



## Staff Report March 13, 2018

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**TO:** Honorable Mayor and Town Council  
**FROM:** Roger Carroll, Finance Officer  
**DATE:** March 2, 2018  
**RE:** Submittal of Claim Forms for Local Transportation Funds

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### **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 \$422,913 for use on the Town's Transit and Transportation systems.

### **Attachments**

- A. Resolution
- B. Claim forms

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**TOWN OF LOOMIS**

RESOLUTION NO. 18 -

**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:

\$ 367,876 TDA Article 8a (streets and roads)  
\$ 22,495 TDA Article 8c (transportation contract)  
\$ 32,542 STA 6731b

PASSED AND ADOPTED this 13<sup>th</sup> day of March 2018 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

ATTEST:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Town Clerk

**CLAIM FOR LOCAL TRANSPORTATION FUNDS**  
**STREETS & ROADS PURPOSES**

TO: PLACER COUNTY TRANSPORTATION PLANNING AGENCY  
299 NEVADA STREET, AUBURN, CA 95603

FROM: CLAIMANT: Town of Loomis  
ADDRESS: PO Box 1330  
Loomis, CA 95650  
CONTACT PERSON: Roger Carroll  
Phone: 9166521840 Email: rcarroll@loomis.ca.gov

The Town of Loomis hereby requests, in accordance with the State of California Public Utilities Code commencing with Section 99200 and the California Code of Regulations commencing with Section 6600, that this claim for Local Transportation Funds be approved for Fiscal Year 2017/2018, for street and road purposes (P.U.C. 99400a) in the amount of \$ 367,876 to be drawn from the Local Transportation Fund deposited with the Placer County Treasurer:

When approved, this claim will be transmitted to the Placer County Auditor for payment. Approval of the claim and payment by the County Auditor to the applicant is subject to such monies being available for distribution, and to the provisions that such monies will be used only in accordance with the terms of the approved annual financial plan and budget. Claimant must submit a complete Fiscal and Compliance Audit for the prior fiscal year prior to issuance of instructions to the County Auditor to pay the claimant.

**APPROVED:**

PLACER COUNTY  
TRANSPORTATION PLANNING AGENCY  
BOARD OF DIRECTORS

APPLICANT

BY: \_\_\_\_\_  
(signature)

BY: \_\_\_\_\_  
(signature)

TITLE: \_\_\_\_\_

TITLE: Town Manager

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

**CLAIM FOR LOCAL TRANSPORTATION FUNDS**  
**TRANSIT PURPOSES**

TO: PLACER COUNTY TRANSPORTATION PLANNING AGENCY  
299 NEVADA STREET, AUBURN, CA 95603

FROM: CLAIMANT: Town of Loomis  
ADDRESS: PO Box 1330  
Loomis, CA 95650  
CONTACT PERSON: Roger Carroll  
Phone: 9166521840 Email: rcarroll@loomis.ca.gov

The Town of Loomis hereby requests, in accordance with the State of California Public Utilities Code, commencing with Section 99200 and the California Code of Regulations commencing with Section 6600, that this claim for Local Transportation Funds be approved for Fiscal Year 2017/2018, in the following amounts for the following purposes to be drawn from the Local Transportation Fund deposited with the Placer County Treasurer:

P.U.C. 99260a, Article 4, Transit Operations/Capital:	\$ <u>                    </u>
P.U.C. 99275, Article 4.5, Community Transit Services:	\$ <u>                    </u>
P.U.C. 99400c, Article 8c, Contracted Transit Services:	\$ <u>22,495</u>
C.C.R. 6648, Capital Reserve:	\$ <u>                    </u>
P.U.C. 99400e, Article 8e, Capital for Contracted Services:	\$ <u>                    </u>

When approved, this claim will be transmitted to the Placer County Auditor for payment. Approval of the claim and payment by the County Auditor to the applicant is subject to such monies being available for distribution, and to the provisions that such monies will be used only in accordance with the terms of the approved annual financial plan and budget. Claimant must submit a complete Fiscal and Compliance Audit for the prior fiscal year prior to issuance of instructions to the County Auditor to pay the claimant.

**APPROVED:**

PLACER COUNTY  
TRANSPORTATION PLANNING AGENCY  
BOARD OF DIRECTORS

APPLICANT

BY: \_\_\_\_\_  
(signature)

BY: \_\_\_\_\_  
(signature)

TITLE: \_\_\_\_\_

TITLE: Town Manager

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

**CLAIM FOR STATE TRANSIT ASSISTANCE FUNDS**

TO: PLACER COUNTY TRANSPORTATION PLANNING AGENCY  
299 NEVADA STREET, AUBURN, CA 95603

FROM: CLAIMANT: Town of Loomis  
ADDRESS: PO Box 1330  
Loomis, CA 95650  
CONTACT PERSON: Roger Carroll  
Phone: 9166521840 Email: rcarroll@loomis.ca.gov

The Town of Loomis hereby requests, in accordance with the State of California Public Utilities Code commencing with Section 99200 and the California Code of Regulations commencing with Section 6600, that this claim for State Transit Assistance be approved in the amount of \$ 32,542 for Fiscal Year 2017/2018, in the following amounts for the following purposes to be drawn from the State Transit Assistance fund deposited with the Placer County Treasurer.

