

TO: James L. App, City Manager
FROM: Jim Throop, Director of Administrative Services
SUBJECT: Annual Transportation Development Act Funding Claim
DATE: August 20, 2013

Needs: For the City Council to consider resolution approving the annual Transportation Development Act (TDA) claim for Fiscal Year (FY) 2013/14.

Facts:

1. The City must file an annual claim with the San Luis Obispo Council of Governments (SLOCOG) in order to receive its allocation of TDA funds.
2. TDA funds represent $\frac{1}{4}$ 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 of origin.
3. TDA revenues typically provide approximately $\frac{2}{3}$ of transit funding for the City, with the remaining required funds coming from Federal grants and passenger fares. Federal Transit funding (section 5307) is preliminarily estimated to be \$225,000, and Federal JARC (section 5316) funding is expected to be \$107,000 for the 2013/14 Fiscal Year. These FTA funds are being used to fund transit operations and maintenance.
4. 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.
5. For TDA funds to be used for Streets and Roads there must be no "Unmet Transit Needs" (UTN) 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 requested 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.
6. At the most recent Unmet Transit Needs (UTN) hearing in February, 2013, 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 2009/10, FY 2010/11, FY 2011/12 and FY 2012/13 is exempt from being mandated to implement additional transit services identified through the UTN hearing process.

7. 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 2013/14 therefore may vary from the amounts in this claim.

Analysis and Conclusion:

The total amount of TDA funds being requested or “claimed” is \$1,456,693. \$1,338,143 of this total is TDA Local Transportation Funds (LTF) and the remaining \$73,523 in State Transit Assistance (STA) funds. Of this amount, \$705,911 will be used toward transit operations, \$340,000 for transit center improvements and vehicle procurement, and \$331,862, will be used to fund Regional Transit (SLORTA) services, pedestrian and bikeways, and the required TDA Audits. All remaining TDA funds will be reserved for future operation expenses or capital purchases.

The current allocation of TDA funds is expected to be sufficient to cover operational costs as well as some capital expenditures, while creating a reserve in the transit fund, to be used for future capital purchases or to offset future reductions in funding.

Fiscal Impact:

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

Paso Robles Transit Operations	\$705,911
SLORTA Transit Services (in the Paso Robles area)	\$301,432
Dial-A-Ride Van Purchase	\$88,000
Pedestrian & Bikeways	\$28,630
TDA Audit	\$1,800

Total: \$1,125,773

As noted above, these amounts are subject to change, pending adjustments to actual versus projected State revenues during FY 2013/14.

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

Item 7. 2013/2014 Transit Budget

To be submitted to SLOCOG with 2013/2014 TDA Claim Form*

*Budget to be compared to 13/14 TDA (TDA funds should not be in excess of operating costs minus fare revenues)

Agency name: City of Paso Robles
 Date Transit System Budget Approved (mm/dd/yy): 6/21/2011

Line #	Transit System Revenue	Amount
1	Fund Balance	\$ 74,296.00
2	2013/2014 TDA (LTF - from Annual Project and Financial Plan - Item 3 on Claim). Includes contribution to RTA.	\$ -
3	Grants - Capital Projects	\$ 70,000.00
4	Grants - Operating Assistance (Item 9 on Claim)	\$ 332,000.00
5	Passenger Fares	\$ 141,000.00
6	Supplemental Fares	\$ 25,000.00
7	Other revenue - State - Prop 1B	\$ 15,000.00
8	Other revenue - Local	\$ -
9	Other revenue - (deferred TDA from prior years)	\$ -
10	Other revenue - describe	\$ -
11	Other revenue - describe	\$ -
12	Other revenue - describe	\$ -
13	Total Revenue	\$ 657,296.00

	Transit System Expenditures	Amount
14	Administration/Personnel	\$ 114,100.00
15	Operations	\$ 24,600.00
16	Interest Expense	\$ -
17	Management Contracts/Services	\$ 466,000.00
18	Service Delivery	\$ -
19	Capital	\$ -
20	Loan Paydown	\$ -
21	Contingency	\$ -
22	Vehicle Maintenance/Fuel	\$ 335,000.00
23	Other - describe - Legal services	\$ 15,000.00
24	Other - describe	\$ -
25	Other - describe	\$ -
26	LTF Contribution to RTA	\$ 301,432.00
27	Depreciation	\$ 144,900.00
28	Total Expenditures	\$ 1,401,032.00

29	Net Operating Costs (excludes capital expense, RTA contribution and depreciation)	\$ 954,700.00
30	Operating Costs less Fares (to be compared to LTF + STA)	\$ 788,700.00 (locked cell)
31	Fares & Supplemental Fares / Operating Costs ----->	17% (locked cell)

SAN LUIS OBISPO COUNCIL OF GOVERNMENTS 2013/2014 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 Paso Robles	Date:8/8/13
Contact Person: Michael Seden-Hansen	Fiscal Year: 2013/2014
Title: Transit Services Coordinator	This Claim is <input checked="" type="checkbox"/> Original <input type="checkbox"/> Revised
Address: 821 Pine St., Ste A 93446	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 5, 2013. See attached [Exhibit A](#).

