

Agenda Report

TO: CITY COUNCIL

DATE: August 11, 2003

FROM: City Manager

THROUGH: Finance Committee

SUBJECT: Authorization to Enter Into An Agreement with the Metropolitan Transportation Authority (MTA) to Act as the Pass-through Agency for Federal Transportation Administration Funds

RECOMMENDATION:

It is recommended that the City Council:

1. Authorize the execution of an agreement with the Metropolitan Transportation Authority (MTA) to act as the pass-through agency for Federal Transportation Administration (FTA) funds on the City's behalf;
2. Authorize payment to the MTA for services under the agreement an amount equal to five percent of the FTA award/earmark, not to exceed \$19,800; and
3. Appropriate \$19,800 from the unencumbered Proposition C Fund 209 balance to Contract Services line item 8114-209-775412.

BACKGROUND:


The City of Pasadena received a Congressional Earmark of \$495,015 in Fiscal Year 2002 for the purchase of alternative fuel transit buses. The funding for the project includes \$396,012 in federal funds with a required local match of \$99,003. These funds are included in the approved Capital Improvement Program for the purchase of alternative fuel transit vehicles. To facilitate the federal grant process, the Transportation Department proposes to contract with the MTA to administer the grant and act as the designated grant recipient for FTA funds on the City's behalf. As the pass-through agency for the funds, MTA will charge the City five percent of the City's award/earmark, not to exceed \$19,800. The Department has reviewed the federal grant process and determined that it will be more efficient to work with MTA on the grant. The MTA has in place the policies and procedures required by the Federal Transportation Administration (FTA) for receipt of transportation grant funds; these include such things Department of Labor certifications, FTA Civil Rights certifications and programs and

electronic payment process. The MTA provides this service to a number of cities including the cities of Burbank, Glendale and West Covina.


FISCAL IMPACT:

The Federal Congressional Earmark will be used to fully fund the Capital Improvement Program for the purchase of seven alternative fuel transit vehicles, Project 75058. The MTA's policy requires a payment of \$19,800, equal to five percent of the federal award/earmark to cover their costs to administer the grant. It is recommended that these funds come from the unencumbered Proposition C Fund 209 balance. The current Proposition C Fund balance is \$1,021,151 the reduction in this fund as a result of this action will result in a new fund balance of \$1,001,351.

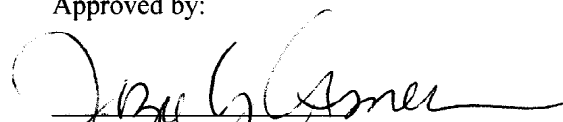
Respectfully submitted,


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Approved by:


JOYCE W. AMERSON, Director
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