



RTA BOARD AGENDA

Wednesday, May 4, 2016
BOARD OF SUPERVISORS' CHAMBERS
COUNTY GOVERNMENT CENTER
1055 Monterey Street, San Luis Obispo, California 93401
RTA starts at 8:30 am

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

President: Jan Howell Marx

Vice President: Lynn Compton

Board Members:

Frank Mecham (First District – SLO County)
Bruce Gibson (Second District – SLO County)
Adam Hill (Third District – SLO County)
Lynn Compton (Fourth District – SLO County)
Debbie Arnold (Fifth District – SLO County)
Jim Guthrie (Arroyo Grande)

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

Individuals wishing accessibility accommodations at this meeting under the Americans with Disabilities Act (ADA) may request such accommodations to aid hearing, visual, or mobility impairment (including Limited English Proficiency [LEP]) by contacting the RTA offices at 781-4472. Please note that 48 hours advance notice will be necessary to honor a request.

CALL TO ORDER AND ROLL CALL

PUBLIC COMMENTS: This portion of the agenda is reserved for any members of the public to directly address the San Luis Obispo Regional Transit Authority (RTA) Board on any items not on the agenda and within the jurisdiction of the Board. Comments are limited to three minutes per speaker. The Board will listen to all communication, but in compliance with the Brown Act, will not take any action on items that are not on the agenda.

A. INFORMATION AGENDA

- A-1 Executive Director's Report (Receive)
- A-2 Draft Short Range Transit Plan Presentation & Public Outreach Plan (Receive)

B. ACTION AGENDA

- B-1 Fiscal Year 2016-17 Operating and Capital Budget (Action)
- B-2 Policy on Environmental Evaluations (Action)

C. CONSENT AGENDA: (Roll Call Vote) the following items are considered routine and non controversial by staff and will be approved by one motion if no member of the RTA or public wishes an item be removed. If discussion is desired by anyone, the item will be removed from the consent agenda and will be considered separately. Questions of clarification may be made by RTA Board members, without the removal of the item from the Consent Agenda. Staff recommendations for each item are noted following the item.

- C-1 Executive Committee Meeting Minutes of December 17, 2015 (Approve)
- C-2 RTA Board Meeting Minutes of March 2, 2016 (Approve)
- C-3 Draft RTAC Minutes of April 21, 2016 (Information)
- 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 Pacific Surfliner Transit Transfer Agreement (Approve)
- C-8 Resolution Authorizing Executive Director to Apply for FTA funds (Approve)
- C-9 Title VI Plan Updates (Approve)
- C-10 Prop 1B Safety and Security: Transit System Safety, Security and Disaster Response Account Program, and Authorized Agent Signature Authority (Approve)
- C-11 Vehicle Procurements: Runabout Vehicles and Fixed Route Vehicles (Approve)
- C-12 Strategic Business Plan Performance Measures as of March 31, 2016 (Receive)
- C-13 Workers Compensation Provider Options (Approve)
- C-14 RTAC Bylaw Revisions (Approve)

D. CLOSED SESSION: None

E. BOARD MEMBER COMMENTS

Next regularly-scheduled RTA Board meeting on July 13, 2016

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

May 4, 2016

STAFF REPORT

AGENDA ITEM: A-1
TOPIC: Executive Director's Report
PRESENTED BY: Geoff Straw
STAFF RECOMMENDATION: Accept as Information

BACKGROUND/DISCUSSION:

Operations:

RTA conducted its Employee of the Quarter barbecue lunch on April 29th at the RTA Operating facility and the winner will be in attendance.

The Regional Transportation Advisory Committee met on April 21st to provide recommendations on the FY16-17 budget. The committee also reviewed and provided comments on the draft Short-Range Transit Plan for RTA; this report is also available on the RTA website. This Caltrans-funded study is included as Agenda Item A-2 as an information item, and will be presented at a subsequent public workshop to solicit additional public input on the draft recommendations. The consultant will present the final draft report at the July 2016 RTA Board meeting for consideration of adoption.

RTA is currently recruiting Bus Operator candidates for both RTA and South County Transit to begin a new training class on May 23rd. The new employees should be ready for revenue service in early July.

RTA contracted with Rincon Associates to assist with environmental planning services for a long-term operations, administration and maintenance facility. Staff also expanded the existing contract with Cannon Associates to provide a focused floodplain study of the 253 Elks Lane site; that product will be used by Rincon as part of the overall environmental planning study. This study is funded partially with FTA Section 5307 funds, and will require approximately 16 months to complete.

Staff implemented MCI over-the-road coaches on Routes 9 and 10 express services during morning and afternoon peak travel periods in mid-March. Initial responses from riders and Bus Operators have been positive, although the dwell time at bus stops is increased slightly due to the steep/narrow single entrance. Regardless, staff expects this to abate over time as our riders and employees become more familiar with these new-to-us buses. Staff will continue to monitor on-time performance and analyze feedback over the next few months before providing a recommendation to the Board on whether or not to exercise an option to purchase two new over-the-road coaches at the Board's September 2016 meeting.

Service Planning & Marketing:

On May 5, 2016, the South County Transit Board of Directors will consider a fare program change on its fixed route buses effective July 31, 2016. As indicated in the Runabout fare program changes adopted by the RTA Board at its February 2015 meeting, any fare increases by fixed route operators in the county will automatically result in a twice-the-applicable fixed route cash fare on Runabout services provided adjacent to the affected fixed routes. Since the base SCT cash fare would increase by \$0.25 (from \$1.25 to \$1.50), Runabout fares would also increase by \$0.50 in the SCT service area effective July 31, 2016. If the SCT Board authorizes the fixed route fare, RTA staff will send a letter to each Runabout registrant who has ridden to or from the SCT service area within the past six months to inform them of the Runabout fare change and to remind them that they can board any fixed route bus in the county for free by merely showing his or her Runabout Eligibility Card to the Bus Operator.

RTA staff continues to participate in a Travel Management Coordination Center study funded partially with an FTA Mobility Services for All Americans grant. The TMCC study seeks to evaluate technology solutions to help improve access to specialized transportation services (including Runabout) throughout the county.

In order to address the addition of a ticket vending machine at the Government Center, as well as installation of ITS informational signs and new shelters, staff is again seeking proposals for facility design services (we received no bids as of the original April 25th deadline).

The FTA granted RTA's request for a Categorical Exclusion for RTA's partial use of the County Corp Yard in Paso Robles. The next step is included as Agenda Item B-2, a policy on environmental review that will permit RTA to continue efforts to gain CEQA clearance, and then to begin the design process.

Finance and Administration:

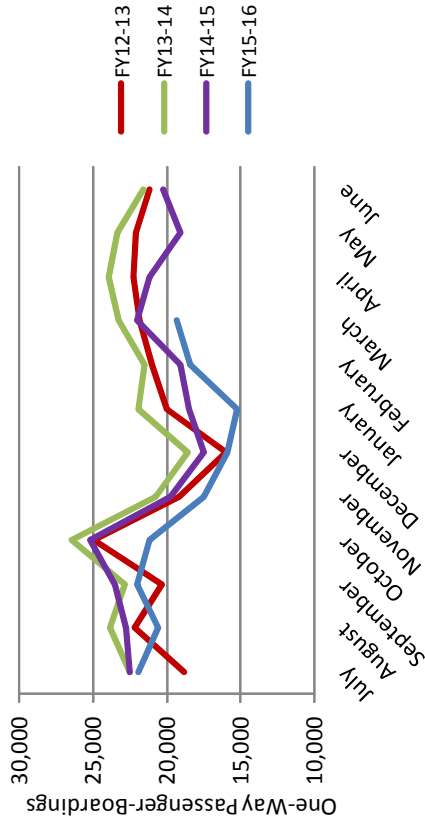
The SCT Board of Directors will consider a draft agreement on RTA services provided to SCT at its May 5th meeting. Staff anticipates bringing the final draft agreement to the RTA Board at its July 13th meeting for ratification.

Based on the Budget Assumptions adopted by the RTA Board at its March 2nd meeting, as well as the preliminary financial and operating data through March 31st, staff has developed a financially-constrained FY16-17 operating and capital budget. The FY16-17 budget was endorsed by both the RTA Executive Committee on April 20th and the Regional Transit Advisory Committee on April 21st. This topic will be considered under Agenda Item B-1.

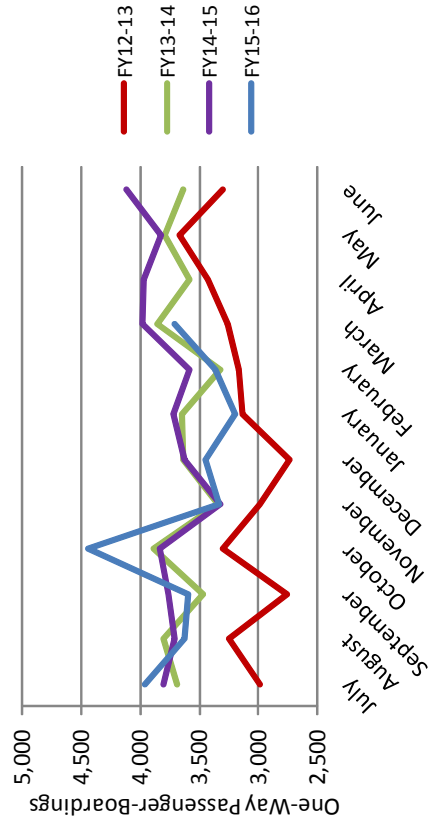
Below are preliminary financial and operating data through March 31st, which represents 75% of the fiscal year. Tables and graphs depicting unaudited RTA's financial and performance measures are provided in the ensuing pages. Several notable findings are provided below:

- The preliminary financial data shows that we have expended 64.1% of our non-capital budget through March 31st, which represents 75% of the fiscal year. Areas of variance include Fuel (40.9%) and Marketing (40.7%). Overall, expenses are appropriately managed and are within normal budgetary constraints.
- Preliminary RTA core fixed route ridership totaled 539,031 one-way passenger-trips, which is down 7.5% in comparison to the same period last year (582,554).
- Runabout ridership declined slightly: 32,662 in the first nine months of FY15-16 vs. 33,358 the previous year, which is a decrease just over two percent. This is welcome relief from the financially unsustainable double digit increases experienced over the previous two fiscal years.
- Fixed route services achieved an overall unaudited 26.1% farebox recovery ratio, while Runabout achieved an FRR of 4.1%. These figures are essentially the same as the measures recorded for the same period last year, despite the ridership declines experienced in the current fiscal year.

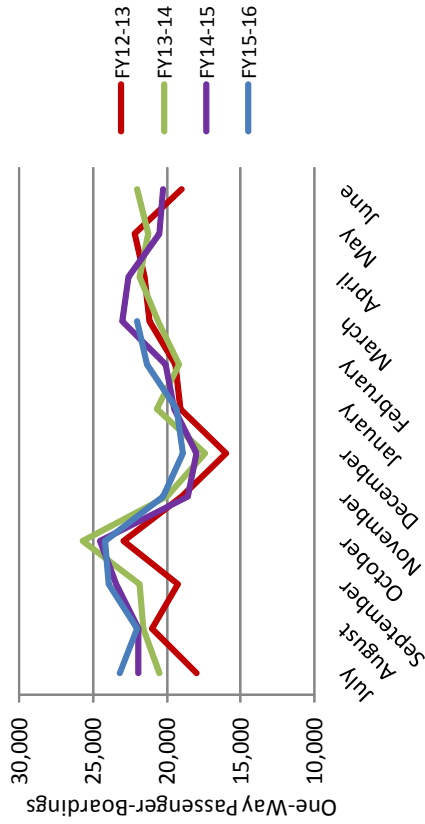
RTA Route 10 Ridership By Month



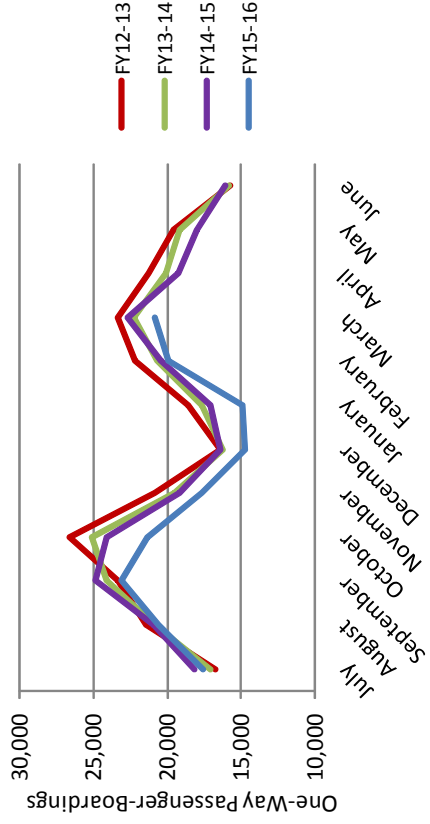
RTA Runabout Ridership by Mo.

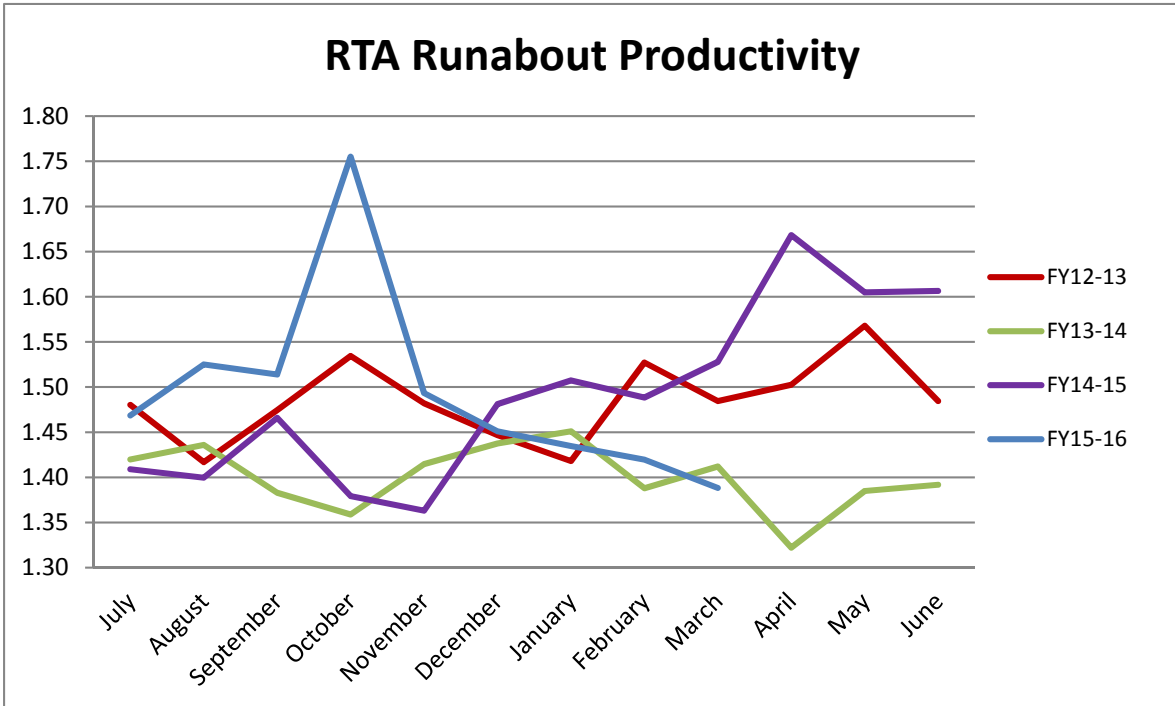
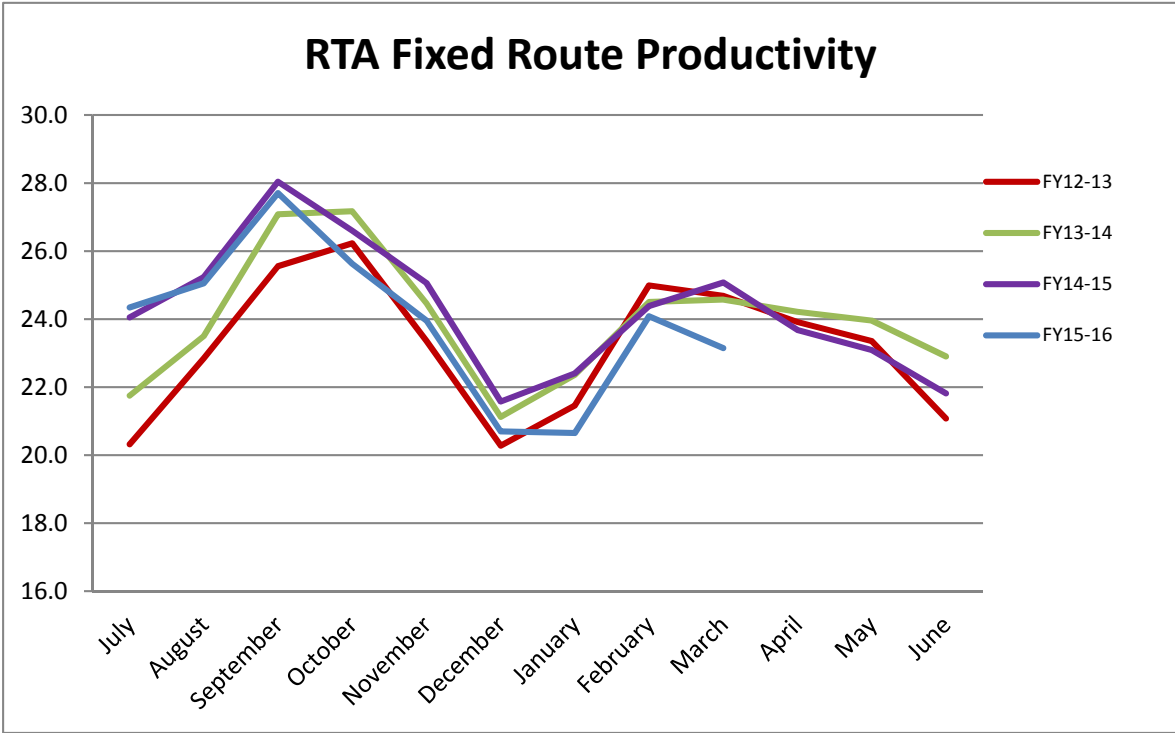


RTA Route 9 Ridership By Month



RTA Rtes. 12, 14 & 15 Pass./Mo.





SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

| | | Amended Budget FY 2015-16 | February Actual | March Budget | March Actual | March Variance | Year to Date FY 2015-16 | Percent of Total Budget FY 2015-16 |
|---|-----------------|--|----------------------------|-------------------------|-------------------------|---------------------------|--|---|
| | Hours | 72,970 | 5,697 | 6,102 | 6,283 | (182) | 51,952 | 71.20% |
| | Miles | 1,693,360 | 124,662 | 141,789 | 137,239 | 4,550 | 1,165,356 | 68.82% |
| Administration: | | | | | | | | |
| Labor | operations cost | 789,900 | 56,813 | 65,825 | 58,083 | 7,742 | 541,727 | 68.58% |
| Labor - Administration Workers Comp | operations cost | 55,880 | - | - | - | - | 42,299 | 75.70% |
| Office Space Rental | operations cost | 489,360 | 50,118 | 40,780 | 34,422 | 6,358 | 334,937 | 68.44% |
| Property Insurance | operations cost | 18,500 | - | - | - | - | 16,128 | 87.18% |
| Professional Technical Services | operations cost | 92,970 | 6,027 | 7,748 | - | 7,748 | 38,634 | 41.56% |
| Professional Development | operations cost | 26,940 | 300 | 2,245 | 2,539 | (294) | 18,890 | 70.12% |
| Operating Expense | operations cost | 255,450 | 19,136 | 21,288 | 15,875 | 5,413 | 177,610 | 69.53% |
| Marketing and Reproduction | hourly | 138,400 | 6,354 | 11,533 | 9,050 | 2,483 | 56,362 | 40.72% |
| North County Management Contract | operations cost | (39,720) | (3,310) | (3,310) | (3,310) | - | (29,790) | 75.00% |
| County Management Contract | operations cost | (80,500) | (6,708) | (6,708) | (6,708) | - | (60,375) | 75.00% |
| SCT Management Contract | operations cost | (79,830) | (6,653) | (6,653) | (6,653) | - | (59,873) | 75.00% |
| Total Administration | | 1,667,350 | 122,076 | 132,748 | 103,299 | 29,449 | 1,076,550 | 64.57% |
| Service Delivery: | | | | | | | | |
| Labor - Operations | hourly | 3,865,100 | 283,370 | 322,092 | 288,643 | 33,448 | 2,640,984 | 68.33% |
| Labor - Operations Workers Comp | hourly | 378,050 | - | - | - | - | 286,171 | 75.70% |
| Labor - Maintenance | hourly | 904,210 | 66,478 | 75,351 | 66,867 | 8,483 | 627,078 | 69.35% |
| Labor - Maintenance Workers Comp | hourly | 110,640 | - | - | - | - | 83,751 | 75.70% |
| Fuel | miles | 1,502,000 | 54,150 | 125,167 | 62,844 | 62,323 | 613,766 | 40.86% |
| Insurance | miles | 483,930 | 39,575 | 40,328 | 39,575 | 753 | 357,039 | 73.78% |
| Special Transportation (includes County programs, Cuesta even n/a | n/a | 118,330 | 5,064 | 9,861 | 3,761 | 6,100 | 39,908 | 33.73% |
| Avila Trolley | n/a | 57,750 | - | 7,219 | 1,351 | 5,868 | 26,792 | 46.39% |
| Maintenance (parts, supplies, materials) | miles | 436,560 | 64,240 | 36,380 | 79,354 | (42,974) | 374,161 | 85.71% |
| Maintenance Contract Costs | miles | 111,150 | 14,902 | 9,263 | 14,491 | (5,228) | 102,555 | 92.27% |
| Total Operations | | 7,967,720 | 527,778 | 625,659 | 556,885 | 68,773 | 5,152,205 | 64.66% |
| Capital/Studies: | | | | | | | | |
| Computer System Maintenance/Upgrades | | 37,540 | - | - | - | - | 21,452 | 57.14% |
| Miscellaneous Capital | | | | | | | | |
| Facility Improvements | | 39,960 | - | 1,850 | 1,824 | 26 | 35,998 | 90.09% |
| Maintenance Software and Maintenance Equipment | | 58,990 | - | - | - | - | - | 0.00% |
| Radios | | 6,000 | - | - | - | - | - | 0.00% |
| Vehicle ITS/Camera System | | 725,900 | - | - | - | - | 323,620 | 44.58% |
| Bus Stop Improvements | | 294,890 | - | 13,150 | 13,150 | - | 34,442 | 11.68% |
| RouteMatch Call Back System | | 37,500 | - | - | - | - | - | 0.00% |
| Vehicles | | | | | | | | |
| Support Vehicles | | 60,000 | - | - | - | - | - | 0.00% |
| Over the Road Coaches | | 1,300,000 | - | - | - | - | - | 0.00% |
| Cutaway Vehicles | | 259,300 | - | - | - | - | 244,353 | 82.86% |
| Runabout Vehicles | | 521,280 | - | - | - | - | - | 0.00% |
| Total Capital Outlay | | 3,341,360 | - | 15,000 | 14,974 | 26 | 659,864 | 19.75% |
| Contingency | hourly | 110,000 | - | 9,167 | 866 | 8,300 | 1,230 | 1.12% |
| Interest Expense | operations cost | 64,500 | 3,306 | 5,375 | 3,534 | 1,841 | 33,258 | 51.56% |
| Loan Paydown | | 200,600 | - | - | - | - | 100,298 | 50.00% |
| Facility Environmental Planning | | 219,430 | - | - | - | - | 3,429 | 1.56% |
| Management Contracts | | 200,050 | 16,671 | 16,671 | 16,671 | - | 150,038 | 75.00% |
| TOTAL FUNDING USES | | 13,771,010 | 669,832 | 804,619 | 696,230 | 108,389 | 7,176,871 | 52.12% |
| TOTAL NON-CAPITAL EXPENDITURES | | 10,009,620 | 669,832 | 789,619 | 681,256 | 108,363 | 6,413,280 | 64.07% |

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
YEAR TO DATE THRU MARCH 31, 2016
CURRENT FISCAL YEAR - 2015/2016 (page 1 of 2)**

| | RT 9 P.R., TEMP., ATAS., S.M., CAL POLY, S.L.O. | RT 10 S.M., NIPOMO, A.G., S.L.O. | RT 12 MORRO BAY, CUESTA, SAN LUIS | RT 14 CUESTA, SAN LUIS TRIPPER | RT 15 SAN SIM., CAMBRIA, CAYUCOS, M.B. | TOTAL RTA CORE WEEKDAY | RT 7 PASO EXPRESS ROUTE A | RT 8 PASO EXPRESS ROUTE B | TOTAL PASO EXPRESS FIXED ROUTE | PASO EXPRESS DIAL A RIDE |
|------------------------------|---|--|---|---|--|---------------------------------|------------------------------------|------------------------------------|--|-----------------------------------|
| REVENUES: | | | | | | | | | | |
| FARES | 265,323 | 261,972 | 197,751 | 18,668 | 20,612 | 764,325 | 50,524 | 52,585 | 103,110 | 5,446 |
| TOTAL ROUTE REVENUES | 265,323 | 261,972 | 197,751 | 18,668 | 20,612 | 764,325 | 50,524 | 52,585 | 103,110 | 5,446 |
| EXPENDITURES: | | | | | | | | | | |
| ADMINISTRATION | 168,347 | 169,534 | 111,193 | 11,270 | 39,640 | 499,984 | 12,563 | 12,510 | 25,073 | 4,786 |
| MARKETING | 14,208 | 14,309 | 9,391 | 1,127 | 3,352 | 42,387 | 4,252 | 4,233 | 8,485 | 0 |
| OPERATIONS/CONTINGENCY | 555,431 | 565,629 | 362,243 | 37,534 | 125,180 | 1,646,016 | 215,691 | 215,396 | 431,087 | 79,405 |
| FUEL | 123,973 | 133,707 | 75,368 | 8,629 | 25,636 | 367,312 | 14,699 | 15,280 | 29,978 | 2,580 |
| INSURANCE | 65,443 | 70,576 | 39,789 | 4,825 | 12,756 | 193,389 | 10,308 | 10,723 | 21,031 | 2,821 |
| TOTAL EXPENDITURES | 927,401 | 953,754 | 597,983 | 63,384 | 206,564 | 2,749,087 | 257,512 | 258,142 | 515,654 | 89,592 |
| FAREBOX RATIO | 28.61% | 27.47% | 33.07% | 29.45% | 9.98% | 27.80% | 19.62% | 20.37% | 20.00% | 6.08% |
| RIDERSHIP | 179,506 | 158,171 | 128,855 | 14,315 | 12,980 | 493,827 | 37,438 | 41,409 | 78,847 | 2,400 |
| SERVICE MILES | 217,913.70 | 235,011.00 | 132,486.40 | 16,043.40 | 42,913.10 | 644,367.60 | 34,352.00 | 35,734.40 | 70,086.40 | 9,428.00 |
| SERVICE HOURS | 7,120.24 | 7,170.75 | 4,703.02 | 481.49 | 1,677.70 | 21,153.20 | 2,646.08 | 2,634.88 | 5,280.96 | 986.44 |
| RIDERS PER MILE | 0.82 | 0.67 | 0.97 | 0.89 | 0.30 | 0.77 | 1.09 | 1.16 | 1.12 | 0.25 |
| RIDERS PER HOUR | 25.21 | 22.06 | 27.40 | 29.73 | 7.74 | 23.35 | 14.15 | 15.72 | 14.93 | 2.43 |
| COST PER PASSENGER | 5.17 | 6.03 | 4.64 | 4.43 | 15.91 | 5.57 | 6.88 | 6.23 | 6.54 | 37.33 |
| SUBSIDY PER PASSENGER | 3.69 | 4.37 | 3.11 | 3.12 | 14.33 | 4.02 | 5.53 | 4.96 | 5.23 | 35.06 |

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
YEAR TO DATE THRU MARCH 31, 2016
CURRENT FISCAL YEAR - 2015/2016 (page 2 of 2)**

| | RT 9 SAT P.R., TEMP., ATAS., S.M., CAL POLY, S.L.O. | RT 9 SUN P.R., TEMP., ATAS., S.M., CAL POLY, S.L.O. | RT 10 SAT S.M., NIPOMO, A.G., S.L.O. | RT 10 SUN S.M., NIPOMO, A.G., S.L.O. | RT 12 SAT MORRO BAY, CUESTA, SAN LUIS | RT 12 SUN MORRO BAY, CUESTA, SAN LUIS | RT 15 SAT SAN SIM., MORRO BAY, SAN LUIS | RT 15 SUN SAN SIM., MORRO BAY, SAN LUIS | TOTAL RTA CORE WEEKEND | TOTAL FIXED ROUTE RTA & PASO EXPRESS | RUNABOUT | SYSTEM TOTAL |
|------------------------------|---|---|--|--|---|---|---|---|---------------------------------|--|------------|-----------------|
| REVENUES: | | | | | | | | | | | | |
| FARES | 15,934 | 9,801 | 17,214 | 9,251 | 11,203 | 7,768 | 3,339 | 2,486 | 76,995 | 944,429 | 96,926 | 1,046,801 |
| TOTAL ROUTE REVENUES | 15,934 | 9,801 | 17,214 | 9,251 | 11,203 | 7,768 | 3,339 | 2,486 | 76,995 | 944,429 | 96,926 | 1,046,801 |
| EXPENDITURES: | | | | | | | | | | | | |
| ADMINISTRATION | 11,392 | 7,494 | 10,649 | 6,522 | 7,776 | 7,447 | 7,794 | 4,765 | 63,838 | 588,895 | 516,168 | 1,109,849 |
| MARKETING | 956 | 643 | 893 | 559 | 652 | 639 | 654 | 409 | 5,405 | 56,277 | 0 | 56,277 |
| OPERATIONS/CONTINGENCY | 37,284 | 24,685 | 35,241 | 21,632 | 25,022 | 24,097 | 26,118 | 15,991 | 210,071 | 2,287,174 | 1,576,855 | 3,943,435 |
| FUEL | 8,027 | 5,508 | 8,042 | 5,001 | 4,888 | 4,856 | 6,334 | 3,922 | 46,578 | 443,868 | 149,820 | 596,268 |
| INSURANCE | 4,347 | 2,958 | 4,355 | 2,686 | 2,647 | 2,608 | 3,430 | 2,106 | 25,138 | 239,557 | 107,490 | 349,868 |
| TOTAL EXPENDITURES | 62,005 | 41,288 | 59,180 | 36,401 | 40,986 | 39,648 | 44,330 | 27,193 | 351,030 | 3,615,771 | 2,350,333 | 6,055,697 |
| FAREBOX RATIO | 25.70% | 23.74% | 29.09% | 25.41% | 27.33% | 19.59% | 7.53% | 9.14% | 21.93% | 26.12% | 4.12% | 17.29% |
| RIDERSHIP | 9,916 | 5,767 | 9,743 | 5,255 | 6,424 | 4,499 | 2,130 | 1,470 | 45,204 | 617,878 | 32,662 | 652,940 |
| SERVICE MILES | 14,413.40 | 9,792.90 | 14,440.00 | 8,892.00 | 8,778.00 | 8,634.60 | 11,373.40 | 6,973.20 | 83,297.50 | 797,751.50 | 358,176.00 | 1,165,355.50 |
| SERVICE HOURS | 477.66 | 315.90 | 446.50 | 274.95 | 326.04 | 313.95 | 326.80 | 200.85 | 2,682.65 | 29,116.81 | 21,848.61 | 51,951.86 |
| RIDERS PER MILE | 0.69 | 0.59 | 0.67 | 0.59 | 0.73 | 0.52 | 0.19 | 0.21 | 0.54 | 0.77 | 0.09 | 0.56 |
| RIDERS PER HOUR | 20.76 | 18.26 | 21.82 | 19.11 | 19.70 | 14.33 | 6.52 | 7.32 | 16.85 | 21.22 | 1.49 | 12.57 |
| COST PER PASSENGER | 6.25 | 7.16 | 6.07 | 6.93 | 6.38 | 8.81 | 20.81 | 18.50 | 7.77 | 5.85 | 71.96 | 9.27 |
| SUBSIDY PER PASSENGER | 4.65 | 5.46 | 4.31 | 5.17 | 4.64 | 7.09 | 19.24 | 16.81 | 6.06 | 4.32 | 68.99 | 7.67 |

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
May 4, 2016
STAFF REPORT

AGENDA ITEM: A-2

TOPIC: RTA Short Range Transit Plan

ACTION: Adopt Policy

PRESENTED BY: Geoff Straw, Executive Director

STAFF RECOMMENDATION: Receive Draft SRTP and Seek Public Input on Findings/Recommendations

BACKGROUND/DISCUSSION:

The Short Range Transit Plan consultants, led by LSC Transportation Consultants and assisted by AECOM, provided seven “working papers” over the past year to help guide RTA and SLO Transit in developing service, capital, management, coordination and financial elements that should be considered over the next five years. Staff conducted consultant-led public meetings, including two joint SLO Transit Mass Transportation Committee and RTA Regional Transit Advisory Committee meetings. This effort culminated in a series of recommendations that are attached to this staff report – both a 6-page Executive Summary and a 26-page SRTP Plan Chapter. The recommendations in these two documents are briefly summarized below.

However, it should first be noted that a significant finding from the study is that the proportion of county residents age 65 to 79 will increase by 34 percent between 2015 and 2021, while the overall population is projected to grow by only 4 percent. Although the demand for Runabout service is necessarily generated by persons with disabilities who are unable to use fixed route services, a growing proportion of elderly residents is a proxy for Runabout demand since many of the effects of aging impact a person’s mobility options. This is an issue that RTA decision-makers and the taxpaying public must continually monitor and seek to understand, since increasing Runabout service levels require ever-greater proportions of regional transit funding.

Since RTA is a relatively mature transit system, no significant changes are proposed over the next five years. However, the following relatively straightforward Service Plan elements are recommended:

1. FY16-17: Eliminate long layovers on Route 12 in Morro Bay
2. Service Changes to be Considered for FY17-18:
 - a. Enhance Mid-Day Service on Routes 9 & 10
 - b. Expand Evening Service on Routes 9, 10 & 12

3. On-Going Service Considerations:
 - a. Monitor demand on Route 10; add express services as needed
 - b. Expand Runabout as demand increases

The Capital Plan focuses on replacing buses as they reach the end of their economically useful lives. It also identifies the need to construct a long-term operations facility in SLO, a consolidated downtown SLO transit center, and long-term parking facility in Paso Robles. Implementing Wi-Fi on express buses should also be implemented and proven before expanding to all fixed route buses.

The Management Plan suggests a number of goals/objectives revisions, as well as Runabout efficiency projects. Finally, it recommends coordination improvements that could be jointly implemented with SLO Transit.

Lastly, the Financial Plan includes two changes to the fare/pass program: implement a Discounted Regional Day Pass for elderly and disabled riders (possibly Veterans, too), as well as replacing the current 7-Day Pass with a 3-Day Pass. All other existing core services should be sustained over the five-year period. It is important to note that the recommended mid-day and evening service improvements cannot be implemented without supplemental funding, so those two elements are presented as aspirational service enhancements. More importantly, the costs for these enhanced SRTP-recommended services have ***NOT*** been included in the second year of the proposed two-year budget that will be discussed under Agenda Item B-4.

The Regional Transit Advisory Committee unanimously endorsed the findings and recommendations provided in the Draft RTA SRTP document.

Next Steps

Staff is proposing that the Draft RTA SRTP be presented in a public meeting in early June in downtown SLO. In addition, notices will be placed in all buses and major transfer points alerting riders that the Draft RTA SRTP is available on our webpage for review and comment through a link to an online survey. Staff will summarize the comments, and present them to the RTAC on July 7th. Comments from RTAC will added to the public comments, and then be included in the consultant presentation for SRTP consideration by the RTA Board at its July 13th meeting.

Staff Recommendation

Receive the Draft RTA Short Range Transit Plan and instruct staff to solicit public input prior to consideration of the Final Draft SRTP for RTA Board adoption at its July 13th meeting.

Executive Summary
2016 San Luis Obispo Regional Transit Authority
Short Range Transit Plan

Prepared by LSC Transportation Consultants, Inc. and AECOM, Inc.

This document presents a five-year Short-Range Transit Plan (SRTP) developed for the San Luis Obispo Regional Transit Authority (RTA). An SRTP is intended to provide a detailed business plan to guide the transit organization over the coming five years. It includes a review of San Luis Obispo region demographics and its transit needs, a series of surveys and ridership counts conducted for all RTA services, a review of the effectiveness and efficiency of existing services, a review of similar systems, analysis of a wide range of options, and the results of public input processes. The resulting SRTP provides operational, capital and institutional plans, including an implementation plan. This SRTP plan has been prepared jointly with the development of a parallel SRTP for the SLO Transit program, in order to identify means to best coordinate the two services. Note that this plan does not cover services operated by RTA under contract to other entities, including the Paso Express service, the South County Transit program, and the smaller demand response services operated for San Luis Obispo County.

EXISTING DEMOGRAPHICS

The population of San Luis Obispo County, per the 2009-2013 US Census estimates is 272,094. Population density is shown in Figure 1. Persons living in **households without vehicles** total 4,423, or 4.3 percent of the total countywide population. **Youth** (persons under 18 years of age) total 51,750, or 19 percent of total population. **Elderly** persons age over 60 total 42,984 (16 percent). There are a total of 36,588 persons living in households below the federal **poverty** level (13.4 percent of total population). Persons who indicate they have a **mobility disability** total 28,401, or 10.4 percent of total population. Of all countywide population, 77 percent live within ½ mile of a public transit route. Population is forecast to increase by 4 percent by 2021.

OVERVIEW OF THE SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

RTA is a Joint Powers Authority formed in 1989 that serves and connects various communities within San Luis Obispo County and nearby cities. Regional fixed route and paratransit services throughout the region (including within the city of San Luis Obispo) are managed by RTA. In addition, RTA is contracted by SLO County to operate community-based services in unincorporated areas (primarily in Nipomo, Shandon and Templeton), and by the City of Paso Robles to operate the Paso Express fixed route services and the Paso Robles Dial-A-Ride service. RTA also provides administrative oversight of the SCT fixed route services in the Five Cities area.

The RTA Board of Directors consists of a representative from all of the cities in which transportation services are provided, as well as all five San Luis Obispo County Supervisors, while the Regional Transportation Advisory Committee (RTAC) meets quarterly and provides

advice to the RTA Board. Services have been directly operated by RTA employees since 2009, when the previously contracted services were brought in-house.

A total of 31,531 vehicle-hours of fixed route services are operated annually, providing over 765,000 passenger-boardings. Key RTA fixed route services consist of:

- Route 9 connecting San Luis Obispo with Atascadero, Templeton, Paso Robles and San Miguel to the north.
- Route 10 connecting San Luis Obispo with the Five Cities, Nipomo and Santa Maria (Santa Barbara County) to the south.
- Route 12 connecting San Luis Obispo with Los Osos and Morro Bay to the west.
- Route 14 connecting San Luis Obispo with the main Cuesta College campus to the west.
- Route 15 connecting Morro Bay with Cayucos, Cambria and Hearst Castle to the north.

Fixed route services are operated hourly on weekdays, except for Route 15 which operates every three hours. Reduced service levels are operated on weekends.

Runabout Service

Runabout is the County-wide ADA complementary paratransit service operated by RTA. Vehicle-hours total 37,838 per year, carrying 45,000 passengers per year (including attendants). “No shows” (passengers that are not available for pickup) are 2 percent of all reservations, while late cancellations represent 5 percent of total reservations. Up to 15 vehicles are in operation at peak times. Overall, 94.2 percent of trips were served on-time (0 to 5 minutes late), 4.7 percent were served early, while 1.1 percent were served more than 5 minutes late.

Fleet

RTA’s fixed route fleet consists of a total of 34 vehicles, while the Runabout program has a fleet of 22 vehicles. The bulk of the fleet used in RTA fixed routes are 40’ diesel coaches, though four 1999 45’ over-the-road coaches were recently added. Existing RTA operating/administrative costs total \$8,159,000 per year. Key revenues sources include Local Transportation Funds (44 percent of all revenues) and Federal sources (18 percent).

Ridership

Annual ridership is 1,038,000 per year, when including all services operated or administered by RTA. Since 2007, there has been a consistent annual increase in ridership. 2013 ridership is fully 270 percent greater than 2003 ridership.

Onboard Surveys

RTA Fixed Route Onboard Survey

An onboard passenger survey indicated that respondents were primarily coming and going for the purpose of either work (39 percent) or school (34 percent). 34 percent of the riders were college students (primarily Cuesta College students). Passengers were asked to rank transit service characteristics of RTA on a scale of “Very Poor” to “Excellent.” “Driver Courtesy” received the highest rating with 74 percent of the riders rating it a “Very Good” to “Excellent.” The “Hours of Service” and “Service Frequency” receive the lowest average rating, with 26 percent and 22 percent indicating “Poor” or “Very Poor”, respectively. Asked “What single most important improvement would you suggest for RTA”, the largest number of responses (202) were for expanded hours or days of service, followed by 144 for increased service frequency, and 91 for improved buses.

Runabout Onboard Survey

A high percentage of Runabout rider respondents (32 percent) were using the service for medical/dental purposes, while 20 percent were using it for work. Only 13 percent of respondents said they had a car available for the trip, and 44 percent claimed they would not have made the trip had paratransit service not been available, indicating high transit-dependency of the ridership. Furthermore, 37 percent of the customers do not use the Fixed Route bus because it’s too difficult for them and 17 out of the 41 customers require a wheelchair. 63 percent of the respondents were over the age of 60 years old, and 69 percent did not have a driver’s license at the time of the survey. Asked to rank the overall service, 84 percent of passengers indicated “Very Good” or “Excellent”.

Online Survey

In addition to the onboard surveys, an online survey was conducted. Asked to rate RTA, the lowest rated service among RTA riders was “Hours of Service” followed by “Service Frequency.” The highest rated services were “Driver Courtesy” and “Safety Performance.” Overall, 70 percent indicated an “Excellent” or “Very Good” rating of overall performance. The most popular way to improve RTA was to offer a more frequent schedule on both weekdays and weekends (67%), and to operate later on weekdays (46%). Of survey responses that do not ride the bus, the most popular reason selected was “The bus is inconvenient for me,” followed by “Traveling by bus takes too long.”

Peer Comparison

Comparing RTA fixed route services with seven California peer systems, RTA was found to have relatively high passenger-trips per vehicle-hour (second from the highest) but relatively low passenger-trips per vehicle-mile (second from the lowest), reflecting relatively long trip lengths. Annual passenger-trips per capita was relatively low. RTA's operating costs were close to average on a per vehicle-hour basis, but the lowest of the peers on a per vehicle-mile basis. The operating subsidy per passenger-trip was relatively low. Runabout was found to carry the lowest number of passenger-trips per vehicle-hour and per vehicle-mile, as well as relatively low ridership per capita. Operating costs are relatively high on a per vehicle-hour basis, but close to average on a per vehicle-mile basis. RTA also has a relatively high cost and subsidy requirement per passenger-trip.

SHORT RANGE TRANSIT PLAN ELEMENTS

Service Plan

- This plan will **enhance weekday daytime service on Routes 9 and 10** by adding new mid-day limited stop express service to the current schedule. RTA should implement weekday express service on Route 9 between San Luis Obispo and Paso Robles in the mid-day period, consisting of four additional round trips using an additional (fourth) bus from roughly 8:30 AM to 4:30 PM) while maintaining all existing runs. This will reduce in-vehicle travel times by up to 20 minutes, expand the frequency of service between these key transit centers, and help address the crowding issue. A mid-day weekday express service should also be implemented on Route 10. The current 74 minute end-to-end travel time would be reduced to 55 minutes. Five new express runs in each direction will occur between roughly 7:30 AM and 5:50 PM, which will allow use of existing express buses. These service enhancements will be implemented in FY17-18, assuming additional funding can be secured.
- **Evening service will be expanded on Routes 9, 10, and 11.** New evening service on Route 9 should be expanded by providing additional local route runs on weekdays (two additional southbound runs and one northbound run), as well as one additional run in each direction on Saturdays and Sundays. Additional evening runs should also be added to the existing Route 10 schedule on weekdays (two additional northbound runs and one southbound run) and one additional round-trip on Saturdays and Sundays. Finally, one additional westbound weekday run should be added to the Route 12 schedule. These service enhancements will be implemented in FY17-18, assuming additional funding can be secured.
- **Route 10 services will be modified** as demand warrants. As ridership patterns result in increased loads or changes in travel patterns, new services (such as limited stop services) will be implemented.
- **Route 12 schedules will be modified** to eliminate the existing long layovers in Morro Bay. This will reduce the in-vehicle travel time between Los Osos and San Luis Obispo by up to 20

minutes, and yield a net increase in ridership. This service enhancement will be implemented in FY16-17 following a focused public involvement outreach effort.

- **Runabout capacity will be increased** to address growth in demand for paratransit service, including the provision of one additional Runabout vehicle in peak operation every two years. RTA will also keep the option for taxi subsidy program open in the future.

Capital Plan

- RTA will **purchase 12 fixed route buses plus 30 Runabout vehicles** over the coming six years to replace vehicles reaching the end of their useful life and to expand the Runabout fleet. Note that no additional fixed route vehicles are required under the Service Plan presented above.
- RTA will **implement Wi-Fi service** on a limited experimental basis, focusing first on the four over-the-road coaches recently added to the RTA fleet.
- RTA will **make vans retired from the fleet available to other transportation providers in the area**, which will expand the availability of wheelchair accessible vehicles to residents and help to reduce the demand for Runabout service.
- A new **San Luis Obispo Transit Garage Facility** will be constructed. The preliminary preferred site has been identified on Elks Lane near Prado Road.
- RTA will construct a **new bus parking facility in Paso Robles** at a County-owned parcel on Spring Street.
- RTA will continue to work with the City and SLOCOG to develop a **new downtown transit center**. As this project will require several years to implement, in the meantime RTA will enhance lighting and add two bus shelters and benches at the existing Government Center site, and work with the City to eliminate nearby on-street parking that is hampering safe bus operations.
- **Bus stop improvements** will be implemented, including new shelters, bike racks, lighting, trash cans, and improved wheelchair accessibility. These improvements will be coordinated with local jurisdictions.

Management Plan

- **Service standards will be revised** to better match current conditions and goals.
- **Runabout eligibility and certification processes** will be modified, in order to control costs and provide more consistency in the process.

- **Runabout scheduling procedures** will be modified to increase productivity and staff efficiency. Coordination of Runabout and fixed route services for individual passenger trips (where appropriate) will be considered, and regional travel training will be expanded.
- **Coordination of RTA and SLO Transit** will be enhanced by (1) working towards a single regional bus tracker website, (2) developing a single ID card for persons with disabilities, (3) defining a consistent policy on passenger baggage, (4) coordinating routes and schedules where beneficial, (5) increasing joint driver training, and (6) working towards a common bus replacement policy.

Financial Plan

RTA will implement the following fare policy changes:

- RTA will offer a **discount Regional Day Pass** to enhance mobility throughout the region by persons with disabilities.
- RTA will **replace the current 7-Day Pass with a 3-Day Pass**, to align with the SLO City program.
- RTA will **accept the SLO Transit picture ID for RTA discount fares**.

Services and capital improvements are planned to be funded through a combination of existing funding sources, including fare revenues, Federal Transit Administration funds, Transportation Development Act funds, other state sources, and Cuesta College contributions. There also is a potential for new revenues from a potential new countywide ½-cent sales tax (though these revenues are not included in this plan). If passed, this new revenue would be focused on expanding Runabout service, expanding evening service and mid-day express service, and reducing fares for seniors and persons with disabilities.

The following provides a comprehensive plan to improve the RTA program over the coming five years. Service enhancements are first presented. This is followed by capital improvements, including fleet improvements, facility plans, passenger amenities, and other capital items. Management and financial strategies are then identified. Finally, an implementation plan is defined.

This discussion builds upon the review of conditions and alternatives presented in previous chapters. The reader is encouraged to refer to these previous chapters for additional information regarding the plan elements.

SERVICE PLAN

A summary graphic of service improvements is presented in Figure 28.

Provide Mid-Day Express Service on Route 9 and Route 10

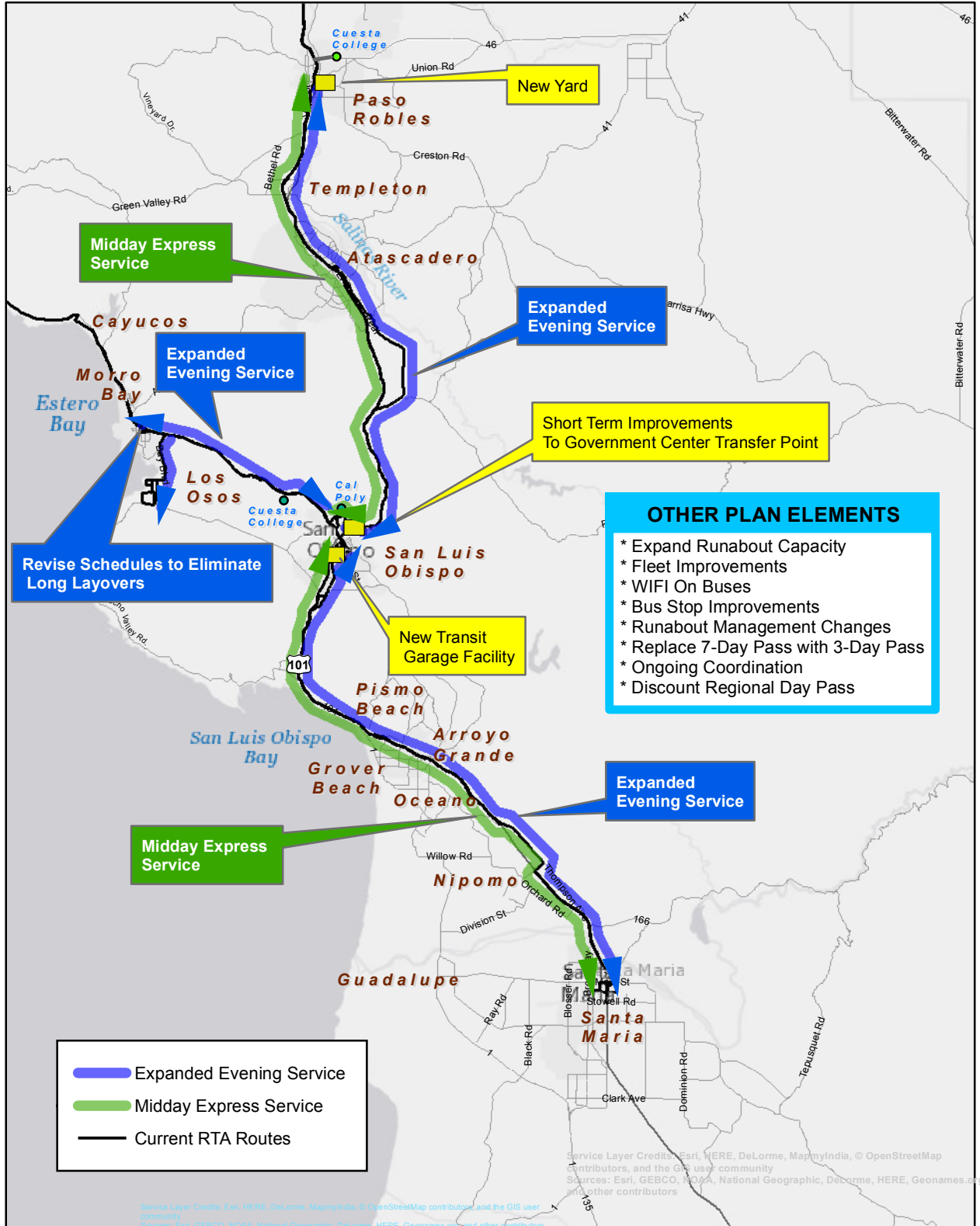
This plan will enhance weekday daytime service on Routes 9 and 10 by adding new mid-day limited stop express service to the current schedule. This is considered a high transit priority for funding generated through a new countywide sales tax for transportation funding purposes.

