

# Staff Report November 9, 2021

**TO:** Honorable Mayor and Town Council

**FROM:** Roger Carroll, Finance Officer

**DATE:** November 3, 2021

**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 \$634,686 for use on the Town's Transit and Transportation systems.

#### **Attachments**

- A. Resolution
- B. Claim forms

# **TOWN OF LOOMIS**

#### **RESOLUTION NO. 21 -**

# 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:

- \$ 564,873 TDA Article 8a (streets and roads)
- \$ 16,034 TDA Article 8c (contracted transit services)
- \$ 53,779 STA 6731b

PASSED AND ADOPTED this 9<sup>th</sup> day of November 2021 by the following vote:

AYES: NOES: ABSENT: ABSTAIN:			
ATTEST:	Ma :	ayor	
Town Clerk			

#### 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 2021/22</u>

Brief Project Description	Project Cost	Source of Funding & Amount
Transit Operation	\$69,322	STA \$53,779 LTF 16,034
Streets and Roads Maintenance	\$1,140,575	LTF \$564,873 Fund balance 575,702

# **CLAIM FOR LOCAL TRANSPORTATION FUNDS**

TO:		NTY TRANSPORTATION PLANNI STREET, AUBURN, CA 95603	NG AGENCY
FROM:			
i NOIVI.	CLAIMANT:	Town of Loomis	
	ADDRESS:	PO Box 1330	
	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Loomis, CA 95650	
CONTAC	Γ PERSON:	Roger Carroll	
		Phone: <u>916-652-1840</u>	Email:rcarroll@loomis.ca.gov
commenc 6600, that following	ing with Section 99 this claim for Loca	2200 and the California Code of al Transportation Funds be app Illowing purposes to be drawn	e State of California Public Utilities Code, f Regulations commencing with Section proved for Fiscal Year Choose FY, in the from the Local Transportation Fund
P.U.C. 99	260a, Article 4, Tra	ansit Operations:	\$ Click or tap here to enter \$
	260a, Article 4, Tra	·	\$Click or tap here to enter \$
		ommunity Transit Services	\$Click or tap here to enter \$
		ocal Streets and Roads	\$564,873
		ansportation Planning Process	\$Click or tap here to enter \$
		ontracted Transit Services:	\$Click or tap here to enter \$
		apital for Contracted Services:	\$16,034
	48, Capital Reserve	•	\$Click or tap here to enter \$
payment by provisions t budget. Clai	the County Auditor to nat such monies will b mant must submit a co	the applicant is subject to such mone e used only in accordance with the te	ditor for payment. Approval of the claim and lies being available for distribution, and to the erms of the approved annual financial plan and for the prior fiscal year prior to issuance of
APPROVI	ED:	APPLICAI	NT:
PLACER (			
	ORTATION PLANNII	NG AGENCY	
ROAKD (	)F DIRECTORS		
BY:		BY:	(signature)
TITLE:		, ,	own Manager
DATE:			ovember 9, 2021

### **CLAIM FOR STATE TRANSIT ASSISTANCE FUNDS**

TO:		ITY TRANSPORTATION STREET, AUBURN, C			GENCY	
FROM:						
	CLAIMANT:	Town of Loomis				
	ADDRESS:	PO Box 1330				
		Loomis, CA 95650				
CONTACT	PERSON:	Roger Carroll				
		Phone: <u>916-652-184</u>	0	Ema	ail: <u>rcarroll@loomis.ca.gov</u>	
commencing 6600, that \$\frac{1}{2}\$ 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 in r the foll	te of California Public Utilities Codulations commencing with Section the amount of \$Click or tap here to lowing purposes to be drawn from Treasurer:	n o enter
Transit Op	erations (6730a):				\$Click or tap here to enter \$	
Transit Ca	pital (6730a):				\$Click or tap here to enter \$	
Contracte	d Transit Services	(6731b):			\$53,779	
Communi	ty Transit Services	Provided by WPCT	SA (673	1.1):	\$Click or tap here to enter \$	
payment by t	he County Auditor to	the applicant is subject	to such r	nonies be	for payment. Approval of the claim and eing available for distribution, and to the of the approved annual financial plan and	I
		NG AGENCY	APPLI	CANT:		
BY:		(signature)	BY:		(signature	<u>-)</u>
TITLE:		(Signature)	TITLE:	Town	Manager	-,
DATE:			DATE:		nber 9, 2021	
<i></i>						

# 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
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?
	<ul><li>☐ YES</li><li>☐ NO (Explain) Click or tap here to enter text.</li></ul>
6.	Has the proposed transit operating budget changed by more than 15% compared to the previous year?
	<ul><li>☐ Yes (Explain) Click or tap here to enter text.</li><li>☐ NO</li></ul>
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) <sup>1</sup>
	☐ 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.

<sup>1</sup>Assembly 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. AB-149 of 2021 extends the non-compliance relief through FY 2022/23.

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 h 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: $\square$ Yes $\square$ No <sup>2</sup>
	Efficiency Standard #2: ☐ Yes ☐ No <sup>2</sup>
	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.

