

BOARD AGENDA

Wednesday, January 21, 2015
CITY OF ARROYO GRANDE, CITY COUNCIL CHAMBERS
215 E. Branch Street. Arroyo Grande, California
1:30 p.m. to 3:00 p.m.
(Ending time is approximate)

Chairperson: Jim Guthrie
Director: Shelly Higginbotham

Director: Lynn Compton
Director: Barbara Nicolls

Individuals wishing accessibility accommodations at this meeting under the Americans with Disabilities Act (ADA) may request such accommodations to aid hearing, visual, or mobility impairment (including Limited English Proficiency [LEP]) by contacting the SCT 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 SCT 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 Administrator's Report (Receive)

A-2 Free and Discounted Fare Programs Analysis (Receive)

B. ACTION AGENDA

B-1 SCT FY15-16 Budget Assumptions (Adopt)

South County Transit, operated by the San Luis Obispo Regional Transit Authority, is a Joint Powers Agency serving residents and visitors of: Arroyo Grande, Grover Beach, Pismo Beach, Shell Beach and Oceano

- 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 SCT Minutes of October 22, 2014 (Approve)
- C-2 Agreement with Grover Beach for Security Camera System (Approve)
- C-3 Authorize Submittal of Low-Carbon Transit Grant Application (Approve)

D. DIRECTORS' COMMENTS

E. EXECUTIVE COMMITTEE MEMBERS' COMMENTS

ADJOURNMENT

Next South County Transit Board meeting: **April 22, 2015**

SOUTH COUNTY TRANSIT

January 21, 2015

STAFF REPORT

AGENDA ITEM: A-1

TOPIC: Administrator's Report

PRESENTED BY: Geoff Straw

STAFF RECOMMENDATION: Information

BACKGROUND/DISCUSSION:

Operations:

SCT operated a test of Route 26 on December 3rd. This potential new peak-period route provides more direct service between Oceano, the two passenger facilities, Wal-Mart and jobs along the Shell Beach Road corridor. The primary intent of the experiment was to test the potential timepoints along the route, which worked quite well. Kudos to Coleen and her staff for developing such a workable new route. SCT took delivery of a second new wheelchair-accessible minivan in September that is used to transport SCT employees between the operating facility and the Ramona Garden passenger facility (which saves fuel and wear/tear on buses). This new minivan has replaced a failing Ford Minivan that was purchased used from SLO County. This procurement was primarily funded with FTA capital funds.

Marketing & Service Planning:

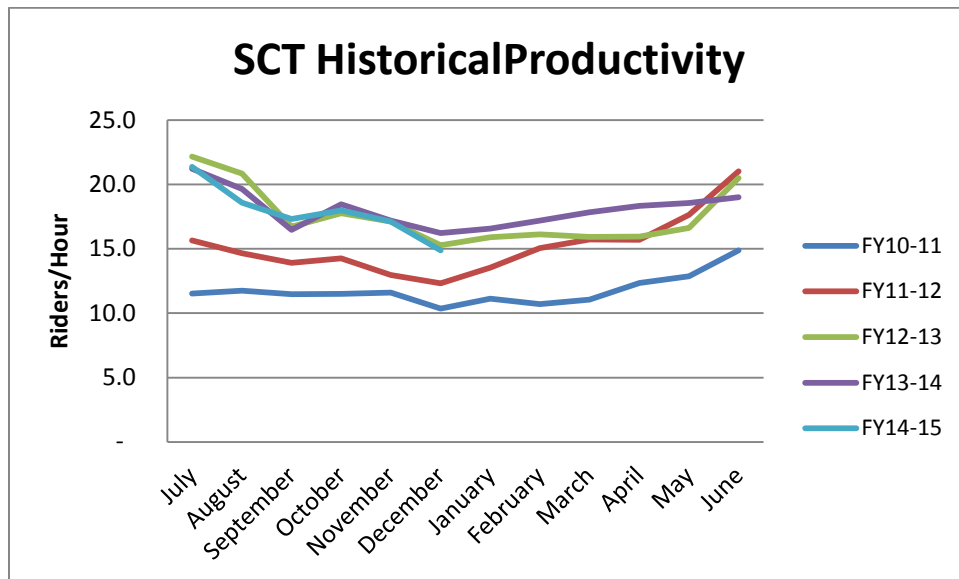
Prior to implementing the Route 26 experiment on December 3rd, marketing staff worked with twelve employers along the Shell Beach Road corridor to query their line employees on information such as days/hours typically worked, desire for the Route 26 service and boarding/alighting information. A total of 68 employee surveys were collected. The majority of respondents (39) already ride SCT regularly and 59 believe the \$1.25 cash fare is appropriate. The majority (41) stated their work days varied, with Monday through Saturday (13) ranking second. Work shift start times varied considerably, although a majority (48) started between 8:00 AM and 9:30 AM. Work end times were even more varied, with the most frequent response (23) being at 5:00 PM.

Marketing staff also surveyed every passenger who rode the Route 26 bus to get a better understanding of those passengers' needs. Of the 22 riders that responded to the survey, only one took it one-way; all others planned to ride a round-trip. Of the 15 non-regular riders, only one boarded/alighted at a location other than the Grandma's Trailer Park in Oceano. Seven of the 22 riders used the bus for work commuting purposes. All but one rider expressed a desire to travel to/from Wal-Mart.

Finance and Administration:

The operating results for the first six months of FY14-15 were mixed, as shown in the ensuing two pages of tables. Specifically, SCT ridership totaled 123,607 from July through December

31, 2014, compared to 130,625 in the previous year – a decline of 5.4%. Productivity (riders per hour) also declined in FY14-15 (18.0 vs. 18.3 in FY13-14). However, the year to date farebox recovery ratio in FY14-15 equated to 17.21%, which is only slightly higher than the 16.99% ratio achieved in the first six months of FY13-14. Staff will continue to closely monitor these performance measures.



In terms of overall financial performance, SCT spent 41.4% of budgeted operating expenses through the end of December 2014. This is less than the budgeted allocation, since 50% of the year had been completed. See the last page of this report for more information for each line-item.

As detailed at the October 2014 SCT Board meeting, staff will conduct a public outreach effort regarding a possible fare increase. A change to the SCT fare structure is being considered to address an anticipated shortcoming in the state-mandated 20% farebox recovery ratio and resulting financial penalty. In addition to notices on SCT buses and at key bus stop locations, staff will conduct a public workshop at the Ramona Garden Community Center facility on Wednesday April 15 from 4:30 PM to 6:30 PM. Input from that meeting and the other outreach efforts will be provided to the Board for consideration at its April 22, 2015 meeting.

Maintenance

As mentioned in the October meeting, SCT bus 204 was severely damaged by an SCT driver, who backed into a fixed object. RTA staff was able to graft body panels from a recently salvaged RTA bus onto 204 and place the bus back into revenue service in December 2014. However, SCT bus 203 suffered an engine-related failure that would require far greater than the \$3,000 threshold established at the July 2014 Board meeting, and it has been removed from service. Fortunately, as explained in the last Board meeting, SCT currently has a higher than necessary vehicle spare ratio, so this will not have an adverse affect on system readiness.

All other maintenance inspections and repairs are being completed according to manufacturer recommendations.

Summary of Bus Operator's Forum

Staff conducted an SCT Bus Operator's Forum on December 9th at the SCT operating facility. Members of the management team included Supervisor Coleen Kubel, Operations Manager Phil Moores, Maintenance Manager David Roessler, CFO Tania Arnold, and SCT Administrator Geoff Straw. A variety of topics were discussed, including SCT employees' failed unionization vote, improving communications between maintenance and Bus Operator personnel, headsign reprogramming, deficiencies at the Wal-Mart bus stop, and a possible change in employee anniversary dates.

With regard to the former, the SCT Bus Operators have requested that all inflationary and longevity wage increases be implemented on July 1 of each year instead of each employee's anniversary date. We will monetize the request over the coming months and present a recommendation (if feasible) to the Executive Committee based on our evaluation of the fiscal impacts.

