To: James L. App, City Manager

From: Mike Compton, Director of Administrative Services

Subject: Annual Transportation Development Act Funding Claim

DATE: November 4, 2003

Needs:

For the City Council to consider approval of the annual Transportation Development Act (TDA) claim for fiscal year 2004.

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. Other than transit fares, TDA is the only source of funding 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 or alleyways.

The City also receives between \$12,000 to \$15,000 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.

## Fiscal Impact:

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

Pedestrian & Bikeways	\$ 16,395
Streets & Roads	35,000
TDA Audit	2,000
Paso Transit Services	645,225
SLORTA Transit Services	145,632

Total <u>\$844,252</u>

## Options:

- a. Adopt Resolution No. 03-xx approving the annual claim for Transportation Development Act funding; or
- b. Amend, modify, or reject the above option.

#### **RESOLUTION NO. 03-**

# A RESOLUTION OF THE CITY COUNCILOF THE CITY OF PASO ROBLES APPROVING THE ANNUAL CLAIM FOR TRANSPORTATION DEVELOPMENT ACT FUNDS

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, 2004.

PASSED AND ADOPTED by the City Council of the City of Paso Robles this 4<sup>th</sup> day of November 2003 by the following vote:

AYES: NOES: ABSTAIN: ABSENT:		
ATTEST:	Frank R. Mecham, Mayor	
Sharilyn M. Ryan, Deputy City Clerk		

## SAN LUIS OBISPO COUNCIL OF GOVERNMENTS 2003/2004 TDA CLAIM FORM

Please enter information in the spaces provided. Once all the data has been entered, the form may be sent by mail or fax to SLOCOG at 1150 Osos St, Ste. 202, SLO, CA 93401; fax. 781-5703.

#### Item 1. CLAIMANT INFORMATION

Agency Name: City of Paso Robles	Date: 10/24/03
Contact Person: Mike Compton	Fiscal Year: 2003-2004
Title: Director of Administrative Services	This Claim is X Original 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 4, 2003. See attached Exhibit A.

CATEGORY	DOLLAR AMOUNT (see Exhibit A)
a) Annual (LTF)	814,299
b) Annual (STA) Funds	29,953
TOTAL FUNDS BEING CLAIMED ARE:	844,252

This claim was conditionally approved by the San Luis Obispo Council of Governments at a meeting on June 4, 2003, by Resolution No. 03-09.

#### SLOCOG office use only

	1 1	#	
Ronald L. De Carli, Executive Director	Date	Claim #	

#### Item 2. CERTIFICATIONS

By providing the required information and marking each applicable box below (double click on the box using your mouse), 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
	X The proposed expenditures are in conformity with the Regional Transportation Plan (CCR 6651).
	X A jurisdictional fund will be established for pedestrian and bicycle allocations pursuant to PUC 99233.3 (JPAs and the CTSA exempt).
	X Equivalent reduced transit fares and identification cards for senior citizens and disabled persons are available pursuant to PUC 99155.
	X Agency will program or implement services to meet all unmet transit needs per the adopted 2003 SLOCOG resolution if applicable.
	X Prior to disbursement of TDA funds, the following documents will be submitted:
	<ol> <li>This claim for funds will be submitted to SLOCOG.</li> <li>State Controller's report (LGFA) will be submitted to SLOCOG and State Controller by the date set by the State Controller.</li> <li>Safety Compliance Report/Terminal Record Update certification by the California Highway Patrol (CHP) verifying compliance with Section 1808.1 of the Vehicle Code.</li> <li>Statistics for the purpose of tracking quarterly performance of services preferably by mode: number of riders; number of revenue service hours; operating cost (including overhead); estimated fare box revenues or direct subsidies; public information material in support of a service change, a fare adjustment, or any other change significantly impacting the above statistics; the ratio of riders per revenue service hour (compared to the latest Short Range Transit Plan [SRTP] target); and substantiate any significant variation in the above statistics (exceeding 5 percent up or down).</li> <li>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).</li> </ol>
	PART II. ALL TRANSIT CLAIMANTS MUST ALSO COMPLETE THE FOLLOWING
X	Farebox ratio (fares/operating costs) for system is expected to exceed 10% (except SLO City – 20%).
X	Full use is being made of federal funds available under the Urban Mass Transportation Act for transportation purposes (CCR 6754).
X	Compliance will be maintained with the SLOCOG's adopted bus transfer pass policy.
	The transit system does not routinely staff transit vehicles designed to be operated by one person with two or more persons pursuant to PUC 99264; or 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).

date). PROVIDE COPY TO SLOCOG WITH CLAIM!

