

**CITY MANAGER’S REPORT
MAY 13, 2024 CITY COUNCIL REGULAR MEETING
TRANSPORTATION DEVELOPMENT ACT CLAIM FY 2023/24**

Table 1 reflects the available resources from LTF and the City’s portion of LTF funding for FY 2023/24.

Table 1 – FY 2023/24 LTF Funding Summary

Area Apportionment	\$2,037,470
Pedestrian/Bicycle	\$47,943
Prior Years’ Unclaimed Apportionment	\$1,655,446
Unexpended Carryover	\$689,393
TOTAL LTF – RESOURCES	\$4,430,251
LTF - EXPENDITURES	
AMOUNT	
Pedestrian/Bicycle ²	(\$195,506)
Roads and Streets ³	(\$2,441,126)
Transit Set-Aside 25% ⁴	(\$1,617,867)
TOTAL LTF – EXPENDITURES	(\$4,254,500)
LTF Surplus/(Deficit) ⁵	\$175,752
LTF CLAIM	
AMOUNT	
Total LTF Expenditures	\$4,254,500
Less: Unexpended Carry Over and TDA Claim	(\$689,393)
TOTAL LTF CLAIM	\$3,565,107

Notes:

¹ The funds requested for TDA Administration is the City’s share of the transportation planning apportionment retained by San Joaquin Council of Governments for their administration services.

² The funds requested for Pedestrian and Bicycle will be used for Sidewalk Repair Program and Thomsen Road/Lathrop Elementary School Improvements.

³ The funds requested for Roads and Streets will be used for, the annual street maintenance program, the replacement of concrete sidewalks identified in the sidewalk survey.

⁴ There are no projects budgeted at this time requesting additional funding. Previously the City has budgeted for maintenance of the bus shelters.

⁵ Unclaimed balance of \$175,752 pending council's direction.

REASON FOR RECOMMENDATION:

The City is required to submit an annual claim to SJCOG Board to receive Local Transportation Funds.

**CITY MANAGER'S REPORT
MAY 13, 2024 CITY COUNCIL REGULAR MEETING
TRANSPORTATION DEVELOPMENT ACT CLAIM FY 2023/24**

PAGE 3

FISCAL IMPACT:

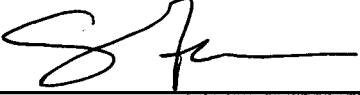
The costs associated with preparing the TDA claim were included in the Council Approved FY 2023/24 operating budget. Authorization to submit the claim is necessary for the City to continue to receive TDA funding.

ATTACHMENTS:

- A. Resolution Authorizing the Filing of a Transportation Development Act (TDA) Claim for Local Transportation Funds (LTF) for Fiscal Year 2023/24
- B. Transportation Development Act Claim Fiscal Year 2023/24

**CITY MANAGER'S REPORT
MAY 13, 2024 CITY COUNCIL REGULAR MEETING
TRANSPORTATION DEVELOPMENT ACT CLAIM FY 2023/24**

APPROVALS:



Sandra Frias
Sr. Management Analyst

5/1/24

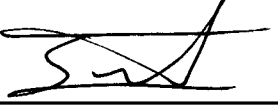
Date

 FOR

Cari James
Director of Finance

5/1/2024

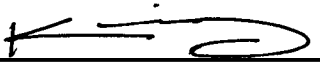
Date



Salvador Navarrete
City Attorney

5.2.2024

Date



Stephen J Salvatore
City Manager

5.6.2024

Date

RESOLUTION NO. 24 - _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LATHROP
AUTHORIZING THE FILING OF A TRANSPORTATION DEVELOPMENT ACT
(TDA) CLAIM FOR LOCAL TRANSPORTATION FUNDS (LTF) FOR FISCAL
YEAR 2023/24**

WHEREAS, under provisions of the Transportation Development Act (TDA), the City is required to make an annual claim for funds apportioned to the City under the Local Transportation Fund (LTF) through the San Joaquin County Council of Governments for transit purposes; and

WHEREAS, the City may file a claim form relative to the 2023/24 Fiscal Years LTF Apportionment; and

WHEREAS, the City may claim funds for the specified amounts and purposes listed below:

\$1,617,867.00	Transit Set-Aside 25%
\$1,900,000.00	Roads & Streets: Article 8 (PUC 99400(a))
\$ 541,126.21	Unexpended Carryover-Roads & Streets: Article 8 (PUC 99400(a))
\$ 47,240.00	Pedestrian & Bicycle: Article 3 (PUC 99234)
\$ 148,266.31	Unexpended Carryover- Pedestrian & Bicycle: Article 3 (PUC 99234)
\$-0-	LTF Other Article 8 (99400(b,c,d,e))
\$-0-	Unexpended Carryover- LTF Other Article 8 (99400(b,c,d,e))
\$4,254,500.00	Total TDA Funds being claimed

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Lathrop does hereby authorize the filing of said TDA claim for Local Transportation Funds and directs staff to present the claim to the San Joaquin County Council of Governments in the amount of \$4,254,500.

