

Staff Report November 10, 2020

TO: Honorable Mayor and Town Council

FROM: Roger Carroll, Finance Officer

DATE: October 16, 2020

RE: Submittal of Claim Forms for Local Transportation Funds

Recommendation

Adopt Resolution.

Issue Statement and Discussion

Each year the State of California allocates funds for transportation needs. These funds flow through the Placer County Transportation Planning Agency and are allocated throughout the county based on population.

The first purpose of the funds is to meet public transportation needs. If the Town is providing adequate public transit to the point that there are no unmet needs, and transit costs are covered through other funds, all the Local Transportation money can be used for road repairs and improvements.

Although the amount of money is set by the Agency, the Town is required to file forms to request the funds. These forms inform the Agency the amount of prior year money that remains, and what the Town intends to spend the money on.

CEQA Requirements

There are no CEQA issues.

Financial and/or Policy Implications

Failure to file these amended claim forms would delay or prevent the Town from receiving \$326,624 for use on the Town's Transit and Transportation systems.

Attachments

- A. Resolution
- B. Claim forms

TOWN OF LOOMIS

RESOLUTION NO. 20 -

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOOMIS AUTHORIZING SUBMITTAL OF CLAIMS FOR LOCAL TRANSPORTATION AND AUTHORIZING THE TOWN MANAGER TO EXECUTE

WHEREAS, funds are available through Local Transportation Funds and State Transit Assistance funds for street and road purposes and transit purposes are available; and

WHEREAS, it is necessary to file appropriate claim forms to receive these funds; and

WHEREAS, the Town of Loomis desires to utilize these funds;

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Town Council of the Town of Loomis does hereby declare as follows:

The Town Manager is hereby authorized and directed to execute the claim forms for:

- \$ 298,643 TDA Article 8a (streets and roads)
- \$ 1,360 TDA Article 8c (contracted transit services)
- \$ 26,621 STA 6731b

PASSED AND ADOPTED this 10th day of November 2020 by the following vote:

AYES: NOES: ABSENT: ABSTAIN:		
ATTEST:	Mayor	
	:	
_	_	
Town Clerk		

CLAIM FOR LOCAL TRANSPORTATION FUNDS

TO:		NTY TRANSPORTATION PLAN STREET, AUBURN, CA 95603	
EDOM4:		,	
FROM:	CLAIMANT:	Town of Loomis	
	ADDRESS:	PO Box 1330	
	ADDILESS.	Loomis, CA 95650	
CONTACT	DEDCOM.	Dagar Carrell	
CONTACT	PERSON:	Roger Carroll Phone:916-652-1840	Email:rcarroll@loomis.ca.gov
commencing 6600, that to following a	ng with Section 99 this claim for Loca	9200 and the California Code al Transportation Funds be a Illowing purposes to be drav	th the State of California Public Utilities Code e of Regulations commencing with Section pproved for Fiscal Year <u>2020/21</u> , in the yn from the Local Transportation Fund
P.U.C. 992	60a, Article 4, Tra	ansit Operations:	\$ Click or tap here to enter \$
	60a, Article 4, Tra	•	\$Click or tap here to enter \$
		ommunity Transit Services	\$Click or tap here to enter \$
		ocal Streets and Roads	\$298,643
P.U.C. 99402, Article 8a, Transportation Planning Process			
		ontracted Transit Services:	\$ 1,360
		apital for Contracted Service	
	8, Capital Reserve	•	\$Click or tap here to enter \$
payment by t provisions that budget. Claim	he County Auditor to at such monies will b nant must submit a co	the applicant is subject to such ne used only in accordance with th	Auditor for payment. Approval of the claim and nonies being available for distribution, and to the e terms of the approved annual financial plan and adit for the prior fiscal year prior to issuance of
APPROVE	D:	APPLIC	CANT:
PLACER CO	OUNTY		
	RTATION PLANNII	NG AGENCY	
BOARD OF	DIRECTORS		
BY:		BY:	
		(signature)	(signature)
TITLE:			Town Manager
DATE:		DATE:	November 10, 2020

