
675 Wildwood Avenue
Rio Dell, CA 95562
(707) 764-3532
(707) 764-5480 (fax)



DATE: April 16, 2024

TO: Mayor and Members of the City Council

FROM: Travis Sanborn, Finance Director

THROUGH: Kyle Knopp, City Manager

SUBJECT: Transportation Development Claim for Fiscal Year 2024-25

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Authorize the Finance Director to sign and submit the City's annual Transportation Development Act (TDA) Claim for Fiscal Year (FY) 2024-25.

BACKGROUND AND DISCUSSION

Each year the City submits a request for approval of its annual transportation claim to the Humboldt County Association of Governments (HCAOG). The 2024-25 projected allocation is \$125,317 compared to last year's TDA claim of \$125,803. Estimated costs for proposed projects outlined in the City's 2023-24 financial plan include \$55,929 to be provided to Humboldt Transit Authority for a share of costs for transit services within the City, \$6,500 to be provided to the Adult Day Health Care for transportation, and \$62,888 for ongoing street repair, maintenance, and construction within the City.

ATTACHMENTS

HCAOG Resolution
Claim Request
Annual Project and Financial Plan
Statement of Conformance



HCAOG
*Regional
 Transportation
 Planning Agency*

611 I Street, Suite B
 Eureka, CA 95501
 707.444.8208
 Fax: 707.444.8319
 www.hcaog.net

- Members:*
- City of Arcata*
 - City of Blue Lake*
 - City of Eureka*
 - City of Ferndale*
 - City of Fortuna*
 - City of Rio Dell*
 - City of Trinidad*
 - County of Humboldt*

Date: February 20, 2024

To: City Managers, Humboldt County CAO, Finance Officers, and Transit Operators

From: Amy Eberwein, Administrative Services Officer, HCAOG

RE: 2024-25 Local Transportation Fund Apportionment and Allocations

The County Auditor’s estimate for the FY 2024-25 Local Transportation Fund (LTF) is \$6,007,330, which is \$85,576 less than the estimate for FY 2023-24.

After subtracting the Auditor's payment (\$4,000), and HCAOG's administration and planning allocation (\$464,300), the 2% bicycle and pedestrian set aside is estimated to be \$111,798. Additionally, the Humboldt Transit Authority will receive an allocation of \$276,952 for administrative costs as the Consolidated Transportation Services Agency and for the region’s supplemental Dial-A-Ride contract.

The apportionment of remaining funds is based on city and county population estimates published annually by the Department of Finance. The HCAOG Board adopted Resolution 24-03 approving the LTF FY 2024-25 findings of apportionment and allocations.

The following table shows the estimated available LTF allocations for each jurisdiction for FY 2024-25.

Jurisdiction	Estimated FY 2024-25 Apportionment
Arcata	\$ 718,162
Blue Lake	\$ 44,040
Eureka	\$ 1,004,497
Ferndale	\$ 52,686
Fortuna	\$ 470,986
Rio Dell	\$ 125,317
Trinidad	\$ 11,298
Humboldt County	\$ 2,724,311
Total	\$ 5,151,297

The HCAOG Transportation Development Act Rules contain claim forms and documentation requirements and can be found on our website library by filtering to “Public Transportation.” Please note the TDA Rules were updated in December 2023 and there are new claim forms to use.

Please do not hesitate to contact Amy Eberwein at amy.eberwein@hcaog.net or 707-444-8208 with any questions.

- Enclosures:
- TDA Rules (Revised December 2023)
 - TDA LTF Claim Forms (Revised December 2023)
 - Resolution 24-03



HUMBOLDT COUNTY ASSOCIATION OF GOVERNMENTS
Regional Transportation Planning Agency
Humboldt County Local Transportation Authority
Service Authority for Freeway Emergencies
611 I Street, Suite B
Eureka, CA 95501
(707) 444-8208
www.hcaog.net

RESOLUTION 24-03
RESOLUTION OF THE HUMBOLDT COUNTY ASSOCIATION OF
GOVERNMENTS APPROVING THE TRANSPORTATION DEVELOPMENT ACT
LOCAL TRANSPORTATION FUND FISCAL YEAR 2024-25 FINDINGS OF
APPORTIONMENT AND ALLOCATION

WHEREAS, the Humboldt County Association of Governments is the Regional Transportation Planning Agency for Humboldt County, and is responsible for the administration of the Transportation Development Act of 1971, as amended thereafter; and

WHEREAS, the Humboldt County Association of Governments has established rules and regulations, consistent with existing law, whereby there shall be a set-aside for pedestrian and bicycle allocations equivalent to 2% of the money remaining in the fund after allocations to higher purposes; and

WHEREAS, the Humboldt County Association of Governments did not make a finding for better use; and

