



## RTA BOARD AGENDA

Wednesday, January 7, 2015

**\*\*\*NOTE THE LOCATION\*\*\***

**ATASCADERO CITY HALL**  
**6500 Palma Avenue, Atascadero, California**

RTA 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)  
Lynn Compton (Fourth District – SLO County)  
Debbie Arnold (Fifth District – SLO County)  
Jim Guthrie (Arroyo Grande)

Tom O'Malley (Atascadero)  
John Shoals (Grover Beach)  
Jamie Irons (Morro Bay)  
Steve Martin (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.

### CALL TO ORDER AND ROLL CALL

**PUBLIC COMMENTS:** This portion of the agenda is reserved for any members of the public to directly address the San Luis Obispo Regional Transit Authority (RTA) Board on any items not on the agenda and within the jurisdiction of the Board. Comments are limited to three minutes per speaker. 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.

### Joint San Luis Obispo Council of Governments (SLOCOG) and San Luis Obispo Regional Transit Authority (RTA) Session

#### A. SLOCOG AND RTA BOARD ADMINISTRATIVE ITEMS

- A-1 ELECTION OF OFFICERS: Elect President and Vice President (**ACTION ITEM – VOICE VOTE – APPROVE**).
- A-3 EXECUTIVE COMMITTEE ASSIGNMENT (**ACTION ITEM – VOICE VOTE – APPOINT PAST PRESIDENT, PRESIDENT, AND VICE PRESIDENT**).

## **RTA Board Meeting**

**The RTA Board Meeting will start immediately following  
the joint SLOCOG-RTA meeting**

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

- 2. PUBLIC COMMENT:** The Committee reserves this portion of the agenda for members of the public to address the San Luis Obispo Regional Transit Authority Executive Committee on any items not on the agenda and within the jurisdiction of the Committee. Comments are limited to three minutes per speaker. The Committee will listen to all communication, but in compliance with the Brown Act, will not take any action on items that are not on the agenda.

**A. INFORMATION AGENDA**

A-1 Executive Director's Report (Receive)

**B. ACTION AGENDA**

B-1 Budget Adjustment (Action)

B-2 Facility Siting Analysis (Action)

- C. 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.

C-1 RTA Board Meeting Minutes of November 5, 2014 (Approve)

C-2 Agreement with Grover Beach for Security Camera System (Approve)

C-3 Authorize Executive Director to Execute Contract for SRTP Study (Approve)

C-4 Authorize Executive Director to Execute Contract for ITS Project (Approve)

C-5 FTA Annual Certifications and Assurances (Approve)

C-6 Resolution Authorizing Executive Director to Submit Application for Rural Transit Program Funds (Approve)

C-7 Authorize Executive Director to Negotiate Purchase of Used Over-the-Road Coaches (Approve)

C-8 Authorize Executive Director to Submit Application for FTA 5307 Fund Allocated to the Santa Maria Urbanized Area (Approve)

- C-9 Resolution Authorizing Executive Director to Submit Application for Low Carbon Transit Operations Grant Funds (Approve)
- C-10 Report on RTA Performance Standards, July-October 2014 (Receive)

Adjourn RTA Board Meeting Open Session to SLOCOG Board Meeting

### **SLOCOG Board Meeting**

The SLOCOG meeting agenda is provided under separate cover

### **RTA Board Closed Session**

The RTA Closed Session will start immediately following the SLOCOG meeting

#### **D. CLOSED SESSION ITEMS**

D-1 PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code Sec. 54957, (b)(1).)  
Title: Executive Director

D-2 CONFERENCE WITH REAL PROPERTY NEGOTIATOR (Gov. Code Sec. 54956.8):

Agency Negotiators: Geoff Straw

Under Negotiation/Discussion: Price and Terms of Payment

Properties: 179 Cross Street, San Luis Obispo, CA  
(APN: 053-257-032)

Negotiating Party: LTC of SLO, Ltd.

#### **E. BOARD MEMBER COMMENTS**

Next regularly-scheduled RTA Board meeting on March 4, 2015

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

**January 7, 2015**

**STAFF REPORT**

**AGENDA ITEM:** A-1

**TOPIC:** Executive Director's Report

**PRESENTED BY:** Geoff Straw

**STAFF RECOMMENDATION:** Accept as Information

**BACKGROUND/DISCUSSION:**

**Operations:**

RTA will conduct its next quarterly Employee of the Quarter (EOQ) lunch on January 23, 2015 from 11:30AM until 1:00PM, and the winner will join us at the March 4, 2015 Board meeting. Note that the quarterly lunch will occur at the Ludwick Community Center located at 864 Santa Rosa Street in SLO. We will be conducting two half-day Verbal Judo training sessions at the Ludwick Center, and the EOQ lunch celebration will occur between the two sessions. It would be great to see as many Board members as possible, since our entire crew will be there. Please add that event to your calendars.

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

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

**Maintenance:**

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

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

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

**Service Planning & Marketing:**

RTA published a Joint SLO Transit / RTA Short Range Transit Plans study Request for Proposals on November 3rd and we have begun reviewing proposals from three consulting teams. Staff plans to conduct on-site interviews of the finalist firms on January 16th. Staff is seeking authorization to execute an agreement with the successful bidder under Agenda Item C-3.

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

**Finance and Administration:**

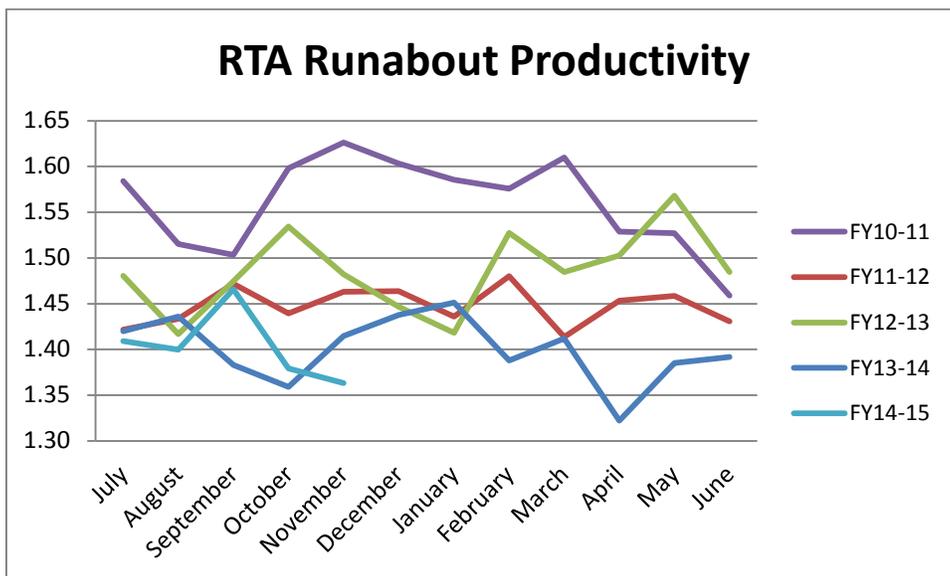
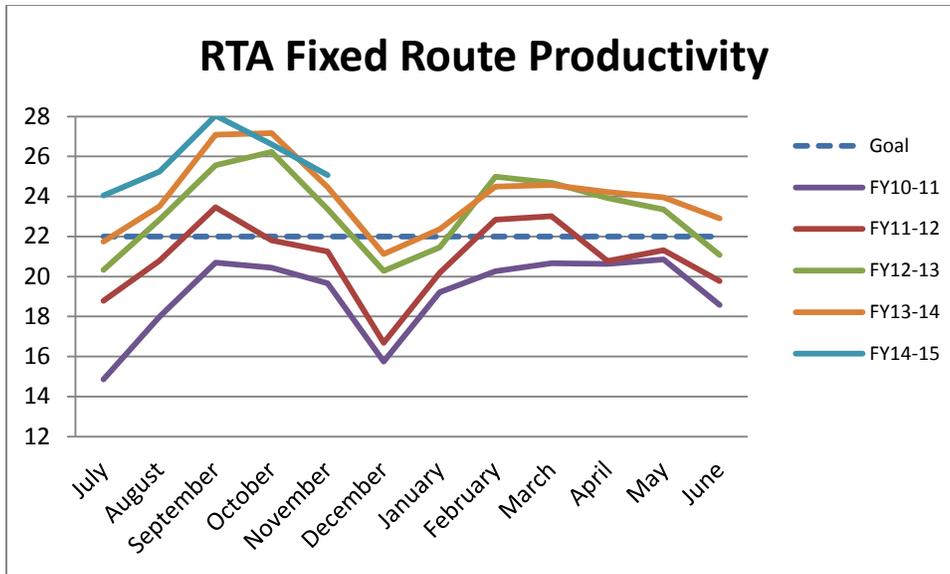
Staff will present a budget adjustment proposal under Agenda Item B-1 to account for our failure to carry-forward two capital projects from the FY13-14 budget. In essence, both projects were fully-funded in previous fiscal year and staff began the procurement process. However, neither capital project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

Preliminary year-to-date financial data through November 30, 2014 are included in the ensuing pages. In summary, overall non-capital expenditures equaled 36.14% of the budgeted amount – although July through November represents 41.67% of the year. The greatest savings have been achieved in vehicle maintenance (parts, supplies, outside services and fuel) – which can be attributed in part to the recent replacement of older vehicles and the recently-declining price of fuel.

RTA's year-to-date fixed route Farebox Recovery Ratio of 31.09% greatly exceeded the 16% requirement. Weekday core RTA fixed route services achieved 32.56%, while weekend services achieved 23.96%.

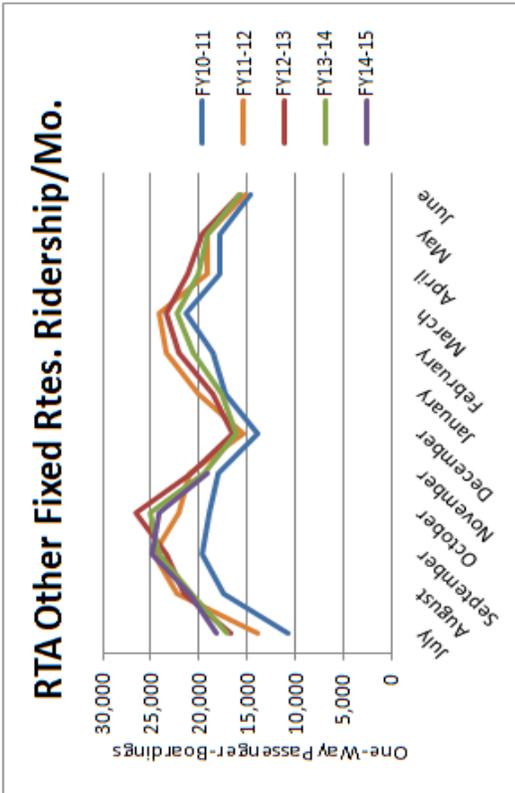
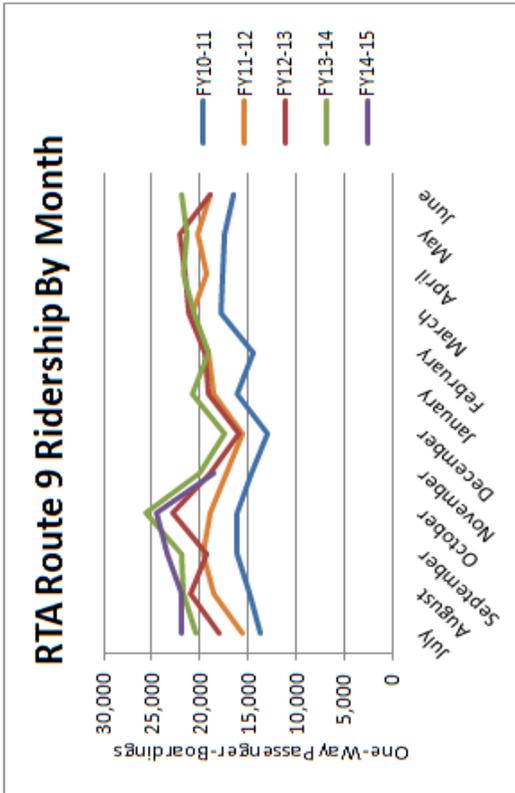
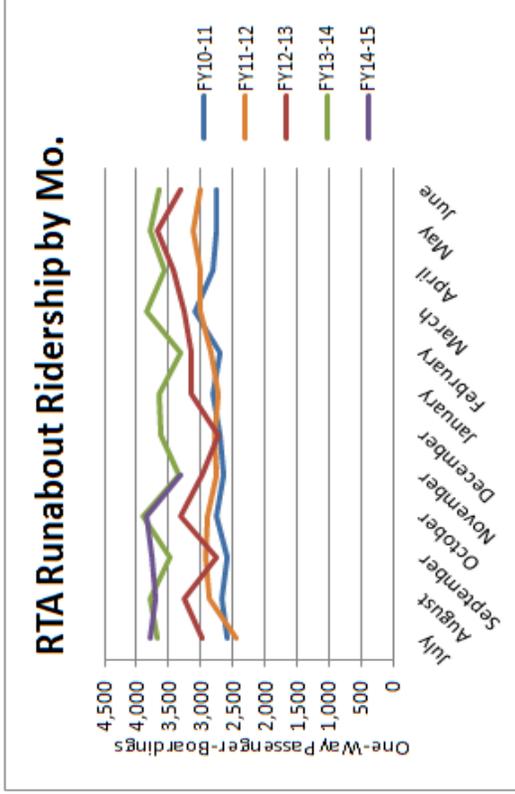
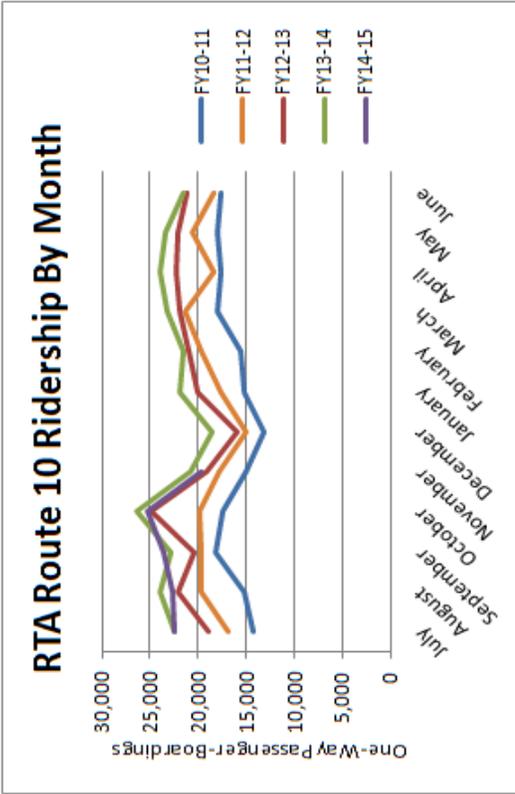
RTA fixed route ridership of 340,869 is 1.9% higher than the same period last year (334,521). For the first time in a few years, Runabout ridership grew at a slowing rate – year to date Runabout ridership of 18,441 is only 1.3% higher than the same period last year.

