



**san Luis OBispo transit**

# **AGENDA**

## **REGULAR MEETING**

### **CITY OF SAN LUIS OBISPO MASS TRANSPORTATION COMMITTEE**

990 Palm Street

Council Hearing Room

**2:30 p.m.**

**Wednesday, January 14, 2009**

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#### **CALL TO ORDER**

Chair calls the meeting to order.

#### **ROLL CALL OF COMMITTEE MEMBERS AND STAFF**

Chair: Susan Raines

Vice-Chair: Denise Martinez

#### Committee Members:

Denise Martinez	(Disabled)	Margaret Crockett	(Member at Large)*
Susan Rains	(Cal Poly)	Kathy Howard	(Alternate)
Tracey Amundson	(Student)	D. Gregg Doyle	(Technical)
Stanley Yucikas	(Business)	Elizabeth Thyne	(Alternate)
Robert Wolf	(Senior)		

Staff: John Webster, Sr., Transit Manager  
Tim Bochum, Deputy Director of Public Works  
Dee Lawson, Transportation Assistant

## ANNOUNCEMENTS:

### PUBLIC COMMENTS

10 min.

At this time, members of the public may address the Committee on items not on the agenda, **not to exceed three minutes per person**. Items raised are generally referred to the staff and, if action by the committee is necessary, may be scheduled for a future meeting.

The Chair will provide the opportunity for the public to address items on the agenda.

*Service Complaints: Complaints regarding bus service or routes are to be directed to the Transportation Assistant at 781-7531. Reports of complaints/commendations are available to the public upon request.*

### A. CONSENT ITEMS

5 min.

*Consent Items can be approved by a single vote by the Committee. Any member of the Committee can pull and discuss any individual consent item.*

- A-1 Approval of November 12, 2008 Regular Meeting Minutes and December 9, 2008 Special Meeting Minutes.

### B. DISCUSSION ITEMS

- B-1 SLO Transit Website-Marketing 15 min

### C. ACTION ITEMS

- C-1 Start SLO Transit Fare and Pass increase Process 30 min
- C-1 Review-/Approve Short Range Transit Plan Draft Report 1 Hour

### D. INFORMATION ITEMS

- D-1 Transit Manager's Report (with attachments) 10 min.
- D-2 Operating - Performance Reports (Attachment "A") 5 min.

**MEMBER'S COMMENTS**

10 min

**NEXT MEETING DATE/LOCATION**

March 11, 2009 Council Hearing Room

**ADJOURNMENT**

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Date: January 14, 2009

Item: A-1

TO: Mass Transportation Committee

FROM: John Webster

SUBJECT: Draft minutes from Regular Meeting November 12, 2008 & Special Meeting December 9, 2008.

## **DISCUSSION**

**Review and approved draft MTC minutes from Regular Meeting November 12, 2008 & December 9, 2008 Special Meeting.**

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Regular meeting MTC agenda January 14, 2009  
Item A1

**CITY OF SAN LUIS OBISPO  
MASS TRANSPORTATION COMMITTEE MEETING  
995 PALM ST.  
WEDNESDAY, NOVEMBER 12, 2008  
Draft Minutes**

**CALL TO ORDER:**

Chairperson Susan Rains called the meeting to order at 2:30 p.m.

**ROLL CALL**

Present: Susan Rains, D. Gregg Doyle, Denise Martinez, and Stanley Yucikas

Absent: Tracey Amundson, Margaret Crockett, and Kathy Howard

Vacant: Alternate (2)

Staff: John Webster

**ANNOUNCEMENTS**

Audrey Hooper, City Clerk, discussed upcoming Council issues regarding alternate member vacancies and the applications received.

She also discussed Measure E regarding residency requirements re MTC appointments. She suggested the MTC address their bylaws for opening up the Cal Poly Student and Cal Poly Update positions to residents outside the city limits.

Mr. Doyle suggested that the Tech Advisor position be opened up as well.

Mr. Webster introduced Ed King, RTA Regional Director, and Carole Perry, First Transit Operations/Safety Manager.

**PUBLIC COMMENTS**

There were no public comments.

**A. CONSENT ITEMS**

**A-1 Approval of September 10, 2008 Regular Meeting Minutes**

Mr. Webster asked that the minutes reflect student member Christine Batteate had to resign her position, due to relocation issues.

Mr. Yucikas moved to approve the slate of minutes as amended.

Ms. Martinez seconded the motion.

The motion passed unanimously.

## **B. DISCUSSION ITEMS**

### **B-1. Short Range Transit Plan (SRTP) Update – Update from Urbitran Assoc. Staff**

Stuart Geltman, Urbitran Associates. representative, presented the updated information on changes from the previous presentation to the final draft proposal. Highlight discussion included:

- Current Route Network
- Planning Precepts
- System Plan
  - Route 1 – unchanged
  - Route 2 – modified to ensure service goes to Tank Farm Rd. and up to campus; will not serve Poly Canyon Village
  - Route 3 – unchanged
  - Routes 4 & 5 – modified re campus circulation and will serve Home Depot area
  - Route 6 – unchanged
  - Cross-town Route – unchanged
  - Trolley – unchanged
  - Ramona/Tassajara project – unchanged
  - Discussed coordination with RTA
  - New service areas
- Outlined Implementation Schedule – Five Year Plan details
  - Alternate year fare increases
  - Discussed miscellaneous operating statistics
  - Ridership estimates
  - Service costs
  - Cost projections and possible revenue expectations
  - Upcoming legislation ramifications
- Financial Plan Elements
  - Capital Plan
  - Marketing Plan
  - Management Plan

## AGENDA ITEM A-1 REGULAR MEETING JANUARY 14, 2009

He stated Urbitran hoped to complete the process shortly.

Mr. Doyle stated a concern with certain aspects of the Cross-town route and was no confident that ridership numbers would support the route. He felt there could be modifications that could utilize secondary ridership support, e.g. serving south end of Cal Poly.

Staff recommended that the MTC receive comments on the report and assign it to the AdHoc Committee (Mr. Doyle and Ms. Rains).

A special MTC review meeting for the final draft SRTP/comments was slated for Tuesday, December 9, from 6p – 8p in the PW lobby conference room..

### **C. ACTION ITEMS**

#### **C-1. Review and Approve Council Advisory Body Recommendations**

Mr. Webster discussed working on the draft goals based on member comments received.

Mr. Doyle suggested that the first item listed be moved down to the third position, advancing the other items for priority.

The MTC agreed.

Mr. Doyle moved to adopt the goals report as amended.

Mr. Yucikas seconded the motion.

The motion passed unanimously.

#### **C-2. Review and Approve 2008-09 Program of Projects**

Mr. Webster discussed the project program and grant funding and timelines:

- SLO Transit operations
- Bus replacement
- Capital cost of contracting
- Capital cost to augment bus replacement
- Electronic farebox project

Mr. Doyle moved to approve the report as recommended by staff.

Mr. Yucikas seconded the motion.

The motion passed unanimously.

## **D. INFORMATION ITEMS**

### **D-1 Transit Manager's Report**

Mr. Webster recapped several points in the report, including:

- Contractor issues
- Bus replacement
- Alexander-Dennis double-decker bus
- SLORTA going out to bid
- Region-wide Fare Improvement Study
- Prop 1B/Safety security
- SLO Transit informational reports

He also discussed the impacts of budget cuts and state actions over the next two years. He stated there could be a funding loss of up to \$300K, which will impact services.

Mr. Doyle suggested putting a “price tag” on service components so when cuts occurred, immediate action could be implemented.

There was general discussion on funding allocations and short-range modifications that could offset loss the funding. The MTC felt core services vs. implementation based on funding availability aspects needed to be identified and addressed in the SRTP.

Staff agreed to work with Urbitran on this issue.

### **D-2 Operating and Performance Reports**

Mr. Webster recapped the report.

## **E. MEMBER COMMENTS**

Ms. Rains noted that a new schedule needed to be posted at the University Union.

Ms. Martinez felt that customer service and relations training needed to be better addressed for transit staff and drivers.

Mr. Yucikas felt that drivers needed to be better equipped with resource information on other transit systems to better address questions riders have regarding cross-scheduling and transferring.

AGENDA ITEM A-1 REGULAR MEETING JANUARY 14, 2009

The meeting adjourned at 4:15 p.m. to the special meeting on Tuesday, December 9, 2008 at 6:00 p.m. in the Public Works Lobby Conference Room..

Respectfully submitted,

Lisa Woske, Recording Secretary

**CITY OF SAN LUIS OBISPO  
MASS TRANSPORTATION COMMITTEE  
SPECIAL MEETING  
919 PALM ST.  
TUESDAY, DECEMBER 9, 2008  
DRAFT MINUTES**

**CALL TO ORDER:**

Chairperson Susan Rains called the meeting to order at 2:30 p.m.

**ROLL CALL**

Present: Susan Rains, D. Gregg Doyle, Denise Martinez, Tracey Amundson,  
Margaret Crockett, Robert Wolf, Elizabeth Thyne, and Stanley Yucikas

Absent: Kathy Howard

Staff: John Webster, Tim Bochum, Dee Lawson

**ANNOUNCEMENTS**

Elaina Cano, City Clerk representative, issued the oath of office for new MTC members Robert Wolf and Elizabeth Thyne.

**PUBLIC COMMENTS**

There were no public comments.

**A. CONSENT ITEMS**

There were no consent items.

**B. DISCUSSION ITEMS**

**B-1. Late-Breaking News on State Funding**

Mr. Webster reported there still not any final action at the State level, but noted that at the SLOCOG/RTAC meeting there would be a recommendation for the SLOCOG Board to approve an approximate \$177,000 LTF reduction impact on the SLO Transit side, with another possible loss of approximately \$76,000 STA funds if they withhold 3 quarterly

payments. The projected deficit was approximately \$225,000-250,000,000 with STA and LTF cuts combined.

Mr. Bochum discussed the SLO Transit revenue sources, noting TDA revenues were already reduced by 10% and there could be a \$225,000 shortfall by the end of the fiscal year. He stated staff needed to forecast line item adjustments, including the possibility of raising fares and investigating service reductions. Staff would bring discussion back for the January MTC meeting.

Mr. Doyle requested information on what revenue would be realized with fare increases, especially in light of Cal Poly students being the majority of riders while paying nothing.

Mr. Bochum replied that if the City loses over \$200,000/year revenue raising fares \$.25; could possibly get \$40-\$50,000 at best and even with a fare increase it still might require service reductions at least for this Fiscal Year which ends June 30<sup>th</sup>, 2009.

Mr. Yucikas discussed capacity-building strategies.

## **C. ACTION ITEMS**

### **C-1. Review/Approve Short Range Transit Plan Routing Draft**

Mr. Webster recapped the draft plan, inviting MTC discussion on route designations.

#### **Route 1:**

Louise Justice, 3000 Augusta, felt the currently configured Route 1 was important and allowed riders to get to hospitals and shopping and returning on Route 3 in a timely manner. She noted that Route 1 currently transports YMCA campers during summers and that students in the area used Route 1 all year round.

#### **Route 2:**

The MTC felt a modified Route 2 could be more direct with a route out to Cal Poly.

Mr. Bochum suggested modifying it off of the current Elk Lane routing by staying on Higuera (also eliminate Tank Farm/Cross/Suburban Loop) to pick up the two Los Verde Park areas as well as LOVR area and looping onto the RT 101 North freeway and exit at Prado Road and the bus stop for the Day Center as part of the for the inbound segment.

MTC directed staff to discuss such modifications with Urbitran and revised the route as recommended for the final draft.

#### **Route 3:**

MTC Regular Meeting January 14, 2009 Agenda Item A-1  
Draft minutes-Special Meeting December 9<sup>th</sup>-2008

Mr. Bochum suggested keeping Route 1 as it is and modifying Route 3 to accommodate the neighborhood.

Mr. Doyle suggested swapping the tails of Route 1 and Route 3 to better facilitate ridership, offering a “bigger picture” gain.

Ms. Martinez felt that Route 1 should not be modified.