WHEREAS, the County of Humboldt, and the Cities of Arcata, Blue Lake, Eureka, Ferndale, Fortuna, Rio Dell and Trinidad are each required to file annual transportation claims for the funds which remain after necessary expenditures for administration, planning and the 2% set aside for pedestrian and bicycle uses from the Local Transportation Fund (LTF) of Humboldt County, in accordance with their populations, apportioned to them by the Humboldt County Association of Governments, pursuant to the Act; and

WHEREAS, it is the responsibility of the Humboldt County Association of Governments, under the provisions of the Act, to review the annual transportation claims and to make allocations of monies from the LTF; and

WHEREAS, the Auditor of Humboldt County is instructed to pay monies in the fund to the claimants pursuant to allocation instructions received from the Humboldt County Association of Governments; and

WHEREAS, the County Auditor issued an estimate of \$6,007,330 of revenues available for FY 2024-25.

NOW, THEREFORE, BE IT RESOLVED that the Humboldt County Association of Governments shall make the following allocations based on population estimates determined by the California Department of Finance:


1. To the Humboldt County Auditor Controller for TDA Administration in the amount of \$4,000, per Section 99243.
2. To the Humboldt County Association of Governments for TDA administration and for planning and programming in the amount of \$464,300, per Section 99233.1 and 99233.2.
3. To be reserved by the Humboldt County Auditor's Office for future reimbursements to the Cities and County for pedestrian and bicycle facilities purposes for local agencies as programmed and claimed in the amount equal to 2% of remaining incoming funds estimated to be \$110,781 per Sections 99233.3 and 99234.
4. To the Humboldt Transit Authority for administrative costs as the regional Consolidated Transportation Services Agency (CTSA), and for the region's supplemental Dial-A-Ride contract (combined total \$276,952).
5. To the Cities and County in the amounts listed below, upon review of claims filed:


Jurisdiction	Dept. of Finance Population Projection	% of Total Population	Estimated FY 2024-25 Apportionment
Arcata	18,688	13.94%	718,162
Blue Lake	1,146	0.85%	44,040
Eureka	26,139	19.50%	1,004,497
Ferndale	1,371	1.02%	52,686
Fortuna	12,256	9.14%	470,986
Rio Dell	3,261	2.43%	125,317
Trinidad	294	0.22%	11,298
Humboldt County	70,892	52.89%	2,724,311
Total	134,047	100.00%	\$ 5,151,297

PASSED AND ADOPTED by the Humboldt County Association of Governments, in the City of Eureka, County of Humboldt, State of California, this 15th day of February 2024, by the following vote:

AYES: 8 MEMBERS: Johnson, Jones, Madrone, Bergel, Atkinson-Salazar, Torgensen, West, Orr
 NOES: 0 MEMBERS: none
 ABSENT: 0 MEMBERS: none
 ABSTAIN: 0 MEMBERS: none

Attest:


 Beth Burks, Executive Director


 Mike Johnson, HCAOG Chair

APPENDIX C. ANNUAL CLAIM FORMS CHECKLIST FOR ANNUAL LTF & STAF CLAIMS

■ **ALL Claims:** Claimants shall submit items (a) through (f) as part of the claim.

■ **Transit Claims:** An operator or claimant shall submit items (a) thru (m), inclusive, to file a claim.

ALL claims must include items (a) through (d), inclusive.

HCAOG forms for parts (a), (b), (c) and (d) are provided in this Excel file and on-line at www.hcaog.net.

Claimants are responsible for making sure they submit the most current forms.

- a) This Checklist
- b) Claim Request form
- c) Annual Project and Financial Plan form
- d) Statement of Conformance
- e) Claimants who want to designate funds for a future, specific capital project must request it as part of a claim. The claim must indicate any reserved monies in the subsequent annual claim(s). Before expending these funds for any other purpose, the claimant must identify its proposed changes in an amended claim or subsequent annual claim. [CCR §6648]
- f) Claimants who have previously designated excess TDA funds as future capital purchase funds must submit a summary report of their capital purchase accounts. [CCR §6637]

Transit claims must include items (g) through (m):

- g) To receive an allocation of funds for service outside the claimant's area, a claimant must provide, or have on file with HCAOG, an executed contract
- h) Operating budget. Claimant certifies that its operating budget is not more than 15% greater than its previous year budget unless supported by documentation that substantiates the increase.
- i) If applicable, a statement identifying and substantiating the reason or need for: (1) increasing the operating budget in excess of 15% above the preceding year; (2) a substantial increase or decrease in scope of operations; or (3) capital provisions for major new fixed facilities.
- j) A Satisfactory certification by CHP verifying that the operator is in compliance with §1808.1 of the Vehicle Code, as required in PUC §99251. The certification shall have been completed within the last 13 months, prior to filing claims.
- k) An explanation that summarizes how the claimant has addressed applicable audit findings from annual fiscal and compliance audit.
- l) An explanation that summarizes how the claimant has addressed applicable audit findings from triennial performance audit reports.
- m) Claimant certifies that it is making full use of federal funds available under the Federal Transit Act [CCR 6754] (STA claims only)
- n) Claimant certifies that all purposes for claim expenditures are in conformance with the City/Town or Regional Bicycle Plan. (Bike and Ped claims only)

For full information on claim requirements, see HCAOG's TDA Rules (part IV, "TDA REQUIRED REPORTS" Report #17).

