obispo	100,800	150,000	-	-	249,000	-	-	-	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5309) - State of Good Repair	466,640	1,900,000	-	-	2,336,640	-	-	-	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5339) - State of Good Repair	-	162,220	-	-	35,000	-	-	-	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5311) - Stimulus	-	-	-	-	-	-	-	-	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5311f)	-	-	-	-	336,580	-	-	-	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5316) - JARC	-	-	-	-	400,000	-	-	-	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5317) - New Freedom	-	-	-	-	-	-	-	-	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5307-North County)	-	424,970	-	-	471,000	-	-	25,200	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5307-South County)	-	347,030	-	-	51,000	-	-	100,800	-	-
CMAQ CAPITAL FUNDS	-	-	-	-	-	-	-	1,040,000	-	-
4. SUB TOTAL	1,167,485	7,298,456	-	-	5,972,880	-	-	2,329,004	-	-
5. TOTAL FUND BALANCE & NON TDA FUNDING	1,167,485	7,520,743	-	-	6,199,330	89,300	-	2,403,180	-	-
6. NET TDA REQUIREMENTS	-	-	-	-	-	-	35,010	-	-	25,000
7. TOTAL FUNDING SOURCES	1,167,485	7,520,743	-	-	6,199,330	89,300	35,010	2,403,180	-	25,000
8. FUNDING USES:										
CAPITAL	859,223	6,412,481	-	-	5,656,200	89,300	-	1,860,050	-	25,000
LOAN PAYDOWN	308,262	1,108,262	-	-	543,130	-	-	543,130	-	-
9. TOTAL FUNDING USES	1,167,485	7,520,743	-	-	6,199,330	89,300	-	2,403,180	-	25,000

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

<b>Capital Expenditures</b>	<b>Actual Capital Budget FY 2012-13</b>	<b>Amended Capital Budget FY 2013-14</b>	<b>Amended Capital Budget FY 2014-15</b>	<b>Projected Capital Budget FY 2015-16</b>	<b>Projected Capital Budget FY 2016-17</b>	<b>Projected Capital Budget FY 2017-18</b>	<b>Projected Capital Budget FY 2018-19</b>
<b>Capital/Studies:</b>							
<b>Computer System Maintenance/Upgrades</b>	13,493	13,310	<b>36,400</b>	20,900	21,950	23,050	24,200
Miscellaneous Capital	20,120						
<b>Facility Improvements</b>		187,820	<b>15,000</b>	25,000	-	-	17,250
Maintenance Software and Maintenance Equipment		60,000	<b>60,000</b>	41,000	-	36,470	-
Tire Lease Buyout		37,170	-	-	-	-	-
Marking and Tethering Program		5,500	-	-	-	-	-
Rotary Lift/ <b>Wireless Lift</b>		18,700	<b>52,000</b>	-	-	22,730	-
<b>Specialized Maintenance Tools</b>		12,650	<b>52,000</b>	25,000	26,250	27,560	28,940
Maintenance Staff Office/ <b>Desks and Office Equipment</b>		34,100	<b>1,800</b>	3,150	-	-	-
Backup Generator/Radios		17,250	-	50,000	-	-	-
<b>Vehicle ITS/Camera System</b>		461,787	<b>558,030</b>	-	-	339,140	-
<b>Bus Stop Improvements</b>	-	61,750	<b>73,750</b>	31,500	33,080	34,730	36,470
<b>Bus Rehabilitation</b>	24,824	125,000	<b>185,000</b>	388,500	407,930	-	-
<b>Bus Procurement Reserve/Large Capital Repairs</b>	-	44,779	<b>81,810</b>	-	-	-	-
<b>RouteMatch Dispatching Software</b>	-	-	<b>40,000</b>	-	50,000	-	-
Vehicles	-	-	-	-	-	-	-
<b>Support Vehicles</b>	-	102,500	<b>62,500</b>	-	50,000	-	-
<b>40' Coaches/Over the Road Coaches</b>	494,240	3,336,000	<b>3,865,710</b>	1,300,000	-	1,215,506	-
<b>Trolley replacement vehicles</b>	-	-	-	-	325,000	-	-
<b>One Dial A Ride Vehicle</b>	88,255	-	<b>89,300</b>	-	-	-	-
<b>Runabout Vehicles</b>	218,291	360,000	<b>572,200</b>	-	347,290	-	464,960
<b>Total Capital Outlay</b>	859,223	4,878,316	<b>5,745,500</b>	1,885,050	1,261,500	1,699,186	571,820
<b>Loan Paydown</b>	308,262	1,108,262	<b>543,130</b>	543,130	271,570	-	-
<b>Property Purchase</b>	-	1,534,165					
<b>TOTAL FUNDING USES</b>	<b>1,167,485</b>	<b>7,520,743</b>	<b>6,288,630</b>	<b>2,428,180</b>	<b>1,533,070</b>	<b>1,699,186</b>	<b>571,820</b>



# SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

		<b>Adopted Budget FY 2013-14</b>	<b>Total Amended Budget FY 2014-15</b>	<b>Projected Budget FY 2015-16</b>
<b>Runabout</b>				
	Hours	25,937	<b>30,940</b>	35,580
	Miles	509,405	<b>588,030</b>	676,230
<b>Administration:</b>				
<b>Total Administration (Net of Contracts)</b>		507,375	<b>579,140</b>	670,040
<b>Service Delivery:</b>				
Labor - Operations	hourly	1,088,454	<b>1,399,520</b>	1,571,820
Labor - Operations Workers Comp	hourly	78,432	<b>111,070</b>	141,490
Labor - Maintenance	hourly	294,347	<b>363,750</b>	402,110
Labor - Maintenance Workers Comp	hourly	24,661	<b>34,230</b>	43,600
Fuel	miles	448,531	<b>495,270</b>	546,230
Insurance	miles	104,972	<b>140,960</b>	166,830
Maintenance (parts, supplies, materials)	miles	154,051	<b>178,300</b>	191,790
Maintenance Contract Costs	miles	36,492	<b>29,260</b>	31,470
<b>Total Operations</b>		<u>2,229,938</u>	<b><u>2,752,360</u></b>	<u>3,095,340</u>
<b>Capital/Studies:</b>				
<b>Total Capital Outlay</b>		884,517	<b>1,151,928</b>	86,553
<b>Contingency</b>	hourly	44,364	<b>47,590</b>	50,450
<b>Interest Expense</b>	operations cost	59,427	<b>35,070</b>	32,694
<b>TOTAL FUNDING USES</b>		<u>3,725,620</u>	<b><u>4,566,088</u></b>	<u>3,935,077</u>
<b>TOTAL NON-CAPITAL EXPENDITURES</b>		<u>2,841,103</u>	<b><u>3,414,160</u></b>	<u>3,848,524</u>

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

**December 10, 2014**

**STAFF REPORT**

**AGENDA ITEM:** B-2

**TOPIC:** Site Consideration for a RTA Long-Term Garage Facility

**ACTION:** Approve

**PRESENTED BY:** Geoff Straw, Executive Director

**STAFF RECOMMENDATION:** Adopt 40 Prado Road as RTA's Preliminary Preferred Site. Authorize Staff to Apply for Outside Funding to Conduct Environmental Review Studies

The attached report provides a summary of RTA's need for a long-term transit administration, operations and maintenance facility. The intent of this report is to inform the RTA Board of recent staff efforts, and for the Board to provide staff with direction on next steps to develop this needed project – including direction on environmental review. Staff is recommending that the Board recognize the 40 Prado site as the preliminary preferred site, and authorize staff to apply for Federal Transit Administration Section 5307 and other funds to procure consultant services to conduct environmental review studies.