The MTC discussed accepting Route 3 as proposed in the draft plan and having the proposed Route 1 modified not to proceed past Orcutt and Broad and to use Orcutt Road, Johnson, Southwood, and Laurel Lane as the turning point heading back into SLO. The MTC directed staff to discuss modifications with Urbitran and revise the route accordingly for the final draft.

**Routes 4/5:**

Mr. Webster noted the Descanso and Auto Park loops might have to be eliminated because of service cuts in this FY. Otherwise, there were no significant changes to the proposed routes. MTC Members concurred and did not propose any changes in these routes.

**Route 6:**

All agreed it was fine as proposed.

**Cross-town Route:**

The MTC agreed that funding was a huge issue and suggested holding off including it in the SRTP until the budget settled as they did not want evening service eliminated at the expense of adding this proposed routing.

Mr. Doyle felt it should either be modified to include the Performing Arts Center area or it should be deleted entirely from the SRTP.

The MTC felt that since funding for this proposed new route would still be about five years out it could stay in the SRTP but that the route along with end points could be modified in any implementation proposal at that time. Again the availability of funding would be a key component to any consideration of implementing this route.

The meeting adjourned at 8:15 p.m. to the next regular meeting on Monday, January 14, 2009 at 2:30 p.m. in the Council Hearing Room.

Respectfully submitted,

Lisa Woske, Recording Secretary

MTC Regular Meeting January 14, 2009 Agenda Item A-1  
Draft minutes-Special Meeting December 9<sup>th</sup>-2008



DATE January 14, 2009

Item: B-1

TO: Mass Transportation Committee

FROM: John Webster

SUBJECT: SLO Transit Website & Marketing Transit Service

**RECOMMENDATION:**

- 1. Discuss SLO Transit Website and System Marketing.**

**Background:**

**The Recently completed Triennial TDA Performance audit noted the following:**

“Among the marketing challenges is providing an effective presence on the internet for SLO Transit. SLO Transit does not have a website with its fares, schedules, riders’ guides, etc. The fold-out Transit Map displays [www.slocity.org/visit.asp](http://www.slocity.org/visit.asp) on its front cover; however, this is a site dedicated to visiting San Luis Obispo with just a link to the same Transit Map that listed the URL. The Department of Public Works has a link to the same transit map as well as one to San Luis Obispo Regional Rideshare’s website. San Luis Obispo Regional Rideshare (a part of San Luis Obispo Council of Governments (SLOCOG) has a link from its site to the same Transit Map and a phone number to call. This site also makes visitors aware of the need to reduce carbon emissions, information about employee incentives to use transit, and the actual cost of commuting in a single occupancy vehicle. The lack of centralized information presents difficulty. In addition, some might not have access to the bandwidth necessary to download a pdf containing all possible schedules and routes. The information might be more accessible on line if divided by route and if some of the basic information were displayed as html within the website proper.”

**Discussion: (Triennial audit info)**

A marketing plan was developed in FY 2002/03, but a current plan is not in use and no evaluation of marketing activities was reported. The existing plan should be



updated with the two-year budget cycle, its strategic nature ensured, and metrics for the evaluation of its success put into place. Although references were made to a marketing plan in FY 2004/05, no documentation could be located regarding its implementation or evaluation of marketing programs. SLO Transit has participated in a number of marketing efforts, often in collaboration with Regional Rideshare. Without a marketing plan or evaluation, determining how effective these efforts are at achieving SLO Transit's ridership and other goals is problematic. Currently, SLO Transit is completing a Short Range Transit Plan Update; marketing will be a critical element to the Update's successful implementation. A Strategic Marketing Plan would provide a guidepost for SLO Transit for determining the effective use of its limited dollars. Evaluations of the success of each program and the overall strategies and annual updates of the marketing plan will help SLO Transit make the most effective use of its limited dollars. The Strategic Marketing Plan would include the following elements:

**1. Description of target market:** A defined segment of the market that possesses common characteristics and a relative high propensity to ride SLO Transit. For example, Cal Poly students, particularly first year students, comprise an important market for SLO Transit. The social service sector and seniors are also important target markets, which have been underexploited.

**2. Marketing goals and objectives:** Goals are the overall, desired outcomes while objectives are specific, measurable, attainable, realistic, and timely. Examples of specific objectives might be to increase Ridership by 10% (or appropriate goal) and Farebox Recovery Ratio to 20% (or appropriate goal).

**3. Marketing strategy:** This would include the specific areas on which the plan will focus to achieve its objectives including branding and positioning strategies.

**4. Marketing tactics:** Each strategy needs to be supported by specific tactics, which include advertising, public relations, promotions, website, graphic design standards, marketing message, etc.

**5. Programs and activities:** Specific activities needed to implement the marketing plan are delineated (usually on an annual basis, but because of the City's two-year budget cycle, SLO Transit may want to consider a two year cycle).



**6. Marketing budget:** The overall budget for the marketing program and estimates of the amounts to be allocated to each program. This will allow funds to be reallocated if new opportunities arise or in the case of overruns or savings for a particular program. As a rule of thumb, to maintain ridership, the marketing budget should equal three to four percent of the operating budget. To grow ridership, a five to six percent budget is more appropriate. In the event of a new system or major restructure, a marketing budget of seven or more percent may be required.

**7. Evaluation methods for marketing programs:** The development of methods, including quantifiable standards and measures, to determine the impact that marketing programs have on ridership and awareness. Each program and activity should have evaluation criteria built into it before it is implemented. Surveying riders every two to three years to determine rider satisfaction and needed improvements. Surveys can provide valuable insights to improved service and marketing. The contractors' drivers can assist with the surveys; however, direct involvement by the groups represented by the Mass Transportation Committee might also be appropriate. In addition, Cal Poly's student body represents a resource that has not been fully tapped. Students might participate as surveyors and data analysts. Continued implementation could be ensured by completing the riders' surveys every two years along with the university's —Mode of Access to Campus survey. Seniors and retirees could participate on a volunteer basis. Students might be involved by means of service learning project for which they could receive credit. Both of these possibilities could help make the endeavor affordable.

### **Discussion of MTC Member ideas, goals and provide direction for staff**



Item: C-1  
TO: Mass Transportation Committee  
FROM: John Webster, Transit Manager  
**SUBJECT: SLO Transit Fare and Pass Increase**

#### **STAFF RECOMMENDATION**

1. Pursuant to the adopted SLO Transit fare Increase Policy, forward notice to Council that a Public Hearing/Open House will be held by the MTC on (XXXX) to solicit comments on a proposed fare increase to cover the costs of transit service and deficiencies in the next two year Financial Plan period.

#### **BACKGROUND**

The current SRTP was adopted on August 23, 2003. As part of that approval a Fare Increase and service change policy was also adopted to guide the City of San Luis Obispo in holding hearings for public comment prior to enacting fare changes that were substantial.

There is currently a perfect storm of issues that either are, or will, contribute for the need to adjust fares. First, state transit funding has been reduced for the current fiscal year and will likely be reduced or maintained at lower levels for the foreseeable future. The FY 2008-09 reduction in the Local Transportation Fund (LTF) amounts to approximately \$174,000 for SLO transit. This reduction of funding has to be accommodated within this fiscal year's service levels a very difficult task due to the fact that we are over half the way through the fiscal year already.

Secondly, the increase in cost primarily for fuel has put a drain on the transit budget that was only handled in the past through savings in other areas, including use of year end carryover monies. While fuel costs have temporarily lowered, all indications are the fuel prices for diesel will again increase as we head into the spring and summer.

Finally, recognizing that the two issues above will reduce money for road miles, the only opportunity to maintain what service levels we have and possibly enact some of the service changes recommended in the draft SRTP will be to increase the base fares in some manner.



Previous SRTP Fare Increases		
Type	Previous	Adopted
Regular Cash	\$ 0.75	\$ 1.00
Senior/Disabled Cash	\$ 0.35	\$ 0.50
Regular Monthly Pass	\$24.00	\$ 25.00
Senior/Disabled Monthly Pas	\$ 7.00	\$ 7.00
Trolley	\$ -	\$ 0.25
New - Reg Monthly AM/PM Pass	\$ -	\$ 30.00
New - Sr/Dis Monthly AM/PM	\$ -	\$ 15.00

## Background

As also noted in item C-12 a final task in the SRTP process was staff review of consultant recommendations for all service changes, addressing comments made in the public review process of the SRTP, and analyzing service recommendations (and associated costs) a with available funding. The City traditionally commits all of its annual transit funding to transit service, i.e. no funds go to streets or roads as done in some other agencies. The two main funding sources, State Transportation Development Act (STA) and Federal Transit Administration dollars again will have to be used to come up with final SRTP implementation (or part thereof). In addition to covering basic service costs, the City must maintain a minimum **20% farebox recovery** ratio for all service levels provided on an annual basis or face losing state funding.

The City's transit service is an enterprise fund. As such, the transit service is required to fund itself entirely from grants from local, state, and federal sources, as well as revenues from passenger fares and subscription service. As a policy, the City's transit service does not receive assistance from the general fund. The challenge is to determine the best possible service levels to best meet the needs of the community within the limited funding anticipated to be received in future years (see fiscal analysis section).

**Fare Increase – why now?** Fare increases are never welcome. They can be controversial and sometimes lead to ridership slippage. Recommendations for increased fares should be highly transparent to the public, justifiable and done when increased service levels are being provided or there are sound fiscal issues



that necessitate the increased cost to patrons. These two factors play heavily in the recommendation to increase fares at this time.

Currently, the regular cash fare is \$1.00, and the senior/disabled cash fare is \$0.50. SLO Transit's most recent fare increase was approved in August 2003 and began being charged in January 2004. The following issues are reasons to consider increasing fares at this time.

#### *Fuel Costs*

Diesel fuel costs have risen dramatically in recent years. Although we have been able to accommodate fuel price increases within existing budgets and even with recent fuel cost reductions, we believe fuel cost increases will occur again in the spring and summer.

#### Funding Reductions

As stated earlier, we know that right now we must deal with an approximate \$225,000 reduction in state transit funding for the current fiscal year. This will likely occur next year also. Thus, service versus revenue (and associated reductions in service) will likely be on the horizon for SLO Transit even with fare adjustments done immediately.

#### Farebox Ratio Decline

Due to the increase in operational costs, including fuel costs, the farebox ratio continues to decline and is at borderline levels.

In 2000 when responding to the increase in the contracting costs, staff identified the possibility of the need to increase fares in FY 2003 in order to achieve the required farebox ratio of 20%. For FY 2001-02 SLO Transit was slightly below the 20% farebox requirement. The FY 2007-08 Audit shows that we are again right at the 20% farebox recovery level.

#### Regional Fare Consistency



Although not imperative from a justification standpoint, regional consistency with fares and fare media has been an issue in the past. RTA recently increased their base fare to \$1.25 and SLO Transit needs to consider consistency with this fare adjustment now or in the future.

### SRTP Implementation Possibilities

The service changes recommended in the current draft Short Range Transit Plan represent an overall increase in service that reflects the community goals and needs. However, these come at an increased cost. Those costs, coupled with the desire to better market the system and the additional staff time required to administer the transit system mean additional resources will be needed to address these needs. Because all these costs are considering *operating* costs, their total is also required to meet the 20% farebox requirement. *Existing fares have not met the criteria already and it is not anticipated that the existing fares will significantly generate revenue to meet this requirement.*

As a consequence, the City's eligibility for funding will be compromised. There are only two ways to address this – reduce service levels (and associated funding) or increase farebox revenue to match transit funding. Staff believes that the recommended service levels reflect the community's requests and that implementing these services at this time is appropriate. Unfortunately that leaves option two – increased fares – as the viable way to address the farebox recovery ratio issue.

### What would a Fare Increase look like?

Staff has not prepared an in-depth proposal on fare increase at this time. However, based upon existing fares and perceived costs an adjustment to the base fare (and related pass costs) should be a minimum of \$.25 (twenty five cents). This proposed fare in coinage handling and exact change requirements and is consistent with other providers in the county. The current and proposed fare schedules are illustrated in Table 1.