TDA Rules: HCAOG Rules for Administering the Transportation Development Act

CLAIM REQUEST
Local Transportation Fund (LTF)

Claimant: City of Rio Dell
Address: 675 Wildwood Avenue Rio Dell, CA 95562
Contact Person: Travis Sanborn
Title: Finance Director
Phone: 707-764-3532
E-mail: sanbornt@cityofriodell.ca.gov

The City of Rio Dell hereby requests, in accordance with the Transportation Development Act (TDA), Chapter 1400, and applicable rules and regulations, that the TDA claim be approved in the amount of \$125,317 for fiscal year 2024-25. These monies are to be drawn from the local transportation fund held at the County of Humboldt for the purposes and amounts shown in the attached "Annual Project and Financial Plan."

When approved, the claim will be submitted to the County Auditor of the County of Humboldt for payment. Approval of the claim and payment by the County Auditor to this applicant is subject to such monies being on hand and 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.

Authorized representative of claimant:

By: Travis Sanborn Title: Finance Director
(print name)

Signature: _____ Submittal date: _____

APPROVED:

By: _____ Date: _____
Beth Burks
Executive Director, Humboldt County Association of Governments

ANNUAL PROJECT AND FINANCIAL PLAN
Local Transportation Fund (LTF)

Give each project a title and briefly describe the transportation projects that your jurisdiction proposes. Indicate proposed expenditures for the ensuing fiscal year for all that apply:

- (i) public transportation operating and capital expenditures;
- (ii) construction of facilities for the exclusive use by pedestrians and bicyclists;
- (iii) construction of local streets and roads; and/or
- (iii) right-of-way acquisition.

Claimant: City of Rio Dell **Fiscal Year:** 2024-25

PROJECT (Title & brief description)	Allocation Amount Available	PUC Article & Section	Funds not being claimed	Funds Requested	Balance Remaining
06-01 HTA/RTS Share of Cost	\$55,929	4-99260(a)	-	\$55,929	\$ -
06-02 HSRC Share of Cost	\$6,500	8-99400(c)	-	\$6,500	\$ -
06-03 Street Construction & Maintenance	\$62,888	8-99402	-	\$62,888	\$ -
	\$ -		-	\$ -	\$ -
	\$ -		-	\$ -	\$ -
	\$ -		-	\$ -	\$ -
	\$ -		-	\$ -	\$ -
	\$ -		-	\$ -	\$ -
	\$ -		-	\$ -	\$ -
	\$ -		-	\$ -	\$ -
	\$ -		-	\$ -	\$ -
	\$ -		-	\$ -	\$ -
	\$ -		-	\$ -	\$ -
TOTAL	\$125,317		-	\$125,317	\$0

Attach a copy of transit revenues and expenditures for the last full fiscal year.

