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BOARD AGENDA

Wednesday, April 18, 2012
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: John Shoals

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.

A. INFORMATION AGENDA

A-1 Executive Director's Report (Receive)

B. ACTION AGENDA

B-1 Board Approval for 2012/2013 Avila Trolley Operations (Adopt)

B-2 Fiscal Year 2013 Operating and Capital Budget (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 Appoint Phil Moores as SCAT Representative on RTAC (Approve)

C-2 SCAT Minutes of January 18, 2012 (Approve)

C-3 Resolution formalizing and updating the signatory authority for SCAT local bank accounts and LAIF (Approve by Roll Call Vote)

D. DIRECTORS' COMMENTS

E. EXECUTIVE COMMITTEE MEMBERS' COMMENTS

ADJOURNMENT

Next South County Area Transit Board meeting July 18, 2012

SOUTH COUNTY AREA TRANSIT

April 18, 2012

STAFF REPORT

AGENDA ITEM: A-1

TOPIC: Executive Director's Report

PRESENTED BY: Geoff Straw

STAFF RECOMMENDATION: Information

BACKGROUND/DISCUSSION:

Operations:

The Halcyon Park & Ride improvement project is still underway and the temporary bus stop is in place until further notice. Since the paving must be completed at night to comply with Caltrans rules, the contractor must wait until the overnight temperature reaches 50 degrees so that the asphalt will cure correctly. We are expecting the project to be completed in mid- to late-May. In the meantime, we believe many park-n-riders are parking at the Pismo Premium Outlets instead, which is impacting their employee parking. We will continue to monitor this issue and work with Jennifer Dance, the new Outlets site manager.

Staff is looking at alternative methods of washing the SCAT buses. Currently, staff members drive buses to a coin-operated wash system in Grover Beach. SCAT and RTA staff will attempt to find alternative methods and report back to the Board in the coming months.

Staff is also looking to improve operations at the Pismo Premium Outlets transfer facility. Currently, up to four SCAT and RTA buses "pulse" at this facility hourly, which causes the last bus in the queue to slightly block the northern access from the Outlets facility onto Five Cities Drive. In addition, the Avila Trolley would add to this congestion if four day per week service is implemented during the peak seasons. We will continue to work with Outlets and City of Pismo Beach staff to develop feasible alternatives.

Staff is working with City of Arroyo Grande officials to improve bus access at the City Hall bus stop. SCAT staff is recommending that the bus stop be move two parking spots toward the east (essentially trading for two new parking spots toward the west). Other slight improvements would be required, including relocation of the bench and flower pots, and painting the curb. Unless I am instructed otherwise by the SCAT Board, I will formally submit a request to Arroyo Grande officials so that they can proceed with its process of working with potentially impacted neighboring properties.

Service Planning:

RTA and SCAT staff members are working cooperatively to plan RTA schedule changes to improve on-time performance of the RTA Route 10 service, while also minimizing impacts to passengers transferring between the two systems. Any final service changes will be implemented along with other RTA service changes planned for June 10, 2012.

Avila Trolley Update:

Friday night service to the Avila Beach Fish & Farmer's Market was restarted on April 6th. As you know, we extended Avila Trolley service to the Pismo Premium Outlets in November 2011, which results in improved access to SCAT routes and RTA Route 10 services. However, weekend Avila Trolley ridership remains low during the non-summer months. As such, we are currently seeking input on replacing year-round weekend Avila Trolley service with focused four days per week service from Memorial Day through Labor Day.

Marketing:

Staff is finalizing the "gas grouch" marketing campaign to induce private auto drivers to instead ride SCAT bus services. This bus "mini-wrap" decal program will provide eye-grabbing images on the side of SCAT buses that should generate strong interest.

Staff continues to work with Regional Rideshare to plan for Summer Youth Ride Free promotions that will be honored by all fixed route services in San Luis Obispo County (with the exception of the Paso Robles Express).

Finance and Administration:

The big news is that the SCAT service area has been designated as a federally-recognized Urbanized Area (UZA). Unfortunately, the Nipomo area isn't getting good news – it has been removed from the Santa Maria UZA, and it has not been included in the new "Arroyo Grande – Grover Beach Urbanized Area." It should be noted that I have received feedback from City of Pismo Beach officials that they would like support from RTA/SCAT to request the Census Bureau amend the official UZA name to include Pismo Beach.

SCAT is part of the California Transit Insurance Pool (CalTIP), which has provided insurance to SCAT since July 2002. As a member, SCAT is responsible for appointing an employee, Board member, or Secretary of the Board to represent SCAT at CalTIP Board meetings. SCAT does not currently have a voting eligible board member which has caused concern from CalTIP management. Staff advises appointing Geoff Straw and Tania Arnold from RTA staff as Secretary of the Board to maintain voting representation at CalTIP Board meetings. We will bring this to the SCAT Board for approval in July.

Staff applied for Prop 1B safety and security funds in a joint application with RTA. The project was awarded \$200,000 from the FY11/12 funding cycle. Funded SCAT projects include on-bus security cameras and other Intelligent Transportation Systems.

SCAT and RTA continue to work with potential bus vendors to purchase three replacement low-floor clean-diesel buses for SCAT and seven for RTA. We are still finalizing the details of the final vehicle configuration, including the issue of whether or not 40-foot buses would be appropriate for SCAT in the long term. For the time being, I have instructed staff to move forward with 35-foot buses for SCAT so that we can get in the manufacturing queue, but that we clearly indicate to the successful bus builder that we may revisit bus size prior to final contract negotiation. In short, since there is a 12-15 month delivery period, we do not want to unduly delay the decision. Finally, it should be noted that the per bus budget of \$425,000 (including sales tax and delivery costs) might result in some features/amenities being eliminated from the SCAT buses, unless additional funds can be secured. RTA secured \$475,000 per bus, which will likely permit us to obtain all of the bus amenities that we are seeking.

Staff continues to work on securing funding to replace the rest of the SCAT fleet, as the remaining fleet is quickly reaching the end of their FTA-defined economically useful life.

December, January and February financials are included in the board packet. They continue to remain in line with budget projections. As always, we continue to monitor fuel prices and labor costs to ensure SCAT remains within its adopted budget.

Fixed route ridership continues to remain strong with a 16% increase in December compared to last year, 11% in January and 24% in February. Year to date ridership is up more than 20% over the previous fiscal year.

**SOUTH COUNTY AREA TRANSIT
2011-12 Budget vs. Actual (unaudited)**

	FY 11/12 Adopted	December 2011	January 2012	February 2012	Year to Date	Percent Year to Date
Use of Resources						
<u>Administrative Expenditures</u>						
Insurance	\$ 48,290	\$ 2,733	\$ 2,730	\$ 2,730	\$ 23,901	49.49%
Rent	21,875	1,700	1,700	1,700	13,600	62.17%
Utilities	5,200	845	349	282	3,730	71.73%
Radio Expense	2,200	-	-	-	680	30.91%
Legal Services	1,000	-	-	-	-	0.00%
Payroll Processing	3,120	245	639	122	2,235	71.64%
Administration	63,500	5,292	5,292	5,292	42,333	66.67%
Finance	14,000	1,167	1,167	1,167	9,333	66.67%
Office Expense/Miscellaneous	4,250	155	157	187	1,620	38.11%
Audit	3,000	-	-	-	-	0.00%
Marketing/Community Relations/Printing	12,115	794	452	-	5,403	44.60%
Uniforms/Laundry/Physicals/Ads	6,500	170	52	99	910	13.99%
<u>Operating Expenditures</u>						
Salaries/Benefits	\$ 383,058	\$ 32,514	\$ 48,747	\$ 33,490	\$ 280,097	73.12%
Maintenance	184,850	10,991	10,927	7,162	67,693	36.62%
Dispatch	20,000	1,667	1,667	1,667	13,333	66.67%
Sign Maintenance	3,000	413	163	244	1,229	40.97%
SCAT Bus Fuel	198,950	16,304	16,147	17,597	132,234	66.47%
Contingency	15,000	-	-	-	-	0.00%
9 Total Admin and Operating Expenditures	\$ 989,909	\$ 74,989	\$ 90,186	\$ 71,738	\$ 598,332	60.44%
<u>Capital Service</u>						
Bus Stop Improvements	\$ -	\$ -	\$ 4,150	\$ -	\$ 4,150	-
Transition to New Facility	17,000	-	-	-	5,696	33.50%
Driver Seats and Large Vehicle Repairs	20,000	-	-	-	-	0.00%
Total Capital Service	\$ 37,000	\$ -	\$ 4,150	\$ -	\$ 9,846	26.61%
10 Total Use of Resources	\$ 1,026,909	\$ 74,989	\$ 94,336	\$ 71,738	\$ 608,177	59.22%

