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BOARD AGENDA

Wednesday, January 16, 2013
CITY OF ARROYO GRANDE, CITY COUNCIL CHAMBERS
215 E. Branch Street. Arroyo Grande, California
3:30 P.M. – 5:00 P.M.
(Ending time is approximate)

Chairperson: Jim Guthrie
Director: Shelly Higginbotham

Vice Chairperson: Paul Teixeira
Director: Bill Nicholls

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 by contacting the SCAT offices at 781-1338. Please note that 48 hours advance notice will be necessary to honor a request.

NOTE: Arroyo Grande City Offices are served hourly by SCAT Route 24.
Please call 541-2228 for more information.

CALL TO ORDER AND ROLL CALL

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

BOARD ADMINISTRATIVE ITEMS

ELECTION OF OFFICERS: Elect Chairperson and Vice Chairperson

A. INFORMATION AGENDA

- A-1 Executive Director's Report (Receive)
- A-2 SCAT Passenger Code of Conduct Policy (First Reading; Receive)
- A-3 October Rideshare Month Results (Receive)

B. ACTION AGENDA

B-1 SCAT FY13-14 Budget Assumptions (Adopt)

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

C-1 SCAT Minutes of November 7, 2012 (Approve)

D. DIRECTORS' COMMENTS

E. EXECUTIVE COMMITTEE MEMBERS' COMMENTS

ADJOURNMENT

Next South County Area Transit Board meeting April 17, 2013

SOUTH COUNTY AREA TRANSIT

January 16, 2013

STAFF REPORT

AGENDA ITEM: A-1

TOPIC: Executive Director's Report

PRESENTED BY: Geoff Straw

STAFF RECOMMENDATION: Information

BACKGROUND/DISCUSSION:

Operations:

As reported in previous SCAT meetings, staff has been working with Arroyo Grande and SLO County staff to develop an alternative method to wash SCAT buses. The Arroyo Grande Planning Commission accepted our proposal at its November 6 meeting, and – following the implementation of all Conditional Use Permit requirements – SCAT began washing buses on-site in mid-December.

Staff also worked with Arroyo Grande public works to implement a revised bus stop in front of the council chambers, which was completed on November 28. We wish to thank city staff for working with us on these safety and access improvements.

As reported at previous SCAT Board meetings, RTA implemented a Courtesy Stops program throughout its service area, including Route 10 service within SCAT service area. This program permits RTA drivers – at their discretion – to drop off passengers at safe locations between established bus stops under special circumstances when a rider needs additional assistance. Staff cannot report quantitative results about the successes and/or challenges of this RTA program, since by design bus operators are not required to report incidents of Courtesy Stops to dispatchers. Nonetheless, we have not received any complaints from bus operators, passengers or the general public. The SCAT Supervisor has requested that their current practice of bus operators obtaining radio permission from the on-duty SCAT supervisor continue in lieu of implementing a program similar to RTA's Courtesy Stop program that does not require prior authorization.

SCAT Supervisor Coleen Kubel recently provided safety award certifications to SCAT's top five bus operators during their holiday party. The community should be very proud and thankful for the safety achievements of SCAT bus operators; I will ask Coleen to provide a summary of those awards during the Board meeting.

Service Planning:

The transit operators in the region participated in various October Rideshare Month activities, including Fare Free Tuesdays. Detailed information about this program is provided in Item A-3.

Marketing:

Since the October regular SCAT Board meeting, staff worked primarily on Rideshare Month events, including Fare Free Tuesdays on all fixed routes in the county. We are also working on plans for Summer Youth Ride Free and Beach Trolley services. Finally, we continue to sell advertising space on RTA and SCAT buses.

Finance and Administration:

SCAT hired Pamela as a new part-time bus operator in December 2012, and she is continuing to train with SCAT Supervisor Coleen Kubel. We expect her to complete training and be ready for revenue service in late January. SCAT has also recruited Sonja as a part-time bus operator. She is expected to complete training in the next six to eight weeks. Please join me in welcoming these two new bus operators to the team.

SCAT has completed contract negotiations to purchase three replacement 35-foot buses from the Gillig Corporation, and these new vehicles will be delivered in late-July / early-August 2013. During the on-site build conference in Hayward, staff selected several enhancements (electric-assisted steering, gel padding in the driver seats, etc.) that were outside the original budget, but the interest on the Proposition 1B funding will more than cover those slightly higher costs. Regardless, staff expects this capital project to be completed within existing funding sources, and no local funding (i.e., TDA funds) will be required. Staff will develop a ribbon-cutting schedule in the coming months to welcome these new low-floor buses to the community.

Preliminary September through November 2012 financials are included in the attached pages. As shown, year-to-date operating expenses totaled 33.45% of the annual budget, yet we completed 41.67% of the year. Maintenance costs continue to be below budget, although we have recently booked a few large-item repairs on buses 203 and 208. We are also working out an equitable method of charging SCAT for use of RTA buses when long-term repairs are necessary on SCAT buses. For example, when bus 203 recently needed a new turbocharger, RTA provided buses 1011 and 1012 while bus 203 was being repaired – but we have not booked the operating cost of doing so. Another example is the increased use of RTA buses 1011 and 1012 due to the on-going reliability challenges of the gasoline-electric hybrid bus (bus number 203). We will be finalizing a recommended cost-sharing method to bring to the Board at the April meeting.

Fixed route ridership continues to remain strong with 111,746 passenger boardings through November 2012 in comparison to 92,009 in 2011, representing a year-over-year increase of 21.5%. It should be noted that the 2012 figure includes the ridership boost experienced on both the Beach Trolley and Summer Youth Ride Free programs. In addition, the change from three SCAT routes in 2011 to four in 2012 also contributed to the greater number of passenger boardings. Year-to-date productivity (boardings/hours, which is good measure of service efficiency) totals 18.9 in FY12-13 in comparison to 14.3 in FY11-12 – an increase of 32.2%.

STAFF RECOMMENDATION:

Accept this as an information item.