Table 1

Type	Current	Proposed
Regular Cash	\$ 1.00	\$ 1.25
Senior/Disabled Cash	\$ 0.50	\$ 0.60
31 Day regular Pass	\$ 30.00	\$ 37.00
31 Day Student Pass	\$ 20.00	\$ 25.00
31 Day Senior/Disabled Pass	\$ 10.00	\$ 15.00
7* Day Pass	\$ 10.00	\$ 14.00
5* Day Pass	\$ 7.00	\$ 8.50
3* Day Pass	\$ 5.00	\$ 6.00
1* Day Pass	\$ 3.00	\$ 3.00
<i>* Sold on bus/Exact change</i>		



*It is important to note for the MTC that revenue assumptions are not always exact and that anticipated farebox may outperform assumptions made for this analysis.* A fare increase could be delayed at this point in time if we assume a significantly higher increase in general farebox (via higher ridership) as a result of implementing SRTP recommendations. While some farebox increase has been assumed in the analysis, significant changes should be avoided so as to not overly predict new/future base level revenues.

*Can we wait on the fare increase?* Waiting until FY 2010 to implement the fare increase is possible but most probably will not assure meeting the 20% requirement and, in addition, the overall transit budget might fall into a deficit by the end of FY 2009 if State funding (LTF/STA) reductions become final or if Federal stimulus funding cannot be used for operating expenses. Having a deficit in the budget is significant because it means the transit fund will have less carryover in each year to absorb any unforeseen costs that may arise or to increase or continue service levels such as the current evening routes. State funding reductions currently envisioned would most likely result in service reductions before the end of this FY and for that reason staff is recommending a fare increase should be implemented as soon as possible. This meets City and State transit funding requirements and hopefully allows the ability to maintain current service levels and lay the foundation in order to possibly implement service recommendations for mid and long-term scenarios.

**Performance Standards for Service.** Performance standards, like a 20% farebox or 30 minute headways are common ways of measuring system performance. Although the overall system must maintain a 20% farebox ratio, some specific routes and trips are not nearly that high. It is important that any service implementation not impact other service levels throughout the day because of minimum farebox recovery requirement. Therefore the measure of effectiveness already created in the SRTP to effectively monitor service performance needs to continue to be tracked and monitored to avoid competition for limited transit funding.



Failure to achieve standards within twelve months from implementation would result in the need to discontinue or significantly modify the proposed service to meet policies established in the Short Range Transit Plan.

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**MTC Discussion, direction to staff.**



DATE January 14, 2009

Item: C-2

TO: Mass Transportation Committee

FROM: John Webster

SUBJECT: Short Range Transit Plan (SRTP) -Draft final report

**RECOMMENDATION:**

- 1. Review and Approve Draft report; receive public and Board member comments.**
- 2. Send Approved report to Planning Commission for review**

**DISCUSSION**

The Short Range Transit Plan (SRTP) is a five-year planning document that transit operators prepare to analyze current service levels and funding, and provide recommendations for improvement to overall service, stability and growth. This planning and operational document is used as the foundation for seeking community input, establishing priorities and funding programs to allow the City to apply for local, state, and federal grants. It is also a requirement to be eligible for certain funding sources. Finally, the City's Circulation Element requires that the City adopt a SRTP every five years.

The current SRTP was adopted on August 23, 2003. The SRTP recommended a number of service changes that were implemented on January 4, 2004 and have proven to be quite successful. The City's bus service experienced significant improvement in ridership and performance since the then, and as discussed in the draft SRTP, public perception of transit services provided by the City overall is positive. As a whole, the Short Range Transit Plan is the fundamental programming document to consider current and future service changes, establish policies and programs and receive federal funds and grants.



The final draft of the SRTP Update is a working document and MTC and community members should feel comfortable with suggestion modifications if necessary.

The following key issues have been analyzed as part of the SRTP update:

1. Update of existing operational data
2. New Origin and Destination Survey
3. Five Year Financial and Capital Plan
4. Existing Service Level analysis and critique
5. Five Year Service Level recommendations
6. Update of SLO Transit Goals and Objectives
7. Integration of services with regional and other operators

## DISCUSSION

Role of the Mass Transportation Committee. The Mass Transportation Committee plays a very important role in the formation and approval process of the SRTP. As the Council's advisory body for transit issues, the MTC is to review and recommend changes to the Draft SRTP based upon its focused knowledge of the SLO Transit and regional transit systems. Once the document has received a final recommendation for approval by the MTC, it will first be forwarded on to the Planning Commission for review with the other City General Plan Elements (I.E. land use, circulation, etc.) and finally to the Council for review and adoption. In order to allow specific focused attention during preparation of the draft document, the MTC assigned members to a Short Range Transit Plan- Ad Hoc Committee to review and provide input in the development of the working papers from the City's Consultant. The Ad Hoc committee has worked closely with the consultant and staff to offer suggestions for consideration.

To address potential untapped markets, an Origin & Destination (O&D) study was performed to determine where people want to travel and their current mode. The study included field interviews with a random sample of current ridership to analyze the characteristics of bus riders in San Luis Obispo. This information is crucial to understanding where and when people want to go and to better market the City bus services to increase ridership. Finally, this information enables the



City to evaluate our current route system and timing to make recommendations that will better serve San Luis Obispo residents.

In addition to the O&D study and the surveys mentioned above, public workshops were held to solicit input from the public and other key stakeholders (such as Cal Poly) that were used to craft the recommendations of the document.

Process:

Urbitran staff (the City's consultant) initially conducted a draft recommendations meeting with the MTC Ad Hoc sub committee members on September 19<sup>th</sup> and did "drop in" sessions at transit stops, along with stakeholder interviews, on October 23<sup>rd</sup>-25<sup>th</sup> to discuss potential service changes. Through the SRTP update process presentations at the November 7, 2007, February 13, 2008, and September 10, 2008 MTC regular meetings were given to keep the MTC apprised of some of the preliminary findings and potential recommendations.

The consultant made a draft report presentation at the regular MTC meeting held on November 12, 2008. Committee members were requested to review the draft document in advance of the December 9, 2008 Special meeting, and be prepared to ask questions if necessary and make changes considered necessary.

The draft plan was available for public viewing at City Hall, Public Works Administration, City/County Library, and the Kennedy Library at Cal Poly University from November 3<sup>rd</sup> thru December 5<sup>th</sup>, 2008.

A day long open house was held on Thursday, November 13<sup>th</sup> in the Council Chambers at 990 Palm Street where staff and our consultant answered questions and accepted additional comments from the public. The hours were 9:30 am-12:30 pm, 2:00 pm-5:00 pm and 6:00 pm-8:00 pm. The public was also invited to provide comments by mail, email, fax, attendance at one of the public hearings, or by phone. There have not been any significant concerns received from the public during the MTC process or open house. Most comments received to date have been positive in nature and focus on improving the transit system.



On Tuesday, December 2<sup>nd</sup> the Ad Hoc Committee met a final time to review public comments and the final recommendations. One written comment in the form of an email from D. Gregg Doyle (See attached) was submitted as part of that process and has been reviewed by the consultants.

The MTC Advisory Board held a Special Meeting on December 9, 2008 to review the Ad Hoc Committee recommendations and suggest final changes to the draft report. City Staff as well as other agencies has provided comments that have been sent to the consultants for review and inclusion on the final report if needed.

#### Staff Final Recommendations

As a final task in the SRTP process, staff reviewed the consultant recommendations for all service changes. This process included addressing comments made in the public review process of the SRTP, taking service recommendations (and associated costs) and comparing them with available funding anticipated to be received for the Transit Fund. The City of San Luis Obispo traditionally commits all of its annual transit funding to transit service, i.e. no funds go to streets or roads as done in some other agencies. The two main funding sources, State Transportation Development Act (STA) and Federal Transit Administration dollars have been fully utilized to come up with final SRTP recommendations. In addition, the City must meet a minimum 20% farebox recovery ratio for all service levels provided on an annual basis or face losing STA funding.

The City's transit service is an enterprise fund. As such, the transit service is required to fund itself entirely from grants from local, state, and federal sources, as well as revenues from passenger fares or subscription service. As a policy, the City's transit service does not receive assistance from the general fund. The challenge is to determine the best possible service levels to best meet the needs of the community within the limited funding anticipated to be received in future years (see fiscal analysis section).

Overall, staff is in general agreement with the consultant's recommendations for service changes. Potential modifications to individual route characteristics are possible to meet isolated route changes that MTC members may deem needed. Due



to the significant changes along some of the routes, there could be some difficulty in implementing the route modifications at the recommended times contained in the report. Continuing Downtown construction activity, changes being made on the Cal Poly University campus and fiscal funding levels will be a challenge in implementing the changes as we proceed. However, the recommendations established in the report are considered appropriate and staff will strive to meet the timing objectives of implementation within the framework of the final SRTP document.

### Fiscal Analysis

The fiscal setting for transit funding in California has changed dramatically since the preparation of the initial draft document. The SRTP's recommendations will likely challenge the City on a fiscal level to provide any increased level of transit service. Considering the Consultant's recommendations against available future transit funding levels (especially in light of recent State and local funding issues) it may be difficult to deliver all of the service recommendations when called for in the document.

***Continued State transit funding takeaways and reduced LTF/STA funding levels will likely challenge SLO Transit to just maintain our current services over the remainder of the current Fiscal Year (08-09) as well as FY 09-2010 starting on July 1<sup>st</sup>, 2009.***

Potential State transit funding takeaways and reduced funding levels will likely challenge SLO Transit to just maintain our current services over the next twelve months. It is also likely that the recommended initial fare increase will have to be considered sooner rather than later in the implementation of the SRTP changes. We will be discussing these issues in more detail at the MTC meeting.

Some of the service changes recommended in the Short Range Transit Plan represent an overall increase in service that reflects the community goals and needs; however, these will come at an increased cost. Those costs, coupled with the desire to better market the system and the staff time required to administer the transit system mean additional resources will likely be needed. Because all these



costs are considering operating costs, their total also affects the 20% farebox requirement that SLO Transit must maintain.

*In addition our recent FY 2007-2008 TDA audit mandated accounting changes that will force the Transit system to include costs that have traditionally been considered Capital Cost of Contracting expenses as operating costs that result in further challenges to stay at or above the required 20% farebox ratio.*

If the farebox ratio is not maintained, the City's eligibility for funding might be compromised. There are only two ways to address this – adjust service levels (and associated funding) or increase farebox revenue to match transit funding. Staff is recommending (Agenda Item C-1) to start the process to raise Transit fares as soon as possible before the end of FY09.

**Staff is recommending adoption of the draft plan and sending it to the SLO Planning Commission for their review.**



TO: Mass Transportation Committee

FROM: John Webster, Sr., Transit Manager

DATE: November 12, 2008

SUBJECT: Transit Manager's Report  
**AGENDA ITEM D1**

The Transit Manager's Report will include highlights of the following activities and issues from November-December 2008 and Ridership data from October-November 2008.

- **Ridership report (Attachment "A")** Staff has included additional performance reporting as part of this package and is looking for direction from the committee as to any other data or graphs that would be beneficial for committee review at future meetings.
- **Year To Date Performance Indicators/charts (Attachment "A")**
- **Contractor issues:** The Transit Manager and Transportation Assistant are working closely with First Transit Staff to improve reporting, data collection and accuracy. City staff is also working with a consultant to transition from excel to access for collecting and reporting FY 09 data. The Transit manager is continuing to monitor bus on-time performance using Efficient Deployment of Advanced Public Transportation Systems (EDAPTS) as performance has slipped due to driver retention issues as well as other performance related issues. On Time performance penalties were waived during July-October to allow First Transit to recruit and train new drivers and were implemented in November as required in the current contract. This resulted in an \$8,000 penalty being assessed for late routes trips and will be further defined in the performance section of this report. Staffs is working closely with First Transit to reduce and eliminate the reason for late trips and are confident procedures have been implemented to improve performance.



