

To: James L. App, City Manager  
From: Jim Throop, Director of Administrative Services  
Subject: Annual Transportation Development Act Funding Claim  
DATE: February 3, 2009

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Needs:

For the City Council to consider resolution approving the annual Transportation Development Act (TDA) claim for fiscal year 2008/09

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 are no “unmet transit needs” assessed to be “reasonable to meet”).
3. TDA funds represent  $\frac{1}{4}$  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. Also, the SLOCOG board voted at their December 17<sup>th</sup>, 2008 meeting to reduce the amounts of TDA funds applied to each jurisdiction, to reflect the downward adjustment of the expected revenues for the Fiscal Year.
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 procurement 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 reasonably 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 or alleyways. Since the City has defined alleyways as streets, this allocation may be used for their maintenance as well.

The City also receives about \$19,000 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 “urbanized area” and is eligible for Federal Transit funding which is expected to be \$250,000 in Federal 5307 funds for fiscal year 09. These funds are being used to fund transit operations in conjunction with the TDA funding. TDA funds not used for transit operations provide resources for streets and roads

Fiscal  
Impact:

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

Pedestrian & Bikeways	\$18,711
Streets & Roads	\$35,000
TDA Audit	\$1,500
Paso Transit Services	\$653,203
SLORTA Transit Services	<u>\$196,022</u>
Total	<u>\$904,436</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. 09 -

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 immediately.

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, 2009.

PASSED AND ADOPTED by the City Council of the City of Paso Robles this 3<sup>rd</sup> day February, 2009 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Duane Picanco, Mayor

ATTEST:

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Cathy M. David, Deputy City Clerk

# SAN LUIS OBISPO COUNCIL OF GOVERNMENTS

## 2008/2009 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: 1/9/09
Contact Person: Jim Throop	Fiscal Year: 2009
Title: Director of Administrative Services	This Claim is <input type="checkbox"/> Original <input type="checkbox"/> Revised
Address: 821 Pine St., Suite A Paso Robles, CA 93446	Phone: (805) 237-3999
	Fax: (805) 237-6565
	Email: jthroop@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 as modified on December 17, 2008. See attached Exhibit A.

CATEGORY	DOLLAR AMOUNT (see Exhibit A)
a) Annual Local Transportation Funds (LTF)	\$904,436
b) Annual State Transit Assistance (STA) Funds	\$52,721
c) Annual Rural Transit Funds (RTF)	-0-
<b>TOTAL FUNDS BEING CLAIMED ARE:</b>	<b>\$957,157</b>

This claim was conditionally approved by the San Luis Obispo Council of Governments at a meeting on June 4, 2008.

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 submit all required documentation listed in 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, disabled persons and Medicare card holders are available pursuant to PUC 99155.
- ☐ Agency will program or implement services to meet all unmet transit needs, found to be reasonable to meet per the adopted 2008 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 9/30/08.
  4. Statistics for tracking quarterly performance of transit and paratransit services by mode: number of riders; numbers of revenue service hours and revenue service miles; estimated farebox revenues or direct subsidies (supplemental fares); estimated operating costs (excluding depreciation and vehicle lease) and overhead costs pursuant to PUC 99247(a) – plus the corresponding farebox recovery ratios by quarter; the ratio of riders per revenue service hour (compared to adopted Short Range Transit Plan [SRTP] standards); the equivalent operating cost per hour, operating 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, 2008 for 2<sup>nd</sup> quarter payment). Prior to submittal of the final version of the fiscal audit, the operator should provide a copy of the draft fiscal audit for SLOCOG review (at least one week before due date). 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 submitted by December 20<sup>th</sup>, 2008. The operator should inform its fiscal auditor of the need to meet the above deadlines.

**PART II. ALL TRANSIT CLAIMANTS MUST MEET THE FOLLOWING:**

- X Farebox ratio (fares/operating costs) for system is expected to exceed 10% (rural operators), 16.2% (RTA), and 20% (urban operators).
- X Full use is being made of Federal funds available under the Federal Transit Administration Act for transportation purposes (CCR 6754).
- X Compliance will be maintained with the SLOCOG's adopted regional transfer pass policy.
- X 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-(b)-2
- X 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!**
- X The transit system has an adopted Short Range Transit Plan or is in the process of updating its plan (if more than 6 years old).
- ☐ Transit system estimated operating and financial data from the prior fiscal year is as follows:
- X The transit service(s) will not receive TDA funds (LTF plus STA) in excess of operating costs minus fare revenues (CCR 6754 (a) 4). Those funds exclude RTF capital awards.

