



## Staff Report March 14, 2023

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**TO:** Honorable Mayor and Town Council  
**FROM:** Roger Carroll, Finance Officer  
**DATE:** March 3, 2023  
**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 \$589,080 for use on the Town's Transit and Transportation systems.

### **Attachments**

- A. Resolution
- B. Claim forms

**TOWN OF LOOMIS**

**RESOLUTION NO. 23 -**

**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:

- \$ 526,384 TDA Article 8a (streets and roads)
- \$ 62,696 STA 6731b

PASSED AND ADOPTED this 14<sup>th</sup> day of March 2023 by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

ATTEST:

\_\_\_\_\_  
Mayor

:

\_\_\_\_\_  
Deputy 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: Choose an item.

Fiscal Year: Choose an item.

<u>Brief Project Description</u>	<u>Project Cost</u>	<u>Source of Funding &amp; Amount</u>								
Transit Service	71,307	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Transit Fund Balance</td> <td style="text-align: right;">8,411</td> </tr> <tr> <td>STAF</td> <td style="text-align: right;">62,696</td> </tr> <tr> <td>Interest</td> <td style="text-align: right;">200</td> </tr> </table>	Transit Fund Balance	8,411	STAF	62,696	Interest	200		
Transit Fund Balance	8,411									
STAF	62,696									
Interest	200									
Streets and Roads Maintenance	820,523	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">LTF</td> <td style="text-align: right;">526,384</td> </tr> <tr> <td>Interest</td> <td style="text-align: right;">1,000</td> </tr> <tr> <td>Highway Users tax</td> <td style="text-align: right;">137,953</td> </tr> <tr> <td>SB1</td> <td style="text-align: right;">155,186</td> </tr> </table>	LTF	526,384	Interest	1,000	Highway Users tax	137,953	SB1	155,186
LTF	526,384									
Interest	1,000									
Highway Users tax	137,953									
SB1	155,186									

**CLAIM FOR LOCAL TRANSPORTATION 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:916-652-1840                      Email:rcarroll@loomis.ca.gov

The Choose Agency 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 Choose FY, 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:	<u>\$ Click or tap here to enter \$</u>
P.U.C. 99260a, Article 4, Transit Capital:	<u>\$Click or tap here to enter \$</u>
P.U.C. 99275, Article 4.5, Community Transit Services	<u>\$Click or tap here to enter \$</u>
P.U.C. 99400a, Article 8a, Local Streets and Roads	<u>\$526384</u>
P.U.C. 99402, Article 8a, Transportation Planning Process	<u>\$Click or tap here to enter \$</u>
P.U.C. 99400c, Article 8c, Contracted Transit Services:	<u>\$Click or tap here to enter \$</u>
P.U.C. 99400e, Article 8e, Capital for Contracted Services:	<u>\$Click or tap here to enter \$</u>
C.C.R. 6648, Capital Reserve:	<u>\$Click or tap here to enter \$</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 in full.

APPROVED:  
PLACER COUNTY  
TRANSPORTATION PLANNING AGENCY  
BOARD OF DIRECTORS

APPLICANT:

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

TITLE: Town Manager TITLE: \_\_\_\_\_  
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: 916-652-1840 Email: rcarroll@loomis.ca.gov

The Choose Agency 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 \$Click or tap here to enter \$ for Fiscal Year Choose FY , 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):	<u>\$Click or tap here to enter \$</u>
Transit Capital (6730a):	<u>\$Click or tap here to enter \$</u>
Contracted Transit Services (6731b):	<u>\$62696</u>
Community Transit Services Provided by WPCTSA (6731.1):	<u>\$Click or tap here to enter \$</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.

APPROVED:  
PLACER COUNTY  
TRANSPORTATION PLANNING AGENCY  
BOARD OF DIRECTORS

APPLICANT:

BY: _____ (signature)	BY: _____ (signature)
TITLE: <u>Town Manager</u>	TITLE: _____
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:  
[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

## ***PART 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 from 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)<sup>1</sup>  
 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.

<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.

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

- YES  
 NO (Explain) [Click or tap here to enter text.](#)

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

- 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<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: Enter %% Operating Expenditures: 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 2018/19 through FY 2020/21 Triennial Performance Audit, which was completed in 2022 (attach additional pages as necessary).

[Click or tap here to enter text.](#)

<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: 2022/23

CITY/COUNTY OF: \_\_\_\_\_

**Part 1 of 4**

**ESTIMATED PUBLIC TRANSIT REVENUES AND EXPENSES FOR FISCAL YEAR  
2021/22**

**I. FY 2021/22 AVAILABLE RESOURCES**

<b>A. Carryover from prior fiscal year</b> (Unexpended prior year transit cash receipts held in claimants treasury as of June 30, 2021. From TDA Financial Audit Report)	\$ (491.00)
<b>B. Interest Earnings through June 30, 2021.</b>	\$ (491.00)
<b>C. Federal Grants &amp; Reimbursements received in 2021/22:</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 (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 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>)	
10. STAF-Contracted Service (CCR 6731b)	\$ 53,779.00
11. SGR-Capital (CCR 6730b)	\$ -
12. Other (list) _____	\$ -
<b>F. Operating Revenues:</b>	
1. Passenger Fares	\$ -
2. Charters	\$ -
3. Other (list) _____	\$ -
<b>G. Other Revenues</b>	\$ -
<b>H. TOTAL FY 2021/22 AVAILABLE RESOURCES (A+B+C+D+E+F+G)</b>	\$ <b>68,831.00</b>



**II. FY 2021/22 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	\$ 60,355.00
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 2021/22 EXPENSES &amp; USES (I+J+K+L)</b>	<b>\$ 60,355.00</b>
<b>N. Estimated Deferred Revenue as of June 30, 2022 (H-M)</b>	<b>\$ 8,476.00</b>