**SOUTH COUNTY AREA TRANSIT
OPERATING STATEMENT BY ROUTE
YEAR TO DATE THRU FEBRUARY 2012**

	RT 21 - PISMO & SHELL BEACH	RT 21 - SAT PISMO & SHELL BEACH	RT 21 - SUN PISMO & SHELL BEACH	RT 22 - OCEANO & GRAND AVENUE	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 - GROVER B. A.G. VILLAGE, A.G. H.S. & PISMO & A.G.	RT 24 - SAT GROVER B. A.G. VILLAGE, A.G. H.S. & PISMO & A.G.	RT 24 - SUN GROVER B. A.G. VILLAGE, A.G. H.S. & PISMO & A.G.	RT 25 - ROUTE 23 PM TRIPPER	AVILA BEACH TROLLEY	TOTAL FIXED ROUTE SERVICE	TOTAL SCAT
REVENUES:															
FARES	22,263	3,358	2,355	1,888	279	205	1,977	1,433	17,437	2,888	2,062	3,474	5,040	82,993	82,993
OPERATING SUBSIDIES															
TOTAL ROUTE REVENUES	22,263	3,358	2,355	1,888	279	205	1,977	1,433	17,437	2,888	2,062	3,474	5,040	82,993	82,993
EXPENDITURES:															
ADMINISTRATION	12,475	2,318	2,012	1,310	226	207	2,178	1,933	12,446	2,312	2,006	926	2,953	55,521	55,521
MARKETING	946	193	164	44	8	7	1,016	163	943	192	163	106	1,260	5,403	5,403
OPERATIONS/CONTINGENCY	85,482	15,812	13,707	10,086	1,734	1,591	14,579	12,859	85,283	15,772	13,070	6,461	21,654	380,593	380,593
FUEL	29,845	5,121	4,408	3,936	679	623	27,679	4,956	34,698	5,610	4,830	793	6,759	132,234	132,234
INSURANCE	5,215	897	775	618	106	98	4,894	876	5,713	982	849	131	1,983	23,901	23,901
TOTAL EXPENDITURES	133,962	24,340	21,066	15,995	2,753	2,525	127,711	22,787	137,083	24,869	21,518	8,417	34,609	597,653	597,653
FAREBOX RATIO *	16.62%	13.80%	11.18%	11.80%	10.14%	8.11%	14.36%	7.16%	12.72%	11.61%	9.58%	41.27%	14.56%	13.89%	13.89%
RIDERSHIP	41,245	5,093	3,577	3,334	399	331	31,997	2,516	30,845	4,271	2,911	3,953	6,009	139,796	139,796
SERVICE MILES	30,382.40	5,208.80	4,488.00	3,899.00	672.00	616.00	28,266.70	5,054.60	33,286.60	5,706.70	4,916.60	805.00	11,313.30	139,006.10	139,006.10
SERVICE HOURS	2,226.89	415.55	360.69	213.38	36.80	33.76	2,214.92	395.80	2,221.70	414.50	359.70	163.30	537.22	9,946.25	9,946.25
RIDERS PER MILE	1.36	0.98	0.80	0.86	0.59	0.54	1.13	0.66	0.93	0.75	0.59	4.91	0.53	1.01	1.01
RIDERS PER HOUR	18.52	12.26	9.92	15.62	10.84	9.80	14.45	8.37	13.88	10.30	8.09	24.21	11.19	14.06	14.06
COST PER PASSENGER	3.25	4.78	5.89	4.80	6.90	7.63	3.99	6.87	4.44	5.82	7.39	2.13	5.76	4.28	4.28
SUBSIDY PER PASSENGER	2.71	4.12	5.23	4.23	6.20	7.01	3.42	6.28	3.88	5.15	6.68	1.25	4.92	3.68	3.68

ROUTESUM REPORT

DECEMBER 01, 2011 - DECEMBER 31, 2011

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

Revenue and Ridership By Route

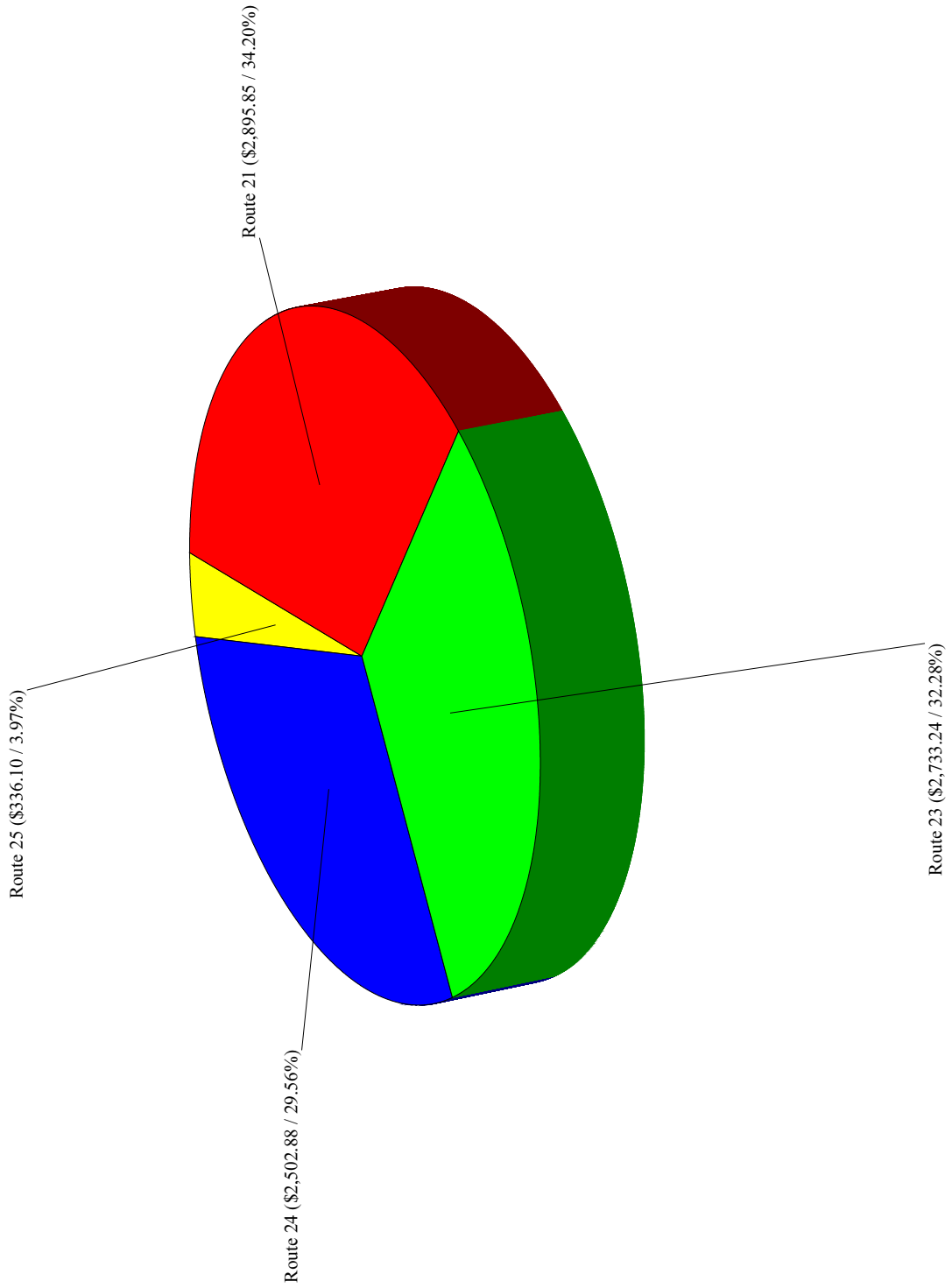
Route	Current Revenue	Unclassified Revenue	Dump Count	Preset	Token Count	Ticket Count	Pass Count	Bill Count	Ridership
21	2,895.85	64.18	61	0	0	0	2,550	1,577	5,304
23	2,733.24	37.50	43	0	0	0	2,134	1,419	4,590
24	2,502.88	36.81	45	0	0	0	2,158	1,344	4,617
25	336.10	0.05	1	0	0	0	146	223	414
TOTAL	8,468.07	138.54	150	0	0	0	6,988	4,563	14,925

