



## REGIONAL TRANSIT AUTHORITY EXECUTIVE COMMITTEE AGENDA

**Wednesday, April 2, 2025**

**Approximately 11:00 a.m.**

**(following SLOCOG Board meeting adjournment)**

**NOTE LOCATION:**

**Board of Supervisors' Chambers  
County Government Center**

**1055 Monterey Street, San Luis Obispo, California 93401**

This agenda is available/posted at: <http://www.slorta.org/board/rta-board-meetings>

Individuals wishing accessibility accommodations at this meeting under the Americans with Disabilities Act (ADA) may request such accommodations to aid hearing, visual, or mobility impairment (including Limited English Proficiency) by contacting the RTA offices at (805)541-2228 x4833. Please note that 48 hours advance notice will be necessary to honor a request.

RTA, de acuerdo con la Ley de Estadounidenses con Discapacidades (ADA), acomodará a las personas que requieran una modificación de la adaptación para participar en esta reunión. RTA también se compromete a ayudar a las personas con dominio limitado del inglés a acceder a los servicios públicos esenciales de la agencia y a la información pública en español. Para solicitar una adaptación, por favor llame al (805)541-2228 x4833. Requerimos al menos 48 horas de anticipación para proporcionar adaptaciones razonables.

1. **Call Meeting to Order, Roll Call**
2. **Public Comment:** The San Luis Obispo Regional Transit Authority Executive Committee reserves this portion of the agenda for members of the public to address any items not on the agenda and within the jurisdiction of the Committee. Comments are limited to three minutes per speaker. The Committee will listen to all communication, but in compliance with the Brown Act, will not take any action on items that are not on the agenda.
3. **Closed Session**    None
4. **Consent Items**
  - A-1    Executive Committee Meeting Minutes of December 11, 2024 (Approve)
5. **Information Items**
  - B-1    Executive Director's Report (Verbal, Receive)
6. **Action Items**
  - C-1    Fiscal Year 2025-26 Operating and Capital Budget (Approve)
  - C-2    Procurement of Classification and Compensation/Benefits Study (Approve)

The Regional Transit Authority is a Joint Powers Agency serving the residents and visitors of:

**Arroyo Grande Atascadero Grover Beach Morro Bay Paso Robles Pismo Beach San Luis Obispo County of San Luis Obispo**

7. **May 7 5, 2025 Draft RTA Board Agenda:**

**Employee Recognition**

- Employee of the Quarter
- Employee who Attained 10 Year Award

Consent Items

- A-1 Draft RTA Executive Committee Meeting Minutes April 2, 2025 (Information)
- A-2 RTA Board Meeting Minutes of March 5, 2025 (Approve)
- A-3 RTAC Minutes of January 16, 2025 and Draft for April 10, 2025 (Information)
- A-4 Update RTA Title VI Policy and DBE Program (Approve)
- A-5 Agreement for County Auditor/Controller Services (Approve)
- A-6 Contract Renewal – AGP Video Production of Board Meetings (Approve)
- A-7 RTAC Bylaws Revisions (Approve)
- A-8 Declare Transferred Vehicles from Atascadero as Surplus (Approve)
- A-9 Agreement with Token Transit for Mobile Ticketing Services (Approve)
- A-10 Arroyo Grande Park-Out Facility Lease Extension (Approve)
- A-11 Vehicle Loan Agreement with ModelOne for e-Van (Approve)
- A-12 Procurement of Classification and Compensation/Benefits Study (Approve)
- A-13 Procurement of Vehicles for Runabout and County Services (Approve)
- A-14 Authorize Agreements for SB125 projects (Approve)
- A-15 Update to the RTA Drug and Alcohol Policy (Approve)

Information Items

- B-1 Executive Director’s Report (Receive)

Action Items

- C-1 PUBLIC HEARING – Adopt Short-Range Transit Plan, and Consider Proposed Fare and Service Changes (Approve)
- C-2 Fiscal Year 2025-26 Operating and Capital Budget (Approve)

Closed Session Item:

CONFERENCE WITH LABOR NEGOTIATORS (Gov. Code § 54957.6)  
Agency designated representatives: Geoff Straw, Executive Director  
Employee organization: Teamsters Local Union No. 986

8. **Adjournment**

Next RTA Executive Committee Meeting: **June 4, 2025**



San Luis Obispo Regional Transit Authority

Executive Committee Meeting

Minutes 12/11/2024

A-1

Members Present: Jimmy Paulding, District 4 Supervisor, **Vice President**  
Debbie Arnold, District 5 Supervisor, **Past President**

Members Absent: VACANT, **President**

Staff Present: Geoff Straw, Executive Director  
Anthony Kalvans, Administrative Assistant  
Jon Ansolabehere, RTA Counsel  
Pete Rodgers, SLOCOG Executive Director

Public Present: Eric Greening

1. **Call to Order and Roll Call: Vice President Jimmy Paulding** called the meeting to order at 10:01 a.m. and roll call was taken. A quorum was present.

2. **Public Comment:**  
**Mr. Eric Greening** thanked Ms. Debbie Arnold for her service and willingness to listen to others. He also asked about bus routing and adding a bus stop shelter to the Route 9 North in downtown Atascadero. **Mr. Straw** said that the RTA works closely with the City of Atascadero regarding detours and has a ridership standard for bus shelters.

3. **Closed Session:** None

4. **Consent Items**  
A-1 Executive Committee Meeting Minutes of October 9, 2024 (Approve)

Public Comment:  
There was no public comment given on this item.

**Ms. Debbie Arnold** motioned to approve, seconded by **Mr. Paulding**. There was unanimous consensus of those present to approve the meeting minutes as is.

<b><u>BOARD MEMBER</u></b>	<b><u>YES</u></b>	<b><u>NO</u></b>	<b><u>ABSENT</u></b>
DEBBIE ARNOLD	X		
JIMMY PAULDING	X		
VACANT			X

5. **Information Items:**

B-1 Executive Director's Report (Verbal, Receive)

**Mr. Straw** started his report by informing the Committee of the continued work towards consolidation with Morro Bay Transit and Atascadero Transit. Morro Bay's agreement is slated for approval at the January Board meeting while Atascadero's may get pushed off until the March meeting.

**Mr. Straw** gave an update on Bus Operator recruitment and said that there are two open bids left to fill. In addition, he said that once the hiring situation stabilizes the RTA will look into restoring express and tripper service.

Finally, **Mr. Straw** gave an update on the battery-electric buses. He noted that they have traveled over 34,000 miles and that while energy efficiency is better than expected on the Route 9, he did note that the rear tires are wearing out quicker than those of diesel-powered buses.

**Mr. Paulding** brought up the topic of increased growth in Nipomo and that the Route 10 only serves the east side of the freeway. A discussion ensued on potential challenges and solutions for increasing service for the west side of Nipomo.

Public Comment:

**Mr. Greening** said he understands the Route 10 challenges. He also brought up the electric bus wrap and his concerns about visibility for riders. A discussion ensued.

B-2 Summary of SRTP Working Papers (Verbal, Receive)

**Mr. Straw** gave an update on the Short-Range Transit Plan (SRTP) and noted the consultant is currently developing Working Paper #8 Joint Coordination Opportunities. He also noted that Working Paper #6 Marketing has been delayed so it can be released at the same time as SLO Transits'.

Public Comment:

**Mr. Greening** said he is looking forward to the finished plan and asked about having the RTAC Minutes available for the RTA Board to review.

6. **Action Items:**

There were no action items for the Committee to consider

January 8, 2025 Draft RTA Board Agenda

**Mr. Straw** said that agenda item A-12 is designed to extend the life of the diesel buses and reiterated that agenda item C-3 will be most likely pushed to the March Board meeting.

Public Comment:

**Mr. Greening** asked if agenda item A-11 needed to be an action or consent item. **Mr. Straw** said consent is fine because it's a routine item and not an expansion of the fleet.

The draft agenda was supported by unanimous consent of those present.

**BOARD MEMBER**

DEBBIE ARNOLD  
JIMMY PAULDING  
VACANT

**YES**

X  
X

**NO**

**ABSENT**

X

**7. Adjournment**

The meeting was adjourned at 10:38 AM

Next RTA Executive Committee Meeting: **February 12, 2025**

Respectfully Submitted,

Acknowledged by,

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Anthony Kalvans  
Administrative Assistant

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Jimmy Paulding  
RTA Board President 2025

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**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY  
EXECUTIVE COMMITTEE  
APRIL 2, 2025  
STAFF REPORT**

**AGENDA ITEM:** C-1

**TOPIC:** Fiscal Year 2025-26 Operating and Capital Budget

**PRESENTED BY:** Tania Arnold, Deputy Director/CFO

**STAFF RECOMMENDATION FOR EXEC:** Bring the Fiscal Year 2024-25 Budget as Presented to the Board for Approval

**RTAC RECOMMENDATION:** *Meeting scheduled for April 10, 2025*

**BACKGROUND/DISCUSSION:**

We appreciate the Board’s support and leadership during these unprecedented times as we work to present a fiscally constrained Fiscal Year 2025-26 operating budget, and an advisory FY26-27 operating plan. In addition, we are presenting a five-year capital program.

The budget packet contains the following items:

- Our Vision and Mission statements,
- Budget Assumptions adopted by the Board at its March 5, 2025 meeting,
- Fiscally constrained FY25-26 operating and capital budgets,
- Fiscally unconstrained FY26-27 operating budget, and
- Fiscally unconstrained FY26-27 through FY29-30 capital budgets (expense only for FY27-28 through FY29-30).

With the consolidation of Morro Bay and Atascadero services into the RTA in June 2025, the budget layout has been adjusted. There are four summary pages that show revenue and expense information for RTA core services in addition to all the services the RTA operates on behalf jurisdictions. Additionally, there is an RTA only budget which has additional information, including the expense information for each fixed route (RTA Routes 9, 10, 12, 14 and 15), as well as the countywide ADA complementary paratransit services known as RTA Runabout. Staff has also included the information for each of the services the RTA operates in order to provide support information for the summary documents. These services include:

- South County Services (Routes 21, 24, 27 and 28)
- County Services (Nipomo Dial-A-Ride, Avila Trolley, Cambria Trolley, Shandon-Paso Dial-A-Ride, Templeton-Paso Dial-A-Ride, Senior Vans, and County incentive programs)
- Paso Robles Services (Route A and B, Paso Dial-A-Ride)

- Morro Bay Service (Call-A-Ride and Trolleys)
- Atascadero Service (Dial-A-Ride)

We have broken each RTA core fixed-route service into weekday, Saturday, Sunday, and tripper sections to better understand the financial commitment necessary to operate these distinct services should service reductions become necessary due to funding or other constraints. Additionally, express and tripper service expense information has been broken out for RTA services. Note that should any of the services be increased, reduced and/or eliminated, there are “fixed” expense items that would need to be reallocated to the other services (such as administration costs, and operations management/oversight costs) as part of the final budget or a future budget amendment. As a reminder, starting in FY24-25, the allocation model for maintenance labor and workers compensation is now being allocated to each route or service based on miles instead of hours.