Transit Operations (6730a):	\$ _____
Transit Capital (6730a):	\$ _____
Contracted Transit Services (6731b):	\$ <u>32,542</u>
Community Transit Services Provided by WPCTSA (6731.1):	\$ _____

When approved, this claim will be transmitted to the Placer County Auditor for payment. Approval of the claim and payment by the County Auditor to the applicant is subject to such monies being available for distribution, and to the provisions that such monies will be used only in accordance with the terms of the approved annual financial plan and budget.

**APPROVED:**

PLACER COUNTY  
TRANSPORTATION PLANNING AGENCY  
BOARD OF DIRECTORS

APPLICANT

BY: \_\_\_\_\_  
(signature)

BY: \_\_\_\_\_  
(signature)

TITLE: \_\_\_\_\_

TITLE: Town Manager

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

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: \_\_\_\_\_
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

**PART II – TRANSIT CLAIMANTS**

4. Date Transit Operator's Financial Transaction Report was submitted to State Controller's Office: \_\_\_\_\_ N/A \_\_\_\_\_ Attach copy of dated, signed cover sheet from report.
5. Are public transit vehicles routinely staffed with one driver?
  - YES
  - NO (explain) \_\_\_\_\_
6. Has the proposed transit operating budget changed by more than 15% compared to the previous year?
  - NO
  - YES (explain) \_\_\_\_\_
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)
  - YES
  - NO (see below)

If the farebox recovery requirement was not met, then claimant must complete the following worksheet for the most recent fiscal year.

Transit operating expenses:	_____	+	
Capital purchases/reserves:	_____	=	
Subtotal:	_____	-	<b>LTF spent in most recent fiscal year cannot exceed result below.</b>
Federal revenues:	_____	-	
STA revenues:	_____	=	
Total:	_____	x 0.5 = _____	

8. Is there a prohibition on the employment of part-time drivers or on contracting with common carriers?

NO

YES (explain) \_\_\_\_\_

9. Are STA funds being used for transit operating purposes?

NO

YES (see below)

*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

Efficiency Standard #2:  Yes  No

If neither efficiency standard was met, list the percentage of STA Funding limited to:

Capital Expenditures: \_\_\_\_\_ %      Operating Expenditures: \_\_\_\_\_ %

10. Describe or attach current fare structure:

11. Attach copy of latest CHP terminal inspection report.

12. Each transit claimant must report on efforts to implement recommendations included in the FY 2012/13 through FY 2014/15 triennial performance audit, which was completed in 2016 (attach additional pages as necessary).

**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: 2017/2018

<b><u>Brief Project Description</u></b>	<b><u>Project Cost</u></b>	<b><u>Source of Funding &amp; Amount</u></b>
Transit Operation	\$55,040	STA \$ 32,542 LTF \$ 22,495 Interest \$ 3
Streets and Roads Maintenance	\$3,229,241	Interest \$ 1,000 LTF Streets and Roads \$ 367,876 Other grants \$ 2,108,327 General Fund \$ 752,038



