



RTA BOARD AGENDA

Wednesday, May 2, 2018 at 8:30 AM
BOARD OF SUPERVISORS' CHAMBERS
COUNTY GOVERNMENT CENTER
1055 Monterey Street, San Luis Obispo, California 93401

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

President: Tom O'Malley

Board Members:

John Peschong (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)
Tim Brown (Arroyo Grande)

Vice President: Dan Rivoire

Tom O'Malley (Atascadero)
John Shoals (Grover Beach)
John Headding (Morro Bay)
Fred Strong (Paso Robles)
Ed Waage (Pismo Beach)
Dan Rivoire (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 (including Limited English Proficiency [LEP]) by contacting the RTA offices at 781-4833. Please note that 48 hours advance notice will be necessary to honor a request.

FLAG SALUTE

CALL TO ORDER AND ROLL CALL

PUBLIC COMMENT: The Board reserves this portion of the agenda for members of the public to address the San Luis Obispo Regional Transit Authority 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.

A. INFORMATION AGENDA

- A-1 Executive Director's Report (Receive)
- A-2 Update on New Employee Handbook (Receive)
- A-3 Consolidation Update (Receive)
- A-4 Ride-On presentation on Travel Management Coordination Center project (Receive)

B. ACTION AGENDA

- B-1 Fiscal Year 2018-19 Operating and Capital Budget (Approve)
- B-2 Designation of the RTA as a CTSA (Approve)

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 March 7, 2018 (Approve)
- C-2 Draft RTAC Minutes of April 17, 2018 (Information)
- C-3 Strategic Business Plan Performance Measures through February 2018 (Receive)
- C-4 Contract with AGP Video Production of Board Meetings (Approve)
- C-5 Youth Ride Free Summer Promotion (Approve)
- C-6 Amended Contract with Executive Director (Approve)
- C-7 Agreement for County Grant for Beach Trolley (Approve)
- C-8 Incidental Use of County Library Restrooms MOU (Approve)

D. CLOSED SESSION: None

E. BOARD MEMBER COMMENTS

Adjourn RTA Board meeting, and reconvene as the SLOCOG Board

Next regularly-scheduled RTA Board meeting on July 11, 2018

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

May 2, 2018

STAFF REPORT

AGENDA ITEM: A-1

TOPIC: Executive Director's Report

PRESENTED BY: Geoff Straw, Executive Director

STAFF RECOMMENDATION: Accept as Information

BACKGROUND/DISCUSSION:

Construction Progress and Mitigations Monitoring for Paso Bus Parking Yard:

The Paso Robles bus parking yard construction project broke ground on November 6, 2017, and the final electrical connection by PG&E remains as the only unfinished element. A construction-related mitigations close-out report will be provided at the July 2018 Board meeting, as required in the Mitigated Negative Declaration determination report adopted at the September 14, 2016 RTA Board meeting. The Mitigated Negative Declaration also requires staff to provide annual operations-related mitigations monitoring for five years following project implementation.

Operations:

At a special March 21st meeting, the SoCo Transit Board of Directors took further action to consolidate into the RTA. Staff continues to schedule presentations at each RTA and SoCo Transit jurisdiction with the intent of soliciting comments on the revised/restated RTA Joint Powers Agreement. Once comments are incorporated in a final JPA document, staff will seek ratification on the new JPA from each jurisdiction – as well as termination of the existing SoCo Transit JPA from the South County jurisdictions. The planned consolidation will be effective January 1, 2019.

The Employee of the Quarter BBQ and Grand Opening of the Paso Robles Bus Parking Yard is scheduled for April 27th. Staff will announce the winner of this award at the May 2nd Board meeting.

Unfortunately, we received no bids for the design, engineering and construction services to improve the Government Center passenger facility that was advertised in March 2018. As a result, we published a separate design/engineering services RFP on April 4th, with bids due on April 25th. Although separating design/engineering from construction may result in slightly higher costs (in comparison to design/build, as originally envisioned), we are hopeful the separation will result in greater vendor interest. Staff will provide an update at the May 2nd Board meeting.

Below is an update on recent personnel changes at the RTA and at SoCo Transit, as follows:

- In order to address on-going Bus Operator recruitment and training challenges, we eliminated the Special Projects Coordinator position in late-April and redirected those budgeted financial resources to bolster our training program. Please welcome long-time RTA Supervisor Luke Houston as the new full-time RTA Transit Trainer, who was selected from a great slate of four internal candidates. Luke was one of four Supervisors and two Bus Operators who have completed TSI certification to conduct classroom and/or line-instructor training on an as-needed basis.
- On a sadder note, Supervisor Mark Diamond gave a month notice that he is leaving our company. Mark has long planned to move out of state to be closer to his grandchildren, and his last day is April 28th. We will miss him, and we wish him well.
- Mark's departure and Luke's promotion opened up two vacancies in the Supervisor ranks. Join me in welcoming Grace Griego and Nick Skochko as new Supervisors. They were selected from strong field of ten internal candidates, and they will assume their new positions on May 6th.
- A Bus Operator training class of two trainees began on April 11th, with graduation slated for May 18th. Even after Glenn and Ericka complete their comprehensive six-week training program, we will still have five unfilled Bus Operator openings at the RTA (two due to Grace and Nick's promotions) and one at SoCo Transit.

Staff is working with County officials for our Bus Operators to possibly use the Library restrooms during late evening and weekend hours. If we can iron out our roles and responsibilities, we will bring an agreement to a future RTA Board meeting.

Service Planning & Marketing:

Staff has finalized the RTA Bus Garage Design and Engineering procurement documents. We anticipate completing the FTA grant process in early May, and advertising the Request for Qualifications document in late-spring/early-summer. This design/engineering project is being funded with FTA Section 5307 funds, with local match provided by the new Senate Bill 1 – Road Repair and Accountability Act (SB-1) funds.

We released a new television commercial in late-March that features RTA, SoCo Transit and Paso Express services. It is currently showing on Charter Cable stations – in both English and Spanish (depending on the channel).

Staff has also posted a new How to Ride animation on our website that might appeal to Millennials or others who learn best with animation examples. Staff would appreciate

any feedback from Board members and jurisdiction staff on this new animation as well as the existing video accessible from our website.

The County-funded Avila-Pismo Beach Trolley began seasonal operations on April 6th. This year's Beach Trolley route is slightly revised, and includes new service to Avila Village at the Avila Bay Athletic Club. Staff wishes to thank Supervisor Adam Hill for "sponsoring" the Beach Trolley using a portion of his office's Community Funds to supplement fare revenues, which will help meet SLOCOG's farebox recovery ratio requirement. See Agenda Item C-7 for details. We also wish to thank the Avila Foundation for its continued financial support and planning/marketing assistance.

Finance and Administration:

Unfortunately, our FTA Section 5339 grant proposal for our planned Bus Garage facility was not selected for funding. I believe that our grant application was ranked relatively low because our NEPA/CEQA documents were not fully cleared when our proposal was submitted in August 2017 – so I am hoping we will have a better chance in the next round.

The USDOT published a new Better Utilizing Investments to Leverage Development (BUILD) notice of funding opportunity on April 20th. Staff is researching the whether or not our Bus Garage project would rank well, since we would be competing against many large roadway projects that have a much higher local match than the RTA could feasibly provide. The BUILD program essentially replaced the Transportation Investment Generating Economic Recovery (TIGER) program, although at \$1.5 Billion, it is three times the size of the 2017 TIGER amount. Unfortunately, it is not yet clear if any priority is being given to transit projects in BUILD; no transit projects were funded in 2017 despite over \$6 Billion of transit requests. If we believe we have a fighting chance to obtain BUILD funding, staff will ask the RTA Board to pass a resolution of support for the grant proposal at the July 11th meeting in time for the July 19th deadline.

In response to staff's request, the SLOCOG Board recently reduced the farebox recovery ratio (FRR) requirement in the Arroyo Grande – Grover Beach Urbanized Area from 20% to 15% pending SoCo Transit's planned consolidation into the RTA. In addition, SLOCOG slightly altered the formula used to calculate the RTA's blended urban/rural farebox; it now uses route miles instead of service hours. The FRR requirement was also lowered in the Paso Robles – Atascadero Urbanized Area to the State-allowed 15%. All of these changes have a five-year limit so that SLOCOG staff can evaluate the impacts over time.

Staff continues to engage California Air Resources Board and SLO Air Pollution Control District staff members in discussions on the proposed draft Innovative Clean Transit regulation, which requires the purchase of zero-emission buses. Because we operate fewer than 100 buses, the RTA would not be subject to the initial 2020 or 2022 mandates. However, the third phase in 2026 requires 75% of all new bus purchases must be zero-emission, and the 2029 requirement is that 100% of all new bus

purchases be zero-emission. This aggressive plan would have a profound impact on transit agencies, both in the terms of the capital infrastructure costs associated with electrifying our fleet and possible operating impacts due to limited range of current battery electric bus technologies. We will continue to work with our partners at the California Transit Association and CalACT to ensure the ARB understands staff's grave concerns about this unfunded mandate. Two of the California Transit Association's sponsored bills address staff's concerns, as summarized below (based on an April 23rd review):

- AB-3201 (Daly), which would clarify the Legislature's support for a well-funded and stable transition to a zero-emission transit bus fleet by ensuring transit agencies retain access to vital incentive funding.
- SB-1434 (Leyva), which would support and accelerate the deployment of battery-electric transit buses by requiring the California Public Utilities Commission to initiate a ratemaking proceeding that addresses the high cost of electricity as a fuel.

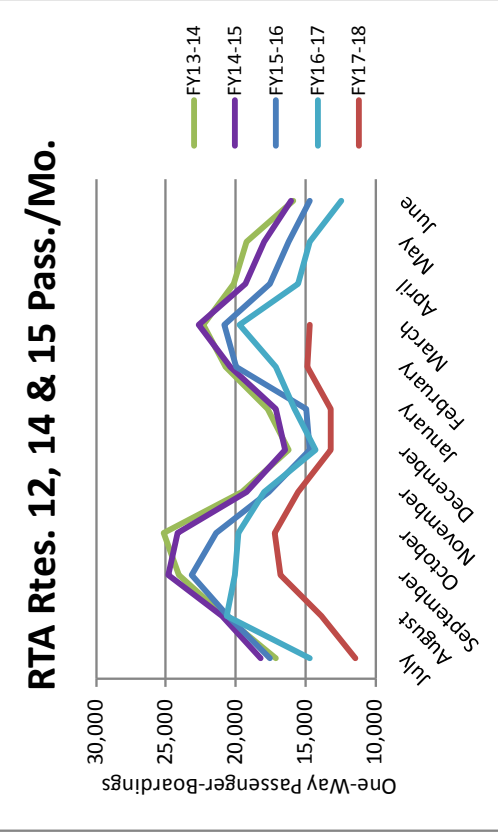
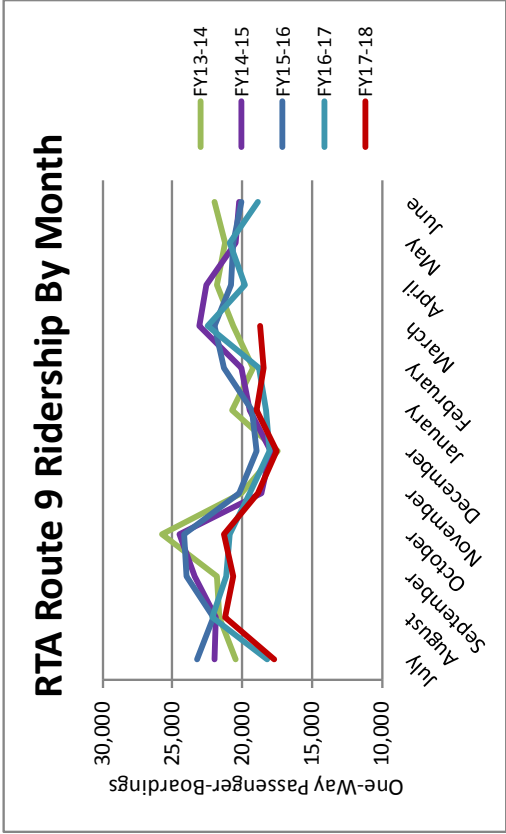
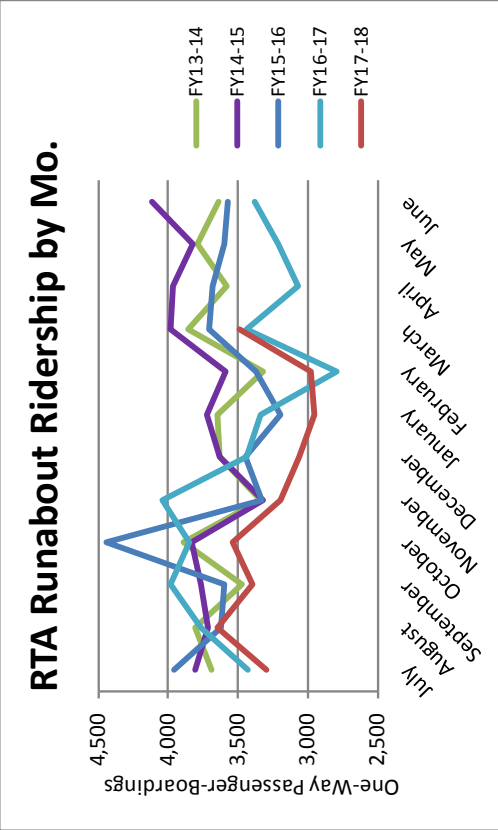
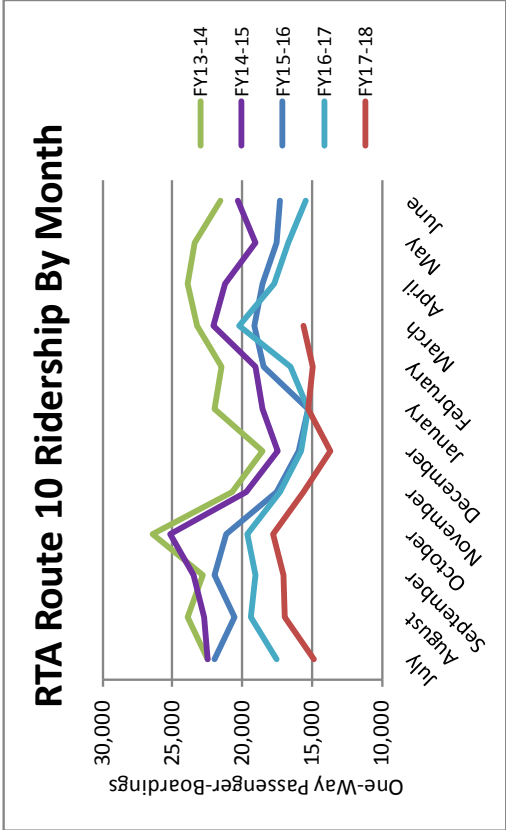
Detailed fixed route and Runabout financial and operating results through March 31st – the first nine months of the fiscal year – are provided in the tables at the end of this report and summarized below:

- In terms of overall non-capital expenses, we are slightly below budget – 68.4% of budget through 75% of the fiscal year. Notable large-tickets variances include labor (combined 93.2% of YTD budget), fuel (85.9% of YTD budget), and total vehicle maintenance (86.5% of YTD budget). As will be discussed in Agenda Item B-1, any savings realized at the end of FY17-18 will be carried over into the next budget year – which helps conserve limited TDA funds at the jurisdiction level.
- RTA core fixed-route ridership totaled 541,797 through the end of March 2018. In comparison, ridership for the same period last year was 577,085, which represents a year over year decline of 6.1%. Year to date ridership on the Route 9 SLO – Paso Robles service is up 0.5% in comparison to the same nine months in FY16-17. More specifically, the weekday Route 9 ridership is down 0.2%, but it is up 10.4% on Saturdays and 3.6% on Sundays. Ridership on weekdays, Saturdays and Sundays continues to be down across the board on the other four fixed routes, as follows:
 - Route 10 SLO – Santa Maria: down 8.2% overall
 - Route 12 SLO – Morro Bay – Los Osos: down 8.6% overall
 - Route 14 SLO – Cuesta College: down 26.1% overall
 - Route 15 North Coast: down 5.5% overall

A January 2018 UCLA study (“Falling Transit Ridership: California and Southern California”) completed for the Southern California Association of Governments

concluded that increasing car ownership over the past ten years is emerging as a larger contributor to transit ridership declines than had previously been assumed in California (and particularly in Southern California). This was found most significant among low-income households that had traditionally supplied the most frequent transit users. The authors also concluded that fuel prices, service levels and “disruptive services” like Lyft and Uber do not have the impacts on ridership than had previously been assumed.

- Runabout ridership totaled 29,567, which is 7.8% lower than the total from the first nine months of the previous year (32,075). The majority of this decline is due to the change in Tri-County Regional Center clients’ ridership, which started in February 2017. However, Runabout has experienced a recent uptick in the months of February and March 2018, as depicted in the graphic on the next page. Staff will continue to monitor Runabout ridership to determine if this is an emerging trend.



	Adopted Budget FY 2017-18	February Actual	March Budget	March Actual	March Variance	Year to Date FY 2017-18	Percent of Total Budget FY 2017-18
Administration:							
Labor							
Hours	77,750	5,534	6,479	6,107	372	52,764	67.9%
Miles	1,722,730	123,775	143,561	137,089	6,472	1,188,583	69.0%
operations cost		66,756	71,283	68,602	2,680	632,569	74.0%
operations cost		36,041	39,823	51,489	(11,666)	49,974	70.5%
operations cost						358,267	75.0%
operations cost						17,200	99.8%
Property Insurance	17,240	-	-	-	-	-	-
Professional Technical Services	99,990	1,285	8,333	-	8,333	34,870	34.9%
Professional Development	37,670	3,139	490	490	2,649	22,778	60.5%
Operating Expense	270,460	19,260	22,538	20,278	2,261	189,239	70.0%
Marketing and Reproduction	90,720	3,997	7,560	3,462	4,098	76,481	84.3%
North County Management Contract	(41,850)	(3,488)	(3,488)	(3,488)	-	(31,388)	75.0%
County Management Contract	(85,230)	(7,103)	(7,103)	(7,103)	-	(63,923)	75.0%
SCT Management Contract	(119,270)	(9,939)	(9,939)	(9,939)	-	(89,453)	75.0%
Total Administration	1,673,930	106,810	132,147	123,792	8,354	1,196,614	71.5%
Service Delivery:							
Labor - Operations	4,245,580	323,658	353,798	325,568	28,231	2,912,072	68.6%
Labor - Operations Workers Comp	479,910	-	-	-	-	338,120	70.5%
Labor - Maintenance	989,230	79,734	82,436	78,895	3,541	713,161	72.1%
Labor - Maintenance Workers Comp	140,430	-	-	-	-	98,954	70.5%
Fuel	1,054,460	72,994	87,872	80,153	7,718	679,704	64.5%
Insurance	615,000	52,210	51,250	52,210	(960)	469,311	76.3%
Special Transportation (for SLOCAT and Paso)	43,900	2,968	3,658	3,994	(336)	32,968	75.1%
Avila Trolley	69,900	-	-	-	-	29,812	42.6%
Maintenance (parts, supplies, materials)	636,610	46,839	53,051	40,695	12,356	403,633	63.4%
Maintenance Contract Costs	92,100	4,273	7,675	4,907	2,768	69,056	75.0%
Total Operations	9,367,140	582,676	639,740	586,423	53,317	5,746,790	68.7%
Capital/Studies:							
Computer System Maintenance/Upgrades	52,220	1,361	30,500	30,450	50	35,926	68.8%
Miscellaneous Capital	32,540	-	-	-	-	17,452	53.6%
Facility Improvements	42,010	-	-	-	-	-	0.0%
Maintenance Equipment	33,500	-	-	-	-	-	0.0%
Specialized Maintenance Tools	6,600	-	-	-	-	1,158	17.6%
Desks and Office Equipment	163,510	25,646	-	-	-	102,139	62.5%
Vehicle/ITS/Camera System	295,100	-	-	-	-	89,906	30.5%
Bus Stop Improvements/Bus Stop Solar Lighting	126,000	-	-	-	-	-	0.0%
Bus Rehabilitation	751,480	27,007	30,500	30,450	50	246,582	32.8%
Total Capital Outlay	120,490	-	10,041	-	10,041	-	0.0%
Contingency	30,490	1,398	2,541	1,548	993	15,651	51.3%
Interest Expense	200,600	-	-	-	-	100,298	50.0%
Loan Paydown	1,831,420	156,646	1,000	653	348	51,208	2.8%
Elks Lane Project	859,830	20,529	27,500	27,132	368	356,264	41.4%
Paso Property Improvements	246,350	20,529	20,529	20,529	-	184,763	75.0%
Management Contracts	14,081,730	895,067	863,998	790,527	73,471	7,896,169	56.1%
TOTAL FUNDING USES	10,738,400	711,413	804,998	732,292	72,705	7,143,817	68.4%
TOTAL NON-CAPITAL EXPENDITURES							

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
YEAR TO DATE THRU MARCH 31, 2018
CURRENT FISCAL YEAR - 2017/2018**

	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 SERVICES	RT 7 PASO EXPRESS ROUTE A	RT 8 PASO EXPRESS ROUTE B	TOTAL PASO EXPRESS FIXED ROUTE	PASO EXPRESS DIAL A RIDE	RUNABOUT	SYSTEM TOTAL
REVENUES:												
FARES	\$ 289,988	\$ 280,981	\$ 195,267	\$ 14,142	\$ 23,393	\$ 803,772	\$ 48,433	\$ 49,147	\$ 97,580	\$ 4,845	\$ 105,065	\$ 1,011,262
TOTAL ROUTE REVENUES	\$ 289,988	\$ 280,981	\$ 195,267	\$ 14,142	\$ 23,393	\$ 803,772	\$ 48,433	\$ 49,147	\$ 97,580	\$ 4,845	\$ 105,065	\$ 1,011,262
EXPENDITURES:												
ADMINISTRATION	\$ 261,639	\$ 214,347	\$ 142,961	\$ 14,527	\$ 55,577	\$ 689,050	\$ 12,870	\$ 12,677	\$ 25,547	\$ 5,792	\$ 520,536	\$ 1,240,924
MARKETING	28,982	23,682	15,793	1,759	6,143	76,357	62	62	123	-	-	76,481
OPERATIONS/CONTINGENCY	844,947	709,885	461,332	46,355	185,384	2,247,902	216,205	213,877	430,082	90,867	1,517,865	4,286,717
FUEL	177,395	172,759	96,758	9,946	46,786	503,644	19,664	19,893	39,557	3,308	118,986	665,496
INSURANCE	104,728	102,001	57,134	5,817	45	269,725	12,422	12,582	25,004	3,404	130,756	428,889
TOTAL EXPENDITURES	\$ 1,417,691	\$ 1,222,673	\$ 773,978	\$ 78,404	\$ 321,534	\$ 3,786,679	\$ 261,223	\$ 259,090	\$ 520,313	\$ 103,371	\$ 2,288,143	\$ 6,698,507
FAREBOX RATIO	20.5%	23.0%	25.2%	18.0%	7.3%	21.2%	18.5%	19.0%	18.8%	4.7%	4.6%	15.1%
SERVICE MILES	272,736.0	265,595.3	148,760.2	15,060.2	71,979.8	774,131.4	32,160.2	32,788.7	64,948.9	8,852.0	340,651.0	1,188,583.3
SERVICE HOURS	10,180.8	8,339.5	5,561.2	563.4	2,166.1	26,810.9	2,342.9	2,329.8	4,672.7	1,047.1	20,233.0	52,763.6
RIDERSHIP (Automatic Counters)	199,593	174,321	135,465	16,318	16,100	541,797	41,693	41,788	83,481	2,188	29,567	657,033
RIDERS PER MILE	0.73	0.66	0.93	1.08	0.24	0.70	1.30	1.27	1.29	0.25	0.09	0.55
RIDERS PER HOUR	19.4	20.9	24.9	29.0	8.1	20.2	17.8	17.9	17.9	2.1	1.5	12.5
COST PER PASSENGER	\$ 7.10	\$ 7.01	\$ 5.71	\$ 4.80	\$ 19.97	\$ 6.99	\$ 6.27	\$ 6.20	\$ 6.23	\$ 47.24	\$ 77.39	\$ 10.20
SUBSIDY PER PASSENGER	\$ 5.65	\$ 5.40	\$ 4.27	\$ 3.94	\$ 18.52	\$ 5.51	\$ 5.10	\$ 5.02	\$ 5.06	\$ 45.03	\$ 73.83	\$ 8.66
RIDERSHIP (GFI Fareboxes)	173,437	141,767	110,302	8,812	11,710	446,028	37,024	36,435	73,459	2,188	29,567	551,242
RIDERS PER MILE	0.64	0.53	0.74	0.59	0.16	0.58	1.15	1.11	1.13	0.25	0.09	0.46
RIDERS PER HOUR	17.0	17.0	19.8	15.6	5.4	16.6	15.8	15.6	15.7	2.1	1.5	10.4
COST PER PASSENGER	\$ 8.17	\$ 8.62	\$ 7.02	\$ 8.90	\$ 27.46	\$ 8.49	\$ 7.06	\$ 7.11	\$ 7.08	\$ 47.24	\$ 77.39	\$ 12.15
SUBSIDY PER PASSENGER	\$ 6.50	\$ 6.64	\$ 5.25	\$ 7.29	\$ 25.46	\$ 6.69	\$ 5.75	\$ 5.76	\$ 5.75	\$ 45.03	\$ 73.83	\$ 10.32

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

May 2, 2018

STAFF REPORT

AGENDA ITEM: A-2

TOPIC: Update on New RTA Employee Handbook

ACTION: Receive

PRESENTED BY: Geoff Straw, Executive Director

STAFF RECOMMENDATION: Receive

BACKGROUND/DISCUSSION:

The previous RTA Employee Handbook was published in 1994, although written policies and procedures have been issued in the intervening years. RTA worked with our cohorts at other transit agencies and at RTA jurisdictions to update our documents into a consolidated new draft Employee Handbook. Staff has provided the draft to each of the City Managers along with County Human Resources. Staff is providing this as an information item today, with feedback and revisions planned for consideration at the July 11, 2018 RTA Board meeting.

