

TO: James L. App, City Manager
FROM: Jim Throop, Director of Administrative Services
SUBJECT: Annual Transportation Development Act Funding Claim
DATE: August 16, 2011

Needs: For the City Council to consider resolution approving the annual Transportation Development Act (TDA) claim for Fiscal Year (FY) 2011/12.

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 are used for transit services, pedestrian paths and bikeways, and audits related to the use of the TDA funds. In addition, TDA funds can be used for transit capital purchases, and for Streets and Roads. However, for these funds to be used for Streets and Roads there must be no "unmet transit needs" as determined by SLOCOG. Unmet transit needs are defined as current gaps in transit service for which a sufficient number of public requests have been received. Such a request is deemed "reasonable to meet" if funding is available from the entity or entities to be served by the service, the requested service is comparable to existing services, and the requested service is likely to meet farebox recovery ratio requirements (20% of operating costs covered by fares) within three years of implementation.
3. TDA funds represent ¼ of 1% of the statewide sales tax. The State and SLOCOG retain a portion of the tax collections to fund their respective budgets. The remaining funds are generally distributed back to local governmental entities based upon taxes collected in the County.
4. TDA revenues typically provide approximately 2/3 of transit funding for the City, with the remaining required funds coming from Federal grants and passenger fares.

Analysis and

Conclusion:

The total amount of TDA funds being requested or "claimed" is \$1,034,915. \$961,794 of this total is TDA Local Transportation Funds (LTF) and the remaining \$73,121 in State Transit Assistance (STA) funds. Of this amount, \$707,027 will be used toward transit operations and transit capital purchases. The remaining \$254,767 will be used to fund Regional Transit (SLORTA), pedestrian and bikeways, and the required TDA Audits.

At the most recent Unmet Transit Needs (UTN) hearing in February, 2011, it was determined that the City had no Unmet Transit Needs that are reasonable to meet. If it is determined that a jurisdiction has an unmet transit need, TDA funds must be allocated to meet this unmet transit need before funds may be allocated to Streets and Roads. However, a city or other jurisdiction that utilizes all of its TDA funds for transit purposes, as the City did in FY 2010 and FY 2011, is exempt from being mandated to

implement additional transit services identified through the UTN hearing process. Because of changes to and reductions in transit service implemented July 1, 2011, there is an increased possibility of the UTN hearing process finding unmet needs "reasonable to meet".

In addition to TDA funds, the City receives Federal Transit funding (section 5307) which is preliminarily estimated to be \$224,000 in for FY 2011/12. These FTA funds are being used to fund transit operations and maintenance in conjunction with the TDA funding.

The allocation of TDA funds is subject to change, in response to adjustments in projected state revenues, and the distribution of the modified revenues amongst jurisdictions. Final TDA amounts received by the city during FY 2011/12 therefore may vary from the amounts in this claim.

TDA funds available to the City for FY 2011 were reduced by \$31,622 due to non-compliance with the required 20% Farebox Recovery Ratio (FRR), the portion of operating expenses paid by passenger fares collected. Service changes were implemented on July 1, 2011 to improve the FRR.

Fiscal

Impact:

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

Paso Robles Transit Operations	\$780,148
SLORTA Transit Services (in the Paso Robles area)	\$232,778
Pedestrian & Bikeways	\$20,189
TDA Audit	\$1,800
Total:	<u>\$1,034,915</u>

As noted above, these amounts are subject to change, pending adjustments to actual versus projected State revenues during FY 2011/12.

Options:

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

Attachments:

Attachment 1: TDA Claim Form

Attachment 2: Resolution

ATTACHMENT 1

SAN LUIS OBISPO COUNCIL OF GOVERNMENTS 2011/2012 TDA CLAIM FORM

Please enter information in the spaces provided. Once all the data has been entered, the form may be mailed (1114 Marsh Street, San Luis Obispo, CA 93401), e-mailed (lkramer@slocog.org), or faxed 781-5703.

Item 1. Claimant Information

Agency Name: City of El Paso de Robles	Date: August 5, 2011
Contact Person: Michael Seden-Hansen	Fiscal Year: 2011/2012
Title: Transit Services Coordinator	This Claim is <input checked="" type="checkbox"/> Original <input type="checkbox"/> Revised
Address: 821 Pine St., Suite A	Phone: 805-237-7505 X6658
Email: mseden-hansen@prcity.com	Fax: 805-237-6565

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 8, 2011. See attached [Exhibit A](#).