ROUTESUM REPORT

DECEMBER 01, 2011 - DECEMBER 31, 2011

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

Revenue By Route

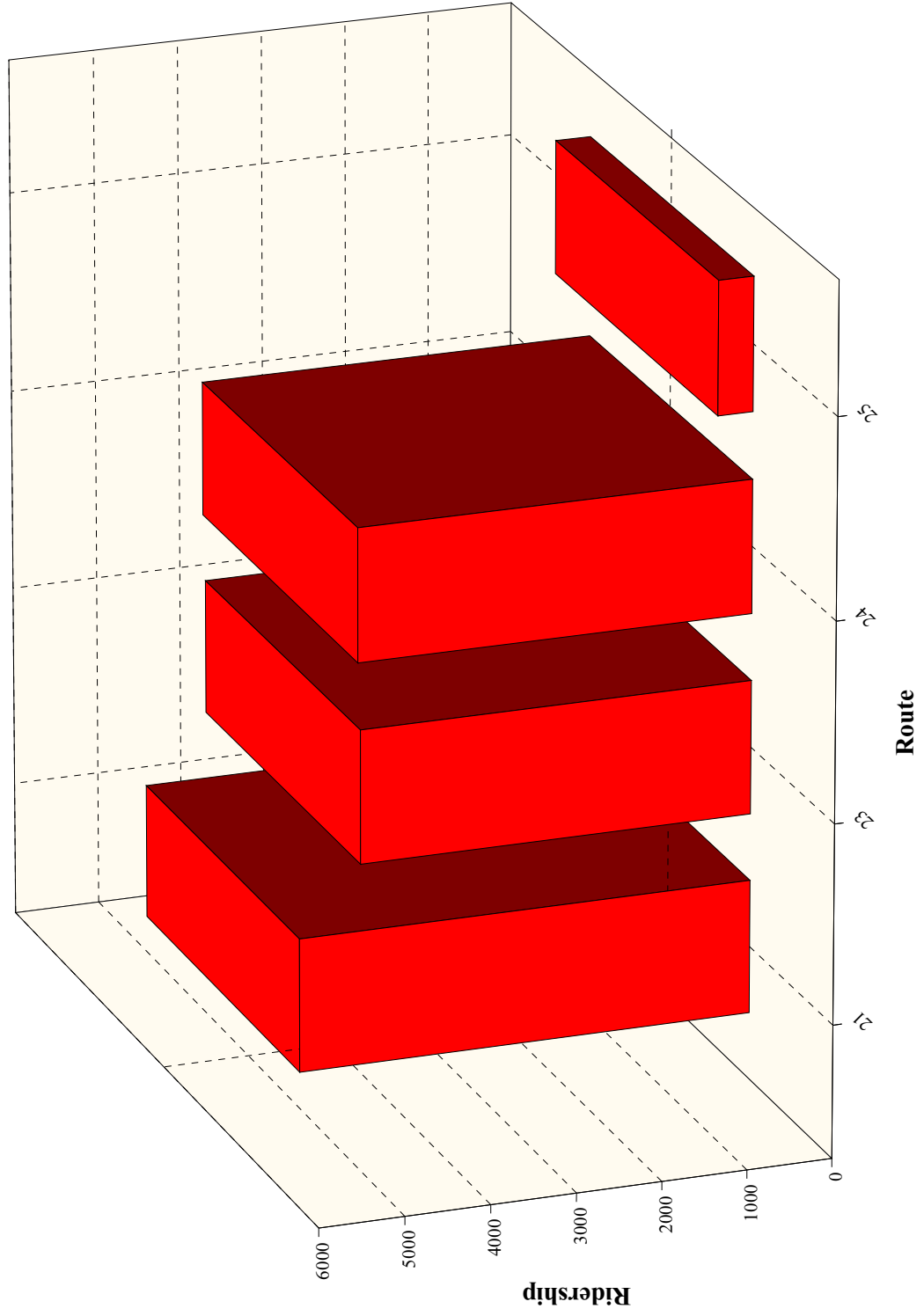


ROUTESUM REPORT

DECEMBER 01, 2011 - DECEMBER 31, 2011

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

Ridership By Route



ROUTESUM REPORT

JANUARY 01, 2012 - JANUARY 31, 2012

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

Revenue and Ridership By Route

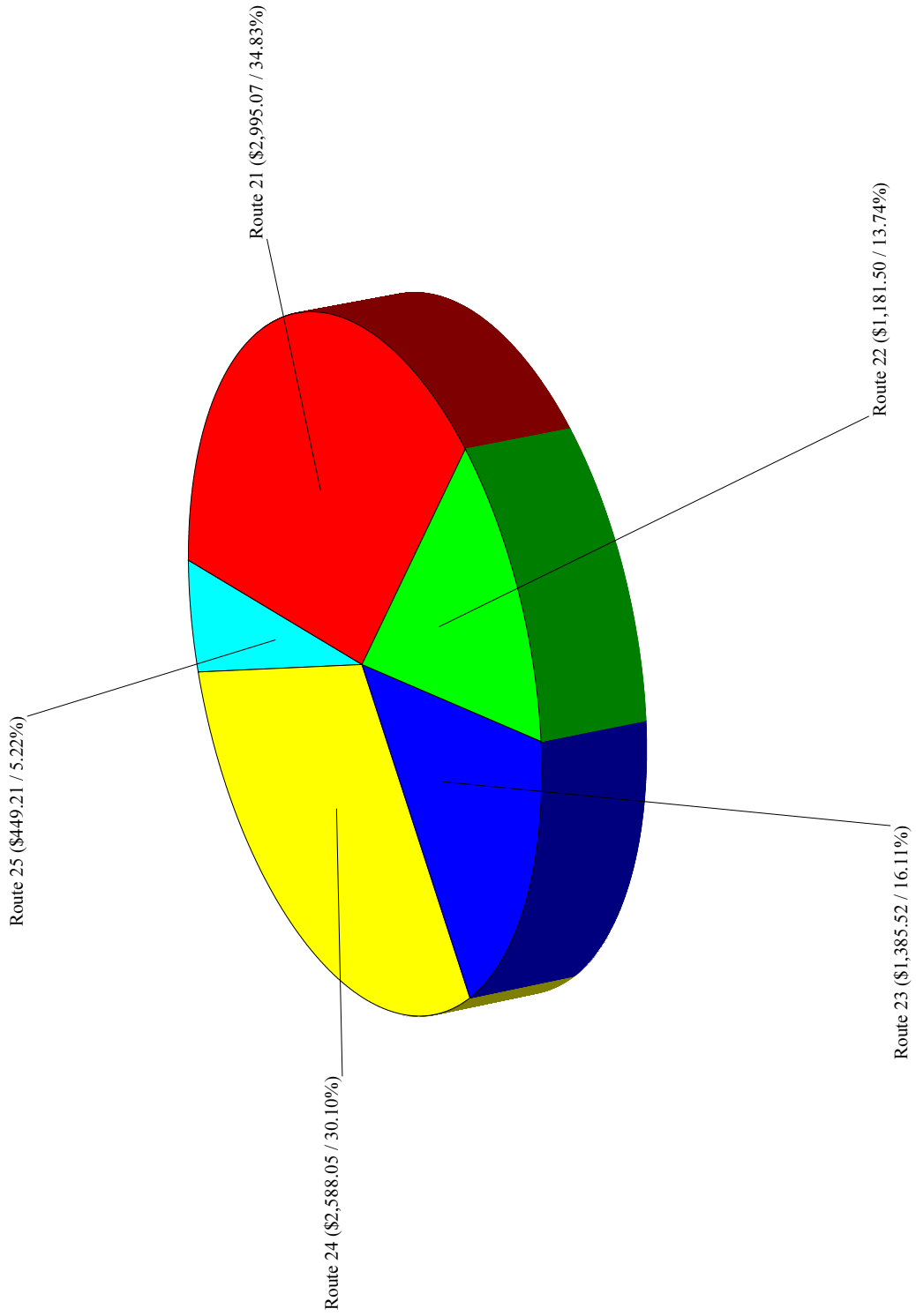
Route	Current Revenue	Unclassified Revenue	Dump Count	Preset	Token Count	Ticket Count	Pass Count	Bill Count	Ridership
21	2,995.07	49.41	51	0	0	0	2,636	1,606	5,501
22	1,181.50	15.86	17	0	0	0	954	627	1,934
23	1,385.52	38.20	19	0	0	0	1,526	734	2,805
24	2,588.05	33.13	36	0	0	0	1,962	1,389	4,472
25	449.21	1.00	1	0	0	0	245	288	603
TOTAL	8,599.35	137.60	124	0	0	0	7,323	4,644	15,315