RTA fixed route's annual productivity equated to 25.8 passenger-trips per service hour in the first five months of FY14-15. In comparison, the fixed route service achieved a productivity figure of 24.8 in the previous fiscal year. RTA Runabout's year to date FY14-15 productivity equated to 1.40 – the same as in the previous year.



RTA received bids from eight firms as part of the procurement of an Intelligent Transportation System. This system will provide real-time GPS-based passenger information on all RTA, South County Transit and Paso Express fixed route services. We conducted interviews of the top three responding firms on December 17<sup>th</sup> and visited two transit agencies (Santa Clarita Transit and LA DOT / DASH) on December 23<sup>rd</sup> to get first-hand impressions of those two agencies have fared with their systems. Staff is seeking authorization to negotiate and execute a contract with the highest-ranking firm as part of Agenda Item C-4.

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



**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

		<b>Adopted Budget FY 2014-15</b>	<b>October Actual</b>	<b>November Budget</b>	<b>November Actual</b>	<b>November Variance</b>	<b>Year to Date FY 2014-15</b>	<b>Percent of Total Budget FY 2014-15</b>
	Hours	<b>66,690</b>	5,714	5,558	4,898	660	26,778	40.15%
	Miles	<b>1,678,830</b>	139,352	139,903	117,237	22,666	657,510	39.16%
<b>Administration:</b>								
Labor	operations cost	<b>753,890</b>	59,079	62,824	60,929	1,896	295,505	39.20%
Labor - Administration Workers Comp	operations cost	<b>42,830</b>	2,684	3,569	1,527	2,042	19,472	45.46%
Office Space Rental	operations cost	<b>474,900</b>	34,579	39,575	48,228	(8,653)	186,628	39.30%
Property Insurance	operations cost	<b>16,820</b>	-	-	-	-	15,915	94.62%
Professional Technical Services	operations cost	<b>102,090</b>	960	8,508	-	8,508	21,048	20.62%
Professional Development	operations cost	<b>25,750</b>	478	2,146	2,151	(5)	9,104	35.36%
Operating Expense	operations cost	<b>249,000</b>	14,467	20,750	29,761	(9,011)	92,609	37.19%
Marketing and Reproduction	hourly	<b>115,330</b>	9,864	9,611	5,984	3,627	36,342	31.51%
North County Management Contract	operations cost	<b>(39,720)</b>	(3,310)	(3,310)	(3,310)	-	(16,550)	41.67%
County Management Contract	operations cost	<b>(80,500)</b>	(6,708)	(6,708)	(6,708)	-	(33,542)	41.67%
SCT Management Contract	operations cost	<b>(78,760)</b>	(6,563)	(6,563)	(6,563)	-	(32,817)	41.67%
<b>Total Administration</b>		<b>1,581,630</b>	105,529	130,401	131,997	(1,596)	593,715	37.54%
<b>Service Delivery:</b>								
Labor - Operations	hourly	<b>3,734,110</b>	285,338	311,176	289,700	21,476	1,373,070	36.77%
Labor - Operations Workers Comp	hourly	<b>289,780</b>	18,159	24,148	10,329	13,819	131,744	45.46%
Labor - Maintenance	hourly	<b>889,210</b>	67,097	74,101	67,969	6,131	328,466	36.94%
Labor - Maintenance Workers Comp	hourly	<b>84,810</b>	5,314	7,068	3,023	4,044	38,558	45.46%
Fuel	miles	<b>1,555,560</b>	106,605	129,630	80,522	49,108	513,855	33.03%
Insurance	miles	<b>435,900</b>	36,154	36,325	36,154	171	183,421	42.08%
Special Transportation (includes Senior Vans, Lucky Bucks, etc)	n/a	<b>134,590</b>	6,236	11,216	5,131	6,085	29,115	21.63%
Avila Trolley	n/a	<b>55,000</b>	1,323	4,583	-	4,583	23,592	42.89%
Maintenance (parts, supplies, materials)	miles	<b>555,770</b>	25,962	46,314	43,951	2,363	183,699	33.05%
Maintenance Contract Costs	miles	<b>94,420</b>	9,530	7,868	6,901	967	28,232	29.90%
<b>Total Operations</b>		<b>7,829,150</b>	561,718	652,429	543,681	108,748	2,833,753	36.19%
<b>Capital/Studies:</b>								
<b>Computer System Maintenance/Upgrades</b>		<b>36,400</b>	8,495	4,500	4,548	(48)	19,614	53.88%
Miscellaneous Capital								
<b>Facility Improvements</b>		<b>15,000</b>	4,088	-	-	-	6,136	40.91%
<b>Maintenance Software</b>		<b>60,000</b>	-	-	23,890	(23,890)	23,890	39.82%
<b>Wireless Lift</b>		<b>52,000</b>	-	-	-	-	-	0.00%
<b>Specialized Maintenance Tools</b>		<b>52,000</b>	-	-	-	-	-	0.00%
<b>Desks and Office Equipment</b>		<b>1,800</b>	-	-	-	-	-	0.00%
<b>Vehicle ITS/Camera System</b>		<b>558,030</b>	-	-	-	-	-	0.00%
<b>Bus Stop Improvements</b>		<b>73,750</b>	-	-	-	-	-	0.00%
<b>Bus Rehabilitation</b>		<b>185,000</b>	-	-	-	-	-	0.00%
<b>Bus Procurement Reserve/Large Capital Repairs</b>		<b>81,810</b>	-	-	-	-	-	0.00%
<b>RouteMatch Dispatching Software</b>		<b>40,000</b>	12,196	-	-	-	34,359	85.90%
Vehicles								
<b>Support Vehicles</b>		<b>62,500</b>	-	-	-	-	-	0.00%
<b>40' Coaches</b>		<b>3,865,710</b>	-	-	-	-	-	0.00%
<b>One Dial A Ride Vehicle</b>		<b>89,300</b>	-	-	-	-	-	0.00%
<b>Runabout Vehicles</b>		<b>572,200</b>	-	-	-	-	301,087	52.62%
<b>Total Capital Outlay</b>		<b>5,745,500</b>	24,779	4,500	28,438	(23,938)	385,086	6.70%
<b>Contingency</b>	hourly	<b>132,585</b>	1,363	11,049	-	11,049	5,558	4.19%
<b>Interest Expense</b>	operations cost	<b>73,690</b>	6,720	6,141	5,072	1,069	31,736	43.07%
<b>Loan Paydown</b>		<b>543,130</b>	271,565	-	-	-	271,565	50.00%
<b>Management Contracts</b>		<b>198,980</b>	16,582	16,582	16,582	-	82,908	41.67%
<b>TOTAL FUNDING USES</b>		<b>16,104,665</b>	988,255	821,101	725,770	95,331	4,204,321	26.11%
<b>TOTAL NON-CAPITAL EXPENDITURES</b>		<b>9,816,035</b>	691,912	816,601	697,331	119,270	3,547,670	36.14%

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY  
YEAR TO DATE THRU NOVEMBER 30, 2014  
CURRENT FISCAL YEAR - 2014/2015 (page 1 of 2)**

	RT 9 P.R., TEMP., ATAS., S.M., CAL POLY, S.L.O.	RT 10 S.M., NIPOMO, A.G., S.L.O.	RT 12 MORRO BAY, CUESTA, SAN LUIS	RT 14 CUESTA, SAN LUIS TRIPPER	RT 15 SAN SIM., CAMBRIA, CAYUCOS, M.B.	TOTAL RTA CORE WEEKDAY	RT 83 FORT HUNTER LIGGETT	RT 7 PASO EXPRESS ROUTE A	RT 8 PASO EXPRESS ROUTE B	TOTAL PASO EXPRESS FIXED ROUTE	PASO EXPRESS DIAL A RIDE
<b>REVENUES:</b>											
FARES	158,598	168,476	122,872	13,486	12,972	476,404	43,783	25,302	28,016	53,318	3,622
<b>TOTAL ROUTE REVENUES</b>	<b>158,598</b>	<b>168,476</b>	<b>122,872</b>	<b>13,486</b>	<b>12,972</b>	<b>476,404</b>	<b>43,783</b>	<b>25,302</b>	<b>28,016</b>	<b>53,318</b>	<b>3,622</b>
<b>EXPENDITURES:</b>											
ADMINISTRATION	86,322	86,940	57,050	5,655	20,522	256,490	9,557	6,882	6,853	13,735	2,815
MARKETING	10,692	10,770	7,064	782	2,539	31,847	0	126	125	251	0
OPERATIONS/CONTINGENCY	262,567	266,979	171,650	17,814	63,546	782,556	31,445	110,895	110,684	221,579	45,010
FUEL	99,300	107,106	60,390	7,194	26,792	300,782	17,886	13,276	13,809	27,085	2,267
INSURANCE	30,200	32,571	18,371	2,243	8,155	91,540	5,437	4,952	5,151	10,102	1,767
<b>TOTAL EXPENDITURES</b>	<b>489,081</b>	<b>504,366</b>	<b>314,525</b>	<b>33,688</b>	<b>121,556</b>	<b>1,463,215</b>	<b>64,325</b>	<b>136,131</b>	<b>136,622</b>	<b>272,752</b>	<b>51,859</b>
<b>FAREBOX RATIO</b>	<b>32.43%</b>	<b>33.40%</b>	<b>39.07%</b>	<b>40.03%</b>	<b>10.67%</b>	<b>32.56%</b>	<b>68.07%</b>	<b>18.59%</b>	<b>20.51%</b>	<b>19.55%</b>	<b>6.98%</b>
<b>RIDERSHIP</b>	<b>110,406</b>	<b>103,752</b>	<b>80,953</b>	<b>10,101</b>	<b>8,288</b>	<b>313,500</b>	<b>2,852</b>	<b>23,639</b>	<b>26,591</b>	<b>50,230</b>	<b>1,784</b>
<b>SERVICE MILES</b>	<b>120,119.10</b>	<b>129,556.50</b>	<b>73,059.90</b>	<b>8,866.80</b>	<b>32,424.30</b>	<b>364,026.60</b>	<b>21,630.00</b>	<b>19,652.00</b>	<b>20,441.60</b>	<b>40,093.60</b>	<b>7,056.00</b>
<b>SERVICE HOURS</b>	<b>3,924.60</b>	<b>3,952.95</b>	<b>2,593.15</b>	<b>263.88</b>	<b>932.30</b>	<b>11,666.88</b>	<b>434.70</b>	<b>1,513.76</b>	<b>1,507.36</b>	<b>3,021.12</b>	<b>620.38</b>
<b>RIDERS PER MILE</b>	<b>0.92</b>	<b>0.80</b>	<b>1.11</b>	<b>1.14</b>	<b>0.26</b>	<b>0.86</b>	<b>0.13</b>	<b>1.20</b>	<b>1.30</b>	<b>1.25</b>	<b>0.25</b>
<b>RIDERS PER HOUR</b>	<b>28.13</b>	<b>26.25</b>	<b>31.22</b>	<b>38.28</b>	<b>8.89</b>	<b>26.87</b>	<b>6.56</b>	<b>15.62</b>	<b>17.64</b>	<b>16.63</b>	<b>2.88</b>
<b>COST PER PASSENGER</b>	<b>4.43</b>	<b>4.86</b>	<b>3.89</b>	<b>3.34</b>	<b>14.67</b>	<b>4.67</b>	<b>22.55</b>	<b>5.76</b>	<b>5.14</b>	<b>5.43</b>	<b>29.07</b>
<b>SUBSIDY PER PASSENGER</b>	<b>2.99</b>	<b>3.24</b>	<b>2.37</b>	<b>2.00</b>	<b>13.10</b>	<b>3.15</b>	<b>7.20</b>	<b>4.69</b>	<b>4.08</b>	<b>4.37</b>	<b>27.04</b>

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY  
YEAR TO DATE THRU NOVEMBER 30, 2014  
CURRENT FISCAL YEAR - 2014/2015 (page 2 of 2)**