CATEGORY	DOLLAR AMOUNT (see Exhibit A)
a) Annual Local Transportation Funds (LTF)	\$ 961,794
b) Annual Rural Transit Funds (RTF)	\$ 0
c) Carryover Rural Transit Funds (RTF)	\$ 0
d) Annual State Transit Assistance (STA) Funds	\$ 73,121
TOTAL FUNDS BEING CLAIMED ARE:	\$1,034,915

This claim was conditionally approved by the San Luis Obispo Council of Governments at a meeting on June 8, 2011.

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 6754(a)(1)). 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 2011 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 September 30 (or October 20 if submitted electronically).
 4. Annual statistics will be sent electronically. See Exhibit C.
 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). 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 31st due date, the operator should request from SLOCOG an extension (up to 90 days) with a written justification for the delay submitted by December 17, 2011. The operator should inform its fiscal auditor of the need to meet the above deadlines.

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% (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).
- Fixed-route operator accepts and handles Regional Day Pass issued by the Regional Transit Authority with revenue-sharing participation per adopted formula among regional and local fixed-route providers (2008 Region wide Fare Improvement Study-Policy A).
- Fixed-route provider accepts Region ALL Pass issued by the Regional Transit Authority with revenue-sharing participation per adopted formula among regional and local fixed-route providers (2008 Region wide Fare Improvement Study-Policy B).
- 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).
- Compliance with 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).

- The transit system has an adopted Short Range Transit Plan or is part of a subregional plan.
- The transit system 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.

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. 3)	LTF Article 3, Sec. 99233.3	\$ 20,189
RTA see Exhibit A (Col. 4)	LTF Article 4, Sec. 99260	\$ 232,778
SCAT see Exhibit A (Col. 7)	LTF Article 4, Sec. 99260	\$ 0
Performance Audits (SLOCOG) (Col. 8 – for CTSA only)	LTF Article 8, Sec. 99402	\$ 0
Discretionary (to be filled in):		
TDA Audit (Col. 10)	LTF Article 3, Sec. 99245	\$1,800
Local Public Transit System (Col. 11)	LTF Article 4, Sec. 99260	\$707,027
Roads Maint./Rail/ Bikeways/ Ped. (Col. 12)	LTF Article 8, Sec. 99400(a)	\$0.00
Misc. Transp. Allocations/Sr. Van Programs/ Subsidized Taxi (Col. 13)	LTF Article 8, Sec. 99400(c)	\$0.00
CTSA (Col. 9, Row i)	LTF Article 4.5, Sec. 99400	\$0.00
Discretionary Must Total:		\$ 708,827
TOTAL LTF BEING CLAIMED (Should correspond to Exhibit A) (Col. 14)		\$ 961,794
TOTAL RURAL TRANSIT FUND (RTF) BEING CLAIMED (Should correspond to Exhibit A) (Col. 15)	LTF Article 4, Section 99260	0
TOTAL CARRYOVER RURAL TRANSIT FUND (RTF) BEING CLAIMED (Should correspond to Exhibit A) (Col. 16)	LTF Article 4, Section 99260	0
Transit (Col. 18)	STA Article 6.5, Sec. 99314 (State Apportioned)	6,667
Transit (Co. 19)	STA Article 6.5, Sec 99313 (Discretionary Based)	66,454
TOTAL STA BEING CLAIMED (Should correspond to Exhibit A) (Col. 20)		73,121

GRAND TOTAL (LTF, RTF, CARRYOVER RTF AND STA) (Col. 21)	\$1,034,915
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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 you plan to take in the first two quarters.

One recommendation was made in the FY 2010 Fiscal Audit, to take steps to improve the Transit systems farebox recovery ratio through a decrease in expenses or an increase in bus fares; service hours were reduced (on April 30, 2011 and July 1, 2011), and fares increased (July 1, 2011) in order to decrease expenses, increase fare revenues, and improve at the systems' farebox recovery ratio.

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. If no near term action is contemplated, elaborate on reasons for delay or describe alternate course of action.