<sup>&</sup>lt;sup>2</sup>Assembly 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. AB-149 of 2021 extends the non-compliance relief through FY 2022/23.

# PLACER COUNTY TRANSPORTATION PLANNING AGENCY TRANSPORTATION DEVELOPMENT ACT CLAIM WORKSHEET

FISCAL YEAR:	2021/22
CITY/COUNTY OF:	Town of Loomis

#### Part 1 of 4

ESTIMATED PUBLIC TRANSIT REVENUES AND EXPENSES FOR FISCAL YEAR 2020/21

#### I. FY 2020/21 AVAILABLE RESOURCES

A. Carryover from prior fiscal year (Unexpended prior year transit cash	
receipts held in claimants treasury as of June 30, 2020. From TDA Financial	
Audit Report)	\$ 11,623.00
B. Interest Earnings through June 30, 2020.	\$ 320.00
C. Federal Grants & Reimbursements received in 2020/21:	
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)	\$ 1,360.00
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>	\$ -
10. STAF-Contracted Service (CCR 6731b)	\$ 26,621.00
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 2020/21 AVAILABLE RESOURCES (A+B+C+D+E+F+G)	\$ 39,924.00

# II. FY 2020/21 PROJECTED EXPENSES & USES

I. Personnel		
1. Administrative Salaries and Wages	\$	_
Operating Salaries and Wages	\$	_
3. Other Salaries and Wages	\$	_
4. Fringe Benefits	\$	_
J. Services and Supplies	_	
Services and Supplies     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	\$	811.00
9. Interest	\$	-
10. Leases & Rentals	\$	1
K. Capital Assets (Itemize)		
1.	\$	1
2.	\$	-
3.	\$	-
4.	\$	-
5.	\$	-
L. Other Uses:		
Capital Outlay Reserve Contribution (CCR 6648)	\$	-
M. TOTAL FY 2020/21 EXPENSES & USES (I+J+K+L)	\$	40,415.00
N. Estimated Deferred Revenue as of June 30, 2021 (H-M)	\$	(491.00)

### Part 2 of 4

# BUDGETED PUBLIC TRANSIT REVENUES & EXPENSES FOR FISCAL YEAR 2021/22

# I. FY 2021/22 NON-TDA BUDGETED RESOURCES & DEFERRED REVENUE

H. TOTAL FY 2021/22 CARRYOVER & NON-TDA BUDGETED RESOURCES (A+B+C+D+E+F+G)	\$	(491.00)
1.	\$	-
G. Other Revenues		
3. Other (list)	\$	-
2. Charters	\$	-
1. Passenger Fares	\$	-
F. Operating Revenues:		
3.	\$	-
2.	\$	-
1.	\$	-
E. Local Non-TDA Cash Grants:		
2.	\$	-
1.	\$	-
D. State Grants (Source/Amount):		
4. Other (list)	\$	-
3. FTA Capital Assistance	\$	-
2. FTA Operating Assistance	\$	-
1. FTA Planning Assistance	\$	-
C. Federal Grants & Reimbursements		
B. Interest earnings through June 30, 2021	\$	-
A. Carryover from prior fiscal year (Unexpended prior year transit cash receipts held in claimants treasury as of June 30, 2021 From Part 1, line N)	\$	(491.00)
A Commercial from pulse finest year / I progranded prior year transit cook	Т	

I. TOTAL FY 2021/22 CARRYOVER & NON-TDA BUDGETED	
RESOURCES (From Line H)	\$ (491.00)
II. FY 2021/22 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	\$ 69,322.00
8. Miscellaneous	\$ -
9. Interest	\$ -
10. Leases & Rentals	\$ -
L. Capital Assets (Itemize):	
1.	\$ -
2.	\$ -
3.	\$ -
4.	\$ -
5.	\$ -
M. Other Uses:	
1. Capital Outlay Reserve Contribution.(CCR 6648)	\$ -
2.	\$ -
N. TOTAL FY 2021/22 EXPENSES & USES (J+K+L+M)	\$ 69,322.00
O. Unfunded Balance (I - N)	\$ (69,813.00)

Ο.	Unfunded Balance (I - N)	\$ (69,813.00)
III.	FY 2021/22 TDA TRANSIT CLAIMS	

P. FY 2021/22 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)	\$ 16,034.00
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)	\$ 16,034.00
Q. FY 2021/22 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)	\$ 53,779.00
5. TOTAL STF CLAIM (Q1+Q2+Q3+Q4)	\$ 53,779.00
R. FY 2021/22 SGR CLAIMS:	
1. SGR-Capital (CCR 6730b)	\$ -
2. TOTAL SGR CLAIM (R1)	\$ -
S. TOTAL 2021/22 TRANSIT CLAIMS (P6 + Q5 + R2)	\$ 69,813.00