ROUTESUM REPORT

JANUARY 01, 2012 - JANUARY 31, 2012

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

Revenue By Route

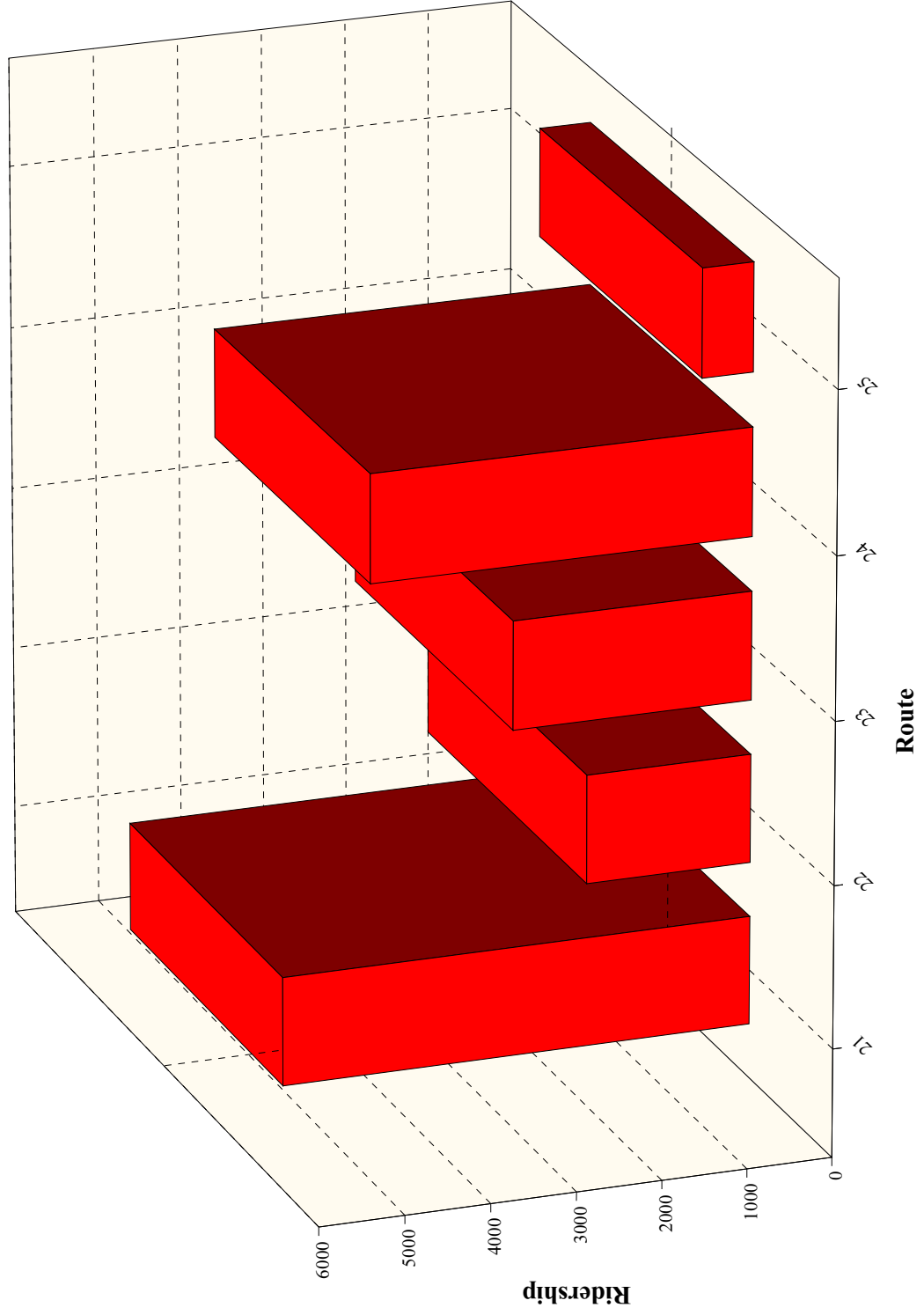


ROUTESUM REPORT

JANUARY 01, 2012 - JANUARY 31, 2012

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

Ridership By Route



ROUTESUM REPORT

FEBRUARY 01, 2012 - FEBRUARY 29, 2012

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

Revenue and Ridership By Route

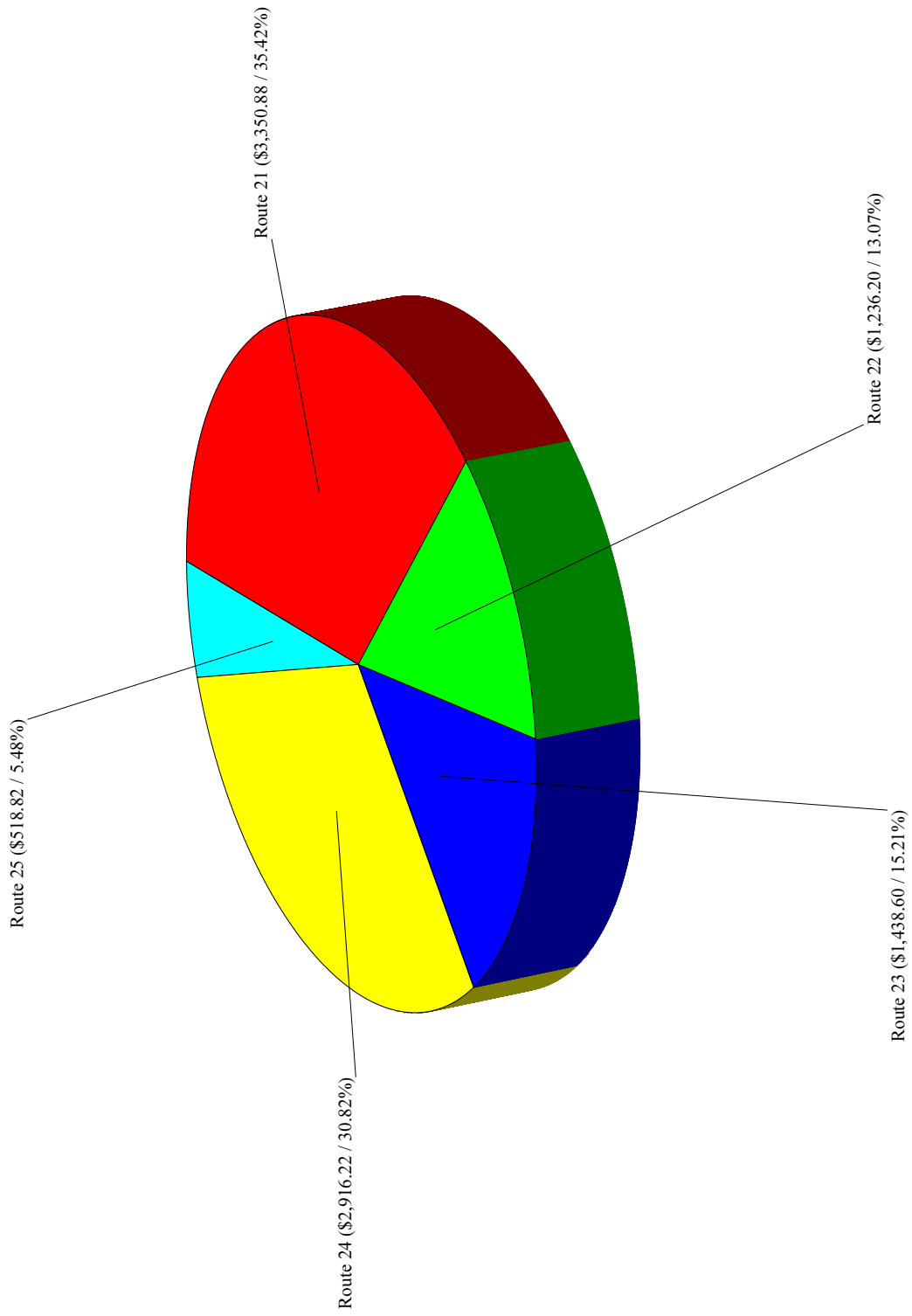
Route	Current Revenue	Unclassified Revenue	Dump Count	Preset	Token Count	Ticket Count	Pass Count	Bill Count	Ridership
21	3,350.88	56.36	61	0	0	0	2,814	1,782	5,850
22	1,236.20	7.85	8	0	0	0	1,053	665	2,130
23	1,438.60	22.85	22	0	0	0	1,673	808	2,997
24	2,916.22	42.30	47	0	0	0	2,132	1,573	4,889
25	518.82	0.00	0	0	0	0	280	347	694
TOTAL	9,460.72	129.36	138	0	0	0	7,952	5,175	16,560

