



## RTA BOARD AGENDA

Wednesday, April 2, 2014  
BOARD OF SUPERVISORS' CHAMBER  
COUNTY GOVERNMENT CENTER  
1055 Monterey Street, San Luis Obispo, California 93401  
Joint SLOCOG and RTA Meeting starts at 8:30 am

The *AGENDA* is available/posted at: <http://www.slorta.org>

**President: Shelly Higginbotham**

**Vice President: Debbie Arnold**

Board Members:

Frank Mecham (First District – SLO County)  
Bruce Gibson (Second District – SLO County)  
Adam Hill (Third District – SLO County)  
Caren Ray (Fourth District – SLO County)  
Debbie Arnold (Fifth District – SLO County)  
Tony Ferrara (Arroyo Grande)

Tom O'Malley (Atascadero)  
Debbie Peterson (Grover Beach)  
Jamie Irons (Morro Bay)  
Fred Strong (Paso Robles)  
Shelly Higginbotham (Pismo Beach)  
Jan Howell Marx (San Luis Obispo)

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 781-4472. Please note that 48 hours advance notice will be necessary to honor a request.

**San Luis Obispo Council of Governments (SLOCOG) and  
San Luis Obispo Regional Transit Authority (RTA) Joint Meeting**

- 1. CALL TO ORDER AND ROLL CALL**
- 2. PUBLIC COMMENTS:** Any member of the public may address the Board for a period not to exceed three minutes on any item of interest not on the agenda within the jurisdiction of the Board. The Board 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. PROPOSED ACQUISITION OF 40 PRADO ROAD PROPERTY (SUPPORT ACQUISITION OF 40 PRADO ROAD FOR A FUTURE RTA MAINTENANCE FACILITY).** Ronald De Carli, Geoff Straw
- 4. RTA CONSENT AGENDA:** (Roll Call Vote) the following items are considered routine and non-controversial by staff and will be approved by one motion if no member of the RTA 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 RTA Board members, without the removal of the item from the Consent Agenda. Staff recommendations for each item are noted following the item.

- B-2 Resolution Authorizing FTA Section 5339 Funding (Approve)
- B-3 Authorize Board President to Execute Revised Loan Agreement (Approve)
- B-4 Resolution Authorizing FTA Section 5311 Funding (Approve)

**ADJOURN THE JOINT SLOCOG/RTA BOARD MEETING & CONVENE THE SLOCOG BOARD MEETING**

Next regularly-scheduled RTA Board meeting on May 7, 2014

# SAN LUIS OBISPO COUNCIL OF GOVERNMENTS REGIONAL TRANSIT AUTHORITY

## STAFF REPORT

**MEETING DATE:** April 2, 2014

**JOINT MEETING ITEM:** 3

**SUBJECT:** Proposed Acquisition of 40 Prado Road Property

### SUMMARY

This staff report discusses the pertinent issues regarding the joint RTA & CAPSLO acquisition of ~10 acres at 40 Prado Road. RTA would subsequently evaluate the property for a possible a long-term administration operations and maintenance facility.

RTA and the Community Action Partnership of San Luis Obispo (CAPSLO) intend to split the property (68%, 32% respectively) and independently consider their own potential future projects. CAPSLO plans to build a Homeless Service Center.

Recommended funding for the acquisition of the RTA property would come from previously programmed Proposition 1B funds (\$1 million) allocated to RTA for property acquisition and from previously programmed Proposition 1B funding originally allocated to the Grover Beach Train Station (\$535,000). Staff is concurrently recommended exchanging the Grover Beach Proposition 1b funds for Congestion Mitigation and Air Quality (CMAQ) funding (see RTIP staff report).

Staff originally considered programming fiscal year 13/14 Local Transportation Funds (LTF) that were reserved for "contingency" (\$535,000) for this purpose but recommends retaining this funding in reserve as a result of less than anticipated receipt of LTF funding from the state.

CAPSLO is proposing to separately fund its share of the property for \$750,000 through Homeless Foundation, SLO County and SLO City funds.

If this proposed acquisition is supported by the SLOCOG and RTA Boards, two subsequent agenda items are required to be approved today:

1. Approval of item AA-1 on the SLOCOG agenda, and
2. Approval of item B-1 on the RTA agenda.

The property has been appraised for \$3.25 million and the CAPSLO-negotiated purchase price is \$2.25 million.

