

To: James L. App, City Manager  
From: Mike Compton, Director of Administrative Services  
Subject: Annual Transportation Development Act Funding Claim  
DATE: August 7, 2007

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Needs:

For the City Council to consider approval of the annual Transportation Development Act (TDA) claim for fiscal year 2007.

Facts:

1. The City must file an annual “claim” with the San Luis Obispo Council of Governments in order to receive its allocation of TDA funds.
2. TDA funds may be either used for transit services or for streets & roads (if there is no “unmet transit need”).
3. TDA funds represent ¼ of 1% of the sales tax collections statewide. These funds are generally distributed back to local agencies based upon County situs and then agency population. However, the State takes some of the funds for collection and distribution administration and SLOCOG takes a portion “off the top” to fund their budget.
4. In addition to transit fares and TDA, the City now receives Federal Transit 5307 funds for the City’s transit operations.

Analysis

and

Conclusion:

TDA funds, as noted above, may be used for two purposes; transit operations and/or street & road construction/maintenance. If it is determined that the City has an “unmet transit need” that may be reasonably met, TDA funds must be allocated to meet this “unmet need” before funds may be allocated to streets & roads. The last unmet transit needs hearing process did not identify any “unmet needs” that could be reasonable met.

Allocations for streets and roads generally must adhere to the same restrictions as gas tax funds. In other words, the funds may be used for street maintenance and reconstruction but not for parking lots. Since the City has defined alleyways as streets, this allocation may be used for their maintenance as well.

The City also receives about \$23,000 annually for “pedestrian & bikeways”. This allocation is applied towards the General Fund cost of the City’s annual stripping program that includes crosswalks and bikeways.

The City as a designated “urban area” is now eligible for Federal Transit Administration funding in the form of Federal 5307 funds. The City is expected to receive \$259,800 in fiscal year 2008. These funds are technically for fiscal year 2007 but FTA processing is constantly one year in arrears. These funds are being used to supplant a portion of TDA funding. The supplanted TDA funds are then being re-directed to street projects. With this claim, \$270,000 is being approved to for street projects.

Fiscal  
Impact:

Approval of the claim as drafted will provide for the following allocation of funds:

Pedestrian & Bikeways	\$ 22,983
Streets & Roads	270,000
TDA Audit	1,650
Paso Transit Services	729,874
SLORTA Transit Services	<u>211,273</u>
Total	<u>\$1,235,780</u>

Options:

- a. That the Council adopt the attached resolution approving the annual claim for Transportation Development Act funding; or
- b. Amend, modify, or reject the above option.

RESOLUTION NO. 07 -

A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF EL PASO DE ROBLES  
APPROVING THE ANNUAL CLAIM FOR  
TRANSPORTATION DEVELOPMENT ACT FUNDS

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WHEREAS, the City must annually file a "claim" for its share of Transportation Development Act funds; and

WHEREAS, the annual claim will identify the allocation of Transportation Development Act funds between uses for transit services and streets & roads purposes; and

WHEREAS, the annual claim may be subsequently modified if the proposed uses do not meet expectations; and

WHEREAS, to assure no disruption in the receipt of the City's quarterly allocation of TDA funds, this claim should be submitted as soon as possible.

THEREFORE BE IT HEREBY RESOLVED by the City Council of the City of El Paso de Robles that the Transportation Development Act claim attached herewith as Exhibit "A" is hereby approved for the fiscal year ending June 30, 2008.

PASSED AND ADOPTED by the City Council of the City of Paso Robles this 7<sup>th</sup> day of August 2007 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Frank R. Mecham, Mayor

ATTEST:

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Deborah Robinson, Deputy City Clerk

**SAN LUIS OBISPO COUNCIL OF GOVERNMENTS  
2007/2008 TDA CLAIM FORM**

Please enter information in the spaces provided. Once all the data has been entered, the form may be mailed (1150 Osos Street, Suite 202, San Luis Obispo, CA 93401), e-mailed (shall@slocog.org), or faxed 781-5703.

**Item 1. Claimant Information**

Agency Name: City of Paso Robles	Date: 8/8/07
Contact Person: Mike Compton	Fiscal Year: 2008
Title: Director of Administrative Services	This Claim is <input checked="" type="checkbox"/> Original <input type="checkbox"/> Revised
Address: 1000 Spring Street Paso Robles, CA 93446	Phone: 805-237-3999
	Fax: 805-237-6565
	Email: mcompton@prcity.com

This claimant, qualified pursuant to Section 99203 of the Public Utilities Code, hereby requests, in accordance with Chapter 1400, Statutes of 1971, as amended and applicable rules and regulations, that an allocation be made for the purposes and in the respective amounts as described in the attached Project and Financial Plan claim form. The total amounts correspond to the allocations approved by the San Luis Obispo Council of Governments on June 6, 2007. See attached Exhibit A.