CLAIM FOR STATE TRANSIT ASSISTANCE FUNDS

TO:		ITY TRANSPORTATION STREET, AUBURN, C			AGENCY	
FROM:						
	CLAIMANT:	Town of Loomis				
	ADDRESS:	PO Box 1330				
		Loomis, CA 95650)			
CONTACT	PERSON:	Roger Carroll				
		Phone: <u>916-652-184</u>	.0	Em	ail: <u>rcarroll@loomis.ca.gov</u>	
commencir 6600, that t \$ for Fiscal	ng with Section 99 this claim for Stat Year <u>Choose FY</u> , i	200 and the Califor e Transit Assistance	nia Code be appounts fo	e of Reg roved ir r the fol	ite of California Public Utigulations commencing with the amount of \$Click or the drawing purposes to be drawing p	th Section tap here to enter
Transit Op	erations (6730a):				\$Click or tap here to ent	er\$
Transit Ca	pital (6730a):				\$Click or tap here to ent	er\$
Contracte	d Transit Services	(6731b):			\$26,621	
Communit	ty Transit Services	Provided by WPCT	SA (673	1.1):	\$Click or tap here to ent	er\$
payment by the provisions that budget.	he County Auditor to at such monies will b	the applicant is subject	t to such i ce with th	monies be	for payment. Approval of the eing available for distribution, of the approved annual financ	and to the
		NG AGENCY	APPLI	CANT:		
BY:		(signature)	BY:			(signature)
TITI C.		(signature)	TITI F.	Tours	Managor	(signatule)
TITLE:			TITLE:	0	Manager nber 10, 2020	
DATE:			DATE:	Novel	11001 10, 2020	

ANNUAL VERIFICATION OF TDA COMPLIANCE TO ACCOMPANY LTF AND STA CLAIMS FOR TRANSIT / STREETS AND ROADS PURPOSES

PART I – ALL CLAIMANTS

1.	Date annual TDA fiscal and compliance audit was approved by PCTPA Board: Click or tap to enter a date.
2.	Is the claimant's retirement system fully funded? ☑ YES □ NO
3.	Is the claimant using the maximum Federal funds available for transit and/or streets/roads purposes? ☑ YES □ NO
PA	RT II – TRANSIT CLAIMANTS – Not Applicable
4.	Date Transit Operator's Financial Transaction Report was submitted to State Controller's Office: Click or tap to enter a date. Attach copy of dated, signed cover sheet rom report.
5.	Are public transit vehicles routinely staffed with one driver?
	□YES
	□ NO (Explain) Click or tap here to enter text.
6.	Has the proposed transit operating budget changed by more than 15% compared to the previous year? ☐ Yes (Explain) Click or tap here to enter text. ☐ NO
7.	Did the transit operator meet its minimum farebox recovery requirement during the previous fiscal year? (requirement: 15% - Roseville; 12.94% - Placer County; 10% - Auburn) ¹
	☐ YES ☐ NO (see below)
	If the farebox recovery requirement was <u>not met</u> , then claimant must complete the following worksheet for the most recent fiscal year.

¹Assembly Bill 90, 2019-20 [Reg. Session] temporarily prohibits the penalty for non-compliance with farebox recovery ratio requirement during FY 2019-20 and 2020-21. The claimant should still identify whether the requirement was met.

Transit Operating Expenses:	enter text.	+	
Capital Purchases/Reserves:	enter text.	=	LTF spent in most
Subtotal:	enter text.	-	recent fiscal year
Federal Revenues:	enter text.	=	cannot exceed
STA Revenues:	enter text.	-	result below.
Total:	enter text.	* 0.5=	enter text.

