

**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).

CLAIM REQUEST
Local Transportation Fund (LTF)

Claimant: City of Fortuna
Address: 621 11th Street, Fortuna CA 95540
Contact Person: Aaron Felmlee
Title: Finance Director
Phone: (707) 725-1402
E-mail: afelmlee@ci.fortuna.ca.us

The City of Fortuna 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 \$ 470,986 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: Aaron Felmlee Title: Finance Director
(print name)

Signature:  Submittal date: 2/29/24

APPROVED:

By:  Date: 3/8/24

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 FORTUNA

Fiscal Year: 2024-25

PROJECT (Title & brief description)	Allocation Amount Available	PUC Article & Section	Funds not being claimed	Funds Requested	Balance Remaining
No. 2024-01 HTA/RTS Share	\$ 195,012	Art. 4 99260 (a)	\$ -	\$ 195,012	\$ -
No. 2024-02 Senior Bus/DAR/DAL	\$ 245,200	Art. 4 99260.7	\$ -	\$ 245,200	\$ -
No. 2024-03 Senior Bus/DAR/DAL FY 22-23 Operating Funding Shortfall	\$ 20,644	Art. 4 99260.7	\$ -	\$ 20,644	\$ -
No. 2024-04 BUS SHELTER MAINT	\$ 500	Art. 8 99400 (a)	\$ -	\$ 500	\$ -
No. 2024-05 2% BIKE/PED/SETASIDE	\$ 9,420	Art. 8 99400 (a)	\$ -	\$ 9,420	\$ -
No. 2024-06 ONGOING STREETS	\$ 210	Art. 8 99402	\$ -	\$ 210	\$ -
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
TOTAL	\$ 470,986		\$ -		\$ 470,986

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

STATEMENT OF CONFORMANCE

LTF

Claimant: City of Fortuna

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 \$ 470,986 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: Aaron Felmlee

Title: Finance Director

Signature: 

Date: 2/29/24

City of Fortuna Report of Excess LTF Funds Reclassified for Future Capital Purchases

Fiscal Year	Resolution	Amount Reclassified	
2012-2013	13-04	\$ 26,618	Funds are being saved for future bus purchase
2011-2012	11-14	5,618	Funds are being saved for future bus purchase
2010-2011	10-12A	10,822	Funds are being saved for future bus purchase
2009-2010	09-09	597	Funds are being saved for future bus purchase
2008-2009	08-08	5,107	Funds are being saved for future bus purchase
2006-2007	06-09	5,836	Funds are being saved for future bus purchase
		<u>\$ 54,598</u>	

Authorized Representative of claimant:

By: Aaron Felmlee

Title: Finance Director

Signature:



Date:

2/29/24

Appendix E. Report of Excess LTF Funds Reclassified for Future Capital Purchases

City of Fortuna Report of Operating Budget for Transit System

Fiscal Year 2024-25 Operating Budget

	FY 24-25 Budget	FY 23-24 Budget	FY 22-23 Actual
Operating Sources:			
Bus Rider Fees	\$ 16,000	\$ 16,000	\$ 15,628
Operating Uses:			
Pay	\$ 131,000	\$ 128,500	\$ 119,288
Benefits	83,500	81,500	92,986
Supplies	1,500	1,500	1,122
Vehicle Fuel & Oil	17,500	16,000	17,582
Vehicle Repair & Maintenance	6,000	5,000	6,861
Advertising & Personnel	1,200	1,200	1,403
Insurance	15,000	15,000	14,080
Telephone & Other	5,500	5,500	3,350
Net Operating Uses	<u>\$ 245,200</u>	<u>\$ 238,200</u>	<u>\$ 241,044</u>

Authorized Representative of claimant:

By: Aaron Felmlee

Title: Finance Director

Signature: _____



Date: _____

2/29/24

Appendix H. Report of Operating Budget for Transit System

City of Fortuna Response to applicable audit findings from triennial performance audit reports

Recommendation # Response to Recommendation's listed on pages 25-27 of City of Fortuna Triennial audit

- 1.) The City of Fortuna will prepare a Zero-Emission Vehicle Roll Out Plan which will demonstrate when the service busses will be replaced and how those new busses will be fueled/charged.

- 2.) The use of Measure E funds to supplement a possible low fare box recovery is not a likely option should the need arise. The City has implemented an Oversight Board which is responsible for keeping Measure E expenses in alignment with Measure E's intended use of tax funds. The Measure E Oversight Committee and City Council would not approve using those funds to keep us above 10% if they felt that purpose did not meet the intentions of Measure E which are uncertain at this time.

Authorized Representative of claimant:
By: Aaron Felmlee

Title: Finance Director

Signature:



Date:

2/29/24

Appendix L. Response to applicable audit findings from triennial performance audit reports.