

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
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 \$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

(print name)

Title: Finance Director

Signature: 

Submittal date: 4/23/2025

APPROVED:

By: 

Date: 7/9/25

Brendan Byrd

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: 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 |
| | \$ - | | \$ - | \$ - | \$ - |
| | \$ - | | \$ - | \$ - | \$ - |
| | \$ - | | \$ - | \$ - | \$ - |
| | \$ - | | \$ - | \$ - | \$ - |
| | \$ - | | \$ - | \$ - | \$ - |
| | \$ - | | \$ - | \$ - | \$ - |
| | \$ - | | \$ - | \$ - | \$ - |
| | \$ - | | \$ - | \$ - | \$ - |
| TOTAL | \$ 122,055 | | \$ - | | \$ 122,055 |

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

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: 4.23.2025

City of Rio Dell
Year-to-Year Comparison Report by Department
June 30, 2024

| 024 | YTD Actual Current | YTD Actual Prior Year | Annual Budget Current | Annual Budget Prior Year | Budget Variance Current YTD |
|---|--------------------------|-----------------------------|-----------------------------|--------------------------------|-----------------------------------|
| 4045 Tax - (HCAOG) Transportation - TDA | 125,803 | 142,049 | 125,803 | 120,000 | 0 |
| 4310 Interest Income | 3,383 | 216 | 0 | 0 | 3,383 |
| 4990 Misc - Other | 361 | 0 | 0 | 0 | 361 |
| Total Revenue | 129,547 | 142,265 | 125,803 | 120,000 | 3,744 |
| 5000 Full Time Salaries | 30,758 | 25,135 | 27,375 | 24,333 | (3,383) |
| 5026 Part Time Temporary Salaries | 85 | 416 | 0 | 945 | (85) |
| 5030 Overtime Salaries | 299 | 315 | 1,241 | 390 | 943 |
| 5035 Benefit - MISSIONSQUARE 457B | 4,055 | 3,267 | 3,986 | 3,505 | (69) |
| 5040 Benefit - Health Insurance | 7,719 | 6,257 | 9,316 | 5,036 | 1,597 |
| 5042 Benefit - Life Insurance | 97 | 79 | 92 | 78 | (5) |
| 5044 Benefit - Dental/Vision Insur | 633 | 552 | 886 | 624 | 253 |
| 5045 Worker Compensation Insurance | 4,715 | 2,527 | 2,514 | 4,057 | (2,201) |
| 5050 FICA | 2,619 | 2,157 | 2,624 | 2,191 | 5 |
| 5055 Unemployment Insurance | 104 | 97 | 95 | 162 | (9) |
| 5056 Employment Training Tax | 5 | 4 | 10 | 5 | 5 |
| 5060 Clothing Allowance | 158 | 213 | 120 | 132 | (38) |
| 5080 Hiring Costs | 44 | 35 | 135 | 135 | 91 |
| 5101 Office Supplies | 25 | 13 | 124 | 124 | 98 |
| 5102 Operating Supplies | 601 | 167 | 178 | 178 | (423) |
| 5103 Postage | 2 | 0 | 45 | 45 | 43 |
| 5104 Printing - Forms | 2 | 2 | 132 | 172 | 130 |
| 5105 Advertising | 0 | 0 | 26 | 80 | 26 |
| 5106 Promotional | 56 | 0 | 110 | 110 | 54 |
| 5107 Memorial Park Expense | 3 | 0 | 30 | 30 | 27 |
| 5108 Streets | 861 | 2,733 | 2,600 | 7,280 | 1,739 |
| 5110 Accounting | 0 | 203 | 270 | 270 | 270 |
| 5112 Legal | 987 | 10 | 656 | 706 | (331) |
| 5115 Contract/Professional Services | 59,257 | 55,744 | 56,975 | 56,996 | (2,282) |
| 5116 Bank Fees | 0 | 0 | 35 | 35 | 35 |
| 5119 Safety Supplies & Equipment | 219 | 127 | 154 | 154 | (65) |
| 5120 Cell Phones | 223 | 258 | 276 | 367 | 53 |
| 5121 Telephone - Pager | 94 | 179 | 194 | 189 | 100 |
| 5122 Travel and Training Expense | 126 | 1 | 268 | 308 | 142 |
| 5123 Automobile - Transportation | 129 | 120 | 178 | 146 | 49 |
| 5125 Publications - Books | 0 | 2 | 2 | 3 | 2 |
| 5126 Dues & Memberships | 17 | 17 | 161 | 161 | 144 |
| 5130 Rents - Leases | 79 | 0 | 22 | 22 | (57) |
| 5131 Records Maintenance | 5 | 5 | 20 | 20 | 16 |
| 5135 Maintenance - Repair | 6,038 | 7,485 | 2,375 | 2,675 | (3,663) |
| 5136 Parks Maintenance - Repair | 23 | 13 | 210 | 210 | 187 |
| 5138 Office Equipment | 58 | 45 | 103 | 103 | 46 |
| 5139 Equipment | 72 | 62 | 322 | 322 | 250 |
| 5141 General Liability Insurance | 0 | 0 | 288 | 223 | 288 |
| 5143 Property Insurance | 0 | 0 | 255 | 173 | 255 |
| 5144 Emp Practice Liab Insurance | 0 | 0 | 31 | 23 | 31 |
| 5150 Electricity | 10,334 | 9,254 | 6,568 | 5,248 | (3,767) |
| 5151 Natural Gas | 12 | 31 | 30 | 31 | 19 |
| 5152 Water | 892 | 610 | 1,553 | 1,478 | 661 |
| 5153 Sewer | 2 | 2 | 6 | 6 | 4 |
| 5154 Garbage | 6 | 217 | 91 | 91 | 85 |
| 5155 Earthquake | 6,496 | 1,397 | 0 | 0 | (6,496) |