- **Contractor Liquidated Damages: Refer to new report card (Attachment “A”)**
- **Proposed Fare and Pass increase-Refer to Agenda item C-1**
- **SRTP Update status/Draft Final report-Refer to Agenda Item C-2**
- **Bus Replacement:** Our six new vehicles (2-35 ft and 4-40 ft) were delivered just before Christmas and First Transit Maintenance staff is working to outfit them with fareboxes and EDAPTS equipment. We expect them to be put into service before the end of this month and they are a welcomed addition to our fleet. The Transit Manager is in the process of finalizing vehicle options and extended warranties within the funding available.
- **New Bus Ribbon Cutting:** We have tentatively set Tuesday, January 20<sup>th</sup> at 3:00 pm for a short ribbon cutting ceremony to introduce our new fleet to the public. More information as well as a press release will be sent as soon as the final details are worked out. All MTC members are invited to this event and welcome your participation.
- The Transit Manager is continuing to work on the Implicit Purchase Pooling Solutions National Joint Vehicle Cooperative Procurement Pilot Project (CPPP). This project utilizes a 90/10 % funding split of Federal/Local match and has the potential to save TDA funds that could be dedicated for additional bus purchases. The bid opening was November 14th due to numerous vendor questions and approved equal requests. SLO received two bids one of which was from Alexander-Dennis for a Double Deck style bus. The Transit Manager is currently reviewing the bid packages and any award for bus purchases for SLO Transit would have to be approved by SLO Mayor and Council.
- **Trolley replacement:** The Trolley was delivered and put into service on September 22, 2008 and the two older models were retired and are in the process of being sold as surplus.



- **Surplus vehicles:** Our pre-1997 transit buses are under review for designation as surplus or contingency due to the arrival of the six new Gillig Low floor Models.
- **SLORTA** Is in the process of reviewing their bids for operations and maintenance services and an award is expected in early February. They are Tim Bochum, Deputy Director of the SLO Public Works Department will participate in the evaluation process and will keep the Board updated on this process. If MTC members experience issues or receive complaints or other comments regarding SLORTA service please forward them to the Transit Manager for review.
- **Transit Operators Group meeting:** SLO Transit and City staff regularly participates with other local transit operators to exchange information and the coordination of Transit services. Tim Gillham with SLOCOG serves as the meeting coordinator.
- **Region Wide Fare Improvement study:** SLOCOG awarded Majic Consulting the bid to conduct this regional fare study back in January 2008 and the Transit Manager has been participating as a member of the steering committee. This was adopted at the recent SLOCOG and SLORTA Boards and SLORTA will introduce their new Day pass (\$4.00) which will be acceptable and sold on our SLO Transit system as preliminary revenue sharing details have been worked out. Other issues being studied include increased system marketing and consistent, standardized fare media, policies and system materials, expanded fare media purchase options, and revenue sharing.
- **Prop 1B/Safety Security:** The Transit Manager submitted grant applications on November 14th and December 5<sup>th</sup> 2008. Our traffic control device project did not rank high enough in competition with other Safety-Security projects and was not awarded and we are waiting for the initial SLOCOG Prop 1B review of our Automatic Vehicle location using onboard bus DRI automatic stop equipment; bus retrofits for AVL hardware Projects. Due to the ongoing State budget crisis all Prop 1B funding has been frozen



but some of these projects may also be eligible for any Federal Stimulus funding early in 2009.

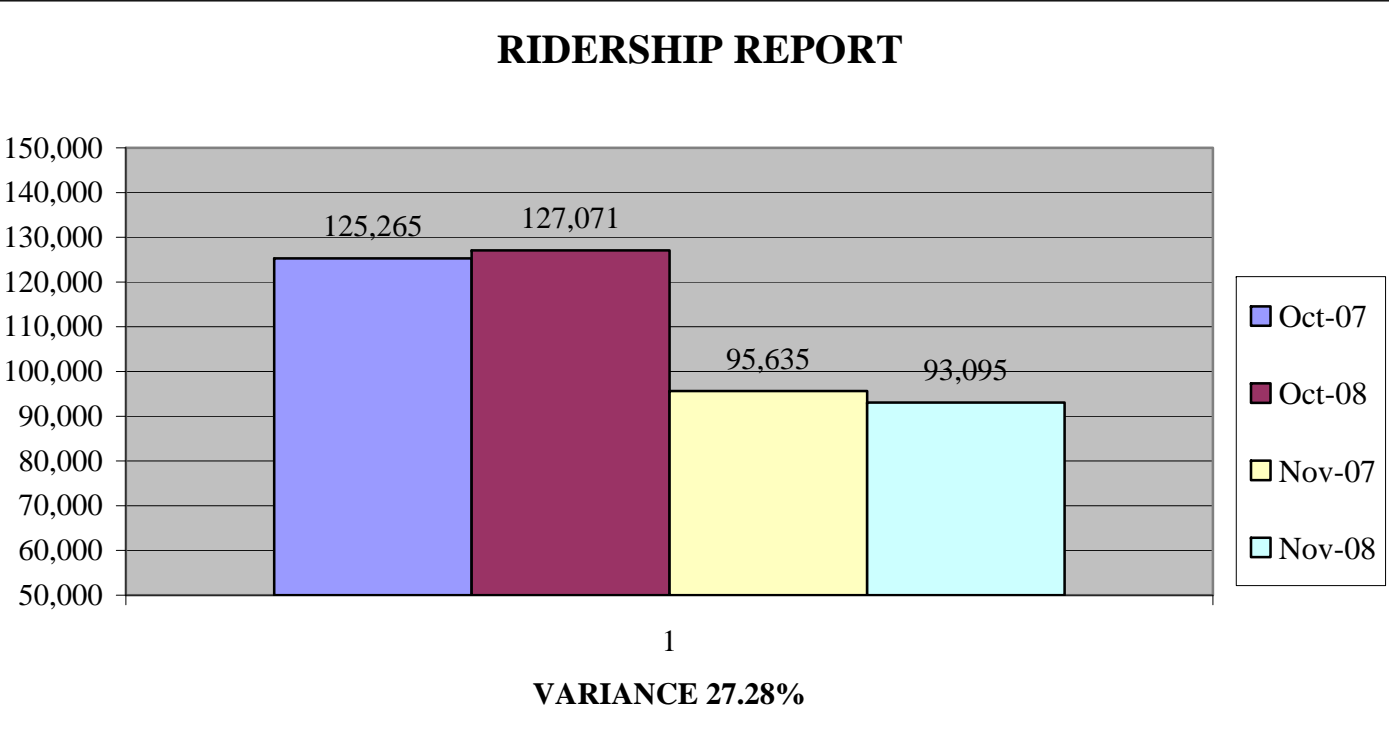
- **Various SLO Transit System reports-information (As attachments)**

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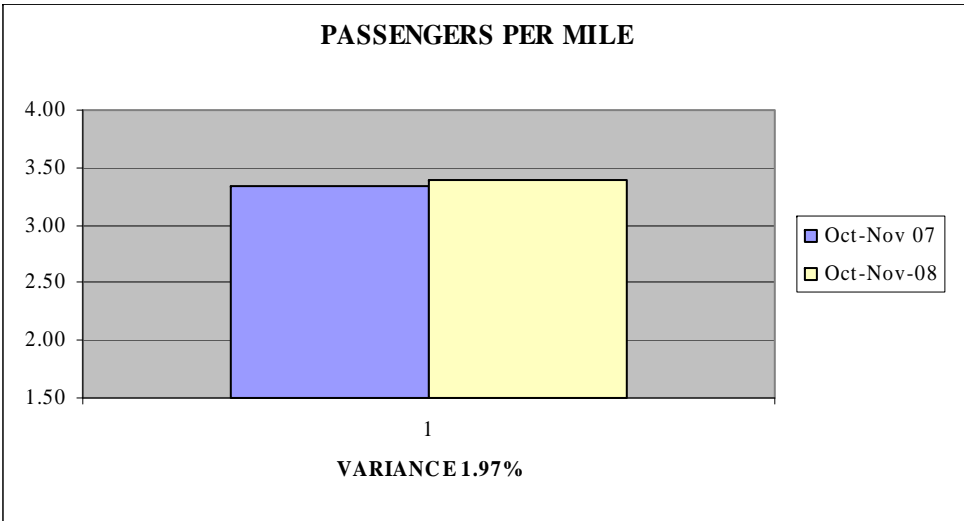
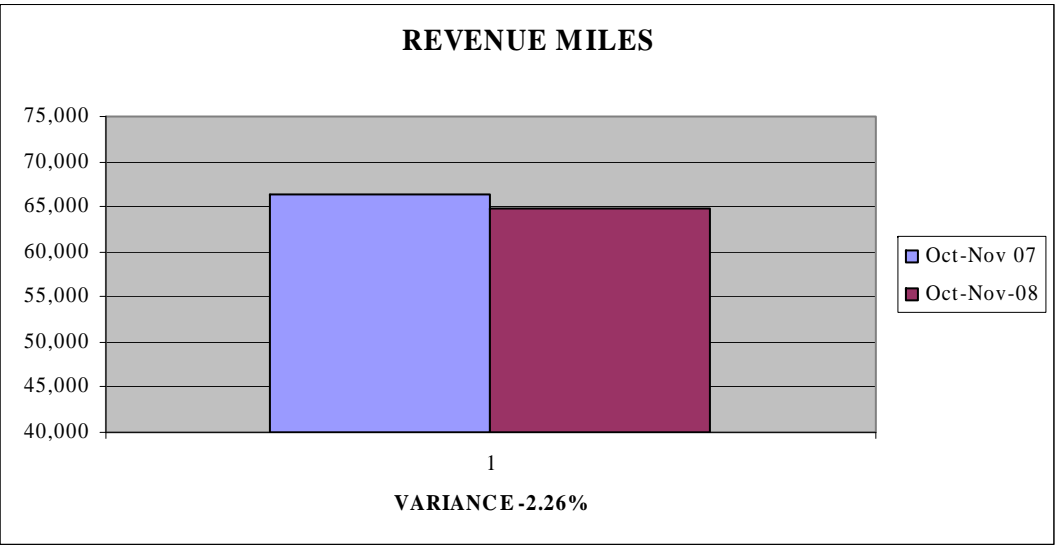
MTC AGENDA ITEMS- D-1 & 2 ATTACHMENT "A"-  
 JANUARY 14<sup>TH</sup>-2009 REGULAR MEETING

DATE	PASSENGERS	REV MILE	PASS/MI	REV HOURS	PASS/HR	WEEKDAYS	ACCIDENTS
<b>Oct-07</b>	125,265	34,935.20	3.59	3,109.40	40.29	23	0
<b>Nov-07</b>	95,635	31,327.80	3.05	2,783.72	34.36	20	0
<b>TOTALS</b>	<b>220,900</b>	<b>66,263.00</b>	<b>3.33</b>	<b>5,893.12</b>	<b>34.36</b>	<b>43</b>	<b>0</b>
<b>Oct-08</b>	127,071	34,959.00	3.63	3,387.79	37.51	23	0
<b>Nov-08</b>	93,095	29,808.00	3.12	2,699.25	34.49	17	1
<b>TOTALS</b>	<b>220,166</b>	<b>64,767.00</b>	<b>3.40</b>	<b>6,087.04</b>	<b>37.51</b>	<b>40</b>	<b>1</b>
<b>PERIOD</b>	<b>WEEKDAYS</b>						
<b>Oct-Nov 07</b>	43						
<b>Oct-Nov-08</b>	40	<b>-6.98%</b>					

