



AGENDA
REGIONAL TRANSIT ADVISORY COMMITTEE

Thursday, April 17, 2014
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 by contacting the RTA 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 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. A. INFORMATION AGENDA ITEMS:

- A-1 Executive Director's Report (Verbal)
- A-2 Member Comments/ Reports from Jurisdictions (Receive)

B. ACTION AGENDA ITEMS:

- B-1 RTA FY14-15 and FY15-16 Operating Budget, and FY14-15 through FY18-19 Capital Budget (Recommend)
- B-2 Revised Runabout No-Show Policy (Recommend)

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 January 15, 2014 (Approve)

D. ADJOURNMENT

Next Meeting: July 17, 2014

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY VISION STATEMENT, VISION ELEMENTS, MISSION STATEMENT AND STRATEGIC DIRECTION

VISION

The RTA of the future is an integral part of the “SLO lifestyle.” From the vineyards in North County, to the secluded beach towns on the North Coast, to multi-faceted communities in the South County, residents and visitors use public transportation rather than relying on their cars.

Vision Elements

- Continue successful partnerships with jurisdictions, county, other public agencies, businesses and schools.
- Provide excellent, reliable, sustainable seamless service that is effective in getting residents and visitors where they want to travel.
- Secure reliable funding.
- Implement an Intelligent Transportation Systems (ITS) program to improve service quality and provide efficiencies.
- Develop a well-executed image-building campaign with a single face for public transportation.

MISSION

The Mission of RTA is to provide safe, reliable and efficient transportation services that improve and enhance the quality of life for the citizens and visitors of San Luis Obispo County.

STRATEGIC DIRECTION

- Stabilize and grow funding.
- Continue to improve service quality: On-time performance, scheduling and routing, customer amenities on our vehicles and at our bus stops, operating procedures.
- Consolidate and streamline operations to improve efficiency and effectiveness of public transportation throughout the county.
- Include public transportation as part of the lifestyle evolution needed to confront climate change.
- Reduce Vehicle Miles Traveled.
- Embrace technological improvements that will positively impact efficiency and quality of service.

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY VALUES

Commitment to Serve

Provide valuable services to the public and direct our energies in strengthening our relationships with our customers and the community while maintaining responsible ethical fiscal management.

Leadership

Be trustworthy, credible, confident, progressive and influential in all we do.

Teamwork

Work together with trust, support and mutual cooperation and respect. Provide an environment that fosters frank and open communication. Have Fun in our daily activities and keep issues in perspective. Have pride in our accomplishments while taking on our challenges with spirit and vigor.

Integrity

Promote honesty, loyalty, dignity, respect, decency, fairness, courtesy, responsibility, and character.

Human Development

Provide the appropriate resources and environment for employees to be successful, motivate individuals to take initiative and to be creative in all of our efforts.

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

April 16, 2014

STAFF REPORT

AGENDA ITEM: B-1

TOPIC: FY14-15 and FY15-16 Operating Budget,
and FY14-15 through FY18-19 Capital
Budget

PRESENTED BY: Geoff Straw

STAFF RECOMMENDATION: Adopt FY14-15 Budget as presented

RTAC RECOMMENDATION:

BACKGROUND/DISCUSSION:

We are pleased to present a balanced Fiscal Year 2014-15 and projected Fiscal Year 2015-16 operating budget. In addition, we are presenting a five-year capital program, which includes the procurement of eight new 40-foot transit coaches, two CMAQ-funded over-the-road coaches, and five Runabout/Dial-A-Ride vehicles over the next two years; no Local Transit Fund (LTF) is required for local match for these new vehicles. The FY14-15 operating budget is proposed at \$8,307,730 and the FY14-15 capital budget is proposed at \$5,758,130. Staff has incorporated several significant assumptions based upon the latest information provided by SLOCOG for the LTF and the State Transit Assistance (STA) funding programs.

We appreciate the Board's support and leadership in these recently improved financial times. Furthermore, we are proud that RTA was not forced to reduce service levels during the economic downturn that began in 2008. The FY14-15 budget assumes the same core levels of service miles and hours for fixed route, Dial-a-Ride and Trolley service that are currently being operated, although a slight increase in Route 9 due to consolidation and slightly later evening service. However, this budget assumes a higher Runabout service level that is required to meet increasing demand. The highly successful Route 14 service will continue to operate during peak commute times between downtown San Luis Obispo and the main Cuesta College campus, our highest trip generators in the regional system. The North Coast Connector service remains in the schedule and we will be reviewing demand for this JARC-funded extra weekday service later in the budget year as the JARC funding ends after FY14-15. Staff will also continue to evaluate recommendations and monitor our Route Productivity Report to develop service adjustments, which we will bring back to your Board for consideration.

It should be noted that a new column has been added to the revenue and expense tables that depicts the consolidation of Paso Robles Express fixed route and dial-a-ride

services into RTA on June 1, 2014. This consolidation will only have a financial benefit for the cities of Atascadero and Paso Robles.

In summary, RTA staff has done a tremendous job of holding the line on expenses. The major increases in this year's operating budget are costs for insurance, the wage adjustments programmed in the Collective Bargaining Agreement for covered employees, maintenance parts and supplies for the aging fleet, and our health plan. Although we have managed to make progress on upgrading our fleet in recent years, we continue to be conservative in our maintenance cost estimates as a result of the age of the remaining fleet. The delivery of eight new forty-foot low-floor buses in March 2015 will continue to help reduce a portion vehicle maintenance costs, but staff continues to be conservative given the overall fleet age.

The budget packet contains the following items:

- Adopted Budget Assumptions
- Definitions
- Fiscally-constrained FY14-15 operating and capital budgets
- Fiscally-unconstrained FY15-16 operating budget
- Fiscally-unconstrained FY15-16 through FY18-19 capital budgets

Lastly, we have broken each service route/type into weekday, Saturday and Sunday sections to better understand the financial commitment necessary to operate these distinct services should service reductions become necessary due to funding or other constraints.

Revised Revenue Assumptions

There is good news on two revenue fronts as our revenue outlook has improved overall from this current fiscal year, despite a projected decline in one funding source and elimination of another funding source typically used to fund RTA services. Below is a summary of those impacts.

RTA and South County Transit operate in the newly-designated Arroyo Grande – Grover Beach urbanized area. This means that RTA and SCT operations and capital projects are now eligible for Federal Transit Administration Section 5307 reimbursement funds. It should be noted that RTA services operated in that area are no longer eligible for Rural Transit Funding due to the urbanized area designation. On a related note, the AG-GB UZA is also apportioned approximately \$100,000 annually in FTA Section 5339 capital reimbursement funds, which have been equitably programmed into the RTA budget.