Due to the large file size, the document has been made available online under Agency Reports on the RTA website.

<http://www.slorta.org/about-rta/agency-reports/>

Copies can also be requested by calling the RTA Administrative Office at 805-781-4833.

Staff Recommendation

Receive the draft Employee Handbook, and request feedback and revisions be provided to the RTA Board for consideration for adoption in July 2018.

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

May 2, 2018

STAFF REPORT

AGENDA ITEM: A-3

TOPIC: Update on SoCo Transit Consolidation into the RTA

ACTION: Receive

PRESENTED BY: Geoff Straw, Executive Director

STAFF RECOMMENDATION: Receive

BACKGROUND/DISCUSSION:

Following direction from the RTA Board at its March 7th meeting and the SoCo Transit Board at its March 21st meeting, staff has continued efforts to solicit input on the planned consolidation and to implement the twelve items included in the RTA's March 7th action item. This current staff report provides an update on public outreach efforts, as well as details on the "mock" combined SoCo Transit and RTA budget.

Public Outreach Efforts on Consolidation

Staff is working with City Managers to carve out time at each municipality's Council meeting to present the consolidation proposal and to solicit input on the draft SoCo Transit and RTA Joint Powers Authority agreements (JPAs). Staff has presented at or is scheduled to present at the three cities that are included in both JPAs: Arroyo Grande, Grover Beach and Pismo Beach. Following input from those three cities, staff will make presentations to the other four cities in the RTA JPA: Atascadero, Morro Bay, Paso Robles and San Luis Obispo.

In the presentations, staff will present the reasons why the SoCo Transit JPA would be abolished and all SoCo Transit decisions would subsequently be made by those RTA Board members who represent the Five Cities Area jurisdictions. In addition, four questions are being posed:

1. Should SoCo Transit still be considered as a separate entity?
2. Is the South County Transit Committee identified in the draft RTA JPA sufficient for local control?
3. How should the transition of branding to the RTA be accomplished?
4. Should fares remain "local" vs. "regional" for services in the Five Cities Area?

Projected Impacts to Combined RTA / SoCo Transit Budgets

Because the January 1, 2019 effective date for consolidation would occur after the July 1st fiscal year beginning, separate budgets will have to be adopted for the RTA and for SoCo Transit services for FY18-19. Once the restated/amended RTA JPA is adopted, and the resolutions abolishing the SoCo Transit JPA are adopted, staff will bring a consolidated FY18-19 budget first to the new South County Transit Committee and then the full RTA Board for consideration.

In the meantime, staff has developed a “mock budget” that depicts the first-year annualized impact of consolidation as if the consolidation was effective on July 1, 2018. The far-most right column depicts SoCo Transit services in relation to the other three services already operated by the RTA: RTA core services, SLOCAT services funded by the County, and North County services funded by the City of Paso Robles.

As depicted on the second page of tables, the annual operating costs under consolidation for SoCo Transit services (shown as the last line “TOTAL FUND USES”) of \$1,477,520 are essentially 12% of the total combined budget of the annualized and consolidated \$12,369,140 budget. Prior to the January 1, 2019 consolidation, the South County Transit Committee would need to meet (likely in October 2018) to consider the final budget for SoCo Transit services, which would then need to be adopted as a budget amendment by the full RTA Board – likely at its November 7, 2018 meeting.

STAFF RECOMMENDATION:

Accept this as an information item.

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
PROPOSED OPERATING REVENUE BUDGET FOR 2018/2019**

	2017/2018 ADOPTED OPERATING BUDGET	2017/2018 ADOPTED SLOCAT BUDGET	2017/2018 ADOPTED N. COUNTY BUDGET	2017/2018 ADOPTED SoCo Transit BUDGET	2018/2019 PROPOSED OPERATING BUDGET	2018/2019 PROPOSED SLOCAT BUDGET	2018/2019 PROPOSED N. COUNTY BUDGET	2018/2019 PROPOSED SoCo Transit BUDGET
FUNDING SOURCES:								
GENERAL RESERVES	1,931,090	245,580	180,800	320,810	1,747,520	143,078	174,480	332,960
1. ESTIMATED FUND BALANCE	1,931,090	245,580	180,800	320,810	1,747,520	143,078	174,480	332,960
2. LESS REQUIRED RESERVES FOR FISCAL YEAR								
CASH FLOW REQUIREMENTS PER TDA	1,455,000	96,710	174,480	274,990	1,558,790	100,900	163,890	277,500
	1,455,000	96,710	174,480	274,990	1,558,790	100,900	163,890	277,500
TOTAL	476,090	148,870	6,320	45,820	188,730	42,178	10,590	55,460
NON TDA SOURCES								
FARES	1,210,730	40,910	102,100	141,700	1,263,280	33,320	104,090	142,190
SCT MANAGEMENT CONTRACT	119,270	-	-	-	124,660	-	-	-
COUNTY MANAGEMENT CONTRACT/SERVICE COST	85,230	-	-	57,660	90,130	-	-	49,300
NORTH COUNTY MANAGEMENT CONTRACT	41,850	-	-	-	43,740	-	-	-
RTA OPERATIONS SUPERVISOR CONTRIBUTION	-	-	-	8,490	-	-	-	13,650
INTEREST	8,860	650	-	7,370	12,150	490	-	5,660
STATE TRANSIT ASSISTANCE (STA) INCLUDING SBI	-	-	-	-	399,080	109,170	-	-
RURAL TRANSIT FUND (Administration)	30,000	-	-	-	30,000	-	-	-
RURAL TRANSIT FUND (Operating Funds)	300,000	-	-	-	402,460	-	-	-
LOW CARBON TRANSIT GRANT	-	-	-	134,420	-	-	-	200,000
FEDERAL TRANSIT ADM (FTA) (Section 5307) - San Luis Obispo	546,990	-	-	-	574,340	-	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5311) - Operating	498,210	-	-	-	503,200	-	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5307-N: County) - Operating	838,950	-	237,660	-	878,400	-	249,540	-
FEDERAL TRANSIT ADM (FTA) (Section 5307-SM) - Operating	349,490	-	-	562,020	366,960	-	-	532,510
FEDERAL TRANSIT ADM (FTA) (Section 5307) - S. County Operating	513,050	-	-	-	536,200	-	-	-
CUESTA CONTRIBUTION ROUTE 12	68,080	-	-	-	75,220	-	-	-
CUESTA CONTRIBUTION NORTH COUNTY	-	-	40,580	-	-	-	40,580	-
SPECIAL EVENTS REVENUE/OTHER	-	-	-	-	-	-	-	-
4. SUB TOTAL	4,610,710	41,560	380,340	911,660	5,299,820	142,980	394,210	953,310
5. TOTAL FUND BALANCE & NON TDA FUNDING	5,086,800	190,730	386,660	957,480	5,788,550	185,158	404,800	1,008,770

FUNDING SOURCES: **TDA REQUIRED**

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

Population Based

18%
49%

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

6. NET TDA REQUIREMENTS

7. TOTAL FUNDING SOURCES

8. FUNDING USES:

ADMINISTRATION
 INTEREST EXPENSE
 MANAGEMENT CONTRACTS
 SERVICE DELIVERY
 CONTINGENCY

9. TOTAL FUNDING USES

2017/2018 ADOPTED OPERATING BUDGET	2017/2018 ADOPTED SLOCAT BUDGET	2017/2018 ADOPTED N. COUNTY BUDGET	2017/2018 ADOPTED SoCo Transit BUDGET	2018/2019 PROPOSED OPERATING BUDGET	2018/2019 PROPOSED SLOCAT BUDGET	2018/2019 PROPOSED N. COUNTY BUDGET	2018/2019 PROPOSED SoCo Transit BUDGET
226,679	-	-	166,057	227,552	-	-	180,602
394,767	-	-	-	396,446	-	-	-
171,271	-	-	125,426	172,409	-	-	136,908
137,073	-	-	-	138,076	-	-	-
401,402	-	567,930	-	407,287	-	558,480	-
104,588	-	-	76,404	105,809	-	-	83,990
783,153	-	-	73,754	789,588	-	-	-
2,131,917	353,940	-	-	2,149,434	371,232	-	83,990
4,350,850	353,940	567,930	441,640	4,386,600	371,232	558,480	485,490
(498,210)	-	-	-	(503,200)	-	-	-
3,852,640	353,940	567,930	441,640	3,883,400	371,232	558,480	485,490
8,939,440	544,370	954,590	1,399,120	9,371,950	556,390	963,280	1,494,260
1,605,920	10,000	58,010	87,520	1,569,260	7,500	107,920	76,030
30,490	-	-	-	11,640	-	-	-
119,270	85,230	41,850	119,270	124,660	90,130	43,740	124,660
7,098,790	427,750	840,600	1,178,480	7,573,670	436,910	800,240	1,262,200
84,970	21,390	14,130	13,850	92,720	21,850	11,380	14,630
8,939,440	544,370	954,590	1,399,120	9,371,950	556,390	963,280	1,477,520

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
PROPOSED CAPITAL REVENUE BUDGET FOR 2018/2019**

	2017/2018 AMENDED CAPITAL BUDGET	2017/2018 AMENDED SLOCAT BUDGET	2017/2018 AMENDED N. COUNTY BUDGET	2017/2018 AMENDED SoCo Transit BUDGET	2018/2019 PROPOSED CAPITAL BUDGET	2018/2019 PROPOSED SLOCAT BUDGET	2018/2019 PROPOSED N. COUNTY BUDGET	2018/2019 PROPOSED SoCo Transit BUDGET
FUNDING SOURCES:								
CAPITAL PROJECTS RESERVE								
1.	821,573	8,690	40,330	127,110	656,950	119,330	235,630	206,940
	821,573	8,690	40,330	127,110	656,950	119,330	235,630	206,940
2. LESS REQUIRED RESERVES FOR FISCAL YEAR								
CAPITAL PROJECTS RESERVE								
	656,953	119,330	123,740	164,840	530,800	119,330	342,580	305,070
	656,953	119,330	123,740	164,840	530,800	119,330	342,580	305,070
3. FUND BALANCE AVAILABLE								
	164,620	(110,640)	(83,410)	(37,730)	126,150	-	(106,950)	(98,130)
NON TDA SOURCES								
SLO COUNTY FUNDS CAPITAL PROJECTS								
	-	-	-	-	-	-	-	-
STATE TRANSIT ASSISTANCE (STA) WITH SBI AUGMENTATION IN FY 18/19								
	410,000	71,590	57,880	71,500	384,580	39,050	106,950	22,750
LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)								
	264,040	-	-	-	-	-	-	-
PROPOSITION 1B FUNDING - SAFETY & SECURITY								
	210,180	-	-	-	-	-	-	-
STA SBI AUGMENTATION (Prior Years) & STATE OF GOOD REPAIR								
	806,120	39,050	25,530	-	388,880	-	-	-
PROPOSITION 1B FUNDING - BUS REPLACEMENT								
	-	-	-	-	683,170	-	-	-
CONGESTION MITIGATION AND AIR QUALITY (CMAQ)								
	-	-	-	-	396,000	-	-	-
RURAL TRANSIT FUND (Capital)								
	-	-	-	-	-	-	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5307) - San Luis Obispo								
	337,090	-	-	-	983,970	-	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5309) - State of Good Repair								
	-	-	-	-	-	-	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5339) - Bus and Bus Facilities								
	79,220	-	-	-	873,210	65,220	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5311f)								
	-	-	-	-	-	-	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5307-North County)								
	982,170	-	-	-	398,310	-	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5307-South County)								
	389,890	-	-	129,080	883,970	-	-	193,730
SUB TOTAL								
4.	3,478,710	110,640	83,410	200,580	4,992,090	104,270	106,950	373,290
5.	3,643,330	-	-	162,850	5,118,240	104,270	-	275,160
6. NET TDA REQUIREMENTS								
	-	-	-	-	-	-	-	-
7.	3,643,330	-	-	162,850	5,118,240	104,270	-	275,160
8. FUNDING USES:								
CAPITAL								
LOAN PAYDOWN								
9.	3,442,730	-	-	162,850	4,906,570	104,270	-	275,160
	200,600	-	-	-	211,670	-	-	-
	3,643,330	-	-	162,850	5,118,240	104,270	-	275,160

	Adopted Total Budget FY 2017-18	Proposed Route 21 Budget FY 2018-19	Proposed Route 24 Budget FY 2018-19	Proposed Route 27 Budget FY 2018-19	Proposed Route 28 Budget FY 2018-19	Proposed Trolley Budget FY 2018-19	Total Proposed Budget FY 2018-19
SoCo Transit							
		3,570	3,490	2,760	3,940	550	14,310
Hours	14,100						
Miles	221,470	68,330	51,990	40,750	56,200	11,730	229,000
Administration: Total Administration (Net of Contracts)	206,790	51,730	48,370	38,220	54,220	8,150	200,690
Service Delivery:							
Labor - Operations	611,270	166,580	162,770	128,800	183,690	25,660	667,500
Labor - Operations Workers Comp	71,180	15,220	11,580	9,070	12,520	2,610	51,000
Labor - Maintenance	71,402	18,085	17,679	13,981	19,959	2,786	72,491
Labor - Maintenance Workers Comp	10,138	2,258	2,207	1,745	2,492	348	9,049
Fuel	199,280	60,120	45,740	35,850	49,450	10,320	201,480
Insurance	99,200	34,400	26,170	20,510	28,300	5,900	115,280
Maintenance (parts, supplies, materials)	116,010	36,288	35,444	28,063	39,999	5,586	145,380
Maintenance Contract Costs	-	-	-	-	-	-	0
Total Operations	1,178,480	332,950	301,590	238,020	336,410	53,210	1,262,180
Capital/ Studies:							
Total Capital Outlay	162,850	71,420	69,780	55,210	78,750	-	275,160
Contingency	13,850	4,370	3,320	2,600	3,590	750	14,630
Interest Expense	-	-	-	-	-	-	-
TOTAL FUNDING USES	1,561,970	460,470	423,060	334,050	472,970	62,110	1,752,660
TOTAL NON-CAPITAL EXPENDITURES	1,399,120	389,050	353,280	278,840	394,220	62,110	1,477,500

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

May 2, 2018

STAFF REPORT

AGENDA ITEM: A-4

TOPIC: Ride-On presentation of TMCC project

ACTION: Receive

PRESENTED BY: Geoff Straw, Executive Director

STAFF RECOMMENDATION: Receive

BACKGROUND/DISCUSSION:

Ride-On Transportation and its consultant will present the findings and recommendations from an FTA Mobility Services for All Americans grant-funded Travel Management Coordination Center study. Since Ride-On is not an FTA eligible grant recipient, the RTA served as grantee on this project since its award in 2015. As such, we are asking the RTA Board to receive and file the study report.

The attached documents summarize the findings, although the entire study report and interim documents can be found on Ride-On's website:

<http://www.ride-on.org/msaa.php>

Besides serving as the official FTA grantee for this study project, RTA staff also participated in regular meetings in two capacities: on the technical committee and on the advisory committee. RTA staff generally concurs with the findings and recommendations of the study, yet we remain concerned that full implementation of the project requires more substantial investigation to determine anticipated costs vs. expected benefits. This is particularly important because staff believes that scarce public transit funds in our county should remain prioritized in the following order:

1. Funding of existing operations,
2. Timely replacement of buses,
3. Construction of a long-term bus garage facility,
4. Construction of a long-term multimodal transit center in downtown SLO, and
5. Purchase of expansion buses as demand requires and funding allows.

Staff remains confident that the early / low-cost phases (i.e., improved coordination) can and should be vigorously pursued. We are also pleased with the partnerships among the various study participants that were enhanced during the conduct of the study. If next steps become a viable solution to meet our strategic needs, staff will first present the anticipated costs (capital and on-going operational) and expected benefits to the

RTA Board in a public setting for consideration of amending the priority order discussed above.

STAFF RECOMMENDATION:

Accept this as an information item.



Executive Summary

The San Luis Obispo County Travel Management Coordination Center (TMCC) Project



Courtesy: SLO Chamber of Commerce

Prepared for:

Federal Transit Administration, United States Department of Transportation

Prepared by:

United Cerebral Palsy of San Luis Obispo County/Ride-On Transportation

Date: March 28, 2018

Executive Summary

In 2015, the United States Department of Transportation's (USDOT) Federal Transit Administration (FTA) awarded the Mobility Services for All Americans (MSAA) Intelligent Transportation Systems (ITS) technology research grant to Ride-On Transportation and the San Luis Obispo Regional Transit Authority (RTA) to plan and design an innovative Travel Management Coordination Center (TMCC). In designing the TMCC, the San Luis Obispo (SLO) County MSAA project leveraged the ITS Systems Engineering process to document the process of seeking and addressing stakeholder mobility needs in developing a TMCC. This Final Report document seeks to document how the TMCC is proposed to operate in meeting stakeholder interests.

TMCC Project Overview

The SLO County TMCC project is a collaboration effort between Ride-On Transportation, RTA, and multiple diverse stakeholder groups to plan and design of a replicable and scalable TMCC for the community. The TMCC's customer-focused vision is "To enhance personal mobility across San Luis Obispo County" with project goals and objectives including:

- **Goal 1: Make available real-time DRT Provider information and services to the public.**
 - Objectives: Provide real-time Demand Response Transportation (DRT) Provider service information to the public; Provide 90% of all demand response trips requested through the TMCC; and Provide access to the TMCC through in-person, telephone, website, and mobile Application (APP).
- **Goal 2: Coordinate public and human service DRT.**
 - Objective: Coordinate services between three or more DRT Providers; Create operational agreements between DRT Providers; and Determine a standard technology interface that could be used to coordinate TMCC scheduling functions.

The TMCC design process experienced many committed community stakeholders participating in the TMCC design process, including the general public, private, non-profit, public, private, human service, and other community organizations. A TMCC Advisory Committee (TMCCAC), comprised of stakeholders, provides invaluable feedback into the TMCC's design, development, and recommended implementation.

Customer Engagement

During the TMCC's initial design, the Project Management Team (PMT) and TMCCAC elicited stakeholder feedback through multiple methods to develop the TMCC to meet all customer needs. The recommended customer requests illustrated the community's interest in developing a TMCC that enables multiple access methods to transportation information and services. Customer feedback encouraged the development of TMCC access methods, including (1) In-person, (2) Telephone, (3) Website, and (4) Mobile APP. The needs elicitation process also addressed the customer interest to develop technology for a website and mobile APP that enabled transportation information (referral) and services, including seeking and planning available travel options by date/time, requesting and securing Demand Response Transportation (DRT) trips, receiving real-time service updates, and electronic trip payment.

Recommended TMCC System

Through the customer engagement process, in-depth research, and evaluation of current practices, the TMCCAC recommended the following access methods and technology systems, known as the TMCC Technology Tool (TTT), along with supporting administrative and operational supporting elements comprise the system.

Recommended TMCC Access Methods

- (1) *In-Person access* at stakeholder locations; (2) *Telephone access* through Demand Response Transportation (DRT) Providers and stakeholders; (3) *Website access* through the SLO Council of Governments' (SLOCOG) 511 website with link to TTT; and (4) *Mobile Application (APP)* availability through a TTT vendor inclusive service.

Recommended TTT Customer, Staff, and Provider Portals

- *Customer and Staff Portals.* Similar in services provided, these portals enable direct TMCC information and services to the customer (and supported by staff through in-person and telephone). Both portals are recommended to be provided through a TTT vendor inclusive service linked to website and APP developed for the community, including an integrated fare payment service. Additional technology will be secure to enable agencies without advanced technology to enable participation in the TMCC process.
- *Provider Portal.* This portal provides DRT Providers the capability to communicate with one another and is recommended to be provided through vendor technology (to be determined) and locally developed applications.

Administrative and Operational Elements

Critical to the development of the TMCC, the TMCCAC recommends that identified administrative and operational items be addressed to ensure proper implementation of the recommended systems.

Phased Implementation

The TMCC is recommended to be implemented in the following three-phase approach over three years. The TMCCAC and Project Management Team (PMT) developed tasks for completion over the three phases leading to full implementation in Phase 3.

TMCC Implementation Phases

- Phase 1 - Initial TMCC Implementation
- Phase 2 - Interim TMCC Implementation
- Phase 3 - Full TMCC Implementation

Implementing the TMCC, Phase 1 is considered no cost, Phase 2 is estimated to have a capital cost up to \$10,000 for the creation of a new 511 mobile application (APP), and Phase 3 is estimated to have a capital cost of \$233,460-373,960 for the selected TMCC Technology Tool (TTT) alternatives and an administrative cost of \$18,720 in support of all services. The TTT is recommended to utilize Commercial Off-The-Shelf (COTS) combined with Open Source (OS) technologies for its overall customer and business-to-business focus areas. The TMCCAC recommended that new, external state and federal revenues be sought to fund the project.

Guiding the phased implementation, the TMCCAC will continue to meet and address tasks on a regular basis throughout the project. The TMCCAC will also continue to explore industry technology innovations and costs while evaluating practical solutions in guiding project implementation.



San Luis Obispo County, CA
Travel Management Coordination Center (TMCC)

Federal Transit Administration
Mobility Services for All Americans (MSAA) Initiative

Presentation for: San Luis Obispo RTA Board of Directors
 Presentation by: Mark Shaffer, Ride-On Transportation
 Date: May 2, 2018



San Luis Obispo County TMCC/MSAA Project

Overview

- **FTA MSAA Grant Award:** 2015
- **Purpose:** Provide customers with real-time demand response information and services through the coordination of public, private, and human service transportation.
- **Leverage:** To design a scalable and replicable TMCC using technology.
- **Expected Outcomes:**
 - (1) Identify opportunities to coordinate public, private, and non-profit agency demand response trips through ITS.
 - (2) Provide customers with real-time information and services.
 - (3) Create system engineering documents to build, fund, and sustain the TMCC.
 - (4) Explore potential local institutional barriers.

San Luis Obispo County TMCC/MSAA Project



Overview, continued

- **TMCC Vision:**

“To enhance personal mobility for all residents of San Luis Obispo County”



Photo Courtesy: Ride-On Transportation

San Luis Obispo County TMCC/MSAA Project



Overview – Stakeholders

- United Cerebral Palsy of San Luis Obispo County/ Ride-On Transportation
- San Luis Obispo Regional Transit Authority
- San Luis Obispo Council of Governments
- Routematch
- Community Health Centers
- San Luis Obispo Regional Rideshare
- San Luis Obispo Safe Ride
- Yellow Cab
- Smart Shuttle



San Luis Obispo County TMCC/MSAA Project



Overview – Stakeholders, continued

- San Luis Obispo County community
- USDOT/Federal Transit Administration
- California Department of Transportation
- City of San Luis Obispo (SLO Transit)
- CenCal Health (Medi-Cal)
- City of Morro Bay, City of Atascadero
- USDOT/Federal Highway Administration
- Other Human Service and Community Organizations
- Technology Partners – Bishop Peak, others



Photo Courtesy: Ride-On Transportation

San Luis Obispo County TMCC/MSAA Project



Overview – Designed by the Community

- **Community Outreach: 2016 – 2017**
 - Sought customer input for TMCC design
 - Met with multiple persons, organizations, groups across the county
 - Conducted surveys: English/Spanish language
 - TMCC Advisory Committee and subcommittees – regular meetings/feedback



Photo Courtesy: RTA

San Luis Obispo County TMCC/MSAA Project



Overview - Designed by the Community, continued

- **Creating the TMCC – Design Process/Documents Prepared**
 - **Concept of Operations** (September 2016): Create Goals, Objectives, Community Needs, preliminary TMCC Concept
 - **System Requirements** (July 2017): Identify “*what*” comprises the TMCC?
 - **High-Level System Design** (January 2018): “*How*” to operate the TMCC?
 - **Phased Implementation Plan** (March 2018): Phased methodology to implement the TMCC.
 - **Final Report** (March 2018): Compendium of all project documents.
 - **“Road to Coordination” Guide** (February 2018): Lessons learned, peer knowledge transfer document

San Luis Obispo County TMCC/MSAA Project



Overview – TMCC Implementation

- **Phased Approach:** The TMCC is proposed to be implemented in three phases

Phase	Recommended Tasks	Total Estimated Cost
Phase 1 – Initial TMCC Implementation	• Tasks that may be completed in a short duration of time and at no cost.	\$0
Phase 2 - Interim TMCC Implementation	• Tasks that may be completed and at no or low cost toward Phase 3, Full Implementation.	\$10,000
Phase 3 - Full TMCC Implementation	• Tasks focused on the full implementation of the TMCC.	\$289,620 - \$430,120 (3-year total)

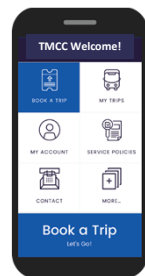
San Luis Obispo County TMCC/MSAA Project



What is the TMCC?



Telephone



Mobile
Access

Need
Transportation?