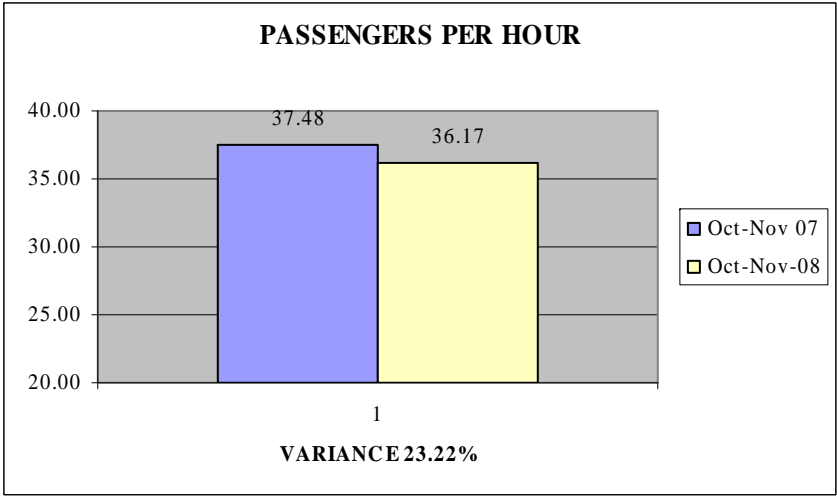
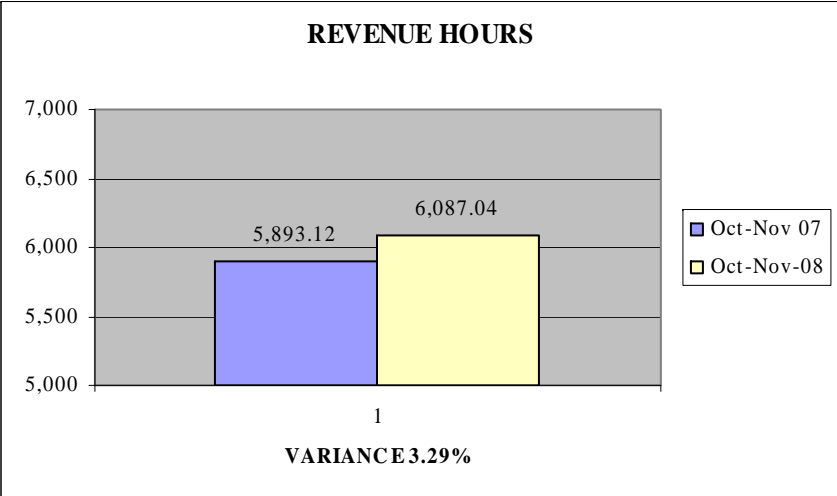
MTC AGENDA ITEMS- D-1 & 2 ATTACHMENT "A"-  
JANUARY 14<sup>TH</sup>-2009 REGULAR MEETING



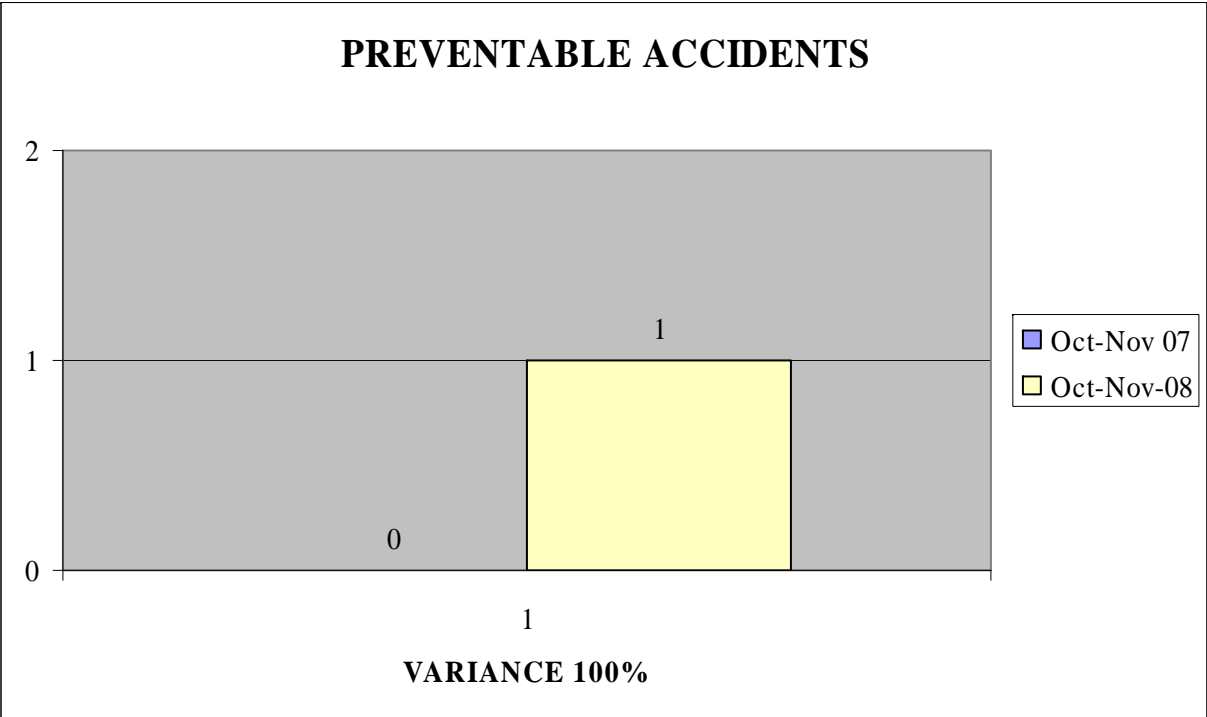
MTC AGENDA ITEMS- D-1 & 2 ATTACHMENT "A"-  
JANUARY 14<sup>TH</sup>-2009 REGULAR MEETING



MTC AGENDA ITEMS- D-1 & 2 ATTACHMENT "A"-  
JANUARY 14<sup>TH</sup>-2009 REGULAR MEETING



MTC AGENDA ITEMS- D-1 & 2 ATTACHMENT "A"-  
JANUARY 14<sup>TH</sup>-2009 REGULAR MEETING



**FUEL COSTS**

**FY 08**

MTC AGENDA ITEMS- D-1 & 2 ATTACHMENT "A"-  
 JANUARY 14<sup>TH</sup>-2009 REGULAR MEETING

<b>GALLONS USED</b>			
	<b>Oct-07</b>	<b>Nov-07</b>	<b>TOTAL</b>
<b>DIESEL</b>	10,856.40	7,076.00	17,932.40
<b>CNG</b>	259.50	0.00	259.50
<b>GAS</b>	296.20	531.80	828.00
<b>TOTAL</b>	<b>11,412.10</b>	<b>7,607.80</b>	<b>19,019.90</b>

<b>COST SUMMARY</b>			
	<b>Oct-07</b>	<b>Nov-07</b>	<b>TOTAL</b>
<b>DIESEL</b>	32,874.31	23,262.96	56,137.27
<b>CNG</b>	630.29	0.00	630.29
<b>GAS</b>	801.49	1,607.98	2,409.47
<b>TOTAL</b>	<b>34,306.09</b>	<b>24,870.94</b>	<b>59,177.03</b>

<b>COST PER GALLON</b>			
	<b>Oct-07</b>	<b>Nov-07</b>	<b>TOTAL</b>
<b>DIESEL</b>	\$ 3.03	\$ 3.29	\$ 6.32
<b>CNG</b>	\$ 2.43	\$ -	\$ 2.43
<b>GAS</b>	\$ 2.71	\$ 3.02	\$ 1.91

MTC AGENDA ITEMS- D-1 & 2 ATTACHMENT "A"-  
 JANUARY 14<sup>TH</sup>-2009 REGULAR MEETING

**FY 09**

<b>GALLONS USED</b>			
	<b>Oct-08</b>	<b>Nov-08</b>	<b>TOTAL</b>
<b>DIESEL</b>	11,368.00	9,473.60	20,841.60
<b>CNG</b>	0.00	0.00	0.00
<b>GAS</b>	347.40	210.10	557.50
<b>TOTAL</b>	<b>11,715.40</b>	<b>9,683.70</b>	<b>21,399.10</b>

<b>COST SUMMARY</b>			
	<b>Oct-08</b>	<b>Nov-08</b>	<b>TOTAL</b>
<b>DIESEL</b>	\$ 34,447.40	\$ 21,549.67	\$ 55,997.07
<b>CNG</b>	\$ -	\$ -	\$ -
<b>GAS</b>	\$ 936.32	\$ 396.85	\$ 1,333.17
<b>TOTAL</b>	<b>\$ 35,383.72</b>	<b>\$ 21,946.52</b>	<b>\$ 57,330.24</b>

<b>COST PER GALLON</b>			
	<b>Oct-08</b>	<b>Nov-08</b>	<b>TOTAL</b>
<b>DIESEL</b>	\$ 3.03	\$ 2.27	\$ 1.77
<b>CNG</b>	#DIV/0!	#DIV/0!	\$ -
<b>GAS</b>	\$ 2.70	\$ 1.89	\$ 1.53
<b>TOTAL</b>	<b>\$ 3.02</b>	<b>\$ 2.27</b>	<b>\$ 1.76</b>

MTC AGENDA ITEMS- D-1 & 2 ATTACHMENT "A"-  
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<b>DIESEL COMPARISONS</b>				
	GAL	AMT	COST/GAL	Cost/Variance
<b>OCT-NOV 07</b>	17,932.40	56,137.27	3.13	
<b>OCT-NOV-08</b>	20,841.60	55,997.07	2.69	<b>-14.17%</b>

<b>ALL FUEL COMPARISION</b>				
DIESEL/CNG/GASOLINE	GAL	AMT	COST/GAL	Cost/Variance
<b>OCT-NOV 07</b>	19,019.90	59,177.03	3.11	
<b>OCT-NOV-08</b>	21,399.10	57,330.24	2.68	<b>-13.89%</b>

MTC AGENDA ITEMS- D-1 & 2 ATTACHMENT "A"-  
 JANUARY 14<sup>TH</sup>-2009 REGULAR MEETING  
**CONTRACTOR REPORT CARD**

DESCRIPTION	SECTION	INCENTIVE	DAMAGE	AMOUNT	PER
Revenue Miles between Preventable Accidents (ratio equals/exceeds 70,000 miles)	3.24.1.1	X		\$ 200	QUARTER
Vehicle Cleanliness pulled out of service	3.24.2.1		X	\$ 300	INCIDENT
Vehicle in service not meeting standards	3.24.2.1		X	\$ 150	INCIDENT
Unlinked trip per revenue hour decreases by 10%	3.24.2.2		X	\$ 200	MONTH
On time performance for each route (-95%)	3.24.2.3		X	\$ 500	MONTH
On time performance for each route (-90%)	3.24.2.3		X	\$ 1,000	MONTH
On time performance for each route (-85%)	3.24.2.3		X	\$ 2,000	MONTH
Late route pull penalty (10+ MIN for start of sched)	3.24.2.4		X	\$ 250	INCIDENT
Off Route penalty	3.24.2.5		X	\$ 250	INCIDENT
Failure to complete route	3.24.2.6		X	\$ 250	INCIDENT
Missed service stops	3.24.2.7		X	\$ 250	STOP
Unsatisfactory CHP inspection	3.24.2.8		X	\$ 250	INSPECTION
Unsatisfactory CHP inspection	3.24.2.8		X	\$ 250	BUS
Unsatisfactory CHP inspection (SERVICE TERMINATED)	3.24.2.8		X	\$ 500	INCIDENT
Operations and facility cleanliness	3.24.2.9		X	\$ 250	DAY
Failure to employ management (Resdient, Maintenance, Operations supervisor)	3.24.2.10		X	\$ 150	DAY/POSITION
Failure to report penalty or damage	3.24.2.11		X	\$ 100	INCIDENT
Submitted reports late (INCLUDES INVOICE)	3.24.2.12		X	\$ 50	REPORT/DAY LATE
Unresolved complaints	3.24.2.13		X	\$ 150	COMPLAINT
Uniform/dress code	3.24.2.14		X	\$ 10	INCIDENT
Preventative Maintenance inspections	3.24.2.15		X	\$ 100	INSPECTION DUE
Inoperative wheel chair lifts PUT IN SERVICE	3.24.2.16		X	\$ 200	INCIDENT
Revenue miles between preventative accidents (Ratio less than 5,000 Miles)	3.24.2.17		X	\$ 500	QUARTER
Vehicle miles between road and service calls (Ratio less 4,000 miles)	3.24.2.18		X	\$ 0.01	x System miles/Month
By-passed passenger	3.24.2.19		X	\$ 75	INCIDENT
Bus leaving stop 2 min or more early	3.24.2.19		X	\$ 75	STOP
Failure to announce bus stops	3.24.2.20		X	\$ 75	STOP
<b>TOTALS</b>					