LTF funds are derived from the statewide ¼ percent sales tax, while STA is derived from the sales tax on diesel fuel. Countywide LTF is projected by SLOCOG to be roughly 10% higher in FY14-15 in comparison to FY13-14. However, STA funding is estimated to be relatively flat for RTA, with an increase of roughly \$17,500 in comparison to FY13-14.

We are predicating the revenue stream for the FY14-15 budget on the latest information that we have available on LTF and STA funding for the region. The LTF program should provide some stability in the revenue stream this year and optimistically in the coming years. Staff concurs and applauds the principles laid out in the SLOCOG staff report that any future funding formulas include incentive funding for Vehicle Miles Traveled (VMT) and regional integration of the jurisdictional operations with the regional system as part of the regional funding formula. This budget assumes no increase in fare revenue for either FY14-15 or FY15-16, although staff is evaluating fare increase options for possible implementation in February 2015 to correspond with those fare program changes being considered by SCT.

Administration and Operations Expenses

The overall Administration Expense for RTA core services is up just over 5% compared to last fiscal year. This is reflective in workers compensation insurance as a result of RTA implementing policies and procedures related to safety programs. There is also a significant increase in our professional development line-item as RTA looks to provide additional training and cross training opportunities.

Under the Runabout section of this report, we discuss the change in ridership and the number of Runabout ADA applications that we receive as a result of the popularity of our service and other factors related to this increase. The amount of staff time that is dedicated to processing applications has changed dramatically over the years.

On the operating side, we have programmed greater Runabout service hours based on current demand trends. The service delivery line item for fixed route service is fairly consistent with that identified in the FY13-14 budget, as we are reallocating the majority of these hours and miles in this year's budget so that the comparative increase is negligible. The only notable change is on Route 9, which includes an additional evening southbound run between Paso Robles and San Luis Obispo to meet local needs.

As included in the budget assumptions that your Board accepted in March 2014, based on the current projected funding, an annual Cost of Living Adjustment will be budgeted for non-union employees; the Collective Bargaining Agreement (CBA) identifies annual increases based upon longevity for Bus Operators and Mechanics. It should be noted that RTA recently ratified a new CBA, which runs through January 31, 2018. Non-CBA employees within the salary range for their position will also be eligible for a step merit increase subject to performance assessments.

Finally, due to the unrest in North Africa and the Middle East, fuel prices have continued to swing wildly over the past three years. Similar to FY13-14, staff budgeted fuel at a relatively high per gallon cost, but we may need to adjust it if fuel prices rise significantly during the fiscal year. Due to our limited infrastructure, we are unable to purchase fuel in bulk to realize economies of scale.

Ridership Gains, Overcrowding Mitigation

This past year we saw steady ridership increases on all RTA services, and especially on our Runabout service. Runabout ridership was up 18%, while fixed route ridership was up over 5%, for the first eight months of FY13-14.

Pursuant to the language in the SLOCOG Regional Transportation Plan under Transit Policies, we have the ability to periodically adjust transit service parameters with the objective to maximize transit system efficiency, effectiveness and economic feasibility. Under this section there is a provision to review the need to add trips or tandems when the peak load factor consistently exceeds 90 percent of a seated bus load. In the case of all our commute trips on Routes 9, 10 and 12, the load factors consistently range from 100 – 130% of the seated load. SLOCOG recently awarded RTA three-years' of reimbursement Congestion Mitigation Air Quality (CMAQ) operating funds, as well as CMAQ capital funds to purchase two 57-passenger over-the-road coaches. Staff will work with our FTA partners to determine if the CMAQ operating funds can be used as soon as possible to implement additional express runs prior to when the new coaches arrive to address overcrowding issues on Route 9 and 10.

Runabout Ridership Gains and Runabout Client Census

Pursuant to the monthly ridership reports, Runabout ridership continues to grow at an alarming rate. The number of Runabout applications received has also increased significantly. Our Runabout fleet is currently at capacity on most weekdays. Runabout ridership year-to-date is up 18%, and monthly hours are up nearly 24% over the same period last year. Although our new scheduling software is providing increased efficiencies, we will need to increase Runabout service (vehicles and drivers) during FY14-15. It should be noted that federal regulations prohibit a pattern of ADA paratransit trip denials to certified ADA clients. The budget assumes a 20% increase in Runabout service levels, which – in conjunction with the COLA and CBA-based wage increases discussed above – has resulted in over \$500,000 in higher costs in comparison to budgeted FY13-14 figures.

Capital Program

The focus of our financially constrained FY14-15 capital program will be funding the procurement of low-floor forty foot buses, over-the-road coaches, and Runabout vehicles. We have also programmed \$52,000 for shop equipment for our maintenance department to improve efficiencies, \$15,000 for facility improvements, miscellaneous computer equipment, and ITS improvements to our existing fleet and new fleet, including on-board camera security systems.

Also included is a projected five-year capital improvement program as part of the budget plan. While only the first year is financially constrained, the projects identified in the ensuing four years provide a snapshot of future capital needs and potential cost levels. It should be noted that staff has only identified replacement projects and easily identifiable on-going projects (i.e., computer needs and bus stop improvements) in the capital improvement program. With the exception of the two CMAQ-funded vehicles discussed above, no expansion vehicles are included. As the Board provides direction

to staff regarding possible expansion vehicles and/or facilities the capital improvement program will be updated.

Staff continues to aggressively pursue opportunities to pay down the existing loan for the 179 Cross Street building improvements project that began in 2006. Working closely with our partners at SLOCOG, staff has been able to secure State grants that have shortened the pay down period from 2021 to a recently-projected January 2017. That pay down month corresponds well with our current lease, which ends in February 2017; staff is currently in discussions with the property owner to extend our tenancy through 2020. Staff will continue to aggressively seek outside funding to plan and develop a long-term operations/maintenance facility.

Conclusion and Staff Recommendation

Fiscal Year 2014-15 will be another challenging year, although the challenges will be different than those faced in recent years – instead of being challenged with dire financial barriers this year, we will be challenged to implement a list of long-planned capital projects. We look forward to working with the Board, our stakeholders and our customers in providing the highest quality of transportation services to residents and visitors to our community. We believe that this budget reflects the path set by your Board in previous years and, although we would like to do more, we believe that this budget provides the optimum levels of service within the confines of existing resources.

The Staff recommends that the Board adopt the Fiscal Year 2014-15 budget as presented.