	Is there a prohibition on the employment of part-time drivers or on contracting th common carriers? YES NO (Explain) Click or tap here to enter text.
9.	Are STA funds being used for transit operating purposes? ☐ YES (see below) ☐ NO
	If STA funds are being used for transit operating purposes, indicate which efficiency standard was met. In calculating the operating cost, operators may exclude costs that exceed prior year costs, as adjusted by the CPI. Notes: (1) Use the STA Qualifying Criteria worksheet contained in the TDA Claim workbook to determine eligible exclusions. (2) These items may also be excluded when computing the farebox recovery ratio. (3) You may refer to operating cost figures from TDA fiscal audits for the applicable fiscal year.
	Efficiency Standard #1: ☐ Yes ☐ No ²
	Efficiency Standard #2: ☐ Yes ☐ No ²
	If neither efficiency standard was met, list the percentage of STA Funding limited to: Capital Expenditures: $\underline{\text{Enter }\%\%}$ Operating Expenditures: $\underline{\text{Enter }\%.\%}$
10.	Describe or attach current fare structure: Click or tap here to enter text.

- 11. Attach copy of latest CHP terminal inspection report.
- 12. Each transit claimant must report on efforts to implement recommendations included in the FY 2015/16 through FY 2017/18 triennial performance audit, which was completed in 2019 (attach additional pages as necessary).

Click or tap here to enter text.

²Assembly Bill 90, 2019-20 [Reg. Session] temporarily prohibits the penalty for non-compliance with required STA efficiency standards during FY 2019-20 and 2020-21. The claimant should still identify whether the standards was met.

TDA ANNUAL PROJECT AND FINANCIAL PLAN

This form will show the planned expenditures of all TDA funds claimed for the fiscal year in addition to any TDA funds carried over from previous years. Briefly describe all operational, capital and/or streets and roads projects which will be funded by TDA moneys. Please show BOTH prior year TDA funds (if any) and current year TDA funds to be used, provide the total cost of each project, and indicate all other sources of funding associated with each project. For capital projects, the projects listed and their associated costs and funding sources should be consistent with the budget developed in the TDA Claim Worksheet completed for the submittal of this claim. The total project cost and total funding source(s) listed below should balance for each project. See attached sample plan for additional guidance.

Claimant: Town of Loomis

Fiscal Year: <u>FY 2020/21</u>

Brief Project Description Project Cost Source of Funding & Amou				
Transit Operation	\$ 39,604	Fund Balance \$ 11,623 STA 26,621 LTF 1,360		
Streets and Roads Maintenance	\$ 2,027,575	LTF \$ 298,643 Fund balance 142,963 Interest 300 Other Grants 1,306,639 General Fund 279,030		

PLACER COUNTY TRANSPORTATION PLANNING AGENCY TRANSPORTATION DEVELOPMENT ACT CLAIM WORKSHEET 2020/2021

CITY/COUNTY OF:	

Part 1 of 4

ESTIMATED PUBLIC TRANSIT REVENUES AND EXPENSES FOR FISCAL YEAR 2019/20

I. FY 2019/20 AVAILABLE RESOURCES

A. Carryover from prior fiscal year (Unexpended prior year transit cash	
receipts held in claimants treasury as of June 30, 2019. From TDA Financial	
Audit Report)	\$ 11,519.00
B. Interest Earnings through June 30, 2019.	\$ 1,208.00
C. Federal Grants & Reimbursements received in 2019/20:	
1. FTA Planning Assistance	\$ -
2. FTA Operating Assistance	\$ -
3. FTA Capital Assistance	\$ -
4. Other (list)	\$ -
D. State Grants (Source/Amount):	\$ -
E. Local Cash Grants:	
1. LTF-Operations (PUC 99260a; Article 4)	\$ -
2. LTF-Capital (PUC 99260a; Article 4)	\$ -
3. LTF-Community Transit Services(PUC 99275; Article 4.5)	\$ -
4. LTF-Contracted Transit Service (PUC 99400c; Article 8c)	\$ -
5. LTF-Capital Reserve Contribution (CCR 6648)	\$ -
6. LTF-Capital expenses for contracted transit services (PUC 99400e; Article 8e)	\$ -
7. STAF-Operations (CCR 6730a)	\$ -
8. STAF-Capital (CCR 6730b)	\$ -
9. STAF-Community Transit Services (CCR 6730d; <ctsa>)</ctsa>	\$ 46,717.00
10. STAF-Contracted Service (CCR 6731b)	\$ -
11. SGR-Capital (CCR 6730b)	\$ -
12. Other (list)	\$ -
F. Operating Revenues:	
1. Passenger Fares	\$ -
2. Charters	\$ -
3. Other (list)	\$ -
G. Other Revenues	\$ -
H. TOTAL FY 2019/20 AVAILABLE RESOURCES	
(A+B+C+D+E+F+G)	\$ 59,444.00