X 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

X Compliance with California Vehicle Codes (CVC) Section 1808.1 (PUC 99155) "Drivers Pull

Certifications and Employee Records" Program (must be within 13 months of claim submittal

Notice Participation" Program and Section 12804.6 "Transit Busdrivers; Required

change in hourly operating costs to the percent change in the California Consumer Price (CPI) Index. (TDA CPI calculation available from SLOCOG.)
 X The transit system has an adopted short range transit plan - required to receive additional discretionary STA funds (and FTA Section 5311).
 X Transit system estimated operating data from the prior fiscal year is as follows:

DATA CATEGORY Year 2002/2003	Dial-A- Ride	Fixed Route		
VEHICLE SERVICE HOURS	3,082	10,078		
VEHICLE SERVICE MILES	28,902	146,154		
PASSENGER COUNT	7,158	111,721		
EMPLOYEE HOURS (FULL TIME EQUIVALENT)	1.58	5		
OPERATING COSTS*	127,339	412,368		
FARE REVENUE	15,239	76,961		
TDA \$ RECEIVED	112,100	335,407		

<sup>\*</sup>does not include depreciation expense or GASB 34 accounting changes
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.	LTF Article 3, Sec. 99233.3	16,395	
SLORTA see Exhibit A.	LTF Article 4, Sec. 99260	145,632	. 10
SCAT see Exhibit A.	LTF Article 4, Sec. 99260	N/A	
Local Public Transit System	LTF Article 4, Sec. 99260	615,272	
Roads Maint./ Rail/ Bikeways/ Ped	LTF Article 8, Sec. 99400(a)	35,000	
Misc Transp. Allocations/ Sr. Van Programs/ Subsidized Taxi	LTF Article 8, Sec. 99400(c)	N/A	
TDA Audit	LTF Article 8, Sec. 99400	2,000	
CTSA	LTF Article 4.5, Sec. 99400	N/A	
TOTAL LTF BEING CLAIME	D (Should correspond to Exhibit A.):	814,299	
Transit	STA Article 6.5, Section 99314 (State- Apportioned)	1,667	
Transit	STA Article 6.5, Section 99313 (Discretionary-pop. based)	28,286	
Rideshare Program/Other	STA Article 6.5, Section 99313 (Discretionary-other)		
TOTAL STA BEING CLAIME	D (Should correspond to Exhibit A.):	29,953	
GRAND	TOTAL (LTF + STA)	844,252	

N/A	
	ging gifty and distance to the gifty and
tem 5. Statement identifying efforts to implement transit productivity improved n prior performance audit (transit claimants only).	ments recomme
<ol> <li>Standardize procedures for collecting and reporting TDA required meaccording to TDA required definitions. The City has made the necessar to their reporting requirements.</li> </ol>	
2, Consider enhancing management oversight of the transit operations dedicating additional staff to managing the transit system. In May of 20 additional staff person was hired to assist in the management of the tra system and implementing the grant for the urbanized area.	03, an
<ol><li>Fully implement the marketing plan for the transit services serving P Robles. The city is currently working with two different vendors to com marketing plan for the transit system.</li></ol>	
4. Improve system monitoring to determine the efficiency and effective individual routes as well as the overall system. The City has started coland reporting required measures by individual routes, as well as the overstem.	llecting
Itam 6, 2002/2004 TPANSIT SVSTEM Pudget (transit eleimente enlu)	
Item 6. 2003/2004 TRANSIT SYSTEM Budget (transit claimants only).	06/02/02
DESCRIPTION Tennel Stratem Personne	06/03/03
DESCRIPTION - Transit System Revenues	AMOUNT
Fund Balance	
2003/2004 TDA (LTF and STA combined - from Annual Project and Financial Plan (Item 3)	844,252

Grants	
Fares	80,000
Other revenue (describe)	
Other revenue (describe) Interest	5,000
Total Revenues	929,252

Transit System Exper	nditures (please summar as possible	ize using as few general categories
Operations Contrac	ct 415,4	00
Vehicle M & O		
Operations	101,1	00
Depreciation	46,0	00
Capital Outlay	130,0	000
	Total Expenditures	\$773,500
f the answer is yes, plea for the increase in the tra dentify substantial increa	ansit operating budget in e	X NO  entifying and substantiating the reason of excess of 15% above the preceding year, cope of operations or capital provisions feable).
		on ONLY. Please provide an estimate of FY 2003/2004 pursuant to Article 4.5, Se
N/A	,	

Before sending the completed form, please print a hard copy for yourself.