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
PROPOSED OPERATING REVENUE BUDGET FOR 2014/2015**

	2012/2013 ACTUAL	2013/2014 ADOPTED OPERATING BUDGET	2013/2014 ADOPTED SLOCAT BUDGET	2013/2014 ADOPTED N. COUNTY BUDGET	2014/2015 PROPOSED OPERATING BUDGET	2014/2015 PROPOSED SLOCAT BUDGET	2014/2015 PROPOSED N. COUNTY BUDGET	2015/2016 PROJECTED OPERATING BUDGET	2015/2016 PROJECTED SLOCAT BUDGET	2015/2016 PROJECTED N. COUNTY BUDGET
FUNDING SOURCES:										
GENERAL RESERVES	1,095,528	2,050,020	152,321	TBD	1,479,337	1,478,492	-	1,752,581	1,101,746	178,685
1. ESTIMATED FUND BALANCE	1,095,528	2,050,020	152,321	-	1,479,337	1,478,492	-	1,752,581	1,101,746	178,685
2. LESS REQUIRED RESERVES FOR FISCAL YEAR										
CASH FLOW REQUIREMENTS PER TDA	1,332,659	1,479,337	152,321	TBD	1,292,581	1,101,746	178,685	1,378,083	702,695	191,383
OFFSET RESERVE FOR JARC (SECTION 5316) LOSS BEGINNING IN 15,	-	-	-	-	460,000	-	-	-	-	-
TOTAL	1,332,659	1,479,337	152,321	-	1,752,581	1,101,746	178,685	1,378,083	702,695	191,383
3. FUND BALANCE AVAILABLE	(237,131)	570,683	-	TBD	(273,245)	376,746	(178,685)	374,498	399,051	(12,698)
NON TDA SOURCES										
FARES	1,375,807	1,100,000	25,450	TBD	1,175,000	26,600	107,970	1,175,000	26,600	107,970
SCAT MANAGEMENT CONTRACT	77,500	77,500	-	-	78,760	-	-	78,760	-	-
COUNTY MANAGEMENT CONTRACT	175,000	87,500	-	-	80,500	-	-	80,500	-	-
NORTH COUNTY MANAGEMENT CONTRACT	-	6,620	-	-	39,720	-	-	39,720	-	-
COUNTY OPERATIONS	-	-	-	-	-	-	-	-	-	-
INTEREST	5,635	4,000	1,000	-	4,000	1,000	-	4,000	1,000	-
STATE TRANSIT ASSISTANCE (STA)	173,592	40,000	98,295	-	-	105,219	83,073	-	105,219	83,073
RURAL TRANSIT FUND (Administration)	25,000	25,000	-	-	25,000	-	-	25,000	-	-
RURAL TRANSIT FUND (Operating Funds)	225,120	203,366	-	-	197,139	-	-	25,371	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5307) - San Luis Obispo	340,000	340,000	-	-	472,500	-	-	496,130	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5311) - Operating	519,830	519,830	-	-	612,880	-	-	626,735	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5316) - JARC	400,000	250,000	-	-	800,000	-	-	-	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5307-North County) - Operatin	996,818	621,198	-	TBD	681,520	-	213,785	715,600	-	213,785
FEDERAL TRANSIT ADM (FTA) (Section 5307-Santa Maria) - Operating	213,931	213,931	-	-	235,860	-	-	247,650	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5307) - South County Operatin	-	39,000	-	-	400,000	-	-	420,000	-	-
CUESTA CONTRIBUTION ROUTE 12	61,336	54,001	-	-	53,855	-	-	53,855	-	-
CUESTA CONTRIBUTION NORTH COUNTY	-	-	-	-	18,580	-	22,000	18,580	-	22,000
CMAQ OPERATING FUNDS	-	-	-	-	80,000	-	-	160,000	-	-
COG ALLOCATION FOR SENIOR SHUTTLE	70,000	-	-	-	-	-	-	-	-	-
SPECIAL EVENTS REVENUE/OTHER	121,915	102,019	-	-	105,080	-	-	108,232	-	-
4. SUB TOTAL	4,781,484	3,683,965	124,745	-	5,060,394	132,819	426,828	4,275,133	132,819	426,828
5. TOTAL FUND BALANCE & NON TDA FUNDING	4,544,353	4,254,648	124,745	-	4,787,149	509,565	248,143	4,649,631	531,870	414,131

FUNDING SOURCES:

TDA REQUIRED

CITY OF ARROYO GRANDE
CITY OF ATASCADERO
CITY OF GROVER BEACH
CITY OF MORRO BAY
CITY OF PASO ROBLES
CITY OF PISMO BEACH
CITY OF SAN LUIS OBISPO
COUNTY OF SAN LUIS OBISPO