### RECOMMENDATIONS:

**SLOCOG and RTA Staff:** Support Acquisition of 40 Prado for a future RTA Maintenance Facility

**SSTAC:** Concur with staff

**TTAC:** Concur with staff

**CTAC:** Concur with staff

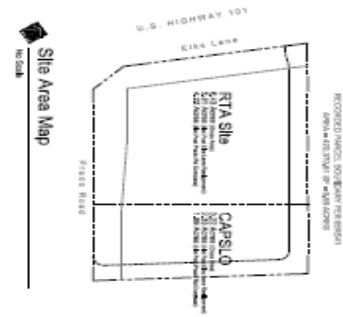
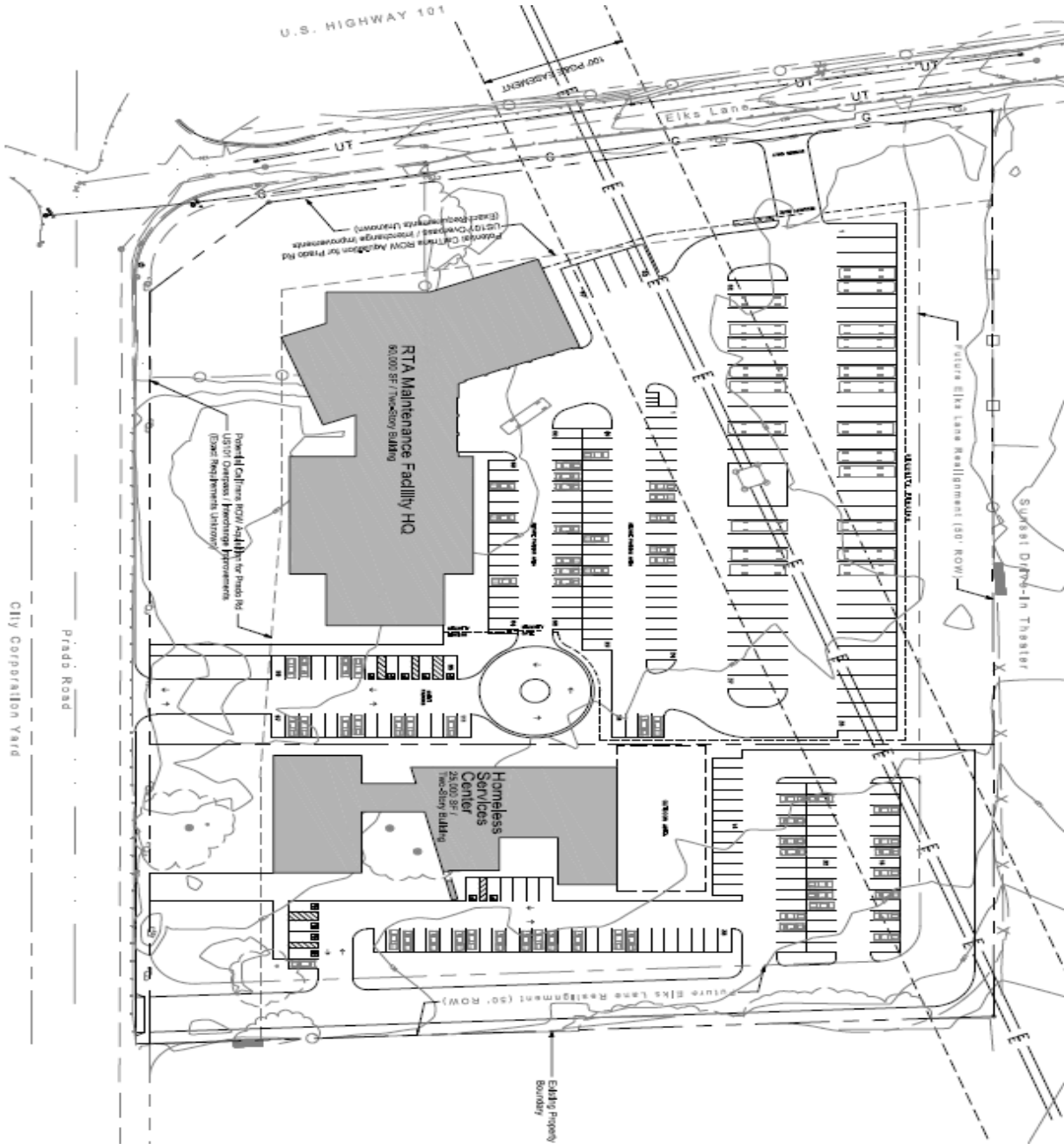
### BACKGROUND

In August 2013 SLOCOG/RTA/CAPSLO adopted a Memorandum of Understanding to explore synergies and mutual benefits of subdividing the property at 40 Prado for use as a long-term RTA maintenance facility and a separately developed CAPSLO Homeless Services Center. The 40 Prado property size is too big for either project to move forward independently.

The size of RTA's existing facility at 179 Cross Street is adequate for only the next 5-10 years. However, it is extremely expensive to lease and not currently available for purchase.

Presented on the next page is a Conceptual Site Layout that depicts the two parcels that would result from jointly purchasing and separately developing the two projects.

# DRAFT CONCEPTUAL SITE LAYOUT



**CONCEPTUAL**

**JOINT MASTER PLAN**  
 RTA Maintenance Facility HQ  
 and Homeless Services Center

401 High Street, Suite 100, Los Angeles, CA 90013  
 (213) 229-8800  
**OPTION "C, 3"**  
 SCALE: 1" = 100'

**OPTIONAL**

1/2023

**PREPARED BY:**  
 THE UNIVERSITY OF CALIFORNIA  
 CENTER FOR URBAN DESIGN  
 101 SHALICE DRIVE, SUITE 100  
 BERKELEY, CA 94704  
 (415) 848-1100  
 WWW.CURB.EDU

## DISCUSSION

### Facts of Potential 40 Prado Road Property Acquisition

1. On behalf of RTA, the Community Action Partnership of San Luis Obispo (CAPSLO) has entered into a Letter of Intent to jointly purchase 9.97 acres at 40 Prado from Condor Enterprises, LLC.
2. The Letter of Interest (LOI) was executed on February 10, and it permits a no-risk 60-day due diligence period. At the end of the due diligence period, CAPSLO is required to place \$50,000 in earnest money into an escrow account.
3. CAPSLO, as the purchaser, has committed to placing the full \$50,000 of earnest money at the end of the due diligence period (April 10). The closing must be completed by May 30, 2014. RTA will not be required to participate in committing earnest money.
4. The agreed upon price is \$2.25 million. RTA commissioned a commercial appraisal, which was completed on February 20, 2014 by Anderson & Company. The appraisal values the land at \$3.25 million.
5. RTA would be responsible for 68% of the purchase costs, or \$1.535 million (including estimated closing costs). RTA has secured \$999,165 in Prop 1B funds for property purchase, and that funding is currently in an interest-bearing RTA account.