DATA CATEGORY YEAR 2007/08 (Year-to- Date)	DIAL-A-RIDE	FIXED ROUTE	OTHER Specify:	TOTAL
VEHICLE SERVICE HOURS	3,918	11,145		15,063
VEHICLE SERVICE MILES	41,949	164,580		206,529
PASSENGER BOARDINGS	10,784	179,346		190,130
EMPLOYEE HOURS (FULL TIME EQUIVALENTS)	2.96	6.54		9.5
OPERATING COSTS (minus DEPRECIATION-LEASE)	\$174,285	\$609,956.86		\$784,241.86
FARE REVENUE by Category				
a) PASSENGER FARES	\$14,429.10	\$147,532.18		\$161,961.28
b) OTHER SUPPLEMENTAL		\$40,680		\$40,680
TOTAL OPERATING REVENUES (a+b)- excludes grants)	\$14,429.10	\$188,212.18		\$202,641.28
OPERATING COSTS MINUS TOTAL REVENUES	\$159,855.90	\$421,744.68		\$581,600.58
TDA \$ RECEIVED	\$139,434	\$463,474		\$602,908
DIFFERENCE (if any)	\$20,421.90	\$41,729.32		\$21,307.42

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### 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. 2)	LTF Article 3, Sec. 99233.3	\$18,711
SLORTA see Exhibit A (Col. 3)	LTF Article 4, Sec. 99260	\$196,022
SCAT see Exhibit A (Col. 6)	LTF Article 4, Sec. 99260	-0-
Public Transportation System (Col. 9)	LTF Article 4, Sec. 99260 (a) & (b)	\$653,203
Roads Maint./Rail/ Bikeways/ Ped. (Col. 10)	LTF Article 8, Sec. 99400(a)	\$35,000
Transit capital/Special services (Col. 11)	LTF Article 8, Sec. 99400(c) & €	-0-
TDA Audit (Col. 8)	LTF Article 8, Sec. 99400	\$1,500
CTSA (Col. 12)	LTF Article 4.5, Sec. 99400	-0-
TOTAL LTF BEING CLAIMED (Should correspond to Exhibit A) (Col. 12)		\$904,436
TOTAL RURAL TRANSIT FUND (RTF) BEING CLAIMED (Should correspond to Exhibit A) (Col. 13)	LTF Article 4, Section 99260	-0-
Transit (Col. 15)	STA Article 6.5, Sec. 99314 (State Apportioned-revenue based)	\$6,853
Transit (Col. 16)	STA Article 6.5, Sec. 99313 (Discretionary/pop. based)	\$45,868
Discretionary, Rideshare Program/ Other (Col. 17)	STA Article 6.5, Sec. 99313 (Discretionary-other)	-0-
TOTAL STA BEING CLAIMED (Should correspond to Exhibit A) (Col. 18)		\$52,721
<b>GRAND TOTAL (LTF, STA, AND RTF)</b> (Col. 19)		<b>\$957,157</b>



**Item 4. Annual Fiscal audit:** Identify actions taken to comply with the most recent fiscal audit recommendations (if applicable). If actions were not already implemented in 07/08, describe what actions you plan to take in the first two quarters of 08/09.

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N/A – No recommendations

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**Item 5. Triennial Performance Audit:** Identify efforts made to implement transit productivity improvements recommended in prior performance audits (transit claimants-only), mainly those follow-up actions recommended by most recent fiscal year or actions planned in the upcoming fiscal year. If no near term action is contemplated, elaborate on reasons for delay or describe alternate course of action.

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Prior Audit recommendations included the Implementation of a branding identity program, which

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was effectively completed in October 2008, Monitoring the need for a full-time Transit Manager,

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Which was completed in December 2007 with the creation and filling of a Transit Coordinator

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position with the City, and Improving Fare Box Ratios for Fixed Route “C” and Demand-Response

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Services, which improved to 24.1% for fixed route overall. Fare adjustments to improve DAR efficiency are being considered for FY 08/09

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**Item 6. Short Range Transit Plan:** Identify progress made to date in implementing recommendations or improvements developed in the prior or current plan (including draft recommendations, if pending adoption). 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.

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

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Transit Staffing – Full-time Transit Coordinator recruited.