The foregoing resolution was passed and adopted this 13th day of May 2024, by the following vote of the City Council, to wit:

AYES:

NOES:

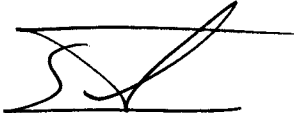
ABSENT:

ABSTAIN:

Sonny Dhaliwal, Mayor

ATTEST:

APPROVED AS TO FORM:



Teresa Vargas, City Clerk

Salvador Navarrete, City Attorney

FISCAL YEAR 2023-2024

SAN JOAQUIN COG

TRANSPORTATION DEVELOPMENT ACT

CLAIM FORM AND GUIDELINES

FOR

LOCAL TRANSPORTATION FUND (LTF)

AND

STATE TRANSIT ASSISTANCE FUND (STA)

Agency Name:

For Internal Use:

Planner Review: _____

Finance Review: _____

Steve Dial Review: _____

**LOCAL TRANSPORTATION FUND
CLAIM FOR FISCAL YEAR 2023/24**

TO: San Joaquin Council of Governments
555 E Weber Avenue
Stockton, CA 95202

FROM: Applicant: City of Lathrop
Address: 390 Towne Centre Drive
City Lathrop Zip: 95330
Contact Person: Sandra Frias Phone: 209-941-7328
E-mail Address: sfrias@ci.lathrop.ca.us Fax: _____

The City of Lathrop hereby requests, in accordance with Chapter 1400 Statutes 1971 and applicable rules and regulations, that its annual transportation claim be approved in the amount of \$4,254,500 for fiscal year 2023/24, to be drawn from the Local Transportation Fund.

When approved, please transmit this claim to the County Auditor 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.

The claimant certifies that this Local Transportation Fund claim and the financial information contained therein is reasonable and accurate to the best of my knowledge and the aforementioned information indicates the eligibility of this claimant for funds for the fiscal year of the application pursuant to CAC Section 6634 and 6734

Submitted by: _____

Title: City Manager

Date: _____

San Joaquin Council of Governments

Date of approval: _____

BY: _____
Diane Nguyen
Executive Director

BY: _____
Steve Dial
Deputy Executive Director/CFO

Date: _____

TRANSPORTATION DEVELOPMENT ACT APPORTIONMENTS

I	Local Transportation Fund Available Apportionment	
A.	Area Apportionment 2023-2024	\$ <u>2,037,470</u>
B.	Pedestrian/Bicycle Apportionment	\$ <u>47,943</u>
C.	Previous Years' Unclaimed Apportionment	\$ <u>1,655,446</u>
D.	Unexpended Carryover	\$ <u>689,393</u>
E.	TOTAL AVAILABLE FOR THIS CLAIM (Also enter on page 9, 1st column)	\$ <u>4,430,251</u>
F.	Actual net funds available (E-D=F)	\$ <u>3,740,859</u>
II	State Transit Assistance Fund Available Apportionment	
A.	Area Apportionment 2023-2024	\$ _____
B.	Previous Years' Unclaimed Apportionment	\$ _____
C.	Unexpended Carryover	\$ _____
D.	TOTAL AVAILABLE FOR THIS CLAIM (Also enter on page 9, 2nd column)	\$ <u>0</u>
E.	Actual net funds available (D-C=E)	\$ <u>0</u>

