

**MEMORANDUM
DEPARTMENT OF PUBLIC WORKS AND FACILITIES
COUNTY OF PLACER**

To: Honorable Board of Supervisors Date: December 8, 2015

From: Ken Grehm, Director of Public Works and Facilities
By: Richard Moorehead, Engineering Manager

Subject: **Transportation Planning / City County Fee Refund to the City of Roseville**

ACTION REQUESTED

Approve a FY 2015-16 Budget Revision to refund the City of Roseville for their overpayment of County/City Traffic Mitigation Fees to the County in the amount of \$910,531.29.

BACKGROUND

In September 2004, Placer County and the City of Roseville executed an agreement establishing the Baseline/Walerga/Fiddymont Road Traffic Fee Program (City/County Fee). Section 5 of that agreement required that the City of Roseville transfer fees collected on a quarterly basis to Placer County to be held in an account for the purpose of funding improvements identified in the fee program. In an interest to streamline the accounting and money transfer process associated with the original agreement, the City of Roseville and Placer County signed the First Amended and Restated Agreement (June 5, 2013) to the fee program which was executed by the City of Roseville and Placer County and took effect on July 1, 2013. Section 5 of the First Amended and Restated Agreement requires the City of Roseville and Placer County each hold fees collected from the effective date in a separate account maintained by each respective agency.

The finance department at the City of Roseville was not informed of the change and continued to transfer funds to Placer County on a quarterly basis. Between July 1, 2013 and July 1, 2015, the City of Roseville sent \$910,531.29 to Placer County. Placer County verified that an overpayment was collected between the dates identified through payments posted to the trust fund accounts receivable system. Internal controls have been reinforced to limit future payment by the City of Roseville to Fund 363 sub-fund 650 County/City of Roseville Joint Traffic Mitigation Fee. The City is now requesting that the funds be transferred back to Roseville to be deposited in the appropriate City Fee account as required by the amended agreement.

ENVIRONMENTAL CLEARANCE

The proposed action is not a project as defined by Public Resources Code Section 21065 and is therefore exempt from environmental review under CEQA.

FISCAL IMPACT

This action is to move funds into the FY 2015-16 Budget. A budget revision decrease in the amount of \$910,531.29 to Engineering Budget 11320 (Fund 363 sub-fund 650 County/City of Roseville Joint Traffic Mitigation Fee) is needed to transfer the funds from a trust fund to an operating budget (increase revenue object level #3 8780 Contributions from Other Funds by \$910,531.29) so the refund payment can be expended (increase object level #3 2555 Professional Services by \$910,531.29). There are no new fiscal impacts to the County.

Attachment 1 - Budget Revision
Attachment 2 - Refund Request Letter from the City of Roseville

**PLACER COUNTY
BUDGET REVISION**

PAS DOCUMENT NO. _____

Dept No.	Doc Type	Total \$ Amount	Total Lines
19	BR	\$1,821,062.78	2

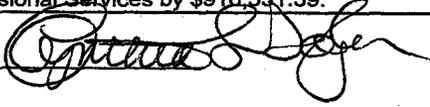
- Cash Transfer Required
 - Reserve Cancellation Request - Transfer from Fund 363 Subfund 650 County/City of Roseville Joint MTF
 - Establish Reserve Required
- 9/28/15 Auditor-Controller
 County Executive
 Board of Supervisors

ESTIMATED REVENUE ADJUSTMENT									APPROPRIATION ADJUSTMENT												
Dept No.	T Code	Rev	FUND	SUBFUND	OCA	PCA	OBJ L-3	Proj. No.	G/L Sub GL	AMOUNT	Dept No.	T Code	Rev	OCA	PCA	FUND	SUBF	Obj L-3	Proj. No.	Proj Detail	AMOUNT
19	006		120		003611		8780			910,531.39	19	014		003611		120		2555			910,531.29
TOTAL										910,531.39	TOTAL										910,531.29

REASON FOR REVISION: Budget revision to transfer \$910,531.39 from Fund 363 Subfund 650 Const. Maint. Project-Traffic Mitigation County/City of Roseville joint ~~MTF~~; increase object level #3 2555 Professional Services by \$910,531.39. City of Roseville overpaid the County by \$910,531.29 per the attached letter. Increase object level #3 8780 Contributions from Other Funds by \$910,531.29 and increase expense object level #3 2555 Professional Services by \$910,531.39.

Distribution:
All copies to Auditor

Department Head Ken Grehm
 Board of Supervisors _____
 Auditor-Controller _____



Date: 9/28/2015
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Development Services
Engineering
311 Vernon Street
Roseville, California 95678-2649

September 21, 2015

Stephanie Holloway, P.E., T.E.
Placer County Dept. of Public Works
3091 County Center Drive, Ste 220
Auburn, CA 95603

SUBJECT: City/County Fee Refund

Dear Ms. Holloway,

In September, 2004, Placer County and The City of Roseville executed an agreement establishing the Baseline/Walerga/Fiddymont Road Traffic Fee Program (City/County Fee). Section 5 of that agreement required that the City transfer fees collected on a quarterly basis to the County to be held in an account for the purpose of funding improvements identified in the fee program. Between September 2004 and July 1, 2013, Roseville sent \$2,290,786.34 to the County in City/County fees collected by the City. On June 5, 2013, the First Amended and Restated Agreement to that fee program was executed by the City and County which took effect on July 1, 2013. Section 5 of that amendment required that Roseville and Placer County each hold fees collected (from July 1, 2013 on) in a separate account maintained by each respective agency. Unfortunately, our finance department was never informed of this change and continued sending funds to Placer County on a quarterly basis. Between July 1, 2013 and July 1, 2015, Roseville inadvertently sent \$910,531.29 to Placer County. After July 1, 2015, no additional fees have been sent to Placer County.

The purpose of this letter is to request that Placer County refund \$910,531.29 back to Roseville to be deposited in the City/County fee account.

Please let me know if you have any questions or need additional information.

Sincerely,

A handwritten signature in black ink that reads "Scott Gandler". The signature is written in a cursive, flowing style.

Scott Gandler, P.E.

