



SPECIAL MEETING AGENDA
REGIONAL TRANSIT ADVISORY COMMITTEE

Wednesday, January 13, 2016
2:30 p.m. – 4:00 p.m.
San Luis Obispo Ludwick Center
864 Santa Rosa Street
San Luis Obispo, CA 93401

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

Note: The San Luis Obispo Mass Transportation Committee will convene at 2:30 PM and begin conducting its normal business. The MTC will then invite RTAC to convene in joint session at approximately 2:40 PM.

1. CALL RTAC MEETING TO ORDER, ROLL CALL

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

Note: After RTAC accepts public comments, the RTAC Chair will turn over the gavel to the MTC Chair so that both committees can discuss and provide direction on the Joint Short Range Transit Plan interim documents.

3. JOINT RTAC/MTC DISCUSSION ON SHORT RANGE TRANSIT PLAN INTERIM DOCUMENTS. (ACTION)

Following the Joint RTAC/MTC discussion and direction on the SRTP, the RTAC will temporarily adjourn so that MTC can continue with its regular agenda. Once the MTC adjourns, RTAC will reconvene and conduct the business below.

4. ELECTION OF OFFICERS: Elect RTAC Chair & Vice Chair

A. INFORMATION AGENDA ITEMS:

- A-1 Executive Director's Report (Verbal)
- A-2 Member Comments/ Reports from Jurisdictions (Verbal)
- A-3 Review FY15-16 Budget Assumptions & Discuss FY16-17 Budget Calendar (Receive)

B. ACTION AGENDA ITEMS:

- B-1 None

C. CONSENT AGENDA ITEMS:

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

- C-1 RTAC Minutes of October 15, 2015 (Approve)

D. ADJOURNMENT

Next Meeting: **April 21, 2016**

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

January 13, 2016

STAFF REPORT

AGENDA ITEM: A-3

TOPIC: Review FY15-16 Budget Assumptions
& Discuss FY16-17 Budget Calendar

ACTION: Receive

PRESENTED BY: Geoff Straw

STAFF RECOMMENDATION: Receive

Proposed Budget Calendar for FY16-17

February 10 Detailed budget assumptions and revenue forecast to Executive Committee.

March 2 Obtain Board concurrence on proposed draft budget assumptions.

March 2 Provide mid-year FY16 Budget data to Board with any recommended budget amendment.

March 31 Based on feedback from Executive Committee draft FY17 Budget Draft complete.

April 13 Draft FY17 Budget presentation to Executive Committee

April 21 Formal FY17 Budget presentation to RTAC

May 4 Final Board Budget presentation; Board adoption of FY17 Budget

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

March 4, 2015

STAFF REPORT

AGENDA ITEM:	B-1
TOPIC:	Fiscal Years 2016 and 2017 Budget Assumptions
ACTION:	Approve Budget Assumptions
PRESENTED BY:	Geoff Straw
STAFF RECOMMENDATION:	Approve Budget Assumptions to enable staff to begin development of FY15-16 & FY16-17 Operating Budget

BACKGROUND/DISCUSSION:

The following report outlines staff's recommended budget assumptions for RTA's Fiscal Year 2015-16 and 2016-17 Operating Budget, and it is the first step in the development of our operating budget and operating program. It should be noted that RTA is again developing a two-year operating budget and five-year capital budget. As in past years, only the first year would be financially-constrained, while the out-years should be considered advisory. Upon the Board's guidance and approval of these assumptions, staff will prepare a detailed report along with preliminary budget numbers for presentation to the Executive Committee at their April 15th meeting prior to the final draft budget presentation to the Board in May.

Objectives

- Maintain service levels and hours of service that meet the demand of our customers and communities through the effective and efficient delivery of RTA Fixed Route and Runabout core services.
- Continue to monitor reserves using the adopted policy from May 2014.
- Continue to work with the SLOCOG efficiencies committee in evaluating region-wide service efficiencies.
- Evaluate options and provide analysis on the 5-year capital improvement program and methods to fund these needs.
- Address overcrowding on Fixed Route runs during peak travel periods.
- Address a projected slight increase in demand for Runabout service.
- Implement RTA's strategy to develop a long-term administrative, operations and maintenance facility.