### Issues and Risks

Below is a list of salient issues, with the relative risk / cost impact to RTA of each presented in parentheses. Staff is not attempting to assign risks/costs to CAPSLO, since it is RTA's intent to subdivide the property into two parcels (one for RTA and the other for CAPSLO) at the time of property purchase/closing.

1. **Environmental Review** (medium-risk/high-cost): An exemption from the California Environmental Quality Act will apply to the purchase of the property and the creation of a separate public parcel for RTA. Any future development of the RTA parcel will require full CEQA and NEPA review (including evaluation of alternate sites). If an alternate site is ultimately chosen in the future, RTA could sell this site to fund another site. The discussion items below presume that CEQA and NEPA clearance could be obtained for future construction on the RTA parcel.
2. **Floodplain Issues** (medium-risk/high-cost): Based on current FEMA maps, the property is located in Zone AE. This designation signifies that the land in the flood plain is subject to a 1 percent or greater chance of flooding in any given year (commonly referred to as the 100-year floodplain). However, a detailed engineering/hydrology study of the area – including the nearby Dalidio/San Luis Ranch area – and a request for re-designation would likely cost on the order of ~\$300k. Assuming no change to the Zone AE designation, it is anticipated that RTA's additional annual cost for \$500,000 of coverage through the National Flood Insurance Program (NFIP) would be approximately \$2,000 or \$3,000 per year. NFIP does not cover business income interruption. Regardless, the eventual RTA building(s) will need to be elevated above the current levels; other mitigation measures will also have to be addressed during design.

3. **Dedication of Approximately 3.44 Acres** (low-risk/neutral-cost): Due to a planned widening of Prado Road, a new overpass/interchange, and realignment of Elks Lane through the property, approximately 3.44 acres would need to be dedicated for public use.
4. **Net 6.21 Acres of Land Available** (low-risk/neutral-cost): Based on 20-year modeling, RTA needs 4.6 acres – including 0.92 acres for landscaping and setbacks. With shared setbacks and zero lot lines adjacent to the slope of the overpass, roughly 4.22 acres is available to RTA, which is sufficient for our long-term needs (see Conceptual Site Design provided by Garcia Architects). Final RTA/CAPSLO acreage shares will be determined following completion of an engineering survey prior to completion of the sale. It should be noted that no buildings can be located under the high-tension power lines that bifurcate the property.
5. **Access to Highway 101** (low-risk/no-cost): Access to/from northbound Highway 101 is currently provided by “hook ramps.” The potential exists for new southbound 101 access should an interchange be built in the future. SLO City currently strongly supports the maximum access possible; it is ultimately up to Caltrans to accept the final design. Even if the northbound 101 access is removed in the future, travel to/from Government Center would not be any worse than the travel to/from RTA’s current facility.
6. **Funding by RTA** (medium-risk): RTA will need to bridge approximately \$535,000 to purchase its share of the property, including closing costs. However, it is not recommended that RTA borrow funds to complete this purchase. SLOCOG’s recommends using reallocated Proposition 1B funds to bridge the gap. The RTA is currently paying debt-service on the tenant improvement loan for the existing facility and is not in a good position to secure additional loans. If a loan was pursued, the following example provides an estimate of the additional costs:

Amount Borrowed	Rate	Term	Total Cost	Incremental Additional Cost
\$535,000	4%	15 years	\$713,000	\$178,000
\$535,000	5%	15 years	\$761,000	\$226,000
\$535,000	6%	15 years	\$812,000	\$277,000

With respect to “other possible funding sources”, none are as simple and straight forward as “re-allocated” Proposition 1b funding. A short summary follows of funding sources considered:

Acronym	Source	Applicability
STA	State Transit Assisatnce	Reserved for existing transit operations countywide
Prop 1B	Proposition 1 B	Bond funds are more cumbersome and not readily available to move
RTF	Rural Transit Funds	These funds focus on non-urban areas of the county only
SHA	State Highway Account	Highway account funds better reserved for street & road purposes
STP	Surface Transportation Program	Most funds already programmed, more problemtic approvals required
5309	TEA 21 Federal Section	This transit capital grant program was pahsed out in TEA 21
5307	TEA 21 Federal Section	These funds are not flexible enought to use on short notice
5339	TEA 21 Federal Section	These funds for transit capital are insufficient, and not readily available
5311	TEA 21 Federal Section	These funds not available - used only for operation in SLO County
STIP	State Trans. Imp. Program	Off programming cycle, not available due to lengthy approval process

7. **Funding by CAPSLO** (low-risk): CAPSLO has shared their expected funding stream with us, as follows:
  - a. \$250,000 from the City of SLO (City Council acted on February 18<sup>th</sup>),
  - b. \$250,000 from SLO County (Board to consider in near future), and
  - c. \$250,000 raised by the Homeless Foundation.