City of Rio Dell
Year-to-Year Comparison Report by Department
June 30, 2024

| | YTD Actual Current | YTD Actual Prior Year | Annual Budget Current | Annual Budget Prior Year | Budget Variance Current YTD |
|-------------------------------------|--------------------------|-----------------------------|-----------------------------|--------------------------------|-----------------------------------|
| 024 | | | | | |
| 5156 WINTER STORM DAMAGE | 0 | 53 | 0 | 0 | 0 |
| 5160 Elections | 0 | 3 | 0 | 120 | 0 |
| 5162 Medical | 18 | 0 | 5 | 5 | (13) |
| 5163 Property Tax Admin Fees | 0 | 0 | 34 | 33 | 34 |
| 5164 Regulatory Fees | 106 | 41 | 65 | 65 | (41) |
| 5166 LAFCO Fees | 0 | 0 | 35 | 35 | 35 |
| 5171 Computer Software | 17 | 0 | 42 | 43 | 25 |
| 5173 Computer Maintenance - Support | 0 | 15 | 480 | 380 | 480 |
| 5174 Web Services | 19 | 0 | 25 | 26 | 6 |
| 5212 Gas & Oil | 914 | 794 | 1,301 | 521 | 387 |
| 5213 Vehicle Repair | 376 | 375 | 910 | 260 | 534 |
| 5215 Public Works - Small Tools | 421 | 290 | 550 | 550 | 129 |
| 5227 Public Works - Equip. Repair | 798 | 364 | 797 | 261 | (1) |
| 5229 Public Works - Equip. Rental | 0 | 13 | 41 | 30 | 41 |
| 5450 Miscellaneous Expense | 0 | 9 | 0 | 0 | 0 |
| 5514 Engineering | 0 | 0 | 40 | 40 | 40 |
| 5900 RFD and Library Water/Sewer | 0 | 0 | 104 | 100 | 104 |
| Total Expenditures | <u>140,579</u> | <u>121,708</u> | <u>127,111</u> | <u>122,041</u> | <u>(13,468)</u> |