In-
Person



Website

San Luis Obispo County TMCC/MSAA Project



What is the TMCC? (continued)

- **TMCC Access:** Multiple ways to access TMCC services.
 - In-Person, Telephone, Website, Mobile APP
- **TMCC Services**
 - Customer: Transportation Information -and- Trip Planning, Options, Selection, Confirmation, and Payment tool
 - Transportation Provider: Customer trip coordination, communication

San Luis Obispo County TMCC/MSAA Project



TMCC Access Methods

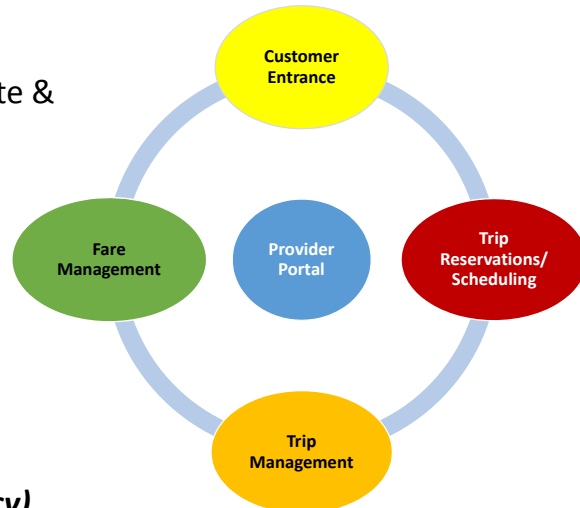
- **In-Person - Stakeholder Locations:** DRT and transit providers, SLOCOG, 211, human service agencies, community organizations, others.
- **Telephone - Stakeholder locations:** DRT Providers, SLOCOG, human service agencies.
- **Website:** Access via Rideshare's 511 website.
- **Mobile Application (APP):** New 511 APP created while leveraging Commercial-Off-The-Shelf (COTS) technology solution.


San Luis Obispo County TMCC/MSAA Project



TMCC Customer Services

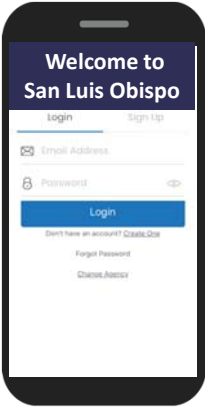
- **TMCC Technology Tool (TTT):** website & mobile APP
 - **Customer & Staff Portals**
 - ✓ Customer Entrance (access/profile)
 - ✓ Trip Planning
 - ✓ Trip Reservations/Scheduling
 - ✓ Trip Management
 - ✓ Fare Management
 - **Provider Portal (agency-2-agency)**



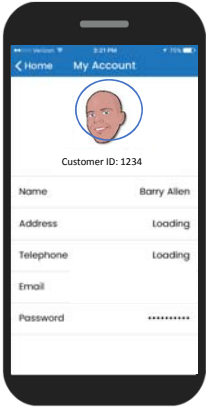


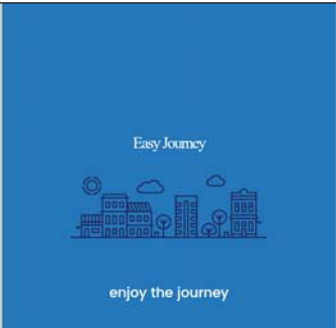
San Luis Obispo County TMCC/MSAA Project

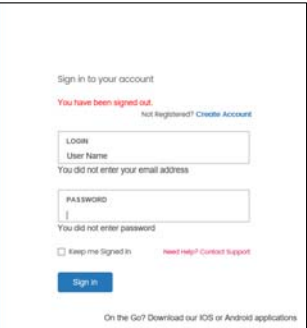
Sample Mobile APP and Website – TTT Illustrations: **Customer Entrance**




Illustrations Courtesy: Ride-On Transportation/Routematch



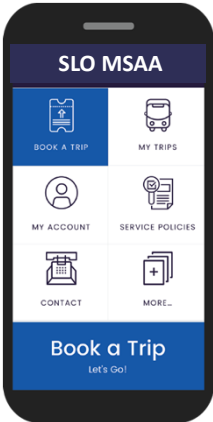




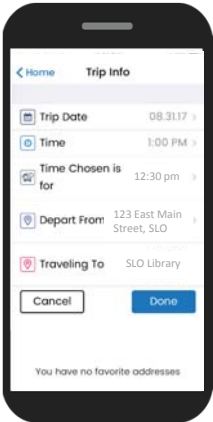


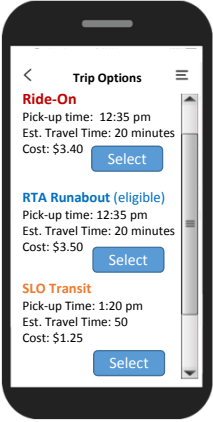
San Luis Obispo County TMCC/MSAA Project

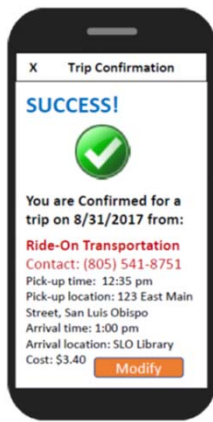
Sample Mobile APP – TTT Illustration: **Trip Reservations/Scheduling**



Illustrations Courtesy: Ride-On Transportation/Routematch







San Luis Obispo County TMCC/MSAA Project



Sample Website – TTT Illustration: Trip Reservations/Scheduling

BOOK A TRIP

1 TRIP INFO 2 EXTRAS 3 CONFIRM 4 DONE

SELECT TRIP INFORMATION:

DAY OF DEPARTURE: SELECT DATE

TIME IS CHOSEN FOR PICK UP TIME

SELECT TIME: 8:00 PM

DEPARTING FROM: Select From Your Locations

GOING TO: Select From Your Locations

Check All that Apply:

Veteran Senior Citizen (65 or older)

ADA (Runabout Eligible)

Next Step

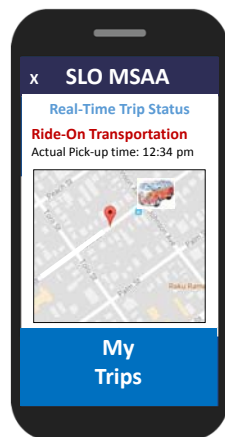
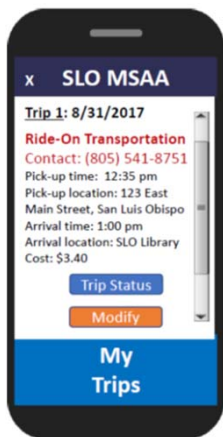
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Illustration Courtesy: Ride-On Transportation/Routematch

San Luis Obispo County TMCC/MSAA Project



Sample Mobile APP and Website – TTT Illustrations: Trip Management



MY TRIPS

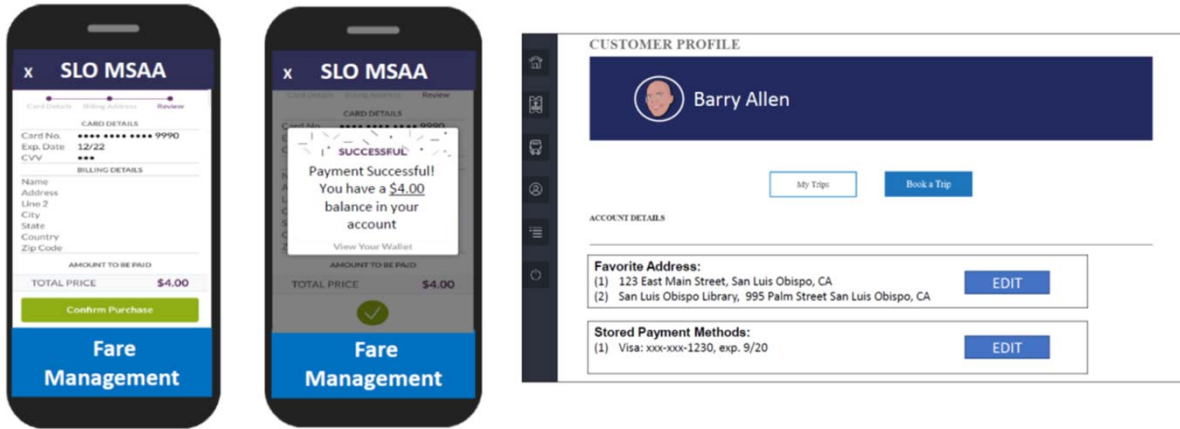
FUTURE TRIPS		PAST TRIPS			
GOING TO	DATE	DEPARTING FROM	ARRIVAL PREF.	PRICE EST.	TRIP STATUS
SLO Library: 995 Palm Street, San Luis Obispo	8/31/2017	123 East Main Street, San Luis Obispo	1:00 pm	\$3.40	Ride-On Confirmed

Illustrations Courtesy: Ride-On Transportation/Routematch

San Luis Obispo County TMCC/MSAA Project



Sample Mobile APP and Website - TTT Illustrations: **Fare Management**

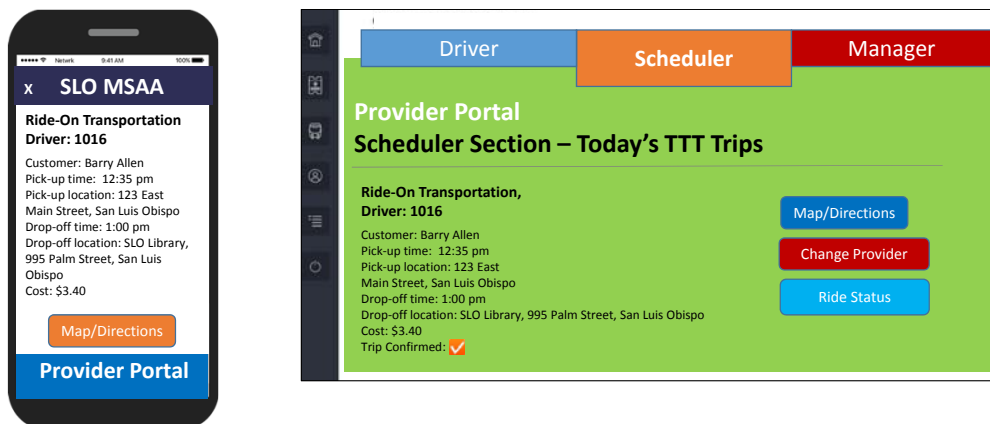


Illustrations Courtesy: Ride-On Transportation/Routematch

San Luis Obispo County TMCC/MSAA Project



Sample Mobile APP and Website – TTT Illustrations: **Provider Portal**



Illustrations Courtesy: Ride-On Transportation/Routematch

San Luis Obispo County TMCC/MSAA Project



The Vision

- **SLOCOG, RTA, Ride-On:** Project management team to continue TMCC implementation process.
- **Customer Benefits:** Provide increased mobility options for all persons, including seniors, veterans, and persons with disabilities.
- **DRT Benefits:** Potential for improved resource coordination, utilization, cost savings, customer service, and operational support.

San Luis Obispo County TMCC/MSAA Project



Next Steps

- Continue local TMCC Advisory Committee meetings.
- Establish inter-agency agreements between transportation providers.
- Monitor changes in technology and cost.
- Seek new federal/state grants opportunities in support of the TMCC.
- Develop measurable goals and objectives prior to implementation.
- Provide annual progress report and prioritization discussion.

San Luis Obispo County TMCC/MSAA Project



Conclusion

- Questions? Comments?

- Contacts:

- **Mark Shaffer**, Project Manager, Ride-On Transportation: (805) 541-8751, shafmt@aol.com
- **Geoff Straw**, San Luis Obispo RTA: (805) 781-4465, gstraw@slorta.org
- **Omar McPherson**, San Luis Obispo RTA: (805) 781-1171, omcpherson@slorta.org
- For more information, visit the SLO County MSAA project website at: <http://ride-on.org/msaa.php>

Regional Transit Authority

Fiscal Year 2018/2019 Budget



- Projected Fiscal Year 2019/2020 Budget
- Projected Five Year Capital Budget

May 2, 2018

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

VISION

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

Vision Elements

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

MISSION

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

STRATEGIC DIRECTION

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

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY VALUES

Commitment to Serve

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

Leadership

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

Teamwork

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

Integrity

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

Human Development

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

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

May 2, 2018

STAFF REPORT

AGENDA ITEM: B-1

TOPIC: Fiscal Year 2018-19 Operating and Capital Budget

PRESENTED BY: Tania Arnold, Deputy Director/CFO

STAFF RECOMMENDATION: Adopt Fiscal Year 2018-19 Budget as Presented

RTAC RECOMMENDATION: Adopt

BACKGROUND/DISCUSSION:

We are pleased to present a fiscally constrained Fiscal Year 2018-19 operating budget, and an advisory FY19-20 operating plan. In addition, we are presenting a five-year capital program.

We appreciate the Board's support and leadership. The budget presentation assumes the same core levels of service miles and hours for fixed route services that are currently being operated, with the exception of a new school tripper service between Cayucos and the Morro Bay High School campus. In accordance with the adopted RTA Strategic Business Plan (SBP), the 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. Also, as noted in the SBP, recommended changes to seasonal or lifeline services (i.e., Shandon Dial-A-Ride) will include target productivity standards that must be met in order to qualify for continued funding. These SBP items were developed to support the RTA Short Range Transit Plan language in Chapter 4 Goals and Objectives. The hours and miles for fixed route services are calculated using the ITS system.

Runabout hours and miles are assumed to decline slightly from FY17-18 with the full impact of the shift implemented in February 2017 by Tri-Counties Regional Center realized. Staff will continue to monitor the Runabout service, including the premium fare charged to TCRC starting in January 2018 and the functional assessments as part of the certification and recertification process. Should service demands change significantly during the fiscal year, a budget amendment will be presented to the Board for consideration.

Route 14 service will continue to operate during peak academic year travel periods between downtown San Luis Obispo and the main Cuesta College campus, our highest trip generators in the regional system. The Route 15 service along the North Coast will continue to operate as a deviated fixed route service to conserve limited resources.

In May 2014, the RTA adopted a reserve policy – one for cash flow purposes, and one for capital projects. As noted during the budget assumptions presentation in March 2018, staff will review this policy during the coming fiscal year to determine an appropriate reserve amount for the self-insured retention requirement for our various lines of insurance.

No Local Transit Fund (LTF) is required for local match for any of the proposed capital projects. The FY18-19 RTA operating budget is proposed at \$9,367,000 and the capital budget is proposed at \$5,118,240. With the additional State Transit Assistance (STA) funds made available through the new Senate Bill 1 – Road Repair and Accountability Act of 2017 (SB1 Augmentation) fund, the LTF request from each RTA jurisdiction has reduced significantly in comparison to original projections.

It should be noted that staff continues to present separate columns in the revenue and expense tables for Paso Robles Express fixed route and dial-a-ride services, as well as for the County-funded (SLOCAT) transit services. This separation is presented so that readers can easily distinguish between core RTA services and those operated under contract for our partner agencies. Staff will present a mock up for demonstration purposes under a separate agenda item what the budget would look like if South County Transit consolidates into the RTA on January 1, 2019.

In summary, RTA staff has done a tremendous job of holding the line on expenses. The major increases in this year's operating budget are costs for vehicle liability insurance, the wage adjustments programmed and projected in the Collective Bargaining Agreement for covered employees, and costs associated with our health plan. Recent declines in fuel costs have provided a welcome financial relief despite associated ridership declines, although we do not expect fuel costs to remain static into the future.

The budget packet contains the following items:

- Our Vision and Mission statements,
- Budget Assumptions adopted by the Board at its March 7, 2018 meeting,
- Fiscally constrained FY18-19 operating and capital budgets,
- Fiscally unconstrained FY19-20 operating budget, and
- Fiscally unconstrained FY19-20 through FY22-23 capital budgets.

Lastly, we have broken each fixed route service into weekday, Saturday and Sunday sections to better understand the financial commitment necessary to operate these distinct services should service reductions become necessary due to funding or other constraints. Staff will be prepared to present a budget amendment in January 2019 should SB1 be repealed by voters in November 2018.

Revised Revenue Assumptions

We are predicating the revenue stream for the FY18-19 budget on the latest information that we have available on Local Transportation Funds (LTF) and State Transit Assistance (STA) funding for the region. SLOCOG's current countywide LTF projection

apportionments are up 16% in FY18-19 in comparison to FY17-18 amounts. The original advisory FY18-19 budget presented in May 2017 included an estimated LTF request of \$5,479,010. The influx of STA SB1 Augmentation funds mentioned above that staff is proposing to cover operational costs, partnered with a reduction in cost estimates (primarily workers compensation reductions), resulted in a reduction in the LTF request to \$4,386,600. The FY17-18 request was \$4,350,850.

For FY19-20 staff estimates a roughly 8% increase in operating costs, with a significant portion of the increase for wages as identified in the Collective Bargaining Agreement (CBA). As a result, early projections for FY19-20 LTF funding is up over 16% at \$5,113,570. There are other significant assumptions, including the continued use of STA for operations due to the STA SB1 Augmentation. Staff will provide updates to the Board during future funding presentations.

Staff also worked with SLOCOG to program Rural Transit Funds for operations, which is higher than prior years.

Federal funding apportionments are still being evaluated. Amounts for capital projects in North and South County will need to be adjusted due to reduced federal funding from the FTA Section 5307 Small Transit Intensive Cities program.

Administration and Operations Expenses

Workers compensation insurance provided by CSAC Excess Insurance Authority has decreased, which provided a welcome relief – especially with the realization that worker's compensation for transit services is especially challenging statewide as loss development trends for the state are not favorable. We continue to work with our employee committee that has evaluated workplace safety and has initiated a proactive program to address the number of claims and severity of the claims. Staff will also investigate any cost-savings that might be accrued if the RTA and SOCO TRANSIT payrolls were to be consolidated.

The overall Administration Expense for RTA core services is relatively flat compared to last fiscal year. Marketing and reproduction has increased slightly with staff anticipating doing a rounded campaign in FY18-19 to address declining ridership, although the cost for conducting a customer perception survey has been removed. Professional development increased to emphasize communication, team building, and prepare staff for the next FTA Triennial Audit.

The proposed service delivery cost is up by roughly 5% from what was identified in the FY17-18 budget. The primary reasons for this increase are described below.

As included in the budget assumptions that your Board accepted in March 2018, the new 4-year CBA was ratified in November 2017, with new wage scales that began January 1, 2018. The FY18-19 budget includes significant changes in wages and benefits, primarily due to the California Legislature's recent minimum wage hike to \$15.00 per hour by 2021 will result in wage compression issues. RTA's current average

hourly wage for Bus Operators is \$16.15 per hour, with a current starting wage rate of \$14.30. An annual inflationary adjustment for non-union employees (excluding Operations Supervisors) of 3.6% will be implemented in July 2018. The Operations Supervisor classification CPI increase adjustment will be implemented in January 2019, to coincide with Bus Operator wage scale adjustments identified in the CBA. Employees within the salary range for their position will be eligible for a step merit increase subject to performance assessments. The wage scales for non-CBA employees is presented in tabular format at the end of this budget document.

Staff has included preliminary numbers for the CalTIP general liability and auto physical damage renewal, as well as the addition of employment practices liability coverage through ERMA. Staff will also be evaluating options for consolidating insurance coverage between RTA and SoCo Transit, which would reduce duplicative administrative charges.

Finally, due to the unrest in North Africa and the Middle East, fuel prices have continued to swing wildly over the past few years. Staff has tried to budget fuel somewhat conservatively, but we may need to adjust it if fuel prices change significantly during the fiscal year. Due to our limited infrastructure, we are unable to purchase fuel in bulk to realize economies of scale. It should be noted that diesel-powered buses manufactured after 2009 also require the use of Diesel Exhaust Fluid (DEF) to meet emissions requirements. DEF costs more than diesel fuel, and it is used at a roughly 5% ratio DEF to diesel; its use is included in the fuel line item.

Fixed Route Ridership Patterns

The draft Short Range Transit Plan includes a number of service improvements to meet current and projected future demand for regional transit services. In particular, new mid-day express runs on Routes 9 and 10, as well as later evening services, were recommended for FY17-18. However, those improvements cannot be implemented without significant new funding and will remain financially-unconstrained until or unless new operating funds can be secured.

Capital Program

The focus of our capital program will continue to be development and implementation of the new bus maintenance facility on Elks Lane, as well as vehicle replacements for both fixed route and Runabout services. We have also programmed the following minor capital projects:

- \$51,700 for specialized maintenance equipment to improve efficiencies;
- One support vehicle replacement;
- Bus stop improvements; and
- Miscellaneous computer equipment, including a network switch replacement and additional server drives.

In FY18-19, funding of \$388,880 is included from the STA SB1 State of Good Repair program to keep the operations and maintenance facility on Elks Lane moving forward.

To be conservative, we did not assume the same level of funding in FY19-20 to FY22-23.

It should be noted that a portion of the FY17-18 capital funds for fully funded projects, such as the design and engineering for the operations and maintenance facility on Elks Lane, bus stop improvements, and bus rehabilitation will need to be carried over to FY18-19. However, due to the timing of the projects and in order to provide a clear picture of what is new and what has been previously programmed, staff is recommending that the Board consider a budget amendment in November 2018 to address carryover items. The carryover will have no financial impact to local jurisdictions.

Also included is a projected five-year capital improvement program as part of the budget plan. While only the first year is financially constrained, the projects identified in the ensuing four years provide a snapshot of future capital needs and potential cost levels. It should be noted that staff has only identified replacement projects and easily identifiable on-going projects (i.e., computer needs and bus stop improvements) in the capital improvement program. No expansion vehicles are included in the base budget. It should be noted that the two recent SLOCOG SB1 Congested Corridor grant proposals include expansion buses; should funding be granted, staff will present a budget amendment for consideration. The capital program also includes the estimated construction cost for the operations and maintenance facility on Elks Lane. These numbers will be revised as staff moves forward with the design and engineering. Also of note is the significant amount included in FY22-23 for 40' fixed route bus replacements. No LTF funds are currently programmed for capital projects.

The final principal payments for the existing loan for the 179 Cross Street building improvements project that began in 2006 will occur in FY18-19.

Conclusion and Staff Recommendation

Fiscal Year 2018-19 will be another challenging year, including financial barriers and the need to implement the long-planned facility related capital project. The prospect of SB1 repeal also looms large, and could result in the need for the RTA to take a larger portion of LTF funds. We look forward to working with our customers, the Board and other stakeholders in providing the highest quality of transportation services to residents of and visitors to our community. We believe that this budget reflects the path set by your Board in previous years and, although we would like to do more, we believe that this budget provides the optimum levels of service within the confines of existing limited resources.

The Staff recommends that the Board adopt the FY18-19 budget as presented.

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SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
March 7, 2018
STAFF REPORT

AGENDA ITEM: B-1

TOPIC: Fiscal Year 2018-19 Budget Assumptions

ACTION: Approve Budget Assumptions

PRESENTED BY: Tania Arnold, Deputy Director/CFO

STAFF RECOMMENDATION: Approve Budget Assumptions to Enable Staff to Begin Development of FY18-19 & FY19-20 Operating and Capital Budgets

BACKGROUND/DISCUSSION:

The following report outlines staff's recommended budget assumptions for the RTA's Fiscal Year 18-19 Operating and Capital Budget, and it is the first step in the development of our operating budget and operating program. It should be noted that the 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 11th meeting prior to the final draft budget presentation to the Board in May.

KEY ISSUES

1. Address SoCo Transit's request to consolidate with the RTA.
2. State Transit Assistance (STA) funds used primarily for capital projects are projected to be up slightly due to new Senate Bill 1 – Road Repair and Accountability Act (SB-1) funds.
3. Local Transportation Funds (LTF) used for operating purposes are projected to be flat to the region.
4. Liability costs continue to escalate, despite the RTA's good safety record.
5. We continue to focus on Runabout costs, which had been escalating in recent years but have leveled off.
6. Fuel costs continue to remain low; this also results in declining ridership & fares.

Mission Statement

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

Objectives and Revenue Impacts

- 1) Maintain service levels and hours of service that meet the standards of productivity and demand of our customers and communities through the effective and efficient delivery of RTA Fixed Route and Runabout core services.
 - a) SLOCOG is working on STA funding projections for FY17-18 that take into account new SB-1 Road Repair and Accountability Act funds. RTA received just under \$450,000 in STA capital project funding in FY17-18. Staff will work with SLOCOG staff to determine a realistic estimate for FY18-19.
 - b) Continue to monitor the results and impacts of the December 31, 2017 fare increase, both on RTA Fixed Route and on the Runabout service, which included the establishment of a Runabout premium service fare.
 - c) The FY17-18 budget adopted in May 2017 included \$4,488,200 in LTF operating revenues. At that same meeting, the advisory FY18-19 LTF amount was \$5,479,010. Staff is still developing estimated annual FY17-18 expenses, which impacts the carryover amount that could reasonably be identified for the FY18-19 budget.
 - d) Federal Transit Administration (FTA) Section 5307, 5311 and 5339 operating funding and capital funding for FY18-19 will be presented as previously presented in May 2017, taking into account preliminary projected revenues identified in the Fixing America's Surface Transportation (FAST) Act. Should the actual annual authorizations for federal transportation programs increase or decrease for any of these programs, staff would adjust these assumptions accordingly.
 - e) FTA Section 5307 operating funding from the Santa Maria Urbanized Area for RTA Route 10 will be budgeted based on commitments with Santa Barbara County Association of Governments (SBCAG) and the City of Santa Maria. This amount is approximately \$28,000 lower than what was included in the projection for FY18-19 and staff continues discussions with SBCAG officials for Santa Maria UZA funding for RTA Route 10 operations.
 - f) Detailed miles/hours and span of service for each RTA core Fixed Route and Runabout will be provided with the draft budget. For context, detailed budgets based on miles/hours and span of service will also be provided separately for SLO County Services and North County Local Services. Staff will also present a mock budget that includes SoCo Transit under a possible consolidation scenario.