This type of transit garage facility is subject to both National Environmental Protection Act (NEPA) and California Environmental Quality Act (CEQA) review. Since it is likely that RTA would seek future federal assistance on this project, the FTA would serve as the Lead Agency for NEPA review, with RTA acting as a Cooperating Agency. This will require a future Memorandum of Understanding between FTA and RTA. RTA would serve as the Lead Agency for CEQA. Staff is recommending that both of these NEPA and CEQA environmental reviews be conducted simultaneously.

**Staff Recommendation**

Adopt the 40 Prado Road location as RTA's preliminary preferred site for a long-term transit administration, operations and maintenance facility. Authorize staff to apply for FTA Section 5307 and other funds to conduct formal environmental review studies.

**RTA Long-Term Administration,  
Operations and Maintenance Facility**

**Preliminary Siting Analysis**

January 7, 2015

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## **SECTION 1: BACKGROUND**

The Federal Transit Administration planning and project development process, within which federal, State, and local officials plan and make decisions regarding transit capital investments, contains five phases. These phases include:

1. System Planning,
2. Alternatives Analysis and Environmental Review,
3. Preliminary Engineering,
4. Final Design, and
5. Construction.

As projects are conceived and advanced through these phases, their design, costs, benefits, and impacts are more clearly defined, with alternatives screened with the goal of identifying a Locally Preferred Alternative, which is cost-effective and provides the greatest benefit with the fewest adverse impacts. This report summarizes the Systems Planning phase conducted by RTA over the past eight years, and provides direction on the next phase – Alternatives Analysis and Environmental Review.

The identification, examination, and assessment of all reasonable and feasible alternatives are necessary to meet the requirements of the National Environmental Protection Act (NEPA). The California Environmental Quality Act (CEQA) requires an Environmental Impact Report (EIR) evaluate a reasonable range of alternatives to the project, or to the location of the project, which would feasibly attain most of the basic objectives of the project but would avoid or substantially lessen any of the significant effects of the project, and evaluate the comparative merits of the alternatives. NEPA and CEQA require similar environmental analysis in an Environmental Impact Statement (EIS) and an Environmental Impact Report (EIR), respectively, as well as public review for projects that will have significant effects on the environment. Some transit capital projects are expressly identified as a Categorical Exclusion under NEPA, including transit garage projects. Regardless, the State of California encourages joint preparation of EIRs and EISs and has produced guidelines to facilitate preparation of joint documents.

This Report introduces the “Purpose,” “Need” and “Objectives” for public transportation improvements in the County of San Luis Obispo. The final definition of the Purpose, Need and Objectives for RTA’s long-term maintenance facility will require further deliberation by the RTA Board of Directors after extensive consultation with the community, potential neighbors and regulatory agencies. Nonetheless, it is important to introduce these concepts early so that a robust discussion can occur.

With regard to “purpose,” implementation of an effective public transportation system is vital to alleviate current and projected connectivity and mobility challenges affecting area residents, visitors and businesses by providing essential linkages from residential areas to commercial, activity, employment, and institutional centers primarily within and secondarily adjacent to the County. Provision of a long-term RTA administration, operations and maintenance facility located in or directly adjacent to the City of San Luis

Obispo is an important component of the public transportation infrastructure needed to provide effective public transportation services in the County.

The ensuing section provides a brief description of the services provided by RTA and its performance, followed by summaries of previous studies that support the “need” for a long-term RTA administration, operations and maintenance facility. The report then provides a cursory review of the objectives of the alternative sites considered as part of this evaluation.

The growth of transit services in San Luis Obispo County over the past decade has been strong. Despite the 2008 Economic Recession that resulted in cuts to transit services across the country, area decision-makers decided to avoid cuts to transit systems in the County – in some cases to the detriment of roadway conditions in the area. A testament to this strong support for transit services is that San Luis Obispo Regional Transit Authority (RTA) ridership totaled 763,614 fixed route passenger-boardings in FY13-14 – more than double what it was in FY05-06. In addition, RTA Runabout provides all ADA complementary paratransit services for the five fixed route transit agencies in the County, providing 43,669 passenger-trips in FY13-14 on the RTA Runabout program (more than double that provided in FY02-03). Over the past 20 years, RTA services have become established among all elements of the community, carrying children, university students, commuters, visitors, and disabled and elderly riders throughout the County.

Additional services, moreover, are currently planned that will expand transit services in the County. The *2010 RTA Short Range Transit Plan* calls for moderate growth in transit services to meet increasing demand through 2016. This is echoed in the *Draft 2014 SLOCOG US-101 Mobility Study* and the *Draft 2035 SLOCOG Regional Transportation Plan*; the former calls for moderate growth in transit services in the communities along the primary corridor through the county, while the financially-constrained RTP calls for moderate transit growth throughout the county.

The existing administration, operations and maintenance facility, however, will not support expansions in regional transit service, and indeed are inadequate to support existing services efficiently. As will be detailed later in the Report, the current leased facility is too small to efficiently maneuver large vehicles – particularly in the vehicle maintenance area. A new facility is therefore necessary to adequately provide for three business elements essential to the provision of a transit service: administration, operations and maintenance.

**Administration** includes the typical office functions of a business. These include management, personnel, payroll, customer information, planning and budgeting. This function requires office space and equipment. In a small operation such as RTA’s, housing Administration in the same location as the Operations and Maintenance functions serves to maintain communication and establishes a better relationship between management and labor.

**Operations** relates to the actual operation of bus services. It includes scheduling, training, dispatch and bus operations. Bus drivers are included in the Operations unit,

which typically has the majority of a system's employees. The Operations unit requires drivers' locker rooms, a ready room next to a dispatch office (to provide space for drivers to receive work assignments, pick up equipment, relax between work assignments, and for small group training sessions), and sufficient parking area for the entire bus fleet.

**Maintenance** relates to all functions required to keep the vehicle fleet in clean and safe working order. The scope of Maintenance activities actually performed can vary. Frequently, in smaller systems, some functions that require specialized skills or equipment are performed by vendors. At a minimum, the Maintenance functions performed should include daily cleaning, inspection and fueling of buses; "running repair" of minor defects (e.g., replacement of bulbs or belts, brake adjustment, checking and addition of fluids); minor body repair or painting, tire changes, and scheduled preventive maintenance activities.

The Maintenance function requires, at a minimum, bay spaces with vehicle lifts for working on buses; storage space for parts, materials, tires and fluids; locker space for technicians; and space for cleaning of buses. Provision for steam cleaning of engines in preparation for repair work is generally recommended. Additional tools, equipment and space may be provided depending on functions to be performed. Because some materials used in bus operations are potentially toxic or harmful to the environment (e.g., engine oil, diesel fuel, coolant), facilities to contain and treat wastes are required for bus maintenance operations.

These three functions are currently housed in a leased facility located at 179 Cross Street in San Luis Obispo, CA. This building is owned by Cornerstone Development, and the shell of the building was constructed in 2006 on a 2.7 acre lot. RTA completed tenant improvements in 2009, which provided space for operations and maintenance, as well a paved/fenced area for revenue vehicle parking. Employee parking is provided in the unfenced area on the north, south and east portions of the lot surrounding the building.

This facility has several existing shortcomings:

- The availability of only two "tandem" maintenance bays is insufficient for RTA's fleet size, and reduces the efficiency of vehicle maintenance.
- No storage area is available for the storage of batteries, and space for tire storage is insufficient.
- There is no room available for any potential expansion.
- The location of this facility several miles from the downtown San Luis Obispo transit center results in increased deadhead travel costs and poor customer service.

If RTA is to provide an efficient, effective and customer responsive transit service over the next twenty years, a permanent operating base, well sited with respect to route operations, with suitable interior space on an area large enough to accommodate fixed route bus, paratransit vehicle, support vehicles, and employee automobile parking is essential.