CLAIM PURPOSES

	I. LTF	II STA
I. PUBLIC TRANSPORTATION		
Article 4 (99260) - Operator ¹	\$ _____	_____
TRANSIT SET-ASIDE 50%	\$ 1,617,867	_____
CCR Section 6730(a) Public Transit	\$ _____	_____
CCR Section 6730(a) Capital	\$ _____	_____
Article 8 (99400(c) Contractor Operating	\$ _____	_____
Article 8 (99400(e) Contractor Capital	\$ _____	_____
Article 8 (99400(b) Passenger Rail Service Operations and Capital	\$ _____	_____
II PEDESTRIAN AND BICYCLE		
Article 3 (99234)	\$ 195,506	_____
III ROADS AND STREETS		
Article 8 (99400(a))	\$ 2,441,126	_____
IV OTHER		
Article 8 (99400(b,c,d,e))	\$ _____	_____
TOTAL THIS CLAIM	\$ 4,254,500	_____
TOTAL AVAILABLE FOR THIS CLAIM (from pg. 8, (I.) E. and (II.) D)	\$ 4,430,251	_____
UNCLAIMED APPORTIONMENT (TOTAL AVAILABLE less TOTAL THIS CLAIM)	\$ 175,752	_____

IMPORTANT: To avoid accidental overpayment, please **identify** and **itemize** in the space below any unexpended carryover included in the amounts being claimed above. Identify the amount of carryover and the purpose for which it is being reclaimed. Attach pages as necessary.

LTF in Transit Fund to be reclaimed for	<u>Transit Purpose</u>	_____
LTF in Transit Fund to be reclaimed for	<u>Capital Purpose</u>	_____
LTF in Streets and Roads Fund to be reclaimed for	<u>Streets & Roads</u>	\$541,126.21
LTF in Ped/Bike Fund reclaimed for	<u>Peds/Bicycle</u>	\$148,266.31
STA in Transit Fund reclaimed for	_____	_____
TOTAL UNEXPENDED CARRYOVER		\$689,393

PART I - PUBLIC TRANSPORTATION

Article 4 Operator
Article 8 Contractor

FINANCIAL INFORMATION

Please Circle Either
2023/2024
2023/2024

A. OPERATING REVENUES

	FY22/23	FY23/24
	ESTIMATE	BUDGET
	ACTUAL	ACTUAL
401 Passenger Fares		
402 Special Transit Fares		
405 Charter Revenues		
406 Auxiliary Transportation Revenues (includes advertising)		
407 Non-Transportation Revenues		
408 Tax Revenue (Specify)		
Property Tax		
Sales Tax (not TDA)		
409 Local Grants and Reimbursements		
Purchase of Service		
Local Transportation Fund (LTF revenue)		1,617,867
410 Local Special Fare Assistance		
411 State Cash Grants & Reimbursement CMAQ		
Other: <u>Caltrans 5303 Planning</u>		
412 State Special Fare Assistance		
413 Federal Grants and Reimbursements FTA Grants 5307		
430 Contributed Services (Not Cash)		
440 Subsidy from other Sector of Operations		
Interest Income		
TOTAL		\$1,617,867

B. CAPITAL REVENUES

464 Capital Grants and Subsidies		
Specify Federal, State, Local:		
<u>State Prop 1B & Measure K</u>		
State Transit Assistance (STA)		
Local Transportation Fund (LTF)		
Non-Governmental Donations		
TOTAL		

C. OPERATING EXPENSES

	FY22/23	FY23/24
	ESTIMATE	BUDGET
	ACTUAL	ACTUAL
501 Labor		
Operations and Salaries/Wages		
Other Salaries/Wages		
502 Fringe Benefits		
503 Services		
504 Materials/Supplies		
Fuel/Lubricants		
Tires/Tubes		
Other: CONTRACTED TRANSIT		
505 Utilities		
506 Casualty/Liability Costs		
507 Taxes		
508 Purchased Transportation Service		1,617,867
509 Misc. Expenses		
510 Expense Transfer		
511 Interest Expense		
512 Leases and Rentals		
513 Depreciation/amortization		
Operator Funds		
Grant Funds		
TOTAL		\$1,617,867

D. CAPITAL EXPENSES

Debt Service		
Land/Property Acquisition		
Vehicles _____		
Construction		
Other		
TOTAL		

* Allowable capital expenses are limited for Article 8 Claimants; see 99400(e)

II.