8. **Hazardous Materials Contamination** (medium-risk): The southwest corner of the site is currently leased by a U-Haul Rental agent, but it was previously used as a Mobil gas station. On March 21, 1994, the City of SLO accepted the soils testing completed after removal of the underground fuel storage tank and stated that no additional testing was required. However, there might still be remaining contamination when evaluated using modern standards/methods. Based on the location of the now-removed fuel and waste oil underground tanks, there is the possibility that no remediation would be necessary, since that area would be used for roadway realignment and would not be subject to regular human contact. Staff is now conducting a further study to better understand the scope of any remaining contamination.
9. **Airport Commission Concurrence** (medium-risk): The SLO County Airport Land Use Commission has already authorized the previous CAPSLO site on Higuera near Prado, which is in the same Safety Area S-1b zone as 40 Prado. Since the 40 Prado site is further away from the SLO County Airport, it is unlikely that the new site cause a new or increased problem. And since RTA's facility would not have a concentration of persons on-site, it is reasonable to expect concurrence on this project.
10. **Storm water Mitigation** (low-risk): Recent regulations will require that all storm water collected on the site needs to be retained on-site. As such, it is likely that innovative solutions might need to be implemented, including pervious parking lot surfaces and potentially underground retention ponds. These types of solutions will drive up the design and construction cost of the site, since there is not sufficient land to provide above-ground retention. However, this would likely be a challenge for any site in the county.
11. **Loss of Rental Income** (high-risk): It is conceivable that rental income for both current lessees could cease in the near future. The current U-Haul agent has a month-to-month lease (approximately \$1,000/month), and the lease for the lot currently used by Topaz as a park-and-ride lot (approximately \$1,500/month) will likely end in June 2014.
12. **Zoning Issues** (no risk): The property is currently zoned Office. Although the current Office zoning would technically permit transit operations and administration uses, RTA will work with SLO City to rezone it to Public.. Discussions with City staff to initiate this process have already begun.

Staff report by Geoff Straw, Pete Rodgers and Ron De Carli

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

**April 2, 2014**

**STAFF REPORT**

**AGENDA ITEM:** B-1

**TOPIC:** Fiscal Year 2013-14 Budget Amendment for Property Acquisition

**ACTION:** Approve FY13-14 Budget Amendment

**PRESENTED BY:** Geoff Straw

**STAFF RECOMMENDATION:** Approve Budget Amendment to Purchase 40 Prado Road

**SUMMARY:**

The RTA Fiscal Year 2013-2014 operating and capital budget was adopted on May 1, 2013. With the opportunity to acquire property that could be used for RTA's long-term maintenance facility needs, it is necessary to amend RTA's budget to recognize new funds that would be used to complete the purchase. Specifically, staff is recommending that the RTA FY13-14 budget be amended to recognize an additional \$535,000 in State of California Proposition 1B funding to purchase a portion of the property at 40 Prado Road in San Luis Obispo.

Background

As recommended in the Joint SLOCOG/RTA Board Meeting Agenda Item #3 *Proposed Acquisition of 40 Prado Road Property* staff report, RTA would purchase a portion of the property at 40 Prado Road at a below-market price. The entire 40 Prado parcel would be subdivided between RTA and the Community Action Partnership of San Luis Obispo at a 68% to 32% ratio at the time of property closing. RTA would subsequently evaluate its parcel for possible use as a long-term administration, operations and maintenance facility.

To secure the funding necessary to purchase RTA's portion of the property, SLOCOG is proposing that a portion of the Prop 1B funding originally allocated to the City of Grover Beach for its train station project be reallocated to RTA for our vehicle maintenance facility property acquisition project. The SLOCOG Board will consider this transfer of current Prop 1B funds under SLOCOG Agenda Item #AA-1 *Draft Regional Transportation Improvement Program and Capital Improvement Program*. Specifically, \$535,000 of the \$1,000,000 originally allocated to the Grover Beach Train Station project would instead be made available to RTA. To ensure the City of Grover Beach can continue planning for the construction of the train station project, SLOCOG is recommending that \$600,000 in Congestion Mitigation Air Quality funds (and/or future Prop 1B allocations) be made available to the City to complete the Train Station project. If the SLOCOG Board fails to support the transfer of current Prop 1B funds from the City of Grover Beach to RTA under



SLOCOG Agenda Item #AA-1, then RTA would cease all efforts to participate in the purchase of the 40 Prado Road property.

It should be noted that the Prop 1B funds were originally allocated to the City of Grover Beach must be fully spent by June 2015. Since RTA's property acquisition project could be completed well within this timeframe, this transfer will ensure the timely expenditure of those funds prior to the June 2015 expiration date. It should also be noted that RTA has already secured \$999,165 in Prop 1B funds for property purchase. Based on on-going negotiations with the 40 Prado Road property owner, the total of \$1,534,165 in Prop 1B funds that are highlighted in the attached amended budget tables will be sufficient to complete the property acquisition. The current letter of intent to purchase identifies a closing date of May 30, 2014.

The net effect for the above referenced budget adjustment has no impact on the Transportation Development Act contributions required of the RTA jurisdictions.

**Staff Recommendation**

Approve the budget amendment as indicated in the staff report.