The budget presentation assumes operation of the same core levels of service miles and hours for fixed-route services currently being operated with some adjustments based on the financially constrained recommendations included in the Short-Range Transit Plan that was presented to the Board on March 5, 2025. These include:

- Additional Sunday Service on Route 9, 10 and 12
- Additional Express Trips for Route 9 and 10

Note: there was an error in the Route 14 miles included in the FY24-25 budget but that did not have an impact on the cost calculation, but you will note a large decrease in miles on the informational page for Route 12, and Route 14 tripper.

Runabout hours and miles have been adjusted to be in line with current projections.

As noted during the presentation of the budget assumptions report at the March 5<sup>th</sup> RTA Board meeting, below are the key issues staff is working to address in the FY25-26 budget plan:

### KEY ISSUES

1. Address the uncertainties the agency currently faces, including state and federal funding uncertainty. Impacts of these uncertainties include:
  - a. Impacts of the pending construction on US-101 in the Pismo Beach area, including supporting congestion mitigation efforts.
  - b. Liability costs, which have recently stabilized due to the RTA’s good safety record, but the market continues to be extremely volatile due to the increasing number of catastrophic events globally – including the deadly January 2025 wildfires in Los Angeles



In February 2025, staff was pleased to learn that workers compensation insurance provided by PRISM (Public Risk Innovation Solutions Management) is projected to be in line with prior years projected percentage rate increase, not incurring the significant increases the agency had recently endured, which is of note, especially in times of increasing wages. The premiums continue to be predictable and provide a welcome relief – especially with the realization that worker’s compensation across all employment sectors, including for transit services, is especially challenging statewide as loss development trends for the state have not been favorable.

Staff is still waiting on the estimated premium for our general liability and vehicle physical damage insurance policies. The annual premium cost for these two insurance policies is projected to be in line with what was projected during the FY24-25 budget process. Staff continues to work with our employee committee that has evaluated workplace safety and has initiated a proactive program to reduce the number and severity of claims.

Property insurance has increased due to fully insuring the new Bus Maintenance Facility and the addition of flood insurance, which is required because the facility was federally funded and located in a 100-year floodplain.

- c. Continuing to focus on containment of Runabout subsidies, especially as ridership continues to increase.

The FY25-26 estimate reflects current demand trends. Staff continues to monitor the Runabout service, including the premium fare charged to Tri-Counties Regional Center that started in January 2018 and resumption of the in-person functional assessments as part of the certification and recertification process. Should service demands change significantly during the fiscal year, a budget amendment will be presented to the Board for consideration, which may include options such as taxicab service as noted in the budget assumptions.

- d. Address staffing and retention, particularly in the Bus Operator classification.

The new and relatively low-cost paid family leave program implemented in July 2022 continues to bring positive feedback from staff. It brings the RTA leave program more in line with the leave provided by many private employers who participate in the state disability insurance (CA SDI) program.

Starting in FY24-25, the budget presentation has been updated to show the subcategories included in Labor – Operations in order to provide more

understanding about the cost drivers. This helps as the agency looks at which subcategories would and would not be impacted by service level changes.

2. Negotiate a new Collective Bargaining Agreement with Teamsters Local 986, which represents Bus Operator, Mechanic, Parts Clerk, and Utility employees. The current CBA expires December 31, 2025.
3. Continue efforts to implement Zero-Emission Bus technologies, including adding five battery-electric buses (BEBs) in late 2025 and expansion of recharging infrastructure for planned additional BEBs in the coming years.
  - Two diesel-powered buses purchased in 2010 and three diesel-powered buses purchased in 2013, with BEBs will arrive in the fall of 2025.
  - Four diesel-powered buses purchased in 2013, with BEBs to be ordered in spring of 2025, and arrive in the fall of 2026.
  - Three diesel-powered buses purchased in 2013, with BEBs to be ordered in the winter of 2025/spring of 2026, and arrive in the fall of 2027.

Of note is the significant financial resources required for vehicle replacements, which is based the vehicle replacements and type included in the *RTA Zero Emission Rollout Plan* adopted by the Board in March 2023. It is also important to note that our annual budget plan show the year(s) that capital project expenditures occur – not necessarily the year(s) when we begin to apply for various funds through grant proposals for higher-cost projects such as bus purchases. This can be confusing to the casual reader, since SLOCOG and our other funding partners show the year(s) that funds are allocated to our capital projects rather than the year(s) the funds are expended.

4. State Transit Assistance (STA) funds are projected to be down in the region compared to the original FY24-25 allocation.

Staff continues to apply for the competitive funds from SLOCOG under the State of Good Repair program, and the RTA has applied for funding toward the replacement of vehicles which are included in the advisory FY26-27 budget.

5. Local Transportation Funds (LTF), which are used primarily for operating purposes, are also projected to be down in the region. The RTA will continue to maximize all other funding sources first before determining the need for LTF.

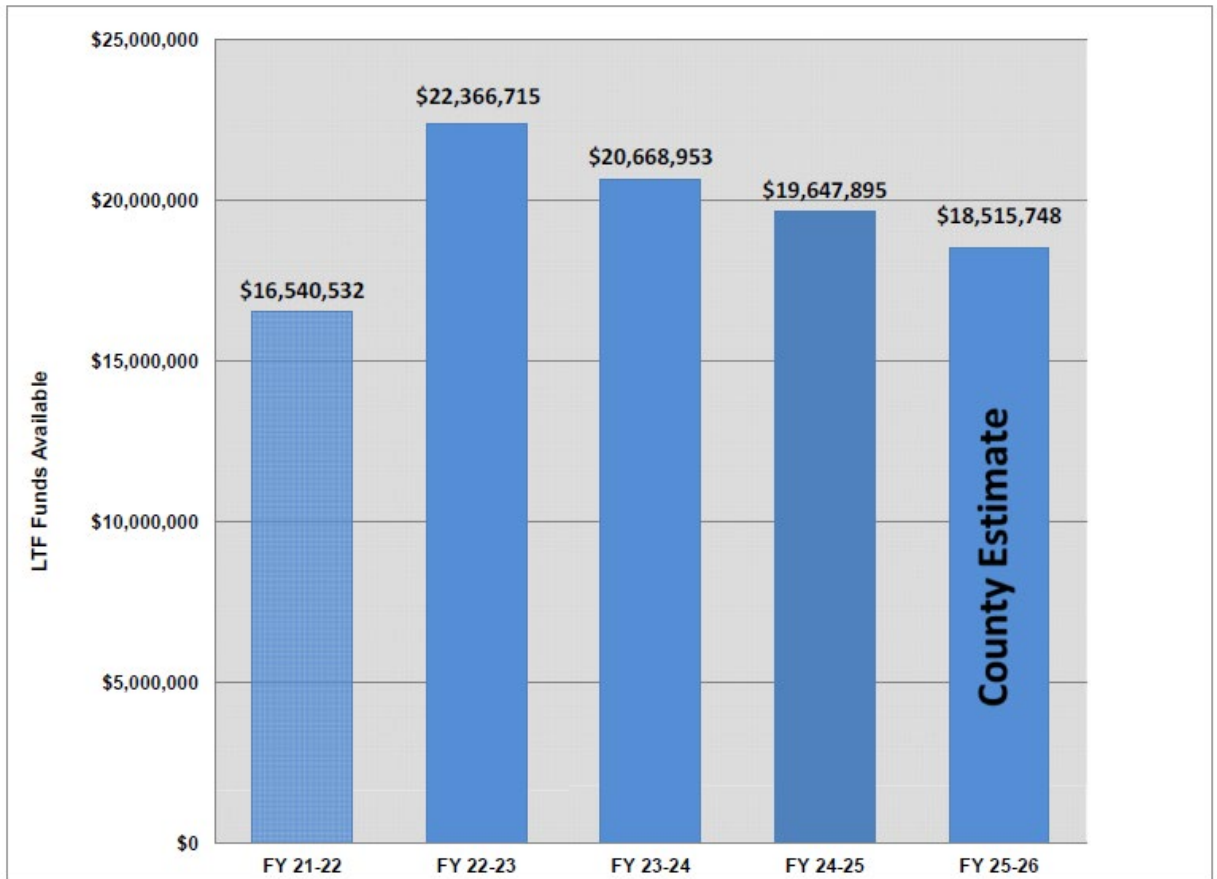
Staff acknowledges current LTF estimates to the region, as presented in the April 2, 2025 SLOCOG Agenda Item B-2. That staff report discusses the LTF coming into the region as:

**“2024/25 Local Transportation Fund (LTF) - \$18,515,748 (5.8% decrease in LTF available for distribution)”**

The County Auditor’s estimated cash balance at June 30, 2025 is \$647,743, 70% below FY 24/25. The decrease in opening cash balance is primarily due to a high beginning cash balance in FY 24/25, which was allocated in that year. This figure is difficult to predict. The estimate shows expected revenue deposits equaling \$17,868,005 (inclusive of interest income) for a total of \$18,515,748. Figure 1 depicts the trend in LTF Distribution:

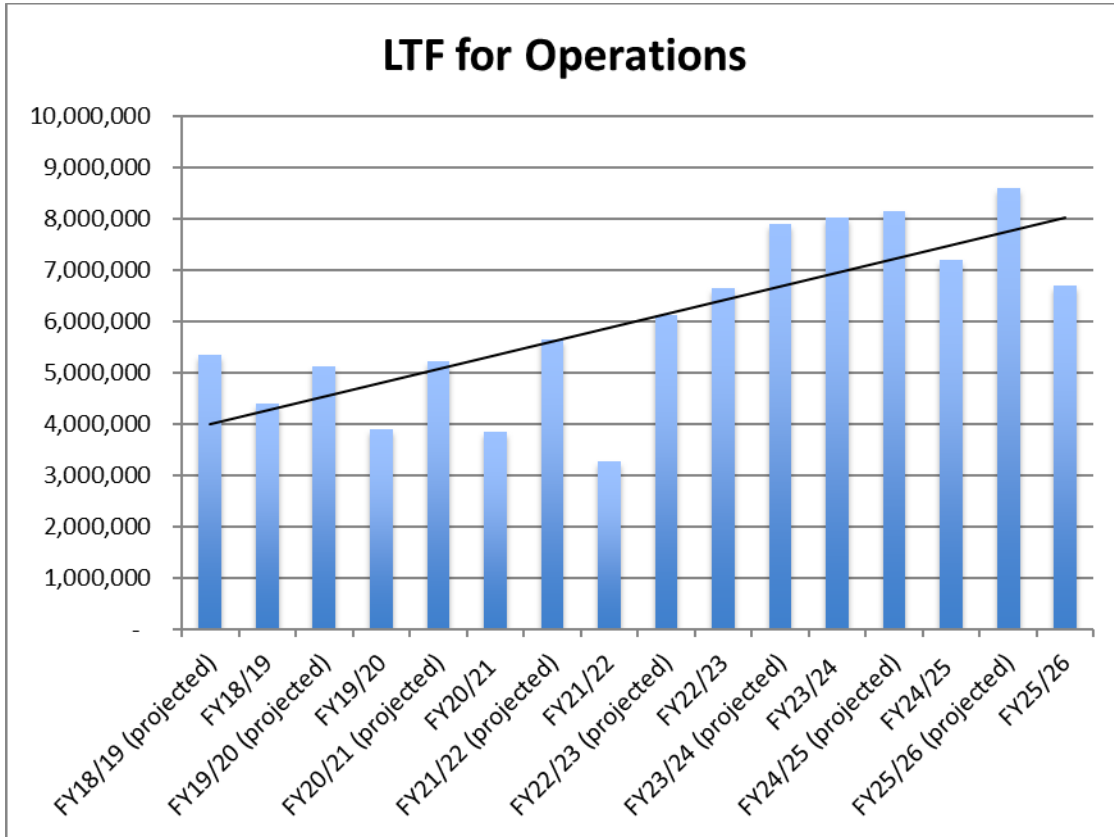
**Figure 1**

**Historical LTF Allocations**  
(Allocations based on estimated receipts + opening cash balance)



The proposed RTA budget includes LTF of \$6,702,900 for operations and \$458,060 for capital (total of \$7,160,950 prior to the Rural Transit Fund Exchange), which is a decrease from the amount included as an advisory FY25-26 total LTF projection of \$9,059,560 presented at the May 2024 Board meeting. A large portion of this decrease is a result of the operating expense projections coming in lower. The LTF request is a significant increase from FY20-21 and FY21-22. This increase is in large part due to the increase in funding provided by

the “Coronavirus Aid, Relief, and Economic Security Act” (CARES Act), which was a \$2 trillion emergency funding package designed to blunt the worst and most immediate impacts of the COVID-19 pandemic, allowing for a reduced LTF amount in FY20-21 and a carryover to FY21-22.



The capital budget includes LTF in accordance with the requirements outlined in the TIFIA loan agreement approved by the Board in September 2020.

6. Federal Transit Administration (FTA) formula funds (Sections 5307, 5339 and 5311) for Federal Fiscal Year 2025 are projected to be in line with the amount projected for FY25-26 when the FY24-25 budget was adopted in May 2024. However, recent actions at the federal level suggest that changes in both the scale of project funding and scope of the projects that remain eligible will be changed during the fiscal year and beyond.
7. Implementation of the RTA’s Joint Short-Range Transit Plan (SRTTP) constrained recommendations, including fare structure adjustments and enforcement of the discounted fare policy. The latter will require a slight increase in operating staff resources, either through direct employment or through a temporary employment agency agreement, equivalent to one full-time equivalent position.
8. Assist SLOCOG officials in addressing Senior-WAV service levels in the County.

9. Fully incorporate Morro Bay Transit and Atascadero Dial-A-Ride services that will be consolidated into the RTA in June 2025.

### **Revised Expenses Assumptions**

The overall Administration Expense for RTA core services is up by approximately 20% compared to FY24-25. Two main factors are associated with this increase. The labor line item includes an increase in order to roll out the enforcement of the discounted fare policy included in Key Issue #7. Also as previously noted, the property insurance line-item has been impacted by the difficult insurance market. Additionally, the professional technical services line-item has increased in order to support the development of a maintenance safety plan and bring in a consulting firm to conduct a review of the organizational structure. Marketing and Reproduction has increased due to passenger surveys being conducted in the fall of 2025 or spring of 2027 by RTA-hired temporary support.

The proposed Service Delivery cost is up by roughly 2% from what was identified in the FY24-25 budget. The primary reason for this increase is associated with the increase in wages as identified in Collective Bargaining Agreement that covers Bus Operators, Mechanics, Parks Clerk and Utility employees, and rising insurance prices. In line with FY24-25, the labor for operations has been delineated more finely in four pertinent subcategories.

### **Capital and Planning Program**

The capital revenue breakdown has been shifted in FY25-26 in order to be in line with the categories included in the federal transportation improvement program (FTIP) instead of by urbanized area because the funding is not received in that manner.

The focus of our capital program will be to secure replacements for vehicles that have reached their economically useful life. We have also programmed the following capital projects:

- \$49,600 for specialized maintenance equipment to improve efficiencies;
- Bus stop improvements;
- Engine replacements for the Gillig vehicles purchased in 2019; and
- Miscellaneous computer equipment, including regular computer and copier replacements.

It should be noted that a portion of the FY24-25 capital funds for fully funded projects, such as vehicle replacements and bus stop improvements that have been delayed, is not carried over to the proposed FY25-26 budget. These on-going projects will be captured in a budget amendment after the FY25-26 has started, and the carryover will require no new financial resources from local jurisdictions because the funding has been previously secured.

Also included is a projected five-year capital improvement program as part of the budget plan. While only the first year is financially constrained, the projects identified in the

ensuing four years provide a snapshot of future capital needs and potential cost levels. It should be noted that staff has only identified replacement projects and easily identifiable on-going projects (i.e., computer needs and bus stop improvements) in the capital improvement program. No expansion vehicles are included in the base budget.

**Conclusion**

Fiscal Year 2025-26 will be a particularly challenging year. We look forward to working with our customers, the Board and other stakeholders in providing stability and the highest quality of transportation services to residents of and visitors to our community. We believe that this budget reflects the path set by your Board in previous years and, although we would like to do more, we believe that this budget provides the optimum levels of service within the confines of existing limited resources.

**Staff Recommendation for Executive Committee:**

Recommend staff provide the FY25-26 budget to the Board for approval at the May 7<sup>th</sup> Board meeting.

**Staff Recommendation for RTAC:**

Recommend staff provide the FY25-26 budget to the Board for approval at the May 7<sup>th</sup> Board meeting.

**Staff Recommendation for the Board:**

Recommend that the Board adopt the FY25-26 budget as presented.

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

**MARCH 5, 2025**

**STAFF REPORT**

**AGENDA ITEM:** C-1

**TOPIC:** Fiscal Year 2025-26 Budget Assumptions

**ACTION:** Approve FY25-26 Budget Assumptions

**PRESENTED BY:** Tania Arnold, Deputy Director/CFO

**STAFF RECOMMENDATION:** Approve the Budget Assumptions and Budget Calendar to the Board So That a Detailed Work Plan and Budget May Be Developed

**EXECUTIVE COMMITTEE RECOMMENDATION:** No quorum

**BACKGROUND/DISCUSSION:**

The following report outlines staff's recommended budget assumptions for the RTA's Fiscal Year 2025-26 Operating and Capital Budget, and it is the first step in the development of our operating budget and capital program. It should be noted that the RTA is again developing a two-year operating budget and five-year capital budget. As in past years, only the first year would be financially constrained, while the out-years should be considered advisory. Upon the Board's guidance and approval, staff will prepare a detailed report along with preliminary budget numbers for presentation to the Executive Committee at their April 2<sup>nd</sup> meeting and the Regional Transit Advisory Committee (RTAC) at their April 10<sup>th</sup> meeting prior to the final draft budget presentation to the full Board on May 7<sup>th</sup>.

**KEY ISSUES**

1. Address the uncertainties the agency currently faces, including state and federal funding uncertainty. Impacts of these uncertainties include:
  - a. Impacts of the pending construction on US-101 in the Pismo Beach area, including supporting congestion mitigation efforts.
  - b. Liability costs, which have recently stabilized due to the RTA's good safety record, but the market continues to be extremely volatile due to the increasing number of catastrophic events globally – including the deadly January 2025 wildfires in Los Angeles.

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- c. Continuing to focus on containment of Runabout subsidies, especially as ridership continues to increase.
  - d. Address staffing and retention, particularly in the Bus Operator classification.
- 2. Negotiate a new Collective Bargaining Agreement with Teamsters Local 986, which represents Bus Operator, Mechanic, Parts Clerk, and Utility employees. The current CBA expires December 31, 2025.
- 3. Continue efforts to implement Zero-Emission Bus technologies, including adding five battery-electric buses (BEBs) in late 2025 and expansion of recharging infrastructure for planned additional BEBs in the coming years.
- 4. State Transit Assistance (STA) funds are projected to be down in the region compared to the original FY24-25 allocation.
- 5. Local Transportation Funds (LTF), which are used primarily for operating purposes, are also projected to be down in the region. The RTA will continue to maximize all other funding sources first before determining the need for LTF.
- 6. Federal Transit Administration (FTA) formula funds (Sections 5307, 5339 and 5311) for Federal Fiscal Year 2025 are projected to be in line with the amount projected for FY25-26 when the FY24-25 budget was adopted in May 2024. However, recent actions at the federal level suggest that changes in both the scale of project funding and scope of the projects that remain eligible will be changed during the fiscal year and beyond.
- 7. Implementation of the RTA's Joint Short-Range Transit Plan (SRTP) constrained recommendations, including fare structure adjustments and enforcement of the discounted fare policy. The latter will require a slight increase in operating staff resources, either through direct employment or through a temporary employment agency agreement, equivalent to one full-time equivalent position.
- 8. Assist SLOCOG officials in addressing Senior-WAV service levels in the County.
- 9. Fully incorporate Morro Bay Transit and Atascadero Dial-A-Ride services that will be consolidated into the RTA in June 2025.



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## Mission Statement

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

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## Objectives and Revenue Impacts

- 1) Maintain existing service levels and hours of service and, as feasible, increase service, including recommendations from the SRTP and other regional plans, that meet the standards of productivity and demand of our customers and communities through the effective and efficient delivery of RTA Fixed-Route and Runabout core<sup>1</sup> services:
  - a) The RTA originally received \$647,631 in STA funding in FY24-25 for RTA core services. Staff will work with SLOCOG staff to determine a realistic estimate for FY25-26.
  - b) Implement the contactless fare payment program through the California Integrated Travel Project (Cal-ITP) to make travel simpler and more cost-effective for all, including the discount eligibility verification process. The last system-wide fare change was implemented on December 31, 2017, both on RTA Fixed-Route and Runabout services.
  - c) The FY24-25 budget adopted in May 2024 included \$6,403,750 in LTF operating revenues. Also at the May 2024 Board meeting, the advisory FY25-26 LTF projection was \$7,784,800. Staff is still developing an updated annual FY24-25 revenue and expense projection, which impacts the carryover amount that could reasonably be identified for the FY25-26 budget.
  - d) FTA Sections 5307, 5311 and 5339 operating funding and capital funding for FY25-26 will be based on feedback received as staff works with SLOCOG and the other transit operators through the programming of projects process. Monies for FTA-funded projects are reimbursed either as progress payments or as full payment at the end of the project and/or fiscal year, which requires focused care by staff to ensure adequate cash flow.