City of Rio Dell Revenue / Expenditure Report
June 30, 2023

TDA Fund 24	<u>6/30/2023</u> <u>Actual</u>	<u>6/30/2023</u> <u>Budget</u>	<u>6/30/2022</u> <u>Actual</u>	<u>6/30/2022</u> <u>Budget</u>
4045 Tax - (HCAOG) Transportation - TDA	142,049.00	120,000.00	111,465.00	120,000.00
4310 Interest Income	216.00	0.00	156.00	0.00
Total Revenue	142,265.00	120,000.00	111,621.00	120,000.00
5000 Full Time Salaries	25,135.00	24,333.00	23,652.00	21,036.00
5026 Part Time Temporary Salaries	416.00	945.00	0.00	1,714.00
5030 Overtime Salaries	315.00	390.00	234.00	436.00
5035 Benefit - ICMA City 457	3,267.00	3,505.00	2,684.00	2,258.00
5040 Benefit - Health Insurance	6,257.00	5,036.00	5,828.00	5,367.00
5042 Benefit - Life Insurance	79.00	78.00	79.00	79.00
5044 Benefit - Dental/Vision Insur	552.00	624.00	578.00	649.00
5045 Worker Compensation Insurance	2,527.00	4,057.00	2,905.00	3,165.00
5050 FICA	2,157.00	2,191.00	2,077.00	1,925.00
5055 Unemployment Insurance	97.00	162.00	82.00	172.00
5056 Employment Training Tax	4.00	5.00	3.00	3.00
5060 Clothing Allowance	213.00	132.00	153.00	112.00
5080 Hiring Costs	35.00	135.00	54.00	135.00
5101 Office Supplies	13.00	124.00	30.00	134.00
5102 Operating Supplies	167.00	178.00	245.00	172.00
5103 Postage	0.00	45.00	143.00	31.00
5104 Printing - Forms	2.00	172.00	5.00	115.00
5105 Advertising	0.00	80.00	150.00	29.00
5106 Promotional	0.00	110.00	0.00	101.00
5107 Memorial Park Expense	0.00	30.00	0.00	30.00
5108 Streets	2,733.00	7,280.00	4,578.00	7,280.00
5109 Chemicals	0.00	0.00	1.00	0.00
5110 Accounting	203.00	270.00	79.00	270.00
5112 Legal	10.00	706.00	593.00	707.00
5115 Contract/Professional Services	55,744.00	56,996.00	61,878.00	56,098.00
5116 Bank Fees	0.00	35.00	8.00	28.00
5119 Safety Supplies & Equipment	127.00	154.00	251.00	193.00
5120 Cell Phones	258.00	367.00	259.00	347.00
5121 Telephone - Pager	179.00	189.00	184.00	206.00
5122 Travel and Training Expense	1.00	308.00	55.00	308.00
5123 Automobile - Transportation	120.00	146.00	120.00	144.00
5125 Publications - Books	2.00	3.00	12.00	2.00
5126 Dues & Memberships	17.00	161.00	7.00	153.00
5127 License	0.00	0.00	0.00	10.00
5130 Rents - Leases	0.00	22.00	0.00	91.00

5131 Records Maintenance	5.00	20.00	5.00	18.00
5135 Maintenance - Repair	7,485.00	2,675.00	1,491.00	2,680.00
5136 Parks Maintenance - Repair	13.00	210.00	0.00	210.00
5138 Office Equipment	45.00	103.00	60.00	98.00
5139 Equipment	62.00	322.00	57.00	322.00
5141 General Liability Insurance	0.00	223.00	0.00	1,743.00
5143 Property Insurance	0.00	173.00	0.00	307.00
5144 Emp Practice Liab Insurance	0.00	23.00	0.00	125.00
5150 Electricity	9,254.00	5,248.00	7,930.00	5,249.00
5151 Natural Gas	31.00	31.00	31.00	39.00
5152 Water	610.00	1,478.00	656.00	3,208.00
5153 Sewer	2.00	6.00	2.00	4.00
5154 Garbage	217.00	91.00	45.00	91.00
5155 Earthquake	1,397.00	0.00	0.00	0.00
5156 WINTER STORM DAMAGE	53.00	0.00	0.00	0.00
5160 Elections	3.00	120.00	0.00	0.00
5162 Medical	0.00	5.00	0.00	5.00
5163 Property Tax Admin Fees	0.00	33.00	0.00	34.00
5164 Regulatory Fees	41.00	65.00	55.00	73.00
5166 LAFCO Fees	0.00	35.00	0.00	37.00
5171 Computer Software	0.00	43.00	31.00	36.00
5173 Computer Maintenance - Support	15.00	380.00	24.00	353.00
5174 Web Design Services	0.00	26.00	0.00	26.00
5212 Gas & Oil	794.00	521.00	672.00	521.00
5213 Vehicle Repair	375.00	260.00	357.00	260.00
5215 Public Works - Small Tools	290.00	550.00	222.00	550.00
5227 Public Works - Equip. Repair	364.00	261.00	348.00	260.00
5229 Public Works - Equip. Rental	13.00	30.00	2.00	30.00
5450 Miscellaneous Expense	9.00	0.00	90.00	0.00
5514 Engineering	0.00	40.00	0.00	40.00
5900 RFD and Library	0.00	100.00	0.00	100.00
Water/Sewer				
6400 Fixed Asset - Vehicles	0.00	0.00	0.00	5,500.00
Total Expenditures	121,708.00	122,041.00	119,005.00	125,419.00

STATEMENT OF CONFORMANCE

LTF

Claimant: City of Rio Dell

Fiscal Year of Claim: 2024-25

Certify all that apply.

LOCAL TRANSPORTATION FUND (LTF) - TRANSIT CLAIM

- LTF funds are **not** being used for operating
- LTF FUNDS are being used for operating
- A total of \$ _____ STA funds will also be claimed for operating during this fiscal year.

The claimant named above hereby certifies that this annual claim for local transportation funds in the amount of \$ _____ that is not being used for operating conforms with the requirements of Article 8, PUC Section 99400, of the Transportation Development Act and applicable rules and regulations.

CERTIFIED BY CLAIMANT:

By: Travis Sanborn

Title: Finance Director

Signature: _____

Date: _____