

To: James L. App, City Manager
From: Mike Compton, Director of Administrative Services
Subject: Annual Transportation Development Act Funding Claim
DATE: November 21, 2006

Needs:

For the City Council to adopt resolution approving 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 (COG) in order to receive its allocation of TDA funds.
2. TDA funds may be used for either 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 through the COG based upon County situs and then agency population.
4. In addition to transit fares and TDA, the City now receives Federal Transit 5307 funds for the City’s transit operations. Generally, the receipt of these Federal funds would translate to more TDA funds being allocated to streets & roads. However, the scheduled replacement of three buses precludes a major contribution in fiscal year 2007.

Analysis &
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 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.

The City also receives about \$20,000 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 funding which lead to the receipt of \$259,800 in Federal 5307 funds. These funds are being used to fund transit operations in conjunction with the TDA funding. Use of these funds for transit operations provides more TDA resources for streets and roads.

The proposed claim provides, in addition to regular transit operations, the following components:

Sunday service (net of fare revenues)	\$ 10,400
Mid-day shuttle service (net of fare revenues)	81,700
Transit marketing	18,500
Transit operating reserves	100,000
Transit contingency	73,000

Fiscal
Impact:

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

Pedestrian & Bikeways	\$ 19,591
Streets & Roads	85,000
TDA Audit	2,100
Paso Transit Services	667,082
SLORTA Transit Services	<u>210,818</u>
Total	<u>\$984,591</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. 06 -

A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF EL PASO DE 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, 2007.

PASSED AND ADOPTED by the City Council of the City of Paso Robles this 21st day of November 2006 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Frank R. Mecham, Mayor

ATTEST:

Deborah Robinson, Deputy City Clerk

**SAN LUIS OBISPO COUNCIL OF GOVERNMENTS
2006/2007 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: 07/21/06
Contact Person: Michael J. Compton	Fiscal Year: 2006/2007
Title: Director of Administrative Services	This Claim is <input checked="" type="checkbox"/> Original <input type="checkbox"/> Revised
Address: 1000 Spring Street	Phone: 805-237-3999
Paso Robles, CA 93446	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 7, 2006. See attached Exhibit A.

CATEGORY	DOLLAR AMOUNT (see Exhibit A)
a) Annual Local Transportation Funds (LTF)	984,591
b) Annual State Transit Assistance (STA) Funds	43,600
c) Annual Rural Transit Funds (RTF)	
TOTAL FUNDS BEING CLAIMED ARE:	1,028,191

This claim was conditionally approved by the San Luis Obispo Council of Governments at a meeting on June 7, 2006, by Resolution No. 06-09.

SLOCOG office use only

/ /	#
Ronald L. De Carli, Executive Director	<div style="display: flex; justify-content: space-between;"> Date Claim # </div>

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 2006 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 9/30/06.
 4. Statistics for tracking quarterly performance of services preferably by mode: number of riders; number of revenue service hours; 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] target); the equivalent cost per rider; and the equivalent subsidy per rider.
 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 2nd quarter payment). If the operator's financial auditor is not able to meet the December 31st 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 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).
- 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 (CPI) Index. (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 2005/2006	DIAL-A-RIDE	FIXED ROUTE	OTHER
VEHICLE SERVICE HOURS	3,577	11,135	
VEHICLE SERVICE MILES	33,846	169,302	
PASSENGER COUNT	8,973	153,911	
EMPLOYEE HOURS (FULL TIME EQUIVALENT)	2.92	6.74	
OPERATING COSTS	\$164,787	\$512,941	
FARE REVENUE	\$19,229	\$107,021	
TDA \$ RECEIVED	\$145,558	\$405,920	

*does not include depreciation 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 (Col. 1)	LTF Article 3, Sec. 99233.3	19,591
SLORTA see Exhibit A (Col. 2)	LTF Article 4, Sec. 99260	210,818
SCAT see Exhibit A (Col. 3)	LTF Article 4, Sec. 99260	NA
Local Public Transit System (Col. 5)	LTF Article 4, Sec. 99260	667,082
Roads Maint./Rail/ Bikeways/ Ped. (Col. 6)	LTF Article 8, Sec. 99400(a)	85,000
Misc. Transp. Allocations/Sr. Van Programs/ Subsidized Taxi (Col. 7)	LTF Article 8, Sec. 99400(c)	
TDA Audit (Col. 4)	LTF Article 8, Sec. 99400	2,100
CTSA (Col. 8)	LTF Article 4.5, Sec. 99400	
TOTAL LTF BEING CLAIMED (Should correspond to Exhibit A) (Col. 8)		984,591

TOTAL RURAL TRANSIT FUND (RTF) BEING CLAIMED (Should correspond to Exhibit A) (Col. 9)	LTF Article 4, Section 99260	0
Transit (Col. 11)	STA Article 6.5, Sec. 99314 (State Apportioned)	4,820
Transit (Col. 12)	STA Article 6.5, Sec. 99313 (Discretionary/pop. based)	51,641
Discretionary, Rideshare Program/ Other (Col. 13)	STA Article 6.5, Sec. 99313 (Discretionary-other)	
TOTAL STA BEING CLAIMED (Should correspond to Exhibit A) (Col. 14)		56,641
GRAND TOTAL (LTF, STA, AND RTF) (Col. 15)		\$1,041,052

Item 4. **Annual Fiscal audit:** Identify actions taken to comply with the most recent fiscal audit recommendations (if applicable).

N/A

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.

1. Standardize procedures for collecting and reporting TDA required measures according to TDA required definitions. The City has made the necessary changes to their reporting requirements.

2. Consider enhancing management oversight of the transit operations by dedicating additional staff to managing the transit system. In May of 2003, an additional staff person was hired to assist in the management of the transit system and implementing the grant for the urbanized area. In addition, in Sept 2006, the city hired consultant to implement new transit changes.

3. Fully implement the marketing plan for the transit services serving Paso Robles. The city is

currently putting together RFP's for our marketing plan.

4. Improve system monitoring to determine the efficiency and effectiveness of individual routes as well as the overall system. The City has started collecting and reporting required measures by individual routes, as well as the overall system.

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 se, fare policy and other areas of the transit program covered by the SRTP.

We just finished our SRTP final report has been issued.

Item 7. 2006/2007 TRANSIT SYSTEM Budget (transit claimants-only).

Date Transit System Budget Approved (mm/dd/yy) :	
DESCRIPTION - Transit System Revenues	AMOUNT
Fund Balance	
2006/2007 TDA (LTF and STA combined - from Annual Project and Financial Plan (Item 3)	1,041,052
Grants – Capital Projects Operating Assistance (See Item 9)	250,300
Fares	127,000
Other revenue (describe) Interest Earnings	5,000
Other revenue (describe) Sale of Surplus Property	6,000
Total Revenues	\$1,429,352

Transit System Expenditures (please summarize using as few general categories as possible)

H:\2006-2007 Overall Work Program\1000 TDA Administration\1100 TDA Fund Allocation & Adm\06 07 TDA Claim Form.doc