

AGENDA STAFF REPORT

DATE: July 5, 2017

TO: Mayor and City Council

APPROVED BY: Armando G. Villa, City Manager

PREPARED BY: Eduardo Gutierrez, Interim Finance Director 

SUBJECT: Approve the following:

1. TDA Article 8(e) Application, Claim and Resolution for \$16,988.00;
2. TDA Article 8(e) Application, Claim and Resolution for \$25,000.00;
3. TDA Article 3 Application, Claim and Resolution for \$34,689.00.

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Recommendation:

It is recommended that the City Council of the City of Calexico approve the following:

1. TDA Article 8(e) application, claim and resolution for \$16,988.00;
2. TDA Article 8(e) application, claim and resolution for \$25,000.00;
3. TDA Article 3 application, claim and resolution for \$34,689.00.

Background:

The City of Calexico receives state funding annually through the Imperial County Transportation Commission (ICTC) to provide the following transportation services:

TDA Article 8(e) – Funds the purchase, installation and maintenance of bus stop for regional public transit services.

TDA Article 3 – Funds bicycle and pedestrian related projects. For example, removal and replacement of handicap ramps within City limits.

Discussion & Analysis:

City Staff recommends that the City Council of the City of Calexico approve the applications, claims and resolutions for TDA Article 8(e) and 3 in order to receive funding for FY 2016-2017.

AGENDA ITEM 

Fiscal Impact:

Revenue \$76,677.00.

Coordinated With:

Finance and Public Works Department.

Attachment:

1. TDA Article 8(e) application, claim and resolution for \$16,988.00;
2. TDA Article 8(e) application, claim and resolution for \$25,000.00;
3. TDA Article 3 application, claim and resolution for \$34,689.00.

**IMPERIAL COUNTY
TRANSPORTATION COMMISSION
TRANSPORTATION DEVELOPMENT ACT PROGRAM**

**INSTRUCTIONS FOR PREPARING ARTICLE 8 (e)
CAPITAL ASSISTANCE CLAIMS**

General Information

These instructions apply to the following program categories:

Local Transportation Fund (LTF)

Article 8, PUC Section 99400e, for capital expenditures to acquire vehicles and related equipment, bus shelters, benches, and communication equipment.

State Transit Assistance Fund (STA)

Article 6.5, PUC Section 99315, for payments for transit services for claimants eligible to receive Article 8 funds, and meeting public transportation needs.

Forms Included in this Package

Article 8 Claim form
Sample Governing Body Resolution
Financial Reporting forms (Schedules A and B)
Justification Statements
Standard Statement of Assurances
Copy of Current Contract/Cooperative Agreement
Proposed Commitment Statement

Where to File

One signed original claim should be filed with the ICTC office:

Imperial County Transportation Commission
Attn: Michelle Bastidas
1405 N. Imperial Ave., Suite 1
El Centro, CA 92243
MichelleBastidas@ImperialCTC.org

Phone: (760) 592-4494

Fax: (760) 592-4497

**IMPERIAL COUNTY TRANSPORTATION COMMISSION
TDA CAPITAL ASSISTANCE CLAIM FORM (ARTICLE 8 e)**

Claimant Information

Agency Name: City of Calexico	Date: July 5, 2017
Contact Person: Eduardo Gutierrez, Interim Finance Director	Fiscal Year: 2016-2017
Address: 608 Heber Avenue Calexico, CA 92231	This claim is <input type="checkbox"/> Original <input type="checkbox"/> Revised Phone: 760/768-2130 Fax: 760/768-0992 Email: egutierrez@calexico.ca.gov

Please fill out the table below, checking those items that are being submitted with this claim application.

Checklist of Required Items

Item Enclosed	Items Included with Claim Application
x	Article 8 (e) Claim Form
x	Governing Body Resolution
x	Financial Reporting Forms (Schedule A & B)
x	Statement of Assurances
n/a	Justification Statements
n/a	Copy of Current Contract/Cooperative Agreement
x	Proposed Commitment Statement
x	Project Delivery Schedule
x	180 Day Certified Fiscal Audit

**IMPERIAL COUNTY TRANSPORTATION COMMISSION
TDA CAPITAL ASSISTANCE CLAIM FORM (ARTICLE 8 e)**

Page 2

Payment Recipient

Payment Recipient: City of Calexico
Address: 608 Heber Avenue, Calexico, CA 92231
Attention (Name and Title): Eduardo Gutierrez, Interim Finance Director

Requested Payment and Reserves

Purpose	Requested Payment and Reserves	Amount
Article 8 (e)	Payment from Unallocated-Capital (from page 3, line 6)	\$16,988.00
	Drawdown from Reserves -Capital (from page 3, line 12)	\$0.00
	TOTAL PAYMENTS REQUESTED	\$16,988.00
	Reserve for Future Payment (from page 3, line 18)	\$0.00

Condition of Approval:

Approval of this claim and payment by the County Auditor to this claimant are subject to monies being available and to the provisions that such monies will be used only in accordance with the allocation instructions.



Authorizing Signature (blue ink)
(Claimant's Chief Administrator or Chief Financial Officer)

Eduardo Gutierrez, Interim Finance Director

(Print Name and Title)

DATE APPROVED:

ALLOCATION:

**IMPERIAL COUNTY TRANSPORTATION COMMISSION
TDA CAPITAL ASSISTANCE CLAIM FORM (ARTICLE 8 e)**

Detail of Requested Capital Payments and Reserves

(Use additional sheets if necessary)

Note that some projects must be included in the Regional Transportation Improvement Program (RTIP)

Payments from Unallocated—Capital Project Description	TDA Amount	Date Required
1 Purchase and maintenance of bus shelter	\$16,988.00	
2	\$0.00	
3	\$0.00	
4	\$0.00	
5	\$0.00	
6 TOTAL (Enter on Page 2)	\$16,988.00	

Drawdown from Reserves—Capital Project Description	TDA Amount	Date Required
7	\$0.00	
8	\$0.00	
9	\$0.00	
10	\$0.00	
11	\$0.00	
12 TOTAL (Enter on Page 2)	\$0.00	

Reserve for Future Payment—Capital Project Description	TDA Amount	Date of Expected Drawdown
13	\$0.00	
14	\$0.00	
15	\$0.00	
16	\$0.00	
17	\$0.00	
18 TOTAL (Enter on Page 2)	\$0.00	

SAMPLE RESOLUTION

Resolution No. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF

_____ APPROVING THE ARTICLE 8

APPLICATION FOR _____ PURPOSES UNDER

THE TRANSPORTATION DEVELOPMENT ACT (SB 325), PUC 99400.

