



CITT MUNICIPAL GUIDELINES

ELIGIBLE EXPENDITURES:

1. *Transit Project Definition: What is defined as a “transit project”?*

A transit project is defined as bus service, rail service and related amenities: bus pull-out bays, bus shelters, bus benches, and bus stops. All expenses associated with the operation and maintenance of a transit project are eligible. Additionally, consultant services for transit planning as well as other related transit administrative expenses are also eligible.

2. *Transit Service Definition: What is defined as a “transit (bus/circulator and/or On-Demand) service”?*

A municipal circulator may be a fixed route. This term is applied to a transit service that is regularly scheduled and operates over a set route. On-demand transportation service, with the exception noted below, is not eligible.

The County Code was amended in 2018 to allow for on-demand transportation in certain circumstances. The use of surtax proceeds for on-demand service must be authorized by an Interlocal Agreement (ILA) with Miami-Dade County which has been approved by the Board of County Commissioners. The ILA shall require, among other things, the City, operator, vehicles and chauffeurs comply with applicable safety, mechanical and vehicular standards required by the County and any applicable state or federal requirements and shall detail the implementation plan and fare structure for the on-demand service.

In addition, the use of surtax proceeds for on-demand transportation service shall be limited to providing transportation service where the trip is no longer than five (5) miles in distance and (1) where the origination or destination of the trip is solely within city boundaries; (2) where the origination of a trip is within city boundaries and the destination is the nearest Metrorail station or South Dade Transitway bus shelter; (3) where the origination of a trip is the nearest Metrorail station or South Dade Transitway bus shelter closest to the city boundary of the city where the intended destination of the trip is located; or (4) where the origination or destination of the trip is a public transit park-and-ride facility. Each city that uses surtax proceeds for on-demand transportation service shall provide an annual report to Miami-Dade County describing the city's implementation of the on-demand transportation service in accordance with County Code.

3. *Sidewalks: Where and when can the installation or repair of sidewalks be regarded as an eligible project?*

The installation, repair or maintenance of sidewalks is an eligible expenditure that may be funded by the transportation portion of Charter County Transportation System Surtax Fund proceeds under the following conditions:

- Sidewalks constructed as part of a larger road project
- Stand-alone sidewalk projects that are part of a network of sidewalks which provide for urban mobility (Effective 11/15/2013).

The installation, repair or maintenance of sidewalks is an eligible expenditure that may be funded by the 20% transit portion of Charter County Transportation System Surtax Fund proceeds under the following conditions:

- Sidewalks that are part of a bus stop/bus shelter sidewalk improvement project;
- Sidewalks that provide ADA accessibility to bus shelters and bus stops.

All sidewalk projects must meet ADA guidelines and other applicable standards. Sidewalks and pathways used primarily for recreational purposes in areas such as parks are generally not eligible.

4. ***Personnel and Force Account: Does the cost of city personnel associated with transportation improvements, count toward baseline expenses (e.g., charging a portion of the Public Works Director's time spent on PTP transportation projects)? Can funds from the transit surtax be used to pay for the costs of city staff hired to perform street maintenance duties such as repairing potholes, etc.?***

Yes. Personnel and force account expenditures are eligible. Any allocation of expenses must be reasonable and as a percentage of time spent on PTP projects. Direct expenses for personnel and force account must be documented.

5. ***Landscaping and Irrigation: Are landscaping and irrigation allowed under PTP funding guidelines?***

Landscaping and irrigation are not acceptable uses of surtax funds, unless these are part of a roadway improvement project. Specifically, if in the process of constructing or maintaining a road or bridge, trees must be removed, then surtax funds may be utilized to restore or replant. Landscaping as a "Stand Alone Project," not related to a road improvement Project (e.g., for beautification), is not eligible for surtax funding.

6. ***Vanpools: Are vanpools an eligible expenditure?***

No. Vanpools are not an acceptable use of surtax funds, since they are not part of a bus or rapid transit system.

7. ***Street Furniture: Is street furniture (benches, trash cans, tree grates) eligible?*** Benches and shelters at bus stops are an acceptable transit purpose under the state statute and county ordinance. However, street furniture which is not located at bus stops, for example, along parks or public facilities, is not an acceptable use of surtax funds.

8. ***Bike Paths: Are bike paths and/or greenways eligible expenditures?***

The installation, repair or maintenance of bike paths are an eligible expenditure that may be funded by the transportation portion of Charter County Transportation System Surtax Fund proceeds under the following conditions:

- Bike paths constructed as part of a larger road project;
- Stand-alone bike path projects that provide for urban mobility (Effective 11/15/2013);

All projects must meet ADA guidelines and other applicable standards. Bike paths used primarily for recreational purposes in areas such as parks are generally not eligible.

9. ***Schools and School Buses: Are bus shelters for school bus pickup/drop-off points eligible? Are bus bays for school buses eligible? Can school buses be purchased to transport children?***

No. Florida Statute 316.003 has clear, separate, and distinct definitions for a bus and school bus. Therefore, when Florida Statutes and the county ordinance make reference to a bus or bus system, it does not include school buses or school bus amenities. As such, the purchase of school buses, school bus benches, school bus pullout bays, etc., are not legally acceptable uses of surtax funds.

Municipal circulators can and are encouraged to provide routes that stop at schools. Shelters at those bus stops used for the municipal circulator are eligible.

10. ***Are the painting and/or maintenance of traffic light mast arms, benches and light poles eligible expenses?*** The maintenance of benches, assuming they are located at transit bus stops, is an acceptable use of surtax funds and would constitute a transit purpose. The maintenance of traffic light mast arms is an acceptable transportation project. Light poles, assuming they are placed to light a road, are an acceptable transportation purpose.