- g) Staff will continue to research and evaluate new revenue resources should any potential shortfall in operating revenues arise. If we are unable to secure funding, staff would recommend that the Board consider adjusting the TDA allocation from the RTA jurisdictions and/or adjust service levels.
 - h) Due to changes in self-insured retention requirements, staff will review and provide recommendations regarding the RTA reserve policy, which was originally adopted in May 2014.
- 2) Address the request for tripper fixed route bus service between Cayucos and Morro Bay High School, as was included in the SLOCOG Unmet Transit Needs process.
 - 3) Work with the SLOCOG in evaluating region-wide service efficiencies.
 - a) Transit agencies across the country have experienced ridership declines due to the relatively low price of fuel and increasing private automobile ownership rates, which are affecting farebox recovery ratios. Other factors also include changes to the California minimum wage. We will continue discussions with SLOCOG regarding RTA's request to reduce the farebox recovery ratio in the three San Luis Obispo County urbanized areas to 15%.
 - b) Review the tasks and financial impacts included in the SoCo Transit contract for administrative, financial, marketing, maintenance and dispatch services, and evaluate efficiencies with the RTA – including SoCo Transit's request to consolidate into the RTA.
 - c) The RTA will work with SLOCOG staff and other transit providers to evaluate efficiencies in the provision of service throughout the county.
 - d) Staff will use the *2018-20 RTA Strategic Business Plan* as well as the *2016 Short Range Transit Plan* to evaluate potential efficiencies, and with Board concurrence, implement efficiencies.
 - 4) Evaluate options and provide analysis on the 5-year capital improvement program and methods to fund these needs.
 - a) Staff will work with SLOCOG on appropriate projects for the Augmented STA portion of SB-1 funds for RTA projects. For FY17-18, the RTA received funding for the design and engineering of the garage facility on Elks Lane as well as approximately \$59,000 that has been added to capital replacement reserves to match federal funds for three low floor Gillig buses to be delivered in the summer of 2020. These new SB-1 funds are an important source of capital revenues for the RTA and the other transit operators in our region.
 - b) Staff will work with SLOCOG on appropriate projects for future State of Good Repair portion of SB-1 funds for RTA projects, including funding toward the

construction of the garage facility on Elks Lane, reducing the need for LTF or outside financing to fund the project.

- 5) Address projected changes in demand for Runabout service.
 - a) Runabout service hours and miles are projected to remain flat based on recent demand trends, particularly with the shift in Tri-Counties Regional Center ridership that began in February 2017. In FY13-14, the burgeoning demand would have required significant Runabout service level increases but, with a variety of measures implemented at the Board's direction, Runabout demand has decreased.
 - b) To ensure that only those persons truly eligible for Runabout service are initially registered or re-registered, staff will continue to conduct functional assessments as part of the Runabout application process. This process was added in early 2016. Staff will also provide mobility training for disabled persons who are able to use Fixed Route services for some or all of their travel needs. Staff will also work with such as the Paso Robles Independent Skills Program to assist with travel training.
 - c) Staff does not foresee needing to move forward with using supplemental taxicab services, but should future service expansions be required staff will revisit this option.
- 6) Implement the RTA's strategy to develop a long-term administrative, operations and maintenance facility.

Expenses Impacts

- 1) Fuel consumption and price will be budgeted conservatively; diesel fuel will be budgeted at \$3.30 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.
- 2) Insurance Expenses:
 - a) CalTIP liability insurance premiums are projected to increase. The exact amount is not known at this time, as CalTIP actuaries are still working on May 1, 2018 through April 30, 2019 rates. Estimates will be available from CalTIP in time to include in the RTA April 2018 draft budget. Although the number of RTA losses based on mileage has been lower than the pool average, the pool has experienced significant negative claims development, and the pool is working to ensure the stability of the pool and ensure equity between all members.
 - b) CalTIP vehicle physical damage will increase minimally due to the added asset value of newer vehicles in the fleet.

- c) As of July 1, 2017 CalTIP no longer provides employment practices liability insurance coverage as part of the premiums paid for general liability coverage. The RTA was able to join the Employment Risk Management Authority (ERMA) to obtain coverage. The annual premium is estimated at \$25,000 with a \$50,000 self-insured retention.
- d) Workers compensation premiums through the CSAC Excess Insurance Authority are projected to increase, with the realization that workers compensation for transit services is especially challenging statewide as loss development trends in the state are not favorable. Staff will obtain a more refined estimate in early March. We continue to work with our employee committee that has evaluated workplace safety and has initiated a proactive program to address the number of claims and severity of the claims.
- e) Property insurance will increase due to the addition of the Paso yard and because of the significant losses in the property insurance market, namely the fires and mudslides in California and hurricanes in the southern United States.
- f) For budget-making purposes, staff is assuming an 8% annual increase for healthcare costs for each of the next two fiscal years.

3) Staffing Expenses:

- a) The new 4-year Collective Bargaining Agreement (CBA) was ratified in November 2017, with new wage scales that began January 1, 2018. The FY18-19 budget will include significant changes in wages and benefits, primarily due to the effects of changes to the California minimum wage program.
- b) For FY18-19 core RTA services, the number of budgeted full-time positions will increase slightly, by approximately a half-time person. More specifically, in an effort to address hiring, retention and losses, a part-time position in training will be converted to a full-time position.
- c) For FY17-18, 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 prior years: as separate and distinct columns.
- d) An annual inflationary adjustment based on the December 2016 to December 2017 Consumer Price Index (CPI) for non-union employees (excluding Operations Supervisors) of 3.6% will be implemented in July 2018. The Operations Supervisor classification CPI increase adjustment will be implemented in January 2019, to coincide with Bus Operator wage scale adjustments identified in the CBA. Employees within the salary range for their position will be eligible for a step merit increase subject to performance assessments.

Proposed Budget Calendar

- February 14 Detailed budget assumptions and revenue forecast to Executive Committee
- March 7 Obtain Board concurrence on proposed draft budget assumptions
- March 7 Provide mid-year FY17-18 Budget data to Board (no additional budget amendments are being requested)
- March 31 Based on feedback from Executive Committee draft FY18-19 Budget Draft complete.
- April 11 Draft FY18-19 Budget presentation to Executive Committee
- April 17 Formal FY18-19 Budget presentation to RTAC
- May 2 Final Board Budget presentation; Board adoption of FY18-19 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
PROPOSED OPERATING REVENUE BUDGET FOR 2018/2019**

	2016/2017 COMBINED ACTUAL	2017/2018 ADOPTED OPERATING BUDGET	2017/2018 ADOPTED SLOCAT BUDGET	2017/2018 ADOPTED N. COUNTY BUDGET	2018/2019 PROPOSED OPERATING BUDGET	2018/2019 PROPOSED SLOCAT BUDGET	2018/2019 PROPOSED N. COUNTY BUDGET	2019/2020 PROJECTED OPERATING BUDGET	2019/2020 PROJECTED SLOCAT BUDGET	2019/2020 PROJECTED N. COUNTY BUDGET
FUNDING SOURCES:										
GENERAL RESERVES	2,788,093	1,931,090	245,580	180,800	1,747,520	143,078	174,480	1,558,790	100,900	163,890
1. ESTIMATED FUND BALANCE	2,788,093	1,931,090	245,580	180,800	1,747,520	143,078	174,480	1,558,790	100,900	163,890
2. LESS REQUIRED RESERVES FOR FISCAL YEAR										
CASH FLOW REQUIREMENTS PER TDA	2,357,470	1,455,000	96,710	174,480	1,558,790	100,900	163,890	1,708,660	110,340	180,280
TOTAL	2,357,470	1,455,000	96,710	174,480	1,558,790	100,900	163,890	1,708,660	110,340	180,280
3. FUND BALANCE AVAILABLE	430,623	476,090	148,870	6,320	188,730	42,178	10,590	(149,870)	(9,440)	(16,390)
NON TDA SOURCES										
FARES	1,223,742	1,210,730	40,910	102,100	1,263,280	33,320	104,090	1,288,550	33,990	106,170
SCT MANAGEMENT CONTRACT	114,900	119,270	-	-	124,660	-	-	131,050	-	-
COUNTY MANAGEMENT CONTRACT	82,110	85,230	-	-	90,130	-	-	94,750	-	-
NORTH COUNTY MANAGEMENT CONTRACT	40,320	41,850	-	-	43,740	-	-	45,980	-	-
INTEREST	11,287	8,860	650	-	12,150	490	-	8,140	330	-
STATE TRANSIT ASSISTANCE (STA) INCLUDING SB1	-	-	-	-	399,080	109,170	-	553,840	148,220	-
RURAL TRANSIT FUND (Administration)	30,000	30,000	-	-	30,000	-	-	30,000	-	-
RURAL TRANSIT FUND (Operating Funds)	300,000	300,000	-	-	402,460	-	-	402,460	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5307) - San Luis Obispo	520,940	546,990	-	-	574,340	-	-	603,060	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5311) - Operating	524,930	498,210	-	-	503,200	-	-	514,700	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5307-N. County) - Operatin	1,027,723	838,950	-	237,660	878,400	-	249,540	919,820	-	262,021
FEDERAL TRANSIT ADM (FTA) (Section 5307-SM) - Operating	332,850	349,490	-	-	366,960	-	-	385,310	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5307) - S. County Operatin	491,000	513,050	-	-	536,200	-	-	560,510	-	-
CUESTA CONTRIBUTION ROUTE 12	60,450	68,080	-	-	75,220	-	-	84,670	-	-
CUESTA CONTRIBUTION NORTH COUNTY	40,580	-	-	40,580	-	-	40,580	-	-	40,580
SPECIAL EVENTS REVENUE/OTHER	36,008	-	-	-	-	-	-	-	-	-
4. SUB TOTAL	4,836,840	4,610,710	41,560	380,340	5,299,820	142,980	394,210	5,622,840	182,540	408,771
5. TOTAL FUND BALANCE & NON TDA FUNDING	5,267,463	5,086,800	190,430	386,660	5,488,550	185,158	404,800	5,472,970	173,100	392,381

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FUNDING SOURCES:

TDA REQUIRED

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

Population Based

18%
49%

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

6. NET TDA REQUIREMENTS

7. TOTAL FUNDING SOURCES

8. FUNDING USES:

ADMINISTRATION
INTEREST EXPENSE
MANAGEMENT CONTRACTS
SERVICE DELIVERY
CONTINGENCY

9. TOTAL FUNDING USES

	2016/2017 COMBINED ACTUAL	2017/2018 ADOPTED OPERATING BUDGET	2017/2018 ADOPTED SLOCAT BUDGET	2017/2018 ADOPTED N. COUNTY BUDGET	2018/2019 PROPOSED OPERATING BUDGET	2018/2019 PROPOSED SLOCAT BUDGET	2018/2019 PROPOSED N. COUNTY BUDGET	2019/2020 PROJECTED OPERATING BUDGET	2019/2020 PROJECTED SLOCAT BUDGET	2019/2020 PROJECTED N. COUNTY BUDGET
CITY OF ARROYO GRANDE	200,014	226,679	-	-	227,552	-	-	265,263	-	-
CITY OF ATASCADERO	334,761	394,767	-	-	396,446	-	-	462,147	-	-
CITY OF GROVER BEACH	150,848	171,271	-	-	172,409	-	-	200,981	-	-
CITY OF MORRO BAY	118,025	137,073	-	-	138,076	-	-	160,959	-	-
CITY OF PASO ROBLES	923,919	401,402	-	567,930	407,287	-	558,480	474,785	-	645,519
CITY OF PISMO BEACH	88,380	104,588	-	-	105,809	-	-	123,344	-	-
CITY OF SAN LUIS OBISPO	673,290	783,153	-	-	789,588	-	-	920,443	-	-
COUNTY OF SAN LUIS OBISPO	1,832,844	2,131,917	353,940	-	2,149,434	371,232	-	2,505,649	427,290	-
TDA REQUIREMENTS BEFORE 5311 EXCHANGE	4,322,081	4,350,850	353,940	567,930	4,386,600	371,232	558,480	5,113,570	427,290	645,519
LESS: RURAL TRANSIT FUND/5311 EXCHANGE	(524,930)	(498,210)	-	-	(503,200)	-	-	(514,700)	-	-
6. NET TDA REQUIREMENTS	3,797,151	3,852,640	353,940	567,930	3,883,400	371,232	558,480	4,598,870	427,290	645,519
7. TOTAL FUNDING SOURCES	9,064,614	8,939,440	544,370	954,590	9,371,950	556,390	963,280	10,071,840	600,390	1,037,900
8. FUNDING USES:										
ADMINISTRATION	1,351,072	1,605,920	10,000	58,010	1,569,260	7,500	107,920	1,633,100	6,760	111,810
INTEREST EXPENSE	30,960	30,490	-	-	11,640	-	-	-	-	-
MANAGEMENT CONTRACTS	237,330	119,270	85,230	41,850	124,660	90,130	43,740	131,050	94,750	45,980
SERVICE DELIVERY	7,415,139	7,098,790	427,750	840,600	7,573,670	436,910	800,240	8,207,850	475,350	867,850
CONTINGENCY	17,570	84,970	21,390	14,130	92,720	21,850	11,380	99,840	23,530	12,260
9. TOTAL FUNDING USES	9,052,071	8,939,440	544,370	954,590	9,371,950	556,390	963,280	10,071,840	600,390	1,037,900

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
PROPOSED CAPITAL REVENUE BUDGET FOR 2018/2019**

	2016/2017 COMBINED ACTUAL	2017/2018 AMENDED CAPITAL BUDGET	2017/2018 AMENDED SLOCAT BUDGET	2017/2018 AMENDED N. COUNTY BUDGET	2018/2019 PROPOSED CAPITAL BUDGET	2018/2019 PROPOSED SLOCAT BUDGET	2018/2019 PROPOSED N. COUNTY BUDGET	2019/2020 PROJECTED CAPITAL BUDGET	2019/2020 PROJECTED SLOCAT BUDGET	2019/2020 PROJECTED N. COUNTY BUDGET
FUNDING SOURCES:										
CAPITAL PROJECTS RESERVE	770,206	821,573	8,690	40,330	656,950	119,330	235,630	530,800	119,330	342,580
1. ESTIMATED FUND BALANCE	770,206	821,573	8,690	40,330	656,950	119,330	235,630	530,800	119,330	342,580
2. LESS REQUIRED RESERVES FOR FISCAL YEAR										
CAPITAL PROJECTS RESERVE	870,593	656,953	119,330	123,740	530,800	119,330	342,580	512,610	119,330	5,320
TOTAL	870,593	656,953	119,330	123,740	530,800	119,330	342,580	512,610	119,330	5,320
3. FUND BALANCE AVAILABLE	(100,387)	164,620	(110,640)	(83,410)	126,150	-	(106,950)	18,190	-	337,260
NON TDA SOURCES										
STATE TRANSIT ASSISTANCE (STA) WITH SB1 AUGMENTATION IN FY 18/19	518,695	410,000	71,590	57,880	384,580	39,050	106,950	229,820	-	106,950
LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)	26,961	264,040	-	-	-	-	-	-	-	-
PROPOSITION 1B FUNDING - SAFETY & SECURITY	574,699	210,180	-	-	-	-	-	-	-	-
STA SB1 AUGMENTATION (Prior Years) & STATE OF GOOD REPAIR	-	806,120	39,050	25,530	388,880	-	-	-	-	-
PROPOSITION 1B FUNDING - BUS REPLACEMENT	-	-	-	-	683,170	-	-	-	-	-
CONGESTION MITIGATION AND AIR QUALITY (CMAQ)	-	-	-	-	396,000	-	-	-	-	-
RURAL TRANSIT FUND (Capital)	63,652	-	-	-	-	-	-	-	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5307) - San Luis Obispo	97,531	337,090	-	-	983,970	-	-	290,640	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5309) - State of Good Repair	4,189	-	-	-	-	-	-	-	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5339) - Bus and Bus Facilities	3,663	79,220	-	-	873,210	65,220	-	-	-	409,820
FEDERAL TRANSIT ADM (FTA) (Section 5311f)	-	-	-	-	-	-	-	-	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5307-North County)	295,702	982,170	-	-	398,310	-	-	351,900	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5307-South County)	257,531	389,890	-	-	883,970	-	-	290,640	-	-
4. SUB TOTAL	1,842,623	3,478,710	110,640	83,410	4,992,090	104,270	106,950	1,163,000	-	516,770
5. TOTAL FUND BALANCE & NON TDA FUNDING	1,742,236	3,643,330	-	-	5,118,240	104,270	-	1,181,190	-	854,030
6. NET TDA REQUIREMENTS	-	-	-	-	-	-	-	-	-	26,670
7. TOTAL FUNDING SOURCES	1,742,236	3,643,330	-	-	5,118,240	104,270	-	1,181,190	-	880,700
8. FUNDING USES:										
CAPITAL	1,541,640	3,442,730	-	-	4,906,570	104,270	-	1,181,190	-	880,700
LOAN PAYDOWN	200,596	200,600	-	-	211,670	-	-	-	-	-
9. TOTAL FUNDING USES	1,742,236	3,643,330	-	-	5,118,240	104,270	-	1,181,190	-	880,700

B-1-17

		Actual Combined FY 2016-17	Amended Operating Budget FY 2017-18	Proposed Operating Budget FY 2018-19	Projected Operating Budget FY 2019-20
Administration and Service Delivery Totals					
	Hours	72,834	77,750	72,080	72,080
	Miles	1,619,141	1,722,730	1,624,850	1,624,850
Administration:					
Labor	operations cost	655,459	855,390	894,050	939,910
Labor - Administration Workers Comp	operations cost	68,662	70,930	65,150	66,450
Office Space Rental	operations cost	404,548	477,880	458,500	472,240
Property Insurance	operations cost	16,340	17,240	19,780	20,180
Professional Technical Services	operations cost	73,266	99,990	98,480	100,940
Professional Development	operations cost	38,663	37,670	46,270	39,270
Operating Expense	operations cost	250,847	270,460	265,450	280,900
Marketing and Reproduction	hourly	80,617	90,720	95,530	103,560
North County Management Contract	operations cost	(40,320)	(41,850)	(43,740)	(45,980)
County Management Contract	operations cost	(82,110)	(85,230)	(90,130)	(94,750)
SCT Management Contract	operations cost	(114,900)	(119,270)	(124,660)	(131,050)
Total Administration		1,351,072	1,673,930	1,684,680	1,751,670
Service Delivery:					
Labor - Operations	hourly	3,786,731	4,245,580	4,556,490	4,974,990
Labor - Operations Workers Comp	hourly	464,554	479,910	440,830	449,650
Labor - Maintenance	hourly	939,441	989,230	1,033,450	1,132,380
Labor - Maintenance Workers Comp	hourly	135,956	140,450	129,010	131,590
Fuel	miles	778,888	1,054,460	991,560	1,020,710
Insurance (Liability, Physical Damage, Employment Practices)	miles	571,725	615,000	720,500	792,550
Special Transportation (for SLOCAT)	n/a	38,668	43,900	43,900	47,930
Avila Trolley	n/a	52,150	69,900	61,750	67,420
Maintenance (parts, supplies, materials)	miles	598,140	636,610	703,460	777,330
Maintenance Contract Costs	miles	48,886	92,100	129,870	156,500
Total Operations		7,415,139	8,367,140	8,810,820	9,551,050
Contingency	hourly	17,570	120,490	125,950	135,630
Interest Expense	operations cost	30,960	30,490	11,640	-
Management Contracts		237,330	246,350	258,530	271,780
TOTAL FUNDING USES		9,052,071	10,438,400	10,891,620	11,710,130

B-1-18

	Actual Capital Expenditures FY 2016-17	Amended Capital Budget FY 2017-18	Proposed Capital Budget FY 2018-19	Projected Capital Budget FY 2019-20	Projected Capital Budget FY 2020-21	Projected Capital Budget FY 2021-22	Projected Capital Budget FY 2022-23
Capital Expenditures							
Capital/Studies:							
Computer System Maintenance/Upgrades	37,217	52,220	31,830	33,420	35,090	36,840	38,680
Miscellaneous Capital							
Facility Improvements	-	32,540	-	-	-	-	-
Maintenance Equipment	29,103	42,010	-	-	-	-	-
Rotary Lift/Wireless Lift	-	-	-	-	-	-	-
Passenger Protection 1300 buses	4,536	-	-	-	-	-	-
Specialized Maintenance Tools	-	33,500	51,700	54,290	-	-	-
Desks and Office Equipment	9,595	6,600	10,000	-	-	-	-
Radios	-	-	-	-	6,600	-	-
Vehicle ITS/Camera System	590,451	163,510	-	-	-	-	-
Bus Stop Improvements/Bus Stop Solar Lighting	16,860	295,100	36,470	38,290	40,200	42,210	44,320
Bus Rehabilitation	-	126,000	-	-	-	-	-
RouteMatch Dispatching Software/Call Back System	33,150	-	-	-	-	-	-
Vehicles	-	-	-	-	-	-	-
Support Vehicles	60,618	-	18,000	-	56,700	63,000	-
40' Coaches	-	-	3,140,380	-	631,800	1,326,700	4,875,600
Trolley replacement vehicles	204,268	-	-	-	-	-	253,300
Cutaway and Dial A Ride Vehicles	-	-	81,520	880,700	-	-	-
Runabout Vehicles	289,284	-	729,320	555,200	261,300	316,600	-
Total Capital Outlay	1,275,082	751,480	4,099,220	1,561,900	1,031,690	1,785,350	5,211,900
Loan Pay down	200,596	200,600	211,670	-	-	-	-
Short Range Transit Plans - Nipomo	-	-	22,750	-	-	-	-
Elks Lane Project	126,391	1,831,420	888,870	499,990	6,000,000	4,000,000	-
Paso Property Improvements	140,167	859,830	-	-	-	-	-
TOTAL FUNDING USES	<u>1,742,236</u>	<u>3,643,330</u>	<u>5,222,510</u>	<u>2,061,890</u>	<u>7,031,690</u>	<u>5,785,350</u>	<u>5,211,900</u>

		Total Adopted Budget FY 2017-18	Weekday Proposed Budget FY 2018-19	Saturday Proposed Budget FY 2018-19	Sunday Proposed Budget FY 2018-19	Total Proposed Budget FY 2018-19	Projected Budget FY 2019-20
Route 9							
	Hours	14,320	12,730	680	460	13,870	13,870
	Miles	386,750	343,580	19,880	13,350	376,810	376,810
Administration:							
Total Administration (Net of Contracts)		319,360	296,640	16,290	10,990	323,920	336,720
Service Delivery:							
Labor - Operations	hourly	734,080	770,430	41,150	27,840	839,420	916,520
Labor - Operations Workers Comp	hourly	82,880	74,540	3,980	2,690	81,210	82,840
Labor - Maintenance	hourly	171,020	174,740	9,330	6,310	190,380	208,620
Labor - Maintenance Workers Comp	hourly	24,250	21,810	1,170	790	23,770	24,240
Fuel	miles	230,560	205,460	11,890	7,980	225,330	231,960
Insurance	miles	134,850	149,520	8,650	5,810	163,980	180,380
Maintenance (parts, supplies, materials)	miles	135,730	142,410	8,240	5,530	156,180	172,590
Maintenance Contract Costs	miles	19,640	26,290	1,520	1,020	28,830	34,750
Total Operations		1,533,010	1,565,200	85,930	57,970	1,709,100	1,851,900
Capital/Studies:							
Total Capital Outlay		1,306,750	1,471,730	80,800	54,510	1,607,040	541,840
Contingency	hourly	17,490	18,390	980	660	20,030	21,570
Interest Expense	operations cost	6,270	2,310	120	80	2,510	-
TOTAL FUNDING USES		3,182,880	3,354,270	184,120	124,210	3,662,600	2,752,030
TOTAL NON-CAPITAL EXPENDITURES		1,876,130	1,882,540	103,320	69,700	2,055,560	2,210,190

		Total Adopted Budget FY 2017-18	Weekday Proposed Budget FY 2018-19	Saturday Proposed Budget FY 2018-19	Sunday Proposed Budget FY 2018-19	Total Proposed Budget FY 2018-19	Projected Budget FY 2019-20
Route 10							
	Hours	12,560	10,680	620	370	11,670	11,670
	Miles	394,210	339,370	20,020	12,050	371,440	371,440
Administration:							
Total Administration (Net of Contracts)		295,530	263,640	15,390	9,220	288,250	299,570
Service Delivery:							
Labor - Operations	hourly	643,850	646,360	37,520	22,390	706,270	771,150
Labor - Operations Workers Comp	hourly	72,700	62,530	3,630	2,170	68,330	69,700
Labor - Maintenance	hourly	150,010	146,600	8,510	5,080	160,190	175,530
Labor - Maintenance Workers Comp	hourly	21,270	18,300	1,060	630	19,990	20,400
Fuel	miles	235,000	202,940	11,970	7,210	222,120	228,650
Insurance	miles	137,450	147,680	8,710	5,240	161,630	177,800
Maintenance (parts, supplies, materials)	miles	138,340	140,670	8,300	4,990	153,960	170,130
Maintenance Contract Costs	miles	20,020	25,970	1,530	920	28,420	34,250
Total Operations		1,418,640	1,391,050	81,230	48,630	1,520,910	1,647,610
Capital/Studies:							
Total Capital Outlay		1,209,260	1,307,980	76,380	45,730	1,430,090	482,070
Contingency	hourly	15,330	15,420	900	530	16,850	18,150
Interest Expense	operations cost	5,500	1,940	110	70	2,120	-
TOTAL FUNDING USES		2,944,260	2,980,030	174,010	104,180	3,258,220	2,447,400
TOTAL NON-CAPITAL EXPENDITURES		1,735,000	1,672,050	97,630	58,450	1,828,130	1,965,330