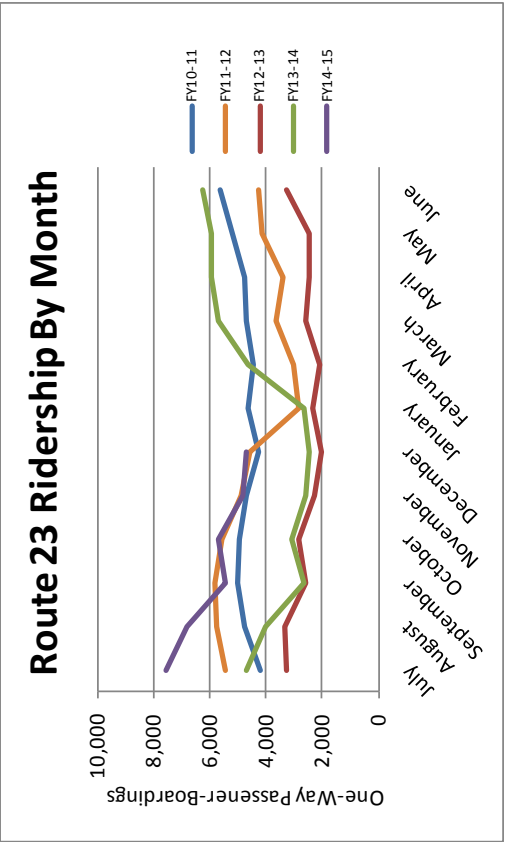
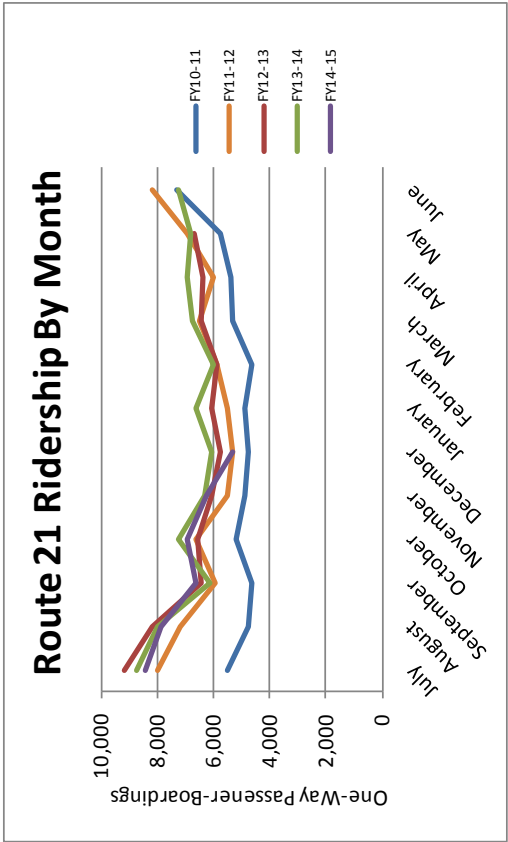
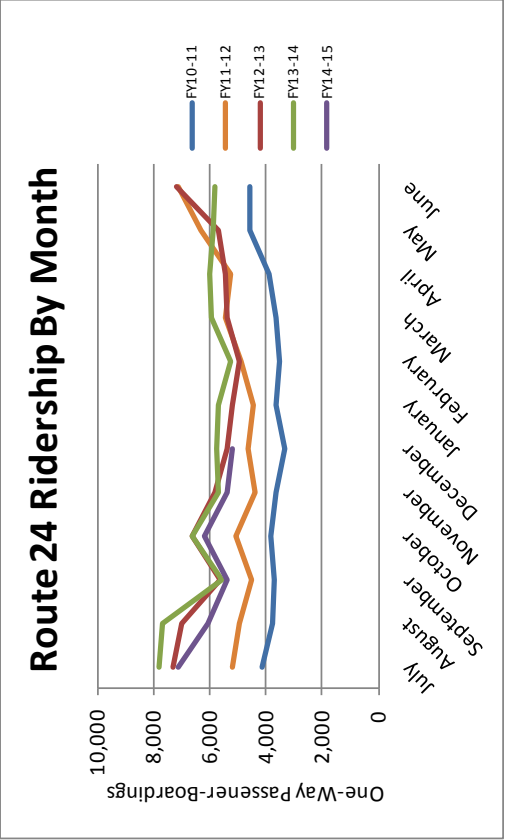
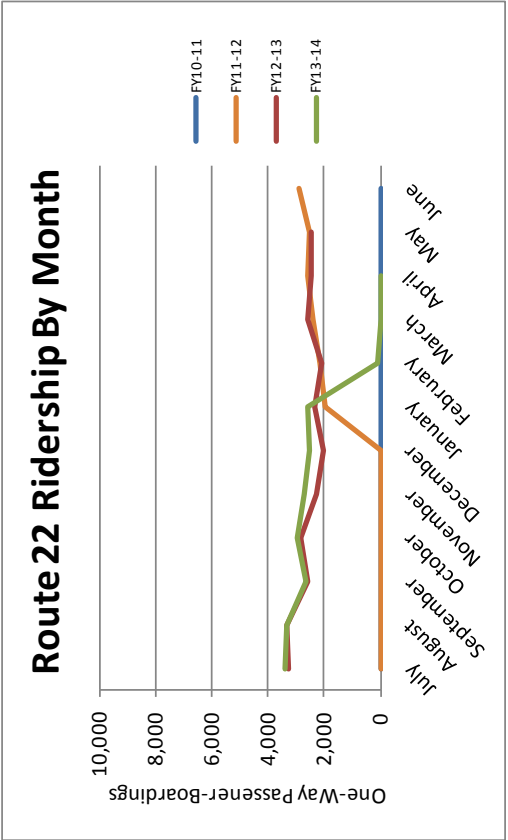
I also clearly stated that RTA has no design on consolidating SCT into RTA, despite repeated claims by an SCT Bus Operator who states he and other employees believe that is the case. I explained that neither the RTA Board nor the SCT Board has directed me or any of my staff members to pursue consolidation.

No Bus Operators requested that any other unresolved issues from the forum be immediately brought before the SCT Board.

At its January 12th meeting, the Executive Committee accepted testimony from a recently dismissed SCT employee. Members of the committee will meet with SCT and RTA staff in the coming weeks to review personnel procedures further.

STAFF RECOMMENDATION:

Accept this as an information item.



**SOUTH COUNTY TRANSIT
2014-15 Budget vs. Actual (unaudited)**

	FY 14/15 Adopted	July 2014	August 2014	September 2014	October 2014	November 2014	December 2014	Year to Date	Percent Year to Date
Use of Resources									
<u>Administrative Expenditures</u>									
Insurance									
Liability & Physical Damage	\$ 43,300	\$ 3,575	\$ 3,575	\$ 3,575	\$ 3,581	\$ 3,581	\$ 3,581	\$ 21,467	49.58%
Workers Compensation	50,000	6,948	3,335	3,335	3,335	3,335	3,335	23,623	47.25%
Property Insurance	640	53	53	53	53	53	53	319	49.86%
Rent	25,500	2,125	2,125	2,125	2,125	2,125	2,125	12,750	50.00%
Utilities	8,050	574	583	868	830	598	668	4,121	51.19%
Radio Expense	1,250	103	103	-	103	-	103	412	32.96%
Legal Services	500	-	-	-	-	-	-	-	0.00%
Payroll Processing	3,750	267	258	269	266	252	393	1,704	45.44%
Administration	64,530	5,378	5,378	5,378	5,378	5,378	5,378	32,265	50.00%
Finance	14,230	1,186	1,186	1,186	1,186	1,186	1,186	7,115	50.00%
Office Expense/Miscellaneous	8,280	440	128	159	353	226	543	1,850	22.34%
Audit	3,240	-	-	-	2,970	-	-	2,970	91.67%
Marketing/Community Relations/Printing	16,000	-	-	-	-	-	-	-	0.00%
Uniforms/Laundry/Physicals/Ads	7,600	292	316	445	312	189	423	1,976	26.00%
<u>Operating Expenditures</u>									
Salaries/Benefits	\$ 455,000	\$ 32,595	\$ 33,267	\$ 34,879	\$ 31,544	\$ 30,443	\$ 47,529	\$ 210,258	46.21%
Maintenance	123,700	4,299	3,584	5,439	4,546	8,409	5,838	32,116	25.96%
Dispatch	18,500	1,542	1,542	1,542	1,542	1,542	1,542	9,250	50.00%
Sign Maintenance	3,000	-	-	-	-	-	-	-	0.00%
SCT Bus Fuel	214,200	17,655	16,775	14,659	13,345	11,173	9,823	83,431	38.95%
Contingency	15,000	-	-	-	-	-	-	-	0.00%
9 Total Operating Expenditures	\$ 1,076,270	\$ 77,031	\$ 72,207	\$ 73,911	\$ 71,467	\$ 68,491	\$ 82,519	\$ 445,626	41.40%
<u>Capital Service</u>									
Support Vehicle	\$ 102,000	\$ -	\$ -	\$ -	\$ 45,142	\$ -	\$ -	\$ 45,142	44.26%
Computer Upgrade	700	-	-	-	-	-	-	-	0.00%
Vehicles/ITS	493,850	-	-	-	-	-	-	-	0.00%
Facility Improvements/Bus Stop Amenities	61,500	-	-	-	-	-	-	-	0.00%
Total Capital Service	\$ 658,050	\$ -	\$ -	\$ -	\$ 45,142	\$ -	\$ -	\$ 45,142	6.86%
10 Total Use of Resources	\$ 1,734,320	\$ 77,031	\$ 72,207	\$ 73,911	\$ 116,609	\$ 68,491	\$ 82,519	\$ 490,768	28.30%