II. FY 2019/20 PROJECTED EXPENSES & USES

I. Personnel		
Administrative Salaries and Wages	\$	-
2. Operating Salaries and Wages	\$	-
3. Other Salaries and Wages	\$	-
4. Fringe Benefits	\$	_
J. Services and Supplies	-	
1. Professional Services	\$	-
2. Maintenance Services	\$	-
3. Other Services	\$	-
4. Vehicle Materials & Supplies	\$	-
5. Utilities	\$	-
6. Insurance	\$	-
7. Purchased Transit Services	\$	47,821.00
8. Miscellaneous		
9. Interest	\$	-
10. Leases & Rentals	\$	-
K. Capital Assets (Itemize)		
1.	\$	-
2.	\$	-
3.	\$	-
4.	\$	-
5.	\$	-
L. Other Uses:	-	
Capital Outlay Reserve Contribution (CCR 6648)	\$	-
M. TOTAL FY 2019/20 EXPENSES & USES (I+J+K+L)	\$	47,821.00
N. Estimated Deferred Revenue as of June 30, 2020 (H-M)	\$	11,623.00

Part 2 of 4

BUDGETED PUBLIC TRANSIT REVENUES & EXPENSES FOR FISCAL YEAR 2020/21

I. FY 2020/21 NON-TDA BUDGETED RESOURCES & DEFERRED REVENUE

A. Carryover from prior fiscal year (Unexpended prior year transit cash receipts held in claimants treasury as of June 30, 2020 From Part 1, line N)	\$	11,623.00
B. Interest earnings through June 30, 2020	\$	- 11,020.00
C. Federal Grants & Reimbursements		
1. FTA Planning Assistance	\$	-
2. FTA Operating Assistance	\$	-
3. FTA Capital Assistance	\$	-
4. Other (list)	\$	-
D. State Grants (Source/Amount):		
1.	\$	-
2.	\$	-
E. Local Non-TDA Cash Grants:	•	
1.	\$	-
2.	\$	-
3.	\$	-
F. Operating Revenues:		
1. Passenger Fares	\$	=
2. Charters	\$	-
3. Other (list)	\$	-
G. Other Revenues		
1.	\$	-
H. TOTAL FY 2020/21 CARRYOVER & NON-TDA BUDGETED		
RESOURCES (A+B+C+D+E+F+G)	\$	11,623.00

I. TOTAL FY 2020/21 CARRYOVER & NON-TDA BUDGETED RESOURCES (From Line H)	\$ 11,623.00
II. FY 2020/21 PROJECTED EXPENSES & USES	·

J. Personnel:	
Administrative Salaries and Wages	\$ -
2. Operating Salaries and Wages	\$ -
3. Other Salaries and Wages	\$ -
4. Fringe Benefits	\$ -
K. Services and Supplies:	
1. Professional Services	\$ -
2. Maintenance Services	\$ _
3. Other Services	\$ -
4. Vehicle Materials & Supplies	\$ -
5. Utilities	\$ -
6. Insurance	\$ _
7. Purchased Transit Services	\$ 39,604.00
8. Miscellaneous	\$ -
9. Interest	\$ -
10. Leases & Rentals	\$ _
L. Capital Assets (Itemize):	
1.	\$ -
2.	\$ -
3.	\$ -
4.	\$ -
5.	\$ -
M. Other Uses:	
Capital Outlay Reserve Contribution.(CCR 6648)	\$
2.	\$ -
N. TOTAL FY 2020/21 EXPENSES & USES (J+K+L+M)	\$ 39,604.00
O. Unfunded Balance (I - N)	\$ (27,981.00)