**SOUTH COUNTY AREA TRANSIT
2012-13 Budget vs. Actual (unaudited)**

	FY 12/13 Adopted	July 2012	August 2012	September 2012	October 2012	November 2012	Year to Date	Percent Year to Date
Use of Resources								
<u>Administrative Expenditures</u>								
Insurance	\$ 49,895	\$ 4,523	\$ 4,523	\$ 4,523	\$ 4,329	\$ 4,523	\$ 22,420	44.93%
Rent	21,600	1,785	1,785	1,785	1,785	1,785	8,925	41.32%
Utilities	6,000	340	721	671	600	648	2,979	49.66%
Radio Expense	2,300	-	-	-	-	-	-	0.00%
Legal Services	500	-	-	-	-	-	-	0.00%
Payroll Processing	3,750	124	376	246	254	235	1,234	32.90%
Administration	63,500	5,292	5,292	5,292	5,292	5,292	26,458	41.67%
Finance	14,000	1,167	1,167	1,167	1,167	1,167	5,833	41.67%
Office Expense/Miscellaneous	6,250	45	-	178	52	313	588	9.41%
Audit	3,000	-	-	-	-	2,770	2,770	92.33%
Marketing/Community Relations/Printing	15,730	-	44	2,639	1,996	-	4,678	29.74%
Uniforms/Laundry/Physicals/Ads	5,500	197	443	197	254	266	1,358	24.68%
<u>Operating Expenditures</u>								
Salaries/Benefits	\$ 426,250	\$ 31,813	\$ 31,653	\$ 32,458	\$ 31,993	\$ 30,614	\$ 158,532	37.19%
Maintenance	164,385	4,935	5,821	4,147	4,295	6,919	26,116	15.89%
Dispatch	18,500	1,542	1,542	1,542	1,542	1,542	7,708	41.67%
Sign Maintenance	3,000	-	-	-	-	-	-	0.00%
SCAT Bus Fuel	210,104	15,015	18,598	15,390	14,663	11,030	74,697	35.55%
Contingency	15,000	-	-	-	-	-	-	0.00%
9 Total Operating Expenditures	\$ 1,029,264	\$ 66,776	\$ 71,963	\$ 70,233	\$ 68,222	\$ 67,103	\$ 344,297	33.45%
<u>Capital Service</u>								
Computer Upgrade	\$ 1,000	\$ -	\$ -	\$ -	\$ 639	\$ -	\$ 639	63.86%
Vehicles (Three Buses)	1,275,000	-	-	-	-	-	-	0.00%
Driver Seats and Large Vehicle Repairs	25,000	-	-	-	-	-	-	0.00%
Total Capital Service	\$ 1,301,000	\$ -	\$ -	\$ -	\$ 639	\$ -	\$ 639	0.05%
Increase Capital Reserves	\$ 21,380	\$ -	\$ -	\$ -	\$ -	\$ 21,380	\$ -	\$ -
10 Total Use of Resources	\$ 2,351,644	\$ 66,776	\$ 71,963	\$ 70,233	\$ 68,860	\$ 88,483	\$ 344,935	14.67%

**SOUTH COUNTY AREA TRANSIT
OPERATING STATEMENT BY ROUTE - WEEKDAY
YEAR TO DATE THRU NOVEMBER 2012**

	RT 21 PISMO & SHELL BEACH	RT 22 OCEANO & GRAND AVENUE	RT 23 A.G. VILLAGE, A.G. H.S. & GRANDE AVE	RT 24 GROVER B. A.G. VILLAGE, PISMO & A.G.	RT 25 ROUTE 23 PM TRIPPER	TOTAL WEEKDAY SERVICE
REVENUES:						
FARES	14,536	6,768	5,370	12,740	3,970	43,384
TOTAL ROUTE REVENUES	14,536	6,768	5,370	12,740	3,970	43,384
EXPENDITURES:						
ADMINISTRATION	8,848	3,408	4,599	8,828	522	26,205
MARKETING	1,132	436	588	1,129	95	3,381
OPERATIONS/CONTINGENCY	49,054	18,894	25,494	48,940	2,858	145,241
FUEL	15,677	8,085	9,586	17,175	995	51,518
INSURANCE	4,856	2,505	2,970	5,320	319	15,970
TOTAL EXPENDITURES	79,567	33,328	43,238	81,392	4,789	242,314
FAREBOX RATIO	18.27%	20.31%	12.42%	15.65%	82.89%	17.90%
RIDERSHIP	29,741	11,346	14,980	26,303	4,720	87,090
SERVICE MILES	19,148.80	9,877.00	11,711.30	20,979.20	1,243.20	62,959.50
SERVICE HOURS	1,403.37	540.54	729.36	1,400.10	81.20	4,154.57
RIDERS PER MILE	1.55	1.15	1.28	1.25	3.80	1.38
RIDERS PER HOUR	21.19	20.99	20.54	18.79	58.13	20.96
COST PER PASSENGER	2.68	2.94	2.89	3.09	1.01	2.78
SUBSIDY PER PASSENGER	2.19	2.34	2.53	2.61	0.17	2.28

**SOUTH COUNTY AREA TRANSIT
OPERATING STATEMENT BY ROUTE - WEEKEND, TROLLEY, AND TOTAL
YEAR TO DATE THRU NOVEMBER 2012**

	RT 21 - SAT PISMO & SHELL BEACH	RT 21 - SUN PISMO & SHELL BEACH	RT 22 - SAT OCEANO & GRAND AVENUE	RT 22 - SUN OCEANO & GRAND AVENUE	RT 23 - SAT A.G. VILLAGE, A.G. H.S. & GRANDE AVE	RT 23 - SUN A.G. VILLAGE, A.G. H.S. & GRANDE AVE	RT 24 - SAT GROVER B. A.G. VILLAGE, PISMO & A.G.	RT 24 - SUN GROVER B. A.G. VILLAGE, PISMO & A.G.	TOTAL WEEKEND SERVICE	AVILA BEACH TROLLEY	TOTAL SCAT SERVICE
REVENUES:											
FARES	2,262	1,881	1,092	1,024	684	497	2,103	1,598	11,140	2,021	56,545
TOTAL ROUTE REVENUES	2,262	1,881	1,092	1,024	684	497	2,103	1,598	11,140	2,021	56,545
EXPENDITURES:											
ADMINISTRATION	1,629	1,571	609	559	821	784	1,576	1,504	9,053	1,626	36,884
MARKETING	243	232	87	80	117	107	225	206	1,297	-	4,678
OPERATIONS/CONTINGENCY	9,045	8,761	3,376	3,097	4,550	4,359	8,734	8,365	50,288	10,090	205,618
FUEL	2,564	2,436	1,440	1,320	1,707	1,635	2,809	2,669	16,578	6,600	74,697
INSURANCE	798	759	448	411	531	509	874	831	5,162	1,289	22,420
TOTAL EXPENDITURES	14,278	13,758	5,960	5,466	7,727	7,395	14,218	13,575	82,378	19,605	344,297
FAREBOX RATIO	15.85%	13.67%	18.32%	18.73%	8.85%	6.72%	14.79%	11.77%	13.52%	10.31%	16.42%
RIDERSHIP	3,584	3,062	1,561	1,373	1,685	1,345	3,488	2,629	18,727	5,929	111,746
SERVICE MILES	3,141.60	2,992.00	1,764.00	1,617.00	2,091.60	2,008.60	3,441.90	3,278.00	20,334.70	5,224.40	88,518.60
SERVICE HOURS	258.97	251.39	96.60	88.62	130.20	124.96	249.90	239.80	1,440.44	291.05	5,886.06
RIDERS PER MILE	1.14	1.02	0.88	0.85	0.81	0.67	1.01	0.80	0.92	1.13	1.26
RIDERS PER HOUR	13.84	12.18	16.16	15.49	12.94	10.76	13.96	10.96	13.00	20.37	18.98
COST PER PASSENGER	3.98	4.49	3.82	3.98	4.59	5.50	4.08	5.16	4.40	3.31	3.08
SUBSIDY PER PASSENGER	3.35	3.88	3.12	3.24	4.18	5.13	3.47	4.56	3.80	2.97	2.58