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY  
ADOPTED OPERATING BUDGET FOR 2013/2014**

	2011-2012 ACTUAL	2012/2013 AMENDED OPERATING BUDGET	2012/2013 AMENDED SLOCAT BUDGET	2013/2014 ADOPTED OPERATING BUDGET
FUNDING SOURCES:				
GENERAL RESERVES	1,279,928	1,223,136	207,203	2,050,020
1. ESTIMATED FUND BALANCE	1,279,928	1,223,136	207,203	2,050,020
2. LESS REQUIRED RESERVES FOR FISCAL YEAR				
CASH FLOW REQUIREMENTS PER TDA	892,119	1,359,421	207,203	1,479,337
TOTAL	892,119	1,359,421	207,203	1,479,337
3. FUND BALANCE AVAILABLE	387,809	(136,285)	-	570,683
<b>NON TDA SOURCES</b>				
FARES	1,386,691	995,000	55,320	1,100,000
SCAT MANAGEMENT CONTRACT	72,600	77,500	-	77,500
COUNTY MANAGEMENT CONTRACT	175,000	175,000	-	87,500
NORTH COUNTY MANAGEMENT CONTRACT	-	-	-	6,620
COUNTY OPERATIONS	535,989	-	-	-
INTEREST	2,896	4,500	1,000	4,000
STATE TRANSIT ASSISTANCE (STA)	72,768	271,061	118,242	40,000
RURAL TRANSIT FUND (Administration)	25,000	25,000	-	25,000
RURAL TRANSIT FUND (Operating Funds)	128,423	225,120	-	203,366
FEDERAL TRANSIT ADM (FTA) (Section 5307) - San Luis Obispo	300,000	340,000	-	340,000
FEDERAL TRANSIT ADM (FTA) (Section 5311) - Operating	520,846	519,830	-	519,830
FEDERAL TRANSIT ADM (FTA) (Section 5316) - JARC	419,453	400,000	-	250,000
FEDERAL TRANSIT ADM (FTA) (Section 5307-North County) - Operating	280,209	799,422	-	621,198
FEDERAL TRANSIT ADM (FTA) (Section 5307-Santa Maria) - Operating	207,618	278,734	-	213,931
FEDERAL TRANSIT ADM (FTA) (Section 5307) - South County Operating	-	-	-	39,000
CUESTA CONTRIBUTION ROUTE 12	51,871	61,336	-	54,001
COG ALLOCATION FOR SENIOR SHUTTLE	70,000	80,000	-	-
SPECIAL EVENTS REVENUE/OTHER	132,060	109,942	-	102,019
4. SUB TOTAL	4,381,424	4,362,444	174,562	3,683,965
5. TOTAL FUND BALANCE & NON TDA FUNDING	4,769,233	4,226,159	174,562	4,254,648
<b>TDA REQUIRED</b>				
CITY OF ARROYO GRANDE	147,942	177,456	-	200,136
CITY OF ATASCADERO	242,769	292,903	-	329,610
CITY OF GROVER BEACH	112,818	135,343	-	152,345
CITY OF MORRO BAY	87,760	105,554	-	118,917
CITY OF PASO ROBLES	255,486	306,801	-	349,842
CITY OF PISMO BEACH	65,644	78,770	-	88,835
CITY OF SAN LUIS OBISPO	497,683	598,269	-	676,192
COUNTY OF SAN LUIS OBISPO	1,354,805	1,628,621	709,568	1,840,745
TDA REQUIREMENTS BEFORE 5311 EXCHANGE	2,764,907	3,323,717	709,568	3,756,623
LESS: RURAL TRANSIT FUND/5311 EXCHANGE	(520,846)	(519,830)	-	(519,830)
6. NET TDA REQUIREMENTS	2,244,061	2,803,887	709,568	3,236,793
7. TOTAL FUNDING SOURCES	7,013,294	7,030,046	884,130	7,491,441
8. FUNDING USES:				
ADMINISTRATION	1,114,642	1,312,406	27,350	1,381,074
INTEREST EXPENSE	189,494	168,585	-	133,954
MANAGEMENT CONTRACTS	252,500	77,500	175,000	84,120
SERVICE DELIVERY	5,436,263	5,371,555	681,780	5,792,294
CONTINGENCY	20,395	100,000	-	100,000
9. TOTAL FUNDING USES	7,013,294	7,030,046	884,130	7,491,441

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY  
PROPOSED AMENDMENT TO CAPITAL BUDGET FOR 2013/2014**

		2011-2012 ACTUAL	2012/2013 AMENDED CAPITAL BUDGET	2012/2013 AMENDED SLOCAT BUDGET	2013/2014 AMENDED CAPITAL BUDGET	2013/2014 ADOPTED CAPITAL BUDGET
FUNDING SOURCES:						
	CAPITAL PROJECTS RESERVE	350,266	288,479	-	540,660	540,660
1.	ESTIMATED FUND BALANCE	350,266	288,479	-	540,660	540,660
2.	LESS REQUIRED RESERVES FOR FISCAL YEAR					
	CAPITAL PROJECTS RESERVE	350,266	288,479	-	318,373	318,373
	<b>TOTAL</b>	350,266	288,479	-	318,373	318,373
3.	FUND BALANCE AVAILABLE	-	-	-	222,287	222,287
<b>NON TDA SOURCES</b>						
	STATE TRANSIT ASSISTANCE (STA)	616,105	443,960	-	544,071	544,071
	PROPOSITION 1B FUNDING - SAFETY & SECURITY	-	61,787	-	400,000	400,000
	PROPOSITION 1B FUNDING - BUILDING LOAN PAYDOWN	-	-	-	800,000	800,000
	PROPOSITION 1B FUNDING - PROPERTY PURCHASE	-	-	-	1,534,165	-
	PROPOSITION 1B FUNDING - BUS REPLACEMENT	-	1,350,000	95,000	961,000	961,000
	RURAL TRANSIT FUND (Capital)	89,000	174,710	-	75,000	75,000
	FEDERAL TRANSIT ADM (FTA) (Section 5307) - San Luis Obispo	-	100,800	-	150,000	150,000
	FEDERAL TRANSIT ADM (FTA) (Section 5309) - State of Good Repair	82,396	1,985,000	-	1,900,000	1,900,000
	FEDERAL TRANSIT ADM (FTA) (Section 5339) - State of Good Repair	-	-	-	162,220	162,220
	FEDERAL TRANSIT ADM (FTA) (Section 5311) - Stimulus	31,772	-	-	-	-
	FEDERAL TRANSIT ADM (FTA) (Section 5311f)	-	-	-	-	-
	FEDERAL TRANSIT ADM (FTA) (Section 5316) - JARC	-	-	-	-	-
	FEDERAL TRANSIT ADM (FTA) (Section 5317) - New Freedom	150,151	-	-	-	-
	FEDERAL TRANSIT ADM (FTA) (Section 5307-North County)	-	-	-	424,970	424,970
	FEDERAL TRANSIT ADM (FTA) (Section 5307-South County)	-	-	-	347,030	347,030
	COG UNIFORM TRANSIT GRANT	-	-	-	-	-
	SPECIAL EVENTS REVENUE/OTHER	-	29,894	-	-	-
4.	<b>SUB TOTAL</b>	969,424	4,146,151	95,000	7,298,456	5,764,291
5.	TOTAL FUND BALANCE & NON TDA FUNDING	969,424	4,146,151	95,000	7,520,743	5,986,578
6.	NET TDA REQUIREMENTS	270,450	-	-	-	-
7.	<b>TOTAL FUNDING SOURCES</b>	1,239,874	4,146,151	95,000	7,520,743	5,986,578
FUNDING USES:						
	CAPITAL	931,612	3,837,889	95,000	6,412,481	4,878,316
	LOAN PAYDOWN	308,262	308,262	-	1,108,262	1,108,262
9.	<b>TOTAL FUNDING USES</b>	1,239,874	4,146,151	95,000	7,520,743	5,986,578

## SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

<b>Administration and Service Delivery Totals</b>		<b>Actual FY 2011-12</b>	<b>Adopted Operating Budget FY 2012-13</b>	<b>Adopted Operating Budget FY 2013-14</b>
	Hours	57,726	61,187	<b>60,118</b>
	Miles	1,534,626	1,554,777	<b>1,594,232</b>
<b>Administration:</b>				
Labor	operations cost	594,692	736,692	<b>731,454</b>
Labor - Administration Workers Comp	operations cost	25,901	33,081	<b>35,690</b>
Office Space Rental	operations cost	405,247	401,278	<b>416,190</b>
Property Insurance	operations cost	11,590	13,000	<b>16,186</b>
Professional Technical Services	operations cost	98,754	127,520	<b>90,725</b>
Professional Development	operations cost	9,649	10,000	<b>16,250</b>
Operating Expense	operations cost	161,178	190,685	<b>183,670</b>
Marketing and Reproduction	hourly	60,131	80,000	<b>92,300</b>
North County Management Contract	operations cost	-	-	<b>(6,620)</b>
County Management Contract	operations cost	(175,000)	(175,000)	<b>(87,500)</b>
SCAT Management Contract	operations cost	(77,500)	(77,500)	<b>(77,500)</b>
<b>Total Administration</b>		<b>1,114,642</b>	<b>1,339,756</b>	<b>1,410,846</b>
<b>Service Delivery:</b>				
Labor - Operations	hourly	2,245,514	2,606,717	<b>2,869,163</b>
Labor - Operations Workers Comp	hourly	145,268	185,537	<b>206,962</b>
Labor - Maintenance	hourly	570,856	654,862	<b>760,398</b>
Labor - Maintenance Workers Comp	hourly	45,675	58,336	<b>63,811</b>
Fuel	miles	1,304,258	1,434,884	<b>1,490,155</b>
Insurance	miles	299,406	276,335	<b>352,037</b>
Special Transportation (includes Senior Vans, Lucky Bucks, etc)	n/a	70,095	79,925	<b>81,700</b>
Avila Trolley	n/a	55,661	66,100	<b>66,100</b>
Senior Shuttle	n/a	71,386	80,000	<b>-</b>
Maintenance (parts, supplies, materials)	miles	484,524	486,355	<b>536,934</b>
Maintenance Contract Costs	miles	143,620	124,283	<b>127,202</b>
<b>Total Operations</b>		<b>5,436,263</b>	<b>6,053,335</b>	<b>6,554,461</b>
<b>Contingency</b>	hourly	20,395	100,000	<b>101,915</b>
<b>Interest Expense</b>	operations cost	189,494	168,585	<b>133,954</b>
<b>Management Contracts</b>		252,500	252,500	<b>171,620</b>
<b>TOTAL FUNDING USES</b>		<b>7,013,294</b>	<b>7,914,176</b>	<b>8,372,795</b>