Ο.	Unfunded Balance (I - N)	\$ (27,981.00)
III. FY 20	020/21 TDA TRANSIT CLAIMS	

D. EV 0000/04 LTE TRANSIT OF AIMO.	
P. FY 2020/21 LTF TRANSIT CLAIMS:	
1. LTF-Operations (PUC 99260a; Article 4)	\$ -
2. LTF-Capital (PUC 99260a; Article 4)	\$ -
3. LTF-Community Transit Services (PUC 99275; Article 4.5)	\$ -
4. LTF-Contracted Transit Service (PUC 99400c: Article 8c)	\$ 1,360.00
5. LTF-Capital Reserve Contribution (CCR 6648)	\$ _
6. LTF-Capital for contracted transit service (PUC 99400e; Article 8e)	\$ -
7. TOTAL LTF CLAIM (P1+P2+P3+P4+P5)	\$ 1,360.00
·	
Q. FY 2020/21 STAF CLAIMS:	
1. STAF-Operations (CCR 6730a)	\$ -
2. STAF-Capital (CCR 6730b)	\$ -
3. STAF-Community Transit Services (CCR 6730d) / CTSA	
4. STAF-Contracted Service (CCR 6731b)	\$ 26,621.00
5. TOTAL STF CLAIM (Q1+Q2+Q3+Q4)	\$ 26,621.00
R. FY 2020/21 SGR CLAIMS:	
1. SGR-Capital (CCR 6730b)	\$ -
2. TOTAL SGR CLAIM (R1)	\$ -
S. TOTAL 2020/21 TRANSIT CLAIMS (P6 + Q5 + R2)	\$ 27,981.00

Part 3 of 4

ESTIMATED STREETS AND ROADS TDA EXPENDITURES FOR FISCAL YEAR 2019/20

I. FY 2019/20 AVAILABLE TDA STREET AND ROAD RESOURCES			
A. Carryover from prior fiscal year (Actual Unexpended Prior Year TDA Streets And Roads Cash Receipts Held in Claimant's Treasury as of June 30,			
2019. From TDA Fiscal Audits)	\$	-	
B. FY 2019/20 TDA Cash Receipts from LTF trust fund for streets and roads purposes (PUC 99400a).	\$	458,150.00	
C. Interest Earned on claimant TDA streets and roads cash balances through June 30, 2019.	\$	-	
D. Total FY 2019/20 Available TDA Street and Road Resources. (A+B+C)	\$	458,150.00	
II. FY 2019/20 TDA STREET AND ROAD EXPENDITURES			
II. FT 2019/20 TDA STREET AND ROAD EXPENDITURES			
E. Administration and Engineering	\$	-	
F. Maintenance	\$	315,187.00	
G. Construction	\$	-	
H. Equipment	\$	-	
I. Other	\$	-	
J. TOTAL FY 2019/20 EXPENDITURES (E+F+G+H+I)	\$	315,187.00	
K. Estimated Carryover of TDA Street and Road Revenues at June 30, 2020 (D-J)	\$	142,963.00	