CATEGORY	DOLLAR AMOUNT (see Exhibit A)
a) Annual Local Transportation Funds (LTF)	\$1,152,174
b) Annual State Transit Assistance (STA) Funds	\$83,606
c) Annual Rural Transit Funds (RTF)	-0-
<b>TOTAL FUNDS BEING CLAIMED ARE:</b>	<b>\$1,235,780</b>

This claim was conditionally approved by the San Luis Obispo Council of Governments at a meeting on June 6, 2007, by Resolution No. 07-\_\_.

SLOCOG office use only

	/ /	#
Ronald L. De Carli, Executive Director	Date	Claim #

## Item 2. Certifications

By providing the required information and marking each applicable box below, the authorized official certifies compliance with all of the required TDA Certifications. (All claimants complete Part I; Transit Claimants complete Part II as well).

### PART I.

- The proposed expenditures are in conformity with the Regional Transportation Plan (RTP) (CCR 6651). All maintenance projects are consistent with the RTP; any capital project is identified as follows: \_\_\_\_\_
- A jurisdictional fund will be established for pedestrian and bicycle allocations pursuant to PUC 99233.3 (JPA's and the CTSA are exempt).
- Equivalent reduced transit fares and identification cards for senior citizens and handicapped persons are available pursuant to PUC 99155.
- Agency will program or implement services to meet all unmet transit needs per the adopted 2007 SLOCOG resolution *if applicable*.
- Prior to disbursement of TDA funds, the following documents will be submitted:
  1. This claim for funds will be submitted to SLOCOG.
  2. Safety Compliance Report/Terminal Record Update certification by the California Highway Patrol (CHP) verifying compliance with Section 1808.1 of the Vehicle Code.
  3. State Controller's report (LGFA) will be submitted to SLOCOG and State Controller by 9/30/07.
  4. Statistics for tracking quarterly performance of services preferably by mode: number of riders; number of revenue service hours and revenue service miles; estimated farebox revenues or direct subsidies; estimated operating costs (and overhead costs) pursuant to PUC 99247(a) – plus the corresponding farebox recovery ratio by quarter; the ratio of riders per revenue service hour (compared to the latest Short Range Transit Plan [SRTP] standards); the equivalent cost per rider; and the equivalent subsidy per rider (equivalent cost minus average fare).
  5. Three copies of a certified fiscal audit of all TDA funds received the prior fiscal year will be submitted to SLOCOG (by December 31 for 2<sup>nd</sup> quarter payment). If the operator's financial auditor is not able to meet the December 31<sup>st</sup> due date, the operator should request from SLOCOG an extension (up to 90 days) with a written justification for the delay. The operator should inform its fiscal auditor of the need to meet the deadline.

### PART II. ALL TRANSIT CLAIMANTS MUST ALSO COMPLETE THE FOLLOWING:

- Farebox ratio (fares/operating costs) for system is expected to exceed 10% (rural operators), 16.2% (RTA), and 20% (urban operators).
- Full use is being made of federal funds available under the Urban Mass Transportation Act for transportation purposes (CCR 6754).
- Compliance will be maintained with the SLOCOG's adopted bus transfer pass policy.
- The transit system is not precluded by contract from employing part time drivers or from contracting with common carriers of persons operating under a franchise or license (CCR 6754).
- Compliance with California Vehicle Codes (CVC) Section 1808.1 (PUC 99155) "Drivers Pull Notice Participation" Program and Section 12804.6 "Transit Bus drivers; Required Certifications and Employee Records" Program (must be within 13 months of claim submittal date). PROVIDE COPY TO SLOCOG WITH CLAIM!
- The transit system is eligible to receive STA funds according to the STA cost-containment test (required for all recipients of STA funds PUC 99314.6 (a) which measures the percent

change in hourly operating costs to the percent change in the California Consumer Price Index (CPI). (TDA CPI calculation is attached.)

- The transit system has an adopted Short Range Transit Plan.
- Transit system estimated operating data from the prior fiscal year is as follows:

DATA CATEGORY YEAR 2006/2007	DIAL-A-RIDE	FIXED ROUTE	OTHER	TOTAL
VEHICLE SERVICE HOURS	3,797	11,315		15,112
VEHICLE SERVICE MILES	38,259	161,334		189,593
PASSENGER COUNT	10,202	176,279		86,481
EMPLOYEE HOURS (FULL TIME EQUIVALENT)				
OPERATING COSTS	\$201,321	\$591,521		\$792,842
FARE REVENUE	\$16,242	\$142,018		\$158,260
PASS FARES				
OTHER REVENUES				
TDA \$ RECEIVED	\$185,079	\$449,503		\$634,582

The transit system will not receive TDA funds (LTF plus STA) in excess of operating costs minus fare revenues.