		Total Adopted Budget FY 2017-18	Weekday Proposed Budget FY 2018-19	Saturday Proposed Budget FY 2018-19	Sunday Proposed Budget FY 2018-19	Total Proposed Budget FY 2018-19	Projected Budget FY 2019-20
Route 12, 14 and 15							
	Hours	12,000	9,610	1,010	710	11,330	11,330
	Miles	331,620	271,030	29,370	20,420	320,820	320,820
Administration:							
Total Administration (Net of Contracts)		269,720	227,310	24,140	16,910	268,360	278,940
Service Delivery:							
Labor - Operations	hourly	615,150	581,610	61,130	42,970	685,710	748,680
Labor - Operations Workers Comp	hourly	69,460	56,270	5,910	4,160	66,340	67,670
Labor - Maintenance	hourly	143,310	131,910	13,860	9,750	155,520	170,410
Labor - Maintenance Workers Comp	hourly	20,330	16,470	1,730	1,220	19,420	19,800
Fuel	miles	197,680	162,080	17,560	12,210	191,850	197,490
Insurance	miles	115,620	117,940	12,780	8,890	139,610	153,570
Maintenance (parts, supplies, materials)	miles	116,380	112,340	12,170	8,460	132,970	146,940
Maintenance Contract Costs	miles	16,840	20,740	2,250	1,560	24,550	29,590
Total Operations		1,294,770	1,199,360	127,390	89,220	1,415,970	1,534,150
Capital/Studies:							
Total Capital Outlay		1,103,670	1,127,730	119,780	83,890	1,331,400	448,870
Contingency	hourly	14,660	13,880	1,460	1,030	16,370	17,620
Interest Expense	operations cost	5,260	1,740	180	130	2,050	-
TOTAL FUNDING USES		2,688,080	2,570,020	272,950	191,180	3,034,150	2,279,580
TOTAL NON-CAPITAL EXPENDITURES		1,584,410	1,442,290	153,170	107,290	1,702,750	1,830,710

		Total Adopted Budget FY 2017-18	Total Proposed Budget FY 2018-19	Projected Budget FY 2019-20
Runabout				
	Hours	30,710	27,330	27,330
	Miles	506,180	453,750	453,750
Administration:				
Total Administration (Net of Contracts)		594,210	554,860	577,140
Service Delivery:				
Labor - Operations	hourly	1,574,250	1,654,040	1,805,960
Labor - Operations Workers Comp	hourly	177,760	160,030	163,230
Labor - Maintenance	hourly	366,760	375,150	411,060
Labor - Maintenance Workers Comp	hourly	52,020	46,830	47,770
Fuel	miles	301,750	271,340	279,320
Insurance	miles	176,490	197,460	217,210
Maintenance (parts, supplies, materials)	miles	177,640	188,080	207,830
Maintenance Contract Costs	miles	25,700	34,720	41,840
Total Operations		2,852,370	2,927,650	3,174,220
Capital/Studies:				
Total Capital Outlay		23,630	772,430	589,120
Contingency	hourly	37,500	39,470	42,500
Interest Expense	operations cost	13,460	4,960	-
TOTAL FUNDING USES		3,521,170	4,299,370	4,382,980
TOTAL NON-CAPITAL EXPENDITURES		3,497,540	3,526,940	3,793,860

		Adopted Budget FY 2017-18	Total Proposed Budget FY 2018-19	Projected Budget FY 2019-20
County Services				
Administration:				
	Total Administration (Net of Contracts)	95,230	97,630	101,510
Service Delivery:				
	Labor - Operations	180,430	194,140	211,970
	Labor - Operations Workers Comp	20,830	18,780	19,160
	Labor - Maintenance	42,140	44,030	48,240
	Labor - Maintenance Workers Comp	6,100	5,500	5,610
	Fuel	21,740	19,900	20,490
	Insurance	11,090	13,410	14,750
	Special Transit (Senior Vans, Incentives, etc)	43,900	43,900	47,930
	Avila Trolley	69,900	61,750	67,420
	Maintenance (parts, supplies, materials)	27,630	29,970	33,120
	Maintenance Contract Costs	4,000	5,530	6,660
	Total Operations	427,760	436,910	475,350
Capital/Studies:				
	Total Capital Outlay	-	81,520	-
	Contingency	21,390	21,850	23,530
	Short Range Transit Plans - Nipomo	-	22,750	-
	Interest Expense	-	-	-
	TOTAL FUNDING USES	544,380	660,660	600,390
	TOTAL NON-CAPITAL EXPENDITURES	544,380	556,390	600,390

		Adopted Total Budget FY 2017-18	Proposed Route A & B Budget FY 2018-19	Proposed Paso DAR Budget FY 2018-19	Total Proposed Budget FY 2018-19	Projected Budget FY 2019-20
North County Services						
	Hours	8,160	6,370	1,510	7,880	7,880
	Miles	103,970	88,640	13,390	102,030	102,030
Administration:						
	Total Administration (Net of Contracts)	99,860	124,380	27,280	151,660	157,790
Service Delivery:						
	Labor - Operations	497,830	385,520	91,390	476,910	520,710
	Labor - Operations Workers Comp	56,280	37,300	8,840	46,140	47,060
	Labor - Maintenance	115,990	87,440	20,730	108,170	118,520
	Labor - Maintenance Workers Comp	16,470	10,920	2,590	13,510	13,770
	Fuel	67,730	53,010	8,010	61,020	62,810
	Insurance	39,500	38,570	5,830	44,400	48,840
	Maintenance (parts, supplies, materials)	40,890	36,740	5,550	42,290	46,730
	Maintenance Contract Costs	5,910	6,780	1,020	7,800	9,410
	Total Operations	840,600	656,280	143,960	800,240	867,850
Capital/Studies:						
	Total Capital Outlay	-	-	-	-	-
Contingency						
	hourly	14,130	9,200	2,180	11,380	12,260
Interest Expense						
	operations cost	-	-	-	-	-
TOTAL FUNDING USES		954,590	789,860	173,420	963,280	1,037,900
TOTAL NON-CAPITAL EXPENDITURES		954,590	789,860	173,420	963,280	1,037,900

RTA Staff Salary Schedule

Effective July 1, 2018

SLORTA POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
Administrative Assistant	\$40,896.26	\$42,941.08	\$45,088.14	\$47,342.54	\$49,236.24	\$50,713.34	\$51,727.60
Operations Supervisor	\$41,783.24	\$43,872.40	\$46,066.02	\$48,369.32	\$50,304.10	\$51,813.22	\$52,849.48
Administrative Assistant - Finance	\$42,941.08	\$45,088.14	\$47,342.54	\$49,709.67	\$51,698.05	\$53,248.99	\$54,313.97
Accounting Technician	\$42,941.08	\$45,088.14	\$47,342.54	\$49,709.67	\$51,698.05	\$53,248.99	\$54,313.97
Transit Training Instructor/Mobility Specialist	\$47,342.54	\$49,709.67	\$52,195.14	\$54,804.91	\$56,997.10	\$58,707.01	\$59,881.15
Lead Supervisor	\$57,545.15	\$60,422.41	\$63,443.52	\$66,615.71	\$69,280.34	\$71,358.75	\$72,785.92
Human Resources Officer	\$58,983.78	\$61,932.97	\$65,029.61	\$68,281.10	\$71,012.35	\$73,142.71	\$74,605.56
Maintenance Supervisor	\$66,615.71	\$69,946.48	\$73,443.81	\$77,116.00	\$80,200.64	\$82,606.65	\$84,258.78
Manager, Marketing and Community Relations	\$68,281.10	\$71,695.14	\$75,279.90	\$79,043.90	\$82,205.66	\$84,671.82	\$86,365.25
Manager, Safety and Training	\$68,281.10	\$71,695.14	\$75,279.90	\$79,043.90	\$82,205.66	\$84,671.82	\$86,365.25
Grants & Financial Manager	\$75,279.90	\$79,043.90	\$82,996.09	\$87,145.90	\$90,631.73	\$93,350.69	\$95,217.72
Manager, Maintenance and Facilities	\$80,971.80	\$85,020.39	\$89,271.41	\$93,734.99	\$97,484.39	\$100,408.92	\$102,417.10
Manager, Operations	\$93,734.99	\$98,421.74	\$103,342.82	\$108,509.96	\$112,850.36	\$116,235.86	\$118,560.58
Deputy Director/CFO	\$113,935.47	\$119,632.24	\$125,613.85	\$131,894.55	\$137,170.33	\$141,285.44	\$144,111.15

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

May 2, 2018

STAFF REPORT

AGENDA ITEM: B-2

TOPIC: CTSA Designation & Contract for SLOCOG Services

PRESENTED BY: Geoff Straw, Executive Director

STAFF RECOMMENDATION: Adopt Resolution

BACKGROUND/DISCUSSION:

In August 2017, staff submitted a letter to the San Luis Obispo Council of Governments (SLOCOG) requesting, among other things, possible designation of the RTA as a second Consolidated Transportation Services Agency. Under this scenario, SLOCOG could develop appropriate performance measures for specialized public transportation services in lieu of only farebox recovery ratio requirements. These specialized transportation services include Runabout, lifeline demand response public transportation services provided in Paso Robles, Shandon and Templeton, as well as general public demand response services provided in Nipomo. This use of alternative performance measures is expressly permitted in TDA law under Section 6680.

During SLOCOG's evaluation of the RTA's request, it became clear that partnering with a disinterested public agency to administer specialized transportation services sought by SLOCOG could be another benefit of designating a second CTSA. However, the disinterested party would also need to agree that no TDA Article 4.5 funds could be used for existing public transportation services directly operated by the agency, nor would it be advisable for the second CTSA to seek FTA Section 5310 funds in competition with the existing CTSA (Ride-On). Ride-On has served SLOCOG as a CTSA since January 1993 and in a reduced CTSA capacity since 1988 while operating as a local United Cerebral Palsy agency. In exchange, SLOCOG would not support Ride-On in seeking to use general public transportation funds such as SLOCOG-administered Rural Transportation Funds, Senate Bill 1, or FTA Sections 5307, 5311 or 5339 funds administered by Caltrans through SLOCOG.

The attached resolution by the RTA Board accepts designation as a second CTSA. It also states the RTA's acceptance of administrative authority to implement two specialized transportation services that will be funded by SLOCOG and passed-through to the RTA for payment to the respective vendors. SLOCOG and RTA staff would work together to develop alternate performance measures, which will be brought to the SLOCOG Board for later adoption; the effective date would correspond with the FY17-18 reporting year.

Staff Recommendation

Staff recommends that the Board adopt the attached resolution accepting SLOCOG's designation as a Consolidated Transportation Services Agency and agreement to administer service-level contracts on SLOCOG's behalf.

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

RESOLUTION NO. 18-_____

**Designation as a Consolidated Transportation Services Agency and
Acceptance of Contract Administration for Services**

WHEREAS, the Transportation Development Act (TDA) of 1971 authorized the San Luis Obispo Council of Governments (SLOCOG) to identify Consolidated Transportation Services Agencies (CTSAs) to encourage efficiencies via coordination and consolidation of social services transportation; and

WHEREAS, SLOCOG designated Ride-On as the sole CTSA in January 1993 to spur coordination and consolidation among small social services programs with a need for transportation support or with their own services in need of management oversight, maintenance support or training resources for drivers and dispatchers; and

WHEREAS, SLOCOG, under Federal guidelines for discretionary grants eligibility, first prepared the Coordinated Human Services Transportation Plan in 2007 and updated such plan in 2016; and

WHEREAS, the 2016 Plan update recommended a more streamlined approach to both the revenue and cost assignment among the programs directly operated by Ride-On Transportation, resulting in a 3-variable operating cost model adoption; and

WHEREAS, per its Triennial Performance Audit recommendations per TDA mandate, SLOCOG re-assessed the regional policies for all transit and paratransit providers in order to achieve easier compliance with state mandates and to be more equitable in the area of special service farebox ratio exemptions; and

WHEREAS, per the TDA guidelines on CTSA programs, SLOCOG has the discretion to adopt performance measures best tailored to specialized transportation services, which may exclude a review, monitoring and enforcement of farebox ratio mandates; and

WHEREAS, the use of alternative performance measures was first implemented in 2014 as part of the Ride-On Transportation CTSA Triennial Performance Audit and demonstrated its ease of implementation; and

WHEREAS, per the annual performance reviews among rural or very small demand response programs, SLOCOG, funding partners and local transit operators concurred that a newer and simpler approach to such review was warranted for such small scale applications; and

WHEREAS, a similar finding from the quarterly reports to Caltrans submitted by the Enhanced 5310 grantees (beyond ADA operations) was made that small volunteer based driver programs in the non-profit sector should also be exempt from meeting a farebox ratio, even if the potential growth tapped into a small share of TDA monies, per 2018 SLOCOG regional policy; and

WHEREAS, SLOCOG has expressed an interest in identifying a second CTSA in the County to assist in the implementation of various transportation programs, mainly to implement various

small scale transportation programs that were recognized as vital for scattered population groups of low income, minorities or other unique characteristics; and

WHEREAS, the San Luis Obispo Regional Transit Authority (RTA) currently provides the required Americans with Disabilities Act (ADA) complementary paratransit services (Runabout) in the County and other public transportation demand response services on behalf of other agency partners; and

WHEREAS, SLOCOG acknowledges the advantage of forming a second CTSA and housing it within the RTA as it offers greater flexibility in reporting and administration of such a small pool of TDA funds and enables a consolidated effort among small-scale programs with similarities in their latent needs and taps into a common dedicated funding source from the County; and

WHEREAS, this initiative does not explicitly impact the role and mission of the CTSA already in place housed within Ride-On Transportation, while it enables a common approach to addressing the special needs of rural communities so they gain reliable and affordable access to larger communities or cities where essential services are found; and

WHEREAS, this agreement does not preclude the RTA from entering into a service contract with Ride-On Transportation or other for-profit vendors for specific functions to be performed, if determined to be feasible, cost effective and supported by the stakeholders; and

WHEREAS, this new CTSA will help to deliver current or future Coordinated Human Services transportation programs, rather than either fund general RTA services with TDA Article 4.5 funds, or become a direct subsidy to ADA Runabout program, already tapping into many Federal and state grants; and

WHEREAS, this agreement precludes the RTA under its Runabout fleet program or under operation of some of the above social services programs to seek FTA Section 5310 expanded grant monies, since such grant on capital side is set aside for non-profit organizations that lack other predictable capital sources; and

WHEREAS, SLOCOG reserves the right to amend some or all of the above terms if review of performance trends or peers assessment with other Central Coast Counties revealed a significantly below performance or suggested the need for alternate courses of action.

NOW THEREFORE, BE IT RESOLVED the San Luis Obispo Regional Transit Authority accepts designation as a Consolidated Transportation Services Agency scheduled for consideration by SLOCOG in June 2018.

BE IT FURTHER RESOLVED that the RTA accepts administrative authority to act as an agent to implement the Senior GO! program and Volunteer Driver programs through service agreements with SLOCOG at no anticipated extra administrative costs.

BE IT FURTHER RESOLVED that the RTA will work with SLOCOG and other partners to develop alternate performance measures as permitted in Section 6680 of TDA law.

On motion by Board Member _____, seconded by Board Member _____, and on the following roll call vote, to wit;

AYES:

NOES:

ABSENT:

ABSTAIN:

The foregoing resolution is hereby adopted on this seventh day of May 2, 2018.

Tom O'Malley, President
San Luis Obispo Regional Transit Authority (RTA)

ATTEST:

Geoff Straw, Executive Director
San Luis Obispo Regional Transit Authority (RTA)

APPROVED AS TO FORM AND LEGAL EFFECT:

BY: _____

Timothy McNulty
RTA Legal Counsel

DATE: _____

DRAFT
SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
MINUTES OF MARCH 7, 2018
C-1

BOARD MEMBERS PRESENT:

DEBBIE ARNOLD, FIFTH DISTRICT, COUNTY OF SAN LUIS OBISPO
TIM BROWN, CITY OF ARROYO GRANDE
LYNN COMPTON, FOURTH DISTRICT, COUNTY OF SAN LUIS OBISPO (Past President)
BRUCE GIBSON, SECOND DISTRICT, COUNTY OF SAN LUIS OBISPO
JOHN HEADDING, CITY OF MORRO BAY
TOM O'MALLEY, CITY OF ATASCADERO (President)
DAN RIVOIRE, CITY OF SAN LUIS OBISPO (Vice President)
JOHN SHOALS, CITY OF GROVER BEACH
FRED STRONG, CITY OF PASO ROBLES
ED WAAGE, CITY OF PISMO BEACH (arrived at 8:42 a.m.)

BOARD MEMBERS ABSENT:

ADAM HILL, THIRD DISTRICT, COUNTY OF SAN LUIS OBISPO
JOHN PESCHONG, FIRST DISTRICT, COUNTY OF SAN LUIS OBISPO

STAFF PRESENT:

GEOFF STRAW, EXECUTIVE DIRECTOR
TANIA ARNOLD, DEPUTY DIRECTOR & CFO
TIM MCNULTY, SAN LUIS OBISPO COUNTY COUNSEL
MARY GARDNER, MARKETING & COMMUNITY RELATIONS MANAGER
LESLIE SANCHEZ, HUMAN RESOURCES OFFICER
PHIL MOORES, OPERATIONS MANAGER
OMAR MCPHERSON, GRANTS MANAGER
SHELLY HORTON, LEAD SUPERVISOR
MICHELLE WHITTEN, BUS OPERATOR

CALL TO ORDER AND ROLL CALL: **President Tom O'Malley** called the RTA meeting to order at 8:31 a.m.
A roll call was taken and a quorum was present.

Public Comments: **Mr. Eric Greening**, Atascadero, discussed the use of public restrooms and understands that there may be availability to use the restrooms at the library for the bus operators to use when the County planning department is not available or the library is closed, we need to have restrooms available for bus operators. He asked what the next steps are to make that happen.

President O'Malley asked **Mr. Greening** to stay at the podium and to make his next comment for item A-1 and listen to the response prior to the Executive Director's report.

A. INFORMATION AGENDA:

A-1 Executive Director's Report: **Mr. Greening** noted the electrification mandate doesn't work for a system like ours. We have mountains and long distances to cover and it is extremely counter productive to have to stop the buses to charge them. Would like the SLOCOG Board to take legislative action. This is incompatible. If the two collide, he hopes that the electrification mandate is the item that gives, not the service. Supports Mr. Straw's push back of the mandate. **Mr. Straw** responded to the restroom issue and has identified a few potential solutions including the library and working with the City to see if there is a reasonable solution, mainly for weekends and evenings. We will report back to the Board as progress is made.

The Paso Bus Parking Yard is expected to be completed this month. We are inviting all the Board members for the next employee of the quarter event on Friday April 27th. He then introduced **Mr. Phil Moores** who will be presenting the Employee of the Quarter award. **Mr. Moores** introduced **Ms. Michelle Whitten** as the Employee of the Quarter. He stated that she is the first to arrive and the last to leave and that she can be found washing someone else's dishes in the kitchen. He stated that RTA is privileged to have her. **Ms. Whitten** mentioned that she has been with RTA for nine years this October and the organization has come a long way. She stated that doesn't plan on going anywhere and looks forward to what the future holds for the organization.

Mr. Straw continued his report by stating that the draft strategic business plan is included in consent. We are going out to bid for the government center improvements. We are also going to be installing the ticket vending machine at the government center when the improvements happen. We did issue it again as a design build but we have gotten positive feedback and we do expect bidders this time. We hope to start the project in early summer. He thanked the County for working with staff on the project. Eight drivers have completed training. Thanked **Ms. Leslie Sanchez** for recruiting the group. Thanked **Ms. Patricia Grimes** for getting them ready and putting it all together. It really was a team effort.

In 2014, we transitioned from the tire lease we inherited from the prior contractor to purchasing tires. That same year we installed maintenance software and we have done another analysis and are recommending we go back to leasing. For service planning, there are changes that we want to recognize that there are better ways for us to provide outreach.

Mr. Straw discussed the electrification issue, it will be happening but it is a matter of when. He discussed the electrical usage thresholds and stated that the cost per mile to operate is lower than using diesel. We are currently working with other providers and including it in the plans for the new facility. We should be ready for, will be bringing back a policy in the next year to get ready for it. It is not just the public side; it is the private side too. He noted the solar array needed to operate a bus for a day is the size of a football field. Many things need to happen to move forward with this. It is just a proposal right now. **Mr. Straw** discuss the use of natural gas and the limitations. Paso and South County services

may work sooner. The Cuesta Grade sucks a lot of electricity. The heat in North County would suck a lot of battery also.

He then presented the new commercial to the Board and thanked **Ms. Mary Gardner** for all her work on it. Financial reports are included in the agenda. He discussed the variances in large budget items as well as ridership trends. Noted Cuesta ridership is down but in meeting with Cuesta representatives, they noted enrollment is down so we aren't surprised. Low fuel prices do impact ridership and car ownership is increasing as well. Noted SB1 will bring additional funds. STA can only be used for transit and it has some more specific rules on if it can be used for operations. In the future we may start using it for operations.

Mr. Straw reviewed page A-1-7. Farebox ratio is 21.9% for the core services. Some of the things are looking at regarding consolidation would impact that. Riders per hour was discussed as well as the subsidy per passenger. Reminder regarding Runabout and the subsidy, it does not account for the rides for those that ride the fixed route for free.

Mr. Straw concluded his report.

President O'Malley opened Board and public comment.

Board Member Debbie Arnold asked for confirmation that it is one way in regards to the Runabout cost. **Mr. Straw** stated that yes, the amount that it cost for Runabout is for a one way trip and would double for a roundtrip.

Board Member Tim Brown asked if anyone who rides fixed route ever finds it too difficult and go back to riding Runabout. **Mr. Straw** noted that it isn't something that we track but we do track people who use their ADA cards on fixed routes.

President O'Malley closed Board and public comment.

B. ACTION AGENDA:

B-1 FY18-19 Budget Assumptions: **Ms. Tania Arnold** stated she will be presenting the budget assumptions for the RTA's Fiscal Year 18-19 Operating and Capital Budget, which is the first step in the development of our operating budget and operating program. It should be noted that the 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. She read the RTA mission statement.

There are a number of key issues that we consider when developing the budget. SoCo Transit's request to consolidate with the RTA and how to address it. STA funds used primarily for capital projects are projected to be up slightly due to new SB-1 funds. Staff is also looking to see if those funds can be used for operational cost. LTF used for operating purposes are projected to be flat to the region. Liability costs continue to escalate, despite the RTA's good safety record. We continue to focus on Runabout

costs, which had been escalating in recent years but have leveled off. Fuel costs continue to remain low; this also results in declining ridership & fares.

She stated that there are some objectives and revenue impacts to consider with the budget assumptions. Maintain service levels and hours of RTA Fixed Route and Runabout core services. Proposing to include a mock budget to list show what the budget would be if SoCo Transit was consolidated. SLOCOG is working on STA funding projections for FY17-18 that take into account new SB-1 Road Repair and Accountability Act funds. RTA received just under \$450,000 in STA capital project funding in FY17-18. Staff will continue to monitor the results and impacts of the December 31, 2017 fare increase, both on RTA Fixed Route and on the Runabout service, which included the establishment of a Runabout premium service fare. Staff is still developing estimated annual FY17-18 expenses, which impacts the carryover amount that could reasonably be identified for the FY18-19 budget. FTA Section 5307, 5311 and 5339 operating funding and capital funding for FY18-19 will be presented as previously presented in May 2017, taking into account preliminary projected revenues identified in the FAST Act. FTA Section 5307 operating funding from the Santa Maria Urbanized Area for RTA Route 10 will be budgeted based on commitments with SBCAG and the City of Santa Maria. She discussed the operating reserve and capital reserve. We will be implementing an insurance reserve.

Transit agencies across the country have experienced ridership declines due to the relatively low price of fuel and increasing private automobile ownership rates, which are affecting farebox recovery ratios. Other factors also include changes to the California minimum wage. We will continue discussions with SLOCOG regarding RTA's request to reduce the farebox recovery ratio in the three San Luis Obispo County urbanized areas to 15%. The RTA will work with SLOCOG staff and other transit providers to evaluate efficiencies in the provision of service throughout the county. We are evaluating options and provide analysis on the 5-year capital improvement program and methods to fund these needs. Staff will work with SLOCOG on appropriate projects for the Augmented STA portion of SB-1 funds for RTA projects. Staff will work with SLOCOG on appropriate projects for future State of Good Repair portion of SB-1 funds for RTA projects, including funding toward the construction of the garage facility on Elks Lane, reducing the need for LTF or outside financing to fund the project.

Address projected changes in demand for Runabout service. Runabout service hours and miles are projected to remain flat based on recent demand trends, particularly with the shift in Tri-Counties Regional Center ridership that began in February 2017. Staff will also provide mobility training for disabled persons who are able to use Fixed Route services for some or all of their travel needs.

Ms. Arnold continued by going over the expenses impacts. Fuel consumption and price will be budgeted conservatively; diesel fuel will be budgeted at \$3.30 per gallon. CalTIP liability insurance premiums are projected to increase. The exact amount is not known at this time, as CalTIP actuaries are still working on May 1, 2018 through April 30, 2019 rates. Estimates will be available from CalTIP in time to include in the RTA April 2018 draft budget. Although the number of RTA losses based on mileage has been lower than the pool average, the pool has experienced significant negative claims development, and the pool is working to ensure the stability of the pool and ensure equity between all members. Workers compensation premiums through the CSAC Excess Insurance Authority are projected to increase, with

the realization that workers compensation for transit services is especially challenging statewide as loss development trends in the state are not favorable. Property insurance will increase due to the addition of the Paso yard and because of the significant losses in the property insurance market, namely the fires and mudslides in California and hurricanes in the southern United States. For budget-making purposes, staff is assuming an 8% annual increase for healthcare costs for each of the next two fiscal years.

For the staff expenses, the new 4-year CBA was ratified in November 2017, with new wage scales that began January 1, 2018. The FY18-19 budget will include significant changes in wages and benefits, primarily due to the effects of changes to the California minimum wage program. For FY18-19 core RTA services, the number of budgeted full-time positions will increase slightly, by approximately a half-time person. More specifically, in an effort to address hiring, retention and losses, a part-time position in training will be converted to a full-time position. An annual inflationary adjustment based on the December 2016 to December 2017 CPI for non-union employees of 3.6% will be implemented in July 2018. The Operations Supervisor classification CPI increase adjustment will be implemented in January 2019, to coincide with Bus Operator wage scale adjustments identified in the CBA. Employees within the salary range for their position will be eligible for a step merit increase subject to performance assessments. She then went over the proposed budget calendar.