ROUTESUM REPORT

FEBRUARY 01, 2012 - FEBRUARY 29, 2012

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

Revenue By Route

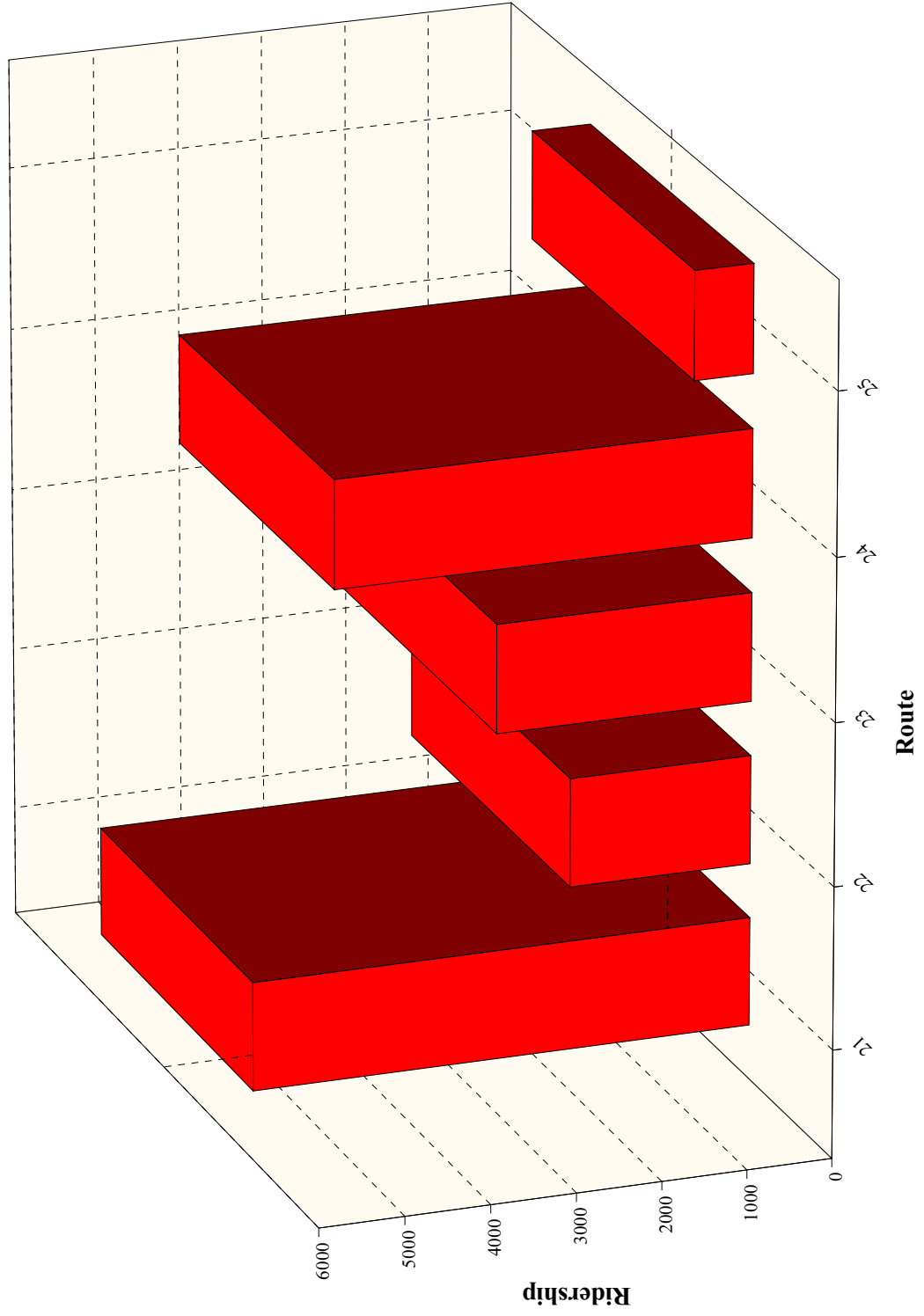


ROUTESUM REPORT

FEBRUARY 01, 2012 - FEBRUARY 29, 2012

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

Ridership By Route



SOUTH COUNTY AREA TRANSIT
April 18, 2012
STAFF REPORT

AGENDA ITEM: B-1

TOPIC: Service Change Recommendations Weekend Beach Trolley

ACTION: Review and Adopt Staff Recommendation

PRESENTED BY: Geoff Straw

BACKGROUND/DISCUSSION:

BACKGROUND: In November 2011, the Weekend Beach Trolley service was extended to include service from Avila to the Pismo Beach Premium Outlets. Customers can now easily connect hourly from South County Area Transit Routes #21 and #24 and from RTA Route #10 weekend service throughout the county.

Board direction is sought in order for staff to make a year-long plan and schedule for consistent promotion.

Staff makes the following recommendations:

1. Continue the Pismo Beach Premium Outlet service. Seek support from the Pismo Beach Conference & Visitors Bureau and from the Pismo Beach Premium Outlets.
2. Increase Peak Summer Hours to 10:00 am - 5:56 pm Labor Day – Memorial Day (similar to last year).
3. Continue shoulder-season hours from 10:00 am – 3:56pm.
4. Eliminate off-season service between the dates of October 15, 2012 to March 15, 2013 and add extra days of summer service. Winter ridership for the past three years has hovered between 3 and 6 riders per hour of service. There has been a slight increase to off-season ridership with the addition of Pismo Beach Premium Outlets, but still very low. In the peak summer months ridership varies between 12 and 18 riders per hour. By eliminating twenty unproductive weeks (40 days of service) of winter service, the Beach Trolley could operate longer hours two extra days per week during the summer when Avila is busy every day of the week. Staff recommends extra service days on Thursdays & Fridays between Memorial Day and Labor Day. A second trolley would additionally run the Friday Fish N Farmer's trips.

5. Continue the weekly seasonal Friday Fish N Farmer's service (season started Friday, April 6th with 72 riders and runs thru Friday, Sept 28th).
 - a. Short shuttles from Ontario Road Parking Lots (Bob Jones Trailhead & PG&E Community Center) plus Port Area to Avila Beach (same as last year).
 - b. Service time has been adjusted slightly later than last year: 4:30pm-8:30pm.

Benefits of exchanging off-peak service for extra summer service include:

- a. Higher summertime ridership (especially youth in the Five Cities Area).
- b. More options to reduce single-vehicle drive trips during peak season.
- c. Service from Pismo/Shell Beach Area to Friday Farmer's Market.
- d. Friday & Mondays would offer SLO County residents HOURLY connections to Avila Beach via RTA Route 10 Weekday schedule.
- e. Stakeholders including the Pismo Beach Convention Visitors Bureau (CVB) have indicated preference for the extra service during peak times.

Disadvantages include:

- a. Lack of year-round visibility of the Beach Trolley.
- b. Stakeholders at the Avila Beach Community Foundation and the Port of San Luis have traditionally been in favor of year-round operations. Both Rick Cohen at the Foundation and Steve McGrath of the Port have been consulted and they understand the need for focusing resources on times with peak ridership potential.
- c. Operations – driver scheduling is somewhat more difficult with a less regular schedule.
- d. Limited space at Pismo Premium Outlets – adding a fifth vehicle during weekdays could result in additional queuing on weekdays.