	RT 9 SAT P.R., TEMP., ATAS., S.M., CAL POLY, S.L.O.	RT 9 SUN P.R., TEMP., ATAS., S.M., CAL POLY, S.L.O.	RT 10 SAT S.M., NIPOMO, A.G., S.L.O.	RT 10 SUN S.M., NIPOMO, A.G., S.L.O.	RT 12 SAT MORRO BAY, CUESTA, SAN LUIS	RT 12 SUN MORRO BAY, CUESTA, SAN LUIS	RT 15 SAT SAN SIM., MORRO BAY, SAN LUIS	RT 15 SUN SAN SIM., MORRO BAY, SAN LUIS	TOTAL RTA CORE WEEKEND	TOTAL FIXED ROUTE RTA & PASO EXPRESS	RUNABOUT	SYSTEM TOTAL
<b>REVENUES:</b>												
FARES	9,727	5,936	10,909	6,145	6,208	4,148	1,925	1,299	46,297	619,802	46,730	670,154
<b>TOTAL ROUTE REVENUES</b>	9,727	5,936	10,909	6,145	6,208	4,148	1,925	1,299	46,297	619,802	46,730	670,154
<b>EXPENDITURES:</b>												
ADMINISTRATION	6,151	3,964	5,750	3,450	4,198	3,939	4,208	2,520	34,180	313,961	289,964	606,740
MARKETING	764	492	714	428	521	489	522	313	4,243	36,341	0	36,341
OPERATIONS/CONTINGENCY	18,574	12,013	17,530	10,518	12,494	11,753	12,972	7,764	103,619	1,139,199	824,963	2,009,172
FUEL	6,836	4,529	6,849	4,109	4,164	3,990	5,395	3,223	39,095	384,848	116,641	503,756
INSURANCE	2,116	1,401	2,120	1,272	1,289	1,235	1,670	997	12,100	119,179	56,386	177,332
<b>TOTAL EXPENDITURES</b>	34,441	22,399	32,963	19,778	22,666	21,407	24,767	14,817	193,237	1,993,529	1,287,954	3,333,341
<b>FAREBOX RATIO</b>	28.24%	26.50%	33.09%	31.07%	27.39%	19.38%	7.77%	8.77%	23.96%	31.09%	3.63%	20.10%
<b>RIDERSHIP</b>	5,942	3,519	6,325	3,594	3,620	2,397	1,202	770	27,369	393,951	18,441	414,176
<b>SERVICE MILES</b>	8,344.60	5,524.20	8,360.00	5,016.00	5,082.00	4,870.80	6,584.60	3,933.60	47,715.80	473,466.00	224,138.00	704,660.00
<b>SERVICE HOURS</b>	276.54	178.20	258.50	155.10	188.76	177.10	189.20	113.30	1,536.70	16,659.40	13,139.27	30,419.05
<b>RIDERS PER MILE</b>	0.71	0.64	0.76	0.72	0.71	0.49	0.18	0.20	0.57	0.83	0.08	0.59
<b>RIDERS PER HOUR</b>	21.49	19.75	24.47	23.17	19.18	13.53	6.35	6.80	17.81	23.65	1.40	13.62
<b>COST PER PASSENGER</b>	5.80	6.37	5.21	5.50	6.26	8.93	20.61	19.24	7.06	5.06	69.84	8.05
<b>SUBSIDY PER PASSENGER</b>	4.16	4.68	3.49	3.79	4.55	7.20	19.00	17.56	5.37	3.49	67.31	6.43

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

**January 7, 2015**

**STAFF REPORT**

**AGENDA ITEM:** B-1

**TOPIC:** Fiscal Year 2015 Budget Amendment

**ACTION:** Approve FY15 Budget Amendment

**PRESENTED BY:** Geoff Straw

**STAFF RECOMMENDATION:** Approve Budget Amendment

**SUMMARY:**

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

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

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

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

The net effect for the above referenced budget adjustments is that there is no impact on the jurisdictions.

**Staff Recommendation**

Approve the budget amendment as indicated in the staff report.

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

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

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

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

# SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

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

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

**January 7, 2015**

**STAFF REPORT**

**AGENDA ITEM:** B-2

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

**ACTION:** Approve

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

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

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

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

**Staff Recommendation**

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

# Table of Contents

- Section 1: Background.....B-1-3
- Section 2: Functional Design.....B-1-6
  - A. Administration.....B-1-6
  - B. Operations.....B-1-7
  - C. Maintenance.....B-1-10
  - D. Bus Servicing, Washing, Storage and Circulation.....B-1-11
  - E. Employee Parking.....B-1-14
  - F. Space Requirements Summary.....B-1-14
- Section 3: Preliminary Site Analysis.....B-1-15
  - Potential Sites Examined.....B-1-17
    - Site 1 – Kansas Avenue at State Route 1.....B-1-17
    - Site 2 – 125 Venture Drive.....B-1-18
    - Site 3 – 4880 Broad Street.....B-1-19
    - Site 4 – 40 Prado Road.....B-1-20
  - Comparison of Sites.....B-1-21
- Section 4: Potential Project Cost.....B-1-23
- Table 1: RTA 20-Year Functional Space Requirements..... B-1-8
- Figure 1: Conceptual Site Plan.....B-1-12
- Table 2: Evaluation of Potential Sites.....B-1-22

## **SECTION 1: BACKGROUND**

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

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

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

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

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

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

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

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

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

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

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

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

**Operations** relates to the actual operation of bus services. It includes scheduling, training, dispatch and bus operations. Bus Operators are included in the Operations unit, which typically has the majority of a system's employees. The Operations unit

requires Bus Operator locker rooms, a ready room next to a dispatch office (to provide space for Bus Operators to receive work assignments, pick up equipment, relax between work assignments, and for small group training sessions), and sufficient parking area for the entire bus fleet.

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

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

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

This facility has several existing shortcomings:

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

If RTA is to provide an efficient, effective and customer responsive transit service over the next twenty years, a permanent operating base, well sited with respect to route operations, with suitable interior space on an area large enough to accommodate fixed

route bus, paratransit vehicle, support vehicles, and employee automobile parking is essential.

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

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

## **SECTION 2: FUNCTIONAL DESIGN**

A key step in developing an efficient functional design is identifying the scope of transit fleet and operations that this facility is intended to support. As of January 2015, RTA directly operates a fleet of 45 vehicles (24 heavy-duty and medium-duty buses, and 21 paratransit vans) for core RTA services, as well as consolidated County and Paso Robles Express services. In addition, RTA provides administration oversight and maintenance services for South County Transit, which operates seven heavy-duty buses. Based upon the recommendations of the *2010 RTA Short Range Transit Plan*, the total vehicle fleet size will remain relatively unchanged through 2016, with only focused service expansions to meet increasing demand. For example, RTA plans to purchase over-the-road coaches to expand fixed route services along the US-101 corridor during peak commute periods. Another example is planned increases in Runabout service levels to meet burgeoning demand. Nonetheless, for purposes of this study, it is assumed that transit miles/hours will increase 1% annually between 2016 and 2035 (the planning horizon for this evaluation).

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

### **A. ADMINISTRATION**

The guideline for Administration space is:

*Administration Space = 752 square feet + 258 square feet x number staff members*

The Administration and non-driver Operations staff projected in 2035 will consist of 40 staff positions, which will require approximately 11,150 square feet, including shared

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

space with the Operations and Maintenance functions. See Table 1 on page B-1-8 for details. The Administration area in RTA's transit operating base will typically accommodate the following distinct areas:

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

## **B. OPERATIONS**

The operations component of an operating base typically includes:

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

The guideline for Operations space is:

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

For the 2035 RTA fleet of 61 buses and vans, the guideline suggests a distinct Operations unit space of 2,300 square feet, not including shared space with the Administration unit discussed above. See Table 1 on page B-1-8 for details. Considering the specific requirements of RTA, the space within the transportation area can be allocated as follows:

<u>Area</u>	<u>Square Feet</u>
Operations Manager's office	200
Trainer's office	150
Dispatch rooms (FR & DAR)	600
Radio & Networking room (climate controlled)	150
Rest Rooms with showers (2)	300
Secure revenue room	100
Files and storage areas	150
Bus Operators' room / locker space	400
Building mechanical room	100

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

January 2015

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

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

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

## C. MAINTENANCE

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

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

The guideline for Maintenance space is:

*Maintenance Space = 564 square feet + 1,389 square feet per 100,000 annual vehicle miles*

Annual vehicle-miles are estimated to total 2,336,960 in 2035, as also shown in Table 1 on page B-1-8. The Maintenance space suggested by the guideline is 33,000 square feet.

The Maintenance space is typically divided into the following:

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

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

### 1. Repair Bays

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

As shown in Table 1 above, the guideline for the number of work bays is 3.79 + 2.34 per million vehicle-miles, or nine bays for RTA's future 2035 operation. This equates to 10,800 square feet. It should be noted that based on current FY14-15 budgeted service levels, seven work bays are suggested – even though RTA is currently struggling with only two full-length work bays and two half-length bays.

## **2. Parts Storage**

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

*Parts Storage = 233 square feet/100,000 vehicle-miles - 1,923*

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

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

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

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

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

## **5. Paint Shop**

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

## **6. Battery Storage**

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

## **7. Parts Cleaning**

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

## **8. Electrical Shop**

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

## **9. Maintenance Offices**

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

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

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

## **11. Maintenance Area Summary**

Repair Bays (9 required)	10,800 square feet
Parts Storage	3,500 square feet
Tire Shop/Storage	1,200 square feet
Battery Storage	100 square feet
Parts Cleaning	180 square feet
Electrical Shop	200 square feet
Maintenance Offices	500 square feet
Restrooms/Showers/Lockers	300 square feet

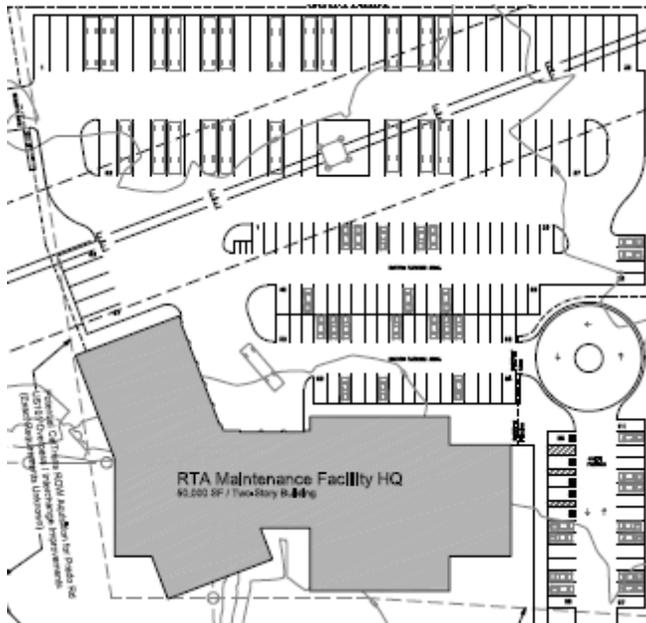
The sum of individual/specific areas presented above (16,880 square feet) does not include the considerable circulation space needed, nor does it include large tools/equipment storage space needed for a modern maintenance facility.

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

### 1. Servicing

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

**FIGURE 1: CONCEPTUAL SITE PLAN**



### 2. Washing & Fueling

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

The ability to steam clean an engine prior to repair enhances the ability of the technician to perform the work efficiently. Steam cleaning should be done in a partially enclosed area with a floor drain leading to the facility's oil separation and particle trapping system.

To make efficient use of the facility construction funds, it is recommended that steam cleaning occur in a 1,000 square foot area adjacent to the bus wash bay.

RTA diesel-powered vehicles that are parked at the 179 Cross Street facility are currently fueled on-site by a tanker service each night; the same is true for vehicles parked-out in Paso Robles and in Arroyo Grande. The gasoline-powered vehicles (primarily paratransit vans, but also Trolleys and medium-duty cutaway vehicles) are fueled off-site at card-lock facilities throughout the County. The conceptual site plan presented in Figure 1 above would provide adequate space for installation of on-site fueling for both diesel- and gasoline-powered vehicles, including dispensing of fuel additives such as Diesel Exhaust Fluid. The conceptual site plan could also accommodate compressed natural gas if this technology is pursued, since a high-pressure natural gas line is located adjacent to the preferred site.

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

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

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

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

### **E. EMPLOYEE PARKING**

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

### **F. SPACE REQUIREMENTS SUMMARY**

Based on the operating assumptions and the analyses presented above, the space required for an RTA operating base for the year 2035 is 200,650 square feet, or 4.6 acres of net land. See Table 1 on page B-1-8 for details. The exact area needed for each of

the three functional areas discussed above will ultimately depend on the orientation and features of any specific parcel, the parcel topography, and the building design. In addition, some portion of any site will be subject to front, side and rear set-back requirements and may require other treatments (e.g. on-site storm water retention). To accommodate these contingencies, a site of approximately 6.0 acres should be sought.

### **Example Site Plan**

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

- The facility will be fenced to preclude vandalism of parked buses.
- Fareboxes should be emptied daily, in order to minimize the potential for employee or intruder theft. The facility should therefore be designed to allow fareboxes to be securely carried directly to the money counting room from the vehicle as it enters the facility.
- Utility Workers will conduct all on-site bus washing and vehicle fueling. Bus queuing space is therefore not necessary while waiting to use the wash facility.
- Tandem repair bays will be provided, as long as a pull-through design can be accommodated. Otherwise, single-deep repair bays will be planned.
- The site should be designed to minimize the need for right turns, which are more difficult to perform in a large vehicle.
- While providing adequate pavement for all vehicle movement and storage requirements, paved area will be minimized in order to minimize stormwater runoff.
- Curbs will be provided around all paved areas, in order to control stormwater runoff.
- All offices shall be in a single building, with convenient connections to encourage communication between staff members of the three divisions.
- To the extent possible, all employees will enter and exit the facility at a single entrance, in order to avoid the creation of a sense of division within the staff.
- All facilities should be sized to be functional, but financially and environmentally sustainable. Where effective, joint use of facilities by the three RTA divisions will be identified.

- If space permits, a board/community room could be considered in the facility, to encourage an understanding of day-to-day transit operations among decision-makers and advisory committee members. This board room can also be used for staff training.

An effective site plan that meets the space program identified above is depicted in Figure 1 on page B-1-12. As indicated, the Administration, Operations and Maintenance functions would be provided in one structure located in the front of the site, with a connected bus storage and wash facility towards the rear. All employees and visitors would enter the building from the public parking lot into a central lobby area. To the left would be the administrative offices and board/training room. In the middle would be the dispatch office (with a view of the bus parking area), Bus Operator room, and other operations functions. To the rear would be the Maintenance work space and offices, with the repair bays beyond.

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

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

### **SECTION 3: PRELIMINARY SITE ANALYSIS**

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

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

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

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

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

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

### **Potential Sites Examined**

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

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

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

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

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

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

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

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

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

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

#### **Positive Factors**

- Zero land acquisition costs, although the County would require land-lease payments in return for a long-term lease.
- Relatively good access to the downtown transit center via State Route 1 (a distance of approximately 4.8 miles).