MTC AGENDA ITEMS- D-1 & 2 ATTACHMENT "A"-  
 JANUARY 14<sup>TH</sup>-2009 REGULAR MEETING

DESCRIPTION	AMOUNT	PER	Oct-08	Nov-08	Dec-08	TOTALS	
Revenue Miles between Preventable Accidents (ratio equals/exceeds 70,000 miles)	\$ 200	QUARTER	\$ -	\$ -		\$ -	
Vehicle Cleanliness pulled out of service	\$ 300	INCIDENT	\$ -	\$ -		\$ -	
Vehicle in service not meeting standards	\$ 150	INCIDENT	\$ -	\$ -		\$ -	
Unlinked trip per revenue hour decreases by 10%	\$ 200	MONTH	\$ -	\$ -		\$ -	
On time performance for each route (-95%)	\$ 500	MONTH	\$ -	\$ 1,000		\$ 1,000	
On time performance for each route (-90%)	\$ 1,000	MONTH	\$ -	\$ 1,000		\$ 1,000	
On time performance for each route (-85%)	\$ 2,000	MONTH	\$ -	\$ 6,000		\$ 6,000	
Late route pull penalty (10+ MIN for start of sched)	\$ 250	INCIDENT	\$ -	\$ -		\$ -	
Off Route penalty	\$ 250	INCIDENT	\$ -	\$ -		\$ -	
Failure to complete route	\$ 250	INCIDENT	\$ -	\$ -		\$ -	
Missed service stops	\$ 250	STOP	\$ -	\$ -		\$ -	
Unsatisfactory CHP inspection	\$ 250	INSPECTION	\$ -	\$ -		\$ -	
Unsatisfactory CHP inspection	\$ 250	BUS	\$ -	\$ -		\$ -	
Unsatisfactory CHP inspection (SERVICE TERMINATED)	\$ 500	INCIDENT	\$ -	\$ -		\$ -	
Operations and facility cleanliness	\$ 250	DAY	\$ -	\$ -		\$ -	
Failure to employ management (Resdient, Maintenance, Operations supervisor)	\$ 150	DAY/POSITION	\$ -	\$ -		\$ -	
Failure to report penalty or damage	\$ 100	INCIDENT	\$ -	\$ -		\$ -	
Submitted reports late (INCLUDES INVOICE)	\$ 50	REPORT/DAY LATE	\$ -	\$ -		\$ -	
Unresolved complaints	\$ 150	COMPLAINT	\$ -	\$ -		\$ -	
Uniform/dress code	\$ 10	INCIDENT	\$ -	\$ -		\$ -	
Preventative Maintenance inspections	\$ 100	INSPECTION DUE	\$ -	\$ -		\$ -	
Inoperative wheel chair lifts PUT IN SERVICE	\$ 200	INCIDENT	\$ -	\$ -		\$ -	
Revenue miles between preventative accidents (Ratio less than 5,000 Miles)	\$ 500	QUARTER	\$ -	\$ -		\$ -	
Vehicle miles between road and service calls (Ratio less 4,000 miles)	\$ 0.01	x System miles/Month	\$ -	\$ -		\$ -	
By-passed passenger	\$ 75	INCIDENT	\$ -	\$ -		\$ -	
Bus leaving stop 2 min or more early	\$ 75	STOP	\$ -	\$ -		\$ -	
Failure to announce bus stops	\$ 75	STOP	\$ -	\$ -		\$ -	
<b>TOTALS</b>			<b>\$ -</b>	<b>\$ 8,000</b>	<b>\$ -</b>	<b>\$ 8,000</b>	<b>TOTAL</b>

MTC AGENDA ITEMS- D-1 & 2 ATTACHMENT “A”-  
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# Executive Director's Report

December 22, 2008

## STATE UPDATE

**Latest Budget Plan Radically Alters Transportation Funding:** The 2008-09 state budget revision passed by both houses of the legislature last week is decidedly not any cause for celebration among transit advocates. But the plan makes such profound changes to the way state funding for transportation is raised and allocated that it's difficult to pinpoint its long-term prognosis from transit's perspective. The plan would cut the State Transit Assistance (STA) Program to \$150 million (a 52-percent cut compared to the budget adopted in September), which is good news only in the sense that it defies the Governor's insistence on eliminating the program completely. It eliminates the state sales tax on gasoline and the excise tax on gasoline and diesel fuel, and replaces them with a 39-cents-per-gallon "fee," 22 percent of the proceeds from which would be deposited into a new "Transportation Stabilization Fund," some of which may be accessible to transit. That's good news in the sense that money from such fees cannot be borrowed or otherwise redirected, but bad news because transit's use of these funds would be limited to rail and guideway projects. The plan retains the sales tax on diesel – good news because that's historically been the largest single revenue stream into the Public Transportation Account (PTA), not-so-good news because we all know what's been happening with PTA funds lately. [Click here](#) for a more thorough analysis of the plan – which may ultimately be moot given the Governor's promise to veto the plan since it doesn't meet his notion of necessary economic stimulus provisions, although that too may be open to negotiation. One encouraging sign to come out of last week's process: acknowledgements both personal and public from Senate President Pro Tem Darrell Steinberg and Senate Transportation Committee Chair Alan Lowenthal that more needs to be done to provide stable state funding for day-to-day transit operations, and promises to do something about it. Stay tuned!

## ASSOCIATION NEWS AND ACTIVITIES

**Association's Lobby Day Set for March 24-25:** All California Transit Association members are invited to join us in Sacramento for our annual Lobby Day. The event presents an opportunity to meet with your legislative representatives to give them a first-hand account of the importance of state funding for public transit. A briefing and orientation session helps bring you up to speed on the latest developments in the Capitol, and will include a primer on our key messaging points and issues of emphasis. We then turn you loose on the Capitol so you can make your case face-to-face. The Sheraton Grand Sacramento Hotel will serve as Lobby Day headquarters. There is a discounted sleeping room rate of \$199 for the evening of March 24. To receive the \$199 rate, call 916-341-3627 to make your reservation by March 3, and ask for the California Transit Association group rate.

**Transit Advocates Rally in Support of Association Lawsuit:** As we work our way towards oral testimony in late January, the appeal effort in our lawsuit to recover Public Transportation Account (PTA) funds raided from the 2007-08 state budget has received a vital boost in the form of an amicus brief filed on our behalf by a number of transit-supporting organizations. The list of supporters includes TransForm (formerly known as the Transportation and Land Use Coalition); the California Public Interest Research Group (CalPIRG); Urban Habitat, the Planning and Conservation League; California Rural Legal Assistance, Inc.; Legal Services of Northern California and the Los Angeles Bus Riders Union. The filing of this brief will play an important role in the court's consideration of the depth and breadth of support for restoring transit funding to its proper levels. You can read the amicus brief – and all the other legal documents that have been filed to date – at [www.caltransit.org/lawsuit](http://www.caltransit.org/lawsuit).

**California Transit Association Dues Increases Limited to Maximum 2% for 2009:** Dues invoices for 2009 membership in the California Transit Association were mailed the week of December 8, 2008. **Your Executive Committee recently voted to hold dues to a base line zero percent increase with a range of plus or minus two percent.** The range comes into play as the actual dues calculation for most transit agency members is based on year over year changes in transit agency expenditures from the State Controller's annual report. **Other member categories, including Commuter Rail, Support Groups, and Suppliers will see invoice amounts that are identical to 2008.** If you have any questions about your dues invoice, please contact Meetings and Member Services Director Mary Zavislan ([mary@caltransit.org](mailto:mary@caltransit.org)).



By Joshua W. Shaw  
[www.caltransit.org](http://www.caltransit.org) // p. 916.446.4656 // f. 916-446-4318



## Funding Update

January 7, 2008

### Governor Vetoes Budget Package

The Governor has vetoed the package of mid-year budget revisions and policy bills passed by the Legislature on December 18, 2008, which contained \$18 billion in budget cuts and revenue enhancements - an attempt to close some of the budget deficit that is now expected to be over \$40 billion by the end of the 2009-10 fiscal year. The Democratic budget package would have eliminated the state sales tax on gasoline and the state excise taxes on gas and diesel fuel, and replaced those revenues with a "fee" on gasoline, at 39 cents per gallon. The proposal would also have enacted a statute that appropriates only \$150 million per year to the State Transit Assistance (STA) Program.

Republican lawmakers have joined a law suit led by anti-tax groups, including the Howard Jarvis Taxpayers Association, to block the controversial tax plan contained in the Democratic budget proposal, which would essentially require a simple majority vote basis instead of a 2/3 vote virtually required on tax bills. While the package contained some of the very fees proposed by the Governor, he took issue with the Democrats' new 39-cent gas fee, which he said was too high. He also seeks additional spending cuts, mortgage-rescue measures and a broader economic stimulus package. Legislative leaders Senate President pro Tempore Darrell Steinberg and Assembly Speaker Karen Bass mentioned during a press conference that the Governor's 'false objections' on these points are masking his concern about the majority-vote tax increase plan. The leaders announced that they would soon vote on a package of new cuts, perhaps as early as this Thursday.

### Governor's Budget Summary

On December 31, the Governor's office released a summary document which serves as a prelude to his January 9<sup>th</sup> proposal which will address the new 2008-09 budget and a proposed 2009-10 budget. This presentation was made 10 days earlier than any governor has historically presented a new budget. The Governor has called for yet another Special Session to address the current year problem at a minimum, which the legislature commenced on January 5<sup>th</sup>. The summary document proposes the elimination of \$153.2 million in 2008-09 and \$306 million in 2009-10 for local transit grants previously funded with sales tax on fuels (i.e. State Transit assistance Program). Funds made available by this proposal are shifted to transportation programs previously funded by the General Fund including Home-to-School Transportation.



## **Second Quarter STA Funds to be Held Through Budget Standoff**

In recent communications with the State Controller's office, we discovered that the Controller's office has threatened to withhold 2nd quarter payments and beyond due to the instability surrounding the budget. The 2nd quarter allocations are typically made at the end of January. The Controller's office clarified that while the Governor did NOT issue an Executive Order to delay the issuance of STA program checks, the Controller's office is using its discretion in withholding any payments until the budget situation is resolved to avoid an over-appropriation of revenue. While the Budget Act as signed in September dictates a \$306 million 2008-09 STA Program, the most recent budget proposed to reduce STA to \$150 million. Furthermore, the Controller's Office contends that there is nothing in statute that requires the Controller to cut checks by a set date. We will keep you informed as new information arises.

Please contact Legislative Advocate Gus Khouri ([Gus@CalTransit.org](mailto:Gus@CalTransit.org)) or Legislative and Regulatory Assistant Sabrina Means ([Sabrina@CalTransit.org](mailto:Sabrina@CalTransit.org)) or call 916-446-4656 if you have any questions.



**APPENDIX 1:  
DEFINITIONS**



**ADA Related Unlinked Passenger Trips.** The number of passengers who board public transportation vehicles associated or attributed to ADA compliance requirements. This is a subset of the total number of total number of unlinked passenger trips.

**Actual Person Count.** Full and part time employees of the transit agency, permanent or temporary, who hold approved and filled positions at the end of the fiscal year.

**Actual Service.** The total service operated during each time period (AM Peak, PM Peak, Midday, Other). Actual service excludes missed trips and service interruptions (e.g. strikes, emergency shutdowns), but includes non-revenue service.

**Actual Vehicle Miles/Hours.** The miles and hours a vehicle travels while in revenue service plus the deadhead/non-revenue service miles and hours. Actual vehicles miles/hours exclude miles and hours for charter services, school bus service, operator and maintenance testing.

**Aggravated Assault.** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

**Arson.** To unlawfully and intentionally damage, or attempt to damage, any real or personal property by fire or incendiary device.

**Automatic Vehicle Locator (AVL).** Intelligent Transportation System that is able to track vehicles by route either real-time or delayed-time.