ROUTESUM REPORT

OCTOBER 01, 2012 - OCTOBER 31, 2012

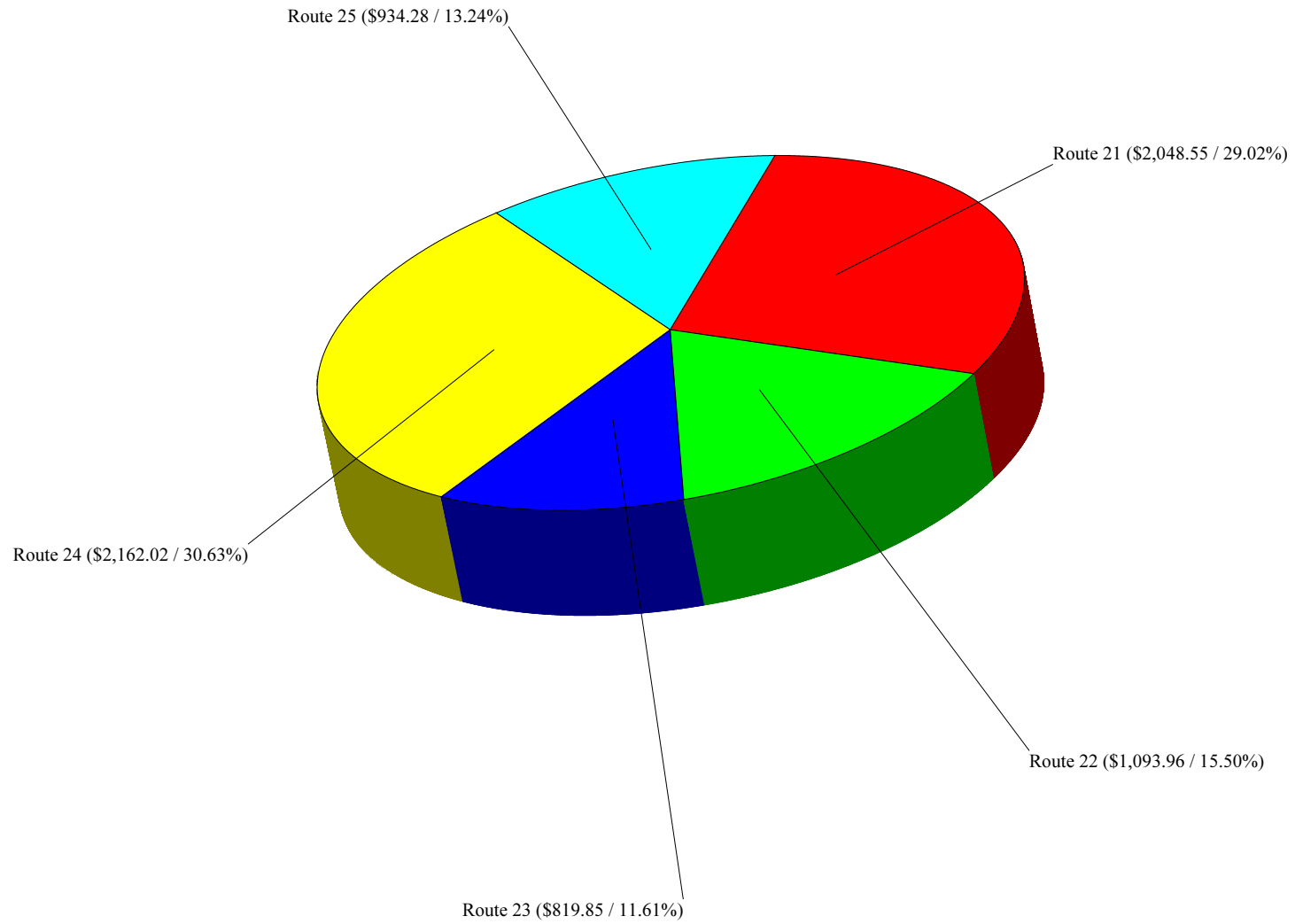
PORTABLE DATA SYSTEM 1 - SOUTH COUNTY AREA TRANSIT AUTHORITY (SCAT)

Revenue and Ridership By Route

Route	Current Revenue	Unclassified Revenue	Dump Count	Preset	Token Count	Ticket Count	Pass Count	Bill Count	Ridership
21	2,722.90	47.31	52	0	0	0	2,672	1,470	6,545
22	1,470.94	16.70	17	0	0	0	901	788	2,804
23	1,042.94	14.96	17	0	0	0	1,457	549	3,195
24	2,781.79	36.36	37	0	0	0	2,544	1,452	6,624
25	934.28	59.60	50	0	0	0	550	631	1,568
TOTAL	8,952.85	174.93	173	0	0	0	8,124	4,890	20,736

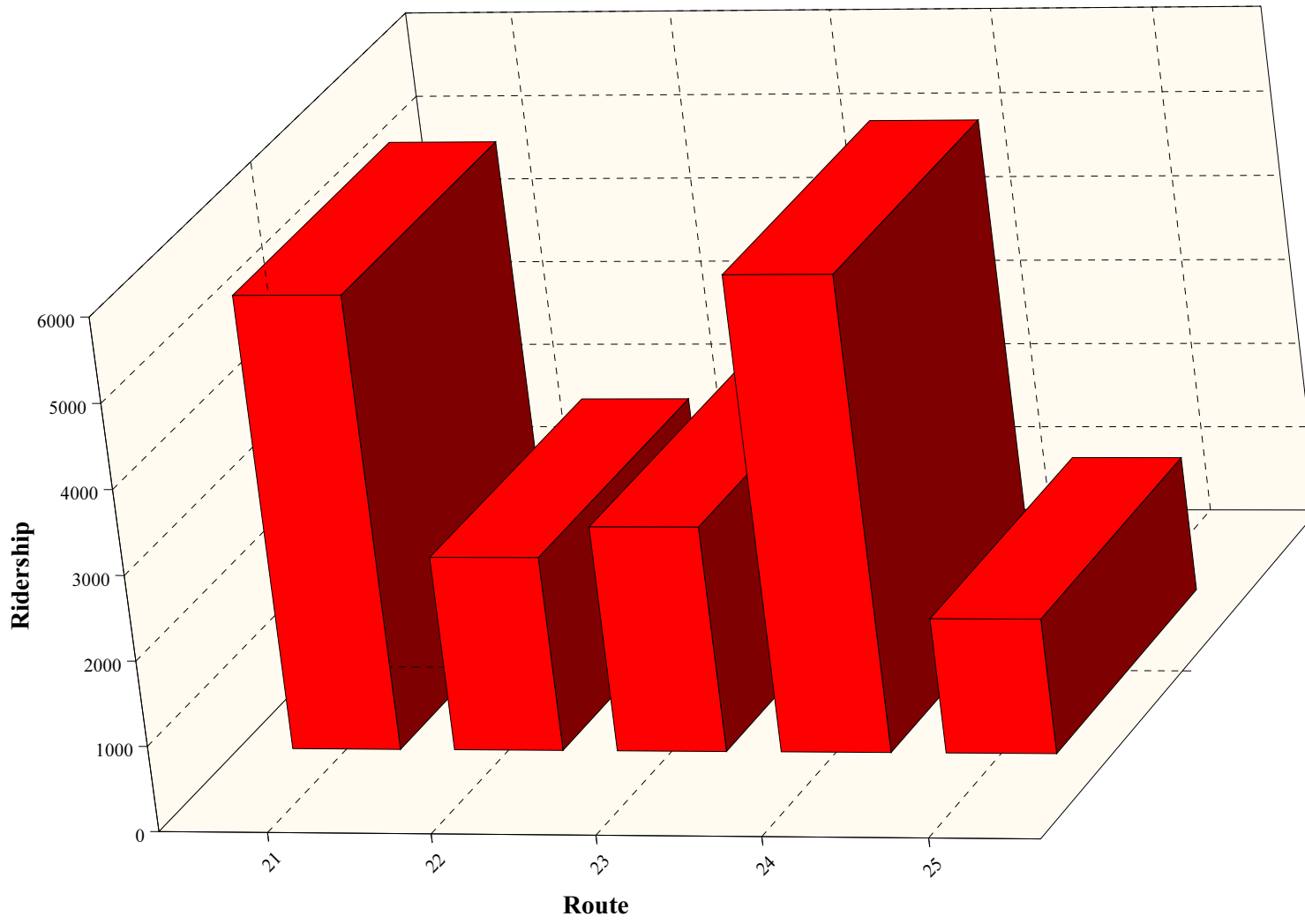
ROUTESUM REPORT
OCTOBER 01, 2012 - OCTOBER 31, 2012
PORTABLE DATA SYSTEM 1 - SOUTH COUNTY AREA TRANSIT AUTHORITY (SCAT)