The remainder of this report provides an analysis of the functional requirements for an RTA operating base (e.g., what functions should be accommodated, what space is required for each function); determination of the required facility size (building space, total area); a cursory review of twelve possible sites for the facility; and an assessment of the probable costs of facility development. Finally, this report recommends that the RTA Board of Directors formally select a preliminary single preferred site, so that additional environmental review can begin.

The site assessment is based on discussions with local real estate professionals and field inspection of each site for size, topography, access and surrounding development. In addition, the availability of utilities at each site (communications, water, electric, sewage) was identified through a review of utility mapping, and the presence of wetlands and floodplain was identified through a review of existing mapping.

## **SECTION 2: FUNCTIONAL DESIGN**

A key step in developing an efficient functional design is identifying the scope of transit fleet and operations that this facility is intended to support. As of October 2014, RTA directly operates a fleet of 45 vehicles (24 heavy-duty and medium-duty buses, and 21 paratransit vehicles) for core RTA services, as well as consolidated County and Paso Robles Express services. In addition, RTA provides administration oversight and maintenance services for South County Transit, which operates seven heavy-duty buses. Based upon the recommendations of the *2010 RTA Short Range Transit Plan*, the total vehicle fleet size will remain relatively unchanged through 2016, with only focused service expansions to meet increasing demand. For example, RTA plans to purchase over-the-road coaches to expand fixed route services along the US-101 corridor during peak commute periods. Another example is planned increases in Runabout service levels to meet burgeoning demand. Nonetheless, for purposes of this study, it is assumed that transit miles/hours will increase 1% annually between 2016 and 2035 (the planning horizon for this evaluation).

The space allocations estimated for facility planning discussed below are based on an analysis of transit operating facilities conducted for the Federal Transit Administration<sup>1</sup>.

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<sup>1</sup> SG Associates, Inc., *Transit Garage Planning Guidelines, A Review*, Urban Mass Transportation Administration, DOT-I-87-31, Washington DC., August 1987



## A. ADMINISTRATION

The guideline for Administration space is:

$$\text{Administration Space} = 752 \text{ square feet} + 258 \text{ square feet} \times \text{number staff members}$$

The Administration and non-driver Operations staff projected in 2035 will consist of 40 staff positions, which will require approximately 11,150 square feet, including shared space with the Operations and Maintenance functions. See Table 1 on page 5 for details. The Administration area in RTA's transit operating base will typically accommodate the following distinct areas:

<u>Area</u>	<u>Square Feet</u>
Executive Director's office	200
CFO/Director of Administration's office	180
Grants Manager's office	150
Marketing Manager's office	150
Human Resource Manager's office	150
Special Project Coordinator's office	150
Account Technician's office	150
Administrative Assistant's office	150
Files and storage areas	500
Production area	200
Restrooms (accessible)	240
Training/meeting room	800

## B. OPERATIONS

The operations component of an operating base typically includes:

- Operations Manager office
- Dispatch area
- Clerks and/or Supervisors
- Drivers' room/locker area
- Radio/networking room
- Restroom

The guideline for Operations space is:

$$\text{Operations Space} = 938 \text{ square feet} + 22 \text{ square feet} \times \text{fleet size}$$

For the 2035 RTA fleet of 61 buses and vans, the guideline suggests a distinct Operations unit space of 2,300 square feet, not including shared space with the Administration unit discussed above. See Table 1 on page 5 for details.

**TABLE 1: RTA20-Year Functional Space Requirements**

November 2014

<b>Input Data</b>	
Administrative Employees on Site	40
Total Employees on Site	86
Number of Peak Buses	46
Annual Vehicle Service Miles	2,336,960
Number of Staff Cars	9
Number of Vans/Trucks in Fleet	4
Number of Mini-Buses in Fleet (16-32 psgr)	24
Number of Large Buses in Fleet	37

<b>Program Element</b>	<b>Factor</b>	<b>Ind Var</b>	<b>Y Int</b>	<b>Square Feet</b>
Administrative Space	258	40	752	11,100
Managers Office				
Conference Room				
Employee Support				
Passenger Services				
Storage				
Operations Space	22	61	938	2,300
Superintendent's Office				
Dispatcher's Office				
Clerical Office				
Training/Drivers Room				
Lunch Room				
Locker Room				
Radio Room				
Maintenance Area	1,389	23	564	33,000
Work Bays	2.34	2	3.79	9
Parts Storage	233	23	(1,923)	3,500
Maintenance Storage	52	23	(402)	800
Parts Cleaning				180
Maintenance Offices				500
Mechanic's Locker Room				300
<i>Total Building Minimum Floor Area</i>				46,400
Outdoor Circulation, Storage, Servicing, Inspection				
Full-Size Bus Storage	900	37		33,300
Mini-Bus Storage	675	24		16,200
Van/Truck Storage	420	4		1,680
Service Lane / Wash				3,500
Circulation (Depending On Site)				27,340
Employee Parking	300	86		25,800
Staff Vehicle Parking	300	9		2,700
Visitor Parking	300	12		3,600
Subtotal: Pavement				114,120
<i>Subtotal: Developed Area</i>				160,520
Landscaping & Setbacks (25 percent)				40,130
Total Minimum Site Area				200,650 Sq. Ft.
				or 4.6 Acres

Source: Transit Garage Planning Guidelines: A Review , USDOT, 1987.

Considering the specific requirements of RTA, the space within the transportation area can be allocated as follows:

<u>Area</u>	<u>Square Feet</u>
Operations Manager's Office	200
Trainer's Office	150
Dispatch Rooms (FR & DAR)	600
Radio & Networking Room (climate controlled)	150
Rest Rooms with showers (2)	300
Secure Revenue Room	100
Files and storage areas	150
Drivers' Room/Locker Space	400
Building Mechanical Room	100

### **C. MAINTENANCE**

The largest area in the Maintenance unit of an operating base is the work bay area where the various activities associated with vehicle maintenance are performed. Other Maintenance areas, depending on the functions performed, are used for:

- Component testing and repair
- Parts cleaning
- Steam cleaning
- Painting
- Storage
- Daily bus servicing and cleaning
- Maintenance office
- Parts storage

The guideline for Maintenance space is:

$$\text{Maintenance Space} = 564 \text{ square feet} + 1,389 \text{ square feet per } 100,000 \text{ annual vehicle miles}$$

Annual vehicle-miles are estimated to total 2,336,960 in 2035, as also shown in Table 1 on page 5. The Maintenance space suggested by the guideline is 33,000 square feet.

The Maintenance space is typically divided into the following:

- Repair bays
- Paint/body shop
- Parts storage
- Steam cleaning
- Tire shop/storage
- Maintenance office
- Battery storage room
- Mechanics' lockers
- Brake repair
- Mechanics' restrooms

This list does not include an overhaul shop, as major component overhauls will not be performed in the facility. Similarly, major body and paint work will be performed elsewhere, obviating the need for separate space for these functions. Nonetheless, presented below are several important specific areas necessary for an efficient maintenance shop.

## **1. Repair Bays**

The typical work bay for bus servicing is roughly 60 x 20 feet (1,200 square feet), including space for the vehicle and room around the vehicle for equipment, tools and work space. Bus lifts (typically portable in smaller operations) should be provided for several of the bays with adequate overhead clearance to permit raising the bus for comfortable work space underneath. Adequate fall protection must be built-in to permit technicians to perform repairs to the roof of the vehicles. Periodic maintenance inspections and suspension alignments can often be facilitated using one fixed/in-ground or parallelogram lift, space permitting. Drop hoses for compressed air and fluids are highly recommended, as well as vehicle exhaust evacuation systems to ensure a safe and clean working environment for technicians.

As shown in Table 1 above, the guideline for the number of work bays is 3.79 + 2.34 per million vehicle-miles, or nine bays for RTA's future 2035 operation. This equates to 10,800 square feet. It should be noted that based on current 2014 service levels, seven work bays are suggested – even though RTA is currently struggling with only two full-length work bays and two half-length bays.