Whereas, The Transportation Development Act (SB 325) provides that each Transportation Planning Agency may allocate funds to specific transit purposes;

Whereas, the City of _____ has recognized the need for

_____.

Now Therefore, the City Council of the City of _____

Does resolve as follows:

1. To authorize _____ as the City's authorized signature and designated contact person;
2. To apply for funds available to the City of _____ allocated for _____ in the amount of \$ _____.

AND/OR

3. To apply for funds available to the City of _____ Allocated for ICTC Transit Services in the amount of \$ _____.

Passed and Adopted the ____ Day of _____, 201__.

Mayor, City of _____

ATTEST: _____
City Clerk of the City of _____.

Schedule A

IMPERIAL COUNTY TRANSPORTATION COMMISSION

CAPITAL ASSISTANCE CLAIM FORM

Page 1

CLAIMANT: City of Calexico

DATE: July 5, 2017

Sources of Capital Assistance (Not including LTF or STA)	Estimated or Actual Current Fiscal Year 2015-16	Proposed Fiscal Year 2016-17
FEDERAL CAPITAL GRANTS		
1. FTA Section 3 Grants	\$0.00	\$0.00
2. FTA Section 9 Grants	\$0.00	\$0.00
3. FTA Section 16B2	\$0.00	\$0.00
4. FTA Section 18 Grants	\$0.00	\$0.00
5. Federal Aid Urban Grants	\$0.00	\$0.00
6. Federal Aid Interstate	\$0.00	\$0.00
7. Other Federal Grants	\$0.00	\$0.00
8. Revenue Sharing Passthrough	\$0.00	\$0.00
STATE CAPITAL GRANTS AND SUBVENTIONS		
9. Transportation Fund-Guideways	\$0.00	\$0.00
10. State General Fund Provisions	\$0.00	\$0.00
11. Other State Provisions	\$0.00	\$0.00
LOCAL CAPITAL GRANTS AND PROVISIONS		
13. Sales Tax	\$0.00	\$0.00
14. Motor Vehicle Fuel Taxes	\$0.00	\$0.00
15. Property Taxes	\$0.00	\$0.00
16. General Fund	\$0.00	\$0.00
17. Other Local Sources	\$0.00	\$0.00
TOTAL (Sum Lines 1-17)	\$0.00	\$0.00

Schedule A Continued

IMPERIAL COUNTY TRANSPORTATION COMMISSION

CAPITAL ASSISTANCE CLAIM FORM

Page 2

Capital Outlay and Debt Reductions	Estimated or Actual Current Fiscal Year 2015-16	Proposed Fiscal Year 2016-17
22. Revenue Vehicles—Expansion	\$0.00	\$0.00
23. Revenue Vehicles—Replacement	\$0.00	\$0.00
24. Service Vehicles	\$0.00	\$0.00
25. Buildings and Structures	\$436.53	\$30,000.00
26. Equipment	\$8,881.18	\$0.00
27. Office Equipment and Furnishings	\$0.00	\$0.00
28. Land	\$0.00	\$0.00
29. Debt Reduction	\$0.00	\$0.00
TOTAL (Sum of Lines 22-29)	\$9,318.00	\$30,000.00

Schedule B

IMPERIAL COUNTY TRANSPORTATION COMMISSION

CAPITAL ASSISTANCE CLAIM FORM

Page 1

CLAIMANT: City of Calexico

TDA Capital Assistance Required	Estimated or Actual Current Fiscal Year 2015-16	Proposed Fiscal Year 2016-17
4. Total Capital Outlay & Debt Reduction (From Schedule A, Line 30)	\$9,318.00	\$30,000.00
2. Subtract Capital Assistance Net of LTF, STA (From Schedule A, Line 20)	\$0.00	\$0.00
3. Total Capital Assistance Required (Line 1, Less Line 2)	\$0.00	\$0.00
4. TDA Capital Assistance Claimed	\$9,318.00	\$30,000.00
5. TDA Capital Excess Carryover from Prior Year (s)	\$74,508.00	\$82,770.00
6. STA Current Payments from Uncommitted Funds—Capital	\$0.00	\$0.00
7. LTF Current Payments from Unallocated Funds--Capital	\$0.00	\$0.00
8. STA Current Payments from Committed Funds—Capital	\$17,580.00	\$16,988.00
9. LTF Current Payments From Reserves--Capital	\$0.00	\$0.00
10. Total Capital Assistance (Total of Lines 5,6,7,8,9)	\$92,088.00	\$99,758.00
11. Capital Excess (Line 10, Less Line 4) (Transfer to Line 5 for Succeeding Year.)	\$82,770.00	\$69,758.00

Note: Fill in information for the projects included in Line 11 on the next page.

Schedule B Continued

IMPERIAL COUNTY TRANSPORTATION COMMISSION
CAPITAL ASSISTANCE CLAIM FORM

List of Capital Projects

Project Title	Federal Grant Number	RTP Number (A-95)	Estimated Project Cost	Source of Funds		
				LTF	STA	Federal
N/A			\$0.00	\$0.00	\$0.00	\$0.00
TOTAL*			\$	\$	\$	\$

Total on this page must equal Line 11 of Schedule B on prior page.

Capital Projects include Park-and-Ride facilities, operations/maintenance facilities, terminal facilities, exclusive lanes for buses, and the acquisition of vehicles and rolling stock.