Population Based

18%
49%

TDA REQUIREMENTS BEFORE 5311 EXCHANGE
LESS: RURAL TRANSIT FUND/5311 EXCHANGE

6. NET TDA REQUIREMENTS

7. TOTAL FUNDING SOURCES

8. FUNDING USES:

ADMINISTRATION
INTEREST EXPENSE
MANAGEMENT CONTRACTS
SERVICE DELIVERY
CONTINGENCY

9. TOTAL FUNDING USES

	2012/2013 ACTUAL	2013/2014 ADOPTED OPERATING BUDGET	2013/2014 ADOPTED SLOCAT BUDGET	2013/2014 ADOPTED N. COUNTY BUDGET	2014/2015 PROPOSED OPERATING BUDGET	2014/2015 PROPOSED SLOCAT BUDGET	2014/2015 PROPOSED N. COUNTY BUDGET	2015/2016 PROJECTED OPERATING BUDGET	2015/2016 PROJECTED SLOCAT BUDGET	2015/2016 PROJECTED N. COUNTY BUDGET
CITY OF ARROYO GRANDE	177,456	200,136	-	-	220,044	-	-	249,967	-	-
CITY OF ATASCADERO	292,903	329,610	-	TBD	362,885	-	-	412,234	-	-
CITY OF GROVER BEACH	135,343	152,345	-	-	167,117	-	-	189,843	-	-
CITY OF MORRO BAY	105,554	118,917	-	-	130,508	-	-	148,256	-	-
CITY OF PASO ROBLES	306,801	349,842	-	TBD	385,870	-	730,027	438,345	-	618,050
CITY OF PISMO BEACH	78,770	88,835	-	-	97,619	-	-	110,894	-	-
CITY OF SAN LUIS OBISPO	598,269	676,192	-	-	744,023	-	-	845,203	-	-
COUNTY OF SAN LUIS OBISPO	2,338,189	1,840,745	597,490	-	2,025,396	-	-	2,300,831	-	-
TDA REQUIREMENTS BEFORE 5311 EXCHANGE	4,033,285	3,756,623	597,490	TBD	4,133,461	-	730,027	4,695,574	-	618,050
LESS: RURAL TRANSIT FUND/5311 EXCHANGE	(519,830)	(519,830)	-	-	(612,880)	-	-	(626,735)	-	-
6. NET TDA REQUIREMENTS	3,513,455	3,236,793	597,490	-	3,520,581	-	730,027	4,068,839	-	618,050
7. TOTAL FUNDING SOURCES	8,057,808	7,491,441	722,235	159,119	8,307,730	509,565	978,170	8,718,470	531,870	1,032,180
8. FUNDING USES:										
ADMINISTRATION	1,184,497	1,381,074	10,000	19,772	1,492,720	10,000	118,630	1,567,190	10,000	121,850
INTEREST EXPENSE	167,257	133,954	-	-	73,690	-	-	64,800	-	-
MANAGEMENT CONTRACTS	252,500	84,120	87,500	-	118,480	80,500	-	118,480	80,500	-
SERVICE DELIVERY	5,775,197	5,792,294	624,735	137,432	6,522,840	401,310	844,710	6,868,000	420,350	895,500
CONTINGENCY	-	100,000	-	1,915	100,000	17,755	14,830	100,000	21,020	14,830
9. TOTAL FUNDING USES	7,379,451	7,491,441	722,235	159,119	8,307,730	509,565	978,170	8,718,470	531,870	1,032,180

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
PROPOSED 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 PROPOSED CAPITAL BUDGET	2014/2015 PROPOSED SLOCAT BUDGET	2014/2015 PROPOSED 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	520,400	109,960	-	444,960	20,660	35,010
1. ESTIMATED FUND BALANCE	288,479	540,660	-	-	520,400	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	157,250	89,300	(35,010)	74,176	-	-
NON TDA SOURCES										
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	-	-
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	-	-	99,000	-	-	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	-	-	5,600,880	-	-	2,329,004	-	-
5. TOTAL FUND BALANCE & NON TDA FUNDING	1,167,485	7,520,743	-	-	5,758,130	89,300	-	2,403,180	-	-
6. NET TDA REQUIREMENTS	-	-	-	-	-	-	35,010	-	-	25,000
7. TOTAL FUNDING SOURCES	1,167,485	7,520,743	-	-	5,758,130	89,300	35,010	2,403,180	-	25,000
8. FUNDING USES:										
CAPITAL	859,223	6,412,481	-	-	5,215,000	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	-	-	5,758,130	89,300	-	2,403,180	-	25,000

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

		<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Proposed</u>
		<u>FY 2011-12</u>	<u>FY 2012-13</u>	<u>Operating</u>	<u>Operating</u>
				<u>Budget</u>	<u>Budget</u>
				<u>FY 2013-14</u>	<u>FY 2014-15</u>
Administration and Service Delivery Totals					
	Hours	57,726	58,259	60,118	66,690
	Miles	1,534,626	1,547,180	1,594,232	1,678,830
Administration:					
Labor	operations cost	594,701	654,090	731,454	753,890
Labor - Administration Workers Comp	operations cost	25,892	29,835	35,690	42,830
Office Space Rental	operations cost	405,247	402,332	416,190	474,900
Property Insurance	operations cost	11,590	15,255	16,186	16,820
Professional Technical Services	operations cost	98,754	59,108	90,725	102,090
Professional Development	operations cost	9,649	11,162	16,250	25,750
Operating Expense	operations cost	161,178	180,340	183,670	249,000
Marketing and Reproduction	hourly	60,131	84,875	92,300	115,330
North County Management Contract	operations cost	-	-	(6,620)	(39,720)
County Management Contract	operations cost	(175,000)	(175,000)	(87,500)	(80,500)
SCAT Management Contract	operations cost	(77,500)	(77,500)	(77,500)	(78,760)
Total Administration		1,114,642	1,184,497	1,410,846	1,581,630
Service Delivery:					
Labor - Operations	hourly	2,245,490	2,537,706	2,869,163	3,734,110
Labor - Operations Workers Comp	hourly	145,292	167,417	206,962	289,780
Labor - Maintenance	hourly	570,872	669,076	760,398	889,210
Labor - Maintenance Workers Comp	hourly	45,659	52,612	63,811	84,810
Fuel	miles	1,304,258	1,263,454	1,490,155	1,555,560
Insurance	miles	299,406	264,641	352,037	435,900
Special Transportation (includes Senior Vans, Lucky Bucks, etc)	n/a	70,095	75,950	81,700	74,300
Avila Trolley	n/a	55,661	46,444	66,100	55,000
Senior Shuttle	n/a	71,386	73,633	-	-
Maintenance (parts, supplies, materials)	miles	484,524	494,176	536,934	555,770
Maintenance Contract Costs	miles	143,620	130,088	127,202	94,420
Total Operations		5,436,263	5,775,197	6,554,461	7,768,860
Contingency	hourly	20,395	-	101,915	132,585
Interest Expense	operations cost	189,494	167,257	133,954	73,690
Management Contracts		252,500	252,500	171,620	198,980
TOTAL FUNDING USES		7,013,294	7,379,451	8,372,795	9,755,745

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

Capital Expenditures	Actual Capital Budget FY 2012-13	Amended Capital Budget FY 2013-14	Proposed Capital Budget FY 2014-15	Projected Capital Budget FY 2015-16	Projected Capital Budget FY 2016-17	Projected Capital Budget FY 2017-18	Projected Capital Budget FY 2018-19
Capital/Studies:							
Computer System Maintenance/Upgrades	13,493	13,310	36,400	20,900	21,950	23,050	24,200
Miscellaneous Capital	20,120						
Facility Improvements		187,820	15,000	25,000	-	-	17,250
Maintenance Software and Maintenance Equipment		60,000	-	41,000	-	36,470	-
Tire Lease Buyout		37,170	-	-	-	-	-
Marking and Tethering Program		5,500	-	-	-	-	-
Rotary Lift/ Wireless Lift		18,700	52,000	-	-	22,730	-
Specialized Maintenance Tools		12,650	52,000	25,000	26,250	27,560	28,940
Maintenance Staff Office/ Desks and Office Equipment		34,100	1,800	3,150	-	-	-
Backup Generator/Radios		17,250	-	50,000	-	-	-
Vehicle ITS/Camera System		461,787	558,030	-	-	339,140	-
Bus Stop Improvements	-	61,750	73,750	31,500	33,080	34,730	36,470
Bus Rehabilitation	24,824	125,000	185,000	388,500	407,930	-	-
Bus Procurement Reserve/Large Capital Repairs	-	44,779	81,810	-	-	-	-
RouteMatch Dispatching Software	-	-	40,000	-	50,000	-	-
Vehicles	-	-	-	-	-	-	-
Support Vehicles	-	102,500	62,500	-	50,000	-	-
40' Coaches/Over the Road Coaches	494,240	3,336,000	3,865,710	1,300,000	-	1,215,506	-
Trolley replacement vehicles	-	-	-	-	325,000	-	-
One Dial A Ride Vehicle	88,255	-	89,300	-	-	-	-
Runabout Vehicles	218,291	360,000	191,000	-	347,290	-	464,960
Total Capital Outlay	859,223	4,878,316	5,304,300	1,885,050	1,261,500	1,699,186	571,820
Loan Paydown	308,262	1,108,262	543,130	543,130	271,570	-	-
Property Purchase	-	1,534,165					
TOTAL FUNDING USES	1,167,485	7,520,743	5,847,430	2,428,180	1,533,070	1,699,186	571,820