RTA should implement weekday express service on Route 9 between San Luis Obispo and Paso Robles in the mid-day period, consisting of four additional round trips. Stops should be limited to Government Center, Atascadero Transit Center, Las Tablas Park-and-Ride and the North County Transit Center. An additional (fourth) bus should be added to the mid-day period (roughly 8:30 AM to 4:30 PM) while maintaining all existing runs. New northbound runs should depart San Luis Obispo at 8:33 AM, 10:33 AM, 12:33 PM and 2:33 PM, and new southbound runs depart Paso Robles at approximately 9:35 AM, 11:35 AM, 1:35 PM and 3:35 PM. This will reduce in-vehicle travel times by up to 20 minutes, expand the frequency of service between these key transit centers, and help address the crowding issue. It will not require an additional bus. Ridership is forecast to increase by 25,900 passenger boardings per year.

A mid-day weekday express service should also be implemented on Route 10. This service should be limited to the following stops:

- Cal Poly (Kennedy Library)
- Government Center
- Pismo Beach Premium Outlets
- Halcyon Park-and-Ride
- East Grand Avenue/El Camino Real
- Tefft/Carillo
- Santa Maria Transit Center

Figure 28
RTA Short Range Transit Plan



It is estimate that 60 percent of Route 10 passenger-trips are made between these key stops. The current 74 minute end-to-end travel time would be reduced to 55 minutes. Note that not all stops may be served on all runs, in order to maintain a two-hour round trip cycle time. Five new express runs in each direction will occur between roughly 7:30 AM and 5:50 PM, which will allow use of existing express buses. It is expected that the existing Route 10 short runs (the 7:21 AM run from Arroyo Grande to Government Center and the 4:05 PM run from Cal Poly to Arroyo Grande) will be folded into these new runs. Specific schedule times and stops will be developed through detailed planning. In addition, more travel time choices would be provided. Overall, this strategy will increase ridership by an estimated 26,100 passenger-trips per year.

Expand Evening Service on Routes 9, 10, and 11

Evening service on Route 9 should be expanded by providing the following additional local route runs:

- Weekday departing Paso Robles at 8:00 PM and 9:00 PM and departing San Luis Obispo at 9:33 PM
- Saturday departing Paso Robles at 8:10 PM and departing San Luis Obispo at 9:33 PM
- Sunday departing Paso Robles at 7:10 PM and departing San Luis Obispo at 8:47 PM

In addition, Runabout service hours in the Route 9 corridors will be expanded to match the new hours of fixed route operation.

The need for extended evening service was a common comment by stakeholders and the public in this SRTP plan process, in particular to allow participation in evening activities in Atascadero or Paso Robles among San Luis Obispo residents as well as to allow residents of the northern communities to take part in evening activities in San Luis Obispo. At present, the last weekday departures on Route 9 are at 7:00 PM southbound from Paso Robles and 8:33 PM northbound from San Luis Obispo, the last runs on Saturday depart at 6:10 PM southbound and 7:33 PM northbound, while the last runs on Sunday depart at 4:10 PM southbound and 5:33 PM northbound

Additional evening runs should also be added to the existing Route 10 schedule. Specifically, the following runs should be added:

- Weekdays - Additional northbound runs departing Santa Maria at 8:14 PM and 9:14 PM and one additional southbound run departing San Luis Obispo at 9:33 PM
- Saturdays – One additional northbound run departing at 8:14 PM and southbound at 9:33 PM

- Sundays – One additional northbound run departing at 7:14 PM and southbound at 8:33 PM

This was a common request among participants in the SRTP study. It will expand resident's access to jobs, cultural activities and educational opportunities along the corridor. Based upon the relative hourly ridership of evening service in similar regional transit programs offering later service, this alternative will add 8,700 passenger-trips on weekdays, 1,100 on Saturdays and 1,000 on Sundays annually.

Finally, an additional weekday evening run should be added to the Route 12 schedule, departing San Luis Obispo at 9:33 PM. The last Route 12 weekday run currently departs San Luis Obispo at 8:33 PM, returning from Morro Bay at 10:38 PM. Considering the relative ridership by hour of similar services, it would generate an estimated increase of 3,200 passenger-trips per year.

In addition to adding fixed route service, this strategy will also require expansion of Runabout service to provide ADA paratransit mobility during the additional fixed route hours. Extension of dispatch/mechanics hours will also be necessary.

Modify Route 10 Services As Demand Warrants

Ridership patterns on Route 10 are relatively complex in comparison with the other RTA fixed routes, as Route 10 has strong transit generators at both ends as well as in the Five Cities area and Nipomo along the route. Ridership patterns should be monitored (particularly as service enhancements are implemented) to identify specific route segments that warrant additional service or that experience bus crowding. As necessary, additional runs on portions of the route should be added, such as runs between Five Cities and San Luis Obispo.

Modify Route 12 Schedules to Eliminate Long Layovers in Morro Bay

Route 12 should be rescheduled to eliminate the long Morro Bay layovers on many runs (while still serving Morro Bay). This will reduce the in-vehicle travel time between Los Osos and San Luis Obispo by up to 20 minutes (depending on the specific run). While this will no longer provide direct bus-to-bus transfers between Route 12 and Route 15, ridership data indicates little or no transfers are currently occurring. As a result, the net effect of this modification will be to increase ridership, while eliminating a common complaint among Los Osos transit riders.

Expand Runabout Capacity

As discussed in Chapter 2, the San Luis Obispo County elderly resident population age 65 to 79 is forecast to increase by 34 percent between 2015 and 2021. While the demand for Runabout service is generated both by elderly as well as non-elderly persons with disabilities, this reflects an overall substantial growth in underlying demand for Runabout service. As discussed below, this SRTP includes strategies to improve Runabout efficiency and manage demand for service that will help address the need for expanded capacity. However, it remains prudent to plan for

expansion of Runabout capacity. Based on the demographic forecasts and the expected benefits of management strategies, this plan includes the provision of one additional Runabout vehicle in peak operation every two years, along with a 2 percent annual growth in Runabout service hours and miles.

One potential strategy to address growth in demand for Runabout services (particularly for long trips in more outlying areas) is a taxi subsidy program. While the recent Request for Letters of Interest process yielded only limited interest among taxi operators, this may well change in the future. This option should be reconsidered periodically, particular if demand increases unexpectedly or if late evening services are implemented.

CAPITAL PLAN

Fleet Improvement Plan

Table 46 presents the fleet improvement plan for RTA. This assumes no change in peak vehicle requirements as a result of service plan changes. As shown, a total of 12 RTA fixed route buses plus 30 Runabout vehicles will need to be purchased to maintain acceptable fleet conditions over the six years from FY 16-17 to FY 21-22¹. This is estimated to require a total capital outlay of \$6,198,000 for RTA fixed route buses plus \$2,429,000 for Runabout vehicles.

Not shown in this table is that significant additional replacement needs come due in the period immediately after this SRTP plan period. In particular, RTA has seven heavy-duty buses that will reach the end of their useful life in FY 2022-23, with an estimated replacement cost of \$3,360,000. This indicates a particular need for capital reserves as the end of the SRTP plan period nears.

In addition, RTA will need to replace two staff vehicles (currently a pickup truck and a hybrid car) in 2016/17.

Implement Wi-Fi Service on Fixed Route Buses

The provision of internet Wi-Fi connectivity to transit passengers is becoming increasingly common, as a means of attracting additional riders and better serving existing riders. In particular, providing connectivity on long commute trips helps to make transit service more competitive with driving. While no detailed studies have been conducted, anecdotal information indicates that a ridership increase of several percentage points can be attributed to provision of Wi-Fi service. Examples of existing transit systems providing Wi-Fi service are

¹ Including some existing Runabout vehicles that will require replacement twice within the period.

TABLE 46: RTA Fleet Replacement Plan and Costs

Assumed Annual Inflation Rate 2.5%

Vehicle Type FY16-17 FY17-18 FY18-19 FY19-20 FY20-21 FY21-22 TOTAL

| Number of Vehicles | | | | | | | |
|-------------------------------------|---|---|---|---|---|---|----|
| RTA Fixed Route | | | | | | | |
| Total Over-the-Road Coach Purchases | 2 | 0 | 2 | 0 | 0 | 0 | 4 |
| Total Heavy-Duty Bus Purchases | 3 | 2 | 0 | 0 | 1 | 0 | 6 |
| Total Cutaway Purchases | 0 | 0 | 0 | 0 | 1 | 0 | 1 |
| Total Trolley Purchases | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Total | 6 | 2 | 2 | 0 | 2 | 0 | 12 |
| Runabout | | | | | | | |
| Total Cutaway Purchases | 2 | 0 | 8 | 0 | 6 | 2 | 18 |
| Total Minivan Purchases | 6 | 0 | 0 | 0 | 0 | 6 | 12 |
| Total | 8 | 0 | 8 | 0 | 6 | 8 | 30 |

| Cost Estimate | | | | | | | |
|------------------------|------------------------|-------------|-------------|-----|-----------|-----------|-------------|
| RTA Fixed Route | | | | | | | |
| | 14/15 Unit Cost | | | | | | |
| Over-the Road Coaches | \$650,000 | \$0 | \$1,435,000 | \$0 | \$0 | \$0 | \$2,801,000 |
| Heavy-Duty Buses | \$480,000 | \$1,034,000 | \$0 | \$0 | \$557,000 | \$0 | \$3,104,000 |
| Cutaway Buses | \$90,000 | \$0 | \$0 | \$0 | \$104,000 | \$0 | \$104,000 |
| Trolley | \$180,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$189,000 |
| Total | \$3,068,000 | \$1,034,000 | \$1,435,000 | \$0 | \$661,000 | \$0 | \$6,198,000 |
| Runabout | | | | | | | |
| Cutaway Buses | \$90,000 | \$0 | \$795,000 | \$0 | \$626,000 | \$214,000 | \$1,824,000 |
| Minivans | \$45,000 | \$0 | \$0 | \$0 | \$0 | \$321,000 | \$605,000 |
| Total | \$473,000 | \$0 | \$795,000 | \$0 | \$626,000 | \$535,000 | \$2,429,000 |

SLO Transit, the Regional Transportation Commission in Reno, Nevada, as well as Sonoma County Transit. However, some transit services have also faced challenges in implementing dependable Wi-Fi service, due to issues over cell coverage and the availability of various service plans. The rapid changes in smartphone technologies also adds uncertainty to this issue.

It is recommended that RTA implement Wi-Fi on a limited basis, expanding service once any initial issues have been addressed. A reasonable approach would be to first install Wi-Fi on the four over-the-road coaches and make them available on Route 9 and Route 10 express runs, and then expand service to the remainder of the fixed-route fleet. Installation costs are typically \$1,500 per vehicle, with ongoing data plan costs of \$50 to \$100 per vehicle per month.

Continue to Provide Retiring Vans to Other Transportation Providers at Nominal Cost

As a means of expanding mobility options for San Luis Obispo County residents while helping to contain future costs of Runabout service, it is recommended that RTA continue to make older low-value surplus vans available to other transportation providers in the region, such as public agencies, non-profit organizations, as well as for-profit transportation companies. Other transit systems providing paratransit services have found that expanding the availability of wheelchair-accessible vehicles (no matter the entity providing the service) helps to reduce the demand for costly demand-response services while giving residents new options for meeting their mobility needs.

San Luis Obispo Transit Garage Facility

RTA's primary garage facility is located at 179 Cross Street (off of Tank Farm Road) in the southern portion of San Luis Obispo. This facility is leased from a private development firm, and is relatively modest in size (2.7 acres) for a transit operation of RTA's size. All RTA, SCT, SLOCAT and Paso Express vehicle maintenance is conducted at this site, along with all administrative functions and the large majority of operations functions.

The primary detriment of this facility is that the space for vehicle maintenance is insufficient, with only two tandem bays available. (Common bus facility planning standards indicate the need for seven bays at present.) There is also insufficient space for battery storage and tire storage. In addition, the facility provides no room to expand the transit fleet, large equipment storage, staff vehicle parking and employee parking. As the parcel is 100 percent "landlocked" with existing development on all sides, a new site is clearly needed.

RTA recently conducted an evaluation of new sites, including development of an appropriate site program to accommodate long-range growth and an assessment of the operational and preliminary environmental issues associated with four sites. Of these, a 10-acre parcel at 253 Elks Lane was found to be substantially preferable. Key factors in favor of this site are its adequate size, compatibility with adjacent land uses, relatively good proximity to US 101 and to the downtown transit center, and location close to the SLO Transit operations facility (across the street) and to the County Department of Social Services and homeless services.

The RTA Board recently selected this site as the preferred option, and directed staff to start the environmental review (NEPA/CEQA) process. Total cost of land acquisition and construction (sized to accommodate long-term needs) is estimated by RTA to be on the order of \$9.8 million. This excludes the costs of permitting, environmental analysis and design/engineering. Funding (largely FTA Section 5307) for environmental assessment has been set aside for expenditure in 2016. In addition, RTA has started the process of setting aside a total of \$4 Million in 5307 funding over a ten-year period to fund a large portion of this facility's costs.

In addition, the first three years of the SRTP plan period are also the last three years of loan payments on the current garage facility. A total of \$612,900 will be required to pay off the cost of previous tenant improvements.

RTA Use of Portion of County Yard in Paso Robles

Due to a change in ownership and planned development, RTA will not indefinitely have use of the existing parking yard at 4th and Pine Streets in Paso Robles, as well as operations office space. As a replacement, RTA is currently overseeing an engineering/architectural study of a new facility on County-owned land on Spring Street adjacent to US 101. This new facility will need to be completed in 2016. Federal Transit Administration 5307 funding totaling \$300,000 has been set aside to fund these improvements, as well as the \$291,000 in FY 15-16 LCTOP funds.

Downtown Transit Center

A weak point of the regional San Luis Obispo public transit network is the existing transit hub in downtown San Luis Obispo (Government Center). This currently consists of a SLO Transit facility on the west side of Osos Street between Mill Street and Palm Street, and an RTA facility on the east side of Osos Street between Monterey Street and Palm Street. The SLO Transit facility provides sawtooth bays for up to five buses along with shelter structures. The RTA facility provides approximately 200 feet of straight curb, which is adequate to accommodate up to three buses, depending on the order that individual buses arrive. There is also a drop-off only area around the corner on Palm Street that accommodates the fourth bus. The facility includes two 20-foot passenger shelters. Overall, this facility has a long list of deficiencies:

- There is inadequate space for all RTA buses at peak times, resulting in buses that park around the corner on Palm (potentially conflicting with other uses), or that end up parked at an angle to the curb. This can block travel lanes on Osos Street, and also increase hazards to passengers boarding/alighting the bus and preclude deployment of the wheelchair lift/ramp.
- The number of bays available for SLO Transit limits the ability to schedule services to maximize direct bus-to-bus transfers.

- While there are restrooms available at nearby public buildings (City Hall, Library), these are only available during operating hours.
- Transferring between the SLO Transit and RTA systems requires walking across two streets.
- Both blocks are on a grade that exceeds the desired maximum slope of a facility as defined by the ADA (2 percent)². This creates challenges to wheelchair users transferring between buses, and can also increase hazards associated with using a lift or ramp.
- Bus shelter capacity is inadequate at peak times, particularly for RTA passengers. The south-facing passenger shelters also cause passenger discomfort during afternoon periods due to inadequate shade.
- There is inadequate street lighting for night-time operations, as well as to address personal security concerns.
- The 8' wide sidewalks adjacent to the RTA bus locations get congested, particularly when a wheelchair lift or ramp is in use.

SLOCOG is leading an ongoing effort to construct a new, enhanced transit center along Higuera Street in the block between Santa Rosa Street and Toro Street. The current focus is on developing a joint public/private project that would include the transit center as well as a public parking structure. The feasibility of this concept and the source of the necessary public funding have yet to be determined. Per the *2012 San Luis Obispo Council of Governments Coordinated Transit Center Study*, as well as further analysis, the facility is currently envisioned to consist of the following (if constructed):

- Up to 11 bus bays
- Indoor and outdoor passenger waiting areas
- Driver break area and operational space
- Restrooms
- Transit information counter

Given that completion of a new transit center is at best several years in the future, and in light of the importance of this facility to both the RTA and City of SLO systems, a modest level of improvements to the existing RTA facility is warranted. The following is recommended:

² ADA regulations allow greater slopes for bus bays along streets with greater slopes, so long as the existing slope is not increased.

- Elimination of the four existing parking spaces on the east side of Osos Street north of Monterey Street, to allow additional RTA buses to be at the site without blocking travel lanes and to ensure that buses are parallel against the curb when loading passengers.
- Two additional bus shelters and two additional benches on the RTA side, with improved shade for passengers.
- Enhanced street lighting, on both the SLO Transit and RTA sides.

A cost estimate for these improvements is shown in Table 47. As illustrated, the improvement cost on the RTA side, exclusive of staff costs, is \$66,500. As also shown in Table 47, the additional street lights required for the SLO Transit side amount to a cost of \$26,000, culminating in a total project cost of \$92,000.

| TABLE 47: Estimated Short-Term Government Center Improvement Costs | | | |
|---|-------|-----------|------------------|
| | Units | Unit Cost | Cost |
| <u>RTA Bus Stops</u> | | | |
| Shelters | 2 EA | \$ 10,400 | \$ 20,800 |
| Benches | 2 SF | \$ 2,600 | \$ 5,200 |
| Additional Low Level Streetlights: RTA Transit Stops | 5 EA | \$ 8,000 | \$ 40,000 |
| Striping/Signing | | | \$ 500 |
| <i>Subtotal</i> | | | \$ 66,500 |
| <u>SLO Transit Stops</u> | | | |
| Additional Streetlights: SLO Transit Stops | 4 EA | \$ 8,000 | \$ 26,000 |
| <i>Subtotal</i> | | | \$ 26,000 |
| Total Probable Project Costs | | | \$ 92,500 |
| Note: Excludes any hazardous waste remediation costs. | | | |

Bus Stop Improvement Plan

Bus stops are an important element of a successful public transit system. Particularly for “choice” riders with access to a car, the comfort and safety perceived by persons waiting at a bus stop can be crucial in passenger’s overall perception of the transit program, and can well make or break an individual’s decision to be a regular transit user.

Table 48 presents the recommended bus stop improvements. This was developed based upon the following:

| TABLE 48: Recommended RTA Bus Stop Improvements | | | | | | | | | | | | | |
|--|-------|----|-----|-------|----------|-------------------------|---------|---------|-----------|-----------|-------------------|----------------|-------------------|
| <i>Excluding Government Center</i> | | | | | | | | | | | | | |
| Stop | Route | | | | | Recommended Improvement | | | | | | | |
| | 9 | 10 | 10X | 12/14 | 15 | Shelter | ADA Pad | Sign | Bike Rack | Trash Can | Information Kiosk | Solar Lighting | |
| Cal Poly Kennedy Library | ▼ | ▼ | ▼ | ▼ | ▼ | ▼ | ▼ | ▼ | ▼ | ▼ | ▼ | ▼ | |
| Santa Rosa at Mustang Village | ▼ | | | ▼ | ▼ | ▼ | ▼ | ▼ | ▼ | ▼ | ▼ | ▼ | |
| Santa Rosa at Foothill | ▼ | | | ▼ | ▼ | | | | ▼ | ▼ | | | |
| Atascadero City Hall | ▼ | | | | | | | | ▼ | | | | |
| Cal Poly Performing Arts Center NB | ▼ | | | | | | | | ▼ | | | | |
| Cal Poly Performing Arts Center SB | ▼ | | | | | | | | ▼ | | | | |
| Monterey at Grand | ▼ | | | | | | | | ▼ | | ▼ | | |
| 6 Stops in SLO County (Santa Margarita area) | ▼ | | | | | ▼ | | | | | | | |
| 4 Stops in SLO County | ▼ | | | | | ▼ | | | | | | | |
| Spring St @ 30th St | ▼ | | | | | | | | ▼ | | | | |
| Viejo Camino @ Bocina | ▼ | | | | | ▼ | ▼ | | ▼ | ▼ | ▼ | | |
| Tefft St @ Carillo St (SB) | | ▼ | | | | ▼ | | | | | | | |
| El Camino Real @ E. Grand SB | | ▼ | | | | ▼ | | | | | | | |
| El Camino Real @ E. Grand NB | | ▼ | | | | ▼ | | | | | | | |
| Santa Maria Transit Center | | ▼ | | | | ▼ | | | | | ▼ | | |
| 4 Stops in SLO County (Nipomo area) | | ▼ | | | | ▼ | | | | | | | |
| El Camino Real @ Albertson's | | ▼ | | | | | | | ▼ | | | | |
| Morro Bay Park | | | | ▼ | ▼ | | | | | | | | |
| 11 Stops in SLO County (Los Osos area) | | | | ▼ | ▼ | | | | ▼ | | | | |
| 30 Stops in SLO County | | | | | ▼ | | | | ▼ | | | | |
| Nicholson/E.Cypress (Santa Maria) | | | | | | ▼ | | | | | | | |
| Pismo Beach Premium Outlets | | | | | | ▼ | | | | | | | |
| TOTAL | | | | | 5 | 58 | 1 | 10 | 3 | 2 | 12 | | |
| Unit Cost (Includes Construction/Installation) | | | | | \$10,400 | \$1,300 | \$300 | \$800 | \$800 | \$500 | \$4,000 | | Total |
| Total Costs¹ | | | | | \$52,000 | \$75,400 | \$300 | \$8,000 | \$2,400 | \$1,000 | \$48,000 | | \$ 187,100 |

Note: Excludes Government Center in San Luis Obispo, discussed elsewhere

- The “Prioritizing RTA Fixed-Route Bus Stop Improvements” report prepared recently by RTA staff.
- A review of other RTA bus stops not included in this report. In particular, boarding activity was compared against a standard of providing a shelter for stops serving 20 or more boardings per day, in order to identify new shelter locations.
- A review of traffic volumes to identify locations where new bus bays (pullouts) are needed. This was conducted focusing on high-activity stops, and applying a standard of providing a pullout where needed to avoid a bus stopping in a travel lane serving 4,000 or more vehicles per day. No such locations were found to exist.

As shown in the table, the following improvements are warranted:

- Wheelchair pads (8’ X 5’ concrete or asphalt pads) are needed at a total of 58 locations³ around the system as identified by the Americans with Disabilities Act. Many of these locations also will require an accessible path of travel for persons using mobility devices to the nearby transit trip generator. While the ADA does not require these improvements until/unless other changes are made to a stop, it is recommended that the RTA implement a multi-year program to provide these ADA amenities. A five-year program would require new ADA pads at 12 locations per year for all transit programs operated or managed by RTA (including SCT and Paso Express).
- New shelters are warranted at five locations, of which three are along Route 10.
- Bike racks or other bicycle storage facilities are needed at ten locations, with nine needed along Route 9 and one needed on Route 10. Provision of racks can help to avoid damage to nearby trees and other property due to informal bike storage, can help to encourage transit use, and can help address capacity problems with the on-bus bike racks.
- Additional trash cans, signs, and information kiosks are also warranted at several existing stops.
- Improving lighting at bus stops is important for passenger safety and comfort, particularly as RTA expands evening service. Recent improvements in solar technology allow urban shelters to be provided with lighting without the need for utility connections, for a unit cost of approximately \$4,000. In addition, rural bus stops can be lit through solar power (using a pole-mounted system) for approximately \$1,500 per stop. Lighting should be installed in 12 shelters, to be determined based upon existing lighting conditions, location, and the potential for evening ridership.

³ One of these locations is at the Pismo Beach Outlet Stores. While there is one pad at this location, an additional pad is needed for peak transfer times.

Implementing many of these improvements will require coordination and possible cost-sharing with other organizations (Cities, County and Cal Poly, in particular). Depending on right-of-way, utility location and other site-specific factors, moreover, some improvements may prove infeasible. As shown in Table 47, the total cost of these improvements (excluding costs associated with ADA path of travel improvements beyond the pads) is \$187,100.

In addition, some RTA stops are located along relatively high speed roadways, away from signalized intersections or other pedestrian crossing protection. In recent years, traffic engineers have developed an expanded selection of pedestrian crossing enhancements, including the “Rapid Rectangular Flashing Beacon” (which increases driver awareness of pedestrian crosswalk locations), as well as the “Pedestrian Hybrid Beacon” (which provides for a full stop of traffic when activated by a pedestrian). One location that merits particular consideration of enhanced pedestrian protection is along El Camino Real north of Santa Barbara Street in Atascadero. Due to pedestrian risk, this stop location is currently not used by Route 9, despite its shelter and bus pullout area.

Coordinate Joint Bus Shelter Program

RTA and SLO Transit should combine boarding data to review activity at shared stops, and program new shelters at locations where 25 or more passengers per day board. Costs for improvements should be shared based upon the proportion of boarding by each system. RTA and SLO Transit can utilize passenger activity data collected through GPS-based Automatic Passenger Counter systems to determine these proportions.

MANAGEMENT PLAN

Management plan elements consists of revisions to RTA service standards, as well as recommended management strategies for the Runabout program and strategies to improve coordination among transit programs in the region.

Revise Service Standards

Based upon the review of existing RTA service goals, policies and standards, as well as the current service performance, the following revisions are recommended:

- RTA demand response service efficiency standards should be established at 2.0 passengers per revenue vehicle-hour and 0.2 passengers per revenue vehicle-mile.
- On an individual route basis, a minimum productivity of 10.0 passengers per revenue vehicle-hour should be adopted.
- The current system-wide standard of standees on no more than 10 percent of runs on any individual route should be relaxed given the relatively short travel time between San Luis Obispo and the main Cuesta College campus. In turn, a standard load factor of 1.0 of seated

capacity should be adopted on commuter/express runs. On local runs (Routes 9, 10, 12, 14, and 15), a standard load factor of 1.5 of seated capacity should be used. Automatic Passenger Counter systems can be used to determine when passenger loads on buses exceed these factors.

- The preventable collision rate should be evaluated on a quarterly basis, rather than the current practice of reviewing for each individual month.

Improve Runabout Eligibility and Certification Process

The following modifications to the Runabout process of determining eligibility are recommended:

- The website should be modified to include a checklist for self-assessment of eligibility, a description of accessible features of fixed-route service as an option, and the availability of travel training.
- A standard script should be used by Runabout staff for a potential passenger's initial call. An example script is provided in Appendix B.
- All individuals who apply for eligibility to use Runabout should be required to complete an in-person interview after the application form has been completed and submitted to RTA.
- RTA should implement a consistent, regular approach to recertification, including monthly review of the database

Modify Runabout Scheduling Procedures

The following scheduling recommendations are provided to lower costs and improve productivity for Runabout:

- Continue to use flexible start and end times for all drivers on Runabout.
- Reduce the minimum scheduled lunch time to 30 minutes for all Runabout paddles that include a lunch break.
- Accept requests for subscription trips as long as capacity is available for individual trip requests. Standing trip requests allow schedulers to develop a more efficient schedule.
- Reduce the number of Runabout bids and make greater use of casual and extra board drivers as much as possible to increase flexibility for scheduling and respond to actual levels of demand.

- Work with RouteMatch to develop a report which shows non-productive time separate from breaks for all Runabout drivers. Review this report at least monthly with schedulers to identify opportunities to increase the number of passengers per hour of service.
- Emphasize the need to group trips and avoid long slack periods on driver manifests.
- Continue to enforce the no-show and cancellation policy to minimize the disruptions to schedules and the corresponding loss in productivity.

Also, RTA and Ride-On are currently conducting an 18-month study of technology solutions to better coordinate the two programs. The results of this study may identify other good strategies for enhancing on-demand transit services for people with mobility issues.

Focus on Coordinating Runabout and Fixed Route Services

Where appropriate, RTA should seek out opportunities to reduce long Runabout trips by coordinating individual passenger's trips with fixed route services. This is not a viable option for all passengers and for all individual trips, and should be considered on a case-by-case basis. When using fixed route services for a portion of the trip is viable (particularly for recurring trips), it can reduce overall RTA costs and expand passengers' travel options.

Provide Expanded Regional Travel Training

A region-wide travel training program should be implemented to make effective use of resources, ensure that all travel options are presented in a consistent manner, and yield benefits to residents and to the transit programs.

Continue and Expand Coordination Efforts with SLO Transit

This planning process has underlined the importance of building on the strong coordination between RTA and SLO Transit. It is recommended that the senior management of both transit programs meet on a quarterly basis to continue coordination efforts. The following are topics that are recommended as a starting point:

- **Work Towards A Single Regional Bus Tracker Website** – Optimally, a transit passenger could visit a single website or download a single app that would show all regional buses on the same map. As the RTA and SLO Transit bus tracker programs are developed on differing software platforms, this is a challenging endeavor. However, it remains a valid goal and an important strategy to making the regional transit network operate as a convenient system for the passenger.
- **Develop A Single ID For Persons With Disabilities Accepted On Both Systems** – The regional system would be easier for persons with disabilities to navigate and overall administrative costs reduced by developing a single ID program good for boarding both

systems at discount fare (or free fare, for persons eligible for Runabout). This should include a magnetic stripe to allow convenient tracking of boardings by fare category.

- **Coordinated Policy On Baggage** – Policies regarding items allowed on the buses (groceries, shopping carts, strollers, etc.) would optimally be consistent between the two systems. At present, RTA’s policy is *“Carry-on items (including folded strollers) must be held or secured to protect other passengers in case of a sudden stop and must not block the aisles or exits”* while SLO Transit’s policy is *“Carrying objects blocking aisle or stairway or occupying seat is prohibited, except at driver’s discretion if space allows; stroller must be folded prior to boarding”*. A consistent policy would avoid confusion or conflict as to what is allowed.
- **Joint Driver Training On Managing Difficult Passengers** – In recent years there has been an increase on both RTA and SLO Transit in passengers causing conflicts with other passengers or drivers. While drivers in both systems already have training in this matter, there are specialized training classes available that could aid drivers in difficult situations. Joint training would be both cost-effective, and would help ensure that both transit systems address these issues in a consistent manner. As a starting point, the lead trainers from RTA and the SLO Transit contractor should meet along with Community Action Partnership of San Luis Obispo County staff to discuss opportunities.
- **Work Towards a Common Bus Replacement Policy** -- At present, RTA has an adopted policy to *“Replace 100 percent of all revenue vehicles no more than 40 percent beyond the FTA-defined useful life standard in terms of years or miles”* while the City has a less-specific standard of *“clean and good conditions”* regarding revenue equipment. A consistent policy between the two systems could help ensure that limited Federal and state funding resources are best used to maintain the region’s transit fleets in good condition, and merits ongoing discussion. These discussions could also consider tightening the RTA’s standard, such as reducing the 40 percent figure, if funding permits.
- **Route Coordination** – On an ongoing basis, route scheduling should be considered to maximize the convenience of transfers between the various transit systems in the region. In addition, consideration should be given to consistent region-wide designation of routes.

FINANCIAL PLAN

Monitor the Need to Increase Fares

No fare increases are proposed under this plan. As discussed below, the overall RTA funding balance is sufficient to negate the need for fare increases under current financial expectations. However, there is a high degree of uncertainty regarding future funding figures, particularly at the state and Federal levels. As part of the annual budgeting process, fare revenues should be reviewed to determine if changes in fares are necessary to continue to fund a high quality of transit service for the region.

Offer Discount Regional Day Pass

RTA currently allows seniors age 65 to 79, persons with disabilities as well as K-12 students to board the bus at a 50% discount fare when using cash, the 31-day regional pass, and the 31-day RTA pass. However, no discount is available when using the \$5 regional day pass. A discounted \$2.50 regional day pass is recommended to increase transit usage between the various transit systems among persons in the discount categories. While this is estimated to reduce RTA fare revenues by \$26,500 per year, it will increase ridership by 7,500 new boardings per year. To simplify the boarding process, the day pass should be the only regional pass option that can be purchased directly from the RTA bus driver.

Replace 7-Day Pass with 3-Day Pass

To better align the RTA and SLO Transit programs, the RTA-only 7 day pass should be eliminated and replaced with an RTA-only 3 day pass. On the SLO Transit system, the 3-day pass is roughly 3 times more popular with riders than the 7-day pass. Consistent with the current daily cost of the 7-day pass, the 3-day pass should be provided for \$6, for all riders. If future demand and ridership requests warrant it, consideration could be given to making this a region-wide pass.

Accept SLO Transit Picture ID for RTA Discount Fares

To board at the reduced fare available to persons with disabilities, RTA current requires the passenger to display either a Medicare card or a letter from the Veterans Administration. SLO Transit also provides the option of obtaining a picture ID card that can be used to verify disability status. RTA should modify policies to allow use of this SLO Transit ID card to document disability status.

Potential Countywide Half-Cent Sales Tax Increase

SLOCOG is currently evaluating the potential for a county wide “local option” sales tax increase to fund a wide range of transportation improvements. This could be important in supporting improvements, including:

- Expansion of Runabout services to persons with disabilities
- Expansion of evening service on Routes 9, 10 and 12
- Initiating Mid-Day Express Service on Routes 9 and 10
- Expanding transit availability to seniors and persons with disabilities through the discounted Day Pass.

Given the current uncertainty regarding this new funding source, it is not included in the financial plan discussed below.

Fund RTA Through Fares and Existing Subsidy Sources

The following methodology was utilized in developing this Financial Plan:

- First, forecasts of annual operating and administrative costs were developed, as presented in Table 49 for FY 2016/17 through FY 2020/21. “Base case” operating and administrative cost forecasts were estimated based on the existing revised budget. Per SLOCOG planning criteria, a 2 percent rate of inflation was assumed through 2018/19, and 3 percent thereafter, in the absence of any change in service levels. Next, operating and administrative cost estimates were identified for each SRTP element, based upon the analyses presented in previous sections of this document, and consistent with the implementation plan presented below. These costs were also factored to reflect the assumed rate of inflation. Operating and administrative costs by the fifth year of the plan will total approximately \$10,489,200 which is 15.4 percent over the base-case cost of \$9,091,100.
- Next, ridership for each SRTP element was estimated, as presented in Table 50. The “base case” ridership reflects expected ridership assuming no changes in service. The ridership impact of each Plan element is then identified and summed. This includes the ridership generated by the new discount Day Pass, as discussed above. As new services do not immediately attain the full potential ridership, ridership on new evening services is factored to reflect 66 percent of potential ridership in the first year of service and 90 percent of potential ridership in the second year. Ridership is expected to respond relatively quickly to Mid-Day Express service (80 percent in the first year, and 95 percent in the second year). For the relatively small change to Route 12 schedules, a 90 percent factor is assumed for the first year and full ridership thereafter. In addition, ridership (for both base case and for the service improvements) is factored to reflect a 0.8 percent annual increase in population and associated ridership demand. By FY 2019/20, ridership is forecast to equal 879,800 one-way passenger-trips per year, which is 94,600 trips over the base case forecast of 785,200. This indicates that the plan will result in a 16.9 percent increase in ridership by the end of the plan period.
- Based on the ridership figures presented in Table 50, the estimated farebox revenues are presented in Table 51. As presented, by the end of the plan period the service improvements will increase fares by \$96,100 per year (including the loss in fares associated with the discount Day Pass), or 6.7 percent over the base case fares.
- The next element necessary in the development of the SRTP is estimation of the capital cost for vehicles, passenger amenities, passenger facility improvements and operating equipment, as shown in Table 52 for each year of the Short Range Transit Plan period. For the new main Transit Garage Facility, \$500,000 is identified in the first four years of the plan (per current budgeting), followed by \$695,300 per year to finance the estimated \$8.3 Million remaining construction and land acquisition cost over 15 years at 3 percent interest

rate. Funds are also included for the final three years of the current loan obligation on the existing garage facility. Based on the capital plan, presented above, the capital costs total \$13,042,300 over the five-year period.

| TABLE 49 : RTA Short Range Transit Plan Operating Costs | | | | | | |
|--|-----------|-----------|-----------|------------|------------|-------------------|
| <i>All Figures in Thousands</i> | | | | | | |
| Plan Element | FY16-17 | FY17-18 | FY18-19 | FY19-20 | FY 20-21 | 5-Year Plan Total |
| Base Case Operating Costs | \$8,236.5 | \$8,401.2 | \$8,569.2 | \$8,826.3 | \$9,091.1 | \$43,124.3 |
| Operating Plan Elements | | | | | | |
| Provide Mid-Day Express Service on Route 9 | \$0.0 | \$250.9 | \$255.9 | \$263.6 | \$271.5 | \$1,042.0 |
| Provide Mid-Day Express Service on Route 10 | \$0.0 | \$319.3 | \$325.6 | \$335.4 | \$345.5 | \$1,325.8 |
| Expand Evening Service on Route 9 | \$0.0 | \$253.1 | \$258.1 | \$265.9 | \$273.8 | \$1,050.9 |
| Expand Evening Service on Route 10 | \$0.0 | \$256.4 | \$261.6 | \$269.4 | \$277.5 | \$1,064.9 |
| Expand Evening Service on Route 12 | \$0.0 | \$67.5 | \$68.9 | \$70.9 | \$73.1 | \$280.4 |
| Modify Route 12 Schedules To Eliminate Long Layovers | \$0.0 | \$0.0 | \$0.0 | \$0.0 | \$0.0 | \$0.0 |
| Expand Runabout Capacity | \$22.0 | \$44.9 | \$68.7 | \$94.3 | \$121.4 | \$351.3 |
| Wi-Fi Operating Costs | \$0.0 | \$4.8 | \$42.4 | \$43.7 | \$45.0 | \$136.0 |
| Total: Service Plan Elements | \$22.0 | \$1,187.9 | \$1,272.1 | \$1,333.8 | \$1,398.1 | \$5,214.0 |
| Total With Plan Elements | \$8,258.5 | \$9,589.1 | \$9,841.3 | \$10,160.1 | \$10,489.2 | \$48,338.3 |
| Percent Increase over Base Case | 0.3% | 14.1% | 14.8% | 15.1% | 15.4% | 12.1% |
| Base Case costs based upon FY 2015-16 Amended Budget, excluding capital and management contract costs Inflation assumptions identified in the SLOCOG RTP were applied: two percent annual inflation through 2018/19, and three percent thereafter Source: LSC Transportation Consultants, Inc. | | | | | | |

| TABLE 50: RTA Short-Range Transit Improvements Ridership Forecasts | | | | | | |
|--|----------------|----------------|----------------|----------------|-----------------|--------------------------|
| <i>All Figures in Thousands</i> | | | | | | |
| Plan Element | FY16-17 | FY17-18 | FY18-19 | FY19-20 | FY 20-21 | 5-Year Plan Total |
| Base Case Ridership ⁽¹⁾ | | | | | | |
| Fixed Route | 709.0 | 720.1 | 725.7 | 731.4 | 737.1 | 3,628.8 |
| Runabout ⁽²⁾ | 43.6 | 45.4 | 46.3 | 47.2 | 48.1 | 231.4 |
| Total | 752.6 | 765.5 | 772.0 | 778.6 | 785.2 | 3,860.3 |
| Service Plan Elements | | | | | | |
| Provide Mid-Day Express Service on Route 9 | 0.0 | 21.0 | 25.2 | 26.7 | 26.9 | 99.8 |
| Provide Mid-Day Express Service on Route 10 | 0.0 | 21.2 | 25.4 | 26.9 | 27.1 | 100.6 |
| Expand Evening Service on Route 9 | 0.0 | 8.1 | 11.1 | 12.5 | 12.6 | 44.3 |
| Expand Evening Service on Route 10 | 0.0 | 7.2 | 9.9 | 11.1 | 11.2 | 39.4 |
| Expand Evening Service on Route 12 | 0.0 | 2.1 | 2.9 | 3.3 | 3.3 | 11.6 |
| Modify Route 12 Schedules To Eliminate Long Layovers | 0.0 | 1.2 | 1.3 | 1.3 | 1.4 | 5.2 |
| Expand Runabout Capacity | 0.9 | 1.7 | 2.6 | 3.5 | 4.4 | 13.1 |
| Total: Service Plan Elements | 0.9 | 62.5 | 78.4 | 85.3 | 86.9 | 314.0 |
| Discount Regional Day Pass Fare | 7.5 | 7.5 | 7.6 | 7.6 | 7.7 | |
| Total Ridership | 767.3 | 835.5 | 858.0 | 871.5 | 879.8 | 3,444.8 |
| % Growth over Base Case | 1.1% | 9.2% | 11.2% | 12.0% | 12.1% | |
| % Growth over FY 15-16 | 2.0% | 11.0% | 14.0% | 15.8% | 16.9% | |
| <p>Note 1: Base case ridership on fixed routes increased by 0.78% per year, per the mid-range projections presented in Final Report - San Luis Obispo County 2040 Population, Housing & Employment Forecast (SLOCOG, 2011)</p> <p>Note 2: As Runabout ridership is a function of the service level provided, growth in ridership is reflected in the service plan element.</p> <p>Source: LSC Transportation Consultants, Inc.</p> | | | | | | |

| TABLE 51: RTA Short-Range Transit Improvements Fare Revenues | | | | | | |
|---|----------------|----------------|----------------|----------------|-----------------|--------------------------|
| <i>All Figures in Thousands</i> | | | | | | |
| Plan Element | FY16-17 | FY17-18 | FY18-19 | FY19-20 | FY 20-21 | 5-Year Plan Total |
| Base Case Operating Revenues (Fares and Adve | \$1,330.0 | \$1,340.4 | \$1,361.4 | \$1,393.5 | \$1,437.5 | \$6,862.7 |
| Service Plan Elements | | | | | | |
| Provide Mid-Day Express Service on Route 9 | \$0.0 | \$27.5 | \$33.0 | \$34.9 | \$35.2 | \$130.6 |
| Provide Mid-Day Express Service on Route 10 | \$0.0 | \$22.9 | \$31.4 | \$35.3 | \$35.6 | \$125.2 |
| Expand Evening Service on Route 9 | \$0.0 | \$12.9 | \$15.5 | \$16.4 | \$16.5 | \$61.3 |
| Expand Evening Service on Route 10 | \$0.0 | \$10.7 | \$14.7 | \$16.4 | \$16.6 | \$58.4 |
| Expand Evening Service on Route 12 | \$0.0 | \$4.2 | \$4.5 | \$4.5 | \$4.8 | \$18.0 |
| Modify Route 12 Schedules To Eliminate Long Layovers | \$0.0 | \$1.2 | \$1.6 | \$1.9 | \$1.9 | \$6.5 |
| Expand Runabout Capacity | \$2.6 | \$5.1 | \$7.7 | \$10.3 | \$12.8 | \$38.5 |
| Discount Regional Day Pass Fare | -\$26.5 | -\$26.7 | -\$26.9 | -\$27.1 | -\$27.3 | -\$134.5 |
| Net Change in Fare Revenues | -\$23.9 | \$57.7 | \$81.4 | \$92.6 | \$96.1 | \$304.0 |
| Total Annual Fare Revenues | \$1,306.1 | \$1,398.1 | \$1,442.8 | \$1,486.1 | \$1,533.6 | \$7,166.6 |
| Percent Change | -1.8% | 4.3% | 6.0% | 6.6% | 6.7% | 4.4% |
| <i>Source: LSC Transportation Consultants, Inc.</i> | | | | | | |

| TABLE 52: RTA Short Range Transit Capital Plan | | | | | | |
|---|------------------|------------------|------------------|----------------|------------------|--------------------------|
| <i>All Figures in Thousands</i> | | | | | | |
| Plan Element | FY16-17 | FY17-18 | FY18-19 | FY19-20 | FY 20-21 | 5-Year Plan Total |
| Capital Plan Elements | | | | | | |
| Fixed Route Buses (See Table 46) | \$3,068.0 | \$1,034.0 | \$1,435.0 | \$0.0 | \$661.0 | \$6,198.0 |
| Runabout Vehicles (See Table 46) | \$473.0 | \$0.0 | \$795.0 | \$0.0 | \$626.0 | \$1,894.0 |
| Transit Garage Facility | \$500.0 | \$500.0 | \$500.0 | \$500.0 | \$695.3 | \$2,695.3 |
| Paso Robles Bus Storage Facility | \$850.0 | \$0.0 | \$0.0 | \$0.0 | \$0.0 | \$850.0 |
| Wi-Fi Bus Equipment | \$0.0 | \$6.0 | \$45.0 | \$0.0 | \$0.0 | \$51.0 |
| Short Term Government Center Transit Hub Improvements | \$92.5 | \$0.0 | \$0.0 | \$0.0 | \$0.0 | \$92.5 |
| Programmatic Capital Improvements ⁽¹⁾ | \$189.0 | \$133.1 | \$130.2 | \$96.7 | \$99.6 | \$648.6 |
| Loan Payment on Current Garage Facility | \$200.6 | \$200.6 | \$211.7 | \$0.0 | \$0.0 | \$612.9 |
| Subtotal: Capital Plan Elements | \$5,373.1 | \$1,873.7 | \$3,116.9 | \$596.7 | \$2,081.9 | \$13,042.3 |
| Inflation assumptions identified in the SLOCOG RTP were applied: two percent annual inflation through 2018/19, and three percent thereafter | | | | | | |
| Note 1: Programmatic capital improvements include bus stop improvements, maintenance equipment and computer/communications equipment | | | | | | |
| Source: LSC Transportation Consultants, Inc. | | | | | | |

The results of Tables 49 through 52 were used to develop the Financial Plan, as presented for each of the five years of the Short Range Transit Plan period in Table 53. In addition to passenger fare revenues, this Financial Plan incorporates the following funding sources:

- Farebox and advertising revenues.
- Rural Transit Fund revenues are used for operating, assumed to grow with the rate of inflation, and are also assumed to fund half the cost of new Runabout vehicle purchases.
- FTA Section 5307 (Urban Program) funds are used for operations, facilities, and the purchase of local fixed route buses. Operating funding is assumed to grow with the rate of inflation, while capital funds are identified as needed to balance the capital improvement budget.
- FTA Section 5311 (Rural Program) funding is used for operations serving rural areas, and is assumed to grow at the rate of inflation.
- The Cuesta College contribution is assumed to continue, growing at the rate of inflation.
- A modest amount of interest income is included.
- Transportation Development Act funding is calculated to balance the operating budget.
- The final year of the Proposition 1B (Safety and Security) funds are reflected in the first year of the plan.
- State Transit Assistance funds are used as capital funding. Given current uncertainty regarding this source, no change from current levels is assumed.
- Low Carbon Transit Operations Program funds are used for capital purposes. While these funds are discretionary, overall they are assumed to grow with inflation.

This financial plan yields a balanced operating budget. A balanced budget is also identified on the capital side, with the exception of FY 2019-20, when revenues will exceed costs (thus indicating an increase in Capital Project Reserves).

TABLE 53: RTA Short-Range Financial Plan

All Figures in Thousands

| | FY16-17 | FY17-18 | FY18-19 | FY19-20 | FY 20-21 |
|---------------------------------------|-----------|-----------|-----------|------------|------------|
| OPERATING | | | | | |
| Operating Costs (From Table 49) | \$8,258.5 | \$9,589.1 | \$9,841.3 | \$10,160.1 | \$10,489.2 |
| Operating Revenues | | | | | |
| Fare Revenues (From Table 51) | \$1,306.1 | \$1,398.1 | \$1,442.8 | \$1,486.1 | \$1,533.6 |
| Rural Transit Fund | \$234.6 | \$244.1 | \$259.0 | \$283.1 | \$318.7 |
| FTA Section 5307 | \$2,038.9 | \$2,079.6 | \$2,121.2 | \$2,184.9 | \$2,250.4 |
| FTA Section 5311 | \$639.3 | \$652.1 | \$665.1 | \$685.1 | \$705.6 |
| Cuesta Contribution | \$55.5 | \$56.6 | \$57.7 | \$59.4 | \$61.2 |
| Interest | \$3.0 | \$3.0 | \$3.0 | \$3.0 | \$3.0 |
| Transportation Development Act | \$3,981.2 | \$5,155.7 | \$5,292.5 | \$5,458.6 | \$5,616.7 |
| Total | \$8,258.5 | \$9,589.1 | \$9,841.3 | \$10,160.1 | \$10,489.2 |
| Balance | \$0.0 | \$0.0 | \$0.0 | \$0.0 | \$0.0 |
| CAPITAL | | | | | |
| Capital Costs (From Table 48) | \$5,373.1 | \$1,873.7 | \$3,116.9 | \$596.7 | \$2,081.9 |
| Capital Revenues | | | | | |
| FTA 5307 | \$4,042.8 | \$1,015.4 | \$1,849.1 | \$0.0 | \$842.1 |
| Proposition 1B | \$241.3 | \$0.0 | \$0.0 | \$0.0 | \$0.0 |
| State Transit Assistance | \$561.5 | \$561.5 | \$561.5 | \$561.5 | \$561.5 |
| Low Carbon Transit Operations Program | \$291.0 | \$296.8 | \$308.8 | \$330.9 | \$365.3 |
| Rural Transit Fund (Capital) | \$236.5 | \$0.0 | \$397.5 | \$0.0 | \$313.0 |
| Total | \$5,373.1 | \$1,873.7 | \$3,116.9 | \$892.4 | \$2,081.9 |
| Balance | \$0.0 | \$0.0 | \$0.0 | \$295.7 | \$0.0 |

FTA - Federal Transit Administration

Source: LSC Transportation Consultants, Inc.