- Relatively level site, with no apparent wetlands.
- Low potential for soil contamination.

### **Negative Factors**

- Land-lease payments would require the use of limited operating funds.
- A lot split would be required to create the lot, and a Conditional Use Permit would be necessary.
- Since State Route 1 is a Federal Scenic Highway, the buildings cannot be within 100 feet of the highway. Views of rock outcroppings must also remain. Parking of buses will probably need to be screened by the building and/or landscaping.
- The forested hill is a Sensitive Resource Area and development close to it may require additional mitigations.
- An expanded environmental study would probably be required (studies of noise, traffic, visual impacts, and archaeology). The adjacent Mainini Ranch property located approximately 500 feet to the east objected to the anticipated noise of the Woods Humane Society project prior to its development and may object to bus operations as well.
- Infrastructure costs to extend Oklahoma Avenue and utilities could be significant.
- Would increase regional vehicle miles traveled for RTA employees, most of whom live along the US Highway 101 corridor.

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

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

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

### **Positive Factors**

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

### **Negative Factors**

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

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

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

### **Positive Factors**

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

### **Negative Factors**

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

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

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

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

### **Positive Factors**

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

### **Negative Factors**

- Would incur acquisition costs.
- The site is located in the FEMA 100-year floodplain. As such, the facility would need to be constructed to avoid damages caused by flooding, as well to mitigate any possibility of contributing to flooding.
- The U-Haul facility was formerly used as a Union 76 service station, which could pose a hazardous materials contamination problem. However, May 2014 soil sampling and records reviews demonstrate that no contamination is present.

- There is a possibility that the hook ramps from and to US-101 could be eliminated in the future, or that a portion of the parcel could be needed to construct a modern interchange. If access to US-101 is eliminated, the deadhead miles and time is no worse than it is from RTA's current facility using surface streets.

## **Comparison of Sites**

A summary of the advantages and disadvantages of each site is presented in Table 2 on page B-1-22. This table presents a simple comparison of the sites, by assigning a positive one for a relative benefit of a particular site, a minus one for a relative disbenefit, and a zero for a site near the average of the sites. These values are based upon the site visits, as well as RTA staff's review of existing documentation. It should be noted that this analysis should be considered preliminary, since the project will ultimately need to be considered in light of both the California Environmental Quality Act (CEQA) and the National Environmental Protection Act (NEPA).

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

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

**TABLE 2: Evaluation of Potential Sites**

November 2014

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

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

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

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

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

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

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

## SECTION 4: POTENTIAL PROJECT COST

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

Unit cost information was obtained from a number of sources:

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

The square footage totals were presented in Table 1 on page B-1-8 above, and results in the following cost estimates:

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

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

No costs are included in this figure for specialized maintenance equipment (other than that identified above), such as work tables, specialized equipment, or hand tools, nor

are costs included for additional computer equipment necessitated by the new facility. In addition, no costs are assumed for any onsite cleanup of hazardous materials, or unusual utility connection work.

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

**DRAFT**  
**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**  
**MINUTES OF November 5, 2014**

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**BOARD MEMBERS PRESENT:**

SHELLY HIGGINBOTHAM, CITY OF PISMO BEACH *(President)*  
DEBBIE ARNOLD, FIFTH DISTRICT, COUNTY OF SAN LUIS OBISPO *(Vice President)*  
FRANK MECHAM, FIRST DISTRICT, COUNTY OF SAN LUIS OBISPO *(Past President)*  
TONY FERRARA, CITY OF ARROYO GRANDE  
BRUCE GIBSON, SECOND DISTRICT, COUNTY OF SAN LUIS OBISPO  
ADAM HILL, THIRD DISTRICT, COUNTY OF SAN LUIS OBISPO  
JAMIE IRONS, CITY OF MORRO BAY  
TOM O'MALLEY, CITY OF ATASCADERO  
DEBBIE PETERSON, CITY OF GROVER BEACH  
CAREN RAY (FOURTH DISTRICT, COUNTY OF SAN LUIS OBISPO) *\*left early*  
JAN MARX, CITY OF SAN LUIS OBISPO  
FRED STRONG, CITY OF PASO ROBLES

**BOARD MEMBERS ABSENT:**

**STAFF PRESENT:**

GEOFF STRAW, EXECUTIVE DIRECTOR  
TANIA ARNOLD, CFO & DIRECTOR OF ADMINISTRATION  
TIM MCNULTY, SAN LUIS OBISPO COUNTY COUNSEL  
ANNA MAFORT-LACY, ADMINISTRATIVE ASSISTANT  
PHIL MOORES, OPERATIONS MANAGER  
OMAR MCPHERSON, GRANTS MANAGER  
MARY GARDNER, MARKETING & COMMUNITY RELATIONS MANAGER  
TRENA WILSON, ADMINISTRATIVE ASSISTANT  
DAVID ROESSLER, MAINTENANCE MANAGER  
TIM DENNIS, UTILITY TECHNICIAN & EMPLOYEE OF THE QUARTER

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**CALL TO ORDER AND ROLL CALL:** **President Shelly Higginbotham** called the meeting to order at 10:00 a.m. A roll call was taken and a quorum was present.

**Public Comments:** **Mr. Eric Greening**, Atascadero, expressed his thanks to all RTA staff that put on the Employee of the Quarter barbecue, and all of the good fellowship and fun that happens at the event. I encourage all Board members to attend. I am happy to see that this time we are highlighting some of the critically important work that happens behind the scenes. Bus maintenance is a complex task. The knowledge, effort and hard work of the people who keep these buses running is critical work. Next he thanked all Board members for their public service.

#### **A. INFORMATION AGENDA:**

**A-1 Executive Director's Report:** **Mr. Straw** began by echoing Mr. Greening's words about the Employee of the Quarter barbecue lunch, which was held on October 31. The next one is scheduled for January 23. He presented some photos of employees in Halloween costumes.

RTA graduated six new Bus Operators on October 16. They are in revenue service now. He thanked **Ms. Patricia Grimes**, Manager of Safety and Training, as well as South County Transit staff, for getting this group trained and ready.

RTA sold two cutaway vans through EBay and we expect to sell three more full-size buses and two staff cars in the coming weeks.

Staff completed phase one of its maintenance software system. Preliminary performance data should be available for the January Board meeting.

RTA hosted DINEX Corporation for on-site training on bus multiplex systems. Staff continues to meet preventative maintenance schedules according to manufacturer recommendations.

Staff participated in Rideshare's second annual Mobility Management Summit on October 23. Better travel training and mobility management is needed throughout the region. Another item discussed was how to address the needs of low-income riders.

**Ms. Tania Arnold** presented the annual fiscal and compliance audit results. Only one deficiency was identified—staff did not consistently provide sufficient back-up for travel meal reimbursements. This was not considered to be a material weakness. She pointed to the last page of the financial audit, which shows essentially the same as what was presented at the September Board meeting. There was one adjustment of \$11,000 in our favor indicated on this page. Page 13, note #7 pertains to the farebox recovery ratio. RTA fixed route Farebox Recovery Ratio (FRR) was 31.5%. Nipomo and Avila Trolley were low. Staff is working on addressing those issues. The second document is a single audit report pertaining to usage of various federal funds detailed on page 3. Much of this includes capital assistance under FTA 5309 and covers the newly acquired buses. She concluded by reviewing the auditor's letter.

**Mr. Straw** continued by noting the overall budget is at 25% of the current fiscal year and the non-capital expenditures are at 22.25%. He pointed out any surpluses are rolled over each year. Farebox recovery ratio is at 33% year-to-date. The requirement is 16%. RTA fixed route ridership is up 4.4% higher than the same period last year. Runabout ridership had a slight increase of 2.9%. The fixed route's annual productivity is at 23.66 passenger-trips per service hour for the first quarter of the fiscal year, down slightly from the previous year of 24.01. By comparison, Runabout productivity equated to 1.42 passenger-trips per service hour. This shows the inefficiencies of Runabout.

RTA is out to bid for an Intelligent Transportation System, also known as a computer-aided dispatch / automatic vehicle location (CAD/AVL) system. This system will provide real-time GPS-based passenger information on all RTA, South County Transit and Paso Express fixed route services.

Staff published a Request for Proposal for the Joint Short Range Transit Plan on November 3 with a due date of December 17.

The property subcommittee met on October 24 to discuss current RTA garage lease arrangements, downtown transit center progress and environmental planning for the RTA operations and maintenance facility. Staff expects to bring the environmental planning recommendations to the Board at the January 5 meeting.

**Mr. Straw** introduced the Employee of the Quarter, Maintenance Utility Worker **Mr. Tim Dennis**. He has a great attitude and always has a smile. He is a great asset to the team.

**Mr. Straw** concluded his Executive Director's report.

**President Higginbotham** opened to Board comment.

**President Higginbotham** opened public comment.

**Mr. Greening** pointed out the December 3<sup>rd</sup> SLOCOG Board meeting will be held in Grover Beach and coincides with the South County Transit Route 26 pilot run. Will there be a schedule available? If this is going to work as a trial run, people need to know about it and see if it will work for them. **Mr. Straw** said staff will be meeting to work out the details on Friday. However, Route 26 will connect with Route 10 in both directions. We will print schedules and are working on the marketing and outreach plan. The route will operate free for about six hours.

**President Higginbotham** closed public comment.

**President Higginbotham** closed Board comment.

**A-2 Planning and Programming of FTA-Funded Projects:** **Mr. Straw** briefly provided a background about SLOCOG's role and how it assists the three urbanized areas in the county to plan and program Federal Transit Administration (FTA) funds every year. SLOCOG requested in August that all transit agencies present a five-year plan of anticipated projects. Also, the transit operators endorsed a two-year Program of Projects to help stabilize funds. The Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) federal transportation bill expired on September 30, 2014. There is currently a continuing resolution that will ensure availability of funds through December 11, and hopefully it will continue to be renewed.

**Mr. Straw** concluded his report.

**President Higginbotham** opened Board comment.

**President Higginbotham** opened public comment.

**President Higginbotham** closed public comment.

**President Higginbotham** closed Board comment.

**B. ACTION AGENDA:**

**B-1 Public Hearing to consider Runabout Fare Increase Proposal:** **Mr. Straw** presented history and trends of how and why the proposed fare increases came about. He then discussed findings from staff analysis, public outreach and discussions with partners to date. He noted the Americans with Disabilities Act (ADA) permits paratransit fares to be twice the fixed route cash fares. Most ADA paratransit providers use this formula.

Runabout fare increases are recommended for three reasons. First the average public subsidy per passenger-trip is more than \$60. The subsidy for fixed route riders is under \$4. This is not financially sustainable. Second, the fares are not equitable. Fixed route fares have changed when Runabout has not. Therefore the current Runabout fare is less than the current cash fare on fixed routes for over 20 zone-to-zone trips. Third, a Runabout fare increase may slow the increasing demand.

He reviewed the letter and fact sheet mailed to every Runabout rider and public agencies explaining the proposed fare increase. Staff presented the proposal at all seven city council meetings, the County Board of Supervisors, the Los Osos Community Advisory Committee and the Morro Bay Public Works Advisory Board. Staff also conducted three public workshops, at which only one Runabout rider attended. Notices were also placed in all RTA buses and staff discussed the issues at the October 23 Mobility Management Summit.

As of October 24, RTA only received nine testimony submittals via mail, email or phone. About half of those who provided feedback said the increase would cause financial hardship. He suggested a rotary club or other organization may be able to come together and provide some sort of user-side subsidy.

Staff recommends the new fare structure would be twice the fixed route cash fare with a cap of twice the cost of a Day Pass, currently \$10, per passenger trip, effective February 1, 2015.

**Mr. Straw** concluded his report.

**President Higginbotham** opened to Board comment.

**Board Member Fred Strong** pointed out that Runabout fares are one-way.

**Board Member Frank Mecham** noted Runabout card holders can ride RTA fixed routes for free.

**President Higginbotham** opened public comment.

**Ms. Carol Weiser**, San Luis Obispo, said she spent quite a bit of time working with senior organizations in an attempt to understand the Runabout finances. She thought there is a lack of transparency. She said **Mr. Greening** attempted to help her understand the complexities of public transit funding. **Ms. Weiser** questioned how the subsidy per-passenger trip is calculated. She protested the proposed fare increases as excessive and suggested staff look at other funding options.

**Mr. Greening** reluctantly supported the staff recommendation because the consequences of not doing something threatens span of service for both Runabout and fixed route riders. Ridership is growing for

both Runabout and fixed routes, and moderate service expansion is important. This is one piece of the puzzle. I support pursuing all sorts of subsidies so that it doesn't fall on the heads of fixed route riders. He asked what the minimum time would be for Runabout riders to cancel rides without the agency incurring costs. **Mr. Straw** said the Board-approved No-Show policy has been in effect for almost three years and was recently amended to make it more lenient. The window to cancel a ride without incurring costs is two hours.

**President Higginbotham** closed public comment.

**President Higginbotham** asked for clarification on how the \$60 per rider subsidy is figured. **Mr. Straw** said the costs incurred include driver time, fuel, maintenance, dispatch time, administration and oversight. It is based upon the amount of time typically allocated for the service. This cross-allocation method is presented and vetted by our auditors and has not changed for many years.

**President Higginbotham** inquired if Runabout fares would automatically increase if fixed route fares go up. **Mr. Straw** said yes. For example, if SLO Transit raises their rates, RTA staff will be aware of it and notify the Board of any changes.

Next, **President Higginbotham** asked what steps the agency can take in coordinating nonprofits and service coordinators in trying to figure out ways to help subsidize Runabout riders in need. **Mr. Straw** said travel training is very important. He said is committed to working with these agencies and service clubs.

**Board Member Debbie Arnold** said the funding formulas are complex. Staff works hard to provide the best service possible. She pointed out that no fares out of San Luis Obispo, the busiest point of origin or destination, hit more than \$6 as indicated on page B-1-5 table. It looks like you are not only considering distance, but also population density, such as San Simeon, when setting the rates. The \$10 fares affect a very small minority of riders. **Mr. Straw** agreed.