**SOUTH COUNTY TRANSIT
OPERATING STATEMENT BY ROUTE - WEEKDAY AND TROLLEY
YEAR TO DATE THRU DECEMBER 2014**

	RT 21 PISMO & SHELL BEACH	RT 23 A.G. VILLAGE, A.G. H.S. & GRANDE AVE	RT 24 GROVER B. A.G. VILLAGE, PISMO & A.G.	RT 25 HIGH SCHOOL TRIPPER	RT 26 OCEANO SHOPPING SHELL BEACH	TOTAL WEEKDAY SERVICE	AVILA BEACH TROLLEY
REVENUES:							
FARES	19,128	17,444	16,408	4,834	-	57,814	2,841
TOTAL ROUTE REVENUES	19,128	17,444	16,408	4,834	-	57,814	2,841
EXPENDITURES:							
ADMINISTRATION	10,560	10,386	10,747	636	42	32,370	2,447
MARKETING	-	-	-	-	-	-	-
OPERATIONS/CONTINGENCY	62,422	61,408	63,528	3,693	324	191,375	13,360
FUEL	17,356	20,784	17,641	1,133	9	56,923	7,120
INSURANCE	9,551	11,438	9,707	610	6	31,312	3,504
TOTAL EXPENDITURES	99,890	104,016	101,623	6,071	380	311,980	26,432
FAREBOX RATIO	19.15%	16.77%	16.15%	79.62%	0.00%	18.53%	10.75%
RIDERSHIP	33,106	28,776	27,886	5,533	30	95,331	6,212
SERVICE MILES	23,583.40	28,232.00	23,970.00	1,581.90	15.10	77,382.40	8,558.00
SERVICE HOURS	1,569.06	1,543.14	1,596.83	89.59	6.00	4,804.62	411.84
RIDERS PER MILE	1.40	1.02	1.16	3.50	1.99	1.23	0.73
RIDERS PER HOUR	21.10	18.65	17.46	61.76	5.00	19.84	15.08
COST PER PASSENGER	3.02	3.61	3.64	1.10	12.67	3.27	4.25
SUBSIDY PER PASSENGER	2.44	3.01	3.06	0.22	12.67	2.67	3.80

**SOUTH COUNTY TRANSIT
OPERATING STATEMENT BY ROUTE - WEEKEND, TROLLEY, AND TOTAL
YEAR TO DATE THRU DECEMBER 2014**

	RT 21 - SAT PISMO & SHELL BEACH	RT 21 - SUN PISMO & SHELL BEACH	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	TOTAL SCT ONLY SERVICE	TOTAL SCT AND AVILA SERVICE
REVENUES:									
FARES	3,081	2,233	2,332	1,833	2,767	2,069	14,315	72,130	74,971
TOTAL ROUTE REVENUES	3,081	2,233	2,332	1,833	2,767	2,069	14,315	72,130	74,971
EXPENDITURES:									
ADMINISTRATION	1,908	1,748	1,930	1,779	1,942	1,779	11,086	43,457	45,904
MARKETING	-	-	-	-	-	-	-	-	-
OPERATIONS/CONTINGENCY	11,364	10,414	11,498	10,599	11,571	10,599	66,045	257,420	270,780
FUEL	3,191	2,925	3,681	3,374	3,244	2,973	19,388	76,310	83,431
INSURANCE	1,743	1,601	2,011	1,843	1,772	1,624	10,595	41,908	45,412
TOTAL EXPENDITURES	18,206	16,688	19,120	17,596	18,529	16,977	107,115	419,095	445,526
FAREBOX RATIO	16.92%	13.38%	12.19%	10.42%	14.93%	12.19%	13.36%	17.21%	16.83%
RIDERSHIP	4,864	3,484	3,608	2,646	4,336	3,126	22,064	117,395	123,607
SERVICE MILES	4,327.44	3,966.82	4,992.00	4,576.00	4,399.20	4,032.60	26,294.06	103,676.46	112,234.46
SERVICE HOURS	286.00	262.08	289.38	266.76	291.20	266.76	1,662.18	6,466.80	6,878.64
RIDERS PER MILE	1.12	0.88	0.72	0.58	0.99	0.78	0.84	1.13	1.10
RIDERS PER HOUR	17.01	13.29	12.47	9.92	14.89	11.72	13.27	18.15	17.97
COST PER PASSENGER	3.74	4.79	5.30	6.65	4.27	5.43	4.85	3.57	3.60
SUBSIDY PER PASSENGER	3.11	4.15	4.65	5.96	3.64	4.77	4.21	2.96	3.00

SOUTH COUNTY AREA TRANSIT
January 21, 2015
STAFF REPORT

AGENDA ITEM: **A-2**

TOPIC: **Free and Discounted Fare Programs Analysis**

ACTION: **Information**

PRESENTED BY: **Geoff Straw**

BACKGROUND/DISCUSSION:

This report will provide a summary of the successes and challenges of the various discounted fare programs offered by South County Transit. This information can be used to evaluate whether or not SCT should continue to offer the various discounted and fare-free programs currently offered. This information can also be used when evaluating special promotional programs (i.e., Summer Youth Ride Free) in the future.

SCT offers a number of traditional discounted fare programs also offered by transit agencies across America, as well as some novel ones. The most traditional discounted fare programs include:

1. **Half-fare for Senior Citizens and Disabled Riders.** Technically, this program is only mandated for recipients of FTA non-urbanized funds during non-peak travel periods. However, this type of program is almost universally honored throughout American – whether in an urbanized area or not.
2. **Multi-Day Discounted Passes.** Currently, SCT offers \$30 unlimited ride pass good for 31 days for general public riders, and \$15 for seniors and disabled riders. This equates to a roughly 40% discount, based on the \$1.25/\$0.60 fares and a typical 20 weekday month. In addition, a 7-day pass for \$14.00 is offered (no discount is provided for elderly or disabled riders).
3. **Multi-Ride Discounted Pass.** SCT currently offers a 20-ride general public punch pass for \$20 and a discounted senior/disabled pass for \$8.00. This equates to 20% and 33% discounts, respectively.
4. **Fare-Free Service for Runabout Riders.** This program is used by many transit agencies across America to avoid the very high cost of providing complementary ADA paratransit for those passenger trips that can be accommodated on fixed route services, including SCT, RTA, Paso Express and Santa Maria Area Transit in the region.

SCT also participates in a \$5.00 Regional Day Pass and Regional 31-Day Passes that are good for unlimited fixed route rides throughout the County. RTA shares this revenue on a monthly basis with each fixed route provider based on the relative number of boardings on each system.

Less traditional and more dynamic promotions in which SCT and other area transit providers participate include the *Summer Youth Ride Free* program that is developed annually by Regional Rideshare. Based on input from SCT and others, this promotion has been revised each of the past three summers to minimize the financial and operating impacts of the promotion. Until last year, SCT and RTA also participated in *Fare Free Tuesdays* during October Rideshare Month, but both agencies chose not to participate in October 2014 due to the operating and financial impacts of that promotion. These two programs and their various impacts have been presented by staff in previous meetings, so this analysis focuses on the static fare programs offered.

Another non-traditional but very popular fare program is the VIP program, which permits riders age 80 and older to ride free. The VIP program is honored by all transit agencies in the county, with the exception of Morro Bay Transit.

It should be noted that SCT does not offer a discounted fare or pass programs for youth in its service area. While not universally offered at all transit agencies across America, a variety discounted youth cash and/or pass program is offered by neighboring transit agencies (RTA, SLO Transit, Paso Express and SMAT) but not at all by SCT or Morro Bay Transit.