IMPLEMENTATION PLAN

Fiscal Year 2016-17

- Implement the short-term improvements to the RTA passenger facilities at Government Center in San Luis Obispo
- Conduct environmental analysis and engineering/permitting tasks for new Transit Garage in San Luis Obispo
- Construct new Paso Robles yard
- Improve Runabout eligibility and certification process, and scheduling procedures
- Purchase five buses, one trolley (for the Avila Trolley route) and eight Runabout vehicles
- Start offering a discounted Regional Day Pass
- Replace 7 day pass with 3 day pass
- Finalize schedules for Mid-Day Express services and extension of evening services.
- Continue coordination efforts with other transit agencies
- Improve bus stops

Fiscal Year 2017-18

- Implement the Mid-Day Express services and extension of evening services. While these are identified for initiation in Fiscal Year 2017-18, the specific timing may depend on future ridership trends, the annual unmet transit needs process, as well as the development of new funding sources.
- Modify Route 12 schedule to avoid long layovers
- Finalize plans and funding strategies for new Transit Garage in San Luis Obispo
- Expand Runabout capacity through additional vehicles and expanded vehicle hours of service
- Purchase two buses
- Implement Wi-Fi on over-the-road coaches
- Begin engineering and design of long-term Transit Garage
- Continue coordination efforts with other transit agencies
- Improve bus stops

Fiscal Year 2018-19

- Start construction of new Transit Garage in San Luis Obispo
- Expand Runabout capacity
- Purchase two buses and eight Runabout vehicles
- Expand Wi-Fi service to remainder of fixed-route fleet
- Continue coordination efforts with other transit agencies
- Improve bus stops

Fiscal Year 2019-20

- Move into new Transit Garage in San Luis Obispo
- Expand Runabout capacity
- Continue coordination efforts with other transit agencies
- Improve bus stops

Fiscal Year 2020-21

- Expand Runabout capacity
- Purchase two buses and six Runabout vehicles
- Continue coordination efforts with other transit agencies
- Improve bus stops
- Update Short Range Transit Plan

The following provides a comprehensive plan to improve the RTA program over the coming five years. Service enhancements are first presented. This is followed by capital improvements, including fleet improvements, facility plans, passenger amenities, and other capital items. Management and financial strategies are then identified. Finally, an implementation plan is defined.

This discussion builds upon the review of conditions and alternatives presented in previous chapters. The reader is encouraged to refer to these previous chapters for additional information regarding the plan elements.

SERVICE PLAN

A summary graphic of service improvements is presented in Figure 28.

Provide Mid-Day Express Service on Route 9 and Route 10

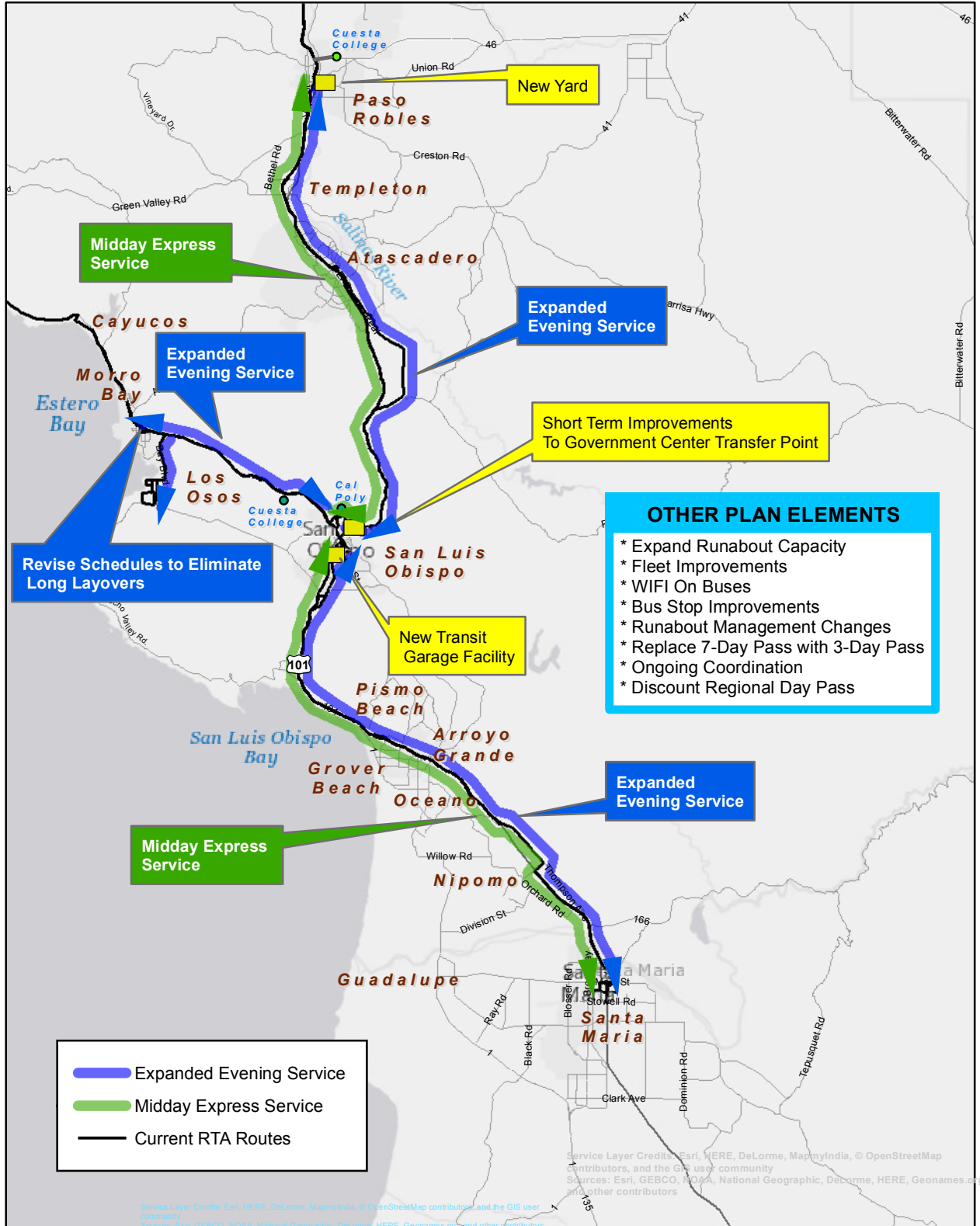
This plan will enhance weekday daytime service on Routes 9 and 10 by adding new mid-day limited stop express service to the current schedule. This is considered a high transit priority for funding generated through a new countywide sales tax for transportation funding purposes.

RTA should implement weekday express service on Route 9 between San Luis Obispo and Paso Robles in the mid-day period, consisting of four additional round trips. Stops should be limited to Government Center, Atascadero Transit Center, Las Tablas Park-and-Ride and the North County Transit Center. An additional (fourth) bus should be added to the mid-day period (roughly 8:30 AM to 4:30 PM) while maintaining all existing runs. New northbound runs should depart San Luis Obispo at 8:33 AM, 10:33 AM, 12:33 PM and 2:33 PM, and new southbound runs depart Paso Robles at approximately 9:35 AM, 11:35 AM, 1:35 PM and 3:35 PM. This will reduce in-vehicle travel times by up to 20 minutes, expand the frequency of service between these key transit centers, and help address the crowding issue. It will not require an additional bus. Ridership is forecast to increase by 25,900 passenger boardings per year.

A mid-day weekday express service should also be implemented on Route 10. This service should be limited to the following stops:

- Cal Poly (Kennedy Library)
- Government Center
- Pismo Beach Premium Outlets
- Halcyon Park-and-Ride
- East Grand Avenue/El Camino Real
- Tefft/Carillo
- Santa Maria Transit Center

Figure 28
RTA Short Range Transit Plan



It is estimate that 60 percent of Route 10 passenger-trips are made between these key stops. The current 74 minute end-to-end travel time would be reduced to 55 minutes. Note that not all stops may be served on all runs, in order to maintain a two-hour round trip cycle time. Five new express runs in each direction will occur between roughly 7:30 AM and 5:50 PM, which will allow use of existing express buses. It is expected that the existing Route 10 short runs (the 7:21 AM run from Arroyo Grande to Government Center and the 4:05 PM run from Cal Poly to Arroyo Grande) will be folded into these new runs. Specific schedule times and stops will be developed through detailed planning. In addition, more travel time choices would be provided. Overall, this strategy will increase ridership by an estimated 26,100 passenger-trips per year.

Expand Evening Service on Routes 9, 10, and 11

Evening service on Route 9 should be expanded by providing the following additional local route runs:

- Weekday departing Paso Robles at 8:00 PM and 9:00 PM and departing San Luis Obispo at 9:33 PM
- Saturday departing Paso Robles at 8:10 PM and departing San Luis Obispo at 9:33 PM
- Sunday departing Paso Robles at 7:10 PM and departing San Luis Obispo at 8:47 PM

In addition, Runabout service hours in the Route 9 corridors will be expanded to match the new hours of fixed route operation.

The need for extended evening service was a common comment by stakeholders and the public in this SRTP plan process, in particular to allow participation in evening activities in Atascadero or Paso Robles among San Luis Obispo residents as well as to allow residents of the northern communities to take part in evening activities in San Luis Obispo. At present, the last weekday departures on Route 9 are at 7:00 PM southbound from Paso Robles and 8:33 PM northbound from San Luis Obispo, the last runs on Saturday depart at 6:10 PM southbound and 7:33 PM northbound, while the last runs on Sunday depart at 4:10 PM southbound and 5:33 PM northbound

Additional evening runs should also be added to the existing Route 10 schedule. Specifically, the following runs should be added:

- Weekdays - Additional northbound runs departing Santa Maria at 8:14 PM and 9:14 PM and one additional southbound run departing San Luis Obispo at 9:33 PM
- Saturdays – One additional northbound run departing at 8:14 PM and southbound at 9:33 PM

- Sundays – One additional northbound run departing at 7:14 PM and southbound at 8:33 PM

This was a common request among participants in the SRTP study. It will expand resident's access to jobs, cultural activities and educational opportunities along the corridor. Based upon the relative hourly ridership of evening service in similar regional transit programs offering later service, this alternative will add 8,700 passenger-trips on weekdays, 1,100 on Saturdays and 1,000 on Sundays annually.

Finally, an additional weekday evening run should be added to the Route 12 schedule, departing San Luis Obispo at 9:33 PM. The last Route 12 weekday run currently departs San Luis Obispo at 8:33 PM, returning from Morro Bay at 10:38 PM. Considering the relative ridership by hour of similar services, it would generate an estimated increase of 3,200 passenger-trips per year.

In addition to adding fixed route service, this strategy will also require expansion of Runabout service to provide ADA paratransit mobility during the additional fixed route hours. Extension of dispatch/mechanics hours will also be necessary.

Modify Route 10 Services As Demand Warrants

Ridership patterns on Route 10 are relatively complex in comparison with the other RTA fixed routes, as Route 10 has strong transit generators at both ends as well as in the Five Cities area and Nipomo along the route. Ridership patterns should be monitored (particularly as service enhancements are implemented) to identify specific route segments that warrant additional service or that experience bus crowding. As necessary, additional runs on portions of the route should be added, such as runs between Five Cities and San Luis Obispo.

Modify Route 12 Schedules to Eliminate Long Layovers in Morro Bay

Route 12 should be rescheduled to eliminate the long Morro Bay layovers on many runs (while still serving Morro Bay). This will reduce the in-vehicle travel time between Los Osos and San Luis Obispo by up to 20 minutes (depending on the specific run). While this will no longer provide direct bus-to-bus transfers between Route 12 and Route 15, ridership data indicates little or no transfers are currently occurring. As a result, the net effect of this modification will be to increase ridership, while eliminating a common complaint among Los Osos transit riders.

Expand Runabout Capacity

As discussed in Chapter 2, the San Luis Obispo County elderly resident population age 65 to 79 is forecast to increase by 34 percent between 2015 and 2021. While the demand for Runabout service is generated both by elderly as well as non-elderly persons with disabilities, this reflects an overall substantial growth in underlying demand for Runabout service. As discussed below, this SRTP includes strategies to improve Runabout efficiency and manage demand for service that will help address the need for expanded capacity. However, it remains prudent to plan for

expansion of Runabout capacity. Based on the demographic forecasts and the expected benefits of management strategies, this plan includes the provision of one additional Runabout vehicle in peak operation every two years, along with a 2 percent annual growth in Runabout service hours and miles.

One potential strategy to address growth in demand for Runabout services (particularly for long trips in more outlying areas) is a taxi subsidy program. While the recent Request for Letters of Interest process yielded only limited interest among taxi operators, this may well change in the future. This option should be reconsidered periodically, particular if demand increases unexpectedly or if late evening services are implemented.

CAPITAL PLAN

Fleet Improvement Plan

Table 46 presents the fleet improvement plan for RTA. This assumes no change in peak vehicle requirements as a result of service plan changes. As shown, a total of 12 RTA fixed route buses plus 30 Runabout vehicles will need to be purchased to maintain acceptable fleet conditions over the six years from FY 16-17 to FY 21-22¹. This is estimated to require a total capital outlay of \$6,198,000 for RTA fixed route buses plus \$2,429,000 for Runabout vehicles.

Not shown in this table is that significant additional replacement needs come due in the period immediately after this SRTP plan period. In particular, RTA has seven heavy-duty buses that will reach the end of their useful life in FY 2022-23, with an estimated replacement cost of \$3,360,000. This indicates a particular need for capital reserves as the end of the SRTP plan period nears.

In addition, RTA will need to replace two staff vehicles (currently a pickup truck and a hybrid car) in 2016/17.

Implement Wi-Fi Service on Fixed Route Buses

The provision of internet Wi-Fi connectivity to transit passengers is becoming increasingly common, as a means of attracting additional riders and better serving existing riders. In particular, providing connectivity on long commute trips helps to make transit service more competitive with driving. While no detailed studies have been conducted, anecdotal information indicates that a ridership increase of several percentage points can be attributed to provision of Wi-Fi service. Examples of existing transit systems providing Wi-Fi service are

¹ Including some existing Runabout vehicles that will require replacement twice within the period.

TABLE 46: RTA Fleet Replacement Plan and Costs

Assumed Annual Inflation Rate 2.5%

Vehicle Type FY16-17 FY17-18 FY18-19 FY19-20 FY20-21 FY21-22 TOTAL

| Number of Vehicles | | | | | | | |
|-------------------------------------|---|---|---|---|---|---|----|
| RTA Fixed Route | | | | | | | |
| Total Over-the-Road Coach Purchases | 2 | 0 | 2 | 0 | 0 | 0 | 4 |
| Total Heavy-Duty Bus Purchases | 3 | 2 | 0 | 0 | 1 | 0 | 6 |
| Total Cutaway Purchases | 0 | 0 | 0 | 0 | 1 | 0 | 1 |
| Total Trolley Purchases | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Total | 6 | 2 | 2 | 0 | 2 | 0 | 12 |
| Runabout | | | | | | | |
| Total Cutaway Purchases | 2 | 0 | 8 | 0 | 6 | 2 | 18 |
| Total Minivan Purchases | 6 | 0 | 0 | 0 | 0 | 6 | 12 |
| Total | 8 | 0 | 8 | 0 | 6 | 8 | 30 |

| Cost Estimate | | | | | | | |
|------------------------|------------------------|-------------|-------------|-----|-----------|-----------|-------------|
| RTA Fixed Route | | | | | | | |
| | 14/15 Unit Cost | | | | | | |
| Over-the Road Coaches | \$650,000 | \$0 | \$1,435,000 | \$0 | \$0 | \$0 | \$2,801,000 |
| Heavy-Duty Buses | \$480,000 | \$1,034,000 | \$0 | \$0 | \$557,000 | \$0 | \$3,104,000 |
| Cutaway Buses | \$90,000 | \$0 | \$0 | \$0 | \$104,000 | \$0 | \$104,000 |
| Trolley | \$180,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$189,000 |
| Total | \$3,068,000 | \$1,034,000 | \$1,435,000 | \$0 | \$661,000 | \$0 | \$6,198,000 |
| Runabout | | | | | | | |
| Cutaway Buses | \$90,000 | \$0 | \$795,000 | \$0 | \$626,000 | \$214,000 | \$1,824,000 |
| Minivans | \$45,000 | \$0 | \$0 | \$0 | \$0 | \$321,000 | \$605,000 |
| Total | \$473,000 | \$0 | \$795,000 | \$0 | \$626,000 | \$535,000 | \$2,429,000 |

SLO Transit, the Regional Transportation Commission in Reno, Nevada, as well as Sonoma County Transit. However, some transit services have also faced challenges in implementing dependable Wi-Fi service, due to issues over cell coverage and the availability of various service plans. The rapid changes in smartphone technologies also adds uncertainty to this issue.

It is recommended that RTA implement Wi-Fi on a limited basis, expanding service once any initial issues have been addressed. A reasonable approach would be to first install Wi-Fi on the four over-the-road coaches and make them available on Route 9 and Route 10 express runs, and then expand service to the remainder of the fixed-route fleet. Installation costs are typically \$1,500 per vehicle, with ongoing data plan costs of \$50 to \$100 per vehicle per month.

Continue to Provide Retiring Vans to Other Transportation Providers at Nominal Cost

As a means of expanding mobility options for San Luis Obispo County residents while helping to contain future costs of Runabout service, it is recommended that RTA continue to make older low-value surplus vans available to other transportation providers in the region, such as public agencies, non-profit organizations, as well as for-profit transportation companies. Other transit systems providing paratransit services have found that expanding the availability of wheelchair-accessible vehicles (no matter the entity providing the service) helps to reduce the demand for costly demand-response services while giving residents new options for meeting their mobility needs.

San Luis Obispo Transit Garage Facility

RTA's primary garage facility is located at 179 Cross Street (off of Tank Farm Road) in the southern portion of San Luis Obispo. This facility is leased from a private development firm, and is relatively modest in size (2.7 acres) for a transit operation of RTA's size. All RTA, SCT, SLOCAT and Paso Express vehicle maintenance is conducted at this site, along with all administrative functions and the large majority of operations functions.

The primary detriment of this facility is that the space for vehicle maintenance is insufficient, with only two tandem bays available. (Common bus facility planning standards indicate the need for seven bays at present.) There is also insufficient space for battery storage and tire storage. In addition, the facility provides no room to expand the transit fleet, large equipment storage, staff vehicle parking and employee parking. As the parcel is 100 percent "landlocked" with existing development on all sides, a new site is clearly needed.

RTA recently conducted an evaluation of new sites, including development of an appropriate site program to accommodate long-range growth and an assessment of the operational and preliminary environmental issues associated with four sites. Of these, a 10-acre parcel at 253 Elks Lane was found to be substantially preferable. Key factors in favor of this site are its adequate size, compatibility with adjacent land uses, relatively good proximity to US 101 and to the downtown transit center, and location close to the SLO Transit operations facility (across the street) and to the County Department of Social Services and homeless services.

The RTA Board recently selected this site as the preferred option, and directed staff to start the environmental review (NEPA/CEQA) process. Total cost of land acquisition and construction (sized to accommodate long-term needs) is estimated by RTA to be on the order of \$9.8 million. This excludes the costs of permitting, environmental analysis and design/engineering. Funding (largely FTA Section 5307) for environmental assessment has been set aside for expenditure in 2016. In addition, RTA has started the process of setting aside a total of \$4 Million in 5307 funding over a ten-year period to fund a large portion of this facility's costs.

In addition, the first three years of the SRTP plan period are also the last three years of loan payments on the current garage facility. A total of \$612,900 will be required to pay off the cost of previous tenant improvements.

RTA Use of Portion of County Yard in Paso Robles

Due to a change in ownership and planned development, RTA will not indefinitely have use of the existing parking yard at 4th and Pine Streets in Paso Robles, as well as operations office space. As a replacement, RTA is currently overseeing an engineering/architectural study of a new facility on County-owned land on Spring Street adjacent to US 101. This new facility will need to be completed in 2016. Federal Transit Administration 5307 funding totaling \$300,000 has been set aside to fund these improvements, as well as the \$291,000 in FY 15-16 LCTOP funds.

Downtown Transit Center

A weak point of the regional San Luis Obispo public transit network is the existing transit hub in downtown San Luis Obispo (Government Center). This currently consists of a SLO Transit facility on the west side of Osos Street between Mill Street and Palm Street, and an RTA facility on the east side of Osos Street between Monterey Street and Palm Street. The SLO Transit facility provides sawtooth bays for up to five buses along with shelter structures. The RTA facility provides approximately 200 feet of straight curb, which is adequate to accommodate up to three buses, depending on the order that individual buses arrive. There is also a drop-off only area around the corner on Palm Street that accommodates the fourth bus. The facility includes two 20-foot passenger shelters. Overall, this facility has a long list of deficiencies:

- There is inadequate space for all RTA buses at peak times, resulting in buses that park around the corner on Palm (potentially conflicting with other uses), or that end up parked at an angle to the curb. This can block travel lanes on Osos Street, and also increase hazards to passengers boarding/alighting the bus and preclude deployment of the wheelchair lift/ramp.
- The number of bays available for SLO Transit limits the ability to schedule services to maximize direct bus-to-bus transfers.

- While there are restrooms available at nearby public buildings (City Hall, Library), these are only available during operating hours.
- Transferring between the SLO Transit and RTA systems requires walking across two streets.
- Both blocks are on a grade that exceeds the desired maximum slope of a facility as defined by the ADA (2 percent)². This creates challenges to wheelchair users transferring between buses, and can also increase hazards associated with using a lift or ramp.
- Bus shelter capacity is inadequate at peak times, particularly for RTA passengers. The south-facing passenger shelters also cause passenger discomfort during afternoon periods due to inadequate shade.
- There is inadequate street lighting for night-time operations, as well as to address personal security concerns.
- The 8' wide sidewalks adjacent to the RTA bus locations get congested, particularly when a wheelchair lift or ramp is in use.

SLOCOG is leading an ongoing effort to construct a new, enhanced transit center along Higuera Street in the block between Santa Rosa Street and Toro Street. The current focus is on developing a joint public/private project that would include the transit center as well as a public parking structure. The feasibility of this concept and the source of the necessary public funding have yet to be determined. Per the *2012 San Luis Obispo Council of Governments Coordinated Transit Center Study*, as well as further analysis, the facility is currently envisioned to consist of the following (if constructed):

- Up to 11 bus bays
- Indoor and outdoor passenger waiting areas
- Driver break area and operational space
- Restrooms
- Transit information counter

Given that completion of a new transit center is at best several years in the future, and in light of the importance of this facility to both the RTA and City of SLO systems, a modest level of improvements to the existing RTA facility is warranted. The following is recommended:

² ADA regulations allow greater slopes for bus bays along streets with greater slopes, so long as the existing slope is not increased.

- Elimination of the four existing parking spaces on the east side of Osos Street north of Monterey Street, to allow additional RTA buses to be at the site without blocking travel lanes and to ensure that buses are parallel against the curb when loading passengers.
- Two additional bus shelters and two additional benches on the RTA side, with improved shade for passengers.
- Enhanced street lighting, on both the SLO Transit and RTA sides.

A cost estimate for these improvements is shown in Table 47. As illustrated, the improvement cost on the RTA side, exclusive of staff costs, is \$66,500. As also shown in Table 47, the additional street lights required for the SLO Transit side amount to a cost of \$26,000, culminating in a total project cost of \$92,000.

| TABLE 47: Estimated Short-Term Government Center Improvement Costs | | | |
|---|-------|-----------|------------------|
| | Units | Unit Cost | Cost |
| <u>RTA Bus Stops</u> | | | |
| Shelters | 2 EA | \$ 10,400 | \$ 20,800 |
| Benches | 2 SF | \$ 2,600 | \$ 5,200 |
| Additional Low Level Streetlights: RTA Transit Stops | 5 EA | \$ 8,000 | \$ 40,000 |
| Striping/Signing | | | \$ 500 |
| <i>Subtotal</i> | | | \$ 66,500 |
| <u>SLO Transit Stops</u> | | | |
| Additional Streetlights: SLO Transit Stops | 4 EA | \$ 8,000 | \$ 26,000 |
| <i>Subtotal</i> | | | \$ 26,000 |
| Total Probable Project Costs | | | \$ 92,500 |
| Note: Excludes any hazardous waste remediation costs. | | | |

Bus Stop Improvement Plan

Bus stops are an important element of a successful public transit system. Particularly for “choice” riders with access to a car, the comfort and safety perceived by persons waiting at a bus stop can be crucial in passenger’s overall perception of the transit program, and can well make or break an individual’s decision to be a regular transit user.

Table 48 presents the recommended bus stop improvements. This was developed based upon the following:

| TABLE 48: Recommended RTA Bus Stop Improvements | | | | | | | | | | | | | |
|--|-----------------------------|-------|----|-----|-------|----------|-------------------------|---------|---------|-----------|-----------|-------------------|-------------------|
| Stop | Excluding Government Center | Route | | | | | Recommended Improvement | | | | | | |
| | | 9 | 10 | 10X | 12/14 | 15 | Shelter | ADA Pad | Sign | Bike Rack | Trash Can | Information Kiosk | Solar Lighting |
| | | | | | | | | | | | | | |
| Cal Poly Kennedy Library | | ▼ | ▼ | ▼ | ▼ | ▼ | ▼ | ▼ | ▼ | ▼ | ▼ | ▼ | ▼ |
| Santa Rosa at Mustang Village | | ▼ | | | ▼ | ▼ | ▼ | ▼ | ▼ | ▼ | ▼ | ▼ | ▼ |
| Santa Rosa at Foothill | | ▼ | | | ▼ | ▼ | ▼ | ▼ | ▼ | ▼ | ▼ | ▼ | ▼ |
| Atascadero City Hall | | ▼ | | | | | | | | | | | |
| Cal Poly Performing Arts Center NB | | ▼ | | | | | | | ▼ | ▼ | ▼ | ▼ | ▼ |
| Cal Poly Performing Arts Center SB | | ▼ | | | | | | | ▼ | ▼ | ▼ | ▼ | ▼ |
| Monterey at Grand | | ▼ | | | | | | | ▼ | ▼ | ▼ | ▼ | ▼ |
| 6 Stops in SLO County (Santa Margarita area) | | ▼ | | | | | ▼ | | | | | | |
| 4 Stops in SLO County | | ▼ | | | | | ▼ | | | | | | |
| Spring St @ 30th St | | ▼ | | | | | | | ▼ | | | | |
| Viejo Camino @ Bocina | | ▼ | | | | | ▼ | ▼ | ▼ | ▼ | ▼ | ▼ | ▼ |
| Tefft St @ Carillo St (SB) | | | ▼ | | | | ▼ | | | | | | |
| El Camino Real @ E. Grand SB | | | ▼ | | | | ▼ | | | | | | |
| El Camino Real @ E. Grand NB | | | ▼ | | | | ▼ | | | | | | |
| Santa Maria Transit Center | | | ▼ | | | | ▼ | | | | ▼ | | |
| 4 Stops in SLO County (Nipomo area) | | | ▼ | | | | ▼ | | | | | | |
| El Camino Real @ Albertson's | | | ▼ | | | | ▼ | | | ▼ | | | |
| Morro Bay Park | | | | ▼ | | | | | | | | | |
| 11 Stops in SLO County (Los Osos area) | | | | ▼ | | | | ▼ | | | | | |
| 30 Stops in SLO County | | | | | ▼ | | | ▼ | | | | | |
| Nicholson/E.Cypress (Santa Maria) | | | | | | | ▼ | | | | | | |
| Pismo Beach Premium Outlets | | | | | | | ▼ | | | | | | |
| TOTAL | | | | | | 5 | 58 | 1 | 10 | 3 | 2 | 12 | |
| Unit Cost (Includes Construction/Installation) | | | | | | \$10,400 | \$1,300 | \$300 | \$800 | \$800 | \$500 | \$4,000 | Total |
| Total Costs¹ | | | | | | \$52,000 | \$75,400 | \$300 | \$8,000 | \$2,400 | \$1,000 | \$48,000 | \$ 187,100 |

Note: Excludes Government Center in San Luis Obispo, discussed elsewhere

- The “Prioritizing RTA Fixed-Route Bus Stop Improvements” report prepared recently by RTA staff.
- A review of other RTA bus stops not included in this report. In particular, boarding activity was compared against a standard of providing a shelter for stops serving 20 or more boardings per day, in order to identify new shelter locations.
- A review of traffic volumes to identify locations where new bus bays (pullouts) are needed. This was conducted focusing on high-activity stops, and applying a standard of providing a pullout where needed to avoid a bus stopping in a travel lane serving 4,000 or more vehicles per day. No such locations were found to exist.

As shown in the table, the following improvements are warranted:

- Wheelchair pads (8’ X 5’ concrete or asphalt pads) are needed at a total of 58 locations³ around the system as identified by the Americans with Disabilities Act. Many of these locations also will require an accessible path of travel for persons using mobility devices to the nearby transit trip generator. While the ADA does not require these improvements until/unless other changes are made to a stop, it is recommended that the RTA implement a multi-year program to provide these ADA amenities. A five-year program would require new ADA pads at 12 locations per year for all transit programs operated or managed by RTA (including SCT and Paso Express).
- New shelters are warranted at five locations, of which three are along Route 10.
- Bike racks or other bicycle storage facilities are needed at ten locations, with nine needed along Route 9 and one needed on Route 10. Provision of racks can help to avoid damage to nearby trees and other property due to informal bike storage, can help to encourage transit use, and can help address capacity problems with the on-bus bike racks.
- Additional trash cans, signs, and information kiosks are also warranted at several existing stops.
- Improving lighting at bus stops is important for passenger safety and comfort, particularly as RTA expands evening service. Recent improvements in solar technology allow urban shelters to be provided with lighting without the need for utility connections, for a unit cost of approximately \$4,000. In addition, rural bus stops can be lit through solar power (using a pole-mounted system) for approximately \$1,500 per stop. Lighting should be installed in 12 shelters, to be determined based upon existing lighting conditions, location, and the potential for evening ridership.

³ One of these locations is at the Pismo Beach Outlet Stores. While there is one pad at this location, an additional pad is needed for peak transfer times.

Implementing many of these improvements will require coordination and possible cost-sharing with other organizations (Cities, County and Cal Poly, in particular). Depending on right-of-way, utility location and other site-specific factors, moreover, some improvements may prove infeasible. As shown in Table 47, the total cost of these improvements (excluding costs associated with ADA path of travel improvements beyond the pads) is \$187,100.

In addition, some RTA stops are located along relatively high speed roadways, away from signalized intersections or other pedestrian crossing protection. In recent years, traffic engineers have developed an expanded selection of pedestrian crossing enhancements, including the “Rapid Rectangular Flashing Beacon” (which increases driver awareness of pedestrian crosswalk locations), as well as the “Pedestrian Hybrid Beacon” (which provides for a full stop of traffic when activated by a pedestrian). One location that merits particular consideration of enhanced pedestrian protection is along El Camino Real north of Santa Barbara Street in Atascadero. Due to pedestrian risk, this stop location is currently not used by Route 9, despite its shelter and bus pullout area.

Coordinate Joint Bus Shelter Program

RTA and SLO Transit should combine boarding data to review activity at shared stops, and program new shelters at locations where 25 or more passengers per day board. Costs for improvements should be shared based upon the proportion of boarding by each system. RTA and SLO Transit can utilize passenger activity data collected through GPS-based Automatic Passenger Counter systems to determine these proportions.

MANAGEMENT PLAN

Management plan elements consists of revisions to RTA service standards, as well as recommended management strategies for the Runabout program and strategies to improve coordination among transit programs in the region.

Revise Service Standards

Based upon the review of existing RTA service goals, policies and standards, as well as the current service performance, the following revisions are recommended:

- RTA demand response service efficiency standards should be established at 2.0 passengers per revenue vehicle-hour and 0.2 passengers per revenue vehicle-mile.
- On an individual route basis, a minimum productivity of 10.0 passengers per revenue vehicle-hour should be adopted.
- The current system-wide standard of standees on no more than 10 percent of runs on any individual route should be relaxed given the relatively short travel time between San Luis Obispo and the main Cuesta College campus. In turn, a standard load factor of 1.0 of seated

capacity should be adopted on commuter/express runs. On local runs (Routes 9, 10, 12, 14, and 15), a standard load factor of 1.5 of seated capacity should be used. Automatic Passenger Counter systems can be used to determine when passenger loads on buses exceed these factors.

- The preventable collision rate should be evaluated on a quarterly basis, rather than the current practice of reviewing for each individual month.

Improve Runabout Eligibility and Certification Process

The following modifications to the Runabout process of determining eligibility are recommended:

- The website should be modified to include a checklist for self-assessment of eligibility, a description of accessible features of fixed-route service as an option, and the availability of travel training.
- A standard script should be used by Runabout staff for a potential passenger's initial call. An example script is provided in Appendix B.
- All individuals who apply for eligibility to use Runabout should be required to complete an in-person interview after the application form has been completed and submitted to RTA.
- RTA should implement a consistent, regular approach to recertification, including monthly review of the database

Modify Runabout Scheduling Procedures

The following scheduling recommendations are provided to lower costs and improve productivity for Runabout:

- Continue to use flexible start and end times for all drivers on Runabout.
- Reduce the minimum scheduled lunch time to 30 minutes for all Runabout paddles that include a lunch break.
- Accept requests for subscription trips as long as capacity is available for individual trip requests. Standing trip requests allow schedulers to develop a more efficient schedule.
- Reduce the number of Runabout bids and make greater use of casual and extra board drivers as much as possible to increase flexibility for scheduling and respond to actual levels of demand.

- Work with RouteMatch to develop a report which shows non-productive time separate from breaks for all Runabout drivers. Review this report at least monthly with schedulers to identify opportunities to increase the number of passengers per hour of service.
- Emphasize the need to group trips and avoid long slack periods on driver manifests.
- Continue to enforce the no-show and cancellation policy to minimize the disruptions to schedules and the corresponding loss in productivity.

Also, RTA and Ride-On are currently conducting an 18-month study of technology solutions to better coordinate the two programs. The results of this study may identify other good strategies for enhancing on-demand transit services for people with mobility issues.

Focus on Coordinating Runabout and Fixed Route Services

Where appropriate, RTA should seek out opportunities to reduce long Runabout trips by coordinating individual passenger's trips with fixed route services. This is not a viable option for all passengers and for all individual trips, and should be considered on a case-by-case basis. When using fixed route services for a portion of the trip is viable (particularly for recurring trips), it can reduce overall RTA costs and expand passengers' travel options.

Provide Expanded Regional Travel Training

A region-wide travel training program should be implemented to make effective use of resources, ensure that all travel options are presented in a consistent manner, and yield benefits to residents and to the transit programs.

Continue and Expand Coordination Efforts with SLO Transit

This planning process has underlined the importance of building on the strong coordination between RTA and SLO Transit. It is recommended that the senior management of both transit programs meet on a quarterly basis to continue coordination efforts. The following are topics that are recommended as a starting point:

- **Work Towards A Single Regional Bus Tracker Website** – Optimally, a transit passenger could visit a single website or download a single app that would show all regional buses on the same map. As the RTA and SLO Transit bus tracker programs are developed on differing software platforms, this is a challenging endeavor. However, it remains a valid goal and an important strategy to making the regional transit network operate as a convenient system for the passenger.
- **Develop A Single ID For Persons With Disabilities Accepted On Both Systems** – The regional system would be easier for persons with disabilities to navigate and overall administrative costs reduced by developing a single ID program good for boarding both

systems at discount fare (or free fare, for persons eligible for Runabout). This should include a magnetic stripe to allow convenient tracking of boardings by fare category.

- **Coordinated Policy On Baggage** – Policies regarding items allowed on the buses (groceries, shopping carts, strollers, etc.) would optimally be consistent between the two systems. At present, RTA’s policy is *“Carry-on items (including folded strollers) must be held or secured to protect other passengers in case of a sudden stop and must not block the aisles or exits”* while SLO Transit’s policy is *“Carrying objects blocking aisle or stairway or occupying seat is prohibited, except at driver’s discretion if space allows; stroller must be folded prior to boarding”*. A consistent policy would avoid confusion or conflict as to what is allowed.
- **Joint Driver Training On Managing Difficult Passengers** – In recent years there has been an increase on both RTA and SLO Transit in passengers causing conflicts with other passengers or drivers. While drivers in both systems already have training in this matter, there are specialized training classes available that could aid drivers in difficult situations. Joint training would be both cost-effective, and would help ensure that both transit systems address these issues in a consistent manner. As a starting point, the lead trainers from RTA and the SLO Transit contractor should meet along with Community Action Partnership of San Luis Obispo County staff to discuss opportunities.
- **Work Towards a Common Bus Replacement Policy** -- At present, RTA has an adopted policy to *“Replace 100 percent of all revenue vehicles no more than 40 percent beyond the FTA-defined useful life standard in terms of years or miles”* while the City has a less-specific standard of *“clean and good conditions”* regarding revenue equipment. A consistent policy between the two systems could help ensure that limited Federal and state funding resources are best used to maintain the region’s transit fleets in good condition, and merits ongoing discussion. These discussions could also consider tightening the RTA’s standard, such as reducing the 40 percent figure, if funding permits.
- **Route Coordination** – On an ongoing basis, route scheduling should be considered to maximize the convenience of transfers between the various transit systems in the region. In addition, consideration should be given to consistent region-wide designation of routes.

FINANCIAL PLAN

Monitor the Need to Increase Fares

No fare increases are proposed under this plan. As discussed below, the overall RTA funding balance is sufficient to negate the need for fare increases under current financial expectations. However, there is a high degree of uncertainty regarding future funding figures, particularly at the state and Federal levels. As part of the annual budgeting process, fare revenues should be reviewed to determine if changes in fares are necessary to continue to fund a high quality of transit service for the region.

Offer Discount Regional Day Pass

RTA currently allows seniors age 65 to 79, persons with disabilities as well as K-12 students to board the bus at a 50% discount fare when using cash, the 31-day regional pass, and the 31-day RTA pass. However, no discount is available when using the \$5 regional day pass. A discounted \$2.50 regional day pass is recommended to increase transit usage between the various transit systems among persons in the discount categories. While this is estimated to reduce RTA fare revenues by \$26,500 per year, it will increase ridership by 7,500 new boardings per year. To simplify the boarding process, the day pass should be the only regional pass option that can be purchased directly from the RTA bus driver.

Replace 7-Day Pass with 3-Day Pass

To better align the RTA and SLO Transit programs, the RTA-only 7 day pass should be eliminated and replaced with an RTA-only 3 day pass. On the SLO Transit system, the 3-day pass is roughly 3 times more popular with riders than the 7-day pass. Consistent with the current daily cost of the 7-day pass, the 3-day pass should be provided for \$6, for all riders. If future demand and ridership requests warrant it, consideration could be given to making this a region-wide pass.

Accept SLO Transit Picture ID for RTA Discount Fares

To board at the reduced fare available to persons with disabilities, RTA current requires the passenger to display either a Medicare card or a letter from the Veterans Administration. SLO Transit also provides the option of obtaining a picture ID card that can be used to verify disability status. RTA should modify policies to allow use of this SLO Transit ID card to document disability status.

Potential Countywide Half-Cent Sales Tax Increase

SLOCOG is currently evaluating the potential for a county wide “local option” sales tax increase to fund a wide range of transportation improvements. This could be important in supporting improvements, including:

- Expansion of Runabout services to persons with disabilities
- Expansion of evening service on Routes 9, 10 and 12
- Initiating Mid-Day Express Service on Routes 9 and 10
- Expanding transit availability to seniors and persons with disabilities through the discounted Day Pass.

Given the current uncertainty regarding this new funding source, it is not included in the financial plan discussed below.

Fund RTA Through Fares and Existing Subsidy Sources

The following methodology was utilized in developing this Financial Plan:

- First, forecasts of annual operating and administrative costs were developed, as presented in Table 49 for FY 2016/17 through FY 2020/21. “Base case” operating and administrative cost forecasts were estimated based on the existing revised budget. Per SLOCOG planning criteria, a 2 percent rate of inflation was assumed through 2018/19, and 3 percent thereafter, in the absence of any change in service levels. Next, operating and administrative cost estimates were identified for each SRTP element, based upon the analyses presented in previous sections of this document, and consistent with the implementation plan presented below. These costs were also factored to reflect the assumed rate of inflation. Operating and administrative costs by the fifth year of the plan will total approximately \$10,489,200 which is 15.4 percent over the base-case cost of \$9,091,100.
- Next, ridership for each SRTP element was estimated, as presented in Table 50. The “base case” ridership reflects expected ridership assuming no changes in service. The ridership impact of each Plan element is then identified and summed. This includes the ridership generated by the new discount Day Pass, as discussed above. As new services do not immediately attain the full potential ridership, ridership on new evening services is factored to reflect 66 percent of potential ridership in the first year of service and 90 percent of potential ridership in the second year. Ridership is expected to respond relatively quickly to Mid-Day Express service (80 percent in the first year, and 95 percent in the second year). For the relatively small change to Route 12 schedules, a 90 percent factor is assumed for the first year and full ridership thereafter. In addition, ridership (for both base case and for the service improvements) is factored to reflect a 0.8 percent annual increase in population and associated ridership demand. By FY 2019/20, ridership is forecast to equal 879,800 one-way passenger-trips per year, which is 94,600 trips over the base case forecast of 785,200. This indicates that the plan will result in a 16.9 percent increase in ridership by the end of the plan period.
- Based on the ridership figures presented in Table 50, the estimated farebox revenues are presented in Table 51. As presented, by the end of the plan period the service improvements will increase fares by \$96,100 per year (including the loss in fares associated with the discount Day Pass), or 6.7 percent over the base case fares.
- The next element necessary in the development of the SRTP is estimation of the capital cost for vehicles, passenger amenities, passenger facility improvements and operating equipment, as shown in Table 52 for each year of the Short Range Transit Plan period. For the new main Transit Garage Facility, \$500,000 is identified in the first four years of the plan (per current budgeting), followed by \$695,300 per year to finance the estimated \$8.3 Million remaining construction and land acquisition cost over 15 years at 3 percent interest

rate. Funds are also included for the final three years of the current loan obligation on the existing garage facility. Based on the capital plan, presented above, the capital costs total \$13,042,300 over the five-year period.

| TABLE 49 : RTA Short Range Transit Plan Operating Costs | | | | | | |
|--|-----------|-----------|-----------|------------|------------|-------------------|
| <i>All Figures in Thousands</i> | | | | | | |
| Plan Element | FY16-17 | FY17-18 | FY18-19 | FY19-20 | FY 20-21 | 5-Year Plan Total |
| Base Case Operating Costs | \$8,236.5 | \$8,401.2 | \$8,569.2 | \$8,826.3 | \$9,091.1 | \$43,124.3 |
| Operating Plan Elements | | | | | | |
| Provide Mid-Day Express Service on Route 9 | \$0.0 | \$250.9 | \$255.9 | \$263.6 | \$271.5 | \$1,042.0 |
| Provide Mid-Day Express Service on Route 10 | \$0.0 | \$319.3 | \$325.6 | \$335.4 | \$345.5 | \$1,325.8 |
| Expand Evening Service on Route 9 | \$0.0 | \$253.1 | \$258.1 | \$265.9 | \$273.8 | \$1,050.9 |
| Expand Evening Service on Route 10 | \$0.0 | \$256.4 | \$261.6 | \$269.4 | \$277.5 | \$1,064.9 |
| Expand Evening Service on Route 12 | \$0.0 | \$67.5 | \$68.9 | \$70.9 | \$73.1 | \$280.4 |
| Modify Route 12 Schedules To Eliminate Long Layovers | \$0.0 | \$0.0 | \$0.0 | \$0.0 | \$0.0 | \$0.0 |
| Expand Runabout Capacity | \$22.0 | \$44.9 | \$68.7 | \$94.3 | \$121.4 | \$351.3 |
| Wi-Fi Operating Costs | \$0.0 | \$4.8 | \$42.4 | \$43.7 | \$45.0 | \$136.0 |
| Total: Service Plan Elements | \$22.0 | \$1,187.9 | \$1,272.1 | \$1,333.8 | \$1,398.1 | \$5,214.0 |
| Total With Plan Elements | \$8,258.5 | \$9,589.1 | \$9,841.3 | \$10,160.1 | \$10,489.2 | \$48,338.3 |
| Percent Increase over Base Case | 0.3% | 14.1% | 14.8% | 15.1% | 15.4% | 12.1% |
| Base Case costs based upon FY 2015-16 Amended Budget, excluding capital and management contract costs Inflation assumptions identified in the SLOCOG RTP were applied: two percent annual inflation through 2018/19, and three percent thereafter Source: LSC Transportation Consultants, Inc. | | | | | | |

| TABLE 50: RTA Short-Range Transit Improvements Ridership Forecasts | | | | | | |
|--|-----------------|----------------|----------------|----------------|-----------------|--------------------------|
| <i>All Figures in Thousands</i> | | | | | | |
| Plan Element | FY16-17 | FY17-18 | FY18-19 | FY19-20 | FY 20-21 | 5-Year Plan Total |
| Base Case Ridership ⁽¹⁾ | | | | | | |
| | <u>FY 15-16</u> | | | | | |
| Fixed Route | 709.0 | 720.1 | 725.7 | 731.4 | 737.1 | 3,628.8 |
| Runabout ⁽²⁾ | 43.6 | 45.4 | 46.3 | 47.2 | 48.1 | 231.4 |
| Total | 752.6 | 765.5 | 772.0 | 778.6 | 785.2 | 3,860.3 |
| Service Plan Elements | | | | | | |
| Provide Mid-Day Express Service on Route 9 | 0.0 | 21.0 | 25.2 | 26.7 | 26.9 | 99.8 |
| Provide Mid-Day Express Service on Route 10 | 0.0 | 21.2 | 25.4 | 26.9 | 27.1 | 100.6 |
| Expand Evening Service on Route 9 | 0.0 | 8.1 | 11.1 | 12.5 | 12.6 | 44.3 |
| Expand Evening Service on Route 10 | 0.0 | 7.2 | 9.9 | 11.1 | 11.2 | 39.4 |
| Expand Evening Service on Route 12 | 0.0 | 2.1 | 2.9 | 3.3 | 3.3 | 11.6 |
| Modify Route 12 Schedules To Eliminate Long Layovers | 0.0 | 1.2 | 1.3 | 1.3 | 1.4 | 5.2 |
| Expand Runabout Capacity | 0.9 | 1.7 | 2.6 | 3.5 | 4.4 | 13.1 |
| Total: Service Plan Elements | 0.9 | 62.5 | 78.4 | 85.3 | 86.9 | 314.0 |
| Discount Regional Day Pass Fare | 7.5 | 7.5 | 7.6 | 7.6 | 7.7 | |
| Total Ridership | 767.3 | 835.5 | 858.0 | 871.5 | 879.8 | 3,444.8 |
| % Growth over Base Case | 1.1% | 9.2% | 11.2% | 12.0% | 12.1% | |
| % Growth over FY 15-16 | 2.0% | 11.0% | 14.0% | 15.8% | 16.9% | |
| <p>Note 1: Base case ridership on fixed routes increased by 0.78% per year, per the mid-range projections presented in Final Report - San Luis Obispo County 2040 Population, Housing & Employment Forecast (SLOCOG, 2011)</p> <p>Note 2: As Runabout ridership is a function of the service level provided, growth in ridership is reflected in the service plan element.</p> <p>Source: LSC Transportation Consultants, Inc.</p> | | | | | | |

| TABLE 51: RTA Short-Range Transit Improvements Fare Revenues | | | | | | |
|---|----------------|----------------|----------------|----------------|-----------------|--------------------------|
| <i>All Figures in Thousands</i> | | | | | | |
| Plan Element | FY16-17 | FY17-18 | FY18-19 | FY19-20 | FY 20-21 | 5-Year Plan Total |
| Base Case Operating Revenues (Fares and Adve | \$1,330.0 | \$1,340.4 | \$1,361.4 | \$1,393.5 | \$1,437.5 | \$6,862.7 |
| Service Plan Elements | | | | | | |
| Provide Mid-Day Express Service on Route 9 | \$0.0 | \$27.5 | \$33.0 | \$34.9 | \$35.2 | \$130.6 |
| Provide Mid-Day Express Service on Route 10 | \$0.0 | \$22.9 | \$31.4 | \$35.3 | \$35.6 | \$125.2 |
| Expand Evening Service on Route 9 | \$0.0 | \$12.9 | \$15.5 | \$16.4 | \$16.5 | \$61.3 |
| Expand Evening Service on Route 10 | \$0.0 | \$10.7 | \$14.7 | \$16.4 | \$16.6 | \$58.4 |
| Expand Evening Service on Route 12 | \$0.0 | \$4.2 | \$4.5 | \$4.5 | \$4.8 | \$18.0 |
| Modify Route 12 Schedules To Eliminate Long Layovers | \$0.0 | \$1.2 | \$1.6 | \$1.9 | \$1.9 | \$6.5 |
| Expand Runabout Capacity | \$2.6 | \$5.1 | \$7.7 | \$10.3 | \$12.8 | \$38.5 |
| Discount Regional Day Pass Fare | -\$26.5 | -\$26.7 | -\$26.9 | -\$27.1 | -\$27.3 | -\$134.5 |
| Net Change in Fare Revenues | -\$23.9 | \$57.7 | \$81.4 | \$92.6 | \$96.1 | \$304.0 |
| Total Annual Fare Revenues | \$1,306.1 | \$1,398.1 | \$1,442.8 | \$1,486.1 | \$1,533.6 | \$7,166.6 |
| Percent Change | -1.8% | 4.3% | 6.0% | 6.6% | 6.7% | 4.4% |

Source: LSC Transportation Consultants, Inc.

| TABLE 52: RTA Short Range Transit Capital Plan | | | | | | |
|---|------------------|------------------|------------------|----------------|------------------|--------------------------|
| <i>All Figures in Thousands</i> | | | | | | |
| Plan Element | FY16-17 | FY17-18 | FY18-19 | FY19-20 | FY 20-21 | 5-Year Plan Total |
| Capital Plan Elements | | | | | | |
| Fixed Route Buses (See Table 46) | \$3,068.0 | \$1,034.0 | \$1,435.0 | \$0.0 | \$661.0 | \$6,198.0 |
| Runabout Vehicles (See Table 46) | \$473.0 | \$0.0 | \$795.0 | \$0.0 | \$626.0 | \$1,894.0 |
| Transit Garage Facility | \$500.0 | \$500.0 | \$500.0 | \$500.0 | \$695.3 | \$2,695.3 |
| Paso Robles Bus Storage Facility | \$850.0 | \$0.0 | \$0.0 | \$0.0 | \$0.0 | \$850.0 |
| Wi-Fi Bus Equipment | \$0.0 | \$6.0 | \$45.0 | \$0.0 | \$0.0 | \$51.0 |
| Short Term Government Center Transit Hub Improvements | \$92.5 | \$0.0 | \$0.0 | \$0.0 | \$0.0 | \$92.5 |
| Programmatic Capital Improvements ⁽¹⁾ | \$189.0 | \$133.1 | \$130.2 | \$96.7 | \$99.6 | \$648.6 |
| Loan Payment on Current Garage Facility | \$200.6 | \$200.6 | \$211.7 | \$0.0 | \$0.0 | \$612.9 |
| Subtotal: Capital Plan Elements | \$5,373.1 | \$1,873.7 | \$3,116.9 | \$596.7 | \$2,081.9 | \$13,042.3 |
| Inflation assumptions identified in the SLOCOG RTP were applied: two percent annual inflation through 2018/19, and three percent thereafter | | | | | | |
| Note 1: Programmatic capital improvements include bus stop improvements, maintenance equipment and computer/communications equipment | | | | | | |
| Source: LSC Transportation Consultants, Inc. | | | | | | |

The results of Tables 49 through 52 were used to develop the Financial Plan, as presented for each of the five years of the Short Range Transit Plan period in Table 53. In addition to passenger fare revenues, this Financial Plan incorporates the following funding sources:

- Farebox and advertising revenues.
- Rural Transit Fund revenues are used for operating, assumed to grow with the rate of inflation, and are also assumed to fund half the cost of new Runabout vehicle purchases.
- FTA Section 5307 (Urban Program) funds are used for operations, facilities, and the purchase of local fixed route buses. Operating funding is assumed to grow with the rate of inflation, while capital funds are identified as needed to balance the capital improvement budget.
- FTA Section 5311 (Rural Program) funding is used for operations serving rural areas, and is assumed to grow at the rate of inflation.
- The Cuesta College contribution is assumed to continue, growing at the rate of inflation.
- A modest amount of interest income is included.
- Transportation Development Act funding is calculated to balance the operating budget.
- The final year of the Proposition 1B (Safety and Security) funds are reflected in the first year of the plan.
- State Transit Assistance funds are used as capital funding. Given current uncertainty regarding this source, no change from current levels is assumed.
- Low Carbon Transit Operations Program funds are used for capital purposes. While these funds are discretionary, overall they are assumed to grow with inflation.