Schedule B Continued

IMPERIAL COUNTY TRANSPORTATION COMMISSION

CAPITAL ASSISTANCE CLAIM FORM
Page 3

PROJECT PHASES AND SCHEDULE

Project Title	Project Phase	Expected Completion Date	RTP Number (A-95)	Estimated Project Cost
N/A	N/A	N/A	N/A	N/A

**IMPERIAL COUNTY TRANSPORTATION COMMISSION
CAPITAL ASSISTANCE CLAIM FORM**

PROPOSED COMMITMENT STATEMENT

(When requesting that funds be reserved for long-term capital projects, the claim must include a description of the project. The description from ICTC's *Short Range Transit Plan* will meet this requirement.)

**IMPERIAL COUNTY TRANSPORTATION COMMISSION
TDA CAPITAL ASSISTANCE CLAIM FORM (ARTICLE 8 e)**

STATEMENT OF ASSURANCES

Page 1

**Please Check
Applicable Boxes**

- 1. 180 Day Certified Fiscal Audit** (required for all claims)
A satisfactory, independent audit has been submitted to ICTC and the State Controller not more than 180 days after the end of the prior fiscal year.
- 2. 90 Day Annual State Controller Report** (transit claims)
This report has been submitted to the State Controller not more than 120 days after the end of the prior fiscal year. (Also called the Annual Report of Financial Transactions of Transit Operators.)
- 3. Elderly/Disabled** (transit claims)
Transit operator offers reduced fares for elderly and disabled persons in accordance with PUC Section 99155, and Section 99155.5 pertaining to dial-a-ride and paratransit services.
- 4. Farebox Recovery Ratio Requirements** (transit claims)
Transit operator certifies it will maintain the required ratio of fare revenues and local support to operating cost, according to PUC Section 99268.
- 5. Implementation of Productivity Improvements** (transit claims)
Operator has made a reasonable effort to implement the annual productivity improvement recommendations provided by ICTC.
- 6. California Highway Patrol (CHP) Certifications** (transit claims)
Section 1808.1 of the Vehicle Code requires operators to participate in pull notice system for obtaining current driver records from the Department of Motor Vehicles. Claimant/operator must be certified by the CHP within the last 13 months to be in compliance with this mandate.
- 7. Conformance with Regional Transportation Plan** (STA, transit, street and road, bicycle/pedestrian claims)
Claimant certifies that all of the purposes for claim expenditures are in conformance with the local applicable Regional Transportation Plan.

**IMPERIAL COUNTY TRANSPORTATION COMMISSION
TDA CAPITAL ASSISTANCE CLAIM FORM (ARTICLE 8 e)**

STATEMENT OF ASSURANCES

Page 2

- 8. Full Use of Federal Funds (STA only)**
Claimant certifies that it is making full use of federal funds available under the Federal Transit Act, as required by California Code of Regulations, Section 6754.
- 9. Efficiency Standards (STA only)**
Operator certifies it is meeting one of the following two efficiency standards:
Standard 1: The annual increase in the operator's total operating cost per revenue vehicle hour does not exceed the average cost per revenue vehicle hours in the preceding three years increased by the Consumer Price Index (CPI).
Standard 2: The operator's average operating cost per vehicle revenue hour over the most current three fiscal years does not exceed the average cost per vehicle revenue hour in the preceding three years and increased by the CPI.
- 10. Operating Budget (Article 4 claims only)**
Claimant certifies that its operating budget is not more than 15% greater than its previous year budget unless supported by documentation that substantiates such change.
- 11. Triennial Performance Audit (Article 4 claims required, for other claims it is voluntary, PUC Section 99248.)**
Claimant certifies that it has submitted the Triennial Performance Audit report to ICTC on a triennial basis.
- 12. Drug and Alcohol Free Workplace Requirements**
Claimant is in compliance with the requirements of the Federal Transit Administration (FTA) and/or Federal Highway Administration (FHWA) Drug and Alcohol Testing rules, and provides a drug and alcohol free workplace.
- 13. Americans with Disabilities Act (ADA)**
Claimant certifies that it complies with the Americans with Disabilities Act (ADA) which includes the following provisions:
1. Prohibits discrimination against the disabled in hiring and employment;

**IMPERIAL COUNTY TRANSPORTATION COMMISSION
TDA CAPITAL ASSISTANCE CLAIM FORM (ARTICLE 8 e)**

STATEMENT OF ASSURANCES

Page 3

2. Prohibits discrimination in public transportation and requires public transit systems to provide the same level of public transportation service to individuals with disabilities as to those without disabilities using the same system;

3. Prohibits discrimination against the disabled in public accommodations and in commercial facilities.

14. Part-Time Drivers

The transit operator is not precluded by any contract entered into after June 1979 from employing a part-time driver or from contracting with common carriers of persons operating under a franchise or license.

15. Consistency with Bicycle Plan (bicycle claims only)

Claimant certifies that all of the purposes for claim expenditures are in conformance with the Agency's *Countywide Bicycle Master Plan*.

AUTHORIZED CLAIMANT SIGNATURE _____



RESOLUTION NO. 2017-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALEXICO APPROVING THE ARTICLE 8 (e) APPLICATION FOR BUS BENCHES/SHELTER PURPOSES, UNDER THE TRANSPORTATION DEVELOPMENT ACT (SB325), PUC 99400E.

WHEREAS, the Transportation Development Act (SB325) provides that each Transportation Planning Agency may allocate funds to specific transit purposes;

WHEREAS, the City of Calexico has recognized the need for bus benches/shelters;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Calexico hereby resolves as follows:

1. To authorize Eduardo Gutierrez, Interim Finance Director, as the City's authorized signature and designate contact person;
2. To apply for funds available to the City of Calexico allocated for bus benches/shelters, under Article 8(e) in the amount \$16,988.00.

PASSED, APPROVED AND ADOPTED this 5th day of July, 2017.