As presented in the accompanying tables, SCT boarded a total of 239,101 riders in FY13-14. Of those, 19,663 (8.2% of total) were fare-free riders. When the Summer Youth Ride Free total of 10,285 are removed, the remaining ADA and VIP free rides equated to 9,378 (3.9% of total) free rides. As shown in the table, Runabout ADA riders equaled 2,380 (1.0% of total) and VIP riders equaled 6,998 (2.9% of total) in FY13-14. In comparison, RTA provided 36,758 fare-free rides (4.8% of 763,614 boardings) in FY13-14.

The tables also depict discounted rider activity. In total, 48,462 discounted rides were provided by SCT in FY13-14, equating to 20.3% of all rides. When the fare-free and discounted rides are combined and deducted from the total ridership, slightly greater than three-quarters of riders pay the full-fare. This is a lower figure than that provided on RTA (75.8% for SCT and 71.5% for RTA). When looking at these data over the past three full fiscal years, it is clear that SCT's full vs. discounted/free fare experience is more stable than RTA's, which is showing increasing use of discounted fare media in comparison to SCT's.

STAFF RECOMMENDATION:

Accept this as an information item.

SCT Analysis of Free & Discounted Passenger Boardings								
Total Annual FR Boardings		213,620	234,690	239,101				
Annual Increase		N/A	9.9%	1.9%				
Runabout ADA (free)	FY11-12	FY12-13	FY13-14	VIP 80+ (free)	FY11-12	FY12-13	FY13-14	
Route 21	601	605	855	Route 21	2,518	2,013	1,924	
Route 22	90	298	213	Route 22	573	1,285	1,074	
Route 23	337	585	469	Route 23	1,696	968	1,609	
Route 24	649	832	839	Route 24	2,289	2,402	2,381	
Route 25	0	0	4	Route 25	1	5	10	
Total	1,677	2,320	2,380	Total	7,077	6,673	6,998	
Percent Annual Boardings	0.8%	1.0%	1.0%	Percent Annual Boardings	3.3%	2.8%	2.9%	
Summer Youth Ride Free	2012	2013	2014					
Total	19,657	20,051	10,285					
Percent Annual Boardings	9.2%	8.5%	4.3%					
Regional Discounted 31-Day Pass	FY11-12	FY12-13	FY13-14	SCT-Only Discounted 31-Day Pass	FY11-12	FY12-13	FY13-14	
Route 21	7,496	7,583	7,431	Route 21	2,198	2,085	2,447	
Route 22	897	1,380	850	Route 22	436	1,164	629	
Route 23	3,238	2,302	3,053	Route 23	1,268	931	995	
Route 24	5,375	6,535	6,727	Route 24	1,750	2,070	2,576	
Route 25	277	207	44	Route 25	6	244	364	
Total	17,283	18,007	18,105	Total	5,658	6,494	7,011	
Percent Annual Boardings	8.1%	7.7%	7.6%	Percent Annual Boardings	2.6%	2.8%	2.9%	
Combined Discounted 31-Day Passes	FY11-12	FY12-13	FY13-14					
Route 21	9,694	9,668	9,878					
Route 22	1,333	2,544	1,479					
Route 23	4,506	3,233	4,048					
Route 24	7,125	8,605	9,303					
Route 25	283	451	408					
Total	22,941	24,501	25,116					
Percent Annual Boardings	10.7%	10.4%	10.5%					
20-Ride Discounted Cash Card	FY11-12	FY12-13	FY13-14	Discounted Cash Fare	FY11-12	FY12-13	FY13-14	
Route 21	663	941	586	Route 21	7,245	6,873	7,825	
Route 22	122	147	168	Route 22	1,110	2,449	1,872	
Route 23	318	191	263	Route 23	3,137	2,448	4,203	
Route 24	822	1,027	643	Route 24	6,326	6,888	7,709	
Route 25	72	120	34	Route 25	21	37	43	
Total	1,997	2,426	1,694	Total	17,839	18,695	21,652	
Percent Annual Boardings	0.9%	1.0%	0.7%	Percent Annual Boardings	8.4%	8.0%	9.1%	
Combined Free Rides	FY11-12	FY12-13	FY13-14	Combined Discount Fare Rides	FY11-12	FY12-13	FY13-14	
Route 21	3,119	2,618	2,779	Route 21	17,602	17,482	18,289	
Route 22	663	1,583	1,287	Route 22	2,565	5,140	3,519	
Route 23	2,033	1,553	2,078	Route 23	7,961	5,872	8,514	
Route 24	2,938	3,234	3,220	Route 24	14,273	16,520	17,655	
Route 25	1	5	14	Route 25	376	608	485	
Summer Youth Ride Free	19,657	20,051	10,285	Total	42,777	45,622	48,462	
Total	28,411	29,044	19,663	Percent Annual Boardings	20.0%	19.4%	20.3%	
Percent Annual Boardings	13.3%	12.4%	8.2%					
Combined Free & Discounted Rides	FY11-12	FY12-13	FY13-14					
Route 21	20,721	20,100	21,068					
Route 22	3,228	6,723	4,806					
Route 23	9,994	7,425	10,592					
Route 24	17,211	19,754	20,875					
Route 25	377	613	499					
Summer Youth Ride Free	19,657	20,051	10,285					
Total	71,188	74,666	68,125					
Percent Annual Boardings	33.3%	31.8%	28.5%					

RTA Analysis of Free & Discounted Passenger Boardings									
Total Annual FR Boardings		687,936	734,743	763,614					
Annual Increase		N/A	6.8%	3.9%					
Runabout ADA (free)		FY11-12	FY12-13	FY13-14	VIP 80+ (free)		FY11-12	FY12-13	FY13-14
Route 9		1,512	1,680	2,176	Route 9		801	876	1,281
Route 10		933	2,263	2,399	Route 10		2,650	2,247	2,237
Route 12/14		798	1,936	1,644	Route 12/14		454	836	692
Route 15		288	269	241	Route 15		121	62	221
Others (11, 13, 80, 83)		375	0	8	Others (11, 13, 80, 83)		197	2	24
Total		3,906	6,148	6,468	Total		4,223	4,023	4,455
Percent Annual Boardings		0.6%	0.8%	0.8%	Percent Annual Boardings		0.6%	0.5%	0.6%
Summer Youth Ride Free		2012	2013	2014					
Total		30,820	39,058	25,835					
Percent Annual Boardings		4.5%	5.3%	3.4%					
Regional Discounted 31-Day Pass		FY11-12	FY12-13	FY13-14	RTA-Only Discounted 31-Day Pass		FY11-12	FY12-13	FY13-14
Route 9		15,260	20,970	19,537	Route 9		18,339	18,246	20,096
Route 10		19,190	18,356	18,884	Route 10		20,971	22,721	24,157
Route 12/14		2,166	21,602	23,081	Route 12/14		10,574	11,433	11,102
Route 15		16,332	2,373	2,695	Route 15		1,880	378	1,206
Others (11, 13, 80, 83)		4,250	241	247	Others (11, 13, 80, 83)		3,700	1,081	112
Total		57,198	63,542	64,444	Total		55,464	53,859	56,673
Percent Annual Boardings		8.3%	8.6%	8.4%	Percent Annual Boardings		8.1%	7.3%	7.4%
Combined Discounted 31-Day Passes		FY11-12	FY12-13	FY13-14					
Route 9		33,599	39,216	39,633					
Route 10		40,161	41,077	43,041					
Route 12/14		12,740	33,035	34,183					
Route 15		18,212	2,751	3,901					
Others (11, 13, 80, 83)		7,950	1,322	359					
Total		112,662	117,401	121,117					
Percent Annual Boardings		16.4%	16.0%	15.9%					
Single-Zone Discounted Cash Fare		FY11-12	FY12-13	FY13-14	Two-Zone Discounted Cash Fare		FY11-12	FY12-13	FY13-14
Route 9		5,113	7,078	9,109	Route 9		14,364	16,985	20,087
Route 10		1,008	893	931	Route 10		10,380	17,659	23,189
Route 12/14		655	3,521	2,987	Route 12/14		1,601	3,145	3,953
Route 15		858	943	1,243	Route 15		880	1,319	1,576
Others (11, 13, 80, 83)		1,287	444	568	Others (11, 13, 80, 83)		395	301	197
Total		8,921	12,879	14,838	Total		27,620	39,409	49,002
Percent Annual Boardings		1.3%	1.8%	1.9%	Percent Annual Boardings		4.0%	5.4%	6.4%
Three-Zone Discounted Cash Fare		FY11-12	FY12-13	FY13-14	Four-Zone Discounted Cash Fare		FY11-12	FY12-13	FY13-14
Route 9		3,119	3,247	4,159	Route 9		416	660	568
Route 10		2,967	5,000	5,617	Route 10		2,233	3,111	2,796
Route 12/14		3,427	7,501	7,933	Route 12/14		203	380	380
Route 15		800	126	144	Route 15		283	263	202
Others (11, 13, 80, 83)		1,741	1	5	Others (11, 13, 80, 83)		38	5	36
Total		12,054	15,875	17,858	Total		3,173	4,419	3,982
Percent Annual Boardings		1.8%	2.2%	2.3%	Percent Annual Boardings		0.5%	0.6%	0.5%
Combined Discounted Cash Fare		FY11-12	FY12-13	FY13-14					
Route 9		23,012	27,970	33,923					
Route 10		16,588	26,663	32,533					
Route 12/14		5,886	14,547	15,253					
Route 15		2,821	2,651	3,165					
Others (11, 13, 80, 83)		3,461	751	806					
Total		51,768	72,582	85,680					
Percent Annual Boardings		7.5%	9.9%	11.2%					
Combined Free Rides		FY11-12	FY12-13	FY13-14	Combined Discount Fare Rides		FY11-12	FY12-13	FY13-14
Route 9		2,313	2,556	3,457	Route 9		56,611	67,186	73,556
Route 10		3,583	4,510	4,636	Route 10		56,749	67,740	75,574
Route 12/14		1,252	2,772	2,336	Route 12/14		18,626	47,582	49,436
Route 15		409	331	462	Route 15		21,033	5,402	7,066
Others (11, 13, 80, 83)		572	2	32	Others (11, 13, 80, 83)		11,411	2,073	1,165
Summer Youth Ride Free		30,820	39,058	25,835	Total		164,430	189,983	206,797
Total		38,949	49,229	36,758	Percent Annual Boardings		23.9%	25.9%	27.1%
Percent Annual Boardings		5.7%	6.7%	4.8%					
Combined Free & Discounted Rides		FY11-12	FY12-13	FY13-14					
Route 9		58,924	69,742	77,013					
Route 10		60,332	72,250	80,210					
Route 12/14		19,878	50,354	51,772					
Route 15		21,442	5,733	7,528					
Others (11, 13, 80, 83)		11,983	2,075	1,197					
Summer Youth Ride Free		30,820	39,058	25,835					
Total		203,379	239,212	243,555					
Percent Annual Boardings		29.6%	32.6%	31.9%					