Revenue

- SLOCOG is working on State Transit Assistance (STA) funding projections for FY15-16. Once those targets are more firmly established, RTA will assume a proportional change in overall STA funding in our FY15-16 budget, and will budget the same amount for FY16-17.
- Staff is not recommending a fare program change for FY15-16, although we may have to consider changes if TDA or other funding shortfalls emerge.
- Fare revenue is projected to be \$1,225,000 (farebox and pass sales revenue only) for FY15-16 – roughly 4.2% higher than the \$1,175,000 originally projected in the second year of the current two-year operating budget.
- RTA will cease operating two weekday roundtrips on Route 83 service to Fort Hunter-Liggett on March 6, 2015. RTA operated this service under contract for Monterey-Salinas Transit since December 2010, and we budgeted \$105,080 in special events/other revenue (counted as fares) in FY14-15.
- Federal Transit Administration (FTA) Section 5307, 5311 and 5339 operating funding for FY15-16, and capital funding for FY15-16 and FY16-17 will be presented as previously presented. Should authorizations for federal transportation programs under the MAP-21 successor legislation increase or decrease for any of these programs, staff would adjust these assumptions accordingly.
- RTA was awarded a total of \$800,000 in FTA Section 5316 JARC funding for FY14-15 to support Route 10 operations and North Coast services (RTA Route 15 and related Runabout). However, it was the last award of discretionary JARC funds, which have been eliminated. Staff is reviewing service options on Route 15 that would reduce the miles operated by approximately 20%, while revenue hours would remain the same, by operating a deviated fixed route service. The real cost savings would result from the 100% reduction in Runabout services between Morro Bay and Cambria. Staff has been successful in obtaining FTA Section 5307 operating funding from the South County to offset the impact on the Route 10.
- FTA Section 5307 operating funding from the City of Santa Maria for Route 10 will be budgeted based on meetings with SBCAG and the City of Santa Maria. Staff is confident in continued funding for Route 10 operations.
- FY14-15 LTF revenue was budgeted at \$4,133,461. Once the FY15-16 targets are further refined by the County Auditor and SLOCOG, RTA will present a proportional increase/decrease in overall LTF funding in our FY15-16 budget and a similar increase/decrease in the FY16-17 budget. Should there be a budget shortfall due to the loss of funding in either fiscal year, staff would evaluate and make appropriate recommendations on a potential budget amendment or use of reserve funds.
- Staff will continue to explore new revenue resources at the federal, state, and local levels.

Expenses

- Staff assumed two additional express trips on the Routes 9 and 10 in the latter part of FY14-15. For FY15-16 service levels, the total number of revenue service hours, miles and span of service for RTA Fixed Route services will be budgeted at annualized levels assumed in FY14-15. A caveat is that additional express runs might be necessary on Routes 9 and 10 to meet increasing demand and to reduce overcrowding during peak travel periods. If this additional service becomes necessary, staff would seek a budget amendment to address those service demands during the fiscal year.
- As mentioned above in the Revenue section, RTA will not operate and partially subsidize the Route 83 service to Fort Hunter-Liggett in FY15-16. In FY14-15, we budgeted \$172,310 in operating expenses for this service.
- Runabout service hours and miles are projected to require a minimal increase based on recent demand trends. This reflects a change from the past two fiscal years, which required significant Runabout service level increases due to burgeoning demand. In short, it will be less than what was previously presented during the FY14-15 budget presentation as projected for Runabout in FY15-16.
- Should staff be unable to secure adequate funding to operate core Fixed Route and Runabout service levels, a reduction of service would be proposed and/or a potential increase in LTF funding would be requested for the Board's consideration.
- Detailed miles/hours and span of service for each fixed route and Runabout will be provided with the draft budget. In addition, detailed budgets based on miles/hours and span of service will be provided separately for SLO County Services and North County Consolidated Services.
- Staff will use the 2015-17 RTA Strategic Business Plan, the 2010 Fixed Route Performance Standards, the 2012-15 RTA Service Improvement Program, as well as the findings from the 2010 Short Range Transit Plan, to evaluate potential efficiencies and with Board concurrence implement efficiencies during the course of the two fiscal years.
- Fuel consumption and price will be budgeted conservatively; diesel fuel will be budgeted at \$4.10 per gallon. Included in the fuel line item will be diesel exhaust fluid (DEF), used to lower diesel exhaust emissions on the newer Fixed Route vehicles.
- CalTIP liability premiums will be increased 10% annually.
- Workers Compensation premiums are projected to increase 18%, with the realization that workers compensation for transit services is especially challenging statewide. Staff will be working with our broker on this in an effort to obtain a better number prior to April. We continue to work with our employee committee that has evaluated work comp injuries and has initiated a proactive program to address the number of claims and severity of the claims that we have

had during the last year. It is expected that this effort will hasten the return of employees back to work following lost-time work-related injuries.