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<sup>1</sup> Core services are defined as:

1. Hourly weekday services on RTA Routes 9, 10 and 12;
2. Five trips/day on Saturdays for Routes 9, 10, 12, and Monday-Saturday on Route 15;
3. Three trips/day on Sundays for Routes 9, 10, 12 and 15;
4. Peak period weekday service on Route 14 during open session of Cuesta College;
5. Peak period commuter Express services on Routes 9, 10 and 12; and
6. Runabout service that matches the fixed-route service days operated in each community.

**RTA BOARD APPROVED MARCH 5, 2025**

- e) Detailed miles/hours and span of service for each RTA core Fixed-Route and for Runabout will be provided with the draft budget. For context, detailed budgets based on miles/hours and span of service will also be provided separately for SLO County Services, South County Services, Paso Robles Local Services, Morro Bay Local Services, and Atascadero Local Services.
    - i) The budget will have summary pages that include revenue and expenditure information for each service.
  - f) Productivity of each RTA-operated Fixed-Route service during lower-demand holiday periods, specifically associated with the service provided during the weeks of Thanksgiving, Christmas and New Years, will be reviewed to determine appropriate service levels.
  - g) Staff will continue to research and evaluate new revenue sources should any potential shortfall in operating revenues arise. If we are unable to secure funding, staff would recommend that the Board consider adjusting service levels and/or the TDA allocation from the RTA jurisdictions, if time and budgetary authority permits.
- 2) Work with SLOCOG and our transit agency partners in the region to evaluate region-wide service efficiencies:
- a) The RTA will work with SLOCOG staff and other transit providers to evaluate efficiencies in the provision of service throughout the county through both the SLOCOG Social Services Transportation Advisory Committee and through the RTAC.
  - b) Staff will use the SRTP to update the *2018-20 RTA Strategic Business Plan*, and to evaluate potential efficiencies. With Board concurrence, staff will develop a timeline to implement efficiencies as appropriate. Additionally, the RTA will address the Zero Emission Bus requirements of our Innovative Clean Transit (ICT) Rollout Plan. The ICT Rollout Plan was adopted at the March 2023 Board meeting.
- 3) Evaluate options and provide analysis on the 5-year capital improvement program and methods to fund these needs:
- a) Staff will work with SLOCOG to prioritize SB125 funded capital projects, particularly those related to depot and opportunity charging of battery-electric buses. The RTA is currently in the procurement phase for three of the twelve SB125 projects awarded by the SLOCOG Board at its December 2023 meeting. These three projects include:
    - i) RTA-1 – funding gap for five BEB replacement buses (\$1,778k in FY23-24 SB125 funds), which will be delivered in Q4 of 2025;

**RTA BOARD APPROVED MARCH 5, 2025**

- ii) RTA-2 – second phase of BEB DC fast-charging system (\$500k in FY23-24 SB125 funds), which will be completed in mid-FY25-26; and
  - iii) RTA-3 – bus charging and infrastructure study (\$200k in FY23-24 SB125 funds), which will be completed in Q4 of 2025/
- b) Staff will also continue to work with SLOCOG to prioritize capital projects using the STA State of Good Repair (SGR) portion of SB-1 funds. These SB-1 funds are an important source of revenues for the RTA and the other transit operators in our region. It directly impacts the RTA's need for LTF to fund operations and the local match for capital projects by reducing local match needed for federal funds, and interest when financing for capital projects is needed.
  - c) Other potential capital funds intended to support our transition to zero-emission buses include AB617 Clean Air Program, Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project (HVIP), and LCTOP. Staff will continue to leverage all grant funds to the greatest extent possible in order to conserve local funds.
- 4) Address projected changes in demand for Runabout service:
- a) Runabout service hours and miles are slightly lower than were originally projected for FY24-25, and staff is closely monitoring service needs to determine when service will return to pre-pandemic levels. Staff will seek the Board's direction as demand is anticipated to increase over time.
  - b) Staff suspended in-person Runabout service eligibility assessments during the pandemic, and we have continued focusing training staff resources on training newly hired Bus Operator candidates. Staff plans to reinstitute this Runabout eligibility assessments program to ensure that only those persons truly eligible for Runabout service are initially registered or re-registered as part of the Runabout application process. This will be done by new staff resources that will be added during FY25-26 who will also be supporting the discount eligibility process. Staff will also provide mobility training for disabled persons who are able to occasionally use Fixed-Route services for some or all of their travel needs.

### **Expenses Impacts**

- 1) Fuel prices continue to be extremely volatile; fuel will be budgeted at \$5.00 per gallon in FY25-26. Included in the Fuel line-item will be diesel exhaust fluid (DEF), which is used to lower diesel exhaust emissions on model year 2015 and newer Fixed-Route vehicles. And although prices have stabilized as a result of the agreement for fuel services with Easy Fuel approved in May 2024, should fuel prices substantially increase or decrease to such a degree that it would have a profound effect on the overall budget, staff will address the change in a budget amendment.
- 2) Related, as we implement BEBs in revenue service in July 2024, we are getting a better handle on per-mile operational costs, as noted in Agenda Item B-2 during this

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meeting. However, since only two BEBs are being operated, the overall impact is relatively small but will increase notably in FY25-26 with the arrival of five additional BEBs in Q4 2025.

### 3) Insurance Expenses:

- a) Staff worked with an actuarial to complete a review of the self-insured retentions for the various lines of insurance. Although staff is not recommending a change to the self-insured retentions at this time, staff is reviewing options to fund a reserve increase to fund the self-insured retentions for the general liability policy and a reserve for the employment practices policy, respectively.
- b) A review of the pooled reinsurance programs that the RTA participates in was conducted in conjunction with our insurance broker, and the RTA is confident that the policies continue to be well placed in the pooled reinsurance market.
- c) CalTIP liability reinsurance premiums are projected to increase. The exact amount is not known at this time, as CalTIP actuaries are still finalizing the May 1, 2025 through April 30, 2026 rates. Although the experience modification factor of RTA is in line with the statewide pool average, the RTA did experience large claims in February 2019 and January 2021, which continue to impact current and future premiums.
- d) CalTIP vehicle physical damage will increase due to the added asset value of newer vehicles, which have risen dramatically in recent years and with the additional cost of electric vehicles. In addition, recent property damage claims seen in the market, namely the recent Los Angeles wildfires and the increasing number of other disasters across the globe.
- e) Our annual Employment Risk Management Authority premium is estimated at \$50,000, with a \$50,000 self-insured retention. This self-insured retention does not currently have a reserve in place to cover it should a loss develop.
- f) Workers compensation premiums charged by our carrier (Public Risk Innovation, Solutions, and Management, or PRISM) are projected to increase, with the realization that workers compensation for transit services is especially challenging statewide as loss development trends in the state are not favorable. We continue to work with our employee Safety Committee, which evaluates workplace safety and initiates proactive programs to address the number of claims and severity of the claims. Although premiums are expected to rise, a significant portion of that increase is attributable to the increase in wages identified in the collective bargaining agreement.
- g) Property insurance will increase due to the significant losses in the property insurance market. Additionally, we are required to maintain flood insurance for our new Bus Maintenance Facility because its construction was federally funded.

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h) For budget-making purposes, staff is assuming a 7% annual increase for healthcare costs for each of the next two fiscal years. This will include the paid family leave program that was implemented in July 2022, which brought the leave benefits closer to those offered under the state disability insurance program.

#### 4) Staffing Expenses:

- a) In May 2023 the Board approved a 3-year Collective Bargaining Agreement (CBA) that will expire on December 31, 2025. Staff notes the fiscal uncertainty that the expiration has on the FY25-26 information that will be included in the budget presentation.
- b) Staff will be working on a third-party study of the RTA organization structure and succession planning program beginning in May 2025. As noted above, the Short-Range Transit Plan recommends that additional staff resources (equivalent to one full-time equivalent) be secured to more effectively enforce the discount fare program and help roll-out the new Cal-ITP contactless fare-capping system. Should additional adjustments – beyond the one FTE mentioned above – to the number of FY25-26 budgeted FTE positions be recommended or needed, staff will bring that proposal to the Board along with any new or revised job descriptions, if applicable.
- c) An annual inflationary wage adjustment based on December 2023 to December 2024 Consumer Price Index (CPI) of 3.4% will be implemented in July 2025 for those employees not covered by the collective bargaining agreement. Employees within the salary range for their position will be eligible for a step merit increase subject to performance assessments and budgetary authority.
- d) The RTA Board of Directors took action at its September 4, 2024 meeting to implement the increase in contribution percentage of 1.61% for the retirement plan with San Luis Obispo County Pension Trust (SLOCPT) in July 2025 rather than January 2025, and the RTA will assume the 1.61% pickup. This is related to management, administration and confidential employees, and does not include the employees who are covered by the CBA with Teamsters Local 986.

#### **Proposed Budget Calendar**

- February 12 Detailed budget assumptions and revenue forecast to Executive Committee.
- March 5 Obtain Board concurrence on proposed draft budget assumptions.
- March 31 Based on feedback from Executive Committee draft FY26 Budget Draft complete.

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- April 2        Draft FY26 Budget presentation to Executive Committee
- April 10      Formal FY26 Budget presentation to RTAC
- May 7         Final Board Budget presentation; Board adoption of FY26 Budget

**Staff Recommendation for Executive Committee:**

Recommend staff provide the FY25-26 budget assumptions and budget calendar to the Board for approval at the March 5<sup>th</sup> Board meeting, so that a detailed work plan and budget may be developed.