This financial plan yields a balanced operating budget. A balanced budget is also identified on the capital side, with the exception of FY 2019-20, when revenues will exceed costs (thus indicating an increase in Capital Project Reserves).

TABLE 53: RTA Short-Range Financial Plan

All Figures in Thousands

| | FY16-17 | FY17-18 | FY18-19 | FY19-20 | FY 20-21 |
|---------------------------------------|-----------|-----------|-----------|------------|------------|
| OPERATING | | | | | |
| Operating Costs (From Table 49) | \$8,258.5 | \$9,589.1 | \$9,841.3 | \$10,160.1 | \$10,489.2 |
| Operating Revenues | | | | | |
| Fare Revenues (From Table 51) | \$1,306.1 | \$1,398.1 | \$1,442.8 | \$1,486.1 | \$1,533.6 |
| Rural Transit Fund | \$234.6 | \$244.1 | \$259.0 | \$283.1 | \$318.7 |
| FTA Section 5307 | \$2,038.9 | \$2,079.6 | \$2,121.2 | \$2,184.9 | \$2,250.4 |
| FTA Section 5311 | \$639.3 | \$652.1 | \$665.1 | \$685.1 | \$705.6 |
| Cuesta Contribution | \$55.5 | \$56.6 | \$57.7 | \$59.4 | \$61.2 |
| Interest | \$3.0 | \$3.0 | \$3.0 | \$3.0 | \$3.0 |
| Transportation Development Act | \$3,981.2 | \$5,155.7 | \$5,292.5 | \$5,458.6 | \$5,616.7 |
| Total | \$8,258.5 | \$9,589.1 | \$9,841.3 | \$10,160.1 | \$10,489.2 |
| Balance | \$0.0 | \$0.0 | \$0.0 | \$0.0 | \$0.0 |
| CAPITAL | | | | | |
| Capital Costs (From Table 48) | \$5,373.1 | \$1,873.7 | \$3,116.9 | \$596.7 | \$2,081.9 |
| Capital Revenues | | | | | |
| FTA 5307 | \$4,042.8 | \$1,015.4 | \$1,849.1 | \$0.0 | \$842.1 |
| Proposition 1B | \$241.3 | \$0.0 | \$0.0 | \$0.0 | \$0.0 |
| State Transit Assistance | \$561.5 | \$561.5 | \$561.5 | \$561.5 | \$561.5 |
| Low Carbon Transit Operations Program | \$291.0 | \$296.8 | \$308.8 | \$330.9 | \$365.3 |
| Rural Transit Fund (Capital) | \$236.5 | \$0.0 | \$397.5 | \$0.0 | \$313.0 |
| Total | \$5,373.1 | \$1,873.7 | \$3,116.9 | \$892.4 | \$2,081.9 |
| Balance | \$0.0 | \$0.0 | \$0.0 | \$295.7 | \$0.0 |

FTA - Federal Transit Administration

Source: LSC Transportation Consultants, Inc.

IMPLEMENTATION PLAN

Fiscal Year 2016-17

- Implement the short-term improvements to the RTA passenger facilities at Government Center in San Luis Obispo
- Conduct environmental analysis and engineering/permitting tasks for new Transit Garage in San Luis Obispo
- Construct new Paso Robles yard
- Improve Runabout eligibility and certification process, and scheduling procedures
- Purchase five buses, one trolley (for the Avila Trolley route) and eight Runabout vehicles
- Start offering a discounted Regional Day Pass
- Replace 7 day pass with 3 day pass
- Finalize schedules for Mid-Day Express services and extension of evening services.
- Continue coordination efforts with other transit agencies
- Improve bus stops

Fiscal Year 2017-18

- Implement the Mid-Day Express services and extension of evening services. While these are identified for initiation in Fiscal Year 2017-18, the specific timing may depend on future ridership trends, the annual unmet transit needs process, as well as the development of new funding sources.
- Modify Route 12 schedule to avoid long layovers
- Finalize plans and funding strategies for new Transit Garage in San Luis Obispo
- Expand Runabout capacity through additional vehicles and expanded vehicle hours of service
- Purchase two buses
- Implement Wi-Fi on over-the-road coaches
- Begin engineering and design of long-term Transit Garage
- Continue coordination efforts with other transit agencies
- Improve bus stops

Fiscal Year 2018-19

- Start construction of new Transit Garage in San Luis Obispo
- Expand Runabout capacity
- Purchase two buses and eight Runabout vehicles
- Expand Wi-Fi service to remainder of fixed-route fleet
- Continue coordination efforts with other transit agencies
- Improve bus stops

Fiscal Year 2019-20

- Move into new Transit Garage in San Luis Obispo
- Expand Runabout capacity
- Continue coordination efforts with other transit agencies
- Improve bus stops

Fiscal Year 2020-21

- Expand Runabout capacity
- Purchase two buses and six Runabout vehicles
- Continue coordination efforts with other transit agencies
- Improve bus stops
- Update Short Range Transit Plan

Regional Transit Authority

May 4, 2016

Fiscal Year 2016/2017 Budget

- Projected Fiscal Year 2016/2017 Budget
- Projected Five Year Capital Budget

RTA Employees of the Quarter-

Rick Bush • Tracey Johnson • Vernon Griego • Eric Banks



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 4, 2016

STAFF REPORT

AGENDA ITEM: B-1

TOPIC: Fiscal Year 2016-17 and 2017-18 Operating Budget, and Fiscal Year 2016-17 through 2020-21 Capital Budget

PRESENTED BY: Tania Arnold

STAFF RECOMMENDATION: Adopt Fiscal Year 2016-17 Budget as presented

RTAC RECOMMENDATION:

BACKGROUND/DISCUSSION:

We are pleased to present a fiscally-constrained fiscal year 2016-17 operating budget, and an advisory fiscal year 2017-18 operating budget. In addition, we are presenting a five-year capital program.

We appreciate the Board's support and leadership in these financially constrained times. This year presented staff with a continued challenge due to declines or stagnation in the various local revenue sources used to operate core RTA services.

The budget presentation assumes essentially the same core levels of service miles and hours for fixed route services that are currently being operated. It also assumes the same hours and miles for Runabout service, which is a welcome relief in comparison to recent years when Runabout demand burgeoned. Staff will continue to monitor the Runabout service and should service demands change to beyond the scope of the budget present, a budget amendment will be presented to the Board for consideration. It should be noted that RTA is recommending the elimination of the North Cuesta College Evening Shuttle. The ridership is essentially non-existent, despite significant outreach efforts by both RTA and Cuesta College.

Route 14 service will continue to operate during peak academic year travel times between downtown San Luis Obispo and the main Cuesta College campus, our highest trip generators in the regional system. The North Coast Connector service will continue to operate as a deviated fixed route service; although it is not a significant cost savings in the fixed route service plan, it reduces Runabout service costs.

In May of 2014 RTA adopted a reserve policy – one for cash flow purposes and one for capital projects. During FY13-14 and FY14-15 RTA came in under the adopted budget, fare revenue was higher than projected, and the fund balance increased more than

original budget projections. In addition, during FY13-14 and FY14-15, RTA has replaced the vast majority of the fleet, which has resulted in a reduction in the amount of capital projects reserves needed in the ensuing years. The result of the savings, as well as a decrease in fuel prices, has resulted in staff is projecting a strong fund balance at the beginning of FY16-17.

No Local Transit Fund (LTF) is required for local match for any of the proposed capital projects. The FY16-17 RTA operating budget is proposed at \$8,600,740 and the capital budget is proposed at \$2,379,360.

It should be noted that staff continues to present separate columns in the revenue and expense tables that depicts the consolidation of Paso Robles Express fixed route and dial-a-ride services into RTA on June 1, 2014, as well as the County transit services (SLOCAT) in a separate column. This separation is presented so that readers can easily distinguish between core RTA services and those operated under contract for partner agencies.

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, workers compensation insurance, the wage adjustments programmed in the Collective Bargaining Agreement for covered employees, and costs associated with our health plan. The downturn in fuel costs has resulted in welcome relief, 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 2, 2016 meeting
- Fiscally-constrained FY16-17 operating and capital budgets
- Fiscally-unconstrained FY17-18 operating budget
- Fiscally-unconstrained FY17-18 through FY20-21 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.

Revised Revenue Assumptions

LTF funds are derived from the statewide ¼ percent sales tax, while STA is derived from the sales tax on diesel fuel. Countywide LTF is projected by SLOCOG to be unchanged FY16-17 in comparison to final FY15-16 amounts. However, STA funding for FY15-16 roughly 13% lower for RTA than originally projected and staff is projecting continuing with this lower estimate in FY16-17.

We are predicating the revenue stream for the FY16-17 budget on the latest information that we have available on LTF and STA funding for the region. The LTF program continues to be volatile and staff is unsure of what the projection for this revenue stream

should be for the coming years. Staff concurs and applauds the principles laid out in the SLOCOG staff report that any future funding formulas include incentive funding for Vehicle Miles Traveled (VMT) and regional integration of the jurisdictional operations with the regional system as part of the regional funding formula. This budget assumes no fare increases for either FY16-17 or FY17-18, although staff is evaluating fare increase options for pending LTF revenue projections for FY17-18.

Administration and Operations Expenses

The overall Administration Expense for RTA core services is relatively flat compared to last fiscal year. Increases to workers compensation and professional development are offset by the proposed increase in reimbursements as part of the SCT Management Contract.

On the operating side, we have maintained current service levels. The proposed service delivery cost for RTA core services is up by roughly 2% from what was identified in the FY15-16 budget.

As included in the budget assumptions that your Board accepted in March 2016, based on the current projected funding, an annual merit adjustment will be budgeted for non-union employees; the Collective Bargaining Agreement (CBA) identifies annual increases based upon longevity for Bus Operators, Mechanics and Utility Workers. It should be noted that RTA ratified a new CBA in February 2014, which runs through January 31, 2018. Non-CBA employees within the salary range for their position will also be eligible for a step merit increase subject to performance assessments. It should be noted that staff is evaluating the potential impacts of the California Legislature's recent minimum wage hike to \$15.00 per hour by 2021; RTA's current average hourly wage is \$16.30 per hour.

Staff was notified in November of a likely increase to the primary workers compensation insurance program for the FY16-17, after a significant increase in FY15-16. Staff notified the RTA Executive Committee and Board during meetings earlier this year that options for coverage were being reviewed. Since that time, staff received revised estimates, which are slightly lower than the November projections. Additional information was provided by the underwriter, including the fact that rates are calculated based on losses over the last seven years, and then an experience modification factor for the last three years is applied. Staff also received information regarding the effective rates for the primary workers compensation insurance. RTA is now rated on an actuarial basis, has seven prior years of losses, and has a \$0 self insured retention (SIR) level. Staff is getting quotes and analyzing options for FY16-17 to determine if an increase in the SIR or if contracting with another carrier would be more cost efficient. Although the final numbers will not be available prior to adoption of the budget, staff has included a "worst case scenario" cost estimate in the attached budget proposal.

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 rise significantly during the

fiscal year. Due to our limited infrastructure, we are unable to purchase fuel in bulk to realize economies of scale.

Ridership Patterns, Overcrowding Mitigation

This past year we saw Runabout ridership up nearly 1.5%, while fixed route ridership was down nearly 7%, for the first eight months of FY15-16.

Pursuant to the language in the SLOCOG Regional Transportation Plan under Transit Policies, we have the ability to periodically adjust transit service parameters with the objective to maximize transit system efficiency, effectiveness and economic feasibility. Under this section there is a provision to review the need to add trips or tandems when the peak load factor consistently exceeds 90 percent of a seated bus load. In the case of all our peak period commute trips on Routes 9, 10 and 12, the load factors consistently range from 100 – 130% of the seated load.

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, are recommended beginning in 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.

Runabout Ridership Leveling Off and New Runabout Eligibility Procedure

Pursuant to the monthly ridership reports, Runabout ridership is now holding steady. Staff is in the process of implementing a functional assessment as part of the eligibility process to ensure that the service is being provided to those who truly need it. Staff will also be doing fixed route travel training with those Runabout applicants that might be capable of using fixed route services when feasible.

Capital Program

The focus of our financially constrained FY16-17 capital program will be funding the improvements for a long-term Paso Robles yard, continued planning for the Elks Lane yard, and replacing Runabout vehicles that have reached the end of their economically useful life. We have also programmed the following minor capital projects:

- \$33,500 for shop tools for our maintenance department to improve efficiencies;
- On-board camera system for the Runabout and Dial A Ride vehicles;
- Bus stop improvements, including solar lighting; and
- Miscellaneous computer equipment, including a server replacement.

It should be noted that a portion of the FY15-16 capital funds for fully funded projects, such as the ITS improvements and Over the Road Coaches will need to be carried over to FY16-17 but, 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 a budget amendment in September 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. As the Board provides direction to staff regarding possible expansion vehicles and/or facilities the capital improvement program will be updated.

Staff has adjusted the pay-down schedule for the existing loan for the 179 Cross Street building improvements project that began in 2006. Given the recent LTF financial constraints presented above and the revised lease agreement through 2022, staff has extended principal payments out to FY18-19. The loan would still be paid off prior to the extended lease termination date, but provided more funding for operations during these tight financial times.

Conclusion and Staff Recommendation

Fiscal Year 2016-17 will be another challenging year, including financial barriers and the need to implement long-planned facility related capital projects. 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 FY16-17 budget as presented.

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
March 2, 2016
STAFF REPORT

AGENDA ITEM: B-1

TOPIC: Fiscal Years 2016-17 and 2017-18 Budget Assumptions

ACTION: Approve Budget Assumptions

PRESENTED BY: Geoff Straw

STAFF RECOMMENDATION: Approve Budget Assumptions to enable staff to begin development of FY16-17 & FY17-18 Operating Budget

BACKGROUND/DISCUSSION:

The following report outlines staff's recommended budget assumptions for RTA's Fiscal Year 2016-17 and 2017-18 Operating Budget, and it is the first step in the development of our operating budget and operating program. It should be noted that RTA is again developing a two-year operating budget and five-year capital budget. As in past years, only the first year would be financially-constrained, while the out-years should be considered advisory. Upon the Board's guidance and approval of these assumptions, staff will prepare a detailed report along with preliminary budget numbers for presentation to the Executive Committee at their April 13th meeting prior to the final draft budget presentation to the Board in May.

Mission Statement

The Mission of 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 demand of our customers and communities through the effective and efficient delivery of RTA Fixed Route and Runabout core services.
 - SLOCOG is working on State Transit Assistance (STA) funding projections for FY16-17.
 - Staff is not recommending a fare program change for FY16-17, although we may have to consider changes if TDA or other funding shortfalls emerge. Fare revenue is projected to be \$1,330,000 (farebox and advertising revenue).

- FY15-16 LTF revenue was budgeted at \$3,740,499. Once the FY16-17 targets are further refined by the County Auditor and SLOCOG, RTA will present a proportional increase/decrease in overall LTF funding in our FY16-17 budget and a similar increase/decrease in the FY16-17 budget. Should staff be unable to secure adequate funding to operate core Fixed Route and Runabout service levels, a potential increase in LTF funding would be requested for the Board's consideration and/or a reduction of service would be proposed. If a budget shortfall due to the loss of funding in either fiscal year, staff would evaluate and make appropriate recommendations on a potential budget amendment or use of reserve funds.
 - Federal Transit Administration (FTA) Section 5307, 5311 and 5339 operating funding for FY16-17, and capital funding for FY16-17 and FY17-18 will be presented as previously presented, 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.
 - FTA Section 5307 operating funding from the City of Santa Maria for Route 10 will be budgeted based on previous commitments with SBCAG and the City of Santa Maria. Staff is confident in continued funding for Route 10 operations.
 - Detailed miles/hours and span of service for each RTA core fixed route and Runabout will be provided with the draft budget. In addition, detailed budgets based on miles/hours and span of service will be provided separately for SLO County Services and North County Local Services.
2. Continue to monitor reserves using the adopted policy from May 2014.
- RTA was awarded a total of \$800,000 in FTA Section 5316 JARC funding for FY14-15 to support Route 10 operations and North Coast services (RTA Route 15 and related Runabout). However, it was the last award of discretionary JARC funds, which have been eliminated. Route 15 was revamped in September 2015 to a deviated fixed route service, reducing Runabout services between Morro Bay and Cambria. Staff has been successful in obtaining FTA Section 5307 operating funding from the South County to offset the impact on the Route 10.
3. Continue to work with the SLOCOG efficiencies committee in evaluating region-wide service efficiencies.
- Transit agencies across the country have experienced ridership declines due to the relatively low price of fuel. RTA will continue to monitor this experience

to determine if it emerges as a long-term trend. Either way, RTA is not recommending any Fixed Route service increases in FY16-17.

- Add a review of the tasks and financial impacts included in the South County Transit contract for administrative, financial, maintenance and dispatch services, and evaluate efficiencies with RTA.
 - Staff will continue to explore new revenue resources at the Federal, State, and local levels.
 - RTA will work with SLOCOG staff and members of the Regional Efficiencies Committees to evaluate efficiencies in the provision of service throughout the county.
 - Staff will use the 2015-17 RTA Strategic Business Plan, the 2010 Fixed Route Performance Standards, as well as the draft findings from the 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.
 5. Address overcrowding on Fixed Route runs during peak travel periods.
 - Additional express trips on the Routes 9 began in September 2015 as well as Route 10X with service to the SLO Airport. In the latter part of FY15-16 express trips will have begun using the used over the road coaches RTA received to evaluate the feasibility prior to purchasing new coaches. Service levels, the total number of revenue service hours, miles and span of service for RTA Fixed Route services will be budgeted at annualized levels assumed in FY15-16. If any additional service becomes necessary, staff would seek a budget amendment to address those service demands during the fiscal year.
 6. Address a projected slight increase in demand for Runabout service.
 - Runabout service hours and miles are projected to require a minimal increase based on recent demand trends. This reflects a change from prior years, which required significant Runabout service level increases due to burgeoning demand.
 - To ensure that only those persons truly eligible for Runabout service are initially registered or re-registered, a part-time staff position to conduct functional assessments as part of the Runabout application process will be added in early 2016. This person or persons will also provide mobility training for disabled persons who are able to use Fixed Route services for some or all of their travel needs.

- At this time staff does not foresee moving forward with using taxi cab services but should service expansions occur staff will revisit this option.
7. Implement 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 \$3.50 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:
 - California Transit Indemnity Pool (CalTIP) liability premiums are projected to increase 10% annually due to the loss development trends the pool is experiencing.
 - CalTIP vehicle physical damage will increase by approximately 5% due to the addition of new vehicles in the fleet
 - Workers compensation premiums through the CSAC Excess Insurance Authority are projected to increase 50%, with the realization that workers compensation for transit services is especially challenging statewide as loss development trends for the state are not favorable. Staff will be working with our broker to obtain open market quotes to ensure our current carrier is providing the best value as well as reviewing options for increasing our self insured retention (currently at zero). 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.
 - Property insurance will increase minimally.
 - Staff is still closely monitoring the anticipated impacts of the Affordable Care Act on both the number of employees and the costs of per-employee healthcare costs. For budget-making purposes, staff is assuming an 6% annual increase for healthcare costs for each of the next two fiscal years
3. Staffing Expenses:
 - For FY16-17 core RTA services, the number of budgeted positions will remain essentially the same as FY15-16.

- For FY16-17, 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.
- Based on the current projected funding, a 2.5% annual inflationary adjustment will be budgeted for non-union employees; the 2014-2018 Collective Bargaining Agreement has already identified annual increases based upon longevity for Bus Operators and Mechanics. Employees within the salary range for their position will be eligible for a step merit increase subject to performance assessments.

Proposed Budget Calendar

- February 10 Detailed budget assumptions and revenue forecast to Executive Committee
- March 2 Obtain Board concurrence on proposed draft budget assumptions
- March 2 Provide mid-year FY15-16 Budget data to Board (no additional budget amendments are being requested)
- March 31 Based on feedback from Executive Committee draft FY16-17 Budget Draft complete.
- April 13 Draft FY16-17 Budget presentation to Executive Committee
- April 21 Formal FY16-17 Budget presentation to RTAC
- May 4 Final Board Budget presentation; Board adoption of FY16-17 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 2016/2017**

| | 2014/2015 COMBINED ACTUAL | 2015/2016 ADOPTED OPERATING BUDGET | 2015/2016 ADOPTED SLOCAT BUDGET | 2015/2016 ADOPTED N. COUNTY BUDGET | 2016/2017 PROPOSED OPERATING BUDGET | 2016/2017 PROPOSED SLOCAT BUDGET | 2016/2017 PROPOSED N. COUNTY BUDGET | 2017/2018 PROJECTED OPERATING BUDGET | 2017/2018 PROJECTED SLOCAT BUDGET | 2017/2018 PROJECTED N. COUNTY BUDGET |
|--|---------------------------------|---|--|---|--|---|--|---|--|---|
| FUNDING SOURCES: | | | | | | | | | | |
| GENERAL RESERVES | 2,483,543 | 2,357,594 | 1,118,930 | 184,523 | 2,253,090 | 699,820 | 200,390 | 1,389,870 | 275,330 | 180,800 |
| 1. ESTIMATED FUND BALANCE | 2,483,543 | 2,357,594 | 1,118,930 | 184,523 | 2,253,090 | 699,820 | 200,390 | 1,389,870 | 275,330 | 180,800 |
| 2. LESS REQUIRED RESERVES FOR FISCAL YEAR | | | | | | | | | | |
| CASH FLOW REQUIREMENTS PER TDA | 1,323,037 | 1,345,803 | 719,410 | 200,388 | 1,389,870 | 276,470 | 180,800 | 1,536,000 | 107,530 | 201,410 |
| OFFSET RESERVE FOR JARC (SECTION 5316) LOSS | 460,000 | - | - | - | - | - | - | - | - | - |
| TOTAL | 1,783,037 | 1,345,803 | 719,410 | 200,388 | 1,389,870 | 276,470 | 180,800 | 1,536,000 | 107,530 | 201,410 |
| 3. FUND BALANCE AVAILABLE | 700,506 | 1,011,792 | 399,520 | (15,865) | 863,220 | 423,350 | 19,590 | (146,130) | 167,800 | (20,610) |
| NON TDA SOURCES | | | | | | | | | | |
| FARES | 1,436,252 | 1,175,000 | 26,600 | 92,660 | 1,190,290 | 37,610 | 102,100 | 1,190,290 | 37,610 | 102,100 |
| SCT MANAGEMENT CONTRACT | 78,760 | 79,830 | - | - | 114,900 | - | - | 118,630 | - | - |
| COUNTY MANAGEMENT CONTRACT | 80,500 | 80,500 | - | - | 82,110 | - | - | 84,780 | - | - |
| NORTH COUNTY MANAGEMENT CONTRACT | 39,720 | 39,720 | - | - | 40,320 | - | - | 41,630 | - | - |
| INTEREST | 6,277 | 3,000 | 1,000 | - | 8,330 | 1,180 | - | 8,920 | 590 | - |
| STATE TRANSIT ASSISTANCE (STA) | 361,812 | - | 104,750 | 85,920 | - | 89,490 | 36,190 | - | 89,490 | 36,190 |
| RURAL TRANSIT FUND (Administration) | 25,000 | 30,000 | - | - | 30,000 | - | - | 30,000 | - | - |
| RURAL TRANSIT FUND (Operating Funds) | 197,139 | 200,000 | - | - | 300,000 | - | - | 401,580 | - | - |
| FEDERAL TRANSIT ADM (FTA) (Section 5307) - San Luis Obispo | 472,500 | 496,130 | - | - | 520,940 | - | - | 546,990 | - | - |
| FEDERAL TRANSIT ADM (FTA) (Section 5311) - Operating | 612,879 | 626,740 | - | - | 524,930 | - | - | 498,210 | - | - |
| FEDERAL TRANSIT ADM (FTA) (Section 5316) - JARC | - | - | - | - | - | - | - | - | - | - |
| FEDERAL TRANSIT ADM (FTA) (Section 5307-N. County) - Operating | 911,820 | 765,600 | - | 215,565 | 801,380 | - | 226,340 | 838,950 | - | 237,660 |
| FEDERAL TRANSIT ADM (FTA) (Section 5307-SM) - Operating | 226,960 | 317,160 | - | - | 332,850 | - | - | 349,490 | - | - |
| FEDERAL TRANSIT ADM (FTA) (Section 5307) - S. County Operating | 425,000 | 420,000 | - | - | 491,000 | - | - | 513,050 | - | - |
| CUESTA CONTRIBUTION ROUTE 12 | 53,855 | 54,370 | - | - | 60,450 | - | - | 63,340 | - | - |
| CUESTA CONTRIBUTION NORTH COUNTY | 40,580 | - | - | 40,580 | - | - | 40,580 | - | - | 40,580 |
| CMAQ OPERATING FUNDS | - | - | - | - | - | - | - | - | - | - |
| SPECIAL EVENTS REVENUE/OTHER | 38,724 | - | - | 42,170 | - | - | - | - | - | - |
| 4. SUB TOTAL | 5,007,778 | 4,288,050 | 132,350 | 476,895 | 4,497,500 | 128,280 | 405,210 | 4,685,860 | 127,690 | 416,530 |
| 5. TOTAL FUND BALANCE & NON TDA FUNDING | 5,708,283 | 5,299,842 | 531,870 | 461,031 | 5,360,720 | 551,630 | 424,800 | 4,539,730 | 295,490 | 395,920 |

| | | 2014/2015 COMBINED ACTUAL | 2015/2016 ADOPTED OPERATING BUDGET | 2015/2016 ADOPTED SLOCAT BUDGET | 2015/2016 ADOPTED N. COUNTY BUDGET | 2016/2017 PROPOSED OPERATING BUDGET | 2016/2017 PROPOSED SLOCAT BUDGET | 2016/2017 PROPOSED N. COUNTY BUDGET | 2017/2018 PROJECTED OPERATING BUDGET | 2017/2018 PROJECTED SLOCAT BUDGET | 2017/2018 PROJECTED N. COUNTY BUDGET | |
|--|------------------|---------------------------------|---|--|---|--|---|--|---|--|---|---------|
| FUNDING SOURCES: | | | | | | | | | | | | |
| <u>TDA REQUIRED</u> | | | | | | | | | | | | |
| CITY OF ARROYO GRANDE | Population Based | 220,709 | 198,830 | - | - | 200,014 | - | - | 275,722 | - | - | |
| CITY OF ATASCADERO | | 363,983 | 328,917 | - | - | 334,761 | - | - | 461,472 | - | - | |
| CITY OF GROVER BEACH | | 167,622 | 150,872 | - | - | 150,848 | - | - | 207,946 | - | - | |
| CITY OF MORRO BAY | | 130,903 | 117,871 | - | - | 118,025 | - | - | 162,699 | - | - | |
| CITY OF PASO ROBLES | | 1,117,064 | 349,495 | - | 603,120 | 350,289 | - | 573,630 | 482,877 | - | 674,700 | |
| CITY OF PISMO BEACH | | 97,914 | 88,380 | - | - | 88,496 | - | - | 121,993 | - | - | |
| CITY OF SAN LUIS OBISPO | | 18% | 746,273 | 673,290 | - | - | 677,691 | - | - | 934,205 | - | - |
| COUNTY OF SAN LUIS OBISPO | | 49% | 2,031,521 | 1,832,844 | - | - | 1,844,826 | - | - | 2,543,115 | 290,410 | - |
| TDA REQUIREMENTS BEFORE 5311 EXCHANGE | | | 4,875,988 | 3,740,499 | - | 603,120 | 3,764,950 | - | 573,630 | 5,190,030 | 290,410 | 674,700 |
| LESS: RURAL TRANSIT FUND/5311 EXCHANGE | | (612,879) | (626,740) | - | - | (524,930) | - | - | (498,210) | - | - | |
| 6. NET TDA REQUIREMENTS | | 4,263,109 | 3,113,759 | - | 603,120 | 3,240,020 | - | 573,630 | 4,691,820 | 290,410 | 674,700 | |
| 7. TOTAL FUNDING SOURCES | | 9,971,392 | 8,413,600 | 531,870 | 1,064,150 | 8,600,740 | 551,630 | 998,430 | 9,231,550 | 585,900 | 1,070,620 | |
| 8. FUNDING USES: | | | | | | | | | | | | |
| ADMINISTRATION | | 1,396,923 | 1,542,900 | 10,000 | 114,450 | 1,550,260 | 10,000 | 77,860 | 1,595,410 | 10,000 | 64,680 | |
| INTEREST EXPENSE | | 65,771 | 64,500 | - | - | 44,590 | - | - | 33,440 | - | - | |
| MANAGEMENT CONTRACTS | | 198,980 | 119,550 | 80,500 | - | 114,900 | 82,110 | 40,320 | 118,630 | 84,780 | 41,630 | |
| SERVICE DELIVERY | | 6,861,559 | 6,612,580 | 420,350 | 934,790 | 6,810,210 | 437,640 | 865,890 | 7,397,640 | 467,730 | 948,320 | |
| CONTINGENCY | | 5,558 | 74,070 | 21,020 | 14,910 | 80,780 | 21,880 | 14,360 | 86,430 | 23,390 | 15,990 | |
| 9. TOTAL FUNDING USES | | 8,528,791 | 8,413,600 | 531,870 | 1,064,150 | 8,600,740 | 551,630 | 998,430 | 9,231,550 | 585,900 | 1,070,620 | |

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
PROPOSED CAPITAL REVENUE BUDGET FOR 2016/2017**

| | 2014/2015 COMBINED ACTUAL | 2015/2016 AMENDED CAPITAL BUDGET | 2015/2016 AMENDED SLOCAT BUDGET | 2015/2016 ADOPTED N. COUNTY BUDGET | 2016/2017 PROPOSED CAPITAL BUDGET | 2016/2017 PROPOSED SLOCAT BUDGET | 2016/2017 PROPOSED N. COUNTY BUDGET | 2017/2018 PROJECTED CAPITAL BUDGET | 2017/2018 PROJECTED SLOCAT BUDGET | 2017/2018 PROJECTED N. COUNTY BUDGET |
|---|---------------------------------|---|--|---|--|---|--|---|--|---|
| FUNDING SOURCES: | | | | | | | | | | |
| CAPITAL PROJECTS RESERVE | 699,560 | 1,356,544 | 182,076 | 29,172 | 380,650 | 48,690 | 4,170 | 346,790 | 9,830 | 40,330 |
| 1. ESTIMATED FUND BALANCE | 699,560 | 1,356,544 | 182,076 | 29,172 | 380,650 | 48,690 | 4,170 | 346,790 | 9,830 | 40,330 |
| 2. LESS REQUIRED RESERVES FOR FISCAL YEAR | | | | | | | | | | |
| CAPITAL PROJECTS RESERVE | 418,820 | 227,228 | 3,476 | 4,172 | 346,790 | 8,690 | 40,330 | 597,220 | 9,830 | 40,330 |
| TOTAL | 418,820 | 227,228 | 3,476 | 4,172 | 346,790 | 8,690 | 40,330 | 597,220 | 9,830 | 40,330 |
| 3. FUND BALANCE AVAILABLE | 280,740 | 1,129,316 | 178,600 | 25,000 | 33,860 | 40,000 | (36,160) | (250,430) | - | - |
| NON TDA SOURCES | | | | | | | | | | |
| STATE TRANSIT ASSISTANCE (STA) | 468,410 | 561,504 | - | - | 486,530 | - | 36,160 | 486,530 | - | - |
| LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) | - | - | - | - | 291,300 | - | - | - | - | - |
| PROPOSITION 1B FUNDING - SAFETY & SECURITY | - | 173,970 | - | - | 241,300 | - | - | - | - | - |
| PROPOSITION 1B FUNDING - ELKS LANE | - | - | - | - | - | - | - | 100,000 | - | - |
| PROPOSITION 1B FUNDING - BUS REPLACEMENT | 467,565 | - | - | - | - | - | - | 223,620 | - | - |
| CONGESTION MITIGATION AND AIR QUALITY (CMAQ) | - | - | - | - | - | - | - | 396,000 | - | - |
| RURAL TRANSIT FUND (Capital) | 290,744 | 229,300 | - | - | - | - | - | 66,630 | - | - |
| FEDERAL TRANSIT ADM (FTA) (Section 5307) - San Luis Obispo | 101,000 | 782,200 | - | - | 179,650 | - | - | 133,330 | - | - |
| FEDERAL TRANSIT ADM (FTA) (Section 5309) - State of Good Repair | 2,280,000 | - | - | - | - | - | - | - | - | - |
| FEDERAL TRANSIT ADM (FTA) (Section 5339) - Bus and Bus Facilities | 4,464 | - | - | - | - | - | - | 873,210 | - | - |
| FEDERAL TRANSIT ADM (FTA) (Section 5311f) | 329,439 | - | - | - | - | - | - | - | - | - |
| FEDERAL TRANSIT ADM (FTA) (Section 5316) - JARC | 400,000 | - | - | - | - | - | - | - | - | - |
| FEDERAL TRANSIT ADM (FTA) (Section 5307-North County) | 397,969 | 236,600 | - | - | 532,570 | - | - | 188,890 | - | - |
| FEDERAL TRANSIT ADM (FTA) (Section 5307-South County) | 51,000 | 534,200 | - | - | 614,150 | 160,000 | - | 133,330 | - | - |
| 4. SUB TOTAL | 4,790,592 | 2,517,774 | - | - | 2,345,500 | 160,000 | 36,160 | 2,601,540 | - | - |
| 5. TOTAL FUND BALANCE & NON TDA FUNDING | 5,071,332 | 3,647,090 | - | 25,000 | 2,379,360 | 200,000 | - | 2,351,110 | - | - |
| 6. NET TDA REQUIREMENTS | 35,010 | - | - | - | - | - | - | - | - | - |
| 7. TOTAL FUNDING SOURCES | 5,106,342 | 3,647,090 | - | 25,000 | 2,379,360 | 200,000 | - | 2,351,110 | - | - |
| 8. FUNDING USES: | | | | | | | | | | |
| CAPITAL | 4,563,212 | 3,446,490 | 89,300 | 25,000 | 2,178,760 | 200,000 | - | 2,150,510 | - | - |
| LOAN PAYDOWN | 543,130 | 200,600 | - | - | 200,600 | - | - | 200,600 | - | - |
| 9. TOTAL FUNDING USES | 5,106,342 | 3,647,090 | 89,300 | 25,000 | 2,379,360 | 200,000 | - | 2,351,110 | - | - |

| | | Actual Combined FY 2014-15 | Adopted Operating Budget FY 2015-16 | Proposed Operating Budget FY 2016-17 | Projected Operating Budget FY 2017-18 |
|---|-----------------|---|--|---|--|
| Administration and Service Delivery Totals | | | | | |
| Administration: | | | | | |
| Labor | operations cost | 735,444 | 789,900 | 815,700 | 842,180 |
| Labor - Administration Workers Comp | operations cost | 33,844 | 55,880 | 71,210 | 84,860 |
| Office Space Rental | operations cost | 427,736 | 489,360 | 504,790 | 492,800 |
| Property Insurance | operations cost | 15,915 | 18,500 | 17,420 | 18,060 |
| Professional Technical Services | operations cost | 50,897 | 92,970 | 79,560 | 82,450 |
| Professional Development | operations cost | 23,794 | 26,940 | 37,850 | 37,850 |
| Operating Expense | operations cost | 230,166 | 255,450 | 255,190 | 263,200 |
| Marketing and Reproduction | hourly | 78,107 | 138,400 | 93,730 | 93,730 |
| North County Management Contract | operations cost | (39,720) | (39,720) | (40,320) | (41,630) |
| County Management Contract | operations cost | (80,500) | (80,500) | (82,110) | (84,780) |
| SCT Management Contract | operations cost | (78,760) | (79,830) | (114,900) | (118,630) |
| Total Administration | | 1,396,923 | 1,667,350 | 1,638,120 | 1,670,090 |
| Service Delivery: | | | | | |
| Labor - Operations | hourly | 3,447,553 | 3,865,100 | 4,100,660 | 4,377,630 |
| Labor - Operations Workers Comp | hourly | 228,983 | 378,050 | 481,790 | 592,490 |
| Labor - Maintenance | hourly | 849,859 | 904,210 | 947,680 | 1,013,550 |
| Labor - Maintenance Workers Comp | hourly | 67,017 | 110,640 | 141,000 | 173,650 |
| Fuel | miles | 1,065,455 | 1,502,000 | 1,164,130 | 1,269,250 |
| Insurance (Liability, Physical Damage) | miles | 446,004 | 483,930 | 560,160 | 590,320 |
| Special Transportation (for SLOCAT and Paso) | n/a | 95,665 | 118,330 | 57,300 | 57,940 |
| Avila Trolley | n/a | 37,382 | 57,750 | 57,060 | 57,920 |
| Maintenance (parts, supplies, materials) | miles | 475,467 | 436,560 | 465,050 | 524,320 |
| Maintenance Contract Costs | miles | 148,174 | 111,150 | 138,910 | 156,620 |
| Total Operations | | 6,861,559 | 7,967,720 | 8,113,740 | 8,813,690 |
| Contingency | hourly | 5,558 | 110,000 | 117,020 | 125,810 |
| Interest Expense | operations cost | 65,771 | 64,500 | 44,590 | 33,440 |
| Management Contracts | | 198,980 | 200,050 | 237,330 | 245,040 |
| TOTAL FUNDING USES | | 8,528,791 | 10,009,620 | 10,150,800 | 10,888,070 |

| | Actual Capital Expenditures FY 2014-15 | Amended Capital Budget FY 2015-16 | Proposed Capital Budget FY 2016-17 | Projected Capital Budget FY 2017-18 | Projected Capital Budget FY 2018-19 | Projected Capital Budget FY 2019-20 | Projected Capital Budget FY 2020-21 |
|---|---|--|---|--|--|--|--|
| Capital Expenditures | | | | | | | |
| Capital/Studies: | | | | | | | |
| Computer System Maintenance/Upgrades | 37,136 | 37,540 | 62,250 | 35,360 | 37,130 | 38,990 | 40,940 |
| Miscellaneous Capital | | | | | | | |
| Facility Improvements | 6,136 | 39,960 | - | - | 17,250 | - | 19,840 |
| Maintenance Software and Maintenance Equipment | 32,506 | 58,990 | - | 34,730 | - | - | - |
| Rotary Lift/Wireless Lift | 55,139 | - | - | - | - | - | - |
| Passenger Protection 1300 buses | - | - | 8,400 | - | - | - | - |
| Specialized Maintenance Tools | 20,066 | - | 33,500 | - | 34,340 | 36,060 | - |
| Desks and Office Equipment | 1,902 | - | 10,760 | - | - | - | - |
| Radios | - | 6,000 | - | - | - | - | 6,600 |
| Vehicle ITS/Camera System | 6,100 | 725,900 | 176,690 | - | - | - | - |
| Bus Stop Improvements/Bus Stop Solar Lighting | 5,580 | 294,890 | 97,690 | 34,730 | 36,470 | 38,290 | 40,200 |
| Bus Rehabilitation | - | - | 126,000 | - | - | - | - |
| RouteMatch Dispatching Software/Call Back System | 39,534 | 37,500 | - | - | - | - | - |
| Vehicles | | | | | | | |
| Support Vehicles | 63,877 | 60,000 | - | 18,000 | - | - | 56,700 |
| 40' Coaches | 3,808,026 | - | - | 1,527,700 | - | - | 573,100 |
| Over the Road Coaches | - | 1,300,000 | - | - | - | - | - |
| Trolley replacement vehicles | - | - | 200,000 | - | - | - | - |
| Cutaway and Dial A Ride Vehicles | - | 259,300 | - | - | - | 170,100 | - |
| Runabout Vehicles | 487,210 | 521,280 | 163,480 | - | 630,300 | - | 585,100 |
| Total Capital Outlay | 4,563,212 | 3,341,360 | 878,770 | 1,650,520 | 755,490 | 283,440 | 1,322,480 |
| Loan Pay down | 543,130 | 200,600 | 200,600 | 200,600 | 211,670 | - | - |
| Elks Lane Project | - | 219,430 | 499,990 | 499,990 | 499,990 | 499,990 | 499,990 |
| Paso Property Improvements | - | - | 1,000,000 | - | - | - | - |
| TOTAL FUNDING USES | 5,106,342 | 3,761,390 | 2,579,360 | 2,351,110 | 1,467,150 | 783,430 | 1,822,470 |

| | | Total Adopted Budget FY 2015-16 | Weekday Proposed Budget FY 2016-17 | Saturday Proposed Budget FY 2016-17 | Sunday Proposed Budget FY 2016-17 | Total Proposed Budget FY 2016-17 | Projected Budget FY 2017-18 |
|---------------------------------------|--|--|---|--|--|---|--|
| Route 9 | | | | | | | |
| | Hours | 10,410 | 9,540 | 680 | 420 | 10,640 | 10,750 |
| | Miles | 321,740 | 295,570 | 20,810 | 13,380 | 329,760 | 333,060 |
| Administration: | | | | | | | |
| | Total Administration (Net of Contracts) | 263,650 | 228,370 | 16,210 | 10,150 | 254,730 | 247,710 |
| Service Delivery: | | | | | | | |
| | Labor - Operations | 515,110 | 493,510 | 35,180 | 21,730 | 550,420 | 583,500 |
| | Labor - Operations Workers Comp | 51,480 | 58,420 | 4,160 | 2,570 | 65,150 | 78,960 |
| | Labor - Maintenance | 119,430 | 113,770 | 8,110 | 5,010 | 126,890 | 135,510 |
| | Labor - Maintenance Workers Comp | 15,030 | 17,010 | 1,210 | 750 | 18,970 | 23,210 |
| | Fuel | 276,360 | 189,410 | 13,340 | 8,570 | 211,320 | 186,550 |
| | Insurance | 89,790 | 93,600 | 6,590 | 4,240 | 104,430 | 86,670 |
| | Maintenance (parts, supplies, materials) | 79,840 | 74,970 | 5,280 | 3,390 | 83,640 | 95,160 |
| | Maintenance Contract Costs | 20,640 | 22,860 | 1,610 | 1,030 | 25,500 | 28,640 |
| | Total Operations | 1,167,680 | 1,063,550 | 75,480 | 47,290 | 1,186,320 | 1,218,200 |
| Capital/Studies: | | | | | | | |
| | Total Capital Outlay | 550,350 | 587,010 | 41,660 | 26,100 | 654,770 | 762,880 |
| Contingency | hourly | 12,230 | 11,950 | 850 | 530 | 13,330 | 14,260 |
| Interest Expense | operations cost | 10,660 | 6,600 | 470 | 290 | 7,360 | 5,520 |
| TOTAL FUNDING USES | | 2,004,570 | 1,897,480 | 134,670 | 84,360 | 2,116,510 | 2,248,570 |
| TOTAL NON-CAPITAL EXPENDITURES | | 1,454,220 | 1,310,470 | 93,010 | 58,260 | 1,461,740 | 1,485,690 |

| | | Total Adopted Budget FY 2015-16 | Weekday Proposed Budget FY 2016-17 | Saturday Proposed Budget FY 2016-17 | Sunday Proposed Budget FY 2016-17 | Total Proposed Budget FY 2016-17 | Projected Budget FY 2017-18 |
|--|-----------------|--|---|--|--|---|--|
| Route 10 | | | | | | | |
| | Hours | 10,380 | 9,610 | 630 | 370 | 10,610 | 10,720 |
| | Miles | 343,010 | 318,560 | 20,850 | 12,150 | 351,560 | 355,080 |
| Administration: | | | | | | | |
| Total Administration (Net of Contracts) | | 270,160 | 235,810 | 15,450 | 9,050 | 260,310 | 248,760 |
| Service Delivery: | | | | | | | |
| Labor - Operations | hourly | 513,630 | 497,130 | 32,590 | 19,140 | 548,860 | 581,880 |
| Labor - Operations Workers Comp | hourly | 51,340 | 58,850 | 3,860 | 2,270 | 64,980 | 78,740 |
| Labor - Maintenance | hourly | 119,070 | 114,600 | 7,510 | 4,410 | 126,520 | 135,140 |
| Labor - Maintenance Workers Comp | hourly | 14,970 | 17,140 | 1,120 | 660 | 18,920 | 23,150 |
| Fuel | miles | 294,630 | 204,140 | 13,360 | 7,790 | 225,290 | 186,030 |
| Insurance | miles | 95,730 | 100,880 | 6,600 | 3,850 | 111,330 | 86,430 |
| Maintenance (parts, supplies, materials) | miles | 85,120 | 80,800 | 5,290 | 3,080 | 89,170 | 101,450 |
| Maintenance Contract Costs | miles | 22,000 | 24,630 | 1,610 | 940 | 27,180 | 30,530 |
| Total Operations | | 1,196,490 | 1,098,170 | 71,940 | 42,140 | 1,212,250 | 1,223,350 |
| Capital/Studies: | | | | | | | |
| Total Capital Outlay | | 548,770 | 606,120 | 39,710 | 23,260 | 669,090 | 766,110 |
| Contingency | hourly | 12,210 | 12,040 | 790 | 460 | 13,290 | 14,220 |
| Interest Expense | operations cost | 10,620 | 6,640 | 440 | 260 | 7,340 | 5,500 |
| TOTAL FUNDING USES | | 2,038,250 | 1,958,780 | 128,330 | 75,170 | 2,162,280 | 2,257,940 |
| TOTAL NON-CAPITAL EXPENDITURES | | 1,489,480 | 1,352,660 | 88,620 | 51,910 | 1,493,190 | 1,491,830 |

| | | Total Adopted Budget FY 2015-16 | Weekday Proposed Budget FY 2016-17 | Saturday Proposed Budget FY 2016-17 | Sunday Proposed Budget FY 2016-17 | Total Proposed Budget FY 2016-17 | Projected Budget FY 2017-18 |
|---------------------------------------|--|--|---|--|--|---|--|
| Route 12, 14 and 15 | | | | | | | |
| | Hours | 10,640 | 9,270 | 920 | 690 | 10,880 | 10,990 |
| | Miles | 324,920 | 282,580 | 29,100 | 21,330 | 333,010 | 336,340 |
| Administration: | | | | | | | |
| | Total Administration (Net of Contracts) | 268,200 | 220,630 | 22,190 | 16,500 | 259,320 | 252,930 |
| Service Delivery: | | | | | | | |
| | Labor - Operations | 526,500 | 479,550 | 47,590 | 35,690 | 562,830 | 596,530 |
| | Labor - Operations Workers Comp | 52,620 | 56,770 | 5,630 | 4,230 | 66,630 | 80,720 |
| | Labor - Maintenance | 122,060 | 110,550 | 10,970 | 8,230 | 129,750 | 138,540 |
| | Labor - Maintenance Workers Comp | 15,350 | 16,530 | 1,640 | 1,230 | 19,400 | 23,730 |
| | Fuel | 279,080 | 181,080 | 18,650 | 13,670 | 213,400 | 190,710 |
| | Insurance | 90,680 | 89,490 | 9,220 | 6,750 | 105,460 | 88,610 |
| | Maintenance (parts, supplies, materials) | 80,640 | 71,670 | 7,380 | 5,410 | 84,460 | 96,100 |
| | Maintenance Contract Costs | 20,840 | 21,850 | 2,250 | 1,650 | 25,750 | 28,920 |
| | Total Operations | 1,187,770 | 1,027,490 | 103,330 | 76,860 | 1,207,680 | 1,243,860 |
| Capital/Studies: | | | | | | | |
| | Total Capital Outlay | 562,510 | 567,110 | 57,030 | 42,420 | 666,560 | 778,950 |
| | Contingency | 12,510 | 11,610 | 1,150 | 860 | 13,620 | 14,580 |
| | Interest Expense | 10,900 | 6,410 | 640 | 480 | 7,530 | 5,640 |
| TOTAL FUNDING USES | | 2,041,890 | 1,833,250 | 184,340 | 137,120 | 2,154,710 | 2,295,960 |
| TOTAL NON-CAPITAL EXPENDITURES | | 1,479,380 | 1,266,140 | 127,310 | 94,700 | 1,488,150 | 1,517,010 |

| | | Total Adopted Budget FY 2015-16 | Total Proposed Budget FY 2016-17 | Projected Budget FY 2017-18 |
|--|-----------------|--|---|--|
| Runabout | | | | |
| | Hours | 31,570 | 32,360 | 32,680 |
| | Miles | 550,760 | 564,530 | 570,180 |
| Administration: | | | | |
| Total Administration (Net of Contracts) | | 660,390 | 653,460 | 719,610 |
| Service Delivery: | | | | |
| Labor - Operations | hourly | 1,562,160 | 1,674,010 | 1,773,850 |
| Labor - Operations Workers Comp | hourly | 156,130 | 198,170 | 240,040 |
| Labor - Maintenance | hourly | 362,160 | 385,910 | 411,960 |
| Labor - Maintenance Workers Comp | hourly | 45,550 | 57,720 | 70,570 |
| Fuel | miles | 473,070 | 361,760 | 567,100 |
| Insurance | miles | 153,710 | 178,780 | 263,480 |
| Maintenance (parts, supplies, materials) | miles | 136,670 | 143,190 | 162,910 |
| Maintenance Contract Costs | miles | 35,320 | 43,650 | 49,030 |
| Total Operations | | 2,924,770 | 3,043,190 | 3,538,940 |
| Capital/Studies: | | | | |
| Total Capital Outlay | | 503,770 | 388,920 | 43,150 |
| Contingency | hourly | 37,120 | 40,530 | 43,360 |
| Interest Expense | operations cost | 32,320 | 22,370 | 16,780 |
| TOTAL FUNDING USES | | 4,158,370 | 4,148,470 | 4,361,840 |
| TOTAL NON-CAPITAL EXPENDITURES | | 3,654,600 | 3,759,550 | 4,318,690 |

| | | Total Adopted Budget FY 2015-16 | Rt 9 Express Proposed Budget FY 2016-17 | Rt 10 Express Proposed Budget FY 2016-17 | Total Proposed Budget FY 2016-17 | Projected Budget FY 2017-18 |
|--|--|--|--|---|---|--|
| Additional Route 9 and 10 Express Trips | | | | | | |
| | Hours | 1,260 | 680 | 870 | 1,550 | 1,570 |
| | Miles | 40,520 | 20,930 | 28,910 | 49,840 | 50,340 |
| Administration: | | | | | | |
| | Total Administration (Net of Contracts) | - | - | - | - | - |
| Service Delivery: | | | | | | |
| | Labor - Operations | 57,000 | 35,180 | 45,010 | 80,190 | 85,610 |
| | Labor - Operations Workers Comp | 4,520 | 4,160 | 5,330 | 9,490 | 11,670 |
| | Labor - Maintenance | 14,820 | 8,090 | 8,090 | 16,180 | 17,300 |
| | Labor - Maintenance Workers Comp | 1,400 | 1,210 | 1,210 | 2,420 | 2,980 |
| | Fuel | 34,130 | 13,340 | 13,340 | 26,680 | 29,090 |
| | Insurance | 9,710 | 6,590 | 6,590 | 13,180 | 13,890 |
| | Maintenance (parts, supplies, materials) | 12,290 | 5,240 | 5,240 | 10,480 | 10,600 |
| | Maintenance Contract Costs | 2,020 | 1,050 | 1,050 | 2,100 | 2,130 |
| | Total Operations | 135,890 | 74,860 | 85,860 | 160,720 | 173,270 |
| Capital/Studies: | | | | | | |
| | Total Capital Outlay | - | - | - | - | - |
| | Contingency | - | - | - | - | - |
| | Interest Expense | - | - | - | - | - |
| | | | | | | |
| | TOTAL FUNDING USES | 135,890 | 74,860 | 85,860 | 160,720 | 173,270 |
| | TOTAL NON-CAPITAL EXPENDITURES | 135,890 | 74,860 | 85,860 | 160,720 | 173,270 |

| | | Adopted Budget FY 2015-16 | Total Proposed Budget FY 2016-17 | Projected Budget FY 2017-18 |
|--------------------------|--|--|---|--|
| County Services | | | | |
| Administration: | | | | |
| | Total Administration (Net of Contracts) | 90,500 | 92,110 | 94,780 |
| Service Delivery: | | | | |
| | Labor - Operations | 166,970 | 187,150 | 199,790 |
| | Labor - Operations Workers Comp | 10,740 | 21,990 | 27,040 |
| | Labor - Maintenance | 44,150 | 43,250 | 46,260 |
| | Labor - Maintenance Workers Comp | 3,350 | 6,440 | 7,930 |
| | Fuel | 37,930 | 24,790 | 27,030 |
| | Insurance | 9,900 | 12,100 | 12,750 |
| | Special Transit (Senior Vans, Incentives, etc) | 76,160 | 57,300 | 57,940 |
| | Avila Trolley | 57,750 | 57,060 | 57,920 |
| | Maintenance (parts, supplies, materials) | 10,970 | 21,220 | 23,920 |
| | Maintenance Contract Costs | 2,430 | 6,340 | 7,150 |
| | Total Operations | 420,350 | 437,640 | 467,730 |
| Capital/Studies: | | | | |
| | Total Capital Outlay | - | 200,000 | - |
| | Contingency | 21,020 | 21,880 | 23,390 |
| | Interest Expense | - | - | - |
| | TOTAL FUNDING USES | 531,870 | 751,630 | 585,900 |
| | TOTAL NON-CAPITAL EXPENDITURES | 531,870 | 551,630 | 585,900 |

| | | Adopted Total Budget FY 2015-16 | Proposed Route A & B Budget FY 2016-17 | Proposed Paso DAR Budget FY 2016-17 | Proposed Cuesta Evening FY 2016-17 | Total Proposed Budget FY 2016-17 | Projected Budget FY 2017-18 |
|--|--|--|---|--|---|---|--|
| North County Services | | | | | | | |
| | Hours | 9,070 | 7,100 | 1,290 | - | 8,390 | 8,480 |
| | Miles | 112,410 | 94,200 | 11,870 | - | 106,070 | 107,250 |
| Administration: | | | | | | | |
| Total Administration (Net of Contracts) | | 114,450 | 100,780 | 17,400 | - | 118,180 | 106,310 |
| Service Delivery: | | | | | | | |
| | Labor - Operations | 523,730 | 420,740 | 76,450 | - | 497,190 | 556,470 |
| | Labor - Operations Workers Comp | 51,230 | 46,860 | 8,510 | - | 55,370 | 75,310 |
| | Labor - Maintenance | 122,520 | 100,850 | 18,320 | - | 119,170 | 128,840 |
| | Labor - Maintenance Workers Comp | 14,990 | 13,710 | 3,410 | - | 17,120 | 22,070 |
| | Fuel | 106,800 | 89,500 | 11,390 | - | 100,890 | 82,750 |
| | Insurance | 34,410 | 30,940 | 3,940 | - | 34,880 | 38,490 |
| | Special Transportation | 42,170 | - | - | - | - | - |
| | Maintenance (parts, supplies, materials) | 31,040 | 29,180 | 3,710 | - | 32,890 | 34,180 |
| | Maintenance Contract Costs | 7,900 | 7,430 | 950 | - | 8,380 | 10,210 |
| Total Operations | | 934,790 | 739,210 | 126,680 | - | 865,890 | 948,320 |
| Capital/Studies: | | | | | | | |
| Total Capital Outlay | | 25,000 | - | - | - | - | - |
| Contingency | | | | | | | |
| | hourly | 14,910 | 12,150 | 2,210 | - | 14,360 | 15,990 |
| Interest Expense | | | | | | | |
| | operations cost | - | - | - | - | - | - |
| TOTAL FUNDING USES | | 1,089,150 | 852,140 | 146,290 | - | 998,430 | 1,070,620 |
| TOTAL NON-CAPITAL EXPENDITURES | | 1,064,150 | 852,140 | 146,290 | - | 998,430 | 1,070,620 |

**** This service is budgeted based on hours only**

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

May 4, 2016

STAFF REPORT

AGENDA ITEM: B-2

TOPIC: RTA Environmental Evaluation Policy

ACTION: Adopt Policy

PRESENTED BY: Geoff Straw, Executive Director

STAFF RECOMMENDATION: Adopt New RTA Environmental Evaluation Policy

BACKGROUND/DISCUSSION:

This staff report presents a recommended RTA Environmental Evaluation Policy and its various implementation components. This policy will provide direction to staff when developing capital or, in some cases operations, projects that may have environmental impacts. While primarily focused on environmental reviews required under the California Environmental Quality Act (CEQA), the procedures described in the policy document also can assist staff when developing environmental reviews required under the National Environmental Protection Act (NEPA). All findings of environmental impact and possible mitigations would initially be considered by the RTA Board, although other decision-making bodies (i.e., the Federal Transit Administration) may in some cases act as the Lead Agency and ultimately make the necessary finding.