# Part 3 of 4

# ESTIMATED STREETS AND ROADS TDA EXPENDITURES FOR FISCAL YEAR 2020/21

I. FY 2020/21 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, 2020. From TDA Fiscal Audits)	\$	_
B. FY 2020/21 TDA Cash Receipts from LTF trust fund for streets and roads purposes (PUC 99400a).	\$	298,643.00
C. Interest Earned on claimant TDA streets and roads cash balances through June 30, 2020.	\$	-
D. Total FY 2020/21 Available TDA Street and Road Resources. (A+B+C)	\$	298,643.00
II. FY 2020/21 TDA STREET AND ROAD EXPENDITURES		
E. Administration and Engineering	\$	-
F. Maintenance	\$	298,643.00
G. Construction	\$	-
H. Equipment	\$	-
I. Other	\$	-
J. TOTAL FY 2020/21 EXPENDITURES (E+F+G+H+I)	\$	298,643.00
K. Estimated Carryover of TDA Street and Road Revenues at June 30, 2021 (D-J)	\$	

#### Part 4 of 4

# STREETS AND ROADS TDA BUDGET FOR FISCAL YEAR 2021/22

I. FY 2021/22 AVAILABLE TDA STREET AND ROAD RESOURCES		
A. Carryover as of June 30, 2021 (From Part 3, Line K.)	\$	-
B. 2021/22 TDA Funds Available For Streets And Roads		
1. FY 2021/22 LTF Total Apportionment (From PCTPA)	\$	580,907.00
2. FY 2021/22 LTF Transit Claim (From Part 2, Line P6)	\$	16,034.00
3. Balance of 2021/22 LTF Apportionment (B1-B2)	\$	564,873.00
4. FY 2021/22 LTF Apportionment To be Claimed for Streets and Roads Purposes Pursuant to PUC 99400a. (Can Not Exceed Line	Φ.	504.070.00
B3)	\$	564,873.00
C. FY 2021/22 Estimated Interest Earned on TDA Cash Balances through June 30, 2022.	\$	1,000.00
D. Total Estimated FY 2021/22 Available TDA Resources. (A+B4+C)	\$	565,873.00

II. FY 2021/22 ESTIMATED EXPENDITURES	
H. Administration and Engineering	\$ -
I. Maintenance	\$ 565,873.00
J. Construction	\$ -
K. Equipment	\$ -
L. Transportation Planning Process (P.U.C. 99402)	\$ 1
M. Other	\$ -
N. Total FY 2021/22 Estimated Expenditures (H+I+J+K+L+M)	\$ 565,873.00
O. Estimated Carryover as of June 31, 2022 (D-N)	\$



October 21, 2021

Roger Carroll Finance Director, Town of Loomis PO Box 1330 Loomis, CA 95650

RE: AGREEMENT REGARDING TRANSIT SERVICE TO TOWN OF LOOMIS BY THE PLACER COUNTY TRANSIT SYSTEM. CONTRACT NO. 12303 – 21/22 Exhibits

#### Dear Roger:

Attached for your review is a copy of Exhibits E, as agreed in Contract #12303. The estimated cost for FY 2021-22 is \$69,322 which includes the funding credits from the annual Federal Transit Administration (FTA) 5307 funds, California Senate Bill 1 State of Good Repair funds and FTA CARES Act funds.

For FY 2021-22 we have developed the cost estimates based on full level of service being reestablished. Full service will be restored on fixed route beginning October 9, 2021, and as of this date, we still have not restored full commuter service. Our invoices will be for the actual amount of service provided.

Please feel free to contact me if you would like any additional information.

Sincerely,

Jaime Wright, Transit Manager Placer County Public Works jaimewright@placer.ca.gov

(530) 745-3530



# Exhibit E

**Total** 

# FY 2021/22 Calculation of Transit Service Charges - Loomis

	<u>Bu</u>	idgeted Service
Local Intercity Route Service (Taylor Road Shuttle)  Total cost per VSH  Number of round trips per weekday  Number of round trips per Saturday  Number of weekdays in service per year  Number of Saturdays in service per year  Minutes per trip allocated to Loomis		\$88.40 7 5 252 52 20
Total round trips per year Total VSH per year	(7 x 252) + (5 x 52) (2024 x 20 min)/(60 min)	2,024 675
<b>Total</b> (\$87.06 x 675) =		\$59,641
Dial-A-Ride Service (DAR)  MV Transportation, Inc FY 21/22 - Rocklin/Loomis DAR Estimated Fares Net Cost  City of Rocklin 2021 Population (70,350) Town of Loomis Population 2021 (6,888)  PCT Administrative Costs Loomis (\$440,021 x 8.92%)  Total		\$450,821 (\$10,800) \$440,021 91.08% 8.92% \$1,733 \$39,250 \$40,983
Commuter Bus Service  MV Transportation, Inc & PCT Costs - FY 21/22  Fare Revenue Credit		\$719,290 (\$335,101) \$384,189
Loomis Commuters - 2017 On-Board Survey		4.80%

\$

18,441

(\$384,189 x 4.80%)

FTA 5307 Funds - Credit to Loomis	
FTA 5307 Funds - FY 21/22	\$961,141
Loomis Credit based on November 2014 SACOG Formula	\$ (27,966)
FTA 5307 CARES Act - FY 21/22 Credit based Operating Costs covered by CARES Act & November 2014 SACOG Formula	\$520,210 <b>(\$13,840)</b>

(\$7,936)

**State of Good Repair Credit**