## **2. Parts Storage**

Table 1 above shows that the guideline for parts storage area is:

$$\text{Parts Storage} = 233 \text{ square feet}/100,000 \text{ vehicle-miles} - 1,923$$

This equates to 3,500 square feet. This parts storage area should be fully enclosed and secured.

## **3. Tire Shop/Storage**

Tire work may be done in a general bay or in a specialized area. The need for tire storage depends on arrangements for delivery with the tire service vendor. It is assumed that RTA will do relatively little tire work (e.g., tire recapping would be completed by an outside vendor). It is assumed that RTA will have the capability to store tires and to mount tires on rims, but that work will be done in one of the general maintenance bays rather than a specialized area. An allocation of 1,200 square feet for tire storage and work is suggested.

## **4. Body and Fabrication Shop**

It is suggested that minor body work and fabrication (including a cutting/welding area) be completed in or adjacent to a general repair bay, with major body work contracted to vendors. A separate body shop is therefore not necessary.

## **5. Paint Shop**

At present, only minor touch-up painting is done on-site. Undertaking major bus painting activities would require construction of a full paint booth, fully enclosed to contain vapors with appropriate air filtering and exhaust systems. Continued contracting for bus body painting is recommended and assumed.

## **6. Battery Storage**

Some batteries should be stored in an enclosed room adjacent to repair areas. The walls and floors should receive an acid resistant treatment. An emergency eye-wash station must be provided. A 100 square foot area is recommended.

## **7. Parts Cleaning**

The ability to clean parts in dip tanks (for chemical cleaning) or in enclosed sand or bead blasting units facilitates repair and reuse of parts. This analysis also assumes that a Diesel Particulate Filter cleaner/oven will be placed in this area. While a separate parts cleaning area need not be provided, an area of 180 square feet for parts cleaning tanks, a DPF oven, and related equipment is assumed.

## **8. Electrical Shop**

A separate electrical repair area is suggested since electrical equipment should be separated from the dust and dirt of the general maintenance area. Electrical equipment that is installed on board buses is becoming more sophisticated, including the use of multiplex wiring, electronic fareboxes and GPS-based automatic vehicle location systems. An area of 200 square feet is recommended.

## **9. Maintenance Offices**

Total office area of 500 square feet for the Maintenance Manager, Shop Foreman and Shop Clerk (including maintenance records and computer systems) is recommended. This area could also house computer stations used by Technicians for research, parts ordering and entering work order data into the computerized maintenance software system.

## **10. Restrooms/Showers/Lockers**

Separate male and female restrooms that include showers and lockers are proposed in the Maintenance area, equating to 400 square feet.

## **11. Maintenance Area Summary**

Repair Bays (9 required)	10,800 square feet
Parts Storage	3,500 square feet
Tire Shop/Storage	1,200 square feet
Battery Storage	100 square feet

Parts Cleaning	180 square feet
Electrical Shop	200 square feet
Maintenance Offices	500 square feet
Restrooms>Showers/Lockers	300 square feet

The sum of individual/specific areas presented above (16,880 square feet) does not include the considerable circulation space needed, nor does it include large equipment storage space needed for a modern maintenance facility.

## **D. BUS SERVICING, WASHING, STORAGE, AND CIRCULATION**

### **1. Servicing**

To assure a safe and reliable operation, buses should receive both a Bus Operator pre-trip inspection and post-trip inspection each day. The pre-trip inspection will typically be limited to assuring working lights and gauges, adequate air pressure and a look at the tires. The post-trip Bus Operator vehicle check-in process determines if any damage to the body or tires, missing lug nuts, etc. have occurred during that employee's shift. This inspection can either be performed in the bus parking area or in the service line.

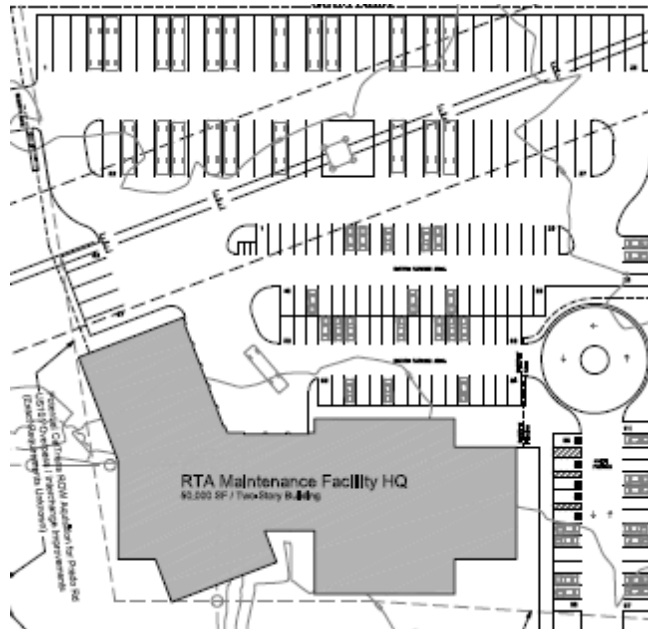
### **2. Washing & Fueling**

Regular bus cleaning and washing is essential if riders are to view bus use as safe and desirable. Nightly cleaning of the bus interior for trash removal and sweeping is provided by Bus Operators. In addition, revenue vehicles are washed at least once every three days by Utility Workers. An automatic bus washing system is recommended, both for water-saving/recycling and for labor-saving purposes. Washing should be done in a protected area with adequate drainage leading to the facility's oil separation and grit removal system. A 50 foot x 20 foot (1,000 square feet) wash bay, adequate for installation of automatic equipment and a water recirculation system, is suggested.

The ability to steam clean an engine prior to repair enhances the ability of the technician to perform the work efficiently. Steam cleaning should be done in a partially enclosed area with a floor drain leading to the facility's oil separation and particle trapping system. To make efficient use of the facility construction funds, it is recommended that steam cleaning occur in a 1,000 square foot area adjacent to the bus wash bay and it should accommodate a portable 4-post lift system.

RTA diesel-powered vehicles that are parked at the 179 Cross Street facility are currently fueled on-site by a tanker service each night; the same is true for vehicles parked-out in Paso Robles and in Arroyo Grande. The gasoline-powered vehicles (primarily paratransit vehicles, but also Trolleys and medium-duty cutaways) are fueled off-site at card-lock facilities throughout the County. The conceptual site plan presented in Figure 1 on page 11 would provide adequate space for installation of on-site fueling for both diesel- and gasoline-powered vehicles, including dispensing of fuel additives such as Diesel Exhaust Fluid. The conceptual site plan could also accommodate

**FIGURE 1: CONCEPTUAL SITE PLAN**



compressed natural gas if this technology is pursued, since a high-pressure natural gas line is located adjacent to the preferred site.

All told, space necessary for fueling and related equipment suggests the need for 3,500 total square feet.

### **3. Storage and Circulation**

The space per vehicle required in a bus storage area depends on the parking arrangement adopted. To meet FTA security guidelines, it is assumed that the vehicle parking and storage space will be securely fenced and monitored with closed-circuit cameras.

The least space is required for “conventional stacked parking.” In this arrangement, buses are parked “head-to-tail” in parallel rows to permit independent ingress/egress of each bus where possible. An important parameter in designing such a facility is the length of these rows, as overly-long rows can introduce operational difficulties, since a given vehicle can be blocked by adjacent vehicles. For this reason, it is recommended that rows of no more than two vehicles be planned, as this configuration allows any one vehicle to be removed from the bus storage facility independently. Considering RTA’s 2035 needs, area equivalent to approximately 51,180 square feet is needed to park the 37 heavy-duty buses and 25 paratransit vehicles, plus another 27,340 square feet for vehicle circulation.