Armando G. Real, Mayor

Attest:

Gabriela Garcia, Deputy City Clerk

Approved as to Form:

Carlos Campos, Interim City Attorney

State of California)
County of Imperial) ss.
City of Calexico)

I, Gabriela Garcia, Deputy City Clerk of the City of Calexico, California do hereby certify that above and foregoing Resolution No. 2017-_____ was duly passed, approved and adopted by the City Council at its regular meeting held on the 5th day of July, 2017 by the following vote to-wit:

AYES:
NOES:
ABSENT:

Gabriela Garcia, Deputy City Clerk

**IMPERIAL COUNTY
TRANSPORTATION COMMISSION
TRANSPORTATION DEVELOPMENT ACT PROGRAM**

**INSTRUCTIONS FOR PREPARING ARTICLE 8 (e)
CAPITAL ASSISTANCE CLAIMS**

General Information

These instructions apply to the following program categories:

Local Transportation Fund (LTF)

Article 8, PUC Section 99400e, for capital expenditures to acquire vehicles and related equipment, bus shelters, benches, and communication equipment.

State Transit Assistance Fund (STA)

Article 6.5, PUC Section 99315, for payments for transit services for claimants eligible to receive Article 8 funds, and meeting public transportation needs.

Forms Included in this Package

Article 8 Claim form
Sample Governing Body Resolution
Financial Reporting forms (Schedules A and B)
Justification Statements
Standard Statement of Assurances
Copy of Current Contract/Cooperative Agreement
Proposed Commitment Statement

Where to File

One signed original claim should be filed with the ICTC office:

Imperial County Transportation Commission
Attn: Michelle Bastidas
1405 N. Imperial Ave., Suite 1
El Centro, CA 92243
MichelleBastidas@ImperialCTC.org

Phone: (760) 592-4494
Fax: (760) 592-4497

**IMPERIAL COUNTY TRANSPORTATION COMMISSION
TDA CAPITAL ASSISTANCE CLAIM FORM (ARTICLE 8 e)**

Page 1

Claimant Information

Agency Name: City of Calexico	Date: July 5, 2017
Contact Person: Eduardo Gutierrez, Interim Finance Director	Fiscal Year: 2016-2017
Address: 608 Heber Avenue Calexico, CA 92231	This claim is <input type="checkbox"/> Original <input type="checkbox"/> Revised Phone: 760/768-2130 Fax: 760/768-0992 Email: egutierrez@calexico.ca.gov

Please fill out the table below, checking those items that are being submitted with this claim application.

Checklist of Required Items

Checklist for TDA Claims	
Item Enclosed	Items Included with Claim Application
x	Article 8 (e) Claim Form
x	Governing Body Resolution
x	Financial Reporting Forms (Schedule A & B)
x	Statement of Assurances
n/a	Justification Statements
n/a	Copy of Current Contract/Cooperative Agreement
x	Proposed Commitment Statement
x	Project Delivery Schedule
x	180 Day Certified Fiscal Audit

**IMPERIAL COUNTY TRANSPORTATION COMMISSION
TDA CAPITAL ASSISTANCE CLAIM FORM (ARTICLE 8 e)**

Page 2

Payment Recipient

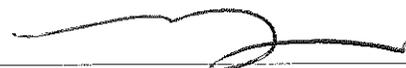
Payment Recipient: City of Calexico
Address: 608 Heber Avenue, Calexico, CA 92231
Attention (Name and Title): Eduardo Gutierrez, Interim Finance Director

Requested Payment and Reserves

Purpose	Requested Payment and Reserves	Amount
Article 8 (e)	Payment from Unallocated-Capital (from page 3, line 6)	\$25,000.00
	Drawdown from Reserves -Capital (from page 3, line 12)	\$0.00
	TOTAL PAYMENTS REQUESTED	\$25,000.00
	Reserve for Future Payment (from page 3, line 18)	\$0.00

Condition of Approval:

Approval of this claim and payment by the County Auditor to this claimant are subject to monies being available and to the provisions that such monies will be used only in accordance with the allocation instructions.



Authorizing Signature (blue ink)
(Claimant's Chief Administrator or Chief Financial Officer)

Eduardo Gutierrez, Interim Finance Director

(Print Name and Title)

DATE APPROVED:

ALLOCATION:

**IMPERIAL COUNTY TRANSPORTATION COMMISSION
TDA CAPITAL ASSISTANCE CLAIM FORM (ARTICLE 8 e)**

Detail of Requested Capital Payments and Reserves

(Use additional sheets if necessary)

Note that some projects must be included in the Regional Transportation Improvement Program (RTIP)

Payments from Unallocated—Capital Project Description	TDA Amount	Date Required
1 Maintenance of bus shelter	\$25,00.00	
2	\$0.00	
3	\$0.00	
4	\$0.00	
5	\$0.00	
6 TOTAL (Enter on Page 2)	\$25,000.00	

Drawdown from Reserves—Capital Project Description	TDA Amount	Date Required
7	\$0.00	
8	\$0.00	
9	\$0.00	
10	\$0.00	
11	\$0.00	
12 TOTAL (Enter on Page 2)	\$0.00	

Reserve for Future Payment—Capital Project Description	TDA Amount	Date of Expected Drawdown
13	\$0.00	
14	\$0.00	
15	\$0.00	
16	\$0.00	
17	\$0.00	
18 TOTAL (Enter on Page 2)	\$0.00	

SAMPLE RESOLUTION

Resolution No. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
 _____ APPROVING THE ARTICLE 8
 APPLICATION FOR _____ PURPOSES UNDER
 THE TRANSPORTATION DEVELOPMENT ACT (SB 325), PUC 99400.

Whereas, The Transportation Development Act (SB 325) provides that each Transportation Planning Agency may allocate funds to specific transit purposes;

Whereas, the City of _____ has recognized the need for
 _____.

Now Therefore, the City Council of the City of _____

Does resolve as follows:

1. To authorize _____ as the City's authorized signature and designated contact person;
2. To apply for funds available to the City of _____ allocated for _____ in the amount of \$ _____.

AND/OR

3. To apply for funds available to the City of _____ Allocated for ICTC Transit Services in the amount of \$ _____.

Passed and Adopted the ____ Day of _____, 201__.