Public outreach

1. Pismo CVB – Geoff will be meeting with them in the coming weeks
2. Avila Beach Community Foundation – meeting on Monday, April 9th.
3. Avila Business Association – Meeting on Tuesday, April 10th

STAFF RECOMMENDATION:

Adopt the service changes as outlined, effective on Friday, May 25th, 2012:

Exhibits (to be distributed at the meeting):

1. **Current Beach Trolley schedule** (Spring 2012)
2. **Schedule** – for Friday Fish N Farmers (April 6 – September 28, 2012)
3. **Ridership Reports** – 2010, 2011 and 2012

SOUTH COUNTY AREA TRANSIT

April 18, 2012

STAFF REPORT

AGENDA ITEM: B-2

TOPIC: Fiscal Year 2013 Operating and Capital Budget

ACTION: Adopt

PRESENTED BY: Geoff Straw

EXECUTIVE COMMITTEE RECOMMENDATION:

BACKGROUND

I am pleased to present the proposed SCAT Fiscal Year 2013 Operating and Capital Program. The operating budget is proposed at \$1,029,264 and the capital budget is \$1,322,380. The budget is balanced. There are several significant assumptions being made based upon the latest information that we have obtained from SLOCOG regarding the Local Transportation Fund (LTF) and the State Transit Assistance (STA) program.

The SCAT FY13 budget assumes the same levels of fixed route revenue service hours and miles as FY12, in addition to continuation of the Senior Shuttle and Avila Trolley service. Staff will continue to evaluate service modifications during the year to improve efficiencies, and any such change will be brought back to the SCAT Board for your consideration.

In summary, staff has done a tremendous job of holding the line on expenses. Our major challenge during the next year will be to continue to contain costs as our fleet is aging and requires increasing maintenance resources to remain reliable. We also programmed the replacement of three of our 2003 Gillig buses using Proposition 1B Program funds. We expect to accept delivery of those buses within 12-15 months.

Finally, due to the unrest in North Africa and the Middle East, fuel prices have continued to escalate over the past 12 months. Staff budgeted at a very high rate when we developed the budget plan, but may need to adjust this as the new fiscal year progresses. Due to the amount of fuel that we purchase and our limited infrastructure, we are unable to purchase fuel in bulk to realize economies of scale. During the year, staff will evaluate potential partnerships or other purchasing economies.

Revenue

Good news on two revenue fronts as our revenue outlook has improved overall from this current fiscal year.

LTF is projected by SLOCOG to come in 9.43% higher in FY13 in comparison to the prior fiscal year. Staff is requesting a 6% increase in LTF allocation from the jurisdictions in order to balance the SCAT budget as proposed.

STA funding is programmed into our budget based on the April 4, 2012 SLOCOG board projection (\$112,936). SCAT was awarded \$70,000 from SLOCOG in RTF funds for preventative maintenance.

At the current time, there is no SCAT-specific fare increase planned for FY13. However, the staff will provide the Board an evaluation in September to consider charging a fare for transfers between buses, which are currently free. We project that this transfer levy could generate an additional \$6,000 in revenue annually (based upon a \$.25 charge per transfer). SCAT and SLO City Transit are the only transit operators in the county that offer free transfers; RTA encourages those needing to transfer between buses to purchase multi-ride fare media (day passes, 31-day passes, etc.), since it speeds the boarding process and provides a considerable discount over cash fares. This additional revenue could be earmarked for unplanned expenses related to fuel price increases or to fund the local share for capital improvement projects for fleet improvements. It should be noted that RTA is proposing a \$4 increase in the Regional 31-Day Pass (a \$2 increase is proposed for discounted passes). SCAT will likely realize a small increase in Regional Pass revenues for those riders that transfer between our two systems.

Expenditures

We will continue to work with all of the stakeholders in Avila and Pismo Beach to evaluate the potential of improving Trolley service in the two communities.

There are no increases to the RTA support line-items under Administration and Finance. These line-items are likely to change in the future, as last year was the first change in four years, and administrative expenses for health insurance, pension and benefits have increased for RTA staff by 14% over the last three fiscal years. In addition, the number of staff hours dedicated to SCAT operations and administrative functions has slightly increased over time.

Staff has budgeted a significant increase in the Salaries and Benefits line-item due to the implementation of the revised SCAT pay scale and the projected workers compensation insurance renewal costs. Budgeted fuel costs have also increased due to the uncertainty in fuel prices.

Finally we are budgeting a slight increase for the Marketing/Community Relations and Printing budget. However, should the Board move forward with a comprehensive re-branding effort, we would amend this line-item to reflect the appropriate revenue resources from SCAT reserves.

Capital Budget

As previously mentioned, the SLOCOG Board approved the funding of bus replacement in FY11 with funding arriving during FY12. We are nearing placement for the purchase order and staff is anticipating the vehicles will arrive late in the 2013 fiscal year.

We are programming \$25,000 in capital funding for large vehicle repairs. Toward the end of the fiscal year, should there be a balance in this account, it would be earmarked for the fleet improvement program.

Staff also included an increase to capital reserves of \$21,380, which would bring total capital reserves at the end of FY13 to \$103,599.

Budget Notes

Staff has segregated the revised budget document into sections, so that each section can be explained in relation to the total budget. The paragraph numbers below relate to the boxed numbers in the first column of the budget page (Attachment B-2-5).

1. ESTIMATED FUND BALANCE – This amount includes carryover funds and general reserves. This amount represents the fund balance available according to the June 30, 2011 audited results, plus projected revenues for the fiscal year ending June 30, 2012, less projected expenses for the fiscal year ending June 30, 2012. The resulting amount is the projected fund balance, which will be available on July 1, 2013.
2. REQUIRED RESERVES – In FY07, the SCAT Board approved a new reserve policy, in accordance with TDA requirements, that maintains an operating reserve equivalent to one quarter of net annual operating expenses. Equipment replacement reserves are funds that have been generated through budget savings in FY10 and FY11. A policy for addressing this reserve account moving forward will be brought to the board in September.
3. FUND BALANCE AVAILABLE – This is the fund balance or reserves used in the current year budget to fund operating and capital expenditures.
4. TOTAL NON-LTF FUNDS – This section details all the sources of operating revenue by type, except Local Transportation Funds. Included are fares, and federal, state and local sources.
5. LOCAL TRANSPORTATION FUNDS – This is the total amount of Local Transportation Funds (LTF) required to balance the budget. A population-based formula is used to distribute the amount among the four SCAT JPA members. This formula applies to all SCAT services. It is not tied to any one route or any one type of service.
6. TOTAL OPERATING REVENUES – This is the total of TDA and Non-TDA funds, excluding reserves.
7. TOTAL NON-OPERATING RESOURCES – This is the total of Capital Funds, Interest Revenue and other contributions.
8. TOTAL RESOURCES – This is the total of all funding sources, including reserves. It equals the Total Use of Resources proposed in the budget.
9. TOTAL OPERATING EXPENDITURES – This is the total of operating expenditures as detailed in the budget.

10. TOTAL USE OF RESOURCES – This is the total of all funding uses and equals the amount of funding sources.

Staff Recommendation

Adopt the Fiscal Year 2013 Budget as presented by staff.

**SOUTH COUNTY AREA TRANSIT
2012-2013 Proposed Budget**

	FY 10/11 Actual	FY 11/12 Adopted	FY 12/13 Proposed	Net Increase (Decrease)
Funding Sources				
Beginning Fund Balance	\$ 166,652	\$ 265,642	\$ 318,980	\$ 53,338
1 Estimated Fund Balance	\$ 166,652	\$ 265,642	\$ 318,980	\$ 53,338
2 Less Required Reserves:				
TDA Required Operating Reserve	\$ 161,729	\$ 219,977	\$ 207,941	\$ (12,036)
Equipment Replacement Reserve		8,716	82,219	73,503
Total Reserves	\$ 161,729	\$ 228,693	\$ 290,160	\$ 24,166
3 Fund Balance Available (Required)	\$ 4,923	\$ 36,949	\$ 28,819	\$ (8,129)
<u>Operating Revenues</u>				
Fares	\$ 132,743	\$ 110,000	\$ 120,000	\$ 10,000
STA	-	108,537	112,936	4,399
RTF - Preventative Maintenance	120,000	70,000	70,000	-
Prop 1B - Vehicle Replacement	-	-	1,275,000	1,275,000
SLO County Avila Trolley	-	60,000	66,100	6,100
4 Total Non-TDA Funds	\$ 252,743	\$ 348,537	\$ 1,644,036	\$ 1,295,499
5 Local Transportation Funds	\$ 595,224	\$ 639,423	\$ 677,788	\$ 38,365
Arroyo Grande	215,471	243,254	258,237	14,983
Grover Beach	171,425	185,500	196,559	11,058
Pismo Beach	111,902	107,936	114,546	6,610
SLO County	96,426	102,733	108,446	5,713
6 Total Operating Revenues	\$ 847,967	\$ 987,960	\$ 2,321,824	\$ 1,333,864
<u>Non-Operating Resources</u>				
Interest	\$ 1,671	\$ 1,000	\$ 1,000	\$ -
7 Total Non-Operating Resources	\$ 1,671	\$ 1,000	\$ 1,000	\$ -
8 Total Resources	\$ 854,561	\$ 1,025,909	\$ 2,351,644	\$ 1,325,735