*No meeting held due to lack of quorum.*

**Staff Recommendation for the Board:**

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

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY - RTA Core Service  
OPERATING REVENUE BUDGET FOR 2025/2026**

	2023/2024 Combined Actual	2024/25 Adopted Combined Budget	2024/25 Adopted RTA Core Budget	2025/26 Proposed Combined Budget	2025/26 Proposed RTA Core Budget	2026/27 Projected Combined Budget	2026/27 Projected RTA Core Budget
FUNDING SOURCES:							
GENERAL RESERVES	3,126,375	5,268,920	3,966,150	<b>5,781,220</b>	<b>3,501,760</b>	3,662,130	2,337,610
1. ESTIMATED FUND BALANCE	3,126,375	5,268,920	3,966,150	<b>5,781,220</b>	<b>3,501,760</b>	3,662,130	2,337,610
2. LESS REQUIRED RESERVES FOR FISCAL YEAR							
CASH FLOW REQUIREMENTS PER TDA	5,268,920	3,241,530	2,394,400	<b>3,462,130</b>	<b>2,337,610</b>	3,783,700	2,616,360
OFFSET RESERVE TO CARRYOVER TO FUTURE FISCAL YEARS	1,935,612	495,210	495,210	<b>200,000</b>	-	-	-
TOTAL	7,204,532	3,736,740	2,889,610	<b>3,662,130</b>	<b>2,337,610</b>	3,783,700	2,616,360
3. FUND BALANCE AVAILABLE	(4,078,157)	1,532,180	1,076,540	<b>2,119,090</b>	<b>1,164,150</b>	7,445,830	(278,750)
<b>NON TDA SOURCES</b>							
FARES	1,085,887	1,022,170	749,660	<b>1,148,820</b>	<b>849,760</b>	1,206,260	892,250
MANAGEMENT CONTRACT	304,080	321,860	321,860	-	-	-	-
INTEREST	108,428	60,000	60,000	<b>135,000</b>	<b>135,000</b>	135,000	135,000
STATE TRANSIT ASSISTANCE (STA) INCLUDING SB1	1,390,524	1,448,590	350,270	<b>1,561,990</b>	<b>494,440</b>	1,725,730	637,120
RURAL TRANSIT FUND (Administration)	30,000	30,000	30,000	<b>285,410</b>	<b>285,410</b>	280,000	280,000
FEDERAL TRANSIT ADM (FTA) (Section 5307) - San Luis Obispo	543,572	840,000	840,000	<b>850,500</b>	<b>850,500</b>	867,600	867,600
FEDERAL TRANSIT ADM (FTA) (Section 5311) - Operating	777,370	792,910	792,910	<b>927,000</b>	<b>927,000</b>	945,600	945,600
FTA (Section 5311) - Operating CARES/CRRSAA/ARPA	635,900	-	-	-	-	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5307-N. County) - Operating	2,184,810	1,489,500	1,133,000	<b>1,742,500</b>	<b>1,155,700</b>	1,777,300	1,178,800
FEDERAL TRANSIT ADM (FTA) (Section 5307-SM) - Operating	814,377	-	-	-	-	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5307) - S. County Operating	2,719,755	1,930,000	950,000	<b>2,006,500</b>	<b>969,600</b>	1,893,700	989,000
CUESTA CONTRIBUTION FOR ROUTE 12 AND 14	115,240	147,210	147,210	<b>113,670</b>	<b>113,670</b>	123,860	123,860
CUESTA CONTRIBUTION NORTH COUNTY	40,580	40,580	-	<b>40,580</b>	-	40,580	-
SPECIAL EVENTS REVENUE/OTHER	440,462	111,710	-	<b>454,990</b>	<b>377,390</b>	454,990	377,390
4. SUB TOTAL	11,190,985	8,234,530	5,374,910	<b>9,266,960</b>	<b>6,158,470</b>	9,450,620	6,426,620
5. TOTAL FUND BALANCE & NON TDA FUNDING	7,112,828	9,766,710	6,451,450	<b>11,386,050</b>	<b>7,322,620</b>	16,896,450	6,147,870
<b>TDA REQUIRED</b>							
CITY OF ARROYO GRANDE	717,519	643,532	388,962	<b>774,778</b>	<b>361,707</b>	1,053,491	483,260
CITY OF ATASCADERO	726,795	655,562	655,562	<b>754,623</b>	<b>610,453</b>	1,005,147	815,597
CITY OF GROVER BEACH	498,389	447,657	270,572	<b>538,989</b>	<b>251,629</b>	732,881	336,189
CITY OF MORRO BAY	249,562	222,999	222,999	<b>469,201</b>	<b>206,871</b>	539,161	276,391
CITY OF PASO ROBLES	1,229,571	880,099	666,109	<b>1,020,544</b>	<b>623,114</b>	1,406,292	832,512
CITY OF PISMO BEACH	313,027	282,412	170,694	<b>338,828</b>	<b>158,183</b>	460,715	211,340
CITY OF SAN LUIS OBISPO	1,445,058	1,295,399	1,295,399	<b>1,206,522</b>	<b>1,206,522</b>	1,611,976	1,611,976
COUNTY OF SAN LUIS OBISPO	4,337,340	3,968,350	3,526,363	<b>3,506,354</b>	<b>3,284,421</b>	5,092,287	4,388,156
TDA REQUIREMENTS BEFORE 5311 EXCHANGE	9,517,261	8,396,010	7,196,660	<b>8,609,840</b>	<b>6,702,900</b>	11,901,950	8,955,420
LESS: RURAL TRANSIT FUND/5311 EXCHANGE	(1,413,270)	(792,910)	(792,910)	<b>(927,000)</b>	<b>(927,000)</b>	(945,600)	(945,600)
6. NET TDA REQUIREMENTS	8,103,991	7,603,100	6,403,750	<b>7,682,840</b>	<b>5,775,900</b>	10,956,350	8,009,820
7. TOTAL FUNDING SOURCES	15,216,819	17,369,810	12,855,200	<b>19,068,890</b>	<b>13,098,520</b>	27,852,800	14,157,690
8. FUNDING USES:	-	-	-	-	-	-	-
ADMINISTRATION	2,053,362	2,381,810	2,055,910	<b>3,060,070</b>	<b>2,085,030</b>	3,084,400	2,140,200
PERS BUYOUT	178,308	178,310	178,310	<b>178,310</b>	<b>178,310</b>	-	-
BUILDING DECOMMISSIONING	-	-	-	-	-	-	-
MANAGEMENT CONTRACTS	304,080	321,860	-	-	-	-	-
SERVICE DELIVERY	12,681,069	14,287,790	10,474,470	<b>15,606,510</b>	<b>10,691,260</b>	16,960,460	11,858,930
CONTINGENCY	-	200,040	146,510	<b>224,000</b>	<b>143,920</b>	240,540	158,560
9. TOTAL FUNDING USES	15,216,819	17,369,810	12,855,200	<b>19,068,890</b>	<b>13,098,520</b>	20,285,400	14,157,690
	-	-	-	-	-	-	-

Population  
Based

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY - RTA Core Service  
CAPITAL AND PLANNING REVENUE BUDGET FOR 2025/2026**

		2023/2024 Combined Acutal Capital Expense	2024/25 Combined Adopted Capital Budget	2024/25 Amendment #1 RTA Core Capital Budget	2025/26 Proposed Combined Capital Budget	2025/26 Proposed RTA Core Capital Budget	2026/27 Projected Combined Capital Budget	2026/27 Projected RTA Core Capital Budget
FUNDING SOURCES:								
BEGINNING CAPITAL PROJECTS RESERVE								
1.	ESTIMATED FUND BALANCE	1,244,550	1,239,550	971,170	1,379,960	995,250	1,561,430	1,164,780
2.	LESS REQUIRED RESERVES FOR FISCAL YEAR							
CAPITAL PROJECTS RESERVE								
	TOTAL	1,271,785	1,247,390	995,250	1,561,430	1,164,780	1,334,480	978,170
3.	FUND BALANCE AVAILABLE	(27,235)	(7,840)	(24,080)	(181,470)	(169,530)	226,950	186,610
<b>NON TDA SOURCES</b>								
	STATE TRANSIT ASSISTANCE (STA) WITH SB1 AUGMENTATION	685,476	818,670	506,350	442,280	294,740	278,540	152,060
	LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)	254,963	-	-	-	-	-	-
	STATE OF GOOD REPAIR	467,457	465,920	465,920	618,280	407,570	-	-
	SB125	-	700,000	700,000	-	-	-	-
	Infrastructure (including fare program)	-	-	-	8,654,010	6,462,090	-	-
	Fixed Route Electric	-	-	-	1,220,000	804,230	5,552,000	3,592,480
	RURAL TRANSIT FUND (Capital)	40,433	9,490	-	2,417,660	1,455,200	202,360	138,580
	FEDERAL TRANSIT ADM (FTA) (Section 5307)	2,132,343	2,556,130	2,155,270	2,280,400	1,503,250	4,042,200	2,614,200
	Fixed Route Electric	-	-	-	-	-	-	-
	Fixed Route Non-Electric	-	-	-	-	-	223,800	223,800
	Demand Response Electric	-	-	-	451,500	451,500	140,400	-
	Demand Response Non-Electric	-	-	-	517,700	517,700	148,200	148,200
	ADA Minivans	-	-	-	37,300	25,560	61,600	42,460
	Support Vehicles	-	-	-	-	-	-	-
	Trolley	-	-	-	86,500	57,060	87,800	56,810
	Bus Stop Improvements	-	-	-	39,700	27,190	40,400	28,270
	Vehicle Maintenance Equipment	-	-	-	-	-	-	-
	FEDERAL TRANSIT ADM (FTA) (Section 5339)	1,000,283	880,730	828,510	300,000	172,210	-	-
	Vehicle Engine Rehab	-	-	-	6,615,210	4,360,790	-	-
	Fixed Route Electric	-	-	-	-	-	-	-
	Dial-A-Ride Vehicle Replacement	-	-	-	-	-	-	-
	OTHER	-	345,750	345,750	1,242,000	818,730	-	-
4.		-	-	-	-	-	-	-
5.	TOTAL FUND BALANCE & NON TDA FUNDING	4,580,954	5,776,690	5,001,800	24,922,540	17,357,820	10,777,300	6,996,860
		4,553,720	5,768,850	4,977,720	24,741,070	17,188,290	11,004,250	7,183,470
<b>TDA REQUIRED</b>								
	CITY OF ARROYO GRANDE	25,655	24,938	24,938	24,718	24,718	24,718	24,718
	CITY OF ATASCADERO	42,743	42,378	42,378	41,717	41,717	41,717	41,717
	CITY OF GROVER BEACH	17,820	18,631	18,631	17,196	17,196	17,196	17,196
	CITY OF MORRO BAY	14,677	14,364	14,364	14,137	14,137	14,137	14,137
	CITY OF PASO ROBLES	43,720	44,020	44,020	42,582	42,582	42,582	42,582
	CITY OF PISMO BEACH	11,192	11,475	11,475	10,810	10,810	10,810	10,810
	CITY OF SAN LUIS OBISPO	84,985	84,985	84,985	82,451	82,451	82,451	82,451
	COUNTY OF SAN LUIS OBISPO	231,349	231,349	231,349	224,449	224,449	224,449	224,449
	TDA REQUIREMENTS FOR TIFIA LOAN REPAYMENT	472,140	472,140	472,140	458,060	458,060	458,060	458,060
6.	FINANCING FOR BUS MAINTNEANCE FACILITY	-	-	-	-	-	-	-
7.	<b>TOTAL FUNDING SOURCES</b>	5,025,860	6,240,990	5,449,860	25,199,130	17,646,350	11,462,310	7,641,530
FUNDING USES:								
	CAPITAL	4,370,515	3,004,060	2,506,130	16,021,710	10,726,200	11,004,250	7,183,470
	LOAN PAYMENTS	444,906	472,140	472,140	458,060	458,060	458,060	458,060
	SHORT RANGE TRANSIT PLAN	158,686	92,030	92,030	65,350	-	-	-
	REGIONAL CONTACTLESS FARE PAYMENT SYSTEM	-	-	-	388,000	255,650	-	-
	REGIONAL CONTACTLESS CHARGING	-	-	-	2,266,000	2,096,120	-	-
	REGIONAL BUS CHARGING PROJECTS	51,753	2,379,560	2,379,560	4,000,020	2,740,220	-	-
	MASTER PLANNING & IMPLEMENTION- OFFSITE FAST CHARGING	-	-	-	1,999,990	1,370,100	-	-
9.	<b>TOTAL FUNDING USES</b>	5,025,860	5,947,790	5,449,860	25,199,130	17,646,350	11,462,310	7,641,530