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

		Adopted Budget FY 2013-14	Weekday Proposed Budget FY 2014-15	Saturday Proposed Budget FY 2014-15	Sunday Proposed Budget FY 2014-15	Total Proposed Budget FY 2014-15	Projected Budget FY 2015-16
Route 9							
	Hours	10,801	11,560	690	370	12,620	12,940
	Miles	330,482	329,700	390	260	330,350	338,610
Administration:							
Total Administration (Net of Contracts)		250,621	249,590	9,070	4,880	263,540	271,460
Service Delivery:							
Labor - Operations	hourly	453,275	522,900	31,210	16,740	570,850	571,650
Labor - Operations Workers Comp	hourly	32,662	41,500	2,480	1,330	45,310	51,460
Labor - Maintenance	hourly	122,578	135,900	8,110	4,350	148,360	146,240
Labor - Maintenance Workers Comp	hourly	10,270	12,790	760	410	13,960	15,860
Fuel	miles	290,989	277,690	330	220	278,240	273,510
Insurance	miles	68,102	79,030	90	60	79,180	83,540
Maintenance (parts, supplies, materials)	miles	99,942	99,970	120	80	100,170	96,030
Maintenance Contract Costs	miles	23,674	16,400	20	10	16,430	15,760
Total Operations		1,101,491	1,186,180	43,120	23,200	1,252,500	1,254,050
Capital/Studies:							
Total Capital Outlay		1,326,140	1,372,582	81,927	43,932	1,498,441	175,359
Contingency	hourly	18,475	17,780	1,060	570	19,410	18,350
Interest Expense	operations cost	24,748	13,100	780	420	14,300	11,890
TOTAL FUNDING USES		2,721,474	2,839,232	135,957	73,002	3,048,191	1,731,109
TOTAL NON-CAPITAL EXPENDITURES		1,395,335	1,466,650	54,030	29,070	1,549,750	1,555,750

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

		Adopted Budget FY 2013-14	Weekday Proposed Budget FY 2014-15	Saturday Proposed Budget FY 2014-15	Sunday Proposed Budget FY 2014-15	Total Proposed Budget FY 2014-15	Projected Budget FY 2015-16
Route 10							
	Hours	10,777	9,690	610	370	10,670	10,940
	Miles	352,786	317,640	19,770	11,860	349,270	358,000
Administration:							
	Total Administration (Net of Contracts)	257,712	221,670	13,880	8,390	243,940	251,000
Service Delivery:							
	Labor - Operations	452,242	438,310	27,590	16,740	482,640	483,300
	Labor - Operations Workers Comp	32,588	34,780	2,190	1,330	38,300	43,510
	Labor - Maintenance	122,298	113,920	7,170	4,350	125,440	123,640
	Labor - Maintenance Workers Comp	10,246	10,720	670	410	11,800	13,410
	Fuel	310,628	267,530	16,650	9,990	294,170	289,180
	Insurance	72,698	76,140	4,740	2,840	83,720	88,320
	Maintenance (parts, supplies, materials)	106,687	96,310	5,990	3,600	105,900	101,530
	Maintenance Contract Costs	25,272	15,800	980	590	17,370	16,660
	Total Operations	1,132,658	1,053,510	65,980	39,850	1,159,340	1,159,550
Capital/Studies:							
	Total Capital Outlay	1,323,117	1,150,546	72,429	43,932	1,266,907	148,256
Contingency	hourly	18,433	14,900	940	570	16,410	15,510
Interest Expense	operations cost	24,691	10,980	690	420	12,090	10,053
TOTAL FUNDING USES		2,756,611	2,451,606	153,919	93,162	2,698,687	1,584,368
TOTAL NON-CAPITAL EXPENDITURES		1,433,494	1,301,060	81,490	49,230	1,431,780	1,436,113

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

		Adopted Budget FY 2013-14	Weekday Proposed Budget FY 2014-15	Saturday Proposed Budget FY 2014-15	Sunday Proposed Budget FY 2014-15	Total Proposed Budget FY 2014-15	Projected Budget FY 2015-16
Route 12, 14 and 15							
	Hours	10,951	9,210	890	690	10,790	11,060
	Miles	330,398	278,130	27,590	20,820	326,540	334,700
Administration:							
Total Administration (Net of Contracts)		252,549	203,520	19,880	15,240	238,640	245,590
Service Delivery:							
Labor - Operations	hourly	459,574	416,600	40,260	31,210	488,070	488,600
Labor - Operations Workers Comp	hourly	33,116	33,060	3,190	2,480	38,730	43,980
Labor - Maintenance	hourly	124,281	108,280	10,460	8,110	126,850	125,000
Labor - Maintenance Workers Comp	hourly	10,412	10,190	980	760	11,930	13,550
Fuel	miles	290,915	234,260	23,240	17,540	275,040	270,350
Insurance	miles	68,084	66,670	6,610	4,990	78,270	82,570
Maintenance (parts, supplies, materials)	miles	99,917	84,330	8,370	6,310	99,010	94,930
Maintenance Contract Costs	miles	23,668	13,840	1,370	1,040	16,250	15,570
Total Operations		1,109,968	967,230	94,480	72,440	1,134,150	1,134,550
Capital/Studies:							
Total Capital Outlay		1,344,569	1,093,553	105,675	81,927	1,281,155	149,882
Contingency	hourly	18,731	14,160	1,370	1,060	16,590	15,680
Interest Expense	operations cost	25,091	10,440	1,010	780	12,230	10,163
TOTAL FUNDING USES		2,750,909	2,288,903	222,415	171,447	2,682,765	1,555,865
TOTAL NON-CAPITAL EXPENDITURES		1,406,340	1,195,350	116,740	89,520	1,401,610	1,405,983