**Board Member Jamie Irons** acknowledged the amount of public outreach performed. He agreed that working with social agencies and other sources to offset subsidies is important.

**Board Member Strong** reiterated that federal funding calculations are very complicated. Even with the fare increase, we are running a deficit, which is a long-term serious problem. The government often creates unfunded mandates, such as operating ADA paratransit. I support these fare increases and hope we can find additional means to help the public. This is a daunting task and I commend staff for making the efforts to get a handle on the problem.

**Board Member Jan Marx** also reluctantly support the fare increases. She suggested increasing efficiency and coordination when many people are coming or going to the same area.

**President Higginbotham** closed Board comment.

**Board Member Strong** moved to approve Action Agenda Item B-1. **Board Member Debbie Peterson** seconded, and the motion unanimously carried on a roll call vote with all members present.

**C. CONSENT AGENDA:**

**Board Member Ferrara** pulled item C-1 from Consent for a minor correction.

- C-1 RTA Board Meeting minutes of September 10, 2014 (Information)
- C-2 Executive Committee Meeting Minutes of Aug. 13, 2014 (Approve)
- C-3 Draft RTAC Meeting Minutes of October 16, 2014 (Approve)
- C-4 Resolution to Submit Application for State Prop 1B Funds (Approve)
- C-5 RTA Purchasing Policy and Procedures Manual Update (Approve)

**Board Member Mecham** moved to approve Consent Agenda Items C-2 through C-5. **Board Member O'Malley** seconded, and the motion unanimously carried on a roll call vote with Board Member Ray absent.

**Board Member Ferrara** pointed to page C-1-7 under Board Member Comments. It should be changed from California Biggest Cities to League of California Cities.

**Board Member Ferrara** moved to approve Consent Agenda Item C-1 with correction. **Board Member Strong** seconded, and the motion unanimously carried on a roll call vote with **Board Member Ray** absent.

**D. CLOSED SESSION:**

- D-1-1 It is the intention of the Board to meet in closed session concerning the following items:

**CONFERENCE WITH REAL PROPERTY NEGOTIATOR (Gov. Code Sec. 54956.8):**

<b>Agency Negotiators:</b>	Geoff Straw
<b>Under Negotiation/Discussion:</b>	Price and Terms of Payment
<b>Properties:</b>	179 Cross Street, San Luis Obispo, CA (APN: 053-257-032)
<b>Negotiating Party:</b>	LTC of SLO, Ltd

RTA went into *Closed Session* at **11:08 a.m.** and returned to *Open Session* at **11:13 a.m.**

**Open Session:** **Mr. Tim McNulty**, Legal Counsel, reported that the Board met in closed session, no reportable action was taken.

**BOARD MEMBER COMMENTS:**

**Board Member Mecham** said he was contacted by some Veterans about mobility and was happy to hear staff is working with them to find a workable solution.

**Board Member Peterson** said Grover Beach looks poised to approve Measure K, the streets bond.

**Board Member Marx** said the new SLO City Council will be sworn in at City Hall at 3 p.m. on December 1.

**Board Member Strong** congratulated new Paso Robles Mayor Steve Martin, who also serves as an alternate for the RTA Board.

**President Higginbotham** reminded the Board the next RTA Board meeting will be held at Atascadero City Hall on January 7, 2015. The next SLOCOG Board meeting will be in Grover Beach on December 3.

**ADJOURNMENT:** **President Higginbotham** adjourned the RTA meeting at **11:15 a.m.**

Respectfully Submitted,

Anna Mafort-Lacy  
RTA, Administrative Assistant

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

**January 7, 2015**

**STAFF REPORT**

**AGENDA ITEM:** C-2

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

**PRESENTED BY:** Geoff Straw

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

**BACKGROUND/DISCUSSION:**

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

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

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

**Staff Recommendation**

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

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

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

**WITNESSETH:**

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

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

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

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

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

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

**1. The Equipment To Be Purchased**

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

**2. Funding The Equipment Purchase**

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

**3. Installation Of The Equipment**

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

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

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

**5. Installation Cost and Continuing Costs**

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

**6. Term and Termination**

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

**7. Change in Terms**

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

**8. Mutual Indemnification**

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

**9. Notification**

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

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

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

**City of Grover Beach**

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

**SIGNATURES**

RTA & SCT

CITY

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

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

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

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

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

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

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

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

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

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

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY  
JANUARY 7, 2015  
STAFF REPORT**

**AGENDA ITEM:** C-3

**TOPIC:** Joint Short Range Transit Plan

**PRESENTED BY:** Geoff Straw

**STAFF RECOMMENDATION:** Authorize Executive Director to execute a contract to purchase consultant services for a Joint Short Range Transit Plan Study

**BACKGROUND/DISCUSSION:**

At its September 2014 meeting, the RTA Board authorized the Executive Director to Issue a Request for Proposal (RFP) to Conduct Joint Short Range Transit Plan Study. The RFP was issued November 3, 2014 with a proposal due date of December 17, 2014. Three consultant teams submitted proposals and interviews will be conducted on January 16, 2015.

In an effort to expedite the start of this project and to initiate valuable passenger surveying efforts in March 2015, Staff requests the Board's concurrence to authorize the Executive Director to execute a contract to purchase services for a Joint Short Range Transit Plan in an amount not to exceed the approved \$190,000 (FTA Section 5304 of \$150,000, RTA and SLO Transit will contribute a local match of \$15,000 each in TDA funds and \$10,000 of in-kind contributions).

It was agreed by all parties involved that RTA will serve as the lead agency for the project with SLOCOG administering the grant with Caltrans. SLO Transit will review, comment and approve all documents to ensure the City's interests are protected prior to execution of any contract documents and/or publication of any study materials. Once a contract is executed by RTA, it will take approximately 12 to 16 months to complete the study.

**Staff Recommendation**

Staff requests the Board's concurrence to authorize the Executive Director to execute a contract to purchase services for a Joint Short Range Transit Plan in an amount not to exceed the approved \$190,000. No additional funds are being requested.

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

**JANUARY 7, 2015**

**STAFF REPORT**

**AGENDA ITEM:** C-4

**TOPIC:** Procure Intelligent Transportation System Technologies

**PRESENTED BY:** Geoff Straw

**STAFF RECOMMENDATION:** Authorize Executive Director to execute contract for ITS Technologies that meet RTA's, South County Transit's and Paso Express' needs

**RTAC RECOMMENDATION:**

**BACKGROUND/DISCUSSION:**

At its July 2013 meeting, the RTA Board authorized the Executive Director to solicit Intelligent Transportation Systems (ITS) technology proposals to meet RTA's and South County Transit's needs. Subsequently Paso Express was consolidated into RTA, and staff secured Proposition 1B funds on their behalf for this project. The planned ITS technologies discussed three years ago included an updated fixed route communication system and an on-bus security camera system. RTA has been successful in obtaining grant funds to fully implement planned technologies.

Based on that identified capital need, staff began seeking State and Federal funds to implement a joint RTA, South County and Paso Express ITS system. Together, RTA, South County and Paso Express have been successful in securing a total of \$959,451 in the following grants:

1. CA Proposition 1B Safety & Security: \$731,994 (\$558,026 is currently secured, and we are awaiting a State bond sale for \$173,968 for Paso express).
2. FTA Section 5307: \$100,000 programmed in 2014/15 from the South County UZA.
3. FTA Section 5309: \$127,457 funds remaining from current bus procurement for RTA's replacement buses to be delivered in 2015.

Staff is seeking Board authorization that would permit the Executive Director to execute a contract for the technologies described below:

1. Procure a GPS-based computer-aided dispatch / automatic vehicle location system for the RTA, SCT and Paso Express fixed route services. This system will use wireless communications to transmit each vehicle's location, speed and estimated arrival times at bus stops in real-time. In addition, the following elements have been proposed:
  - a. Automated voice annunciation system, both inside the vehicle for passengers and on the exterior so that passengers will know which bus is approaching. This system will also display the next bus stop on an LED message board inside the bus.
  - b. Automatic passenger counters, which will geo-code each boarding and alighting by route, time of day and direction of travel. This system will assist with vehicle capacity and passenger amenity planning.
  - c. Emergency alert system that will allow the Bus Operator to covertly alert RTA Dispatchers of an emergency situation occurring on the vehicle.
  - d. Vehicle monitoring and diagnostic systems that relay engine, transmission and other vehicle component performance and monitoring back to the Dispatch center.
2. On-bus security camera system, which will record video using up to ten cameras and audio using up to three channels. The on-bus digital recorder system can retain up to two weeks of voice/audio recordings before the system begins to record over the first-in data.

Staff issued a Request for Proposals to meet the above ITS needs on October 1, 2014. We received eight proposals by the November 19 due date. The proposals were evaluated by RTA staff (with assistance from SLO Transit staff) and a shortlist of three vendors was derived. Vendor presentations were completed on December 17, 2014 and we are now negotiating with the highest-ranked company.

**Staff Recommendation**

Authorize the RTA Executive Director to execute a contract for ITS technologies with the lowest responsive proposer to meet RTA's, South County Transit's and Paso Express' needs.

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

**January 7, 2015**

**STAFF REPORT**

**AGENDA ITEM:** C-5

**TOPIC:** Federal FY 2015 Certifications and Assurances for Federal Transit Administration Assistance Programs

**ACTION:** Approve

**PRESENTED BY:** Omar McPherson

**STAFF RECOMMENDATION:** Authorize Geoff Straw and Tim McNulty to execute and submit the 2015 Certifications and Assurances to the appropriate agencies on behalf of RTA

**BACKGROUND/DISCUSSION:**

Each year, the California Department of Transportation and RTA must recertify to the Federal Transit Administration that all applicable Federal requirements are adhered to when administering Federal grants. To this end, the California Department of Transportation and RTA obtain certification from sub-recipient agencies that they too will comply with applicable Federal requirements.

RTA needs to execute and submit the 2015 Certifications and Assurances document to the appropriate agencies to remain an eligible grantee and sub-recipient of FTA funds. RTA fulfills this requirement annually and ensures that these Federal requirements are followed.

**RECOMMENDATION:**

Staff recommends the Board authorize Geoff Straw and Tim McNulty to execute and submit the 2015 Certifications and Assurances to the appropriate agencies on behalf of RTA.

**SAN LUIS OBISPO REGIONAL TRANIST AUTHORITY**

**January 7, 2015**

**STAFF REPORT**

**AGENDA ITEM:** C-6

**TOPIC:** Rural Transit Funds Program

**ACTION:** Approve

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

**STAFF RECOMMENDATION:** Authorize Executive Director to Submit Grant Application for RTF Funds

In 2003, the San Luis Obispo Council of Governments and RTA agreed to exchange Federal Transit Administration (FTA) Section 5311 funds for Transportation Development Act (TDA) funds to create the local Rural Transit Fund Program. The new program included the same eligibility of recipients and projects as the Section 5311 program, and made the access and availability of funds much easier for the rural transit operators, including RTA.

There is an estimated \$577,000 available for the 2015/2016 fiscal year. Eligible recipients of the rural transit funds include RTA, the City of Morro Bay and San Luis Obispo County. Grants are due in the San Luis Obispo Council of Governments offices by February 2, 2015.

Staff is requesting authorization to submit a grant application of up to \$577,000 for the purchase of various materials, supplies and equipment. Staff recommends approval of the attached resolution.

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY  
RESOLUTION NO. 15-\_\_\_\_\_**

**A RESOLUTION OF THE SAN LUIS OBISPO REGIONAL TRANSIT  
AUTHORITY BOARD OF DIRECTORS,  
AUTHORIZING SUBMITTAL OF A GRANT APPLICATION TO THE  
SAN LUIS OBISPO COUNCIL OF GOVERNMENTS  
RURAL TRANSIT FUND PROGRAM**

**WHEREAS**, the San Luis Obispo Regional Transit Authority is under contract to fully administer transit services for the County of San Luis Obispo; and

**WHEREAS**, the San Luis Obispo Regional Transit Authority and the County of San Luis Obispo are an eligible applicant for Rural Transit Program funds (formerly FTA Section 5311); and,

**WHEREAS**, the San Luis Obispo Regional Transit Authority and the County of San Luis Obispo are in need of various materials, supplies, and equipment, all of which are eligible for purchase under the Rural Transit Fund Program Policies and Procedures; and

**WHEREAS**, the San Luis Obispo Regional Transit Authority and the County of San Luis Obispo will continue to provide transportation services, including complementary ADA service, in San Luis Obispo County; and

**WHEREAS**, the San Luis Obispo Regional Transit Authority and the County of San Luis Obispo are seeking grant funding to optimize the use of local TDA funds provided by the various agencies included in the Joint Powers Agency Agreement; and

**WHEREAS**, the San Luis Obispo Regional Transit Authority and the County of San Luis Obispo are requesting up to **\$577,000** from the Rural Transit Fund Program for the purchase of various materials, supplies and equipment including proposed tenant improvements for a maintenance facility.

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, that the San Luis Obispo Regional Transit Authority Board of Directors authorizes the Executive Director to submit a proposal to the San Luis Obispo Council of Governments from the Rural Transit Fund Program of up to **\$577,000** for the purchase of various materials, supplies and equipment.

**BE IT FURTHER RESOLVED**, that the President of the Board is directed to sign this resolution to authorize the submittal of said funding requests.

**BE IT FURTHER RESOLVED**, that the Executive Director is hereby authorized to submit said funding requests.

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

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINING:**

The foregoing resolution is hereby adopted this 7<sup>th</sup> day of January 2015.