Revenue By Route



ROUTESUM REPORT
OCTOBER 01, 2012 - OCTOBER 31, 2012
PORTABLE DATA SYSTEM 1 - SOUTH COUNTY AREA TRANSIT AUTHORITY (SCAT)

Ridership By Route



A-1-8

ROUTESUM REPORT

NOVEMBER 01, 2012 - NOVEMBER 30, 2012

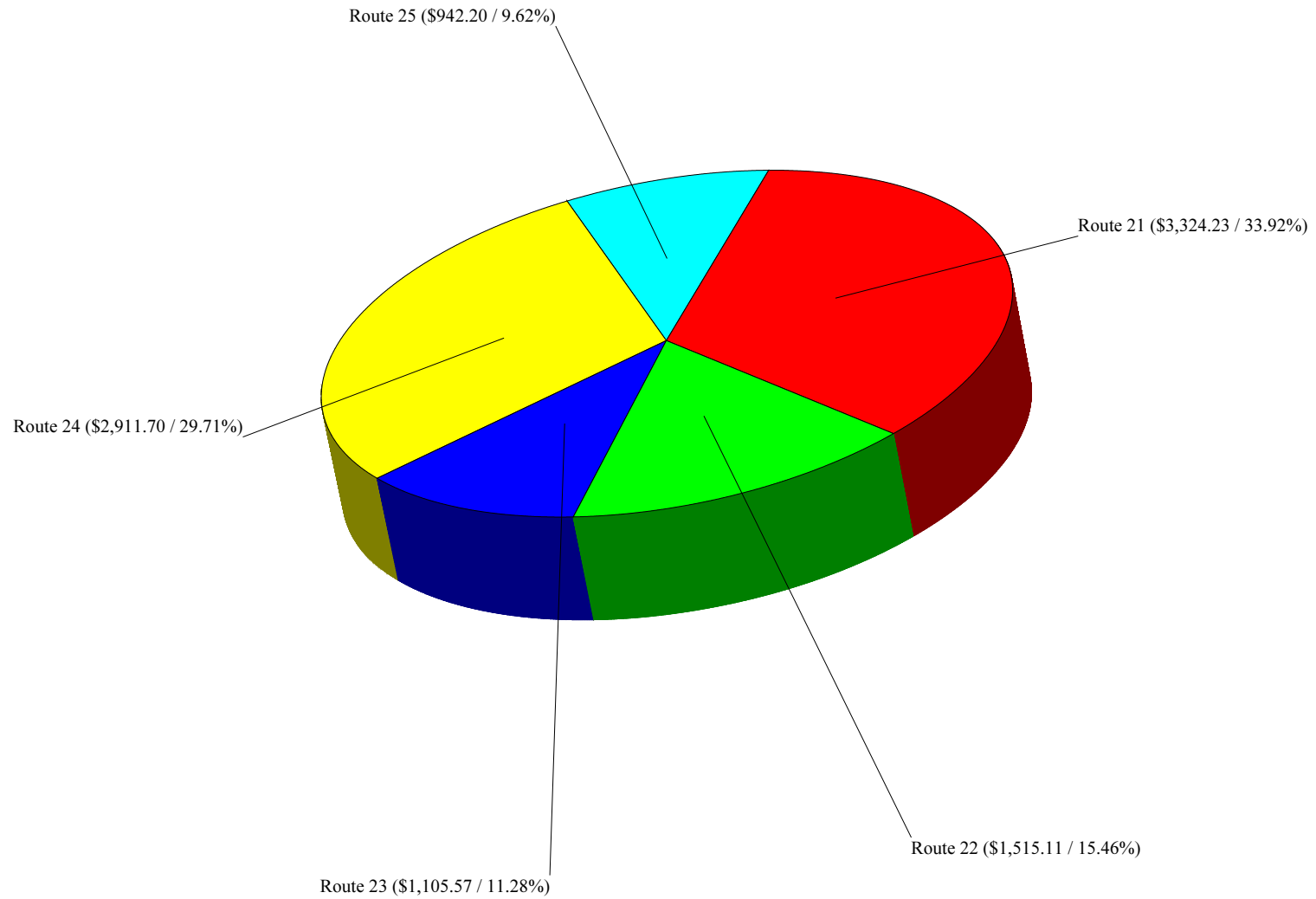
PORTABLE DATA SYSTEM 1 - SOUTH COUNTY AREA TRANSIT AUTHORITY (SCAT)

Revenue and Ridership By Route

Route	Current Revenue	Unclassified Revenue	Dump Count	Preset	Token Count	Ticket Count	Pass Count	Bill Count	Ridership
21	3,324.23	61.11	68	0	0	0	3,166	1,710	6,042
22	1,515.11	22.70	20	0	0	0	951	842	2,294
23	1,105.57	23.80	21	0	0	0	1,662	578	2,730
24	2,911.70	50.34	46	0	0	0	3,207	1,499	5,823
25	942.20	38.20	33	0	0	0	592	628	1,325
TOTAL	9,798.81	196.15	188	0	0	0	9,578	5,257	18,214