OPERATIONAL INFORMATION

	Actuals FY2022/23	Actual/Est. FY2023/24	Proposed FY2024/25
1. <u>Patronage</u>			
a. Total Passengers	_____	_____	_____
b. Revenue Passengers	_____	_____	_____
c. Youth Passengers	_____	_____	_____
d. Elderly Passengers	_____	_____	_____
e. Handicapped Passengers	_____	_____	_____
2. <u>Vehicle Miles</u>			
a. Total Vehicle Miles	_____	_____	_____
b. Revenue Vehicle Miles	_____	_____	_____
3. <u>Revenue Vehicle Hours</u>	_____	_____	_____
4. <u>Revenue Vehicle Fuel Consumption</u>			
a. Diesel	_____	_____	_____
b. Gasoline	_____	_____	_____
5. <u>Fare Collection</u>			
a. Base	_____	_____	_____
b. Zone	_____	_____	_____
c. Youth	_____	_____	_____
d. Senior	_____	_____	_____
e. Handicapped	_____	_____	_____
f. Monthly Pass	_____	_____	_____
g. Other	_____	_____	_____
h. Average Fare	_____	_____	_____

A.

THREE YEAR FISCAL PLAN

	FY2023/24	FY2024/25	FY2025/26
Operating Expenses	\$1,617,867	\$1,000,000	\$1,000,000
Operating Revenues			
Sources			
LTF	1,617,867	1,000,000	1,000,000
STA			
Federal (5311)			
Fares			
General Fund			
Other : Measure - K / FTA			
Total	\$0	\$0	\$0
Capital Expenses			
Capital Revenue			
Sources			
LTF			
STA			
Federal			
Other			
Total			

V.

**LOCAL TRANSPORTATION FUND
ANNUAL PROJECT AND FINANCIAL PLAN
PEDESTRIAN AND BICYCLE PROJECTS**

(Use additional forms as necessary)

PART II

Briefly describe all proposed projects and indicate proposed project expenditures for right of way acquisition and the construction of road and street projects.			
Project Title & Brief Description	Project Limits	Total Project Cost	LTF Funds Utilized
Class 2 - Bikeway to ACE Station PS22-18	Harlan Rd to Louise Avenue to the ACE Station	\$ 1,377,382	\$ 3,247
Citywide Streets Sidewalk Improvements PS24-08	Various Locations	\$ 176,873	\$ 89,005
Update Lathrop Bicycle Master Plan PS24-09	Various Locations	\$ 243,133	\$ 103,254
TOTAL		\$ 1,797,388	\$ 195,506

- | | |
|--|------------|
| 1. LTF carryover from <u>previous fiscal years</u> applied toward FY 2023/24 Pedestrian & Bicycle Projects | \$ 148,266 |
| 2. FY 2022/23 apportionment applied towards FY 2023/24 Non-motorized | \$ 47,240 |
| 3. Total of 1, 2 above (must match total LTF in Table 4 above) | \$ 195,506 |

VI.

**LOCAL TRANSPORTATION FUND
ANNUAL PROJECT AND FINANCIAL PLAN
ROADS AND STREETS PROJECTS**
(Use additional forms as necessary)

PART III

Briefly describe all proposed projects and indicate proposed project expenditures for right of way acquisition and the construction of road and street projects.			
Project Title & Brief Description	Project Limits	Total Project Cost	LTF Funds Utilized
Louise and McKinley Ave. Intersection Improvements PS15-02	Louise and McKinley	3,458,658	\$ 400,000
Lathrop Active Transportation Plan PS22-17	Various Locations	\$ 200,000	\$ 5,626
Class - 2 - Bikeway to Ace Station PS22-18	Harlan Rd to Louise Avenue to the ACE Station	\$ 1,377,382	\$ 355,519
McKinley Ave Pavement Rehabilitation PS23-18	McKinley	\$ 1,500,000	\$ 1,200,000
2023-2024 Pavement Maintenance PS24-05	Various Locations		\$ 379,981
Update Lathrop Bicycle Master Plan PS24-09	Various Locations	\$ 243,133	\$ 100,000
Interest			\$ 80,921
TOTAL		\$ 6,779,173	\$ 2,441,126

- | | |
|--|--------------|
| 1. LTF carryover from <u>previous fiscal years</u> applied toward FY 2023/24 Roads and Streets | \$ 541,126 |
| 2. FY 2022/23 apportionment applied toward FY 2023/24 Roads and Streets | \$ 1,900,000 |
| 3. Total of 1, 2 above (must match total LTF in Table 4 above) | \$ 2,441,126 |

PART V

STATEMENT OF ASSURANCES CONFORMANCE REQUIREMENTS FOR CLAIMANTS

Please initial all applicable paragraphs pursuant to which the attached claim is being submitted. Initial in space provided or put N/A if it is not applicable to your organization.