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

		Adopted Budget FY 2013-14	Total Proposed Budget FY 2014-15	Projected Budget FY 2015-16
Runabout				
	Hours	25,937	30,940	35,580
	Miles	509,405	588,030	676,230
Administration:				
Total Administration (Net of Contracts)		507,375	579,140	670,040
Service Delivery:				
Labor - Operations	hourly	1,088,454	1,399,520	1,571,820
Labor - Operations Workers Comp	hourly	78,432	111,070	141,490
Labor - Maintenance	hourly	294,347	363,750	402,110
Labor - Maintenance Workers Comp	hourly	24,661	34,230	43,600
Fuel	miles	448,531	495,270	546,230
Insurance	miles	104,972	140,960	166,830
Maintenance (parts, supplies, materials)	miles	154,051	178,300	191,790
Maintenance Contract Costs	miles	36,492	29,260	31,470
Total Operations		<u>2,229,938</u>	<u>2,752,360</u>	<u>3,095,340</u>
Capital/Studies:				
Total Capital Outlay		884,517	742,177	86,553
Contingency	hourly	44,364	47,590	50,450
Interest Expense	operations cost	59,427	35,070	32,694
TOTAL FUNDING USES		<u>3,725,620</u>	<u>4,156,337</u>	<u>3,935,077</u>
TOTAL NON-CAPITAL EXPENDITURES		<u>2,841,103</u>	<u>3,414,160</u>	<u>3,848,524</u>

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

		Total Adopted Budget FY 2013-14	Line 83 Proposed Budget FY 2014-15	CMAQ Trips Proposed Budget FY 2014-15	Total Proposed Budget FY 2014-15	Projected Budget FY 2015-16
Line 83, CMAQ Trips						
	Hours	1,653	1,060	610	1,670	1,720
	Miles	71,158	53,640	31,000	84,640	86,760
Administration:						
	Total Administration (Net of Contracts)	31,953	29,950	17,280	47,230	48,880
Service Delivery:						
	Labor - Operations	69,377	47,950	27,590	75,540	75,980
	Labor - Operations Workers Comp	4,999	3,810	2,190	6,000	6,840
	Labor - Maintenance	18,761	12,460	7,170	19,630	19,440
	Labor - Maintenance Workers Comp	1,572	1,170	670	1,840	2,110
	Fuel	62,655	45,180	26,110	71,290	70,080
	Insurance	14,663	12,860	7,430	20,290	20,550
	Maintenance (parts, supplies, materials)	21,519	16,260	9,400	25,660	24,600
	Maintenance Contract Costs	5,097	2,670	1,540	4,210	4,040
	Total Operations	198,644	142,360	82,100	224,460	223,640
Capital/Studies:						
	Total Capital Outlay	-	426,320	-	426,320	1,300,000
Contingency						
	hourly	-	-	-	-	-
Interest Expense						
	operations cost	-	-	-	-	-
TOTAL FUNDING USES		230,597	598,630	99,380	698,010	1,572,520
TOTAL NON-CAPITAL EXPENDITURES		230,597	172,310	99,380	271,690	272,520

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

	Adopted Budget FY 2013-14	Proposed Budget FY 2014-15	Projected Budget FY 2015-16
County Services			
Administration:			
Total Administration (Net of Contracts)	97,500	90,500	90,500
Service Delivery:			
Labor - Operations	255,072	159,020	166,970
Labor - Operations Workers Comp	18,380	8,950	10,740
Labor - Maintenance	68,978	42,050	44,150
Labor - Maintenance Workers Comp	5,779	2,790	3,350
Fuel	69,000	37,000	37,930
Insurance	19,100	9,000	9,900
Special Transportation (includes Senior Vans n/a	81,700	74,300	76,160
Avila Trolley	66,100	55,000	57,750
Maintenance (parts, supplies, materials)	48,744	10,810	10,970
Maintenance Contract Costs	11,546	2,390	2,430
Total Operations	644,400	401,310	420,350
Capital/Studies:			
Total Capital Outlay	-	89,300	-
Contingency	-	17,755	21,020
Interest Expense	-	-	-
TOTAL FUNDING USES	741,900	598,865	531,870
TOTAL NON-CAPITAL EXPENDITURES	741,900	509,565	531,870

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

		Proposed	Proposed	Proposed	Projected Budget FY 2015-16
		Route A & B Budget FY 2014-15	Paso DAR Budget FY 2014-15	Total Budget FY 2014-15	
North County Services					
Administration:					
Total Administration (Net of Contracts)		91,000	27,630	118,630	121,850
Service Delivery:					
Labor - Operations	hourly	412,020	146,460	558,480	588,850
Labor - Operations Workers Comp	hourly	34,260	7,170	41,430	52,430
Labor - Maintenance	hourly	48,850	14,270	63,120	65,180
Labor - Maintenance Workers Comp	hourly	6,810	1,430	8,240	9,870
Fuel	miles	88,050	16,510	104,560	107,170
Insurance	miles	20,610	3,860	24,470	26,920
Maintenance (parts, supplies, materials)	miles	30,240	5,670	35,910	36,450
Maintenance Contract Costs	miles	7,160	1,340	8,500	8,630
Total Operations		648,000	196,710	844,710	895,500
Capital/Studies:					
Total Capital Outlay		-	-	-	25,000
Contingency	hourly	12,260	2,570	14,830	14,830
Interest Expense	operations cost	-	-	-	-
TOTAL FUNDING USES		751,260	226,910	978,170	1,057,180
TOTAL NON-CAPITAL EXPENDITURES		751,260	226,910	978,170	1,032,180

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

April 16, 2014

STAFF REPORT

AGENDA ITEM: B-2

TOPIC: Revised RTA Runabout No-Show Policy

ACTION: Approve

PRESENTED BY: Geoff Straw
Executive Director

STAFF RECOMMENDATION: Approve Revised RTA Runabout No-Show Policy

RTAC RECOMMENDATION: Approve

BACKGROUND/DISCUSSION:

This staff report provides discussion on a necessary revision to the RTA Runabout No-Show Policy, which was originally adopted in March 2012 and subsequently revised in January 2013. As a result of a Triennial Review finding by the Federal Transit Administration, RTA must amend its current Runabout No-Show Policy to ensure that a pattern or practice of missed-trips by passengers has impacted our operations prior to suspending a rider's service.