The Triennial Performance Audit of 2010 recommended implementing strategies to improve the financial performance of the Dial-A-Ride (DAR) service and the North County Shuttle (in partnership with The City of Atascadero), in order to improve the system's Farebox Recovery Ratio (FRR). Changes to both the DAR and North County shuttle were implemented on July 1, 2011.

Item 6. Short Range Transit Plan or Sub Regional Plan: Identify progress made to date in implementing recommendations or improvements developed in the prior or most recent 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 plan. Include initiatives in coordinating improvements or consolidating functions with other providers.

In FY 2011, all available TDA funds were used for Streets and roads purposes, in keeping with SRTP recommendations.

Item 7. 2011/2012 Transit System Budget (transit claimants-only)

Date Transit System Budget Approved (mm/dd/yy) : 06/16/2009	
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DESCRIPTION - Transit System Revenues	AMOUNT
Fund Balance	
2011/2012 TDA (LTF - from Annual Project and Financial Plan (Item 3))	\$1,065,915
Grants – Capital Projects Operating Assistance (See Item 9)	\$294,500
Passenger Fares	\$163,460
Supplemental Fares	\$27,000
Other revenue (describe) (state, local, deferred TDA from prior years)	\$0
Other revenue (describe) – Interest revenue	\$10,000
Total Revenues	\$1,560,875
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:\$114,900	
Vehicle Operations: \$124,300 (note: this expenses has been substantially exceeding the budgeted total)_	
Contracts/Services: \$747,100	
Miscellaneous expenses: \$51,100	
Regional Transit: \$163,800	
Depreciation: \$122,200	
Total Expenditures \$1,204,100	

Item 8. Did the 2011/2012 operating budget increase over 15% from the adopted 2010/2011 budget?

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 services. In the case of Ride-On, this determination only applies to the CTSA activities/program.

Item 9. In the case of Federal transit grants, indicate 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.

FTA Section 5307 (Urbanized area) and Section 5316 (JARC) grants require a 50% match for operational expenses, and a 20% match for capital expenses. All required matches will be made with TDA funds.

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 fiscal year 2011/2012 pursuant to Article 4.5, Section 99275.5. State the productivity (in riders per hour) and operating assumptions used to project the annual ridership and cost effectiveness by program (CTSA, Commuter Vanpools, Agricultural Vanpools and other TMA services). When reporting quarterly data, track actual performance versus those budget assumptions and compare with actual performance of the two previous years.

RESOLUTION NO. 11-xxx

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL PASO DE ROBLES
APPROVING THE ANNUAL CLAIM FOR TRANSPORTATION DEVELOPMENT ACT
(TDA) 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 other purposes; and

WHEREAS, the annual claim may be subsequently modified if actual revenues or 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, 2012.

PASSED AND ADOPTED by the City Council of the City of Paso Robles this 16th day August, 2011 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Duane Picanco, Mayor

ATTEST:

Caryn Jackson, Deputy City Clerk

EXHIBIT A

LTF

2011/2012 TRANSPORTATION DEVELOPMENT ACT (TDA) FUND - Adopted 6/8/11

Jurisdiction/ Transit Property	LTF - Committed Funds					LTF - Discretionary Uses								
	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
	LTF AVAIL TO APPORTION	Net LTF Avail. (Col 1 + Col 5)	Bikeway/ Ped. Art. 3 Sec. 99233	Net RTA w/Capital Art. 4, Sec. 99260 note 1	RTA RTF Contrib	Total RTA Contrib. Art. 4, Sec. 99260 (Col 4&5) note 2	SCAT Art. 4, Sec. 99260	Part Audits SLOCOG Sec. 99246 note 3	TBD By Claimant	TDA Audit Art. 3, Sec. 99245	Transit Ops & Ping Art. 4, Sec. 99260	Roads Maint Art. 8, Sec. 99400 (a)	Transit Cap/Sp Svcs. Art. 8, Sec. 99400 (c)	NET LTF Allocated
a Arroyo Grande	584,558	557,384	11,691	135,219	27,194	162,413	243,254	0	167,200	0	0	0	0	557,364
b Atascadero	959,242	913,943	19,184	221,216	45,299	266,515	0	0	673,543	0	0	0	0	913,943
c Grover Beach	445,772	424,715	8,915	102,796	21,057	123,853	185,500	0	127,504	0	0	0	0	424,715
d Morro Bay	346,764	329,939	6,935	79,519	16,825	96,344	0	0	243,485	0	0	0	0	329,939
e Paso Robles	1,009,492	961,794	20,189	232,778	47,698	280,476	0	0	708,827	0	0	0	0	961,794
f Pismo Beach	259,378	245,572	5,187	58,259	13,806	72,065	107,936	0	74,190	0	0	0	0	245,572
g SLO Transit	1,742,256	1,648,504	34,843	452,612	93,752	546,364	0	0	1,161,049	0	0	0	0	1,648,504
h SLO County	3,788,787	3,533,572	75,772	1,232,111	255,215	1,487,326	102,733	0	2,122,956	0	0	0	0	3,533,572
i Ride-On/CTSA	470,732	470,732	n/a	n/a	n/a	n/a	16,000		454,732	0	0	0	0	470,732
j Contingency Fund	400,000	400,000	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0	0	0	0	400,000
TOTAL	10,006,981	9,486,135	182,715	2,514,510	520,846	3,035,356	639,423	16,000	5,733,487	0	0	0	0	9,486,135
(RTA LTF) (SCAT LTF)														
Direct Recipients														
SLOCOG Adm'n. Art. 3 - 99233.1	669,402	669,402	n/a											
SLOCOG Ping Art. 8 - 99402	0	0	n/a											
R/S & SLOCOG Art. 3/99233.3	9,617	9,617	9,617											
RTA	see col 4 total	see col 4 total	n/a											
SCAT	see col 7 total	see col 7 total	n/a											
Total	679,019	679,019	9,617											
FINAL TOTALS	10,686,000	10,165,154	192,332											

Notes:

1. Column 4 (net RTA) is the number that goes in your claim form for total contribution to RTA.
2. If the RTF was not exchanged for LTF, RTA would need this amount in LTF.
3. SLOCOG will pay an additional \$16K for the remaining cost of the Performance Audits.
4. RTA's Discretionary STA budget includes \$70K for Ride-On's Senior Shuttle; payments will be made on a reimbursement basis.

EXHIBIT A (continued) RTF & STA

Jurisdiction/ Transit Property	Rural Transit Fund			State Transit Assistance			Grand Total
	Col. 15	Col. 16	Col. 17	Col. 18	Col. 19	Col. 20	
	TOTAL RTF AWARD Sec. 99260	TOTAL LTF & RTF	TOTAL RTF CARRY-OVER Sec. 99260	TOTAL LTF, RTF & RTF CARRY-OVER	Op. Rev. Art. 6.5 Sec. 99314	Discretionary Art. 6.5 Sec. 99313 <i>note 4</i>	LTF, STA, & RTF & RTF Carryover
a Arroyo Grande	0	557,364	0	557,364	0	0	557,364
b Atascadero	0	913,943	0	913,943	5,003	50,790	969,736
c Grover Beach	0	424,715	0	424,715	0	0	424,715
d Morro Bay	10,000	339,939	18,500	358,439	2,243	15,863	376,545
e Paso Robles	0	961,794	0	961,794	6,667	66,454	1,034,915
f Pismo Beach	0	245,572	0	245,572	0	0	245,572
g SLO Transit	0	1,648,504	0	1,648,504	27,202	148,909	1,824,615
h SLO County	45,000	3,578,572	0	3,578,572	2,949	66,973	3,648,494
i Ride-On/CTSA	0	470,732	0	470,732	0	<i>See note 4</i>	470,732
j Contingency Fund	0	400,000	0	400,000	0	111,781	511,781
k TOTAL	55,000	9,541,135	18,500	9,559,635	44,064	460,770	10,064,469
l Direct Recipients							
l SLOCOG Admin. Art. 3 - 99233.1	25,000	694,402	0	694,402	0	0	694,402
m SLOCOG Ping Art. 8 - 99402	0	0	0	0	0	0	0
n R/S & SLOCOG Art. 3/99233.3	0	9,617	0	9,617	0	150,000	159,617
o RTA	370,846	370,846	0	370,846	47,955	638,350	1,057,151
p SCAT	70,000	70,000	0	70,000	9,255	95,793	175,048
q Total	465,846	1,144,865	0	1,144,865	57,210	884,143	2,086,218
r FINAL TOTALS	520,846	10,686,000	18,500	10,704,500	101,274	1,344,913	12,150,687