## **E. EMPLOYEE PARKING**

On-site parking space must be provided for employees and visitors. A standard of one parking space per employee plus a 10 to 15 percent visitor allowance is used. The projected operations/maintenance employee count in 2035 is projected to be 86, plus another 13 administrative staff members. This equates to a total of 95 parking spaces, including 12 for visitors. At 300 square feet per parking space (not including circulation and landscaping), the area required is 32,100 square feet.

## **F. SPACE REQUIREMENTS SUMMARY**

Based on the operating assumptions and the analyses presented above, the space required for an RTA operating base for the year 2035 is 200,650 square feet, or 4.6 acres of net land. See Table 1 on page 5 for details. The exact area needed for each of the three functional areas discussed above will ultimately depend on the orientation and features of any specific parcel, the parcel topography, and the building design. In addition, some portion of any site will be subject to front, side and rear set-back requirements and may require other treatments (e.g. on-site storm water retention). To accommodate these contingencies, a site of approximately 6.0 acres should be sought.

### **Example Site Plan**

In addition to the facility square footage figures discussed above, design of a transit administration/operations/maintenance facility requires the establishment of specific program elements. Based upon the requirements of RTA service, and the efficiency of operations associated with various design options, the following program options were identified for the new facility:

- Fareboxes should be emptied daily, in order to minimize the potential for employee theft. The facility should therefore be designed to allow fareboxes to be securely carried directly to the money counting room from the vehicle as it enters the facility.
- Utility Workers will conduct all on-site bus washing and vehicle fueling. Bus queuing space is therefore not necessary while waiting to use the wash facility.
- The facility will be fenced to preclude vandalism of parked buses.
- Tandem repair bays will be provided, as long as a pull-through design can be accommodated. Otherwise, single-deep repair bays will be planned.
- The site should be designed to minimize the need for right turns, which are more difficult to perform in a large vehicle.
- While providing adequate pavement for all vehicle movement and storage requirements, paved area will be minimized in order to minimize stormwater runoff.



- Curbs will be provided around all paved areas, in order to control stormwater runoff.
- All offices shall be in a single building, with convenient connections to encourage communication between staff members of the three divisions.
- To the extent possible, all employees will enter and exit the facility at a single entrance, in order to avoid the creation of a sense of division within the staff.
- All facilities should be sized to be functional, but financially and environmentally sustainable. Where effective, joint use of facilities by the three RTA divisions will be identified.
- If space permits, a board/community room could be considered in the facility, to encourage an understanding of day-to-day transit operations among decision-makers and advisory committee members. This board room can also be used for staff training.

An effective site plan that meets the space program identified above is depicted in Figure 1 on page 11 above. As indicated, the Administration, Operations and Maintenance functions would be provided in one structure located in the front of the site, with a connected bus storage and wash facility towards the rear. All employees and visitors would enter the building from the public parking lot into a central lobby area. To the left would be the administrative offices and board/training room. In the middle would be the dispatch office (with a view of the bus parking area), driver room, and other operations functions. To the rear would be the Maintenance work space, offices and small technicians' conference room, with the repair bays beyond.

A Bus Operator reporting for work would enter through this lobby, and pass through the driver room to check in. Exiting the building to the rear, the Bus Operator would walk to the bus storage area, perform the pre-trip inspection, and drive out of the facility to start their run. At the end of a work shift, the Bus Operator would either park the vehicle (if the vehicle will be used later in the day) or queue the vehicle at the fuel bay to conduct an end-of-day post-trip inspection. A Supervisor or turn-in Bus Operator securely transfer fares into the vault deposit system.

The Utility Worker would fuel the bus and then complete the washing procedure. The bus would then be parked, ready for the next day's service.

## SECTION 3: PRELIMINARY SITE ANALYSIS

The site selected for development of a permanent operating base for RTA should meet several criteria. The site should:

- Be located reasonably close to the points at which fixed route buses begin and end revenue service.
- Be large enough to support development of required facilities (about 6.0 acres).
- Be reasonably level, so that extensive grading is not required.
- Have provision of communications, water, electric and sewer service, or access to same.
- Be free of hazardous wastes or be capable of remediation at low cost.
- Be in an area of compatible land uses (preferably industrial or commercial).

The first criterion – location with respect to the start and end points of revenue service – is necessary to minimize non-revenue (“deadhead”) vehicle-miles and vehicle-hours. It should be noted that deadhead operating costs occur daily for the life of the facility. Excess deadhead costs can become large over time and can affect the ability to provide service. RTA route operations now and projected in the future are concentrated in the San Luis Obispo area, while park-outs will be provided in Paso Robles, Arroyo Grande and Cambria to meet local transportation needs. A facility site within or immediately adjacent to the San Luis Obispo urbanized area is therefore necessary, in order to minimize deadhead costs.

There are a number of factors indicating that the appropriate site is located in the southern portion of San Luis Obispo, or to the west of San Luis Obispo along State Route 1, for the following reasons:

- All of the parcels within or adjacent to the City of San Luis Obispo that are zoned Office, Service-Commercial or Manufacturing are located to the south, relatively close to the Airport.
- A parcel along State Route 1 between San Luis Obispo and Morro Bay might also be largely compatible with surrounding uses.
- While property costs tend to be lower the further one travels from San Luis Obispo city limits, deadhead costs would increase the further a facility is located from the downtown transit center located at Osos/Palm.
- In addition, travel time reliability also tends to decline the further one travels to/from downtown San Luis Obispo. This has been quantitatively demonstrated in the *SLOCOG 2014 US-101 Mobility Study*.

For these reasons, the search of potential sites was confined to southern/southeastern San Luis Obispo and to land near the County Corporation Yard at Kansas Street / State Route 1.

### **Potential Sites Examined**

A list of potential sites to be examined was developed by RTA staff and reviewed by the RTA Property Subcommittee. The Subcommittee was originally formed during development of the *2006 SLOCOG Moving Toward the Efficiencies of Synergy: Operating Plan and Financial Analysis for a Coordinated Transit Maintenance and Dispatch Facility* report<sup>2</sup> and continued to meet when it became clear that RTA's current 2.7 acre leased site would not meet long-term needs of the region.

A total of twelve sites were originally identified by the Subcommittee, and these candidate sites were then reviewed with local real estate professionals and Public Works staff from the city and county. The following eight sites in the City of San Luis Obispo were found to be potentially adequate for current service levels but too small for future planned service levels:

1. 2950 Broad Street (3.3 acres)
2. 3450 Broad Street (3.5 acres)
3. 2885 South Higuera Street (2.9 acres)
4. 284 South Higuera Street (2.9 acres)
5. 4100 Vachell Street (2.6 acres)
6. 2923 and 3021 South Higuera Street (2.7 acres)
7. Orcutt Street at Duncan Street (3.2 acres)
8. 201 Bridge Street (3.4 acres)

Based on those evaluations, the twelve original sites were narrowed down to four sites. All of the remaining four sites currently have proper zoning of either Public Facility, Manufacturing, or Office. Only the Prado site is located in an identified 100-year floodplain. The four sites can be described as:

1. Kansas at State Route 1 in unincorporated San Luis Obispo County (6 acres)
2. 125 Venture Drive in the City of San Luis Obispo (9.3 acres)
3. 4880 Broad Street in the City of San Luis Obispo (5.7 acres)
4. 40 Prado Road in the City of San Luis Obispo (10 acres)

Below is a summary of the positive and negative factors for each of these four sites, based on discussions with Public Works staff, field reviews, inspections of available records, and discussions with the land owners (where possible).

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<sup>2</sup> Study led by SLOCOG, in conjunction with Majic Consulting, June 2006.