 Mayor, City of _____

ATTEST: _____
 City Clerk of the City of _____.

Schedule A

IMPERIAL COUNTY TRANSPORTATION COMMISSION

CAPITAL ASSISTANCE CLAIM FORM

Page 1

CLAIMANT: City of CalexicoDATE: July 5, 2017

Sources of Capital Assistance (Not including LTF or STA)	Estimated or Actual Current Fiscal Year 2015-16	Proposed Fiscal Year 2016-17
FEDERAL CAPITAL GRANTS		
1. FTA Section 3 Grants	\$0.00	\$0.00
2. FTA Section 9 Grants	\$0.00	\$0.00
3. FTA Section 16B2	\$0.00	\$0.00
4. FTA Section 18 Grants	\$0.00	\$0.00
5. Federal Aid Urban Grants	\$0.00	\$0.00
6. Federal Aid Interstate	\$0.00	\$0.00
7. Other Federal Grants	\$0.00	\$0.00
8. Revenue Sharing Passthrough	\$0.00	\$0.00
STATE CAPITAL GRANTS AND SUBVENTIONS		
9. Transportation Fund-Guideways	\$0.00	\$0.00
10. State General Fund Provisions	\$0.00	\$0.00
11. Other State Provisions	\$0.00	\$0.00
LOCAL CAPITAL GRANTS AND PROVISIONS		
13. Sales Tax	\$0.00	\$0.00
14. Motor Vehicle Fuel Taxes	\$0.00	\$0.00
15. Property Taxes	\$0.00	\$0.00
16. General Fund	\$0.00	\$0.00
17. Other Local Sources	\$0.00	\$0.00
TOTAL (Sum Lines 1-17)	\$0.00	\$0.00

Schedule A Continued

IMPERIAL COUNTY TRANSPORTATION COMMISSION

CAPITAL ASSISTANCE CLAIM FORM

Page 2

Capital Outlay and Debt Reductions	Estimated or Actual Current Fiscal Year 2015-16	Proposed Fiscal Year 2016-17
22. Revenue Vehicles—Expansion	\$0.00	\$0.00
23. Revenue Vehicles—Replacement	\$0.00	\$0.00
24. Service Vehicles	\$0.00	\$0.00
25. Buildings and Structures	\$0.00	\$30,000.00
26. Equipment	\$0.00	\$0.00
27. Office Equipment and Furnishings	\$0.00	\$0.00
28. Land	\$0.00	\$0.00
29. Debt Reduction	\$0.00	\$0.00
TOTAL (Sum of Lines 22-29)	\$0.00	\$30,000.00

Schedule B

IMPERIAL COUNTY TRANSPORTATION COMMISSION

CAPITAL ASSISTANCE CLAIM FORM

Page 1

CLAIMANT: City of Calexico

TDA Capital Assistance Required	Estimated or Actual Current Fiscal Year 2015-16	Proposed Fiscal Year 2016-17
4. Total Capital Outlay & Debt Reduction (From Schedule A, Line 30)	\$0.00	\$30,000.00
2. Subtract Capital Assistance Net of LTF, STA (From Schedule A, Line 20)	\$0.00	\$0.00
3. Total Capital Assistance Required (Line 1, Less Line 2)	\$0.00	\$0.00
4. TDA Capital Assistance Claimed	\$0.00	\$30,000.00
5. TDA Capital Excess Carryover from Prior Year (s)	\$0.00	\$25,000.00
6. STA Current Payments from Uncommitted Funds—Capital	\$0.00	\$0.00
7. LTF Current Payments from Unallocated Funds--Capital	\$0.00	\$0.00
8. STA Current Payments from Committed Funds—Capital	\$25,000.00	\$25,000.00
9. LTF Current Payments From Reserves--Capital	\$0.00	\$0.00
10. Total Capital Assistance (Total of Lines 5,6,7,8,9)	\$25,000.00	\$50,000.00
11. Capital Excess (Line 10, Less Line 4) (Transfer to Line 5 for Succeeding Year.)	\$25,000.00	\$20,000.00

Note: Fill in information for the projects included in Line 11 on the next page.

Schedule B Continued

**IMPERIAL COUNTY TRANSPORTATION COMMISSION
CAPITAL ASSISTANCE CLAIM FORM**

List of Capital Projects

Project Title	Federal Grant Number	RTP Number (A-95)	Estimated Project Cost	Source of Funds		
				LTF	STA	Federal
N/A			\$0.00	\$0.00	\$0.00	\$0.00
TOTAL*	\$	\$	\$	\$	\$	\$

Total on this page must equal Line 11 of Schedule B on prior page.

Capital Projects include Park-and-Ride facilities, operations/maintenance facilities, terminal facilities, exclusive lanes for buses, and the acquisition of vehicles and rolling stock.

IMPERIAL COUNTY TRANSPORTATION COMMISSION
CAPITAL ASSISTANCE CLAIM FORM
Page 3

PROJECT PHASES AND SCHEDULE

Project Title	Project Phase	Expected Completion Date	RTP Number (A-95)	Estimated Project Cost
N/A	N/A	N/A	N/A	N/A

**IMPERIAL COUNTY TRANSPORTATION COMMISSION
CAPITAL ASSISTANCE CLAIM FORM**

PROPOSED COMMITMENT STATEMENT

(When requesting that funds be reserved for long-term capital projects, the claim must include a description of the project. The description from ICTC's *Short Range Transit Plan* will meet this requirement.)

