

To: James L. App, City Manager
From: Jim Throop, Director of Administrative Services
Subject: Transit System Service & Fare Change Policy revisions
Date: October 19, 2010

Needs: For the City Council to consider changes to the policy on implementing transit fare and service changes.

Facts:

1. The City is a recipient of funds from the Federal Transit administration (FTA).
2. FTA recipients must have a policy in place for public noticing and hearings prior to implementing fare increases or service reductions.
3. At the Triennial Review by FTA representatives in July, 2010, the FTA reviewer identified changes that should be made to the City's policy on implementing service changes. These included corrections to terminology, and providing a definition of a "significant" service reduction.
4. The recommended changes were incorporated into a revised policy on "Procedures for Public Comment Regarding Fare and Service Changes to Paso Robles Transit."

Analysis and Conclusion: In order to conform to FTA direction, the updated policy on fare and service changes should be adopted by the City Council.

Fiscal Impact: No fiscal impact.

Options:

- A. Adopt Resolution No. 10-xxx approving the recommended policy changes; or
- B. Amend, modify or reject the above option.

City of Paso Robles

Procedures for Public Comment Regarding Fare and Service Changes to Paso Robles Transit

Effective October 19th, 2010, the City of Paso Robles hereby establishes procedures through which public input shall be obtained regarding transit fare increases or service changes. These procedures comply with Federal Transit Administration (FTA) regulations for Federally-supported transit projects. The City of El Paso de Robles transit system is supported in part through FTA funds.

The City of El Paso de Robles requires solicitation of public comment for the following major fare or service changes:

Fare changes: Any fare increase is considered a major change and requires solicitation of public comment. This includes any modification of transfer policy that reduces the availability of free transfers.

Fixed route service changes: A change in Fixed-Route transit service is considered a major change if any of the following pertain to the change:

- An increase in service headways (the time between the start of runs),
- A decrease in operating hours of at least 25%,
- A reduction in service days, or
- Significant restructuring or realignment of service, defined as a route change that affects at least 25% of any transit route's mileage.

Dial-A-Ride Service changes: A change in Dial-A-Ride service is considered a major change if any of the following pertain to the change:

- Service reduction in operating hours of 25% or greater
- Reduction in days on which service is available.
- Reduction in the area served by Dial-A-Ride.

Service availability: A major change in service availability is defined as the introduction of revised eligibility criteria that reduces access to the service, or significant changes to procedures for service participation such as the introduction of a new application process.

In all cases defined above, the City of El Paso de Robles shall adhere to the following procedures:

- Schedule a meeting to solicit public comment at a public location , preferably City Hall.
- Publish an advertisement in the Tribune or a newspaper of general circulation in northern San Luis Obispo County, no less than five (5) days prior to the date of the public meeting.
- Post announcements if any public meeting in a City transit vehicles no less than (5) days prior to the date of the meeting. Announcements will be in both English and Spanish
- Send service change announcements and public meeting notices via mail to specific groups, including, but not limited to the School District office, Department of Social Services office, Senior Center, and the Chamber of Commerce.
- Schedule a public hearing by the City Council
- Publish an announcement notice or advertisement in a paper with general distribution in the Paso Robles area announcing the public hearing no less than five (5) days prior to the date of the meeting.
- Post announcements of the public hearing in all City fixed-route and Dial-A-Ride buses at least five (5) days prior to the date of the meeting.
- Receive and document comments via telephone, email, US mail, or fax.
- Report in summary format all information received in the public comment process to the City Council as part of the hearing process.

RESOLUTION NO. 10 -

A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF EL PASO DE ROBLES
APPROVING THE REVISED PROCEDURES FOR PUBLIC COMMENT REGARDING
FARE AND SERVICE CHANGES TO PASO ROBLES TRANSIT

WHEREAS, the Federal Transportation Administration (FTA) reviewers conducted the Triennial review of the City's transit operations in July 2010; and

WHEREAS, the FTA auditors identified changes to be made to the City's Policy on Public Comments for Fare and service changes; and

WHEREAS, the recommended changes have been incorporated in the Policy; and

WHEREAS, the revised policy must be approved by the City Council;

THEREFORE BE IT HEREBY RESOLVED by the City Council of the City of El Paso de Robles approves the revised Procedures for Public Comment Regarding Fare and Service Changes to Paso Robles Transit

PASSED AND ADOPTED by the City Council of the City of Paso Robles this 19th day of October, 2010 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Duane Picanco, Mayor

Caryn Jackson, Deputy City Clerk