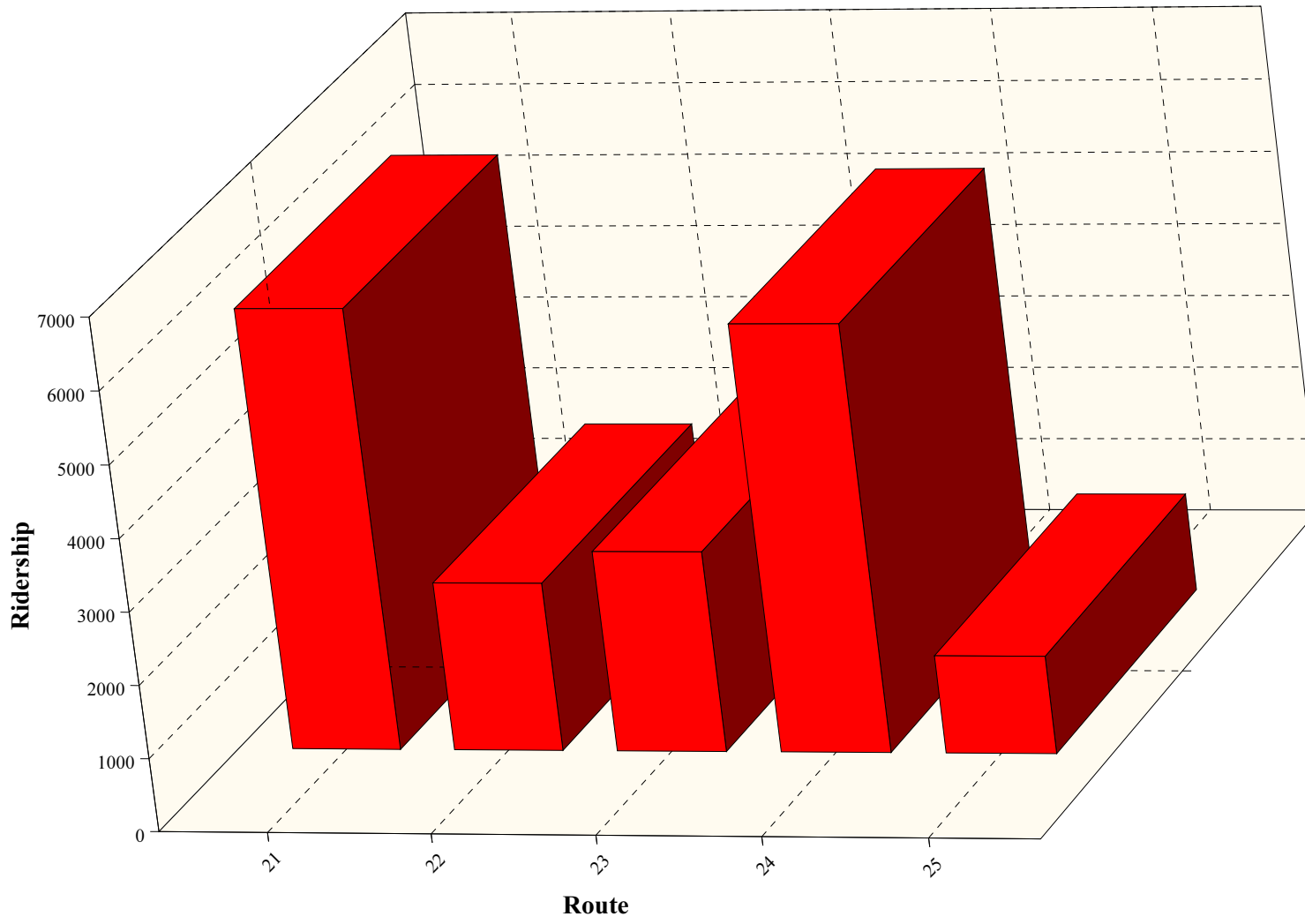
ROUTESUM REPORT
NOVEMBER 01, 2012 - NOVEMBER 30, 2012
PORTABLE DATA SYSTEM 1 - SOUTH COUNTY AREA TRANSIT AUTHORITY (SCAT)

Revenue By Route



ROUTESUM REPORT
NOVEMBER 01, 2012 - NOVEMBER 30, 2012
PORTABLE DATA SYSTEM 1 - SOUTH COUNTY AREA TRANSIT AUTHORITY (SCAT)

Ridership By Route



SOUTH COUNTY AREA TRANSIT

January 16, 2013

STAFF REPORT

AGENDA ITEM: A-2

TOPIC: Passenger Code of Conduct

PRESENTED BY: Geoff Straw

STAFF RECOMMENDATION: Consider public comment, and bring final draft policy to the Board at its April 17, 2013 meeting for consideration of adoption.

BACKGROUND/DISCUSSION: SCAT does not currently have a written policy to address behavioral problems that occur on transit property. Our schedule / route map provides some general parameters for appropriate behavior, and we train Bus Operators to attempt to diffuse problems as they arise. When behavior is especially egregious, Dispatchers enlist the assistance of law enforcement officials, and existing California and United States laws can be used to prosecute criminal behavior. However, staff is seeking redress for behavior that might not quite rise to the level of criminal activity yet the unwanted behavior directly impacts our employees and in some cases might dissuade riders from choosing public transportation as a viable travel alternative.

After consulting with our employees and other transit providers in the region, staff has developed a draft Passenger Code of Conduct that we wish to present publicly in order to solicit public input. This draft policy document is largely based on the one adopted by City of San Luis Obispo for its transit system in June 2000. Not only is the SLO Transit conduct policy a great document, but using it as a basis for our own policy will provide consistency in terms of expectations for passengers across the region.

The attached draft policy document was reviewed internally, including by the SCAT Supervisor and Bus Operators that handle behavior issues on a daily basis. This draft was also presented to the SCAT Executive Committee, which suggested adding a blanket statement that criminal behavior on buses will not be tolerated. Staff is working with Legal Counsel to craft this additional language for incorporation into the final document. Staff will also present the draft policy document to the RTA's Regional Transit Advisory Committee (RTAC) at its January 16, 2013 meeting. Once all input is addressed, we will provide a final draft policy document at the April 17, 2013 SCAT Board meeting for consideration.

Staff Recommendation

Direct staff to consider input provided at the January 16, 2013 SCAT Board meeting, as well as input submitted at the January 16 RTAC meeting. Staff will then present findings and a final draft policy document at the April 17, 2013 SCAT Board meeting for adoption.

SOUTH COUNTY AREA TRANSIT PASSENGER CODE OF CONDUCT POLICY

ARTICLE I, PURPOSE

Behavior on transit property is governed by California Penal Code 640 and other statutes. The purpose of this document is to establish the South County Area Transit (SCAT) policy and procedures governing passenger conduct on SCAT property and associated limitations on access to SCAT property as a result of infractions of acceptable conduct as described herein.

ARTICLE II, BACKGROUND

SCAT is the fixed route public transit service provider in the Five Cities area. The San Luis Obispo Regional Transit Authority, on behalf of SCAT, is a qualified Federal Transit Administration grantee, and works closely with the San Luis Obispo Council of Governments to plan for Federally-funded public transit services in the region. SCAT's and RTA's role as public agencies is to treat all citizens, groups, and political jurisdictions equally.

Proper passenger behavior on SCAT property is essential for providing quality service to the members of our community and for ensuring safety for all transit patrons and SCAT employees. Establishing a passenger code of conduct and an associated disciplinary process is a necessary component to maintain the existing high levels of service for all transit patrons.