Population Based

18%  
49%



		<b>Total Adopted Budget</b>	<b>Weekday Proposed Budget</b>	<b>Express Proposed Budget</b>	<b>Saturday Proposed Budget</b>	<b>Sunday Proposed Budget</b>	<b>Total Proposed Budget</b>	<b>Projected Budget</b>
		<b>FY 2024-25</b>	<b>FY 2025-26</b>	<b>FY 2025-26</b>	<b>FY 2025-26</b>	<b>FY 2025-26</b>	<b>FY 2025-26</b>	<b>FY 2026-27</b>
<b>Route 9</b>								
	<u>Measure:</u>							
	Annual Hours	13,050	<b>10,600</b>	<b>790</b>	<b>720</b>	<b>650</b>	<b>12,760</b>	12,760
	Annual Miles	329,730	<b>254,390</b>	<b>27,220</b>	<b>20,500</b>	<b>18,230</b>	<b>320,340</b>	320,340
<b>Administration:</b>								
<b>Total Administration (Net of Contracts)</b>		\$ 383,160	\$ <b>377,740</b>	\$ <b>33,690</b>	\$ <b>27,820</b>	\$ <b>24,930</b>	\$ <b>464,180</b>	\$ 444,580
<b>Service Delivery:</b>	<u>Basis:</u>							
Labor - Operations	hourly							
Bus Operators	hourly	\$ 867,930	\$ <b>732,560</b>	\$ <b>54,600</b>	\$ <b>49,760</b>	\$ <b>44,920</b>	\$ <b>881,840</b>	\$ 901,010
Training Staff	hourly	\$ 65,770	\$ <b>49,450</b>	\$ <b>3,690</b>	\$ <b>3,360</b>	\$ <b>3,030</b>	\$ <b>59,530</b>	\$ 61,400
Operations Supervisors/Schedulers	hourly	\$ 241,280	\$ <b>178,630</b>	\$ <b>13,310</b>	\$ <b>12,130</b>	\$ <b>10,950</b>	\$ <b>215,020</b>	\$ 220,360
Ops. Mgt. / Oversight	hourly	\$ 69,780	\$ <b>56,240</b>	\$ <b>4,190</b>	\$ <b>3,820</b>	\$ <b>3,450</b>	\$ <b>67,700</b>	\$ 70,930
Labor - Operations Workers Comp	hourly	\$ 56,090	\$ <b>45,060</b>	\$ <b>3,360</b>	\$ <b>3,060</b>	\$ <b>2,760</b>	\$ <b>54,240</b>	\$ 55,010
Labor - Maintenance	miles	\$ 336,810	\$ <b>295,350</b>	\$ <b>31,600</b>	\$ <b>23,800</b>	\$ <b>21,170</b>	\$ <b>371,920</b>	\$ 385,100
Labor - Maintenance Workers Comp	miles	\$ 16,640	\$ <b>15,720</b>	\$ <b>1,680</b>	\$ <b>1,270</b>	\$ <b>1,130</b>	\$ <b>19,800</b>	\$ 20,270
Fuel	miles	\$ 272,410	\$ <b>233,710</b>	\$ <b>25,010</b>	\$ <b>18,830</b>	\$ <b>16,750</b>	\$ <b>294,300</b>	\$ 294,300
Insurance	miles	\$ 175,850	\$ <b>170,590</b>	\$ <b>18,250</b>	\$ <b>13,750</b>	\$ <b>12,220</b>	\$ <b>214,810</b>	\$ 246,500
Maintenance (parts, supplies, materials)	miles	\$ 184,850	\$ <b>138,320</b>	\$ <b>14,800</b>	\$ <b>11,150</b>	\$ <b>9,910</b>	\$ <b>174,180</b>	\$ 182,240
Maintenance Contract Costs	miles	\$ 27,080	\$ <b>21,310</b>	\$ <b>2,280</b>	\$ <b>1,720</b>	\$ <b>1,530</b>	\$ <b>26,840</b>	\$ 26,310
<b>Total Operations</b>		\$ 2,314,490	\$ <b>1,936,940</b>	\$ <b>172,770</b>	\$ <b>142,650</b>	\$ <b>127,820</b>	\$ <b>2,380,180</b>	\$ 2,463,430
<b>Capital/Studies:</b>								
<b>Total Capital Outlay</b>		\$ 156,140	\$ <b>4,376,580</b>	\$ <b>390,380</b>	\$ <b>322,320</b>	\$ <b>288,820</b>	\$ <b>5,378,100</b>	\$ 2,599,700
<b>Contingency</b>	hourly	\$ 32,370	\$ <b>25,320</b>	\$ <b>1,890</b>	\$ <b>1,720</b>	\$ <b>1,550</b>	\$ <b>30,480</b>	\$ 30,990
<b>PERS Buyout</b>	operations cost	\$ 39,400	\$ <b>32,300</b>	\$ <b>2,880</b>	\$ <b>2,380</b>	\$ <b>2,130</b>	\$ <b>39,690</b>	\$ -
<b>Loan Repayment</b>	operations cost	\$ 104,340	\$ <b>82,990</b>	\$ <b>7,400</b>	\$ <b>6,110</b>	\$ <b>5,480</b>	\$ <b>101,980</b>	\$ 95,150
<b>TOTAL FUNDING USES</b>		\$ 3,029,900	\$ <b>6,831,870</b>	\$ <b>609,010</b>	\$ <b>503,000</b>	\$ <b>450,730</b>	\$ <b>8,394,610</b>	\$ 5,633,850
<b>TOTAL NON-CAPITAL EXPENDITURES</b>		\$ 2,769,420	\$ <b>2,372,300</b>	\$ <b>211,230</b>	\$ <b>174,570</b>	\$ <b>156,430</b>	\$ <b>2,914,530</b>	\$ 2,939,000

		Total Adopted Budget	Weekday Proposed Budget	Express Proposed Budget	Saturday Proposed Budget	Sunday Proposed Budget	Total Proposed Budget	Projected Budget
		FY 2024-25	FY 2025-26	FY 2025-26	FY 2025-26	FY 2025-26	FY 2025-26	FY 2026-27
<b>Route 10</b>								
	<u>Measure:</u>							
	Annual Hours	11,260	9,280	600	680	540	11,100	11,100
	Annual Miles	318,120	277,190	18,100	20,640	16,510	332,440	332,440
<b>Administration:</b>								
<b>Total Administration (Net of Contracts)</b>		\$ 347,720	\$ 367,250	\$ 23,860	\$ 27,130	\$ 21,630	\$ 439,870	\$ 421,720
<b>Service Delivery:</b>	<u>Basis:</u>							
Labor - Operations	hourly							
Bus Operators	hourly	\$ 748,870	\$ 641,340	\$ 41,470	\$ 46,990	\$ 37,320	\$ 767,120	\$ 783,790
Training Staff	hourly	\$ 56,750	\$ 43,290	\$ 2,800	\$ 3,170	\$ 2,520	\$ 51,780	\$ 53,420
Operations Supervisors/Schedulers	hourly	\$ 208,200	\$ 156,390	\$ 10,110	\$ 11,460	\$ 9,100	\$ 187,060	\$ 191,690
Ops. Mgt. / Oversight	hourly	\$ 60,220	\$ 49,230	\$ 3,180	\$ 3,610	\$ 2,860	\$ 58,880	\$ 61,700
Labor - Operations Workers Comp	hourly	\$ 48,390	\$ 39,450	\$ 2,550	\$ 2,890	\$ 2,300	\$ 47,190	\$ 47,850
Labor - Maintenance	miles	\$ 324,950	\$ 321,820	\$ 21,010	\$ 23,960	\$ 19,170	\$ 385,960	\$ 399,650
Labor - Maintenance Workers Comp	miles	\$ 16,050	\$ 17,130	\$ 1,120	\$ 1,280	\$ 1,020	\$ 20,550	\$ 21,040
Fuel	miles	\$ 262,820	\$ 254,650	\$ 16,630	\$ 18,960	\$ 15,170	\$ 305,410	\$ 305,410
Insurance	miles	\$ 169,670	\$ 185,880	\$ 12,140	\$ 13,840	\$ 11,070	\$ 222,930	\$ 255,810
Maintenance (parts, supplies, materials)	miles	\$ 178,340	\$ 150,720	\$ 9,840	\$ 11,220	\$ 8,980	\$ 180,760	\$ 189,120
Maintenance Contract Costs	miles	\$ 26,130	\$ 23,220	\$ 1,520	\$ 1,730	\$ 1,380	\$ 27,850	\$ 27,310
<b>Total Operations</b>		\$ 2,100,390	\$ 1,883,120	\$ 122,370	\$ 139,110	\$ 110,890	\$ 2,255,490	\$ 2,336,790
<b>Capital/Studies:</b>								
<b>Total Capital Outlay</b>		\$ 141,700	\$ 4,373,870	\$ 284,230	\$ 323,100	\$ 257,560	\$ 5,238,760	\$ 2,466,050
<b>Contingency</b>	hourly	\$ 29,380	\$ 22,170	\$ 1,430	\$ 1,620	\$ 1,290	\$ 26,510	\$ 26,960
<b>PERS Buyout</b>	operations cost	\$ 35,760	\$ 31,410	\$ 2,040	\$ 2,320	\$ 1,850	\$ 37,620	\$ -
<b>Loan Repayment</b>	operations cost	\$ 94,680	\$ 80,680	\$ 5,240	\$ 5,960	\$ 4,750	\$ 96,630	\$ 90,260
<b>TOTAL FUNDING USES</b>		\$ 2,749,630	\$ 6,758,500	\$ 439,170	\$ 499,240	\$ 397,970	\$ 8,094,880	\$ 5,341,780
<b>TOTAL NON-CAPITAL EXPENDITURES</b>		\$ 2,513,250	\$ 2,303,950	\$ 149,700	\$ 170,180	\$ 135,660	\$ 2,759,490	\$ 2,785,470