**PLACER COUNTY TRANSPORTATION PLANNING AGENCY  
TRANSPORTATION DEVELOPMENT ACT CLAIM WORKSHEET  
2017/2018**

CITY/COUNTY OF:      Loomis

Part 1 of 4

**ESTIMATED PUBLIC TRANSIT REVENUES AND EXPENSES FOR FISCAL YEAR  
2016/17**

**I. FY 2016/17 AVAILABLE RESOURCES**

<b>A. Carryover from prior fiscal year</b> (Unexpended prior year transit cash receipts held in claimants treasury as of June 30, 2016. From TDA Financial Audit Report)	\$	526.00
<b>B. Interest Earnings through June 30, 2016.</b>	\$	(197.00)
<b>C. Federal Grants &amp; Reimbursements received in 2016/17:</b>		
1. FTA Planning Assistance	\$	-
2. FTA Operating Assistance	\$	-
3. FTA Capital Assistance	\$	-
4. Other (list) _____	\$	-
<b>D. State Grants (Source/Amount):</b>	\$	-
<b>E. Local Cash Grants:</b>		
1. LTF-Operations/Capital (PUC 99260a; Article 4)	\$	-
2. LTF-Community Transit Services(PUC 99275; Article 4.5)	\$	-
3. LTF-Contracted Transit Service (PUC 99400c; Article 8c)	\$	34,389.00
4. LTF-Capital Reserve Contribution (CCR 6648)	\$	-
5. LTF-Capital expenses for contracted transit services (PUC 99400e; Article 8e)	\$	-
6. STAF-Operations (CCR 6730a)	\$	-
7. STAF-Capital (CCR 6730b)	\$	-
8. STAF-Community Transit Services (CCR 6730d; <CTSA>)	\$	-
9. STAF-Contracted Service (CCR 6731b)	\$	15,859.00
10. Other (list) _____	\$	-
<b>F. Operating Revenues:</b>		
1. Passenger Fares	\$	-
2. Charters	\$	-
3. Other (list) _____	\$	-
<b>G. Other Revenues</b>	\$	-
<b>H. TOTAL FY 2016/17 AVAILABLE RESOURCES (A+B+C+D+E+F+G)</b>	\$	50,577.00

**II. FY 2016/17 PROJECTED EXPENSES & USES**

<b>I. Personnel</b>	
1. Administrative Salaries and Wages	\$ -
2. Operating Salaries and Wages	\$ -
3. Other Salaries and Wages	\$ -
4. Fringe Benefits	\$ -
<b>J. Services and Supplies</b>	
1. Professional Services	\$ -
2. Maintenance Services	\$ -
3. Other Services	\$ -
4. Vehicle Materials & Supplies	\$ -
5. Utilities	\$ -
6. Insurance	\$ -
7. Purchased Transit Services	\$ 50,774.00
8. Miscellaneous	\$ -
9. Interest	\$ -
10. Leases & Rentals	\$ -
<b>K. Capital Assets (Itemize)</b>	
1.	\$ -
2.	\$ -
3.	\$ -
4.	\$ -
5.	\$ -
<b>L. Other Uses:</b>	
Capital Outlay Reserve Contribution (CCR 6648)	\$ -
<b>M. TOTAL FY 2016/17 EXPENSES &amp; USES (I+J+K+L)</b>	
	\$ 50,774.00
<b>N. Estimated Deferred Revenue as of June 30, 2017 (H-M)</b>	
	\$ (197.00)

**BUDGETED PUBLIC TRANSIT REVENUES & EXPENSES FOR FISCAL YEAR  
2017/18**

**I. FY 2017/18 NON-TDA BUDGETED RESOURCES & DEFERRED REVENUE**

<b>A. Carryover from prior fiscal year</b> (Unexpended prior year transit cash receipts held in claimants treasury as of June 30, 2017-- From Part 1, line N)	\$	(197.00)
<b>B. Interest earnings through June 30, 2017</b>	\$	200.00
<b>C. Federal Grants &amp; Reimbursements</b>		
1. FTA Planning Assistance	\$	-
2. FTA Operating Assistance	\$	-
3. FTA Capital Assistance	\$	-
4. Other (list) _____	\$	-
<b>D. State Grants (Source/Amount):</b>		
1.	\$	-
2.	\$	-
<b>E. Local Non-TDA Cash Grants:</b>		
1.	\$	-
2.	\$	-
3.	\$	-
<b>F. Operating Revenues:</b>		
1. Passenger Fares	\$	-
2. Charters	\$	-
3. Other (list) _____	\$	-
<b>G. Other Revenues</b>		
1.	\$	-
<b>H. TOTAL FY 2017/18 CARRYOVER &amp; NON-TDA BUDGETED RESOURCES (A+B+C+D+E+F+G)</b>	\$	<b>3.00</b>

<b>I. TOTAL FY 2017/18 CARRYOVER &amp; NON-TDA BUDGETED RESOURCES (From Line H)</b>	<b>\$ 3.00</b>
<b>II. FY 2017/18 PROJECTED EXPENSES &amp; USES</b>	

<b>J. Personnel:</b>	
1. Administrative Salaries and Wages	\$ -
2. Operating Salaries and Wages	\$ -
3. Other Salaries and Wages	\$ -
4. Fringe Benefits	\$ -
<b>K. Services and Supplies:</b>	
1. Professional Services	\$ -
2. Maintenance Services	\$ -
3. Other Services	\$ -
4. Vehicle Materials & Supplies	\$ -
5. Utilities	\$ -
6. Insurance	\$ -
7. Purchased Transit Services	\$ 55,040.00
8. Miscellaneous	\$ -
9. Interest	\$ -
10. Leases & Rentals	\$ -
<b>L. Capital Assets (Itemize):</b>	
1.	\$ -
2.	\$ -
3.	\$ -
4.	\$ -
5.	\$ -
<b>M. Other Uses:</b>	
1. Capital Outlay Reserve Contribution.(CCR 6648)	\$ -
2.	\$ -
<b>N. TOTAL FY 2017/18 EXPENSES &amp; USES (J+K+L+M)</b>	<b>\$ 55,040.00</b>
<b>O. Unfunded Balance (I - N)</b>	<b>\$ (55,037.00)</b>