**IMPERIAL COUNTY TRANSPORTATION COMMISSION
TDA CAPITAL ASSISTANCE CLAIM FORM (ARTICLE 8 e)**

STATEMENT OF ASSURANCES

Page 1

**Please Check
Applicable Boxes**

- 1. 180 Day Certified Fiscal Audit** (required for all claims)
A satisfactory, independent audit has been submitted to ICTC and the State Controller not more than 180 days after the end of the prior fiscal year.
- 2. 90 Day Annual State Controller Report** (transit claims)
This report has been submitted to the State Controller not more than 120 days after the end of the prior fiscal year. (Also called the Annual Report of Financial Transactions of Transit Operators.)
- 3. Elderly/Disabled** (transit claims)
Transit operator offers reduced fares for elderly and disabled persons in accordance with PUC Section 99155, and Section 99155.5 pertaining to dial-a-ride and paratransit services.
- 4. Farebox Recovery Ratio Requirements** (transit claims)
Transit operator certifies it will maintain the required ratio of fare revenues and local support to operating cost, according to PUC Section 99268.
- 5. Implementation of Productivity Improvements** (transit claims)
Operator has made a reasonable effort to implement the annual productivity improvement recommendations provided by ICTC.
- 6. California Highway Patrol (CHP) Certifications** (transit claims)
Section 1808.1 of the Vehicle Code requires operators to participate in pull notice system for obtaining current driver records from the Department of Motor Vehicles. Claimant/operator must be certified by the CHP within the last 13 months to be in compliance with this mandate.
- 7. Conformance with Regional Transportation Plan** (STA, transit, street and road, bicycle/pedestrian claims)
Claimant certifies that all of the purposes for claim expenditures are in conformance with the local applicable Regional Transportation Plan.

**IMPERIAL COUNTY TRANSPORTATION COMMISSION
TDA CAPITAL ASSISTANCE CLAIM FORM (ARTICLE 8 e)**

STATEMENT OF ASSURANCES

Page 2

- [] **8. Full Use of Federal Funds (STA only)**
Claimant certifies that it is making full use of federal funds available under the Federal Transit Act, as required by California Code of Regulations, Section 6754.
- [] **9. Efficiency Standards (STA only)**
Operator certifies it is meeting one of the following two efficiency standards:
Standard 1: The annual increase in the operator's total operating cost per revenue vehicle hour does not exceed the average cost per revenue vehicle hours in the preceding three years increased by the Consumer Price Index (CPI).
Standard 2: The operator's average operating cost per vehicle revenue hour over the most current three fiscal years does not exceed the average cost per vehicle revenue hour in the preceding three years and increased by the CPI.
- [] **10. Operating Budget (Article 4 claims only)**
Claimant certifies that its operating budget is not more than 15% greater than its previous year budget unless supported by documentation that substantiates such change.
- [] **11. Triennial Performance Audit (Article 4 claims required, for other claims it is voluntary, PUC Section 99248.)**
Claimant certifies that it has submitted the Triennial Performance Audit report to ICTC on a triennial basis.
- [] **12. Drug and Alcohol Free Workplace Requirements**
Claimant is in compliance with the requirements of the Federal Transit Administration (FTA) and/or Federal Highway Administration (FHWA) Drug and Alcohol Testing rules, and provides a drug and alcohol free workplace.
- [] **13. Americans with Disabilities Act (ADA)**
Claimant certifies that it complies with the Americans with Disabilities Act (ADA) which includes the following provisions:
1. Prohibits discrimination against the disabled in hiring and employment;

**IMPERIAL COUNTY TRANSPORTATION COMMISSION
TDA CAPITAL ASSISTANCE CLAIM FORM (ARTICLE 8 e)**

STATEMENT OF ASSURANCES

Page 3

2. Prohibits discrimination in public transportation and requires public transit systems to provide the same level of public transportation service to individuals with disabilities as to those without disabilities using the same system;

3. Prohibits discrimination against the disabled in public accommodations and in commercial facilities.

14. Part-Time Drivers

The transit operator is not precluded by any contract entered into after June 1979 from employing a part-time driver or from contracting with common carriers of persons operating under a franchise or license.

15. Consistency with Bicycle Plan (bicycle claims only)

Claimant certifies that all of the purposes for claim expenditures are in conformance with the Agency's *Countywide Bicycle Master Plan*.

AUTHORIZED CLAIMANT SIGNATURE _____



RESOLUTION NO. 2017- _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALEXICO APPROVING THE ARTICLE 8 (e) APPLICATION FOR BUS BENCHES/SHELTER PURPOSES, UNDER THE TRANSPORTATION DEVELOPMENT ACT (SB325), PUC 99400E.

WHEREAS, the Transportation Development Act (SB325) provides that each Transportation Planning Agency may allocate funds to specific transit purposes;

WHEREAS, the City of Calexico has recognized the need for bus benches/shelters;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Calexico hereby resolves as follows:

1. To authorize Eduardo Gutierrez, Interim Finance Director, as the City's authorized signature and designate contact person;
2. To apply for funds available to the City of Calexico allocated for bus benches/shelters, under Article 8(e) in the amount \$25,000.00.

PASSED, APPROVED AND ADOPTED this 5th day of July, 2017.

Armando G. Real, Mayor

Attest:

Gabriela Garcia, Deputy City Clerk

Approved as to Form:

Carlos Campos, Interim City Attorney

State of California)
County of Imperial) ss.
City of Calexico)

I, Gabriela Garcia, Deputy City Clerk of the City of Calexico, California do hereby certify that above and foregoing Resolution No. 2017- _____ was duly passed, approved and adopted by the City Council at its regular meeting held on the 5th of July, 2017 by the following vote to-wit:

AYES:
NOES:
ABSENT:

Gabriela Garcia, Deputy City Clerk

**IMPERIAL COUNTY
TRANSPORTATION COMMISSION
TRANSPORTATION DEVELOPMENT ACT PROGRAM**

**INSTRUCTIONS FOR PREPARING ARTICLE 3
BICYCLE AND PEDESTRIAN FACILITIES CLAIMS**

General Information

These instructions apply to the following program category:

Local Transportation Fund (LTF)

Article 3, PUC Sections 99233.3 and 99234, provide payments to cities and counties for facilities provided for the exclusive use by pedestrians and bicycles, including but not limited to: curbs, handicap access ramp projects, sidewalks, pedestrian ways, bikeways, bike racks and bicycle storage.

Forms Included in this Package

Checklist
Article 3 Non-Transit Claim form
Financial Reporting Form
Project Information Form
Sample Governing Body Resolution
Standard Statement of Assurances

Where and When to File

The projects should be consistent with the *Regional Bicycle Plan*, and approved by the ICTC Commission.