- For FY15-16 core RTA services, the number of budgeted positions will remain essentially the same as FY14-15. To ensure that only those persons truly eligible for the service are initially registered or re-registered, staff will include the additional resources of a part-time staff position to conduct functional assessments as part of the Runabout application process. This person or persons would also provide mobility training for disabled persons who are able to use Fixed Route services for some or all of their travel needs. Prior to beginning the recruitment process, RTA will complete an internal “360 review” of the organizational structure so these new functional assessment responsibilities are assigned to the appropriate position. Should revenue projections in April 2015 indicate that FY15-16 revenue is down, there will be a requisite reduction in the number of FTE’s and service levels based upon projected revenue.
- For FY15-16, the overall number of budgeted positions for the North County and SLO County services will remain the same. It should be noted that the marginal costs and revenues the services will be treated in the budget the same way as FY14-15: as separate and distinct columns.
- Staff is still closely monitoring the anticipated impacts of the Affordable Care Act on both the number of employees and the costs of per-employee healthcare costs. For budget-making purposes, staff is assuming an 8% annual increase for healthcare costs for each of the next two fiscal years.
- Based on the current projected funding, a 2% annual inflationary adjustment will be budgeted for non-union employees; the new four-year Collective Bargaining Agreement has already identified annual increases based upon longevity for Bus Operators and Mechanics. Employees within the salary range for their position will be eligible for a step merit increase subject to performance assessments.
- RTA will work with SLOCOG staff and members of the Regional Efficiencies Committees to evaluate efficiencies in the provision of service throughout the county.

Proposed Budget Calendar

February 11	Detailed budget assumptions and revenue forecast to Executive Committee
March 4	Obtain Board concurrence on proposed draft budget assumptions
March 4	Provide mid-year FY14-15 Budget data to Board with any recommended budget amendment.
March 31	Based on feedback from Executive Committee draft FY15-16 Budget Draft complete.
April 15	Draft FY15-16 Budget presentation to Executive Committee

April 16 Formal FY15-16 Budget presentation to RTAC

May 6 Final Board Budget presentation; Board adoption of FY15-16 Budget

Staff Recommendation

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

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
REGIONAL TRANSIT ADVISORY COMMITTEE
October 15, 2015
MINUTES
C-1**

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

1. Call Meeting to Order, Roll Call:

Mr. Michael Seden-Hansen called the meeting to order at 2:06 p.m. Roll call was taken; a quorum was present.

2. Public Comments:

Mr. Geoff Straw welcomed **Ms. Cheryl Andrus** of Cal Poly.

A. Information Agenda Items

A1. Executive Director's Report (Receive) : **Mr. Straw** outlined the Coordinated Human Services Transportation Plan draft recommendations presented at the Mobility Summit and timeline for the next steps in the Plan. He noted that Runabout transported 45,000 rides last year, while another 9,000 rode fixed route buses fare-free. We need to capture data regarding how many of those Runabout-eligible riders are taking fixed routes on RTA, SCT, Paso Express and SLO Transit. He provided a status report on the ITS system implementation and new website. RTA launched a new weekday Route 10x service during peak hours that travels

between Morro Bay and Orcutt and serves the SLO airport. We will receive four (4) 1999 Over-the-Road (OTR) coaches that will be used only on express routes. They are 45 feet long and seat 57 passengers. They should be in revenue service in January or February.

Mr. Phil Moores provided an update on the Bus Rodeo that took place on September 20 at the RTA facilities. He invited RTAC members to be judges next year.

Mr. Straw said SCT just ratified a Collective Bargaining Agreement with Teamsters 986. The committee discussed challenges in finding qualified driver candidates.

Mr. Shaw concluded his report.

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

Mr. Eric Greening said the Coordinated Human Services plan presented at the Mobility Summit is not just about Paratransit. It is about disabled, seniors and low income individuals who ride fixed routes. Span of service is of particular concern and an unmet need of low-income riders.