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**Item 7. 2008/2009 Transit System Budget (transit claimants-only)-**

*Add as many rows as needed for Revenue or Cost line items*

Date Transit System Budget Approved (mm/dd/yy) :	
<b>DESCRIPTION - Transit System Revenues</b>	<b>AMOUNT</b>
Fund Balance	
2008/2009 TDA (LTF and STA combined - from Annual Project and Financial Plan (Item 3)	\$1,063,201
Grants – Capital, Planning or Operating Assistance (See Item 9)	\$259,000
Passenger Fares	\$160,000
Supplemental Fares	\$20,000
Other revenue (describe)-State, local, deferred TDA from prior years	
Other revenue (describe)	
Total Revenues	
Transit System Expenditures (please summarize using as few general categories as possible for providers of a single service; <u>in the case of the County and Ride-On</u> , attach more detailed back up to itemize budget of operating and capital needs by each service being provided)	
Personnel: \$90,205.63	
Vehicle Maintenance and Operations: \$268,947.75	
Operating Contract: \$485,013.18	
Equipment Replacement: \$401,563.64	
Operating Capital:	
Other: (Carry-over)	
<b>Total Expenditures</b>	

**Item 8. Does the 08/09 operating budget increase over 15% from the 2007/2008 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). In the case of the County, such determination is needed by individual service. In the case of Ride-On, this determination only applies to the CTSA activities/program.

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**Item 9.** In the case of Federal transit grants, specify required match ratios by grant type, identify source of matching funds and compliance with minimum match ratios. For Federally funded capital projects, give status and anticipated completion timeline.

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FTA Section 5307 Grants (for Urbanized Area) funds were used for operations. A 50% match for Operational expenses is required. TDA funds are used for the 50% match.

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**Item 10. To be completed by RIDE-ON Transportation ONLY.** Please provide an estimate of the number of rides, and the cost per ride expected for each program in 2008/09 pursuant to Article 4.5, Section 99275.5. State the productivity and operating assumptions used to project the annual ridership, ridership productivities and cost-effectiveness by program (as a minimum CTSA, Commuter Vanpools, Agricultural Vanpools and other TMA services). When reporting quarterly data, track *actual* performance versus those budget assumptions and compare measures to two previous years.

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N/A

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# EXHIBIT A

2008/2009 TRANSPORTATION DEVELOPMENT ACT (TDA) FUND (Board Amendment No. 1 Approved 12/17/08)