Attached is a revised RTA Runabout No-Show Policy document that considers the proportion of trips that a rider misses when determining if a suspension should apply. Staff from FTA has reviewed the draft revised policy and determined that it meets the requirements of our Triennial Review finding and is in compliance with the Americans with Disabilities Act of 1990. In the meantime, RTA has ceased enforcing the sanctions identified in the existing Runabout No-Show Policy (see the attached document with the "Suspended Policy" watermark); we have instead committed to sending notification letters to frequent no-show riders explaining how their missed trips impact our operations and result in an ineffective use of public funds.

Staff introduced this draft policy at the March 5th Board meeting and considered comments from the public and Board members in the recommended revised policy document. Staff also reached out to disability advocacy groups in the County to solicit further input; no problems with the revised document were submitted to staff.

Staff Recommendation

Approve the amended policy as presented, with implementation beginning no earlier than July 1, 2014.

RUNABOUT NO-SHOW POLICY

In an effort to improve the availability of Runabout appointment time slots, to ensure that public dollars are carefully spent on Runabout services, and to make RTA Runabout service more efficient for passengers, RTA has adopted a policy that is designed to deter a pattern of late cancellations and no-shows.

Any Runabout passenger that does not show for a ride or who cancels less than **2 hours** prior to a scheduled trip will receive a no-show penalty. A pattern or practice of no-shows and late cancels can result in suspension of service.

This policy directs RTA staff to consider the percentage of no-shows and late cancellations within a rolling 31-day period to establish if a pattern of no-shows and/or late cancellations is present. If a pattern is present, a warning letter or suspension notification letter will be issued to the customer. The proportion of no-show violations, as well as the related suspension periods, is listed below.

Riders are allowed the following no-shows and late cancellations, in a rolling 31-day period, before being subject to suspension:

- 1 to 14 trips per month – maximum of 2 no-show penalties per 31-day period
- 15 to 39 trips per month – maximum of 4 no-show penalties per 31-day period
- 40 to 59 trips per month – maximum of 6 no-show penalties per 31-day period
- 60+ trips per month – maximum of 8 no-show penalties per 31-day period

If a rider exceeds these limits, they are subject to the following schedule for suspension of service:

- 1st violation – letter of warning
- 2nd violation – 7 day suspension
- 3rd violation – 14 day suspension
- 4th violation – 21 day suspension

- 5th violation – 28 day suspension

Right to Appeal

Persons receiving a suspension notification letter will have the right to appeal prior to implementation of the suspension. To file an appeal, a customer or his/her representative must submit to RTA a written explanation of why the customer should not be suspended along with any supporting facts and statements. The appeal must be received within 30 days of the date on the suspension notification letter from RTA. Appeals should be sent to:

Regional Transit Authority Runabout
179 Cross Street, Suite A
San Luis Obispo, CA 93401
Attention: RTA Operations Manager

RTA will conduct an appeal hearing within two weeks of receiving the request, and customers will be permitted to continue to ride the Runabout bus until the final determination is made by the RTA Operations Manager (typically within ten working days of the appeal hearing). The appeal hearing will be conducted by RTA operations, customer service, and administrative staff members. The intent of the hearing is to validate instances of no-shows and late cancellations, and to determine if a temporary suspension is warranted due to a pattern of no-shows and late cancellations.

Penalties will begin accruing July 1, 2014. All no-shows accumulated prior to July 1 will be nullified, and Runabout customers will begin with a clean slate.

NO-SHOW POLICY

In an effort to improve the availability of appointment time slots and make Runabout service more efficient for passengers, RTA has a policy that is designed to limit the number of late cancellations and no-shows.

Any Runabout passenger who is a no-show or cancels their trip after 5 p.m. the day before their scheduled pick-up will be given penalty points. If a passenger accumulates a specific number of points over a period of time, their service will be temporarily suspended. The number of points given for late cancellations and no-shows and suspension periods are listed below.

Penalty Assessment

- Any person cancelling a ride after 5 p.m. the day prior to a scheduled pick-up will be assessed one (1) point.
- Any person cancelling a ride within three (3) hours to 30 minutes prior to the beginning of a pick-up window will be assessed two (2) points.
- Any person cancelling a trip within 30 minutes prior to the beginning of the pick-up window or not showing up at all within five minutes after our arrival will be assessed three (3) points.

Accumulated points for late cancellations and “no-shows” shall result in the following suspensions:

Accumulated Points	Within a Period of	Suspension Period
9	30 days	15 days
14	60 days	15 days
19	120 days	30 days

24	180 days	60 days
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Right to Appeal

Persons receiving suspensions will have the right to appeal. To file an appeal, a customer or his/her representative must send a written explanation of why the customer should not be suspended along with any supporting facts and statements. The appeal must be received within 30 days of the suspension notification. Appeals should be sent to:

Regional Transit Authority
179 Cross Street, Ste. A
San Luis Obispo, CA 93401
Attention: RTA Customer Service Specialist

Individuals will be permitted to ride the bus during the appeal process, which lasts about 30 days. Rulings shall be deemed final.

Penalties will begin accruing March 1, 2013. All tardy and no-shows prior to March 1 will be nullified and members will begin with a clean slate.

DRAFT
SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
REGIONAL TRANSIT ADVISORY COMMITTEE
January 15, 2014
MINUTES
C-1

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

1. Call Meeting to Order, Roll Call:

The current Chair and Vice Chair were not present. **Mr. Geoff Straw** called the meeting to order at 8:20 a.m. Roll call was taken; a quorum was present.

2. Public Comments:

None

3. Election of Officers

ELECTION OF OFFICERS: Elect new RTAC Chair & Vice Chair: **Mr. Eric Greening** nominated **Mr. Michael Seden-Hansen** as Chair and **Mr. Phil Moores** seconded. The motion carried on a voice vote with no abstentions or oppositions.

Mr. Moores nominated **Mr. Eric Greening** as Vice Chair and **Ms. Dawn Patterson** seconded. The motion carried on a voice vote.

A. Information Agenda Items

A1. Manager's Report (Receive):

Mr. Straw announced that RTA is working on a two-year operating and five-year rolling capital budget, which will be presented at the April meeting. He reviewed some of the anticipated changes.

Staff, Community Action Partnership of San Luis Obispo (CAPSLO) and San Luis Obispo Council of Governments (SLOCOG) is proposing purchasing the property at 40 Prado as a potential partnership for a long term operations and maintenance facility.

RTA has an order for one 35-foot and eight 40-foot buses with the Gillig Corporation. They should be delivered around March 2015. Staff has received approval for grant funding to purchase two over-the-road coaches for additional express service on the highway 101 corridor. They should arrive in the summer 2015.