SCAT is governed by its four-member Board of Directors, comprised of the San Luis Obispo County District 4 Supervisor and elected officials from Arroyo Grande, Grover Beach and Pismo Beach. The Board is charged with budget-making and policy development responsibilities.

ARTICLE III, DEFINITIONS

1. "SCAT property" means transit vehicles, and bus stops and other passenger facilities. A facility or vehicle of a public transportation system is defined by Section 99211 of the Public Utilities Code.
2. "SCAT employee" means all duly authorized SCAT staff members, including drivers, supervisors and contracted employees.

ARTICLE IV, SUSPENDABLE BEHAVIOR

Table 1 lists activities and descriptions of behaviors that are either expressly prohibited or allowed on SCAT property. Unless otherwise deemed a "Major Infraction" below, suspendable behavior will be considered a "Minor Infraction."

Table 1 – SCAT Passenger Code of Conduct

Type of Conduct	Transit Vehicles	Passenger Facilities
(1) Displaying or offering for sale, selling, or distributing goods or services.	Prohibited, except by written agreement	Prohibited, except by written agreement
(2) Distributing literature.	Prohibited	Prohibited
(3) Posting or affixing leaflets or signs to transit property.	Prohibited	Prohibited
(4) Performing instrumental/vocal music.	Prohibited	Allowed
(5) Transporting animals.	Prohibited, except in a secure container, or a service animal	Prohibited, except in a secure container, or a service animal as defined in 49 CFR Section 37.3
(6) Skateboarding, roller skating, bicycle riding, or rollerblading in a system facility, vehicle, or parking structure ¹ .	Prohibited	Prohibited
(7) Drinking non-alcoholic beverages or eating.	Prohibited, except drinking from a container with an attached lid designed to prevent spillage when held upside down	Allowed
(8) Drinking alcoholic beverage or possessing an open container of same. (MAJOR INFRACTION)	Prohibited	Prohibited
(9) Willfully blocking the free movement of another person in or on SCAT property, including placing objects that block aisles, stairways or seats ² .	Prohibited, except at driver's discretion if space allows; strollers must be folded prior to boarding	N/A
(10) Loitering or storing personal property ³ .	Prohibited	Prohibited

¹ This paragraph does not apply to an activity that is necessary for utilization of the transit facility by a bicyclist, including, but not limited to, an activity that is necessary for parking a bicycle or transporting a bicycle aboard a transit vehicle, if that activity is conducted with the permission of SCAT in a manner that does not interfere with the safety of the bicyclist or other patrons of the transit facility.

² This paragraph shall not be interpreted to affect any lawful activities permitted or first amendment rights protected under the laws of this state or applicable federal law, including, but not limited to, laws related to collective bargaining, labor relations, or labor disputes.

³ Loitering is defined as riding the same bus in excess of one continuous trip or remaining on SCAT property for more than two successive hours.

Type of Conduct	Transit Vehicles	Passenger Facilities
(11) Extending anything out windows or doors of moving bus.	Prohibited	N/A
(12) Hanging off or swinging from bars or stanchions (except when standing-only conditions apply).	Prohibited	Prohibited
(13) Smoking.	Prohibited	Prohibited
(14) Littering.	Prohibited	Prohibited
(15) Using sound-producing equipment (use of headphones is permissible if others cannot hear the output).	Prohibited	Prohibited
(16) Spitting, urinating or defecating ⁴ ; or creating unsanitary conditions through presence of blood, urine, feces, vomit, or other bodily fluids. (MAJOR INFRACTION)	Prohibited	Prohibited
(17) Carrying an explosive or acid, flammable liquid, or toxic or hazardous material in or on SCAT property. (MAJOR INFRACTION)	Prohibited	Prohibited
(18) Interfering with the provision of transportation services (i.e., failure to properly board or alight, blocking progress of a transit vehicle, disturbing the driver, etc.).	Prohibited	Prohibited
(19) Willfully disturbing others in or on SCAT property by engaging in boisterous or unruly behavior.	Prohibited	Prohibited
(20) Defacing, destroying or otherwise vandalizing transit property or any sign, notices or advertisements thereon. (MAJOR INFRACTION)	Prohibited	Prohibited
(21) Throwing objects at transit property or at persons in or on transit property. (MAJOR INFRACTION)	Prohibited	Prohibited
(22) Failure to pay the appropriate fare or present a valid pass, presenting an invalid pass or transfer, or failure to surrender an invalid pass if demanded by an authorized SCAT employee. (MAJOR INFRACTION)	Prohibited	Prohibited

⁴ This paragraph shall not apply to a person who cannot comply with this paragraph as a result of a disability, age, or a medical condition.

Type of Conduct	Transit Vehicles	Passenger Facilities
(23) Misrepresenting oneself as eligible for special or reduced fares or transfers ⁵ . (MAJOR INFRACTION)	Prohibited	Prohibited
(24) Failure to follow lawful direction from an SCAT employee.	Prohibited	Prohibited
(25) Bringing onto SCAT property odors which unreasonably disturb others or interfere with their use of the SCAT system, whether such odors arise from one's person, clothes, articles, accompanying animal or any other source.	Prohibited	Prohibited

ARTICLE V, CONSEQUENCES OF VIOLATING CODE OF CONDUCT

In addition to the types of suspendable behavior described above, criminal conduct, including but not limited to, assault, disorderly conduct, and illegal drug use, are prohibited on all SCAT property. If any criminal conduct is observed, SCAT will contact the appropriate law enforcement department within the jurisdiction in which the offense has occurred.

In addition to civil and criminal penalties, violators of the SCAT Code of Conduct policies and/or any other applicable laws may be subject to immediate denial of SCAT service and possible suspension of SCAT service in the future as described in Table 2 below.

Immediate denial of SCAT service may be effected by a law enforcement officer or any SCAT employee. Failure to comply with denial of service or suspension of service shall be grounds for criminal trespass prosecution. For initial minor infractions, patrons of SCAT service who have been denied or removed from service must petition (either verbally or in writing) to the SCAT Supervisor in order to resume transit service privileges.

For repeat or major offenders, the SCAT Supervisor shall issue a written notice stating the cause and duration of the suspension and the process for requesting review. Suspension shall be in effect upon issuance of the notice and shall remain in effect during any review process.

Within ten business days after issuance of a service suspension notice, the offender may deliver to the SCAT Supervisor a written request for review of the suspension and an opportunity to present reasons for reconsideration of the suspension. Within ten business days after receiving a request for review, the RTA Executive Director shall set a telephonic or in-person hearing to review the SCAT Supervisor's decision with the accused. The hearing shall be held within ten business days following the request for a hearing. The RTA Executive Director then shall

⁵ In the event that an eligible discount ticket user is not in possession of acceptable proof at the time of request, any suspension of service shall be held for a period of 72 hours to allow the user to produce acceptable proof to the SCAT Supervisor. If the proof is provided, the suspension shall be voided. If the proof is not produced within that time period, the suspension will be enforced.

decide to affirm or reverse the suspension within ten days following the public hearing. The RTA Executive Director’s decision shall be final.