Initial or N/A

1) 180 Day Certified Fiscal Audit (required for all claims)

TH

Claimant assures that it has submitted a satisfactory independent fiscal audit, with required certification, to SJCOG and to the State Controller not more than 180 days after the end of the prior fiscal year.

(Refer to PUC Section 99245, CCR Section 6664)

2) 90 Day Annual State Controller Report (required for all transit claims)

TH

Claimant assures that it has submitted this report to the State Controller in conformance with the uniform system of accounts and records not more than 120 days after the end of the prior fiscal year.

(Refer to PUC Section 99243, CCR Section 6665)

3) Elderly/Disabled (required for all transit claims)

N/A

Assurance that the transit operator in question is in compliance with PUC Section 99155 pertaining to reduced transit fares for elderly and disabled persons and Section 99155.5 pertaining to dial-a ride and paratransit services.

4) Farebox Recovery Ratio Requirements (required for all transit claims)

N/A

Claimant filing a claim for LTF or STA funds certifies that it will maintain for the project that ratio of fare revenues and local support to operating cost required under PUC Sections 99268.3, 99268.4, 99268.5(a), 99268.5(b), 99268.12, 99270.1, and 99270.2, as appropriate.

(Refer to PUC Section 99268, CCR Section 6633.2)

5) CHP Terminal Inspection (required for all transit claims)

N/A

Claimant certifies that it has been certified by the Department of the California Highway Patrol within the last 13 months to be compliant with Section 1808.1 of the Vehicle Code. This section requires operators to participate in a pull notice system for obtaining current driver records from the Department of Motor Vehicles.

(Refer to PUC Section 99251)

6) Implementation of Productivity Improvements (required for all transit claim)

N/A

Claimant certifies that the operator has made a reasonable effort to implement the productivity improvements recommended pursuant to PUC Section 99244.

7) Triennial Performance Audit

N/A

Claimant assures that it has complied with the requirements of a triennial performance audit.

(Refer to PUC Section 99248, CCR Section 6664.5)

8) Fiscal Audit

TH

Claimant certifies that it has submitted a satisfactory, independent fiscal audit, with Required certification statement, to the RTPA and the State Controller, pursuant to PUC 99245 and 21 Cal. Code of Regulations 6664 for the prior fiscal year. Claimant assures that this audit requirement will be completed for the current fiscal year.

9) 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 such change. (Refer to PUC Section 99266)

N/A

10) Extension of Service

Claimant who receives an allocation of LTF funds for extension of service pursuant to PUC Section 99268.8 certifies that it will file a report of these services pursuant to CCR section 6633.8(b) within 90 days after close of the fiscal year in which the allocation was granted.

N/A

11) Conformance with the Regional Transportation Plan

(required for STA claims, transit ped/bike and streets and roads claims)

Claimant certifies that all of the purposes for claim expenditures are in conformance with the Regional Transportation Plan.

(Refer to CCR 6754(a))

TH

12) Full Use of Federal Funds (required for STA claims only)

Claimant certifies that it is making full use of Federal Funds available under the Federal Transit Act.

(Refer to CCR 6754(a))

TH

13) Efficiency Standards

(required for transit operator claimants claiming STA for operating purposes)

Operator certifies that it meets one of the following two efficiency standards (PUC Section 99314.6):

N/A

a) Efficiency Standard 1: An operator's total operating cost per vehicle revenue hour for the most recent fiscal year must not exceed the prior year's operating cost per revenue vehicle hours, by a percentage greater than the percentage change in the Consumer Price Index (CPI) for the same period.

b) Efficiency Standard 2: An operator's total operating cost per vehicle revenue hour for the most recent fiscal year must not exceed the average total operating cost per vehicle revenue hour for the three prior years, increased by the average percentage change in the CPI for the same period.

(Refer to PUC Section 99314.6)

14) Consistency with Bicycle Plan (required for bicycle claims only)

Claimant certifies that all of the purposes for claim expenditures are in conformance with the City/Town or County bicycle plan.

TH

15) Part-Time Employees (Applies only to claims for STA)

Claimant certifies that it is not precluded by any contract entered into on or after June 28, 1979, from employing part-time drivers or contracting with common carriers of persons Operating under a franchise or license. Claimant further certifies that no person who was a Full-time employee on June 28, 1979, shall have his/her employment terminated or his/her Regular hours of employment, excluding overtime, reduced as a result of it employing part-time drivers or contracting with such common carriers.

N/A

**PAGE LEFT
INTENTIONALLY
BLANK**