**Burglary.** The unlawful entry of a structure to commit a felony or a theft. This includes offenses known locally as burglary, unlawful entry with intent to commit a larceny or felony, breaking and entering with intent to commit a larceny, housebreaking, safe-cracking, and all attempts at these offenses.

**Bus Going off Road.** A non-collision incident which occurs as result of buses leaving the roadway, and for rollovers.

**Chargeable Service Calls.** Any occurrence that requires the Contractor to exchange a revenue vehicle with any other revenue vehicle during revenue vehicle due to any mechanical reason that does not cause an interruption of revenue service. This includes vehicle exchanges at layover points, recover points, and/or any other location and time a vehicle is on route during revenue service.

**Collisions with Objects.** An incident involving one or more vehicles from a transit agency with an obstacle (e.g. buildings, shopping carts, etc.) other than vehicles or persons.

**Collisions with Other Vehicles.** An incident involving one or more transit agency vehicles and any other vehicle.

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## Exhibit A

**Collisions with People.** An incident in which one or more persons are involved in a collision with a transit vehicle agency vehicle or attempted/successful suicides.

**Curfew and Loitering Laws.** All arrests for violations of local curfew or loitering ordinances where such laws exist.

**Deadhead/Non-Revenue Service.** The miles and hours that a vehicle travels when out of revenue service. Deadhead/Non-Revenue Service includes leaving or returning to the garage or yard facility, or changing routes, and when there is no reasonable expectation of carrying revenue passengers. Deadhead/Non-Revenue Service does not include charter service, school bus service, operator training, or maintenance training. For non-scheduled, non-fixed route service, deadhead/non-revenue service also includes the travel between the dispatching point and passenger pick-up and drop-off.

**Disorderly Conduct.** All charges of committing a breach of the peace. This includes, affray; unlawful assembly; disturbing the peace; disturbing meetings; disorderly conduct in State institutions, at court, at fairs, on trains, or public conveyances, etc.; blasphemy, profanity, and obscene language; desecrating the flag; refusing to assist an officer; and all attempts to commit any of the above.

**Dispensable Parts.** Include nuts, bolts, fasteners, and any other part costing less than five dollars (\$5.00).

**Driving Under the Influence (DUI).** The driving or operating of any vehicle or common carrier while drunk or under the influence of liquor or narcotics.

**Drunkenness.** Arrest for all offenses or drunkenness which is the consumption of alcoholic beverages to the extent that one's mental faculties and physical coordination are substantially impaired. This includes drunkenness, drunk and disorderly, common or habitual drunkard, and intoxication.

**Employee.** An individual who compensated by the transit agency and whose expense is reported to in the Federal Transit Administration object class 501 labor.

**Employee Work Hours.** Employee labor hours, not including fringe benefits hour such as sick leave, holidays, or vacations. Work hours include only labor hour employees of the transit agency, both full time and part time, permanent and temporary.

**Fare Evasion.** The unlawful use of transit facilities by riding without paying the applicable fare.

**Fatality.** A death confirmed within thirty days after an incident, which occurred under the collision, personal casualty, or fire categories.

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**Fires.** An incident involving uncontrolled combustion manifested by flame or smoke resulting in evidence of charring, melting, or other evidence of ignition of transit property.

**Fire in Right-of-Way and Others.** A fire occurring in transit agency right-of-way or other transit agency property.

**Fires in Station.** A fire occurring in a transit passenger station, bus shelter or bus stop.

**Fires in Vehicles.** A fire occurring inside a transit agency vehicle.

**Forcible Rape.** The carnal knowledge of a female forcibly and against her will. This includes assault to rape or attempted to rape.

**Full Time Employees.** Employees of the transit agency meeting the local definition of full time hours. Normally, these persons are entitled to receive the full benefits package

**Global Positioning Satellites (GPS).** Matrix of satellites that are capable of locating a single vehicle or objects on earth. GPS is commonly used in conjunction with AVL and ITS systems.

**Heavy Maintenance.** Major engine and/or transmission rebuild, and exterior and interior painting of entire vehicle.

**Homicide.** The killing of one or more human being by another. This includes murder, non-negligent manslaughter, and manslaughter by negligence.

**Injury.** Any physical damage or harm to a person requiring medical treatment, or any physical damage or harm to a person reported at the time and place of the occurrence. For employees, and injury includes, incidents resulting in time lost from duty or any definition consistent with a transit agency's current employee injury reporting practice.

**Incidents.** Collision, personal casualties, fires, and transit property damage greater than \$1,000, associated with transit agency revenue vehicles; all other facilities on the transit property; and service vehicles, maintenance areas and rights-of-way (ROW).

**Intelligent Transportation Systems (ITS).** Integration of current technology to improve operating efficiency and customer information to increase usage and safety.

**Larceny/Theft.** The unlawful taking, carrying, leading, or riding away of property from possession or constructive possession of another. This includes pocket-picking, purse snatching, shoplifting, thefts from motor vehicles, thefts of motor vehicle parts and accessories, theft of bicycles, theft from buildings, theft from coin-operated devices or machines, and all other theft not specifically classified.

**Life Miles.** Miles is the sum of revenue vehicle miles, non-revenue vehicle miles, yard miles, and maintenance miles.

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**Mechanics Supplies.** Include, but are not limited to, the following: dispensable parts (nuts, bolts, fasteners, and any other part costing less than five dollars (\$5.00)), bus cleaning supplies, rags, floor mats, shop cleaning supplies, de-greasers, spray lubricants, welding supplies, and parts cleaning tank fluid

**Missed Service.** The difference of Vehicle Revenue Miles and Hours from Schedule Revenue Miles and Hours.

**Non-Chargeable Service Calls.** Any occurrence that requires the Contractor to exchange a revenue vehicle with any other revenue vehicle during revenue vehicle that does not cause an interruption of revenue service. This includes vehicle exchanges at layover points, recover points, and/or any other location and time a vehicle is on route during revenue service.

**Operating Labor.** The employee engaged in the operating of the transit system, categorized by their functions.

**Other Assault.** An unlawful attack or attempt by one person upon another where no weapon was used or which did not result in serious or aggravated injury to the victim. This includes simple assault, minor assault, assault and battery, injury by culpable negligence, intimidation, coercion, hazing, and all attempts to commit these offenses.

**Other Person.** An individual who is neither a patron nor an employee of the transit agency.

**Part Time Employees.** Employees of the transit agency who work less than the local definition of full time. Normally, these persons are not provided the full benefits package.

**Passenger Parking Facility.** Parking garages and passenger parking control buildings with attached fixtures, used for parking passenger automobiles while they use the transit agency's facilities. These parking facilities are either free or available for a fee.

**Passenger Station/Bus Stop.** The buildings and shelters, with all attached fixtures used as transit passenger station facilities. Additional passenger service is frequently available in these stations (e.g. ticket/token/pass sales, transit malls, transfer facilities, intermodal terminals, depots, terminal and high occupancy vehicle facilities). This covers major terminals, wayside stations, passenger shelters, benches, and stop signs along the route.

**Patron.** A person who intends to use or has used the transit system and is on property affiliated with the transit system with the limits of the law. An employee is not a patron.

**Permanent Employee.** Employees of the transit agency meeting the local definition of part time or full time hours. Normally, these persons retain job security rights and are entitled to receive the full benefits package if working full time. Part time permanent employees may be eligible for a limited benefits package and may have job security rights.

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**Personal Casualty Involving Boarding and Alighting Vehicle.** A non-collision incident boarding or alighting a transit agency vehicle (e.g. slips, falls, door closing, lifts) in which one or more person are injured or die. A boarding or alighting incident must involve physical contact between the passenger and the vehicle.

**Personal Casualty Involving Inside Vehicle.** A non-collision incident (e.g. sudden braking, unexpected swerving) in which one or more persons within the transit vehicle are injured or die.

**Personal Casualty Involving Parking Facility.** A non-collision incident in a transit agency parking facility in which one or more persons within the transit parking facility are injured or die.

**Personal Casualty Involving in Stations/Bus Stops.** A non-collision incident (e.g. involving stairs, escalators, passageways, platforms, etc.) at a station or bus stop in which one or more persons are injured or die.

**Rejection of Proposal.** Determination that proposal is nonresponsive.

**Revenue Vehicle Hours/Miles.** Refer to Vehicle Revenue Miles/Hours.

**Revenue Service.** The time when a vehicle is available to the general public and there is a reasonable expectation of carrying passengers that either directly pay fares, are subsidized by public policy, or provide payment through some contractual arrangement. Vehicles operated in fare free service are considered in revenue service. Revenue service excludes non-revenue miles and hours, school bus, and charter.

**Revenue Service Interruptions for Mechanical Reasons.** Revenue service interruptions caused by failure of some mechanical element of the revenue vehicle. Revenue service interruptions for mechanical reason include breakdowns of: air equipment, brakes, body parts, doors, cooling system, heating system, electrical units, fuel system, engine, steering and front axle, rear axle, and suspension, and torque converters. These revenue service interruptions require assistance from someone other than the revenue service operator to restore the vehicle to an operating condition. Further they usually require the transfer of the passengers to another vehicle for the completion of their trip.

**Revenue Service Interruption for Other Reasons.** Revenue service interruptions caused by tire failure, farebox failure, wheelchair lift failure, air conditioning system, out of fuel-coolant-lubricant, and other causes not included in revenue service interruptions for mechanical reason.

**Roadcalls.** Roadcalls is defined to be any interruption in revenue service caused by mechanical, for other reasons, and service calls. Roadcalls incorporate Revenue Service Interruptions for Mechanical Reasons and Revenue Service Interruptions for Other Reasons as defined by the Federal Transit Administration.

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**Webster, John**

**From:** APTA Legislative Update [legislativeupdate@apta.mmsend.com] on behalf of APTA Legislative Update [legislativeupdate@apta.com]  
**Sent:** Wednesday, January 07, 2009 2:42 PM  
**To:** Webster, John  
**Subject:** APTA Legislative Alert - January 7, 2009

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January 7, 2009

**New Congress and President-elect Obama Begin Negotiations on Economic Recovery Legislation; Oberstar Proposes \$12 billion for Public Transportation and \$3.4 billion for High-speed Rail**

The 111th Congress convened this week, and President-elect Barack Obama met with House and Senate leaders on Monday to discuss options for economic recovery legislation. The President-elect continues to express support for infrastructure investment in a stimulus bill, but this week Obama also emphasized tax cuts as a means to help the U.S. economy. The incoming Administration is reportedly considering a stimulus plan valued at approximately \$775 billion, a considerably larger package than the \$61 billion stimulus bill passed by the U.S. House of Representatives in September. With regard to infrastructure, the President-elect released a preliminary plan that calls for \$25 billion in immediate investment in a variety of infrastructure activities and \$60 billion in new transportation investment under a proposed National Infrastructure Reinvestment Bank, an element of the Obama-Biden campaign platform.

The Obama principles will likely be reworked significantly as Congress develops legislative proposals, and specific funding levels for public transportation are expected to be included. APTA has identified \$47.8 billion in transit needs that could be met in a two-year stimulus bill, and the APTA economic stimulus survey has identified more than \$12 billion of "ready-to-go" projects that could be advanced in fewer than 90 days. According to U.S. Department of Transportation estimates, if \$47.8 billion were invested in public transportation immediately, more than 1.3 million green jobs could be supported in the next two years. The President-elect and several key members of Congress have stated that infrastructure spending will not be earmarked, indicating that formula funding will likely be a large component of any public transportation or highway spending in a stimulus bill, but some proposals have included funding for new starts/small starts and it is not yet clear how those funds would be distributed.

In anticipation of the next stimulus bill, Chairman James L. Oberstar of the House Transportation and Infrastructure Committee unveiled an \$85 billion infrastructure proposal on December 18. Under the Chairman's proposal funding would be made available for "ready-to-go" projects at the following levels: \$12.5 billion for public transportation, \$30.5 billion for highway infrastructure, \$3.4 billion for high-speed and intercity rail, \$1.5 billion for Amtrak, and remaining funds would be provided for aviation, federal

buildings, projects of the Army Corps of Engineers and other infrastructure investment. While limited details are available, grant recipients would be needed to obligate funds or execute contracts very quickly with some of the new funding and funds could be reappropriated if they are not spent within certain timeframes. Chairman Oberstar has stated that the Federal Transit Administration and the other U.S. DOT modal administrations would be asked to expedite the grant making process to facilitate quick investments.