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

<b>Capital Expenditures</b>	<b>Actual Capital Expenditure FY 2011-12</b>	<b>Amended Capital Budget FY 2012-13</b>	<b>Proposed Amended Capital Budget FY 2013-14</b>	<b>Adoped Capital Budget FY 2013-14</b>
<b>Capital/Studies:</b>				
<b>Computer System Maintenance/Upgrades</b>	5,258	6,678	<b>13,310</b>	<b>13,310</b>
Miscellaneous Capital	56,095	89,020		
<b>Facility Improvements</b>	-		<b>187,820</b>	<b>187,820</b>
<b>Maintenance Software and Maintenance Equipment</b>	-		<b>60,000</b>	<b>60,000</b>
<b>Tire Lease Buyout</b>	-		<b>37,170</b>	<b>37,170</b>
<b>Marking and Tethering Program</b>	-		<b>5,500</b>	<b>5,500</b>
<b>Rotary Lift</b>	-		<b>18,700</b>	<b>18,700</b>
<b>Specialized Maintenance Tools</b>	-		<b>12,650</b>	<b>12,650</b>
<b>Maintenance Staff Office/Additional Desks</b>	-		<b>34,100</b>	<b>34,100</b>
<b>Backup Generator</b>	-		<b>17,250</b>	<b>17,250</b>
<b>Vehicle ITS/Camera System</b>	-	61,787	<b>461,787</b>	<b>461,787</b>
<b>Bus Stop Improvements</b>	-	-	<b>61,750</b>	<b>61,750</b>
<b>Bus Rehabilitation</b>	97,933	100,000	<b>125,000</b>	<b>125,000</b>
<b>Bus Procurement Reserve/Large Capital Repairs</b>	160,000	29,894	<b>44,779</b>	<b>44,779</b>
Electronic Farebox/RouteMatch Dispatching Software	-	-	-	-
Vehicles	-	-	-	-
North Coast Connector (Two Small Buses)	178,201	-	-	-
<b>Support Vehicles</b>	-	-	<b>102,500</b>	<b>102,500</b>
<b>40' Coaches</b>	389,117	3,326,000	<b>3,336,000</b>	<b>3,336,000</b>
<b>Trolley replacement vehicles</b>	-	-	-	-
One Dial A Ride Vehicle	-	95,000	-	-
<b>Runabout Vehicles</b>	45,008	224,510	<b>360,000</b>	<b>360,000</b>
<b>Total Capital Outlay</b>	<b>931,612</b>	<b>3,932,889</b>	<b>4,878,316</b>	<b>4,878,316</b>
<b>Loan Paydown</b>	308,262	308,262	<b>1,108,262</b>	<b>1,108,262</b>
<b>Property Purchase</b>	-	-	<b>1,534,165</b>	-
<b>TOTAL FUNDING USES</b>	<b>1,239,874</b>	<b>4,241,151</b>	<b>7,520,743</b>	<b>5,986,578</b>

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

**April 2, 2014**

**STAFF REPORT**

**AGENDA ITEM:** B-2

**TOPIC:** Resolution Authorizing FTA Section 5339 Funding

**ACTION:** Approve Resolution

**PRESENTED BY:** Omar McPherson, Grants Manager

**STAFF RECOMMENDATION:** Approve Resolution

**BACKGROUND/DISCUSSION:**

As part of the Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) Act requires MPO'S to work cooperatively with public transit operators to develop Regional Transportation Plans (RTP's) and Transportation Improvement Programs (TIP's) for urbanized areas. These plans and programs are intended to further the national interest to encourage and promote the safe and efficient management, operation, and development of surface transportation systems. These systems should serve the mobility of people and freight, and foster economic growth and development within and through urbanized areas, while minimizing transportation-related fuel consumption and air pollution. Public transportation providers are eligible to apply for and receive Federal Transit Administration (FTA) Section 5339 for up to 80% FTA share for capital-only purposes for the delivery of public mass transportation. FTA Section 5339 is a new formula grant program that replaced the former discretionary FTA Section 5309 grant program.

RTA must submit an annual grant application to Caltrans for the FTA Section 5339 funds. The grant application must include a resolution, approved by the RTA Board, authorizing submittal of the grant application and authorizing the Executive Director to execute and file all assurances and any other documentation required by the FTA.

Once approved, the attached resolutions will become part of the grant application for FTA 5311 funding for the 2014/15 fiscal year.

**AUTHORIZING RESOLUTION  
STATE OF CALIFORNIA  
FTA SECTION 5339 PROJECT OPERATING ASSISTANCE APPLICATION**

**RESOLUTION NO. 14-\_\_**

RESOLUTION AUTHORIZING THE FEDERAL FUNDING UNDER FTA SECTION 5339 WITH CALIFORNIA DEPARTMENT OF TRANSPORTATION

**WHEREAS**, the U. S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration to support operating assistance projects for non-urbanized public transportation systems under Section 5339 of the Federal Transit Act (**FTA Circular 9030.1B**); and

**WHEREAS**, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5339 grants for transportation projects for bus and bus facilities; and

**WHEREAS**, *San Luis Obispo Regional Transit Authority* (RTA) desires to apply for said financial assistance to permit purchase of capital equipment/vehicle overhaul/rehabilitation in San Luis Obispo County; and

**WHEREAS**, *San Luis Obispo Regional Transit Authority* has, to the maximum extent feasible, coordinated with other transportation providers and users in the region (including social service agencies).

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED** that the San Luis Obispo Regional Transit Authority does hereby authorize the *Executive Director*, to file and execute applications on behalf of San Luis Obispo Regional Transit Authority with the Department to aid in the financing of capital/operating assistance projects pursuant to Section 5339 of the Federal Transit Act (**FTA Circular 9030.1B**), as amended.

That *Executive Director* is authorized to execute and file all certification of assurances, contracts or agreements or any other document required by the Department.

That *Executive Director* is authorized to provide additional information as the Department may require in connection with the application for the Section 5339 projects.

That *Executive Director* is authorized to submit and approve request for reimbursement of funds from the Department for the Section 5339 project(s).

Upon motion of Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, and on the following roll call, to wit:

AYES:

NOES:

ABSENT:

ABSTAINING:

The foregoing resolution is hereby passed and adopted by the San Luis Obispo Regional Transit Authority of San Luis Obispo County, State of California, at a regular meeting of said Board of Directors held on the 2<sup>nd</sup> day of April, 2014.