Ms. Arnold concluded her report.

President O'Malley opened Board and public comment.

Board Member Arnold just wanted to thank **Ms. Arnold** for all her hard work.

Mr. Pete Rodgers, SLOCOG, stated that SLOCOG supports the budgets assumptions. Staff has worked closely with RTA. LTF will be increased by 17% to local jurisdictions and will be able to distribute out. The SB-1 repeal is the unknown right now and we will need those funds for the long-term bus facility. The budget assumptions do talk about the farebox recovery ratio with the SoCo Transit consolidation and will continue to work with RTA on that. In regards to the electrification issues, we will be working with government officials in Sacramento.

President O'Malley closed Board and public comment.

Board Member Fred Strong moved to approve the Agenda Item B-1. **Board Member Bruce Gibson** seconded, and the motion carried on a roll call vote.

B-2 Revised Policy and Procedures for Video/Audio Recording on Vehicles & Property: **Mr. Straw** noted the original policy was adopted in 2012 and did not address facilities. It is also being amended to include cost recovery. He noted it is not being monitored and that planning for the long term transit center would include cameras. Staff worked with the union on how it can be used for discipline purposes. It will only be reviewed for incidents. The video example was shown and **Mr. Straw** discussed the various angles and what is being captured. Reminder it is only for an incident and not there for eavesdropping.

There is a correction on page B-2-16, we had originally proposed 60 minutes but we are now recommending 30 minutes. It gives us the protections we need but also reassures employees that we are not on a witch hunt. He reviewed Attachment C.

Mr. Straw concluded his report.

President O'Malley opened Board and public comment.

Board Member Brown asked how broad a public records request can be. **Mr. Straw** noted it could be very broad. **Mr. Omar McPherson** noted it varies based on the camera system.

President O'Malley closed Board and public comment.

Board Member Dan Rivoire moved to approve the Agenda Item B-1. **Board Member Debbie Arnold** seconded, and the motion carried on a roll call vote.

B-3 South County Transit Request to Consolidate with RTA: **Mr. Straw** stated the consolidation efforts are coming out the Triennial Performance Audit recommendation that was completed in 2017. He discussed the goals for SoCo Transit. Everything was based on looking at it today. At the January 2018 SoCo Transit Board meeting was savings of \$76,000. There are some costs, such as for health insurance benefits. There are also benefits with a lower farebox recovery ratio requirement. Combining would increase RTA's farebox requirement but it would be lower than the current 20% that SoCo currently has. **Mr. Straw** noted there is one new thing that has been included due to the STA regional integration of additional STA in today's numbers (not including STA augmentation with SB1).

Mr. Straw noted the goal is no negative impacts to RTA. One item is the farebox and that is why we requested the lower ratio of SLOCOG. It would also streamline staff. Under this proposal it would eliminate the SCT JPA and the RTA JPA would need to be amended. It is being done in order to reach full efficiency. There would be a SoCo committee and they would still be responsible for defining their service levels and their budget. They would have to meet annually. Also clarified the budget making process. And there are some fixes since, including the County would appoint a primary and alternative for the Board.

Mr. Straw noted it is a 12 step process. There will be monthly SoCo Board meetings. He reviewed the various steps that would need to be taken. The next real step is doing a road show to talk to each jurisdiction about the changes we are proposing.

Mr. Straw concluded his report.

President O'Malley opened Board and public comment.

Board Member Ed Waage asked about the capital costs for the buses. **Mr. Straw** noted they would still be responsible for replacement.

Board Member John Shoals wanted to acknowledge that SoCo Transit was one of the first JPA's and that they are able to maintain local control. He noted it needs to be discussed with the various city councils

and noted if it needs to be the same Board member on the committee. **Mr. Shoals** noted the unanimous request for B-3-24 on item e. **Mr. Straw** said yes, it would need to be the same Board members. **Board Member Shoals** asked about branding and doing better marketing in that area and since it is the most dense area. **Mr. Straw** noted that the language is pulled from the current SoCo Transit JPA and that we look at the data monthly. We don't plan on meeting just once a year, the data would be provided on a regular basis.

Board Member Lynn Compton asked how many more riders would be needed. **Mr. Straw** noted he did not know off the top of his head.

Mr. Ron DeCarli, SLOCOG, noted SLOCOG has a regulatory role and the efficiency and effectiveness of each system. You can only do so much with audits and the long range plan noted the next step is consolidation. Feels staff is being conservative. He discussed the stick and carrot program that SLOCOG uses and they will be expecting the SLOCOG Board at the following meeting to approve additional funding.

President O'Malley said he understands the desire for more local control. He appreciates the Board's consideration of that.

Board Member Strong said he appreciates the coordination of the service and it has increased ridership.

President O'Malley closed Board and public comment.

Broad Member Compton moved to approve the Agenda Item B-3. **Board Member Brown** seconded, and the motion carried on a voice vote.

C. CONSENT AGENDA:

- C-1 Executive Committee Meeting Minutes of December 13, 2017 (Information)
- C-2 RTA Board Meeting Minutes of January 3, 2018 (Approve)
- C-3 State of California SB1 State of Good Repair Grant Program (Approve)
- C-4 Updated Policy and Procedures for Public Comment Regarding Fare or Service Changes (Approve)
- C-5 RTA Strategic Business Plan Revision (Approve)
- C-6 SB 1 Solutions for Congested Corridors Grant Applications (Approve)
- C-7 MOA for Tire Leasing (Approve)

Board Member Gibson moved to approve the Consent Agenda. **Board Member Shoals** seconded, and the motion carried on a roll call vote.

BOARD MEMBER COMMENTS: None

CLOSED SESSION:

D-1 The RTA Board shall recess into closed session for a conference with Legal Counsel regarding:

Conference with Labor Negotiator (CA Government Code Section 54957.6(a))

Negotiating Party: Tom O'Malley, President

Unrepresented Employee: Geoff Straw, Executive Director

Went into closed session at 10:05 a.m. and came back to open session at 10:20 a.m.

Mr. Tim McNulty stated there was nothing to report out of closed session.

ADJOURNMENT: President O'Malley adjourned RTA meeting at 10:21 a.m.

Respectfully Submitted,

Shelby Walker

RTA Administrative Assistant

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
REGIONAL TRANSIT ADVISORY COMMITTEE

April 17, 2018

DRAFT MINUTES

C-2

Members Present:

Eric Greening (<i>Vice Chair</i>)	Fixed Route Representative
Gamaliel Anguiano	SLO Transit
Wendy Hall	County of San Luis Obispo
Phil Moores	South County Transit (SCT)
Dawn Patterson	Atascadero Transit
Dick McKinley	City of Paso Robles

Members Absent:

Janeen Burlingame	Morro Bay Transit
Mark Sanchez	Cuesta College
Mark Dariz	Runabout/DAR Representative
Cheryl Andrus	Cal Poly
Todd Katz	Fixed Route Alternate Rep.

Staff Present:

Geoff Straw	RTA
Shelby Walker	RTA
Tania Arnold	RTA

Guest:

Mark Shaffer	Ride-On Transportation
Josh Roberts	County of San Luis Obispo

1. Call Meeting to Order, Roll Call:

Mr. Eric Greening called the meeting to order at 10:05 a.m. Roll call was taken; a quorum was present.

2. Public Comments: None

3. Election of Officers (after member comments)

ELECTION OF OFFICERS: Elect Chair: **Ms. Dawn Patterson**, nominated as **Mr. Gamaliel Anguiano** Chair and **Mr. Greening** seconded. The motion carried on a voice vote.

A. Information Items

A-1 Executive Director's Report:

Mr. Geoff Straw stated Paso Robles Bus Parking Yard is finishing up, power will go in on May 14th and EOQ ribbon cutting BBQ on April 27th. We will be able to provide bus transportation to those who would like to attend. **Mr. Greening** asked if it can be accessed by people who take the Route 9. **Mr. Dick McKinley** offered to take people from bus depot if needed. Mr. Straw continued his report by stating the SoCo Transit Board did direct staff to continue consolidation efforts. Will be presenting at each city and will be seeking input. SoCo Transit in essence would go away.

Government Center design bids are currently still being sought. Had a pre-bid meeting at the government center and there was no follow up questions. Bus operators started last week, we have two in our current training class. DMV documentation has created quite a difficult situation as well as the recreational use of marijuana is something that creates problems.

Bus garage project is still continuing, we will most likely put a RFP in May. Zero emission vehicles are going to be a requirement. We are trying to include charging abilities for our future site. There is an issue with the fact that the routes that we do the buses would not make it on those full routes off of one charge. There is an off-ramp. The number of the bills are on the bottom of the report.

Marketing, we have a new commercial and new video on our website so take a look when you can. The Avila Beach Trolley started service in the first week of April. Thanked Supervisor Adam Hill for his contribution. Did not get the grant proposal for the Bus Parking Yard. When we submitted we did not have CEQA Board approval but stated in the document that we anticipated approval.

The farebox recovery ratio has been adjusted due to the consolidation plan. Ridership is declining. Route 14 is down due to low school enrollment. Route 10 is down as well. Will provide a more robust report to the Board on May 2nd.

Mr. Straw concluded his report.

Mr. Greening asked if Runabout was down as well. **Mr. Straw** stated that yes it is. This is part in efforts of working with fellow transit agencies. **Mr. Greening** stated that there needs to be a real challenge to the electric stampede. We need to be aware that the benefits may not be as fully beneficial to the ecosystem as we think. **Mr. Straw** stated that the cost per mile on the electric bus was been stated to be lower than that of the diesel fuel. There are some real challenges that we will working through.

A-2 Member Comments/Reports from Jurisdictions (Receive):

Mr. McKinley stated that the main thing the parking in the downtown area in Paso Robles. The mobility is the main issue for those in the area. There is a discussion of possible golf carts to transport people around the area.

Mr. Phil Moores the staff at SoCo Transit is getting more comfortable with the idea of consolidation and are seeing the benefits of the consolidation. We are still hoping for the January start date of the consolidation.

Mr. Mark Shaffer stated he looking forward to the MSAA report at the RTA Board meeting. Will be working with 511 to develop a mobile app that can help riders find transportation. Working on ways to send rides to our fellow transit systems if one system can not take a ride. The project has a lofty goal of the high technology.

Mr. Anguiano stated CALACT recognized SLO Transit as a 2018 Bus System. The new buses and routes really helped make it possible. The on-time performance is up and people are enjoying the new modern buses. **Mr. Greening** stated that one thing could be an issue is with the EIR for Cal Poly with the cutting off of services on campus. Currently, there is discussion about recirculating the EIR for further comment.

Ms. Dawn Patterson stated that Atascadero has two new buses coming in May and will be hopefully running with the new software technology in July, tablets will be on the buses to help with navigating in the area. She mentioned some road projects that have created transit delays. New transit center kiosk should be arriving soon.

Mr. Josh Roberts the Board of Supervisors approved the list of roads that need to be fixed at their meeting today. Prop 69 will come to voters in June, slated to protect SB-1 dollars for transportation uses. There may be items on the November ballot that will affect SB-1 funding.

Ms. Wendy Hall waiting and excited about the government center. Also looking forward to discussing RTA budget today.

Mr. Greening no comment.

B. Action Items

B-1 Fiscal Year 2018-19 Operating and Capital Budget (Receive):

Ms. Tania Arnold stated she is pleased to present the RTA Operating and Capital Budget for FY 2018/19. The budget is balanced. Also included is FY 2019/20 advisory operating budget and fiscal year 2019/20 – 2022/23 advisory capital budget.

For RTA core services this budget includes the same service levels as currently operated with the exception of a new tripper service between Cayucos and the Morro Bay High School campus. Route 14 service will continue to operate during peak academic year travel periods between downtown San Luis Obispo and the main Cuesta College campus. The Route 15 service along the North Coast will continue to operate as a deviated fixed route service. Runabout hours and miles have declined as a result of a coordinated effort between Tri-Counties Regional Center, Ride-On and RTA that was implemented in February 2017. The premium fare charged will be monitored.

General items to note moving forward include items such as the reserve policy. Staff will be drafting a proposed amendment for the Board to review during the coming fiscal year to address the self-insured retention requirement. Separate columns are presented for the services agreements for the City of Paso Robles (Paso Express and Paso Dial-A-Ride) and County of San Luis Obispo (SLOCAT).

There are several significant assumptions regarding funding. LTF has traditionally been used to fund operations, but can be used for capital projects as well. STA can be used for capital projects and operating, although there are limitation on the amount that can be used for operating. STA funding is significantly higher than prior years due to SB-1; which included STA augmentation funds. These funds are being allocated to operating and capital which is a significant shift for RTA. RTA LTF are now budget at \$4,386,600 for fiscal year 2018/19. The advisory budget presented last May had estimated \$5,353,300. Two significant reason for that decline relates to the reduction in workers compensation insurance and STA funding being allocated to operations. Staff will be prepared to present a budget amendment in January 2019 should SB1 be repealed by voters in November 2018.

Staff also worked with SLOCOG to program Rural Transit Funds, which is higher than prior years. Federal funding apportionments are still being evaluated. Amounts for capital projects in North and South County will need to be adjusted due to reduced federal funding from the FTA Section 5307 Small Transit Intensive Cities program.

Moving on to expenses, overall administrative expenses have remained relatively flat, with increases in property insurance and professional development being offset by the welcome relief in workers compensation. We continue to work with our employee committee that has evaluated workplace safety and has initiated a proactive program to address the number of claims and severity of the claims. Overall service delivery costs are up by approximately 5% as a result of many factors. One of those factors is the annual increases included in the CBA. Currently RTA's starting wage rate is \$14.30. Non-union employees, excluding Operations Supervisors will be adjusted by the CPI of 3.6% in July 2018. Operations Supervisors will be adjusted in January 2019 to coincide with the Bus Operator wage scale adjustment identified in the CBA.

Estimates for the general liability insurance is included. Should the estimate come down, staff will revise the draft for the RTA Board. Staff continues to monitor fuel prices. The capital program will include the continuation of the bus maintenance facility on Elks Lane. Some of the other capital items include are specialized maintenance equipment, support vehicle replacement, bus stop improvements (as included as part of the bus stop improvement plan adopted by the RTA Board), and miscellaneous computer equipment. In fiscal year 2018/19, funding of \$388,880 is included from the STA SB1 State of Good Repair program to keep the operations and maintenance facility on Elks Lane moving forward. To be conservative, we did not assume the same level of funding in FY19-20 to FY22-23.

Of note, a portion of the fiscal year 2017/18 capital funds will be carried over to fiscal year 2018/19. These projects are fully funded but due to timing have not been completed. For reference staff includes a five year projected capital budget. This is an important tool for staff in identifying large capital procurements. No expansion vehicles are included. The pay down for the tenant improvement loan for the current maintenance facility will be completed in fiscal year 2018/19, prior to the lease expiring in February 2022.

Moving on to the numbers, page B-1-14 and B-1-15 include an overview of the operating revenue sources, and as noted previously, separate columns for the Paso Robles and SLOCAT services. Non-TDA sources of revenue includes the use of STA SB1 Augmentation of just of \$399,000. LTF as discussed earlier is on page B-1-15 with the breakdown by jurisdiction. Funding uses are also summarized. Also included on these pages is the advisory fiscal year 2019/20 operating revenue and summary funding uses by service operated.

On page B-1-16, the capital revenue is broken out, including SLOCAT and Paso Robles for the two fiscal years, with fiscal year 2019/20 being advisory only. Page B-1-17 includes the "rollup" of all operating costs for all services, including SLOCAT and Paso Robles.

The five-year capital budget is included on page B-1-18. As mentioned previously you can see large swings in vehicle procurements. The ensuing pages include expense information by route for RTA core services as well as for the SLOCAT and Paso Robles services. These pages roll up to the operating and capital expense summaries on page B-1-16 and B-1-17. **Mr. Straw** said that on B-1-17 shows some significant increases.

Ms. Arnold concluded her report.

Mr. Greening asked about the TIGER Funding. **Ms. Arnold** stated that we will be working on those funding sources. **Mr. Greening** will the justification for the added tripper in Cayucos be presented to the

Board. It was something that was not clearly stated in the Short Range Transit Plan. **Mr. Straw** since the SRTP can not include all unknown needs, the plan states that it looks for innovative needs for service.

Mr. Anguiano moved to approve agenda item B-1. **Ms. Hall** seconded that the motion carried on a voice vote.

C. Consent Agenda Items:

C-1 RTAC Minutes of January 18, 2018 (Approve)

Mr. Moores moved to approve the minutes and **Mr. Greening** seconded. The motion carried on a voice vote. Mr. McKinley and Ms. Patterson abstained.

D. Adjournment:

Mr. Greening adjourned the meeting at 11:28 a.m.

Next RTAC Meeting: July 19, 2018 at 2:00 p.m.

Respectfully Submitted:

Shelby Walker
Administrative Assistant
San Luis Obispo Regional Transit Authority

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

May 2, 2018

STAFF REPORT

AGENDA ITEM: C-3

TOPIC: Strategic Business Plan Results

ACTION: Receive as Information

PRESENTED BY: Geoff Straw, Executive Director

STAFF RECOMMENDATION: Receive Annual Report on Performance Results Through February 28, 2018

BACKGROUND/DISCUSSION:

The Strategic Business Plan (SBP) includes Vision and Mission Statements, as well as “stretch” performance standards to ensure the RTA continually seeks to improve its services. The RTA Board adopted its updated 2018-2020 SBP at its March 7, 2018 meeting. This is the first report that compares actual performance results against the newly adopted standards.

The attached report presents our annual results from July 1, 2017 through February 28, 2018, as well as comparative information in comparison to prior fiscal years. Please note that the financial figures are unaudited estimates, but they provide a reasonable representation of each applicable financial measure. For measurement purposes, our *2016 Short Range Transit Plan* sets the base goals that the RTA believes it can achieve, and the SBP sets the standards that we strive to achieve.

The table on the next page presents a “dashboard” view of easily-reported objective standards and our year to date results. We did not achieve the adopted standard in those areas presented in red, while the metrics presented in green show our successes. The only area where RTA core services failed to meet our SBP standards is productivity – the number of one-way passenger-boardings per hour of service. All other objective standards were met. Staff will continue to closely monitor ridership and seek to increase boardings through a variety of marketing efforts.

RTA's YTD FY17-18 Performance Results			
Performance Metric	Standard	Result	Achieved?
Regional Fixed Route Productivity (boardings/hour)	22.0	21.3	No
Route 15 Deviated Fixed Route Productivity	8.0	7.4	No
Runabout Productivity	2.0	1.5	No
Fixed Route Service Delivery (actual divided by scheduled)	99%	100%	Yes
Regional Fixed Route On-Time Performance	85%	86%	Yes
Route 15 Deviated Fixed Route On-Time Performance	70%	76%	Yes
Runabout On-Time Performance	95%	98%	Yes
Fixed Route Bus Overcrowding	Various load factors	None exceeded	Yes
Systemwide Operating Budget (live within means)	< 100%	61.0%	Yes
Farebox Recovery Ratio (fares / net operating costs)	20.0%	21.2%	Yes
Preventable Collision Rate (per 100k miles traveled)	1.0	0.86	Yes
Preventable Workers Compensation Rate	Lost-time <6	0	Yes
	Med-only <10	5	
Risk Management Costs (percent of operating budget)	Industry norms	At or below market	Yes
Road Calls (per 100k miles traveled)	5	2.29	Yes

The ensuing pages present a narrative summary for each of the metrics presented in the dashboard, as well as for each of the subjective standards.

Staff Recommendation:

Receive the attached report on performance results achieved year to date in FY17-18.

Focused 2018-20 Strategic Business Plan Standards of Excellence

Standards of Excellence Section 1: Service Quality and Efficiency – 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 budgetary constraints.

Standard 1: The Productivity (one-way passenger-boardings per vehicle service hour) standards are presented below for regularly-scheduled / year-round services:

- A. Regional intercity fixed-route (RTA Routes 9, 10, 12 & 14) services shall be 22 or greater.
- B. Route deviation services (such as RTA Route 15) will be 8.0 or greater.
- C. Local fixed-route (Paso Express Routes A & B, and SoCo Transit Routes 21, 24, 27 & 28) shall be 17 or greater.
- D. Runabout and other demand response services will be 2.0 or greater.

Any recommended changes to seasonal or lifeline services (i.e., Shandon Dial-A-Ride) will include target productivity standards that must be met in order to qualify for continued funding.

Measurement: Objective.

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

FY17-18 Productivity													
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
RTA Fixed	20.8	22.0	24.4	22.7	21.4	18.0	21.1	20.8	20.9				21.3
Route 15	8.4	8.3	8.0	7.4	7.9	7.5	7.6	4.5	7.5				7.4
Paso Express	16.1	16.9	20.6	18.8	19.1	17.9	17.1	17.8	16.3				17.9
Runabout	1.5	1.5	1.6	1.5	1.4	1.4	1.3	1.4	1.5				1.5
Paso DAR	2.1	2.0	2.1	2.2	2.3	2.1	2.2	1.7	2.1				2.1
Nipomo DAR	2.7	3.1	4.6	4.3	3.7	3.6	3.4	4.1	3.9				3.7

As depicted in the table above, we exceeded the standards for Paso Express, Paso Dial-A-Ride and Nipomo Dial-A-Ride. However, we did not meet the standards for RTA regional fixed-routes, RTA Route 15 or Runabout. If recent ridership declines/stagnation trends continue, this will be an area of concern for the RTA and our partner transit agencies.

Standard 2: The Service Delivery rate for all regularly-scheduled / year-round services 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). The service delivery goal is 99% or greater. The RTA delivers about 2,644 trips per month, and missed two scheduled trips so far in FY17-18, or a service delivery achievement of 99.99%. Paso Express delivers about 634 trips per month, and missed zero trips so far in FY17-18 for a performance of 100%.

Standard 3: “On-time” is defined as no later than six minutes from any timepoint in the published schedule. We recognize that making scheduled transfers between buses is vitally important to riders, and staff will explore methods of regularly measuring missed transfers. The following On-Time Performance standards shall apply to regularly-scheduled / year-round services:

- A. Regional intercity fixed-route and Express runs shall be 85% or greater.
- B. Local fixed-route shall be 90% or greater.
- C. Route deviation services shall be 70% or greater.

Measurement: Objective.

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

FY 2018													
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
RTA	87%	86%	84%	86%	85%	85%	88%	87%	87%				86%
Paso	88%	88%	88%	91%	92%	87%	89%	86%	89%				89%
Rte 15	67%	78%	73%	74%	70%	65%	79%	73%	76%				73%

As depicted in the table above, we are meeting the standard for RTA intercity fixed-routes and RTA Route 15 deviated fixed-route, but we are not meeting the standard on the two Paso Express local fixed-routes. One challenge with the current Paso Express buses is the buses only have one entry/exit door, which increases passenger dwell time at bus stops in comparison to traditional two-door buses. Staff will continue to monitor this important performance measure; if the OTP continues to erode we will work with Paso Robles officials to determine possible service and/or capital revisions.

Standard 4: The On-Time Performance for Runabout and other demand response services 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 van arrives within 30 minutes of the appointed pick-up time. The goal is 95% or greater, and Runabout has surpassed this goal in each month of FY17-18, achieving an OTP result of better than 98%. Staff will continue to monitor Runabout’s OTP to ensure we continue to achieve this strong result.

Standard 5: The 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. The RTA continues plans to consolidate with SoCo Transit to deliver regional efficiencies.
 2. The draft FY18-19 budget includes a new low-cost Morro Bay High School tripper.
 3. Schedule revisions and minor route alignment changes are evaluated routinely to improve service delivery.
 4. Staff monitors ridership and customer comments looking for system improvements.

Standard 6: The RTA will measure Overcrowding as the frequency of instances that the number of passengers on a bus exceeds the number of seats (i.e., 34 passengers on a 34-seat bus equates to a Load Factor of 1.00), as well as the duration of exceedances. The Overcrowding standards are as follows:

- A. The standard for regular fixed-route services is no more than 10% of the monthly total number of bus trips that exceed a Load Factor of 1.25 for greater than 20 minutes.
- B. The standard for Express services is no more than 10% of the monthly total number of bus trips exceeds a Load Factor of 1.00 for greater than 20 minutes.

If the Load Factor standards are exceeded, staff will assign a larger vehicle (if possible); otherwise, the Board will direct staff to evaluate adding scheduled bus trips to spread out the passenger loads.

Measurement: Objective.

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

There are currently no trips exceeding the overcrowding standard. Staff will continue to monitor the service for crowding issues.

Standards of Excellence Section 2: Revenue and Resources – 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 the 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.

- Tracked monthly in financial statements and reported bimonthly to the RTA Board.

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
Fiscal Year 2015 Result: Operating Costs were 88% of the adopted budget
Fiscal Year 2016 Result: Operating Costs were 90% of the adopted budget
Fiscal Year 2017 Result: Operating Costs were 89% of the adopted budget
Fiscal Year 2018 Result: Operating Costs are 61% of the adopted budget through February 2018 (66.7% 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 at each meeting (typically every other month) to help inform decisions.

Standard 2: The Farebox Recovery Ratio for all regularly scheduled / year-round services shall be 20% greater than the minimum standard required by SLOCOG to meet TDA requirements.

Measurement: Objective.

- Tracked monthly and reported bimonthly to the RTA Board.