Part 4 of 4

STREETS AND ROADS TDA BUDGET FOR FISCAL YEAR 2020/21

I. FY 2020/21 AVAILABLE TDA STREET AND ROAD RESOURCES			
A. Carryover as of June 30, 2020 (From Part 3, Line K.)	\$	142,963.00	
B. 2020/21 TDA Funds Available For Streets And Roads			
1. FY 2020/21 LTF Total Apportionment (From PCTPA)	\$	300,003.00	
2. FY 2020/21 LTF Transit Claim (From Part 2, Line P6)	\$	1,360.00	
3. Balance of 2020/21 LTF Apportionment (B1-B2)	\$	298,643.00	
4. FY 2020/21 LTF Apportionment To be Claimed for Streets and Roads Purposes Pursuant to PUC 99400a. (Can Not Exceed Line B3)	\$	300,003.00	
C. FY 2020/21 Estimated Interest Earned on TDA Cash Balances through June 30, 2021.	\$	-	
D. Total Estimated FY 2020/21 Available TDA Resources. (A+B4+C)	\$	442,966.00	

II. FY 2020/21 ESTIMATED EXPENDITURES	
H. Administration and Engineering	\$ -
I. Maintenance	\$ 442,966.00
J. Construction	\$ -
K. Equipment	\$ -
L. Transportation Planning Process (P.U.C. 99402)	\$ -
M. Other	\$ -
N. Total FY 2020/21 Estimated Expenditures (H+I+J+K+L+M)	\$ 442,966.00
O. Estimated Carryover as of June 30, 2021 (D-N)	\$



Exhibit E

FY 2020/21 Calculation of Transit Service Charges - Loomis Recalculated for Reduced Service - July 1 through December 31, 2020 (estimated) for COVID19 Service Reductions

	L D LGL III)		Budgeted Service	Service Reductions	Estimated FY 2020/21 Charges
Local Intercity Route Service (Tay Total cost per VSH	ylor Road Shuttle)		\$87.06	\$40.86	(variable portion of hourly charge
Number of round trips per weekday			7	-2	(1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-
Number of round trips per Saturday			5	0	
Number of weekdays in service per y Number of Saturdays in service per y			252 52	128 26	
Minutes per trip allocated to Loomis	eai		20	20	
Total round trips per year		(252) + (5 x 52)	2,024	-256	
Total VSH per year	(2024 x 20	0 min)/(60 min)	675	-85	
Total (\$87.06 x 675) =			\$58,736	(\$3,487)	\$55,250
Dial-A-Ride Service (DAR)					
MV Transportation, Inc FY 20/21 -	Rocklin/Loomis DAR		\$444,020		
Estimated Fares Net Cost			<u>(\$10,800)</u> \$433,220		
Net cost			7433,220		
City of Rocklin 2020 Population (65,2	31)		90.45%		
Town of Loomis Population 2020 (6,8	387)		9.55%		
PCT Administrative Costs			\$1,733		
Loomis	(\$234,951 x 9.55%)		\$41,373		
Total			\$43,106	\$ (1,750.96)	\$41,355
Commuter Bus Service (Service r MV Transportation, Inc & PCT Costs -	reduced by 50% beginning March 24, 202 - FY 20/21 \$	-	\$706,589		
Fare Revenue Credit	- 17 20/21	(114,396.85)	· ·	replaced by CARES Act	
			\$341,310	. ,	
Languis Communitary 2017 On Bound	Commen		4.000/		
Loomis Commuters - 2017 On-Board	Survey		4.80%		
Total	(\$341,310 x 4.80%)	\$	16,383	\$ (5,491)	\$ 10,892
FTA 5307 Funds - Credit to Loom	nis				
FTA 5307 Funds - FY 20/21		\$925,586			
Loomis Credit based on November 20	014 SACOG Formula	\$	(27,288)		\$ (27,288)
FTA 5307 CARES Act - FY 19/20 &	20/21	\$2,020,460			
	d by CARES Act & November 2014 SACOG For			(\$32,382)	(\$32,382)
State of Good Repair Credit			(\$8,222)		(\$8,222)
State of Good Nepall Credit			(30,222)		(30,222)
Bus Replacement Charge		\$	-	\$ -	\$ -
		_			
Subtotal Operating Char	ges & Credits	\$	82,715	\$ (43,111)	\$ 39,604