SOUTH COUNTY TRANSIT

January 21, 2015

STAFF REPORT

AGENDA ITEM: B-1

TOPIC: Fiscal Year 2015-16 SCT Budget Assumptions

ACTION: Review and Approve

PRESENTED BY: Geoff Straw, SCT Administrator

EXECUTIVE COMMITTEE RECOMMENDATION:

BACKGROUND:

Each year in connection with the annual budget process, staff reviews SCT 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 2015-16, staff is recommending – in conjunction with a slight fare structure change – implementation of a new weekday peak-period route that would improve connectivity between the Oceano area and major activity centers along the US-101 corridor on or about July 1, 2015.

The following are the staff recommended FY15-16 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 and improve service levels and hours of service that meet the demand of our customers and communities through the effective and efficient delivery of SCT Fixed Route core services, as well as contracted Senior Shuttle and Trolley services.
- Monitor the Strategic Business Plan adopted in October 2014 detailing goals and objectives, as well as performance measures.
- Continue to monitor reserves for the FY15-16 budget cycle using the adopted policy from April 2014.
- Continue to work with the SLOCOG Efficiencies Committee in evaluating region-wide service efficiencies, particularly those that will help SCT achieve the required minimum 20% farebox recovery ratio.

- Develop and implement an SCT-focused marketing plan.
- Work on addressing findings on current transportation options as identified in the Transit Needs Assessment, notably trying to address the long and circuitous route in Oceano. Review the possible addition of a Route 26, as tested on December 3, 2014, linking Oceano more directly to employment and shopping centers.

BUDGET ASSUMPTIONS

Revenue

- To assist SCT in achieving the TDA-mandated 20% minimum farebox recovery ratio, and as approved during the October 2014 Board Meeting, staff will be conducting workshops and will be bringing a recommendation back to the Board for a potential fare increase during the latter part of FY14-15. Staff anticipates that the overall financial impact will be moderate due to ridership losses that would occur with a fare increase. However, to be fiscally conservative, staff is assuming no overall growth in fare revenues for FY15-16.
- SCT received just over \$101,000 in STA funding in FY14-15. Staff will work with SLOCOG staff to determine a conservative figure for FY15-16.
- Federal Transit Administration (FTA) Section 5307 operating funding will be budgeted at 45% of allowable operating expenditures less farebox revenue.
- To partially fund the new Route 26 service, SCT will submit a Low-Carbon Transit Grant application for the maximum amount permitted (approximately \$100,000). The Oceano area's demographic profile suggests this new service will rank relatively high in San Luis Obispo County.
- TDA revenue will be budgeted at approximately \$380,000 for base Routes 21, 23, 24 and 25 operations. In comparison, the FY12-13 budget was \$677,788, prior to SCT receiving FTA Section 5307 funds.
- TDA revenue, net of new fares and Low-Carbon Transit Grant (of approximately \$100,000), for the new Route 26 service would be approximately \$20,000.
- 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 core fixed route and the senior shuttle will be budgeted at current levels.
- Assuming SCT is successful in attaining a Low-Carbon Transit Grant of \$100,000, the new Route 26 service will be added, focusing on the following weekday periods: 7:00AM to 10:00AM, and 4:00PM to 7:00PM.
- The Beach Trolley will operate from late-April through mid-October Thursday through Sunday, similar to what was implemented in April 2012. The Avila Fish and Farmer's Market Trolley will operate on Friday evenings from April to September. These services are provided through a contract from RTA and funded through the County.
- Staff is reviewing the hourly wage scale and recommends that any annual increases funded by the SCT Board be split into two elements: an inflationary increase that is provided on July 1st of each year, and a merit increase that is provided on each employee's anniversary date. Only those employees in good standing (i.e., not on probation for cause) and who have worked a minimum number of annual hours would be eligible for either increase element.
- Fuel consumption and price will be budgeted conservatively; diesel fuel will be budgeted at \$4.00 per gallon (which is lower than the \$4.25 amount budgeted in the last two fiscal years) and miles per gallon figures for each vehicle type will be derived from RTA's computerized maintenance software program.
- SCT staff will continue to work with other transit agency staff to achieve feasible economies of scale in providing 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 May 1, 2015 through April 30, 2016 rates. Estimates should be received from CalTIP in time to include in the SCT April 2015 draft budget. Although the number SCT losses based on mileage has been lower than the pool average, the pool has experienced some negative claims development.
- Health insurance premiums are projected to increase 8% in comparison to current rates. This will have a minimal impact on the budget due to the low number of employees under the plan. At this time, the Affordable Care Act has no impact on the budget, since SCT employs fewer than 50 employees. Nonetheless, staff will continue to monitor legislation should that provision change.
- Operations facility rental costs will not increase based on the lease agreement that was executed with SLO County on July 1, 2011. This will be the final year of

a five year lease. Staff will explore exercising lease extension options as well as alternative locations.

- As part of the SCT and RTA budget making process, staff will continue to evaluate the pass-through charges for SCT Administration and Maintenance, with a minimum CPI increase projected.

CAPITAL

- Carryover some capital projects that may not be completed, including the facility improvements/bus stop amenities line item. Depending on the implementation, a portion of the ITS funds may need to be carried over as well.
- Staff is reviewing improvements needed to the facility and will providing estimated budgets for a number of projects that have been identified for the facility to ensure a safe work environment.
- Include a capital budget that includes a projection for the four future fiscal years to help identify upcoming projects.

BUDGET CALENDAR

January 21	Board review and approval of FY15-16 budget assumptions
April 7	Draft FY15-16 Budget presentation to Executive Committee
April 22	Final Board Budget presentation and Board adoption of FY15-16 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.