		<b>Total Adopted Budget</b>	<b>Weekday Proposed Budget</b>	<b>Weekday Rte 14 Proposed Budget</b>	<b>Saturday Proposed Budget</b>	<b>Sunday Proposed Budget</b>	<b>Total Proposed Budget</b>	<b>Projected Budget</b>
		<u>FY 2024-25</u>	<u>FY 2025-26</u>	<u>FY 2025-26</u>	<u>FY 2025-26</u>	<u>FY 2025-26</u>	<u>FY 2025-26</u>	<u>FY 2026-27</u>
<b>Route 12, and Route 14 Tripper</b>								
	<u>Measure:</u>							
	Annual Hours	7,250	<b>6,480</b>	<b>110</b>	<b>510</b>	<b>590</b>	<b>7,690</b>	7,690
	Annual Miles	429,300	<b>170,060</b>	<b>1,800</b>	<b>12,390</b>	<b>14,730</b>	<b>198,980</b>	198,980
<b>Administration:</b>								
<b>Total Administration (Net of Contracts)</b>		\$ 338,120	\$ <b>240,680</b>	\$ <b>3,350</b>	\$ <b>18,280</b>	\$ <b>21,410</b>	\$ <b>283,720</b>	\$ 271,790
<b>Service Delivery:</b>	<u>Basis:</u>							
Labor - Operations	hourly							
Bus Operators	hourly	\$ 482,180	\$ <b>447,830</b>	\$ <b>7,600</b>	\$ <b>35,250</b>	\$ <b>40,770</b>	\$ <b>531,450</b>	\$ 543,010
Training Staff	hourly	\$ 36,540	\$ <b>30,230</b>	\$ <b>510</b>	\$ <b>2,380</b>	\$ <b>2,750</b>	\$ <b>35,870</b>	\$ 37,010
Operations Supervisors/Schedulers	hourly	\$ 134,040	\$ <b>109,200</b>	\$ <b>1,850</b>	\$ <b>8,590</b>	\$ <b>9,940</b>	\$ <b>129,580</b>	\$ 132,800
Ops. Mgt. / Oversight	hourly	\$ 38,780	\$ <b>34,380</b>	\$ <b>580</b>	\$ <b>2,710</b>	\$ <b>3,130</b>	\$ <b>40,800</b>	\$ 42,750
Labor - Operations Workers Comp	hourly	\$ 31,150	\$ <b>27,550</b>	\$ <b>470</b>	\$ <b>2,170</b>	\$ <b>2,510</b>	\$ <b>32,700</b>	\$ 33,150
Labor - Maintenance	miles	\$ 438,520	\$ <b>197,440</b>	\$ <b>2,090</b>	\$ <b>14,380</b>	\$ <b>17,100</b>	\$ <b>231,010</b>	\$ 239,210
Labor - Maintenance Workers Comp	miles	\$ 21,660	\$ <b>10,510</b>	\$ <b>110</b>	\$ <b>770</b>	\$ <b>910</b>	\$ <b>12,300</b>	\$ 12,590
Fuel	miles	\$ 354,680	\$ <b>156,230</b>	\$ <b>1,650</b>	\$ <b>11,380</b>	\$ <b>13,530</b>	\$ <b>182,790</b>	\$ 182,800
Insurance	miles	\$ 228,960	\$ <b>114,040</b>	\$ <b>1,210</b>	\$ <b>8,310</b>	\$ <b>9,880</b>	\$ <b>133,440</b>	\$ 153,120
Maintenance (parts, supplies, materials)	miles	\$ 240,660	\$ <b>92,470</b>	\$ <b>980</b>	\$ <b>6,740</b>	\$ <b>8,010</b>	\$ <b>108,200</b>	\$ 113,200
Maintenance Contract Costs	miles	\$ 35,260	\$ <b>14,250</b>	\$ <b>150</b>	\$ <b>1,040</b>	\$ <b>1,230</b>	\$ <b>16,670</b>	\$ 16,340
<b>Total Operations</b>		\$ 2,042,430	\$ <b>1,234,130</b>	\$ <b>17,200</b>	\$ <b>93,720</b>	\$ <b>109,760</b>	\$ <b>1,454,810</b>	\$ 1,505,980
<b>Capital/Studies:</b>								
<b>Total Capital Outlay</b>		\$ 137,790	\$ <b>3,032,110</b>	\$ <b>42,260</b>	\$ <b>230,260</b>	\$ <b>269,670</b>	\$ <b>3,574,300</b>	\$ 1,589,290
<b>Contingency</b>	hourly	\$ 28,570	\$ <b>15,480</b>	\$ <b>260</b>	\$ <b>1,220</b>	\$ <b>1,410</b>	\$ <b>18,370</b>	\$ 18,680
<b>PERS Buyout</b>	operations cost	\$ 34,770	\$ <b>20,580</b>	\$ <b>290</b>	\$ <b>1,560</b>	\$ <b>1,830</b>	\$ <b>24,260</b>	\$ -
<b>Loan Repayment</b>	operations cost	\$ 92,060	\$ <b>52,880</b>	\$ <b>740</b>	\$ <b>4,020</b>	\$ <b>4,700</b>	\$ <b>62,340</b>	\$ 58,170
<b>TOTAL FUNDING USES</b>		\$ 2,673,740	\$ <b>4,595,860</b>	\$ <b>64,100</b>	\$ <b>349,060</b>	\$ <b>408,780</b>	\$ <b>5,417,800</b>	\$ 3,443,910
<b>TOTAL NON-CAPITAL EXPENDITURES</b>		\$ 2,443,890	\$ <b>1,510,870</b>	\$ <b>21,100</b>	\$ <b>114,780</b>	\$ <b>134,410</b>	\$ <b>1,781,160</b>	\$ 1,796,450

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		<b>Total Adopted Budget</b>	<b>Weekday Proposed Budget</b>	<b>Saturday Proposed Budget</b>	<b>Sunday Proposed Budget</b>	<b>Total Adopted Budget</b>	<b>Projected Budget</b>
		<b>FY 2024-25</b>	<b>FY 2025-26</b>	<b>FY 2025-26</b>	<b>FY 2025-26</b>	<b>FY 2025-26</b>	<b>FY 2026-27</b>
<b>Route 15</b>							
	Measure:						
	Annual Hours	3,220	<b>2,580</b>	<b>620</b>	<b>390</b>	<b>3,590</b>	3,590
	Annual Miles	99,560	<b>78,150</b>	<b>16,560</b>	<b>9,970</b>	<b>104,680</b>	104,680
<b>Administration:</b>							
<b>Total Administration (Net of Contracts)</b>		\$ 103,800	\$ <b>102,830</b>	\$ <b>23,220</b>	\$ <b>14,310</b>	\$ <b>140,360</b>	\$ 134,550
<b>Service Delivery:</b>	Basis:						
Labor - Operations	hourly						
Bus Operators	hourly	\$ 214,160	\$ <b>178,300</b>	\$ <b>42,850</b>	\$ <b>26,950</b>	\$ <b>248,100</b>	\$ 253,500
Training Staff	hourly	\$ 16,230	\$ <b>12,040</b>	\$ <b>2,890</b>	\$ <b>1,820</b>	\$ <b>16,750</b>	\$ 17,280
Operations Supervisors/Schedulers	hourly	\$ 59,540	\$ <b>43,480</b>	\$ <b>10,450</b>	\$ <b>6,570</b>	\$ <b>60,500</b>	\$ 62,000
Ops. Mgt. / Oversight	hourly	\$ 17,220	\$ <b>13,690</b>	\$ <b>3,290</b>	\$ <b>2,070</b>	\$ <b>19,050</b>	\$ 19,960
Labor - Operations Workers Comp	hourly	\$ 13,840	\$ <b>10,970</b>	\$ <b>2,640</b>	\$ <b>1,660</b>	\$ <b>15,270</b>	\$ 15,480
Labor - Maintenance	miles	\$ 101,710	\$ <b>90,730</b>	\$ <b>19,230</b>	\$ <b>11,580</b>	\$ <b>121,540</b>	\$ 125,840
Labor - Maintenance Workers Comp	miles	\$ 5,030	\$ <b>4,830</b>	\$ <b>1,020</b>	\$ <b>620</b>	\$ <b>6,470</b>	\$ 6,620
Fuel	miles	\$ 82,250	\$ <b>71,800</b>	\$ <b>15,210</b>	\$ <b>9,160</b>	\$ <b>96,170</b>	\$ 96,170
Insurance	miles	\$ 53,100	\$ <b>52,410</b>	\$ <b>11,100</b>	\$ <b>6,690</b>	\$ <b>70,200</b>	\$ 80,550
Maintenance (parts, supplies, materials)	miles	\$ 55,800	\$ <b>42,490</b>	\$ <b>9,000</b>	\$ <b>5,420</b>	\$ <b>56,910</b>	\$ 59,550
Maintenance Contract Costs	miles	\$ 8,190	\$ <b>6,550</b>	\$ <b>1,390</b>	\$ <b>840</b>	\$ <b>8,780</b>	\$ 8,600
<b>Total Operations</b>		\$ 627,070	\$ <b>527,290</b>	\$ <b>119,070</b>	\$ <b>73,380</b>	\$ <b>719,740</b>	\$ 745,550
<b>Capital/Studies:</b>							
<b>Total Capital Outlay</b>		\$ 42,300	\$ <b>229,530</b>	\$ <b>51,840</b>	\$ <b>31,940</b>	\$ <b>313,310</b>	\$ 10,750
<b>Contingency</b>	hourly	\$ 8,780	\$ <b>6,160</b>	\$ <b>1,480</b>	\$ <b>930</b>	\$ <b>8,570</b>	\$ 8,720
<b>PERS Buyout</b>	operations cost	\$ 10,670	\$ <b>8,790</b>	\$ <b>1,990</b>	\$ <b>1,220</b>	\$ <b>12,000</b>	\$ -
<b>Loan Repayment</b>	operations cost	\$ 28,270	\$ <b>22,590</b>	\$ <b>5,100</b>	\$ <b>3,140</b>	\$ <b>30,830</b>	\$ 28,800
<b>TOTAL FUNDING USES</b>		\$ 820,890	\$ <b>897,190</b>	\$ <b>202,700</b>	\$ <b>124,920</b>	\$ <b>1,224,810</b>	\$ 928,370
<b>TOTAL NON-CAPITAL EXPENDITURES</b>		\$ 750,320	\$ <b>645,070</b>	\$ <b>145,760</b>	\$ <b>89,840</b>	\$ <b>880,670</b>	\$ 888,820