## **Site 1 – Kansas Avenue at State Route 1**

This site is approximately 6.0 acres in total size and is relatively level, although it backs up to a major rock outcropping. The land is currently leased to a local rancher for seasonal agricultural cultivation purposes. It is owned by the County, and it is zoned Public Facility. It is located along State Route 1, which is considered a Federal Scenic Highway. The Mainini Ranch property to the east is zoned Agriculture, which includes ranch houses. The land immediately to the west is planned for a new County Women's Jail, and parcels adjacent to the Jail land include the Woods Humane Society facility, a County-owned fueling facility and the rest of the County's Corporation Yard.

Major access to the site is provided by State Route 1, although RTA would be responsible for extending Oklahoma Avenue approximately 1,200 feet to the subject parcel. In addition, utilities would also have to be extended along the new roadway section.

### **Positive Factors**

- Zero land acquisition costs, although the County would require land-lease payments in return for a long-term lease.
- Relatively good access to the downtown transit center via State Route 1 (a distance of approximately 4.8 miles).
- Relatively level site, with no apparent wetlands.
- Low potential for soil contamination.

### **Negative Factors**

- Land-lease payments would require the use of limited operating funds.
- A lot split would be required to create the lot, and a Conditional Use Permit would be necessary.
- Since State Route 1 is a Federal Scenic Highway, the buildings cannot be within 100 feet of the highway. Views of rock outcroppings must also remain. Parking of buses will probably need to be screened by the building and/or landscaping.
- The forested hill is a Sensitive Resource Area and development close to it may require additional mitigations.
- An expanded environmental study would probably be required (studies of noise, traffic, visual impacts, and archaeology). The adjacent Mainini Ranch property located approximately 500 feet to the east objected to the

anticipated noise of the Woods Humane Society project prior to its development and may object to bus operations as well.

- Infrastructure costs to extend Oklahoma Avenue and utilities could be significant.
- Would increase regional vehicle miles traveled for RTA employees, most of whom live along the US Highway 101 corridor.

## **Site 2: 125 Venture Drive**

This 9.3-acre site is located in the southern end of the City of San Luis Obispo, approximately 4.3 miles from the downtown transit center. The site includes an existing building with 116,550 square feet of warehouse and office space (79,400 and 37,150 square feet, respectively). It is zoned Manufacturing and has compatible nearby land uses (Business Park and Service Commercial). During the evaluation period, the site was listed for sale at \$13.9 million.

While the site is geographically located relatively close to RTA's existing leased site, access from the site is significantly worse. The offset alignment of Los Osos Valley Road and Vachell Lane on South Higuera Street results in an unprotected left turn from Vachell Lane toward the US-101 / Los Osos Valley Road interchange. Buses heading toward the downtown transit center could simply proceed on northbound on South Higuera, but buses heading toward the southern portion of the County would require significant out of direction travel.

### **Positive Factors**

- Level site, with no apparent wetlands or soil contamination.
- Sufficient excess land on the parcel could be paved and used for a bus parking area.
- Sufficient building space already constructed, with a 26-foot minimum ceiling height within the warehouse. This facility could be relatively simple to modify for RTA uses.
- Adjacent land uses unlikely to protest a transit facility.

### **Negative Factors**

- Very high purchase price. This could be mitigated if a portion of the building could be leased to a partner agency. However, the layout of the building on the site might make it difficult to effectively subdivide it.
- Access to destinations toward the south is less than optimal.

### **Site 3: 4880 Broad Street**

This 5.7-acre site is located just beyond the southern San Luis Obispo city limits, across from the airport. During the evaluation period, the site was undeveloped but entitled as a mini-storage project; it was listed for \$2,543,900. It is zoned Industrial and has compatible nearby land uses (Service Commercial and Public Facility). Access to the site is from South Broad Street, although this site is located approximately 3.9 miles from US-101 at Los Osos Valley Road. The site is located 3.8 miles from the downtown transit center using surface streets. The site has a moderate grade rising from the street toward the back eastern portion of the parcel.

#### **Positive Factors**

- No apparent wetlands or soil contamination.
- Adjacent land uses unlikely to protest a transit facility.

#### **Negative Factors**

- Would incur acquisition costs.
- The “bowtie” layout and the moderate slope of the parcel might present design challenges.
- Access to US-101 is limited.

### **Site 4: 40 Prado Road**

This 10-acre site is located adjacent to US Highway 101 in San Luis Obispo. During the initial evaluation period, the southwest corner of the parcel was leased by a local U-Haul agent, while the northwest corner was leased by First Solar as a park-and-ride lot; the remaining parcel was leased for seasonal agricultural cultivation. The site is zoned O-PD (Office-Planned Development), and has been proposed for a variety of development proposals over the past two decades – most recently as a Circuit City retail outlet in 1996. However, that development was never implemented. It is surrounded by compatible land uses (Public Facility, Service Commercial and Conservation/Open Space). Access to this site is currently provided to/from northbound US-101, as well as from South Higuera via either Elks Lane or Prado Road. Adequate utilities are available.

A benefit of this site is the proximity of the County Department of Social Services offices two blocks to the east, as well as homeless services directly across the street. It should be noted that the Prado Day Center facility for homeless persons is currently looking to relocate in order to be closer to the overnight facility currently located on Orcutt Road near Broad Street.

## **Positive Factors**

- Good access to both the downtown transit center (approximately 2.5 miles) and a nearby cardlock fueling facility.
- Compatible adjacent land uses.
- Could provide good opportunity for shared use of specialized maintenance equipment with City of San Luis Obispo Transit, which is located at the City Corporation Yard across the street.
- Level site, with no apparent wetlands.
- At the time of the initial evaluation, the parcel was too large for RTA's needs, although subdividing the property was seen as a possibility.

## **Negative Factors**

- Would incur acquisition costs.
- The site is located in the FEMA 100-year floodplain. As such, the facility would need to be constructed to avoid damages caused by flooding, as well to mitigate any possibility of contributing to flooding.
- The U-Haul facility was formerly used as a Union 76 service station, which could pose a hazardous materials contamination problem. However, May 2014 soil sampling and records reviews demonstrate that no contamination is present.
- There is a possibility that the hook ramps from and to US-101 could be eliminated in the future, or that a portion of the parcel could be needed to construct a modern interchange. If access to US-101 is eliminated, the deadhead miles and time is no worse than it is from RTA's current facility using surface streets.

## **Comparison of Sites**

A summary of the advantages and disadvantages of each site is presented in Table 2 on page 20. This table presents a simple comparison of the sites, by assigning a positive one for a relative benefit of a particular site, a minus one for a relative disbenefit, and a zero for a site near the average of the sites. These values are based upon the site visits, as well as RTA staff's review of existing documentation. It should be noted that this analysis should be considered preliminary, since the project will ultimately need to be considered in light of both the California Environmental Quality Act (CEQA) and the National Environmental Protection Act (NEPA).