# A TIBIHX3

## 2003/2004 TRANSPORTATION DEVELOPMENT ACT (TDA) FUND

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(TRANSIT)		FORD MAKE ELDORADO SPECATYE	14 EQUIPMENT NUMBER 22 PASS E SERIAL NU	E909550 LICENGE NUMBER	IFDWE45F82HA61290	43864 COOMETER	G TYPE PUI
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	ANK/CONTAINER MAKE ERTIFICATE TYPE  CVSA	FORD MAKE ELDORADO SPEC/TYP 1 CERTIFICATE NUMBER	EQUIPMENT NUMBER 22 PASS E SERIAL NU  / C  DATE ISSU	E909550 LICENSE NUMBER  JMBERAUNIT NUMBER  JED  9-3-03	#FDWE45F82HA61290	43864 COONETER  VRS Certified	G TYPE PUI
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DEPARTMENT OF CALIFORNIA HIGH	AWAY PATROL	INSPECTION	N ADDRESS			•
VEHICLE/EQUIPMENT IN MOTOR CARRIER SAFETY	ISPECTION REPO	ORT 625 RIV		PASO ROBLES, CA 93446	DATE 0000	
CHP 343A (Rev 4-91) OP		arrac			9/3/03	
	WAKE 99	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE PUEL
BUS	FORD	11	E042708	1FDLE40F2VHB81584	184238 CDOMETER	TYPERUEL
	MAKE EL DODA DO	EQUIPMENT NUMBER 22 PASS	LICENSE NLAMBER	YIN	COME/EX	11/0/002
TANICICENTAINER MAKE	ELDORADO SPECJYPE		MBERJUNIT NUMBER	CT NUMBER	VRS	Test
1940Course was	1	10				witnessed
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUE		REINSPECTION DATE	COCMETER	
CVSA	8935577		9-3-03			
NONE NOTED.			(TRANSIT)			
	TMAKE 2001	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	GOOMETER	TYPE PUEL
BUS	MAKE 2001 FORD	15	1120723	1FDWE45X2HA61291	61442	D
Bns	FORD	15 EQUIPMENT NUMBER			}	1
	FORD MAKE ELDORADO	15 EQUIPMENT NUMBER 22 PASS	1120723 LICENBE NUMBER	1FDWE45X2HA61291	61442	TYPE FUEL
BUS TANK/CONTAINER MAKE	FORD MAKE ELDORADO SPEC/TYP	15 EQUIPMENT NUMBER 22 PASS E SERIAL NU	1120723	1FDWE45X2HA61291	61442 COOMETER	D
TANK/CONTAINER MAKE  CERTIFICATE TYPE	FORD  MAKE  ELDORADO  SPECITIP  1  CERTIFICATE NUMBER	15 EQUIPMENT NUMBER 22 PASS E SERIAL NU 1 C	1120723 LICENSE NUMBER MBERUNT NUMBER	1FDWE45X2HA61291	61442 ODOMETER	D TYPE PUBL
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Sep 26 2003	ייי אווכטי		RPORT	CONTROL MILLINGER	1	
			F PASO ROBL		PAGE 4 C	4
ARTMENT OF CALIFORNIA HIG HICLE/EQUIPMENT I	SHWAY PATROL		NADORESS VEDSINE AVE	PASO ROBLES, CA 93448		
TOR CARRIER SAFET P 343A (Rev 4-91) OF	Y OPERATIONS	CITYORCO		, , , , , , , , , , , , , , , , , , , ,	DATE 9/3/03	
	MAKE 97	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	COOMETER	TYPETUE
BUS	FORD	.10 EQUIPMENT NUMBER	E042709 LICENSE NUMBER	1FDLE40FOVHB81583	160793 COOMETER	TYPERU
MANUFACTO MANUF	ELDORADO SPEC/JYPI	22 PASS	MBERUNIT NUMBER	CT NUMBER		Test
CONTAINER MAKE		/C				witnessed
TFICATE TYPE CVSA	CERTIFICATE NUMBER	DATE ISSU	9-3-03	REINSPECTION DATE 9-3-03	ODOMETER	
3CCR1232(a) 3CCR1249 bo	passenger moose wiring und	ler dash abov	ve brake ped	tal (corrected).		
BU\$	FORD	EQUIPMENT NUMBER 13 EQUIPMENT NUMBER	E909551	IFDWE45X2HA88430	COOMETER  COOMETER	D
BU\$		13	E909551	IFDWE45X2HA88430	64226 CDOMETER	D TYPE PU
	FORD MAKE ELDORADO SPECJIYE	13 EQUIPMENT NUMBER 22 PASS E SERIAL M	E909551	IFDWE45X2HA88430	64226 CDOMETER	D TYPE PU
KIZOAITAINER MAKE	FORD MAKE ELDORADO SPECJIYE	13 EQUIPMENT NUMBER 22 PASS E SERIAL M	E909561 LICENSE NUMBER	IFDWE45X2HA88430	64226 CDOMETER	Test
BUS  KCONTAINER MAKE  TIFICATE TYPE  CVSA  marks	FORD  MAKE  ELDORADO  SPECJIYE  1	13 ECUIPMENT NUMBER 22 PASS 22 PASS SERIAL NO 1 C DATE ISSU	E909561 LICENSE NUMBER  JMBERUNIT NUMBER  JED  9-3-03	IFDWE45X2HA38430 VIN  OT NUMBER	64228 COOMETER  VRS Certified	TYPE PUE
KCONTAINER MAKE ETTFICATE TYPE CVSA	FORD  MAKE  ELDORADO  SPECJIYF  1  CERTIFICATE NUMBER  893557	13 EQUIPMENT NUMBER 22 PASS PE SERIAL M / C DATE ISSU	E909551 LICENSE NUMBER  UMBER/UNIT NUMBER  9-3-03  RANSIT)	IFDWE45X2HA38430 VIN  CT NUMBER  REINSPECTION DATE	64228 COOMETER  VRS Certified	D TYPE PU

Use previous editions until depleted