**Item 3. Annual Project and Financial Plan**

Your TDA will be distributed according to this plan.

CATEGORY	ARTICLE/SECTION	
Bikeways (2%) see Exhibit A (Col. 1)	LTF Article 3, Sec. 99233.3	\$22,983
SLORTA see Exhibit A (Col. 3 & 4)	LTF Article 4, Sec. 99260	\$211,273
SCAT see Exhibit A (Col. 5)	LTF Article 4, Sec. 99260	-0-
Local Public Transit System (Col. 7)	LTF Article 4, Sec. 99260	\$646,268
Roads Maint./Rail/ Bikeways/ Ped. (Col. 8)	LTF Article 8, Sec. 99400(a)	\$270,000
Misc. Transp. Allocations/Sr. Van Programs/ Subsidized Taxi (Col. 9)	LTF Article 8, Sec. 99400(c)	-0-
TDA Audit (Col. 6)	LTF Article 8, Sec. 99400	\$1,650
CTSA (Col. 10)	LTF Article 4.5, Sec. 99400	-0-

TOTAL LTF BEING CLAIMED (Should correspond to Exhibit A) (Col. 10)		\$1,152,174
TOTAL RURAL TRANSIT FUND (RTF) BEING CLAIMED (Should correspond to Exhibit A) (Col. 11)	LTF Article 4, Section 99260	-0-
Transit (Col. 13)	STA Article 6.5, Sec. 99314 (State Apportioned)	\$3,769
Transit (Col. 14)	STA Article 6.5, Sec. 99313 (Discretionary/pop. based)	\$37,257
Discretionary, Rideshare Program/ Other (Col. 15)	STA Article 6.5, Sec. 99313 (Discretionary-other)	\$42,579
TOTAL STA BEING CLAIMED (Should correspond to Exhibit A) (Col. 16)		\$83,606
<b>GRAND TOTAL (LTF, STA, AND RTF)</b> (Col. 17)		<b>\$1,235,780</b>

**Item 4. Annual Fiscal audit:** Identify actions taken to comply with the most recent fiscal audit recommendations (if applicable). If no actions were taken, describe what actions your plan to take in the first two quarters.

N/A – no recommendations

**Item 5. Triennial Performance Audit:** Identify efforts made to implement transit productivity improvements recommended in prior performance audit (transit claimants-only), mainly those follow-up actions recommended for the most recent fiscal year or actions contemplated in the upcoming fiscal year.

See attached.

**Item 6. Short Range Transit Plan:** Identify progress made to date in implementing recommendations or improvements developed in the prior plan (or most recent SRTP). Include the actions related to operations, maintenance, capital projects, marketing, customer service, fare policy and other areas of the transit program covered by the SRTP. Include initiatives in coordinating improvements with other providers.

See attachment.

**Item 7. 2007/2008 Transit System Budget (transit claimants-only).**

Date Transit System Budget Approved (mm/dd/yy) :	
<b>DESCRIPTION - Transit System Revenues</b>	<b>AMOUNT</b>
Fund Balance	
2007/2008 TDA (LTF and STA combined - from Annual Project and Financial Plan (Item 3))	\$1,235,780
Grants – Capital Projects Operating Assistance (See Item 9)	\$259,800
Fares	\$170,000
Other revenue (describe)	
Other revenue (describe)	
<b>Total Revenues</b>	<b>\$1,665,580</b>

<b>Transit System Expenditures (please summarize using as few general categories as possible)</b>	
Personnel Services	\$88,200
Vehicle M&O	\$119,200



Operating Contract	\$900,200	
Equipment Replace	\$ 91,900	
Operating Capital	\$ 54,000	
Other	\$ 72,000	
Carry-over	\$368,700	
<b>Total Expenditures</b>		<b>\$1,340,400</b>

**Item 8. Did the operating budget increase over 15% from the 2006/2007 fiscal year?**

YES

NO

If the answer is yes, please provide a statement identifying and substantiating the reason or need for the increase in the transit operating budget in excess of 15% above the preceding year, and identify substantial increases or decreases in the scope of operations or capital provisions for major new service - (transit claimants-only, if applicable).

1) City is carrying over \$368,700 from prior year (copier, 3 buses, headway signs & marketing program implementation).