Table 2 – Disciplinary Actions

Type	Disciplinary Action	Disciplinary Review Process to Return Service Privileges
(1) 1st Infraction (Minor)	Immediate denial of service	Petition SCAT Supervisor
(2) 2nd Infraction (Minor)	Same as (1), plus: suspension of service privileges for a period not to exceed seven days	Petition SCAT Supervisor
(3) 3rd Infraction (Minor) or 1st Infraction (Major)	Same as (1), plus: suspension of service privileges for no less than seven days and no longer than 30 days	Public Hearing by RTA Executive Director after disciplinary process
(4) 4th Infraction (Minor) or 2nd Infraction (Major)	Same as (1), plus: suspension of service privileges for 180 calendar days	Public Hearing by RTA Executive Director after disciplinary process

DRAFT

SOUTH COUNTY AREA TRANSIT
January 16, 2013
STAFF REPORT

AGENDA ITEM: **A-3**

TOPIC: **Analysis of October Rideshare Month & Fare Free Tuesdays**

ACTION: **Information**

PRESENTED BY: **Geoff Straw**

BACKGROUND/DISCUSSION:

This report will provide a summary of the successes and challenges of the October Rideshare Month. In particular, this staff report will provide ridership and fare impacts to SCAT from the county-wide Fare Free Tuesdays program. In short, staff believes the Fare Free Tuesdays program achieved favorable results and should be considered for reinstatement next October.

SCAT overall monthly ridership increased 16%, from 17,918 passengers in October 2011 to a record 20,736 passengers in October 2012. Average daily ridership on Fare Free Tuesdays increased 22% over the previous year, by about 100 passengers per Tuesday. In looking at changes in the same year, which may be a better benchmark, Tuesday ridership increased 13% in October 2012 in comparison to September 2012.

Overall cash fare revenues increased in October 2012 compared to October 2011, while average cash revenues per passenger declined. SCAT collected \$8,404 in October 2011 compared to \$8,953 in October 2012. Average cash per passenger in October 2011 was \$0.47 and slightly lower at \$0.43 in October 2012.

A more recent comparison demonstrates that in September 2012 SCAT collected \$10,575 in cash revenue, resulting in an average cash per passenger measure of \$0.55. Lost cash revenue collections can be estimated by the difference in cash revenue between September and October, or \$1,623. SCAT carried roughly 500 more riders on Transit Tuesdays alone, and there is an unknown but possibly significant ridership benefit on other days of the month as SCAT transported 1,625 more passengers in October 2012 in comparison to the previous month. Similarly, RTA carried a record number of passengers in October. The program timing coincided with record high gas prices and increased advertising efforts that included the placement of over 10,000 large color inserts of South County Area Transit Schedules in the South Bay News. As such, it is impossible to identify a single ridership benefit that could be directly attributable to the Fare Free Tuesdays program alone.

It appears that Fare Free Tuesdays generally did not impact monthly pass sales and use. SCAT monthly pass sales are relatively low (in comparison to RTA's monthly pass sales history), so there was probably little to no impact on pass sales revenue and there is less of decline in total average fares per passenger than the drop in cash fares per passenger. Although the greater passenger activity resulted in some overcrowding on specific runs, we cannot attribute any passenger behavior problems that may have arisen directly to the Fare Free Tuesdays program.

Based on all indications and very favorable ridership statistics, staff is generally in favor of continuing participation in this program. As always, it would be preferable to find a way to focus resources on acquiring and keeping new riders.

STAFF RECOMMENDATION:

Accept this as an information item.

SOUTH COUNTY AREA TRANSIT
January 16, 2013
STAFF REPORT

AGENDA ITEM: B-1

TOPIC: Fiscal Year 2013-14 SCAT Budget Assumptions

ACTION: Review and Approve

PRESENTED BY: Geoff Straw, Executive Director

**EXECUTIVE COMMITTEE
RECOMMENDATION:**

BACKGROUND:

Each year in connection with the annual budget process, staff reviews SCAT operations to determine what operational changes will be recommended for implementation in the following fiscal year. Based on those recommended changes, staff develops the operational data, revenue and cost projections for presentation in the proposed Operating Budget. For Fiscal Year 2013-14, there are no significant operational changes that are proposed for Board consideration.

The following are the staff recommended Fiscal Year 2013-14 Budget Assumptions that will provide staff the necessary policy guidance to prepare the appropriate operating and capital program for presentation to the Board at its April meeting.

Objectives

- Maintain service levels and hours of service that meet the demand of our customers and communities through the effective and efficient delivery of SCAT Fixed Route, Senior Shuttle and Trolley services.
- Continue to increase reserves for the Fiscal Year 2013-14 budget cycle. Develop a suitable operating and capital reserve policy during the fiscal year.
- Continue to work with the SLOCOG Efficiencies Committee in evaluating region-wide service efficiencies, particularly those that will help SCAT achieve the required 20% farebox recovery ratio.
- Develop a long range Service Improvement Program (SIP) to deploy service improvements and focus on the opportunities for additional service as well as providing efficiencies in the provision of service.

BUDGET ASSUMPTIONS

Revenue

- Fare revenue will remain flat. No fare increase is proposed at this time.
- SCAT received just under \$149,000 in STA funding in FY12-13 (originally estimated at just under \$127,000 in April 2012, revised in October 2012 by SLOCOG). Staff will work with SLOCOG staff to determine a conservative figure for FY13-14.
- New Federal Transit Administration (FTA) Section 5307 operating funding will be budgeted at \$400,000.
- TDA revenue will be budgeted at approximately \$350,000 (FY12-13 budget is \$677,788) to reflect the incorporation of new FTA Section 5307 funds.
- Staff will continue to research and evaluate new revenue resources should any potential shortfall in operating revenues arise. If we are unable to secure funding, staff will recommend that the Board consider adjusting the TDA allocation from the three cities and the county.

Expenses

- Service levels, number of revenue service hours, miles and span of service for fixed route and the senior shuttle will be budgeted at current levels.
- The Avila Beach Trolley will operate from April 1st until October 15th Thursday through Sunday, as was implemented in April 2012.
- Fuel consumption and price will be budgeted conservatively; diesel fuel will be budgeted at \$4.25 per gallon (same as the last fiscal year).
- SCAT staff will continue to work with other transit agency staff to achieve feasible economies of scale in transit services.
- CalTIP liability insurance premiums may increase by up to 10%. The exact amount is not known at this time as CalTIP actuaries are still working on 2013/2014 rates. Estimates should be received from CalTIP in time to include in the SCAT April 2013 draft budget.
- Health insurance premiums are projected to increase 10%. This will have a minimal impact on the budget due to the low number of employees under the plan. Staff is continuing to work with our insurance broker to

investigate the potential impacts of the Affordable Care Act, which could have an impact in January 2014. This budget will presume that the 10% increase will suffice, but a mid-year budget amendment might be required after the July 1 fiscal year start.