CATEGORY	DOLLAR AMOUNT (see Exhibit A)
a) Annual Local Transportation Funds (LTF)	\$1,383,170
b) Annual Rural Transit Funds (RTF)	0
c) Carryover Rural Transit Funds (RTF)	0
d) Annual State Transit Assistance (STA) Funds	\$73,523
TOTAL FUNDS BEING CLAIMED ARE:	\$1,456,693

This claim was conditionally approved by the San Luis Obispo Council of Governments at a meeting on June 5, 2013.

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).
Is the allocation for pedestrian and bicycle going to be used to meet a bicycle request from the annual Unmet Needs hearing? N (Y/N)
If yes, please describe: _____
- 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 2013 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. One hard copy (and one PDF copy) 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 16, 2013. 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), 20% (urban operators), and 15% (North County DARs).
- 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	\$28,630
RTA see Exhibit A (Col. 4)	LTF Article 4, Sec. 99260	\$301,432
RTA Operated Local Transit see Exhibit A (Col. 7)		0
SCAT see Exhibit A (Col. 8)	LTF Article 4, Sec. 99260	0
Performance Audits (SLOCOG) (Col. 9)	LTF Article 3, Sec. 99246	16,397
Discretionary (Col. 10)		
TDA Fiscal Audit (Col. 11)	LTF Article 3, Sec. 99245	\$1,800
Local Public Transit System (Col. 12)	LTF Article 4, Sec. 99260	\$704,911
Roads Maint./Rail/ Bikeways/ Ped. (Col. 13)	LTF Article 8, Sec. 99400(a)	
Misc. Transp. Allocations/Sr. Van Programs/ Subsidized Taxi (Col. 14)	LTF Article 8, Sec. 99400(c)	\$330,000
CTSA (Col. 10, Row i)	LTF Article 4.5, Sec. 99400	\$0
Discretionary Must Total:		\$ 1,036,711
TOTAL LTF BEING CLAIMED (Should correspond to Exhibit A) (Col. 15)		\$1,383,170
TOTAL RURAL TRANSIT FUND (RTF) BEING CLAIMED (Should correspond to Exhibit A) (Col. 16)	LTF Article 4, Section 99260	0
TOTAL CARRYOVER RURAL TRANSIT FUND (RTF) BEING CLAIMED (Should correspond to Exhibit A) (Col. 17)	LTF Article 4, Section 99260	0
Transit (Col. 19)	STA Article 6.5, Sec. 99314 (State Apportioned)	\$11,073
Transit (Co. 20)	STA Article 6.5, Sec 99313 (Discretionary Based)	\$62,450

TOTAL STA BEING CLAIMED (Should correspond to Exhibit A) (Col. 21)	\$73,523
GRAND TOTAL (LTF, RTF, CARRYOVER RTF AND STA) (Col. 22)	\$1,456,693

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.

In the Annual Fiscal audit for the period ending June 30, 2012, the auditors recommended that expenses be decreased or revenues increased to meet the 20% Farebox Recovery Ratio requirement. A fare increase was implemented during the fiscal year to increase revenue, and new vehicles were procured. And a vehicle maintenance contract entered late in the fiscal year to decrease operational costs.

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 systems Farebox Recovery Ratio (FRR). Changes to both the DAR and North County Shuttle were implemented on July 1, 2011. Other recommendations on data collection and audit review were previously been implemented.

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.

The City continues to work on the implementation of the 2012 North County Transportation plan. Recommendations related to transit consolidation in partnership with SLOCOG and the other transit Providers in the North County. As recommended in the 2006 SRTP, during FY 2012, no available TDA funds were used for Streets and Roads purposes.

Item 7. 2013/2014 Transit System Budget (transit claimants-only) – See Excel file, “Transit Budget for 13/14)

Item 8. Did the 2013/2014 operating budget increase over 15% from the adopted 2012/2013 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.

Federal Grants will be matched at 50% for operational expenses (5307 and 5316), and 20% for capital expense (Section 5307 for fleet maintenance and possibly Section 5339 for transit center improvements (already completed). TDA funds will be used to match these grants.

Item 10. To be completed by RIDE-ON Transportation ONLY. *For FY13/14 expanded reporting requirements, please see attached April 3, 2013 staff report approved by SLOCOG Board.*

Please provide an estimate of the number of rides, and the cost per ride expected for each program in fiscal year 2013/2014 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 CTSA program (Tri-Counties Regional Center, Community Interaction Program, Medi-Cal Transportation, Private Pay, Veteran's Express and Agricultural Workers Vanpools). When reporting quarterly data, track actual performance versus those budget assumptions and compare with actual performance of the two previous years.

RESOLUTION NO. 13 -

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 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, 2014.

PASSED AND ADOPTED by the City Council of the City of Paso Robles this 20th day of August, 2013 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Duane Picanco, Mayor

ATTEST:

Caryn Jackson, Deputy City Clerk