		<b>Total Adopted Budget</b>	<b>Total Proposed Budget</b>	<b>Projected Budget</b>
		<b>FY 2024-25</b>	<b>FY 2025-26</b>	<b>FY 2026-27</b>
<b>Runabout</b>				
	<u>Measure:</u>			
	Annual Hours	22,890	<b>25,120</b>	30,140
	Annual Miles	360,550	<b>396,690</b>	476,030
<b>Administration:</b>				
<b>Total Administration (Net of Contracts)</b>		\$ 561,230	\$ <b>756,890</b>	\$ 867,560
<b>Service Delivery:</b>	<u>Basis:</u>			
Labor - Operations	hourly			
Bus Operators	hourly	\$ 1,522,360	\$ <b>1,736,050</b>	\$ 2,128,250
Training Staff	hourly	\$ 115,360	\$ <b>117,190</b>	\$ 145,040
Operations Supervisors/Schedulers	hourly	\$ 423,220	\$ <b>423,340</b>	\$ 520,500
Ops. Mgt. / Oversight	hourly	\$ 122,400	\$ <b>133,270</b>	\$ 167,540
Labor - Operations Workers Comp	hourly	\$ 98,380	\$ <b>106,780</b>	\$ 129,930
Labor - Maintenance	miles	\$ 368,300	\$ <b>460,560</b>	\$ 572,260
Labor - Maintenance Workers Comp	miles	\$ 18,200	\$ <b>24,520</b>	\$ 30,130
Fuel	miles	\$ 297,870	\$ <b>364,440</b>	\$ 437,330
Insurance	miles	\$ 192,290	\$ <b>266,010</b>	\$ 366,310
Maintenance (parts, supplies, materials)	miles	\$ 202,120	\$ <b>215,690</b>	\$ 270,810
Maintenance Contract Costs	miles	\$ 29,620	\$ <b>33,230</b>	\$ 39,100
<b>Total Operations</b>		\$ 3,390,120	\$ <b>3,881,080</b>	\$ 4,807,200
<b>Capital/Studies:</b>				
<b>Total Capital Outlay</b>		\$ 946,240	\$ <b>2,683,870</b>	\$ 517,690
<b>Contingency</b>	hourly	\$ 47,420	\$ <b>60,000</b>	\$ 73,210
<b>PERS Buyout</b>	operations cost	\$ 57,710	\$ <b>64,730</b>	\$ -
<b>Loan Repayment</b>	operations cost	\$ 152,810	\$ <b>166,280</b>	\$ 185,680
<b>TOTAL FUNDING USES</b>		\$ 5,155,530	\$ <b>7,612,850</b>	\$ 6,451,340
<b>TOTAL NON-CAPITAL EXPENDITURES</b>		\$ 4,056,480	\$ <b>4,762,700</b>	\$ 5,747,970

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**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY  
EXECUTIVE COMMITTEE  
APRIL 2, 2025  
STAFF REPORT**

**AGENDA ITEM:** C-2

**TOPIC:** Classification and Compensation/Benefits Study

**PRESENTED BY:** Tania Arnold, Deputy Director/CFO

**STAFF RECOMMENDATION FOR EXEC:** Authorize Procurement of Classification and Compensation/Benefits Study Services

**BACKGROUND/DISCUSSION:**

In order to conduct a comprehensive classification and compensation study, a Request for Proposal document must be published inviting qualified firms to respond, as required by the RTA Purchasing Policy. The study's objective is to ensure the RTA's ability to hire and retain qualified employees, maintain equitable internal relationships among employees, comply with state and federal laws, and help the agency plan for succession of senior staff members in an orderly manner.

This will be the first comprehensive classification and compensation study conducted on behalf of the RTA by independent experts. In the past, RTA staff has worked with County Human Resources staff to develop job descriptions and determine salary scales based on reviews of similar agency documents/benchmarks. Given the RTA intends to begin negotiations with Teamsters Local 986 representing Bus Operators, Mechanics, Utility employees and the Parts Clerk in late summer 2025, and the Executive Director has expressed his intent to retire in 2028, it is timely to determine whether the defined classifications and compensation/benefits levels are appropriately with similiary-sized and geographically local communities.

The attached draft scope of work will be conducted in two phases: the Classification phase, followed by the Compensation/Benefits phase. The total project is estimated to take up to 20 weeks, which will provide for a thorough and complete final product. Costs for the two phases of the study will be approximately \$50,000. Of note, classification and compensation studies do not guarantee increases in any staffing compensation, but it will inform decision-makers and help ensure competitiveness within the identified market.

**Staff Recommendation for Executive Committee:**

Recommend staff bring the Classification and Compensation/Benefits Study to the Board for approval at the May 7<sup>th</sup> Board meeting.

**Staff Recommendation for the Board:**

Authorize procurement of Classification and Compensation/Benefits Study services.



**SCOPE OF WORK**  
**Classification and Compensation/Benefits Study**

I. BACKGROUND

The San Luis Obispo Regional Transit Authority (RTA) is a joint powers authority founded in 1990. The joint powers authority is comprised of the seven incorporated cities in San Luis Obispo County, as well as the County of San Luis Obispo. The RTA provides public intercity fixed-route and countywide ADA paratransit service throughout San Luis Obispo County. The RTA also operates local transit services that are funded separately under agreement in the Five Cities Area, in select rural communities (funded by SLO County), and in the cities of Atascadero, Morro Bay and Paso Robles. The RTA also serves as a Consolidated Transportation Services Agency that oversees specialized transportation contractors (Senior-GO!, Wilshire Foundation volunteer driver program, etc.) on behalf of the San Luis Obispo Council of Governments. The RTA fleet includes 45 fixed-route buses and 33 paratransit vehicles. Most vehicles are parked at the Bus Maintenance Facility located in San Luis Obispo, and the remainder are parked out at separate leased operations depots in Arroyo Grande and Paso Robles. Each of the seven cities appoints one elected official from its governing body to serve on the RTA Board of Directors and a second to serve as an alternate member; all five County Supervisors also serve on the 12-member RTA Board.

The RTA has 112 employees comprised of 30 non-represented employees and 82 Teamsters Local 986 bargaining unit employees.

II. OBJECTIVE

To hire a consultant to conduct a comprehensive classification and compensation/benefits study to ensure its ability to hire and retain qualified employees, maintain equitable internal relationships among employees, comply with state and federal laws, and help the agency plan for succession of senior staff members in an orderly manner.

III. SCOPE OF SERVICES

**Phase 1 – Job Description Update and Classification Study**

1. Review the existing classification table for all RTA classifications as of May 2025 (see attached FY24-25 RTA Staff Salary Schedule for non-represented position). Current job descriptions and the organization chart are posted on our website at <https://www.slorta.org/about-rt/a/agency-reports/>.
2. Provide a list of background materials needed by consultant to complete work.
3. Review the background materials including existing classifications, job descriptions, organizational charts, budgets, salary ranges, personnel policies, recruiting, selection and on-boarding methodologies, and related information.

4. Conduct kick-off orientation and briefing session(s) with all department heads and managers.
5. Conduct interviews with appropriate management personnel to validate the information. Review current job descriptions and classifications for compliance with state laws (i.e., CA Equal Pay Act), and identify job classification groups that perform “substantially similar work,” when viewed as a composite of skill, effort, and responsibility.
6. Recommend potential updates to job descriptions, education and minimum job requirements to reflect uniformity of positions within classification groups.
7. Develop a draft recommended classification structure that reflects the RTA’s overall classification and compensation strategy.
8. Allocate all employees included within the scope of the study to an appropriate exempt and or non-exempt designation pursuant to the Fair Labor Standards Act (FLSA).
9. Update current classification specifications and job descriptions as needed to reflect current duties, requirements of the position, including physical requirements and essential job functions. Present the final classification recommended for each position to the Executive Director and the three department managers.
10. Revise, edit and finalize final classification plan and provide final copy as an editable document (such as Word) and in PDF format to the Executive Director.
11. Provide appropriate implementation training to the Human Resources Officer, including written documentation of all materials and data collection.
12. Assist Human Resources Officer in developing updates to job descriptions as needed for presentation to the Board of Directors.

## **Phase 2 – Compensation and Benefit Study**

1. Utilizing the updated classification tables completed in Phase I, review comparable peer public transit agencies based primarily on population serviced, organization size, budget size, and geographic location identified in the RTA’s personnel rules.
2. Conduct a comprehensive total compensation survey based on comparable survey agencies, using not only job titles, but duties and responsibilities based upon the classification specifications from the RTA.
3. Complete an internal base salary relationship analysis, including the development of appropriate internal relationship guidelines.
4. Develop external competitive and internal equitable salary recommendations for each classification included within the study.
5. Assign a salary range to each classification which reflects the results of the market survey and the analysis of the internal relationships.
6. Identify employee and any executive benefits programs that are offered by the agencies surveyed, e.g. vehicle allowance, deferred compensation contributions, paid time off, health benefits, pension contributions and formulas (i.e., CalPERS). It should be noted that the RTA ended its relationship with CalPERS and transitioned covered confidential employees to the SLO County Pension Trust in 2020.

7. Assist in the development of a strategy for implementing the compensation recommendations and plan.
8. Provide a written standard process for making salary offers to new hires and approving promotional adjustments to employee salaries, based on a fair process that uses either: seniority; merit; a system that measures production; and/or a "bona fide factor other than sex, race, or ethnicity.
9. Present draft results of the survey to the Executive Director and the three department managers.
10. Revise, edit and finalize final classification plan and provide final copy as an editable document (such as Word) and in PDF format to the Executive Director, Deputy Director/CFO and the Human Resources Officer.
11. Present the final Classification and Compensation Report to the RTA's Board of Directors.

#### IV. PROPOSAL PROCESS

Proposals should be no longer than 20 pages (including resumes of proposed Consultant team members) submitted electronically and include:

1. Cover letter confirming your understanding of the assignment and scope of work
2. Summary of Firm Qualifications including Name of Project Lead, and any Supporting Staff or Sub Consultant Staff
3. Proposed Approach and Work Plan – Include significant steps, methods, and list of deliverables to be provided by the proposer to complete tasks outlined herein.
4. Proposed Project Timeline – Provide a detailed project timeline, such as Gantt chart showing the estimated timeframe to complete the scope of work with anticipated project deliverables.
5. References – Include at least three references and report sample from similar size public agencies (preferable transit agencies) where similar work was completed.
6. Budget Proposal – Include detailed cost proposal broken down by task, staff assigned (hourly rate) and anticipated travel costs (if any).

#### V. EVALUATION PROCESS

1. The RTA will evaluate the proposals received based on the following criteria:
  - A) Qualifications – Prior experience in performing similar compensation/benefits studies, particularly for public transit agencies or public agencies of similar size (20%).
  - B) Client References – The Consultant shall provide a minimum of three references where work was recently performed of a similar nature (20%).

- C) Sample Reports/Studies – The Consultant shall provide a sample report which presents the results and recommendations of a similar study (20%).
- D) Work Plan – The ability of the Consultant to meet the RTA's project in a timely manner, within 6 months of notice to proceed (20%).
- E) Cost and Price – Reasonableness and competitiveness with other offers received (20%).

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