By necessity, making environmental findings is an iterative process that requires extensive consultation and coordination with the public, impacted entities, decision-making bodies and our partner agencies. Parts I and II of the policy document focus on goals, objectives and administration responsibilities. Part III provides an overview of the implementing steps necessary to meet CEQA requirements, including references to current state law. Part IV provides detailed step by step procedures for conducting necessary studies and determining any lawful CEQA categorical exemptions. The forms in Appendix A provide checklists and other rule of thumb guidelines to assist RTA in making environmental determinations.

It should be noted that the *Transportation/Traffic* section in on page 25 of Appendix A will likely be updated by the State Office of Planning and Research to incorporate new Vehicle Miles Traveled analysis requirements that were proposed in January 2016. Staff will monitor this and any other proposed changes from OPR, and bring new requirements to the Board for consideration of policy amendment as necessary.

Staff Recommendation

Adopt the RTA Environmental Evaluation Policy.

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
POLICY AND PROCEDURES FOR
ENVIRONMENTAL EVALUATION OF RTA PROJECTS

ADOPTED <<month/year>>

I. RTA Board Policy

The RTA Board of Directors hereby adopts these procedures and guidelines for the environmental evaluation of projects which it may undertake. These procedures augment the California Environmental Quality Act (Public Resources Code (PRC) Sections 21000 et seq.), and the *2016 CEQA Statute and Guidelines* document (Division 6, Title 14, California Code of Regulations, Sections 15000 et seq.). These procedures and guidelines are consistent with, and are intended to supplement, the *CEQA Statute and Guidelines* document. This document and any future revisions thereof are hereby incorporated by reference; a copy of the most recent *CEQA Statute and Guidelines* document shall be kept on file in the Executive Director's office.

The overall objective of these procedures and guidelines is to provide RTA with a means of orderly compliance with the requirements of CEQA, thereby furthering the protection of environmental quality in California. Below are specific goals and objectives of CEQA.

- A. GOALS OF CEQA – the overall goal of CEQA is to maintain a high-quality environment now and in the future, while the specific goals of CEQA for public agencies are to:
 - 1. Identify the significant environmental effects of their actions; and, either
 - 2. Avoid those significant environmental effects, where feasible; or
 - 3. Mitigate those significant environmental effects, where feasible.

- B. PURPOSES OF CEQA – The basic purposes of CEQA are to:
 - 1. Inform governmental decision makers and the public about the potential, significant environmental effects of proposed activities.
 - 2. Identify ways that environment damage can be avoided or significantly reduced.
 - 3. Prevent significant, avoidable damage to the environment by requiring changes in projects through the use of alternatives or mitigation measures when the governmental agency finds the changes to be feasible.

4. Disclose to the public the reasons why a governmental agency approved the project in the manner the agency chose if significant environmental effects are involved.

The Board shall review and consider all final Environmental Impact Reports and Negative Declarations prior to approving any project that is not exempt from CEQA requirements, and shall make such findings as are required by law.

II. Administrative Responsibilities

The Executive Director, and staff designated by the Executive Director, shall be responsible for ensuring RTA compliance with the requirements of the California Environmental Quality Act (CEQA) and the most recent revision of *CEQA Statute and Guidelines* document (14 CCR Chapter 3, Section 15000 et seq.). RTA staff shall be responsible for the following functions:

- A. IDENTIFICATION OF PROJECTS WHICH ARE EXEMPT FROM CEQA, INCLUDING:
 1. A determination that there is no possibility that the project may have a significant effect on the environment.
 2. A determination that the project is exempt as a Ministerial Activity, including, but not limited to certain projects undertaken in compliance with laws relating to persons with disabilities, and certain transfers of property initiated by voter petition (see Part IV Guidelines Section 3a for more details).
 3. A determination that the project is within one of the following classes, and is therefore categorically exempt (see Part IV Guidelines Section 3):
 - a. Existing facility modification.
 - b. Replacement or reconstruction.
 - c. New projects and equipment.
 - d. Minor alterations to land.
 - e. Information collection.
 - f. Accessory structures.
 - g. Education or training programs involving no physical changes.
 - h. Sale of surplus government property.
 - i. Leasing new facilities.
 - j. Cogeneration projects at existing facilities.
- B. PERFORMANCE OF INITIAL STUDIES – An “Initial Study” identifies potentially significant effects on the environment, but (1) revisions in the project plans or proposals made by, or agreed to by, RTA before the proposed negative

declaration and initial study are released for public review would avoid the effects or mitigate the effects to a point where clearly no significant effect on the environment would occur, and (2) there is no substantial evidence, in light of the whole record before the lead agency, that the project, as revised, may have a significant effect on the environment.

- C. PREPARATION OF NEGATIVE DECLARATIONS – A “Negative declaration” is a written statement briefly describing the reasons that a proposed project will not have a significant effect on the environment and does not require the preparation of an Environmental Impact Report. A “Mitigated Negative Declaration” is a negative declaration prepared for a project when the Initial Study has identified potentially significant effects on the environment, but (1) revisions in the project plans or proposals made by, or agreed to by, RTA before the proposed Negative Declaration and Initial Study are released for public review would avoid the effects or mitigate the effects to a point where clearly no significant effect on the environment would occur, and (2) there is no substantial evidence in light of the whole record that the project, as revised, may have a significant effect on the environment.
- D. PREPARATION OF DRAFT AND FINAL ENVIRONMENTAL IMPACT REPORTS – An “Environmental Impact Report” is a detailed statement that provides public agencies and the public with information about the effect which a proposed project is likely to have on the environment, to list ways in which the significant effects of such a project might be minimized, and to indicate alternatives to such a project.
- E. CONSULTATION WITH APPROPRIATE AGENCIES AND PERSONS – For most projects contemplated for implementation by RTA, RTA will serve as the Lead Agency. A “Lead Agency” is the public agency which has the principal responsibility for carrying out or approving a project which may have a significant effect upon the environment. Prior to determining whether a negative declaration or environmental impact report is required for a project, RTA staff shall consult with all responsible agencies and trustee agencies. A “Responsible Agency” is a public agency, other than the Lead Agency, which has responsibility for carrying out or approving a project. A “Trustee Agency” “Trustee Agency” means a state agency having jurisdiction by law over natural resources affected by a project which are held in trust for the people of the State of California.
- F. RECEIVING, EVALUATING AND RESPONDING TO PUBLIC COMMENTS ON ENVIRONMENTAL DOCUMENTS – Although CEQA does not require formal public hearings, RTA supports a robust public participation process as required in its public participation policy developed by and jointly used by the San Luis Obispo Council of Governments. RTA staff is responsible for wide public involvement, formal and informal, consistent with our existing activities and procedures, in order to receive and evaluate public reactions to environmental issues related to the agency’s activities.

- G. FILING ALL NECESSARY DOCUMENTS AND NOTICES – RTA staff is responsible for filling necessary documents with appropriate local, regional and State agencies, as well as posting notices as required herein.

III. Implementation Procedures

These procedures are designed to be used with the Guidelines contained in Section IV of this policy. All references in these procedures, unless otherwise noted, are to the Part IV Guidelines.

A. DETERMINATION OF APPLICABILITY OF CEQA

- 1. If a preliminary review indicates that there is no possibility that the activity in question could have a significant effect of the environment, CEQA does not apply, and no further action need be taken with respect to these procedures. See Part IV Guidelines Section 1a.

B. DETERMINATION OF RTA RESPONSIBILITY FOR COMPLIANCE WITH CEQA

- 1. If a preliminary review indicates that CEQA applies to a project, the Executive Director or his or her designee shall determine whether RTA should act as the Lead Agency or as a Responsible Agency. See Part IV Guidelines Sections 2a, 2b and 2c.
- 2. If RTA is to be the Lead Agency, these procedures and guidelines shall be followed. If RTA is determined to be a Responsible Agency, it shall assist the Lead Agency as required by law. See Part IV Guidelines Section 2c.
- 3. Unless RTA is the Lead Agency, it is not responsible for the preparation of environmental documents under these procedures.
- 4. In the case where an agreement with a private entity is contemplated, the RTA Board may direct the Executive Director to include in the terms of the agreement any conditions relating to the protection of environmental quality that the Board may deem appropriate.

C. EXEMPTIONS

- 1. As part of the preliminary review, the Executive Director or his or her designee shall determine whether the project is exempt from CEQA. See Guidelines Sections 3a to 3d.
- 2. If the proposed activity is ministerial in nature (Part IV Guidelines Section 3a), or is undertaken due to an emergency (Part IV Guidelines Section

3b), or falls within a Categorical Exemption (Part IV Guidelines Section 3d), the Executive Director or his or her designee, upon approval of the project by the Board, shall file a Notice of Exemption (see Part IV Guidelines Section 3g, and Appendix A Form 1) with the San Luis Obispo County Clerk and any city with resources affected by the project.

D. INITIAL STUDY

1. If a project is determined to be subject to the requirements of CEQA, does not fall under any exemption, and if RTA is the sole participating agency or the Lead Agency (see Sections 2a, 2b, 2c), the Executive Director or his or her designee shall conduct an Initial Study to determine whether the project may have a significant effect on the environment. See Part IV Guidelines Sections 4a to 4d, as well as Appendix A Form 3.
2. If one or more other public agencies will be involved in undertaking or approving the project, the Executive Director or his or her designee shall consult with these agencies prior to determining whether a Negative Declaration or an Environmental Impact Report is required for the project (14 CCR Section 15086).
3. If a project is to be carried out by a private person or organization, the Executive Director or his or her designee may require that person or organization to submit an *Environmental Information Form* (Appendix A Form 2) to assist the Executive Director or his or her designee in preparing the Initial Study (see Part IV Guidelines Section 4d, as well as Appendix A Form 2). Persons or organizations requested to submit this *Environmental Information Form* shall have no more than thirty (30) days to submit the information. The period of time may be shorter, but shall not exceed thirty (30) days.
4. If an *Environmental Information Form* has been required, the Executive Director or his or her designee shall begin the Initial Study within fifteen (15) days from receipt of the *Environmental Information Form*.

E. NEGATIVE DECLARATION AND MITIGATED NEGATIVE DECLARATION

1. If the Initial Study shows that a proposed project will have no significant effect on the environment, a determination to that effect is made. Then, the Executive Director or his or her designee shall prepare a Negative Declaration document to be circulated for public review prior to Board approval of the project. See Part IV Guidelines Section 5a, and Appendix A Form 4.
2. If the Initial Study identifies potentially significant effects on the environment, a determination to that effect is made. The Executive

Director or his or her designee may recommend such modifications of the project as are necessary to mitigate such effects. If the project is modified in such a way as to mitigate potentially significant effects on the environment, the Executive Director or his or her designee shall prepare a Mitigated Negative Declaration describing the potential effects and the modifications. See Part IV Guidelines Section 5a, and Appendix A Form 5.

3. Notice that RTA proposes to adopt a Negative Declaration or Mitigated Negative Declaration shall be given in the manner prescribed in Part IV Guidelines, at least ten (10) days prior to a hearing by the Board. The Executive Director or his or her designee shall make copies of the Negative Declaration or Mitigated Negative Declaration and supporting documents available to the public for review. See Part IV Guidelines 5c, and Appendix A Form 6.
4. At any duly noticed meeting, held more than ten (10) days after notice that RTA intends to adopt a Negative Declaration or Mitigated Negative Declaration is posted, the Board shall conduct a public hearing on the proposed declaration. Both oral and written comments on the declaration shall be considered at the public hearing.
5. At the conclusion of the public hearing, or any continuance thereof, or at its next regular meeting, the Board may affirm the Negative Declaration or Mitigated Negative Declaration, or direct the Executive Director or his or her designee to prepare an Environmental Impact Report.
6. If the Negative Declaration or Mitigated Negative Declaration is affirmed and the project is approved, the Executive Director shall file a Notice of Determination with the San Luis Obispo County Clerk and any city with resources affected by the project. See Part IV Guidelines Sections 5f and 5g, as well as Appendix A Form 7.

F. ENVIRONMENTAL IMPACT REPORT

1. If the Executive Director or his or her designee or the Board determines that a project or activity, not otherwise exempted by law, will have a significant effect on the environment, the project or activity shall not be authorized or undertaken until an Environmental Impact Report has been considered and adopted by the Board.
2. Immediately after deciding that an Environmental Impact Report is required for project, RTA shall send (by certified mail) a Notice of Preparation to each Responsible Agency, if any, and to each federal agency involved in approving or funding the project. See Part IV Guidelines Section 6a, and Appendix A Form 8. This Notice will state that an Environmental Impact Report will be prepared.

3. Within sixty (60) days of completion of the Initial Study or determination of potential environmental impact, a Draft EIR shall be prepared by RTA staff, outside consultants or both. It shall be an objective and accurate analysis of the environmental consequences of the intended action and shall contain all of the data required by law. See Part IV Guidelines Section 6b.
4. Upon completion of the Draft EIR, RTA staff shall file a Notice of Completion with the Office of Planning and Research (14 CCR Section 15085).
5. RTA shall consult with and request comments on the draft EIR from all agencies involved in the project, as required by 14 CCR Section 15086. Any comments elicited through this process shall be appended to the Draft EIR. See Part IV Guidelines Section 6d, and Appendix A Form 9.
6. A public hearing shall be conducted on the Draft EIR. Notice to the public of the completion of the Draft EIR shall be given as prescribed in Part IV Guidelines, at least thirty (30) days before the hearing, and copies of the Draft EIR and supporting documents shall be made available to the public. See Part IV Guidelines Section 6f, and Appendix A Form 9.
7. At the hearing, members of the public shall be afforded an opportunity to express their opinions concerning the contents or adequacy of the Draft EIR, orally or in writing.
8. The essence of statements regarding the Draft EIR shall be recorded in the minutes of the hearing and incorporated as part of the addendum to the Draft EIR. At the conclusion of the hearing or any continuance thereof, a Final EIR shall be adopted. See Part IV Guidelines Sections 6g, 6h and 6i.
9. The Final EIR shall be considered by the RTA Board before approving, approving the conditions, or denying the project. The Board shall make a statement of findings where required by law to do so. See Part IV Guidelines Section 6j.
10. If a project is approved which allows significant effects identified in the EIR without mitigation, a Statement of Overriding Considerations must be adopted by the Board and included in the Final EIR and the Notice of Determination. See Part IV Guidelines Section 6k.

11. Thereafter, a Notice of Determination shall be filed with the San Luis Obispo County Clerk and any city with resources affected by the project. See Part IV Guidelines Section 6m, and Appendix A Form 7.

IV. GUIDELINES

These Guidelines are designed to assist RTA in implementing the Implementation Procedures contained in Part III of this document. References in these Guidelines, unless otherwise noted, are to the California Environmental Quality Act (PRC Section 21000 et seq.,) and to the most recent version of the CEQA Statute and Guidelines document (14 CCR Section 15000 et seq.).

1. DETERMINATION OF APPLICABILITY OF CEQA – Certain types of activities do not fall within the requirements of CEQA. Therefore, these procedures and guidelines do not apply to the following activities:
 - a. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not covered by the requirements set forth in CEQA, and these Guidelines concerning the evaluation of projects and the preparation and review of environmental documents do not apply (14 CCR Section 15061(b)(3)). This determination may be made at the administrative level. Doubts should be resolved in favor of fullest protection to the environment (48 California Opinions of the Attorney General 614).
2. RTA RESPONSIBILITY FOR COMPLIANCE WITH CEQA:
 - a. Where a project is to be carried out or approved by RTA alone, RTA shall be the Lead Agency and shall be responsible for preparation of environmental documents (14 CCR Section 15051(a)).
 - b. Where RTA will share involvement in a project with one or more public agencies, the Lead Agency shall be determined according to 14 CCR Section 151051(b)-(d). If a dispute regarding this determination cannot be resolved by the agencies, the matter shall be submitted to the California Office Planning and Research for resolution according to 14 CCR Section 15086 before completing a Draft Environmental Impact Report or Negative Declaration.
 - c. Where RTA approves a project such as a resolution to lease property, which is to be carried out by a nongovernmental entity, RTA shall be responsible for assessing the environmental impact of only that phase of the whole project over which it has direct,

primary and discretionary control. At the point when RTA ceases to be the public agency with the greatest responsibility for supervising or approving the project as a whole, RTA may assume the duties of a Responsible Agency in accordance with 14 CCR Section 15096. RTA shall in all instances reserve the right to require compliance with CEQA standards and guidelines as a condition to any agreement with a nongovernmental person (14 CCR Sections 15041-15042).

3. EXEMPTIONS

- a. Ministerial Activities which are entirely ministerial in nature, involving no exercise of discretion on the part of the Board, are exempt (PRC Section 21080(b)(1); 14 CCR Section 15268). These include:
 - i. Merger or transfer of RTA property by operation of law;
 - ii. Modification of facilities to meet the needs of persons with disabilities as required by law.
- b. Emergency – Emergency repairs to public facilities are exempt when necessary to maintain service, as are other specific actions when necessary to prevent or mitigate an emergency. Projects to maintain, repair, restore, demolish or replace property or facilities damaged or destroyed as a result of a disaster, in a disaster stricken area in which a state of emergency has been proclaimed by the Governor pursuant to Government Code Sections 8500 et seq., are likewise exempt (PRC Sections 21080(b)(2), (3), (4), 21172; 14 CCR Section 15269.)
- c. Rates, Tolls, Fares, and Charges – Also exempt are the establishment, modification, structuring, restructuring, and approval of rates, tools, fares, and other charges which RTA finds are for the purpose of:
 - i. Meeting operating expenses, including employee wage rates and fringe benefits,
 - ii. Purchasing or leasing supplies, equipment, or materials,
 - iii. Meeting financial reserve needs and requirements,
 - iv. Obtaining funds for capital projects, necessary to maintain service within existing service areas, or

- v. Obtaining funds necessary to maintain such intra-city transfers as are authorized by city charter.

Rate increases to fund capital projects for the expansion of operations are not covered by this exemption (PRC Section 21080(b)(8); 14 CCR Section 15273).

- d. Regulatory Programs – Projects undertaken to implement a rule or regulation imposed by a state agency, board or commission under a certified regulatory program are exempt, except that any site-specific effect of the project which was not analyzed as a significant effect in a plan or other written documentation containing environmental information required by law is subject to this division (PRC Sections 21080(b)(16) and 21080.5).
- e. State and Regional Transportation Improvement Programs – The development or adoption of a regional transportation improvement program or the state transportation improvement program is exempt. Individual projects developed pursuant to these programs remain subject to CEQA (PRC Section 21080(b)(14); CCR Section 15276).
- f. Categorical Exemptions – The following classes of activities are categorically exempt from the environmental impact assessment procedure (14 CCR Section 15300 et seq.) and could possibly apply to RTA actions:

Class 1: Existing Facility Modification (Section 15301)

Operation, repair, maintenance or minor alteration of existing facilities or structures, or mechanical equipment or topographical features involving negligible or no expansion of use beyond that already existing, including but not limited to:

- i. Repair or replacement of existing heating, air conditioning, ventilation or refrigeration equipment;
- ii. Repair or replacement of existing pipes, fixtures and other plumbing equipment;
- iii. Repair or replacement of existing wiring, fixtures and other electrical equipment;
- iv. Repair or remodeling of existing interior or exterior structural components, partitions, walls or building features;

- v. Modifications required by code enforcement programs;
- vi. Repair or replacement of damaged surface features of “blacktops” and “redtops,” paths, parking lots, and roof;
- vii. Alteration of interior or exterior features of existing structures and public buildings, including perimeter fencing, interior partitions, plumbing and electrical conveyances;
- viii. Installation of updated versions of fire alarm and security systems, and parking lot lighting;
- ix. Restoration or rehabilitation of deteriorated or damaged structures, facilities or mechanical equipment to meet current standards of public health and safety, unless it is determined that the damage was substantial and resulted from an environmental hazard such as earthquake or flood;
- x. Undergroundings which shall not have an impact in the long run, but which temporarily are disruptive (i.e., trenching or borings during construction or repair, utility undergroundings of water, gas, sewer or electricity, storm drain emplacement, trenching for drainage tile, etc.);
- xi. Trimming of trees necessitated by conditions such as utility or sidewalk interference, safety hazard, or appearance;
- xii. Additions to existing structures provided that the addition shall not result in an increase of more than 50 percent of the floor area of the structure, or 2500 square feet, whichever is less.

Class 2: Replacement or Reconstruction (Section 15302)

Replacement or reconstruction of existing structures and facilities where the new structures shall be located on the same site as the structure replaced and shall have substantially the same purpose and capacity as the structure replaced.

Class 3: New Projects and Equipment (Section 15303)

New construction and installation of limited numbers of new, small facilities or structures supplementary work in conjunction with new or existing facilities or structures, of the following project types:

- i. Storage sheds;
- ii. Signs;
- iii. Installation of mechanical, plumbing, electrical, or similar accessory equipment within the confines of new structures for which a building permit has already been issued;
- iv. Fences.

Class 4: Minor Alterations to Land (Section 15304)

Minor alterations in the condition of land, water and/or vegetation, not involving the removal of mature, scenic trees, including but not limited to:

- i. Grading on land with a slope of less than 10 percent;
- ii. New gardening or landscaping;
- iii. Minor temporary uses of land having negligible or no permanent effects on the environment;
- iv. Filling of earth into previously excavated land with material compatible with the natural features of the site;
- v. Minor trenching and backfilling where the surface is restored.

Class 6: Information Collection (Section 15306)

Basic data collection, research, experimental management, and resource evaluation activities which do not result in a serious or major disturbance to an environmental resource. These may be for strictly information gathering purposes, or as part of a study leading to an action which a public agency has not yet approved, adopted or funded.

Class 9: Inspections (Section 15309)

Consists of activities limited entirely to inspections, to check for performance of an operation, or quality, health, or safety of a project.

Class 11: Accessory Structures (Section 15311)

Consists of construction, or placement of minor structures accessory to (appurtenant to) existing institutional facilities, including but not limited to:

- i. On-premise signs;
- ii. Small parking lots;
- iii. Storage sheds; and
- iv. Fences.

Class 12: Surplus Property Sales (Section 15312)

Consists of sales of surplus government property except for parcels of land located in an area identified pursuant to Government Code Sections 65401 et seq. as being an area of statewide interest or potential area of critical concern.

Class 20: Changes in Organization of Local Agencies (Section 15320)

Consist of changes in the organization or reorganization of local governmental agencies where the changes do not change the geographical area in which previously existing powers are exercised.

Class 22: Training Programs Involving No Physical Changes (Section 15322)

Consist of the adoption, alteration, or termination of training programs which involve no physical alteration in the area affected or which involve physical changes only in the interior of existing training structures, such as development of or changes in training methods.

Class 27: Leasing New Facilities (Section 15327)

Consists of the leasing of a newly constructed or previously unoccupied privately owned facility by a local or state agency where the local governing authority determined that the building was exempt from CEQA. To be exempt under this section, the proposed use of the facility:

- i. Shall be in conformance with existing state plans and policies and with general, community, and specific plans for which an EIR or Negative Declaration has been prepared;

- ii. Shall be substantially the same as that originally proposed at the time the building permit was issued;
- iii. Shall not result in a traffic increase of greater than 10% of front access road capacity; and
- iv. Shall include the provision of adequate employee and visitor parking facilities.

Examples of projects exempt under this class include leasing of administrative and/or client service offices in newly constructed office space, retail space, or industrial parks.

Class 29: Cogeneration Projects at Existing Facilities (Section 15329)

Consists of the installation of cogeneration equipment with a capacity of 50 megawatts or less at existing facilities. The installation of cogeneration facilities at institutional facilities will be exempt if the installation will:

- i. Result in no net increases in air emissions from the industrial facility, or will produce emissions lower than the amount that would require review under the new source rules applicable to the County;
 - ii. Comply with all applicable state, federal, and local air quality laws;
 - iii. Result in no noticeable increase to nearby residential structures; and
 - iv. Be contiguous to other commercial or institutional structures.
- g. Notice of Exemption – A notice of exemption must be filed whenever RTA determines a project is exempt. This notice shall include:
- i. A brief description of the project;
 - ii. A finding that the project is exempt, including a citation of the *CEQA Statute and Guidelines* section or the Public Resources Code section under which it is found to be exempt; and

- iii. A brief statement of reasons to support the findings (14 CCR Section 15062; see also Appendix A Form 1).

4. INITIAL STUDY

- a. Following the preliminary review and a determination that a project is not exempt, RTA must conduct an Initial Study to determine if the project may have a significant effect on the environment. All phases of project planning, implementation, and operation must be considered in the Initial Study of the project (14 CCR Section 15063(a)).
- b. The purposes of an Initial Study are to:
 - i. Identify environmental impacts to use as the basis for deciding whether to prepare an EIR or a Negative Declaration;
 - ii. Enable RTA to modify a project, mitigating adverse impacts before an EIR is prepared, thereby enabling the project to qualify for a Negative Declaration;
 - iii. Focus an EIR, if one is required, on potentially significant environmental effects;
 - iv. Facilitate environmental assessment early in the design of a project;
 - v. Provide documentation of the factual basis for finding in a Negative Declaration that a project will not have significant effect on the environment;
 - vi. Eliminate unnecessary EIRs (14 CCR Section 15063(c)).
- c. An Initial Study shall contain in brief form:
 - i. A description of the project, including the location of the project;
 - ii. An identification of the environmental setting;
 - iii. An identification of environmental effects by use of a checklist, matrix, or other method, provided that entries on a checklist or other form are briefly explained to indicate that there is some evidence to support the entries;

- iv. A discussion of ways to mitigate the significant effects identified, if any;
 - v. An examination of whether the project is compatible with existing zoning and plans, and other applicable land use controls;
 - vi. The name of the person or persons who prepared or participated in the Initial Study (14 CCR Section 15063(c)).
 - d. If the project is to be carried out by a private person or private organization, RTA may require that person or organization to submit data and information using the *RTA Environmental Information Form* which will enable RTA to prepare the Initial Study (14 CCR Section 15063(e); see also Appendix A Form 2).
 - e. RTA may complete the Initial Study by the use of the *RTA Environmental Information Form* (Appendix A Form 2). Data received by RTA as a result of consultation with other Responsible Agencies, Trustee Agencies or through submission of an *RTA Environmental Information Form* shall be used by RTA in determining whether a project may have significant effect on the environment.
- 5. NEGATIVE DECLARATION AND MITIGATED NEGATIVE DECLARATION
 - a. RTA must prepare a Negative Declaration for a project when:
 - i. The Initial Study shows that there is no substantial evidence that the project may have a significant effect on the environment; or
 - ii. The Initial Study identifies potential significant effects but revisions in the project plans, agreed to RTA before release of the Negative Declaration, will mitigate the effects so that clearly no significant effects will occur (“Mitigated Negative Declaration”). There must be no substantial evidence that the project as revised may have a significant effect on the environment (14 CCR Section 15070).

- b. A Negative Declaration or Mitigated Negative Declaration shall include:
- i. A brief description of the project, including a commonly used name for the project, if any;
 - ii. The location of the project and the name of the project proponent;
 - iii. A finding that the project will not have a significant effect on the environment;
 - iv. An attached copy of the Initial Study documenting reasons to support the finding;
 - v. Mitigation measures, if any, included in the project to avoid potential significant effects (14 CCR Section 15071; see also Appendix A Forms 4 and 5).
- c. Notice of the Negative Declaration or Mitigated Negative Declaration (see Appendix A Form 6) and the time and place a hearing shall be conducted thereon, shall be given as follows:
- i. If a proposed project is limited to a specific location, such as a new building or yard, notice shall be posted, along with the Negative Declaration or Mitigated Negative Declaration in the following places:
 - Site of proposed project;
 - RTA Offices, 179 Cross Street, San Luis Obispo, CA;
 - RTA website (www.slorta.org); and
 - Main branch of public libraries in cities whose resources may be affected by the project.

Notice shall also be published at least once in a newspaper of general circulation in the area affected by the proposed project not less than ten (10) days prior to consideration thereof by the Board.

Notice shall also be given to all organizations and individuals who have previously requested such notice. Notice shall also

be given by direct mailing to owners are shown on the latest equalized assessment roll.

- ii. If a proposed project is not limited to a specific location but affects a large area, notice requirements may be satisfied by publication in a newspaper of general circulation in the area affected by the proposed project (14 CCR Section 15072; see also Appendix A Form 6).
- d. Copies of the Negative Declaration or Mitigated Negative Declaration and supporting documents shall be made available for public review at least ten (10) days before consideration by the Board at RTA offices, 179 Cross Street, San Luis Obispo, CA, Monday-Friday, 8:30 a.m. to 4:30 p.m.
- e. The Board may affirm the Negative Declaration or Mitigated Negative Declaration and adopt the project at the same meeting at which the hearing on the Negative Declaration is held, unless it appears that substantial issues have been raised at the hearing which were not dealt with in the Initial Study, and which cannot be addressed without further study by staff. In that case, the Board may continue the matter to its next regularly scheduled meeting. The Board shall approve the Negative Declaration if it finds on the basis of the Initial Study and any comments received that there is no substantial evidence that the project will have a significant effect on the environment (14 CCR Section 15074).
- f. If the Board decides to carry out or approve a project for which a Negative Declaration or Mitigated Negative Declaration has been approved, a Notice of Determination shall be prepared (14 CCR Section 15075(a)).

The Notice of Determination shall contain:

- i. An identification of the project including its common name where possible and its location;
- ii. A brief description of the project;
- iii. The decision of RTA to approve the project, and the date on which it approved;
- iv. The determination of RTA whether the project will have a significant effect on the environment;

- v. A statement that a Negative Declaration or Mitigated Negative Declaration report has been prepared pursuant to the provisions of CEQA;
 - vi. The address where a copy of the Negative Declaration or Mitigated Negative Declaration may be examined (14 CCR Section 15075(b); see also Appendix A Form 7).
- g. The Notice of Determination shall be filed with the following agencies:
- the San Luis Obispo County Clerk, and
 - any city with resources affected by the project.

If the project requires discretionary approval from any State agency, the notice of determination also shall be filed with the Office of Planning and Research of the State of California (14 CCR Section 15075(d)).

- h. When adopting a Negative Declaration or Mitigated Negative Declaration, RTA shall also adopt a reporting or monitoring program for any changes to the project which it has adopted or made a condition of project approval in order to mitigate significant effects on the environment. This program shall ensure compliance during project implementation.

6. ENVIRONMENTAL IMPACT REPORT

- a. A Notice of Preparation (see Appendix A Form 8) is a brief notice which must be sent to any other public agencies which may be involved in the project as Responsible Agencies or Trustee Agencies (see Part IV Guidelines Sections 2a to 2c). A copy of the Initial Study may be included (14 CCR Sections 15082).
- b. The preparation and contents of the Draft EIR shall conform to the requirements of law, as set forth in 14 CCR Sections 15120-15132.
- c. Upon completion of the Draft EIR, RTA must consult with and obtain comments from agencies having jurisdiction by law; that is, (1) San Luis Obispo County and (2) the city or cities in which the major environmental effects will occur. Consultation with persons having relevant special expertise is also desirable. Such consultation may take place during the 30 day public notice period.

- d. A Notice of Completion of the Draft EIR (see Appendix A Form 9) and the time and place a hearing shall be conducted thereon shall be given as follows:
- i. If a proposed project is limited to a specific location, notice shall be posted, along with the Draft EIR in the following places:
 - RTA offices, 179 Cross Street, San Luis Obispo, CA;
 - The RTA website (www.slorta.org);
 - The City Hall of any city with resources affected by the project;
 - The main branch of public libraries in cities with resources affected by the project.
- Notice shall also be published in a newspaper of general circulation in the area affected by the project not less than thirty (30) days prior to consideration thereof by the RTA Board. Notice shall also be given to all organizations and individuals who have previously requested such notice. Notice shall also be given by direct mailing to owners of property within 300 feet of the project.
- ii. If a proposed project is not limited to a specific location but affects a large area, notice requirements may be satisfied by publication in a newspaper of general circulation in the area affected by proposed project (14 CCR Sections 15072(a)); see also Appendix A Form 9).
- e. Copies of the Draft EIR and supporting documents shall be made available for public review at least thirty (30) days before consideration by the Board of Directors, RTA offices, 179 Cross Street, San Luis Obispo, CA, 93401, Monday-Friday, 8:30 a.m. to 4:30 p.m.
- f. As soon as the Draft EIR is complete, a separate Notice of Completion (see Appendix A Form 9) shall be filed with the California Office of Planning and Research (14 CCR Section 15085).
- g. The Board may adopt the Final EIR and adopt the project at the same meeting at which the hearing on the Draft EIR is held, unless it appears that substantial issues have been raised at the hearing

which were not dealt with in the Draft EIR and which cannot be addressed without further study. In that case, the Board may continue the matter to a regularly scheduled or special meeting.

- h. If RTA is the Lead Agency, it is responsible for the evaluation of and response to comments received from persons who reviewed the Draft EIR.
 - i. RTA's response to each comment must describe the disposition of significant environmental issues raised (i.e., revisions to the proposed project to mitigate anticipated impacts or objections). In particular the major issues raised when RTA's position is at variance with recommendations and objections raised in the comments must be addressed in detail, giving reasons why specific comments and suggestions were not accepted (14 CCR Section 15088). RTA must provide a good faith, reasoned analysis in response. Conclusory statements, unsupported by factual information, will not suffice.
 - ii. The response to comments may take the form of a revision to the Draft EIR, or it may be a separate section in the final EIR.
 - iii. Any important changes in the information contained in the text of the Draft EIR which are made by RTA's response should be clearly noted.
- i. The final EIR shall consist of:
 - i. The Draft EIR or a revision of the draft;
 - ii. Comments and recommendations received on the Draft EIR either verbatim or in summary;
 - iii. A list of persons, organizations and public agencies commenting on the Draft EIR;
 - iv. The responses of the Lead Agency to significant environmental points raised in the review and consultation process.
- j. If the EIR identifies one or more significant effects on the environment, the Board shall direct that written findings be made for each of those significant effects, accompanied by a statement of

facts supporting each finding, and shall adopt them as part of the EIR. Such findings shall be adopted in the following circumstances and shall be supported by substantial evidence in the record:

- i. Changes or alterations have been required in, or incorporated into, the project which mitigate or avoid the significant environmental effects thereof as identified in the Final EIR. Such a finding shall be supported by substantial evidence in the record.
 - ii. Such changes or alterations are within the responsibility and jurisdiction of another public agency and not the agency making the finding. Such changes have been adopted by such other agency or can and should be adopted by such other agency.
 - iii. Specific economic, social, or other considerations make infeasible the mitigation measures or project alternatives identified in the Final EIR (14 CCR Section 15091).
- k. The Final EIR shall also contain a Statement of Overriding Considerations, when appropriate. Such a Statement is necessary when the decision of the Board allows the occurrence of significant effects identified in the Final EIR without mitigation. The Statement should enumerate the specific economic, social, or other considerations which make unfeasible the mitigation measures or project alternatives identified in the EIR. A Statement of Overriding Considerations should be specifically adopted by the Board in addition to its adoption of the EIR and mentioned in the Notice of Determination.
- l. The Board shall certify that the Final EIR has been completed in compliance with CEQA and the *CEQA Statutes and Guidelines*, and that the Board has reviewed and considered the information contained in the EIR prior to the approval of the project (14 CCR Section 15090).
- m. Following approval of the project, a Notice of Determination (see Appendix A Form 9) shall be filed with the San Luis Obispo County Clerk. If the project required discretionary approval of a state agency, the notice shall also be filed with the California Office of Planning and Research (14 CCR Section 15094(e)).

7. GENERAL GUIDELINES

- a. The Executive Director or his or her designee shall perform all functions which may be delegated by law in administering CEQA, including but not limited to:
 - i. Determining whether a project is exempt;
 - ii. Conducting an Initial Study;
 - iii. Preparing a Negative Declaration or EIR;
 - iv. Determining that Negative Declaration has been completed within a period of 180 days;
 - v. Preparing of responses to public comments;
 - vi. Certifying that the Board has reviewed and considered an EIR or Negative Declaration;
 - vii. Filing Notices (14 CCR Section 15025(a)).
- b. The Board shall perform the following non-delegable functions:
 - i. Reviewing and considering a final EIR or Negative Declaration prior to approving a project;
 - ii. Making findings as required by 14 CCR Sections 150912, 15093, and 15025(b).
- c. In case of multiple projects which are essentially the same in terms of environmental impact, the projects may be handled administratively as a single project, with a single Notice of Exemption, Negative Declaration or EIR being prepared (14 CCR Section 15068).
- d. These procedures and guidelines are designed to be used in conjunction with CEQA, (PRC Sections 21000 et seq.), and especially with the most recent version of the *CEQA Statute and Guidelines* document (14 CCR Chapter 3 Sections 15000 et seq.). The *CEQA Statute and Guidelines* document should be consulted for definitions and criteria, particularly in the determination of potential effect on the environment and in the preparation of a Draft EIR.

- e. Any lawsuit seeking to set aside or annul any decision of the Board pursuant to these procedures and guidelines shall, unless otherwise specified by law, be instituted within 30 days from the filing of a Notice of Determination, or within 35 days from the filing of a Notice of Exemption (PRC Section 21167).

APPENDIX A – FORMS

1. RTA Notice of Exemption
2. RTA Environmental Information Form
3. RTA Environmental Checklist
4. RTA Negative Declaration
5. RTA Mitigated Negative Declaration
6. RTA Notice of Negative Declaration
7. RTA Notice of Determination
8. RTA Notice of Preparation
9. RTA Notice of Completion of Draft EIR

FORM 1: RTA NOTICE OF EXEMPTION

To: Office of Planning and Research
P.O. Box 3044, Room 113
Sacramento, CA 95812-3044

From: San Luis Obispo RTA
179 Cross Street
San Luis Obispo, CA 93401

San Luis Obispo County Clerk

Project Title: _____

Project Applicant: _____

Project Location - Specific: _____

Project Location - City: _____

Project Location - County: San Luis Obispo

Description of Nature, Purpose and Beneficiaries of Project:

Name of Public Agency Approving Project: San Luis Obispo Regional Transit Authority

Name of Person or Agency Carrying Out Project: _____

Exempt Status: (**check one**):

- Ministerial Activity (Sections 21080(b)(1) and 15268)
- Declared Emergency (Sections 21080(b)(3) and 15269(a))
- Emergency Project (Sections 21080(b)(4) and 15269(b)(c))
- Categorical Exemption. State type and section number: _____
- Statutory Exemptions. State code number: _____

Reasons why project is exempt:

FORM 2: RTA ENVIRONMENTAL INFORMATION FORM
(from private entity)

Date filed: _____

GENERAL INFORMATION

1. Name and address of developer or project sponsor:

2. Address of project, and Assessor Parcel Number(s):

3. Name, address, telephone number and email of person to be contacted concerning this project:

4. List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state and federal agencies:

5. Existing zoning district:

6. Proposed use of site (project for which this form is filed):

PROJECT DESCRIPTION

7. Site size:

8. Square footage:

9. Number of floors of construction:

10. Amount of off-street parking provided:

11. Attach plans.

12. Proposed scheduling:

13. Associated projects.

14. Anticipated incremental development.

15. If residential, include the number of units, schedule of unit sizes, range of sale prices or rents and type of household size expected.
16. If commercial, indicate the type, whether neighborhood, city or regionally oriented, square footage of sales area and loading facilities.
17. If industrial, indicate type, estimated employment per shift and loading facilities.
18. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities and community benefits to be derived from the project.
19. If the project involves a variance, conditional use or rezoning application, state this and indicate clearly why the application is required.

Are the following items applicable to the project or its effects? Discuss all items checked "yes" on additional sheets and attach as necessary.

YES NO

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 20. Change in existing features of any bays, tidelands, beaches, lakes or hills or substantial alteration of ground contours. |
| <input type="checkbox"/> | <input type="checkbox"/> | 21. Change in scenic views or vistas from existing residential areas or public lands or roads. |
| <input type="checkbox"/> | <input type="checkbox"/> | 22. Change in pattern, scale or character of general area of project. |
| <input type="checkbox"/> | <input type="checkbox"/> | 23. Significant amounts of solid waste or litter. |
| <input type="checkbox"/> | <input type="checkbox"/> | 24. Change in dust, ash, smoke, fumes or odors in vicinity. |
| <input type="checkbox"/> | <input type="checkbox"/> | 25. Change in ocean, bay, lake, stream or groundwater quality or quantity or alteration of existing drainage patterns. |
| <input type="checkbox"/> | <input type="checkbox"/> | 26. Substantial change in existing noise or vibration levels in the vicinity. |
| <input type="checkbox"/> | <input type="checkbox"/> | 27. Site on filled land or on slope of 10 percent or more. |
| <input type="checkbox"/> | <input type="checkbox"/> | 28. Use or disposal of potentially hazardous materials, such as toxic substances, flammables or explosives. |
| <input type="checkbox"/> | <input type="checkbox"/> | 29. Substantial change in demand for municipal services (police, fire, water, sewage, etc.). |
| <input type="checkbox"/> | <input type="checkbox"/> | 30. Substantial increase in fossil fuel consumption (electricity, oil, natural gas, etc.). |
| <input type="checkbox"/> | <input type="checkbox"/> | 31. Relationship to a larger project or series of project. |
| <input type="checkbox"/> | <input type="checkbox"/> | 32. Creation of one acre or more of impervious surface area on the project site. |

ENVIRONMENTAL SETTING

33. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals and any cultural, historical or scenic aspects. Describe any existing structures on the site and the use of the structures. Attach photographs of the site. Snapshots or Polaroid photos will be accepted.

34. Describe the surrounding properties, including information on plants and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (one-family, apartment houses, shops, department stores, etc.) and scale of development (height, frontage, setback, rear yard, etc.). Attach photographs of the vicinity. Snapshots or Polaroid photos will be accepted.

CERTIFICATION

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability and that the facts, statements and information presented are true and correct to the best of my knowledge and belief.

Signature _____ Date _____
(Applicant)

FORM 3 – RTA INITIAL STUDY CHECKLIST

1. PROJECT TITLE: _____
2. LEAD AGENCY: _____
Contact: _____
Phone: _____
Email: _____
3. PROJECT LOCATION: _____
4. GENERAL PLAN DESIGNATION: _____
5. ZONING: _____
6. PROJECT DESCRIPTION: _____

7. SURROUNDING LAND USES AND SETTING: _____

8. OTHER PUBLIC AGENCIES WHOSE APPROVAL IS REQUIRED (e.g., PERMITS, FINANCING APPROVAL OR PARTICIPATION AGREEMENT):

ENVIRONMENTAL FACTORS POTENTIALLY AFFECTED:

The environmental factors checked below would be potentially affected by this project, involving at least one impact that is a "Potentially Significant Impact" as indicated by the checklist on the following pages.

- | | | |
|---|---|---|
| <input type="checkbox"/> Aesthetics | <input type="checkbox"/> Agriculture and Forestry Resources | <input type="checkbox"/> Air Quality |
| <input type="checkbox"/> Biological Resources | <input type="checkbox"/> Cultural Resources | <input type="checkbox"/> Geology /Soils |
| <input type="checkbox"/> Greenhouse Gas Emissions | <input type="checkbox"/> Hazards & Hazardous Materials | <input type="checkbox"/> Hydrology / Water Quality |
| <input type="checkbox"/> Land Use / Planning | <input type="checkbox"/> Mineral Resources | <input type="checkbox"/> Noise |
| <input type="checkbox"/> Population / Housing | <input type="checkbox"/> Public Services | <input type="checkbox"/> Recreation |
| <input type="checkbox"/> Transportation/Traffic | <input type="checkbox"/> Utilities / Service Systems | <input type="checkbox"/> Mandatory Findings of Significance |

DETERMINATION: (To be completed by the Lead Agency)

On the basis of this initial evaluation:

- I find that the proposed project COULD NOT have a significant effect on the environment, and a NEGATIVE DECLARATION will be prepared.
- I find that although the proposed project could have a significant effect on the environment, there will not be a significant effect in this case because revisions in the project have been made by or agreed to by the project proponent. A MITIGATED NEGATIVE DECLARATION will be prepared.
- I find that the proposed project MAY have a significant effect on the environment, and an ENVIRONMENTAL IMPACT REPORT is required.
- I find that the proposed project MAY have a "potentially significant impact" or "potentially significant unless mitigated" impact on the environment, but at least one effect 1) has been adequately analyzed in an earlier document pursuant to applicable legal standards, and 2) has been addressed by mitigation measures based on the earlier analysis as described on attached sheets. An ENVIRONMENTAL IMPACT REPORT is required, but it must analyze only the effects that remain to be addressed.
- I find that although the proposed project could have a significant effect on the environment, because all potentially significant effects (a) have been analyzed adequately in an earlier EIR or NEGATIVE DECLARATION pursuant to applicable standards, and (b) have been avoided or mitigated pursuant to that earlier EIR or NEGATIVE DECLARATION, including revisions or mitigation measures that are imposed upon the proposed project, nothing further is required.

Signature

Date

EVALUATION OF ENVIRONMENTAL IMPACTS:

Use the tables on the ensuing pages as a checklist to determine the level of potential environmental impact for each category. Below are some things to keep in mind as you evaluate each section.

