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



DATE: April 15, 2025

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 2025-26

IT IS RECOMMENDED THAT THE CITY COUNCIL:

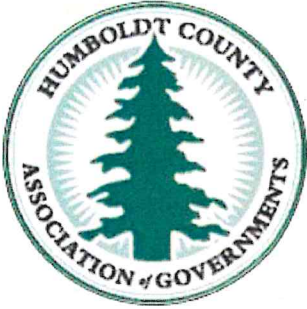
Authorize the Finance Director to sign and submit the City's annual Transportation Development Act (TDA) Claim for Fiscal Year (FY) 2025-26.

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 2025-26 projected allocation is \$122,055 compared to last year's TDA claim of \$125,317. Estimated costs for proposed projects outlined in the City's 2025-26 financial plan include \$57,679 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 \$57,876 for ongoing street repair, maintenance, and construction within the City.

ATTACHMENTS

2025-26 LTF Apportionment and Allocations  
Claim Request  
Annual Project and Financial Plan  
Statement of Conformance



**HCAOG**  
*Regional  
Transportation  
Planning Agency*

6111 Street, Suite B  
Eureka, CA 95501  
707.444.8208  
Fax: 707.444.8319  
[www.hcaog.net](http://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 21, 2025

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

**From:** Amy Eberwein, Administrative Services Officer, HCAOG

**RE: 2025-26 Local Transportation Fund Apportionment and Allocations**

The County Auditor's estimate for the FY 2025-26 Local Transportation Fund (LTF) is \$5,898,400, which is \$108,930 less than the estimate for FY 2024-25.

After subtracting the Auditor's payment (\$4,000), and HCAOG's administration and planning allocation (\$500,000), the 2% bicycle and pedestrian set aside is estimated to be \$107,888. Additionally, the Humboldt Transit Authority will receive an allocation of \$252,101 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 25-02 approving the LTF FY 2025-26 findings of apportionment and allocations.

The following table shows the estimated available LTF allocations for each jurisdiction for FY 2025-26.

<b>Jurisdiction</b>	<b>Estimated FY 2025-26 Apportionment</b>
Arcata	698,212
Blue Lake	43,271
Eureka	981,903
Ferndale	51,067
Fortuna	458,733
Rio Dell	122,055
Trinidad	11,072
Humboldt County	2,646,200
<b>Total</b>	<b>\$ 5,012,512</b>

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](mailto: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 25-02

## 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](http://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  
***Contact Person:*** Travis Sanborn  
***Title:*** Finance Director  
***Phone:*** 707-764-3532  
***E-mail:*** [sanbornt@cityofriodell.ca.gov](mailto: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 \$122,055 for fiscal year 2025-26. 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: \_\_\_\_\_  
Debbie Egger  
Interim Executive Director, Humboldt County Association of Governments



## Local Transportation Fund (LTF)

(iii) right-of-way acquisition.

Fiscal Year: 2025-26

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	\$ 57,679	4-99260(a)	\$ -	\$ -	\$ 57,679
06-02 HSRC Share of Cost	\$ 6,500	8-99400©	\$ -	\$ -	\$ 6,500
06-03 Street Construction & Maintenance	\$ 57,876	8-99402	\$ -	\$ -	\$ 57,876
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
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TOTAL	\$ 122,055		\$ -	\$ -	\$ 122,055

LTF Annual Claim Forms (rev. 12/23)

## STATEMENT OF CONFORMANCE

### LTF

**Claimant:** City of Rio Dell

**Fiscal Year of Claim:** 2025-26

*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 \$122,055 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: \_\_\_\_\_