**TABLE 2: Evaluation of Potential Sites**

November 2014

#	Evaluation Criteria	Site 1: Kansas Street	Site 2: Venture Drive	Site 3: Broad Street	Site 4: Prado Road
Unique RTA Selection Factors					
1	Access to US-101	0	-1	-1	1
2	Proximity to Transit Center	-1	0	0	1
3	Configuration of Parcel	0	0	-1	1
4	Compatible with Surrounding Land Uses	-1	0	0	0
5	Potential Land Costs	1	-1	0	0
6	Infrastructure Costs	-1	1	0	0
7	Coordination Opportunites with Other Transit	-1	-1	-1	1
8	Coordination Opportunities with Social Service Agencies	0	-1	-1	1
<b>Subtotal</b>		<b>-3</b>	<b>-3</b>	<b>-4</b>	<b>5</b>
Cursory Review of CEQA Evaluation Factors					
9	Aesthetics <sup>1</sup>	-1	0	0	0
10	Agricultural & Forestry Resources <sup>2</sup>	-1	0	0	0
11	Air Quality	0	0	0	0
12	Biological Resources	0	0	0	0
13	Cultural Resources	0	0	0	0
14	Geology/Soils	0	0	0	0
15	Greenhouse Gas Emissions <sup>3</sup>	0	0	0	1
16	Hazards & Hazardous Materials <sup>4</sup>	0	0	-1	-1
17	Hydrology/Water Quality <sup>5</sup>	0	0	0	-1
18	Land Use Planning	0	0	0	0
19	Mineral Resources	0	0	0	0
20	Noise <sup>6</sup>	-1	0	0	0
21	Population/Housing	0	0	0	0
22	Public Services	0	0	0	0
23	Recreation	0	0	0	0
24	Transportation/Traffic	0	0	0	0
25	Utilities/Service Systems	0	0	0	0
<b>Subtotal</b>		<b>-3</b>	<b>0</b>	<b>-1</b>	<b>-1</b>
<b>TOTAL</b>		<b>-6</b>	<b>-3</b>	<b>-5</b>	<b>4</b>

Note 1: The Kansas property is located adjacent to a Federal Scenic Byway and would likely require mitigation.

Note 2: The Kansas property is located in an area deemed Farmland of Local Importance, and the 4880 Broad property is located in Farmland of Local Potential, according to California Department of Conservation maps.

Note 3: The 40 Prado property is located the nearest to the downtown transit center, and would reduce VMT in comparison to the existing RTA facility at 179 Cross Street.

Note 4: The 40 Prado & 4880 Broad properties are located in Airport Safety Area S-1b – Areas within gliding distance of prescribed flight paths for aircraft operations at less than 500 feet above ground level, plus sideline safety areas, and inner turning zones and outer safety zones for each runway

Note 5: The 40 Prado property is located in FEMA defined a 100-year floodplain.

Note 6: The Kansas Avenue property might encounter resistance from neighboring Mainini Ranch due to noise generated by a bus facility. The 40 Prado property is located in the Airport's projected 55dB noise corridor, while the 4880 Broad property is located in the projected 60dB noise corridor.

As indicated in the table, Site 4 Prado Road stands out as the preferable option with a positive score of four. The next highest ranking site is Site 2 Venture Drive, with a score of negative three. The primary drawback of Site 4 Prado Road is its inclusion in a 100 year floodplain. Nonetheless, based on discussions with city public works and planning staff, design considerations can be made to adequately address this shortcoming.



A bus storage and maintenance facility is listed in 23 CFR § 771.117(d) as eligible for a documented Categorical Exclusion if the facility would be located in an area used predominantly for industrial or transportation purposes where construction is not inconsistent with existing zoning. This siting analysis report assumes that RTA will undertake a joint CEQA/NEPA review focused on the 40 Prado Road site before taking any further steps toward constructing a long-term facility.

## **SECTION 4: POTENTIAL PROJECT COST**

The information presented in previous sections can be used as the basis for an estimate of the cost that would be associated with a long-term RTA administration, maintenance and operations facility. The facility size and other quantity requirements identified in Section II are used as basis for the on-site cost estimate.

Unit cost information was obtained from a number of sources:

- Building construction unit costs were based upon actual costs of similar industrial construction projects in the San Luis Obispo area, as reported in conversations with various local developers and contractors (notably, staff at Richardson and Company). These figures also reflect a functional but relatively low-cost method of construction, such as “tilt-up” or prefabricated metal construction. Any architectural detailing (such as rock facing) would be limited to the front and entrance side of the building.
- Roadway and sidewalk unit costs were based upon recent costs incurred by developers for similar projects.
- Costs associated with specialized equipment (such as compressed air systems and vehicle lifts) were based upon the costs associated with these items for similar transit facilities around the country.

The square footage totals were presented in Table 1 on page 5 above, and results in the following cost estimates:

- Office Space: \$200/square foot, or \$2,680,000 total
- Maintenance Area: \$110/square foot, or \$3,630,000 total
- Paving: \$7.50/square foot, or \$850,730 total
- Commercial Land: \$12/square foot for commercial land, equating to \$522,720/acre. The total land cost, based on the 6-acre site discussed above, would be approximately \$3 million.

The \$9,774,330 cost figure includes estimates of the cost associated with office furnishings (for administrative, operations, and maintenance offices) and typical maintenance area infrastructure (a compressed air system, employee lockers, lighting and electrical outlets, etc.). This does not include the costs for environmental documentation/mitigation, design/engineering or local/regional permits. It should be noted that some of the existing furnishings and maintenance area infrastructure could be relocated to a new facility, which would slightly reduce the estimated cost presented above.

No costs are included in this figure for specialized maintenance equipment (other than that identified above), such as work tables, specialized equipment, or hand tools, nor are costs included for additional computer equipment necessitated by the new facility. In addition, no costs are assumed for any onsite cleanup of hazardous materials, or unusual utility connection work.

Finally, this analysis (and resulting costs) do not include the storage and/or maintenance of vehicles owned by other transportation providers in the County. The potential for joint storage and maintenance is currently being examined.



## San Luis Obispo Regional Transit Authority

### Executive Committee Meeting

Draft Minutes 10/15/2014

C-1

Members Present: Shelly Higginbotham, President  
Debbie Arnold, Vice President  
Frank Mecham, Past President

Members Absent:

Staff Present: Geoff Straw, Executive Director  
Anna Mafort-Lacy, Administrative Assistant  
Tim McNulty, County Counsel

Also Present: Ron DeCarli, SLOCOG  
Pete Rodgers, SLOCOG  
Eric Greening, Atascadero

#### 1. Call to Order and Roll Call:

**President Shelly Higginbotham** called the meeting to order at 10:05 a.m. Silent Roll Call was taken and a quorum was present.

#### 2. Public Comments:

**Mr. Eric Greening**, Atascadero, said he is looking forward to the Regional Transit Advisory Committee (RTAC) meeting tomorrow, when we will discuss the joint Short Range Transit Plan for RTA and SLO Transit, as well as feedback to date about the public input for the Runabout fare increase.

#### 3. Information Items

A. Information Items:

#### A-1 Executive Director's Report

**Mr. Straw** began his report by announcing the next Employee of the Quarter BBQ is October 31. Everyone is invited to dress up for Halloween. The winner will join us at the November 5 Board meeting. He briefly reviewed the four key topics for discussion at the upcoming RTAC meeting.

RTA sold two cutaway vans through eBay and staff is preparing to list three more for sale in the coming weeks. The maintenance software is up and running as of September 1, and staff expects to have robust information at the January Board meeting.

The Mobility Management Summit is scheduled for October 23. **Mr. Ron DeCarli**, SLOCOG, asked if there would be a requirement if enough Board members participated in the workshop to have a quorum. **Mr. Tim McNulty**, County Council, said that was correct. We would be required to adjourn to the workshop in that instance. **Mr. DeCarli** noted we would not have a quorum, but wanted to raise the question just in case it happens now or in the future.

RTA completed its annual fiscal and compliance audit. No significant findings or material weaknesses were found. Staff will present preliminary financial and operating data through September 30 at the November 5 Board meeting. Ridership continues to climb, and we need more capacity on Routes 9 and 10. We typically have 20-30 standees per day, which is high.

The RTA Property Subcommittee will meet at 9 a.m., on October 24 to discuss the current lease arrangements, downtown Transit Center progress and environmental planning for the new facility.

**Mr. Straw** concluded the Executive Directors report.

#### A-2 Update on Runabout Fare Increase Public Input Effort

**Mr. Straw** gave a brief verbal presentation on outreach efforts to solicit public input on the Runabout fare increase.

**Mr. Greening** said he is hoping respondents to the proposed Runabout fare increase will give constructive alternative suggestions on how to contain costs.