1. A brief explanation is required for all answers except “No Impact” answers that are adequately supported by the information sources a lead agency cites in the parentheses following each question. A “No Impact” answer is adequately supported if the referenced information sources show that the impact simply does not apply to projects like the one involved (e.g., the project falls outside a fault rupture zone). A “No Impact” answer should be explained where it is based on project-specific factors as well as general standards (e.g., the project will not expose sensitive receptors to pollutants, based on a project-specific screening analysis).
2. All answers must take account of the whole action involved. Answers should address off-site as well as on-site, cumulative as well as project-level, indirect as well as direct, and construction as well as operational impacts.
3. Once the lead agency has determined that a particular physical impact may occur, then the checklist answers must indicate whether the impact is potentially significant, less than significant with mitigation, or less than significant. “Potentially Significant Impact” is appropriate if there is substantial evidence that an effect may be significant. If there are one or more “Potentially Significant Impact” entries when the determination is made, an EIR is required.
4. “Negative Declaration: Less Than Significant With Mitigation Incorporated” applies where the incorporation of mitigation measures has reduced an effect from “Potentially Significant Impact” to a “Less Than Significant Impact.” The lead agency must describe the mitigation measures, and briefly explain how they reduce the effect to a less than significant level (mitigation measures from “Earlier Analyses,” as described in (5) below, may be cross-referenced).
5. Earlier analyses may be used where, pursuant to the tiering, program EIR, or other CEQA process, an effect has been adequately analyzed in an earlier EIR or negative declaration. Section 15063(c)(3)(D). In this case, a brief discussion should identify the following:
 - a. Earlier Analysis Used. Identify and state where they are available for review.
 - b. Impacts Adequately Addressed. Identify which effects from the above checklist were within the scope of and adequately analyzed in an earlier document pursuant to applicable legal standards, and state whether such effects were addressed by mitigation measures based on the earlier analysis.
 - c. Mitigation Measures. For effects that are “Less than Significant with Mitigation Measures Incorporated,” describe the mitigation measures which were incorporated or refined from the earlier document and the extent to which they address site-specific conditions for the project.

6. Lead agencies are encouraged to incorporate into the checklist references to information sources for potential impacts (e.g., general plans, zoning ordinances). Reference to a previously prepared or outside document should, where appropriate, include a reference to the page or pages where the statement is substantiated.
7. Supporting Information Sources: A source list should be attached, and other sources used or individuals contacted should be cited in the discussion.
8. The explanation of each issue should identify:
 - a. the significance criteria or threshold, if any, used to evaluate each question; and
 - b. the mitigation measure identified, if any, to reduce the impact to less than significance

The table below is available in Microsoft Excel format as a fill-able form. Contact the RTA Executive Director for this file in electronic format.

| Evaluation Area | Potentially Significant Impact | Less Than Significant Mitigation Incorporated | Less Than Significant Impact | No Impact |
|-----------------|--------------------------------|---|------------------------------|-----------|
|-----------------|--------------------------------|---|------------------------------|-----------|

| | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| I. AESTHETICS: Would the project: | | | | |
| a. Have a substantial adverse effect on a scenic vista? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |
| b. Substantially damage scenic resources, including, but not limited to, trees, rock outcroppings, and historic buildings within a state scenic highway? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |
| c. Substantially degrade the existing visual character or quality of the site and its surroundings? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |
| d. Create a new source of substantial light or glare which would adversely affect day or nighttime views in the area? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |

II. AGRICULTURE AND FORESTRY RESOURCES: In determining whether impacts to agricultural resources are significant environmental effects, lead agencies may refer to the California Agricultural Land Evaluation and Site Assessment Model (1997) prepared by the California Dept. of Conservation as an optional model to use in assessing impacts on agriculture and farmland. In determining whether impacts to forest resources, including timberland, are significant environmental effects, lead agencies may refer to information compiled by the California Department of Forestry and Fire Protection regarding the State's inventory of forest land, including the forest and Range Assessment Project and the forest Legacy Assessment project; and forest carbon measurement methodology provided in Forest Protocols adopted by the California Air Resources Board. Would the project:

| | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| <p>a. Convert Prime Farmland, Unique Farmland, or Farmland of Statewide Importance (Farmland), as shown on the maps prepared pursuant to the Farmland Mapping and Monitoring Program of the California Resources Agency, to non-agricultural use?</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Discussion:</p> | | | | |
| <p>b. Conflict with existing zoning for agricultural use, or a Williamson Act contract?</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Discussion:</p> | | | | |
| <p>c. Conflict with existing zoning for, or cause rezoning of, forest land (as defined in PRC Section 12220(g)), timberland (as defined by PRC Section 4526), or timberland zoned Timberland Production (as defined by Government Code section 51104(g))?</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Discussion:</p> | | | | |

| | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| d. Result in the loss of forest land or conversion of forest land to non-forest use? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |
| e. Involve other changes in the existing environment which, due to their location or nature, could result in conversion of Farmland, to non-agricultural use or conversion of forest land to non-forest use? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |
| III. AIR QUALITY: Where available, the significance criteria established by the applicable air quality management or air pollution control district may be relied upon to make the following determinations. Would the project: | | | | |
| a. Conflict with or obstruct implementation of the applicable air quality plan? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |
| b. Violate any air quality standard or contribute substantially to an existing or projected air quality violation? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |
| c. Result in a cumulatively considerable net increase of any criteria pollutant for which the project region is non-attainment under an applicable federal or state ambient air quality standard (including releasing emissions which exceed quantitative thresholds for ozone precursors)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |

| | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| d. Expose sensitive receptors to substantial pollutant concentrations? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |
| e. Create objectionable odors affecting a substantial number of people? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |
| IV. BIOLOGICAL RESOURCES: Would the project: | | | | |
| a. Have a substantial adverse effect, either directly or through habitat modifications, on any species identified as a candidate, sensitive, or special status species in local or regional plans, policies, or regulations, or by the California Department of Fish and Wildlife or U.S. Fish and Wildlife Service? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |
| b. Have a substantial adverse effect on any riparian habitat or other sensitive natural community identified in local or regional plans, policies, or regulations by the California Department of Fish and Wildlife or US Fish and Wildlife Service? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |

| | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| <p>c. Have a substantial adverse effect on federally protected wetlands as defined by Section 404 of the Clean Water Act (including, but not limited to, marsh, vernal pool, coastal, etc.) through direct removal, filling, hydrological interruption, or other means?</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Discussion:</p> | | | | |
| <p>d. Interfere substantially with the movement of any native resident or migratory fish or wildlife species or with established native resident or migratory wildlife corridors, or impede the use of native wildlife nursery sites?</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Discussion:</p> | | | | |
| <p>e. Conflict with any local policies or ordinances protecting biological resources, such as a tree preservation policy or ordinance?</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Discussion:</p> | | | | |
| <p>f. Conflict with the provisions of an adopted Habitat Conservation Plan, Natural Community Conservation Plan, or other approved local, regional, or state habitat conservation plan?</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Discussion:</p> | | | | |

| V. CULTURAL RESOURCES: Would the project: | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| a. Cause a substantial adverse change in the significance of a historical resource as defined in §15064.5? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |
| b. Cause a substantial adverse change in the significance of an archaeological resource pursuant to §15064.5? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |
| c. Directly or indirectly destroy a unique paleontological resource or site or unique geologic feature? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |
| d. Disturb any human remains, including those interred outside of formal cemeteries? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |

| VI. GEOLOGY AND SOILS: Would the project: | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| a. Expose people or structures to potential substantial adverse effects, including the risk of loss, injury, or death involving: | | | | |
| i. Rupture of a known earthquake fault, as delineated on the most recent Alquist-Priolo Earthquake Fault Zoning Map issued by the State Geologist for the area or based on other substantial evidence of a known fault? Refer to Division of Mines and Geology Special Publication 42. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |
| ii. Strong seismic ground shaking? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |
| iii. Seismic-related ground failure, including liquefaction? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |
| b. Landslides? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |
| c. Result in substantial soil erosion or the loss of topsoil? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |

| | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| d. Be located on a geologic unit or soil that is unstable, or that would become unstable as a result of the project, and potentially result in on- or off-site landslide, lateral spreading, subsidence, liquefaction or collapse? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |
| e. Be located on expansive soil, as defined in Table 18-1-B of the Uniform Building Code (1994), creating substantial risks to life or property? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |
| f. Have soils incapable of adequately supporting the use of septic tanks or alternative waste water disposal systems where sewers are not available for the disposal of waste water? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |
| VII. GREENHOUSE GAS EMISSIONS: Would the project: | | | | |
| a. Generate greenhouse gas emissions, either directly or indirectly, that may have a significant impact on the environment? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |
| b. Conflict with any applicable plan, policy, or regulation of an agency adopted for the purpose of reducing the emissions of greenhouse gasses? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |

| VIII. HAZARDS AND HAZARDOUS MATERIALS: Would the project: | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| a. Create a significant hazard to the public or the environment through the routine transport, use, or disposal of hazardous materials? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |
| b. Create a significant hazard to the public or the environment through reasonably foreseeable upset and accident conditions involving the release of hazardous materials into the environment? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |
| c. Emit hazardous emissions or handle hazardous or acutely hazardous materials, substances, or waste within one-quarter mile of an existing or proposed school? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |
| d. Be located on a site which is included on a list of hazardous materials sites compiled pursuant to Government Code Section 65962.5 and, as a result, would it create a significant hazard to the public or the environment? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |

| | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| <p>e. For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project result in a safety hazard for people residing or working in the project area?</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Discussion:</p> | | | | |
| <p>f. For a project within the vicinity of a private airstrip, would the project result in a safety hazard for people residing or working in the project area?</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Discussion:</p> | | | | |
| <p>g. Impair implementation of or physically interfere with an adopted emergency response plan or emergency evacuation plan?</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Discussion:</p> | | | | |
| <p>h. Expose people or structures to a significant risk of loss, injury or death involving wildland fires, including where wildlands are adjacent to urbanized areas or where residences are intermixed with wildlands?</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Discussion:</p> | | | | |

| IX. HYDROLOGY AND WATER QUALITY: Would the project: | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| a. Violate any water quality standards or waste discharge requirements? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |
| b. Substantially deplete groundwater supplies or interfere substantially with groundwater recharge such that there would be a net deficit in aquifer volume or a lowering of the local groundwater table level (e.g., Would the production rate of pre-existing nearby wells drop to a level which would not support existing land uses or planned uses for which permits have been granted)? Would decreased rainfall infiltration or groundwater recharge reduce streambase flow? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |
| c. Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, in a manner which would result in substantial erosion or siltation on- or offsite? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |

| | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| d. Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, or substantially increase the rate or amount of surface runoff in a manner which would result in flooding on- or off-site? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |
| e. Create or contribute runoff water which would exceed the capacity of existing or planned stormwater drainage systems or provide substantial additional sources of polluted runoff? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |
| f. Otherwise substantially degrade water quality? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |
| g. Place housing within a 100-year flood hazard area as mapped on a federal Flood Hazard Boundary or Flood Insurance Rate Map or other flood hazard delineation map? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |
| h. Place within a 100-year flood hazard area structures which would impede or redirect flood flows? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |

| | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| i. Expose people or structures to a significant risk of loss, injury or death involving flooding, including flooding as a result of the failure of a levee or dam? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |
| j. Inundation by mudflow? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |
| k. Conflict with any Best Management Practices found within the local jurisdiction's Storm Water Management Plan? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |
| l. Substantially decrease or degrade watershed storage of runoff, wetlands, riparian areas, aquatic habitat, or associated buffer zones? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |
| X. LAND USE AND PLANNING: Would the project: | | | | |
| a. Physically divide an established community? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |
| b. Conflict with any applicable land use plan, policy, or regulation of an agency with jurisdiction over the project (including, but not limited to the general plan, specific plan, local coastal program, or zoning ordinance) adopted for the purpose of avoiding or mitigating an environmental effect? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |

| | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| c. Conflict with any applicable habitat conservation plan or natural community conservation plan? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |
| XI. MINERAL RESOURCES: Would the project: | | | | |
| a. Result in the loss of availability of a known mineral resource that would be of value to the region and the residents of the state? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |
| b. Result in the loss of availability of a locally important mineral resource recovery site delineated on a local general plan, specific plan or other land use plan? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |
| XII. NOISE: Would the project result in: | | | | |
| a. Exposure of persons to or generation of noise levels in excess of standards established in the local general plan or noise ordinance, or applicable standards of other agencies? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |
| b. Exposure of persons to or generation of excessive groundborne vibration or groundborne noise levels? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |
| c. A substantial permanent increase in ambient noise levels in the project vicinity above levels existing without the project? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |

| | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| d. A substantial temporary or periodic increase in ambient noise levels in the project vicinity above levels existing without the project? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |
| e. For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project expose people residing or working in the project area to excessive noise levels? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |
| XIII. POPULATION AND HOUSING: Would the project: | | | | |
| a. Induce substantial population growth in an area, either directly (for example, by proposing new homes and businesses) or indirectly (for example, through extension of roads or other infrastructure)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |
| b. Displace substantial numbers of existing housing, necessitating the construction of replacement housing elsewhere? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |
| c. Displace substantial numbers of people, necessitating the construction of replacement housing elsewhere? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |

| | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| XIV. PUBLIC SERVICES: Would the project result in substantial adverse physical impacts associated with the provision of new or physically altered governmental facilities, need for new or physically altered governmental facilities, the construction of which could cause significant environmental impacts, in order to maintain acceptable service ratios, response times or other performance objectives for any of the public services: | | | | |
| a. Fire protection? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |
| b. Police protection? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |
| c. Schools? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |
| d. Parks? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |
| e. Other public facilities? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |
| XV. RECREATION | | | | |
| a. Would the project increase the use of existing neighborhood and regional parks or other recreational facilities such that substantial physical deterioration of the facility would occur or be accelerated? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |
| b. Does the project include recreational facilities or require the construction or expansion of recreational facilities which might have an adverse physical effect on the environment? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |

| XVI. TRANSPORTATION/TRAFFIC: Would the project: | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| <p>a. Conflict with an applicable plan, ordinance or policy establishing measures of effectiveness for the performance of the circulation system, taking into account all modes of transportation including mass transit and non-motorized travel and relevant components of the circulation system, including but not limited to intersections, streets, highways and freeways, pedestrian and bicycle paths, and mass transit?</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |
| <p>b. Conflict with an applicable congestion management program, including but not limited to a level of service standards and travel demand measures, or other standards established by the county congestion management agency for designated roads or highways?</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |
| <p>c. Result in a change in air traffic patterns, including either an increase in traffic levels or a change in location that results in substantial safety risks?</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |

| | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| d. Substantially increase hazards due to a design feature (e.g., sharp curves or dangerous intersections) or incompatible uses (e.g., farm equipment)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |
| e. Result in inadequate emergency access? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |
| f. Conflict with adopted policies, plans, or programs regarding public transit, bicycle, or pedestrian facilities, or otherwise decrease the performance or safety of such facilities? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |
| XVII. UTILITIES AND SERVICE SYSTEMS: Would the project: | | | | |
| a. Exceed wastewater treatment requirements of the applicable Regional Water Quality Control Board? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |
| b. Require or result in the construction of new water or wastewater treatment facilities or expansion of existing facilities, the construction of which could cause significant environmental effects? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |

| | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| c. Require or result in the construction of new storm water drainage facilities or expansion of existing facilities, the construction of which could cause significant environmental effects? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |
| d. Have sufficient water supplies available to serve the project from existing entitlements and resources, or are new or expanded entitlements needed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |
| e. Result in a determination by the wastewater treatment provider which serves or may serve the project that it has adequate capacity to serve the project's projected demand in addition to the provider's existing commitments? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |
| f. Be served by a landfill with sufficient permitted capacity to accommodate the project's solid waste disposal needs? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |
| g. Comply with federal, state, and local statutes and regulations related to solid waste? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussion: | | | | |

| XVIII. MANDATORY FINDINGS OF SIGNIFICANCE | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| <p>a. Does the project have the potential to degrade the quality of the environment, substantially reduce the habitat of a fish or wildlife species, cause a fish or wildlife population to drop below self-sustaining levels, threaten to eliminate a plant or animal community, reduce the number or restrict the range of a rare or endangered plant or animal or eliminate important examples of the major periods of California history or prehistory?</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Discussion:</p> | | | | |
| <p>b. Does the project have impacts that are individually limited, but cumulatively considerable? ("Cumulatively considerable" means that the incremental effects of a project are considerable when viewed in connection with the effects of past projects, the effects of other current projects, and the effects of probable future projects)?</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Discussion:</p> | | | | |
| <p>c. Does the project have environmental effects which will cause substantial adverse effects on human beings, either directly or indirectly?</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Discussion:</p> | | | | |

FORM 4 – RTA NEGATIVE DECLARATION

To: State of California
Office of Planning and Research
1400 Tenth Street, Room 222
PO Box 3044
Sacramento, CA 95812-3044

Project Title: _____

Project Description

In accordance with State CEQA guidelines and the San Luis Obispo Regional Transit Authority (RTA) procedures for implementation of the California Environmental Quality Act, an Initial Study for the above named project was prepared.

Based on the Initial Study, the RTA Board of Directors has determined that a Negative Declaration is appropriate for this project. Specifically, the project as originally submitted for study has no significant environmental impact, and no Environmental Impact Report is required.

The reasons for a Negative Declaration are:

It has been determined that this project will not have a significant effect on the environment, and this letter is intended to serve as the Negative Declaration for the project. The enclosed Notice of Completion and Environmental Document Transmittal Form (found at <https://www.opr.ca.gov/docs/NOC.pdf>) will serve as the Notice of Completion of the environmental document. The project's anticipated environmental effects are discussed in the enclosed Initial Study. Copies of the Initial Study and all documents referenced therein are available for review at RTA's offices at 179 Cross Street, San Luis Obispo, CA. The documents are also posted on the RTA website at www.slorta.org.

We shall appreciate your prompt acknowledgment and processing of the Negative Declaration/Initial Study. We expect that the State review period will extend from approximately <<estimated date of log in>> to <<30 days from log in date>>. Please call if you have any questions about the project.

Sincerely,

RTA Board President

FORM 5 – MITIGATED NEGATIVE DECLARATION

To: State of California
Office of Planning and Research
1400 Tenth Street, Room 222
PO Box 3044
Sacramento, CA 95812-3044

Project Title: _____

Project Description

In accordance with State CEQA guidelines and the San Luis Obispo Regional Transit Authority (RTA) procedures for implementation of the California Environmental Quality Act, an Initial Study for the above named project was prepared.

Based on the Initial Study, the RTA Board of Directors has determined that a Mitigated Negative Declaration is appropriate for this project. Specifically, the project as originally submitted for study had the following potential significant effects on the environment, has been modified as follows in order to mitigate such effects:

| <u>Potential Effects</u> | <u>Modifications</u> |
|--------------------------|----------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

It has been determined that as modified this project will not have a significant effect on the environment, and no Environmental Impact Report is required. This letter is intended to serve as the Mitigated Negative Declaration for the project. The enclosed Notice of Completion and Environmental Document Transmittal Form (found at <https://www.opr.ca.gov/docs/NOC.pdf>) will

serve as the Notice of Completion of the environmental document. The project's anticipated environmental effects are discussed in the enclosed Initial Study. Copies of the Initial Study and all documents referenced therein are available for review at RTA's offices at 179 Cross Street, San Luis Obispo, CA. The documents are also posted on the RTA website at www.slorta.org.

We shall appreciate your prompt acknowledgment and processing of the Negative Declaration/Initial Study. We expect that the State review period will extend from approximately <<estimated date of log in>> to <<30 days from log in date>>. Please call if you have any questions about the project.

Sincerely,

RTA Board President

FORM 6 – NOTICE OF INTENT TO ADOPT NEGATIVE DECLARATION

NOTICE IS HEARBY GIVEN that the San Luis Obispo Regional Transit Authority (RTA) will consider adoption of a Negative Declaration in accordance with the California Environmental Quality Act and approval of the following project:

Project Title: _____

Applicant: _____

Project Location: _____

Project Description: _____

The Public Review Period for the proposed Negative Declaration will commence on _____, and end on _____ at a public hearing before the RTA Board of Directors, which is scheduled to take place on Wednesday, _____, at 8:30 AM in the Government Center Board Chambers located at 1055 Monterey Street, San Luis Obispo, CA. All interested parties may appear and be heard at this hearing.

FINDING

RTA has reviewed the above project in accordance with policy and procedures for the implementation of the California Environmental Quality Act and has determined that an Environmental Impact Report need not be prepared because:

- The proposed project will not have a significant effect on the environment.
- Although the proposed project could have a significant effect on the environment, there will not be a significant effect in this case because mitigation measures described on the attached sheet and hereby made a part of Negative Declaration have been added to the project.

The Initial Study which provides the basis for this determination is available at the RTA offices, 179 Cross Street, San Luis Obispo, CA.

NOTICE

The public is invited to provide written comment on the Draft Negative Declaration and/or to provide oral comment at the public hearing noted above. The appropriateness of the Draft Negative Declaration will be reconsidered in light of the comments received.

Questions about and comments on the proposed project and Negative Declaration may be mailed to the RTA Executive Director, 179 Cross Street, San Luis Obispo, CA 93401 or emailed

to info@slorta.org. Should you have any questions about this project, please call the RTA Executive Director at (805) 781-4472 or send an email to info@slorta.org.

Sincerely,

RTA Executive Director

FORM 7 – RTA NOTICE OF DETERMINATION

To:
 Office of Planning and Research
P.O. Box 3044
Sacramento, CA 95812-3044

From:
San Luis Obispo Regional Transit Authority
179 Cross Street
San Luis Obispo, CA 93401

San Luis Obispo County Clerk

Contact: Geoff Straw
Phone: 805-781-4472

SUBJECT: Filing of Notice of Determination in compliance with Section 21108 or 21152 of the Public Resources Code.

State Clearinghouse Number (if submitted to State Clearinghouse): _____

Project Title: _____

Project Applicant: _____

Project Location (include county): _____

Project Description:

This is to advise that the San Luis Obispo Regional Transit Authority has approved the above described project on <<date>> and has made the following determinations regarding the above described project.

1. The project will will not have a significant effect on the environment.
2. An Environmental Impact Report was prepared for this project pursuant to the provisions of CEQA.
 A Negative Declaration was prepared for this project pursuant to the provisions of CEQA.
3. Mitigation measures were were not made a condition of the approval of the project.
4. A mitigation reporting or monitoring plan was was not adopted for this project.
5. A statement of Overriding Considerations was was not adopted for this project.
6. Findings were were not made pursuant to the provisions of CEQA.

This is to certify that the final EIR with comments and responses and record of project approval, or the negative Declaration, is available to the General Public at the RTA offices, 179 Cross Street, San Luis Obispo, CA.

Signature: _____ Title: RTA Executive Director

Date: _____ Date Received for filing at OPR: _____

FORM 8 – RTA NOTICE OF EIR PREPARATION

<<Responsible Agency>>
Address
City, State, Zip Code

<<month/day/year>>

CERTIFIED MAIL

Re: **NOTICE OF PREPARATION – DRAFT ENVIRONMENTAL IMPACT REPORT (EIR)**

Project Title and Project Number: _____

Project Location: _____

Lead Agency: San Luis Obispo Regional Transit Authority

County: San Luis Obispo

Project Description: _____

In compliance with the State and the San Luis Obispo Regional Transit Authority *Policy and Procedures for Environmental Evaluation of RTA Projects*, this Notice of Preparation is hereby sent to inform you that RTA is preparing a Draft Environmental Impact Report (EIR) on the above named project.

As Lead Agency, we need to know the views of your agency as to the scope and content of the environmental information which is germane to your agency's statutory responsibilities in connection with the proposed project. (Probable environmental effects are identified in the attached material or Initial Study).

Due to the time limits mandated by State law, your response must be sent at the earliest possible date, but not later than 30 days after receipt of this Notice. Please designate a contact person in your agency and send your response to the address below.

RTA Executive Director
179 Cross Street
San Luis Obispo, CA 93401
805-871-4472
info@slorta.org

Sincerely,

<<signature>>
RTA Executive Director

Attachment – map of project area

**FORM 9 – RTA NOTICE OF COMPLETION
OF
DRAFT ENVIRONMENTAL IMPACT REPORT**

Notice is hereby given that a draft Environmental Impact Report has been prepared by RTA staff for the project listed below:

Project Description:

Determination:

This document may be seen at RTA Offices, 179 Cross Street, San Luis Obispo, CA, 93401, Monday through Friday from 8:30 AM to 4:30 PM. Written comments may be sent to the above address or to info@slorta.org. A copy of the Draft Environmental Impact Report and supporting documents are posted on the www.slorta.org website, and a submittal package has also been transmitted to the California State Clearinghouse in Sacramento, CA using the "Notice of Completion & Environmental Document Transmittal form" found on the following Office of Planning and Research website:

https://www.opr.ca.gov/s_cegadocumentsubmission.php

At its _____ meeting, the RTA Board of Directors shall conduct a public hearing at which time both written and oral comments on the draft Environmental Impact Report will be considered.

At the conclusion of the meeting, or at a continuance thereof, or at its next regular meeting, the Board may render a decision affirming the determination of staff or directing further study or modification of the project.



San Luis Obispo Regional Transit Authority

Executive Committee Meeting

Draft Minutes 12/17/2015

C-1

Members Present: Debbie Arnold, President
 Jan Howell Marx, Vice President
 Shelly Higginbotham, Past President

Members Absent:

Staff Present: Geoff Straw, Executive Director
 Anna Mafort-Lacy, Administrative Assistant
 Tim McNulty, County Counsel
 Tania Arnold, CFO & Director of Administration

Also Present: Pete Rodgers, SLOCOG
 Ron DeCarli, SLOCOG
 Barbara Troyan, SLOCOG
 Stephanie Hicks, Rideshare
 Eric Greening, Atascadero

1. Call to Order and Roll Call:

President Debbie Arnold called the meeting to order at 10:05 a.m. Silent Roll Call was taken and a quorum was present.

2. Public Comments:

Mr. Eric Greening, Atascadero, said he continues to have good rides. Morale continues to seem positive. He said he is thankful to see the progress on the Joint Short Range Transit Plan (SRTP) and encouraged that we will be able to work out some of the notable issues. He asked if the January Regional Transit Advisory Committee (RTAC) will be jointly held with the San Luis Obispo Metro Transit Committee (MTC). **Mr. Straw** said **Mr. Greening** was referring to Working Paper #4 of the SRTP, which addresses service strategies. There are currently seven (7) working papers out,

addressing different issues, such as capital and financial. It will be a 250-page document and it will be available on our website.

3. Information Items

A-1 Executive Director's Report

Mr. Straw said The Employee of the Quarter barbecue lunch will be held on January 29th from 11:30 a.m. to 1 p.m. Attending Board members will have an opportunity to see the MCI Over-the-Road-Coaches.

Two new Bus Operators completed training and began driving routes for RTA. A third is driving for South County Transit (SCT). We are starting a new class with 9-12 recruits on January 11. This will include drivers for both RTA and SCT. **Past President Higginbotham** asked how we recruit drivers and where we advertise. **Ms. Tania Arnold** said we advertise through the County, as well as at job fairs. Some new hires are former employees of Haggens and Forever 21. **Mr. Straw** said staff also reached out to the Veteran's Center.

Staff is reviewing preliminary cost estimates for the County's Corp Yard in Paso Robles. The numbers are higher than expected. We will bring back updated information to the January meeting. **Past President Higginbotham** asked if the County uses this lot for its own purposes. **Mr. Straw** said yes, but much of the associated cost is to clean up broken asphalt and repave the lot. He reviewed the map with the Committee.

Staff picked up four 1999 MCI over-the-road coaches from Golden Gate Transit on December 11. They are in great shape, but will take about 4-6 weeks to get them ready for revenue service. We hope to get them out on the routes in March or early April. The goal is to try them out for about six months and see how they work before buying two new vehicles.

RTA is currently recruiting for a Technician A Mechanic. We hope to have a new person on-board in January.

We got a little behind schedule on the Short-Range Transit Plan. The consultants provided working papers addressing revised service alternatives, capital alternatives and financial conditions, as well as coordinated opportunities. Staff is working on a "fatal flaws" analysis of each document and final drafts will be forwarded to RTAC members, which will meet to discuss on January 13. We are still on track to complete the SRTP in April.

RTA received one formal statement of interest to provide supplementary taxicab services from a Ventura-based taxi company. I will report back in the January meeting. **Mr. Straw** inquired if this should be moved to the Executive Director's report or remain as a separate item. The Committee decided this would be an Information item.

Staff will present a preliminary financial and operating data through November 30 on January 6. We will also have a quarterly update on the Strategic Business Plan.

FTA Triennial auditors will be on site May 25-26. They will meet with the Board chair and county counsel.

Mr. Straw concluded the Executive Directors report.

Mr. Greening said he is happy to see the coaches are finally arriving. I understand one will be used for express runs on the Route 9 and Route 10. My observation as a Route 9 commuter is that right now the greatest need is SB coming through Atascadero at 6:53 a.m. The afternoon need is more spread out. Having two expresses at 4:15 has worked well. Perhaps it would be beneficial to add the bus to the 5:15 p.m. route. **Mr. Straw** said this is a good point. The ITS system has electronic automatic passenger counters. We are getting tremendous data now and are beginning to look at which runs are most impacted by overcrowding.

A-2 Annual Fiscal and Compliance Audit Report for FY14-15

Ms. Arnold presented the annual fiscal audit for RTA. This includes Paso Express, Dial-A-Ride, and County services. It does not include SCT, as they have their own audit.

This year, all cities and government agencies were required to make adjustments to Accounting and Financial Reporting for Pensions (GASB #68), which relates to Pension Transition for Contributions Made Subsequent to the Measurement Date. This created an adjustment in the RTA books.

There were no audit findings, internal control weaknesses or material deficiencies. We did make one adjustment to the current year related to how we handle deferred revenues. She referred to the fund balance on page A-2-8 at the very bottom under "Net Position". This change relates to an adjustment on how we calculate deferred TDA revenue. She pointed to the number as noted under Liabilities line item titled; "Unearned Income" shows a big jump from the previous year. This line actually identifies cost savings from previous year and is now showing this adjustment as a liability for the current fiscal year.

We still have the single audit coming from the Federal clearinghouse, which is forthcoming.

Ms. Arnold concluded her report.

Past President Higginbotham pointed to page A-2-9 and inquired about the large increase in operating expenses.

Ms. Arnold said the increase relates to the addition of Paso Express service.

4. **Action Items**

B-1 Surplus Equipment and Supplies Disposal Procedure:

Mr. Straw said staff went through the purchasing policy and noticed we don't have a formal, clearly identified way of declaring and disposing of surplus property. To ensure we have continued eligibility for FTA 5307 reimbursement funds, RTA must ensure its procurement policy includes this language. He discussed language on page B-1-4 pertaining to Surplus Vehicle Transfer Program used by the El Dorado Transit Authority. This provision provides a way to keep surplus vehicles in the region that will do good. The vehicles we surplus tend to be worn out, but in some instances, they can still be useable to some agencies.

Page B-1-2 itemizes the process for declaring surplus, resolve the way to handle the items or vehicle, and method of disposal. Page B-1-5 identifies who will have "first dibs" and the order of priority: Local government agencies; non-profit agencies; and private for-profit companies.

Mr. Straw concluded his report.

President Arnold opened Public Comment.

President Arnold closed Public Comment.

Past President Higginbotham moved to approve Action Agenda Item B-1 and **Vice President Marx** seconded. The motion passed on a voice vote.

5. **Consent Agenda Items**

C-1 Executive Committee Meeting Minutes of October 14, 2015

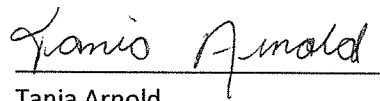
Vice President Marx moved to approve Consent Agenda Items and **President Arnold** seconded. The motion passed on a voice vote.

6. **Agenda Review:**

Mr. Straw briefly reviewed RTA Board Agenda items for the January 6th Joint meeting with SLOCOG

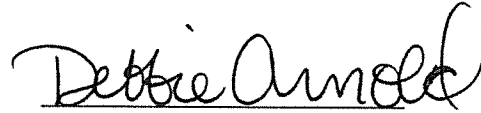
7. **Adjournment:** **President Arnold** adjourned to the SLOCOG Executive Committee meeting at 10:35 a.m.

Respectfully Submitted,



Tania Arnold
CFO/Director of Administration

Acknowledged by,



Debbie Arnold
RTA President

DRAFT
SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
MINUTES OF MARCH 2, 2016
C-2

BOARD MEMBERS PRESENT:

JAN MARX, CITY OF SAN LUIS OBISPO (*President*)
LYNN COMPTON, FOURTH DISTRICT, COUNTY OF SAN LUIS OBISPO (*Vice President*)
DEBBIE ARNOLD, FIFTH DISTRICT, COUNTY OF SAN LUIS OBISPO (*Past President*)
SHELLY HIGGINBOTHAM, CITY OF PISMO BEACH
BRUCE GIBSON, SECOND DISTRICT, COUNTY OF SAN LUIS OBISPO
JAMIE IRONS, CITY OF MORRO BAY
TOM O'MALLEY, CITY OF ATASCADERO
JIM GUTHRIE, CITY OF ARROYO GRANDE
JOHN SHOALS, CITY OF GROVER BEACH
STEVE MARTIN, CITY OF PASO ROBLES
ADAM HILL, THIRD DISTRICT, COUNTY OF SAN LUIS OBISPO
FRANK MECHAM, FIRST DISTRICT, COUNTY OF SAN LUIS OBISPO

BOARD MEMBERS ABSENT:

STAFF PRESENT:

GEOFF STRAW, EXECUTIVE DIRECTOR
TANIA ARNOLD, CFO & DIRECTOR OF ADMINISTRATION
TIM MCNULTY, SAN LUIS OBISPO COUNTY COUNSEL
SHELBY WALKER, ADMINISTRATIVE ASSISTANT
MARY GARDNER, MARKETING & COMMUNITY RELATIONS MANAGER
PHIL MOORES, OPERATIONS MANAGER
DAVID ROESSLER, MAINTENANCE & FACILITIES MANAGER
TRENA WILSON, ADMINISTRATIVE ASSISTANT
VERNON GRIEGO, TECHNICIAN & EMPLOYEE OF THE QUARTER
BRANDON BUTCHER, TECHNICIAN

CALL TO ORDER AND ROLL CALL: **President Jan Marx** called the meeting to order at 8:31 a.m. A roll call was taken and a quorum was present.

Public Comments: **Mr. Eric Greening**, Atascadero, thanked the Employee of the Quarter, **Mr. Vernon Griego**, for all the hard work that he does to make sure the buses functioning properly and safely. He mentioned that the shelters at the government center do not provide enough shade and become quite hot even in early spring. They also do not provide much protection from the rain. He wanted to know if there will be updates to that shelter.

A. INFORMATION AGENDA:

A-1 Executive Director's Report: **Mr. Geoff Straw** first addressed **Mr. Greening's** inquiry about the shelters at the government center. He stated vendors have been contacted to help with improvements of the shelters by summer. He congratulated **Mr. Griego** as the latest Employee of the Quarter and thanked him for his hard work. **Mr. David Roessler** introduced **Mr. Griego**, noting that he started as a bus washer and with hard work, training and outside schooling he has moved up to be a Technician.

Mr. Straw stated seven Bus Operators just completed training. He also noted that another training class of 5-10 will start in May.

The MCI over-the-road coaches are almost ready to be implemented on the morning/evening commuter runs for Routes 9 and 10. Drivers are going through training procedures for operating the vehicles now. March 14 is the expected debut for the coaches.

Mr. Straw announced **Ms. Shelby Walker** as the new administrative assistant for RTA. He also announced **Ms. Carol Woodard** as the Mobility Specialist, which is a new part time position at RTA that will help with assessment of ADA paratransit applicants as well as provide training to them on how to properly use fixed route and Runabout services.

Staff is still having trouble with the ITS system. The issues are with the LCD screens on the buses and the announcements on the bus. The vendor will not be paid until a 30-day trial with no issues can be proven.

Mr. Straw mentioned that the bus stop improvement project on Theatre Drive in Paso Robles is wrapping up. This will now provide a safe drop location for passengers with a trash can and shelter and he thanked **Mr. Michael Seden- Hansen** for his work on the project.

Two maintenance technicians have been promoted. **Mr. Brandon Butcher** was promoted from a Technician C to a Technician B and Mr. Michael O'Marr was promoted from Technician B to Technician A. We recently hired a **Mr. Eric Boyer** as a Technician B; he comes to us from Brumit Diesel. While he was employed there he worked on some of our buses.

Mr. Straw noted that new auction services to dispose of surplus vehicles and equipment is included as part of the agenda. We will no longer be using eBay for those transactions. In Agenda Item C-3, 17 vehicles are identified for recommendation of being transferred, sold at auction, or salvaged.

The Administrative Draft of the Short Range Transit Plan for RTA and SLO Transit should be submitted by the consultant in the beginning of March. There are not many changes anticipated on the RTA portion. We are hoping to bring the plan to the Board for consideration at the May 4th meeting.

We are working with Ride-On in a Travel Management Coordination Center study, which is partially funded with FTA Mobility Services for All Americans grant. This study seeks to evaluate technology solutions to improve access to specialized transportation services in the county.

Staff went out to bid for Environmental Planning Services for our garage project. We have received two bids and will be holding interviews on March 14th. It will be a 14-16 month study.

Staff developed a draft request to FTA to issue a Categorical Exclusion for the partial use of the County Corp Yard in Paso Robles. More information will be given in Agenda Item B-2.

There has been a focused marketing campaign along South Higuera in San Luis Obispo to try and lure back riders to use Route 10 services. We are continuing to monitor our efforts and the ridership trends.

Mr. Straw noted a new document has been developed for the agreement between RTA and South County Transit for administrative oversight duties. The first draft was presented to the SCT Board at its January 20, 2016 meeting. We are expecting to bring the final draft at the next SCT Board of Directors meeting.

We are proposing to amend the By-Laws for RTAC to clarify the role of a new RTAC Paratransit Appeals Board. This board would rule on appeals submitted by unsuccessful Runabout applicants. The draft will be presented to the RTAC at its April 21st meeting and we are hoping to bring it back to the board in May.

Mr. Straw cited preliminary financial and operating data through January 31, 2016. The data shows that we have expended 51.5% of the non- capital budget. Fuel cost are down which helps as well as the marketing budget being lower. Fixed route services have a 27.2% farebox recovery ratio and Runabout has a farebox recovery ratio of 4%. Fixed route ridership is down 7.7% with Route 14 and Route 10 experiencing the biggest declines. Runabout ridership is slightly down; this is a welcome relief.

Mr. Straw concluded his report.

President Marx opened Board comment.

Board Member Higginbotham asked if Cuesta College's extended break had anything to do with Route 14 ridership decreasing. **Mr. Straw** stated that it might be part of the cause but also some changes to the Route 14 schedule. Staff will review outreach opportunities to students to see how we can help.

President Marx asked if the garage facility project would be getting a different address soon to avoid confusion with CAPSLO. **Mr. Straw** stated that he will reach out to the city to get a different address but for now will refer to the location as 253 Elks Lane.

President Marx opened public comment.

President Marx closed public comment.

President Marx closed Board comment.

B. ACTION AGENDA:

B-1 Fiscal Years 2017 Budget Assumptions: **Ms. Tania Arnold** stated that this is the first step in developing the RTA's Fiscal Year 2016-17 and 2017-18 Operating Budget. RTA is again developing a two-year operating budget and five-year capital budget. The first year will be financially-constrained, while the out-years should be considered advisory. The four advisory years helps us secure funding for capital procurements. **Ms. Arnold** reviewed the objectives and revenue impacts. Staff is not recommending a fare program change for FY16-17 and will continue to work with SLOCOG on estimates of State Transit Assistance funds and Local Transit Funds. Once the FY16-17 targets are further refined by the auditor and SLOCOG we will present a proportional increase or decrease in LTF funding for FY16-17.

If we are unable to secure adequate funding, we would request a potential increase in LTF funding or a reduction of service would be proposed. FTA Section 5307, 5311, and 5339 operating funding for FY16-17 and capital funding for FY 17-18 will be as previously presented. We will also be looking into revenues

from the Fixing America's Surface Transportation (FAST) Act. We will be budgeting FTA Section 5307 operating funding from the City of Santa Maria for Route 10. Detailed miles/hours and span of service for each RTA core fixed route and Runabout will be provided with the draft budget.

Staff will continue to monitor reserves using the May 2014 adopted policy. The reserve policy has been very helpful for staff to identify shortfalls and make sure we are funding operations properly.

Ms. Arnold noted that staff is not suggesting any increases in Fixed Route services for FY16-17. We will also add a review of the tasks and financial impacts included in the South County Transit contract and how we are getting reimbursed. Moving forward, staff will bring forward recommendations to address overcrowding on Fixed Route peak travel periods and recommendations from the Short Range Transit Plan. At this time staff does not anticipate a need for additional staff or vehicles for Runabout services. The new part-time Mobility Specialist will help with mobility training for disabled persons who are able to use Fixed Route services for some of their travel needs. We do not foresee moving forward with using taxicab services in the near future. The last objective is implementing the strategy to develop a long-term facility which **Mr. Straw** mentioned before.

Ms. Arnold discussed fuel being budgeted at \$3.50 per gallon which includes the additive diesel exhaust fluid which is used to lower diesel exhaust emissions. Insurance expenses pertaining to liability premiums is projected to increase by 10% annually. The vehicle physical damage will increase about 5% due to the addition of new high-value vehicles in the fleet. Workers compensation premiums through the CSAC Excess Insurance Authority are projected to increase 50%. We will be working with a broker to obtain open market quotes to ensure we are getting the best value. Our property insurance will increase minimally. For health benefits we are projecting a 6% annual increase for each of the next two fiscal years.

Ms. Arnold then discussed staffing expenses. For FY16-17 RTA core services and budgeted positions for the North County and SLO County services will essentially stay the same.

Ms. Arnold reviewed the budget calendar and concluded her report.

President Marx opened Board comment.

Mr. Straw discussed the workers compensation premium increase in a little more detail and some reasons behind the increase.

President Marx opened public comment.

Mr. Greening urged the board to adopt the budget assumptions. He was wondering about the new possible revenue source that SLOCOG will be discussing and how it can help RTA. He mentions the Short Range Transit Plan and how it could add to expenditures. He was wondering if the document might or might not influence the use of any new revenues coming in to the system.

Mr. Ron Di Carli, with SLOCOG, supported the approval of the budget assumptions. With the workers compensation increase it is a good thing that fuel prices are lower. He agreed with the conservative expansions that RTA has made. We want to continue to work on the number of standees that are on the buses at peak hours. He mentioned that TDA funding is at a 10% reduction countywide but does not have a significant effect on RTA. Sales tax is recouping with the rebounding economy. He projected that the funding will increase by 13%. Final numbers will be presented to RTA to be included in their budget.

Board Member Arnold asked how much of the 13% would go to RTA. **Mr. Di Carli** stated that he would assume a proportionate amount of 10% would go to RTA.

President Marx closed public comment.

President Marx closed Board comment.

Board Member John Shoals moved to approve the Agenda Item B-1. Board Member Bruce Gibson seconded, and the motion carried on a voice vote.

B-2 Request FTA Concurrence on Categorical Exclusion for Bus Yard at County Corp Yard in Paso Robles: **Mr. Straw** stated that in order to use Federal Transit Administration funds for the capital improvements we must show that no significant environmental impacts would occur. He developed a letter asking for consideration of a Categorical Exclusion. **Mr. Straw** read over the categorical exclusions that are being asked for. There are nineteen sections that are part of the impact analysis. Out of those nineteen there are three that we would need to mitigate as part of the design: Section 14 Floodplain Impacts, Section 15 Impacts on Local Water Quality, and Section 18 Impacts caused by Construction. For each of those sections we will have to mitigate the situations as part of the project. A significant amount of the project will be funded from FTA Section 5307 funds. The staff recommendation is to affirm that the RTA Board of Directors has reviewed and supports the information presented and direct the Executive Director to submit a letter to FTA Region 9 Administrator Leslie Rogers requesting a Categorical Exclusion to redevelop a portion of the County Corp Yard in Paso Robles.

President Marx opened public comment.

President Marx opened Board comment.

Board Member John Shoals stated that a couple of red flags showed up in regards to the CEQA review not being part of the project information. **Mr. Straw** said that CEQA is separate and is something that we will have to do as a next step.

President Marx asked Mr. Straw if he wrote the report himself because of his background. **Mr. Straw** stated that he did write the report.

President Marx closed public comment.

President Marx closed Board comment.

Board Member Steve Martin moved to approve the Agenda Item B-2. Board Member Frank Mecham seconded, and the motion carried on a roll call vote.

C. CONSENT AGENDA:

- C-1 RTA Board Meeting Minutes of January 6, 2016 (Approve)
- C-2 Draft RTAC Minutes of January 13, 2016 (Information)
- C-3 Declare Buses Surplus and Authorize Transfer to Local Providers (Approve)
- C-4 Draft RTA-SCT Agreement (Information)
- C-5 Designate Executive Director as Authorized Agent for LCTOP Funds (Approve)

- C-6 Resolution Committing RTA to Abide by LCTOP Certifications and Assurances (Approve)
- C-7 Resolution Supporting Paso Robles Facilities Improvements Project for LTCOP Funding (Approve)
- C-8 Resolution Authorizing Executive Director to Submit Application for Rural Transit Program Funds (Approve)
- C-9 Resolution to Submit Application for State Prop 1B Safety and Security Funds (Approve)
- C-10 Authorize Executive Director to Negotiate and Execute an Agreement for Environmental Services (Approve)
- C-11 Fare-Free Access on Morro Bay Transit Fixed Route Buses for Runabout Riders (Approve)
- C-12 FTA Annual Certifications and Assurances (Approve)

Board Member Frank Mecham moved to approve the Consent Agenda. Board Member John Shoals seconded, and the motion carried on a roll call vote. Consent Agenda Item C-3 was pulled, Board Member Tom O'Malley moved to approve it, Board Member Steve Martin seconded and the motion carried on a roll call vote.

ADJOURNMENT: President Marx adjourned RTA meeting at 9:46 a.m.

CLOSED SESSION: The RTA Board went into Closed Session at 11:02 a.m. and returned to Open Session at 11:14 a.m.

Respectfully Submitted,

Shelby Walker

RTA Administrative Assistant

DRAFT
SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
REGIONAL TRANSIT ADVISORY COMMITTEE
April 21, 2016
DRAFT MINUTES
C-3

| | | |
|------------------|--|--|
| Members Present: | Michael Seden-Hansen (<i>Chair</i>) Eric Greening (<i>Vice Chair</i>) Dawn Patterson Janeen Burlingame Cheryl Andrus (arrived 2:24 p.m.) Phil Moores Todd Katz | City of Paso Robles Fixed Route Representative Atascadero Transit Morro Bay Transit Cal Poly South County Transit (SCT) Fixed Route Alternate Rep. |
| Members Absent: | Mark Dariz Anthony Gutierrez Gamaliel Anguiano John Diodati | Runabout/DAR Representative Cuesta College SLO Transit County of San Luis Obispo |
| Staff Present: | Geoff Straw Shelby Walker Tania Arnold Carol Woodard | RTA RTA RTA RTA |
| Guest: | None | |

1. Call Meeting to Order, Roll Call:

Mr. Michael Seden-Hansen called the meeting to order at 2:03 p.m. Roll call was taken; a quorum was not present. Ms. Cheryl Andrus arrived during item A-2 resulting in a quorum being present for all action items

2. Public Comments: None

3. Adjourn to RTAC Meeting:

A. Information Items

A1. Executive Director's Report:

Ms. Tania Arnold said The Employee of the Quarter barbecue lunch will be held on April 29th from 11:30 a.m. to 1 p.m. at our RTA Operating facility.

Ms. Carol Woodard is our new Mobility Specialist to help with ADA appeals and training. **Ms. Shelby Walker** is our new Administrative Assistant. There will be a new training class of Bus Operators starting May 23rd and will include RTA and SCT candidates.

RTA is finalizing the contract with Rincon Associates to assist with environmental planning services for our long-term operations facility at Elks Lane. That will take about 16-18 months and we are hoping to start at the end of May.

The over-the-road coaches were implemented mid-March on Routes 9 and 10 express services. There is an issue of delays because of steep/narrow entrance on the bus; it is a little difficult to maneuver on them. It has taken time for the Bus Operators to become more familiar with them. We will continue to monitor their performance in the next few months before we bring it to the board on whether or not we exercise purchasing two new over-the-road coaches.

We continue to participate in a Travel Management Coordination Center study which is partially funded with an FTA Mobility Services for All Americans grant. The study seeks to evaluate technology solutions to help improve access to specialized transportation services throughout the county.

The ticket vending machines will be provided by GFI Genfare. The vendor will be onsite next week to discuss the backend of the equipment. In order to address the addition of a ticket vending machine at the Government Center, we went out to bid for design services to replace the shelters as well as some ITS informational signs. The bids are due April 25th.

FTA has approved our request to grant a Categorical Exclusion for our partial use of the County Corp Yard in Paso Robles. The project is included in the budget for final approval.

To date we have expended 64.07% through 75% of this fiscal year, which is great. The fuel cost came in under budget, which has helped with savings. We are being conservative when it comes to budgeting fuel. Related to farebox recovery ratio, fixed route is 26.12% through March and Runabout farebox recovery ratio is at 4.12%.

Ms. Arnold concluded the Executive Directors report.

Ms. Dawn Patterson asked is if there will be other ticket vending machines at other locations. **Ms. Arnold** stated that yes there will be once everything is figured out in the backend. **Mr. Todd Katz** asked what the relationship between the vending machine and the buses. **Ms. Arnold** responded that a challenge is trying to get the information from the vending machine to the bus in regards to loading passes. **Mr. Eric Greening** asked if the deficiencies of shade for the downtown transit center are being worked on and planned out. **Mr. Geoff Straw** stated that we are hoping that it will be by August for the shade project to be completed. Further discussion ensued about the shelter areas.

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

Mr. Moores announced the upcoming changes to the routes at South County Transit, and July 31st is the proposed start date. There will also be a fare increase; also to start

on July 31st. Mr. Moores also addressed the fact that Atascadero police contacted RTA in regards to the transit center and unsavory characters being there. Let **Ms. Dawn Patterson** and **Ms. Janeen Burlingame** know that if there is ever any issue at a the transit stops RTA will be there to support them.

Ms. Patterson said Atascadero recently hired a new part-time dispatcher. Will be coordinating with **Mr. Moores** about street closures in Atascadero. Looking to upgrade their dispatching software.

Ms. Burlingame Morro Bay Transit adopted the fare-free program for ADA paratransit riders. Letters went out to riders letting them know. Trolley will start at the end of May and will be doing recruitment of drivers.

Mr. Greening said he has experienced wonderful rides and good atmosphere as on the buses. He mentioned the ½ cent sales tax that is being proposed and how that it will affect the transit riders and providers. **Mr. Straw** stated that the transit operators need to reach out to the public to show how important transit is in the community; unfortunately, the polling did not show that and we have probably done a poor job of demonstrating transit's role in the community. Further discussion ensued about the ½ cent sales tax measure.