- Operations facility rental costs will increase by 9.5% based on the lease agreement that was executed with SLO County on July 1, 2011.
- The SCAT Administration/Maintenance contract with RTA will increase due to the significant increase in staff time necessary to administer the FTA Sections 5307 and 5339 grants and the related reporting and regulatory requirements. It will increase by approximately \$39,000 (the same amount that is budgeted for administration of the North County FTA Section 5307 grant program). Staff has forwarded the worksheet used to arrive at that figure to Executive Committee members for additional review.
- A new wheelchair-accessible minivan will be purchased using FTA Section 5339 funding (\$40,000, plus \$8,000 in TDA funds for local match) to replace a worn-out minibus currently used to shuttle employees and to transport missed passengers. An additional \$14,400 in FTA Section 5339 funds is assumed for bus stop improvements (local match of \$2,880 will be comprised of TDA funds). No other significant capital projects are assumed.

BUDGET CALENDAR

January 16	Board review and approval of FY14 budget assumptions
April 9	Draft FY14 Budget presentation to Executive Committee
April 17	Final Board Budget presentation and Board adoption of FY14 Budget
May - June	SLOCOG notifies all JPA members of TDA allotment for member agency budget consideration
July 1	Start of new fiscal year

Staff Recommendation

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

**SOUTH COUNTY AREA TRANSIT
MINUTES OF NOVEMBER 7, 2012 BOARD MEETING
BOARD OF SUPERVIORS' CHAMBERS – COUNTY GOVERNMENT CENTER
C-1**

Directors Present:	Jim Guthrie, Chairperson	City Council Member, Arroyo Grande
	Shelly Higginbotham	Mayor, Pismo Beach
	John Shoals	Mayor, Grover Beach
Directors Absent:	Paul Teixeira, Vice Chairperson	County Supervisor, District 4
Staff Present:	Geoff Straw	Executive Director
	Anna Mafort-Lacy	Administrative Assistant
	Tania Arnold	Chief Financial Officer, Director of Administration
	Coleen Kubel	SCAT Lead Operations Supervisor

CALL TO ORDER AND ROLL CALL: Chairperson Guthrie called the meeting to order at 10:02 a.m. Roll call was taken; a quorum was present.

PUBLIC COMMENT: Chairperson Guthrie asked for public comment on non-agenda items. There were none.

BOARD ADMINISTRATIVE ITEMS:

A. INFORMATION AGENDA: None

B. ACTION AGENDA: B-1 MOU for FTA Planning and Programming in Arroyo Grande-Grover Beach UZA Mr. Geoff Straw reviewed the Memorandum of Understanding (MOU) for Planning and Programming, a document required by the Federal Transit Administration (FTA) that was first introduced to the Board at the October 17, 2012 meeting. There are no significant changes from that time. As was mentioned at the RTA Board meeting, the Draft Program of Projects is still a draft, the numbers have not been solidified. The one item that is set and is not likely to change at all is the fixed route operations of \$400,000 which was discussed at the previous meeting. This MOU is between the Regional Transit Authority, San Luis Obispo Council of Governments (SLOCOG), and the South County Area Transit. It will be considered by SLOCOG at its December Board meeting. There are no significant differences between this agreement and the one adopted in the North County and the Central urbanized areas.

Chairperson Guthrie opened Board and public comment. Having none, **Chairperson Guthrie** closed Board and public comment

Director John Shoals moved to adopt the Memorandum of Understanding with the RTA and SLOCOG to cooperatively plan and program Federal Transit Administration funds apportioned to the Arroyo Grande-Grover Beach Urbanized Area. **Director Shelly Higginbotham** seconded the motion and the motion carried on a roll call vote.

B-2 FTA Program of Projects Mr. Straw noted that the program of projects is the same as the one included in item B-1.

Chairperson Guthrie opened Board and public comment.

Mr. Pete Rogers, SLOCOG staff, also supports the program of projects and would like the indulgence of the Board to allow some minor changes that would fund the same number of projects. The program of projects does not include the FTA Section 5339 funds and there are some options to slide some of the bus capital projects, for example, and fund them through another funding source. There are additional projects that South County Area Transit needs, such as a support vehicle/minibus, which could be brought to the SLOCOG Board for approval in December. SLOCOG staff is trying to mix and match funding to maximize the number of projects for the funding that is coming to the region. SLOCOG would like to request the South County Area Transit Board authorize the Executive Director, with the consent of the Board Chairperson, to support the change in the program of projects that would allow some flexibility to the funding sources.

Director Higginbotham asked for additional information related to the support vehicle/minibus project. **Mr. Rogers** responded that in October the SLOCOG Board approved the planning schedule, requesting the various agencies submit their projects to SLOCOG for FTA Sections 5307 and 5339 funds, so SLOCOG could look across the board and see if there needed to be shifts in order to maximize the funding coming into the region. **Mr. Rogers** added that one of the shifts is North County is receiving an extra amount of Small Transit Intensive Cities (STIC) that RTA has earned since they are so productive in the North County. But the Route 9 (in the North County) has already maximized the Federal funding that can be used in the area so RTA wants to use that money in the South County. South County Area Transit and Route 10 would receive those funds. That is one example of a shift of the funds. **Mr. Rogers** also noted that when the call for projects was made, it included 5339 funds, which is what generated the request for the support vehicle/minibus.

Mr. Straw clarified that the support vehicle/minibus is actually a minivan. Currently South County Area Transit uses a minibus to transport drivers to Ramona Garden Park, which is inefficient and expensive, and to occasionally respond to missed passengers. Right now passengers are being picked up in a staff car, which has no wheelchair accommodations.

Mr. Rogers added that, with the addition of the FTA Section 5339 funds allocated to the area (approximately \$86,000), the \$40,000 low floor minivan and the bus stop amenities project can be slid over to take advantage of 5339 funds, freeing up 5307 funds to be used for operations.

Discussion ensued related to the requirements of the program of projects and the impact on the various jurisdictions. **Director Shoals** asked for confirmation that this would not impact the local jurisdictions based on the information that was presented at recent City Council meetings. **Mr. Rogers** confirmed that was correct.

Chairperson Guthrie closed Board and public comment.

Chairperson Guthrie made a motion to adopt the programming of projects as recommended by staff with the addition of \$40,000 of Federal funds for a support vehicle, authorizing the Executive Director to make minor changes to the bus amenities project and funding sources, and recognize the STIC funding shifted to the area. **Director Shelly Higginbotham** seconded the motion and the motion carried on a roll call vote.

Director Shoals asked staff to follow up with City staff on the revised numbers.

C. CONSENT AGENDA: Consent agenda items were approved upon a motion by **Director Higginbotham** and seconded by **Director Shoals**. The motion carried on a voice vote with **Chairperson Guthrie** abstaining.

D. DIRECTORS' COMMENTS: **Director Shoals** asked for additional time and communication between SLOCOG and RTA staff in order to make Board meetings go more smoothly in the future.

Director Higginbotham thanked Director Shoals for his work on the various Boards. **Chairperson Guthrie** echoed those comments.

E. EXECUTIVE COMMITTEE MEMBERS' COMMENTS: None

F. ADJOURNMENT: The meeting was adjourned at 10:42 a.m.

Respectfully submitted,
Tania Arnold, Chief Financial Officer, Director of Administration