Mr. Seden-Hansen asked if the coaches would be used on Route 83. **Mr. Straw** said that isn't likely as there is not enough demand on that route.

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

Ms. Patterson said things went well at the Atascadero City Council meeting last night. City Council approved the North County consolidation. We are moving forward with new contracts for driver services on Dial-A-Ride.

Mr. Anthony Guterrez, Cuesta College, announced classes begin next week with free rides to students for two weeks on RTA.

Mr. Greening thanked the RTA Board for approving the free 31-Day bus passes and reminded committee members they can also get these passes.

Mr. Tim Gillham and **Mr. Ron DeCarli**, SLOCOG, discussed expansion plans for several Park-and-Ride locations throughout the county. They also identified a location on Spyglass as a potential express Route 10 bus stop.

Mr. Seden-Hansen said Paso Robles is working on several improvements, such as building a new Park-and-Ride lot. Paso Express recently added some new vehicles to the fleet for fixed route service. Costs are down and riders are happy. We are working with RTA staff to create a comprehensive outreach plan for the upcoming consolidation.

A3. Review of RTA Customer Survey (Receive)

Mr. Straw reviewed the survey instrument and results. Are there any items we can glean from this that will help plan for the future? An important area to note is the "Significant Findings" segment.

Ms. Aimee Wyatt discussed the background of this survey, its goals and objectives. We looked at differences between customer perception and employee input. Employees were much more enthusiastic about the new buses than were customers. Overall results were very favorable. Perhaps the best opportunity to evaluate improvements is by looking at individual comments, of which there were many.

Mr. Greening said he was very happy to see 3.5 out of 4 for courtesy and competency of RTA drivers. Our lives are in their hands every day. One thing that seems to come up frequently is a desire for a greater span of service—particularly on weekday and weekend evenings. How far into the future would it be that we may expand our span of service?

Mr. Straw said technically it is easy to expand the span of service in the evenings and weekends as this doesn't take more vehicles or equipment. The challenge is finding funding to operate it. He noted Runabout service must also be expanded when the fixed route service broadens. Costs climb quickly. One additional hour of service increases the number of hours per day because of the number of vehicles on the road. Overcrowding on the buses is an ongoing concern. When we expand the span of service—making days longer—we don't pick up that many more riders on those last runs. They tend to be less efficient than when we add service at peak commute hours. We have to be careful that whatever we do does not negatively impact the farebox recovery ratio. We continue to look for funding and options for long-term service planning.

Mr. Straw asked the committee to contact Ms. Wyatt with input or cross-tabulations they would like included in the final report.

Mr. Gamaliel Anguiano, SLO Transit, inquired if this survey was also conducted in Spanish. **Mr. Straw** said no, but this will be a priority next time, particularly in the South County, where there are a higher percentage of Spanish-speakers.

B. Action Items

B1. Review & Recommend Updates to RTA 2012-14 Strategic Business Plan:

(Recommend): Mr. Straw said this plan was adopted in 2011 for 2012-2014. This is a good time to look at the performance metrics. Is this plan still pertinent or should we add new ones or make other changes? He reviewed the current plan and discussed 11 possible revisions beginning on Page B-1-2.

Mr. Moores recommended staff use the load factor as a performance measure. This will take into consideration the number of seats, not just the number of standees on a bus.

Mr. Straw pointed out the new Intelligent Transportation System (ITS) will automatically count passengers getting on and off. This will help verify load factors by location and time of day. It will also track when buses are running hot or late, which will affect on-time performance.

Mr. Todd Katz asked if the 30 minute window for Runabout rides is too long for people who are incapacitated. Can this be shortened?

Mr. Greening said missed connections can be traumatic when the bus is late. He suggested setting a standard for missed connections. He also was concerned about what happens and how often the bike racks are maxed out.

Mr. Greening moved to recommend approval of Action Agenda Item B-1 with suggested changes. **Mr. Moores** seconded and the motion carried on a voice vote with no oppositions or abstentions.

B2. North County Transit Consolidation Plan Implementation (Recommend): Mr. Straw

briefly reviewed the consolidation recommendations developed in the 2012 North County Transit Plan. Public meetings will be held in mid-February at several locations in Paso Robles, Atascadero, Templeton Hospital and Cal Poly.

Mr. Greening pointed out most of the Route 9 service is local and will no longer serve Cal Poly. Finals week begins the week of June 1, when these proposed changes will be implemented. It's good the inbound Route 9 stops on campus in the morning. At the very least, outbound Route 9 should service Cal Poly during the hours when the Grand avenue service is maxed out. He noted commuters in Santa Margarita will not be happy to lose service to Cal Poly.

Mr. Straw said staff looked at the ridership on each of the runs when considering consolidation ideas. Our challenge is the local hourly service through the campus gets bogged down with traffic and there's not a lot of ridership. The express service has the lion's share of Cal Poly riders and this won't stop. Inbound morning routes will continue to service the campus directly. Outbound service will still serve the campus in the afternoon. We are looking for more input on these proposed changes.

Mr. Straw suggested child fares be applicable for 44" and taller rather than age-based. RTA will increase the cash fare between Paso Robles and San Luis Obispo from \$2.50 to \$3.00. This will bring the fare in line with trips from San Luis Obispo to the north coast and Santa Maria.

Mr. Greening moved to recommend approval of Action Agenda Item B-2 with the exception of #3--eliminating all local service stops to Cal Poly. **Ms. Dominguez** seconded and the motion carried on a voice vote with no oppositions or abstentions.

Mr. Greening recommended RTA and SLO Transit work together on strategies for reducing the number of RTA Route 9 trips through Cal Poly where practical. Another

option to consider is having Route 9 come up Grand Avenue, stop and do the loop at the Performing Arts Center before continuing downtown.

Mr. Greening moved to approve a recommendation of looking for opportunities to reduce local service to Cal Poly and work with San Luis Obispo Transit, perhaps keeping the Grand Avenue stop even if you drop the rest. **Mr. Seden-Hansen** seconded and the motion carried on a voice vote with no oppositions or abstentions.

C. CONSENT AGENDA ITEMS:

C-1 RTAC Minutes of 4-17-13 (approve)

Mr. Moores moved to approve the draft minutes and **Mr. Greening** seconded. The motion carried with a voice vote with no abstentions or oppositions.

D. ADJOURNMENT:

Mr. Seden-Hansen adjourned the meeting at 9:53 a.m.

Next RTAC Meeting: **April 17, 2013**

Respectfully Submitted:

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