DRAFT
SOUTH COUNTY TRANSIT
MINUTES OF October 22, 2014 BOARD MEETING
City of Arroyo Grande City Council Chambers
C-1

Directors Present:	Jim Guthrie, Chairperson Shelly Higginbotham, Vice Chair Caren Ray	City Council Member, Arroyo Grande City of Pismo Beach County Supervisor, District 4
Directors Absent:	Bill Nicolls	City Council Member, Grover Beach
Staff Present:	Geoff Straw Coleen Kubel Phil Moores Tania Arnold	Administrator SCT Lead Operations Supervisor Manager, Operations RTA CFO and Director of Administration

CALL TO ORDER AND ROLL CALL: Chairperson Jim Guthrie called the meeting to order at 1:35 p.m. Roll call was taken; a quorum was present.

PUBLIC COMMENT: Chairperson Guthrie asked for public comment on non-agenda items.

Mr. Leonardo Pucci, said he would like to schedule some time at the next meeting to discuss some information he has compiled over the last three years of working for South County Transit. I need more than three minutes. I will submit a written report for the Board to consider in tandem with the discussion.

Ms. Alicia Siebel, YMCA, has been part of the SLO day camps for the last 10 years and experienced first-hand how the youth ride free campaign has had on the YMCA programs. It has improved opportunities for youth to get out and participate in activities outside of the classroom. It has also helped changed the point of view of public transit among youth and parents. The kids have so much fun on the bus and are bringing schedules home to teach their parents how to use the system. Many are now using public transit. I hope you will keep this program alive so it continues to create a new generation of bus riders.

Ms. Nicole Mayfield, YMCA, spoke on the benefit of public transportation to youth in general and the YMCA specifically. Children are discovering the community and having fun. Without public transportation around the community, the YMCA, children, and community will be negatively impacted.

Chairperson Guthrie closed public comment.

A. INFORMATION AGENDA:

A-1 Administrator's Report: **Mr. Geoff Straw** presented the Administrator's Report and detailed information related to Youth Ride Free. Staff had a session with Gillig Corporation to finalize minor changes to the build specifications for SCT's fourth new low-floor bus. That bus should arrive in March or April 2015.

SCT also took delivery of a new wheelchair-accessible minivan in September. This replaced an old Taurus that was purchased from SLO County and is no longer reliable.

Youth Ride Free ridership numbers are down about 25% over previous years, but some of that is due to how we offered the service, which was shortened to June 15 through August 15, 2014. Staff worked closely with YMCA and SLO Transit on training and group ride coordination. Our plan is to bring a proposed plan for next summer at the January Board meeting.

Mr. Straw introduced **Ms. Mary Gardner**, the new Marketing and Community Relations Manager.

Staff is pleased to report no material weaknesses in the FY13-14 Fiscal and Compliance Audit. Farebox revenues were higher than budgeted and operating expenses were below budget. We carried forward the surplus to the current fiscal year. The final farebox recovery ratio achieved by SCT fixed routes was 16.55%. Year-end ridership totaled a record 239,101. However, we are seeing a slowing trend in ridership growth. Routes 22 and 23 were combined into a single route in February 2014.

The year-to-date farebox recovery ratio rose to 20.19%. Staff will continue to monitor this trend. Ridership declined by 8.4% over the previous year.

SCT Bus 204 was severely damaged when an employee backed into a fixed object. The damage exceeds the \$3,000 threshold for fixing. However, RTA maintenance staff is evaluating if a part from one of RTA's salvaged buses can be used to fix it in-house.

Staff conducted a SCT Driver's Forum on September 8. Several topics were discussed, including SCT proposed route changes and RTA maintenance staff and road supervisor response times. Bus operators requested that all COLA and longevity wage increases be implemented on July 1 of each year instead of on the employee's anniversary date. We will monetize this request and bring back a recommendation for review at an upcoming meeting.

A new Route 26 concept will be tested on December 3. The idea is to connect the Oceano area with Ramona Garden Park, Pismo Beach Premium Outlet Transit Center, and Shell Beach during peak commute times. SLOCOG will have its regional meeting in Grover Beach on December 3. We will market this program through many venues. If staff implements this as a regular route, it would restart the three-year clock to meet the 20% farebox recovery ratio mandate. We will have someone riding on the bus to get some feedback and demographic information from the riders. We will monitor where people get on and off the bus, as well as on-time performance. The rides on this test route will be free.

Mr. Straw concluded his report.

Director Shelly Higginbotham said she has received several letters and emails from groups and individuals regarding the Youth Ride Free promotion and how it is a critical part of their programs. YRF ridership is down for FY13-14, but they do not pay the fare. I would like to see what the financial implications may be. **Mr. Straw** said staff will run an analysis and bring this information back at the January meeting.

Chairperson Guthrie inquired about capturing new riders by providing more direct service. How many people won't ride the bus because it isn't fast enough? **Mr. Straw** said he thought there were some choice riders we can capture with this new route.

Chairperson Guthrie closed Board and public comment.

B. ACTION AGENDA

B-1 Strategic Business Plan (Accept): **Mr. Straw** said this plan presents guiding principles of performance measures and is based upon the goals and objectives outlined in the 2011 Short Range Transit Plan. The Strategic Business Plan includes a Mission Statement and Vision Statement. It is modeled after the plan created for RTA in 2010. There are six objectives with 4-6 standards under each one. The SCT Executive Committee recommended approval of the 2015-2017 Strategic Business Plan with the caveat that it be reviewed and revised as needed. The Committee also recommended that it be scheduled for formal review in 18 months.

Mr. Straw concluded his report.

Chairperson Guthrie opened Board and public comment.

Director Higginbotham said it was good the document addresses concerns about MAP-21 funds disappearing and possible future fiscal shortcomings. There are a lot of unknowns in transit. The document looks good.

Chairperson Guthrie asked about the process of reporting back to the Board on the goals and objectives. **Mr. Straw** said RTA typically reports back quarterly on items staff is not achieving or have done a great job accomplishing. Annually we report on the subjective goals.

Chairperson Guthrie closed Board and public comment.

Director Caren Ray moved to approve the Item B-1. **Director Higginbotham** seconded and the motion carried on a roll call vote with **Director Bill Nicholls** absent.

B-2 SCT Rebranding (Accept): **Mr. Straw** said this has been an ongoing project for quite some time. Staff is now working on replacing old, worn-out bus stop signs. We received a grant to replace every SCT bus stop sign. This presents an opportunity to change the logo and rename the agency to "Five Cities Area Transit" with a "5CAT" brand. He presented two options.

Option 1 would implement the rebranding now, in FY14-15. He outlined some of the communication efforts required to implement branding efforts. Staff estimates that an additional \$22,800 would be needed. Therefore, a budget amendment is required.

Option 2 delays the rebranding effort until FY15-16. This would allow the Board to consider costs and benefits of a rebranding effort as part of the normal budget-making process. The drawback is that the three shared SCT/RTA bus stops could ongoing passenger confusion. For example, the Pismo Beach Premium Outlets stop.

The Logo Committee supported the idea of a name change and favored the logo on page B-2-7 with the “wheels”.

Staff recommendation is to pursue Option 1.

Mr. Straw concluded his report.

Chairperson Guthrie opened Board and public comment.

Director Ray voiced concerns about rolling out a new logo at the same time as we implement new fares. This may reflect negatively on the agency and the reasons for raising rates. **Mr. Straw** said Item B-3 will discuss raising fares when we roll out Route 26. All three would come together. **Director Ray** thought Option 2 would allow the Board and logo subcommittee more time to consider branding. **Mr. Straw** said there is a three-year horizon to use the grant funds. However, many of the bus stop signs are very faded and do not currently meet ADA requirements.

Board Member Higginbotham suggested we could keep the SCT name and logo.

Chairperson Guthrie discussed the new route 26 and how it is focused on commuters. He noted some concerns about “Five Cities” branding. He said it would be nice to launch the new route and branding simultaneously.

Chairperson Guthrie closed Board and public comment.

Director Ray moved to approve the Option 2 of Item B-2, delaying the rebranding until FY 15-16, and appointing a new subcommittee member in January. **Director Higginbotham** seconded, adding to the motion that current shared stops needing immediate attention be fixed now. The motion carried on a roll call vote with **Director Nicholls** absent.

B-3 Public Outreach for SCT Fare Increase (Accept): **Mr. Straw** presented a public outreach plan for the proposed SCT fare increase. This was initially presented to the Board at the April 23, 2014 meeting. SCT must achieve a 20% farebox recovery ratio by the end of FY17-18 to avoid TDA penalties. He reviewed three broad solutions to minimize or eliminate a financial penalty.