\_\_\_\_\_  
Shelly Higginbotham, President  
San Luis Obispo Regional Transit Authority

**ATTEST:**

\_\_\_\_\_  
Geoff Straw, Executive Director  
San Luis Obispo Regional Transit Authority

**APPROVED AS TO FORM AND LEGAL EFFECT:**

Rita L. Neal  
County Counsel

By: \_\_\_\_\_  
Timothy McNulty, Counsel  
San Luis Obispo Regional Transit Authority

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

**SAN LUIS OBISPO REGIONAL TRANIST AUTHORITY**

**January 7, 2015**

**STAFF REPORT**

**AGENDA ITEM:** C-7

**TOPIC:** Purchase of Used Vehicles

**ACTION:** Approve

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

**STAFF RECOMMENDATION:** Authorize Executive Director to Negotiate Purchase of OTR Coaches

**BACKGROUND/DISCUSSION:**

RTA has a need to address overcrowding issues for Routes 9 and 10 along the US-101 corridor during peak morning and evening travel periods. Staff worked with SLOCOG and other transit operators in the county to program future FY15-16 FTA Section 5307 funds to purchase two 45-foot 57-passenger over-the-road coaches to increase express service along the US-101 corridor, with possible delivery of those new vehicles in winter or spring 2016. These new express services could also be extended to meet on-going requests for service by persons who work in the SLO County Airport area.

RTA's FY14-15 budget includes operating funds to implement the expanded express service using spare 40-foot buses that will become available when new replacement Gillig 40-foot low-floor buses are delivered in March/April 2015. However, staff is concerned that the new expanded Route 9 and 10 services will encounter service reliability challenges using those older buses, which have accumulated in excess of 800,000 miles each. As such, staff has been in discussions with various transit agencies across California that have surplus over-the-road coaches available for transfer or purchase. These used over-the-road coaches could be used to launch the expanded service, and one or two could be retained as spare fleet when the new over-the-road coaches arrive in 2016.

**Staff Recommendation**

Staff is requesting authority from the Board to permit the Executive Director to use capital reserve funds not to exceed \$20,000 to purchase and modify up to four used over-the-road coaches. The modifications would include painting/decals and other necessary repairs (i.e., replacement of passenger seat upholstery) that might be needed to get the buses ready for revenue service.

**SAN LUIS OBISPO REGIONAL TRANIST AUTHORITY**

**January 7, 2015**

**STAFF REPORT**

**AGENDA ITEM:** C-8

**TOPIC:** FTA 5307 Urbanized Area Funding From Santa Barbara County Association of Governments

**ACTION:** Approve

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

**STAFF RECOMMENDATION:** Authorize Executive Director to Submit Grant Application for SBCAG 5307 Funds

On December 4, 2014, the Santa Barbara County Association of Governments (SBCAG) released a Federal Transit Administration (FTA) Section 5307 call for project for the FY 15/16 to 17/18. Approximately \$30 million is projected to be available for the three urbanized areas of Lompoc, Santa Maria and the South Coast.

SBCAG staff has estimated available FTA 5307 apportionments for FY15-16 to FY17-18 cycle. The estimates are in the table below.

<b>Urbanized Area</b>	<b>FY 15/16</b>	<b>FY 16/17</b>	<b>FY 17/18</b>	<b>Totals</b>
Lompoc	\$1,222,724	\$1,222,724	\$1,222,724	\$3,668,172
Santa Barbara	\$4,943,999	\$4,943,999	\$4,943,999	\$14,831,997
Santa Maria	\$3,362,448	\$3,362,448	\$3,362,448	\$10,087,344
<b>Total</b>	<b>\$10,087,344</b>	<b>\$10,087,344</b>	<b>\$10,087,344</b>	<b>\$30,262,032</b>

Note: Apportionments are based on FFY 2014 Apportionments

RTA has been successful in attaining grant applications for many years for partial funding of Route 10 serving Santa Maria, with \$213,931 being awarded to RTA in FY13-14.

Staff is requesting authorization to submit a grant application of up to \$400,000.

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

**January 7, 2015**

**STAFF REPORT**

**AGENDA ITEM:** C-9

**TOPIC:** State of California Low-Carbon Transit Grant Program

**ACTION:** Approve

**PRESENTED BY:** Geoff Straw, Administrator

**STAFF RECOMMENDATION:** Resolution Authorizing the Executive Director to Submit an Application for Low-Carbon Transit Grant Program Funds

The Low-Carbon Transit Operations Program is one of several programs funded as part of State of California FY14-15 budget which have a goal of reduced greenhouse gas emissions and achievement of other benefits. These programs are funded by auction proceeds from the California Air Resource Board's Cap-and-Trade Program, with proceeds deposited into the Greenhouse Gas Reduction Fund. The Low-Carbon Transit Operations Program will receive \$25 million in FY14-15 and 5 percent will be continuously appropriated annually beginning in FY15-16.

There is an estimated \$100,000 available in the County in FY15-16. Eligible recipients of the Low Carbon Transit Operations funds include RTA, South County Transit, SLO Transit, Paso Express, Atascadero Dial-A-Ride, Morro Bay Transit and SLOCAT. Eligible projects will support new or expanded bus services, or expanded intermodal transit facilities, and may include equipment acquisition, fueling, and maintenance and other costs to operate those services or facilities, with each project reducing greenhouse gas emissions.

Staff is requesting authorization to submit a grant application of up to \$100,000 for the purchase of various materials, supplies, equipment and/or operations costs. Staff recommends approval of the attached resolution.

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY  
RESOLUTION NO. 15-\_\_\_\_\_**

**A RESOLUTION OF THE SAN LUIS OBISPO REGIONAL TRANSIT  
AUTHORITY BOARD OF DIRECTORS,  
AUTHORIZING SUBMITTAL OF A GRANT APPLICATION TO THE  
STATE OF CALIFORNIA LOW-CARBON TRANSIT OPERATIONS PROGRAM**

**WHEREAS**, the San Luis Obispo Regional Transit Authority is an eligible applicant for Low-Carbon Transit Operations funds; and,

**WHEREAS**, the San Luis Obispo Regional Transit Authority is in need of various materials, supplies, and equipment, all of which are eligible for purchase under the Low-Carbon Transit Operations Program; and

**WHEREAS**, the San Luis Obispo Regional Transit Authority will continue to provide fixed route and complementary ADA services in San Luis Obispo County; and

**WHEREAS**, the San Luis Obispo Regional Transit Authority is seeking grant funding to optimize the use of local TDA funds provided by the various agencies included in the Joint Powers Agency Agreement; and

**WHEREAS**, the San Luis Obispo Regional Transit Authority and the County of San Luis Obispo are requesting up to **\$100,000** from the Low Carbon Transit Operations Program to support new or expanded bus services with the goal of reducing greenhouse gas emissions.

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, that the San Luis Obispo Regional Transit Authority Board of Directors authorizes the Executive Director to submit a proposal to the State of California Low Carbon Transit Operations Program of up to **\$100,000** for the purchase of various materials, supplies and equipment.

**BE IT FURTHER RESOLVED**, that the President of the Board is directed to sign this resolution to authorize the submittal of said funding requests.

**BE IT FURTHER RESOLVED**, that the Executive Director is hereby authorized to submit said funding requests.

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

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINING:**

The foregoing resolution is hereby adopted this 7<sup>th</sup> day of January 2015.

\_\_\_\_\_  
Shelly Higginbotham, President  
San Luis Obispo Regional Transit Authority

**ATTEST:**

\_\_\_\_\_  
Geoff Straw, Executive Director  
San Luis Obispo Regional Transit Authority

**APPROVED AS TO FORM AND LEGAL EFFECT:**

Rita L. Neal  
County Counsel

By: \_\_\_\_\_  
Timothy McNulty, Counsel  
San Luis Obispo Regional Transit Authority

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

# Low Carbon Transit Operations Program

## Fact Sheet

**Background and Funding:** The Low Carbon Transit Operations Program is one of several programs funded as part of 2014-15 State of California budget (by Senate Bill 852 and Senate Bill 862) which have a goal of reduced greenhouse gas emissions and achievement of other benefits. These programs are funded by auction proceeds from the California Air Resource Board’s Cap-and-Trade Program, with proceeds deposited into the Greenhouse Gas Reduction Fund. The following chart lists the programs funded by revenues in the Greenhouse Gas Reduction Fund, and the amount of each program’s funding in 2014-15, and as an ongoing share of Greenhouse Gas Reduction Funds, where applicable. The Low Carbon Transit Operations Program will receive \$25 million in 2014-15 and 5 percent will be continuously appropriated annually beginning in 2015-16.

Category	Department	Program	2014-15	On-going
Sustainable Communities and Clean Transportation	High-Speed Rail Authority	High-Speed Rail Project	\$250 m	25%
	<b>State Control Office/Caltrans</b>	<b>Low Carbon Transit Operations Program</b>	<b>\$25 m</b>	<b>5%</b>
	CalSTA/ Caltrans	Transit and Intercity Rail Capital Program	\$25 m	10%
	Strategic Growth Council	Affordable Housing and Sustainable Communities Program	\$130 m	20%
	Air Resources Board	Low Carbon Transportation	\$200 m	
Energy Efficiency and Clean Energy	Dept. of Community Services and Development	Energy efficiency Upgrades/Weatherization	\$75 m	
	Energy Commission	Energy Efficiency for Public Buildings	\$20 m	
	Dept. of Food and Agriculture	Agricultural Energy and Operational Efficiency	\$ 15 m	
Natural Resources and Waste Diversion	Dept. of Fish and Wildlife	Wetlands and Watershed Restoration	\$25 m	
	Dept. of Forestry and Fire protection	Fire Prevention and Urban Forestry Projects	\$42 m	
	Cal Recycle	Waste Diversion	\$25 m	

**Legislative History:** Prior legislation established state goals to reduce greenhouse gas emissions and created tools to achieve these reductions.

- Assembly Bill 32 (2006) set greenhouse gas reduction targets and authorized the Cap-and-Trade Program at the Air Resources Board
- Senate Bill 375 (2008) and Senate Bill 391 (2009) require sustainable communities strategies be included in regional transportation plans and the statewide transportation plan
- Assembly Bill 3034 (2008) placed Proposition 1A before voters, which provides bond funding to reduce greenhouse gas emissions through rail investments, including the high-speed rail project

**Program Goals and Eligible Projects:** Senate Bill 862 created the Low Carbon Transit Operations Program and describes program goals and eligible projects. Approved projects will support new or expanded bus or rail services, or expanded intermodal transit facilities, and may include equipment acquisition, fueling, and maintenance and other costs to operate those services or facilities, with each project reducing greenhouse gas emissions.

**Disadvantaged-Community Benefits:** Legislation Passed in 2011, Senate Bill 535, requires that programs funded from revenues in the Greenhouse Gas Reduction Fund result in benefits to disadvantaged communities. The designation of “disadvantaged communities” is assigned to the California Environmental Protection Agency, and the establishment of guidelines for qualifying expenditures is assigned to the California Air Resources Board. The Low Carbon Transit Operations Program will target grants so that at least 50 percent of project expenditures will benefit disadvantaged communities in agencies that include communities designated as disadvantaged.

**Program Guidelines and Public Input:** Senate Bill 862 directs the Department of Transportation (Caltrans), in coordination with the State Air Resources Board, to develop guidelines describing methodologies to meet criteria for the Low Carbon Transit Operations Program. Public workshops to receive input prior to the development of guidelines are being held in August. Caltrans will also present draft guidelines for review by the Strategic Growth Council.

**Roles and Responsibilities of State Agencies:** Caltrans, in coordination with the Air Resources Board, shall determine the eligibility of the proposed project based on the documentation provided by the recipient transit agency to ensure compliance with the guidelines. Caltrans will then notify the State Controller of approved expenditures for each transit agency, and the amount of the allocation for each agency determined to be available at the time of approval.

**Timeline:** The Administration will release draft guidelines for comment in the fall of 2014, with guidelines finalized and review of projects funding allocation for projects planned in the first half of calendar year 2015.

*Questions or comments may be directed to the Division of Rail and Mass Transportation at (916)653-3060.*

*Written comments on LCTOP may be directed to [lctopcomments@dot.ca.gov](mailto:lctopcomments@dot.ca.gov).*

**SAN LUIS OBISPO REGIONAL TRANIST AUTHORITY**  
**January 7, 2015**  
**STAFF REPORT**

**AGENDA ITEM:** C-10

**TOPIC:** Strategic Business Plan

**ACTION:** Approve

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

**STAFF RECOMMENDATION:** Receive Report for July-October 2014

In January 2014, the RTA Board updated its Strategic Business Plan for the period 2014 through 2016. The Board also adopted one new performance measure (standing loads on fixed route buses), as well as revised several performance measures to reflect changing conditions and to challenge staff to reach higher.

Attached are the results for the first four months of the year. A summary of the findings are as follows:

1. RTA is achieving or surpassing the vast majority of quantifiable performance standards.
2. RTA continues to experience overcrowding on fixed route buses, particularly during peak travel periods.
3. RTA should place more emphasis on achieving Supervisor training targets.

Staff is requesting that the Board receive and file the attached report.