For public transportation investment, Chairman Oberstar's proposal bears strong resemblance to the stimulus bill, H.R. 7110 that passed the House in the last Congress, but which was not enacted into law. \$7.5 billion would be available for capital grants under the urban and rural formula programs and \$2 billion would be available for transit energy grants to assist transit systems with operating and capital expenses related to increased fuel costs, service expansion and the prevention of fare increases. Chairman Oberstar has also proposed \$2.5 billion in supplemental funding for the New Starts and Small Starts programs, an element not included in the prior House stimulus bill. The proposal also has a new recommendation of \$3.4 billion for competitive high-speed rail grants under a program authorized by the Amtrak/Rail Safety legislation (Passenger Rail Investment and Improvement Act of 2008, Division B of P.L. 110-432).

While the Oberstar proposal would provide valuable new investment, the final version of stimulus legislation could be more or less favorable to transit as House and Senate Democratic leaders and the incoming Obama administration begin to formulate legislative details. At present, funding levels have not been set by Congressional leaders for either a Senate or House proposal. It is essential that APTA members continue to contact their Representatives and Senators to make the case for transit investment in economic recovery legislation. APTA staff will continue to discuss stimulus proposals with Congressional staff and transition officials for the incoming Administration in the coming weeks. Congressional leaders now expect a stimulus bill to be completed before the President's Day recess which is scheduled to begin on Friday, February 13. Final action on the unfinished Fiscal Year 2009 appropriations bills, including the Transportation Appropriations bill, could be delayed until late February or March until economic recovery legislation is enacted.

#### **ACTION ALERT**

- Call your Senators and Representatives and urge them to support public transportation investment in stimulus legislation.
- Point out that if \$47.8 billion were invested in public transportation immediately, more than 1.3 million green jobs could be supported in the next two years.
- Discuss your transit system's needs for assistance. Explain how shortfalls in state and local transit revenues affect your ability to serve your riders and remind them about ridership gains at both the local and national level.
- Cite specific examples of "ready-to-go" transit projects in your area.
- Explain that public transportation and all forms of intercity rail are integral elements of our nation's surface transportation system and that they can advance national goals and help produce "green" jobs.

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## **APPENDIX F**

### **Draft San Luis Obispo Transit**

#### **PUBLIC HEARING PROCEDURES FOR MAJOR SERVICE OR FARE CHANGES**

##### **I. BACKGROUND**

San Luis Obispo Transit (SLO Transit) is required by the Federal Transit Act, as amended through 1992, to establish a policy, which defines a process to solicit and consider public comment prior to raising fares or implementing a major reduction of transit services.

##### **II. SAN LUIS OBISPO TRANSIT POLICY**

6. It shall be SLO Transit's policy that public comments be solicited prior to:
  - (i) Any permanent change, which increases fares on SLO Transit's fixed-route service.
  - (ii) A twenty-five percent (25%) or more reduction of the number of daily transit revenue vehicle miles of a route (the total number of miles operated by all vehicles in revenue service for a particular day of the week on an individual route).
  - (iii) A twenty-five percent (25%) or more reduction of the number of transit route miles of a route (the total mileage covered during one round trip by a vehicle in revenue service on a particular route).
  - (iv) Proposed introduction of a new route.
7. It shall be SLO Transit's policy that the following would be exempt from public comment and public hearing:
  - (v) A minor change in fare or service. Examples would be temporarily reduced or promotional fares, minor route modifications or temporary route modifications due to street construction(s) or minor schedule changes.
  - (vi) Experimental or emergency service or fare changes expected to exist fewer than one hundred and eighty (180) days and standard seasonal variations in service. If these changes ultimately continue to remain in effect for more than one hundred and eighty (180) days, they will be the subject of public comment and public hearing.

## 8. PUBLIC NOTIFICATION

When required, the public comment process will begin by informing the City Council of the need for a public hearing and/or the publishing of a legal notice thirty (30) calendar days in advance of the public hearing or open house date in the local newspapers of general circulation. This notice will set a specific place, date, and time for one or more public hearings or open house. Written comments will also be accepted on the proposed changes twenty (20) calendar days beyond initial publishing of the legal notice.

Legal notices will inform the public of the proposed actions, which initiated the public comment process. Press releases will also be prepared and sent to the local media. Patrons of routes proposed for adjustment will be notified of the public comment process by displaying pamphlets or posters on bus shelters on the route(s) affected.

## 9. SCHEDULING PUBLIC HEARING(S)

The public hearing(s) and/or open houses will be scheduled and conducted by City Transit Manager at time, date, and place designated. The facility utilized for public hearings and open house will be accessible to persons with disabilities. Special arrangements will be made for sight or hearing impaired persons if requested.

## 10. PROCEDURES FOR CONDUCT PUBLIC COMMENT PROCESS

- (vii) **Public Hearing.** Forms will be available to attendees to register their presence and desire to speak. Public hearings will begin with a reading of the public notice, purpose, and proposed action, which necessitated the public hearing. After an explanation of the proposed action is completed, the public will be invited to offer their comment. Each comment will be limited to three (3) minutes. After all registered persons have commented, a final opportunity will be offered for any additional public comment. This offering will precede the close of the public hearing.
- (viii) **Open house.** Open house is a less formal public comment process where staff and the consultant can explain the changes to attendees on a small group or one-to-one basis. Attendees would be requested to complete a survey or public comment form and sign-in. Generally, the summary of the proposed changes would be displayed around the room and/or presented. Staff, as appropriate, may introduce the changes in a summary fashion. Staff would then interact with attendees to stimulate feedback.

## **11. DOCUMENTATION OF PUBLIC HEARING**

Official records of SLO Transit public hearing on fare or service adjustments will be generated by:

- (ix) Affidavits of newspaper publications of public notices.
- (x) Press releases conveying information on upcoming public hearings.
- (xi) Tape recordings, minutes, public comment forms, or certified verbatim transcripts of proceedings.

## **12. ADDRESSING PUBLIC COMMENTS RECEIVED**

All relevant comments received verbally or in writing at a public hearing, or as otherwise conveyed to SLO Transit prior to the established deadline, will be summarized in a written report, which will include the original public comments. The report will be made available to the Mass Transportation Committee for input and/or comment for an advisory recommendation to the City Council.

## **13. ADMINISTRATORS**

The City Council will be notified of all public comment solicitations in advance of all scheduled public hearings on fare and service adjustments. A subsequent report on public comment received will be provided to the City Council along with staff recommendation for final disposition of the issues. Upon review by the City Council will be directed accordingly to proceed with or amend the recommended service and/or fare adjustments.

**APPENDIX G**

**San Luis Obispo Transit Fare Policy**

**Bus Fares**

Regular	\$0.75
Senior (62+)	\$0.35
Disabled	\$0.35
Children	Free

(Under 5 with fare-paying adult, maximum 2 children)

**Bus Transfers**

From SLO Transit	Free
From CCAT	Full Fare
From Downtown Trolley	Full Fare

**Bus Passes**

Regular Monthly Pass	\$24.00
Senior Monthly Pass	\$7.50
Disabled Pass	\$7.50
Universal Pass	\$30.00
Regional Transit Pass	
Regular	\$50.00
Senior, Disabled, Students K-12	\$35.00

**Proposed Trolley Fare**

All	\$0.25
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**Trolley Transfers**

From SLO Transit	\$0.25
From CCAT	\$0.25

**Fare Policies:**

- Drivers do not make change. Exact fare is required.
- Valid identification is required to qualify for senior and disabled discounted fare. Passengers must show proper identification when boarding to qualify for discount fares.
- Passengers are required to ask for transfers when boarding. Transfers are valid for one hour and in the same direction to complete the trip. It is recommended that transfers occur at the Downtown Transfer Center located at Osos and Palm (City Hall).
- Passes are available at City Hall. SLO Transit is not responsible for lost or stolen passes. Valid identification is required to qualify for the senior and disabled monthly passes. Passengers must show their valid pass and have valid identification when boarding the bus.

## Webster, John

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**From:** Webster, John  
**Sent:** Wednesday, January 07, 2009 5:16 PM  
**To:** 'Lisa Woske'; srains@calpoly.edu; 'Denise Martinez'  
**Subject:** FW: Action Minutes

fyi

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**From:** Hooper, Audrey  
**Sent:** Wednesday, January 07, 2009 4:59 PM  
**To:** Combs, Ron; Davidson, Doug; Elke, Brigitte; Fitzgerald, Linda; Girvin, Tim; Gribben, Roz; Hatley, Carol; Hook, Jeff; Irons, Monica; Kiser, Betsy; Lawson, Dee; Mandeville, Peggy; Murry, Kim; Pellemeier, Keith; Ricci, Pam; Wallace, Christine; Webster, John  
**Cc:** Walter, Jay; Mandeville, John; Stanwyck, Shelly; Lowell, Jonathan P; Dietrick, Christine; Hampian, Ken; Betz, Ryan; Reynolds, Marti; Chippendale, Sue; Cano, Elaina; Bochum, Tim  
**Subject:** Action Minutes

In 2006, during a training session with the City Attorney, I provided you with a manual that was entitled a "Guide to Effective Notices, Agendas and Minutes Preparation" that my office prepared.

This Guide covered "summary" minutes, which is what I have been preparing for the City Council for the last few years. However, after speaking with some of our liaisons and other staff, looking at the history of minutes in the Clerk's office, and considering ways to streamline our processes, I believe it's time to update this Guide to include instructions for preparing "action" minutes. I will be doing that within the next few weeks.

In the meantime, I would like to encourage each of you, if you are not already doing so, to prepare "action" minutes for your advisory bodies instead of summary minutes. (I came across a document that our former City Clerk, Lee Price, prepared sometime back about action minutes, in which she indicates that it is the "City's practice to prepare 'action' minutes." I'm not sure how that practice was arrived at, but think I've seen a report or approval by Council somewhere approving this type of minutes way back when - I'll be researching this further in the next few days.)

So, what are "action" minutes? The most important thing to know about action minutes is that they are meant to record the **actions** taken by the advisory body and **direction** provided to staff, but they are **not** meant to be a "record of discussion." A few basics:

- Always include the names of the speakers (their cities of residence or affiliations should be included, if known, but not street addresses).
- If a member of the public speaks on a non-agenda item, summarize very briefly the matter of concern. ("Mr. Smith expressed concern that the City's water and sewer fees are too high.")
- Indicate whether speakers support or oppose the recommendation or project. (If, because of the nature of the subject, you feel strongly that a reason must be shown as to why they oppose a project--you do not need to do this if they support it--then keep it very simple and concise: "Mr. Smith opposed the project because of traffic concerns.")
- If a statement is read and submitted "for the record," your minutes should so note and indicate that the statement "is on file in the xx office." (Avoid attaching documents to your minutes. We keep the ones submitted at Council meetings with the appropriate agenda packet.)
- Indicate whether your advisory body members spoke in support of or opposition to the recommendation. If they support the recommendation, there is no reason to include commentary. If they oppose the recommendation, a very brief statement should be made as to the reason why. (Again, Council Member Jones opposed the project because it will result in a loss of open space.)
- You do not need to include your advisory body members' questions (or the public's) or staff's responses.
- If an advisory body member states that a comment is "for the record," you should include that verbatim (or as closely to verbatim as possible).

- Motions should always be included (as closely to verbatim as possible).
- During the advisory body comment/report period, a brief statement indicating that “Member Smith reported on his attendance at the recent League of California Cities Conference” is usually adequate.

As mentioned, I will work on modifying the 2006 Guide and will send you a copy in the near future.

In the meantime, for those of you who are not doing action minutes already, I hope this quick summary is helpful and that you'll commit to making a change in the near future.

If you have some questions, either give me a call or you can raise them when Elaina and I give our update at the beginning of the training tomorrow afternoon.

See you there!

Audrey