**SOUTH COUNTY AREA TRANSIT
2012-2013 Proposed Budget**

	FY 10/11 Actual	FY 11/12 Adopted	FY 12/13 Proposed	Net Increase (Decrease)
Use of Resources				
<u>Administrative Expenditures</u>				
Insurance	\$ 41,985	\$ 48,290	\$ 49,895	\$ 1,604
Rent	18,097	21,875	21,600	(275)
Utilities	3,758	5,200	6,000	800
Radio Expense	1,647	2,200	2,300	100
Legal Services	280	1,000	500	(500)
Payroll Processing	2,961	3,120	3,750	630
Administration	60,500	63,500	63,500	-
Finance	12,100	14,000	14,000	-
Office Expense/Miscellaneous	6,003	4,250	6,250	2,000
Audit	2,585	3,000	3,000	0
Marketing/Community Relations/Printing	5,722	12,115	15,730	3,615
Uniforms/Laundry/Physicals/Ads	4,016	6,500	5,500	(1,000)
<u>Operating Expenditures</u>				
Salaries/Benefits	\$ 350,797	\$ 383,058	\$ 426,250	\$ 43,191
Maintenance	80,428	184,850	164,385	(20,465)
Dispatch	17,976	20,000	18,500	(1,500)
Sign Maintenance	1,675	3,000	3,000	-
SCAT Bus Fuel	169,128	198,950	210,104	11,154
Contingency	-	15,000	15,000	-
9 Total Operating Expenditures	\$ 779,658	\$ 989,909	\$ 1,029,264	\$ 39,355
<u>Capital Service</u>				
Support Vehicle	\$ 1,400	\$ -	\$ -	\$ -
Computer Upgrade	-	-	1,000	1,000
Vehicles (Three Buses)	-	-	1,275,000	1,275,000
Transition to New Facility	-	17,000	-	(17,000)
Driver Seats and Large Vehicle Repairs	-	20,000	25,000	5,000
Total Capital Service	\$ 1,400	\$ 37,000	\$ 1,301,000	\$ 1,264,000
Increase Capital Reserves	\$ 73,503	\$ -	\$ 21,380	\$ 21,380
10 Total Use of Resources	\$ 854,561	\$ 1,026,909	\$ 2,351,644	\$ 1,324,735

SOUTH COUNTY AREA TRANSIT
2012-2013 Proposed Budget
By Route

	Route 21	Route 22	Route 23	Route 24	Route 25	Avila Trolley
<u>Administrative Expenditures</u>						
Insurance	14,805	6,706	7,952	16,221	285	3,926
Rent	7,008	2,515	3,274	7,149	346	1,308
Utilities	1,947	699	909	1,986	96	363
Radio Expense	746	268	349	761	37	139
Legal Services	162	58	76	165	8	30
Payroll Processing	1,217	437	568	1,241	60	227
Administration	20,602	7,395	9,625	21,017	1,016	3,845
Finance	4,542	1,630	2,122	4,634	224	848
Office Expense/Miscellaneous	2,028	728	947	2,069	100	378
Audit	973	349	455	993	48	182
Marketing/Community Relations/Printing	5,104	1,832	2,384	5,206	252	953
Uniforms/Laundry/Physicals/Ads	1,784	641	834	1,820	88	333
<u>Operating Expenditures</u>						
Salaries/Benefits	142,255	47,075	63,492	141,914	8,290	23,224
Maintenance	54,861	18,155	24,486	54,730	3,197	8,956
Dispatch	6,174	2,043	2,756	6,159	360	1,008
Sign Maintenance	1,001	331	447	999	58	163
SCAT Bus Fuel	62,343	28,240	33,484	68,306	1,201	16,530
Contingency	5,006	1,657	2,234	4,994	292	817
9 Total Operating Expenditures	\$ 332,559	\$ 120,759	\$ 156,393	\$ 340,364	\$ 15,958	\$ 63,231
<u>Capital Service</u>						
Computer Upgrade	324	116	152	331	16	61
Vehicles (Three Buses)	450,033	148,926	200,861	448,955	26,225	-
Large Vehicle Repairs	8,111	2,911	3,789	8,274	400	1,514
Total Capital Service	\$ 458,469	\$ 151,954	\$ 204,802	\$ 457,560	\$ 26,641	\$ 1,574
Increase Capital Reserves	\$ 6,937	\$ 2,490	\$ 3,241	\$ 7,076	\$ 342	\$ 1,295
10 Total Use of Resources	\$ 797,965	\$ 275,202	\$ 364,436	\$ 805,000	\$ 42,941	\$ 66,100

SOUTH COUNTY AREA TRANSIT
April 18, 2012
STAFF REPORT

AGENDA ITEM: C-1

TOPIC: Appoint Phil Moores as SCAT Representative on Regional Transportation Advisory Committee (RTAC)

ACTION: Approve

PRESENTED BY: Geoff Straw

DISCUSSION: Due to the retirement of Jason Gillespie in August 2011, SCAT needs to appoint a new representative for the Regional Transportation Advisory Committee (RTAC). Specific functions of RTAC for are:

- To advise on transit issues that affect the region including, but not limited to, the coordination and consolidation of transit services, service changes, proposed budget, transit planning, and performance audit findings.
- To serve as the Review Committee for appeals by transit users.

STAFF RECOMMENDATION: Appoint Phil Moores as the SCAT representative on the Regional Transportation Advisory Committee.

**SOUTH COUNTY AREA TRANSIT
MINUTES OF JANUARY 18, 2012 BOARD MEETING
ARROYO GRANDE CITY COUNCIL CHAMBERS**

C-2

Directors Present:	Jim Guthrie, Chairperson Shelly Higginbotham Paul Teixeira Phyllis A. Molnar	City Council Member, Arroyo Grande Mayor, Pismo Beach County Supervisor, District 4 City Council Member, Grover Beach (Alternate)
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Directors Absent: None

Staff Present:	Bob Perrault Kevin Rice Aimee Wyatt Tania Arnold Coleen Kubel Terry Berkeley	City Manager, Grover Beach City Manager, Pismo Beach Co-Interim Executive Director Co-Interim Executive Director SCAT Lead Operations Supervisor SCAT Operations Supervisor
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CALL TO ORDER AND ROLL CALL: Chairperson Jim Guthrie called the meeting to order at 3:33 p.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:

Election of Officers: Elect Chairperson and Vice Chairperson: Chairperson Guthrie opened the meeting for nominations for Chairperson and Vice Chairperson for 2012.

Board Member Higginbotham moved to nominate **Chairperson Jim Guthrie** for Chairperson and **Board Member Teixeira** seconded. The motion carried on a voice vote.

Chairperson Guthrie moved to nominate **Board Member Teixeira** for Vice Chairperson and **Board Member Higginbotham** seconded. The motion carried on a voice vote.

INFORMATION AGENDA:

A-1 Executive Directors Report: Ms. Aimee Wyatt updated the Board on the status of the Halcyon Park and Ride improvement project and was pleased to note that that fast progress has been made recently with paving

going on today. A new shelter is ready for that location once the improvements are complete, and it will have wind protection.

The South County Transit schedule changes went into effect on January 2, 2012. It went smoothly, and it was particularly nice to have schedules available to the public two weeks prior to implementation. A special thank you was extended to the entire South County Area Transit team, as well as Neomi Vembu, who worked hard to make the changes. There are 13 new stops and 13 stops that have service changes, although not all of those are in service due to construction along El Camino Real. This construction has led to a reroute taking buses through the intersection at Grand Avenue and Oak Park which has led to delays. Tight turn arounds continue to be an issue at the Premium Outlets and that will continue to be monitored, especially upon the completion of construction along El Camino Real. The issues that staff is currently aware of is the K-Mart area with the nearest stop being approximately half a mile away at Oak Park and James Way. A schedule reprint is expected around the middle of February 2012.