# Report on RTA Performance Standards

July 2014 through October 2014

## Regional Transit Authority Standards of Excellence: Service Quality and Efficiency

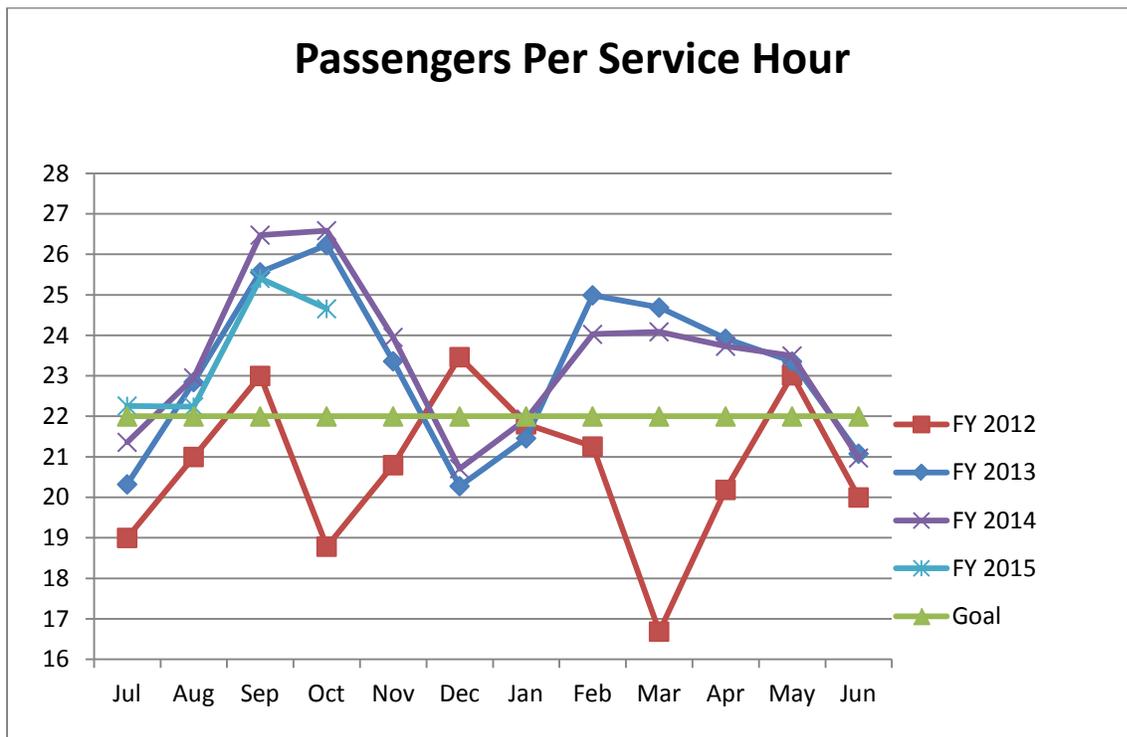
**Summary:** We will deliver dependable, customer focused and efficient transit services to the communities that we serve. Further, we will look for opportunities to deploy innovative new service within the resources available.

**Standard 1:** Fixed Route passengers per vehicle service hour will be 22 or greater.

*Measurement:* Objective.

- Reviewed monthly by Operations, and reported by Executive Director at each Board meeting.

In January 2014, the RTA Board increased the standard from 21 passenger boardings per hour to 22. As presented in the graph below, RTA has achieved or surpassed the standard during each month of FY14-15.



**Standard 2:** Service delivery rate shall be 99% or greater.

*Measurement:* Objective.

- Reviewed quarterly by Operations, and reported by Executive Director bi-annually to the Board.

As long as a scheduled fixed route bus trip is delivered ahead of the next scheduled bus trip, then service is considered “delivered” (but that late trip will still be reported under the on-time performance measure discussed below). A typical weekday includes a total of 134 bus trips,

## Report on RTA Performance Standards July 2014 through October 2014

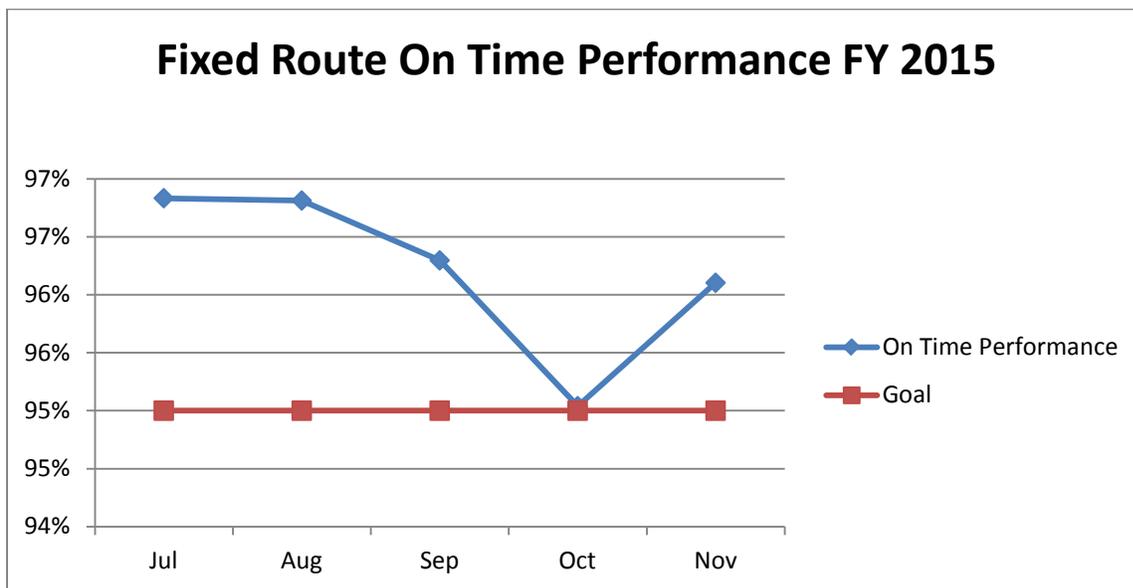
while each Saturday includes 50 trips and each Sunday includes 32. The service delivery goal is 99% or greater. In total, RTA missed two scheduled trips during the analysis period, or a service delivery achievement of 99.97%. It should be noted that only two trips were missed since July 1<sup>st</sup> (both in October) out of 18,676 scheduled trips.

**Standard 3:** System wide On-time Performance shall be 95% or greater.

*Measurement:* Objective.

- Reviewed quarterly by Operations, and reported by Executive Director bi-annually to the Board.

Fixed route service is considered on-time if at no point the bus is six or more minutes late. The goal is 95% or greater<sup>1</sup>. As presented below, RTA has achieved or surpassed the goal during each month of FY14-15.



**Standard 4:** Runabout On-time Performance shall be 95% or greater.

*Measurement:* Objective.

- Reviewed quarterly by Operations, and reported by Executive Director bi-annually to the Board.

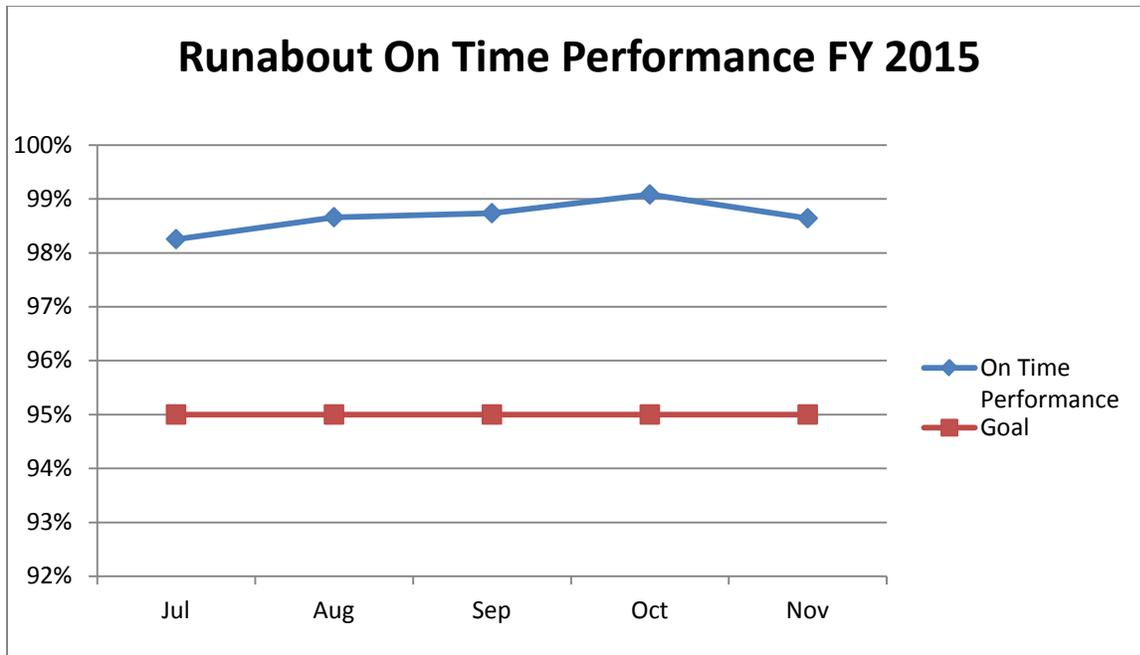
Runabout service is considered on-time if the bus arrives within 30 minutes of the scheduled pick-up time. The goal is 95% or greater, and Runabout so far surpassed this goal in each month of FY14-15. Staff will continue to monitor Runabout's on-time performance to ensure this trend continues.

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<sup>1</sup> Bus Operators call in late-running trips to the Dispatcher via our two-way radios. RTA's new buses will use a GPS-based Automated Vehicle Location (AVL) system to more accurately report this statistic, and it is probable that our reported on-time performance will decline as the AVL system is fully-implemented across the entire fleet.

## Report on RTA Performance Standards

July 2014 through October 2014



**Standard 5:** RTA will make consistent efforts to explore new service and service delivery options as well as work with regional efficiencies in the delivery of transportation to the jurisdictions

*Measurement:* Subjective.

- Reported by the Executive Director and Division Heads annually.
1. New Route 9 and 10 peak service is being recommended beginning in the spring of 2015. This will include one morning and one afternoon trip for each route.
  2. Potential riders have expressed interest to RTA and SLOCOG staff for service to the San Luis Obispo Airport, and we are considering this a new service as part of the new peak level service discussed above.
  3. Coordinated short range transit planning (SRTP). SLO Transit and RTA are working jointly to update our SRTP's. We believe this cooperation will result in better funding allocation and coordinated future system improvements.

**Standard 6:** The number of bus trips with passenger standees will not exceed 10% of the daily bus trips on that route.

*Measurement:* Objective.

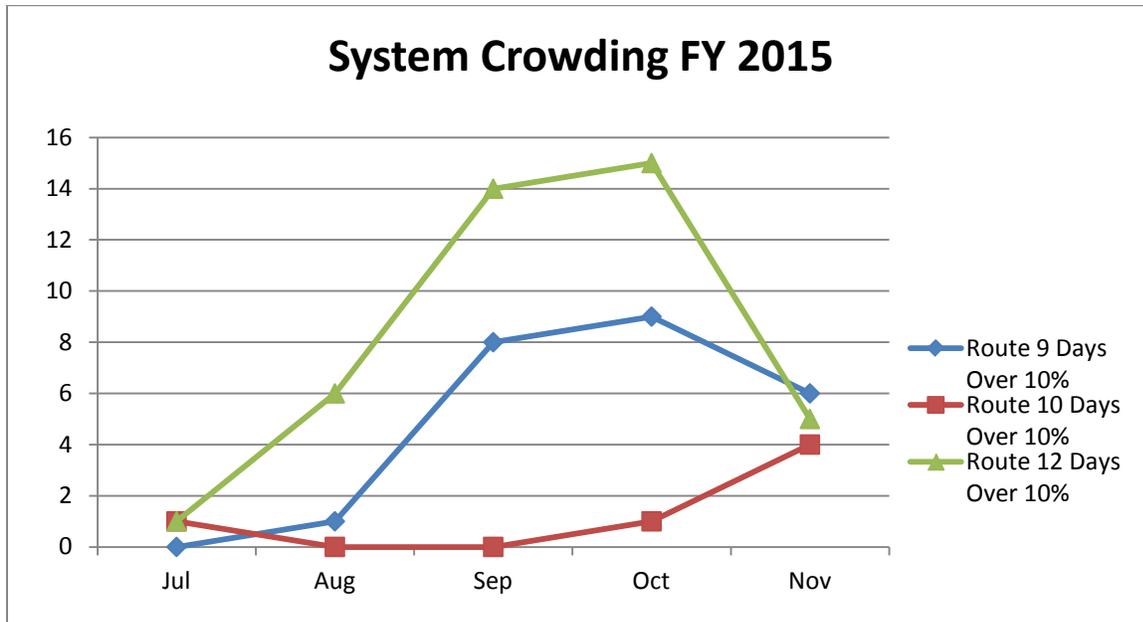
- Reviewed quarterly by Operations, and reported by Executive Director biannually to the Board.

Based on an average of 20 weekdays per month, it is clear from the graphic below that the Route 12/14 pair experiences the greatest number of standing-load bus trips, followed by

## Report on RTA Performance Standards

July 2014 through October 2014

Route 9 and then Route 10. There are currently no weekend bus trips with standees, nor any bus trips on Route 15 with standing loads.



It should be noted that the manner in which RTA can measure this standard is somewhat limited. Once the CAD/AVL system is fully deployed, we will have access to much more robust passenger load factors by time of day, bus stop location, etc. RTA may wish to revisit the standard after that data can be monitored and evaluated.

### Regional Transit Authority Standards of Excellence: Revenue and Resources

We will live within our means. While providing excellent service to our customers and communities, we will do so within the financial resources available to us. The financial health of the organization will not be compromised and we will work to deliver good value for the taxpayers' investment in RTA.

**Standard 1:** The annual operating budget will be based upon projected revenue and the total operating cost will not exceed the budget adopted by the Board.

*Measurement:* Objective.

- Monthly financial statements and YTD budget expenses.

Fiscal Year 2012 Result: Operating Costs were 95% of the adopted budget

Fiscal Year 2013 Result: Operating Costs were 93% of the adopted budget

Fiscal Year 2014 Result: Operating Costs were 90% of the adopted budget

## **Report on RTA Performance Standards**

July 2014 through October 2014

Fiscal Year 2015 Result: Operating Costs are 36.14% of the adopted budget through November 30, 2014 (41.67% of the fiscal year)

Budget versus actual expenses data is calculated and reviewed on a monthly basis by RTA staff. This information is reported to the Board every other month to inform decisions.

**Standard 2:** Fixed Route Farebox Recovery Ratio (FRR) shall be greater than 25%.

*Measurement:* Objective.

- Based upon monthly Route Productivity/Performance Report.

Fiscal Year 2012 Result: 28.81%

Fiscal Year 2013 Result: 30.82%

Fiscal Year 2014 Result: 31.50%

Fiscal Year 2015 Result: 31.09% through November 30, 2014

RTA consistently meets or exceeds this FRR goal, and ridership remains high. Staff will continue to closely monitor our FRR performance, particularly as the economy continues to improve, and gas prices continue to fall.

**Standard 3:** No significant financial audit findings.

*Measurement:* Objective.

- Finance and Administration will report any negative audit findings.