Fiscal Year 2012 Result: 28.8%

Fiscal Year 2013 Result: 30.8%

Fiscal Year 2014 Result: 31.5%

Fiscal Year 2015 Result: 26.4% (including Paso Express)

Fiscal Year 2016 Result: 25.7% (including Paso Express)

Fiscal Year 2017 Result: 21.4% (including Paso Express)

Fiscal Year 2018 Result: 21.2% (including Paso Express through February 2018)

The RTA consistently meets or exceeds this FRR goal, and ridership remains strong albeit lower than the record achieved in FY13-14. Staff will continue to closely monitor our FRR performance, particularly as the economy continues to improve, gas prices continue to remain relatively low, and private automobile ownership increases.

Standard 3: No significant annual fiscal and compliance audit findings.

Measurement: Objective.

- Finance and Administration will report any negative audit findings to the RTA Board.

The RTA consistently achieves positive annual fiscal and compliance reports with no significant financial audit findings. Staff strives to improve 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 the Marketing Department's biannual Community Perception Survey, feedback from communities, and review of the annual 5-year capital program by the RTA 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.

Standards of Excellence Section 3: 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.

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

Measurement: Objective.

- Rate shall be tracked by the Safety and Training Manager, and reported annually to the RTA Board.

RTA Fiscal Year 2012-13 Result: 1.14

RTA Fiscal Year 2013-14 Result: 0.74

RTA Fiscal Year 2014-15 Result: 0.73

RTA Fiscal Year 2015-16 Result: 1.03

RTA Fiscal Year 2016-17 Result: 0.37

RTA Fiscal Year 2017-18 YTD: 0.86

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

Measurement: Objective.

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

The Safety Resource Committee evaluated fifteen new safety items so far in FY17-18, and four open items remain. Employees are engaged in the Safety Resource Committee program by submitting suggestions. Suggestions that are not directly related to the Committee are forwarded to the appropriate department for resolution. We recently conducted an 8-hour Collision Prevention class and an 8-hour Refresher Training class for new drivers after their first 6 months of driving. In addition, as a new risk reduction effort, we identified Bus Operators with multiple minor fixed object collisions and/or close-call incidents, and provided focused remedial training for them.

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

Measurement: Objective.

- All work comp claims shall be duly investigated and immediately reported by Finance and Administration staff to our carrier.

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 2014-15 Result: 10 (includes 5 medical only)
Fiscal Year 2015-16 Result: 1 lost-time claim (no medical only)
Fiscal Year 2016-17 Result: 5 lost-time claims, and 3 medical only
Fiscal Year 2017-18 Result: 0 lost-time claims, and 5 medical only

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

Measurement: Objective.

- As measured in biannual Community Perception Survey.

The most recent Customer Perception Survey was completed in October 2017, and a full write-up is provided in the January 3, 2018 agenda packet. Question 17 of the customer survey focused on rating 18 service-related rankings, including “Safety on the vehicles and at stops,” which received the highest ranking. The average score was 3.6 out of 4, so it meets the 90% standard. The results of the employee survey indicate that our employees ranked safety as second-highest, with an average score of 3.5 out of 4 – which is slightly lower than the 90% standard.

Standard 5: Total risk management costs shall not exceed industry norms. Staff will undertake alternating market surveys every four years for vehicle liability / physical damage coverage and for workers compensation coverage.

Measurement: Objective.

- Tracked monthly by Finance and Administration and reported bimonthly to the RTA Board.
- 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
Fiscal Year 2015 Result: 8.7% of total operating costs
Fiscal Year 2016 Result: 10.7% of total operating costs
Fiscal Year 2017 Result: 13.7% of total operating costs

Staff has worked hard to close claims for prior years. More importantly, with fewer claims our workers compensation premiums are projected to decline for the first time in many years. Although this is good news, due to the tightening market in California, staff expects these risk management costs may continue to escalate unless tort reform or other adjustments are made by the Legislature that could reduce transit agencies’ exposure to frivolous lawsuits. If our exposure could be reduced, it would likely increase competition in the market and reduce our risk management costs. Staff is closely monitoring this issue and will report developments back to the Board as information is collected.

Standards of Excellence Section 4: 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%
2014 – 19%
2015 – 18%
2016 – 14%
2017 – 19%
2018 – 5% (through March 31, 2018)

Standard 2: Provide continuous development of skills and capabilities through ongoing training and development programs that foster personal and professional growth. Department Heads develop training plans as part of annual budget-making process, according the following minimum standards:

- A. Maintenance: 30 Hours per technician annually.
- B. Operations Supervisors: 24 Hours annually.
- C. Bus Operators: 8 Hours Annually.
- D. Finance and Administration: 16 Hours per employee annually.

Measurement: Objective.

- Department Heads evaluated annually for achievement of training objectives.

Staff appreciates the Board’s commitment to funding a relatively robust training budget. It should be noted that ongoing training is a major part of what staff does on a daily basis to help both the organization and staff grow professionally.

- Maintenance: As of February 28, 2018, the Technicians have averaged 33 hours per person. For FY16-17, the Technicians averaged 32 hours of training per person. During FY15-16 they averaged 43.75, and it FY14-15 they averaged 108.5. It should be noted that Technicians were provided an unusually high number of vendor-provided hours as part of the Gillig low-floor bus procurements that were completed in 2013 and early 2015.

- Operations Supervisors (24 Hours annually): The current year to date average is 20 annual training hours per person so far for FY17-18. Staff anticipates reaching this standard by the end of the fiscal year.
- Bus Operator training includes:
 - State-mandated minimum of 8 hours of *Verification of Transit Training* annually.
 - Six-month refresher for new Bus Operators.
 - Focused and customized training designed specifically for 2-year drivers.
- Finance and Administration: these training hours are used by each employee in various ways based on their responsibilities and in consultation with their direct supervisor. This standard will be met or exceeded in FY17-18.

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

Measurement: Subjective.

- Employees provided opportunity to provide feedback on organizational communication as part of the Executive Director’s annual evaluation.

To help connect staff with passengers on a more personal level, administrative employees and all managers have been issued nametags in 2017. This program was also carried forward on all fixed route buses. We also continually stress the tenets of *Verbal Defense and Influence*, which focused us how to communicate more effectively with each other and our customers. A total of thirteen RTA staff members and one SCT staff member also meet bi-weekly staff to discuss general items that may affect other departments; others are invited as needed and to address specific issues (when possible, including one Bus Operator and one Road Supervisor). Finally, the Executive Director and the three department heads meet weekly to ensure consistency in messaging and direction for the organization; these four employees also held an overnight retreat in July 2015, July 2016 and October 2017 to address challenges and major projects facing 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.

- 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.

The 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) and to ensure the public’s safety. Both

Technicians and Bus Operators are evaluated as part of the RTA Safety Awards program on their individual anniversary dates.

Standards of Excellence Section 5: 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: If funding permits, the RTA will match SLO Transit’s standard of replacing revenue vehicles when they reach the FTA-defined useful life minimums in terms of service years or miles. If funding remains constrained, negotiate with SLO Transit to ensure neither agency’s buses surpass 40% beyond the FTA standards.

Measurement: Objective.

- As tracked by Finance and Administration as part of grant-making efforts.

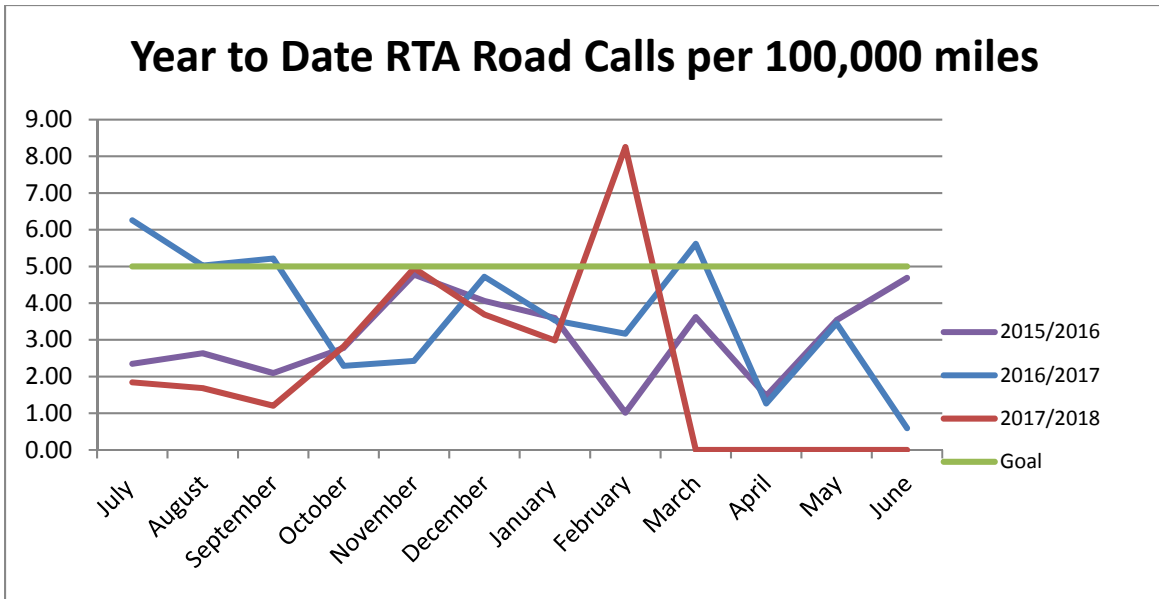
As of February 28, 2018 the average RTA fixed-route vehicle age (including Paso Express fixed-route vehicles) is 8 years with an average of 313,741 miles. The design life of a heavy-duty fixed-route bus is 12-years/500,000 miles. The average demand response vehicle age (including Runabout and other Dial-A-Ride vans) is 3.5 years with an average of 66,660 miles. The design life of a demand response van is 4-years/100,000 miles, so we are currently within the RTA’s standards. Our capital program was updated as part of the 2016 SRTP update, which was adopted by the RTA Board in July 2016. In addition, a five-year capital program is included in each annual budget document.

Standard 2: Road calls will not exceed five per 100,000 vehicle service miles. A road call is defined as all mechanical or other vehicle-related 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 tracked and reported by the Maintenance Department, and reported biannually to the RTA Board.

As depicted in the graph below, this standard has been achieved in all but four months over the past three fiscal years. The year-end average was 3.05 in FY15-16, and 3.63 in FY16-17 and 2.29 so far in FY 17-18. The RTA uses the same definition of a road call as used in the National Transit Database. We will closely track this standard as our fleet ages and/or if breakdowns appear to be happening more frequently.



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.

The results of the October 2017 comprehensive Customer Perception Survey was reported in the January 3, 2018 Board meeting. Two questions were included in the customer survey (“Cleanliness of buses,” and “Bus exterior appearance”), and they received average scores of 3.40 (sixth-highest ranking) and 3.49 (third-highest ranking), respectively. However, the employees ranked “Cleanliness of buses as second-lowest, with an average score of 2.98 out of four, while “Bus exterior appearance” third-worst (3.12).

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 Perception Survey.

Bus stop appearance was included in the October 2017 Customer Perception Survey. Customers ranked it tied for tenth-highest (3.31), while employees ranked it worst (2.92). In summary, our customers’ ranking met the 80% favorable standard, while our employees ranked it below the standard.

Standard 5: Achieve all federal- and state-mandated maintenance minimums, as well as vendor recommended maintenance schedules, for our fleet and facilities. The following standards apply:

- A. No negative CHP Annual Terminal Inspection, FTA Triennial Review or TDA Triennial Performance Audit findings.
- B. Preventative maintenance schedules for all equipment shall be done on a timely basis (3,000 mile intervals or as mandated by equipment OEM vendor).

Measurement: Objective.

- As tracked by the Maintenance Department, and reported annually to the RTA Board.

There were no negative findings in the 2017 TDA Triennial Performance Audit nor in the recent 2016 FTA Triennial Review. Preventable maintenance has been completed on a timely basis, with no CHP findings in at least the last four years.

Standards of Excellence Section 6: 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, within our community, and with our stakeholders. We will 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.

Staff believes that we have fostered a strong relationship with our partners at the federal, state and local levels. If any issues arise (i.e., the recent ARB *Innovative Clean Transit* proposal), it is brought to the Board’s attention for direction.

Standard 2: Develop partnerships with stakeholders, community leaders and decision makers, while 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.

The agency’s partnerships successes are formally discussed by the Board during the Executive Director’s annual evaluation. However, issues and ideas are also forwarded by community members to both the Board and staff throughout the year. The Executive Director also attends City Council and Board of Supervisors meetings throughout the year, as well as community outreach events and workshops.

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

Measure: Subjective.

- To be evaluated by Executive Director.

Promoting effective internal communication is a task that always requires high- and mid-level nurturing. Senior staff meets weekly to discuss effective communications and our organizational values, while a broader group meet bi-weekly to strive to ensure messaging is consistent and useful. Like any organization that is not afraid to “peel back the layers,” we often find examples of where we can improve. We are also working with third-party consultants on good communication protocols among the departments/divisions in the organization, with focused sessions with a few employees that sometimes struggle with self-awareness about how comments or attitude can affect others both within and outside the company. While we believe we are making strides, this is an area in which improvements can always be realized.

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

Measurement: Subjective.

- To be evaluated by Executive Director and RTA Board.

Similar to the discussion on Standard 4 above, the Executive Director’s leadership is evaluated annually as part of his review. The Executive Director also discusses leadership successes and goals with his three department heads as part of their annual evaluation. Finally, the Executive Director and other senior RTA staff discuss direction with other transit agency staff during quarterly RTAC meetings and other transit-focused meetings (i.e., FTA 5307 planning, UZA MOU discussions, SSTAC, etc.) throughout the year.

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
May 2, 2018
STAFF REPORT

AGENDA ITEM: C-4

TOPIC: Contract Renewal - AGP Video Production of Board Meetings

ACTION: Approve

PRESENTED BY: Geoff Straw, Executive Director

STAFF RECOMMENDATION: Approve Contract Renewal

BACKGROUND/DISCUSSION:

In April 2018, the SLOCOG Board approved a contract with AGP Video to televise all SLOCOG and RTA meetings with costs shared on a pro-rata basis. The terms of the existing contract provide video services for \$715/meeting (8:30 to 12:00), plus \$132/hour overtime for all overtime hours beyond the 3^{1/2}-hour length, and \$45/hour for additional technical consulting. RTA will pay \$150 per meeting for the Key Point Indexing (KPI) service with the renewed contract. The effective date of the existing contract is through June 30, 2018. The proposed new contract will run from July 2018 to June 2019 with an increase of \$35 in the base rate for meetings held at locations other than the County Board of Supervisors Chambers.

The contract reflects the existing agreement made by AGP Video. The annual cost of six (6) RTA meetings that are filmed is approximately \$5,225 (at \$715/mtg – 5 mtgs, 1 mtg at \$750 and KPI service of 6 meetings – with no overtime).

The meetings will continue to be broadcasted live and replayed on Channel 21 as well as being webcast on the Internet at www.slospan.org. The SLO-SPAN network, produced by AGP Video, is a public service of Charter Communications and provides televised access of government and other meetings held throughout the county. For schedule updates, check www.slospan.org, additional replays of meetings are cablecast as the schedule permits. Meeting tapes are available through local libraries.

Staff Recommendation

Approve contract with AGP Video to televise all RTA and SLOCOG meetings with costs shared on a pro-rata basis for FY18-19.

**AGREEMENT TO PROVIDE VIDEO PRODUCTION AND TAPE DISTRIBUTION
SERVICES FOR RTA BOARD MEETINGS FOR FISCAL YEAR
2018/2019**

THIS AGREEMENT is entered into by and between the San Luis Obispo Regional Transit Authority (hereinafter referred to as "RTA") and AGP Video, a California Corporation (hereinafter referred to as "Contractor").

Witnesseth:

WHEREAS, RTA has a need for special services to provide video production services to document the RTA Board meetings and to distribute copies of the video as needed; and

WHEREAS, AGP Video is specially trained, experienced and competent to perform such services;

NOW THEREFORE, the parties mutually agree as follows:

I. SCOPE OF WORK

- A. Without exception Contractor will provide gavel-to-gavel, unedited coverage of all regular RTA meetings held from July 1, 2018, through June 30, 2019. RTA shall provide Contractor with current calendar of scheduled meetings when the calendar is approved.
- B. The agenda item number and exact agenda description will be presented on the screen only, whenever possible.
- C. Contractor will videotape special meetings of the RTA Board as requested by appropriate representatives of RTA.
- D. Contractor will archive all meetings with Key Point Indexing (KPI) within three business days of the meeting date.
- E. Contractor will distribute in a timely manner two (2) copies each of the Board meetings to the RTA offices and one (1) copy to the San Luis Obispo City County Library;
- F. Contractor will provide one (1) copy to Charter Channel 21, the Countywide Government and access channel for cablecast. The initial replay of the meeting will be at 6 pm on the day it is held. The meeting will be scheduled to replay at a variety of times a minimum of six (6) times in the week after the meeting date, and may stay in the program schedule up until the next meeting is held.
- G. Contractor may provide additional copies of the meeting tapes to the public, upon request, at a cost not to exceed \$25 per tape. RTA or other agencies requesting copies of additional tapes will pay \$15 per tape.
- H. The work to be done by the contractor pursuant to this Agreement shall include the furnishing of all labor, supervision, equipment, materials, supplies and all other items necessary to perform the services required.
- I. The Contractor may provide videotaping, cable casting, or other related services for "special" meetings upon request of RTA.

II. CONTRACT PERFORMANCE

- A. The Contractor shall, at all times during the term of this Agreement, provide high quality, efficient, technically-competent and professional service in accordance with the standards of the industry and to the reasonable satisfaction of RTA.

- B. All equipment used by the Contractor to perform work under this Agreement shall conform to reasonable industry standards and shall be maintained and kept in good repair at all times.
- C. Contractor shall, at all times during the contracted events, have at least one employee in the production facility (control room) who has a minimum of two years video production experience in environments similar to that of RTA or the County of San Luis Obispo.
- D. Contractor will ensure that all production employees involved in providing services under this Agreement have been thoroughly trained on use of the County of San Luis Obispo's control room equipment prior to working on an event at the County Government Center.
- E. RTA strongly prefers that Contractor production employees assigned to work on any event under this Agreement have experience in working on video production of at least 4 live government meetings prior to working on any event covered under this Agreement.
- F. Contractor will act with due diligence to meet the following quality production expectations:
 - Camera Takes are to be cut or fade away. There will be no "wipes."
 - Picture in Picture is employed when appropriate.
 - Camera-takes are to follow the speaker as quickly as possible.
 - Captioning slates are to be displayed as quickly as possible following a subject change and shall display the agenda item number and description and shall comply with all SLOCOG requests regarding captioning.
 - Sound levels are to be kept consistent within the best possible range.
- G. Contractor will meet with RTA on a biannual basis to discuss performance and operational issues and address performance and operational issues identified by RTA. RTA will schedule such meetings and notify Contractor in writing of the established schedule. The frequency of such performance reviews may be reduced at the RTA's discretion.
- H. Contractor will not make any hardware configuration changes to County-owned equipment nor remove *any* County-owned property from the Board Chambers control room without prior written consent or involvement of the County's Information Technology Department staff.
- I. Contractor will not modify nor upgrade any software used on County owned equipment, including the installation of new releases or patches, without prior consent or involvement of the County's Information Technology Department support staff.
- J. At the conclusion of any/all meetings at the facilities of all other agencies or organizations, Contractor shall return all equipment to predefined, default states. As these states may change from time-to-time, they are not specified within this Agreement.
- K. Production primary recordings are to be digital with an *analog* back up.
- L. Master copies are to be digital where possible.

///. EMPLOYMENT STATUS

Contractor shall, during the entire term of the Agreement, be construed to be an independent Contractor and nothing in this agreement is intended nor shall be construed to create an employer-employee relationship.

IV. OWNERSHIP

DVDs or other materials produced in whole or part under this agreement shall be the property of RTA. Any copies of meetings or other materials produced in whole or part under this agreement shall be the property of RTA and none shall be subject to an application for copyright by or on behalf of Contractor.

V. COMPENSATION

RTA shall pay Contractor per meeting compensation of \$715 per meeting for all regular RTA Board meetings that extend from 2.0 to 3.5 hours in length. RTA shall pay \$150 per meeting for the Key Point Indexing (KPI) service. RTA shall pay Contractor \$132 per hour overtime for all overtime hours beyond the 3.5 hour length billed in 15-minute increments, rounded-up. For meetings of RTA that are 2 hours or less, RTA shall pay Contractor a reduced per meeting rate of \$500. For "special" meetings, the same rates, as above, shall apply, depending on the length of the meeting. Meetings held at locations other than the County Board of Supervisors Chambers will be billed at a base rate of \$750 per meeting.

VI. INVOICES

Contractor shall submit to RTA an invoice detailing the services performed during the preceding period. Contractor shall specify the length of time of both the RTA and SLOCOG sessions separately on each invoice.

VII. PAYMENTS

RTA shall pay within twenty (20) days after receipt of a complete and accurate invoice of video production/tape distribution activities.

VIII. INSURANCE

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, or employees.

A. Minimum Scope of Insurance- Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001).
2. Insurance Services Office Business Auto Coverage Form Number CA 0001. Code 1 (any auto).
3. Worker's Compensation insurance as required by the State of California and Employer's Liability Insurance.

B. Minimum Limits of Insurance - Contractor shall maintain limits no less than:

1. General Liability- \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability- \$1,000,000 per accident for bodily injury and property damage.

IX INDEMNIFICATION

The Contractor shall defend, indemnify and hold harmless RTA, its officers and employees from all claims, demands, damages, costs, expenses, judgments, attorney fees, liabilities or other losses that may be asserted by any person or entity, and that arise out of or are made in connection with the acts or omissions relating to the performance of any duty, obligation, or work hereunder. The obligation to indemnify shall be effective and shall extend to all such claims and losses, in their entirety, even when such claims or losses arise from the comparative negligence of the County, its officers, and employees. However, this indemnity will not extend to any claims or losses arising out of the sole negligence or willful misconduct of RTA, its officers and employees.

The preceding paragraph applies to any theory of recovery relating to said act or omission by the Contractor, or its agents, employees, or other independent contractors directly responsible to Contractor, including, but not limited to the following:

1. Violation of statute, ordinance, or regulation.
2. Professional malpractice.
3. Willful, intentional or other wrongful acts, or failures to act.

4. Negligence or recklessness.
5. Furnishing of defective or dangerous products.
6. Premises liability.
7. Strict liability.
8. Inverse condemnation.
9. Violation of civil rights.
10. Violation of any federal or state statute, regulation, or ruling resulting in a determination by the Internal Revenue Service, California Franchise Tax Board or any other California public entity responsible for collecting payroll taxes, when the Contractor is not an independent contractor.

It is the intent of the parties to provide RTA the fullest indemnification, defense, and "hold harmless" rights allowed under the law. If any word(s) contained herein are deemed by a court to be in contravention of applicable law, said word(s) shall be severed from this contract and the remaining language shall be given full force and effect.

X. TERMINATION OF AGREEMENT

RTA reserves the right to terminate this agreement for convenience, without cause, by the Executive Director at the instruction of the San Luis Obispo Regional Transit Authority, on one week written notice.

XI. TERM OF AGREEMENT

The effective date of this agreement shall be May 2, 2018. The term of the agreement shall be for the entire fiscal year 2018/2019 (July 1, 2018- June 30, 2019), with the option of an extension of the contract. RTA shall contact the Contractor two months prior to the end of each fiscal year to discuss potential contract modifications for the upcoming year.

XII. NOTICES

All notices and communications with respect to this Agreement shall be in writing and served as follows:

San Luis Obispo RTA
179 Cross Street
San Luis Obispo, CA 93401
Attn: RTA Executive Director

AGPVideo
1600 Preston Lane
Morro Bay, CA 93442
Attn: Steve Mathieu and Nancy Castle

XIII. EQUAL EMPLOYMENT OPPORTUNITY

During the performance of this contract, the Contractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin, and hereby promises to comply with the provision on contractor agreements contained in Presidential Executive Order Number 11246.

XIV. ENTIRE AGREEMENT AND MODIFICATION

This Contract supersedes all previous contracts and constitutes the entire understanding of the parties hereto. Contractor shall be entitled to no other benefits than those specified herein. No changes, amendments or alterations shall be effective unless in writing and signed by both parties. Contractor specifically acknowledges that in entering into and executing this Contract, Contractor relies solely upon the provisions contained in this Contract and no others.

XV. NON ASSIGNMENT OF CONTRACT

Inasmuch as this Contract is intended to secure the specialized services of the Contractor, Contractor may not assign, transfer, delegate or sublet any interest therein without the prior written consent of RTA and any such assignment, transfer, delegation or sublease without RTA's prior written consent shall be considered null and void.

XVI. COVENANT

This Contract has been executed and delivered in the State of California and the validity, enforceability and interpretation of any of the clauses of this Contract shall be determined and governed by the laws of the State of California. All duties and obligations of the parties created hereunder are performable in San Luis Obispo County and such County shall be the venue for any action or proceeding that may be brought or arise out of, in connection with or by reason of this Contract.

XVII. ENFORCEABILITY

If any term, covenant, condition or provision of this agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated thereby.

XVIII. WARRANTY OF CONTRACTOR

Contractor warrants that Contractor and each of the personnel employed or otherwise retained by Contractor are properly certified and licensed under the laws and regulations of the State of California to provide the special services herein agreed to.

XIX. RECORDS

- a. Contractor shall keep complete and accurate records for the services performed pursuant to this Contract and any records required by law or government regulation and shall make such records available to County upon request.
- b. Contractor shall assure the confidentiality of any records that are required by law to be so maintained.
- c. Contractor shall prepare and forward such additional or supplementary records as RTA may reasonably request.