<b>O. Unfunded Balance (I - N)</b>	<b>\$ (55,037.00)</b>
<b>III. FY 2017/18 TDA TRANSIT CLAIMS</b>	
<b>P. FY 2017/18 LTF TRANSIT CLAIMS:</b>	
1. LTF-Operations/Capital (PUC 99260a; Article 4)	\$ -
2. LTF-Community Transit Services (PUC 99275; Article 4.5)	\$ -
3. LTF-Contracted Transit Service (PUC 99400c; Article 8c)	\$ 22,495.00
4. LTF-Capital Reserve Contribution (CCR 6648)	\$ -
5. LTF-Capital for contracted transit service (PUC 99400e; Article 8e)	\$ -
<b>6. TOTAL LTF CLAIM (P1+P2+P3+P4+P5)</b>	<b>\$ 22,495.00</b>
<b>Q. FY 2017/18 STAF CLAIMS:</b>	
1. STAF-Operations (CCR 6730a)	\$ -
2. STAF-Capital (CCR 6730b)	\$ -
3. STAF-Community Transit Services (CCR 6730d) / CTSA	\$ -
4. STAF-Contracted Service (CCR 6731b)	\$ 32,542.00
<b>5. TOTAL STF CLAIM (Q1+Q2+Q3+Q4)</b>	<b>\$ 32,542.00</b>
<b>R. TOTAL 2017/18 TRANSIT CLAIMS (P6 + Q5) *</b>	<b>\$ 55,037.00</b>

**ESTIMATED STREETS AND ROADS TDA EXPENDITURES FOR FISCAL YEAR  
2016/17**

<b>I. FY 2016/17 AVAILABLE TDA STREET AND ROAD RESOURCES</b>	
<b>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, 2016. From TDA Fiscal Audits)</b>	\$ (27,322.00)
<b>B. FY 2016/17 TDA Cash Receipts from LTF trust fund for streets and roads purposes (PUC 99400a).</b>	\$ 339,039.00
<b>C. Interest Earned on claimant TDA streets and roads cash balances through June 30, 2017.</b>	\$ 994.00
<b>D. Total FY 2016/17 Available TDA Street and Road Resources. (A+B+C)</b>	\$ 312,711.00
<b>II. FY 2016/17 TDA STREET AND ROAD EXPENDITURES</b>	
<b>E. Administration and Engineering</b>	\$ -
<b>F. Maintenance</b>	\$ 312,711.00
<b>G. Construction</b>	\$ -
<b>H. Equipment</b>	\$ -
<b>I. Other</b>	\$ -
<b>J. TOTAL FY 2016/17 EXPENDITURES (E+F+G+H+I)</b>	\$ 312,711.00
<b>K. Estimated Carryover of TDA Street and Road Revenues at June 30, 2017 (D-J)</b>	\$ -

**STREETS AND ROADS TDA BUDGET FOR FISCAL YEAR 2016/17****I. FY 2017/18 AVAILABLE TDA STREET AND ROAD RESOURCES**

<b>A. Carryover as of June 30, 2017 (From Part 3, Line K.)</b>	\$ -
<b>B. 2017/18 TDA Funds Available For Streets And Roads</b>	
1. FY 2017/18 LTF Total Apportionment (From PCTPA)	\$ 390,371.00
2. FY 2017/18 LTF Transit Claim (From Part 2, Line P6)	\$ 22,495.00
3. Balance of 2017/18 LTF Apportionment (B1-B2)	\$ 367,876.00
4. FY 2017/18 LTF Apportionment To be Claimed for Streets and Roads Purposes Pursuant to PUC 99400a. (Can Not Exceed Line B3)	\$ 367,876.00
<b>C. FY 2017/18 Estimated Interest Earned on TDA Cash Balances through June 30, 2018.</b>	\$ 1,000.00
<b>D. Total Estimated FY 2017/18 Available TDA Resources. (A+B4+C)</b>	\$ 368,876.00

**II. FY 2017/18 ESTIMATED EXPENDITURES**

<b>H. Administration and Engineering</b>	\$ -
<b>I. Maintenance</b>	\$ 368,876.00
<b>J. Construction</b>	\$ -
<b>K. Equipment</b>	\$ -
<b>L. Other</b>	\$ -
<b>M. Other</b>	\$ -
<b>N. Total FY 2017/18 Estimated Expenditures (H+I+J+K+L+M)</b>	\$ 368,876.00
<b>O. Estimated Carryover as of June 30, 2018 (D-N)</b>	\$ -