One signed original claim should be filed with the ICTC office:

Imperial County Transportation Commission
Attn: Michelle Bastidas
1405 N. Imperial Ave., Suite 1
El Centro, CA 92243
MichelleBastidas@ImperialCTC.org

Phone: (760) 592-4494
Fax: (760) 592-4497

INSTRUCTIONS FOR PREPARING ARTICLE 3**BICYCLE AND PEDESTRIAN FACILITIES CLAIMS****APPLICATION GUIDELINES**

1. Claims are approved by ICTC for pedestrian and bicycle facilities according to a project priority list developed by the ICTC TAC Subcommittee. The Subcommittee will meet at least once a year, and will submit the project list to the ICTC Regional Council for final approval.
2. Claimants are encouraged to consider projects involving multiple government jurisdictions.
3. Prospective claimants seeking project approval for the coming fiscal year should submit project information to ICTC staff during the July-August time period.
4. Projects submitted must be consistent with the claimant's adopted general plan or master plan for bikeways. Only projects included in such plans may be approved for funding.
5. Eligible projects are those that are ready for construction in the fiscal year that the allocation is approved.
6. Allocations for approved claims may be made for up to 100 percent of the project cost. However, the TAC Subcommittee may recommend only partial funding of projects.
7. Design and construction of facilities must conform to the general design criteria for non-motorized facilities as outlined in Caltrans' *Highway Design Manual*.

**IMPERIAL COUNTY TRANSPORTATION COMMISSION
BICYCLE AND PEDESTRIAN FACILITIES CLAIMS (ARTICLE 3)**

Claimant Information

Agency Name: City of Calexico	Date: July 5, 2017
Contact Person: Eduardo Gutierrez, Interim Finance Director	Fiscal Year: 2016-2017
Address: 608 Heber Avenue Calexico, CA 92231	This claim is <input checked="" type="checkbox"/> Original <input type="checkbox"/> Revised
	Phone: 760/768-2130
	Fax: 760/768-0992
	Email: egutierrez@calexico.ca.gov

Please fill out the table below, checking those items that are being submitted with this claim application.

Checklist for TDA Claims	
Item Enclosed	Items Included with Claim Application
X	Article 3 Non-Transit Claim Form
X	Financial Reporting Form
X	Project Information Form
X	Statement of Assurances
X	Governing Body Resolution
X	Annual Certified Fiscal Audit (180 Day Report)
n/a	Map of Locations

**IMPERIAL COUNTY TRANSPORTATION COMMISSION
BICYCLE AND PEDESTRIAN FACILITIES CLAIMS (ARTICLE 3)**

Payment Recipient: City of Calexico
Address: 608 Heber Avenue, Calexico, CA 92231
Attention (Name and Title): Eduardo Gutierrez, Interim Finance Director

Requested Payment and Reserves

Detail of Requested Allocation	Amount
Payment from Unallocated Funds	\$0.00
Drawdown of funds from reserves (if any)	\$0.00
TOTAL PAYMENTS REQUESTED	\$34,689.00
Reserve for Future Payment	\$0.00

Condition of Approval:

Approval of this claim and payment by the County Auditor to this claimant are subject to monies being available and to the provisions that such monies will be used only in accordance with the allocation instructions.


Authorizing Signature (blue ink)
 (Claimant's Chief Administrator or Chief Financial Officer.)

 Eduardo Gutierrez, Interim Finance Director

(Print Name and Title)

DATE APPROVED:

ALLOCATION:

**IMPERIAL COUNTY TRANSPORTATION COMMISSION
BICYCLE AND PEDESTRIAN FACILITIES CLAIMS (ARTICLE 3)**

PROJECT INFORMATION FORM

CLAIMANT City of Calexico FISCAL YEAR 2016-2017

PROJECT NAME Removal and replacement of various handicap ramps

PROJECT TYPE Construction

ESTIMATED START DATE July 1, 2016

ESTIMATED COMPLETION DATE June 30, 2017

Project Budget

Project Budget	Amount
Revenue	
LTF Article 3	\$34,689.00
LTF Article 8	\$0.00
Other	\$0.00
TOTAL PROJECT REVENUES	\$34,689.00

**IMPERIAL COUNTY TRANSPORTATION COMMISSION
BICYCLE AND PEDESTRIAN FACILITIES CLAIMS (ARTICLE 3)**

FINANCIAL REPORTING FORM

CLAIMANT City of Calexico

Financial Data	Estimated or Actual Current Fiscal Year 2015-16	Proposed Fiscal Year 2016-17
Fund Balance		
1. Beginning of the Fiscal Year	\$336,727.27	\$370,171.27
Revenues		
2. Intergovernmental Allocations	\$33,444.00	\$34,689.00
3. Interest	\$0.00	\$0.00
4. Refunds	\$0.00	\$0.00
5. Total	\$33,444.00	\$34,689.00
Expenditures		
6. Construction/Maintenance	\$0.00	\$202,430.13
7. Excess (Deficiency) of Revenue over expenditures (Subtract Line 5 from Line 4)	\$0.00	\$0.00
Fund Balance		
8. End of year	\$370,171.27	\$202,430.14

SAMPLE RESOLUTION

Resolution No. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
 _____ APPROVING THE APPLICATION FOR
 BICYCLE AND/OR PEDESTRIAN FUNDS UNDER THE TRANSPORTATION
 DEVELOPMENT ACT AND APPROVING THE ADOPTION OF ITS BICYCLE AND/OR
 PEDESTRIAN PLAN.

Whereas, The Transportation Development Act provides that 2 percent of each county's total Local Transportation Fund be annually set aside and used to fund the development of bicycle and pedestrian facilities; and

Whereas, the City of _____ has planned a bikeway system in conformance with specifications of Caltrans' *Planning and Design Criteria for Bikeways in California*, and the Regional Transportation Plan; and

Whereas, the City of _____ desires to construct this project within their city using the funds available under the Transportation Development Act.