11. ***Street Signage: What type of signage is eligible for funding?***

Miami-Dade County Department of Transportation and Public Works Department is responsible for maintaining traffic and street signs. A number of municipalities have entered into an interlocal agreement with the County for the municipality to assume responsibility for street signs. In these cases the cost of street sign purchase, installation and maintenance is an eligible transportation expense. Entrance feature signs (e.g. "Welcome to....") are not eligible.

Signage for the municipal circulator is eligible for transit or transportation funding.

12. ***Equipment: Are street sweepers, backhoes, crew cabs, asphalt spreaders, bulldozer excavators, asphalt milling machines, grader, wheel loaders, low floor planers, dump trucks, and street pressure washer's eligible expenditures?***

Yes. The procurement of maintenance equipment, if used for the repair and/or maintenance of roads, is an acceptable transportation use of surtax funds.

13. ***Traffic Cameras: Can traffic cameras be procured with surtax proceeds to monitor traffic conditions and resolve issues when they occur to ensure vehicular mobility?***

Traffic cameras used for the operation of the transportation system are eligible. Traffic cameras used for enforcement activities (e.g. red light cameras) are not eligible.

GENERAL INFORMATION:

14. ***Maintenance of Effort: What level of maintenance of effort is required by municipalities?***

County Ordinance 02-116 (i), states that municipalities are to "continue to provide the same level of general fund support for transportation that is in their FY 2001-02 Budget in subsequent Fiscal Years."

15. ***Bonding of Surtax Revenues: Can a Municipality use its People's Transportation Plan dollars as the revenue source for a municipal bond?***

Yes. The municipality must provide documentation regarding the bonding of surtax revenues. The projects that will be funded must be clearly identified in the Municipal Transportation Plan.

16. ***Rollover: What are the guidelines regarding the rollover of surtax funds?*** As per CITT Resolution No. 09-055, municipalities may rollover Charter County Transportation System Surtax funds for both Transit and Transportation projects. Project utilizing rollover funding must be included in the municipality's 5-year Transportation Plan to be provided on November 1st, each year. Surtax funds may be rolled over for a maximum of five (5) years unless specifically approved by the Transportation Trust for a longer period.

17. ***Annual expenditure of the 20% Transit Portion: When a municipality spends more than the 20% allowed for transit projects in earlier years, is it obligated to meet the 20% requirement in later years?***

Yes. County Ordinance No. 02-116 requires that municipalities allocate at least 20% of its distribution annually on transit projects. The 20% is a minimum level of expenditure, not a maximum. The ordinance further explains that the municipality must expend or encumber by the end of the (fiscal) year its receipt of surtax funds.

18. ***Redistribution (Recapture) of Unspent Transit Funds: What are the guidelines for the redistribution (recapture) of transit funds?***

Any municipality that cannot apply the 20% portion of surtax proceeds it receives may contract with the county for the county to apply such proceeds on a county project that enhances traffic mobility within the city and immediately adjacent areas. After the rollover period if the city cannot expend such proceeds in accordance with the established criteria, proceeds shall be recaptured and redistributed to the other cities for transit purposes.

19. ***Residency: Can a municipality limit access to non-city residents to transit services funded with the municipal surtax share?***

No. Municipalities may not exclude access to those individuals who are not residents of that municipality. Moreover, residency within a particular municipality of Miami-Dade County cannot form the basis of a differential treatment in terms of services and/or pricing schemes for any projects funded in whole or in part with Charter County Transportation Surtax Funds.

20. ***Advertising: Is advertising allowed?***

PTP vehicles and facilities (i.e. bus shelters and benches) can be used for advertising. Revenue generated from advertising must go back into the PTP fund for use on PTP transit projects. Outside contractors may be used to manage an advertising program with reasonable fees paid out of gross advertising proceeds.

21. ***CRA: Are projects undertaken by the CRA of a municipality, allowable surtax expenditures and can funds expended by a CRA of a City be used to calculate the City's Maintenance of Effort (MOE)?***

Projects undertaken by the CRA of a City, as an agent of the City, are allowable surtax expenditures provided they meet other eligibility criteria. In terms of calculating the Maintenance of Effort (MOE) requirement for the City, funds expended by the CRA that are from the municipal general fund contribution to the CRA for surtax eligible projects, are eligible for calculating the required maintenance of effort. Only the city general fund portion of the CRA expenditure, not the County portion or other funding sources such as grants or special assessment, may be used for MOE purposes.

22. Interest Earnings: What are the guidelines for interest earned on PTP funds?

All interest earned on PTP funds must be credited back to the PTP for expenditure on eligible PTP projects. Where interest earnings are pooled with other sources the PTP fund must receive an appropriate allocation of interest earnings.

23. Annual Transportation Plan: Can a municipality modify its transportation plan after it has been submitted to the CITT? Yes. Although an amendment/change to the plan may be presented anytime during the fiscal year, annual updates of the five year transportation plan are required, whether changes occur or not, by November 1 of each year.

24. Annual Transit Reporting Requirements. The County Code was amended in 2018 to require that any new Interlocal Agreement (ILA) or any amendment to an existing ILA (1) must include a provision requiring that the municipality provide to the County the municipality's real time circulator service route information in a format approved by the County's Department of Transportation and Public Works, or its successor department which is compatible with, and may be integrated into the County's smartphone transit tracker application and third party applications, and (2) must include a provision requiring municipalities to provide to the county on a quarterly basis municipal daily transit ridership data for both circulator and on-demand transportation service including a description of any area within the municipal boundaries not being serviced by the municipal transit services. Said data shall be due to the County within 15 days from the end of the corresponding quarter. Within 30 days of receipt of the information from a municipality, the County Mayor or County Mayor's designee shall place a report showing the municipal transit service ridership information for the corresponding quarter.