Ms. Janeen Burlingame said the trolley season ended and Morro Bay Transit is down to a few drivers. The city has been looking for a volunteer organization to help transport seniors through a program similar to one in Cambria. They are putting together a draft agreement for this service with a February 2016 target start date.

Ms. Andrus discussed the loss of student parking on the Cal Poly campus. The parking lots are full. Students and staff are still working out this process with this issue.

Ms. Dawn Patterson said Atascadero recently hired a new part-time dispatcher and new Dial-a-Ride driver. We are still feeling the effects of being the only pass outlet in North County. **Mr. Straw** informed the committee that Paso Robles has agreed to begin sell passes at the City Hall Annex, directly across from the Transit Center.

Mr. Gamaliel Anguiano said SLO Transit is seeing record ridership, currently up 17%. We are now dispatching shadow vehicles to known overcrowding spots when necessary. Our purchase order to Gillig for three new vehicles was approved, but the company is back-logged. We will not receive our first new bus until April 2017.

Mr. Moores announced SCT Board next week will consider launching Route 26 and a fare increase to begin in February 2016. We are working on a new logo and replacing many of the old, outdated bus stop signs. We are researching ways to modify Routes 21 running times to provide proper breaks and relief for bus operators.

A3. Review Comments on Short Range Transit Plan Service Alternatives (Receive):

Mr. Straw presented Working Paper Four of the Joint Short Range Transit Plan and a five page summary of RTAC committee input to date. The consultants will redo the paper based upon feedback, with more alternatives and some quantitative numbers.

Mr. Greening noted the report needs more clarity of proposed changes throughout the report. The committee reviewed and discussed the feedback by RTA route and region to be submitted

to the consultants. **Mr. Todd Katz** suggested having maps of current and proposed changes on the same page as a way to better compare. **Ms. Eliane Wilson** recommended also listing pros and cons of each recommendation as a way to see the bigger picture.

Mr. Greening wanted to know what public outreach efforts will be made regarding any proposed changes. **Mr. Straw** said he and staff will attend city council meetings and perform other duties as needed.

Mr. Straw next outlined some ideas regarding Runabout service strategies. Among these are ways to reduce costs and ensure proper certification and recertification of riders. He asked if the committee has other areas of concern.

Mr. Katz voiced concerns about drivers not having enough time for breaks and lunch. **Ms. Wilson** pointed to the top bullet on page 29 regarding a RouteMatch report for non-productive time. **Mr. Moores** agreed this report would be handy.

Mr. Greening pointed to Appendix A and B and asked if these are the kinds of questions staff would ask prospective Runabout applicants. He inquired about the sequence of events in the application process. **Mr. Straw** said these are the initial pre-screening questions in the certification process. Staff would then set up the functional assessment interview and travel training. **Mr. Anguiano** suggested rephrasing some of the questions so that the prospective applicant volunteers information (i.e., How far can you walk or propel yourself?) The committee discussed service animals and how bus operators should handle this situation when presented.

The committee next talked about the need to flush out specific demographics, service area and county populations that showcase similarities and differences between RTA and transit agencies in other geographic locations.

Mr. Straw observed, and the committee discussed, the need for better connections between RTA and SLO Transit at the downtown Transit Center, including possible impacts to the Cal Poly student body class schedules.

Mr. Straw asked the committee to submit any and all alternatives by next Tuesday, so he could provide the comprehensive list to the consultants next Wednesday.

B. Action Agenda Items

B1. Fiscal Year 2015-16 Budget Amendment: **Mr. Straw** briefly presented the Budget Amendment, pointing out there will be no financial impact on the jurisdictions. Six are carry-overs and one is a repurpose from the previous year. He asked for RTAC recommendation for Board approval.

Mr. Straw concluded his report

Mr. Gamaliel Anguiano moved to approve Action Agenda Item B1 and **Ms. Dawn Patterson** seconded. The motion carried with a voice vote with no oppositions

C. CONSENT AGENDA ITEMS:

C-1 RTAC Minutes of 4-16-15 (approve)

Mr. Phil Moores moved to approve the minutes and **Mr. Eric Greening** seconded. The motion carried with a voice vote with **Ms. Janeen Burlingame** and **Ms. Cheryl Andrus** abstaining and no oppositions.

D. ADJOURNMENT:

Mr. Seden-Hansen adjourned the meeting at 4:01 p.m.

Next RTAC Meeting: **January 21, 2016**

Respectfully Submitted:

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