

To: James L. App, City Manager
From: Mike Compton, Director of Administrative Services
Subject: Annual Transportation Development Act Funding Claim
DATE: October 5, 2004

Needs:

For the City Council to consider approval of the annual Transportation Development Act (TDA) claim for fiscal year 2005.

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. In addition to transit fares and TDA, the City now receives Federal Transit 5307 funds for the City’s transit operations. As a result, an additional \$150,000 of TDA funds are recommended for allocation to streets and roads.

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.

Last year the City received a “urban area” designation for the purposes of Federal Transit funding which lead to the receipt of \$226,000 in Federal 5307 funds. These funds are being used to supplant a portion of TDA funding. The supplanted TDA funds are then being re-directed to street projects. With this claim, \$150,000 is being approved to for street projects.

Fiscal
Impact:

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

Pedestrian & Bikeways	\$ 18,444
Streets & Roads	185,000
TDA Audit	2,000
Paso Transit Services	589,219
SLORTA Transit Services	<u>126,810</u>
Total	<u>\$921,473</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. 04-

A RESOLUTION OF THE CITY COUNCIL OF 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, 2005.

PASSED AND ADOPTED by the City Council of the City of Paso Robles this 5th day of October 2004 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Frank R. Mecham, Mayor

ATTEST:

Sharilyn M. Ryan, Deputy City Clerk

**SAN LUIS OBISPO COUNCIL OF GOVERNMENTS
2004/2005 TDA CLAIM FORM**

Please enter information in the spaces provided. Once all the data has been entered, the form may be mailed or faxed 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: 09/20/04
Contact Person: Michael J. Compton	Fiscal Year: 2004-2005
Title: Director of Administrative Services	This Claim is X <input type="checkbox"/> Original <input type="checkbox"/> 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 2, 2004. See attached Exhibit A.

CATEGORY	DOLLAR AMOUNT (see Exhibit A)
a) Annual (LTF)	890,587
b) Annual (STA) Funds	30,886
TOTAL FUNDS BEING CLAIMED ARE:	921,473

This claim was conditionally approved by the San Luis Obispo Council of Governments at a meeting on June 2, 2004, by Resolution No. 04-09.

SLOCOG office use only

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

EXHIBIT A

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.

- The proposed expenditures are in conformity with the Regional Transportation Plan (CCR 6651).
- A jurisdictional fund will be established for pedestrian and bicycle allocations pursuant to PUC 99233.3 (JPAs and the CTSA exempt).
- Equivalent reduced transit fares and identification cards for senior citizens and disabled persons are available pursuant to PUC 99155.
- Agency will program or implement services to meet all unmet transit needs per the adopted 2003 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. State Controller's report (LGFA) will be submitted to SLOCOG and State Controller by the date set by the State Controller.
 3. Safety Compliance Report/Terminal Record Update certification by the California Highway Patrol (CHP) verifying compliance with Section 1808.1 of the Vehicle Code.
 4. 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).
 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).

PART II. ALL TRANSIT CLAIMANTS MUST ALSO COMPLETE THE FOLLOWING:

- Farebox ratio (fares/operating costs) for system is expected to exceed 10% (except Paso Robles, Atascadero, and SLO City, - 20%).
- 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 Busdrivers; 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 available from SLOCOG.)
- The transit system has an adopted short range transit plan - required to receive additional

discretionary STA funds (and FTA Section 5311).

Transit system estimated operating data from the prior fiscal year is as follows:

DATA CATEGORY Year 2003/2004	Dial-A-Ride	Fixed Route
VEHICLE SERVICE HOURS	3,423	10,685
VEHICLE SERVICE MILES	29,512	155,075
PASSENGER COUNT	7,185	119,832
EMPLOYEE HOURS (FULL TIME EQUIVALENT)	1.77	5.4
OPERATING COSTS	140,842	423,127
FARE REVENUE	17,941	89,423
TDA \$ RECEIVED	122,902	333,704

*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	LTF Article 3, Sec. 99233.3	18,444
SLORTA see Exhibit A	LTF Article 4, Sec. 99260	126,810
SCAT see Exhibit A	LTF Article 4, Sec. 99260	N/A
Local Public Transit System	LTF Article 4, Sec. 99260	558,333
Roads Maint./Rail/ Bikeways/ Ped.	LTF Article 8, Sec. 99400(a)	185,000
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 CLAIMED (Should correspond to Exhibit A)		890,587
Transit	STA Article 6.5, Sec. 99314 (State Apportioned)	2,069
Transit	STA Article 6.5, Sec. 99313 (Discretionary/pop. based)	28,817
Rideshare Program/Other	STA Article 6.5, Sec. 99313 (Discretionary-other)	
TOTAL STA BEING CLAIMED (Should correspond to Exhibit A)		
Rural Transit Fund see Exhibit A	LTF Article 4, Section 99260	
TOTAL RTF BEING CLAIMED (Should correspond to Exhibit A)		0
GRAND TOTAL (LTF, STA, AND RTF)		921,473

Item 4. Statement identifying actions to comply with fiscal audit recommendations (if applicable).

N/A

Item 5. Statement identifying efforts to implement transit productivity improvements recommended in prior performance audit (transit claimants only).

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.

3. Fully implement the marketing plan for the transit services serving Paso Robles. The city is currently working with two different vendors to come up with a marketing plan for the transit system.

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. 2004/2005 TRANSIT SYSTEM Budget (transit claimants only).

Date Transit System Budget Approved (mm/dd/yy) :		
DESCRIPTION - Transit System Revenues		AMOUNT
Fund Balance		
2004/2005 TDA (LTF and STA combined - from Annual Project and Financial Plan (Item 3)		921,473

Grants FTA 5307	226,000
Fares	111,500
Other revenue (describe)	
Other revenue (describe) Interest	7,500
Total Revenues	1,266,473

Transit System Expenditures (please summarize using as few general categories as possible)	
Operations Contract	487,000
Vehicle M & O	97,000
Operations	85,800
Depreciation	71,300
Capital Outlay	0
Total Expenditures \$741,100	

Item 7. Did the operating budget increase over 15% from the 2003/2004 fiscal year?

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).

Item 8. To be completed by RIDE-ON Transportation ONLY. Please provide an estimate of the number of rides, and the cost per ride expected in FY 2003/2004 pursuant to Article 4.5, Section 99275.5.

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