		Local Transportation Fund (LTF)															State Transit Assistance					
			Col 1	Col 2	Col 3	Col 4	Col 5	Col 6	Col 7	Col 8	Col 9	Col 10	Col 11	Col 12	Col 13	Col 14	Col 15	Col 16	Col 17	Col 18	Col 19	
Jurisdiction/ Transit Property	Population 3/4/05	TOTAL LTF (Note 1)	Net LTF Available After RTP Exchange and at Off-Budget Top (Note 1)	Committed Funds					Discretionary Uses												Grand Total LTF, STA, & RTF Distribution	
				Bicyclist/ Ped Art 3	Net RTA (Note 2)	RTA RTF Contribution (Note 3)	Total RTA Contribution	SCAT (Note 4)	To Be Determined By Claimant	TDA Audit Art 3	Transit Ops And Planning Art 4	Roads Maint Art 5	Transit Cap/ Special Services Art 6	NET LTF	TOTAL RTF AWARD	TOTAL RTF CARRY- OVER	TOTAL LTF RTF and RTF CARRY-OVER	Op. Rev. Art 6.5	Serv. Pop'n Art 6.5	Discri. Art 6.5		TOTAL STA
Sec. 99233	Sec. 99260		Sec. 99260	Sec. 99260	BALANCE AVAILABLE	Sec. 99245	Sec. 99260	Art 8 Sec 99400 (a)	Art 8 Sec 99400 (c)							Sec. 99014	Sec. 99310	Sec. 99313				
Arroyo Grande	16,599	539,252	513,686	10,721	108,606	25,566	134,172	199,663	194,696	0	0	0	0	513,686	0	0	513,686	0	0	0	513,686	
Alascadero	28,659	926,016	881,932	18,511	181,735	44,066	225,821	0	681,686	0	0	0	0	881,932	0	0	881,932	2,942	44,724	0	47,666	
Grover Beach	13,213	421,034	401,040	8,534	86,808	19,994	106,802	155,781	149,917	0	0	0	0	401,040	0	0	401,040	0	0	0	401,040	
Morro Bay	10,481	335,798	319,901	6,776	68,046	15,897	83,943	0	245,079	0	0	0	0	319,901	69,020	53,256	442,177	2,526	16,219	0	18,745	
Paso Robles	28,969	949,668	904,436	18,711	196,022	45,233	241,255	0	689,703	0	0	0	0	904,436	0	0	904,436	6,853	45,868	0	52,721	
Pismo Beach	8,617	274,951	261,840	5,566	56,541	13,111	69,652	102,025	97,708	0	0	0	0	261,840	0	0	261,840	0	0	0	261,840	
SLO Transit	48,018	1,586,899	1,497,505	31,014	380,661	89,393	470,054	0	1,085,830	0	0	0	0	1,497,505	0	0	1,497,505	24,104	76,645	4,561	166,310	
SLO County Los Osos Cambria Nipomo	108,676	3,490,030	3,246,882	70,193	1,036,244	243,348	1,279,592	91,055	2,049,190	0	0	0	0	3,246,882	30,000	72,889	3,349,581	2,876	22,783	0	2,876	
																		22,783	0	22,783	22,783	
																		22,529	0	22,529	22,529	
SLORTA (Note 5)	n/a			n/a				n/a	n/a	0	0	0	0	0	352,600	328,691	681,491	129,834	97,500	475	909,300	
SCAT (Note 6)	n/a	0		n/a	n/a			n/a	n/a	0	0	0	0	0	n/a	45,008	15,000	60,008	5,667	82,018	4,014	91,689
SLOCOG Admin Art 3 - 99233.1	n/a	219,575		n/a	n/a			n/a	n/a	0	0	0	0	219,575			219,575	0	0	0	219,575	
SLOCOG Planning Art 8 - 99402	n/a	305,169		n/a	n/a			n/a	n/a	0	0	0	0	305,169			305,169	0	0	0	305,169	
SLOCOG (Note 7)		25,000												25,000			25,000		142,500	0	142,500	
Rideshare (Note 8) Art 3-99233.3	n/a	8,949		8,949	n/a			n/a	n/a	0	0	0	0	8,949			8,949	0	0	305,000	313,949	
Ride-On/CIP Art 6.5 Sec. 99313	n/a	0		n/a	n/a			n/a	n/a	0	0	0	0	n/a			n/a	0	30,300	1,515	31,821	
Ride-On/CTSA Art 4-599233.7	n/a	416,139		n/a	n/a			n/a	n/a	0	0	0	0	416,139			416,139	0	41,749	40,000	81,749	
Vanpool Service	n/a	0		n/a	n/a			n/a	n/a					0			0	0	10,000	10,000	10,000	
Grover Beach Train Station Expansion																			30,000	30,000	30,000	
Contingency Fund	n/a	100,000		n/a	n/a			n/a	n/a	0	0	0	0	100,000			100,000	0	0	60,276	160,276	
Unexchanged RTP	n/a	0		n/a	n/a			n/a	n/a	0	0	0	0	0			0	0	0	0	0	
TOTALS	263,242	9,598,501	8,027,022	178,975	2,114,663	496,628	2,611,291	548,524	5,193,809	0	0	0	0	9,101,874	496,628	470,046	10,068,548	174,792	634,566	475,840	11,353,736	

## NOTES

- All "off-the-top" is comprised of SLOCOG (\$610,849), Rideshare (\$9,954), Ride-On (\$468,761), and Contingency Fund (\$100,000)
- The RTA budget was approved March 5, 2008. Column 3 (net RTA) is the number that goes in your claim form for total contribution to RTA
- \$496,628 is the total Rural Transit Fund (RTF)
- The SCAT budget was approved April 23, 2008
- SLO/RTA STA Serv. & Pop'n includes \$9,500 and Discretionary includes \$4/b for the Santa Margarita Lake Summer Shuttle
- SCAT STA Serv. & Pop'n includes \$10,500 and Discretionary includes \$5/b for Lopez Lake Summer Shuttle
- SLOCOG LTF Revenue for Office Purchase (\$29k), SLOCOG STA for Performance Audits (\$50k), \$50k for cash flow for the Ag Grant, \$25k RTP EIR, and \$17,500 for RTA Transit Maintenance Facility (staff support)
- Rideshare LTF includes \$9,954 for Bicycle Safety Education Program
- Contingency distributed at the wit of the SLOCOG Board

Will likely be cut to \$300k or \$600k in Feb. 2009