**Past President Frank Mecham** noted the issue with Runabout demand affects the entire operation. **Mr. Straw** answered that it will require more money or reduced service, such as eliminating the first morning and last evening trip on weekday and/or weekend service. This in turn will reduce the operating time for Runabout.

The committee continued discussions about the Runabout service and how to mitigate expenses. Staff will likely recommend hiring a part time mobility coordinator in FY15-16.

**4. Action Items**

**B-1 Resolution to Submit Application for State Prop 1B Funds**

California Proposition 1B has approximately \$2.1M available to San Luis Obispo County for transit-related capital projects and \$213,000 for safety and security projects. Staff is requesting authorization to apply for the maximum funds available.

**Vice President Arnold** moved to approve Action Agenda Item B-1 and **Past President Mecham** seconded. The motion passed on a voice vote.

**5. Consent Agenda Items**

**C-1 Executive Committee Meeting Minutes of August 13, 2014**

**Vice President Arnold** moved to approve Consent Agenda Items and **Past President Mecham** seconded. The motion passed on a voice vote.

**6. Agenda Review:**

**Mr. Straw** reviewed the Board agenda for the meeting of November 5, 2014.

**7. Closed Session Items:**

None

**8. Open Session:**

None

**9. Adjournment: **President Higginbotham** adjourned the meeting at 10:40 a.m.**

Respectfully Submitted,

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Anna Mafort-Lacy  
Administrative Assistant

Acknowledged by,

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Shelly Higginbotham  
RTA President

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

**December 10, 2014**

**STAFF REPORT**

**AGENDA ITEM:** C-2

**TOPIC:** Agreement for Security Camera Installation, Maintenance and Access at the Ramona Gardens Park Transit Center

**PRESENTED BY:** Geoff Straw

**STAFF RECOMMENDATION:** Authorize Executive Director to Sign the Agreement

**BACKGROUND/DISCUSSION:**

Due to ongoing security concerns at the Ramona Gardens Park Transit Center, South County Transit has requested and identified the need for a remotely-monitored security camera system at the Ramona Gardens Park transit center. Staff has worked with the City of Grover Beach to identify solutions.

Staff has identified \$11,992 of Section 5307 FTA from the Arroyo Grande/Grover Beach Urbanized Area funding combined with \$2,998 in Supplemental Law Enforcement Services Account funding from the City of Grover Beach to procure a two-pod camera surveillance system from Security Lines US for installation at the Ramona Gardens Park transit center.

The City of Grover Beach will be responsible for installation, maintenance and provision of electrical power and an internet connection to the two-pod camera surveillance system for the term of this Contract.

**Staff Recommendation**

Staff requests the Board's concurrence to authorize the Executive Director to sign the agreement for security camera installation, maintenance and access at the Ramona Gardens Park Transit Center. No additional funds are being requested.

**AGREEMENT FOR SECURITY CAMERA INSTALLATION,  
MAINTENANCE, AND ACCESS AT THE RAMONA GARDENS PARK  
TRANSIT CENTER**

**THIS CONTRACT** is made and entered on this \_\_\_\_\_ day of \_\_\_\_\_, 2014 by and between the San Luis Obispo Regional Transit Authority (RTA), South County Transit (SCT), and the City of Grover Beach (CITY).

**WITNESSETH:**

**WHEREAS**, the CITY Police Department and SCT have identified the need for a remotely-monitored security camera system at the Ramona Gardens Park transit center; and

**WHEREAS**, both CITY and SCT have determined that a two-pod camera security system would provide additional needed security at the Ramona Gardens Park transit center in the most cost efficient manner; and

**WHEREAS**, RTA is the designated grant recipient for Federal Transit Administration (FTA) Section 5307 funding available to public transportation providers in San Luis Obispo County as further described in that Memorandum of Understanding between the San Luis Obispo Council of Governments and RTA and SCT dated October 17, 2012; and

**WHEREAS**, RTA proposes to use \$11,992.00 of Section 5307 FTA funding combined with \$2,998.00 in Supplemental Law Enforcement Services Account funding from the CITY to procure a two-pod camera surveillance system from Security Lines US for installation at the Ramona Gardens Park transit center; and

**WHEREAS**, CITY will be responsible for , installation, maintenance and provision of electrical power and an internet connection to the two-pod camera surveillance system for the term of this Contract.

**NOW THEREFORE**, the parties do mutually agree to the following:

**1. The Equipment To Be Purchased**

RTA will purchase from Security Lines US, or an equivalent vendor, two (2) i4-POD-P portable surveillance pods that use four cameras and DVR encased in a single box (hereinafter "Equipment").

**2. Funding The Equipment Purchase**

RTA will use up to \$11,992.00 in FTA section 5307 grant funding, which will be combined with \$2,998.00 in Supplemental Law Enforcement Services Account grant funding from the CITY, in order to purchase the Equipment.



**3. Installation Of The Equipment**

CITY shall install the Equipment at or adjacent to the Ramona Gardens Park transit center so that the passenger waiting area is plainly viewed.

**4. Remote Access To the Camera Recordings**

Both the RTA dispatch center and the CITY Police Department dispatch center shall have continuous and real-time access to all camera recordings at the Ramona Gardens Park transit transfer center through an internet connection. The internet connection will be accessed via a password that will allow viewing, downloading, zooming-in and panning of the cameras. RTA will be provided with five of the total fifteen passwords and CITY will be provided the remaining ten.

**5. Installation Cost and Continuing Costs**

CITY shall be responsible for all installation costs and maintenance costs for the term of this Contract. Maintenance costs shall include but are not limited to the cost of providing electrical power and an internet connection to the Equipment.

**6. Term and Termination**

The term of this Contract commences when signed by an authorized representative from each of the parties and expires by its own terms three years after that. The City shall own the Equipment upon the completion of the full term of the agreement. During this term, either party may terminate this agreement for any reason by providing thirty days written notice to the other parties. Upon termination by the City prior to the end of the term, CITY shall take whatever measures are necessary to remove and deliver the Equipment to RTA. Upon termination by RTA prior to the end of the term, RTA shall be responsible for removal of the Equipment. If not removed by RTA in 15 days after the pre-term termination date, the Equipment shall become the property of the City.

**7. Change in Terms**

This Contract shall be amended or modified only by mutual written agreement of the parties.

**8. Mutual Indemnification**

Each party to this Contract shall indemnify, defend and hold harmless the others hereto and they and their affiliated entities' officers, agents and employees, from any and all claims, demands, losses, damages, and liabilities of any kind or nature, including attorney's fees, which arise solely by virtue of its own negligent acts or omissions (either directly or through or by its officers, agents or employees) in connection with its duties and obligations under this Contract.

**9. Notification**

All notices and communications regarding interpretation of the terms of this Contract and changes thereto, shall be effected by the mailing thereof by registered or certified mail, return receipt requested, postage prepaid, and addressed as follows:

**RTA-San Luis Obispo Regional Transit Authority  
SCT-South County Transit**

Omar McPherson  
Grants Manager  
179 Cross St. Suite A  
San Luis Obispo, CA 93401

**City of Grover Beach**

Robert Perrault  
City Manager  
154 S. Eighth St.  
Grover Beach, CA 93433

**SIGNATURES**

RTA & SCT

CITY

\_\_\_\_\_  
Geoff Straw  
RTA Executive Director  
SCT Administrator

\_\_\_\_\_  
Robert Perrault, City Manager  
City of Grover Beach

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

APPROVED AS TO FORM  
AND LEGAL EFFECT  
RITA L. NEAL  
County Counsel

APPROVED AS TO FORM  
AND LEGAL EFFECT  
MARTIN D. KOCZANOWICZ  
City Attorney for Grover Beach

By: \_\_\_\_\_  
Assistant County Counsel

By: \_\_\_\_\_  
City Attorney

Date: \_\_\_\_\_

Date: \_\_\_\_\_