Now Therefore, the City Council of the City of _____ does resolve as follows:

1. To authorize _____ as the City's authorized signature and designated contact person;
2. To apply for funds available to the City of _____ Allocated for Bikeways and Pedestrian facilities.

Passed and Adopted the ____ Day of _____, 201__.

**IMPERIAL COUNTY TRANSPORTATION COMMISSION
BICYCLE AND PEDESTRIAN FACILITIES CLAIMS (ARTICLE 3)**

STATEMENT OF ASSURANCES

Page 1

**Please Check
Applicable Boxes**

[X] 1. 180 Day Certified Fiscal Audit (required for all claims)

A satisfactory, independent audit has been submitted to ICTC and the State Controller not more than 180 days after the end of the prior fiscal year.

[X] 2. 90 Day Annual State Controller Report (transit claims)

This report has been submitted to the State Controller not more than 120 days after the end of the prior fiscal year. (Also called the Annual Report of Financial Transaction of Transit Operators.)

[] 3. Elderly/Disabled (transit claims)

Transit operator offers reduced fares for elderly and disabled persons in accordance with PUC Section 99155, and Section 99155.5 pertaining to dial-a-ride and paratransit services.

[] 4. Farebox Recovery Ratio Requirements (transit claims)

Transit operator certifies it will maintain the required ratio of fare revenues and local support to operating cost, according to PUC Section 99268.

[] 5. Implementation of Productivity Improvements (transit claims)

Operator has made a reasonable effort to implement the annual productivity improvement recommendations provided by ICTC.

[] 6. California Highway Patrol (CHP) Certifications (transit claims)

Section 1808.1 of the Vehicle Code requires operators to participate in a pull notice system for obtaining current driver records from the Department of Motor Vehicles. Claimant/operator must be certified by the CHP within the last 13 months to be in compliance with this mandate.

[] 7. Conformance with Regional Transportation Plan (STA, transit, street and road, bicycle/pedestrian claims) Claimant certifies that all of the purposes for claim expenditures are in conformance with the local applicable Regional Transportation Plan.

**IMPERIAL COUNTY TRANSPORTATION COMMISSION
BICYCLE AND PEDESTRIAN FACILITIES CLAIMS (ARTICLE 3)**

STATEMENT OF ASSURANCES

Page 2

- [] **8. Full Use of Federal Funds (STA only)**
Claimant certifies that it is making full use of federal funds available under the Federal Transit Act, as required by California Code of Regulations, Section 6754.
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Operator certifies it is meeting one of the following two efficiency standards:
Standard 1: The annual increase in the operator's total operating cost per revenue vehicle hour does not exceed the average cost per revenue vehicle hours in the preceding three years increased by the Consumer Price Index (CPI).
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- [] **10. Operating Budget (Article 4 claims only)**
Claimant certifies that its operating budget is not more than 15% greater than its previous year budget unless supported by documentation that substantiates such change.
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Claimant certifies that it has submitted the Triennial Performance Audit report to ICTC on a triennial basis.
- [] **12. Drug and Alcohol Free Workplace Requirements**
Claimant is in compliance with the requirements of the Federal Transit Administration (FTA) and/or Federal Highway Administration (FHWA) Drug and Alcohol Testing rules, and provides a drug and alcohol free workplace.
- [] **13. Americans with Disabilities Act (ADA)**
Claimant certifies that it complies with the Americans with Disabilities Act (ADA) which includes the following provisions:
1. Prohibits discrimination against the disabled in hiring and employment;
2. Prohibits discrimination in public transportation and requires public transit systems to provide the same level of public transportation service to individuals with disabilities as to those without disabilities using the same system;
3. Prohibits discrimination against the disabled in public accommodations and in commercial facilities.

**IMPERIAL COUNTY TRANSPORTATION COMMISSION
BICYCLE AND PEDESTRIAN FACILITIES CLAIMS (ARTICLE 3)**

STATEMENT OF ASSURANCES

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14. Part-Time Drivers

The transit operator is not precluded by any contract entered into after June 1979 from employing a part-time driver or from contracting with common carriers of persons operating under a franchise or license.

15. Consistency with Bicycle Plan (bicycle claims only)

Claimant certifies that all of the purposes for claim expenditures are in conformance with the Agency's *Countywide Bicycle Master Plan*.

Claimant Authorizing Signature _____



RESOLUTION NO. 2017-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALEXICO APPROVING THE ARTICLE 3 APPLICATION BICYCLE AND/OR PEDESTIAN FUNDS UNDER THE TRANSPORTATION DEVELOPMENT ACT AND APPROVING THE ADOPTION OF ITS BICYCLE AND/OR PEDESTRIAN PLAN

Whereas, The Transportation Development Act provides that two (2) percent of each county's total Local Transportation Fund be annually set aside and used to fund the development of bicycle and pedestrian facilities; and

Whereas, the City of Calexico has planned a bikeway system in conformance with specifications of Caltrans' *Planning and Design Criteria for Bikeways in California*, and the Regional Transportation Plan; and

Whereas, the City of Calexico desires to construct this project within their city using the funds available under the Transportation Development Act.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Calexico hereby resolves as follows:

1. To authorize Eduardo Gutierrez, Interim Finance Director, as the City's authorized signature and designate contact person;
2. To apply for funds available to the City of Calexico allocated for Bikeways and Pedestrian facilities (SB821) in the amount of \$34,689.00.

PASSED, APPROVED AND ADOPTED this 5th day of July, 2017.

Armando G. Real, Mayor

Attest:

Gabriela Garcia, Deputy City Clerk

Approved as to Form:

Carlos Campos, Interim City Attorney

Resolution NO. 2017-____
Page 2

State of California)
County of Imperial) ss.
City of Calexico)

I, Gabriela Garcia, Deputy City Clerk of the City of Calexico, California do hereby certify that above and foregoing Resolution No. 2017-____ was duly passed, approved and adopted by the City Council at its regular meeting held on the 5th day of July, 2017 by the following vote to-wit:

AYES:
NOES:
ABSENT:

Gabriela Garcia, Deputy City Clerk