2) City will be implementing mid-day shuttle service per SRTP

3) City has implemented limited Sunday service.

**Item 9. In the case of Federal transit grants, indicate required match ratio, identify source of matching funds and compliance with minimum match ratio.**

FTA 5307 funds were used for operations which require a 50% match. The City uses TDA funds for its 50% match.

**Item 10. To be completed by RIDE-ON Transportation ONLY. Please provide an estimate for this claim of the number of rides, and the cost per ride expected for each program in this fiscal year (2007/2008) pursuant to Article 4.5, Section 99275.5. State the productivity and operating assumptions used to project the annual ridership and cost effectiveness by program (CTSA, Vanpools and other TMA services). When reporting quarterly statistics, track actual performance versus those budget assumptions.**

N/A

## Short Range Transit Plan

### Implementation Progress

#### Core Service Recommendations:

Keep Routes A & B Intact – YES

Convert Route C to North County Shuttle – YES

Reduce fixed route service hours from 7:00 p.m. to 6 p.m. – Not yet implemented

Keep existing DAR hours – YES

Eliminate Saturday service to Cuesta – YES

#### Other Service Recommendations:

Add limited Sunday service – YES

Add mid-day shuttle service – implementation expected before 1/1/08

Add early morning service – service starts at 6:00 a.m.

Reduce DAR fares from 6:00 p.m. to 8:00 p.m. – YES

Allow advanced reservations – YES

Transit staffing – city is currently recruiting for full time transit manager (coordinator level)

## Short Range Transit Plan

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Keep Routes A & B Intact – YES

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Keep existing DAR hours – YES

Eliminate Saturday service to Cuesta – YES

#### Other Service Recommendations:

Add limited Sunday service – YES

Add mid-day shuttle service – implementation expected before 1/1/08

Add early morning service – service starts at 6:00 a.m.

Reduce DAR fares from 6:00 p.m. to 8:00 p.m. – YES

Allow advanced reservations – YES

Transit staffing – city is currently recruiting for full time transit manager (coordinator level)

Charge regular fare from 6:00 p.m. to 8:00 p.m. – YES

Provide daily/weekly transit pass – under development / implementation expected before 1/1/08

Improve marketing effort - under development / implementation expected before 1/1/08

Accept alternate proof of age - YES



## CITY OF EL PASO DE ROBLES

*"The Pass of the Oaks"*

July 30, 2007

Pete Rodgers  
1150 Osos Street, Ste. 202  
San Luis Obispo, CA 93401

Dear Pete:

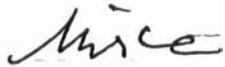
Please accept this correspondence as the City's formal status report as to the recommendations of the City's Triennial Performance Audit.

1. Revise fare and cash handling procedures – Fare vaults are emptied by two persons into secure night deposit bags and delivered to the bank the same day. In lieu of picking up the cash deposit and returning it to the City for re-counting and formal deposit, procedures are being implemented for bank to keep the cash and deposit it directly into the City's account.
2. Implement competitive procurement procedures – The City just completed an exhaustive joint competitive procurement procedure that included the City of Atascadero, City of Morro Bay, County of San Luis Obispo, Regional Transit Authority, and South County Area Transit. While the effort, much like the first attempt some years back, was a dismal failure, the City did award a contract whose estimated annual contract cost is less than the current annual contract cost.
3. Implement branding identify program w/marketing plan – The City hired outside expertise to develop a marketing plan for the City's transit services. The final marketing plan dated May 30, 2006 was adopted the Council on August 1, 2006. The City has just hired a graphic artist to develop a new identity brand. The objective is have the identify brand approved and in place by September 1, 2007.
4. Monitor need for full time transit manager – The City is currently recruiting for a full time transit manager (coordinator level position). For the last year, the City has hired an outside expert to provide management assistance on a variety of local transit operational needs.
5. Improve operational efficiency and effectiveness to improve fare box ratios for demand response services and fixed route "C" – With the conversion of route "C" to Paso's leg of the North County Shuttle, the overall fare box ratio for fixed route service has improved to 24%. Unfortunately, the fare box ratio for the demand response service

Department of Administrative Service  
1000 Spring Street • Paso Robles • California 93446  
(805) 237-3999 FAX (805) 237-6565

continues to perform poorly. The fare box ratio for the year was only 8%. Staff is assessing potential cutbacks in service hours to improve fare box ratio.

Sincerely,

A handwritten signature in black ink, appearing to read "MJC", is written over a light gray rectangular background.

Michael J. Compton  
Director of Administrative Services  
City of El Paso de Robles