A3. Short Range Transit Plan Executive Summary and Working Paper #8 (Review and Comment)

Mr. Straw addressed that the Short Range Transit Plan started back in February 2015. There are four parts to discuss in regards to the SRTP. First is the service plan part. The first one is the elimination of long layovers on Route 12 in Morro Bay. **Mr. Greening** asked if the times would change for Cuesta College stops. **Mr. Moore** said he is not quite sure yet. Second would be in FY 17-18 and it is a two-part project that could not likely be funded without new funding. Part A would be to enhance mid-day service on Routes 9 & 10 and part A is to expand evening services on Routes 9,10, &12. The third is an on-going project to monitor demand on Route 10 and possibly add express capacity as needed. Lastly would be the on-going expansion of Runabout services as demand for it increases. **Mr. Greening** asked about the Runabout onboard survey results that are on page A-3-3 and if that means that more people would be able to ride fixed ride routes. **Mr. Moore** said that the numbers aren't that clean cut on who needs Runabout services or can use fixed route services. **Ms. Woodard** mentioned that she is developing a travel training program to help riders. Further discussion ensued.

The capital plan has quite a number of items on it. Over the next six years 12 FR and 30 Runabout replacement buses will be purchased. We will continue to transfer retired vehicles to other providers in the County. We are hoping to install Wi-Fi on the over-the-road coaches first and then expand to all FR. The long-term garage facility is a project that will take about 7 years. The downtown transit center will be a much longer project, and RTA will work with the city on that one. There will be some interim improvements to existing facility. The construction of the long-term bus parking facility in Paso Robles is currently in the works. Lastly, on-going programmatic capital projects include things like computer replacements and bus stop improvements. **Mr. Greening** asked about funding for all of the capital plan projects. **Mr. Straw** said that all the projects besides the long-term garage and the Paso yard are financially constrained.

Mr. Straw discussed the management plan of SRTP. First part is to revise service standards to match Board goals. Second is to modify Runabout eligibility and certification processes. Also to modify Runabout scheduling procedures to increase productivity. Last is the coordination efforts with SLO Transit. The financial plan of the SRTP includes the implementation of Discounted Regional Day Pass and replace the 7-day pass with a 3-day pass.

Mr. Straw concluded his report.

B. Action Agenda Items:

B1. Fiscal Year 2016-17 Budget Proposal (Recommend)

Ms. Arnold stated that she will be presenting the fiscally-constrained fiscal year 2016-17 operating budget and an advisory fiscal year 2017-18 operating budget. She is also presenting a five-year capital program to project what the capital needs for RTA might be in the future. She stated that she appreciates the Board's support in these financially constrained times. This year was a continued challenge due to declines or stagnation in various local revenue sources used to operate core RTA core services.

The budget assumes essentially the same core levels of service miles and hours for fixed route services that we are currently operating. There will be no significant changes with Runabout services. We are recommending the elimination of the North Cuesta College Evening Shuttle. The ridership has been essentially non-existent despite significant outreach efforts.

The budget does include the requirements for following our reserve policy that is for capital and cash flow purposes, since a significant amount of our funding is federal and reimbursement occurs at the end of the fiscal year. The local funding, LTF and STA, comes in at the end of each quarter. The reserve policy helps address both of those.

The result of the savings, as well as a decrease in fuel prices, has resulted in staff projecting a strong fund balance at the beginning of FY16-17. The operating budget is proposed at \$8,576,950 and the capital budget is proposed at \$2,379,360. The Paso and County services are presented in separate columns and are separately funded. The main cost factors are vehicle liability insurance, workers compensation insurance, and the wage adjustments programmed in the Collective Bargaining agreement. The downturn in fuel costs has resulted in welcome relief.

LTF has a slight decrease and STA funding will also have a decrease for FY 16-17. This budget assumes no fare increases for either FY16-17 or FY17-18, although staff is evaluating fare increase options for pending LTF revenue projections for FY17-18.

The Administration Expense for RTA core services is relatively flat compared to last fiscal year. The proposed service delivery cost for RTA core services is up by roughly 2%. It should be noted that the CBA runs through January 31, 2018. It should be noted that staff is evaluating the potential impacts of the California Legislature's recent minimum wage hike to \$15.00 per hour by 2021; RTA's current average hourly wage is \$16.30 per hour.

At the biannual CalTIP meeting last week, staff learned of projected vehicle liability and physical damage costs. The number claims has gone down by half but the cost of the claims has gone up dramatically for the pool we are in. As part of that, there has been an increase of about \$35,000 to the budget. Staff was notified in November of a likely increase to the primary workers compensation insurance program for the FY16-17, after a significant increase in FY15-16. We reached out for proposals from eight different carriers; 4 outright declined. Waiting to hear from the other four. Although the final numbers will not be available prior to adoption of the budget, staff has included a "worst case scenario" cost estimate in the attached budget proposal.

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, are recommended beginning in 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.

Runabout ridership is now holding steady. We recently hired a part time employee to perform functional assessments as part of the eligibility process. She has visited other facilities, including Clark County in Nevada, to gain more knowledge about their processes. We will also be doing fixed route travel training with those Runabout applicants that might be capable of using fixed route services when feasible.

The focus of our financially constrained FY16-17 capital program will be funding the improvements for a long-term Paso Robles yard, continued planning for the Elks Lane yard, and replacing Runabout vehicles. We do also have some minor capital projects. It should be noted that a portion of the FY15-16 capital funds for fully funded projects, such as the ITS improvements and Over the Road Coaches will need to be carried over to FY16-17 but, 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 will be recommending a budget amendment in September to address carryover items. The projected five-year capital budget we do not include any expansion vehicles. It is only identifying replacement projects and easily identifiable on-going projects.

Fiscal Year 2016-17 will be another challenging year. 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 FY16-17 budget as presented.

Related to the numbers, on page B-1-13 in the 2016-17 proposed operating budget section you will see there will be about \$2.2 million to start the fiscal year, which is higher than we expected due to cost savings. We have made some adjustments to the South County Transit management contract and you will see that at the Board meeting in July for adoption. We did request the use of Rural Transit Funds for operating funds and SLOCOG approved. Overall the non-TDA sources have gone up slightly from \$4.2 million to \$4.5 million. Page B-1-14 has a summary snapshot of the expenditures. It is up roughly 2% from the previous fiscal year. It also shows a slight decrease in LTF being requested from the jurisdictions of 0.13%, but will go to 0.65% due to the liability insurance increase. In the 17-18 FY year you will see a significant jump, which are aware of and we have been working with the city of San Luis Obispo on how to address those needs. Funding uses for FY17-18 is up at 7.63% over the FY16-17 proposed budget. On page B-1-15, we propose a slight increase on proposed capital, it does include funding for the Paso Yard project. On page B-1-16 you will note the 27% increase for workers compensation, which is the worst case scenario. It shows an increase in the South County Transit management contract of about 43%. Fuel will be a decrease of 25%. The liability and physical damage will be an increase of 15%.

Ms. Arnold concluded her report.

Mr. Greening moved to approve item B-1 and **Mr. Moores** seconded. The motion carried with a voice vote with no oppositions.

B2. Proposed RTAC Bylaws Revisions (Recommend)

Mr. Moores explained what the bylaws revisions are in regards to the RTAC being an appeals board for ADA Paratransit applications denials. **Ms. Woodard** mentioned that she does not intend to deny everyone, but she wants to make sure that the needs of the people who need Runabout are met. **Mr. Greening** asked about the timing for when RTAC members will be needed for the appeals board. **Mr. Moores** said that after this goes to the Board we will bring it back at the next meeting to select RTAC members to serve on the appeals board. Further discussion ensued about the appeals board guidelines.

Mr. Moores moved to approve the item B-2 and **Ms. Patterson** seconded. The motion carried with a voice vote with no oppositions.

C. CONSENT AGENDA ITEMS:

C-1 RTAC Minutes of January 13, 2016 (approve)

Mr. Greening moved to approve the minutes and **Ms. Burlingame** seconded. The motion carried with a voice vote with no oppositions.

D. ADJOURNMENT:

Mr. Seden-Hansen adjourned the meeting at 3:53 p.m.

Next RTAC Meeting: **July 7, 2016**

Respectfully Submitted:

Shelby Walker

San Luis Obispo Regional Transit Authority

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
May 4, 2016
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 2016, 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, 2015. The proposed new contract will run from July 2015 to June 2016 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 FY16-17.

**AGREEMENT TO PROVIDE VIDEO PRODUCTION AND TAPE DISTRIBUTION
SERVICES FOR RTA BOARD MEETINGS
FOR FISCAL YEAR 2016/2017**

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, 2016, through June 30, 2017. 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 RTA 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.

III. 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 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 4, 2016. The term of the agreement shall be for the entire fiscal year 2016/2017 (July 1, 2016 – June 30, 2017), 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:

| | |
|--|--|
| <p>San Luis Obispo Regional Transit Authority 179 Cross Street San Luis Obispo, CA 93401 Attn: RTA Executive Director</p> | <p>CONTRACTOR AGP Video 1600 Preston Lane Morro Bay, CA 93442 Attn: Steve Mathieu and Nancy Castle</p> |
|--|--|

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:

Jan Howell Marx
President, San Luis Obispo Regional Transit Authority (RTA)
179 Cross Street, San Luis Obispo CA 93401 (805) 781-4465

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

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
May 4, 2016
STAFF REPORT

AGENDA ITEM: C-5

TOPIC: 2016 Summer Youth Ride Free Program –
Reduced Period (June 15 to August 16)

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 another year. Regional Rideshare, the agency that is promoting this program, has asked that transit agencies in the county implement the YRF program from June 15 through August 16, 2016.

As noted in previous Board meetings, the YRF program has been curtailed over time to address overcrowding issues during the summer months. 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 drive away fare-paying passengers; if the group was greater than the agency-identified fare-free maximum (fifteen 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 SCT is as follows:

| | | | | |
|---------------------------------|---------------|---------------|---------------|---------------|
| Summer Youth Ride Free | 2012 | 2013 | 2014 | 2015 |
| Total | 30,820 | 39,058 | 25,835 | 28,262 |
| <i>Percent Annual Boardings</i> | 4.5% | 5.3% | 3.4% | 3.7% |

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

| Provider | 2012 | 2013 | 2014 | 2015 |
|-------------------|-------------|-------------|-------------|-------------|
| SLO Transit | 14,021 | 14,898 | 13,590 | 14,991 |
| RTA | 30,820 | 39,058 | 25,835 | 28,262 |
| Paso Express | N/A | 10,517 | 6,725 | 2,795 |
| SCT | 19,657 | 20,051 | 10,285 | 11,060 |
| Morro Bay Transit | 819 | 1,147 | 842 | 916 |

It is difficult to track the longer-term impact at RTA of participating in the YRF program, since it is not possible to determine the number of students boarding RTA 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. Increased youth ridership.
3. Gets youth to try using transit and it instills an ethic of using transit in the future.
4. 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 can 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 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 4, 2016

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

Staff recommends authorizing the RTA Board 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 4th day of May, 2016 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 4th day of May 2016 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 \$130,816 per year, payable in increments compatible with SLORTA’s payment of other employees. The effective date of this salary shall be January 3, 2016. 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 System'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.

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

JAN HOWELL MARX, President

SHELBY WALKER, Recording Secretary

APPROVED AS TO FORM AND LEGAL EFFECT

TIMOTHY McNULTY, SLORTA Legal Counsel

Dated: _____

533dsagr

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

May 4, 2016

STAFF REPORT

AGENDA ITEM: C-7

TOPIC: Transfer Agreement with LOSSAN

PRESENTED BY: Geoff Straw, Executive Director

STAFF RECOMMENDATION: Execute Agreement between RTA and LOSSAN

BACKGROUND/DISCUSSION:

The Los Angeles – San Diego – San Luis Obispo Rail Corridor Agency, a joint powers authority also referred to as “LOSSAN” administers the Amtrak-operated Surfliner intercity rail service between San Diego and San Luis Obispo counties. LOSSAN obtained a grant to reimburse transit agencies for fare-free passenger transfers to and from fixed route buses operated along the rail corridor. This arrangement essentially provides “first-mile” and “last-mile” options for train riders, which reduces automobile traffic on area roadways and frees up car parking spaces at the three train stations in the county (Paso Robles, San Luis Obispo and Grover Beach).

The attached agreement presents details on how the transfers would work and how RTA would be reimbursed for each boarding. The established reimbursement rate of \$1.66 per boarding was calculated by dividing the number of FY14-15 passenger boardings by the actual fare revenues collected. Invoices will be processed quarterly, and the program will be effective from June 1, 2016 through June 30, 2017 or until the \$18,000 cap is met.

Staff Recommendation

Authorize the Executive Director and Counsel to execute the attached agreement with LOSSAN.

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COOPERATIVE AGREEMENT NO. L-6-0015

BETWEEN

LOS ANGELES – SAN DIEGO – SAN LUIS OBISPO RAIL CORRIDOR AGENCY

AND

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

FOR

**FACILITATING TRANSFERS BETWEEN PACIFIC SURFLINER INTERCITY RAIL SERVICE AND
LOCAL TRANSIT SERVICES**

THIS COOPERATIVE AGREEMENT (Agreement), is effective as of this first day of June, 2016, by and between the Los Angeles – San Diego – San Luis Obispo Rail Corridor Agency, 600 S. Main St., Orange, California, 92863, a joint powers authority (hereinafter referred to as “LOSSAN AGENCY”), the San Luis Obispo Regional Transit Authority, 179 Cross Street, San Luis Obispo, California, 93401, a joint powers authority created pursuant to California Government Code section 6500 et seq (hereinafter referred to as “RTA”), each individually known as “Party” and collectively known as “Parties”.

RECITALS:

WHEREAS, LOSSAN AGENCY is a joint powers authority charged with local management and oversight of the state-funded, Amtrak-operated Pacific Surfliner intercity rail service between San Diego, Orange, Los Angeles, Ventura, Santa Barbara and San Luis Obispo counties per the terms of an interagency transfer agreement with the State of California effective July 1, 2015; and

WHEREAS, LOSSAN AGENCY and RTA, both provide public transportation services operating to, within, or through the six-county, 351-mile Los Angeles – San Diego – San Luis Obispo rail corridor (hereinafter referred to as “LOSSAN rail corridor”); and

WHEREAS, Amtrak currently operates 23 daily state-funded Pacific Surfliner intercity trains on portions of the LOSSAN rail corridor per an operating contract with LOSSAN AGENCY serving 31 stations; and

1 **WHEREAS**, in the absence of this Cooperative Agreement, passengers purchasing an Amtrak
2 Pacific Surfliner train ticket and desiring to transfer to RTA's, service must pay a separate fare on
3 RTA's, service; and

4 **WHEREAS**, LOSSAN AGENCY applied for and was awarded a Transit and Intercity Rail
5 Capital Program grant in the amount of One Million Six Hundred Seventy Five Thousand Dollars
6 (\$1,675,000) to support a Pacific Surfliner Transit Transfer Program (hereinafter referred to as
7 "PROGRAM") for a one-year demonstration period; and

8 **WHEREAS**, the Parties desire to enter into this Agreement to facilitate transfers between the
9 Parties' services and thereby provide greater convenience and mobility for public transportation users in
10 the region; and

11 **WHEREAS**, LOSSAN AGENCY and RTA both desire to provide a fully coordinated public
12 transit service for the benefit of the public, in compliance with Public Utilities Code Section 130262; and

13 **WHEREAS**, this Agreement defines the specific terms, conditions, and roles and responsibilities
14 between LOSSAN AGENCY and RTA only as they relate to the PROGRAM and no other purpose;

15 **NOW, THEREFORE**, in consideration of their mutual obligations set forth herein, the parties
16 agree as follows:

17 **ARTICLE 1. COMPLETE AGREEMENT**

18 A. This Agreement, including any attachments incorporated herein and made applicable by
19 reference, constitutes the complete and exclusive statement of the term(s) and conditions(s) of this
20 Agreement between LOSSAN AGENCY and RTA and it supersedes all prior representations,
21 understandings, and communications. The invalidity in whole or in part of any term or condition of this
22 Agreement shall not affect the validity of other term(s) or conditions(s) of this Agreement. The above
23 referenced Recitals are true and correct and are incorporated by reference herein.

24 B. LOSSAN AGENCY's failure to insist on any instance(s) of RTA's performance of any
25 term(s) or condition(s) of this Agreement shall not be construed as a waiver or relinquishment of
26 LOSSAN AGENCY's right to such performance or to future performance of such term(s) or condition(s),
and RTA's obligation in respect thereto shall continue in full force and effect. Changes to any portion of

1 this Agreement shall not be binding upon LOSSAN AGENCY except when specifically confirmed in
2 writing by an authorized representative of LOSSAN AGENCY by way of a written amendment to this
3 Agreement and issued in accordance with the provisions of this Agreement.

4 C. RTA's failure to insist on any instance(s) of LOSSAN AGENCY's performance of any
5 term(s) or condition(s) of this Agreement shall not be construed as a waiver or relinquishment of RTA's
6 right to such performance or to future performance of such term(s) or condition(s), and LOSSAN
7 AGENCY's obligation in respect thereto shall continue in full force and effect. Changes to any portion
8 of this Agreement shall not be binding upon RTA except when specifically confirmed in writing by an
9 authorized representative of RTA by way of a written amendment to this Agreement and issued in
10 accordance with the provisions of this Agreement.

11 **ARTICLE 2. SCOPE OF AGREEMENT**

12 This Agreement specifies the roles and responsibilities of the Parties as they pertain to the
13 PROGRAM. Both LOSSAN AGENCY and RTA agree that each will cooperate and coordinate with the
14 other in all activities covered by this Agreement and any other supplemental agreements that may be
15 required to facilitate purposes thereof.

16 **ARTICLE 3. RESPONSIBILITIES OF LOSSAN AGENCY**

17 LOSSAN AGENCY agrees to the following responsibilities for PROGRAM:

18 1. LOSSAN AGENCY shall pay complete and accurate invoices submitted by RTA on a
19 quarterly basis within 30 days of receipt of the invoice.

20 **ARTICLE 4. RESPONSIBILITIES OF RTA**

21 RTA agrees to the following responsibilities for PROGRAM:

22 1. Commencing as of the date of this Agreement, RTA shall honor valid Amtrak Pacific
23 Surfliner fare media for a single one-way boarding on its connecting transit services originating from, or
24 destined to, a Pacific Surfliner station on the routes identified in Exhibit A, under the following
25 conditions:

- a. One-way and round-trip Amtrak Pacific Surfliner paper and electronic tickets valid for the same calendar date of travel will be honored as valid fare media for one-way boardings on RTA service to or from a Pacific Surfliner station.
- b. Valid ten-trip and monthly Amtrak Pacific Surfliner tickets will be honored as valid fare media for one-way boardings on RTA service to or from a Pacific Surfliner stations.
- c. RTA shall be reimbursed as provided herein based on the average fare for a one-way trip on its transit service, as indicated in Exhibit A.
- d. For purposes of counting transferring passengers, the number of passengers transferring to RTA service from a Pacific Surfliner train, or to a Pacific Surfliner train from RTA service shall be defined as the number of transferring passengers from whom no fares were collected by RTA service due to presentation of a valid Amtrak Pacific Surfliner paper or electronic ticket.

2. RTA shall track the number of passengers transferring to RTA services using a valid Pacific Surfliner ticket utilizing ridership counts conducted by RTA operators via Electronic Farebox.

3. RTA shall submit quarterly invoices to LOSSAN AGENCY for reimbursement for all recorded transfers using a Pacific Surfliner ticket. Each invoice shall include the following information:

- a. Agreement Number L-6-006;
- b. The time period covered by the invoice;
- c. The number of transfers recorded and the reimbursement rate specified in Exhibit A;
- d. Itemized expenses including support documentation incurred during the billing period;
- e. Invoice Certification signed by an authorized representative of RTA;

Certification statement shall be as follows:

"I hereby certify that invoice(s) dated _____ for the period covering _____ to _____ are true, complete and correct statements of reimbursable costs and progress. The backup information included with the invoices is true, complete and correct in all material aspects. All payments due and owing to

1 subcontractors and suppliers have been made, if applicable. Timely
2 payments will be made to subcontractors and suppliers from proceeds of the
3 payment covered by the certification, if applicable. The invoices do not
4 include any amounts which (Insert Name of the firm) intends to withhold or
5 retain from a subcontractor or supplier unless so identified on the invoices, if
6 applicable.”

7 f. Invoices shall be submitted to:

8 Accounts Payable
9 LOSSAN Rail Corridor Agency
10 600 S. Main St.
11 Orange, CA 928638.

12 g. Such other information as requested by LOSSAN.

13 **ARTICLE 5. MUTUAL RESPONSIBILITIES**

14 1. Disagreements concerning the number of passengers transferring between Pacific
15 Surfliner and RTA services shall be resolved by making a good faith effort to create a joint survey team,
16 to include representatives of both LOSSAN AGENCY and RTA, whose task would be to conduct a
17 passenger survey to verify transfer rates.

18 2. Each party shall cooperate in the dissemination of information to the public regarding the
19 PROGRAM and the services offered by the other party, including, but not limited to, printed collateral
20 materials at stations and onboard transit and rail vehicles, social media posts, digital marketing, and
21 on-board announcements.

22 3. Each party shall notify the other within thirty (30) days in advance of adopting any fare
23 changes that might affect reimbursement rates or any aspect of transfer privileges.
24
25
26

1 **ARTICLE 6. DELEGATED AUTHORITY**

2 The actions required to be taken by RTA in the implementation of this Agreement are delegated to its
3 Executive Director, or designee, and the actions required to be taken by LOSSAN AGENCY in the
4 implementation of this Agreement are delegated to LOSSAN AGENCY's Managing Director or
5 designee.

6 **ARTICLE 7. MAXIMUM OBLIGATION**

7 Notwithstanding any provisions of this Agreement to the contrary, LOSSAN AGENCY and RTA
8 mutually agree that LOSSAN AGENCY's maximum cumulative payment obligation hereunder shall be
9 eighteen thousand dollars (\$18,000), unless agreed to and amended by both Parties.

10 **ARTICLE 8. AUDIT AND INSPECTION**

11 RTA shall maintain a complete set of records in accordance with generally accepted accounting
12 principles. Upon reasonable notice, RTA shall permit the authorized representatives of the LOSSAN
13 AGENCY to inspect and audit all work, materials, books, accounts, and other data and records of RTA
14 related to PROGRAM for a period of four (4) years after final payment, or until any on-going audit is
15 completed. For purposes of audit, the date of completion of this Agreement shall be the date of
16 LOSSAN AGENCY's payment of LOSSAN AGENCY final billing (so noted on the invoice) under this
17 Agreement. LOSSAN AGENCY shall have the right to reproduce any such books, records, and
18 accounts. The above provision with respect to audits shall extend to and/or be included in contracts with
19 RTA's contractor.

20 **ARTICLE 9. INDEMNIFICATION**

21 A. To the fullest extent permitted by law, LOSSAN AGENCY shall defend (at LOSSAN
22 AGENCY's sole cost and expense with legal counsel reasonably acceptable to RTA), indemnify,
23 protect, and hold harmless RTA, its officers, directors, employees, and agents (collectively the
24 "Indemnified Parties"), from and against any and all liabilities, actions, suits, claims, demands, losses,
25 costs, judgments, arbitration awards, settlements, damages, demands, orders, penalties, and expenses
26 including legal costs and attorney fees (collectively "Claims"), including but not limited to Claims arising
 from injuries to or death of persons (LOSSAN AGENCY's employees included), for damage to property,

1 including property owned by RTA, or from any violation of any federal, state, or local law or ordinance,
2 alleged to be caused by the negligent acts, omissions or willful misconduct of LOSSAN AGENCY, its
3 officers, directors, employees or agents in connection with or arising out of the performance of this
4 Agreement.

5 B. To the fullest extent permitted by law, RTA shall defend (at RTA's sole cost and
6 expense with legal counsel reasonably acceptable to LOSSAN AGENCY), indemnify, protect, and hold
7 harmless LOSSAN AGENCY, its officers, directors, employees, and agents (collectively the
8 "Indemnified Parties"), from and against any and all liabilities, actions, suits, claims, demands, losses,
9 costs, judgments, arbitration awards, settlements, damages, demands, orders, penalties, and expenses
10 including legal costs and attorney fees (collectively "Claims"), including but not limited to Claims arising
11 from injuries to or death of persons (RTA's employees included), for damage to property, including
12 property owned by LOSSAN AGENCY, or from any violation of any federal, state, or local law or
13 ordinance, alleged to be caused by the negligent acts, omissions or willful misconduct of RTA, its
14 officers, directors, employees or agents in connection with or arising out of the performance of this
15 Agreement.

16 C. The indemnification and defense obligations of this Agreement shall survive its
17 expiration or termination.

18 **ARTICLE 10. ADDITIONAL PROVISIONS**

19 A. Term of Agreement: This Agreement shall be effective on June 1, 2016, and shall be in
20 full force and effect through June 30, 2017, or until grant funds are exhausted.

21 B. Termination: In the event either Party defaults in the performance of their obligations
22 under this Agreement or breaches any of the provisions of this Agreement, the non-defaulting Party
23 shall have the option to terminate this Agreement upon thirty (30) days' prior written notice to the other
24 Party.

25 C. Termination for Convenience: Either Party may terminate this Agreement for its
26 convenience by providing thirty (30) days' prior written notice of its intent to terminate for convenience to
the other Party.

1 D. LOSSAN AGENCY and RTA shall comply with all applicable federal, state, and local
2 laws, statues, ordinances and regulations of any governmental authority having
3 jurisdiction over the PROJECT.

4 E. Legal Authority: LOSSAN AGENCY and RTA hereto consent that they are authorized to
5 execute this Agreement on behalf of said Parties and that, by so executing this Agreement, the Parties
6 hereto are formally bound to the provisions of this Agreement.

7 F. Severability: If any term, provision, covenant or condition of this Agreement is held to be
8 invalid, void or otherwise unenforceable, to any extent, by any court of competent jurisdiction, the
9 remainder of this Agreement shall not be affected thereby, and each term, provision, covenant or
10 condition of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

11 G. Counterparts of Agreement: This Agreement may be executed and delivered in any
12 number of counterparts, each of which, when executed and delivered shall be deemed an original and
13 all of which together shall constitute the same agreement. Facsimile signatures will be permitted.

14 H. Force Majeure: Either Party shall be excused from performing its obligations under this
15 Agreement during the time and to the extent that it is prevented from performing by an unforeseeable
16 cause beyond its control, including but not limited to; any incidence of fire, flood; acts of God;
17 commandeering of material, products, plants or facilities by the federal, state or local government;
18 national fuel shortage; or a material act or omission by the other Party; when satisfactory evidence of
19 such cause is presented to the other Party, and provided further that such nonperformance is
20 unforeseeable, beyond the control and is not due to the fault or negligence of the Party not performing.

21 I. Assignment: Neither this Agreement, nor any of the Parties' rights, obligations, duties,
22 or authority hereunder may be assigned in whole or in part by either Party without the prior written
23 consent of the other Party in its sole and absolute discretion. Any such attempt of assignment shall be
24 deemed void and of no force and effect. Consent to one assignment shall not be deemed consent to
25 any subsequent assignment, nor the waiver of any right to
26 consent to such subsequent assignment.

J. Governing Law: The laws of the State of California and applicable local and federal

1 laws, regulations and guidelines shall govern this Agreement. Venue for any action arising out of this
 2 Agreement shall be Orange County, California.

3 K. Litigation fees: Should litigation arise out of this Agreement for the performance thereof,
 4 the court shall award costs and expenses, including attorney’s fees, to the prevailing party.

5 L. Notices: Any notices, requests, or demands made between the Parties pursuant to this
 6 Agreement are to be directed as follows:

| To RTA | To LOSSAN RAIL CORRIDOR AGENCY |
|---|--|
| San Luis Obispo Regional Transit Authority | LOSSAN Rail Corridor Agency |
| 179 Cross Street, Suite A San Luis Obispo, CA 93401 | 600 South Main Street P.O. Box 14184 Orange, CA 92863-1584 |
| Attention: Tania Arnold CFO/Director of Administration | Attention: Meena Katakia Manager, CAMM Cc: Jason Jewell Finance Manager |
| Phone: (805) 781-4397 | Phone: (714) 560 - 5694 |
| E-mail: tarnold@slorta.org | E-mail: mkatakia@octa.net |

18 This Agreement shall be made effective upon execution by both Parties.
 19
 20
 21
 22
 23
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 26

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement No. L-6-006 to be executed on the date first written above.

RTA

LOSSAN RAIL CORRIDOR AGENCY

By: _____

Geoff Straw
Executive Director

By: _____

Jennifer Bergener
Managing Director

APPROVED AS TO FORM

APPROVED AS TO FORM:

By: _____

Timothy McNulty
RTA Counsel

By: _____

James M. Donich
General Counsel

Dated : _____

Dated : _____

Exhibit A:

Scope of Services

EXHIBIT A Scope of Services

SERVICES HONORING AMTRAK PACIFIC SURFLINER TICKETS AS OF JUNE 1, 2016

As per Cooperative Agreement between LOSSAN Rail Corridor Agency (LOSSAN AGENCY), and the San Luis Obispo Regional Transit Authority ("RTA"), RTA shall be reimbursed at the rate stated in Table 1 below for each boarding using a valid Pacific Surfliner ticket.

RTA shall accept valid Amtrak Pacific Surfliner paper and electronic tickets for a single one-way boarding on fixed-route bus service; and will be reimbursed on routes/lines listed below that provide connecting service to and from Pacific Surfliner station(s).

| Station | Route Name/Number | Reimbursement Rate Per Boarding |
|---------------------------|-------------------|---------------------------------|
| RTA fixed routes | 9, 10, 12, 14, 15 | \$1.66 |
| Paso Express fixed routes | A, B | \$1.66 |
| | | |

LOSSAN AGENCY _____

Jennifer Bergener
Managing Director

_____ Date

RTA _____

Geoff Straw
Executive Director

_____ Date

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY (RTA)

May 4, 2016

STAFF REPORT

AGENDA ITEM: C-8

TOPIC: 5307 Grant Administration

ACTION: Approve

PRESENTED BY: Omar McPherson, Grants Manager

STAFF RECOMMENDATION: Authorize Executive Director to Administer FTA Grants on Behalf of North County and South County Area Transit Agencies

BACKGROUND/DISCUSSION:

The cities of Atascadero and Paso Robles and certain limited populations of northern San Luis Obispo County were designated as an “urbanized area” based upon the results of the 2000 US Census. In addition, the cities of Arroyo Grande, Grover Beach and Pismo Beach and certain limited populations of southern San Luis Obispo County area were designated as an urbanized area based on the results of the 2010 US Census. The Transit Operators and San Luis Obispo Council of Governments developed two Operators Agreements relative to the governance and transit planning needs of these two urbanized areas as they relate to Federal Transit Administration (FTA) Section 5307 funding eligibility. These Agreements allow the transit agencies to use FTA 5307 funding for capital, operating, and planning assistance. However, the FTA requires that there be a single “grantee recipient” who will perform grant administration activities for each urbanized area. For the benefit of all transit operators included in these two urbanized areas, the RTA has served the role of grantee recipient.

For RTA to continue serving as the administrator of FTA Section 5307 grant funding on behalf of the cities of Atascadero and Paso Robles, as well as for South County Transit, FTA requires the Grant Recipient (RTA) to have access to the new electronic grants management programs: Transit Award Management System (TrAMS) launched in February 2016. For this reason, the attached resolution is required.

Staff Recommendation

Approve the attached resolution requesting FTA to give RTA representative access to TrAMs to administer Section 5307 grants based on the Operators Agreement between SLOCOG, the cities of Atascadero and Paso Robles, and RTA, as well as the Operator Agreement between SLOCOG, South County Transit and RTA.

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
RESOLUTION NO. 16-_____**

**RESOLUTION AUTHORIZING THE FILING OF APPLICATIONS WITH THE
FEDERAL TRANSIT ADMINISTRATION, AN OPERATING ADMINISTRATION OF
THE UNITED STATES DEPARTMENT OF TRANSPORTATION, FOR FEDERAL
TRANSPORTATION ASSISTANCE AUTHORIZED BY 49 U.S.C CHAPTER 53 TITLE
23 UNITED STATES CODE AND OTHER FEDERAL STATUTES ADMINISTERED BY
THE FEDERAL TRANSIT ADMINISTRATION**

WHEREAS, the Federal Transit Administration (FTA) has been delegated authority by the United States Department of Transportation to award Federal financial assistance for transit projects; and

WHEREAS, a grant or cooperative agreement for Federal financial assistance will impose certain obligations upon the San Luis Obispo Regional Transit Authority (RTA), and may require RTA to provide the local share of the project cost; and

WHEREAS, RTA has or will provide all annual certifications and assurances to the FTA required for the projects included in a grant application; and

WHEREAS, RTA as the Grantee will file and execute applications on behalf of the cities of Atascadero and Paso Robles, as well for South County Transit, as sub-recipients of FTA Section 5307 funds required for the identified projects.

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the Board of Directors of the San Luis Obispo Regional Transit Authority:

1. Authorize the Executive Director or designee to execute and file applications for Federal assistance on behalf of RTA with the FTA for Federal Assistance authorized by 49.U.S.C. Chapter 53, Title 23, United States Code, or other Federal statutes authorizing a project administered by the FTA and has received authority from the San Luis Obispo Council of Government, San Luis Obispo, California, the Designated Recipient, to apply for Urbanized Area Formula Program Assistance authorized by 49 U.S.C. 5307.
2. Authorize the Executive Director or designee to execute and file with its application the annual Certifications and Assurances required by the FTA before awarding a Federal assistance grant or cooperative agreement.
3. Authorize the Executive Director or designee to execute and file such applications, assurances or any other documents required by FTA for the purpose of complying with Title VI of the Civil Rights Act of 1964.

4. Authorize the Executive Director or designee to furnish such additional information as the FTA may require in connection with the program of projects identified in applications.
5. The President of the RTA Board of Directors is authorized to execute grant and cooperative agreements with the FTA on behalf of RTA.

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

AYES:

NOES:

ABSENT:

ABSTAINING:

The foregoing resolution is hereby passed and adopted by the San Luis Obispo Regional Transit Authority of San Luis Obispo County, State of California, at a regular meeting of said Board of Directors held on the 4th day of May, 2016.

Jan Marx
President of the RTA Board of Directors

ATTEST:

Geoff Straw
RTA Executive Director

APPROVED AS TO FORM AND LEGAL EFFECT:

Timothy McNulty
County Counsel

By: _____
RTA Legal Counsel

Dated: _____

May 4, 2016

DESIGNATION OF SIGNATURE AUTHORITY FOR TEAM and TrAMS

The San Luis Obispo Regional Transit Authority hereby authorizes the Executive Director, the Manager of Finance & Administration, the Grant Manager, and the General Counsel to be assigned and use a Personal Identification Number (PIN), for the execution of annual Certification and Assurances issued by the Federal Transit Administration (FTA), submission of all FTA grant applications, and the execution of all FTA grant awards, on behalf of the official below for the FTA's Transit Award Management System (TrAMS) program.

Geoff Straw
RTA Executive Director

Tim McNulty
RTA Counsel

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

May 4, 2016

STAFF REPORT

AGENDA ITEM: C-9

TOPIC: Title VI Plan Updates

PRESENTED BY: Geoff Straw, Executive Director

STAFF RECOMMENDATION: Approve Title VI Policy Statement and Plan

BACKGROUND/DISCUSSION:

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance" (42 U.S.C. Section 2000d).

The RTA Title VI Policy was originally adopted by the RTA Board in September 2010. In order to maintain compliance with current Federal Transit Administration (FTA) regulations, there are various revisions and updates that are currently needed, as follows:

1. The Title VI Plan must now be a three-year plan instead of an annual plan.
2. The Limited English Proficiency (LEP) Plan is part of the Title VI Plan and is attached thereto for reference.

These two changes are based on the new Title VI regulations in FTA Circular 4702.1.B.

Staff Recommendation

Approve Title VI Policy Statement and Plan as presented, including ratification of the Resolution in Appendix H.



179 Cross Street, Suite A
San Luis Obispo, CA 93401
(805) 781-4472 Fax (805) 781-1291
www.slorta.org

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

TITLE VI PLAN

ADOPTED: May 4, 2016

AUGUST 1, 2016 – JULY 31, 2019

Contact Information:

Tania Arnold
Chief Financial Officer & Director of Administration
Office: 805.781.4397
tarnold@slorta.org

The Regional Transit Authority is a Joint Powers Agency serving residents and visitors of:
Arroyo Grande Atascadero Grover Beach Morro Bay Paso Robles Pismo Beach San Luis Obispo and The County of San
Luis Obispo

TITLE VI PLAN

I. PLAN STATEMENT

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance" (42 U.S.C. Section 2000d).

The San Luis Obispo Regional Transit Authority is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1.B.

This plan was developed to guide the San Luis Obispo Regional Transit Authority in its administration and management of Title VI-related activities.

**Title VI Coordinator Contact information:
Chief Financial Officer & Director of Administration
San Luis Obispo Regional Transit Authority
179 Cross Street, Suite A
San Luis Obispo, California 93401**

II. TITLE VI INFORMATION DISSEMINATION

Title VI information posters is prominently and publicly displayed in the San Luis Obispo Regional Transit Authority facility and on their revenue vehicles. The name of the Title VI coordinator is available on the San Luis Obispo Regional Transit Authority website, at www.slorta.org. Additional information relating to nondiscrimination obligation can be obtained from the San Luis Obispo Regional Transit Authority Title VI Coordinator.

Title VI information is disseminated to San Luis Obispo Regional Transit Authority employees annually via the Employee Education form (see Appendix A) in payroll envelopes. This form reminds employees of the San Luis Obispo Regional Transit Authority's policy statement, and of their Title VI responsibilities in their daily work and duties. During New Employee Orientation, new employees are informed of the provisions of Title VI, and the San Luis Obispo Regional Transit Authority's expectations to perform their duties accordingly.

All employees have been provided a copy of the Title VI Plan and are required to sign the Acknowledgement of Receipt (see Appendix B).

III. SUBCONTRACTS AND VENDORS

All subcontractors and vendors who receive payments from the San Luis Obispo Regional Transit Authority where funding originates from any federal assistance are subject to the provisions of Title VI of the Civil Rights Act of 1964 as amended.

Written contracts shall contain non-discrimination language, either directly or through the bid specification package which becomes an associated component of the contract.

IV. RECORD KEEPING:

The Title VI Coordinator has maintained permanent records, which include, but are not limited to, signed acknowledgements of receipt from the employees indicating the receipt of the San Luis Obispo Regional Transit Authority's Title VI Plan, copies of Title VI complaints or lawsuits and related documentation, and records of correspondence to and from complainants, and Title VI investigations if any.

V. TITLE VI COMPLAINT PROCEDURES

How to file a Title VI Complaint?

The complainant may file a signed, written complaint up to thirty (30) days from the date of the alleged discrimination. The complaint should include the following information:

- Your name, mailing address, and how to contact you (i.e., telephone number, email address, etc.)
- How, when, where and why you believe you were discriminated against. Include the location, names and contact information of any witnesses.
- Other information that you deem significant.

The Title VI Complaint Form (see Appendix C) may be used to submit the complaint information. The complaint may be filed in writing with the San Luis Obispo Regional Transit Authority at the following address:

**Title VI Coordinator
Chief Financial Officer & Director of Administration
San Luis Obispo Regional Transit Authority
179 Cross Street, Suite A
San Luis Obispo, California 93401**

NOTE: The San Luis Obispo Regional Transit Authority encourages all complainants to certify all mail that is sent through the U.S. Postal Service and/or ensure that all written correspondence can be tracked easily. For complaints originally submitted by facsimile, an original, signed copy of the complaint must be mailed to the Title VI Coordinator as soon as possible, but no later than 30 days from the alleged date of discrimination.

What happens to the complaint after it is submitted?

All complaints alleging discrimination based on race, color or national origin in a service or benefit provided by the San Luis Obispo Regional Transit Authority will be directly addressed by the San Luis Obispo Regional Transit Authority. The San Luis Obispo Regional Transit Authority shall also provide appropriate assistance to complainants, including those persons with disabilities, or who are limited in their ability to communicate in English. Additionally, the San

Luis Obispo Regional Transit Authority shall make every effort to address all complaints in an expeditious and thorough manner.

A letter of acknowledging receipt of complaint will be mailed within thirty (30) days (Appendix D). Please note that in responding to any requests for additional information, a complainant's failure to provide the requested information may result in the administrative closure of the complaint.

How will the complainant be notified of the outcome of the complaint?

The San Luis Obispo Regional Transit Authority will send a final written response letter (see Appendix E or F) to the complainant. In the letter notifying complainant that the complaint is not substantiated (Appendix F), the complainant is also advised of his or her right to 1) appeal within seven calendar days of receipt of the final written decision from the San Luis Obispo Regional Transit Authority, and/or 2) file a complaint externally with the U.S. Department of Transportation and/or the FTA. Every effort will be made to respond to Title VI complaints within 60 working days of receipt of such complaints, if not sooner.

In addition to the complaint process described above, a complainant may file a Title VI complaint with the following offices:

**Federal Transit Administration Office of Civil Rights
Attention: Title VI Program Coordinator
East Building, 5th Floor – TCR
1200 New Jersey Ave., SE
Washington, DC 20590**

VI. LIMITED ENGLISH PROFICIENCY (LEP) PLAN

San Luis Obispo Regional Transit Authority (RTA) has developed a Limited English Proficiency Plan (LEP) to help identify reasonable steps to provide language assistance for LEP persons seeking meaningful access to RTA services as required by Executive Order 13166. A Limited English Proficiency person is one who does not speak English as their primary language and who has a limited ability to read, speak, write, or understand English. This plan has detail procedures on how to identify a person who may need language assistance, the ways in which assistance may be provided, training staff, how to notify LEP persons that assistance is available, and information for future plan updates. In developing the plan RTA's determined the extent of obligation to provide LEP services, the RTA has undertaken the U.S. Department of Transportation four factor LEP analysis which considers the following: 1) The number or proportion of LEP persons eligible in the RTA service area who maybe served or likely to encounter an RTA program, activity, or service; 2) the frequency with which LEP individuals come in contact with an RTA service; 3) the nature and importance of the program, activity or service provided by the RTA to the LEP population; and 4) the resources available to RTA and overall costs to provide LEP assistance.

VII. COMMUNITY OUTREACH

As an agency receiving federal financial assistance, we have made the following community outreach efforts:

The San Luis Obispo Regional Transit Authority holds public meetings bi-monthly. At these meetings the public is welcome to attend and share in discussion with a variety of Community Outreach discussions. Additionally, the San Luis Obispo Regional Transit Authority works with the other transit agencies in the service area and other stakeholder organizations to review and discuss the planning and have involvement in the decision making process. The San Luis Obispo Regional Transit Authority from time to time have do on-board survey hand-outs to customers for their feedback about a variety of issues.

The San Luis Obispo Regional Transit Authority submits to the California Department of Transportation and Federal Transit Administration annually an application for funding. The application requests funding for both capital and operating assistance. Part of the annual application is a public notice, which includes a 30-day public comment period.

VIII. ACTIVE INVESTIGATION, LAWSUIT OR COMPLAINT

The San Luis Obispo Regional Transit Authority has had no active investigations, lawsuits or complaints alleging discrimination on the basis of race, color or national origin.

IX. SUBRECIPIENTS MONITORING

Primary recipients shall ensure subrecipients are complying with Title VI. Subrecipient Title VI program shall be submitted every three years in line with the primary recipient's program. Subrecipients will also submit annual complaint logs to primary recipient which will be kept in an electronic storage device for further review by FTA as necessary.

X. BOARD DEMOGRAPHICS

RTA board of directors is all elected members. Therefore, this does not apply.

XI. EQUITY ANALYSIS FOR BUILDING SITE

An equity analysis was not required when RTA built the Tenant Improvements for the current operating and maintenance facility seven years ago. This was a pre-existing site that RTA lease and then did the Tenant Improvement without any federal funds. Therefore, this does not apply.

XII. RESOLUTION APPROVING TITLE VI PLAN

A copy of this resolution can be found in Appendix H of this Plan.

XIII. SERVICE STANDARDS

Vehicle Load Standards

RTA uses a standard of 1.5 ratio as the maximum vehicle load on a peak trip. The average of all loads during the peak operating period should not exceed vehicles' achievable capacities, which are 36 passengers for a 15' mini-bus, 55 passengers for low-floor 40-foot buses, and 63 passengers for standard 40-foot buses. The exact maximum passenger capacity may be affected by specific manufacturer's recommendations which may be different for certain vehicle types.

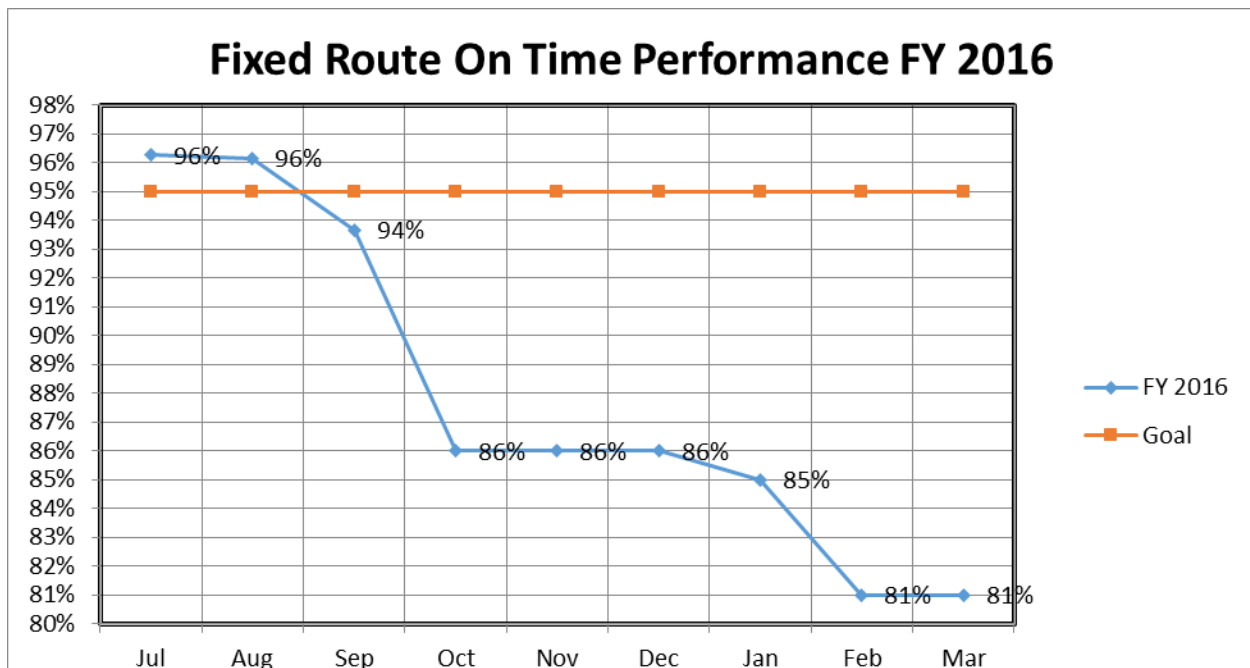
Vehicle Headway Standards

Service operates on regional trunk lines every 60 minutes (more frequently during peak a.m. and p.m. commute times) from early morning to late in the evening, five days a week, with the exception of the less populated North Coast Route #15. On weekends, service operates 5 times per day on Saturdays and 3 times per day on Sundays, throughout RTA's system.

Scheduling involves the consideration of a number of factors including: ridership productivity, transit/pedestrian friendly streets, density of transit-dependent population and activities, relationship to the Regional Transportation Plan, relationship to major transportation developments, land use connectivity, and transportation demand management.

On-Time Performance Standards

Fixed route service is considered on-time if at no point the bus is six or more minutes late. With the introduction of the ITS system, early departures are now being included in the metric. In addition, every published time-point is now being considered, whereas the previous system of Bus Operator reporting only considered the metric by each entire trip. The result of the increased accuracy is a decline in the performance metric, not necessarily in the overall service quality. The goal is 95% or greater. It is recommended that we track the metric for one year, make any improvements we can, and then re-evaluate the goal. One reason for the drop is the need to make technical adjustments in the ITS. The bus stops are not all ideally placed or defined and some analysis is needed to make corrections.



RTA continuously monitors on-time performance and system results are published and posted as part of monthly performance reports covering all aspects of operations.

Service Availability Standards

RTA try to distribute transit service so that 100% of all regional fixed route service are within a 3/4 mile walk of intercity bus transfer points.

XIII. SERVICE POLICIES

Vehicle Assignment Policy

Bus assignments take into account the operating characteristics of buses of various lengths, which are matched to the operating characteristics of the route. Local routes with lower ridership may be assigned 15-foot buses rather than the 35, 40 or 45-foot buses. Some routes requiring tight turns on narrow streets are operated with 35-foot rather than 40 or 45-foot buses.

All buses are also equipped with air conditioning, automated stop announcement systems and CAD/AVL systems.

Transit Amenities Policy

Installation of transit amenities along bus routes are based on the number of passenger boardings at stops and stations along those routes.

Appendix A Employee Annual Education Form

Title VI Policy

No person shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

All employees of the San Luis Obispo Regional Transit Authority are expected to consider, respect, and observe this policy in their daily work and duties. If a citizen approaches you with a question or complaint, direct him or her to the Director, Finance & Administration who is the Title VI Coordinator.

In all dealings with citizens, use courtesy titles (i.e. Mr., Mrs., Ms., or Miss) to address them without regard to race, color or national origin.

Appendix B Acknowledgement of Receipt of Title VI Plan

I hereby acknowledge the receipt of the San Luis Obispo Regional Transit Authority's Title VI Plan. I have read the plan and am committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1.B.

Your signature

Print your name

Date

Appendix C TITLE VI COMPLAINT FORM

Title VI of the 1964 Civil Rights Act requires that “No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” If you feel you have been discriminated against in transit services, please provide the following information in order to assist us in processing your complaint and sent it to:

Provide address here

Please print clearly:

Name: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____(home) _____(cell) _____(work)

Person discriminated against: _____

Address of person discriminated against: _____

City, State, Zip Code: _____

Please indicate why you believe the discrimination occurred:

- _____ Race
- _____ Color
- _____ National Origin
- _____ Other

What was the date of the alleged discrimination? _____

Where did the alleged discrimination take place? _____

Please describe the circumstances as you saw it: _____

Please list any and all witnesses' names and phone numbers:

Have you previously filed a Title VI complaint with this agency?

Yes No

Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?

Yes No

If yes, check all that apply:

Federal Agency: _____

Federal Court _____

State Agency _____

State Court _____

Local Agency _____

Please provide information about a contact person at the agency/court where the complaint was filed.

Name: _____

Title: _____

Agency: _____

Address: _____

Telephone: _____

Please attach any documents you have which support the allegation. Then date and sign this form and send to the Title VI Coordinator at:

**Title VI Coordinator
Chief Financial Officer & Director of Administration
San Luis Obispo Regional Transit Authority
179 Cross Street, Suite A
San Luis Obispo, California 93401**

Your signature

Date

Print your name

APPENDIX D Sample Letter Acknowledging Receipt of Complaint

Today's Date

Ms. Jane Doe
1234 Main St.
San Luis Obispo, California 93401

Dear Ms. Doe:

This letter is to acknowledge receipt of your complaint against the San Luis Obispo Regional Transit Authority alleging _____.