ACCEPTED BY:

 Tom O'Malley
 President, San Luis Obispo Regional Transit Authority (RTA)
 179 Cross Street, San Luis Obispo CA 93401 (805) 781-4833

Date

 Nancy Castle,
 AGP Video
 1600 Preston Lane, Morro Bay, CA 93442 (805) 772-2715

Date

APPROVED AS TO FORM AND LEGAL EFFECT:

 Timothy McNulty
 RTA Legal Counsel

Date

**SOUTH COUNTY TRANSIT
May 2, 2018
STAFF REPORT**

AGENDA ITEM: C-5

TOPIC: 2018 Summer Youth Ride Free Program

PRESENTED BY: Geoff Straw, Executive Director

STAFF RECOMMENDATION: Review and Adopt Staff Recommendation

BACKGROUND/DISCUSSION:

Direction is needed from the Board on whether or not to continue RTA's participation in the countywide Summer Youth Ride Free (YRF) program for the seventh consecutive year. Regional Rideshare, the agency that promotes this program, has asked that RTA honor the YRF program from June 9, 2018 through August 15, 2018.

As noted in previous Board meetings, the YRF program has been scaled back over time to address overcrowding issues that occurred in the first two years of the fare-free program. Specifically, beginning in Summer 2014 the overall span was reduced from a beginning-of-June through the end-of-August period to a more moderate middle-of-June through middle-of-August period in order to avoid an overlap with the local school system academic year. In addition, the group size was limited so that a bus would not be overloaded and repel fare-paying passengers; if the group was greater than the agency-identified fare-free maximum (15 at RTA), the remaining group members were required to pay. Staff worked closely with the YMCA and other youth camp officials to train their on-bus chaperones to minimize service disruptions and to handle any fare responsibilities.

Historical ridership information for all fixed route providers in the county is as follows:

Provider	2012	2013	2014	2015	2016	2017
SLO Transit	14,021	14,898	13,590	14,991	10,448	11,260
RTA	30,820	39,058	25,835	28,262*	18,398	15,405
Paso Express	N/A	10,517	6,725	2,795*	5,976	5,374
SoCo Transit	19,657	20,051	10,285	11,060	8,726	9,427
Morro Bay Transit	819	1,147	842	916	996	673

*RTA information includes some of the Paso Express YRF

It is difficult to track the longer-term impact of participating in the YRF program, since it is not possible to determine the number of students boarding buses throughout the year in the absence of periodic surveys.

Benefits of extending the summer free ride program to K-12 youth have proven to be the following:

1. Easy to communicate.
2. Gets youth to try using transit and it instills an ethic of using transit in the future.
3. Increases access for kids to travel independently (and reduce parent taxiing).

Disadvantages include:

1. Small loss of cash fare revenue for non-group riders.
2. Increased passenger loads on some bus trips can degrade the riding experience for non-youth riders.
3. There remains the possibility that two or more unrelated groups attempt to board the bus on the same run, which would result in an overcrowding situation. However, the number of instances where that was a problem was greatly reduced last summer due to focused training for YMCA staff, and we expect the same cooperation from youth groups this summer.

Staff will continue to require YMCA and other youth groups to pay when more than fifteen youth traveling together (plus two adult chaperones). For ease of boarding, and for budget and cash control issues, organizers for groups such as YMCA camps could continue to pre-purchase stored value passes or regional day passes.

Staff will continue to track the response to the program by measuring:

1. Ridership is already tracked using a specific farebox key.
2. Customer feedback from youth and families taking advantage of the program (face-to-face interviews, Facebook and social media programs, texts, etc.).

Staff Recommendation

RTA should continue to participate in this popular program with proven ridership results and educational benefits for a fourth summer, providing a similar reduced travel period that was provided last summer, and a group policy requiring payment for more than ten youth traveling together.

Staff will continue to track the response to the program by measuring:

1. Ridership is already tracked using a specific farebox key. Staff will work to differentiate between group rider counts and individual youth riders. Staff is working with the farebox manufacturer to more easily manage multiple-rides for groups larger than fifteen on RTA buses.
2. Free press generated by the program.
3. Customer feedback from youth and families taking advantage of the program (face-to-face interviews, Facebook and social media programs, texts, etc.).

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

May 2, 2018

STAFF REPORT

AGENDA ITEM: C-6

TOPIC: Amended Contract with Executive Director

ACTION: Approve

PRESENTED BY: Geoff Straw, Executive Director

STAFF RECOMMENDATION: Adopt

BACKGROUND/DISCUSSION:

During the recent employee review process, the Executive Director met with the Executive Committee and RTA Board. The amended contract is attached.

Staff Recommendation

Authorize the RTA Board President to approve the amended the contract for the Executive Director.

**EXECUTIVE DIRECTOR EMPLOYMENT CONTRACT
BETWEEN SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
AND GEOFF STRAW**

THIS CONTRACT entered into this 2nd day of May 2018 by and between the SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY (hereinafter referred to as “SLORTA”) and GEOFF STRAW (hereinafter referred to as “Employee”).

WITNESSETH

WHEREAS, SLORTA desires to continue the employment of Geoff Straw as Executive Director of the San Luis Obispo Regional Transit Authority; and

WHEREAS, Geoff Straw desires to serve as the Executive Director of the San Luis Obispo Regional Transit Authority pursuant to the provisions of this Contract; and

WHEREAS, the Board of Directors, as appointing authority, and Geoff Straw desire to specify in a contract as to the terms and conditions of Geoff Straw’s continuing employment as Executive Director.

NOW, THEREFORE, the parties do mutually agree as follows:

1. Employment. SLORTA hereby engages Employee as Executive Director of SLORTA, and Employee hereby agrees to perform for SLORTA the services hereinafter set forth for the compensation and benefits hereinafter set forth, all pursuant to the terms and conditions herein.

2. Scope of Services. Pursuant to this Contract, Employee shall perform all functions and duties of the Executive Director, as specified in the SLORTA Joint Powers Agreement, and such other legally permissible and proper duties and functions as may be assigned by the Board of Directors.

3. Employment Status. Employee will be eligible for membership in any and all benefits from any group plan for hospital, surgical, or medical insurance provided to SLORTA employees, as well as being eligible for membership in any retirement program, or for such other job benefits accruable to an employee in the classified service of SLORTA.

Employee understands and agrees that his term of employment is governed only by this Contract, that no right of tenure is created hereby, that he serves SLORTA as an “at-will” employee, and is exempt from the provisions of the Federal Fair Labor Standards Act (FLSA).

4. Term of Contract. This Contract shall commence on the 2nd day of May 2018 and shall continue until terminated by either party in accordance with the provisions set forth herein. This Contract replaces the original employment contract entered into between SLORTA and Employee in January, 2012, and all subsequent amendments thereto.

5. Compensation. SLORTA shall pay to Employee as compensation in full for all services performed by Employee pursuant to this Contract an annual salary of \$138,753 per year, consisting of a 4.5% merit increase over the existing contract, payable in increments compatible with SLORTA’s payment of other employees. The effective date of this salary shall be January 14, 2018. A salary adjustment shall be determined by the SLORTA Board of Directors annually thereafter.

6. Other Supplemental Benefits.

a. Vacation, Holidays, Sick, Administrative Leave, and Jury Duty.

Employee shall be entitled to accrue up to twelve (12) vacation days annually accrued at the rate of 3.69 hours per pay period, and one (1) additional day per year, in accordance with the RTA Vacation Accrual Rate Table, up to a maximum of twenty (20) vacation days annually. Vacation may be carried over to a maximum of two years of entitlement.

Employee shall be entitled to thirteen (13) holidays per year as specified in accordance

with a holiday schedule for the San Luis Obispo Regional Transportation Authority as approved by the Board of Directors.

Employee shall be entitled to accrue up to twelve (12) sick days of paid sick leave per year, at an accrual rate of 3.69 hours per pay period, with a maximum accrual of 260 days.

Employee shall further be entitled to compensation at the end of employment for all unused vacation time and for 1/2 of the accrued sick leave up to a maximum of 180 days.

Employee is also entitled to paid administrative leave of up to six (6) days per year.

Employee shall be further entitled to leave of absence with pay for jury duty, provided all jury fees shall be paid to the County Treasurer on behalf of SLORTA.

b. Retirement. SLORTA agrees to provide to Employee the California Public Employees Retirement Systems's (CALPERS) "2% at Age 55" Plan, and "One-Year Final Compensation" provision, as approved by the Board of Directors for all SLORTA employees. SLORTA further agrees to pay the Employee's full contribution to PERS. These amounts paid by SLORTA are the Employee contributions and are paid by SLORTA to satisfy the Employee's obligation to contribute the current percentage of salary to PERS.

c. Medical, Dental and Vision. SLORTA agrees to provide 100% of the premium towards the SLORTA approved medical health program for purposes of health coverage, dental, and vision insurance premiums for the Employee and all eligible family members. Medical coverage is to be provided through the PERS Health Care Services Division; and Dental and Vision is to be provided privately. Should Employee wish to increase health care coverage with CALPERS, the premium difference will be the Employee's sole responsibility, and will be paid on a pre-tax basis. The medical health care allowance shall be automatically adjusted throughout the term of this Agreement to be equivalent to the allowance provided to all other SLORTA employees.

d. Disability and Life Insurance. SLORTA shall provide the following insurance benefits: (1) Long-term disability insurance providing 2/3 of gross monthly salary to age 65 for any sickness or accident after a 90-day waiting period up to a maximum salary of \$4,500; and (2) \$100,000 term life insurance. In addition, SLORTA will pay \$800.00 at the beginning of each year for Employee to use toward the purchase of an additional life insurance policy.

e. Private Vehicle Use, Automobile Allowance, and Transit Pass. SLORTA shall reimburse Employee at such rate as is adopted by the Board of Directors for the use of a private vehicle on “authorized agency business” conducted “outside the County of San Luis Obispo.” Employee agrees to carry all necessary vehicle insurance. Employee shall also be entitled to four-hundred (\$400) dollars per month as an automobile allowance, and shall further be entitled to a Monthly Regional Transit Pass.

f. Severance pay. If Employee is terminated by the Board of Directors while still willing and able to perform the duties of Executive Director, SLORTA agrees to pay Employee, in addition to any other amounts that may be due Employee at the time of separation of employment, a lump sum cash payment equal to three (3) months salary, retirement and insurance benefits covered by this Contract, or a continuation of salary and benefits for a period of three (3) months, the particular method to be negotiated at the time of separation.

However, if Employee is terminated pursuant to the provisions of Paragraph 8 of this Contract, then SLORTA shall have no obligation to pay the severance set forth herein.

g. Social Security and Deferred Compensation. SLORTA shall provide the employer contribution to the federal Social Security Program, and shall also provide \$200 per pay period into a private deferred compensation program established by SLORTA for Employee.

h. General Expenses. Employee shall be permitted to attend relevant

conferences, seminars, and other such meetings, the reasonable cost of which shall be paid by SLORTA. SLORTA shall reimburse Employee in accordance with its customary expense reimbursement policies and procedures for expenses incurred by Employee in the execution of his duties under this Contract.

i. Other Benefits. Employee, as Executive Director, shall be entitled to an agency cell phone for continual access in the execution of his duties under this Contract. Employee shall also be entitled to enjoy such other benefits that SLORTA may establish in the future for its employees.

7. Termination of Contract for Convenience. Either party may terminate this Contract at any time by giving to the other party fourteen (14) days written notice of such termination specifying the effective date of such termination. Termination shall have no effect upon the rights and obligations of the parties arising out of transactions occurring prior to the effective date of such termination. Employee shall be paid for all work satisfactorily completed prior to the effective date of such termination and for all unused vacation time, and ½ of accrued sick leave accrued to date of termination as specified in section 6(a). However, employee shall only be entitled to Severance Pay, as identified in paragraph 6f, upon “Termination of Contract for Convenience” by action taken by the SLORTA Board of Directors.

8. Termination of Contract for Cause. If Employee fails to fulfill in a timely and professional manner any obligations under this Contract, SLORTA shall have the right to terminate this Contract effective immediately upon giving written notice thereof to Employee. Termination of this Contract under the provisions of this paragraph shall have no effect upon the rights and obligations of the parties arising out of any transaction occurring prior to the effective date of such termination. In the event of termination, Employee shall be paid for all work satisfactorily completed prior to the effective date of such termination, all unused vacation

time, all benefits or prorated portions thereof through the date of termination, and all reimbursed Employee expenses pursuant to paragraph 6(h) therein. However, Employee shall not be entitled to any severance pay.

9. Performance Evaluation. SLORTA shall evaluate Employee's performance annually as set forth in the adopted Executive Director Performance Evaluation Process, and described in Section 5, and shall establish, with the Employee, performance goals, and objectives for the ensuing year. The performance evaluation shall be facilitated with the assistance of legal counsel and shall be performed by the SLORTA Board of Directors and SLORTA staff.

10. Modification. This Contract constitutes the entire understanding of the parties hereto and no changes, amendments, or alterations shall be effective unless in writing and signed by both parties.

11. Non-Assignment of Contract. This Contract is intended to secure the unique and individual services of the Employee and thus Employee shall not assign, transfer, delegate, or sublet this Contract or any interest herein.

12. Covenant. The validity, enforceability, and interpretation of any of the clauses of this Contract shall be determined and governed by the laws of the State of California.

13. Enforceability. The invalidity and unenforceability of any terms or provisions hereof shall in no way affect the validity or enforceability of any other terms or provisions.

14. Nondiscrimination. There shall be no discrimination against any person employed pursuant to this Contract in any manner forbidden by law.

15. Copyright. Any reports, maps, documents, or other materials produced in whole or part under this Contract shall be the property of SLORTA and shall not be subject to any application for copyright by or on behalf of the Employee.

16. Findings Confidential. No reports, maps, information, documents, or any other

materials given to or prepared by Employee under this Contract shall become the property of Employee, nor shall be made available to any individual or organization by Employee without the approval of the SLORTA.

IN WITNESS WHEREOF, SLORTA and Employee have executed this Contract on the day and year first hereinabove set forth.

GEOFF STRAW

TOM O'MALLEY, President

SHELBY WALKER, Recording Secretary

APPROVED AS TO FORM AND LEGAL EFFECT

TIMOTHY McNULTY, SLORTA Legal Counsel

Dated: _____

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

May 2, 2018

STAFF REPORT

AGENDA ITEM: C-7

TOPIC: Additional County Funds for Avila-Pismo Beach Trolley

ACTION: Approve

PRESENTED BY: Geoff Straw, Executive Director

STAFF RECOMMENDATION: Authorize Execution of Amended Agreement by the Executive Director

BACKGROUND/DISCUSSION:

The RTA is contracted by the County to administer the Avila-Pismo Beach Trolley service during the peak visitor season. As a result of the 2010 US Census, the area served by the trolley was designated as urbanized. This designation triggered a State-required higher farebox recovery ratio (from 10% to 20%), and it is now difficult to collect sufficient funds through the traditional allocations by the Avila Foundation, advertising revenues and other donations. Staff approached Supervisor Adam Hill to see if his office would be willing to make up the shortfall using Community Project Grant Funds, and he agreed to contribute up to \$5,000.

With SLOCOG's recent changes to the farebox recovery ratio requirement in the Arroyo Grande – Grover Beach Urbanized Area, as well as efforts by RTA Marketing Manager Mary Gardner to attract a greater amount of advertising revenues, the Avila-Pismo Beach Trolley program only needs \$4,000 to meet the FY17-18 requirement. As such, the following corrections need to be made to the attached agreement:

Corrections: replace "\$5,000" on pages 1 and 3 with "\$4,000."

Staff Recommendation

Authorize the RTA Executive Director to execute the attached agreement as amended.

AGREEMENT FOR COUNTY GRANT

This Agreement is entered into this _____ day of _____, 2018, by and between the County of San Luis Obispo, a body corporate and politic, hereinafter referred to as "County", and the **San Luis Obispo Regional Transit Authority (SLORTA)**, hereinafter referred to as "Applicant".

WHEREAS, Applicant has applied to County for a grant of County funds for the following project detailed on Exhibit "A" attached hereto and by the descriptive title: **Avila-Pismo Beach Trolley**; and

WHEREAS, Applicant has applied to the County for a grant of County funds to offset the cost of **expenses associated with the seasonal trolley**; and

WHEREAS, the County finds that the project is eligible for a County Grant of County funds as an environmental grant project; and

WHEREAS, the Board of Supervisors has approved this project and has authorized a County contribution to Applicant.

NOW, THEREFORE, it is mutually agreed between the parties hereto, as follows:

1. County agrees to pay over, as a grant of County funds, the sum of **\$5,000** from Fund Center #106 to Applicant for the purpose of funding the aforesaid project as a community project available for public use.
2. That the project which is the subject of this grant agreement is described with particularity on Exhibit "A" attached hereto, and incorporated herein by this reference.
3. Applicant agrees to apply the aforesaid grant funds solely to the project for which the funds have been granted, as a community project available for public use.
4. Applicant agrees to diligently pursue the completion of this project, and to complete this project within one year from the date of this agreement.
5. Applicant agrees to abide by all laws and regulations applicable to the expenditure of County Grant Funds, including, but not limited to, the audit of the expenditure of these funds for compliance with regulations, the inclusion of provisions guaranteeing compliance with all labor laws and regulations pertinent to public funds, and further, to assure compliance with the anti-discrimination provisions of the law, including County Ordinances.

6. If the project budget for this project includes purchase of any equipment which has a useful life extending beyond the termination date of this project, then Applicant agrees that said equipment will be transferred over to County at the conclusion of this project, unless the County consents to a renewal or extension of the same or some similar project by Applicant utilizing the same equipment.

7. Applicant agrees to allow the County Administrative Officer to inspect and audit all records pertaining in any way to this grant, and further, to submit to the County Administrative Office, upon request, a written report upon completion of this project detailing the record of expenditures under this grant.

8. Applicant agrees that all discretionary decisions related to the carrying out of the aforesaid project remain in the control of the San Luis Obispo County Board of Supervisors.

AGREED TO ON THE DAY AND YEAR SET FORTH ABOVE.

AUTHORIZED BY BOARD ACTION

_____, 2018

ATTEST

By: _____
Clerk of the Board of Supervisors

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

By: _____
Chief Deputy County Counsel

Applicant: _____
By: _____
Print Name: _____
Title: _____

Date: _____

Applicant: _____
By: _____
Print Name: _____
Title: _____

Exhibit "A"

San Luis Obispo Regional Transit Authority (SLORTA)
ATTN: Geoff Straw
179 Cross Street, #A
San Luis Obispo CA 93401

SLORTA's mission is to provide safe, reliable and efficient transportation services which improve and enhance the quality of life for county residents and visitors. SLORTA link communities and provide alternatives to single occupant vehicles. Service area includes all the county via regional fixed-route as well as paratransit services. SLORTA also operates an Avila-Pismo Beach Trolley during the peak tourism season. Because the trolley operates in a small urbanized area, the State requires that 20% of the trolley's operating cost be from farebox revenue or locally general funds. The requested grant funds will account for approximately 9% of the required amount. The remaining funds will be covered by grants and donations and advertising revenue.

The \$5,000 in County funds will be used towards the required 20% of the Avila-Pismo Beach Trolley operating costs.

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

May 2, 2018

STAFF REPORT

AGENDA ITEM: C-8

TOPIC: RTA Use of County Restrooms

ACTION: Approve

PRESENTED BY: Geoff Straw, Executive Director

STAFF RECOMMENDATION: Authorize Executive Director to Execute MOU

BACKGROUND/DISCUSSION:

The RTA struggles to provide consistent access to restrooms for Bus Operators over such a large service area. This is particularly challenging on weekends and late evenings when public facilities are not open. Working with our partners at the County, we have negotiated a Memorandum of Understanding that would allow Bus Operators to use the public restrooms at the Main Library in San Luis Obispo.

As detailed in the attached Memorandum of Understanding (MOU), the RTA would be responsible for installing and maintaining a key lock box on the exterior of the Library building. In lieu of monetary rent, our staff would provide an “extra set of eyes” on the building, and we would be expected to report any unwanted activities in or around the facility or facility cleaning needs to Library officials through our radio dispatching system.

Staff Recommendation

Authorize the RTA Executive Director to execute the attached MOU.

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE COUNTY OF SAN LUIS OBISPO PUBLIC LIBRARIES
AND SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

This Memorandum of Understanding (MOU) is by and between the County of San Luis Obispo Public Libraries (Libraries) and the San Luis Obispo Regional Transit Authority (SLORTA) (collectively the Parties).

1. PURPOSE. The purpose of this MOU is to describe the conditions under which the Libraries will provide access to SLORTA staff for use of the Libraries' public restrooms situated in the main lobby of the Library located at 995 Palm Street in the City of San Luis Obispo, County of San Luis Obispo (the Premises) as depicted in Exhibit "A," Exhibit "B," and Exhibit "C," incorporated herein by reference.

2. TERM. The term of this MOU shall be from month-to-month, and shall continue unless terminated by either party giving thirty (30) days prior written notice to the other party of its intention to do so.

3. USE. SLORTA staff shall have the right to enter the Premises for use of the public restrooms only as depicted in Exhibit "C." SLORTA shall, at all times, limit allowed use within the boundaries as set forth in Exhibit "B" and for no other purpose. SLORTA staff shall be issued a key with access provided through a lock box, at the sole cost and expense of SLORTA, for purposes of entering the Premises and for no other purpose. Keys will be assigned and engraved with a tracking number by County maintenance and SLORTA shall keep a log of assigned keys and its tracking number. SLORTA staff will ensure that upon departing the Premises, the doors are secured and locked. Keys will not be duplicated and SLORTA represents that it will promptly secure possession of any such keys from any departing staff should employment end. SLORTA will notify Libraries immediately if any key is misplaced, lost or stolen. SLORTA staff shall be allowed to use the Premises during SLORTA's weekday evening business hours and weekend business hours. Said hours shall be subject to modification as the need arises and may be modified by mutual written agreement between the Parties.

4. RENT. In lieu of monetary rent, consideration of County granting SLORTA staff entry access to the Premises for the privileges, uses and rights set forth herein, SLORTA staff will be able to provide additional afterhours presence at / monitoring of the Premises.

5. MAINTENANCE AND REPAIRS. SLORTA shall contact Libraries to report any repairs or maintenance issues observed during use of the Premises.

6. SMOKING. SLORTA staff shall comply with and observe any and all applicable statutes, ordinances, rules and regulations, including, those of the federal, state, municipal, County or other public authority regulating smoking on County properties, including those statutes, ordinances, rules and

regulations applying to buildings or structures owned, leased or otherwise operated by the County of San Luis Obispo to conduct County business.

7. SAFETY. SLORTA staff will use the Premises in a manner to protect the health, safety, and welfare of the general public. SLORTA agrees to take all reasonable precautions to protect the Premises from damage, theft, vandalism and other such hazards.

8. COMPLIANCE. SLORTA shall at all times observe and comply with, and shall cause all his agents and employees to observe and comply with all present and future laws, statutes, ordinances, regulations, rules, resolutions, or other binding enactments of any governmental authority, now or at any time during the term of this MOU and any extensions thereof. If

9. NOTICES. Any notice required to be given pursuant to the terms and provisions herein shall be in writing and sent as follows:

Chris Barnickel, Director
San Luis Obispo County Public Libraries
995 Palm Street
San Luis Obispo, CA 93401
(805) 781-5991

Geoff Straw, Executive Director
San Luis Obispo Transit Authority
179 Cross Street, Ste. A
San Luis Obispo, CA 93401
(805) 781-4472

Phillip M. D'Acri
Central Services / Real Property Services
1087 Santa Rosa Street
San Luis Obispo, Ca 93408
(805) 781-5206

10. ASSIGNMENT. This MOU is of a personal nature and Libraries shall not assign, sublet, pledge or otherwise transfer this MOU.

11. LAW/VENUE. This MOU has been executed and delivered in the State of California and the validity, enforceability and interpretation of any of the clauses of this MOU shall be determined and governed by the laws of the State of California, and . San Luis Obispo County shall be the venue for any action or proceeding that may be brought or arise out of this MOU.

12. INDEMNIFICATION. To the fullest extent permitted by law, SLORTA shall indemnify, defend, and hold harmless the County and its officers, agents, employees, and volunteers from and against all claims, demands, damages, liabilities, loss, costs, and expense (including attorney's fees and costs of litigation) of every nature arising out of or in connection with SLORTA's performance or attempted performance of any obligation or duty provided for or relating to this MOU and/or the Premises, except such loss or damage which was caused by sole negligence or willful misconduct of the

County. It is the intent of the parties to provide the County the fullest indemnification, defense, and hold harmless rights allowed under the law. If any word(s) continued herein are deemed by a court to be in contravention of applicable law, said word(s) shall be severed from this contract and the remaining language shall be given full force and effect.

13. AUTHORIZATION. The signatories to this MOU certify they have the authority to execute this MOU on behalf of the Parties hereto.

14. ENTIRE AGREEMENT. This MOU contains all representations and the entire understanding and agreement between the Parties on this matter. In no event shall this MOU be altered or modified except by writing, signed by all parties hereto, specifically stating that it is intended to alter or modify the terms and conditions of this MOU.

////////////////// NOTHING FURTHER EXCEPT FOR SIGNATURES //////////////////

IN WITNESS WHEREOF, this MOU is executed in San Luis Obispo, California, and is entered into as of the Effective Date described above.

COUNTY OF SAN LUIS OBISPO PUBLIC LIBRARIES

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

By: _____
Christopher Barnickel, Library Director

By: _____
Geoff Straw, Executive Director

APPROVED AS TO FORM AND LEGAL EFFECT:

County Counsel

By: _____
Deputy County Counsel

Date: _____

EXHIBIT "A"



EXHIBIT "A" TO MOU
**COUNTY OF SAN LUIS OBISPO
PUBLIC LIBRARY LOCATION**
COUNTY OF SAN LUIS OBISPO
By: CENTRAL SERVICES - REAL PROPERTY SERVICES

1: 920
0 38 77 Feet





EXHIBIT "B"
THE PREMISES



EXHIBIT "C"

DESIGNATED PERMITTED ACCESS
FOR SLORTA STAFF USE OF RESTROOMS