RTA is audited every year and consistently has clean reports with no significant financial audit findings. Staff strives for improved transparency and continues to implement procedures that exceed the auditors' expectations.

**Standard 4:** Ensure that all capital procurements provide good value to our customers and our employees.

*Measurement:* Subjective.

- Evaluated through bi-annual customer perception survey, feedback from communities and review of the annual capital program by staff and the Board.

The annual capital program is developed by staff and presented to the Board as part of the annual budget-making process. In addition, staff presents budget revision recommendations if conditions change.

### **Regional Transit Authority Standards of Excellence: Safety**

We recognize the tremendous importance of safety in the operation of RTA service to our customers and communities. Therefore the safety of our customers and employees will be an organizational priority and we will be proactive in promoting system safety.

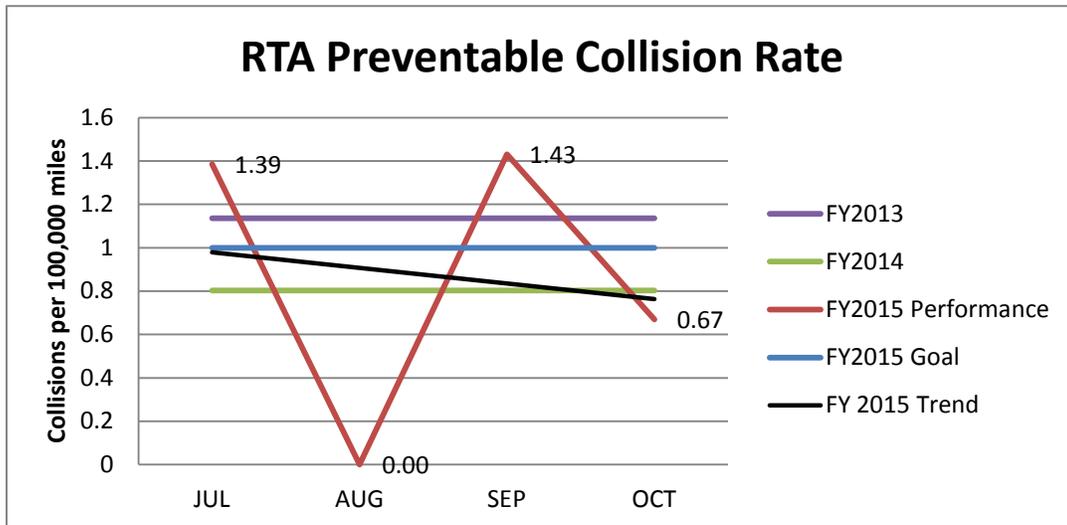
## Report on RTA Performance Standards

July 2014 through October 2014

**Standard 1:** Rate of preventable vehicle collisions will not exceed 1.0 per 100,000 miles.

*Measurement:* Objective.

- Rate shall be reported by Safety and Training.



In January 2014, the RTA Board reduced the standard from 2.0 collisions per 100,000 miles to only 1.0. Year to date, RTA has achieved this goal. We have instituted programs and adjusted training to address this issue.

**Standard 2:** Address all safety hazards indentified by the Safety Resource Committee.

*Measurement:* Objective.

- List shall be compiled with action items and timelines by Safety and Training.

The Safety Resource Committee has effectively resolved 52 employee suggestions, and as of the November 5, 2014 meeting 11 open items remain.

**Standard 3:** Preventable workers compensation lost-time claims will not exceed 6 annually, and preventable medical-only claims will not exceed 10 annually.

*Measurement:* Objective.

- All work comp claims shall be duly investigated and reported by Finance and Administration.

**Fiscal Year 2010-11 Result: 10**

**Fiscal Year 2011-12 Result: 16 (includes 7 medical only)**

**Fiscal Year 2012-13 Result: 11**

**Fiscal Year 2013-14 Result: 9 (includes 5 medical only)**

Fiscal Year 2013-14 was a slightly better year for workers compensation claims. Additionally, for FY14-15 we changed third party administrators because of performance issues by the previous contractor. We are optimistic that claims handling has improved, which will have a positive impact on our incurred losses over time.

## Report on RTA Performance Standards

July 2014 through October 2014

**Standard 4:** Customer and Community perception of system safety will be at least 90%.

*Measurement:* Objective.

- As measured by community survey, which shall be conducted at least every two years.

The first comprehensive Customer Perception Survey was completed in 2013. We will complete the next survey as part of the Short Range Transit Plan in March 2015.

**Standard 5:** Total risk management costs shall not exceed 8.5% of total operating costs.

*Measurement:* Objective.

- Reported monthly by Finance and Administration in financials and YTD budget reports.

Fiscal Year 2011 Result: 5.1% of total operating costs

Fiscal Year 2012 Result: 7.5% of total operating costs

Fiscal Year 2013 Result: 7.6% of total operating costs

Fiscal Year 2014 Result: 8.2% of total operating costs

We are well under the goal FY10-11 through FY12-13. Fiscal Year 2013-14 results are higher as a result of significant claims that developed in prior year. This includes property, workers compensation, liability, and auto physical damage insurance costs.

### Regional Transit Authority Standards of Excellence: Human Resources

Our employees are the foundation of the organization. We will support our employees in achieving excellence through training and development, teamwork, and continuous efforts at effective communication while treating each with integrity and dignity

**Standard 1:** Recruit, promote and retain highly qualified employees to achieve our service standards.

*Measurement:* Subjective.

- Annual assessment by Executive Director and Department Heads.

The annual calendar year turnover rates for RTA are as follows:

2010 – 24%

2011 – 33%

2012 – 20%

2013 – 12%

**Standard 2:** Provide continuous development of organizational skills through ongoing training and development programs that result in personal and professional growth.

*Measurement:* Objective.

- Departments have submitted training needs with budget process.
- Maintenance: 30 Hours per technician annually.

## Report on RTA Performance Standards

July 2014 through October 2014

- Operations Supervisors: 24 Hours annually.
- Bus Operators: 8 Hours Annually
- Finance and Administration: 16 Hours per employee annually.

RTA is very fortunate to have an approved training budget over the last two years as we have emerged from the economic recession. It should be noted that this ongoing training is essential to what staff at RTA does on a daily basis to help both the organization and staff grow.

- Maintenance 40 Hours per technician annually – here are the six technicians training results for FY13-14:
  1. 54 hrs.
  2. 62 hrs.
  3. 54 hrs.
  4. 54 hrs.
  5. 54 hrs.
  6. 62 hrs.
- Operations Supervisors 24 Hours annually – Supervisor averaged 17 training hours in FY13-14.
- Bus Operators must complete a State-mandated minimum of 8 hours of Verification of Transit Training annually, which we achieved. However, we have recently implemented mandatory retraining after three months and six months from when new Bus Operators are placed into revenue service.
- Finance and Administration 16 Hours per employee annually – these hours are used by each employee in various ways based on their responsibilities and in consultation with their direct supervisor.

**Standard 3:** Enable our employees to achieve excellence in serving our customers by building teamwork and understanding effective communication within the organization.

*Measurement:* Subjective.

For the past two years, all employees must participate in a formal training program called Verbal Judo, which focused us how to communicate more effectively with each other and our customers. The next round of this Verbal Judo training will occur in January 2015. RTA staff also has bi-weekly staff meetings where we discuss general items that may affect other departments. Finally, the Executive Director and the three department heads meet weekly to ensure consistency in messaging and direction for the organization.

**Standard 4:** Employees will be evaluated annually in a fair and equitable way to judge performance and be provided a developmental plan for the next fiscal year.

*Measurement:* Objective.

## Report on RTA Performance Standards

July 2014 through October 2014

- Employee merit evaluations will be provided to each employee annually with the evaluation grading measurement of attainment of department objectives developed during the budget process and achievement of RTA's Standards and RTA's KPIs.

RTA currently completes formal annual evaluations for Administration and Management Staff. Bus Operators are evaluated based on the requirements of the collective bargaining agreement (CBA). Given that the CBA provides is some latitude for pay increases for Technicians in the shop, we instituted a formal evaluation this past fiscal year. Additionally both Technicians and Bus Operators are evaluated as part of the RTA Safety Awards program on their anniversary date.

### Regional Transit Authority Standard of Excellence: Fleet and Facility

We will operate and maintain a modern and clean fleet and facilities that will be pleasing to our customers and a source of pride for our employees and our communities.

**Standard 1:** Replace 100% of all revenue vehicles no more than 40% beyond the FTA-defined useful life standard in terms of years or miles.

*Measurement:* Objective.

- As reported by Finance and Administration.

As of October 31, 2014, the average RTA fixed route vehicle age (including new Paso Express fixed route vehicles) is just over 7 years with an average of slightly more than 332,000 mile. The design life of a fixed route bus is 12 years/500,000 miles. The average Runabout/Dial A Ride vehicle age (including new Paso DAR vans) is 3.5 years with an average of slightly more than 135,000 miles. The design life of a demand response van is 4-years/100,000 miles, so we are currently within the 40% beyond standard. The capital program is scheduled to be updated in 2015 as part of the Short Range Transit Plan update effort (the capital plan adopted by the Board as part of the previous SRTP was in July 2011).

**Standard 2:** Road calls will not exceed 5 per 100,000 miles of vehicle service miles. A road call is defined as all failures that affect the completion of a scheduled revenue trip or the start of the next scheduled revenue trip, including failures during deadheading and layover.

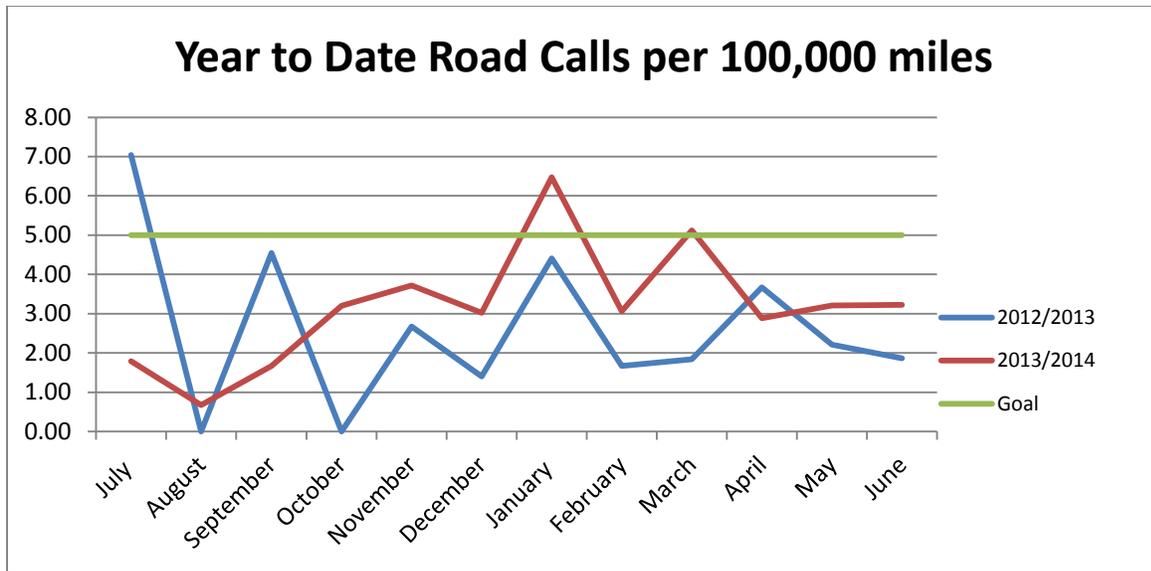
*Measurement:* Objective.

- As reported by the Maintenance Department.

This standard has been achieved or surpassed in all but two months over the past two fiscal years. The year-end average for FY12-13 was 2.61 and 3.17 in FY13-14 was. For over a year now, staff has been aligning and reporting to match the definition as listed in the National Transit Database. We will closely track this standard as our fleet ages and breakdowns appear to be happening more frequently.

## Report on RTA Performance Standards

July 2014 through October 2014



**Standard 3:** Maintain a clean, attractive fleet. Maintain our facilities so that they are safe and appealing to customers and employees.

*Measurement:* Subjective.

- As measured by employee and customer feedback.

To be included in the annual Community Perception Survey conducted as part of the S RTP update in March 2015.

**Standard 4:** Achieve an 80% favorable rating of bus stop appearance by customers and the communities that we serve.

*Measurement:* Objective.

- As measured in the biannual Community Evaluation conducted by Marketing.

To be included in the annual Community Perception Survey conducted as part of the S RTP update in March 2015.

**Standard 5:** Achieve all federal, state-mandated maintenance practices, as well as vendor recommended maintenance schedules for our fleet and facilities.

*Measurement:* Objective.

- No negative FTA or TDA audit findings.
- Preventative maintenance schedules for all equipment shall be done on a timely basis (3,000 mile intervals or as mandated by equipment OEM vendor).

There has been no negative FTA or TDA findings in the previous audits, with triennial audit completed during the 2013 and 2014 calendar years. Preventable maintenance has been

## **Report on RTA Performance Standards**

July 2014 through October 2014

completed on a timely basis with no CHP findings in 2013 and 2014. The next CHP audit is for scheduled for July or August 2015.

### **Regional Transit Authority Standards of Excellence: Leadership**

We will strive to be one of the nation's leading small transit operators. We will work to maintain collaborative relationships within the industry, our community, with our stakeholders and develop future leaders from within our organization.

**Standard 1:** Maintain cooperative relationships with federal, state and local funding agencies.

*Measurement:* Subjective.

- Will be reviewed by staff and RTA Board.

**Standard 2:** Develop partnerships with stakeholders, community leaders and decision makers keeping them well informed of the integral role of RTA and contributions to the communities that we serve.

*Measurement:* Subjective.

- To be evaluated and monitored by RTA Board.

**Standard 3:** Promote effective internal communications and promote the values of the organization.

*Measure:* Subjective.

- To be evaluated by Executive Director.

**Standard 4:** Provide effective leadership for public transportation within the County.

*Measurement:* Subjective.

- To be evaluated by Executive Director and RTA Board.