An investigation will begin shortly. If you have additional information you wish to convey or questions concerning this matter, please feel free to contact this office by telephoning _____, or write to me at this address.

Sincerely,

**Title VI Coordinator
Chief Financial Officer & Director of Administration
San Luis Obispo Regional Transit Authority
179 Cross Street, Suite A
San Luis Obispo, California 93401**

APPENDIX E Sample Letter Notifying Complainant that the Complaint Is Substantiated

Today's Date

Ms. Jane Doe
1234 Main St.
San Luis Obispo, California 93401

Dear Ms. Doe:

The matter referenced in your letter of _____ (date) against the San Luis Obispo Regional Transit Authority alleging Title VI violation has been investigated. (An/Several) apparent violation(s) of Title VI of the Civil Rights Act of 1964, including those mentioned in your letter (was/were) identified. Efforts are underway to correct these deficiencies.

Thank you for calling this important matter to our attention. You were extremely helpful during our review of the program. *(If a hearing is requested, the following sentence may be appropriate.)* You may be hearing from this office, or from federal authorities, if your services should be needed during the administrative hearing process.

Sincerely,

**Title VI Coordinator
Chief Financial Officer & Director of Administration
San Luis Obispo Regional Transit Authority
179 Cross Street, Suite A
San Luis Obispo, California 93401**

APPENDIX F Sample Letter Notifying Complainant that the Complaint Is Not Substantiated

Today's Date

Ms. Jane Doe
1234 Main St.
San Luis Obispo, California 93401

Dear Ms. Doe:

The matter referenced in your complaint of _____ (date) against the San Luis Obispo Regional Transit Authority alleging _____ has been investigated.

The results of the investigation did not indicate that the provisions of Title VI of the Civil Rights Act of 1964, had in fact been violated. As you know, Title VI prohibits discrimination based on race, color, or national origin in any program receiving federal financial assistance.

The San Luis Obispo Regional Transit Authority has analyzed the materials and facts pertaining to your case for evidence of the city's failure to comply with any of the civil rights laws. There was no evidence found that any of these laws have been violated.

I therefore advise you that your complaint has not been substantiated, and that I am closing this matter in our files.

You have the right to 1) appeal within seven calendar days of receipt of this final written decision from San Luis Obispo Regional Transit Authority, and/or 2) file a complaint externally with the U.S. Department of Transportation and/or the Federal Transit Administration at Federal Transit Administration Office of Civil Rights Attention: Title VI Program Coordinator East Building, 5th Floor - TCR 1200 New Jersey Ave., SE Washington, DC 20590

Thank you for taking the time to contact us. If I can be of assistance to you in the future, do not hesitate to call me.

Sincerely,

**Title VI Coordinator
Chief Financial Officer & Director of Administration
San Luis Obispo Regional Transit Authority
179 Cross Street, Suite A
San Luis Obispo, California 93401**

APPENDIX G Samples of Narrative to be included in Posters to be Displayed in Revenue Vehicles and Facilities

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance" (42 U.S.C. Section 2000d).

The San Luis Obispo Regional Transit Authority is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1.B. **If you feel you are being denied participation in or being denied benefits of the transit services provided by the San Luis Obispo Regional Transit Authority, or otherwise being discriminated against because of your race, color, national origin, gender, age, or disability, you may contact our office at:**

**Title VI Coordinator
Chief Financial Officer & Director of Administration
San Luis Obispo Regional Transit Authority
179 Cross Street, Suite A
San Luis Obispo, California 93401**

For more information, visit our website at www.slorta.org

**APPENDIX H
SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

RESOLUTION NO. 16-_____

RESOLUTION ADOPTING A TITLE VI POLICY STATEMENT AND PLAN

WHEREAS, The San Luis Obispo Regional Transit Authority (RTA) was formed to provide public transportation to all of the citizens of San Luis Obispo County; and

WHEREAS, Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance; and

WHEREAS, RTA commits to assure that no person shall, on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination under any RTA program or activity regardless of the funding source; and

WHEREAS, RTA as the administrative agent for the City of Paso Robles, City of Atascadero, and City of Arroyo Grande and Grover Beach (South County Transit) receives Federal transportation funding;

WHEREAS, RTA receives Federal funding from other agencies that also have Title VI requirements.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the San Luis Obispo Regional Transit Authority approves the proposed Title VI Policy Statement and Plan in order to meet Title VI and attendant federal requirements. The Chief Financial Officer/Director of Administration, in her capacity, will serve as the Title VI Coordinator and is authorized to revise and update the plan as necessary.

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

AYES:

NOES:

ABSENT:

ABSTAINING:

The foregoing resolution is hereby passed and adopted by the San Luis Obispo Regional Transit Authority of San Luis Obispo County, State of California, at a regular meeting of said Board of Directors held on the 4th day of May 2016.

Jan Marx
President of the RTA Board

ATTEST:

Geoff Straw
Executive Director

APPROVED AS TO FORM AND LEGAL EFFECT:

By: _____
Timothy McNulty
RTA Counsel

Dated: _____
(Original signature in BLUE ink)

LIMITED ENGLISH PROFICIENCY (LEP) PLAN

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY (RTA)

Adopted 5-4-16

Introduction

This Limited English Proficiency (LEP) Plan has been prepared to address San Luis Obispo Regional Transit Authority's responsibilities as a recipient of federal financial assistance as they relate to the needs of individuals with limited English language skills. The plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964, Federal Transit Administration Circular 4702.1B dated October 1, 2012, which state that no person shall be subjected to discrimination on the basis of race, color or national origin.

Executive Order 13166, titled Improving Access to Services for Persons with Limited English Proficiency, indicates that differing treatment based upon a person's inability to speak, read, write or understands English is a type of national origin discrimination. It directs each federal agency to publish guidance for its respective recipients clarifying their obligation to ensure that such discrimination does not take place. This order applies to all state and local agencies which receive federal funds.

Plan Summary

RTA has developed this LEP Plan to help identify reasonable steps for providing language assistance to persons with limited English proficiency who wish to access services provided by RTA. As defined in Executive Order 13166, LEP persons are those who do not speak English as their primary language and have limited ability to read, speak, write or understand English.

This plan outlines how to identify a person who may need language assistance, the ways in which assistance may be provided, staff training that may be required, and how to notify LEP persons that assistance is available.

In order to prepare this plan, RTA undertook the U.S. Department of Transportation (U.S. DOT) four-factor LEP analysis which considers the following factors:

1. The number or proportion of LEP persons in the service area who may be served or are likely to encounter a RTA program, activity or service.
2. The frequency with which LEP persons comes in contact with RTA programs, activities or services.
3. The nature and importance of programs, activities or services provided by RTA to the LEP population.
4. The resources available to RTA and overall cost to provide LEP assistance.

A summary of the results of the RTA four-factor analysis is in the following section.

LIMITED ENGLISH PROFICIENCY (LEP) PLAN

Four-Factor Analysis

1. The number or proportion of LEP persons in the service area who may be served or are likely to encounter a RTA program, activity or service.

RTA staff reviewed the 2010-2014 America Community Survey Report and determined that 47,213 persons in San Luis Obispo County [18.1% of the population] speak a language other than English. Of this number, 16,646 persons [7.3%] have limited English proficiency; that is, they speak English “not well” or “not at all.”

In San Luis Obispo County, of those persons with limited English proficiency, 15,847 speak Spanish or Spanish Creole, 1,816 speak Asian and Pacific Island languages, and 993 speak other Indo-European languages.

2. The frequency with which LEP persons come in contact with RTA programs, activities or services.

RTA assessed the frequency with which staff and drivers have, or could have, contact with LEP persons. This includes documenting phone inquiries and surveying vehicle operators for requests for interpreters and translated documents. To date, the most frequent contact between LEP persons are with dispatchers. Translated documents have included postings on the buses, relating to fares and transit rules written in Spanish. All schedules and ride guides are also written in Spanish.

3. The nature and importance of programs, activities or services provided by RTA to the LEP population.

The largest proportion of LEP individuals in the RTA service area speaks Spanish. Three concentrated areas have been identified in San Luis Obispo County. The City of Paso Robles and City of Atascadero has 17% of adult speakers who speak English less than very well. The City of San Luis Obispo has 13.9% of adult speakers who speak English less than very well. And the City of Nipomo has 19.8% of adult speakers who speak English less than very well. Services provided by RTA that are most likely to encounter LEP individuals are the fixed route system which serves the general public and the demand-response (Dial-A-Ride) system which serves primarily senior and disabled persons.

4. The resources available to RTA and overall cost to provide LEP assistance.

RTA assessed its available resources that could be used for providing LEP assistance, including determining how much a professional interpreter and translation service would cost on an as needed basis, which of its documents would be the most valuable to be translated if the need should arise, and taking an inventory of available organizations that RTA could partner with for outreach and translation efforts. The amount of staff and vehicle operating training that might be needed was also considered. Based on the four-factor analysis, RTA developed its LEP Plan as outlined in the following section.

LIMITED ENGLISH PROFICIENCY (LEP) PLAN

Limited English Proficiency (LEP) Plan Outline

How RTA staff may identify a LEP person who needs language assistance:

1. Examine records to see if requests for language assistance have been received in the past, either at meetings or over the phone, to determine whether language assistance might be needed at future events or meetings.
2. Have a staff person greet participants as they arrive at RTA sponsored events. By informally engaging participants in conversation it is possible to gauge each attendee's ability to speak and understand English.
3. Have Census Bureau Language Identification Flashcards available at RTA meetings. This will assist RTA in identifying language assistance needs for future events and meetings.
4. Have Census Bureau Language Identification Flashcards on all transit vehicles to assist vehicle operators in identifying specific language assistance needs of passengers. If such individuals are encountered; vehicle operators will be instructed to try to obtain contact information to give to RTA's management for follow-up.
5. Vehicle operators and other front-line staff, like dispatchers, dial-a-ride schedulers, and service development planners, will be surveyed annually on their experience concerning any contacts with LEP persons during the previous year.

Language Assistance Measures

There are numerous language assistance measures available to LEP persons, including both oral and written language services. There are also various ways in which RTA staff responds to LEP persons, whether in person, by telephone or in writing.

- RTA will provide Hispanic Education and Outreach Programs which will continue to provide vital information to LEP groups on RTA programs and services;
- Network with local human service organizations that provide services to LEP individuals and seek opportunities to provide information on RTA programs and services;
- Provide a bilingual Community Outreach Coordinator at community events, public hearings and Board of Director meetings. Placement of statements in notices and publications that interpreter services are available for these meetings, with 48 hours advance notice per Brown Act;
- Survey bus drivers and other front-line staff, like dispatchers, dial-a-ride schedulers, and service development planners, bi-annually on their experience concerning any contacts with LEP persons during the previous year;

LIMITED ENGLISH PROFICIENCY (LEP) PLAN

- Provide Language Identification Flashcards onboard the RTA fleet, in Road Supervisor vehicles and at transit systems administrative offices;
- Post the RTA Title VI Policy and LEP Plan on the agency website, www.slorta.org;
- Provide group travel training to LEP persons with the assistance of bilingual staff;
- Include language “Spanish a plus” on bus driver recruitment flyers and onboard recruitment posters;
- When an interpreter is needed for a language other than Spanish, in person or on the telephone, staff will attempt to access language assistance services from a professional translation service or qualified community volunteers. A list of volunteers will need to be developed.

Staff Training

The following training will be provided to RTA staff:

1. Information on the RTA Title VI Procedures and LEP responsibilities
2. Description of language assistance services offered to the public
3. Use of Language Identification Flashcards
4. Documentation of language assistance requests
5. How to handle a potential Title VI/LEP complaint?

Outreach Techniques

When staff prepares a document or schedules a meeting, for which the target audience is expected to include LEP individuals, then documents, meeting notices, flyers, and agendas will be printed in an alternative language based on the known LEP population. Interpreters may be available as needed.

Monitoring and Updating the LEP Plan

RTA will update the LEP as required by U.S. DOT. At minimum, the plan will be reviewed and updated when data from the 2019 America Community Survey Report is available, or when it is clear that higher concentrations of LEP individuals are present in the RTA service area. Updates will include the following:

- The number of documented LEP person contacts encountered annually
- How the needs of LEP persons have been addressed?
- Determination of the current LEP population in the service area
- Determination as to whether the need for translation services has changed
- Determine whether local language assistance programs have been effective and sufficient to meet the need
- Determine whether RTA’s financial resources are sufficient to fund language assistance resources needed

LIMITED ENGLISH PROFICIENCY (LEP) PLAN

- Determine whether RTA has fully complied with the goals of this LEP Plan
- Determine whether complaints have been received concerning RTA's failure to meet the needs of LEP individuals

Dissemination of the RTA LEP Plan

A link to the RTA LEP Plan and the Title VI Procedures is included on the RTA website at www.slorta.org.

Any person or agency with internet access will be able to access and download the plan from the RTA website. Alternatively, any person or agency may request a copy of the plan via telephone, fax, mail, or in person and shall be provided a copy of the plan at no cost. LEP individuals may request copies of the plan in translation which RTA will provide, if feasible.

Questions or comments regarding the LEP Plan may be submitted to the San Luis Obispo Regional Transit Authority, Title VI Coordinator:

San Luis Obispo Regional Transit Authority
179 Cross Street, Suite A
San Luis Obispo, CA 93401
Phone: 805-781-4833
Fax: 805-781-1291
Email: tarnold@slorta.org (Title VI Coordinator)

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

MAY 4, 2016

STAFF REPORT

AGENDA ITEM: C-10

TOPIC: Resolution Authorizing RTA Executive Director to Execute State Proposition 1B Safety & Security Funds Agreement

ACTION: Approve

PRESENTED BY: Geoff Straw, Executive Director

STAFF RECOMMENDATION: Adopt Resolution

BACKGROUND/DISCUSSION:

Proposition 1B was passed in November 2006 by California voters. RTA is an eligible recipient of this funding.

In FY15-16, RTA applied for and was awarded \$100,000 in Proposition 1B Safety and Security Funds for the backend system upgrade for on-bus security camera systems on RTA/SCT/Paso Express fixed route, Runabout (ADA) and Dial-A-Ride vehicles. However, the California Governor's Office of Emergency Services (Cal OES) requires the attached Authorizing Agent Signature Authority and Governing Body Resolution in order to execute funding agreements.

Staff Recommendation

Staff recommends approval of the resolutions authorizing the RTA Executive Director, Chief Financial Officer or Grants Manager to execute for and on behalf of RTA, any actions necessary for the purpose of obtaining financial assistance provided by Cal OES.



179 Cross Street, Suite A
San Luis Obispo, CA 93401
(805) 781-4472 Fax (805) 781-1291
www.slorta.org

Authorized Agent Signature Authority

AS THE President
(Chief Executive Officer / Director / President / Secretary)

OF THE San Luis Obispo Regional Transit Authority
(Name of State Organization)

I hereby authorize the following individual(s) to execute for and on behalf of the named state organization, any actions necessary for the purpose of obtaining state financial assistance provided by the California Emergency Management Agency.

Executive Director, OR
(Name or Title of Authorized Agent)

Grants Manager, OR
(Name or Title of Authorized Agent)

CFO/Director of Administration.
(Name or Title of Authorized Agent)

Signed and approved this 4th day of May, 2016.

President's (Signature)



179 Cross Street, Suite A
San Luis Obispo, CA 93401
(805) 781-4472 Fax (805) 781-1291
www.slorta.org

Governing Body Resolution

Resolution No: _____

WHEREAS, the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006 authorizes the issuance of general obligation bonds for specified purposes, including, but not limited to, funding made available for capital projects that provide increased protection against security and safety threats, and for capital expenditures to increase the capacity of transit operators to develop disaster response transportation systems; and

WHEREAS, the California Governor's Office of Emergency Services (Cal OES) administers such funds deposited in the Transit System Safety, Security, and Disaster Response Account under the California Transit Security Grant Program (CTSGP); and

WHEREAS, the San Luis Obispo Regional Transit Authority (RTA) is eligible to receive CTSGP funds; and

WHEREAS, the San Luis Obispo Regional Transit Authority (RTA) will apply for FY15-16 CTSGP funds in an amount of \$100,000 for Purchase and install the backend system upgrade for on-bus security camera systems on RTA/SCT/Paso Express fixed route, Runabout (ADA) and Dial-A-Ride vehicles in the county of San Luis Obispo; and

WHEREAS, San Luis Obispo Regional Transit Authority recognizes that it is responsible for compliance with all Cal OES CTSGP grant assurances, and state and federal laws, including, but not limited to, laws governing the use of bond funds; and

WHEREAS, Cal OES requires San Luis Obispo Regional Transit Authority to complete and submit a Governing Body Resolution for the purposes of identifying agent(s) authorized to act on behalf of San Luis Obispo Regional Transit Authority to execute actions necessary to obtain CTSGP funds from Cal OES and ensure continued compliance with Cal OES CTSGP assurances, and state and federal laws.

THEREFORE, IT IS HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY THAT GEOFF STRAW, EXECUTIVE DIRECTOR, AND/OR HER DESIGNEE, is hereby authorized to execute for and on behalf of San Luis Obispo Regional Transit Authority (RTA), a public entity established under the laws of the State of California, any actions necessary for the purpose of obtaining financial assistance provided by the California Governor's Office of Emergency Services under the CTSGP.

Passed and approved this 4th day of May, 2016.



179 Cross Street, Suite A
San Luis Obispo, CA 93401
(805) 781-4472 Fax (805) 781-1291
www.slorta.org

APPENDIX E – Governing Body Resolution

Certification

I, Jan Marx, duly appointed and
(Name)

President of the RTA Board of Director
(Title) (Governing Body)

do hereby certify that the above is a true and correct copy of a resolution passed and approved by

the RTA Board of Directors of the RTA on the
(Governing body) (Name of Applicant)

4th day of May, 2016.

President of the RTA Board of Directors
(Official Position)

(Signature)

May 4, 2016
(Date)

The Regional Transit Authority is a Joint Powers Agency serving residents and visitors of:

Arroyo Grande Atascadero Grover Beach Morro Bay Paso Robles Pismo Beach San Luis Obispo and The County of San Luis Obispo

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
MAY 4, 2016
STAFF REPORT

AGENDA ITEM: C-11

TOPIC: Vehicle Procurement

ACTION: Approve

PRESENTED BY: Geoff Straw, Executive Director

STAFF RECOMMENDATION: Authorize Executive Director to Procure Two Runabout Cutaway Vehicles and One Trolley at a Cost Not to Exceed \$363,480

BACKGROUND/DISCUSSION:

RTA secured \$138,960 in FTA Section 5307 funds to purchase two (2) Runabout Cutaway replacement vehicles. These funds will be matched with \$24,520 in State Transit Assistance (STA) Funds. These two wheelchair-accessible vehicles will be purchased from the CalACT procurement list approved by FTA and Caltrans. Once the Purchase Order is issued, it will take approximately 4-6 months for delivery.

RTA also secured \$160,000 FTA Section 5307 funds to purchase a replacement Trolley. These funds will be matched with \$40,000 in STA funds. This Trolley could be purchased from the CalACT procurement list approved by FTA and Caltrans. Once the Purchase Order is issued, it will take approximately 6-9 months for delivery.

Staff Recommendation

Authorize the Executive Director to procure two Runabout Cutaway replacement vehicles and one replacement Trolley at a total cost not to exceed \$363,480.

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

May 4, 2016

STAFF REPORT

AGENDA ITEM: C-12

TOPIC: Strategic Business Plan Results

ACTION: Receive

PRESENTED BY: Geoff Straw, Executive Director

STAFF RECOMMENDATION: Receive Annual Report on Performance Results Through March 31, 2016

BACKGROUND/DISCUSSION:

At its July 9, 2014 meeting, the RTA Board adopted the *RTA 2015-2017 Strategic Business Plan*. This plan was essentially an updated version of the *RTA 2011-2014 Strategic Business Plan*, and the update includes slightly revised Vision and Mission Statements, as well as “stretch” performance standards to ensure RTA staff continually seeks to improve its services.

The attached report presents our annual results from July 1, 2015 through March 31, 2016. Please note that the financial figures are unaudited estimates, but they provide a reasonable representation of each applicable financial measure. For measurement purposes, the SRTP sets the base of RTA believes it can achieve, and the SBP sets the goal of RTA strives to achieve. It may be appropriate for the Board to revisit the SBP after adoption of the SRTP in mid-2016.

Staff recommendation:

Receive the attached report on performance results achieved year to date in FY15-16.

Report on RTA Performance Standards

July 2015 through March 2016

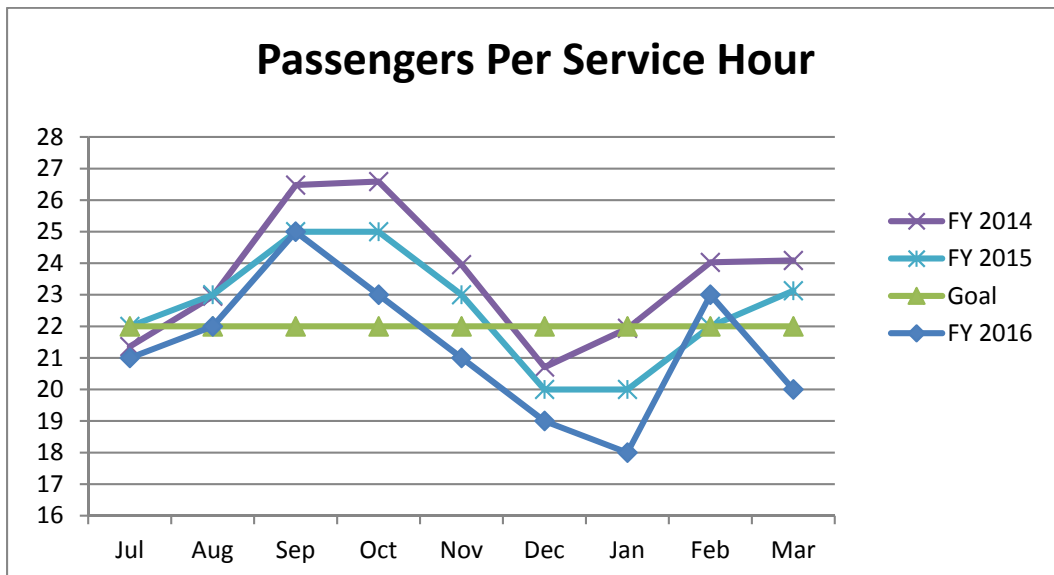
Regional Transit Authority Standards of Excellence: Service Quality and Efficiency

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

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

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

RTA is at 21.4 riders per hour for the year. This is slightly below our goal of 22. Lower fuel prices are considered the primary reason for the decline as some passenger appear to have chosen to use their private automobile in lieu of riding RTA buses.



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

Measurement: Objective.

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

As long as a scheduled fixed route bus trip is delivered ahead of the next scheduled bus trip, then service is considered “delivered” (but that late trip will still be reported under the on-time performance measure discussed below). A typical weekday includes a total of 138 bus trips, while each Saturday includes 50 trips and each Sunday includes 32. The service delivery goal is 99% or greater. Of 29,536 trips year-to-date, RTA missed four scheduled trips, or a service delivery achievement of 99.99%.

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

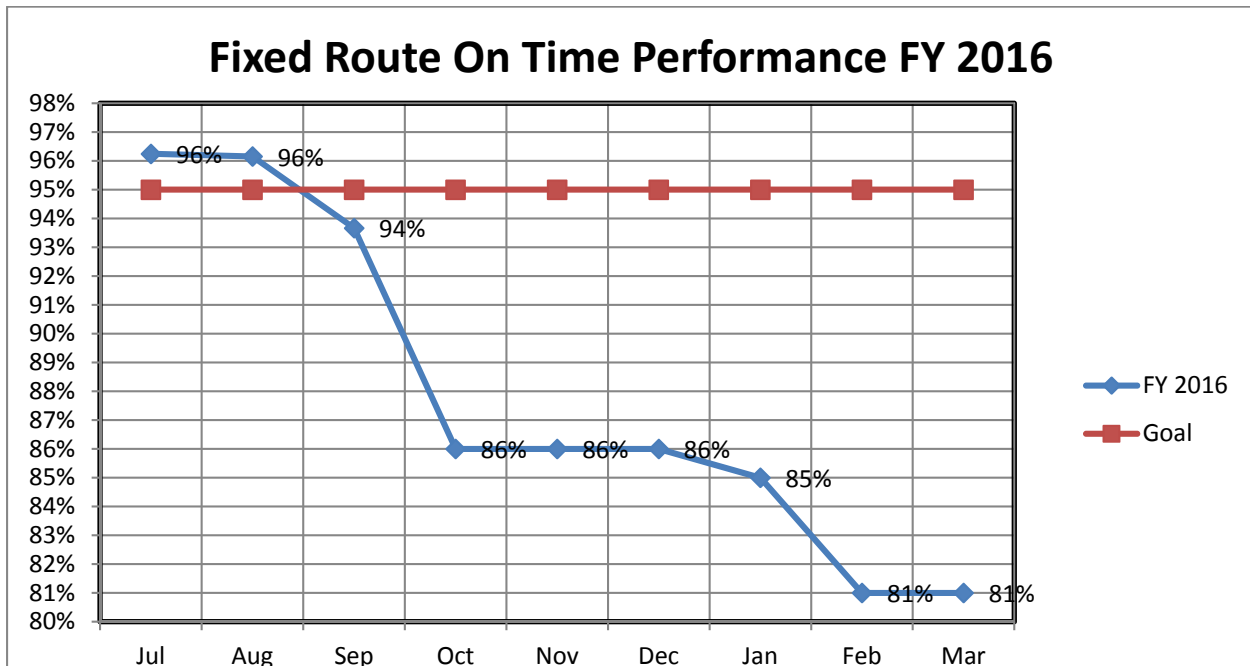
Report on RTA Performance Standards

July 2015 through March 2016

Measurement: Objective.

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

Fixed route service is considered on-time if at no point the bus is six or more minutes late. With the introduction of the ITS system, early departures are now being included in the metric. In addition, every published time-point is now being considered, whereas the previous system of Bus Operator reporting only considered the metric by each entire trip. The result of the increased accuracy is a decline in the performance metric, not necessarily in the overall service quality. The goal is 95% or greater. It is recommended that we track the metric for one year, make any improvements we can, and then re-evaluate the goal. One reason for the drop is the need to make technical adjustments in the ITS. The bus stops are not all ideally placed within the software mapping system and some further analysis is needed by the vendor to make corrections.



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

Measurement: Objective.

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

Runabout service is considered on-time if the van arrives within 30 minutes of the appointed pick-up time. The goal is 95% or greater, and through March Runabout has surpassed this goal in each month of FY15-16, averaging around 98%. Staff will continue to monitor Runabout's on-time performance to ensure this trend continues.

Report on RTA Performance Standards

July 2015 through March 2016

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

Measurement: Subjective.

- Reported by the Executive Director and Division Heads annually. Below are some interim findings:
 1. New Route 9 and 10 peak service was implemented beginning in mid-September 2015. This included one peak-period morning and one peak-period afternoon trip for each route. This service is not growing as anticipated and staff is exploring alternatives. Moving the Route 9 trip to originate in Atascadero is one viable alternative to the current Morro Bay origin.
 2. New San Luis Obispo Airport service between Government Center and the airport was implemented as part of Route 10X. Funding restrictions limited the number of bus stops on this new service. The ridership at the Airport bus stop is still being evaluated, and we have received requests for service on Broad at Tank Farm. We will continue to monitor, and we may ultimately recommend the bus stop be moved from near the Airport to Broad at Tank Farm.
 3. The Joint RTA and SLO Transit Short Range Transit draft plans are completed. It was a worthwhile effort resulting in several advantages. Coordinating capital program projects, improving systems familiarity among management, and improving cooperation are among the positive outcomes.
 4. Cuesta College has asked RTA to move their bus stop to the back of the campus to improve ADA accessibility. This move will add 3-4 minutes to the schedule and is scheduled for some time within the next year.

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

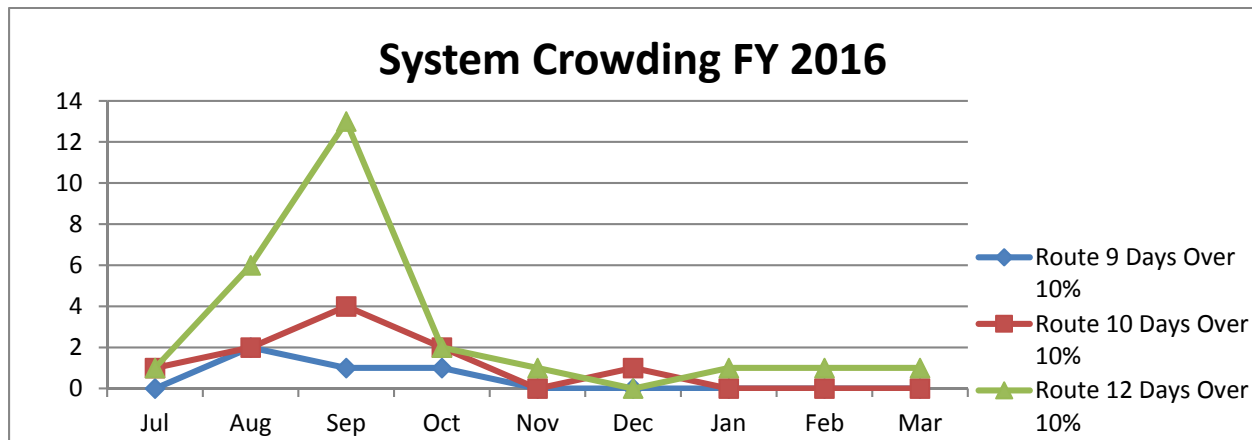
Measurement: Objective.

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

The ITS data that we began collecting in October and November is telling us that previous reporting methods were giving us the number of standees without consideration of available/open seats. In short, it was not practical for Bus Operators to count available seats in relation to standees. Also, passengers are choosing to stand rather than ask someone to move over and make space. With the automated passenger counters and known bus capacities we have a more accurate measure of loads. Our current measurement at the route level may need to be changed to a trip-level accounting. For example, a trip may be experiencing crush-loads on a daily basis, but the route in general may not have more than 10% crowded trips. Trip monitoring is considered a more passenger friendly metric since it calls for additional service sooner than at a route level.

Report on RTA Performance Standards

July 2015 through March 2016



Regional Transit Authority Standards of Excellence: Revenue and Resources

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

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

Measurement: Objective.

- Monthly financial statements and YTD budget expenses.

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

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

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

Fiscal Year 2015 Result: Operating Costs were 88% of the adopted budget

Fiscal Year 2016 Result: Operating Costs are 64.07% of the adopted budget (as of March 31, 2016, 75% into 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: Fixed Route Farebox Recovery Ratio (FRR) shall be greater than 25%.

Measurement: Objective.

- Based upon monthly Route Productivity/Performance Report.

Fiscal Year 2012 Result: 28.81%

Fiscal Year 2013 Result: 30.82%

Fiscal Year 2014 Result: 31.50%

Fiscal Year 2015 Result: 26.40% (including Paso Express)

Report on RTA Performance Standards

July 2015 through March 2016

Fiscal Year 2016 Result: 26.12% (including Paso Express through March 31, 2016)

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

Standard 3: No significant financial audit findings.

Measurement: Objective.

- Finance and Administration will report negative audit findings (if any).

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

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

Measurement: Subjective.

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

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

Regional Transit Authority Standards of Excellence: Safety

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

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

Measurement: Objective.

- Rate shall be reported by Safety and Training.

In January 2014, the RTA Board tightened the standard from 2.0 collisions per 100,000 miles to only 1.0. Year to date, RTA is close to achieving this more challenging goal with a collision rate of 1.29 per 100,000 miles. Increased training and awareness campaigns are being conducted to improve safety.

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

Measurement: Objective.

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

Report on RTA Performance Standards

July 2015 through March 2016

The Safety Resource Committee has effectively resolved 37 employee suggestions during FY15-16 at its quarterly meetings. The committee started with 11 open items and ended with 6 open items. The next meeting is scheduled for May 10, 2016, with three new items, three remaining open items from last meeting, and four ongoing items such as Heart-TA, Posting Safety Committee Agenda after meetings, and posting quarterly Collision Statistics.

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

Measurement: Objective.

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

Fiscal Year 2010-11 Result: 10

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

Fiscal Year 2012-13 Result: 11

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

Fiscal Year 2014-15 Result: 10 (includes 5 medical only, 5 have been closed)

Fiscal Year 2015-16 Result: 1 as of March 31, 2016

FY14-15 was a slightly higher year for workers compensation claims but staff believes the successful change in third party administrators on July 1, 2014 (because of performance issues by the previous contractor) has resulted in quicker closing of claims. This has resulted in lower overall costs. We are optimistic that claims handling has improved, which will have a positive impact on our incurred losses over time.

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

Measurement: Objective.

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

The first comprehensive Customer Perception Survey was completed in 2013. We completed passenger and stakeholder surveys as part of the joint Short Range Transit Plan effort in March 2015; the results of this effort is included in the Draft SRTP report. Overall, customer satisfaction remains high for RTA and Runabout.

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

Measurement: Objective.

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

Fiscal Year 2011 Result: 5.1% of total operating costs

Fiscal Year 2012 Result: 7.5% of total operating costs

Fiscal Year 2013 Result: 7.6% of total operating costs

Fiscal Year 2014 Result: 8.2% of total operating costs

Fiscal Year 2015 Result: 8.7% of total operating costs

Report on RTA Performance Standards

July 2015 through March 2016

We are well under the goal through FY13-14. FY14-15 results were higher as a result of significant claims that developed in prior year, as well as generally higher liability costs in the public transit market. Staff is evaluating insurance options and will include additional information with the budget assumptions and budget presentation for FY16-17. This includes property, workers compensation, liability, and auto physical damage insurance costs.

Regional Transit Authority Standards of Excellence: Human Resources

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

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

Measurement: Subjective.

- Annual assessment by Executive Director and Department Heads.

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

2010 – 24%

2011 – 33%

2012 – 20%

2013 – 12%

2014 – 19%

2015 – 18%

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

Measurement: Objective.

- Departments have submitted training needs with budget process.
- Maintenance: 30 Hours per technician annually.
- Operations Supervisors: 24 Hours annually.
- Bus Operators: 8 Hours Annually
- Finance and Administration: 16 Hours per employee annually.

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

- Maintenance: 40 Hours per technician annually – As of March 30, 2016 the technicians averaged 42 hours of training per person. During FY14-15 they averaged 108.5.

Report on RTA Performance Standards

July 2015 through March 2016

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 – Supervisors averaged 26 annual training hours per person year to date.
- Bus Operators 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: 16 Hours per employee annually – these hours are used by each employee in various ways based on their responsibilities and in consultation with their direct supervisor. Staff believes that this standard has been met for the majority of finance and administration employees during FY14-15 and all employees will have exceeded this standard by the end of FY15-16.

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

Measurement: Subjective.

For the past three years, all employees must participate in a formal training program called *Verbal Defense and Influence*, which focused us how to communicate more effectively with each other and our customers, including the most recent training in January 2015. A total of 13 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). In February 2016 administrative staff from RTA and SCT participated in an all-day off-site Team Strengthening session moderated by an outside facilitator. 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 to plan for 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 KPIs.

RTA currently completes formal annual evaluations for administration and management staff. Bus Operators are evaluated based on the requirements of the collective bargaining agreement (CBA). Given that the CBA provides is some latitude for pay increases for Technicians in the shop, we instituted a formal evaluation in FY13-14. Additionally both Technicians and Bus

Report on RTA Performance Standards

July 2015 through March 2016

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

Regional Transit Authority Standard of Excellence: Fleet and Facility

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

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

Measurement: Objective.

- As reported by Finance and Administration.

As of March 31, 2016, the average RTA fixed route vehicle age (including Paso Express fixed route vehicles) is 6 years with an average of 240,000 miles. The design life of a 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 years with an average of 98,000 miles. The design life of a demand response van is 4-years/100,000 miles, so we are currently within the 40% beyond standard. The capital program is scheduled to be updated in 2015 as part of the Short Range Transit Plan update effort (the capital plan adopted by the Board as part of the previous SRTP was in July 2011).

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

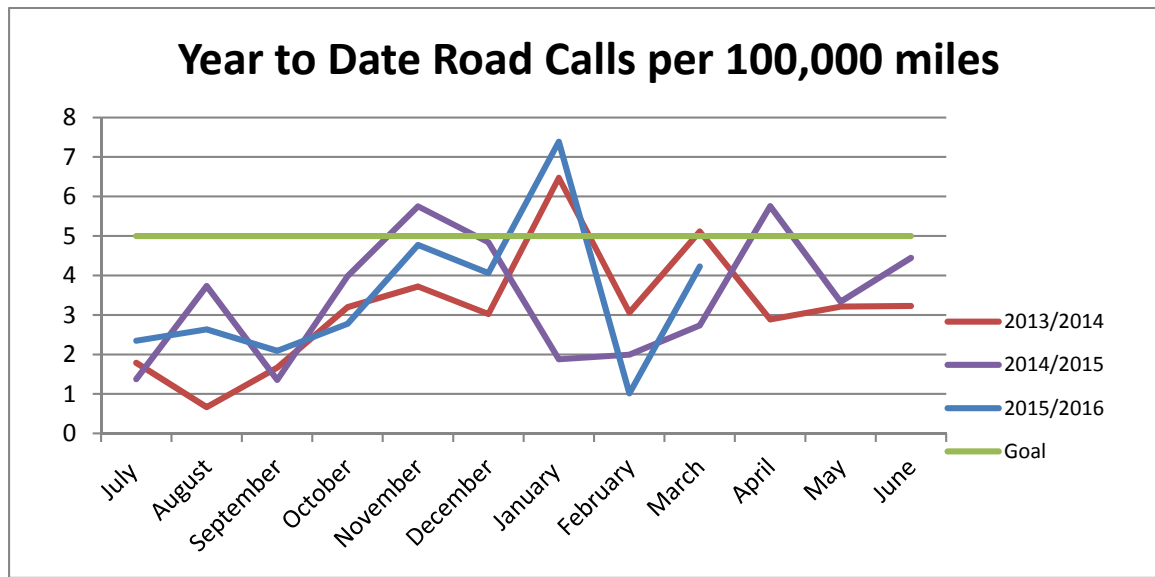
Measurement: Objective.

- As reported by the Maintenance Department.

This standard has been achieved or surpassed in all but three months over the past three fiscal years. The year-end average was 3.17 in FY13-14, 3.31 in FY14-15 and 3.48 so far in FY15-16. For well over a year now, staff has been aligning and reporting to match the definition as listed in the National Transit Database. We will closely track this standard as our fleet ages and/or if breakdowns appear to be happening more frequently.

Report on RTA Performance Standards

July 2015 through March 2016



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 first comprehensive Customer Perception Survey was completed in 2013. We completed passenger and stakeholder surveys as part of the Short Range Transit Plan in March 2015; the results of this effort are reported in the Draft SRTP report. Overall, passengers appear to be satisfied with the cleanliness of RTA vehicles and facilities.

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

Measurement: Objective.

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

The first comprehensive Customer Perception Survey was completed in 2013. We completed passenger and stakeholder surveys as part of the Short Range Transit Plan in March 2015; the results of this effort are reported in the Draft SRTP report. Overall, passengers appear to be satisfied with the state of RTA bus stops.

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

Measurement: Objective.

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

Report on RTA Performance Standards

July 2015 through March 2016

There has been no negative FTA or TDA findings in the previous audits, with triennial audits being completed during the 2013 and 2014 calendar years. Preventable maintenance has been completed on a timely basis with no CHP findings in 2013, 2014 or 2015. The next CHP audit is for scheduled for July or August 2016.

Regional Transit Authority Standards of Excellence: Leadership

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

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

Measurement: Subjective.

- Will be reviewed by staff and RTA Board.

Staff believes that we have maintained strong relationships with most local, state and federal agencies. Staff has developed recommended updates for the South County Transit JPA, as well as a new agreement with SCT for RTA administrative oversight duties.

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

Measurement: Subjective.

- To be evaluated and monitored by RTA Board.

The Executive Director and other senior staff attend City Council and other policy board meetings throughout the county, as well as civic group meetings, as appropriate.

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

Measure: Subjective.

- To be evaluated by Executive Director.

This is area of organizational culture than can never be fully "completed" but is something that we continually strive to improve. We invite one RTA Bus Operator and one SCT Supervisor to our bi-weekly staff meetings to ensure the strategic issues we discuss include input from both the driver group and our SCT partners. The Team Strengthening session we conducted in February 2016 was universally supported by all participants, and it provided senior management with ideas to further improve internal communications and employee relations.

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

Measurement: Subjective.

- To be evaluated by Executive Director and RTA Board.

Report on RTA Performance Standards

July 2015 through March 2016

The Executive Director is currently completing his role as the Project Manager for the joint SLO Transit / RTA Short Range Transit Plan effort. In addition, he attends each bimonthly SLO Transit Mass Transit Committee meeting to ensure open communications between our two agencies. To ensure that each JPA jurisdiction's policy board is informed about regional transit issues, the Executive Director occasionally attends City Council meetings or as requested. The RTA Executive Director also attends County Supervisor agenda review meetings with the SLOCOG Executive Director to ensure we understand and support each other's efforts. Finally, RTA staff provides comments to City and County planning departments to ensure that transit amenities are considered in planning documents and development proposals.

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
MAY 4, 2016
STAFF REPORT

AGENDA ITEM: C-13

TOPIC: Workers Compensation Provider Options

ACTION: Approve

PRESENTED BY: Geoff Straw, Executive Director

STAFF RECOMMENDATION: Authorize Executive Director to Change Workers Compensation Insurance Providers at a Cost Not to Exceed \$694,000

BACKGROUND/DISCUSSION:

As noted in the FY16-17 budget staff report (Agenda Item B-1), staff was notified in November 2015 of an increase to the primary workers compensation insurance program, following a significant increase in FY15-16. Staff notified the RTA Executive Committee and Board during meetings earlier this year that options for coverage were being reviewed.

Since that time, staff has received revised estimates, which are slightly lower than the November projections. Additional information was provided by the underwriter, including the fact that rates are calculated based on losses over the last seven years, and then an experience modification factor for the last three years is applied. As such, RTA is now rated on an actuarial basis, since we now have seven prior years of loss history. It should be noted that RTA uses a \$0 self-insured retention level, which means the insurance carrier covers the “first dollar” for each and every workers compensation loss (i.e., no deductible).

Staff is currently soliciting quotes and analyzing options for FY16-17 to determine if an increase in the self-insured retention level or if contracting with another carrier would be more cost effective. Although the final numbers are not available prior to consideration of the FY16-17 budget, staff included a “worst case scenario” cost estimate in the budget proposal.

Staff Recommendation

Authorize the Executive Director to change workers compensation carriers and/or self insured retention levels should the annual impact be the same as or less than the \$694,000 included in the FY16-17 budget proposal.

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
May 4, 2016
STAFF REPORT

AGENDA ITEM: C-14

TOPIC: RTAC Bylaws Revision

PRESENTED BY: Geoff Straw, Executive Director

STAFF RECOMMENDATION: Review and Adopt Staff Recommendation to amend the RTAC Bylaws to designate a Paratransit Appeals Board

BACKGROUND/DISCUSSION:

The RTAC's primary role is to advise the RTA Board on transit issues that affect the region including, but not limited to, the coordination and consolidation of transit services, service changes, proposed budget, transit planning, and performance audit findings. In addition, the RTAC serves as the review committee for appeals by transit users. The Regional Transit Advisory Committee (RTAC) bylaws were amended by the RTA Board in May 2012, replacing the previous document adopted in May 2006.

Staff is recommending that the RTAC bylaws be amended to specifically identify the make-up and role of a new Paratransit Appeals Board (PAB). The role of the PAB is to review and determine eligibility for Runabout services upon the appeal of an applicant whose application was denied by RTA staff or whose eligibility was temporarily revoked under the Runabout No-Show Policy. The findings of the PAB would be final, although persons whose appeals were upheld could still appeal to the U.S. Department of Justice through the Federal Transit Administration Civil Rights office. Other small editing changes are also recommended as depicted in the line-out version attached to this staff report.

STAFF RECOMMENDATION:

Amend the RTAC bylaws as recommended in the attached document.

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
REGIONAL TRANSIT ADVISORY COMMITTEE BYLAWS

Adopted – May 2, 2012

ARTICLE I

FUNCTIONS

The purpose of the San Luis Obispo Regional Transit Advisory Committee (RTAC) is to improve the quality, efficiency and effectiveness of regional public transit services provided by the San Luis Obispo Regional Transit Authority (RTA). The RTAC shall also review agenda items for transit issues, and provide comment and recommendations and other such advice as may be requested by SLORTA.

A major function of the RTAC is to review issues of operational and financial significance presented by appropriate RTA staff members. The review by the RTAC may include a recommendation that will become part of the staff agenda reports presented to the ~~SLORTA-RTA~~ Boards of Directors.

Specific functions of RTAC for **SLORTA** are:

A. To advise on transit issues that affect the region including, but not limited to, the coordination and consolidation of transit services, service changes, proposed budget, transit planning, and performance audit findings.

B. To serve as the ~~Review Committee for appeals by transit users.~~Paratransit Appeals Board, as follows:

1. Purpose: The purpose of the PAB is to review and determine paratransit eligibility upon the appeal of an initial denial of Runabout services by RTA staff. Service denials are based on Americans with Disabilities Act of 1990 (ADA) eligibility requirements and the Runabout No-Show Policy. Service denials based on a violation of the Passenger Code of Conduct will not be reviewed by the PAB. The PAB will be organized and trained by the RTA Mobility Specialist.

2. PAB Membership: Three RTAC members and one alternate will be chosen by the full RTAC at its first meeting each calendar year to serve on the PAB. Neither the RTA Mobility Specialist nor anyone in the RTA decision making chain of command may serve as a voting member of the PAB. serve as the Review Committee for appeals by transit users.

4-3. Voting: A simple majority vote of the PAB will either confirm or overturn the denial of Runabout service. Based on ADA guidelines, the decision of the PAB will be final.

ARTICLE II

RTAC MEMBERSHIP

Section 1 – Membership Regular members, representing various public transit interests, shall be appointed to the ~~Regional Transportation Advisory Committee~~RTAC as follows:

- A. One representative from each JPA jurisdiction, per Appointing Authorities listed in Exhibit “A”. (Alternatively, Arroyo Grande, the County of San Luis Obispo, Grover Beach and Pismo Beach may choose to appoint one representative from the ~~SCAT-SCT~~ JPA.)
- B. One representative of fixed route transit users
- C. One representative of ADA paratransit users
- D. One representative of Cuesta College
- E. One representative of California Polytechnic State University

Section 2 – Voting Each representative shall have one vote. All decisions shall be supported by a vote of the majority membership.

Section 3 – Alternates and Absences As part of the appointment process, RTA staff shall seek both a primary and an alternate member from each appointing agency. The appointing agency will be notified by RTA staff within 30 days of each occurrence when the jurisdiction is not represented at a regularly scheduled meeting. In the event of three consecutive absences by either its primary or alternate representative, RTA staff shall inquire in writing if a new representative from the appointing agency should be appointed to serve the remainder of the term.

Section 4 – Terms Members shall serve a term of 4 years, except transit operator members, who shall serve without regard to such term limits. Initial appointments will be for either 2-year or 4 year terms, chosen by lot at the first meeting, to stagger term expiration dates. Members may be reappointed for additional terms.

Section 5 – Appointments Appointments to the RTAC shall be made by the appointing agencies shown on Exhibit A, in accordance with each agency's procedures for such appointments. The ~~S~~LORTA Board of Directors shall ratify all appointments.

ARTICLE III

OFFICERS

Section 1 – Officers The officers of the RTAC shall be a Chair and a Vice-Chair.

Section 2 – Election of Officers The Chair and Vice-Chair shall be chosen annually by a majority vote of the ~~Regional Transportation Advisory Committee~~RTAC membership

present at the last-first meeting of each fiscal-calendar year to assume responsibility at the first-second meeting of the next-fiscal year.

Section 3 – Vacancies A mid-term vacancy in an office shall be filled by a majority vote of committee members present at the next regular meeting. The newly elected officer shall serve the remainder of the term.

Section 4 – Duties of Officers

A. Chair

1. To preside at all meetings of the RTAC.
2. To call meetings of the RTAC in accordance with these Bylaws.
3. To see that all actions of the RTAC are properly taken.
4. To appoint subcommittees.
5. To review, amend if necessary, and approve the agenda for RTAC meetings.

B. Vice-Chair

1. To perform all duties and responsibilities of the Chair during the temporary absence or disability of the Chair, or on permanent absence of the Chair, until a new Chair is selected.
2. To assist the Chair in the conduct of RTAC business.

Section 5 – Staff Support

~~SLORTA~~ staff support shall be provided to perform the following duties:

1. Keep the minutes of all meetings.
2. Give or serve all notices to appointing agencies and members required by these Bylaws.
3. Prepare an agenda for each meeting, and send it to the Chair one week prior to the meeting.
4. Be custodian of RTAC records.
5. Provide training to the PAB on the Runabout eligibility appeals process.

ARTICLE IV

MEETINGS

Section 1 – Meetings Meetings shall be scheduled no less than quarterly and prior to the ~~SLORTA board~~ RTA Board meetings in sufficient advance of the finalization of the

| ~~S~~LORTA agendas that RTAC recommendations can be included on the staff reports. Additional meetings may be scheduled as needed.

Section 2 – Quorum A quorum shall consist of six members of the Committee. No formal action shall be taken in the absence of a quorum, except to adjourn the meeting to a later date.

Section 3 – Notice A written copy of the agenda and related staff reports for each meeting shall be given to members at least 3 working days prior to the meeting.

Section 4 – Proceedings Except as otherwise provided in these Bylaws, all meetings of the RTAC should be conducted in accordance with the Brown Act and Robert's Rules of Order, Newly Revised.

ARTICLE V

SUB-COMMITTEES

The Chair shall appoint the members and determine the duties of Sub-Committees, as directed by the RTAC. Sub-Committees shall make and submit recommendations to the full Committee for appropriate action.

ARTICLE VI

EFFECTIVE DATE

| These Bylaws and any amendments shall become effective upon adoption by the RTAC and ratification by ~~S~~LORTA Board of Directors.

EXHIBIT A

~~SLORTA~~ REGIONAL TRANSPORTATION ADVISORY COMMITTEE

| TRANSIT REPRESENTATIVES | APPOINTING AGENCY |
|---|---|
| San Luis Obispo Transit | City of San Luis Obispo |
| Morro Bay Transit Services | City of Morro Bay |
| Atascadero Transit Services | City of Atascadero |
| Paso Robles Transit Services | City of Paso Robles |
| County Transit Services | County of San Luis Obispo |
| South County Area Transit | SCAT <u>SCT</u> Board of Directors |
| | |
| | |
| USER MEMBERS | APPOINTING AGENCY |
| | |
| Dial-A-Ride Representative <u>& Alternate</u> | SLORTA Board of Directors |
| Fixed Route Representative <u>& Alternate</u> | SLORTA Board of Directors |
| | |
| | |
| | APPOINTING AGENCY |
| | |
| Cuesta College | Cuesta College |
| Cal Poly Representative | California Polytechnic State University |
| | |
| | |