**BUDGETED PUBLIC TRANSIT REVENUES & EXPENSES FOR FISCAL YEAR  
2022/23**

**I. FY 2022/23 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, 2022-- From Part 1, line N)	\$	8,476.00
<b>B. Interest earnings through June 30, 2022</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 2022/23 CARRYOVER &amp; NON-TDA BUDGETED RESOURCES (A+B+C+D+E+F+G)</b>	<b>\$</b>	<b>8,676.00</b>

<b>I. TOTAL FY 2022/23 CARRYOVER &amp; NON-TDA BUDGETED RESOURCES (From Line H)</b>		<b>\$ 8,676.00</b>
<b>II. FY 2022/23 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	\$	71,307.00
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 2022/23 EXPENSES &amp; USES (J+K+L+M)</b>	<b>\$</b>	<b>71,307.00</b>
<b>O. Unfunded Balance (I - N)</b>	<b>\$</b>	<b>(62,631.00)</b>

<b>O. Unfunded Balance (I - N)</b>	<b>\$ (62,631.00)</b>
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<b>III. FY 2022/23 TDA TRANSIT CLAIMS</b>
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<b>P. FY 2022/23 LTF TRANSIT CLAIMS:</b>
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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 for contracted transit service (PUC 99400e; Article 8e)	\$ -
<b>7. TOTAL LTF CLAIM (P1+P2+P3+P4+P5)</b>	<b>\$ -</b>

<b>Q. FY 2022/23 STAF CLAIMS:</b>
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1. STAF-Operations (CCR 6730a)	\$ -
2. STAF-Capital (CCR 6730b)	\$ -
3. STAF-Community Transit Services (CCR 6730d) / CTSA	\$ -
4. STAF-Contracted Service (CCR 6731b)	\$ 62,696.00
<b>5. TOTAL STF CLAIM (Q1+Q2+Q3+Q4)</b>	<b>\$ 62,696.00</b>

<b>R. FY 2022/23 SGR CLAIMS:</b>
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1. SGR-Capital (CCR 6730b)	\$ -
<b>2. TOTAL SGR CLAIM (R1)</b>	<b>\$ -</b>

<b>S. TOTAL 2022/23 TRANSIT CLAIMS (P6 + Q5 + R2)</b>	<b>\$ 62,696.00</b>
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**ESTIMATED STREETS AND ROADS TDA EXPENDITURES FOR FISCAL YEAR  
2021/22**

**I. FY 2021/22 AVAILABLE TDA STREET AND ROAD RESOURCES**

<b>A. Carryover from prior fiscal year</b> (Actual Unexpended Prior Year TDA Streets And Roads Cash Receipts Held in Claimant's Treasury as of June 30, 2021. From TDA Fiscal Audits)	\$ -
<b>B. FY 2021/22 TDA Cash Receipts from LTF trust fund for streets and roads purposes (PUC 99400a).</b>	\$ 564,873.00
<b>C. Interest Earned on claimant TDA streets and roads cash balances through June 30, 2022.</b>	\$ (2,224.00)
<b>D. Total FY 2021/22 Available TDA Street and Road Resources. (A+B+C)</b>	\$ 562,649.00

**II. FY 2021/22 TDA STREET AND ROAD EXPENDITURES**

<b>E. Administration and Engineering</b>	\$ -
<b>F. Maintenance</b>	\$ 562,649.00
<b>G. Construction</b>	\$ -
<b>H. Equipment</b>	\$ -
<b>I. Other</b>	\$ -
<b>J. TOTAL FY 2021/22 EXPENDITURES (E+F+G+H+I)</b>	\$ 562,649.00
<b>K. Estimated Carryover of TDA Street and Road Revenues at June 30, 2022 (D-J)</b>	\$ -

**STREETS AND ROADS TDA BUDGET FOR FISCAL YEAR 2022/23**

<b>I. FY 2022/23 AVAILABLE TDA STREET AND ROAD RESOURCES</b>	
<b>A. Carryover as of June 30, 2022 (From Part 3, Line K.)</b>	<b>\$ -</b>
<b>B. 2022/23 TDA Funds Available For Streets And Roads</b>	
1. FY 2022/23 LTF Total Apportionment (From PCTPA)	\$ 526,384.00
2. FY 2022/23 LTF Transit Claim (From Part 2, Line P6)	\$ -
3. Balance of 2022/23 LTF Apportionment (B1-B2)	\$ 526,384.00
4. FY 2022/23 LTF Apportionment To be Claimed for Streets and Roads Purposes Pursuant to PUC 99400a. (Can Not Exceed Line B3)	\$ 526,384.00
<b>C. FY 2022/23 Estimated Interest Earned on TDA Cash Balances through June 30, 2023.</b>	<b>\$ 1,000.00</b>
<b>D. Total Estimated FY 2022/23 Available TDA Resources. (A+B4+C)</b>	<b>\$ 527,384.00</b>
<b>II. FY 2022/23 ESTIMATED EXPENDITURES</b>	
<b>H. Administration and Engineering</b>	<b>\$ -</b>
<b>I. Maintenance</b>	<b>\$ 527,384.00</b>
<b>J. Construction</b>	<b>\$ -</b>
<b>K. Equipment</b>	<b>\$ -</b>
<b>L. Transportation Planning Process (P.U.C. 99402)</b>	<b>\$ -</b>
<b>M. Other</b>	<b>\$ -</b>
<b>N. Total FY 2022/23 Estimated Expenditures (H+I+J+K+L+M)</b>	<b>\$ 527,384.00</b>
<b>O. Estimated Carryover as of June 31, 2023 (D-N)</b>	<b>\$ -</b>