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Shelly Higginbotham  
President of the RTA Board

ATTEST:

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Geoff Straw  
Executive Director

APPROVED AS TO FORM AND LEGAL EFFECT:

By: \_\_\_\_\_  
Timothy McNulty  
RTA Counsel

Dated: \_\_\_\_\_  
(Original signature in BLUE ink)



**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

**April 2, 2014**

**STAFF REPORT**

**AGENDA ITEM:** B-3

**TOPIC:** Loan Modification

**ACTION:** Authorize Board President to Execute Revised Loan Agreement

**PRESENTED BY:** Geoff Straw

**STAFF RECOMMENDATION:** Authorize Board President to Execute Revised Loan Agreement

**SUMMARY:**

Staff has worked with Rabobank officials to reduce the interest rate that RTA currently pays on the commercial loan for our operations facility from 6.25% to 5.75%. All other loan terms and conditions would remain the same. This reduced rate will save RTA \$6,500 in the 2014/15 fiscal year.

Background

RTA currently has an outstanding loan with Rabobank totaling \$1,358,052 as of April 1, 2014. The loan was originally executed to pay for engineering/design, tenant improvements and to purchase specialized maintenance equipment at RTA's leased administration, operations and maintenance facility located at 179 Cross Street in San Luis Obispo. The original loan was with Santa Lucia Bank for 3,680,569, although RTA refinanced with Rabobank in June 2011. The new loan was scheduled to be paid down in 2021 but, working through SLOCOG, RTA was able to secure State of California Proposition 1B funding to partially pay it down so that the loan can be paid down in 2021. The modified loan with Rabobank (with the new lower interest rate) provides two options going forward:

1. RTA could still pay down by 2021 if the new lower bi-annual payments are made, or
2. The loan could be paid down earlier than 2021 if RTA continues make payments of \$543,134 per fiscal year that are assumed in the FY13-14 budget.

At this time, staff is recommending that RTA make the payments identified in the FY13-14 budget, which will match up the loan expiration with the lease expiration (beginning of 2017). This will be discussed during the budget presentation in May as well.

**Staff Recommendation**

Authorize Board President to Execute Revised Loan Agreement.

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

**April 2, 2014**

**STAFF REPORT**

**AGENDA ITEM:** B-4

**TOPIC:** Resolution Authorizing FTA Section 5311 Funding

**ACTION:** Approve Resolution

**PRESENTED BY:** Omar McPherson, Grants Manager

**STAFF RECOMMENDATION:** Approve Resolution

**BACKGROUND/DISCUSSION:**

Beginning in fiscal year 2003/04, SLOCOG and the San Luis Obispo Regional Transit Authority (RTA) agreed to program all federal funding from the FTA 5311 Program to RTA. In exchange, SLOCOG programs a similar amount of Transportation Development Act (TDA) funds for rural transit operators.

In connection with the exchange program, RTA must submit an annual grant application to the FTA for the 5311 funds. The grant application must include a resolution, approved by the RTA Board, authorizing submittal of the grant application and authorizing the Executive Director to execute and file all assurances and any other documentation required by the FTA.

Once approved, the attached resolutions will become part of the grant application for FTA 5311 funding for the 2014/15 fiscal year.

**AUTHORIZING RESOLUTION  
STATE OF CALIFORNIA  
FTA SECTION 5311 PROJECT OPERATING ASSISTANCE APPLICATION**

**RESOLUTION NO. 14-\_\_**

RESOLUTION AUTHORIZING THE FEDERAL FUNDING UNDER FTA SECTION 5311 (49 U.S.C. SECTION 5311) WITH CALIFORNIA DEPARTMENT OF TRANSPORTATION

**WHEREAS**, the U. S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration to support operating assistance projects for non-urbanized public transportation systems under Section 5311 of the Federal Transit Act (**FTA C 9040.1F**); and

**WHEREAS**, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5311 grants for transportation projects for the general public for the rural transit and intercity bus; and

**WHEREAS**, *San Luis Obispo Regional Transit Authority* (RTA) desires to apply for said financial assistance to permit operation of service in San Luis Obispo County; and

**WHEREAS**, *San Luis Obispo Regional Transit Authority* has, to the maximum extent feasible, coordinated with other transportation providers and users in the region (including social service agencies).

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED** that the San Luis Obispo Regional Transit Authority does hereby authorize the *Executive Director*, to file and execute applications on behalf of San Luis Obispo Regional Transit Authority with the Department to aid in the financing of capital/operating assistance projects pursuant to Section 5311 of the Federal Transit Act (**FTA C 9040.1F**), as amended.

That *Executive Director* is authorized to execute and file all certification of assurances, contracts or agreements or any other document required by the Department.

That *Executive Director* is authorized to provide additional information as the Department may require in connection with the application for the Section 5311 projects.

That *Executive Director* is authorized to submit and approve request for reimbursement of funds from the Department for the Section 5311 project(s).

Upon motion of Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, and on the following roll call, to wit:

AYES:

NOES:

ABSENT:

ABSTAINING:

The foregoing resolution is hereby passed and adopted by the San Luis Obispo Regional Transit Authority of San Luis Obispo County, State of California, at a regular meeting of said Board of Directors held on the 2<sup>nd</sup> day of April, 2014.

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Shelly Higginbotham  
President of the RTA Board

ATTEST:

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Geoff Straw  
Executive Director

APPROVED AS TO FORM AND LEGAL EFFECT:

By: \_\_\_\_\_  
Timothy McNulty  
RTA Counsel

Dated: \_\_\_\_\_  
(Original signature in BLUE ink)