He then proposed conducting public outreach to increase the general cash fare from \$1.25 to \$1.50 to be implemented on July 1, 2015. The SCT 31-day pass will increase to \$37 general and \$18.50 discounted; and 20-Ride passes increasing to \$24 general and \$12 discounted, effective July 1, 2015. Staff also proposes eliminating transfers and creating a \$3.00 SCT Day Pass, effective July 1. He also noted staff is already working to increase advertising revenue, which can be directly applied to the FRR.

Staff identified a two-tier public input process on the proposed fare program changes. They are to present these proposals on each jurisdiction's agenda during March and April 2015. Staff will also conduct a public workshop at the Ramon Garden Community Center, post notices on the buses and place an ad in the paper.

Staff recommendation is to allow staff to make a presentation at each jurisdiction's governing body meeting, conduct a public workshop on proposed SCT fare increases, and present a summary of input at the public hearing to be conducted at the April 22 Board meeting.

Mr. Straw concluded his report.

Chairperson Guthrie opened Board and public comment.

Director Higginbotham inquired about the last fare increase. **Chairperson Guthrie** said he thought it was in 2010. **Director Higginbotham** said people can currently transfer within the SCT system for free up to two times—at Ramona Garden Park and Pismo Premium Outlets. **Mr. Straw** noted riders cannot ride a complete loop for free.

Chairperson Guthrie closed Board and public comment.

Director Higginbotham moved to approve the Public Outreach plan as indicated in Item B-3. **Director Ray** seconded and the motion carried on a roll call vote with **Director Nicholls** absent.

C. CONSENT AGENDA:

Chairperson Guthrie opened Board and public comment on any items listed on Consent.

- C-1 SCT Minutes of July 23, 2014 (Approve)
- C-2 SCT Purchasing Policy and Procedures Manual (Approve)
- C-3 Accept Proposition 1B Funds for Bus Purchase (Approve)
- C-4 Authorize Application for Proposition 1B Funds (Approve)

Director Higginbotham moved to approve the Consent Agenda. **Chairperson Guthrie** seconded and the motion carried on a roll call vote with **Director Nicholls** absent.

D. DIRECTORS' COMMENTS: **Director Higginbotham** said she's had requests to improve lighting at the Spyglass stop. How should this be addressed? **Mr. Straw** said solar lighting might be a good solution. We do have funding available but this is not a 100% transit issue. This is likely a PG&E issue. **Chairperson Guthrie** said PG&E can take a very long time to put up a light. **Director Higginbotham** said she contact PG&E as a city council member and SCT Board member and request lighting at this stop. **Mr. Phil Moores** suggested staff place solar lighting there for the interim.

Director Higginbotham inquired how the Board would like to address the request made at public comment. **Mr. Straw** suggested **Mr. Puccini** come to the January Executive Committee meeting and make a presentation. The committee will decide if the concerns should be agendized.

Director Ray thanked RTA staff for working with the VFW to help provide free Dial-A-Ride passes to Nipomo Veterans who cannot afford the cost.

E. EXECUTIVE COMMITTEE MEMBERS' COMMENTS:

F. ADJOURNMENT: The meeting was adjourned at 2:46 p.m.

Respectfully submitted, Anna Mafort-Lacy, Administrative Assistant

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

January 21, 2015

STAFF REPORT

AGENDA ITEM: C-2

TOPIC: Agreement for Security Camera Installation, Maintenance and Access at the Ramona Gardens Park Transit Center

PRESENTED BY: Geoff Straw

STAFF RECOMMENDATION: Authorize SCT Administrator to Sign the Agreement

BACKGROUND/DISCUSSION:

Due to ongoing security concerns at the Ramona Gardens Park Transit Center, South County Transit has requested and identified the need for a remotely-monitored security camera system at the Ramona Gardens Park transit center. Staff has worked with the City of Grover Beach to identify solutions.

Staff has identified \$11,992 of Section 5307 FTA from the Arroyo Grande/Grover Beach Urbanized Area funding combined with \$2,998 in Supplemental Law Enforcement Services Account funding from the City of Grover Beach to procure a two-pod camera surveillance system from Security Lines US for installation at the Ramona Gardens Park transit center.

The City of Grover Beach will be responsible for installation, maintenance and provision of electrical power and an internet connection to the two-pod camera surveillance system for the term of this Contract. The RTA Board of Directors directed its Executive Director to sign the agreement at its January 7th meeting.

Staff Recommendation

Staff requests the Board's concurrence to authorize the SCT Administrator to sign the agreement for security camera installation, maintenance and access at the Ramona Gardens Park Transit Center. No additional funds are being requested.

AGREEMENT FOR SECURITY CAMERA INSTALLATION, MAINTENANCE, AND ACCESS AT THE RAMONA GARDENS PARK TRANSIT CENTER

THIS CONTRACT is made and entered on this _____ day of _____, 2015 by and between the San Luis Obispo Regional Transit Authority (RTA), South County Transit (SCT), and the City of Grover Beach (CITY).

WITNESSETH:

WHEREAS, the CITY Police Department and SCT have identified the need for a remotely-monitored security camera system at the Ramona Gardens Park transit center; and

WHEREAS, both CITY and SCT have determined that a two-pod camera security system would provide additional needed security at the Ramona Gardens Park transit center in the most cost efficient manner; and

WHEREAS, RTA is the designated grant recipient for Federal Transit Administration (FTA) Section 5307 funding available to public transportation providers in San Luis Obispo County as further described in that Memorandum of Understanding between the San Luis Obispo Council of Governments and RTA and SCT dated October 17, 2012; and

WHEREAS, RTA proposes to use \$11,992.00 of Section 5307 FTA funding combined with \$2,998.00 in Supplemental Law Enforcement Services Account funding from the CITY to procure a two-pod camera surveillance system from Security Lines US for installation at the Ramona Gardens Park transit center; and

WHEREAS, CITY will be responsible for , installation, maintenance and provision of electrical power and an internet connection to the two-pod camera surveillance system for the term of this Contract.

NOW THEREFORE, the parties do mutually agree to the following:

1. The Equipment To Be Purchased

RTA will purchase from Security Lines US, or an equivalent vendor, two (2) i4-POD-P portable surveillance pods that use four cameras and DVR encased in a single box (hereinafter "Equipment").

2. Funding The Equipment Purchase

RTA will use up to \$11,992.00 in FTA section 5307 grant funding, which will be combined with \$2,998.00 in Supplemental Law Enforcement Services Account grant funding from the CITY, in order to purchase the Equipment.

3. Installation Of The Equipment

CITY shall install the Equipment at or adjacent to the Ramona Gardens Park transit center so that the passenger waiting area is plainly viewed.

4. Remote Access To the Camera Recordings

Both the RTA dispatch center and the CITY Police Department dispatch center shall have continuous and real-time access to all camera recordings at the Ramona Gardens Park transit transfer center through an internet connection. The internet connection will be accessed via a password that will allow viewing, downloading, zooming-in and panning of the cameras. RTA will be provided with five of the total fifteen passwords and CITY will be provided the remaining ten.

5. Installation Cost and Continuing Costs

CITY shall be responsible for all installation costs and maintenance costs for the term of this Contract. Maintenance costs shall include but are not limited to the cost of providing electrical power and an internet connection to the Equipment.

6. Term and Termination

The term of this Contract commences when signed by an authorized representative from each of the parties and expires by its own terms three years after that. The City shall own the Equipment upon the completion of the full term of the agreement. During this term, either party may terminate this agreement for any reason by providing thirty days written notice to the other parties. Upon termination by the City prior to the end of the term, CITY shall take whatever measures are necessary to remove and deliver the Equipment to RTA. Upon termination by RTA prior to the end of the term, RTA shall be responsible for removal of the Equipment. If not removed by RTA in 15 days after the pre-term termination date, the Equipment shall become the property of the City.

7. Change in Terms

This Contract shall be amended or modified only by mutual written agreement of the parties.

8. Mutual Indemnification

Each party to this Contract shall indemnify, defend and hold harmless the others hereto and they and their affiliated entities' officers, agents and employees, from any and all claims, demands, losses, damages, and liabilities of any kind or nature, including attorney's fees, which arise solely by virtue of its own negligent acts or omissions (either directly or through or by its officers, agents or employees) in connection with its duties and obligations under this Contract.