Ms. Wyatt gave a brief update regarding the weekend beach trolley service between Avila Beach and Pismo Beach. The service extension to the Pismo Premium Outlets began the first weekend in November and customers are pleased with the ability to transfer to SCAT and RTA on the hour at the Premium Outlets. The Friday night Fish and Farmer's market service will resume the first weekend in April, with service every thirty minutes in Avila. Service has never extended to Pismo on Fridays. Service recommendations for the summer will be brought to the Board in April for approval. **Chairperson Guthrie** commented that the service now provides a much better connection.

There is currently a marketing campaign on Charter TV that highlights the RTA and SCAT system with a note about the free rides available to Cuesta students during the first two weeks of the semester. Additional information related to the plan for a "youth ride free" program will follow during agenda item B-1.

Ms. Tania Arnold reported on the status of Prop 1B funding. The funds have not yet been received but once they are, staff would like to move forward as quickly as possible with the procurement due to the long turnaround time. Once the new vehicles are received, staff will bring back a plan on what will be done with the current fleet and opportunities that may be available for the older vehicles.

Year end audited financial statements were distributed. As stated in the independent auditors' report, "the financial statements referred to present fairly, in all material respects, the respective financial position of the South County Area Transit as of June 30, 2011." They also include a supplemental budget versus actual expenditure information, and for the 2011 fiscal year South County Area Transit came in under budget.

Financial and productivity information for the period September 2011 – November 2011 was reviewed with Board. **Ms. Arnold** noted that staff is keeping a close eye on labor and fuel costs because they are significant cost drivers but at this time staff is not anticipating the need for a budget amendment. Ridership remains strong with nearly a 15% ridership increase over the prior year to date, and farebox recovery ratios continue to be strong.

Ms. Wyatt and Ms. Arnold concluded their report.

B. ACTION AGENDA:

B-1 Summer Youth Ride Free Program to Replace the Summer Break Pass: **Ms Aimee Wyatt** began by describing how Rideshare administered the Summer Break Pass in the past. They sell approximately 500 passes, which generates roughly \$15,000 of revenue. That is used to pay for promoting the Summer Break Pass but was not enough to cover the cost of staff time needed to administer the program, such as distributing the passes to the various pass outlets, create marketing material, and collect revenue. South County Area Transit had a significant number of riders last summer, just over 6,000, with day camp programs being the heavy users. During times of limited budgets and limited staff the program is being evaluated. One item to keep in mind is that SCAT does not have as much excess capacity during the summer due to the tourist nature of the area.

The benefits and drawbacks of offering free rides to youth in the summer were discussed at length by **Ms. Wyatt**, including the unknowns. Some of the estimates currently being made in determining the feasibility of offering free rides includes not knowing exactly how many youth riders rode in previous years that paid the cash fare. The benefits of increased ridership, getting youth to try transit, speedier group loadings, and free press outweigh the drawback of the potential for youth issues (such as gum and graffiti), revenue loss from youth who did not have a Summer Break Pass and paid cash but would now ride free, and lost revenue to Rideshare from the sale of the Summer Break Pass.

The first year will be critical for tracking the response to the program. Ridership will be tracked using a special key in the farebox system; free press generated will be monitored; and customer feedback from youth taking advantage of the program will be evaluated via an onboard survey during the last two weeks of the program. **Ms. Wyatt** also mentioned the possibility of using social media outlets such as YouTube and Facebook for promoting regular student pass sales after the summer youth ride free promotion ends.

Ms. Wyatt also noted that the dates and parameters of the program are not set. The program began on Memorial Day in the past and went until Labor Day but there is a possibility that it would begin in mid June when school gets out for the summer and end when school starts up in the fall, likely in late August.

Ms. Wyatt concluded her report.

Director Higginbotham expressed some concern on what stance SCAT should take if RTA and other agencies don't move forward with the proposal. The idea of getting youth on the bus the first time is a critical step in promoting future transit ridership.

Ms. Wyatt added that during the Summer Break Pass program last summer, a regional day pass was offered for parents to try transit with their child to promote not just youth ridership but ridership in general.

Director Molnar asked about the service to Lopez Lake and how that has impacted ridership. Staff commented on the discontinuing the program a few years prior due to funding cuts.

Director Teixeira inquired as to what the service days were for the pass and was happy that it was offered seven days a week for the entire length of the program. He would like to see promotion to tourists, focusing on motor home travelers. **Ms. Wyatt** added that Pismo Coast Village is a prime area that would greatly benefit from this type of promotion.

Ms. Coleen Kubel mentioned that there are delays when large groups of youth ride at the same time, such as the YMCA, because it takes time to have each rider swipe their pass which can cause delays in the route. Allowing them to ride free and have the driver push a key on the farebox would reduce boarding time significantly.

Chairperson Guthrie asked if we could have them show their school ID as they boarded for youth who would have an ID. He indicated strong support for the idea and thinks it may be more of a benefit if other agencies don't participate, keeping youth in the South County Area. **Mr. Bob Perrault** had concerns on using school grade instead of age and mentioned that the program should consider offering the promotion to youth 18 and under. **Director Molnar** inquired if there would be a minimum age to participate, and staff advised there is not.

Marketing goals for South County Area Transit include reaching out to Latino riders and this type of promotion would be beneficial to many of them, added **Ms. Wyatt**.

Director Teixeira commented on using open house events at the high schools and junior high schools in the area as good forum for promotion of a youth ride free program. **Director Higginbotham** mentioned numerous ad opportunities with the various City organizations that market to tourists and youth in the summer.

Chairperson Guthrie opened public comment.

Chairperson Guthrie closed public comment.

Chairperson Guthrie made a motion to approve a youth (18 and under) ride free promotion for the summer with the exact start and end dates to be determined, but not to exceed the period of Memorial Day to Labor Day. **Director Higginbotham** moved to approve the motion and was seconded by **Director Teixeira**. The motion carried on a voice vote.

C. CONSENT AGENDA: Consent Agenda Items were approved upon a motion by **Director Molnar** and seconded by **Director Higginbotham**. The motion carried on a voice vote.

D. DIRECTORS' COMMENTS:

Director Molnar expressed support for offering a shuttle from Ramona Garden Park to the Premium Outlets using the 4th Street corridor for more efficient transit.

Director Higginbotham thanked **Ms. Arnold** and **Ms. Wyatt** for their job as co-interim executive directors.

Chairperson Guthrie expressed his desire to market ahead of the anticipated summer fuel price increase to try and maximize growth potential. He would like to see something with the fuel price and what the savings would be if someone was using transit instead.

E. EXECUTIVE COMMITTEE MEMBERS' COMMENTS: None

F. ADJOURNMENT: The meeting was adjourned at 4:37 pm.

Respectfully submitted,
Tania Arnold
Co-Interim Executive Director

**SOUTH COUNTY AREA TRANSIT
April 18, 2012
STAFF REPORT**

AGENDA ITEM: C-3

TOPIC: Resolution formalizing and updating the signatory authority for SCAT local bank accounts and LAIF

ACTION: Adopt Resolution

PRESENTED BY: Geoff Straw

RECOMMENDATION: Adopt Resolution and Staff Recommendation

DISCUSSION: The attached resolution updates those with signature authority for SCAT's local bank accounts and LAIF account.

STAFF RECOMMENDATION: Adopt the attached resolution giving signatory authority and the ability to change banking institutions to Geoff Straw, Tania Arnold and Omar McPherson at the local bank accounts held at Rabo Bank and the LAIF account, and remove all other signers.

RESOLUTION NO. 12-____
A RESOLUTION ASSIGNING SIGNATORY POWERS FOR
SOUTH COUNTY AREA TRANSIT
LOCAL BANK ACCOUNTS

WHEREAS, the South County Area Transit (SCAT) is a Joint Powers Agency which has local bank accounts and a Local Agency Investment Fund (LAIF) account; and

WHEREAS, the SCAT staff has requested formal authority from the SCAT Board to authorize SCAT to change financial institutions and authorize staff signatory powers,

THEREFORE, BE IT RESOLVED, that the SCAT Executive Director; the Chief Financial Officer, Director of Administration; and the Grants Manager be formally designated as the signatory for all South County Area Transit local bank accounts and LAIF account.

On motion by Board Member _____, seconded by Board Member _____, and on the following roll call vote, to wit;

AYES:

NOES:

ABSENT:

ABSTAIN:

The foregoing resolution is hereby adopted on this 18th day of April 2012.

Jim Guthrie, Chairperson
South County Area Transit

ATTEST:

Geoff Straw, Executive Director
South County Area Transit

APPROVED AS TO FORM AND LEGAL EFFECT:

Timothy McNulty
SCAT Counsel

DATE: _____