9. Notification

All notices and communications regarding interpretation of the terms of this Contract and changes thereto, shall be effected by the mailing thereof by registered or certified mail, return receipt requested, postage prepaid, and addressed as follows:

**RTA-San Luis Obispo Regional Transit Authority
SCT-South County Transit**

Omar McPherson
Grants Manager
179 Cross St. Suite A
San Luis Obispo, CA 93401

City of Grover Beach

Robert Perrault
City Manager
154 S. Eighth St.
Grover Beach, CA 93433

SIGNATURES

RTA & SCT

CITY

Geoff Straw
RTA Executive Director
SCT Administrator

Robert Perrault, City Manager
City of Grover Beach

Dated: _____

Dated: _____

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

APPROVED AS TO FORM
AND LEGAL EFFECT
MARTIN D. KOCZANOWICZ
City Attorney for Grover Beach

By: _____
Assistant County Counsel

By: _____
City Attorney

Date: _____

Date: _____

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SOUTH COUNTY TRANSIT

January 21, 2015

STAFF REPORT

AGENDA ITEM:	C-3
TOPIC:	State of California Low-Carbon Transit Grant Program
ACTION:	Approve
PRESENTED BY:	Geoff Straw, Administrator
STAFF RECOMMENDATION:	Resolution Authorizing the Administrator to Submit an Application for Low-Carbon Transit Grant Program Funds

The Low-Carbon Transit Operations Program is one of several programs funded as part of State of California FY14-15 budget which have a goal of reduced greenhouse gas emissions and achievement of other benefits. These programs are funded by auction proceeds from the California Air Resource Board's Cap-and-Trade Program, with proceeds deposited into the Greenhouse Gas Reduction Fund. The Low-Carbon Transit Operations Program will receive \$25 million in FY14-15 and 5 percent will be continuously appropriated annually beginning in FY15-16.

There is an estimated \$100,000 available in the County in FY15-16. Eligible recipients of the Low Carbon Transit Operations funds include RTA, South County Transit, SLO Transit, Paso Express, Atascadero Dial-A-Ride, Morro Bay Transit and SLOCAT. Eligible projects will support new or expanded bus services, or expanded intermodal transit facilities, and may include equipment acquisition, fueling, and maintenance and other costs to operate those services or facilities, with each project reducing greenhouse gas emissions.

Staff is requesting authorization to submit a grant application of up to \$100,000 for the purchase of various materials, supplies, equipment, and/or operations costs. Staff recommends approval of the attached resolution.

**SOUTH COUNTY TRANSIT
RESOLUTION NO. 15-_____**

**A RESOLUTION OF THE SOUTH COUNTY TRANSIT BOARD OF
DIRECTORS, AUTHORIZING SUBMITTAL OF A GRANT APPLICATION
TO THE STATE OF CALIFORNIA
LOW-CARBON TRANSIT OPERATIONS PROGRAM**

WHEREAS, South County Transit is an eligible applicant for Low-Carbon Transit Operations funds; and,

WHEREAS, South County Transit is in need of various materials, supplies, and equipment, all of which are eligible for purchase under the Low-Carbon Transit Operations Program; and

WHEREAS, South County Transit will continue to provide fixed route and complementary ADA services in the southern portion of San Luis Obispo County; and

WHEREAS, South County Transit is seeking grant funding to optimize the use of local TDA funds provided by the various agencies included in the Joint Powers Agency Agreement; and

WHEREAS, South County Transit is requesting up to **\$100,000** from the Low Carbon Transit Operations Program to support new or expanded bus services with the goal of reducing greenhouse gas emissions.

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the South County Transit Board of Directors authorizes the Administrator to submit a proposal to the State of California Low Carbon Transit Operations Program of up to **\$100,000** for the purchase of various materials, supplies and equipment.

BE IT FURTHER RESOLVED, that the President of the Board is directed to sign this resolution to authorize the submittal of said funding requests.

BE IT FURTHER RESOLVED, that the Administrator is hereby authorized to submit said funding requests.

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

AYES:

NOES:

ABSENT:

ABSTAINING:

The foregoing resolution is hereby adopted this 21st day of January 2015.

Jim Guthrie, President
South County Transit

ATTEST:

Geoff Straw, Administrator
South County Transit

APPROVED AS TO FORM AND LEGAL EFFECT:

Rita L. Neal
County Counsel

By: _____
Timothy McNulty, Counsel
South County Transit

Date: _____

Low Carbon Transit Operations Program

Fact Sheet

Background and Funding: The Low Carbon Transit Operations Program is one of several programs funded as part of 2014-15 State of California budget (by Senate Bill 852 and Senate Bill 862) which have a goal of reduced greenhouse gas emissions and achievement of other benefits. These programs are funded by auction proceeds from the California Air Resource Board's Cap-and-Trade Program, with proceeds deposited into the Greenhouse Gas Reduction Fund. The following chart lists the programs funded by revenues in the Greenhouse Gas Reduction Fund, and the amount of each program's funding in 2014-15, and as an ongoing share of Greenhouse Gas Reduction Funds, where applicable. The Low Carbon Transit Operations Program will receive \$25 million in 2014-15 and 5 percent will be continuously appropriated annually beginning in 2015-16.

Category	Department	Program	2014-15	On-going
Sustainable Communities and Clean Transportation	High-Speed Rail Authority	High-Speed Rail Project	\$250 m	25%
	State Control Office/Caltrans	Low Carbon Transit Operations Program	\$25 m	5%
	CalSTA/ Caltrans	Transit and Intercity Rail Capital Program	\$25 m	10%
	Strategic Growth Council	Affordable Housing and Sustainable Communities Program	\$130 m	20%
	Air Resources Board	Low Carbon Transportation	\$200 m	
Energy Efficiency and Clean Energy	Dept. of Community Services and Development	Energy efficiency Upgrades/Weatherization	\$75 m	
	Energy Commission	Energy Efficiency for Public Buildings	\$20 m	
	Dept. of Food and Agriculture	Agricultural Energy and Operational Efficiency	\$ 15 m	
Natural Resources and Waste Diversion	Dept. of Fish and Wildlife	Wetlands and Watershed Restoration	\$25 m	
	Dept. of Forestry and Fire protection	Fire Prevention and Urban Forestry Projects	\$42 m	
	Cal Recycle	Waste Diversion	\$25 m	

Legislative History: Prior legislation established state goals to reduce greenhouse gas emissions and created tools to achieve these reductions.

- Assembly Bill 32 (2006) set greenhouse gas reduction targets and authorized the Cap-and-Trade Program at the Air Resources Board
- Senate Bill 375 (2008) and Senate Bill 391 (2009) require sustainable communities strategies be included in regional transportation plans and the statewide transportation plan
- Assembly Bill 3034 (2008) placed Proposition 1A before voters, which provides bond funding to reduce greenhouse gas emissions through rail investments, including the high-speed rail project

Program Goals and Eligible Projects: Senate Bill 862 created the Low Carbon Transit Operations Program and describes program goals and eligible projects. Approved projects will support new or expanded bus or rail services, or expanded intermodal transit facilities, and may include equipment acquisition, fueling, and maintenance and other costs to operate those services or facilities, with each project reducing greenhouse gas emissions.

Disadvantaged-Community Benefits: Legislation Passed in 2011, Senate Bill 535, requires that programs funded from revenues in the Greenhouse Gas Reduction Fund result in benefits to disadvantaged communities. The designation of “disadvantaged communities” is assigned to the California Environmental Protection Agency, and the establishment of guidelines for qualifying expenditures is assigned to the California Air Resources Board. The Low Carbon Transit Operations Program will target grants so that at least 50 percent of project expenditures will benefit disadvantaged communities in agencies that include communities designated as disadvantaged.

Program Guidelines and Public Input: Senate Bill 862 directs the Department of Transportation (Caltrans), in coordination with the State Air Resources Board, to develop guidelines describing methodologies to meet criteria for the Low Carbon Transit Operations Program. Public workshops to receive input prior to the development of guidelines are being held in August. Caltrans will also present draft guidelines for review by the Strategic Growth Council.

Roles and Responsibilities of State Agencies: Caltrans, in coordination with the Air Resources Board, shall determine the eligibility of the proposed project based on the documentation provided by the recipient transit agency to ensure compliance with the guidelines. Caltrans will then notify the State Controller of approved expenditures for each transit agency, and the amount of the allocation for each agency determined to be available at the time of approval.

Timeline: The Administration will release draft guidelines for comment in the fall of 2014, with guidelines finalized and review of projects funding allocation for projects planned in the first half of calendar year 2015.

Questions or comments may be directed to the Division of Rail and Mass Transportation at (916)653-3060.

Written comments on LCTOP may be directed to lctopcomments@dot.ca.gov.